



SPARTACUS STANDARD CORPORATE PURCHASE PROCEDURES

Corporate Procedures do not apply to standard online internet - credit card purchases.

Below are Standard Commercial Steps & Procedures.

Each Step is designed to provide documentation clarification to avoid errors.

NEW CUSTOMER COMMERCIAL ACCOUNT TO BE ESTABLISHED

1) New Customer is required to: Download, Complete & Return the Spartacus Corporate – New Customer Commercial Credit Application. **PDF LINK BELOW**

<http://www.spartacusgroup.net/5-SpartacusGroup-NewCustomerSetup-CommercialCredit-FormFILLABLE-2016.pdf>

Customer will further provide:

- **W-9 FEIN Confirmation: W-9 Form:** www.spartacusgroup.net/W-9%202011.pdf
 - **State Business Resale Certificate (current) w/ state resale number**
- 2) Application & Forms will be received – references clarified – account set-up
3) Customer will be advised NEW account is verified & good by phone or email.

STANDARD BUSINESS - PURCHASE ORDER PROCEDURES:

1) **Customer shall call directly to customer service OR send an email** (provided by Spartacus for the exact business designation) requesting products for purchase with whatever part number; item size; item description; etc. as available to **Customer's** knowledge and request to purchase send to.

2) **Spartacus will then respond by email with a CORPORATE ORDER ESTIMATE**, estimate order document is NOT an OFFICIAL INVOICE but is very important to provide direction for the customer have the **EXACT & CURRENT PRODUCT INFORMATION INCLUDING:** part number(s); description; pricing; shipping information clarified ETC..

3) **Customer shall than provide** (to designated Spartacus Email) a **Corporate PO (Purchase Order)** with all of the exact information and **specifications as stated within Order Estimate.** Further updated by the customer to clarify shipping, delivery or any other corrected updated - our best to avoid and current error etc.

4) **Upon Spartacus Order Completion & Shipment Leaving; Spartacus shall Invoice Customer BY EMAIL.** If Spartacus provides shipping – tracking provided. IF **Customer** order shipping with their own carrier –tracking is customer responsibility

5) **Customer is to Make Payment - received as agreed as stated within PO / INVOICE.** SPECIAL CUSTOM ORDERS HAVE SPECIFIC DETAILS TO COMMERCIAL ARRANGEMENT AS AGREED. NOTE: Government / Military etc. each have their own agreed business structure.

DOCUMENT END *Prepared by: Spartacus Group -Office of Corporate Counsel & Accounting.*