












Standard Operating Procedures / Purchase Process

Please find attached our Nitrile Gloves General Order Intake Processing and Terms and Conditions. Depending upon the specific Product and/or Manufacturer, certain deposit, delivery, and/or shipping terms will vary. All final terms and requirements will be contained in the SPA and Proforma Invoice and/or PO requirements. Orders will be processed according to time received and complete data available.

Procedures:

1. NCNDA (if applicable)
2. Buyer provides Request for Quote (RFQ)
3. Buyer provides RFI Intake data (see below)
4. Buyer provides Authorization Letter for best factory pricing (as needed)
5. Buyer provides Letter of Intent (LOI) and Proof of Funds (PoF)
6. Buyer issues Purchase Order (PO) with banking details
7. Buyer and Seller's attorneys confirm product details, terms, and purchase price
8. Seller issues Sales Purchase Agreement
9. Buyer provides product delivery address
10. Seller issues to Buyer a Proforma Invoice
11. Buyer wires initial deposit funds to Escrow account
12. Seller places order with manufacturer
13. SGS or In-Person inspection is completed prior to shipment
14. Buyer wires remainder of funds per the terms of Sales Purchase Agreement (SPA)
15. Shipment commences
16. Seller provides order tracking

Sample Brands












Government and Healthcare buyers include official letter for priority consideration.

Send all information requested to sales@next-space-solutions.com.

Visit www.next-space-solutions.com and close!



In Partnership with



RFI In take Data:

Broker Name, tele, email:

Product:

Acceptable Brand(s) (or restrictions, if any):

Model #:

Specs:

Sizes:

Color:

Packaging:

Allowed Country of Origin (or restrictions, if any):

Target Price: (Ex-Works / FOB / CIF)

Destination City, Country / Port:

Total Quantity and Quantity per Delivery Timeframe:

Certifications required: (CE / FDA, etc.)

SGS Inspection required and Timeframe for Inspection:

Acceptable Payment Terms (LC, Escrow, TT, etc.):

Mode of Shipment required/preferred: (Air / Sea)

Delivery Schedule:

Ready Stock / Production:

Plan to Order by:

Notes: