

Some companies have Bill-To and Ship-To addresses on the Purchase Order. Where will you show these addresses on the PO?

Sample Purchase Order

Can you identify ONE very important piece of information that is missing from this sample PO?

A-Z Inc Logo		A-Zeller Incorporated Box 1864 Oregon, Illinois 61601		Show this number on shipping containers, packing lists, and invoices. PURCHASE ORDER NUMBER 113420	
VENDOR NUMBER: <input type="text"/> VENDOR: <input type="text"/>		SHIPPING INSTRUCTIONS: common carrier			
Lou's Leathers 1 Southfork Dallas, Texas 75200		DATE: <input type="text"/> SHIP DATE: <input type="text"/>			
VENDOR ITEM NUMBER	WBM ITEM NUMBER	ITEM DESCRIPTION	QTY	PRICE	
277-683	66739	clamps, unassembled	300	.10 ea.	
277-412	49276	shoe laces, 36", white	1,000	.30 ea.	
286-987	48672	leather lacing, 30", brown	800	1.00 ea.	
AUTHORIZED BY <i>Mary Beth Stevens</i>					
(Route to Inventory)					

FIGURE B.17 A Purchase Order