Sample — placeholder details

Your Business Name

Shop 12, Market Road, Pune, Maharashtra 411002
GSTIN: 27ABCDE1234F1Z5
Phone: 98xxxxxx10

PURCHASE ORDER

VENDOR

Supplier Name
Surat, Gujarat 395002
GSTIN: 24PQRSX5678K1Z6

PO no. PO/2026-27/0023
Date 26-10-2026
Deliver by 05-11-2026

#	ITEM	HSN	QTY	RATE	GST	AMOUNT
1	Printed georgette fabric	5407	300 Mtr	140.00	5%	42,000.00
2	Sewing thread, polyester, 500 m cones	5401	100 Nos	45.00	5%	4,500.00

Please quote this PO number on your invoice and delivery challan.
Payment: 30 days from receipt of goods.

Taxable value	46,500.00
IGST 5%	2,325.00
Total	**₹48,825.00**

For Your Business Name — Purchase

Free template from Zap Invoice. Fill it online: zapinvoice.in/formats/purchase-order-format

Blank format — print and fill in

YOUR BUSINESS NAME, ADDRESS, GSTIN

PURCHASE ORDER

VENDOR

PO no. _____
Date _____
Deliver by _____

#	ITEM	HSN	QTY	RATE	GST	AMOUNT
1						
2						
3						
4						
5						
6						
7						
8						

NOTES / TERMS

Taxable value

IGST

Total

Signature

Free template from Zap Invoice. Fill it online: zapinvoice.in/formats/purchase-order-format