

## Purchase Order

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# Purchase Order Overview

Purchase order (PO) is a commercial document issued by a buyer when purchasing products, goods or services to a seller. The document indicates the details on the items that are to be purchased, such as:



When creating the document to complete purchase orders, the buyer is entitled to include any special requirements or terms, and the seller reserves the right to analyze the document and approve or reject the purchase order. Once the document is mutually agreed upon and duly signed by both parties, it becomes legally binding, thereby ensuring the fulfillment of the buyer's and seller's respective demands.

For each Purchase order, It is essential to assign a PO number, which is a unique identifier to a specific transaction that helps both sellers and buyers track and reference orders from payment to delivery.

## Purchase Order Importance

The purchase order is important for several reasons, including:

For each Purchase order, It is essential to assign a PO number, which is a unique identifier to a specific transaction that helps both sellers and buyers track and reference orders from payment to delivery.



Consolidating purchase order items

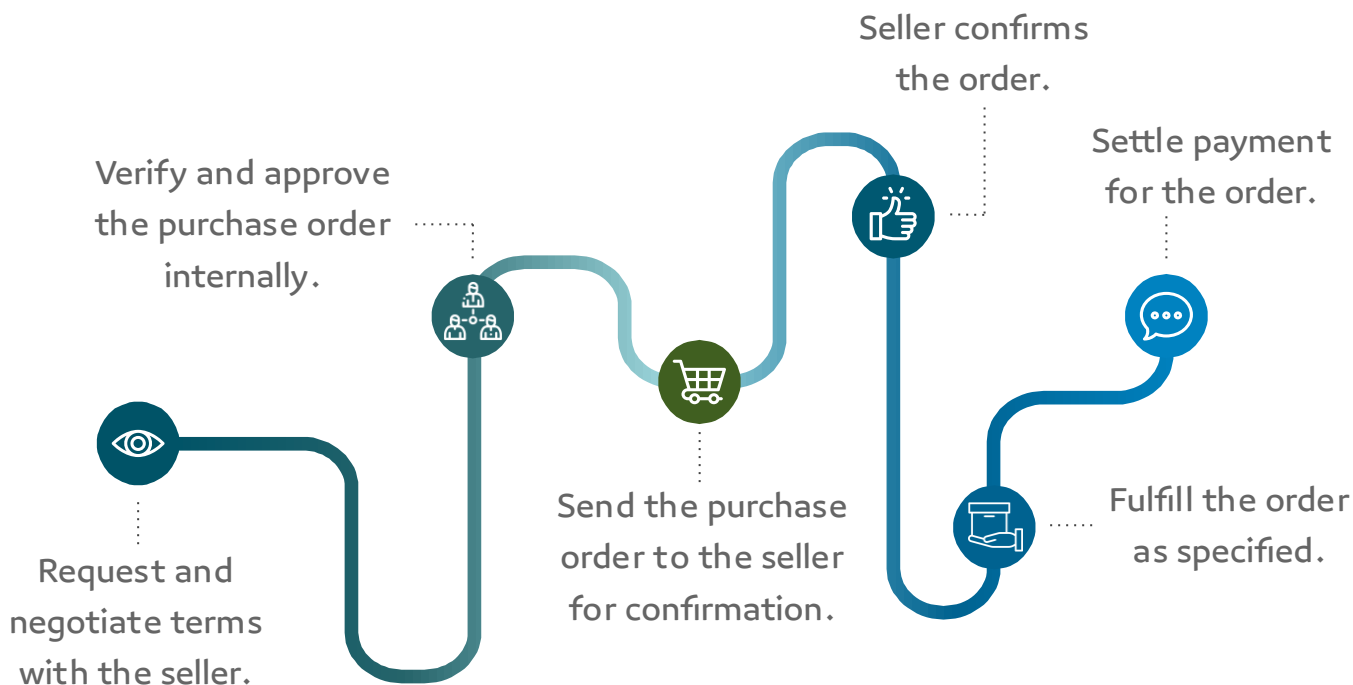


Safeguarding the organization against fraudulent activities



Supporting financial audits

# Purchase Order Process



## Purchase Order Elements

While purchase order forms may vary, they typically include essential elements and terms that establish a binding contract. Key elements typically found in purchase orders include:

- 01 Buyer and seller information (names, addresses, and contact details).
- 02 PO number for order tracking.
- 03 Issue date of the purchase order.
- 04 Delivery address.
- 05 Description of goods or services (quantities, specifications, codes/references).
- 06 Price and payment terms (total cost, discounts, shipping charges).
- 07 Terms and Conditions.

# Purchase Order Template

The purchase order form may vary depending on the organization's needs and activities, but the following example illustrates the essential components typically included in such forms.

للتحميل  
اضغط هنا



نموذج طلب شراء يمكن الاستعانة به ولا يغني عن استشارة مختص قانوني

## أمر شراء

2 الرقم:  
3 التاريخ:

1 اسم المنشأة  
العنوان  
المدينة، الرمز البريدي، الدولة  
رقم تسجيل ضريبة القيمة المضافة  
رقم الهاتف  
شعار المنشأة

4 عنوان الشحن:  
اسم المنشأة  
العنوان  
المدينة، الرمز البريدي، الدولة  
طريقة الشحن:

1 حررت الفاتورة إلى:  
اسم المنشأة  
العنوان  
المدينة، الرمز البريدي، الدولة  
رقم الهاتف

5

المجموع شامل ضريبة القيمة المضافة	قيمة الضريبة	نسبة الضريبة	المجموع الفرعي بدون الضريبة	الكمية	الوصف	رمز المنتج
207	27	%15	180	3	منتج 1	ABC123
92	12	%15	80	2	منتج 2	AB1001

6

260	المجموع
39	ضريبة القيمة المضافة (%15)
299	الإجمالي شامل ضريبة القيمة المضافة (%15)

7

**الشروط والأحكام (وضع الشروط والأحكام الخاصة بالمنشأة)**

1 - يحق (اسم المنشأة) إنهاء أمر الشراء هذا دون إشعار في حالة عدم تمكن البائع من تسليم المهام المطلوبة أو بناء على طلب عميل (اسم المنشأة) وفي هذه الحالة سيتم تسوية أي رصيد مستحق على أساس تناسبي.

2- في حالة وجود أي نزاع يجب على الطرفين الجلوس وحله قبل اتخاذ أي إجراءات أخرى.

3-.....

# Purchase Order Template

The purchase order form may vary depending on the organization's needs and activities, but the following example illustrates the essential components typically included in such forms.

A PO template for use, yet it does not replace professional legal advice.



## Purchase Order

**Organization Logo**

**1** [Organization Name]  
[Address]  
[City, postal code, country]  
VAT ID:  
[Phone Number]

**2** PO Number:

**3** PO Date:

**1** **BILL TO:**  
[Organization Name]  
[Address]  
[City, postal code, country]  
[Phone Number]

**4** **SHIP TO**  
[Organization Name]  
[Address]  
[City, postal code, country]  
[Phone Number]

**5**

Product code	Product Description	Quantity	Amount exclusive VAT	VAT %	VAT value	Amount inclusive VAT
ABC123	Product 1	3	180	%15	27	207
AB1001	Product 2	2	80	%15	12	92

**6**

<b>Amount</b>	<b>260</b>
<b>VAT Value (%15)</b>	<b>39</b>
<b>Total inclusive VAT</b>	<b>299</b>

**7**

**Terms & Conditions (To be mentioned in accordance with organization terms & conditions)**

- (Company Name) Has the right to terminate this PO without notice in case the Vendor could not deliver the required tasks upon the request of (Company Name) client and in this case, any outstanding balance will be settled on prrata basis.
- In the case of any conflict both parties should sit and resolve it before taking any further measurements.

منشآت  
monsha'at

الهيئة العامة للمنشآت الصغيرة والمتوسطة  
Small & Medium Enterprises General Authority