



Order number and contract number must appear on all communication with EBA

PURCHASE ORDER

Order Number: EBA.

Contract number:

Offer reference:

Unit/Section:

Email:

Fax: +44 (0)207 382 1771

To:

Total pages:

Ship To:

Floor 18 Tower 42
 25, Old Broad Street
 London EC2N 1 HQ - United Kingdom

DESCRIPTION	CURR.	UNIT PRICE	TOTAL
	GBP		
	GBP		0.00
		Subtotal	
		VAT	
		TOTAL	

Please note that your order must be delivered in accordance with the attached terms and conditions. In case these terms and conditions are not met, EBA reserves the right to refuse goods and services or delay payment without additional cost.

Signature attesting agreement of Supplier:

Approved by the Authorizing officer

Date:
 Supplier should confirm his Bank Account

Date:

Invoices must be addressed to the **B&F Service** at the above address



Terms and Conditions of the EBA Order

1. The supplier will commit to this order in accordance with the prices, terms, delivery method, and specifications stated. Please notify the EBA immediately if you are unable to ship as specified.
2. The supplier must give agreement to this order by signing and returning the order to EBA emailing or on fax +44 (0)207 382 1771.
3. Due to Security measures EBA deliveries will not be received unless announced 24 hours in advance; Deliveries must be made between the hours of 09:00 and 17:00 GMT on weekdays.

We urge you to send us a fax on +44 (0)207 382 1771 or email before delivery stating:

- the name of the transport company that will deliver the goods;
 - the date when the delivery will take place;
 - the number of boxes or pallets;
 - the description of what will be delivered (copy of the packing slip).
4. The goods shall be packaged in strong boxes or crates or in any other way that ensures that the contents remain intact and prevents damage or deterioration. Packaging, pallets, etc., including contents, shall not weigh more than 500 kg.

Pallets shall be considered as one-way packaging and shall not be returned. The delivered boxes must be clearly marked on the outside with:

- the name of your company;
- the name of our contact person within your company;
- our order number;
- the name of the staff member sending you the order.

The complete packing list must be visible in a document envelope firmly fixed on the outside of the package.

5. We also request that any correspondence sent to EBA is clearly marked with your company name and address on the outside of the envelope/package and clearly addressed to the contact person and department within EBA as requested.
6. All invoices are to be sent to the **Budget-Finance&Procurement Service**.
7. Unless you already have a Legal Entity Form and Bank Account Form on file with the EBA, you must complete these forms before the EBA can process your invoice, accompanied by the requested documents. Failure to do so may result in delayed payment without any additional cost to the EBA. EBA accepts no responsibility for delays due to the absence of these forms, and/or any forms not being fully completed. Any supplier is obliged to comply with this requirement.
8. As for the general conditions which govern and are applicable to the Purchase Order please consult the General Conditions of the Framework Contract. We appreciate your co-operation in this matter