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| **Buyer’s Data** | **Seller’s data** |
| **ORLEN Południe Spółka Akcyjna**  Purchase and Supplying Department  Tel.: +48 24 201 00 00, +48 24 201 00 01  Fax: +48 24 367 74 14  [www.orlenpoludnie.pl](http://www.orlenpoludnie.pl)  ul. Fabryczna 22  32-540 Trzebinia  Overseen by:  Gorzelnik Karol  Tel.: +48 785 040 104 | **ADDRESS**  VAT EU:  E-mail: |
| E-mail: Karol.gorzelnik@orlen.pl |  |

ORDER No. [Słowa kluczowe]

ORDER Date: 2021-07-01

In reference to your proposal, we are hereby submitting our Order for services / goods\*, as set forth below. Please refer to the number of this Order, as specified above, in all correspondence, notifications and VAT invoices.

The Buyer hereby declares that he is an active VAT taxpayer and holds a tax identification number (NIP), as indicated in the footnote on the first page of this Order.

Sellers ref:

Our ref.:

Signatures:

|  |  |
| --- | --- |
| ………………………… ……………………  The Seller (signature date) | ………………………… ……………………  The Buyer (signature date) |
|  |  |

1. OBJECT OF ORDER

**Order Currency: EUR**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **P.** | **Material Index** | | **Name of the Goods, Quantity** | | **Unit** | **Unit price** | **Net Value** |
| **1.** | JT-0000000 |  | Goods…. | **1** | **pcs.** | **0,00** | **0,00** |
| Delivery date | 01.01.2021 |
|  | **Total net value of the Order [EUR]** | | | | | | **0,00** |
|  | **In words: …………………………… 00/100 [EUR]** | | | | | | | |

1. OBLIGATIONS OF THE SELLER

Seller undertakes to perform the contract and deliver the goods in accordance with scope of Inquiry, the provided technical and commercial Offer.

The provisions of this Purchase Order shall take precedence over the provisions of the Seller’s offer.

1. TERMS AND BASE OF DELIVERY:
   1. Complete delivery shall be done in ……….. from the date of Purchase Order.
   2. The Goods shall be delivered at the facility of the Buyer in …………………………... . Buyer after delivery of the device as well as verification and confirmation of required quality, shall sign delivery documents/shipping documents
   3. Shipping documents should include all documentation connected with the delivery:
   * a copy of the invoice
   * a packing slip
   * maintenance instructions
   * TDS, MSDS sheets
   1. Place of unloading: ORLEN Południe S.A., Buyer’s facility is located at: ……………………….
   2. Contact person: ……………………………………………………….

1. **TERMS OF PAYMENT**
2. Payment of the sum of ……………….. net, shall be made by wire transfer in … Days net from the day the Buyer has received the original and correctly issued VAT invoice.
3. The invoice shall contain the Order number and the person in charge of completing and settling the Order. All of the above specified information is mandatory for the Buyer.

The invoice shall be sent: - in the form of single-sided printing, on uniform paper, preferably white, filled in with typewriting, without handwritten entries, redundant seals or contamination; - **in an envelope marked with the note “INVOICE” to the following address: ORLEN Centrum Usług Korporacyjnych Sp. z o.o., ul. Łukasiewicza 39, 09-400 Płock**

Acting pursuant to Article 4c of the Act of 8 March 2013 on counteracting to excessive delays in commercial transactions (Journal of Laws of 2019, item 118 as amended), ORLEN Południe S.A. declares that it has the status of a large enterprise.

The Buyer's bank charges shall be borne by the Buyer. The Seller's bank charges shall be borne by the Seller.

1. WARRANTIES

The warranty shall be valid for a period of …. months from the date when the Parties sign the delivery and acceptance protocol or the document confirming delivery of the Goods, or in the case of delivery of Goods and Service - the Goods commissioning/installation protocol.

1. **GENERAL TERMS**

Save the commercial terms and conditions, as set forth in the order, the General Terms and Conditions for the Purchase of Goods and the Purchase of Goods and Provision of Services (hereinafter “General Terms”), which constitute an integral part of this Order.

1. **INFORMATION CLAUSE**
2. ORLEN Południe S.A. with its registered office in Trzebinia, ul. Fabryczna 22 (“ORLEN Południe S.A.”) informs that its the controller of your personal data. Contact phone numbers to the controller: (+ 48) 24 201 00 00, (+ 48) 24 201 00 01.
3. You can contact the Data Protection Officer in ORLEN Południe S.A. by e-mail to: rodo.poludnie@orlen.pl. You can also contact the Data Protection Officer in writing to the address of the registered office of ORLEN Południe S.A., indicated in item 1, with additional information “Inspektor Ochrony Danych” (Data Protection Officer). Contact details of the Data Protection Officer are also avalible in the "Contact" tab at [www.orlenpoludnie.pl](http://www.orlenpoludnie.pl).
4. Your personal data will be processed by ORLEN Południe S.A for the following purposes:

- conclusion of a purchase contract in the form of an order (Article 6 (1) (b) of the GDPR), throughout the duration of the contract;

- performance of our obligations, resulting primarily from the provisions of tax and accounting law (Article 6 (1) (c) of the GDPR), for the period provided for by these provisions of law;

- establishing, investigating or defending against any claims that may be related to those conducted by ORLEN Południe S.A. actions - to implement our legitimate interest in the form of securing claims, pursuant to Art. 6 sec. 1 lit. f) GDPR, for the time provided for by legal provisions regarding the limitation of claims.

1. The recipients of personal data will be entities of the ORLEN Group. The data may also be transferred to entities processing personal data at the request of the Administrator, including entities providing and supporting IT systems, as well as other entities providing services related to the Administrator's day-to-day operations, only on the basis of relevant contracts for entrusting the processing of personal data and ensuring the use of the above-mentioned entities of adequate technical and organizational measures ensuring data protection. Personal data may also be made available to authorized entities under applicable law.
2. Each person whose data is processed, to the extent resulting from the provisions of law, has the right to access their data and rectify it, delete it, limit processing and the right to object to the processing. Request regarding the implementation of the above-mentioned You can send to the e-mail address: rodo.poludnie@orlen.pl or the headquarters of ORLEN Południe S.A. indicated in point 1 with the annotation "Data Protection Officer".
3. You also have the right to lodge a complaint with the President of the Personal Data Protection Office, if you feel that the processing of your personal data violates the provisions of the GDPR.
4. Your personal data will not be transferred to a third country or an international organization.
5. Your personal data will not be subject to automated decision making, including profiling.
6. APPENDIXES

The following appendices constitute an integral part of this agreement, whereas the Seller hereby declares that the document listed below as Appendix 1 has been provided to him by the Principal in the electronic form as part of the procurement procedure, that the Seller has read the above specified documents before the Order date, undertakes to observe the principles/requirements set forth in them, and thus the said documents were not enclosed to the Order in hard copy.

Appendix 1 – GENERAL TERMS AND CONDITIONS OF PURCHASE OF GOODS AND PURCHASE OF GOODS AND PROVISION OF SERVICES of ORLEN Południe Spółka Akcyjna

Appendix 2 – Seller’s Quotation