



OrderWise Purchasing Standard Layouts (Matrix 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.



Green

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



25.00

5.00

Supplier N	Name & Add	ress				Delivery Address	BUILD UP (BUILD UP ORDER		
AG Oliver L		1035				All Trade	FAO:	Bob 27/08/2020 AIRBOX		
131 Hawkir	ns Road					Newton Court	Order Date: Our Acc No:			
Southsea Hampshire						Saxilby Enterprise Park Skellingthorpe Road				
PO4 6SN England						Lincoln LN1 2LR	Your Order No:	MATRIXP		
England						United Kingdom	Ordered By:	Joe Bloggs		
						-	Our Order No:	927		
Matrix Produ	ct									
Plain	XS	S	Μ	L	XL		Ne	t VAT		
Red	3	3					30.0	0 6.00		
Yellow			3	3			30.0	0 6.00		

5

Special Instructions

Reception bell is broken, so knock loudly if doors are closed.

Goods Net:	85.00
Shipping:	0.00
Order Net:	85.00
VAT:	17.00
Total:	102.00
Pound sterling	

Please confirm a delivery date on the above order.

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Supplier Name & Address Delivery Address							DEBIT N	DEBIT NOTE		
AG Oliver L		1033				All Trade	FAO: Order Date:	Bob 27/08/2020		
131 Hawkir	ns Road					Newton Court				
Southsea Hampshire					Saxilby Enterprise Park Skellingthorpe Road		AIRBOX			
PO4 6SN England			Lincoln LN1 2LR	Your Order No:	MATRIXP					
England						United Kingdom	Requested By:	Joe Bloggs		
						-	Our Order No:	927		
Matrix Produ	ct									
Plain	XS	S	М	L	XL		Ne	t VAT		
Red	3	3					30.0	0 6.00		
Yellow			3	3			30.0	0.00		
Green					5		25.0	0 5.00		

Special Instructions Reception bell is broken, so knock loudly if doors are closed.
 Goods Net:
 85.00

 Shipping:
 0.00

 Order Net:
 85.00

 VAT:
 17.00

 Total:
 102.00

 Pound sterling

Green

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25.00

5.00

Supplier N	Name & Add	rass				Delivery Address	PRICE REQUEST		
AG Oliver L		1633				•	FAO:	Bob	
131 Hawkin						All Trade Newton Court	Order Date:	27/08/2020 AIRBOX	
Southsea Hampshire						Saxilby Enterprise Park Skellingthorpe Road	Our Acc No:		
PO4 6SN England	PO4 6SN					Lincoln LN1 2LR	Your Order No:	MATRIXP	
Lingiand						United Kingdom	Ordered By:	Joe Bloggs	
						-	Our Order No:	927	
Matrix Produ	ct								
Plain	XS	S	М	L	XL		N	et VAT	
Red	3	3					30.0	00 6.00	
Yellow			3	3			30.0	00 6.00	

5

Special Instructions Reception bell is broken, so knock loudly if doors are closed.

Shippin	g Charge:
These p	rices are valid for <u></u> days
From: _	11
Signed:	
Print: _	

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



	ame & Add	PURCHASE	ORDER					
AG Oliver Lt		1633			Delivery Address All Trade	FAO.	Bob	
131 Hawkins		Order Date:	27/08/2020					
Southsea Hampshire		Our Acc No:	AIRBOX					
Hampshire Skellingthorpe Road PO4 6SN Lincoln							Your Order No:	MATRIXP
England						LN1 2LR United Kingdom	Ordered By:	Joe Bloggs
l						C C	Our Order No:	927
Matrix Produc	ct							
Plain	XS	S	м	L	XL		Ne	et VAT
Red	3	3					30.0	0 6.00
Yellow			3	3			30.0	0 6.00
Green					5		25.0	0 5.00
Payments Mac 27/08/2020	le BACS			Comm Payme	ents nt for orde	r 927		Amount 102.00

Special Instructions

Reception bell is broken, so knock loudly if doors are closed.

Goods Net:	85.00
Shipping:	0.00
Order Net:	85.00
VAT:	17.00
Total:	102.00
Pound sterling	

Please confirm a delivery date on the above order.