A

Handbook on

Online Export Forms

(VAT and CST)
**Operational Instructions**

Procedure to make use of online Export Forms (VAT and CST) Facility is very simple. A computer with internet connectivity is required for the purpose. There are four steps to make use of online Export Forms (VAT and CST) Facility. These steps are:

- **Step 1** Registration on the Website
- **Step 2** Login
- **Step 3** One time request for permission to make use of online export forms
- **Step 4** Online submission of export Forms and uploading the export details (.csv files)
- **Step 5** Acknowledgement Generation
- **Step 6** View export Details
- **Step 7** Generation of export Form Online

**Step-1 Registration on the Website**

To register on web site, connect to Internet and write URL in the address bar as: [http://rajtax.gov.in](http://rajtax.gov.in)

The following screen would be shown.
1. **Sign-Up**
   Click on this button.

To get registered on the website click “New User? Sign-up”.

A new screen (Screen-2) will open up. This screen displays the details required to be filled by the dealer for registering on the web portal. Please enter the details on the screen as per the instructions given in the table below.
1. Enter TIN here.

2. Enter Effective Date of Registration here.

3. Enter PAN No. here.

4. Enter Firm Name

5. Enter Principal Place of Business Address

6. Constitution of Business

7. Enter your email id

8. Enter password here

9. Enter your password again here.

10. Select the security question

11. Enter the security Answer

12. Click here to read the terms and conditions.

13. Click on “I accept the terms”.

14. Click on back to go back to home page

15. Click on submit to get registered.
Please enter the details as below:-

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Label</th>
<th>Data Type</th>
<th>Compulsory Field</th>
<th>Action to be performed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>TIN</td>
<td>Numeric</td>
<td>Yes</td>
<td>Enter your TIN.</td>
</tr>
<tr>
<td>2.</td>
<td>Effective Date of Registration</td>
<td>Date</td>
<td>Yes</td>
<td>Enter your Registration Date. (This date is mentioned in the registration certificate issued to you by the department.)</td>
</tr>
<tr>
<td>3.</td>
<td>PAN No</td>
<td>Alphanumeric</td>
<td>Yes</td>
<td>Enter your PAN No</td>
</tr>
<tr>
<td>4.</td>
<td>Firm Name</td>
<td>Alphanumeric</td>
<td>Yes</td>
<td>Enter your Firm Name</td>
</tr>
<tr>
<td>5.</td>
<td>Address of Principal Place of Business</td>
<td>Alphanumeric</td>
<td>Yes</td>
<td>Enter your principal place of business address</td>
</tr>
<tr>
<td>6.</td>
<td>Constitution of Business</td>
<td>Combo Box</td>
<td>Yes</td>
<td>Select your business constitution from the list of values provided</td>
</tr>
<tr>
<td>7.</td>
<td>E-mail Id</td>
<td>Alphanumeric</td>
<td>Yes</td>
<td>Enter your e-mail id (Must be a valid email id)</td>
</tr>
<tr>
<td>8.</td>
<td>Password</td>
<td>Alphanumeric</td>
<td>Yes</td>
<td>Enter your Password (should be more than or equal to 8 characters in length)</td>
</tr>
<tr>
<td>9.</td>
<td>Confirm Password</td>
<td>Alphanumeric</td>
<td>Yes</td>
<td>Enter the same Password again (for confirmation)</td>
</tr>
<tr>
<td>10.</td>
<td>Security Question</td>
<td>Characters</td>
<td>Yes</td>
<td>Select the question for security purpose. (This will be required if you forget your password. So please remember it.)</td>
</tr>
<tr>
<td>11.</td>
<td>Security Answer</td>
<td>Characters</td>
<td>Yes</td>
<td>Enter the answer for security purpose. (This will be required when you forget your password so remember it.)</td>
</tr>
<tr>
<td>12.</td>
<td>Terms and Conditions</td>
<td>Hyperlink</td>
<td>NA</td>
<td>Click on this link to read the terms and conditions.</td>
</tr>
<tr>
<td>13.</td>
<td>I accept the terms</td>
<td>Check box</td>
<td>Yes</td>
<td>Read the terms and tick the check box</td>
</tr>
<tr>
<td>14.</td>
<td>Back</td>
<td>Button</td>
<td>NA</td>
<td>Click on this button to go back to home page</td>
</tr>
<tr>
<td>15.</td>
<td>Submit</td>
<td>Button</td>
<td>NA</td>
<td>The button would be disabled in the beginning. But when the check box for “I accept the terms” is checked, it becomes enabled. Click on submit to register on the web portal.</td>
</tr>
</tbody>
</table>
After filling up the details as above, please click on submit. Details will be verified by the system and then a successful sign-up message will be displayed on the screen itself. This sign-up process is one time requirement. Once the sign-up is completed successfully, dealer can log on into the web portal with his TIN and password as set up above.

Once registered the following message will come. (Screen-3)

Now dealer can use the login Id to login into the web portal.
Step-2 Login

A dealer registered on the web site is required to login for the purpose of making online payment. Process of login is as under:

Connect to Internet and open the website http://rajtax.gov.in

On Home page, there is a box in center as indicated in Screen-4.

1. Enter your TIN No.
2. Enter your Password
3. Choose Dealer as type.
4. Click here to login
Please enter the details as below:-

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Label</th>
<th>Data Type</th>
<th>Action to be performed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Login Id</td>
<td>Numeric</td>
<td>Enter your TIN.</td>
</tr>
<tr>
<td>2.</td>
<td>Password</td>
<td>Alphanumeric</td>
<td>Enter the password that you entered at the time of sign-up.</td>
</tr>
<tr>
<td>3.</td>
<td>Type</td>
<td>Drop Down Box</td>
<td>Select Type as “Dealer”.</td>
</tr>
<tr>
<td>4.</td>
<td>Login Button</td>
<td>Button</td>
<td>Click on this button to enter the web portal.</td>
</tr>
</tbody>
</table>

**Step-3 One time Request for permission to make use of e-export forms**

Note: Dealer must be registered under CST act to generate CST-Form H.

Once you have successfully logged on the web portal, click on “Opt for export form (VAT and CST)”.

This section describes the process flow for one time permission.
After clicking on “Opt for Export Forms (VAT and CST)” link, following screen would appear as shown in screen-6

On Click of submit button, dealer’s request would be sent to his respective assessing authority by the system itself and dealer would get the screen as shown below in screen-7.
Once the request for Online Usage of Export Form is approved by the assessing authority, dealer will be intimated by the message informing that his request for Export Form has been approved or rejected. Dealer can view the message in e-communication >> view received messages as shown in screen below:

**Screen-7**
Click here to view the message.

Screen-8
On clicking the message, following screen would appear displaying the message sent by the concerned assessing authority.

Screen-9
Now the dealer can fill the details of Export form online issuance.

Once the dealer has opted for online Export Form (VAT and CST), he cannot re-submit the request. On the click of “Opt for Export Form (VAT and CST)” below screen will appear:

If in case assessing authority has not processed the task for approval or rejection of the Export Form (VAT and CST) request and the dealer tries to upload the export details then system will show the below screen:
### Department of Commercial Taxes, Government of Rajasthan

**Official Website of Commercial Taxes Department – Rajasthan**

#### One time Request for usage of e-Export Form (VAT and CST)

Your request for usage of e-Export forms (VAT and CST) is pending.

[Back]
Step- 4 online submission of Export Forms (VAT and CST) and uploading the export details.

After approval of one time request, dealer has to download the template for Export form from the web portal to fill the bill wise export details.

Once the sheet is ready then dealer would need to validate the data offline. On the click of validate button a pre-defined set of validations would be executed which compile the sheet and in case no error found then system would generate an upload sheet.

**Note:**

1. Template would check the following points:
   a. Duplicate entry should not be filled in to the template (Check would be based on Invoice date, Invoice No. and seller TIN)
   b. Purchase order date should be less than or equal to the Invoice date.
2. For every quarter for which the dealer needs the Export Forms, he has to declare details of his export for which Export forms are required.
3. System would allow dealer to upload the details for a quarter before completion of the Quarter period (3 Months).
4. The system would have a cut-off on end date for uploading the export details per quarter. The dealer would need to submit the export details before the due date of annual return VAT-10A, if any dealer tries to upload any form after the due date then the dealer would be allowed to upload the template but his forms will be rejected and the dealer would be asked to contact his Assessing Authority for forcefully approval of the same.
5. Assessing Authority would be having the provisions to forceful Approval or Rejection of the forms after verifying the due facts.
6. The dealer would have the option of viewing the uploaded sheet; deleting the sheet (if any change is required prior to full and final submission). Once the dealer confirms final submission, system would generate an acknowledgement receipt for the same. Further no changes would be permitted to the uploaded sheet for that Quarter for which acknowledgement has been generated.
7. Dealer may upload the export details for N number of times for a specific quarter as per the need basis.
8. The system would check for the duplicate entry against the previous forms already uploaded for that same quarter (Check should be based on Invoice date, Invoice No. and seller TIN)
Following is a sample template for uploading the export details:

**Screen-10**

<table>
<thead>
<tr>
<th>S No.</th>
<th>Form Type</th>
<th>Purchase Order No.</th>
<th>Purchase Order Date</th>
<th>Bill/Cash Memo/Challan No.</th>
<th>Bill/Cash Memo/Challan Date</th>
<th>Seller TIN</th>
<th>State</th>
<th>Seller</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>VAT FORM 16</td>
<td>6556</td>
<td>01-06-2011</td>
<td>5656</td>
<td>01-06-2011</td>
<td>0656000003</td>
<td>Rajasthan</td>
<td>Bhopal</td>
</tr>
<tr>
<td>2</td>
<td>CST Form II</td>
<td>6584</td>
<td>01-06-2011</td>
<td>5658</td>
<td>01-06-2011</td>
<td>0656000003</td>
<td>Rajasthan</td>
<td>Bhopal</td>
</tr>
</tbody>
</table>
After uploading the template click on submit button to submit the Export Form.

**Click here to Submit**

**Screen-11**

On Click on validate button .csv file will be generated.

**Screen-12**

**Screen-13**
1. The dealer would have the option of viewing the uploaded sheet; deleting the sheet (if any change is required prior to full and final submission. Once the dealer confirms final submission, dealer would be issued an acknowledgement receipt for the same. Further no changes would be permitted to the uploaded sheet (Screen 15-16)
Step-5 Acknowledgement Generation

2. Once the dealer submits the Export details online, an acknowledgement receipt would be issued. The dealer would not be allowed to change or delete the export details once the acknowledgement receipt is generated.
3. Screen-17

Government of Rajasthan
Commercial Taxes Department

Acknowledgement Receipt for Online Request for Issuance of Export Form for VAT and CST

<table>
<thead>
<tr>
<th>Acknowledgement No</th>
<th>Receipt Date</th>
<th>TIN</th>
<th>Filer Name</th>
<th>Dealer Location</th>
<th>Address</th>
<th>Period for which CST Forms Requested</th>
<th>Total Amount of Rs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>160000000001</td>
<td>19/08/2012</td>
<td>0000000000</td>
<td>TAXENGINEERING COMPANY</td>
<td>AJMER-MCTD</td>
<td>PRATAPURA MARKET, AJMER, RAJASTHAN</td>
<td>1040011-3358/0011</td>
<td>45.00</td>
</tr>
</tbody>
</table>

Summary of Purchase Details Uploaded

<table>
<thead>
<tr>
<th>Form Name</th>
<th>No. of Invoices Uploaded</th>
<th>Total Amount of Rs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>VAT Form 15/CST Form H</td>
<td>2</td>
<td>45.00</td>
</tr>
</tbody>
</table>

Please check your status of online request for VAT Form 15/CST Form H after 24 hrs through the below-mentioned link:
E-Services -> VAT Form 15/ CST Form H -> Approved Forms

Screen-18
Within 24 hours system would check the following defaulter status and would proceed further:

1. Once the dealer submits the export details online, system would initiate a batch process after certain time interval and check following points:
   - Purchaser should not be a Return default or Payment defaulter till last quarter for which he has applied Export form.
   - Return and Payment defaulter status would be checked starting from 01-Apr-2012 (Quarter-I of FY – 2011-12 onwards).
   - Purchaser and seller both should have filled Dealer Data Updation if they fall into that category.
   - Seller should not be a non filer for more than 2 years.
   - Seller should not be a cancelled dealer.
   - Assessment should have not been initiated for that respective period for which dealer is applying for Export Form.
   - In case Purchase value is higher than Total value of schedule II then the forms will be rejected and the dealer would be asked to visit to his Assessing authority for further action.

2. After all such validation if system found that export details are correct against all the above mentioned conditions then system would approve the application and generate Export Form online for each invoice separately. The dealer would not be allowed to change or delete the export details once Export Form is generated.

3. After auto approval or rejection a message would be sent to the dealer’s account to inform him about the approval or rejection of the forms.

4. Task would be generated for printing the Export forms for all the transactions made by the exporter (Rajasthan Dealer).

5. Book no. and Series no. should be system generated. Format would be as follows:
   a) For VAT-Form 15
      - Serial no. – 000000001
   b) Form CST-Form H
      - Serial no. – 000000001
Step-6 View Export Details

Screen-19
Click on Radio Button to View the export form.

Click on Generate Acknowledgment to generate duplicate Receipt
Export Forms

THE CENTRAL SALES TAX
(Registration & Turnover) Rules, 1957
VAT Form 15/CST Form M
CERTIFICATE OF EXPORT [See rule 13(10)]

1. General Information
   1.1 Registration Certificate No.
   1.2 Dealer Name
   1.3 Address of principal place of business
   1.4 PAN
   1.5 Status of the dealer
   1.6 Phone No.

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Form Type</th>
<th>Purchase Order No.</th>
<th>Purchase Order Date</th>
<th>Bill/Cash Memo/Chalan No.</th>
<th>Bill/Cash Memo/Chalan Date</th>
<th>Seller TIN</th>
<th>Seller Name</th>
<th>Commodity Description</th>
<th>Quantity of goods</th>
<th>Total Amount of Goods</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>VAT Form 15</td>
<td>p1</td>
<td>01/10/2011</td>
<td>a1</td>
<td>01/10/2011</td>
<td>08940591237</td>
<td>Jaipur</td>
<td>Jaipur</td>
<td>10%</td>
<td>10.00</td>
</tr>
<tr>
<td>2</td>
<td>CST Form H</td>
<td>p2</td>
<td>02/10/2011</td>
<td>a2</td>
<td>02/10/2011</td>
<td>01049898989</td>
<td>Jaipur</td>
<td>Jaipur</td>
<td>Acrylic polymers in primary forms</td>
<td>2.00</td>
</tr>
<tr>
<td>3</td>
<td>VAT Form 15</td>
<td>p3</td>
<td>03/10/2011</td>
<td>a3</td>
<td>03/10/2011</td>
<td>08940591237</td>
<td>Jaipur</td>
<td>Jaipur</td>
<td>new</td>
<td>3.00</td>
</tr>
<tr>
<td>4</td>
<td>CST Form H</td>
<td>p4</td>
<td>04/10/2011</td>
<td>a4</td>
<td>04/10/2011</td>
<td>01049898989</td>
<td>Jaipur</td>
<td>Jaipur</td>
<td>Acrylic polymers in primary forms</td>
<td>5.00</td>
</tr>
</tbody>
</table>

3. VAT - Form 15 / CST - Form M Transportation details

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Type of Export</th>
<th>Name of Airport/Seaport/land customs</th>
<th>Name of the Aircraft/Ship</th>
<th>Number of Consignment</th>
<th>Date of consignment</th>
<th>Description of Goods</th>
<th>Quantity of goods</th>
<th>Weight of goods</th>
<th>Value of goods expected</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Airport</td>
<td>Spice Jet</td>
<td>Spice Jet Ind</td>
<td>31.02</td>
<td>10/10/2011</td>
<td>Books and copy</td>
<td>12</td>
<td>1106.75</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Airport</td>
<td>Jinger</td>
<td>Air India</td>
<td>24.00</td>
<td>21/10/2011</td>
<td>Books and copy</td>
<td>13</td>
<td>11000.35</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Seaport</td>
<td>Sea port Jaipur</td>
<td>Indo navy</td>
<td>25.00</td>
<td>21/10/2011</td>
<td>Books and copy</td>
<td>14</td>
<td>11000.35</td>
<td></td>
</tr>
</tbody>
</table>

Screen-21
After approval or rejection (in case of return defaulter/ payment defaulter/negative dealer) of export form, message will appear in dealer’s login as shown below:

Screen-22
Step -7 Generation of Export Form Online

Click here to view Approved Export Forms

Screen-23
Click here to Generate pdf of online Export Form

**Screen-24**

<table>
<thead>
<tr>
<th>Sr No.</th>
<th>Ack. No.</th>
<th>Invoice No.</th>
<th>Form No.</th>
<th>Seller TIN</th>
<th>Seller Firm Name</th>
<th>Seller State</th>
<th>Issue Date</th>
<th>Total Invoice Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>199003123901</td>
<td>11</td>
<td>VAT FORM LS</td>
<td>929900001832</td>
<td>jayashri enterprises</td>
<td>Rajasthan</td>
<td>17/06/2012</td>
<td>1230.1</td>
</tr>
<tr>
<td>2</td>
<td>999001209312</td>
<td>12</td>
<td>CST Form H</td>
<td>9990097490</td>
<td>Jyotsna gupta</td>
<td>Uttar Pradesh</td>
<td>17/05/2012</td>
<td>22</td>
</tr>
<tr>
<td>3</td>
<td>999000850101</td>
<td>41</td>
<td>VAT FORM LS</td>
<td>893600187582</td>
<td>jayashri enterprises</td>
<td>Rajasthan</td>
<td>17/05/2012</td>
<td>425.3</td>
</tr>
</tbody>
</table>

**Screen-25**

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**Handbook on Online Export Forms (VAT and CST)**

Page 27 of 31
Format of VAT Form 15 Generated from Web Portal

![VAT Form 15](image-url)
THE SCHEDULE

A- Particulars of Goods

| (1) Description of goods | : Acrylic polymers in primary forms |
| (2) Quantity of goods    | : 52.213 |

| (3) Name of airport, seaport or land customs station through which the goods have been exported | : air port |
| (4) Name of the airlines / ship / railway / goods vehicle or other means of transport through which the export has taken place | : Indian air port |
| (5) Number and date of air consignment note / bill of lading / railway receipt or goods vehicle or postal receipt or any other document in proof of export of goods across the customs frontier of India (certified copy of such air consignment note / bill of lading / railway receipt / goods vehicle record / postal receipt / other document to be enclosed) | : No.-166, Date- 01/04/2013 |
| (6) Quantity / weight of goods | : 52.213 |
| Amount of goods in Rs. | : 123836.32 |
| Description of goods | : MUNG, MOTH, CHANA, WHEAT |

The above declaration is true to the best of my knowledge and belief and nothing has been concealed.

Signature : 
Name of the person signing the declaration : 
Date : 
Status of the person signing the declaration in relation to the dealer :
Format of CST Form H Generated from Web Portal
### THE SCHEDULE

#### A- Particulars of Goods

1. **Description of goods**: all type of stone, all type of marbles, all type of granites,
2. **Quantity of goods**: 12.36 Liter

#### B-Detailed regarding Export

3. **Name of airport, seaport or land customs station through which the goods have been exported**: air port
4. **Name of the airlines / ship / railway / goods vehicle or other means of transport through which the export has taken place**: Indian sea port
5. **Number and date of air consignment note / bill of lading / railway receipt or goods vehicle or postal receipt or any other document in proof of export of goods across the customs frontier of India (certified copy of such air consignment note / bill of lading / railway receipt / goods vehicle record / postal receipt / other document to be enclosed)**: No.-2, Date: 01/05/2012
6. **Quantity / weight of goods**: 12 Liter
   - **Amount of goods in Rs.**: 123652.32
   - **Description of goods**: EANT, CEMENT, BAJRI, IRON, WOOD, PAINTS, Gitti, STONE, MARBLE

The above declaration is true to the best of my knowledge and belief and nothing has been concealed.

**Signature**: 
**Name of the person signing the declaration**: 
**Date**: 
**Status of the person signing the declaration in relation to the dealer**: 

---

Screen-27