

User Guide – Online Forms - F

Step 1
Step 2

Log on to www.dvat.gov.in through internet explorer.
Click on the link 'Online Return Filing'

Department Of Trade And Taxes - Windows Internet Explorer

http://delhi.gov.in/wps/wcm/connect/DoIT_TradeAndTaxes/tradeandtaxes/home

File Edit View Favorites Tools Help

Department Of Trade And Taxes

delhi.gov.in
Govt. of NCT of Delhi

Trade & Taxes Department

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● Citizen Charter
● Acts
● VAT Related FAQs
● Public Documents
● Right To Information, 2005
● Tenders
● Gazette Notification
● Knowledge Base
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The national portal of India

Welcome to The Department Of Trade And Taxes

Introduction

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Our Services

- Composite Dealers
- Cancelled Dealers
- Details of 14 digits Receipt no. issues against on-line return ID
- Know Your TIN
- Online Return Filing**

Chief Minister
Sheila Dikshit

Latest News From Delhi Govt.

- Appeal from Hon. Chief Minister on 12th Five Year Plan - English
- Appeal from Hon. Chief Minister on 12th Five Year Plan - Hindi
- Delhi Geo-Spatial Data Infrastructure Act, 2011
- Guideline for Website Security
- RFP bids invited for undertaking comprehensive Socio-economic survey of

start Dealer form_Dry fruit Document1 - Microsof... Department Of Trade... http://dvat.gov.in/(S...

Step 3

Click on 'Dealer Login'

Department of Trade and Taxes
दिल्ली सरकार Govt. of N.C.T. of Delhi

Home Public Notices User Manual

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Downloads

- [Offline Block for Annexure 2A, 2B & Return](#)
- [Excel Sheet for Annexure 2A & 2B](#)
- [Instruction Sheet for Filing Annexure 2A & 2B](#)
- [User Manual for Offline Annexure 2A, 2B & Return](#)

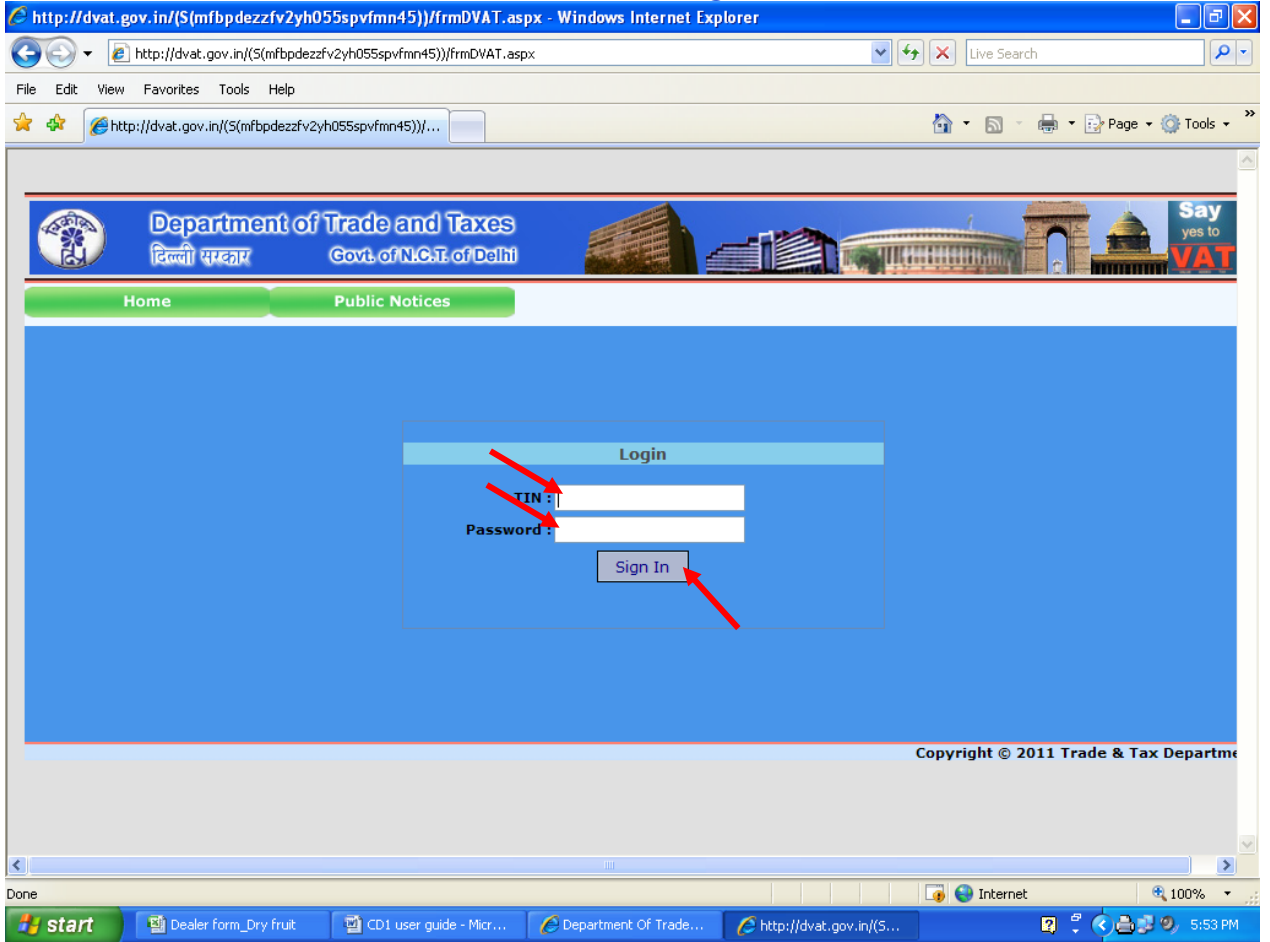
Login

- Dealer Login
- Bank Login
- Departmental Login
- Ware House Information

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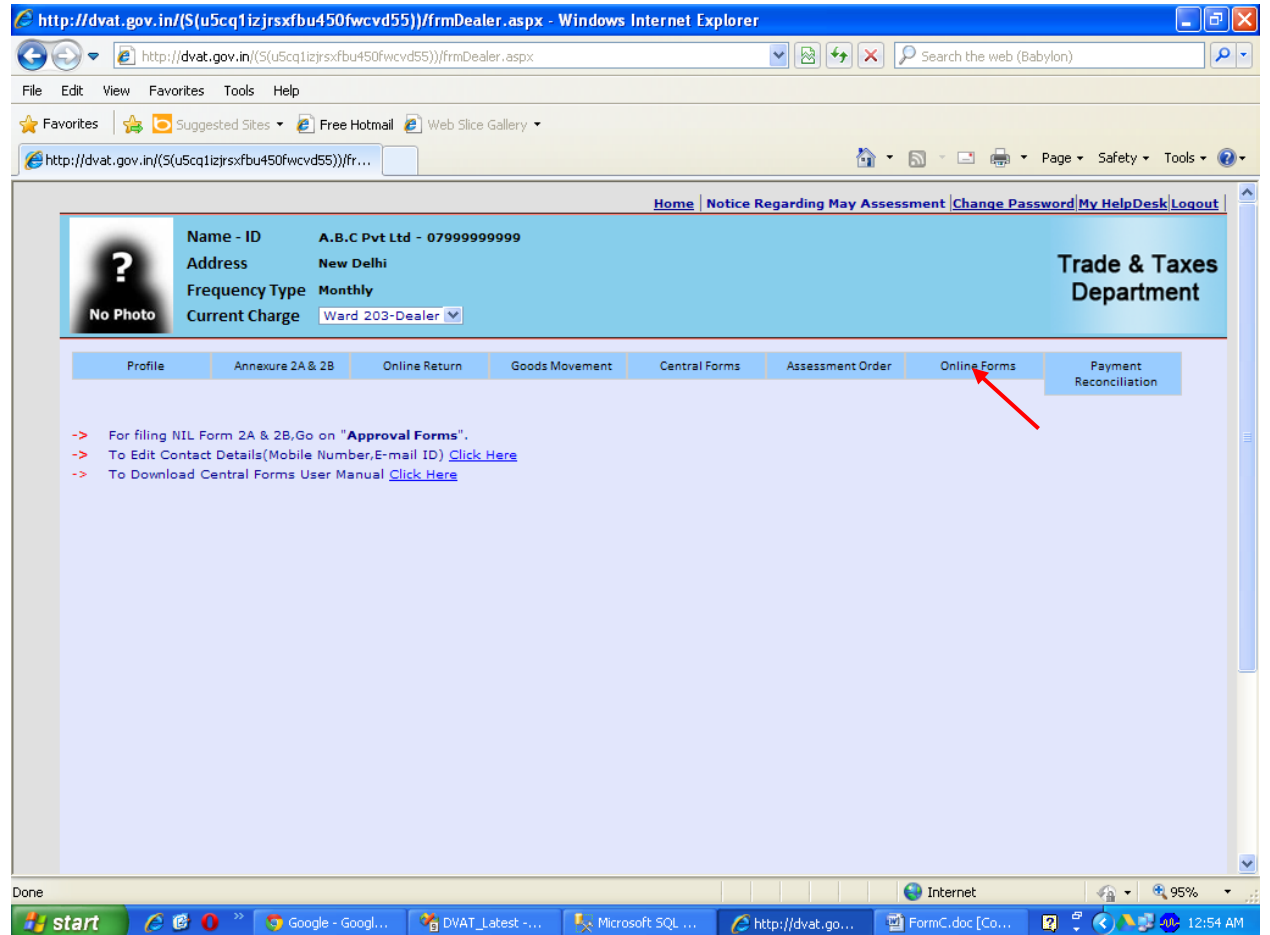
Step 4

Enter TIN, Password and then click on 'Sign In' button.



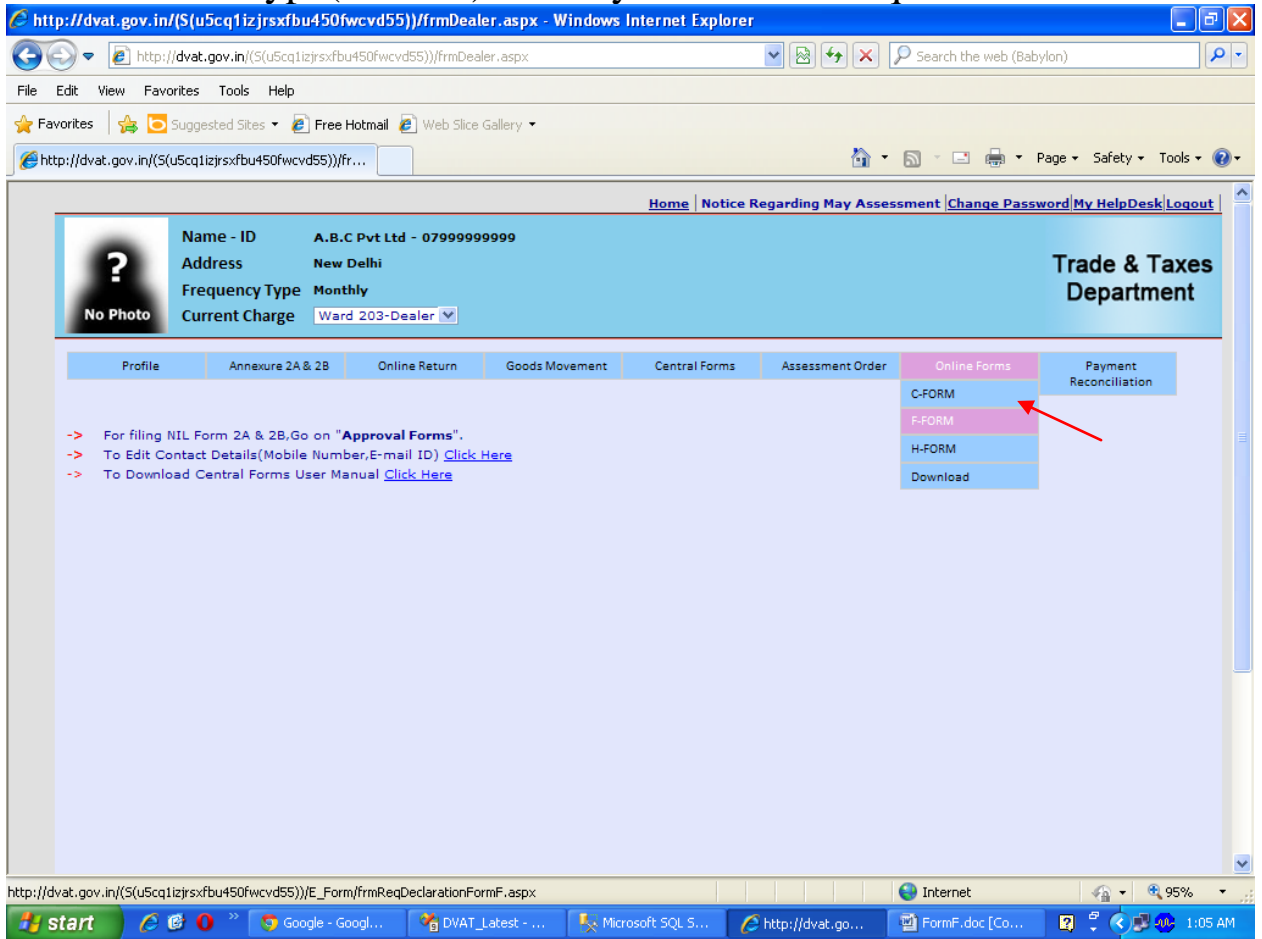
Step 5

Move the cursor to 'Online Forms'



Step 6

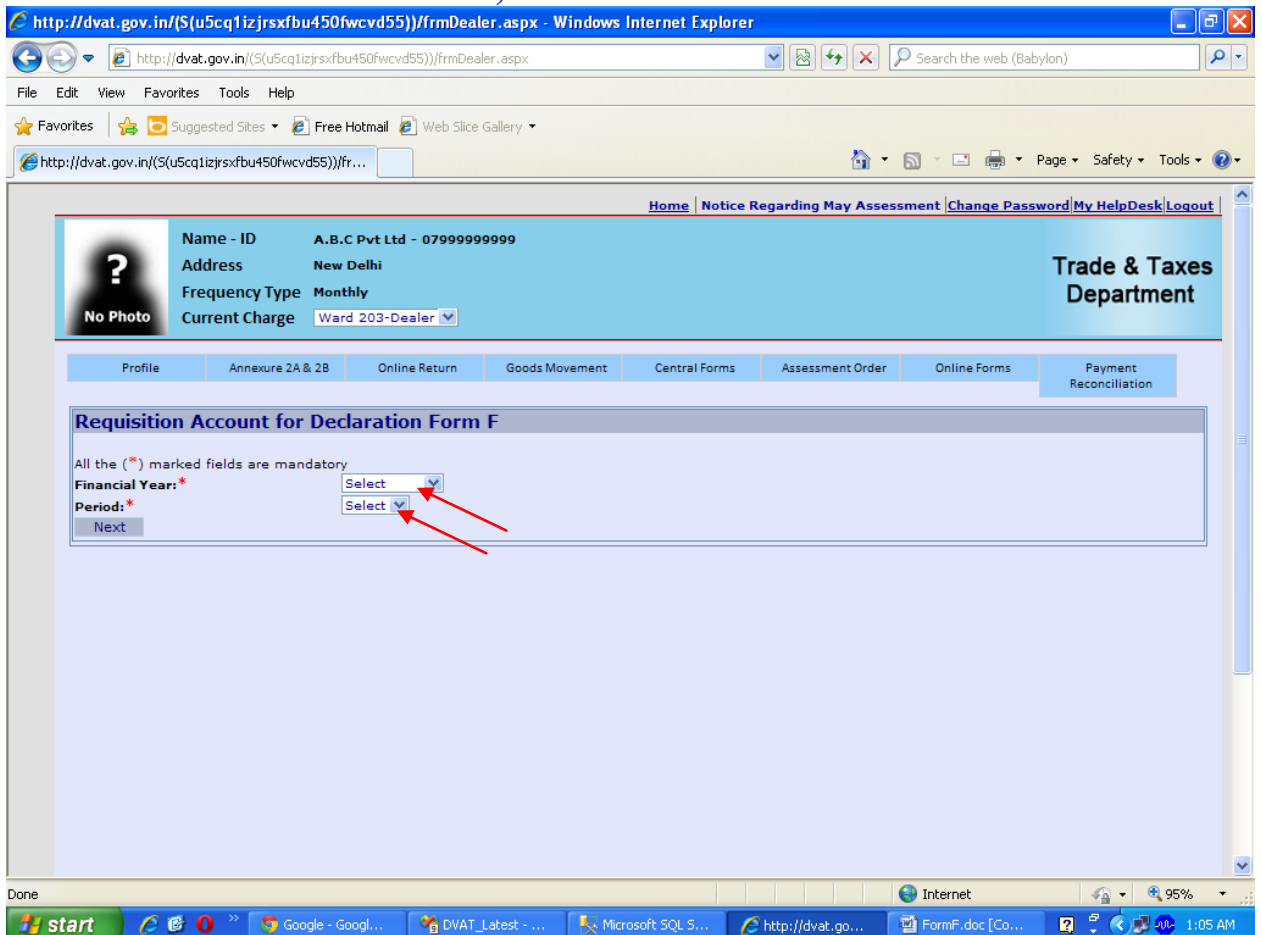
Select Form type(F-Form) which you intend to request for issue.



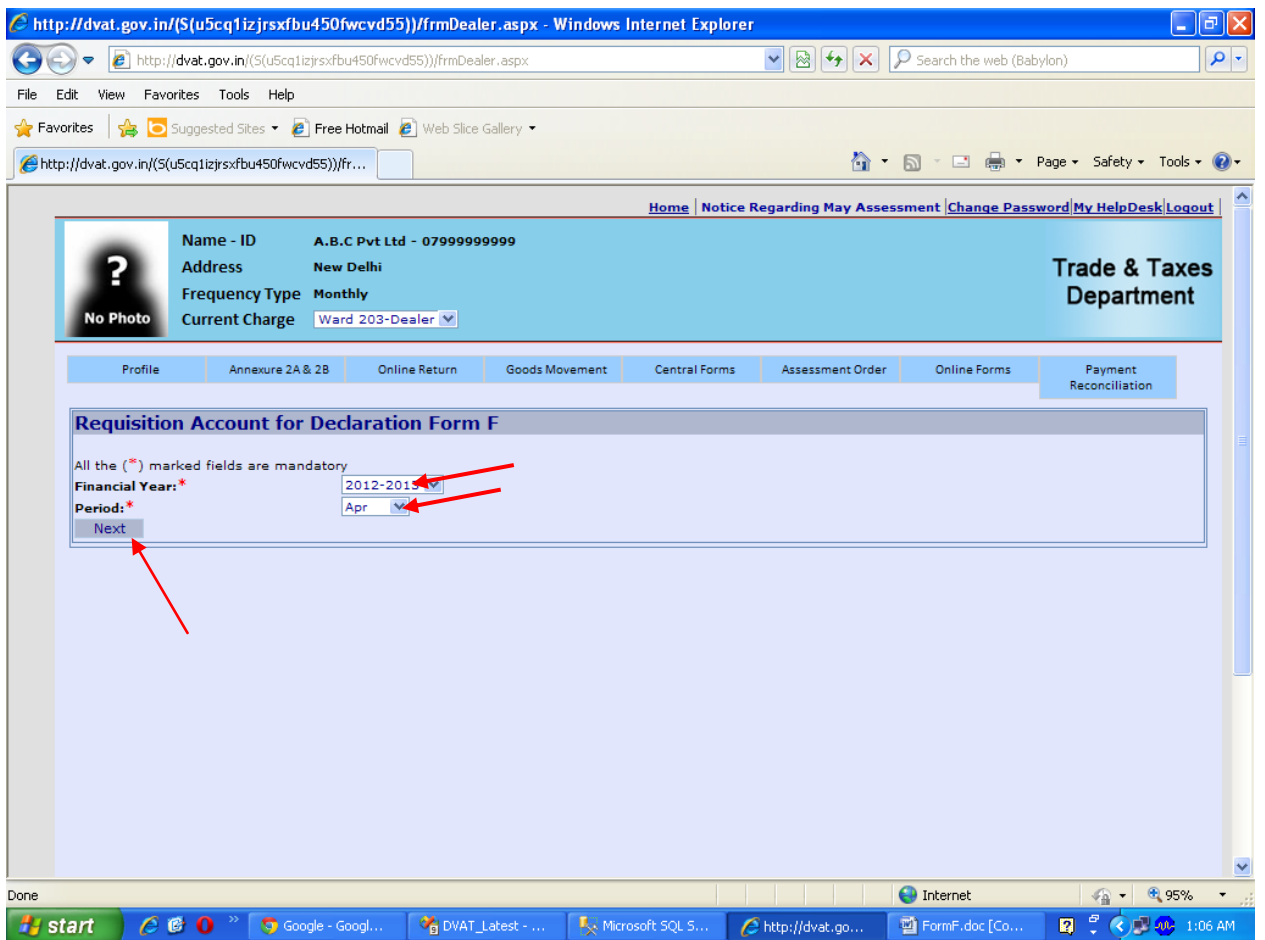
The screenshot shows a web browser window displaying the DVAT dealer portal. The user's profile information is visible at the top: Name - ID: A.B.C Pvt Ltd - 0799999999, Address: New Delhi, Frequency Type: Monthly, and Current Charge: Ward 203-Dealer. The 'Trade & Taxes Department' logo is on the right. A navigation menu includes Profile, Annexure 2A & 2B, Online Return, Goods Movement, Central Forms, Assessment Order, Online Forms, and Payment Reconciliation. The 'Online Forms' menu is expanded, showing options for C-FORM, F-FORM, H-FORM, and Download. A red arrow points to the 'F-FORM' option. Below the menu, there are instructions: '-> For filing NIL Form 2A & 2B, Go on "Approval Forms".', '-> To Edit Contact Details(Mobile Number, E-mail ID) [Click Here](#)', and '-> To Download Central Forms User Manual [Click Here](#)'.

Step 7

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

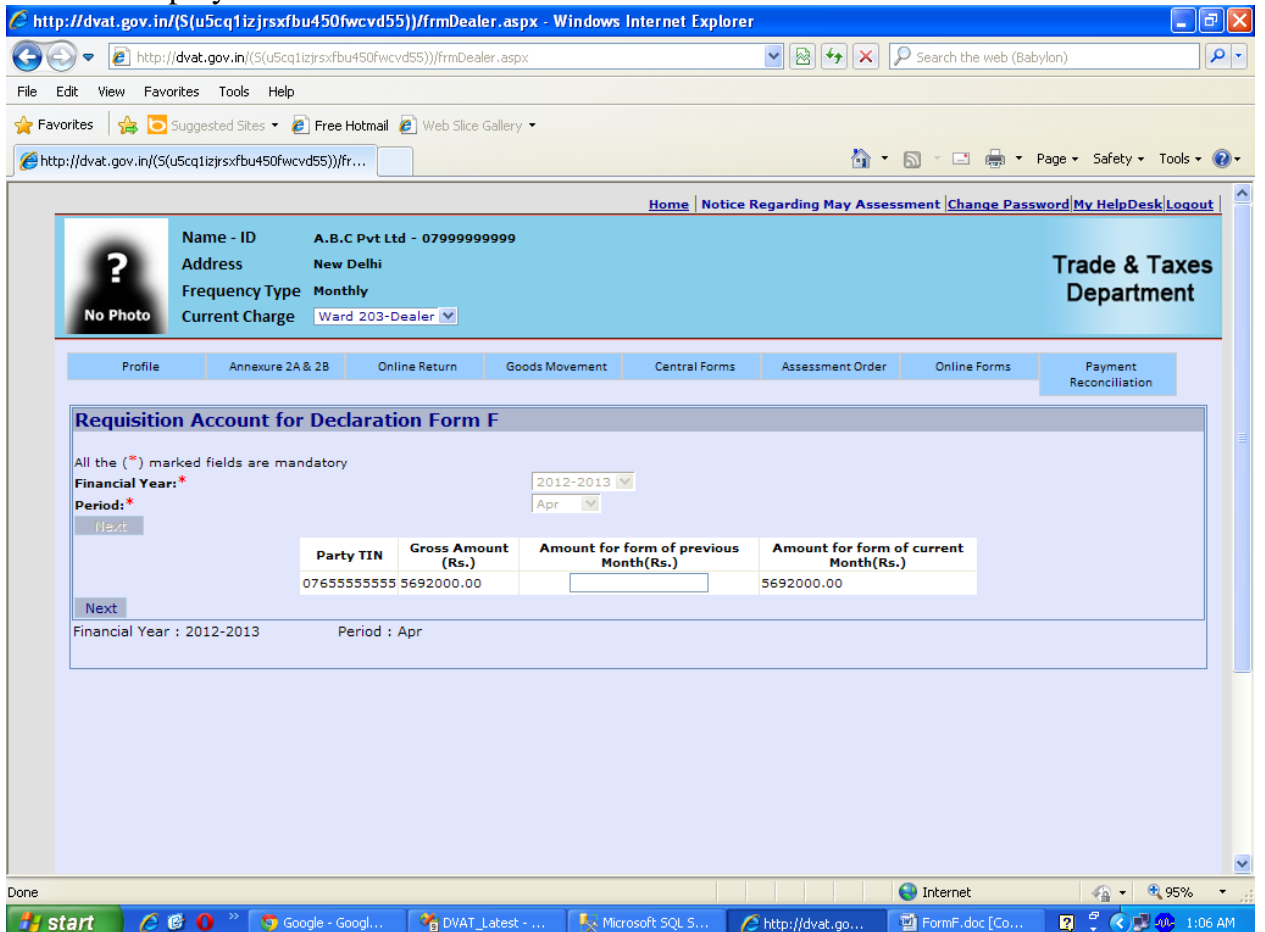


The screenshot shows the 'Requisition Account for Declaration Form F' form. The user's profile information is repeated at the top. The navigation menu is the same as in Step 6. The form contains the following fields: 'Financial Year:*' with a dropdown menu showing 'Select', and 'Period:*' with a dropdown menu showing 'Select'. A 'Next' button is located below these fields. Two red arrows point to the 'Select' dropdowns. A note above the form states: 'All the (*) marked fields are mandatory'.



Step 8

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



Step 9

Some of the purchases booked by you in the selected period may actually pertain 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.

Trade & Taxes Department

Name - ID: A.B.C Pvt Ltd - 0799999999
Address: New Delhi
Frequency Type: Monthly
Current Charge: Ward 203-Dealer

Profile | Annexure 2A & 2B | Online Return | Goods Movement | Central Forms | Assessment Order | Online Forms | Payment Reconciliation

Requisition Account for Declaration Form F

All the (*) marked fields are mandatory

Financial Year: 2012-2013
Period: Apr

Party TIN	Gross Amount (Rs.)	Amount for form of previous Month(Rs.)	Amount for form of current Month(Rs.)
0765555555	5692000.00		5692000.00

Next

Financial Year : 2012-2013 Period : Apr

Step 10

Click on the **Party TIN** for which you intend to request Online Form.

Trade & Taxes Department

Name - ID: A.B.C Pvt Ltd - 0799999999
Address: New Delhi
Frequency Type: Monthly
Current Charge: Ward 203-Dealer

Profile | Annexure 2A & 2B | Online Return | Goods Movement | Central Forms | Assessment Order | Online Forms | Payment Reconciliation

Requisition Account for Declaration Form F

All the (*) marked fields are mandatory

Financial Year: 2012-2013
Period: Apr

Select S.No	Party TIN	Gross Amount (Rs.)	Amount Reduced (Rs.)	Aggregate of All Bills (Rs.)	Aggregate of All Items (Rs.)	Net Amount (Rs.)	Select Branch Address	Period
<input type="checkbox"/>	0765555555	5692000.00	0	0	0	5692000	Select	Apr (2012)

All the above data is correct and verified.

Submit

Step 11

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

The screenshot shows the DVAT Dealer portal interface. At the top, there is a navigation bar with links: Home, Notice Regarding May Assessment, Change Password, My HelpDesk, and Logout. Below this, a user profile section displays: Name - ID: A.B.C Pvt Ltd - 0799999999, Address: New Delhi, Frequency Type: Monthly, and Current Charge: Ward 203-Dealer. A 'No Photo' placeholder is visible. A horizontal menu contains: Profile, Annexure 2A & 2B, Online Return, Goods Movement, Central Forms, Assessment Order, Online Forms, and Payment Reconciliation. Below the menu, a row of buttons includes 'Back', 'Add Branch' (highlighted with a red arrow), 'Add Consignment Agent', and 'Add P'. The browser's address bar shows the URL: http://dvat.gov.in/(S(u5cq1izrsxfbu450fvcvd55))/frmDealer.aspx.

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.

The screenshot shows the 'Add Details' form in the DVAT Dealer portal. The form fields are: Detail Type (dropdown menu), TIN (0765555555), Name (Volvo), Address (text area), City (text area), State (dropdown menu), Mobile No. (text area), Landline No. (STD Code and Number text areas), and e-mail ID (text area). A 'Save' button is located below the form. Below the form, there is an 'Added List' section with the message '---No Record Exists---'. Below that is a 'Submitted List' table with the following data:

TIN	Name	Address	City	State	Contact No	Email ID	Date
0799999999	tata	hasmdha	bfbhv	Haryana	4564564	gdfg@gmail.com	04-05-2012
1111111111	rajeev	Delhi	Delhi	Uttarakhand	880272121	RDFD@DFD.COM	07-05-2012

The browser's address bar shows the URL: http://dvat.gov.in/(S(u5cq1izrsxfbu450fvcvd55))/frmDealer.aspx.

http://dvat.gov.in/(S(u5cq1izjrsxfbu450fvcvd55))/frmDealer.aspx - Windows Internet Explorer

http://dvat.gov.in/(S(u5cq1izjrsxfbu450fvcvd55))/frmDealer.aspx

File Edit View Favorites Tools Help

Home Notice Regarding May Assessment Change Password My HelpDesk Logout

Name - ID A.B.C Pvt Ltd - 0799999999
Address New Delhi
Frequency Type Monthly
Current Charge Ward 203-Dealer

Trade & Taxes Department

Profile Annexure 2A & 2B Online Return Goods Movement Central Forms Assessment Order Online Forms Payment Reconciliation

Add Details

Back

Detail Type: Branch Details

TIN:* 0765555555

Name:* Volvo

Address:* Preet Vihar

City:* New Delhi

State:* Delhi

Mobile No:* 9999999999

Landline No.: STD Code Number

e-mail ID:* cmc@gmail.com

Save

Added List

---No Record Exists---

Submitted List

TIN	Name	Address	City	State	Contact No	Email ID	Date
07999999999	tata	hasmdha	bfhv	Haryana	4564564	gdfg@gmail.com	04-05-2012
11111111111	rajeev	Delhi	Delhi	Uttarakhand	880272121	RFDF@FDF.COM	07-05-2012

Done

http://dvat.gov.in/(S(u5cq1izjrsxfbu450fvcvd55))/frmDealer.aspx - Windows Internet Explorer

http://dvat.gov.in/(S(u5cq1izjrsxfbu450fvcvd55))/frmDealer.aspx

File Edit View Favorites Tools Help

Home Notice Regarding May Assessment Change Password My HelpDesk Logout

Name - ID A.B.C Pvt Ltd - 0799999999
Address New Delhi
Frequency Type Monthly
Current Charge Ward 203-Dealer

Trade & Taxes Department

Profile Annexure 2A & 2B Online Return Goods Movement Central Forms Assessment Order Online Forms Payment Reconciliation

Add Details

Back

Detail Type: Branch Details

TIN:* 0765555555

Name:* Volvo

Address:*

City:*

State:* select

Mobile No:*

Landline No.: STD Code Number

e-mail ID:*

Save

Added List

TIN	Name	Address	City	State	Contact No	Email ID
07655555555	Volvo	Preet Vihar	New Delhi	Delhi	9999999999	cmc@gmail.com

I have verified the data and want to submit. [Submit & Next](#)

Submitted List

TIN	Name	Address	City	State	Contact No	Email ID	Date
07999999999	tata	hasmdha	bfhv	Haryana	4564564	gdfg@gmail.com	04-05-2012
11111111111	rajeev	Delhi	Delhi	Uttarakhand	880272121	RFDF@FDF.COM	07-05-2012
99999999999	India	Prit Vihar	delhi	Delhi	9999999999	abc@gmail.com	27-08-2012

Done

http://dvat.gov.in/(S(u5cq1izjrsxfbu450fvcvd55))/frmDealer.aspx - Windows Internet Explorer

http://dvat.gov.in/(S(u5cq1izjrsxfbu450fvcvd55))/frmDealer.aspx

File Edit View Favorites Tools Help

Frequency Type: Monthly
Current Charge: Ward 203-Dealer

Profile | Annexure 2A & 2B | Online Return | Goods Movement | Central Forms | Assessment Order | Online Forms | Payment Reconciliation

Add Details

Back

Detail Type: Branch Details

TIN*: 0765555555

Name*: Volvo

Address*: [Text Box]

City*: [Text Box]

State*: select

Mobile No*: [Text Box]

Landline No. STD Code: [Text Box] Number: [Text Box]

e-mail ID*: [Text Box]

Save

Added List

	TIN	Name	Address	City	State	Contact No	Email ID
Delete	0765555555	Volvo	Preet Vihar	New Delhi	Delhi	9999999999	cmc@gmail.com

I have verified the data and want to submit. [Submit & Next](#)

Submitted List

	TIN	Name	Address	City	State	Contact No	Email ID	Date
	07999999999	tata	hasmdha	bfbhv	Haryana	4564564	gdfg@gmail.com	04-05-2012
	11111111111	rajeev	Delhi	Delhi	Uttarakhand	880272121	RFDF@FDF.COM	07-05-2012
	99999999999	India	Prit Vihar	delhi	Delhi	9999999999	abc@gmail.com	27-08-2012

Done

start | Google - Googl... | DVAT_Latest - ... | Microsoft SQL S... | http://dvat.go... | FormF.doc [Co... | 1:09 AM

Step 13

Enter the data as asked for 'Amount Reduced', 'Aggregate of All Bills' and 'Aggregate of all Items' by clicking on the hyperlinks '0'.

http://dvat.gov.in/(S(u5cq1izjrsxfbu450fvcvd55))/frmDealer.aspx - Windows Internet Explorer

http://dvat.gov.in/(S(u5cq1izjrsxfbu450fvcvd55))/frmDealer.aspx

File Edit View Favorites Tools Help

Frequency Type: Monthly
Current Charge: Ward 203-Dealer

Profile | Annexure 2A & 2B | Online Return | Goods Movement | Central Forms | Assessment Order | Online Forms | Payment Reconciliation

Requisition Account for Declaration Form F

All the (*) marked fields are mandatory

Financial Year*: 2012-2013

Period*: Apr

Financial Year : 2012-2013 Period : Apr

Select S.No	Party TIN	Gross Amount (Rs.)	Amount Reduced (Rs.)	Aggregate of All Bills (Rs.)	Aggregate of All Items (Rs.)	Net Amount (Rs.)	Select Branch Address	Period
<input type="checkbox"/> 1	0765555555	5692000.00	0	0	0	5692000	Select	Apr (2012)

All the above data is correct and verified.

Submit

Done

start | Google - Googl... | DVAT_Latest - ... | Microsoft SQL S... | http://dvat.go... | FormF.doc [Co... | 1:09 AM

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.

Frequency Type: Monthly
Current Charge: Ward 203-Dealer

Profile | Annexure 2A & 2B | Online Return | Goods Movement | Central Forms | Assessment Order | Online Forms | Payment Reconciliation

Reduce Overhead Details

Back

Party TIN	Form Type	Period	Gross Amount (₹)	Amount Reduced (₹)	Net Amount (₹)
0765555555	Form-F	Apr(2012)	5692000.00	0	5692000

S. No.	Overheads	Amount to be reduced (₹)
1	Cost of freight deliveries, freight or installation, separately paid but included in the purchase.	<input type="text" value="10000"/>
2	Job work, labour & services charges for work contract not amounting to purchase but included in the purchase.	<input type="text" value="0"/>

Step 15

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

Frequency Type: Monthly
Current Charge: Ward 203-Dealer

Profile | Annexure 2A & 2B | Online Return | Goods Movement | Central Forms | Assessment Order | Online Forms | Payment Reconciliation

Requisition Account for Declaration Form F

All the (*) marked fields are mandatory

Financial Year: 2012-2013
Period: Apr

Financial Year : 2012-2013 Period : Apr

Select S.No	Party TIN	Gross Amount (Rs.)	Amount Reduced (Rs.)	Aggregate of All Bills (Rs.)	Aggregate of All Items (Rs.)	Net Amount (Rs.)	Select Branch Address	Period	
<input type="checkbox"/>	1	0765555555	5692000.00	10000	Aggregate of All Bills (Rs.)	0	5682000	Select	Apr (2012)

All the above data is correct and verified.

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.

The screenshot shows the DVAT Dealer portal interface. At the top, there are navigation tabs: Profile, Annexure 2A & 2B, Online Return, Goods Movement, Central Forms, Assessment Order, Online Forms, and Payment Reconciliation. The 'Bill Wise Details' section is active, displaying a table with the following data:

Party TIN	Form Type	Period	Gross Amount (₹)	Amount Reduced (₹)	Net Amount (₹)
0765555555	Form-F	Apr(2012)	5692000.00	10000	5682000

Below the table, there is a section for selecting the month-year. A dropdown menu is open, showing 'Month-Year' with '4-2012' selected. A red arrow points to the 'Select' button. Below this, there is a 'List of Added Bill wise Detail:' section which is currently empty, and a 'Save & Next' button.

The screenshot shows the DVAT Dealer portal interface, similar to the previous one. The 'Bill wise detail for:' section is now active, displaying a table with the following data:

Bill No.*	Bill Date*	Amount(₹)*	GR No. / RR No.*	Date*	Date of delivery*
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Below the table, there is a section for adding a new bill. A red arrow points to the 'Add' button. Below this, there is a 'List of Added Bill wise Detail:' section which is currently empty, and a 'Save & Next' button. Red arrows also point to the input fields for Bill No., Bill Date, Amount, GR No. / RR No., Date, and Date of delivery.

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http://dvat.gov.in/(S(u5cq1izjrsxfbu450fwcvd55))/frmDealer.aspx

File Edit View Favorites Tools Help

Frequency Type: Monthly
Current Charge: Ward 203-Dealer

Department: No Photo

Profile | Annexure 2A & 2B | Online Return | Goods Movement | Central Forms | Assessment Order | Online Forms | Payment Reconciliation

Bill Wise Details

Back

All the (*) marked fields are mandatory.

Party TIN	Form Type	Period	Gross Amount (₹)	Amount Reduced (₹)	Net Amount (₹)
0765555555	Form-F	Apr(2012)	5692000.00	10000	5682000

Select month-year to enter bill wise detail :

Month-Year: 4-2012

Bill wise detail for:
Month: 4-2012

Bill No.*	Bill Date*	Amount(₹)*	GR No. / RR No.*	Date*	Date of delivery*
B4545	06-04-2012	5692000	G545	06-04-2012	06-04-2012

List of Added Bill wise Detail:
No Record.....

Save & Next

Done

http://dvat.gov.in/(S(u5cq1izjrsxfbu450fwcvd55))/frmDealer.aspx - Windows Internet Explorer

http://dvat.gov.in/(S(u5cq1izjrsxfbu450fwcvd55))/frmDealer.aspx

File Edit View Favorites Tools Help

Frequency Type: Monthly
Current Charge: Ward 203-Dealer

Department: No Photo

Profile | Annexure 2A & 2B | Online Return | Goods Movement | Central Forms | Assessment Order | Online Forms | Payment Reconciliation

Bill Wise Details

Back

All the (*) marked fields are mandatory.

Party TIN	Form Type	Period	Gross Amount (₹)	Amount Reduced (₹)	Net Amount (₹)
0765555555	Form-F	Apr(2012)	5692000.00	10000	5682000

Select month-year to enter bill wise detail :

Month-Year: 4-2012

Bill wise detail for:
Month: 4-2012

Bill No.*	Bill Date*	Amount(₹)*	GR No. / RR No.*	Date*	Date of delivery*

List of Added Bill wise Detail:

	S.No	Month-Year	Bill No.	Bill Date	Amount(Rs.)	GR No. / RR No.	Date	Date of Delivery
Delete	1	4-2012	B4545	06-04-2012	5692000	G545	06-04-2012	06-04-2012

Save & Next

Done

Step 17

Click on the hyperlink under the heading 'Aggregate of All Items'.

The screenshot shows the 'Requisition Account for Declaration Form F' page. The page includes a table with the following data:

Select S.No	Party TIN	Gross Amount (Rs.)	Amount Reduced (Rs.)	Aggregate of All Bills (Rs.)	Aggregate of All Items (Rs.)	Net Amount (Rs.)	Select Branch Address	Period
1	0765555555	5692000.00	10000	5692000	0	5682000	Select	Apr (2012)

A red arrow points to the 'Aggregate of All Items (Rs.)' field, which is currently set to 0. Below the table, there is a checkbox labeled 'All the above data is correct and verified.' and a 'Submit' button.

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 deducted after reduction from Gross Amount as per Annexure 2A).

The screenshot shows the 'Items Details Entry' page. The page includes a table with the following data:

Party TIN	Form Type	Period	Gross Amount (₹)	Amount (₹)	Net Amount (₹)
0765555555	Form-F	Apr(2012)	5692000.00	10000	5682000

Below the table, there is a section titled 'Select month-year to enter item detail :'. It contains a dropdown menu labeled 'Month-Year' with the value '4-2012' selected. A red arrow points to the 'Month-Year' dropdown menu. Below this, there is a section titled 'List of Added Items Detail :'. It contains the text 'No Record....' and a 'Save & Next' button.

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.)

Frequency Type: Monthly
Current Charge: Ward 203-Dealer

Items Details Entry

All the (*) marked fields are mandatory.

Party TIN	Form Type	Period	Gross Amount (₹)	Amount (₹)	Net Amount (₹)
0765555555	Form-F	Apr(2012)	5692000.00	10000	5682000

Select month-year to enter item detail :

Month-Year: 4-2012

Item Detail for:
Month-Year: 4-2012

Item Name *	Qty/Weight*	Unit*	Amount (₹) *
Select			

List of Added Items Detail :
No Record....

Save & Next

Frequency Type: Monthly
Current Charge: Ward 203-Dealer

Items Details Entry

All the (*) marked fields are mandatory.

Party TIN	Form Type	Period	Gross Amount (₹)	Amount (₹)	Net Amount (₹)
0765555555	Form-F	Apr(2012)	5692000.00	10000	5682000

Select month-year to enter item detail :

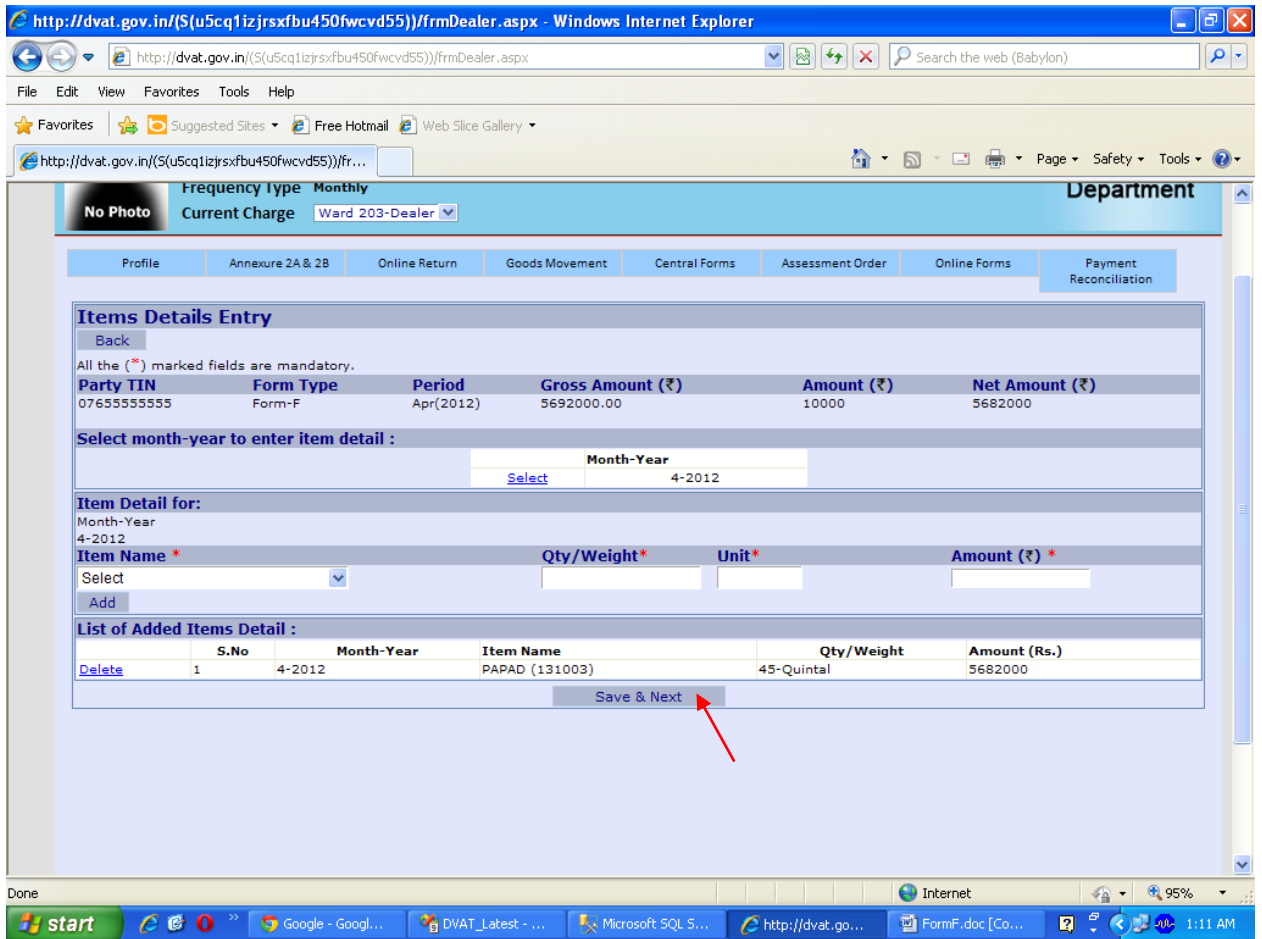
Month-Year: 4-2012

Item Detail for:
Month-Year: 4-2012

Item Name *	Qty/Weight*	Unit*	Amount (₹) *
PAPAD (131003)	45	Quintal	5682000

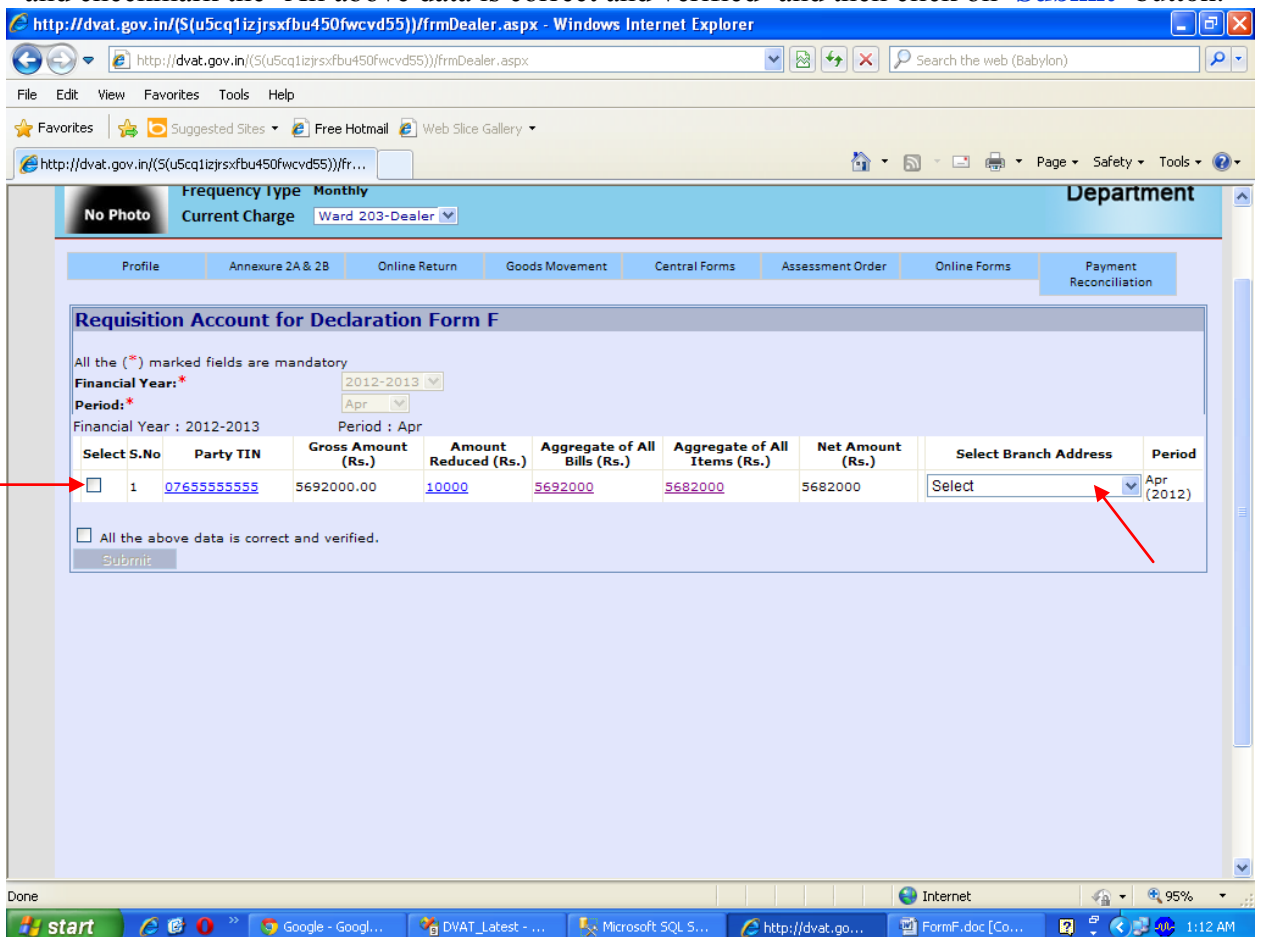
List of Added Items Detail :
No Record....

Save & Next



Step 20

Select the 'Party TIN' and 'Branch Address' from the check boxes under 'Select' heading and checkmark the 'All above data is correct and verified' and then click on 'Submit' button.



http://dvat.gov.in/(S(u5cq1izjrsxfbu450fvcvd55))/frmDealer.aspx - Windows Internet Explorer

http://dvat.gov.in/(S(u5cq1izjrsxfbu450fvcvd55))/frmDealer.aspx

File Edit View Favorites Tools Help

Frequency Type: Monthly
Current Charge: Ward 203-Dealer

Department: [Dropdown]

Profile | Annexure 2A & 2B | Online Return | Goods Movement | Central Forms | Assessment Order | Online Forms | Payment Reconciliation

Requisition Account for Declaration Form F

All the (*) marked fields are mandatory

Financial Year: 2012-2013
Period: Apr

Financial Year : 2012-2013 Period : Apr

Select S.No	Party TIN	Gross Amount (Rs.)	Amount Reduced (Rs.)	Aggregate of All Bills (Rs.)	Aggregate of All Items (Rs.)	Net Amount (Rs.)	Select Branch Address	Period	
<input checked="" type="checkbox"/>	1	07655555555	5692000.00	10000	5692000	5682000	5682000	Select Preet Vihar, New Delhi, Delhi Select	Apr (2012)

All the above data is correct and verified.

Done

start | Google - Googl... | DVAT_Latest - ... | Microsoft SQL S... | http://dvat.go... | FormF.doc [Co... | 1:12 AM

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http://dvat.gov.in/(S(u5cq1izjrsxfbu450fvcvd55))/frmDealer.aspx

File Edit View Favorites Tools Help

Frequency Type: Monthly
Current Charge: Ward 203-Dealer

Department: [Dropdown]

Profile | Annexure 2A & 2B | Online Return | Goods Movement | Central Forms | Assessment Order | Online Forms | Payment Reconciliation

Requisition Account for Declaration Form F

[Record Submitted Successfully](#)

All the (*) marked fields are mandatory

Financial Year: 2012-2013
Period: Apr

Financial Year : 2012-2013 Period : Apr

Form is issued for all the parties.

Done

start | Google - Googl... | DVAT_Latest - ... | Microsoft SQL S... | http://dvat.go... | FormF.doc [Co... | 1:12 AM

Step 21

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

The screenshot shows a web browser window displaying the DVAT Dealer portal. The user's profile information is visible at the top: Name - ID: A.B.C Pvt Ltd - 0799999999, Address: New Delhi, Frequency Type: Monthly, and Current Charge: Ward 203-Dealer. The 'Trade & Taxes Department' logo is on the right. A navigation menu includes Profile, Annexure 2A & 2B, Online Return, Goods Movement, Central Forms, Assessment Order, Online Forms, and Payment Reconciliation. The 'Online Forms' dropdown menu is open, showing options: C-FORM, F-FORM, H-FORM, and Download. A red arrow points to the 'Download' option. Below the menu, there are instructions: '-> For filing NIL Form 2A & 2B, Go on "Approval Forms".', '-> To Edit Contact Details (Mobile Number, E-mail ID) Click Here', and '-> To Download Central Forms User Manual Click Here'. The browser's taskbar at the bottom shows the start button, Google, DVAT_Latest, Microsoft SQL, and the current page.

Step 22

Select Financial Year and Form Type and Period

The screenshot shows the same DVAT Dealer portal, but now the 'Form History' section is active. It contains three dropdown menus: 'Financial Year' (set to 2012-2013), 'Form Type' (set to Form-F), and 'Period' (set to Apr). A 'Next' button is located to the right of the 'Period' dropdown. Red arrows point to each of these three dropdown menus and the 'Next' button. The navigation menu at the top is the same as in Step 21. The browser's taskbar at the bottom shows the start button, Google, DVAT_Latest, Microsoft SQL, and the current page.

Step 23

Click on the hyper link **'View'** under the heading **'View Form'**. Click on the hyper link **'download'** to download and save the form on your system.

The screenshot shows the DVAT Dealer portal interface. At the top, there are navigation links: Home, Notice Regarding May Assessment, Change Password, My HelpDesk, and Logout. The user profile section displays: Name - ID: A.B.C Pvt Ltd - 0799999999, Address: New Delhi, Frequency Type: Monthly, and Current Charge: Ward 203-Dealer. Below this is a menu with options: Profile, Annexure 2A & 2B, Online Return, Goods Movement, Central Forms, Assessment Order, Online Forms, and Payment Reconciliation. The main section is titled 'Form History' and includes filters for Financial Year (2012-2013) and Form Type (Form-F). A table lists two forms:

S.No.	Party TIN	Party Name	Address	View Form	Download Form	Period
1	9999999999	India	Prit Vihar,delhi,Delhi	View	Download	Apr-2012
2	0765555555	Volvo	Preet Vihar,New Delhi,Delhi	View	Download	Apr-2012

Red arrows point to the 'View' and 'Download' links for the second form.

Step 24

Click on **'Save'** button and save the form on your computer.

The screenshot shows the same DVAT Dealer portal interface as in Step 23. A 'File Download' dialog box is open in the foreground, asking 'Do you want to open or save this file?'. The dialog displays the following information:

- Name: 12310000130812.pdf
- Type: Adobe Acrobat Document
- From: dvat.gov.in

The 'Save' button is highlighted with a red arrow. Below the dialog, there is a warning message: 'While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?'.

Step 25

Online issued F Form with Unique Form Number and Seal.


Untitled Page - Windows Internet Explorer
http://dvat.gov.in/(5(u5cq1zjrsfba450fwcyd55))/E_Form/frmViewForm.aspx?Lid=10000138&Pin=0765555555&Fid=208&FinYr=2012-2013&TaxPr=Apr-2012

12310000130812

**THE CENTRAL SALES TAX
(Registration & Turnover) Rules, 1957
FORM 'F'**
Form of the declaration to be issued by the transferee (See Rule 12(5))
[See rule 12(5)]

Serial No.: 12310000130812
Name of issuing State: NCT OF DELHI
Office of issue: Department of Trade & Taxes, Government of NCT of Delhi
Date of issue: 28-08-2012
Valid for: Apr-2012

Name and address of the person to whom issued along with his registration certificate No.:
A. B. C Pvt Ltd, New Delhi & 07999999999
Date from which registration is valid: 01-04-2005



To
Volvo, Preet Vihar, New Delhi, Delhi (Transferor)

Registration Certificate Number of the Transferor: 0765555555
Certified that the goods transferred to me / us as per details below have been received and duly accounted for

Description of the goods sent	Quantity or Weight	Value of the goods
PAPAD (131003)	45-Quintal	5682000

Number and date of invoice, or challan or any other document under which goods were sent

Invoice/ Challan/ Document No.	Date
B4545	06-04-2012

Name of Railway, Steamer or Ferry Station or AirPort or Post Office or Road Transport Company's office from where the goods were dispatched - Preet Vihar, New Delhi, Delhi

Number and date of Railway Receipt or Postal Receipt or Goods Receipt with trip sheet of lorry or any other document indicating the means of transport

Railway Receipt/ Postal Receipt/ Goods Receipt	Date
G545	06-04-2012

Date on which delivery was taken by the transferee: 06-04-2012

The above statements are true to the best of my knowledge and belief.

Signature

(Name of the person signing the declaration) _____
Status of the person signing the declaration in relation to the transferee _____
Status of the person signing the declaration in relation to the transferor _____

Dated: 28-08-2012

Done

start | Google - G... | DVAT_Late... | Microsoft S... | http://dva... | Untitled Pa... | FormF.doc... | 1:14 AM