

# 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.