



"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 Web Site: www.nrra.net

**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. 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 it 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