

Supplier Statement Form Sample

A **supplier statement form sample** with purchase order references helps streamline financial reconciliation by clearly listing transactions and outstanding amounts. This document ensures accurate tracking of orders and payments between suppliers and buyers, enhancing transparency. Utilizing these forms reduces discrepancies and facilitates smooth accounting processes.

Supplier Statement

Supplier Name:	ABC Supplies Ltd.	Supplier Code:	S-1025
Statement Date:	2024-06-20	Period Covered:	2024-05-01 to 2024-06-20

Transaction Summary

Date	Invoice No.	Purchase Order Ref.	Description	Debit (Amount)	Credit (Payment)	Balance
2024-05-03	INV-10058	PO-20031	Office Chairs	\$1,200.00	-	\$1,200.00
2024-05-15	INV-10079	PO-20036	Printer Toner	\$450.00	-	\$1,650.00
2024-05-30	-	-	Payment Received	-	\$1,200.00	\$450.00
2024-06-10	INV-10105	PO-20043	Desk Lamps	\$300.00	-	\$750.00
2024-06-18	-	-	Payment Received	-	\$450.00	\$300.00

Outstanding Balance: \$300.00

For queries, please contact:

Accounts Department

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