



To our Suppliers

Department: Purchasing department
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PURCHASING TERMS

As a part of the standardization of the purchasing system and purchasing terms at SAR AS, we hereby draw attention to the following requirements and conditions that will apply to all our purchases of goods and services:

Ordering

Orders from SAR AS are only valid when they identify the purchaser by name and address and are accompanied by a purchase order number (PO number).

Goods Delivery

All goods deliveries must be clearly labelled with the purchase order number (PO number).

Payment Terms

Upon receipt of a correct invoice, payment will be made within 45 days from the receipt of the invoice provided that the delivery has been received according to the order. Payment terms of 45 days from the receipt of a correct invoice shall be stated on the invoice.

Invoice Address

EHF or Email: mf-saras-1_100_sno@medius.cloud

Invoice Reference

The front page of the invoice must always be clearly marked with SAR AS.

- Purchase order number (PO number)

Invoice Layout Requirements

- Invoice must correspond line by line with the purchase order (PO) (i.e., invoice line must be identical to the item line in the order in terms of order and content)
- Partial delivery/partial invoicing regarding the purchase order (PO) is only accepted after a specific prior written agreement.
- Administrative fees/invoice fees, etc., are not accepted.

Email or verbal requests for goods or services to be delivered without a purchase order are not authorized, and the transaction is not valid for payment. SAR only response to approved SAR purchase orders.

Invoices that do not meet all requirements according to this letter will be returned.

If the above conditions cannot be accepted for any reason, we request your written feedback to the undersigned within 2 weeks of receiving this letter. If we have not received any written feedback within this deadline, the above will be considered accepted and registered.

Best regards,

Rolf Utsola
Purchasing Manager