

A
Handbook on
Dealer Data Update

Operational Instructions:

This functionality has been provided in the login of Dealer on CTD Web Portal to correct the dealer's basic data. Here after declaration of such data dealer need to submit the signed hard copy of the declaration form printed from CTD Web Portal to his current assessing authority office.

Procedure for Dealer Data Updation is very simple. A computer with internet connectivity is required for the purpose. There are six easy steps to complete the declaration of Dealer Data as mentioned below:

Step 1 First Time Sign-up on the CTD Web Portal

Step 2 Login into the web portal

Step 3 Filling up the Dealer Data Update declaration Form

Step 4 Declaration Receipt Generation

Step 5 Submission of the Duly Signed Dealer Data Update Declaration Form Generated from CTD Web Portal to Current Assessing Authority

Step 6 Collection of Acknowledgement Receipt generated from RajVISTA Application

Step-1 Sign up on the CTD Website (One time)

To register on web site, connect to Internet and write URL in the address bar as under:

<http://rajtax.gov.in>

The following screen would be shown.

1. Sign-Up
Click on this button.

The screenshot shows the homepage of the Commercial Taxes Department, Government of Rajasthan. The navigation bar includes links for Home, Feedback, Mail Center, Site Map, and Contact Us. The main header features the department's name and logo. Below the header is a menu with categories: Organization, Act, Rules, Forms, Tax Schedule, Notification, Schemes, and Help. The main content area is divided into several sections:

- Search this Website:** A search bar with a 'Go' button.
- e-Services:** A list of services including e>Returns, e-Payments, e-Communication, e-VAT 47A/49A, List of Cancelled Dealers, Search for Dealers, Cause List of Waiver Cases, and List of Assessment u/s 23.
- Websites:** A list of related websites including Govt. of Rajasthan, Finance, Budget, VAT Related Sites, Rajasthan Tax Board, Rajasthan High Court, and TINXSYS.
- Powered by:** TATA CONSULTANCY SERVICES.
- Total Visits:** 973752.
- Thank You for Visiting**
- Last Updated:** 24/11/2008.
- Sign-In Registered Dealers:** A section with fields for Login ID, Password, and Type (set to Dealer). It includes 'Login' and 'Forgot Password' buttons, and a link for 'New User? Sign-up'.
- Mission:** A quote: "For the sake of welfare of the Subject, he (the king Dilip) received taxes from them just as the sun extracts water in order to render it back a thousand fold" by Raghuvansha Mahakavyam.
- View:** A section listing Budget 2008-09, Budget 2007-08, Tenders, Advertisements, VAT-FAQ, and VAT-Whitepaper.
- News and Updates:** A section with news items like 'Jaipur Vat Dhan Laxmi Draw dated 17.11.08' and 'VAT Dhan Laxmi Draw for Udaipur Zone'.
- e-Services:** A section listing templates for filing e>Returns, JRE Required for Using Digital Signature, About Digital Certificate, and User Guides for all e-Services.
- Dealer Accounting Tool:** A tool for VAT transactions with a 'Download DAT' link.
- General Information:** A section listing CTD Zones & Circles, CTD Phone Nos., CTD IP Phone Nos., and CTD Holiday List.

At the bottom, contact information is provided: Contact Official for Website Related Queries: Ramesh Sharma (Phone: 141-510 3043) and VAT Help Line Number: 141-2227141.

Screen-1

To sign-up on the web portal click "New User? Sign-up"

A new screen (Screen-2) will open up. This screen displays the details required to be filled by the dealer for registering on the web portal. Please enter the details on the screen as per the instructions given in the table below.

1. Enter TIN here.

2. Enter Effective Date of Registration here.

3. Enter PAN No. here

4. Enter Firm Name

5. Enter Principal Place of Business Address

6. Constitution of Business

7. Enter your email id

8. Enter password here

9. Enter your password again here.

10. Select the security question

11. Enter the security Answer

12. Click here to read the terms and conditions.

13. Click on "I accept the terms".

14. Click on back to go back to home page

15. Click on submit to get registered

Screen-2

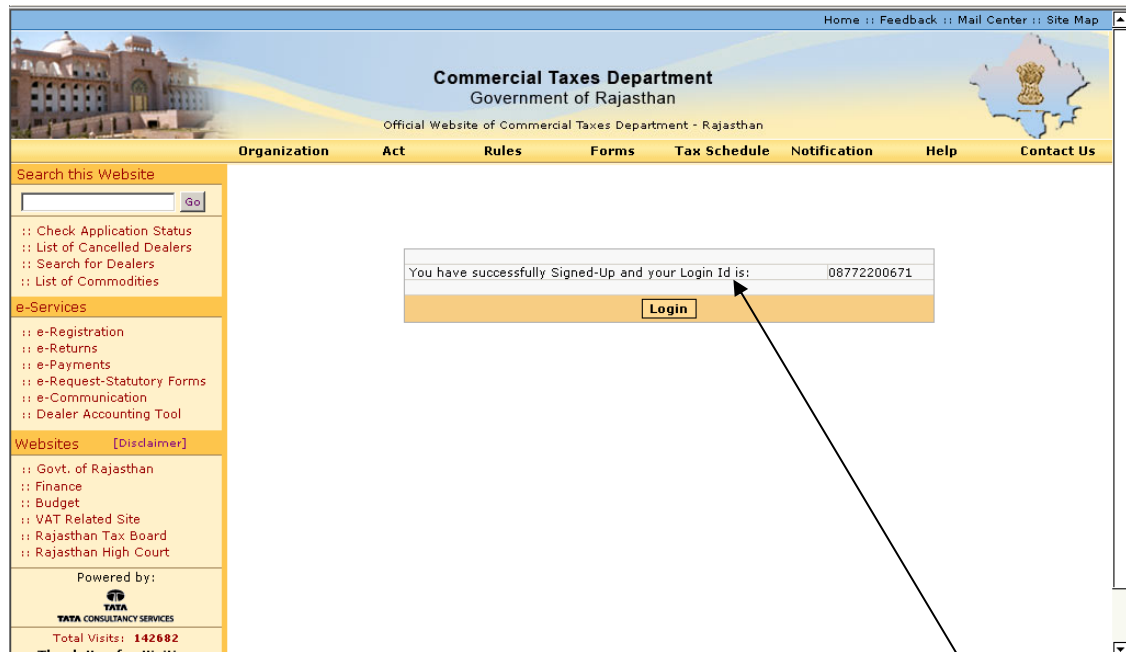
Please enter the details as below: -

Sr. No	Label	Data Type	Compulsory Field	Action to be performed
1.	TIN	Numeric	Yes	Enter your TIN.
2.	Effective Date of Registration	Date	Yes	Enter your Registration Date. (This date is mentioned in the registration certificate issued to you by the department.)
3.	PAN No	Alphanumeric	Yes	Enter your PAN No
4.	Firm Name	Alphanumeric	Yes	Enter your Firm Name
5.	Address of Principal Place of Business	Alphanumeric	Yes	Enter your principal place of business address
6.	Constitution of Business	Combo Box	Yes	Select your business constitution from the list of values provided
7.	E-mail Id	Alphanumeric	Yes	Enter your e-mail id (Must be a valid email id)
8.	Password	Alphanumeric	Yes	Enter your Password (should be more than or equal to 8 characters in length)
9.	Confirm Password	Alphanumeric	Yes	Enter the same Password again (for confirmation)
10.	Security Question	Characters	Yes	Select the question for security purpose. (This will be required if you forget your password. So please remember it.)
11.	Security Answer	Characters	Yes	Enter the answer for security purpose. (This will be required when you forget your password so remember it.)
12.	Terms and Conditions	Hyperlink	NA	Click on this link to read the terms and conditions.
13.	I accept the terms	Check box	Yes	Read the terms and tick the check box
14.	Back	Button	NA	Click on this button to go back to home page
15.	Submit	Button	NA	The button would be disabled in the beginning. But when the check box for "I accept the terms" is checked, it becomes enabled. Click on submit to register on the web portal.

After filling up the details as above, please click on submit. Details will be verified by the system and then a successful sign-up message will be displayed on the screen itself. This sign-up process is one time requirement. Once the sign-up is completed

successfully, dealer can log on into the web portal with his TIN and password as set up above.

Once registered the following message will come. (Screen-3)



Screen-3

Successfully Signed Up
Message

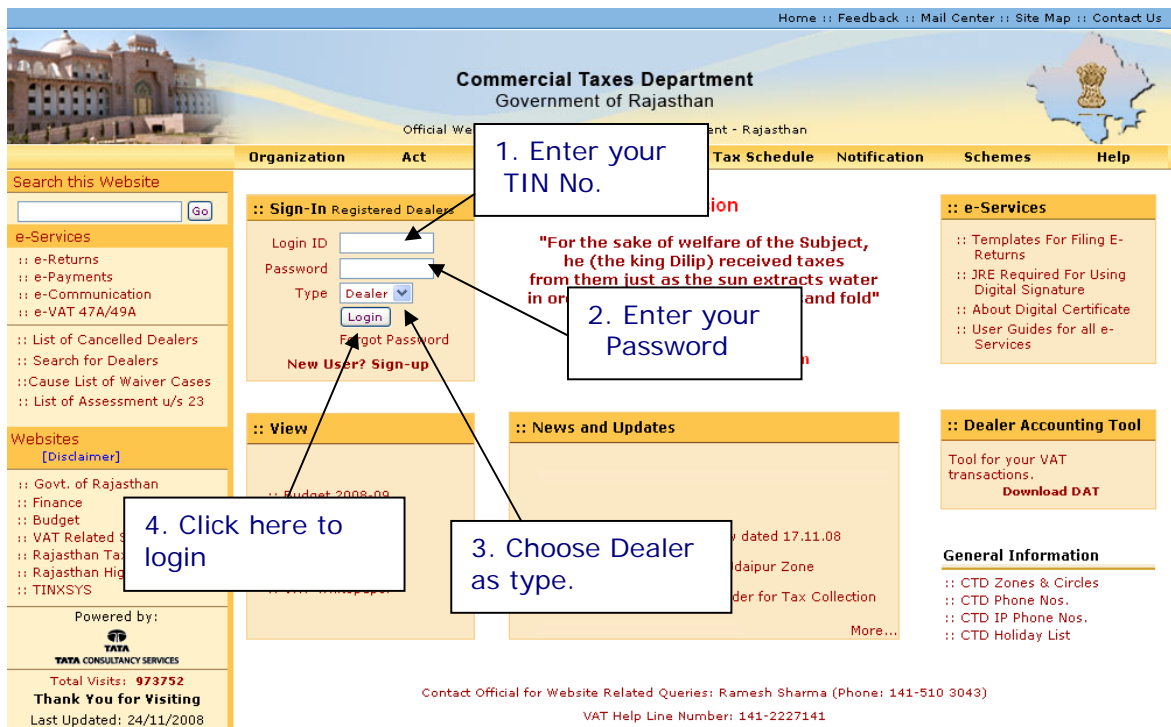
Now you can use the login Id and password to login into the web portal.

Step-2 Login

A dealer registered on the web site is required to login for the purpose of filing e-return. Process of login is as under:

Connect to Internet and open the website <http://rajtax.gov.in>

On Home page, there is a box in center as indicated in Screen-4.



Screen-4

Please enter the details as below: -

Sr. No	Label	Data Type	Action to be performed
1.	Login Id	Numeric	Enter your TIN.
2.	Password	Alphanumeric	Enter the password that you entered at the time of sign-up.
3.	Type	Drop Down Box	Select Type as "Dealer".
4.	Login	Button	Click on this button to enter the web portal.

Step-3 Filling up the Dealer Data Update declaration Form: -

If the details entered by you are found correct; you will be logged in. Please select [Dealer Data Update](#) link provided on the left hand side pane under Dealer Profile(Screen-5).

1. Click here to launch Dealer Data Update Screen



Screen-5

After clicking on “[Dealer Data Update](#)” link, a screen would be displayed for dealers to fill his basic details wherever required. By default System would display the details currently available into the system. Dealer may correct the details wherever required or else he may proceed with the current data if no change is required.

On clicking this link, the following screen would be shown (Screen-6).

You can fill the details in the given format.

The screenshot shows a web form titled "Dealer Data Correction" with two main sections. The first section, "Dealer Basic Details Currently Available with CTD", displays existing information for SAG INFOTECH. The second section, "Please fill the Data in below screen in order to update the same into System", contains input fields for VAT and CST registration details, location, PAN, bank account, and contact information. A "Submit" button is at the bottom right, and a "Back" button is at the bottom left. Fourteen numbered callouts provide instructions for each field and the buttons.

Callout Number	Instruction	Field/Action
1	This section would display the basic details currently available with CTD in static format	Dealer Basic Details Currently Available with CTD
2	Enter RC Effective Date (VAT)	Registration Effective Date(VAT)
3	Select Location	Location
4	Enter PAN	PAN
5	Enter Bank Account Number	Bank Account Number
6	Select if register under CST	Registered in CST
7	Enter RC Effective Date of CST (If already registered)	Registration Effective Date(CST)
8	Enter Land line no.	Landline Number
9	Enter Cell phone no.1	Cell Phone1
10	Enter Cell phone no.2	Cell Phone2
11	Enter E-mail id	Email Id
12	Click on back to go back to home page	Back button
13	Click on submit to generate the declaration form	Submit button
14	Click on "I accept the terms".	Terms and Conditions checkbox

Screen-6

The Dealer data update screen is having two parts:

In one part system would display the basic details which are currently available with CTD in disable format. This includes the following fields:

- 1) TIN
- 2) Firm Name
- 3) RC effective date VAT
- 4) RC effective date CST
- 5) Location (Z-C-W)
- 6) Principal Place of Business

In the other part dealer needs to fill his correct details (if there is any discrepancy).

This section includes the fields given below:

- 1) RC effective date (VAT)
- 2) PAN
- 3) Bank Account Number

- 4) Select option if Registered in CST
- 5) RC effective date CST
- 6) Land Line Number
- 7) Cell No. 1
- 8) Cell. No. 2
- 9) E-Mail Id
- 10) Check option for Terms and condition


Please fill the details in below mentioned format:

Sr. No	Label	Data Type	Compulsory Field	Action to be performed
1.	RC Effective Date of VAT	Date	Yes	Enter your Registration Date. (This date would be same as mentioned in the RC issued to you by the department.)
2.	PAN	Alphanumeric	Yes	Enter your PAN No
3.	Bank Account No.	Number	Yes	Enter your Bank Account No.
4.	Select option if Registered in CST	Radio Button	Yes	Select Yes option if Registered in CST else No
5.	RC Effective Date of CST	Date	No	Enter CST RC effective date if registered under CST act
6.	Land Line No.	Alphanumeric	Yes	Enter Land Line No.
7.	Cell No.1	Number	Yes	Enter Cell Number
8.	Cell No.2	Number	Yes	Enter alternative Cell Number
9.	E-mail Id	Alphanumeric	Yes	Enter your e-mail id (Must be a valid email id)
10.	Select the option for Terms and condition	Check box	Yes	Slick on the check box of terms and condition
11.	Back	Button	NA	Click on this button to go back to home page
12.	Submit	Button	NA	The button would be disabled in the beginning. But when the check box for "I accept the terms" is checked, it becomes enabled. Click on submit to register on the web portal.

Step 4

Step-4 Declaration Receipt Generation: -

After clicking on submit button system would generate a copy of declaration form with the details that dealer has entered into the Dealer Data Update Screen.



Government of Rajasthan
Commercial Taxes Department

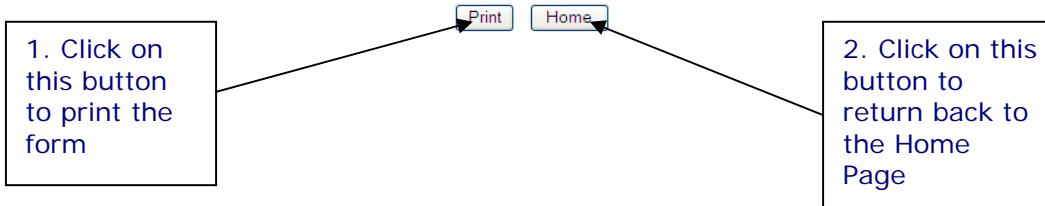
Declaration Form for Dealer Data Updation on CTD Web Portal

Reference Number : 99900632726 Date : 06/05/2011

TIN	08151609700
Firm Name	SAG INFOTECH
Registration Effective Date(VAT)	22/04/2005
Location	JAIPUR II - A - III
Chief Place of Business	105, RAMGALI NO.6, RAJA PARK, JAIPUR, RAJASTHAN
PAN	AJHSO2342J
Bank Account Number	99999999999999
Registered in CST	Yes
Registration Effective Date(CST)	10/01/2006
Landline Number	+91 - 0141 - 26547898
Cell Phone1	+91 - 9856326574
Cell Phone2	+91
Email Id	SAG.INFOTECH@gmail.com

TIN 08151609700, Name of Dealer SAG INFOTECH, Address 105, RAMGALI NO.6, RAJA PARK, JAIPUR, RAJASTHAN, hereby declares that a login Id has been generated i.e (08151609700). Any transaction made by the dealer using this login Id with the department would be valid and binding on the dealer. Any information received from the department on e-Mail (SAG.INFOTECH@gmail.com) would be deemed as a receipt of that information and would be valid and binding to the dealer.

Name _____ Date _____
Signature & Seal _____ Place _____



Screen-7

Step-5 Submission of the Duly Signed Dealer Data Update Declaration Form Generated from CTD Web Portal to Current Assessing Authority: -

Take printout of this acknowledgement receipt and submit the duly signed copy to your current assessing authority's office.

Note:

- In case your current ward is a regular ward then submit your declaration form at your current ward as shown in the system
- In case you are currently located at any NA ward then submit your declaration form at your current Circle as shown in the system
- In case you current location is Unknown ward then submit your declaration form at your current Circle as shown in the system under which that Unknown Ward is present.

Step-6 Collection of Acknowledgement Receipt generated from RajVISTA Application: -

Dealer would need to collect the acknowledgement receipt on successful submission of the duly signed dealer data update declaration form generated from CTD Web Portal as a proof of the submission of the details.