

Excel Invoice Submission Template

Invoice Information

| Field | Sample Entry |
|---------------------|---------------------------------------------|
| Invoice Number | INV-2024-0012 |
| Invoice Date | 2024-06-14 |
| Supplier Name | ABC Supply Co. |
| Supplier Address | 123 Avenue St., Suite 10, Cityname, Country |
| Contact Information | +1 234 567 8900 / info@abcsupply.com |
| Client Name | XYZ Corp. |
| Client Address | 77 Business Rd., 2nd Floor, Metropolis |

Invoice Line Items

| Item No. | Description | Quantity | Unit Price | Total |
|---------------------|--------------------|----------|------------|--------|
| 1 | Printer Cartridges | 5 | 40.00 | 200.00 |
| 2 | A4 Paper Packs | 10 | 7.50 | 75.00 |
| 3 | USB Flash Drives | 3 | 15.00 | 45.00 |
| Subtotal | | | | 320.00 |
| Tax (10%) | | | | 32.00 |
| Total Amount | | | | 352.00 |

Payment Details

| | |
|----------------|----------------|
| Bank Name | National Bank |
| Account Number | 9876543210 |
| Account Holder | ABC Supply Co. |
| Payment Terms | Net 30 days |

Important Notes

- Ensure all invoice fields are accurately completed before submission.
- Include supporting documents such as purchase order or goods receipt if required.
- Invoices must be submitted in the prescribed Excel format only.
- Double-check all payment details for correctness to avoid processing delays.

- Late submission may lead to delayed payment processing.