



Bordelon Marine Purchasing Program 2016

In an effort to centralize Bordelon Marine's Purchasing Department, Taylor Guidry has accepted a new role as Global Purchasing Manager with the assistance of purchasing agent Ronny Friloux. The purchasing department will control, manage and oversee all purchases made by Bordelon Marine and Bordelon Marine Shipbuilders.

You, as our vendor, is an integral part of our new process which will improve purchasing controls and payments to vendors. Your assistance is requested in updating your business information; including contacts, payment processing types, and terms and other pertinent information. To update your business information please go to Bordelon Marine's website; www.bordelonmarine.com. At the top of the webpage click on "Select form dropdown" and choose "Vendor". Please complete this form and follow the instructions for submission. For your convenience, a copy of this form is included which can be submitted via email if preferred to payables@bordelonmarine.com. Any questions contact Karen Lemoine at karen@bordelonmarine.com, 985-532-5333

Vendor Responsibility:

We now turn to the vendors' part of Bordelon Marine's new purchasing process. These new requirements and procedures improve controls, which clarify requests and expedite the processing and payment of invoices.

1. Authorization of Services or Purchase of Goods
 - a. Work Order # is required for service requests
 - b. Purchase Order # is required for purchase of supplies (groceries, parts or inventory, etc.)
2. Proof of completed service(s) or goods delivered
 - a. Service ticket signed by an authorized Bordelon Marine employee, either at the time of service or by forwarding to the Purchasing Department c/o Taylor Guidry – payables@bordelonmarine.com
 - i. Detailed explanation of service(s) completed and list of parts used
 - ii. Vessel and/or location of service(s) completed
 - iii. Start and end time
 - iv. Travel time and mileage (if applicable)
 - b. Delivery ticket signed by an authorized Bordelon Marine employee, either at time of delivery or by forwarding to the Purchasing department c/o Taylor Guidry - payables@bordelonmarine.com
 - i. Detailed list of items and quantities delivered or backordered
 - ii. Vessel and/or location of delivery
3. Invoicing
 - a. Invoice must include authorized Work Order # or Purchase Order # in order to be processed for payment
 - b. Detail of services including cost, time, travel and/or price and quantities of supplies, parts, groceries
 - c. Mail to **P.O. Box 619 Lockport, LA 70374 - 0619 Attn: Accounts Payable Department or email to Payables@bordelonmarine.com**
4. Authorization and/or approval
 - a. All purchases must be authorized by Purchasing, either by Work Order or Purchase Order
 - b. Emergency after business hours (M-F 7am-5pm) service or purchases **are only** authorized by the Operations Department, (Jason Lefort, Trenton Pitre, Ryan Kilgo) or Purchasing Manager Taylor Guidry

We appreciate your cooperation with our efforts to improve and streamline our purchasing processes, which will result in accelerated payments to you, a valued Bordelon Marine vendor.



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CEO- Bordelon Marine and Bordelon Marine Shipbuilders.
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