

Commercial Taxes Department Government of Karnataka



National Informatics Centre Bangalore

User's Manual for AUTO GENERATION Of 'C' Form







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C Form – Auto Generate

This manual is the primary reference for **Auto Generation of C Forms**. The purpose of this manual is to introduce the system to the new user and to provide sufficient details so that as users progress through the manual they gain a full understanding of the application.

The manual is organized overall to flow from a general to a specific perspective. The purpose being that as one reads through this manual he will be able to develop a conceptual framework. This manual is prepared for the use of dealers.

Intended Audience

This manual is prepared for the dealers of Karnataka State registered under the provision of the Central Sales Tax Act, 1956 to guide them in generating the C form.

URL

Citizens <u>http://vat.kar.nic.in/</u>

Important Notes

- **1)** When you enter the contact information, the contact person's name should start with a capital letter.
- 2) The password should be of at least 8 characters with a combination of alphabets (A-Z/az), numerals (0-9) and special characters (@, #, \$, %, &, *, ^).
- *3) Keep your User Name and Password securely. Do not share it with anybody. Ensure that only authorized person uses this to work on e-Filing System.*
- *4) Change your password regularly, at least once in 30-45 days and maintain/remember the password.*
- *5) Remember to Sign Out/Log Out of the system after completion of your work.*
- *6)* To log out of the e-Filing System, click **Sign Out** at the top right hand side of any page.
- 7) All fields marked in * are mandatory.
- 8) To go to the main page of the e-Filing System, click Main Page at the top left hand side of any page.
- *9) Click the Exit button in any page to exit from the respective page.*
- **10)** Enter the date in the **dd/mm/yyyy** format.





Expansion for Abbreviations used:

Abbreviation	Expanded Form
CST	Central Sales Tax
CTD	Commercial Taxes Department
СТО	Commercial Tax Officer
DVO	Divisional VAT Office
INV	Invoice
KGSC	Karnataka Guarantee of Services to Citizens
LVO	Local VAT Office
NIC	National Informatics Department
SPB	Self-Purchase Bill
TIN	Tax Payer's Identification Number
URD	Unregistered Dealer
VAT	Value Added Tax
VSO	VAT Sub Office





1. Brief Note on Auto Generation of CForms

Pre-requisites

- 1.1. Dealer would be required to go through the registration certificate issued under the CST Act 1956 and view the commodities, purpose for which goods are intended to be used and effective date authorized to him by the department for issue of 'C' form.
- 1.2. If need be, he would apply for amendment / corrections in the CST RC to include the commodity(ies), purpose and effective date on the basis of paper certificate issued to him.
- 1.3. Dealer would file return in form VAT 100 /105/ indicating the value of goods purchased from outside the State against 'C' form. The gross purchase value of each invoice which includes the net value, tax charged and other charges shall be considered for this purpose. Return submitted needs to be acknowledged. The dealer who opts to make the payment of taxes by e-payment mode the return would be automatically acknowledged by the system and in case the payment is made though the instruments such as cheque, DD or Cash then after submission of such instrument or payment of cash to the LVO/VSO the return would be acknowledged.
- 1.4. Dealer is required to submit of details of goods purchased in the course of interstate trade or commerce simultaneously effected against C form electronically for the months upto April 2014 using Interstate Purchases upto the tax period of April 2014 option.
- 1.5. In view of the notification issued by the Commissioner of Commercial Taxes, Karnataka bearing number CCW/CR-44/2013-14 dated 29-4-2014, the dealers whose total annual turnover for the year 2013-14 or in any tax period is Rs. 50.00 lakh or more required to submit the details purchases and sales including the goods purchased in the course of interstate trade or commerce every month before 20th of the succeeding month for the tax period of May 2014 and onwards. Therefore such of the details of purchases in the course of interstate trade or commerce every month from May 2014 on or before 20th of succeeding month (subject to certain relaxation provided as educative period) from May 2014 and onwards using the option **purchase statements** →**Interstate Purchases.** Those dealers who are not coming under the purview of the said notification and require the declaration in C forms shall also submit the details of purchases in the course for the tax period of May 2014 and onwards using the option **purchase statements** →**Interstate Furchases.** →**Interstate Purchases.**
- 1.6. For the quarter comprising April to June 2014 the system would generate the declaration in C form by integrating the details of invoices submitted through the process as indicated in clauses (4) and (5) above. In the subsequent quarters system would generate C forms on the basis of details of purchases effected in the course of interstate trade or commerce submitted as per the procedure specified in clause (5) above.





- 1.7. The system will allow to generate the C forms only for such commodities, such purpose and from such date as available in the CST RC and as authorized by the LVO/VSO.
- 1.8. System would allow entering bills of the relevant month for which purchase against 'C' form is declared in the relevant return. It would also allow bills relating to the previous six months of the tax period.
- 1.9. For the tax period upto April 2014, the dealer while entering the invoice details it is also mandatory to indicate against each bill, whether he intends to issue 'C' form by checking the box provided against each bill.
- 1.10. For the tax period of May 2014 and onwards the dealer shall select the type of form as "C-form" or "C-form for E1 /E2 purchases" from the direct entry and in the XML format he shall enter the type of form as C" or "CE" in the field provided for it.
- 1.11. For the period upto April 2014 the dealer is allowed to modify the purchases in the course of interstate trade or commerce to the extent of checking the box provided to make a purchase bill for issue of 'C' form , which was earlier unchecked.
- 1.12. The dealer would then select <u>e-CST Forms (Auto Generate</u> and selects the year and quarter for which C form is proposed to be issued.
- 1.13. The dealer would then enter the TIN of the selling dealer to whom the declaration in C form is required to be issued.
- 1.14. The system would automatically group all the purchases made from the said seller in the selected quarter on the basis of Invoice-date & TIN.
- 1.15. The dealer would be a given an option to select the actual bill against which he now proposes to issue 'C' form, by checking the box provided against each bill.
- 1.16. Dealer may choose to issue 'C form for certain transactions only at the given point of time. That is to say he is enabled to issue 'C' form at any later stage also.
- 1.17. Bills against which 'C' form is generated for a particular quarter would not be enabled for issue of 'C' form once again.
- 1.18. A facility to save the details of such request for generation of C form is provided and the dealer may save and subsequently submit for generation of C form upon which system would indicate the details of bills, etc. to be included in the C form.
- 1.19. As a final step, the dealer would submit the request for generation of 'C' form, and upon agreeing to the terms and condition that "the dealer is liable for penalties for wrong declaration for issue of 'C' form", system would generate a 'C' form in triplicate for which printout can be taken at his place of business.
- 1.20. The 'C' form so generated would bear a distinct series when compared to a 'C' form approved by officer. (The 'C' form approved by officer begins with KA-CA, whereas the auto generated 'C' form would begin with KA-C2).



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C Form – Auto Generate

1.21. The dealer would repeat the process for different selling dealer TIN and also for different quarter.

'C' form downloaded could be got stamped with the seal of the concerned officer if the dealer so desires. However, this may not be necessary as any 'C' form downloaded is verifiable by the selling dealer or the VAT authority of selling dealer on the basis of series number and serial number from the CTD website <u>http://ctax.kar.nic.in</u> instantaneously or from the TINXSYS after three days of issue of C form.





2. Uploading of Interstate Purchases upto April 2014 – New Entry

The Interstate Purchases (upto the tax period of April 2014) option available in the VAT e-Filing system enables the dealers to file the details of purchases in the course of interstate trade or commerce. The details of invoices entered in the section are linked with the C Form auto generate option. This option can be used by the dealer if the invoices are less in number say 100 or less than that.

Note: The Automatic C Form generation is available for the Invoices dated from 01/01/2013 only.

Procedure:

2.1. Main Menu - After logging into the system http://vat.kar.in the main page of the VAT e-Filing system will be displays as shown in figure: 2.1.1. below.

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	- 114	047809 System Sea fail						
-CST Forms		Annue Aluta (BAALA) IM Benefitik Annue Annue Annu						
e-CST Forma Auto Geoerates		No. of Concession, Name of						
	:	Announcements						
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Series El alement d' Internégies Paris'esses (17) Les parties épri22-4)	40	 Please note the patch on for \$85 services tork as \$100 is \$200 les been dronged. The and mode remains to \$731975099. After 15% August, 2011 the services to the existing reader on any service to the second services. 						
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Others								
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Roperts and image	-10							
		IT Solution Do Maximum Information Control Discussion (New Sci Not 85 (11))	-					
-								

Fig: 2.1.1. Main Menu - Interstate Purchases





Place the pointer over Interstate Purchases (upto the tax period of April 2014) the system would display the following screen.

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VAT Soft	e-Filing System
e-BUGAM Forms	Element Dealert
e-CST Forms	IN Desire Transf. Test Laboration Control Cont
CET Formal Auto	Last Legis Os 00000000 at 00:35.11 AM
Generals)	Announcements
-VARADI(VAT/ODT)	CST Purchases correction option has been enabled. Please refer the circular No.
-VARADI(Entry Tax)	12/2014-15 dated 16/08/2014 fur more details. 🗯
Purchase Statement	Please note the mobile no. for SMS services such as KTIN & KSR has been changed. The new
Sales Statement	mobile number is 9731979699. After 15th August, 2014 the services to the existing mobile no. 0212357123 will be withdrawn.
Interested a Description of Director	
PETRON ALARMAN PORTING LONGING THE PERSON	Madrid Strips
tas period Apr'2014)	and a second sec
tas period Apr'2014) CST Receipt Forms	Uplad XML
tas period Apr'3014) CST Receipt Forms Others	Upised XML Delete Subvit Subvit

Fig: 2.1.2. Interstate Purchases (upto the tax period of April 2014)

After clicking on "New Entry" another screen would display and now enter the period in the form of YYYYMM for example 201404 and click on **GO** and the following screen as shown in Fig: 2.1.3. below will appear.

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AT Soft		e-Fill	ing System	and the second division of the
	UIN Page TIN: 29030017892	Prop/Comp.	Name: RAVINA TEST	Login: Dealer1
		InterState Purchas	se Invoices - Entry Form .:	
	Return Period/VY	VYMM1: 201404	et to be restered. Otherwise use Opto	ad xet, the option
			Statistics Constants	

Fig: 2.1.3. New Entry Form for entering tax period







Now the dealer can enter the invoices one by one in the fields provided as shown below.

			e-Filing :	ystem			
	TIN: 29	030017892	Prop/Comp. Na	me: RAVINA TEST	4	ogin: Dealer	1 1
			UnterState Purchase In	wolces - Entry Form a			
		Use this option , if you ha	ve less than 100 involces t	be entered. Otherwise use i	Jpload XML file	option	
		Matum Period(1	TTTMMD: DU	la da tra crescio con porte e com			
		Intersta	he Purchases with C-Form 2	eclared in Return for the per	ind 201404= 0		
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SLNn (Seller's Diff.	Maron of Seller (Mar 30	Address of Seller	Envoice Number	Envoice Date	Net Value (Sec)	Text
SLNo 4	Seller's Linu	Name of Seller (Nam 30 Obarizons)	Address of Seller	Envoice Number	Envoice Date	Net Value (m)	100 === (
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SLMo 4	Sector's Linit	Name of Seller (New 20 Characters)	Address of Seller	Envoice Number	Invoice Date	Net Value (%)	Tox
SLNo 4	Purchase Onler Date	Name of Seller (Ner 20 Charactery) Furpose Type	Address of Seller	Covorce Number	Invoice Date	Net Value (%)	Tox == (
sizie 4 erchuse tier Ro	Purchase Onler Date	Name of Seller (Nor 20 Characters) Purpose Type Resole	Addrows of Seller Commodity Commodity	Commodity Description	Against (- Form?	Fiel Value (so.)	308 ==
sLNo 4 echase der No	Furchase Onler Dute	Numer of Seller (Her 10 Characters) Purpose Type Resolo	Addross of Seller Commadity GUM	Commodity Description	Against (- Form?	Fiel Value (so.)	308

Fig: 2.1.4. New Entry form for entering the tax invoice details

2.2. Entry Form - Enter the seller's TIN, name of the seller, invoice number, invoice date, net value of the purchase, tax amount and the e-Sugam number (if available or leave it blank) in appropriate boxes. Click the **Commodity** drop-down arrow and select the commodity from the list and enter the description of the commodity in the **Commodity Description** box. Select the **Against C-Form check** box and click the **Add** button. The invoice details are added. Similarly you can add multiple invoice details.

Checks and Validations

- ✓ The seller's TIN should be a 11 digit number to allow
- ✓ The e-Sugam number should be a 10/11 digit number.
- ✓ Invoice date can be for the past 6 months from the Return period.
- ✓ The total Invoice value in Interstate Purchases with C form shall not exceed the value declared in the Return.
- ✓ Invoices for which 'C' form is already generated cannot be modified or deleted.
- ✓ If the total value of all the invoices is traction of a rupee, modify one of such invoices so as to round off the total value to nearest rupee.





2.3. Submission of Inter State Purchase - To submit the Interstate Purchase Invoices, hover on to **Interstate Purchases -> Submit**. Enter the Return Period; the list of Interstate Purchase Invoices will appear (Refer Figure: 2.3.1. Submit Form).

क मियहे हाशवा	could 🔬 Commercial Taxes Department
Soft	e-Filing System
TIN: 29070104588	Prop/Comp. Name: SHABRAM COLLECTIONS VV Login: testingnic
	Zahr Kran Periol Zahr Zahr Zahr Zahr
	List of Internate Parchase Instantised Investige Date: Total Investores Total Value: Total Tag
	19/94/2213 1 1900.00 190.00
	ef Total Ret Value: Total Tax Charged Invoices 1 1000.00 100.00

Fig: 2.3.1. Interstate Purchases – Submit Form

Click on **Submit**. The acknowledgement slip is displayed as below.

ASTERNATION +		GOVERNMENT OF KARNATAKA Commercial Taxes Department -: WEB ACK. SLIP :-						
NAME : SHABRAM COLLECTIONS VV								
ACK NO. :	19730186		TIN NO	_{40:} 29070104588				
DATE :	31/12/2012		PERIOD	D:201212 (YYYYMM)				
ITEM :	INTER STATE PURCHA	ASE INVOICE ENTRY						
		Web generated Ackno	wledgement Slip					
	DATE WISE	LIST OF INTER STATE	PURCHASE INVOICES ENTR	ERED				
	Invoice Date	Total Invoices	Total Net TAX	Total Tax				
	10/12/2012	1	1000.00	100.00				
10/12/2012 1 1000.00 100.00								

Fig: 2.3.2. Interstate Purchases – Acknowledgement Slip





meral Options						
Select Printer						
doPDF v7						
HP LaserJet 3390 Series PCL 6 on 172.16.	0.190					
<						
Status: Ready	Print to file Preferences					
Location:						
Comment:	Find Printer					
Page Range						
⊙ All	Number of copies: 1					
O Selection O Current Page						
O Pages: 1						
	1 1 2 2 3 3					
Enter either a single page number or a single						

Fig: 2.4. Print window

- 2.5. Printing of Acknowledgement In the Print window, select the printer from the list available in the Select Printer section. In the Page Range section select 'All' option, enter the Number of copies and then click the Print button (Refer Figure: 2.4. Print window). A printed copy of the Acknowledgement Slip is printed in the selected printer.
- 2.6. Modification of Invoice details The Invoices can be modified even after submitting. Select Interstate Purchase (upto tax period of April 2014) □ Resubmit option. On Click of Resubmit, the following figure is displayed. Enter the Period and click on GO. To Re-submit, select the Yes option. Now, go to Modify option and make the changes and again Submit the changes.

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AT Soft		e-Fi	iling System	
Main Page TIN: 290	70104588 Prop/	Comp. Name:	SHABRAM COLLECTIONS VV	Sign Out Login: testingnic
1	Jee this option ,if you have Return Period(YY Interstate Purchases	less than 20 invoi FYMM) 201212 with C-Form decl	ces to be entered.Otherwise use Liplo Go Ecc ared in Return for the period 201212=	ad XML file option
voices for this return (Yes 👻 No	have already been submitter	d. Do you wish to i	resubmit?	

Fig: 2.6. Resubmit Form





2.7. Uploading of XML File - Invoices can be uploaded using XML file also. To upload using XML, click on Interstate Purchases (upto the tax period of April 2014) Upload XML.

The following screen is displayed.

ಕರ್ಷಟಕ ಸರ್ಕಾರ ವಾಣಿಜ್ಯ ತೆರಿಗೆ ಇ	තන් 💩 (Commercial Taxes Depa	
/AT Soft	e-Filing	System	
Main Edge TIN: 29070104588	Prop/Comp. Name: SH	ABRAM COLLECTIONS VV	Login: testingnic
	Tax Return Period (YYYYMM):2	01212 60 Edt	
Error D value the th Peter onter Ca	ecryptics (M/T-Daptonic Involuci Inc. in Deals at the provises 0.4 Howard Value, TAX2-Northis Ferral, CON-Commonly Code present event, in preside that involve date, PRIPI-Purpose or with purpose code, FET-Patter	sectified: Doptions Invoice Alec. in XML, TAXXI: Fail value involution (1 in 1) PRD-1: Invoice dates with the IRRQ1-Invoice date greater from EDPC UTE 1- Four de downing event. PRP2: Commodity Code rist may Period invoid1641: 2012 April	Tax Ingag Male Iting
Filenar	ne for Uploading	Browse	4
			-

Fig: 2.7. Interstate Purchases - Upload XML

Click on Browse, select the XML file and click on **Upload**. The file is uploaded. Any errors in the XML file are displayed in the table with an error code (error codes are described on the screen). On uploading the XML file, go to **Submit** and submit the Invoices.

2.8. XSD Format - The XSD or format for uploading the XML file is as follows. Also, the Converter for converting the XL file to XML file is available in **Reports and Help.**





3. Inter State Purchase Statement

The **Purchase Statement** option available in the VAT e-Filing system enables the dealers to file the details of Purchase invoices of Local and Interstate transactions. The dealers registered under VAT can enter the details of Interstate Purchase effected. The dealer can upload the details of purchase invoices monthly or quarterly based on the type of return filing as available in the e-Filing system. Under Interstate purchases, even the purchases effected by way of import from outside the country and other than by way of sale (Stock transfer inward) from outside the State are captured. All types of Interstate purchases effected with or without statutory forms can also be entered at the field "form type" of the menu.

The Interstate Purchase Statements can be uploaded using XML file or through Direct Entry screen. In case of any purchase returns, enter the debit note details. Lastly, submit the invoices for the selected period.



Fig: 3(A). Process Flow for Interstate Purchase Statement





Instructions:

In the main page of the VAT e-Filing system, place the pointer over **Purchase Statement**. The following sub menu is displayed: Select the Interstate for entering the details of interstate purchase invoices

- Local
- <u>Interstate</u>
- Modify
- Approval
- Sellers Master List
- Revision [Available in the next version]
- Download

Place the pointer on" Interstate", the options Upload XML file and Direct Entry are displayed.

A STATE OF A				and the second	
AT Soft		e-Filing S	ystem	Sign Out	
-SUGAM Forms	• Corranne	1.00	ritegain	30/040/530	
-CST Forms	TIN		5765 B4888 I		
PHT Engensidente	TrapComp.Name		ALLE USED FOR TESTING		
ienerate)	LairLegia		CONTRACTOR OF BELLEVILLE PAR		
VARADIEVAT/COT)	Announcem	ersts 7			
	a From D	LIL 2012 Company Los	the last selection of the time	Followed and a supervised state	
ANHODI(FULLY LOS)	1	Part of Furniture	11 Electronic Goods	A Machinery and parts	
urchase Statement	P LODA!	Nine farmers match	4 Ready made surments	6 Tea	
ales Statement	Interstate	Optoad XML File	8 Cement	9 Packing Materials	
The Forme	Approver	s at oil and including wante oil			
DB Forms	Belliers Mester L	Jan .		- 142	
EB TDS Forms	Revision				
aT Receipt Forms	Download				
A REAL PROPERTY OF A REAL PROPER					
chera					
T Enrolment	•				

Fig: 3(B). Menu- Purchase Statement – Interstate

3.1. Interstate Purchase: XML Upload

Select the **Upload XML file**. On selection of this option the user can upload the XML file of Interstate Purchase Invoices. The XML file for Interstate Purchase invoices can be created by the dealer using his own software or by referring the format given in XML Schema Definition (XSD) file or by using the XL to XML convertor provided in the departmental website. The XL to XML converter and XML Schema Definition for Interstate Purchase Invoices can be downloaded from the **Reports and Help** option from the CTD website. The user can also export the invoice data to xml file from off the shelf customized software available in the market. Refer to the user manual for more information on converter and xml schema definition. Further, the details of commodity and sub commodity codes, Purpose type code and Transaction type codes are available in the master code sheet of the downloaded xml file.





3.1.1. Upload XML File: Interstate Purchase

To upload XML file, select the Tax period and click on "GO". If a different period is to be entered, click on "Clear" button and then, select the Tax period and click on "GO". The XML files, if uploaded previously, are displayed in a table. To upload next file, click on 'Upload Next file'. The system prompts to browse and select the file. On selecting the XML file, click on Upload.

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VAT Soft		-	e-F	Filing System		
Main Page						Sign Out
TIN: 290701045	68	Prop/C	tomp. Name:	DEALER USED FOR TEST	TING	Login: testingnic
		:.InterStal	te Purchase I	Invoices - Xml File Upload	d Form ::	
Filing Type Tax Period *	* Monthly 2014	Quarterly	60 C	eur -	Debit.No Yiew.Bea.CEI	tes XML Upload E Commodity detaila Exit
			Bat	ta not found		
Select Interstate I	Purchase XML File:			Browse	1	

Fig: 3.1.1.(A). Interstate Purchase Invoices-Xml file upload form

All the entries in the XML file are validated against the conditions as described in the following Note:

- **1)** The seller's TIN number should be an 11 digit TIN belonging to other States or starting from 29 for E1/E2 Purchases only.
- 2) Seller's TIN has to be numerical only.
- 3) Seller's TIN has to be 29000000000 (if URD) or 990000000. (for Imports).
- *4)* Invoice/document number can be up to 25 alphanumeric characters (ex: BNG3456, or 3456 or 3456BNG).
- 5) Name of the seller can be up to 30 Characters and address can be up to 150 characters.
- 6) Invoice date can be for the previous 6 months excluding from the Return period.
- 7) There cannot be duplicate invoices.





- 8) Main Commodity, Sub Commodity, (1-9 only) and Purpose type (1-7 only) has to be numerals only.
- 9) For Transaction Type, Specify C -for with C form, WC-without C form, F for- Stock Transfer,
 H- for Export, C forms for E1/E2 Purchases, OT for others, IM for Imports,.
- **10)** No Negative values under Net Value and Tax Charged.
- **11)** Under Quantity two decimals and Units can be mentioned Ex: 99.02 Kgs or Lts, 99 NO.
- 12) For Purpose Type Codes are: 1. Resale, 2. Use in manufacturing/processing of goods for sale, 3. Used in mining, 4. Used in Generation/Distribution of Power, 5. Packing of goods for sale/resale, 6. In the telecommunication network, 7. For packing of any goods or for packing of any container or other materials.

Invoices which have failed the validations will be displayed along with the error codes. The error codes and the related description are shown on the screen. The error codes can be referred from the table and the corrections can be made. After correcting, click on **Save** to update the entry. If the corrected invoice passes all the validations, it is removed from the error list. Continue the process till all the invoices are corrected and saved.

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Fig: 3.1.1.(B). Interstate Purchase Invoices-XML Upload form-Error Report



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Saw		View Ca	aront	View All						1	

Fig: 3.1.1.(C). Interstate Purchase Invoices-Xml Upload form- without Error Report

The "Validate All" button on the screen enables the user to correct the duplicate invoices entered. On selecting the "Validate All" button, the system prompts and navigates to modify screen, where in all the duplicates can be modified or corrected. If there are no duplicate invoices, then the system prompts that "no duplicate invoices found", ensuring that, the system has not stored any duplicates.

Note: *The Delete* option deletes all the invoices corresponding to the file uploaded.

The other option available is **Debit Note XML Upload.**

3.1.2. Upload XML File: Debit Note

The Debit Note XML Upload can be used to upload the Debit notes for Purchase returns or any change in the value of purchases. The Debit notes can be entered for Registered and Unregistered dealers. To enter debit notes, the original purchase invoices should have already been uploaded for the current or previous tax period.

The debit note XML file can be created by referring the XML Schema Definition (XSD) file or by using the XL to XML Converter provided in the e-Filing System. The XL to XML converter and the Schema definition for Debit Notes can be downloaded from the **Reports and Help** option. Refer the user manual for more information on converter and schema definition for debit note XML upload.

To upload Debit Note XML file, click on Debit Note XML Upload, select the **Tax period** and click on **GO**. The XML files uploaded previously are displayed in a table. To upload another file, click on **'Upload Next File'**. The system prompts to browse and select the file. On selecting the Debit Note XML file, click on Upload.





Soft	e-	Filing System	
in Paul			Situat Ch
1: 29070104588	Prop/Comp. Name	DEALER USED FOR TESTING	Login: testingn
	: Debit Notes (Interstate Pur	chase Invokes) - Xell File Upload Form	N 53
Plang Type + Tax Period = 201	Monthly Quarterly		IS Purchases XML Upload Rat

Fig: 3.1.2.(A) (Debit Notes (Interstate Purchase Invoices)-XML file Upload form

All the entries in the XML file are validated against the conditions as described in the following note:

- 1) The seller's TIN number should be an 11 digit Respective TIN of the State or starting from 29 for E1/E2 Purchases only.
- 2) Seller's TIN has to be 2900000000 (if URD) or 990000000 (for Imports).
- *3)* Original Invoice/document date can be for the past 6 months from the Return period.
- 4) The Debit Note Date should be equal to or later than the Original Invoice date.
- 5) The Debit note date should belong to the selected tax period.
- 6) No Negative values under Net Value and Tax Charged.

Debit notes which have failed the validations will be displayed along with the error codes. The error codes and the related description are also shown on the screen. The error codes can be referred from the table and the correction can be made. After correction, click on **Save** to update the entry. If the corrected debit note passes all the validations, it is removed from the error list. Continue the process till all the debit notes are corrected. On correction of all debit notes, '**Save**' button is displayed to save the file. Now, click on this button and the file is saved.





	Filing Type Tax Period *	Monthly	Quarterly PR	/ GO Cle	an		h	nterstate Purchas Exit	e XML Upload	
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ETINO	Seller TIN cannot	be same as Purchaser	ETIN4	Dereg. Date of the Sell available.	ier TIN is not	ETINS 0	Original Invoice date cannot be later than Deregistration date of the Seller TIN.			-
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ENOTE	1 Debit note numbe	r can't be zero.	ENOTE2	Debit note number sho alphanumeric.	uld be	ENOTES			exists.	its.
ENOTE	Original Invoice ni alphanumeric.	umber should be	ETOT1	Net Value should be les Net Value in original in	ss than the voice.	ETOT2	Tax Value should be less than the Tax Valu			
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ETOT3	t the following Inve Debit Note	Debit Note								

Fig: 3.1.2.(B) Debit notes (Interstate Purchase Invoices) XML File uploaded form with Error details.

The other options available on the screen IS Purchase.

3.2. Direct Entry: Inter State purchase

This option can be used to enter the details of interstate Purchases and their Debit notes through direct entry mode. This option is advisable if the number of invoices to be entered is less.

3.2.1. Direct Entry: Interstate Purchase

On click of this option (refer: Fig: 3.2.1.), the screen- Interstate purchase invoices –entry form is displayed to enter details of invoices. In case of purchases effected from outside the state, enter the TIN and the Trade name of the Seller. Enter the Seller's TIN and the Trade name is automatically displayed for TIN with 29 only [for E1 and E2 purchases in Karnataka]. If the Seller's TIN is URD, enter 2900000000 and enter the Trade name. Enter the Invoice number/Document number, invoice/document date, net value, tax and other charges.





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Fig: 3.2.1. Interstate Purchase Invoice-Entry form

The entries are validated against the conditions as given in the note below:

- **1)** The seller's TIN number should be an 11 digit TIN belonging to other States or starting from 29 for E1/E2 Purchases only.
- 2) Seller's TIN has to be numerical only.
- 3) Seller's TIN has to be 29000000000 (if URD) or 990000000. (For Imports)
- **4)** In case of E1 and E2 purchases, if purchases are within State of Karnataka, the Seller's TIN should commence with 29....
- 5) Invoice /document number can be up to 25 alphanumeric characters (ex: BNG3456, or 3456 or 3456BNG)
- 6) Name of the seller can be up to 30 Characters and address can be up to 150 characters.
- 7) Invoice date can be for the previous 6 months from the Return period.
- *8)* There cannot be duplicate invoices.
- *9)* Main Commodity, Sub Commodity, and Purpose type can be selected from the drop down menu.
- **10)** For Transaction or Form Type, Select from the drop down menu C form, C forms for E1 / E2 Purchases, without C form, F-Form, H-Form, E1-Form, E2-Form, Imports and, others,
- **11)** No Negative values under Net Value and Tax Charged.
- 12) Under Quantity two decimals and Units can be mentioned Ex: 99.02 Kgs or Lts, 99 NO

On entering all the details, click on Add. To delete invoice details, place the cursor on selected filed and delete details and then details can be re-entered. "View All" button shows all the





invoices entered and "**Validate All" button displays** details of duplicate invoices entered and they can be suitably modified. The other options available are **Debit Note Entry**. Click on the Debit Notes Entry to enter the debit notes details.

The "Validate All" button on the screen enables the user to correct the duplicate invoices entered. By selecting the "Validate All" button, the system prompts and navigates to modify screen, where in all the duplicates can be modified or corrected. If there are no duplicate invoices, then the system prompts that" no duplicate invoices found", ensuring that, the system has not stored any duplicates.

3.2.2. Direct Entry: Debit Note

The Debit Note Entry can be used to upload the Debit notes for Interstate Purchase returns. The Debit notes can be entered for Registered and Unregistered dealers. To enter debit notes, the original purchase invoices should have already been uploaded for the current or previous tax period.

This option is advisable if there are few debit notes to be entered or else the same can be uploaded using an XML file as explained earlier. On selection of this option, the Debit Notes already available are displayed. To add more debit notes, enter in all the fields like debit note no., debit note date, TIN, net value, tax and other charges. The original invoice details also need to be entered. It is mandatory that the original invoice be uploaded in the same period or previous tax period.

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Fig: 3.2.2. Debit Notes (Interstate Purchase Invoices)-Entry form





The debit note is validated as per the conditions given below:

- **1)** The seller's TIN number should be an 11 digit Respective TIN of the State or starting from 29 for E1/E2 Purchases only.
- 2) Seller's TIN has to be 29000000000 (if URD) or 990000000. (For Imports).
- *3)* Original Invoice/document date can be for the past 6 months from the Return period.
- 4) The Debit Note Date should be equal to or later than the Date of the Original Invoice.
- 5) The Debit note date should belong to the selected tax period.
- *6)* No Negative values under Net Value and Tax Charged.

3.3. Modify

Invoices entered can be modified using this option before Approval. The invoices can be searched on any one parameter like TIN, Invoice no, invoice date. To view all invoices click on" **Open All**" or to know only the duplicate invoices entered click on "**Duplicates**". "**Open All**" will display the list of all invoices entered through direct entry or XML upload.

3.3.1. Modify: Interstate Purchase Invoice

To modify the Interstate purchase invoices, click on **Modify** option. Search the invoice details based on the given parameters or open all or Duplicates. To know the duplicate invoices click on duplicate button. Now, select the invoice, update or modify the details and click on Modify. The invoice can be deleted by clicking on **Delete**. Any updation will validate the invoice and displays the error if any.

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Filing Type Tax Period *	Monthly Quarterly 2014 JAN GO Clear View Abstract Search	Modify Debit Note Entry Exit
Seller TIN Inv No Inv Date	OR OR OR OR Verticates	

The other options available on the screen are **Modify Debit note Entry**.

Fig: 3.3.1. Interstate Purchase Invoices-Modify form





3.3.2. Modify: Debit Note

The debit notes can be modified using this option. Navigate through the "**Modify Debit Note entry**" and then, select the debit note, update or modify the details and click on **Add**. To delete the debit note, click on **Delete**. Any updation will validate the debit note and displays the error if any.

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Fig: 3.3.2. Debit Notes (Interstate purchase Invoices) - Modify form

3.4. Approve

This option is used to Approve and then to submit the details of Interstate Purchase invoices entered using the above explained options. Once the invoices are submitted, the invoices cannot be modified/deleted. On selection of approve option, a summary of all invoices entered through direct entry, uploaded through XML File and the debit notes is displayed. The total net value, Total Tax Value Other Charges and Total Value are also displayed. Verify the details and Click on "**Approve**". An acknowledgement form is displayed as given below:

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Fig: 3.4.1. Interstate Purchase Invoices-Submit Form





This" Approve" button will appear only when all the duplicates are corrected. If not, an abstract of duplicate invoices/debit notes are displayed. The duplicates can be corrected by clicking the button "modify", it will navigate to modify screen and then all the "duplicates" can be corrected or modified.

Once, after clicking the Approval Submenu, under the Submit screen, if the "Approve" button, as shown in the screen shot is seen, then all the details of invoices and Debit notes entered through XML upload/Direct entry are correct and ready for Approve. Once we click "Approve" button, then the details entered are formally submitted to the department and the system generates the acknowledgement slip for the dealer reference.

<u>Caution Note:</u> Validation is done at following three stages:

- 1. At the time of each direct entry or XML upload of invoice or debit note details, to check the correctness of each record entered through the direct entry or XML file upload.
- 2. "Validate All" action button at direct entry or at XML file upload, to check validity of duplicate records saved earlier through the direct entry or previous XML file upload
- 3. Before "Approval" step, if the step (2) has not been performed, the system will show "duplicate invoices" at submit form screen. The user will be required to use "modify" step to correct the duplicates.

Make sure that all the duplicate errors have been corrected before, you Approve and submit the records.

To print the Acknowledgement Slip, click **Print** on the **File** Menu. The Print window displays (Refer: Fig: 3.4.2.).

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Fig: 3.4.2. WEB Acknowledgement Slip







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Fig: 3.4.3. Print window

In the Print window, select the printer from the list available in the Select Printer section. In the Page Range section select 'All' option, enter the Number of copies and then click the Print button. A copy of the Web Acknowledgement Slip is printed in the selected printer.

3.5. Sellers' Master List:

This menu helps the dealer to create a master data of his purchasers/Sellers. Place the pointer on Seller Master List, the option "**Entry Form**" is displayed. Select the radio button Local or Interstate to create the data base of his local Purchasers/sellers or Interstate purchasers/sellers. Select the Type, to enter the details of Seller/Purchaser. The details can be entered one by one for the known TIN and the Master List can be created. Continue the process till all the Sellers TINs are entered and saved.

The data can be downloaded for each entry or for the entire record, by selecting the "**Export to Excel**" button for further usefulness of the data. By exporting the said details to excel sheet, the other information required under Sales/Purchaser Statement, under XML upload and then the XML file can be uploaded. In case of direct entry, once the master data is available and once the TIN is entered, the other details are enabled.





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	Select 27568934567 M5	Petil and Sons	343, 16th main, 50	Cross Panvel New Mumbei	410206	

Fig: 3.5. Sellers' Master List-Entry Form (Inter State)

3.6. Download:

This submenu is available under Purchase and sales Statement. From this option, the dealer can download the details of purchase invoices or sales invoices uploaded on to the CTD website. Place the pointer on "**Download**" and select, then the screen "purchase invoices-Download Invoices as Excel file" will be displayed. The dealer can download the details for a particular tax period, by selecting the tax period. The details can be obtained in "Summary" or in "Detail" by selecting the respective radio button. The information can be for "local" or interstate".

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Tax Period *	2014	JAN	×	Go	Clear			
Summary ○ Deta ○ Local ● Interstat	e I)ovmicad as	Excel					<u>Evit</u>

Fig: 3.6.1. Interstate Purchase Invoices-Download as Excel File





On selection of Details, the Invoices or Debit notes details can be downloaded in excel format. The Download facility is available before and after submission of Purchase Statement. The downloaded XL- file is displayed as shown below:

4	A	В	C	D	E	F	G	Н	1	1	
1	-				TIN:29070104588				-		
2				Trade Nam	e:DEALER USED FOR	RTESTING				1	1
3			Invoic	e Statement Type	Invoices Summar	(Interstate Purchase)				
4					Period:JAN 2014						
5	,			S	tatus:Unsubmitted			s.			
6	SL No.	Description	No Of Invoices	Total Net Value	Total Tax Charges	Total Other Charges	Total Value				
7	1	Invoices through XML File	9	40050.26	4010.14	20.5	44080.9				
8	2	Invoices through direct entry	2	55000	5500	0	60500				
9	3	Debit Notes (-)	14	15016	9000	0	24016				

Fig: 3.6.2. Interstate Purchase Invoices- Excel File

3.7. Interstate Purchase: XML Upload

Select the **Upload XML file**. On selection of this option the user can upload the XML file of Interstate Purchase Invoices. The XML file for Interstate Purchase invoices can be created by the dealer using his own software or by referring the format given in XML Schema Definition (XSD) file or by using the XL to XML convertor provided in the departmental website. The XL to XML converter and XML Schema Definition for Interstate Purchase Invoices can be downloaded from the **Reports and Help** option from the CTD website. The user can also export the invoice data to xml file from off the shelf customized software available in the market. Refer to the user manual for more information on converter and xml schema definition. Further, the details of commodity and sub commodity codes, Purpose type code and Transaction type codes are available in the master code sheet of the downloaded xml file.

3.7.1. Upload XML File: Interstate Purchase

To upload XML file, select the Tax period and click on "GO". If a different period is to be entered, click on "Clear" button and then, select the Tax period and click on "GO". The XML files, if uploaded previously, are displayed in a table. To upload next file, click on 'Upload Next file'. The system prompts to browse and select the file. On selecting the XML file, click on Upload.





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VAT Soft		e-Filing System	
Main Page			Sian C
TIN: 29070104588	Prop/	Comp. Name: DEALER USED FOR 1	TESTING Login: testingr
	:.InterSt	ate Purchase Invoices - Xml File Up	load Form .:
Filing Type Tax Period *	Monthly Quarterly	60 Ceur	Debit Notes XHL, Upload Xiew, Bea.CST. Commodity.details Exit
		Bata not found	
Select Interstate Purch	tase XML File:	Browse Uplo	and i

Fig: 3.7.1(A) Interstate Purchase Invoices-XML file upload form

All the entries in the XML file are validated against the conditions as described in the following note:

- **1)** The seller's TIN number should be an 11 digit TIN belonging to other States or starting from 29 for E1/E2 Purchases only.
- 2) Seller's TIN has to be numerical only.
- *3)* Seller's TIN has to be 29000000000 (if URD) or 990000000. (For Imports).
- 4) Invoice/document number can be up to 25 alphanumeric characters (ex: BNG3456, or 3456 or 3456BNG).
- 5) Name of the seller can be up to 30 Characters and address can be up to 150 characters.
- 6) Invoice date can be for the previous 6 months excluding from the Return period.
- 7) There cannot be duplicate invoices.
- 8) Main Commodity, Sub Commodity, (1-9 only) and Purpose type (1-7 only) has to be numerals only.
- *9)* For Transaction Type, Specify C -for with C form, WC-without C form, F for- Stock Transfer, H- for Export, C forms for E1/E2 Purchases, OT for others, IM for Imports,.
- **10)** No Negative values under Net Value and Tax Charged.
- **11)** Under Quantity two decimals and Units can be mentioned Ex: 99.02 Kgs or Lts, 99 NO.
- 12) For Purpose Type Codes are: 1. Resale, 2. Use in manufacturing/processing of goods for sale, 3.Used in mining, 4.Used in Generation/Distribution of Power, 5. Packing of goods for sale/resale, 6. In the telecommunication network, 7. For packing of any goods or for packing of any container or other materials.





Invoices which have failed the validations will be displayed along with the error codes. The error codes and the related description are shown on the screen. The error codes can be referred from the table and the corrections can be made. After correcting, click on **Save** to update the entry. If the corrected invoice passes all the validations, it is removed from the error list. Continue the process till all the invoices are corrected and saved.

290701	104588		Prop/C	Comp. Name	: DEALER USED FOR	TESTIN	G		Login: testin
		63	nterStal	te Purchase	Invoices - Xml File U	pload Fo	eme:		
ng Type = Period	- [<u>2014</u>	onthily Quartern		60 C	lear		Vie	Debit Notes XM Res.CST Comm Exit	<u>t. Upload</u> nodity details
a not lo	und								
ERI	Seller TIN cannot	be same as	882	Main/Sub Cor	nm. does not exist for	ERO	Inv.Date is earlied	r than effective	date of reg.of
ER3 ER3	Selier TIN cannot purchaser TIN, TIN should be 990 of Imports.	be same as	ER2 ER0	Main/Sub Cor selected purp Invoice date i months of the	nm, does not exist for ose code. Is earlier than six tax period	ER3 ER7	Inv.Date is earlie selected comm. Invoice date doe period	er than effective under CST. s not belong to t	date of reg.of he return
ERS Erb	Selier TIN cannot purchaser TIN. TIN should be 990 of Imports. Inv. Date cannot b dereg.date of seliv	be same as x00000000 in case e later than sr TIN.	ERB ERB	Main/Sub Cor selected purp Invoice date i months of the Total Hismatr	mm. does not exist for use code. Is earlier than six e tax period ch.	ERJ ERJ	Inv.Date is earlie selected comm. Invoice date doe period Tax value should value	r than effective under CST. s not belong to t be between Zer	date of reg.of he return to and Net
ERS ERS ERS	Seller TIN cannot purchaser TIN. TIN should be 990 of Imports. Inv. Date cannot b dereg date of sells Net value sholud i	be same as x00000000 in case e later than sr TIN. sxt be 0.	ER2 ER6 ER9 E_INV0	Main/Sub Cor selected purp Invoice date I months of the Total Mismate Invoice numb	nm, does not exist for ose code. Is earlier than six tax period ch. er can't be zero.	ERJ ERJ ERIO E, INVI	Inv.Date is earlie selected comm. Invoice date doe period Tax value should value Invoice number i	r than effective under CST, s not belong to t be between Zer should be alphan	date of reg.of the return to and Net sumaric.
ERI ERS ERS ERIS EQTVI	Selier TIN cannot purchaser TIN. TIN should be 990 of Imports. Inv. Date cannot b dereg, date of seliv Net value should in Quantity should b	be same as x00000000 in case le later than er TIN. not be 0. e alphanumeric	ER2 ER6 ER9 E_INV0	Main/Sub Cor selected purp Invoice date i months of the Total Mismate Invoice numb	nm, does not exist for ose code. Is earlier than six tax period ch. wr can't be zero.	ER3 ER7 ER10 E_DHV1	Inv.Date is earlie selected comm. (Invoice date doe period Tax value should value Invoice number i	r than effective under CST, s not belong to t be between Zer should be alphan	date of reg.of he return to and Net sumeric.
ERS ERS ERS EQTVI	Selier TIN cannot purchaser TIN. TIN should be 990 of Imports. Inv. Date cannot be dereg.date of selic Net value should b Quantity should b the following Inve	be same as 100000000 in case e later than or TIN. not be 0. e alphanumeric pice Details	ER2 ER6 ER9 E_INV0	Main/Sub Con selected purp Invoice date months of the Total Mismato Invoice numb	mm, does not exist for use cade. Is earlier than six tax period th. her can't be zero.	ERJ ERJ ERIO ELINVI	Inv.Date is earlie selected comm. (Invoice date doe period Tax value should value Invoice number i	r than effective under CST. s not belong to t be between Zer should be alphan	date of reg.of he return to and Net numeric.
ERS ERS ERS EQTVI EQTVI	Selier TIN cannot purchaser TIN. TIN should be 940 of Imports. Inv. Date cannot b dereg.date of selie Net value should b Quantity should b the following Invo or Selfor Tin	be same as x00000000 in case le later than er TIN. not be 0. e alphanumeric pice Details Name of Sellie	ER2 ER6 ER9 E_INV0	Main/Sub Con selected purp Invoice date i months of the Total Mismate Invoice numb	nm. does not exist for ose code. Is earlier than six tax period th. wer can't be zero.	ER3 ER7 ER10 E_0NV1	Inv Date is earling selected comm. (Invoice date doe period Tax value should value Invoice number i Purpose	r than effective ander CST. s not belong to t be between Zer should be alphan Main Commodity	date of reg.of the return to and Net numeric.

Fig: 3.7.1(B) Interstate Purchase Invoices-Xml Upload form-Error Report

	Prop/Co :.InterState	mp. Name Purchase	: DEALER USE	D FOR TEST	TING		Los	Sign Out
	Prop/Co :.InterState	mp. Name Purchase	: DEALER USE	D FOR TEST	TING		Los	in: testinonio
	Prop/Co :.InterState	Purchase	: DEALER USE	D FOR TEST	TING		1.01	nin: testingnic
	:.InterState	Purchase	Invoices - Xmi		the second s		77.	has resempting
			and the second se	File Upload	Form .:			
• Monthly 2014	Quarterly APB V	GO Total No. of Invoices	Ilour Total Net Value	Total Tax	Total Others	Debit. View Red.C Total Inv. Value	Notes XHL Up ST Commodit Exit Uploaded By	load y details Uploaded Date
Current XML File Details	IP_201404.xml	6	1082540.00	25095.30	15280.20	1122915.50	testingnic	16/04/2014
	Total:	6	1082540	25095,3	15280.2	1122915.5	5	
	2014 Description Current XML File Details	2014 APR Description File Name Current XML File Details IP_201404.xml Total: Total:	2014 APR GO Description File Name Total No. of Invoices Current XML File IP_201404.xml 6 Details Total: 6	2014 APR GO Class Description File Name Total No. of Invoices Total Net Value Current XML File Details IP_201404.xml 6 1082540.00 Total: 6 1082540	2014 APR CO Close Description File Name Total No. of Involces Total Net Value Total Tax Current XML File Details IP_201404.xml 6 1082540.00 25095.30 Total: 6 1082540 25095.33	2014 APR GO Clear Description File Name Total No. of Involces Total Net Value Total Tax Total Others Current XML File IP_201404.xml 6 1082540.00 25095.30 15280.20 Details Total: 6 1082540 25095.3 15280.22	2014 APR CO Close Mew Rea. Description File Name Total No. of Invoices Total Net Value Total Tax Total No. Others Total Inv. Value Current XML File Details IP_201404.xml 6 1082540.00 25095.30 15280.20 1122915.50 Total: 6 1082540 25095.3 15280.2 1122915.50	2014 APR GO Clear Mew Rea.CST Commodities Description File Name Total Net Value Total Net Value Total 1nv. Value Uploaded Current XML File Details IP_201404.xml 6 1082540.00 25095.30 15280.20 1122915.50 testingnic

H





Fig: 3.7.1(C) Interstate Purchase Invoices-Xml Upload form- without Error Report

The "Validate All" button on the screen enables the user to correct the duplicate invoices entered. On selecting the "Validate All" button, the system prompts and navigates to modify screen, where in all the duplicates can be modified or corrected. If there are no duplicate invoices, then the system prompts that "no duplicate invoices found", ensuring that, the system has not stored any duplicates.

Note: *The Delete* option deletes all the invoices corresponding to the file uploaded.

The other option available is **Debit Note XML Upload**.

3.7.2. Upload XML File: Debit Note

The Debit Note XML Upload can be used to upload the Debit notes for Purchase returns or any change in the value of purchases. The Debit notes can be entered for Registered and Unregistered dealers. To enter debit notes, the original purchase invoices should have already been uploaded for the current or previous tax period.

The debit note XML file can be created by referring the XML Schema Definition (XSD) file or by using the XL to XML Converter provided in the e-Filing System. The XL to XML converter and the Schema definition for Debit Notes can be downloaded from the **Reports and Help** option. Refer the user manual for more information on converter and schema definition for debit note XML upload.

To upload Debit Note XML file, click on Debit Note XML Upload, select the **Tax period** and click on **GO**. The XML files uploaded previously are displayed in a table. To upload another file, click on **'Upload Next File'**. The system prompts to browse and select the file. On selecting the Debit Note XML file, click on Upload.

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VAT Soft		e-Fil	ing System	
Hein.Cean				Sign Out
TIN: 29070104588	Prop/0	Comp. Name: I	DEALER USED FOR TESTING	Login: testingnic
Filing Type Tax Period *	* Monthly Quarterly [2014] John	/ • • • •	that .	IS Parifiases XML United Rate
Data not finned Select Debit Note XMI, F	Ke: Choose File. He lie chose	n	"Optional."	

Fig: 3.7.2(A). Debit Notes (Interstate Purchase Invoices)-Xml file Upload form





All the entries in the XML file are validated against the conditions as described in the following note:

- **1)** The seller's TIN number should be an 11 digit Respective TIN of the State or starting from 29 for E1/E2 Purchases only.
- 2) Seller's TIN has to be 2900000000 (if URD) or 990000000 (for Imports).
- *3)* Original Invoice/document date can be for the past 6 months from the Return period.
- 4) The Debit Note Date should be equal to or later than the Original Invoice date.
- 5) The Debit note date should belong to the selected tax period.
- 6) No Negative values under Net Value and Tax Charged.

Debit notes which have failed the validations will be displayed along with the error codes. The error codes and the related description are also shown on the screen. The error codes can be referred from the table and the correction can be made. After correction, click on **Save** to update the entry. If the corrected debit note passes all the validations, it is removed from the error list. Continue the process till all the debit notes are corrected. On correction of all debit notes, '**Save**' button is displayed to save the file. Now, click on this button and the file is saved.

	ŦĬ	ling Type	* Monthl	¥ (Quarterly				1	nterstate Purchas	e XML Upload
	Te	ax Period *	2014	AF	AR N	Cle	an			EXIS	
a ne	ot for	und									
		Se	elect Debit Not	te XB	AL File:			Browse	Up	load	
EDI	n	Debit Note Date do return period.	es not belong to	6	EDT2	Org.Invoice Date is ea months of the Return I	rlier than 6 Period.	EOT3	Invoice de	es not exist.	
EDI	14	Debit note date ea date.	rlier than the invo	nice	ETINI	Seller TIN is invalid.		ETIN2	Seller TIN	does not exists.	8
ETT	NO	Seller TIN cannot t TIN	be same as Purch	aser	ETEN4	Dereg. Date of the Sel available.	ler TIN is not	ETINS	Original I Deregistra	nvoice date canno ation date of the	ot be later than Seller TIN.
ETI		Total mismatch.			ET2	Tax Value should be le Net Value.	sser than the	ETD	Net Value	sholud not be 0.	
ENO	DTE1	Debit note number	can't be zero.		ENOTE2	Debit note number sho alphanumeric.	ould be	ENOTES	Debit not	number already	exists.
ENG	DTE4	Original Involce nu alphanumeric.	mber should be		ETOT1	Net Value should be le Net Value in original in	ss than the woice.	ETOT2	Tax Value In original	should be less th invoice.	han the Tax Value
ETC	בדכ	Other charges sho Other charges in o	uld be less than th riginal invoice.	he							
se Co	rrect	the following Invo Debit Note	ice Details Debit Note	1 13	76 E.		CHIMNE.			Other	
				Se	eller Tin	Name of Seller	Net Value	E 160	k Value	and the second second	Total Value

Fig: 3.7.2(B). Debit notes (Interstate Purchase Invoices) XML File uploaded form with Error details.





The other options available on the screen IS Purchase.

3.8. Direct Entry: Inter State purchase

This option can be used to enter the details of interstate Purchases and their Debit notes through direct entry mode. This option is advisable if the number of invoices to be entered is less.

3.8.1. Direct Entry: Interstate Purchase

On click of this option (refer fig 3.8.1.), the screen- Interstate purchase invoices –entry form is displayed to enter details of invoices. In case of purchases effected from outside the state, enter the TIN and the Trade name of the Seller. Enter the Seller's TIN and the Trade name is automatically displayed for TIN with 29 only [for E1 and E2 purchases in Karnataka]. If the Seller's TIN is URD, enter 2900000000 and enter the Trade name. Enter the Invoice number/Document number, invoice/document date, net value, tax and other charges.

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VAT Soft	-	e-Filin	g System		
Hain Page					Situri O
TIN: 29070104588	Prop/C	omp. Name: DE	ALER USED FOR TESTING		Login: testingn
	:.Inte	rState Purchase	Invokes - Entry Form .:		
Piling Partia	Type: * Monthly Q	uarterly 9 • Oil	(Stat)	Debit Notes Entry Exit	
Sulfor TDs (11 digits)	Names of Seller (Man 30 Overarbers)		Address of Seller	Invoice No/Document No	Invoice Date/Document Date(Document
Quantity	Feet Value (Ro.)		Tax Value (ta.)	Other Charges (**	Total Valenta.
Form Teps C-Form	Main CommoSty ADHESIVES OF ALL KINDS		Purpose Type Resale •	Sub Commod XX	ty Description
Receive Date Vela	Yorkel New Yorkel You 1770-10 STAIN	Add Ye	WAI Vulbiate Al		

Fig: 3.8.1. Interstate Purchase Invoice-Entry form

The entries are validated against the conditions as given in the note below:

- **1)** The seller's TIN number should be an 11 digit TIN belonging to other States or starting from 29 for E1/E2 Purchases only.
- 2) Seller's TIN has to be numerical only.
- 3) Seller's TIN has to be 29000000000 (if URD) or 990000000. (For Imports).
- *4)* In case of E1 and E2 purchases, if purchases are within State of Karnataka, the Seller's TIN should commence with 29....





- 5) Invoice /document number can be up to 25 alphanumeric characters (ex: BNG3456, or 3456 or 3456BNG).
- 6) Name of the seller can be up to 30 Characters and address can be up to 150 characters.
- 7) Invoice date can be for the previous 6 months from the Return period.
- *8)* There cannot be duplicate invoices.
- *9)* Main Commodity, Sub Commodity, and Purpose type can be selected from the drop down menu.
- 10) For Transaction or Form Type, Select from the drop down menu C form, C forms for E1 /
 E2 Purchases, without C form, F-Form, H-Form, E1-Form, E2-Form, Imports and, others,
- **11)** No Negative values under Net Value and Tax Charged.
- **12)** Under Quantity two decimals and Units can be mentioned Ex: 99.02 Kgs or Lts, 99 NO.

On entering all the details, click on Add. To delete invoice details, place the cursor on selected filed and delete details and then details can be re-entered. "View All" button shows all the invoices entered and "Validate All" button displays details of duplicate invoices entered and they can be suitably modified. The other options available are Debit Note Entry. Click on the Debit Notes Entry to enter the debit notes details.

The "Validate All" button on the screen enables the user to correct the duplicate invoices entered. By selecting the "Validate All" button, the system prompts and navigates to modify screen, where in all the duplicates can be modified or corrected. If there are no duplicate invoices, then the system prompts that" no duplicate invoices found", ensuring that, the system has not stored any duplicates.

3.8.2. Direct Entry: Debit Note

The Debit Note Entry can be used to upload the Debit notes for Interstate Purchase returns. The Debit notes can be entered for Registered and Unregistered dealers. To enter debit notes, the original purchase invoices should have already been uploaded for the current or previous tax period.

This option is advisable if there are few debit notes to be entered or else the same can be uploaded using an XML file as explained earlier. On selection of this option, the Debit Notes already available are displayed. To add more debit notes, enter in all the fields like debit note no., debit note date, TIN, net value, tax and other charges. The original invoice details also need to be entered. It is mandatory that the original invoice be uploaded in the same period or previous tax period.





NIC

C Form – Auto Generate

		e-Filing S	System				
alo.Paus IN: 29070104588	Prop/C	omp. Name: DEAL a (Interstate Purch	ER USED FOR TEST New Invoices) - Ent	rina ny format		Login:	Han Del settingnic
Pilling Type Tax Person *	e Manitaly Ca Bite Aero	alartaniy • 00			Deect. I Exit	intex L	
Densit Notes Do: Data Sciller Tr	B (11 Highs) Barrier o	d Saller Bet Ve	due (No.) Tax Value (No.	Other Chiefgen	Total Charges	December 100000000 Next December 1000	Drightel Intern Betel Dosorte Delwi Dowi Miry

Fig: 3.8.2. Debit Notes (Interstate Purchase Invoices)-Entry form

The debit note is validated as per the conditions given below:

- 1) The seller's TIN number should be an 11 digit Respective TIN of the State or starting from 29 for E1/E2 Purchases only.
- 2) Seller's TIN has to be 29000000000 (if URD) or 990000000. (For Imports).
- *3)* Original Invoice/document date can be for the past 6 months from the Return period.
- 4) The Debit Note Date should be equal to or later than the Date of the Original Invoice.
- 5) The Debit note date should belong to the selected tax period.
- 6) No Negative values under Net Value and Tax Charged.

3.9. Modify

Invoices entered can be modified using this option before Approval. The invoices can be searched on any one parameter like TIN, Invoice no, invoice date. To view all invoices click on" **Open All**" or to know only the duplicate invoices entered click on "**Duplicates**". "**Open All**" will display the list of all invoices entered through direct entry or XML upload.

3.9.1. Modify: Interstate Purchase Invoice

To modify the Interstate purchase invoices, click on **Modify** option. Search the invoice details based on the given parameters or open all or Duplicates. To know the duplicate invoices click on duplicate button. Now, select the invoice, update or modify the details and click on Modify. The





invoice can be deleted by clicking on **Delete**. Any updation will validate the invoice and displays the error if any.

Filing Type Monthly Quarterly Tax Period * View Abstract Seller TIN Inv No OR Clear OR OR OR Clear OR OR Clear Clear	Modify Debit Note Entry <u>Exit</u>
Seller TIN OR Inv No OR	
Search Open All Duplicates	

The other options available on the screen are Modify Debit note Entry.



3.9.2. Modify: Debit Note

The debit notes can be modified using this option. Navigate through the "**Modify Debit Note entry**" and then, select the debit note, update or modify the details and click on **Add**. To delete the debit note, click on **Delete**. Any updation will validate the debit note and displays the error if any.

	and sort and	est 🎪	Commercia	Taxes De	partment		
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TIN: 39070	104588	Prop/Corngs, Nerros)	DEALER USED FOR T	TRATING		Leights	teatingnes
		. Contait Norton (Internstate	Purchann Involume) - (Modify Form			
	Filling Type	Manadaly space for the second se	ent there		eloiitz, loterata Kat	ite Purchases 3	
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	Salasi. 24	34/05/2014 345628901	33 Multiples, 3967.08 Chambar	1 207.00 120.00	101	kn/nis/sease	



3.10. Approve

This option is used to Approve and then to submit the details of Interstate Purchase invoices entered using the above explained options. Once the invoices are submitted, the invoices cannot be modified/deleted. On selection of approve option, a summary of all invoices entered through direct entry, uploaded through XML File and the debit notes is displayed. The total net





value, Total Tax Value Other Charges and Total Value are also displayed. Verify the details and Click on "**Approve**". An acknowledgement form is displayed as given below:

Filling Types - Tas Partnet =	Horitzby, G	Bear Tarify N • 1	000	Climate			Modify East
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trivision through direct entry		22	10641356.00	135812.00	-	281183.00 10962321.	
Gebit Notes (-)			1100.00	110.00	-	0.00	1210.0
186/187/2003.9 1.8//08/2003.9 300/14/2003.8	3	909 9000000 100	00 678 99 0 00 100000	00 00 00	78.00 0.00 10000.00	94545.00 999.99 5120000.00	
01/01/3014	54	2030048	00 8174	.00 2	22212.00	3175057.00	
02/01/2014	1	54000.	00 1000	00	300.08	51509.00	
1.0/01/2014	. 8.	900	60 90	.00	0.00	356.00	
			10.11 E. 10.10 E. 10.			the second second second second	

Fig: 3.10(A). Interstate Purchase Invoices-Submit Form

This" Approve" button will appear only when all the duplicates are corrected. If not, an abstract of duplicate invoices/debit notes are displayed. The duplicates can be corrected by clicking the button "modify", it will navigate to modify screen and then all the "duplicates" can be corrected or modified.

Once, after clicking the Approval Submenu, under the Submit screen, if the "Approve" button, as shown in the screen shot is seen, then all the details of invoices and Debit notes entered through XML upload/Direct entry are correct and ready for Approve. Once we click "Approve" button, then the details entered are formally submitted to the department and the system generates the acknowledgement slip for the dealer reference.

<u>Caution Note:</u> Validation is done at following three stages:

- 1. At the time of each direct entry or XML upload of invoice or debit note details, to check the correctness of each record entered through the direct entry or XML file upload.
- 2. "Validate All" action button at direct entry or at XML file upload, to check validity of duplicate records saved earlier through the direct entry or previous XML file upload.
- 3. Before "Approval" step, if the step (2) has not been performed, the system will show "duplicate invoices" at submit form screen. The user will be required to use "modify" step to correct the duplicates.

Make sure that all the duplicate errors have been corrected before, you Approve and submit the records.

To print the Acknowledgement Slip, click **Print** on the **File** Menu. The Print window displays (Refer: **Error! Reference source not found.**).



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🔍 MSN India - Ne	ws, Cricket, E	iollywooi	d, VI 🖂 🚺	🖹 Daily	Losers: BSE	, NSE, Stock g	uotes, sh 🖂 🚺	😆 Sian in - Google A	
				Inc. of the	an Yana at Talahan Ind	Telesh serve			
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	GOVERNMENT OF KARNATAKA Commercial Taxes Department -: WEB ACK, SLIP :-								
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ACK NO. :	1914316	40				TIN NO. 290	70104588		
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01/07/2013		22	2505000	00 50	0500.00	50050.00	3055550.00	1	
13/07/2013		1	5000	00	500,00	50.00	5550.00	1	
26/07/2013		1	2500000	00 50	0000.00	50000.00	3050000.00	1	
30/07/2013		2	1505000	00 20	0500.00	50050.00	1755550.00	4	
20/10/2013		21	100020000	00	2100.00	210.00	100022310.00	의	
05/01/2014		1	5000	00	50.00	0.00	5050.00	<u>1</u>	
							Print	Back	

Fig: 3.10(B). WEB Acknowledgement Slip

💩 Print	? 🛛
General Options	
← Select Printer	
doPDF v7	
HP LaserJet 3390 Series PCL 6 on 172.16.	0.190
Status: Ready	Print to file Preferences
Location:	Find Printer
Comment:	Find Finder
- Page Range	
O AII	Number of copies: 1
O Selection O Current Page	
O Pages: 1	
Enter either a single page number or a single	1 2 2 3 3
page range. For example, 5-12	
Pri	int Cancel Apply

Fig: 3.10(C). Print window

In the Print window, select the printer from the list available in the Select Printer section. In the Page Range section select 'All' option, enter the Number of copies and then click the Print button. A copy of the Web Acknowledgement Slip is printed in the selected printer.

3.11. Sellers' Master List:

This menu helps the dealer to create a master data of his purchasers/Sellers. Place the pointer on Seller Master List, the option "Entry Form" is displayed. Select the radio button Local or Interstate to create the data base of his local Purchasers/sellers or Interstate purchasers/sellers. Select the Type, to enter the details of Seller/Purchaser. The details can be entered one by one for





the known TIN and the Master List can be created. Continue the process till all the Sellers TINs are entered and saved.

The data can be downloaded for each entry or for the entire record, by selecting the "**Export to Excel**" button for further usefulness of the data. By exporting the said details to excel sheet, the other information required under Sales/Purchaser Statement, under XML upload and then the XML file can be uploaded. In case of direct entry, once the master data is available and once the TIN is entered, the other details are enabled.



Fig: 3.11. Sellers' Master List-Entry Form (Inter State)

3.12. Download:

This submenu is available under Purchase and sales Statement. From this option, the dealer can download the details of purchase invoices or sales invoices uploaded on to the CTD website. Place the pointer on "**Download**" and select, then the screen "purchase invoices-Download Invoices as Excel file" will be displayed. The dealer can download the details for a particular tax period, by selecting the tax period. The details can be obtained in "Summary" or in "Detail" by selecting the respective radio button. The information can be for "local" or interstate".





:. Purchase Invoices - Download Invoices as I	Excel File .:
Note: Use this option, to download the Purchase Invoice	es entered as excel file.
Filing Type Monthly Quarterly	
Tax Period * 2014 JAN ✓ Go Clear	
● Summary O Detail	
○ Local Interstate	Exit
Download as Excel	

Fig: 3.12(A). Interstate Purchase Invoices-Download as Excel File

On selection of Details, the Invoices or Debit notes details can be downloaded in excel format. The Download facility is available before and after submission of Purchase Statement. The downloaded XL- file is displayed as shown below:

4	A	В	C	D	E	F	G	Н	1	1
1					TIN:29070104588					
2				Trade Nam	e:DEALER USED FO	RTESTING				
3	1		Invoic	e Statement Type	:Invoices Summar	(Interstate Purchase)				
4		Period:JAN 2014								
5	0	64	s	S	tatus:Unsubmitted					
6	SL No.	Description	No Of Invoices	Total Net Value	Total Tax Charges	Total Other Charges	Total Value			
7	7 1 Invoices through XML File 9 40050.26 4010.14 20.5 44080.9									
8		2 Invoices through direct entry 2 55000 5500 0 60500								
9	0.3	3 Debit Notes (-)	14	15016	9000	0	24016			

Fig: 3.12(B). Interstate Purchase Invoices- Excel File





The **C-Form Auto Generate** option available in the VAT e-Filing system, enables the dealers to generate C Form for the details of purchases in the course of interstate trade or commerce that are uploaded using **Interstate Purchases upto the tax period of April 2014 and also for the tax period of May 2014 and onwards**. The C Form will be available in a set of three copies (Original, Duplicate and Counterfoil).

Note: The Automatic C Form generation is available for the Invoices dated from 01/01/2013 only and can be generated after the end of the quarter.

4.1. e-CST Forms(Auto Generate).

In the main page of the VAT e-Filing system, place the pointer over e-CST Forms (Auto Generate) and then click Request (Refer Figure 4.1: e-CST Forms (Auto Generate).

e-SUGAM Forms	Useename	testinguic						
e-CST Forms	TIN	29070104588						
o Garronna	Prop/Comp. Name	SHABRAM COLLECTIONS VV						
e-C5T Forms(Auto	Request	On 02/01/2013 at 11:42:31 AM						
Generate)	Generate							
e-VARADI(VAT/COT)	*		12					
e-VARADI(Entry Tax)	 Guidelines to file 	revised return as per CCT Circular no. 7/2012-13 dated 07.6.2012	h					
Local Purchases	 Click here for manual 							
Local Sales	Form-240 for 2011-12	Form-240 for 2011-12 can be filed online before 31-12-2012.						
Export Invoices	 notification dated 	27.04.2012 available in http://ctax.kar.nic.in.	2					
Interstate Purchases	•		8					
Interstate Sales	, Notices							
TDS Forms	 You have not submittee 	Leafure for the month/21 - January 2010 Echemon 2010 March 2010 April 2010	1					
WEB TDS Forms	•	Linear on the mountal - summal server consult server and server by the year.						
CST Receipt Forms	•							
Others	•							
PT Enrolment	•		-					
Reports and Help								
Levin and L	IT Solution By Nati	anal Informatics Centre, Bangalore (Ver. 5.8 Rel.02.11)						



4.2. The CST Entry Form is displayed

			:. CS	T Auto A	pproval a				
			En	ter Selle	r Details		* indic	ates compulsory f	ields.
				Form Typ	e: C				
Year	TIN	Prop	/Comp.Nam	e'	Addr	855'	S	late	
2012	27000000000] 83	JESS EXPORT	3	- BOND	LT.	1 0	Amerikastina	- I
							1	Hext Clear	Exit
		Selle	r/Buyer TDi	Quarter	tio. of invoice	Invoice value			
		Select 2700	0000000	OCT-DEC	1	20788			
		Select 2700	0000000	APR-JUN	2	20			

Fig: 4.2. CST Entry Form – Select Form

[43]



4.3. Enter Seller's Details

- In the screen as shown in Figure 4.2: CST Entry Form – Select Form, enter the year in YYYY format in the **Year** box. Enter the seller TIN number of the Seller. The Seller Name and address are automatically displayed. The State will be automatically selected based on the seller TIN number entered by you. Click the **Next** button. All the interstate purchase invoices corresponding to the TIN number are displayed quarter wise. Now, select the quarter. All the pending invoices of the quarter are displayed. Note that, only invoices that are uploaded and selected for Against C Form will be displayed. Invoices for which C Forms are already generated will not be displayed.

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					Form Typ	e: C					
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				Seller/Buyer Till	Quarter	Horof	invoice	Invoice	ratue		
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	Select All	Invoice No	.lr	woice Date	Invoice	e value		Тах	e Sugam No	Commodity	1
		875777	01	1/10/2012	30768.0	10		877	0	ж	
					5 avri	12					

Fig: 4.3. CST Entry Form – Seller's Details

4.4. Check Box -

Select the check box in the table displaying the invoice details. On selecting the invoices, click the **Save**.

4.5. Submission of details –

In the main page of the VAT e-Filing system, place the pointer over e-CST Forms (Auto Generate) and then click Generate (Refer Figure 4.3: CST Form –Auto generate). Enter the Year and the TIN. Details are displayed. Now, click on Confirm. The screen as shown in Figure 4.5: C-Form Auto Generation - Submit Screen displays.

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	No of in	VOICES	1					
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	1294	10/04/2012	1000.00	300	123456/800			
	VII understand	that there are pen	alties under Sec	tion 10-A of CI	ST Act for wrong	asue of 'C' torms.		
			Submt Da	ch. Exit				

Fig: 4.5. C-Form Auto Generation- Submit Screen



4.6. Generation of C form –

In the Figure 4.5: C-Form Auto Generation- Submit Screen, verify all the details and click the **Submit** button. The C Form is generated and displayed on screen (Refer Figure 4.6: C Form). The C Form is available in a set of three copies (Original, Duplicate and Counterfoil).

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				Original				
			THE CE	INTRAL SALESTAN				
		Œ	REGISTRATION AND	TURN OVER) RULES 195	7			
			F	DRM 'C'				
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Seria	I No:		KA-C2 3000393					
To:			BNB1 (#Seller)					
[Cert	ified that	the goods on	dered for in our <mark>purchase</mark>	order No dated	35	stated be	elow*]	
are fi	or **resale	use in ma	nufacture processing of g	oods for sale in the tele	communica	ation net	work	
use i	n mining .	102-11-	use in generation d	istribution of power		35 - 33	-	
pack	ing of goo	ds for sale re	isale	and are covered by my o	ur registrat	ion certi	ficate	
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nowe	red by thi	s Form are wi	ill he delivered 1	In the plane of	111 441	incir title g		
Nan	ie and add	iress of the p	urchasing dealer in full:	KRISHNA ELECTREIC	ALS 19 A M	LANE	OPP:	
SUD.	ARSHAN	COMPLEX	CHICKPET CROSS, BA	NGALORE			,	
Date		and the second second						
The	above sta	tements are tr	rue to the best of my know	ledge and belief				
				(Sipesture)				
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*Par	ticulars of	fBill Cash M	[emo[Chattan]					
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2. 7%	is 'C' form	n max be veri	the prescribes estimating. ified by clicking on e-CST	Form verification in http:/	Vetax kar.n	uc in		
3. Th	is form is	printed by P	urchaser.	and a second	1997 A. 2998 . 2	57979233		
			INVOICE DETAILS					
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5	198	Particular (OF	(HOME INDUSTRIAL)	105	228.6		
8			ELECTRICAL GOODS	ELECTRICAL BULBS,		100000		
	201	11 05 2014	OF	COMPACT FLOURCCENT	1900	Resale		
				ELECTRICAL BULES.				
	601	01 06 2014	OF	COMPACT FLOURCCENT	2900	Resale		
	anias Tanini	No.Y LOS P	000395	LAM				
NOE 3	enses 36032							
-	-			11 12.0		1.11		N.
					J.	11 6	NA	2

Fig: 4.6. C Form





4.7. Print option -

To print the C Form, click **Print** on the **File** menu. The Print window displays (Refer Figure 4.8: Print window).

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Open	Ctrl+O	
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		[See rule 12(1)]
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Work Offline	-	
Exit		PTICALS
to whom issued along with his RC IN	0: 2923020	00544

4.8. Printing of C form -

In the Print window, select the printer from the list available in the **Select Printer** section. In the **Page Range** section select '**All**' option, enter the **Number of copies** and then click the **Print** button (Refer Figure 4.8: Print window). C forms in triplicate containing Original, Duplicate and Counterfoil are printed in the selected printer.

Print	? 2
General Options	
Select Printer	
Solution and the second	
HP LaserJet 3390 Series PCL 6 on 172.1	16.0.190
Status: Ready	Print to file Preferences
Location:	
Comment:	Find Printer
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 All 	Number of copies: 1 📚
O Selection O Current Page	
O Pages: 1	
Enter either a single page number or a single	
page range. For example, 5-12	
Print Cancel Apply	

Fig: 4.8. Print window