

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.