



WITTENSTEIN

Purchase Order Requirements

To process purchase orders with the utmost efficiency, please ensure the following information is supplied on POs as appropriate:

- Bill to Address
- Ship to Address
- FOB Terms
- Payment Terms
- Preferred Shipping Method, include collect account number if applicable
- Point of Sale Information
- Correct Pricing/Quote Reference
- Complete Part Number along with applicable information such as:
 - Servo motor make and model for gear reducers (LP+, SP+, etc.)
 - Servo controller make and model for servo actuators (TPM+, TPMP+, etc.)
 - Tip type for ternary linear products (TLSA, TLSB, etc.)
- Special Products require detailed information, i.e item code, paint color, lubrication, mounting orientation, etc.

If at any time, there are questions regarding this process, please contact customerservice@wittenstein-us.com.