



INSTRUCTIONS FOR ACES PARTICIPATING AGENCIES

- *To become established as an ACES Participating Agency, or for questions regarding ACES in general, including membership, contracts, etc.:*

Christy Takacs, Executive Director

575-468-ACES (2237) ext. 1;

Email: ed@nmaces.org

- *To submit purchase orders or for assistance regarding purchase orders or payments:*

Katherine Moore, Business Manager

575-468-ACES (2237) ext. 2

Email: businessoffice@nmaces.org

- *For questions regarding vendor invoices:*

Lorrie DeLoach, Accounts Receivable

Email: a.r@nmaces.org

- *For assistance with procurement and contract related matters:*

Tammy West, Procurement Manager

575-468-ACES (2237) ext. 3

Email: procurement1@nmaces.org

- *For assistance with matters regarding relations with ACES and ACES Contractors:*

Lauren Hunter, Vendor Relations Manager

575-468-ACES (2237) ext. 5

Email: vendorrelations@nmaces.org

- *For assistance with matters regarding operations, facilities or construction, and technical questions regarding construction-related contracts:*

Fred Parker, Operations Manager

575-468-ACES (2237) ext. 6

Email: operations@nmaces.org

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PURCHASE ORDER AND PAYMENT INSTRUCTIONS:

- ✓ A PURCHASE ORDER WITH ALL REQUIRED INFORMATION **MUST** BE RECEIVED BY ACES **PRIOR TO** THE DELIVERY OF ITEMS AND/OR COMMENCEMENT OF SERVICES BY THE CONTRACTOR.
- ✓ ALL PURCHASE ORDERS ISSUED UNDER THIS AGREEMENT MUST REFERENCE THE CORRESPONDING ACES **CONTRACT NUMBER AND COMMODITY TITLE** FOUND ON THE FIRST PAGE OF THIS AGREEMENT DOCUMENT, THE **CONTRACTOR'S NAME** AND A **VERY BRIEF SUMMARY DESCRIPTION** OF WHAT IS BEING ORDERED.
- ✓ PURCHASE ORDERS SHALL BE SENT TO ACES BY EMAIL AT: BUSINESSOFFICE@NMACES.ORG WITH A COPY TO ACCOUNTS RECEIVABLE AT A.R@NMACES.ORG. IF A QUOTE AND/OR CONTRACT WAS PROVIDED BY THE CONTRACTOR, INCLUDE A COPY IN THE EMAIL WITH THE PO.

(**NOTE:** IF THE CONTRACTOR HAS BEEN GRANTED A DIRECT BILLING WAIVER BY ACES [*NOT COMMON*] THE PO SHALL BE SENT DIRECTLY TO THE CONTRACTOR AND A COPY SENT TO ACES AT THE SAME EMAIL ADDRESSES STATED ABOVE AND INCLUDING ANY QUOTE AND/OR CONTRACT IF APPLICABLE. TO DETERMINE IF A CONTRACTOR HAS DIRECT BILLING PRIVILEGES, REFER TO "ATTACHMENT A" OF THE AAIC UNDER "BILLING".)

- ✓ PAYMENT SHALL BE MADE TO ACES AS SOON AS POSSIBLE, BUT NO LATER THAN 30 DAYS AFTER RECEIPT OF INVOICE. ANY PAYMENT MADE MORE THAN 45 DAYS AFTER THE CONTRACTOR'S ORIGINAL INVOICE DATE WILL BE SUBJECT TO LATE FEES AS SET FORTH IN 13-1- 158 NMSA 1978.

**FAILURE TO DO ANY OF THE ABOVE MAY CONSTITUTE FAILURE TO COMPLY WITH NEW MEXICO PROCUREMENT CODE AND/OR COULD BE CAUSE FOR AUDIT FINDING.
PLEASE CONTACT ACES IF YOU HAVE QUESTIONS.**