

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.