



63 Rajiv Gandhi
Nagar
Kota,
Rajasthan,
India

PURCHASE ORDER

PO Number: PO123456
Date: February 26, 2025

Purchase Order Details

Requested By: John Doe
Approver: Jane Smith
Approval Date: February 27, 2025
Status: Approved

Supplier Details

Supplier Name: XYZ Suppliers
Contact Person: Mr. Kumar
Phone Number: +91 9876543210
Email: contact@xyzsuppliers.com
Address: 123 Industrial Area, New Delhi, India

Order Details

Product	Product ID	Category	Quantity	Unit Price (INR)	Total Amount (INR)
Office Chairs	PROD001	Furniture	50	2,500	1,25,000

Payment & Delivery Terms

Payment Terms: 50% Advance, 50% on Delivery
Expected Delivery Date: March 10, 2025
Delivery Address: Company Warehouse, Sector 62, Noida

Subtotal	INR 1,25,000
Tax (GST 18%)	INR 22,500
Shipping	INR 1,500
Grand Total	INR 1,49,000





agreement. All deliveries must be made during working hours (9 AM - 5 PM) on weekdays.

Approval Signatures

Requested By John Doe	Approved By Jane Smith	Finance Approval Finance Team	Supplier Confirmation XYZ Suppliers

This is a computer-generated document. No signature is required.

For any queries, please contact procurement@yourcompany.com

