

Government of Goa Commercial Taxes Department



e-filing System for VAT dealers of Goa

USER MANUAL



**National Informatics Centre
Paraiso de Goa
Porvorim, Goa**

**Commercial Taxes Department
Vikrikar Bhavan
M.G. Road, Goa**

Background

Commercial Taxes Department (CTD) is using the e-governance system known as VATsoft with the software support from NIC Goa. Using VATsoft, the CTD is effectively maintaining the documents of the VAT dealers so that the department can provide better services to the dealers as and when required by the Government and dealer. This also helps both Department and dealer to build mutual trust and confidence in carrying out their activities.

To further improve the faith and confidence between the business community and the department, the department has proposed to build a web-based system for e-filing of documents by the dealers. Most of them have welcomed this move and expressed their willingness to make use of this facility to submit the documents.

In this context, CTD has requested NIC to develop an e-filing system for VAT related activities. After going through the requirements, NIC has developed the system, called as the 'VAT-eFS – VAT e-Filing System'.

This manual is meant for use by VAT dealers of Goa. Users of the VAT e-filing system should have working knowledge of computers and well versed with the maintenance of different kinds of registers under the VAT Act.

The purpose of this document is to provide an interface between the dealers and the VAT e-filing system. It will help them to understand the usage of the e-filing system to electronic filing of VAT documents to CTD. This manual also explains the workflow involved in carrying out electronic submission of the VAT documents by the dealers to CTD.

About National Informatics Centre (NIC)

National Informatics Centre (NIC), Department of Information Technology, Ministry of Communication & IT, Government of India, is a premier organization in the field of Information Technology and provides state-of-the-art solutions to the information management, dissemination, e-Governance and decision support requirements of the Government. NICNET, with its Nationwide Network of state-of-the-art technology, computers, communication equipments and expert IT specialists, is well rooted and functioning at all Districts, State / Union Territory Capitals and Central Government and helping information exchange of vital nature. With its Master Earth Station at New Delhi, micro earth station nodes have been established in all the State Capitals, District Head Quarters and selected commercial centers.

The broad range of services being provided by NIC includes system study, design, coding, testing, training, implementation, software maintenance and hand holding support. NIC has designed and developed a number of e-governance systems for the Government of Goa, which includes VATsoft for Commercial Taxes, Treasury for Directorate of Accounts, Municipal Administration software for all Municipality / City Corporation, Dharani for Land Records, Directorate of Accounts Computerisation, Vaahan and Saarathi for Transport offices, CIPA for police stations, Court system, FMS for Secretariat and Government Departments and maintaining the websites, etc.

VAT-eFS : VAT e-Filing System

Commercial Taxes Department is happy to introduce VAT e-filing system for the VAT dealers of Goa. E-filing is an internet/web based system, where in the dealers can submit important documents of VAT to CTD.

In this system, dealers can submit the details of Quarterly Returns, purchase invoices, sale invoices and CST statutory forms. They can also view various documents/records maintained by the department. The dealers have a provision to enter directly the document or upload the files from their system.

TIP: In case of any problem, please contact PRO – Phone.No-2229225

Benefits to the dealer

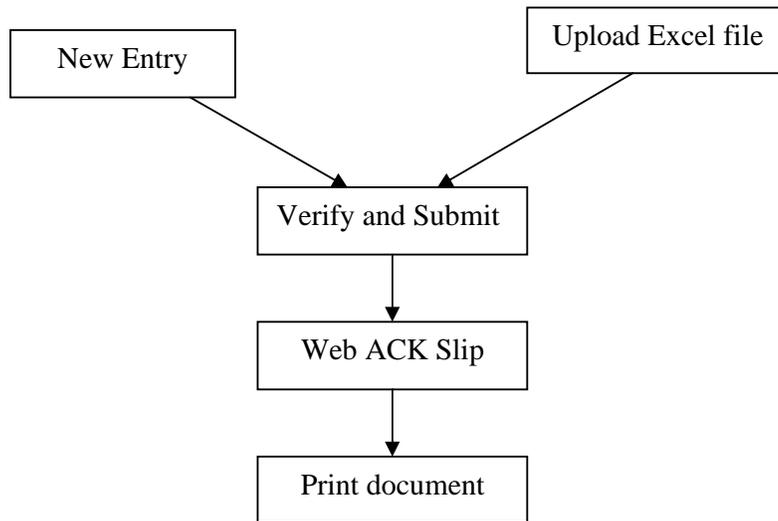
Entering and submitting the VAT documents through VAT e-filing system will benefit the dealers. The CTD will be able to process the request for issue of fresh CST statutory forms faster when the dealers submit the utilization & receipt reports of CST statutory forms on e-filing system. In respect of submission of purchase and sale invoices, the system validates the TINs of both the seller and the buyer from the departmental dealer master and tells about the invalid TIN's of purchaser/seller. This avoids unnecessary queries from the Departmental officers while conducting audit and inspection.

The system will also display details of pending documents/payments of a dealer so that the dealer can take appropriate steps to avoid penalty and interest. Proper and in-time submission of documents through VAT e-filing system would avoid taking up audit and inspection work by the department in most cases.

This system helps the department to check the records of the dealers without asking them repeatedly to produce it before the officers of the department. The e-filing system has been designed and developed in such a way that it helps the dealers to view their records maintained and processed by the department.

TIP: Help us to serve you better.

Process of Submission



The following entry steps have to be followed to complete the submission process:

Entry and Update: Provision has been made to enter the document details directly using the data entry screen provided in the web-site. The dealer, who has not computerized his business and hence cannot upload EXCEL file, can use this option.

Upload Excel File: The dealer who has computerized his business activity can use this option to upload the Excel file. However, the dealer has to prepare his EXCEL file as per the EXCEL format provided by the department. System will not read the EXCEL file if there is any variation in the format. In case the EXCEL file is more than 3Mb then the file can be split into 2 or more files. The size of the split file should be less than 3 Mb. Dealer on the other hand can zip the EXCEL file and upload the same.

Delete Invoices – If the dealer feels that the EXCEL file uploaded or invoices entered for a month is not valid, he can use the ‘delete all invoice’ option which deletes all the invoices entered for the month.

Verify and Submit: After entering the details directly or uploading the EXCEL file successfully, the dealer has to verify the details and submit the document to the department. If any error is noticed, the dealer can go back to entry screen and correct the details and submit the details.

Web ACK SLIP: Once the document is submitted, the system generates the ACK SLIP. This is the proof of submission of document by the dealer to CTD.

Print document: After submission of the document, dealer has to generate the print out of the document and submit the hard copy to the department along with the return or any other request application as required.

Requirements

- The followings are the minimum hardware & software required at the user level to use the e-filing system.
- Client system with at least Pentium and 20 GB HDD and 64 MB RAM or above
- Dot Matrix or Laser Printer
- 700 VA UPS
- Internet connection
- Web browser (Internet Explorer / firefox / Mozilla)

Getting login account

The dealer has to request the Ward Office concerned for an account in VAT e-filing system in prescribed form. This form can be downloaded from commercial taxes website. After scrutinizing the request, Ward Office will forward the application to the headquarters. The department after processing will send the username and password to the dealer through courier/post. It is important for the dealer to maintain the username and password securely and confidentially so as to avoid the misuse of the same.

TIP: Maintain the username and password securely. Don't share it with anybody. Ensure that only authenticated person uses this to work on the VAT e-filing system.

On the first login, the dealer can choose the new username and enter the new password of his choice so that he can use it securely.

Regular Logging in

Type the URL address given by CTD on the internet browser. You can see the following screen

Commercial Taxes Department
Government of Goa

VAT Soft

NIC

e - Filing System

Sign in for E-Filing

TIN

Password

Login Exit

[Can't access your account?](#)

In case of any problem, please contact Help Desk - Phone: 2229430

Not having an account for E-Filing? [Create an Account](#)

Please download the files from following links for reference

[FAQ's](#) [Tips](#)

[User Manual](#) [Instructions](#)

[CST Manual](#) [Contact Details](#)

Enter the username and password correctly. The system shows the main page of the e-filing system. Otherwise it says login failed.

You can see the username and Trade name on the top. On clicking the 'sign out' option, you can log out from the e-filing system.

TIP: Keep on changing your password frequently, atleast once in 30-45 days and maintain/remember the password.

First time logging in

When for the first time dealer logs into the system successfully using the username and password given by the department, they will be displayed with a new screen, requesting to enter their contact information.

The screenshot shows a web interface for the VAT e-filing system. At the top, there is a header bar with the following information: TIN: 30750303484, Prop/Comp. Name: B. N. SIETYS HARDWARE STORE, and Login: 30750303484. Below this is a dark red banner with the text "First Time Users Welcome Screen". The main content area is light blue and features the word "WELCOME...!" in large, bold, blue letters. Below this, there is a purple heading: "Welcome to E-filing System of Commercial Taxes Department, Government of Goa...". The main body of the screen contains four numbered instructions in blue text:

1. The system will ask for the new password. Please enter the 'Password' of your choice and enter once again to confirm the password.
2. Care should be taken to keep the information of 'Password' securely and safely with you and not to disclose the same to others.
3. Please go through the 'Tips' section in MainMenu Page for further information.
4. New password should be minimum of 8 characters with atleast 2 alphabets, 2 numeric and 1 special character.

Only after entering these details the system allows to go for the next screen where user has to enter his choice of username and password. The following screen will be displayed.

The user has to enter his choice of the username of atleast 5 characters, and password of atleast 8 characters containing combination of alphabets (A-Z, a-z), numerals (0-9) and some special characters (@,#,\$,%,&). Dealer has to enter his password twice. Thereafter when he clicks the CREATE button, system generates the new username if it is not already existing in the system.

.: Creation of New Username Module .:

TIN 30750303484
 Trade Name B. N. SHETYE HARDWARE STORE
 Current ID 30750303484

New password should be minimum of 8 characters with atleast 2 alphabets, 2 numeric and 1 special character.

TIN
 New Password
 Confirm New Password

TIP: Remember to change the password of your account, whenever the authorized person, who is operating the VAT e-filing system, resigns/retires from your company/office/shop.

Options in VAT e-Filing System

The dealer will be shown with the following main page , when his login is successful. The page has various options for dealer to view and update the data.

		Sign Out
<p>SERVICES</p> <p>Returns</p> <ul style="list-style-type: none"> Filing of Returns Submit Print <p>Online CST Forms</p> <ul style="list-style-type: none"> Request Entry Excel file(Online CST) Upload Excel file Verify and Submit STATUS <p>Old CST Forms</p> <ul style="list-style-type: none"> Entry of Details Excel file(Old CST) Upload Excel file Verify & Submit 	<p>Username: dlr1 TIN: 30020104696 Prop/Comp. Name: RINAC INDIA LTD., Last Login: On 11/06/2010 at 7:52:28 PM</p> 	<p>Reports</p> <p>WEB ACKNOWLEDGEMENT</p> <ul style="list-style-type: none"> Purchase Invoices Sales Invoices Export Invoices Online CST Forms Old CST Forms <p>DETAILED</p> <ul style="list-style-type: none"> Purchase Invoices Sales Invoices Export Invoices Online CST Forms Old CST Forms <p>OTHER OPTIONS</p> <ul style="list-style-type: none"> VAT-1 TIN Search Change Password Update Contact Info
<p align="center">Contents owned and maintained by Commercial Taxes Department, Govt. of Goa IT Solution By National Informatics Centre, Goa (Ver.2.4 Rel.04.14)</p>		

TIP: Every time check the last login date and time to ensure that nobody is using your account without your knowledge.

The following options are available in this main page.

Returns Details – Here dealer can upload, submit his return details for a month and print the returns details in Form VAT III

Sale Invoice – Using this, dealer can enter, upload, submit and print the sale invoice details

Purchase Invoice – Here dealer can enter, upload, submit and print the purchase invoice details

Export Invoices – Here dealer can enter, upload, submit and print the export invoice details

Online CST Forms - Here dealer can enter, upload, submit and print CST forms details

Old CST Forms - Here dealer can enter, upload, submit and print statutory forms details

Reports and Help – Here dealer can take the print of Web Acknowledgement, Detailed report for the submission made, help on using the various options of e-filing, change his account password, contact details etc.

VAT-1 – Dealer can see his VAT – 1 (registration data).

Change Password – Dealer can change the password of his username

TIN search – Based on the TIN, dealer can get the name and address of the any dealer of the Goa

Update Contact Info – Here Dealers can update initially entered contact information. Contact details – CTD contact details, in case of difficulties.

TIP: Remember to signout/logout from the system after completion of your work.

Returns

This module helps the dealer to enter the return details periodically. Tax calculation based on turn over details are calculated & verified & at the entry stage itself, an alert will be generated to correct in case of mistakes. This module has the provision to enter the corrected / revised return details. This option has the following options

- Filing of Returns
- Submit
- Print

Filing of Returns provides the dealer to file VAT / COT / CST / TDS Returns depending on the type of Dealer. The system displays the Returns filed in a grid and to be filed in another

grid. The dealer will be able to file the returns and after verification he will be able to submit the same. Once the returns are filed, the system allows to take printout in PDF format.

The dealer will be able to file Original / Revised / Corrected and Final Returns.

TIN: 30020104696 Prop/Comp. Name: RINAC INDIA LTD., Login: dlr1

E - Returns Filing

Type of Registration: VAT COT CST TDS Select Period: 201006

Type of Return: Original Revised Corrected Final [Invoice Details](#)

Go Back

VAT Returns Filed by Dealer					VAT Returns to be filed		
View	Period	Mode	Ack. No	Type	Date	Period	Due Date
View	200706	Dept.	0	o	09-07-2007	Select	200609 30-10-2006
View	200709	Dept.	0	o	25-10-2007		
View	200712	Dept.	0	o	15-01-2008		
View	200803	Dept.	0	o	18-04-2008		
View	200806	Dept.	0	o	27-07-2008		
View	200809	Dept.	0	o	13-10-2008		

Select the period from the “Select Period” selection and select “Type of Return” and click on “Go” button. The system displays the Return form

[NIC-VATSoft] - Microsoft Internet Explorer
 File Edit View Favorites Tools Help
 Address http://10.155.4.10/dealer/web_returns/VAT100Returns_View.aspx

Ack. No 0 Ack. Date 03/10/2009 Tax Period 200706 Type of Return 0 (Orig/Corr/Rev/Final)
 TIN 30020104696 Valid upto 01/04/2005 2 Name & Address of Dealer SAMEER DIGAMBER KHATKHATE,
 Unit Name

Return of Sales & tax payable for the period from 200704 to 200706 Filing Date 09/07/2007

4. Turnover, Taxable Turnover of sales and computation of Output tax

A. Total Turnover of sales received / receivable 155804

B. Deductions (from the above sale)

1. Sales of Exempted Goods under rule 4(1)(b)

2. Sales on which no tax is leviable under rule 4(1)(a) 53995

3. Sales in the course of Inter-state trade under 4(1)(c)

4. Sales in the course of import into/Export out of India under 4(1)(c)

5. Value of goods transferred or dispatched (stock transferred) under-4(1)(e)

6. Value of goods sent for sale to local agents under 4(1)(f)

7. Amount of sales of goods returned within prescribed time under 4(1)(d)

8. Sum allowed as cash discount in bill / tax invoice under 2(ad)

Total of B (1) to (8) 53995

4. C. Taxable Turnover of sales (A - B) 101809

Tax Payment Details made for the Quarter

Amount

1. Tax Paid

2. Interest

3. Others

4. Total

Payment Challan Details for the period

5.A. Rate wise bifurcation (sales & o/p tax). Value. Tax.

Tax %	Value	Tax	Tax %	Value	Tax
1. Tax @ <input type="text"/> %	95901	3836	2. Tax @ <input type="text"/> %	<input type="text"/>	<input type="text"/>
3. Tax @ <input type="text"/> %	<input type="text"/>	<input type="text"/>	4. Tax @ <input type="text"/> %	<input type="text"/>	<input type="text"/>
5. Tax @ <input type="text"/> %	<input type="text"/>	<input type="text"/>	6. Tax @ <input type="text"/> %	<input type="text"/>	<input type="text"/>
5.B. Total Sales taxable	95901			3836	

5. C Sale of Capital goods and Industrial inputs claimed under entry (23) & (53) resp. of Sch. 'B' and included taxable @4% sales

Capital Goods Industrial Inputs

6. Turnover of purch. Exempted Taxable_at_the_rate_of

i. Imports from outside	<input type="text"/>					
ii. Interstate Purchases	<input type="text"/>					
iii. Consignment Transfers	<input type="text"/>					
iv. Local Purchases from registered dealers against Inv.						
iva. Tax	100131	124177	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
ivb. Restricted Tax	<input type="text"/>					
v. Local purchases	<input type="text"/>					
vi. Other	<input type="text"/>					
Total	100131	124177	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

7. Input Tax Credit	
a Total admissible input tax on purchases covered under item 6(iv) above	4968
b.i. ITC admissible on account of op. stock held on appointed date/date of registration	
ii. ITC admissible on Capital goods	
iii. ITC carried over from previous tax period	
iv. Entry tax paid, if any..	
v. 75% of net tax liability under Net Present Value Compulsory Payment Scheme 2005	
Total of b(i) to b(v)	
Total ITC of 7(a) & (b)	4968
7.c. Reverse Credit on account of	
i. Goods (purchases) returned within prescribed time	
ii. On stock transfer 4% on section 6(iii)	
iii. Apportionment for manufacturing of exempt goods	
iv. any of the contingencies covered under sub-section (2),(3) & (5) & (6) of Section 9	
v. Others	
Total Reduction (7.c.(i) to 7.c(v))	
8.Total Input Tax Credit (7(a) & 7(b)-7(c))	4968
9. Amount of tax payable / refundable / carried forward	1132

.. E-RETURN Form VAT III [See rule 23(1) of the Goa Value Added Tax Rules, 2005] ..

General Information				BACK			
Ack. No	10147372	Ack. Date	29/07/2009	Tax Period	200906	Type of Return	<input type="radio"/> (Orig/Corr/Rev/Final)
TIN	30020104696	Valid upto	01/04/2005	2 Name & Address of Dealer	SAMEER DIGAMBER KHATKHATE,		
Unit Name							
10.Outstanding Liability to be set off against excess ITC, if any, under							
i. Goa VAT Act		ii. Goa Sales Tax Act					
iii. Goa Tax on Entry Tax		iv. Central Sales Tax Act					
			Total				
11.Net amount of Tax refundable/carried forward (9-10)							1132
<input type="button" value="Generate PDF"/>							

The screenshot shows a Microsoft Internet Explorer browser window displaying the 'Commercial Taxes Department Government of Goa' website. The page title is '[NIC-VATSoft] - Microsoft Internet Explorer'. The address bar shows 'http://10.155.4.10/dealer/web_returns/VAT100Returns_View.aspx'. The page content includes a header with the department name and logo, and a form for VAT returns. A 'File Download' dialog box is open in the foreground, asking 'Do you want to open or save this file?'. The file details are: Name: VAT_30020104696_200706.pdf, Type: Adobe Acrobat 7.0 Document, 5.68 KB, From: 10.155.4.10. The dialog box has 'Open', 'Save', and 'Cancel' buttons. Below the dialog box, the website form is partially visible, showing fields for TIN (30020104696), Ack. No (0), and Unit Name. A 'Generate PDF' button is also visible. The browser's status bar at the bottom shows 'Downloading from site: http://10.155.4.10/dealer/web_returns/PDF_Reports/VAT_Returns_PDF.aspx' and 'Local intranet'.

PDF file can be generated for the return cases by clicking on the “Generate PDF” button.

On finishing the Returns, the acknowledgement will be generated by the system and will be displayed on the system. Dealer can take printout and file the same and can be produced to the Department as a proof of submission of filing of return.

ACK SLIP			
 GOVERNMENT OF GOA Commercial Taxes Department Panaji			
<i>ACK NO.</i>	101106739	<i>TIN</i>	30090102184
<i>DATE</i>	27/05/2010	<i>NAME</i>	SHEIKH ANWAR HUSSAIN
<i>ACK FOR</i>	Return-200906		
<i>ENCLR</i>			
1. Please pay the Tax and file the Return in time. 2. Complement of the Season			
(30090102184) <input type="button" value="PRINT"/> <input type="button" value="BACK"/> 			

Submit

Once the Returns filed by the dealer is correct then the same has to be submitted by clicking on “Submit” button.

TIN: 30020104696		Prop/Comp. Name: RINAC INDIA LTD.,		Login: dlr1
:. E - Returns Filing .:				
Type of Registration	<input checked="" type="radio"/> VAT <input type="radio"/> COT <input type="radio"/> CST <input type="radio"/> TDS			
Enter Period	<input type="text"/>			
<input type="button" value="Go"/>		<input type="button" value="Back"/>		
VAT Returns Filed by Dealer through e-filing				
	Period	Ack. No	Type	
Submit	200912	10192191	0	

TIN: 30020104696 Prop/Comp. Name: RINAC INDIA LTD., Login: dlr1

:. E - Returns Filing .:

Type of Registration: VAT COT CST TDS

Enter Period:

[Go](#) [Back](#)

Return submitted successfully.

VAT Returns Filed by Dealer through e-filing

By clicking on “Submit” link, the returns get posted to the Server and Acknowledgemnet will be generated.

Print

The link is given for printing of Returns filed by the dealer. This link gives an access to the dealer to check the returns filed by the dealer through manually at the Department and filed through e-filing and pending Returns. I

Ther is a provision to take the print out of statutory forms issued to him electronically.

TIN: 30020104696 Prop/Comp. Name: RINAC INDIA LTD., Login: dlr1

:. E - Returns Filing .:

Search For: Returns Statutory Forms

Type of Registration: VAT COT CST TDS

Enter Period:

[Go](#) [Back](#)

VAT Returns Filed by Dealer through e-filing

	Period	Ack. No	Type
Print PDF	200506	101107555	O
Print PDF	200509	101106076	O
Print PDF	200512	101106096	O
Print PDF	200603	101107515	R
Print PDF	200606	101106215	O
Print PDF	200609	101106498	O

Purchase invoices

The VAT e-filing system has provision to enter or update the sales invoices details. The details of the purchase invoices to be submitted, are those based on which the dealer has claimed the input tax credit (ITC). Purchase invoice menu has the following options:

1. Entry and Update
2. Upload Excel file
3. Delete All Invoices
3. Verify and Submit

Entry and Update

Using the new entry option, the dealer can directly enter the purchase invoices details from his register. When the dealer clicks on the new entry option, the system shows the following screen.

If there are no purchase invoices entries in the system, it will inform the dealer and asks him to click 'NEW ENTRY' button to confirm to continue to enter the details. Now the dealer can see the following screen

Here the dealer has to enter the return period (or tax Period) for which the purchase invoices are being entered. The return period (or tax Period) has to be entered in the YYYYMM (year and month is numeric) format. After entering the return period, dealer has to click GO button. If purchase invoices entries are already available in the system for that return period, system shows those details. Here dealer can modify, delete or add the entries.

The dealer can enter the purchase invoice details like Serial no, Seller's TIN, Seller's name and address, Invoice no, Invoice date, Invoice value (net of tax) and Tax charged and click on ADD button to save the entries. If the invoice number starts with 'DB' (eg: DB89087), then system accepts -ve values for the Net Value and Tax charged fields. In the case of Sales Invoices the invoice number can start with 'CR' eg: CR0988 to accepts the - ve values in Net value and tax charged fields)

This record will come in the left hand bottom grid. Likewise one by one, all the entries can be added. As and when the invoices are entered, based on the Invoice date, the counts will either increase or decrease at the left hand bottom grid. If the invoice dates are many in number, then the left bottom grid is paginated with numbers like 1,2,3... at the bottom of grid. When dealer clicks on these numbers, the corresponding records of that page are displayed. On clicking

any one row of the left hand side grid, another grid is displayed on the right which has the details of invoices entered for the selected date. The grid contains rows which is equal to that of the total invoice count in the left hand grid.

To correct/delete the already entered details, check on the SELECT option in the right hand side grid, corresponding to that entry. After correction click ADD to save or click DELETE to delete the entry. System will alert the dealer if the seller's TIN is not available in the departmental dealer master file. Dealer can check up and effect correction if required. System accepts an invoice date which is not less than 6 months of the return period. System limits the size of name and address of seller to 30 characters of alphanumeric only. Special characters are not allowed here.

TIP: Ensure that invoice number is entered as it is mentioned in the sale/purchase invoice. That is, if invoice number has alphanumeric value, enter as it is. For example: A1234, B/2345 etc.

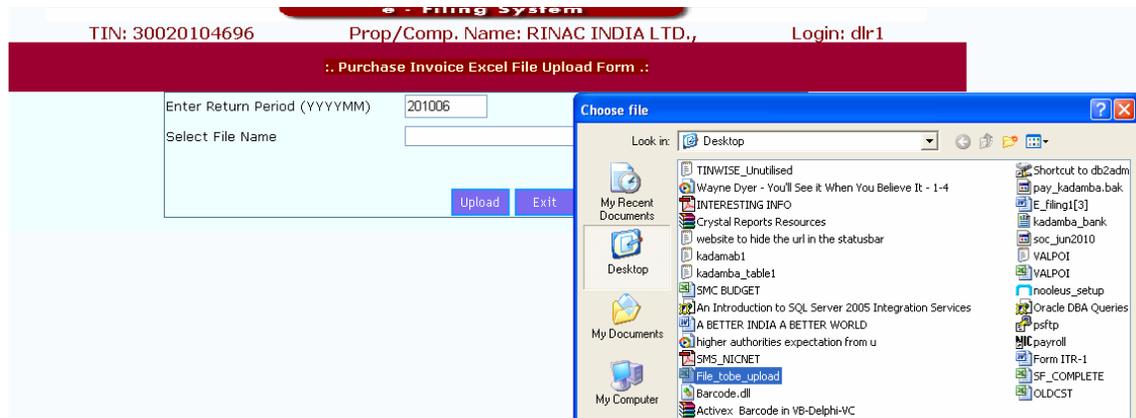
TIP: Ensure that no special characters are entered in seller/purchasers name and address



Upload Excel File:

The e-filing system provides for option to upload the purchase invoices details in EXCEL file. The dealer who has already computerized his accounts can use this option. He has to pick up the purchase invoices details in the EXCEL file or the ZIP file of the EXCEL file, from his system and upload to VAT e-filing system. This will avoid the process of entering all the purchase invoices to e-filing system.

When dealer clicks the upload excel file option, the system shows the following screen



Dealer has to enter the return period for which entries are being uploaded. Then he has to browse the EXCEL file from his system. Thereafter click on UPLOAD button, to upload the file. If the file is not EXCEL, then it will not upload and warns the dealer. After successfully uploading EXCEL file, it will show the following screen

Here dealer has to click on 'Validate Excel' button to verify the correctness of format of EXCEL file and data so that it can be read and saved. If it is read successfully, the system shows the following screen

If any serious (fatal) error is noticed in the data, system will not allow saving the data. If no serious (fatal) errors are there, then it will allow for saving the details. The button for saving is available at the bottom. System also shows other minor errors, if any, with each entry so that after saving, these errors can be corrected in New Entry option. Like wise any number of Excel Files can be uploaded for a period. But once verified and submitted, the dealer cannot upload any further files for the period.

TIP: If you have computerized your accounts of purchases and sales, request your Administrator/Software provider/Consultant to give a solution to convert your purchase invoices data into EXCEL file as required by the department.

TIP: Ensure that structure and format of EXCEL is followed to upload the EXCEL file.

Verify and Submit

Using this option, dealer can verify the details and submit the document to the department. On click of 'Verify and Submit' option, the dealer sees the following screen (Screen-10).

Here dealer has to enter the return period. Once the return period (or tax period) is entered, system shows the entry-wise details of invoices and finally, summary of the entries. After verifying the details, the dealer has to click SUBMIT button to forward the entries to department. If dealer needs some correction in the entries, he can get back to new entry option

to correct the details. Once dealer submits the document, he cannot do any corrections to the entries.

e - Filing System

TIN: 30020104696 Prop/Comp. Name: RINAC INDIA LTD., Login: dlr1

:: Purchase Invoices - Verify and Submit Form ::

Enter Return Period (YYYYMM) 201003

Data has been submitted for this Return Period.!

TIP: Verify the records/details before submitting

After submitting the details, the system generates the 'WEB ACK SLIP'. Dealer can take the printout of the same

	GOVERNMENT OF GOA Commercial Taxes Department
-: WEB ACK. SLIP :-	
NAME :	RINAC INDIA LTD.,
ACK NO. :	192081 TIN NO: 30020104696
DATE :	22/05/2010 PERIOD: 201005 (YYYYMM)
ITEM :	Web CST SF
Web generated Acknowledgement Slip	

LIST OF CST SF

Form.Status	Form Type	Seller TIN	Prop/Comp.Name	Address	State Code	Max (Ack.Date)	Min (Ack.Date)	No.of.invoices	Total Invoice Value (in Rs)
Complete	C-Form	21212211212	WE WE WEWQ	2323 WEW EEE WE	OR	12/01/2009	12/01/2009	1	1222

TIP: Once the invoice details are submitted, you cannot change the entries. Subsequently if you notice the mistakes, inform the changes in the hard copy of the document to the concerned WARD OFFICE

TIP: Submit the signed hardcopy of ACK SLIP and document from the e-filing system to your Ward Office for further processing, if it has not been signed digitally.

Sale Invoice

Entering, uploading and submitting of the taxable sale invoices (tax invoices) are very similar to the procedure followed for entry of purchase invoices. The same process is to be followed.

The screen capture of the all process is diaplyed below.

TIN: 30020104696 Prop/Comp. Name: RINAC INDIA LTD., Login: dlr1

:: Sale Invoices - Entry Form ::

Return Period(YYYYMM)

Data not available for this Period - Click 'New Entry' Button to enter Data for this period

Entry details

TIN: 30020104696 Prop/Comp. Name: RINAC INDIA LTD., Login: dlr1

:: Sale Invoices - Entry Form ::

Return Period(YYYYMM)

Sl.No	Buyer TIN(11 digits)	Name of the Buyer	Invoice Number	Invoice Date	Net Value (nRs.)	Tax (nRs.)
4						

Invoice Date	Total Invoices	Total Net	Total Tax
Select 10/08/2005	2	22990.00	200.00
Select 20/08/2005	1	1099000.00	1090.00

Downloading the excel file

TIN: 30020104696 Prop/Comp. Name: RINAC INI

Module

Sales Invoices

- Entry and Update
- Excel file (Sales Inv)
- Upload file
- Delete Invoices
- Submit

Export Invoices

- Entry and Update
- Excel File (Export Inv)
- Upload file
- Delete Invoices

File Download

Do you want to open or save this file?

Name: VAT_SALES.xls
Type: Microsoft Excel Worksheet, 43.5 KB
From: localhost

Always ask before opening this type of file

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

After completing the entries and uploading the files

The screenshot shows the 'Sale Invoice Excel File Upload Form' interface. At the top, it displays the TIN: 30020104696, Prop/Comp. Name: RINAC INDIA LTD., and Login: dlr1. The form has a red header bar with the title ':. Sale Invoice Excel File Upload Form :.'. Below the header, there is a text input field for 'Enter Return Period (YYYYMM)' with the value '200906'. To the right of this field is a 'Browse...' button. Below the return period field is a 'Select File Name' field with an empty text box and another 'Browse...' button. A blue 'Upload' button is positioned below the 'Select File Name' field. A file explorer window titled 'Choose file' is open over the form, showing the 'Excel_Files' directory. The file explorer lists several files: 'VAT_EXP_INV', 'VAT_PUR_EXL', 'VAT_SL_EXL', 'ONLINE_CST_COM', and 'OLDCSTCOM'. The 'VAT_SL_EXL' file is selected.

Uploading of file

The screenshot shows the 'Sale Invoices - Excel Validation Form' interface. At the top, it displays the TIN: 30020104696, Prop/Comp. Name: RINAC INDIA LTD., and Login: dlr1. The form has a red header bar with the title ':. Sale Invoices - Excel Validation Form :.'. Below the header, there is a light blue box containing a message: 'Excel file uploaded successfully.....'. Below this message is a blue 'Validate Excel Data' button.

Export Invoices

Entering, uploading and submitting of the export invoices are very similar to the procedure followed for entry of purchase invoices. The same process is to be followed in this case also.

Online CST Forms

After successfully logging into the department web-site, the dealer can see the following main page. Here he has to select the options in 'Online CST Forms', on the right side top corner, to enter the details to request for CST forms.

New Entry

On click of 'New Entry' option, the dealer will be shown the following screen.

Here, the dealer has to enter the TIN/CST Number, Name, Address and State of the Seller with whom the inter-state transactions were done. When the dealer presses the 'Next' Button, the system requests to enter the transactions details one-by-one for the transacted dates' quarter. The transaction details which are to be entered are the Invoice No. Invoice Date, Invoice Value, Main Commodity, and Commodity description, Purpose, Purchase Order No. and Purchase Order Date. It may be noted here, that the main commodity list and purpose list

will contain the commodities and purposes given by the dealer while registering under CST Act. If any new commodity and purpose is to be added into the list, the dealer has to contact the concerned LVO to change the registration details as per the procedure.

After entering these details, once the dealer clicks the add button, the system will show these details in the data grid below. Like-wise, the dealer can go on entering the transaction details of particular seller for the one quarter. In case, multiple forms are required for the transaction with the same seller for different quarter period, he has to make the different requests for each quarter.

After entering the details, the dealer can go to main page and select the 'submit' option in 'Online CST forms'.

When dealer clicks on this button, the system shows the following screen.

The screenshot shows the 'e - Filing System' interface. At the top, it displays the user's TIN (30020104696), Prop/Comp. Name (RINAC INDIA LTD.), and Login (dlr1). Below this is a red header with the text ': CST Statutory Forms - Entry Form :'. The main form is titled 'Enter Buyer Details' and includes a note '* indicates compulsory fields'. The form has several input fields: 'Form Type' (set to C-Form), 'TIN', 'Prop/Comp. Name', 'Address', and 'State' (set to ANDAMAN AND NICOBAR). There are radio buttons for 'Complete' and 'Partial'. At the bottom right, there are 'Next' and 'Exit' buttons.

Now the dealer can see the list of entries pending for submission. Here, dealer can submit all the requests in one go by clicking 'Submit All' button or submit the requests one-by-one by clicking on the select button of the required request. The following screen shows process for submitting of request for one-by-one option.

Here, the dealer can modify or delete the transaction details, if required and press the submit button to request for the CST forms. Dealer can also delete the complete request by pressing the delete button.

Once the submit button is clicked, the following screen containing the WEB ACK SLIP will be shown. This can be printed and preserved by the dealer for future reference.

Based on the requirements, some dealers may be allowed to request for the partially filled CST forms by the concerned ward office. For this kind of the dealers, the system will allow the dealer to enter the seller details only and request for the CST forms by submitting it. The following screen shows the entry requirements for the partially filled CST forms.

Dealers can also Update or Delete the entered details, which has not been submitted yet, by clicking the Update/Delete option in 'Online CST forms'. Here system shows the list for entries which are not yet submitted. After selecting the required entry, dealer can follow the procedure to update and submit as explained above.

Option is available for the dealer to check the status of the CST request by clicking the Status button.

The following list will be shown which indicates the Status of the request made by the dealer and the comments of the authority.

Upload Excel file

Dealers can also upload the EXCEL file, containing the CST request information using the option of 'Upload EXCEL file'. Here, when the file is browsed and uploaded, the system checks for the format and structure of the files. If it matches as per the XSD format for EXCEL file structure given by the department, it will allow saving and submitting. Otherwise it ignores the same with the error messages. The following screen shows the process of the EXCEL file upload.

e - Filing System

TIN: 30020104696 Prop/Comp. Name: RINAC INDIA LTD., Login: dlr1

∴ CST Statutory Forms - Submit Form ∴

Form	Form Type	Seller TIN	Seller Prop/Comp.Name	No.of.invoices	Total Invoice Value(in Rs)	
Select	- Complete	C-Form	29000000000	SDFSDF	0	0
Select	- Complete	C-Form	32132132321	DSSAD DSA DSAD	0	0
Select	- Complete	C-Form	33000000000	MRF TYPRES	0	0
Select	- Complete	C-Form	30121103353	ERTERT	0	0
Select	- Complete	C-Form	29000010010	TEST	0	0

Submit All Exit

Based on whether there is error or not, on pressing the 'Save' button, the records are saved to the system.

e - Filing System

TIN: 30020104696 Prop/Comp. Name: RINAC INDIA LTD., Login: dlr1

∴ CST Statutory Forms - Status Module ∴

Ack.No	Ack.Date	Form.Status	Seller/Buyer TIN	Seller/Buyer Prop/Comp.Name	No.of.invoices	Total Invoice Value(in Rs)	CST Status	if Rejected, Reason
191821	16/12/2009	Complete	30020100221	FJD5KFSDK	2	12000	Request Approved	
191921	03/04/2010	Complete	29011212232	BANGALORE AUTO SALES	1	213	Request Approved	
191922	03/04/2010	Complete	37000000002	SELLER NAME 22	2	9221	Request Approved	
191922	03/04/2010	Complete	23232145678	545	1	456	Request Approved	
191941	05/04/2010	Complete	23823923223	RESHA KANE	2	5346	Request Approved	
191941	05/04/2010	Complete	32433213213	RADHA SHANKAR	1	4232	Request Approved	
191942	05/04/2010	Complete	30020399203	RAMESH	2	200	Request Approved	

Old CST form

After successfully logging into the department web-site, dealer can see the following main page. Here dealer to select the options in 'Old CST Forms', on the right side bottom corner, to enter the details of utilized and receipt of the CST forms. This option has been provided to the dealer to enter or upload and submit the utilisation details of the CST forms issued from the ward office offices and receipt details of the CST forms of the other states.

When dealer clicks on the 'New Entry' sub-option in the 'Old Statutory forms', the system shows the following screen.

Category*	Form Type*	Series No*	Serial No*
<input checked="" type="radio"/> UTILISATION <input type="radio"/> RECEIPT	C-Form		

Here the dealer has to select the category of the form, utilisation or receipt, form Type and enter the Series Number and Serial No of the form being entered and click the GO button.

If the details entered are for the first time, the system prompts the user to click on the 'New Entry' option, otherwise the existing details for the entered form will be shown for updation or deletion. Once this step is completed, the system shows the following screen.

In this screen, dealer has to enter the seller details in case of utilisation and buyer details in case of receipt form. The dealer will be prompted to enter the TIN, Name, Address and State of the other party and form usage Type. Once these details are entered, the system requests the dealer to enter the transaction details in the following screen format.

Now, dealer has to enter the invoice number, invoice date, commodity and invoice value of each transaction that is recorded with the selected CST utilisation/receipt form. Once all the entries are completed, the dealer can press exit button and come out from this screen. The details entered by the dealer are stored temporarily in his account and not made available to the department for official use as the dealer has not yet submitted the same.

The next step to be followed by the dealer is to click on the 'verify and Submit' option in the 'Old CST Forms' menu, where-in the system shows the list of forms entered but are waiting for submission by the dealer, as shown below.

Next, the dealer can click on the select button against the form, which the dealer wants to submit, the system shows the details of the that form as shown in the next screen.

Here, the dealer verifies the details and clicks the submit button. Now the 'Web ACK Slip' will be generated as shown below. This can be printed by the dealer and submitted to the concerned WARD OFFICE for record. This 'Web ACK Slip' contains the details of the forms submitted.

There is also provision for the dealer to take the print out of the already submitted forms using 'Print' option in the 'Statutory forms' menu,

On click of the select button, system shows the invoice details, which can be printed by the user.

Dealer has the provision to upload the EXCEL file containing multiple CST forms with invoices in one-go using the option 'Upload EXCEL file' in the statutory forms. When this option is selected, the system shows the following screen.

Next, dealer has to select the EXCEL/ file from their computer, which contains the CST forms to be uploaded and press upload button.

Once it is successfully uploaded, it will prompt the dealer to validate the data by clicking the 'Validate EXCEL Data' button.

Once it is done, the system shows the CST data from the uploaded EXCEL file, if it is in proper required format as shown above. Otherwise it gives the error message accordingly. Here, dealer can see the multiple CST forms with invoice details. Here the CST_forms_Id links the first table containing the seller/buyer details with the invoice details shown in the second table.

If the data is okay, dealer can save it by clicking the 'Save the Data' button and subsequently can update the same if required and finally, submit to the department as explained in previous paras.

TIN: 30020104696 Prop/Comp. Name: RINAC INDIA LTD., Login: dlr1

:: CST Statutory Forms - Pending For Submission ::

Select Type : UTILISATION RECEIPT

List of Statutory Forms entered

	Form Type	Series No	Serial No	Seller/Buyer TIN	Seller/Buyer Name
Select	C-Form	G/RH	96979	11	sachin
Select	C-Form	g/rh	1000	290000000000	TEST

Reports and Help

On clicking this option the dealer is shown the following screen with options like reports, help and other options. Using the reports options, dealer can take the print of Web Acknowledgement for the various invoices submitted by him to the commercial taxes department, like purchase, sales, export, online CST forms and Old CST forms. On pressing on each of these options, the dealer is shown various pages where in the dealer has to enter some basic information parameters required to generate the corresponding Web Acknowledgement reports – like in the case of purchase, sales invoice the dealer has to enter the respective month and year to get the Web Acknowledgement.



On the same line, dealer has the option to view or print detailed report for the submission made by him either datewise, invoice date wise, debit or credit notewise etc. Using the 'Master' option, dealer can print his VAT-1 form, and also can know about the options enabled for him in the e-filing system and also the commodities he is transacting with.

Using the 'Help' option, dealer can get assistance in operating the e-Filing system by making use of the user manual, FAQ's, EXCEL file formats, Tips, Converter and contact details options.

Dealer is provided with other options like Tin Search, Password change and Update his contact information which helps the department and also the dealer directly or indirectly in information dissipation for filing the invoices at appropriate time.

“TIN Search” option provides the option to the dealer to search on TIN / Dealer name / Trade name. The dealer can find any registered dealer in the state of Goa by mentioning TIN / Trade name or Dealer name. When the match found, the system will display minimum dealer details with Address.

TIN: 30020104696 Prop/Comp. Name: RINAC INDIA LTD., Login: dlr1

:: Search Dealer ::

Search parameter TIN. Dealer Name Trade Name

Enter Dealer Name*

TIN	Off. Code	Prop/Comp Name	EDR Date	Status	Reg. Type	CoT Type	CST Reg.	Entry Reg.	Trade Name & Address
30920300529	102	BABURAO R. NAIK	01/04/2005	0	VAT	D	Y	N	MODERN INDIA DETERGENT PLOT NO. 10, TIVIM INDUSTRIAL ESTATE, MAPUSA - GOA.
30170303221	102	BABURAO R. NAIK	01/04/2005	0	VAT	D	Y	N	MODERN LUBRICANTS & OILS,, MODERN HOUSE, - ANSABHAT, -MAPUSA - GOA.
30670302655	102	USHA B. NAIK	01/04/2005	0	VAT	D	Y	N	MODERN MARKETING AGENCY, MODERN HOUSE, -Ansabhat, -Mapusa--Goa.
30800302632	102	RAVINDRA R. NAIK	01/04/2005	0	VAT	D	Y	N	KELAMBIKA PRINT WORKS, H. NO. 204, -Near Dhume Medicals, -Assonora-Bardez

“Change the password” option helps the dealer to change the password as and when he desires.

:: CHANGE PASSWORD ::



TIN

Current Password

New Password

Re-enter New password

Since all communication will be communicated electronically, it is very important to have the updated contact details of the dealer. The dealer has to update the contact details whenever there is a change of Contact Details.

Whenever there is a change in Contact number / Mobile Number, Email address or Contact person, the dealer has to update the contact details. This will help the dealer to get communication in time to avoid any delay.

TIN: 30020104696	Prop/Comp. Name: RINAC INDIA LTD.,	Login: dlr1
:: Modification of Contact Information ::		
DEALERS CONTACT INFORMATION		
The following information will be used for Communication related to e-filing		
Contact Person	<input type="text" value="Sarika Naik"/>	
Address	<input type="text" value="Dongrim, Thorle-Bhat, Tiswad-Goa"/>	
Phone Number	<input type="text" value="8322208229"/>	
Fax Number	<input type="text" value="9422445588"/>	
Mobile Number	<input type="text" value="9420160742"/>	
E-mail	<input type="text" value="sarika25@hotmail.com"/>	
Company Web Site	<input type="text" value="http://website.sarikas.com"/>	
	<input type="button" value="Update"/>	<input type="button" value="Back"/>
