



Clean Order Checklist

This document is meant to serve as a guideline to help ensure government orders submitted into Enwork contain complete and accurate information. Complete, accurate orders can help minimize clarification questions, contribute to better turnaround times on acknowledgments and adherence to publicized lead times for products purchased, and improve overall efficiency.

ORDER ISSUANCE

- Purchase orders or credit card orders must be made out to:

Enwork
12900 Christopher Dr.
Lowell, MI 49331-9420

- Agencies may use the following address format to designate a Participating Dealer:

Enwork
c/o (name of Participating Dealer)
12900 Christopher Dr.
Lowell, MI 49331-9420

CONTRACT NUMBER

- Must identify products and pricing apply to GSA Schedule Contract GS-28F-0028U.

P.O. DATE

- Award/Effective, System Approval, or Issuance Date must be on or before the expiration of the contract.

P.O. NUMBER

- Easily recognizable and eligible.

PRODUCT SPECIFIED

- Shall be submitted in at unit net prices, extended net amounts.
- Net prices shall be derived from product list prices and discounts in effect at time of order placement.
- Make reference of and include Enwork and/or Dealer Quote if applicable.
- LOT numbers should include part number, description, quantity, and pricing breakdowns.
- Core part number and product option suffixes provided should sync with corresponding product description and vice-versa.
- Fabric, Finishes, Pull Styles must be listed for product where applicable.
- Open market items should be clearly identified and purchased in accordance with circumstances set forth in FAR 8.402(f).

ANCILLARY SERVICES

- Ancillary services such as project management, design, and installation aren't part of the scope of this contract, but are negotiable and billed by Enwork to agency on behalf of a Participating Dealer.
- Amounts should be separated from product as its own line item.

SHIPPING ADDRESS

Provide delivery address and any other instructions as it could relate to:

- Tagging (All products should be labeled for..., mark cartons and invoices for..., etc.)
- CBD Information
- Site Access Information (Enter North Gate..., Driver must be US Citizen..., etc.)
- Delivery Timeframes

SIGNATURES

- An authorized agency signature is required on all purchase orders.

CONTACT INFORMATION

- Point of contact/s (Name, Title, Phone Number, Email Address) for where order questions should be directed to.

P.O. MODIFICATIONS

- A change order via a Formal Modification (SF30 Form) or other written documentation that is within the scope of agency procurement guidelines must be presented to Enwork for approval.
- If order is within 7 business days of shipping Enwork cannot change or cancel without 100% fee.

DEALER RELATED

As it pertains to purchases made through:

1. A Dealer's Schedule.
2. A Manufacturer's Schedule utilizing a Dealer to procure teaming member products on their behalf. Items below must be on file with Enwork or presented upon order placement.
 - CTA, LOA, or LOS.
 - Copy of agency order with our product.

PAYMENT TERMS

- Terms are negotiated at 2%, 10 Net 30 for this contract.
- Acceptable forms of payment include check, credit card, or EFT.
- Credit card orders are exempt from prompt payment terms and processed when an order ships.

BILLING

- Provide billing address and specify how invoices should be sent (hard copy mailing, email, fax, online invoice submissions like iRAPT, IPP). Notate any other special billing instructions.

REMITTANCE ADDRESS

Enwork
12900 Christopher Dr.
Lowell, MI 49331-9420

SCHEDULE INFORMATION

Contract Number
GS-28F-0028U

Contract Period
June 4, 2008 – June 3, 2018

Contractor
Enwork
12900 Christopher Dr.
Lowell, MI 49331-9420

NOTE: Contract is awarded under S-Corporation Name ASSA Group, Inc.

Government Customer Service Information
Phone: 800-815-7251
Fax: 888-433-2128
Email: gsainfo@enwork.com
Order Placement: orders@enwork.com
Website: www.enwork.com

Authorized FSS Price List
GSA PDF Pricer/s accessible at:
<http://enwork.com/government/>

General Information
Business Size: Small
EIN: 20-4467006
CAGE: 42NC2
NAICS NO: 37211 (Primary), 37214