

# 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.