|  |
| --- |
| **Purchase Order** |
|  **Date\*：** |
| **Purchase Number\*** |  | **Purchasing Personnel\*** |  |
| **Purchase Date\*** |  | **PO Number \*** |  |
| **Vendor Name\*** |  | **Vendor Number\*** |  |
| **Contact Person\*** |  | **Email\*** |  |
| **Contact Phone\*** |  | **Fax** |  |
| **Vendor Address\*** |  |
| **Invoice Date\*** |  | **Invoice Number\*** |  |
| **Tax Type\*** |  | **Currency\*** |  |
| **No.** | **Product Name\*** | **Number\*** | **Specification\*** | **Quantity\*** | **Unit\*** | **Unit Price\*** | **Subtotal** | **Remarks** |
|  |  |  |  |  |  |  |  |  |
| **Remarks：** | **Discount** |  |  |
| **Amount** |  |  |
| **Tax** |  |  |
| **Total** |  |  |
| **Shipping Fee** |  |  |
| **Grand Total** |  |  |