



How to understand our Purchase Orders



Purchase Order
Issued on Behalf of Account NI - DFP



Issued to:
 XELL PRODUCTS
 Po Box 69
 Dept 500
 Bracknell RG12 1GG
 United Kingdom

Delivery Address (unless specified at line):
 OTHER, Mr. A N
 Department of Finance and Personnel
 Rathgael House
 43 Balloo Road
 Bangor BT19 7NA
 United Kingdom

Order Number: 2100000037
Revision: 0
Order Date: 08-NOV-2007
CPD Contract Ref: n/a
P-Card Number: n/a
P-Card Expiry Date: n/a

Payment Inquiries and Invoice To:
 Account NI - DFP
 PO Box 1120
 Belfast BT1 9FZ
 0845 6713133

Contact Details:
Contact: OTHER, Mr. A N
Phone: 02890 123456
Fax: 02890 123000
Email: a.n.other@accountni.gov.uk

Line No	Description	Product Ref	Unit	Qty	Unit Price	Total Price	Required-By Date
1	Star Xell D410 Lapbook	RG5-7SB	Each	1	429.99	429.99	13-NOV-2007
Total Order Value (GBP)						429.99	

PLEASE QUOTE PURCHASE ORDER NUMBER AND CONTACT NAME ON ALL INVOICES AND CORRESPONDENCE

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Notes:

1. An advice of despatch must be sent separately to the consignee and the goods must be accompanied by a delivery note.
2. The above order number must be quoted on all advice notes, delivery notes, invoices, correspondence.
3. No changes in quantity/price permitted without written agreement. Un-notified variations will result in payment delays.
4. Goods will be received only between 9:00 and 17:00 Monday to Friday. All bulk goods should be palletised where possible.
5. All orders are subject to Government Purchasing Agency Standard Conditions of Contract.
6. Deliveries of foodstuffs must conform with Environmental Health standards.
7. The property and risk of the goods shall pass to the recipient when the goods have been delivered.
8. Invoices not complying with the above will be returned to the supplier.

This is where to address your invoice

This is the Purchase Order (PO) number that must be quoted on each invoice. If your invoice does not quote a valid PO number it will be returned.

Your company name and address.

This is the name of the department requesting your goods or services.

Goods or services are identified by a line number.

This is the department's contact details who ordered the goods or services.

This is the date by which the department requires delivery of the goods or services.

Total order value. Invoice only in this currency.

This is the description of goods or services requested.

This is your item reference.

Quantity of items requested.

Price per item.