


| | | | |
|--|---|------------------|--|
|  European Economic and Social Committee | PURCHASE ORDER For very low value contract | Number of sheets | Sheet N°: |
| | (to be mentioned in all correspondence) CES.XXXX/20.. | 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: http://ec.europa.eu/budget/library/contracts_grants/info_contracts/LowVal_contracts/condit_gen_en.pdf | | | |
| - This Purchase order constitutes acceptance of the Contractor's tender (quote) submitted on XX/XX/XXXX with reference XXXXXXXX. | | | |
| DESCRIPTION OF THE SUPPLIES OR SERVICES ORDERED | UNIT | QUANTITY | Price in EUR UNIT PRICE TOTAL |
| | | | 0,00 0,00 0,00 0,00 0,00 0,00 0,00 0,00 0,00 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 |
| Date and place of delivery and/or performance | | | TOTAL: 0,00 |
| Delivery or performance date: [from to] or [Date], Delivery or performance hours: [from 00:00 AM to 00:00 PM], Place of delivery: European Economic and Social Committee Directorate / Unit Rue Belliard, 99 - 1040 Brussels - Belgium | For the EESC Name: Position: Authorizing Officer (L/XX/XXXXX) Signature: Date: | | |
| 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 by Accounting unit | For the Contractor * Name: Position: Signature: Date: | | |
| Mandatory statements on/for the invoice: | | | |
| <ul style="list-style-type: none"> • 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 | | | |
| <ul style="list-style-type: none"> • 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: | | | |