

# Purchase Debit Note Voucher

**Voucher No:** DN/2024/0456

**Date:** 2024-07-08

**Supplier Name:** XYZ Supplies Pvt Ltd

**Supplier Code:** SUPL2401

**Address:** 123 Timber Avenue, Industrial Area, City

**GSTIN:** 27AACX1234F1Z2

## Details of Purchase Return / Debit

S.No.	Item Description	HSN/SAC	Qty	Unit	Rate	Amount	Reason
1	ABC Brand Copier Paper A4 (500 Sheets)	480256	10	Reams	₹210.00	₹2,100.00	Damaged on receipt
2	Toner Cartridge HP12A	844399	2	Pcs	₹1,800.00	₹3,600.00	Wrong product supplied

<b>Subtotal</b>	₹5,700.00
<b>Less: Discount</b>	₹0.00
<b>Add: GST (18%)</b>	₹1,026.00
<b>Total Debit Amount</b>	<b>₹6,726.00</b>

## Remarks

Debit note issued for the above items returned to supplier due to mentioned reasons. Kindly acknowledge and issue necessary credit note.

Received By:

Issued By:

Supplier's Signature

Authorized Signatory

## Important Notes

- Purchase debit note is issued to suppliers for goods returned or for other debit entries in their account.
- This voucher serves as official communication and is to be matched with the supplier's credit note.
- Ensure all details, especially item description and reason for debit, are correctly stated.
- Maintain proper records of debit notes as required under applicable tax/GST laws.
- Supplier's acknowledgement is mandatory for claim/refund process.