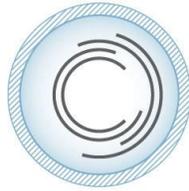


ConsensusDocs™
BUILDING A BETTER WAY

ConsensusDocs Guidebook

ConsensusDocs 702 – Standard Purchase Order for Commodity Goods

August 2013 Edition



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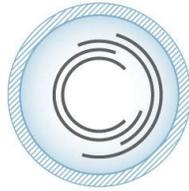
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Introduction to the ConsensusDocs Guidebook

ConsensusDocs is the product of leading construction associations, dedicated to identifying and utilizing best practices in the construction industry for standard construction contracts. The 36 participating associations represent Design Professionals, Owners, Constructors, Subcontractors, and Sureties that literally spell the DOCS in ConsensusDocs. ConsensusDocs contracts and forms attempt to fairly and appropriately allocate risks to the Party in the position to manage and control the risk. The practices articulated in the documents are forward-thinking, and may not always represent the status quo, but rather a better path forward to achieve project results. The goal of the multi-disciplined drafters was to create documents that best place the Parties to a construction contract in a position to complete a project on time and on budget with the highest possibility of avoiding claims.

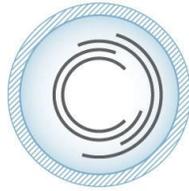
By starting with better standard documents that possess buy-in from all stakeholders in the design and construction industry, you reduce your transaction time and costs in reaching a final Agreement. By using fairer contracts helps eliminate unnecessary risk contingencies and thereby better pricing. In addition, “fill-in-the-blanks” are intended to lead to productive discussions about how particular risks should be allocated on specific projects before a contract is finalized.

Also, the ConsensusDocs catalog includes complete “families” of documents for each project delivery method that provide a coordinated set of Agreements and complimentary administrative forms. There also are short form agreements that address the Owner-Constructor (205), the Owner-Design Professional (245), and the Constructor-Subcontractor contractual relationships in a more abbreviated manner than do the standard Agreements (ConsensusDocs 200, 240, and 750 respectively).

In this Guidebook you will find comments by individual associations regarding particular contract documents. These comments are organized by numeric sequence of the ConsensusDocs contract documents. The overview sections highlight issues and innovative features of the documents generally. Association comments are expressions by an association to its association membership. These comments highlight provisions or alert their membership to consider possible project-specific modifications to a consensus standard Agreement or form. ConsensusDocs contracts covered in this release of this Guidebook include the 200, 200.1, 200.2, 205, 220, 221, 235, 240, 260, 246, 261, 262, 263, 298, 300, 301, 310, 410, 415, 450, 460, 470, 471, 472, 473, 500, 702, 703, 710, 750, 752, and 803.

Please note that there has been a significant number of editing changes and section renumbering between the 2007 and 2011 versions that give the appearance that more substantive changes were made in the 2011 update than is actually the case. Consequently, a highlight sheet of changes was created to better pinpoint substantive changes. The 2011 update highlights sheet can be found [here](#) for free on the internet.

Lastly, the ConsensusDocs coalition organizations and ConsensusDocs staff are deeply indebted to the hard work of the many the seasoned professionals who contributed countless hours in the creation of the ConsensusDocs contracts as well as this Guidebook. Their collective experience represents hundreds of years of practical experience in the construction field. Contributor names can be found at the conclusion of this Guidebook.



Comments regarding ConsensusDocs 702* **Standard Purchase Order for Commodity Goods**

Overview:

This document along with the 702A General Terms and Conditions document, possess similar terms to the ConsensusDocs 703 Purchase Agreement, however, the terms and structure is simplified for commodity goods as well as some non-applicable terms for commodity purchases have been eliminated. Significantly, the Order form and the General Conditions are separate documents.

Materials or Equipment, Unit Description (article 2): Include plan, specifications and incidental services, as applicable. If significant additional services or detailed specifications are required, consider using "ConsensusDocs 703 - Standard Purchase Agreement for Noncommodity Goods By a Contractor".

Price (article 3): Sales and use taxes have been separated from the overall Agreement price so as to reduce bonding costs, which are based on the overall Agreement price.

If applicable, the Buyer should send copies of documented tax exemption certificates for Seller's files prior to executing the Purchase Order to confirm whether to purchase qualifies as tax-exempt. Otherwise, the Seller should charge applicable taxes.

WWEMA Comments for ConsensusDocs 702:

Extent of Agreement (article 3): Users may want to take care to separate the cost of incidental services for tax consequences applicable to the project.

Multiparty Proceedings (section 19.6): It is often not possible to have all vendors agree to this provision during the bid process. Owners and Buyers may wish to waive or modify this section in order to increase competition and receive the most favorable prices. WWEMA suggests that this section be modified so that the sentence begins, "Seller and Buyer will make best efforts to ensure that".

* This publication is designed to provide information in regard to the subject matter covered. It is published with the understanding that the publisher, endorsers of ConsensusDocs and contributors to this Guidebook are not engaged in rendering legal, accounting, or other professional services. If legal advice or other professional advice is required, the services of a competent professional person should be sought.