

# Electronic Payment Order

**Document No:** EPO-2024-00127

**Date:** 2024-06-28

**Prepared By:** Finance Dept

**Status:** Pending

**Vendor Code:** VND-08123

## Vendor Details

**Vendor Name:** Acme Supplies Ltd

**Contact Person:** Jane Doe

**Email:** contact@acmesupplies.com

**Address:** 456 Market Avenue, Suite 700, Metropolis, 99999

## Bank Details

**Bank Name:** Global Bank Plc

**Account Name:** Acme Supplies Ltd

**Account Number:** 9876543210

**SWIFT/BIC:** GLOBPLCX

**Branch:** City Center Branch

## Payment Details

Description	Invoice No.	Due Date	Amount
Office Stationery (May 2024)	INV-202405-A01	2024-07-05	USD 1,250.00
Printer Cartridges	INV-202405-A02	2024-07-05	USD 450.00

**Subtotal:** USD 1,700.00

**Withholding Tax:** USD 34.00

**Total Amount Payable:** USD 1,666.00

## Authorized Approvals

Name	Designation	Signature	Date
John Smith	Finance Manager		
Susan Lee	Director		

### Important Notes:

- This document serves as an official authorization for the stated payment to the vendor.
- Ensure all vendor and bank details are verified before initiating the transfer.
- Refer to the invoice numbers and retain this document for record-keeping and audit purposes.
- Unauthorized alterations to this document may render it invalid.