



IMPORTANT MESSAGE TO VENDORS

VENDOR PAYMENT PROCEDURES ENFORCEMENT EFFECTIVE JANUARY 1, 2019

PLEASE READ

To Our Valued Vendors:

This letter serves as notice that the Port of Longview will strictly enforce its procedure for payments to vendors for goods and services beginning January 1, 2019. **You are hereby notified that not complying with the following procedures may result in non-payment and/or removal as a Port-approved vendor.**

For purchases (including all tax, freight and handling charges) that are:

Less than \$5,000	<ul style="list-style-type: none">- If a Purchase Order is provided, the Purchase Order number must be included on the invoice.- If no Purchase Order is provided, the name of the Port employee placing the order must be included on the invoice.- Simply including the word "VERBAL" or the current date is prohibited.
\$5,000 or More	<ul style="list-style-type: none">- Purchase Order is required, and the Purchase Order number must be included on the packing slips and invoice.
Existing Fully Executed Contract	<ul style="list-style-type: none">- If your company has an existing contract signed by both parties in place, the Contract Number must be included on the invoice.

Vendors **shall not act** on any transaction until the requirements listed above have been met. The Port of Longview will not be responsible for payment to vendors that fulfill orders or provide services in violation of these requirements.

Questions related to these requirements may be directed to the Purchasing Department at 360-425-3305, ext. 219 or cengebo@portoflongview.com.

Sincerely,

Kara Metzger
Contracts and Purchasing Manager

PORTOFLONGVIEW.COM

T. 360-425-3305
F. 360-425-8650

10 PORT WAY
LONGVIEW, WASHINGTON 98632