

Raw Material Purchase Order

P.O. Number

Date

Supplier Name

Supplier Address

Manufacturing Plant

Delivery Date

Contact Person

Contact Number

Order Details

| Item Code | Description | Unit | Quantity | Unit Price | Total |
|---------------------|-------------|------|----------|------------|-------|
| | | | | | |
| | | | | | |
| | | | | | |
| Total Amount | | | | | |

Notes / Special Instructions

Prepared By

Approved By

Supplier Acknowledgement