

# Purchase Order Types Information



Purchase Order (PO) Type –	Explanation
A PO is the source document for an order for materials or services placed by a Buyer	Further information about POs that fall under each type
Material Purchase Order	Service Orders are further classified into <b>Direct, Indirect, Order, Repair Order</b> and <b>Consignment Order</b>
Service Purchase Order	Service Orders are further classified into <b>Planned</b> or <b>Unplanned</b> and Lean
Change Purchase Order	A changed purchase order may be sent when: <ul style="list-style-type: none"> <li>• A price change has been accepted</li> <li>• An updated part number has been changed</li> <li>• The order was rejected because the wrong information was sent</li> <li>• The purchase had too many errors for the Supplier to effectively correct</li> </ul>
Blanket Purchase Order (BPO)	A BPO is a type of contract that Buyers create that forms an agreement to spend a specific amount with a supplier for critical items or services.
Returns Purchase Order	A Returns Purchase Order provides information to suppliers about items being returned due to damage, code or the wrong stock sent and the quantities
Discrepancy Purchase Order	A Discrepancy Purchase order is a dispute and notification process that indicates a difference between what was ordered and delivered on a ship notice and receipted by the Buyer
Price Basis Quantity Purchase Order	Price Basis Quantity (PBQ) is used to communicate the ‘price per’ and applies for certain orders
Zero Value Purchase Order	A zero-value purchase order is usually associated with “unplanned” service POs and does not display a unit price or price information
Scheduling Agreements Purchase Order	A Scheduling Agreement is a form of outline purchase order agreement under which materials are precured on predetermined dates within a certain time-period.