

Quick Guide to Ordering from CEM Systems

When ordering from CEM Systems, please ensure all purchase orders include the following details:

Company/Billing Details – *these should be stated on each purchase order:*

- Company name (including branch name where applicable)
- Official purchase order number
- Invoice address
- Delivery address (if different from invoice address)

Product Details – *for each item on the purchase order, the following should be specified:*

- Product name
- Product code
- Unit price
- Quantity

Other Details

- Site name (e.g. where the equipment is going to be installed)
- Quotation reference (where applicable)
- Total value of order

Shipping Details

All prices from CEM Systems are ex-works unless otherwise stated. All orders must **either** list a line item for carriage as agreed in advance with CEM Systems **or** list account details for a courier you wish to use to ship the goods.

Language and Currency

All purchase orders should be placed in English. All orders should be placed in STG (£) unless previously agreed with the account manager.

Format of Purchase Orders

All purchase orders should either take the form of your standard purchase order template or, if you do not have a purchase order template, the company letter head. Verbal purchase orders or those in email format will not be accepted.

Documentation

Where documents are required to accompany a delivery of goods a charge will be levied. This should appear as a line item on the purchase order. The cost of the EUR1 will be £30 and the cost of the Certificate of Origin will be £40.

Placing Orders with CEM Systems

Please ensure all orders are sent to:

Fax: +44 (0)28 90454535

Email: cem.orders@tycoint.com

ORDERS WHICH DO NOT ADHERE TO THE ABOVE CANNOT BE PROCESSED.

For more information, please contact Sarah at sgollogly@tycoint.com.