

Procurement Supply Purchase Order Outline

Purchase Order No.

Order Date

Supplier

Buyer/Department

Contact Person

Supplier & Ship To Details

Supplier Address

Ship To Address

Order Items

#	Item Description	SKU / Part No.	Quantity	Unit	Unit Price	Total

Subtotal

Tax

Shipping

Total

Terms & Conditions

- Delivery Date:
- Payment Terms:
- Return Policy:
- Other Notes:

Approvals

Prepared By

Approved By

Date

