

Dear Supplier,

Good day!

You are requested to go through the PO and confirm its accuracy. Before confirming the PO, make sure you have checked the price, specifications, delivery date* and payment term.

Once checked, make sure you send us a copy of the Proforma invoice in order for us to create the payment document (letter of credit / bill for collection).

The Proforma invoice should have the following details mentioned on it.

PROFORMA REQUISITES:

Proforma requisites are given below. Please make sure each point mentioned in this document is addressed on your Proforma.

PROFORMA REQUISITES - MATERIAL / EQUIPMENT
1) Complete name and address.
2) Description of the materials with price.
3) Air / Sea freight charges to be mentioned separately**
4) Incoterm (Air shipment – CPT & Sea shipment - CFR). <u>Any other Incoterms is not accepted</u>
<u>5) Proforma Invoice # and Date</u>
<u>6) P&G Purchase order number</u>
7) Country of origin.
8) Port of loading & <u>Port of discharge</u>
9) H.S. code / Custom Tariff #. <u>Should not be more than 8 digits</u>
10) Delivery date.

11) Payment term.

Should have the type of payment method to be used (LC or BC) + the agreed # of days aligned for the payment (30/ 45/60/75/90 days).

Example:

BC or LC – 30 days from date of invoice or airway bill (depends on the alignment)

12) The Proforma should be signed and stamped (company stamp).

****All orders being delivered to Pakistan are don on C&F basis hence your proforma should always include the freight charges**

IMPORTANT NOTE:

ALL OTHER CHARGES e.g. DOCUMENTATION HANDLING CHARGE, LC CHARGES etc. SHOULD NOT BE SHOWN SEPARATELY ON THE PROFORMA. IT SHOULD BE ADDED TO THE FREIGH COST INSTEAD.

A PERFECT PROFORMA SHOULD ONLY REFLECT THE COST OF THE ITEMS (individually) + THE FREIGHT COST.

The delivery date given on the PO covers the import clearance time which is approximately 20 days, hence please make sure the material is shipped atleast 25 days before the delivery date.