

NIH Supply Center Delivery Requirements for Vendors

1. In addition to the Purchase Order (PO) Terms and Conditions, the following are special provisions applicable to all orders delivered to the NIH Supply Center.

a. Deliveries should be made to the NIH Supply Center (NIH SC) located at 16071 Industrial Drive, Gaithersburg, MD 20877 (phone: (301)435-3665 or (301)496-1160) between the hours of 7:00 A.M. and 3:30 P.M. Monday through Friday except Federal Government holidays and closings. Special delivery arrangements can be made with the NIH Supply Center in advance. Chemical deliveries should be made to the Chemical Warehouse of the GDC and the delivery/packing ticket should be marked **“ATTN: CHEMICAL WAREHOUSE”**. All shipments shall be clearly marked with the order number visible on the packing/delivery ticket as well as the outer package/container of the shipment.

b. All items delivered under an order must be in accordance with the item description(s), standard packaging and packing & marking requirements.

c. All shipments must be bar coded. The bar code shall be 3 of 9 codes as per the current Federal Std. No. 123 and Military Standard, Mil-STD-1189. The 13 digit National Stock Number (NSN) for the specific item shall be marked below the bar code symbol, (example below)



7530-00-L05-0109

Product Name (under the bar code but not coded in the bar code)

NOTE: The bar code when scanned should read the 13 digit NSN ONLY. Nomenclature, hyphens, dashes, asterisks, etc. should not be included in the bar code reading. A brief item description can be included on the label below the bar code.

d. The standard pallet size for deliveries to the main warehouse area shall be 42”x48” (4-way pallet) stacked not more than 55” high and for the Chemical warehouse pallet size shall be 36”x40” (4way pallet) stacked not more than 40” high. Multiple items shipped must not be commingled on the pallet (small shipments can share a pallet with like items on the same order but grouped together and the shipment shrink wrapped).

2. A Supply Discrepancy Report (SDR) will be prepared for each item not conforming to item description, quantity, condition, quality, packaging, or other provisions set forth in the order. The vendor will be notified of the discrepancy and will be given 2 business days to correct any discrepancy or notify the Item Manager of a proposed alternate corrective action plan.

3. Should there be a problem regarding a delivery required by the terms and conditions of an order or these special provisions, the vendor must contact the Purchasing Agent listed on the order (i.e. Record of Call (ROC) at PANAME or block #10 of PO). If you are unable to reach the Purchasing Agent or need additional information contact OLAO, DLS, Inventory Management Branch at (301) 496-3395. Failure to comply with the PO or ROC terms and conditions, or the NIH SC special provisions may result in delays in receiving, acceptance and payment. In addition, recurring failure to comply may hinder future opportunities to provide supplies to the NIH Supply Center.