Standard Terms and Conditions of Purchase

Identification obligations

1. The Contractor must quote the purchase order number along with item number/article number in the order acceptance and all other correspondence.
2. Every shipment must be accompanied by a delivery note included in the shipping documents and a delivery note attached to the package. In addition to the aforementioned details, the delivery notes must also indicate the date of despatch, type of packaging, goods designation, quantity and weight of the shipment (gross and net), and the shipping address (plant and unloading point). Invoices shall not constitute delivery notes. Further details are governed by the General Delivery Specifications.
3. In addition to the purchase order number and item number/article number, invoices must contain details of the goods designation, quantity, unit price, and number and date of the delivery note. Value added tax included in the price must be separately itemised. Each invoice may only relate to one purchase order.
4. Costs arising from culpable failure to comply with this provision shall be charged to the Contractor.
5. The Client shall be entitled to reject late, incorrect or incomplete invoices and shipping documents. Should processing by the Client in the normal course of business be delayed by such legitimate refusal, the payment deadlines specified in Section IX.1. shall be extended by the length of the delay.