Supplier bill check

Whoever receives deliveries

Five questions before a bill is posted. The Bill Reader asks the same ones.

Outlet: _____ Date: _____ Done by: _____

- [ ] Does the bill match a PO? If not, who ordered it?
- [ ] Quantity on the bill matches the GRN (what arrived)
- [ ] Rate matches the PO rate; any difference goes to PPV
- [ ] GST rate and GSTIN on the bill are correct
- [ ] Posted to the right supplier account and the right outlet