

# Single-Use Procurement Order

## Supplier Information

**Name:** ABC Supplies Ltd.  
**Address:** 123 Market Lane, Cityville  
**Contact Person:** Jane Doe  
**Email:** jane.doe@abcsupplies.com  
**Phone:** (123) 456-7890

## Order Details

**Procurement Order No.:** SUPO-2024-023  
**Order Date:** 2024-07-01  
**Required Delivery Date:** 2024-07-10  
**Delivery Location:** Warehouse A, Downtown Facility

## Items Ordered

#	Item Description	Quantity	Unit	Unit Price	Total Price
1	Disposable Gloves	500	Boxes	\$10.00	\$5,000.00
2	Surgical Masks	1000	Boxes	\$8.00	\$8,000.00
Grand Total					\$13,000.00

## Terms & Conditions

**Payment Terms:** Net 30 days from date of invoice.  
**Delivery Method:** By Supplier  
**Other Conditions:** Items must meet ordered specifications. Non-conforming goods will not be accepted.

## Authorized By

\_\_\_\_\_  
Name:  
Position:  
Date:

## Supplier Confirmation

\_\_\_\_\_  
Name:  
Position:  
Date:

## Important Notes:

- This procurement order is valid for a single transaction only and cannot be reused.
- Ensure that all information, including item descriptions and quantities, are correct before issuing the order.
- Changes or cancellations must be communicated in writing and agreed upon by both parties.
- Retention of this document is critical for audit and compliance purposes.
- All goods/services must be delivered as specified; discrepancies shall be reported immediately.