



www.empireXchange.com

Empire NZ Ltd
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OFFICE CONTACTS
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p 0800 2 TRADE

Bus No: 1937655

PURCHASE ORDER No: _____

Date _____

Supplier _____

Address _____

Suburb & postcode _____

BN: Supplier's Business No

Phone: Supplier's phone number

Fax: Supplier's fax number

Attention: Contact name _____

Please supply _____ by date delivery is required. On your invoice, please include the purchase order number and the name of the staff member placing the order.

DESCRIPTION OF GOODS					
Qty	Description of Goods	Code	Cash	Trade	Total Cost
GST Inclusive <input type="checkbox"/> Yes <input type="checkbox"/> No			Totals	\$	\$

Notes: include any necessary instructions

Requested by name of person requesting the order _____	Date _____
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Accounts Department Use

Approved by _____ <i>Authorised Officer</i>	Date _____
Authorised by _____ <i>Account Officer</i>	Date _____

Guidelines for Completing the Purchase Order Form

This form is to be completed for all orders over \$50.

- Steps:**
1. Ensure you have your Supervisor's approval to prepare the PO.
 2. Check the supplier is on the list of preferred suppliers which is available on the admin server under Forms. If not, contact the Account Payable officer.
 3. Enter the supplier's name and address.
 4. Enter the Business Number number (if known), phone and fax numbers.
 5. Include the name of the person you have been dealing with, or who provided you with the quote.
 6. In the space provide, write in the goods or service you have ordered, and a required delivery date, if appropriate.
 7. Under Description of Goods, enter the quantity ordered. Under the description column, put in all the details of the item/service to be purchased. Include specific information such as size, colour, version, etc. If the order is likely to be delivered in parts, and invoiced separately, make a note in this section. If it is for accommodation, include dates and names of people for who booking is made. More information is better than not enough, so don't spare the keyboard. Include the item code if appropriate.
 8. Include both trade and cash component and total cost
 9. If you know the GST amount, include this on a separate line in the description section, then put the amount in the cash column. If you don't know the GST component, simply select the appropriate tick box in the Totals Row, i.e. GST inclusive, Yes or No.
 10. Total all columns in the totals row.
 12. Include any extras information about the purchase in the notes section, i.e. special delivery instructions.
 13. The person preparing the PO puts their name in the "Requested by" section, and adds the date the PO is prepared.
 14. Have the Purchase Order approved by the Manager.
 15. Take the approved PO to the Accounts Officer.
 16. The Accounts Officer will issue a Purchase Order number and the form will be returned to the person requesting the order so that it can be faxed to the supplier.

Goods worth more than \$50 **ARE NOT** to be ordered until a Purchase Order number has been provided by the Accounts Department.

Advise the vendor that the purchase order number **must** be included on the invoice. Without this number, payment may be delayed.

See the Guidelines on the admin server under "**Procedural Guidelines/Purchase_Receipt.doc**" for more information.