



**Q 1. What is tax invoice?**

Ans. Tax invoice is an invoice issued for taxable supply of goods & services. Tax invoice broadly contains details like description, quantity, value of goods/service, tax charged thereon and other particulars as may be prescribed. Tax invoice is a primary evidence for recipient to claim input tax credit of goods & service.

**Q 2. What is bill of supply?**

Ans. Bill of supply is an invoice issued for –

- I. Exempted supply of goods & services
- II. Supplies made under composition scheme

Bill of supply broadly contains details like description, quantity, value of goods/service and other particulars as may be prescribed.

**Q 3. When should a tax Invoice be issued for supply of goods?**

Ans. If the goods are such that movement of goods are involved, then taxable invoice has to be issued before or at the time of removal of the goods.

If supply of goods does not require movement of goods, then taxable invoice has to be issued at the time the goods are delivered to the recipient or when the goods are made available to the recipient.

**Q 4. When should a tax Invoice be issued for supply of services?**

Ans. Invoice is to be issued before or after provision of service. However maximum time period allowed for issue of invoice is 30 days from date of provision of service.

**Q 5. Whether any tax invoice is to be issued under GST for excluded petroleum products?**

Ans. As per GST law, IOCL will be required to issue a bill of supply instead of tax invoice in case of supply of excluded petroleum products namely-

- I. High speed diesel
- II. Motor spirit (petrol)
- III. Aviation turbine fuel

**Q 6. What will be the implications in case of purchase of goods &/or services from unregistered dealers?**

Ans. No input tax credit will be available in case of purchase of goods &/or services from unregistered dealers. Further purchases from unregistered vendors are covered under reverse charge mechanism. Recipient is required to issue invoice on date of receipt of goods & services and pay GST under RCM. Credit of tax payable under RCM if eligible will be allowed.

**Q 7. How many copies of tax invoice will be required for supply of goods?**

Ans. As per CGST rules, tax invoice is required to be prepared in TRIPLICATE for Goods-

- I. The original copy being marked as ORIGINAL FOR RECIPIENT
- II. The duplicate copy being marked as DUPLICATE FOR TRANSPORTER
- III. The triplicate copy being marked as TRIPLICATE FOR SUPPLIER

Duplicate for transporter copy will not be required in case supplier obtains an invoice reference number.

**Q 8. How many copies of tax invoice will be required for supply of services?**

Ans. As per CGST rules, tax invoice is required to be prepared in DUPLICATE for Services-

- I. The original copy being marked as ORIGINAL FOR RECIPIENT
- II. The duplicate copy being marked as DUPLICATE FOR SUPPLIER

**Q 9. What are the contents of a tax invoice which needs to be mentioned on supply of goods & services covered under GST?**

Ans. Contents of tax invoice which needs to be mentioned on supply of Goods & services covered under GST are as follows-

- I. Name, address and GSTIN of the supplier
- II. A consecutive serial number in one or multiple series, containing alphabets or numerals or special characters hyphen or dash and slash symbolised as “-” and “/” respectively and any combination thereof, , unique for a financial year
- III. Date of its issue
- IV. Name, address and GSTIN/ Unique ID Number, if registered, of the recipient
- V. Name and address of the recipient and the address of delivery, along with the name of State and its code, if such recipient is unregistered and where the taxable value of supply is fifty thousand rupees or more
- VI. HSN code of goods or Accounting Code of services
- VII. Description of goods or services
- VIII. Quantity in case of goods and unit or Unique Quantity Code thereof
- IX. Total value of goods or services
- X. Taxable value of goods or services taking into account discount or abatement, if any
- XI. Rate of tax (CGST, SGST or IGST)
- XII. Amount of tax charged in respect of taxable goods or services (CGST, SGST or IGST)
- XIII. Place of supply along with the name of State, in case of a supply in the course of inter-State trade or commerce
- XIV. Place of delivery where the same is different from the place of supply
- XV. xv. Whether the tax is payable on reverse charge

- XVI. xvi. The word “Revised Invoice” or “Supplementary Invoice”, as the case may be, indicated prominently, where applicable along with the date and invoice number of the original invoice
- XVII. xvii. Signature or digital signature of the supplier or his authorized representative.

**Q 10. What are contents of Bill of Supply?**

Ans. Contents of Bill of supply are as follows-

- I. Name, Address and GSTIN of the supplier
- II. A consecutive serial number in one or multiple series, containing alphabets or numerals or special characters hyphen or dash and slash symbolised as “-” and “/” respectively and any combination thereof, , unique for a financial year
- III. Date of its issue
- IV. Name, Address and GSTIN/ Unique ID Number if registered for recipient
- V. HSN Code of goods or Accounting Code for services
- VI. Description of goods or services
- VII. Value of goods or services taking into account discount or abatement, if any
- VIII. Signature or digital signature of the supplier or his authorized representative

**Q 11. What are contents of tax invoice for export of goods & services?**

Ans. Invoice shall carry an endorsement “SUPPLY MEANT FOR EXPORT ON PAYMENT OF IGST” or “SUPPLY MEANT FOR EXPORT UNDER BOND WITHOUT PAYMENT OF IGST”, as the case may be, and instead of details required as per point number v of contents of tax invoice, contain the following details:

- I. name and address of the recipient
- II. address of delivery
- III. name of the country of destination
- IV. number and date of application for removal of goods for export [ARE-1]

**Q 12. Whether any document is required to be issued on receipt of advance?**

Ans. On receipt of advance payment, a receipt voucher needs to be issued. A receipt voucher shall contain the following particulars:

- I. Name, address and GSTIN of the supplier
- II. A consecutive serial number in one or multiple series, containing alphabets or numerals or special characters hyphen or dash and slash symbolised as “-” and “/” respectively and any combination thereof, , unique for a financial year
- III. Date of its issue
- IV. Name, address and GSTIN/ Unique ID Number, if registered, of the recipient
- V. Description of goods or services
- VI. amount of advance taken, rate of tax (CGST, SGST or IGST, Cess)

- VII. amount of tax charged in respect of taxable goods or services (CGST, SGST or IGST, Cess)
- VIII. 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
- IX. whether the tax is payable on reverse charge basis
- X. signature or digital signature of the supplier or his authorized representative

**Q 13. When credit notes are required to be issued?**

Ans. Credit note is required to be issued in following cases-

- I. Taxable value and/or tax charged in tax invoice is found to exceed the taxable value and/or tax payable in respect of such supply
- II. Goods supplied are returned by the recipient
- III. Services supplied are found to be deficient

**Q 14. When debit notes are required to be issued?**

Ans. Debit note is required to be issued in following cases-

- I. Taxable value and/or tax charged in tax invoice is found to be less than the taxable value and/or tax payable in respect of such supply

**Q 15. What is time limit for issuance of credit note?**

Ans. Time limit for issuance of credit note is earliest of following-

- I. Not Later than September following the end of financial year in which supply was made
- II. Date of filing of annual return

**Q 16. What is time limit for issuance of debit note?**

Ans. There is no time limit prescribed for issuance of debit note by supplier.

**Q 17. Whether linking of debit/credit note to original invoice is required?**

Ans. Yes linking of debit/credit note with original invoice is required and the same is to be declared in returns filed by taxable person.