

# 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.

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## 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.

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