SHOPCLUES SHOPCLUES



Why Invoice?

Every registered supplier of goods and services must issue a tax invoice whenever there is a <u>supply of taxable</u> <u>goods and services</u>.





Invoice

- Tool used by the government to assess and calculate the valid taxes being imposed on the taxpayers
- The invoice is ascertained on the goods and service provided by the seller and is noted down in the tax file for future reference in the tax department.
- Goods and service tax (GST) in India is implementing a latest and revised format for invoicing
- This will facilitate you in overall computation of tax on all the invoiced goods and services.



Invoice must have

• A serial number of the invoice which is consecutive and consist of letters, numbers, special characters, or any combination respectively and is also unique for each and every financial year.

• State name and code are

- compulsory for interstate supply
- required if the recipient of goods/services is unregistered and the taxable value of goods or services supplied is Rs. 50,000 or more
- **GSTN/unique ID:** A GST identification number is necessary for the receiver
- HSN code is compulsorily for the goods and an Accounting code for the services supplied.
- Signature: Invoice needs to be signed by the Supplier or Authorized representative



HSN Codes and GST

- The tax payable under GST is dependent on the HSN code of the product
- There are different tax slabs in GST catering to the variety of Goods and Services and they are directly linked with the HSN codes
- It therefore becomes mandatory for the seller to link all their products with a HSN code
- Exception: For the seller whose annual turnover is <1.5 Crore, and he/she is not sure of correct HSN code, seller may select the tax rate



GST Invoice Service by ShopClues



To process an order, go to: Orders/Returns \rightarrow Fulfil Orders \rightarrow Order Fulfillment Tab

e Manager	Get	More Orders! New ShopClues Universi	ty Merchant Support 👰 Testcheck MID 9234
Orders/Returns Catalog Payments Ser	rices Reports Reviews Messages		
Dashboard	<u>icicicicicicicicicici</u>	<u>niaiaiaiaiaiaiaiaia</u>	Recommended For You
Fulfill Orders • Order Fu	fillment Tab	3-0000000000000000000000000000000000000	aíSalesBooster
	esponse Tracker Ing Material	o Confirmed Buyers 💛	Reach out to interested customers with discounts
Buy Pack	(Try Now)		to boost sales!

Daily Obligations			
Orders to be dispatched	Return Requests Pending	Next Payout	Inventory Out of Stock
	0	₹0	0%
7 (Sales: ₹ 375)	•		
7 (Sales: ₹ 375)	\odot	\odot	\odot
	\odot		\odot
	\odot		\odot

SHOPCLUES.

Products to Fulfill Tab gives the number of Orders that have to be Fulfilled with bifurcation of New and Overdue and time left for Manifest

Order Fulfillment

Click Here to know more about the Order Fulfillment Tab

ts to Fulfill		<u>5</u>
ers 🕕		<u>0</u>
rs		<u>5</u>
for manifest		
4 Hrs	8 Hrs	12 Hrs
0	0	0
	ers () rs for manifest	ers () rs for manifest

Ready f	or Manifest		<u>1</u>
OSLA Orde			<u>1</u> 0
Time left fo	or manifest		
2 Hrs	4 Hrs	8 Hrs	12 Hrs
•	•	•	•
<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Manifested Orders	<u>27</u>
Delay in Handover	<u>0</u>
Handover by Today	<u>0</u>

Learn More | Raise issue

Courier Pickup Response Tracker

Showing 1 to 5 of 5 Entries / 10

Product Count : 5

Product ID	Product Name	Draduct UCN Code	Pequired Obv	Eulfill Oby	Assigned Weight(Grams)	Pompoing Quantity	Reason For Not Fulfilling
PIOUUCCID	Product Marrie	Ploudet Halv Code	Required Qty.	Fuillii Qty.	Assigned weight(Grams)	Remaining Quantity	Reason For Not Furning



Terms & Conditions for Invoice Service

PCLUES S re Manager			
Time left for	manifest		
2 Hrs	4 Hrs	8 Hrs	12
2	Q	Q	
Showing 1 to 7	of 7 Entries /	10	
Product Count	: 7		
Product ID	Product I	Vame F	Product H
Vest	test omnit	ure-13 Ta	481151 ax Rate - %
94743767	test omni	ture-3 T	5208 ax Rate - %
4	Test Pro 100155432		ind Relev Cor

Invoicing Service

	1
3	F
	r

Now invoice need to be mandatorily generated along with the shipping label. Please make sure HSN Code along with the relevant tax rate is correctly mapped with your product to menifest your future order

Terms & Conditions

- Merchant acknowledges and agrees to generate, upload invoice series, GSTIN, product details or any other relevant details requisite as per the Invoice Rules applicable under GSTAct, 2017.
- Merchant shall generate invoice numbers as it deems fit. Merchant shall be solely
 responsible for uploading correct and valid invoice numbers.
- Merchant agrees and acknowledges that any dispute with the Authorities w.r.t the noncompliance under the GST Act 2017 or any other applicable law, shall be addressed by Merchant himself/herself and Shopclues shall not in any manner be held responsible or liable for such non-compliance.
- Merchant agrees and acknowledges that all GST compliance(s) or assessments including but not limited to filing of returns shall be solely dealt by Merchant hinself/herself and ShopClues will in no way be responsible for the same.
- 5. Shopclues does not assume any liability for any content costed by the Merchant. Merchant acknowledges that ShopClues is just providing data processing services to the Merchant where all information (GSTIN, rate of tax address of delivery, Name of the recipient device type IMEI/serial numbers, and foldiled quantity etc.) is provided by the

No file chosen

Choose File

Add Digital Signature

By proceeding you agree to the terms and conditions

Proceed

Merchant Support

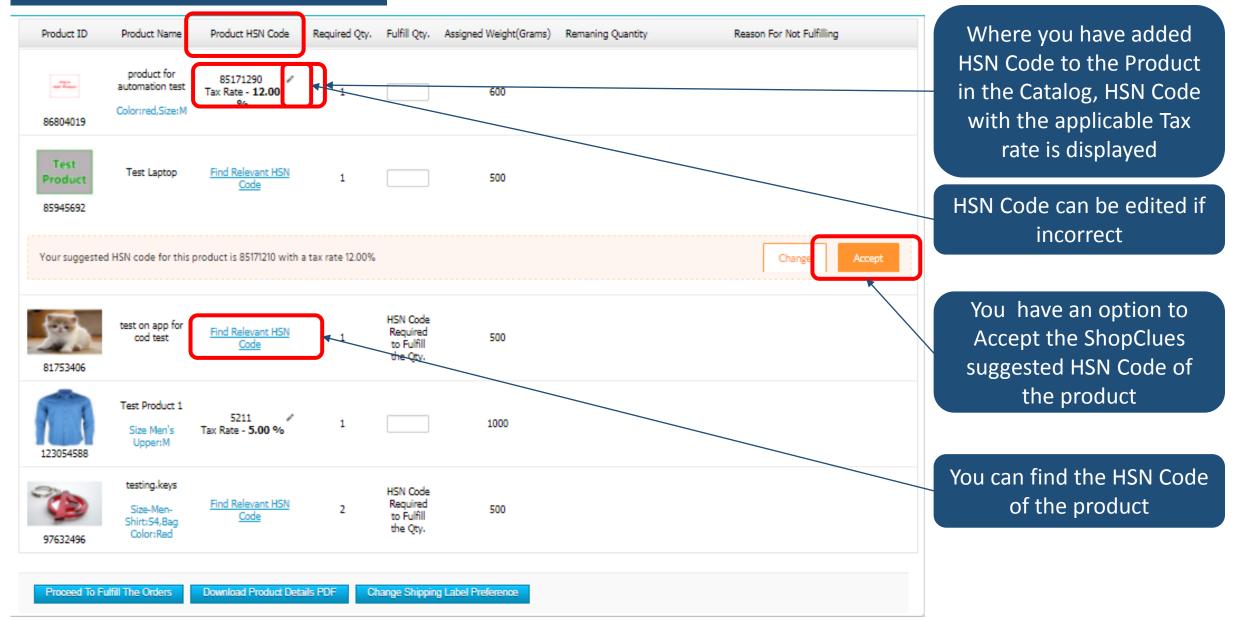
Testcheck

To upload the Image of Signature to be used on your Invoice Sign on a white paper, scan the signature and upload it in JPEG, PNG format only. Image size should not exceed 5MB. In case, you do not upload the image, you will need to manually sign each Invoice after printing

Go through the Terms & Conditions Click on Proceed to Accept



Details Under Products to Fulfill Tab





HSN Code when Annual Turnover is < 1.5 Crore

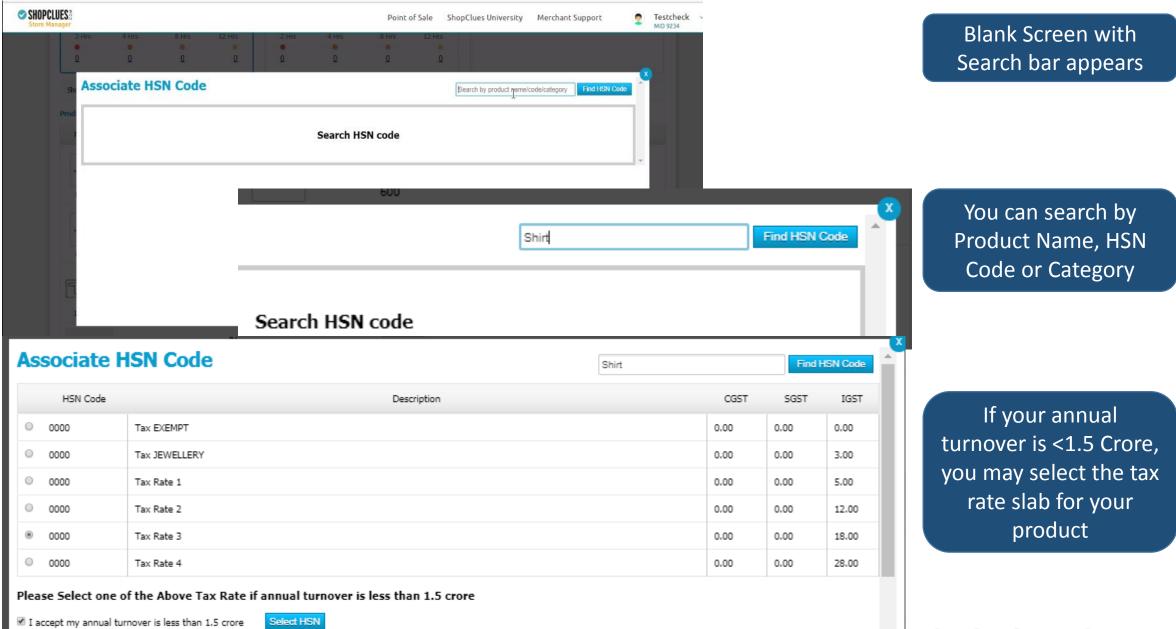
Download Product Details PDF

Change Shipping Label Preference

Proceed To Fulfill The Orders

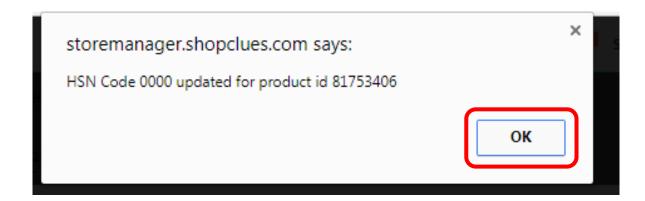
Product ID	Product Name	Product HSN Code	Required Qty.	Fulfill Qty.	Assigned Weight(Grams)	Remaning Quantity	Reason For Not Fulfilling
86804019	product for automation test Color:red,Size:M	1ax Rate - 12.00	1		600		
Test Product 85945692	Test Laptop	Find Relevant H5N Code	1		500		
Your suggested	I HSN code for this	s product is 85171210 with	a tax rate 12.00%				Change Accept
81753406	test on app for cod test	Find Relevant HSN Code		HSN Code Required to Fulfill the Qty.	500		
123054588	Test Product 1 Size Men's Upper:M	5211 Tax Rate - 5.00 %	1		1000		
97632496	testing.keys Size-Men- Shirt:54,Bag Color:Red	Find Relevant HSN Code	2	HSN Code Required to Fulfill the Qty.	500		



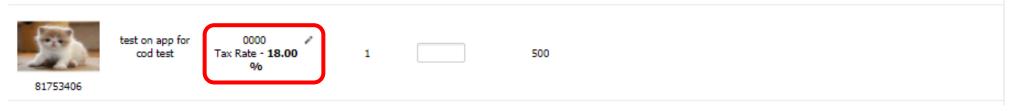


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On Clicking Select HSN the screen will display this Pop-up



On Clicking Ok, the HSN for the product will be shown as 0000 and Tax Rate selected will be displayed





HSN Code when Annual Turnover is > 1.5 Crore

Product ID	Product Name	Product HSN Code	Required Qty.	Fulfill Qty.	Assigned Weight(Grams)	Remaning Quantity	Reason For Not Fulfilling	
86804019	product for automation test Color:red,Size:M	85171290 Tax Rate - 12.00 %	1		600			
Test Product 85945692	Test Laptop	Find Relevant H5N Code	1		500			
Your suggested	HSN code for this	product is 85171210 with a	tax rate 12.00%				Change Accept	
81753406	test on app for cod test	<u>Find Relevant HSN</u> <u>Code</u>	1	HSN Code Required to Fulfill the Qty.	500			You can find the HSN Code of the product
123054588	Test Product 1 Size Men's Upper:M	5211 // Tax Rate - 5.00 %	1		1000			
97632496	testing.keys Size-Men- Shirt:54,Bag Color:Red	<u>Find Relevant HSN</u> <u>Code</u>		HSN Code Required to Fulfill the Qty.	500			
Proceed To Fu	Ifill The Orders	Download Product Deta	ils PDF Cł	nange Shippin	g Label Preference			



Get More Orders! New ShopClues University Merchant Support

aut	roduct for 85171290 / omation test Tax Rate - 12.00 1 600 prired,Size:M							
0000	Tax JEWELLERY		0.00	0.00	3.00			
0 0000	Tax Rate 1		0.00	0.00	5.00			
0 0000	Tax Rate 2 0.00 0.00							
® 0000	Tax Rate 3	0.00	0.00	18.00				
© 0000	Tax Rate 4		0.00	0.00	28.00			
	of the Above Tax Rate if annual turnover is less than 1.5 crore rnover is less than 1.5 crore Select HSN					I		
HSN Code	Description	CGST	SGST	IGST	Action	11		
0105	Live poultry, that is to say, fowls of the species Gallus domesticus, ducks, geese, turkeys and guinea fowls.	0.00	0.00	0.00	Select HSN			
8301	Padlocks and locks (key, combination or electrically operated), of base metal; clasps and frames with clasps, incorporating locks, of base metal; keys for any of the foregoing articles, of base metal	9.00	9.00	18.00	Select HSN	Ŧ		

On searching for Product HSN Code

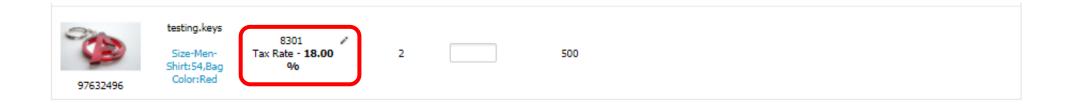
If your annual turnover is >1.5 Crore, you need to select the HSN Code for your product displayed below the Tax rates



On Clicking Select HSN the screen will display this Pop-up

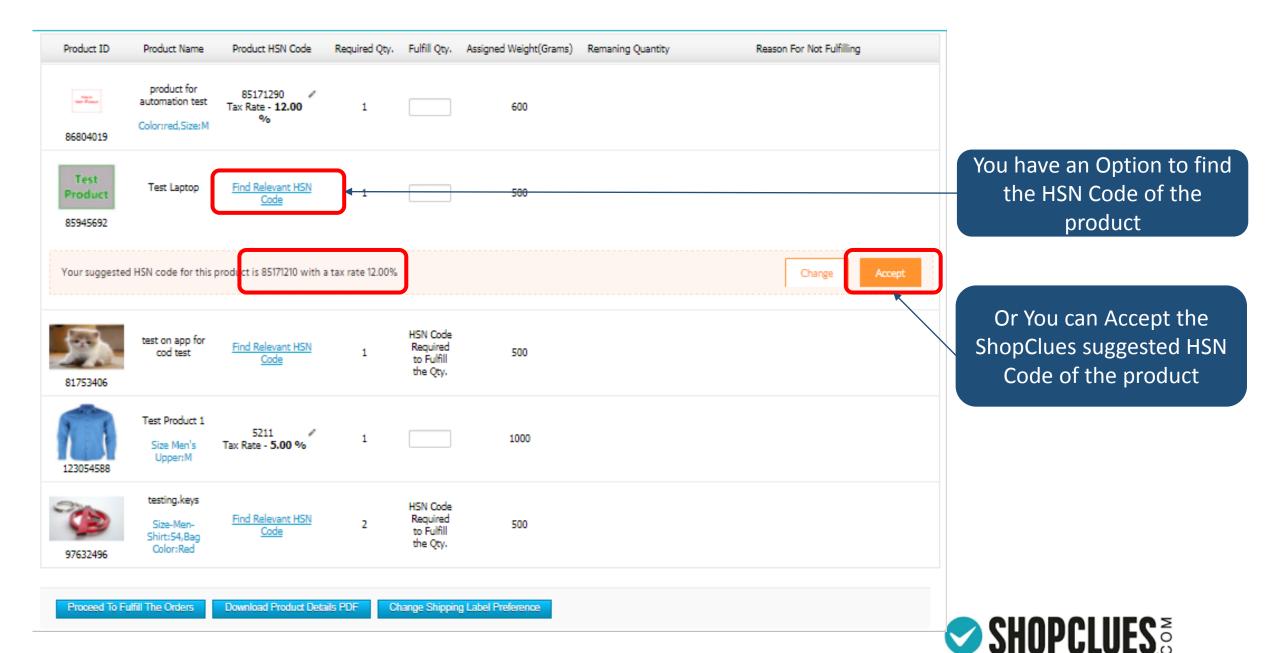


On Clicking Ok, the HSN for the product will be shown as 8301 and Tax Rate will be Auto calculated





Where HSN Code is Suggested by ShopClues



Product Count : 5

Product ID	Product Name	Product HSN Code	Required Qty.	Fulfill Qty.	Assigned Weight(Grams)	Remaning Quantity	Reason For Not Fulfilling
86804019	product for automation test Color:red,Size:M	85171290 / Tax Rate - 12.00 %	1	0	600	1	Select Reason for not fulfilling the order
Test Product 85945692	Test Laptop	<u>Find Relevant HSN</u> <u>Code</u>	1	0	500	1	Select Reason for not fulfilling the order
Your suggested	I HSN code for this p	product is 85171210 with a	a tax rate 12.00%				Change Accept
81753406	test on app for cod test	0000 Tax Rate - 18.00 %	1	1	500	O	
123054588	Test Product 1 Size Men's Upper:M	5211 // Tax Rate - 5.00 %	1	1	1000	0	
97632496	testing.keys Size-Men- Shirt:54,Bag Color:Red	8301 Tax Rate - 18.00 %	2	1	500	1	Select Reason for not fulfilling the order

Change Shipping Label Preference

Write the quantity of product you can Fulfill If you are unable to Fulfill the required quantity, select reason from the Dropdown



Proceed To Fulfill The Orders Download Product Details PDF

Product ID	Product Name	Product HSN Code	Required Qty.	Fulfill Qty.	Assigned Weight(Grams)	Remaning Quantit	y Reason For Not Fulfilling
86804019	product for automation test Color:red,Size:M	85171290 // Tax Rate - 12.00 %	1	0	600	1	Product Not Available - Will be Shipped Within SLA V
Test Product 85945692	Test Laptop	Find Relevant H5N Code	1	0	500	1	Product Available - Size/Color/Model Not Available V
/our suggeste	d HSN code for this	product is 85171210 with a	a tax rate 12.00%				Change Accept
81753406	test on app for cod test	0000 Tax Rate - 18.00 %	1	1	500	0	
123054588	Test Product 1 Size Men's Upper:M	5211 Tax Rate - 5.00 %	1	1	1000	0	
97632496	testing.keys Size-Men- Shirt:54,Bag Color:Red	8301 Tax Rate - 18.00 %	2	1	500	1	Product Not Available - Will be Shipped Within SLA V

After selecting the desired reasons from the Dropdown, Click on Proceed to Fulfill the Orders



IMEI Number Capturing Capability

- If you are selling some products where IMEI number is required. A pop up will appear that will require you to enter the IMEI Number of the product. At this stage you have an option to Associate the IMEI numbers or proceed with rest of the orders first.
- If you opt to proceed with rest of the orders Click on "Proceed with rest of the Orders".

Order ID	Product ID	Product Name	Product Options		Associate IMEI Number	Quantity
12937851	114073532	TESTAutomanifest		MEI	IMEI2	ī

* Process for IMEI Number Capturing is given at the end of this PPT. <u>Click here</u> if you opt to learn that first.



Produc	ts to Fulfill		<u>3</u>	Ready	for Manifest		<u>3</u>	Ma	nifested Orders		<u>27</u>
OSLA Orders ()			<u>0</u>	OSLA Ord	ers ①		1	Dela	ay in Handover		<u>0</u>
New Order		3				2		dover by Today		<u>0</u>	
Time laft (for manifest			Time left	for manifest						
2 Hrs	4 Hrs	8 Hrs	12 Hrs	2 Hrs	4 Hrs	8 Hrs	12 Hrs				
				•							
<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	Q	<u>0</u>	<u>0</u>	<u>0</u>				
Carrier : All Carriers		Order Type : All Orders	Order_id : Comma	: a separated order_	Period:	▼ Select	dates:		£	search	
Carrier :					All			ssigned Weight (Grams)		search IMEI Number	Order Ty
Carrier : All Carriers	.	All Orders	▼ Comma	a separated order_	All Produc			Assigned Weight			Order Typ
Carrier : All Carriers	▼ Order Id 126498563	All Orders	Comma Awb Number	a separated order_ Product Nam test omniture	All e Produc 13		A Fulfill Qty.	Assigned Weight (Grams)	Carrier		
Carrier : All Carriers	Order Id 126498563 SLA Breacher 127201125	All Orders ad 262:06 Hrs	Comma Awb Number 82690125	Product Nam test omniture test on app for co	All Product 13 nd test		Fulfill Qty. A	(Grams) 10000	Carrier Safeexpress		
Carrier : [All Carriers]	Vorder Id 126498563 SLA Breacher 127201125 Left to Manifest : 127242553 Left to Manifest :	All Orders ad 262:06 Hrs	Comma Awb Number 82690125 COD1100381627 1229175632005	Product Nam test omniture test on app for co Test Product	All Product 13 nd test	ct Options n's Upper:M	Fulfill Qty. A	Assigned Weight (Grams) 10000 500	Carrier Safeexpress PROFSNL-OKL		-



Shipping Label

Testcheck					
GSTIN : DIV4835733					
Bill T/C : Sender Bill			AWB No 12291756320 Xpressbees Courier	A05	
Bill I/C : Sender Bill	DVI : Sender		Apressbees Courier		
Testcheck			GGN/PVR	-	OD
11-106/5			HR 122003		e collect
kodad, TL 700024, Inc	dia			Rs.3	14.00
Phone:9573654842		0 66 -2	Weight:0.5 Kg		114.00
		2	Ship To:	Outre #1	27242553
		(Sahil Arora		22
PAYMENT METHOD:	Cash On Delivery		Plot No-112 Sector-44	EL	5
SHIPPING METHOD:	Fulfilled by	ShopClues	Gurgaon, HR 122003,Ph:9	650672382	
	Velocity		NPP II		
DATE :	2017-09-26 02:06:	03 pm	Product Share	Qty	Subtotal
Bill to:			THE PIDDUCT	1	300.00
Sahil Arora					Return To:
Plot No-112 Sector-44				Testcheck ,plot	112 sector 44,
Gurgaon, HR 122003					HR - 110085
India					
Ph:9650672382					
			†		
		Fold-1			
Product	- I have the		Quantity 1	Unit Price Rs.300.00	Subtotal Rs.300.00
Test Product 1 (Size Me	in's opper.w)			NS.300.00	R\$.300.00
				Subtotal:	Rs.300.00
				COD Fee:	Rs.14.00
				Total cost:	Rs.314.00
				Powered t	y ShapClues.com
				Shipping cos Service Tax Number: AA	ECC307405D003
				(Clues N	etwork PVT.LTD.)
				Support: www.shop	dues.com/support



Tax Invoice

	ſ		ТА	X INV	/OICE							
Seller: Testcheck 11-106/5 kodad,TL, 700024 India, 9573654842 GSTIN : DIV4835733543												
Billing Address: Sahi Arora Plot No-112 Sector-44 Gurgaon, HR, 122003 India, 9650672382						Shippir Sahil Ar Plot No Sector- Gurgao India, 9	07a -112 44 n, HR,	122003				
E	Order Id 12724255		Invoid SC/923	te No. 4/45669		e Date 3-2017	Payn	COD	ms			
Sr Description No.	Hân Cude		Catellin Re.)	Tatal	Discount	taxable value	Rate	GST Ant	800	Ant	Rate	a r Ant
1. Test Pitchut 1	\$2115230	1	200	300		300.00	2.60%	7.31	2.50%	7.31	Ē	·
Total Invoice Value (in figure): Total Invoice Value (in words) Terms & Conditions Terms & Conditions	Rupees the					is made by me	and Ball D	e koncuster al er skal be	d and a second	and by the las	anvalue has	
							[For Test	check]
								Danna Trau Ropclant.c				



After packing the product, you can create the Manifest, to arrange Courier pickup

Select the Carrier or Select the Orders for which you want to generate the Manifest from the Dropdown or Manually by ticking

You can also create the Manifest of the carriers by using "All carriers" or "All Orders" option

> Click on "Generate Manifest"

Order Fulfillment

Click Here to	know more a	bout the Order	r Fulfillment Tab
---------------	-------------	----------------	-------------------

Product	s to Fumil		<u>3</u>	Ready for							
OSLA Orde	irs 🕕		<u>0</u>	OSLA Orders (D		<u>1</u>	De	ay in Handover		(
New Order	5		<u>3</u>	New Orders			<u>2</u>	Ha	ndover by Today		1
Time left fo	or manifest			Time left for m	anifest						
2 Hrs	4 Hrs	8 Hrs	12 Hrs	2 Hrs	4 Hrs	8 Hrs	12 Hrs				
0	<u>0</u>	0	<u>0</u>	<u>0</u>	0	0	<u>0</u>				
al Orders : arrier : All Carriers		rder Type : All Orders	Order_id :	Perio		Select of	ates:			search	
	•	rder Type : All Orders	Comma s	separated order All		Select of		assigned Weight		search	
errier :								ssigned Weight (Grams)		search IMEI Number	Order
arrier : All Carriers	•	All Orders	Comma s	separated order All				ssigned Weight			
arrier : All Carriers	• • • • • • • • • • • • • • • • • • •	All Orders	Comma s Awb Number	separated order All Product Name	Product O		Fulfill Qty.	ssigned Weight (Grams)	Carrier		
All Carriers	Order Id 126498563 SLA Breached 127201125	All Orders	Comma s Awb Number 82690125	Product Name test omniture-13	Product O	ptions F	Fulfill Qty.	(Grams) 10000	Carrier Safeexpress		Order

Please Note that only those carriers/ orders will appear in the dropdown for which Shipping Label is downloaded from the "Products to Fulfill" Tab.



Courier Pickup Response Tracker

IMEI Number Capturing Capability

 In the Popup for IMEI Number for one by one IMEI input, enter the Single IMEI number for the Single Sim products and for Dual Sim products, enter the First IMEI in the First Input box and second IMEI in the Second input box. After this, Click on the "Associate IMEI Number" Button to associate the IMEI numbers with the ordered products.

Order ID	Product ID	Product Name	Product Options		Associate IMEI Number	Quantit
112937851	114073532	TESTAutomanifest		MEI	IME2	1



IMEI Number Capturing Via CSV File Format

If you want to upload the IMEI numbers in the bulk. "Click to Upload IMEI in Bulk". Enter the IMEI numbers in the CSV:- If the Product associated with the Order is Single Sim then In Sim Type Column it will be mentioned 1 means you Enter the Single IMEI number or if the Product associated with the Order is the the Dual Sim. In Sim Type Column it will be mentioned 2 means you have to enter the First IMEI in the First Input box and second IMEI in the Second input box. Once you have entered the IMEI numbers against the orders. Save the File in the CSV format. Click on Choose File to upload the CSV in "Click to Upload IMEI in Bulk" to upload the CSV. In the next popup click on "Associate IMEI Number" to associate the IMEI with the order.

u - 1 X 🗸 🔓 Orderiti

Order iff	Product ID	item ID	Product N Pro	durt C Quantity	Sam Type	the 1		inipi 2	iniei 1
112937851	114073532		TESTAuto nul	C & C & C & C & C & C & C & C & C & C &	been tilber	2	1.234575+14	1.234575+1	
112954276			TESTAutor nul			2	1.234578+14	1115C-252-51	
112954074	114077386	1317520149	TestMobilinul	r		2	1.234571+14	1.234578+1	

<u>*Click here*</u> to return to PPT



Terms and Conditions for Invoicing as a service (for Merchants)

1.Merchant acknowledges and agrees to generate, upload invoice series, GSTIN, product details or any other relevant details requisite as per the Invoice Rules applicable under GST Act, 2017.

2. Merchant shall generate invoice numbers as it deems fit. Merchant shall be solely responsible for uploading correct and valid invoice numbers.

3.Merchant agrees and acknowledges that any dispute with the Authorities w.r.t the non-compliance under the GST Act 2017 or any other applicable law, shall be addressed by Merchant himself/herself and Shopclues shall not in any manner be held responsible or liable for such non-compliance.

4.Merchant agrees and acknowledges that all GST compliance(s) or assessments including but not limited to filing of returns shall be solely dealt by Merchant himself/herself and ShopClues will in no way be responsible for the same.

5.Shopclues does not assume any liability for any content posted by the Merchant. Merchant acknowledges that ShopClues is just providing data processing services to the Merchant where all information (GSTIN, rate of tax, address of delivery, Name of the recipient, device type, IMEI/serial numbers, and fulfilled quantity etc.) is provided by the Merchant to the the end customer or the authorities and wherever necessary and represents that this information is true and correct at all times.

6.The Merchant should ensure that the serial number of invoices should be properly marked. A consecutive serial number containing only alphabets and numerals, unique for every financial year should be placed on the tax invoices. Merchant agrees to keep Shopclues indemnified in this regard.

7.Merchant agrees that Shopclues may, at its sole discretion, suspend or terminate Merchant's access to all or part of its services through its website and resources with or without notice and for any reason, including, without limitation, breach of these terms and conditions. Any suspected illegal, fraudulent or abusive activity may be grounds for terminating Merchant's relationship and may be referred to appropriate law enforcement authorities. Upon suspension or termination, Merchant's right to use the Services ShopClues provides will immediately cease, and ShopClues reserves the right to remove or delete any information that Merchant may have or filed with ShopClues, including any account or login information.

8.Merchant Agrees to indemnify and hold harmless Clues Network Private Limited (ShopClues.com) and its parent company and affiliates, and their directors, officers, managers, employees, donors, agents, and licensors, from and against all losses, expenses, damages and costs, including reasonable attorneys' fees, resulting from any violation of these terms and condition or the failure to fulfill any obligations relating to Merchant's account incurred by Merchant or any other person using Merchant's account.

9.Merchant accepts, agrees and acknowledges that he/she will comply with all policies and procedures laid on <u>www.shopclues.com</u>. Merchant also agrees that the present terms and conditions are subject to all such policies and procedures as provided on ShopClues website.

10. The Merchant agrees that the services availed under the present terms and conditions cannot be assigned to any third party. However, Shopclues may assign such services to any party without any prior consent from the Merchant.

11. These terms and conditions shall be governed and construed in accordance with the laws of India. All disputes arising under these terms and conditions between Merchant and ShopClues shall be subject to the exclusive jurisdiction of courts at Gurgaon, India.



Thank You