

Bulk Supplier Payment Settlement

Doc No.:

_____/BULKSP/2024

Bank Name:

Payment Mode:

NEFT / RTGS / IMPS / CHEQUE

Prepared By:

Date:

Account Number:

Total Amount:

Approved By:

Supplier Payment Details

Sl. No.	Supplier Name	Supplier Code	Invoice No.	Invoice Date	Invoice Amount	Payment Amount	Payment Ref. No.	Remarks
1	_____	_____	_____	_____	_____	_____	_____	_____
2	_____	_____	_____	_____	_____	_____	_____	_____
3	_____	_____	_____	_____	_____	_____	_____	_____
TOTAL					_____	_____		

- Important Notes:**
- Ensure all supplier invoice and payment details are accurate before processing.
 - This document must be reviewed and approved by the authorized signatory.
 - Include payment reference numbers for tracking and audit purposes.
 - Maintain a copy of this document for your records and future reconciliation.
 - All payments are subject to compliance with the company's finance policies.