

Supplier Invoice Register - Spreadsheet Format

Period: 01 May 2024 – 31 May 2024

No.	Invoice Date	Invoice Number	Supplier Name	Supplier Code	Description	PO Number	Invoice Amount	Tax Amount	Total Amount	Payment Status	Remarks
1	03/05/2024	INV-2024-041	ABC Supplies Ltd.	SUP-002	Office Chairs	PO-5558	2,500.00	250.00	2,750.00	Paid	-
2	07/05/2024	INV-2024-043	Global Tech Traders	SUP-019	Laptop Computers	PO-5692	12,000.00	1,200.00	13,200.00	Unpaid	Due 14/06
3	15/05/2024	INV-2024-057	FastSupply Co.	SUP-010	Printer Cartridges	PO-5738	500.00	50.00	550.00	Paid	-
4	29/05/2024	INV-2024-072	XYZ Electronics	SUP-024	Networking Equipment	PO-5767	5,800.00	580.00	6,380.00	Unpaid	Partial Delivery

- Maintain accuracy by cross-checking invoice details with suppliers and purchase orders.
- Regularly update payment status to ensure timely settlements.
- This register helps in financial auditing and supports compliance with tax regulations.
- Retain supporting documents for all invoices listed for verification purposes.
- Review outstanding invoices regularly to avoid overdue payments and supplier issues.