



Purchase Order: 12345678

SUPPLIER
Name
Street Address
City, State, Zip Code

TOTAL VALUE:
X,XXX USD

BILL-TO ADDRESS:
Carrier Corporation, c/o Conduent
PO Box 981995- MAIL STOP 543-35AF
EL PASO, TX, 79998-1995, United States
Email: UTCAP.BISCommServInv@conduent.com

Ship-to Address:
Address
Street Address
City, State, Zip Code

Additional Information:
contact email

Payment Terms: 60 days 0.000%
Incoterms: FOB (Free on Board); FOB - Origin

LINE ITEM DETAILS

Line	Part Number	Description	Qty	Delivery Date / Service Period	Net Price	Net Value
00010	SUB_GENERAL	Sample	1 EA	Feb 4, 2020	X,XXX USD per 1 EA	X,XXX USD
Supplier Part Number:						
Comments/ Full Part Number:						

TOTAL VALUE:
X,XXX USD



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TERMS AND CONDITIONS OF PURCHASE

GENERAL TERMS:

- By fulfilling this purchase order, you, the supplier, agree to comply with Carrier's standard commercial purchase terms and conditions, as revised from time to time ('Terms and Conditions'), available at: <https://www.utc.com/en/suppliers/purchase-terms-and-conditions>
- These Terms and Conditions are hereby incorporated by reference. If you have problems accessing the online Terms and Conditions, or if you disagree with any of them, please contact Fairfield.ccssvc@carrier.com. Fulfilling this purchase order will constitute your acceptance of the Terms and Conditions. The Carrier purchase order number and Carrier Contact name must appear on each package.
- If you have any further questions please feel free to contact Fairfield.ccssvc@carrier.com. Carrier's affiliates may also purchase goods or services from you, the supplier, hereunder for their own account on the same terms and conditions as are applicable to Carrier. Supplier shall accept payment for the goods and services provided hereunder from either Carrier or its affiliates.
- Contact Fairfield.ccssvc@carrier.com immediately for any procurement questions or if any pricing, delivery date or product information contained in this purchase order may change.
- Contact Fairfield.ccssvc@carrier.com if there is any change in your contact information such as email address, phone number, etc. Acknowledgement of receipt and agreement is requested within 3 business days of the date on this purchase order.
- The Seller shall furnish all labor, tools, equipment, materials and supervision to perform the work in an accurate and orderly manner, on schedule, and in accordance with the specifications, drawings, and plans provided for the work. The Seller is not permitted to use Buyer's tools or equipment

GETTING PAID ON TIME:

- To submit invoices electronically, via the web (to eliminate mail time delay in the invoicing process), submit all invoices to UTCAP.BISCommServInv@conduent.com.
- Paper invoices can be submitted to "bill to" address located on the first page of this purchase order, if email submittal not available.
- Invoices must include the purchase order number (ex. 4500000001), the correct "bill to" address for Carrier Corporation and the "remit to" address for payment. The "bill to" address is located on the first page of this purchase order. Carrier Corporation can only accept original invoices. Statements, acknowledgements, sales orders, confirmations, packing slips, credit card receipts, and invoices with bottom line totals of 0.00 will not be accepted. Please use this purchase order number on all associated invoices and packing slips.
- All invoices are to be itemized by the line item as it corresponds to line items of the purchase order. Failure to comply with these instructions could result in a delay in payment.
- If you have any questions regarding the payment status of your invoice, please call the Customer Service Center at 1-866-627-2605, option 4 and then option 2.
- A valid Certificate of Insurance must be in Carrier procurement's possession prior to the commencement of work on Carrier Corporation (Buyer) premises. Failure to provide the required documentation may result in order termination at the contractor's (Seller's) expense. See details online (Terms and Conditions).
- No fuel or environmental surcharge, or any surcharge, not expressly written in the Purchase Order or contract will be accepted. Unauthorized surcharges on invoices will be deducted.

TRANSPORTATION GUIDELINES:

- Package and carton shipments - up to 150 lbs., 108" in length, no skids or crates. Standard delivery: Ship collect via FedEx ground service
- Overnight air shipments - up to 100 lbs., 108" in length, no skids or crates.
- Express delivery: Ship collect via FedEx standard overnight unless otherwise requested on the purchase order. FedEx account numbers: not required when shipping direct to a Carrier Corp. distribution center location.
- Shipping to third-party locations (not a Carrier Corp. location), contact Carrier Transportation Department at 315-432-6217 to request the FedEx account number.
- Mandatory information: Enter the Carrier Corp. purchase order number in the 'PO no.' field for all small package shipments. Enter the first and last name of the Carrier Corp. requestor in the 'your reference' field for all shipments when using overnight or 2day express [air] service.
- FedEx pickup scheduling, tracking, supplies, general information - call 800-463-3339
- Other assistance call Carrier Transportation Department at 315-432-6217.
- Air shipments over 100 lbs. or on skids/crates - contact Carrier Transportation Department at 315-432-6217 for routing assistance.
- Less-than-truckload (Ltl) all crated or palletized shipments; 150 lbs. to 15,000 lbs. in weight (cannot exceed 75 percent of visible capacity of a trailer regardless of weight).
- Shipping direct to Carrier Corp. locations - if routing instructions are not included on the purchase order, contact the Carrier Transportation Department at 315-432-6217.
- Shipping to third-party locations (not direct to Carrier Corp.) - if routing instructions are not included on the purchase order, contact the Carrier Transportation Department at 315-432-6217.
- Billing instructions:
The following billing address must appear on the shipper's bill-of-lading:
Bill to:
Third party Carrier Corp.
Carrier Corp. P.O. # _____
c/o Data2logistics
PO Box 61050
Fort Myers, FL 33906
- Any request for special services (lift gate service, inside delivery, time-definite delivery, etc.) must be approved by Carrier Corp. (Buyer).
- Full truckload shipments: contact Carrier Transportation Department at 315-432-6217 for routing assistance.
- If the above instructions are not followed, the supplier/shipper may be billed for freight charges. Contact the Carrier Transportation Department at 315-432-6217 if additional assistance is needed.
- Unless otherwise directed in the purchase order, prepaid and additional freight is not authorized and the invoice will be short-paid unless the supplier is on the A/P exception list. In addition, fuel/environmental surcharges which are not on the PO will be deducted."