

Supplier Bill for Expense Claim

Supplier Details

Name: ABC Supplies Co.
Address: 12 Market Lane, Cityville, Country
GSTIN: 12ABCDE3456Z7Q
Email: info@abcsupplies.co

Bill Details

Bill No.: SB-2024-0923
Date: 2024-06-25
Claimed By: Jane Doe
Reference: Expense Claim #768

S/N	Description of Expense	Quantity	Unit Price	Total (â,')
1	Office Stationery	5	200	1,000
2	Printer Cartridge	2	1,500	3,000
3	Courier Charges	1	300	300

Subtotal
â,1 4,300
GST (18%)
â,1 774
Grand Total
â,1 5,074

Authorized By:

Signature & Date

Supplier Stamp / Signature:

Signature & Date

Important Notes

- This document is used for claiming expenses incurred from supplier purchases.
- Ensure all bills are attached and details are accurate.
- Supplier GSTIN and invoice details are required for tax compliance.
- Do not alter or overwrite any fields after approval.
- Retain a copy for your accounting records.