



Purchase order no : .

Item	Material Description	Order qty	Unit	Price per unit	Net value
------	----------------------	-----------	------	----------------	-----------

Packaging and labelling

As per UNICEF Technical Requirements for Pharmaceuticals

<https://www.unicef.org/supply/technical-specifications-packing-packaging-and-labelling>

Storage and transportation

This product must be transported between +15°C to +25°C unless otherwise specified

Gross Weight

KG / BOX

KG / Item

Volume

CDM / BOX

CDM / Item

Total value for item(s) USD

Grand Total

Contractual provisions:

THIS PURCHASE ORDER FOR GOODS (this "Purchase Order") is issued by:

THE UNITED NATIONS CHILDREN'S FUND ("UNICEF"), an international inter-governmental organisation established by the General Assembly of the United Nations by resolution No. 57(1) of 11 December 1946 as a subsidiary organ of the United Nations, having its headquarters at UNICEF House, Three United Nations Plaza, New York, New York 10017, U.S.A. and having an office at **UNICEF Supply Division, 10-12 Oceanvej, 2150 Nordhavn, Copenhagen, Denmark**; and

the "Supplier", together with UNICEF the "Parties" and each one of them a "Party"), a corporation established and existing under the laws of _____ and having its principal offices at _____

Each of UNICEF and the Supplier are referred in this Purchase Order as a "Party" or together as the "Parties".

1. LTA-G; Purchase Order; Terms and Conditions

1.1 This Purchase Order is issued to the Supplier under the Long-Term Arrangement for Goods ("LTA-G") with reference number _____ and is subject to the terms of the LTA-G.

1.2 UNICEF offers to purchase from the Supplier the goods (the "Goods") specified in this Purchase Order in the quantities specified in this Purchase Order in accordance with the terms and conditions set out in this Purchase Order and the LTA-G. The Supplier (a) agrees to sell to UNICEF the Goods in the quantities specified in this Purchase Order in accordance with the terms and conditions set out in this Purchase Order and the LTA-G; and (b) represents that it possesses the requisite knowledge, skill, personnel, resources and experience and that it is fully qualified, ready, willing, and able to supply such Goods in accordance with the terms and conditions set out in this Purchase Order and the LTA-G.

1.3 This Purchase Order comprises (a) this document (including any Special Terms and Conditions set out at Section 4 below); (b) the LTA-G; and (c) the UNICEF General Terms and Conditions of Contract (Goods) attached as Annex A. Subject to any changes agreed pursuant to Article 3.6 of the LTA-G, in the case of any inconsistencies between the terms of this Purchase Order and the terms of the LTA-G, the terms of the LTA-G will prevail over the terms of this Purchase Order, except with regard to the quantities, specifications or technical requirements specified in this Purchase Order which will prevail over this LTA-G. Capitalized terms used but not defined in this Purchase Order have the meaning given to them in the UNICEF General Terms and Conditions of Contract (Goods).

1.4 This Purchase Order (including the LTA-G and any other documents incorporated by reference in this Purchase Order) is the entire agreement between the Parties with regard to the supply of the Goods by the Supplier. It supersedes all prior representations, agreements, contracts and proposals, whether written or oral, by and between the Parties on this subject. No promises, understandings, obligations, supplemental undertakings, licenses, customer terms, shrink-wrap, click-wrap, browse-wrap, confidentiality, non-disclosure, non-compete, acceptable use policies, or other forms of agreement (oral or otherwise) concerning the supply of the Goods to UNICEF by the Supplier will be valid and enforceable against UNICEF, nor in any way will constitute an agreement by UNICEF, unless agreed by a valid amendment concluded in accordance with Article 11.10 of the UNICEF General Terms and Conditions of Contract (Goods).

1.5 The Supplier will confirm its acceptance of this Purchase Order by counter-signing it, and returning it to UNICEF, within five (5) working days of receiving it. This Purchase Order will be a binding contract between UNICEF and the Supplier when UNICEF receives the counter-signed Purchase Order from the Supplier. This Purchase Order will be effective from the date of UNICEF's receipt of the counter-signed Purchase Order until all obligations of the Parties have been fulfilled in accordance with its terms, unless earlier terminated in accordance with Article 6 of the UNICEF General Terms and Conditions of Contract (Goods).

1.6 The Supplier acknowledges and agrees that, in the interests of transparency and efficiency among organizations of the United Nations system, UNICEF may make available a copy of this Purchase Order to such organizations.

2. Cancellation

UNICEF can cancel this Purchase Order at any time with immediate effect by so notifying the Supplier in writing (which includes email) and UNICEF will have no liability for cancellation charges or any other liability of any kind; provided however that if at the time it receives such notice the Supplier has commenced production of Goods expressly for the purposes of fulfilling this Purchase Order then (a) the Supplier will immediately cease production and will take all reasonable steps to minimize costs associated with production already commenced, and (b) UNICEF and the Supplier will agree on the Supplier's net cost in that regard (being the Supplier's costs incurred directly in relation to Goods ordered by UNICEF prior to the Supplier's receipt of cancellation notice, less amounts the Supplier recovers through sale or other disposition of Goods already produced or in production) and UNICEF will pay the Supplier the net amount so agreed.

3. Notices; Coordination

3.1 UNICEF's and the Supplier's contact and address for notices under this Purchase Order are set out below. Each Party will notify the other in writing of any change in such Party's contact and address for notices.

If to UNICEF:
UNICEF

If to the Supplier:

3.2 The persons referred to in Section 3.1 are the Parties' respective representatives who are responsible for the day-to-day coordination and management of this Purchase Order.

4. Special Terms and Conditions

The additional Special Terms and Conditions (if any) specified below will apply to this Purchase Order. These additional Special Terms and Conditions will not apply to any other Purchase Order or contractual relationship between the Parties unless expressly agreed to in writing.

5. Delivery Terms and Delivery Lead-Times; Liquidated Damages

5.1 The Supplier will comply with the INCOTERM or similar trade term expressly stated in the Purchase Order as applying to the Goods to be supplied under that Purchase Order and all other delivery terms and instructions stated in this LTA-G and the relevant Purchase Order.

5.2 The Supplier will comply with the delivery lead time for the Goods required in the specifications and instructions set out in the Purchase Order. "Delivery lead time" is the period from the date the Supplier receives a Purchase Order until the date the Goods are delivered in accordance with the applicable delivery term and instructions specified in this LTA-G and the relevant Purchase Order, and includes the period for manufacturing and packing the products, pre-delivery inspection (if applicable), obtaining any necessary regulatory authority approvals or licenses, shipping, and provision of all documentation required in connection with such delivery. UNICEF may take into consideration the Supplier's compliance with delivery lead times in UNICEF's monitoring of the performance of the Supplier in accordance with Article 2.3 of the UNICEF General Terms and Conditions of Contract (Goods).

5.3 The Supplier's obligations in respect of delay in delivery of Goods, including (but not limited to) obligations to notify UNICEF of delay in delivery of Goods, as well as the consequences of delay and UNICEF's rights and remedies in respect of any such delay, are governed by the UNICEF General Terms and Conditions of Contract (Goods).

5.4 In addition to, and without prejudice to any of the other rights and remedies of UNICEF, if the Supplier fails to deliver the Goods under any Purchase Order in accordance with the stated time for delivery, or if UNICEF exercises its right to reject Goods that do not conform to the requirements in this LTA-G and the relevant Purchase Order, UNICEF may claim liquidated damages from the Supplier and, at UNICEF's option, the Supplier will pay such liquidated damages to UNICEF or UNICEF will deduct such liquidated damages from the Supplier's invoice(s). Such liquidated damages will be calculated as follows: one half of one per cent (0.5%) of the Price of such Goods for each day of delay, until delivery of conforming Goods, up to a maximum of ten per cent (10%) of the value of the relevant Purchase Order. The payment or deduction of such liquidated damages will not relieve the Supplier from any of its other obligations or liabilities pursuant to this LTA-G and the relevant Purchase Order.

Markings :

Pre-alert with the following documents shall be sent by e-mail to.

With the delivery of each Product batch Supplier shall provide:

1. Commercial Invoice
2. Packing list including Batch number information
3. Certificate of origin

- 4. Certificate of analysis
- 5. Product Registration

Freight Forwarders must send the documents to the following email addresses:

Copy the following email addresses:

1. PACKING, PACKAGING AND LABELLING INSTRUCTIONS; DANGEROUS GOODS; MARKINGS

1.1 The Supplier will comply with the requirements (as updated from time to time) for packing, packaging, packing list, and labelling goods set out at <https://www.unicef.org/supply/technical-specifications-packing-packaging-and-labelling> and the additional requirements (if any) for packing, packaging, packing list, and labelling goods set out in this Purchase Order.

1.2 The Supplier will comply with any requirements (as updated from time to time) for dangerous goods set out at <https://www.unicef.org/supply/technical-specifications-packing-packaging-and-labelling> and the additional requirements (if any) for dangerous goods set out in this Purchase Order. The Supplier understands and acknowledges that it is responsible for determining whether the Goods (including packaging) are dangerous goods for this purpose and for notifying UNICEF and UNICEF's Freight Forwarder (as defined in this Purchase Order) that the Goods have been so designated. Further and for all INCOTERMS, for any Goods(including packaging)classified as dangerous goods prior to shipment the Supplier must provide UNICEF details of packing requirements, any special storage requirements, labelling requirements, shipping restrictions, together with pertinent dangerous goods documentation both for domestic and international transportation including all relevant Material Safety Data Sheets indicating accurate classification for transport purposes.

1.3 The Supplier will comply with the instructions for marking of the Goods as set out in the specifications for such Goods and this Purchase Order.

1.4 The Supplier's costs of complying with the requirements specified in this section (PACKING, PACKAGING AND LABELLING INSTRUCTIONS; DANGEROUS GOODS; MARKINGS) will be the sole responsibility of the Supplier.

2. SHIPPING INSTRUCTIONS; DOCUMENTATION REQUIREMENTS

2.1 The Supplier will, in good time to meet the delivery date(s), obtain forwarding instructions from the UNICEF-appointed forwarding agent named in this Purchase Order (the "Freight Forwarder").

This product MUST be transported between +15°C to +25°C unless specified otherwise by the supplier. Supplier is responsible to provide transport and storage temperature information on shipping documents and Certificate of analysis.

The transport and storage temperature MUST be visibly indicated on external packaging such as Shippers and pallets. Supplier is responsible to include additional labelling requirements such as "#Do not freeze", "#Protect from light", "#Store and transport in dry condition" on all external packaging.

In case there is any doubt as to the transport and storage temperature, the information provided by the supplier specific to a purchase order shall supersede the temperature range specified in this PO text.

It is the responsibility of the supplier and freight forwarder to ensure that product temperature conditions are maintained within acceptable limits during transport and transit. Regardless of the mode of transport, it should be possible to demonstrate that the product has not been exposed to conditions that may compromise their quality and integrity. A risk-based approach should be utilised when planning transportation.

2.2 To ensure that the Freight Forwarder can arrange timely dispatch of the consignment(s), for each shipment under this Purchase Order, the Supplier will notify the Freight Forwarder, with a copy to UNICEF, that Goods are ready for collection in nearest named sea/airport at least two (2) weeks in advance of the confirmed date of Goods readiness. The Supplier will provide such notice by completing and signing the form of Notification of Goods Readiness (attached to this Purchase Order) and sending it to the Freight Forwarder, with a copy to UNICEF, at the address for notices set out in this Purchase Order.

2.3 The Supplier will email the following documents to the Freight Forwarder: (i) one (1) copy of the itemised invoice for the Goods in the consignment(s); (ii) one (1) copy of packing list (where available); and (iii) any other document/certificate required for export/import of goods.

2.4 In the case of dangerous goods (including packaging), prior to shipment, the Supplier shall provide the Freight Forwarder with complete details, including UNICEF material numbers, quantities, packing requirements, shipping restrictions and UNICEF Purchase Order number, together with pertinent dangerous goods documentation (including all relevant Material Safety Data Sheets indicating accurate classification for transport purposes), both for domestic and international transportation.

2.5 The Supplier will comply with the following requirements with regard to all shipping documents:

(a) They will clearly indicate the UNICEF Purchase Order number and country of destination.

(b) They will contain the following information:

- (i) Purchase Order item number(s) contained in each package
- (ii) UNICEF stock numbers
- (iii) Description of Goods
- (iv) Tariff code as per EU Combined Nomenclature (CN)
- (v) Value of Goods
- (vi) Quantity
- (vii) Gross weight in kilos
- (viii) Dimension in meters/volume in cubic meters
- (ix) Markings
- (x) Sales Order or Cost Estimate numbers
- (xi) Transport and storage temperature

2.6 The Supplier makes a continuing representation and warranty that all of the information it provides to UNICEF

concerning the Goods and documentation required under this Purchase Order (including, but not limited to, the weight and volume of Goods) is true, complete, correct, accurate and not misleading.

3. INVOICING

The Supplier shall submit its invoices and the listed supporting documentation in one document in pdf format via email to the sd.aicu@unicef.org as follows:

- (a) One (1) original invoice;
- (b) One (1) copy of the packing list;
- (c) Proof of delivery (POD) to the freight forwarder (Air Waybill or Forwarder's Certificate of Receipt (FCR)).

The name of the pdf file should have the Purchase Order and the Invoice Number references. There should be no special characters used, only spaces. For time payment discounts offered to UNICEF, please state so in the email subject line.

Shall the supplier choose to send invoices via post, those should be sent to the following postal address: UNICEF Supply Division, Financial Management Centre (FMC), Invoice Certification Unit, Oceanvej 10-12, DK 2150 Copenhagen, Denmark.

Only one invoice submission modality should be used to avoid any possible duplication.

For any invoice related queries please contact the Invoice Certification Unit at sd.aicu@unicef.org

Forwarder :



Purchase order no :

Forwarding information :

- Consignee** :
- Language** :
- Mode of shipment** :
- Transportation route** :
- Unloading point** :
- Consignee address** :

- Phone** :
- Email** :
- Mailing address** :

Consignee notes :

PRE-ADVICE INCL. INVOICE, PACKING LIST AND BILL OF LADING MUST BE SENT TO UNICEF PRIOR TO ARRIVAL.

"IN TRANSIT TO " MUST BE STATED IN THE B/L JUST BELOW THE ITEM DESCRIPTION (NOT UNDER MARKS AND NUMBERS)

Consignee criteria :



United Nations Children's Fund
 UNICEF Supply Division
 Oceanvej 10-12
 2150 Nordhavn
 Copenhagen
 Denmark

Telephone +45 4533 5500
 Facsimile +45 3526 9421
 Email supply@unicef.org
<http://www.unicef.org/supply>

To:

Purchase order no :

Phone :
 Fax :
 Email :
 Attn :

Issue date :
 Delivery date :
 Delivery terms :
 Payment currency : USD
 Payment terms : within 30 days Due net
 Total amount :
 Supplier to fill in :
 Estimated packed weight :
 Estimated packed volume :
 No. and type of shipping units :

ACKNOWLEDGEMENT FORM

IMPORTANT

The supplier is required to sign the Acknowledgement Form through an authorised representative and return the form to UNICEF within five working days. Please note that UNICEF may cancel the Purchase Order without notice until it receives the signed Acknowledgement Form.

Please ensure that your company information is updated including bank information, company name change, contact details etc. Failure to do so can lead to delays in processing payments.

UNICEF'S PURCHASE ORDER TERMS & CONDITIONS ACCEPTED

 Supplier's signature

 Date

 Name and Title

UNICEF'S GENERAL TERMS AND CONDITIONS ATTACHED APPLY.	
Supplier reference .	
Supplier code :	
Unicef reference :	
Purchasing group :	
Queries to :	

 Signatures :

 For Director, Supply Division.



United Nations Children's Fund
 UNICEF Supply Division
 Oceanvej 10-12
 2150 Nordhavn
 Copenhagen
 Denmark

Telephone +45 4533 5500
 Facsimile +45 3526 9421
 Email supply@unicef.org
<http://www.unicef.org/supply>

To:

Purchase order no :

Issue date :
Delivery date :
Delivery terms :

Phone :
Fax :
Email :

Payment currency : USD
Payment terms : within 30 days Due net
Total amount :

NOTIFICATION OF GOODS' READINESS

IMPORTANT

The Supplier is required to complete and sign one Notification per shipment and send the form to the freight forwarder as designated in this PO; and with a copy to UNICEF.

The Notifications shall be sent atleast **two weeks** before the confirmed date of Readiness of Goods. In case this Purchase Order is related to emergency and rapid response, the notification shall be sent at least **three days** in advance of the confirmed date of Goods Readiness.

We hereby confirm the Readiness of Goods:

(Day-Month-Year)

Shipment details: (Please tick off and complete as appropriate)

- Full Delivery
- Partial Delivery(total number of shipments)
 - Item Number Quantity ofea.
 - Item Number Quantity ofea.
 - Item Number Quantity ofea.
 - Etc. (Please list additional items on a separate sheet)

Packed Weight and Volume:

Number and type of shipping units:

- We also confirm that the necessary documents will be ready as per the Terms and Conditions of this PO, i.e. invoice, packing list, relevant certificates, and that the goods will be customs cleared. Where applicable, Pre-shipment inspection will have been performed.

Supplier's signature

Date

Name and Title

UNICEF'S GENERAL TERMS AND CONDITIONS ATTACHED APPLY.	
Supplier reference	
Supplier code	:
Unicef reference	:
Purchasing group	:
Queries to	