

Purchase Order Instructions:

For all purchase order, it is supplier's responsibility for following:

1. General Terms and Conditions:

Unless agreed in writing, this Purchase Order is subject to [Cyan Renewables' standard Terms and Conditions](#).

2. For Contractor and 3rd Party Service Provider:

Ensure [Contractor Safety Standards and General Requirements](#) are read and fully complied before performing any work on any Cyan Renewables' property. Target 365 Critical Controls are fundamental to ensure safety of all personnel. Should there be any concern, please alert the requestor in writing.

3. Invoicing and Payment Queries:

Address all invoices and payment queries to email to invoices_sg@cyanrenewables.com.

For Malaysia vendor: click here for [E-invoice](#) information.

Invoices that are submitted without purchase orders number would be rejected. Kindly ensure that our PO number (i.e. PXXXXXXX) are clearly marked on the invoices for prompt payment

4. Packing and Delivery:

Please refer to the delivery address as indicated on the "Deliver To".

Ensure proper packing is provided with clear labelling (PO number, Internal Destination and Label Note) on each package.

Vendor must provide below following shipping documents along with cargo delivery:

- a. Commercial Invoice with:
 - Description of goods/quantity/individual value.
 - HS-Code / Country of Origin

- Total value with currency & Incoterms
- b. Packing list to indicate Markings, number of pieces, gross and net weight, type of packaging for each package.
- c. Certificate of Origin (if required) and MSDS or DG Certificate (in case of hazardous materials)

5. Inventory of Hazardous Materials:

Suppliers shall ensure that goods offered to the Buyer shall not exceed threshold values for Asbestos, Ozone Depleting Substances (ODS), Polychlorinated Biphenyls (PCB), Perfluorooctane Sulfonic Acid (PFOS), Organotin compounds, Cadmium, Hexavalent Chromium, Lead, Mercury, Polybrominated Biphenyl (PBBs), Polybrominated Diphenyl Ethers (PBDEs), Polychlorinated Naphthalene, Radioactive Substances, Certain Shortchain Chlorinated Paraffins (Alkanes, C10-C13 chloro) and Brominated Flame Retardant (HBCDD), ref. EU SRR 1257/2013 Annex I and II.

The supplier shall be responsible for properly informing the relevant persons by delivering the MDs and SDoCs in their offer or when requested. The supplier shall be legally responsible for the declarations of the products under their scope of supply and shall ensure that, with the acceptance of the order, to deliver the information and forms as required under Res. MEPC.269(68) and EMSA Guidance on the Inventory of Hazardous Materials.

All suppliers must use forms provided by Metizoft. Declaration forms will be sent by Metizoft after the periodic purchase order reviews, and can also be downloaded from <https://metizoft.com/downloads> where required. The forms shall be duly completed/signed and returned to Metizoft.

6. Export Controlled Cargo

If product is Export Controlled, please notify us with the US and/or EU export classification and/or any similar forms of classification.