

\*\*\*\*PURCHASE ORDER\*\*\*\*

VENDOR COPY TO: 1-2345	INVOICE	MONTANA GROCER	NO. 1234567	DATE 11/12/13
MONTANA COMPANY	TO:	PO BOX 5678		TERMS: 2% 10, Net 30
JOE MONTANA		TWO CITY, MT 59456		FREIGHT: CUST PICKUP
PO BOX 1234		406 891 0111		10/11/13
CITY, MT 59123	SHIP TO:	MT DISTRIBUTOR	COLL:	3.250 CWT
406 123 4567		PO BOX 910		
		THREE CITY, MT 59789		

ORDER	CASES	ITEM	PACK	SIZE	DESCRIPTION	UPC	WEIGHT	PRICE	EXTN
12	12	7654321	12	12 oz	HAM, THIN SLICED	54321	120	27.500	330.00
28	28	6543210	6	9 oz	THIN SL HNY HAM TUB	43210	147	14.220	398.16
28	28	5432109	6	9 oz	THIN SL TRKY BRST TB	32109	150	14.220	398.16
28	28	4321098	6	7 oz	THIN SL RST BEEF TUB	21098	126	14.220	398.16

COMMENTS:

SHIPPING TERMS CUST PICKUP 10/11/13. SUBJECT TO REFUSAL IF DATE NOT MET.  
 ITEMIZED PACKING LIST TO ACCOMPANY FREIGHT BILL. PO # TO APPEAR ON ALL  
 DOCUMENTS. PRODUCT TO BE SEGREGATED AND PLACED ONTO OR ADJACENT TO OUR  
 DOCK. NOTIFY CARRIER THAT DELIVERY APPOINTMENT IS NECESSARY. PALLETS ARE FREE  
 OF CHARGE. EXCHANGE OR BILLED PALLETS ACCEPTED ONLY IF AUTHORIZED BY MT  
 DISTRIBUTOR.

SUBTOTAL	1,524.48	393202A
PALLETS		
FRT ALLOW		
HAND/STRG		
PROMOTION		
OTHER		
TOTAL	1,524.48	100050U
CASH DISC		
FRT COST	17.66	100050U

TOTL: 96 96 WT: 543 CUBE: 31 BYR: JILL DOE 1234

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**CASES:** This refers to the number of cases (master packs) ordered.

**CWT:** This is the cost per hundred weight (100 lbs), useful information for distributors and warehouses. The CWT is determined here as follows:

1. Divide the **WT** (weight) of 543 lbs by 100 = 5.43 to get the hundred weight
2. Divide the **FRT COST** (freight cost) 17.66 by the 5.43 hundred weight = 3.250

**FRT ALLOW:** This refers to the freight allowance, the difference between the F.O.B. Origin and F.O.B. Destination prices.

**PACK:** This refers to the number of individual retail items in the case (master pack).

**PALLETS:** This refers to the billed or exchanged pallet cost.

**PURCHASE ORDER (PO):** A buyer-generated document that authorizes a purchase transaction. When accepted by the seller, it becomes a contract binding on both parties. A purchase order sets forth the descriptions, quantities, prices, discounts, payment terms, date of performance or shipment, other associated terms and conditions, and identifies a specific seller. Also called order.

**SIZE:** This is the size (weight) of the individual retail items.

**TERMS:** These are the payment terms agreed upon by the seller and the buyer. Typical grocery industry terms are Net 30, indicating that payment is due to the seller within 30 days of the origination of the purchase order. Often, sellers offer a cash discount (**CASH DISC**) for early payment, such as 2% 10, indicating that if the buyer pays the seller within 10 days of the origination of the purchase order, the seller discounts the total by 2%

**UPC:** This is the Universal Product Code for each individual retail item.

**WEIGHT:** This is the total weight of the order (# of cases x case weight).