

## **Establishing a Vendor Relationship with Oldcastle Infrastructure** New Vendor Authorization Packet Instructions

**Purpose of the Document:** Oldcastle Infrastructure requires that all vendors are approved and have acknowledged our vendor terms and conditions before providing any goods or services. Moreover, purchase orders cannot be issued to vendors prior to being set-up as an authorized vendor. The following process must be followed to add an authorized vendor.

1. A 'New Vendor Authorization Packet' must be completed in its entirety by a prospective vendor.
2. The following items constitutes a complete 'New Vendor Authorization Packet':
  - a. Complete a W-9 or W-8BEN-e Form. For domestic vendors, a W-9 form can be found at [www.irs.gov/pub/irs-pdf/fw9.pdf](http://www.irs.gov/pub/irs-pdf/fw9.pdf). For international vendors, please complete all pages of the W-8BEN-e form which can be found at <https://www.irs.gov/pub/irs-pdf/fw8bene.pdf>.
  - b. Complete the *New Vendor Information (NFI)* form (included within this document).
  - c. Review Oldcastle Infrastructure's *Invoicing Processing & Payment Terms & Conditions* and sign / initial the related vendor acknowledgment (included in the document).
3. A prospective vendor then submits the 'New Vendor Authorization Packet' to his or her approved Oldcastle Infrastructure buyer.
4. The Oldcastle Infrastructure buyer will then work with Accounts Payable, who reviews the submitted 'New Vendor Authorization Packet' for completeness. Any missing information will delay processing.
5. Then, all new vendor requests are approved by a Procurement leader or a Department Vice President prior to being set up.
6. Once verified and approved, the new vendor will be set up by Accounts Payable who will communicate the new vendor ID number to the requesting purchaser.
7. **Important:** the requestor is responsible for providing the new vendor ID to the vendor.

8. The verification, approval and set-up of new vendors takes approximately five (5) business days, please plan accordingly.
9. Once the new vendor is added, purchase orders can be submitted for the new vendor.
- 10 Once vendor set-up is confirmed, the vendor should register on the Coupa Supplier Portal and send a confirmation sent to Accounts Payable so that invoices may be submitted electronically

**Establishing a Vendor Relationship with Oldcastle Infrastructure**  
New Vendor Information Form

**1. Identifying Vendor Information:**

Taxpayer Name: \_\_\_\_\_

What company name(s) will be displayed on your invoices?

\_\_\_\_\_

Industry Category: \_\_\_\_\_

D&B DUN Number: \_\_\_\_\_

Company Website: \_\_\_\_\_

**2. Disbursement Preference:** *(select one)*

\_\_\_\_\_ We will receive electronic / ACH disbursements.

Please enroll for ACH disbursements at <http://paymode.com/oldcastleinfrastructure>

\_\_\_\_\_ We will receive physical checks via mail and accepted extended payment terms. Refer to 'Vendor Terms & Conditions' for details.

**3. Provide contact and remit to information for matters concerning payments.**

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Primary Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**4. Provide contact information for matters concerning purchasing.**

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**5. Additional Supplier Information: Select all that apply.**



\_\_\_\_\_ We are a certified Minority or Woman Owned Business. Provide the minority category certified under: \_\_\_\_\_

\_\_\_\_\_ We are a United States SBA defined Small Business. Provide the following:

# of Employees: \_\_\_\_\_ Annual Revenue: \_\_\_\_\_

\_\_\_\_\_ We are a certified Small Disabled Business.

\_\_\_\_\_ We are a certified Small Disabled Veterans Business.

\_\_\_\_\_ We do not wish to participate in the Vendor Diversity Program or this program is not applicable to our business.

**Important:** Please provide a copy of your related diversity certification(s) as part of this packet.

**6. Acknowledgement of the CRH Supplier Code of Conduct**

I, \_\_\_\_\_, acknowledge that I have read, understand and hereby accept the CRH Supplier Code of Conduct:

Acknowledger's Signature: \_\_\_\_\_

Acknowledger's Title: \_\_\_\_\_

Acknowledgment Date: \_\_\_\_\_

**6. Acknowledgement of Vendor Terms & Conditions.**

I, \_\_\_\_\_, certify that I am authorized to commit to Oldcastle Infrastructure's vendor terms and conditions. And, I acknowledge that I have read, understand and hereby accept the vendor terms and conditions contained with this 'New Vendor Authorization Packet':

Acknowledger's Signature: \_\_\_\_\_

Acknowledger's Title: \_\_\_\_\_

Acknowledgment Date: \_\_\_\_\_

## **Establishing a Vendor Relationship with Oldcastle Infrastructure** Invoicing Processing & Payment Terms & Conditions

**Requirements for Receiving Orders for Goods or Services.** Oldcastle Infrastructure has a strictly enforced No Purchase Order, No Pay policy. Purchase orders must be received from an authorized purchaser for all goods and services. The purchase order should clearly specify items ordered, related item descriptions, pricing, quantity, delivery location, and the name and contact information of the purchaser. Purchase orders are system-generated with a purchase order number clearly displayed and are on company letterhead. Purchase orders are considered purchasing agreements between an Oldcastle Infrastructure authorized purchaser and the vendor. And, as such, any changes to an order must be supported by an updated purchase order.

**Requirements for Invoicing.** Vendor invoicing must clearly display the name and contact information of the authorized Oldcastle Infrastructure purchaser and the purchase order number. Vendor invoices are validated against the related Oldcastle Infrastructure purchase order. Any missing information or discrepancies between the vendor's invoice and the related purchase order will deem the submitted invoice non-complaint. Non-complaint invoices cannot be processed for payment. Vendors are responsible for validating invoices against provided purchase orders before submitting to Oldcastle Infrastructure's Accounts Payable department for processing. As such, Oldcastle Infrastructure will not notify vendors of non-compliant invoices. An example of our requirements and a compliant invoice can be found [here](#).

**Submitting Invoices.** Oldcastle Infrastructure leverages Coupa for invoice management and is a paperless processor. Invoices must be submitted electronically directly to Accounts Payable. To ensure timely processing of invoices, vendors are strongly encouraged to submit invoices through the Coupa Supplier Portal (CSP). If it is determined that invoices cannot be submitted through the CSP, invoices may be submitted via email to [OI-AP@oldcastle.com](mailto:OI-AP@oldcastle.com). Any invoices submitted via physical mail will not be processed. Invoices submitted via email or that are submitted to the purchaser rather than directly to Accounts Payable will result in processing delays, thereby releasing Oldcastle Infrastructure from payment term obligations. In these cases, payment terms will default to 75 days.

**Register for the Coupa Supplier Portal.** Our preferred method for receiving invoices is through the Coupa Supplier Portal (CSP). Vendors can register for the portal [here](#). Once registered, the vendor should email our Accounts Payable support team at [OI-APInquiries@oldcastle.com](mailto:OI-APInquiries@oldcastle.com) to confirm their registration and the email address they have registered with.

**Understanding Payment Terms.** Oldcastle Infrastructure's standard payment terms are 60 days. Oldcastle Infrastructure does not authorize purchasers to commit to non-standard payment terms. Under rare circumstances, non-standard payment terms may, however, be contracted by Supply Chain and our Legal teams.

**Issuing Payment.** Oldcastle Infrastructure is a paperless processor. Vendors should set-up electronic / ACH disbursements. Electronic disbursements can be set-up at: <http://paymode.com/oldcastleinfrastructure> . Any vendor opting for disbursements via physical check must allow for up to 75 days for payment.

**Maintaining Your Contact & Billing Information:** All vendors are required to ensure that Oldcastle Infrastructure has accurate and up-to-date payment and contact information including a valid contact, company name, address, phone number, email address, and all needed tax filing IDs. Outdated or inaccurate vendor data will result in lack of communication and delayed payment.

**CRH Supplier Code of Conduct.** Oldcastle Infrastructure, along with its sibling CRH companies, is committed to the highest standards of safety, customer service, ethical conduct, and environmental protection. Not only are our employees held to these standards, but Oldcastle Infrastructure has established a [Supplier Code of Conduct](#) to set the standard of behavior for all suppliers conducting business with us.

**Contacting Accounts Payable.** Inquiries about payment and / or invoice receipt should be directed to Accounts Payable via email or phone.

- **Email:** [OI-APInquiries@oldcastle.com](mailto:OI-APInquiries@oldcastle.com), Please allow 24 – 48 hours for a response.
- **Phone:** 470-602-2000, Monday – Friday from 8 AM – 8 PM.

**Extended Terms & Condition.** Please review our extended vendor terms & conditions details around detail around ordering, delivery, and vendor requirements / liabilities: <https://oldcastleinfrastructure.com/customer-support/terms-conditions/material-purchase-order/>