

Fiserv Purchase Order Sample Explained



PURCHASE ORDER # MUST APPEAR ON ALL INVOICES AND CORRESPONDENCE

| | | | |
|-----------------------------------|---|--|--|
| Vendor Address | 1 | Purchase Order | |
| | | PO Number/Date: | 4 |
| Invoice To: | | Contact person/Telephone: | Fiserv Shared Services / 877-FISV-FIN (877-347-8346) |
| Fiserv Inc. | | Email: | purchasing.sharedservices@fiserv.com |
| d/b/a CheckFree Services Corp | 2 | Delivery date: | 5 |
| 75 Remittance Drive Suite 6159 | | Terms of delivery: | FOB DESTINATION |
| Chicago IL 60675-6159 | | Terms and Conditions (please click on link or paste into your browser): | www.fiserv.com/purchasing-terms |
| Delivery Address: ATTN TO: | | | |
| | 3 | | |

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Terms of payment: Z30 Net 30

Currency USD

| Item | Material | Description | Qty | Unit | Unit Price | Net value | Taxable Amount | Total Value |
|---|----------|-------------|-----|------|------------|-----------|----------------|-------------|
| 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| Total value excluding applicable freight USD | | | | | | | | 15 |

Signature _____ 16

1. Name and address of the supplier
2. "Bill to" address where the supplier is required to mail its invoice

via US Postal Service

Fiserv Inc.
75 Remittance Drive, Suite 6159
Chicago, IL 60675-6159

via United Parcel Service

Fiserv Inc.
Suite 6159
350 N Orleans St Fl 8
Chicago, IL 60654-1529

3. Name and address of Fiserv location where the goods/services are required
4. Purchase Order Number (number, 9 digit) and date
5. Expected delivery date of goods/services
6. Line item number
7. Material number (if applicable)
8. Brief description of goods/services being ordered with the vendor part number (if applicable)
9. Quantity of goods/services being ordered
10. Unit of measure for the item ordered
11. Unit price of item being ordered
12. Net value (order quantity multiplied by unit price)
13. Applicable taxable amount
14. Total value of the line item including tax
15. Total net value of the order excluding applicable freight
16. Authorized Signatory of Fiserv