

# UNIVERSITY OF EVANSVILLE

## SHIPPING INSTRUCTIONS

1. **UE Tax Exemption Number** is 001808524-000-0.
2. **Purchase Order Number** must appear on all invoices, packages, shipping papers, and correspondence.
3. **Vendor's Federal Identification Number** must be included on the invoice.
4. **Ship To: Attention Receiving.** Deliveries are to be made to receiving department between 7:30 A.M. and 3:30 P.M. (Central Time) Monday through Friday.
5. **Shipping Notices and Bills of Lading:** All shipping notices and bills of lading in triplicate must accompany shipment, and must be clearly marked with UE purchase order number and address to which material is to be delivered.
6. **Back Orders:** No item or items may be back ordered without express permission from the Director, Administrative Services.
7. **Changes:** Conditions, terms, quantities, or prices on this order must not be changed by the vendor without prior written approval of Director, Administrative Services.
8. **Unauthorized Changes:** Unauthorized changes in prices, quantities, and/or substitutions will not be accepted. UE reserves the right to cancel this order, or any part thereof, at any time conditions so warrant.

## TERMS AND CONDITIONS

1. **Responsibility:** Purchase of materials supplies and/or equipment will not be held valid or recognized unless made through the Office of Administrative Services.  

All vendors, contractors and service providers are required to comply with applicable provisions of the UE Environmental Management System (EMS), and to be aware of UE's Environmental Policy. Information of UE's EMS and Environmental Policy can be found at [www.evansville.edu/vendors](http://www.evansville.edu/vendors).
2. **Quality:** Materials purchased are subject to UE inspection and approval before acceptance and must conform to designated specifications. Material rejected because of inferior quality or workmanship will be held for disposition at seller's risk and expense.
3. **Quantity:** This order must not be filled in quantities greater than those specified or at higher prices than last charged or quoted without previous notice in writing, subject to UE acceptance.
7. **Guarantee:** Seller guarantees that if any defect shall appear in equipment, articles or materials specified in this order, within one year from the date of shipment, the seller, upon notice shall correct such defects by repair or replacement without expense to the buyer.  

Manufacturer guarantees that the design of the equipment being purchased conforms with the manufacturer's interpretation of all regulation of the Federal Occupational Safety and Health Act at the time of delivery.
8. **Delivery:** Materials must be delivered to delivery point as specified, with all delivery charges prepaid. Delivery must actually be effected within the time stated on the order, failing in which UE reserves the right to cancel this order and purchase elsewhere without liability therefore.
9. **Packing:** Materials must be properly packed. Damaged goods will not be accepted. Packages must be plainly marked with vendor's name, purchase order number, and address to which material is to be delivered. No charge will be allowed for boxing, packaging or crating.
10. **Prices:** If price is omitted, it is agreed that Seller's price will be the lowest prevailing market price.
11. **Patents:** Seller agrees to indemnify and save the buyer harmless of and from any and all damages, costs, and expenses in any manner arising out of any patent infringement claims.
12. **Laws:** In performance of this order, the seller shall comply with all applicable federal, state and local laws, rules, orders and regulations. All applicable clauses required by federal laws, rules or regulations to be inserted in the sub-contract by the contractors, are incorporated herein by reference and made a part hereof and the seller be bound thereby.

The vendor must provide a current **Material Safety Data Sheet (MSDS)** on each product containing any substance defined or described by the **OSHA Hazard Communication Standard 29CFR 1910.1200**.

Compliance with the Civil Rights Act of 1964 (P.L. 88-352) to ensure that no person is denied employment or subjected to different treatment on the grounds of race, color, age, religion, sex, handicap and national origin is required of the seller.