PURCHASE INVOICE

Supplier bill · Malaysia · RM

MONEY YOU OWE — check it against your PO and DO before you pay

SUPPLIER (WHO BILLED YOU)	BILL TO (YOUR BUSINESS)
SUPPLIER ADDRESS	**YOUR ADDRESS**
SUPPLIER REG. NO.	**YOUR REG. NO.**

INVOICE NO.	INVOICE DATE	PURCHASE ORDER NO.
DELIVERY ORDER NO.	**PAYMENT TERMS**	**DUE DATE**

Description	Qty	Unit Price (RM)	Amount (RM)

Subtotal (RM)

SST, if charged (RM)

TOTAL PAYABLE (RM)

Three-way match before you pay: purchase order, delivery order, purchase invoice. Did you order it, did it arrive, is the price right? If all three agree, pay. If not, query it before the money leaves.

Always fill in the due date, and check what the clock starts from. The invoice date and the delivery date are often not the same day, and "Net 30" counted from the wrong one costs you a month.

Only show an SST line if the supplier is SST-registered and charged it. Keep it as its own line, never merged into the subtotal — merged tax cannot be checked. Whether SST applies is set by RMCD, not by the supplier.

For a part payment, record the amount paid and keep the outstanding balance visible. An invoice is not closed until the balance reaches zero — part-paid bills are the ones that get forgotten.