**IRREVOCABLE CORPORATE PURCHASE ORDER – ICPO**

 **THIS DOCUMENT IS THE RECOGNIZED FORM FOR AN IRREVOCABLE CONFIRMED PURCHASE ORDER ACCORDING TO THE RULES OF INTERNATIONAL SALES AS AGREED PER ICC 500 REGULATIONS.**

Date: DD / MM / 2022

Reference number: XXXXXXX

**To:**

**Attn:**

**VIA:**

We, [ company name ], of [ address, country, company registration number ], situated at the above address acting with full corporate responsibility as the BUYER, hereby submit our Ready, Willing, and Able to purchase the product as illustrated below and are the legal signatory with full corporate power to produce the acceptable banking instruments to activate a valid sales contract between ourselves and your company.

**COMMODITY:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SPECIFICATION:**

[ Product Specification ],

|  |  |
| --- | --- |
| ORIGIN  |  |
| TOTAL QUANTITY  |  |
| QUANTITY PER MONTH  |  |
| PACKAGING  |  |
| DESTINATION PORT   |  |
| Price  |  |
| Contract value  |  |
| PAYMENT  |  |
| INSPECTION  |  |
| Delivery period  |  |
| PERFORMANCE BOND  |  |

**DOCUMENTS TO BE PRESENTED IN EACH SHIPMENT**

* Commercial Invoice
* Bill of Lading
* Inspection Certificate by SGS
* Weight quality and issued by SGS
* Certificate of Origin
* Packing List in Triplicate
* Phytosanitary Certificate
* Fumigation certificate
* Radiation Free Certificate
* Insurance Certificate

**Procedure:**

1. The Buyer Issues Letter of Intent (LOI).

2. The Seller Issues Full Corporate Offer (FCO), to be signed by the Buyer

3. The Buyer Issues Irrevocable Corporate Purchase Order (ICPO).

4. Upon receiving the ICPO, the Seller issues *a Draft* Sales and Purchase Agreement (SPA) signed and sealed.

5. The buyer signs the Sales and Purchase Agreement (SPA) and sends it back to the Seller.

6. Seller now issues Proforma Invoice

7. Buyer provides the SWIFT COPY OF BANK INSTRUMENT

10. Upon receipt of the swift by the seller’s bank, SELLER WILL CONFIRM RECEIPT AND OPEN PB (Performance Bond) of 2%

11. Once the loading is completed, the Seller’s Bank sends copies/scans of Shipping Documents to the Buyer with all

other documents requested and original to buyer’s bank by swift for payment.

12. Buyer releases the payment of the shipment value at loading port within Five (5) banking days AFTER receiving the original of the BL, SGS, and the FULL set of Shipping Documents by his bank.

13. The vessel leaves the port of loading towards the port of destination.

**BUYER’S BANKING INFORMATION:**

BANK NAME: [ bank name ]

BANK ADDRESS: [ bank address ]

[bank address ]

[ bank address ]

BANK CODE: [bank code ]

BRANCH CODE: [branch code ]

ACCOUNT NO: [account no. ]

ACCOUNT NAME: [account name]

IBAN: [ IBAN ]

SWIFT CODE#: [swift code# ]

BANK OFFICER: [bank officer ]

TELEPHONE BANK: [telephone ]

FAX NUMBER: [ fax ]

E-MAIL: [ email ]

Signature: [ signature ] [ seal ]

Printed Name: [printed name ]

Title: [title ]

Contact: [telephone ]

Email: [email ]

**AUTHORISED SIGNATORY PASSPORT COPY:**

SIGNATURE / COMPANY SEAL

**\*\*\*END OF THE DOCUMENT\*\*\***