



Invoicing Guidelines for Suppliers of Goods and Services to The Promise Foundation

1. Background:

This document serves as a guideline for all Suppliers of goods or services to The Promise Foundation (The Foundation). These guidelines also apply to freelancers and consultants.

2. Relevant regulation – Suppliers who need to be registered for GST

- a. Resident taxable persons as defined by the GST Act supplying goods and services with a turnover in excess of Rs 20 Lakhs per annum must have comply with the [Section 22 \(1\) of the GST Act](#) by registering for GST.
- b. Casual Taxable Persons as defined in [Chapter 9 of the GST Act](#)
- c. Non Resident Taxable person as defined in [Chapter 8 of the GST Act](#)

If you fall outside the abovementioned list, please refer to the GST Act and / or consult with your tax consultant for your GST registration obligations.

3. When to produce a GST Invoice

If you are a GST registered business and have a valid GSTIN you are mandatorily required to create and provide the Foundation with a GST invoice for sales of any goods or the provision of service.

4. GST invoice format:

To comply with the GST Act a valid GST Invoice must include the following information:

- Date and invoice number
- Name of Customer
- Billing Address and Shipping Address of Customer
- GSTIN of Taxpayer and Customer (if required)
- Place of supply
- HSN Code (Harmonised System of Nomenclature Code)
- Taxable value / applicable discount

- GST rates and total GST charged including details of applicable CGST/SGST/IGST for the item
- Signature of the supplier

5. Sample Invoice Format

TAX INVOICE										
XYZ Enterprises						INVOICE DATE				
GSTIN						INVOICE NUMBER				
State										
PAN										
CUSTOMER NAME		BILLING ADDRESS				SHIPPING ADDRESS				
THE PROMISE FOUNDATION										
CUSTOMER GSTIN										
ITEMS / SERVICES SUPPLIED	HSN / Quantity	Rate / Item	Discount	Taxable Value	CGST	SGST / UTGST	CESS	TOTAL		
1. XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	
2.										
3.										
4.										
TOTAL										
								Total Taxable Value		
								Total Tax		
								Invoice Total		
TOTAL AMOUNT IN WORDS										
Authorised Signature										

6. Payment Terms

The Foundation follows standard payment terms which is 14 days from the date of receipt of invoice.

7. Mode of receipt of all invoices

Invoices need to be electronically delivered to the Foundation via email to the designated Foundation contact.

Gideon Arulmani
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