

## **PPE PURCHASE PROCEDURE**

**9-01-2020**

This information applies to all PPE products **except** Nitrile Gloves. See the attached addendum.

1. Purchase Order
2. POF Attestation Letter / BCL
3. Production Schedule w/Dates
4. SPA
5. Escrow deposit – monthly purchases
6. 1<sup>st</sup> 25% Contract Deposit
7. Production Begins
8. Production Status
9. Bill Of Lading from shipping company
10. 2<sup>nd</sup> 25% payment
11. Tracking Information
12. Destination Port Arrival Notice
13. Trucking Company Bill of Lading
14. 3<sup>rd</sup> 25% payment
15. Delivery to customer's Designated Logistics Facility
16. Final 25% payment

### **TERMS**

POF required with Purchase Order - BCL / Attorney Attestation Letter

Payments must be by wire transfer (MT 103)

Payments are based upon manufacturing and shipping milestones:

1. 25% with signed CI.
2. 25% At ship loading.
3. 25% Consignment to Trucking Company
4. 25% Delivery to Customer's Designated Logistics Facility

- ☐ All sums due will be calculated based upon upon the status of partial shipments.
- ☐ All pricing is CIF to the buyer's designated receiving location.
- ☐ Final price will be determined after buyer supplies destination port information.
- ☐ For Latin American deliveries, payments 3 & 4 are combined and final 50% is due and payable upon cargo vessel / air cargo plane departing the country of origin port of departure.
- ☐ \*Credit on international purchase orders may be available and will be determined on case by case basis by third party funder.

Air Freight is available at extra cost.

Priority is given to long term contracts.

Addendum.

## **Nitrile Gloves Purchase Procedure**

1. Purchase Order
2. Production Schedule w/Dates
3. SPA
4. Irrevocable Letter of Credit / Full Purchase Amount in Escrow Account
5. Production Begins
6. Tracking Information
7. Destination Port Arrival Notice
8. Customs Clearance
9. Trucking Company Bill of Lading
10. SGS Report
11. Full Payment Due
12. Delivery to customer's Designated Logistics Facility

### **TERMS**

POF required with Purchase Order - BCL / Attorney Attestation Letter  
Irrevocable Letter of Credit / Full Purchase Amount in Escrow Account  
Payments must be by wire transfer (MT 103)  
Payment is due in full upon receipt of confirming documentation for numbers 8, 9 & 10 above.

## **Purchase Procedure Mexico 2020 ICOTERMS - DAP (Delivered at Place)**

1. Purchase Order
2. POF Attestation Letter / BCL
3. Production & Delivery Schedule w/Dates
4. SPA (If Applicable)
5. 25% Down Payment with signed Commercial Invoice
6. Production Begins
7. Tracking Information
8. SGS Report – Country of Origin (Prior to loading of Container)
9. 25% Payment when container consigned to shipper.
10. 50% Payment when ship departs Port of Origin.

### **TERMS**

POF required with Purchase Order - BCL / Attorney Attestation Letter  
Irrevocable Letter of Credit / Full Purchase Amount in Escrow Account  
Payments must be by wire transfer (MT 103)  
Payment is due in full upon receipt of confirming documentation for numbers 8, 9 & 10 above.