

# EXPORT CREDIT NOTE

Credit Note Invoice Format

**Exporter Details**

**Name:** ABC Exports Pvt. Ltd.  
**Address:** 45 Industrial Area, City, Country  
**GSTIN:** 12ABCDE3456F7Z8  
**IEC:** 0820012345

**Credit Note Details**

**Credit Note No.:** ECN/2024/0098  
**Date:** 17 June 2024  
**Reference Invoice No.:** EXP/2024/0123  
**Original Invoice Date:** 28 May 2024

**Buyer Details**

**Name:** XYZ International Traders  
**Address:** 8 Harbour Lane, Other City, Country  
**Country of Destination:** CountryName

**Shipping Details**

**Port of Discharge:** PortName  
**Country of Origin:** YourCountry  
**Currency:** USD

**Particulars**

Sr. No.	Description of Goods / Service	HS Code	Quantity	Unit	Rate	Amount (USD)
1	Blue Denim Fabric - Less supplied	52094200	300	Meters	3.50	1,050.00
2	Freight Charges Reversal	-	-	-	100.00	100.00
Total Credit Amount						1,150.00

**Reason(s) for Credit Note**

Quantity short-shipped as per buyer's reconciliation. Freight overcharged in the initial invoice.

For ABC Exports Pvt. Ltd.

\_\_\_\_\_  
Authorised Signatory

**Important Notes:**

- This Export Credit Note is issued to correct or revise the original export invoice.
- Please refer to the reference invoice number for all future correspondence.
- This document should be retained for any export compliance or GST audit.

- All corrections are made as per mutual agreement with the buyer.
- No payment should be made by the buyer on the credit note amount; it is for accounting adjustment only.