

Introduction

Overview

Purchase orders allow buyers to clearly and explicitly communicate their intentions to sellers. They may also help a purchasing agent to manage incoming orders and pending orders.

Business Case

A purchase order is a document issued by the buyer to the seller, providing ordering information like product, types, quantities, price agreed, and payment due date. In other words, a company sends a purchase order to a supplier as an official legal document with the offer to buy products or services.

Revision #6

Created Tue, Apr 21, 2020 3:04 PM by [Vijayakumar S](#)

Updated Thu, Aug 10, 2023 6:40 PM by [Mukund Tulshiram](#)