**PO TERMS AND CONDITIONS**

Failure on part of the vendor to comply with all of the following terms and conditions will relieve East Tennessee State University of any responsibility, and merchandise or equipment shipped against this order will be subject to return shipment at the discretion of East Tennessee State University. Where applicable, the vendor will be responsible for postage, freight, and restocking charges.

1. Quantities are not to exceed those shown without departmental approval.
2. Prices are not to exceed those shown without approval of ordering department.
3. Invoice in duplicate, showing ETSU purchase order number and terms of payments must be mailed to ETSU Accounts Payable within seven (7) days after shipment.
4. For invoices subject to discount, the discount period will be calculated from date correct invoice is received in ETSU Accounts Payable office.
5. In cases where materials are shipped against this order by parties other than vendor, shipper must be instructed to show ETSU order number on all purchases and shipping manifests to insure prompt identification and payment of invoice.
6. All equipment and materials will be subject to ETSU inspection, if defective or not as ordered, item(s) may be returned at vendor’s expense.

**1. THE ORDER** – Furnish the material or service specified in full accordance with conditions printed on the face and back hereof, and any other attachments made a part of this order.

**2. TERMS OF SALE** – Preferred: F.O.B. Destination, Prepaid with freight included in pricing; Acceptable: F.O.B. Destination, Prepay & Add, and freight added to invoice UNLESS another point has been specified by ETSU (University). No unauthorized or collect shipments accepted.

**3. IDENTIFICATION OF ORDER** – The Purchase Order Number must appear on all invoices, correspondence containers, shipping papers, and packing lists.

**4. BILLING INSTRUCTIONS:**

1. Submit an invoice within invoice within five (5) days after shipment of material.
2. Invoice must show cash discounts. Cash discounts when authorized will be computed from the date correct invoices are received.
3. Send SEPARATE invoices for EACH AND EVERY shipment.
4. Submit invoices for returnable containers, stating terms and condition for return thereof.

**5. TAXES** – Do not include Federal Excise of State Sales Tax on your invoices. University is exempt from these taxes. Appropriate certification of exemption will be furnished upon reasonable request.

**6.** **INVOICE TERMS** – Time in connection with discounts offered will be computed from date of the delivery of the supplies or services to carrier when final inspection and acceptance are at point of origin, or from date of delivery at destination when final inspection and acceptance are at the destination point or from date correct invoice is received if the later date is later than the date of delivery. ETSU terms are net 30.

**7. CONTRATUAL REMEDIES** – The University shall not be bound by any limitations on remedies available to the University or other State of Tennessee Institutions. Any attempt to contractually limit remedies will be void on its face.

**8. MATERIALS / EQUIPMENT** – Unless specifically called for in the Purchase Order, all items shall be new and unused. The Seller warrants that the supplies delivered hereunder shall be free from all defects in material and workmanship and shall comply with all the requirements of this order for a period of ninety (90) days from the date such supplies are accepted unless otherwise provided herein.

**9. PACKING LIST** – A detailed packing list showing the purchase order must accompany all shipments.

**10.** **INSPECTION** – All supplies purchased hereunder are subject to inspection and rejection upon receipt by the University, and rejected supplies will be returned at the Seller’s expense. Transportation charges paid by the University in returning rejected supplies shall be reimbursed by the Seller. The University’s count shall be final and conclusive on all shipments not accompanied by a packing list. In addition to the right to return rejected supplies, in the event of delivery of supplies not in accordance with the requirements of this order, the University may notify the Seller of such damages or deficiencies and if not repaired or corrected by the Seller within ten (10) days after receipt of such notice, or such additional time as may be mutually agreed to by the University and the Seller, the University shall have the right to correct any damages, defects, insufficiencies or improprieties therein and do any other work necessary to put the supplies in condition for the use intended and the cost of such correction shall be deducted from the monies due the Seller under this order.

**11. CHANGES** – The University may at any time by written instructions make changes, within the general scope of this order, in any or more of the following:

1. Quantity of specifications;
2. Method of shipment or packing; and
3. Place of delivery.

If any such change causes any increase or decrease in the cost of, or time required for, performance of this order, any equitable adjustment shall be made in the order price or delivery schedule, or both and the order shall be modified in writing accordingly. Any claim by the Seller for adjustment under this paragraph must be asserted within thirty (30) days from date of receipt by the Seller of the notification of change, provided however, that the University may receive and act upon such claim asserted at any time prior to final payment under this order.

**12. VARIATIONS IN QUANTITIES** – Unless otherwise specified on the face of this order, any variation in the quantities herein called for, not exceeding 10%, will be accepted as compliance with the order when caused by conditions of loading, shipping, packing or allowance in manufacturing process, and payments shall be adjusted accordingly.

**13. PAYMENT** – The Seller shall be paid, upon the submission of invoices or vouchers, the prices stipulated herein for supplies delivered and accepted or services rendered in completion, less deductions, if any, in accordance with the provisions of the Tennessee Prompt Pay Act of 1985.

**14. CANCELLATION OF ORDER** – This purchase order or any part thereof may be canceled by either the University of the Seller with the giving of thirty (3) days’ notice of intent to cancel for reasons including, but not limited to, the following: The University may cancel for costs exceeding the purchase order prices; late delivery, and failure of the Seller to comply with the terms and conditions specified herein. Seller may request cancellation of a purchase order if the Seller is prevented from performance by an act of war, order of a legal authority, act of God, or other unavoidable causes not attributed to the fault or negligence of the Seller.

**15. ERRORS** – In case of error in calculation or typing, the quoted unit price will be used as the basis for correction of this order.

**16. NONDISCRIMINATION** – The parties agree to comply with Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, Executive Order 11,246 and the related regulations to each. Each party assures that it will not discriminate against any individual including, but not limited to, employees or applicants for employment and / or students because of race, religion, creed, color, gender, age, disability, veteran status or national origin. The parties also agree to take affirmative action to ensure that applicants are employed and that employees are treated during the employment without regard to their race, religion, creed, color, gender, age, disability, veteran status or national origin. Such action shall include, but not be limited to, the following: Employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection available to employees and applicants for employment.

**17. COMPLIANCE WITH FEDERAL AND STATE LAWS** – The Seller shall comply with all applicable Federal and State Laws and regulations in the performance of the Contract. The Contract shall be governed by and subject to the laws of the State of Tennessee.

**18. MATERIAL SAFETY DATA SHEETS** – An up-to-date Material Safety Data Sheet (MSDS) must accompany all goods requiring one in accordance with current State of Tennessee and Federal laws, rules and regulations. A copy of all Material Safety Sheets shall be sent to the East Tennessee State University, Environmental Health and Safety Office, 807 University Parkway, Johnson City, TN 37614.

**19. COPYRIGHTED/LICENSED PRODUCTS** – Seller must be an authorized dealer for selling copyrighted/licensed products under this purchase order. Notwithstanding this, Seller assumes responsibility for any and all liabilities associated with the selling of these products or services upon acceptance of purchase order.

**20. ACCEPTANCE OF TERMS**

1. The goods and/or services shall be furnished by the Seller subject to and in accordance with this order. Seller’s acceptance of this order shall constitute agreement to be bound by and comply with all terms and conditions set forth herein. Written acceptance or shipment of all or any portion of the goods or the performance of all or any portion of the services covered by this order by the Seller shall constitute unqualified acceptance of all its terms and conditions.
2. University’s receipt thereof unless the University specifically agrees in writing to the inclusion. The Seller’s quotation, if any, is incorporated and made part of this Purchase Order only to the extent of specifying the nature and description of the goods or services ordered, any additional or different terms and conditions shall not become part of the order, and then only to the extent that such items are consistent with the other terms of this Purchase Order and/or the University’s Request for Quotation.

**21. INSURANCE** – Seller agrees to furnish Worker’s Compensation Insurance in the amounts required by law. Public Liability and Property Damage coverage shall be for all operations under the proposal for at least $100,000 for one person and $300,000 for each accident for bodily injury or death; and for property damage at least $50,000 for each accident, plus coverage for the equipment being moved. Certificate of Insurance is to be on file with the University’s Procurement and Contract Services prior to performing any work or service on the University’s campus.

**22. FUNDING OUT CLAUSE** – This Purchase Order is subject to the allotment of state and/or federal funds, and may be null and void unless funds have been appropriated and are available for the purchase of the service or item, which forms the basis of the Contract.

**23. ILLEGAL IMMIGRANTS** – By acceptance of this purchase order, the vendor is attesting that the vendor will not knowingly utilize the services of illegal immigrants and will not knowingly utilize the services of any subcontractor that does so in delivery of the goods/services under this order. If the vendor is discovered to have breached this attestation, the vendor shall be prohibited from supplying good/services to any state institution for a period of one (1) year from the date of discovery of the breach. Rules of Finance and Administration, 0620.

**24. DEBARMENT CERTIFICAITON**- By acceptance of this Purchase Order, the vendor certifies that no principals are presently disbarred, suspended, proposed for disbarment, declared ineligible or voluntarily excluded from participation in this transaction by and State or Federal department agency.

**25. SALES AND USE TAX -** By acceptance of this Purchase Order, the Seller certifies that the Seller, and any applicable subcontractor, is registered with the Department of Revenue, or has received a written exemption from the Department of Revenue, for the collection of Tennessee sales and use tax.

**26. SERVICE AND SOFTWARE ACCESSIBILITY STANDARDS –** Unless otherwise disclosed to Institution in writing, the Seller warrants and represents that the Products/Services, including any updates, provided to the Institution will meet the accessibility standards set forth in WCAG 2.0 AA (also known as ISO standard, ISO/IEC 40500:2012), EPub 3 and Section and Section 508 of the Vocational Rehabilitation Act.

**27**. **CLICK-WRAP AGREEMENTS**. By acceptance of this Purchase Order, the Vendor agrees that click-wrap agreements shall not be binding upon the Institution. No employee has the actual or apparent authority to enter into click-wrap agreements on behalf of the Institution without the approval of the Institution’s Procurement and/or Contracts Office. No employee has the authority to modify, amend, or supplement this Purchase Order through a click-wrap agreement. This Purchase Order can only be modified, amended, or supplemented under these terms through a written Change Order/Amendment approved in accordance with the Institution’s and State’s rules, policies, and procedures.

**28. DATA PRIVACY & SECURITY**.  Personal Information (PI) includes but is not limited to that information protected by HIPAA, the HITECH Act, FERPA, or Gramm-Leach-Bliley) or such information which would allow a third party to gain access to the personal, medical or financial records of any of any party.  Vendor represents and warrants that its collection, access, use, storage, disposal and disclosure of PI complies with all applicable federal and state privacy and data protection laws. Vendor represents and warrants that Vendor will maintain compliance with the SSAE 16 standard, and shall undertake any audits and risk assessments Vendor deems necessary to maintain compliance with SSAE16.

If PI provided by Customer to Vendor is subject to FERPA. Vendor agrees that in its handling of FERPA data it will perform as a school official as that term is defined by FERPA regulations. Vendor acknowledges that its improper disclosure or re-disclosure of PI covered by FERPA may, under certain circumstances, result in Vendor's exclusion from eligibility to contract with Customer for at least five (5) years.

Vendor shall provide Customer with the name and contact information for an employee of Vendor who shall serve as Customer's primary security contact and shall be available to assist Customer twenty-four (24) hours per day, seven (7) days per week as a contact in resolving obligations associated with any security incident in which it is reasonably suspected that there has been a breach of information security. Vendor shall immediately mitigate or resolve any Security Incident, at Vendor's expense and in accordance with applicable privacy rights, laws, regulations and standards. Vendor shall reimburse Customer for actual costs incurred by Customer in responding to, and mitigating damages caused by, any Security Incident , including all costs of notice and/or remediation incurred under applicable law as a result of the Security Incident.

**29.** **IRAN DIVESTMENT ACT**. By acceptance of this Purchase Order, the Seller and each person signing on behalf of the Seller certifies, and in the case of joint sellers each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each Seller is not on the list created pursuant to §12-12-106.

East Tennessee State University does not discriminate against students, employees, or applicants for admission or employment on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs and activities sponsored by ETSU.

Revised 1/16/19