How to Invoice HSBC —Invoice Statutory Information

Procurement Processes

Supplier Guide

Statutory information

The following list outlines the information that must be included on every invoice, regardless of the route submitted to HSBC. Please ensure that the invoice is clear, legible and in black text.

General information / Invoice header level

Field	Details
Document Type	The document type: - ‘Tax Invoice’, ‘Debit Note’ or ‘Credit note’
Supplier name and address	The legal name and address.
Bill to company	The Bill to company must be a valid legal entity in the country you are delivering goods. It must be the same as stated on the Purchase Order. HSBC GSTIN details are mandatory for India only.
Email address for remittance advice	The email address where your business will receive information about invoice payment.
Purchase Order number (PO)	All supplier invoices must quote a valid HSBC Purchase Order (PO) number. Without it, invoices will not be processed and will be returned. If there is no PO linked to the invoice, it is essential that the name and email address for a single HSBC business contact who will process or code the invoice is included. Your business contact will be able to identify the appropriate person to reference.
Invoice date	Date on which the goods or services have been billed. This must be no more than 10 calendar days in advance of the invoice submission date.
Invoice number	This number must be unique, and contain no blank spaces, or symbols.
Currency	Currency expected for payment which must match the PO currency.
Bank account for payment	This information should be captured during the supplier onboarding process. It does not need to be shown on the invoice, unless it forms part of your standard invoice template or preferred invoice format. For domestic payments, your bank details must be provided. For overseas/foreign payments, the Bank, Branch and either IBAN number or the SWIFT code are required. (If your details have changed, please confirm them in writing to AP Enquiries to ensure payment is made into the correct bank account).

Payment terms	Contractually agreed terms of payment. Usually 30 days from invoice receipt.
Tax number	This will depend on the country you are invoicing from and may include: Value Added Tax number (VAT), Goods & Services Tax Number (GST), Supplier Sales & Service Tax ID (SST), Supplier Tax Number, etc.
Import / Export classification code	The Harmonized System of Nomenclature Code (HSN) is only required in certain countries.

Detailed Information / Invoice line level:

Field	Details
Description	Reference to the goods or services provided.
Purchase order line number	If the invoice is related to an HSBC Purchase Order, each invoice line should refer to a Purchase Order line number, to allow each line item to be matched in our system.
Item ID	Include, if possible, but not mandatory.
Unit of measure	Actual unit in which the quantity of goods or services are measured.
Quantity	For Services, the value linked to each line of the invoice must not exceed the value on each respective line on the Purchase Order. For Goods, the unit price and quantity must both not exceed the respective price and quantity values on each PO line.
Unit price	The price for a single unit of measure.
Total excluding local tax	The total of all goods and services before any tax or discounts.
Rate of local tax	Ratio at which goods or services are taxed.
Total of local tax	The total amount of tax applicable to the respective goods or services rendered.
Total including local tax	The total amount to be paid, which includes goods, credits, discounts, taxes, etc.