

B2B Purchase Order Form

Formal purchase order to a supplier

OrderFormTemplates.com — Free fillable template

Buyer (issuing PO)

Company name

PO number

Buyer contact

PO date

Vendor (supplier)

Vendor name

Vendor ID

Vendor email / phone

Addresses

Bill-to and ship-to for this purchase order.

Bill-to

Ship-to

Line items

Item #	Description	Qty	Unit \$	Line \$

Totals & terms

Subtotal (\$)

Tax (\$)

Shipping (\$)

PO total (\$)

Payment terms

Required date

Special terms / notes

Authorization

Signature

Date

Fillable B2B purchase order for supplier fulfillment.