

Invoicing Templates & Process

13/02/2026

For LeasePlan Clients

New Invoicing Template for ex-LeasePlan Client

1. New invoicing series with total length of 13 characters
2. Fully automated from bill run to E-bill delivery to two recipients
3. Separate invoice for Leasing, Fleet Management & Road Tax
4. Contract / vehicle-wise break up will be part of main invoice
5. Separate excel annexure with asset / contract wise break up
6. Car lease MIS in addition to monthly invoice (On Request)

No Change

- Overall monthly lease rental amount
- Credit period
- Ayvens (LPIN) Bank Account, GST Number & PAN Details

Illustration:

Rental Component	Existing Structure				
	Invoice Count	Taxable Value	Tax	Cess	Total
Leasing	1	31,640	8,859	5,379	45,878
Fleet Management (Maintenance/Insurance/Road Tax/Interest etc.)	1	11,155	411	-	11,565
Total	2	42,795	9,270	5,379	57,444

Rental Component	New Structure				
	Invoice Count	Taxable Value	Tax	Cess	Total
Leasing	1	31,640	8,859	5,379	45,878
Fleet Mgmt. (Maintenance/Insurance/Int on Insurance & Road Tax)	1	3,384	609	-	3,993
Road Tax/Fuel	1	7,573	-	-	7,573
Total	3	42,597	9,468	5,379	57,444

As per Tax advisory, GST is applied on finance Insurance component and billed accordingly in new structure keeping the overall lease rental value as same.



Invoice Series & Invoice Types

New Invoice number format

GTN/006478/25 (Total Length 13)

Character	Description
G	Invoice Type (Debit/Credit/Lease/Fleet etc.)
TN/	State Code
006478/	Invoice Series
25	Year

Inv Code	Description
CXX	Rebill debit notes without GST
DXX	Rebill credit notes without GST
GXX	Lease invoices finance
HXX	Lease credit notes finance
IXX	Lease invoices fleet management services
JXX	Lease credit notes fleet management services
KXX	Staggered road tax invoice
LXX	Staggered road tax credit note
MXX	Rebill invoices with GST
NXX	Rebill credit notes with GST
SXX	Termination invoices finance
TXX	Termination credit notes finance
UXX	Termination invoices fleet management services
VXX	Termination credit notes fleet management services
WXX	Termination invoices Staggered road tax
XXX	Termination credit notes Staggered road tax

Existing Invoice number Format

LS25070910 (Total Length 11)

Character	Description
LS/FM/CNF/CNL/TX/NT	Invoice Type (Debit/Credit/Lease/Fleet etc.)
25070910	Invoice Series

Inv Code	Description
LS	Lease rental
FM	Fleet Management
CNL	Credit note Lease
CNF	Credit note Fleet
NT	Non Taxable Debit Note
TX	Taxable Debit Notes
DM	Credit note
TR	Termination/FCV/BVL



Invoice Template Updates



Invoice Template Comparison

Sr No	Particulars	Existing (LP)	New
1	Kind attention Field	✓	Discontinued
2	Invoice Number	✓	✓
3	Invoice Period	✓	✓
4	Company/Client Name & Address	✓	✓
5	Customer GSTIN & PAN	✓	✓
6	Customer State Code	✓	✓
7	Customer State	✓	✓
8	Dispatch to address	✓	Discontinued
9	SAC Code	✓	✓
10	HSN Code	X	✓
11	Place of Supply	✓	✓
12	Supplier Name & Address (Ayvens)	✓	✓
13	RCM (Reverse Credit Mechanism)	✓	✓
14	Supplier GSTIN/PAN/CIN	✓	✓
15	Supplier State Code	✓	Discontinued
16	Count/No of Vehicles	✓	✓
17	Vehicle wise break up	X	✓
18	Due Date	✓	✓
19	Original for Recipient	✓	✓
20	Billing Period	✓	✓
21	Bill From State	✓	Discontinued
22	Invoice Amt in Words and Numbers	✓	✓
23	GST/Cess Break up	✓	✓
24	Bank Details & Payment Instructions	✓	Discontinued
25	TDS & GST instuctions	✓	Discontinued
26	Digital Signature	✓	✓
27	QR Code & IRN Number	✓	✓

Invoice Annexure

Sr No	Particulars	Existing (LP)	New
1	Annexure Format	PDF	Excel
2	Separate Annexure for each invoice	✓	Discontinued
3	Consolidated Annexure for the Month	X	✓
4	Kind Attention Field	✓	Discontinued
5	Client Name	✓	✓
6	Invoice Number	✓	✓
7	Invoice Date & Billing Period	✓	✓
8	Asset/ Contract Number	✓	✓
9	Contract Start Date	✓	Discontinued
10	Contract End Date	✓	✓
11	User Name	✓	✓
12	Employee ID	✓	✓
13	Vehicle Registration Number	✓	✓
14	Vehicle Make & Model	✓	✓
15	Cost Centre	✓	✓
16	PO Number	✓	✓
17	Invoice & Tax break up	✓	✓

Ledger	
	To be discontinued
	New addition



Template 1 | Lease Invoice



TAX INVOICE

RECEPIENT:

Name: ABC

Address:xxx

State Code:

State :

PAN :

GSTN:

PO Number:

IRN Number:

Original for recipient

GSTIN:

Name: Ayvens India Pvt Ltd

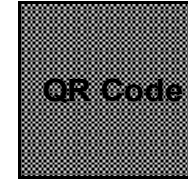
Address: XYZ

Invoice Number:

Invoice Date:

Place of Supply:

Due Date :



Sr No	Type	Contract No.	Description	Registration Number	User Name	Delivery Date	SAC	Taxable Value	IGST		CGST		SGST/UTGST		CESS		Total
									Rate %	Amount	Rate %	Amount	Rate %	Amount	Rate %	Amount	
1	Lease Rental	12345	BOLERO CAMPER GOLD V (82457693) (01.10.2025 - 31.10.2025)	AB55AB456	Mr. Xyz	01.01.2025	997329	1,909.87	40.00	763.95	-	0.00	-	0.00	-	-	2,673.82
Total								1,909.87		763.95		-		-		-	2,673.82

New Addition!
HSN Number

Total Invoice Value (in figure)	2,673.82
Total Invoice Value (in Words)	₹ Two Thousand Six Hundred Seventy Three-Eighty Two Paise Only

Whether tax is payable under reverse charge basis ? : No

For Ayvens India Pvt Ltd

Digital Sign

CIN : U74899DL1983PTC015230

Finance.India@ayvens.com

PAN No : AAACL6053B

Corporate Office & Regd Off : Ayvens India Private Limited,4th Floor, D wing, Jolly Board Tower,I - Think Techno Campus,Kanjurmarg (East),Mumbai - 400042

Tel:+91 22 6193 3200-Fax:+91 22 6193 3213

www.ayvens.com/en-in



Template 2 | Fleet Management Invoice



TAX INVOICE

RECEIPT:

Name: ABC

Address: xxx

State Code:

State :

PAN :

GSTN:

PO Number:

IRN Number:

Original for recipient

GSTIN:

Name: Ayvens India Pvt Ltd

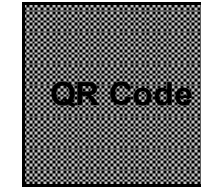
Address: XYZ

Invoice Number:

Invoice Date:

Place of Supply:

Due Date :



Sr No	Type	Contract No.	Description	Registration Number	User Name	Delivery Date	SAC	Taxable Value	IGST		CGST		SGST/UTGST		CESS		Total
									Rate %	Amount	Rate %	Amount	Rate %	Amount	Rate %	Amount	
1	Fleet Management	12345	BOLERO CAMPER GOLD (82457693) (01.10.2025-31.10.2025)	AB55AB456	Mr. Xyz	01.01.2025	997329	1,000.00	18.00	180.00	-	0.00	-	0.00	-	0.00	1,180.00
Total								1,000.00		180.00			-		-		1,180.00

New Addition!
HSN Number

Invoice Value (in figure)	1,180.00
Invoice Value (in Words)	₹ One Thousand One Hundred Eighty Only

Whether tax is payable under reverse charge basis ? : No

For Ayvens India Pvt Ltd

Digital Sign

CIN : U74899DL1983PTC015230

Finance.India@ayvens.com

PAN No : AAACL6053B

Corporate Office & Regd Off : Ayvens India Private Limited,4th Floor, D wing, Jolly Board Tower,I - Think Techno Campus,Kanjurmarg (East),Mumbai - 400042

Tel:+91 22 6193 3200-Fax:+91 22 6193 3213

www.ayvens.com/en-in



Existing LeasePlan Invoice Templates | Lease & Fleet | Discontinued columns

ayvens SOCIÉTÉ GÉNÉRALE GROUP

Tax Invoice | Vehicle & Accessory Leasing

Kind Attention : _____
Company : _____

Invoice No. : _____
Invoice Date : _____
Invoice From : Lease Plan India Private Limited
Address : _____

Bill to Address : _____

RCM : _____
GSTIN : _____
State Code : _____
Dispatch To Address : _____

PAN/CIN : _____
No. of Vehicles : _____
Billing Type : _____
Due Date : _____
Original/Revised : Original for Recipient

PAN : _____
SAC : _____
Place of Supply : _____
Period : _____
Bill From State : _____

Particulars	Amount (₹)
Lease Rental	₹ 6,813.62
CGST	₹ 953.91
SGST	₹ 953.91
IGST	₹ 0.00
CESS	₹ 1,158.32
Total Amount Payable	₹ 9,879.76

Amount in words: - Rupees Nine thousand eight hundred and seventy nine and seventy six paise only.

Details for payment through NEFT / RTGS
Beneficiary Name : Lease Plan India Private Limited
Bank Name : HSBC Limited
Account No. : 0510 0284 8001
IFSC Code : HSBC0110002
Bank Address : Institutional Banking, Birla Towers, 25 Barakhamba Road, New Delhi 110001

Payment Instructions
 All payments are required to be made as per the mode of payment mentioned in the Master Lease Agreement. All payments are required to be made before the due date mentioned on the Invoice. Any delay will attract late payment charges as per the Master Lease Agreement. In case of payment via Crossed Cheque, please courier it to the Corporate Office.

For Queries: Call us at +91 800 5050701/24-4660100 or write us at lpin.ar.team@ayvens.com
 Taxes - Applicable as per GST Law
 TDS - To be deducted from Invoice Amount (excluding taxes) u/s 194 (a) of the Income Tax Act, 1961.

Signature of Authorised Representative

ayvens SOCIÉTÉ GÉNÉRALE GROUP

Tax Invoice | Fleet Management Services

Kind Attention : _____
Company : _____

Invoice No. : _____
Invoice Date : _____
Invoice From : Lease Plan India Private Limited
Address : _____

Bill to Address : _____

RCM : _____
GSTIN : _____
State Code : _____
Dispatch To Address : _____

PAN/CIN : _____
No. of Vehicles : _____
Billing Type : _____
Due Date : _____
Original/Revised : Original for Recipient

PAN : _____
SAC : _____
Place of Supply : _____
Period : _____
Bill From State : _____

Particulars	Amount (₹)
Fleet Management Charges	₹ 10,764.55
Road Tax and Insurance	₹ 0.00
CGST on FMC @ 9 %	₹ 968.81
SGST on FMC @ 9 %	₹ 968.81
IGST on FMC @ 0 %	₹ 0.00
Total Amount Payable	₹ 12,702.17

Amount in words: - Rupees Twelve thousand seven hundred and two and seventeen paise only.

Details for payment through NEFT / RTGS
Beneficiary Name : Lease Plan India Private Limited
Bank Name : HSBC Limited
Account No. : 0510 0284 8001
IFSC Code : HSBC0110002
Bank Address : Institutional Banking, Birla Towers, 25 Barakhamba Road, New Delhi 110001

Payment Instructions
 All payments are required to be made as per the mode of payment mentioned in the Master Lease Agreement. All payments are required to be made before the due date mentioned on the Invoice. Any delay will attract late payment charges as per the Master Lease Agreement. In case of payment via Crossed Cheque, please courier it to the Corporate Office.

For Queries: Call us at +91 800 5050701/24-4660100 or write us at lpin.ar.team@ayvens.com
 Taxes - Applicable as per GST Law
 TDS - To be deducted from Fleet Management Charges only (excluding Taxes) u/s 194-C of the Income Tax Act, 1961.

Signature of Authorised Representative

Template 3 | Debit Note



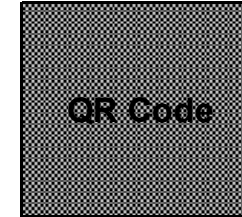
DEBIT NOTE

RECEPIENT:

Name: ABC
Address: xxx
State Code:
State :
PAN :
GSTN:
PO Number:

Original for recipient

GSTIN:
Name: Ayvens India Pvt Ltd
Address: XYZ
Invoice Number:
Invoice Date:
Place of Supply:
Due Date :



Sr No	Type	Contract No.	Description	Registration Number	User Name	Vehicle Delivery Date	Amount
1	Road Tax Rebill	12345	BOLERO CAMPER GOLD V (82457693) (01.10.2025-31.10.2025)	AB55AB456	Mr. Xyz	01.01.2025	5,500.00
Total							5,500.00

Total Invoice	5,500.00
Total Invoice Value (in Words)	₹ Five Thousand Five Hundred Only

Whether tax is payable under reverse charge basis ? : No

For Ayvens India Pvt Ltd

Digital Sign

CIN : U74899DL1983PTC015230

Finance.India@ayvens.com

PAN No : AAACL6053B

Corporate Office & Regd Off : Ayvens India Private Limited,4th Floor, D wing, Jolly Board Tower,I - Think Techno Campus,Kanjurmarg (East),Mumbai - 400042

Tel:+91 22 6193 3200-Fax:+91 22 6193 3213

www.ayvens.com/en-in



Template 4 | Unrecovered CESS Invoice



TAX INVOICE

RECEIPT:

Name: ABC

Address:xxx

State Code:

State :

PAN :

GSTN:

PO Number:

IRN Number:

Original for recipient

GSTIN:

Name: Ayvens India Pvt Ltd

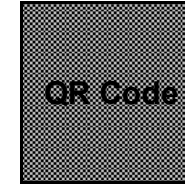
Address: XYZ

Invoice Number:

Invoice Date:

Place of Supply:

Due Date :



Sr No	Type	Contract No.	Description	Registration Number	User Name	Delivery Date	SAC	Taxable Value	IGST		CGST		SGST/UTGST		CESS		Total
									Rate %	Amount	Rate %	Amount	Rate %	Amount	Rate %	Amount	
1	Unrecovered Cess	12345	BOLERO CAMPER GOLD V (82457693) (01.10.2025-31.10.2025)	AB55AB456	Mr. Xyz	01.01.2025	997329	1,000.00	-	-	20.00	200.00	20.00	200.00	-	-	1,400.00
Total								1,000.00				200.00		200.00			1,400.00

Total Invoice Value (in figure)	1,400.00
Total Invoice Value (in Words)	₹ One Thousand Four Hundred Only

Whether tax is payable under reverse charge basis ? : No

For Ayvens India Pvt Ltd

Digital Sign

CIN : U74899DL1983PTC015230

Finance.India@ayvens.com

PAN No : AAACL6053B


Corporate Office & Regd Off : Ayvens India Private Limited,4th Floor, D wing, Jolly Board Tower,I - Think Techno Campus,Kanjurmarg (East),Mumbai - 400042

Tel:+91 22 6193 3200-Fax:+91 22 6193 3213

www.ayvens.com/en-in



Existing LeasePlan Re-bill Debit Note Template | Road Tax & Insurance Renewal | Discontinued columns



Debit Note | Road Tax

Kind Attention :	Debit Note No. :
Company :	Debit Note Date :
Bill to Address :	Debit Note From : Lease Plan India Private Limited
	Address :
GSTIN :	GSTIN :
State Code :	State Code :
Dispatch To Address :	PAN/ CIN :
	No. of Vehicles :
	Due Date :
PAN :	Original/Revised : Original for Recipient
Place of Supply :	Period :
IRN :	Bill From State :

Particulars	₹	Amount (₹)
Reimbursement of Road Tax Charges	₹	4,08,238.00
Total Amount Payable	₹	4,08,238.00

Amount in words : Rupees Four lakh, eight thousand, two hundred, thirty-eight and zero paise only

Details for payment through NEFT / RTGS	Payment Instructions
Beneficiary Name : Lease Plan India Private Limited	All payments are required to be made as per the mode of payment mentioned in the Master Lease Agreement. All payments are required to be made before the due date mentioned on the Invoice. Any delay will attract late payment charges as per the Master Lease Agreement. In case of payment via Crossed Cheque, please courier it to the Corporate Office.
Bank Name : HSBC Limited	
Account No. : 0510 0284 8001	
IFSC Code : HSBC0110002	
Bank Address : Institutional Banking, Birla Towers, 25 Barakhamba Road, New Delhi 110001	

For Queries: Call us at -1860 500 5050/0124-4660100 or write us at lpin.ar.team@ayvens.com
TDS-Not applicable on reimbursement as per Income Tax Act,1961.

Signature of Authorised Representative



Template 4 | Invoice Excel Annexure

SUMMARY REF NO	PAN No:AAXXXXX
CUS NUMBER	1234567
CUS NAME	ABCDEF LTD

Invoice / Debit Note	Invoice Date	Contract Number	Plate	LP Contract	Vehicle	User Name	Invoice Date From	Invoice Date To	Credit Reference	Contract End Date	PO No.	Cost Center	Emp Code	Finance	SGST FINANCE AMT	CGST FINANCE	IGST FINANCE AMT	CESS AMT	TOTAL	
Monthly Invoice-Lease Renta -																				
GKA/111111/25	01/Feb/2026				MERIDIAN 2.0 MULTIJE		01/Feb/2026	28/Feb/2026		31/Aug/2027				23,884.41	4,776.88	4,776.88			33,438.17	
GMH/222221/25	01/Feb/2026				THAR ROXX 2.0 TGDI M		01/Feb/2026	28/Feb/2026		31/Jan/2029				14,228.09	2,845.62	2,845.62			19,919.33	
Monthly Invoice-Fleet Manag																				
IKA/123456/25	01/Feb/2026				MERIDIAN 2.0 MULTIJE		01/Feb/2026	28/Feb/2026		31/Aug/2027				34,697.04	3,122.74	3,122.74			40,942.52	
IMH/456789/25	01/Feb/2026				THAR ROXX 2.0 TGDI M		01/Feb/2026	28/Feb/2026		31/Jan/2029				14,089.09	1,268.02	1,268.02			16,625.13	
Debit Note / Road tax - Rebill																				
KKA/156789/25	01/Feb/2026				MERIDIAN 2.0 MULTIJE		01/Feb/2026	28/Feb/2026		31/Aug/2027				15,057.77					15,057.77	
KMH/555555/25	01/Feb/2026				THAR ROXX 2.0 TGDI M		01/Feb/2026	28/Feb/2026		31/Jan/2029				6,434.29					6,434.29	
Unrecovered Cess																				
AKA/151515/25	23/Jan/2026				MERIDIAN 2.0 MULTIJE				68489	31/Aug/2027				11,617.01	2,323.40	2,323.40			16,263.81	
AKA/161616/25	24/Jan/2026				MERIDIAN 2.0 MULTIJE				68489	31/Aug/2027				11,617.01	2,323.40	2,323.40			16,263.81	
															131,624.71	16,660.06	16,660.06	0.00	0.00	164,944.83

Please note: Excel summary will be emailed along with the monthly invoice copy.



Existing LeasePlan Invoice PDF Annexure

Annexure | Vehicle & Accessory Leasing

Attention : _____
 Company : _____

Invoice No. : _____
 Date : _____
 Period : _____

S.No.	Asset No.	Contract No.	Contract Start & End Date	User Name	Engine CC	Employee ID	Registration No.	Vehicle Make & model	PO	Cost Centre	GST(%)	Cess(%)	Total Lease Rental	CGST	SGST	IGST	CESS	Total	
Total																			

Annexure | Fleet Management Services

Attention : _____
 Company : _____

Invoice No. : _____
 Date : _____
 Period : _____

S.No.	Asset No.	Contract No.	Contract Start & End Date	User Name	Employee ID	Registration No.	Vehicle Make & model	Cost Centre	PO	Fleet Management Services	Insurance	Int on Insurance	Road Tax	Int on Road Tax	CGST	SGST	IGST	Total	
Total																			

Annexure | Road Tax

Attention : _____
 Company : _____

Invoice No. : _____
 Invoice Date : _____

S.No.	Asset No.	Contract No.	Contract Start & End Date	User Name	Employee ID	Cost Centre	PO	Registration No.	Vehicle Make & Model	Amount
Total										



Composite Supply

“It means a supply made by a taxable person to a recipient consisting of two or more taxable supplies of goods or services or both, or any combination thereof, which are naturally bundled and supplied in conjunction with each other in the ordinary course of business, one of which is a principal supply”

Why Three Invoices?


To avoid the risk of misinterpreting vehicle leasing and Fleet Management Services (FMS) as a single, combined supply – which could result in FMS being taxed at a high GST rate of 29% to 48% – we issue separate GST invoices for each service.


Similarly, reimbursement expenses such as road tax, fuel, Insurance are form of Pure Agent as per the provision of GST law and hence separated from the GST invoice and raised as separate debit note to avoid any ambiguity of composite supply.









Automated E-bill Submission

Invoices & credit note JAN 2026

 ALDinvoices.noreply@ayvens.com
To: India Finance
Archive 2/6/2027

 E-Invoices ALD Automotive -004934-06-02-2026.zip
1 MB

  Reply  Reply All  Forward  

Fri 2/6/2026 12:24 PM

Dear Sir/Madam,

Please find attached important documents: Lease Invoices and Credit Notes that cover various lease-related adjustments like extensions, modifications, transfers, terminations, and any reimbursement or rebill charges. They complement your regular monthly lease rental invoices.

Regarding the Goods and Services Tax (GST), the GST Council advises that recipients review and act on all records (invoices, credit notes, debit notes, or amendments) filed by suppliers in the IMS system.

We want to highlight that rejecting Ayvens invoices or credit notes without prior consultation could lead to adverse GST tax and interest impacts for Ayvens.

To prevent any such issues, we kindly request that before rejecting any of our invoices or credit notes in the IMS system (within 7 days of noticing them), you consult with us in writing at finance.india@ayvens.com or speak with your collection manager. This proactive approach will help us resolve any concerns efficiently.

Please be aware that if a credit note is rejected, it will be considered as an automatic acceptance that you have processed the corresponding invoice, and the payment will be due to Ayvens. In cases of unreasonable and unilateral credit note rejections, Ayvens reserves the right to seek indemnification for any GST liability and interest costs incurred. This would necessitate the issuance of a debit note for these costs, including applicable GST, interest, and penalties.

Thank you for your attention to this important matter.
We value our partnership and appreciate your cooperation.

Warm Regards,
Team Ayvens

Note: This email is an automated email, so replies won't be monitored. If you have any questions, drop us a line at finance.india@ayvens.com

ALDinvoices.noreply@aldautomotive.com is an automated mail box. Please note that, e-mails sent to this ID will not be read or actioned upon.

Multiple emails based on email size (exceeding 4 MB)



Important Update



Important to note

Preponing Invoice

Preponing of **March 2026 invoice by 2 - 3 weeks (i.e.in February 2026)** to prevent any payment delays and ensure smooth transition. Invoice will be issued in the existing format.

New Invoice

Invoice in new format will be issued in **March 2026 with April 2026** lease rental.

Key Points

Payment will be due as per the terms of your agreement for **March 2026** lease rental. Only the **invoice issuance date is being adjusted.**

This will allow us enough time for necessary vendor registrations and allows both, our and your systems to adapt during the integration period.



Client Actions – Upon legal merger

1

Inform Accounts / Payable Team for upcoming changes in invoicing format and number of invoices.

2

Vendor Registration / On boarding of new entity Ayvens India Pvt Ltd

3

PO amendment / New PO issuance (in any)

4

Changes in ERP system to configure new name and invoice processing.

5

Reconfirm 2 email ids for E-BILL delivery.

6

Revision of TDS return in LPIN's PAN starting from Q1 of FY 25-26 for TDS filed under ALD PAN

(this is applicable only for overlapping and ALD clients and not exclusive LP clients)





ayvens

SOCIETE GENERALE GROUP