

Settlement Payment Instruction Sheet for Suppliers

Document No.: SPI-2024-0012
Date Issued: 2024-06-24
Prepared By: Finance Department

Supplier Information

Supplier Name: Acme Supplies Ltd.
Supplier ID: SUP-02459
Contact Person: Jane Smith
Contact Number: +1 234 567 8900
Email Address: jane.smith@acmesupplies.com

Bank Details

Bank Name: Global Trust Bank
Bank Address: 501 Main Avenue, Cityville, CA 90001
Account Name: Acme Supplies Ltd.
Account Number: 9876543210
SWIFT / BIC: GTBKUS33
IBAN: US12GTBK0009876543210

Settlement Details

Reference	Description	Invoice Date	Invoice Amount	Currency
INV-2024-101	Office Supplies, May 2024	2024-06-05	2,500.00	USD
INV-2024-117	Printer Cartridges	2024-06-12	850.00	USD
INV-2024-130	Furniture (Desks x5)	2024-06-20	3,200.00	USD
			6,550.00	USD

Payment Instruction

Payment Method: Bank Transfer
Scheduled Payment Date: 2024-06-28
Authorized By: Michael Brown (Finance Manager)

Important Notes

- This sheet serves as formal instruction for settlement payments to the supplier as specified above.
- Please verify supplier bank details before processing payments.
- Ensure all invoice references match with accompanying documents.
- Contact the finance department immediately for discrepancies or changes in payment instructions.
- Retention of this document is recommended for future audit and reference purposes.