



Purchase Order Policy

Neil Jones Food Company requires Purchase Orders to place and revise orders. Order changes can be driven by customers who modify products on the order or at the request of Neil Jones whenever pricing, terms, conditions, or any others aspect of the order, does not coincide with current pricing agreements or contracts.

If you do not have a purchasing process that will produce a required Purchase Order, we can provide you with a template to detail all critical data needed to place an order.

Sending complete information (noted below), ensures your order is able to be processed without unnecessary delays and allow us to confirm your order by providing you with a Neil Jones Food Company Release Number that you will need to either schedule a dock appointment or arrange transportation for a delivery. Purchase Orders missing information will prohibit a confirmation and a revised Purchase Order will be requested in order to proceed with order processing.

Information Needed on Purchase Orders

Data	Details
Name of Buyer	Name of authorized buyer placing the order.
Buyer Contact Information	Email & Telephone number of authorized buyer placing the order.
Contact Information of person placing purchase	Name, Email, & Telephone number of person placing the Purchase Order if different than the buyer.
Date of Purchase Order	Date the Purchase Order is placed is important in marking it a viable Purchase Order. Neil Jones will not confirm an order that is more than 30 days in advance.
Purchase Order Number	Identifying number used to communicate about the order prior to order confirmation.
Contract or Bid Award Number	Contract or Bid Award Number must be included on your Purchase Order. You will still need to include order specifications as noted in "item notes"
Sold To Information	Name, Address, Telephone
Bill To Information	Name, Address, Telephone
Ship To Information	Name, Address, Telephone We cannot use a PO Box as a "Ship To" address.
Ship From Location	Neil Jones Plant or Distribution Warehouse Location.
Ship Date	Date Order is to leave our location.
Delivery Date	If Neil Jones is arranging transportation, the delivery date is you are requesting to receive product noted as: Delivery by, Deliver On, Deliver Before, etc.
Shipping Method	Cross Dock, Rail Car, Truck, Intermodal, or other specified if order size affects shipping method. <i>Customers are responsible to provide accurate rail pattern on all rail shipments.</i>
Shipping Terms	Pick up or Delivery. <i>Orders cannot be split up in several loads to accommodate space issues on customer arranged transportation.</i>
Total Cases: NJFCO Plant Warehouses Only: <ul style="list-style-type: none"> Northwest Packing San Benito Foods Tomatek 	If ordering less than full pallet of any one item, there is a less than full pallet charge at the NJCO Plant Warehouses. To avoid the additional charge, order in full pallet quantities. <i>See Pallet Configuration for list of product pallet specifications. See Additional Services and Standard Fees for standard charges for assessorial services.</i>
Neil Jones Item Code	Full 10 Digit Neil Jones Item Code of item you are ordering to avoid ordering errors.
Item Notes	All product or handling specifications must be on the Purchase Order.
Grading and Stamping Notes	"If you require Stamp & Graded product, your PO must indicate this request at time of order. NJFC will not be responsible for expenses/penalties incurred if your PO does not specify this need."
Neil Jones Item Description	Complete description of item being ordered.
Pack Size	Pack size of item being ordered to verify correct item code used.



Data	Details
Price per case	Correct Price based on current pricing agreement. Incorrect pricing may delay the order processing time.
Terms	Correct Cash Discount, Credit Terms.
Allowance	Correct Allowances if any noted in detail.
Pick Up or Delivery/Freight	Note detailing how order is being handled on our shipping docks. If order is delivered with a freight or surcharge, the amount will need to be detailed as freight on the purchase order as part of the Purchase Order pricing.
Pallets Exchange <ul style="list-style-type: none"> • NJFCO Plant Only Standard, Heat Treated, Cannery Boards, Canadian No Pallet Exchange	NJFCO Plant Warehouses: Northwest Packing, San Benito Foods, Tomatek. To avoid shipping dock delays, submit a Purchase Order with an approval to charge for pallets if not exchanged. Pallet pricing is listed on the Additional Services and Standard Fees schedule. Pallets are not exchanged at the Forward Distribution Warehouses.
Standard Rail Car Pattern	Products loaded by the rail doors will be palletized to avoid transit damage.
Less than full Pallet Fee: <ul style="list-style-type: none"> • Northwest Packing • San Benito Foods • Tomatek 	NJFCO Plant Warehouse Orders: Ordering less than full pallets on any item will need a less than full pallet fee on the Purchase Order. The Case picking fee for less than full pallet quantities per SKU is listed on the Additional Services & Standard Fees schedule.
Other Fees	Rush Charges, Restocking Fee's, Overtime, Cancellation, Load Rework etc. <i>Please refer to current Additional Services and Standard Fees schedule.</i>
Order confirmation Recipient.	Email of person(s) order confirmation should be sent to.

Purchase Orders submitted with unresolved issues will be put on hold until issues are completely resolved. The ability to confirm the order ultimately determines lead time so it's critical that all issues are resolved in a timely manner prior to scheduled ship date.

Order Revisions

All orders revisions regardless of reason will require a revised Purchase Order prior to the change being implemented or confirmed.

Neil Jones will not accept a change on an order less than 48 working day (M-F) hours prior to the scheduled ship date without revising the ship date, (starting the lead time over) or when approved, processed as a rush order. These exceptions require a "Rush Fee" be added to the Purchase Order as an agreed upon surcharge noted in the most current "Fee's Schedule". If products have already been staged for shipment, there will be an "Order Cancellation Fee" applied and the revised Purchase Order will need to include all applicable fees in order for the change to be made. Please see "Additional Services and Standard Fees" schedule for more information.

Third Party Purchase Orders

Any Purchase Order or revision to a Purchase Order placed by a Neil Jones Food Company Broker or other third party source must only be submitted after customer responsible for billing has given written consent to the revised order.

We hope this guide helps. If you have any questions, please contact us!

Sincerely,
 Marianne Kalbasky
 Customer Service Manager
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