

# 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.