



CONCRETE • SAND • STONE • CEMENT • SLAG • SALT

Dear Supplier,

Please read on and complete the attached vendor setup and ACH/EFT form in order for us to be able to conduct business with your company.

Additionally, Silvi Materials will be strictly enforcing a No PO – No Pay policy. Please ensure you always ask for a PO and receive an approved PO from Silvi before providing any goods or services. Without a PO, you are taking the risk that invoices may not be paid. For your information, when a PO is approved in our purchasing system, it will be sent as a PDF via e-mail to the contact provided by you.

To make payments quickly and accurately and move to paperless processing, we request you email all invoices in electronic format to the appropriate Silvi Accounts Payable mailbox – see Vendor Setup Forms. You may CC your Silvi contact in your emailed invoice. Paper invoices should never be mailed or handed to employees.

All invoices must include a reference to the PO number and descriptions of goods and/or services provided. Silvi's Purchase Order Terms and Conditions are included as the last page of every approved purchase order PDF.

Silvi Materials' preferred method of payment is ACH/EFT (direct deposit to a bank account) as opposed to a paper check. You will no longer have to wait for your check to be mailed to you or pick it up at the Company's headquarters. It is free to enroll and there is no ongoing cost whatsoever. When a payment is processed, you will be notified via email of the amount deposited into your business's account as well as the invoices and amounts that total the ACH transaction for each Silvi Materials company entity.

This policy will benefit both Silvi and suppliers. Silvi will have visibility and approval authority over all purchases, and the supplier receives assurance that the invoice will be paid as per the PO. You will also have all of the necessary invoice information which minimizes the risk of delayed payments.

As always, we thank you for your commitment to service and for working with us to improve the purchasing process.

Sincerely

Silvi Materials Procurement and Accounts Payable

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