

New Vendor Welcome Packet



STEWART INDUSTRIES

Dear Vendor:

Welcome to STEWART Industries !

The purpose of the New Vendor Packet is to keep you, our valued vendor partner, better informed and ensure prompt payment of your invoice.

The New Vendor Welcome Packet sets forth our terms and conditions along with our operational requirements of our vendor partners in order to sell merchandise and services to STEWART Industries.



The procedures listed below should avoid rerouting your invoices to the buyer for further authorizations and delays:

- Fill out and e-mail us back form W-9. Please make sure to fill out your name as it is shown on your income tax return.
- Include shipping and/or handling charges in your quote.
- STEWART buyer will provide you with a Purchase Order number. Please include this number in your invoice to secure easy and fast processing of your payment.
- Our payment terms are net 45 days but we welcome prompt payment discounts.
- STEWART Industries is tax exempt from Michigan sales and use tax on qualified transactions.
- Please mail your invoices to:
150 McQuiston Dr.
Battle Creek MI 49037
or you can send it by e-mail to ssarnacki@stewartindustriesusa.com

Our goal is to greatly increase efficiency in getting your invoices submitted and processed.