

Dear Vendor,

Welcome to JJ White Inc.!

The purpose of the New Vendor Packet is to keep you, our valued vendor partner, better informed and ensure prompt payment of your invoice.

The procedures listed below will ensure your invoices are processed and paid without delay:

- Please complete the W9 (enclosed) and return to cmclaughlin@jjwhiteinc.com
- All invoices can be submitted via email: ap@jjwhiteinc.com (preferred) or mailed to the AP Group @ JJ White Inc., 5500 Bingham St , Philadelphia Pa 19120
- All Invoices must have a Purchase Control Number (PCN). Invoices without a PCN cannot be processed and will be returned for proper documentation.
- We offer a Preferred Vendor program. Details are enclosed in this packet. I will be happy to go over the terms and conditions, or any other questions concerning the Preferred Vendor Program.

Please provide a contact name, number and email for further correspondence or questions.

Name

Email

Contact Number

If you have any questions, please contact Candice McLaughlin, AP supervisor at 215-722-1000 x 1037 or email at cmclaughlin@jjwhiteinc.com

JJ White Inc., prides itself on processing vendor invoices timely and efficiently.
We look forward to a working with you and a long lasting business partnership.

Thank you

Candice McLaughlin
AP Supervisor

Special Status (MBE, WBE, Veteran etc.)

