

## **P.O Terms & Conditions**

### **1. Submission of Invoices:**

- 1.1 Invoices must be submitted in duplicate marked to the attention of Accounts Payable Section and must be hand delivered or posted. For all hand delivered invoices our reference number will be given on the spot.
- 1.2 Your Invoice must contain our PO NO. and your Delivery Note / Order number.
- 1.3 Copy of your delivery note duly signed by our representative giving , Name ,designation & Job Number must always accompany with your invoice.
- 1.4 Please submit your invoice complete in all respect with supporting documents, immediately upon delivery.
- 1.5 Our Financial Year ends on 31<sup>st</sup> December. All claims for supplies and services during any financial year must be made not later than 07<sup>th</sup> January.

### **2. Quality:**

Galfar shall have the right to inspect materials at supplier's or manufacturer's premises, but these inspections shall not constitute final acceptance, if defects are discovered at Galfar's place of business the material price & freight costs, both ways shall also be deducted from supplier's account.

### **3. Shipment of Goods:**

Galfar reserves the right to cancel this purchase order if the promised or specified delivery date cannot be achieved. Galfar reserves the right to return over shipments supplied against this purchase order with freight costs to the seller's account. Code numbers and purchase order numbers must be shown on all invoices, packing slips and Packages.

Galfar also reserves the right to amend or cancel the purchase order with intimation to suppliers with out any financial liability according to project / client design requirements.

### **4. Services Rendered:**

When any of our order or part thereof to services, please ensure that your invoice is duly certified for payment by the concerned discipline Manager and only such certified invoices are submitted to Accounts Payable Section.

### **5. Belated Claims:**

Where there are discrepancies in your invoices, it is our practice to advise vendors regarding the same. Failing to respond to such advises within 30 days will result in the invoice being returned to you unpaid. If invoices are not submitted within 30 days from the date of return, payment will be delayed since the due date for the payment will be calculated from the date of submission of your invoice.

**6. Mode of Payment:**

Payment are made by us at the end of every month after the due date with full details of payment by an A/C Payee crossed Cheque. The due date for payment will be calculated from the date of submission of your invoices. Where no payment term is mentioned on LPO, Payment terms will be 120 days.

**7. Arbitration:**

In the event of arbitration is required the same will be in accord with applicable Qatar Jurisdiction laws.