

Billing Instruction for Suppliers

1. All the details such as party GSTIN, State of supply, place of supply Basic Value, GSD, TDS, invoice value to be fed correctly and these details should match with the GSTR return filed in GST portal. B2B document/screenshot to be attached along with Bills.
2. In case of amendment made in GSTR portal, amended GST B2B document to be submitted.
3. Recipient GSTIN starting with 32 for Kerala and 33 for Tamil Nadu to be ensured.
4. Please enclose R/Note which should be raised for the total quantity supplied.
5. Unit in numbers/sets/pairs etc., as per P.O have to be mentioned in the Invoice / Bill, Description of the material in full as per the P.O and R/Note with drawing number if any, has to be mentioned in the Invoice. The name of the consignee and particulars shown in P.O and the Invoice should be same. The Invoice quantity only is claimed for the payment to be ensured.
6. M.A to be obtained and enclosed with Bill. In case of any change in quantity/consignee and for the supply made beyond the delivery date (up to the actual date of supply)
7. If SD is submitted in the form of BG/FDR(BG format enclosed in tender), it may be ensured that the document is in favor of FA&CAO/S&W/PER (or concerned Accounting unit as per PO). Currency of the B.G to be ensured. The currency of the B.G should be at least 3 months beyond the delivery date (or extended delivery date).
8. Bill should not be admitted for the part quantity of invoice as duplicate bill will not be allowed.
9. Annual Aggregate Turnover declaration should be available.
10. In the case of bills with invoices more than 2 years old, Approval of Executive for condonation for the belated claim by the supplier to be furnished along with Bill.
11. PVC calculation should be enclosed with Bill duly incorporating indices as applicable in PO.
12. Input Tax Credit declaration form should be uploaded duly mentioning the correct invoice date and P.O. Number
 - ***" I hereby declare that all the benefits accruing on account of change of tax and any additional input tax credit (ITC benefit) shall be passed on the Railways"***
Declaration form shall be submitted in each bill
13. It should be correctly mentioned that whether the Firm under Composite Taxable scheme or not.