Purchase Orders

# What is a purchase order?

A purchase order is a commercial document and first official offer issued by a buyer to a seller, indicating types, quantities, and agreed prices for products or services. It’s used to control the purchasing of products and services from external suppliers.

# How do you fill out a purchase order?

1. Provide *company details*. This contains information about your company (or organization), and is usually accompanied by your logo. You shouldn’t need to fill this out, as it should have been printed beforehand.
2. Provide the *purchase order number*.
3. Provide the *date of order*.
4. Provide *date required*. This is needed so the supplier is aware of when the shipment needs to be in your possession by.
5. Fill in the “To” line. This will be the address and name of the supplier you’re ordering from.
6. Provide the *destination/ship to address*. This is needed so the supplier knows where to send the shipment.
7. Provide *quantity, part number, description, unit price, and total*. These are all essential parts of the purchase order. Without these bits of information, the supplier may either send you the wrong item, incorrect amount, or both!
8. Provide any *additional purchases*. These are items which are to be included in the shipment, but aren’t part of the main order.
9. Provide *special conditions*. This could be something as simple as “Press the buzzer after shipment arrives safely in location”.
10. Provide *total amount*. This is the total cost of the order. Includes all items (even additional purchases).
11. Provide *authorization*. Typically this will be your supervisor.

# What is a purchase order form?

A purchase order form is a commercial document and first official offer issued by a buyer to a seller, indicating types, quantities, and agreed prices for products or services. It’s used to control the purchasing of products and services from external suppliers.

# What are the components of a purchase order form?

* Company details
* Order number
* Date of order
* Date required
* “To”/name and address of supplier
* Destination/ship to address
* Quantity, part number, description, unit price, and total
* Additional purchases
* Special conditions
* Total amount
* Authorization