



# OrderWise Purchasing Standard Layouts (Normal 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	All Trade Newton Court Saxilby Enterprise Park Skellingthorpe Road Lincoln LN1 2LR United Kingdom	<b>FAO:</b>	Bob
		<b>Order Date:</b>	26/08/2020
		<b>Our Acc No:</b>	AIRBOX
		<b>Your Order No:</b>	AGJoeTrade
		<b>Ordered By:</b>	Joe Bloggs
		<b>Our Order No:</b>	<b>919</b>

Qty	Your Code	Your Description	Date Required	Price	Per	Line Total	Line VAT
3	ADHESIVE10SG	10g Super Glue	28/08/2020	2.15	1	6.45	1.29
2	CHISEL3P	3 Piece Chisel & Sharpening Set	28/08/2020	17.11	1	34.22	6.84
4	COFIREXR5	5kg Carbon Dioxide Fire Extinguisher	28/08/2020	72.17	1	288.68	57.74
1	DRILLBIT7T	7mm Tile Drill	28/08/2020	43.59	1	43.59	8.72
1	FILE6N	6 Piece 150mm Needle File Set	28/08/2020	4.56	1	4.56	0.91
1	FILEM8	8" Dual Cut Metal File	28/08/2020	6.84	1	6.84	1.37

**Special Instructions**  
Ring reception bell and wait for assistance if doors are not open.

<b>Goods Net:</b>	384.34
<b>Shipping:</b>	0.00
<b>Order Net:</b>	384.34
<b>VAT:</b>	76.87
<b>Total:</b>	461.21
	Pound sterling

Please confirm a delivery date on the above order.

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Supplier Name & Address	Delivery Address	DEBIT NOTE	
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	<b>FAO:</b>	Bob
		<b>Order Date:</b>	26/08/2020
		<b>Our Acc No:</b>	AIRBOX
		<b>Your Order No:</b>	AGJoeTrade
		<b>Requested By:</b>	Joe Bloggs
		<b>Our Order No:</b>	<b>919</b>

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

Qty	Your Code	Your Description	Price	Per	Line Total	Line VAT
3	ADHESIVE10SG	10g Super Glue	2.15	1	6.45	1.29
2	CHISEL3P	3 Piece Chisel & Sharpening Set	17.11	1	34.22	6.84
4	COFIREXR5	5kg Carbon Dioxide Fire Extinguisher	72.17	1	288.68	57.74
1	DRILLBIT7T	7mm Tile Drill	43.59	1	43.59	8.72
1	FILE6N	6 Piece 150mm Needle File Set	4.56	1	4.56	0.91
1	FILEM8	8" Dual Cut Metal File	6.84	1	6.84	1.37
<b>Shipping</b>					<b>Total</b>	<b>VAT</b>
					15.00	0.00

**Special Instructions**  
Ring reception bell and wait for assistance if doors are not open.

<b>Goods Net:</b>	384.34
<b>Shipping:</b>	15.00
<b>Order Net:</b>	399.34
<b>VAT:</b>	76.87
<b>Total:</b>	476.21
Pound sterling	

# Air Box

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Supplier Name & Address	Delivery Address	PRICE REQUEST
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	FAO: Bob Order Date: 26/08/2020 Our Acc No: AIRBOX Your Order No: AGJoeTrade Ordered By: Joe Bloggs Our Order No: <b>919</b>

Qty	Your Code Our Code	Your Description Our Description	Date Required	Price	Per
3	ADHESIVE10SG	10g Super Glue	28/08/2020	_____	_____
2	CHISEL3P	3 Piece Chisel & Sharpening Set	28/08/2020	_____	_____
4	COFIREXR5	5kg Carbon Dioxide Fire Extinguisher	28/08/2020	_____	_____
1	DRILLBIT7T	7mm Tile Drill	28/08/2020	_____	_____
1	FILE6N	6 Piece 150mm Needle File Set	28/08/2020	_____	_____
1	FILEM8	8" Dual Cut Metal File	28/08/2020	_____	_____

**Special Instructions**  
Ring reception bell and wait for assistance if doors are not open.

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

AG Oliver Ltd  
131 Hawkins Road  
Southsea  
Hampshire  
PO4 6SN  
England

## Delivery Address

All Trade  
Newton Court  
Saxilby Enterprise Park  
Skellingthorpe Road  
Lincoln  
LN1 2LR  
United Kingdom

## PURCHASE ORDER

**FAO:** Bob  
**Order Date:** 26/08/2020  
**Our Acc No:** AIRBOX  
**Your Order No:** AGJoeTrade  
**Ordered By:** Joe Bloggs  
**Our Order No:** **919**

### THIS IS REVISED PURCHASE ORDER ISSUE NO. 4 AND SUPERSEDES ALL OTHER ISSUES

Qty	Your Code Our Code	Your Description Our Description	Date Required	Price	Per	Line Total	Line VAT
3	ADHESIVE10SG	10g Super Glue	28/08/2020	2.15	1	6.45	1.29
2	CHISEL3P	3 Piece Chisel & Sharpening Set	28/08/2020	17.11	1	34.22	6.84
4	COFIREXR5	5kg Carbon Dioxide Fire Extinguisher	28/08/2020	72.17	1	288.68	57.74
1	DRILLBIT7T	7mm Tile Drill	28/08/2020	43.59	1	43.59	8.72
1	FILE6N	6 Piece 150mm Needle File Set	28/08/2020	4.56	1	4.56	0.91
1	FILEM8	8" Dual Cut Metal File	28/08/2020	6.84	1	6.84	1.37

Shipping	Total	VAT
Courier	15.00	0.00

## Special Instructions

Ring reception bell and wait for assistance if doors are not open.

**Goods Net:** 384.34  
**Shipping:** 15.00  
**Order Net:** 399.34  
**VAT:** 76.87  
**Total:** 476.21

Pound sterling

Please confirm a delivery date on the above order.