

# 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. <sup>1</sup> Exceptions may apply

## Contract Number must be noted on the GSA Order

- GS-03F-076GA <sup>2</sup> 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

## 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.

<sup>1</sup> Exceptions include Contractor Teaming Agreements, Packaged Office Orders and FAR 51 Letters. For additional details, please contact our Contracts Department.

<sup>2</sup> 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.

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## 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](http://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.  
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.

INSTRUCTIONS  
purchase order