

Automated Purchase Order

Generated by Ledger Software

PO Number: PO-2024-00128
Date: 2024-06-28

Supplier Details

Company: Supplier Corporation Ltd.
Contact: Maria Jones
Address: 15 Example St., Business City, 12345
Email: maria@suppliercorp.com

Buyer Details

Company: ABC Retailers Ltd.
Contact: David Smith
Address: 89 Ledger Park, Commerce Zone, 54321
Email: orders@abcretail.com

Order Details

#	Item Description	Qty	Unit	Unit Price	Total
1	LED Monitor 24"	10	Pcs	120.00	1,200.00
2	Wireless Keyboard	15	Pcs	25.00	375.00
3	External HDD 1TB	5	Pcs	55.00	275.00

Subtotal 1,850.00
Tax (5%) 92.50
Total Amount 1,942.50

Delivery Terms: Delivery within 10 working days; FOB Destination
Payment Terms: Net 30 days from date of invoice
Reference: Requisition #REQ-4567

Authorized Signature

Important Notes

- This Automated Purchase Order is generated directly from the Ledger Software and does not require a handwritten signature.
- Ensure all order details, item specifications, and quantities match the supplier's capabilities before approving delivery.
- Any discrepancies or required amendments must be communicated within 2 business days.
- This document serves as a formal contract once accepted by both buyer and supplier.
- Retain a copy of this document for audit and record-keeping purposes.