



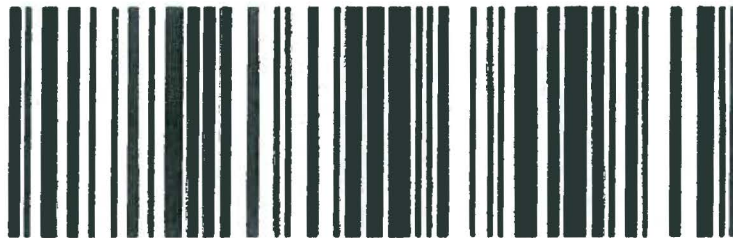
NIH Supply Center

The FAR-approved *first* source for supplies

ATTN: NIH Supply Center Vendors

In addition to the Purchase Order Terms and Conditions, the following are special provisions applicable to all orders for delivery to the NIH Supply Center.

1. Deliveries should be made to the NIH Supply Center located at 16050 Industrial Drive, Suite 300, Gaithersburg, MD 20877 (301- 496-9156/ 301-496-9157) between the hours of 7:30AM to 3:30PM: Monday through Friday except Federal Holidays and when special arrangements are made with NIH Supply Center in advance. Chemical deliveries should be made to Chemical Section and delivery ticket marked "ATTN CHEMICAL SECTION". All shipments shall be clearly marked with the order number visible on the packing/delivery ticket as well as the outer package/container.
2. All items delivered under this order must be in accordance with the item description, standard packaging and marking requirement.
3. All shipments must be bar coded. The bar code shall be 3 of 9 codes as per the current Fed Std. No. 123 and Military Standard, MIL STD I 189. The 13 digit National Stock Number for the specific item shall be marked below the bar code symbol. **Vendors must include their companies name above or below the bar code for each label.**



8040-01-380-8079

NOTE: The Bar Code when scanned should read the 13 digit National Stock Numbers only nomenclature, hyphens, dashes, asterisks, etc. should not be included in the bar code. A brief item description can be included on the label above or below the bar code for each label.

4. The standard pallet size for deliveries to the main warehouse area should be 40"x 48" or 42" x 48" (4 way pallet) stacked not more than 55" high and for the Chemical Section pallet size not more than 40" high. Ordered items must not come on the pallet.



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5. Report of Discrepancy (ROD) Standard form 364 will be prepared for each item not conforming to the item description, quantity, packaging, or special provisions of the order. The vendor will be notified of any discrepancy and will be given 10 days to correct any discrepancy of notifying this office of a proposed alternate corrective action plan.
6. Should there be a problem regarding a delivery as required by the terms and conditions or special provisions of the order, the vendor must contact the Purchasing Agent listed on the Record of Call at "P.A. Name" or in block 10 on the purchase order. If you are unable to reach the Purchase Agent or need additional information contact OLM, SMD Supply Management Branch at (301) 496-3395. Failing to comply with the terms and conditions or special provisions of the order will result in delays in receiving, acceptance, payment and may hinder future opportunities to provide supplies to the NIH Supply Center.