**INVOICES**

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| S.No. | Type of Invoice | Objective |
|  | Tax invoice | Issued by registered taxable person:   * in case of supply of goods or services * it shall be prepared in triplicate in case of supply of goods * it shall be prepared in duplicate in case of supply of services. |
|  | Bill of supply | Issued when a registered person is   * supplying exempted goods or services * supplying goods under composition scheme |
|  | Consolidated bill of supply | Prepared by registered person:   * at the end of each day, * in respect of all supplies for value of less than rupees two hundred (INR 200), * it will only cover supplies where bill of supply has not been issued. |
|  | Credit note | Issued by a registered person where:   * the taxable value in that tax invoice is found to exceed the taxable value in respect of such supply. * the tax invoice is found to exceed tax payable in respect of such supply. * goods or services or both supplied are found to be deficient. |
|  | Debit note | Issued by a registered person where:   * the taxable value in that tax invoice is found to be less than the taxable value in respect of such supply. * the tax charged in that tax invoice is found to be less than tax payable in respect of such supply. |
|  | Revised invoice | issued by a registered taxable person:   * against the invoice or bill of supply already issued by him * during the period starting from the effective date of registration * till the date of issuance of certificate of registration to him. |
|  | Receipt voucher | * issued in case of receipt of advances * tax paid will get adjusted with further issued tax invoice. * no credit can be availed on the basis of it. |
|  | Payment Voucher | It has to be issued at the time of making payment under reverse charge. |