PURCHASE ORDER

Buyer's order to a vendor - with the GST fields that protect your input tax credit

BUYER (issuing this PO)	VENDOR / SUPPLIER
Name: _____	**Name:** _____
Address: _____	**Address:** _____
GSTIN: _____	**GSTIN:** _____
State & code: _____	**State & code:** _____
Contact person: _____	**Quotation ref:** _____

PO number		**PO date**	
Place of supply (delivery state)		**Expected delivery date**	
Payment terms		**Deliver to address**	

S. No	Description of goods / services	HSN / SAC	Qty	Unit	Rate	Taxable value	GST %	CGST	SGST	IGST	Line total

Total taxable value (Rs)	
Add: CGST	
Add: SGST / UTGST	
Add: IGST	
Round off	
PO VALUE (Rs)	

Amount in words: _____

Terms and declaration

1. Goods must match the HSN code, quantity and rate stated above. Any price change needs a revised PO.
2. The vendor's tax invoice must quote this PO number, or payment is held.
3. Verify the vendor's GSTIN before the PO is issued. A suspended GSTIN means the invoice never reaches your GSTR-2B and the input tax credit is lost.
4. Where the delivery state differs from the vendor's state, IGST applies at the full rate; within one state the same rate splits into CGST and SGST.
5. GST is not payable on this purchase order. It becomes payable when the vendor raises the tax invoice, or on receipt of an advance, whichever is earlier.
6. Goods are accepted only after the goods receipt note (GRN) is signed.

For _____

Authorised signatory

Free template from blog.mybillplease.com. Fields follow the CGST Rules. GST rates shown are the 0 / 5 / 18 / 40 per cent structure in force from 22 September 2025.