PURCHASE ORDER

Pesanan Belian · Malaysia · RM

FROM (your business)
[Business name]
[Address]
[Phone / WhatsApp]
[Business registration no.]

TO (supplier)
[Supplier name]
[Address]
[Phone / WhatsApp]
[Contact person]

PO number	PO-2026-0001
PO date	[DD/MM/YYYY]
Deliver to	[If different from your address]
Required by	[DD/MM/YYYY]
Payment terms	[e.g. 30 days from invoice date]

Description	Qty	Unit	Unit price	Amount (RM)
e.g. Beras Super Tempatan 10kg	40	bag	28.50	1,140.00

Subtotal	
Delivery charge	
SST (if applicable)	
TOTAL	

Notes / special instructions
[e.g. confirm stock availability before delivery]

Authorised by (buyer)

(_____)

Accepted by (supplier)

(_____)

Give every purchase order its own number and never reuse one. The PO number is what ties the delivery order and the supplier's invoice back to what you actually agreed.