MARVIN

ACCOUNTING UPDATES

Effective January 2, all orders will be placed directly with Marvin. This means that all orders effective January 2 will be acknowledged and invoiced from Marvin, and all payments should be submitted to Marvin. It is important to have a new vendor setup in your system for Marvin.

Orders placed prior to January 1 will be invoiced from and payments should be remitted to BMD.

PAYMENT TERMS, ADDRESSES AND CONTACTS

- Payment Terms
  10th and 25th
  - Invoices dated 1-15 are due the 25th to remain current.
  - Invoices dated 16-31 are due the following 10th to remain current.

- Payments should be addressed to **Marvin**

- Remit To Name and Address
  Marvin
  NW 7051
  PO Box 1450
  Minneapolis, MN 55485-7051

- Marvin Online Payment
  https://pay.marvin.com Visit our online payment portal to process your electronic payment with either eCheck or credit card. We accept Visa, Mastercard, Discover and AMEX for credit card payment. This online payment method is preferred as the fastest and easiest way to remit payment.

- Accounts Receivable Contacts
  - Maria Bibeau, Accounts Receivable
    mariabibeau@marvin.com
    218-386-5074

  - Kathy Grahn, Accounts Receivable
    kathyg@marvin.com
    218-386-1430 ext 1345

  - Kristie Hoeper, Credit and Collections, Asst. Manager
    kristieh@marvin.com
    218-386-5972

  - Kristi Ullman, Credit and Collections, Manager
    kristiu@marvin.com
    218-386-5966

- Marvin Document Email Address

For the documents that will be emailed from Marvin (invoices, statements, and shipping orders), the email address we have setup is “document_distribution@marvin.com." Please make sure your company is setup to accept emails from this address.

COLLECTION POLICY

- A statement of your account will be sent on the 15th and 31st each month.

- If an account becomes delinquent, the account may be placed on credit hold and product may not ship until payment has been received to bring the account within terms. Delinquency may cause us to change your available credit or payment terms going forward.

- Withholding payment of an entire invoice when only a portion of that invoice is in dispute may result in your account becoming delinquent.

INVOICE ERRORS AND DISCREPANCIES

- All pricing discrepancies, shortages, or overages should be reported immediately by contacting your Marvin inside sales representative.

- Credits will be sent to customers upon completion of the investigation if a credit is warranted.

Should you have any questions regarding billing and payments, please feel free to contact us at any time.

ADDITIONAL UPDATES

- **Acknowledgements** – After January 1, all order acknowledgments will be Net Price Acknowledgment only. (There will not be any additional acknowledgement formats available.) For your convenience, this Net Price Acknowledgment will also include the “week of” delivery date for your order.

- **Back Office Integration** – OMS Web Services is the best way for you to bring your Marvin information into your accounting system, and we encourage you to do so. No other integration formats will be supported beyond January 2. If you currently use another format or would like to integrate using OMS Web Services, please contact Dan Myrick at danmyr@marvin.com for more information.