

YOUR CHECKLIST FOR A GST TAX INVOICE

- Should contain the name, address and GSTIN of the supplier
- A consecutive serial number, unique for a financial year
- Date of issue
- If the recipient is registered, name, address and GSTIN or UIN of the recipient should be given
- If the recipient is unregistered and the value of the supply is Rs. 50,000 or more, name and address of the recipient and the address of delivery, along with the State name and code
- If the supply is interstate, the place of supply along with the State name should be given
- Address of delivery, if it is different from the place of supply
- HSN or SAC of goods or services, if the supplier's turnover is more than 1.5 Crores
- Description of the goods or services
- If the supply is of goods, quantity of the goods
- Total value of the supply
- Taxable value of the supply, after considering additional charges, discount, etc
- Rate of tax (CGST, SGST, IGST, UTGST or cess)
- Amount of tax (CGST, SGST, IGST, UTGST or cess)
- Whether tax is payable on reverse charge
- Signature or digital signature of the supplier or authorised representative
- Time limit for issuing invoice**
If the supply is of goods involving movement, invoice should be issued at the time of removal of goods. If the supply is of service, invoice should be issued within 30 days from the date of supply.
- Copies of invoice to be prepared**
For supply of goods, invoice should be prepared in triplicate- Original for recipient, duplicate for transporter and triplicate for supplier. For supply of services, invoice should be prepared in duplicate- Original for recipient, duplicate for supplier.