(ಕರ್ನಾಟಕ ಸರ್ಕಾರದ ಸ್ವಾಮ್ಯಕ್ಕೆ ಒಳಪಟ್ಟದೆ)

ಫೋನ್ ನಂ: 0821 – 2417106 ಫ್ಯಾಕ್ಸ್ ನಂ: 0821 – 2417105 <u>e-mail:fa@cescmysore.org</u> CIN:U40109KA2004SGCO35177



ನಿಗಮ ಕಾರ್ಯಾಲಯ, ನಂ.29, ವಿಜಯ ನಗರ 2ನೇ ಹಂತ, ಹಿನಕಲ್, ಮೈಸೂರು.570017.

ಕ್ರಮಾಂಕ:ಮುಆಅ/ಪ್ರವ್ಯ(ಲೆ&ಸಂ)/ಉಪ್ರವ್ಯ(ತೆರಿಗೆ)/ಸಪ್ರವ್ಯ(ತೆ)/17-18/ Cy S - 117-9 ದಿನಾಂಕ: ಲಗತ್ತು:31ಪ್ರತಿ 2 6 DEC 2017

ಗೆ,

ಮುಖ್ಯ ಇಂಜಿನಿಯರ್ (ವಿ) ವಲಯ ಕಛೇರಿ, ಎಲ್ಲಾ ಅಧೀಕ್ಷಕ ಇಂಜಿನಿಯರ್(ವಿ), ಕಾ ಮತ್ತು ಪಾ ವೃತ್ತ, ಎಲ್ಲಾ ಕಾರ್ಯನಿರ್ವಾಹಕ ಇಂಜಿನಿಯರ್(ವಿ),ಕಾ ಮತ್ತು ಪಾ ವಿಭಾಗ, ಸಹಾಯಕ ಪ್ರಧಾನ ವ್ಯವಸ್ಥಾಪಕರು (ಆಂ ನಿ) ನಿಗಮ ಕಛೇರಿ, ಚಾವಿಸನಿನಿ.

₹೧ನ್ಯರೆ,

ವಿಷಯ:–ಮಾಸಿಕ ಜಿ.ಎಸ್.ಟ ವಿವರಗಳನ್ನು ಕೇದ್ರೀಕೃತವಾಗಿ ನಿಗಮ ಕಛೇರಿಯಲ್ಲ ನಿರ್ವಹಿಸಲು ಮಾಹಿತಿಯನ್ನು ನೀಡುವ ಬಗ್ಗೆ.

ಉಲ್ಲೇಖ:1)ಮುಆಅ/ಪ್ರವ್ಯ/ಉಪ್ರವ್ಯ(ಎ&ಆರ್)/ಸಪ್ರವ್ಯ(ತೆರಿಗೆ)/17–18/ಸಿವೈಎಸ್–540/ದಿನಾಂಕ:31.07.17.

- 2)ಮುಆಅ/ಪ್ರವ್ಯ/ಉಪ್ರವ್ಯ(ಎ&ಆರ್)/ಸಪ್ರವ್ಯ(ತೆರಿಗೆ)/17–18/ಸಿವೈಎಸ್–455/ದಿನಾಂಕ:21.07.17.
- 3)ಮುಆಅ/ಪ್ರವ್ಯ/ಉಪ್ರವ್ಯ(ಎ&ಆರ್)/ಸಪ್ರವ್ಯ(ತೆರಿಗೆ)/17–18/ಸಿವೈಎಸ್–431/ದಿನಾಂಕ:14.07.17.
- 4)ಮುಆಅ/ಪ್ರವ್ಯ/ಉಪ್ರವ್ಯ (ಎ&ಆರ್)/ಸಪ್ರವ್ಯ (ತೆರಿಗೆ)/17–18/ಸಿವೈಎಸ್–404/ದಿನಾಂಕ:07.07.17.
- 5)ಮುಆಅ/ಪ್ರವ್ಯ/ಉಪ್ರವ್ಯ(ಎ&ಆರ್)/ಸಪ್ರವ್ಯ(ತೆರಿಗೆ)/17–18/ಸಿವೈಎಸ್–940/ದಿನಾಂಕ:04.11.17.

ಜಿ.ಎಸ್.ಟ ಕಾಯ್ದೆಯಲ್ಲ "ಮಾರಾಟ" ಮತ್ತು "ಖರೀದಿ" ಎಂಬ ಶಬ್ದಗಳ ಬದಲಾಗಿ "ಪೂರೈಕೆ"(Supply) ಎಂಬ ಪ್ರ ಎ ಉಪಯೋಗಿಸಿದ್ದು, ನಿಗಮವು "ಸರಕು ಮತ್ತು ಸೇವೆಗಳ" ಖರೀದಿ ಅಥವಾ ಪಡೆದಲ್ಲ ಅದನ್ನು "ಒಳಮುಖ ಪೂರೈಕೆ" (Inward Supply) ಎಂದು ಕರೆಯಲ್ಪಡುತ್ತದೆ.

ಉದಾ: ಸಾಮಾಗ್ರಿಗಳಾದರೆ ಕಂಬಗಳ ಬರೀದಿ, ಪರಿವರ್ತಕರ ಬರೀದಿ ಇತ್ಯಾದಿಗಳು. ಸೇವೆಗಳಾದರೆ ಬಾಡಿಗೆ ವಾಹನಗಳ ಸೇವೆ ಪಡೆಯುವುದು, ವಕೀಲರ ಸೇವೆ ಪಡೆಯುವುದು ಇತ್ಯಾದಿಗಳು.

ಅದೇ ರೀತಿ ನಿಗಮವು ಸರಕು ಮತ್ತು ಸೇವೆಗಳನ್ನು ಗ್ರಾಹಕರಿಗೆ ಮಾರಾಟ ಮಾಡಿ/ನೀಡಿದಲ್ಲ "ಹೊರಮುಖ ಹೂರೈಕೆ" (Outward Supply) ಎಂದು ಕರೆಯಲ್ಪಡುತ್ತದೆ.

ಉದಾ: ಸಾಮಾಗ್ರಿಗಳಾದ ರದ್ದಿ ಕಂಬಗಳು, ರದ್ದಿ ಪರಿವರ್ತಕ, ರದ್ದಿ ಪೇಪರ್ ಮತ್ತು ಇತ್ಯದಿಗಳು ಮಾರಾಟ. ಸೇವೆಗಳಾದರೆ ಮೇಲ್ವಚಾರಣೆ ಶುಲ್ಳ, ಹೆಸರು ವರ್ಗಾವಣೆ ಸೇವೆ ಇತ್ಯಾದಿಗಳು.

ಈಗಾಗಲೇ ನಿಗಮ ಕಛೇರಿಯಲ್ಲ ಕೇಂದ್ರೀಕೃತವಾಗಿ ನಿರ್ವಹಿಸುತ್ತಿದ್ದು, ನಿಗಮದ ವಿವಿಧ ಕಛೇರಿಗಳಲ್ಲ ದೈನಂದಿನ ಕೆಲಸಗಳಂದ ಸಂಗ್ರಹವಾಗುವ ಮತ್ತು ಸರ್ಕಾರಕ್ಕೆ ಪಾವತಿ ಮಾಡಬೇಕಾದ ತೆರಿಗೆಗಳ ವಿವರಗಳನ್ನು ಸಲ್ಲಸಬೇಕಾಗಿರುತ್ತದೆ.

ಮ.ತಿ.ನೋ.

ಈ ಸಂಬಂಧ ಈ ಕೆಳಕಂಡ ನಮೂನೆಗಳನ್ನು ನೀಡಲಾಗಿರುತ್ತದೆ.

- 1).ಒಳಮುಖ ಪೂರೈಕೆ (Inward Supply) ಅಂದರೆ ಬರೀದಿಗಳಗೆ ಸಂಬಂಧಿಸಿದಂತೆ ಅನುಬಂಧ-1 ರಲ್ಲ ಲಗತ್ತಿಸಿರುವ ೨ ನಮೂನೆಗಳು.
- 2).ಹೊರಮುಖ ಪೂರೈಕೆ (Outward Supply) ಅಂದರೆ ನಿಗಮವು ಒದಗಿಸುವ ಸೇವೆಗಳಗೆ ಸಂಬಂಧಿಸಿದಂತೆ ನೀಡಬೇಕಾದ 12 ನಮೂನೆಗಳನ್ನು ಅನುಬಂಧ–2 ರಲ್ಲ ನೀಡಲಾಗಿದೆ.

ಮೇಲ್ಕಂಡ ಅನುಬಂಧಗಳ ಮೊದಲ ಪದಗಳಲ್ಲ ನೀಡಲಾಗಿರುವ ನಿರ್ದೇಶನಗಳು ಅಂದರೆ ಪ್ರತಿ ಕಾಲಂಗಳಲ್ಲ ತುಂಬಬೇಕಾಗಿರುವ ವಿವರಗಳಗೆ ನೀಡಿರುವ ನಿರ್ದೇಶನಗಳನ್ನು ಅಭ್ಯಸಿಸಿ ಅದರಂತೆ ಕ್ರಮವಹಿಸುವುದು. ಮತ್ತು ತಮ್ಮ ಅಧೀನ ಸಿಬ್ಬಂದಿಗಳಗೂ ಸಹ ಇದರ ಬಗ್ಗೆ ತರಬೇತಿಯನ್ನು ನೀಡತಕ್ಕದ್ದು. ಹಾಗೂ ಸಕಾಲದಲ್ಲ Hard copy, Soft copy ಮಾಹಿತಿಯನ್ನು ಮತ್ತು ಆಂತರಿಕ ತಪಾಸಣೆಗೆ ಒಳಪಡಿಸುವುದು ತಪ್ಪಿದಲ್ಲ ಸಂಬಂಧಿಸಿದ ಅಧಿಕಾರಿ/ನೌಕರರೇ ನೇರ ಹೊಣೆಗಾರರಾಗುತ್ತಾರೆ.

ತಮ್ಮ ವಿಶ್ವಾಸಿ, ಮುಖ್ಯ ಆಥಿಯ ಅಧಿಕಾರಿ.. Thward Supply

		CHAMUNDESHWARI ELECTRICITY SUPPLY CORPORATION LIMITED, MYSURU										
	General Instruction	s-Inward Cupply										
1	Total Nine Annexures r	namely:										
····	Annexture-01	Statement showing the Purchase of Goods from Registered Dealer by CESC.										
	Annexture-02	Statement showing the Obtaining Services from Registered Dealer by CESC.										
	Annexture-03	Statement showing the purchase of Goods from Unregistered Dealer by CESC.										
	Annexture-04	Statement showing Obtaining Services from Unregistered Dealer by CESC.										
	Annexture-05	Statement showing the Goods Purchased from Component Dealer by CESC.										
	Annexture-06	Statement showing the Obtaining Servicess from Component Dealer by CESC.										
	Annexture-07 Statement showing the purchase of Goods & Services (Inward Supply of Service) under Reverse Charge Mechanisum, nil rated, excempted and non GST items by CESC.											
	Annexture-08 Sales Statement of Material sold for Total Turnkey Project by CESC.											
	Annexture-08 Sales Statement of Material Sold for Total Turnkey Project by CESC. Annexture-09 Statement showing the purchase of Goods or Services for Total Turnkey Contracts by CESC.											
2	All the columns shall be	filed properly without leaving/ignoring any column.										
3	Before filing GST No. o	f the Suppliers or purchaser, Check that the registration is active on the date of the invoice and accuracy of the GST No from GST portal.										
4	Address of the supplier	or purchaser shall be filed properly without any mistakes.										
5	HSN/SAC Code shall b	e mentioned only as per the GST Tariff.										
6	Enter the invoice numb	er of Invoices, issued to registered recipients. Ensure that the format is alpha-numeric with allowed special characters of slash(/) and dash(-). The total number of characters should not be more than 16.										
7	Rate of the tax and amo	ount of the tax shall be tallied. And Enter the combined (State tax + Central tax) or the integrated tax, as applicable.										
8	Invoice Amount before	GST and after GST shall be talled and Ensure that calculated Tax amount is correct.										
9	Description of the good	s or services , and Invoice date shall be mentioned properly.										
10	Enter date of invoice in	DD-MMM-YYYY, format E.g. 24-May-2017.										
11	Goods or Services und	er the reverse charge mechanism detaits shall be furnished without leaving any transactions.										
12	nward and outward Goods details and Services details shall be furnished separately and the details shall be furnished Division office/Section office/Accounting units wise by the O&M Divisions.											
13	The concerned Circle DCS's shall monitor the furnishing of the details to the corporate office for their respective Divisions, and shall ensure the correctness of the data before sending to the corporate office.											
14	An separate register shall be maintained at the Accounting unit level for the GST receipts and payments.											
15	Any falls/incorrect GST Registration No./ GST Amount/Invoice No. and date Etc., if any ,furnished by the accounting units, concerned officials shall be held responsible.											
16	Any clarifications, if req	uired or discrepancies if any found , shall be bring in to the notice of the CFO Section of the Corporate office.										

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									Stater	nent show	ing the pure	hase of Goods fr		red Deale	er for the m	onth of :								
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S.N	Name of the Supplier	Place	GST NO	Description of the Material	HSN Code	Receipt voucher No	Receipt voucher date	P.O / Award Number	Qty	Invoice No	Invoice Date	Nett Purchase Before Tax								TOTAL Bill	E-WAY BILL NO	PAYMENT DETAILS	TDS Deducted %	TDS Amou
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s.n	Name of the Supplier	Place		Description of the Service			Receipt voucher date	P.O / Award Number	Qty	Invoice No	Invoice Date	Nett Purchase Before Tax		CGST Amout	SGST %	COST		IGST Amout			E-WAY BILL NO	PAYMENT DETAILS	TDS Deducte d %	TDS Amou
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								Sta	tement :	showing ti	ne Purcha	se of Goods f	rom UnRegiste:	red Dealer for	the month	of:								
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Anne	are-03											Total Net	- Unitees	Total	1.5.15		12460.73	Total CGST 0.00	100	Total SGST 0,00		Total IGST 0		Tatal TDS 0
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male	THEO-114		s * .					ing Page 19																	
												Total Net Amount	Other Charges	Tojal					Total CGST		Total SGST		Total IGST		Total TDS
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		12.4	COT	Description	SAC	Receipt	Receipt	P.O / Award	german de er en e	Invoice	Invoice	Nett	OTHER	TOTAL BIR	E-WAY	PAYMEN	REMARK		Tax	payable u	nder Reverse o	harge		TDS Deducted	TDS
5.N	Name of the Supplier	Place	GST NO	of the Service		voucher No	voucher date	Number	Qty	No	Date	Purchase Before Tax	CHARGES	Amount			s	cest %	CGST Amount	SGST %	SGST Amount	IGST%	IGST Amount		Amoun
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CHAMUNDESHWARI ELECTRICITY SUPPLY CORPORATION LIMITED, MYSORE Statement showing the Goods Purchased from Component Dealer for the month of : Division:

	exure-05											Total Net Amount	Other Charges Total	Total				Total TDS
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5.N	Name of the Supplier	Place	GST NO	Description of the Material	HSN Code	Receipt voucher No	Receipt voucher date	P.O / Award Number	Qty	Invoice No	Invoice Date	Nett Purchase Before Tax	OTHER CHARGES	TOTAL Bill Amount	E-WAY BILL NO	PAYMEN T DETAILS	TDS Deducted %	TDS Amount
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							State	ment showi	ng the Obta	ining Ser	vicess from	Compon	ent Dealer fo	or the m	onth of :					
											<u>Division</u> :		e soulet Day in least to the		transmit aggreen fil	en ingestig skriver en de fer	STATION CLASSICS		an (A) Shakaran in	
Annex	ure-06																		المنافقة المراد المادات	
10 = 11 1 <u>11 1</u>			FAT PARTY						Bill Amount		Total CGST		Total SGST		Total IGST	Other Charges Total	Total			n e
		te remain							0		0	77.77	0		0	្រែ	0			
S.N	Sale Invoice No	lnv Date	GST NO	Name of the Buyer		HSN Code No	Descriptio n of the Commodit y Sold	P.O / Award Number	BILL AMOUNT		CGST Amout	SGST %			iGST Amout	OTHER CHARGES		E-WAY BILL NO	PAYMENT DETAILS	REMARKS
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Annestre - 07

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		Stat	ement sh	owing the	e purchas	e of Good	ls & Services (Inwar	d Supply of	Service) u	nder Reverse	Charge M	echanisum, n	il rated,	excempted and	d non GST items	s for the mor	tn or :		
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				×						Total CGST		Total SGST		Total IGST	Charges	Total			
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S.N	Sale Involce No	Inv Date	GST NO	Name of the Buyer	Place	SAC Code	Supervision / Technical	P.O / Award Number	CGST %	CGST Amout	SGST %	SGST Amout	IGST %	IGST Amout	OTHER CHARGES	TOTAL		PAYMENT DETAILS	
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Anaestre-8

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					_			Sales Staten	ent of Mate	riai sold	for Total Turn Division:	key Proj	ect for the m	onth of :						
Annex	rc-08																			
									Bill Amount		Total CGST		Total SGST	(iv.	Total IGST	Other Charges Total	Total			
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S.N	Sale Invoice No	Inv Date	GST NO	Name of the Buyer	Place	HSN Code No	Description of the Commodity Sold	P.O / Award Number	BILL AMOUNT	CGST %	CGST Amout	sgst %	SGST Amout	IGST %	IGST Amout	OTHER CHARGES	TOTAL	E-WAY BILL NO	PAYME NT DETAIL S	REMARKS
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								Statement	showi	ng the pu	rchase o	f Goods or Servic		tal Turnkey C	ontracts	for the mont	n of :							
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, N	Name of the Supplier	Place	GST NO	Description of the Material	HSN / SAC Code	Receipt voucher No	Receipt voucher date	P.O / Award Number	Qty	Invoice No	Invoice Date	Nett Purchase Before Tax	CGST %	CGST Amout	5GST%	SGST Amout	1GST %	IGST Amout	OTHER CHARGES	TOTAL Bill Amount	E-WAY	PAYMEN T DETAILS	TD\$ Deducted %	TDS Amount
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CHAMUNDESHWARI ELECTRICITY SUPPLY CORPORATION LIMITED, MYSURU

General Instructions - Outward Rupply

<u>SL.No</u>	Worksheet Name	Reference	Field name	Help Instruction
			Detai	ils of invoices of Taxable supplies made to other registered taxpayers
			1. GSTIN/UIN of Recipient	Enter the GSTIN or UIN of the receiver. E.g. 05AEJPP8087R1ZF. Check that the registration is active on the date of the invoice from GST portal
			2. Invoice number	Enter the Invoice number of invoices issued to registered recipients. Ensure that the format is alpha-numeric with allowed special characters of slash(/) and dash(-) .The total number of characters should not be more than 16.
			3. Invoice Date	Enter date of invoice in DD-MMM-YYYY. E.g. 24-May-2017.
	į		4. Invoice value	Enter the total value indicated in the invoice of the supplied goods or services- with 2 decimal Digits.
1	<u>b2b</u>	B2B Supplies	5. Place of Supply(POS)	Select the code of the state from drop down list for the place of supply.
			6. Reverse Charge	Please select Y or N , if the supplies/services are subject to tax as per reverse charge mechanism.
		1	7. Invoice Type	Select from the dropdown whether the supply is regular, or to a SEZ unit/developer with or without payment of tax or deemed export.
			8. E-Commerce GSTIN	Please select Y or N , if the supplies/services are subject to tax as per reverse charge mechanism.
			9. Rate	Enter the combined (State tax + Central tax) or the integrated tax, as applicable.
			10. Taxable Value	Enter the taxable value of the supplied goods or services for each rate line item - with 2 decimal Digits, The taxable value has to be computed as per GST valuation provisions.
	;		11. Cess Amount	Enter the total Cess amount collected/payable.
			a)The p	Invoices for Taxable outward supplies to consumers where lace of supply is outside the state where the supplier is registered and b)The total invoice value is more that Rs 2,50,000

				1. Invoice number	Enter the Invoice number of invoices issued to Unregistered Recipient of the other State with invoice value more than 2.5 lakh. Ensure that the format is alpha-numeric with allowed special characters of slash(/) and dash(-) with maximum length of 16 characters.
:				2. Invoice Date	Enter date of invoice in DD-MMM-YYYY. E.g. 24-May-2017.
		:	:	3. Invoice value	Invoice value should be more than Rs 250,000 and up to two decimal digits.
	2	<u>b2cl</u>	B2C Large	4. Place of Supply(POS)	Select the code of the state from drop down list for the applicable place of supply.
				5. Rate	Enter the combined (State tax + Central tax) or the integrated tax rate, as applicable.
				6. Taxable Value	Enter the taxable value of the supplied goods or services for each rate line item -2 decimal digits, The taxable value has to be computed as per GST valuation provisions.
				7. Cess Amount	Enter the total Cess amount collected/payable.
				8. E-Commerce GSTIN	Enter the GSTIN of the e-commerce company if the supplies are made through an e- Commerce operator.
				9. GSTIN/UIN of Recipient	Enter the GSTIN or UIN of the receiver. E.g. 05AEJPP8087R1ZF. Check that the registration is active on the date of the invoice from GST portal
				Supplie	s made to consumers and unregistered persons of the following nature a) Intra-State: any value b) Inter-State: Invoice value Rs 2.5 lakh or less
				1. Туре	In the Typecolumn, enterEif the supply is done through E-Commerce or else enterOE(other than E-commerce).
				2. Place of Supply(POS)	Select the code of the state from drop down list for the applicable place of supply.
	3	b2cs	B2C	3. Rate	Enter the combined (State tax + Central tax) or the integrated tax rate.
	•	<u>0263</u>	Small	4. Taxable Value	Enter the taxable value of the supplied goods or services for each rate line item -2 decimal Digits, The taxable value has to be computed as per GST valuation provisions.
				5. Cess Amount	Enter the total Cess amount collected/payable.
				6. E-Commerce GSTIN	Enter the GSTIN of the e-commerce company if the supplies are made through an e- Commerce operator.

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			7. GSTIN/UIN of Recipient	Enter the GSTIN or UIN of the receiver. E.g. 05AEJPP8087R1ZF. Check that the registration is active on the date of the invoice from GST portal
			note issued against	fund vouchersissued to the registered taxpayers during the tax period. Debit or credit invoice will be reported here against original invoice, hence fill the details of original which was furnished in B2B,B2CL section of earlier/current period tax period.
			1. GSTIN/UIN	Receiver GSTIN/UIN
			2. Invoice/Advance Receipt Number	Enter original invoice number Reported in B2B section of earlier period/current tax period or pre-GST period against which credit/debit note is issued. Incase of refund voucher please enter the related advance receipt voucher number.
			Invoice/Advance Receipt date	Enter the original invoice/advance receipt date in DD-MMM-YYYY. E.g. 24-May-2017.
-			4. Note/Refund Voucher Number	Enter the credit/debit note number or the refund voucher number. Ensure that the format is alpha-numeric with allowed special characters of slash(/) and dash(-) of maximum length of 16 characters.
			5. Note/ Refund Voucher date	Enter credit/debit note/Refund voucher date in DD-MMM-YYYY. E.g. 24-May-2017.
4	<u>cdnr</u>	Credit/ Debit	6. Document Type	In the document Typecolumn, enter "D" if the note is Debit note, enter "C" if note is credit note or enter "R" for refund voucher.
		Note	7. Reason For Issuing document	Select the applicable reason for issue of the document.
			8. Place of Supply	Declare the place of supply based on the original document.
			9. Note/Refund Voucher value	Amount should be with only up to 2 decimal digits.
			10. Rate	Enter the combined (State tax + Central tax) or the integrated tax.
			11.Taxable value	Enter the taxable value of the supplied goods or services for each rate line item -2 decimal Digits, The taxable value has to be computed as per GST valuation provisions.
		:	12. Cess Amount	Enter the total Cess amount.
			13. Pre GST	Select whether the credit/debit note is related to pre-GST supplies.
	 •		Credit/ Debit Notes/Re	fund vouchers issued to the unregistered persons against interstate invoice value is more than Rs 2.5 lakh

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				1. UR Type	Select the type of supply to Unregistered Taxpayers (UR) against which the document has been issued."EXP" For export invoices/"B2CL" for supplies to consumers.
			-	2. Note/Refund Voucher Number	Enter the credit/debit note number or the refund voucher number. Ensure that the format is alpha-numeric with allowed special characters of slash(/) and dash(-) of maximum length of 16 characters.
				3. Note/ Refund Voucher date	Enter credit/debit note/Refund voucher date in DD-MMM-YYYY. E.g. 24-May-2017.
				4. Document Type	In the document Typecolumn, enter "D" if the note is Debit note, enter "C" if note is credit note or enter "R" for refund voucher.
			l Cunditi	5. Invoice/Advance Receipt Number	Enter original invoice number Reported in B2B section of earlier period/current tax period or pre-GST Period against which credit/debit note is issued. Incase of refund voucher please enter the related advance receipt voucher number.
	5	<u>cdnur</u>	Note for	6. Invoice/Advance Receipt date	Enter the original invoice/advance receipt date in DD-MMM-YYYY. E.g. 24-May-2017.
			red Persons	7. Reason For Issuing document	Select the applicable reason for issue of the document from the dropdown.
				8. Place of Supply	Declare the place of supply based on the original document.
				9. Note/Refund Voucher value	Amount should be up to 2 decimal digits.
				10. Rate	Enter the combined (State tax + Central tax) or the integrated tax rate.
				11.Taxable value	Enter the taxable value of the supplied goods or services for each rate line item -up to 2 decimal Digits, The taxable value has to be computed as per GST valuation provisions.
İ				12. Cess Amount	Enter the total Cess amount.
				13. Pre GST	Select whether the credit/debit note is related to pre-GST supplies.
	-			Exports	s supplies including supplies to SEZ/SEZ Developer or deemed exports
				1.Export Type	In the Typecolumn, enterWPAYif the Export is with payment of tax or else enterWOPAY.
				2. Invoice number	Enter the Invoice number issued to the registered receiver. Ensure that the format is alphanumeric with allowed special characters of slash(/) and dash(-) with maximum length of sixteen characters.
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			3. Invoice Date	Enter date of invoice in DD-MMM-YYYY. E.g. 24-May-2017.
	aun	Evnort	4. Invoice value	Enter the invoice value of the goods or services- up to 2 decimal Digits.
6	<u>exp</u>	Export	5. Port Code	Enter the six digit code of port through which goods were exported. Please refer to the list of port codes available on the GST common portal.
			6 Shipping Bill Number	Enter the unique reference number of shipping bill. This information if not available at the timing of submitting the return the same may be left blank and provided later.
			7. Shipping Bill Date	Enter date of shipping bill in DD-MMM-YYYY. E.g. 24-May-2017.
			9. Rate	Enter the applicable integrated tax rate.
			10. Taxable Value	Enter the taxable value of the supplied goods or services for each rate line item -up to 2 decimal Digits, The taxable value has to be computed as per GST valuation provisions.
			Tax liability arising on a	ccount of receipt of consideration for which invoices have not been issued in the same tax period.
			1. Place of Supply(POS)	Select the code of the state from drop down list for the place of supply.
		Tax liability	2. Rate	Enter the combined (State tax + Central tax) or the integrated tax rate.
7	<u>at</u>	on advances	Gross advance received	Enter the amount of advance received excluding the tax portion.
			4. Cess Amount	Enter the total Cess amount collected/payable.
			5. GSTIN/UIN of Recipient	Enter the GSTIN or UIN of the receiver. E.g. 05AEJPP8087R1ZF. Check that the registration is active on the date of the invoice from GST portal
			Adjustment of tax liabi	lity for tax already paid on advance receipt of consideration and invoices issued in the current period for the supplies.
			1. Place of Supply(POS)	Select the code of the state from drop down list for the place of supply.
		7 14 7 4111-1	2. Rate	Enter the combined (State tax + Central tax) or the integrated tax rate.
8	<u>atadi</u>	adjustme nts	Gross advance adjusted	Enter the amount of advance on which has tax has already been paid in earlier tax period and invoices are declared during this tax period.

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			4. Cess Amount	Enter the total Cess amount to be adjusted
			5. GSTIN/UIN of Recipient	Enter the GSTIN or UIN of the receiver. E.g. 05AEJPP8087R1ZF. Check that the registration is active on the date of the invoice from GST portal
			Details o	f Nil Rated, Exempted and Non GST Supplies made during the tax period
			1. Description	Indicates the type of supply.
<u>9</u>	<u>exemp</u>	Nil Rated, Exempted and Non GST	2.Nil rated supplies	Declare the value of supplies made under the "Nil rated" category for the supply type selected in 1. above. The amount to be declared here should exclude amount already declared in B2B and B2CL table as line items in tax invoice.
		supplies	3.Exempted (Other than Nil rated/non- GST supply)	Declare the value of supplies made under the "Exempted "category for the supply type selected in 1. above.
!			4.Non GST Supplies	Declare the value of supplies made under the "Non GST" category for the supply type selected in 1. above. This column is to capture all the supplies made by the taxpayer which are out of the purview of GST
			нѕ	N wise summary of goods /services supplied during the tax period
			1. HSN	Enter the HSN Code for the supplied goods or Services. Minimum digit required to be mentioned in the tax invoice and consequently to be reported is as follows.
			2. Description	Enter the description of the supplied goods or Services. Description becomes a mandatory field if HSN code is not provided above.
			3. UQC	Select the applicable Unit Quantity Code from the drop down.
			4. Total Quantity	Enter the total quantity of the supplied goods or Services- up to 2 decimal Digits.
10	<u>hsn</u>	HSN Summary	5. Total Value	Enter the invoice value of the goods or services-up to 2 decimal Digits.
			6. Taxable Value	Enter the total taxable value of the supplied goods or services- up to 2 decimal Digits.
			7. Integrated Tax Amount	Enter the total Integrated tax amount collected/payable.
			8. Central Tax Amount	Enter the total Central tax amount collected/payable.

			9. State/UT Tax Amount	Enter the total State/UT tax amount collected/payable.
		ĺ	10. Cess Amount	Enter the total Cess amount collected/payable.
·		-	Detai	ils of various documents issued by the taxpayer during the tax period
	·		Nature of Document	Select the applicable document type from the drop down.
			2. Sr. No From	Enter the invoice/document series start number.
11	<u>docs</u>	Documen ts issued	3. Sr. No To	Enter the invoice/document series end number.
			5.Total Number	Enter the total no of documents in this particular series.
			6.Cancelled	No of documents cancelled in the particular series.
		ş <u>.</u>	Comi	mon mistakes in filling Excel template

- 2. Duplication of invoices with the same tax rate shouldn't be there-otherwise System throws error as "Non duplicated invoices were added & these invoices are duplicated" at the time of import.
- 3. Amount should be only up to 2 decimal digits
- 4 Ensure that filling of excel should be strictly as per sample data to avoid errors.
- 5. Copy paste data from the excel template not including the header rows 1 to 4 will throw an error.
- 6. The work sheet name in the excel file of return data prepared by the return preparer should be the same as mentioned in the sample excel template.
- 7. Master data sheet provides the inputs allowed in the mentioned data field. Inputs in the master data sheet have been used for the drop down lists in the worksheets.

Special Instructions 1) To facilitate the declaration of date in the specified format "dd-mmm-yyyy", ensure the system date format of your computer is "dd/mm/yyyy or dd-mmуууу". 2) For invoices containing multiple line items invoice level details like GSTIN/UIN, Invoice Number, Invoice Date and Place of Supply should be repeated for all the line items, in the absence of the same system will not accept those items 3) Taxable Value, Rate and cess amount as applicable to the line items may be different in the same invoice. 4) On successful import of the data from the excel file to the offline utility tool, the tool takes care of proper placement of the same in the return format 5) In the worksheets on the combined (central tax+state tax) tax or integrated tax rate has to be mentioned. The java tool will calculate the central tax, state tax or integrated tax. The tax payer can edit these amounts in the java tool if the collected value is different. 6) In this first version worksheets are not being provided for uploading amendment details as these are not expected in the first GST return. Those will be provided in the next version. 7) In the top of each excel worksheet, there is a summary row which gives the count or total of the key columns to help in reconciliation. 8) The worksheets for furnishing exempt supplies details and issued documents details are being provided in this excel workbook template however the data cannot be imported from the excel to the java tool in this version. The tax payer can enter the few exempt supplies detail values and details of documents issued directly in the screens available in the java tool. 9) The worksheets have some data as example. Please delete the data from all worksheets before use. 10) The number mentioned in bracket in the top most row in each data entry worksheet refer to the corresponding table number in the notified GSTR 1 format. For example in b2b worksheet "Summary For B2B(4)" here "4" refers to the table number 4 of GSTR 1 format. 11) This excel workbook template works best with Microsoft Excel 2007 and above. 12) Ensure that there are no stray entries in any cell of the sheets other than return related declaration under the indicated column headers. Term/ Acronym Description

GSTIN	Goods and Services Taxpayer Identification Number	g till det i stretter til skrivet om av til en travetera et av st en skrivet skrivet skrivet skrivet skrivet skrivet skrivet skrivet skrivet skrivet skrivet skrivet skrivet skri e state skrivet skrivet skrivet skrivet skrivet skrivet skrivet skrivet skrivet skrivet skrivet skrivet skrive		engger om i seminer, i menene, i ha hande i de le Ostile 19, 20 e e e e e e e e e e e e e e e e e e	ganner vanneren i jose transver al veter i terre e i Berlinder i josephila i jose transver i jose e i serie e i serie e i	eg i i i i i i i i i i i i i i i i i i i	Richard State Angeles and American Country of the C
GSTN	Goods and Services Tax Network		* 55 - 958-000 - 657-			Control of the contro	Pakita jisha 186a
HSN	Harmonized System of Nomenclature	Salar Mariner, et elementation est al est al est al est al est al est al est al est al est al est al est al est		eng francisco y a classificações y con a moistico combinad commentativa.	Copper Colored Service (Colored Colored	A constant of the constant of	
B2B	Registered Business to Registered Business		The state of the s	and the state of t	and the second s	ill ill ill ill ill ill ill ill	
B2C	Registered Business to Unregistered Consumer	indergrade menggen i seria (inneren erentemiska firfika 1800 syaliste sprint Innere 1800 av seria seria seria seria seria seria seria seria seria seria seria seria seria seria seria seria	Control of the Section of the Sectio	er geringen in der geringen in	go saar yaa ahaan waxay ka haranda ka ayaa baa'a ha ahaa ahaa ahaa ahaa ahaa aha	The state of the s	County Interior Comments Assetting to the
POS	Place of Supply of Goods or Services - State code to be mentioned				2008-1210 oz 5 0 októby, któr 2012-1110 – 11 i szál 1	STATE OF THE STATE	The desired in the second seco
UIN	Unique Identity Number						A CONTRACTOR OF THE CONTRACTOR
GSTR1	GST Return 1	militat (1995) e de militar accidencada una esta en estabación de la colonia de estabación de la colonia de es					Million Colors of Process (19 and 19
GST	Goods and Services Tax			100 - 100 -	distance and control to the behavior of the state of the	e de la companya del companya de la companya del companya de la co	Agentical Colonial State of the
UQC	Unit Quantity Code	Mar. Johnstein and Mar. Andrews	The state of the s		SSEEN WARREST OF FORWARD WAR WHELVE	an i solojini wakozi, wako wakaziwa kikali instituti kikali instituti kikali instituti kikali instituti kikali	Salar and a second seco

D B2B Supplies -

Company that we are to see the first management of the company that the company of the company o		CANCERS, R. ROCKSWITT, 169ac			
	Details of Involces of Taxable supplies πade	to other registered taxpayers		والمناوات والمساول والمناوات والمناوات والمناوات والمناوات	
		Total Taxable Value Tatal Co.			
No. of Recipients No. of Invoices Total Invoice Value				0.00	0.00
1 0.00		0.00 0.	00.00	0.00 0.00	0.001

GSTIN/UIN of Recipient	Invoice Number	Invoice date	Invoice Value	Place Of Supply (Name of the Section/Accounting Unit)	Reverse Charge	Invoice Type	E-Conimerce GSTIN	Raie	Taxable Value	Cess Amount	CGST Tax Rate	CGST Tax Amoun t	SGST Tax Rate	SGST Tax Amoun	IGST Tax Rate	IGST Tax Amoun	Total Tax Amoun	Discrip tion of the goods/s ervices	HSN code	Remar
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2) B266L

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		a)The	place of sup b)Ti	ply is outsi ie total invo	de the state lice value is	where the suppl more that Rs 2,5	ier is re 60,000	gistered	and				
No. of Invoices	Total Inv Value	Tot	al Taxable Vi		And the second s								
1	0.00		0.00	0.00				0.00		0.00	 0.00	0.00	

Invoice Number	Invoice date	Invoice Value	Place Of Supply (Name of the Section/Accounting Unit)	Rate	Taxable- Value	Cess Amount	E-Commerce	GSTIN/UIN of Recipient	CGST Tax Rate	CGST Tax Amoun	SGST Tax Rate	SGST Tax Amoun t	»IGST Tax Rate	IGST Tax Amoun t	Total Tax Amoun	Discrip tion of the goods/s ervices	HSN code	Remarks
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3) B2CSmall

Supplies n		umers and unregistered p a) Intra-State: any va r-State: Invoice value Rs 2	ue	ng nature			
Total Taxable Value	Maraga 11242 Ra		0.00	0.00	0.0	0.00	

Type	Place Of Supply (Name of the Section/Accounting Unit)	Rate	Taxable Yalue	Cess Amount	E- Commerce GSTIN	GSTIN/UIN of Recipient	CGST Tax Rate	CGST Tax Amoun t	SGST Tax Rate	SGST Tax Amoun t	IGST Tax Rate	IGST Tax Amoun t	Total Tax Amoun t	Discrip tion of the goods/s ervices	HSN code	Rema rks
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4) Credit/Debit Not

Credit/ Debit Notes/Refund vouchersissued to the registered taxpayers during the tax period. Debit or credit note issued against invoice will be reported here against original invoice, hence till the details of original invoice also which was furnished in B2B,B2CL section of earlier/current period tax period.

	No. of Invoices		No. of Notes/Vouchers		建 基本人。第		Total N	lote/Refund Vouche	r Value	tal Taxable Va	Total Cess	
and the second second second	0	ter transfer out to the a fight and a second	0	Marin Marin Colonia del Sacratorio del Sagrado Sacratorio				00.00		U.UU	0.00	7
STIN/UIN of Reciplent #	Invoice/Advance	Invoice/Advance	Note/Refund Voucher	Note/Refund Voucher	Document Type	Reason For Issuing	Place Of Supply	Note/Refund Voucher Value	Rate	Taxable i Value	Cess Amounts	Pre GS
												
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5) Credit (Debit Not for URD

	No. of Notes/Vouchers			No. of Invoices				Total Note Value		2.5 lakh Total Taxable Value	·Total Cess	
No. of the least of the	<u></u>	annes de la companya de la companya de la companya de la companya de la companya de la companya de la companya		(
JR Type	Note/Refund Voucher	Note/Refund Voucher	Document Tyne	Invoice/Advance Receipt Number	Invoice/Advance	Reason For Issuing	Place Of Supply	Note/Refund Voucher Value	Rate	Taxable Value	Cess Amount	Pre GS
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6) Export

Exports supplies including supplies to SEZ/SEZ Developer or deemed exports											
	No. of Invoices		Total Invoice Value		No. of Shipping Bill			Total Taxable Value			
to the second of the second se	O	ik yayan sayan makanta Masa kabilatan kenin meterbisik	0.00		0			0.00			
Export Types	Invoice Number	Invoice date	Minvoice Value	Port Code	Shipping Bill Number	Shipping Bill Date	Rate	Taxable Value			
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7) Tay GabiGty on Advances

22									
-	Tax liability				THE R. P. LEWIS CO., LANSING, MICH.				
22				TO COMO	A A MARKETINE		IAN INVAL	JAY-31 ALA 17	
	 	14 18 - 14 4 4 4 4 1 2 1 4 1 1 1	alma 《의 H 의 III				1 (4 	内。中华山西山下中 和7	4-2 IL-1 18
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4.			ssued in						
144						والتحالين المراجعة			المستحدث المستحدة

		Total Advance Received	Total Cess	
	alian di salika di katangan kanan 0.00	0.00		
Place Of Supply	Rate-	Gross Advance Received	Cess Amount	GSTIN/UIN of Recipien
	· 			

8) Aduance Adjustment

Adjustment of tax liability for tax already paid on advance receipt of consideration and invoices issued in the current period for the supplies.

	1			
		Total Advance Adjusted	Total Cess	
MANAGORIA I-GRANING PANGOS SINGAR JUNG BRANING SINGAR SINGAR JUNG BRANING SINGAR SINGAR JUNG BRANING SINGAR SINGAR SINGAR SINGAR SINGAR SINGAR SINGAR SINGAR SINGAR SINGAR SINGAR SINGAR S	Paramile similar	0.00		
Place Of Supply*	Rate	Gross Advance Adjusted	Cess Amount	GSTIN/UIN of Recipient

a) Will rated, Exempted 6, Rom Cr. Supplies

Details of Nil Rated, Exempted and Non GST Supplies made during the tax period										
	Total Nil Rated Supplies	Total Exempted Supplies	Total Non-GST Supplies							
The conditional of the Secretary and the Secretary and the Conditional Condition of the Secretary and Conditional Conditions and the Secretary and Conditional Conditions and Conditional Conditional Conditions and Conditions and	0.00	0.00	0.00							
Description	Nil Rated Supplies	Exempted (other than nil) rated/non GST supply)	Non-GST supplies							
		·								

10) HIN wise Summary of good/senery

			HSN wise	summary of	goods /services s	upplied during the tax p	eriod		
No. of HSN				Total Value	otal Taxable Valu	Total Integrated Tax	Total Central Tax	Total State/UT Tax	Total Cess
1			(Charles of the parties of the parti	0.00	0.00	0.00	0.00	0.00	
HSN ₂	¿ Description	2.a⊗uQC - :	Total Quantity	Total Value	Taxable Value	Integrated Tax Amount	Central Tax Amount	State/UT Tax Amount	Cess Amount
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Details of various documents issued by the taxpayer during the tax period											
			Total Number	Total Cancelled							
			0	0							
Nature of Document	Sr. No. From	Sr. NoTo	Total Number	Cancelled							
	<u> </u>										
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"UQC	Export Type	Reverse Charge/Provision al Assessment	Note Type	Type	Tax Rate	POS	Invoice Type	Reason For Issuing Note:	Nature of Document	UR Type
		·								
			-							