

e-Return User Manual

Commercial Taxes Department

Government of Bihar, India

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Version v02.00

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Document Revision History

Sl. No.	Name	Version No.	Description
1	BEWB User Manual – Module e-Return	02.00	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 file e-Return through www.biharcommercialtax.gov.in. Procedure to file e-return is very simple. A computer with internet connectivity is required for the purpose. There are five easy steps to file e-return.

These steps are

Step 1 First Time Sign-up on the CTD Web Portal

Step 2 Login into the web portal

Step 3 Downloading of return documents

Step 4 uploading the return using extensions(.xls and .csv files)

Step 5 Acknowledgement Generation

Purpose

This manual has been written to help you understand and use the e-return module. This document contains the procedures that you should know for performing your return filing tasks..

Registration on the Website

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

<http://biharcommercialtax.gov.in>

The following screen would be shown.

Login website

Click on New User ?Sign-Up for registered with website for getting your User ID and Password



Figure 1 : Home Page

1.2 Login

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

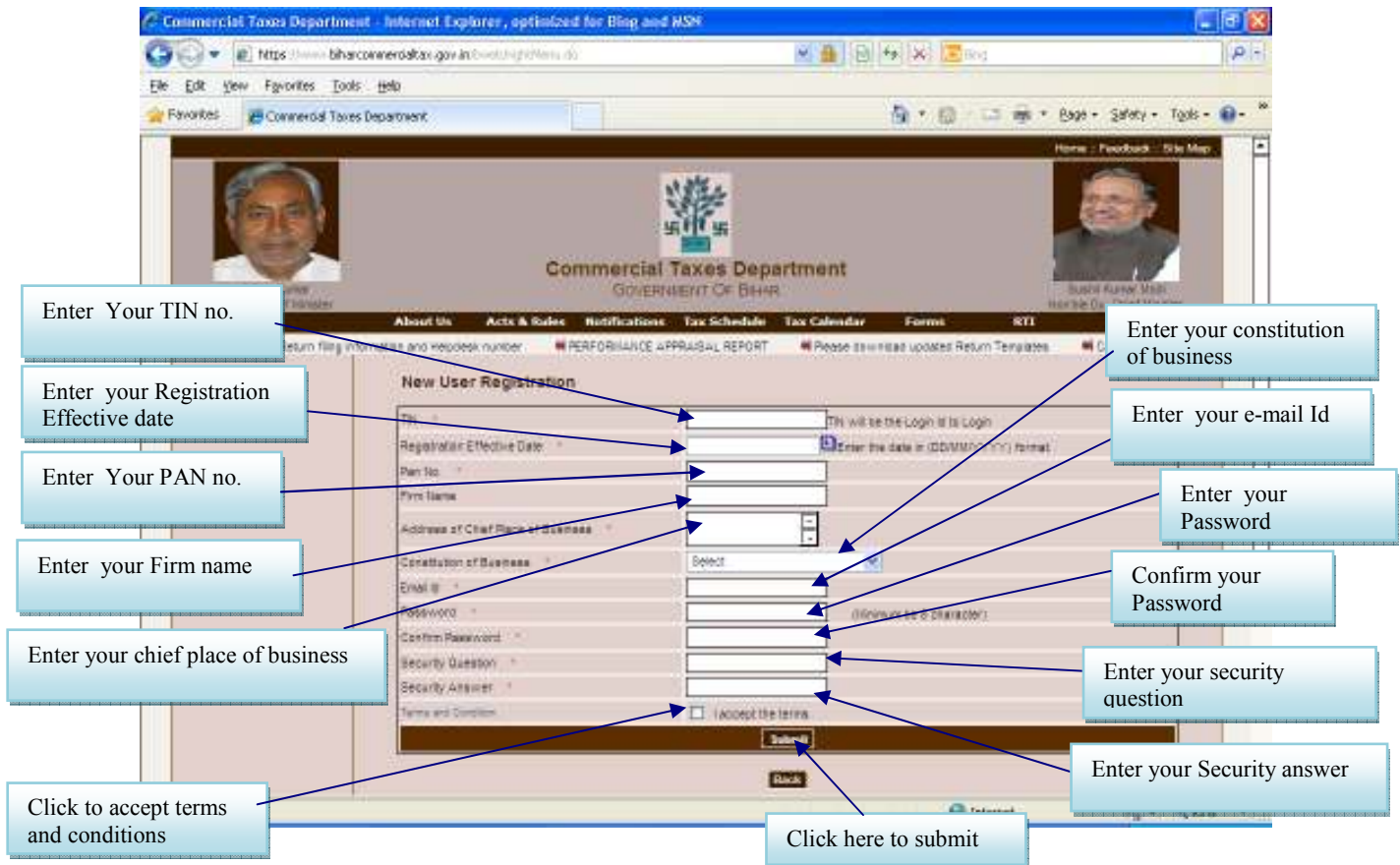


Figure 2 : Login page

SL.NO	Field Name	Description	Remarks
1	Tin no.	Enter your Tin no.	Tin No. will be your Login Id
2	Registration eff.date	Enter your Registration effective date	Enter the date in (DD/MM/YYYY) format
3	Pan no.	Enter your Pan no.	Enter your 10 digit Pan no.
4	Firm name	Firm name	Enter the Firm name
5	Address of Chief Place of Business	Enter the chief place of business address	Give details of address
6	Constitution of Business	Type of constitution	Enter the constitution of business as per the criteria .
7	Email ID	Enter the email-id	Enter the correct email-Id
8	Password	Enter the password	Password will be minimum 8 character
9	Confirm Password	Enter the password again	Re-enter the password.
10	Security question	Enter a question	Type a question
11	Security answer	Enter the answer	Type the answer

This Page shows the details regarding Registration for new User.



Figure 3 : Registration Page

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

This Page shows the successfully signed –up Page.

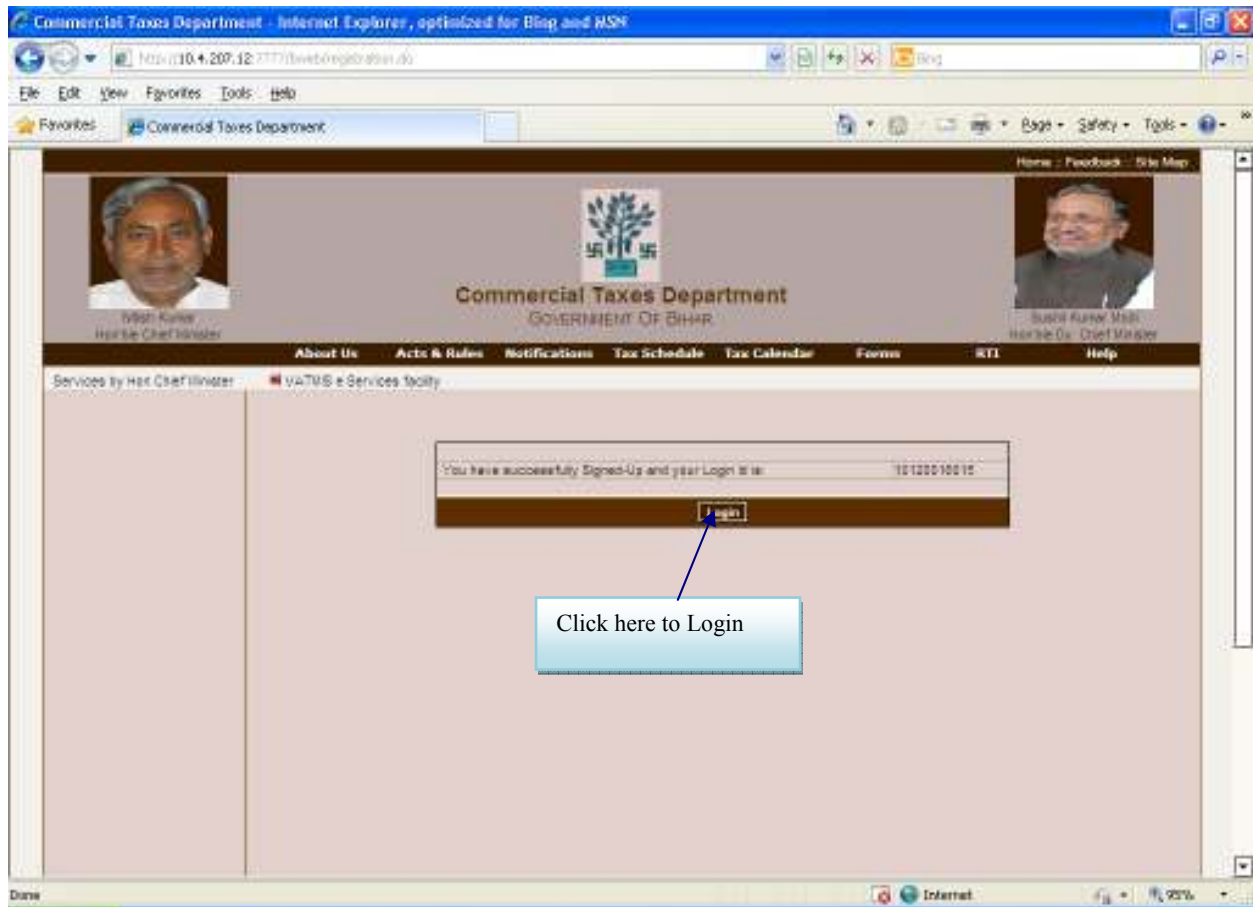


Figure 4 : Signed-up Page

After successfully signed-In, you will get a Login Id through which you can sign up.

This Page Used for login to initiate e-return.

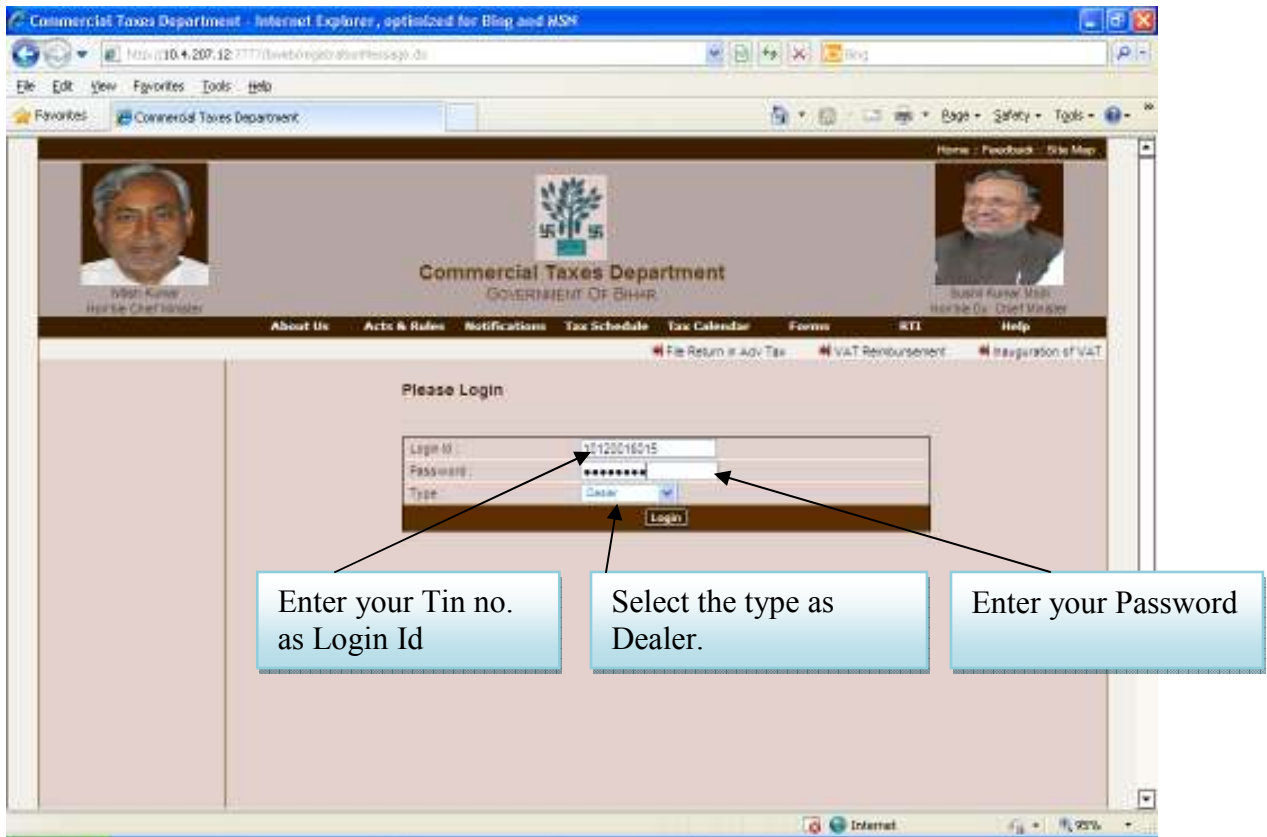


Figure 5 : Login Page

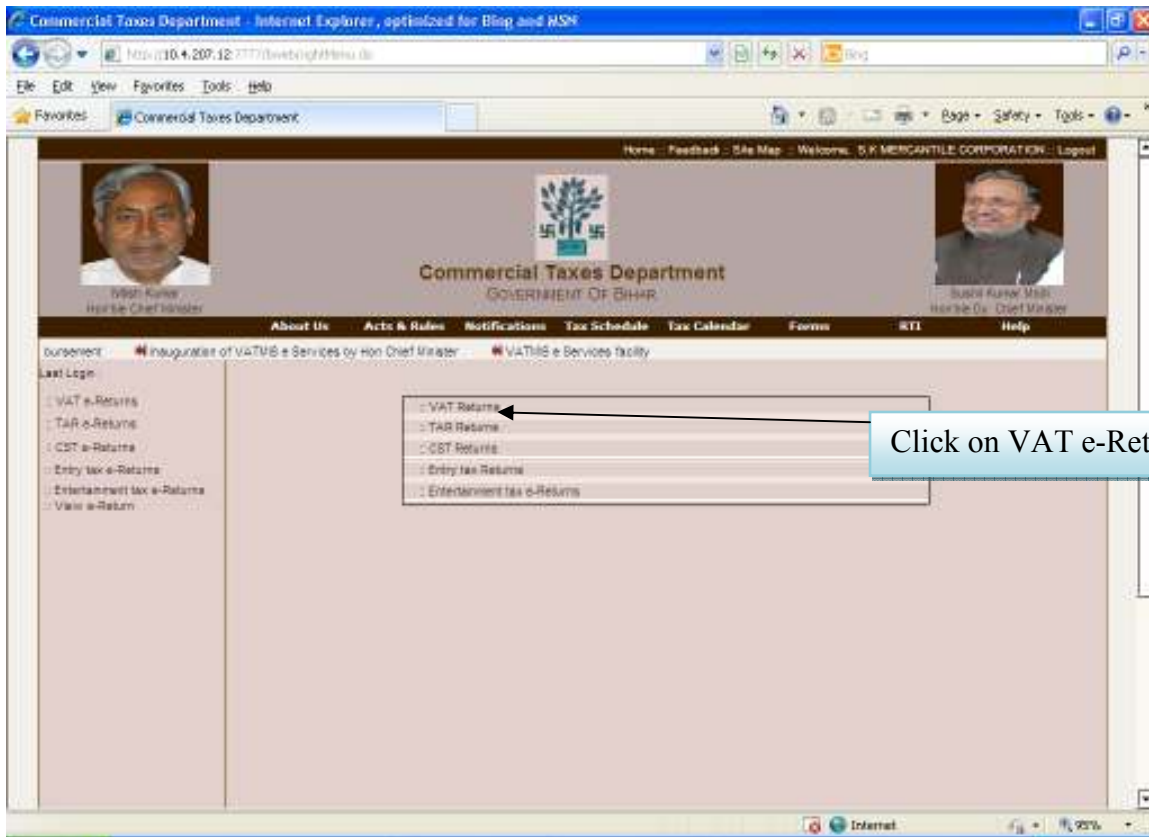
Sl.No	Field Name	Description	Remarks
1	Login Id	Enter your Login ID	TIN is the login Id
2	Password	Enter your password	Enter password
3	Type	Choose your type	Choose type from the list

This Page shows the Inbox of the registered user.



Figure 6 : Home Page of Registered User

Click on 'e-Return' picture as shown above then below page will page display.



This page shows the return type and return period.

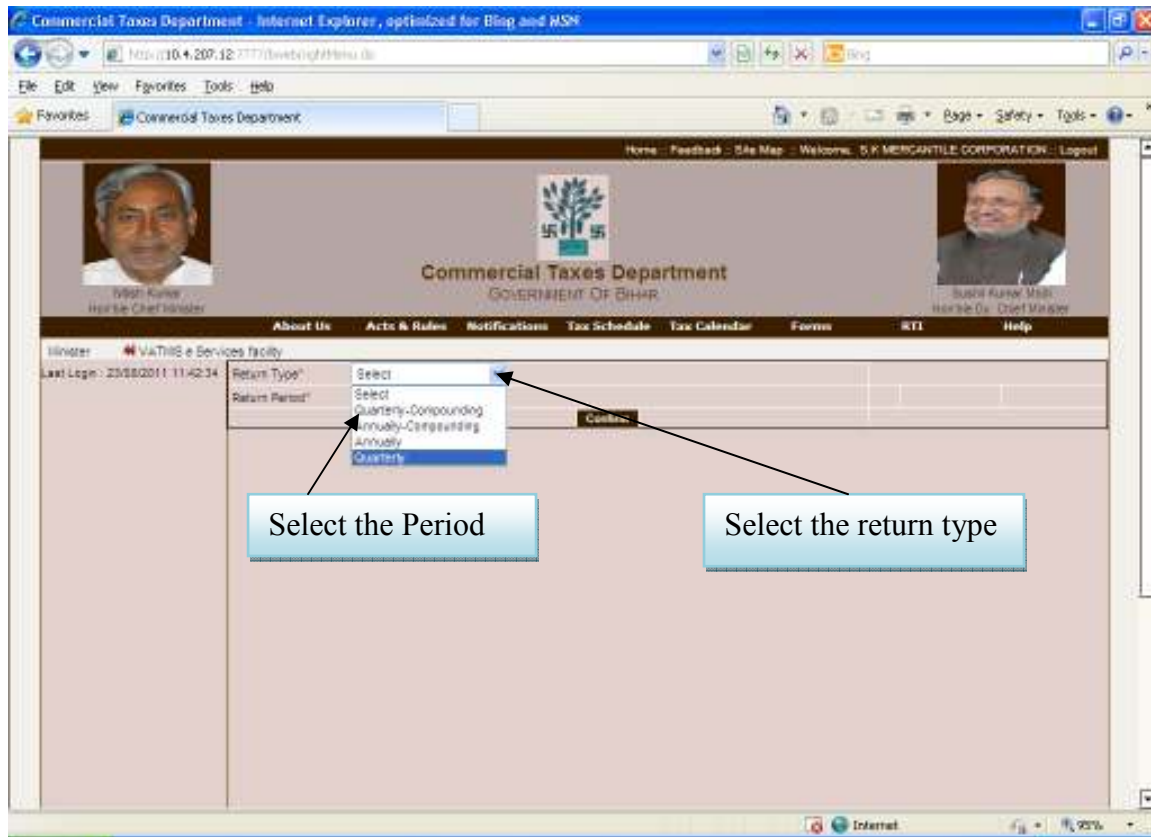


Figure 7 : e-Return Page

Sl.No.	Field Name	Descriptions	Remarks
1	Return type	Select the return type	Select from the Drop down list
2	Return period	Select the return period	Select from drop down list

This page shows the Quarterly Return Type

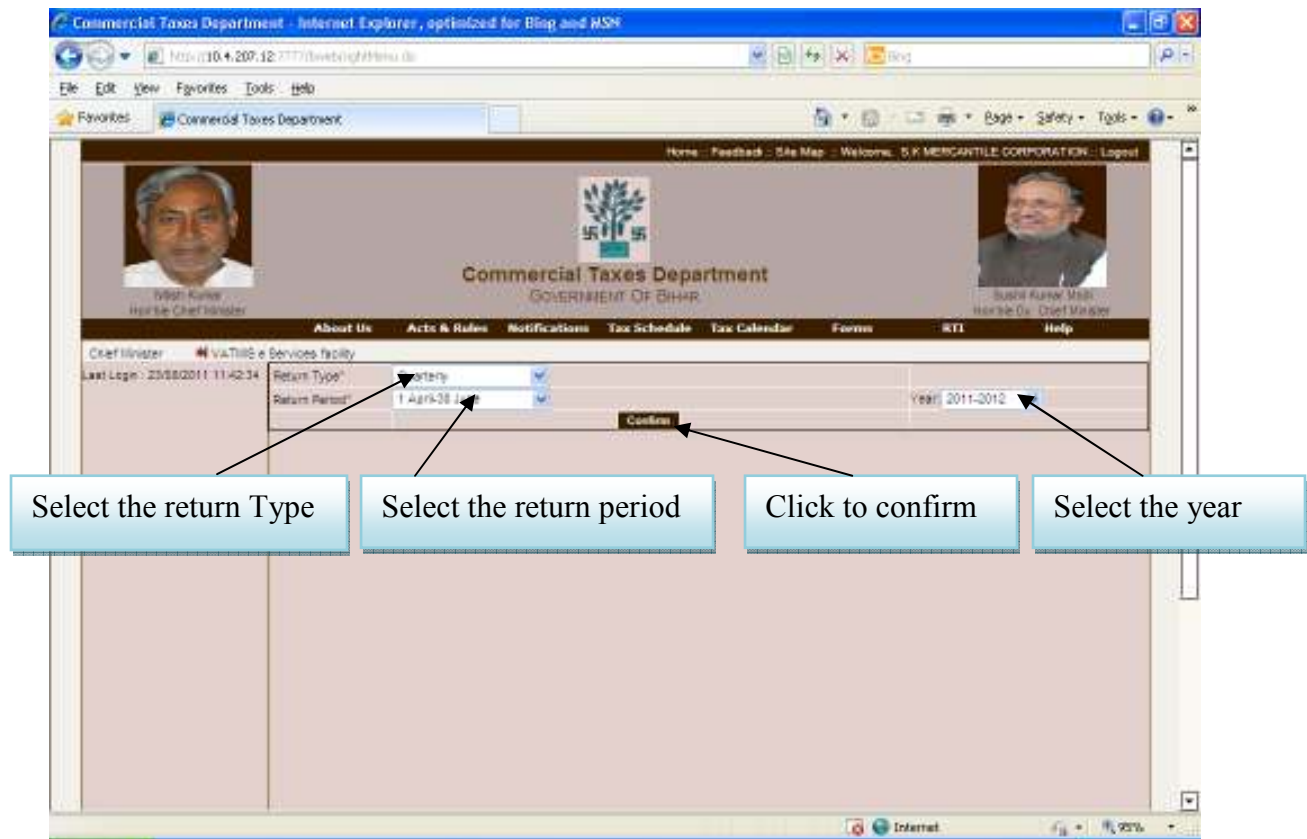


Figure 8 : Quarterly e-Return Page

Sl.No.	Field Name	Description	Remarks
1	Return Type	Enter the return type	Select it from drop down list
2	Return period	Enter the return period	Select it from drop down list
3	Year	Enter the year	Select it from drop down list

After clicking on confirm button the next page is shown as below.
This Page shows how to download templates.

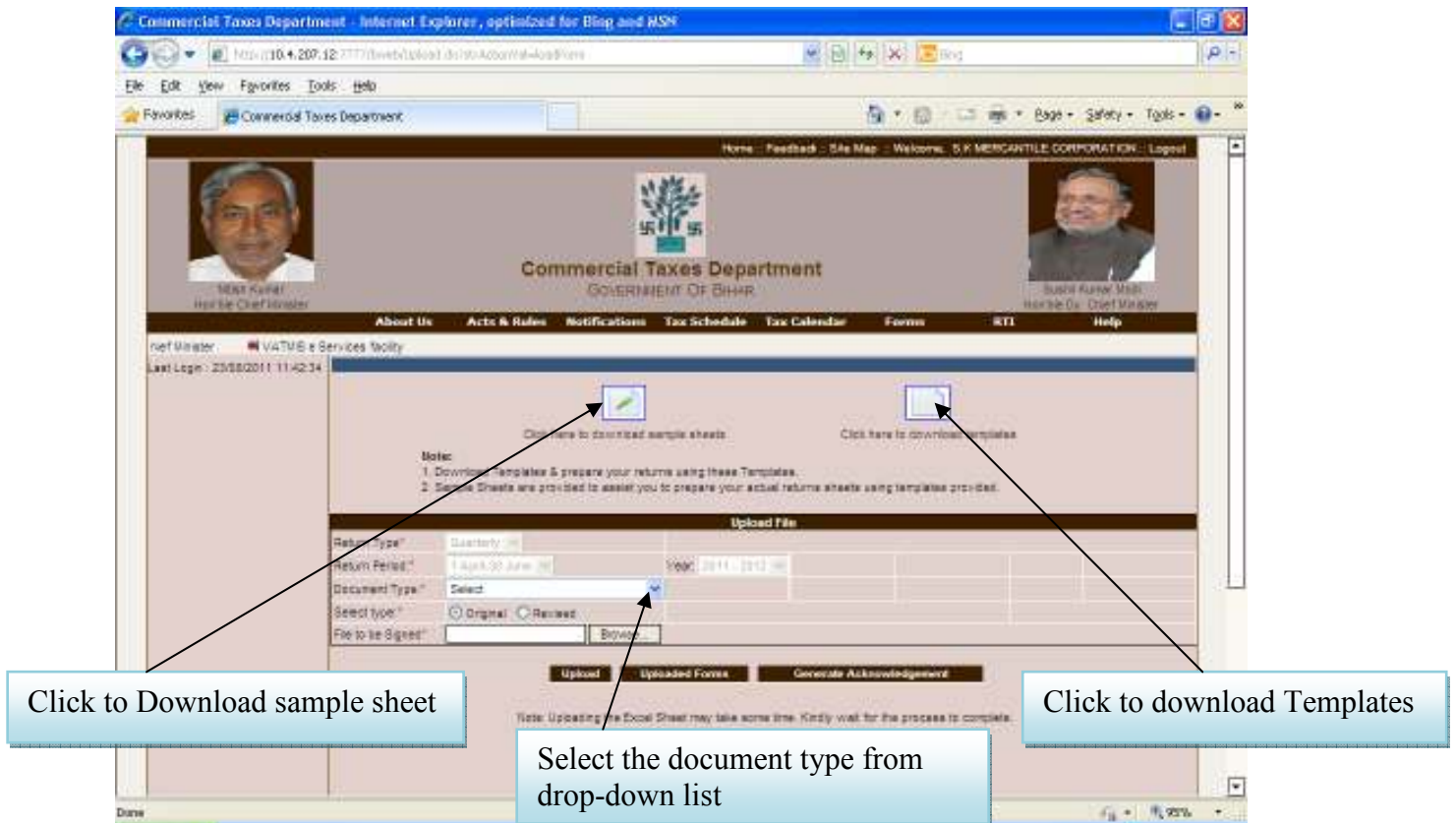


Figure 9 : e-Return Templates Page

This Page shows the templates for VAT e-returns.

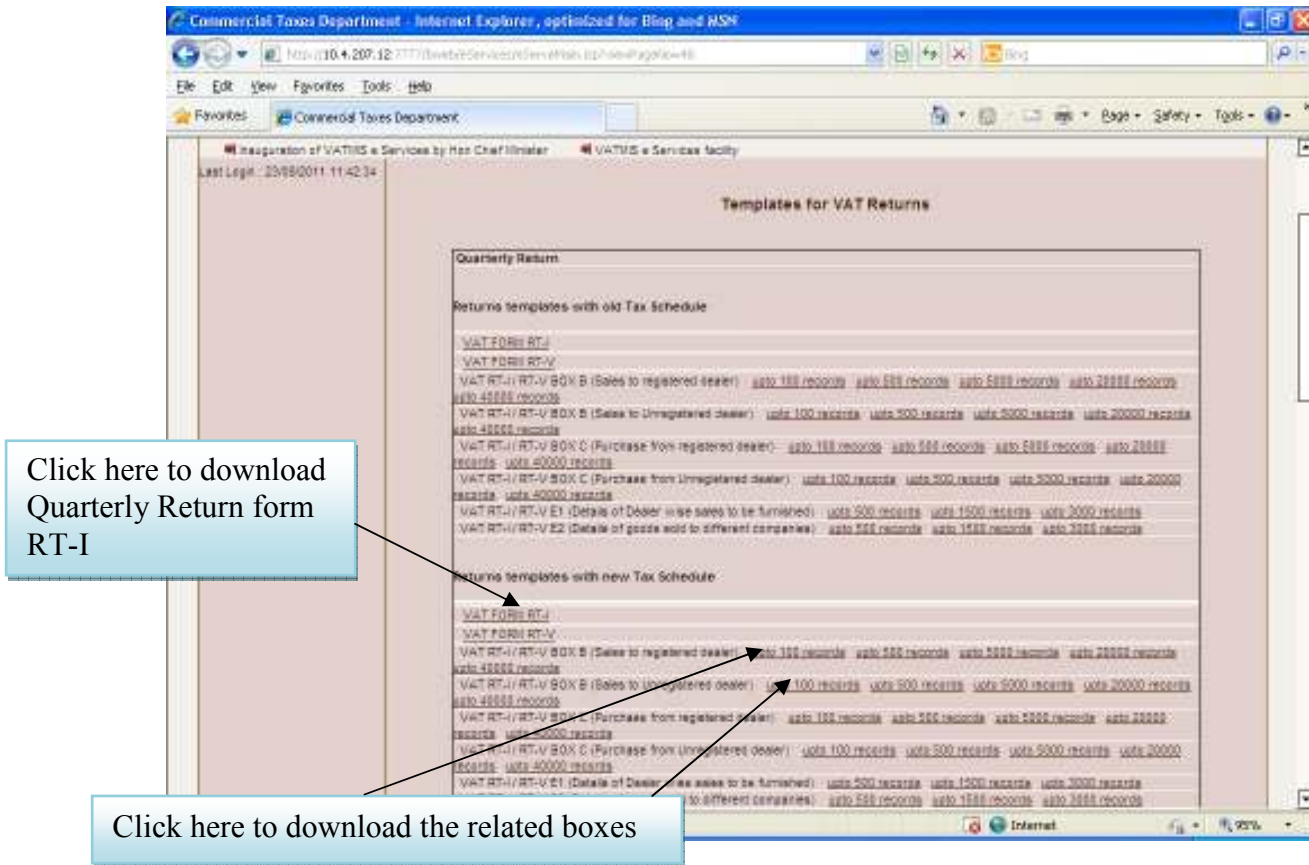


Figure 10 : Templates for VAT e>Returns Page

Click on the specified form which you need to download.
Download the form.

NOTE:-

- VAT Form RT-V is for revised return.
- For RT-V, the process of downloading and saving of forms is same as RT-I.

This Page shows how to save RT_01 form

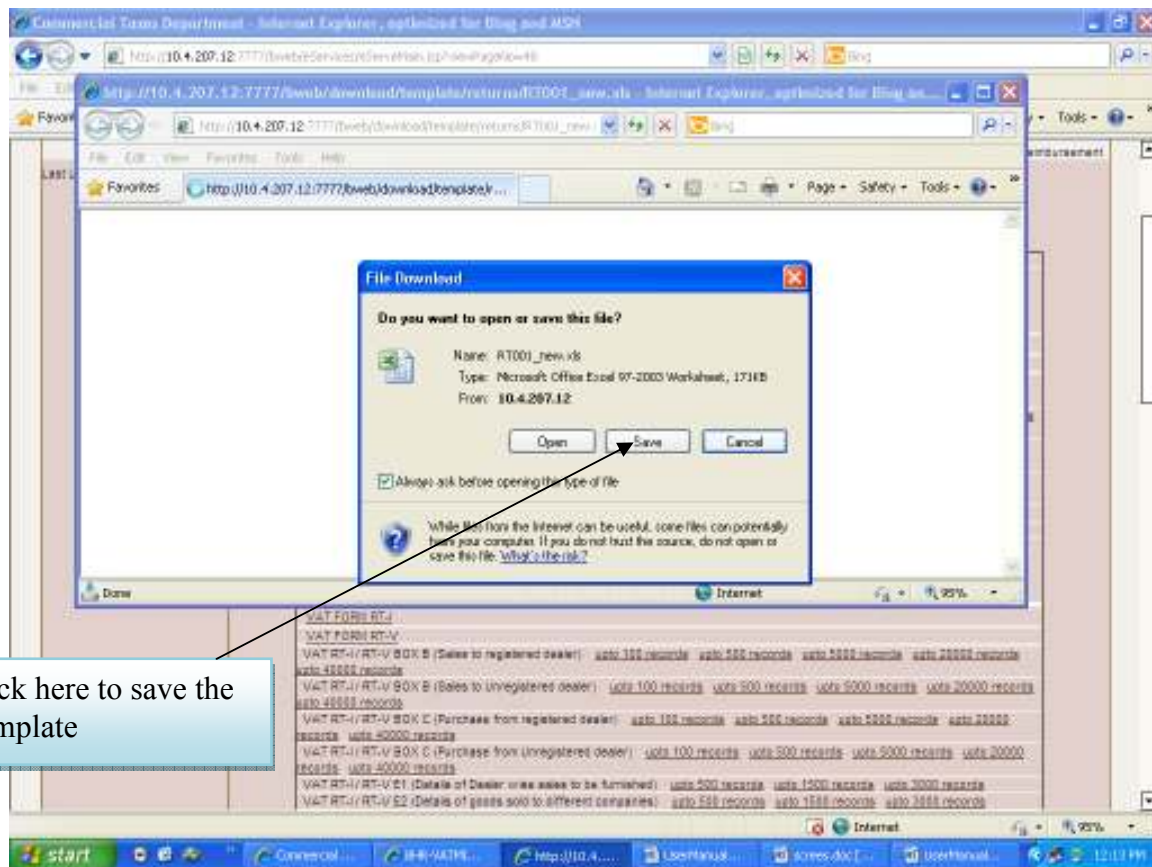


Figure 11 : Save Templates Page

* When we click on save button, RT-01 form will be saving on specified location. Go to the saved location and click on the RT001.xls to open the form.

This Page shows the RT001 form Part 1(details of Turnover/Transfers)

	A	B	C	D	E	F	G
1	Part 1 (Details of turnover/transfers)						
2	1. Gross Turnover (including value of debit notes):	1000000.00					
3	Deductions:						
4	2. Sales in the course of inter-state trade and commerce	2000.00					
5	3. Value of sales outside the state under section 4 of the Central Sales Tax Act, 1956						
6	4. Value of goods returned within 6 months of sale under the Act	100.00					
7	5. Export sales						
8	6. Other allowable deductions [As per Box A]	300.00					
9	7. Total of deductions [2+3+4+5+6]	2400.00					
10	8. Taxable turnover [1 - 7]	997600.00					
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
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28							
29							

Figure 12 : RT001 Part-1 Page

Click here for Part -1

After completing RT001 Part-1 form, click on Part 2 form.

This page shows the RT001 form Part-2(Rate wise bifurcation of output tax)

9 Description of sale	Rate of tax	Turnover of sale	Tax payable
9.1 Sale of Petrol, Diesel, ATF and Natural Gas by an Oil Company to a dealer person other than an Oil Company (Details of dealer wise sales to be furnished as per Box E-1)			
9.1.1 HSD			
9.1.2 HSD			
9.1.3 Natural Gas			
9.1.4 ATF			
9.2 Schedule II goods	1%	1000.00	10.00
9.2.A Schedule IIIA goods	4%	4000.00	400.00
9.2.B Schedule III goods	5%	5000.00	500.00
9.4 Other taxable goods	13.50%	100000.00	85000.00
9.5 Total sales of goods vis 13(1) [(9.2)+(9.3)+(9.4)](Details of dealer wise sales to be furnished as per Box B)			
9.6 Sale of such goods in respect of which tax on IIRP has been paid by the dealer filing this return in terms of section 1515(a)			
9.7 Turnover liable to Purchase tax			
9.8 Excess of reverse credit [14 - 13] if 14 is greater than 13			
10. Total Output tax [(9.1)+(9.5)+(9.6)+(9.7)+(9.8)]		110000.00	85000.00

Figure 13 : RT001 Part-2 Page

Click here for Part -2

After completing Part-2 form, click on Part-3 form.

This page shows the RT001 form Part-3(Details of Purchases/Receipts)

Part III (Details of purchases/receipts)	Goods certified etc (5/5)	Schedule II goods (other than all kinds of Spices)	Subsidized goods	Other taxable goods				Total
				1%	4%	5%	10.58%	
H. Value of Purchases/receipts during the quarter:								
H.1. Purchase from within the state (Details of dealer wise purchases to be submitted at per Box C)				800.00	400.00			
H.2. Purchase from outside the state:				200.00	80.00			
H.3. Stock transaction receipts from within the state				800.00	180.00			
H.4. Stock transaction receipts from outside the state				800.00	300.00			
I. Total of purchases/receipts				3000.00	880.00			
<i>*Need not furnish dealer wise sales of goods certified under section 11(5)</i>								

Click here for Part -3

Figure 14 : RT001 Part-3 Page

After completing Part-3 form, click on Part-4 form.

This page shows the RT001 form Part-4(Input tax credit and tax payable)

	Value	Tax
12. Input tax (including purchase tax in case of manufacturers) paid by the dealer on purchases during the quarter		
14. Reverse Credit [As per Box D]		
15. Input tax credit on account of opening stock under rule 13		
16. Input tax credit on account of capital inputs under rule 12		
17. Unadjusted input tax credit brought forward from previous quarter		
18. Total input tax credit for the quarter (15 + 16 + 17 + 18)		
20. Surcharge payable under section 3A		
21. Additional Tax payable under section 3Aa		
22. CST payable under Central Sales Tax Act, 1958		
23. Total of output tax, surcharge, additional tax and CST over of rebates (18+20+21+22-19)		
24. Tax payable for the quarter (23 - 18) if 23 is greater than 18		
25. Input tax credit carried forward (18 - 10) if 18 is greater than 10		

Figure 15 : RT001 Part-4 Page

Click here for Part -4

After completing Part-4 form, click on Part-5 form.

This page shows the RT001 form Part-5(Payment Details)

	A	B	C	D	E	F	G
1	Part V (Payment Details)						
2	26 Payment details:						
3	26.1 By way of entry tax set off, if any	100.00					
4	26.2 By way of purchase tax paid (in case of a manufacturer only)	100.00					
5	26.3 By way of advance tax, if any, paid under section 3(J)	200.00					
6	26.4 By way of ITC brought forward, if any	100.00					
7	26.5 By way of advance deduction under section 40 or 41	100.00					
8	26.6 DD/cheque (specify number, dates of payments and name of issuing bank)	100.00					
9	26.7 Cash	100.00					
10	26.8 By way of adjustment on account of excess paid during any earlier month of the same financial year (give details of computation of such excess and the mode of its payment)	200.00					
11	26.9 Any other mode eg. Deferment, etc. (specify mode)						
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							

Figure 16 : RT001 Part-5 Page

Click here for Part -5

After completing Part-5 form, click on Box A.

This page shows the RT001 form Box A (Other allowable deductions)

	A	B	C	D
1	Box A (other allowable deductions)			
2	aa. Deduction on account of:			
3	(i). Sales of goods mentioned in Schedule I of the Act	1000.00		
4	(ii). Sale of Petrol, Diesel, ATF and Natural Gas by an Oil Company to another Oil Company (a list of different goods to be annexed to this return separately along with their respective sales values) [Details of goods sold to different companies to be submitted as per Box E-2]	5000.00		
5	(iii). Value of stock transfers within the state of Bihar			
6	(iv). Amount of labour charges and other charges in case of a works contract			
7	(v). Sale of goods on which tax has been paid on MRP at the time of their purchase in terms of section 15(5)			
8	(vi). Sale of petroleum products on which tax has been paid on the first point of sale u/s 13(2)(b) of the Act (a list of different goods to be annexed to this return separately along with their respective sales values)			
9	(vii). Sales to organisations specified in Schedule V.			
10	Total [(i)+(ii)+(iii)+(iv)+(v)+(vi)+(vii)] (to be taken to line 6 of the return.)	6000.00		

Figure 17 : RT001 form Box A Page

Click here for Box-A

After completing Box A, click on Box D.

This page shows the RT001 form Box D (Reverse Credit)

	Value	Tax
1 Box D (Reverse credit)		
2 Reverse Credit on account of:		
3 (i). Value of Input-Output ratio ("K" as per rule 15) of the previous year in case of a manufacturing dealer		1.00
4 (ii). Intra-state stock transfers	1000.00	100.00
5 (iii). Inter-state stock transfers	1000.00	100.00
6 (iv). Goods returned within 6 months of purchase by the dealer filing this return	1000.00	100.00
7 (v). Transfer of the right to use goods, gifts or self-consumption	500.00	50.00
8 (vi). Sale of goods specified in Schedule IV	1000.00	100.00
9 (vii). Sale of goods specified in Schedule I	1000.00	100.00
10 (viii). Value of goods stolen, lost, or destroyed, if any	1000.00	100.00
11 (ix). Total Reverse Credit (to be taken to line 14 of the return)	6500.00	650.00

Figure 18 : RT001 form Box D Page

Click here for Box-D

After completing Box D form, click on Box F.

This page shows the RT001 form Box F (Details of statutory forms submitted in support of claims)

Box F (Details of statutory forms submitted in support of claims)				
Type of form	Number of forms	From Period(dd/mm/yyyy or dd-mon-yyyy)	To Period(dd/mm/yyyy or dd-mon-yyyy)	Value of forms
1. VAT D-III				
2. VAT D-IV				
3. VAT D-V				
4. CST-Form C				
5. CST-Form E-I				
6. CST-Form E-II				
7. CST-Form F				
8. CST-Form H				
9. CST-Form J				

[Click here for Box-F](#)

Figure 19 : RT001 form Box F Page

Fill all the details carefully and must be correct in all respect.
 After completion of the base form RT-I, complete the other forms which is necessary to upload with base form RT-I.

Download the other form like -

- Sales to registered dealer -- **VAT RT-I/RT-V Box-B**
- Sales to unregistered dealer -- **VAT RT-I/RT-V Box-B**
- Purchase from registered dealer -- **VAT RT-I/RT-V Box-C**
- Purchase from unregistered dealer -- **VAT RT-I/RT-V Box-C**
- Details of dealer wise sales to be furnished -- **VAT RT-I/RT-V E1**
- Details of goods sold to different companies -- **VAT RT-I/RT-V E2**

***Note:** All the forms except base form RT-1 must be saved with .CSV (Comma delimited) extension.

This Page shows the sales to registered dealer VAT RT-I/RT-V Box-B

1		Box B (Dealerwise sale of other taxable goods at line 9(v) above)							
2		I. Sales to registered dealers:			Value of sales:				
		Name and style of registered dealer to whom sale is made:	TIN	1%	4%	5%	13.50%	Goods supplied free of cost	Total
3	3								
4	4	Fand Transports	1095000001		40000.00				
5	5								
6	6								
7	7								
8	8								
9	9								
10	10								
11	11								
12	12								
13	13								
14	14								
15	15								
16	16								
17	17								
18	18								
19	19								
20	20								
21	21								
22	22								
23	23								
24	24								
25	25								
26	26								
27	27								
28	28								

Figure 20 : Sales to registered dealer VAT RT-I Box-B Form

This Page shows Sales to unregistered dealer VAT RT-I/RT-V Box-B Form

The screenshot displays an Excel spreadsheet for the VAT RT-I/RT-V Box-B form. The data is organized as follows:

III. Sale to consumers (Rs.):		Value of sales:					
II. Sales to unregistered dealers:		1%	4%	5%	13.50%	Goods supplied free of cost	
Name and style of unregistered dealer to whom sale is made:	Complete address						
F A Tyagi Ltd	Bakar garj patna	1000.00			30000.00		

Figure 21 : Sales to unregistered dealer VAT RT-I Box-B

This page shows the Purchase from registered dealer VAT RT-I/RT-V Box-C Form

Box C (Dealerwise purchase of other taxable goods at line 11(i) above excluding Schedule I and Schedule IV goods (other than liquor))		I. Purchases from registered dealers:						
Name and style of registered dealer from whom purchase is made:		TIN	Schedule IV goods (other than liquor)	1%	4%	5%	13.50%	Goods receive free of cost
4	Rajdani Enterprises	10050001201			2000.00	1000.00	8000.00	
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
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19								
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23								
24								
25								
26								

Figure 22 : Purchase from registered dealer VAT RT-I/RT-V Box-C

This page shows the Purchase from unregistered dealer VAT RT-I/RT-V Box-C Form

II. Purchases from unregistered dealers:		Value of purchases:					
Name and style of unregistered dealer from whom purchase is made:	Complete address	1%	4%	5%	13.50%	Goods received free of cost	
Fani Ahmad Chaudhary	Baghpat	100.00	1000.00	4000.00	5000.00		

Figure 23 : Purchase from unregistered dealer VAT RT-I/RT-V Box-C Page

This page shows details of dealer wise sales to be furnished VAT RT-I/RT-V E1 Form

The screenshot shows an Excel spreadsheet titled "RT001_Box E1_T00.xls (Compatibility Mode) - Microsoft Excel". The spreadsheet is designed for reporting dealer-wise sales. The header section includes:

- Row 1: "Box E-1 (Dealerwise sale of MS, HSD, Natural Gas and ATF) [Total of Box E.1 to be taken to line 9(i) of Box A]"
- Row 2: "Value of sales of:"
- Row 3: Headers for "MS", "HSD", "Natural Gas", "ATF", and "Total".
- Row 4: "Name and style of registered dealer to whom sale is made." (Column B)
- Row 4: "TIN" (Column C)

The data row (Row 5) shows:

- Dealer Name: Tyagi International (Column B)
- TIN: 10020000101 (Column C)
- HSD: 1000.00 (Column E)
- Total: 1000.00 (Column H)

The spreadsheet has 23 rows and 9 columns. The data row is highlighted in pink, and the header rows are highlighted in light blue.

MS	HSD	Natural Gas	ATF	Total
	1000.00			1000.00

Figure 24 : Details of dealer wise sales to be furnished VAT RT-I/RT-V E1 Page

This page shows the details of goods sold to different companies VAT RT-I/RT-V E2 Form

Box E-2 (Dealerwise sale of MS, HSD, Natural Gas and ATF) [total of Box E-2 to be taken to line 9(iii) of Box A]						
Name and style of registered dealer to whom sale is made:	TIN	Value of sales of				
		MS	HSD	Natural Gas	ATF	Total
A.A Enterprises	10050002001	1000.00				

Figure 25 : Details of goods sold to different companies VAT RT-I/RT-V E2 Page

After completing all the forms go to VAT e-Return to upload the forms.
 This Page shows to initiate the starting of uploading the forms.

This Page shows the Return type, Period and Year.

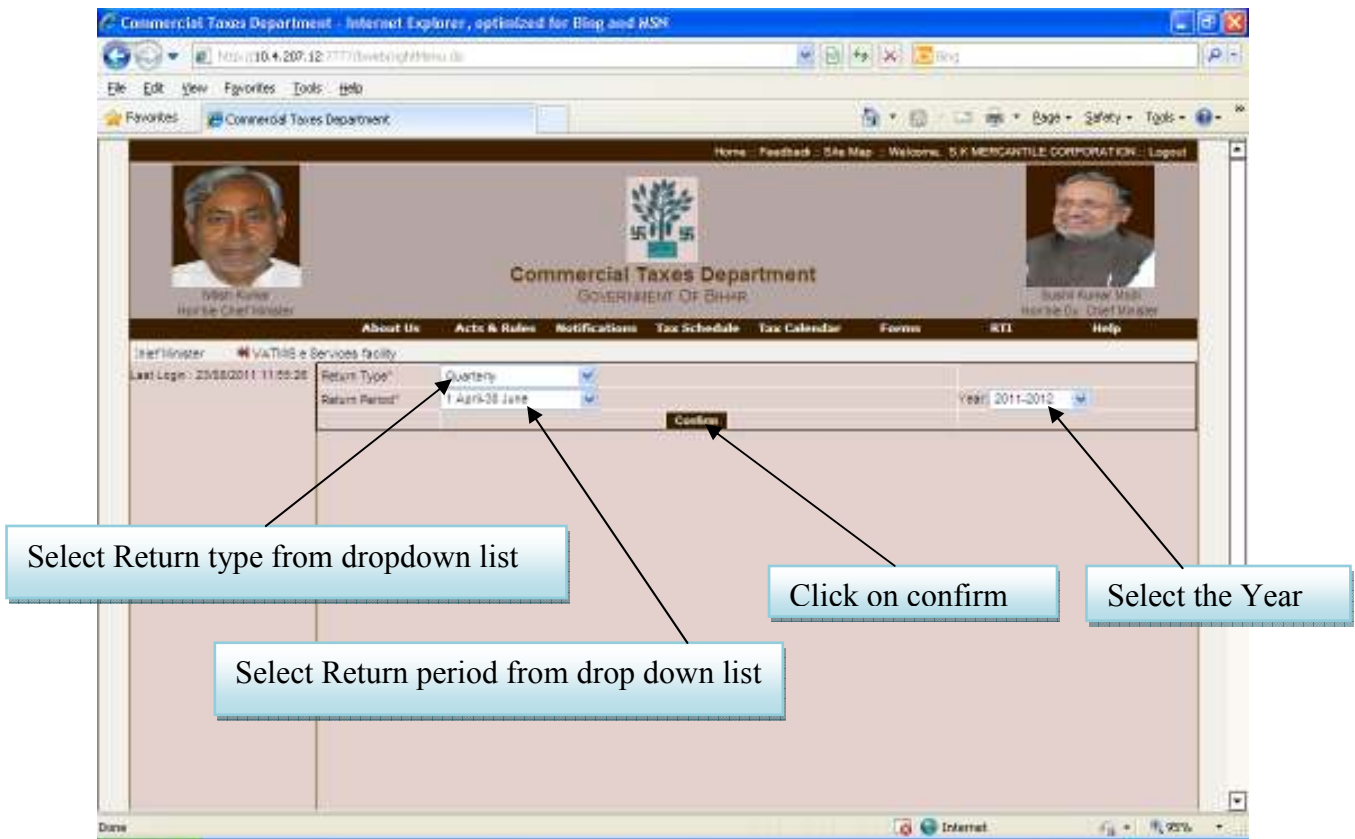


Figure 26 : VAT e>Returns Page

This page shows to how select form.

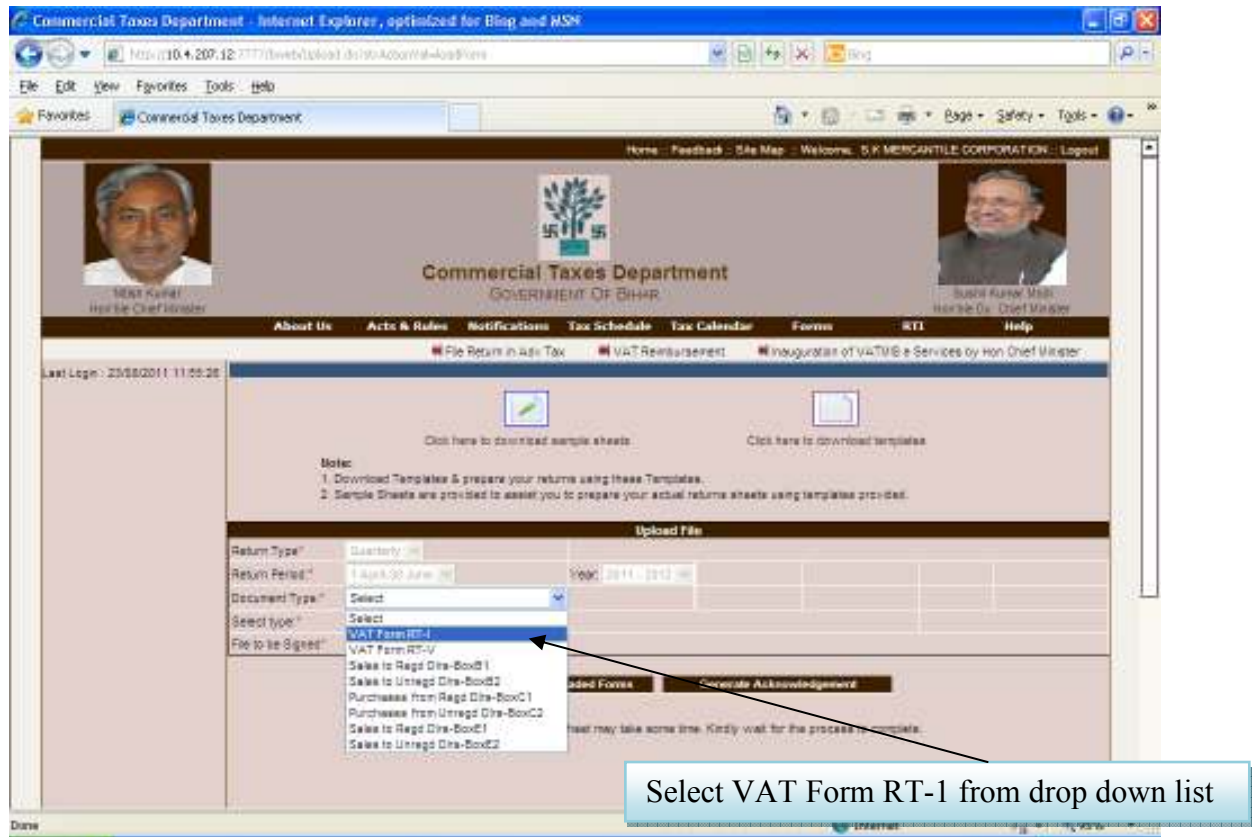


Figure 27 : VAT e-Return 1 Page

This Page shows how to upload the form.

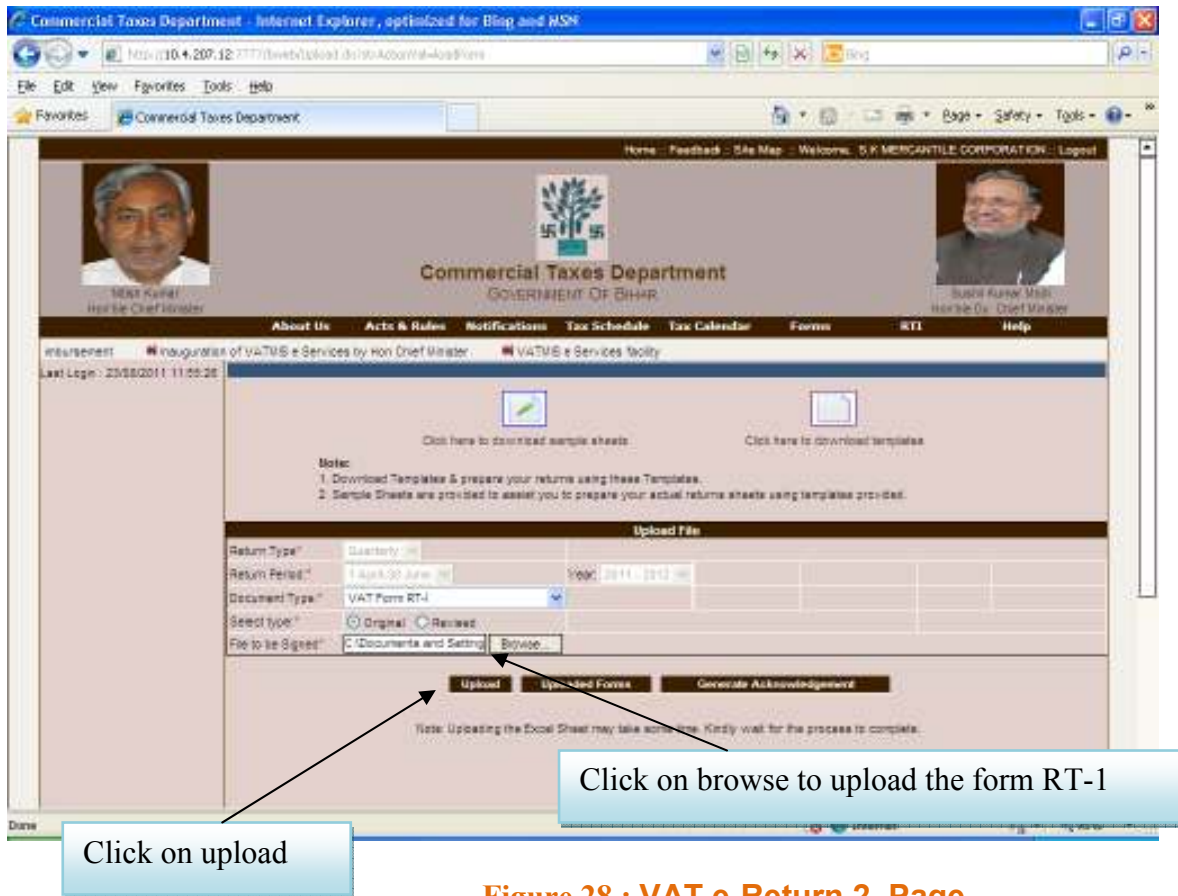


Figure 28 : VAT e-Return 2 Page

This page shows the message

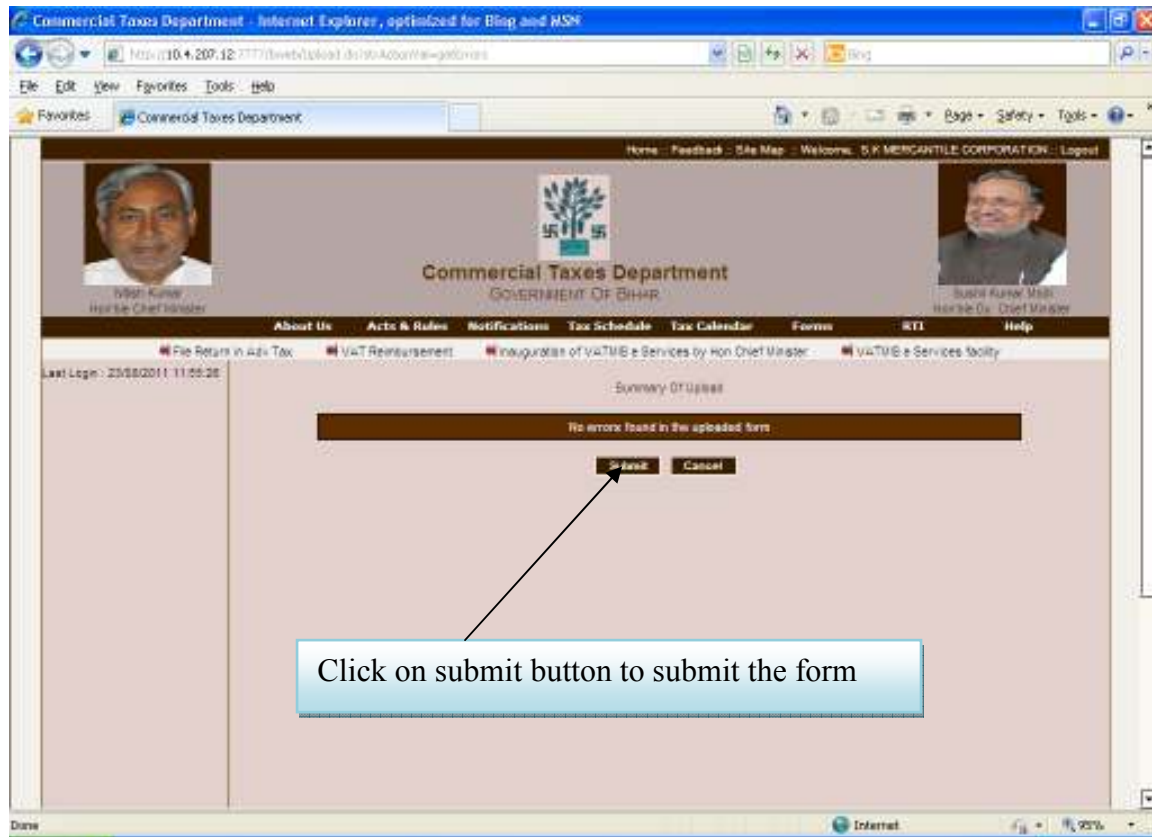


Figure 29 : Message Page

This page shows that RT-I is successfully uploaded

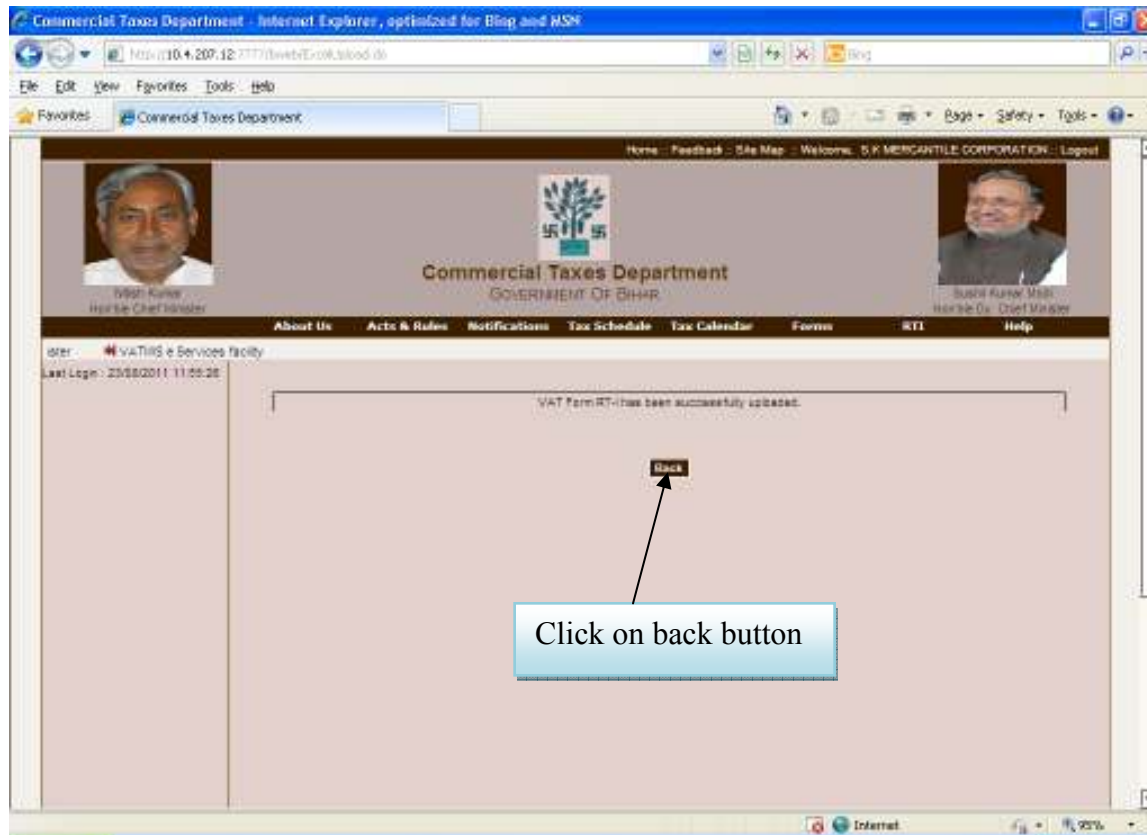
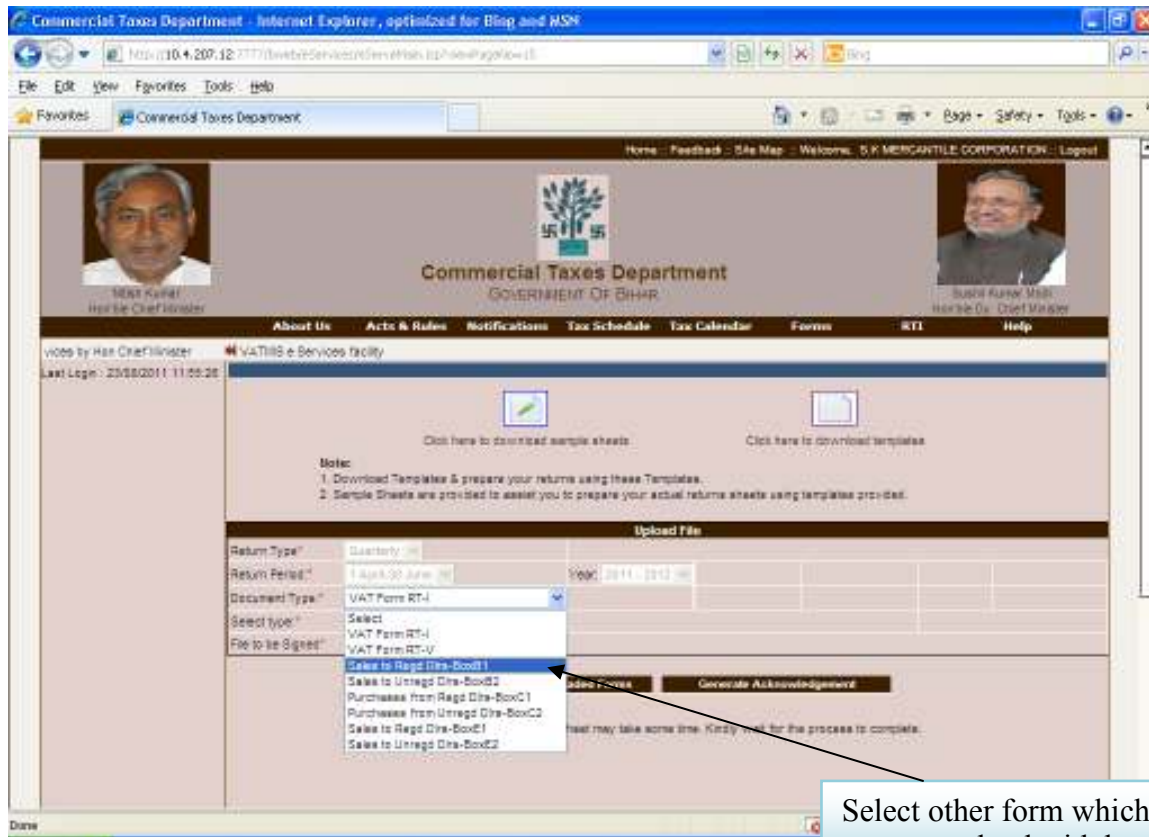


Figure 30 : Message Screen 1 Page

* NOTE:-Click “Back” to come to the main e>Returns Page. Repeat all the above steps for **RT-V for Revised Return**

After Uploading the Base form, select the other form and upload it .The process is same for all the boxes.

This Page shows how to select the box.



Select other form which you want to upload with base form.

Figure 31 : VAT e-Return Page 1

This page shows how to upload the form.



. Click on Upload button to upload the form

Figure 32 : VAT e-Return Page 2

This page shows a warning message when we upload the form.



Click on OK button to continue

Figure 33 : Message Page

This page shows the message after successfully uploading the forms.

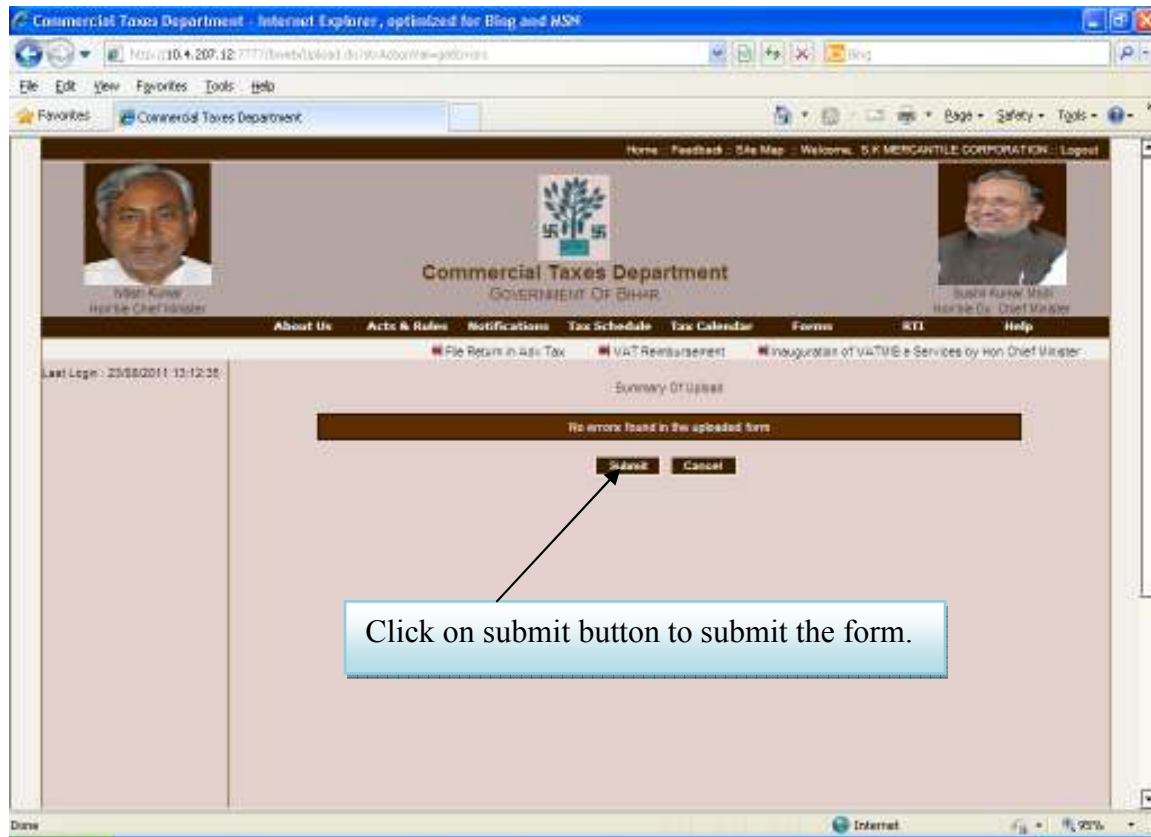
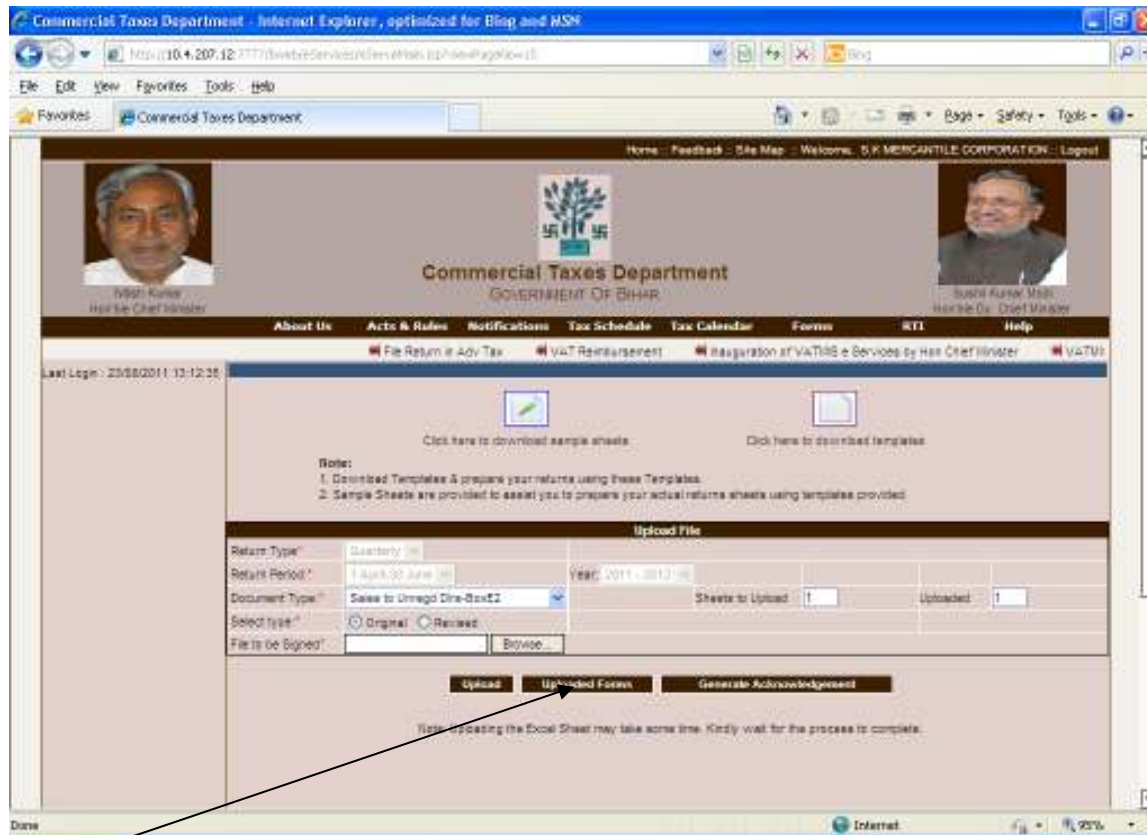


Figure 34 : Message Page

After submitting the RT-1 and other forms, we can view all the forms which we have uploaded on clicking uploaded forms button

This Page shows how we can see summary of uploaded form and templates.



Click here to show uploaded forms

Figure 35 : VAT e-Return Final Page

This Page shows the uploaded forms.



Figure 36 : Uploaded forms Page

This page shows the generation of acknowledgement



Figure 37 : Acknowledgement generation Page

This Page shows the final acknowledgement after successfully completion of e-Return.

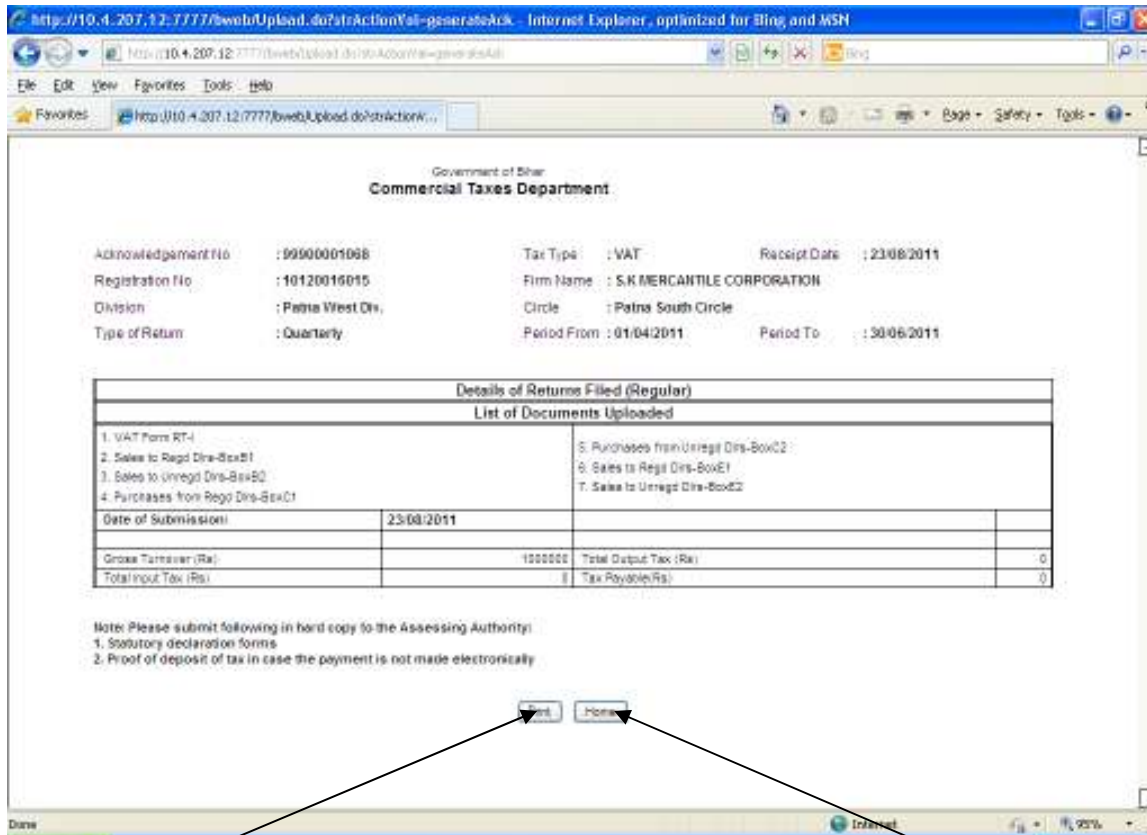


Figure 38 : Acknowledgement Page

Click on Print button to print the acknowledgement

Click on Home button to go to home page

ANNUAL RETURN:

To Initiate Annual Return, the following process is to be done

This Page shows the Inbox of the registered user.

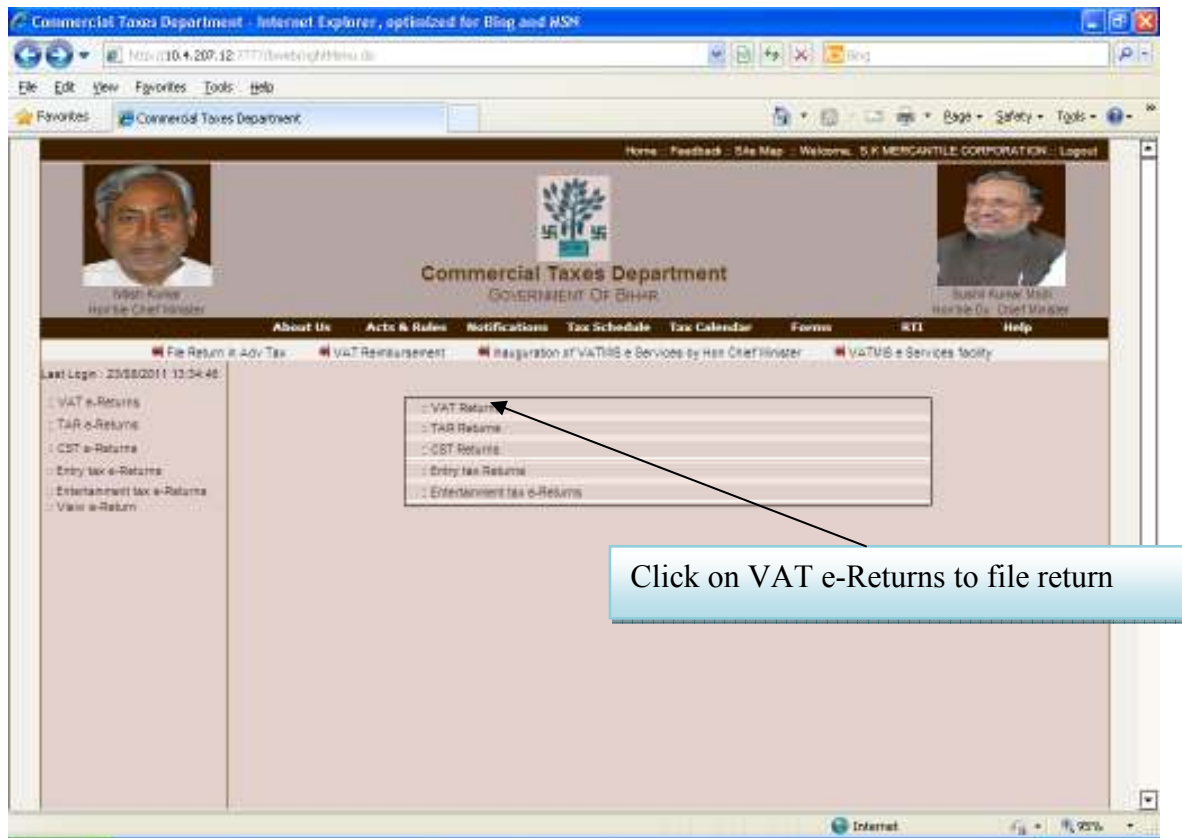


Figure 39 : Home page for registered user

This page shows the return type and return period.

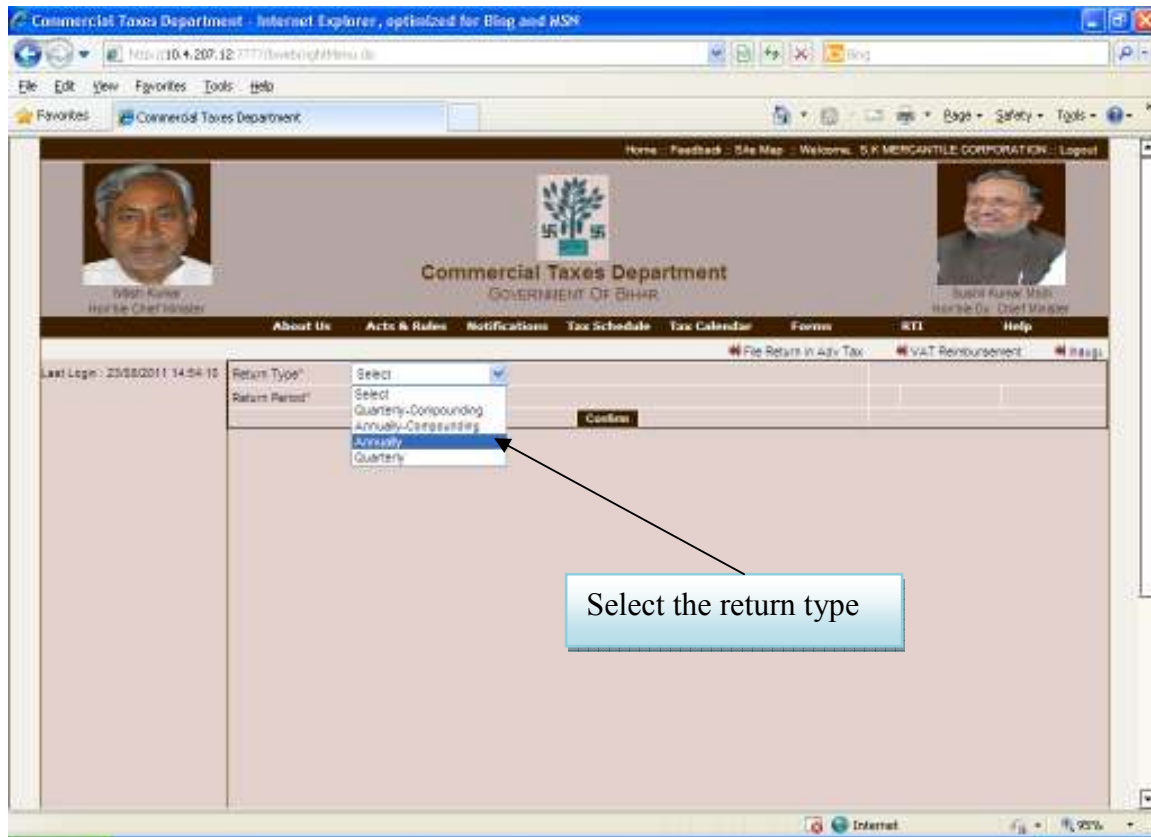


Figure 40 : e-Return Page

Sl.No.	Field Name	Descriptions	remarks
1	Return type	Select the return type	Select from the Drop down list
2	Return period	Select the return period	Select from drop down list

This page shows the annually return type and return period.

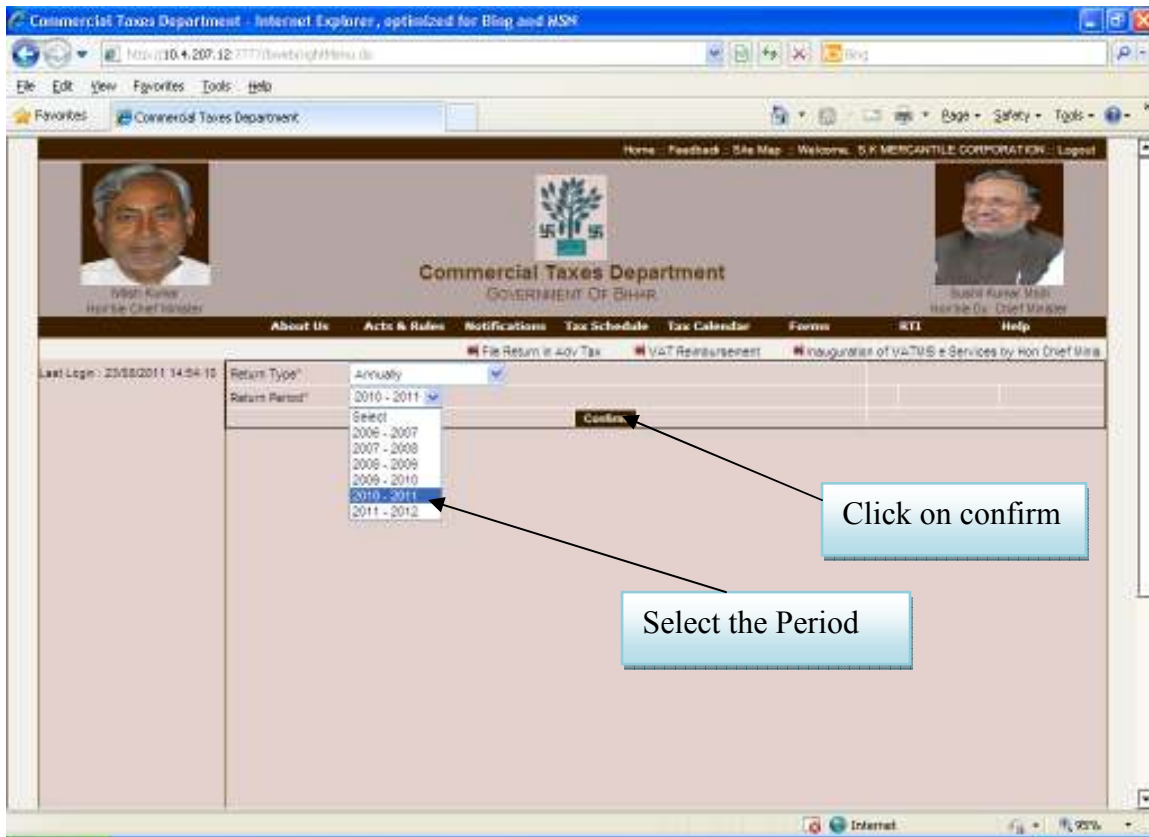


Figure 41 : Annually e-Return Page

Select the return type – Annually select the period – Yearly

This page shows how to download templates



Figure 42 : Download templates Page

This page shows the forms which is to be downloaded

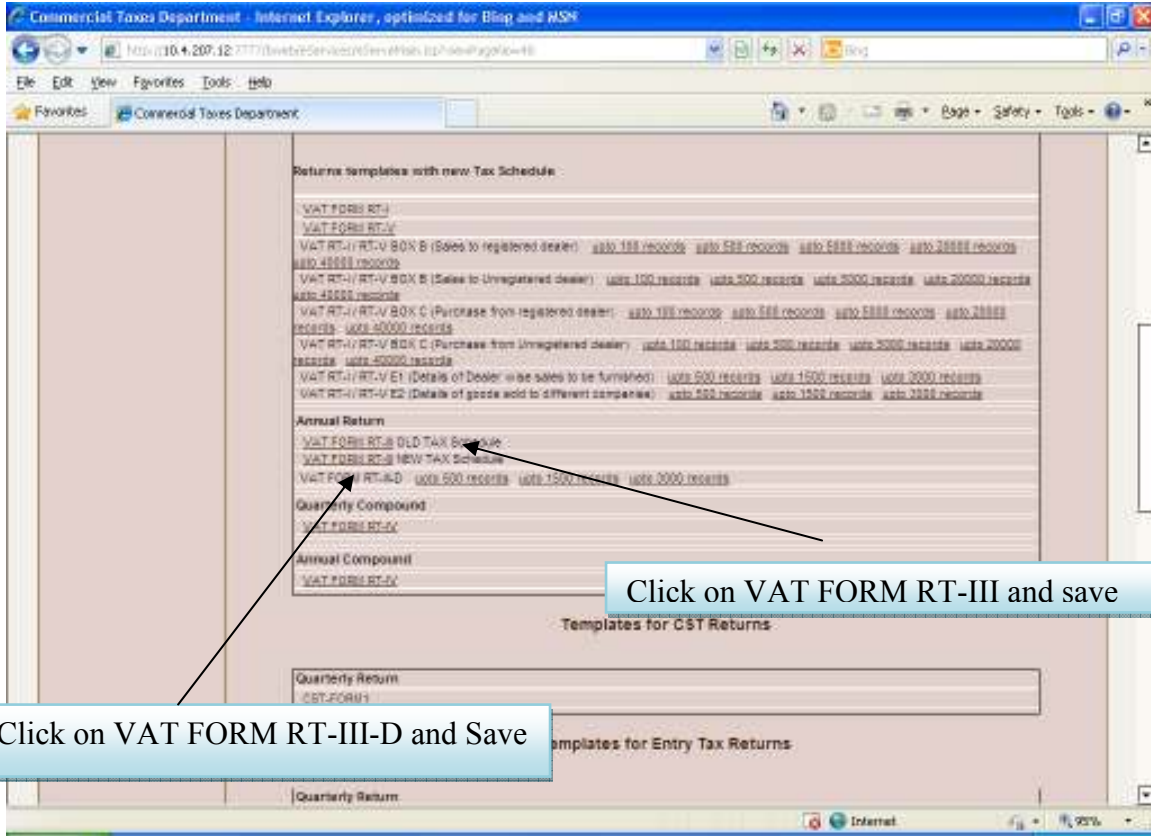


Figure 43 : Templates for VAT Returns Page

***Note:-**VAT FORM RT-III-D will be saved with .CSV extension
After downloading, again click on VAT e-Return. The next page is displayed is:

This page shows the return type and return period

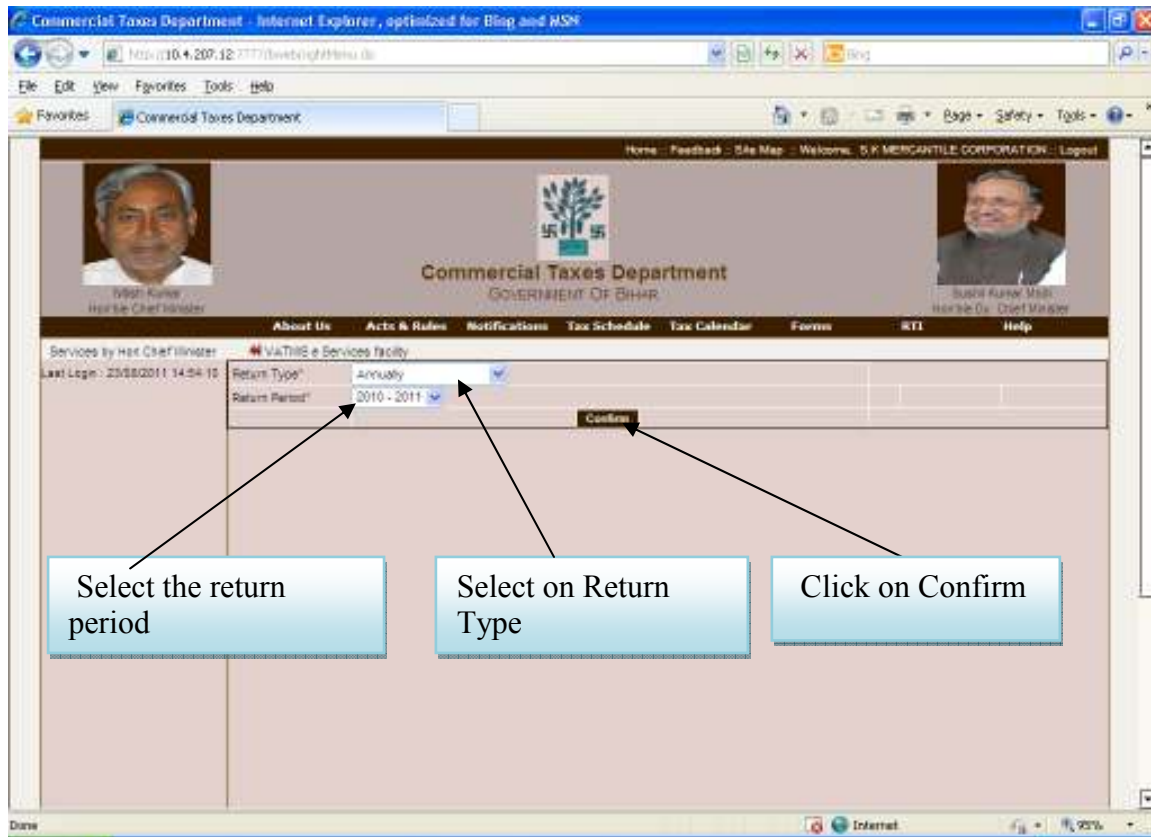


Figure 44 : VAT e-Return Page

This Page shows the related document type and how to upload them.

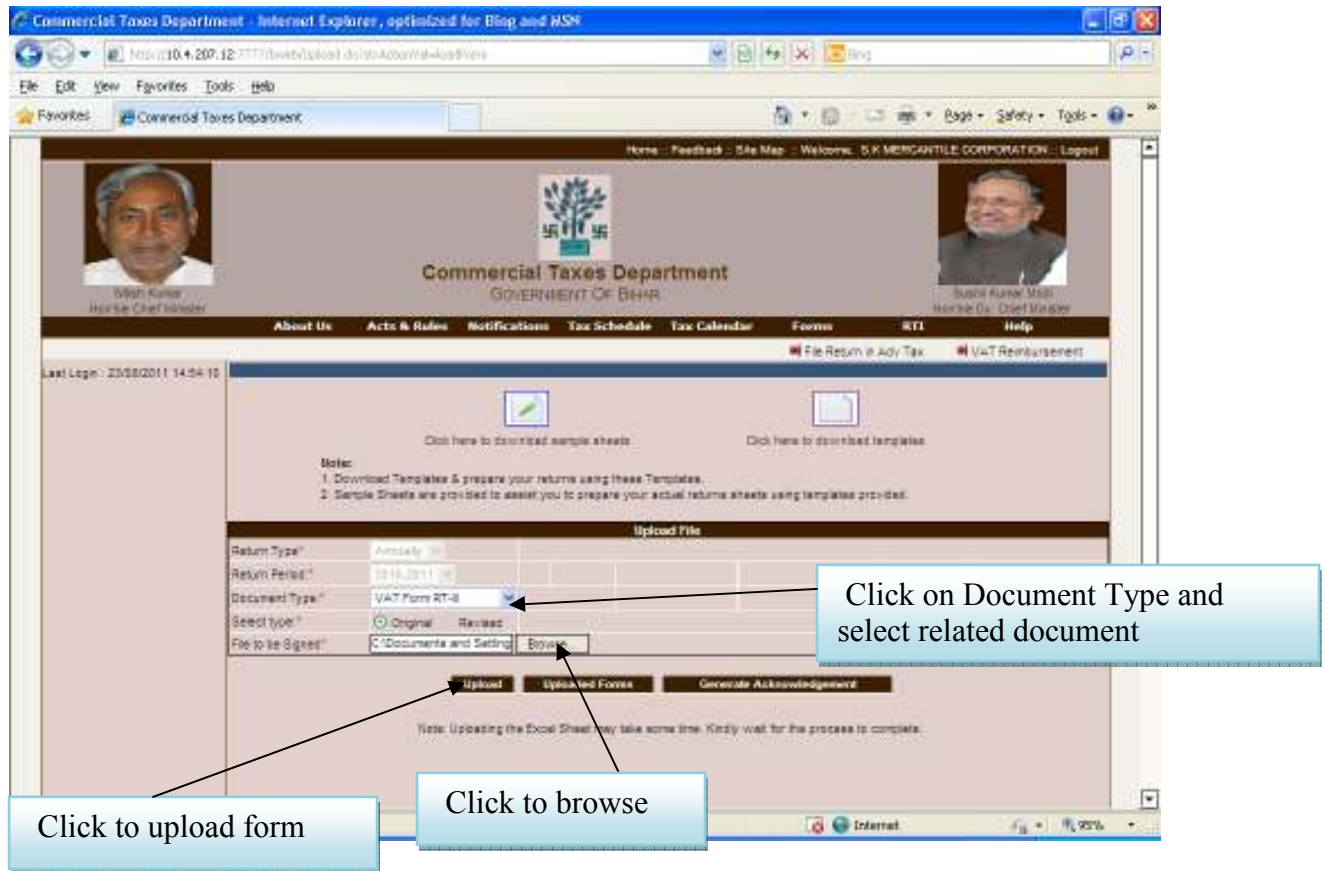


Figure 45 : Upload File Page

This page shows the summary of upload



Figure 46 : Summary of upload Page

Click on ‘Submit’ button as shown above then below mentioned screen will be displayed, of successfully message of VAT Form RT-III uploading.

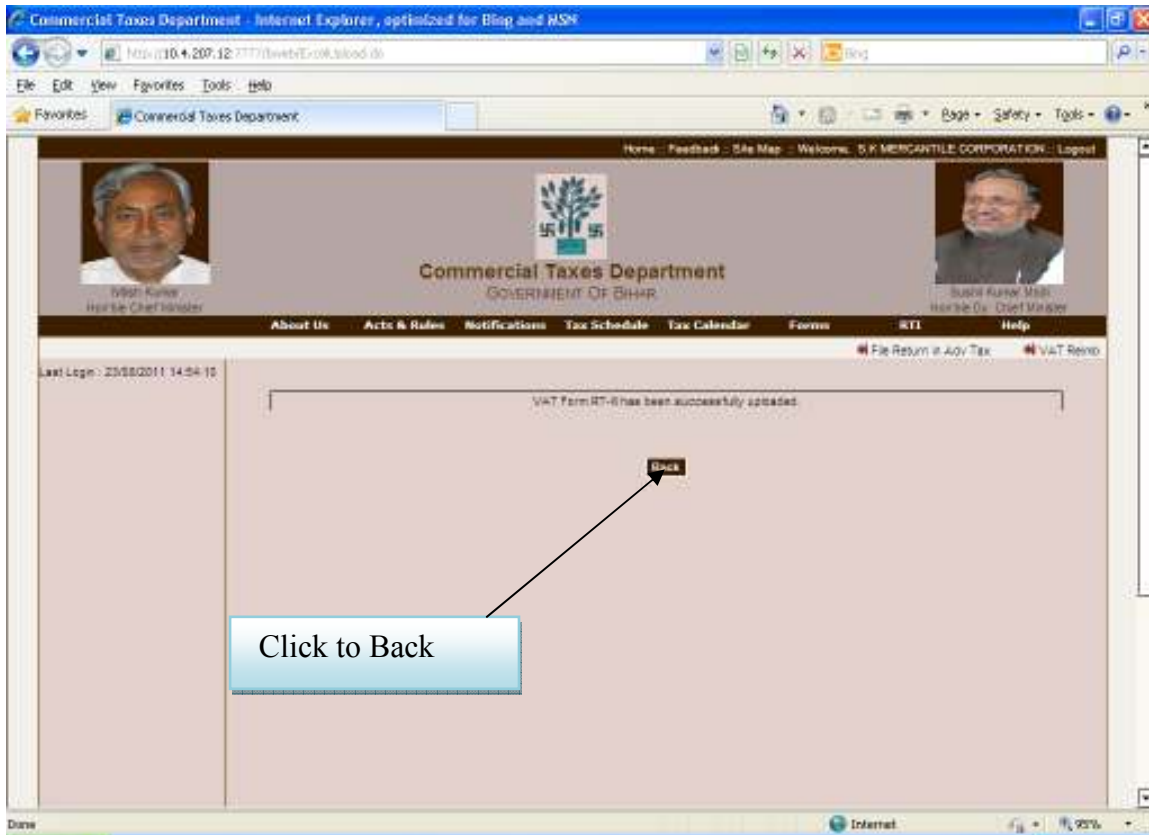


Figure 47 : Message of upload Form

Click on 'Back' button as shown above then redirect to below mentioned page.



Figure 48 : Upload Page File (Box-D)

As shown in above screen, browse the 'VAT Form RT-III Box D' then click on 'Upload' button, then below mentioned message box will be displayed.



Figure 49 : Uploading Message

Click on 'OK' Button as shown above then below mentioned message will be displayed.



Figure 50 : Summaru of upload Form

Click on 'Submit' button as shown in above screen, then below page will display.

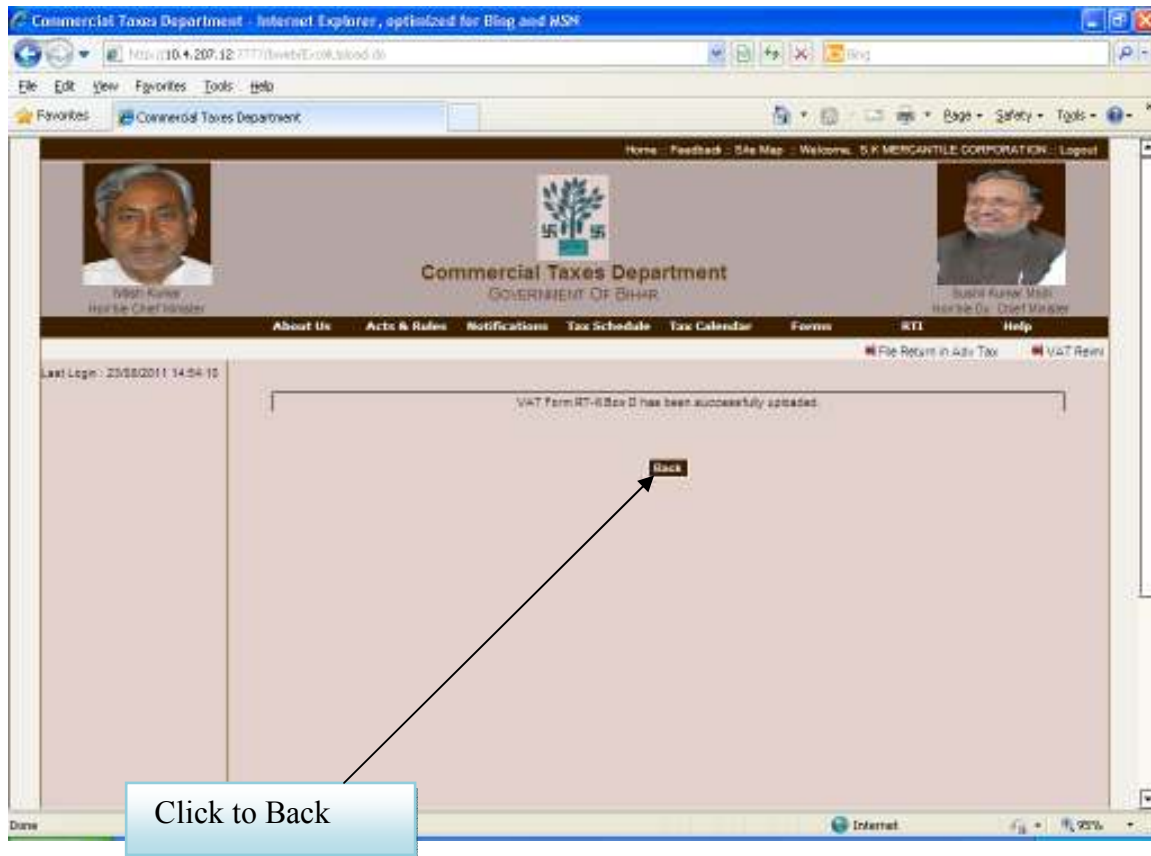


Figure 51 : Message of upload Form

Click on 'Back' button as shown above, then below mentioned page will display.



Figure 52 : Upload File

This page shows the uploaded forms.

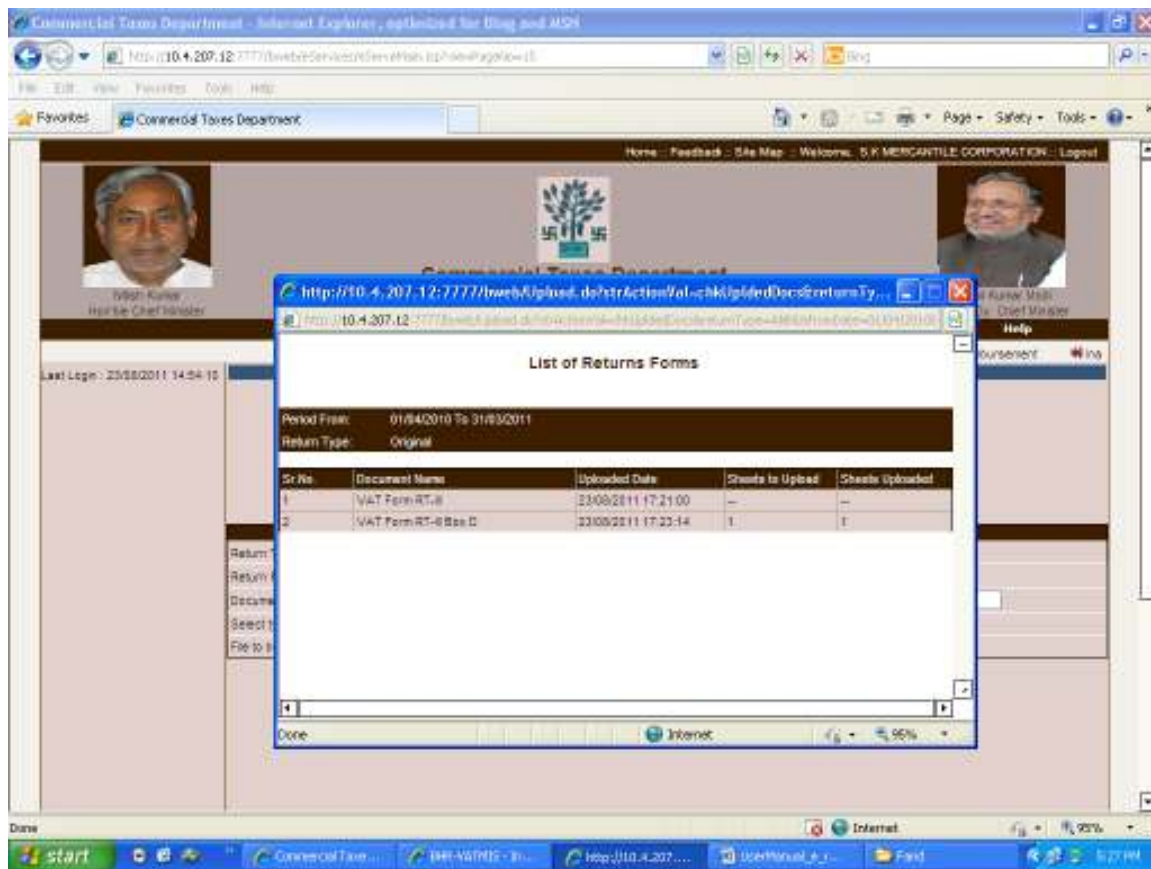
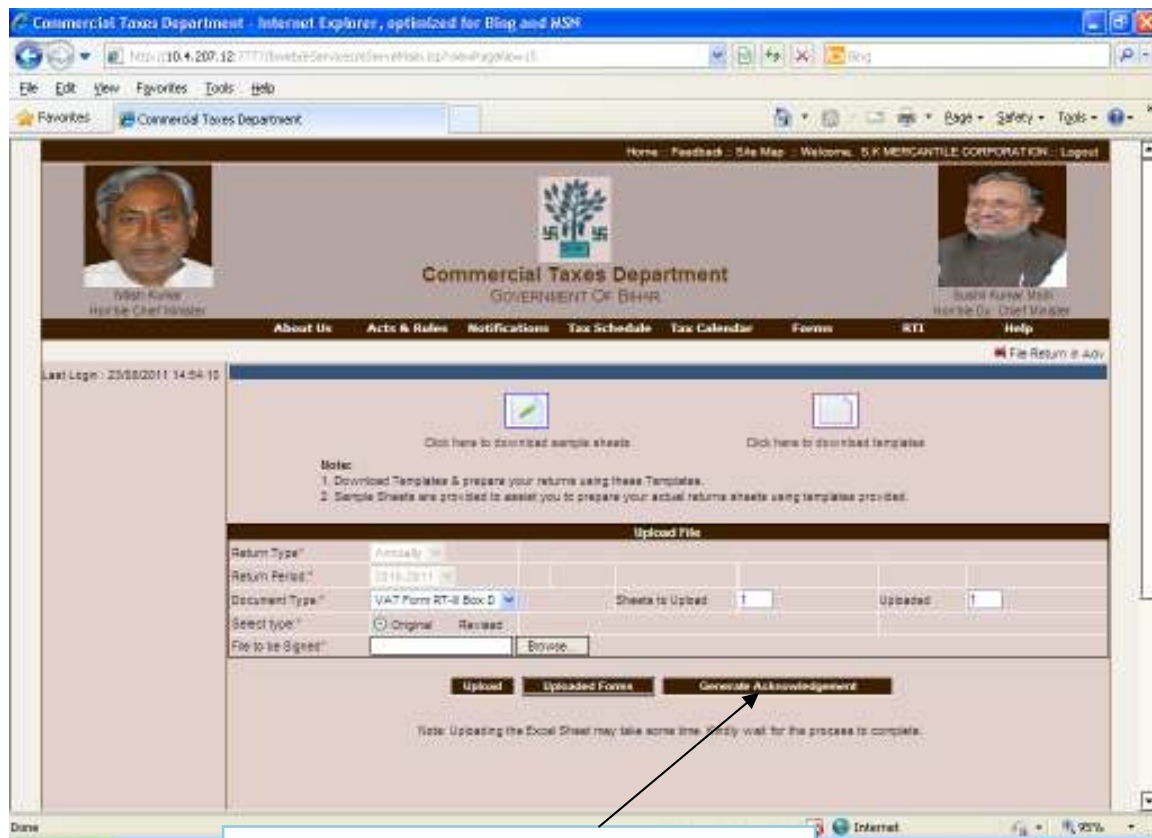


Figure 53 : Uploaded Form Page

This page shows how to generate acknowledgement.



Click on Generate Acknowledgement

Figure 54 : Acknowledgement Generation Page

This page shows the acknowledgement

Government of Bihar
Commercial Taxes Department

Acknowledgement No : 9990001078 Tax Type : VAT Receipt Date : 23/08/2011
Registration No : 10120016015 Firm Name : S.K.MERCANTILE CORPORATION
Division : Patna West Div. Circle : Patna South Circle
Type of Return : Annually Period From : 01/04/2010 Period To : 31/03/2011

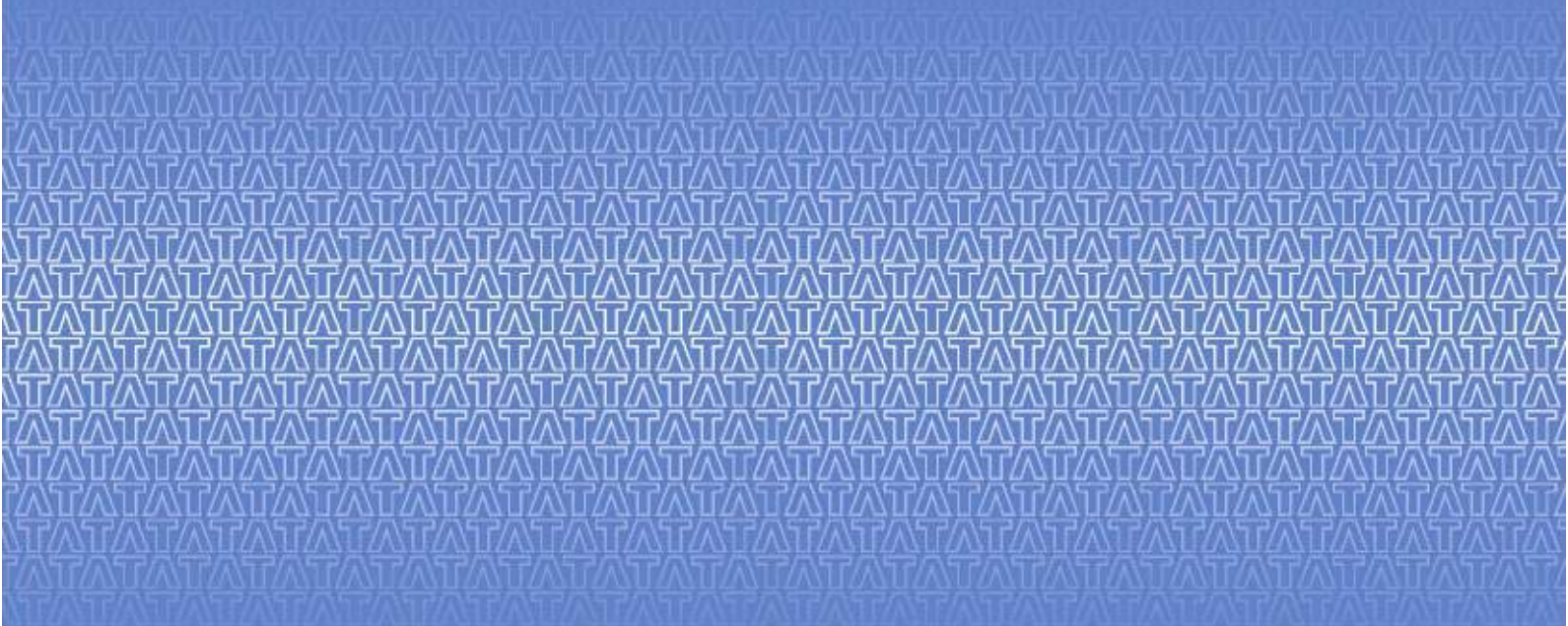
Details of Returns Filed (Regular)	
List of Documents Uploaded	
1. VAT Form RT-II	2. VAT Form RT-II Box B
Date of Submission:	23/08/2011
Gross Turnover (Rs)	Total Output Tax (Rs) 0
Total Input Tax (Rs)	Tax Payable (Rs) 0

Note: Please submit following in hard copy to the Assessing Authority:
1. Statutory declaration forms
2. Proof of deposit of tax in case the payment is not made electronically

Print Home

Click to Print Click to go Home Page

Figure 55 : Acknowledgement



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