

Multi-Item Credit Note Ledger

Credit Note No.: CN-0246

Issued To: ABC Traders Pvt. Ltd.
GSTIN: 29ABCDE1234A1ZY
83, Sample Road,
Bangalore, India 560001

Credit Note Date: 2024-06-23

Reference Invoice No.: INV-1134

Issued By: XYZ Enterprises
GSTIN: 29FGHIJ5678B2XY
22, Business Park,
Bangalore, India 560011

Contact: accounts@xyzenterprises.com
+91-80-12345678

#	Item Description	HSN/SAC	Qty	Unit	Unit Price	Discount	Tax Rate	Tax Amt	Amount	Reason
1	LED Tube Light 18W	94054090	20	Pcs	180.00	5%	12%	388.80	3420.80	Rate Revision
2	Ceiling Fan 48"	84145190	10	Pcs	1350.00	0%	18%	2430.00	13500.00	Return - Damaged
3	Wall Switch 6A	85365090	50	Pcs	48.00	10%	18%	388.80	2278.80	Short Supply

Subtotal 19,119.60

GST Total 3,207.60

Grand Total 22,327.20

Authorised Signatory

- Multi-item Credit Notes are used to adjust or return multiple goods/services from a single invoice in one document.
- Clearly state the reason for each credited item for compliance and future audits.
- Include all relevant references such as original invoice number and GSTIN details.
- Credit Notes affect the tax liability and should be properly reconciled and reported.
- Both parties should retain copies with signatures for record and compliance purposes.