Simple purchase order

Buyer-issued order request. Confirm supplier acceptance and applicable terms before commitment.

Buyer details

Supplier details

Purchase-order number

Order date

Requested delivery date

Ship-to / service location

Currency

Document reference / issue date

Description	Item / reference	Quantity	Rate	Amount

Subtotal: _____ Discount: _____ Tax rate / amount: _____

Shipping: _____ TOTAL: _____ Currency: _____ Approval: _____

Buyer-issued order request. Confirm supplier acceptance and applicable terms before commitment.
Manual blank: calculate and verify all amounts. State one currency; no tax treatment is presumed.
Suggested order: subtotal less fixed discount, tax on discounted subtotal, then shipping. Adapt if required.
A purchase order is issued by the buyer.