

## **PURCHASE ORDER ACCEPTANCE POLICY**

**Orders and Registrations must be prepaid. Purchase Orders (PO) are considered contracts for payment, thus act as prepayment.**

**AIAG only offers payment terms of Net 30, unless previously agreed upon by AIAG.** AIAG does not offer payment term discounts. Your company's account must currently be in good standing and have previous acceptable payment history (no balances due older than 30 days, no bad debt or write offs, not in bankruptcy status). PO privileges are at the discretion of the Accounting Manager.

AIAG will accept POs provided the following conditions are met:

- The minimum requirement of \$250.00 must be met.
- The bill to address must be located in the United States or Canada. **International purchase orders will not be accepted for product orders.**
- The following contact information must be provided:
  - \* Purchasing contact's Name, email address, and phone number
  - \* Accounts Payable/Billing contact email and/or phone number
  - \* Any special invoice submission requirements (Supplier Portal, AP Helpdesk email, etc.)
  - \* The bill to and ship to addresses
  - \* Tax exemption status (If tax exempt, a Tax Exemption Certificate will need to be provided)
  - \* Include desired UPS shipping method or Prepaid & Add. **A \$4.00 Handling Fee will be added to the order if you wish to use your own shipping account number (AIAG only ships UPS).**

**POs and training registration forms may be emailed to [order\\_inquiry@aiag.org](mailto:order_inquiry@aiag.org) or faxed to (248) 799-7995**

**All PRIORITY (Next Day, Second Day, etc.) orders must be received by 1:00pm Eastern Standard Time to be shipped the same day.**

For further information, please contact the AIAG Customer Service Department via email [order\\_inquiry@aiag.org](mailto:order_inquiry@aiag.org), via fax at (248) 799-7995 or via phone at (248) 358-3003.