CREDIT NOTE

Reduces an invoice already issued - Malaysia - RM

THIS REDUCES WHAT IS OWED - it is not a request for payment, and it does not delete the original invoice

BUSINESS NAME
SERI TERANG SUPPLY SDN BHD

CREDIT NOTE NO.
CN-2026-0142

ADDRESS
No. 8, Jalan Perindustrian 3, 47100 Puchong, Selangor

DATE ISSUED
24 August 2026

TEL / SSM NO.
03-8071 2245 / 202401234567 (1234567-A)

CUSTOMER
Restoran Rahmat Maju

ORIGINAL INVOICE NO. (mandatory)
INV-2026-0891 dated 11 August 2026

REASON FOR CREDIT
Goods returned - faulty on delivery

NO.	DESCRIPTION OF GOODS / SERVICES CREDITED	QTY	UNIT PRICE (RM)	AMOUNT (RM)
1	5 units returned (faulty)	5	60.00	300.00
2				
3				
4				
5				
6				

Subtotal credited	**300.00**
SST adjusted (only if the invoice included SST)	*not applicable*
TOTAL CREDITED	**300.00**

EFFECT ON THE CUSTOMER'S BALANCE

Original invoice total	**1,200.00**
Less: total credited	**300.00**
REVISED BALANCE NOW OWED	**900.00**

Fictional business and example figures. The arithmetic reconciles: 1,200.00 - 300.00 = 900.00.

- Always write the original invoice number. A credit note without it cannot be matched back to anything - it is the single field that turns a correction into a paper trail, and the one most often left blank.

- Credit note numbers run in their own sequence (CN-2026-0001, CN-2026-0002...), separate from your invoice numbers. If a credit note ever gets folded into the invoice sequence, it becomes much harder to explain which number is which later.

- Write a specific reason. "2 boxes returned - damaged in transit" is worth something months later; "return" is not. This is the line you will actually read when you reconcile the account.

- Only show an SST line if the original invoice included SST. Show it as its own line, never folded into the total, so whoever reconciles the accounts can see exactly what was reversed. If a credit note affects a period you have already filed, confirm the correct treatment with RMCD or your accountant first.

- The original invoice stays as it was issued - you do not edit or delete it. The credit note sits alongside it, and the two are read together.

Free template from Niagawan - niagawan.com