*Annex*

*to Regulation no. 82*

*of the Rector of the University of Lodz*

*of 17.02.2020*

**TERMS AND CONDITIONS OF THE GIFT STORE OF THE UNIVERSITY OF LODZ**

**§ 1**

**General**

1. University of Lodz – with its registered office in Łódź at ul. Narutowicza 68 – in the Library of the University of Lodz runs a Store with the University of Lodz gifts.
2. The offer of the UL Store is addressed to the internal units of the UL which notify the demand for gifts, as well as to retail customers.

**§ 2**

1. The offline gift store is located in Łódź in the **Library of University of Lodz at ul. Matejki 32/38, on the ground floor of the main building.**
2. The offline Store is open Monday to Friday, 10:00 am – 07:00 pm.
3. Information on gifts with the UL logo are provided if you write an e-mail to sklep@uni.lodz.pl or by calling (0-42) 635-60-50.
4. It is possible to view/purchase gifts on the website: [www.sklep.uni.lodz.pl](http://www.sklep.uni.lodz.pl) or in the offline sales point.

**§ 3**

**Distributing gifts to the units of the University of Lodz**

1. Purchases of gifts made by the UL units are based on a fully completed order form including a price list. The form is filled in by the purchaser. The prices do not include margin or VAT, therefore, regardless of the number of products ordered, the prices of gifts are not subject to discounts or rebates. A UL gift order form can be obtained by sending an email to: sklep@uni.lodz.pl or visiting the website: <https://www.uni.lodz.pl/strona/szczegoly/przetargi-cp>.
2. The gift order form should include the name of the UL unit, the date, the cost centre code, the code of the sources of financing, the project code (in the case of project implementation), number of selected items, their prices, and the total amount. The completed form should be sent to the e-mail address: sklep@uni.lodz.pl or submitted to the UL Store in person.
3. After an order has been correctly placed, a reply message will be sent to the ordering party confirming the order and informing about the possible date of receipt. The waiting time for gifts to be picked up is 2 working days of the receipt of a fully completed order form. An order can be collected on Mondays and Wednesdays from 12.00 pm - 03.00 pm, and on Tuesdays, Thursdays and Fridays from 10.00 am - 03.00 pm.
4. Gifts should be collected in person in the Library of the UL at ul. Matejki 32/38, on the ground floor of the main building. The person placing an order should indicate who will collect the items and who will sign the documents (order form and two copies of a GI note – a document confirming internal issuance of goods). In the case of science clubs, the documents should be signed by a mentor of a given science club or a person with his or her authorisation.
5. Signing the form, namely confirming an order has been received, is tantamount to the acknowledgement of the shipment’s content. It should be checked first whether everything is consistent with the order. If the package is complete, the recipient is required to sign the order form and two copies of a GI note. One copy of GI is given to the recipient. A GI note may be issued at a later date and sent or delivered in person (as agreed by the parties). If annotations on the GI note are required, this should be indicated in the e-mail with the order placed.
6. Possible claims concerning defective items should be reported to the following e-mail address: sklep@uni.lodz.pl. Defective items may be replaced.

**§ 4**

**Retail**

1. Offline sales transactions shall take place in the building, on the days and times indicated in § 2.
2. The goods to be purchased may be paid for in cash (in PLN) or by payment card. The employee is obliged to issue a receipt to the purchaser. Prices of gifts are inclusive of VAT. It is possible to issue an invoice.
3. In the case of purchasing a greater number of gifts, an order is ready for collection within 2 working days.
4. In the case of an offline sale in the UL Store, the purchased goods are not refundable. Therefore, the units of the UL and retail customers should make well-thought-out purchases.
5. The full range of products, including photos, description and prices can be found on the website of the UL Store. The prices of the presented gifts are inclusive of VAT.
6. When ordering a gift, the customer chooses how items shall be collected:
7. Dispatch by post - the shipment will be sent to the specified address within 7 working days of crediting the Store’s bank account with the amount due. In order for the gifts to be shipped, it is necessary to provide the exact address and make the payment by traditional transfer or through the PayU online payment system;
8. Personal collection in the UL Store - items are prepared within 7 working days of crediting the Store’s bank account with the amount due. In order for gifts to be sent, it is necessary to make a payment by traditional transfer or through the PayU online payment system. In the case of payment in cash in the Store personally, items will be prepared within 7 working days of concluding the contract of sale between the customer and the UL Store. The customer will be informed by e-mail or telephone when the order is ready to be collected.
9. Please check the Terms and Conditions of the University of Lodz Online Store at [www.sklep.uni.lodz.pl](http://www.sklep.uni.lodz.pl) to get more information on the sale of UL gifts via the Internet.