

PRE-PAYMENT PURCHASE CHECK

Demo commercial document audit - supplier quotation, purchase order and proforma invoice cross-check

Buyer	Northstar Marine Components B.V., Netherlands	Reference	PO-260921
Supplier	Qingdao Marine Hardware Co., Ltd., China	Audit date	24 Sep 2026
Documents	QT-260914 / PO-260921 / PI-260923	Decision	HOLD BEFORE PAYMENT

AUDIT RESULT

7 discrepancies detected**Direct value changes requiring confirmation: USD 735**
Plus USD 1,250 freight with unresolved contractual treatment.

Findings

Severity	Finding	Exposure	Required action
CRITICAL	PO requires CIF Rotterdam , while PI separately adds USD 1,250 freight ; documents do not establish whether freight is already included in the CIF basis.	Potential duplicate or unagreed freight charge.	Clarify Incoterm scope and obtain corrected PI before payment.
CRITICAL	PI changes payment from PO's 30% deposit / 70% within 15 days after delivery to 50% / 50% before shipment .	Higher advance-payment exposure and loss of negotiated credit.	Reconcile terms. Do not release deposit until agreed in writing.
CRITICAL	Fairlead unit price changed from USD 42.00 to USD 45.00 in PI.	USD 180 increase on 60 units.	Correct PI or obtain buyer approval.
HIGH	Quotation covers 120 hinges ; PO and PI contain 150 .	USD 555 additional value.	Confirm 30-unit increase was intentional.
HIGH	Quoted delivery: 30 days ; PI states 45-50 days .	15-20 day schedule impact.	Obtain acceptance or corrected commitment.
HIGH	PO requires EN 10204 3.1 certificate ; PI contains no certificate commitment.	Traceability/documentation risk.	Supplier must confirm certificate before payment.
MEDIUM	Quotation is FOB Qingdao ; PO changes basis to CIF Rotterdam without revised quotation.	Freight/insurance and price basis unresolved.	Request revised quotation defining CIF scope.

Value Reconciliation

Item	Quotation	PO	PI	Flag
SS316 Deck Cleat 200 mm	100 x \$31.50	100 x \$31.50	100 x \$31.50	OK
SS316 Fairlead 180 mm	60 x \$42.00	60 x \$42.00	60 x \$45.00	+\$180
SS316 Heavy Duty Hinge	120 x \$18.50	150 x \$18.50	150 x \$18.50	+30 / +\$555
Freight	FOB Qingdao	CIF Rotterdam	\$1,250 added	Unresolved

Required Before Payment

Supplier should issue a corrected or formally reconciled PI confirming: **USD 42.00 fairlead price; approved hinge quantity; CIF Rotterdam scope and freight treatment; agreed payment terms; accepted delivery date; and EN 10204 3.1 certification.**

PAYMENT STATUS: HOLD until all discrepancies are resolved in writing.