



# The Confederated Tribes of the Colville Reservation

P.O. Box 150, Nespelem, WA 99155

Attn: Purchasing Program

(509) 634-2746

FAX: (509) 634-2751



December 14, 2021

Dear Vendor,

We would like to thank you for offering to provide your goods and or services to the Colville Tribes and to ensure a quick turnaround time for processing payment we require you to fill out the attached Vendor Registration Packet which includes a required signed W9 Form.

Please note if you have a remittance address other than what is listed for the Company name, be sure to provide that information. Be sure to fill out the payment terms, if not identified the payment terms will default to Net 30 Days.


The Colville Tribes Terms and Conditions are as follows.

- **Billing Instructions:** Each invoice must have a tribal purchase order number clearly identified or the invoices will be returned to the company unpaid.
- Invoices must be sent to the Accounts Payable program for payment processing.
- **Shipping Instructions:** All orders must be sent to the Purchasing Program Receiving Area at 10 Lakes Street unless authorized by the Purchasing Agent.
- **Shipping Instructions:** All packages including warehouse shipments must have a tribal Purchase Order number clearly identified on the outside of the package to be accepted.
- Back Orders must be preapproved by the Purchasing Agent.
- Credit notices are to be sent to the Accounts Payable Program.

It is the policy of the Colville Tribes that all purchases must be made with a purchase order number or an authorized credit card usage. Should you process an order without a number be advised that it is **not an authorized** order from our organization and will be the sole responsibility of the person placing the order.

These procedures should greatly increase efficiency in having your invoices submitted, processed for review and payment in a timely manner.

You may email, fax or send your completed vendor registration packet to the Confederated Tribes of the Colville Reservation, Attn: Purchasing Program, P.O. Box 150, Nespelem, WA. 99155 or email to Twila Leith-Monaghan at [twila.leith-monaghan.pur@colvilletribes.com](mailto:twila.leith-monaghan.pur@colvilletribes.com). Should you have any questions you may call Twila Leith-Monaghan at 509 634-2746 or fax 509 634-2751.

  
Twila Leith-Monaghan, Shipping & Receiving II



