Axis Solutions
Mobility.Agility.Security.

FDMS REQUIREMENT:

Invoice number Heading should be written as **"Document No:"** or **"Reference Number:"**

1   Company details:

- Company name
- Physical address
- Phone number
- Email address
- VAT number(**NEW**)
- TIN (confirm in Tarms)

1   Customer details:

- Company name
- Physical address
- Phone number
- Email address
- VAT number
- TIN

1   Columns:

For **Unit prices** that are **Tax Exclusive,** an Invoice should have the following columns:

- Description
- Quantity
- Unit Price
- VAT/ VAT Amount – This column should show the Vat amount
- Total(Excl)
- Total(Incl)
- Other column can be included but the above are required

For **Unit prices** that are **Tax Inclusive,** an Invoice should have the following columns:

- Description
- Quantity
- Unit Price(Incl)
- VAT/ VAT Amount - This column should show the Vat amount
- Total(Incl)

1   **Credit Notes:**

- Credit notes should have the same layout as invoices and should include a field for **REASON** for issuing the credit note.
- Credit note should have a field for **Reference Invoice Number** (Invoice number of the invoice being credited).