

Purchase Order

A professional purchase order with delivery terms and VAT.

How to use

1. Fill in your business details in the blue footer cells at the bottom of the Purchase Order sheet.
2. Enter the supplier details in the blue SUPPLIER card on the left.
3. Complete the PO number, order date, required-by date, buyer name and delivery terms on the right.
4. Add line items in the blue columns. Net, VAT and Amount calculate automatically.
5. The colour band updates with the PO number, order date, required-by date and order total.

Clearing the sample data

Select rows 19 to 30 on the Purchase Order sheet, then press Delete to clear the sample data. The totals and colour band will reset automatically.

Removing the footer credit

The footer credit ('OpenSheets.co.uk · free templates for UK small businesses · MTD-ready tools at aligned.tax') appears on printed pages only. To remove it, go to Page Layout > Print Titles > Header/Footer tab and delete the footer.

Notes

Blue cells are your inputs. White cells contain formulas that calculate automatically — do not overwrite them.

The sheet is protected to prevent accidental formula deletion. No password is set — click Review > Unprotect Sheet if you need to make structural changes.

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MTD-ready bookkeeping tools for sole traders and small businesses

