

Submitting a PO Worksheet

Step by Step process of required information:

1. Date the PO is submitted
2. Date requested for delivery of the product
 - a. Only one ship date per PO
3. Ship to address
 - a. Only one ship location per PO
 - b. TBD is not accepted
4. Clear PO title on email cover letter
 - a. Example: "MOCK UP", "REPLACEMENT"
 - b. Include company name and PO number in email subject line.
5. Part number with matching description
 - a. If a quote from OMT is being used, reference quote number and each line on the PO should match each line on the quote
6. Color option
 - a. If custom, fill out "Custom color request form"
 - b. If standard, provide color code
7. Tagging information for the box labels
 - a. Example: PO number # 235839-01
 - b. Example: "End user name"
8. Send PO to orders@omt-veyhl.com

**Once we receive the complete PO customer service will respond within 48 hours. Orders for new (unreleased product) may take longer to acknowledge due to engineering and/or database structuring. Orders for standard product will have a formal acknowledgment with a promised ship date within 48 hours.*