

GST Purchase Invoice Format for Service Providers

The **GST purchase invoice format** for service providers is designed to comply with tax regulations and includes essential details such as supplier and recipient information, invoice number, date, description of services, taxable value, and applicable GST rates. This format ensures accurate documentation for input tax credit claims and seamless record-keeping. Properly structured invoices help service providers maintain transparency and facilitate smooth GST filing processes.

Invoice Template:

Supplier Details													
Supplier Name:													
Supplier Address:													
GSTIN:													
Recipient Details													
Recipient Name:													
Recipient Address:													
GSTIN (if registered):													
Invoice Number													
Invoice Date													
Place of Supply													

Sr.No.	Description of Services	HSN/SAC	Quantity	Unit	Rate	Amount	Taxable Value	CGST (%)	CGST Amount	SGST/UTGST (%)	SGST/UTGST Amount	IGST (%)	IGST Amount
1													

Total Taxable Value	
Total GST	
Invoice Total	

Declaration:

Certified that the particulars given above are true and correct.

For (Supplier Name)

Authorised Signatory

Notes:

- HSN/SAC: Harmonized System of Nomenclature/Service Accounting Code
- Ensure all mandatory details as per GST rules are included.
- Retention of tax invoice is essential for input tax credit claims.