

PURCHASE ORDER

PO No.: PO-2025-0117

Date: 5 November 2025

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1. BUYER DETAILS

Company Name: ABC Trading LLC

Address: Office 210, Al Qusais Industrial Area, Dubai, UAE

Phone: +971 4 225 8890

Email: procurement@abctrading.com

Contact Person: Mr. Ahmed Khan – Procurement Manager

2. SELLER DETAILS

Company Name: XYZ Supplies FZC

Address: P.O. Box 88101, SAIF Zone, Sharjah, UAE

Phone: +971 6 557 3310

Email: sales@xyzsupplies.com

Contact Person: Ms. Rina Mathew – Sales Executive

3. ORDER DETAILS

Item No.	Description	Qty	Unit Price (AED)	Total (AED)
1	Stainless Steel Bolts (Grade 304) – 10mm x 80mm	5,000 pcs	1.25	6,250.00
2	Hex Nuts – M10 (Zinc Coated)	5,000 pcs	0.85	4,250.00
3	Flat Washers – M10	5,000 pcs	0.40	2,000.00
4	Thread Seal Tape (White PTFE, 12mm x 10m)	200 rolls	2.00	400.00
5	Industrial Adhesive – 50ml Tubes	100 pcs	9.00	900.00

Subtotal: AED 13,800.00

Delivery Charges: AED 250.00

Total Payable (AED): 14,050.00

4. DELIVERY TERMS

- **Delivery Location:** ABC Trading LLC Warehouse, Al Qusais, Dubai
 - **Delivery Date:** Within 10 working days from PO acceptance
 - **Mode of Transport:** Local courier / supplier vehicle
 - **Goods Inspection:** To be conducted upon delivery by ABC QC team
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Authorized Signatory (Buyer):

Ahmed Khan, Procurement Manager

Date: _____

Authorized Signatory (Seller):

Rina Mathew, Sales Executive

Date: _____

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TERMS AND CONDITIONS

1. Acceptance:

This Purchase Order shall be deemed accepted upon written confirmation or commencement of delivery by XYZ Supplies FZC.

2. Price Validity:

Prices quoted are firm and fixed and include all applicable costs such as packaging, transport, and delivery.

3. Payment Terms:

30 days from date of delivery and submission of valid invoice, unless otherwise agreed in writing.

4. Warranty:

The seller guarantees that all materials supplied are new, unused, and free from defects in material and workmanship for a period of **12 months** from the date of delivery.

5. Inspection & Rejection:

ABC Trading reserves the right to inspect goods upon receipt and reject any materials found non-conforming to specifications. Rejected items must be replaced or credited within **7 working days** at no additional cost.

6. Force Majeure:

Neither party shall be liable for failure or delay in performance due to causes beyond its reasonable control such as acts of God, war, or natural disasters.

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GENERAL PROVISIONS

7. Confidentiality:

Both parties agree to treat all information contained in this order and subsequent communications as strictly confidential.

8. Governing Law:

This Purchase Order shall be governed by and construed in accordance with the laws of the **United Arab Emirates**.

9. Dispute Resolution:

Any disputes arising shall be resolved amicably between the parties. Failing that, disputes shall be referred to the **Dubai Courts**.

10. Cancellation:

The buyer reserves the right to cancel the order without penalty if goods are not delivered within the agreed timeline or do not meet the required specifications.

11. Acknowledgment:

The supplier acknowledges having read, understood, and accepted the terms and conditions of this Purchase Order.

For ABC Trading LLC

Signature: _____

Name: Ahmed Khan

Designation: Procurement Manager

Date: _____

For XYZ Supplies FZC

Signature: _____

Name: Rina Mathew

Designation: Sales Executive

Date: _____

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