


PO Summary - AB0518793

PO/Reference No. AB0518793
Supplier HBI OFFICE SOLUTIONS INC

General Information		Shipping Information		Billing/Payment	
PO/Reference No.	AB0518793	Ship To		Bill To	
Revision No.	0	Attn: Elsa DeLeon		Tarleton State University-	
Supplier Name	HBI OFFICE SOLUTIONS INC 	Central Receiving		Accts Payable	
Address	308 HWY 75 NORTH STE B HUNTSVILLE, TX 77320 US	Bldg 508		***Do Not Mail Invoice***	
Phone	+1 936-295-4592	201 Saint Felix St		Email invoices to	
Supplier Fax No.	+1 936-295-5264	Stephenville, TX 76401		invoices@tarleton.edu	
Purchase Order Date	2/11/2020	United States		Box T-0120	
Total	54,521.08 USD	ShipTo Address Code	04-001	Stephenville, TX 76402	
Requisition Number	129037603	Delivery Options		United States	
Owner Business Unit	04-Tarleton State University (04)	Emergency (attach justification) x		BillTo Address Code	
Order Category	1 - Regular	Ship Via Best Carrier-Best Way		04	
Report Reference A	<i>no value</i>	Requested Delivery Date		Billing Options	
Report Reference B	<i>no value</i>	Buyer Information		Accounting Date	
Sole Source (attach justification)	x	Buyer	Buyer Email	2/6/2020	
Contract Number	E&I CNR01146	dew - Whitten, Donald CC04	whitten@tarleton.edu	Payment Terms	
Start Date	<i>no value</i>	Buyer Phone Number		0, Net 30	
End Date	<i>no value</i>	254.968.9614		FOB / FREIGHT	
Trade-In	x	Report Codes-1		Destination	
Create Asset Manually	x	Order Type	USAS One	Pre-Pay & Add	
Add to Asset Number	<i>no value</i>	<i>no value</i>	<i>no value</i>	x	
Cost Receipt Required	x	LDT Code	<i>no value</i>	Special Payment Method	
Rush the Pymt Process	x	<i>no value</i>	<i>no value</i>	<i>no value</i>	
Contact Information		Report Codes-2			
Owner Name	Elsa Deleon	Contract Workforce	x		
Owner Phone	+1 254-968-9060	State Order Number	<i>no value</i>		
Owner Email	EDELEON@TARLETON.EDU	Non-Compliant	x		
		Basis of Award	Group Purchase - Competitively bid Cooperative Contract		

Bypass Dept Allocator Yes

Distribution Information

Distribution Methods

The system will distribute purchase orders using the method(s) indicated below:

Email (HTML Attachment) susan@hbi-inc.com

Distribution Options

Supplier Terms and Conditions

Order acceptance instructions Vendor guarantees that the products delivered or the services performed as a result of this Purchase Order will meet or exceed all specifications herein. Any exceptions to the pricing or the description contained herein must be approved by Tarleton State University's Department of Procurement Services prior to shipping.

Supplier Information

Supplier Information

Contract no value

Account Code

Pricing Code

Quote number

Note to Supplier no note

Attachments for supplier

PO Clauses

001 No Collect Freight Charges Acc...

350 TSU - Vendor PO Conditions

Accounting Codes

Fiscal Year	Member ID	Department Code	Account Code	Report Reference C	Report Reference D	Object Code	Class Code	Special Routing1
2020	04 Tarleton State University	04-ACAFF-00002 04-Academic Affairs	04-201700-00009 Usf-Instructional Equipment	no value	no value	no value	no value	L Local

Line Item Details

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1 ✓ Verb; Table-Active Media, RoundDepth: 43.00000Width: 87.00000Top Surface Finish: Woodgrain HPL 2410 - GRAPHITE WALNUT (HPL)Edge Finish: Plastic - PG1 6231 - GRAPHITE WALNUTCase Finish: Woodgrain HPL 2410 - GRAPHITE WALNUT (HPL)Case Edge Finish: Plastic -	VTAMRD-1	EA	3,223.09 USD	12 EA	38,677.08 USD
Manufacturer VTAMRD Part Number Supplier Part BID=578020::ITM=241337::RID=0::DLR=212 Auxiliary ID	Taxable ✓ Capital Expense ✗ Commodity Code 56110000 Commercial and industrial furniture 5752 <\$5k, 8424	Requisition Number 129037603 External Note no note Attachments for supplier			

2	✓	Shortcut-Chair, Tripod baseShell Finish: Plastic - PG1 6205 - BLACKBracket Finish: TS31207A-2 Smooth Metallic 4799 - PLATINUM METALLICBase Finish: Plastic - PG1 6249 - PLATINUM SOLIDCushion Option: No CushionCaster or Glide Type: Hard Casters	TS31207A-2	EA	247.40 USD	60 EA	14,844.00 USD
		Manufacturer TS31207A Part Number Supplier Part BID=578020::ITM=241338::RID=0::DLR=212 Auxiliary ID	Taxable ✓ Capital Expense ✗ Commodity Code 56110000 Commercial and industrial furniture 5752 <\$5k, 8424			Requisition Number 129037603 External Note <i>no note</i> Attachments for supplier	
3	✓	LABOR TO RECEIVE, INSPECT, DELIVER, INSTALL/SET IN PLACE/MAKE READY FOR USE, REMOVE ALL TRASH AND PACKING MATERIALS FROM CUSTOMER PREMISES DURING NORMAL BUSINESS HOURS	LABOR-3	EA	1,000.00 USD	1 EA	1,000.00 USD
		Manufacturer LABOR Part Number Supplier Part BID=578020::ITM=241339::RID=0::DLR=212 Auxiliary ID	Taxable ✓ Capital Expense ✗ Commodity Code 56110000 Commercial and industrial furniture 5752 <\$5k, 8424			Requisition Number 129037603 External Note <i>no note</i> Attachments for supplier	
Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.					Subtotal	54,521.08	
					Shipping	0.00	
					Handling	0.00	
					Total	54,521.08 USD	