



SECG – PURCHASE ORDER TERMS & CONDITIONS

1. Official Orders

The College will issue Purchase Orders on official College-approved documentation only. Suppliers must obtain a valid authorised Purchase Order prior to delivering any goods or providing any services or works.

2. Delivery Requirements

All goods must be delivered **carriage paid** to the location specified on the Purchase Order and **within the delivery time agreed**.

Suppliers remain responsible for all risks and damage — including damage in transit — until delivery is accepted by the College.

3. Documentation & Order Number

The official **Purchase Order Number and Order Date** must appear on all delivery notes, invoices, and correspondence.

Failure to quote a valid number **will delay payment**, as the College requires full audit traceability under the Financial Operations and Control Policy.

4. Packaging

All packaging materials must be provided **free of charge**, unless otherwise stated on the Purchase Order. Suppliers are encouraged to use recyclable or minimal packaging where practical.

5. Advice Notes

Where required, an advice note must be sent to the specified delivery address **on the day goods are dispatched**, quoting the Purchase Order Number. The note may also accompany the delivery.

6. Invoicing Requirements

A separate invoice must be submitted **per Purchase Order**, quoting the valid Purchase Order Number.

Invoices **must be emailed** to:

accountspayable@southessex.ac.uk

BASILDON COLLEGE

Centre for Advanced Engineering, SS14 3AX
Centre for Advanced Technologies, SS9 5LY
Centre for Digital Technologies, SS14 1GP

THURROCK COLLEGE

High Street,
Grays,
Essex, RM17 6TF

SOUTHEND CITY COLLEGE

Luker Road,
Southend-on-Sea,
Essex, SS1 1ND



Invoices must be addressed to:

South Essex College Group, Luker Road, Southend-on-Sea, Essex SS1 1ND

Invoices received without a valid PO number will be **returned unpaid**, in line with SECG financial compliance procedures and internal control requirements.

Payment Terms:

SECG operates a 30-day payment terms. 2 Supplier payments are made each month, on or around the 15th and one on or around the 28th of the month. Invoices are only paid upon receipt of a valid, correctly approved invoice, consistent with College Financial Operations standards.

7. Order Acknowledgement

Where required by the College, suppliers must acknowledge the Purchase Order **in writing immediately**, confirming full acceptance of these Terms & Conditions.

8. Statements of Account

If requested, a Statement of Account must be submitted to the College Finance Department.

9. Compliance & Indemnity

Where goods, services, or labour are supplied, the following applies:

9.1 Statutory Compliance

The Supplier guarantees that all goods and services comply with applicable UK legislation, regulations, and standards. The Supplier will indemnify the College for any breach of statutory compliance.

9.2 Intellectual Property

The Supplier indemnifies the College against any claims, costs, or damages resulting from infringements of third-party rights (including patents, trademarks, designs, and copyrights).

These requirements support the SECG's obligations for legal compliance and risk management under the Financial Regulations framework.

10. Inspection, Acceptance & Rejection

Inspection or acceptance of goods does not prevent the College from later rejecting goods deemed defective or of inferior quality.

The College may return defective goods **at the Supplier's risk and expense**.

For the purpose of returns, the carrier is deemed the Supplier's agent.

11. Services or Works

For service or works orders not covered under separate contract:

- The Supplier must provide all services with **due skill, care, and diligence**.
- All materials must be **fit for purpose** and of **good quality**.
- The Supplier must remedy any defects arising within **one month of completion**, or within any other period reasonably required by the College.

12. Insurance & Liability

Suppliers must maintain adequate insurance to cover **death, personal injury, property damage, and any losses** arising from the performance of the contract, including loss or damage to the goods themselves. This aligns with the insurance requirements set out in the College's Financial Regulations.

Suppliers agree to indemnify and keep the College indemnified against all associated claims and costs.

13. Governing Law

This contract is governed by, and construed in accordance with, the **laws of England and Wales**.

14. Supremacy of College Terms

By accepting the Purchase Order, the Supplier agrees that these Terms & Conditions **override any Supplier terms**, including any pre-printed terms or conditions of sale.