

Exportable Purchase Order Report (Excel Format Sample)

The **exportable purchase order report** in Excel format allows users to easily download and analyze purchase order data with full customization. This feature enhances data accessibility by providing a structured and organized spreadsheet, facilitating better decision-making and record-keeping. Exporting reports to Excel ensures compatibility with various analysis tools and simplifies sharing across teams.

Sample Exported Purchase Order Report

Purchase Order #	Date	Supplier Name	Item	Quantity	Unit Price (\$)	Total Amount (\$)	Status
PO-1001	2024-06-10	Acme Supplies	Printer Paper	50	2.00	100.00	Received
PO-1002	2024-06-11	Global Tech	USB Mouse	20	8.50	170.00	Pending
PO-1003	2024-06-12	Office Depot	Desk Chair	10	65.00	650.00	Shipped
PO-1004	2024-06-13	Ink Solutions	Printer Ink	15	12.00	180.00	Received
Total:						\$1,100.00	

Note: This table represents a sample of the Excel export. The actual report can include additional columns, filters, and custom formatting as needed.