

INVOICE REQUIREMENTS

MPM, Inc. makes payment to a supplier by purchase order number and line number. Omitting the purchase order number and line number from the invoice or supplying product to MPM, Inc. without a purchase order number may cause your payment to be delayed, or possibly, to be forfeited.

MPM, Inc. does not take orders verbally without a signed Purchase Order.

MPM, Inc. does not pay Energy/Fuel Surcharges, unless the department making the purchase has authorized these charges by drafting an additional purchase order line.

All invoices should be emailed to invoices@mpm1.com (one attachment per email) when possible. You may also send invoices via postal mail or by facsimile..

MPM, Inc., Accounts Payable

2100 S. West St.

Wichita, KS 67213

Note: invoices should NOT be sent to the departments

OUTSTANDING PAYMENTS

Machining Programming Manufacturing, Inc. strives to pay all invoices 30 calendar days of receipt of goods/services and of an invoice. Accounts Payable is responsible for ensuring that all vendor payments are made timely and accurately. However, no payment can be issued until an invoice is received in the Accounts Payable department AND a valid receiving details are processed.