

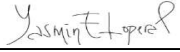


	Formato de orden de compra AOXLAB S.A.S	Identificación: FOR-GC-024
		Revisión: 6
		Inicio de vigencia: 2025-01-20

DOCUMENTO CONTROLADO
FOR-GC-024 Formato de orden de compra

Copia controlada No. : 1

	Nombre	Puesto o función	Firma	Fecha
Elaboró:	Angela P. Patiño Pérez	Directora Calidad		2025-01-20
Revisó:	Jonatan Zarate	Director Técnico		2025-01-20
Aprobó:	Yasmín E. Lopera Pérez	Gerente		2025-01-20
Localización del documento:		http://107.190.139.42/~aoxlabsgc/sig/		

Control de cambios

Estado	Fecha de inicio de vigencia	Revisión	Descripción del cambio realizado	Realizó	Revisó	Aprobó
Obsoleto	2017-08-01	1	Ninguno (versión original).	MEAC	YELP	YELP
Obsoleto	2019-04-02	2	Se adiciona campo de recibido y hora por parte del laboratorio AOXLAB	DPP	YELP	YELP
Obsoleto	2020-09-16	3	Se adiciona un campo de observaciones referentes al anexo Evaluación de proveedores	DPP	YELP	YELP
Obsoleto	2021-01-01	4	se actualiza según manual identidad	DPP	YELP	YELP
Obsoleto	2022-11-02	5	Se ajusta formato según software contable world office.se cambia persona quien solicita.	APPP	DPP	YELP
Vigente	2025-01-25	6	Se adapata al idioma ingles para proveedores internacionales	APPP	JOZA	YELP

- (1) Indicate the consecutive registration number, e.g., 001.
 - (2) Indicate the date the registration was made.
 - (3) Indicate the physical location or electronic path where the completed format must be stored or collected (converted into a record).
 - (4) Indicate the corresponding purchase order number, e.g.
 - (5) Indicate AOXLAB S.A.S. corporate information.
 - (6) Indicate the supplier's corporate information.
 - (7) Numbering of items.
 - (8) Describe the item to be purchased, considering the requirements established in the FOR-GC-005 format.
 - (9) Indicate the reference of the item described for purchase.
 - (10) Indicate the quantity of the described item to be purchased.
 - (11) Indicate the unit price of the item.
 - (12) Indicate the total price of the item to be purchased.
 - (13) Indicate the payment terms agreed upon with the supplier.
 - (14) Indicate the delivery time agreed upon with the supplier.
 - (15) Relate the quotation number under which the purchase is being made.
 - (16) Indicate the observations to be considered for this purchase order.
 - (17) Delivery conditions to be met by the suppliers.
 - (18) Indicate the rating assigned to the supplier by AOXLAB.
 - (19) Signature of the person requesting the purchase.
 - (20) Signature of the person approving the purchase. Manager.
- Note: Remember to cross out or cancel any unused spaces while filling out this format (in operation) and always keep it legible. If you need to make a change to an already written value (record), place the new value next to it and initial it with a date without making the previous one illegible.

(17) DELIVERY CONDITIONS (Attached).

Merchandise reception is from Monday to Friday, 7:30 a.m. to 5:30 p.m.

Orders must include the original invoice-copy for AOXLAB S.A.S., attaching the purchase order.

The merchandise must include the printed lot, manufacturing, and expiration date, with a certificate of analysis, technical sheet, and readable safety data sheet.

Merchandise with damaged or previously opened packaging will not be accepted.