

# Detailed Invoice Submission Format for Payment Requisition

## Supplier Details

Supplier Name	[Supplier Name Here]
Address	[Supplier Address Here]
Contact Person	[Contact Person Name]
Phone	[Phone Number]
Email	[Email Address]
GST/Tax ID	[GST/Tax Identification Number]

## Invoice Details

Invoice Number	[Invoice Number]	Invoice Date	[DD/MM/YYYY]
Purchase Order No.	[PO Number]	Requisition No.	[Requisition Number]
Payment Due Date	[DD/MM/YYYY]	Payment Terms	[e.g., Net 30]

## Itemized Invoice Summary

S. No.	Description of Goods/Services	Quantity	Unit Price	Total
1	[Product/Service 1]	[Qty]	[Unit Price]	[Total]
2	[Product/Service 2]	[Qty]	[Unit Price]	[Total]
Subtotal				[Subtotal Amount]
Tax (if applicable)				[Tax Amount]
Grand Total				[Grand Total Amount]

## Bank Details for Payment

Account Name	[Account Name]
Bank Name	[Bank Name]
Account Number	[Account Number]
IFSC/SWIFT Code	[IFSC/SWIFT]

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Branch

[Bank Branch Name/Address]

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## Declaration

I hereby declare that the above information is true and correct to the best of my knowledge and that the goods/services have been delivered as per the mentioned purchase order and terms.

Authorized Signatory

[Name & Designation]

Date

[DD/MM/YYYY]

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## Important Notes

- All fields must be completed; incomplete invoices may be returned.
- Attach supporting documents such as delivery challans, receipts, and approved purchase orders.
- Ensure invoice numbers and dates are unique and correct to avoid duplicate payment requests.
- Taxes must be included as per applicable laws and indicated clearly in the invoice.
- Payment processing may be delayed if bank details or documentation are incorrect.