

APPENDIX-2

Sr. No	Particulars for 'Input Invoice'
1	Name and registered address of the supplier
2	GST registration number of supplier
3	Name of BSNL entity
4	'Bill to' and 'Ship to' address of BSNL
5	GST registration number of BSNL
6	Date of invoice
7	Invoice Number
8	Place of Supply (including state)
9	Type of Tax (CGST, SGST and IGST)
10	Rate of Tax
11	Value of goods / service and type / rate / amount of Tax should be separately mentioned
12	Quantity of goods
13	Total value of invoice
14	Description of Supply of goods / service
15	HSN Code in case of goods
16	Accounting Code in case of service
17	In case invoice has more than one tax rates, rate of tax and amount of tax for each supply should be mentioned separately.

Sr. No	Particulars for 'Receipt Voucher'
1	Name and registered address of the supplier
2	GST registration number of supplier
3	Name of BSNL entity
4	'Bill to' and 'Ship to' address of BSNL
5	GST registration number of BSNL
6	Date of document issued
7	Document Number
8	Place of Supply (including state)
9	Amount of advance taken
10	Type of Tax (CGST, SGST and IGST)
11	Rate of Tax
12	Quantity of goods
13	In case invoice has more than one tax rates, rate of tax and amount of tax for each supply should be mentioned separately.

Note:
 Invoice issued at a later stage against receipt voucher to mention this document number.
 Refund Voucher to be issued against the advances received if no supply is made and no invoice is raised.

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