

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	₹ 400.00	₹ 4,000.00
2	Liquid Ink Pen (Pack of 12)	960899	15	₹ 120.00	₹ 1,800.00
3	Lever Arch Files	482040	20	₹ 65.00	₹ 1,300.00

Subtotal ₹ 7,100.00

GST @ 18% ₹ 1,278.00

Grand Total ₹ 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.