

**Bensussen Deustch & Associates Ltd**  
1 Mark Square  
London  
EC2A 4EG GB



**SUPPLIER:**

BAGCO LTD  
UNIT 3 CHURCHILL COURT  
HORTONS WAY  
WESTERHAM, KENT  
TN16 1BT GB

**Purchase Order: 27882**

**PO Status : APPROVED**

Order Date	02-MAY-2023
Revision Date	
Revision Number	0

**IMPORTANT REQUIREMENTS: FAILURE TO FOLLOW THESE INSTRUCTIONS MAY RESULT IN CHARGEBACK TO SUPPLIER**

- When freight is charged to BDA shipping account, PO number on this form must be included as the primary reference number on the FEDEX or UPS waybill or the freight bill of lading.
- When freight terms are 3<sup>rd</sup> party, client freight reference below must be referenced first on waybill or bill of lading.

**BILL TO:**

EMAIL:  
accountspayableinter@bdainc.com

or:

MAIL:  
Bensussen Deustch & Associates Ltd  
1 Mark Square  
London  
EC2A 4EG GB

**SHIP TO:**

One Time Address UK  
See Ship To Address in notes below  
GB

BDA Account No	Supplier No	Payment Terms	Freight Payment Terms	INCO Terms	Shipping Method
	EMEA0059	NET 15			
Confirm To/ Email		Charge To Freight Account		Client Freight Reference	
Urmeneta, Mheanne / murmeneta@bdainc.com					

Line	Part Number / Description	Ship By	Deliver By	Quantity	UOM	Unit Price	Amount
1	A5 Recycled Notebook			1	Each	20.0000	20.0000
2	Set Up charge			1	Each	25.0000	25.0000
3	Freight Charge			1	Each	8.0000	8.0000

**Note To Supplier:**

**Total:** 53.0000  
(GBP)

<b>Authorized Buyer :</b> Urmeneta, Mheanne	<b>Buyer Direct:</b>	<b>Fax:</b>	<b>Email:</b> murmeneta@bdainc.com
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**Purchase Order Confirmation Requirements:**

- Transmit confirmation of acceptance to buyer within 24 hours of receipt of purchase order
- Acceptance of purchase order confirms acceptance of BDA Terms and Conditions transmitted with each purchase order
- The purchase order is the governing document in the transaction and cannot be overridden

**Purchase Order Revisions Requirement:**

- Any and all scope changes related to this purchase must be made by revised purchase order and acknowledged by supplier prior to beginning production
- Overruns must be approved by buyer via purchase order revision prior to shipment.
- Any overruns shipped without PO approval are not approved, will not be returned and are not subject to charges from the supplier

**Product Approval Requirements:**

- Purchase Order is contingent on pre-production approval either by proof or physical sample as specified on the purchase order
- Purchase order is contingent on compliant product and on passing reports for any test protocol specified on the purchase order

**Purchase Order Delivery**

- Shipment and delivery dates specified on the purchase order are critical deliverables. Seller must notify buyer immediately when Seller determines that deliverables are in jeopardy. Failure to notify and/or ship via requested method and date will cause the Seller to incur additional expenses for general and consequential damages.

**Fulfillment and Shipping Requirements:**

- Transmit proof of shipment to the buyer immediately upon shipment of goods. This must be transmitted to BDA on day of shipment.
- Product must ship in accordance with the quantities, schedule and method provided on the purchase order. Any deviation may result in additional cost damages, and non-compliance fees
- All shipments to BDA Distribution Facilities must include Suppliers Return Address
- All client direct shipments must be blind-shipped with packing slip that has no supplier information included
- All carton markings must be included as specified on the purchase order

**Invoicing Requirements:**

- Transmit invoice to BDA immediately upon shipment or no later than 24 hours after shipment
- Invoice must match the purchase order exactly to avoid payment delays

**Defective or Unsafe Goods:** If BDA or the client finds the goods to be defective or unsafe, the buyer shall have the right to reject and return the goods at Supplier's expense. Any additional charges to meet specification of product or scope of project will be at Supplier's expense. BDA reserves the right to cancel the PO or any part thereof without penalty if the Supplier fails to comply with the product specifications, testing requirements and terms and conditions set forth in the PO.

**SUBJECT TO BDA PURCHASE AGREEMENT FOR ALL PURCHASES FOREIGN AND DOMESTIC. A copy of this agreement will be provided by Supplier Services upon request**