

**PANJAB UNIVERSITY, CHADIGARH**

**Circular**

**Subject:- Procedure for e-Invoicing for B2B i.e where seller and buyer both have GSTIN**

1. Open web page "einvoice1.gst.gov.in".
2. Click on help menu then select tools, in tools select Bulk generation tool (as shown in attached screenshot A).
3. Download the file "E-Invoice JSON Preparation - Format A [For B2B, SEZ, Exports and Deemed Exports of e-Invoice details in one sheet" (Sample Sheet is attached for your reference). Chandigarh
4. In product description column put nature of services you are providing and similarly HSN code was also to put of that particular services.
5. After successful validation click on prepare JSON file.
6. Sample of validated JSON File is also attached.
7. Now on web page as mentioned at sr. no.1 click login
8. Enter the ID as provided to you by direct tax cell and in password enter the password received by you on your mobile no. you can also chose forgotten password and follow the instruction for login on said webpage.
9. Select e-invoice tab and the click on 'Bulk Upload' (screenshot B).
10. Browse the already prepared JSON File and select upload.
11. Download the 'result excel file' as shown after uploading JSON file.
12. Again, select e-invoice tab and the click on 'print' (screenshot B).
13. Put the ACK no. as mentioned in the downloaded result excel file as mentioned at sr. no 11
14. Now print the e-invoice in triplicate (1st copy to be issued to buyer, 2nd copy to be forwarded to direct/indirect tax cell, Accounts Branch, Panjab University and 3rd copy to be retained by your office).
15. **Any Invoice can be cancelled if there was any 'data entry error or entered duplicate' within 24 hours of generation of that particular invoice.**

**If you have any query you can call on 9530603995 or email on [directcell@pu.ac.in](mailto:directcell@pu.ac.in)**

**Issued to following through an e-mail dated 31/10/2020:**

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