

Requirements for a VAT Invoice

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Permissions

You will require an Access Role with the following permissions:

- Corporate Card Imports
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VAT invoices must show:

- A unique and sequential identifying number.
- A name, address and VAT registration number.
- The time of supply (tax point).
- Date of issue (if different to the time of supply).
- The customer's name and address.
- The type of supply.
- A description, which identifies the goods or services, supplied.

For each description, the invoice must show:

- The quantity of goods or extent of the services.
- The charge made, excluding VAT.
- The rate of VAT The total charge made, excluding VAT, expressed in any currency.
- The rate of any cash discount offered.
- The total amount of VAT charged, shown in sterling.

- Unit price, for example, an hourly rate or standard price, otherwise the total tax exclusive price will be the unit price.

There are some circumstances where a less detailed VAT invoice can be used to reclaim input tax. This includes:

VAT Receipt/Invoice Total is under £25 (including VAT)

As long as you are sure that a supplier is registered for VAT a VAT invoice is not required. This applies to:

- Telephone calls from public or private telephones.
- Purchases through coin-operated machines.
- Car-park charges (on-street parking meters are not subject to VAT).
- A single or return toll charge.

VAT Receipt/Invoice Total is between £25 - £249.99

Providing the supplier issues an invoice showing the following:

- Their name, address and VAT registration number.
 - The time of supply (tax point).
 - A description which identifies the goods or services supplied.
 - For each VAT rate applicable, the total amount payable, including VAT.
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