

Morocco purchase and sales order template

Read me

State who places and who receives the order. A purchase order goes from buyer to supplier; a customer sales order records the order followed by the seller.

- All names, identifiers and amounts in the example are fictional.
- Educational BelloCommerce template. Confirm fields, taxes, deadlines and use with your accountant, adviser, bank, freight agent or authority for the specific file.
- Word · Excel · PDF

ORDER

ORDER — NOT AN INVOICE

Reference: [...] · Date: [...] · Source document: [...]

ISSUER / SUPPLIER

[Name or legal name] · [Address] · [applicable IF / TP / ICE / RC]

CUSTOMER / RECIPIENT

[Name or legal name] · [Address] · [ICE where applicable]

Reference	Description	Qty	Unit	Price excl. VAT	Discount	VAT	Gross

Terms / observations: [...]

Name, capacity, date, signature and reservations:

Fictional example — do not issue

ORDER

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ORDER — NOT AN INVOICE

Reference: PO-2026-0042 · Date: 30/08/2026 · Source document: Quote QUO-2026-0038

ISSUER / SUPPLIER
Atlas Demo LLC (fictional) · 10 Example Street, Casablanca · ICE 0000000000000000

CUSTOMER / RECIPIENT
Demonstration Customer LLC (fictional) · 25 Test Avenue, Rabat · ICE 0000000000000000

Reference	Description	Qty	Unit	Price excl. VAT	Discount	VAT	Gross
SKU-DEMO-A	Demonstration item A	12	unit	80	5%	20%	1 094.40
SKU-DEMO-B	Demonstration item B	6	unit	45	0	20%	324.00

TOTAL TTC / الإجمالي / GROSS: 1 418.40 MAD

Terms / observations: Requested delivery: 10/09/2026 in Rabat. Confirm every change.

Name, capacity, date, signature and reservations:

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