



## OrderWise Purchasing Standard Layouts (Kit Item)

### Version 20.11

These are the standard Purchasing related layouts within OrderWise Business Management software. This is not an exhaustive list but are the typical layouts used within this area of the software. If you require different information to be displayed or have specific branding that is required for your layouts, you should discuss these requirements with your Business Consultant or Project Manager.

The examples included are:

- Build Up
- Debit Note
- Price Request
- Purchase Order

Your company logo and contact details will replace the Airbox details shown on these examples.

If you require different information or designs than the example included or require specific layout documents that are not included in these examples then please contact us to discuss this.

# Air Box

Newton Court  
123 Saxilby Road  
Saxilby  
Lincolnshire  
LN1 2LR  
01522345678  
www.airbox.co.uk  
contact@airbox.co.uk



Supplier Name & Address		Delivery Address	BUILD UP ORDER	
AG Oliver Ltd 131 Hawkins Road Southsea Hampshire PO4 6SN England		Joe Bloggs Newton Court Saxilby Enterprise Park Skellingthorpe Road Lincoln LN1 2LR United Kingdom	FAO:	Bob
			Order Date:	27/08/2020
			Our Acc No:	AIRBOX
			Your Order No:	PIC180
			Ordered By:	Joe Bloggs
			Our Order No:	<b>926</b>

## THIS IS REVISED BUILD UP ISSUE NO. 3 AND SUPERSEDES ALL OTHER ISSUES

Qty	Your Code Our Code	Your Description Our Description	Date Required	Price	Per	Line Total	Line VAT
1	PS001	Picnic Set - Wooden	29/08/2020	150.00	1	150.00	30.00
<b>Components:</b>							
	1	TABLEW	Wooden Table				
	2	BENCHW	Wooden Bench				

**Special Instructions**  
Available for Saturday delivery.

Goods Net:	150.00
Shipping:	0.00
Order Net:	150.00
VAT:	30.00
Total:	180.00
Pound sterling	

Please confirm a delivery date on the above order.

# Air Box

Newton Court  
123 Saxilby Road  
Saxilby  
Lincolnshire  
LN1 2LR  
01522345678  
www.airbox.co.uk  
contact@airbox.co.uk



Supplier Name & Address	Delivery Address	DEBIT NOTE	
AG Oliver Ltd 131 Hawkins Road Southsea Hampshire PO4 6SN England	Joe Bloggs Newton Court Saxilby Enterprise Park Skellingthorpe Road Lincoln LN1 2LR United Kingdom	FAO:	Bob
		Order Date:	27/08/2020
		Our Acc No:	AIRBOX
		Your Order No:	PIC180
		Requested By:	Joe Bloggs
		Our Order No:	<b>926</b>

## THIS IS REVISED DEBIT NOTE ISSUE NO. 3 AND SUPERSEDES ALL OTHER ISSUES

Qty	Your Code Our Code	Your Description Our Description	Price	Per	Line Total	Line VAT
1	PS001	Picnic Set - Wooden	150.00	1	150.00	30.00
<b>Components:</b>						
	1	TABLEW	Wooden Table			
	2	BENCHW	Wooden Bench			

**Special Instructions**  
Available for Saturday delivery.

<b>Goods Net:</b>	150.00
<b>Shipping:</b>	0.00
<b>Order Net:</b>	150.00
<b>VAT:</b>	30.00
<b>Total:</b>	180.00
	Pound sterling

# Air Box

Newton Court  
123 Saxilby Road  
Saxilby  
Lincolnshire  
LN1 2LR  
01522345678  
www.airbox.co.uk  
contact@airbox.co.uk



Supplier Name & Address		Delivery Address	PRICE REQUEST	
AG Oliver Ltd 131 Hawkins Road Southsea Hampshire PO4 6SN England		Joe Bloggs Newton Court Saxilby Enterprise Park Skellingthorpe Road Lincoln LN1 2LR United Kingdom	FAO:	Bob
			Order Date:	27/08/2020
			Our Acc No:	AIRBOX
			Your Order No:	PIC180
			Ordered By:	Joe Bloggs
			Our Order No:	<b>926</b>

Qty	Your Code Our Code	Your Description Our Description	Date Required	Price	Per
1	PS001	Picnic Set - Wooden	29/08/2020	_____	_____
<b>Components:</b>					
	1	TABLEW	Wooden Table		
	2	BENCHW	Wooden Bench		

**Special Instructions**  
Available for Saturday delivery.

Shipping Charge: \_\_\_\_\_  
These prices are valid for \_\_\_ days  
From: \_\_\_ / \_\_\_ / \_\_\_\_  
Signed: \_\_\_\_\_  
Print: \_\_\_\_\_

# Air Box

Newton Court  
123 Saxilby Road  
Saxilby  
Lincolnshire  
LN1 2LR  
01522345678  
www.airbox.co.uk  
contact@airbox.co.uk



Supplier Name & Address	Delivery Address	PURCHASE ORDER	
AG Oliver Ltd 131 Hawkins Road Southsea Hampshire PO4 6SN England	Joe Bloggs Newton Court Saxilby Enterprise Park Skellingthorpe Road Lincoln LN1 2LR United Kingdom	FAO:	Bob
		Order Date:	27/08/2020
		Our Acc No:	AIRBOX
		Your Order No:	PIC180
		Ordered By:	Joe Bloggs
		Our Order No:	<b>926</b>

## THIS IS REVISED PURCHASE ORDER ISSUE NO. 2 AND SUPERSEDES ALL OTHER ISSUES

Qty	Your Code Our Code	Your Description Our Description	Date Required	Price	Per	Line Total	Line VAT
1	PS001	Picnic Set - Wooden	29/08/2020	150.00	1	150.00	30.00
<b>Components:</b>							
	1	TABLEW	Wooden Table				
	2	BENCHW	Wooden Bench				

Payments Made	Comments	Amount
27/08/2020 BACS	Payment for order 926	180.00

Special Instructions
Available for Saturday delivery.

Goods Net:	150.00
Shipping:	0.00
Order Net:	150.00
VAT:	30.00
Total:	180.00
Pound sterling	

Please confirm a delivery date on the above order.