



Scholt Industries, Inc.

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Scholtindustries.com

*"Smart & Simple"*

## MEMO 1217-1

Conducting business in today's economy is a continual challenge; therefore, maximizing efficiency is an important business practice for Scholt Industries, Inc. as well as for our valued vendors.

Going forward, Scholt Industries, Inc. will utilize electronic processing of business transactions as a convenient way to get materials to the field.

As a valued vendor, your compliance of our electronic purchasing initiative is imperative to our continued and mutual success.

Scholt Industries, Inc. will process material purchases per the work order electronically when necessary. Vendors who are unable to comply with requirements for material purchasing transactions run the risk of being replaced.

### **Scholt Industries, Inc. guidelines formaterial purchasing are as follows:**

- Vendor material purchases are to be finalized by 6:00 P.M. CST. Emergency purchases can be requested but will require an advance notification of at least 60 minutes and a conclusive list of items to be purchased.
- Vendors must utilize TEXT2CONFIRM for all material purchases with Home Depot.
- Scholt Industries, Inc. will process purchases only for those items listed on the work order and vendors are prohibited from consolidating multiple work orders for material purchases.
- Purchasing items for jobs not contracted with Scholt Industries, Inc., is strictly prohibited and will result in you no longer receiving work from us.
- Scholt Industries, Inc., will not pay for gloves, tools of any kind, food, fuel/fuel tanks, water or other non-material merchandise. Authorization is required for all unique tool purchases needed for the work order.
- Scholt Industries, Inc. will refuse payment on material not authorized or reflected on the work order. All material purchases will be verified and authorized.

We appreciate your compliance with Scholt Industries, Inc. material purchasing requirements and we are here to assist you with any questions you might have.

Scholt Industries, Inc. | 2017

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