



Order No. DO12345: <Purchase Order Title>

You must quote the Purchase Order number on the relevant invoice

Issued on Mon, 01 Jan, 2017
Created on Mon, 01 Jan, 2017 by John Smith

Supplier Name & Address:

Supplier YYY
P.O Number 123
City, Country

Delivery Address:

Unilever XXX
P.O Number 345
City, Country

Address where the goods will be delivered

Bill to Address:

Unilever XXX
P.O Number 678
City, Country

Address where invoice will be sent

Requisition Number : PR12345
Procurement Manager Email : John.Smith@Unilever.com
Procurement Manager : John Smith
Talep Eden : XXX XXX
Your Supplier Number with us (Must appear on Invoice): 12345
Registered address : Unilever XXX
Street : XXX
City : XXX
Postal Code : 345
Country : XXX XXX
GST Registration Number : 12345
Contract :

Currency on your invoice should match the currency on your purchase order

Item	Description	Part Number	Unit	Qty	Delivery Date	Unit Price	Extended Amount
1	Product line item description	123	Each	1	Thu, 07 Jan, 2017	\$ 100.00 USD	\$ 100.00 USD

Delivery Recipient & Location: Dave Smith
Payment terms : Within 90 days due net
Supplier Name : Supplier YYY
Total Net Amount : \$ 100.00 USD

Total Value \$ 100.00 USD (excluding Taxes)

Please ensure that your total minus tax is correct