

Supplier Digital Payment Instructions

Dear [Supplier Name],

We are pleased to inform you that we now offer digital payment options for our transactions. Please find below the instructions to facilitate your payment process:

Payment Method: [Payment Method Name]

Step 1: Log into your account on [Payment Platform/Website].

Step 2: Navigate to the 'Payments' section.

Step 3: Enter our payment details:

- **Name:** [Your Company Name]
- **Account Number:** [Your Account Number]
- **Reference:** [Invoice Number or Reference Code]

Step 4: Confirm the payment amount: [Payment Amount].

Step 5: Complete the payment by following the on-screen instructions.

If you have any questions or need assistance during the payment process, please do not hesitate to contact us at [Your Contact Information].

Thank you for your continued partnership.

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]