

TAX INVOICE, DEBIT NOTE & CREDIT NOTE

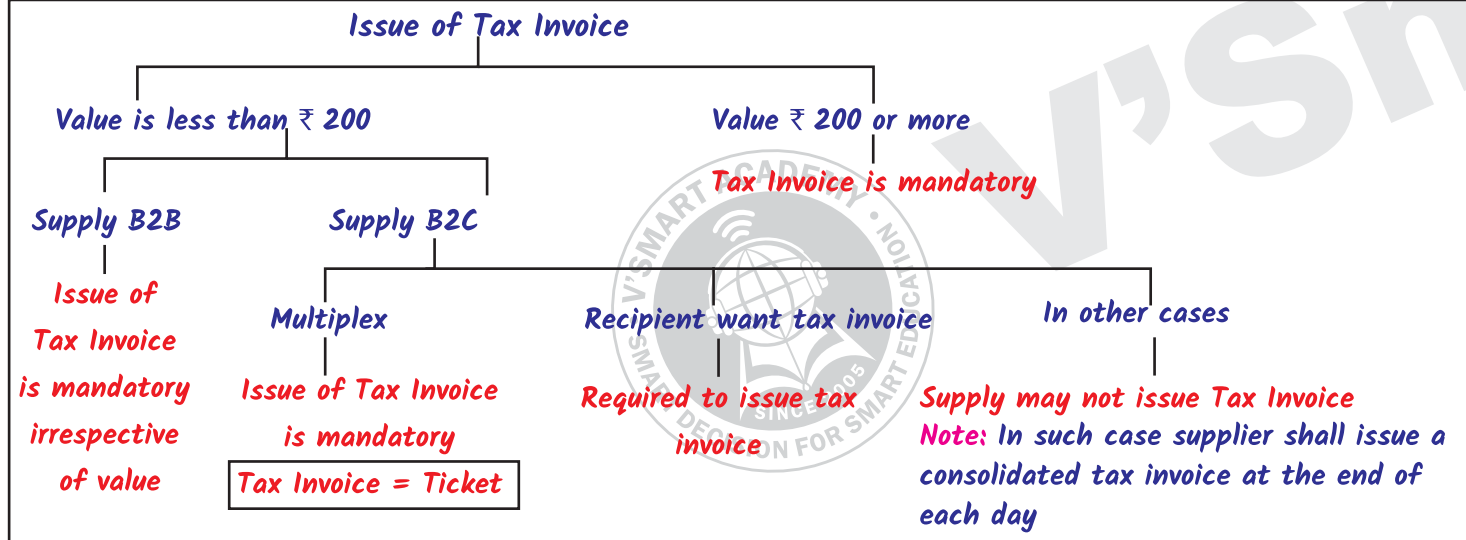


Particular	Tax Invoice : Supply of goods	Tax Invoice : Supply of Service
Normal case	Issue Invoice - On or before a) If movement involved- At the time of removal b) In other case - At the time of delivery or made available	Issue Invoice - On or before a) Provision of services- within 30 days from completion b) Bank/FI/NBFC/Insurer- within 45 days from Completion c) Insurer/ Bank/ FI/NBFC/ Telecom/ other notified person where service is provided to distinct person (DDP), i) When Supplier records in books of A/c ii) Last date of qtr. whichever is earlier
	Government may (a) specify the categories of services or supplies in respect of which a tax invoice shall be issued, within such time and in such manner as may be prescribed. (b) subject to the condition mentioned therein, specify the categories of services in respect of which— (i) any other document deemed to be a tax invoice or (ii) tax invoice may not be issued.	
Continuous Supply of goods / services	Invoice shall be issued before or at the time ↳ each such successive statement or ↳ each such successive payment is received	On or before a) Due date of payment ascertainable in contract - on such date b) If due date not ascertainable - date of payment received c) If events are fixed in contract - Last date of completion of such event
Supply on sale or return/ Approval basis	a) Before/at the time of supply [i.e. approval given by recipient] b) 6 months from the date of removal,	whichever is earlier
Cessation of SOS	—	At the time when supply ceases & such invoice only to the extent supply made before such cessation

Content of Invoice & Voucher			
a) Name, Address and GSTIN	f) HSN code	i) Total value	n) Address of delivery
b) Consecutive Number Series	g) Description of SOG/SOS	j) Taxable value	o) If reverse charge applicable
c) Date of Issue	h) Quantity of goods	k) Rate of tax	p) Signature of digital Signature
d) Name of address & GSTIN or UIN of recipient	l) Amount of tax charged	q) Nature of document	
e) Other details of Unregistered recipient	m) Place of supply	r) Quick Response(QR) Code	
s) Declaration that not required to prepare an invoice as per rule 48(4)			

Notes : 1) Consecutive serial number shall not exceed 16 characters for tax Invoice in one/multiple series shall be maintained same for a F.Y.

Where the value of the goods or services or both supplied is less than ₹200



Manner of issuing Tax Invoice Rule 48:-

- 1) In case of taxable SOG Invoice shall be prepared in **Triplicate**
- 2) In case of taxable SOS Invoice shall be prepared in **Duplicate**
- 3) Serial number of invoices issued during a tax period shall be furnished electronically in GSTR - 1
- 4) Notified classes of person obtaining invoice reference no. from E-invoice portal
- 5) Invoice void, if invoice reference no. not quoted

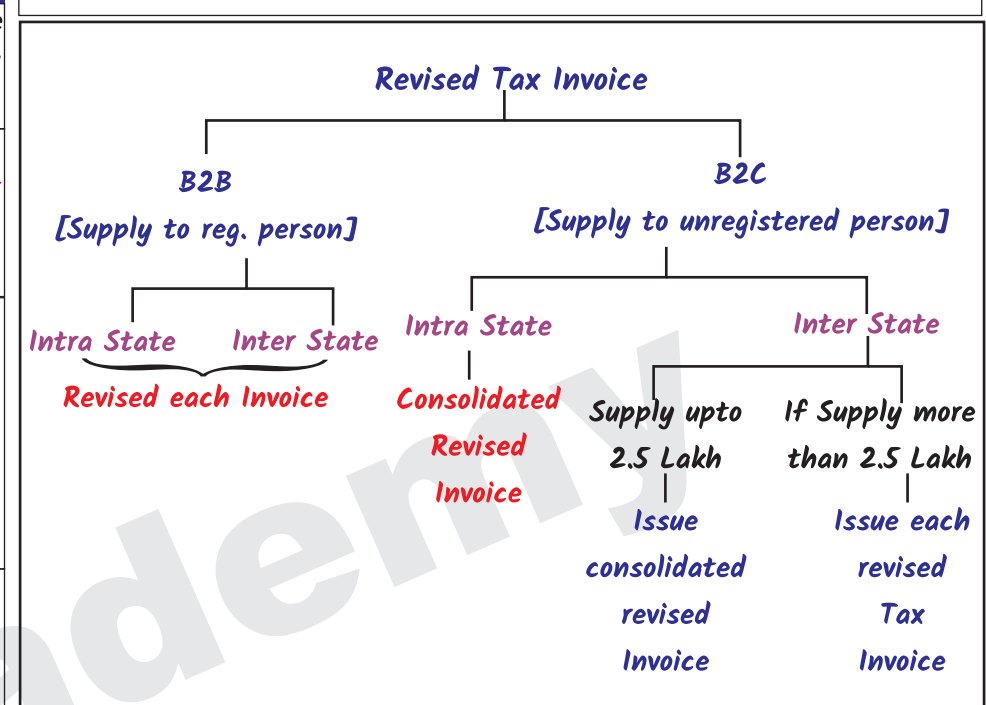
E-Invoicing

1 Meaning	'E-invoicing' essentially involves reporting details of specified GST documents to a Government notified portal and obtaining a reference number.
2 Applicability	All registered businesses with an Agg. T/o (based on PAN) in any P.F.Y from 2017-18 onwards greater than ₹ 5 crore (hereinafter referred to as 'notified persons') will be required to issue e-invoices.
3 Obtaining IRN	These invoices will then be reported to 'Invoice Registration Portal (IRP)'. On such reporting, IRP will generate a unique 'Invoice Reference Number (IRN)', digitally sign it and return the e-invoice to the supplier. A GST e-invoice will be valid only with a valid IRN. IRN is unit 64 - character hash
4 Documents covered by E-invoice	↳ Invoices, ↳ Credit notes and debit notes, when issued by notified persons (to registered persons (B2B) or for the purpose of exports) are covered under e-invoice.
5 Non-requirement of E-Invoice	↳ B2C invoices ↳ invoices issued by ISD. ↳ import of goods (Bills of Entry).
6 E-Invoice incase of Reverse Charge	If the invoice issued by a notified person is in respect of supplies made by him tax on which is payable under reverse charge under sec 9(3), e-invoicing is applicable. On the other hand, where specified category of supplies are received by notified person from unregistered persons ↳ Attracting reverse charge under section 9(4) or ↳ Through import of services, e-invoicing doesn't arise/ not applicable.
7 Exemption from e-invoicing	Following entities are exempt from the mandatory requirement of e-invoicing: ↳ A Government Department, ↳ A Local Authority, ↳ Special Economic Zone units ↳ Insurer or banking company or financial institution including NBFC ↳ GTA supplying services in relation to transportation of goods by road in a goods carriage ↳ Supplier of passenger transportation service ↳ Person supplying services by way of admission to exhibition of cinematography films in multiplex screens

Revised Invoice:-
 Revised from effective date of registration till the date of issuance of RC within 1 month from the date of issuance of RC.

Consolidated revised tax invoice
 Registered person may issue a consolidated revised tax invoice

1. in respect of all taxable supplies made to a recipient who is not registered under the Act during such period;
2. In the case of inter-State supplies, where the value of a supply does not exceed two lakh and fifty thousand rupees, to unregistered person



Bill of Supply:-

1. On Supply of **Exempt Goods** or Services
2. Paying tax under **Composition Scheme**.

person is supplying taxable as well as exempted supply a single "Invoice-cum-bill of supply" may be issued for all such supplies.

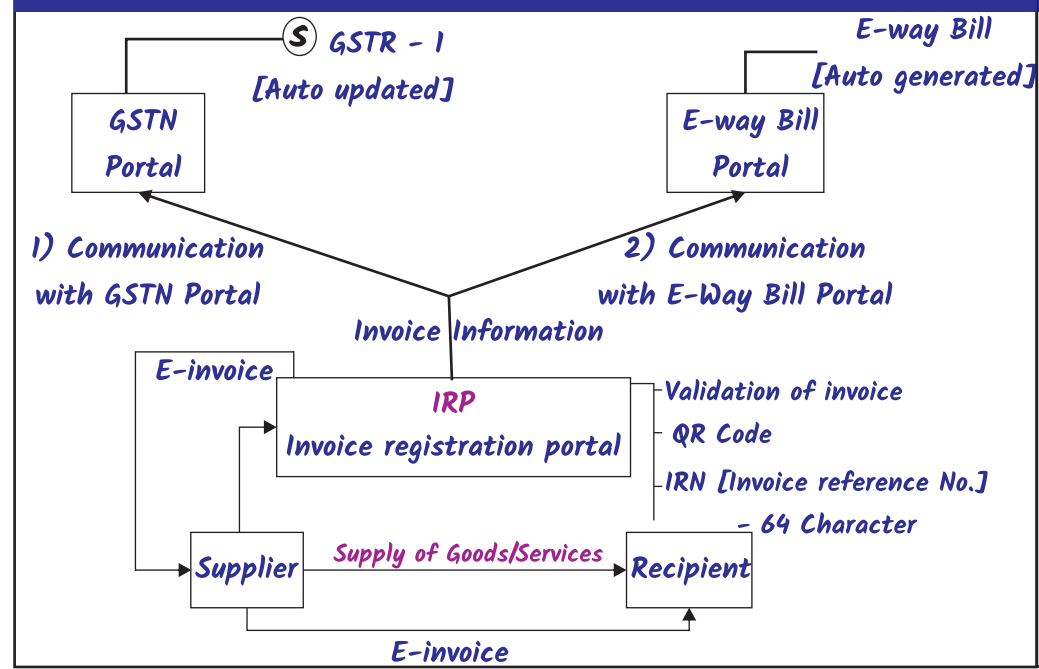
Circular no. 186/18/2022

It is clarified that exemption from generation of E-invoices is for the entity as a whole & not restricted to nature of supply (ie either SOG or SOS)

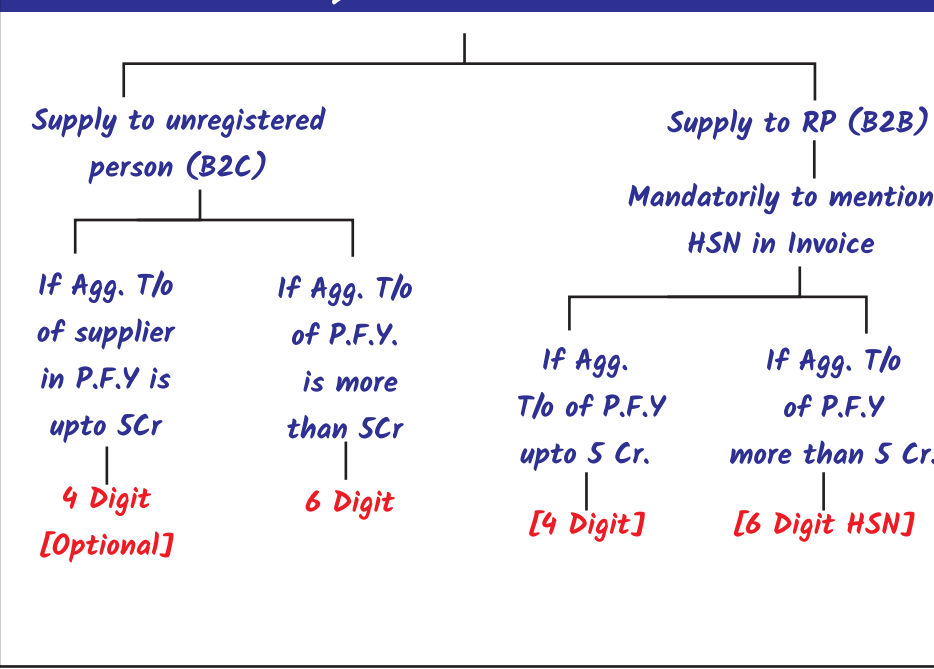
Circular no. 198/10/2023

RP, whose turnover exceeds e-invoicing limit, is required to issue e-invoices for supplies made to such Govt. Departments or establishments/ Government agencies/ local authorities/ PSUs, etc. which are registered solely for TDS u/s SI.

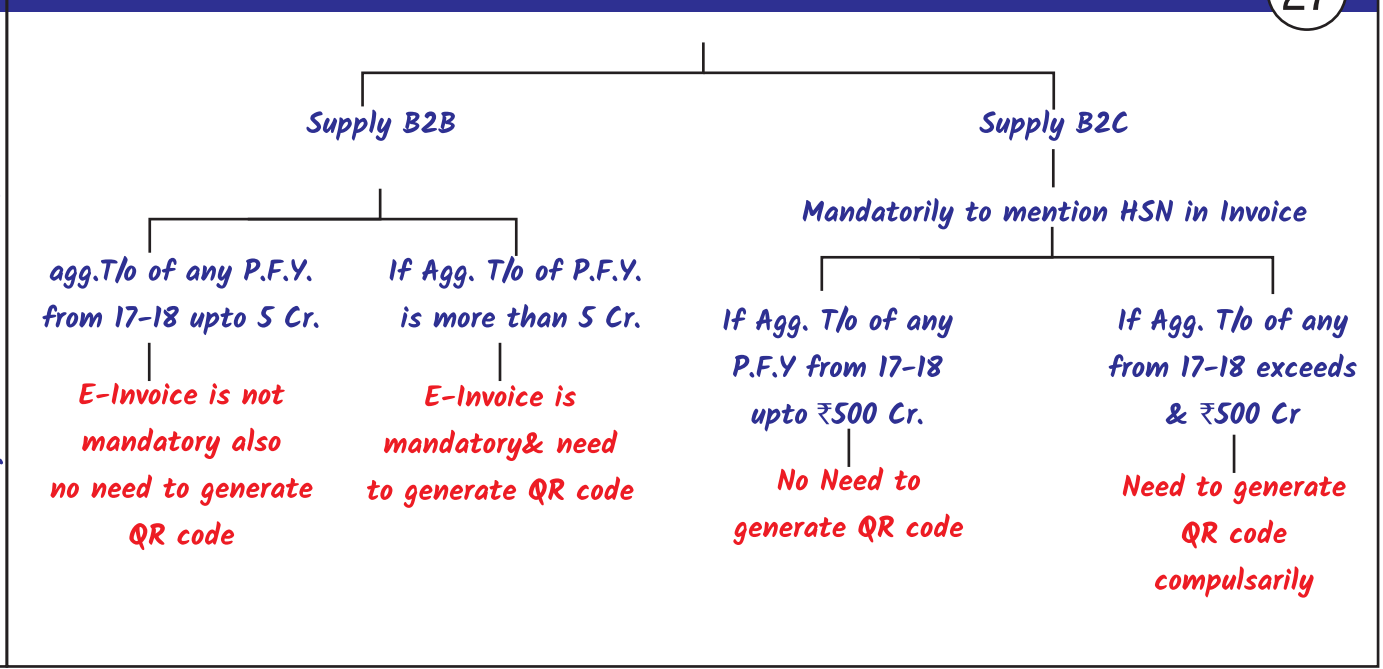
E-invoice Mechanism



Required of HSN invoice



Applicability of QR Code

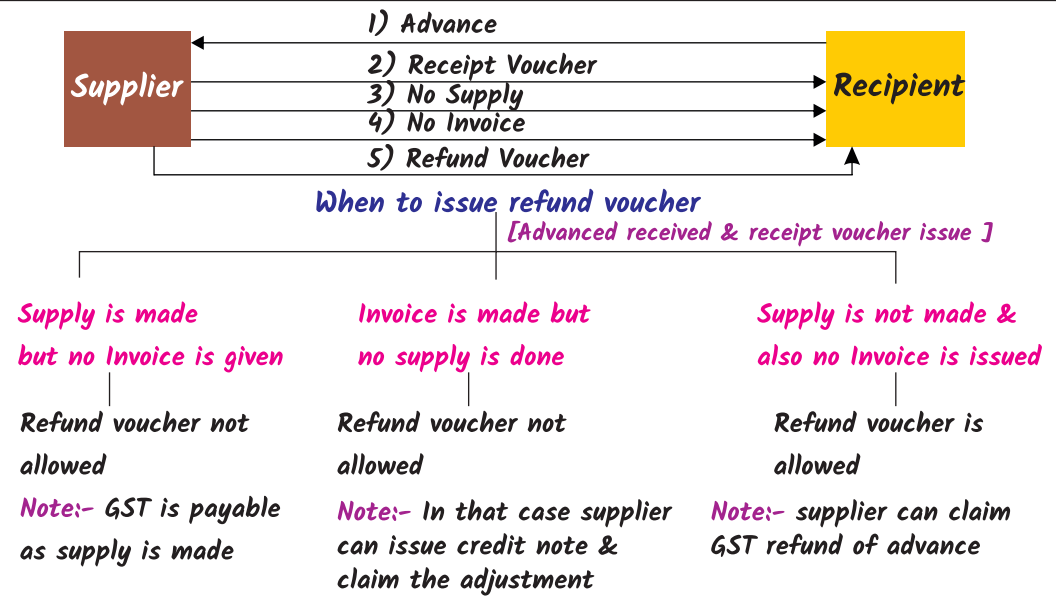


VOUCHERS

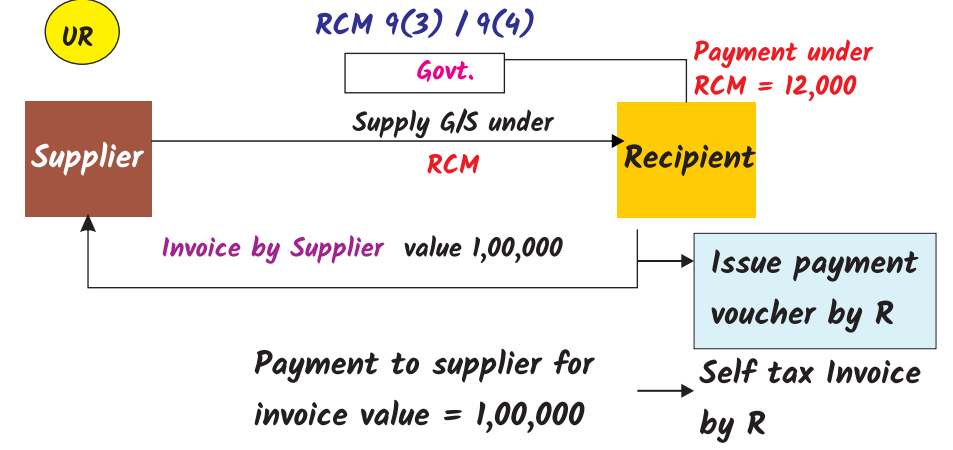
Receipt Voucher Sec 31 (3)(d) A registered person shall, on receipt of advance payment with respect to any supply of goods or services or both, issue a Receipt Voucher evidencing receipt of such payment. *if, at the time of receipt of advance, rate of tax/nature of supply is not determinable*

Where at the time of receipt of advance	
(i) Rate of tax is not determinable	tax shall be paid at the rate of 18%
(ii) nature of supply is not determinable	same shall be treated as inter-State supply

Refund Voucher Sec 31 (3)(e) Where on receipt of advance payment with respect to any supply of goods or services or both the registered person issues a Receipt Voucher, but subsequently



Payment Voucher Sec 31 (3)(g) A RP who is liable to pay tax under reverse charge [under section 9(3)/9(4) of the CGST Act] shall issue an Invoice in respect of SOG/SOS or both received by him from the supplier who is not registered on the date of receipt of SOG/SOS or both. Thus, a recipient liable to pay tax by virtue of sec 9(3) has to issue invoice only when supplies have been received from an unregistered supplier.



Sec 34 - Credit Note & Debit Note

Credit Notes [Sec.34 (1) & 34(2)]	Debit Notes [Sec. 34(3)]
<ul style="list-style-type: none"> One or more tax invoice for 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 supplied are found to be deficient <p>Time Limit : Details of Credit in the Return for the month during which such credit note has been issued, -</p> <ul style="list-style-type: none"> 30 th day of Nov following the end of FY in which such supply was made, or the date of filing of the relevant annual return, whichever is earlier 	<p>One or more tax invoice for 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 & Qty received is more than in declared invoice.</p> <p>Note: Debit note includes Supplementary Invoice</p> <p>Details of Debit in the Return for the month during which such Debit Note has been issued.</p>

Tax invoices in Special Cases (Rule 54)

Supplier of taxable service	Document in lieu of the tax invoice	
	Optional information	Mandatory information
Insurer/Banking company/Financial institution, including NBFC	Serial number Address of the recipient of taxable service	Other information as prescribed for a Tax Invoice, under rule 46 Such document may be issued/made available, physically/electronically
Supplier of passenger transportation service	Serial number Address of the recipient of taxable service	Other information as prescribed for a tax invoice, under rule 46 Tax invoice shall include ticket in any form, by whatever name called.
Admission to Exhibition of cinematography films in multiplex screens	Shall issue Electronic ticket and Electronic ticket deemed to be Tax Invoice, even such ticket does not contain Recipient details Other information as prescribed for a tax invoice, under rule 46	
Provided that the supplier of such service in a screen other than multiplex screens may, at his option follow the above procedure (N/N 33/2019 CT dt 18/07/2019)		

Delivery Challan/ Invoice for Transportation of Goods (Rule 55)

- Nature of supply**
- 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