



ACCOUNTS PAYABLE POLICY

1. Any item ordered must be given a purchase order number from GMI. The person placing the order will give you the purchase order number. Any order without a purchase order number will not be paid.
2. Material delivered to GMI more than (5) five business days in advance of the Purchase Order due date will result in GMI having the option to:
 - (a) Refuse the shipment at the dock or ship back at the supplier's cost.
 - Or
 - (b) Accept the shipment and adjust the invoice date to the date the material was due on the PO. Therefore, the payment due date will be adjusted accordingly.

This policy will be waived if the material was requested early by a GMI representative. Please ensure your shipments correspond to the due date on the Purchase Order.

3. All invoices must contain the Purchase Order number and GMI part number. The invoice needs to match the Purchase Order and should also contain the corresponding packing slip number.
4. The packing list that arrives with the product must contain the GMI part number and Purchase Order number. Quantities invoiced must match quantities shipped and listed on the packing list. Payment of invoices will be delayed if GMI part numbers and Purchase Order numbers are not clear on the packing list and invoices.
5. Payments will be made against approved invoices as per the agreed upon payment terms. Past due payments will accrue no interest. Payment will only be made for goods and services accepted. For goods and services accepted, when acceptance is later revoked prior to payment, payment will be withheld until defects in the nonconforming goods or services are cured and accepted.
6. Certificates of Compliance must be sent to GMI for all Purchase Orders which require certificates. Invoices will be delayed awaiting certificates.
7. If Advance Payments were made a separate line on the invoice must show the payback of that advance against the original purchase order.
8. Material sent to Supplier which is non-conforming or needs to be reworked because of Supplier error, may be debited back on Supplier's next check. If GMI has notified supplier of the debit, Supplier will need to re-invoice GMI for the correct value as stated on the original Purchase Order when the material is returned. The invoice needs to contain the Purchase Order number and the NCR (non-conforming report) number.
9. If GMI sends material back for rework, that was not Supplier error, repair/replacement cost needs to be provided and approved by GMI before rework is started.
10. Any freight charges over \$50.00 invoiced to GMI must have a copy of the freight bill that Supplier paid on GMI's behalf. If billing GMI for a UPS shipment that is over \$50.00 then Supplier must submit a copy of the actual UPS bill.
11. Monthly statements are appreciated and will be used to help reconcile Supplier's account. Please send invoices and monthly statements electronically to **ap-gmi@irwincar.com**