

Manual Vendor Payment Order

Payment Order No.	_____	Date	_____
Vendor Name	_____		
Vendor Address	_____		
Vendor Bank Details	Bank Name: _____ Account No: _____ IFSC/SWIFT Code: _____		

Payment Details

Invoice No.	Invoice Date	Description	Amount (INR)
_____	_____	_____	_____
_____	_____	_____	_____
Total Amount			_____

Amount in Words _____

Mode of Payment Cheque / NEFT / RTGS / Other (Specify): _____

Authorization & Verification

Prepared By _____

Verified By _____

Authorized By _____

Important Notes:

- All fields must be duly filled and verified before processing payment.
- Attach supporting invoices and documents along with this order.
- Authorization is mandatory by the designated authority.
- This document is to be used only for manual/vendor non-PO payments.
- Ensure bank details of the vendor are correct before processing.