

# Supplier Expense Bill

Supplier Name: Fast Supplies Ltd.

Supplier GSTIN: 22AAAAA0000A1Z5

Address: 12, Industrial Area, New City, State - 123456

Bill No: FS/EXP/2024/0512

Bill Date: 12-Jun-2024

Due Date: 27-Jun-2024

## Bill To:

Prime Solutions Pvt. Ltd.

456 Office Park, Sector 3

Urban City, State - 654321

GSTIN: 33BBBBB1111B2Z6

| #                      | Description            | HSN/SAC | Quantity | Unit Price | Amount     | Taxable Value | CGST (%) | CGST Amt | SGST/UTGST (%) | SGST/UTGST Amt | Total      |
|------------------------|------------------------|---------|----------|------------|------------|---------------|----------|----------|----------------|----------------|------------|
| 1                      | Office Stationery      | 4817    | 10       | ₹ 300.00   | ₹ 3,000.00 | ₹ 3,000.00    | 9        | ₹ 270.00 | 9              | ₹ 270.00       | ₹ 3,540.00 |
| 2                      | Printer Ink Cartridges | 8443    | 2        | ₹ 1,250.00 | ₹ 2,500.00 | ₹ 2,500.00    | 9        | ₹ 225.00 | 9              | ₹ 225.00       | ₹ 2,950.00 |
| <strong>Total</strong> |                        |         |          | ₹ 5,500.00 | ₹ 5,500.00 |               |          | ₹ 495.00 |                | ₹ 495.00       | ₹ 6,490.00 |

## Amount in Words:

Six Thousand Four Hundred Ninety Only

## Supplier Bank Details:

Bank: Apex Bank

A/C No: 1234567890

IFSC: APXB0000123

## Declaration:

Goods once sold will not be taken back or exchanged.

For Fast Supplies Ltd.

Authorized Signatory

## Important Notes

- Ensure all tax details such as GSTIN, HSN/SAC codes, and tax rates are mentioned accurately.
- Double-check invoice and supplier details for compliance and accounting purposes.
- Retain the supplier expense bill for audit and input tax credit claims.
- Disputes, if any, must be raised within 7 days of receipt of goods.
- Bank details are for NEFT/RTGS payments only.