

Purchase Order Template Excel

Free Download Guide & Printable Purchase Order Form

This professional guide explains how to manage purchase orders using Excel. It includes a printable purchase order form and best practices for tracking vendors, items, and order totals efficiently.

Key Benefits of Using a Purchase Order Template

Benefit	Description
Organization	Keep vendor purchases structured and easy to track.
Automation	Automatically calculate totals, taxes, and order values.
Accountability	Maintain clear documentation for every purchase.
Efficiency	Reduce manual paperwork and streamline procurement.

Template Features

Feature	Details
PO Number	Unique purchase order identifier
Vendor Details	Vendor name, address, and contact information
Item Tracking	Description, quantity, and unit price
Tax Calculation	Automatic tax and subtotal calculations
Order Status	Pending, Approved, Delivered

Printable Purchase Order Form

Purchase Order Number:		Order Date:	
Vendor Name:		Delivery Date:	
Vendor Address:			
Vendor Contact:			

Item Description	Quantity	Unit Price	Tax %	Total

Subtotal	
Tax	
Grand Total	

This printable purchase order form can be filled digitally or printed and used for manual order documentation. Pair it with the Excel template to maintain an organized procurement workflow for your business.