BUYER ORDER-CONTROL SCHEDULE

Manuka Honey Purchase Order Requirements

Define the transaction, evidence, delivery, acceptance and change process before release.

CONTROL PRINCIPLE	**Reference controlled documents by version. The PO controls an order; it does not replace the contract, legal advice or destination approval.**

1. Order identity and hierarchy

Buyer / seller	Buyer legal name: ________________ Seller legal name: ________________
PO / revision / date	PO: ________________ Revision: ______ Issue date: ______
Quote / agreement	Quote: ________________ Supply agreement / terms: ________________
Hierarchy / precedence	Commercial: _________ Product: _________ Artwork: _________ Logistics: _________
Importer / consignee	Importer: ________________ Consignee / delivery: ________________
Acknowledgement	Supplier acknowledgement due: ______ Exceptions recorded: [ ] Yes [ ] No

2. Order-line requirements

Field	Controlled value / reference	Evidence / source	Status
SKU / description	______________________	Specification v____	[ ] Open [ ] Closed
Pack / net quantity	______________________	Pack spec v____	[ ] Open [ ] Closed
Grade / MGO requirement	______________________	Batch criterion	[ ] Open [ ] Closed
Quantity / UOM	______________________	Units + cases	[ ] Open [ ] Closed
Tolerance / substitution	______________________	Written approval only	[ ] Open [ ] Closed
Artwork / market version	______________________	File / release v____	[ ] Open [ ] Closed
Unit price / currency	______________________	Approved quote	[ ] Open [ ] Closed
Tax / inclusions	______________________	Commercial review	[ ] Open [ ] Closed

Delivery, evidence, acceptance and change

Close release gates at the time they can still control the transaction.

CONTROL PRINCIPLE	No material change proceeds merely because it was discussed. Review impact, approve authority, issue a revision and obtain acknowledgement.

3. Delivery and payment

Incoterm / named place	Rule: ______ Named port / terminal / warehouse: __________________________
Requested window / proof	Window: __________ to __________ Performance event: __________________
Split / partial delivery	[ ] Not allowed [ ] Allowed under schedule: __________________
Payment trigger / due date	Trigger: __________________ Due calculation: __________________
Supporting documents	Invoice: [ ] Pack list: [ ] Shipment evidence: [ ] Other: __________

4. Evidence and acceptance gates

Requirement	Evidence	Timing	Approver	Status
Batch / MGO	COA / batch result	Before dispatch	________	[ ] Hold [ ] Pass
Origin	Origin evidence	Before / with shipment	________	[ ] Hold [ ] Pass
Packaging / artwork	Controlled proof	Before production	________	[ ] Hold [ ] Pass
Quantity / packing	Final pack record	Before dispatch	________	[ ] Hold [ ] Pass
Receipt inspection	Count / condition / code	Within ____ days	________	[ ] Hold [ ] Pass

5. Change and exception control

Change / exception	Cost / quantity impact	Timing / evidence impact	Authority	Revision
________________	________________	________________	________	PO v____
________________	________________	________________	________	PO v____

ORDER RELEASE	[ ] HOLD [ ] CONDITIONAL [ ] APPROVED [ ] REJECTED
Decision owner	Name: __________________ Role: __________________ Date: __________________
Conditions / rationale	____ ____

Boundary: This schedule is an operational checklist, not a legal contract, legal advice, supplier acceptance or regulatory approval. Tailor the actual documents with qualified advisers and current destination requirements.