It is important to note purchase order status information on the header of the purchase order. ‘CHANGED’ indicates changes were made to an existing purchase order. The word ‘CANCELED’ indicates a canceled purchase order. Purchase orders without ‘CHANGED’ or ‘CANCELED’ are original purchase orders.

The ‘V2’ denotes the version of the purchase order. When you see ‘V#’ following the purchase order number, it means the original purchase order has been modified. The changes will be listed in the ‘Changes’ section below.

It is important to review the ‘Comments’ section on all purchase orders for additional item descriptions and other pertinent information from the buyer.
Be sure to note if there are attachments included with the purchase order.

This section contains a list of the changes made to the original purchase order. Make sure to read these changes, as some changes will not require any action.

The word 'Modified' will display in the 'Action' column for updated lines on change orders. The specific changes will be listed in the 'Changes' section below.
Terms And Conditions of Purchase:
CONDITIONS AND INSTRUCTIONS 1. This purchase order was issued through the Statewide E-Procurement Service and is therefore subject to a fee of 1.75% (.0175) on the total dollar amount of goods (excluding sales tax). The following exemptions apply: (A) Purchases from a term contract that has not yet been implemented on the Statewide E-Procurement Service; (B) Purchases from an agency-specific term contract that has not yet been implemented on the Statewide E-Procurement Service. Note: Fees will be invoiced monthly based on purchase order activity during the prior month. 2. This order is placed subject to shipment at prices, amounts and transportation rates not in excess of those indicated on the face of this order. 3. Each shipment must be shipped to the SHIP TO address printed on the face of this order and marked to the attention of the individual, if any, indicated in that address. Each shipment must be labeled plainly with our PURCHASE ORDER number, and must show gross, tare and net weight. 4. Complete packing list must accompany each shipment. 5. Drafts will not be honored. 6. Materials received in excess of quantities specified herein may, at our option, be returned at shipper’s expense. Substitutions are not permitted. 7. Invoices in quadruplicate must be mailed on the date of shipment to the INVOICE TO address indicated on the face of this purchase order. Invoices must include the INVOICE TO name and address, the PURCHASE ORDER number, terms of payment and routing. 8. On all invoices subject to discount, the discount period will be calculated from the date a correct invoice is received in this office. 9. Each invoice must be accompanied by the following papers: A. Original bill of lading when shipment is made by freight or express. B. Signed delivery receipt when delivery is made by other means. C. Parcel post insurance when shipment is made by parcel post and value is over $100. 10. In cases where parties other than you ship materials against this order, shipper must be instructed to show our PURCHASE ORDER number on all packages and shipping manifests to insure prompt identification and payment of invoices. 11. By accepting this electronic purchase order, you agree that these CONDITIONS AND INSTRUCTIONS are legally binding.