



# 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.

# 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
AG Oliver Ltd 131 Hawkins Road Southsea Hampshire PO4 6SN England	All Trade Newton Court Saxilby Enterprise Park Skellingthorpe Road Lincoln LN1 2LR United Kingdom

BUILD UP ORDER	
FAO:	Bob
Order Date:	27/08/2020
Our Acc No:	AIRBOX
Your Order No:	MATRIXP
Ordered By:	Joe Bloggs
Our Order No:	<b>927</b>

## Matrix Product

Plain	XS	S	M	L	XL	Net	VAT
Red	3	3				30.00	6.00
Yellow			3	3		30.00	6.00
Green					5	25.00	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	

Please confirm a delivery date on the above order.

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DEBIT NOTE	
FAO:	Bob
Order Date:	27/08/2020
Our Acc No:	AIRBOX
Your Order No:	MATRIXP
Requested By:	Joe Bloggs
Our Order No:	<b>927</b>

## Matrix Product

Plain	XS	S	M	L	XL	Net	VAT
Red	3	3				30.00	6.00
Yellow			3	3		30.00	6.00
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Supplier Name & Address	Delivery Address
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PRICE REQUEST	
FAO:	Bob
Order Date:	27/08/2020
Our Acc No:	AIRBOX
Your Order No:	MATRIXP
Ordered By:	Joe Bloggs
Our Order No:	<b>927</b>

## Matrix Product

Plain	XS	S	M	L	XL	Net	VAT
Red	3	3				30.00	6.00
Yellow			3	3		30.00	6.00
Green					5	25.00	5.00

### Special Instructions

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

Shipping Charge: \_\_\_\_\_

These prices are valid for \_\_\_ days

From: \_\_\_ / \_\_\_ / \_\_\_\_\_

Signed: \_\_\_\_\_

Print: \_\_\_\_\_

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Supplier Name & Address	Delivery Address
AG Oliver Ltd 131 Hawkins Road Southsea Hampshire PO4 6SN England	All Trade Newton Court Saxilby Enterprise Park Skellingthorpe Road Lincoln LN1 2LR United Kingdom

PURCHASE ORDER	
FAO:	Bob
Order Date:	27/08/2020
Our Acc No:	AIRBOX
Your Order No:	MATRIXP
Ordered By:	Joe Bloggs
Our Order No:	<b>927</b>

## Matrix Product

Plain	XS	S	M	L	XL	Net	VAT
Red	3	3				30.00	6.00
Yellow			3	3		30.00	6.00
Green					5	25.00	5.00

Payments Made	Comments	Amount
27/08/2020 BACS	Payment for order 927	102.00

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

Please confirm a delivery date on the above order.