[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Supplier Payment Schedule

Paying suppliers on time without cash surprises: every due payment listed by date, amount, and status.

Document: Supplier Payment Schedule
Prepared by: _____ Owner: _____
Version: 2.0 Date: _____
Review date: _____
Schedule period: _____ Total due this period: _____
Total paid this period: _____ Outstanding: _____

Supplier reference

Supplier	Contact person	Payment terms	Bank details on file?

Payment schedule

Supplier	Invoice no.	Invoice date	Due date	Amount	Tax	Total	Status	Paid on	Balance	Method	Reference

Schedule approval
Schedule period: _____ Prepared by: _____
Approved by: _____

Checklist
[ ] Every due payment is listed with supplier, invoice, amount, and due date.
[ ] Payments are scheduled before their due dates, not after.
[ ] The schedule is approved and every payment carries a reference.