

Appendix n° 2: Purchase order



MAPED

SUPPLIER

Purchase Order Number



Customer information:
Name
Address
Tel

ORDER Num. : 45000 XXXXX

ORDER DATE :
PRINT DATE : DD.MM.YYYY

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SUPPLIER INFORMATION:
Name
Address

Tel :
Fax :
Contact :
Supplier code :

SUPPLIER INFORMATION

CURRENCY :
INCOTERM : Depend on Purchase Conditions Negotiated
PAYMENT CONDITIONS :
PAYMENT TERMS :
PERSON IN CHARGE : Depend on Subsidiary Team in charge for Purchase Orders Management

LINE	REFERENCE	REV	ITEM DESCRIPTION	DUPLICATE	QUANTITY	UM	UNIT PRICE	AMOUNT

Item code 6 to 10 digits

Revision to apply 2 digits XX

PO to ship on

Shipment date from Supplier DD.MM.YYYY

⚠ ETA (Arrival date with customer) DD.MM.YYYY

Quantity, unit, unit price and total price per line

ORDER TO BE CONFIRMED WITHIN 48 HOURS
TOTAL VOLUME CBM : 238
TOTAL KGS : ,35
TOTAL nb. PCB : 45

Volume, weight and master cartons number's information

Signature :

TOTAL exc. VAT

Amount to be paid by customer