

# ENVIRONMENTAL OFFICE SOLUTIONS NEW COGS VENDOR SETUP FORM

Company Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
DBA: \_\_\_\_\_ FEIN or SSOC: \_\_\_\_\_  
Address 1: \_\_\_\_\_  
Address 2: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Country: \_\_\_\_\_  
Phone : \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Remit to address (if different from above):

Street Address 1: \_\_\_\_\_  
Street Address 2: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Circle type of company: Individual/Sole Proprietor LLC Corporation

Accounts payable contact: \_\_\_\_\_  
Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

Method of payment (check one):

Check ☐ Credit Card ☐

Special instructions (pricing, etc.): \_\_\_\_\_  
\_\_\_\_\_

Vendors must sign the attached General Purchase Order Terms and Conditions

Vendors MUST submit a Federal W9 form available here <https://www.irs.gov/pub/irs-pdf/fw9.pdf>

Rep should email completed New Vendor form, General Purchase Order Terms and Conditions and W9 to [inboundorders@eosusa.com](mailto:inboundorders@eosusa.com)

**Vendors do NOT Complete below this line – for EOS USE ONLY**

**This section to be completed by EOS CycleLution team:**

CycleLution account #: \_\_\_\_\_ Is CFK Vendor: Yes ☐ / No ☐ Terms: \_\_\_\_\_

Date created: \_\_\_\_\_ Created by: \_\_\_\_\_

**This section to be completed by EOS accounting team:**

W9 received with New Vendor Form (circle one): Yes ☐ / No ☐ – **if NO do NOT create new vendor**

Signed General Purchase Order Terms and Conditions received with New Vendor Form (circle one): Yes ☐ / No ☐ – **if NO do NOT create new vendor**

Account created in Sage (circle one): Yes ☐ / No ☐ Sage Account # (including Division): \_\_\_\_\_

Date created: \_\_\_\_\_ Created by: \_\_\_\_\_

# **ENVIRONMENTAL OFFICE SOLUTIONS**

## **General Purchase Order Terms and Conditions**

No revisions to these General Purchase Order Terms and Conditions shall be valid unless in writing and signed by an authorized representative of the Company issuing the purchase order, "Company", (as shown above).

In shipping your cartridges to the Company, the Seller agrees:

- Company Purchase Order (PO) number must appear on every package.
- Company is not responsible for items received without a valid Purchase Order.
- Seller must have a total of 300 qualifying cartridges listed on our current Buy Back List to receive free shipping. Settled orders that have less than 300 qualifying cartridges will have the shipping charges deducted from the order payment.
- All liftgate, inside delivery charges and residential pickup fees are the responsibility of the seller and will be deducted from order to be paid.
- Seller warrants they have clear title and authorization to all products sold to Company.
- All PO's submitted by a Company representative are subject to Company inspection guidelines. Only cartridges that are on our current Buy Back list and pass Company quality control qualify for payment.
- Non-qualifying cartridges, will be subject to a disposal fee of \$.50 per pound.
- Should the seller want rejected or damaged cartridges returned, arrangements must be made by seller prior to Company receiving the shipment. Return shipping is the responsibility of the seller.
- Company does not pay for universal or modified cartridges.
- Seller must pack items properly and safely for transport. Company is not responsible for items damaged during shipping.
- Once product has been received at a Company facility, it becomes property of Company.
- Payments terms as defined on the PO are based upon date product is received at any Company facility.
- Any disputes against a PO must be made within 7 business days of receiving payment.
- All orders are subject to the order value being reduced by any tariff charges.
- All sort and settle purchase orders will be priced based upon standard buy back at time of receipt.
- PDW (production downstream waste) is defined as items that do not pass Company quality process or do not appear on the list of acceptable cartridges at the time of receipt. If the costs associated with the PDW of any shipment are in excess of the value, there will be no payment to shipper. The shipper will also be responsible for paying Company for additional costs associated with the disposal.
- In the event that a seller has had a shipment where the PDW value exceeds the qualified cartridge value (negative PO), prepayment or a pre-authorized credit card on file is required prior to scheduling of future shipments.

- Seller is required to provide pictures of material prior to scheduling of the shipment and, dependent upon pictures, may be required to prepay for shipping.
- All pay to recycle orders require prepayment or a pre-authorized credit card on file prior to scheduling of the shipment.

Vendor:

Company Name: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_