|  |  |  |
| --- | --- | --- |
| [name of Supplier]  [address] | | |
|  | |  | | |
|  | **Re:**  **Order in accordance with article 3 of the Purchase and Supply Framework Agreement (ARIV 2018) dated [……], contract no. [……]** | | |
|  |  | | | |

Dear Sir/Madam,

In accordance with article 3 of the Framework Agreement between [name of Purchaser] and [*name of Supplier*], dated [………], contract no. [……….], I wish to place an order for the following Products.

**Article no. Name of article Quantity Unit price Discount excl. VAT**

[…] [….] [….] [….] [….]

**Total cost excl. VAT VAT % Total cost incl. VAT**

[….] [….] [….]

**Remarks**

[….]

The Products are to be delivered on [………]*.* The delivery address is [………..].

Please send your invoice(s) to the address stated in article 4.5 of the Framework Agreement, quoting the above-mentioned contract number and [commitment number / purchase order number / resource expenditure number]. If the Products are not delivered to the correct address, or the Supplier does not comply with the agreed delivery date or invoicing conditions, the invoice will not be validated for payment.

In accordance with the above-mentioned Framework Agreement and in addition to the provisions of the Framework Agreement, this order is subject to the provisions of the General Government Purchasing Conditions 2018 (ARIV 2018). The terms in this order form written with initial capitals are defined in article 1 of the ARIV 2018 and the Framework Agreement.

If you have any questions regarding this order, please contact [……….], (tel. [………]).

Yours faithfully,

[*name of the Purchaser*]