



PURCHASE ORDER

PO No		Date:	
		PR No	
MC Authorized Representative(s): MERCY CORPS 'Pakistan' Address: Contact person(s): Phone/Fax: E-mail:		Supplier Authorized Representative(s): Supplier: Address: Phone: Contact Name:	
DELIVERY LOCATION: Mercy Corps Plot#189/190, Street#06, Sector I-9/2 Islamabad, Pakistan.		PACKING REQUIREMENTS:	
P.O. Prepared by :		CURRENCY:	
TRANSPORTATION & UNLOADING TERMS:		PAYMENT TERMS:	
DELIVERY DATE:			

ITEM	Qty.	UNIT	DESCRIPTION (as agreed with the supplier)	UNIT PRICE	EXTENDED PRICE
1					0.00
2					0.00
3					0.00
4					0.00
5					0.00
6					0.00
7					0.00
8					0.00
9					0.00
10					0.00
11					0.00
12					0.00
13					0.00
14					0.00
15					0.00
16					0.00
17					0.00
18					0.00
19					0.00
20					0.00

SUB-TOTAL 0.00

TAXES included

SHIPPING Included

INSURANCE Included

TOTAL ORDER 0 0.00

Approved on behalf of Mercy Corps:		Approved on behalf of Vendor:	
Name & Title		Name & Title:	
Signature:		Signature:	
Date:		Date:	
Financial Review		Understood and agreed with Conditions of Purchase	

This Purchase Order (Schedule 1) is inclusive of the Terms and Conditions attached, which are a binding part of this agreement.

CONDITIONS OF PURCHASE

1. Mercy Corps will not be responsible for the payment for goods/services not covered by Mercy Corps' official Purchase Order.
2. The Purchase Order must be acknowledged and dispatch/delivery date indicated to Mercy Corps as soon as possible. Purchase Orders not fulfilled during the stipulated delivery period are subject to cancellation without notice.
3. The Purchase Order number and date must be included on all delivery advices, bills of lading and correspondence.
4. All deliveries must be accompanied by invoices including a description of the goods or services, quantity being delivered and Purchase Order number.
5. Bills of lading for the goods delivered pursuant to the Purchase Order must be sent to Mercy Corps in triplicate within 7 days of dispatch/delivery of goods. Bills of lading must include all specific terms concerning the goods, such as the sizes, weights and quantity of the goods supplied, as well as any applicable discounts.
6. Goods and services supplied pursuant to the Purchase Order shall confirm to samples submitted/approved or to the specifications agreed/described therein. Any goods and services supplied not conforming to the samples or specifications or rejected by Mercy Corps' Quality Control Dept. or any other competent person on behalf of Mercy Corps will be returned to the supplier and Mercy Corps will retain the right to recover any expenses incurred as a result. Mercy Corps also retains the right to accept any quantity delivered over and above the quantity specified in the Purchase Order. Goods delivered in damaged condition or in defective containers will not be accepted at all.
7. Mercy Corps reserves the right to make pre delivery inspection at the supplier's premises but such inspection shall not relieve the supplier from its obligations under the Purchase Order or these Conditions of Purchase.
8. Mercy Corps reserves the right to reject the goods up to 3 days after delivery.
9. Time is of the essence. The time for delivery prescribed in the Purchase Order can be extended only by Mercy Corps in writing.
10. The supplier shall not transfer, assign, or delegate the Purchase Order or add or delete terms from the Purchase Order or any part of it without the written consent of Mercy Corps.
11. Any plans, drawings, designs or particulars supplied by Mercy Corps to the supplier in connection with the Purchase Order shall remain the property of Mercy Corps, and any information derived there from or otherwise communicated to the supplier shall be treated by the supplier as confidential and shall not, without written consent of Mercy Corps, be published or disclosed to any third party or made use of except to fulfill the Purchase Order.
12. The supplier shall be responsible for ensuring that the goods comply with all laws and regulations with respect to patent, trade mark, registered design, etc. and for ensuring that the goods are usable by Mercy Corps without restriction in any part of the world. The supplier shall hold Mercy Corps harmless and indemnify it against all liabilities, claims, demands, action, costs and damages arising out of or in connection with any infringement or alleged infringement of the said laws.
13. If the supplier fails to comply with any of the aforesaid conditions or any terms stated in the Purchase Order, Mercy Corps may cancel the Purchase Order at the supplier's risk and expense and hold the supplier liable for the consequential loss and damages. Mercy Corps shall have the discretion to withhold payment of any sums due to the supplier on this or any other Purchase Order and to recover there from any amount that may as a result of the supplier's default or failure become payable by it to Mercy Corps.
14. Mercy Corps does not assume any responsibility for any unauthorized dealings between the supplier and any staff member of Mercy Corps. Mercy Corps reserves the right to assert a claim for damages for any activities detrimental to the interests of Mercy Corps.
15. The supplier warrants that it has the legal title to sell the goods specified in the Purchase Order.
16. The supplier hereby certifies that it has not provided and will not provide material support or resources to any individual or organization that it knows, or has reason to know, is an individual or organization that advocates, plans, sponsors, engages in, or has engaged in an act of terrorism.
17. In case of dispute about the terms of the Purchase Order, the English version of the Purchase Order, including these Conditions of Purchase, shall be controlling.
18. These Conditions of Purchase shall be incorporated into any Purchase Order for goods or services between supplier and Mercy Corps.