Supplier copy

LOCAL PURCHASE ORDER

Quote this LPO number on the delivery note and the tax invoice

TRN

Accounts payable

LPO no.	LPO date	Your quotation	Purchase requisition
Project or cost centre	Delivery by	Payment terms	Currency

Supplier	Deliver to
Name	Site
Address	Address
TRN	Receiving hours
Contact	Receiver

Sr.	Item code	Description and specification	Qty	Unit	Unit price	Amount excl. VAT	VAT %	VAT (AED)	Total (AED)
					LPO value (AED)				

Amount in words	Budget line

Terms of this order

1. Supply exactly as described above and in your quotation; any change needs a written LPO amendment. 2. Prices are fixed and exclusive of VAT; VAT at 5% as shown. 3. Deliver by the date above, with a delivery note quoting this LPO number, signed by our receiver. 4. Goods are accepted only after inspection. 5. Send your tax invoice, quoting this LPO number and our TRN, to [accounts payable email]. 6. Payment: [days] from a correct tax invoice. 7. Warranty: [period]. 8. [Other terms]. 9. Sign and return this LPO within [two] working days to confirm acceptance.

Requested by	Approved by (per approval limits)	For the company, authorised signatory	Accepted by the supplier (name, sign, stamp, date)