

Supplier Statement Form Sample

The **supplier statement form** sample in Excel provides a clear and organized way to track transactions and balances between a company and its suppliers. This example template simplifies financial reconciliation by presenting detailed invoices, payments, and outstanding amounts. Utilizing such forms enhances accuracy and streamlines communication with suppliers.

| Date | Reference/Invoice No. | Description | Invoice Amount | Payment | Balance |
|------------|-----------------------|--------------------|----------------|----------|----------|
| 2024-05-01 | INV-1001 | Office Supplies | \$500.00 | | \$500.00 |
| 2024-05-10 | PAY-2001 | Payment Received | | \$300.00 | \$200.00 |
| 2024-05-15 | INV-1005 | Printer Cartridges | \$150.00 | | \$350.00 |
| 2024-05-20 | PAY-2002 | Payment Received | | \$150.00 | \$200.00 |
| 2024-05-25 | INV-1010 | Stationery | \$300.00 | | \$500.00 |

Total Invoiced: \$950.00

Total Payments: \$450.00

Outstanding Balance: \$500.00