

# Electronic Payment Order (EPO)

## Supplier Settlement

**Date:** 2024-06-15

**EPO Number:** EPO-2024-00027

**Prepared By:** Jane Doe

**Department:** Finance

### Supplier Information

**Supplier Name:** ABC Industrial Supplies Ltd.

**Supplier Code:** SUP-872

**Bank Name:** Global Bank Plc

**Bank Account No.:** 002209877447

**Bank SWIFT/BIC:** GBPLUK21

**Payment Currency:** USD

### Payment Details

Invoice No.	Invoice Date	Description	Amount	Due Date
INV-2024-0018	2024-05-30	Office Equipment	2,100.00	2024-06-15
INV-2024-0022	2024-06-05	Monthly Maintenance	900.00	2024-07-05

**Total Payment:**

**USD 3,000.00**

**Authorized By:**

(Signature & Date)

**Supplier Confirmation:**

(Signature & Date)

### Important Notes

- This EPO serves as an official instruction for the settlement of supplier invoices mentioned above.
- Ensure all supplier banking details are correct before processing payment.
- Attachments (invoices, contracts, proof of delivery, etc.) must be verified and stored.
- All payments are subject to company approval policies and authorization workflow.
- Discrepancies or disputes must be reported to the Finance Department immediately.