Supplier purchase order template

Order number: _____ **Order date:** _____ **Delivery date:** _____

Supplier: _____ **Ordered by:** _____

Address: _____ **Delivery address:** _____

Phone, email: _____ **Contact, phone:** _____

Tax number: _____ **Our tax number:** _____

Use a new order number for every order and keep a copy until the invoice is paid. On delivery, write the quantity actually received in the Received column and note any shortage.

No.	Item code	Description	Quantity	Unit	Unit price	Line total	Received
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
					Subtotal		
					Tax (rate %)		
					Delivery cost		
					Order total		

Payment terms: _____ **Delivery instructions:** _____

Notes for the supplier:

_____

_____ _____

Approved by (name, signature) Date

_____ _____

Confirmed by supplier (name, signature) Date