

Purchase Order Report

The **purchase order report** provides a comprehensive summary of all orders along with detailed line item information. It allows businesses to track quantities, prices, and specifications for each product ordered. This report is essential for accurate inventory management and supplier communication.

Order Information

Purchase Order #	PO-2024-0614	Order Date	2024-06-14
Supplier	ABC Supplies Ltd.	Status	Confirmed
Requested By	Jane Doe	Expected Delivery	2024-06-21

Line Item Details

Item No.	Product Description	Quantity	Unit Price	Specifications	Total
1	Blue Office Chair	10	\$120.00	Model: BC-2024, Ergonomic	\$1,200.00
2	Standing Desk	5	\$350.00	Size: 60"x30", Color: White	\$1,750.00
3	Wireless Keyboard	15	\$40.00	Brand: KeyPro, Bluetooth	\$600.00
Grand Total					\$3,550.00

Notes

- All items are to be delivered to the main warehouse.
- For questions or changes, contact the purchasing manager.
- Please ensure all products meet the specified requirements.