European Economic and Social Committee

PURCHASE ORDER
For low value contract

(to be mentioned in all correspondence)

CES.XXXX/20..

Number of sheets	Sheet N°:
1	1/1

Directorate/Department/Unit:

Directorate / Unit (also acting as data controller)

Mrs. / Mr.

First Name Name

Tel. / Fax / Email:

+32 2 XXX XX XX - email@email.com

(Name and address of Contractor)

Company name
Attn xxxxxx
Street, number, postal code, city - Country
email@email.com
Tel.: +32 2 XXX XX XX - Fax.: +32 2 XXX XX XX

By agreeing to this order (contract), the Contractor [accepts the specification sent by e-mail on **[date]** attached to this document, and] waives all other terms of sale or performance of services and accepts the **general conditions updated in 01.2019** published on the Internet at:.

https://ec.europa.eu/info/publications/low-value-contracts_en

- This Purchase order constitutes acceptance of the Contractor's tender (quote) submitted on **XX/XX/XX** with reference **XXXXX.**

DESCRIPTION OF THE SUPPLIES OR SERVICES ORDERED	UNIT	QUANTITY	Price in EUR UNIT PRICE	Price in EUR TOTAL
				0,00
				0,00
				0,00
				0,00
				0,00
				0,00
				0,00
This Purchase Order is established based on a maximum number of participants. Should the final number of participants be lower than that established on this Purchase Order, it will be communicated by email 5 calendar days before the date of delivery. Invoicing will be based on the final number of participants communicated.				0,00
				0,00
In accordance with Articles 3 and 4 of the Protocol on the Privileges and Immunities of the European Union, the EESC is exempt from all taxes and dues, including value added tax, on payments due under this contract.	Packaging			0,00
	Assembly			0,00
	Insurance			0,00
	Transport			0,00
	V.A.T.			0,00
			TOTAL:	**0,00**

Date and place of delivery and/or performance

Delivery or performance date : [from to] or [Date],
Delivery or performance hours : [from00:00 AM to 00:00 PM],

Place of delivery:
European Economic and Social Committee
Directorate / Unit
Rue Belliard, 99 - 1040 Brussels, Belgium

Payment and invoice

Invoicing address:
European Economic and Social Committee
To the attention of the Accounting unit
Rue Belliard, 99 - 1040 Brussels, Belgium

Payment: 30 days from receipt of the invoice

Mandatory statements on/for the invoice:

- Purchase order number: CES.XXXX/20.. -
- For intra-community purchases, the statement "VAT Exemption / European Union / Article 151 of Council Directive 2006/112/EC" should be added on the invoice.
- In Belgium, use of this contract constitutes a request for VAT exemption No. 450, article 42, paragraph 3.3 of the VAT code (circular 2/1978), provided the invoice includes the statement: "Exonération de la TVA; art. 42 § 3.3 du code TVA (circulaire n° 2/1978)".

Contractor's bank account: **BEXX XXX XXX XXX**

For the EESC

Name:
Position: **Authorizing Officer (L/XX/XXXXX)**
Signature:
Date:

For the Contractor *

Name:
Position:
Signature:
Date:

▪ This purchase order shall be returned dated and signed before its entry into force.
▪The invoice shall be paid only if this purchase order has been returned dated and signed.

This Contract is governed by European Union law, complemented, where necessary, by Belgian law and the courts of Brussels have exclusive jurisdiction over any dispute.

Other comments: