

Title:		Contents:	A-0400
DEFINITIONS		Submitted By:	Purchasing Division
		Approved By:	Purchasing Agent
Effective Date:	12-10-01	Supersedes No.:	
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DEFINITIONS:

Whenever the following words appear in this manual or other documents connected with transactions relative to the procurement process, they will be construed to have the following meanings:

"County" means the County of Los Angeles.

"Board of Supervisors" means the Board of Supervisors, County of Los Angeles, California.

"ISD" means the Internal Services Department, County of Los Angeles.

"Purchasing Agent," means the Director of ISD or the Director's authorized representative(s).

"Department" means the departments, commissions, or committees under the jurisdiction of the County of Los Angeles.

"Backlog" means customer orders received but not yet shipped. Sometimes referred to as "open Orders".

"Back Order" means any past-due, unfilled portion of an order. A back order may be for part of the quantity ordered or for an entire order not delivered with the majority of the shipment.

"Bar Code" means a series of alternating bars and spaces printed or stamped on parts, containers, labels, or any other media containing encoded information that can be read by electronic readers.

"Bid" means a quotation received from a vendor in response to a solicitation from the County.

"Bill of Lading" means a shipper's receipt for goods. This is usually a contract between the shipper and the carrier who transports and delivers the goods.

"Bill of Sale" means a written agreement in which the title or interest in a specific item or items is transferred by the seller to the County.

"Blanket Purchase Order" means an agreement to purchase various items from a specific vendor at an agreed upon price and time period.

"Boilerplate" means a term used to describe the standard terms and conditions on a purchase order or agreement.

"CAMIS" means County-wide Acquisition Management Information System used as an electronic means to submit electronic requisitions to Central Purchasing for processing, and provides electronic access to County agreements and product information.

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“Change Order” means a formal notification to the vendor that a previous purchase order or agreement must be changed in some form. This is usually the result of changes in specifications, quantity, or shipment due dates.

“Discount” means an allowance or deduction granted by the vendor to the County that reduces the price of goods received. This is typically associated with the volume of goods purchased by the County or as an incentive to pay an invoice within a specific time.

“Distributor” means a firm that buys products from manufacturers in large quantities and sells to customers in smaller lots.

“Inventory” means the amount of goods or items available at any time, or an itemized listing thereof.

“Invoice” means a document showing the characteristics, specifications, quantity, price, terms, nature of delivery, and other particulars of goods sold or of services rendered.

“Just-In-Time (JIT) Delivery” means a pre-determined date when goods are delivered in order to eliminate excess storage of consumables. This generally requires coordinated efforts between ordering and supplier delivery.

“Lump Sum” means the price agreed upon between the vendor and the County for a group of items without a breakdown of individual item prices.

“Original Equipment Manufacturer (OEM)” means a firm that manufactures an end-use item, which is then sold to a final consumer.

“Open Order,” means an order that has been placed with a supplier or that has been released for manufacture but has not been completed.

“Packing List” means the document supplied by the vendor or shipper that itemizes details of contents of a particular package or shipment. Details typically include the description, part number, and quantity for each item in the shipment.

“Pallet” means a platform (usually of wood or heavy cardboard) on which a number of packages or pieces may be loaded to facilitate handling.

“Partial Order” means quantities shipped to the County are less than those ordered.

“Past Due” means an order that has not been received by the date scheduled or due. “Past Due” also means a notice sent by a supplier, indicating that a previous invoice was submitted to the County and payment has not been received in accordance to the agreed upon payment terms.

“Progress Payment” means payment made periodically throughout the term of the contract.

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“Quantity Discount (Volume Discount)” means a price discount allowed by the vendor in recognition of the lower per unit cost of service for larger or more frequent orders.

“Quotation” means a statement of price, terms of sale, and description of goods or services offered by a vendor to the County. This normally given in response to an inquiry, and is often considered an offer to sell.

“Rush Order” means an order that requires shipment in less than the vendor’s normal lead time. Also means an order that must be processed outside of its chronological order of receipt.

“Shelf Life” means the length of time an item may be held in inventory before it begins to deteriorate or becomes unusable.

“Stock Order” means an order to replenish inventory, or an item that is common and readily available without specific manufacturer lead time.

“Vendor” means the bidder submitting a bid or proposal in response to the County’s solicitation for goods or service. Also, means a firm, supplier, or individual on contract with the County to provide goods or service.

“Warning Labels – Shipping” means specific labels affixed to certain goods being shipped. Labeling is also used for poisons and others.

- Red Label – flammable liquids and gases
- Yellow Label – flammable solids and oxidizing materials
- White Label – acids, caustics, and corrosive liquids
- Green Label – compressed gasses

“Warranty,” means an undertaking (to re-work or exchange), either expressed or implied, that a certain fact regarding the subject matter is presently true or will be true. This is different from “guaranty”, meaning that a contract or promise by a person to answer for the performance of another.