

# United Nations Nations Unies

<b>SHIP TO:</b> ATTN: UNIFIL Dayr Kifa, South Lebanon Lebanon Tel: 961 1 925000 Fax: 961 1 925000 Email: unifil@un.org	<b>PURCHASE ORDER NUMBER</b> 2200002338	<b>AMENDMENT</b> 2
	<b>DATE:</b> 26-06-2013 <b>TIME:</b> 00:01:07	<b>PAGE</b> 1 / 4

<b>VENDOR:</b> UN Supplier Sample Street, House# Sample City, 165355 Lebanon Tel: 9876543210 Fax: 1234567890 Email: supplier.sample@company.	<b>CODE:</b> 1110000022	<b>BILL TO:</b> ATTN: Finance Section McLaughlin 1230 Lincoln Avenue Tyre, Dist Tyre, 75204 Lebanon Fax: 961 1 925000 (5403) Email: unifil@un.org
<b>PAYMENT TERMS:</b> Within 60 days Due net <b>PAYMENT METHOD:</b> Bank Transfer (ACH-CCD)		

<b>UNITED NATIONS CONTACT</b> <b>BUYER:</b> UNBUY1 Fax: 961 1 925000 (5403) Email: unifil@un.org	<b>DELIVERY TERMS:</b> Free Carrier, Port <b>DELIVERY MODE:</b> Sea  <b>DELIVERY DATE:</b> 28-06-2013 <b>CURRENCY:</b> USD
---	--

<b>PURCHASE ORDER TEXTS</b>  (Sample Text) Follow the instructions and legal notices adhering to UN terms and conditions	<b>REFERENCE CONTRACT NUMBER:</b> 4700002258
---	--

LINE N°	ITEM ID / SUPPLIER PART ID	QUANTITY	U/M	UNIT PRICE	DISCOUNTS	TOTAL AMOUNT
0001	1200000000 (SUPP_PART_NO)	5	EA	25,000.00	0.00	<b>125,000.00</b>
<b>ITEM DESCRIPTION:</b> RACK & PINION,TOYOTA,4425008040  (Sample Item1 Text) 4x4 Vehicles - Nissan Patrol Diesel with free 1 year services and maintenance of vehicle						
0002	3000050	2	DAY	250.00	0.00	<b>500.00</b>
<b>ITEM DESCRIPTION:</b> Individual Contractor - Services  (Sample Item2 Text) Services for Vehicle instructor is available for whole day at a cost of \$250/ Day. Hourly charge is \$35/ Hour						
<b>SERVICE DETAILS:</b> The service described above must be delivered starting from 28-06-2013.						

# United Nations Nations Unies

<b>PURCHASE ORDER NUMBER</b> 2200002338	<b>AMENDMENT</b> 2
<b>DATE:</b> 26-06-2013 <b>TIME:</b> 00:01:07	<b>PAGE</b> 2 / 4

**EXTENDED DESCRIPTION:**

(Sample Text for Supplier)  
Warranty period for the Vehicle: 1 year starting from the actual date of receipt

**REFERENCE:**

**CONTRACT NUMBER #** 4700002258 **Dated** 25-06-2013  
**CONTACT:** UNBUY1

**PRICE:**

The total price payable by UNIFIL against this Purchase Order (PO) shall be USD 125,500.00 (equivalent to USD 125,500.00) on the basis of Delivery Terms Free Carrier (Port) ATTN: UNIFIL Dayr Kifa, South Lebanon Lebanon Tel: 961 1 925000 Fax: 961 1 925000 Email: unifil@un.org (INCOTERMS 2010). Price specified on this PO is NET and is exclusive of Value Added Tax (VAT).

**DELIVERY TERMS:**

Delivery Terms are (Free Carrier), which is also written as (FCA) as defined by INCOTERMS 2010, to the UNIFIL address shown above in the 'SHIP TO' address. The price(s) indicated in this PO included the price for delivery to UNIFIL as per the delivery terms (FCA). Accordingly, the Vendor shall arrange for, and shall bear and pay at its own expense all costs, charges and expenses associated with the transport and delivery as well as adequate insurance against loss of or damage during such transport and delivery. Risk of loss or damage to the item(s) shall remain with the Vendor and shall not pass to UNIFIL until the item(s) have been accepted, in writing by UNIFIL. The time passage of such risks of loss and damage shall not be determinative of the time when ownership of the item(s) or any element thereof, passes to UNIFIL. UNIFIL DOES NOT ACCEPT CASH-ON-DELIVERY (COD). Please ensure that your selected delivery agent understands that your Company will bear all costs to the named destination as the delivery terms stated in this PO.

**DELIVERY TIME:**

The Vendor shall deliver the goods within the 'Date Due' stated on this PO. Unless authorized by UNIFIL, partial delivery will not be accepted

**INVOICING:**

Original Invoice, packing list, together with other related documents, shall be sent to UNIFIL Finance Section at the 'BILL TO' address indicated above.  
Invoice and other communications must refer to the UNIFIL PO Number i.e. 2200002338  
Invoice must have: unique No., date, complete details to effect bank transfer such as bank name and address, bank account number, SWIFT code, beneficiary, IBAN etc...  
Invoice shall be submitted in the same currency as indicated on the PO.

**PAYMENT TERMS:**

The standard payment terms of UNIFIL are Within 60 days Due net after the receipt of (a) shipment in good condition, and final acceptance thereof by UNIFIL and (b) proper/correct invoice accompanied by other documents as specified on this PO, whichever is the later. UNIFIL shall have a reasonable time, after delivery, to inspect the goods and to reject acceptance of any item(s) not conforming to this PO.  
Payment will be made through Bank Transfer (ACH-CCD) in the PO currency.

\*\*\*\*\*  
TO AVOID DELAYS IN PROCESSING PAYMENTS, THE VENDOR MUST INCLUDE COMPLETE AND CORRECT BANK DETAILS ON EACH INVOICE  
\*\*\*\*\*

**SHIPPING INSTRUCTIONS:**

The goods shall be properly packed suitable for the mode of shipment. Furthermore, the packing must be strapped to withstand any rough handling during the course of transportation to final destination.  
Marking Instructions: Clearly mark on the outside of each carton or other type of packing/container the address shown in 'SHIP TO' address indicated above and the Purchase Order Number.

# United Nations Nations Unies

<b>PURCHASE ORDER NUMBER</b> 2200002338	<b>AMENDMENT</b> 2
<b>DATE:</b> 26-06-2013 <b>TIME:</b> 00:01:07	<b>PAGE</b> 3 / 4

The shipment must be accompanied by an itemized Packing List and a copy of Invoice, which should clearly show its content, quantity, unit and total prices. In the Packing List, identify all item(s) shipped according to the item number(s) appearing on this PO.

UNIFIL receives the shipments on all UNIFIL working days (Monday through Friday) with exception of official UN holidays, between 10:00 hrs AND 12:00 hrs and between 13:00 hrs AND 14:00 hrs. UNIFIL will not accept any shipment which will not comply with these requirements. No shipment will be received on any other day or time unless specifically authorized by UNIFIL.

Shipment Notification: Vendor must contact UNIFIL Tel: 961 1 925000Ext:5391, Fax: 961 1 925000Ext:5391, at least (3) working days (Monday through Friday) prior to delivery, and must notify the following: (a) Purchase Order Number (b) Exact Date and (c) Time of Delivery.

**UNITED NATIONS GENERAL CONDITIONS:**

United Nations General Conditions for Contract for Goods/Services, shall apply and form an integral part of this PO (refer to link [http://www.un.org/depts/ptd/pdf/general\\_condition\\_goods\\_services.pdf](http://www.un.org/depts/ptd/pdf/general_condition_goods_services.pdf)).

This Purchase Order may only be accepted by the vendor's signing and returning an acknowledgment copy of it or by timely delivery of the goods and/or service as herein specified.

Acceptance of this Purchase Order shall effect a contract between the parties under which the rights and obligations of the parties shall be governed solely by the terms and conditions of this Purchase Order, including the United Nations General Conditions of Contract (UNGCC) for the Provision of Goods and Services, a copy of which is incorporated by reference into this purchase order and may be found on the website of the United Nations Procurement Division ([http://www.un.org/depts/ptd/pdf/general\\_condition\\_goods\\_services.pdf](http://www.un.org/depts/ptd/pdf/general_condition_goods_services.pdf)) and agreed attachments, if any (herein collectively referred to as "This Contract").

No additional or inconsistent provisions proposed by the vendor shall bind the United Nations unless agreed to in writing by a duly authorized official of the United Nations.

A copy of the UNGCC may also be requested by contacting the United Nations Procurement Division, Office of the Director at the following email address: [pd@un.org](mailto:pd@un.org) or alternatively you may send your request to United Nations Procurement Division, Office of the Director, NY, NY 10017.

**ACCEPTANCE BY THE VENDOR:**

Upon receipt of this PO, Vendor shall sign/date and return the PO to UNIFIL Procurement Section by Fax 961 1 925000 (5403) or by email [unifil@un.org](mailto:unifil@un.org)

**QUERIES:**

For any queries regarding this PO, please contact: Buyer1 UNBUY1, Phone 961 1 925000 (5390) or send an email to [unifil@un.org](mailto:unifil@un.org)

<b>TOTAL VALUE OF LINE ITEMS:</b>	125,500.00 USD
<b>DISCOUNTS:</b>	
<b>FREIGHT:</b>	
<b>INSURANCE:</b>	
<b>OTHER COSTS:</b>	
<b>PURCHASE ORDER TOTAL:</b>	<b>125,500.00 USD</b>

<b>FULL NAME:</b> _____	<b>SIGNATURE:</b> _____
<b>DESIGNATION:</b> _____	<b>DATE:</b> _____

# United Nations Nations Unies

<b>PURCHASE ORDER NUMBER</b> 2200002338	<b>AMENDMENT</b> 2
<b>DATE:</b> 26-06-2013 <b>TIME:</b> 00:01:07	<b>PAGE</b> 4 / 4

**PURCHASE ORDER TERMS AND CONDITIONS ACCEPTED ON BEHALF OF THE VENDOR:**

**NAME & TITLE:** \_\_\_\_\_

**CONFIRMED DELIVERY DATE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_