



# Tax Invoice, Credit and Debit Notes

Tax Invoice: Issued by a regd. person supplying taxable goods/taxable services/both. Such tax invoice shall show the following prescribed particulars:

1. Supplier Info: Name, address, GSTIN	2. Invoice No.: Unique for a FY, up to 16 characters
3. Recipient Info: Regd.: Name, address, GSTIN/UIN Unregd. ( $\geq$ ₹50,000): Name, address, delivery address, State name/code Unregd. ( $<$ ₹50,000): Recipient can request such details <b>[For OMG/ECO/OIDAR services to an unregd. recipient, tax invoice, regardless of supply value, must include recipient's State name &amp; same shall be deemed to be recipient's address on record]</b>	
4. Invoice Date (Date of issue)	5. HSN Code for goods/services
6. Description of Goods/Services	7. Quantity (for goods)
8. Total Value of Supply	9. Taxable Value (after discounts/abatements)
10. Tax Rate (CGST, SGST, IGST, etc.)	11. Tax Amount
12. POS (with State name for inter-State)	13. Delivery Address (if different from POS)
14. Whether tax payable on RCM basis	15. Signature/Digital Signature(not req. for e-invoice)
16. QR Code (with IRN for e-invoice)	

Invoice for Export of goods/services: Must include either of following endorsement-

- "Supply meant for export/supply to SEZ unit/developer for authorised operation on payment of IGST"
- "Supply meant for export/supply to SEZ unit/developer for authorised operations under Bond or LUT without payment of IGST"

Particulars of an export invoice are same as a tax invoice. If recipient is unregd. & VOS is  $\geq$  ₹50,000, **name of country of destination** must be mentioned instead of name of State and its code.

Note: GST taxpayers are free to design their own Tax Invoice Format; law only requires specific fields to be mandatory in a tax invoice.

Manner of Issuing Invoice:			No. of HSN digits required on Tax Invoice (Also applicable for BoS)	
Supply of Goods	Triplicate	-Original copy for recipient -Duplicate copy for transporter; & -Triplicate copy for supplier	PFY Agg. T/O	No. of Digits of HSN Code
Supply of services	Duplicate	-Original copy for recipient; & -Duplicate copy for supplier	$\leq$ ₹5 crores	For B2B supply: 4 digits For B2C: 4 digits (optional)
Serial no. of invoices issued during a month / quarter shall be furnished electronically in FORM GSTR-1.			$>$ ₹5 crores	For B2B supply: 6 digits For B2C supply: 6 digits

E-Invoicing [Rule 48(4)]:

- All regd. businesses with Agg. T/O (PAN based) in any PFY from 2017-18 onwards  $>$  Rs. 5 Crores will be required to issue e-invoices for **B2B supplies & Exports (but not for import of goods by BOE)**.
- E-invoicing is **not voluntary**; only notified persons are enabled to report invoices on IRP.
- It is not generation of invoice by a Govt. portal. It involves generating invoices through taxpayer's system, reporting them to IRP (Invoice Registration Portal) through **Form GST INV-01**, which assigns a **unique IRN** (Invoice Reference Number) & digitally signs it & **adds a QR code**.
- Once invoice details, including IRN, are successfully reported to IRP, data is saved in GST system. It **auto-populates GSTR-1** for supplier and GSTR-2A for receiver. Also, details like 'Transporter ID' and 'Vehicle No.' in e-invoice schema can be used to **auto-generate e-way bill** without further data entry.
- Any invoice required to be issued as per Rule 48(4) is not issued so, will not be considered valid.
- Advantages of E-Invoicing:
  - **Auto-reporting**: Invoices are auto-reported to GST returns & e-way bills, reducing manual data entry.

- **Data Accuracy:** Reduces transcription errors as same data is used across multiple forms (GSTR-1, EWB).
- **Standardization:** Facilitate consistency & interoperability improving reconciliation b/w suppliers & buyers
- **Bus. Efficiency:** Streamlines bus. processes, improves payment cycles & reduces processing costs.
- **Tax Evasion Reduction:** Enables system-level matching of input and output tax, minimizing tax evasion.
- **Eliminates Fake Invoices:** Helps eliminate fictitious invoices, curbing fraudulent ITC claims.
- **Exemption from E-invoicing:** Following entities are exempt from mandatory requirement of e-invoicing:
  - **SEZ units** (not SEZ developers)
  - **ISD**
  - **Insurer/Banking Co./FI/NBFC**
  - **GTA** supplying services in relation to transportation of goods by road in a goods carriage
  - Supplier of **Passenger Transportation Service**
  - Person supplying services of **admission to exhibition of cinematograph films** in multiplex screens
  - **Govt. Dept. and Local Authority**

Exemption is **for entity as a whole** & is not restricted by nature of supply being made by said entity & they must declare that despite exceeding T/O threshold, they are not required to issue e-invoice.
- Seller can **cancel IRN** for an e-invoice by submitting cancellation request on IRP within specified time. But, **amendment** of e-invoice can be made on GST portal while filing GSTR-1 & not through IRP.
- **IRN cancellation is not allowed if** e-way bill is active or verified during transit.
- **E-invoice schema** = Standardized format (Form GST INV-01) ensuring interoperability across different accounting/billing software, allowing machine-readability & eliminating manual data entry. It **mandates specific fields in JSON format** for reporting to IRP, where invoices are uploaded.
- A valid GST e-invoice requires a **unique IRN (64-character hash)**, distinct from internal invoice no.
- **ECOs** also report invoices, generated by them on behalf of suppliers, to IRP.
- **Bulk uploading** of invoices to IRP is also possible.
- CBIC clarified that there is **no need to carry a physical tax invoice** when e-invoice has been generated. Production of QR code with embedded IRN electronically is sufficient for PO verification.
- **QR code** generated upon successful regn. of e-invoice contains essential details for quick verification & offline access (especially for by tax officers roadside), including:
 

○ GSTIN of supplier and recipient	○ Supplier's invoice no.
○ Date of invoice generation	○ Invoice value (taxable value and gross tax)
○ Number of line items	○ HSN code of main item with highest taxable value
○ Unique IRN hash	○ Date of IRN generation

- **E-invoicing applies for supplies made by notified persons TO Govt. Depts./PSUs/ establishments regd. solely for TDS deduction u/s 51.**

#### Dynamic QR Code on B2C Invoices:

- For regd. persons with Agg. T/O > ₹500 crores in any PFY from 2017-18 onwards, all B2C invoices must include a dynamic QR code.
- It enables seamless digital payments, allowing buyers to scan & pay directly without entering amount.
- Applies to invoices issued to **unregd. persons/UIN holders**, but does **not apply to B2B supplies/exports**
- It will be **generated by seller** either on Point of Sale (PoS) machine or invoice itself.
- It must capture the following details:

Supplier GSTIN	Supplier UPI ID
Payee's Bank A/c No. & IFSC code	Invoice no. & date
Total Invoice Value	GST amt. & its breakup (CGST, SGST/UTGST, IGST, Cess)

- Non-applicability of requirement of Dynamic QR code for Supply by following suppliers:
  - Insurer/Banking Co./FI/NBFC**
  - GTA** supplying services in relation to transportation of goods by road in a goods carriage
  - Supplier of **Passenger Transportation Service**

- (iv) Person supplying services of **admission to exhibition of cinematograph films** in multiplex screens
- (v) Supplier of **OIDAR** services.

• Compliance with Dynamic QR Code Requirements in Various Scenarios:

- a) Payment by customer **without using Dynamic QR Code** is compliant if **cross-reference details** are provided on invoice (e.g., transaction ID, date, mode of payment).
- b) Providing **alternative electronic payment modes** by supplier comply if cross-references are recorded, but post-payment invoices must include dynamic QR Code.
- c) **Pre-paid invoices** comply if cross-references (payment via electronic mode/cash/both) are provided; but post-payment invoices require a dynamic QR Code.
- d) **E-commerce invoices** comply if cross-references of payments are provided; post-payment invoices must include a Dynamic QR Code if not prepaid.
- e) **No dynamic QR Code** needed for invoices to foreign recipients paying in **Forex/RBI-permitted INR**.
- f) **Over-the-counter (OTC) payments** comply if a unique order ID linked to invoice is in QR Code & cross-referenced (payment & order ID).
- g) For **part-payments**, Dynamic QR Code must reflect remaining payable amt., with invoice showing part payment details & total value.

Revised Tax Invoice: Issued within 1 month of receiving regn. certificate for supplies made from the effective date of registration to the date of certificate issuance, enabling recipients to claim ITC. This gap arises when person applies for registration within 30 days of becoming **LIABLE** to register as in such case, CoR is issued from date of becoming liable to register. Words "Revised Invoice" must be prominently displayed on such invoices.

Revised Tax Invoices in Certain Cases

Type of Taxable Supply	Threshold	Type of Revised Invoice to be Issued	Basis of Consolidation
Inter/ Intra State B2B	Any amount	Recipient-wise Revised Invoice	NA
INTER-State B2C	> ₹2.5L	Recipient-wise Revised Invoice	NA
	Up to ₹2.5L	Consolidated Revised Invoice	State-wise
INTRA-State B2C	Any amount	Recipient-wise Consolidated Revised Invoice	Recipient-wise

Particulars of a Revised Tax Invoice

Supplier's name, address & GSTIN	Unique Serial No. (up to 16 characters) for FY
Date of issue	Recipient's name, address, and GSTIN/UIN (if regd.) For unregd. recipients: Name, address, delivery address, State name, & code.
Serial No. & date of original tax invoice/BoS	Signature/digital signature of supplier/autho. representative

Invoice/debit note issued for tax u/s 74/129/130 must contain "Input Tax Credit Not Admissible".

No Tax Invoice required for Transactions Below ₹200 (also applicable to a Bill of Supply (BoS)): A regd. person need not issue a Tax Invoice for a transaction if all the following conditions are met:

- Value of goods/services/both supplied < ₹200.
- **Recipient is unregd.**
- Recipient does **not require an invoice.**

For such transactions, regd. person shall issue **Consolidated Tax Invoice** at EOD for all such transactions during day. But, if customer demands an invoice, supplier has to issue one for that specific transaction.

**Exception:** Suppliers providing services for admission to cinematograph films in multiplex screens

Bill of Supply: Issued by regd persons supplying exempt goods/services and regd. persons under composition levy. Composition taxpayers must mention, "composition taxable person, not eligible to collect tax on supplies" on BoS. No tax details (rate/amt.) in mentioned in BoS as no tax is collected & value mentioned is not taxable value.

**Particulars of a BoS:**

Supplier's name, address, & GSTIN	Unique serial no. (up to 16 characters) for FY
Date of issue	Recipient's name, address, & GSTIN/UIN (if regd.)
HSN Code of goods/services	Description of goods/services
Value (after discounts/abatements, if any)	Signature/digital signature of supplier/autho. representative (not required for electronic BoS)

**Invoice-cum-Bill of Supply:** This single document can be issued by a regd. person supplying **taxable & exempt supplies** to unregistered persons. It must comply with particulars under prescribed rules.

**Note:** A invoice/docx. issued under other laws for non-taxable supplies is considered a BoS under GST.

**Receipt Voucher:** Issued by regd. person on receiving advance payment for supply of goods/services/ both

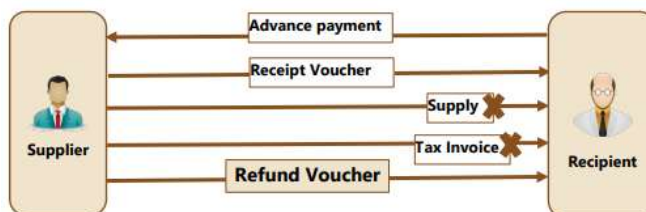
**Particulars of Receipt Voucher:**

Supplier's name, address & GSTIN	Consecutive serial no. unique for a FY (up to 16 chr)
Date of issue	Indication if tax is payable under RCM
Description of goods/services	Amount of advance received
Applicable tax rates(CGST,SGST/UTGST,IGST,cess)	Amount of tax charged
POS with state name & code (for inter-State trans.)	Recipient's name, address, & GSTIN/UIN (if regd)
Supplier's or authorized representative's signature/digital signature.	

**Where at the time of receipt of advance:**

(i) rate of tax is not determinable	tax shall be paid @ 18%
(ii) nature of supply is not determinable	treated as inter-State supply

**Refund Voucher:** Issued to the person who made advance payment when a regd. person receives an advance payment for goods/services, but no supply is made & no tax invoice is issued.



**Particulars of Refund Voucher:**

Supplier's Name, address & GSTIN	Consecutive serial no. unique for a FY (up to 16 chr)
Date of issue	Recipient's name, address, & GSTIN/UIN (if regd)
Receipt Voucher number and date	Description of goods/services.
Amt. refunded, tax rate, tax paid, RCM info.	Supplier's or authorized representative's signature.

**Invoice & Payment Voucher:** A recipient must issue an invoice if liable to pay tax on reverse charge u/s 9(3)/(4) for supplies from an **unregd. person**.

A payment voucher must be issued on making payment if recipient is liable to pay tax under RCM.

**Particulars of payment Voucher:**

Supplier's Name, address & GSTIN (if regd).	Consecutive serial no. unique for a FY (up to 16 chr)
Date of issue.	Name, address, and GSTIN of the recipient.
Description of goods or services.	Amount paid, tax rate, amount of tax payable
POS with state and code (for inter-State supply).	Supplier's or authorized representative's signature.

**Delivery Challan:** Used for the purpose of transportation of goods without issue of Invoice:

Supply of <b>liquid gas</b> where qty. at time of removal is unknown	Transportation of goods for <b>Job Work</b> .
Transportation of goods for reasons <b>other than supply</b>	Other supplies notified by the Board.

**• Particulars of Delivery Challan:**

Serial no. (up to 16 characters) in 1/ more series	Date and number of delivery challan
Name, address & GSTIN of consignor (if regd.)	Name, address, & GSTIN/UIN of consignee (if regd.)
HSN code & description of goods	Quantity (provisional qty. if unknown)
Taxable value, tax rate, & tax amt. if transportation is for supply to consignee.	POS (if inter-State movement) & Signature

- If goods are transported on a delivery challan instead of invoice, they must be declared in E-way bill.
- If goods are transported for supply but invoice couldn't be issued at removal, supplier must issue tax invoice after delivery.
- Goods in **SKD/CKD or Batches/Lots**:
  - Issue complete **invoice before first consignment** dispatch.
  - Issue **delivery challan** for **subsequent consignments** with invoice reference.
  - Corresponding delivery challan must accompany each consignment with duly certified copy of invoice.
  - **Original copy** of invoice shall be **sent along with last** consignment.
- Goods moved for approval or artworks sent for exhibition can be transported on a delivery challan with an E-way bill, & invoice is issued when supply is finalized i.e. at the time of supply.
- Delivery challan in Triplicate: Original-Consignee, Duplicate-Transporter, Triplicate-Consignor

Supplier permitted to issue any document other than tax invoice:

Supplier	Document in Lieu of Tax Invoice	Mandatory Information	Optional Info.
Insurer/Banking Co./ FIs/ NBFC	Consolidated tax invoice/statement /advice issued at end of month (Sign. not req. for e-document)	- Other info. as pres. for tax invoice u/R 46	- Serial No. (not mandatory for banks/ insurers)
			-Recipient Address
GTA supplying services of transportation of goods by road in a goods carriage	Document specifying details of goods transportation	- Gross weight of the consignment	-
		- Name of consignor & consignee	
		- Registration No. of goods carriage	
		- Details of goods transported	
		- Details of place of origin and destination	
		- GSTIN of person liable for paying tax	
Passenger Transportation Services Supplier	Ticket (Sign. not required for e-document)	- Tax invoice shall include ticket in any form	-Recipient Address
		- Other info. as pres. for tax invoice u/R 46	- Serial No.
Admission to Exhibition of Cinematograph Films in Multiplex	Electronic ticket (deemed to be a tax invoice)	- Other info. as pres. for tax invoice u/R 46	-Recipient Details

Tax Invoice in case of ISD:

Name, address, & GSTIN of ISD	Consecutive serial no. unique for a FY (up to 16 chr)
Date of issue	Name, address & GSTIN of recipient to whom credit is distributed
Amount of credit distributed	Signature/digital signature of ISD or autho. representative

- If ISD is an office of Banking Co./FI/NBFC, a tax invoice shall include any document in lieu thereof, by whatever name called, whether or not serially numbered but containing info. as mentioned above.
- Regd. Person, having same PAN & State code as an ISD, issuing Credit to ISD:

Name, address & GSTIN of such regd. person	Consecutive serial no. unique for a FY (up to 16 chr)
Date of issue	Name, address, and GSTIN of ISD
Taxable value, rate & amt. of credit to be transferred	Regd. person/ autho. representative's signature/ digital signature
GSTIN of supplier of common service & original invoice number (whose credit is transferred to ISD)	

Tax invoice or BoS to accompany transport of goods: Person-in-charge of conveyance shall carry a copy of tax invoice or BoS in a case where such person is not required to carry an e-way bill.

Credit Note: Issued under following circumstances:

- If supplier declares a **taxable value higher** than actual value of goods/services provided.
- If a **higher tax rate or amount** is charged than what was applicable for the supply of goods/service.
- Goods supplied are returned by Recipient (**Sales Return**)
- If quality of goods/services supplied is not satisfactory to recipient (**Quality issues**)
- Any other similar reasons

Issuance of credit note **reduces** supplier's **tax liability** & reduces **recipient's ITC**. However, if incidence of tax & interest have been passed on to any other person, no reduction in output tax liability will be permitted. A single credit/debit note may be issued for multiple invoices. But, credit notes can't be issued for secondary discounts, as they do not reduce supplier's tax liability; in such case financial/commercial credit notes can be issued to reduce supply value without affecting tax liability.

Regd. person issuing a credit note must declare details of credit note in return for month in which it was issued, but no later than

- 30<sup>th</sup> November from FY end in which supply was made, or
- date of furnishing relevant annual return, **whichever is earlier**.

Debit Note: Issued if supplier has:

- Erroneously declared a **value lower than actual value** of goods/services.
- Declared a **lower tax rate** than what is applicable for supply.
- Any other similar reasons

Debit note **includes supplementary invoice**. Its issuance increases supplier's tax liability, & it is treated similar to tax invoice w.r.t. returns & payment. Also, it is a valid document for recipient to claim ITC.

Regd. person who issues a debit note w.r.t. a supply of goods/services/both shall declare details of such debit note in return for month during which such debit note has been issued (No max. time limit).

Particulars of Debit and Credit notes:

Supplier's name, address & GSTIN	Nature & Date of issue of document
Consecutive serial no. unique for a FY (up to 16 chr)	Supplier's/ autho. representative's Sign./digital sign.
Serial No.(s) & date(s) of corresponding tax invoice(s)/BoS	Value of taxable supply, tax rate, & amount credited or debited to recipient
Recipient's name, address & GSTIN/UIN (regd.)/Recipient's name, address & delivery address (State+code) (unregd.)	

Prohibition of Unauthorised Collection of Tax: It prohibits unregd. persons from collecting tax on any supply, and also regd persons can collect tax only as per provisions of GST Act or its rules.

Indicating Tax Amount: Amount of tax must be prominently indicated in all documents related to assessment, tax invoices, and similar documents for any supply made for consideration.