



GREAT NORTHERN EQUIPMENT DISTRIBUTING, INC.

20195 South Diamond Lake Rd., Suite 100 • Rogers, MN 55374
(800) 822-0295 • (763) 428-2237 • Fax (763) 428-4821

Accounts Receivable Policy

Invoices / Statement Delivery

- All Invoices will be sent via e-mail (preferred), or in the daily mail. To update your e-mail address, please send your request to ar@gnedi.com.
- Statements are issued on the first of every month and are ONLY sent via e-mail. If you receive invoices electronically, then you will receive a statement electronically.

Payment Options

- Invoices may be paid via check, credit card (VISA, Mastercard, American Express, Discover), customer initiated ACH, or wire. Will Call orders require a credit card payment or established credit terms. No cash or check payments are accepted for Will Call orders. There is a \$30.00 NSF fee for all returned checks.

Payment Discounts

- If the terms on your invoice include an early payment discount, you may deduct that percentage from the product total upon payment.
- Discounted terms are calculated from the Invoice Date and NOT the statement date.
- Discounts taken outside of the stated payment term will remain on your account until paid.
- Credit card payments are not eligible for discounts regardless of the terms on your invoice.

Remittance Information

- All payments should be mailed to our lockbox, which is different than our physical address. Please send payments only to: **Great Northern Equipment, PO Box 857439, Minneapolis, MN, 55485-7439.**
- Any other documentation should be mailed to our physical address.

Credit Limits

- If you have been approved for credit, your account must remain under the approved credit limit and in good standing. Past due invoices will affect open credit status and could cause your account to be placed on credit hold for all purchases. Great Northern Equipment uses Credit Safe Credit Services to evaluate credit worthiness and will re-check your credit if payments fall behind. Questions regarding invoice discrepancies must be addressed immediately.

Accounts 1-60 days past due

- Upon request, copies of past due invoices will be faxed, e-mailed, or mailed as notice of past due amount.
- Depending on the balance due, you may also receive a follow up phone call.

Accounts 60-90 days past due

- Customer account will be placed on credit hold and no shipments will be processed until past due balance is paid in full.

Accounts 90-120 days past due

- Customer will receive a certified letter with payment options. This letter must be returned within 10 business days of receipt. Account will remain on hold until paid to current.
- Failure to return the certified letter or to maintain compliance with the payment plan will result in sending the customer account to a collection agency.
- Future reinstatement of open terms will be assessed on a case by case basis and may require completion of new credit application or account may be permanently changed to credit card only or prepayment terms.

Accounts 120 days past due

- Customer will be turned over to a collection agency, unless account has an approved payment plan and your payments are current.
- Customer accounts sent to collections will be closed. To reopen an account, reinstatement fees defined as outstanding balances, attorney fees and collection related fees must be paid to the collection agency or directly to GNE.

Please Note: If you have a dispute about a past due balance, please contact Accounts Receivable at 763-428-2237 or ar@gnedi.com as soon as possible. This policy represents general AR policy guidelines. GNE reserves the right to change these guidelines without notice.