NOTIFICATION OF PURCHASE ORDER POLICY AND INVOICE REQUIREMENTS

PURCHASE ORDER POLICY

iMFLUX company policy requires our Purchasing Manager to send a written Purchase Order for all goods or services purchased (see exception below). Your company must include the iMFLUX Purchase Order number on your invoice. Our Accounts Payable department will reject invoices that do not meet this requirement.

EXCEPTION: If an iMFLUX employee gives credit card information when the order is placed, a Purchase Order is not required. The supplier should send the credit card receipt to the credit card holder and note on the packing slip that the order was paid via credit card.

INVOICE REQUIREMENTS

To ensure timely payment, invoices must meet our legal and quality standards. We will return to our vendors all invoices with incorrect or missing information and explain the reason why the invoice cannot be processed.

Information that must appear on your invoice:

1. Your full company name and remit-to address. Remit-to must be labeled as such.
2. Accounts Receivable contact name, phone number and email address.
3. Invoice Number and Invoice Date, both labeled as such.
4. Date shipped or Date of service and the exact address to which you delivered goods or performed services.
5. Complete details of the goods shipped including quantity, unit price, total amount, freight and taxes (if applicable). For services, include name of consultant and detail of work completed. Include hours billed and hourly rate if Purchase Order is based on hours worked.
6. iMFLUX Purchase Order number. Our PO must have dollars remaining to cover the amount of the invoice.
7. The same payment terms as noted on our Purchase Order.
8. The following “Bill to” address:

   iMFLUX, Inc.
   Attention: Accounts Payable
   3550 Symmes Road
   Hamilton, OH 45015

Invoice Submission Requirements

We prefer that electronic copies of invoices be emailed to: AP@imflux.com. However, if you submit a paper invoice, please mail to the address listed above.