

YOUR CHECKLIST FOR A TAX INVOICE

Mandatory Details of Tax Invoice	Explanation
<input type="checkbox"/> The words "Tax Invoice" is clearly stated	The title/name of the invoice should be 'Tax Invoice'
<input type="checkbox"/> The name, address of the Taxable Person and his Registration Number	The Suppliers name, address and VAT registration number should be captured
<input type="checkbox"/> The name and address of the Customer	Only the name and address of the customer is mandated. Registration number of the customer is not mandatory.
<input type="checkbox"/> The date of issue of the Tax Invoice and the date of Supply if these differ from the date of issue of invoice	Invoice Date to be captured. If the date of supply is different from the date of Invoice, you have to separately capture the date of supply.
<input type="checkbox"/> A sequential invoice number	The invoice number should be sequential i.e.1,2,3, and so on.
<input type="checkbox"/> A description of the Goods or Services supplied	The name of goods or description of the service should be captured in the invoice.
<input type="checkbox"/> The quantity of Goods supplied and the value of the Supply in Dinars, with the unit price exclusive of Tax in Dinars	The qty and per unit price exclusive of VAT should be mentioned.
<input type="checkbox"/> The value of the discount, if any, and the net value of the Supply in Dinars	The discount Value and net value of supply after discount should be captured
<input type="checkbox"/> The total amount due on the Supply inclusive of Tax in Dinars	The total value of supply inclusive of tax in BHD
<input type="checkbox"/> The exchange rate applied where a currency other than the Dinar is used	Where the currency is converted from a currency other than BHD, the Tax amount payable in BHD along with the rate of exchange applied should be given