

Purchase Debit Note Voucher

Voucher No: DN/2024/0456

Supplier Name: XYZ Supplies Pvt Ltd

Address: 123 Timber Avenue, Industrial Area, City

Date: 2024-07-08

Supplier Code: SUPL2401

GSTIN: 27AAACX1234F1Z2

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

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

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.