

VectorTec Digitizer Purchase Program (UPS)

Order Placement:

Once VectorTec and seller have come to an agreement on price a formal VectorTec Purchase Order is forwarded over to 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.

***Roll-Up Digitizers:** Roll Up's should be transported in their original shipping tube with an insert.

- If the original shipping tube is not available, ensure that the digitizer is not rolled up tighter than a 7" in diameter.
- The bottom of the digitizer (black side) should be the outside portion of the rolled up unit.
- The controller bar should be on the inside of the rolled up digitizer and the insert or some type of packing material should be placed on the inside of the rolled-up digitizer to keep the controller bar from flapping during transit.
- The black "End-Caps" must be securely taped to the shipping tube. Several layers of tape around the end-caps will ensure that they do not fall off during shipping.
- Tubes with detached end-caps may be refused at the loading doc.

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. The "Ship To" address is as follows:

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

Pickup - A pre-paid UPS shipping label will be e-mailed to the seller to attach to the package. Once the label is attached, set the package out for your daily UPS pickup. If UPS does not stop at your location on a regular interval, notify your VectorTec buyer and they will schedule a pickup.

Payment/Credit:

Once the item(s) has been received at the VectorTec loading 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 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