



IMPORTANT TUTORIAL UNDER GST FOR TAXABLE PERSON

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Important Tutorial under GST for Taxable Person

Sr. No.	Type	Periodicity & relevant section/Rule post GST	Important point to check	Additional points
1	Registration	One Time Verification of correct Registration type	Please check in GSTN portal that registration certificate is issued and capturing the correct nature of business activity such as : a) Regular Taxable b) Composition c) SEZ	
2	Place of Supply	One Time for one type of customer IGST Section 12 IGST Section 2 (14) &(15)	1. To decide correct Place of Supply. 2. POS With reference to specific business needs to be ascertain correctly as per the POS Rules. Two important point to be kept in mind while deciding place of supply. 1. Location of recipient of service - General rule registered person address 2. Location of supplier of service – Supply from registered place of business	
3	Classification	One Time for one type of customer CGST Sec 9 IGST Sec 5	To decide correct classification of goods & service with applicable rate of GST.	
4	Invoicing	Regular	Invoice should contain all details as per law &	

		Section 31 read with Rule 46	<p>same will be base for Return</p> <ol style="list-style-type: none"> 1. Correct charging of CGST/SGST/IGST to be ensured as no provision to correct or file revised GST return. 2. To issue invoices with correct GSTN number of recipient, correct HSN upto 8 digit and SAC code upto 6 digit, tax rate and nature of tax. 3. Tax Invoice & original for recipient to be mentioned on invoice. 4. It is important to capture the correct details viz. <ol style="list-style-type: none"> I. Name, Address & GSTN no. of our company. II. HSN/SAC & description, quantity, value of goods or services. III. Rate of Tax and amount of Tax. IV. Tax Invoice should be marked with original for recipient & Signature of authorized signatory. V. Place of supply in case of interstate supply. 	
5	Payment of Tax	Monthly Section 49(7) read with Rule 85 of CGST Act 2017	<p>Ensure timely payment of Tax payable/due as per the GST provisions i.e. 20th. Of succeeding month.</p> <p>Ensure Tax to be paid in full as in absence of full payment, return will not be considered as “Valid return”.</p>	
6	Filling of Return	Monthly (Section 37/38/39 read with Rule 59 to 61 of CGST Rules, 2017)	<p>Based on Return, GST liability is determined and details to customer will flow through this for ITC. For all B2B Supply invoice wise rate wise data to be uploaded. Debit/Credit note to be shown separately.</p> <p>Ensure to file GST returns as under :</p> <p>GSTR-1 : Furnish the details of outward supplies of taxable goods/services</p> <p>GSTR-2 : Furnish the details of inward supplies of taxable goods/services</p> <p>GSTR-3 : Major data will be flow automatically from GSTR-1 & GSTR-2</p> <p>GSTR-3B: For July to December only.</p>	
7	Matching	Section 41/42 read with Rule 69 of CGST Act 2017	<p>Ensure correct uploading of Invoices wise details on real time basis on GSTN portal to avoid any mismatching of ITC at later date at customer end.</p> <p>To ensure detail sent to customer Accepted by customer timely and details received from supplier are also to be accepted timely to avoid mismatch cases later.</p>	<p>Proper mechanism for timely acceptance of inward and outward supply to be in place.</p> <p>GSTR-2A and GSTR-1A</p>

Important bullet points with flow chart sequence.

Care to be taken by Supplier at the time of Issue of Invoice and Uploading details in GST Portal through GSTR-1



Supplier to ensure following vital details in invoice :- a) Customer's GSTIN No, b) Invoice No. c) Tax Rate d)Tax Amount



Supplier to ensure uploading vital details of invoice on GST Portal through GSTR-1 so that the same shall appear in GSTR-2A of the Customer



Customer to ensure matching vital details of invoice populated in GSTR-2A and take it forward in GSTR-2 for claim of ITC



In case of Mismatch in the vital details, it would result in non availability of ITC till matching details are available and delays ITC availment



Supplier to ensure mentioning appropriate HSN / SAC Code and Tax Rate

(it is advisable to mention complete 8 digit HSN / 6 digit SAC code in invoice as there is a chance of different tax rates within subgroup of 4 digit HSN / SAC)



Bill of Supply – to be issued for Exempt Goods or Exempt Services



Composition Dealers to give declaration this effect in their bills

Above points prepared for regular taxable person covered under monthly return. Changes made by GST council on routine basis to be read and applied wherever applicable.