[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. Add or remove table rows to fit your needs. 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	**[Name and role]**
Owner	**[Name and role]**
Version	2.0
Date	**[DD Month YYYY]**
Review date	**[DD Month YYYY]**

Schedule period	Total due this period	Total paid this period	Outstanding
[Schedule period]	**[Amount]**	**[Amount]**	**[Amount]**

Supplier reference

Supplier	Contact person	Payment terms	Bank details on file?

[Company name]

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

[Company name]

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

Schedule approval

Schedule period	**[Schedule period]**
Prepared by	**[Finance contact]**
Approved by	**[Approver name]**

Checklist

Done	Check
	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.