



Northeast Resource Recovery Association

"Partnering to make recycling strong through economic and environmentally sound solutions"

Dear Potential NRRA Vendor,

Thank you for your interest in working with NRRA. Enclosed please find the Vendor Information Sheet. We need this filled out and returned along with your signed Accounting Procedures/Requirements sheet, and **a certificate of insurance naming NRRA as an additional insured**. The minimum limits required are as follows: Auto – \$1,000,000, General Liability \$1,000,000, and Worker's Compensation - \$100,000. An updated certificate should be forwarded to us on an annual basis, or whenever changes in your coverages are made.

NRRA requires reference checks for all vendors including at least one municipal reference. Once all of the above information is received, NRRA will notify you in writing if / when you are approved as an NRRA Vendor.

NRRA Approved Vendors are not required to pay a vendor or membership fee. Only those Approved Vendors who also take advantage of NRRA's cooperative marketing and or purchasing programs are required to pay an annual vendor fee which is based on the size of the vendor's company (1-50 employees = \$ 150/year; over 50 employees = \$ 250/year). Please refer to the "Benefits of Being an NRRA Vendor" Sheet for details. Any Vendor who exhibits at the Annual NRRA conference can apply a \$150 discount to the conference fees.

Enclosed you will find a NRRA Accounting Procedures/Requirements sheet. This outlines the terms and conditions under which NRRA approved vendors agree to operate and details any requirements the Vendor has that will enable both parties to accurately track and account for all transactions (pricing, weights, BOLs etc.). Please review this information carefully, and return a signed copy to the office as soon as possible. The goal at NRRA is to match up its members with the most environmentally responsible and economically beneficial vendors for all of its members' recyclable commodities. To that end, NRRA is committed to maintaining professional vendor relationships with a minimum of three vendors for each of its commodities. All NRRA approved vendors will be given equal consideration, and will be dealt with strictly on the basis of the professional conduct of their enterprises.

All approved vendors agree to email their current pricing for the upcoming week/month for their various programs to info@nrrarecycles.org. The programs, logistics, and pricing supplied are then evaluated by NRRA Member Services Representatives for members requesting commodity movement.

NRRA approved vendors are supplied with the NRRA membership list to ensure that there are no misunderstandings for new or existing Vendors. When NRRA quotes pricing for its members, it is only for NRRA members who are booked through NRRA. Any member who happens to call directly to an NRRA Approved vendor will be informed by the Vendor that they can get better pricing by calling NRRA and then referred to NRRA to insure they benefit from its cooperative pricing schedule. Given the volume of material NRRA administers, it is expected that NRRA pricing, from NRRA Approved Vendors, will not be available to any of its individual members directly.

We do hope that this outline meets with your expectations as an approved vendor. NRRA looks forward to maintaining a long and professional relationship with your firm. Please do not hesitate to call if you have any questions.

Sincerely,

Reagan Bissonnette
Executive Director

Accounting Procedures/Requirements for “NRRRA Approved Vendors”

1. NRRRA Vendors agree to provide weight/number of units information, and/or other pertinent billing information in writing, to NRRRA within five business days from the date of pickup/service. This information should be faxed or emailed to the Finance Department. Faxes should be sent to: 603-736-4402 ATTN: Finance Department. Emails should be sent to: accounting@nrrrarecycles.org. Please include NRRRA release numbers on all communications.
2. Once weight/billing information is received, NRRRA will generate an invoice which will then be faxed, emailed or mailed to the vendor. Vendor shall provide clear instructions to NRRRA as to where/how invoice shall be delivered. NRRRA requires payment upon receipt. Any invoices not paid within 30 days from the invoice date will automatically be subject to a 1-1/2% finance charge on the unpaid balance. This finance charge will accrue each month until the balance is paid in full. If Vendor fails to pay amounts due according to these terms, Vendor will be responsible for any legal fees or other costs incurred by NRRRA for the collection of the debt. Repeated late payments may result in suspension of additional orders.
3. In cases where NRRRA pays the Vendor for services, NRRRA will process your invoices once the invoice is received. NRRRA terms are net 45 days from the date of the invoice OR the date the invoice is received by NRRRA – whichever is later. Vendor shall provide clear instructions to NRRRA as to where/how payments shall be delivered. All Vendor invoices MUST contain NRRRA customer name and NRRRA release number. NRRRA will review all invoices for discrepancies in a timely manner. NRRRA will notify vendor of any discrepancies. It will be the VENDOR’S responsibility to reconcile and/or correct any errors. NRRRA will not pay any invoices in question until any discrepancies have been resolved and/or adjustments/credit memos have been received by NRRRA. At that point, NRRRA will process payments according to the procedures outlined above.
4. Vendor will provide NRRRA with a primary and secondary contact name, phone/fax number, email, etc. for the purpose of having a point person to contact with billing questions, concerns or issues.
5. All payments must be made from NRRRA invoice, and checks should reference the NRRRA invoice number. It is the responsibility of the VENDOR to review all NRRRA invoices upon receipt. If there are discrepancies or questions, the VENDOR MUST CONTACT NRRRA IMMEDIATELY TO NOTIFY US OF ANY ISSUES. Otherwise, NRRRA will expect payment in full on the invoiced amount within 30 days. DO NOT DEDUCT ANY AMOUNT FROM NRRRA’S PAYMENT WITHOUT FIRST GETTING APPROVAL IN WRITING FROM NRRRA.
6. Payments to NRRRA MUST BE in US funds AND drawn on a bank in the US. If Vendor does not have the ability to pay with funds drawn on a US bank, wire transfer payments or ACH transfers to NRRRA will be required. NRRRA will provide vendor with the appropriate wire transfer information upon request.
7. “NRRRA Approved Vendors” are not NRRRA members, but they do have access to the Vendor Benefits listed on the attached form, provided they comply with NRRRA procedures.
8. NRRRA Vendors agree not to downgrade material pricing for NRRRA Members without sufficient advance notice. In no case will pricing downgrades be made retro-active. Pricing is to be supplied weekly on Thursdays for the following week or at the beginning of each month if the pricing is for the month long period.
9. NRRRA Approved Vendors agree not to directly solicit commodities from NRRRA members and to only provide pricing quotes to NRRRA members when requested by the members themselves. That pricing is expected to be less than the pricing the Vendor supplies to NRRRA given its volumes of material and administrative support to the Vendors.
10. NRRRA will provide a list of our members to the Vendor. Vendor agrees NOT to provide individual quotes to NRRRA members, except as outlined above.

On behalf of _____ (Vendor), I have read and understand the above procedures and requirements. My signature below, dated _____, is my acceptance of and agreement to the above accounting procedures.

Printed Name

Signature

NRRA Vendor Information Sheet

Vendor Name: _____ # of Employees _____

Primary Contact Names/Info:

Scheduling/Logistics:

Contact Name(s)

"Ship to" Address: _____

Phone# _____ Ext _____ Fax _____

Email: _____ Website: _____

Billing/Payments:

Contact Name(s)

"Ship to" Address: _____

Phone# _____ Ext _____ Fax _____

Email: _____

How do you prefer to receive Invoices? (Please Check one) Email Fax Mail

What is the legal structure of your business? (i.e. Corporation, LLC, Partnership, etc.) _____

What is your Federal Tax ID#? _____

Please Provide three business references (at least one municipality, if possible) **must include business, name and email:**

1. _____

2. _____

3. _____

What commodities do you accept? _____

What do you do with these commodities, specifically? _____

What geographic area do you serve? _____

Name of person completing this form: _____ Date: _____

(Please use the reverse side of this form to provide any additional details that you may wish to share with us)

NRRA Approved Vendor Details & Benefits

Who we are: NRRA is a Member-owned 501(c)(3) nonprofit organization representing over 400 municipalities and businesses throughout the Northeast. Our Members place a high level of trust in us to work with reputable, reliable and financially responsible Vendors.

How to become an NRRA Approved Vendor: All Vendors are required to go through an application process and pay an annual Vendor fee before becoming an “NRRA Approved Vendor”. Vendors must also agree to NRRA’s standard operating procedures (attached).

How we work: It is our goal to provide the best marketing options for each Member based on their individual circumstances. This is why NRRA works with multiple Vendors for each commodity. NRRA’s job is to match each Member with a Vendor that provides the best service/pricing/options for that particular Member.

What we expect: Due to our Members quality products and the total NRRA volumes, we expect “NRRA Approved Vendors” to guarantee “exclusive” or “tiered” or “preferred” pricing to NRRA for our Members. Further, we expect “NRRA Approved Vendors” to act with integrity and not approach NRRA Members directly with pricing. Any NRRA Members who call a Vendor directly should not receive the exclusive pricing quoted to NRRA due to its volume and quality products.

The value of being an NRRA Approved Vendor: NRRA handles the scheduling, billing and payments on behalf of its Members. This saves the Vendor time and money because Vendors are only dealing with one entity – NRRA. Once you are an “NRRA Approved Vendor”, NRRA will promote and advertise your business to our members.

- **Other benefits of being an NRRA Approved Vendor:** Discounted booth/sponsorship and/or attendance fees at the nationally recognized “First in the Nation”, NRRA Annual Conference and Expo
- Free subscription to our bi-weekly newsletter, “Full of Scrap”
- Discounted fees to attend NRRA workshops
- NRRA will market your materials (Vendor Fee must be paid)
- NRRA Approved Vendors receive formal endorsement as an approved Vendor for you to use with potential customers who are not NRRA members
- Invitations to Members Only MOM Meetings and Workshops for business introduction, services provided, ad, and material specifications