



GOODS AND SERVICE TAX

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GOODS AND SERVICE TAX

- Accounts & Records in GST
- Documentation in GST
 - Tax Invoice
 - Bill of Supply
 - Receipt Voucher
 - Refund Voucher
 - Payment Voucher
 - Delivery Challan
 - E-waybills
- Q & A



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Accounts & Records in GST

Section 35 of the CGST Act under existing regulation, the tax invoice sequence is different for different taxes.

Chapter VII of CGST Rules

Rule 56 – 58



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Accounts & Records in GST

Following records are to be maintained by the registered taxpayer

- production or manufacture of goods;
- inward and outward supply of goods or services or both;
- stock of goods;
- input tax credit availed;
- output tax payable and paid; and
- such other particulars as may be prescribed:

There are not formats prescribed unlike the erstwhile tax regime.



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Accounts & Records in GST

The records have to be maintained separately for each project wherever applicable

The records have to be retained for 72 months from the date of filing of the annual return.



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Section 31 of CGST Act – Tax Invoice, Debit / Credit Note

- Section 31 of the CGST Act describes about the tax invoice,
- A Taxable Invoice should be issued at the time of supply as prescribed under section 12, 13 and 14 of the CGST Act



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Section 31 of CGST Act – Tax Invoice, Debit / Credit Note

- Tax invoice shall be issued at the following times
 - Removal of goods – where there is movement of goods is involved
 - If there is no movement of goods then it is delivery of the goods to the buyer
 - In case of services within 30 days of completion of service or before the service or at the time of service



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Section 31 of CGST Act – Tax Invoice, Debit / Credit Note

- A tax invoice is need not be issued if the value of the supply is less than Rs 200

- In case of continuous supply of goods where successive statement of payments or successive statement of accounts is involved, tax invoice has to be issued earliest of the following dates
 - Date of issue of statement
 - Date of receipt of payment

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Section 31 of CGST Act – Tax Invoice, Debit / Credit Note

- Subject to the provisions of clause (d) of sub-section (3), in case of continuous supply of services,—
 - where the due date of payment is ascertainable from the contract, the invoice shall be issued on or before the due date of payment;
 - where the due date of payment is not ascertainable from the contract, the
 - invoice shall be issued before or at the time when the supplier of service receives the payment;
 - where the payment is linked to the completion of an event, the invoice shall be issued on or before the date of completion of that event.



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Section 31 of CGST Act – Tax Invoice, Debit / Credit Note

- Issue of tax invoice in case of pre closure of contract / supply
 - Tax invoice has to be issued at the time of pre closure of the contract
 - It should be issued to value for the extent of supply completed / executed



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Section 34 of CGST Act – Tax Invoice, Debit / Credit Note

- 34. (1) Where a tax invoice has been issued for supply of any goods or services or both and the taxable value or tax charged in that tax invoice is found to exceed the taxable value or tax payable in respect of such supply, or where the goods supplied are returned by the recipient, or where goods or services or both supplied are found to be deficient, the registered person, who has supplied such goods or services or both, **may issue to the recipient a credit note containing such particulars as may be prescribed.**



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Section 34 of CGST Act – Tax Invoice, Debit / Credit Note

➤ 34. (3) Where a tax invoice has been issued for supply of any goods or services or both and the taxable value or tax charged in that tax invoice is found to be less than the taxable value or tax payable in respect of such supply, the registered person, **who has supplied such goods or services or both, shall issue to the recipient a debit note containing such particulars as may be prescribed.**



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Tax Invoice

- name, address and GSTIN of the supplier;
- a consecutive serial number, in one or multiple series, containing alphabets or numerals or special characters hyphen or dash and slash symbolized as “-” and “/” respectively, and any combination thereof, unique for a financial year;
- date of its issue;
- name, address and GSTIN or UIN, if registered, of the recipient;
- 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 and where the value of taxable supply is fifty thousand rupees or more;



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Tax Invoice

- HSN code of goods or Accounting Code of services;
- description of goods or services;
- quantity in case of goods and unit or Unique Quantity Code thereof;
- total value of supply of goods or services or both;
- taxable value of supply of goods or services or both taking into account discount or abatement, if any;
- rate of tax (central tax, State tax, integrated tax, Union territory tax or Cess);



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Tax Invoice

- amount of tax charged in respect of taxable goods or services (central tax, State tax, integrated tax, Union territory tax or Cess);
- place of supply along with the name of State, in case of a supply in the course of inter-State trade or commerce;
- address of delivery where the same is different from the place of supply;
- whether the tax is payable on reverse charge basis; and
- signature or digital signature of the supplier or his authorized representative:



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What document to be issued if the taxable person supplies both taxable and exempted goods or services together?

- Invoice cum bill of supply can issued



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HSN Codes on tax invoice

Notification No. 12/2017 – Central Tax

Up to Rs 150 Lacs – Optional

Between Rs 150 Lacs to Rs 500 Lacs – 2 digits

Above Rs 500 Lacs – 4 digits



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Tax Invoice

- Tax invoice has to be issued in 3 copies for domestic transactions for supply of goods
 - the original copy being marked as ORIGINAL FOR RECIPIENT;
 - the duplicate copy being marked as DUPLICATE FOR TRANSPORTER; and
 - the triplicate copy being marked as TRIPLICATE FOR SUPPLIER.



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Tax Invoice

➤ Tax invoice for export of goods the invoice has to be endorsed clearly under which the exports are under which the supply is taking place “SUPPLY MEANT FOR EXPORT ON PAYMENT OF IGST” or “SUPPLY MEANT FOR EXPORT UNDER BOND WITHOUT PAYMENT OF IGST”. In such cases the information shown in Clause (e) has to be replaced with the following information

- name and address of the recipient;
- address of delivery;
- name of the country of destination; and



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Tax Invoice

- Tax invoice for supply of services
 - the original copy being marked as ORIGINAL FOR RECEIPIENT; and
 - the duplicate copy being marked as DUPLICATE FOR SUPPLIER.
- It has to be issued within 30 days from completion of service



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Tax Invoice in specific cases

In case of supplies to non registered recipient or the recipient does not want a tax invoice for transactions less than Rs 200, the taxpayer can issue a consolidated invoice at end of each day for all such transactions.

In case of banking or insurance company or a financial company or a non banking company, the supplier can issue a tax invoice within 45 days from the date of supply of services.



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Tax Invoice in specific cases

In case if tax invoice / debit note is issued under provisions of Section 74, 129 or 130, the it should be clearly mentioned “ INPUT TAX CREDIT NOT ADMISSIBLE”.

In case if the taxable person is is supplying passenger transportation service, a tax invoice shall include ticket in any form, by whatever name called, whether or not serially numbered, and whether or not containing the address of the recipient of service but containing other information as mentioned under rule 46.



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Tax Invoice in specific cases

In case of transporter, registered under GST, shall issue a tax invoice or called by any other name should contain the following information

- containing the gross weight of the consignment,
- name of the consigner and the consignee,
- registration number of goods carriage in which the goods are transported,
- details of goods transported,



GOODS AND SERVICE TAX

Tax Invoice in specific cases

In case of transporter, registered under GST, shall issue a tax invoice or called by any other name should contain the following information

- details of place of origin and destination,
- Goods and Services Tax Identification Number of the person liable for paying tax whether as consigner,
- consignee or goods transport agency, and also containing other information as mentioned under rule 46.



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Bill of Supply

- To be issued for Non GST supplies
- Or by a composition taxpayer
- Separate series is required
- To be issued for each and every transaction above Rs 200
- If bill of supply is not issued for all transactions end of the day a consolidated bill of supply has to be issued for the day's sales



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Bill of Supply

- name, address and Goods and Services Tax Identification Number of the supplier;
- a consecutive serial number not exceeding sixteen characters, in one or multiple series, containing alphabets or numerals or special characters -hyphen or dash and slash symbolized as “-” and “/” respectively, and any combination thereof, unique for a financial year;
- date of its issue;
- name, address and Goods and Services Tax Identification Number or Unique Identity Number, if registered, of the recipient;



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Bill of Supply

- Harmonized System of Nomenclature Code for goods or services;
- description of goods or services or both;
- value of supply of goods or services or both taking into account discount or abatement, if any; and
- signature or digital signature of the supplier or his authorized representative:



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Receipt Voucher

- A receipt voucher or other document is issued on receipt of advance from the buyer and it should contain the following information
 - name, address and GSTIN of the supplier;
 - a consecutive serial number containing alphabets or numerals or special characters - hyphen or dash and slash symbolized as “-” and “/” respectively, and any combination thereof, unique for a financial year
 - date of its issue;
 - name, address and GSTIN or UIN, if registered, of the recipient;



GOODS AND SERVICE TAX

Receipt Voucher

- A receipt voucher or other document is issued on receipt of advance from the buyer and it should contain the following information
 - description of goods or services;
 - amount of advance taken;
 - rate of tax (central tax, State tax, integrated tax, Union territory tax or Cess);
 - amount of tax charged in respect of taxable goods or services (central tax, State tax, integrated tax, Union territory tax or Cess);



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Receipt Voucher

- A receipt voucher or other document is issued on receipt of advance from the buyer and it should contain the following information
 - place of supply along with the name of State and its code, in case of a supply in the course of inter-State trade or commerce;
 - whether the tax is payable on reverse charge basis; and
 - signature or digital signature of the supplier or his authorized representative.



GOODS AND SERVICE TAX

Receipt Voucher

- A receipt voucher or other document is issued on receipt of advance from the buyer and it should contain the following information
 - place of supply along with the name of State and its code, in case of a supply in the course of inter-State trade or commerce;
 - whether the tax is payable on reverse charge basis; and
 - signature or digital signature of the supplier or his authorized representative.



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Refund Voucher

- name, address and GSTIN of the supplier;
- a consecutive serial number not exceeding sixteen characters, 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 its issue;
- name, address and GSTIN or UIN, if registered, of the recipient;
- number and date of receipt voucher issued in accordance with provisions of sub- rule 5;



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Refund Voucher

- description of goods or services in respect of which refund is made;
- amount of refund made;
- rate of tax (central tax, State tax, integrated tax, Union territory tax or cess);
- amount of tax paid in respect of such goods or services (central tax, State tax, integrated tax, Union territory tax or cess);
- whether the tax is payable on reverse charge basis; and
- signature or digital signature of the supplier or his authorized representative.



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Payment Voucher

- name, address and GSTIN of the supplier if registered;
- a consecutive serial number not exceeding sixteen characters, 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 its issue;
- name, address and GSTIN of the recipient;
- description of goods or services;
- amount paid;



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Payment Voucher

- rate of tax (central tax, State tax, integrated tax, Union territory tax or cess);
- amount of tax payable in respect of taxable goods or services (central tax, State tax, integrated tax, Union territory tax or cess);
- place of supply along with the name of State and its code, in case of a supply in the course
- of inter-State trade or commerce; and
- signature or digital signature of the supplier or his authorized representative.



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Delivery Challan

- supply of liquid gas where the quantity at the time of removal from the place of business of the supplier is not known,
- transportation of goods for job work,
- transportation of goods for reasons other than by way of supply, or
- such other supplies as may be notified by the Board,



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Delivery Challan

- date and number of the delivery challan,
- name, address and GSTIN of the consigner, if registered,
- name, address and GSTIN or UIN of the consignee, if registered,
- HSN code and description of goods,
- quantity (provisional, where the exact quantity being supplied is not known),
- taxable value,
- tax rate and tax amount – central tax, State tax, integrated tax, Union territory tax or Cess, where the transportation is for supply to the consignee,
- place of supply, in case of inter-State movement,
- Signature



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Delivery Challan

- Delivery Challan has to be issued in 3 copies for domestic transactions for supply of goods
 - the original copy being marked as ORIGINAL FOR RECIPIENT;
 - the duplicate copy being marked as DUPLICATE FOR TRANSPORTER; and
 - the triplicate copy being marked as TRIPLICATE FOR SUPPLIER.



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Invoicing Rules - Movement of goods in knocked down condition

- the supplier shall issue the complete invoice before dispatch of the first consignment;
- the supplier shall issue a delivery challan for each of the subsequent consignments, giving reference of the invoice;
- each consignment shall be accompanied by copies of the corresponding delivery challan along with a duly certified copy of the invoice; and
- the original copy of the invoice shall be sent along with the last consignment.

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E-waybills

- E – way bill is required to be issued if the in the following cases if the value of the consignment is more than Rs 50,000
 - in relation to a supply; or
 - for reasons other than supply; or
 - due to inward supply from an unregistered person.



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E-waybills

- **Threshold Limit**
 - Rs 50,000
 - Below Rs 50,000 optional
- **What will happen in case of vehicle breakdown**
 - New e-waybill has to be generated



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E-waybills

- **If a transporter is transporting multiple consignments, then how it should be handled ?**
 - Each taxpayer can issue respective e-waybills
 - If not the transporter can issue consolidated e-waybill

- **What is the validity of the e-waybill**
 - 24 hours

- **Once e-waybill is issued can it be cancelled ?**
 - Yes if it's not verified in transit



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E-waybills

➤ What is the validity of the e-waybill

- One day up to 100 Kms .
- One additional day for every additional 100 Kms
- The validity period starts from the date and time of generation of e-waybill
- The details of the e-waybills generated will be made available to the recipient, if registered on common portal and if the same is not rejected within 72 hours, then it is deemed that the recipient has accepted the consignment.



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E-waybills

- **Is e-waybill required for movement of all goods ?**
 - Not is not mandatory in all cases.

- **In which cases it is not required?**
 - If the goods are being moved within 10kms
 - If the goods are being moved in non-motorized vehicle
 - List of goods specified in Annexure for rule 138
 - where the goods are being transported from the port, airport, air cargo complex and land customs station to an inland container depot or a container freight station for clearance by Customs



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E-waybills

- **What are all the documents to be carried by the person transporting goods?**
 - Tax invoice / delivery challan / bill of supply
 - Copy of E-waybill physically or e-waybill number
 - FORM GST INV-1 in lieu of Tax Invoice

 - Part A of **FORM GST EWB-01** will be auto populated based on the **FORM GST INV-1**



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E-waybills

- **Who can verify the conveyance?**
 - Commissioner or Officer empowered by commissioner
 - Authorized by above personnel only
 - Can verify the physical e-waybills or RFID

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E-waybills

➤ Inspection and verification of goods

- The officer has to file summary report within 24 hours of inspection
- File it online
- In Part A of FORM GST W EWB-03
- Final inspection report has to be upload within 3 days in Part B of FORM GST W EWB-03
- If any vehicle is inspected once during the course of journey it cannot be inspected further unless there is specific inputs for tax evasion is taking place



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E-waybills

- In case if the vehicle is intercepted & detained for more than 30 minutes, the transporter can upload the same in **FORM GST EWB – 04**.



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