

Purchase Orders

Document 4A: Manufacturing Purchase Order

PRECISION MACHINING SOLUTIONS


Purchase Order

| PO Information | |
|----------------|----------------------------------|
| PO Number: | PMS-2025-0234 |
| Date: | January 21, 2025 |
| Requested By: | Maria Santos, Production Manager |
| Buyer: | Kevin Liu |

VENDOR INFORMATION

Advanced Cutting Tools Inc.

1247 Industrial Blvd
Milwaukee, WI 53202

-  **Contact:** Rebecca Chang
-  **Phone:** (414) 555-0199
-  **Email:** rchang@advancedcutting.com

SHIPPING ADDRESSES

SHIP TO:

Precision Machining Solutions

Receiving Department
890 Manufacturing Drive
Columbus, OH 43215

BILL TO:

Precision Machining Solutions

Accounts Payable Department
890 Manufacturing Drive
Columbus, OH 43215

DELIVERY REQUIREMENTS

| Field | Value |
|----------------------|--|
| Required Date | February 5, 2025 |
| Delivery Terms | FOB Destination |
| Payment Terms | Net 30 Days |
| Special Instructions | Call before delivery, dock hours 7AM-4PM |

LINE ITEMS

| # | Description | Part Number | Qty | Unit Price | Total |
|---|---|-----------------------|-----|------------|------------|
| 1 | Carbide End Mills - 1/2" Dia, 4 Flute, TiAlN Coated | ACT-EM-1250-4F-TiAlN | 24 | \$47.50 | \$1,140.00 |
| 2 | Carbide End Mills - 3/8" Dia, 3 Flute, Uncoated | ACT-EM-0375-3F-UC | 36 | \$31.25 | \$1,125.00 |
| 3 | HSS Drill Bits - 10mm Dia, 135° Split Point | ACT-DB-10MM-135SP | 48 | \$8.75 | \$420.00 |
| 4 | Carbide Inserts - CNMG 432 Grade KC5010 | ACT-CI-CNMG432-KC5010 | 200 | \$12.30 | \$2,460.00 |
| 5 | Coolant Concentrate - Semi-Synthetic, 5 Gallon | ACT-COOL-SS-5GAL | 8 | \$89.50 | \$716.00 |

ORDER TOTALS

| Item | Amount |
|-------------|------------|
| Subtotal | \$5,861.00 |
| Tax (7.25%) | \$424.92 |
| Shipping | \$75.00 |
| TOTAL | \$6,360.92 |

QUALITY REQUIREMENTS

- ✔ All cutting tools must include manufacturer certificates
- 📄 Coolant must include safety data sheet (SDS)
- 📦 Packaging must prevent damage during shipping
- ⚠ Notify immediately if any substitutions required

SPECIAL NOTES

- 🔴 **CRITICAL:** This order is critical for production schedule. Please expedite if possible.
- 🔄 **Substitutions:** Alternative part numbers acceptable only with prior approval.
- 📦 **Partial Shipments:** Acceptable if communicated in advance.

Authorized By: Kevin Liu, Senior Buyer
Date: January 21, 2025
PO Approval: \$6,360.92 - Approved per delegation authority

VENDOR ACKNOWLEDGMENT

Please sign and return copy within 24 hours

Acknowledge delivery date and any exceptions

Vendor Signature: _____ Date: _____