

Supplier Transaction Log - Digital Form

SUPPLIER DETAILS

Supplier Name

Supplier ID

Contact Person

Contact Number

Email Address

Supplier Address

TRANSACTION LOG

Date	Transaction Type	Reference #	Item / Service	Quantity	Amount	Status	Remarks
<input type="text"/>	Purchas 	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Pt 	<input type="text"/>
<input type="text"/>	Purchas 	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Pt 	<input type="text"/>
<input type="text"/>	Purchas 	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Pt 	<input type="text"/>

AUTHORIZED BY

Name

Date

IMPORTANT NOTES

- This log should be updated for each supplier transaction for accurate record-keeping.
- Ensure all entries are verified and authorized by a responsible person.

- Keep evidence or supporting documents (invoices, receipts) for every transaction.
- Regularly review logs to reconcile balances and identify discrepancies promptly.
- Maintain confidentiality and restrict access to authorized personnel only.