

Terms and Conditions of supply for all branches and areas of DCS will be that:

1. A supplier should not supply DCS with goods or services without the receipt of an official order. The supply of utilities or other services that are subject to contractual arrangements are the only exception to this condition.
2. An official purchase order number must be quoted on all tax invoices and associated documentation.
3. Deliveries of goods must be clearly marked with the order number and must be properly packaged.
4. Damaged, poorly packed or unsafe consignments may be rejected.
5. Delivery dockets must accompany deliveries unless expressly agreed to otherwise.
6. Orders must be supplied in full, on the due date and to the place indicated on the form, unless expressed otherwise in writing. The Department reserves the right to reject deliveries contravening this condition.
7. All tax invoices must be addressed to the "New South Wales Department of Corrective Services.
8. The Department's standard payment terms are by the 30th of the month following the tax invoice date, unless otherwise stated. Earlier payments offering settlement discounts will be considered.
9. All tax invoices should detail cost and GST components separately.
10. All quoted prices (in writing or verbally) are to exclude GST.
11. All costs should be on a FIS basis, unless expressly agreed to otherwise.

* No other terms and conditions will be honoured by DCS unless specifically negotiated with an authorised DCS procurement officer or negotiated under a DCS or State Contract Control Board Contract and is agreed to in writing.