



Using Purchase Orders to Buy Products

Purchase Order Acceptance Policy

- Purchase orders are automatically and immediately accepted for schools and government agencies only.
- All other types of organizations first must establish credit terms with NRAS before their purchase orders will be accepted.

Establishing Credit Terms

- Credit terms can be established for companies. Terms are not extended to individuals.
- To apply for terms, download a credit application from <http://www.servsafe.com/Help/support/> or phone the *Service Center* at 800-765-2122 ext. 6703 to have an application emailed or faxed.
- FAX completed forms to 312-583-9707 or 866-665-9570, Attn: *Credit Manager*.

Applying Tax Exemptions

- Tax exempt entities should fax their tax exemption certificate or letter from the issuing state to 312-583-9707, Attn: *Tax Manager*. (Letters from IRS or W-9 are not accepted)
- The *Tax Manager* will apply the exemption to your company record in order to exempt state sales tax for orders in all states where you are exempt.
- **NOTE:** If the NRA does not have your tax exemption certificate on file, tax will be applied. Contact the *Service Center* at 800-765-2122 ext. 6703 to verify that your faxed certificate was received and processed before placing your first order with NRA.

Purchase Order Requirements

All purchase orders submitted must include the all information listed below. Incomplete purchase orders will not be processed.

- Bill To
- Ship To
- Authorized Party's Signature
- Authorized Party's Phone Number (if different from "Bill To")
- Phone Number of Person Requesting Order (if different from "Bill To")
- Vendor Name *must* be listed as National Restaurant Association, National Restaurant Association Solutions, or NRA Solutions
- Vendor Address *must* be listed as either Physical address (175 West Jackson Blvd, Chicago, IL 60604), or Remit Payment address (37020 Eagle Way, Chicago, IL 60678-1370).
- Purchase Order Number (issued by the organization requesting the product order)
- Accurate Product Code/Information and correct pricing for each
- Accurate Shipping & Handling and Accurate Grand Total Cost
P.O. total must equal order total exactly to be processed. ***

***To obtain accurate order quotations, including shipping costs, contact the *Service Center* at servicecenter@restaurant.org or 800-765-2122 ext. 6703, before submitting the P.O.