



PURCHASE ORDER PROCESS

At Umemba Health, we want to make sure that our clients can easily purchase our training courses using purchase orders. This page is designed to address all P.O. issues. If you have any additional questions after reviewing this page, please email them to admin@umembahealth.com

Purchase Order Process: For quickest processing of your order or to request a formal estimate or quote on one of our training courses or programs, email your request with the following information to admin@umembahealth.com

- Your organization's name
- Contact name
- Product name and price for each order line item (if more than one.)
- Your email address (so we can email your price quote to you.)
- Your phone number

Once you're ready to proceed, please make all Purchase Orders out to:

Umemba Health, LLC

Federal Tax ID #: 84-4019340

Include the following required information on your Purchase Order:

- Your organization's name
- Shipping address
- Authorized signature
- Product name and price for each order line item (if more than one.)
- P.O. number based on your own Purchase Order numbering system
- Your email address (so we can email your price quote to you.)
- Your billing address so an invoice can be mailed to you

Once your Purchase Order has been received, you'll receive an email confirmation showing that your order has been processed.

If you do not receive an e-mail within 48 hours of emailing the Purchase Order to us, please call us at 1-501-912-7452 to assure that we did in fact receive the Purchase Order via email.

Payment Terms: Purchase Order Payment Terms are NET 30. An invoice will be sent to the billing address. You can pay purchase orders through all electronic payment methods. If check or money order is preferred, please specify in your original request. Please note a monthly charge of \$4.95 will be added to invoices not paid by the due date.

Fulfillment: The order will be fulfilled, and the training made available as soon as the Purchase Order is accepted (not when payment is received). So, you will receive access to the program/service as soon as possible after the order is processed.