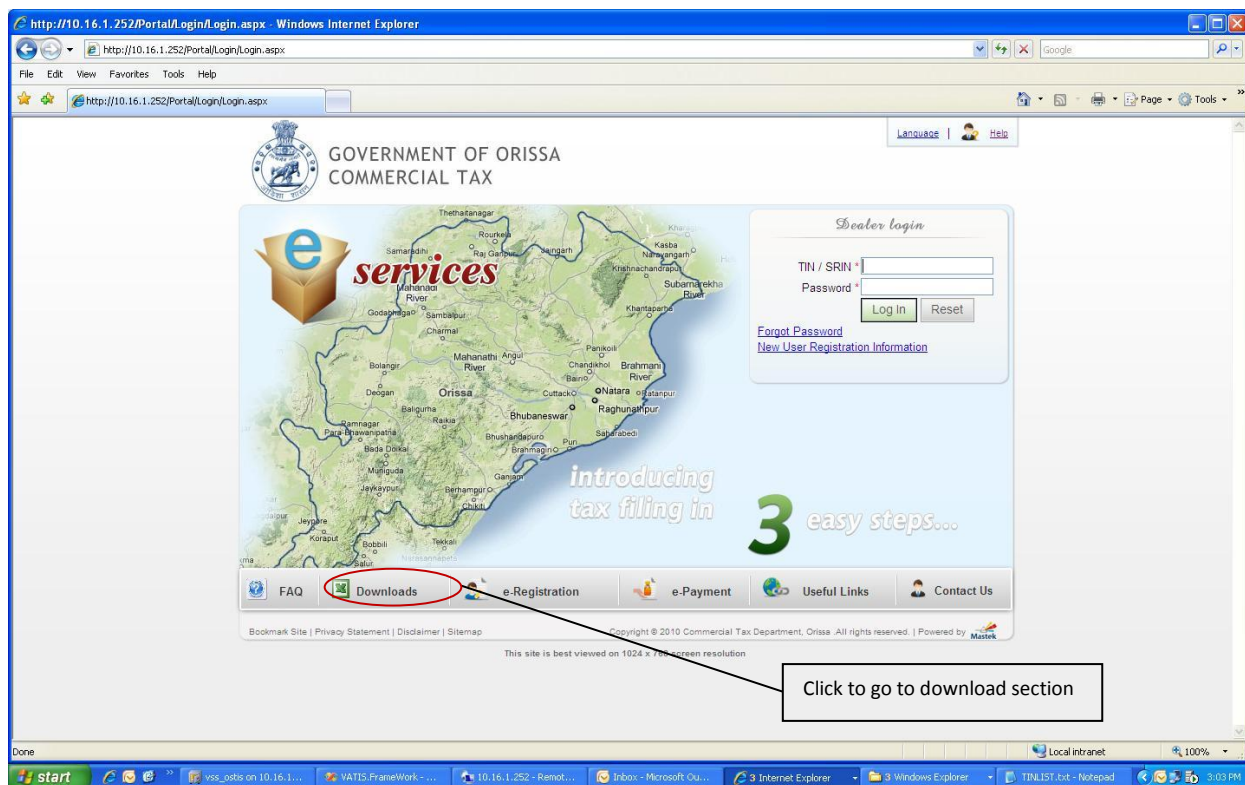


E-Filing - Guideline for Users

For return filing the dealer should have log in credentials first. Dealer has to download and fill the e-return form (Return XLS format) from portal. Click Download tab to go to File download section



Download and Filing of e-Form (XLS file).

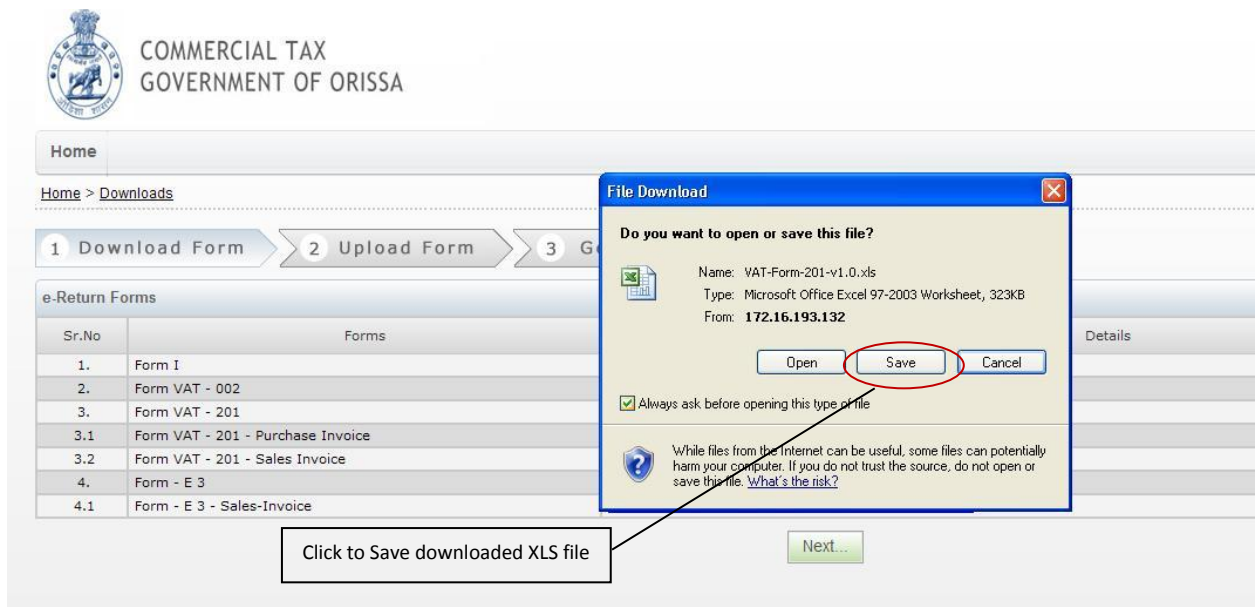
1. Download the e- form (XLS file for return filing) from the download section of the portal. There are different formats available for different Acts. Following are the forms available in download section:

1 Download Form	2 Upload Form	3 Get Receipt
e-Return Forms		
Sr.No	Forms	Details
1.	Form I	For e>Returns of Central Sales Tax Payable By A Dealer
2.	Form VAT - 002	For e>Returns of Turnover Tax Payable By A Dealer
3.	Form VAT - 201	For e>Returns of Value Added Tax Payable By a Dealer
3.1	Form VAT - 201 - Purchase Invoice	Purchase invoice sheet to be filled for Value Added Tax Payable By a Dealer
3.2	Form VAT - 201 - Sales Invoice	Sales invoice sheet to be filled for Value Added Tax Payable By a Dealer
4.	Form - E 3	For e>Returns of Entry Tax Payable By a Dealer
4.1	Form - E 3 - Sales-Invoice	Sales invoice sheet to be filled for Entry Tax Payable By a Dealer
Miscellaneous		
Sr.No	Reference	Details
1.	Commodity List	Commodity List for dealer reference.

Click on the form name, which you want to download as available under “Forms” section. A XLS file will be downloaded

It will ask for “Save” or “Open”. Click on “Save” button.

Save the XLS file in local computer without changing file name.



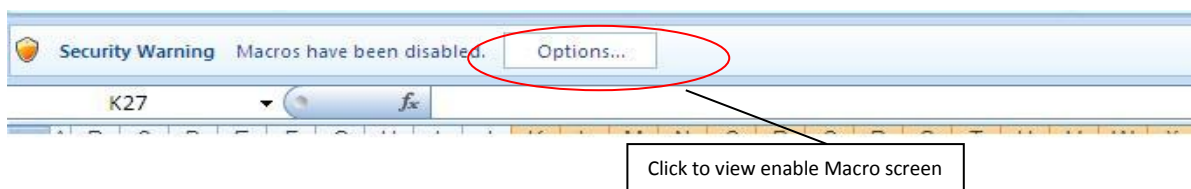
Note:

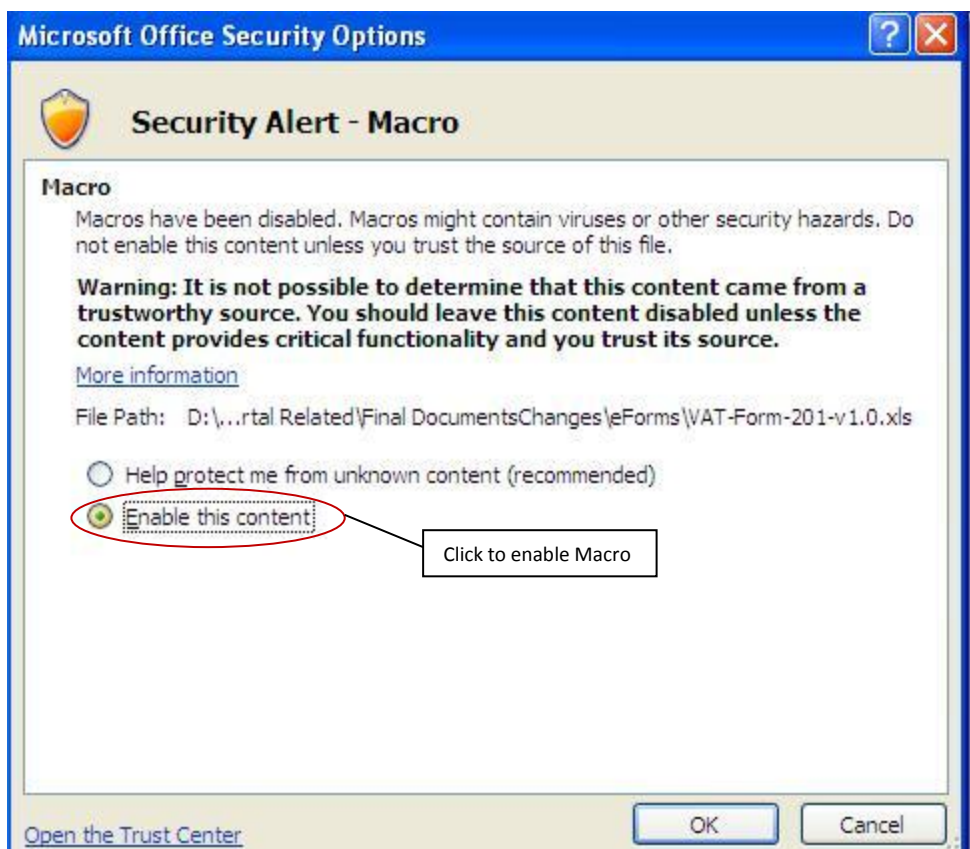
1. Microsoft Office 2003 or higher version must have installed in your local computer in order to open and fill the form after saving.
2. Please don't change the form name while saving. It may cause problem while filing return in portal.

Filling of e-Form (XLS file)

1. Open the saved XLS form. Click on the Option and Enable the Macro for XLS sheet. You need to enable Macro for proper return filing.

Please follow the below screen to enable Macro





Fill all the fields as available in the form. Please note that all the fields are enterable. There is no auto calculation in the XLS form. Fill the annexure form as well.

Please don't change any structure, label, work book name etc as available in the form, it may cause problem while filing return in portal.

2. After filling all the information please click on "Validate" button as available in e-form (XLS file). In case if any mandatory field is not filled or any wrong value is inserted in any field then error description will be inserted in Error workbook of e-form (XLS file).

<SCREEN SHOT OF XLS>

Fill the XLS sheet. Fill annexure as per requirement. Fill invoice XLS sheet for VAT-201 if you have invoice details. To fill invoice detail you need to download the Form VAT 201 –Purchase Invoice and VAT 201 –Sale Invoice separately. Follow the procedure as stated in point 1 of Return Filing to download and save invoice sheet.

Click on Validate button.

View Error in the Error Workbook.

Correct the Errors and again click on Validate button. Continue the process till there is no error in Error workbook.

If there is no error then Save the XLS files.

This process is applicable for filling of e-form (XLS file) for VAT/CST/ET Act.

Uploading e-form (XLS file) in e-Service Portal

1. After completing the entire process of filling and validating the e-Form (XLS file), now you need to upload the e-form (XLS file) in e-service portal. Please follow the below steps to upload e-form (XLS file).

Log in to portal using TIN/SRIN and password. The following screen will be displayed

GOVERNMENT OF ORISSA
COMMERCIAL TAX

Click to view upload section

Home Downloads **E-Return Filing** Check Status Payment History

Home

Click Here for Address

Status		Address			
Central Sales Tax 1957	: Registered	Building No	: MAIN ROAD	Road No	: JHARSUGUDA
Orissa Value Added Tax 2004	: Registered	Town	: JHARSUGUDA	Post Office	: JHARSUGUDA
Entry Tax 1999	: Registered	District	: JHARSUGUDA	State	: Orissa
		Pin No	:	Circle Office	: Sambalpur Range

2. Click on **E-Return Filing** link to view to upload section of portal. The following screen is displayed

Home > E-Return Filing > File My Returns

Click Here for Address

Status		Address			
Central Sales Tax 1957	: Registered	Building No	: MAIN ROAD	Road No	: JHARSUGUDA
Orissa Value Added Tax 2004	: Registered	Town	: JHARSUGUDA	Post Office	: JHARSUGUDA
Entry Tax 1999	: Registered	District	: JHARSUGUDA	State	: Orissa
		Pin No	:	Circle Office	: Sambalpur Range

1 Download Form 2 **Upload Form** 3 Get Receipt

e-Return Forms

Select ACT : **Orissa Value Added Tax 2004**

Return Period : From Date : **01/7/2010** To Date : **31/7/2010**

Is Nil/Zero payment : ☐

Select Return File to upload : Browse...

Click here to attach/re-attach Sales and/or Purchase invoice sheet (if any)

Next

Select Act for which you want file return

Return period is populated automatically

3. Select Act for which you want file return. The last return period is populated automatically as per your return filing frequency as available in concerned circle during the registration process. Follow the screen below to change the return period.

e-Return Forms

Select ACT : Orissa Value Added Tax 2004

Return Period : From Date : 01/7/2010 To Date : 31/7/2010

Is Nil/Zero payment

Select Return File to upload

Click here to attach/re-attach Sales and/or Purchase

July 2010

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Browse...

Click to view calendar

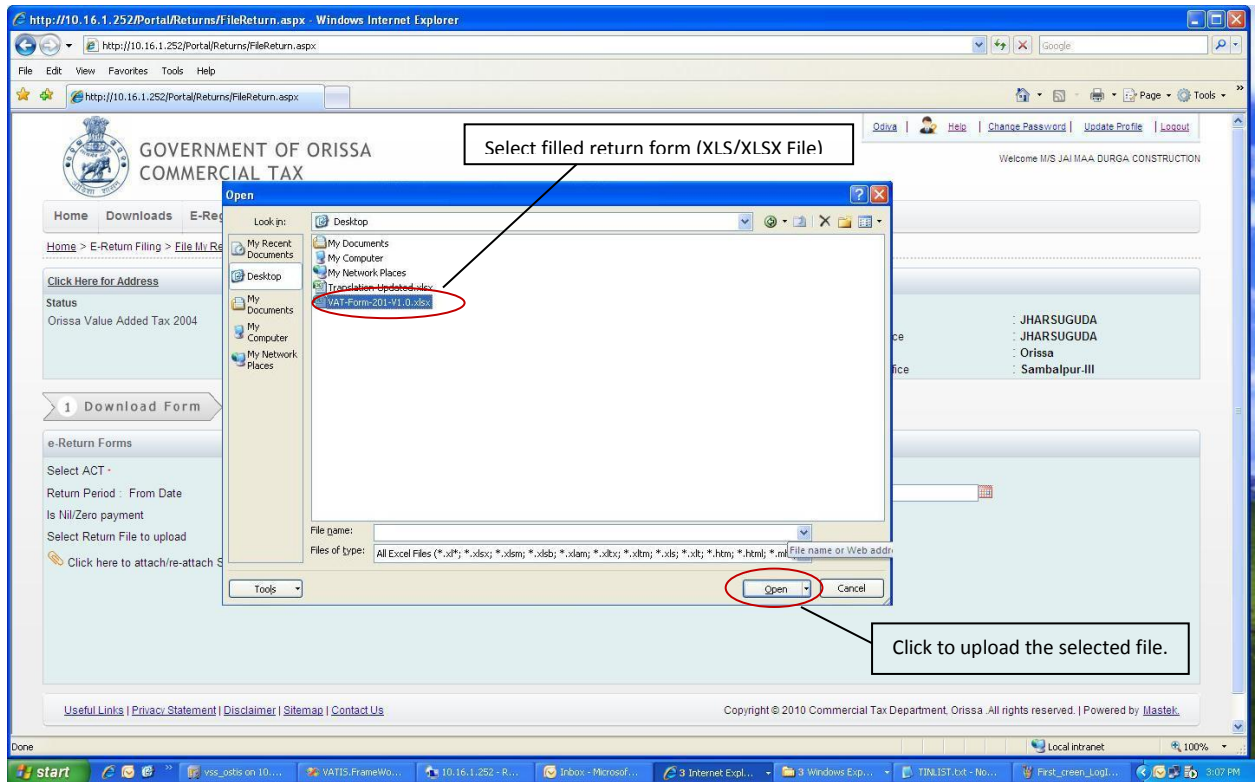
Click to select filled and saved return form (XLS/XLSX file)

4. Click on the image  (shown in above screenshot) and the calendar is displayed.
5. Click on “<” link of calendar to view previous month. Click on “>” link of calendar to view next month.
6. Click on date to select Form Date of return period. You should select 1st date of a month for Form Date of return period

Follow the above process to select To Date of return period. You should select last date of a month for To Date of return period.

7. Click on “Browse” button to select the filled return form (XLS file) from your local computer. The return form may be XLS or XLSX depending upon the version of Microsoft Office.
E.g. For return filing of VAT 201 select saved VAT-Form-201-V1.0.XLS file from your local drive of your computer.

Follow the below screen shot to select the saved return form (XLS file).



1. Select the return form (XLS file depending upon the version of Microsoft word) and click the Open button to upload the selected return form (XLS file).

Note:

1. Please don't change the file name while filling and saving the return file (XLS file).

On clicking the open button the following screen is displayed

Home > E-Return Filing > File My Returns

Click Here for Address

Status	Central Sales Tax 1957	: Registered	Address	Building No	: MAIN ROAD	Road No	: JHARSUGUDA
	Orissa Value Added Tax 2004	: Registered		Town	: JHARSUGUDA	Post Office	: JHARSUGUDA
	Entry Tax 1999	: Registered		District	: JHARSUGUDA	State	: Orissa
				Pin No		Circle Office	: Sambalpur Range

1 Download Form 2 Upload Form 3 Get Receipt

e-Return Forms

Select ACT * : Orissa Value Added Tax 2004

Return Period : From Date : 01/7/2010 To Date : 31/7/2010

Is Nil/Zero payment : ☐

Select Return File to upload : C:\Documents and Settings\TestAdmin\Desktop\VAT-Form-201-v1.0.xls | Browse...

Click here to attach/re-attach Sales and/or Purchase invoice sheet (if any)

Click to upload selected return form in portal

Next

Selected filled return form from your local computer

In case you are filling the Nil / Zero return then please select the check box "Is Nil / Zero Payment".

For Nil / Zero return you should fill the return form (XLS file) accordingly.

2. Click the Next button to upload the selected return file in portal for selected Act and return period.

In case of any wrong entry/information in return form (XLS file) an error page is displayed stating the error available in the return form. In that case you have to check your return form (XLS file) for wrong entry, correct the entry and save the return form (XLS file). You have to follow the steps of **Uploading e-form (XLS file) in e-Service Portal** from the beginning.

If there is no wrong entry / information is available in return form (XLS file) then the following screen is displayed on clicking the Next button. This page is to view summary of the return and confirm your return filing for the selected Act and return period.

Home > E-Return Filing > [File My Returns](#)

[Click Here for Address](#)

Status	Address				
Orissa Value Added Tax 2004	Registered	Building No	: BANJARI	Road No	: BANJARI
		Town	: JHARSUGUDA	Post Office	: JHARSUGUDA
		District	: JHARSUGUDA	State	: Orissa
		Pin No	: 768201	Circle Office	: Sambalpur-III

1 Download Form 2 Upload Form 3 Get Receipt

e-Return Forms

Select ACT : Orissa Value Added Tax 2004

Return Period : From Date : 01/4/2010 To Date : 30/6/2010

Is Nil/Zero payment : ☐

Uploaded Return file : VAT-Form-201-v1.0.xls

Total Sales	500000
Total Purchase	200000
Net Tax Payable	5000
Total amount of Input Tax	20000

Return summary

Click on Confirm button to complete return filing process

Confirm Cancel

Click on Cancel button to cancel return filing process

3. Click on the Cancel button in case you don't want to confirm the return filing. On clicking Cancel button you will be directed to File My Return page. To file return again you have to follow the steps of **Uploading e-form (XLS file) in e-Service Portal** from the beginning.

Click on Confirm button in case you are confirming the return filing for selected Act and return period. On clicking on Confirm button an alert message is displayed asking for confirmation again. Click OK button as displayed in alert message to complete return filing process. Click Cancel button as displayed in alert message to cancel the return filing.

On clicking OK button the following screen is displayed to generate acknowledgement receipt.

[Click Here for Address](#)

Status	Registered	Address	BANJARI	Road No	BANJARI
Orissa Value Added Tax 2004		Building No	JHARSUGUDA	Post Office	JHARSUGUDA
		Town	JHARSUGUDA	State	Orissa
		District	768201	Circle Office	Sambalpur.III
		Pin No			

1 Download Form 2 Upload Form 3 Get Receipt

e-Return Forms

Select ACT : Orissa Value Added Tax 2004

Return Period : From Date : 01/4/2010 To Date : 30/9/2010

Is Nil/Zero payment : ☐

Uploaded Return file : VAT-Form-201-v1.0.xls

Total Sales : 500000

Total Purchase : 2000000

Net Tax Payable : 5000

Total amount of Input Tax : 20000

[Generate Receipt](#) [Home](#)

Click to generate receipt

- Click on Generate Receipt button to generate e-Filing acknowledgement. On clicking the button a receipt is generated in separate window with PDF file. The receipt contains the payment details as mentioned in return form (XLS / XLSX file).

AcknowledgeReceipt[1].pdf - Adobe Reader

File Edit View Document Tools Window Help

1 / 1 147% Find

Acknowledgement Receipt

Receipt No : 101000000000008 Date : 12/08/2010

Received the return of tax payable for the period 01/07/2010 to 31/07/2010 under the VAT ACT from:

TIN/TOT No. : 21294500154

M/s : M/S JAI MAA DURGA CONSTRUCTION

Address : NEAR MISHRA TALKIES JHARSUGUDA JHARSUGUDA

JHARSUGUDA JHARSUGUDA

Payment Detail

Sr. No.	Payment Mode	Bank/Treasury Name	Bank Draft/ Banker's Cheque/Challan No.	Dated	Amount (Rs.)
1	EPayment	SBI	256333	12/08/2010	1,000.00
Grand Total (Rs.)					1,000.00

start | vis_otto on... | VATIS.Frame... | 10.16.1.252... | Inbox - Micro... | Internet E... | 3 Windows... | TMLIST.txt... | Confirmation... | Acknowledge... | 3:06 PM

- You can save and print the acknowledgement receipt. Please keep the acknowledgement receipt no for future reference and communication.

Note: This is a computer generated receipt and doesn't require any signature.

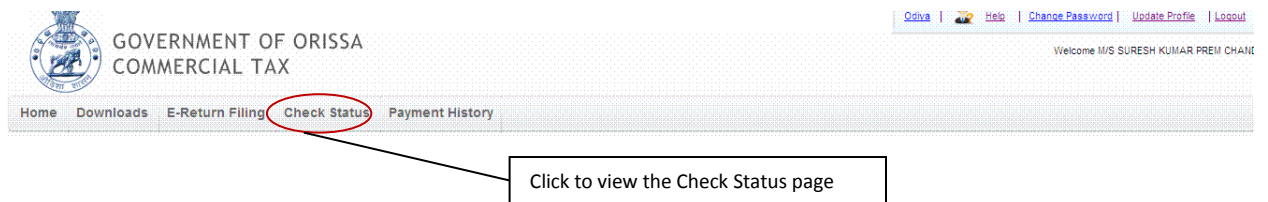
Once the receipt is generated the return filing process is completed for selected Act and return period.

Now you can view the status of return filing for a selected return period and Act in Check Status section.

You can view the history of payment that you have mentioned in payment details section of return form for selected Act.

Check Status of return filing

1. Click on Check Status link of the top menu to view the status of return filing.



2. On clicking the Check Status link the following screen is displayed where you can check the status of your return filing.

The screenshot shows the 'Check Status' page. It includes a header with user information and a navigation bar. The main content area has several sections:

- Status:** Orissa Value Added Tax 2004, Registered, Address: BANJARI, JHARSUGUDA, District: JHARSUGUDA, Pin No: 768201, Road No: BANJARI, Post Office: JHARSUGUDA, State: Orissa, Circle Office: Sambalpur-III.
- Check Status:** Select ACT: Orissa Value Added Tax 2004 (dropdown), Return Period: From Receipt Date: 11/08/2010, To Receipt Date: 17/08/2010, Or Receipt No.: (input field), Search: (button).
- Table:** A table with columns: Receipt No., View Return File, Receipt Date, Act Type, From Date, To Date, Status. The first row shows: 101000000000073, [icon], 16/08/2010, VAT, 01/04/2010, 30/06/2010, Completed.

Annotations include:

- A callout box pointing to the 'Orissa Value Added Tax 2004' dropdown: 'Select Act and receipt period to view status'.
- A callout box pointing to the 'Search' button: 'Enter receipt no to view status of particular return filed'.
- A callout box pointing to the 'View Return File' link: 'Click to view Status'.

You can check status using Act and Receipt dates or Receipt no.

To check status using Act and Receipt dates follow the following steps.

3. Select Act for which you want to check status.
4. Select From Receipt Date and To Receipt Date within which you want to check status. To select date follow the step mentioned in point no 4. of **Uploading e-form (XLS file) in e-Service Portal**. The receipt date or return filing date should be in between From Receipt Date and To Receipt Date.
5. Click on Search button to view status.
6. The status of the return filing is/are displayed below the search button.

To check status using Receipt no follow the following steps. In

7. Enter the acknowledgement receipt no that is provided after confirming return filing.
8. Click on Search button to view the status of return.
9. The status of the particular return filing whose receipt no is entered displayed below the search button.

Receipt No	View Return File	Receipt Date	Act Type	From Date	To Date	Status
1010000000000008		12/08/2010	VAT	01/07/2010	31/07/2010	Pending

Click to view receipt

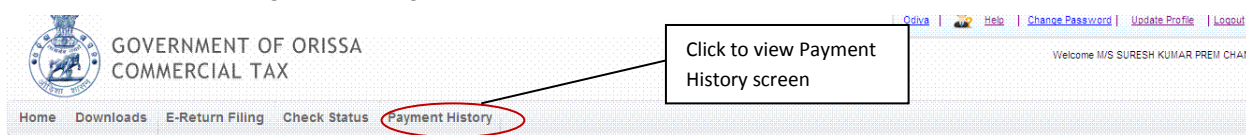
Click to download uploaded return form (XLS file)

Status of filed return

10. Click on Receipt No to view the acknowledgement receipt for the filed return.
11. Click on View Return File  (XLS image) to download the return form that you have uploaded for return filing for a particular Act and return period.
12. The status of return filing start with Pending. Once the payment is reconciled at circle office the status will be changed to "Completed". If any Notice is generated by circle office for Arithmetic Mismatch or Payment Mismatch then the same status will be displayed in status column also.

Check Payment History of return filing

1. Click on Payment History link of the top menu to view the payment details that were submitted during return filing.



- On clicking the link the following screen is displayed. There are different options available to search the payment details submitted in payment details section of return form. You can view payment history by selecting Act and Receipt period or Receipt no.

[Home](#) > [Payment History](#)

[Click Here for Address](#)

Status	Orissa Value Added Tax 2004	: Registered	Address	Building No	: BANJARI	Road No	: BANJARI
			Town	: JHARSUGUDA		Post Office	: JHARSUGUDA
			District	: JHARSUGUDA		State	: Orissa
			Pin No	: 768201		Circle Office	: Sambalpur-III

Payment History

Select ACT : Orissa Value Added Tax 2004 From Receipt Date : 01/08/2010 To Receipt Date : 17/08/2010

Or
Receipt No. : [Search](#)

Enter receipt no to view payment details of particular return filed

Select Act and receipt period to view payment details

Payment Mode	Bank/Treasury Name	Bank Draft/Banker's Cheque/Challan No.	Dated	Amount(Rs.)
EPayment	SBI	12366	11/08/2010	5000

[Click to view Payment details](#)

You can check payment history using Act and Receipt dates or Receipt no.

To check payment history using Act and Receipt dates follow the following steps.

3. Select Act for which you want to check payment details.
4. Select From Receipt Date and To Receipt Date within which you want to check payment details. To select date follow the step mentioned in point no 4. of **Uploading e-form (XLS file) in e-Service Portal**. The receipt date or return filing date should be in between From Receipt Date and To Receipt Date.
5. Click on Search button to view payment details.
6. The payment detail(s) of return filing is/are displayed below the search button.

Payment Mode	Bank/Treasury Name	Bank Draft/Banker's Cheque/Challan No.	Dated	Amount(Rs.)
EPayment	SBI	12366	11/08/2010	5000

To check payment history using Receipt no follow the following steps. In

7. Enter the acknowledgement receipt no that is provided after confirming return filing.
8. Click on Search button to view the payment details of return.
9. The payment details of the particular return filing whose receipt no is entered displayed below the search button.

This completes the payment history section.