Contractor Name
Project Name
P.O. BOX xxxxx, City , Country
TEL. : xxx xxxx Fax : xxx xxxx

PURCHASE ORDER NO.

Date :

The Order Number shall be quoted on all communications.

SUPPLIER :

Please supply the goods detailed on pages to packed to the instructions given in the attached Stores Form/ for and in accordance with:

OUR ENQUIRY

YOUR QUOTATION
(for export & exempt local sales or VAT)

and CONSIGN TO : ______ Notify

(Final Destination)

I. DELIVERY DATE ______ at

II. DOCUMENTATION is to be made out in the name of ______ and the documents are to be prepared and despatched as follows:

______ responsible for certification / authentication of the documents.

III. SHIPMENT to be arranged by ______ in accordance with the Stores Form/

IV. TECHNICAL MANUALS /LITERATURE to be addressed / despatched by Vendor as stated in the Order.

V. TERMS OF PAYMENT :

VI. INSURANCE COVERAGE to be made by

VII. The TOTAL VALUE of this order is (figures and words)

VIII. SIGNED : ______ **Date :**

ISSUING COMPANY:

IX. We : ______ **(suppliers) hereby acknowledge the terms and conditions of this Order.**

SIGNED : ______ Date :

Distribution :

Vendor (Original+Copy)
Accounts
Stores
Procurement / Mat'ls Engineer
Freight Forwarder

Contractor
Logo

Contractor Name
Project Name
Project Country

P.O. Box XXXXX, City, Country; Tel. No. (xxx) xxxx; Fax no.: (xxx) xxxx

PURCHASE ORDER No. **Page no. :**

Dated : **Currency :**

Item	DESCRIPTION	Unit	Qty.	Unit Cost	Total Cost

Total ____________

Amount in Words: ____

____

Signed : .... **Date :** ______________

Issuing Company:
Part No. when applicable

Form: 6

DOCUMENTATION/PACKING/DELIVERY AND SHIPPING INSTRUCTIONS FOR GOODS IMPORTED INTO THE REPUBLIC OF COUNTRY NAME

PACKING INSTRUCTIONS

The Vendor will pack the materials as indicated.

1.1 Standard Domestic Packing to be used by the Vendor

1.2 Goods will be Export-packed by the Vendor the required commercial standard suitable for despatch

By Seafreight Airfreight Overland

1.3 Each package will have stencilled thereon using oil-bound paint the following SHIPPING MARKS :

Contractor Name
Project Name
City, Country

1.4 All packages to be colour coded by Red on two opposite diagonal corners.

1.5 A packing List will be prepared by the Vendor in duplicate for each package - one placed inside the package with the goods and the other in a water-proof envelope attached to the outside of the package. This Packing List should give the following information :

1.5.1 Vendor's Name and Address.
1.5.2 Package No......................of .... Packages of Order No..
1.5.3 Description ....Box / Grade / Bundle.
1.5.4 Gross Weight ....Kgs.
1.5.5 Length x Breadth x Height .... Metric.
1.5.6 Listed Contents giving Number, Description and Quantity

DELIVERY INSTRUCTIONS

2.1 Under the guidance of Contractor or our Forwarders, the Vendor is to deliver :

2.1.1 Loaded on Truck(s) or Railcar(s) at Vendor's Plant...
2.1.2 Blocked and braced in containers at Vendor's Plant..
2.1.3 Less than container load cargo in excess of 2.1.2 to be loaded on Truckbacks at Vendor's Plant..

2.2 The Vendor to deliver as follows:

2.2.1 FOB Truckback Forwarder's consolidation yard at (Baltimore or New Orleans)...
2.2.2 FAS Port (Baltimore or New Orleans) to Terminal /Pier as designated by our Forwarder ....
2.2.3 C&F Project's City

DOCUMENTATION CERTIFICATION REQUIREMENTS

3.1 INVOICE : A Signed Commercial invoice in original plus five (5) copies certifiying that goods are manfuactured by .... the Country of Origin of the goods, contents are true and authentic, prices correct and current, net/gross weight, and name of Carrying Vessel and that this is the only invoice issued for the goods described therein. The original and all copies of the Invoice must include the certification stating that the goods are of Origin. i.e.

"We hereby certify that the goods enumerated on this Invoice are of ____ Origin."

3.2 CERTIFICATE OF ORIGIN: In original plus two (2) copies giving (A) Country of Origin of Goods; (B) Name of manufacturer, Original must be certified by the comptent Chamber of Commerce and stamped by the Country Consulate / Embassy in the Country of Manufacture.

3.3 Any commercial invoice or certificate of origin not having the legalisation of the Country Embassy in the exporting country will have to be attested by Ministry of Foreign Affairs in City at the time of material entry to Country and all charges shall be borne by the supplier.

FORWARDER'S INSTRUCTION : (For Forwarder Action Only)

4.1 Goods are to be repacked by you for Seafreight as break-bulk-cargo and shipped by first availabe ship.

4.2 Goods are to be grouped with other project material and stuffed, blocked and braced in Containers. Delivery on Site is requred by...(Date)..

4.3 If Delivery Date (specifed in 4.2 above) cannot be met by groupage in Containers then the goods are to be packed and shipped by conventional means..

4.4 Goods are to be airfreighted...

4.5 Goods are to be despatched over[illegible]...