

# Supplier Purchase Reconciliation Sheet

Period: April 2024

|               |                         |
|---------------|-------------------------|
| Supplier Name | ABC Industrial Supplies |
| Supplier Code | SUP-1015                |
| Contact       | Mr. Ravi Kumar          |

| Date        | Invoice No.   | PO No.  | Item Description    | Qty   | Unit Price | Invoice Amount | Amount Paid  | Outstanding |
|-------------|---------------|---------|---------------------|-------|------------|----------------|--------------|-------------|
| 02-Apr-2024 | INV-2024-0015 | PO-5547 | Steel Bolts M8 x 60 | 1,000 | â,112.00   | â,112,000.00   | â,110,000.00 | â,12,000.00 |
| 07-Apr-2024 | INV-2024-0024 | PO-5612 | Galvanized Nuts M12 | 500   | â,17.00    | â,13,500.00    | â,13,500.00  | â,10.00     |
| 14-Apr-2024 | INV-2024-0029 | PO-5683 | Iron Rods 10mm      | 200   | â,152.00   | â,110,400.00   | â,17,000.00  | â,13,400.00 |
| 25-Apr-2024 | INV-2024-0051 | PO-5739 | Washers Set         | 600   | â,14.00    | â,12,400.00    | â,10.00      | â,12,400.00 |
| 28-Apr-2024 | INV-2024-0053 | PO-5742 | Hex Screws 5x40mm   | 350   | â,19.00    | â,13,150.00    | â,13,000.00  | â,1150.00   |

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| Total Invoice Amount | â,131,450.00 |
| Total Paid           | â,123,500.00 |
| Total Outstanding    | â,17,950.00  |

Important Notes:

- Ensure all invoices are supported by valid purchase orders and goods receipt notes.
- Review outstanding balances for timely payment processing and record discrepancies.
- Communicate any mismatches or disputed items with the supplier promptly.
- This reconciliation sheet should be reviewed and approved by relevant finance and procurement teams.
- Attach supporting documents as reference for future audits.