Purchase Order with Acceptance

The Buyer issues this purchase order. It becomes a binding contract when the Supplier signs below.

Buyer

LEGAL NAME

EMAIL

PHONE

GSTIN

ADDRESS

Supplier

LEGAL NAME

EMAIL

PHONE

GSTIN

ADDRESS

Order details

PO NUMBER

PO DATE

REQUIRED DELIVERY DATE

ITEMS (DESCRIPTION, HSN, QUANTITY, UNIT PRICE, GST %)

TOTAL VALUE INCL. GST (₹)

PAYMENT TERMS

FREIGHT

DELIVERY ADDRESS

- Invoices must quote the PO number and match the PO.
- Goods not matching the PO may be rejected and returned at the Supplier's cost.
- Late delivery may attract a deduction of 0.5% per week, up to 5%.

Acceptance

- [ ] The Supplier accepts this purchase order and its terms.
- [ ] The Supplier confirms the delivery date above.

General terms

- Governing law. This document is governed by the laws of India.
- Entire agreement. This document is the whole agreement between the parties on its subject and replaces earlier discussions.
- Amendments. Changes are valid only in writing signed by both parties.
- Severability. If a clause is unenforceable, the rest of the document still applies.
- Electronic signatures. The parties agree to sign electronically; electronic signatures and records are valid under the Information Technology Act, 2000.

Buyer

SIGNATURE

PRINTED NAME

DATE

Supplier

SIGNATURE

PRINTED NAME

DATE