



LET'S GET TO WORK

Referred by (Carter employee) _____

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:

Business/Individual Name _____

Trade Name (if different) _____

Physical Address _____

City _____ State _____ Zip _____ County _____

Remit To Address _____

City _____ State _____ Zip _____ County _____

Business Phone# _____ Fax# _____

Contact Name _____ Contact Email _____

Payment Information:

What are your Payment 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

Remittance Email Address: _____

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.

Federal ID # _____

Do you require a 1099?? Yes No

Business Category: (Check all that apply)

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

Please see additional requirements below

SIGNATURE: _____ DATE: _____

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 can be found [at this link](#).

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: 540.387.9745

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!" [Click here to complete this form.](#)
- Vendor must abide by all Carter Machinery Co., Inc. safety rules listed on "CONTRACTOR SAFETY AGREEMENT" which can be found [at this link](#).

Carter**LET'S GET
TO WORK.®****HAZARD RECOGNITION AND SAFETY RULES FOR CONTRACTORS PERFORMING
SERVICE WORK ON CARTER MACHINERY PROPERTY**

REV 8/2016

Carter Machinery Expectations

1. Outside contractors hired by Carter Machinery to perform work on company owned or operated properties will abide by all Carter Machinery Co. safety rules and all OSHA 1910 and 1926 requirements applicable to the work being performed.
2. Safety glasses are required within shops & service areas or when performing a task that requires eye protection.
3. Be alert and give the right-of-way to heavy equipment.
4. Smoking is not permitted on Carter Machinery property.
5. Wear hearing protection when working in "posted" required hearing protection areas.
6. Report any injuries to the Carter Machinery contact person.
7. Report any hazardous working conditions encountered.
8. Keep all ladders, cranes or booms at least 10' from overhead power lines.
9. Ensure all electrical equipment & tools are properly grounded & electrical cords are in good condition with no exposed wiring.
10. Work only in designated area of job & do not venture into other areas w/o permission.
11. Keep work area clean and free from tripping hazards
12. Adhere to NFPA 70E Electrical Safety standards when performing work on electrical equipment.
13. Do not wear loose clothing or jewelry that may get caught in moving machinery.
14. All work performed overhead must be cordoned off @ ground level using barricade tape to keep others out of danger zone.
15. Any work involving the disturbance of building materials must first be discussed thoroughly with the store manager and/ or facilities manager and investigated as to the presence or potential presence of asbestos containing materials before the start of work. Only contractors licensed to remove ACM may disturb or remove ACM.
16. A roof work/access permit must be obtained from store management before working on any roof or accessing any roof.
17. A burning/welding/cutting permit must be obtained from the store Warehouse Manager before performing this work.
18. Never direct compressed air toward yourself or another person.
19. Never operate equipment unless authorized to do so.
20. Fall protection-prevention methods must be employed whenever working more than 4' above grade.
21. All unused products and materials are the sole property of the contractor and will be removed from CMCo property at the end of each workday. No materials may be disposed in Carter dumpsters without the approval of your Carter Contact and/or the store manager.
22. The contractor will maintain in their possession on-site, the msds' of chemicals handled while on Carter property.
23. The contractor is advised that Carter property may contain confined spaces and that compliance with confined space regulations is required when entering sewers, vessels, pits, sumps, or any other permit required confined space. Before entering any confined space the contractors on site representative must talk with their Carter contact and review confined space entry procedures.
24. Chemical containers may not be stored or positioned in proximity (50') to storm water drains, ditches, or conveyances.
25. As the authorized foreman, supervisor, and/or manager for a contractor working on Carter Machinery property I have read the above Safety Rules and understand that they must be followed at all times while representatives of my company (including subcontractors hired by my company) are on Carter Machinery Company property. I will review these requirements with all employees who will work on Carter Machinery property before such work commences.

Contractor Safety Performance History (to be completed by contractor)For contractors who employ **less than 10** individuals, provide the following information for the previous two calendar years:

Calendar Year	# Injuries Requiring Medical Treatment Beyond First Aid	# of Fatalities

For contractors who employ **10 or more** individuals, provide the following information for the previous two calendar years:

Calendar Year	Recordable Injury Rate (RIR) ¹	Lost-Time Injury Rate (LTIR) ²	Experience Modification Rate ³	# of Fatalities

¹ Recordable Injury Rate (RIR): # of OSHA Recordable Injuries x 200,000 / Hours Worked² Lost-Time Injury Rate (LTIR): # of OSHA Recordable Injuries that involved days away from work x 200,000 / Hours Worked³ Experienced Modification Rate (EMR): Rate is available from your workers' compensation insurance provider.**Additional Contractor Information Required (to be completed by contractor)**

COMPANY (CONTRACTOR)

PHONE NUMBER

CARTER LOCATION(S) THE CONTRACTOR SERVICES

AUTHORIZED SIGNATURE (CONTRACTOR)

DATE