

Purchase Order

PO Num MAL18042926PO18	Requisition No.: 3085
Status Approved	Request By Tashi Gyaltzen
Department MLGHuman Resources	Date 04/02/2018
Project #	Expected Delivery Date 05/02/2018

Special Action:

Vendor:	Ship To:	Send Invoice To:
VIYA HOLDING SDN BHD Jalan Putra .. Tel: 00 603 4044 9449 Fax: 00 603 4044 9449 Kuala Lumpur Malaysia	Mr. Chorinchath Sasikumar Four Seasons Resorts Maldives Landaa Giraavaru Baa Atoll Republic of Maldives Tel.: (960) 66 00 888 Fax: (960) 66 06 298 Chorinchath.Sasikumar@fourseasons.com	Accounts Payable Four Seasons Resorts Maldives Landaa Giraavaru GST :1002917GST001 Baa Atoll Tel: (960) 66 00 888 Fax: (960) 66 06 298

★ Reason for Purchase : Replenishment of Stocks

Detail Description: Wardrobe with two Doors, White for the Managers Block

Items:

Item Code	Qty	Unit	Brief Description	GL#	Price	Amount
Wardrobe with two doors, white (78 X 190 cm)	8.0	Nos.	Wardrobe with two doors, white (78 X 190 cm)	MLG 70400-5000 n/a	USD120.00	USD960.00
					Sub-Total:	USD960.00
					Freight Charges:(#)	USD0.00
					Default Tax:	USD0.00
					Grand Total:	USD960.00
					Grand Total in USD	US\$960.00

TERMS:

30 Days

For Delivery to Supply Boat in Male.

1. Please acknowledge receipt of this Purchase Order by email to the person/s from whom you have received the Purchase Order.
2. Unless specified in writing by the Purchasing Department, always get the mode of dispatch (by courier/air cargo, sea freight) confirmed in writing from the purchasing department before dispatch of the cargo.
3. Please do a Transit Insurance for the Cargo.
4. Please mention the Purchase Order Number in all Invoices and Delivery Orders
5. Every Box must be marked with corresponding Four Seasons Purchase Order Number, Resort Name.
6. Every Box must be numbered

sending air freight. 23.04.2018.