**4.02 Filling out a Purchase Order Instructions**

**How to Fill Out a Purchase Order Form:**Listed are the standards components of a purchase order.Purchase orders are often required by sellers to clearly outline the intentions of a buyer and confirm availability, price, etc., of goods. Before completing a purchase order, let’s find out more about the use and function of a purchase order.

**What Is A Purchase Order Form?**  
A purchase order is a business form that initiates a purchase between businesses – buyer and seller. The required information to correctly complete a purchase order is relatively simple. Basically, the form is an agreement for a buyer to purchase goods or services from a seller according to pre-arranged conditions, if applicable. The purchase order may be used later to match up to an invoice to ensure accurate payment.

**Components of a Purchase Order:**

* **Contact Information:** Name and contact info for the individual submitting the purchase order, such as email, phone and fax number.
* **Purchase Order #:** A buyer will typically generate a unique purchase order number as a point of reference for a specific order.
* **Vendor ID:** If known, a seller may include a vendor ID number, which may allow the seller to more easily confirm the purchaser and complete the order.
* **To:** Complete address information of the seller, which may specific to the purchasing department or individual handling purchasing responsibilities.
* **Ship/Bill To:** Complete address information for the purchasing business, which may identify where the goods will be shipped to.
* **Date:** The date the purchase order was completed and submitted.
* **Date Required:** Date the goods/services are needed by.
* **Ship Via:** Preferred method for shipment/transportation of goods to be received.
* **Terms:** Timeframe within which payment is due. Net 30 (30 days) is common.
* **Item & Description:** Provide details, including the supplier’s item number and any details to ensure accurate ordering.
* **Price, Quantity & Totals:** List the price and quantity of each item to determine totals to ensure agreed upon pricing is accurate and set prior to purchasing.

**Notes:** List and special needs or requests to the seller.