

The below information contains important details of the goods/services ordered by Cisco System.


Cisco System normally issues a valid Purchase Order (PO) to its suppliers and suppliers must not commence with the delivery of goods/services unless they receive valid PO from Cisco Systems. Please liaise with Cisco Requestor ordering the goods/services on how to get valid PO from Cisco Systems.

All PO's issued by Cisco Systems have all relevant information pertaining to the goods/services ordered including:

- Shipping details
- Bill-to details (where you can send your invoices to)
- Currency, units ordered and total price
- Cisco Requestor Details
- Etc.

Please go through the below overview of the PO and its details.

FIELD NUMBER	FIELD NAME	DESCRIPTION
1	<i>Purchase Order Number</i>	Each Purchase Order (PO) issued by Cisco Systems will have this unique number as identification. This number MUST be clearly and fully quoted on invoice(s) sent to Cisco Systems. Missing PO number will result in delay in invoice processing and payment.
2	<i>Supplier Contact</i>	These are the contact details of your company as per our record. If you find the details are incorrect, please contact us immediately by using the email address as per the website: http://www.cisco.com/web/about/ac50/ac142/supplier/supplier_invoice.html
3	<i>Cisco Requestor</i>	These are the contact details from Cisco Systems who is requesting the goods or services described in the PO. The person mentioned is your contact person from Cisco Systems for all questions related to this order.
4	<i>Supplier Address</i>	These are the official name and address details of your company. If you find the details are incorrect, please contact us immediately by using the email address as per the website: http://www.cisco.com/web/about/ac50/ac142/supplier/supplier_invoice.html
5	<i>Ship to</i>	These are the details of name and address where the delivery is to take place.
6	<i>Bill to Address Details</i>	These are the official name and address details where your invoice is to be sent to. Invoices MUST be sent to these details ONLY and MUST mention the exact Cisco's name. Failure to do so will result in delay in invoice processing and payment. Your invoice should also include Item Description (see 9 below), Quantity, Unit Price, Total and Currency denomination details (see 10, 11, 12 and 13 below).
7	<i>Notes to Supplier</i>	This section contains important information, including the terms and conditions of the PO and where to find additional information.
8	<i>Item Description</i>	Description of goods or services ordered. Please contact Cisco Requestor described in section 3 above if you have questions or you are unclear of the description.
9	<i>Quantity (Qty)</i>	The amount or volume of goods or services ordered. Please contact Cisco Requestor described in section 3 above if you have questions.
10	<i>Unit Price</i>	This the currency and the price per unit ordered. Please contact Cisco Requestor described in section 3 above if you have questions.
11	<i>Total</i>	This is the currency and the total price of the PO. Your invoice(s) must NOT exceed the Total Amount mentioned on the PO. . Please contact Cisco Requestor described in section 3 above if you have questions.

	Purchase Order : 1 Status : Approved		PO Revision 0	Payment Terms	Page 1 of 1	
			Date of Order	Freight Terms		
			Date of Revision	F.O.B		
			Supplier Number	Ship Via		
Supplier Contact : Contact: 2 Tel: email:		Cisco Requestor : 3		Cisco Buyer : Refer Requestor		
Supplier Address : 4		Ship To : 5		Bill To : 6		
Notes to Supplier : 7						
Line	Supplier Item/Description	Delivery Date	Qty	UOM	Unit Price	Extension
	8		9		10	
					Total :	11
All pricing exclusive of any tax treatment listed above. All prices and amounts on this order are expressed in						