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NIST will review each order and reserves the right to not fulfill any order at any time.

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- Changes or additions to the SRM on the quote
- Cost changes (increase or decrease) to the total amount on the quote

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Customer shall comply with all instructions and use statements in the SRM Certificate of Analysis or the RM Information Sheet.

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NIST Quality System – Consult the NIST Quality Manual for Measurement Services (NIST QM-I), available for download at http://www.nist.gov/qualitysystem/.

Traceability – The NIST Policy on Traceability can be found at https://www.nist.gov/calibrations/traceability.

Values – NIST SRMs are designed and intended to be used in the forms in which they are sold. The values (certified, noncertified, reference, or information) provided with these materials, as well as the metrological integrity of the materials themselves, are valid only when the materials are unaltered prior to use. All values (certified, noncertified, reference, or information) are nullified if the SRM is stored or used improperly, damaged, contaminated, or otherwise modified in any manner.

Unit of Issue – Unless specifically noted, the quantity or volume of any individual S(RM) unit of issue does not affect the value of the certified measurand. Any description of the unit size is provided for the end user's information and is an estimate only and does not guarantee the quantity delivered for the purchase price of the material.

Payment Information – All billing terms are prepayment required. Those unable to meet this prepayment requirement may contact NIST's Licensed Distributors (https://www.nist.gov/srm/ordering-policies-and-pricing/licensed-distributors) who may be able to provide an alternative payment plan. **We cannot accept a Letter of Credit as a form of payment. Cash payments, EFT, Pay Pal, Western Union transfers, or any other electronic digital wallet (e.g. Venmo, Apple Pay) payments are not accepted.**

All payments must be made in U.S. Dollars. NIST does not charge a fee for any payment type.

Contact the NIST Accounts Receivable office via email at billing@nist.gov with questions.

Accepted payment methods are credit card, ACH (via www.pay.gov **only), bank draft, or wire.**

PAY.GOV-Credit Card and ACH – Customers should create a NIST Storefront account at https://shop.nist.gov/ and pay via the direct www.pay.gov link provided in the Storefront. Please do not go directly into the www.pay.gov website to make payments. Electronic payments can be submitted through Pay.gov by ACH, Visa, Master Card, Discover, American Express, check card, or debit card.

Note: For ACH payments, please verify with your banking institution that your account is set up to have ACH payments processed. ACH payments can be made through US banks only. Pay.gov requires IE9 or newer, or Chrome browser. Credit card payment is the preferred method.

NIST may submit the email addresses associated with any outstanding invoice to the U.S. Department of Treasury or other relevant Federal entity for collection of unpaid debts.

Pursuant to Executive Order (EO) 14247, NIST will no longer accept paper checks.

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WIRE PAYMENT INSTRUCTIONS For non-U.S. Financial Institutions

Please provide the following instructions to your Financial Institution for the remittance of ***Fedwire payments via SWIFT.*** *Do not use this information for ACH, EFT or SWIFT transfers, as your transaction will be rejected.*

Note: The transfer of funds can only be accomplished by your company going through a U.S. correspondent bank or by having your country's central bank send a SWIFT telecommunication ***message (not SWIFT transfer)*** *to the Federal Reserve Bank of New York (FRB), which is located at 33 Liberty St., New York, NY 10045.* ***Any transfers that originate at non-U.S. banks will be rejected unless an intermediary U.S. bank completes the transfer.***

MESSAGE HEADER

Message Type:	**FIN 103 Single Customer Credit Transfer**
Receiver:	**TREAS NYC NEW YORK, NY US**

MESSAGE TEXT

SWIFT FIELD TAG	*FIELD NAME*	*Required Information (Enter all bolded fields exactly as displayed below)*
20:	Sender's Reference Number	***{supplied by sender}***
23B:	Bank Operation Code	**CRED**
32A:	Value Date / Currency / Interbank Settled	*Date:* ***{supplied by sender}*** *Currency:* **US Dollar** *Amount:* ***{supplied by sender}***
50K:	Ordering Customer (Payer)**	***{all supplied by sender}*** *Payer Name:* *Payer Address1:* *Payer Address2:* *Payer Country:*
57D:	Beneficiary's Bank	**//FW021030004**
59:	Beneficiary Account Number	**13060001**
70:	Remittance Information	***{Quote, Order, Invoice, or other identifying information)***
71A:	Details of Charges*	**OUR**

**** Remitter is responsible for all charges-mark transfer as OUR only. Do not use SHA (Shared) or BEN (Beneficiary), as NIST is not responsible for sender costs of business. Fees may be incurred by the originating and intermediary bank. NIST does not charge a fee for any payment type. Do not deduct fees from proceeds due the National Institute of Standards and Technology. Any pre-payment reduced by a bank fee deduction will be reflected on your invoice and must be paid.***

***** Do not use the name of an individual. For proper credit, the name of the organization making payment must be used. Be sure to include remittance information with the transfer, or email remittance advice to*** billing@nist.gov.

If you need additional information, including wire instructions for US Financial Institutions, please contact NIST Accounts Receivable by email at billing@nist.gov.

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WIRE PAYMENT INSTRUCTIONS

For U.S. Financial Institutions

Please provide the following instructions to your Financial Institution for the remittance of ***Fedwire payments.***

Do not use this information for ACH, EFT or SWIFT transfers, as your transaction will be rejected.

Fedwire Field Tag	*Fedwire Field Name*	*Required Information (Enter all bolded fields as displayed below)*
{1510}	Type/Subtype	**1000**
{2000}	Amount	*(enter payment amount)*
{3400}	Receiver ABA routing number *	**021030004**
{3400}	Receiver ABA short name	**TREAS NYC**
{3600}	Business Function Code	**CTR** *(or CTP)*
{4200}	Beneficiary Identifier (account number)	**813060001000**
{4200}	Beneficiary Name	**National Institute of Standards and Technology or NIST**
{5000}	Originator**	*(enter the name of the originator of the payment)*
{6000}	Originator to Beneficiary Information – Line 1	*(enter invoice number)*
{6000}	Originator to Beneficiary Information – Line 2	*(enter quote number – if any)*
{6000}	Originator to Beneficiary Information – Line 3	*(enter type of service – if any – i.e. SRM, NVLAP, Calibration, etc.)*
{6000}	Originator to Beneficiary Information – Line 4	*(enter purpose of payment – if any – i.e. prepayment or gift)*

Receiver Financial Institution name and address: Federal Reserve Bank of New York, 33 Liberty St., New York, NY 10045

Remitter is responsible for all charges, as NIST is not responsible for sender costs of business. Your transfer should be marked appropriately- do not deduct fees from proceeds due the National Institute of Standards & Technology. NIST does not charge a fee for any payment type.

****Do not use the name of an individual. For proper credit, the name of the organization making payment must be used.***

Be sure to include remittance information with the transfer, or e-mail remittance advice to billing@nist.gov.

If you need additional information, please contact NIST Accounts Receivable by e-mail at *billing@nist.gov.*