

Your Quick Guide to e – Filing of VAT & CST Returns

How to file VAT or CST e>Returns on CTD Web Portal?

- Log on to the web portal of Commercial Taxes Department – <http://rajtax.gov.in>
- Sign up on the web portal by providing your Taxpayer Identification Number (TIN) and other registration details. Upon successfully signing, logon to the portal using your TIN.

File VAT or CST e>Returns without Digital Signature	File VAT or CST e>Returns with Digital Signature
<ol style="list-style-type: none"> 1. For filing of e-returns, select e>Returns (VAT or CST) from the e-services home page. 2. Download the pre-defined templates of VAT (Quarterly – VAT-10, Annual – VAT-11, VAT-10A) / CST returns available on the web portal and prepare your returns using these formats only. It is mandatory that your returns are prepared in these prescribed formats only to be able to carry out e-filing. 3. Single Template is provided for each return document 4. Previously you were provided 5 different sizes of templates for each return document (except VAT-10, VAT-11, VAT-10A, Account of Declaration and CST-1). Now by default each template would be with 500 rows. 5. You can accordingly add or delete the number of rows in the templates as per your transaction requirement with the help of "Add Row" & "Delete Row" buttons provided in the templates respectively. 6. You can add up to 40000 records and you may also file multiple documents for same return attachment as previously. 7. When you open the return templates, you will get an alert message for disabling / enabling the macros. Click to enable macros. 8. In case you do not get above message, then in MS-EXCEL, set the security level to Medium or Low. Go to: Tools -> Macro -> Security -> choose Medium or Low). Open the return template again. 9. Enter your returns data using these templates 	<ol style="list-style-type: none"> 1. Download the necessary Java Runtime Environment (JRE) component required for functioning of the digital signature system. Use the website link available on the portal for downloading the JRE component. Once the component is downloaded, install it on your computer using the instructions provided on the Java website. 2. Go to e-services home page and map your digital signature certificate using the icon provided – this is a one time activity. If you change your certificate, un-map the existing certificate and then map new certificate. 3. For filing of e-returns, select e>Returns (VAT or CST) from the e-services home page. 4. Download the pre-defined templates of VAT (Quarterly, Annual – VAT-11, VAT-10A) / CST returns available on the web portal and prepare your returns using these formats only. It is mandatory that your returns are prepared in these prescribed formats only to be able to carry out e-filing. 5. Single Template is provided for each return document 6. Previously you were provided 5 different sizes of templates for each return document (except VAT-10, VAT-11, VAT-10A, Account of Declaration and CST-1). Now by default each template would be with 500 rows. 7. You can accordingly add or delete the number of rows in the templates as per your transaction requirement with the help of "Add Row" & "Delete Row" buttons provided in the templates

<p>and once completed, click on Validate Button. If there are any errors in your document then an alert will be displayed "Error found, please check error sheet". Go to error tab in the same document and check the errors listed.</p> <ol style="list-style-type: none"> 10. Correct your returns data accordingly as per errors displayed. Once all data is corrected, validate the sheet again and you would get a message "No error found". 11. For all files except for VAT-10 and Account of Declaration Files, once the sheets are fully validated, you would be prompted to generate the files in .csv format. Click on yes to generate the same. 12. Upload one document at a time starting from VAT-10; thereafter submit each uploaded document. 13. Complete the above step for each attachment for VAT Quarterly Return (VAT-07, VAT-08, etc.) / CST return. 14. Once all documents are submitted for VAT, you would get the acknowledgement receipt & Form VAT-10 which must then be printed. For CST, upload & submit the CST-1 document and generate your acknowledgement receipt. 15. Print the VAT / CST return from the web portal and sign and submit to the Office of your Assessing Authority within the due date of return filing. 	<p>respectively.</p> <ol style="list-style-type: none"> 8. You can add up to 40000 records and you may also file multiple documents for same return attachment as previously. 9. When you open the return templates, you will get an alert message for disabling / enabling the macros. Click to enable macros. 10. In case you do not get above message, then in MS-EXCEL, set the security level to Medium or Low. Go to: Tools -> Macro -> Security -> choose Medium or Low). Open the return template again. 11. Enter your returns data using these templates and once completed, click on Validate Button. If there are any errors in your document then an alert will be displayed "Error found, please check error sheet". Go to error tab in the same document and check the errors listed. 12. Correct your returns data accordingly as per errors displayed. Once all data is corrected, validate the sheet again and you would get a message "No error found". 13. For all files except for VAT-10 and Account of Declaration Files, once the sheets are fully validated, you would be prompted to generate the files in .csv format. Click on yes to generate the same. 14. Sign one document at a time starting from VAT-10; thereafter upload and submit each signed document. If there are any errors, correct them and re-sign and upload. 15. Complete the above step for each attachment for VAT Quarterly Return (VAT-07, VAT-08, etc.) / CST return. 16. Once all documents are uploaded for VAT, you would get the acknowledgement receipt which can then be printed. For CST, upload the CST-1 document and generate your acknowledgement receipt.
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Important Note – Please read before filling your return:-

1. There is a Change in Form-VAT10 upload process. User needs to download the latest VAT-10 document from CTD web portal- save & validate it after filling all the details into it. Once the filled VAT-10 document is validated, a new excel sheet will be auto-generated in which user would not be able to view any data. This auto-generated excel sheet is the final upload excel that is to be uploaded in place of the VAT-10 while filing the VAT Quarterly return.

2. There is a Change in Account of declaration form upload process. Now user needs to fill the latest document, save & validate then a .CSV file for Accounts of declaration form will be auto-generated. This auto-generated CSV file is the final upload file that is to be uploaded in place of the Account of declaration form while filing the VAT Quarterly return

3. Users can download all the e-Filing documents in one step only from CTD web portal. For this user needs to click on the template. zip link, provided on the Template page.

4. User can delete the uploaded VAT-10 document from the list of submitted documents without deleting the rest of the uploaded documents.(It is applicable only incase where user has not generated the acknowledgement receipt). There is no any kind of sequence for deletion. But to generate the acknowledgement receipt user has to upload all the required documents else system will not allow to generate the acknowledgement receipt.

5. To take the print of the filled return document properly on your system (i.e. VAT-Form7, VAT-Form8 etc), Users are advised to follow the below guidelines:

(a) From Excel option bar navigate to File(ALT+F)-->Page Setup and adjust the following print settings:

- (i) Set orientation to Landscape
- (ii) Scaling adjust to 65% of the normal size
- (iii) Paper Size Legal
- (iv) Click Ok and print the page

What are the Pre-Requisites for electronic returns filing?

1. Have a Computer and Internet Connection at your Office / Home.
2. Sign-up on CTD Web Portal using your VAT TIN.
3. In case you want to file Returns with digital signature then get a digital signature from any one of the 8 Certifying Authorities as authorized by the Controller of Certifying Authorities (CCA), Govt. of India.

Important Guidelines to prepare the Returns Templates

1. Special characters like ` ~ ! \$ % ^ * () @ # & ' " { } ; : < > ? / \ + = - _ [] and comma are not allowed. Follow the instructions displayed in excel templates.
2. Maximum field length of Numeric data is up to 14 digits including 2 decimal digits.
3. Don't use any separator like "," or "-" for fields which contains numeric data.
4. If Numeric fields contain no data then leave it blank or enter 0 in place of entering "-".
5. For data fields, enter dates in "DD/MM/YYYY" or "DD-MON-YYYY" format.
6. Do not Use Copy (CTRL+C) / Paste (CTRL+V) command to fill the return sheets, instead use Paste=>Special=>Values
7. If the number of records exceeds the maximum size of templates provided on the website, you can upload 25 multiple sheets for the same form for your records. However, you must define the number of sheets that you going to upload prior to starting the upload process for that form.
8. Supporting document of 500 KB in .pdf format can be uploaded with VAT & CST E>Returns with the information that you wish to provide with your electronic return.
9. For further details / assistance on e-filing, refer to the detailed guide-book available on CTD Web Portal – Home Page => Help => E>Returns

Note:

This document shall not be disclosed, transmitted, or duplicated, used in whole or in part for any purpose other than its intended purpose.