

## INSTRUCTIONS TO VENDOR

Revised February 2019

1. Vendors must include the University's Purchase Order Number and Vendor Number on all invoices and shipping documents. Failure to do so may cause return of goods and/or invoice at vendor's expense. Invoices for future goods or services delivered without an authorized purchase order in advance will not be processed for payment.
2. Send all invoices to Saint Louis University, Wool Center, Attn: A/P, 3545 Lindell Blvd, St. Louis, MO 63103. Or, by email to [accountspayable@slu.edu](mailto:accountspayable@slu.edu). Invoices sent elsewhere will cause payment delay.
3. If not FOB destination, ship the order pre-paid and include shipping charges on the invoice. We reserve the right to cancel an order in case of delay in processing the order, or its shipment. We will not be responsible for materials supplied without a written purchase order, or materials for which costs exceed the prices on this order.
4. All inquiries regarding purchase orders should be directed to the SLU Purchasing department (314) 977-2929. Inquiries regarding payment or billing should be directed to the SLU Accounts Payable department (314) 977-3919.
5. Ship To: To ensure that delivery is made to the correct location, please address all shipments as noted on the front of this order. All correspondence, packages, and invoices must indicate the Purchase Order Number, Department Name, and Ship-to Address. Packages that are otherwise addressed may be returned to seller.
6. Vendor Warranty: The Vendor herein warrants and covenants that the subject merchandise complies with all applicable federal, state and local statutes, rule and regulations for the installation and use of said merchandise for the purpose for which said merchandise is being purchased or rented. Orders are subject to inspection upon delivery, and any rejected material will be returned at vendor's expense.
7. Insurance- If any such work covered by this order is to be done on Buyer's premises, Seller agrees to carry and maintain General liability and Workman's Compensation insurance through a reputable carrier with minimum limits of \$2,000,000 per occurrence and \$2,000,000 aggregate, satisfactory to Buyer. Seller will name the University as additional insured and provide the University with satisfactory proof of insurance prior to providing Services. Seller shall immediately notify the University in writing of any lapse, cancellation or modification of the insurance coverage required herein. Upon request, Seller will furnish written evidence of such insurance coverage.
8. Indemnification- Seller shall release, indemnify, and hold the University, its trustees, officers, employees, students and agents harmless from any and all actual or threatened liabilities, claims, suits, actions, damages, settlements and expenses incurred by or claimed against the University, including reasonable attorney's fees, arising out of Seller's breach of this Agreement, injuries to persons or damages to property in connection with Provider's provision of the Services, Seller's activities and use of the University's service 0.019 Tw (8o)Tj 0.019 Tw (r)T0.019 Tw (ervice 0.00041 Tw ( o)Tj 0.0t2lt (reac8minjuries)r68's)Tj 0.07ty'sTw