PURCHASE ORDER CHECKLIST

Before you send · Before you pay · Malaysia

BEFORE YOU SEND THE PURCHASE ORDER

- [ ] PO number is unique — never reused
- [ ] Supplier name and address are correct
- [ ] Delivery address is correct (if different from your shop)
- [ ] Item description is specific: brand, size, grade, packing
- [ ] Quantity and unit are correct (bag? carton? piece?)
- [ ] Unit price matches the quotation you were given
- [ ] Delivery charges are stated, or stated as none
- [ ] SST line is filled in, or marked not applicable
- [ ] Required-by date is stated
- [ ] Payment terms are clear (COD / 14 days / 30 days)
- [ ] Approved by the person allowed to approve this amount
- [ ] A copy is saved before you send it

BEFORE YOU PAY THE SUPPLIER — CHECK ALL THREE

- [ ] **1. Purchase order** — What did we agree to order, and at what price?
- [ ] **2. Delivery order** — What actually arrived, and did we sign for it?
- [ ] **3. Supplier invoice** — What are we being charged?

If all three agree, pay it. If they do not, the mismatch tells you where the problem is — query it before you pay, because the purchase order is your evidence of the price you agreed.