

Expense Invoice

GST-Compliant Vendor Invoice

Vendor Details

Name: XYZ Supplies Pvt Ltd.
Address: 123 Business Park, Mumbai, MH 400001
GSTIN: 27AAACX1234Q1ZL
Contact: contact@xyzsupplies.com

Invoice Details

Invoice No: INV-2024-1123
Invoice Date: 15-June-2024
Reference No: PO-2349
Due Date: 30-June-2024

Bill To

ABC Pvt Ltd.
51 Tech Road, Bangalore, KA 560001
GSTIN: 29AAACB9876L1ZA

| # | Description of Expense | HSN/SAC | Qty | Unit Price (₹) | Amount (₹) |
|---------------------|------------------------|---------|-----|----------------|------------|
| 1 | Office Stationery | 4816 | 10 | 150.00 | 1,500.00 |
| 2 | Printer Ink Cartridges | 8443 | 3 | 600.00 | 1,800.00 |
| 3 | File Folders | 4820 | 12 | 50.00 | 600.00 |
| Sub Total | | | | | 3,900.00 |
| CGST @ 9% | | | | | 351.00 |
| SGST @ 9% | | | | | 351.00 |
| Total Invoice Value | | | | | 4,602.00 |

Amount in Words: Four Thousand Six Hundred Two Only

For XYZ Supplies Pvt Ltd.

Authorised Signatory

Important Notes:

- This invoice is issued in accordance with GST rules; all tax amounts are claimed as per applicable rates.
- Please verify GSTIN details before input tax credit claim.
- All items/services supplied are subject to terms mentioned in the purchase order or service agreement.
- Retain this document for GST return filing and audit purposes.
- Any discrepancy should be reported within 7 days from the invoice date.