

Terms and Conditions

You must accept the Terms and Conditions in order to doing business with Parker College of Chiropractic (hereafter referred to as “Parker College” and/or “PCC”). This information is used to solicit procurement related information and as a communication tool to inform vendors of upcoming procurement opportunities, as well as Parker College events and announcements.

A) By submitting your vendor information, you certify that you are authorized to:

- 1) register the vendor on behalf of the vendor,
- 2) enter this Agreement on behalf of the vendor, and
- 3) ensure that all registration information remains accurate, complete and current.

B) By agreeing to these terms and conditions, they shall remain in effect to its completion on all contracts, purchase orders, and other electronic procurement solicitations and transactions.

Acceptance and performance of a Purchase Order (PO) are assumed as an agreement to comply with all of the attached procedures, quantities, pricing, correct part number(s), freight charges and estimated delivery date (EDD). If for any reason your company can not meet any and all PO requirements, please notify the Buyer IMMEDIATELY and PRIOR to initiating performance towards the PO. This advance communication is intended to assist us with a determination on how it will affect the possible partial or complete cancellation of the PO, possible re-direction of shipment and to serve notice to all parties concerned. If additional charges, substitution of product or part number(s) and/or delays occur without proper notification, Parker College will not be liable, including but not limited to, restocking fees, cancelled order charges and freight charges. Failure to perform any of the above are at the Vendor’s risk and may be subject to being terminated as a vendor.

Please note that all funds for proposed purchases are obligated and authorized prior to any vendor receiving an official and legal binding Purchase Order. Those funds are earmarked solely for their intended purpose(s) until the requirements of the PO have been completed and satisfied. No PO will be released without adhering to ALL internal and external procedures. This will serve as assurance that the awarding vendor will receive all the funds dedicated to pay for that vendor’s performance for what is being requested.

- 1) Purchase orders, unless otherwise directed and/or stated on the PO, are considered a Firm-Fixed Priced Contract.
- 2) A Purchase Order number is required on all packing slips and invoices. Orders without a PO are considered unauthorized and Parker College will not be liable for payment.
- 3) WITHOUT EXCEPTION, ALL shipments and deliveries are to be shipped ONLY to: 2625 Electronic Lane; Dallas, TX 75220.
- 4) Parker College will only accept an original copy of an invoice, and should be mailed to: Attn: Accounts Payable; 2500 Walnut Hill Lane; Dallas, TX 75229.
- 5) Invoices are to have only PO number per invoice. Multiple PO’s should be invoiced separately.
- 6) Invoices are to NOT EXCEED the PO’s line item pricing and freight charges, unless the freight charges are estimated. Charges over-and-above without PRIOR APPROVAL and PO modification by the Buyer will be disputed and is reason enough to not pay.
- 7) A proper invoice must include the following:
 - a) name of business
 - b) invoice number
 - c) date
 - d) one PO number
 - e) product number(s), description, quantity, unit pricing, unit type and extended total
 - f) payment terms, and
 - g) if applicable, serial number of the item(s) being sold or repaired

Heretofore and notwithstanding, these provisions and instructions are hereby incorporated as part of the Purchase Order. Thank you, in advance, for your attention, assistance and cooperation to this matter.