

**ATTACHMENT A**

**Business Requirements for Vendors**

1. Approved vendors must conduct business in a manner that adheres to Archbold Medical Center Policy. Service Vendors will be required to enter into a Service Contract specifying the service to be performed. Service Contracts will not exceed 12 months in length. Any services provided outside the terms of the contract will not be paid under the standing purchase order number. If a contract is acquired through the bid process, the bid amount selected will be the payment criteria for the purchase order. Invoice amounts exceeding the established bid/ PO amount will not be processed. Failure to adhere to the established bid price and other contract terms will result in termination of the contract.
2. Service Vendors must have a service verification record (delivery ticket, sales ticket, etc.) signed by an authorized Archbold employee verifying the delivery of product or service. A verification record must be attached to the Invoice in order for payment to be processed.
3. Vendors must obtain a valid Purchase Order number from Materials Management Department before performance of service or delivery of product. Invoices must reflect the assigned purchase order number to be processed.
4. Invoices must be sent to the Archbold Accounting Department either electronically or by mail as follows:

[AccountsPayable@archbold.org](mailto:AccountsPayable@archbold.org)      or      Accounts Payable  
 Archbold Medical Center  
 920 Cairo Road, P.O. Box 1018  
 Thomasville, GA 31799

5. Vendors must submit invoices to Archbold Medical Center within 90 days of Product Receipt or Service.
6. Vendors must abide by the Archbold Medical Center Compliance Standards for Vendors, a copy of which has been given to each vendor.

Acknowledgement of understanding of Business Requirements for Vendors:

Company: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_