

Supplier Regulations and Responsibilities

On-Boarding

Each supplier must have submitted the following list of documents and have an executed purchase order with Central States Construction prior to delivery.

The following list of documents must be returned with a signed purchase order:

- Executed purchase order
- W-9
- Contact Information Sheet – Project Specific

Invoicing Requirements

Invoices must be received by 5:00pm on the 1st business day of the month. Continuous invoicing is allowed for material suppliers.

Invoices will be accepted via:

- Email – accountspayable@centralstatesconst.com
- Fax: 866-253-9402
- US Mail
 - Must be received by the 1st business day of the month, regardless of the post marked date.
 - Central States Construction, 4240 Philips Farm Rd, Suite 101, Columbia, MO 65201

Invoice must include the following to be accepted for payment:

- Commitment Number (PO Number)
- Correct Project Name, Number & Address
- Quantity and Description of material
- Unit cost of each item
- Tax (on PO as a separate line)
- Total
- Name of Central States Construction Employee who ordered material

Suppliers must submit monthly statements. Central States Construction will not accept or pay any overdue or late charges on invoices that were not received. Payment will be made via check and will be issued on the 5th of the month after the month that the invoice was accepted. Checks will be mailed to the address provided on the contact information sheet.

Lien Waiver Requirements

Unconditional lien waivers are to be signed and submitted by the 20th of the month in which the payment is received. If lien waivers are not received, no future payments will be issued until received.

Lien Waivers will be accepted via:

- Email – accountspayable@centralstatesconst.com
- Fax: 866-253-9402
- US Mail
 - Must be received by the 20th of the month, regardless of the post marked date.
 - Central States Construction
4240 Philips Farm Rd, Suite 101, Columbia, MO 65201