Purchase Orders

Last modified: 02/09/17

TERMS AND CONDITIONS OF PURCHASE ORDERS

Failure to perform all Purchase Order Contract Agreements will result in a **$100 chargeback** per specification, plus any additional charges incurred to have the item(s)/shipment(s) meet the specifications. Please review the terms and conditions of your contract on the reverse side of the Purchase Order. A limited highlight of these conditions are as follows:

- E-Mail confirmation receipt of the Purchase Order within 48 hours of receiving the new PO release
- The ‘Due Date’ on the Purchase Order is the date the product must arrive at the NM Facility
- Notification must be given to NM by E-Mail within 48 hours of receiving the new PO release if there is a known reason that a Purchase Order due date will be late
- Overages or Shortages on a Purchase Order shipment must be within the limits of the Contract Agreement
- Unauthorized Overages on a Purchase Order shipment will be returned to the Vendor at the Vendor’s expense

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