**Purchase Order**

|  |  |
| --- | --- |
| ORDER NUMBER 2021/0000 | DATE 00/00/2021 |

|  |  |
| --- | --- |
| SUPPLIER NAME |  |
| ADDRESS |  |
| CONTACT |  |

|  |  |
| --- | --- |
| DELIVERY TO | O.N.A.K.A.I. |
| ADDRESS |  |
| CONTACT |  |

|  |  |  |
| --- | --- | --- |
| Quantity | DESCRIPTION | Rate |
|  |  |  |
|  |  |  |
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|  |  |  |
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|  |  |  |

|  |  |
| --- | --- |
| ORDER TOTAL |  |

NOTE: All invoices must clearly show the relevant O.N.A.K.A.I. Order Number. Please note that failure to provide this information will result in delays in processing the invoice and may cause it to be rejected.

Please note that our payment terms are the month end, following on from the month of receipt of invoice, unless agreed otherwise in writing by O.N.A.K.A.I.