

Purchase Order Acceptance Check List-04-2025

PLEASE SEND ALL PURCHASE ORDERS TO YOUR LOCAL REP GROUP. THEY WILL REVIEW AND SUBMIT TO SCC AND THEN E-MAIL YOU THE ORDER ACKNOWLEDGMENT WITHIN 1-3 DAYS

A purchase order should include all of the following information before it will be processed. If any of this information is missing or not complete, the purchase order will be returned to be resubmitted with the necessary details.

☐	Customer name/bill to
☐	Ship to address
☐	Store contact/Phone number
☐	Job name/end user
☐	Requested ship date (TBD not acceptables)
☐	Discount
☐	Freight instructions, including point of contact
☐	Freight quote # if SCC provided quote
☐	Complete specs, including exterior/interior finish and refrigerant with remote configuration. We do not accept PO's without laminate or color choices

- All POs will be verified by SCC's Reps against the checklist above before submitting to SCC's PO e-mail box.
- All Pos should specify both end user city and state.
- SCC's rep will confirm pricing and specs, as well as other items above, before submitting PO to SCC.