

Purchase Order

Company Name:

Acme Supplies Pvt. Ltd.
123 Main Street
Cityname, State ZIP

Supplier Name:

Global Distributors LLP
456 Vendor Road
Vendor City, State ZIP

PO Number: PO-10025
Date: 2024-06-18
Ledger Code: 201-EXP-LED

Order Details

#	Description	HSN/SAC	Qty	Unit Price	Total
1	A4 Copier Paper - 80 GSM (Box of 5)	480256	10	â,1 400.00	â,1 4,000.00
2	Liquid Ink Pen (Pack of 12)	960899	15	â,1 120.00	â,1 1,800.00
3	Lever Arch Files	482040	20	â,1 65.00	â,1 1,300.00

Subtotal â,1 7,100.00
GST @ 18% â,1 1,278.00
Grand Total â,1 8,378.00

Authorized By:

(Signature & Name)

Supplier's Acknowledge:

(Signature & Company Stamp)

Important Notes

- Purchase Orders should be correctly referenced in the ledger for easy tracking and audit trails.
- All item details, quantities, and pricing must be cross-checked against supplier's invoice.
- POs act as binding documents; ensure authorization and approval before sending to suppliers.
- For accurate ledger management, update payment status and receipt of goods promptly.
- Maintain a digital and physical record of all purchase orders and related documents.