

Purchase Order



Purchase Order Number -	
Purchase Order Date -	
All Fields are mandatory to be filled	
Name of the Organisation / Consignee -	Fill Here ↓
Address : Line 1	
Address : Line 2	
Address : Line 3	
Town / City -	
District -	
State -	
Country -	
Postal / Zip Code -	
Telephone [Mobile]	
Telephone [Whatsapp]	
Telephone [Landline]	
Email ID -	
GSTIN / PAN Number -	

Order Sheet -		50 Gms	100 Gms	250 Gms	500 Gms	1 Kg	Total
Grade of Tea	Rate	[Poly Pouch]	[Poly Pouch]	[Carton Box]	[Carton Box]	[Pet Jar]	Value [INR]
BPS1							
BOP1							
BOPsm1							
BP1							
OF1							
PD1							
DUST1							
BLEND							
BPS							
BOPL							
BOPsm							
BOP							
BP							
BPsm							
OF							
PD							
DUST							

Order Volume [Total] In Kgs	
Order Value [INR]	
Taxes @ _____ % [INR]	
Final Order Value Including Taxes [INR]	

Taxes & Statutory duties: (Please put ✓ mark) to the clause applicable :

- i) Prices does not include Taxes a) without transportation and b) without insurance
- ii) Insurance Charges as applicable will be levied if Consignment is booked on CIF mode
- iii) Transportation Charges as Applicable

Payment Terms : 50% Advance Payment to be made alongwith placement of order
Balance Amount to be paid before actual despatch of the Goods

Delivery of the goods to be made within 60 days from the date of Issue of the order.
In case of any extension of delivery period , prior approval of the Purchaser has to be obtained

Date -
Place -

Signature with Company Seal |

Purchase Order [Annexure]



Please note the terms & conditions of Purchase is printed above and to be strictly adhered to.

Terms & conditions of purchase :

1) Mode of payment :

- a) Payments will be made 50% in Advance of Full Amount on the Bank prescribed by the Seller in compliance of this purchase order, while placing the Order
- b) Balance Amount to be paid on intimation of readiness of the Ordered consignment.
- c) Consignment to be despatched from Origin after realisation of Full Payment
- d) Deduction on account of Income Tax, Sales Tax/Vat will be made wherever applicable as per statute

2) Advance Payment against Proforma Invoice: Payment against Proforma Bills/Invoice should be released on full compliance of Purchase order
Final Bill / Invoice with Challan/Money receipt etc. to be furnished after the delivery of goods, for which payments are received against Proforma Invoice.

3) Billing instruction : Please raise your Bill / Invoice in favour of _____, in duplicate and submit it to official placing this purchase order with a reference to the purchase order and Section / Unit wherefrom the order is placed, enclosing a copy of your delivery challan duly signed by the recipient of the goods / service

4) The price of any item mentioned in this order should not exceed the accepted price. The quantity/no. of item may vary in the order without any change in the accepted price.

5) In case of import the following documents are to be furnished:

- a) Supplier's Invoice indicating, inter alia description and specification of the goods, quantity, unit price, total value, date of delivery;
- b) Packing list (with cost) /Post parcel wrapper (with cost) wherever applicable;
- c) Certificate of Country Origin (From Indian Chamber of Commerce);
- d) Insurance Certificate;
- e) Consignment note
- f) Manufacturer's certificate;
- g) Bill of ship loading/Airway Bill (if required)
- h) Any other document(s) (If required)

Date -

Place -

Signature with Company Seal |