

**PURCHASE ORDER
(SAMPLE)**

UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION
VIENNA INTERNATIONAL CENTRE
P. O. Box 300, A-1400 Vienna, Austria
 Wagramer Strasse 5, A-1220 Vienna, Austria
 Telephone: (+43 1) 26026-0 Fax: (+43 1) 26026 6815-16 <http://www.unido.org>

No.

↑ IMPORTANT ↑
 ALL SHIPMENTS
 ALL INVOICES
 ALL CORRESPONDENCE
**MUST SHOW THIS
 NUMBER**

Date

TO: < full name of the Seller >	Consignee: UNIDO VIENNA AUSTRIA SEE PAGE 2 ITEM 1
	Place of delivery: PLEASE SEE PAGE 4 ITEM 9

SUPPLY OF THE GOODS AND/OR SERVICES UNDER THIS PURCHASE ORDER CONTRACT SHALL BE GOVERNED BY THE BY THE SPECIAL CONDITIONS STATED ON PAGES 1 TO _ OF THIS CONTRACT AND BY THE UNIDO GENERAL CONDITIONS, WHICH ARE ENCLOSED HERETO AS ANNEX A AND FORM AN INTEGRAL PART HEREOF.

UNIDO's referente: ITB No.	Seller's reference:	
Dated:	Dated:	
Delivery Terms <estimated date of delivery>	Trade & Shipping Terms DDU Vienna, AUSTRIA (NCOTERMS 2000)	Payment Terms As specified on page 3 of this Purchase Order

Item No.	Goods and/or services	Quantity	Unit	Unit price	Amount
	<u>Project Title:</u> <description, quantity, unit price of each item. In case all items do not fit on one page attach additional page making reference thereto>				
1.					
2.					
...					
GRAND TOTAL					

GENERAL INSTRUCTIONS to the SELLER 1. Please retain this original and return the attached copy duly signed, acknowledging your acceptance of this purchase order and its terms and conditions. 2. Please follow carefully the attached shipping and invoicing instructions on Page 3 of this Purchase Order	UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION
	Signature:
	(Name and title of authorized official) Procurement Services Unit/OSS/PSM

This Purchase Contract document comprises of: a) PURCHASE ORDER _ pages, b) UNIDO GENERAL CONDITIONS, Annex A (_ pages) and c) TECHNICAL SPECIFICATIONS, Annex B (_ pages)

1 ORIGINAL – to be retained by SELLER



**UNITED NATIONS INDUSTRIAL DEVELOPMENT
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PURCHASE ORDER

No. _____



IMPORTANT

ALL SHIPMENTS
ALL INVOICES
ALL CORRESPONDENCE
**MUST SHOW THIS
NUMBER**



Date _____

TO: < full name of the Seller >

Consignee:

**UNIDO
VIENNA
AUSTRIA**

SEE PAGE 2 ITEM 1

Place of delivery:

PLEASE SEE PAGE 4 ITEM 9

For Project:

SUPPLY OF THE GOODS AND/OR SERVICES UNDER THIS PURCHASE ORDER CONTRACT SHALL BE GOVERNED BY THE BY THE SPECIAL CONDITIONS STATED ON PAGES 1 TO _ OF THIS CONTRACT AND BY THE UNIDO GENERAL CONDITIONS, WHICH ARE ENCLOSED HERETO AS ANNEX A AND FORM AN INTEGRAL PART HEREOF.

UNIDO's referente: ITB No. _____

Seller's reference: _____

Dated: _____

Dated: _____

Delivery Terms
<estimated date of delivery>

Trade & Shipping Terms
<relevant terms as per INCOTERMS 2000,
normally DDU named place of delivery>

Payment Terms
As specified on page 3 of this Purchase
Order

Item No.	Goods and/or services	Quantity	Unit	Unit price	Amount
	<u>Project Title:</u>				
	< description, quantity, unit price of each item. In case all items do not fit on one page attach additional page making reference thereto >				
1.					
2.					
...					
GRAND TOTAL					

Acknowledged, accepted and delivery confirmed on behalf of the Seller as per the terms and conditions on pages 1 to __ of this Purchase Contract and General Conditions thereof

**UNITED NATIONS INDUSTRIAL
DEVELOPMENT
ORGANIZATION**

Name

Title

Signature:

(Name and title of authorized officer)
Procurement Services Unit/OSS/PSM

Signature

This Purchase Contract document comprises of: a) PURCHASE ORDER _ pages, b) UNIDO GENERAL CONDITIONS, Annex A (2 pages) and c) TECHNICAL SPECIFICATIONS, Annex B (_ pages), if applicable

2 ACKNOWLEDGEMENT COPY – to be signed and returned by the Seller via Registered airmail to: Procurement Services Unit/OSS/PSM



United Nations Industrial Development Organization

PURCHASE ORDER No. _____

Page 2 of __

Purchase order number should be included in all correspondence to UNIDO and the consignee!

Name of Seller:

1. PACKING (See article 6 of UNIDO General Conditions, Annex A):

One copy of the Seller's packing list is to be enclosed in each container, identifying the contents according to the item numbers appearing on the UNIDO Purchase Order.

All packages shall be indelibly marked, as follows, in letters and figures, minimum 3 cm (or 1¼ in.) high (unless package size makes this impractical). Please make sure that marks and numbers of inward consignments tally with the marks and numbers indicated on the Bill of Lading.

Consignee:

UNIDO
Vienna International Centre
Wagramer Strasse 5, P.O. Box 300
1400Vienna
Austria

Case No. ____ of ____ pkg
Gross weight _____
Cubic measurement _____

IMPORTANT NOTE: Goods shall be properly packed to withstand rough handling during transportation. You may be held liable for any/all claims which may arise as a result of improper packing. Please specify type of packing.

2. RISKS OF LOSS AND TRANSFER OF TITLE <INSURANCE>

The Seller must bear all risks of loss or damage to the Goods until physical delivery of the goods to the named place of destination has been completed in accordance with this Contract. The risks of loss or damage to the Goods are transferred to UNIDO from the time of their physical delivery. UNIDO takes title to the Goods simultaneously with the transfer of the risks. In the event of loss of or damage to any of the goods during shipment or during transit, or in the event of the goods being found, upon the opening of the packing crates at the named place of destination (in the presence of the Contractor's representative(s)), to be otherwise defective, unusable or ineffective for the purpose for which it(they) was(were) supplied, the Seller shall promptly replace or repair, at his own expense, such goods, by whatever means of transport as is most suitable and reasonable in the circumstance.

In case the Seller is responsible for insurance of the goods add the following text :

<The Seller shall insure the goods during their shipment and transit to the named place of destination and thereafter until the packing crates are opened in the presence of the Seller's representative(s), against all risks of loss or damage from any cause. Such insurance shall be with a reputable insurance company acceptable to UNIDO and shall be in the names of the Contractor and UNIDO in their respective rights and interests. The insurance shall cover the full price of the goods including freight costs plus ten percent (10%) and shall be in the currency of the Contract Price.>



United Nations Industrial Development Organization
PURCHASE ORDER No. _____
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3. SHIPPING

VERY IMPORTANT: In case the goods are imported from outside European Union shipping details should be faxed to UNIDO, Attention: _____. For customs clearance purposes, the following documents should be sent **BY COURIER TO THE CONSIGNEE (UNIDO, Vienna, Austria):**

- Commercial invoice - 3 originals and 3 copies
- Bill of Lading/Way Bill - 3 negotiable originals and 3 copies
- Packing list - 3 originals and 3 copies
- Certificate of Origin - 1 original and one copy
- <Insurance Policy - 1 original and one copy, *in case the goods are insured by the Seller* >

These documents should reach the Consignee at least one week before the shipment arrives.
(Failure to comply with the above may result in delay of customs clearance and the resulting storage charges will be chargeable to the Seller.)

For address of the Consignee please see Point 1 b). Fax and telephone numbers of the Consignee are:
Telephone: _____ Fax: _____ E-mail: _____

4. PAYMENT (see also Article 4 of UNIDO General Conditions, Annex A):

Please prepay freight charges to destination and include in invoice as a separate item.

a) Payment of __ % of the price of the goods (= _____) will be done within 30 days after receipt and acceptance by UNIDO of following documents:

- Original Invoice showing actual freight amount. Original invoice should include full particulars of your bankers i.e. name, address, account number, sort code number to facilitate electronic bank transfer
- Original Ocean Bill of Lading/Way Bill (negotiable) + 1 non-negotiable;
- <Original of the Insurance Policy - *in case the goods are insured by the Seller*>
- Packing List
- A copy of fax to the Consignee (UNIDO, Vienna) advising shipping details;
- A copy of carrier's invoice supporting the actual freight amount on your invoice;
- Acknowledgment copy of Purchase Order;
- Seller's certificate confirming that 1 set of shipping documents has been sent **to UNIDO, Vienna by courier** or registered express airmail as required in paragraph 2 above.

b) Payment of remaining 10 % of the price of the goods (= _____) <plus the costs of installation, commissioning and training where required by this Contract>, will be made after receipt and acceptance of the goods at delivery point <INSERT THE NAME> against receipt of following documents:

- Original invoices showing the amount of payment. Original invoice should include full particulars of your bankers i.e. name, address, account number, sort code number to facilitate electronic bank transfer
- Certificate of Inspection and Acceptance signed by the authorized representatives of the Seller, UNIDO, and/or UNIDO's authorized representatives (***where no acceptance testing is required insert the following text: Certificate of Delivery and Inspection countersigned by the UNIDO's authorized representative.***)

5. TAXES (see also Article 5 of UNIDO General Conditions, Annex A): UNIDO is exempt from all direct taxes and from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. Accordingly, the Seller must not include in his invoice any amounts representing such taxes, duties or charges without prior consultation with UNIDO.



United Nations Industrial Development Organization

PURCHASE ORDER No. _____

Project Number: _____

Page 4 of ____

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6. **WARRANTY**

The Seller shall provide UNIDO with all manufacturers' warranties as specified in Article 6 of UNIDO General Conditions, Annex A.

7. **ACT OF INSPECTION AND ACCEPTANCE**

Conformity of the goods with the requirements of this Purchase Order Contract shall be established by the inspection and acceptance testing conducted jointly by the Seller and UNIDO and/or UNIDO's authorized representatives after receipt of the goods at the delivery point. The results of the inspection and acceptance testing, together with a statement indicating whether or not the goods meet the requirements of the Contract shall be certified by the authorized representatives of the Seller and UNIDO, and/or UNIDO's authorized representatives in the Certificate of Inspection and Acceptance of the goods, which shall clearly indicate the date of acceptance.

8. **TECHNICAL DOCUMENTATION/INSTRUCTIONS/MANUALS**

Please provide together with the shipment two copies technical documentation/application instructions/manuals as required in the Terms of Reference/Specifications (Annex B) of the goods delivered in English language.