|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **~Company\_Name~**  ~Company\_Address~  CIN No. : ~cin\_no~ | ~CompanyLogo~ | | | |
|  | | | |
| **PURCHASE ORDER** | | | | |
| **PO NO. : ~PO\_Number~** | | **DATE : ~PO\_Date~** | | |
| **SUPPLIER NAME:**  ~Entity\_Name~  **SUPPLIER ADDRESS:**  ~Entity\_Address~  GSTIN : ~Entity\_GSTIN~    Reference No : ~Customer\_PO\_Ref\_No~ | | **CONTACT DETAILS** | **:** |  |
| Contact Person | **:** | ~Contact\_person~ |
| Contact No | **:** | ~Contact\_no~ |
| Contact Email ID | **:** | ~Contact\_EmailId~ |
|  | | |
|  |  |  |  |  |

**ORDER DETAILS**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **~PO\_Header\_Table~** | | | | | | | | | | |
| Sl. No. | HSN Code | SAC Code | Asset Type | Asset Description | Qty | Per Unit (IN INR) | CGST  Amt | SGST/ UTGST  Amt | IGST  Amt | Total (IN INR) |
| ~RowNumber~ | ~HSN\_Code~ | ~SAC\_Code~ | ~Category\_Description~ | ~Asset\_Description~ | ~Quantity~ | ~Unit\_Price~ | ~cgst\_amt~ | ~sgst\_amt~ | ~igst\_amt~ | ~Bill\_Amount\_INR~ |
| Grand Total | | | | | | | | | | ~Grand\_Total~ |
| **AMOUNT IN WORDS** : ~Rupees\_In\_Words~ | | | | | | | | | | |

**TERMS AND CONDITIONS**

**Payment Terms:**

~Payment\_Terms~

**Delivery Terms:**

~Delivery\_terms~

**Warranty Terms:**

~Warranty\_terms~

**Other Terms:**

~Others~

‘Please note that since we are liable to deduct TDS u/s 194Q from July 01, 2021 on Purchase of Goods covered by this Purchase Order, we would collect TDS and hence, we request you not to charge any TCS on the Tax Invoice issued for this Purchase Order.’

‘Please note that higher TDS rates will be applicable as per Section 206AB in case appropriate declaration is not received confirming filing of Income Tax Return for past 2 years.’

**~Note\_2~**

**~Note\_1~**

**‘GST charged on Invoice will not be paid in case GST Compliances are not completed (i.e. GST Invoices are appearing on GSTN portal and GST payment is made).’**

**Way Bill:**

Please generate ‘e Way Bill’ for Invoice(s) based on this Purchase Order and share ‘e Way Bill number’ to us for acceptance, within 24 hours of its generation. We will not accept Invoice without the ‘e Way Bill’ accepted by us on ‘Way Bill Portal’.

**Billing Address:**

**~Company\_Name~**

~OPC\_Billing\_address~

GST Regn. : ~Comp\_Branch\_GSTIN~

CIN:  ~cin\_no~

|  |
| --- |
| **Delivery Address:**  ~Delivery\_address~  For ~Company\_Name~  **~POSignStamp~**  Authorised Signatory |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ~PO\_Annex2\_Table~ | | | | | |
| **Description** | **Delivery Address** | **Delivery State** | **QTY** | **Bill To Address** | **Bill To State** |
| ~Annex1\_AssetClass~ | ~Delivery\_Address~ | ~Delivery\_State~ | ~Qty~ | ~Billing\_address~ GSTIN : ~annex1\_gstin~ | ~Billing\_State~ |