

Supplier Invoice Submission Format for Expenses

Supplier & Invoice Details

Supplier Name

Enter supplier name

Invoice Number

Enter invoice number

Date

Contact Person

Name

Email

Email address

Phone

Phone number

Address

Supplier address

Expense Details

#	Description of Expense	Date Incurred	Amount	Remarks
1				
2				
			Total	

Bank Details (for payment)

Bank Name

Enter bank name

Account Name

Account holder name

Account Number

Account number

IFSC/SWIFT Code

Enter code

Bank Branch

Branch address

Prepared by

Authorized Signatory

Important Notes

- All relevant supporting documents must be attached along with this invoice.
- The invoice must be submitted with correct bank details for timely payment.
- Please ensure all mandatory fields are filled and amounts are accurate.
- Submission of incomplete documentation may result in payment delays.
- This format is mandatory for expense reimbursement claims.