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	PLEASE READ THE INFORMATION BELOW SO WE CAN BETTER SERVE YOUR REQUEST AND PROCESS YOUR ORDER	
Item	**Required Information for Timely PO Processing and Delivery Feedback**	**Description/Comments**
1	Purchase Order (PO) Number	Customer generated number/letter sequence that will be referenced on all docs
1a	Purchase Order (PO) Revision or Release (if applicable or change occurs)	Use same Purchase Order number with a revision notation rather than a new Purchase Order number
2	Ship to address (if multiple locations should be indicated on PO)	Customer location where material and/or services is needed -Include client contact name and number
3	Bill To Address	Customer information and full address for invoicing purposes -If possible include client contact name and number -If you would like the invoice Emailed billing please include email address
4	Payment Terms	Agreed net terms on PO (ie Net 30 days); typically will match the executed contract terms
5	Customer Requested Delivery Date (CRD)	CRD must be greater than PO date (ie future date)
6	Freight terms	In accordance with executed contract
7	Nokia Vendor Address	Nokia of America Corporation 600 Mountain Avenue Murray Hill, NJ 07974

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8	Nokia Proposal Number	Reference the Nokia Proposal number provided on the quote
9a	Single line Purchase Orders (-or-)	Reference Adherence to Proposal number with Total value as a single line item -If you have more than one ship to address we need that added information **-Preferred method:** **As this simplifies processing to overall value level **Line items within a quote may change, as long as overall value does not, without the need for a revised PO
9b	Multi-line Purchase Orders: Material & Services Information (if single line and Proposal Reference are not possible)	Multi-line Purchase Order closely aligned to Nokia quote -Detailed description should include: **Part number, Description, Sell Price, Quantity, Extended Total with referenced Proposal number -Matching to Nokia quote is preferred
10	OM Mailbox	nokia.order_now_12587@nokia.com
Additional information:		
Taxes		Should never include within pricing, must include at line level or total
If you have:		
State Contract		Please note the specific state contract vehicle on the PO for reference and applicable T&Cs

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Prior to PO arrival please ensure:	
Executed contract	Completed and Signed and Dated by both parties
Portal Information (if applicable)	Does client utilize a specific interface portal when processing PO and invoices? If so Nokia needs that information prior to PO arrival, as to not delay processing. Examples of portals: • Ariba • Taulia • Customers' homegrown ones
Tax Exempt Certification (if applicable)	Provide tax exempt certification during contact completion process -If on hand and not expired the Nokia system will apply upon invoicing
Invoice Requirements	Single or multiple invoices allowed? -Prior discussion between sales and client -Nokia will need an email from client procurement/AP if multiple is allowed
Incentives (if applicable)	Does client have system limitations that they don't allow for negative lines? -Nokia sales and client discussion should occur prior to PO issuance