

## NICODOM – FTIR Parts and Accessories

### Ordering instructions

This file includes the complete information you need to purchase Nicodom parts and accessories.

For purchase of Spectral Libraries go here:

[http://www.ir-spectra.com/download/Ordering\\_Info\\_Nicodom\\_Libraries.pdf](http://www.ir-spectra.com/download/Ordering_Info_Nicodom_Libraries.pdf)

**Please read the instructions before you ask questions**, normally you find all answers to your questions in the following paragraphs.

### NICODOM contact

NICODOM s.r.o., Hlavni 2727, CZ-141 00 Praha 4  
Czech Republic, Europe  
Phone: +420-281914970 Fax: +420-281914971  
E-mail: [ftirspectra@gmail.com](mailto:ftirspectra@gmail.com)  
Company info: <http://www.nicodom.cz/>  
TaxID-EU Valid (VatNr., MWSt.): yes available, see invoice

### 1. Step 1 - Request a Quotation

Please Provide :

- Your full contact data
- What product are you looking for – detailed info is downloadable
- Spare Parts – part description, instrument type
- Delivery Address (when different from your address)

If your request is complete we e-mail a quotation in 24-48 hours.

### 2. Step 2 - Select options from our quotation

Our quotation might include some from following options which you must select.

#### Transportation

- „Prepaid“ (you pay to us and we pay to forwarder). Air Mail is default inside EU and FedEx is default for export from EU.

or

- „EXW“ (for EXW provide your account number by FedEx or DHL or UPS and the forwarder will charge directly to your account)

#### Payment due

- „Prepayment“ (we ship after we receive your payment)

or

- „30 days“ (your purchasing department must send us a formal purchase order - PO).

(Prepayment might be the only option for new customers)

### **Payment options**

- wire transfer (=bank transfer, electronic transfer), bank info- see offer

- on-line (credit card) via a link specified on the quotation

- via paypal.com

- by bank check

**Extended warranty** – select yes or no

**Priority fee** - select yes or no

Inform us about the selected options and we will send an updated quotation with total price. We cannot give you the total price if you ignore this step.

### **3. Step 3 - Order, Shipment**

Provide the payment or send a formal purchase order = PO (e-mail, fax).

Always use our valid quotation and mention its number. Orders with delivery address in EU must include a valid EU VAT number otherwise we charge VAT 21%.

The lead time is part of the quotation. We will send you the tracking number of your shipment.

The orders will ship from Prague, Czech Republic, EU.

### **4. Definitions**

Read this paragraph if you are not sure what means "contact data", "formal purchase order" or "distributor/reseller".

a. „**Contact data**“. We want to know who you are and where are you located before we send you an offer.

Contact data are: Contact person name, Company/Institution name and address (street, city, ZIP), country, phone number, e-mail webgape). Sorry we do not respond to anonymous requests.

b. „**Formal Purchase Order**“.

Typically issued by purchasing department of your company/institution, with formal header, purchasing agent name and contact, delivery address,

payment terms, referring to our valid offer, signed and stamped. If you are unable to send us formal order than prepayment is required.

c. „Distributor“.

We will be pleased to provide a distributor discount. You have to proof that you are a real distributor. From a typical distributor (company or person) we expect long term cooperation, technical skills, positive reputation, broad base of customers. Typical distributor has a webpage showing products which he distributes. Distributor seeks and visits customers, installs software, repairs systems etc.

„Reseller“. We will be pleased to provide a reseller discount. Typical reseller (company or person) arranges the purchase for his customer. This is mostly a bussiness company without technical background, it does not have potential of repeated orders.

## 5. EU Compatible transaction

Read this paragraph if you are located outside of EU and if you have import barriers or if you do not have valid EU VAT number.

Our listprice is the export price without VAT (=local tax). For a VAT extemption we have to declare that the goods left EU. The export is done by our Fedex agent and we have to declare the real value (same what you pay) of the goods. If you want to export from EU yourself or if you are EU based company/person without valid EU VAT number we have to charge VAT 21%.

EU does not allow export to some countries.

## 6. Warranty

The warranty period is mentioned in the offer. Typically you have choice between standard warranty of 6 months or extended warranty 12 months. We provide warranty for the functionality of delivered part. We cannot give warranty that exchange of the purchased part will repair your spectrometer (because your spectrometer might have an additional problem).

Warranty is part exchange. If our part fails during the warranty period we will exchange it for free (EXW Prague). Warranty will void if the item is damaged mechanically, by corrosion, humidity by electrical shock. No warranty for crystals. Sorry we do not send parts for testing purpose and do not return money.

Version: March 18 2020