

# PURCHASE ORDER CHECK LIST

**Format No.**

Purchase Order No	P.O. Date	Supplier Name		
P.O. Material & Description				
#	Material / Information / Points to be checked	YES	NO	N/A
01	Is there purchasing material from supplier is approved supplier?			
02	Purchasing material supplier is in Approved Supplier List?			
03	All the concern, required information is available? - Name & Address - Emails, Phone Numbers, Fax Numbers of Supplier			
04	Required All the statutory details – taxies & duties, registration details are available?			
05	Material Title, material Specific identification grades etc.. , Drawings, Technical Specific data, process requirements?			
06	Description of the material, type of material, if class, grade is applicable, part number, material ID or any other precise identification of the product or service are mentioned in purchase order?			
07	Purchasing Material Test Certificate, self inspection, third party inspection, and third party inspection test certificate required? If yes is there mentioned in purchase order			
08	Material is categorized for hazardous / non hazardous? Is there indicated in order for it? If the hazardous material MSDS required note is mentioned?			
09	Material Quantity is mentioned clearly – to understand unit conversions.			
10	For the material delivery schedule is given? If required			
11	Is there price information, discount etc..			
12	Is there payment terms, as per company standard payment terms are mentioned in purchase order or as per supplier classified – applicable terms are mentioned?			
13	Whether Delay delivery condition, penalty, if applicable			
14	Supporting Documents – Statutory & regulatory requirements are attached?			
15	Qualification procedures required?			
16	Approved test Report for the material?			
17	Quality management System concern documents, if applicable			
18	Technical Product Specification / Certificates			
19	Qualification of Personnel / Equipment / validation process / validation of product			
20	Supplier Audit required? After / before purchasing?			

Signature of Purchase Executive

Signature of Manager – Purchase

Date:

Date: