Government of Madhya Pradesh

Madhya Pradesh VAT Portal

User Manual – e-Registration - VAT

Release 1.0

August, 2010

Government of Madhya Pradesh

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User Manual – e-Registration - VAT

Version 1.0

August, 2010

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| Action taken (add/del/change) | Previous page no. | New page no. | Revision description |
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About this Manual

Purpose

The purpose of this document is to describe the e-Registration functionality in MPVAT Portal for VAT Dealer.

Intended Audience

This document is intended for the dealers in Madhya Pradesh.

Organisation of the Manual

Information in this manual has been organised as follows:

Table 1 : Organisation of Manual

| Chapter | Description |
| --- | --- |
| Chapter 1 | It provides brief introduction of Web Portal. |
| Chapter 2 | It provides brief overview of VAT e-Registration module |
| Chapter 3 | Describes the VAT e-Registration functionality. |

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List of Abbreviations

Table 2 : Abbreviations

|  |  |
| --- | --- |
| Abbreviation/ Acronym | Description |
| CTD | Commercial Taxes Department |
| FAQ | Frequently Asked Question |
| RSS | Really Simple Syndication |
| TIN | Dealer Identification Number |
| URL | Uniform Resource Locator |
| UM | User Manual |
| VAT | Value Added Tax |

1. Introduction to Web Portal

The government of Madhya Pradesh has launched a web portal with URL <https://www.mptax.mp.gov.in> .The web portal offers different kind of information on Domestic Taxes in Madhya Pradesh.

The portal offers major functionalities like :

* E-services like e-registration, e-returns, e-amendment, e-communication and e-payment
* News, updates, circulars and notifications
* ‘Search the website’ functionality
* Tracking the status of various applications on-line
* Using virtual keyboard for entering password
* FAQs, Query posting and replying
* Subscribe/view RSS feeds

1. Introduction to e-Registration

Since e-registration is a new concept, this booklet has been prepared with a view to provide step-by-step guidance to the dealers in filing e-registration. This booklet contains details and screen shots for filing the e-registration in form. Filling of e-registration will save time for the dealer.

E-registration can be of VAT,CST,PT or LT. User can get a dealer Identification Number i.e. TIN online using this functionality. The process for e-registration is described below.

The process for the registration of dealer involves the following:

1. **Download Registration Form/s**
2. **Filling data in form/s**
3. **Uploading the filled form/s**
4. **Obtaining the Acknowledgement Receipt**
5. **Tracking the application status**
6. Operational Instructions
   1. E-Registration

Process to file e-registration is very simple. A computer with internet connectivity is required for the purpose. There are four easy steps to do e-Registration. These steps are:

* + 1. Download registrations form (.xls)

To download registration forms, connect to Internet and write URL in the address bar as under: **<https://www.mptax.mp.gov.in>**

Once the web portal is connected, the *Home* page will appear as shown below.

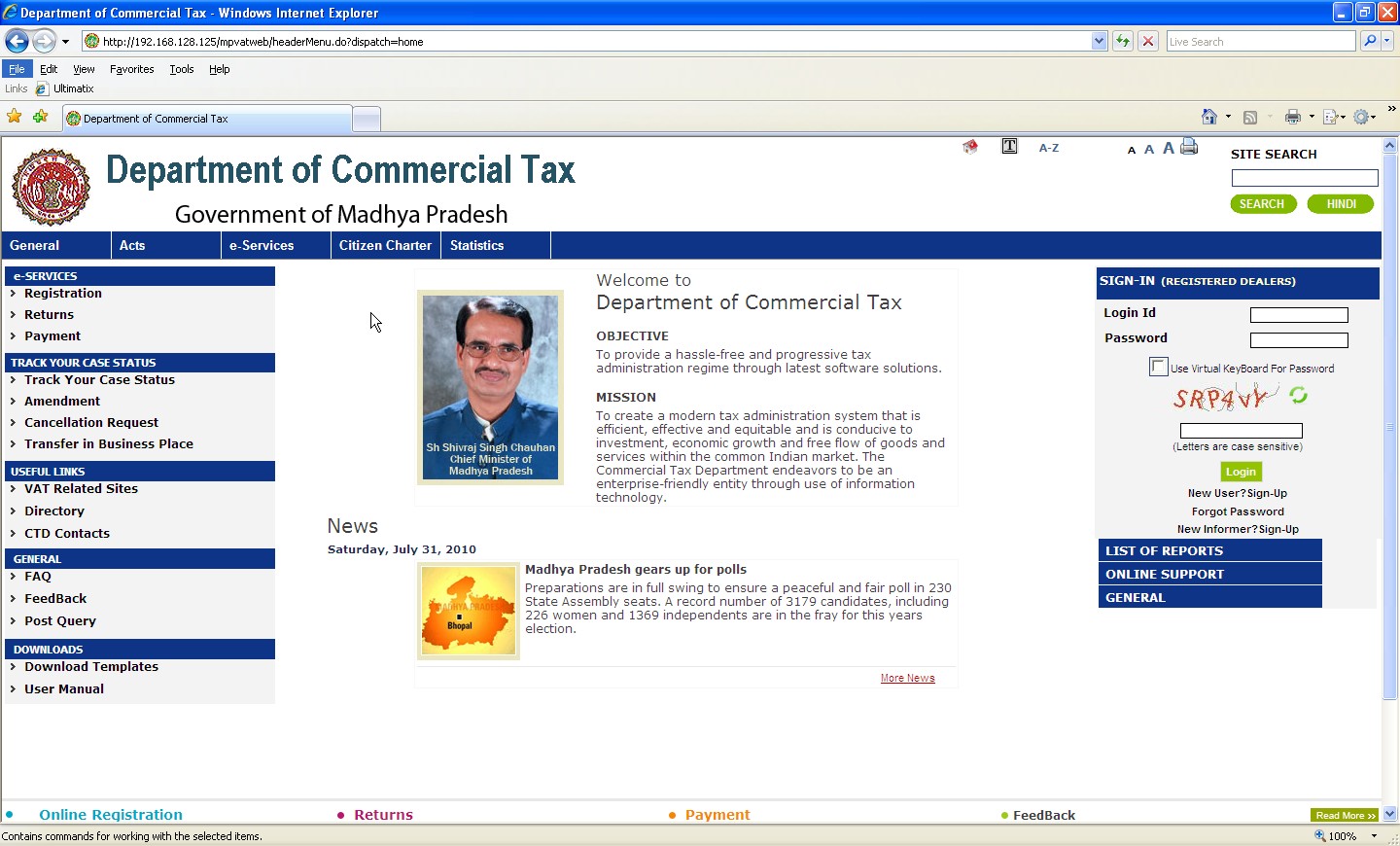


Figure 1 : Home Page

To apply for registration, dealer has to download the template from the Portal. It is advisable to download the template once and store for future use. Dealer will have to download all the templates required for Registration. For example, VAT,CST,PT and LT as applicable

In portal, Left side menu contains the link **Download** for downloading the blank templates (forms in form of .xls sheet). On clicking this link, it will display the screen for downloading templates for Registration as shown below. Click on appropriate link for download registration form.

Otherwise directly click on **e-Registration**. Here also links for downloading templates are available

Download Template for VAT Registration

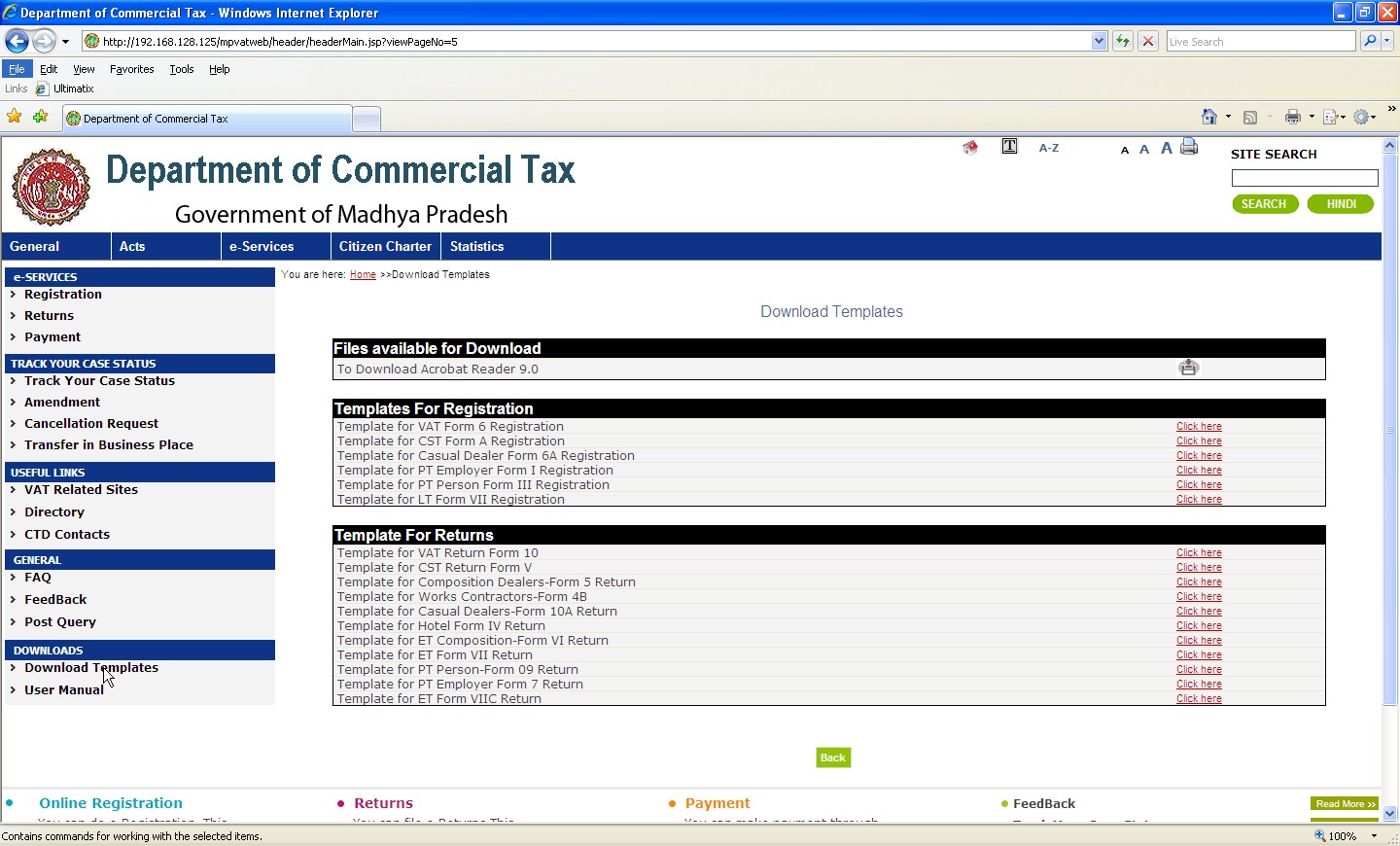


Figure : Download Forms and Files

3.1.2 Filling the template/form for the Registration

**(Note: Please enable Macros in MS Excel as the sheet contains macros for various validations of data.)**

Before starting the Registration process dealer will have to fill all the applicable details for which he wants to register.

You should have Microsoft Excel (version may be 97, 2000, 2003 or 2007) installed in your computer for this purpose.

After downloading requisite template, data can be entered in this template.

1). Open using Microsoft Excel and fill the required details.

2). after filling the sheet click on Validate button to validate the sheet.

3). If all the data is correct then it will prompt for generating the upload file.

4). The Upload file is saved in My Documents by default.

The template for VAT e-Registration form looks like this:

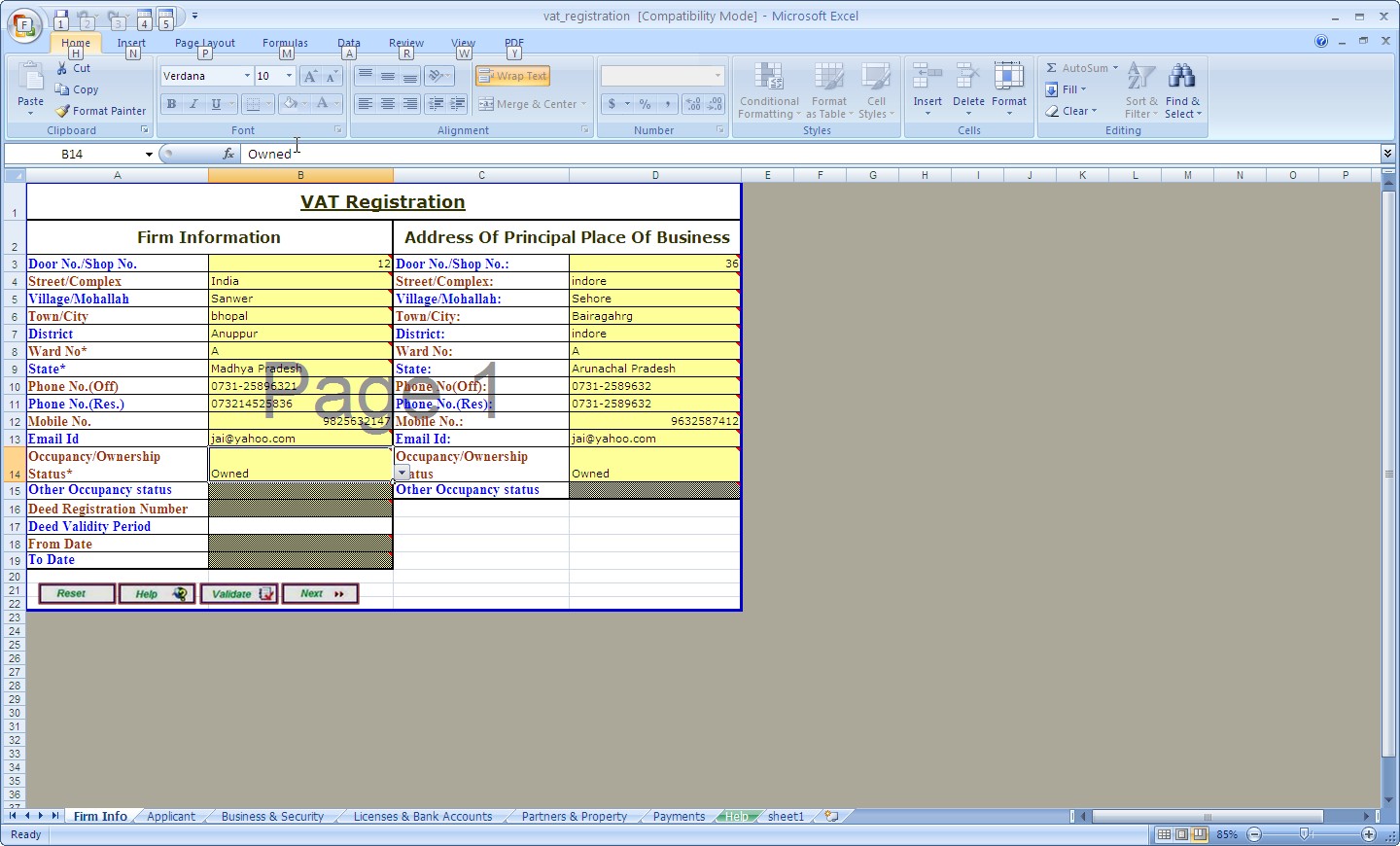


Figure 3 : Excel Sheet for VAT e-Registration Form

* + 1. Upload and Submit the form

E-registration link is available on left side menu of VAT portal under e-Services tab. Select option for VAT e-Registration.

Click Here

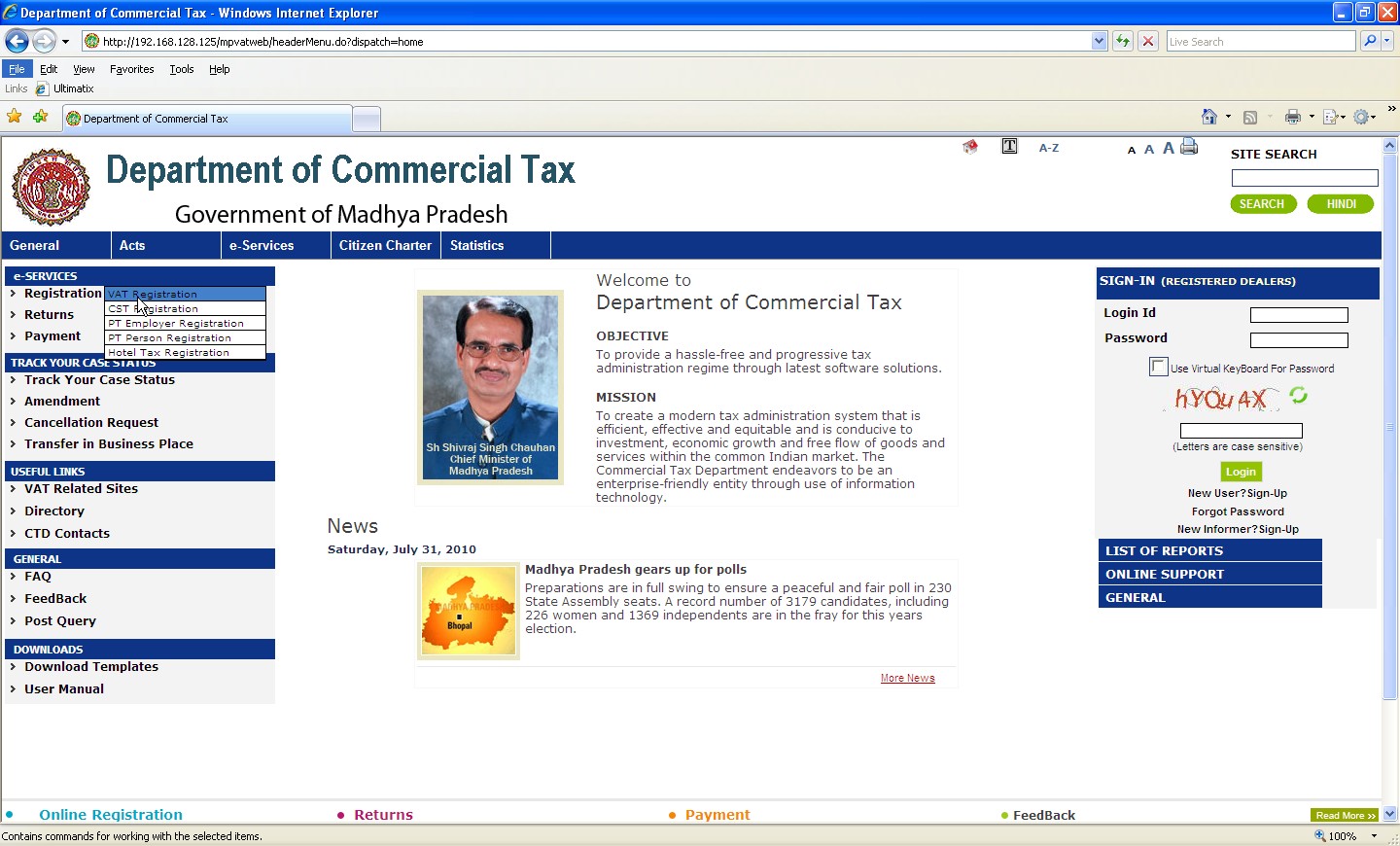


Figure 4 : VAT e-Registration Form

Provide all the required input and upload the Generated file.

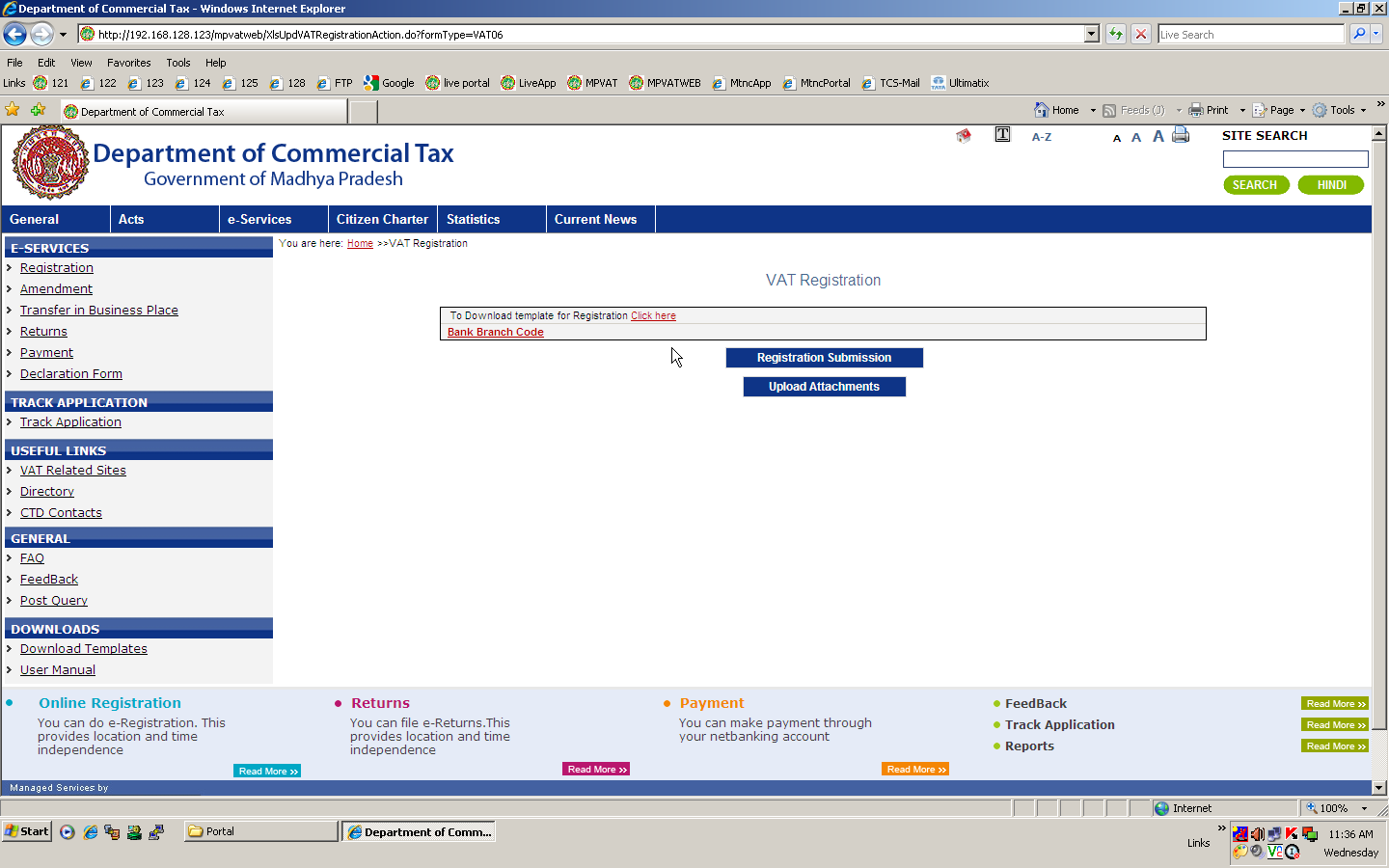


Figure : Entering details for e-Registration Form for VAT Dealer

Now details filled by user will be verified by the system and if they are found correct, system will give no error message otherwise list of error messages are displayed.

On uploading the template, it will show you various statuses.

1) Uploading the file

2) Validating the data

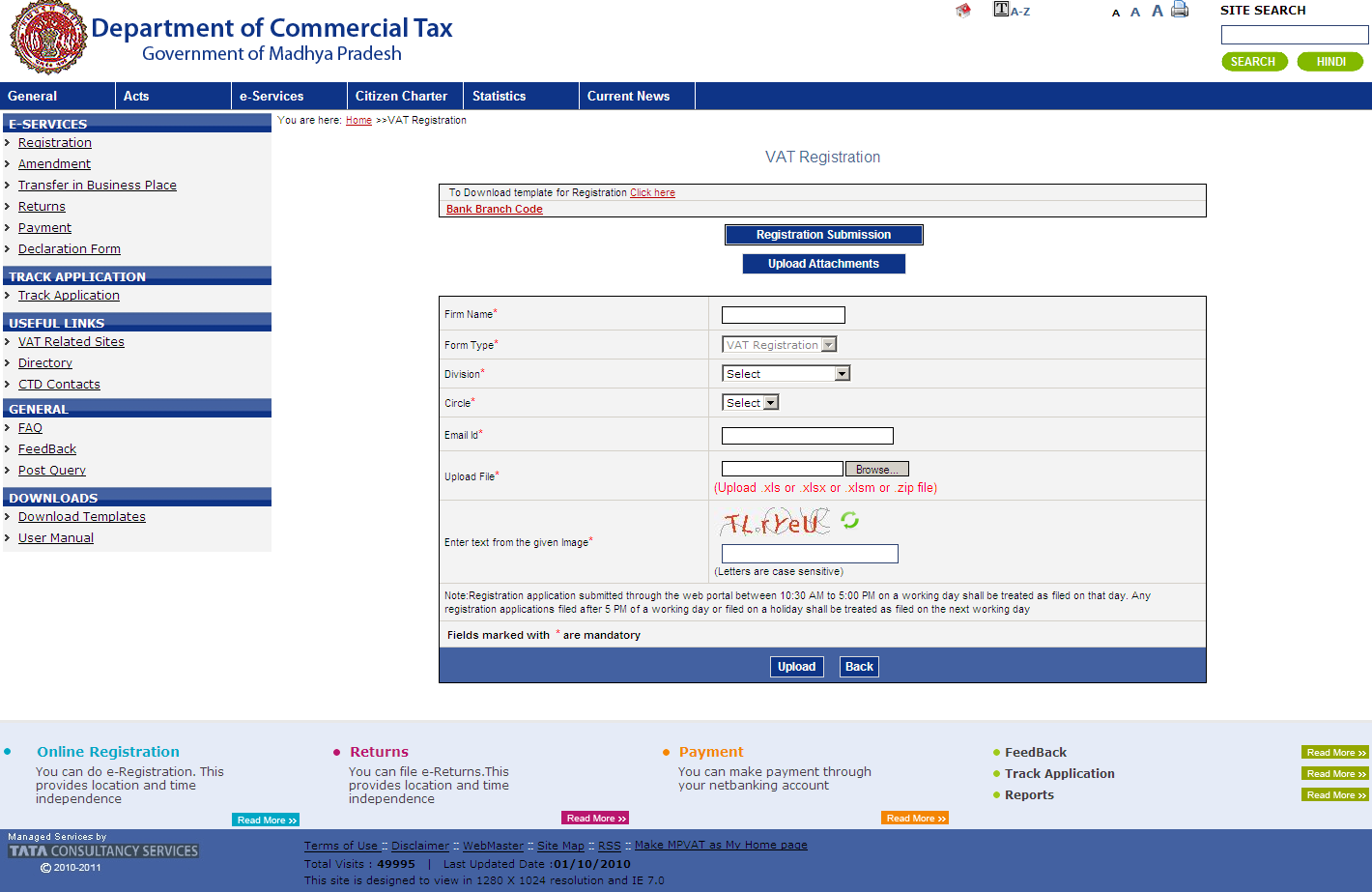


Figure : Data Validation

After validation if there is some error in data entry, then it will show the error list showing the error message with the row number and sheet details. You need to correct the data and upload the templates again.

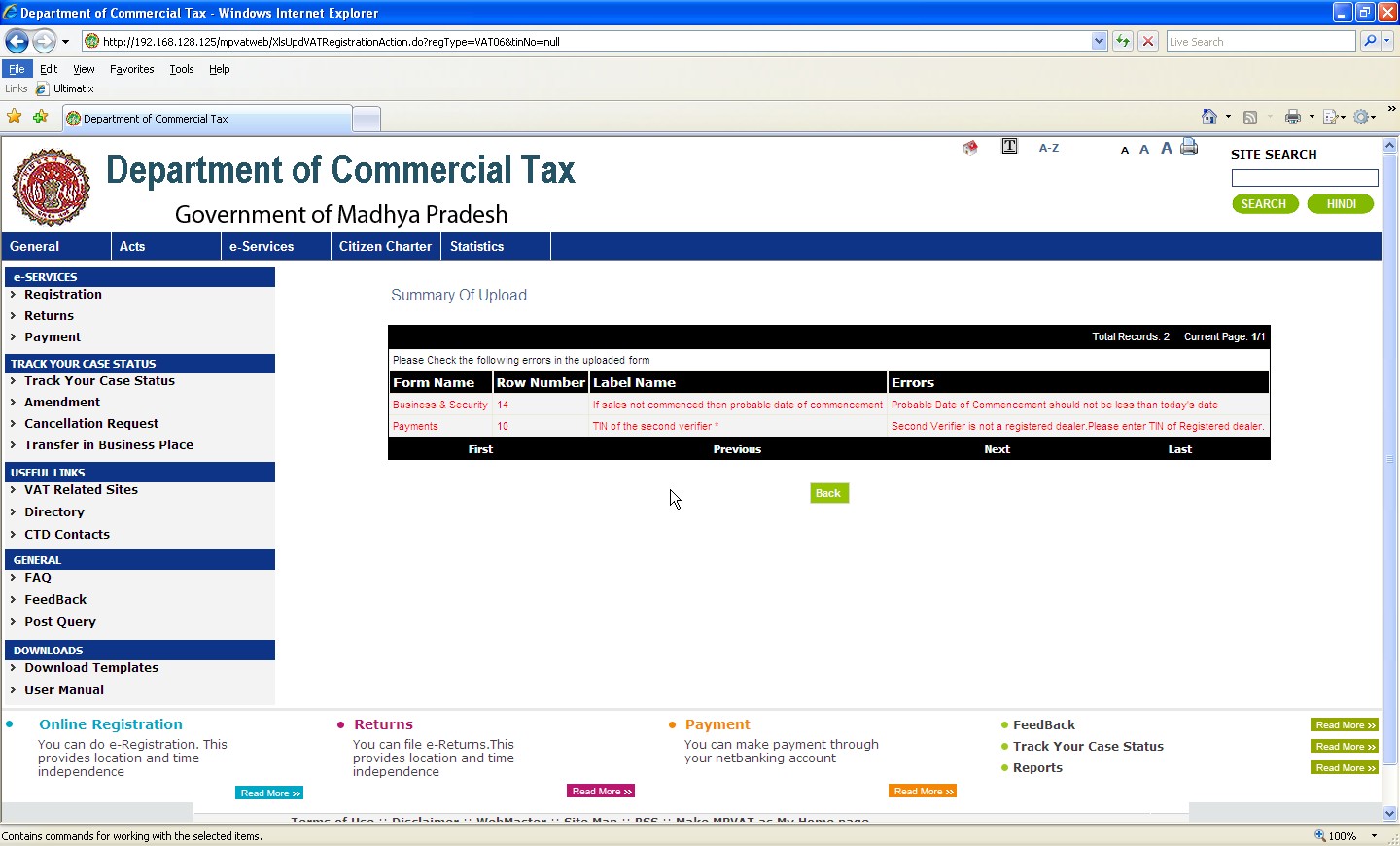


Figure : Showing error message in data entry

The system will not allow submission/upload of registration sheet till the errors are corrected and a back button is provided to go back and restart the process.

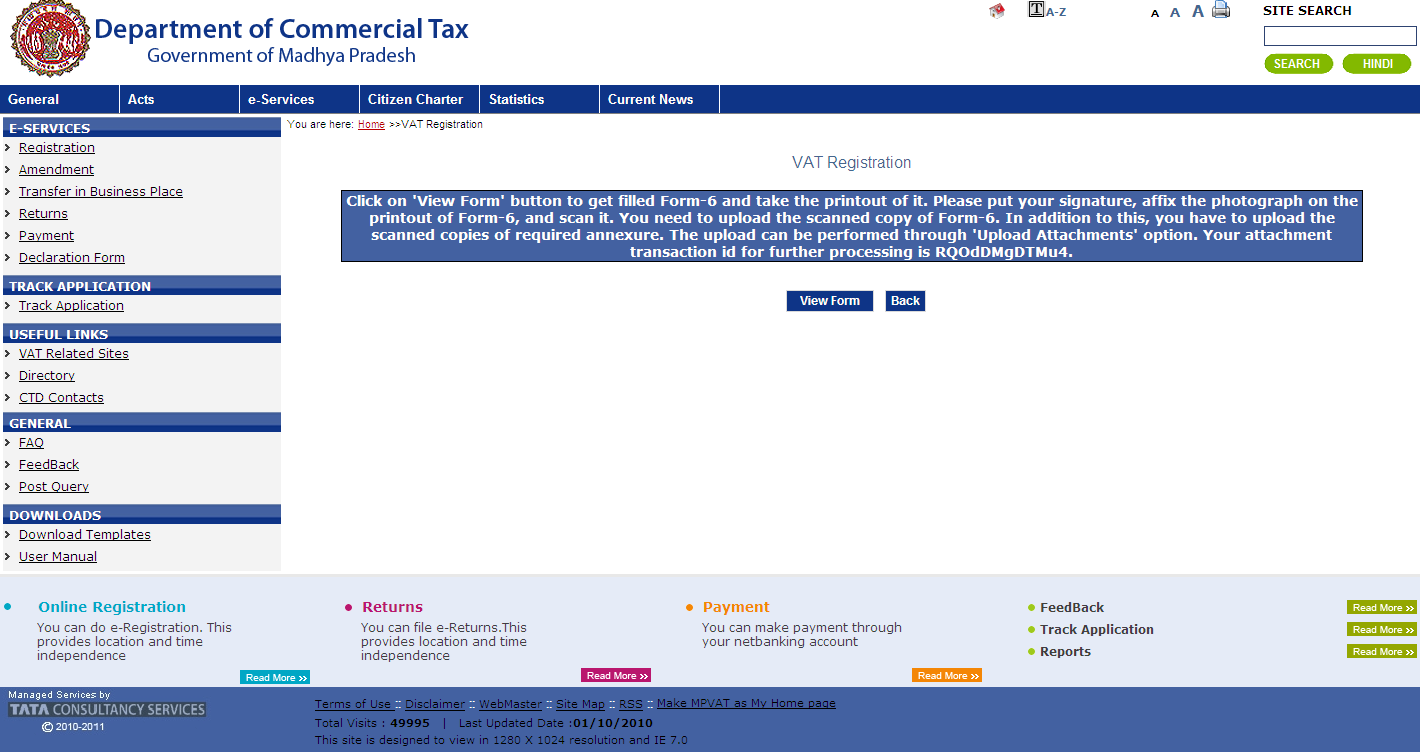
If no errors are found, following screen will be displayed . Click on submit button to upload the sheet.After the sheet is uploaded successfully, a transaction id will be generated.



Figure : No error found screen

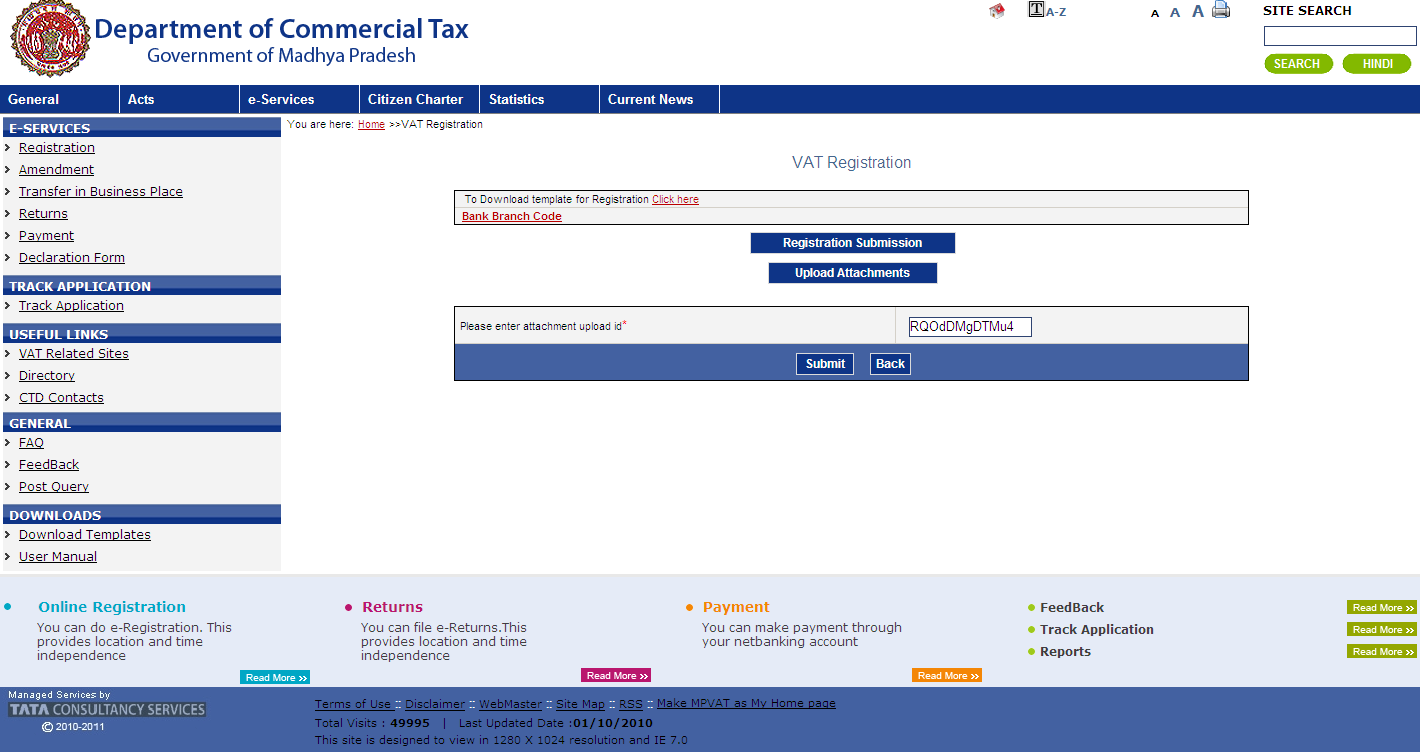
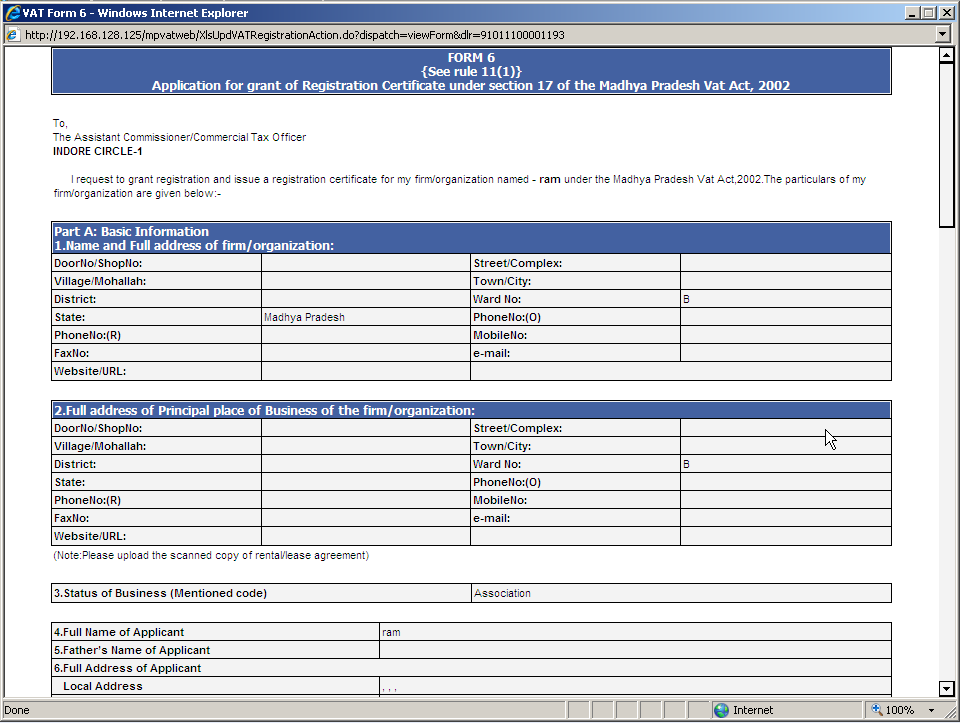
**3.1.4 After Registration Submission generate transation id.**

On successful submission of form a transation id is generated for Upload attachment.

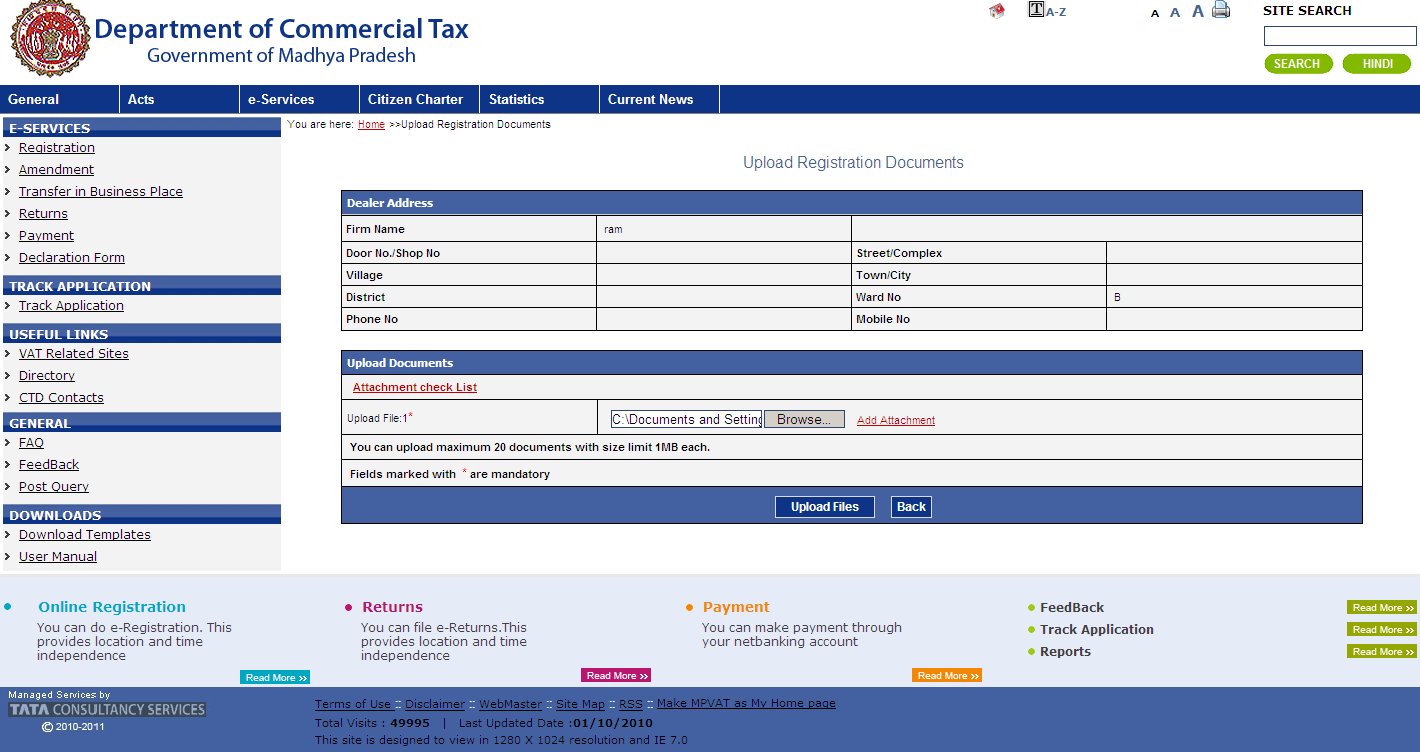


**Figure: 9 Transaction ids Screen**

User can view form6 on click of view form button, after that click on back button to upload attachment.



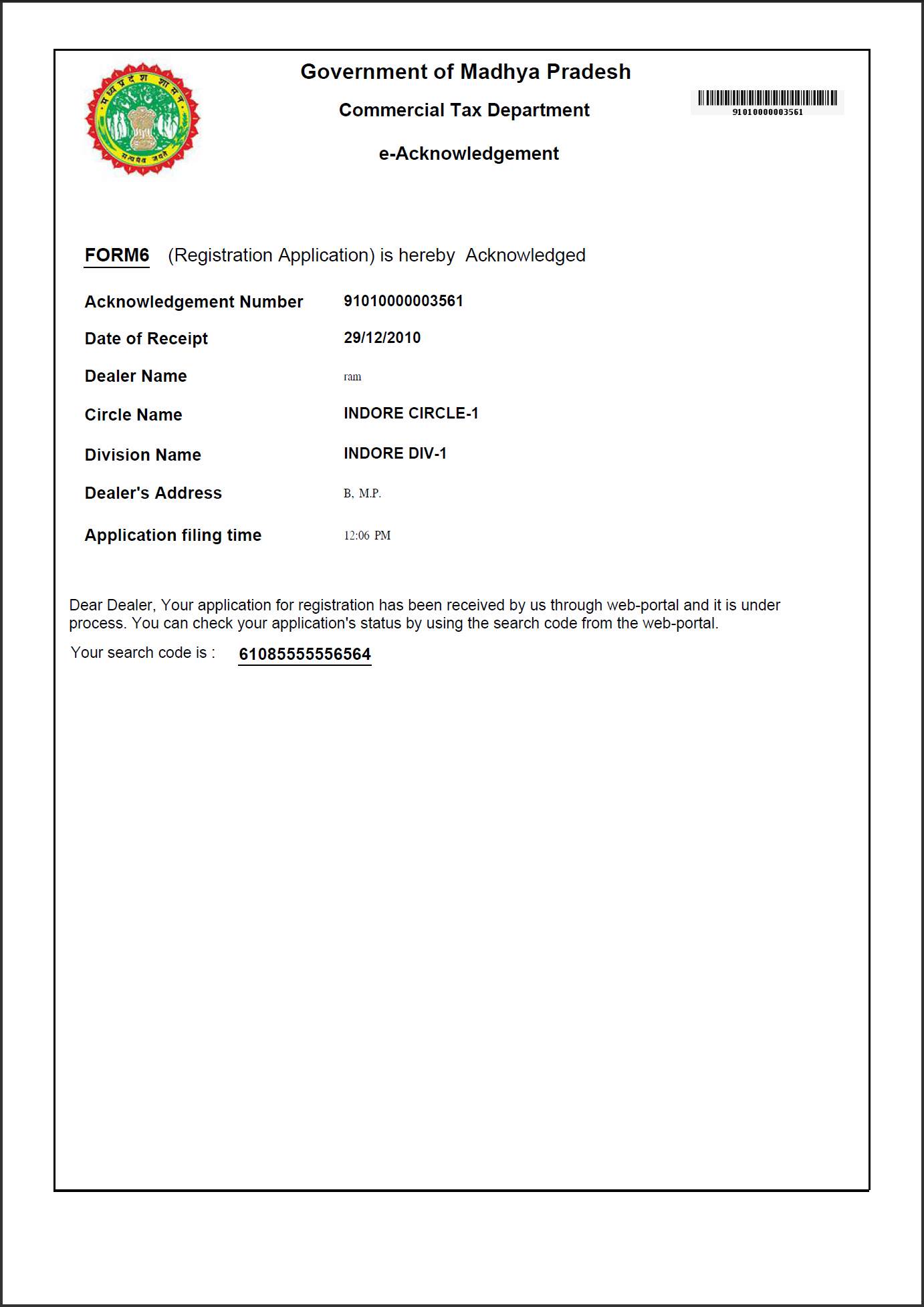
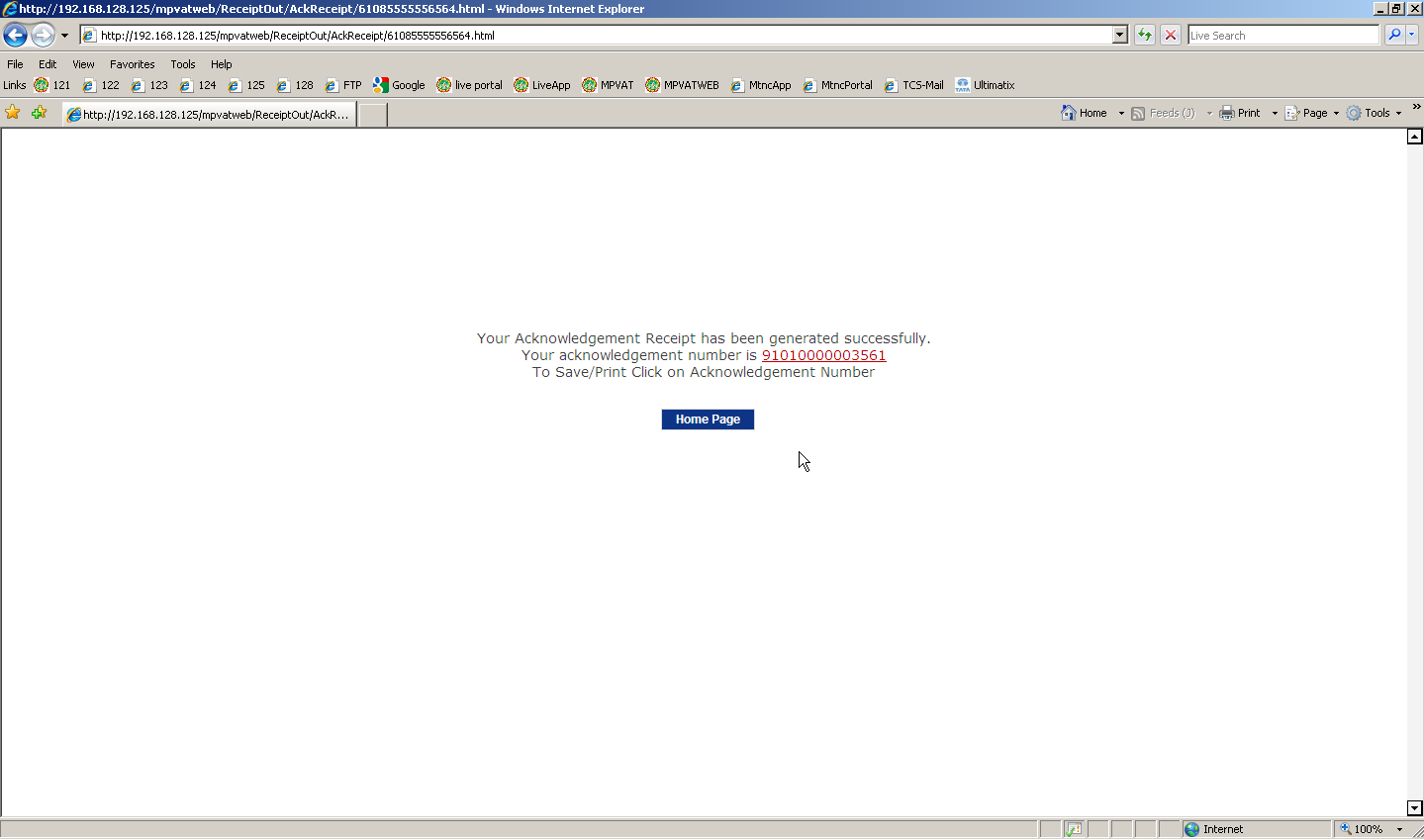
Enter transaction id and click on submit button.



Upload the required document,after that click on upload files to get acknowledgement receipt.

3.1.5 Generation of Acknowledgement.

Click on Acknowledgement number to get Acknowledgement Receipt.



Top of Form

Bottom of Form

|  |
| --- |
| **Important Points to be kept in mind:**   1. It is required to upload the same template that is downloaded from the web portal. Copy of any other template file will not be accepted. 2. It is required to submit the physical form print, acknowledge receipt print out to the office in the stipulated time frame. |