




# CHAPTER 13

## TAX INVOICE, DEBIT NOTE & CREDIT NOTE

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### Introduction :-

- An invoice is a commercial instrument issued by a supplier which identifies both parties involved, describes goods sold/services supplied, quantifies the items sold, etc.
- Invoicing ensures tax compliance, transparency, evidences payment of value & tax involved, etc.
- Tax invoice is an important document as it not only evidences supply of goods &/or services, but is also an essential document for recipient to avail ITC u/s 16(2).
- A tax invoice shall be **issued by a registered person** supplying taxable goods or taxable services or both. Such tax invoice shall show the prescribed particulars.
- Under GST regime, 'Invoice' or 'Tax Invoice' means the same i.e. tax invoice only.

**Note:-** Provisions of Tax invoice & Credit & Debit Notes under CGST Act are also applicable to IGST Act vide section 20 of IGST Act.

## Important Definitions

### Sec 2(37) Credit note:

means a document issued by a registered person under subsection (1) of section 34

### Sec 2(38) Debit note

means a document issued by a registered person under subsection (3) of section 34

### Sec 2(66):- Invoice or tax invoice

means the tax invoice referred to in Sec 31

### Sec 2(92):- Quarter:

shall mean a period comprising three consecutive calendar months, ending on the last day of March, June, September and December of a calendar year

### Sec 2(97):- Return:

means any return prescribed or otherwise required to be furnished by or under this Act or the rules made thereunder

## TAX INVOICE ISSUED BY A SUPPLIER OF TAXABLE GOODS/ TAXABLE SERVICES

A tax invoice shall be issued by a registered person supplying taxable goods or taxable services or both. Such tax invoice shall show the prescribed particulars.

### Time limit for issuance of invoice [Sections 31(1), (2), (4) & (5) read with rule 47]

Particular	Tax Invoice : Supply of goods	Tax Invoice : Supply of Service
<b>Normal case</b>	Invoice shall be issued before or at the time of, a) <b>If movement of goods is involved-</b> At the time of removal for supply b) <b>In other case -</b> At the time of delivery or made available  <div style="border: 1px solid red; padding: 2px; display: inline-block;">Refer Question from our Questionnaire: CCP 12.02.02.00</div>	Invoice shall be issued before or after the provision of service, <b>but within a period of 30 days</b> from the date of supply of service. a) <b>In case of Bank/FI/NBFC/Insurer-</b> within 45 days from Completion b) <b>Insurer/ Bank/ FI/NBFC/ Telecom/ other notified person</b> where service is provided to distinct person (DDP), invoice shall be issued on or before i) When Supplier records in books of A/c ii) Last date of qtr. <b>whichever is earlier</b>  <div style="border: 1px solid red; padding: 2px; display: inline-block;">Refer Question from our Questionnaire: CCP 12.05.06.00</div>

#### 31 (4) In case of Continuous supply of Goods:-

**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.

**Definition u/s 2(32):- Continuous Supply of Goods means** a supply of goods which is provided, or agreed to be provided,

- continuously or on recurrent basis
- under a contract
- whether or not by means of a wire, cable, pipeline or other conduit, and
- for which the supplier invoices the recipient on a regular or periodic basis &
- **includes** supply of goods as may be notified by Govt., subject to specified conditions.



Refer Question from our Questionnaire: CCP 12.03.03.00, CCP 12.03.04.00 - (a)

#### 31 (7) In case of Goods Sent or Taken on Approval for Sale or Return :

Notwithstanding anything contained in sec 31(1),

**If 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  
 ➤ 6 months from the date of removal, **whichever is earlier.**

Refer Question from our Questionnaire: CCP 12.03.04.00 - (b), CCP 12.04.05.00 (IMP)

#### 31 (5) In case of Continuous supply of Services:- Subject to section 31(3)(d),

	Where	Invoice shall be issued:-
a)	<b>due date of payment is ascertainable from the contract:-</b>	on or before the due date of payment.
b)	<b>due date of payment is not ascertainable from the contract:-</b>	before or at the time when supplier of service receives the payment.
c)	<b>payment is linked to completion of an event:-</b>	on or before the date of completion of that event.

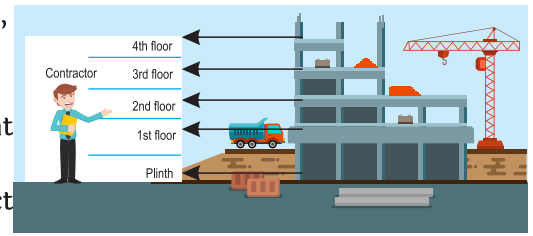
Refer Question from our Questionnaire: CCP 12.06.07.00 (IMP), CCP 12.06.08.00

Draw Chart

## Sec 2(33):- “Continuous Supply of Services”

means a supply of services which is provided, or agreed to be provided,

- continuously or on recurrent basis,
- under a contract,
- for a **period exceeding three months** with periodic payment obligations and
- includes supply of such services as the Government may, subject to such conditions, as it may by notification, specify.



**Eg.** MBM Caretakers, a registered person, provides the services of repair & maintenance of electrical appliances. On April 1, it has entered into an annual maintenance contract with P for its Air Conditioner and Washing Machine. As per the terms of contract, maintenance services will be provided on the first day of each quarter of the relevant financial year and payment for the same will also be due on the date on which service is rendered. During the year, it provided the services on April 1, July 1, October 1, and January 1 in accordance with the terms of contract. When should MBM Caretakers issue the invoice for the services rendered? [ICAI Material]

**Answer:-** Continuous supply of service means, inter alia, supply of any service which is provided, or agreed to be provided continuously or on recurrent basis, under a contract, for a period exceeding 3 months with the periodic payment obligations.

Therefore, the given situation is a case of continuous supply of service as repair & maintenance services have been provided by MBM Caretakers on a quarterly basis, under a contract, for a period of one year with the obligation for quarterly payment.

In terms of sec 31, in case of continuous supply of service, where due date of payment is ascertainable from the contract (as in the given case), invoice shall be issued on or before the due date of payment.

Therefore, MBM Caretakers should issue quarterly invoices on or before April 1, July 1, October 1, & January 1.

### 31 In cases where supply of services ceases before the completion of supply:-

(6) If supply of services ceases under a contract before the completion of supply:-

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

**Explanation to Sec 31:-**

The “tax invoice” includes any revised invoice issued by supplier for supply made earlier.

**Refer Question from our Questionnaire: CCP 12.07.09.00**

## Summary

Particular	Tax Invoice : Supply of goods	Tax Invoice : Supply of Service
<b>Continuous Supply of goods / services</b>	Invoice shall be issued before or at the time ➤ each such <b>successive statement</b> or ➤ each such <b>successive payment</b> is received	Invoice shall be issued before or at the time of, a) <b>If Due date of payment ascertainable in contract</b> - on such date b) <b>If due date of payment is not ascertainable</b> - date of payment received c) <b>If payment is linked to completion of an event</b> - Last date of completion of such event
<b>Supply on sale or return/ Approval basis</b>	Invoice shall be issued before or at the time of, a) supply [i.e. approval given by recipient] b) 6 months from the date of removal, whichever is earlier	—
<b>Cessation of SOS</b>	—	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.

**Refer Question from our Questionnaire: CCP 12.01.01.00**



## Particulars of a tax invoice [Sections 31(1) & (2) read with rule 46]

Under GST, there is no format prescribed for Tax Invoice, but rules make it mandatory for an invoice to have following fields (only applicable fields are to be filled):-

<b>(a)</b>	Name, address and GSTIN of the supplier	
<b>(b)</b>	A consecutive serial number not exceeding 16 characters, in one or multiple series, containing alphabets/numerals/special characters hyphen or dash and slash, and any combination thereof, unique for a FY	
<b>(c)</b>	Date of its issue	
<b>(d)</b>	If recipient is <b>registered</b> - Name, address and GSTIN or UIN of recipient	
<b>(e)</b>	If recipient is <b>unregistered</b> & value of taxable supply is:-	<b>Particulars of Invoice</b>
	Rs 50000 or more	Name and address of recipient & the address of delivery, along with the name of State & its code
	< Rs 50000 <b>(clause f)</b>	Unregistered recipient may still request the aforesaid details to be recorded in tax invoice
	<p><b>Proviso:</b> Provided that <b>in cases involving supply of online money gaming or in cases</b> where any taxable service is supplied by or through an ECO or by a supplier of OIDAR services to a recipient who is un-registered, irrespective of the value of such supply, a tax invoice issued by the registered person shall contain the <b>name of the state of the recipient and the same shall be deemed to be the address on record of the recipient.</b></p> <p style="text-align: right; background-color: #ff0000; color: white; padding: 2px;"><b>N/N. 51/2023 &amp; N/N. 38/2023</b></p>	
<b>(g)</b>	HSN code for goods or services	
<b>(h)</b>	Description of goods or services	
<b>(i)</b>	Quantity in case of goods and unit or Unique Quantity Code thereof	
<b>(j)</b>	Total value of supply of goods or services or both	
<b>(k)</b>	Taxable value of supply of goods or services or both taking into account discount or abatement, if any;	
<b>(l)</b>	Rate of tax (CGST, SGST, IGST, UTGST or Cess)	
<b>(m)</b>	Amount of tax charged in respect of taxable goods or services (CGST, SGST, IGST, UTGST or Cess)	
<b>(n)</b>	Place of supply along with the name of State, for a supply in course of inter-State trade or commerce	
<b>(o)</b>	Address of delivery where the same is different from the place of supply	
<b>(p)</b>	Whether the tax is payable on reverse charge basis and	
<b>(q)</b>	Signature or digital signature of the supplier or his authorized representative (not required for issue of e-invoice as per Information Technology (IT) Act, 2000).	
<b>(r)</b>	Quick Response code, having embedded Invoice Reference Number (IRN) in it, in case e-invoice has been issued as per rule 48(4).	
<b>(s)</b>	<p>A declaration as below, that invoice is not required to be issued in the manner specified under rule 48(4) (i.e. E-invoice) , in all cases where an invoice is issued, other than in the manner so specified under the said rule 48(4), by the taxpayer having aggregate turnover in any preceding financial year from 2017-18 onwards more than the aggregate turnover as notified under the said rule 48(4):-</p> <p><b>I/We hereby declare that though our aggregate turnover in any preceding financial year from 2017-18 onwards is more than the aggregate turnover notified under rule 48(4), we are not required to prepare an invoice in terms of the provisions of the said sub-rule.</b></p>	

## Number of HSN digits required on tax invoice and class of registered person not required to mention HSN [Rule 46]

On recommendation of council, Board may notify:-

- (i) Number of HSN code digits required to be mentioned by a class of registered persons,
- (ii) Class of supply for which specified no. of digits of HSN code shall be required to be mentioned by all registered taxpayers &
- (iii) Class of registered persons exempted to mention HSN code.

**Under N/No. 12/2017 CT dt 28.06.2017 as amended:-**


The minimum number of HSN code digits to be uploaded by a filer depends on his turnover in last year:-

Annual turnover in Preceding F.Y.	Type of supply	Number of Digits of HSN Code required
≤ ₹ 5 crore	For B2B supply	4
	For B2C supply	4 (optional)
> ₹ 5 crore	For B2B & B2C supply	6

**Comments:-**

- ➔ HSN/ HS (Harmonized Commodity Description & Coding System) is a globally accepted standardized system of nomenclature of different goods developed by World Customs Organization.
- ➔ India uses 8-digits codes for more specific and precise classification instead of 6.

## Manner of issuing the invoice [Sections 31(1) & (2) read with rule 48]

(1) In case of taxable supply of goods	(2) In case of taxable supply of Service
<b>Invoice shall be prepared in Triplicate</b>	<b>Invoice shall be prepared in Duplicate</b>
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Original Copy → Original for Recipient</p> <p>Duplicate Copy → Duplicate for Transporter</p> <p>Triplicate Copy → Triplicate for Supplier</p> </div> <div style="width: 45%; border: 1px solid black; padding: 5px; text-align: center;"> <p><b>Refer Question from our Questionnaire: CCP 12.11.14.00</b></p> </div> </div>	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Original Copy → Original for Recipient</p> <p>Duplicate Copy → Duplicate for Supplier</p> </div> </div>
(3) <b>Serial number to be furnished</b>	The serial number of invoices issued during a tax period shall be furnished electronically through the common portal in FORM GSTR-I
(4) <b>E-Invoice</b> Read with [N/N 13/2020]	<p><b>Suppliers to which E-invoice is applicable</b></p> <p><b>RP</b>, whose aggregate turnover in any preceding financial year from 2017-18 onwards exceeds <b>5 Crore</b> <b>except</b></p> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;"> <p><b>N/No. 10/2023-CT (w.e.f. 01/08/2023)</b></p> </div> <ul style="list-style-type: none"> <li>➔ A Government Department,</li> <li>➔ A Local Authority,</li> <li>➔ Special economic zone unit and</li> <li>➔ Banks,</li> <li>➔ Financial institutions, insurers,</li> <li>➔ GTA and passenger transport service providers and</li> <li>➔ Multiplexes</li> </ul>
	<b>IRN requirement</b> invoice/other documents in respect of supply of goods or services or both to a registered person or for exports.

## E-Invoicing in GST

<b>Statutory Provisions</b>	<ul style="list-style-type: none"> <li>➤ <b>Rule 48(4):</b> Specifies the e-invoice preparation process and obtaining IRN.</li> <li>➤ <b>Exemptions:</b> The Commissioner may exempt certain taxpayers from e-invoicing.</li> </ul>
<b>What is E-Invoicing?</b>	<ul style="list-style-type: none"> <li>➤ <b>Definition:</b> E-invoicing is not about generating invoices through a government portal. Businesses create GST invoices using their own systems and report them to the Invoice Registration Portal (IRP).</li> <li>➤ <b>Process:</b> After reporting to IRP, a unique Invoice Reference Number (IRN) is generated, which is necessary for the e-invoice's validity.</li> </ul>
<b>Applicability</b>	<ul style="list-style-type: none"> <li>➤ <b>Mandatory for Certain Taxpayers:</b> Businesses with an aggregate turnover exceeds <b>₹5 crores</b> in any financial year from 2017-18 onwards are required to issue e-invoices for B2B transactions and exports.</li> <li>➤ <b>Exclusions:</b> E-invoicing is not required for B2C invoices currently, but this may change in the future. It's also not applicable for Input Service Distributors (ISD), import of goods, and certain reverse charge scenarios.</li> </ul>
<b>Advantages of E-Invoicing</b>	<ul style="list-style-type: none"> <li>➤ <b>Efficiency:</b> Automates reporting of invoices in GST returns and e-way bill generation.</li> <li>➤ <b>Accuracy:</b> Reduces transcription errors and facilitates reconciliation with purchase orders.</li> <li>➤ <b>Tax Compliance:</b> Helps in matching input tax credit with output tax, reducing tax evasion.</li> <li>➤ <b>Fraud Prevention:</b> Curbs fake invoicing and fraudulent ITC claims.</li> </ul>
<b>Non Applicability of E-invoice</b>	<ul style="list-style-type: none"> <li>➤ <b>Special Economic Zone (SEZ) units, insurers, banks, NBFCs, GTA, suppliers of passenger transportation, and certain others.</b></li> <li>➤ <b>Declaration Requirement:</b> Exempted entities must declare that they are not required to prepare e-invoices as per rule 48(4).</li> </ul>
<b>Important Notes for SEZ</b>	<ul style="list-style-type: none"> <li>➤ <b>SEZ Units vs. Developers:</b> Only SEZ units are exempt, not SEZ developers.</li> <li>➤ <b>Entity-Wide Exemption:</b> The exemption applies to the entire entity, regardless of the nature of the supply.</li> </ul> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p><b>Example :-</b> Maharaja Private Limited has an SEZ unit and a regular DTA unit (both having same PAN). The aggregate total turnover of Maharaja Private Limited is more than ₹ 5 crores (considering both the GSTINs). However, the turnover of DTA unit is below ₹ 5 crores for FY 20XX-XY.</p> <p>In this scenario, SEZ unit is exempt from e -invoicing. However, e-invoicing will be applicable to DTA Unit because the aggregate turnover of the legal entity in this case is &gt; ₹5 crores. The eligibility is based on aggregate annual turnover on the common PAN.</p> </div>
<b>E-Invoice incase of Reverse Charge</b>	<p><b>If the invoice issued by a notified person is in respect of supplies made by him tax on which is payable under RCM under section 9(3), e-invoicing is applicable.</b></p> <p><b>On the other hand, where specified category of supplies are received by notified person from unregistered persons</b></p> <ul style="list-style-type: none"> <li>➤ attracting reverse charge under section 9(4) or</li> <li>➤ through import of services,</li> </ul> <p style="text-align: center;">e-invoicing doesn't arise/ not applicable.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p><b>Example :-</b> A taxpayer (say a firm of advocates) having aggregate turnover in a FY of more than ₹ 5 crore is supplying services to a company (who will be discharging tax liability as recipient under reverse charge mechanism), such invoices have to be reported by said tax payer (since it is a notified person) to IRP.</p> </div>

<b>Non-applicability of provision of normal invoice</b>	<ul style="list-style-type: none"> <li>➤ Every invoice issued by a person to whom Rule 48(4) applies in any manner other than the manner specified in the said sub-rule shall not be treated as an invoice.</li> <li>➤ 3 copies of invoices is not required in case of e-invoice.</li> <li>➤ Digital signature also not required in case of e-invoice.</li> </ul>
<b>Amendment/cancellation of e-invoices</b>	<ul style="list-style-type: none"> <li>➤ An e-Invoice cannot be partially cancelled, it has to be cancelled fully. Once cancelled, it will need to be reported into the IRN <b>within 24 hours</b>.</li> <li>➤ Cancellation after 24 hours cannot be done on the IRN and should be manually cancelled on the GST portal before the returns are filed.</li> <li>➤ Once an IRN is cancelled, the same invoice number cannot be used again to generate another invoice. If used again, the IRP will reject the same.</li> <li>➤ Any amendments to an e-invoice can be made only on the GST Portal.</li> </ul>
<b>Circular no. 186/18/2022</b>	<b>It has been clarified that the said exemption from generation of e- invoices is for the entity as a whole and is not restricted by the nature of supply being made by the said entity</b>
<b>CBIC Clarification Circular No. 198/10/2023</b>	<ul style="list-style-type: none"> <li>➤ <b>Government Departments/ Local Authority/agencies/ PSU required to deduct TDS under section 51 are compulsorily registered under sec 24(vi).</b></li> <li>➤ <b>E-invoices must be issued for supplies to registered Government Departments/agencies by registered persons surpassing the turnover threshold of ₹5 CR.</b></li> </ul>

Refer Question from our Questionnaire: CCP 12.12.15.00 & CCP 12.12.16.00 (IMP)

## Dynamic QR Codes in GST for B2C Invoices

Draw Chart

<b>What's a Dynamic QR Code?</b>	<ul style="list-style-type: none"> <li>➤ It's a special type of QR code that changes (or is 'dynamic') and contains all the payment details for a transaction.</li> <li>➤ When a customer scans it, they can pay directly without entering the amount manually.</li> </ul>
<b>Who Needs to Use It?</b>	<ul style="list-style-type: none"> <li>➤ <b>Businesses where Agg. T/o in any F.Y. since 17-18 exceeds ₹500 crores.</b></li> <li>➤ These businesses must put these QR codes on invoices when they sell to customers who are not registered under GST (B2C transactions).</li> </ul>
<b>Why is it Diff. from Regular QR Codes?</b>	<ul style="list-style-type: none"> <li>➤ Regular QR codes are static and don't change. They don't have specific transaction details.</li> <li>➤ Dynamic QR codes are smarter – they have all the payment info for each specific sale.</li> </ul>
<b>Where QR code is not required?</b>	<p>Some businesses don't need to use these QR codes. These include:</p> <ul style="list-style-type: none"> <li>➤ Insurance companies, banks, and financial institutions.</li> <li>➤ Goods transport agencies.</li> <li>➤ Companies providing passenger transport services.</li> <li>➤ Multiplex cinemas.</li> <li>➤ Online information and database access or retrieval (OIDAR) services.</li> </ul>
<b>What About Exports</b>	Goods or services sold to other countries (exports) are treated differently. They don't need these QR codes because they follow different rules (B2B transactions).
<b>What Should the QR Code Include?</b>	<p>It should have:</p> <ul style="list-style-type: none"> <li>➤ The seller's GST number and UPI ID.</li> <li>➤ The buyer's bank account number and IFSC code.</li> <li>➤ Invoice number, date, total value, and GST details.</li> </ul>
<b>How Does it help in Payments?</b>	The QR code can be scanned for instant digital payments, making the process quick and easy.

Refer Question from our Questionnaire: CCP 12.13.17.00



## Revised Tax Invoices in GST [Sec 31(3)(a) read with rule 53]

Draw Chart

<b>What is a Revised Tax Invoice?</b>	Allows businesses to issue invoices for taxable supplies made between the effective date of their GST registration and the date they receive their registration certificate.				
<b>When to Issue Revised Tax Invoices?</b>	<ul style="list-style-type: none"> <li>➔ <b>Must be issued within one month from the date of receiving the GST registration certificate.</b></li> <li>➔ The invoice must prominently display the words “Revised Invoice”.</li> </ul>				
<b>Consolidated Revised Tax Invoice:</b>	For all taxable <b>supplies made to an unregistered recipient</b> during the period between effective registration date and certificate issuance date.				
	<table border="1"> <tr> <td><b>Inter-State Supplies</b></td> <td> <ul style="list-style-type: none"> <li>➔ <b>Value not exceeding ₹2.5L:-</b> A <b>state-wise consolidated revised invoice</b> can be issued for each state where unregistered recipients are located.</li> <li>➔ <b>Value above ₹2.5L:-</b> A <b>recipient-wise revised invoice</b> should be issued for each supply.</li> </ul> </td> </tr> <tr> <td><b>Intra-State Supplies</b></td> <td>A <b>recipient-wise consolidated revised invoice</b> should be issued regardless of the supply amount.</td> </tr> </table>	<b>Inter-State Supplies</b>	<ul style="list-style-type: none"> <li>➔ <b>Value not exceeding ₹2.5L:-</b> A <b>state-wise consolidated revised invoice</b> can be issued for each state where unregistered recipients are located.</li> <li>➔ <b>Value above ₹2.5L:-</b> A <b>recipient-wise revised invoice</b> should be issued for each supply.</li> </ul>	<b>Intra-State Supplies</b>	A <b>recipient-wise consolidated revised invoice</b> should be issued regardless of the supply amount.
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<b>Intra-State Supplies</b>	A <b>recipient-wise consolidated revised invoice</b> should be issued regardless of the supply amount.				
<b>Why to issue revised tax invoice?</b>	As per <b>rule 10</b> of CGST Rules, if the application for registration is submitted <b>within 30 days</b> from date of becoming liable to registration, the effective date of registration shall be the <b>date on which person becomes liable to registration &amp; there is a time lag</b> which require revised tax invoice to be issued for taxable supplies made during that period.				
<b>Importance for Recipients</b>	Enables recipients to avail Input Tax Credit (ITC) on the supplies made during the period before the supplier's GST registration certificate was issued.				

Refer Question from our Questionnaire: CCP 12.09.11.00 (IMP)



## No Tax Invoice required to be issued if value < ₹ 200 – A consolidated Tax Invoice can be issued [Section 31(3)(b) read with fourth proviso to rule 46]

Draw Chart

<b>No Tax Invoice for Small Transactions</b>	When the value of goods &/or services supplied is less than ₹200.
<b>Conditions</b>	<ul style="list-style-type: none"> <li>⇒ The value of the supply is less than ₹200.</li> <li>⇒ <b>The recipient is unregistered.</b></li> <li>⇒ The recipient does not require an invoice.</li> </ul>
<b>Refer Question from our Questionnaire: CCP 12.10.12.00</b>	<p><b>Note:-</b> An invoice must be issued if the customer demands one, regardless of the transaction value.</p>
<b>Consolidated Tax Invoice</b>	<p><b>Issue a Consolidated Tax Invoice at the end of each day for all such supplies.</b></p> <p><b>Comment:-</b> Invoice is to be issued mandatorily by multiplex even if recipient is unregistered &amp; does not required invoice &amp; value is &lt; 200.</p>
<b>Exclusion</b>	<b>Not applicable to suppliers providing services like admission to cinematograph films in multiplex screens.</b>
<b>Bill of Supply</b>	The same provision applies to the Bill of Supply as well.
<p><b>Note:- Format is given at the end of this chapter</b></p> <p><b>Refer Question from our Questionnaire: CCP 12.10.13.00 (IMP) &amp; CCP 12.14.18.00 - (2)</b></p>	

## Bill of Supply [Section 31(3)(c) read with rule 49]

<b>Bill of Supply</b>	<p>Issued instead of a tax invoice</p> <ol style="list-style-type: none"> <li>1. For supplying exempted goods &amp;/or services.</li> <li>2. By registered persons under the composition levy.</li> </ol> <p><b>Note:-</b> Any tax invoice or any other similar document issued under any other Act for the time being in force for any non-taxable supply shall be treated as bill of supply under GST Act.</p>
<b>Composition Levy</b>	Must include the phrase “composition taxable person, not eligible to collect tax on supplies” at the top.
<b>Tax Collection</b>	<ul style="list-style-type: none"> <li>⇒ No tax is collected from the recipient in these cases.</li> <li>⇒ Does not include rate of tax and amount of tax, as no tax is collected.</li> </ul>
<p><b>Note:- Format is given at the end of this chapter</b></p> <p><b>Refer Question from our Questionnaire: CCP 12.14.18.00 - (1)</b></p>	

## Invoice-cum-bill of supply [Rule 46A]

<b>Invoice-cum-Bill of Supply</b>	A single document issued for both taxable and exempt supplies to an unregistered person.
<b>Applicability</b>	Used when a registered person supplies both taxable and exempt goods &/or services to an unregistered person.

**Refer Question from our Questionnaire: CCP 12.19.30.00 - (1)**

## Receipt Voucher [Section 31(3)(d) read with rule 50]

<b>Receipt Voucher</b>	A document issued by a registered person upon receiving an advance payment (as a evidence) for any supply of goods &/or services	
<b>When to Issue</b>	Issued when an advance payment is received before the supply is made.	
<b>Rate of tax/ nature of supply is not determinable</b>	<b>Where at the time of receipt of advance</b>	
	(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

**Note:-** Format is given at the end of this chapter

Refer Question from our Questionnaire: CCP 12.15.19.00 (IMP) & CCP 12.15.20.00

## Refund Voucher [Section 31(3)(e) read with rule 51]

Draw  
Chart

<b>Purpose</b>	To provide a refund for the advance payment when the anticipated supply does not take place.
<b>When to Issue</b>	Where on receipt of advance payment with respect to any supply of goods or services or both the registered person issues a Receipt Voucher, <b>but subsequently</b> <div style="margin-left: 20px;"> <p>➔ no supply is made and</p> <p>➔ no tax invoice is issued in pursuance thereof,</p> </div> the said registered person may issue to the person who had made the payment, a Refund Voucher against such payment.

## Self Invoice and Payment Voucher in Case of RCM [Section 31(3)(f) & (g) read with second proviso to rule 46 and rule 52]

	<b>Self Invoice</b> (Sec 31(3)(f) with 2nd proviso to rule 46)	<b>Payment Voucher</b> (Sec 31(3)(g) with rule 52)
<b>Issued by</b>	Recipient who is liable to pay tax under reverse charge	Recipient who is liable to pay tax under reverse charge
<b>When to Issue</b>	When goods or services are received from an unregistered supplier and the recipient is liable to pay tax under RCM (Sec 9(3)/(4)).	At the time of making payment to the supplier, if liable to pay tax under RCM (Sec 9(3)/(4)).

**Note:-** Format is given at the end of this chapter

Refer Question from our  
Questionnaire: CCP 12.16.21.00

### Rule 54:- Tax invoices in Special Cases

Supplier of taxable service	Document in lieu of the tax invoice	
	Optional information	Mandatory information
<b>Insurer/ Banking company/ Financial institution, including NBFC</b>	<ul style="list-style-type: none"> <li>Serial number</li> <li>Address of the recipient of taxable service</li> </ul>	Other information as prescribed for a Tax Invoice, under rule 46
		Such document may be issued/made available, physically/electronically
	Refer Question from our Questionnaire: CCP 12.19.30.00 - (2)	The said supplier <b>may issue a consolidated</b> tax invoice or any other document in lieu thereof, by whatever name called ( <b>for supply of services made during a month at the end month</b> )
		The signature or digital signature of the supplier shall not be required for consolidated tax invoice

<b>Supplier of passenger transportation service</b>	• Serial number	Other information as prescribed for a tax invoice, under rule 46		
	• Address of the recipient of taxable service	Tax invoice shall include ticket in any form, by whatever name called.		
		The signature or digital signature of the supplier shall not be required for ticket		
<b>GTA transporting goods by road</b>	a)	Gross weight of the consignment	b)	Name of the consignor and the consignee
	c)	Registration number of goods carriage	d)	Details of goods transported
	e)	Other information under rule 46	f)	Details of place of origin and destination
	g)	GSTIN of the person liable for paying tax whether as consignor, consignee or GTA		
<b>Admission to Exhibition of cinematograph films in multiplex screens by RP</b>	Shall issue Electronic ticket and Electronic ticket is 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			

**Refer Question from our Questionnaire: CCP 12.17.22.00 & CCP 12.17.23.00**

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

It specifies the cases where at the time of removal of goods, goods may be removed on delivery challan and invoice may be issued after delivery. These are provided in the following table:										
<b>Nature of supply</b>	<p><b>(1) Supply of liquid gas where the quantity at the time of removal from the place of business of the supplier is not known,</b></p> <p><b>(2) Transportation of goods for job work,</b></p> <p><b>(3) Transportation of goods for reasons other than by way of supply, or</b></p> <p><b>(4) Such other supplies as may be notified by the Board</b></p>									
<b>Delivery challan in Triplicate</b>	<p>The delivery challan shall be prepared in TRIPLICATE, in case of supply of goods, in the following manner:</p> <table style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; padding: 5px; background-color: #c8e6c9;">Original copy</td> <td style="font-size: 2em; padding: 0 10px;">➔</td> <td style="border: 1px solid black; padding: 5px; background-color: #e8f5e9;">Original for Consignee</td> </tr> <tr> <td style="border: 1px solid black; padding: 5px; background-color: #ffe0b2;">Duplicate copy</td> <td style="font-size: 2em; padding: 0 10px;">➔</td> <td style="border: 1px solid black; padding: 5px; background-color: #ffe0b2;">Duplicate for Transporter</td> </tr> <tr> <td style="border: 1px solid black; padding: 5px; background-color: #bbdefb;">Triplicate copy</td> <td style="font-size: 2em; padding: 0 10px;">➔</td> <td style="border: 1px solid black; padding: 5px; background-color: #bbdefb;">Triplicate for Consignor</td> </tr> </table>	Original copy	➔	Original for Consignee	Duplicate copy	➔	Duplicate for Transporter	Triplicate copy	➔	Triplicate for Consignor
Original copy	➔	Original for Consignee								
Duplicate copy	➔	Duplicate for Transporter								
Triplicate copy	➔	Triplicate for Consignor								
<b>Declaration in E-way Bill</b>	Where goods are being transported on a delivery challan in lieu of invoice, the same shall be declared in E-Way Bill									
<b>Tax invoice after delivery of goods</b>	If goods are transported for supply and a tax invoice isn't issued at the time of removal, the supplier must issue the tax invoice after the goods are delivered.									

**Goods transported in SKD/CKD condition or in batches or lots:**—Where the goods are being transported in a semi knocked down or completely knocked down condition or in batches or lots,

- (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) Copies of the corresponding delivery challan shall accompany each consignment 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.

## Rule 55A:- Tax Invoice or bill of supply to accompany transport of goods.

The person-in-charge of the conveyance shall carry a copy of the tax invoice or the bill of supply issued as per rules 46, 46A or 49 in a case where such person is not required to carry an e-way bill under these rules.

**Goods may be moved within the State/ from the State of registration to another State for supply on approval basis and art works may be sent by artists to galleries for exhibition on delivery challan along with e-way bill wherever applicable**



	<b>Jewellery Suppliers [Cir. No. 10/10/2017]</b>	<b>Artists Supplying Art Works [Cir. No. 22/22/2017]</b>
<b>Scenario</b>	Traveling to other states for buyer's approval.	Supplying art works in different states.
<b>Challenge</b>	Can't ascertain supplies in advance.	Similar issue in determining supplies
<b>Tax Invoice (Supply on Approval Basis)</b>	Issued at the time of actual supply, post-approval.	Issued at the time of actual supply, post-selection.
<b>CTP</b>	Can't register due to uncertainty in tax liability as actual supplies are not ascertainable beforehand.	Same reason for not registering as a CTP
<b>Movement of Goods</b>	Within the same state or to other states.	Within the same state or to other states.
<b>Documentation Required at the time of removal</b>	Delivery challan and e-way bill (if applicable).	Delivery challan and e-way bill (if applicable).
<b>Invoice Book</b>	Carried along for issuing invoice post-supply.	Carried for issuing invoice after art work is selected.
<b>Nature of tax</b>	Goods taken to another state & supplied there is inter-state supply & IGST is leviable.	Same as discussed besides.

## SECTION 34:- CREDIT AND DEBIT NOTES

Draw  
Chart

### Credit Note :-

<b>Circumstances of Issuance of Credit Note</b>	<ul style="list-style-type: none"> <li>⇒ 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</li> <li>⇒ the goods supplied are returned by recipient, or</li> <li>⇒ the goods &amp;/ or services supplied are found to be deficient,</li> <li>⇒ the goods or services don't meet the recipient's quality expectations.</li> <li>⇒ Any other similar reasons.</li> </ul>
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Refer Question from our Questionnaire: CCP 12.18.25.00 & CCP 12.18.26.00

<b>Reducing Tax Liability</b>	<ul style="list-style-type: none"> <li>⇒ Issuing a credit note decreases the supplier's tax liability.</li> <li>⇒ Correspondingly, the recipient's Input Tax Credit also reduces.</li> </ul>
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<b>Restrictions on Credit Notes</b>	<p><b>Exceptions:</b></p> <ul style="list-style-type: none"> <li>⇒ Not allowed for secondary discounts as they don't reduce tax liability.</li> <li>⇒ Financial/commercial credit notes can be issued but won't affect Tax Liability.</li> </ul>
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### Debit Note:-

<b>Circumstances of Issuance of Debit Note</b>	<ul style="list-style-type: none"> <li>⇒ the 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,</li> <li>⇒ the quantity received by recipient is more than what is declared in tax invoice, or</li> <li>⇒ any other similar reasons</li> </ul>
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<b>Additional Tax Liability</b>	<ul style="list-style-type: none"> <li>⇒ A debit note/supplementary invoice creates additional tax liability (the word "debit note" shall include a supplementary invoice).</li> <li>⇒ Treatment of a debit note/ supplementary invoice is identical to that of a tax invoice for returns and payment purposes</li> </ul>
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### Details of Debit Note/Credit Note to be declared in return

<b>Time limit to declare details of Credit note issued &amp; other relevant pts.</b>	<ul style="list-style-type: none"> <li>⇒ <b>Usage:</b> For adjusting previously issued invoices for goods or services.</li> <li>⇒ <b>Declaration in Returns:</b> Must be declared in the tax return of the month when the credit note is issued.</li> <li>⇒ <b>Deadline for Declaration:</b> Earlier of two dates:                         <ul style="list-style-type: none"> <li>➢ 30th November following the end of F.Y. in which such supply was made or</li> <li>➢ Date of furnishing of the relevant annual return.</li> </ul> </li> <li>⇒ <b>Adjustment of Tax Liability:</b> As per prescribed methods.</li> <li>⇒ <b>Restriction:</b> No reduction in output tax liability if incidence of tax and interest have been passed to another person or ITC is not reversed by recipient.</li> <li>⇒ <b>Flexibility:</b> A single credit can address multiple invoices.</li> </ul>
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<b>Time limit to declare details of Debit note issued</b>	<ul style="list-style-type: none"> <li>⇒ <b>Declaration Timing:</b> In the tax return for the month when the debit note is issued.</li> <li>⇒ <b>Tax Liability Adjustment:</b> As per prescribed methods</li> <li>⇒ <b>Flexibility:</b> Single debit note can address multiple invoices</li> </ul> <p><b>Note:- There is no time limit for issue of Debit note</b></p>
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Refer Question from our Questionnaire: CCP 12.18.24.00 & CCP 12.18.28.00 (IMP)



## SEC 31A : Facility of Digital payment to recipient

The Government may, on the recommendations of the Council, prescribe a class of registered persons who shall provide prescribed modes of electronic payment to the recipient of supply of goods or services or both made by him and give option to such recipient to make payment accordingly, in such manner and subject to such conditions and restrictions, as may be prescribed

## SEC 32 : Prohibition of Unauthorised Collection of Tax

**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.**

**Example:-** Rujuta is engaged in providing grooming services. She is not registered under GST law as her turnover is below the threshold limit. Rujuta cannot collect tax on the grooming services provided by her as a person who is not a registered person cannot collect any amount by way of tax under GST law in respect of any supply of goods or services or both.

## SEC 33 : Amount of tax to be indicated in Tax invoice and other documents

**Notwithstanding anything contained in this Act or any other law for the time being in force, 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.**

Refer Questionnaire for Question on Combined Provisions: CCP 12.08.10.00 & CCP 12.19.31.00

## For Self Study:- Format for Bill of Supply, revised Invoice, Vouchers & Challan

### Rule 53:- Particulars of Revised Tax Invoice

a.	"Revised Invoice", wherever applicable, indicated prominently;
b.	Name, address & GSTIN of supplier;
c.	A consecutive serial number $\leq$ 16 characters, in one or multiple series, containing alphabets or numerals or special characters - hyphen or dash & slash & any combination thereof, unique for a FY;
d.	Date of issue of document;
e.	Name, address & GSTIN or UIN, if registered, of the recipient;
f.	Name & address of recipient & the address of delivery, along with name of State & its code, if such recipient is un-registered;
g.	Serial number & date of corresponding tax invoice/ bill of supply;
h.	Signature/digital signature of supplier/his authorized representative.

### Rule 49:- Particulars of Bill of Supply

a.	Name, address & GSTIN of supplier;
b.	A consecutive serial number $\leq$ 16 characters, in one or more multiple series, containing alphabets or numerals or special characters- hyphen or dash & slash & any combination thereof, unique for a F.Y.
c.	Date of its issue;
d.	Name, address & GSTIN or UIN, if registered, of the recipient;
e.	HSN Code for goods or services;
f.	Description of goods or services or both;
g.	Value of supply of goods or services or both taking into account discount/abatement, if any; and
h.	Signature/digital signature of supplier/his authorized representative (not required for issue of electronic bill of supply as per IT Act, 2000).

### Rule 50:- Particulars of Receipt Voucher

a.	Name, address & GSTIN of supplier;
b.	A consecutive serial number $\leq$ 16 characters, in one or multiple series, containing alphabets or numerals or special characters- hyphen or dash & slash & any combination thereof, unique for a F.Y.;
c.	Date of its issue;
d.	Name, address & GSTIN or UIN, if registered, of the recipient;
e.	Description of goods or services;
f.	Amount of advance taken;
g.	Rate of tax (CGST, SGST, IGST, UTGST or Cess);
h.	Amount of tax charged in respect of taxable goods or services (CGST, SGST, IGST, UTGST or Cess);

### Rule 51:- Particulars of Refund Voucher

a.	Name, address & GSTIN of supplier;
b.	A consecutive serial number $\leq$ 16 characters, in one or multiple series, containing alphabets or numerals or special characters- hyphen or dash & slash & any combination thereof, unique for a F.Y.;
c.	Date of its issue;
d.	Name, address & GSTIN or UIN, if registered, of the recipient;
e.	Number & date of Receipt Voucher issued;
f.	Description of goods/ services in respect of which refund is made;
g.	Amount of refund made;
h.	Rate of tax (CGST, SGST, IGST, UTGST or Cess);

i.	Place of supply along with the name of State & its code, for supply in the course of inter-State trade or commerce;
j.	Whether the tax is payable on reverse charge basis; and
k.	Signature/digital signature of supplier/his authorized representative.

i.	Amount of tax paid in respect of such goods or services (CGST, SGST, IGST, UTGST or Cess);
j.	Whether the tax is payable on reverse charge basis; and
k.	Signature/digital signature of supplier/his authorized representative.

### Rule 52:- Particulars of Payment Voucher

a.	Name, address & GSTIN of supplier if registered;
b.	A consecutive serial number $\leq$ 16 characters, in one or multiple series, containing alphabets or numerals or special characters - hyphen or dash & slash & any combination thereof, unique for a F.Y.
c.	Date of its issue;
d.	Name, address & GSTIN of the recipient;
e.	Description of goods or services;
f.	Amount paid;
g.	Rate of tax (CGST, SGST, IGST, UTGST or Cess);
h.	Amount of tax payable in respect of taxable goods or services (CGST, SGST, IGST, UTGST or Cess);
i.	Place of supply along with the name of State & its code, for supply in the course of inter-State trade or commerce; and
j.	Signature/digital signature of supplier/his authorized representative.

### Rule 53(1A):- Particulars of Debit & Credit Notes

There is no prescribed format, but the mandatory particulars are:-

a.	Name, address & GSTIN of supplier
b.	Nature of document
c.	A consecutive serial number $\leq$ 16 characters, in one or multiple series, containing alphabets or numerals or special characters - hyphen or dash & slash & any combination thereof, unique for a FY
d.	Date of issue of document
e.	Name, address & GSTIN or UIN, if registered, of the recipient
f.	Name & address of recipient & address of delivery, along with name of State & its code, if such recipient is un-registered
g.	Serial number(s) & date(s) of corresponding tax invoice(s) or bill(s) of supply
h.	Value of taxable supply of goods or services, rate of tax & amount of tax credited/ debited to recipient
i.	Signature/digital signature of supplier/his authorized representative.