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PURCHASE ORDER REQUIREMENTS

Basics

Please acknowledge our purchase order with 48 hours of receipt.

- ❖ Additional terms and conditions can be found at www.nuwayindustries.com

Transportation / Logistic Requirements

DO NOT declare value on any of our shipments. If values are declared, they will be charged back to the supplier.

- ❖ Any single shipments **under 70 lbs and under 165"** in total length should be sent via **UPS Ground** collect using account # 604-926.
- ❖ Any single or consolidated shipments **over 70 lbs or over 165"** in total length or shipments sent by pallet must be adequately packed and sent via **Unishippers**. Please contact them by email at nuway.toned@unishippers.com or by phone at (847)843-0888.

Third Party / Drop Shipments

Any Third Party / Drop Shipment must be communicated and **approved** by Nu-Way's Purchasing Department **prior to shipment**.

- ❖ Additional charges for shipments sent via third party without prior authorization will be charged back to the supplier.

NOTE: When an approved third party shipment occurs it is essential that a packing slip with all required information (especially our PO number) is on the packing slip.

Packing Slips

Every Shipment **MUST** include a Packing Slip which should at a minimum contain:

- ❖ Supplier Information* (*Name, address and phone number*)
 - ❖ Quantity Shipped*
 - ❖ Nu-Way Part Number* (*indicated on Nu-Way PO*)
 - ❖ Nu-Way Purchase Order Number* (**NOTE:** only 1 purchase order is permitted per packing slip)
 - ❖ Unique Packing Slip Number
 - ❖ Date Shipped
 - ❖ PO Line number (*indicated on Nu-Way PO*)
- * Indicates required item that if missing will cause delay in receiving and may cause refusal or return of shipment.**

Invoices

May be mailed to the above address or sent electronically to apdept@nu-way.net

- ❖ Supplier Information* (*Name, address and phone number*)
 - ❖ Remit to Information (*only if different from Supplier Information*)
 - ❖ Unique Invoice Number*
 - ❖ Invoice Date*
 - ❖ Packing Slip Number used on the shipment
 - ❖ Purchase Order Number* (**NOTE:** only 1 purchase order is permitted per invoice)
 - ❖ PO Line number (*indicated on Nu-Way PO*)
 - ❖ Nu-Way Part Number* (*indicated on Nu-Way PO*)
 - ❖ Date Shipped
 - ❖ Quantity Shipped*
 - ❖ Unit Price*
- * Indicates required item that if missing will cause payment delay and may cause non-payment of invoice until corrected.**