

Title:		Contents:	<b>PP-2700</b>
<b>FREIGHT AND SHIPPING INSTRUCTIONS</b>		Submitted By:	<b>Purchasing Division</b>
		Approved By:	<b>Purchasing Agent</b>
Effective Date:	<b>12-10-01</b>	Supersedes No.:	Page No. 1 of 1

## **General**

Quotations should be requested as F.O.B destination or F.O.B. delivered. Both terms are interchangeable and have the same meaning – the vendor pays the freight charges included in the unit price. Shipments are made by common carriers or using the vendor’s proprietary equipment.

When quotations are only available as F.O.B. shipping point (County to pay the freight), the following shall be used:

1. Shipments of 100 LBS or less shall be shipped via United Parcel Services (UPS) or Roadway Parcel Services (RPS). Vendor shall prepay the shipping/freight cost and add to invoice as a separate item.
2. Shipments 100 LBS or more shall be shipped by common carrier. Vendor shall prepay the shipping/freight cost and add to invoice as a separate item.

## **Free On Board (F.O.B.) Terms**

1. F.O.B. destination/delivered
  - County takes title when merchandise is delivered to County’s warehouse.
  - Vendor pays the freight.
  - If the shipment is damaged, it is the responsibility of the vendor to file a claim for damages against the carrier.
2. F.O.B. shipping point
  - County takes title to the merchandise once it leaves the vendor’s warehouse.
  - County pays the freight.
  - If the shipment is damaged, it is the responsibility of the County to file a claim for damages against the carrier.
3. F.O.B. shipping point full freight allowed
  - County takes title to merchandise once it leaves the vendor’s warehouse.
  - Vendor pays the freight.
  - If the shipment is damaged, it is the responsibility of the County to file a claim for damages against the carrier.

## **Overnight Express Delivery**

Premium air-freight and overnight services from Federal Express, Airborne Express, UPS, etc., should be used when absolutely necessary due to the high cost.