**Routing Guidelines (CFX, CEI and Contractor)**

**Step 1: CEI/Contractor**

1. CEI informs contractor which materials CFX intends to purchase.
2. CEI coordinates with CFX to determine which purchase orders require a Supply Bond.
3. Contractor provides CEI with a Request for Vendor Purchase Order letter and signed price quote from vendor, including terms and conditions. Any discounts for early payment of subsequent invoices must be identified.
4. CEI reviews contractor’s Request for Purchase Order and confirms that vendor price quote, with terms and conditions, is reasonable.
5. CEI completes CFX Purchase Order Request form, CFX Letter to Vendor, and includes a $10,000.00 Contingency.
6. CEI transmits completed CFX Purchase Order Request form, CFX Letter to Vendor, and contractor’s Purchase Order request package and transmits to CFX Contract Support Specialist.

**Step 2: CFX**

1. CFX routes the Contractors Purchase Order Request Package internally for proper execution, assigns an internal PO number.
2. CFX mails executed PO package to Vendor and transmits the package to CEI.

**Step 3: CEI**

1. After CEI receives original vendor invoice, CEI sends a copy of the vendor invoice to contractor.
2. Contractor reviews the invoice and sends Contractor’s Vendor Invoice Affirmation Letter to CEI with invoice attached. Any payment terms and conditions specific to this invoice must be identified.
3. CEI reviews invoice package, and makes recommendation to pay invoice unless a Supply Bond is required.
4. If a Supply Bond is required the Supply Bond and invoice must be received by CFX prior to the material invoice being paid.
5. CEI transmits vendor invoice with attached Vendor Invoice Affirmation Letter from both the CEI and Contractor to CFX for processing.

**Progress Estimates (CEI)**

1. If there is Stockpiled Material it will be included on the cover sheet as a Line Item a Stockpiled Adjustment Worksheet is required for each contract pay item.
2. The Stockpiled Adjustment Worksheet will be submitted with the estimate.
3. The cumulative amount of invoices paid to date will be entered on the Pay Estimate Summary in the “Deductions” section with separate line items for Direct Materials Purchase and Material Purchase Taxes.
4. CEI is to attach the ODMP Vendor Summary Sheet.

**Quantity Overruns of Owner Direct Material Purchases (CEI)**

1. As the project progresses, the executed CFX Purchase Order may be exceeded due to quantity overruns. If the $10,000.00 Contingency amount does not cover the overruns then a Change Order will be required. After confirming the additional quantity to be supplied by the contractor/vendor, the CEI is to complete the CFX Purchase Order form with “Change Order No. 1” written below the PO Number and then forward to CFX for execution.

**Purchase Order Closeout**

1. When all materials associated with purchase order have been invoiced and satisfactorily delivered to the project by the vendor, CEI is to forward an email with completed ODMP Vendor Summary Sheet to the CFX Contract Support Specialist.
2. CEI will forward closeout letter(s) to contractor verifying the total amount of materials purchased from, and paid to, vendor(s) and requesting that contractor confirm there are no unresolved time or money issues with the vendor(s).
3. CEI will forward closeout letter to vendor(s) for confirmation that all invoices were paid by the CFX and there are no unresolved time or money issues with the contractor.
4. Purchase Order Closeout documentation is complete after receipt of signed closeout letters from the vendor(s) and the contractor.