

# Catalog SOP: INVOICE - Proper Invoice Template for Amazon

03/03/2025 11:34 am CST



**Who is this for?** For account owners who have been required to present an invoice by Amazon to resolve specific listing issues and ASIN gating



**Objectives:** This Standard Operating Procedure (SOP) is intended to guide you on how to properly create or review an invoice that meets Amazon's requirements and is acceptable for resolving certain listing issues, such as ASIN gating.

## 8 Essential Elements Each Invoice Must Include

1. The word Invoice
2. Seller's name and address, contact details, and company registration number
3. Buyers name and address
4. Date: invoice issue date, payment due date, delivery date
5. A unique invoice reference number
6. Description of services or products including quantity, cost per unit, and total item cost
7. The total amount charged with Tax Information
8. Available payment methods, including bank account number and a reference code identifying the customer

## Amazon Does Not Accept the Following

A "**Commercial Invoice**" does not count as valid proof of purchase due to commercial invoices being a document used in foreign trade. It is used as a customs declaration provided by the person or corporation that is exporting an item across international borders.

A "**Proforma Invoice**" does not count as valid proof of purchase because they refer to units expected to be purchased in the future. Proforma invoices outline a potential future exchange but do not document an actual purchase of goods. Since the transaction described in a proforma invoice is subject to change or may not even occur, we cannot accept proforma invoices as proof of ownership for inventory under investigation.

Please note that we will not accept **documents in editable formats like Word or Excel**, also we do not accept Proforma Invoices. The document we require is the actual invoice from the purchase of these units. The price is not required so you can blank this information.

## Templates

<https://cdn.document360.io/d9e9b7a2-6758-4c75-97d3-36a6877048cf/Images/Documentation/First.xlsx>

<https://cdn.document360.io/d9e9b7a2-6758-4c75-97d3-36a6877048cf/Images/Documentation/2nd.docx>

<https://www.invoicesimple.com/invoice-generator>

<https://www.sage.com/en-gb/blog/invoice-cheat-sheet/#included-anchor-link>

## **8 Elements Outlined**

# INVOICE



East Repair Inc.  
1912 Harvest Lane  
New York, NY 12210

<b>BILL TO</b>	<b>SHIP TO</b>
John Smith 2 Court Square New York, NY 12210	John Smith 3787 Pineview Drive Cambridge, MA 12210

<b>INVOICE #</b>	US-001
<b>INVOICE DATE</b>	11/02/2019
<b>P.O.#</b>	2312/2019
<b>DUE DATE</b>	26/02/2019

QTY	DESCRIPTION	UNIT PRICE	AMOUNT
1	Front and rear brake cables	100.00	100.00
2	New set of pedal arms	15.00	30.00
3	Labor 3hrs	5.00	15.00

Subtotal	145.00
Sales Tax 6.25%	9.06
<b>TOTAL</b>	<b>\$154.06</b>

*John Smith*

*Thank you*

**TERMS & CONDITIONS**

Payment is due within 15 days

Please make checks payable to: East Repair Inc.

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