

FAQs on GST :

Q1. The Format of GST Invoice, if any, in which the Bills are to be submitted by the Contractors.

Ans. The Bills are to be prepared, duly mentioning the Field as per GST requirement (copy enclosed).

Q2. For the works completed during the month of June, 2017 or prior to the appointed day, for which the Bills are to be submitted to the organisation in July, 2017, whether Service Tax is applicable or GST?

Ans. The Contractors can submit the Bills for the works executed for the period of June, 2017 with Service Tax and for the works executed from July, 2017, the Bills are to be raised in GST Invoice Format only and if any supplies are made in July, 2017, the Bills are to be raised with GST.

Information Required in a GST Invoice

The Tax Invoice issued must clearly mention information under the following 16 Headings:

1. Name, Address and **GSTIN of the supplier**.
2. Tax Invoice Number (it must be generated consequently and each Tax Invoice will have a Unique Number for that financial year).
3. **Date** of Issue.
4. If **the buyer (recipient) is registered**, then the Name, Address and **GSTIN** of the recipient.
5. If the recipient **is not registered AND the value is more than Rs.50,000/-**, then the Invoice should carry:
 - i. Name and Address of the recipient.
 - ii. Address of delivery.
 - iii. State Name and State Code.
6. **HSN Code of goods or Accounting Code of services**.
7. Description of the goods / services.
8. Quantity of goods (number) and unit (metre, kg, etc.).
9. Total value of supply of goods / services.
10. **Taxable value** of supply after adjusting any discount.
11. **Applicable rate of GST**.
(Rates of CGST, SGST, IGST, UTGST and Cess clearly mentioned).
12. **Amount of Tax**.
(With breakup of amounts of CGST, SGST, IGST, UTGST and Cess).
13. Place of supply and name of destination State for inter-state sales.
14. Delivery Address, if it is different from the place of supply.
15. **Whether GST is payable on reverse charge basis**.
16. Signature of the Supplier.