

Purchase Order Payment for Termis In House Workshop:

Instructions for your Company to create the purchase order to book the course:

1. Address the PO to the correct vendor based on the location of the course as shown below.
2. Note the location of the course on the PO
3. When the PO covers multiple registrations, it should detail the student names and the courses involved (specifying prices):
 - a. Termis Fundamentals
 - ✓ Trainee’s Name
 - b. Termis Advanced
 - ✓ Trainee’s Name
4. Email a copy of the PO to the email address shown below based on the location of the course. Please send it to ‘Attention: Software Training’.

Ballerup (Denmark)	Software.denmark@aveva.com
Lake Forest (USA)	Software.denmark@aveva.com

The following chart has the PO vendor information for **Instructor-led (ILT) courses** held at the training facilities.

ILT Course held in	Purchase Order Vendor	Tax Rate Applied
Denmark and Lake Forest	Schneider Electric Software GB Denmark Lautrupvang 1 2750 Ballerup Denmark	Local taxes might apply



PURCHASE ORDER Example

PO REFERENCE: TYPE HERE YOUR PO REFERENCE NUMBER

DATE: JUNE 28, 2019

FROM Your Company Contact Details

VENDOR Schneider Electric Software GB Denmark
Lautrupvang 1
2750 Ballerup
Denmark

Attention TO

Software Denmark,
Software.denmark@aveva.com

OUR REFERENCE	LOCATION	DELIVERY DATE
your PO reference number	Lake Forest (USA)	From DD To DD of Month YYYY

ITEM NUMBER	QUANTITY	DESCRIPTION	STUDENT	UNIT PRICE (€ / USD)	LINE TOTAL
1	1	Termis 8 Fundamentals SS-CF-TE-IHTF-8	#1 st Trainee's Name	Specify price according to location	
2	1	Termis 8 Advanced SS-CF-TE-IHAT-8	#1 st Trainee's Name	Specify price according to location	
3	1	Termis 8 Fundamentals SS-CF-TE-IHTF-8	#2 nd Trainee's Name	Specify price according to location	
4	1	Termis 8 Advanced SS-CF-TE-IHAT-8	#2 nd Trainee's Name	Specify price according to location	
SUBTOTAL					XXXX €/USD
SALES TAX					Might Apply
TOTAL					YYYY €/USD

1. Please send the invoice to: *employee@yourcompanydomain.com*
2. Enter this order in accordance with the prices, terms, delivery method, and specifications listed above.
3. Please notify us immediately if you are unable to ship as specified.
4. Send all correspondence to: *employee@yourcompanydomain.com*