

# 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](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**

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#### 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):

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Ahmed Khan, Procurement Manager

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

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#### Authorized Signatory (Seller):

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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.

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**For ABC Trading LLC**

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

Name: Ahmed Khan

Designation: Procurement Manager

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



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**For XYZ Supplies FZC**

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

Name: Rina Mathew

Designation: Sales Executive

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

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

A handwritten signature in black ink, appearing to be 'Rina Mathew', located at the bottom center of the page.