



Wunderlich-Malec Supplier Expectations

- 1) All orders (or amendments to existing orders) need to be processed with either a WME purchase order or a corporate/personal credit card. No verbal POs are to be accepted.
- 2) A formal order acknowledgment must be returned to WME, preferably within 24 hours of the supplier receiving the WME order. This acknowledgment should list:
 - a. Confirmation of price
 - b. Confirmation of requested ship-to address
 - c. Confirmation of payment terms
 - d. The WME PO number
 - e. A specific ship date by line item (note: general lead time estimates such as “1-2 weeks” are not acceptable)
- 3) The Wunderlich-Malec shipping instructions must be followed. Please note the WME purchase order in carrier reference field (i.e. UPS, FedEx). Tracking information for the order should be forwarded to BU16-MN-Purchasing@wmeng.com . If drop-shipping direct from the manufacturer, the WME purchase order must be referenced on the packing slip.
- 4) Advance notice must be given of any expected deviations from the committed delivery date.
- 5) All invoices to be sent to wmapmail@wmeng.com ; invoices sent in any other way will result in delayed payment. All invoices should match the price quoted by the supplier and what WME listed on the purchase order.
- 6) All RMA activity is to be added to the original purchase order. Advance replacements should only be executed if documented on the purchase order.

EEO/Affirmative Action Employer

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