

	Purchase Order	
	PO NO.	
	Date	01-Jan-1970
, ,	Quotation Ref	
	Delivery Date	
	GSTIN	
Vendor Address: Contact No:	Delivery Address: (for)	

Sl. No	Material Description	UOM	Qty	Rate	Taxable (INR)	CGST	SGST	Total amount INR
Transport Charges						(%)	(%)	
Fright/Packing						(%)	(%)	
Other Charges						(%)	(%)	
Grand Total						Rs.		
Amount In words:- Indian Rupees -								
Payment Terms:-days of the receipt of the invoice from the vendor								
Remarks :								

Terms and Conditions

1. Please send two copies of your invoice.
2. Delivery date/ Schedule : As per site requirement
3. The quality of material will be checked by our QC/Engineers
4. Quote our PO no in all future correspondence and documents
5. Specify on every package - 1. Our PO No. 2. Gross, Net & Tare weights 3. If any other (as per UOM)

CC
Finance
Project
Site/Store

(Purchase Manager)