

PURCHASE INVOICE

For Import Transactions

Supplier Information

Supplier Name	[Supplier Name]
Address	[Supplier Address]
Country	[Supplier Country]
Contact	[Supplier Contact Details]

Buyer Information

Buyer Name	[Buyer Name]
Address	[Buyer Address]
Country	[Buyer Country]
Contact	[Buyer Contact Details]

Invoice Details

Invoice Number	[Invoice No]	Date	[Invoice Date]
Purchase Order No.	[PO Number]	Import Registration No.	[Import Reg. No.]
Country of Origin	[Country]	Port of Discharge	[Port]

Itemized List

Item No.	Description of Goods	HS Code	Quantity	Unit Price	Total
[1]	[Item Description]	[HS Code]	[Qty]	[Unit Price]	[Total]
Subtotal					[Subtotal Amount]
Freight & Insurance					[Freight Amount]
Import Duty					[Duty Amount]
Grand Total					[Grand Total]

Payment & Delivery Terms

Payment Terms: [e.g. 30% advance, balance on delivery]

Delivery Terms (Incoterms): [e.g. CIF, FOB, EXW]

Declaration

We hereby certify that the above information is true and correct, and the goods described above are of [Country of Origin].

Our **purchase invoice format** for import transactions is designed to streamline documentation and ensure compliance with international trade regulations. This format includes all essential details such as supplier information, item descriptions, quantities, prices, and import duties. Utilizing this template helps businesses maintain accurate records and facilitates smooth customs clearance.

Authorized Signature: _____

Date: _____

