|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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** |  |  |