Invoicing in GST

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Agenda Points

Introduction and definitions

Provisions relating to Invoice

Electronic Invoice

Discussion on various issues in Invoice

Queries and discussion



Invoice/Debit/Credit Notes in GST



Documents Under GST regime -

Receipt Voucher Tax Invoice Bill of Supply Refund Voucher Revised Invoice • For Supply of of • For receipt of • If advance Supply Newly taxable Goods exempted goods **ADVANCE** refunded registered / services without supply person (>20L) Supply of of services/ taxable Service • For transaction Composition goods between date of supplier liable to reg. to grant of reg. Self Invoice Payment Voucher Delivery Debit Note Credit Note Challans **RCM** -RCM • For Payment to URP Purchase Downward for • Upward Document **URP** Vendor revision of rate revision of rate supply • Exemption: not exceeding 5,000 • No time limit Other • Goods return / than deficiency (repair, of Supply Consolidated service JW) invoice-Monthly • Time limit

Legal Provision -

Section

- 31. Tax Invoice
- 31A. Facility of digital payment to recipient
- 32. Prohibition of unauthorized collection of tax
- 33. Amount of tax to be indicated in tax invoice and other documents
- 34. Credit and debit notes

Rules –

4	_		•
46.	Tax	Invo	ıce

- 46A. Invoice cum bill of supply
- 47. Time limit for issuing tax invoice
- 48. Manner of issuing invoice
- 49. Bill of supply
- 50. Receipt voucher transport of goods
- 51. Refund voucher

- 52. Payment Voucher
- 53. Revised Tax invoice and Credit/Debit notes
- 54. Tax invoice in Special Cases (ISD)
- 55. Transportation of Goods without invoice
- 55A. Tax invoice or Bill of Supply to accompany

Important Definitions on Invoice -

Sec 2(94) - Registered Person –

Registered person" means a person who is registered under section 25 but does not include a person having Unique Identification Number(UIN)

Sec 2(41) Document –

Document" includes a written or printed record of any sort and electronic record as defined in clause (f) of sub section (1) of Section 2 of Information Technology Act, 2000 -

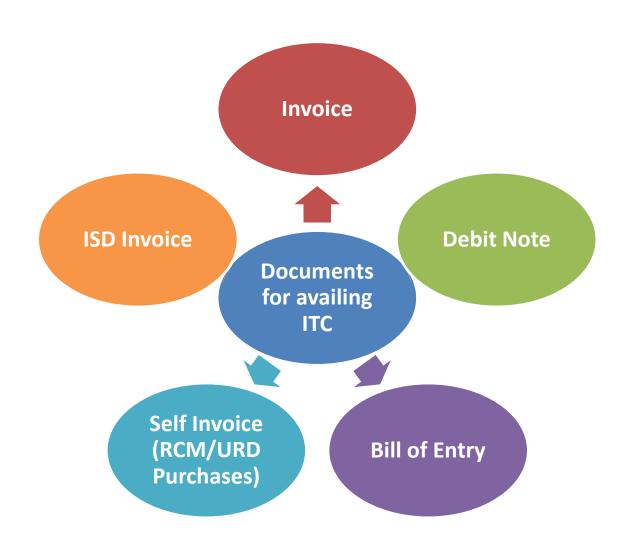
Section 2(1)(f) of IT Act, 2000 data, record or data generated, image or sound stored, received or sent in an electronic form or microfilm or computer generated micro fiche. A document includes both manual and electronic forms of records.

Sec 2(66) Invoice " or "tax invoice" means the tax invoice referred to in section 31

Penalty – Non Compliance of Invoice Provisions

- On incorrect invoicing Rs. 25,000 per invoice (for lack of IRN and signed QR code)
- On non-generation of e-invoice 100% of the tax due or Rs.10,000, whichever is higher, for every invoice.
- If Vehicle detained then penalty as per Sec 129 or Sec 130

Documents for availing Input Tax Credit



Tax Invoice – Sec 31



Original for Recipient INVOICE X33

Date February 21, 2018 Due Date March 03, 2018 P.O. Number 02 P.O. Date January 24, 2018

Sorina TEST 123

- Long Baharam, 34-38, B Building Madurai, Tamil Nadu (TN - 33), India
- **227** 998756334
- sorina@sleekbill.in
- sleekbill.in
- i GSTIN: 123456711111111

Bill to:

- Ab Company

 Hope Street no. 26, Building B

 Mumbai, Maharashtra (MH 27),
 India
- **23** 9873421098
- Maron Smith
- Place of Supply: MH (27) GSTIN: 09AAMFC0376K1Z4

Waybill No: 234 LR No: B256 Delivery Note: 05 Vehicle No: B 230 BLR Shipping method: truck

NO	PRODUCT / SERVICE NAME	HSN/SAC	PREPARA	UNIT PRICE	IGST	CESS	AMOUNT
7	solvent white cleaner industrial subsctance ISD 00456	345	23.00	200.00 -Discount 5%	524.40 12.00%	218.50 5%	4,894.40
2	detergent only carpets 100% KER23	1296	3.00	2,000.00	1,080.00 18.00%	0.00	7,080.00
3	poly cloth 2 layer, dust, anti static, blue	3455	100.00	150.00 -Discount 10%	1,620.00 12.00%	0.00 0%	15,120.00
	Shipping & Packaging			100.00	12.00 @12.00%		112.00
		@12% @18%		17870.00 6000.00	2144.40 1080.00		20014.40 7080.00
	TOTAL			23970.00	3224.40	218.50	27094.40

Total: ▼ Twenty Seven Thousand Four Hundred Twenty Five Only

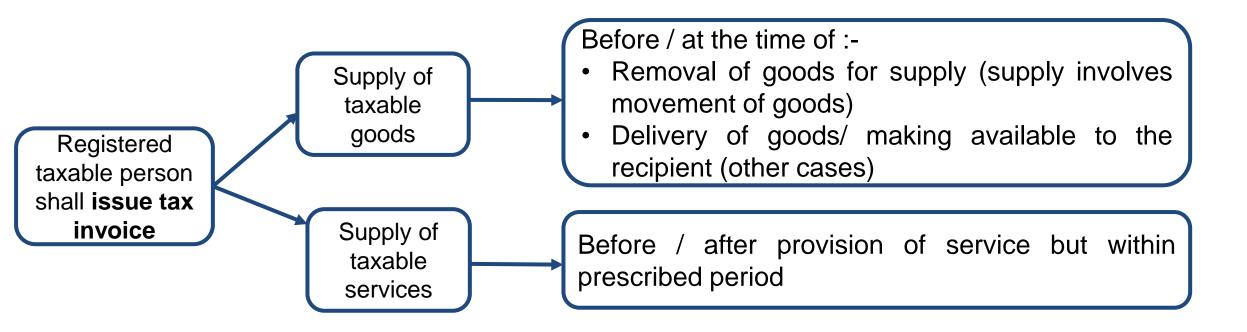
Pay Now with PayPal AUTHORIZED SIGNATORY

Mary

TOTAL BEFORE TAX 25,700.00
DISCOUNT (-) 1,730.00
TOTAL TAX AMOUNT 3,454.90
ROUNDED OFF 0.10
TOTAL AMOUNT \$\div 27,425\$
AMOUNT DUE \$\div 27,425\$

NOTE: Please note that all products are fragile and need to be transported with caution. If invoice has not been paid in 5 days after due date, a tax of 10% of total value is applied to each day of delay.

Tax Invoice - Sec 31



- a) Revised invoices may be issued against the invoice already issued during the period starting from the effective date of registration till the date of issuance of certificate of registration within one month from date of issuance of certificate of registration.
- b) No invoice required if value of goods or services or both < Rs. 200
- c) Composition dealers and Person supplying exempted goods or services to issue a bill of supply instead of tax invoice

Tax Invoice – Sec 31

- d) For receipts of advances on supply of goods / services: Receipt voucher/ other prescribed document
- e) In case of RCM or if goods / services are received from an unregistered person, the registered taxable person shall issue an **invoice**
- f) Refund of advance received in case of no supply of goods / services: **Refund voucher against** such advance
- g) In case of RCM or if goods / services are received from an unregistered person: Registered person to issue payment voucher at the time of making payment
- h) In case of <u>continuous supply of goods</u> where successive statements of accounts/ payments are involved, **invoice shall be issued before or at the time of each such statements/ payment.**
- i) In case of continuous supply of services
 - Due date ascertainable invoice to be issued before / after payment is liable to be made by recipient but within prescribed period (whether or not payment received)
 - ▶ Due date not ascertainable invoice to be issued before / after each such time supplier receives payment but within prescribed period
 - ➤ Payment linked to completion of an event invoice to be issued before / after time of completion of that event but within prescribed period

Exception to the rule that every supply must be supported by a tax invoice

- A registered person (Other than an exhibitor of cinematograph films in multiplex screens) is not required to issue a separate tax invoice in respect of supply of goods/ services where the value of supply is lower than Rs 200/-, subject to foll. conditions:
 - the recipient is not a registered person; and
 - the recipient does not require such invoice; and
 - ✓ the supplier issues a consolidated tax invoice for such supplies at the close of each day in respect of all such supplies
 - Note A registered person supplying services by way of admission to exhibition of cinematograph films in multiplex screens is required to issue an **electronic ticket** in all cases which shall be deemed to be a tax invoice for all purposes of the Act-Rule **54(4A)**

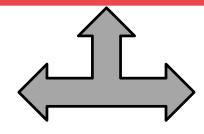
Revised invoice in GST

Rule No.	Coverage
Rule 53	- A revised invoice can be issued when the registration is granted from a date earlier
	than the effective date of registration
	- A consolidates invoice can be issued when recipient is unregistered
	- In case of value of supply is less than Rs. 2,50,000, a revised invoice can be
	issued in respect of all recipients in a state.
	- Any invoice or debit note issued in pursuance of any tax paid under section
	74,129, 130 shall prominently contain the words "INPUT TAX CREDIT NOT
	ADMISSIBLE"

Revised Invoice

Revised tax invoice to be issued in respect of taxable supplies effected during this period

Effective date of registration (the date on which person becomes liable for registration)



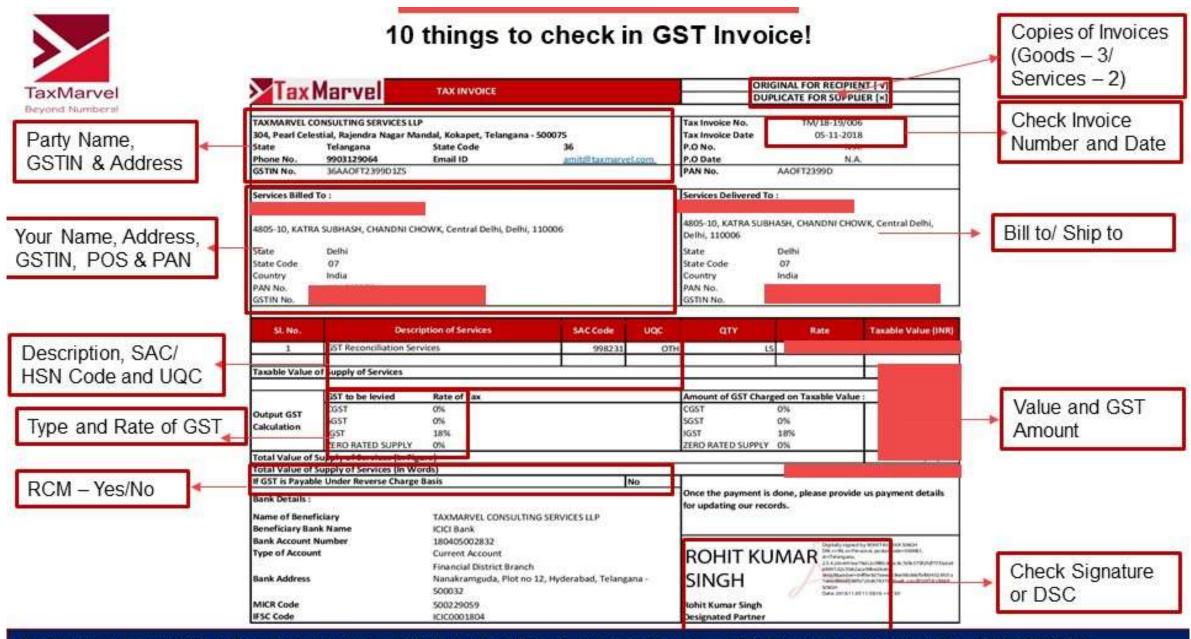
Date of issuance of certificate of registration

Consolidated revised tax invoice

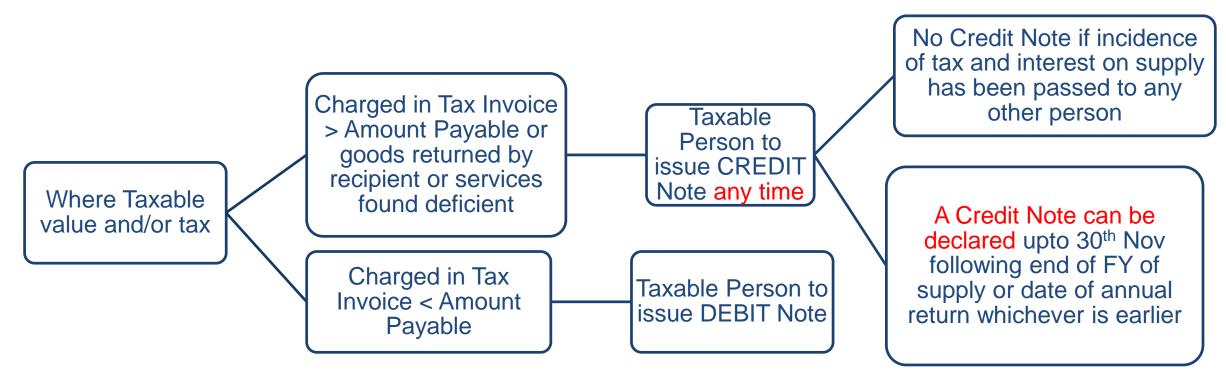
A registered person may issue a Consolidated revised tax invoice in respect of all taxable supplies to an unregistered person during such period

However, in case of inter-state supply, a Consolidated revised tax invoice cannot be issued in respect of all unregistered recipients if the value of supply exceeds INR 2,50,000

A registered person may not issue a Tax invoice if: Value of supply is < INR 200 + recipient is unregistered + recipient does not require such invoice



Credit / Debit Notes - Sec 34



^{*} Registered taxable person issuing Debit / Credit notes to declare its details in the return for the month during which such notes are issued / received or in the return for any subsequent month but not later upto 30th Nov following end of FY following the end of FY of supply, or the date of filing of the relevant annual return, whichever is earlier, and the tax liability shall be adjusted in the manner specified in this Act.

Debit Note

Debit Note Debit Note No. Dated Ganeshji Pvt Ltd AMR Tech Park 1-Jul-2017 Other Reference(s) Hosur Main Road Supplier's Ref. Bangalore 210 dt. 1-Jul-2017 Kamataka GSTIN/UIN: 29ANXPE1234A1Z1 Party: Rohan Hardware W-321, Electronics City Bangalore Kamataka, Code: 29 GSTIN/UIN:29ANXPB1234D1Z1 HSN/SAC GST Rate Description of Goods Quantity Rate per Amount No. Printer Ribbon 96121010 18 % 5 nos 4,000.00 nos 20,000.00 CGST 1.800.00 SGST 1,800.00 Total 5 nos ₹ 23,600.00 E & OE Amount Chargeable (in words) INR Twenty Three Thousand Six Hundred Only HSN/SAC Taxable Central Tax State Tax Value Rate Amount Rate Amount 20,000.00 1,800.00 1,800.00 96121010 9% 9% 20,000.00 1,800.00 1,800.00 Total Tax Amount (in words): INR Three Thousand Six Hundred Only for Ganeshji Pvt Ltd Authorised Signatory

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Credit Note



Invoice Number 87 Invoice Date December 17, 2018

CREDIT NOTE 1

ROUNDED OFF TOTAL AMOUNT

TOTAL TAX AMOUNT

2,223.83

(-)0.43

T 14,578

Date December 17, 2018

Alpha Computer

One way road, Manpura Colony, Near Gold Medal Showroom

Jalore, Rajasthan (RJ - 08), PIN Code 343001, India

9929590888

alphahpjalore@gmail.com

hp partner id 2-1ESCTP0 A/C No. 200000421003 IFSC- ESFB0001001 Bank- Equitas Bank, Jalore GSTIN: 08CGOPB5049L1Z0

AUTHORIZED SIGNATORY

Bill to:

A-One Computer

√ Jalore

Jalore, Rajasthan (RJ - 08), PIN Code 343001, India

9001447413

Bhanwar Solanki

Place of Supply: BJ (08)

NO	PRODUCT / SERVICE NAME	HSN/SAC	QTY	UNIT PRICE	CGST	SGST	AMOUNT
1	Backpack Bags	4202	13.00	932.20	1,090.68 9.00%	1,090.68 9.00%	14,299.95
	Shipping & Packaging	@18%		236.00	21.24	21.24	278.48
	TOTAL		13.00	12354.60	1111.92	1111.92	14578.43
Total:	▼ Fourteen Thousand Five Hundred Seventy Ei	ght Only			TOTA	L BEFORE TAX	12,354,60

Summary of all rules

Section	Coverage	Summary
Sec 31 (1)	Time of issuance of invoice for goods	Before or at the time of removal
Sec 31 (2)	Time of issuance of invoice for services	
Sec 31 (3) (a)	Revised invoice	Within 1 month from date of registration
Sec 31 (3) (b)	Relaxation from issuance of invoice when supply is less than Rs. 200	Read with Proviso 4 of Rule 46 (Slide 9)
Sec 31 (3) (c)	Bill of supply for supply of exempt supply and for composition dealer	 Taxpayers covered by section 10 or 11 Relaxation if value is less than Rs.200 Read with Rule 49 (Slide 13)
Sec 31 (3) (d)	Receipt Voucher by recipient of advance	Read with Rule 50 (Slide 14)

Summary of all rules

Section	Coverage	Issuance of invoice
Sec 31 (3) (e)	Refund voucher if advance is returned without supply and invoice	Read with Rule 51 (Slide)
Sec 31 (3) (f)	Invoice for purchase from unregistered supplier	9(4) provisions are postponed
Sec 31 (3) (g)	Payment voucher at the time of making payment to supplier covered u/s 9(3),9(4)	
Sec 31 (4)	When successive statement and payment are involved	Before or at the time of statement or payment.
Sec 31 (5)(a)	When due date of payment is ascertainable from contract	Due date of payment
Sec 31 (5)(b)	When due date is not ascertainable	When supplier receives payment
Sec 31 (5)(c)	When payment is linked to completion of an event	Completion of event

Summary of all rules

Section	Coverage	Issuance of invoice
Sec 31(6)	When supply of services cease before completion	At the time of and to the extent of cessation
Sec 31(7)	Goods sent or taken on approval	Before or at the time of removal of goods

Rules for Tax invoice, credit and debit notes

Rule No.	Coverage	
Rule 46	Particulars to be mentioned in a tax invoice referred in section 31	17 Items
Proviso 1:	Power of Board to specify: Number of digits of HSN for a class of taxpayers	
Proviso 2:	In case of URD inward supply a consolidated invoice at the end of month for all supplies more that Rs. 5000 in a day from one or all suppliers.	Consolidated invoice for URD
Proviso 3:	Export of goods or service Following should be mentioned on invoice: a) "SUPPLY MEANT FOR EXPORT/SUPPLY TO SEZ UNIT OR SEZ DEVELOPER FOR AUTHORISED OPERATIONS ON PAYMENT OF INTEGRATED TAX" b) "SUPPLY MEANT FOR EXPORT/SUPPLY TO SEZ UNIT OR SEZ DEVELOPER FOR AUTHORISED OPERATIONS UNDER BOND OR LETTER OF UNDERTAKING WITHOUT PAYMENT OF IGST".	Export supply on payment of IGST Export supply on LUT without payment of IGST

Export Invoice

INVOICE

EXPORT INVOICE
SUPPLY MEANT FOR EXPORT
WITH PAYMENT OF INTEGRATED TAX

(Invoice under Rule 46 of Central Goods and Services Rules, 2017)

INV No.: 2021-03-019 INV Date: March 31, 2021 PID No.: 10094

> Hexagon Global IT Solutions SDN BHD Suite 13.03 13th floor Menara Tan & Tan, 207 Jalan Tun Razak 50400 Kuala Lumpur Malaysia

For, mPower Product

REF: PO No: PO Date:

PLACE OF SUPPLY: Malaysia		
AMOUNT IN		
150,000		

TOTAL TAXABLE VALUE (A)	150,000
Add: IGST: 18 %	27,000
TOTAL TAXES (B)	27,000
GRAND TOTAL (A) + (B)	177,000

(MYR One Hundred And Seventy Seven Thousand Only)

mPower License

Payment Instructions: Account Number: 50200051109424; Account Type: Current Beneficiary Name: Hexagram Fintech Pvt. Ltd Bank: HDFC Bank Branch: HSR Layout, Bangalore = 560 102 IFSC Code: HDFC0003758; SWIFT Code: HDFCINBB

GST: 29AAFCH3318GIZN
SAC: 998314
Peacription of SAC: Information Technology Design and Development Services
Whether Tax Payable On Reverse Charge Basis: NO
CIM: 1072900KA2020PTC135994
PAN: AAFCH3318G
TAN: 8LRH11044D
MSME: KR030017183
IE Code: AAFCH3318G

Make all checks payable to Hexagram Fintech Pvt. Ltd. Due in 15 days. Overdue accounts subject to a service charge of 1% per month. For Hexagram Fintech Pvt. Ltd

Ravindranath Ramakrishna Ravindranat Carate sandte h Parakrishna Ramakrishna Cara 2021/0418

Thank you for your business!

Hexagram FinTech Private Limited

First Floor, MM Plaza, No. 1236, 18th Cross, 5th Main, Sector 7, HSR Layout, Bengaluru -560102. India
P: +91-80-6743-9900 | e: info@hexagram.in
CIN: U72900KA2020PTC135994

Rules for Tax invoice, credit and debit notes

Rule No.	Coverage
Rule 46	
Proviso 4 read with sec.31(3)(b)	 Relaxation from invoice provision When value of supply is less than Rs.200 a) Recipient is not a registered person b) Recipient does not require such invoice. c) Supplier shall issue a consolidated tax invoice for all such supplies at the close of each day.

Invoice cum bill of supply

Rule No.	Coverage	
Rule 46A	Invoice cum bill of supply can be issued when supplier is supplying taxable as well as exempt supply to an unregistered person.	Only for unregistered person.

Time limit to issue tax invoice for services

Rule No.	Coverage			
Rule 47	Time limit to issue invoice for services	Within 30 days from supply		
Proviso 1	InsurerBanking companyFinancial institution	Within 45 days from the date of supply of service		
Proviso 2	 An insurer A banking company A Financial institution including an NBFC A Telecom operator Specified class 	May make invoice at the time of recoding in Books of Accounts or before the expiry of quarter from date of supply made.		

Time limit to issue tax invoice for Goods/ services

In case of taxable supply of goods:	In case of taxable supply of services:
Invoice shall be issued before / at the	Invoice shall be issued before / after the provision of service, but
time of:	within 30 days* from the date of supply
a) Where supply involves movement	*45 days in case of insurer, banking company / financial institution
of goods: Removal of goods for	including NBFC
supply to the recipient	
b) Other cases: Delivery of goods or	Note: An insurer or a banking company or a financial institution,
making them available to the recipient	including a non-banking financial company , or a telecom operator , or any other class of supplier of services + notified by the Government on the recommendations of the Council + making taxable supplies of services + between distinct persons as specified in section 25→
	Issue the invoice before or at the time such supplier records the same in his books of account or before the expiry of the quarter during which the supply was made

Manner of issuing invoices

Rule No.	Coverage	
Rule 48 (1)	Issuance of Invoice for <u>Goods</u>	In Triplicate ORIGINAL- for RECIPIENT DUPLICATE- For TRANSPORTER TRIPLICATE- For SUPPLIER
Rule 48(2)	Issuance of Invoice for Services	ORIGINAL- For RECIPIENT DUPLICTE-For SUPPLIER
Rule 48(3)	The serial number of invoices issued during a tax period shall be furnished electronically through common portal in GSTR-1	

Spot the Errors

INVOICE

INV No.: 2021-03-010 INV Date: March 31, 2021 PID No.: 100147

TO:
Mr. Vaibhav Joshi
HDFC Asset Management Company Limited
2nd Floor, HDFC House, 165-66, H. T. Parekh
Marg
Backbay Reclamation, Churchgate
Mumbai – 400 020.

For, Hexagram mPower – Support Resource

GST: 27AAACH7614L1ZE

PLACE OF SUPPLY: Maharashtra

OD). EPHANCHIOTICIE	PEACE OF SOFFET: Manar.	asticia	
	DESCRIPTION	AMOUNT IN	
Hexagram mPower - On-site Suppo - Period: Feb 2021 to Apr	14171.341.19494.1991.1944.4959.1417.1475.4569.1866.1967.367.367.367.367.367.367	3,90,000	
	TOTAL TAXABLE VALUE (A)	3,90,000	
	Add: IGST: 18 %	70,200	
	TOTAL TAXES (B)	70,200	
	GRAND TOTAL (A) + (B)	4,60,200	

(Rupees Four Lakhs Sixty Thousand and Two Hundred Only)

Payment Instructions:
Account Number: 50200051109424
Account Type: Current
Beneficiary Name: Hexagram Fintech Pvt. Ltd
Bank: HDFC Bank
Branch: HSR Layout, Bangalore – 560 102
IFSC Code: HDFC0003758
SWIFT Code: HDFCINBB

GST: 29AAFCH3318G1ZN
HSN: 998314
Description of HSN: Information Technology Design and Development Services
Whether Tax Payable On Reverse Charge Basis; NO
CIN: U72900KA2020PTC135994
PAN: AAFCH3318G
TAN: BLRH11644D
MSME: KR030017183
IE Code: AAFCH3318G

Make all checks payable to Hexagram Fintech Pvt. Ltd. Total due in 15 days. Overdue accounts subject to a service charge of 1% per month.

2) les

Ravindranath Ramakrishna

Digitally signed by Tavindranath Immediates Series 2021.03.34 2.08.26 + 057.00

Spot the Errors

1

Original for Recipient Duplicate for Supplier

INVOICE

INV No.: 2122-04-005 INV Date: April 29, 2021 PID No.: 100153

10:
NAVI TECHNOLOGIES PVT LTD.
3^{TO} FLOOR SALARPURIA BUSINESS CENTRE
93 5TH A BLOCK KORAMANGALA INDL LAYOUT
Bangalore – 560 095

For, mPower

REF: PO No: PO Date:

GST: 29AAICB1598F1ZE

PLACE OF SUPPLY: Karnataka

	AMOUNT IN	
nPower Usage fees for Corporate Treasury (April, May and June-2021)		2,25,000
	TOTAL TAXABLE VALUE (A)	2,25,000
	Add: CGST: 9 %	20,250
	Add: SGST: 9 %	20,250
	TOTAL TAXES (B)	40,500

(Rupees Two Lakhs Sixty Five Thousand And Five Hundred Only)

Payment Instructions:
Account Number: 50200051109424; Account Type: Current Beneficiary Name: Hexagram Fintech Pvt. Ltd
Bank: HDFC Bank
Branch: HSR Layout, Bangalore – 560 102
IFSC Code: HDFC0003758
SWIFT Code: HDFCINBB

2

Replace HSN by SAC

GST: 29AAFCH3318G1ZN HSN: 998314

IE Code: AAFCH3318G

Description of HSN: Information Technology Design and Development Services Whether Tax Payable On Reverse Charge Basis: NO

CIN: U72900KA2020PTC135994

PAN: AAFCH3318G TAN: BLRH11644D MSME: KR030017183

Check Board Resolution or Authorised Signatory on Portal

Make all checks payable to Hexagram Fintech Pvt. Ltd. Total due in 15 days. Overdue accounts subject to a service charge of 1% per month. For Hexagram Fintech Pvt. Ltd

Ravindranath Ramakrishna

Rayindranath

Thank you for your business!

Hexagram FinTech Private Limited

First Floor, MM Plaza, No. 1236, 18th Cross, 5th Main, Sector 7, HSR Layout, Bengaluru -560102. India P: +91-80-6743-9900 | e: info@hexagram.in

CIN: U72900KA2020PTC135994

Bill of supply: Rule 49

Rule No.	Items to be covered in a Bill of supply		
Rule 49	 Bill of Supply (Section 31(3) (c) shall have following details 1. Name, Address and GSTIN of Supplier 2. A consecutive serial number not exceeding 16 characters 3. Date of issue 4. Name, address and GSTIN of recipient (If registered) 5. HSN code 6. Description of supply 7. Value of supply 8. Signature or DSC of supplier or authorised representative 		
Proviso 1	Provisions of rule 46 will apply mutatis mutandis		
Proviso 2	Any tax invoice or similar document in any other Act for non-taxable supply shall be treated as bill of supply		

Receipt Voucher: Rule 50

Rı	ıle No.	Coverage	
Ru	le 50	•	u/s 31(3)(d) shall contain the following items. b be issued at the time of receipt of advance by
1. 2.	•	ddress and GSTIN of supplier umber (not more than 16	8. Amount of tax (not applicable to the supplier of goods as no tax payable at the time of advance)
3.	Date of	issue	9.Place of supply along with name and code of
4.	Name, a	ddress and GSTIN of recipient	state.
	of suppl	y if he is registered	10. Whether tax is chargeable on reverse
5.	Descrip	tion of supply	charge basis.
6.	Amount	of advance	11. Signature
7.	Rate of	tax	

Proviso 1: If tax rate is not determinable it will be taken at 18%.

If nature of supply is not determinable it will be taken as inter state supply.

Bill of Supply

BILL OF SUPPLY

Shri Ganesh Catering Services

Sri Ganesh

C-34 Defence Colony, Hyderabad, Andhra Pradesh 320876

GSTIN 3717D9A44AC81Z5 State 37-Andhra Pradesh PAN ARGPV06ERPV Bill Date Bill No. 18/09/2017

T1024

Reference No.

Customer Name Raghav Pvt Ltx Billing Address Raghav Pvt Ltx Andhra Pradesh Shipping Address

Raghav Pvt Ltx Andhra Pradesh

Customer GSTIN

22AAACB12345N1Z

Place of Supply 37-Andhra Pradesh

Due Date -

Item	HSN / SAC	Quantity	Rate / Item (₹)	Discount (₹)	Total (₹)
1. Rice	1006	50.00 KGS	55.00	84	2,750.00
			Total (₹)		2,750.00

Total Value

₹ 2,750.00

Total amount (in words)

Two Thousand Seven Hundred Fifty Rupees Only

For Shri Ganesh Catering Services

Authorised Signatory

Refund Voucher: Rule 51

Ru	ıle No.	Coverage		
Ru	le 51	A refund voucher is required u/s 31(3)(e) shall contain the following items. Refund voucher is issued when an advance is refunded without a supply and invoice.		
1.	Name, a	ddress and GSTIN of supplier	9. Amount of tax (not applicable to the supplier	
2.	Serial n digits)	umber (not more than 16	of goods as no tax payable at the time of advance)	
3.	Date of	issue	10. Whether tax is chargeable on reverse	
4.	4. Name, address and GSTIN of recipient		nt charge basis.	
	of supp	ly if he is registered	11. Signature	
5.				
6.	Descrip	tion of supply		
7.				
8.	Rate of tax			

Payment Voucher: Rule 52

Rule No. Coverage

Rule 52 A payment voucher is required u/s 31(3)(g) shall contain the following items.

Payment voucher is issued by a recipient of supply u/s 9(3) or 9(4)

- 1. Name, address and GSTIN of supplier
- 8. Amount of tax

Serial number (not more than 16 digits)

- 9. Place of supply
- 10. Signature

- 3. Date of issue
- 4. Name, address and GSTIN of recipient of supply if he is registered
- 5. Description of supply
- 6. Amount of refund made
- 7. Rate of tax

Revised Tax Invoice

Rule No. Coverage

Rule 53 A revised tax invoice and a debit or credit note shall have following particulars.

- 1. Name, address and GSTIN of supplier
- 2. Serial number (not more than 16 digits)
- 3. Date of issue
- 4. Name, address and GSTIN of recipient of supply if he is registered
- 5. Description of supply
- 6. Amount of refund made
- 7. Rate of tax

- 8. Amount of tax
- 9. Place of supply
- 10. Signature

Tax Invoice in special cases: Rule 54

Rule No.

Rule 54 Invoice and credit note of Input service distributor

- a) Name, address and GSTIN of ISD
- b) Serial number
- c) Date of issue
- d) Name, Address and GSTIN of recipient
- e) Amount of credit distributed
- f) Signature or digital signature of ISD or Authorised representative

Proviso 1 When ISD is an office of a banking company or financial institution including an NBFC a tax invoice shall include any document in lieu thereof, by whatever name called, whether or not serially numbered but containing the information as mentioned above.

Details for invoice/DN/CN raised to an ISD

Rule No. Invoice /DN/CN raised by a unit having same PAN as of ISD

Rule 54(1A)

- Name, address and GSTIN of person having same PAN
- Serial number
- Date of issue
- GSTIN of supplier
- Name, address and GSTIN of ISD
- Taxable value, rate and amount of credit to be transferred
- Signature or digital signature of the registered person or his authorised representative

Taxable value in invoice should be equal to the value of common services.

Invoice by a banking, FI including NBFC

Rule No.

Rule 54(2)

Where the supplier of taxable service is an insurer or a banking company or a financial institution, including a non-banking financial company, the said supplier [may] issue a [consolidated]32 tax invoice or any other document in lieu thereof, by whatever name called [for the supply of services made during a month at the end of the month]33, whether issued or made available, physically or electronically whether or not serially numbered, and whether or not containing the address of the recipient of taxable service but containing other information as mentioned under rule 46.

Rule 54(4), 54(5) – Passenger Transportation Service

Rule 54(4)	Where the supplier of taxable service 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
Rule 54(5)	The provisions of sub-rule (2) or sub-rule (4) shall apply, mutatis mutandis, to the
	documents issued under rule 49 or rule 50 or rule 51 or rule 52 or rule 53

Rule 55: Transportation of goods without invoice

Rule 55

Instances when Goods can move without an invoice

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

A delivery challan shall be serially numbered include following details:

- (i) date and number of the delivery challan;
- (ii) name, address and Goods and Services Tax Identification Number of the consigner, if registered;
- (iii) name, address and Goods and Services Tax Identification Number or Unique Identity Number of the consignee, if registered;

Rule 55: Transportation of goods without invoice

Rule 55

- (iv) Harmonised System of Nomenclature code and description of goods;
- (v) quantity (provisional, where the exact quantity being supplied is not known);
- (vi) taxable value;
- (vii) 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;
- (viii) place of supply, in case of inter-State movement; and
- (ix) signature.

Rule 55 (2)

The delivery challan shall be prepared in triplicate, in case of supply of goods, in the following manner, namely:—

- (a) the original copy being marked as ORIGINAL FOR CONSIGNEE;
- (b) the duplicate copy being marked as DUPLICATE FOR TRANSPORTER; and
- (c) the triplicate copy being marked as TRIPLICATE FOR CONSIGNER.

Delivery Challan



Delivery Challan

Delivery Challan# DC-00007

Zylker India, 44 Annasalai, Chennai 600002, India.

GSTIN: 33GSPTN037IGIZD Phone: 98573829384 PAN 312456789

BIII To

Ambit Depots, 10 Thakur Street, Chennai 600450 Tamil Nadu, India.

GSTIN: 33GSPKA037IGIFE

Phone: 982309583

Circuit ID: 57686533GSPKA037IGIFE

Challan Date :

05 Sep 2017

Ref#:

Total In Words: Rupees seven thousand two hundred

342323

Challan Type:

Job Work

Place Of Supply: Tamil Nadu (33)

Item & Description	HSN/SAC	Qty	Rate	Amount
Plain kurtis sku : 456	62114210	10.00 Pieces	699.00	6,990.00
			Sub Total	6,990.00
		ces:	т 1.5 (1.5%)	104.85
		SGST	r 1.5 (1.5%)	104.85
			Rounding	0.30
			Total	₹7,200.00
	Plain kurtis	Plain kurtis 62114210	Plain kurtis SKU : 456 10.00 Pieces CGS	Plain kurtis 5KU : 458 62114210 10.00 699.00 Sub Total CGST 1.5 (1.5%) SGST 1.5 (1.5%) Rounding

Rule 55: Transportation of goods without invoice

Rule 55 (2)	The delivery challan shall be prepared in triplicate, in case of supply of goods, in the following manner, namely:— (a) the original copy being marked as ORIGINAL FOR CONSIGNEE; (b) the duplicate copy being marked as DUPLICATE FOR TRANSPORTER; and (c) the triplicate copy being marked as TRIPLICATE FOR CONSIGNER.
Rule 55 (3)	Where goods are being transported on a delivery challan in lieu of invoice, the same shall be declared as specified in rule 138.
Rule 55(4)	Where the goods being transported are for the purpose of supply to the recipient but the tax invoice could not be issued at the time of removal of goods for the purpose of supply, the supplier shall issue a tax invoice after delivery of goods

CKD,SKD units and invoice for transportation company

Rule 55(5)	Where the goods are being transported in a semi knocked down or completely knocked down condition -
	(a) the supplier shall issue the complete invoice before dispatch of the first consignment;(b) the supplier shall issue a delivery challan for each of the subsequent consignments, giving reference of the invoice;
	(c) each consignment shall be accompanied by copies of the corresponding delivery challan along with a duly certified copy of the invoice; and (d) the original copy of the invoice shall be sent along with the last consignment
Rule 55A	Tax Invoice or bill of supply to a company transport of goods The person-in charge of the conveyance shall carry a copy of the tax invoice or the bill of supply issued in accordance with the provisions of rules 46, 46A or 49 in a case where such person is not required to carry an e-way bill under these rules.

Electronic Invoice in GST



E-Invoice - Introduction

-'E-invoicing' or 'electronic invoicing' is a system where in the tax payer will upload his invoice details and register his supply transaction on the Government Invoice Registration Portal (IRP) and get the Invoice Reference Number (IRN) generated by the IRP system.

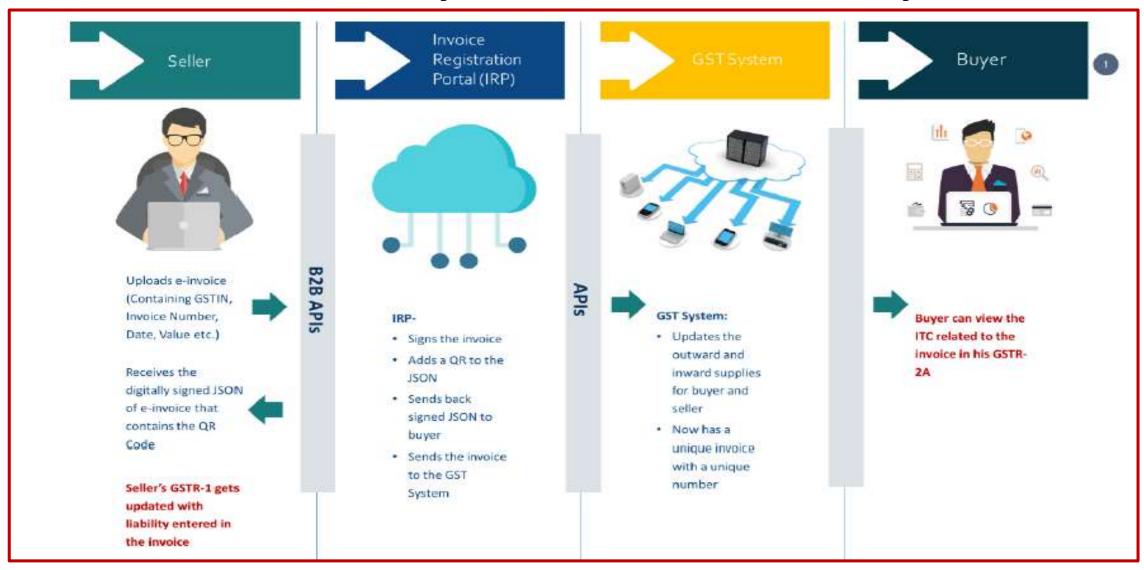
-Here the tax payer will first prepare and generate his invoice using his ERP/accounting system or manually and then upload these invoice details to IRP and get the unique reference number, known as IRN.

-It is clarified again that the e-invoice does **NOT** mean preparation or generation of tax payer's invoice on government portal. It is only intimating the government portal that invoice has been issued to the buyer, by registering that invoice on the government portal.

E-Invoice – Some common misconceptions

-E-invoice is an invoice a.E-Invoice is a.Debit or a.E-Way bill a.E-Invoice -This is a a.Complex generated implemented credit notes is not to be system of for are not shall process is on generated standardizatio included for involved in generating enhance computer in case Ecompliance or through generation invoices n of invoice E-invoice invoice is centrally of E-Invoice software or burden across all implementa generated industry accounting tion package

E-Invoice System Flow – Seller to Buyer



E-Invoice threshold History

SI. No	Limit	Applicability Date	Notification No
1	Rs 5 Crores	01-08-2023	10/2023-Central Tax dated 01-05-2023
2	Rs 10 Crores	01-10-2022	07/2022-Central Tax dated 01-08-2022
3	Rs 20 Crores	01-04-2022	01/2022-Central Tax dated 24-02-2022
4	Rs 50 Crores	01-04-2021	05/2021 – Central Tax dated 08-03-2021
5	Rs 100 Crores	01-01-2021	88/2020 – Central Tax dated 10-10-2020
6	Rs 500 Crores	01-10-2020	61/2020 – Central Tax dated 30-07-2020; and 71/2020 – Central Tax dated 30-07-2020

Linking GSTR 1 with E-Invoice

s No	E-invoice Field name	GSTR1 field name
1	Supply_Type_Code	Invoice type (This Field will be used for mapping invoice to different sections of GSTR1 like B2B/SEZWOP/SEZWP/DEXP invoices will be mapped to B2B section of GSTR1)
2	Document_type_code	It will be used to decide CDN or other sections.
3	Document_Num	Supplier Invoice number
4	Document_Date	Supplier Invoice Date
5	Reverse_charge	Reverse Charge
6	Supplier_Legal_Name	Supplier_Legal_Name
7	Supplier_trading_name	Trade Name of Supplier
8	Supplier_GSTIN	Supplier GSTN
9	Recipient_Trade_Name	Buyer Tade name
10	Recipient_ GSTIN	Receiver GSTIN
11	Place_Of_Supply_State_ Code	Place of Supply (POS)
12	Total_Invoice_Value_INR	Supplier Invoice Value
13	HSN code	HSN code (Table-12)

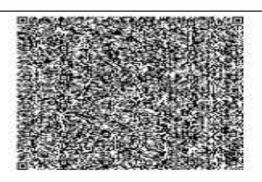
Image – GSTN Presentation

Linking GSTR 1 with E-Invoice

S No	E-invoice Field name	GSTR1 field name
14	Quantity	Quantity (Table 12)
15	UQC (UOM)	UQC (Unit of Measure) of goods sold (Table 12)
16	GST Rate	Rate
17	Taxable Value	Taxable value of Goods or Service as per invoice
18	IGST_amt	IGST Amount as per item
19	CGST_amt	CGST Amount as per item
20	SGST_UTGST Amt	SGST Amount as per item
21	Comp_Cess_Amt_ Ad_Valorem	CESS Amount as per item
22	Shipping_Bill_Number	Shipping Bill Number
23	Shipping_Bill_Date	Shipping Bill Date
24	Port_Code	Port Code

Image – GSTN Presentation

Government of India e-Invoice System



E-Invoice Sample

1.e-Invoice Details

IRN d843bde0f8009e427ea7bae5f3e0ee427ef961- Ack, No : 11201000038-

21eb4c61fb2fe946ed92206722

Ack. Date : 2020-08-19 10:31:00

5333

2.Transaction Details

Category : **B2B** Document No : 89902 Transcation Type: REG - Regular

Document Type : Involce Document Date: 1-Apr-2020

3.Party Details

Seller

Elnvoice demo data

Satara Road Pune

Pune

Pune

587111 Kamataka

Purchaser

GSTIN :

Pune Pune Pune

411037 Maharashtra

4.Goods Details

Product Name	Product Description	HSN Code	Quantity	Unit	Unit Price (RS)	Taxable Amount	Tax Rate(C+S+I+Cess State Cess+Cess Non. Advol)
Pen	Pen1001	1001	10	Nos	100	1,000.00	0+0+18+0+0+

Tax'ble Amount		SGST	IGST Amt		State CESS Amt	CESS Non. Advol Amt		Other Charges	Total Inv. Amt
1,000.00	0.00	0.00	180,00	0.00	0.00	0.00	0.00	0.00	1,180.00

Generated By :

Print Date : 14-Sep-2020 15:05



Digitally Signed by NIC-IRP 2020-08-19 10:31:00

Advisory on Case Insensitivity in IRN Generation

Advisory on Case Insensitivity in IRN Generation

Apr 4th, 2025

Dear Taxpayer,

- 1. This is to inform you that, effective 1st June 2025, the IRP (Invoice Reporting Portal) would treat invoice/document numbers as case-insensitive for the purpose of IRN generation.
- 2. To ensure consistency and avoid duplication, invoice numbers reported in any format (e.g., "abc", "ABC", or "Abc") would be automatically converted to uppercase before IRN generation. This change aligns with the treatment of invoice numbers in GSTR-1, which already treats them as case-insensitive.
- The same is shared for your kind information please. For any further clarification, please reach out to the GST helpdesk.

Warm regards, GSTN Team

BACK

PRINT

Advisory: Time Limit for Reporting e-Invoice on the IRP Portal – Lowering of Threshold to AATO 10 Crores and Above

Nov 5th, 2024

Dear Taxpayers,

- With reference to the earlier advisory dated 13th September 2023 (https://einvoice.gst.gov.in/einvoice/newsandupdates/read-602),
 where a time limit of 30 days for reporting e-Invoices on IRP portals for taxpayers with an AATO of 100 crores and above was implemented,
 the threshold has now been lowered to cover taxpayers with an AATO of 10 crores and above.
- 2. Therefore, from 1st April 2025, taxpayers with an AATO of 10 crores and above would not be allowed to report e-Invoices older than 30 days from the date of reporting on IRP portals.
- 3. This restriction would apply to all document types (Invoices/Credit Notes/Debit Notes) for which an IRN is to be generated.
- 4. For example, if an invoice is dated 1st April 2025, it cannot be reported after 30th April 2025. The validation built into the invoice registration portals (IRP) would disallow the user from reporting the e-Invoice after the 30-day window. Hence, it is essential for taxpayers to ensure that they report the e-Invoice within the 30-day window provided by the new time limit.
- 5. It is further clarified that there would be no such reporting restriction on taxpayers with an AATO of less than 10 crores as of now.
- 6. To provide sufficient time for taxpayers to comply with this requirement, the above limit would come into effect from 1st April 2025 onwards.

Query	Response
How do I verify if my	Threshold Turnover for preparing E-Invoice is Rs 10 Crores. Any entity which is listed for
entity is to be	Implementation of E-Invoice can verify the status at the following link
registered for E-	https://einvoice1.gst.gov.in/Others/EinvEnabled by providing GST Number on the E-Invoicing
Invoicing?	Portal.
NATIONAL AND AIR O	The taxpayers need to report the following documents to the e-invoice system
What are the	Invoice by Supplier
documents covered	Credit Note by Supplier
for E-Invoicing?	Debit Note by Supplier
Will e-invoice schema	
cater to reverse	Yes, E-invoice system has a reverse charge mechanism reporting as well
charge mechanism?	

Query	Response
	The different supply types that can be reported are
NATIONAL AND AIR O	✓ B2B: Business to Business,
What are the	✓ SEZWP: To SEZ with Payment,
different Supply	✓ SEZWOP: To SEZ without Payment,
types available in	✓ EXPWP: Export with Payment,
e-Invoice portal?	✓ EXPWOP: Export without Payment,
	✓ DEXP: Deemed Export
	> The notified tax payers have to generate the IRN for the supplies/sales.
	> The IRN has to be generated for the documents of Invoices, Debit Notes and Credit Notes for the local, interstate
	and export transactions.
Who is responsible	> The tax payer has to upload the complete invoice details, prepared manually or through internal ERP/accounting
for generation of E-	system, as per the format, and after due validations of the data, the system returns the IRN with the signed
Invoice?	invoice and QR code back to the tax payer.
	The IRN, ACK No, Date and QR code has to be printed by the tax payer on the invoice being issued to the buyer.
	> It may be noted that the IRN can be generated by the supplier only and not by buyer or transporter

Query	Response
Can an E-Invoice be cancelled?	 There is a facility to the user to cancel the IRN, if active e-way bill is not there. The user can cancel the E-Invoice if the e-way bill is not generated or the e-way bill is cancelled post generation. The invoice can only be cancelled in full. Part cancellation of invoice is not permitted.
I have login for E-Way	> There is a facility to login to the e-invoice system. Single Sign On (SSO) system has been
bill portal. Do I need to	used to login to the e-way bill and e-invoice systems. That is, if the tax payer has the
separately create login	username and password created on the e-way bill system, then same can be used to login
for E-Invoicing Portal?	to this system.
Will businesses now be	☐ No, the businesses now be required to generate e-invoices on the GST portal or the e-invoice portal.
required to generate e-	The tax payer will first prepare and generate his invoice using his ERP/accounting system or
invoices on the GST	manual system and then upload these invoice details to IRP and get the unique reference number, known as IRN.
portal or the e-invoice	☐ The e-invoice does NOT mean preparation or generation of tax payer's invoice on
portal?	government portal. It is only intimating the government portal that invoice has been issued to the buyer, by registering that invoice on the government portal.

Query	Response
	- Yes, there is a need for separate registration again on the E-invoice system Portal.
	- All the registered users under GST who wish to generate IRN need to register on E-invoice
I have already registered in	system using his GSTIN.
GST Portal. Whether I need to	- Once GSTIN is entered, the system sends an OTP to his registered mobile number registered
register again on the E-invoice	with GST Portal and after authenticating the same, the system enables him to generate
system Portal?	his/her username and password for the E-invoice system.
	- After generation of username and password of his/her choice, he/she may proceed to make
	entries to generate IRN.
Will it be possible to allow	
invoices that are registered on	
invoice registration	> The IRP after registering the invoice, will share a digitally signed e-invoice for record of the
system/portal to be	supplier. You can download the invoice for further use and action.
downloaded and/or saved?	

Query	Response
	The pre-requisite for generation of e-invoice is that the person who generates e-invoice
	should be a registered person on GST portal and e-invoice system or e-way bill system.
What are pre-requisites to	The documents such as tax invoice or Debit Note or credit Note must be available with the
generate the e-invoice?	person who is generating the e-invoice.
	• If a user is generating Bulk invoices, then he/she should have a valid JSON file as per the e-
	invoice schema to upload on the e-invoice system or he/she has to integrated with API
	interface and generate the IRN
	Anyone can verify the authenticity or the correctness of e-invoice by uploading the signed
How can anyone verify the	JSON file or Signed QR Code into e-invoice system.
authenticity or the	• The option 'Verify Signed Invoice' under Search option can be selected and the signed JSON
correctness of e-invoice?	file can be uploaded and verified.
	Similarly, the QR Code Verify app may be downloaded and used to verify the QR Code printed
	on the Invoice.

Query		Response
Would the Supplier be	• Yes,	the supplier will issue his own system's invoice (from ERP or accounting package), in the
allowed to issue his own	star	dard e-invoice schema that has been published.
invoice and if yes, will the	• IRN	will be generated and returned by the IRP as per the process described in the concept
Invoice number and IRN be	and	flow.
required to be mentioned?	• Invo	ice will be valid only if it has IRN.
	• The	Invoice Reference Number (IRN) is a unique number (also known as hash) generated by
	the	e-invoice system using a hash generation algorithm.
M/bet is Invesion Deference	• For	every document such as an invoice or debit or credit note to be submitted on the e-
What is Invoice Reference Number (IRN)?	invo	ice system, a unique 64 characters Invoice Reference Number (IRN) shall be generated
	whi	ch is based on the computation of hash of GSTIN of supplier of document (invoice or
	cred	lit note etc.), Year and Document type and Document number like invoice number.
	• This	shall be unique to each invoice and hence be the unique identity for each invoice for the
	enti	re financial year in the entire GST System for a taxpayer.

Query	Response
How long will the	
generated e-invoice be	Once the e-invoice system has validated and registered an IRN, it will be made available to
available in the	the taxpayer for reference on e-invoice system for only 24 hours.
government portal?	
	The IRN once generated cannot be modified or deleted. However, if IRN is generated with
Can IRN be deleted or	wrong information, it can be cancelled.
cancelled?	Once it is cancelled, the IRN cannot be generated on the same invoice.
	• The cancellation is required to be done within twenty-four (24) hours from the time of
	generation
If there is a mistake or	If there is a mistake, incorrect or wrong entry in the e-invoice, then it cannot be edited or
wrong entry in the e-	corrected. Only option is cancellation of e-invoice and generation of a new one with correct
invoice, what has to be	details.
done?	

Query	Response
Please clarify whether exports would require e-invoice compliance Will it be possible to print the e-invoice?	 Yes, the e-invoice schema also caters to the export invoices as well. The e-invoice schema is based on most common standard format and it meets the requirements of the export as well Yes. It will be possible for both the seller as well as the buyer to print the invoice, using the signed JSON payload returned by the Invoice Registration Portal (IRP). The QR code will not be an image sent by the IRP but string, which the accounting/billing software or the ERP will read and convert into QR Code. Seller must place the QR Code on the print of the invoice. This will enable its validation.
Where can I get the details of API Integration?	Please visit the site https://einv-apisandbox.nic.in/ for all the details of API Integration

Queries Please



Thank you

