

Supplier Documentation Standard

1. Purpose

The purpose of this standard is to assure the consistent, timely and cost effective processing of supplier shipments, invoices and other documentation.

2. Scope

This standard applies to all CUNA Mutual Group (“CUNA Mutual”) purchases and to suppliers of goods and services to CUNA Mutual.

3. References

- Purchase Order Terms & Conditions
- Procurement Policy

Referenced documents can be found on the Intranet page of Sourcing or the CUNA Mutual Internet (Purchase Order Terms & Conditions only).

4. Definitions

CMC: Abbreviation for CUNA Mutual Card. The corporate credit card used by CUNA Mutual authorized individuals to order and pay for goods and services.

Contract: For purposes of this standard a contract is defined as a contracted, known, repetitive stream of payments (>1) agreed on between CUNA Mutual and a Supplier. CUNA Mutual enters these agreed on payment stream amounts and timing into our business system to facilitate the payment and financial management of a contract.

5. Standard

Suppliers are required to adhere to the following documentation requirements. Failure by a supplier to follow these instructions will result in increased processing time/costs and may result in delayed payment.

5.1. Credit Card

For orders placed using a credit card, ship to an address specified by the cardholder, using the following format on any shipping labels and packing slips:

CUNA Mutual Group
[Name of cardholder placing the order]
CMC Card Transaction
Street Address
City, State, Zip

Any receipt should only be sent to the attention of the cardholder only, at an address specified by the cardholder.

5.2 Purchase Orders

All documents including the shipping label, packing slip, invoices and other correspondence associated with a Purchase Order must reference the Purchase Order number.

If a CUNA Mutual item number is referenced on the Purchase Order, the item number must also be referenced on the packing slip and invoice.

5.3 Contracts

All documents including labels, packing slips, invoices and other correspondence associated with a Contract must reference either the CUNA Mutual provided Contract # or related Purchase Order #. Add "Attention: Contract Administration" to the invoice address.

5.4 Invoices where a Contract number or PO number is not provided by CUNA Mutual

If a Purchase Order # or Contract # has not been provided by CUNA Mutual, add an attention line to the invoice address referencing the name of the individual(s) who placed the contract or order with your firm. If the invoice is related to a contract, then also add "Attention: Contract Administration" to the invoice address.

Supplier deviations from these requirements may be recorded and appropriate improvement action taken to assure timely and low cost processing of supplier shipments, invoices and other documentation.

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