FORMAL COMMERCIAL PURCHASE ORDER (PO)

ENTERPRISE GOODS PROCUREMENT, SHIPPING TERMS, ITEM SPECIFICATION & CORPORATE AUTHORIZATION

VENDOR / SUPPLIER ENTITY:

Vendor Company: _____

Sales Representative: _____

Tax ID / Vendor Code: _____

PURCHASE ORDER & SHIPPING SPECS:

PO #: PO-_____ Date: _____/_____/20____

Payment Terms: [ ] Net 30 [ ] Net 60 [ ] 2% 10 Net 30

FOB: [ ] Destination [ ] Shipping Point (Freight Prepaid)

LINE	ITEM / SKU #	PRODUCT DESCRIPTION & SPECIFICATION	QTY	UOM	UNIT PRICE	TOTAL AMOUNT
01	_____		_____	[EA/CS]	$ _____	$ _____
02	_____		_____	[EA/CS]	$ _____	$ _____
03	_____		_____	[EA/CS]	$ _____	$ _____
04	_____		_____	[EA/CS]	$ _____	$ _____
05	_____		_____	[EA/CS]	$ _____	$ _____
06	_____		_____	[EA/CS]	$ _____	$ _____
07	_____		_____	[EA/CS]	$ _____	$ _____
08	_____		_____	[EA/CS]	$ _____	$ _____

STANDARD COMMERCIAL PURCHASE TERMS:

Acknowledgment: Vendor must confirm receipt & delivery date within 48 hrs.

Inspection: Buyer retains 10 business days to inspect goods upon receipt.

Invoice Instructions: Reference PO # on all invoices & bills of lading.

Warranty: Goods must be free from defects and conform to specs.

Modifications: No price changes permitted without written Buyer approval.

PURCHASE ORDER TOTALS:

SUBTOTAL ITEMS: $ _____

SHIPPING & HANDLING: $ _____

APPLICABLE TAXES: $ _____

TOTAL PURCHASE ORDER: $ _____

AUTHORIZED CORPORATE PROCUREMENT APPROVAL & EXECUTION:

Purchasing Officer Name: _____

Signature: _____ Date: __/__/20__

Corporate Controller / VP: _____

Signature: _____ Date: __/__/20__