

# PURCHASE ORDER FUNDAMENTALS

*eLearning courses designed to increase productivity and profits*

Domestic Purchase Order

Your Company Name \_\_\_\_\_ Date: \_\_\_\_\_  
Address \_\_\_\_\_ PO Number: \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_

TO: Vendor Company SHIP TO: Recipient REMIT TO: Your Company Name  
Address Address Address Any Account Prefix  
Phone Phone Phone Address  
Phone

Promise Date	# of Containers	Total Weight

Shipping Method	Currency	Payment Terms

Description	Quantity	Unit Price	Total
Quantity			
Lot or batch traceability			
Packaging Requirements			

Sub-Total	Tax
<b>TOTAL</b>	

Right of Entry or Right of Access  
Terms and Conditions

Acknowledgement

Signed \_\_\_\_\_ Date \_\_\_\_\_

Compliance Purchase Order

Your Company Name \_\_\_\_\_ Date: \_\_\_\_\_  
Address \_\_\_\_\_ PO Number: \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_

TO: Vendor Company SHIP TO: Recipient  
Address Address Address  
Phone Phone Phone

Promise Date	Payment Terms	<input checked="" type="checkbox"/> Certs Required

**MATERIAL CERTIFICATIONS REQUIRED WITH SHIPMENT**

Description	Quantity	Unit Price	Total
Print/Drawing Revision Level Inspection Requirement Customer, Statutory, and Regulatory Requirements RoHS Compliant Environmental or Shelf Life Condition Counterfeit and Suspect Unapproved Parts Packaging Requirements			

Sub-Total	Tax
<b>TOTAL</b>	

Terms and Conditions

Acknowledgement

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Learning made Simple, Visual,  
and Interactive**

Purchase Order Fundamentals will give you the practical knowledge to work more efficiently with purchase orders and the associated processes.

Credit Hours **3**

## Learning Objectives

- Identify the different sections of a purchase order.
- Understand the terminology and its relation on a purchase order.
- Recognize what to do when working with different styles of purchase orders.
- How to work with international purchase orders.
- How to work with blanket purchase orders.

## Table of Contents

### I. Purchase Orders with Basic Terminology

- Contact Information
- PO Number
- Promise Date
- PO Date
- Ship to Address
- Quantity
- Description
- Acknowledgement

### II. Purchase Orders with Additional Terminology

- Remit to Address
- Print
- Revision Level

- Inventory Requirements
- Quotation
- Lot Traceability
- Terms and Conditions
- Right of Entry
- Payment Terms
- Packaging Requirements
- Incoterms®

### III. Purchase Orders with Quality and Compliance

- Number of Containers
- Weight
- Currency
- Certifications
- Inspection Requirements
- Inspection Reports

- Customer, Statutory, and Regulatory Requirements
- RoHS Compliant
- Environmental or Shelf Life Condition
- Counterfeit Parts
- Obligation to Notify
- Supplier Manual

### IV. Purchase Orders for International Customers

- Tariff Code
- Product Origin
- Customs Duty

### V. Blanket Purchase Orders

- Release Dates

