### User Guide – Online Forms - F

- Step 1 Log on to <u>www.dvat.gov.in</u> through internet explorer.
- Step 2 Click on the link 'Online Return Filing'



## Step 3 Click on 'Dealer Login'



# **Step 4** Enter TIN, Password and then click on 'Sign In' button.

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Step 5

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Step 6

# Select Form type(F-Form) which you intend to request for issue.



Step 7

### Select Financial Year, Period and click on 'Next' button.

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**Step 8** The details of the purchases as per data filed in Annexure 2A for the selected period will be displayed .

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Some of the purchases booked by you in the selected period may actually pertains to some invoices issued by the supplier in the previous month. If you wish to requisition a separate form pertaining to previous month for such transactions kindly bifurcate the Gross Amount accordingly. Thereafter click on 'Next' button.

Step 9

Step 10

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Step 11

Click on the relevant button to transfer the stock 'Add Branch' or Add Consignment Agent' or 'Add Principal' button.



**Step 12** Enter the details of Branch where stock is transferred, click on **'Save'** button and thereafter click on **check box** and **'Submit & Next'** button.

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Step 13Enter the data as asked for 'Amount Reduced', 'Aggregate of All Bills' and 'Aggregate of all<br/>Items' by clicking on the hyperlinks ' $\underline{0}$ '.

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Step 14

Amount Reduced – Please reduce the appropriate amount from the Gross amount shown in Annexure-2A as per the requirement and then click on **'Save & Next'** button.

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## Step 15

### Click on the hyper link under Aggregate of All Bills.

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Step 16 Select Month-Year and there after enter the details as asked for. After that, click on 'Add' button, the data entered will appear below. After entering all the bill of that particular party click on 'Save &Next' button. Please ensure that aggregate of bill wise details is the same as the Gross Amount as per Annexure 2A.

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Step 18

Enter Item wise details of amount be entered for that month by selecting the 'Month-Year'. (Please ensure that aggregate of item wise details is the same as Net Amount deduced after reduction from Gross Amount as per Annexure 2A).

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Step 19 Select Item Name, Quantity/Weight, Unit and enter the amount, click on 'Add' button. And then Click on 'Save & Next' button. (If your required item is not visible in the drop down list, go to the link 'Profile' after 'Dealer Login'. Click on 'Add Item' and enter. Then it will appear in your item details.)

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### Step 21 Move the cursor to 'Online Forms' and select 'Download' from the drop down.



#### Step 22 Select Financial Year and Form Type and Period

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**Step 23** Click on the hyper link 'View' under the heading 'View Form'. Click on the hyper link



### Step 24 Click on 'Save' button and save the form on your computer.



### Step 25 Online issued F Form with Unique Form Number and Seal.

