



Member of the National Association of Educational Procurement.

Purchase Order

PROCUREMENT & SUPPLIER DIVERSITY SERVICES
CARRUTHERS HALL RM 270 (POB 400202)
1001 N EMMET ST
Charlottesville, VA 22904-4202
Phone: 434-924-4212 Fax: 434-982-2690

**Printed Purchase Order
(example)**

Page Number:	1 of 1
Purchase Order:	EXAMPLE PO NUMBER
Order Date:	PO DATE
Revision:	0
Revision Date:	
Requested By:	PO REQUESTER
Requestor Phone:	PO REQUESTER PHONE #

SUPPLIER: SUPPLIER NAME
SUPPLIER ADDRESS
SUPPLIER CITY, STATE, ZIP
United States

Ship goods or services to this address

SHIP TO: UNIVERSITY OF VIRGINIA
PROCUREMENT & SUPPLIER DIVERSITY SERVICES
CARRUTHERS HALL RM 270 (POB 400202)
1001 N EMMET ST
Charlottesville, VA 22904-4202

INVOICE TO: ACCOUNTS PAYABLE
PO BOX 400197
E-mail: vendor-invoices@virginia.edu
Charlottesville, VA 22904-4197

THIS PURCHASE ORDER NUMBER MUST BE QUOTED ON ALL INVOICES AND CORRESPONDENCE OR INVOICES WILL BE DISCARDED.

Supplier No.	Payment Terms	Freight Terms	FC
000000	Net 30 days		De
Buyer Telephone	Buyer Name	Delivery Location Code	UV
SAMPLE	Shannon Wampler	SAMPLE	

**Send invoice to this address
(preferred method: email
vendor-invoices@virginia.edu)**

**Use your supplier number to
log in to the Vendor Invoice
Lookup**

LINE NO.	NEED BY DATE	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1	DATE	5.00	Each	300	1,500.00

Your #: na
ITEM INFORMATION

Shipment 1
PTAEO: INTERNAL BILLING INFORMATION

This purchase order will be governed by the University Purchasing terms and conditions, a copy of which may be obtained from the Procurement Services web site (www.virginia.edu/procurement).

All prices and amounts on this order are expressed in USD
For questions call the buyer listed above.

Total	\$1,500.00
AUTHORIZED SIGNATURE	

PO/Reference No.

Supplier

Marketplace PO (example)

[Add Non-Catalog Item](#)

Status **Purchase Order** Revisions PO Approvals Shipments Receipts Invoices History

Summary

?

[Hide header](#)

[Hide value descriptions](#)

General Information	Shipping Information	Billing/Payment
PO/Reference No.	Ship To <i>no address</i>	Bill To <i>no address</i>
Revision No. 0		
Supplier Name We Sell Stuff, Inc.		
Supplier Number 1234	ShipTo Address 999	BillTo Address 999
Address 123 Main St. Suite 1 Hometown, NC 27560 United States	Code	Code
	Supplier Number	Credit Card Info
Phone +1 555-555-5555	Ship Via	Billing Options
Supplier Fax No. +1 555-555-6666	Required By 2/27/2020	Accounting Date 2/27/2020
Purchase Order Date 2/27/2020	Date	Payment Terms 10% 10, Net 30
Total 1,200.00		F.O.B.
University Contact Adeline D Coe		
University Contact Phone +1 555-555-5555		
University Contact Email adc9r@Virginia.EDU		
Order Delivery abc123 Description of abc123		
Contract Number abc123 Description of abc123		
Freight Terms abc123 Description of abc123		

Distribution Information	Supplier Information
Distribution Methods Your UVa Marketplace notification contains the official order distribution method for your order. The distribution below is the system default distribution for this vendor. Please review your notification to determine whether you need to deliver the PO to the vendor.	Supplier Information
Fax (555) 555-5555	Contract
Email (HTML Body) support@sciquest.com	Account Code
	Pricing Code
	Quote number 13525674
	Note to Supplier <i>no note</i>
	Attachments for supplier
	Justification.doc
	Google
Distribution Options	



**Fax PO
(example)**

Purchase Order		
Purchase Order Date	PO/Reference No.	Revision No.
Feb 27, 2020	SQPO-12345	0
Delivery Information		
Required By Date	Feb 27, 2020	
Ship Via	Best Carrier-2nd Day	
Freight Terms	abc123 Description of abc123	
Buyer Information		
University Contact Name	Adeline D Coe	
University Contact Phone	+1 555-555-5555	
University Contact Email	adc9r@Virginia.EDU	

**PROCUREMENT & SUPPLIER
DIVERSITY SERVICES**

CARRUTHERS HALL, (POB 400202)
1001 N EMMET ST
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Phone: 434-924-4212 Fax: 434-982-2690

National Association of Educational Procurement

Vendors may look up their invoice payment status for the past 90 days at <http://tinyurl.com/uvainv>

Order acceptance instructions:

Attention: Vendor please confirm receipt of this order, pricing and availability of ALL ordered products by return fax to (555) 555-5555 at once to prevent payment problems and delays.

Supplier Information	Delivery Information	Shipping Instructions
<p>Supplier Name We Sell Stuff, Inc.</p> <p>Supplier Number 1234</p> <p>Address 123 Main St. Suite 1 Hometown, NC 27560 United States</p> <p>Duns No. 123456789</p> <p>Phone +1 555-555-5555</p> <p>Fax +1 555-555-6666</p> <p>Contract Number abc123 Description of abc123</p>	<p>Delivery Address</p> <p>University Of Virginia</p> <p>Ship-to contact line James</p> <div style="border: 2px solid red; padding: 5px; text-align: center; margin: 10px 0;">Supplier Number</div> <p>g Department</p> <p>3</p> <p>Ship-to contact line HeadQuarters</p> <p>4</p> <p>Ship-to contact line Suite 100</p> <p>5</p> <p>123 Main st 5151 McCrimmon Parkway Suite 216 Hometown, NC 27587 United States</p> <p>ShipTo Address 999 Code</p>	<p>GENERAL SHIPPING Insert UVA Purchase Order # in one of the reference fields or address field. All shipments are FOB Destination in the most economical way unless expedited shipping is specifically requested by the buyer or required for the item.</p> <p>NO SHIPPING CHARGES If no shipping charges apply, ship via your preferred method.</p> <p>SMALL PACKAGES If small package shipping charges apply, bill third-party to UVA's UPS ##### or FedEx #####</p> <p>LTL SHIPPING</p>

Line No.	Product Description	Catalog No.	Size / Packaging	Unit Price	Quantity	Ext. Price
1 of 4	Sample product description	ABC-123	100g 50/PK	20.00	2 PK	40.00
	Commodity Code 1234 Reference Number abc123 Description of abc123	Attachments for supplier Justification.doc Google				

obtained from Procurement Services website (www.virginia.edu/procurement). See above for specific shipping instructions.

Billing Information		Billing Address	
Payment Terms	10% 10, Net 30	Bill-to contact line 1	John Doe
F.O.B.		Bill-to contact line 2	First Floor
		Bill-to contact line 3	Billing Department
		Bill-to contact line 4	HeadQuarters
		Bill-to contact line 5	Suite 100
		123 Main st	
		5151	
		McCrimmon	
		Parkway	
		Suite 216	
		Hometown, NC 27587	
		United States	
		University Of Virginia	

The supplier must send a separate original invoice following each shipment for this purchase order. This purchase order number must be on all invoices or the invoice will be discarded.

Purchase Order History						
Line No.	Date/Time	User	Action	Field Name	From	To
	2/27/2020	Adeline D Coe	PO modified	Order acceptance instructions		Please call for confirmation
1	2/27/2020	Adeline D Coe	PO modified	Taxable	false	true
1	2/27/2020	Adeline D Coe	PO modified	Taxable	false	true

Supplier Terms and Conditions	T&C.doc (1,024k)
Order acceptance instructions	<p>Attention: Vendor please confirm receipt of this order, pricing and availability of ALL ordered pr... more...</p> <p> Order acceptance instructions are overridden</p>

Accounting Codes

User does not have the necessary permissions to view the custom fields associated with this section.

Line Item Details ?

[Hide line details](#)

[Add non-catalog item...](#)

	Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price																
1	Sample product description Price differs from contract (Contract Price: 19.99)	ABC-123	100g 50/PK	20.00	2	40.00 USD																
	<table border="1"> <tr> <td>Manufacturer Name</td> <td>Manufacturer Name</td> <td>Commodity Code</td> <td>1234</td> <td rowspan="4"> External Note This is a very long supplier note. This is a very long supplier note. This is a very long supplie... more... </td> </tr> <tr> <td>Manufacturer Part Number</td> <td>123-456</td> <td>Reference Number</td> <td>abc123 Description of abc123</td> </tr> <tr> <td>CAS Number</td> <td>584-79-2</td> <td></td> <td></td> </tr> <tr> <td>Radionuclide</td> <td>32P</td> <td></td> <td></td> </tr> </table>	Manufacturer Name	Manufacturer Name	Commodity Code	1234	External Note This is a very long supplier note. This is a very long supplier note. This is a very long supplie... more...	Manufacturer Part Number	123-456	Reference Number	abc123 Description of abc123	CAS Number	584-79-2			Radionuclide	32P						
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CAS Number	584-79-2																					
Radionuclide	32P																					
						Attachments for supplier Justification.doc Google																
2	Sample product description Price differs from contract (Contract Price: 19.99)	ABC-123	100g 50/PK	20.00	2	40.00 USD																
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Number
CAS Number 584-79-2
Radionuclide 32P

Number Description of
abc123

supplier note.
This is a very long
supplie...
[more...](#)

Attachments for supplier

[↓ Justification.doc](#)

[↓ Google](#)

Shipping, Handling and Tax charges are calculated and charged by each supplier. No estimate is provided here but the amounts will be included on the supplier invoice. Vendors may have minimum order size requirements.

Total

80.00 USD