

# **Goods & Services Tax**

**Central Goods & Services Tax Act, 2017**  
**“Tax Invoice, Credit & Debit Notes”**  
**ICAI, New Delhi**  
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# "Tax Invoice, Credit & Debit Notes"

(Section: 31 to 34 & Rule: 46 to 55)



# Provisions at a Glance

Tax Invoice - Sec.31

Prohibition from collecting  
GST- Sec.32

Tax to be indicated- Sec.33

Credit & Debit Notes- Sec.34

Rule – 46 to 55



# Understand Process of Invoicing Under GST Regime in India

## Types of Invoice & Documents

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# Variety of Invoice & Documents

Tax  
Invoice

Invoice for  
URP Supply

Payment  
Voucher

Revised Tax  
Invoice, D/N,  
C/N

Refund  
Voucher

Special Tax  
Invoice

Bill of  
Supply

Receipt  
Voucher

Delivery  
Challan

# Documents as per GSTR-1

- 1 Invoices for outward supply
- 2 Invoices for inward supply from unregistered person
- 3 Revised Invoice
- 4 Debit Note
- 5 Credit Note
- 6 Receipt voucher
- 7 Payment Voucher
- 8 Refund voucher
- 9 Delivery Challan for job work
- 10 Delivery Challan for supply on approval
- 11 Delivery Challan in case of liquid gas
- 12 Delivery Challan in cases other than by way of supply (excluding at S no. 9 to 11)



# When to Issue Invoice

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# Time of Issue of Tax Invoice-Goods

## Sec.31(1)

Where the Supply involves the movement of Goods

- Before or at the time of removal of Goods for supply to the recipient

In any other case

- Before or at the time of delivery of goods or making available thereof to the recipient

# Time of Issue of Tax Invoice-Goods

## Sec.31(1)

In case of specified categories  
of Goods or Supplies

Govt. may prescribe

Such time and manner of issue  
of Tax Invoice

# Time of Issue of Invoice-Services

## Sec.31(2)/Rule-47

Registered Person supplying taxable services shall issue Invoice-



Before or after the provision of Service

But within a period of 30 Days from the Supply of Service

# Time of Issue of Tax Invoice- Services

## Sec.31(2)

In case of specified categories  
of Services

Govt. may prescribe

Any other document to be treated as  
Tax Invoice Or Tax Invoice may not be  
issued

# Time limit for issuing tax invoice

## Rule-47

In case of supply of taxable services

- shall be issued within a period of 30 days from the date of supply of service

In case of Insurance, Banking, NBFC, Financial Institutions

- the period within which the invoice shall be 45 days from the date of supply of service

# Time limit for issuing tax invoice

## Rule-47

In case of  
Insurance,  
Banking, NBFC,  
Financial  
Institutions,  
telecom  
companies etc.  
as may be  
specified

- For inter branch  
billing, may 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

# **Continuous Supply of “Goods”**

## **Sec:31(4)**

where successive statements of accounts or successive payments are involved,

the invoice shall be issued before or at the time each such statement is issued

or, as the case may be, each such payment is received

# Continuous Supply of “Services”

## Sec:31(5)

where successive statements of accounts or successive payments are involved,

where the due date of payment is ascertainable from the contract, the invoice shall be issued on or before the due date of payment

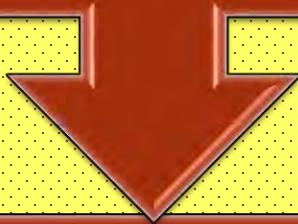
where the due date of payment is not ascertainable from the contract, the invoice shall be issued before or at the time when payment is received

where the payment is linked to the completion of an event, the invoice shall be issued on or before the date of completion of that event

# In a case where the supply of services ceases

Sec.31(6)

In a case where the supply of services ceases under a contract before the completion of the supply

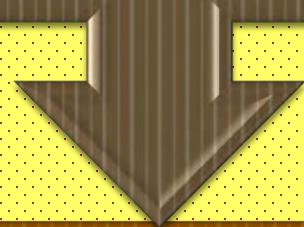


the invoice shall be issued at the time when the supply ceases and such invoice shall be issued to the extent of the supply made before such cessation

# **Goods Sent on Approval**

## **Sec.31(7)**

where the goods being sent or taken on approval for sale or return are removed before the supply takes place



The invoice shall be issued before or at the time of supply or six months from the date of removal, whichever is earlier

**TAX INVOICE**

**PAID**

*Thank you for your business!*

# Tax Invoice

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# Contents of Tax Invoice

## Rule-46

name, address  
and GSTIN of  
the supplier

a consecutive  
serial number, in  
one or multiple  
series

date of its  
issue

HSN code of  
goods or  
Accounting  
Code of services

name and address  
of the recipient  
and the address of  
delivery

name, address and  
GSTIN or UIN of  
the recipient

description of  
goods or  
services

quantity in case  
of goods and  
unit

total value of  
supply of goods  
or services or  
both

# Contents of Tax Invoice

## Rule-46

taxable value of supply of goods or services

rate of tax (CGST,SGST, IGST)

amount of tax charged in respect of taxable goods or services

whether the tax is payable on reverse charge basis

address of delivery where the same is different from the place of supply

place of supply along with the name of State

signature or digital signature of the supplier

Number of digits of HSN code may be specified

Relaxation in HSN Code may also be specified

# Invoice in case of Export

## 3<sup>rd</sup> Proviso to Rule-46

To be  
mentioned

- “SUPPLY MEANT FOR EXPORT/SUPPLY TO SEZ UNIT OR SEZ DEVELOPER FOR AUTHORISED OPERATIONS ON PAYMENT OF INTEGRATED TAX”
- “SUPPLY MEANT FOR EXPORT/SUPPLY TO SEZ UNIT OR SEZ DEVELOPER FOR AUTHORISED OPERATIONS UNDER BOND OR LETTER OF UNDERTAKING WITHOUT PAYMENT OF INTEGRATED TAX”
- (i) name and address of the recipient,  
(ii) address of delivery, (iii) name of the country of destination.

# **Invoice for Supply below Rs. 200/- Sec.31(3)(b)/2<sup>nd</sup> Proviso to Rule-46**

- a registered person may not issue a tax invoice in accordance with the provisions of clause (b) of subsection (3) of section 31 subject to the following conditions, namely:-
  - (a) the recipient is not a registered person; and
  - (b) the recipient does not require such invoice,
- and shall issue a consolidated tax invoice for such supplies at the close of each day in respect of all such supplies.

# Manner of issuing invoice

## Rule-48

- 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 **TRIPPLICATE FOR SUPPLIER**.

# Manner of issuing invoice

## Rule-48

- (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**.
- (3) The serial number of invoices issued during a tax period shall be furnished electronically through the Common Portal in FORM GSTR-1

# REVISED

Revised Invoice

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# **Special Circumstances**

**Sec:31(3)(a)**

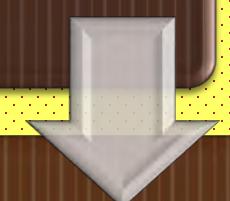
A registered person may issue revised invoice within one month from the issue of certificate of registration

against the invoice already issued during the period beginning with the effective date of registration till the date of issuance of certificate of registration to him

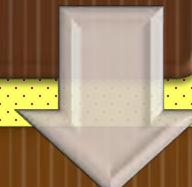
# **Revised tax invoice and credit or debit notes**

**Rule-53**

The word “Revised Invoice”, wherever applicable, indicated prominently



Nature of the document



Serial number and date of the corresponding tax invoice/bill of supply

# **Revised tax invoice and credit or debit notes**

**Rule-53**

May issue a consolidated revised tax invoice in respect of all taxable supplies made to a recipient who is not registered under the Act during such period

In case of inter-State supplies, where the value of a supply does not exceed 2,50,000/-, a consolidated revised invoice may be issued separately in respect of all recipients located in a State, who are not registered under the Act

# “Invoice” cum “Bill of Supply”

## Rule-46A

Notwithstanding anything contained in Rule 46, 49 or 54 where a registered person is supplying taxable as well as exempted goods or services or both to an unregistered person

- a single “invoice-cum-bill of supply” may be issued for all such supplies

GSTIN

Name

Address

Serial No. of Invoice

Date of Invoice

Details of Receiver (Billed to)

Details of the person to whom the invoice is billed

Name

Address

GSTIN/Unique ID

The serial number should be a consecutive number, containing only alphabets and / or numerals, and must be unique for a financial year.

Details of receiver to be given if the receiver is registered.

Unique ID is issued to UN bodies, embassies or any other notified persons.

Value after deducting discount / abatement

Signature

# “Bill of Supply”

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# Special Circumstances

Sec:31(3)

“Bill of Supply”

In case of Exempted Supply or Composition Supplier, Instead of Tax Invoice, Bill of Supply to be issued

any tax invoice or any other similar document issued under any other Act for the time being in force in respect of any non-taxable supply shall be treated as bill of supply for the purposes of the Act



# “Receipt Voucher”

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# **Receipt Voucher**

## **Sec:31(3)(d)/Rule-50**

**Receipt of  
Advance  
Payment**

On receipt of advance payment with respect to any supply, receipt voucher or any other document containing prescribed particulars is to be issued.

**When Rate &  
Nature not  
determined**

the tax shall be paid at the rate of eighteen per cent  
the same shall be treated as inter-State supply



**“Refund Voucher”**

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# Refund Voucher

## Sec:31(3)(e)/Rule-51

Refund  
Voucher

To Specify

In case where no supply is made against advance receipt and no tax invoice has been issued, refund voucher may be issued

number and date of receipt  
voucher issued in accordance with  
provisions of sub- rule 50;  
amount of refund made



# **“Invoice against Supply from Unregistered Person”**

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# **Invoice against Supply from URP**

## **Sec:31(3)(f)/Rule-46 proviso**

Invoice for  
Supply under  
reverse  
Charge

Registered person shall issue a  
invoice on the supplies received  
from unregistered person on the  
date of receipt of goods/services

Proviso to  
Rule-46

may issue a consolidated  
invoice at the end of a month



# “Payment Voucher”

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# **Payment Voucher Sec:31(3)(g)/Rule-52 proviso**

Person liable to  
pay under  
Reverse Charge

Rule-52

Registered person liable to pay tax  
under reverse charge u/s 9(3)/(4),  
shall issue a “Payment Voucher” at  
the time of making payment

place of supply along with the  
name of State and its code, in  
case of a supply in the course of  
inter-State trade or commerce



**SPECIAL**

## “Tax Invoice in Special Cases”

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# Special Circumstances

Rule-54

ISD Invoice

ISD Invoice or ISD Credit Note shall be issued by Input Service Distributor with contains provided in rule 54 (1)

Insurance,  
Banking  
Company etc.

Document in lieu of Tax Invoice with relaxation of details to be furnished.

# Special Circumstances

Rule-54

GTA

Passenger  
Transport  
Service

shall issue a tax invoice or any other document in lieu thereof, by whatever name called, containing the gross weight of the consignment, name of the consignor and the consignee, registration number of goods carriage

A tax invoice shall include ticket in any form, by whatever name called, may not be serially numbered and may not contain address of recipient.

# Transportation of goods without issue of invoice

Rule-55

Delivery Challan may be issued in lieu of Invoice in the following cases-

supply of liquid gas  
where the quantity  
not known

transportation of  
goods for job  
work

transportation of  
goods for reasons  
other than by way of  
supply

such other  
supplies as may  
be notified

# **Transportation of goods without issue of invoice**

**Rule-55**

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

- (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

# Transportation of goods without issue of invoice

## Rule-55

- Where goods are being transported on a delivery challan in lieu of invoice, the same shall be declared in FORM [WAYBILL].
- 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

# Transportation of goods without issue of invoice

## 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

# Prohibition from Collection of GST

## Sec.32

A person who is not a registered person shall not collect in respect of any supply of goods or services or both any amount by way of tax under this Act

No registered person shall collect tax except in accordance with the provisions of this Act or the rules made thereunder

# GST to be indicated prominently

## Sec.33

where any supply is made for a consideration, every person who is liable to pay tax for such supply shall prominently indicate in all documents relating to assessment, tax invoice and other like documents

the amount of tax which shall form part of the price at which such supply is made

# Credit Notes

# Sec.34(1)/(2)

Where a tax invoice has been issued

the 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

# Credit Notes

# Sec.34(1)/(2)

or where goods or services or both supplied are found to be deficient

The registered person who has supplied such goods or services or both, may issue to the recipient

a credit note containing such particulars as may be prescribed

# Credit Notes

# Sec.34(1)/(2)

Supplier who issues a credit note shall declare the credit note in return for the month of issue

But not later than return for the month of September of the next FY or the date of furnishing annual return, whichever is earlier

No reduction of output tax, If the incidence of tax and interest on such supply has been passed on to any other person

# **Debit Notes/Supplementary Invoice**

## **Sec.34(3)/(4)**

Where a tax invoice has been issued

the taxable value or tax charged in that tax invoice is found to less than taxable value or tax payable in respect of such supply

The registered person who has made the supply, may issue to the recipient, a debit note

# **Debit Notes/Supplementary Invoice**

## **Sec.34(3)/(4)**

The registered person who has issued the debit note

Shall declare such debit note in his return during the month of issue of such D/N

and the tax liability shall be adjusted in such manner as may be prescribed

*Thank You*

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