

Tax Invoice, Debit note and Credit Note

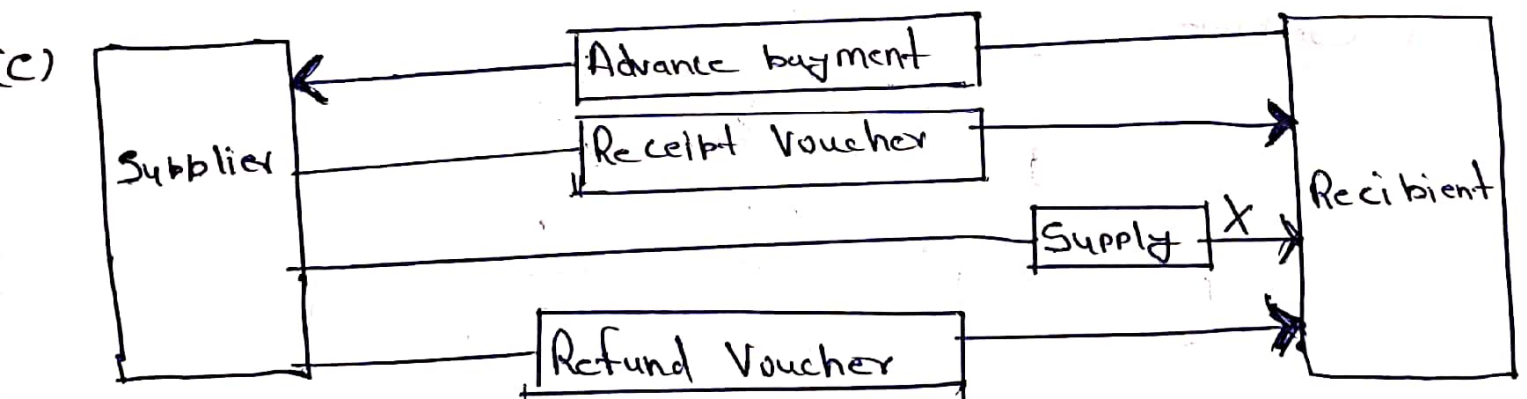
(a) Manner of Issuing the invoice

<u>In Case of Goods</u>	<u>In Case of Services</u>
<ul style="list-style-type: none"> • Triplicate • Original Copy for Recipient • Duplicate Copy for transporter • Triplicate Copy for Supplier 	<ul style="list-style-type: none"> • Duplicate • Original Copy for Recipient. • Duplicate Copy for Supplier.

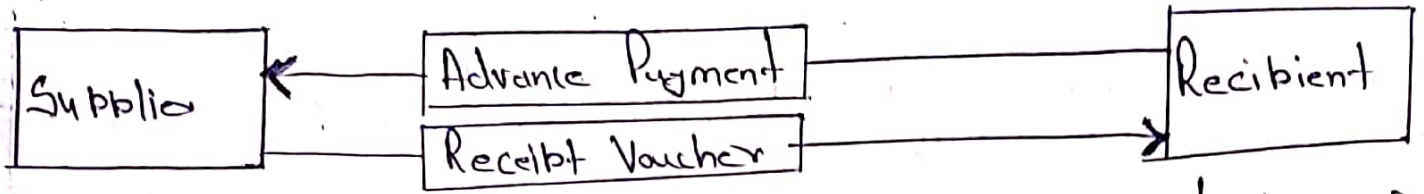
The serial number of invoices issued during a month/quarter shall be furnished electronically in form GSTR-1.

(b) Types of Invoice

- (i) Tax Invoice → To be issued by Registered person Making Supply of Taxable Goods or Services
- (ii) Bill of Supply → To be issued by Person making Exempted Supply or by Composite dealer.
- (iii) Invoice (w/ Bill of Supply) → To be issued by person engaged in Making taxable as well as Exempted Supply.



(d) Receipt Voucher



Where at the time of receipt of advance, rate of tax / Nature of supply is not determinable

(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.

(e) Consolidated Tax Invoice

Consolidated Tax Invoice shall be issued for such supplies at the close of each day in respect of all such supplies.

- Value of supply is less than 200.
- Recipient is unregistered.
- Recipient does not require such invoice.

(f) Signature / digital signature of supplier / his authorised representative not required on :

- Electronic tax invoice
- Electronic bill of supply
- Electronic Consolidated tax invoice in case of banking Companies etc
- Electronic ticket for passenger transportation service.

(g)

Credit Note

Where one or more tax invoice have been issued for supply of any goods or services or both

Taxable value in Invoice $>$ Taxable value 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.

Tax charged in invoice $>$ Tax Payable in respect of such supply

Registered Supplier of goods or services or both \Rightarrow

May issue one or more Credit Note for supplies made in a f.y.

\Rightarrow Recipient of goods or services or both

DEBIT NOTE

Where a tax invoice has been issued for supply of any goods or services or both

Taxable value in Invoice $<$ Taxable value in respect of such supply

Tax charged in Invoice $<$ Tax Payable in respect of such supply.

Registered Supplier of goods or services or both \Rightarrow

Issue one or more Debit Note for supplies made in f.y.

\Rightarrow Recipient of goods or services for both

REVISED TAX INVOICE

(i)

Revised Tax Invoices to be issued in respect of taxable Supplies effected during this period

Effective date of Registration

Date of issuance of Certificate of registration

Consolidated Revised Tax Invoice may be issued in respect of taxable Supplies made to an unregistered recipient during this period.

In case of inter-state supplies, Consolidated Revised Tax Invoice cannot be issued in respect of all unregistered recipients if the value of a supply exceeds ₹ 2,50,000 during this period.

Particulars of the Debit and Credit Notes are also same as Revised tax invoices.

(ii) Special provisions pertaining to tax invoice for services by way of admission to exhibition of cinematograph films in multiplex screens [Rule 46 and 54 of CGST Rules]

- A registered person has an option to issue Consolidated tax invoice for supplies at the close of each day where the value of goods or services supplies is less than ₹ 200, recipient is unregistered and does not require tax invoice.
- With effect from 01.09.2019, fourth proviso to rule 46 has been amended to disallow this option to a supplier engaged in making supply of services by way of admission to exhibition of cinematograph films in multiplex screens.
- A registered person who is supplying services by way of admission to exhibition of cinematograph films in multiplex screens shall be required to issue an electronic ticket. The said electronic ticket is deemed to be a tax invoice, even if such ticket does not contain the details of the recipient of service but contains the other information as mentioned under rule 46. Moreover, supplier of such services in a screen other than multiplex screens also has been given an option to follow above procedure.