

# Pre-approved Vendor Purchase Order

Purchase Order No.: PO-2024-0157

Date: 2024-06-27

Vendor: ABC Supplies Ltd.

Vendor ID: VND-1043

## Vendor Address:

789 Market Avenue, Suite 301

Metro City, Country 54321

Email: orders@abcsupplies.com

Phone: +123 4567 8910

## Ship To:

XYZ Corporation

456 Industrial Rd.

District 8, Metro City 54321

#	Item Description	Qty	Unit Price	Total (USD)
1	Premium Copier Paper A4 80gsm - Pack of 500 sheets	50	4.80	240.00
2	Staplers - Medium Duty	20	7.50	150.00
3	Whiteboard Markers - Black (box of 12)	10	9.60	96.00
Subtotal				486.00
Tax (5%)				24.30
Total Amount Due				510.30

## Terms and Conditions:

- Delivery required within 7 business days from PO date.
- All goods must be as per approved sample/specification.
- Invoices must mention this PO number for processing.
- Payment terms: Net 30 days upon receipt of goods and invoice.
- Any discrepancy must be reported within 48 hours of delivery.

Authorized by:

Name: John Smith

Position: Procurement Manager

Date: 2024-06-27

Vendor Acknowledgement:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Important Notes:

- This purchase order applies only to vendors pre-approved by the organization.
- No changes in quantity or specification are allowed without prior written approval.
- This PO is invalid if not signed by both the authorized company representative and vendor.
- Ensure all documentation and delivery receipts reference the PO number.
- Contact the Procurement Office immediately if any discrepancies arise.