

ENVIRONMENTAL OFFICE SOLUTIONS NEW VENDOR SETUP FORM

Company Name: _____ Contact Name: _____
DBA: _____ FEIN or SSOC: _____
Address 1: _____
Address 2: _____
City: _____ State: _____ Zip Code: _____ Country: _____
Phone : _____ Fax: _____ Email: _____

Remit to address (if different from above):

Street Address 1: _____
Street Address 2: _____
City: _____ State: _____ Zip Code: _____

Circle type of company: Individual/Sole Proprietor LLC Corporation

Accounts payable contact: _____
Phone number: _____ Email: _____

Method of payment (check one):

Check Credit Card

Special instructions (pricing, etc.): _____

Vendors MUST submit a Federal W9 form available here <https://www.irs.gov/pub/irs-pdf/fw9.pdf> Rep should email completed New Vendor form and W9 to inboundorders@eosusa.com

No revisions to these General Purchase Order Terms and Conditions shall be valid unless in writing and signed by an authorized representative of the Environmental Office Solutions, Inc..

General Terms and Conditions

- Company Purchase Order (PO) number must appear on every package.
- Company is not responsible for items received without a valid Purchase Order.
- Seller warrants they have clear title and authorization to all products sold to Company.
- All PO's submitted by a Company representative are subject to Company inspection guidelines. Only cartridges that are on our current Buy Back list <https://www.eosusa.com/buybacklist> and pass Company quality control qualify for payment.
- Company does not pay for universal or modified cartridges or any cartridge that infringes or violates any patent rights or trademark. Any like cartridge received will be properly disposed in accordance with R2v3 downstream standards. All charges will be Vendor responsibility.
- Once product has been received at a Company facility, it becomes property of Company.

Shipping

- Seller must have a total of 300 qualifying cartridges listed on our current Buy Back List to receive free shipping. Settled orders that have less than 300 qualifying cartridges will have the shipping charges deducted from the order payment.
- All liftgate, inside delivery charges, residential pickup fees or other accessorial fees are the responsibility of the seller and will be deducted from the final PO value.
- Seller must pack items properly and safely for transport. Company is not responsible for items damaged during shipping.
- Seller is required to provide pictures of material prior to scheduling of the shipment and, dependent upon pictures, may be required to prepay for shipping.
- Freight shipments which arrive without a valid Purchase Order may be refused.

Disposal

- PDW (Production Downstream Waste) is defined as items that do not pass Company quality process or do not appear on the list of acceptable cartridges at the time of receipt and requires disposal in accordance with R2v3 downstream standards.
- Non-qualifying cartridges (PDW), will be subject to a disposal fee of \$.50 per pound.
- Should the seller want rejected or damaged cartridges returned, arrangements must be made by seller **prior** to Company receiving the shipment. Return shipping is the responsibility of the seller.
- If the costs associated with the PDW disposal of any shipment is in excess of the value of qualifying goods causing a negative PO, there will be no payment to shipper. In addition, shipper will also be responsible for paying Company for additional costs associated with disposal.
- In the event that a seller has had a previous shipment where the PDW value exceeds the qualified cartridge value (negative PO), prepayment or a pre-authorized credit card on file is required prior to scheduling of future shipments. Seller may also be responsible for freight costs to Company.
- For any new vendor, an EOS representative may determine that a prepayment for disposal may be required prior to shipping goods. Seller may also be responsible for freight costs to Company.

Payment

- Payment terms as defined on the PO are based upon date product is received at any Company facility.
- All purchase orders will be paid based on upon terms of Net 45.
- Any disputes against a PO must be made within 7 business days of receiving payment.
- All sort and settle purchase orders will be priced based upon standard buy back at time of receipt.
- All pay to recycle orders require prepayment or a pre-authorized credit card on file prior to scheduling of the shipment.

In requesting a Vendor account with Environmental Office Solutions, Inc. we agree to the purchasing terms and conditions as shown above:

Printed Name: _____

Date: _____

Signature: _____

Title: _____

Vendors do NOT Complete below this line – for EOS USE ONLY

This section to be completed by EOS CycleLution team:

CycleLution account #: _____ Is CFK Vendor: Yes / No Terms: _____

Date created: _____ Created by: _____

This section to be completed by EOS accounting team:

W9 received with New Vendor Form (circle one): Yes / No – **if NO do NOT create new vendor**

Account created in Sage (circle one): Yes / No Sage Account # (including Division): _____

Date created: _____ Created by: _____