

E-Commercial Invoice Form

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Introduction

The commercial invoice is a document issued by the seller to the buyer to validate the sale process. Its significance lies in documenting the transactions between the buyer and the seller or supplier and the buyer, as it contains data related to the products or services, including prices, delivery time, and quantities.

Currently, e-commercial invoices are used, facilitated by automated systems, and saved in electronic formats.

Importance of Commercial Invoice:



By entering orders into the system, it makes sure they are not repeated.



Improves the accuracy of the inventory and financial aspects of the products that are kept in the warehouse.



Acts as a proof of agreements reached by the parties.



Supports order scheduling, expediting quality control and delivery follow-up tasks.



To establish trust, include delivery dates, times, receipts, and updates on the deliverables plan in case anything changes.



Helps to specify the buyer's order and record all of its criteria.

Prominent types of commercial invoice:

Tax Invoice:

The invoice, which is often issued to another enterprise, consists of all the elements of the tax invoice.

Simplified tax invoice:

Invoice often issued B2C, containing key elements of a simplified tax invoice.

Tax Invoice elements:

The e-invoice tax is a document issued during the sale and purchase of goods, indicating the estimated amount involved in enterprise to enterprise. However, when issuing the invoice, it is essential to consider the conditions set by the Zakat, Tax, and Customs Authority.

- 01 Invoice Address (Tax Invoice)
- 02 Invoice serial number
- 03 Date and time of issuing the invoice.
- 04 Seller and buyer information.
- 05 An additional identifier for the supplier such as the commercial registration number.
- 06 Data of the products from the unit price and quantity with mentioning the subtotal without tax of the total includes VAT.
- 07 QR code
- 08 Total excluding VAT

Simplified Tax Invoice Items:

The simplified tax invoice is a document issued during the receipt and delivery of goods, indicating the estimated amount involved in transactions from the enterprise to the consumer. However, when issuing the invoice, it is crucial to consider the conditions set by the Zakat, Tax, and Customs Authority that must be met:

- 01 Invoice Address (Tax Invoice)
- 02 Invoice Serial number
- 03 Time and date of issuance of the invoice.
- 04 Name and address of the store
- 05 VAT register number
- 06 VAT field or the total invoice includes the amount of VAT.
- 07 QR code
- 08 Total excluding VAT

Tax Invoice Form:

The e-invoice tax is a document issued during the sale and purchase of goods, indicating the estimated amount involved in enterprise to enterprise. However, when issuing the invoice, it is essential to consider the conditions set by the Zakat, Tax, and Customs Authority.



A form of tax invoice that can be used, does not replace consultation with a legal specialist:

1 Tax invoice

2 Serial Number
SME0030

3 Date
14:46:32 – 2022/05/31



4 Seller information

Seller's name	Seller's address	Seller's VAT registration number 123456789900003
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Buyer Information

Buyer's name	Buyer's address	Buyer's VAT registration number 123456789900003
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5 CR No.
.....

6

Product	Unit price	Quantity	Subtotal excluding tax	Tax rate	Tax value	Total amount including VAT
Product 1	60	3	180	15%	27	207
Product 2	40	2	80	15%	12	92

8

Total	260
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VAT (15%) 39

Total including VAT (15%) 299

How to apply e-invoicing at your facility:

To improve trade transparency, enterprises must integrate their systems with ZATCA, according to the Zakat, Tax, and Customs Authority (ZATCA). The standardization of invoice submissions to the system in a single machine-readable format is made possible by this integration. Additionally, it makes it simple for the Authority to spot fraudulent activity, and the usage of e-invoices creates a shared database for audit purposes. The tax authority can therefore keep an eye on transactions in real time, which lessens the need for regular audits.

You can implement e-invoicing at your facility by:



System Developers



e-Invoicing Solution Providers

To ensure compliance with e-invoicing requirements, ensure that you accomplish the following points:

- Ensure the use of an electronic system capable of connecting to the Internet.
- Integrate the system with the ID system and digital documents.
- Issue and save invoices in the approved formats (XML or PDF/A3 including XML format).

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