

TITLE	Standard Terms and Conditions
NUMBER	NH-DIV-MM-CCP-LD-FM 517 May 11
TJC FUNCTIONS	IM
APPLIES TO	Novant Health-Corporate Contracting and Procurement

I. SCOPE / PURPOSE

Standard Terms and Conditions shall control and be incorporated by reference into any requests for proposal, awards, purchase orders or other evidences of agreement by and between the Vendor and the Buyer (“Agreement”). Questions should be brought to the attention of the Buyer initiating the order prior to commencing delivery of a product or service. The Vendor agrees that the proposal in whole shall automatically be extended to all subsidiaries, affiliates, and leased/managed facilities of the Buyer. The term “Buyer” shall also include Buyer’s employees, agents, assigns, directors, officers, and representatives.

II. POLICY

Novant Health abides by all of the laws governed by the State of North Carolina. The Seller agrees to certify that all goods are produced in compliance with all applicable requirements of the Fair Labor Standards Act as regulated by the United States Department of Labor. The terms and conditions set forth in contracts are closely monitored and maintained.

III. QUALIFIED PERSONNEL

Sourcing Directors, Procurement Director, Sourcing Managers, and Buyers.

IV. EQUIPMENT

Lawson Procurement System, Ariba Platform

V. PROCEDURE

Novant Standard Terms and Conditions are maintained as a template in the Ariba System. Contact Strategic Sourcing for the latest approved version. Changes to the Standard Terms and Conditions template must be approved by both Novant Legal and Strategic Sourcing.

VI. DOCUMENTATION

VII. DEFINITIONS

VIII. RELATED DOCUMENTS

IX. REFERENCES

X. SUBMITTED BY

Tim Sutton, Director of Corporate Contracting, Procurement, and Strategic Sourcing

XI. KEY WORDS

Standard Terms, Conditions, Acceptance, Quotation, Priority, Purchase Orders, Invoices, Shipping Terms, Mailing, Delivery, Substitution, Compliance, Prices, Mistakes, Non-discrimination, Return, Warranties, Representations, Indemnification, Vendor, Default, Confidentiality, Flammable Fabrics, Bidder, Electrical Equipment, Insurance, Wireless Communication Devices, Certificate, Non-Assignment, Governing Law, Waiver, Amendments, Severability, Arbitration, Acceptance, Liability, Ariba

XII. INITIAL EFFECTIVE DATE	March 31, 2005
DATES REVISED	May 11
DATES REVIEWED	

SIGNATURE SHEET (one copy only to be maintained by author)

Company / Facility(s)	Novant Health
Department(s)	Corporate Contracting and Procurement
Title of document	Standard Terms and Conditions
Action	Revised

APPROVED BY:

Title	Approved By	Signature	Date
Director, Corporate Contracting and Procurement	Tim Sutton		April 25, 2011

COMMITTEES APPROVED BY:

Committee	Chairperson/Designee	Date

DATES:

Date Revised/Reviewed Effective	May 2011
Date Due for Next Review	May 2014