

Supplier E-Payment Terms and Conditions

Date: [Insert Date]

To: [Supplier Name]

[Supplier Address]

Dear [Supplier Name],

We are pleased to inform you about our e-payment terms and conditions that will govern all electronic transactions between our companies. Please review the following details:

1. Payment Method

All payments will be processed via [Insert Payment Platform], ensuring secure and timely transactions.

2. Payment Terms

Payment will be made within [Insert Number of Days] days from the receipt of the invoice, provided that all terms of the contract have been fulfilled.

3. Invoice Submission

Invoices must be submitted electronically to [Insert Email or Portal]. Please ensure that all invoices contain the necessary documentation and reference numbers.

4. Late Payments

Late payments may incur a fee of [Insert Percentage] of the outstanding amount for each month overdue.

5. Terms Change

We reserve the right to modify these terms upon [Insert Number of Days] days' notice. Continued use of the e-payment system after such notification will constitute acceptance of the new terms.

6. Contact Information

For any inquiries regarding these terms, please contact us at [Insert Contact Information].

Thank you for your attention and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]