Purchase Order Report

The **purchase order report** is essential for efficient inventory management, providing a detailed summary of all purchase orders within a specified period. It helps track order statuses, supplier information, and stock levels to ensure timely restocking and prevent shortages. This report enhances decision-making by giving clear insights into procurement activities and inventory flow.

Reporting Period: 2024-06-01 to 2024-06-30

PO Number	Date	Supplier	Item Description	Quantity Ordered	Status	Expected Delivery
PO-2381	2024-06-05	ABC Supplies Inc.	Wireless Mouse	150	Delivered	2024-06-10
PO-2383	2024-06-08	XYZ Solutions	Keyboard	100	Pending	2024-07-01
PO-2387	2024-06-12	Global Tech Co.	Monitor Stand	80	Delivered	2024-06-16
PO-2390	2024-06-20	ABC Supplies Inc.	USB-C Cable	200	In Transit	2024-06-25

Summary

- Total Purchase Orders: 4
- Delivered: 2
- Pending: 1
- In Transit: 1
- Top Supplier: ABC Supplies Inc.