

ATTACHMENT A - PO_INFORMATION_COLLECTION_FORM

Field	Information
NatPower Buyer	
Contact Information	
Vendor Name	
Detailed Description of Goods/Services	
Item Numbers/Specifications	
Date of Work/Delivery	
Project Name	
Quantity	
Unit Price	
Total Amount	
Applicable Taxes/Charges	
Is Vendor Subject to Withholding Tax? (Yes/No)	

Field	Information
Applicable WHT Tax Rate	
Payment Terms (e.g., net 30 days, advance payment)	
Discounts for Early Payment	
Penalties for Late Payment	
Delivery Address	
Contact Person	
Special Handling/Packaging Requirements	