



CONCRETE • SAND • STONE • CEMENT • SLAG • SALT

Last updated April 2024

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

Melanie Bagley  
Procurement Manager  
Main Office: 215.295.0777 x1232  
Email: [mbagley@silvi.com](mailto:mbagley@silvi.com)



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**Supplier Billing Requirements (Attn: A/R Managers)**

COMPANY NAME	DBA	EIN
Alta Industrial Properties, Inc	SILVI CONCRETE of Logan	47-1214849
	SILI CONCRETE of Philadelphia	
Constructural Dynamics, Inc	SILVI CONCRETE of Morrisville	23-2286881
	SILVI MATERIALS	
	SILVI CONCRETE Products, Inc.	
	SILVI CONCRETE of Montgomery County	
Eagles Lake Reserve, Inc	SILVI SAND of Eagleswood	23-2967961
Gibraltar Rock, Inc.	SILVI STONE of Belle Mead	23-3071889
	SILVI STONE of New Hanover	
Penn Jersey Certified, Inc	SILVI CONCRETE of East Newark	23-2219987
	SILVI CONCRETE of Mount Holly	
	SILVI CONCRETE of Berlin	
	SILVI CONCRETE of Newark	
Riverside Construction Materials, Inc	SILVI CEMENT	23-2416125
	SILVI SLAG	
	SILVI SALT	
Riverside Industrial Properties, Inc.	SILVI Property	23-2407813
Sahara Sand, Inc	SILVI SAND of Franklin	23-2375943
Sil-Con, Inc	SILVI CONCRETE of Southampton	23-3045386
	SILVI CONCRETE of Woodbury	
	SILVI CONCRETE of Kingston	
	SILVI CONCRETE of Old Bridge	
	SILVI CONCRETE of Cinnaminson	
Sil-Crete, Inc	SILVI CONCRETE of South Plainfield	23-1707627
Sil-Kemp Concrete, Inc	SILVI CONCRETE of Englishtown	23-1607518
Silvi Concrete of Brick, Inc	SILVI CONCRETE of Brick	25-1587585
Silvi Concrete of Chester County, LLC	SILVI CONCRETE of Downingtown	35-2173721
	SILVI SAND of Port Norris	
<b>Fleet- John Lar</b>		
COMPANY NAME	DBA	EIN
Constructural Dynamics, Inc	Silvi-JohnLar-Morrisville	23-2286881
	Silvi-JohnLar-Englishtown	
	Silvi-JohnLar-South Plainfield	
	Silvi-JohnLar-Downingtown	
	Silvi-JohnLar-Southampton	
	Silvi-JohnLar-Woodbury	
	Silvi-JohnLar-Logan	
	Silvi-JohnLar-Belle Mead	

**SINCE 1947**

355 NEWBOLD RD, FAIRLESS HILLS, PA 19030

**PHONE** (215) 295-0777 **EMAIL** INFO@SILVI.COM **WEB** SILVI.COM



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**BILL TO: [Registered Trade As Name or Company Name]**

ACCOUNTS PAYABLE  
355 NEWBOLD ROAD  
FAIRLESS HILLS, PA 19030

**Reference the Bill To on the invoice. Please DO NOT submit or mail paper invoices.**

Name	Type of invoice	Email
Fleet Invoices	John Lar Shop	<a href="mailto:fleetinvoices@silvi.com">fleetinvoices@silvi.com</a>
Material Invoices	Sand, Stone, Cement, Admix, Fiber, etc.	<a href="mailto:materialinvoices@silvi.com">materialinvoices@silvi.com</a>
Hauler Invoices- <b>PO # not required</b>	3rd Party Hauling	<a href="mailto:haulerinvoices@silvi.com">haulerinvoices@silvi.com</a>
Human Resources Invoices	HR , Legal, Real Estate	<a href="mailto:invoices@silvi.com">invoices@silvi.com</a>
All other Invoices	Services and Products not covered in above categories.	<a href="mailto:payables@silvi.com">payables@silvi.com</a>
Vendor Setup		<a href="mailto:vendorsetup@silvi.com">vendorsetup@silvi.com</a>
Payment Inquiries		<a href="mailto:paymentinquiries@silvi.com">paymentinquiries@silvi.com</a>

**Each invoice must be uniquely numbered and clearly identify the following information to ensure timely processing and payment**

- 1) Purchase Order Number
- 2) Bill To Info as specified above – the Company Name is listed on the PO
- 3) Invoice Date – must be the date of the shipment/delivery or service
- 4) Ship-To or Service Location Address
- 5) Tax (if applicable)
- 6) Part Number and/or Manufacturer Part Number (if applicable)
- 7) Item description/detail – same amount of detail or more than PO
- 8) PO Line number for each item if listed as such on the PO
- 9) Quantity (if applicable)
- 10) Unit of Measure (if applicable)
- 11) Unit Cost, Extended Cost, and Total Cost
- 12) Shipping charges (if applicable)

Review this information with all necessary personnel in your organization to ensure invoice processing and payment is not delayed. Incorrectly submitted invoices may be rejected.

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**Supplier/Vendor Information**

Return the below vendor setup information form via email to vendorsetup@silvi.com

**Basic Vendor Info \*Please submit your business's W-9 with this form.**

Individual/Company Legal Name*:		
Billing Name (HQ or other):		
Street/PO Box:		
City:	State:	Zip:
Main Point of Contact FULL Name:		
Main Contact Email:	Main Contact Cell Phone:	
Business Email:	Business Phone #:	

**REMIT TO (Bill From info):**

Check One: <input type="checkbox"/> Same as above <input type="checkbox"/> See below		
Billing Name (HQ or other):		
Street/PO Box:		
City:	State:	Zip:
A/R or Customer Service Contact Name:		
A/R or Customer Service Email:		
A/R or Customer Service Phone Number:		

**Silvi Materials' standard payment terms are NET 60**, unless otherwise requested below. Silvi runs payments weekly on Fridays. By submitting this form, you agree to these payment terms unless other terms are agreed to in writing via contract, PO or quote.

**Requested Payment Terms, if left blank NET 60 is assumed**

<input type="checkbox"/> 1% 30NET 60	<input type="checkbox"/> 2% 15 NET 60	<input type="checkbox"/> 3% 10 NET 60	<input type="checkbox"/> Other: _____
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**Direct Deposit/ACH Information**

Check One: <input type="checkbox"/> Checking <input type="checkbox"/> Savings
Bank Name:

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**Submit AT LEAST ONCE of the following:**

- a. A letter on your BANK letterhead confirming you ACH information (Account Number, Routing Number)
- b. A letter on your COMPANY letterhead confirming you ACH information (Account Number, Routing Number, Bank Name, Bank Address)
- c. A copy/scan/picture of a voided check for the bank account to be credited

I (we) hereby authorize SILVI MATERIALS, as defined in the attached Terms & Conditions, (“COMPANY”) to initiate electronic credit entries to my/the business checking/savings account at the depository financial institution indicated above (and attached) to facilitate payment for invoices issued by me in accordance with the service and payment terms agreed upon by the parties.

This authority is to remain in full force and effect until COMPANY has received written notification from us/the business of its termination in such time and in such manner as to afford COMPANY and DEPOSITORY a reasonable opportunity to act on it. This authorization may only be revoked in writing, including the account holders name(s), account information and signature and emailed to our Silvi contact or mailed to the address below. **This authorization is further subject to the below VENDOR SETUP/ACH Terms & Conditions and completing the forms above and below and the Independent Hauler Agreement confirms that I have READ AND UNDERSTOOD these Terms & Conditions.**

Name (Printed) \_\_\_\_\_

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

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

**VENDOR SETUP/ACH TERMS & CONDITIONS**

The automatic payment (ACH) option for your payments is offered as a convenience to you on behalf of SILVI MATERIALS. By using this service, you are agreeing to the following terms and conditions:

For purposes of this Authorization, the SILVI MATERIALS includes all of the following entities: Riverside Construction Materials, Inc., Gibraltar Rock, Inc., Eagles Lake Reserve, Inc., Sahara Sand, Inc., Constructural Dynamics, Inc., Sil-Kemp Concrete, Inc., Silvi Concrete of Brick, Inc., Penn Jersey Certified Concrete, Inc., Sil-Crete, Inc. Silvi Concrete of Chester County, Sil-Con, Inc., ALTA Industrial Properties, Inc., and Riverside Industrial Complex, Inc. Each of the listed entities can act pursuant to the terms of this Authorization.

The use of automatic payment does not in any way modify, extend, or waive any of the payment terms or other obligations otherwise agreed upon by the parties.

Company retains the right to terminate this service to you at any time, provided reasonable notice is given to you of the discontinuation of the automatic payment option.

You will be liable for any costs and fees incurred by you or the Company in conjunction with the Company initiating a transaction with a closed account or an account with insufficient funds (“return of an ACH”). Upon return of an ACH to the Company, you will be notified to make arrangements for an alternative payment. Company will not be responsible for any late fees associated with such a payment. Company will act in a commercially reasonable manner in insuring that the correct amount is credited to your account on the agreed upon payment dates, however, in the event of error on the part of Company, Company is authorized to take steps to correct such error, including crediting your account for any underpayment or debiting your account for any overpayment. These steps shall be your sole remedy against the Company in the event of an alleged erroneous transaction. Company will not be liable for any direct, indirect, incidental, punitive, special, or consequential damages (including lost profit), even if notified of the possibility of such damages and regardless of the nature of the claim whether based in contract, negligence, tort, strict liability or otherwise.

The origination of ACH transactions to your account must comply with applicable provisions of U.S. law.

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