Order Processing

Attached is a purchase order that requires processing for the Tredyffrin/Easttown School District. Please confirm receipt and if you have any questions or concerns, contact TEPurchasing@tesd.net for assistance.

We are now paperless, send all Invoices and reference this purchase order number to: TEAccountsPayable@tesd.net

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CONDITIONS OF SALE AND INSTRUCTIONS

1. This order is for immediate shipment unless otherwise stated. You must report d6elays in shipment to us immediately.

2. Seller agrees to deliver only the exact quantity of goods specified in the order.

3. Each delivery must be accompanied by a packing list. The packing list must show purchase order number, contents and the shipper's name and address. If no packing list accompanies the shipment the buyers count will be accepted.

4. If Seller cannot deliver all of the order at one time, he agrees to hold invoice until the order is delivered in full, or make special arrangements with the Purchasing Agent, Tredyffrin/Easttown School District.

5. Each purchase order is to be invoiced separately. The district purchase order number and item number must appear on all invoices, packages and correspondence.

6. The Seller agrees all invoices for materials and supplies shall show the date of purchase, unit price, the quantity of articles purchased and shipped, the number of the purchase order and, if the purchase is under contract and the number and date of the contract.

7. The school district will not pay for overages in shipped quantities nor unit prices in excess of those on the purchase order unless pre-approved by the Purchasing Agent, Tredyffrin/Easttown School District.

8. All invoices are to be submitted electronically to: **TEAccountsPayable@tesd.net**

9. Payment discount will be based on receipt of each shipment or the correct invoice date, whichever is later, unless otherwise stated in order.

10. Seller warrants items supplies here under to conform to specifications, to be free from defects, to be fit for purpose intended, of due quality and workmanship, and Seller will indemnify Buyer against all liabilities for damages or injuries incurred by Buyer as a result of defective material or workmanship in the items supplied hereunder.

11. Material not meeting specifications subject to return at Seller's expense. Payment does not constitute acceptance. Items and services are received subject to Buyer's inspection and possible rejection.

12. All shipments must be fully prepaid. Any transportation charges to which you are entitled should be added to your invoice, which should also show weight and rates.

13. Transportation and other charges arising from delivery, storage and return of defective, incorrect or excess items are chargeable to the Seller. Any such items will be held for Seller's instructions, or, at the option of Buyer, will be returned to Seller, in either case at the Seller's risk and expense. Items delivered after notice of cancellation shall be deemed an excess item.

14. Buyer reserves the right to cancel all or any part of this order without liability except to pay the contract price for items delivered prior to notice of cancellation.

15. Title 29, Code of Federal Regulations, (Sec. 1910-1200), covers the new OSHA Hazards Communication Standard, dated 11/25/85. This standard specifies that information on possibly and/or hazardous substances be available to those who may come in contact with them. To comply with this standard, you must supply us with a copy of the Material Safety Data Sheet for each of the products awarded to you, with delivery of the item.

16. Buyer assumes no responsibility for damage in shipment concealed or otherwise of goods covered by this order. The risk of loss shall remain with the seller until buyer accepts goods.

17. Ship most economical way, unless otherwise specified, observe specified routing carefully.

18. All property or services furnished must comply with all applicable Federal, State and local laws, codes and regulations.

19. The Seller, in accepting this order, agrees to all terms and instructions set forth above.

20. FAILURE TO FOLLOW THESE INSTRUCTIONS MAY DELAY PAYMENT OF INVOICE.