Invoice Creation on GeM

Product Orders

After clicking Generate Invoice Button on the Order Details page, once you reach the invoicing screen, kindly follow the below steps

1. **Upload the supporting E-Invoice/ Invoice Document (Supported File Format:.pdf (Max Size: 5 MB)**
2. **Enter the Invoice Details**
   - Seller Tax Invoice Number
   - Seller Tax Invoice Date
   - Select the Billing Address from the dropdown.
   - Date of dispatch
   - Mode of dispatch with the applicable related details for online, courier, transport & India Post modes.
   - Place of Supply i.e Buyer's or Consignee's Location from the dropdown
   - Place of Supply (State /UT Code) from the dropdown
   - GSTIN will be auto populated basis the selection of Place of Supply.
   - Supply Type i.e Inter-State or Intra-State from the dropdown
1. **Upload the E-way Bill if applicable (Supported File Format:.pdf (Max Size: 5 MB)**

Product Orders (Continued)

4. **Enter the Product related details**
   - Lot No. from the available dropdown (applicable only for staggered delivery orders)
   - Supplied Quantity
   -Unit Price shall be auto populated & is non editable (will be editable if PVC clause was enabled during bid creation)
   - On the basis of Supplied Quantity & Unit price, the Total shall be calculated by the system.
   - Taxable Amount - Calculate as $(((Total - Cess\ in\ Quantum)*100)/(100 + Tax\ Rate\ (\%) + Cess\ Rate\ (\%)))$ & enter in the field.
   - Tax Rate - Select the applicable tax rate from the dropdown
   - CGST/ SGST/ UTGST/ IGST/ GST/ - These fields will be calculated & auto populated by the system depending on the Tax Rate selection & Supply Type.
   - Rounding Off is auto calculated by the system & system allows this value to be between -1 to 1 for the user to proceed further with previewing invoice.
   - Cess Rate (%) - Enter the applicable cess rate %.
   - Cess Amount is auto calculated by the system
   - Cess in Quantum - Enter the applicable quantum cess value
   - Total Cess is auto calculated by the system.
   - HSN Code - Enter the applicable HSN code
   - GST UQ Name - Enter the applicable unit quantity name from the dropdown.

Product Orders (Continued)

5. **Click on the Preview button.**
6. **If all the details are correct, click on the declaration checkbox available at the bottom of the invoice**
7. **Click on Create.**

Service Orders

After clicking Generate Invoice Button on the Order Details page, once you reach the invoicing screen, kindly follow the below steps

1. **Upload the supporting E-Invoice/ Invoice Document (Supported File Format:.pdf (Max Size: 5 MB)**
2. **Upload the supporting document (Supported File Format:.pdf (Max Size: 5 MB)-** Supporting document can be any document related to the provided service. Eg. service log sheet, certification etc.
3. **Enter the Invoice Details**
   - Service Provider Tax Invoice Number
   - Seller Tax Invoice Date
   - Select the Billing Address from the dropdown.
   - Billing Start Date
   - Billing End Date
   - Place of Supply i.e Buyer's or Consignee's Location from the dropdown
   - Place of Supply (State /UT Code) from the dropdown
   - GSTIN will be auto populated basis the selection of Place of Supply.
   - Supply Type i.e Inter-State or Intra-State from the dropdown

4. **Enter the Service related details**
    - Select the checkbox next to the service name.
    - In some services which have multiple estimators involved in calculating the value, system helps to calculate the total amount when the related quantity estimator is entered & then clicked on "Calculate Amount" button.
    - Total (Excluding Add Ons) - if applicable for a service, Enter the total/ apportioned amount incl of taxes without Add on value.
    - Add on Related fields shall appear if Add ons are a part of the contract - Enter the respective value incl of Taxes. For some services, it shall be auto populated.
    - Service Non Delivery Deduction - Enter the applicable amount, enter 0 in case of no deduction.
    - Taxable Amount - Calculate as (((Total - Cess in Quantum)*100(/(100 + Tax Rate (%) + Cess Rate (%))). & enter in the field.
    - Tax Rate - Select the applicable tax rate from the dropdown
    - CGST/ SGST/ UTGST/ IGST/ GST/ - These fields will be calculated & auto populated by the system depending on the Tax Rate selection & Supply Type.
    - Rounding Off is auto calculated by the system & system allows this value to be between -1 to 1 for the user to proceed further with previewing invoice.
    - Cess Rate (%) - Enter the applicable cess rate %.
    - Cess Amount is auto calculated by the system
    - Cess in Quantum - Enter the applicable quantum cess value
    - Total Cess is auto calculated by the system.
    - SAC Code - Enter the applicable SAC code

Service Orders (Continued)

5. **Click on the Preview button.**
6. **If all the details are correct, click on the declaration checkbox available at the bottom of the invoice**
7. **Click on Create.**

Invoice Verification

Once an invoice is created, it needs to be verified before its sent to the buyer. To do the same, kindly follow the below steps

1. On the Order Details Page, click on "Shipment wise" view button.
2. Scroll down to the invoices list.
3. Click on the "Verify Document via OTP/ eSign/ DSC" button.
4. Select the desired verification method & complete the verification.
5. Once verified successfully, the invoice shall be sent to the buyer.

Designed by GeM Training