

# Supplier Transaction Record

PDF Format

**Supplier Name:**  
**Supplier Code:**  
**Address:**  
**Contact Number:**

ABC Industrial Supplies Co.  
SUP-001233  
458 Main St, Sector 9  
555-0178-9934

**Record No.:**  
**Date:**  
**Prepared By:**  
**Department:**

STR-2024-0182  
2024-06-15  
Samuel Lee  
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:**  
**Total Credit:**  
**Outstanding Balance:**

10,900.00  
9,700.00  
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.