Filing of FORM GSTR-1

Form GSTR-1 is a monthly or quarterly statement of **Outward Supplies** that should be furnished by all normal and casual registered taxpayers making outward supplies of goods and services or both. This statement contains details of outward supplies of goods and services made by the taxable person.

- **Form GSTR-1** can be prepared using the following modes through:
 - i. Online entry on the GST Portal.
 - ii. Uploading of invoice and other Form GSTR-1 data using Returns Offline Tool.
 - iii. Using third party application of Application Software Provider (ASPs) through GST Suvidha Providers (GSPs).
- Form GSTR-1 needs to be filed even if there is no business activity (Nil Return) in the tax period. However, now NIL FORM GSTR-1 can be filed through SMS.
- Every registered taxable person, other than an input service distributor/ composition taxpayer/ persons liable to deduct tax u/s 51 / persons liable to collect tax u/s 52 is required to file Form GSTR-1, the details of outward supplies of goods and/or services during a tax period, electronically on the GST Portal.

The following details of a tax period have to be furnished in Form GSTR-1:

- a. Invoice level details of supplies to registered persons including those having UIN;
- b. Invoice level details of Inter- State supplies of invoice value greater than Rs. 2,50,000 to unregistered persons (consumers);
- c. Details of Credit/Debit Notes issued by the supplier against invoices;
- d. Details of export of goods and services including deemed exports (SEZ);
- e. Summarised state level details of supplies to unregistered persons (consumers);
- f. Summary Details of Advances received in relation to future supply and their adjustment;
- g. Details of any amendments effected to the reported information for either of the above categories;
- h. Nil- rated, exempted, and non-GST supplies; and
- i. HSN/SAC wise summary of outward supplies.

Following steps need to be performed to file FORM GSTR-1 on the GST Portal:

STEP-1: Login and navigate to FORM GSTR-1.

Perform the following steps:

- Login to the GST Portal by Accessing the www.gst.gov.in URL. The GST Home page is displayed. Login with valid credentials.
- Click the **Services > Returns > Returns Dashboard** option.



The **Return Filing** page will be displayed. From the drop down list, Select the financial year, quarter and the period (month) for which the taxpayer wants to file the return. Click on **'Search'** button.

Dashboard > Returns		🛛 English
File Returns		
be downloaded in excel/CSV format for your referen	nce and further use. Nil return for GSTR-1, GSTR-3B ar	nd CMP-08 can now be filed through SMS.
		 Indicates Mandatory Fields
Financial Year • Quarter •	Period •	
2020-21 Y Quarter 1	I (Apr - Jun) Y June	✓ SEARCH
Details of outward supplies of goods or services GSTR1	Auto Drafted details (For view only) GSTR2A	Auto - drafted ITC Statement for the month GSTR2B
Due Date - 11/07/2020 PREPARE ONLINE PREPARE OFFLINE	VIEW DOWNLOAD	VIEW DOWNLOAD
Auto - drafted ITC Statement for the quarter GSTR-2B Quarterly View	Monthly Return GSTR-3B	
VIEW DOWNLOAD	Due Date - 20/07/2020 PREPARE ONLINE PREPARE OFFLINE	

In the GSTR1 tile (i.e. Details of outward supplies of goods or services), Select the PREPARE
 ONLINE button if taxpayer wishes to prepare the return by making entries on the GST Portal.
 Note:

GSTR-1 can also be prepared using the offline tool facility. You can click the **PREPARE OFFLINE** button to upload the JSON file containing invoice details and other Form GSTR-1 details prepared through the offline tools. (steps discussed in Filing of GSTR-1 using offline tool)

The GSTR-1 – Details of outward supplies of goods or services page will be displayed. Note: Click the HELP button to view help related to this page.

GSTIN - 32NEENK0690Z1ZI	Legal Name - Excellon Software	Trade Name - GSTN	Indicates Mandat	ory Fields
FY - 2023-24	Pvt. Ltd. Tax Period - December	Status - Not Filed	Due Date - 11/01	/2024
File Nil GSTR-1				
ADD RECORD DETAILS				
4A, 4B, 6B, 6C - B2B, SEZ, DE Invoices	5 - B2C (Large) Invoices	6A - Exports Invo	pices 7 - B20	C (Others)
⊘ 2	⊘ 0	⊘ 2		ğ 0
8A, 8B, 8C, 8D - Nil Rated Supplies	9B - Credit / Debit Notes (Registered)	9B - Credit / Debit (Unregistered	Notes 11A(1), 11A(i) (Advance	2) - Tax Liabil es Received)
Ø 0	⊗ 1	⊗ 1		ğ 0
11B(1), 11B(2) - Adjustment of Advances	12 - HSN-wise summary o outward supplies	of 13 - Documents Is	ssued 14 - Supplie	s made throug ECO
⊘ 0	⊘ 0	Ø •		ğ 0
15 - Supplies U/s 9(5)				
⊘ 2				
AMEND RECORD DETAILS				
i The taxpayers for whom e-invoiri	ng is not applicable may ignore the se	ctions/options related to e-invoice	download. The downloaded file	would be blank in
case taxpayer is not e-invoicing or	when e-invoices reported to IRP are y	vet to be processed by GST system		HOURD DO DROMA

STEP 2: Step to file FORM GSTR-1 Summary

Taxpayer can follow the below steps to file GSTR-1:

- Download Details from E-Invoice (EXCEL), in case generating E-invoice If e-invoices are being generated, download the e-invoice details in Excel format and verify for accuracy. This helps auto-populate invoice data in GSTR-1.
- Add or Amend the Records in GSTR-1 Add any missing records or make necessary amendments to previously reported invoices, debit/credit notes, etc., under the relevant sections (tiles) of GSTR-1.
- Click the 'Generate Summary' Button Click on the 'Generate Summary' button to consolidate all entered data. This enables the system to compute values for filing and check for consistency.
- Click the 'Proceed to File/Summary' Button Review the auto-generated summary of GSTR-1 by clicking 'Proceed to File/Summary'. This provides a final snapshot before actual submission.
- Click the 'File Statement' Button to File GSTR-1/IFF After verifying the summary, click the 'File Statement' button. Authenticate using DSC or EVC as applicable to complete the filing of GSTR-1 or IFF (if under QRMP scheme).

STEP-3: Download details from E-invoice

Downloading details from E-invoice reduces the burden of taxpayers to again upload details of outward supplies in their Form GSTR-1. With the auto-populated details, taxpayers can use it to file their Form GSTR-1 easily. This step is applicable to E-invoicing eligible entities only.

Note: The data gets auto-populated from E-invoices in the following tables of Form GSTR-1:

- a. 4A, 4B, 4C, 6B, 6C B2B Invoices
- b. 6A Export Invoices
- c. 9B Credit/Debit notes (Registered) CDNR
- d. 9B Credit/Debit notes (Unregistered) CDNUR
- Click on the **DOWNLOAD DETAILS FROM E-INVOICES (EXCEL)** button, to download the E-invoice date.



Pile in Excel format will be downloaded.

Note:

• If the number of records available is 500 or less in number, then the excel file gets downloaded instantly and in-progress message will not be displayed. However, if the records are more than 500, the downloaded file will appear under the 'E-invoice Download History" section and progress screen will be shown.

Excel download is in progress. Please come back in some time. Once downloaded, the file will appear in 'e-invoice Download History'

• In case of no records available for download, then the following information message will be displayed on the screen.



Dick on the **'E-invoice download history'** button to access the downloaded excel files.

		Notes (Registered)
⊘ 0	⊘ 0	⊘ 0
- Amended B2C(Others)	11A - Amended Tax Liability (Advances Received)	11B - Amendment of Adjustment of Advances
⊘ 0	⊘ 0	⊙ 0
	- Amended B2C(Others)	- Amended B2C(Others) $\bigcirc 0$ 11A - Amended Tax Liability (Advances Received) $\bigcirc 0$ $\bigcirc 0$

The E-invoice details section will provide the last 5 downloaded e-invoice excel files by the taxpayer. Click the 'Click here to download – File 1' link to download the excel file. The downloaded file will get saved in the local drive of the device.

Last five file: use 'Downloa	downloaded by y	u en estable be		
age pourilies	d details from e-ic	ou are available he woices (Excel)' but	re. Please click on the link to download the f	ile. To download file with latest e-invoice details, pleas
	actors in during - in	E-Invoice [Details	Note: Bread on eviduation reported from
SI.No.	Date	Time	File Available for Download	has auto-populated details for relevant period GSTP-1 in relevant Tables: 44, 48, 68, 60 (83
1	15/01/2021	17:59:15	Click here to download - File 1	Invoices), 6A (Export invoices), 9B (Credit/De
2	15/01/2021	15:20:32	Click here to download - File 2	Unregistered). 95 (Credit/Debit Notes -
				Tou are requested to review the auto-populate details. [Note: In respect of Table 7 (B2C supplies oth than under Table 5), no records have been au populated. You are required to add these deta in GSTR-1 (through offline utility or by enterin online).] This excel file can be imported into GSTR-1 Offline tool as well.

☑ Click on the file icon to open the folder. The E-invoice details that are auto-populated from invoices for Form GSTR-1 are displayed in excel. The details of various tables are displayed in

different sheets, which can be accessed by clicking the tabs available at the bottom of the sheet.

STEP-4: Viewing or Editing E-invoice Details in FORM GSTR-1

- **The e-invoice data details get auto-populated in Form GSTR-1 in the following tables:**
 - a) 4A, 4B, 4C, 6B, 6C B2B Invoices,
 - b) 6A Export Invoices
 - c) 9B Credit/Debit notes (Registered) CDNR
 - d) 9B Credit/Debit notes (Unregistered) CDNUR
- ☑ The 4A, 4B, 4C, 6B, 6C B2B Invoices tile has been explained in detail. Any of the above-mentioned tiles details can be edited in the similar manner.
- Decision To edit the auto-populated e-invoice details, following steps to be performed;
 - Click the **4A**, **4B**, **4C**, **6B**, **6C B2B** Invoices tile to edit the details.
 - Click the hyperlink on **Processed Records** to open the list of processed invoices of recipient GSTIN.

ashboard > Returns > GS	TR-1 > B2B				😔 Engl
SSTIN - 33AAAAB1211B1ZZ Y - 2020-21		Legal Name - BUNKER	AUDYOGIC UTPADAN	Trade Name - GSTN	
		Tax Period - June		Status - Not Filed	
A. 4B. 6B. 6C - B2B	Invoices				HELPOC
ecipient wise count					
ADD RECORD				TM	PORT EWB DATA
ADD RECORD				IM	PORT EWB DATA
ADD RECORD				IM	PORT EWB DATA
ADD RECORD tecord Details Recipient Details	Trade/Legal Name	Taxpayer Type	Processed Records	IM Pending/Errored Invoices	PORT EWB DATA
ADD RECORD Record Details Recipient Details	Trade/Legal Name	Taxpayer Type ISD	Processed Records	Pending/Errored Invoices	Add Invoice
ADD RECORD Record Details 27AZEPA7151R32X 24AHLPP8362B1ZA	Trade/Legal Name MOHD HAMID ALAM GSTN	Taxpayer Type ISD Regular taxpayer	Processed Records	Pending/Errored Invoices 0 1	Add Invoice
ADD RECORD Record Details Recipient Details 27AZEPA7151R3ZX 24AHLPP8362B1ZA 24Q0ITD8933D1ZH	Trade/Legal Name MOHD HAMID ALAM GSTN GSTN	Taxpayer Type ISD Regular taxpayer Regular taxpayer	Processed Records 1 2 0	Pending/Errored Invoices 0 1 2	Add Invoice

• The list of invoices received from the selected GSTIN is displayed. Click the **Display/ Hide Columns** drop-down arrow, to view all columns and then select **Check All** option from the list.

4A, 4B, 6E	6, 6C - B2B,	SEZ, DE Invoice							н	ELP 🛛 🕽
Recipient wis	se count D	ocument wise details								
Processed	Records									
33AAAAB1	211B1ZZ GS	TN					_			
			Display/Hide Co	lumns:	•	Record	s Per Page :	10 ~	Q Searc	h
Invoice no.	Invoice date	Total invoice value (₹)	Total taxable value (₹)	Integra (₹	Check All Uncheck All	:	State/UT Tax (₹)	Cess (₹)	Source	Actions
082021	12/07/2022	5,643.00	22,111.00	3	IRN)	0.00	0.00		1
					🗆 IRN Date					
										BACK

- The following details can be viewed on the **Processed Documents Page**, if the e-invoice details are auto-populated in the Form GSTR-1.
 - **Source**: This displays the source from where the details are uploaded in GSTR-1. 'E-invoice' implies that the details are auto-populated from E-invoice system.
 - IRN: Invoice Reference Number (IRN) of the E-invoice
 - IRN Date: Date of E-invoice

Note: By default, the IRN and IRN Date columns are hidden. To view the columns, select the Check All option from the column drop-down.

• Click the edit icon under **Actions** column, to edit the invoice details. The invoice details will be displayed.

4A, 4B, 6B	, 6C - B2B,	SEZ, DE Invoice							IELP 🛛 🎗
Recipient wis	e count D	ocument wise details							
Processed	Records								
33AAAAB1	211B1ZZ GS	STN							
			Display/Hide Co	olumns: 👻	Record	s Per Page :	10 ~	Q Searc	ch
Invoice	Invoice	Total invoice	Total taxable	Integrated Tax	Central tax	State/UT Tax	Cess	Source	Actions
no.	date	value (₹)	value (₹)	(₹)	(₹)	(₹)	(₹)		
082021	12/07/2022	5,643.00	22,111.00	3,979.98	0.00	0.00	0.00		1
									BACK
									L

• Click **Edit** at the bottom, then item details will be editable.

Note: Once the E-invoice details that are auto-populated from Form GSTR-1 gets edited, the source is no longer E-invoice and the three columns: **Source**, **IRN**, and **IRN Date** become blank.

oard > Returns > GSTR-1/IFF > B2B			 English
A, 4B, 6B, 6C - B2B, SEZ, DE Invo	ices - Edit Details		
3			 Indicates Mandatory Fields
Deemed Exports	SEZ Supplies with paymen	π	SEZ Supplies without payment
Supply attract reverse charge	Intra-State Supplies attrac	ting IGST	
Is the supply eligible to be taxed at a as notified by the Government?	differential percentage (%) of the existin Recipient Name*	ng rate of tax,	Name as in Master
33AAAAB1211B1ZZ	GSTN		
Invoice no.*	Invoice date*		Total invoice value (₹)*
082021	12/07/2022	8	5,643.00
POS 0.	Supply Type		
33-Tamil Nadu	✓ Inter-State		
Source	IRN		IRN date

Item details

Rate (%)	Taxable value (₹)*	Amount of Tax	fax	
		Integrated Tax (₹)*	Cess (₹)	
0%				
0.1%				
0.25%				
1%				
1.5%				
3%				
5%				
6%				
7.5%				
12%				
18%	22,111.00	3,979.98		
28%				

BACK

^

- Make the required changes and **SAVE** the changes made. An error message will appear, Click **YES** to close the window.
- The following success message will be displayed at the top of the page indicating the request has been successfully accepted. Add Invoice page will reopen once you save the record. You may continue adding new records using this form or click Back icon/button to go back to **Recipient wise** count tab.

ard > Returns > GSTR-1 > F	828				0
B - Add Invoice					
Request accepted successfu	lly				
)					 Indicates Mandatory
Deemed Exports		SEZ Supplies	with payment	SEZ Supp	lies without payment
Supply attract reverse charge		Intra-State S	Intra-State Supplies attracting IGST		
Is the supply eligible to as notified by the Governm	b be taxed at a differe ent?	ntial percentage (%)	of the existing rate of tax,		
Recipient GSTIN/UIN •		Recipient Name*	Recipient Name*		
37GDJPS0340K1Z7		AutomationsTest	AutomationsTest		
Invoice date*		POS O*		Total invoice v	alue (₹)•
DD/MM/YYYY	•	37-Andhra Pradesh 🗸			
Supply Type					
Inter-State					
Source		IRN		IRN date	
Item details					
Rate (%)	Taxable val	ue (₹)*		Amount of Tax	t
			Integrated Tax (<)•	Cess (₹)
0%					
0.1%					
0.25%					
1%					
1.5%					

3%

5%

7.5% 12% 18% 28%

BACK	SAVE

STEP-5: Enter details for the current tax period (including amendments of previous tax periods) in various tiles.

• There are number of tiles representing Tables to enter the details. Select on the tile name to enter the details.

Table 4A, 4B, 6B, 6C - B2B Invoices: To add an invoice for taxable outwards supplies to a registered person

Table 5 – B2C (Large) Invoices: To add an invoice for taxable outwards supplies to a consumer, where place of supply is other than the State where supplier is located (Inter-state supplies) and invoice value is more than Rs. 1 lakh. Note: As per amended rules from August 2024 tax return period onwards, this table will be used to add an invoice for taxable outwards supplies to a consumer, where place of supply is other than the State where supplier is located (Inter-state supplies) and invoice value is more than Rs.100000 lakh and up to July 2024 tax return period, the invoice value should be more than Rs. 2.5 lakhs.

Table 6A - Exports Invoices: To add an invoice for supplies exported

Table 7- B2C Others: To add consolidated details of taxable outwards supplies to a customer where invoice value for inter-state Rs. 1 lakh and all intra state supplies to unregistered customers. **Note:** As per amended rules from August 2024 tax return period onwards, this table will be used to add consolidated details of taxable outwards supplies to a customer where invoice value for inter-state supplies is less than or equal to Rs. 1 lakh and all intra state supplies to unregistered customers and up to July 2024 tax return period, the invoice value should be less than or equal to 2.5 lakhs.

Table 8A, 8B, 8C, 8D - Nil Rated Supplies: Nil Rated Supplies: To add consolidated details of nil rated, exempted and Non-GST Outward supplies

Table 9B - Credit / Debit Notes (Registered): To add details of credit or debit notes issued to the registered recipients.

Table 9B - Credit / Debit Notes (Un-Registered): To add details of credit, debit notes issued to the unregistered recipients and for export invoices.

Table 11A(1), 11A(2) - Tax Liability (Advances Received): Tax Liability (Advances Received): To add details of transactions attracting tax liability arising on account of Time of Supply (like receipt of advances).

Table 11B(1), 11B(2) - Adjustment of Advances: To add the advance amount received in earlier tax period and adjusted against the supplies being shown in this tax period.

Table 12 - **HSN-wise-summary of outward supplies:** To furnish the summarized details of all outward supplies HSN and rate wise along with quantitative details.

Table 13 - Documents Issued: To add the details of documents issued during the tax period. **Table 9A - Amended B2B Invoice:** To make amendments to details of outward supplies to a registered person of earlier tax periods

<u>Table 9A - Amended B2C (Large) Invoice</u>: To make amendments to taxable outward supplies to an unregistered person of earlier tax periods

Table 9A - Amended Exports Invoices: To make amendments to supplies exported

Table 9C - Amended Credit/ Debit Notes (Registered): To make amendments to details of credit or debit notes issued to the registered recipients of earlier tax periods

<u>Table 9C - Amended Credit/ Debit Notes (Unregistered)</u>: To make amendments to details of credit or debit notes issued to the unregistered recipients of earlier tax periods

<u>Table 10 - Amended B2C (Others)</u>: To make amendments to details of B2C of earlier tax periods <u>Table 11A - Amended Tax Liability (Advance Received)</u>: Consolidated statement for amendments of information furnished in earlier tax period **Table 11B - Amended of Adjustment of Advances**: Consolidated statement for amendments of information furnished in earlier tax period.

Note: You can add/amend records using HSN or Recipient GSTIN's from My Master(s) tab.

Each tile is discussed as under:

- **<u>1. Table 4A, 4B, 6B, 6C B2B Invoices:</u>** All B2B invoice details are required to be entered under this tile (i.e. goods/ services sold to a registered taxpayer).
 - Click on the 4A, 4B, 6B, 6C B2B Invoices tile
 - B2B Invoices have following 3 tabs:
 - a) Recipient wise details
 - b) Document wise details
 - c) Pending/errored records
 - In this tab, Recipient wise count tab would be displayed, Click ADD RECORD to add a new invoice for any recipient. Here, details added by taxpayer like Recipient Details, Trade/Legal Name, Taxpayer Type, Processed Records and Pending/Errored Invoices will be displayed. The data from e-Way Bill (EWB) System can be imported by clicking on the IMPORT EWB DATA button.

A, 4B, 6B, 6C - B2B	Invoices				HELP 0 C
Recipient wise count					
ADD RECORD				ІМ	PORT EWB DATA
Recipient Details	Trade/Legal Name	Taxpayer Type	Processed Records	Pending/Errored Invoices	Add Invoice
27AZEPA7151R3ZX	MOHD HAMID ALAM	ISD	1	0	0
24AHLPP8362B1ZA	GSTN	Regular taxpayer	2	0	0
24QOITD8933D1ZH	GSTN	Regular taxpayer	0	2	0
	CSTN	Regular taxpaver	0	1	0

• Click on Add Invoice, the B2B – Add Invoice page will be displayed.

						 Indicates Mandatory Fi
Deemed Export	s	s	EZ Supplies with payment		SEZ Supplies wi	thout payment
Supply attract	reverse charge	In	ntra-State Supplies attracting IG	ST		
Is the supply el as notified by the G	igible to be taxed at a differer overnment?	ntial perc	entage (%) of the existing rate	of tax,		
Recipient GSTIN/UI		Recipie	ent Name*		Invoice no. •	
37GDJPS0340K1Z	7	Auto	mationsTest		1233	
Invoice date*		POS O	•		Total invoice value (₹)•
24/06/2020	*	33-1	famil Nadu	~		90,00,000.00
Supply Type						
Intra-State						
		IRN			IRN date	
Source		1000				
Source Item details Rate (%)	Taxable value (१)•			Amor	unt of Tax	
Source Item details Rate (%)	Taxable value (₹)*		Central tax (१)*	Amor	unt of Tax :/UT Tax (१)*	Cess (₹)
Source Item details Rate (%) 0%	Taxable value (९)•		Central tax (र)•	Amor State	unt of Tax //UT Tax (१)•	Cess (₹)
Source Item details Rate (%) 0% 0.1%	Taxable value (९)•		Central tax (१)*	Amor	unt of Tax //UT Tax (१)•	Cess (₹)
Source Item details Rate (%) 0% 0.1% 0.25%	Taxable value (९)•		Central tax (र)*	Amor	unt of Tax //UT Tax (१)*	Cess (₹)
Source Item details Rate (%) 0% 0.1% 0.25% 1%	Taxable value (९)•		Central tax (र) •	Amor	unt of Tax //UT Tax (१)•	Cess (₹)
Source Item details Rate (%) 0% 0.1% 0.25% 1% 1.5%	Taxable value (<)•		Central tax (र)*	Amor	unt of Tax //UT Tax (१)*	Cess (₹)
Source Item details Rate (%) 0% 0.1% 0.25% 1% 1.5% 3%	Taxable value (<)•		Central tax (र)*	Amon	unt of Tax //UT Tax (₹)•	Cess (₹)
Source Item details Rate (%) 0% 0.1% 0.25% 1% 1.5% 3% 5%	Taxable value (₹)•		Central tax (र)*	Amon	unt of Tax //UT Tax (१)*	Cess (₹)
Source Item details Rate (%) 0% 0.1% 0.25% 1% 1.5% 3% 5% 5% 7.5%	Taxable value (₹)•		Central tax (र)*	Amon	unt of Tax //UT Tax (१)*	Cess (१)
Source Item details Rate (%) 0% 0.1% 0.25% 1% 1.5% 3% 5% 5% 7.5% 12%	Taxable value (₹)•		Central tax (१)*	Amor	unt of Tax //UT Tax (₹)*	Cess (₹)
Source Item details Rate (%) 0% 0.1% 0.25% 1% 1.5% 3% 5% 7.5% 12% 18%	Taxable value (₹)•		Central tax (र)*	Amor	unt of Tax //UT Tax (र)* //UT Tax (र)*	Cess (१)

- The following details should be entered on this page
 - a) Select the appropriate check box as provided. **Note**: Deemed export details can be provided for payment of IG
 - **Note**: Deemed export details can be provided for payment of IGST, CGST and SGST payments.
 - b) Enter the GSTIN or UIN of the receiver, in the **Receiver GSTIN/UIN** field.

Note:

- The GSTIN should be registered on the date of invoice.
- Once the GSTIN of the receiver is entered, Receiver Name, POS and Supply Type fields are auto-populated based on the GSTIN of the receiver.
- The auto-populated POS is editable. Depending on selected POS, the supply type gets auto-populated.
- Unique Identification Number (UIN) of the receiver to be provided in case of UN Bodies, Embassies, Government Offices or Other Notified persons.
- c) Enter the **Invoice number**, **Invoice Date** and Total Invoice value in the respective fields. **Note:**
 - An invoice number should be alphanumeric with allowable special characters and unique for a given Financial Year (FY).
 - Invoice date cannot be a future date or a date prior to the date of registering with GST.
- d) In case of Intra-State transaction: Central Tax and State/UT Tax field will appear. In the **Taxable Value** field against the rates, enter the taxable value of the goods or services. In the **Cess** field, enter the cess amount.

Note: The Amount of Tax fields are auto-populated based on the values entered in Taxable Value fields respectively. However, the taxpayer can edit the tax amount.

Note: Intra-State supplies attracting IGST will be enabled only when the supply attract reverse charge is selected by the taxpayer.

e) In case of Inter-State transaction: Integrated Tax field will appear. In the Taxable Value field against the rates, enter the taxable value of the goods or services. In the Cess field, enter the cess amount.

Note: The Amount of Tax fields are auto-populated based on the values entered in Taxable Value fields respectively. However, the taxpayer can edit the tax amount.

- f) Click SAVE to save the invoice details. Add Invoice page will reopen once save the record is done. The taxpayer can continue adding new records using this form or click Back icon/button to go back to Recipient wise count tab.
- g) By clicking Back icon, previous page will appear. The taxpayer can add invoice of the particular receiver by clicking the green button in the Add Invoice Column. Click back to go to FORM GSTR-1.

A, 4B, 6B, 6C - B2B Invoices HELP G							
ecipient wise count							
ADD RECORD				IMS	ORT EWB DATA		
ecord Details							
Recipient Details	Trade/Legal Name	Taxpayer Type	Processed Records	Pending/Errored Invoices	Add Invoice		
27AZEPA7151R3ZX	MOHD HAMID ALAM	ISD	1	0	•		
24AHLPP8362B1ZA	GSTN	Regular taxpayer	2	0	0		
24QOITD8933D1ZH	GSTN	Regular taxpayer	0	2	0		
	GSTN	Regular taxpayer	0	1	0		

• Click on hyperlink of **Processed Records** to edit processed records in Recipient wise details tab.

4A, 4B, 6B, 6C - B2B Invoices HELP • C							
Recipient wise count							
ADD RECORD Record Details				IM	PORT EWB DATA		
Recipient Details	Trade/Legal Name	Taxpayer Type	Processed Records	Pending/Errored Invoices	Add Invoice		
27AZEPA7151R3ZX	MOHD HAMID ALAM	ISD	1	0	•		
24AHLPP8362B1ZA	GSTN	Regular taxpayer	2	0	•		
24QOITD8933D1ZH	GSTN	Regular taxpayer	0	2	•		
24SIURW8954S6ZV	GSTN	Regular taxpayer	0	1	0		
					BACK		

• **Document wise details** tab is displayed. Details of processed records added by taxpayer like recipient details, legal name and invoice details will be displayed. Click the **BACK** button to go to Recipient wise count page.

ELP 🛛 🕽	A, 4B, 6B, 6C - B2B Invoices								IA, 4B, 6E
	edpient wise count Document wise details								Recipient wi
Processed Records 24AHLPP8362B1ZA GSTN Display/Hide Columns: Records Per Page : 10 v Search Q									
Actions	Source	Cess (₹)	State/UT Tax (₹)	Central tax (र)	Integrated Tax (₹)	Total taxable value (₹)	Total invoice value (₹)	Invoice date	Invoice no.
/ •		0.00	0.00	0.00	24,000.00	2,00,000.00	9,00,00,000.00	10/06/2020	b2b222
1		80,000.00	0.00	0.00	13,500.00	9,00,000.00	80,00,00,000.00	10/06/2020	b2b333
		80,000.00	0.00	0.00	24,000.00	9,00,000.00	9,00,00,000.00 80,00,00,000.00	10/06/2020	b2b333

• Similarly, Pending/Errored Records can be accessed by clicking the hyperlink on pending/errored records column.

IA, 4B, 6B, 6C - B2B Invoices										
lecipient wis		Pending/Errored R	ecord							
Pending rec	Cords (These	e will be added a	fter validation)							
Invoice no.	Invoice date	Total invoice value (₹)	Total taxable value (₹)	Integrated Tax (₹)	Central tax (र)	State/UT Tax (₹)	Cess (र)	Action Taken	Status	Actions
test1234	15/06/2020	44,323.00	2,34,234.00	585.59	0.00	0.00	2,343.00	ADD	Processed with Error	1
test123	10/06/2020	12,34,123.00	1,23,123.00	3,693.69	0.00	0.00	1,232.00	ADD	Processed with Error	1

2. Table 5 – B2C (Large) Invoices: To add an invoice for taxable outwards supplies to a consumer, where place of supply is other than the State where supplier is located (Inter-state supplies) and invoice value is more than Rs. 1 lakh has to be entered in this tile, by performing the following steps.

Note - As per amended rules from August 2024 tax return period onwards, this table will be used to add an invoice for taxable outwards supplies to a consumer, where place of supply is other than the State where supplier is located (Inter-state supplies) and invoice value is more than Rs.100000 lakh and up to July 2024 tax return period, the invoice value should be more than 2.5 lakhs.

• Click the 5 - B2C(Large) tile to enter the details. The B2C (Large) Invoices – Summary page is displayed. Click the ADD RECORD button to add a new invoice for any receiver. The data from e-Way Bill (EWB) System can be imported by clicking on the IMPORT EWB DATA button.

Dashboard > Returns > GSTR-1/IFF > B2CL	English
5A - B2C (Large) Invoices	0
There are no records to be displayed.	
	BACK ADD RECORD IMPORT EWB DATA

- The **B2C (Large) Invoices Details** page is displayed. The following details should be entered on this page.
 - a) Select the checkbox in case supply is eligible to be taxed at a differential percentage of the existing rate of tax.
 - b) Select the place of supply (state code) where the supplies were delivered, in the **POS** field
 - c) Enter the Invoice number, Invoice Date and Total Invoice value in the respective fields. Note: An invoice number should be alphanumeric with allowable special characters and unique for a given Financial Year (FY).
 - d) Enter the taxable value of the goods or services and Cess amount in the respective fields.

Note: The Amount of Tax fields are auto-populated based on the values entered in Taxable Value fields respectively. However, the taxpayer can edit the tax amount.

e) Click the SAVE button to save the invoice details. Add Invoice page will reopen once save the record is done. The taxpayer can continue adding new records using this form or click Back icon/button to go back to Processed Records page.

ge, indices o			
			• Indicates Mandatory
Is the supply aligible t	o he taved at a differential nercentage (%) of t	he eviction rate of tay	
notified by the Governm	nent?	The existing rate of tax,	
• 0 •	Invoice No. •	Invoice Date*	
2-Arunachal Pradesh	♥ B2CL-JAN-01	16/01/2021	t
oply Type	Total Invoice Value (₹)	•	
nter-State		3,08,000.00	
m datala			
noetaiis			
Rate (%)	Taxable value (₹)*	Amount of Tax	
		Integrated Tax (₹)*	Cess (₹)
0%			
0.1%			
0.25%			
1%			
1.5%			
3%			
5%			
7.5%			
12%	2,75,000.00	33,000.00	
18%			
2004			
28%			

• By clicking **BACK** button, it will take back to the Processed Records page.

Note: The status of the added invoice will be shown as Processed. The taxpayer can also edit/delete the added invoices (under Actions).

Note: Before August 2024 tax return period, if taxpayer enters less than or equal to 2.5 lac amount in Total Invoice Value field, on clicking of SAVE button an error message will be displayed on the screen. However, From August 2024 tax return period onwards, if taxpayer

enters less than or equal to 1 lac amount in **Total Invoice Value** field, on clicking of **SAVE** button an error message will be displayed on the screen.

oard > Returns	GSTR-1/IFF B2	CL				\varTheta Eng
A - B2C (Lar	ge) Invoices					ø
ADD RECORD					IMPORT	EWB DATA
Processed Rec	cords			Record	ds Per Page :	10 🗸
Processed Rec	ords Invoice date	Total invoice value (१)	Total taxable value (₹)	Record Integrated Tax (र)	ds Per Page : Cess (१)	Actions

- Click on the back button to go to GSTR-1 landing page and the B2C (large) Invoices tile in Form GSTR-1 will reflect the number of invoices added.
- 3. <u>Table 6A Export Invoices:</u> Invoices for supplies exported to be entered in this tile, by performing the following steps.
 - Click the **6A- Export Invoices** tile to enter the invoice details for supplies exported.
 - The **Exports Invoices Summary** page will be displayed. Click the **ADD DETAILS** to add a new invoice. Data from e-Way Bill (EWB) System can be imported by clicking on the **IMPORT EWB DATA** button.

board > Retu	rms> GSTR-1>	EXP						C Engl
ADD REC	ORD Records			Display/Hide Colur	nns: 💌	Reco	IMPORT	EWB DATA
Invoice no.	Invoice date	GST Payment	Total invoice value (१)	Total taxable value (१)	Integrated Tax (₹)	Cess (₹)	Source	Actions
exp222	10/06/2020	With Payment of Tax	9,00,00,000.00	9,00,000.00	9,000.00	70,000.00		1
exp333	10/06/2020	Without Payment of Tax	90,00,000.00	9,00,00,000.00	0.00	0.00		/
		91 TOA						BACK

- The Exports Add Details page is displayed. The following details should be entered on this page.
 - a) Enter the **Invoice number** issued against exports sales, **Invoice Date** on which invoice was generated and **Total Invoice value** in the respective fields.
 - b) Enter the port code in the **Port Code** field.
 - c) Enter the unique Shipping bill number with location code generated while shipping and Shipping Bill date in the respective fields.
 Note: Shipping Bill No./Bill of Export No. should be minimum 3 and maximum 15 digit

Note: Shipping Bill No./Bill of Export No. should be minimum 3 and maximum 15 digit numeric.

d) Select whether the GST is paid against the invoice or not, from the GST Payment drop-down list.

e) Enter the taxable value of the goods or services and Cess amount in the respective fields.

Note: The Amount of Tax fields are auto-populated based on the values entered in Taxable Value fields respectively. However, the taxpayer can edit the tax amount.

f) Click the SAVE button to save the details. Add Invoice page will reopen once save the record is done. The taxpayer can continue adding new records using this form or click Back icon/button to go back to Processed Records page.

Invoice no •	Invoice	date.			Port Code	
INV4344	11/06	/2020			INCOK1	
Shipping Bill No./Bill o	f Export No. Shippin	g Bill Date/Bill	l of Export Date		Total invoice val	lue (₹)*
82522	28/10	/2021			67,99,075.00	
Supply Type	GST Pa	yment*				
Inter-State	With	Payment of Ta	эх	~		
Source	IRN				IRN date	
Item details						
Pata	Normalia andrea (N)					
Rate	Taxable value (<)*		Integrated ta	ر د (٤) •	mount of tax	CESS (7)
0%			integrated to			0000 (1)
010		_				
0.1%						
0.25%						
1%						
1.5%						
396						
596						
7.5%						
12%						
18%	20,00,000	.00		3,	50,000.00	
2866						
2870						

By clicking BACK button, it will take back to the Processed Records page.
 Note: The status of the added invoice will be shown as Processed. The taxpayer can also edit/delete the added invoices (under Actions).

ihboard > Retu	rns> GSTR-1>	EXP						English
6A - Expor	ts Invoices						н	il P O D
ADD REC	ord Records			Display/Hide Colur	nns: 🔹	Reco	IMPORT	EWB DATA
Invoice no.	Invoice date	GST Payment	Total invoice value (₹)	Total taxable value (₹)	Integrated Tax (र)	Cess (₹)	Source	Actions
exp222	10/06/2020	With Payment of Tax	9,00,00,000.00	9,00,000.00	9,000.00	70,000.00		1
exp333	10/06/2020	Without Payment of Tax	90,00,000.00	9,00,00,000.00	0.00	0.00		1
INV4344	11/06/2020	With Payment of Tax	67,99,075.00	20,00,000.00	3,60,000.00	0.00		1
								BACK

- Click on the back button to go to GSTR-1 landing page and the Export Invoices tile in Form GSTR-1 will reflect the number of invoices added.
- Table 7 B2C Others: All supplies that are made to a consumer and the invoice value for inter-state supplies is less than Rs. 1 lakh and intra-state supplies to customers, the details has to be entered in this tile by performing the following steps.

Note: As per amended rules from August 2024 return period onwards, this table will be used to add consolidated details of taxable outwards supplies to a customer where invoice value for inter-state supplies is less than or equal to Rs. 1 lakh and all intra state supplies to unregistered customers and up to July 2024 tax return period, the invoice value should be less than or equal to Rs. 2.5 lakh.

- Click the 7- B2C Others tile to enter the invoice details for B2C transactions.
- The **B2C Others Details Summary** page will be displayed. Click the **ADD DETAILS** to add line items details. Data from e-Way Bill (EWB) System can also be imported by clicking on the **IMPORT EWB DATA** button.

Dashboard > Returns > GSTR-1/IFF > B2CS	English
7 - B2C (Others)	٥
There are no records to be displayed.	
	BACK ADD RECORD IMPORT EWB DATA

- The **B2C Add Details** page will be displayed. The following details should be entered on this page.
 - a) Select Place of Supply (State Code) where the supplies were delivered, in the **POS** field, Based on the state selected in POS, Supply Type field is auto-populated.
 - b) Enter the collated amount of all the unique goods or services supplied and applicable rate in the respective head.
 - c) In case of Intra-State transaction, the fields for Central Tax and State/UT Tax will appear. Enter the taxable value of the goods or services and Cess amount in the respective head.

Note: The Amount of Tax fields are auto-populated based on the values entered in Taxable Value fields respectively. However, the taxpayer can edit the tax amount

ashboard > Returns > GSTR-1/IFF > B2	ICS	🔾 English
B2CS- Add Details		Ø
		• Indicates Mandatory Fields
POS O*	Taxable value (₹)*	Supply Type
33-Tamil Nadu	~	76,500.00 Intra-State
Rate*	~	
Central Tax (₹)•	State/UT Tax (₹)•	CESS (?)
	4,590.00	4,590.00 0.00
		BACK SAVE

d) In case of Inter-State transaction: the fields for Integrated Tax will appear. Enter the taxable value of the goods or services and Cess amount in the respective head.
 Note: The Amount of Tax fields are auto-populated based on the values entered in Taxable

Note: The Amount of Tax fields are auto-populated based on the values entered in Taxable Value fields respectively. However, the taxpayer can edit the tax amount.

e) Click the **SAVE** button to save the details. Add Invoice page will reopen once save the record is done. The taxpayer can continue adding new records using this form or click Back icon/button to go back to Processed Records page.

Dashboard > Returns > GSTR-1/IFF > B2CS			English
B2CS- Add Details			Ø
			• Indicates Mandatory Fields
POS 0*	Taxable value (₹)*	Supply Type	
12-Arunachal Pradesh	53,000.0	00 Inter-State	
Rate*	2		
Integrated Tax (₹)•	CESS (₹)	_	
9,540.00			
			BACK SAVE

By clicking BACK button, it will take back to the Processed Records page.
 Note: The status of the added invoice will be shown as Processed. The taxpayer can also edit/delete the added invoices (under Actions).

ihboard > Returns > GS	TR-1 > B2	CS						\varTheta Eng
- B2C (Others)								٥
ADD RECORD IMPORT EWB D Processed Records Records 200						t ewb data 10 ♥		
Place of Supply (Name of State)	Rate (%)	Total Taxable Value	Integrated Tax (₹)	Central tax (₹)	State/UT Tax (₹)	Cess (र)	Applicable percentage(%)	Actions
Karnataka	1.5	2,14,32,423.00	3,21,486.35	0.00	0.00	0.00		/
								BACK

- Click on the back button to go to GSTR-1 landing page and the B2C Others tile in Form GSTR-1 will reflect the number of invoices added.
- Table 8A,8B,8C,8D NIL rated supplies, Exempted and Non-GST Outward supplies: All supplies made which attract nil rate of GST, Exempted and Non-GST outward supplies should be entered in this tile by performing the following steps.
 - Click the **Nil rated supplies** tile to enter the invoice details for Nil rated supplies.
 - The Nil rated supplies page will be displayed. Enter the data in Nil Rated Supplies, Exempted (Other than Nil rated/non-GST supply), and Non-GST Supplies Amount fields for the following categories of transactions:
 - a) Inter-state supplies to registered person
 - b) Inter-state supplies to unregistered person
 - c) Intra-state supplies to registered person
 - d) Intra-state supplies to unregistered person
 - Click the **SAVE** button to save the details.

ere detelle			
Description	Nil Rated Supplies (₹)	Exempted(Other than Nil rated/non-GST supply) (₹)	Non-GST Supplies (₹)
Intra-state supplies to registered person	56,000.00	37,000.00	10,000.00
Intra-state supplies to unregistered person	23,000.00	36,000.00	5,000.00
Inter-state supplies to registered person	25,788.00	45,789.00	3,450.00
Inter-state supplies to unregistered person	23,789.00	34,222.00	9,080.00

• A message will be displayed that Request accepted successfully. Click the **BACK** button to go back to the GSTR-1 page. The Nil rated supplies tile in GSTR-1 will reflect the Total Nil Amount, Total Exempted Amount and Total Non-GST Amount.

A 8B 8C 8D - Nil Pated Supplies	and Non-GST Sun	nlies	
A, 66, 66, 66 - All Raced Supplies		рпсэ	Ð
em details			
Description	Nil Rated Supplies (₹)	Exempted(Other than Nil rated/non-GST supply) (₹)	Non-GST Supplie (₹)
Intra-state supplies to registered person	56,000.00	37,000.00	10,000.0
Intra-state supplies to unregistered person	23,000.00	36,000.00	5,000.0
Inter-state supplies to registered person	25,788.00	45,789.00	3,450.0
Inter-state supplies to unregistered person	23,789.00	34,222.00	9,080.0

- 6. **Table 9B Credit /Debit notes (registered):** The Credit/Debit notes issued to the registered dealers should be entered in this tile by performing the following steps.
 - Click the 9B Credit/debit Notes (registered) tile to enter the details credit or debit notes issued to the registered recipients.
 - Credit/Debit Notes (Registered)will have following 3 tabs:
 - a) Recipient wise details
 - b) Document wise details
 - c) Pending/errored records
 - Credit/Debit Notes (Registered) Recipient wise details tab will be displayed, Click ADD RECORD to add a credit or debit note details. Here, details added by taxpayer like Recipient Details, Trade/Legal Name, Taxpayer Type, Processed Records and Pending/Errored Invoices will be displayed. Also, data from e-Way Bill (EWB) System can be imported by clicking on the IMPORT EWB DATA button.

sard > Returns > GSTR-1 >	Eng				
8 - Credit / Debit No	tes (Registered)				HELP 🛛 🕽
Recipient wise count					
ADD RECORD					
ADD RECORD					
ADD RECORD ecord Details Recipient Details	Trade/Legal Name	Тахрауег Туре	Processed Note	Pending/Errored Note	Add Note

- On the ADD NOTE page, the following details should be entered on this page
 - a) Select the appropriate check box as provided.
 - b) Enter the GSTIN or UIN of the receiver to whom supply is made, in the **Receiver GSTIN/UIN** field.

- c) Enter the **Debit/Credit Note number**, **Debit/Credit Note Date** in the respective fields. **Note:**
 - The Debit/Credit note number should be unique for a given Financial Year (FY).
 - Date should be before the end date of the tax period.
- d) Select the appropriate **Note type** from the drop-down list and enter the value of Note in the Value field.
- e) In case of Intra-State transaction, the fields for Central Tax and State/UT Tax will appear. Enter the taxable value of the goods or services and Cess amount in the respective head.

Note:

- The Amount of Tax fields are auto-populated based on the values entered in Taxable Value fields respectively. However, the taxpayer can edit the tax amount.
- Intra-State supplies attracting IGST will be enabled only when the supply attract reverse charge is selected by the taxpayer.
- If the recipient GSTIN is ISD GSTIN, then all the checkboxes (note supply type) will be disabled.

)						 Indicates Mandatory F
Deemed Exports			SEZ Supplies with payment		SEZ Supplies with	out payment
Supply attract re	everse charge	I	Intra-State Supplies attracting IG	ST		
Is the supply eli as notified by the Go	gible to be taxed at a differe wernment?	ntial per	centage (%) of the existing rate	of tax,		
tecipient GSTIN/UIN	•	Recipi	ient Name		Debit/Credit Note No.	
33CEHPS3060RWZ	3	GST	ΓN		DB-Jan2	
Debit/Credit Note Dal	te•	Note	Type •		Note value (₹)*	
17/06/2020	*	Deb	bit	~		8,960.00
os 0 •		Suppl	ly Type			
33-Tamil Nadu	Ý	Intra	a-State			
iource		IRN			IRN date	
tem details Rate (%)	Taxable value (₹)•			Amo	unt of Tax	
tem details Rate (%)	Taxable value (₹)•		Central tax (र)*	Amo State	unt of Tax :/UT Tax (₹)*	Cess (₹)
tem details Rate (%) 0%	Taxable value (९)•		Central tax (१)*	Amo State	unt of Tax :/UT Tax (₹)*	Cess (₹)
tem details Rate (%) 0% 0.1%	Taxable value (₹)•		Central tax (₹)*	Amo State	unt of Tax 2/UT Tax (₹)*	Cess (₹)
tem details Rate (%) 0% 0.1% 0.25%	Taxable value (₹)•		Central tax (₹)*	Amo State	unt of Tax :/UT Tax (९)*	Cess (₹)
tem details Rate (%) 0% 0.1% 0.25% 1%	Taxable value (₹)•		Central tax (₹)*	Amo State	unt of Tax //UT Tax (९)*	Cess (₹)
tem details Rate (%) 0% 0.1% 0.25% 1% 1.5%	Taxable value (₹)•		Central tax (र)*	Amo State	unt of Tax //UT Tax (९)*	Cess (र)
tem details Rate (%) 0% 0.1% 0.25% 1% 1.5% 3%	Taxable value (₹)•		Central tax (₹)*	Amo State	unt of Tax :/UT Tax (《)*	Cess (₹)
tem details Rate (%) 0% 0.1% 0.25% 1% 1.5% 3% 5%	Taxable value (₹)*		Central tax (₹)*	Amo	unt of Tax //UT Tax (₹)*	Cess (₹)
tem details Rate (%) 0% 0.1% 0.25% 1% 1% 3% 5% 5% 7.5%	Taxable value (₹)*		Central tax (₹)* [] []	Amo	unt of Tax //UT Tax (₹)*	Cess (₹)
tem details Rate (%) 0% 0.1% 0.25% 1% 1% 3% 5% 5% 7.5% 12%	Taxable value (९)•		Central tax (₹)*	Amo	unt of Tax //UT Tax (₹)*	Cess (₹)
tem details Rate (%) 0% 0.1% 0.25% 1% 1% 3% 3% 3% 5% 7.5% 12% 18%	Taxable value (९)•		Central tax (₹)*	Amo	unt of Tax //UT Tax (₹)*	Cess (₹)
tem details Rate (%) 0% 0.1% 0.25% 1% 1% 3% 3% 3% 3% 3% 3% 3% 1.5% 1.5% 1.5% 3% 1.5% 3% 3% 3% 3% 3% 3% 3% 3% 3% 3	Taxable value (९)•		Central tax (₹)*	Amo	unt of Tax //UT Tax (₹)*	Cess (₹)

f) In case of Inter-State transaction: the fields for Integrated Tax will appear. Enter the taxable value of the goods or services and Cess amount in the respective head.
 Note: The Amount of Tax fields are auto-populated based on the values entered in Taxable Value fields respectively. However, the taxpayer can edit the tax amount.

g) Click the **SAVE** button to save the details. Add Note page will reopen once save the record is done. The taxpayer can continue adding new records using this form or click Back icon/button to go back to Recipient wise count tab page.

	gistered)- Add No	ote			
					 Indicates Mandatory
Deemed Exports		SEZ Supplies	with payment	SEZ Supplies	without payment
Supply attract reverse	e charge	Intra-State Su	upplies attracting IGST		
Is the supply eligible t	to be taxed at a differe	ential percentage (%)	of the existing rate of tax,		
Recipient GSTIN/UIN*	THE R. P.	Recipient Name		Debit/Credit Note	No.*
37GDJPS0340K1Z7		AutomationsTest		CR5567	
Debit/Credit Note Date*		Note Type*		Note value (₹)*	
08/06/2020		Credit	v		17,850.0
Pos 0 •		Supply Type			
37-Andhra Pradesh	v	Inter-State			
Source		IRN		IRN date	
tem details	Tavable uz	due (Z)		Amount of Tax	
item details Rate (%)	Taxable va	lue (₹)•	Integrated Tax	Amount of Tax	Coss (?)
tem details Rate (%)	Taxable va	lue (₹)*	Integrated Tax	Amount of Tax (१)•	Cess (₹)
tem details Rate (%) 0% 0.1%	Taxable va	lue (₹)*	Integrated Tax	Amount of Tax (१)•	Cess (₹)
tem details Rate (%) 0% 0.1% 0.25%	Taxable va	ılue (₹)*	Integrated Tax	Amount of Tax (१)•	Cess (₹)
tem details Rate (%) 0% 0.1% 0.25% 1%	Taxable va	lue (₹)*	Integrated Tax	Amount of Tax (१)•	Cess (₹)
tem details Rate (%) 0% 0% 0.1% 0.25% 1% 1.5%	Taxable va	lue (₹)*	Integrated Tax	Amount of Tax (()	Cess (₹)
tem details Rate (%) 0% 0% 0.1% 0.25% 1% 1.5% 3%	Taxable va	lue (₹)*	Integrated Tax	Amount of Tax (())	Cess (₹)
tem details Rate (%) 0% 0% 0.1% 0.25% 1% 3% 5%	Taxable va	lue (₹)*	Integrated Tax	Amount of Tax (()) (()) ()) ()) ()) ()) ()) ()) ())	Cess (₹)
tem details Rate (%) I 0% I 1% I 3% I 5% I 7.5% I	Taxable va	lue (₹)*	Integrated Tax	Amount of Tax (()) (()) ()) ()) ()) ()) ()) ()) ())	Cess (₹)
tem details Rate (%)	Taxable va	lue (₹)*	Integrated Tax	Amount of Tax (c)• (a) (b) (c) (c) (Cess (₹)
Rate (%) 0% 0% 0% 0% 0% 0% 1% 1% 1% 3% 3% 5% 12% 18%	Taxable va	lue (₹)*	Integrated Tax	Amount of Tax (*)* (*) (Cess (₹)
Rate (%) 0% 0% 0% 0% 0% 0% 1% 1% 1% 3% 5% 5% 12% 18% 28%	Taxable va	lue (₹)*	Integrated Tax	Amount of Tax (c)• (a) (a) (b) (b) (c) (c) (Cess (₹)

• By clicking Back icon, previous page will appear. The taxpayer can add Note of the particular receiver by clicking the green button in the Add Note Column. Click back to go to FORM GSTR-1.

hboard > Returns > GSTR-1		🛛 Engli			
9B - Credit / Debit No	tes (Registered)				HELP 🛛 🕽
Recipient wise count					
400 85000					
ADD RECORD					
Record Details					
Recipient Details	Trade/Legal Name	Taxpayer Type	Processed Note	Pending/Errored Note	Add Note
Recipient Details	Trade/Legal Name	Taxpayer Type	Processed Note	Pending/Errored Note	Add Note
Recipient Details 24AHLPP8362B1ZA	Trade/Legal Name GSTN	Taxpayer Type Regular taxpayer	Processed Note	Pending/Errored Note 0	Add Note

- Click on hyperlink of **Processed Records** to edit processed records in Recipient wise details tab. Similar steps to be followed to edit Pending/ Errored Note.
- **Document wise details** tab is displayed. Details of processed records added by taxpayer like recipient details, legal name and note details will be displayed. Click the **BACK** button to go to Recipient wise count page.

shboard > Re	turns > GSTR-	1> CDN	R							English
9B - Cred	lit / Debit N	lotes (F	Registered)						н	EIP 🛛 🕽
Recipient	wise count	Docur	ment wise details							
Processe	d Records									
24AHLPP	3362B1ZA	GSTN								
			Display,	/Hide Columns:	•	Records	Per Page :	10 🖌	Sea	rch Q
C/D Note No.	C/D Note Date	Note Type	Note value (₹)	Taxable value (₹)	Integrated Tax (₹)	Central tax (र)	State/UT Tax (₹)	Cess (₹)	Source	Actions
cdnr333	10/06/2020	Debit	80,00,000.00	9,00,00,000.00	0.00	1,12,500.00	1,12,500.00	90,000.00		1
cdnr222	10/06/2020	Credit	80,00,00,000.00	80,00,000.00	80,000.00	0.00	0.00	90,000.00		× •
										BACK

- Click on the back button to go to GSTR-1 landing page and the Credit/ Debit Notes (registered)
 9B tile in Form GSTR-1 will reflect the number of credit/debit notes added.
- 7. <u>Table 9B Credit/Debit notes (Unregistered)</u>: The Credit/Debit notes or refund vouchers issued to the unregistered persons should be entered in this tile.

Similar steps to be followed as performed under 6. Table 9B – Credit/ Debit notes issued to registered dealers.

- 8. Table 11A(1), 11A(2) Tax Liability (Advances received): All the supplies for which advances were received from the receiver of supplies but invoice was not raised will be entered here, by performing the following steps:
 - Click the Table Tax liability (Advance received) tile to enter the tax liability details.

• The Tax liability (Advance received)— Summary page will be displayed. Click the ADD STATE WISE DETAILS to add the advance tax receipt and related liability details.

Dashboard > Returns > GSTR-1 > Tax Liability (Advances Received)	English
11A(1), 11A(2) - Tax Liability (Advances Received)	0
There are no records to be displayed.	
	BACK ADD STATE WISE DETAILS

- The **Tax liability (Advance Received) Add Details** page will be displayed. The following details should be entered on this page.
 - a) Select Place of Supply (State Code) for the advance received from the drop-down list, in the **POS** field. Based on the state selected in POS, Supply Type field is auto-populated as Inter-state or Intra-state.
 - b) In case of Intra-State transaction, the fields for Central Tax and State/UT Tax will appear. Enter the amount paid by the receiver to the supplier for the goods/service provided by the supplier without issuing of any invoice for the goods/services against the applicable Rate (%), in the Gross Advance Received field.
 - c) The Amount of Tax fields are auto-populated, however, the taxpayer can edit the tax amount. Enter the amount of cess in the respective field.

: Declare here	the tax liability arising on account of receipt of consideration	for which invoices have	not been issued in the same Inc	tax period. licates Mandatory I
os 0*	Supply Type			
33-Tamil Nadu	✓ Intra-State			
Is the supply s notified by the	y eligible to be taxed at a differential percentage (%) of the e e Government?	xisting rate of tax,		
Rate (%)	Gross Advance Received (excluding tax) (\mathfrak{C}).		Amount of Tax	
		Central tax (₹)*	State/UT Tax (₹)•	Cess (₹)
096				
0.1%				
0.25%				
196				
1.5%				
3%				
5%				
7.5%				
12%	92,000.00	5,520.00	5,520.00	
18%				
28%				

- d) In case of Inter-State transaction: the fields for Integrated Tax & Cess will appear. Enter the amount paid by the receiver to the supplier for the goods/service provided by the supplier without issuing of any invoice for the goods/services against the applicable Rate (%), in the Gross Advance Received field.
- e) The Amount of IGST field will be auto-populated, however, the taxpayer can edit the tax amount. Enter the amount of cess in the respective field.
- f) Click the SAVE button to save the details. Add Note page will reopen once save the record is done. The taxpayer can continue adding new records using this form or click Back icon/button to go back to Processed Records page.

	TR-1/IFF > Tax Liability (Adva	inces Received)		
Liability (Advar	ice Received) - Add De	tails		
: Declare here the	ax liability arising on account	of receipt of consideration for which in	nvoices have not been issued in the sar	me tax period. Indicates Mandatory
os 0•		Supply Type		
12-Arunachal Prade	sh 🗸	Inter-State		
Is the supply elig s notified by the Go em details	jible to be taxed at a different vernment?	ial percentage (%) of the existing rate	: of tax,	
Rate (%)	Gross Advance Rec	eived (excluding tax) (₹)•	Amount of Ta	x
			Integrated Tax (₹)•	Cess (₹)
0%				
0.1%				
0.25%				
1%				
1%				
1% 1.5% 3%				
1% 1.5% 3% 5%				
1% 1.5% 3% 5% 7.5%				
1% 1.5% 3% 5% 7.5% 12%				

BACK	SAVE

• By clicking **BACK** button, it will take back to the Processed Records page.

28%

Note: The status of the added invoice will be shown as Processed. The taxpayer can also edit/delete the added invoices (under Actions).

ADD STATE WIS	E DETAILS							
rocessed Record	is	-					Records Per Page	: 10 ¥
Place of Supply (Name of State)	Supply Type	Gross Advance Received (excluding tax) (₹)	Integrated Tax (₹)	Central tax (₹)	State/UT Tax (₹)	CESS (१)	Applicable percentage(%)	Actions
Manipur	Inter-	75,000.00	13,500.00	0.00	0.00	0.00		1

• Click on the back button to go to GSTR-1 landing page and the **Tax liability (Advance Received)** tile in Form GSTR-1 will reflect the updated total Gross Advance Received and Total Tax Liability.

- 9. Table 11B(1), 11B(2) Adjustment of Advances: All the supplies for which invoices issued in the current period for which the return is being filed but advances were received from the receiver and tax has been already paid in the previous months will be entered here, by performing the following steps:
 - Click the Table Adjustment of Advances tile to enter the details of tax already paid on invoices issued in the current period.
 - The Tax already paid on invoices issued in the current period Summary page will be displayed. Click the ADD STATE WISE DETAILS to add details for invoices issued in the current period on which tax has already been paid.

Dashboard > Returns > GSTR-1 > Adjustment of Advances	English
11B(1), 11B(2) - Adjustment of Advances	0
There are no records to be displayed.	
	BACK ADD STATE WISE DETAILS

- The Tax already paid on invoices issued in the current period Add Details page will be displayed. The following details should be entered on this page.
 - a) Select Place of Supply from the drop-down list, in the **POS** field. Based on the state selected in POS, Supply Type field is auto-populated as Inter-state or Intra-state.
 - b) In case of Intra-State transaction, the fields for Central Tax and State/UT Tax will appear. Enter the amount paid by the receiver to the supplier for the goods/service provided by the supplier without issuing of any invoice for the goods/services against the applicable Rate (%), in the Gross Advance Adjusted (excluding tax) field.
 - c) The Amount of Tax fields are auto-populated, however, the taxpayer can edit the tax amount. Enter the amount of cess in the respective field.

			• In	dicates Mandatory F
s 0•	Supply Type			
33-Tamil Nadu	✓ Intra-State			
Is the suppl notified by th m details	y eligible to be taxed at a differential percentage (%) of the e e Government?	xisting rate of tax,		
Rate (%)	Gross Advance Adjusted (excluding tax) (₹)•		Amount of Tax	
		Central tax (₹)•	State/UT Tax (₹)•	Cess (₹)
0%				
0.1%				
0.25%				
1%				
1.5%				
3%				
5%				
7.5%				
12%	70,000.00	4,200.00	4,200.00	
18%				

- d) In case of Inter-State transaction: the fields for Integrated Tax & Cess will appear. Enter the amount paid by the receiver to the supplier for the goods/service provided by the supplier without issuing of any invoice for the goods/services against the applicable Rate (%), in the Gross Advance Adjusted field.
- e) The Amount of IGST field will be auto-populated, however, the taxpayer can edit the tax amount. Enter the amount of cess in the respective field.
- f) Click the SAVE button to save the details. Add details page will reopen once saving of the record is done. The taxpayer can continue adding new records using this form or click Back icon/button to go back to Processed Records page.

		•	Indicates Mandatory
0 •	Supply Type		
2-Arunachal Prade	Inter-State		
Is the supply elig notified by the Gov n details	ible to be taxed at a differential percentage (%) of the existing rate of vernment?	f tax,	
Rate (%)	Gross Advance Adjusted (excluding tax) (₹)•	Amount of Ta	x
		Integrated Tax (₹)•	Cess (₹)
0%			
0.1%			
0.25%			
1%			
1.5%			
3%			
5%			
7.5%			
12%			
18%	50,000.00	9,000.00	

By clicking BACK button, it will take back to the Processed Records page.
 Note: The status of the added invoice will be shown as Processed. The taxpayer can also edit/delete the added invoices (under Actions).

11B(1), 11B(2) - Adjus	ment of Advances						0
							× .
ADD STATE WISE DETAIL							
Processed Records	-					Records Per Page	10 ¥
Place of Supply Supp (Name of State) Type	y Gross Advance Adjusted (excluding	Integrated Tax (₹)	Central tax (₹)	State/UT Tax (₹)	CESS (र)	Applicable percentage(%)	Actions
Jharkhand Inter State	tax) (₹)	95,999.88	0.00	0.00	0.00	-	1

• Click on the back button to go to GSTR-1 landing page and the **Adjustment of Advances** tile in Form GSTR-1 will reflect the updated total Gross Advance Adjusted and Total Tax Liability.

10. <u>Table 12 – HSN wise summary of outward supplies:</u>

- To furnish the **HSN-wise summary** of outward supplies along with rate and quantitative details, following steps to be performed;
 - a) Click the **HSN-wise summary of outward supplies** tile to furnish the summarized details of all outward supplies HSN-wise along with rate and quantitative details.
 - b) The HSN summary of outward supplies Add/Edit Details page will be displayed. Also, e-Invoice HSN summary can be imported by clicking on the IMPORT HSN DATA FROM E-INVOICES button.
 - c) Imported records of e-Invoice HSN summary is displayed.
 - d) Imported records from **Processed Records** table can be edited or deleted.
 - e) Click on **DOWNLOAD HSN EXCEL** button to view imported e-Invoice HSN records.
- Manual addition of HSN/SAC code of the outward supplies: In addition to imported HSN records, HSN/SAC code of the outward supplies can be manually added by entering details in the HSN field.

Note: Taxpayer can select HSN code by entering at least 2 digits or 4 characters in the field for HSN. Upon entering the digits/characters in HSN field, related details will appear in the drop-down list. Select the relevant HSN code from the drop down and description will be auto-populated.



Note: HSN can be searched by description also. Upon entering the description drop-down list will appear and the taxpayer can select from the available options.

HSN*



Note: Cases where error message will appear is as under:

- Only one digit of HSN entered
- Invalid HSN entered
- More than 8 digits entered in HSN
- Taxpayer having turnover more than Rs. 5 Crores, enters less than 4 digits HSN
- Taxpayer, whose turnover is less than 5 crores, enters less than 4 digits of HSN code

Note: Taxpayer has less than 5-crore aggregate turnover in the preceding financial year, the drop-down list will show HSN code either at 4-digit, 6-digit or 8-digit values.

Dashboard > Returns > GSTR-1/IFF > HSN		🔾 English
12 - HSN - wise summary of outward su	pplies	HELP 🛛 🕽
Note: 1. In case there are no suggestions for any HSN 2. Please select HSN from the search results dro 3. Kindly dick on save button after any modifica There are no saved records to be displayed.	, then after typing the required HSN; click on descri pdown only. In case HSN entered is not available, y tion(add, edit) to save the changes	ption/UQC to enable other fields. ou can enter HSN manually
Add/Edit Details		DOWNLOAD HSN EXCEL
HSN*	Description	Product name as in Master
1201 1201- OIL SEEDS AND OLEAGINOUS FRUITS, MISCELLANEOUS GRAINS, SEEDS AND F RUIT; INDUSTRIAL OR MEDICINAL PLAN TS; STRAW AND FODDER- Soya beans,	Total Quantity•	Total taxable value (₹)•
whether or not broken 120100- Sova beans, whether or not broken	Integrated tax (₹)•	Central tax (₹)•
State/UT tax (₹)•	Cess (₹)	
	BACK RESET ADD	IMPORT HSN DATA FROM E-INVOICES

Note: Taxpayer having more than 5-crore aggregate turnover in the preceding financial year, the drop-down list will show HSN codes at either 6-digit or 8-digit values.

2 - HSN - wise summary or outward	a supplies	HELP O
loto.		
 In case there are no suggestions for any 	HSN, then after typing the required HSN;	click on description/UQC to enable other fields.
 Please select HSN from the search result: Kindly click on some butten often any more 	is dropdown only. In case HSN entered is r	not available, you can enter HSN manually
5. Kindly click on save button after any mot	unication, add, edity to save the changes	
There are no saved records to be displayed.		
Add/Edit Details		DOWNLOAD HSN EXCEL
Add/Edit Details	Description	DOWNLOAD H5N EXCEL Product name as in Master •
Add/Edit Details	Description	DOWNLOAD HSN EXCEL Product name as in Master •
Add/Edit Details	Description	DOWNLOAD HSN EXCEL Product name as in Master •
Add/Edit Details HSN• 1201 120100- Soya beans, whether or not broken	Description	DOWNLOAD HSN EXCEL Product name as in Master*
Add/Edit Details HSN 1201 120100- Soya beans, whether or not broken 120110- seed	Description Total Quantity •	DOWNLOAD HSN EXCEL Product name as in Master• Total taxable value (₹)•
Add/Edit Details HSN 1201 120100- Soya beans, whether or not broken 120110- seed	Description	DOWNLOAD HSN EXCEL Product name as in Master• Total taxable value (₹)*
Add/Edit Details HSN 1201 120100- Soya beans, whether or not broken 120110- seed 120190- other	Description Total Quantity *	DOWNLOAD HSN EXCEL Product name as in Master• Total taxable value (₹)• Central tax (₹)•

- f) Enter the UQC Code (Unique Quantity Code) from the drop-down list, Total Quantity, Total Taxable Value of the outward supply, Rate from the drop-down list under respective heads.
- g) Once the UQC and Rate are selected, an Add to Master button appears below the HSN field. From there the taxpayer can add the product to My Master.
 Note: HSN can be filed manually in case unable to find the requisite HSN code from the

drop-down list. Further, the combination of HSN, UQC and Rate must be unique. GST Portal will not allow more than one entry with same HSN, UQC and Rate combination.

For Example: If taxpayer has entered 1100 as HSN code, Kg as UQC and rate as 5%, they cannot add another entry with same HSN, UQC and rate. But he can add another entry with 1100 as HSN code, Kg as UQC and rate as 12%.
12 - HSN - wise summary of outward s	upplies	HELP 🕑
Note: 1. In case there are no suggestions for any HS 2. Please select HSN from the search results dr 3. Kindly dick on save button after any modific	N, then after typing the required HSN; click on desci opdown only. In case HSN entered is not available, ation(add, edit) to save the changes	iption/UQC to enable other fields. you can enter HSN manually
There are no saved records to be displayed.		
The selected HSN, UQC and RATE is not present	in your product master. Click on "ADD TO MASTER"	button to add.
Add/Edit Details		DOWNLOAD HSN EXC
HSN•	Description	Product name as in Master
1201 🗙	SOYA BEANS, WETHER OR NOT BROKEN	
ADD TO MASTER	Total Quantity •	Total taxable value (₹)•
BUN-BUNCHES V	12121	1,121
Rate (%)•	Integrated tax (₹)•	Central tax (₹)•
10 🗸		
State/UT tax (₹)•	Cess (₹)	
	BACK RESET ADD	IMPORT HSN DATA FROM E-INVOICE

h) Click the Add to Master button. A pop-up titled Add Product Master appears. Enter the Product Name and click the Save button.

Note: The HSN data added will now also be available in the Product Master table.

ADD	PRODUCT	MASTER
-----	---------	--------

	Field(s) marked with red dot (.) are mandatory
HSN Code	HSN Description
1201	SOYA BEANS, WHETHER OR NOT BROKEN
Product Name*	IGST Rate(%)
Soya Bean	3
υφς	
BUN-BUNCHES ~	
	SAVE BACK

i) Enter the Total taxable value, tax amount under IGST, SGST and CGST and Cess amount under the respective heads. Click **ADD** button.

2 - HSN - wise summary of outward su	pplies	HEP 0 0
Note: 1. In case there are no suggestions for any HSN, 2. Please select HSN from the search results drop 3. Kindly click on save button after any modificati	then after typing the required HSN; click on descrip down only. In case HSN entered is not available, yo on(add, edit) to save the changes	otion/UQC to enable other fields. Ju can enter HSN manually
Add/Edit Details		IMPORT EWB DATA
HSN•	Description	UQC•
120100 🗙	Soya beans, whether or not broken	BAG-BAGS Y
Total Quantity*	Total taxable value (₹)•	Rate (%)*
1000	10,000.00	5 ¥
Integrated tax (₹)	Central tax (₹)	State/UT tax (₹)
1,000.00	0.00	2,000.00
Cess (₹)		
1,000.00		
		BACK RESET ADD

- Added records will moved to Added/Edited Invoices to be saved section. Once all details are added, click the SAVE button.
 - Note:
 - Taxpayer can EDIT, DELETE or RESET the added details by selecting the appropriate option.
 - Select the required number of records from the **Records Per Page** drop-down list, to view the records per page.
 - Enter the relevant text/value in the **Search** field, to search in the list of added records.

e: Kii ddei	ndly clic d/Edite	k on save butto d invoices to	on after be sav	any modifica ed	tion(add, edit,	delete) to save t	he changes				
Sr	HSN	Description	UQC	Total	Total value	Total		Amount of Tax			Actions
No.				Quantity	(*)	Taxable Value (₹)	Integrated Tax (₹)	Central Tax (₹)	State/UT Tax (₹)	CESS (₹)	
1		Telephones	BAG	10	7,10,000.00	6,11,000.00	65,988.00	21,997.00	21,997.00		1
2		Telephone	BAG	5	30,000.00	23,445.00	7,500.00	5,000.00	5,000.00		1

• A successful message will be displayed. By clicking **SAVE** button, records will move to processed table from added/edited invoices to be saved table. Click the **BACK** button to go back to the Form GSTR-1 page.

- HS	5N - w	ise summar	y of o	utward su	pplies						HELP 🛛 🕄
e: Kir	ndly clic	k on save butt	on after	any modifica	tion(add, edit,	delete) to save ti	he changes				
	ecod 5	Records									
roce	sseu r	1000103									
Sr	HSN	Description	UQC	Total	Total value	Total		Amount of	Тах		Actions
Sr No.	HSN	Description	UQC	Total Quantity	Total value (र)	Total Taxable Value (₹)	Integrated Tax (र)	Amount of Central Tax (९)	Tax State/UT Tax (₹)	CESS (र)	Actions

- Click on the back button to go to GSTR-1 landing page and the **HSN summary of outward supplies** tile in Form GSTR-1 will reflect the number of invoices added along with Total Value, Total Taxable Value and Total Tax Liability.
- 11. <u>Table 13 Documents issued:</u> the details of all the documents issued during the month shall be added under this tile, by performing the following steps:
 - Click the **Documents Issued** tile to add the details for document issued during the current tax period.
 - Click on Add Document:
 - There will be 12 categories of documents. Enter the Serial Number of the document, Total Number of documents issued and cancelled in respective fields. The net invoices field will be auto populated.

For say, under Invoice for outward supply, enter the serial Number of the invoices, Total Number of invoices issued and cancelled in the respective fields.

- Click ADD DOCUMENT button to add more rows for each category. Click SAVE.
- Click the **BACK** button to go back to the GSTR-1 page.

Note: Added documents can be edited or deleted (under Actions).

- Click on the back button to go to GSTR-1 landing page and the **Documents Issued summary** tile in GSTR-1 will reflect the number of documents issued along with Total Documents, Cancelled Documents and Net Issued Documents.
- **12.** Table 14 Supplies made through ECO: To add details in Supplies made through ECO (Electronic Commerce Operators), the following steps to be performed;
 - •Click the 14- Supplies made through ECO tile.
 - •The Supplies made through ECO page will be displayed. There will be two tabs i.e. (a) Liable to collect tax u/s 52 (TCS) and (b) Liable to pay tax u/s 9(5). Click on **ADD RECORD** button.

Note: By default, Liable to collect tax u/s 52 (TCS) tab will open.

Dashboard	Services -	GST Law	Search Taxpayer -	Help and Taxpayer Fadilities	e-Invoice	News and Updates	
Dashboard	Returns > GSTF	R-1/IFF > Sup	plies through ECO				English
14 - Sup	plies made t	through E-G	Commerce Operato	ors			HELP O S
Liable to c	ollect tax u/s 52	2 (TCS)	iable to pay tax u/s 9(§				
There a	re no records to	be displayed.					
						BACK	ADD RECORD

• Supplies made through E-Commerce Operators- u/s 52 (TCS)-Add Details page is displayed. Enter the GSTIN of e-commerce operator, Net values of supplies, Integrated tax, Central tax, State/UT tax, Cess in the fields, then click on SAVE button. On saving the details A success request accepted message will be displayed.

Note: If **GSTIN** other than that of a **TCS** taxpayer has been entered, then system will display error on the screen.

14 - Supplies made through E-Con	nmerce Operators - u/s 52 (TCS) -	Add Details	• Indicates Mandatory Fields
GSTIN of e-commerce operator* 25GHIJK0189M1CH	Trade/Legal Name*	Net value of supplies (t)* 1,000.00
Integrated tax (₹)*	Central tax (₹)*	State/UT tax (?)*	100.00
Cess (₹)	0.00		
			BACK SAVE



• The Processed Records details will be displayed.

R-1/IFF > Supplies throug through E-Commerc 2 (TCS) Liable to pay	h ECO e Operators tax u/s 9(5)				HELP	€ Engli
through E-Commerce 2 (TCS) Liable to pay	e Operators tax u/s 9(5)				HELP	0 0
2 (TCS) Liable to pay	tax u/s 9(5)					
				Records P	er Page :	10 👻
e Trade/Legal Name	e Net value of supplies (۲)	Integrated tax (१)	Central tax (र)	State/UT tax (₹)	Cess (१)	Actions
AutomationsTest	1,000.00	100.00	100.00	100.00	50.00	1
	AutomationsTest	AutomationsTest 1,000.00	AutomationsTest 1,000.00 100.00	AutomationsTest 1,000.00 100.00 100.00	Supplies (<) (<) (<) (<) AutomationsTest 1,000.00 100.00 100.00 100.00	AutomationsTest 1,000.00 100.00 100.00 100.00 50.00

• Now, to enter details in Liable to pay tax u/s 9(5) - Click on ADD RECORD button.



• The Liable to pay tax u/s 9(5) page is displayed. Enter the GSTIN of e-commerce operator, Net values of supplies, Integrated tax, Central tax, State/UT tax, Cess in the fields, then click on SAVE button. Accordingly, The **Processed Records** details will be displayed.

Dashboard	Services -	GST Law	Search Taxpayer -	Help and Taxpayer Facilities	e-Invoice	News and Updates	
Dashboard > R	teturns > GSTR-	1/IFF > Sup	plies through ECO > U/	s 9(5)			English
14 - Supp	lies made th	rough E-0	Commerce Operat	ors - u/s 9(5) - Add Det	ails		
						• Inc	ficates Mandatory Fields
GSTIN of	e-commerce op	erator	Trade/Le	gal Name*	Net	value of supplies (₹)*	
25GHIJ	K0189M1CH		Autom	ationsTest			1,000.00
Integrated	d tax (₹)•		Central t	ax (₹)*	Sta	te/UT tax (₹)*	
			100.00		100.00		100.00
Cess (₹)							
		- F	50.00				
							BACK SAVE

Note: In case the taxpayer intends to edit the record, he can click on edit icon. Then system will open the pre-filled record in edit details page, and it will allow to edit the following fields:

a. Net values of supplies b. The tax amounts (Integrated tax, Central tax, State/UT tax and Cess)

Once the taxpayer edits the details, he can save the same by clicking on the **Save** button at the bottom.

ashboard Services -	GST Law Search Tax	payer - Help and T	axpayer Facilities	e-Invoice	News and Updates		
ashboard > Returns > GSTR-	1/IFF > Supplies through E	со					English
14 - Supplies made th	rough E-Commerce C	Operators				HELP	• •
Liable to collect tax u/s 52	(TCS) Liable to pay ta	x u/s 9(5)					
ADD RECORD							
ADD RECORD Processed Records					Records F	er Page :	10 ¥
ADD RECORD Processed Records GSTIN of e-commerce operator	Trade/Legal Name	Net value of supplies (t)	Integrated tax (t)	Central tax	Records F State/UT tax (₹)	Per Page : Cess (१)	10 V Actions
ADD RECORD Processed Records GSTIN of e-commerce operator	Trade/Legal Name	Net value of supplies (?)	Integrated tax (₹)	Central tax (₹)	Records F State/UT tax (१)	Per Page : Cess (₹)	10 V Actions
ADD RECORD Processed Records GSTIN of e-commerce operator 25GHIJK0189M1CH	Trade/Legal Name AutomationsTest	Net value of supplies (₹) 1,000.00	Integrated tax (t) 100.00	Central tax (९) 100.00	Records F State/UT tax (*) 100.00	Per Page : Cess (९) 50.00	10 v Actions
ADD RECORD Processed Records GSTIN of e-commerce operator 25GHIJK0189M1CH	Trade/Legal Name AutomationsTest	Net value of supplies (ζ) 1,000.00	Integrated tax (र) 100.00	Central tax (₹) 100.00	Records F State/UT tax (₹) 100.00	Per Page : Cess (₹) 50.00	10 v Actions

• The Tile summary of table 14 (Under both tabs 'Liable to collect tax u/s 52 (TCS)' and 'Liable to pay tax u/s 9(5)') on GSTR-1 dashboard shows the updated count of documents/ records added.

Note 1: If there are records validated with error, then tile will be highlighted in red. **Note 2**: System will not include the value of supply along with taxes of table 14 for the computation of 'Total liability (Outward supplies other than Reverse charge)' in consolidated summary table.

ashboard > Returns > GSTR-1/				in investigate	er Facilitie	s e-invoi	ce News a	nd Updates	
	/IFF > Supplies the	rough ECO							@ Englis
14 - Supplies made thr	ough E-Comm	erce Operators						HELP	• •
	cs) Liable to	o pay tax u/s 9(5)							
ADD RECORD									
Processed Records							Record	s Per Page :	10 ×
Processed Necords									
GSTIN of e-commerce operator	Trade/Legal M	Name Net val supplie	ue of s (₹)	Integrate (₹)	ed tax	Central tax (₹)	State/UT tax (₹)	Cess (₹)	Actions
25047201004104					100.00	100.00	100.0		
25GHDK0109M1CH	Automations	lest	1,000.00		100.00	100.00	100.0	50.00	- L
Pending Records (These	will be added af	ter validation)							
GSTIN of e-commerce	Trade/Legal	Net value of	Integra	ated	Central	State/UI	Cess	Status	Actions
operator	Name	supplies (₹)	tax (¢)	tax (¢)	tax (₹)	(₹)		
27VEENK2938Z1ZY	GSTN	1,000.00	3	100.00	100.00	100.	00 50.00	Error	1
								0.0001100	
								1	BACK

- 13. <u>Table 15 Supplies U/s 9(5)</u> To add details in Supplies u/s 9(5), the following steps has to be followed;
 - Click the 15 Supplies U/s 9(5)
 - •The Supplies U/s 9(5) page will be displayed. This page will contain 4 tabs: (a) Registered to Registered (B2B), (b) Registered to Unregistered (B2C), (c) Unregistered to Registered (URP2B), (d) Unregistered to Unregistered (URP2C). However, by default, Registered to Registered tab will be opened.

Note: On clicking back button, system will navigate back to GSTR-1 landing page.

Dashboard	Services -	GST Law	Search Taxpayer -	Help and Taxpayer Facilities	e-Invoice	News and Updates	
Dashboard >	Returns > GSTI	R-1/IFF Sup	plies U/s 9(5)				English
15 - Sup	plies U/s 9(5)					HELP 🛛 🗢
Registered	to Registered	Register	ed to Unregistered	Unregistered to Registered		red to Unregistered	
There ar	e no records to	be displayed					
						B/	ACK ADD RECORD

A. Registered to Registered

• Click on ADD RECORD button. Supplies U/s 9(5)-B2B-Add Details page will be displayed.

Note - The System will provide the three optional check boxes at the top of Add details page:

- a. **Deemed Exports** In case the supply is considered as deemed export, then taxpayer can select the checkbox.
- b. **SEZ Supplies with payment** In case the supply is made to SEZ with payment of taxes, then taxpayer can select this checkbox.
- c. **SEZ Supplies without payment-** In case the supply is made to SEZ without payment of taxes, then taxpayer can select this checkbox.

15 - Supplies U/s 9(5)	- B2B - Add Deta				
0					 Indicates Mandatory Fields
Deemed Exports		SEZ Supp	lies with payment	SEZ Supplies with	out payment
Supplier GSTIN/UIN*		Supplier name	•		
Enter Supplier GSTIN/UI	N				
Recipient GSTIN/UIN*		Recipient name	•	Document number*	
Enter Recipient GSTIN/U	EN				
Document date*		Total value of s	upplies made (₹)•	POS O.	
DD/MM/YYYYY				Select	~
Supply type					

• Processed Records: Enter the Supplier GSTIN/UIN, Recipient GSTIN/UIN, Document number, Document date, Total value of supplies made (₹), Supply type, Item details, Select the POS from drop-down list., then Click on SAVE button.

ab supplies of	9(5) - B2B - Add	1 Details				
G						Indicates Mandatory Fields
Daamad Evro	de.	= 0	7 Cumpling with program		E7 Cureline with	
Constant OCT Market	rts	30	22 supplies with payment	III 3	scz supplies with	out payment
19CCCTN8915A1	ZF	Auto	r name • mationsTest			
Recipient GSTIN/U	IN*	Recipie	nt name*	Docur	ment number*	
29AAACD1391F1	ZT	GSTN	L. C.	123	45	
Document date*		Total vi	alue of supplies made (?).	POS		
28/12/2023			2	,300.00 32-	Kerala	*
Supply type						
Intra-State						
Item details						
Rate (%)	Taxable val	ue (t)*		Amount of T	ax	
			Central tax (₹)*	State/UT tax	< (e)•	Cess (₹)
0%						
0.1%						
0.35%						
0.25%						
1%						
1.5%						
3%						
5%						
6%						
7.5%						
	-					
12%		1,000.00	60.00		60.00	
18%		1,000.00	90.00		90.00	
28%						

• A success page would be displayed, and record **details** page will be displayed.

15 - Supplies 0/s	9(5)					HELP	• •
Registered to Registe	red Registered						
Request accepted s	accessfully.						×
ADD RECORD							
Record Details							
Supplier GSTIN	Trade/Legal name	Recipient GSTIN	Trade/Legal name	Taxpayer type of Recipient GSTIN	Processed records	Pending/Errored records	Add document
25GHIJK0189M1CH	AutomationsTest	29AAACD1391F1ZT	GSTN	Regular taxpayer	0	1	٥
	Automation Test	29AAACD1391F1ZT	GSTN	Regular taxpayer	1	0	o

• Click on **Processed records** hyperlink. The **Processed records** page will be displayed.

Note: In case the taxpayer intends to edit the record, he can click on edit icon.

Dashboard	Services -	GST Law Search Tax	payer - Help a	and Taxpayer Fadili	ties e-Inv	oice News a	ind Updates	
Dashboard > Ret	ums > GSTR-1/IF	F > Supplies U/s 9(5) > B28	3					 English
15 - Supplie	ns U/s 9(5)						HELP	• •
	Registered	ocument wise details						
Processed R Sup 19000 Autor	ecords plier GSTIN CTN8915A12F mationTest	Recipient 29AAACD1 GST	GSTIN 391F1ZT N	Re	cords per pag	e: 10 v	Q Search	
Document no.	Document date	Total value of supplies made (₹)	Total taxable value (₹)	Integrated tax (₹)	Central tax (१)	State/UT tax (९)	Cess (१)	Actions
12345	28/12/2023	2,300.00	2,000.00	0.00	150.00	150.00	0.00	× 💶
								BACK

• **Pending/Error Records:** Enter the Supplier GSTIN/UIN, Recipient GSTIN/UIN, Document number, Document date, Total value of supplies made (₹), Supply type, Item details, Select the POS from drop-down list., then Click on SAVE button.

0					 Indicates Mand 	atory Fields
Deemed Exports		SEZ Suppl	ies with payment	SEZ Su	pplies without payment	
Supplier GSTIN/UIN*		Supplier name	•			
25GHIJK0189M1CH		Automations	Test			
Recipient GSTIN/UIN*		Recipient name		Document n	umber•	
29AAACD1391F1ZT		GSTN		12345678		
Document date*		Total value of s	upplies made (₹)	POS 0.	aka	
Supply type			1,1-0000	La realing		
Inter-State						
them details						
item details						
Rate (%)	Taxab	le value (<)*	Integrated tax (Amount of T	ax Cess (2)	
0%			antigration tax (.,	(1)	
0.18						
0.1%						
0.25%						
1%						
1.5%						
3%						
5%						
6%						
7.5%						
12%		1,000.00		120.00		
1006		1 000 00		180.00		
19.49		1,000.00		190.00		

• A success message will be displayed. The **Record details** page will be displayed.

		- GST Law	Search Taxpayer	- Help and T	axpayer Facilities	e-Invoice	News and Updates	
Dashboard > Re	eturns > G	STR-1/IFF > Supple	es U/s 9(S)					@ English
15 - Suppl	lies U/s	9(5)					HEL	
Registered to	o Registerv	M Registered						
Request ac	ccepted su	ccessfully.						×
ADD REC	ORD							
Record Det	taile							
Record Det	tails GSTIN	Trade/Legal	Recipient GSTIN	Trade/Legal	Taxpaver type of	Processed	Pending/Errored	Add
Supplier	tails GSTIN	Trade/Legal name	Recipient GSTIN	Trade/Legal name	Taxpayer type of Recipient GSTIN	Processed records	Pending/Errored records	Add document
Supplier	GSTIN 89M1CH	Trade/Legal name	Recipient GSTIN 29AAACD1391F12T	Trade/Legal name	Taxpayer type of Recipient GSTIN Regular taxpayer	Processed records	Pending/Errored records	Add document
Supplier	tails GSTIN 89M1CH	Trade/Legal name	Recipient GSTIN 29AAACD1391F12T	Trade/Legal name GSTN	Taxpayer type of Recipient GSTIN Regular taxpayer	Processed records	Pending/Errored records	Add document
Record Det Supplier	GSTIN 89M1CH	Trade/Legal name AutomationsTest	Recipient GSTIN 29AAACD1391F12T	Trade/Legal name GSTN	Taxpayer type of Recipient GSTIN Regular taxpayer	Processed records	Pending/Errored records	Add document

• Click on **Pending/Errored** records hyperlink. The **Pending Records** page is displayed.

Note: In case the taxpayer intends to edit the record, he can click on edit icon.

Dashboard	Services -	GST Law S	earch Taxpayer	- Help an	d Taxpayer	Facilities	e-Invoic	e Ne	ws and Updat	es
Dashboard > R	etums) GSTR-1	/IFF > Supplies U/s	9(5) 828							 English
15 - Supp	lies U/s 9(5)									HELP 🛛 🞜
Registered	o Registered	Pending/Errored	Record							
Pending R	ecords (These	will be added aft	er validation)							
5	upplier GSTIN		Recipient GST	IN						
250	HIJK0189M1CH		29AAACD1391F	1ZT						
A	tomationTest		GSTN							
Documer no.	t Document date	Total value of supplies made (१)	Total taxable value (९)	Integrated tax (९)	Central tax (९)	State/UT tax (९)	Cess (१)	Action taken	Status	Actions
1224562	28/12/2023	2,300.00	2,000.00	300.00	0.00	0.00	0.00	ADD	Processed with Error	2
1234307										
1234307										

B. Registered to Unregistered(B2C) - Supplies U/s 9(5)-B2C-Add Details page will be displayed. Click on ADD RECORD button to add the details.

Dashboard	Services -	GST Law	Search Taxpayer 🗸	Help and Taxpayer Facilities	e-Invoice	News and Updates	
Dashboard	Returns > GST	R-1/IFF > Su	pplies U/s 9(5) > B2C				•
15 - Sup	oplies U/s 9(5) - B2C -	Add Details				
There ar	re no records to	be displayed.					
						BACK	ADD RECORD
						wown.	PED RECORD

• Enter the Supplier GSTIN/UIN, Taxable value, Item details, Integrated Tax, Cess, Select the POS, Rate from drop-down list., then Click on SAVE button.

Dashboard	Services -	GST Law	Search Taxpayer -	Help and Taxpayer Facilities	e-Invoice	News and Updates
Dashboard >	Returns > GSTR-	1/IFF > Supplies	U/s 9(5) 82C			English
15 - Sup	plies U/s 9(5)	- B2C - Add	Details			
G						 Indicates Mandatory Fields
Supplier	GSTIN/UIN*	_	Supplier name	•		
29AAA	CD1391F1ZT		GSTN			
POS O*			Taxable value	(7).	Supply type	
25-Da	man and Diu		~	1,000.00	Inter-State	
Rate*						
6			~			
Integrati	ed tax (₹)•		Cess (₹)			
		6	0.00	0.00		
						BACK SAVE

• A success message will be displayed.

Dashboard	Services -	GST Law	Search Taxpayer -	Help and Taxpayer Facilities	e-Invoice	News and Updates	
Dashboard >	Returns > GSTR-	1/IFF Supplies	i U/s 9(5) > B2C				English
15 - Sup	plies U/s 9(5)) - B2C - Add	Details				
Request	accepted success	stully.					
0						 Indicates Mand 	latory Fields
Supplier	GSTIN/UIN*		Supplier name	•			
Enter 1	Supplier GSTIN/U	174					
POS O*			Taxable value	•(5)	Supply type		
Select			*				
Rate*							
Select	t .		¥				
						BACK	SAVE

• The **Pending Records** details will be displayed.

Note: An error can be viewed, by clicking on edit icon.

shboard > Returns > 0	STR-1/IFF Su	pplies U/s 9(5	5)								Q Englis
15 - Supplies U/s	9(5)									HELP	0 0
Registered to Register	ed Register	ed to Unregis	itered	Unregiste	red to Registere		egistered to U	Inregisti			
ADD RECORD											
Processed Records	5								Records p	er page :	10 👻
Supplier GSTIN	Trade/Legal	Place of	Supply	Rate	Total taxable	Integra	ted Cer	tral	State/U	T Cess	Actions
	name	(Name o	a state)	(40)	value (x)	tax (() tax	(0)	tax (t)	(0)	
29AAACD1391F1ZT	GSTN	Karna	ataka	5	1.00		0.05	0.00	0.	00 0.00	1
						-					_
Pending Records (These will be a	dded after v	alidation	n)							
Supplier GSTIN	Trade/Legal	Place of	Rate	Total	Integrated	Central	State/UT	Cess	Action	Status	Actions
	name	(Name of State)	(90)	value (₹)	tax (C)	tax (C)	tax (C)	(e)	taken		
29AAACD1391F1ZT	GSTN	Daman and Diu	6	1,000.00	60.00	0.00	0.00	0.00	ADD	Processed with Error	-

C. Unregistered to registered - Click on ADD RECORD button.

Dashboard	Services -	GST Law	Search Taxpayer -	Help and Taxpayer Facilities	e-Invoice	News and Updates	
Dashboard	Returns > GSTR	-1/IFF > Sup	olies U/s 9(5)				English
15 - Sup	plies U/s 9(5	5)					HELP 🛛 💭
Registered	d to Registered		d to Unregistered	Unregistered to Registered	Unregistered		
There a	re no records to	be displayed.					
						BACK	ADD RECORD

• The Supplies U/s 9(5) URP2B-Add Details page will be displayed. Enter the **Recipient GSTIN/UIN**, **Document number**, **Document date**, **Total value of supplies made**, **Item details**, Select the **POS** from drop-down list., then Click on **SAVE** button.

G			 Indicates Mandatory Field
Deemed Exports	SEZ Supp	lies with payment	Supplies without payment
Recipient GSTIN/UIN •	Recipient name	e• Documer	t number*
33TNTNA1221E8Z1	GSTN	123456	
Document date*	Total value of s	supplies made (₹)• POS O•	
31/03/2023		2,000.00 33-Tan	nil Nadu 👻
Supply type			
Inter-State			
Been detaile			
item details			
Rate (%)	Taxable value (₹)*	Amount o	fTax
		Integrated Tax (₹)*	Cess (₹)
0%	5,754.00	0.0	D
0.1%	8,757.00	8.7	6
0.25%			
1%			
1.5%			
3%			
5%			
5%			
5% 6%			
5% 6% 7.5%			
5% 6% 7.5% 12%			
5% 6% 7,5% 12%			
5% 6% 7.5% 12% 18%			

• A success message will be displayed. The **Records details** will be displayed.

	Services -	GST Law S	Search Taxpayer -	Help and Taxpayer Facilities	e-Invoice	News and Updates	
Dashboard > R	Returns > GSTR	-1/IFF > Supplies U	l/s 9(5)				English
15 - Supp	lies U/s 9(5						HELP O
Registered t	to Registered	Registered to U	Inregistered Unreg	gistered to Registered Unre	gistered to Unr	egistered	
Request a	accepted succes	ssfully.					×
ADD REC	CORD						
ADD REC Record De	cord						
ADD REC Record De Recipie	CORD Italis Int GSTIN	Trade/Legal na	ame Taxpayer T	ype Processed records	Pending	/Errored records	Add document
ADD REC Record De Recipie	cord Mails Int GSTIN	Trade/Legal na GSTN	nne Taxpayer T Regular taxp	ype Processed records ayer 1	Pending,	/Errored records	Add document
ADD REC Record De Recipie 33TNTNA	cord Mails Int GSTIN	Trade/Legal na GSTN	ame Taxpayer Ty Regular taxp	ype Processed records ayer 1	Pending,	/Errored records	Add document
ADD REC Record De Recipie 33TNTNA	cord Int GSTIN	Trade/Legal na GSTN	Regular taxp	ype Processed records ayer 1	Pending	/Errored records 0	Add document

D. Unregistered to Unregistered: Click on ADD RECORD button.

Dashboard	Services -	GST Law	Search Taxpayer -	Help and Taxpayer Facilities	e-Invoice	News and Updates	
Dashboard >	Returns > GSTR	R-1/IFF Sup	olies U/s 9(5)				 English
15 - Sup	plies U/s 9(5	5)					HELP O
	to Registered		d to Unregistered	Unregistered to Registered	Unregistered	to Unregistered	
-						_	_
There a	re no records to	be displayed.					
						BACK	ADD RECORD

• The **Supplies U/s 9(5)-URP2C-Add Details** page will be displayed. Select the **POS**, **Rate** from drop-down list, enter the **Taxable value**, then Click on **SAVE** button.

Dashboard	Services -	GST Law	Search Taxy	payer -	Help and Taxpayer Fad	ilities e-In	volce	News and Update	s	
ashboard > F	Returns > GSTR	t-1/IFF > Supp	lies U/s 9(5)	URP2C						 Englis
15 - Supp	olies U/s 9(5	5) - URP2C	- Add Deta							
G									Indicates Ma	ndatory Fields
POS O.				Taxable valu	e (₹)•		Supp	oly type		
06-Har	yana		~			3,000.00	Int	er-State		
Rate										
0.1			~							
Integrate	d tax (₹)•	_		Cess (₹)						
			3.00			0.00				
									BACK	SAVE

• The **Pending Records** details will be displayed.

	Services -	GST Law	Search Taxpayer +	Help and Taxpayer Facilities	e-Invoice	News and Updates		
shboard > R	eturns > GSTR-1/	1FF > Supplie	s U/s 9(5)					 Englis
15 - Supp	lies U/s 9(5)						HELP	0 0
Registered (to Registered	Registered to	Unregistered Un	registered to Registered	Unregistered to	Unregistered		
				_				
ADD RE	080							
ADD REC	JOND							
Deserves						Becoude m		
Processed	d Records					Records p	er page :	10 ~
Processe	d Records					Records p	er page :	10 ~
Processed Place of	f Supply (Name State)	of Rate (%)	Total taxable v (₹)	alue Integrated tax (₹)	Central tax (₹)	State/UT tax (₹)	er page : Cess (₹)	10 V
Processed Place of	d Records f Supply (Name State)	of Rate (%)	Total taxable v (₹)	alue Integrated tax (₹)	Central tax (₹)	State/UT tax (₹)	er page : Cess (₹)	10 v

- 14. <u>Table 9A Amendment in B2B Invoices:</u> Amendments in GSTR-1 are subject to the time limit mentioned in CGST Act, 2017. To make amendments to details of outward supplies to a registered person of earlier tax periods, following steps to be performed;
 - Click the 9A Amended B2B Invoice tile.
 - Select the **Financial Year** from the drop-down list. Enter the invoice number which is to be amended from earlier tax period, in the **Invoice No.** field. Click the **AMEND INVOICE** button

Dashboard > Returns > GSTR-1 > B2BA	English
9A - Amended B2B Invoices	٥
	 Indicates Mandatory Fields
Financial Year* Invoice no.*	
2019-20 🖌 1234	
	AMEND RECORD

• Enter the revised invoice number for the previous invoice and select the **Revised Date** using the calendar, in the respective fields. Make amendments to the details as required. Click the **SAVE** button.

Note: Intra-State supplies attracting IGST will be enabled only when the supply attract reverse charge is selected by the taxpayer.

Note: On entering UIN number in the Recipient GSTIN/UIN field, the Deemed Export, Supply attract reverse charge, SEZ Supply with payment, SEZ Supply without payment and Intra-state supplies attracting IGST checkboxes will be automatically disabled.

iboard > Returns > 0	STR-1 > B2BA					\varTheta Eng		
A - Amended B2	B Invoices - Edit Detail	s						
						 Indicates Mandatory Fields 		
Deemed Expor	3	SEZ S	upplies with payment		SEZ Supplies with	out payment		
Supply attract	reverse charge	Intra-	tate Supplies attracting IG	ST				
	reverse charge	and des	tate supplies attracting to	31				
Is the supply e as notified by the C	ligible to be taxed at a differe overnment?	ntial percenta	ge (%) of the existing rate	of tax,				
Recipient GSTIN/UI	v•	Recipient N	ame*		Revised/Original Invoic	e No.		
33AHLPP8362B6Z	6	GSTN			b2b111			
Revised/Original Inv	oice Date*	Revised Inv	oice No.*		Revised Date*			
10/05/2020	m	b2b111r			10/05/2020	m		
POS 0*		Total invoic	e value (₹)•		Supply Type			
33-Tamil Nadu	v		9,00,	000.000	Intra-State			
Rate (90)	Taxable value (<)		Control tox (2)	Amo	e/UT Tax (१)* Cess (१)			
0%				State		cess (v)		
0.1%								
0.25%		_						
1%	90,00	0.00	450.00		450.00	80,000.00		
1.5%								
3%								
5%								
5%								
5% 7.5% 12%								
5% 7.5% 12% 18%								
5% 7.5% 12% 18% 28%								
5% 7.5% 12% 18% 28%								
5% 7.5% 12% 18% 28%								

- A Request successful message will be displayed. Click the BACK button to go back to the GSTR-1 page, which will direct to the GSTR-1 landing page and the 9A Amended B2B Invoice tile in GSTR-1 will reflect the number of such invoices amended along with Total Tax Liability. The tax is to be paid in this tax period only on the differential liability Note:
 - The status of the added invoice is Processed.
 - Added invoices can also be edited/deleted (under Actions).

equest accepted	1 successfully.							
A - Amende	d B2B Invoices							C
							• Indicates	Mandatory Fi
Financial Year	•	Invoice	no.*					
2019-20		✓ Enter	Invoice No					
							AMEN	D RECORD
rocessed Re	cords	Tabl	Tabel barekte	Televela d	Control	Reco	AMEN ords Per Page	D RECORD
Revised Revised Invoice No.	cords Revised/Original Invoice Date	Total invoice value (९)	Total taxable value (९)	Integrated Tax (₹)	Central tax (₹)	Recc State/UT Tax (९)	AMEN ords Per Page Cess (र)	D RECORD
Revised Invoice No. b2b111r	Revised/Original Invoice Date 10/05/2020	Total invoice value (₹) 9,00,000.00	Total taxable value (୯) 90,000.00	Integrated Tax (₹) 0.00	Central tax (₹) 450.00	Recc State/UT Tax (र) 450.00	AMEN Ords Per Page Cess (₹) 80,000.00	D RECORD
Revised Invoice No. b2b111r	Cords Revised/Original Invoice Date 10/05/2020	Total invoice value (₹) 9,00,000.00	Total taxable value (९) 90,000.00	Integrated Tax (₹) 0.00	Central tax (₹) 450.00	Reco State/UT Tax (₹) 450.00	AMEN ords Per Page Cess (₹) 80,000.00	D RECORD

- 15. <u>Table 9A Amendment in B2C (large) Invoices:</u> To make amendments to taxable outward supplies to an unregistered person of earlier tax periods, following steps to be performed;
 - Click the **9A Amended B2C (Large) Invoice** tile.
 - Select the **Financial Year** from the drop-down list. Enter the invoice number which is to be amended from earlier tax period, in the **Invoice No.** field. Click the **AMEND INVOICE** button.

Dashboard > Returns > GSTR-1 > B2CLA	English
8A. Amended B2C (Large) Invoices	0
There are no records to be displayed.	
	 Indicates Mandatory Fields
Financial Year* Invoice no.*	
2019-20 Enter Invoice No	
	BACK AMEND RECORD

• Enter the revised invoice number for the previous invoice and select the **Revised Date** using the calendar, in the respective fields. Make amendments to the details as required. Click the **SAVE** button.

					 Indicates Mandatory F
Is the supply eligible to t	e taxed at a differential per	centage (%) of the exi	sting rate of tax.		
as notified by the Governmen	nt?				
os 0•	Origit	al Invoice No.*		Original invoice dat	te•
18-Assam	✓ b2c	199		10/05/2020	e
evised/Original Invoice No. •	Revis	ed/Original Invoice Dat	e•	Supply Type	
b2cl99	10/	05/2020		Inter-State	
otal invoice value (₹)•					
9,	0,00,00,000.00				
tem details					
Rate (%)	Taxable value (₹)	•		Amount of Tax	
			Integrated Tax (د)•	Cess (₹)
0%					
0%					
0.1%					
0.25%					
1%					
1.5%					
396					
5%					
7.5%					
12%					
18/0	90,0	0,000.00	1	16,20,000.00	

Note: From August 2024 tax return period onwards, if taxpayer enters less than or equal to 1 lac amount in **Total Invoice Value** field, on clicking of **SAVE** button an error message will be displayed on the screen.

2C (Large) - Amend I	Invoice						
						• Ir	dicates Mandatory
Is the supply eligible as notified by the Govern	to be taxed at a dif ment?	ferential percen	tage (%) of the exist	ing rate of tax,			
POS 0.		Original I	nvoice No. •		Original invo	pice date •	
29-Karnataka		✓ H2			25/09/202	23	
Revised/Original Invoice N	lo.•	Revised/	Driginal Invoice Date	•	Supply Type	1	
1234		31/08/	2024	#	Inter-State	e	
Total invoice value (₹)•							
	50,000.00)					
Invoice value should be greate	r than ₹1,00,000/-						
Item details							
Rate (%)	Taxable	e value (₹)*			Amount of T	Tax	
				Integrated tax (₹)*	C	ess (₹)
0%							
0.1%							
					19. 19		
0.25%							
1%							
1.5%							
3%							
5%		5	00.00		25.00		25.0
6%							
7.5%					1		
7.5%					-		
7.5%							
7.5% 12% 18%							
7.5% 12% 18% 28%							

- A Request successful message will be displayed. Click the **BACK** button to go back to the GSTR-1 page, which will direct to the GSTR-1 landing page and the **9A Amended B2C (Large) Invoice** tile in GSTR-1 will reflect the number of such invoices amended along with Total Tax Liability. The tax is to be paid in this tax period only on the differential liability **Note**:
 - The status of the added invoice is Processed.
 - Added invoices can also be edited/deleted (under Actions).

bound > recentla >	GSTR-1 > B2CLA						Eng
Request accepted :	successfully.						
BA. Amended I	B2C (Large) Invoice	S					٥
						Indicates N	fandatory Fie
Financial Year*		Invoice no.					
2019-20		✓ Enter Invo	ice No				
Processed Reco	ords				Pecorde P		
					Records P	er Page :	10 ¥
Revised Invoice No.	Revised/Original Invoice Date	Place of Supply (Name of State)	Total invoice value (₹)	Total taxable value (₹)	Integrated Tax	Cess (₹)	10 ¥
Revised Invoice No. b2cl99	Revised/Original Invoice Date 10/05/2020	Place of Supply (Name of State) Assam	Total invoice value (₹) 9,00,00,000,000.00	Total taxable value (۲) 90,00,000.00	Integrated Tax (*) 16,20,000.00	Cess (₹) 0.00	Actions
Revised Invoice No. b2cl99	Revised/Original Invoice Date 10/05/2020	Place of Supply (Name of State) Assam	Total invoice value (₹) 9,00,00,00,000.00	Total taxable value (₹) 90,00,000.00	Integrated Tax (*) 16,20,000.00	Cess (९) 0.00	Actions
Revised Invoice No. b2cl99	Revised/Original Invoice Date 10/05/2020	Place of Supply (Name of State) Assam	Total invoice value (₹) 9,00,00,00,000.00	Total taxable value (ξ) 90,00,000.00	Integrated Tax (1) 16,20,000.00	Cess (₹) 0.00	Actions

- 16. <u>Table 9A Amendment in Export Invoices:</u> To make amendments to supplies exported, following steps to be performed.
 - Click the **9A Amended Export Invoice** tile.
 - Select the **Financial Year** from the drop-down list. Enter the invoice number which is to be amended from earlier tax period, in the **Invoice No.** field. Click the **AMEND INVOICE** button.

Dashboard > Returns > GSTR-1 > EXPA		English
9A - Amended Exports Invoices		0
		 Indicates Mandatory Fields
Financial Year	Invoice no. •	
2020-21	exp99	
		AMEND RECORD

• Enter the revised invoice number for the previous invoice and select the **Revised Date** using the calendar, in the respective fields. Make amendments to the details as required. Click the **SAVE** button.

beleined Terreles		visional Data			Device d/Oxiginal	Indicates Mandatory
exp99	0	10/05/2020		m	exp22	Invoice No.
		10/03/2020		-	Coper	
29/06/2020	:e Date. Pr	ort Code			Shipping Bill No./	Bill of Export No.
bioping Bill Date (Bill	of Event Data	atal invalue value d	(3)		Currente Turne	
snipping bili Date/bili	or export Date	90,00,000.00	(*)*		Inter-State	
CT Durmont						
With Payment of Tax	۲					
the ofference of the						
tem details						
Rate	Tayable value (₹)•				mount of tax	
1010	Takable Takac (1)		Integrated tax	· (*)•		CESS (₹)
0%				. ,		
0.1%						
0.25%						
1%						
1.5%						
3%						
5%						
7.5%					00.000.00	
7.5%	9,0	0,000.00		1,	00,000.00	
7.5%						
7.5% 12% 18%						

- A Request successful message will be displayed. Click the **BACK** button to go back to the GSTR-1 page, which will direct to the GSTR-1 landing page and the **9A Amended Exports Invoices** tile in GSTR-1 will reflect the number of such invoices amended along with Total Tax Liability. The tax is to be paid in this tax period only on the differential liability **Note**:
 - The status of the added invoice is Processed.
 - Added invoices can also be edited/deleted (under Actions).

board > Returns > GSTR-1	> EXPA						• ch
lequest accepted successfu	illy.						
A - Amended Export	s Invoices						o
						Indicates M	Mandatory Fi
Financial Year		Invoice no.*					
2020-21	v	Enter Invoice No).				
						AMEND	RECORD
Processed Records					Records P	AMEND Per Page :	RECORD
Processed Records Revised/Original Invoice No.	Revised/Original Invoice Date.	GST Payment	Total invoice value (₹)	Total taxable value (₹)	Records P Integrated Tax (९)	AMEND Per Page : Cess (()	RECORD

- Table 9C Amendment in Credit/Debit Notes (Registered): To make amendments in the details of credit or debit notes issued to the registered recipients of earlier tax periods, perform the following steps;
 - Click the 9C Amended Credit/ Debit Notes (Registered) tile.
 - Select the **Financial Year** from the drop-down list. Enter the **Credit/Debit Note No.** which is to be amended from earlier tax period, in the **Credit/Debit Note No. field**. Click the **AMEND NOTE** button.

shboard > Returns > GSTR-1 > CDNRA	к. — — — — — — — — — — — — — — — — — — —		English
9C - Amended Credit / Debit	Notes (Regis	tered)	HELP O C
O There are no records to be disp	ayed.		×
			 Indicates Mandatory Fields
Financial Year* 2019-20	~	Credit/Debit Note No. • cdnr99	
			BACK AMEND RECORD

• Enter the **Revised Credit/ Debit Note No.** for the previous invoice and select the **Revised Date** using the calendar, in the respective fields. Make amendments to the details as required. Click the **SAVE** button.

Note: Intra-State supplies attracting IGST will be enabled only when the supply attract reverse charge is selected by the taxpayer.

Note: If the recipient GSTIN is ISD GSTIN, then all the checkboxes (note supply type) will be disabled.

Note: On entering UIN number in the Recipient GSTIN/UIN field, the Deemed Export, Supply attract reverse charge, SEZ Supply with payment, SEZ Supply without payment and Intra-state supplies attracting IGST checkboxes will be automatically disabled.

redit/Debit Notes (Registered)- Details Deemed Exports Supply attract reverse charge Is the supply eligible to be taxed at a differential percenta as notified by the Government? Recipient GSTIN/UIN* 24AHLPP8362B1ZA Original Credit/Debit Note Date* Io/05/2020 Credit Supply Type* Inter-State Item details Rate (%) Taxable value (<)* 0% 0.1% 1.5%	upplies with p State Supplies ge (%) of the ame :dit/Debit Not	payment s attracting IGST e existing rate of t te No.* 9,00,00,00,000	tax, Original Cri cdnr99 Revised Cri 10/05/20 POS O • 24-Gujai Amount of d Tax (() •	
Deemed Exports SEZ S Supply attract reverse charge Intra- Is the supply eligible to be taxed at a differential percenta as notified by the Government? Recipient STIN/UIN* Recipient GSTIN/UIN* Recipient N 24AHLPP8362B1ZA GSTN Original Credit/Debit Note Date* Revised Cr 10/05/2020 m Note Type* Note Value Credit Supply Type Inter-State Inter-State 0% 0.1% 1.5%	upplies with p State Supplies ge (%) of the ame dit/Debit Not	payment s attracting IGST e existing rate of t te No.* 9,00,00,00,000	tax, Original Cri cdnr99 Revised Cri 10/05/20 POS O • 24-Gujai	
Deemed Exports SEZ S Supply attract reverse charge Intra- Is the supply eligible to be taxed at a differential percenta as notified by the Government? Recipient STIN/UIN* Recipient GSTIN/UIN* Recipient N 24AHLPP8362B1ZA GSTN Original Credit/Debit Note Date* Revised Cr 10/05/2020 Cdrr991 Note Type* Note Value Credit C Supply Type Inter-State Item details Taxable value (<)*	upplies with p State Supplies ge (%) of the ame dit/Debit Not (?)*	payment s attracting IGST e existing rate of t te No.* 9,00,00,00,000	SEZ S tax, Original Cn (dnr99 Revised Cr 10/05/20 POS O • 24-Gujar Amount of d Tax (t)•	Supplies without payment redit/Debit Note No.* redit/Debit Note Date* D20 rat Tax Cess (₹)
Supply attract reverse charge Is the supply eligible to be taxed at a differential percenta as notified by the Government? Recipient GSTIN/UIN* Revised Cr 10/05/2020 Credit V Credit V Supply Type Inter-State Item details 0%6 0.1% 0%6 0.25% 1%6	upplies with p State Supplies ge (%) of the ame edit/Debit Not	s attracting IGST e existing rate of t te No. * 9,00,00,00,000	Tax, Original Cn cdnr99 Revised Cn 10/05/20 POS 0 • 00.00 24-Gujan	redit/Debit Note No.* redit/Debit Note Date* D20 rat Tax Cess (₹)
Supply attract reverse charge Is the supply eligible to be taxed at a differential percent as notified by the Government? Recipient GSTIN/UIN* 24AHLPP8362B1ZA Original Credit/Debit Note Date* Revised Cr 10/05/2020 Credit Supply Type Inter-State Rate (%) Taxable value (<)*	State Supplies ge (%) of the ame :dit/Debit Not (₹)*	e existing rate of t te No.* 9,00,00,00,000	tax, Original Cr cdnr99 Revised Cr 10/05/20 POS O • 24-Gujar Mount of d Tax (t)•	redit/Debit Note No.* redit/Debit Note Date* D20 rat Tax Cess (₹)
Is the supply eligible to be taxed at a differential percenta as notified by the Government? Recipient GSTIN/UIN* 24AHLPP8362B1ZA Original Credit/Debit Note Date* Revised Cr 10/05/2020 Image: Credit Supply Type Inter-State Item details 0% 0.1% 0.1% 1.5%	ge (%) of the ame dit/Debit Not	e existing rate of t te No.* 9,00,00,00,000	tax, Original Cr cdnr99 Revised Cr 10/05/20 POS O • 24-Gujai Amount of d Tax (t)•	redit/Debit Note No.* redit/Debit Note Date* 020 rat Tax Cess (₹)
as notified by the Government? Recipient GSTIN/UIN 24AHLPP8362B1ZA Original Credit/Debit Note Date Gordit Note Type Credit Supply Type Inter-State Item details Rate (%) Cable Comparison C	iame :dit/Debit Not (१)*	te No.* 9,00,00,00,000	Original Cr cdnr99 Revised Cr 10/05/20 POS O • 24-Gujar Amount of d Tax (t)•	redit/Debit Note No.* redit/Debit Note Date* 020 rat Tax Cess (₹)
Recipient GSTIN/UIN* Recipient f 24AHLPP8362B1ZA GSTN Original Credit/Debit Note Date* Revised Gr 10/05/2020 Image: Credit Note Type* Note Value Credit ✓ Supply Type Inter-State Item details Rate (%) Taxable value (t)* 0%	ame edit/Debit Not	te No.* 9,00,00,00,001	Original Cr cdnr99 Revised Cr 10/05/20 POS O • 24-Gujar Amount of d Tax (t)•	redit/Debit Note No.* redit/Debit Note Date* D20 rat Tax Cess (₹)
24400Credit/Debit Note Date* Revised Cr 10/05/2020 Cdnr991 Note Value Credit Credit Supply Type Inter-State Note Value Item details Rate (%) Taxable value (<)*	edit/Debit Not	te No.* 9,00,00,00,000	Revised Cr 10/05/20 POS 0 • 24-Gujar Mount of d Tax (₹)•	redit/Debit Note Date* 0220 1 rat Tax Cess (₹)
Original Credit/Debit Note Date* Revised Cr 10/05/2020 m cdnr991 Note Type* Note Value Credit Supply Type Inter-State Inter-State Item details 0% 0.1% 1.5%	(₹)*	9,00,00,00,00	Revised Cn 10/05/20 POS 0 • 24-Gujar Amount of d Tax (t) •	redit/Debit Note Date* 020 1 rat Tax Cess (₹)
Note Type* Note Value Credit Supply Type Inter-State Item details 0% 0% 0% 0% 1% 1%	(?)*	9,00,00,00,000	POS 0 • 24-Guja Amount of d Tax (t)•	Tax Cess (₹)
Note Type Note Value Credit Supply Type Inter-State Inter-State Item details 0% 0% 0.1% 1.5%	(0)*	9,00,00,00,00	POS 0 • 24-Guja Amount of d Tax (t) •	Tax Cess (₹)
Creat Creat Supply Type Inter-State Item details Item details 0%		Integrated	Amount of d Tax (₹)*	Tax Cess (₹)
Supply Type Inter-State Item details Rate (%) Taxable value (<)* 0% 0% 0.1% 0.25% 1% 1.5%		Integrated	Amount of d Tax (१)•	Tax Cess (१)
Inter-State Item details Rate (%) Taxable value (t)* 0%		Integrated	Amount of d Tax (१)•	Tax Cess (१)
Rate (%) Taxable value (*)* 0%		Integrated	Amount of d Tax (१)•	Tax Cess (१)
0%		Integrated	d Tax (₹)*	Cess (₹)
0.1% 0.25% 1% 1.5%				
0.1% 0.25% 1% 1% 1.5%				
0.25% 1% 1% 1.5%				
1%				
1.5%				
3%				
5%				
7.5%				
12%				
18% 9,00,000	.00		1,62,000.00	
28%				

A Request successful message will be displayed. Click the BACK button to go back to the GSTR-1 page, which will direct to the GSTR-1 landing page and the 9C - Amended Credit/ Debit Notes (Registered) tile in GSTR-1 will reflect the number of such invoices amended along with Total Tax Liability. The tax is to be paid in this tax period only on the differential liability

Note:

- The status of the added invoice is Processed.
- Added invoices can also be edited/deleted (under Actions).

oard > Returns > GSTR	-1> CDNRA							Q Eng
Request accepted succ	essfully.							
C - Amended Cred	lit / Debit Notes (Re	egistered)				н	ELP O C
						•	Indicates I	Mandatory Fie
Financial Year*		Credit	t/Debit Note No.*					
2019-20	~	Ent	er Credit/Debit Note No					
Processed Records						Records P	AMEND	10 ¥
Revised Credit/Debit Note No.	Revised Credit/Debit Note Date	Note Type	Revised Taxable Value (र)	Integrated Tax (₹)	Central tax (₹)	State/UT Tax (₹)	CESS (₹)	Actions
cdnr991	10/05/2020	Credit	9,00,000.00	1,62,000.00	0.00	0.00	0.00	1
								BACK

- <u>Table 9C Amendment in Credit/Debit Notes (Un-Registered)</u>: To make amendments in the details of credit or debit notes issued to the registered recipients of earlier tax periods, perform the similar steps as performed in 15. Table 9C <u>Amendment in Credit/Debit Notes (Registered)</u>.
- 19. <u>Table 10 Amendment in B2C (Others)</u>: To amend details of B2C furnished in earlier tax period, perform the following steps;
 - Click the 10 Amended B2C (Others) tile.
 - Select the **Year and Month** of previous tax period from the drop-down list. Select Original POS. Click the **AMEND DETAILS** button.

Note - In case POS was not added in previous returns, enter Year, Month and Original POS using drop-down and click on **ADD POS** button.

oard > Returns > GSTR-1 > B2C	SA	Eng
0 - Amended B2C(Others)	0
There are no records to be disp	layed.	
		• Indicates Mandatory Fie
Year* 2020-21	Month*	Original POS 🛛 * 01-Jammu and Kashmir *
ar• 2020-21	Month • April	Original POS O• 01-Jammu and Kashmir
Is the supply eligible to be as notified by the Government	taxed at a differential percentage (%) of th	he existing rate of tax,

r.•	Month*	Original POS 0
2019-20	✓ March	 26-Dadra and Nagar Haveli and Damar

• Select the **Revised/Original State Code (Place of Supply)** from the drop-down list. Make the amendments as required. Place of Supply field/s of the line items furnished earlier cannot be amended. Click the **SAVE** button.

CSA- Amend Details					
					 Indicates Mandatory
Original POS 0	Financ	ial Year*	Re	turn Filing Period	
Select	✓ 2020	-21		April	
Revised/Original State Cod	le (Place of Supply)* Supply	Type*			
01-Jammu and Kashmir	✓ Inter	-State			
Is the supply eligible as notified by the Government tem details	to be taxed at a differential perc ment?	entage (%) of the	existing rate of tax,		
Rate (%)	Taxable value (₹)•		Am	ount of Tax	
			Integrated Tax (₹)•		Cess (₹)
0%					
0.1%					
0.25%					
1%					
1.5%	8,00	,000.00	12	,000.000	
3%					
5%	7,00,00	,000.00	35,00	,000.000	0.00
7.5%	5,00,00	,000.00	37,50	,000.000	0.00
12%					
12%					

BACK

SAVE

- A Request successful message will be displayed. Click the BACK button to go back to the GSTR-1 page, which will direct to the GSTR-1 landing page and the 10 Amended B2C (Others) tile in GSTR-1 will reflect the number of such invoices amended along with Total Tax Liability. The tax is to be paid in this tax period only on the differential liability Note:
 - The status of the added invoice is Processed.
 - Added invoices can also be edited/deleted (under Actions).

	thers)						
						• Indic	ates Mandatory
Year*		Month*			Origina	I POS O	
2019-20	~	March		~	Sele	ct	
Is the supply eligible as notified by the Goven	e to be taxed at a differ nment?	ential percentage (%) of the existin	g rate of tax,			AMEND RECOR
Is the supply eligible as notified by the Goven Processed Records	e to be taxed at a differ nment?	rential percentage (%) of the existin	g rate of tax,		Records Per Pa	AMEND RECOR
Is the supply eligible as notified by the Govern Processed Records Place of Supply (Name of State)	e to be taxed at a differ nment? Total Taxable Value	Integrated Tax (₹)	%) of the existin Central tax (१)	g rate of tax, State/UT Tax (₹)	Cess (₹)	Records Per Pa Applicable percentage(%)	AMEND RECOR

- 20. <u>Table 11A Amendment in Tax Liability (Advance received)</u>: To amend statement of Advances Received in earlier tax period, perform the following step:
 - Click the **11A Amended Tax Liability (Advance Received)** tile.
 - Select the **Financial Year** of the previous tax period from the drop-down list which needs to be amended. Select the **Return Filing Period** and **POS** of the line item of the declarations of previous tax period from the drop-down list. Click the **AMEND RECORD** button.

ashboard > Returns > GSTR-1 > Amended Tax Liability (Advances Received)	English
11A - Amended Tax Liability (Advances Received)	0
There are no records to be displayed.	
	 Indicates Mandatory Fields
Financial Year* Return Filing Period* POS 0*	
2020-21 V April V 05-Uttarakh	and 🗸
Is the supply eligible to be taxed at a differential percentage (%) of the existing rate of tax, as notified by the Government?	
	BACK AMEND RECORD

• The required amendments to be made in the fields provided except amendment in the Advance Tax Place of Supply (PoS) field/s of the line items furnished earlier. Click the **SAVE** button.

e: Declare here the	tax liability arising on accou	nt of receipt of consideration for which invo	e ices have not been issued in the sar	Indicates Mandatory Fie me tax period.
os 0*		Supply Type	Financial Year*	
05-Uttarakhand	v	Inter-State	2020-21	
eturn Filing Period				
April				
Is the supply el is notified by the G em details	igible to be taxed at a differe overnment?	ntial percentage (%) of the existing rate of	tax,	
Rate (%)	Gross Advance Re	eceived (excluding tax) (₹)*	Amount of Ta	x
			Integrated Tax (₹)•	Cess (₹)
0%				
0.1%				
0.25%				
196				
1.5%				
3%				
596				
7.5%				
12%		9,00,000.00	1,08,000.00	
18%				

• A Request successful message will be displayed. Click the **BACK** button to go back to the GSTR-1 page, which will direct to the GSTR-1 landing page and the **11A** - **Amended Tax Liability (Advance Received)** tile in GSTR-1 will reflect the number of such invoices amended along with Total Tax Liability. The tax is to be paid in this tax period only on the differential liability.

Note:

- The status of the added invoice is Processed.
- Added invoices can also be edited/deleted (under Actions).

equest accepted succ	essfully.							
1A - Amended Ta	ax Liabilit	y (Advances Rece	elved)					٥
							 Indicates 	Mandatory F
Financial Year*		Re	eturn Filing Period*		1	POS 0*		
2019-20		~	March		~	Select		
as notified by the G	Sovernment?						AMEND	D RECORD
as notified by the G	Sovernment?						AMENG Records Per Page	RECORD
as notified by the G	Sovernment?						AMEND Records Per Page	D RECORD
Processed Records Place of Supply (Name of State)	Supply Type	Gross Advance Received (excludi tax) (९)	ing Tax (₹)	Central tax (९)	State/UT Tax (₹)	CESS (₹)	AMEND Records Per Page Applicable percentage(%)	D RECORD
Processed Records Place of Supply (Name of State) Uttarakhand	Supply Type Inter- State	Gross Advance Received (excludi tax) (€) 9,00,000	ing Integrated Tax (୧) 0.00 1,08,000.00	Central tax (₹) 0.00	State/UT Tax (₹) 0.00	CESS (९) 0.00	AMEND Records Per Page Applicable percentage(%)	CRECORD

21. <u>Table 11B – Amendment of Adjustment of Advances:</u> To amend statement of Advances Adjusted in earlier tax period, perform the similar steps as performed in Table 11A – Amended Tax Liability (Advance Received) above.

STEP -6: Deleting Details in FORM GSTR-1

To delete details in Form GSTR-1, there are 2 options:

a) Either go to individual tables and delete details within the tile using the **DELETE** button or

nvoice no.	Invoice date	Total invoice value (₹)	Total taxable value (₹)	Integrated Tax (₹)	Cess (₹)	Actions
32413	12/06/2020	1,24,12,321.00	1,23,123.00	3,693.69	1,232.00	1
90000	10/06/2020	90,00,000.00	9,00,012.00	9,000.18	9,000.00	1

b) Click **RESET** button to delete details of all tiles at one go.

E-INVOICE DOWNLOAD HIST	ORY			~
	BACK	DOWNLOAD DETAILS FROM E-INVOICES (EXCEL)	RESET	PROCEED TO FILE/SUMMARY

STEP -7: Generate Summary of FORM GSTR-1

Generate Summary: Once the records are saved in GSTR-1/IFF, taxpayer shall be required to click on the new 'Generate Summary' button. System will acknowledge the request and taxpayer will then be required to refresh the GSTR-1/IFF dashboard page by clicking refresh icon at the top of page.

4A, 4B, 6B, 6C - B2B, SEZ, DE Invoices	5 - B2C (Large) Invoices	6A - Exports Invoices	7 - B2C (Others)
⊘ 9	⊘ 2	𝔄 4	⊘ 2
8A, 8B, 8C, 8D - Nil Rated Supplies	9B - Credit / Debit Notes (Registered)	9B - Credit / Debit Notes (Unregistered)	11A(1), 11A(2) - Tax Liabi (Advances Received)
⊗ 1	⊘ 10	♂ 6	⊗ 3
11B(1), 11B(2) - Adjustment of Advances	12 - HSN-wise summary of outward supplies	13 - Documents Issued	14 - Supplies made throu ECO
∕ 4			⊘ 2
15 - Supplies U/s 9(5)			
⊘ 2			
AMEND RECORD DETAILS			
i The taxpayers for whom e-invoicing	is not applicable may ignore the sections	/options related to e-invoice download.	The downloaded file would be blank
case taxpayer is not e-involcing or win	ien e-invoices reported to IKP are yet to t	be processed by GST system	

STEP -8 Preview FORM GSTR-1 - Consolidated and Recipient-wise Summary

- After generation of GSTR-1/IFF summary, taxpayers may note the following changes:
 - Status change from 'Not filed' to 'Ready to file'.
 - 'Generate Summary' button will be replaced by 'Proceed to File/Summary' button.
- The consolidated summary page will be displayed. The consolidated summary page will also provide recipient-wise summary, containing the total value of the supplies & the total tax involved in such supplies. To view download the summary, click the **Download Summary (PDF)** button.
 Note 1 : To view the details in the summary, click the **Expand All** button in the Description column.

Note 2: from August 2024 tax return period onwards, following table will be displayed on the screen, where table 5 - Taxable outward inter-state supplies made to unregistered persons (where invoice value is more than Rs. 1 lakh) including supplies made through e-commerce operator, rate wise - B2CL (Large) and table 9A - Amendment to Inter-State supplies made to unregistered person (where invoice value is more than Rs. 1 lakh) in returns of current tax period in table 5 - B2CL (Large) is updated.

Dashboard > Returns > GSTR-1/IFF > Summary			@ English
GSTIN - 27CMNPV1135B1Z2 FY - 2020-21	Legal Name - ZAPP ELECTRO LTD Tax Period - January	Trade Name - GSTN Status - Ready to File	
CONSOLIDATED SUMMARY		_	× 1
	BACK	DOWNLOAD SUMMARY (PDF)	FILE STATEMENT

2024-25 Tax Pe	and - Nove	ember		Status - Re	ady to File		
CONTRA DUATED ALBAMANY							
Description (arranged all as 1	No. of	Document	Value	Integrated	Central	State/UT	Cess
A - Taxable outward supplies made to registered	records persons (o	Type ther than revers	(t) e charge si	tax (t)	tax (t)	tax (₹) s made three	(T) igh e-
onumeron operator attracting TCN - 828 Regular Sta		Invoice	0.00	0.00	0.00	0.00	0.0
B - Taxable outward supplies made to registered	persons at	tracting tax on re	everse char	qe - 828 Reve	erse charge		
- Taxable outward inter-state supplies made to	unregistere	d persons (when	e Involce vi	sive is more th	han Rs- 1 la	kh) including	0.0
tal	1	Involce	500.00	25.00			0.C
A Exports		Smoke	0.00	0.00	_	_	0.0
EXMAN	- 10	Junaice.	0.00	9.00			9.0
EXEWCR 8 - Supplies made to SEZ unit or SEZ developer -	= SEZWP/SE	mosce 7WOP	8.00				
ta	10	Invoice	0.00	0.00			9.0
SEZOP	0	Involce	0.00	0.00			0.0
- Deemed Exports - DE							
ta: Taxable supplies (Net of debit and credit notes	0) to unregis	Invoice dered persons (u	0.00 User than L	0.00 he supplies co	0.00 ivered in Ta	0.00 (ile 5) includ	0.0
pplies made through e commerce operator attra	ecting TCS	Net value	0.00	0.00	0.00	0.00	0,0
Nil rated, exempted and non-GST outward supp	pliers			_	_		
NI.			6.00				
Exempted			0.00				
Non-OST A - Amendment to taxable outward supplies mad	le to registe	ered person in re	0.00 turns of ea	riler tax perior	ds in table 4	- 828 Regul	ar
nended amount - Total	.0	Invoice	0.00	9.00	0.00	0.00	0.0
t differential amount (Amended - Original) A Amendment to taxable outward supplies mail	le to repiste	ared person in red	0.00 torns of e-4	0.00 filer Lax perior	0.00 ds in table 4	0.00 0.28 Reven	0,0
arge nerded amount - Trital		(mean-	0.00	3.05	0.02	0.00	3.0
t differential amount (Amended - Orginal)			0.00	0.00	0.00	U.OO	0.0
A - Amendment In Inter-State supplies made to rilier tax periods in table 5 - 82CL (Large)	mregistere	d person (where	invoice val	ue is more the	an Rs. 1 lak	h) in returns	of
nerded amount - Timel	1.12	Invore	500.00	25,00			25.0
Amendment to Export supplies in returns of a	artier tax p	eriods in table 6	N.OO	EXPWOP)			4,0
nended amount - Total	18	Invoice	0.00	0.00			0.0
s un elental amount (Amended - Origina)) - Total EXPWP	0	Involce	0.00	0.00			0.0
EXPWOP		Invoice	0.00		A 411 / 1		
 Amendment to supplies made to SLZ unit or t mended amount - mod. 	at 2 develop	ner in returns of a	iarlier tax p	seriods in tabl	e 66 (SE2W	P/SLZWOP)	0.0
r differential amount (Amended - Original) - Tatal			0.00	0.00			0.0
SEZ00P		Invoice	6.00	3.00			9.5
- Amendment to Deemed Exports in returns of	earlier tax (periods in table (IC (DE)				
sended amount - Total t differential amount (Amended - Original)	10	Involce	0.00	9.00	0.00	0.00	0.0
Credit/Debit Notes (Registered) CDNR							
tal - Net, off debit/credit notes (Debit notes - Oredit. tes) 🗸		Note	0.00	0.00	0.00	0.00	0.0
Condit/Dehit Notes (Unregistered) CDNUR		200	000000	1000	-	_	10000
(es)	8	Nete	0.00	0.00	_		0.0
- Amended Gredit/Debit Notes (Registered) - C	ABNO						
anded amount. Tatal		Neto	6.00	0.00	0.00	0.00	0.0
a Amended Credit (Octor) Total v	CONUERA		0.00	0.00	0.00	0.00	0.0
nended amount - Tetal	0	Note	0.00	0.00		-	0.0
et Differential amount (Net Amended Debit notes - et Amended Credit notes) - Total			0.00	0.150			0.0
iregistered Type 🗸				and the barries		to discussion	
pplies made through e-commerce operator attra	acting TCS	B2C (Others)	0.00	currer can pe	0.00	0.00	
tended amount - 1958 et differential amount (Amended - Original)		Net value	0.00	9.00	0.00	0.00	0.0
A(1), 11A(2) Advances received for which inv refund vouchers, if any)	uice has no	t been issued (ta	x amount t	o be added to	the output	tax liability)	(Net
		Net Value	0.00	0.00	0.00	0.00	0.0
B(1), 11B(2) - Advance amount received in vari ble Nos. 4, 5, 6 and 7 (Net of refund vouchers, i	lier tax peri f any)	od and adjusted	against the	supplies bein	ng shawa in	this tax peri	oit in
a A - Amendment to advances received in returns	a for earlier	Set Volue tax periods in ta	8.00	0.00 11A(2) (NH	0.00 of refund v	ittees, if ar	9.0 (v)
iendot amount Tittal		Net value	6.00	9.00	0.00	0.00	0.0
t differential B - Amondment to advances adjusted in referen	for carller	tax periods in **	0.00	0.00 118(2) (Net	0.00 of retund w	0.00 ouchers, It ~	0.0
nended amount - Total	.0	Net Value	0.00	0.00	0.00	0.00	0.0
t differential			0.00	9.00	0.00	0.00	0.0
a		NA	0.00	3.00	0.00	0.00	0.0
- Documents issued	1	All Documents					
- Supplies made through E-Commerce Operato	(A.	ALCOHOLD STOCK					
tal	0	Net value	0.00	0.00	0.00	0.00	0.0
Lable to pay tan u/s 9(5)		Net Value	0.00	0.00	0.00	0.00	0.0
A Amended Supplies made through E Commer	ce Operato	rs Autor					100
re verd 800000 - 1008 t differential amount (Amended - Organa)		Net Value	0.00	9.00	0.00	0.00	0.0
) table to callert tax of a S2	1 12						1
American amount (Amended Griginal)	4	Net value	6.00	0.00 2.00	0.00	0.00	0.0
Libble to pay tax u/s 9(5)							
	0	Net Value Net Value	0.00	0.00	0.00	0.00	0.0
Amended amount - Total Net cifferential amount (Amended - Original)							
Americed amount - Tota Net offerential amount (Americed - Original) Supplies U/s 9(5)				9.00	0.00	0.00	0.0
(Amended amount - Tota) Net differential amount (Amended - Original) Supplies V/s 9(3) al		Discurrent / Net. Value	0.00			0.00	0.0
Amended amount - Total Net offerential amount (Amendel - Original) Supplies U/s 9(5) of or Register Nec prests -Regular as		Decument / Net. Velue Decument	6.00	3.00	0.00	direc.	1.44
Amonood amount - Rota Net offerensial amount (Amonoid - Original) Separates V/r 9(5) or Regular Hoc press -Regular as or Regular Recipients -RE	8	Decament / Net. Value Decament Decament	0.00 0.00 0.00	0.00	0.00	0.00	- 0.0
Amonded amount - Deta Nacio Otervania amounto (Amended - Original) e suppleme Micro (Mr. 90 (5)) error e regulario Micro presto - Regulari error Regulario - Micro error Regulario - Micro error Regulario - Micro error Regulario - Micro error Regulario - Micro (Micro)	8 9 9 9	Decament / Net. Velue Decament Decament Decament	0.00 0.00 0.00 0.00	9.00 9.00 9.00	0.00	0.00	0.0
Americal simourt - frost there offerendes - Original) Services - Original Services - Origi	8 9 9 9 9	Decument / Net. Value Decument Decument Decument	0.00 0.00 0.00 0.00	9.00 9.00 9.00	0.00	0.00	0.0
Anonce denotes - 1951 Tel: dimensional annuals (Annole 4 - Original) Series (Annole 4 - Origin	8 8 8 8 8	Decament / Net Value Decament Decament Decament Net value	0.00 0.00 0.00 0.00 0.00	8.05 8.05 8.06	0.00	0.00	0.0 0.0
Jecorod annucr. 1953 Med Offwerd annucr. 1953 Saydies Ur 49(5) Saydies Ur 49(5) Saydies Ur 49(5) Saydies Bruches Saydies Saydies Bruches Scotter Saydies Bruches Bru	0 0 0 0 0 0 0 0 0	Decament / Net Value Decament Decament Decament Net value eets	6.00 6.00 6.00 6.00 6.00 6.00	0.00 0.00 0.00 0.00	0.00	0.00	9.0 9.0
Annores simours - Trais Bee offenensia samous (Amerides - Original) Services (Amerides - Ori	0 0 0 0 0 0 0 0 0 0 0 0 0 0	Decement / Net Value Decement Decement Decement Net value Net value Decement Incomment	6.00 6.00 6.00 6.00 6.00 6.00 6.00 6.00	9.00 9.05 9.05 9.06 9.06	0.00	0.00	0.0 0.0 0.0 0.0
Anerose Server-1- 555 to Servershar annual (Serverde 1- Crigorid) to Servershar annual (Serverde 1- Crigorid) to Servershar annual (Serverde 1- Crigorid) Servershar annual (Serverde 1- Crigorid)	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Decement / Net Veller Decement Decement Decement Net value Socument Notreent Notreent	6.00 6.00 6.00 6.00 6.00 6.00 6.00 6.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00	0.00	0.00 0.00 0.00 0.00 0.00	9.0 9.0 9.0 9.0 9.0
	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	December / Mer Value Deciment Deciment Deciment Net Value Recomment Deciment Deciment Deciment	6.00 6.00 6.00 6.00 6.00 6.00 6.00 6.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	0.00 0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00	9.0 9.0 9.0 9.0 9.0 9.0 9.0 9.0 9.0
Access de nors - 1993 Ten dimensión annuel (sense de l'original segnites ut y 193) segnites ut y 193 segnites de l'appente segnites de l'appente segnites de l'appente segnites de l'appente segnites de l'appente d'appente de l'appente segnites de l'appente d'appente d'appente de l'appente segnites de l'appente d	a a a a a a a a a a a a a a a a a a a	Descriment / Mei Volar Deciment Deciment Deciment Net Volar Net Volar Deciment Deciment Deciment	6.00 6.00 6.00 6.00 6.00 6.00 6.00 6.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	0.00 0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00	9.0 9.0 9.0 9.0 9.0 9.0 9.0 9.0
Jeneral Servers - 1993: Intel Offerential annual (Smedial - Copyrel) Servers - Servers - Servers - Servers Servers - Servers - Servers - Servers - Servers Servers - Servers - Servers - Servers - Servers - Servers Servers - Servers - Se	a a a a a a a a a a a a a a a a a a a	Descriment / Mele Weller Deciment Deciment Deciment Deciment Deciment Deciment Deciment Deciment Deciment Deciment Deciment	6.00 6.00 6.00 6.00 6.00 6.00 6.00 6.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00	9.0 9.0 9.0 9.0 9.0 9.0 9.0 9.0

• The summary table will also provide the recipient-wise summary in respect of B2B tables 4A, 4B, 6B, 6C & 9B of GSTR-1/IFF, in cases where the recipient count is upto one hundred.

Note -1: From August 2024 tax return period onwards, following summary will be displayed on the screen where, table 5 - Taxable outward inter-state supplies made to unregistered persons (where invoice value is more than Rs. 1 lakh) including supplies made through e-commerce operator, rate wise - B2CL (Large) is updated.

Note -2: The recipient wise summary will be provided with respect to the following tables of form GSTR-1/IFF (only if the recipient count is upto one hundred)

Table no.	Description
4A	B2B supplies
4B	Supplies attracting reverse charge
6B	SEZ supplies
6C	Deemed exports
9B	Credit/Debit notes

<u>Note -3:</u> After generation of GSTR-1/IFF summary the status change from Not filed to Ready to file. If the recipient count is more than 100, then the recipient wise summary will not be shown. However, the table wise consolidated summary can still be viewed. If a taxpayer intends to view the recipient wise summary, they can check the B2B or CDNR table. On click of "Download Summary" button, the table-wise consolidated summary (GSTR-1/IFF preview) will be downloaded in pdf format.

Note -4: From August 2024 tax return period onwards table-wise consolidated summary (GSTR-1/IFF preview) will be downloaded in pdf format on clicking of DOWNLOAD(PDF) button, where table 5 - Taxable outward inter-state supplies made to unregistered persons (where invoice value is more than Rs. 1 lakh) including supplies made through e-commerce operator, rate wise - B2CL (Large) and table 9A - Amendment to Inter-State supplies made to unregistered person (where invoice value is more than Rs. 1 lakh) in returns of current tax period in table 5 - B2CL (Large) is updated.

STEP - 9: File FORM GSTR-1/Summary

After successful generation of summary, taxpayer will see a new 'Proceed to File/Summary' button at the bottom of the GSTR-1/IFF page. In case any new record(s) are added after previous summary generation, the taxpayer will be required to click the 'Generate Summary' button again to get latest summary. After this, the taxpayer will be navigated to the consolidated summary page containing table-wise summary of the total records added in Form- GSTR-1 so far.

• Click the Proceed to File/Summary button to view the table-wise consolidated summary of added records.



STEP-10 - File FORM GSTR-1 using DSC or EVC

• After verifying the consolidated summary, click "File Statement" button available at the bottom of the consolidated summary page.
CONSOLIDATED SUMMARY							٠
Description [Espand All v]	No. of records	Document Type	Value (1)	Integrated tax (1)	Central tex (4)	State/UT tax (1)	Ceso (1)
4A - Taxable outward supplies made to registere	d persons (other than reve	rse charge su	pplies) - 838	Regular		
Tetal	1	Drivelos	56,760.00	98.76	0.00	0.00	0.00
Recipient vice survicely w	4						
Tetal	0	Invoice	0.00	0.00	0.00	6.00	0.00
5A - Taxable outward inter-state supplies made	to unneglat	ared persons (wi	here involce :	rafue to more t	then Ro.2.3	lakh) - 82CL	
(Large)					_		
6A - Exports		17-9-08	0.00		_		
True	0	Drugios.	0.00	0.00			0.00
ElPuP	0	Invoice	0.00	0.00			0.00
ElbHOb	0	Drivelos	0.00				
68 - Supplies made to SEZ unit or SEZ developer	- SEZWP/S	62WOP					
Total	0	Driveles.	0.00	0.00			0.00
SE24P	0	Divolce	0.00	0.00			0.00
6C - Deemed Exports - DE		100 P 10					
Total	0	Drugion	0.00	0.00	0.00	0.00	0.00
7 - Taxable supplies (Net of debit notes and cred	lit notes] to	unreqistered pr	ersons other I	than the suppl	les covered	in Table 5 -	eacs
Total	0	Net Value	0.00	0.00	0.00	0.00	0.00
8 - Nil rated, exempted and non CST outward su	pplies						
N			0.00				
Diamonal			0.00				
Not-957			0.00				
9A - Amendment to taxable outward supplies m	de to regio	tered person in r	sturns of ear	ther tax period	la in table 4	- 828 Repu	
Amended amount - Total	6	Invoice	0.00	6.00	0.00	0.00	0.88
Net differential amount (Amended - Original)			0.00	0.00	0.00	0.00	0.85
9A - Amendment to taxable outward supplies mo charge	ide to regis	tered person in r	eturns of east	Ger tax period	is in table 4	- 828 Rever	
Amended amount - Total		Invoice	0.00	6.00	0.00	0.00	0.84
Net differential amount (Amended - Original)			0.00	6.00	0.00	0.00	0.00
9A - Amendment to Inter-State supplies made to earlier tax periods in table 3 - B2CL (Large)	unregister	ed person (whe	e invoice val	ue is more tha	n Rs.2.5 la	ik) in return	. of
Amended amawrt - Total		Invoice	0.00	6.00			0.84
Net differential amount (Amended - Original)			0.00	0.00			0.00
9A - Amendment to Deemed Exports in returns o	f earlier ta	periods in table	ec (06)				
Amended emount - rote Net differential amount (Amended - Original)		21/0108	0.00	6.00	0.00	0.00	0.00
98 - Credit/Debit Notes (Registered) - CDNR							
Total - Net off debit/oredit notes (Debit notes - Credit		Note	0.00	0.00	0.00	0.00	0.00
10140) • 98 - Condit/Debit Notes Disconsidered) - CDAUR							
Total - Nat off debit/credit notes (Debit notes - Credit							
nates]		1000	0.00	0.00			0.01
Unregistered Type w 197 - Amended Condit Date: Mater (Resistened) -	CENTRA						
Amended amount - Total	0	Note	0.00	0.00	0.00	0.00	0.00
Net Differential amount (Net Amended Debit notes -			0.00	6.00	0.00	0.00	
Net Amended Credit notes) - Total 🛩							
Amended amount - Total	6	Note	0.00	6.00			0.00
Net Differential amount (Net Amended Debit notes -			0.00	6.05			0.04
Net Amended Gredit netes) - Yotal			2.00	1.11			- 11
or equal to taxable ordered and the to	unteresting to the second	d manage in ort-	one for early	the periods :	n table 7	DC (Others)	
Amended amount - Total	0	Net Value	0.00	0.01	0.00	0.00	0.00
Net differential amount (Amended - Original)			0.00	6.00	0.00	0.00	0.00
11A(1), 11A(2) - Advances received for which in	weice has a	ot been issued (ter amount b	• be added to	the output	tan liability)	(Net
ter Kanandi Vouchers)		Net Value	0.00	0.00	0.00	0.00	0.00
118(1), 118(2) - Advance amount received in ea	rlier tax pe	ried and adjuste	d against the	supplies bein	g shown in	this fax peri	od in
Table Nos. 4, 5, 6 and 7		and the second sec					
11A - Amendment to advances received in other	to for each	net value	o.co	0.00 11A(2)	e.00	0.00	0.00
Amended amount - Total	6	Net Volue	0.00	6.00	0.00	0.00	0.00
Net differential			0.00	6.00	0.00	0.00	0.00
118 - Amendment to advances adjusted in retur	ne for earlie	r las periods in	table LLB(1).	118(2)			
Amended amount - Total		Net Value	0.00	6.00	0.00	0.00	0.00
Net d'Herental			0.00	6.00	0.00	0.00	0.00
12 - HSN-wise summary of outward supplies		24	0.02	4.12		0.00	
13 - Documents issued			0.00	1.10		0.00	
has been adding another of	6	All Documents					
THE BEARS CONTRACT W							

- The **Returns Filing for GSTR1** page will be displayed. Select the **Declaration** checkbox.
- Select the Authorized Signatory from the drop-down list, in the Authorised Signatory field. Note: On filing of Form GSTR-1, notification through e-mail and SMS is sent to the Authorized Signatory.
- 2 Click the **FILE WITH DSC** or **FILE WITH EVC** button to file GSTR-1.

ashboard > Returns > File			English
GSTIN - 33AAAAB1211B1ZZ FY - 2020-21	Legal Name - BUNKER AUDYOGIC UTPADAN SAHKARI SAMITI LTD. Tax Period - June	Trade Name - GSTN Status - Submitted	 Indicates Mandatory Fields Due Date - 11/07/2020
Returns Filing for GST GSTR1			
I hereby solemnly affirm and de nothing has been concealed therefre Authorised Signatory*	colare that the information given herein a	above is true and correct to the	he best of my/our knowledge and belief and
ANGAD ARORA	~		
		BACK	FILE WITH DSC FILE WITH EVC
DSC Usage Steps:			
 Run the emsigner as Adr open the portal, fill the aj Open a separate tab in s Click on Advanced Click proceed to 127.0.0. Come back to GST portal Click on register DSC 	ninistrator. ppropriate Details go to till Update R ame browser and type https://127.0 .1(unsafe) , refresh the page	Register DSC 0.0.1:1585	

- FILE WITH DSC: Click the PROCEED button. Select the certificate and Click the SIGN button.
- FILE WITH EVC: Enter the OTP sent on email and mobile number of the Authorized Signatory registered at the GST Portal and click the VERIFY button.

One-Time Password nxxxxxxxxxxe@gad Till 11:28	l (OTP) has been sent t dremarine.com and mo	to your registered emai bile no. 91xxxxxx55. C	il ID NTP is Valid
Enter One Time Passw	vord (OTP)		
CAN If you do not receive t button to request sam	VCEL VERIFY the OTP within 30 seco ne OTP again. Resend r	RESEND OTP nds, please click "RESE equest can be made m	24S ND OTP" aximum

Validate One Time Password (OTP)

2 A success message and ARN will be displayed. The status of the GSTR-1 return changes to "Filed"

hboard > Returns > File		🔾 English
© GSTR1 of GSTIN - 33AUXPK7210R1ZV is AA330919000402K. The GSTR1 can Email ID and Mobile Number.	for the Return Period – 'January - 2020-21 has been successfully filed. The Acknowledgment be viewed on your Dashboard Login=>Taxpayer Dashboard=>Returns. This message is sent t	Reference Number is to your registered
	• Inc	licates Mandatory Fields
GSTIN - 33AUXPK7210R1ZV	Legal Name - Gadre Marine Export Pvt. Ltd Return Type - GSTR1	
FY - 2019-20	Return Period - January Status - Filed	
Authorised Signatory* ANGAD ARORA	BACK FLE WITH DSC	FILE WITH EVC
DSC Usage Steps:		