



SAMPLE PURCHASE ORDER

1/2

PURCHASE ORDER HEADER

1
Your official Purchase Order (PO) Numbers have ten digits and always start with 4500

2
Our unique system reference number for your company

3
All invoices must go to this address preferably via email

4
Name of the procurement person/group responsible for this purchase order

5
Our reference number representing the Contract between Shell and your Company

6
Order invoice currency

7
Payment Terms as agreed between Buyer & Supplier



New Purchase Order

Page 1 of 2

Shell Canada Products

Purchase Order Number 4500224439

PO Date 09/22/2011

To:

ABC Supplies
PO BOX 1
CALGARY AB T2P 0J4

From:

Shell Canada Products
400 4th Avenue S.W.
Calgary, AB T2P 0J4

Vendor Number: 68073668

Deliver to:

Shell Canada Products
55520 Range Rd 214
FORT SASKATCHEWAN AB T8L4A4

Billing/Invoice address:

Email: CA-Invoices@shell.com
Postal: Accounts Payable – PGS
P.O. Box 818 Station M
Calgary, Alberta T2P 2J6

Payment Terms: 30 Day from Receipt of
Correctly Presented invoice

Currency: CAD

Commercial Contact: CA Inter Grp_COO

Telephone: 403-0001111

Email: email@shell.com

Business

Contact: John Smith

Email: John.Smith@shell.com


Terms and Conditions: Agreement Reference: Shell's Contract Number

"This Purchase Order is governed by and subject to the terms of the agreement between the parties referenced in this Purchase Order. Where no agreement is referred to, this Purchase Order is governed by and subject to the General Terms and Conditions as last issued by the company issuing this Purchase Order."

SAMPLE PURCHASE ORDER

2/2

PURCHASE ORDER DETAILS

| | | | | | |
|-----------|--|--|------------------------|---|--|
| 8 | Your official Purchase Order (PO) Numbers have ten digits and always start with 4500 |  Shell Canada Products | | New Purchase Order | Page 2 of 2 |
| | | | | Purchase Order Number 4500224439 | |
| | | | | PO Date 09/22/2011 | |
| 9 | Price per unit | Item Number 100 | Material Number | Order Quantity 1 EA | Price per Unit 15,000 per 1 EA |
| 10 | Quantity per unit | | | | Item Value 15,000.00 CAD |
| 11 | Detailed description of scope of work or materials required | Description: Maintenance Support | | | |
| 12 | Internal Shell cost information related to this purchase order line | Delivery date: 10/05/2011 Description: Network/Activity : 4005940/0030 Detail Design Pre-FID WBS Element : CAMF/001/C/30/10 Conditions: Input Tax 750.00 CAD | | | |
| 13 | Indicates that purchase order line is taxable GST/HST/QST as applicable | Tax Description: Input Tax Purchases | | | |
| 14 | Unit of Measure | | | | |
| 15 | Net Value | | | | |
| 16 | Total value of Purchase Order and currency | Total Order Value: 15,000.00 CAD Currency: | | | |
| | | This is a computer generated document and no signature is required | | | |