We need to either generate or enter a unique PO number.

My dreams for the PO is that it will be 99% auto-populated and giving the buyer the ability to review and edit any of these fields.

Place Client Logo Here

We should consider adding logos to the client set up and the user company set up

SWAT PROJECTS LTD.

Purchase Order

Buyers Information (Invoice to)	**Date:**	*Auto-generate award date*
	PO Number:	*See comment at top of page on PO's*
[Company Name] *This info should auto-generate from the client info. All of these fields are required.*	**Project:**	*Poject name and number auto-populate from system.*
[Street Address]	**Lead Time:**	*This should be the longest lead from vendors quote*
[City, Province, Country, Postal Code]	**Ship Date:**	*This is a calculation. PO date plus max lead time*
[Contact Name]	**Inco Terms:**	*This needs to be incorporated in to the RFQ and then auto-populated.*
[Contact Phone Number]	**Pickup Location:**	*This needs to be incorporated in to the RFQ and then auto-populated*
[Contact Email]	**Ship to:**	*This needs to be incorporated in to the RFQ and then auto-populated.*
Sellers Information		
[Company Name] *This info should auto-generate from the vendors info. All fields required.*	**AFE:**	*This needs to be incorporated into the Project and auto-populated*
[Street Address]	**G/L Code:**	*This related to Chris's coding request*
[City, Province, Country, Postal Code]	~~**SWAT Ref No.:**~~	
[Contact Name]	~~**Client Ref No.:**~~	
[Contact Phone Number]	**Quote No.:**	*This needs to be incorporated in to the RFQ and then auto-populated*
[Contact Email]		

Seller has read and agrees to be bound by the Purchase Order including [Client Name]'s Terms and Conditions. Sellers's written acceptance, shipment of any Goods or commencement of performance of work hereunder shall be deemed acceptance of this Purchase Order.

I want to incorporate Terms and Conditions into the RFQ and then we need to rework this statement.

Approvals

[Client Name]'s Representative	**SWAT Project Representative**
Name:	**Name:**
Date:	**Date:**
Signature: *This has to do with approvals. For now at the bottom of the PO we need a button to print PDF of the PO for approval.s*	**Signature:** *This has to do with approvals. For now at the bottom of the PO we need a button to print PDF of the PO for approval.s*
[Sellers Name]'s Representative	**SWAT Procurement Representative**
Name:	**Name:**
Date:	**Date:**
Signature: *This has to do with approvals. For now at the bottom of the PO we need a button to print PDF of the PO for approval.s*	**Signature:** *This has to do with approvals. For now at the bottom of the PO we need a button to print PDF of the PO for approval.s*

PO Number:

This part already works in procurable. It is the detailed item pricing. We need to take out lead time and type from the PO. Also need the option to enter tags.

Place Client Logo Here

SWAT PROJECTS LTD.

Purchase Order

Order Details

Item No.	Tag No.	Description of Material or Service	Qty	Unit	Unit Price	Total Price
1			10	Lot	$ 100,000.00	$ 1,000,000.00
2					$ -	$ -
3					$ -	$ -
4					$ -	$ -
5					$ -	$ -
6					$ -	$ -

SWAT Project Buyers Contact Info:		All prices are in Canadian Dollars	Sub-Total:	$ 1,000,000.00
Name: *This is the users details, this should also auto-populate*	*We need to incorporate tax and currency into the PO, also need to be able to select these.*		GST (5%):	$ -
Phone:			PST (0%):	$ -
Email:			**Total:**	**$ 1,000,000.00**

Special Instructions

This is just an open text field.

Payment Terms / Milestones

This needs to be incorporated in to the RFQ and then auto-populated.

Cancelation Terms / Milestones

This needs to be incorporated in to the RFQ and then auto-populated.

Inspection Level

This needs to be incorporated in to the RFQ and then auto-populated.

Warranty

This needs to be incorporated in to the RFQ and then auto-populated.

The following documents are attached to and form part of this Purchase Order

PO Number:

Place Client Logo Here

Purchase Order

1. Invoice Instructions (# pages)
2. Documentation Submittal Requirements (# page)
3. Terms & Conditions (# pages)
4. Technical Documents & Attachments (# pages)

Need to be able to add attachments to the PO and detail them.