



Carter Machinery Company, Inc.

P.O. Box 3096 | 1330 Lynchburg Turnpike | Salem, Virginia 24153 | 540-387-1111 or 800-768-4200

### Vendor Application

Please fill out form completely and return to: 540-387-9745 (fax) | procurement\_department@cartermachinery.com

#### General Information:

Please print or type

Business/Individual Name \_\_\_\_\_

Trade Name (if different) \_\_\_\_\_

Physical Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_

Remit To Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_

Business Phone# \_\_\_\_\_ Fax# \_\_\_\_\_

Email \_\_\_\_\_ Website \_\_\_\_\_

#### Payment Information:

What are your Discount Terms? \_\_\_\_\_

Accepted method(s) of payment: Check  P-Card  ACH\*  \*If ACH, fill out information below:

Accounts Receivable (A/R) Contact Name & Title \_\_\_\_\_

A/R Phone# \_\_\_\_\_ A/R Email \_\_\_\_\_

Bank Name \_\_\_\_\_

ABA/Routing # (9 Digits) \_\_\_\_\_ Bank Account # \_\_\_\_\_

Remittance Preference: Excel File  Text within body of E-mail

#### Business Information:

Do you accept product returns? Yes  No  Do you charge a restocking fee? Yes  No

Are you certified as a Small, Woman or Minority Owned (SWaM) business? Yes  No

If Yes, please provide your State's Certification Number \_\_\_\_\_

Type of Business:

Sole Proprietorship  Corporation  General Partnership  L.L.C.

#### Business Category:

(Check all that apply)

- |   |  |   |  |
|---|--|---|--|
| Parts Supplier <input type="checkbox"/>         | Professional Services <input type="checkbox"/> | Office Administrative Services <input type="checkbox"/> | Office Supplies <input type="checkbox"/> |
| Engine Projects <input type="checkbox"/>        | Financial Institution <input type="checkbox"/> | Professional Associations <input type="checkbox"/>      | Utilities <input type="checkbox"/>       |
| Sales & Marketing <input type="checkbox"/>      | Fuel & Lubricants <input type="checkbox"/>     | Travel & Entertainment <input type="checkbox"/>         | Outside Labor <input type="checkbox"/>   |
| Information Technology <input type="checkbox"/> | Vehicle Maintenance <input type="checkbox"/>   | Transportation Services <input type="checkbox"/>        | Facilities <input type="checkbox"/>      |
| Safety Supplies <input type="checkbox"/>        | Caterpillar Dealer <input type="checkbox"/>    | Environmental Services <input type="checkbox"/>         | Insurance <input type="checkbox"/>       |
| Government <input type="checkbox"/>             | Equipment Rentals <input type="checkbox"/>     | Waste Removal-See Terms <input type="checkbox"/>        | Other _____                              |

Please see additional requirements on back

## ADDITIONAL REQUIREMENTS

### 1. INVOICING

- All invoices MUST be mailed to the address listed below, otherwise a delay in payment may occur.

Carter Machinery Co., Inc.  
Attn: Accounts Payable  
PO Box 3096  
Salem, VA 24153-3096

### 2. PURCHASE ORDERS

- Vendor MUST acquire a purchase order number from buyer at the time of the transaction. Invoices received without a purchase order can NOT be processed therefore delaying payment.

- Vendor's invoice to Carter Machinery Co., Inc. must match in all details with the purchase order unless vendor has given Carter Machinery prior notification of any discrepancy between purchase order and the shipment of product.

### 3. INSURANCE REQUIREMENTS

- Carter Machinery MUST have a current certificate of insurance with Carter Machinery listed as the Certificate Holder on file in the Procurement Dept prior to the person or company providing services to Carter Machinery.

#### Comprehensive General Liability

**\$1,000,000** per occurrence and **\$2,000,000** aggregate limit for bodily injury and property damage with Carter Machinery Company, Inc. **endorsed to the policy as an additional insured.**

#### Automobile Liability

\$1,000,000 combined single limit for bodily injury and property damage with Carter Machinery Company, Inc. **endorsed to the policy as an additional insured.** Coverage must include any auto including owned, hired, borrowed or non-owned vehicles.

#### Workers Compensation and Employers Liability

Statutory coverage for all states. Minimum limits of liability for Employers Liability are as follows:

\$100,000 Each Accident  
\$500,000 Disease - Policy Limit  
\$100,000 Disease - Each Employee

**GL and Auto Policies must include waiver of subrogation in favor of Carter Machinery and its affiliated companies, or any employee or agent of Carter Machinery.**

#### **Cargo Insurance (ONLY REQUIRED BY CONTRACT HAULERS)**

Contract Haulers must carry cargo insurance with adequate limits to insure value of the equipment transported --all risk coverage with a minimum limit of \$250,000 per conveyance.

Note: Any damage to our equipment or property while in the haulers' care, custody and control will be the responsibility of the hauler and should be covered by the hauler's insurance company.

Insurance Agents may fax or mail a copy of the certificate to:

Carter Machinery Co., Inc.  
Attn: Procurement Department  
PO Box 3096  
Salem, VA 24153-3096  
Fax: 540.387.3871

### 4. SAFETY & ENVIRONMENTAL

- Any vendor service requiring the removal of waste products from any Carter Machinery facility, must complete our "NON-HAZARDOUS SOLID WASTE DISPOSAL & RECYCLING AGREEMENT"

- Any vendor required to provide a service at a Carter Machinery facility MUST complete our "CONTRACTOR SAFETY AGREEMENT" and return it to the location where service is being provided.

- Vendor must abide by all Carter Machinery Co., Inc. safety rules listed on "CONTRACTOR SAFETY AGREEMENT"

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_