

GST TAX INVOICE, DEBIT NOTE, CREDIT NOTE ETC.

TAX INVOICE

Tax invoices are to be issued under section 31 (1) of CGST Act 2017 for supply of goods & under section 31 (2) for supply of services, as per Rule 1 of Invoice Rules. The invoice has to be issued by a registered supplier for supplies to Registered/Unregistered customer.

Contents Required in the Document

- (i) Name, address and GSTIN of the supplier
- (ii) A consecutive serial number not exceeding sixteen characters, in one or multiple series, containing alphabets or numerical or special characters hyphen or dash symbolized as “-“ and “/” respectively, and any combination thereof, unique for a financial year.
- (iii) Date of issue
- (iv) If Customer is registered = Name, address and GSTIN or UIN of the recipient
If customer is unregistered where the value of the Taxable supply is Rs.50000/ or more -
 - a) Name and address of the recipient and the address of delivery
 - b) Name of the state and its code
- (v) HSN code of goods or Accounting Code of services
- (vi) Description of goods or services
- (vii) Quantity in case of goods and unit or Unique Quantity Code thereof
- (viii) Total value of supply of goods or services or both
- (ix) Taxable value of supply of goods or services or both taking into account discount or abatement if any
- (x) Rate of tax (central tax, State tax, integrated tax, Union territory tax or cess)
- (xi) Amount of tax charged in respect of taxable goods or services (with breakup of central tax, State tax, integrated tax, Union territory tax or cess);
- (xii) supply in the course of inter-State - Place of supply along with the name of State
- (xiii) Address of delivery where the same is different from the place of supply trade or commerce;
- (xiv) Whether the tax is payable on reverse charge basis, Signature or digital signature of the supplier or his authorized representative
- (xv) In case supply of goods or services or both supplied by the unregistered dealer to Registered recipient, the recipient has to raise Invoice and shall bear the signature of recipient. This proviso will also be applicable to the registered customer who is liable to pay tax under Reverse Charge mechanism

Time limit for issue of invoice –

With respect to Supply of Goods: Rule 2

- a) Before or at the time of removal of goods where supply involves movement of Goods.
- b) Before or at the time of Delivery of goods or making available of goods thereof to the recipient in any other case.

With Respect to supply of Service:

Before or after provision of service but with in a period of thirty days from the date of supply of service

Manner of Issuing Document

With respect to Supply of Goods: Rule 3 - The Tax Invoice shall be prepared in Triplicate copy

- a) Original for Recipient
- b) Duplicate for Transporter
- c) Triplicate for Supplier

With Respect to supply of Service: The Tax invoice shall be prepared in Duplicate

- a) Original for Recipient
- b) Duplicate for Supplier

Notes:

- 1) At the time of generation of Invoices under the GST Regime, the dealer is required to mention the HSN Code of his commodity as below:-

Taxpayers whose turnover is above Rs. 1.5 crores but below Rs. 5 crores shall use 2 digit code (example 48) and the taxpayers whose turnover is Rs. 5 crores and above shall use 4 digit code (example 4819). Taxpayers whose turnover is below Rs. 1.5 crores are not required to mention HSN Code in their invoices. Turnover during the first year will be taken on Self Declaration basis and in the subsequent year the Turnover of the Preceding Year will be used.

REVISED INVOICE:

As per Section 31(3)(a) of **CGST Act 2017**, a registered person may issue a revised invoice against the invoice issued during the period beginning with the effective date of registration till the date of issuance of certificate of registration but within one month from the date of issuance of certificate of registration.

Comment: A registered person may issue Tax Invoice for passing the credit to the recipient.

RECEIPT VOUCHER

As per Section 31(3)(d) of CGST Act 2017, receipt voucher shall be issued on receipt of advance payment. As per Rule 5 of Revised Invoice Rules 2017, Receipt Voucher shall contain prescribed particulars.

REFUND VOUCHER

As per Section 31(3)(e) of CGST Act 2017, where a receipt voucher is issued on advance payment and subsequently no supply is made and no tax invoice is issued, the registered person may issue a refund voucher to the person who had made the payment. The refund voucher shall contain prescribed particulars.

PAYMENT VOUCHER

As per Section 31(3)(g) of CGST Act 2017, a registered person who is paying tax under reverse charge mechanism shall a payment voucher at the time of making payment to the supplier. The payment voucher should contain the prescribed particulars.

CREDIT NOTE

As per Section 34(1) of CGST Act 2017, a Credit note may be issued by the registered person who has supplied goods or services to the recipient where:

- Taxable value or tax charged in the tax invoice issued is found to exceed the taxable value or tax payable
- Goods supplied are returned by the recipient
- Goods or services or both supplied are found to be deficient

The detail of credit note shall be declared in the return for the month during which credit note is issued. However, credit note shall be issued to the earlier of September following the end of financial year or date of furnishing of annual return i.e. 31st December following the end of such financial year.

DEBIT NOTE

As per Section 34(3) of CGST Act 2017, a Debit note may be issued by the registered person who has supplied goods or services to the recipient where:

- Taxable value or tax charged in the tax invoice issued is found to be less than the taxable value or tax payable

The detail of Debit note shall be declared in the return for the month during which debit note is issued and tax liability shall be adjusted accordingly. The debit note shall include a supplementary invoice.

Contents of Supplementary tax invoice and Credit or Debit notes

As per Rule 6 of Revised Invoice Rules 2017, a revised tax invoice or Debit or Credit notes shall contain following particulars:

- (a) The word “Revised Invoice”, wherever applicable, indicated prominently;
- (b) Name, address and GSTIN of the supplier;
- (c) Nature of the document;
- (d) A consecutive serial number containing alphabets or numerals or special characters -hyphen or dash and slash symbolised as “-” and “/”respectively,, and any combination thereof, unique for a financial year;
- (e) Date of issue of the document;
- (f) Name, address and GSTIN or UIN, if registered, of the recipient;
- (g) Name and address of the recipient and the address of delivery, along with the name of State and its code, if such recipient is un-registered;
- (h) Serial number and date of the corresponding tax invoice or, as the case may be, bill of supply;
- (i) value of taxable supply of goods or services, rate of tax and the amount of the tax credited or, as the case may be, debited to the recipient; and
- (j) Signature or digital signature of the supplier or his authorized representative:

TRANSACTION VALUE - INCLUSIONS

- a) Taxes Under Any Other Statutes - Any taxes, duties, cesses, fees and charges levied under any statute other than GST Act/IGST Act, if charged separately by the supplier to the recipient
(Example - TCS in case of Scrap Sale will be included in transaction value for calculation of tax)
- b) Any amount for which supplier is liable to pay - Any amount that the supplier is liable to pay in relation to such supply but which has been incurred by the recipient of the supply and not included in the price actually paid or payable for the goods and/or services.

(Example - Mr X, purchaser, has placed an order to supply a product to Mr Y. As per the contract Mr Y is required to deliver the goods in the premises of Mr X. Thereafter Mr Y hires a transporter for transportation of goods. The lorry receipt which indicates, that freight is payable by receiver of goods (Mr X). In this case Mr Y was required to make the payment to the transporter as it is the obligation of Mr Y to deliver the goods to the premises of Mr X. Here in lieu of Mr Y, payment is being made by Mr X. Therefore, such payment will form part of transaction value of product.)
- c) Incidental Expenses – Incidental expenses, such as **commission** and **packing**, charged by the supplier to the recipient of a supply, including any amount charged for anything done by the supplier in respect of the supply of goods and /or services at the time of, or before delivery of the goods or, as the case may be, supply of the services;
- d) Interest/late fee/penalty for delay in payment of consideration for supply will form part of value.
- e) Subsidies - Subsidies directly linked to the price. (Except subsidies provided by the central and state Governments). Explanation: The amount of subsidy shall be included in the value of supply of the supplier who receives the subsidy.

TRANSACTION VALUE - EXCLUSIONS

The value of the supply **shall not include any discount** that is given:

- (a) Discount given before or at the time of the supply** provided such discount has been duly recorded in the invoice issued in respect of such supply; and
- (b) Discount given after the supply** has been effected but:
- (i) such discount is established in terms of an agreement entered into at or before the time of such supply and specifically linked to relevant invoice; and
- (ii) Input tax credit has been reversed by the recipient of the supply as is attributable to the discount issued by the supplies.

TRANSPORTATION OF GOODS WITHOUT ISSUANCE OF INVOICE

Cases under which consigner may issue delivery challan ;

- Supply of liquid gas where quantity is not known at the time of removable
- **Transportation of goods for job work**
- Transportation of goods for reason other than by way of supply
- Such other supply as may be notified by board

The delivery challan shall be prepared in **Triplicate**

- **Original copy** being marked as **ORIGINAL FOR CONSIGNEE**
- **Duplicate copy** being marked as **DUPLICATE FOR TRANSPORTER**
- **Triplicate copy** being marked as **TRIPLICATE FOR CONSIGNER**

Where such goods are being transported on a delivery challan in lieu of invoice, then the same shall declare in FORM (**WAYBILL**).

Content of Delivery Challan (Serially Numbered not exceeding sixteen characters, in one or multiple series)

- Name, Address and GSTIN of **consigner** , if registered
- Name, Address and GSTIN of **consignee** , if registered
- Date & Number of delivery challan
- **HSN** code & description of goods
- Quantity (Provisional, where the exact quantity being supplied is not known)
- Place of supply in case of inter-state movement
- **Taxable Value & Rate of tax** of Goods where transportation is for supply to the consignee
- Signature.

GST Tax Invoice, Debit Note, Credit Note, etc.

Tax Invoice Format

Original (Buyer)/ Duplicate(Transporter)/Triplicate(Supplier): Goods [Rule 3(1)]
Original (Receipt)/Duplicate(Supplier): Services [Rule 3(2)]

TAX INVOICE
<i>(to be issued by suppliers other than ISD, insurer, a banking company, a financial institution, a non-banking financial company or transporter)</i>
(See section 31 CGST Act & Rule 1 of invoice rules)

XYZ PRIVATE LIMITED
Office No. __, Road no. __, Area __, District __, City, State __ Pincode
GSTIN: AAAA1111AGSTIN0000

Serial No. of Invoice	a consecutive serial number, in one or multiple series, containing alphabets or numerals or special characters hyphen or dash and slash symbolised as "-" and "/" respectively, and any combination thereof, unique for a financial year;
Date of Invoice	

Details of Receiver (Billed to)

Name	
Address	
State	
State Code	
GSTIN/Unique ID	

Details of Consignee (Shipped to)

Name	
Address	deemed as "address of delivery" as per section 2(2)
State	if such recipient is un-registered and where the value of taxable supply is fifty thousand rupees or more
State Code	
GSTIN/Unique ID	

Sr. No.	Description of Goods / Services	HSN Code (Goods) / Accounting Code (services)	Qty. Unit	Rate (per item)	Total Value	Discount	Taxable Value	CGST		SGST / UGST		IGST	
								Rate	Amt.	Rate	Amt.	Rate	Amt.
Freight													
Insurance													
Packing and Forwarding Charges													
Total													
Total Bill Value (in Figure)													
Total Bill Value (in Words)													
Bill Amount subject to Reverse Charges													

For XYZ Private Limited

Authorised signatory

RECEIPT VOUCHER FORMAT

Receipt Voucher <i>(See section 31 CGST Act & Rule 5 of invoice rules)</i>									
XYZ PRIVATE LIMITED Office No. __, Road no. __, Area __, District __, City, State __, Pincode __ GSTIN: AAAA1111AGSTIN0000					Serial No. of Invoice <small>a consecutive serial number, in one or multiple series, containing alphabets or numerals or special characters hyphen or dash and slash symbolised as "-" and "/" respectively, and any combination thereof, unique for a financial year;</small> Date of Invoice				
Details of Receiver (Billed to) Name Address State State Code GSTIN/Unique ID					Details of Consignee (Shipped to) Name Address <small>deemed as "address of delivery" as per section 2(2)</small> State <small>if such recipient is un-registered and where the value of taxable supply is fifty thousand rupees or more</small> State Code GSTIN/Unique ID				
Sr. No.	Description of Goods / Services	HSN Code (Goods) / Accounting Code (services)	Amount of advance taken	CGST		SGST / UGST		IGST	
				Rate	Amt.	Rate	Amt.	Rate	Amt.
Total									
Advance Amount subject to Reverse Charges									
For XYZ Private Limited					Authorised signatory				

Delivery Challan Issued In Lieu of Invoice Format

Original (Buyer)/ Duplicate(Transporter)/Triplicate(Supplier [Rule 8(2)])

DELIVERY CHALLAN
<i>(to be issued by suppliers other than ISO, insurer, a banking company, a financial institution, a non-banking financial company or transporter)</i>
<i>(See Rule 8 of invoice rules)</i>

XYZ PRIVATE LIMITED
Office No., Road no., Area, District, City, State, Pincode
GSTIN: AAAA1111AGSTIN0000

Serial No.	<i>a consecutive serial number, in one or multiple series, containing alphabets or numerals or special characters hyphen or dash and slash symbolised as "-" and "/" respectively, and any combination thereof, unique for a financial year.</i>
Date	

Details of Receiver (Billed to)	
Name	
Address	
State	
State Code	
GSTIN/Unique ID	

Details of Consignee (Shipped to)	
Name	
Address	<i>deemed as "address of delivery" as per section 2(2)</i>
State	<i>if such recipient is un-registered and where the value of taxable supply is fifty thousand rupees or more</i>
State Code	
GSTIN/Unique ID	

Sr. No.	Description of Goods / Services	HSN Code (Goods) / Accounting Code (services)	Qty. Unit	Rate (per item)	Total Value	Discount	Taxable Value	CGST		SGST / UGST		IGST	
								Rate	Amt.	Rate	Amt.	Rate	Amt.
Freight													
Insurance													
Packing and Forwarding Charges													
Total													
Total Bill Value (in Figure)													
Total Bill Value (in Words)													

For XYZ Private Limited

Authorised signatory