

Smart Buy Purchase Order Format

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

Cisco Systems normally issues a valid Purchase Order (PO) to suppliers. Suppliers must not commence with delivery of goods or services unless they receive a valid PO from Cisco Systems. Please liaise with your Cisco Requestor for a valid Purchase Order.

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

- Shipping details
- Bill-to details (Cisco entity who should be invoiced)
- Currency, units ordered and total price
- Cisco Requestor Details

Table 1. Description of Smart Buy Purchase Order Fields

	FIELD NAME	DESCRIPTION
1	Purchase Order Number	Each Purchase Order (PO) issued by Cisco Systems will have a unique number as identification.
2	Cisco Legal Entity Address Details	Cisco Legal entity name and billing address issuing the PO
3	Supplier Company Name and Address	Supplier Company name, address, and contact information as per our record.
4	Supplier Contact and Address	Supplier contact details and address of your company as per our record.
5	Terms and Condition for PO and Invoice	Cisco's PO terms and conditions, also available here: https://www.cisco.com/c/en/us/about/supplier-information/access-non-manufacturing-supplier-connection/existing-supplier-guidelines-information/terms-conditions-purchase-orders-list.html
6	Ship to	Details of name and address where order is shipped
7	Bill To Address	Cisco Legal entity name and billing address. Invoices should be matched to the correct PO and Cisco Legal entity.
8	Deliver To	Name of individual who will receive delivery
9	Order Information	Description of goods or services ordered, quantity or volume, unit price and total amount of the PO including

Purchase Order: 1

This purchase order was delivered by Ariba Network. For more information about Ariba and Ariba Network, visit <http://www.ariba.com>.

From: 2 **To:** 3 **Purchase Order**
(New)
Purchase Order
Amount: \$
Version:

Payment Terms

Comments
Comment Type: Terms and
Conditions Body: Tax Reg ID:

Contact Information
Supplier Account: 4

Other Information
Purchasing Unit:
Purchasing Unit Name:
Legal Terms and Conditions of
Purchase: 5

Invoicing Terms and Conditions
of Purchase:

SHIP ALL ITEMS TO: 6 **BILL TO:** 7 **DELIVER TO:** 8

Line Items

Line #	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Unit Price	Subtotal	Customer Location
1			Material						

Description:

STATUS: 9

1

Other Information
Req. Line No.:
Requester:
PR No.:
Auxiliary Part ID:
Manufacturer Part ID:
Manufacturer Name:
Classification Domain:
Classification Code:

Sub-total: \$ USD

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Singapore

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