

Purchase Order Report by Vendor and Date

The **purchase order report** by vendor and date provides a detailed overview of all orders placed within a specific timeframe, categorized by each vendor. This report helps track purchasing activity, payment schedules, and vendor performance efficiently. It is an essential tool for managing procurement and financial records accurately.

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

Vendor Name	PO Number	Order Date	Item Description	Quantity	Unit Price	Total Amount	Payment Status
ABC Supplies Inc.	PO-2456	2024-03-10	Printer Paper (A4, 500 sheets)	10	\$5.00	\$50.00	Paid
Stationery World	PO-2478	2024-04-02	Blue Ballpoint Pens (Pack of 12)	15	\$2.50	\$37.50	Pending
ABC Supplies Inc.	PO-2502	2024-06-12	Laser Toner Cartridge	4	\$35.00	\$140.00	Paid
Global Office Products	PO-2510	2024-06-20	Desk Organizer Tray	8	\$12.00	\$96.00	Partially Paid

Notes:

- Ensure all payment statuses are updated regularly.
- Review vendor performance based on timely deliveries and quality of goods.
- Contact procurement for discrepancies found in the report.