

Purchase Order (PO) Form Guidelines

Thank you for the order you are about to place with Oxford Nanopore Technologies.
 A Purchase Order is an important document binding your organisation to pay for goods and services ordered on credit.
 Accurate details on the PO ensure smooth delivery of and payment for your order.
 A PO form can differ from company to company; this document provides general guidance.
 It outlines the minimum requirements we need to process your order quickly and accurately.
 Only one PO can be used for each website order.
 Our payment terms are 30 days net from date of shipping.

What to include on your purchase order document

Professional presentation	All information on headed paper please so that we can clearly identify which company is raising the PO. All text must be clearly legible; no handwritten documents please.
Purchase Order reference	Your PO reference will appear on your invoice to enable your Finance department to match it for payment. Please ensure it is clearly displayed towards the top of the document.
Supplier Information	Oxford Nanopore Technologies are the supplier for this order.
Delivery address	Include full details of where you would like your shipment delivered to, including telephone number. Ensure the delivery address is clearly marked as such.
Billing address	This is where the invoice will be sent to. If you prefer your invoices to be emailed, we will need an email address in addition to the physical address of your Finance department.
VAT/company registration number (or international equivalent)	For our records, please include at least one of these details as appropriate for your organisation on your PO.
Value of transaction	Your PO should state the total value authorised for payment including any shipment or tax charges. This avoids shipping delays and payment issues.
Currency	Our website accepts orders in US Dollars, GBP sterling, and Euro. Your PO must be in the same currency as the website order. If your local currency does not exist on our website then your PO can be in your local currency and our preference is that your website order is in US Dollars.
Line item detail	Please list each product separately on the PO with a quantity, product description and value for each line. Shipping can be a line item listing or a value added to your product sub-total.
Signature	If a signature is required by your organisation for authority, please sign, print and date here.

How to order

Please place your order in the Oxford Nanopore store and upload the PO section entitled Payment Details

<https://store.nanoporetech.com>