

Supplier Transaction Record

PDF Format

Supplier Name:	ABC Industrial Supplies Co.	Record No.:	STR-2024-0182
Supplier Code:	SUP-001233	Date:	2024-06-15
Address:	458 Main St, Sector 9	Prepared By:	Samuel Lee
Contact Number:	555-0178-9934	Department:	Procurement

Transaction Details

Date	Invoice/Ref No.	Description	Debit	Credit	Balance
2024-06-01	INV-4621	Purchase Order #3210 – Steel Pipes	7,500.00		7,500.00
2024-06-04	PAY-0897	Payment Received		5,000.00	2,500.00
2024-06-09	RET-0027	Return – Defective Pipes		1,200.00	1,300.00
2024-06-12	INV-4692	Purchase Order #3254 – Industrial Valves	3,400.00		4,700.00
2024-06-13	PAY-0910	Payment Received		3,500.00	1,200.00

Total Debit: 10,900.00

Total Credit: 9,700.00

Outstanding Balance: 1,200.00

Important Notes

- This record provides a summary of all transactions between the company and the supplier for the stated period.
- Ensure all invoice numbers and payment references are checked for accuracy before final submission or filing.
- Discrepancies must be reported within 7 days of receipt of this document.
- This record is for internal use and audit purposes and may be required as supporting documentation for financial reconciliation.