



No Purchase Order (PO), No Payment Policy

The purpose of the No PO, No Payment Policy is to remind TK Elevator's suppliers of goods and services that our company has a longstanding No Purchase Order, No Payment Policy for all supplier invoices. This includes all suppliers (both goods and services) who submit invoices to TK Elevator (tKE) Corporation.

This confirms that a valid purchase order number must be present on all invoices sent to any TKE location in North America. In the event an invoice is received that does not include a valid purchase order number it will not be processed for payment. TK Elevator requires each buyer to provide an electronic purchase order copy to the supplier. To avoid doubt, any invoice received with the incorrect PO for goods and/or services will be returned to the supplier without payment. It is the supplier's responsibility to ensure that each invoice exactly matches the correct PO issued through the TKE procurement system.

Action Required

Accordingly, if you ship goods or supply services to TKE that will result in the submission of an invoice, you must confirm that you have the corresponding purchase order number prior to supplying those goods and/or services as a condition to the issuance of payment by TKE to your organization. Provision of goods and/or services without the corresponding TKE purchase order indicated on an invoice will not be paid. The only exception to this is for goods and/or services noted on the exception list on TKE's purchasing policy.

TKE branches do not have the authority to amend or add unapproved line items POs once they are accepted by our suppliers. Additionally, suppliers do not have the authority to alter any electronic data or add line items to purchase orders. Amendments may only be approved by the authorized TKE Purchasing representative with an approved change order.

Please share the content of this policy within your company as necessary and instruct all appropriate employees of this policy. Any requests by TKE for the provision of goods and/or services without a purchase order from TKE should be referred to their regular purchasing contact from the TKE office placing the orders.

By signing below, the company is acknowledging that this policy shall be adhered to as outlined above.

Company Name: _____

By: _____

Name: _____

Title: _____

Date: _____