PURCHASE ORDER CHECKLIST

Before you send · Before you pay · Malaysia

BEFORE YOU SEND THE PURCHASE ORDER

- ☐ PO number is unique — never reused
- ☐ Supplier name and address are correct
- ☐ Delivery address is correct (if different from your shop)
- ☐ Item description is specific: brand, size, grade, packing
- ☐ Quantity and unit are correct (bag? carton? piece?)
- ☐ Unit price matches the quotation you were given
- ☐ Delivery charges are stated, or stated as none
- ☐ SST line is filled in, or marked not applicable
- ☐ Required-by date is stated
- ☐ Payment terms are clear (COD / 14 days / 30 days)
- ☐ Approved by the person allowed to approve this amount
- ☐ A copy is saved before you send it

BEFORE YOU PAY THE SUPPLIER — CHECK ALL THREE

☐ **1. Purchase order**	What did we agree to order, and at what price?
☐ **2. Delivery order**	What actually arrived, and did we sign for it?
☐ **3. Supplier invoice**	What are we being charged?

If all three agree, pay it. If they do not, the mismatch tells you where the problem is — query it before you pay, because the purchase order is your evidence of the price you agreed.