

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.