

Excel Purchase Order Record Form Sample

Discover a comprehensive **Excel purchase order record form** sample designed to streamline your procurement process. This template includes automated formulas for accurate cost calculation and inventory tracking. Enhance efficiency and minimize errors with this easy-to-use Excel tool.

Purchase Order Details

Purchase Order No.	PO-00123	Date	2024-06-14
Supplier Name	Acme Supplies Ltd.	Requester	Jane Doe

Order Items

Item No.	Description	Unit	Quantity	Unit Price	Total (Formula)	Inventory Balance (After Order)
1	Printer Paper A4	Ream	10	4.50	=D6*E6	=HLOOKUP("Printer Paper A4",Stock!A2:B100,2,FALSE)+D6
2	Toner Cartridge 98A	Unit	2	120.00	=D7*E7	=HLOOKUP("Toner Cartridge 98A",Stock!A2:B100,2,FALSE)+D7
Order Subtotal:					=SUM(F6:F7)	
Tax (8%):					=F8*8%	
Total Amount:					=F8+F9	

How to use this template:

- Replace sample data with your real supplier and order details.
- The **Total** column auto-calculates by multiplying Quantity and Unit Price.
- The **Inventory Balance** column updates your inventory by referencing your **Stock** sheet and adding the ordered quantity using HLOOKUP.
- Order Subtotal, Tax, and Total Amount fields are updated with formulas to provide accurate totals.
- For digital use: Input your actual data directly into the corresponding Excel cells; formulas will perform the calculations automatically.

Sample Excel Formulas Used:

- Item Total: =Quantity * Unit Price
- Subtotal: =SUM(F6:F100)
- Tax: =Subtotal * TaxRate
- Total Amount: =Subtotal + Tax
- Inventory Update: =HLOOKUP(ItemName, Stock!A:B, 2, FALSE)+Quantity

Tip: Download and customize this template in Excel. Add rows as needed for additional items.