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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **進貨單** | | | | | | | | | |
| **申請日期**\***：** | | | | | | | | | |
| **進貨單號\*** | |  | | | **採購人員\*** | |  | | |
| **進貨日期\*** | |  | | | **採購單號\*** | |  | | |
| **供應商名稱\*** | |  | | | **供應商編號\*** | |  | | |
| **聯絡人\*** | |  | | | **電子郵件\*** | |  | | |
| **聯絡電話\*** | |  | | | **傳真** | |  | | |
| **供應商地址\*** | |  | | | | | | | |
| **發票日期\*** | |  | | | **發票號碼\*** | |  | | |
| **稅別\*** | |  | | | **幣別\*** | |  | | |
| **項次** | **品名\*** | | **編號\*** | **規格\*** | **數量\*** | **單位\*** | **單價\*** | **小計** | **備註** |
|  |  | |  |  |  |  |  |  |  |
| 備註： | | | | | | | 折扣 |  |  |
| 金額 |  |  |
| 稅額 |  |  |
| 合計 |  |  |
| 運費 |  |  |
| 總計 |  |  |