

VectorTec Digitizer Purchase Program (Large Format – Freight)

Order Placement:

Once VectorTec and seller have come to an agreement on price a formal VectorTec Purchase Order is forwarded over to the seller. The seller prepares the unit for shipping and notifies VectorTec with the pertinent information. (contact person's name & telephone number, packaging quantity, size, weight, etc.)

Shipping:

Packaging - The seller is responsible for packaging in a manner that will assure that the unit arrives at the designated VectorTec location in proper working order without damage. If a Stand/Pedestal is included it must be packaged separately from the digitizer.

*Large Hardboard Digitizers: Hardboards should be shipped in the original container if possible but it is not a requirement.

- All cables, pointers, legs, etc. should be disconnected and packaged separately.
- The controller panel should not be in direct contact with the outside of the packaging.
- Use as much packaging and reinforcing material as possible to prevent bending of the unit.

Labeling - Packages are to be clearly labeled with the following "Ship To" address and the seller's company name as the return address. The "Vectortec Purchase Order" number should be included. "Ship To" address is as follows:

VectorTec Purchases
330 Rayford Road #307
Spring, TX 77386
Attn: Chase Daniels – PO# XXXX

Pickup - Freight will be scheduled for pickup after VectorTec is notified that the unit is ready for pickup. Pickup will usually occur 1-3 days following notification. Someone at the seller's location (i.e. contact person) must be present at time of pickup. An attempt will be made to contact the seller one day prior to pickup. VectorTec needs to be made aware of any special pickup concerns i.e. obstacles including: pickup timeframe requirements, stairs, freight elevators, hard to reach locals etc.

Payment/Credit:

Once the item(s) has been received at the VectorTec receiving dock it will be forwarded over to the QA Station for testing. The unit is tested within 24 hours of receipt in most instances. Upon passing QA testing the unit is certified as "Accepted by VectorTec" and the VectorTec order tracking system is updated. This automatically notifies the accounting department which then proceeds to process payment. Payments are usually processed the day after the order tracking system is updated. Payments are processed via PayPal or company check unless other arrangements are made in advance.

Rejected Shipments:

An item may be rejected if it arrives at the VectorTec receiving docks and is not noted as 'received in acceptable condition' or, does not pass QA testing. The unit will be staged in the 'non-conforming' area and the seller will be notified within 2 business days of receipt. Arrangements will be made to return the equipment to the seller.

For additional information contact: (866)771-7178 ext 702