

GOVERNMENT OF THE UNITED STATES VIRGIN ISLANDS



DEPARTMENT OF EDUCATION
Territorial State Office
Procurement Division
1834 Kongens Gade
St. Thomas, VI. 00802
(340) 774-0100

Attention Vendors

To avoid delay in processing invoice payments for goods or services provided to the **US Virgin Islands Department of Education**, please ensure that the following actions are taken:

- 1) Indicate the Purchase Order number on the Invoice and all shipping documentation. **Note:** Invoice line item descriptions must match the line item description referenced on the Purchase Order.
- 2) ALL ITEMS MUST BE SHIPPED DIRECTLY TO THE Virgin Islands Department of Education Warehouse as shown on the purchase order. Shipments to a different address must be pre-approved (in writing) by VIDE warehouse manager.
- 3) Email all invoices and/or inquiries regarding payment to the central inbox: USVI@BazilioCobb.com or mail to the Bill To address on the Purchase Order. All other inquiries (i.e. Purchase Order, Shipping Issues, Backordered Items, Discontinued Items) should be emailed to Procurement@doe.vi
- 4) Ensure the Purchase Order includes all shipping charges. **Note: Depending on the carrier the US Virgin Islands address can be considered international shipping rather than domestic.**
- 5) When possible provide shipping information (carrier/tracking number) on invoice or other remittance documentation.
- 6) Read the complete **TERMS & CONDITIONS** provided with each Purchase Order.

The US Virgin Islands Department of Education adheres to the following rules:

- The VIDE will not pay for Goods and/or Services that do not have a valid Purchase Order in place preceding the date of the goods or services.
- The Federal Government prohibits prepayment for Goods or Services.