



Domestic Orders:

- Non-taxable order.

International Orders:

- Taxes and tariffs will be applied in accordance with the respective country's rules and regulations.

1. Paperwork Requirements:

- All associated paperwork, including certifications, dimensions, invoices, acknowledgments, and packing slips, must include the date, Clyde purchase order number, and Clyde part number.
 - Valves, specialty metals, alloys, bronze, and stainless steel must be accompanied by material certifications.
 - Steel castings require a Material Test Report (MTR) and a Certificate of Conformance; ductile iron castings require only a Certificate of Conformance.
 - Please email certifications to qccert@clyde-industries.com and cc the buyer with the PO number and part number.

2. Order Confirmation:

- A written or electronic acknowledgment confirming the price, delivery, and shipping details of the parts on all purchase orders is required. This must be sent to the buyer listed on the PO promptly.
 - The date on the PO represents the desired receipt date by Clyde Industries.
 - Any additional costs, such as documentation/certification fees, material surcharges, and applicable taxes, should be included in the PO acknowledgment.
 - Pricing billed at a higher rate than previously quoted and acknowledged on purchase orders will not be accepted unless authorized by a Clyde purchasing agent.
 - Parts must be supplied according to the provided drawings/specifications. Any deviations will require prior approval from Clyde Industries before confirming the PO and shipping the parts from the vendor.
 - Vendors must also provide confirmation for any change orders involving price, quantity, specifications, addition, or removal of parts, if applicable or required.

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3. Shipment Details:

- Shipping information, including tracking number and shipper details, along with the invoice and packing slip, must be emailed to the buyer/purchasing agent before shipping the parts to Clyde Industries.
 - A packing slip/delivery note must accompany the shipment, including Clyde's part number, purchase order number, ship date, vendor's name, and contact information.
 - Shipments without proper documentation will not be accepted and will be returned to the vendor at their expense.

4. Drop Shipment Protocol:

- If utilizing a third-party supplier or vendor, the packing slip must be included in the shipment with Clyde's part number, purchase order number, original vendor, and third-party supplier contact information.
 - Non-compliance will result in delays in receiving, inspecting, and processing payment for the invoice.
 - Materials/parts may not be received and will be returned to the sender at the vendor's expense.
 - Email notification must be sent to the purchasing agent confirming the ship date, manufacturer name the part is shipping from, and available tracking information.

5. Partial Shipments:

- Partial shipments or overages will not be accepted unless authorized by the purchasing agent prior to the shipping of the order.
 - Dates may be rescheduled in or out depending on current demand.

6. Inbound Invoices:

- Invoices must be emailed to Clyde Industries' Accounts Payable at ap@clyde-industries.com.
 - Each invoice should be sent as a separate PDF if multiple invoices are included in one email.
 - Invoices must be typed, not handwritten, and include the vendor's name, ship date (MM/DD/YYYY), vendor's sales order number, Clyde's purchase order

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Clyde Industries Purchase Order Vendor Instructions



number, Clyde's part numbers, quantity, and unit price as agreed upon in the order confirmation.

- The quantity and price of the requested parts on the invoice must match those in the PO acknowledgment. The purchase order and invoice should align.
- Any additional costs, such as documentation/certification fees, material surcharges, and applicable taxes, must be approved in the PO acknowledgment.
- Invoices should not include any freight charges.
- Vendors must follow shipping/freight instructions and use the freight forwarder assigned by Clyde Industries.
- Failure to comply will result in the non-reimbursement of delivery/freight costs or freight surcharge costs.
- Any special mode of shipment must be approved by Clyde Industries' Logistics Manager.
- Freight charges or freight surcharges included on invoices will not be reimbursed unless approved by the buyer or the Logistics Manager.

7. Shipping Instructions:

Attention Traffic and Shipping Departments:

- For Single Box Shipments (Max. Weight 70 lbs or 32 kgs):
 - Use UPS Account Number: 49X181.
 - For FedEx Economy, use Account Number: 117648052.
- Domestic Shipments Over 150 lbs:
 - Routing and Billing Information:
 - For shipments exceeding 150 pounds, schedule pickups at pickups.eshipping.biz. eShipping will provide a completed bill of lading and dispatch the carrier.
 - For shipments under 150 pounds, use Clyde Industries' parcel account as usual.
 - The Bill of Lading from eShipping must be used as the primary BOL. Non-compliance may result in a freight charge-back.

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- For assistance, contact eShipping Client Services at clientcare@eshipping.biz or call (855) 409-1505 / (816) 505-4161, ext. 3.

- Include Clyde Industries' PO number in the reference field, which is mandatory for submission.
- For Full Truckload (FTL) shipments or those exceeding 16 linear feet or 8 standard pallets, indicate "Truckload" in the notes section at pickups.eshipping.biz.
- Freight Information Requirements:
 - Include weight, origin, destination, freight class, NMFC number (if known), commodity description, and product value.
- International Shipments:
 - For inquiries, contact:
 - Debbie Smith at (770) 557-3645 or debbie.smith@clyde-industries.com.
 - Doug Smith at (770) 557-3655 or doug.smith@clyde-industries.com.
 - For packages over 100 lbs (45 kgs), contact Debbie Smith or Scott Feige before shipping, and cc the buyer.
 - Do not use International Priority Service unless authorized.
- For Oversized Shipments (Over 5000 lbs or 27' in Length):
 - Contact scott.feige@clyde-industries.com or debbie.smith@clyde-industries.com for special handling instructions.

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Order Acceptance:

- By accepting this purchase order, you agree to Clyde Industries' terms and conditions.
- Ensure all packing lists include the purchase order ID number and Clyde part numbers for our Shipping and Receiving Department. Failure to comply may delay receiving and could potentially delay payment processing by our accounting team.

Thank You.

A handwritten signature in black ink, appearing to read 'Daniel Pena', written over a horizontal line.

Daniel Pena

Manager, Global Sourcing

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