UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

ORGANISATION DES NATIONS UNIES POUR LE DEVÉLOPPEMENT INDUSTRIEL

PURCHASE ORDER

BON DE COMMANDE

www.unido.org

VENDOR / FOURNISSEUR Vendor ID: Vendor Name Address City Postal Code, Country Telephone/Fax E-mail	**PURCHASE ORDER NUMBER/ NUMERO DE COMMANDE** DATE:	**AMENDMENT / AMENDEMENT**
	UNIDO CONTACT /CONTACT A L' ONUDI :	
	Name	
	Telephone	
	E-Mail	
CONSIGNEE / DESTINATAIRE: Address City Region, Postal Code, Country Telephone/Fax E-mail	**PAYMENT TERMS / PAIEMENT:** Please also see below for more detailed description. DELIVERY TERMS / CONDITIONS DE LIVRAISON: INCOTERMS 2010 DELIVERY MODE / MODE DE LIVRAISON: DELIVERY DATE / DATE DE LIVRAISON: CURRENCY / MONNAIE:	
UNIDO REFERENCE / REFERENCE ONUDI : DATE:	VENDOR REFERENCE/ DU FOURNISSEUR : DATE:	

PURCHASE ORDER TEXTS / DETAILS DU BON DE COMMANDE:

LINE No. / LINE No.	ITEM/ID SUPPLIER ID NUMERO DE L'ARTICLE /FOURNISSEUR	QUANTITY / QUANTITE	U/M	GROSS PRICE	DISCOUNTS/ REDUCTIONS	TOTAL AMOUNT/ MONTANT TOTAL	CURRENCY
	UNSPSC CODE	ITEM DESCRIPTION / DESCRIPTION DE L'ARTICLE:					

TOTAL VALUE EX-WORKS / VALEUR TOTALE EX-WORKS	0.00	
DISCOUNTS / REDUCTIONS:	0.00	
VAT / TVA:	0.00	
GRAND TOTAL/ GRAND TOTAL:	0.00	

UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

Signature / Signature:

Signature / Signature:

DRAFT

DATE:

DATE:

By signing and returning the Countersigned Original Purchase Order, the Vendor acknowledges and accepts the terms and conditions specified therein. / En signant et en retournant le bon de commande original contresigné, le fournisseur reconnaît et accepte les termes et conditions qui y sont stipulés.

ATTACHMENTS:
ANNEX A- UNIDO general terms of contract.

PAYMENT TERMS / PAIEMENT detailed description is applicable.

EXTENDED DESCRIPTION, SPECIAL INSTRUCTIONS / DESCRIPTION DETAILEE, INSTRUCTIONS SPECIALES

TRANSMISION OF INVOICES / TRANSMISSION DES FACTURES		COMMUNICATION AND QUERIES WITH UNIDO / COMMUNICATION AVEC ET DEMANDE DE RENSEIGNEMENTSA L'ONUDI	
BILL TO / ADDRESSE A:		CORRESPONDANCES EXCEPT FOR INVOICES / TOUTE CORRESPONDANCE SAUF POUR LES FACTURES:	
Address		Address	
City		City	
Region/Postal Code/Country		Regional/Postal Code/Country	
Phone # / Fax #		Phone # / Fax #	
Email		Email:	

FINAL PLACE OF DELIVERY - THE BENEFICIARIES, PROJECT COUNTERPARTS (END-USERS) / LIEU FINAL DE LIVRAISON, LES BENEFICIAIRES, PARTENAIRES DU PROJET (UTILISATEURS FINAUX)

☐

(please check box &complete if different from Consignee)

Address:	
City	
Region/ Postal Code/ Country:	
Telephone/ Fax:	
Email:	
Other information:	

SUPPLY OF THE GOODS AND/OR SERVICES UNDER THIS PURCHASE ORDER CONTRACT SHALL BE GOVERNED BY THE SPECIAL CONDITIONS STATED IN THIS CONTRACT AND BY THE UNIDO GENERAL CONDITIONS, WHICH ARE ENCLOSED HERETO AS ANNEX A AND ALL OTHER ANNEXES LISTED ABOVE WITH FORM AN INTEGRAL PART HEREOF.NO MODIFICATION OF, OR CHANGE IN, THIS PURCHASE ODER, OR WAIVER OF ANY OF ITS PROVISIONS, OR ADDITIONAL CONTRACTUAL RELATIONSHIP WITH THE CONTRACTOR SHALL BE VALID UNLESS APPROVED IN THE FORM OF A WRITTEN AMENDMENT TO THIS PURCHASE ORDER SIGNED BY THE AUTHORIZED REPRESENTATIVES OF THE CONTRACTOR AND UNIDO.

LIVRAISON DE LA MARCHANDISE ET / OU FOURNITURE DES SERVICES EN VERTU DE CE CONTRAT DE BON DE COMMANDE POUR ACHAT SERA REGI (E) PAR LES CONDITIONS PARTICULIERES DU PRESENT CONTRAT ET PAR LES CONDITIONS GENERALES DE L'ONUDI, QUI SONT JOINTES EN ANNEXE ET DES AUTRES ANNEXES QUI FONT PARTIEINTEGRANTE DU CONTRAT.

AUCUNE MODIFICATION OU CHANGEMENT DANS CE BON DE COMMANDE OU DISPENSE DE L'UNE DE SES DISPOSITIONS OU AUTRES RELATIONS CONTRACTUELLES AVEC LE FOURNISSEUR NE SERA VALABLE SANSAPPROBATION SOUS LA FORME D'UN AVENANT ECRIT AU PRESENT BON DE COMMANDE SIGNE PAR LES REPRESENTA-NTS AUTORISES DU FOUR NISSEUR ET DE L'ONUDI.

PACKING AND LABELING (also see UNIDO General Conditions) / EMBALLAGE ET ETIQUETAGE (voir aussi les Conditions Générales de l'ONUDI)

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

VERY IMPORTANT: All packages shall clearly indicate the complete address for the CONSINGEE, indicating the name of the END-USER (if different from Consignee) and marking the following information /
TRES IMPORTANT: Tous les paquets doivent indiquer clairement l'adresse complète du DESTINATAIRE, indiquant le nom de l'UTILISATEUR FINAL (si différent du destinataire) et indiquant les informations suivantes:

Case No. of pkg / Numéro de colis de paquet
Gross weight / Poids brut

Cubic measurement / Volume

TRANSPORT AND DELIVERY / TRANSPORT ET LIVRAISON

VERY IMPORTANT: Shipping details should be sent by e-mail or fax to the Consignee (copy to UNIDO, Attention: at email :)

TRES IMPORTANT: Les informations sur le transport doivent être envoyées par fax au destinataire (avec copie à l'ONUDI, à l'attention de : at email :)

For customs clearance purposes, the following documents should be sent BY COURIER TO THE CONSIGNEE / pour le dédouanement les documents suivants doivent être envoyés PAR COURRIER AU DESTINATAIRE:

BY SHIP / PAR BATEAU :

☐ (please check if relevant)

Commercial invoice	originals and 3 copies
Bill of Lading/Way Bill	2 negotiable originals and 3 copies
Packing list	2originals and 3 copies
Certificate of Origin	1 original and one copy

OTHER / AUTRE:

☐ (please check if relevant)

Commercial invoice	originals and 3 copies
Packing list	3 originals and 3 copies
Certificate of Origin	original and one copy

Air Way Bill Number

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.
Ces documents doivent parvenir au destinataire au moins une semaine avant l'arrivée des marchandises.
Défaut de se conformer à ce qui précède peut entraîner un retard de dédouanement et les frais de stockage qui en résulteront seront à la charge du fournisseur.

TECHNICAL DOCUMENTATION, INSTRUCTIONS, MANUALS / DOCUMENTS TECHNIQUES, INSTRUCTIONS, MANUELS

☐ Please provide together with the shipment two copies technical documentation/application instructions/ manuals as required in the Technical Specifications (Annex B) of the goods delivered in the following language(s):

(please check if relevant)

- ☐ English
- ☐ French
- ☐ Spanish
- ☐ Arabic
- ☐ Other:

RISKS OF LOSS AND TRANSFER OF TITLE, INSURANCE / RISQUES DE PERTE ET DE TRANSFERT DE TITRE, ASSURANCE

The vendor 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 Seller'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 ownexpense, such goods, by what ever means of transport as is most suitable and reasonable in the circumstance.

☐ 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. .

(please check if relevant)

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.

TAXES (also see UNIDO General Conditions) / TAXES ET IMPOTS (voir aussi les Conditions Générales de l'ONUDI)

☐ 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.

(please check if relevant

WARRANTY / GARANTIE

The vendor warrants that the equipment, components, tools and spare parts supplied by him and his sub-supplier(s) underthis Contract shall be new and free from defects in workmanship, materials and design for the **below indicated period**. The vendor shall repair or replace at his own expense and as soon as practicable any of the equipment, components, tools or spare parts. The warranty period shall start from the date of delivery or after installation (whichever is applicble), proven to be defective as mentioned above or as a result of any erroneous or inadequate engineering drawings, technical specifications and/or operating instructions of the vendor.

(please check as relevant)

- ☐ 12 Months
- ☐ 18 Months
- ☐ 24 Months
- ☐ Other

ACT OF INSPECTION AND ACCEPTANCE / INSPECTION ET ACCEPTATION

☐ 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

(please check as relevant)

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. Template of Certificate of Acceptance is attached for easy reference.

PAYMENT (also see UNIDO General Conditions) / PAIEMENT (voir aussi les Conditions Générales de l'ONUDI)

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

a) Payment of % of the price of the goods / Services

will be done within 30 days after receipt and acceptance by UNIDO of following minimum documents (in accordance with applicable INCOTERMS 2010):

- 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;

- Copy of Insurance Policy

- Packing List

- A copy of fax to the Consignee (Resident Representative of UNDP <or UNIDO Representative, when applicable>) advising shipping details;

- A copy of carrier's invoice supporting the actual freight amount on your invoice;
- Seller's certificate confirming that 1 set of shipping documents has been sent to UNDP Resident Representative by courier <or UNIDO Representative, when applicable> or registered express airmail as required in paragraph 3 above.

b) Payment of remaining % of the price of the goods / Services <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:

FINAL PLACE OF DELIVERY - THE BENEFICIARIES, PROJECT COUNTERPARTS (END-USERS) / LIEU FINAL DE LIVRAISON, LES BENEFICIAIRES, PARTENAIRES DU PROJET (UTILISATEURS FINAUX)

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Address:	
City	
Region/ Postal Code/ Country:	
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