

Purchase Procedure

- Buyer issues an online quote form or letter of intent (LOI).
- Bordon Ltd provides a soft offer.
- Buyer issues bank comfort letter (BCL) – *not used in certain circumstances.*
- Bordon Ltd may request proof of funds (POF).
- Bordon Ltd provides full corporate offer (FCO).
- Buyer issues an irrevocable corporate purchase order (ICPO) and Non-Circumvention Non-Disclosure & Working Agreement (NCNDA)/Irrevocable Master Fee Protection Agreement (IMFPA).
- Bordon Ltd provides a draft contract (DC) after bank verification and authentication.
- Buyer negotiates changes to terms – *please do not alter text, highlight existing text or add text only in red to re-negotiate terms.*
- Bordon Ltd provides signed formal contract and proforma invoice.
- Buyer returns signed formal contract and issues pre-advised payment instrument within five (5) banking days – *(you may wish to place documents with an attorney, or your bank may provide an international trade boutique service).*
- Bordon Ltd provides proof of product, such as Certificate of Registration with Nigerian Export Promotion Council and makes payment instrument operative.
- Bordon Ltd honours contract specification for delivery.