1. **Seller’s legal name**: Click or tap here to enter text.
2. **Describe at what point the University assumes risk of loss**: Click or tap here to enter text.
3. **Describe at what point title of the goods transfers to the University**: Click or tap here to enter text.
4. **Carriage**:
	1. Which party is responsible for loading the goods on the mode of transportation used to deliver the item to the University? Choose an item.
	2. Which party is responsible for **arranging** a carrier to retrieve shipment from seller and deliver to buyer? Choose an item.
	3. Who is responsible for **paying** all shipping costs? Choose an item.
5. **Drop-Shipping**: Will seller drop-ship any items to University? Choose an item.

If yes: who is responsible for risk of loss during transit? Choose an item.

1. **Insurance**:
	1. Does seller insure the goods during transit? Choose an item.
		1. If yes:
			1. Who is beneficiary of the insurance? Choose an item.
			2. What does insurance cover? Choose an item.
			3. What is the deductible? Click or tap here to enter text.
			4. Who pays deductible? Choose an item.
			5. What is the mark-up or extra fee that supplier charges? Click or tap here to enter text.
			6. Which insurance provider issues the policy? Click or tap here to enter text.
	2. If seller will ship via a carrier, will seller declare the value of the item to the carrier? Choose an item.
2. **Duties and Taxes**: Who is responsible for paying duties and taxes on the shipment? Choose an item.
3. **Damages**:
	1. Who is responsible for damages to the goods during transit? Choose an item.
	2. How does the University report damages? Click or tap here to enter text.
	3. To whom does the University report damages? Choose an item.
	4. Within what time frame must the University report damages? Click or tap here to enter text.

Please note that the University’s preferred shipping terms are as follows:

* Arrangement: Supplier will arrange shipping goods to the University’s specified locations.
* Title: The University takes title to the goods upon University’s physical receipt of goods.
* Damages: Supplier is responsible for all damages that occur during shipment, regardless of cause, until the University takes title to the goods.
* Inspection and Rejection: The University may inspect the goods at any time from the point that University takes title to 14 calendar days later. Within the 14-day period, the University may reject any goods without penalty by providing the Supplier notice.