



Western
UNIVERSITY-CANADA

The University of Western Ontario
Procurement Services

TERMS & CONDITIONS

All packages, invoices, correspondence, customs documentation, bills of lading and packing slips must have the complete Purchase Order number prominently displayed. Packing slips must accompany all shipments.

The price on the Purchase Order is the total cost and includes all fees and charges of any kind including patent, permit, inspection, royalty and license fees, charges for crating, boxing, insurance, cartage and re-stocking, and government tax levies, unless otherwise stated on the Purchase Order.

Payment will be made in Canadian funds Net 30 days from invoice receipt or satisfactory delivery of goods or services, whichever is later, unless otherwise noted on the Purchase Order. Cash discounts are calculated from the date of receipt of invoice.

It is the Vendors responsibility to obtain CSA certification, ULC labels and approvals or equivalent, or arrange and pay for an inspection by Ontario Hydro Electrical Safety Authority, special inspections division.

<http://www.esainspection.net/>

Any modifications required are the vendor's responsibility.

Material Safety Data sheets (MSDS) and appropriate labels must accompany all hazardous products as defined under the federal Hazardous Products legislation and provincial WHMIS legislation.

All goods must be packaged and transported in accordance with all relevant Federal, Provincial and State regulations.

Dangerous goods must be shipped in compliance with Canadian Transportation of Dangerous Goods (TDG) Regulations, 49 CFR U.S. Hazardous Materials Regulations, and all other applicable environmental laws, rules, regulations and procedures. All goods under this Purchase Order are subject to inspection and approval, following delivery for a period of not less than sixty (60) days not withstanding prior payment. In the event any goods are rejected by UWO, in its sole discretion, such goods shall be returned at the Supplier's expense and the Supplier shall credit UWO accordingly within fifteen (15) days of return of the rejected goods.

To ensure the health, safety, and wellness of all individuals, all Temporary or Placement Agency employees working on our main campus, must comply with Western's policies, located at http://www.uwo.ca/ppd/policies_procedures.html.

Workplace Safety and Insurance Board (WSIB): All workers on the properties of the University of Western Ontario must be covered by the WSIB for the duration of any contract. Vendor must maintain a valid Certificate of Clearance in good standing throughout the duration of all contracts. Western reserves the right to request proof of coverage at any time throughout the duration of the contract.

SHIPPING GENERAL

Unless otherwise specified by the University, goods sold "FOB" origin are to be shipped **"BEST WAY", Prepaid and Charged.**

FOREIGN ORDERS

DROP SHIPPING, DDP UNIVERSITY OF WESTERN ONTARIO AND FREE DOMICILE SHIPMENTS

To avoid confusion at the border, shippers must identify the proper "Importer of Record" and the name of their Customs broker for clearance operations where goods are shipped "free domicile", DDP London Ontario or when drop shipping on behalf of third parties.

CUSTOMS DOCUMENTATION DDU London or FOB ORGIN ORDERS:

Every shipment requires the following documents:

Commercial Invoice: Invoice must disclose the full transaction value of the shipment, including all discount amounts and types and Country of Origin of the goods. Quote our tax ID number 108162587RM0001.

Canada Customs Invoice: For shipments valued over \$1,600.00 CAD

NAFTA Certificate of Origin: If applicable

Packing List: Packing slip, affixed to the outside of the package.

- One set of three copies of the above documents are to be given to the transport company with the shipment.

- One copy is to be placed in an envelope, affixed to the outside of the package.

- Fax one copy to Thompson Ahern & Co., Fax 905-677-3464. Indicate carrier name and shipment tracking number on your documents.

Note: Paperwork for goods requiring special handling or expediting, please fax one copy of each to The University of Western Ontario Customs and Traffic Office Fax 519-661-3071.

CUSTOMS BROKER: Thompson Ahern & Co.
Telephone: 905-677-3471 Fax: 905-677-3464

PERISHABLE SHIPMENTS: Shipments must be packed to withstand 72 hours in transit. Ship no later than Wednesday.

For clarification, contact:

Customs & Traffic Section, Procurement Services

Telephone: 519-661-2111 Ext 84587

Facsimile: 519-661-3071

Email: roswell@uwo.ca or purraw@uwo.ca