



Konrad-Adenauer-Ufer 3
50668 Cologne
Germany

PURCHASE ORDER FOR LOW VALUE CONTRACT

Financ. Commitment Nr./Ref.: <sap commitment nr.>
Invoices must be submitted in pdf format to supplierinvoices@easa.europa.eu clearly indicating this financial commitment number*

Contact Person: <> Department: <> Tel.: +49 221 89990.<> Email: <>@easa.europa.eu	Currency of payment: EUR Vendor Ref.: <> Offer (date and reference): <>	Contractor: <Name and address of contractor - check same as in SAP>
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This purchase order constitutes acceptance of the above contractor's offer (quote) [- Attached to this purchase order in Annex II].
 By agreeing to this purchase order (contract), the contractor accepts the Agency's specifications sent on <date> [and attached to this purchase order in Annex I,] and waives all other terms of sale or performance of services and accepts the general conditions updated in 12.2015 published on the Internet at:
http://ec.europa.eu/budget/contracts_grants/info_contracts/lowVal_contracts/LowVal_contracts_en.cfm

DESCRIPTION OF THE SUPPLIES OR SERVICES	UNIT	QUANTITY	PRICE in €	
			UNIT PRICE	TOTAL

<p><small>In accordance with Articles 3 and 4 of the Protocol on the Privileges and Immunities of the European Union, the Commission is exempt from all taxes and dues, including value added tax, on payments due under this contract.</small></p> <p><small>NB: for contractors for which VAT is due in Germany; In Germany, the contractor must include on the invoice the payment amount due as well as the respective VAT. Please note that although EASA is exempt from all taxes and duties, including VAT, in accordance with Articles 3 and 4 of the Protocol on the privileges and immunities of the European Union, in Germany VAT exemption by refund is applied to National transactions and therefore is payable at the time of the invoice to the supplier and claimed to the VAT authorities after payment.</small></p>	Packaging: Insurance: Insurance: Transport: Assembly: VAT:
Place of delivery/performance: <> Delivery date: <>	<complete - check same as in SAP>
Invoice: Payment:	Please submit within 60 days of final delivery and quote the reference number listed above clearly on the invoice - failure to respect this may result in payment delays or rejection of the invoice. Within 30 days from receipt of the invoice
TOTAL :	

Agency's Signature: Name: Position: Signature: Date:	Contractor's signature Name: Position: Signature: Date:
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The invoice shall be paid only if the contractor has returned the signed purchase order.
 This contract shall be governed by Union law, complemented, where necessary, by German law and the courts of Cologne have exclusive jurisdiction over any dispute.

* This specific clause takes precedence over 19.2 'E-invoicing' of the general conditions of the contract.