# 采购订单

文件编号：{填写文件编号} V{填写文件版本号} NO.:{填写记录编号}

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| **一、供方信息** | | | | | | | | | |
| **供方名称** | |  | | | | | | | |
| **供方联系人** | | 联系人姓名：  电话  邮箱： | | | | | | | |
| **二、采购品信息** | | | | | | | | | |
| 序号 | 采购品名称 | | | 规格 | 数量/单位 | 质量要求 | 技术标准 | 验收条件 | 供货期限 |
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| **三、供方责任** | | | | | | | | | |
| 质量责任：  违约责任：  其他责任： | | | | | | | | | |
| **四、双方确认订单内容正确无误** | | | | | | | | | |
| 供方人员签字 | | |  | | | 供方确认日期 | |  | |
| 采购部负责人签字 | | |  | | | 采购部确认日期 | |  | |