

FREE RESOURCE

The Complete Purchase Order Checklist & Quick Reference Guide

Everything your South African business needs to
create, send & track purchase orders — the right way.

- ✓ 10-point PO format checklist
- ✓ Step-by-step lifecycle overview
- ✓ PO vs Invoice at a glance

The 10-Point Purchase Order Format Checklist

Before you send any PO to a supplier, make sure every item below is filled in.

1 PO Number

A unique identifier (e.g. PO-2025-001) assigned to every purchase order for tracking and three-way matching.

2 Date of Issue

The date the purchase order was created and sent to the supplier.

3 Buyer Details

Full legal name of your business, physical address, VAT number and contact information.

4 Supplier Details

Full name, address and contact details of the vendor receiving the order.

5 Line Item Descriptions

Product name, SKU/model number, colour, size or any other specification needed to identify what is being ordered.

6 Quantities

The exact number of units for each line item — no approximations.

7 Agreed Unit Price & Total

Price per unit confirmed with the supplier, line subtotal, applicable VAT (15% in SA) and the grand total.

8 Expected Delivery Date

The agreed date by which the goods or services must be delivered.

9 Delivery Address

The exact physical address where the shipment should be received.

10 Payment Terms

When and how payment will be made (e.g. 30 days from invoice date, EFT).

The Purchase Order Lifecycle



PO vs Invoice — At a Glance

	Purchase Order	Invoice
Who creates it?	The Buyer	The Seller
When is it issued?	Before delivery	After delivery
Purpose	Place an order & set terms	Request payment
Legal standing	Contract once supplier signs	Proof of delivery & amount owed
Contains	Quantities, pricing, delivery date	Amount due, payment deadline

5 Common PO Mistakes to Avoid

- Missing PO numbers**
 Makes tracking and three-way matching impossible.
- No approval before sending**
 Bypasses spend controls and creates budget overruns.
- Vague line-item descriptions**
 Leads to wrong goods delivered and costly disputes.
- No delivery date specified**
 Gives suppliers no accountability on timelines.
- Skipping the GRN step**
 Without a Goods Received Note, you cannot verify what was actually delivered before releasing payment.

DID YOU KNOW?

South Africa Procurement

By The Numbers

59%

of South African businesses have experienced procurement fraud — 2x the global average.

Source: PwC Global Economic Crime Survey

R12.4B

in supplier invoices remained unpaid beyond 30 days by SA government departments in Q2 2025.

Source: National Treasury, 2025

91%

of South African small businesses have experienced late payments from clients.

Source: SourceFin / National Treasury, 2025

207%

rise in reported deviations from prescribed procurement procedures (2022/23 → 2023/24).

Source: Corruption Watch, Procurement Watch 2024

Ready to Simplify Your Purchase Order Process?

VasyERP centralises your POs, supplier records, approvals and inventory — built for South African businesses.