

PURCHASING FORMS MANUAL

Subject: Purchasing Terms

Section: 7.12

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This glossary contains selected terms and definitions related to state and local government purchasing that, in many cases, cannot be found in standard, general-purpose dictionaries. Many words in this glossary are found in the "Uniform Commercial Code" - Purchasing laws of practice.

Acknowledgement	A form used by a vendor to advise a purchaser that an order has been received. It usually implies acceptance of the order.	
Back Order (BO)	A portion of an order, which a vendor cannot deliver at the scheduled time and which has been re-entered/rescheduled for shipment at a later date.	
Bid No.	The number assigned by the Purchasing Department to reference the Request for Quotation for goods and services.	
Blanket Order	An order that is used to purchase like or similar items for a specific period of time or a set dollar amount from a particular vendor.	
C.O.D.	Cash on Delivery. The University does not accept C.O.D. terms.	
Change Order	A manual requisition form originated by the requesting department to facilitate an addition, deletion, or cancellation to an existing Purchase Order. The form can be found on the Purchasing website. http://uhaweb.hartford.edu/purchase/reqform.pdf .	
Confirming Order	A hard copy of a Purchase Order that is faxed or mailed to a vendor after an order has already been placed, usually by phone, by a requisitioner. Care must be taken not to duplicate an order by calling in verbal Purchase Order Number and also sending a Hard copy of the Purchase Order without any notation.	
Contract	An agreement between two or more competent persons to purchase goods or services or to perform or not to perform a specific act or acts. A purchase order, when accepted by a vendor, becomes a contract.	
F.O.B.	Freight on board. This term, which represents who will pay transportation fees for the goods and services purchased: <div style="display: flex; justify-content: space-between;"><div><i>FOB Destination</i></div><div>Prepaid Prepay and Add</div></div> <div style="display: flex; justify-content: space-between;"><div><i>FOB Shipping Point (Origin)</i></div><div>Prepaid Prepay and Add</div></div>	

FOB Destination	This term, which represents who, will pay transportation fees for the goods or services purchased. The University assumes title when the carrier delivers the material to a University location from the seller's plant or seller's location. If damages occur in transit, the Vendor is responsible for making the claim against the carrier.
FOB Shipping Point	This term, which represents who, will pay transportation fees for the goods or services purchased. The University assumes title when the carrier picks up the material at the plant or seller's location. If damages occur in transit, the University is responsible for making the claim against the carrier.
Quotation	An offer specifically given by a prospective vendor for requested goods or services along with the terms and conditions at which they are offered for sale.
Invoice	A billing document detailing quantity, price, terms, nature of delivery and other particulars of goods sold or of services rendered.
Non-sufficient Funds	(NSF) A purchase order that can not be processed due to a lack of funds.
Purchase Order (P.O.)	A form generated by the Purchasing Department via department electronic requisition and sent to a vendor.
Prepaid	A term denoting that all transportation charges are included in the price of the item(s) or service(s) purchased. The University policy states that shipments can be prepaid.
Prepay and ADD	A term denoting that all transportation charges will be prepaid and added to the invoice. The University policy states that shipments can be prepay and add.
R.F.Q.	Request for Quotation is a bid document requesting vendors to submit quotes on the goods and service using the University terms and conditions outlined in the RFQ.
Paper Requisitions	Paper requisitions are no longer used for placing orders. All requisitions are electronic through the Banner system.
Terms	Terms for payment –N/30 means invoice will be paid 30 days from receipt of the invoice. Terms will be used by Accounts Payable for payment of invoicing.
U.M. (Unit of Measure)	Description of how the item being ordered is packaged. (i.e. each, dozen, case)
Vendor	Company that Purchasing has selected as an acceptable source of supplies, goods, equipment, and services. In most cases Purchasing will accept the vendor the department chooses. However, Purchasing reserves the right to change the vendor to improve delivery, service, and/or price. Purchasing will advise of the change with the department.