

New Supplier Welcome Packet



Dear Supplier:

Welcome to STEWART Industries!

The purpose of this New Supplier Packet is to keep you, our valued supplier partner, better informed so as to ensure prompt payment of your invoice (s).

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





Compliance with the procedures listed below will help to avoid further authorization and possible delays:

- **Please fill out and e-mail the enclosed Form W-9 to siaccounting@stewartindustriesusa.com. Please make sure to fill out your company name as it is shown on your income tax return.**
- **Please e-mail a copy of your Quality/ISO certification to simaterials@stewartindustriesusa.com and quality@stewartindustriesusa.com**
- **Please fill out the New Supplier Form and e-mail it to simaterials@stewartindustriesusa.com**
- **Please e-mail a copy of your quote to simaterials@stewartindustriesusa.com**
- **STEWART Industries will provide you with a Purchase Order number for all required shipments. Please include this number on your Packing slip, Bill of Lading, and Invoices to secure easy and fast processing of your payment.**
- **Please reference one Purchase Order per packing slip.**
- **All shipping containers must be labeled. The label needs to include the following:**
A. Part Number B. Part Description C. Quantity
D. Lot Number E. Lot Date F. QR Code
- **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 Drive
Battle Creek MI 49037

Or send it by e-mail to siaccounting@stewartindustriesusa.com

Our goal is to increase efficiency and promptly process all documents.