POLICY

Many vendors acknowledge receipt of either a written or verbal purchase order by returning their own acknowledgement copy. It is a standard business practice that if the vendor's terms and conditions of sale differ from the purchaser's and no exception is taken to the acknowledgement, then the vendor's terms and conditions will prevail. However, the University of Washington's General Terms and Conditions (number 20) stipulate that: "This order expressly limits acceptance to the Terms and Conditions stated herein. All additional or different terms proposed by vendor are objected to and are hereby rejected, unless otherwise provided in writing by Purchaser's Purchasing Department." It is therefore essential that when a vendor acknowledgment is received, Buyers should note any discrepancies between the original order and the vendor acknowledgment, taking immediate action as necessary.