



EDITH COWAN UNIVERSITY

PURCHASE ORDER (PO) CONDITIONS

- (1) The Goods or Services specified on this purchase order shall be delivered in accordance with a WA Government Common Use Agreement, identified contract number or agreed quotation terms, and where these are not applicable, shall revert to ECU's General Conditions of Contract for the Supply of Goods and/or Services, which are available on request, or can be viewed at: [ECU General Conditions of Contract for Goods and Services](#)
- (2) Delivery shall be completed by the date specified on this purchase order. If delivery cannot be made on, or before the date specified, the Supplier shall advise (in advance of the expected delivery date) ECU of the revised delivery date otherwise this purchase order (or any part thereof not delivered by the specified date) may be cancelled. Outstanding weekly backorder reports should be sent to procurement@ecu.edu.au
- (3) Strategic Procurement (procurement@ecu.edu.au) is to be advised immediately of any substitutes or variations to the quotes or price(s) for the goods or services on this purchase order. The purchase order should not be processed until any such variation or substitute has been accepted by ECU in writing; otherwise payment may be refused and any goods returned at the Supplier's expense;
- (4) After delivery of goods or completion of any services specified on this purchase order, the Supplier shall render a claim in accordance with the terms specified in the contract as identified under clause 1;
- (5) Unless otherwise indicated on this purchase order, the terms of payment are thirty (30) days from the later of acceptance of goods or services and the receipt of a correctly rendered tax invoice.
- (6) **The purchase order number must be quoted on all tax invoices and delivery dockets; otherwise payment may be delayed / refused.** Tax invoices must be made out to Edith Cowan University, ABN: 54 361 485 361.
- (7) Tax invoices which are rendered incorrectly (e.g. failing to quote the contract rates, not quoting or incorrectly quoting the purchase order number) may be returned unpaid, to the Supplier for correction.
- (8) **DELIVERY TERMS:**
ECU requires that all deliveries are made to the delivery point indicated on the purchase order.
An exception may be considered for deliveries by metropolitan suppliers to the Bunbury campus.
If a Supplier intends charging any cartage associated with a purchase order, then these costs must be approved by the person identified as the contact on the purchase order before delivery is made.