

Supplier Expense Bill

For Audit Purposes

Bill No.:

SEB-2024-0021

Bill Date:

2024-06-19

Supplier Name:

XYZ Supplies Co.

Supplier Address:

123, Industrial Estate, New City

GSTIN (if any):

12ABCDE3456FZ1

Contact:

(+91) 91234 56789

Expense Details

#	Description of Goods/Services	Quantity	Rate	Amount
1	Printer Cartridges	10	Rs. 700.00	Rs. 7,000.00
2	Office Stationery	1	Rs. 3,500.00	Rs. 3,500.00
Subtotal				Rs. 10,500.00
GST @ 18%				Rs. 1,890.00
Total Amount				Rs. 12,390.00

Payment Information

Payment Mode:

Bank Transfer

Bank Name:

ABC Bank

Account Number:

XXXXXX1234

IFSC Code:

ABC00001234

Authorized Signature

Name:

Rajesh Kumar

Designation:

Manager, XYZ Supplies Co.

Important Notes

- Ensure all supporting documents such as invoices and delivery challans are attached.
- Verify vendor GSTIN and payment proof before clearing bill for audit compliance.
- Clearly mention supply details and applicable taxes for transparency.

- All bills must be duly signed by authorized person from the supplier.
- Keep copies for both accounting and audit records.