

Goods and Materials Procurement Order

Supplier

ABC Supplies Ltd.
123 Market Road
Springfield, 45678
Email: supplier@email.com
Phone: +1-555-123-4567

Buyer

XYZ Manufacturing Inc.
789 Factory Street
Lakeside, 98765
Email: procurement@xyz.com
Phone: +1-555-987-6543

Order Details

Order No: PO-2024-1101
Date: 2024-06-14
Due By: 2024-07-10

Order Items

Item Description	Part No.	Quantity	Unit	Unit Price	Total
Steel Bolts M12 x 100mm	STB-12-100	500	Pcs	1.50	750.00
Galvanized Sheet 2mm	GALV-S2	120	Sheets	10.00	1,200.00
Industrial Lubricant 5L	LUB-5L	20	Cans	22.00	440.00

Subtotal	2,390.00
Tax (8%)	191.20
Total	2,581.20

Delivery & Payment

Delivery Address:
XYZ Manufacturing Warehouse
56 Industrial Park
Lakeside, 98765

Payment Terms:
30 days after delivery
Shipping Method: Standard Freight

Authorized By

Name: Jane Smith
Title: Procurement Manager
Signature: _____
Date: _____

Important Notes

- This document serves as a formal purchase order and is legally binding once accepted by the supplier.
- All items, quantities, specifications, and prices must be confirmed by both parties prior to shipment.
- Amendments or cancellations must be agreed upon in writing.
- Compare delivery dates and terms carefully to ensure on-time fulfillment of requirements.
- Ensure that the procurement order references the company policy, especially for high-value purchases.