

# PURCHASE ORDER

**PO No.:** PO-2025-0117

**Date:** 5 November 2025

**Pages:** 1 of 3

---

## 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](mailto: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](mailto: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
- 

**Authorized Signatory (Buyer):**

---

Ahmed Khan, Procurement Manager

**Date:** \_\_\_\_\_

---

**Authorized Signatory (Seller):**

---

Rina Mathew, Sales Executive

**Date:** \_\_\_\_\_

---

**Page 2 of 3**

#### **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.

---

**Page 3 of 3**

**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: \_\_\_\_\_



A handwritten signature in black ink, appearing to read "Ahmed Khan".

**For XYZ Supplies FZC**

Signature: \_\_\_\_\_

Name: Rina Mathew

Designation: Sales Executive

Date: \_\_\_\_\_

---

Would you like me to generate this as a **formatted Word (.docx)** or **PDF file** version?

A handwritten signature in black ink, appearing to read "Rina Mathew".