GST- Goods and Service Tax

Tax Invoice & Bill of Supply

Presentation # 04

GST Tax Invoice

A tax invoice shall be issued by the registered person by following manner;

1. The invoice shall be prepared in triplicate, in case of supply of goods, in the following manner:
   (a) the original copy being marked as ORIGINAL FOR RECIPIENT;
   (b) the duplicate copy being marked as DUPLICATE FOR TRANSPORTER; and
   (c) the triplicate copy being marked as TRIPLICATE FOR SUPPLIER.

A registered taxable person supplying taxable goods shall issue, at the time of supply, a tax invoice showing the description, quantity and value of goods, the tax charged thereon and such other particulars as may be prescribed.

2. The invoice shall be prepared in duplicate, in case of supply of services, in the following manner:
   (a) the original copy being marked as ORIGINAL FOR RECIPIENT; and
   (b) the duplicate copy being marked as DUPLICATE FOR SUPPLIER.

A registered taxable person supplying taxable services shall issue a tax invoice, within the prescribed time, showing the description, the tax charged thereon and such other particulars as may be prescribed. Invoice shall be issued within a period of thirty days from the date of supply of service.

GST - Invoices Content Domestic

A person registered under GST can issues invoice containing following particulars :

1. Name, address and GSTIN of the supplier;
2. 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;
3. Date of the invoice issued;
4. Name, address and GSTIN or UIN, if registered, of the recipient;
5. Name and 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;
6. HSN code of goods or Accounting Code of services;
7. Description of goods or services;
8. Quantity in case of goods and unit or Unique Quantity Code thereof;
9. Total value of supply of goods or services or both;
10. Taxable value of supply of goods or services or both taking into account discount or abatement, if any;
11. Rate of tax (central tax, State tax, integrated tax, Union territory tax or cess);
12. Amount of tax charged in respect of taxable goods or services (central tax, State tax, integrated tax, Union territory tax or cess);
13. Place of supply along with the name of State, in case of a supply in the course of inter-State trade or commerce;
14. Address of delivery where the same is different from the place of supply;
15. Whether the tax is payable on reverse charge basis; and
16. Signature or digital signature of the supplier or his authorized representative:

UIN-Unique Identification Number

GST - Export Invoices Contents

In case of exports of goods or services, the invoice shall carry an endorsement as under;

"SUPPLY MEANT FOR EXPORT ON PAYMENT OF IGST" or

"SUPPLY MEANT FOR EXPORT UNDER BOND OR LETTER OF UNDERTAKING WITHOUT PAYMENT OF IGST"

As the case may be, and shall, in lieu of the details specified in clause (e), contain the following details:

1. Name and address of the recipient;
2. Address of delivery;
3. Name of the country of destination; and
4. Number and date of application for removal of goods for export:

GST - Bill of Supply

In case of exports of goods or services, the invoice shall carry an endorsement as under;

1. Name, address and GSTIN of the supplier;
2. A consecutive serial number, in one or multiple series, containing alphabets or numerals or special characters -hyphen or dash and slash symbolised as “-” an d “/”respectively, and any combination thereof, unique for a financial year;
3. Date of its issue;
4. Name, address and GSTIN or UIN, if registered, of the recipient;
5. HSN Code of goods or Accounting Code for services;
6. Description of goods or services or both;
7. Value of supply of goods or services or both taking into account discount or a batement, if any; and
8. Signature or digital signature of the supplier or his authorized representative:

GST - Transportation of goods without Invoice

Transportation of goods without invoice can be for following reasons and consignor may issue a delivery challan, serially numbered, in lieu of invoices at the time of removal of goods for transportation, containing below details;

1. Supply of liquid gas where the quantity at the time of removal from the place of business of the supplier is not known,
2. Transportation of goods for job work,
3. Transportation of goods for reasons other than by way of supply, or
4. Such other notified supplies.

Content of Delivery Challan:
(i) date and number of the delivery challan,
(ii) name, address and GSTIN of the consigner, if registered,
(iii) name, address and GSTIN or UIN of the consignee, if registered,
(iv) HSN 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.

GST - Transportation of goods on Delivery Challan

The delivery challan shall be prepared in triplicate, in case of supply of goods, Where goods are being transported on a delivery challan in lieu of invoice, the same shall be declared in FORM-WAYBILL

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

Where the goods are being transported in a semi knocked down or completely knocked down condition,

1. The supplier shall issue the complete invoice before dispatch of the first consignment;
2. The supplier shall issue a delivery challan for each of the subsequent consign ments, giving reference of the invoice;
3. Each consignment shall be accompanied by copies of the corresponding delivery challan along with a duly certified copy of the invoice; and
4. The original copy of the invoice shall be sent along with the last consignment

GST - Sample Formats

Taxpayers whose turnover is above Rs. 1.5 crores but below Rs. 5 crores shall use 2-digit code and the taxpayers whose turnover is Rs. 5 crores a nd above shall use 4-digit code. Taxpayers whose turnover is below Rs. 1.5 crores are not required to mention HSN Code in their invoices.

DUPLICATE FOR TRANSPORTER

TAX INVOICE

INVOICE NO : 17-18/000001
DATE OF ISSUE: [illegible]-April-2017
TIME OF ISSUE :
GSTIN : [illegible]
STATE : Maharashtra

(See rule ----------)

XYZ Corporation Private Limited
13, Motimahal, Andheri Kurla Road, Mumbai, Maharashtra, 400 001

RECEIVER (BILL TO)
Name: CUST-001
Billing Address: CUST-001
GSTIN/UNIQUE ID : [illegible]

CONSIGNEE (DELIVERED TO)
Name: CUST-001
Delivery Address: CUST-001
GSTIN/UNIQUE ID :

Sr. No	HSN/ ACS	Name of Goods or/and Services Supplied	UOM	QTY.	Rate	Value	Tax %	SGST Value	Tax %	CGST Value
1	[illegible]	[illegible] 5 % Discount	Nos.	10	2,600	24,700	18.0%	4,446.00	18.0%	4,446
2	[illegible]	[illegible] 5 % Discount	Nos.	10	1,500	14,250	18.0%	2,565.00	18.0%	2,565
3	[illegible]	[illegible] 5 % Discount	Nos.	20	1,300	24,700	18.0%	4,446.00	18.0%	4,446
4	[illegible]	[illegible] 5 % Discount	Nos.	15	2,100	29,925	18.0%	5,387.00	18.0%	5,387
5										
6										
7										
8										
9										
10										
		TOTAL		55	7,500	93,575		16,844.00	[illegible]	16,844

Rupees (amount in words can be automated using utility else type in) **1,27,263**

Declaration :

for XYZ Corporation Private Limited

Authorised Signatory

Registered Office : 13, Motimahal, Andheri Kurla Road, Mumbai, Maharashtra, 400 001

CIN NO : CIN ABCD0000000000

CMA Prakash Mishra

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Disclaimer: The information contained herein is provided to generate a basic understanding of the GST provision and may not be complete, error & omission is expected. Please consult before taking your decisio n/action based on the information given through this presentations.