

TERMS AND CONDITIONS

INVOICING

- **Invoices must be issued according to the terms indicated in our official Purchase Orders (PO)**
 - Must refer our official PO number as well as our VAT reg. number PT 500 745 684.
 - Must refer our billing address as follows:
Fundação Calouste Gulbenkian
Instituto Gulbenkian de Ciência
Rua da Quinta Grande, 6
2780-156 Oeiras, Portugal
 - Can be sent by regular mail to the attention of our Accounting department or by e-mail (igc-compras@igc.gulbenkian.pt).
 - The non fulfilment of the above may result on delays in payment.
- **Invoice details must be according to the official PO**
 - If the supplier does not agree with the details of the official PO, an email should be sent (igc-compras@igc.gulbenkian.pt) and the order should be kept pendent until an updated PO is received.
 - IGC will not be responsible for the payment of invoices that do not have an official PO or that are not according to the official PO.

STANDARD PAYMENT

- **Bank wire transfer**
 - We only take responsibility for the bank wire transfer fees charged in Portugal. We are not allowed to "pay in full".
- **30 days from invoice date**
 - Goods must be received

GOODS DELIVERY

DDU (Delivered duty unpaid) at the delivery address (Incoterms 2000).

- **Any transport document must refer the official PO number**
 - Any exception requires IGC management consent.
 - IGC will not be responsible for the goods that are not related to an official PO or that are not according to the PO sent.
- **References and quantities sent must be according to the official PO**
 - All references and quantities must be the ones asked in the official PO.
 - Duplicated deliveries are the supplier's responsibility.
 - If the goods sent correspond to a replacement, it should be referred in the transport document and IGC should be notified by email (igc-compras@igc.gulbenkian.pt).
- **Warehouse schedule:**
 - Working days from 9 a.m. to 1 p.m.: standard deliveries.
 - Working days from 2 p.m. to 3 p.m.: urgent deliveries.
 - Working days from 3 p.m. to 4:30 p.m.: urgent deliveries from outside EU zone and that require customs.