

GUIDE ON GST INVOICE

The government has notified rules of invoicing under GST along with a template of invoice (GST INV-01) covering the elements such as supplier's details, GST tax rates etc that need to be presented.

Basic Elements of GST Invoice

- Your GST Number
- Your Business registered address
- Product description
- HSN/SAC of Product sold
- Unit & Value of product sold
- Customer GST Number
- Place of Supply
- GST tax rates
- GST tax amount (CGST, SGST or IGST)

Click below to get a sample of GST Invoice template

<https://www.e-startupindia.com/pdf/gst-invoice-format.pdf>

What to charge CGST or SGST or IGST?

Place of Supply	GST to be charge
Within the State	<ul style="list-style-type: none">• CGST @ half GST rate• SGST @ half GST rate
Outside the State	<ul style="list-style-type: none">• IGST @ full GST rate

How much GST rate will apply on my product/services?

To find out tax rates on your goods [click here](#)

To find out tax rates on your services [click here](#)

Should I need to mention full HSN Code of goods?

No, Government of India has relaxed the HSN code specifying norms. It is based on annual turnover of previous year as follows:-

Annual turnover in last year	Number of Digits of HSN Code to be mention in Invoice
Upto INR 1.50 crore	HSN not require to mention on tax invoice
More than INR 1.50 crore upto 5 crore	Only first 2 digits
Above INR 5 crore	Only first 4 digits

How many copies of Tax Invoices are to be issued?

When goods are supplied, the supplier is required to issue three copies of the invoice–

1. **Original invoice:** buyer gets the first copy of invoice, marked as ‘Original for recipient’.
2. **Duplicate copy:** The duplicate copy is issued to the transporter (carrier of goods) to present as evidence as and when required, and is marked as ‘Duplicate for transporter’.
3. **TriPLICATE copy:** This copy is retained by the supplier for his own record.

Tips to issue GST Invoice

- o Before issuing a tax invoice, ask your customers to provide his/ her GST number & Place of Supply
- o Check GST rate on product
- o Unique & Serial Invoice Number
- o Place of Supply to charge IGST or (CGST + SGST)

Still confused how to raise a invoice?

Buy GST Compliant Software

- ✓ Easily issue GST invoice
- ✓ Easily file GST Return

To know more about software, click below link

<https://www.e-startupindia.com/pdf/Feature%20of%20Invoice%20software.pdf>

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