Purchase Order Tracker

How-to guide: what the workbook does, how to use it and what every number means. mfgcalcs.com

Purchase Order Tracker

Track every purchase order line to receipt and see supplier on-time delivery, overdue lines, open PO value by week and which lines to expedite.

For: Buyers, purchasing managers and production planners at manufacturers who place and chase purchase orders.

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Quick start

1. On Setup, type your company name, currency, status date, on-time target and window, then replace the example suppliers and buyers.
2. On PO Lines, add one row per purchase order line: supplier, item, quantity, unit price, order date and the date you need it.
3. When the supplier confirms, type the promised date; when goods arrive, type the received date and quantity. Read the Action and Check columns.
4. Open the Dashboard and filter by supplier, buyer or due dates; expedite the lines at the top of the list first.

What is in the workbook

Start Here	Read this first: what the workbook does and how to use it.
Setup	Your company, status date, on-time target and window, and the lists the dropdowns read.
PO Lines	One row per purchase order line: what, from whom, when you need it, when it was promised and when it arrived.
Dashboard	Supplier on-time delivery, overdue lines, open PO value by week and what to expedite, for the supplier, buyer and due dates you choose.
Method	How every number is calculated, with assumptions, limits and sources.
Verify	Self-check: the workbook's formulas recomputed on fixed inputs against an independent reference.
About MFG Calcs	Everything MFG Calcs offers, free: calculators, templates, tariff tools, data and the Calkee AI helper.

What each number means

Quantity	How it is calculated	Units
Due date	The supplier's promised date; until a date is promised, the date you need the line.	date

Quantity	How it is calculated	Units
Open quantity and value	Ordered - received (never below zero), and that quantity x unit price.	units, currency
Status	For lines not fully received at the status date: Overdue after the due date, Due soon within the Setup days, OK before.	-
Action	Ask for a date when a PO has no promised date after the Setup days; Expedite when a line is overdue or promised later than the need date.	-
On time and days late	For lines received in full: received - due date in days; On time when that is from minus the early days to plus the late days on Setup.	days
On-time delivery	On-time lines / lines received in full, over the lines in view, as the live Supplier On-Time Delivery calculator defines it.	%
On-time lines needed	MAX(0, ROUNDUP(received lines x target) - on-time lines): the calculator's additional on-time deliveries needed.	lines

Assumptions, limitations, sources and the self-check (the Verify sheet, which recomputes the workbook's formulas on fixed test inputs) are in the workbook. The last page shows the Dashboard with the example data for Linthwaite Hydraulics, a fictional business.

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Engineering estimates for planning and improvement work. Verify the results against your own process, data and standards before you rely on them.

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Supplier on-time delivery, overdue lines, open PO value by week and what to expedite, for the supplier, buyer and due dates you choose.

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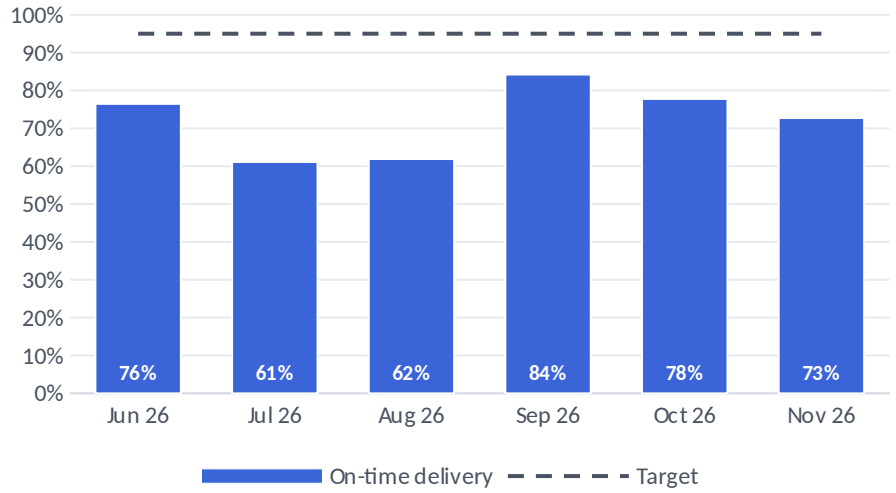
Supplier		Due from	
Buyer		Due to	

Showing 140 PO lines by due date. On time = received from 3 days early to 0 days late; status as of 23 Nov 2026. Values in USD.

ON-TIME DELIVERY	LINES RECEIVED	OVERDUE LINES	OPEN PO VALUE (USD)
73.9%	**115**	**3**	**80,262**
Target 95.0%	Received in full, in view	Not received by the due date	Still to be received
Below target			

On-time delivery by month due



Open PO value due by week

