

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.