

Schools of Enrollment and Purchase Order Numbers

The majority of our delegates come to the convention ready to purchase materials with their purchase order numbers (PO's). These numbers are issued by their DL's or schools of enrollment. Exhibitors should be prepared to handle these transactions by following these steps:

1. If you want to be included as an authorized supplier, find out the process for each school by contacting each one. (**Each must be done separately**). Each school has different policies. The schools are listed on our website:
<http://www.bcconvention.ca/exhibitor/index.php>
2. Prepare your own system for handling invoices with PO numbers.
 - HCOS families are given sheets with their purchase order numbers and the amount of Curriculum funds they have available. The vendors write up their invoices, **noting the PO number**, and then record the total amount spent on the family's sheet. Make sure you have taken note of the purchase order number for your own invoice to HCOS.
 - Other schools also provide sheets for their families. Confirm what school the family is with and that you have an agreement with the school, before taking their order
 - Some families require receipts for their purchases so please be prepared with those.
3. Place a sign at your booth listing the schools you accept PO numbers from.

You do not have to accept PO numbers, but it is definitely to your advantage to do so. Heritage Christian Online School's Vendor Agreement is included. Fill out the form and mail or fax it to HCOS. Then you can accept HCOS purchase order numbers.

Please note that this form is only to be used for **Heritage Online Christian School**. You must contact the other schools directly to make arrangements.

Heritage Christian Online School Curriculum Vendor Agreement

We have issued each of our enrolled students a credit to be used with authorized suppliers. We are inviting you to become an authorized supplier.

We have a few guidelines for our suppliers:

- Terms of payment is 30 days from the date invoice is received
- Supplier must use **student Purchase Order number** on invoice
- Please send individual invoices for each Purchase Order #
- Any returns done after HCOS has paid the bill will be a credit for the family not HCOS. Credits can only be used to purchase further materials from vendor.
- Lesson credits are to be refunded to HCOS, not the family.
- After receiving the invoice if HCOS determines that the family no longer has any money available the bill will be redirected to the family by the supplier.

If you would like to participate in this program please fill out the information below and send to Ted Gerck:

Name of Vendor: _____

Mailing Address: _____

Website: _____

Email: _____

Contact: _____

Signature: _____

Attention Ted Gerck

905 Badke Road Kelowna British Columbia Canada V1X 5Z5

Local Phone: 862-2376 Toll Free: 1-877-862-2375 Fax: 1-250-762-9277

E-Mail: info@OnlineSchool.ca

BC Christian Home Educators' Convention

Web: www.bcconvention.ca Email: exhibit@bcconvention.ca