



CHANGED: Order No. NC10242021-V2
Title: Example Purchase Order

Issued on Thu, 10 Sep, 2015
Created on Thu, 10 Sep, 2015 by Ariba System

State Agency Tax Exempt Number: 400023

Supplier:
MAC PAPERS INC.
123 Main St.
Anytown, NC 27609
United States
Phone: 1555-555-5555
Fax: 119194241953
Contact: Cecil Collins

Ship To:
A56
123 Main St.
Anytown, NC 27609
United States
Phone: 1919-807-4500
Fax: 1919-807-4509

Deliver To:
Patricia R Bowers

Bill To:
13PT
123 Main St.
Anytown, NC 27609
United States
Phone: 1919-807-2444

Entity Description: Department of Administration

Requester: prbowers
Purchase Order No.: NC10242021-V2
Requisition No.: RQ18982768-V2
Other Costs: \$0.00 USD
Requester: Patricia R Bowers
Shipping Method: BEST WAY
FOB Code: Destination freight paid by vendor and included in price. Title passes upon receipt. Vendor files any claims.
Terms of Payment: N30

ATTN: VENDOR COMMENTS

- Patricia R Bowers, 09/10/2015:
Example Comment (Patricia R Bowers, Thu, 10 Sep, 2015)

It is important to note purchase order status information on the header of the purchase order. **'CHANGED'** indicates changes were made to an existing purchase order. The word **'CANCELED'** indicates a canceled purchase order. Purchase orders without **'CHANGED'** or **'CANCELED'** are original purchase orders.

The **'V2'** denotes the version of the purchase order. When you see **'V#'** following the purchase order number, it means the original purchase order has been modified. The changes will be listed in the **'Changes'** section below.

It is important to review the **'Comments'** section on all purchase orders for additional item descriptions and other pertinent information from the buyer.



Item	Action	Description	Part Number	Unit	Qty	Need By	Unit Price	Tax Amount	Extended Amount(includes tax)
1	Modified	Paper, Dual Purpose, Copy, 30% PC Content, ...	1120RHA	carton	10	None	\$29.88 USD	\$0.00 USD	\$298.80 USD

Paper, Dual Purpose, Copy, 30% PC Content, Husky Xerographic, 8 1/2 x 11, 20 lb, Recycled, 10 Rms/ctn (THIS CONTRACT CONTAINS TIER PRICING. YOU MUST ORDER A TOTAL QUANTITY OF 1-39 CARTONS TO OBTAIN THIS PRICE.) (Contract Line # B1)

Contract Name: 645A: Office Paper and Related Paper Products
Contract Type: Statewide
Bid Number: 201301573 - Office Paper and Related Paper Products
Commodity Code: 645-21 - Bond Paper (Including Recycled)

Additional Item Info:

Preferred Delivery Method: Normal/Dock delivery (No additional charge)

The word '**Modified**' will display in the '**Action**' column for updated lines on change orders. The specific changes will be listed in the '**Changes**' section below.

Item	Action	Description	Part Number	Unit	Qty	Need By	Unit Price	Tax Amount	Extended Amount(includes tax)
2	Modified	Shipping		dollar	15	None	\$1.00 USD	\$0.00 USD	\$15.00 USD

Shipping

Contract Name:
Contract Type: No
Commodity Code: 962-86 - Transportation of Goods and Other Freight Services (Shipping)

Total	\$313.80 USD
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Attachments

Be sure to note if there are attachments included with the purchase order.

- ATTACHMENT by Patricia R Bowers on Thursday, September 10, 2015 at 10:22 AM
Example Attachment.docx (9911 bytes)

Changes

This section contains a list of the changes made to the original purchase order. Make sure to read these changes, as some changes will not require any action.

- ERP Order Total ordered changed from \$308.80 USD to \$313.80 USD
- Line Item 1, ARRA Funds changed from No to No
- Line Item 2, ARRA Funds changed from No to No
- ERP Order TimeCreated changed from Thu, 10 Sep, 2015 to Thu, 10 Sep, 2015
- Line Item 1, Additional Data, TimeCreated changed from Thu, 10 Sep, 2015 to Thu, 10 Sep, 2015
- Line Item 1, Additional Data, TimeUpdated changed from Thu, 10 Sep, 2015 to Thu, 10 Sep, 2015
- Line Item 2, Quantity changed from 10 to 15
- Line Item 2, SKU Quantity: changed from 10 to 15



Terms And Conditions of Purchase:

CONDITIONS AND INSTRUCTIONS 1. This purchase order was issued through the Statewide E-Procurement Service and is therefore subject to a fee of 1.75% (.0175) on the total dollar amount of goods (excluding sales tax). The following exemptions apply: (A) Purchases from a term contract that has not yet been implemented on the Statewide E-Procurement Service; (B) Purchases from an agency-specific term contract that has not yet been implemented on the Statewide E-Procurement Service. Note: Fees will be invoiced monthly based on purchase order activity during the prior month. 2. This order is placed subject to shipment at prices, amounts and transportation rates not in excess of those indicated on the face of this order. 3. Each shipment must be shipped to the SHIP TO address printed on the face of this order and marked to the attention of the individual, if any, indicated in that address. Each shipment must be labeled plainly with our PURCHASE ORDER number, and must show gross, tare and net weight. 4. Complete packing list must accompany each shipment. 5. Drafts will not be honored. 6. Materials received in excess of quantities specified herein may, at our option, be returned at shipper's expense. Substitutions are not permitted. 7. Invoices in quadruplicate must be mailed on the date of shipment to the INVOICE TO address indicated on the face of this purchase order. Invoices must include the INVOICE TO name and address, the PURCHASE ORDER number, terms of payment and routing. 8. On all invoices subject to discount, the discount period will be calculated from the date a correct invoice is received in this office. 9. Each invoice must be accompanied by the following papers: A. Original bill of lading when shipment is made by freight or express. B. Signed delivery receipt when delivery is made by other means. C. Parcel post insurance when shipment is made by parcel post and value is over \$1.00. 10. In cases where parties other than you ship materials against this order, shipper must be instructed to show our PURCHASE ORDER number on all packages and shipping manifests to insure prompt identification and payment of invoices. 11. By accepting this electronic purchase order, you agree that these CONDITIONS AND INSTRUCTIONS are legally binding.