



*"Partnering to make recycling strong through economic and environmentally sound solutions"*

Northeast Resource Recovery Association, 2101 Dover Road, Epsom, NH 03234  
Telephone: (603) 736-4401 or 1-800-223-0150 Fax: (603) 736-4402  
E-mail: [info@nrna.net](mailto:info@nrna.net) Web Site: [www.nrra.net](http://www.nrra.net)

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Dear Potential NRRA Vendor,

Thank you for your interest in working with NRRA. Enclosed you will find a NRRA Accounting Procedures/Requirements sheet. This outlines the terms and conditions under which NRRA approved vendors agree to operate. Please review this information carefully, and return a signed copy to the office as soon as possible.

Also enclosed please find a Vendor Information Sheet. This must also be filled out completely and returned along with your signed Accounting Procedures/Requirements sheet, and a certificate of insurance naming NRRA as an additional insured. The minimum limits required are as follows: Auto – \$1,000,000, General Liability - \$1,000,000, and Worker's Compensation - \$100,000. An updated certificate should be forwarded to us on an annual basis, or whenever changes in your coverages are made. NRRA requires reference checks for all vendors. Once all of the above information is received, NRRA will process it and notify you in writing if/when you are approved as an NRRA Vendor.

*NRRA Approved Vendors are required to pay an annual vendor fee which is based on the size of the vendor's company (1-50 employees = \$ 150/year; over 50 employees = \$ 250/year). Please refer to the "Benefits of Being an NRRA Vendor" Sheet for details.*

The goal at NRRA is to match up its members with the most environmentally responsible and economically beneficial vendors for all of its members' recyclable commodities. To that end, NRRA is committed to maintaining professional vendor relationships with a minimum of three vendors for each of its commodities. All NRRA approved vendors will be given equal consideration, and will be dealt with strictly on the basis of the professional conduct of their enterprises.

Each Thursday, except for those Vendors who supply us with Monthly pricing, all approved vendors email their current pricing for the upcoming week for their various programs to [info@nrna.net](mailto:info@nrna.net). The programs, logistics, and pricing supplied are then evaluated by NRRA Member Services Representatives for members requesting commodity movement.

NRRA approved vendors are supplied with the membership list to insure that there are no misunderstandings for new or existing Vendors. When NRRA quotes pricing for its members, it is only for NRRA members who are booked through NRRA. Any member who happens to call directly to an NRRA Approved vendor will be informed by the Vendor that they can get better pricing by calling NRRA and then referred to NRRA to insure they benefit from its cooperative pricing schedule. Given the volume of material NRRA administers, it is expected that NRRA pricing, from NRRA Approved Vendors, will not be available to any of its individual members directly.

We do hope that this outline meets with your expectations as an approved vendor. NRRA looks forward to maintaining a long and professional relationship with your firm. Please do not hesitate to call if you have any questions.

Sincerely,

Michael Durfor  
Executive Director



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**Accounting Procedures/Requirements  
for "NRRA Approved Vendors"**

1. Vendor must provide weight/number of units information, and/or other pertinent billing information in writing, to NRRA **within five business days from the date of pickup/service**. This information may be faxed or emailed to the Finance Department. Faxes should be sent to: 603-736-4402 ATTN: Finance Department. Emails should be sent to: [info@nrna.net](mailto:info@nrna.net). Any weight/unit information not received from the vendor within five business days from date of service may result in the immediate suspension of additional orders.
2. Once weight/billing information is received, NRRA will generate an invoice which will then be faxed, emailed or mailed to the vendor. Vendor shall provide clear instructions to NRRA as to where/how invoice shall be delivered. NRRA requires payment upon receipt. Any invoices not paid within **30 days** from the invoice date will automatically be subject to a 1-1/2% finance charge on the unpaid balance. This finance charge will accrue each month until the balance is paid in full. If Vendor fails to pay amounts due according to these terms, Vendor will be responsible for any legal fees or other costs incurred by NRRA for the collection of the debt. Repeated late payments may result in suspension of additional orders.
3. In cases where NRRA pays the Vendor for services, NRRA will process your invoices once the invoice is received. NRRA terms are net 45 days from the date of the invoice **OR the date the invoice is received by NRRA – whichever is later**. Vendor shall provide clear instructions to NRRA as to where/how payments shall be delivered. All Vendor invoices **MUST** contain NRRA customer name and **NRRA release number**. NRRA will review all invoices for discrepancies in a timely manner. NRRA will notify vendor of any discrepancies. It will be the **VENDOR'S responsibility to reconcile and/or correct any errors**. NRRA will not pay any invoices in question until any discrepancies have been resolved and/or adjustments/credit memos have been received by NRRA. At that point, NRRA will process payments according to the procedures outlined above.
4. Vendor will provide NRRA with a primary and secondary contact name, phone/fax number, email, etc. for the purpose of having a point person to contact with billing questions, concerns or issues.
5. All payments must be made from NRRA invoice, and checks should reference the NRRA invoice number. It is the responsibility of the VENDOR to review all NRRA invoices upon receipt. If there are discrepancies or questions, the VENDOR **MUST CONTACT NRRA IMMEDIATELY TO NOTIFY US OF ANY ISSUES**. Otherwise, NRRA will expect payment in full on the invoiced amount within 30 days. **DO NOT DEDUCT ANY AMOUNT FROM NRRA'S PAYMENT WITHOUT FIRST GETTING APPROVAL IN WRITING FROM NRRA.**
6. Payments to NRRA **MUST BE** in US funds AND drawn on a bank in the US. Canadian payments will not be accepted. If Vendor does not have the ability to pay with funds drawn on a US bank, wire transfer payments to NRRA will be required. NRRA will provide vendor with the appropriate wire transfer information upon request.
7. "NRRA Approved Vendors" are not NRRA members, but they do have access to the Vendor Benefits listed on the attached form, provided they comply with NRRA procedures.
8. NRRA Vendors agree not to downgrade material pricing for NRRA Members without sufficient advance notice. In no case will pricing downgrades be made retro-active. Pricing is to be supplied weekly on Thursdays for the following week or at the beginning of each month if the pricing is for the month long period.
9. NRRA Approved Vendors agree not to directly solicit commodities from NRRA members and to only provide pricing quotes to NRRA members when requested by the members themselves. That pricing should always be less than the pricing the Vendor supplies to NRRA given its volumes of material and administrative support to the Vendors.
10. NRRA will provide a list of our members to the Vendor. Vendor agrees **NOT** to provide individual quotes to NRRA members, except as outlined above.

On behalf of \_\_\_\_\_ (Vendor), I have read and understand the above procedures and requirements. My signature below, dated \_\_\_\_\_, is my acceptance of and agreement to the above accounting procedures.

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Signature**



# NRRA Vendor Information Sheet

Vendor Name: \_\_\_\_\_ # of Employees \_\_\_\_\_

### Primary Contact Names/Info:

**Scheduling:** Contact Name(s) \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Ext. \_\_\_\_\_ Fax \_\_\_\_\_

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

**Billing/Payments:** Contact Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Ext. \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

How do you prefer to receive invoices? (please check one)  Email  Fax  Mail

What is the legal structure of your business? (i.e. Corporation, LLC, Partnership, etc.) \_\_\_\_\_

What is your Federal Tax ID #? \_\_\_\_\_

Please provide three business references below (at least one must be a municipal reference). Include **Contact Name, Phone, Email and Fax numbers**):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

What commodities do you accept? \_\_\_\_\_

What do you do with these commodities (Be specific)? \_\_\_\_\_

What geographic area do you serve? \_\_\_\_\_

Do you have any special circumstances we should be aware of? If so, please explain: (over for more space) \_\_\_\_\_

Name of Person Completing this Form: \_\_\_\_\_ Date: \_\_\_\_\_

#### Office Use Only:

- Ref Forms complete
- Entered in FM as V ID # \_\_\_\_\_
- Approval letter sent
- Forms returned/File

NRRA Staff Contact: \_\_\_\_\_  
 Vendor Fee Due: \_\_\_\_\_  
 Ex. Director Approved: \_\_\_\_\_  
 Date Approved: \_\_\_\_\_



## **NRRA Approved Vendor Details & Benefits**

**Who we are:** NRRA is a Member-owned 501(c)(3) nonprofit organization representing over 400 municipalities and businesses throughout the Northeast. Our Members place a high level of trust in us to work with reputable, reliable and financially responsible Vendors.

**How to become an NRRA Approved Vendor:** All Vendors are required to go through an application process and pay an annual Vendor fee before becoming an “NRRA Approved Vendor”. Vendors must also agree to NRRA’s standard operating procedures (attached).

**How we work:** It is our goal to provide the best marketing options for each Member based on their individual circumstances. This is why NRRA works with multiple Vendors for each commodity. NRRA’s job is to match each Member with a Vendor that provides the best service/pricing/options for that particular Member.

**What we expect:** Due to our Members quality products and the total NRRA volumes, we expect “NRRA Approved Vendors” to guarantee exclusive pricing to NRRA for our Members. Further, we expect “NRRA Approved Vendors” to act with integrity and not approach NRRA Members directly with pricing. Any NRRA Members who call a Vendor directly should not receive the exclusive pricing quoted to NRRA due to its volume and quality products.

**The value of being an NRRA Approved Vendor:** NRRA handles the scheduling, billing and payments on behalf of its Members. This saves the Vendor time and money because Vendors are only dealing with one entity – NRRA. Once you are an “NRRA Approved Vendor”, NRRA will promote and advertise your business to our members.

**Other benefits of being an NRRA Approved Vendor:** In addition to the above, your annual Vendor fee will provide you with the following benefits:

- Discounted booth/sponsorship and/or attendance fees at the nationally recognized “First in the Nation”, NRRA Annual Conference and Expo
- Free subscription to our bi-weekly newsletter, “Full of Scrap”
- Discounted fees to attend NRRA workshops
- Free listing on NRRA website under approved vendor section
- NRRA will market your materials
- NRRA Approved Vendors receive formal endorsement as an approved Vendor for you to use with potential customers who are not NRRA members
- Invitations to Members Only MOM Meetings and Workshops for business introduction, services provided, ad, and material specifications