



BUILDER TREND

SUBCONTRACTOR TRAINING

PURCHASE ORDERS

Verification of Selections, Scope of Work & Purchase Orders

By Accepting the Purchase Order, you are accepting the below terms:

By accepting this Purchase Order (PO), you are acknowledging that you have reviewed the Final Approved County/City Plans for possible final markups, Build Sheet and selections that have been uploaded into the job, prior to starting any work to verify original scope. The subcontractor will complete the work required for the specific dollar amount in the purchase order. PO is issued based on subcontractor providing products and services that match the approved owner selections. If subcontractor delivers materials that are not matching that which is outlined in selections, they will be responsible for the cost of removing, replacing and re-installing the correct products.

The approval of the PO is based on the dollar figure matching the budget amount, it IS NOT to verify owner selections (i.e.: colors, style, finish, etc.).

A signature of Approval or Electronic Acceptance is required before the purchase order is effective. This purchase order then becomes part of the existing contract and is binding.

SCOPE OF WORK:

- By accepting/requesting payment on PO you are agreeing to adhere to all terms as outlined in your vendor agreement, specifically, but not limited to the following:
- *Jobsites must be left in broom swept condition DAILY to avoid a \$350.00 Back Charge
- *Daily logs must be posted of completed work in order to process payments. If you do not post your daily log of completed work with pictures your payment will be delayed until you post pictures in Buildertrend.
- *By accepting Purchase Order you are agreeing to complete work as outlined in final approved plans, paying special attention to the build sheet, selections and change orders for the price outlined in PO.
- *No VPO's will be issued if PO is accepted and work commenced as outlined on architectural drawings and selections.
- *Commencement of work is an acceptance of PO.
- *Any request for payment against a PO will not be accepted once the Certificate of Occupancy is issued.
- ***ALWAYS check FINAL Approved County/City Plans for possible final markups, Build Sheet, Selections and Change Orders that have been uploaded into the job, prior to starting any work to verify original scope. If any variation, please request a Variance Purchase Orders (VPO) from Construction Manager. ***

RFI'S

- If the purchase order amount does not match the scope of work being done, please send a Request for Information (RFI) through our Portal for the difference with a full breakdown. Please assign the RFI to the Construction Manager (CM) and they will forward it to me as approved/denied. Please keep in mind, I send a purchase order for the standard Scope of Work and a separate Purchase Order for any upgrade options that a customer has chosen. If the price is not correct because of upgrade options, then Request a VPO for the upgraded options and separate Purchase Order from the standard PO will be issued.
- **NOTE:** Always assign the appropriate person (most of the time it will be the Construction Manager) to an RFI in the Portal otherwise it will not show up on anyone open RFI'S and it will get missed.
- **NOTE:** Do not mark the RFI complete. Accounting will not see it.

REQUESTING PAYMENT

- We pay off the amounts from the purchase orders that have been issued. We do not accept invoices.
- Payments should be requested through our BuilderTrend System within 5 days of your completed work.
- Payments requested by **12:00pm on the 1st** will be processed and paid on the **15th**
- Payments requested by **12:00pm on the 15th** will be processed and paid on the **30th**.
- Any payment request received after a Certificate of Occupancy is issued will not be approved for payment so make sure you request payment in a timely manner.
- Payments made will reference our Purchase Orders in the check memo. You may want to reference our PO number on your invoice for your records.
- **DON'T FORGET** - Payments should not be requested until the work has been completed.

CONTACTS:

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