GSA Purchase Order Instructions

Please utilize this checklist to ensure that your order is complete. **The provided lead times commence upon receipt of a clean order**:

Global's GSA Terms and Conditions require that purchase orders be made out to Global directly by the end user. 1Exceptions may apply

Contract Number must be noted on the GSA Order

GS-03F-076GA 2 Please note contract order type

P.O. Number

Purchase order number must be clearly displayed at the top of each page of the order

Contract Holder Information

Global Industries, Inc. c/o servicing dealer 17 West Stow Road, Marlton, NJ 08053

(P): (856) 596-3390 (F): (856) 552-3722

Email: orders-gsa@globalfurnituregroup.com

Cage Code: 3CHN3 DUNS: 04-9908403 Expiration: July 16, 2022

Signatures

• Authorized agency signature is required on all purchase orders.

 Contractor teaming arrangements must be approved and signed by both a Global authorized representative and teaming partner authorized representative. The teaming arrangement document must be included with the purchase order or the order will not be processed.

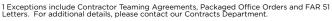
Date

Authorized agency signature is required on all purchase orders.

F.O.B Terms

- FOB Destination is the "ship to" location on the purchase order. The Servicing Dealer is responsible for confirming the delivery address.
- FOB Destination to one location within the 48 Contiguous States, including Washington D.C.
- · Please note:
 - non-UPS'able order under Global and Globalcare below \$2,000 list, will incur a 5% of list price net handling charge (\$75.00 minimum).
 - If UPS'able, these orders will incur a \$25 Net handling charge.
 - Evolve and Compile orders under \$10,000 list will incur a 5% of list price freight charge (\$75.00 minimum).
- If product delivery is refused or redirected to a storage facility, the customer is to pay all associated charges and issue a modification to the original purchase order or work will not be performed.





 $^{2\} If\ a\ Contractor\ Teaming\ Agreement\ or\ Packaged\ Office\ Contract\ is\ being\ utilized,\ clearly\ note this\ on\ the\ PO\ for\ ease\ of\ reference\ and\ record\ keeping\ purposes.$







GSA Purchase Order Instructions

Installation

- All installation charges must be listed separate on the Purchase Order inclusive of the IFF fee.
- Installation rates exceeding 27% of the net product price require prior authorization of Global's Contracting Officer. Only circumstances found under Section 19 of Global's FSS Terms & Conditions will be considered.

Pricing

Pricing must reflect correct End User unit net price and extended net amount.
 Pricing is subject to change via contract modification.

Payment Terms

- 1% 15, Net 30 Days from date of invoice. Credit card purchases are not eligible for prompt payment discounts.
- In the event payment will be remitted via government Credit Card, a Credit Card
 Form must be completed. All credit card form submissions will be handled
 through Global's Corporate Credit Team. A copy of our Credit Card Form is
 available upon request and located on our www.globalgovernmentusa.com
 website.

Shipping + Billing Address

• Complete billing address and shipping address along with a delivery contact, phone number and any special delivery instructions are required.

Payment Address

Global Industries, Inc. 17 West Stow Road, PO Box 562 Marlton, NJ 08053

Minimum Order

Please note: the minimum order size is \$100.00 Net Government Purchase Price.

Changes/Cancellation to purchase order

- All changes to purchase orders must be approved by the Global Customer Care Contracts Team. In the event that the order allows for an adjustment, a finalized purchase order modification must be received prior to the change.
- For questions regarding the cancellation of orders, please refer to page 6 and 7 of Global's FSS Terms & Conditions.





