

## **GST CIRCULAR TO VENDORS**

**DATE: July 10, 2017.**

**AMERICAN CONSULATE CHENNAI – UIN: 3317USA00002UNE**

This is for the information of all vendors/suppliers/contractors/service providers doing business with the U.S. Consulate General **Chennai** that in the new GST regime the exemption at the point-of-sale for the Consulate has been replaced with the claim of refund from the local government after the purchases have been made with the payment of GST. Therefore, when you submit your quotation in response to our RFQ or email/telephonic inquiries, please mention the applicable GST amount as a separate line item in your quotation. The U.S. Consulate will make the payment for both the basic price and the GST amount through EFT. Following the payment we will submit the claim for the refund from the government and the tax authority will verify the refund claim against the GST deposited by the vendor after they've received the payment. Therefore, it is important that the vendors timely submit the GST to the government so the tax that this office is exempt from can be timely refunded by the government. Henceforth no tax exemption certificate will need to be issued against any invoice.

Please note that the GST unique identification number (UIN) for Consulate **Chennai** is as follows:

**UIN: 3317USA00002UNE**

**Please note** that both the PO number and the above UIN must be mentioned on all your invoices. An invoice received without the above numbers cannot be processed for payment.

In case you have any questions please feel free to contact Procurement Supervisor, Ms. Malathy Ravi at 2857 4319 /95510 88039 or write to [RaviM2@state.gov](mailto:RaviM2@state.gov)