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Enterprise number .....

R.E.M s.r.l  
VIA FERRUCCIA. 16/a - 03010  
PATRICA (FR)

## Purchase order

Number .....: PO013239-1  
Date .....: 30 Nov 2017  
Page .....: 1 of 2  
Vendor reference .....

Contact person ...: ANTONELLA  
E-mail .....: amministrazione@rem-motori.it  
Telephone .....: 0039 (0)775 830116  
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Delivery address  
**Saudi Co. for Mfg. Carpet Materials(**  
**PO Box 30540**  
**Jeddah - 21487,**  
**KSA.**

#	Item number	Description	Delivery	Quantity	Unit	Unit price	Disc. r	Discount	Amount
1	003622	CARBON BRUSH SIEMENS EXTRUDER 44x25x16 1GG6188-ONG9-1WV3-Z S/N: 1178157010001, BRUSH 1625ZD E101 EG 8019 Dim: Standard	06 Jan 2018	36.00	Pcs	27.0000			972.00
						Balance EUR			972.00
						Misc. charges EUR			0.00
						Total EUR			972.00

## Rider of International Purchase Order

Strictly follow the below documentation procedures.

### Consignee & Notify Address/Delivery/Courier Address

**SAUDI COMPANY FOR MFG. CARPET MATERIALS - MATTEX**

Street: Industrial City Phase 5, P.O. BOX: 30540, JEDDAH Zip Code: 21487,

KINGDOM OF SAUDI ARABIA. TEL: + 966 12 608 1133, FAX: +966 12 608 1251

### Air & Sea Freight Shipments – Shipping instructions / Required Documents:

1. Commercial Invoice in 3 originals (1/3 original duly attested by local chamber of commerce at origin)
2. Certificate of Origin in 1 original Issued by the Chamber of Commerce/Industry - mentioning name of country of origin of goods
3. EUR.1 Certificate stamp & signed by Swiss customs – only required if goods are origin from Switzerland. Shipment from other origins this certificate is not required.
4. Packing List / Weight list in 2 manually signed & stamped
5. Air-Freight shipment: Master Airway Bill (MAWB) copy with flight details marked Freight prepaid
6. Container shipment(FCL): Full set of Ocean Bill of lading in 3 originals + 3 Non-negotiable (MBL) marked Freight Prepaid.  
NB. If shipment by LCL cargo, then agent's HBL accepted instead of MBL
7. Insurance Certificate required (for delivery terms CIF, CIP, DAP, DDP.)
8. Shipping Marks: Mattex Jeddah

**For Any Express Courier shipments (Door-to-Door):** Prior to shipment send the draft of Invoice & COO, we will check and approve

- A) If the Invoice value is less than US\$ 2,000.00 then Certificate of Origin (COO) not required, but declaration in Invoice is required mentioning name of Country of origin of goods.
- B) If the Invoice value is Above US\$ 2,000.00 then Certificate of Origin (COO) is compulsory required. Saudi Customs required One Original Invoice duly attested by local chamber of Commerce at origin together with COO.

**Note:** Keep two additional Invoices inside the box required by Mattex accounting department for payment record purpose.

Please send the draft copies of documents for our check and approval before shipment. (Sea shipment also B/L draft required)

**Port of discharge:** Jeddah, Kingdom of Saudi Arabia. Shipment advice:

- Please send shipment advice, Copies of shipping documents & Courier awb tracking number to Mattex within 3 days after shipment date by email.
- Please send complete set of original shipping documents direct to Mattex Jeddah by any express courier service – Original documents are required by Mattex before arrival of shipment to Jeddah port, copy of document with Cargo allowed.

### Instructions from Saudi Customs:

- **In all cases** Name of Country of origin of goods: Is Compulsory required / Mandatory and detailed explanations are as follows:  
*all materials / Spare parts items each should have name of country of origin of goods. This marking should be either engraved / embossed / printed / pressed should be on material / Spare Parts item (removable stickers / labels are not allowed) Note: Items/Parts too small & sensitive (not possible for printing): Sticker / Labels to be fixed on items and also on packets / Boxes declaring name of country of origin of goods. MADE IN \_\_\_\_\_*
- (Invoice in black/white not accepted which looks like photocopy, color photocopy Invoice with scanned signature are not allowed) Invoice & COO to be signed by blue pen instead of black pen. Documents attested by Chamber of Commerce & Industry by Electronically "Not Accepted" Documents required manually signed & stamped.
- For raw materials which Chemical combination items, DGR / HZR shipments, we need to get prior approval from Saudi Customs. Then, we scan approval to shipper to proceed the shipment. MSDS (Material Safety Data Sheet) required before shipment to obtain on-line chemical permission from Ministry of Industry and also prior approval from Customs permit. Air-freight MAWB (or) Sea-freight B/L required: mentioning "Non Restricted Items".
- **SASO Certificate / or authorized International Inspection Office in Origin approved by Saudi Arabia**  
SASO Certificate of Conformity – this mandatory certificate required to all electronics / electrical items, Wi-Fi, sensors, thermal electrical equipment high / low voltage, electrical devices used in textile machinery, rays, hazards electrical etc. **Certificate "Certifying Goods are exported from \_\_\_\_\_ (origin name) have been subjected to laboratory tests and proven to be in compliance with the approved standards in the Kingdom of Saudi Arabia".**

**Notes: -**

1. For any concern or query prior shipment, please contact [shareef.m@mattex.com](mailto:shareef.m@mattex.com); [azad.a@mattex.com](mailto:azad.a@mattex.com) and [kashif.t@mattex.com](mailto:kashif.t@mattex.com) and copy to respective ordering departments. (except FRI/SAT are week-end in Saudi Arabia)
2. Mattex required original shipping documents on/before arrival of shipment to Jeddah port, late dispatched of original documents by supplier/shipper not allowed and all detention, demurrage & port penalties will be charged to supplier in case documents received late

**"In order to ensure that your shipment is in compliance with our country regulations and governmental legislation, please contact our Stores, Procurement or Import Export desk at destination office, we will provide a detailed document full details on procedures/guidelines"**