

## **How to prepare Delivery Challan**

### **Contents of delivery challan-**

- (i) Date and number of the delivery challan,
- (ii) name, address and GSTIN of the consigner, if registered,
- (iii) name, address and GSTIN or UIN of the consignee, if registered,
- (iv) HSN code and description of goods,
- (v) quantity (provisional, where the exact quantity being supplied is not known),

### **(vi) Taxable value**

- (vii) Tax rate and tax amount—central tax, State tax, integrated tax, Union territory tax or cess, **where the transportation is for supply to the consignee,**
- (viii) Place of supply, in case of inter-State movement, and
- (ix) Signature