

COMMON INVOICE YOUR COMPANY NAME

YOUR COMPLETE BUSINESS ADDRESS LINE -1
YOUR COMPLETE BUSINESS ADDRESS LINE - 2

info@yourbm.com www.yourbm.com

Your (Gstin Number:	Transportation Mode: (Apply for Supply of Goods only)													
Tax Is	Payable On Reverse Charge	: (Yes/No)						Veh.No :						
Your I	nvoice Serial Number:						Date & Time of Supply:								
Your I	nvoice Date:						Place OF Supply:								
	Details of Re	eceiver (B	illed to)			Details of Consignee (Shipped to)								
Name	:		Name:												
Addre	SS:		Address:												
State:							State:								
State	Code :		State Code :												
GSTIN	Number:		GSTIN Number:												
	Description of Goods HSN							Taxable	CC	ST	S	GST	IGST		
S.No		Code	Qty	UOM	Rate	Total	Discount	value	Poto	Amount	Poto	Amount	Poto	Amount	
		(GST)						value	Rate	Amount	Rate	Amount	Rate	Amount	
						₹ -	₹ -	₹ -		₹ -		₹ -		₹ -	
										₹ -		₹ -		₹ -	
		Invoice \	/alue (Ir	Word	<u> </u>					`		`	Total		
			aide (II		-1										
								Freight Charges Loading and Packing Charges							
								Insurance Charges							
							Other Charg								
													ce Total		
				Amoun	t of Ta	v Suhio	rt to Rever	se Charge		₹ -		₹ -	LE TOLAT	₹ -	
	Certified that the Partic	ulars giv	en abov	e are t	rue an	d correc	ct Electronic Reference Number :								
	VOLID TERM	CONDITION	NI 0= 0	ALE			YOUR COMPANY NAME								
	YOUR TERM & (TOUR C	JIVIPAI	VY IVAIVI	C						
				Cianatur											
				Signature	:		riced C	anaton:							
								New		Autho	irisea Si	ignatory			
								Name:							
								Designation:							

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EXPORT INVOICE

"SUPPLY MEANT FOR EXPORT ON PAYMENT OF IGST" / "SUPPLY MEANT FOR EXPORT UNDER BOND WITHOUT PAYMENT OF IGST" (As case may be)



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Details of Receiver (Billed to) Name: Address: Destination Country Name: ARE - 1 Date: Description of Goods HSN Details of Consignee (Shipped to) Name: Address: Destination Country Name: Destination Country Name: CGST SGST IGST	Tax Is	ostin Number: Payable On Reverse Charg Invoice Serial Number:	e: (Yes/N	0)				Veh.No: Date & Time of Supply:									
Name	Your I			Place OF Supply:													
S.No Description of Goods S.No Code Qty UOM Rate Total Discount Taxable value Rate Amount Rate Rate Rate Rate Rate Rate Rate Rat	Name: Address : Destination Country Name: ARE- 1 Number:								Name: Address :								
S.No Code (SST) Qty UOM Rate Total Discount value Rate Amount Rate Amoun	/ III .								Tavable	CGST		SGST			IGST		
Invoice Value (In Words) Total ₹ - Total ₹ - Loading and Packing Charges ₹ - Unsurance	S.No			Qty	UOM	Rate	Total	Discount		Rate	Amount	Rate	Amount	Rate	Amo	ount	
Invoice Value (In Words) Freight Charges ₹ - Loading and Packing Charges ₹ - Insurance Charges ₹ - Other Charges ₹ - Invoice Total ₹ - Amount of Tax Subject to Reverse Charge ₹ - Certified that the Particulars given above are true and correct Flectronic Reference Number: YOUR TERM & CONDITION OF SALE YOUR COMPANY NAME Signature: Authorised Signatory Name:							₹ -	₹ -	₹ -		T.		7		**		
Freight Charges Loading and Packing Charges Insurance Charges Other Charges Invoice Total Amount of Tax Subject to Reverse Charge Certified that the Particulars given above are true and correct Freight Charges Insurance Charge Invoice Total Electronic Reference Number : YOUR TERM & CONDITION OF SALE YOUR COMPANY NAME Signature: Authorised Signatory Name:											₹ -		₹ -			-	
Loading and Packing Charges \$\frac{1}{2} - \\ \text{Insurance Charges} \ \frac{2}{2} - \\ \text{Other Charges} \ \frac{2}{2} - \\ \text{Invoice Total} \ \frac{2}{2} - \\ \text{Invoice Total} \ \frac{2}{2} - \\ \text{Certified that the Particulars given above are true and correct} \end{align*} \text{Electronic Reference Number:} \tag{VOUR COMPANY NAME} \tag{YOUR COMPANY NAME} Signature:			Invoice V	/alue (li	n Word	s)											
Insurance Charges Total																	
Other Charges ₹ - Invoice Total ₹ - Invoice Tot																	
Amount of Tax Subject to Reverse Charge													Other (Charges	₹	-	
Certified that the Particulars given above are true and correct YOUR TERM & CONDITION OF SALE YOUR COMPANY NAME Signature: Authorised Signatory Name:					\ = ·		·· Collet	4.4. D.	on Clar		I = -			e Total		-	
YOUR TERM & CONDITION OF SALE YOUR COMPANY NAME Signature: Authorised Signatory Name:		Cortified that the Death	ulara ek						se charge			Doforce		w .	1	-	
Signature: Authorised Signatory Name:						rue an	id corre	ct									
Authorised Signatory Name:		YOUR TERM &				TOUR C	JIVIPA	VIAVI TVI	IC .								

"SUPPLYMENTRY INVOICE / DEBIT NOTE / CREDIT NOTE"

(As case may be)



YOUR COMPANY NAME

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	SSTIN Number:	Transportation Mode: (Apply for Supply of Goods only)														
	Payable On Reverse Charge	e: (Yes/N	0)		Veh.No:											
	I/DN/CN Serial Number:						Date & Time of Supply:									
Date:	2 . 11 . 62			`			Place OF Supply:									
	Details of Re	eceiver (E	illed to)			Details of Consignee (Shipped to)									
Name:							Name:									
Addre	SS:						Address :									
State:							State:									
	Code : Number:						State Code : GSTIN Number:									
331110	Description of Goods	GSTIN NUI	CGST SGST													
S.No	Description of Goods	HSN Code	Qty	иом	Rate	Total	Discount	Taxable value			3.	331	IGST			
50		(GST)	Q.,	00	nate		Discount		Rate	Amount	Rate	Amount	Rate	Amo	unt	
						₹ -	₹ -	₹ -		₹ -		₹ -		₹	-	
					<u> </u>					₹ -		₹ -		₹	-	
		Invoice V	alue (Ir	n Word	s)			Total ₹							-	
								Freight Charges ₹						-		
									Loading and Packing Charges ₹ - Insurance Charges ₹ -							
											II				-	
													Charges ce Total		-	
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							ct to Revers	se charge		₹ -		₹ -		₹	-	
Doela	Certified that the Partic	ulars giv	en abov	e are t	rue an	d corre	ct			lectronic	Referen	ce Numbe	r:			
Declar			Subadia = 1	lace to	Mei											
This SI/DN/CN is issued in adjustment to Original Invoice No: Orginal Invoice Dated																
Jigilia	YOUR TERM &	CONDITIO	ON OF S	ALE					\	OUR CO	OMPAI	NY NAM	IE			
								Signature	e:	- مادر ۸	ricod C	ignatory				
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○ INVOICE FORMAT UNDER GST ○

An attempt is made to formatise most important voucher of supply under GST Law, that is, INVOICE in line with provision contined in "Draft Invoice Rules" read with "Draft Formats under Invoice Rules" and "Section 28" of Revised Model GST Law (November 2016)".

The format is drafted in view to ease of uploading of invoice to obtain "Invoice Reference Number" from GSTN (GST portal) as per "FORM GST INV -1" and while furnishing serial number of the invoice electronically through the Common Portal in FORM GSTR-1.

○ MANNER OF ISSUING INVOICE **○**

- (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.

Provided that the duplicate copy is not required to be carried by the transporter if the supplier has obtained an Invoice Reference Number under sub-rule (4).

- (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 RECEIPIENT; 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.
- (4) A registered taxable person may obtain an Invoice Reference Number from the Common Portal by uploading, on the said Portal, a tax invoice issued by him in FORM GST INV-1, and produce the same for verification by the proper officer as required under section 61 in lieu of the tax invoice.
- (5) The Invoice Reference Number shall be valid for a period of 30 days from the date of uploading.

○ TIME OF ISSUE OF INVOICE **○**

- 1. Time of Issue Invoice for Supply of Goods, where movement of goods happens, will be at the time of removal of goods.
- 2. Time of Issue Invoice for Supply of Goods, <u>where movement of goods</u> <u>not happens</u>, will be at the time of delivery of goods.
- 3. Time of Issue Invoice for <u>Supply of Services</u>, will be at the time/before/after provision of service but not more than 30 days from the date of supply of service.
- 4. In case of <u>continuous supply of services</u>, the invoice shall be issued within a period of thirty days from the date when each event specified in the contract, which requires the recipient to make any payment to the supplier of services, is completed.
- 5. Where the supplier of service is a <u>banking company or a financial institution including a non-banking financial company</u>, the period within which the invoice is to be issued shall be forty five days from the date of supply of service.