

DISTRIBUTOR PROFILE

Date: _____

Company Name: (dba) _____

Legal Name: (if different) _____

Address: _____ Ste: _____

City, State, Zip: _____

Ship To: (if different) _____

Address: _____ Ste: _____

City, State, Zip: _____

Telephone: _____ Email: _____

Edwards Webstore Admin Email: _____

Name of Owner/Principal(s)

Name of Contact(s)

1. _____ Authorized Buyer: _____

2. _____ Authorized Buyer: _____

3. _____ General Manager: _____

Associations

Please provide the number or name of associations with whom you are a member (provide all that apply):

ASI: _____ PPAI: _____ SAGE: _____

PPPC: _____ NACM: _____ Buying Group: _____

Type of Business

Legal Structure: _____ Year Established: _____

Primary Business Operation: _____

Industries You Sell To (select all that apply):

- | | | | |
|-----------------|-----------------|----------------|--------------|
| Assisted Living | Automotive | Casinos/Gaming | Food Service |
| Healthcare | Hotels/Resorts | Restaurants | Retail |
| Security | Stadiums/Arenas | Theme Parks | Transit |

Edwards Shipping Policy

Orders are normally shipped ground by carriers selected at the discretion of Edwards. Special shipping instructions must be provided to customer service with your order, or standard shipping instructions may be provided below, or otherwise in writing to Edwards. If you require compliance with a routing guide, provide the routing guide before ordering. Applicable freight charges will be included on the invoice or billed separately to your account as determined by the shipping method.

Email To Receive Invoices: _____

CREDIT AGREEMENT

Trade References:

1. **Supplier's Name:** _____ **City:** _____ **State:** _____
Phone: _____ **Email:** _____ **Acct.#:** _____
2. **Supplier's Name:** _____ **City:** _____ **State:** _____
Phone: _____ **Email:** _____ **Acct.#:** _____
3. **Supplier's Name:** _____ **City:** _____ **State:** _____
Phone: _____ **Email:** _____ **Acct.#:** _____

Terms and Conditions:

I have completed this application to obtain credit and certify that all statements contained herein are true and correct. I am authorized by the credit applicant to execute this document on its behalf. Applicant agrees that credit inquiries may be made and authorizes the release of such information to Edwards. Applicant agrees that any credit granted shall be paid promptly in accordance with Edwards (Net 30 Day) terms, pricing and policies (Edwards policies are included in our published price list). Applicant also agrees in the event any terms or pricing on a purchase order executed by Applicant are inconsistent with Edwards' terms, pricing and policies; Edwards terms, pricing and policies shall take precedence. Edwards must consent to any modifications in writing. **Applicant must not display Edwards products for sale on any third-party websites or marketplaces without prior written authorization from Edwards.** Applicant must notify Edwards in writing of any change in legal structure and/or ownership. In the event other entities or individuals order merchandise using the Applicant's account without Edwards receiving proper written notification, it is agreed that both the Applicant and/or such entities or individuals receiving the merchandise shall be obligated for all amounts due.

Applicant agrees that credit may be cancelled/revoked at any time without notice, and in the event of default, to pay collection charges, actual attorney fees, and court costs. Edwards may change credit limits or other credit terms at any time, in its sole discretion. Edwards also reserves the right to suspend performance on any purchase order until payment is received for any unpaid past due balance. Applicant agrees to examine the merchandise immediately upon receipt, and to advise Edwards of any disputed transactions within 10 days of receipt. Failure to notify Edwards of any dispute with respect to defective goods shall constitute a waiver of all such disputes. Service charges up to 1¹/₂% per month, or the maximum amount allowed by law, to any balance not paid in accordance with Edwards' terms and conditions. These terms and conditions are governed by the laws of the State of Michigan, and if suit is necessary to recover payment, state and federal courts whose district include Kalamazoo County, Michigan, have jurisdiction and proper venue.

Authorized Signature: _____ **Date:** _____

Company Name: _____ **Title:** _____

I agree to comply with all [Edwards Policies](#) and [Terms of Use](#).



Invoice, receipt or
transaction number:

CERTIFICATE FOR EXEMPT PURCHASES
(Tangible Personal Property and Exempt Services)

Transaction date: Month _____ Day _____ Year _____

The purpose of this Certificate for Exempt Purchases is to release the merchant seller from his or her obligation of collecting and remitting the sales and use tax on the sale for which this Certificate for Exempt Purchases is issued.

PART I **MERCHANT SELLER'S INFORMATION**

Seller's name _____

Address _____

Municipality, State _____

Zip Code _____

PART II **PURCHASER'S INFORMATION**

1.a. I certify that I am engaged in business in Puerto Rico and that my Merchant's Registration number is: []-[]

b. The North American Industry Classification System (NAICS) code that appears on my Merchant's Registration Certificate is [] and the activity's description is the following: _____

2. If you are an agency of the Commonwealth of Puerto Rico or the Federal Government, provide your employer identification number: []

3. If you are a diplomat, provide the tax exemption number that appears on the exemption card issued by the United States Department of State: []-[]-[] and the expiration date: Month _____ Day _____ Year _____

4. If you are an individual affected by a disaster (Section 6080.12 of the Puerto Rico Internal Revenue Code of 2011, as amended (Code)), provide your driver's license or passport number: []

5. Indicate the reason for the exemption or exclusion and provide the requested information, as applicable:

- | | |
|--|---|
| a. <input type="checkbox"/> Reseller (Municipal SUT) | h. <input type="checkbox"/> Farmer (Bona Fide Farmer's Number _____) |
| b. <input type="checkbox"/> Eligible Reseller | i. <input type="checkbox"/> Direct Pay Permit (Total Exemption Certificate Number _____) |
| c. <input type="checkbox"/> Manufacturing Plant | j. <input type="checkbox"/> Housing Cooperative Ruled by Act 239-2004 |
| d. <input type="checkbox"/> Business to Business Services (except the services indicated in Section 4010.01(nn)(2)(A) of the Code) | k. <input type="checkbox"/> Diplomat (Country or Mission _____) |
| e. <input type="checkbox"/> Services Provided by Persons which Business Volume is \$50,000 or Less | l. <input type="checkbox"/> Special Acts (Act No. _____) |
| f. <input type="checkbox"/> Federal Government (Agency _____) | m. <input type="checkbox"/> Exportation |
| g. <input type="checkbox"/> Commonwealth of Puerto Rico (Agency _____) | n. <input type="checkbox"/> Individual Affected by a Disaster (Section 6080.12 of the Code) |
| | o. <input type="checkbox"/> Manufacture's Wholesale Distributor |

6. I am engaged in the business of _____ and I mainly sell _____.

7. I am purchasing:

- a. Tangible personal property for resale (Municipal SUT)
- b. Raw materials
- c. Machinery and equipment used in manufacturing
- d. Services provided to a business (except the services indicated in Section 4010.01(nn)(2)(A) of the Code)
- e. Tangible personal property according to special exemption granted under classifications 5.f. through 5.o. indicated above.
- f. Repair services provided by persons with business volume of \$50,000 or less (Section 4020.05(a)(1) of the Code)
- g. Capitalized repair services of tangible personal property or real property

8. Describe the tangible personal property, services, raw materials, or machinery and equipment that you are purchasing:

PART III **PURCHASER'S CERTIFICATION**

I hereby declare under penalties of perjury that this certificate has been examined by me, and that to the best of my knowledge and belief all the information provided herein is true, correct and complete. I also certify that:

- I am entitled to claim an exemption as indicated on line 5 of Part II, or I am duly authorized to represent the purchaser in the signature of this Certificate for Exempt Purchases.
- I will only use this certificate to buy taxable items for which I am entitled to claim an exemption or exclusion.
- If I acquire taxable items, but I use or consume them for non-exempt purposes in Puerto Rico, I will report and pay the sales and use tax directly to the Department of the Treasury.
- That the Provisional Reseller Certificate, Reseller Certificate or the Eligible Reseller Certificate is in force at the date of the purchase transaction.

Purchaser's name _____

Purchaser's signature _____

Address _____

Telephone _____

Municipality _____

State _____

Zip Code _____

INSTRUCTIONS

Who must complete this form?

This form must be completed by:

1. A purchaser registered in the Merchant's Registry of the Department of the Treasury, that holds a valid Reseller Certificate, Eligible Reseller Certificate or Exemption Certificate and purchases tangible personal property for resale (Municipal SUT), raw materials and equipment used in manufacturing;
2. A purchaser registered in the Merchant's Registry of the Department of the Treasury, that receives services from another merchant that is also registered in said registry, except the services indicated in Section 4010.01(nn)(2)(A) of the Code;
3. A merchant that receives repair services by persons with business volume of \$50,000 or less (Section 4020.05(a)(1) of the Code);
4. A merchant that receives capitalized repair services to tangible personal property or real property;
5. An agency of the Commonwealth of Puerto Rico or the Federal Government that acquires taxable items for its official use;
6. A bona fide farmer, duly certified by the Department of Agriculture, that acquires agricultural goods and machinery and equipment used for said agricultural activity;
7. A merchant that holds a Total Exemption Certificate, which allows him or her to pay the sales and use tax directly to the Secretary of the Treasury instead of paying it to the seller;
8. A housing cooperative ruled by Act 239-2004, that acquires materials and equipment to render the services compatible with its ends and purposes;
9. A diplomat who holds a valid exemption card issued by the United States Department of State, that entitles him or her to claim an exemption from the sales and use tax;
10. A person covered by any special act that provides an exemption from the payment of the sales and use tax;
11. A person who acquires taxable items for use or consumption outside of Puerto Rico; and
12. An individual affected by a disaster who acquires taxable items that constitute basic need articles required for the restoration, repair and needs supply and damages caused by reason of the disaster.

The purchaser must provide this form to the seller at the moment of the purchase together with the Merchant's Registration Certificate, Reseller Certificate, Exemption Certificate or any other document evidencing the exemption requested on this Certificate.

This Certificate should not be sent to the Department of the Treasury.

Instructions to the Purchaser

In order to be valid, all parts of this certificate must be completed. In addition, this certificate must be signed by the owner, partner, corporate official or other person duly authorized to represent the purchaser.

If you intentionally issue a fraudulent Certificate for Exempt Purchases, you will be responsible for the payment of the sales and use tax, and the applicable penalties.

Instructions to the Merchant Seller

If you are a seller registered in the Merchant's Registry of the Department of the Treasury and accept a Certificate for Exempt Purchases, you will be released from your obligation of collecting and remitting the sales and use tax. You are required to keep a copy of this certificate in your files for a period of 6 years, counted from the filing date of the Sales and Use Tax Monthly Return, in which the exempt transaction is reported.

For your convenience, a space is provided in the upper right corner of this form so that the merchant seller can identify the invoice, receipt or transaction number related to the transaction for which this Certificate for Exempt Purchases is issued.

Additional Information

Sales which are not supported by a valid Certificate for Exempt Purchases will be subject to the sales and use tax.

For additional information regarding this certificate, please contact the Department of the Treasury, visit any of the Merchant's Service Districts, or refer to the provisions of Internal Revenue Circular Letter No. 06-18 and Internal Revenue Circular Letter No. 13-04.