



**PURCHASE ORDER
DISPATCHED**

<u>Purchase Order:</u>		<u>Disp Date:</u>		<u>Currency:</u>		<u>Payment Terms:</u> Net 30	
<u>Incoterms:</u>		<u>Buyer:</u>		<u>Email:</u>		<u>Phone:</u>	
<u>Vendor:</u>			<u>Bill To:</u> UNFPA UN City Marmorvej 51 Copenhagen Denmark 2100 TEL: 45 33 5000			<u>ShipTo:</u>	

Item 1:

<u>Shipment</u>	<u>Due Dt</u>	<u>Ship Via</u>	<u>Qty</u>	<u>UOM</u>	<u>Unit Price</u>	<u>Line Total</u>
1						

Item 2:

<u>Shipment</u>	<u>Due Dt</u>	<u>Ship Via</u>	<u>Qty</u>	<u>UOM</u>	<u>Unit Price</u>	<u>Line Total</u>
1						

Total PO Amount:



UNFPA TERMS & CONDITIONS:

THIS ORDER IS SUBJECT TO UNFPA GENERAL CONDITIONS OF CONTRACTS FOR THE PROVISION OF GOODS AND SERVICES WHICH IS ACCESSIBLE VIA THE FOLLOWING LINK: <http://www.unfpa.org/resources/unfpa-general-conditions-mixed-goods-and-services>. SHOULD THE LINK MALFUNCTION OR BE INACCESSIBLE FOR ANY REASON, SUPPLIERS CAN CONTACT THE BUYER REFERENCED IN THE PO AND REQUEST A PDF VERSION OF THIS DOCUMENT.

FOR PURCHASE ORDERS ISSUED BY THE PROCUREMENT SERVICES BRANCH, COPENHAGEN, PLEASE NOTE: "DUE DATE" SHALL BE INTERPRETED AS THE "DATE OF DEPARTURE" INTO THE CUSTODY OF THE FIRST CARRIER FOR TRANSPORTATION TO THE NAMED PLACE OF DESTINATION".

FOR ORDERS THAT REQUIRE SAMPLING/INSPECTION/TESTING, THE APPROPRIATE TIME WILL BE ADDED TO THE LONG TERM AGREEMENT PRODUCTION LEAD TIME BY THE BUYER.

FOR SEA FREIGHT, MAIN CARRIER REFERS TO THE SHIP. THE ACTUAL TIME OF DEPARTURE (ATD) IS TAKEN FROM THE ORIGINAL OCEAN BILL OF LADING (OBL) OR SEAWAY BILL. THE ACTUAL TIME OF DEPARTURE (ATD) REFERS TO THE ACTUAL TIME THAT THE VESSEL DEPARTS.

FOR AIR FREIGHT, MAIN CARRIER REFERS TO THE FLIGHT. THE ACTUAL TIME OF DEPARTURE (ATD) IS TAKEN FROM THE AIRWAY BILL (AWB). THE ACTUAL TIME OF DEPARTURE (ATD) REFERS TO THE ACTUAL TIME THAT THE FLIGHT DEPARTS.

THE ESTIMATED TIME OF ARRIVAL (ETA) AND THE ACTUAL TIME OF ARRIVAL (ATA) REFER TO THE TIME THE LAST CARRIER TRANSPORTS THE GOODS TO THE NAMED PLACE OF DESTINATION. IN THE CASE OF MULTIMODAL TRANSPORT, THE LAST CARRIER MAY NOT NECESSARILY BE THE SHIP OR FLIGHT, BUT IT COULD BE RAIL OR TRUCK, ESPECIALLY FOR LAND-LOCKED COUNTRIES.

FOR ALL PURCHASE ORDERS WHERE THE SUPPLIER IS RESPONSIBLE FOR ARRANGING FREIGHT, THE SUPPLIER SHALL ENTER THE SHIPPING INFORMATION IN UNFPA'S ONLINE ORDER TRACKING SYSTEM (OTS) AVAILABLE ON: <https://shipping.unfpa.dk> AS FOLLOWS:

WITHIN 3 WORKING DAYS OF RECEIVING A PURCHASE ORDER, THE SUPPLIER SHALL UPDATE THE ESTIMATED TIME OF DEPARTURE (ETD) AND ESTIMATED TIME OF ARRIVAL (ETA) IN OTS.

NOTE THAT THE SUPPLIER SHALL ALSO UPDATE THE SAMPLING AND INSPECTION DATE (IF APPLICABLE) AND THE ETD AND ETA INFORMATION IF THERE ARE ANY CHANGES IN DELIVERY INTO OTS IMMEDIATELY.

LASTLY, THE SUPPLIER SHALL ENTER THE ATD AND ATA INFORMATION INTO OTS AS SOON AS THIS INFORMATION IS AVAILABLE.

UNFPA'S FRAUD POLICY IS AVAILABLE UPON REQUEST TO THE INDIVIDUAL INDICATED AS "BUYER" AS WELL AS ON UNFPA'S WEBSITE. ALL SUPPLIERS ARE OBLIGATED TO INTERACT HONESTLY IN THE EXECUTION OF THIS PURCHASE ORDER AS WELL AS TO REPORT ANY ALLEGATIONS OF FRAUD TO UNFPA.

FRAUD HOTLINE: +1 212 297 5200

Authorized Signature