



1. TERMS & CONDITIONS: Unless otherwise specified on the Purchase Order, the following Terms & Conditions and Regulations apply and are available within the Suppliers section of Exelon Corporation website <http://www.exeloncorp.com/suppliers>:
  - a. Exelon General Terms and Conditions  
[http://www.exeloncorp.com/assets/suppliers/terms-conditions/docs/docs\\_supply\\_t+c.pdf](http://www.exeloncorp.com/assets/suppliers/terms-conditions/docs/docs_supply_t+c.pdf)
    - i. Seller agrees to insure workers' compensation and occupational diseases liability and indemnify purchase and others in accordance with these terms.
  - b. Employee Rights and Protection 5/16/01 (listed as STAMP-01)  
<http://www.exeloncorp.com/assets/suppliers/standards-procedures/docs/stamp01revision000.pdf>
  - c. Regulations for Deliveries into Protected Areas at Exelon Nuclear Generating Sites (listed as STAMP-62)  
<http://www.exeloncorp.com/assets/suppliers/standards-procedures/docs/stamp62revision000.pdf>
2. PRODUCT SUBSTITUTIONS: There shall be no product substitutions without prior Exelon review and documented approval.
3. SPECIAL QUALITY ASSURANCE DOCUMENTS (SQAD's): Shall be applied as specified on the Purchase Order and are available within the Standards And Procedures Documents section on the Exelon Corporation Website:  
<http://www.exeloncorp.com/suppliers/resources/termsandconditions.aspx>
4. MATERIAL SAFETY DATA SHEETS (MSDS): Seller is required to provide MSDS in compliance with OSHA's Hazard Communication Standard -29 CFR 1910.1200 (g) and the Illinois "Toxic Substances Disclosure to Employees Act." Seller shall mail MSDS to Nuclear Environmental Department, 4300 Winfield Road, Warrenville, Illinois 60555 and also send a copy with each shipment to the attention of the Site Chemical Control Coordinator (SCCC).
5. RADIOACTIVE MATERIAL: Radioactive material shall not be accepted at Exelon facilities unless radiation levels are less than or equal to 80% of the limits as stated in Federal Regulation 49 CFR173.441. Exceptions may be granted if supplier provides prior notification of shipment dose levels and obtains approval to ship material by the station Radioactive Material Specialist or Radiation Protection Manager (RPM).
6. FREIGHT INSTRUCTIONS: If freight terms are not specified on the Purchase Order, or contract agreement, use your negotiated rates with Parcel carriers and include that charge as a separate line item on the invoice. For Expedited Shipments, contact Exelon Site/Corporate Management per the direction of the Purchase Order.
7. INVOICING:
  - a. *Documentation Requirements:* Invoices (packing lists, bill of lading, etc.) must contain the following information: Purchase Order Number and Release (if applicable), 10-digit Catalog ID number (and quality level), and Unit of Purchase. Invoices will not be accepted if cost exceeds the price on the Purchase Order. All other subsequent costs such as Tax, Freight, Expediting, Documentation charges, and associated Labor Costs are to be broken out separately per each line item where applicable.
  - b. *Submittal:* Preferred method of invoice submittal is via email to **A/P-Invoices@exeloncorp.com**, unless Seller is set-up as an EDI or Web-Commerce Vendor. If mail is the only option, submit invoices to the address on the Purchase Order.
  - c. *Accounts Payable Inquires:* Visit the Exelon Accounts Payable Invoice Inquiry System (<https://supply.exeloncorp.com/supply/apinquiry/>). Please allow a minimum of four days after submittal for the invoice to appear on this website. If additional assistance is needed, contact the Accounts Payable Hotline at 312-394-3839 or the buyer on the Purchase Order.
  - d. *Aged Invoices:* Invoices submitted for materials received over one year ago will be rejected.
8. TAXES: Materials are for Exelon use. Bill applicable tax as specified on the Purchase Order.
9. INQUIRES: All inquiries regarding the Purchase Order shall be directed to the Exelon Generation Company, LLC. contact indicated on the Purchase Order.