

User Manual

Module – e-Payment

Commercial Taxes Department

Government of Bihar, India

**Tata Consultancy Services,
Biscomaun Tower
Floor – 13, Module – A4, Patna
Bihar – 800001**

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Document Revision History

Sl. No.	Name	Version No.	Description
1	User Manual – Module e-payment	01.00	Document revised with modified application

Distribution List

Sl. No.	Name	Designation	Purpose	Remarks
1	Online Application	N/A	User assistance	

Abbreviations used

Abbreviation	Description
CTD	Commercial Taxes Department, Bihar
SWAN	State Wide Area Network
BRAIN	Bihar Revenue Administration Intranet
DC	Data Centre
SECLAN	Secretariat Local Area Network
BSWAN	Bihar State Wide Area Network
AMC	Annual Maintenance Contract
HQ	Headquarter

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Chapter 1 Introduction

1.1 Background

This document is helps to user to make e-Payment through web.

Procedure to file e-payment is very simple. A computer with internet connectivity is required for the purpose. There are five easy steps to file e-payment.

These steps are

Step 1 Registration on the Website

Step 2 Login

Step 3 Filing up of Challan form for Making Payment

Step 4 Redirecting on to Bank's Portal and effecting the payment using your internet banking id and password

Purpose

This manual has been written to help you understand and use the e-payment module.

This document contains the procedures that you should know for performing your payment by Online.

Chapter 2 Payment Module

Step-1 Registration on the Website

To register on web site, connect to Internet and write URL in the address bar as:

<https://www.biharcommercialtax.gov.in/>

2.1 Registration on website

Getting Started

To login into the application, follow the below mentioned steps:

1. Click Internet Explorer icon. The browser appears

2. Type the application's URL <http://www.biharcommercialtax.gov.in> in the Address bar, Then Click on New User ?Register Now to registered with website and getting your User ID and Password



Figure 1 : Registration

2.2 Registration

NOTE-The field indicating * are mandatory. It must be filled.

To get into the application, login with the following screen.

The screenshot displays the 'New User Registration' form on the Commercial Taxes Department website. The form includes the following fields and callout boxes:

- Enter Your TIN no.** (points to the TIN field)
- Enter your Registration Effective** (points to the Registration Effective Date field)
- Enter Your PAN no.** (points to the Pan No. field)
- Enter your Firm name** (points to the Firm Name field)
- Enter your chief place of business** (points to the Address of Chief Place of Business field)
- Enter your constitution of business** (points to the Constitution of Business dropdown menu)
- Enter your e-mail Id** (points to the Email field)
- Enter your Password** (points to the Password field)
- Confirm your Password** (points to the Confirm Password field)
- Enter your security question** (points to the Security Question dropdown menu)
- Enter your Security answer** (points to the Security Answer field)
- Click to accept terms and conditions** (points to the 'I accept the terms' checkbox)
- Click here to submit** (points to the Submit button)

Figure 2 : Registration

2.3 Registration Details

Please enter the details as below:-

Sr. No	Label	Data Type	Compulsory Field	Action to be performed
1.	TIN	Numeric	Yes	Enter your TIN.
2.	Effective Date of Registration	Date	Yes	Enter your Registration Date. (This date is mentioned in the registration certificate issued to you by the department.)
3.	PAN No	Alphanumeric	Yes	Enter your PAN No
4.	Firm Name	Alphanumeric	Yes	Enter your Firm Name
5.	Address of Principal Place of Business	Alphanumeric	Yes	Enter your principal place of business address
6.	Constitution of Business	Combo Box	Yes	Select your business constitution from the list of values provided
7.	E-mail Id	Alphanumeric	Yes	Enter your e-mail id (Must be a valid email id)
8.	Password	Alphanumeric	Yes	Enter your Password (should be more than or equal to 8 characters in length)
9.	Confirm Password	Alphanumeric	Yes	Enter the same Password again (for confirmation)
10.	Security Question	Characters	Yes	Enter the question for security purpose. (This will be required if you forget your password. So please remember it.)
11.	Security Answer	Characters	Yes	Enter the answer for security purpose. (This will be required when you forget your password so remember it.)
12.	Terms and Conditions	Hyperlink	NA	Click on this link to read the terms and conditions.
13.	I accept the terms	Check box	Yes	Read the terms and tick the check box
14.	Back	Button	NA	Click on this button to go back to home page
15.	Submit	Button	NA	The button would be disabled in the beginning. But when the check box for "I accept the

				terms” is checked, it becomes enabled. Click on submit to register on the web portal.
--	--	--	--	---

2.4 Registration Completion

After filling up the details as above, please click on submit. Details will be verified by the system and then a successful sign-up message will be displayed on the screen itself. This sign-up process is one time requirement. Once the sign-up is completed successfully, dealer can log on into the web portal with his TIN and password as set up above.

Once registered the following message will come.



Figure 3 : Registration

Now dealer can use the login Id to login into the web portal.

2.5 Home Page Login

Step-2 Login

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

Process of login is as under:

Connect to Internet and open the website <http://www.biharcommercialtax.gov.in/>



Figure 4 : Login

2.6 Home Page Login Details

Sr. No	Label	Data Type	Action to be performed
1.	Login Id	Numeric	Enter your TIN.
2.	Password	Alphanumeric	Enter the password that you entered at the time of sign-up.
3.	Type	Drop Down Box	Select Type as "Dealer".
4.	Login	Button	Click on this button to enter the web portal.

Step-3 Filing up of Challan form for making VAT Payment:

Once you have successfully logged on the web portal, select e-Payment link on the left hand side menu or from the central page under e-payments.



Figure 5 : Payment

After clicking on “e-Payment” link, options for making payment under **VAT** and **CST ET, and other minor Acts** will be displayed.



Click on VAT e-Payment link, below page with purpose details is displayed in which dealer’s basic information is auto-populated. The dealer has to provide values for Payment Period, Payment Quarter, Tax Period from and to, Purpose for Challan and Amount against each purpose as displayed in Screen-6. Dealer can select one bank from a list of banks through which he wants to make the electronic payment.

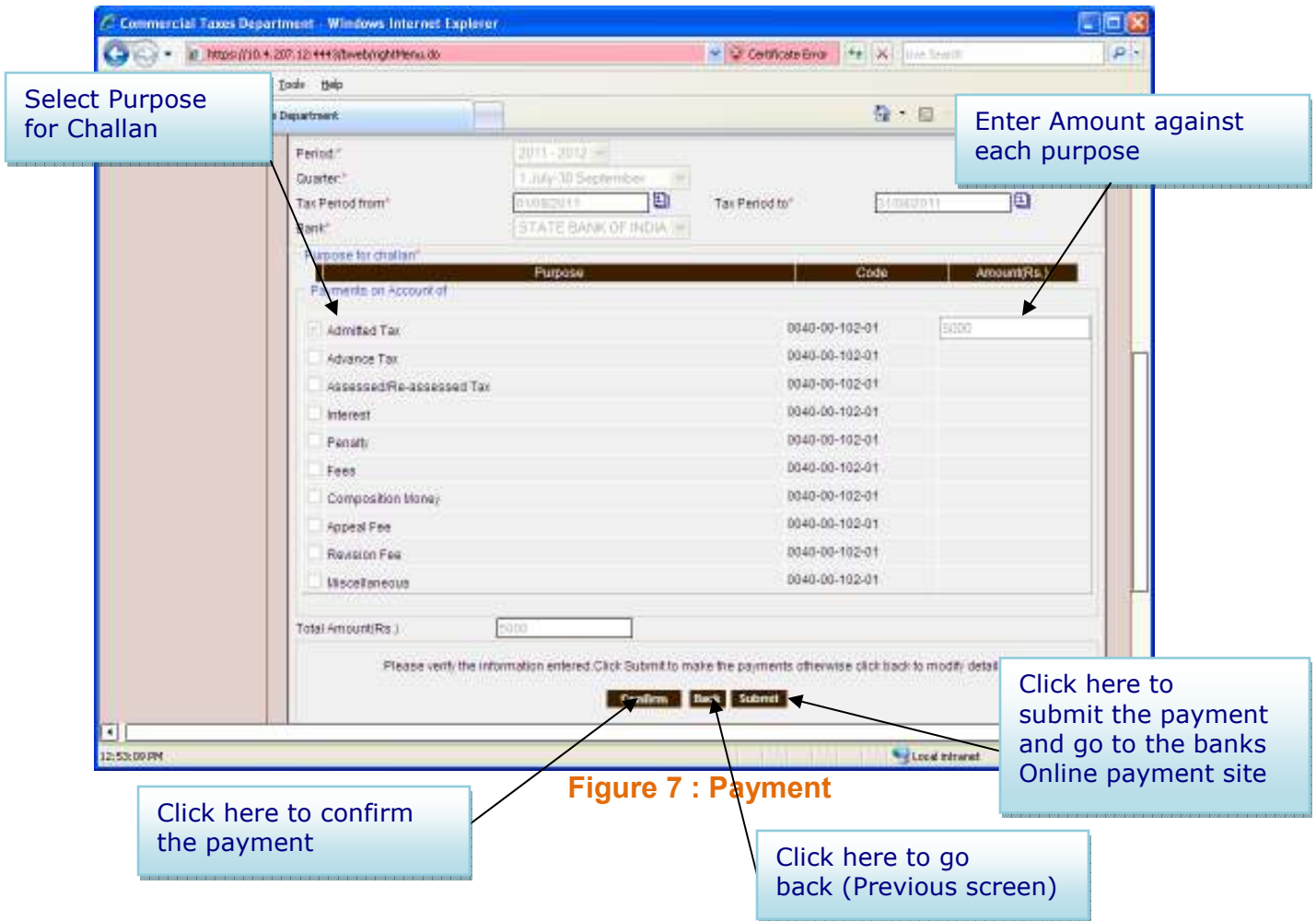
2.7 Challan Form CH-1

The screenshot shows the 'Challan Form CH-1' interface in a web browser. The browser title is 'Commercial Taxes Department - Windows Internet Explorer'. The address bar shows 'https://10.4.209.12443/web/richtHena.do'. The page header includes 'GOVERNMENT OF BHAR' and navigation links like 'About Us', 'Acts & Rules', 'Notifications', 'Tax Schedule', 'Tax Calendar', 'Forms', 'RTI', and 'Help'. The main form contains the following fields and callouts:

- Enter a valid email Id:** Points to the 'E-Mail Id' field containing 'bnid.mca@gmail.com'.
- Select Bank from list:** Points to the 'Bank' dropdown menu, which is open and shows options: 'Bank of India', 'STATE BANK OF INDIA', and 'Punjab National Bank'.
- Select payment period from list:** Points to the 'Period' dropdown menu, which is open and shows '2011 - 2012' and 'July-30 September'.
- Select quarter from list:** Points to the 'Quarter' dropdown menu, which is open and shows 'July-30 September'.
- Enter To Date:** Points to the 'Tax Period to' field containing '31-08-2011'.
- Enter From Date:** Points to the 'Tax Period from' field containing '01-08-2011'.

Other fields in the form include: Division (Patna West Div.), Registration No. (TIN) (10120015015), Circle Name, Name of Assessee, Address (Room/Block/Flat No., Municipality No., Locality/Area (KANKERBAGH PATNA), District (Patna), E-Mail Id), Building Name, Street Name, Village/Town/City (Patna), and PIN Code. There is also a table for 'Payments on Account of' with columns for Code and Amount (Rs.).

Figure 6 : Payment



After filling form for e-Challan press **"Confirm"** button which shows verification information message.
If the dealer want's to modify any information than click on **"Back"** button.
If all the information is correct than press **"Submit"** to send the information on Bank's site.

Step 4: Redirecting on to Bank’s Portal and effecting the payment using your internet banking id and password

The user will be guided to the bank’s portal, where he can use his net banking credentials to login.

2.8 Payment Through NetBanking

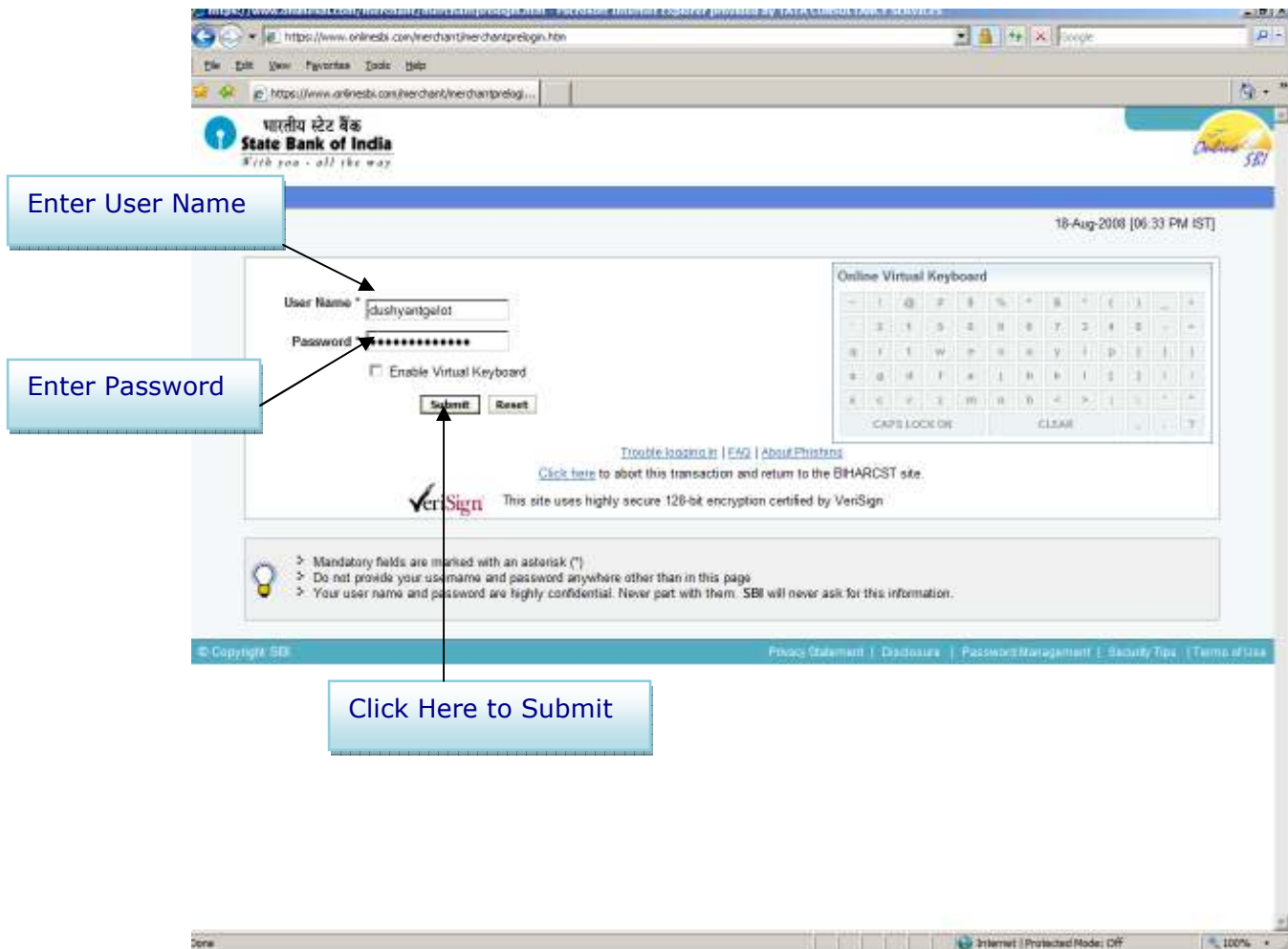


Figure 8 : Payment

2.9 Payment Through Net Banking

All the information which the dealer had filled on the challan payment portal (e-Challan) will be shown on the banks portal on successful login. The user will have to select the account from which he wants to make e-Payment and hit the confirm button.

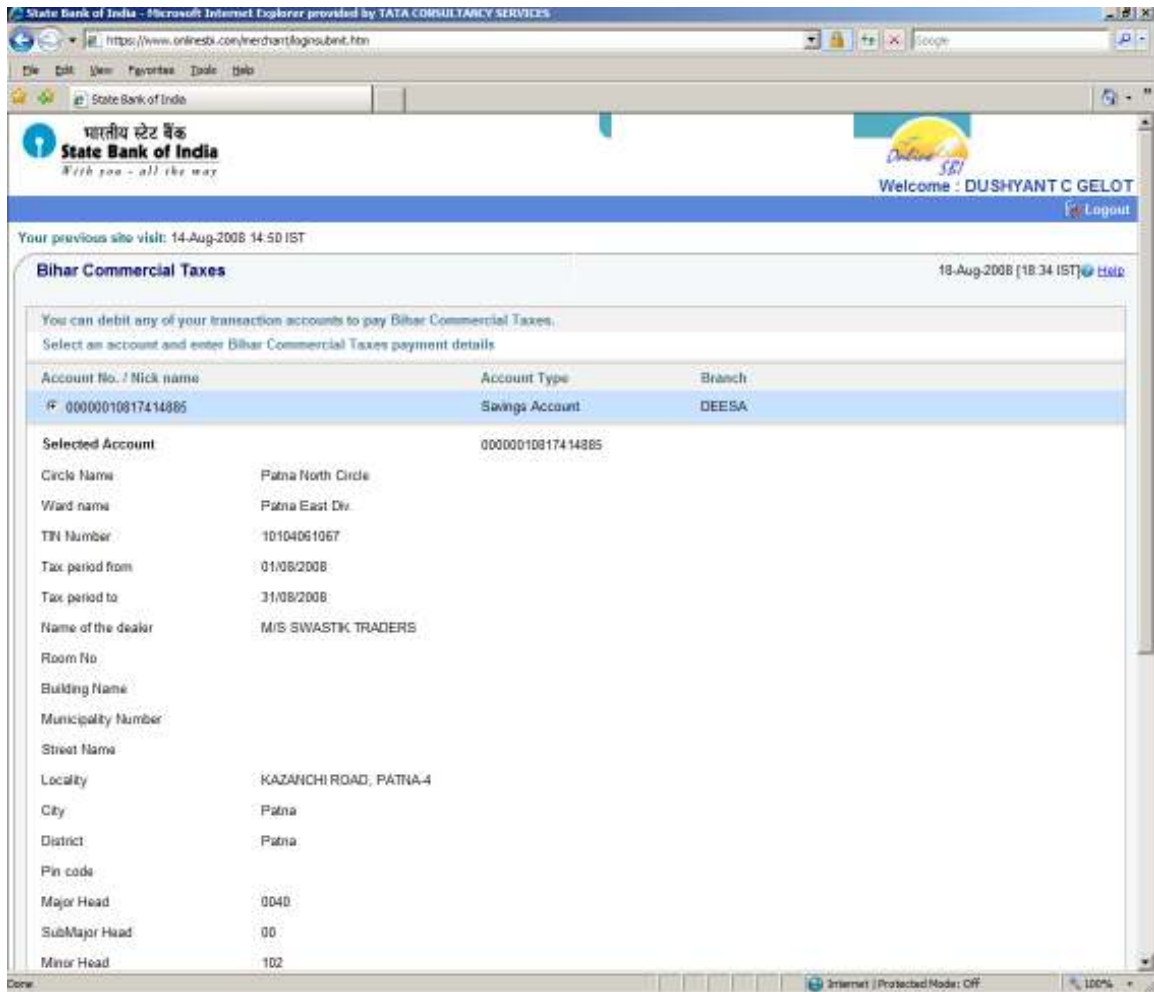
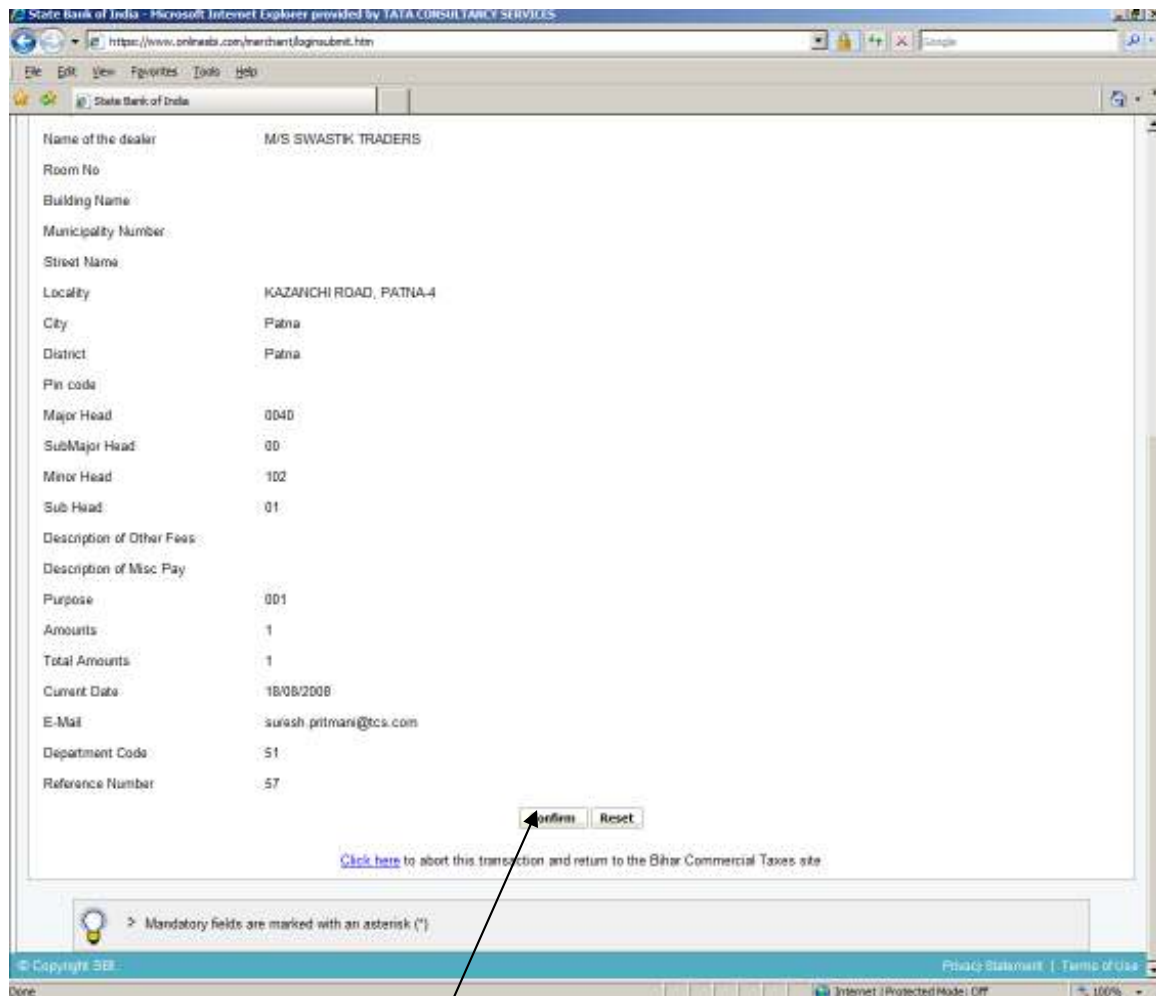


Figure 9 : Payment

The user is displayed a verification screen wherein he can view all the details of Challan, amount and selected account. Once he fill all the data is ok, he can hit the confirm button and the payment will be debited from his account.



Click here to confirm

Figure 10 : Payment

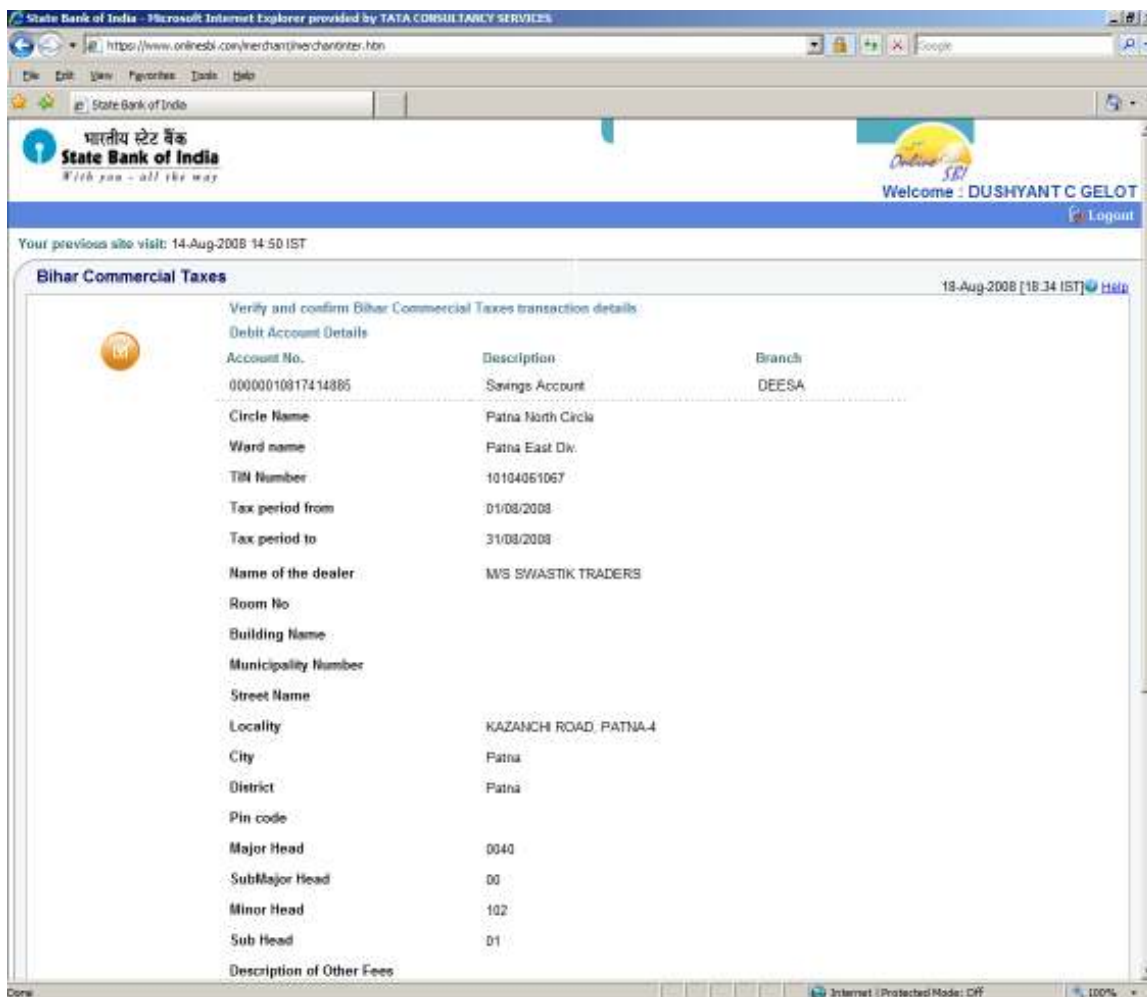


Figure 11 : Payment

If the user wants to cancel the transaction, he can select a link “click here to abort this transaction and return to the Bihar Commercial site” displayed at the end of the page. Also a 25 digit Challan Identification Number is displayed at the end. This is the unique number generated at bank’s end to uniquely identify all Challan payments.

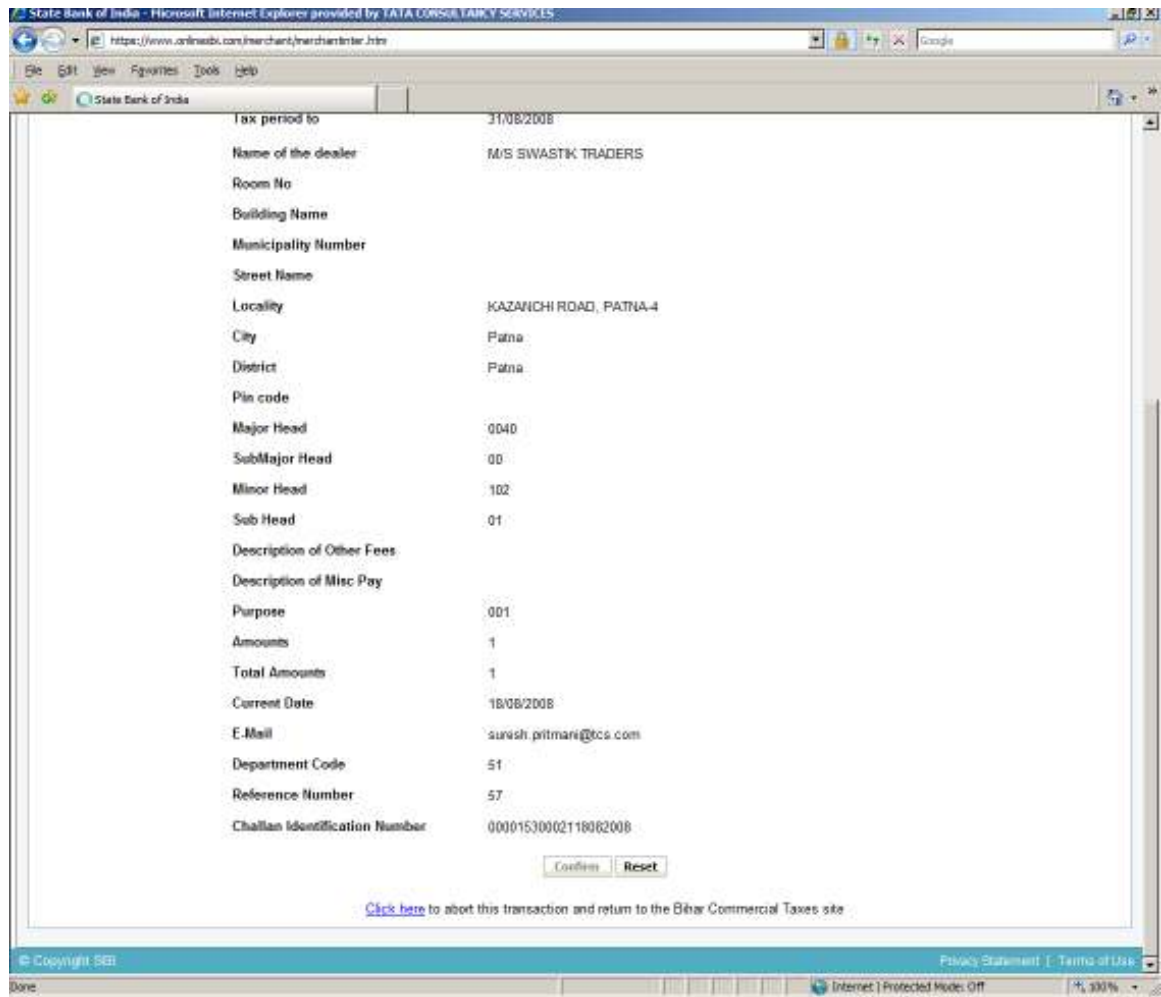


Figure 12 : Payment

2.10 Unique Reference Number Generation

A unique reference number is generated by the bank and displayed as confirmation. The user will be provided a link (Click here to see the Challan details), on clicking which, the user can view the complete Challan.

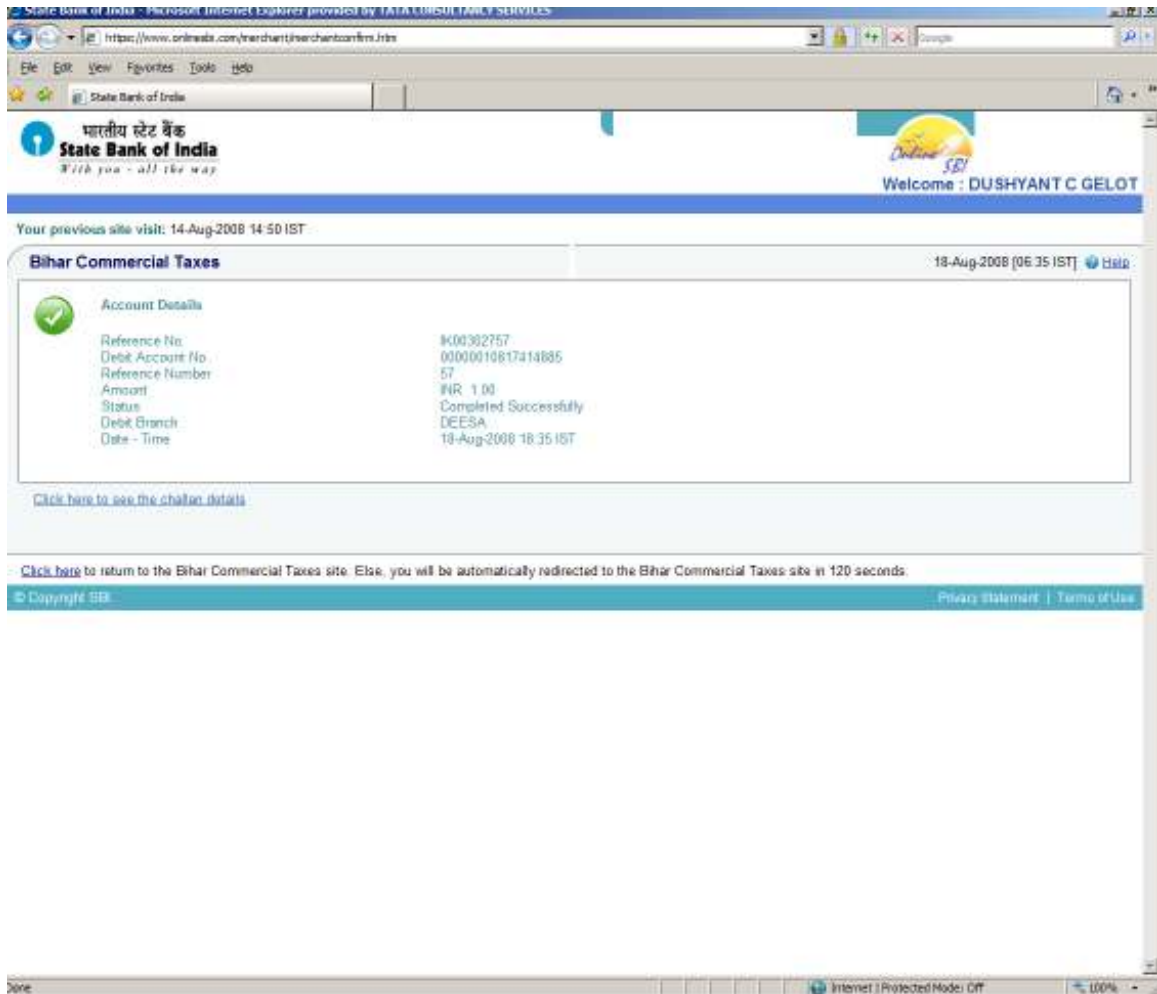


Figure 13 : Payment

2.11 Bank Receipt

The Bank will display the cyber receipt which the dealer can take print of or save a copy for future reference.

This receipt will have the unique transaction id from bank and amount for each transaction.

State Bank of India - Microsoft Internet Explorer provided by TATA CONSULTANCY SERVICES
 https://www.onlinesbi.com/linechan/linechanviewdetail.htm?reqid=000302757&merchantCode=03HARCST&functionType=query&Account

भारतीय स्टेट बैंक
State Bank of India
 Risk free - all the way

Form Ch-1: Form of Challan Payment under the Bihar Value Added Tax Act, 2005 (See Rule 27)(Cyber Receipt)

Transaction Id:- IK00302757 Challan Id :- 00001530002118082008

Serial Number	23
Treasury	51
Name of the Bank	State Bank of India
Branch Code	00359
Major Head -0040-Sales Tax	
Minor Head 102-Bihar Value Added Tax	
Receipt Under the Bihar Value Added Tax Act, 2005	
Miscellaneous Receipt under the :	
Bihar Value added Tax Act, 2005	
Challan of amount paid to the Bank	Rs. 1.0
For the month / quarter / year ending	01/08/2008 To 31/08/2008
Name of the circle to which the payment relates	Panna North Circle
By whom Tendered	M/S SWASTIK TRADERS
Tendered on Behalf of: M/s M/S SWASTIK TRADERS	
Taxpayer Identification Number	10104061067
Payment on account of :	
Amount	
Admitted Tax	Rs. 1
Advance Tax	Rs. 0
Assessed/Reassessed Tax	Rs. 0
Interest	Rs. 0
Penalty	Rs. 0
Fees	Rs. 0
Composition money	Rs. 0
Appeal Fee	Rs. 0
Revision Fee	Rs. 0
Miscellaneous	Rs. 0
Total	Rs. 1.0
Rupees(in words):	One Rupee Only

Print

Click here Print the Receipt

Figure 14 : Payment

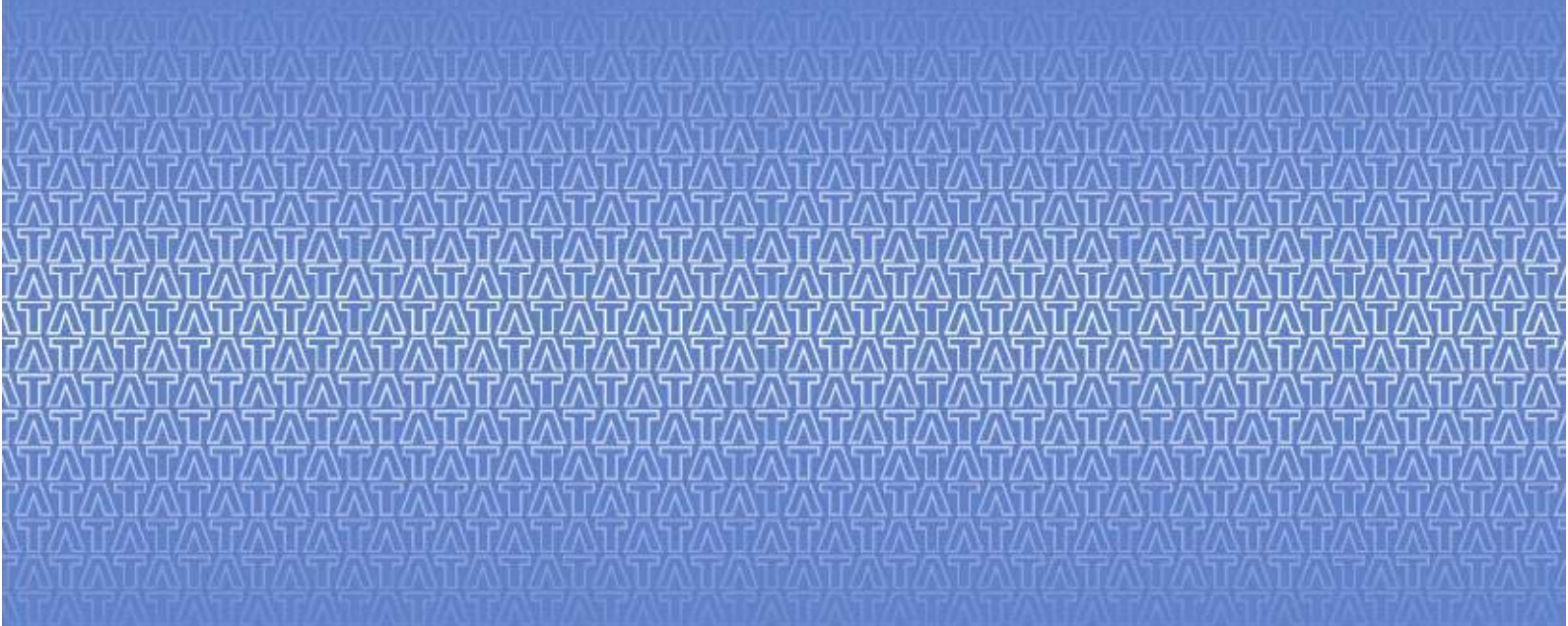
2.12 Back to CTD Website

Once the payment is done, after some predefined duration, the user is redirected back to the e-payment portal, where the unique bank reference number and CIN number are displayed.



Figure 15 : Payment

Note: If you want to make another payment for other Acts then follow the above process, otherwise Logout from here.



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