

NPCI/NFS/OC No.280/2017 -18

28th December, 2017

To,

All Members participating in NPCI Products

Madam / Dear Sir,

Sub: Goods and Services Tax (GST) – Generation of invoice by NPCI

We refer to Operating Circular (OC) NPCI/NFS/OC No.269/2017-18 dated 05th October, 2017, issued on Goods and Services Tax (GST) – Sharing of invoice. We have developed a system through which members will be able to send and receive Invoices securely.

We are pleased to inform that in addition to providing the option for sharing of invoice, we have developed an application that will help members with generation of invoices. The application shall be available to members from 01st January, 2018, onwards. The invoices will be generated on behalf of the Interchange Receiver (Payee) for a particular month in the name of Interchange Payer (Payer) i.e. if for Payee 'X', there are 50 Payers for NFS product, then 50 invoices for Payee 'X' will be generated for NFS ATM transactions. Similarly, if the Payee has received interchange in different products, invoices will be generated separately for those products. The invoices generated will have to be checked by the Payee before digitally signing the invoices.

We have already conducted many training programs giving information about the application that we have developed and process that has to be followed at the members end.

The invoices will be generated from Jul'17 onwards and placed in the Payee '**Pending for Signature**' folder under the '**Incoming**' folder for all the products. Checking of invoice can be done with the monthly GST reports shared by NPCI at the end of the month for all the products in the respective application viz DMS, RGCS, etc.

Payees' are requested to digitally sign and copy the digitally signed Invoices in the '**Outgoing**' folder, after checking the invoice. This should be done by the 8th day of every month.

The process for generation of invoices at NPCI is given in **Annexure A**.

Detailed process for downloading of Invoices is given below:

A. Downloading of invoice generated by NPCI:

Invoices generated will be transferred in the respective Payee's folder viz; '**Pending for Signature**' which will be available in the '**Incoming**' folder. Members will have to login to the Invoice sharing portal for downloading the Invoices. All the files for a particular Payee will be kept under one folder, the identification of files can be done on the basis of file naming convention. The file naming convention of the Invoice will be in the format as prescribed by NPCI which is mentioned below, refer OC- 269:



File naming convention syntax:

<Interchange Payer Short Code (4 characters)> _ <Interchange Payee Short Code (4 characters)> _ <Product Name> _ <Year and Month> _ <Digital/Manually signed> _ <Invoice Number>

1. **Interchange Payer Short Code:** It is the first 4 digit code on the basis of which the Interchange Payer will be identified. Member wise detailed list of short codes is given in **Annexure B**.
2. **Interchange Payee Short Code:** It is the next 4 digit code on the basis of which the Interchange Payee will be identified. Member wise detailed list of short codes is given in **Annexure B**.
3. **Product Name:** It is a 4 digit product code on the basis of which the product can be identified. List of products with respective product code is given in **Annexure C**.
4. **Year and Month:** Year and Month for which the invoice is prepared. Format shall be 'YYYYMM'.
5. **Signing of invoice:** Invoices should be signed by the Payee prior to copying in the 'Outgoing' folder;
 - ✓ **Digitally Signed invoice:** In the file naming convention 'D' is kept as default format. If the Payee is signing the invoice digitally, no change in file name is required. Post digitally signing the invoice, Payee should place the file in the 'Outgoing' folder.
 - ✓ **Manually Signed invoice:** If the invoice is signed manually, than the letter 'D' in the file naming convention must be changed to 'M'. The invoice has to be signed manually and the scanned copy of the invoice in PDF format has to be placed in the sharing portal in the 'Outgoing' folder.
6. **Invoice Number:** Invoice number (restricted upto 16 characters as per GST format)

Note: The invoice should be in PDF format and the size of the file should not exceed 1 MB for a Digitally/Manually Signed invoice.

B. Reports:

1. **GSTR1 for Payee:** A new folder named 'GSTR1' will be made available to each member. Product wise Excel file containing the list of invoices generated will be placed in the 'GSTR1' folder. The file will be in GSTR1 format, Invoice number will also be captured in this report.
2. **Outgoing file report:** A new report will be made available for each login with the name 'Outgoing Log' under the 'Log' folder. Payee will get detailed status of all the invoices transferred to the Payer, date wise in this report. The log will show status of all the invoices whether it is transferred successfully or rejected. If the invoice is rejected, the reason for rejection will also be available in the report. The report will be in a pipe separated text format. The sharing mechanism and folder architecture is given below in **Annexure D** for reference.
3. **Incoming file report:** A new report will be made available for each login with the name 'Incoming Log' under the 'Log' folder. Details of all the Invoices shared by the Payee will be available date wise

to the Payer in this report. The report will be in a pipe separated text format. The sharing mechanism and folder architecture is given below in **Annexure D** for reference.

Please note importantly that:

1. After checking the invoice by the Payee, the invoices will have to be digitally/manually signed and copied in the '**Outgoing**' folder. After the invoices are placed in the Outgoing folder as per the specifications by the Payee, the invoices shall move to the respective Payer folder.
2. In case the file naming convention of invoice is incorrect or the file format is other than PDF or the size of the invoice exceeds the 1 MB limit, the Invoice will not get transferred. The rejected Invoice will move to the Rejected folder.
3. All Invoices should be uploaded in PDF format only. Any other file format will not be processed by the application.
4. File naming convention format should be strictly adhered to as explained above. Files with incorrect name and format will move to the Rejected folder.
5. Master Payer and Payee code list will be made available in the log folder and also in respective systems ie. DMS, RGCS which will be updated at the beginning of every month.
6. Contact list of the members will also be available in the log folder and will be updated on a monthly basis to enable member banks to communicate with each other with regards to GST invoices.
7. Invoices shall be generated for all members including Sub member Banks/PPIs.
8. The Invoices shared by Payee shall be made available in the respective Payer folder for a period of 3 months only. Thus members are requested to regularly check the 'Incoming' folder and download and save the Invoices received. Initially the invoices will be made available from the month of July'17 onwards.
9. Members should ensure to upload digitally / manually signed invoice back in GST portal within stipulated timelines. All members are requested to ensure strict compliance with GST timelines, so that members / NPCI are not put on financial loss including inability to avail Input Tax Credit.

C. Webinar training session:

We propose to conduct training on the sharing system through Webinars. Members interested in taking the training through webinar are requested to send us the nominations. The nominations can be sent on bank.training@npci.org.in. The nomination process and system requirement is mentioned in **Annexure E**.

We would like to reiterate that members who have still not taken access to the Invoice sharing tool are requested to get the access by submitting the duly signed Annexure F.

Please make a note of the above and disseminate the instructions contained herein to the officials concerned.

For any queries or clarification, please contact:

Name	e-mail ID	Mobile Number
Tejasvi Shirsat	tejasvi.shirsat@npci.org.in	8879754909
Mehfooz Khan	mehfooz.khan@npci.org.in	8108122867
Avinash Kunnoth	avinash.kunnoth@npci.org.in	8879772725

Yours faithfully,


Ram Sundaresan

SVP & Head – Operations

Brief generation of invoice process is given below:

- Master Payer-Payee code list is created which is unique for each member. The Master Payer-Payee code list will be used as a source file for naming as required for sharing of invoice.
- GST details shared by members are updated in respective application viz; DMS, RGCS, etc. Basis these details, the GST calculated for the month will be broken into CGST, SGST and IGST.
- The production data for the given month of all products is downloaded from the respective applications and pushed in to the Invoice generation tool. The data is in pipe separated text format with fields mentioned below:
 1. Month – (for which the invoice is generated)
 2. Count – (Total Count of transactions between 2 banks)
 3. Total Fee – (Total fees for transactions between 2 banks)
 4. Issuer – (Interchange Payer Bank)
 5. Acquirer – (Interchange Receiver Bank)
 6. Transaction Type – (Transaction type financial/non-financial)
 7. CGST – (In case of Intra State)
 8. SGST – (In case of Intra State)
 9. IGST – (In case of Inter State)
 10. Tax category (Intra / Inter State bifurcation)
 11. Product
- The above data is then crossed checked with the monthly Issuer and Acquirer Master tax reports which is also provided to the members at the end of the month from DMS, RGCS, etc. Also data for a few sample banks is checked.
- Once the data is verified, we generated the invoices product wise.
- The Invoice reference number will be as per the GST guidelines i.e. it will be a 16 digit reference number. Also it will not get repeated for a Payee member taking into consideration the entire invoice for the all products in the given year. The invoice number understanding is given below for your reference:
 1. **Payee code:** First four digit of the invoice reference number is the Payee code given by NPCI, refer Annexure B for details.
 2. **Product code:** Next four digit of the invoice reference number is the product code given by NPCI, refer Annexure C for details.
 3. **Month & Year:** Next four digit of the invoice reference number is the Month & Year in 'MMYY' format.
 4. **Running sequence number:** Last four digits is the running sequence number.

Sample invoice reference number: If ICICI Bank is the Payee and HDFC Bank is Payer for NFS product for the month of October, 2017, then the invoice reference number will be 'ICICNFS110170001'.



Interchange Payer and Payee Short Code

Annexure B



Master Payer -
Payee short code.xls

Note: Master Payer – Payee code is available of all the products in the respective applications viz DMS, RGCS, etc.

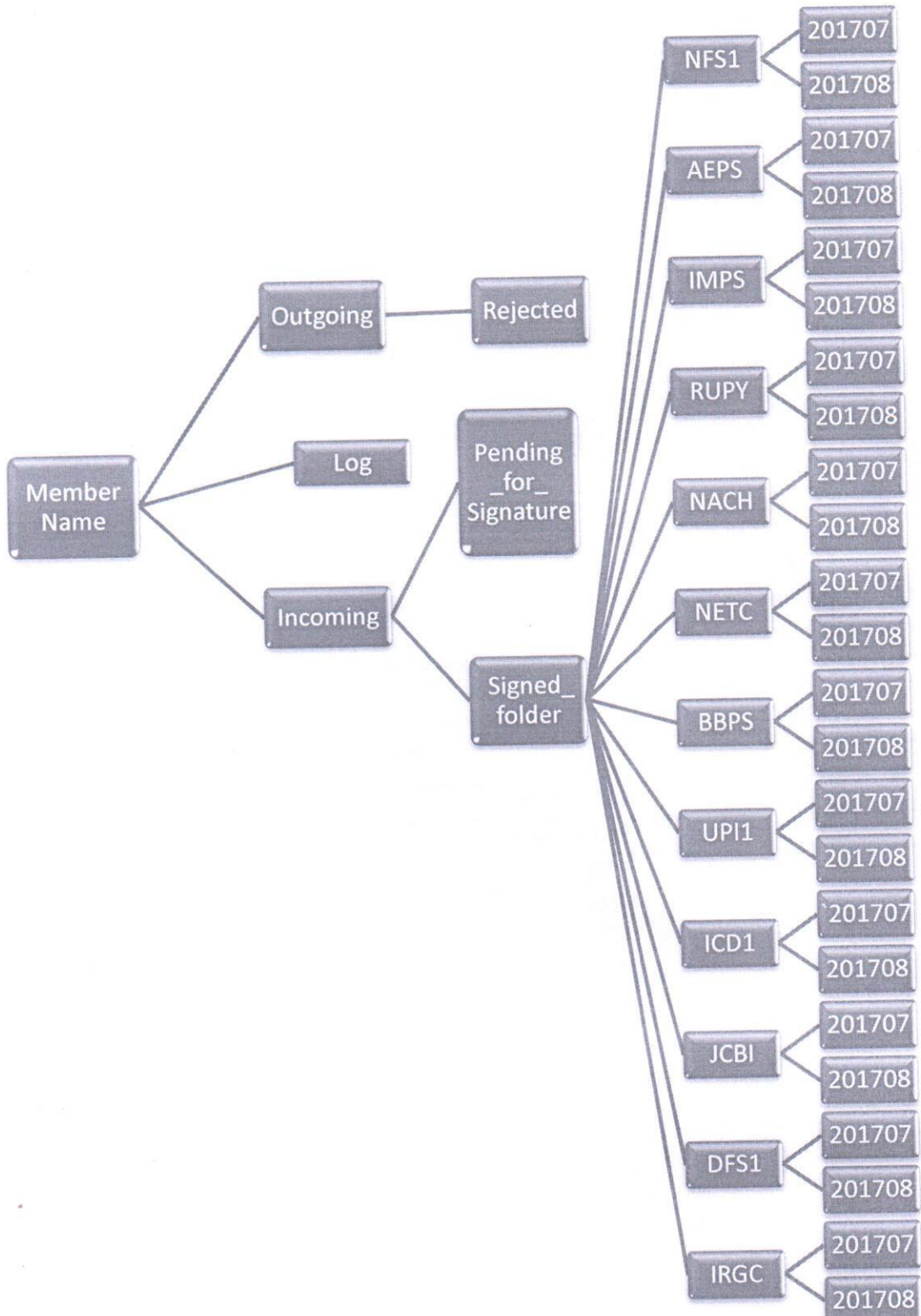
Product wise interchange Payer and Payee details

Annexure C

Product Name	Product Code (For file naming convention)	Payer	Payee
NFS	NFS1	Issuing Bank	Acquirer
IMPS	IMPS	Remitter	Beneficiary
AEPS	AEPS	Withdrawal and Deposit transaction	
		Issuing Bank	Acquirer
		Fund Transfer and Merchant transaction	
		Acquirer	Issuing Bank
RUPAY	RUPY	Purchase	
		Acquirer	Issuing Bank
		Cash @ POS	
		Issuing Bank	Acquirer
NACH	NACH	Originating Bank	Destination Bank
NETC	NETC	IHMCL	Issuing/Acquirer
UPI	UPI1	Merchant Transaction	
		- Acquirer Bank (Merchant)	- Issuing Bank (Customer) - Payer PSP
		Fund transfer transaction	
		- Remitter	- Beneficiary - Payer PSP
ICD	ICD1	Issuing Bank	Acquirer
JCB-UPI	JCBI	Issuing Bank	Acquirer
DFS	DFS1	Issuing Bank	Acquirer
IRGCS	IRGC	POS	
		Acquirer	Issuing Bank
		ATM	
		Issuing Bank	Acquirer
BBPS	BBPS	Biller OU	Customer OU

Folder Architecture

Annexure D



Web-based FINSPIRE Training Program

NPCI conducts training program on various topics at for the benefit of member Banks. Due to time, distance and cost constraints, many Banks are not able to nominate participants to attend the training programs. With a view to resolve these difficulties, we have come up with web based training program for the benefit of our members. We have successfully conducted webinars wherein the participants are able to attend live training sessions by sitting at their own premises and convenience. The participants can ask queries on real time basis. The trainings can happen at any time/day, based on the availability of the subject matter expert and participants.

The schedule of the training will be decided in advance and the same shall be communicated to the banks. The trainees shall be registering themselves by filling in their details, like name, organisation, email id, etc. online. The participant will be allowed to participate in the system by the Training-Admin (Ms. Rashmil Saxena) at NPCI's end.

The trainees can also access the system on their smart phones.

Benefits of Webinar:

- Convenient and easy
- Can be set-up with minimum advance notice
- Two-way Communication
- No long distance travel required
- No special equipment required
- Easy to set-up
- Training materials can be uploaded in advance for access by registered participants
- Expands the audience to those who would not attend personally

Hardware/software requirements:

- Stable internet connectivity
- A speaker(to listen to the trainer)
- MIC (to ask the queries)

Please Note that for Webinar training request should be sent to bank.training@npci.org.in. Looking forward to your active participation in the Webinar. For any queries, please contact the following official:

Name	Email Id	Mobile No.
Rashmil Saxena	Rashmil.saxena@npci.org.in	8879760265



(On member's letterhead)

Annexure F

User ID Request Form for Invoice Sharing Tool

Please create User IDs for (Organisation Name) _____

Sponsor Bank:	_____
Sub-Member/PPIs Name:	_____

User Request
Request Type: Create / Modify / Disable / Delete
Static Public IP address (For maintenance at firewall):
1 st User details : e-Mail ID _____ Mobile _____
2 nd User details : e-Mail ID _____ Mobile _____

Sign & Stamp : _____
Name : _____
Designation : _____
Date : _____

Note: Ports to be opened by members for accessing the portal:

- Port 8122
- Port Range 6000 – 6500

For NPCI Use Only:			
Changes	Name	Signature	Date
Originated by			
Reviewed by			
Approved by			
User IDs created by			