



# ESTABLISHING A VENDOR RELATIONSHIP WITH OLDCASTLE INFRASTRUCTURE

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## PURPOSE & OVERVIEW

Oldcastle Infrastructure Products requires all vendors to approve and acknowledge our terms and conditions before providing goods or services. Moreover, purchase orders cannot be issued to vendors before being set up as an authorized vendor, nor can work begin or be performed without a vendor profile established within Oldcastle Infrastructure's ERP. The following process must be followed to add an approved vendor.

- A New Vendor Authorization Packet must be completed in its entirety by a prospective vendor. The following items constitute a completed New Vendor Authorization Packet:
  - Complete a 2024 W-9 or W-8BEN-E Form:
    - For domestic vendors (W-9)
      - <https://www.irs.gov/pub/irs-pdf/fw9.pdf>.
    - For international vendors (please complete all pages of the W-8BEN-E)
      - <https://www.irs.gov/pub/irs-pdf/fw8bene.pdf>.
  - Complete the New Vendor Information Form (pages 3-4).
  - Review Oldcastle Infrastructure's Invoice Processing and Payment Terms & Conditions and sign / initial the related vendor acknowledgment (pages 6 of this document).
  - Review the Supplier Code of Conduct and sign the acknowledgment (page 4).
  - Review the Supplier Terms and Conditions and sign the acknowledgment (page 5).
  - If the prospective vendor is a hired hauler, additional documentation is required. Please contact [ipgcarrieronboarding@oldcastle.com](mailto:ipgcarrieronboarding@oldcastle.com) for the additional required documents (page 5).
  - The prospective vendor then submits the completed New Vendor Authorization Packet to an approved Oldcastle Infrastructure Strategic Commodity Buyer (Buyer).
  - A combination of The Integrated Supply Chain Group, Master Data Management, and an external group work to complete a multi-step verification process for accuracy and completeness of the vendor packet. Any missing information will delay processing.
  - Once verified and approved, the new vendor will have a unique vendor number within the appropriate ERP system.

Form Must Be Filled Out Electronically~~NEW VENDOR INFORMATION FORM~~ (SELECTION REQUIRED)~~IDENTIFYING VENDOR INFORMATION~~

Taxpayer Name:

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

Industry Category:

D&amp;B Dun Number:

Company Website:

~~VENDOR CODING AND CLASSIFICATION~~ (SELECTION REQUIRED)~~OLDCASTLE INFRASTRUCTURE SUPPLIER TERMS & CONDITIONS~~

Please review our supplier terms & conditions, which provide details about ordering, delivery, vendor requirements, and liabilities: [Supplier Terms & Conditions](#).

~~DISBURSEMENT PREFERENCE & CURRENCY~~ (SELECTION REQUIRED)

Preferred Currency:

☐ We will receive electronic / ACH disbursements via Paymode-X (Additional fees may apply)

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

☐ We will receive physical checks via mail.

- If a PO Box is the primary address for the business, a physical mailing address is required.

☐ Wire Transfer (International only & currency is defaulted to USD unless otherwise disclosed)

- Wire Instructions: Invoice must be submitted 2-3 weeks before the payment due date, and additional Oldcastle/CRH documentation will be required to complete the wire transfer request, including verification of banking information.

## CONTACT AND REMIT TO INFORMATION FOR MATTERS CONCERNING PAYMENTS (SELECTION REQUIRED)

Contact Name:Email:Title:Remit to Address Line 1:Phone:Remit to Address Line 2:City:State:Zip Code:

## CONTACT INFORMATION FOR MATTERS CONCERNING PURCHASING (SELECTION REQUIRED)

Contact Name:Title:Email:Phone:Business Address Line 1:Business Address Line 2:City:State:Zip Code:

## Are You A 1099 VENDOR? (SELECTION REQUIRED)

- ☐ Yes ☐ No
- If yes, make a section from the dropdown box that pertains to your business
  -

## SUPPLIER DIVERSITY INFORMATION (SELECTION REQUIRED, 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 Supplier Diversity Program, or this program does not apply to our business.

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

## CRH SUPPLIER CODE OF CONDUCT

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

**ACKNOWLEDGMENT OF THE CRH SUPPLIER CODE OF CONDUCT (SELECTION REQUIRED)**

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

Acknowledger's Signature:

Acknowledger's Title:

Acknowledgment Date:

**TRANSPORTATION**

- Prospective vendor is directed to reach out to [ipgcarrieronboarding@oldcastle.com](mailto:ipgcarrieronboarding@oldcastle.com).
  - The prospective transportation vendor will be sent a link to the Infrastructure Products request for onboarding form.
- The prospective vendor will fill out the information about their transportation company and capabilities.
- If a plant is actively seeking to use this transportation company, they should notify the logistics as soon as possible as practical of their desire to use the company.
- The prospective transportation vendor will sign the required TSA agreement, as well as provide the proper insurance documentation and company documentation to the Logistics Team
- The logistics team will review and send to the 3rd party compliance service for approval
- The vendor number is issued by the MDM Team when approved and the vendor is available.

**INVOICE PROCESSING AND PAYMENT TERMS & CONDITIONS****REQUIREMENTS FOR RECEIVING ORDERS FOR GOODS OR SERVICES**

Oldcastle Infrastructure Products Shared Services enforces a No PO, No Pay Policy. This is enforced for materials, goods, and services, which require a valid PO issued at the time of the service, including hired hauls. This policy aims to ensure proper approval before purchase(s). The purchase order should specify the 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 displayed and are on company letterhead. Purchase orders are agreements between Oldcastle Infrastructure's authorized purchaser and the vendor. As such, any changes to an order must be supported by an updated purchase order.

#### REQUIREMENTS FOR INVOICING

Vendor invoicing must display the authorized Oldcastle Infrastructure purchaser 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-compliant. Non-compliant invoices cannot be processed for payment. Vendors are responsible for validating invoices against provided purchase orders before submitting them to Oldcastle Infrastructure's Accounts Payable department for processing. As such, Oldcastle Infrastructure will attempt to notify vendors of non-compliant invoices, but this is not required.

#### SUBMITTING INVOICES

Oldcastle Infrastructure is a paperless processor. Invoices must be submitted electronically directly to Accounts Payable via PDF format. Please submit invoices 3-4 weeks before the invoice due date to allow for sufficient time for review, processing, and approvals. Invoices should be submitted via email to [oi-ap@oldcastle.com](mailto:oi-ap@oldcastle.com). Invoices submitted via physical mail will **not** be accepted. Invoices not submitted directly to Accounts Payable will delay processing, thereby releasing Oldcastle Infrastructure from payment term obligations. In these cases, payment terms will default to 75 days.

#### UNDERSTANDING PAYMENT TERMS

Oldcastle Infrastructure's standard payment terms are Net 75 days (separate payment terms apply to aggregate and transportation providers). Oldcastle Infrastructure does not authorize purchasers to commit to non-standard payment terms. Under rare circumstances, however, Supply Chain Group and our Legal teams may contract non-standard payment terms.

#### MAINTAINING YOUR CONTACT & BILLING INFORMATION

All vendors must 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 a lack of communication and delayed payment.

#### CONTACTING ACCOUNTS PAYABLE

Inquiries about payment, invoice receipts, and statements should be emailed to Accounts Payable. Please allow 24 – 48 hours for a response.

- Invoice Submittals: [oi-ap@oldcastle.com](mailto:oi-ap@oldcastle.com)
- Payment inquiries: [oi-apvendor.relations@oldcastle.com](mailto:oi-apvendor.relations@oldcastle.com)
- Statement Submittals: [oi-apvendor.relations@oldcastle.com](mailto:oi-apvendor.relations@oldcastle.com)

ACKNOWLEDGMENT OF INVOICE PROCESSING TERMS & CONDITIONS (SELECTION REQUIRED)

I, \_\_\_\_\_, certify that I am authorized to commit to Oldcastle Infrastructure's Invoice Processing and Payment Terms and Conditions. I acknowledge that I have read, understand, and hereby accept the Invoice Processing and Payment Terms & Conditions.

Acknowledger's Signature:

Acknowledger's Title:

Acknowledgment Date: