

Purchase Order Requisition

<p>Section A: To be completed by the Originator</p> <p style="text-align: right;">Confirmation order Y / N</p> <p>Vendor Name _____</p> <p>Vendor Address _____</p> <p>_____</p> <p>Vendor Tel no _____ Contact Name _____</p> <p>Deliver to _____</p> <p>Originator _____ Ext no _____</p> <p>Requisition date _____</p> <p>Will the goods be purchased on a regular basis Y/N - If Yes, Item nos _____</p>	<p>Section B: To be completed by Purchasing Administrator</p> <p>Vendor Master Ref _____</p> <p>Purchasing Group _____</p> <p>Delivery Address _____</p> <p>Tracking Reference _____</p>
--	--

Product Descriptions	Qty	Unit	Net Price	Date Required	Material Master	Material Group	VAT	G/L Account	Cost Centre	Internal Order	Item Value

Section C: To be completed by an Authorised Signatory

I have read and fully approve the purchasing of the goods listed above _____

TOTAL

--

NOTES FOR GUIDANCE (ORIGINATOR)

1. Confirmation Order	Yes	An Order has already been placed with the Vendor over the telephone and a Purchase Order must be raised purely to confirm the Order with the Vendor.
	No	An Order has not been placed with the Vendor
2. Vendor Name		The full name of the vendor who will be supplying the goods or services.
3. Vendor Address		The full address of the vendor who will be supplying the goods or services.
4. Vendor Tel Number		Vendors Telephone Number including area dialling code.
5. Contact Name		Vendor Contact Name if known, useful to have in case there are any queries with regards to an Order.
6. Deliver To		The delivery address for the goods
7. Originator		The name of the person requesting the goods / services.
8. Ext No		The telephone extension number of the person requesting the goods / services.
9. Requisition Date		The date the requisition is completed by the Originator.
10. Goods to be Purchased on a regular basis	Yes	If the goods / services are to be a regular purchase (identify them) and a material master can be created for any future purchases.
11. Product Description		Details of the product / service required including catalogue numbers etc.
12. Qty		The quantity of goods / services required.
13. Unit		Ordering Unit of Goods / services (i.e each, pack, box etc)
14. Net Price		Price including Vendors discounts or surcharges but excluding VAT.
15. Date Required		Delivery Date goods / services are required by.