



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:

Tax Is Payable On Reverse Charge: (Yes/No)

Your Invoice Serial Number:

Your Invoice Date:

Transportation Mode: (Apply for Supply of Goods only)

Veh.No :

Date & Time of Supply:

Place OF Supply:

Details of Receiver (Billed to)

Details of Consignee (Shipped to)

Name:

Address :

State:

State Code :

GSTIN Number:

Name:

Address :

State:

State Code :

GSTIN Number:

S.No	Description of Goods	HSN Code (GST)	Qty	UOM	Rate	Total	Discount	Taxable value	CGST		SGST		IGST	
									Rate	Amount	Rate	Amount	Rate	Amount
						₹ -	₹ -	₹ -		₹ -		₹ -		₹ -
										₹ -		₹ -		₹ -

Invoice Value (In Words)

Total

₹ -

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

Electronic Reference Number :

YOUR TERM & CONDITION OF SALE

YOUR COMPANY NAME

Signature: _____

Authorised Signatory

Name:

Designation:

EXPORT INVOICE

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

**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 Invoice Serial Number: _____ Date & Time of Supply: _____
Your Invoice Date: _____ Place OF Supply: _____

Details of Receiver (Billed to)**Details of Consignee (Shipped to)**

Name: _____ Name: _____
Address : _____ Address : _____
Destination Country Name: _____ Destination Country Name: _____
ARE- 1 Number: _____
ARE - 1 Date: _____

S.No	Description of Goods	HSN Code (GST)	Qty	UOM	Rate	Total	Discount	Taxable value	CGST		SGST		IGST	
									Rate	Amount	Rate	Amount	Rate	Amount
						₹ -	₹ -	₹ -		₹ -		₹ -		₹ -
										₹ -		₹ -		₹ -

Invoice Value (In Words)	Total	₹ -
	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 _____ **Electronic Reference Number :** _____

YOUR TERM & CONDITION OF SALE _____ **YOUR COMPANY NAME** _____

Signature: _____
Authorised Signatory
Name: _____
Designation: _____

"SUPPLYMENTRY INVOICE / DEBIT NOTE / CREDIT NOTE"

(As case may be)

**YOUR COMPANY NAME**

YOUR COMPLETE BUSINESS ADDRESS LINE -1

YOUR COMPLETE BUSINESS ADDRESS LINE - 2

info@yourbm.comwww.yourbm.com

Your GSTIN Number:

Tax Is Payable On Reverse Charge: (Yes/No)

Your SI/DN/CN Serial Number:

Date:

Transportation Mode: (Apply for Supply of Goods only)

Veh.No :

Date & Time of Supply:

Place OF Supply:

Details of Receiver (Billed to)**Details of Consignee (Shipped to)**

Name:

Address :

State:

State Code :

GSTIN Number:

Name:

Address :

State:

State Code :

GSTIN Number:

S.No	Description of Goods	HSN Code (GST)	Qty	UOM	Rate	Total	Discount	Taxable value	CGST		SGST		IGST	
									Rate	Amount	Rate	Amount	Rate	Amount
						₹ -	₹ -	₹ -		₹ -		₹ -		₹ -
										₹ -		₹ -		₹ -

Invoice Value (In Words)**Total** ₹ -

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**Electronic Reference Number :****Declaration**

This SI/DN/CN is issued in adjustment to Original Invoice No: _____

Original Invoice Dated _____

YOUR TERM & CONDITION OF SALE**YOUR COMPANY NAME**

Signature: _____

Authorised Signatory

Name:

Designation:



☺ 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, where movement of goods not happens, will be at the time of delivery of goods.

3. Time of Issue Invoice for Supply of Services, 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 continuous supply of services, 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 banking company or a financial institution including a non-banking financial company, the period within which the invoice is to be issued shall be forty five days from the date of supply of service.