MPI Industries Carolinas' Sub/Vendor - PO/Invoice process:

Important -** Moving forward, in order to process payments to your company exponentially, please email all PO requests to me with your ***approved **Quote/Proposal/Invoice** attached and follow instructions listed below.

Your **PO request** email subject line should read something like the sample below (w/appropriate job info).

***SAMPLE* - PO Rqst EMAIL Subject line:**

"Subcontractor" PO Request / Invoice/Quote ## / Job site # (i.e. MIMIA00409B) - (i.e. crane, etc)

To: purchaseorders@mpiindustries.com
cc: the following :
chris.youmans@mpiindustries.com
william.youmans@mpiindustries.com
mike.prior@mpiindustries.com
bobby.bardossas@mpiindustries.com
david.ristick@mpiindustries.com
lorri.shafer@mpiindustries.com

Once PO is received, *forward PO with your Invoice to Chris Youmans with subject line:*

***SAMPLE* Invoice Payment Rqst EMAIL Subject line:**

"Sucontractor" INVOICE / Invoice ## / Job site # (i.e. MIMIA00409B) - (i.e. crane, etc)

To: Chris Youmans / chris.youmans@mpiindustries.com
cc: the following :
william.youmans@mpiindustries.com
mike.prior@mpiindustries.com
bobby.bardossas@mpiindustries.com
david.ristick@mpiindustries.com
yordinat@ucfunding.com
ellie.foster@mpiindustries.com
lorri.shafer@mpiindustries.com

Chris Youmans will process monies to Subcontractor/Vendor.

Let me know if you have any questions.

Ellie Foster
MPI Industries Carolinas LLC
lorri.shafer@mpiindustries.com
c: 816.517.4818