

ABC Suppliers Pvt. Ltd.
123, Business Avenue
Cityville, State 456789
GSTIN: 27ABCDE1234F1Z5
Email: info@abcsuppliers.com
Phone: +91-99999 88888

Expense Invoice

Invoice No.: INV-2024/078
Vendor Name: XYZ Pvt. Ltd.
Address: 456 Market Road, Cityville, 123456

Date: 12 June 2024
Vendor GSTIN: 27XYZDE1234J1Z8
PO/Ref#: PO/2024/789

Expense Details

#	Description	Qty	Unit Cost	Total (â,¹)
1	Office Stationery	10	500.00	5,000.00
2	Printer Cartridges	2	2,500.00	5,000.00
Subtotal				10,000.00

Tax Breakdown

Tax Type	Rate (%)	Taxable Value (â,¹)	Tax Amount (â,¹)
CGST	9	10,000.00	900.00
SGST	9	10,000.00	900.00
IGST	0	0.00	0.00

Subtotal	â,¹10,000.00
Total Tax	â,¹1,800.00
Grand Total	â,¹11,800.00

Important Notes

- This invoice serves as a valid record for expense reimbursement and tax purposes.
- Ensure GSTIN numbers for both vendor and recipient are mentioned for input credit eligibility.
- Keep original invoices for your accounting and statutory audit.
- Verify tax rates as per applicable laws for the goods/services supplied.
- Report discrepancies within 7 working days of invoice date.