

SBM Management Services LP Supplier Terms and Conditions

Dear Valued Supplier:

It is SBM Management Services policy that no goods and services can be ordered by anyone in our company without a valid SBM purchase order.

By accepting a SBM Purchase Order your company is agreeing to the following terms and conditions.

- Payment terms are net 45 days
- Disputes that cannot be resolved in the normal course of business will be settled by arbitration in accordance with the Commercial Arbitration Rules of the American Arbitration Association then in effect
- Invoices must contain the following information. *NO INVOICES WILL BE PAID WITHOUT A PURCHASE ORDER NUMBER:*
 - Location of Service
 - SBM's Purchase Order Number
 - An itemized list of all parts and materials provided
- In addition, SBM subcontractors/suppliers must obtain a hard copy of the SBM purchase order in person, via fax or email from the SBM buyer prior to releasing any orders for goods or services. Discrepancies between the SBM purchase order and invoice will result in SBM paying the purchase order amount only. *Proof of delivery is not considered proof of order or agreement for payment.*
- Submit invoices to:
 - SBM Management Services LP
 - Attn: Accounts Payable
 - 5241 Arnold Avenue
 - McClellan, CA 95652
 - Electronically: AP-SBM@sbmcorp.com
- SBM will not honor late charges or fees
- Payments will be held if there is any disputed work
- Invoices must be received within one hundred twenty (120) days.
- Invoices received after (120) days will not be honored.

Please sign this letter and return it with our other required documentation by faxing it to 402-939-0739 or scan and e-mail it to ContractorSafety@sbmcorp.com or fax to **1-916-471-0432**. Once all documents are received your company will be set up. Should you have any questions about this policy, feel free to contact me. Thank you for your understanding and compliance.

Best regards,
Richard Fisher
Procurement Specialist
480-940-5770 x4510
rfisher@sbmcorp.com

We (supplier name) _____ agree to the terms and conditions stated above.

Signature: _____
To be signed by an Owner or Officer of the Company

Date: _____

Printed Name: _____

Title: _____