



## **C001—BCIT STANDARD PURCHASE ORDER CONDITIONS**

### **1. Purchase Order Number**

- .1 The BCIT Purchase Order Number must show on all packing slips, packages, bills of lading, and invoices. Failure to do so may result in delay of payment.

### **2. Currency**

- .1 Unless otherwise specified, the purchase order is in Canadian Funds.

### **3. Invoices**

- .1 Mail invoices to:
  - Accounts Payable, BCIT
  - 3700 Willingdon Ave
  - Burnaby, BC V5G 3H2

### **4. Payment Terms and Discounts**

- .1 Unless otherwise specified, terms are net thirty (30) days from the date the goods are received and accepted by BCIT or receipt of invoice, whichever is later.
- .2 Early payment discounts will be calculated from the date the goods are received and accepted by BCIT or receipt of invoice, whichever is later.

### **5. Social Services Tax (PST)**

- .1 If Social Services Tax (PST) is specified on the purchase order as exempt, it is based on exemptions allowed under the British Columbia Consumer Taxation Branch (CTB). Related CTB Bulletins may include, but are not limited to: 002, 003, 006, 011, 012, 018, 034, 036, 040, 072. For bulletin information, reference the [CTB website](#).

### **6. Delivery of Goods**

- .1 No charge will be allowed for preparation, shipping, handling, duty, or customs brokerage unless prior agreement and associated charges are identified on the purchase order.
- .2 Each shipment must contain a packing list.
- .3 All prices FOB BCIT, freight prepaid, unless otherwise specified.
- .4 Notify the Purchasing Department when goods cannot be delivered within the specified time.

### **7. WHMIS MSDS Sheets Required**

- .1 All products covered under WHMIS regulations require Material Data Safety Sheets (MSDS). Include the MSDS with all shipments.

### **8. Customs**

- .1 For all shipments from foreign countries, attach all required customs documents to the shipment. Please indicate our Customs Broker's name and address as follows:
  - Davidson & Sons
  - 1120-1188 Georgia Street W
  - Vancouver, BC V6E 4A2
  - Tel. 604-681-5132

**9. CSA Approval Required**

- .1 All items operating on AC (alternating current) must be approved by the Canadian Standards Association (CSA), Underwriters Laboratory (UL or ULc), or other approved equivalents and shall bear the appropriate approval sticker prior to arriving at BCIT. Items arriving at BCIT without appropriate approval will either be returned or the supplier will be responsible to obtain required certification.

**10. Inspection and Acceptance**

- .1 All materials are subject to our inspection, acceptance testing, and approval. Supplier to pay all transportation charges both ways on rejected goods in case of default or rejection. BCIT reserves the right to purchase in the open market and hold the vendor responsible for any excess cost, loss, or damage occasioned thereby. Violation of the specifications may result in cancellation of the purchase order.

**11. Indemnity**

- .1 Seller warrants title to commodities delivered on this order and warrants them free from defects and/or imperfections and will indemnify and hold purchaser harmless against any or all suits, claims, demands and/or expense patent litigation, infringement, material, materialman's or labourer's liens, or any claims by the third parties in or to the commodities or services of this order.

**12. Contract Renewals**

- .1 BCIT does not accept automatic renewal of contracts except by issuance of either a change order or a new purchase order.

**13. Acceptance of Purchase Order**

- .1 Acceptance of this purchase order constitutes agreement with all stated conditions unless otherwise agreed to in writing.

**14. Contractor Safety Guidelines**

- .1 BCIT's Contractor Safety Guidelines for Construction, Maintenance, and Services (<http://www.bcit.ca/safetyandsecurity/safety/procedures.shtml>) must be read and strictly observed by all when working on any BCIT site.

**15. WCB Requirements**

- .1 All service providers/contractors will be registered with, have an account in good standing, and will comply with the Worker's Compensation Board of BC. On request the service provider/contractor will provide evidence of good standing to the BCIT Purchasing.

**16. General**

- .1 The BCIT reserves the right to cancel this order if not filled within a reasonable time and in accordance with the conditions specified.