**Terms and Conditions of Purchase Order**

The term “buyer” shall mean Reach Active Ltd, Energoinvest Reach Active Ltd, Reach Active (Ireland) Ltd, Reach Active Construction Ltd or Energoinvest Reach Active (Uk) Ltd, whichever is noted on the Purchase Order.

The term “seller” shall mean the company or person named on the Purchase Order to provide the labour, plant, goods or services for the “buyer”.

The Purchase Order shall contain brief details of the labour, plant, goods or services to be supplied. More detailed information available will be noted and referenced to.

The Purchase order will be issued by the “buyer” to the “seller”. Any discrepancies are to be raised by the “seller” before the transaction and/or delivery takes place.

The “seller” shall be satisfied that they have the correct details regarding the requirements, delivery and acceptance of the labour, plant, goods or services to be supplied.

Once delivered, the “seller” will ensure that the labour, plant, goods or services are signed for by our site representative with the Purchase Order number shown on the ticket. Signing shall include a Signature, Printed name and date. If the ticket is faded, this must be highlighted to enable reasonable resolution. If the goods are delivered via courier (using a signing machine for example), you must forward a printed copy. Our site representative may complete a goods received docket which shall become the authorised document and takes precedence over any subsequent docket that the “seller” provides.

The labour, plant, goods or services must be delivered in a manner that secures there well being. This to include proper and appropriate wrapping, protection, instructions and safety provision, including storage instructions where applicable.

For items being delivered (or taken away) by weight, a ticket with this must be signed for and the time, lorry registration and drivers name must be included. “Sellers” carrying out Muck away Orders must have licenses in place beforehand. CL804 type Aggregates must have certificates for Pyrites testing. Concrete mix designs must also be submitted prior to the first delivery to site in accordance with the relevant specification. Muck away wagons will be photographed on site ensuring the number plate is included and date and time recorded on the photo.

Tipper Lorries must have the volume and tonnage plates in place and these are to be noted before acceptance of any transit of goods.

Plant being delivered must be certified and tested and have the certificate to prove this. There are specific requirements for Mechanical plant with regards to what equipment they must have before being allowed to start works. Please ask for a copy of these requirements in good time. Plant operators hired for the works must have the proper licenses or training certificate before they can operate. All plant must be certified and tested in accordance with the Health & Safety Construction Regulations 2007.

The seller must complete our Suppliers Detail form (SDF), this enables proper registration of the seller and enables the procedure for payment to be put in place.

When Invoices are received, they are to include the Purchase order number and Site location as a minimum requirement. When dealing with large ticket volumes, the maximum number of tickets per invoice will be 12.

If any of the above conditions are breached, then the delivery may be refused, or the invoice returned depending on the stage in the process. A communication either in writing or via fax or email will be sent advising of the breach. We reserve the right to contra-charge to recover any costs incurred as a result of any breach.