USER MANUAL FOR ON-LINE FILING OF ANNEXURE-2A & 2B

The process for on-line filing of Annexure-2A & 2B has been modified for the convenience of users. A downloadable software application for off-line data entry of Annexure-2A and 2B has also been introduced. This new application also provides the facility of importing data in specified Excel Sheet or Notepad format. Detail instructions for the modified process of filing Annexure-2A & 2B and DVAT/CST returns are given below.

FILING ANNEXURE 2A AND 2B ON LINE

- Log on to the website of the Department of Trade & Taxes-"www.dvat.gov.in"
- Go to the link titled "New on-line 2A & 2B format"
- Log-in using your existing TIN and password
- Go to the link Form 2A or Form 2B
- Select month and year for which data is to be entered

Conditions regarding mandatory furnishing of TIN and dealer name in form 2A & 2B are as under :

-In form 2A select purchase eligible or not eligible for input tax by clicking on the appropriate button

-Choose the appropriate transaction type by clicking on appropriate buttons

-The data entered will be visible in a table at the bottom of the page

-Repeat process for entering more data in form 2A

-Similarly choose the relevant transaction type in form 2B and enter desired data

-After completing entries in form 2A and 2B, go to the link titled "Submit 2A & 2B"

- Select month and year for which Annexure 2A and 2B are to be submitted

-Click on the "Submit" button

-Note the ID number generated on submission of Annexure-2A and 2B

-Go back to the home page of the website of the Department of Trade & Taxes-www.dvat.gov.in

-Click on the link titled "E-return filing"

-Log-in using TIN and existing password

-Click on the option titled "Original Return"

-Choose the Tax period for which return is to be filed

-Proceed with the e-filing of DVAT/CST return as earlier.

FILING ANNEXURE 2A AND 2B ON LINE THROUGH NEW DOWNLOADABLE SOFTWARE APPLICATION

- Log on to the website of the Department of Trade & Taxes-"www.dvat.gov.in"

- Go to the link titled "Download offline Block for 2A and 2B"

-Click on this link to download the software application in a Zip folder

-After the download is complete unzip the folder

-Click on the file titled "Setup"

-The software application will automatically install itself on the user's computer

-An icon "DVAT" will be formed on the desktop

-Click on the icon to access the application

-Enter the TIN of user

-Please note that one application can be used for only one TIN. However, separate applications can be installed on the same computer for different TIN

-Enter basic information requested by the application at the time of first use

MANUALLY ENTERING DATA IN ANNEXURE 2A & 2B

-Choose the option titled "Sales and Purchase"

-Choose month and year for which data is to be entered

-There are three options on this page-Purchase Eligible for Input Tax-Purchase not eligible for Input Tax-Sales

-Select the appropriate option from the above three

-Select the transaction type for which data is to be entered

-The data entered will be transferred to a table at the bottom of the page on pressing "Save" button

-If an error occurs in any of the data entered, delete the appropriate row by using the "Delete" button at the beginning of each row

-After completing all entries for the Tax period, close the "Sales and Purchase" page

-Go to the link titled "Export"

-Choose the Tax period

-A report in Notepad format will be generated by the software application

   -Save this report on the desktop

   -Log on to the website of the Department of Trade & Taxes-"www.dvat.gov.in"

-Go to the link titled "New on-line 2A & 2B format"

-Log-in using your existing TIN and password

-Go to the link "Upload 2A and 2B Soft Copy"

-Click on the "Browse" button and choose the report file on desktop

-Click on the "Preview" button

-If the chosen report file is not generated through the downloaded Software Application, its contents will not become visible

-If the chosen report file is generated through the downloaded Software Application, but it has been altered later, its contents will become visible and altered parts will be highlighted in Red colour

-In both the above cases, again generate the Report through the Software Application and repeat the process

-If the chosen report file is correct and generated through the downloaded Software Application, its contents will become visible and "Save" button will be activated

-Click on the "Save" button.

-Note the ID number generated on submission of Annexure-2A and 2B

-Go back to the home page of the website of the Department of Trade & Taxes-www.dvat.gov.in

-Click on the link titled "E-return filing"

-Log-in using TIN and existing password

-Click on the option titled "Original Return"

-Choose the Tax period for which return is to be filed

-Proceed with the e-filing of DVAT/CST return as earlier.

IMPORTING DATA OF ANNEXURE 2A & 2B IN SOFTWARE APPLICATION

-Prepare an Excel Sheet or Notepad of the data regarding Annexure 2A & 2B in the specified format

-Choose the "Import" option in the downloaded Software application

-Click on the "Browse" button and select the file to be imported

-Click on the "Preview" button

- If the file is not in the specified format, its contents will not become visible

- If the file is in the specified format but the contents of the file are not as per specified validations, its contents will become visible and altered parts will be highlighted in Red colour

-In both the above cases, check the file to be imported and modify it to specified format and validations

- If the chosen report file is in the specified format and the contents of the file are as per specified validations, its contents will become visible and "Save" button will be activated

-Click on the "Save" button

-Choose the option titled "Sales and Purchase"

-Choose month and year for which data has been imported

-The data entered will be visible in a table at the bottom of the page

-If an error occurs in any of the data entered, delete the appropriate row by using the "Delete" button at the beginning of each row

-After completing all entries for the Tax period, close the "Sales and Purchase" page

-Go to the link titled "Export"

-Choose the Tax period

-A report in Notepad format will be generated by the software application

   -Save this report on the desktop

   -Log on to the website of the Department of Trade & Taxes-"www.dvat.gov.in"

   -Go to the link titled "New on-line 2A & 2B format"

   -Log-in using your existing TIN and password

   -Go to the link "Upload 2A and 2B Soft Copy"

   -Click on the "Browse" button and choose the report file on desktop

   -Click on the "Preview" button

   -If the chosen report file is not generated through the downloaded Software Application, its contents will not become visible

   -If the chosen report file is generated through the downloaded Software Application, but it has been altered later, its contents will become visible and altered parts will be highlighted in Red colour

   -In both the above cases, again generate the Report through the Software Application and repeat the process

   -If the chosen report file is correct and generated through the downloaded Software Application, its contents will become visible and "Save" button will be activated

   -Click on the "Save" button.

-Note the ID number generated on submission of Annexure-2A and 2B

-Go back to the home page of the website of the Department of Trade & Taxes-www.dvat.gov.in

-Click on the link titled "E-return filing"

-Log-in using TIN and existing password

-Click on the option titled "Original Return"

-Choose the Tax period for which return is to be filed

-Proceed with the e-filing of DVAT/CST return as earlier.

CONDITIONS REGARDING MANDATORY FURNISHING OF TIN AND DEALER NAME

Transaction Type	TIN	NAME
Import from Outside India	Seller Tin	*Seller Name
High Seas Purchase	*Seller Tin	*Seller Name
Purchase from Exempted Units	*Seller Tin	*Seller Name
Purchase from Unregistered /Composition Dealers/Retail Invoices /Tax free goods	Seller Tin	Seller Name
Interstate Purchase of Tax Exempted Goods	Seller Tin	*Seller Name
Capital Goods	*Seller Tin	*Seller Name
Interstate purchase against C/H/I/E1/E2 forms	*Seller Tin	*Seller Name
Inter State Purchase without involvement of forms	Seller Tin	Seller Name
Inter State Stock Transfer	*Seller Tin	*Seller Name
Purchase from local registered dealers	*Seller Tin	*Seller Name
Inter State Stock Transfer Outward	*Buyer Tin	*Buyer Name
Export Outside India	Buyer Tin	*Buyer Name
High Seas Sale	*Buyer Tin	*Buyer Name
Interstate sale against C/H/I/E1/E2 forms	*Buyer Tin	*Buyer Name
Inter State Sale without involvement of forms	Buyer Tin	Buyer Name
Interstate sale against J form	Buyer Tin	*Buyer Name
Local sales to Registered Dealers	*Buyer Tin	*Buyer Name
Local sales to Unregistered Dealers	Buyer Tin	Buyer Name