

ABC Trading Pvt. Ltd.

123, Main Road,

City, State ZIP

GSTIN: 22AAAAA1234A1Z5

Email: info@abctrading.com

Contact: +91-12345-67890

Credit Note No: CN-2024-0056

Date: 12 June 2024

Reference Invoice: INV-2024-0198

CREDIT NOTE (PARTIAL PAYMENT REVERSAL)

Customer Details

Mr. John Doe

Doe Enterprises,

456, Liberty Avenue,

City, State ZIP

GSTIN: 22BBBBB1234B2Z6

Email: john@doeenterprise.com

Reason for Issuance:

Partial payment received earlier against Invoice INV-2024-0198 has been reversed due to payment failure. This credit note is issued for reversal of the partial amount.

Description	Qty	Unit Price	Amount
Widget XL - Payment Reversal (Partial)	10	₹1,000	₹10,000
Subtotal			₹10,000.00
CGST @ 9%			₹900.00
SGST @ 9%			₹900.00
Total Credit Note Value			₹11,800.00

Remarks:

This credit note partially reverses the payment previously recorded under Invoice INV-2024-0198.

For ABC Trading Pvt. Ltd.

(Authorised Signatory)

Important Notes:

- Credit Notes for partial payment reversals should reference the original invoice and specify the reversed amount and associated taxes.
- Ensure that original and revised payment records are accurately adjusted in the books and communicated to the customer.
- GST credit can only be claimed by the customer if all conditions as per GST law are met and corresponding records are maintained.
- This document should be stored securely for compliance and audit purposes.

- Contact the finance team for clarifications regarding this credit note or related financial transactions.