

June 17, 2020

Dear Supplier,

ACCO is going live with a new ERP system, Oracle JD Edwards (JDE), on July 06, 2020. This transition is a huge undertaking and during this time of change, we would like to make the process as seamless as possible. In order to achieve a smooth transition, please read the following and conform to the instructions herein.

One of the immediate changes that you will notice is that the face of our purchase order (PO) has changed. Even though the purchase order looks different, all of the information you need is on the PO. Attached is an example of our new purchase order. An important change to note is the length of our job number and PO number. Our existing job number will maintain a six-digit sequence; however, all jobs moving forward will have an eight-digit sequence. An existing purchase order issued prior to go live will have "99" placed at the beginning of the number sequence. If your company has a PO that is not complete prior to our go live date, for example PO# 431234, in our new system that PO number will convert to 99431234. New POs issued in JDE will begin with a five-digit length.

In the upper right hand corner of the purchase order there is a box that says, "All invoices, packages, and correspondence must refer to:" and then there is two letters and a number sequence that follows (example: OJ-50123-000). It is extremely important that this sequence be noted on all correspondence associated with the order. In JDE, the two letters represent a document type, followed by the purchase order number, then followed by the change order number.

ALL invoices sent to ACCO will need the following information listed in the body of each invoice. If the listed information is not displayed within the body of the invoice, **ACCO will return the invoice, unpaid**, to your office for corrections. **Invoice aging will not start** until an invoice containing all of the ACCO required information is received.

Before an invoice can be accepted and processed for payment, it must have on it:

1. Each line item on the invoice needs to reference the corresponding line item number from the purchase order.
2. The name of the ACCO personnel responsible for placing the order. Signatures are welcome but the name must be legibly printed on the invoice.
3. The complete and correct job number.
4. The complete PO number (example: OJ-50123-000)
5. ACCOs File or Vendor Number **\*\*Please note that your vendor number has changed\*\***
6. The location the material was delivered to or will called from.
7. Where applicable, shipment tracking or PRO number in the body of the invoice.
8. If an invoice is actually a credit memo the below info must be on the invoice. Without this info, ACCO will assign the credit memo at ACCO's discretion.
  - a. All credit memos must reference the PO that it was generated against.
  - b. If a credit memo is specific to a given invoice, that invoice number must be listed.

If the invoice is for subcontract services, the invoice must contain:

1. The full subcontract value, including all fully executed change orders (not proposed or requested, only signed change orders shall be included).
2. The scope of work currently being invoiced for. If unsure of this, please coordinate with the ACCO project manager prior to invoicing.
3. ACCOs job number and subcontract number. These numbers are listed on the subcontract agreement.
4. Address where work was performed.
5. ACCOs File or Vendor Number **\*\*Please note that your vendor number has changed.\*\***
6. If retention is being held on the project, a separate retention invoice must be submitted.
7. If the invoice will result in an increase in subcontract value it must also note:
  - a. The ACCO personnel who requested the additional work.
  - b. Approval from the ACCO P.M.

Please note that ACCO will also need, on a monthly basis, a statement listing all activity so that we can be sure our books are in agreement with yours. Should you have any issues with unpaid invoices please direct your questions to the accounts

payable specialist designated to your account. In the next few weeks we will be sending out emails to the contacts listed in your Oracle Cloud profile with the New Vendor number and AP Specialist contact information. If you need any help with setting up a new contact or looking up the contact that is already set up in your online portal please visit our vendor resource center at <https://www.accoes.com/resources/vendors/>.

Thank you in advance for your cooperation!

Sincerely,

ACCO Engineered Systems

**To:** 499999  
Widgets Unlimited  
123 Anywhere Ln  
Widget Town CA 12345

**Contact:** John Smith [jsmith@widu.com](mailto:jsmith@widu.com)

**Purchase Order Date:** 6/4/20  
**Purchase Order No:** 50084  
**Change Order No:** 000  
**Job No:** 60641027  
**Job Name:** Building Complex

**Ship Via:** Best Way  
**Freight Terms:** FOB Destination  
**Payment Terms:** Net 30 Days

**All invoices, packages and correspondence must refer to:** OJ-50084-000

Any services performed or delivered on this Purchase Order including, but not limited to, submittals, pre-job planning, contracted labor or material ordering are an acceptance of this purchase order by Seller. By accepting this order Seller hereby accepts, and expressly agrees to be bound by, all terms and conditions listed on this Purchase Order. Please email all invoices to [accoinvoices@accoes.com](mailto:accoinvoices@accoes.com).

Line	Quantity	UOM	Description	Unit Price	Ext Price	Delivery Date	Ship To:
1	100.00	EA	Large Widgets Tag: Wid-L	\$5.62	\$562.00	6/4/20	123 Big Build Ave Any Place CA 54321-4321
2	100.00	EA	Medium Widgets Tag: Wid-M	\$5.00	\$500.00	6/4/20	123 Big Build Ave Any Place CA 54321-4321
3	100.00	EA	Small Widgets Tag: Wid-S	\$4.00	\$400.00	6/4/20	123 Big Build Ave Any Place CA 54321-4321
<b>Total Order</b>					<b>\$1,462.00</b>		

Please acknowledge receipt of this order and advise immediately if any items cannot be furnished. Partial shipments or backorders must be noted immediately on receipt of this order and bear approval of Purchasing Department. All changes, deletions, or additions to this purchase order must be in writing and bear change order number or approval of Purchasing Department before shipment is made. No verbal changes accepted. All items on this purchase order for specific construction projects are subject to the contract specifications, conditions, and terms of Purchaser's contract. These contract requirements may be viewed at ACCO's general offices. Commencement of performance pursuant to this purchase order constitutes acceptance hereof by Seller.

All invoices must show invoice price before tax less freight and amount taxable (if applicable). Not responsible for items not set forth on this order. For Terms and Conditions please refer to: <https://www.accoes.com/resources/vendors/>

Project/Dept. Mgr.	Requested by	Buyer	Purchasing Manager
Jane Doe	Tom Smith	ABuyer	
<b>CONTRACTOR'S LIC. #</b>			<b>Total Price Prior to this Change:</b> \$0.00
AZ-080288	AZ-276032	CA-120696	HI-C-30891
HI-CT-30891	HI-CT-35826	IA-19641	IA-51600-CL
ID-039865	ID-041596	ID-045065	ID-ELE-C-21851
ID-PWC-C-16978	ID-RCE-29927	NV-0002549	NV-0055552
NV-0083321	OR-65555	OR-BB75	OR-CRE74
OR-LHR118	OR-PB1975	UT-7611897-5501	WA-ACCOEES827LE
WA-ACCOES1971DU	WA-ACCOES1971KW		<b>Total Purchase Order Amount:</b> \$1,462.00