E-FILING

OF

RETURN

FOR

VAT

USER

MANUAL

Online Filing of Returns

Thanks for accessing the website of the Directorate of Commercial Taxes, West Bengal.

Now the dealers registered under the West Bengal Value Added Tax Act, 2003 can file their VAT returns ONLINE through a secured facility provided on this website. However, initially this facility is available only to the Registered Dealers who have been selected for the purpose. Letters have been issued / will be issued individually to all such selected dealers intimating such selection. <u>Charge-wise</u> lists of the selected dealers have also been displayed in this website in phases.

To file returns on-line, a selected dealer is required to deposit his tax within the time frame prescribed under the Act/ Rules in the usual method or by way of on-line payment electronically which system has been introduced from May 2008 through the State Bank of India, the Central Bank of India and certain other nationalized Banks.

Finally all dealers eligible to file electronic returns will have to obtain Digital Signature from the competent certifying authority. However, initially since Digital Signatures are not readily available, the selected dealers can submit online returns without Digital Signature. In such case, the dealers will be required to send a follow-up Signed Copy of the return. The dealer need not put in efforts again for preparing a signed copy. He may just take a print out of the online return, append his signature on it and simply mail the same to the concerned Assessing Authority.

As soon as the dealer's signed copy is received in the Corporate Division / Charge Office, the Commercial Taxes Directorate will validate the relevant record submitted by the dealer online. Thus the dealers do not need to stand in long queues only to catch up with the deadline of the quarter, as the date of submission of the online Return will be accepted for the purpose of limitation, if the signed copy of Return follows up within 15th of the month next to the month in which the return is due. It is to be ensured that the signed copy of the return for quarter ending 31.03.2008 reaches the Corporate Division/ Charge Office within 15th May, 2008 in the foresaid manner. If the signed copy reaches after 15th, then the date of receipt of the same will be treated as the date of submission of the online return.

If you are a selected dealer and file your return online, that will not only save your valuable time, but also will ensure that correct data are fed in the Directorate's computerised database of returns.

So please go ahead and simply log in and file your return following the instructions laid down.

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Purpose :

This User Manual explains the steps for e-Filing of VAT Returns at the Directorate's website.

Definition, Acronyms & Abbreviations :

DCT	Directorate of Commercial Taxes
ICT	Information and Communication Technology
VAT	Value Added Tax
CST	Central Sales Tax
TIN	Taxpayer's Identification Number
PC	Personal Computer

Procedures and Guidelines for e-Filing of Return

1) Who can file a return online?

Any dealer who is registered under VAT Act 2003 and selected for the purpose, can file VAT Return online.

2) How to create your Login account so as to access online e-Filing of Return System ?

Each dealer selected by the Directorate of Commercial Taxes has been provided with User-id and Password in the letter send by the Directorate to his business address, by post. A list of dealers selected for e-filing of VAT Returns is available in the website of the Directorate.

If the above - mentioned letter is not received by a selected dealer, he may contact the help-desk of the Directorate (Room No. 310 in the 3rd. floor of the main building at Beliaghata, Kolkata or call 2251-6784, Extn. 257).

Pre-requisite for e-filing of Return

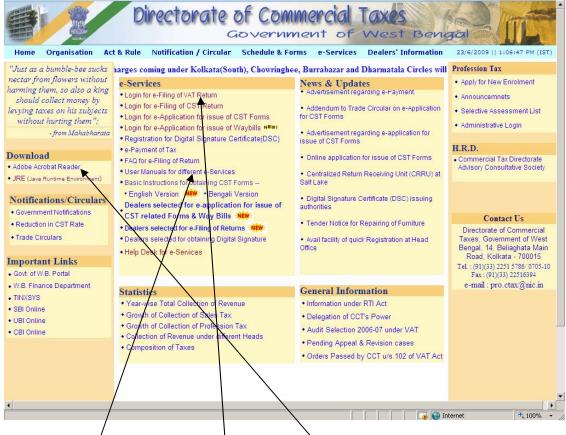
- 1. A dealer who has been selected and has been provided with User-id and Password from the Directorate of Commercial Taxes, can file his return electronically. Without getting User-id and Password, no dealer can file electronic return.
- 2. Please remember that the Password <u>must</u> be changed when you log in for the first time.
- 3. You can file electronic return using 'Download/ Upload Return Filing' method. For that you must have client software that can accept the data for e-Filing of return and later upload it to the XML version. The Client Software for e-Filing can be downloaded from e-Filing portal of the Directorate of Commercial Taxes after authentication using User-id and Password.
- 4. Client computer must have the following components installed :-
 - > Windows-XP / Windows 2000
 - Internet Explorer v6.0 and above additionally for 'Upload / Download Return Filing' facility
 - > Acrobat Reader 8.1 or above which can be downloaded free of cost from the website link http://www.adobe.com/products/acrobat/readstep2.html
 - If You don't have JRE 1.6 or Later then click the following link to <u>http://www.java.com/en/download/index.jsp</u>

Steps for filing of Electronic Return in Download/ Upload method

Step-1

Visit Website

Visit the Directorate's website: <u>www.wbcomtax.gov.in</u>. Below is the front page of the portal.



If you do not have the 8.1 version of the Acrobat Reader you may first download the same by clicking at the link '*Download Acrobat Reader*' and install in your PC. You may next download the user manual by clicking at the link '*User Manual* for eFiling of Return' and save it in your desktop; preferably get a print of it to help you go ahead.

You may now click 'Login for eFiling of VAT return'. The following screen will be displayed on clicking this link.

Download/ Upload Return Filing Method

Instruction for e-Filing of VAT Return: 1. Enter User id and Password. 2. Change Password if Login for the first time. 3. Download any of Form 14, 14D, 15 and Save as per requirement. 4. Logout. 5. Unzip downloaded file to get: Por form 14 For Form 14 For Form 14 PDF Porm 14D PDF JAR Version of JAR Version of Annexure 6. Return data can be entered using the PDF version of Form listed at the first row 7. To enter all annexure data use JAR Version of Annexure 8. Fill up all Forms and click 'Check Form' button to check entered Data. 9. Click 'Export to XML' button to create corresponding XML files and save. 10. Login again using User id and Password. 11. Upload XML Files. 12. Print Acknowledgement Receipt. 13. Login for User Manual.	D	Directorate of Co	ommercial Taxes	a Carlo and				
For Form 14 For Form 14D For Form 15 > Form 14 PDF Form 14D PDF Form 15 PDF > JAR Version of JAR Version of Annexure Annexure 6. Return data can be entered using the PDF version of Form listed at the first row To ro enter all annexure data use JAR Version of Annexure 8. Fill up all Forms and click 'Check Form' button to check entered Data. Outlot 9. Click 'Export to XML' button to create corresponding XM/ files and save. Io. Login again using User id and Password. 11. Upload XML Files. Io. Login for User Manual.	1. 2. 3. 4.	Enter User id and P Change Password i Download any of Fo Logout.	assword. f Login for the first ti orm 14, 14D, 15 and i	me.	ent.		Submit Cancel	
 6. Return data can be entered using the PDF version of Form listed at the first row 7. To enter all annexure data use JAR Version of Annexure 8. Fill up all Forms and click 'Check Form' button to check entered Data. 9. Click 'Export to XML' button to create corresponding XML files and save. 10. Login again using User id and Password. 11. Upload XML Files. 12. Print Acknowledgement Receipt. 13. Login for User Manual. 	5.	For Form 14 Form 14 PDF JAR Version of	For Form 14D Form 14D PDF JAR Version of					
save. 10. Login again using User id and Password. 11. Upload XML Files. 12. Print Acknowledgement Receipt. 13. Login for User Manual.	7.	Return data can be the first row To enter all annexu Fill up all Forms and	entered using the Pl re data use JAR Vers	ion of Annexure		/		
13. Login for User Manual.	10. 11.	save. . Login again using U . Upload XML Files.	ser id and Password		s and			
							Forgot Passwor	. <u>d</u>

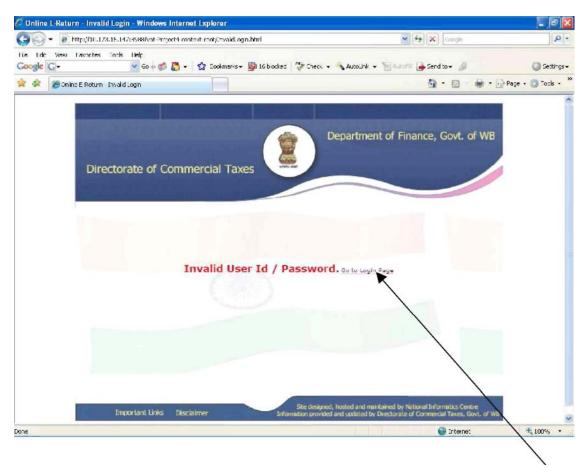
Step-2

Done

User Authentication

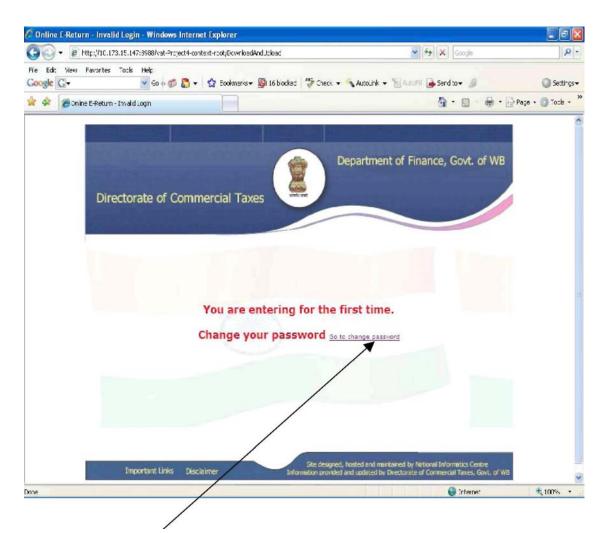
This is the second page of the portal for electronic filing of return. You have to enter the User-id and Password which have been provided by the Directorate of Commercial Taxes. If you commit any mistake in doing so, you may re-enter those on clicking the '*Cance*l' button. You will have to click on the '*Submit*' button for user authentication by the server.

If the User-id and Password are incorrect, then the following screen will be displayed.



At this stage, you will have to go to the earlier page on clicking the 'Go to Login Page' as displayed on the screen and try again with the user-id and password provided.

If you are entering for the first time, on successful authentication, you will be prompted to change the Password, as shown in the following screen.



Click on 'Go to change password'. The following screen will be displayed on doing so.

Step-2

Change Password

C 20 Total State (10.173.15.147:8988/vat-Project4-context-rol)	of/changepass.jsp	- fr 🗙 Google	P -
ne Edit View Favorites Tools Help Google G+ v v so i	Bookmarks = 📓 16 blockad 🍄 Check, 🗸 🔦 Autoumk 👻	🔚 Aulumi 🍙 Sendito 🕶 🥒	• eg utæ 🔘
🛊 🕸 🍘 Onine Fredum - Soyin			Page • 🔘 Tools - 🎽
Directorate of Commerce	Change Your Password User ID - Old Password - New Password -	at of Finance, Govt. of WB	
	Re-enter Password - Select a Hint Question * Your B	Sith Place	
	Hint Answer*		
	E-mail id *		

In the screen shown above, you will enter User-id and the Password given by the Directorate of Commercial Taxes for the first time. Next, new password, as per your choice, has to be entered the area provided. Password must be of 8 characters and a combination of alphabets, numbers and special characters. Special character is to selected from the list - "@", "!","<", ">","*", "\$","+","~" except at first and last position of password.

Example of password composition - ab1cT*x4

You will re-enter the new password and confirm the new password entered. You have to select a hint question and enter answer to that in the box provided. This hint answer has to be provided by you for authentication if you ever forget the Password. You will also have to enter an email id for further communication.

On 'Submit', the system displays the message after storing the new password. 'Cancel' button will reset all data entered. Henceforth you will have to access only with new password. You may change the Password at will at any periodic interval.

Forgetting Password

In case you forget the Password, you have to click on link 'Forgot Password' in Login page and the screen shown below will appear. You will enter the answer to the hint question (question to authenticate user) selected at the time of 'Change Password,' and click 'Submit'. If answer to the hint question is correct, you will receive a Password from Directorate of Commercial Taxes in your email-id. You should again change Password after receiving the same.



Note – 'Forgot Password' facility is provided to you if you have changed your Password after first entry as hint answer and email-id has been provided for sending the newly generated Password.

Download/ Upload Return Filing Method

Step-4

User Authentication with new password

You have to logout and enter the User-id and new Password as given by you in Change Password screen. If you commit any mistake in doing so, you may re-enter those on clicking the '*Cancel*' button. You have to click on the '*Submit*' button for user authentication by the server.

If the User-id and Password are incorrect, then the error screen will be displayed. After successful authentication following screen will be displayed.

Directorate of Comr	nercial Taxe	S Lottine
	بالثريمة والتع	
	VAT RC Number	: 192002
	Address:	16 CALCUTTA B8 District : ROLKATA State : WEST BENGAL
		VAT Return Form 14
	٧	/AT Return Form 14D
	,	VAT Return Form 15
User Requirements		If You don't have Internet Explorer
1. Internet Explorer 6.0 or L	ater.	then click the following link to Download Internet Explorer 6.0
2. Acrobat Reader 8.1.		You don't have Acrobat Reader 8.1 then click the following link to <u>Download Acrobat Reader 8.1</u>
3. Download JRE		If You don't have JRE 1.6 or Later then click the following link to Download JRE 1.6
Print AcknowledgementSlip		

For Dealers filing VAT Return Form 14, he has to click to open the section to Download Forms and User Manual Links and Upload XML Link. The Page will be as follows.

User Manual for eFiling of Return for VAT (ver. 2.2)

Download/ Upload Return Filing Method



Download PDF files

You have to click on 'Download PDF version of Form 14 to File Return' link (as shown in the screen) to download the zip file viz. **E_Return14.zip**. This zip

Download/ Upload Return Filing Method

file contains the blank PDF files of 'Form 14' and a JAR file in 'Form14Annexure' folder containing 'Annexure B Part I', 'Annexure B Part II', 'Annexure B Part III', to be filled up by you for the purpose of filing return electronically. On clicking this link, the next screen will appear as:

Change Password	Logout
Directorate of Commercial Taxes	Department of Finance, Govt. of WB
From: 10.17	t save this file? turn14.zip AR ZIP archive 73.21.135 Open Save Cancel ing this type of file Internet can be useful, some files can potentially ref you do not trust the source, do not open or
VAT	Return Form 15
User Requirements 1. Internet Explorer 6.0 or Later.	If You don't have Internet Explorer then click the following link to <u>Download Internet Explorer 6.0</u>
2. Acrobat Reader 8/1.	You don't have Acrobat Reader 8.1 then click the following link to <u>Download Acrobat Reader 8.1</u> If You don't have JRE 1.6 or Later
👂 » 🌈 3 Internet Ex 🕕 EPaymentDataLo 🔐 Oracle S	then click the following link to

You are prompted to save the zip file. To do so, you will have to click on the '*Save*' button on the dialogue box prompting the message. On clicking the 'Save' button, the next screen will appear as follows:

User Manual for eFiling of Return for VAT (ver. 2.2)

Download/ Upload Return Filing Method



You will have to choose a directory where the zip file will be saved in your computer. To do so, you have to click on the 'Save' button. On clicking, the next screen will appear as:

User Manual for eFiling of Return for VAT (ver. 2.2) Download/ Upload Return Filing Method

Directorate of Commercial Taxes	
VAT RC Number : 1920	
A 368KB of E_Return 14.zip fro	m 10.173.21.135 Copied
Download to C:\Docume Transfer rate 366KB/Sec I⊄ Close this	(Opened so far 368KB) nts an\E_Return14.zip
#N	urn Form 14D
VAT Re	urn Form 15
User Requirements	If You don't have Internet Explorer then click the following link to Download Internet Explorer 6.0
2. Acrobat Reader 8.1.	You don't have Acrobat Reader 8.1 then click the following link to <u>Download Acrobat Reader 8.1</u>

Step-6

Enter Return Form data

After download is complete, you may disconnect internet and you have to unzip the downloaded zip file. You will get 1 pdf file and a folder containing a Jar file for Annexure B Part1, Part2 and Part3 after unzip.

These files are as follows:

1. E_Return_14.pdf file representing the blank 'Form 14' including 'Part-A', 'Part-AA', 'Part-B' and 'Part-C along with annexure 'A', 'D', 'F' and 'Part-IV of annexure 'B'. This file has 14 pages.

In the folder viz. 'Form14Annexure' dealer will find a jar file and three folders. Dealer is requested not to delete or change any of the files or folders. Dealer has to double click the jar file to find the Annexure B Part1, Part2 and Part3. He can navigate to any Annexure using the radio buttons.

- 'Annexure B Part-(I)' viz. Details of purchases effected by dealer in excess of rupees fifty thousand from registered / unregistered dealers within West Bengal during return period.',
- Annexure B Part-(II) viz. Details of sales effected by dealer in excess of rupees fifty thousand to registered dealers within West Bengal during return period.'

> 'Annexure B Part-(III) viz. Details of sales effected by dealer in excess of rupees fifty thousand to unregistered dealers within West Bengal during return period.'

First screen of *'Form 14'* pdf file is shown below. For further instructions refer to section *'Guidelines for filling of VAT eReturn'*

	BENGAL VALUE ADDED TAX FORM - 14		Page 1 IMPACT v2.2
lers not enjoying deferment or tax holiday or remi	[See sub rule (1) of rule 34] ission of tax w/s 118 and not paying tax	at compounding rate under	sub-section (3), or
section (3A), or sub-section (38) of section 16 or		in composition procession	
RETURN PERIOD	Nev	w Return (Revised Return
DD/MM/YYYY	R	EGISTRATION NUMBER	
om:			
	Trade Name		
)			
	Part A		
Purchases of goods meant for direct us	e in businees from dealers in West Bengal against t	ax invoices and determination of I.1 Amount Rs. (A)	C. LT.C. CLAIMED Rs. (B)
			To be Rounded of to the Nea
Purchase of goods exempt from tax		0.00	NI
Purchases of goods In NEGATIVE LIST appende	d to Sec. 22	0.00	NI
Purchase of M.R.P. goods u/s 16(4)		0.00	NI
urchases of goods taxable at the rate of 1%		0.00	0.00
urchases of goods taxable at the rate of 4%		0.00	0.00
urchases of goods taxable at the rate of 12.5%		0.00	0.00
urchases of goods taxable at the rate of	e %	0.00	0.00
urchases from dealers paying tax at compound	rate	0.00	NI
Purchases of capital goods taxable a the rate of	4% see note 4	0.00	0.00
Purchases of capital goods taxable a the rate of	f 12.5% see note 4	0.00	0.00
Adjustment, if any, in respect of LT.C. shown in	column B (+_)		0.00
otal Purchase from Registered Dealer		0.00	0.00
Purchase from Unregistered Dealer		0.00	NI
Total Purchase from Registered & Unregistered	Dealer	0.00	
Purchases of goods in W	est Bengal on which purchase tax is	payable uls 11 or/and ul	s 12.
		Amount of	Purchase tax pay
		Purchase (Rs.)A	(Rs.)B
Purchases of raw jute Shipper of jute only will pay tax u/s 11)			
Shipper of jute only will pay tax u/s 11)		0.00	0.00
		0.00	
Shipper of jute only will pay tax u/s 11)			0.00
Shipper of Jute only will pay tax u/s 11) Purchases of goods taxable at the rate of 196 Purchases of goods taxable at the rate of 496		0.00	0.00
Shipper of jute only will pay tax u/s 11) Purchases of goods taxable at the rate of 1%		0.00	0.00
Shipper of Jute only will pay tax u/s 11) Purchases of goods taxable at the rate of 196 Purchases of goods taxable at the rate of 496	6 10 96	0.00	
Shipper of jute only will pay tax u/s 11) Purchases of goods taxable at the rate of 1% Purchases of goods taxable at the rate of 4% Purchases of goods taxable at the rate of 12.5 %		0.00 0.00	

Note1 – Check the version of the VAT Forms. It should be 'IMPACT v2.2'

Note2 - For navigation i.e. moving from one field to another, you should use the <u>*Tab* button only</u>.

Note3 - You have to enter data in all forms and annexures. If the annexure is not applicable, then you have to fill up return period and Registration Number and click on '*Check Form*' and then click on '*Export to xml*' button to generate .xml file.

Step-7

Check Form data

After entering data in all the fields in each of the pdf forms, you have to click on the '*Check Form*' button as shown in the figure to uncover any error still not tracked. If any error exists, then it will be displayed with appropriate message.

					IMPACT v2.2	Page 13 of 1				
		\backslash	ANNEXURE -	P						
	Annexure	to return to be i	filled where inp	ut tax credit is to	be reversed.					
				REGISTRATIO						
[——\) [REGISTRATIO	NOMBER					
From :		{ [
To:		\ [
fethod adopted f	or Calculation of R	everse Credit (Indi	cate which method	has been adopted)	:					
		\								
'Self-Accounting (he books of accou	(i.e. ascertainable fro nts)		Formul	a as given in rule 23	(4)					
		\				✓				
Calculation of R	everse Credit usi	ng formula as giv	en in rule 23(4)							
		\	\							
		Stock Transfer	Exempt Sale	Goods lost, damaged, etc.	Others IV	Total (l+lI+II+ IV)				
		I	\ п	ш						
1. Reverse	Starting from		$ \rangle$							
Credit (Rs.)	1st day of the Accounting									
	year to last day of the month									
	when occasion	0.00	0.00	0.00	0.00	0.00				
	of reverse credit									
	arises									
2. Input tax credit		0.00	0.00	0.00	0.00	0.00				
reversed	Tax period	0.00	0.00	0.00	0.00	0.00				
in earlier periods		0.00	0.00	0.00	0.00	0.00				
	Total	0.00	0.00	0.00	0.00	0.00				
3, Reverse										
credit for the tax		0.00	0.00	0.00	0.00	0.00				
period (1-2)				X						
. ,				Щ						
I declare	that the informa	tion given in this	return is correct	and complete.						
Date(dd/mm/yyy	2)	7		Signature						
2-acc(armin'yyy	~			-gamma						
				Check Form	Edit	Export to Xml				

Step-8

Create xml data file

					IMPACTv2.2	Page 13 of
		-	ANNEXURE -	-	_	
	Annexure	to return to be	filled where inp	ut tax credit is to) be reversed.	
				REGISTRATIO	N NUMBER	
From :	01/01/2009		1 2 1	2 1 2	1 2 1	2 1
To:	31/03/2009					2 1
thod adopted f	or Calculation of R	everse Credit (Ind	icate which method	has been adopted)	:	
ase tick						
books of accou	(i.e. ascertainable fro nts)	m	Formu	a as given in rule 23	(4)	\checkmark
lculation of R	everse Credit usi	ng formula as giv	en in rule 23(4)			
		Stock Transfer I	Exempt Sale II	Goods lost, damaged, etc. III	Others IV	Total (l+lI+II+ IV)
1. Reverse Credit (Rs.)	Starting from 1st day of the Accounting year to last day of the month when occasion of reverse credit arises	0.00	0.00	0.00	0.00	0.00
2. Input tax		0.00	0.00	0.00	0.00	0.00
credit reversed	Tax period	0.00	0.00	0.00	0.00	0.00
in earlier periods		0.00	0.00	0.00	0.00	0.00
	Total	0.00	0.00	0.00	0.00	0.00
3, Reverse credit for the tax period (1-2)		0.00	0.00	0.00	0.00	0.00
✓ I declare	that the informa	tion given in this	return is correct	and complete.	•	•
Date(dd/mm/yyy	3)		5	Signature		
			(Check Form	Edit	Export to Xml

If there is no error, then '*Check Form*' will be disabled and '*Export to XML*' button and '*Edit*' button will be enabled. If you want to edit the data, Click on '*Edit*' button and modify the data or else click '*Export to XML*' button to generate the .xml file to be uploaded. You will be prompted to save it in your computer by giving filename of xml type in a directory of your choice. For each pdf, one xml file has to be saved for uploading. If there is no data corresponding to annexures, you have to generate xml file from corresponding pdf form after entering his TIN No., From Date and To Date .

NIC

Page 20

Note - For ease of understanding and correlating, same names as in pdf may be used for xml files.

Step-9

Upload xml data file

To Upload xml files, you have to connect to the portal and enter your User-id and Password. After successful authentication, next screen as shown in the figure will appear. You have to click on the link showing 'Upload Your XML Files'

Directorate of Co	ommercial Taxes	undu and				
	VAT RC Number : 1920					
	Distr	CUTTA				
	VAT Return Form 14 Download PDF version of Form 14 to File Return IMPACT v2.2 NEW					
	Upload	d User Manual Four XML Files File Generated From The Return Form				
	VAT Ret	urn Form 14D				
	VAT Re	turn Form 15				
User Requirements						
User Requirements 1. Internet Explorer 6.0) or Later.	If You don't have Internet Explorer then click the following link to <u>Download Internet Explorer 6.0</u>				
) or Later.	then click the following link to				

Next screen as show in figure below will appear. You have to input the total number of files to be uploaded in figure as shown in the screen below. On clicking 'Submit' button, you will get as many spaces to upload the files as declared. You can click 'Modify' button to change the declared number of files. On Clicking the 'Back' button user will be redirected to the previous page.

		\sim	\backslash			A
	Change Password			for an and the second	Logou	
	Directorate of	Commercial T	axes	Department of F	Finance, Govt. of WB	
	Upload XML file for Please Enter No. o		nt to upload: 4	Submit Modify	Back	
	Important Lin	ks Disclaimer	Site d Information p	esigned, hosted and maintained b rovided and updated by Directora	y National Informatics Centre te of Commercial Taxes, Govt. of Wi	8
						×
Done					📑 😜 Internet	🔍 100% 🔻 🅢

You have to click on '*Browse*' button to select the xml files, stored in your PC, to be uploaded.

c	hange Password	Logou	t
	Directorate of Commercial Taxes	Department of Finance, Govt. of WB	
	Upload XML file for Form 14:		
	Please Enter No. of XML files you want to upload:	4 Submit Modify Back	
	Upload The XML File Generated From The		
	No. Company	Browse	
	Upload	ancel	
		Site designed, hosted and maintained by National Informatics Centre	
	Important Links Disclaimer Inform	ation provided and updated by Directorate of Compercial Taxes. Govt. of W	R 100%

You will select the file to be uploaded by moving to the folder where you have stored the file in your own PC.

Download/ Upload Return Filing Method

Choose file						? 🔀
Look jn:	inal upload		<u> </u>	+ 🗈 💣		
My Recent Documents Desktop	test E_Return_14. E_Return_Ani E_Return_Ani E_Return_Ani E_Return_Ani	nxB_Part1.xml nxB_Part2.xml nxb_Part3.xml				
My Documents						
My Computer						
S						
My Network Places	File <u>n</u> ame:	E_Return_14.xml		<u> </u>		<u>O</u> pen
	Files of type:	All Files (*.*)		-		Cancel

Similarly, three annexure files may be uploaded.

If you use the same name for two files, then while uploading, a message will appear as shown in figure below.



hange Password	Logoi
Directorate of Commercial Taxes	Department of Finance, Govt. of WB
the second s	
Please Enter No. of XML files you want to upload:	
Upload The XML File Generated From The Return Form C.\Documents and Settings\USER\Desktop\IMPACT Browse	
Second Second	
C:\Documents and Settings\USER\Desktop\IMPACT	
C:\Documents and Settings\USER\Desktop\IMPACT	
C:\Documents and Settings\USER\Desktop\IMPACT Browse	
Upload	Back
_	
Important Links Disclaimer Inform	Ste designed, hosted and maintained by National Informatics Centre ation provided and updated by Directorate of Commercial Taxes, Covt. of

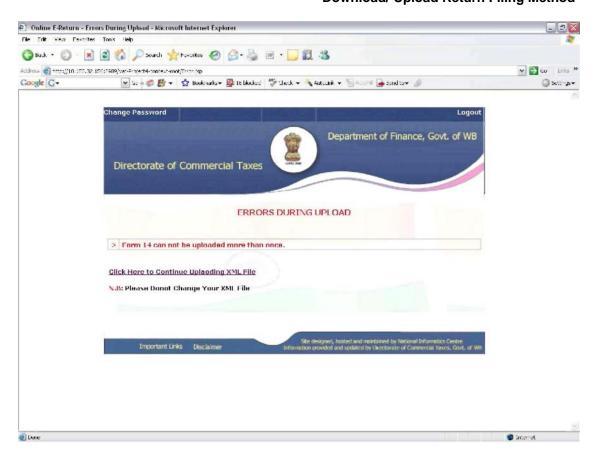
<u>Step -10</u>

Check for errors and print acknowledgement

At this time, server side error checking will be performed as shown in the figure below.



If any error is found, then that will be displayed accordingly as shown in the figure below.



Errors are self explanatory. If the error is due to duplicate uploading, you will have to upload the files correctly.

If the errors are found in the data entered in the pdf files, such errors have to rectified and xml files will have to be created and uploaded again. On successful uploading of files, you will be informed with an acknowledgement slip as shown in the figure. You should take a print (by clicking on '*Print*' button) of it for future reference before '*logout*'.

Acknowledgement No: 200903000XXXXX Trade Name XXXXXX LIMITED Trade Name XXXXXX LIMITED TIN No 192000XXXXX Return Period 200903 Date of Submission 18-JUN-2009 Submitted without full payment of admitted tax: Interest Paid In Short: Tax Paid In Short: Interest Paid In Short: Ist Month : 1st Month : 3rd Month : rd Month : Files Uploaded No of Records Annexure Total Form 14 1 12115.0 Annexure B Part II 10 12115.0 Innexure B Part III 10 12115.0	Directorate of Commercia	Il Taxes	
Trade Name : XXXXX LIMITED TIN No : 192000XXXXX Return Period : 200903 Date of Submission : 18-JUN-2009 Submitted without full payment of admitted tax: Tax Paid In Short: Ist Month : 2nd Month : 2nd Month : 3rd Month : Files Uploaded Form 14 : 10 12115.0 Annexure B Part II : 10 12115.0 Annexure B Part III : 10 12115.0			
Trade Name : XXXXXX LIMITED TIN No : 192000XXXXX Return Period : 200903 Date of Submission : 18-JUN-2009 Submitted without full payment of admitted tax: Interest Paid In Short: Tax Paid In Short: Interest Paid In Short: Ist Month : : 1st Month : 2nd Month : : 2nd Month : 3rd Month : : 2nd Month : Files Uploaded No of Records Annexure Total Form 14 : 1 Annexure B Part I : 10 Annexure B Part III : 12115.0	Acknowledgement No:	200903000XXXXX	
TIN No : 192000XXXXX Return Period : 200903 Date of Submission : 18-JUN-2009 Submitted without full payment of admitted tax: Interest Paid In Short: Tax Paid In Short: Interest Paid In Short: 1st Month : 1st Month : 2nd Month : 2nd Month : 3rd Month : 2nd Month : 3rd Month : 1 Files Uploaded No of Records Form 14 : 1 Annexure B Part I : 10 Annexure B Part II : 10 Annexure B Part III : 10 Annexure B Part III : 10			
Return Period : 200903 Date of Submission : 18-JUN-2009 Submitted without full payment of admitted tax: Interest Paid In Short: Tax Paid In Short: Interest Paid In Short: 1st Month : 1st Month : 2nd Month : 2nd Month : 3rd Month : 3rd Month : Files Uploaded No of Records Form 14 : 1 Annexure B Part I : 10 Annexure B Part II : 10 Annexure B Part III : 10 Annexure B Part III : 10 12115.0 12115.0			
Date of Submission : 18-JUN-2009 Submitted without full payment of admitted tax: Tax Paid In Short: Interest Paid In Short: 1st Month : 1st Month : 2nd Month : 2nd Month : 3rd Month : rd Month : Files Uploaded No of Records Annexure Total Form 14 : 1 12115.0 Annexure B Part II : 10 12115.0 Annexure B Part III : 10 12115.0	Return Period :		
Tax Paid In Short: Interest Paid In Short: 1st Month : 1st Month : 2nd Month : 2nd Month : 3rd Month : 2nd Month : 3rd Month : 3rd Month : Files Uploaded No of Records Form 14 : Annexure B Part I : 10 12115.0 Annexure B Part III : 10 12115.0	Date of Submission :		
Form 14 : 1 Annexure B Part I : 10 12115.0 Annexure B Part II : 10 12115.0 Annexure B Part III : 10 12115.0 Annexure B Part III : 10 12115.0	Tax Paid In Short: 1st Month : 2nd Month :	Interes 1 2	st Month : nd Month :
Annexure B Part I : 10 12115.0 Annexure B Part II : 10 12115.0 Annexure B Part III : 10 12115.0			Annexure Total
Annexure B Part II : 10 12115.0 Annexure B Part III : 10 12115.0			10115.0
Annexure B Part III : 10 12115.0			
	Annexure B Part III :		

The screen shots of Annexure for VAT Return Form 14 are given below:

Annexure B Part I:

		ils of purchases	ANNEXU s effected by de	lled in by all registere RE-B PART I ealer in excess of rupe rs within West Bengal	es fifty thousand		IMPACT v2.2	
Select Annexure Type PartI PartII /AT Registration Number	-		1	NTRU -		From Date To Date) ×
Name of the dealer from whorn goods were purchased	Full postal addr	000	Registration certificate No., if any(11 digit)	Total purchase during the period (inclusive of tax) (Rs.)	Major group of commodity	No. of tax Im Invoice, b cash mer received	ill. no. Total tax invo	lvec
eclaration I declare that the i	nformation given in	this return is c	orrect and com	plete.		Total:		0.0
NIC					E <u>x</u> port To XML	<u>A</u> dd Ro	DEVELOPED BY NI	-

Annexure B Part II:

	(Details of sal	ANNEXU es effected by deale	lled in by all registere RE-B PART II er in excess of rupees Yest Bengal during retu	fifty thousand		IMPACT v2.2	
ielect Annexure Type 🔾 PartI 🛛 🔍 PartI		1	i Ciri Mara		From Date To Date		
/AT Registration Numbe	ər	DIRECTORATE O	F COMMERCIAL TAXES		10 0 000		
Name of the registered dealer to whom goods were sold	Full postal address	Registration certificate No.	Total sales during the period (inclusive of tax) (Rs.)	Major group of commodity	No. of ta		
	Enter Address						
eclaration I declare that the	information given in this retur	n is correct and com	plete.		Total:		0.0
NIC				E <u>x</u> port To XML	<u>A</u> dd Ro	Developed By NIG	

Annexure B Part III:

	(Details of sales effected	rn to be filled in by all reg ANNEXURE-B PART III d by dealer in excess of ri ers within West Bengal dur	upees fifty thousand		IMPACT v2.2
elect Annexure Type PartI PartII P AT Registration Number	artIII	ECTORATE OF COMMERCIAL TAX	tes	From Date To Date	×
Name of the unregistered dealer to whom goods were sold	Full postal address	Total sales during the period (inclusive of tax) (Rs.)	Major group of commodity	No. of tax Invoice, Invoice issued	Total tax involved
		Enter Total Purchase	(Rs.)		
eclaration I declare that the informat	tion given in this return is correc	t and complete.		Total:	0.0
			E <u>x</u> port To	XML <u>A</u> dd Row	<u>P</u> rint Page
9					DEVELOPED BY NIC

To havigate through the Annexure B Part I, Part II and Part III use the Radio Buttons

Click 'File' menu to get a drop down menu with the following items.

- To create a new file click on 'New'
- To open a saved XML file generated from this application click on 'Open'
- To save a new file click on 'Save' or 'Save As'
- To import an Excel sheet click on 'Import from XLS'
- To exit from this application click on 'Exit'

🖇 VAT Return Annexure File						_ 🗆
New Open Save		ANNEXUR es effected by de	ed in by all registere E-B PART I aler in excess of rupe s within West Bengal	es fifty thousand	IM	1PACT v2.2
Sarre As Import From XLS	tII O PartIII	DIRECTORATE OF	ere set COMMERCIAL TAXES		From Date - To Date -	
Name of the treater from whom goods were purchased	Full postal address	Registration certificate No., if any(11 digit)	Total purchase during the period (inclusive of tax) (Rs.)	Major group of commodity	No. of tax Invoice, Invoice, bill. cash memo. received	Total tax involved
Declaration	he information given in his return is	correct and comp	lete.		Total:	0.00
NIC				Export To XML	Add Row	<u>P</u> rint Page
🖥 Start 🖒 📴 🥭 »	JAYDEEP SD (3:) Committee Form14Annexure	icon	User Manual for	🖳 User Manual CST	🛃 VAT Return An	< 🛃 📵 12:05 P

To add more rows as per heed click the 'Add Row' button. Against each click one row will be added. After filling up the forms user has to click the

'Export To XML' button or 'Save' or 'Save As' options to save the file. The file will be saved in an XML format. You can get a print out of the data he has entered clicking the 'Print Page' button. If there is any invalid entry or mandatory fields left blank you will be prompted with a message box.

Error Messages in VAT Annexure:



You need to enter a valid 11 digit VAT Rc No.

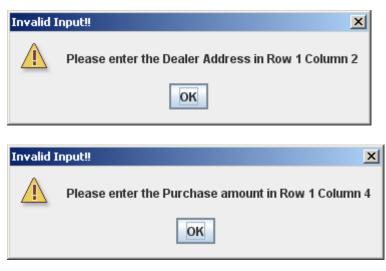
Invalid Input!!					
×	Please select the From Date				
	ОК				

You need to select 'From Date' and 'To Date' for which he is filing return.

Invalid Input!!						
x	Please check the check box if information given is correct and complete					
	ок					

You need to check the check box which signifies that the information he has entered is correct and complete.

You can save a blank file with Vat Registration No., 'From Date', 'To Date' and checking the Check Box. If any data is entered in the annexure table he needs to fill up all the mandatory columns. Otherwise will be prompted with error messages like,



etc.

If no error in file:

If there is no error or in filling up of annexure you can save the file or take a print.

VAT Return Annexure le									
		Details of pur	ANNE chases effected by	XURE-B PART I y dealer in exces	egistered dealers] s of rupees fifty thousand t Bengal during return peri	od)		IMPACT V	2.2
Select Annexure Type				420			From Date	01-Jun-2009	Ē
PartI PartI PartI		Save	Desktop			×I	To Date	30-Jun-2009	×
Name of the dealer from whom goods were purchased ST ST2	Full posta	My Docum My Compu My Networ DESK CLE Digital	tter rk Places ANER			EDS	No. of tax In Invoice, t cash mei receive	no. Total tax	involved 0.00 5000.00
512		File <u>N</u> ame: Files of Type:	Annex_b_p1 XML File (*.xml)						5000.00
		Thes of Type.			Save Cancel				
Declaration	ne information giv	en in this retu	rn is correct and g	mplete.			Total:		5000.00
					Export To >	ML	Add Ro	ow <u>P</u> rin	nt Page
NIC								DEVELOPED E	Y NIC

For saving the file click on the 'Export To XML' button. You will get a dialogue box to choose the path. He can give a file name as his liking.

Example: File Name 'Annex_b_p1.xml'

NOTE: User is requested to select the File Type as XML

After saving the file, you will be prompted with a message to show the path where the file is stored.

Save	×
i	The file is Sucessfully Saved in: D:\My Works\Daily Workflow\Annex_b_p1.xml
	ок

To print the file, click on the 'Print Page' button. Here also you will get a dialogue box where you can choose the path. The file will be saved in HTML format.

				\backslash				
	(kure to return to be filled ANNEXURE rchases effected by deal	-B PART			IMPACT v2	.2
Select Annexure Type PartI O Pa	•	m registered (or unregistered dealers	within West Bengal dur	ing return period)		01-Jun-2009	
VAT Registration Num	nber	🚣 Save	1/2 9		×	To Date	30-Jun-2009	×
19200010	0056	Save In:				No. of tax In	2010 A. 2010	
from whom goods were purchased ST ST2	Full post	My Pictures My Videos Nero Home				Invoice, I cash me receive	emo. Total tax involve	
112	TEST2ADD	File <u>N</u> ame:	Annex_b_p1_print					5000.0
		Files of <u>T</u> ype:	HTML File (*.html)	Save	Cancel			
Declaration 🗹 I declare that th	ne information giv	en in this retu	ırn is correct and comple	ete.		Total:	5	000.0
					Export To XML	Add Ro	ow <u>P</u> rint	Page
NIC					2	[DEVELOPED BY	NIC

User can give a file name as his liking.

Example: File Name 'Annex_b_p1_print.xml'

NOTE: User is requested to select the File Type as HTML

After saving the file, you will be prompted with a message to show the path where the file is stored.



The HTML file will be like:

MPACT v2.2	[4				t Date: 27-1	
	Lannexu	re to return to be f	meu în by all rêgi	stereu uealersj		
		ANNEX	URE-B PART I			
	(Details of purch) from registered or u	nases effected by Inregistered deale	dealer in excess o rs within West Be	f rupees fifty thousand ngal during return period)		
Annexure Type	Annexure B Part 1	From Date	01-Jun-	01-Jun-2009		
VAT Registration No	19200010056	To Date	30-Jun-2009			
Name of the dealer from whom goods were purchased	Full Postal Address	Registration Certificate No.	Total purchase during the period (inclusive of tax) (Rs.)	Major group of Commodity	No. of tax Invoice , bill, cash memo. received	Total tax involved
TEST	TEST1ADD		12121.00	AUDIO DEVICES		0.00
TEST2	TEST2ADD	45454545454	50000.00	CEREALS, PULSES & SEEDS		5000.00
	rmation given in this return is a			Tota		5000.00

To open a saved file click on the 'Open' option in the 'Eile' menu:

VAT Return Anne:	sure (D:\My W	iorks\Daily W	/orkflom\Annex_b_p	o1.sml)							
<u>N</u> ew <u>Open</u>		[Annexure to return to be filled in by all registered dealers] ANNEXURE-B PART I (Details of purchases effected by dealer in excess of rupees fifty thousand from registered or unregistered dealers within West Bengal during return period)							IMPACT v2.2		2
S <u>a</u> ve As Save As Import From) E <u>x</u> it		○ PartIII			MATTER.			From Date To Date		n-2009 n-2009) ×
	ber 010056			DIRECTORATE O	HIGHER ATEN F COMMERCIAL TAXES						
Name of the dea from whom goo were purchase	ods	Full posta	l address	Registration certificate No., if any(11 digit)	Total purchase during the period (inclusive of tax) (Rs.)		Major group of commodity	No. of tax Ir Invoice, cash me receive	bill. mo.	Total tax inv	volved
EST EST2	TEST1. TEST2			454545454			DEVICES ALS, PULSES & SEEDS				0.0 5000.0
Declaration											
	hat the infor	mation give	en in this return i	s correct and com	plete.			Total:		50	00.00
							E <u>x</u> port To XML	<u>A</u> dd R	ow	<u>P</u> rint	Page
NIC									Dev	ELOPED BY	NIC

The next screen will appear:

elect Annexure Type	fror	ANNEXURE-B PART I etails of purchases effected by dealer in excess of rupees fifty thousand registered or unregistered dealers within West Bengal during return pe		e	
PartI PartII	O PartIII	Open	X To Date		×
AT Registration Number		Look In: 🗖 Daily Workflow 🔽 🖬 🛱 🗂 🐯 🖿			
lame of the dealer rom whom goods were purchased	Full post	aqua uploaded_docs connect Annex_b_p1.xml database images images1 lang src File Name: Annex_b_p1.xml Files of Type: XML File (*.xml) Qpen Cancel	No. of tax Invoice cash m receiv	e, bill. nemo. Total tax invol	
					_
eclaration	/				
I declare that the inf	ormation give	n in this return is correct and complete	Total:	1	0.0
		Export To	XML Add I	Row Print Pa	age

Select the XML file and click on Open. After clicking Open the next screen will appear with the saved data.

le							
	(Details of p	exure to return to be fi ANNEXU urchases effected by do d or unregistered deale	RE-B PART I ealer in excess of rup	ees fifty thousand		IMPACT v2	2.2
Select Annexure Type PartI O Part						01-Jun-2009	Ť
VAT Registration Num		DIRECTORATE O	HERENE STEP		To Date	30-Jun-2009	×
Name of the dealer from whom goods were purchased	Full postal address	Registration certificate No., if any(11 digit)	Total purchase during the period (inclusive of tax) (Rs.)	Major group of commodity	No. of tax Im Invoice, t cash me receive	nill. Total tax i	nvolved
EST EST2	TEST1ADD TEST2ADD	45454545454		UDIO DEVICES EREALS, PULSES & SEEDS			0.0
Declaration I declare that the	e information given in this re	turn is correct and com	plete.		Total:	5	5000.0
				E <u>x</u> port To XML	<u>A</u> dd Ro	w <u>P</u> rint	t Page
NIC					·	DEVELOPED BY	

You can save the file in another location or with a different name using the Save As option in the File menu

e							
New Open Save	(Details of p	nexure to return to be fi ANNEXU purchases effected by da ed or unregistered deale	RE-B PART I ealer in excess of ru	pees fifty thousand		IMPACT v2	2.2
Save As Import From XLS Exit ber			ann.		From Date To Date	01-Jun-2009 30-Jun-2009	
192000100		DIRECTORATE O	F COMMERCIAL TAXES				
Name of the dealer from whom goods were purchased	Full postal address	Registration certificate No., if any(11 digit)	Total purchase during the period (inclusive of tax) (Rs.)	Major group of commodity	No. of tax Inv Invoice, b cash mer receiver	ill. no. Total tax i	nvolved
	ST1ADD ST2ADD	45454545454		AUDIO DEVICES CEREALS, PULSES & SEEDS			0.00
Declaration	formation given in this r	eturn is correct and com	nlete.		Total:	5	6000.00
			protor	E <u>x</u> port To XML	<u>A</u> dd Ro	w <u>P</u> rint	t Page
NIC				L	[DEVELOPED BY	

Click on the Save As option and proceed like the Save option. On clicking on Save after opening a saved file, the file will be saved in the same location from where it is opened.

Import data from Microsoft Excel in this Application :

You can import data from Microsoft Excel file provided you have to use XLS Templates. To use the JAR file a help file is given in the folder.

	\backslash			
🚞 Form14Annexure	X			
File Edit View Favorites Tools	; Help			
🚱 Back 👻 🕘 🖌 🏂 🔎 Se	arch 🎼 Folders 🔢			
Address 🛅 D:\Office\VAT Return Anne	exure\Form14Annexure			💌 🄁 Go
File and Folder Tasks *		XLS Templates	XML	
Publish this folder to the Web 😂 Share this folder	Help on VAT Return Annexure 14.doc Microsoft Word Document	VAT14Annexure.jar Executable Jar File 855 KB		
Other Places 🕆				
 VAT Return Annexure My Documents Shared Documents My Computer My Network Places 				

For your convenience Excel template is provided in the XLS template folder.

VAT Return Annexure								_
New Open Save Save As Integer From XLS Ext		tails of purchase	ANNEXU s effected by de	lled in by all registerer RE-B PART I ealer in excess of rupe rs within West Bengal	es fifty thousand	From Date To Date	IMPACT v2	2.2
Name of the dealer from whom goods were purchased	Full postal ad	idress	Registration certificate No., if any(11 digit)	Total purchase during the period (inclusive of tax) (Rs.)	Major group of commodity	No. of tax Im Invoice, b cash mer receiver	ill. no. Total tax ir	wolved
Declaration								
I declare that t	he information given	in this return is	4		Export To XML	Total: <u>A</u> dd Ro	DEVELOPED BY	0.00 Page

First you have to select 'Annexure Type' then click on 'File', then click on 'Import from XLS' then select the Microsoft Excel file, where data have been saved. On clicking, the next screen will appear as:

	[Anne:	re to return to be filled in by all registered o ANNEXURE-B PART I	dealers]		IMPAC	T v2.2
		ases effected by dealer in excess of rupees unregistered dealers within West Bengal du				
Select Annexure Type ● PartI	111			From Date		
VAT Registration Number	🛃 Open Look <u>i</u> n: 📑	S Templates		To Date	-	×
Name of the dealer from whom goods were purchased Full (BILXIS			No. of tax In Invoice, I cash me receive	nill. mo. Tota	l tax involve
	File <u>N</u> ame:	NofficeWAT Return AnnexureVForm14AnnexureVVLS	Templates			
	Files of <u>Type</u> :	'L File (*.xls) Open	Cancel			
Declaration	given in this retu	is correct and complete.		Total:	1	0.1
	1710	*	E <u>x</u> port To XML	Add Ro	w	<u>P</u> rint Page

Select the Excel file and click on open. Data will be populated in the form.

Download/ Upload Return Filing Method

	[Anne>	ure to return to be fill	ed in by all registered	dealers]	IMP	ACT v2.2
	-	ANNEXUR	E-B PART I	-		
	(Details of nur	chases effected by de	aler in excess of runer	es fifty thousand		
		or unregistered dealer		-		
Select Annexure Type		A				
PartI Pa		V.		F	rom Date	iii
VAT Registration Nun	abor		ALL .	т	o Date	×
VAT Registration Null	IDei	Q.				
		DIRECTORATE OF	COMMERCIAL TAXES			
Name of the dealer		Registration	Total purchase	Major group of	No. of tax Invoice,	
from whom goods		certificate No.,	during the period	commodity	Invoice, bill.	
were purchased	Full postal address	if any(11 digit)	(inclusive of tax)		cash memo.	Total tax involve
			(Rs.)		received	
EST1	Kolkata	1212121h2112		DVANCE LICENCE AND D	121	1212.
EST2	Mumbai	12121212112		DVANCE LICENCE AND D	1212	1211.
EST3	Kolkata	12121212112		DVANCE LICENCE AND D	121	1212.
EST4	Kolkata	12121212112		DVANCE LICENCE AND D	1212	1211.
EST5	Kolkata	12121212112		DVANCE LICENCE AND D	121	1212.
EST6	Kolkata	12121212112		DVANCE LICENCE AND D	1212	1211.
EST7 EST8	Mumbai Kolkata	12121212112		DVANCE LICENCE AND D DVANCE LICENCE AND D	121	1212.
EST9	Kolkata	12121212112		DVANCE LICENCE AND D DVANCE LICENCE AND D	1212	1211.
EST10	Dibrugarh	12121212112		DVANCE LICENCE AND D	1212	1212.
Declaration						
🗌 I declare that t	ne information given in this retu	rn is correct and comp	lete.	Т	otal:	12115.00
				Export To XML	<u>A</u> dd Row	<u>P</u> rint Page
					Deve	LOPED BY NIC
					DEVE	LOPED BY NIC

If you select any invalid excel file then you will get this message.

	(Details of	nexure to return to be fil ANNEXUI purchases effected by de ed or unregistered dealer	RE-B PART I aler in excess of rup	ees fifty thousand		IMF	PACT v2.2
Select Annexure Type PartI	○ PartIII	3			From Date To Date		
/AT Registration Number		DIRECTORATE O	F COMMERCIAL TAXES				
영화 공장 방법 문화 공장 공장 가지 않는 것이 없다.	— 🥙 Please be	Registration as not successful. You may h e sure that the annexure type o not change the format of the	selected and annexure		No. of tax Invoice, I cash me receive	bill. mo.	Fotal tax involve
from whom goods	F Import wa Please be	as not successful. You may h e sure that the annexure type	ave selected a wrong file selected and annexure t e Template	e to import.	x Invoice, I cash me receive	bill. mo.	Fotal tax involve
Name of the dealer from whom goods were purchased	F Import wa Please be	as not successful. You may h e sure that the annexure type	ave selected a wrong file selected and annexure t e Template	e to import.	x Invoice, I cash me receive	bill. mo.	Total tax involve

Step-9

Upload xml data file

Connect to the portal and enter your User-id and Password. In the next screen select option 'Upload Your, XML Files'

hange Password		Logout
		Logont
Directorate of Co	mmercial Taxes	Department of Finance, Govt. of WB
	VAT RC Number :	9200
		1. CALCUTT. BENGAL
	VA	AT Return Form 14
Do	wnload PDF version o	of Form 14 to File Return IMPACT v2.2 NEWI
	Dow	vnload User Manual
	Uplo	oad Your XML Files
	#Note: Please Upload The	e XML File Generated From The Return Form
	VAT	T Return Form 14D
	VA	AT Return Form 15
	VA	NT Return Form 15
er Requirements	AV	
		If You don't have Internet Explorer
ser Requirements Internet Explorer 6.0 (
	-	If You don't have Internet Explorer then click the following link to

File http://10.173.15.147/8588/vat-Project4-context-codjUpland	🖌 🌮 🗶 Google	P -
t de View Favorites Tack Help bogle C+	• Autolink • Statem Send to •	G Settings
Conine E Return - Ucload XML		
Change Password	Logout	1
	Department of Finance, Govt. of WB	
Directorate of Commercial Taxes		
Please Enter No. of XML files you want to upload:	Submit Modify	
	*	
Upload The XML File Generated From The Return Form: Browse		
Fromse		
Browse	/	
Browse		
Upload	lack	
(opided)	ack	
	G Internet	€ 100% ·

Next screen will prompt for selecting the data file to be uploaded.

By default '4' (Minimum no. of files) will be displayed as the no. of XML files to be uploaded. If you need to upload more than 4 files, then you are to enter that no files in place of '4'. If wrong no. of files is entered and submit button is clicked then click on '*Modify*' to modify the figure. In such case, extra (beyond 4) blank fields with '*Browse*' button will be displayed, as before. On clicking '*Browse*' button, you can select folder and file to be upload as shown in the figure below.

hange Password	Logout
Directorate of Commercial Taxes	Department of Finance, Govt. of WB
Please Enter No. of XML files you want to upload:	Submit Modify
C\Documents and Settings\USER\Desktop\TEST_P Browse	
C:\Documents and Settings\USER\Desktop\TEST_P	
C:\Documents and Settings\USER\Desktop\TEST_P Browse	
C\Documents and Settings\USER\Desktop\TEST_P Browse	
Browse	
Upload	Back
Stee	lesigned, hosted and maintained by National Informetics Centre
Important Links Disclaimer Information	provided and updated by Directorate of Commercial Taxes, Govt. of W

Browse to the file and click open button for the file to upload.

Download/ Upload Return Filing Method

Choose file					? 🛛
Look jn:	🚞 final upload		•	+ 🗈 💣 📰+	
My Recent Documents Desktop	test E_Return_14.: E_Return_Ann E_Return_Ann E_Return_Ann E_Return_Ann	xB_Part1.xml xB_Part2.xml			
My Documents					
My Computer					
My Network Places	File <u>n</u> ame:	E_Return_AnnxB_Part2	1.xml	•	<u>O</u> pen
	Files of type:	All Files (*,*)		-	Cancel

If you use the same name for two files, then while uploading a message will appear as shown in figure below.

Window	vs Internet Explorer	
<u>!</u> \	Name can not be same for 2 or	^r more files
	ОК	

Step 10 will be followed as in previous case.

GUIDELINES FOR FILLING UP VAT eReturn

Enter data in VAT eReturn 14 Form

- In the first page there are two radio buttons: 'New Return' and 'Revised Return' to represent if the current return file is original or revised return. Only one of these two options can be chosen at a time. By default the New Return button is selected.
- > You are to start entering data from the 'From Date' field. Enter quarter starting date in 'dd/mm/yyyy' and 'To Date' will be shown the quarter ending date. If no 'To Date' is shown after entering 'From Date' then check the Acrobat Reader version. It should be 8.1 or above.
- > Next enter 11 digits VAT Registration Number.
- > In Column A, all figures will be rounded to nearest 2 digits decimal. All calculated figures will be rounded to nearest rupee.

PART-A

Enter difference between the amount of tax on actual computation as shown in 3B, 4B, 5B, 6B, 8B and 8aB and the amount of I.T.C. claimed in column 8XB as + or - figure.

PART-B

Enter difference between the amount of tax on actual computation as shown in 26B, 27B, 28B, 29B and 30B and the amount of output tax payable in column 30aB as + or - figure.

Serial No. 45

Enter numeric part of challan number in Challan No. column. If challan has no number then any arbitrary number such as '99' may be entered. This column cannot be left blank or any alphabet cannot be entered in this column.

To select payment bank branch, select the bank from the list of authorized Banks. Next select the branch of the bank selected from the authorized list of bank branches. Treasury name is optional and may or may not be selected. If any branch has collected payment is not in the list, you have to bring it to the notice of the Sales Tax authority.

Serial No. 46

Select commodity from the list of commodities. Select rate of tax for the commodity selected and enter amount of sale. If rate of tax is not available in the list, enter the rate of tax in the column.

Serial No. 47

Enter *Tax period* and *From Serial No.* and *To. Serial No.* for Tax invoices issued. For each main / branch office one entry per tax period should be given in each row. If Tax Period is entered, Serial No. (From and To) is mandatory and should be filled up.

Enter *Tax period, No. of sellers, Total no. of invoices* and *Amount purchase (Rs.)* i.e. Tax Period, total number of sellers from whom invoices received, total no. of invoices received and sum of Amount of all invoices respectively for that tax period. If Tax Period is entered then all other entries are mandatory and should be filled up.

Special Cases:

- Total of SI. No. 42(b) 'Tax paid in appropriate Govt. Treasury, other than 42(a)', 1st month, 2nd month and 3rd month of Form 14D, should match with total amount paid in payment details, SI. No. 45.
- 2. In SI. No. 45 **Payment Details** in **Challan No** column numeric part of challan no should be entered.

Enter data in VAT eReturn 14 Annexure Form

Enter Name of the dealer in Name column and Address of the dealer in Address column.

Enter VAT Registration Number in the column 'Registration certificate No.' If Central Sales Tax RC No. or State Sales Tax RC No. is entered, then it will display error during upload.

Select the major group of commodity from the list. The list provided is a broad head list. Select the appropriate group under which the commodity purchased / sold is categorized. If no such group exits, select 'Miscellaneous taxable goods'. Sum Total of goods purchased / sold from a dealer should be shown in each row.

[Annexure to return to be filled in by all registered dealers] ANNEXURE-8 PART I						IMPACT v2	IMPACT v2.2	
	(Details of p	urchases effected by de		es fifty thousand				
		d or unregistered deale	-	-				
Select Annexure Type PartI O Pa		1	and a second sec		From Date	01-Jun-2009	Ħ	
VAT Registration Nun	ber	6			To Date	30-Jun-2009		
19200010		DIRECTORATE O	F COMMERCIAL TAXES					
Name of the dealer from whom goods were purchased	Full postal address	Registration certificate No., if any(11 digit)	Total purchase during the period (inclusive of tax) (Rs.)	Major group of commodity	No. of tax Inv Invoice, bi cash men received	ill. no. Total tax ii	nvolved	
ST ST2	TEST1ADD TEST2ADD	45454545454		JDIO DEVICES EREALS, PULSES & SEEDS			0.00	
Declaration I declare that the 	ne information given in this re	turn is correct and com	plete.		Total:	5	000.00	
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