

Becoming a Supplier, Vendor or Contractor

JPW's customers and employees expect the highest quality of service in every aspect of our business. We require the same from our suppliers, vendors and contractors.

JPW seeks to develop long-term relationships with key providers committed to maintaining the highest standard of quality and service. Our suppliers, vendors and contractors must demonstrate a solid track record of excellent customer service, on-time deliveries, and superior communication, ethics, and technical expertise.

Onboarding

Suppliers, vendors and contractors should read the [JPW Supplier Code of Conduct](#) and ensure that they are able to commit to these practices. All providers should also provide a [Vendor Information Form](#).

Transacting with JPW

All purchase orders need to be acknowledged when issued.

You may contact ap@jpwtechnologies.com with questions about billing, deliveries, or payment. JPW will notify providers within 21 days of delivery about any quantity or quality issues with their products or services, or within 14 days of invoice receipt about any discrepancies between invoices and quoted pricing.

Delivery

All normal orders are expected to arrive on confirmed date. Routine deliveries can be made Monday through Thursday 7am to 5pm EST excluding holidays. JPW can accept delivery at other times with prior authorization. Unattended deliveries on the loading dock will be the supplier responsibility. Advance notification is required for oversized and extremely heavy pallets.

The loading dock is located at 11 E Taylor Avenue in Audubon NJ. The loading dock is 42" high. The overhead doors entrance size are 93" wide by 93" high. It is 14" from the inside of the overhead doors to the dock curb with an additional 9" in dock bumper depth.

If applicable, cartons and receiving containers should contain any labeling that includes specified safety elements including pictograms, signal words and hazard and precautionary statements required pursuant to OSHA *Hazard Communication Standard* (HCS) and the United

Nations *Globally Harmonized System of Classification and Labeling of Chemicals (GHS)*. Suppliers are expected to provide Safety Data Sheets for any applicable materials.

You may contact receiving@jpwtechnologies.com with questions about deliveries.

Submitting Invoices to JPW

All invoices must be submitted to ap@jpwtechnologies.com. Invoices submitted through the mail, delivery services, or other methods are not recognized.

Payment Terms

JPW's standard purchase order payment terms are 2% 10 days, net 30 days. Please contact your JPW buyer should you require any further clarification.

It is JPW policy to withhold 24% US federal withholding from any payment unless a properly completed W-9 Form is on file.

Payments are generally made by electronic payment or credit card.

Required Forms for New Suppliers, Vendors and Contractors

All Suppliers, Vendors and Contractors

[Vendor Information Form](#)

[W-9 Form](#)

Suppliers

Relevant Safety Data Sheets (if applicable)

Material Specifications (if requested)

Contractors

Certificate of Workers Compensation Insurance (On-Site Contractors)

Recycle Services

Environmental Certifications