Supplier Invoicing Guide

Appendix E:
Examples of Purchase Orders
## E-1 SAP Purchase Order

**Purchase Order Number:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Material</th>
<th>Description</th>
<th>Unit</th>
<th>Quantity</th>
<th>Price Per Unit</th>
<th>Total Price</th>
<th>Net Value</th>
<th>VAT Rate</th>
<th>VAT Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>00001</td>
<td>SMC SOLENOID VALVE 4VDC</td>
<td>SMC SOLENOID VALVE 4VDC</td>
<td>EA</td>
<td>6.000EA</td>
<td>0.78870</td>
<td>5.38820</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>00002</td>
<td>SMC PRESSURE GAUGE 1/8&quot;</td>
<td>SMC PRESSURE GAUGE 1/8&quot;</td>
<td>EA</td>
<td>8.000EA</td>
<td>5.38904</td>
<td>4.59940</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

### Changing Setup
- **Description of Goods/Services being purchased:**
- **Quantity, Price, Unit of Measure:**
- **VAT/GST/Tax Rate (some countries only):**

### Mapping Instructions
- **Amount to Invoice:**
- **Special Conditions:**
- **Net Total:**
- **Additional Costs:**
- **Total:**
Purchase Order 7000542956

Page 3 of 3

Pursuant the terms and conditions specified in the Contract, the Supplier shall be responsible for delivering the Goods to the Buyer at the Site. The Supplier is required to deliver the Goods in accordance with the specifications and quantities specified in the Contract. The Supplier shall ensure that the Goods are delivered in good condition and in accordance with the Contract. The Supplier shall also ensure that the Goods are delivered in accordance with the Contract.

Purchase Details:

- **Goods Description:**
  - Description of the Goods
- **Quantity:**
  - Number of Goods
- **Unit Price:**
  - Unit price of each Good
- **Total Price:**
  - Total price for all Goods
- **Payment Terms:**
  - Payment terms for the Goods
- **Delivery Date:**
  - Date of delivery
- **Supplier:**
  - Name and address of the Supplier

The Supplier shall ensure that the Goods are delivered in accordance with the Contract. The Supplier shall also ensure that the Goods are delivered in accordance with the Contract.

Any disputes arising under the Contract shall be subject to the laws of the country in which the Supplier is located.

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# E-2 MAPICS Purchase Order

## Purchase Order Number

**PURCHASE ORDER**

| **F795094 - 00** |

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## Vendor Name and Address

- **Vendor**: [Vendor Name and Address]

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## Vendor Phone and Fax

- **Phone**: [Vendor Phone]
- **Fax**: [Vendor Fax]

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## Vendor Number

- **Vendor Number**: [Vendor Number]

---

## Freight Terms

- **Freight Terms**: [Freight Terms]

---

## PO Currency

- **PO Currency**: [PO Currency]

---

## Payment

- **Payment**: [Payment Terms]

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## Kerry Procurement

- **Kerry Procurement Contact**: [Kerry Procurement Contact]

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## Link to Terms & Conditions

- **Link to Terms & Conditions**: [Link to Terms & Conditions]

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## Goods/Services being ordered

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit of Measure</th>
<th>Unit Price</th>
<th>Total Price Excl.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item 1</td>
<td>Goods/Services</td>
<td>100</td>
<td>Unit</td>
<td>$10</td>
<td>$1000</td>
</tr>
</tbody>
</table>

---

## Additional Notes/Instructions

- **Notes/Instructions**: [Additional Notes/Instructions]

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## Mohamed Samak, Authorized By

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**Kerry Sold-to address**

- **Kerry Ship-to address**: [Kerry Ship-to address]

---

**Kerry Bill-To Address**

- **Kerry Bill-To Address**: [Kerry Bill-To Address]

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Purchase Order Terms and Conditions

1. This order must be acknowledged. However, receipt from the Seller of any shipped or work performed under this order, does not constitute and shall not be deemed to constitute the terms and conditions on the face and reverse sides hereunder, and any such acknowledgement between the parties unless expressly so stated in writing, or at the request of the Buyer. Any such acknowledgement by Seller shall not affect the terms and conditions contained herein.

2. The Buyer agrees to accept the delivery of the goods at such time as the Seller shall deliver the same to Buyer or as otherwise agreed in writing. The delivery time shall begin upon the date on which the Seller shall deliver the goods to Buyer.

3. Seller and all of its subcontractors shall abide by the applicable requirements of 41 CFR sections 60-1.4(a), 60-3.4(b) and 60-741.4(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all applicants based on their race, color, religion, sex, national origin, protected veteran status or disability.

4. DISCLAIMER: Seller agrees to indemnify and hold harmless Buyer, its affiliates, officers, employees, agents, successors, assigns and customers from any and all losses, damages, liability, cost or expense of whatsoever nature incurred in connection with any act, omission or condition of Seller's performance of this price, purchase order or contract. The failure of Seller to perform or to perform, without limitation, any of the terms or conditions of the purchase order, contract or this indemnification shall not relieve Buyer of any such liabilities. The failure of Buyer to perform or to perform, without limitation, any of the terms or conditions of this order or this indemnification shall not relieve Buyer of any such liabilities. This indemnification shall not affect any other indemnification or liability of Seller or Buyer to each other.

5. All disputes arising out of or relating to this order shall be settled by the American Arbitration Association in accordance with its rules, which shall govern the interpretation of the order, all claims arising from it, and the determination of all disputes. The decisions of the American Arbitration Association shall be final and binding on all parties.

6. Seller shall deliver the goods at the place of delivery specified in this order. No claim of Buyer for damages for non-conformity of goods caused by Acts of God, or other causes beyond the control of Seller, shall relieve Seller of any liability under this order.

7. The Buyer may, at any time during the performance of this order, give written notice to Seller of any change in the terms and conditions hereof, and the Seller shall promptly acknowledge in writing its receipt of such notice.

8. All orders must be shipped prepaid and COD orders are not accepted. If shipment is COD, the Buyer reserves the right to refuse delivery of the goods. The Buyer reserves the right to cancel the order if the Seller fails to ship the goods within the time specified.

9. All claims for damages for non-conformity of goods caused by Acts of God, or other causes beyond the control of Seller, shall relieve Seller of any liability under this order.

10. All disputes arising out of or relating to this order shall be settled by the American Arbitration Association in accordance with its rules, which shall govern the interpretation of the order, all claims arising from it, and the determination of all disputes. The decisions of the American Arbitration Association shall be final and binding on all parties.

11. The Buyer may, at any time during the performance of this order, give written notice to Seller of any change in the terms and conditions hereof, and the Seller shall promptly acknowledge in writing its receipt of such notice.

12. All orders must be shipped prepaid and COD orders are not accepted. If shipment is COD, the Buyer reserves the right to refuse delivery of the goods. The Buyer reserves the right to cancel the order if the Seller fails to ship the goods within the time specified.

13. All disputes arising out of or relating to this order shall be settled by the American Arbitration Association in accordance with its rules, which shall govern the interpretation of the order, all claims arising from it, and the determination of all disputes. The decisions of the American Arbitration Association shall be final and binding on all parties.

14. All disputes arising out of or relating to this order shall be settled by the American Arbitration Association in accordance with its rules, which shall govern the interpretation of the order, all claims arising from it, and the determination of all disputes. The decisions of the American Arbitration Association shall be final and binding on all parties.

15. All disputes arising out of or relating to this order shall be settled by the American Arbitration Association in accordance with its rules, which shall govern the interpretation of the order, all claims arising from it, and the determination of all disputes. The decisions of the American Arbitration Association shall be final and binding on all parties.
# E-2 EXACTUS Purchase Order

<table>
<thead>
<tr>
<th>DATE</th>
<th>10/06/2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUPPLIER</td>
<td>1702</td>
</tr>
<tr>
<td>TEL</td>
<td></td>
</tr>
<tr>
<td>FAX</td>
<td></td>
</tr>
<tr>
<td>ATN</td>
<td></td>
</tr>
<tr>
<td>PURCHASE ORDER NUMBER</td>
<td>OC00014139</td>
</tr>
<tr>
<td>SHIPPING MARKS AS FOLLOWS:</td>
<td>BALTIMORE SPICE C.A. S.A.</td>
</tr>
<tr>
<td></td>
<td>P.O. Box 1098-1200, San Jose, Costa Rica</td>
</tr>
<tr>
<td></td>
<td>ATN: Jaime Vanessa Chacon Rodriguez</td>
</tr>
<tr>
<td>SHIPMENT CONSIGNED TO BALTIMORE SPICE C.A. S.A.</td>
<td></td>
</tr>
<tr>
<td>( ) AIRFREIGHT</td>
<td>( ) OCEAN FREIGHT</td>
</tr>
<tr>
<td>FREIGHT</td>
<td></td>
</tr>
</tbody>
</table>

## PLEASE MAKE SURE TO SEND IMMEDIATELY BY FAX AND COURIER THE FOLLOWING DOCUMENTS

- COMMERCIAL INVOICE (in original and signed)
- CERT. OF ANALYSIS (Manufacture & Expire date)
- AIRWAY BILL
- BILL OF LADING
- PACKING LIST (no of cartons - weight)
- SHIPPER'S EXPORT DECLARATION (SED)
- CERTIFICATE OF ORIGIN
- KOSHER CERTIFICATE
- FREE SALE CERTIFICATE
- PHytosANITARY CERTIFICATE
- GMP CERTIFICATE

## PLEASE SUPPLY THE FOLLOWING MATERIAL ACCORDING WITH THESE INSTRUCTIONS

<table>
<thead>
<tr>
<th>CODE</th>
<th>DESCRIPTION</th>
<th>QUANTITY</th>
<th>UNIT</th>
<th>NET PRICE</th>
<th>TOTAL NET PRICE</th>
<th>PO CURRENCY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rubro 2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rubro 3</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Rubro 4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Additional Notes/Instructions

- Instructions: All work
- Certification to deliver in NAEL, Miami by September 9th
- Observaciones: Lots with more than three months from manufacture date will not be accepted.
- Please send copy of the invoice by Fax when the material is ready to be FOB.
- Departure Date: 01/09/2017
- Payment Terms: CREDITO A 60 DIAS / 60 DAYS CREDIT

### Payment

- Subtotal: 2,000.00
- Tax 1: 200.00
- Tax 2: 300.10
- Total: 2,000.00

### Notes / Instructions

- Delivery Address: 
- Freight: 
- Vendor Name and Number: 
- Kerry Sold-to Address:
- Kerry Ship-to Address: