A Handbook on Electronic ET/LT Return Filing

Operational Instructions:

Procedure to file e-return is very simple. A computer with internet connectivity is required for the purpose and Internet Explorer 6.0 and above must be installed and used to access CTD Web Portal. There are five easy steps to file e-return. These steps are

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

Step 2 Login into the web portal

Step 3 Preparation of return documents

<u>Step 4</u> Mapping with Digital Certificate – (If dealer has purchased digital signature, else without digital signature e-Filing is also allowed)

Step 5 Uploading the return (.xls)

Step 6 Acknowledgement Generation

Step 7 View Returns

Step-1 Registration on the Website

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

http://rajtax.gov.in

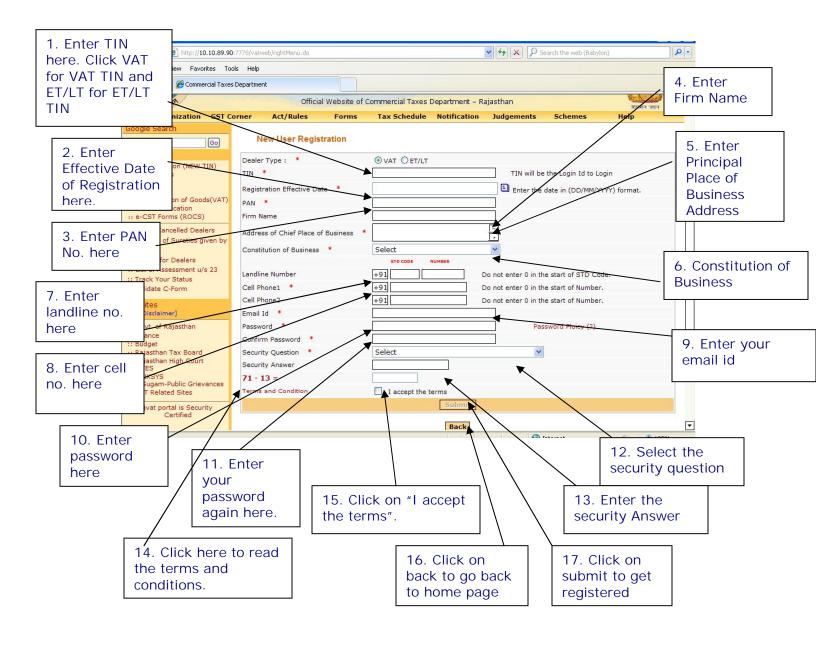
The following screen would be shown.



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.



Screen-2

Please enter the details as below: -

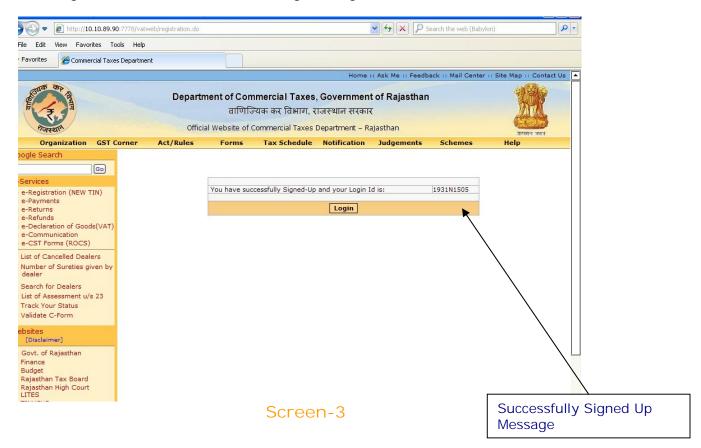
Sr.	Label	Data Type	Compulsory	Action to be
No			Field	performed
1.	TIN- VAT or ET/LT	Numeric	Yes	Enter your TIN or ET/LT RC number.
2.	Effective Date of Registration	Date	Yes	Enter your Registration Date. (This date is mentioned in the registration certificate issued to you by the department.)
3.	PAN 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.	Landline No	Numeric	No	Enter landline no. here
8.	Cell No	Numeric	No	Enter cell no. here
9.	E-mail Id	Alphanumeric	Yes	Enter your e-mail id (Must be a valid email id)
10.	Password	Alphanumeric	Yes	Enter your Password (should be more than or equal to 8 characters in length)
11.	Confirm Password	Alphanumeric	Yes	Enter the same Password again (for confirmation)
12.	Security Question	Characters	Yes	Select the question for security purpose. (This will be required if you forget your password. So please remember it.)
13.	Security Answer	Characters	Yes	Enter the answer for security purpose. (This will be required when you forget your password so remember it.)
14.	Terms and Conditions	Hyperlink	NA	Click on this link to read the terms and conditions.
15.	I accept the terms	Check box	Yes	Read the terms and tick the check box
16.	Back	Button	NA	Click on this button to go back to home page
17.	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 (VAT or ET/LT) and password as set up above.

NOTE:

- 1. If the dealer is already registered under VAT and has already created his Sign up on web portal, then VAT TIN will be used to file ET/LT e-Returns.
- 2. If the dealer is already registered under VAT along with ET / LT and has not created his Sign up on web portal, then VAT TIN will be used to create a sign up on CTD web portal.
- 3. If the dealer is not registered under VAT, then only it is required to create sign up with ET/LT registration Number.
- 4. Dealer would need to enter his ET/LT registration number without '/' character to login on CTD Portal

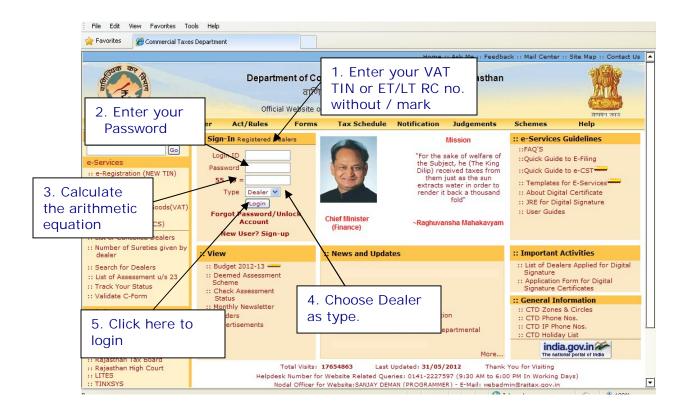
Once registered under ET/LT the following message will come. (Screen-3)



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 ereturn. Process of login is as under:

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



Screen-4

Please enter the details as below: -

Sr. No	Label	Data Type	Action to be performed
1.	Login Id	Numeric	Enter your TIN or ET/LT RC
			number
2.	Password	Alphanumeric	Enter the password that you
			entered at the time of sign-up.
3.	Type	Drop Down	Select Type as "Dealer".

		Вох	
4.	Arithmetic Equation	Numeric	Calculate the arithmetic Equation
5.	Login	Button	Click on this button to enter the
			web portal.

Step-3 Preparation of ET/LT Returns

If the details entered by you are found correct; you will be logged in. Please select e-Returns link on the left hand side column (Screen-5).



Screen-5

After clicking on "e-Returns" link, option for ET/LT will be displayed. Click on ET link to file ET return and LT link to file LT return.

You have to upload your ET/LT e-Returns in .xls format.

Now you will get this screen shown below in screen-6



Screen-6

Important Guidelines:

- I. If the dealer is already registered under VAT and has already created his Sign up on web portal, then VAT TIN will be used to file ET/LT e-Returns.
- II. If the dealer is already registered under VAT along with ET / LT and has not created his Sign up on web portal, then VAT TIN will be used to create a sign up on CTD web portal.
- III. If the dealer is not registered under VAT, then only it is required to create sign up with ET/LT registration Number.
- IV. Dealer would need to enter his ET/LT registration number without '/' character to login on CTD Portal
- V. To take the print of the filled return document properly on your system, Users are advised to follow the below guidelines:
- a. From Excel option bar navigate to File (ALT+F) --> Page Setup and adjust the following print settings:
 - (i) Set orientation to Landscape
 - (ii) Scaling adjust to 65% of the normal size
 - (iii) Paper Size Legal
 - (iv) Click Ok and print the page

To fill up the return, you are required to download the templates from the website. It is advisable to download the template once and store for future use. You should have Microsoft Excel Sheet (version may be 97, 2000, 2003 or 2007) installed in your computer for this purpose.

Note:

- 1) Your System date format must be in either DD-MM-YYYY or MM-DD-YYYY only.
- 2) If you have downloaded the template before the last updated date mentioned then you need to download new template.

To download the templates for filing e-Returns, click on required form name (template) you need to file from CTD Web Portal.

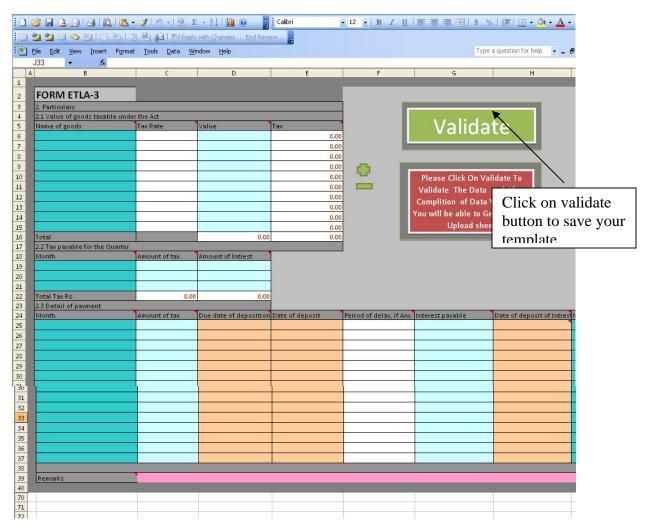
Template Guidelines:

- 1) Open downloaded template and fill the template with appropriate data.
- 2) Enter the kind of data as per the color shown in the background. The color scheme is:
 - I. Light Green: Only numbers are to be entered in the cell.
 - II. Dark Green: Only select data from the displayed list only.

- III. Orange: Only dates are allowed to be entered in the cell in DD-MON-YYYY format.
- IV. Pink: Only characters and numbers are to be entered in the cell.
- 3) Download ETLA_03.xls and LTH_03.xls and save it in your local computer.
- 4) Open it using Microsoft Excel and fill the required details and save the excel sheet.
- 5) In the deposit details column, if mode of deposit if electronic payment (ETLA22 and LT-04A) then mention the Challan Identification Number (CIN) in the "Description" column separately
- 6) In the LT return dealer has to pay the due tax prior to the e-filling, else template would not be allowed to validate.

Following is the sample template for ETLA_03 (Screen-7)

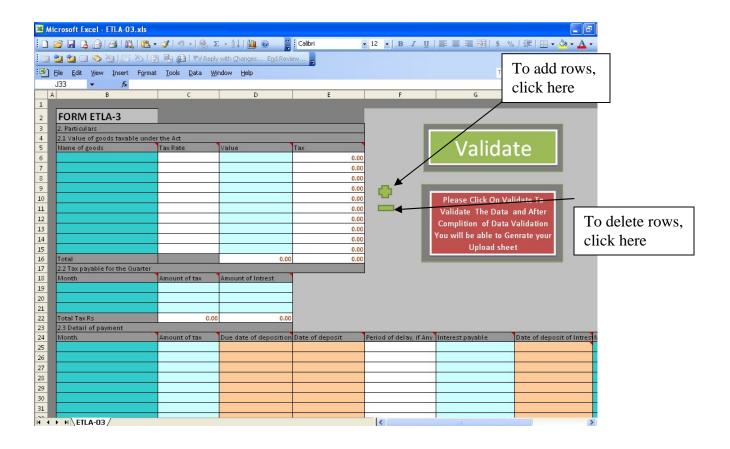




Screen-7

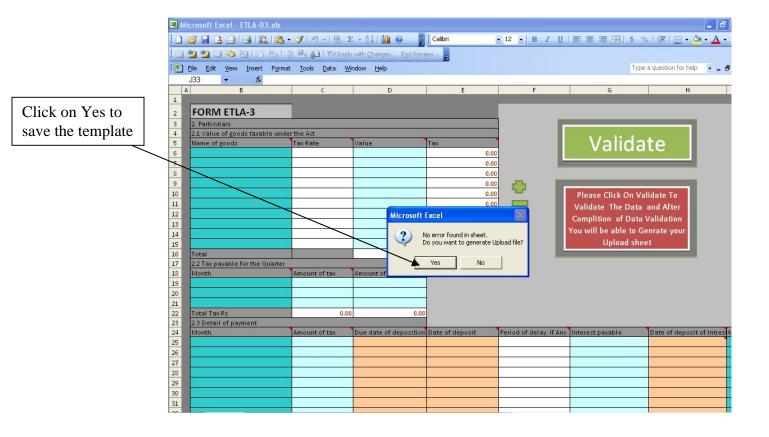
Note:

You can accordingly add or delete the number of rows in the template as per requirement with the help of "Add Rows" & "Delete Rows" buttons provided in the templates respectively as shown in below screen:



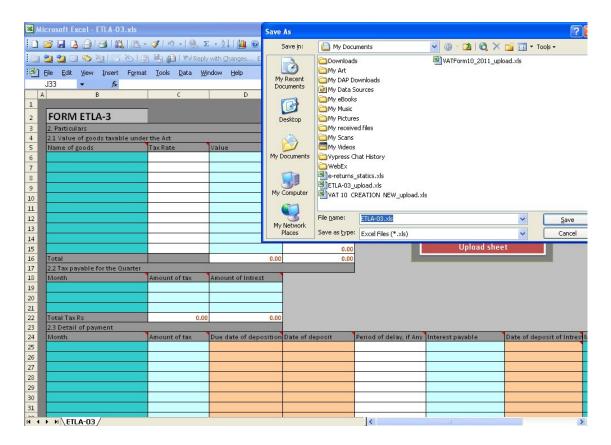
Screen-8

After clicking on validate button, if no error is found, then following screen will be displayed as shown in screen 9.

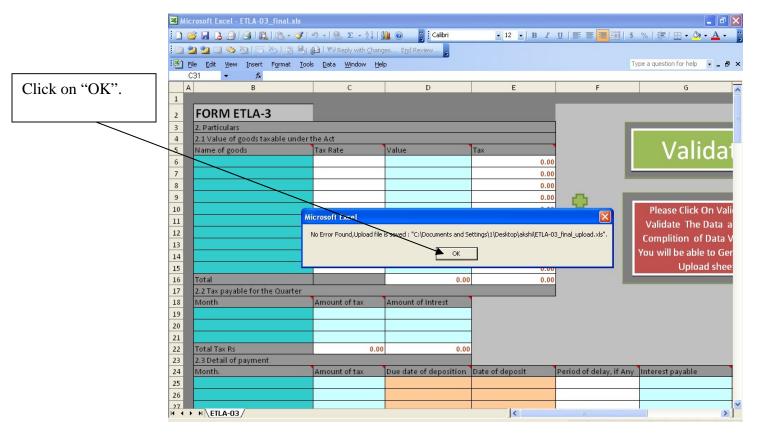


Screen-9

After clicking "Yes", a dialogue box will get open as shown in below screen 11



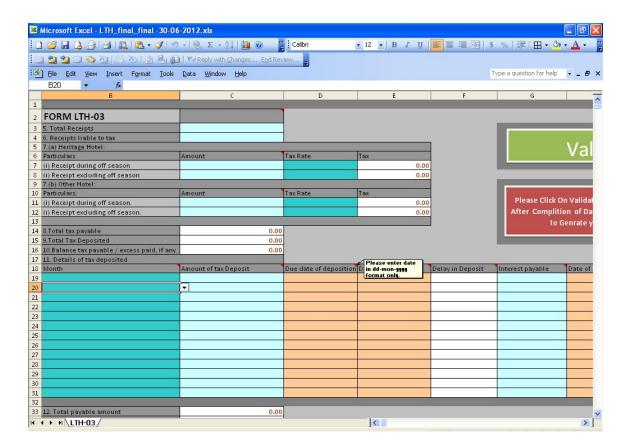
Screen-10



Screen-11

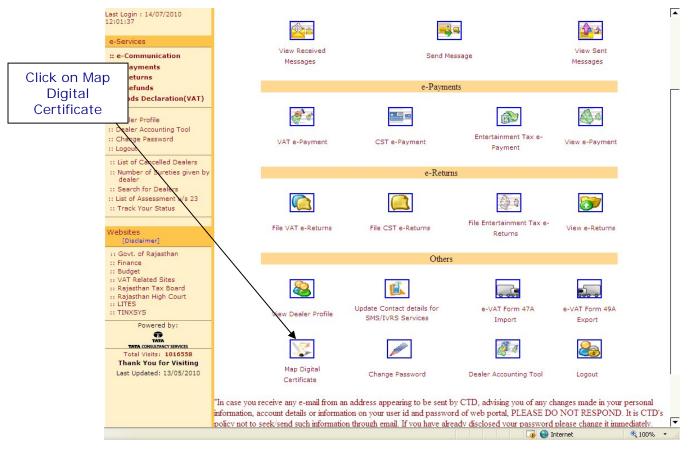
Click on "Ok" in the alerts. The file will be saved at your selected location.

Similarly template will be filled for LTH-03 as shown in below screen:



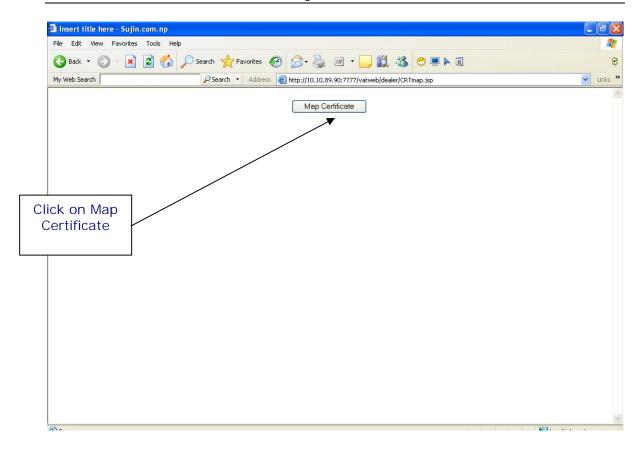
Screen-12

Step-4 Mapping Digital Certificate: -



Screen-13

 Click on Map Digital Certificate icon to mapping with digital certificate. This link is shown only when mapping is not done. When mapping will be done with the digital certificate this icon will be replaced by Unmap digital Certificate from here.



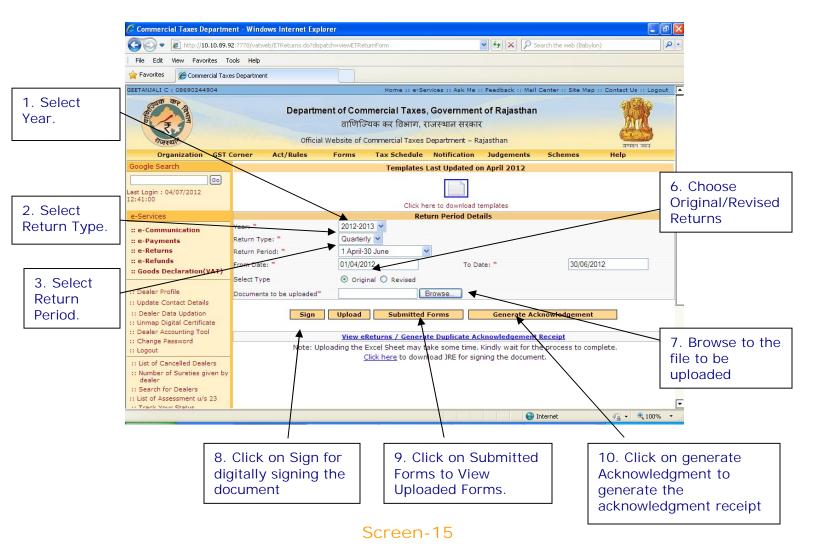
Screen-14

- 2. Click on Map Certificate button to view the Digital Certificates installed in your local computer.
- 3. After Click or Press ENTER/SPACEBAR, the list of digital certificates appears which installed into your local computer.
- 4. Select the Digital Certificate from list.

After completing above process mapping will be done successfully and the Map Digital Certificate icon will be replaced by Unmap Digital Certificate.

If dealer want to file the return without Digital Signature then he needs to Unmap the digital signature by clicking on Unmap digital Certificate link provided on portal.

Step-5 Sign Upload and Submit the Return Forms: -



Now select all the required fields as per the table given below:-

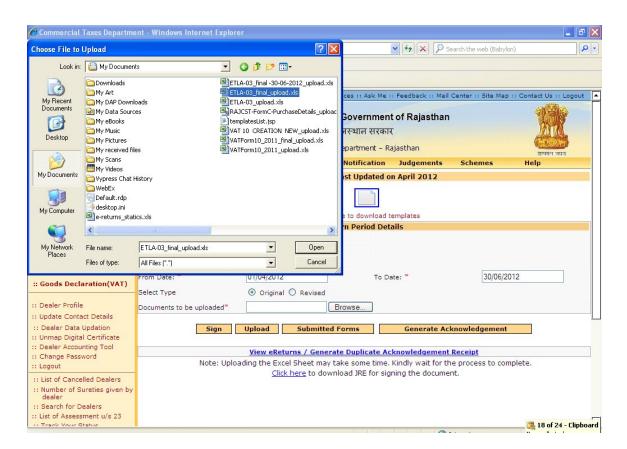
Sr. No.	Label Type	Action to be performed
1.	Year	Select the year for which you have
		to file return.
2.	Return Type	By default return type will come
		Quarterly.
3(a).	Return period	Select the return period. First
		quarter is April-June. Second
		Quarter is July-Sep and so on.
3(b).	Return From and To	If you select Return Period
		automatically return period from and
		to date will be shown.

6.	Select Type	Select Original if you are filing the return first time for the specified period or select Revised return if you are filing revised return.
7.	File to be attached	Upload the appropriate file in.xls format.
8.	Sign	Click on Sign for digitally signing the document.
9.	Submitted Forms	Click on Submitted Forms to View Uploaded Forms.
10.	Generate Acknowledgment	Click on Generate Acknowledgment to generate the acknowledgment receipt

Enter these details and select the file to be signed.

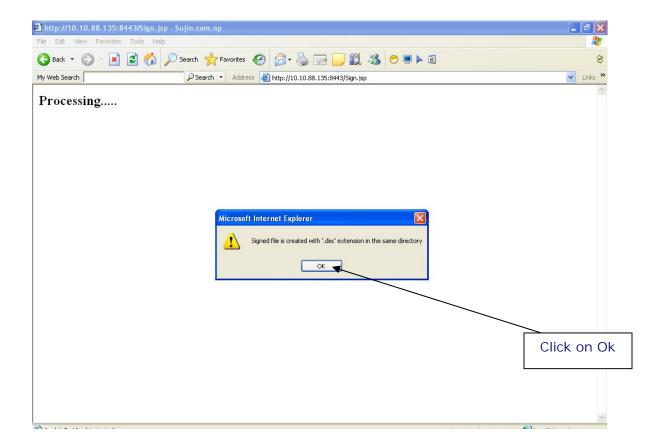
Steps to Sign, Upload and Submit ".xls" format forms:

When you click browse to select the file for signing, following screen is shown (Screen-16).



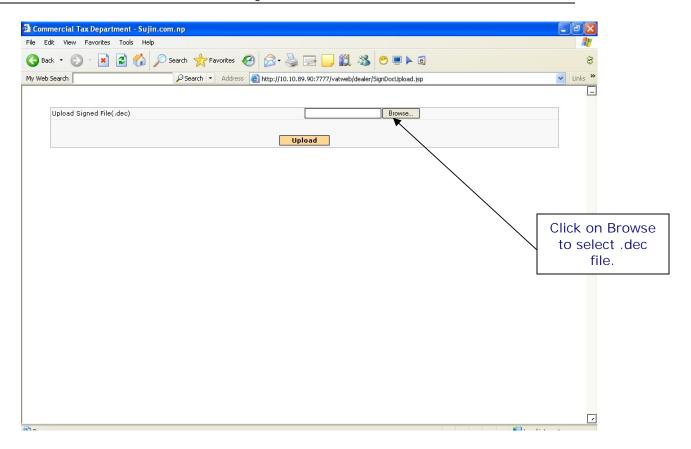
Screen-16

Select the file to be signed and click on open. Click on Sign for signing the file.



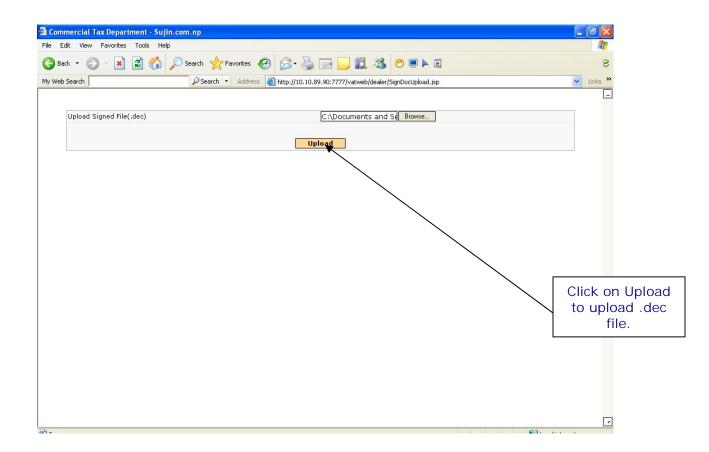
Screen-17

Once the file is signed successfully, you will get a message for the same. The digitally signed file will be created in same directory from where user selects the original file.

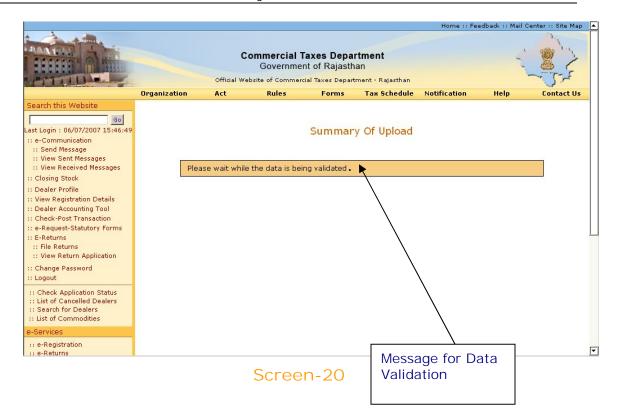


Screen-18

After signing the ET/LT return, a .dec file will be created in the folder where validated (.xls) template was stored. Select the .dec format file and upload it.



Screen-19

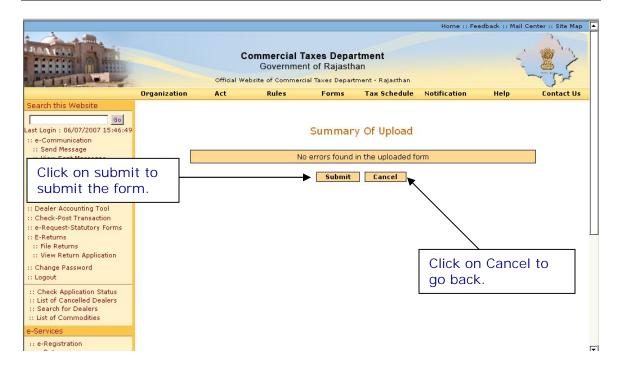


While this message is being shown, the data of the file uploaded is validated. After validation, if there is some error in data entry, then it will show the error list with the error message, row number and sheet details. You need to correct the data, sign the file and upload.

The system will not allow submission/upload of return(s)/annexure(s) till all the errors are corrected.

If there are no errors in the uploaded return you will find a submit button on the summary page.

Click on the submit button to file the returns. (Screen-21)



Screen-21

On click of Submit if it shows: "Form uploaded successfully" then it means your form has been uploaded successfully. (Screen-22)



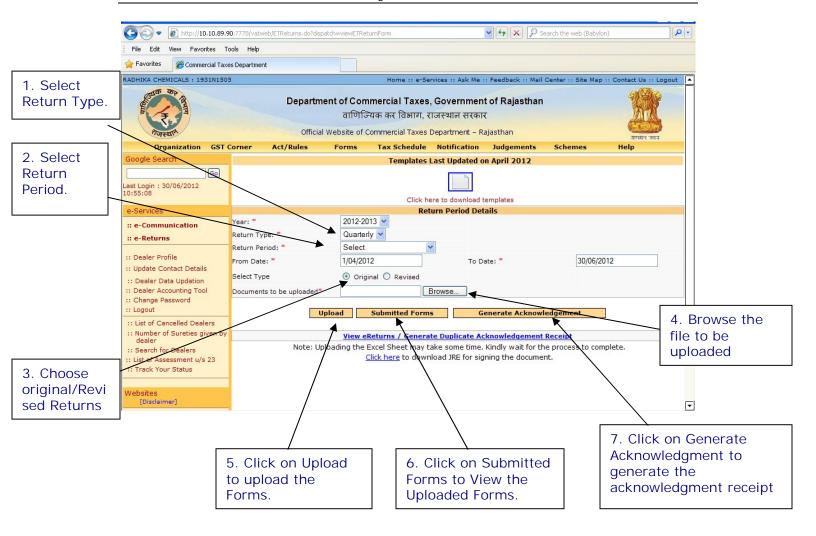
Screen-22

Click "Back" to come to the main e-Returns Page

E-Returns without digital Certificate:-

Now, Dealer can file e-Returns without digital Certificate, in this process, dealer need not to purchase digital certificate or map the digital certificate with rajtax.gov.in

The process will be the same in e-returns with or without digital certificate apart from the below mentioned screen:-



Screen-23

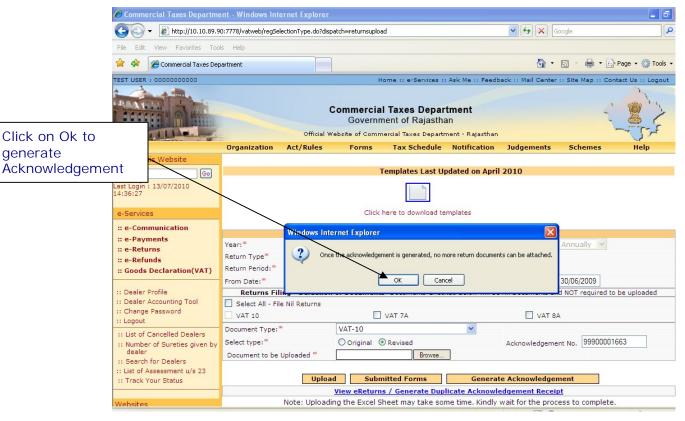
Dealer need not to go for signing the document. Dealer can directly click on the upload button for uploading the document in case of e-returns without digital certificate.

But there is one constraint in e-Returns without digital Certificate, When dealer generate his acknowledgement than they need to submit that acknowledgement receipt in his assessing authority's office. Then dealer will get another acknowledgement receipt from the tax office. That receipt will be considered as a valid acknowledgement receipt. Thus, Dealer's e-returns without digital certificate will be considered as a complete return.

generate

Step-6 Generating Acknowledgement Receipt

successfully uploading the templates you need to now acknowledgement receipt. On click of the button "Generate Acknowledgement", there will be a pop-up saying "Once acknowledgement is generated, no more forms can be attached" (Screen-24).



Screen-24

If you click "Cancel", then the acknowledgement receipt will not be generated.

To generate the acknowledgement receipt click "ok".

A return is considered to be filed completely only when acknowledgement receipt is generated. Once acknowledgement receipt is generated, you will not be allowed to file e-Returns for same period again. However, revised returns can be filed provided you have filed original returns.

The Acknowledgement Receipt is shown in Screen-25



Government of Rajasthan Commercial Taxes Department

Acknowledgement Receipt for E-Returns (Quarterly ETLA-03) without Digital Signature Certificate

Acknowledgement No	: 99900002006	Tax Type	:ET	Receipt Date	: 04/07/2012
TIN	: N.A	Full Name of Dealer	: JAI BALAJI STEEL		
Entry Tax Registration No.	: 1932/N0405				
Zone	: JODHPUR	Circle	: C	Ward	: CTO
Type of Return	: Quarterly	Period From	: 01/04/2012	Period To	: 30/06/2012
Address					

	Details of Returns Filed (Original)				
	Date of Submission: 04/07/2012				
Sr No.	Item	Form Reference	Value (in Rs.)		
1	Taxable purchase	sum of 2.1 Value of goods taxable under the Act -> Value column	9352.92		
2	Total tax payable under the RETLA Act	sum of 2.1 Value of goods taxable under the Act -> Tax column	498.58		
3	Interest payable	sum of 2.2 Tax payable for the Quarter-> Amount of Interest	23.36		
4	Total amount payable	sum of 3+4 of Acknowledgement receipt	521.94		
5	Amount deposited	sum of 2.3 Detail of payment -> (Amount of Tax + Interest Payable for which interest date is filled)	277.64		
6	Balance / excess paid, if any 4-5	4 - 5 of Acknowledgement receipt	244.30		

- Please furnish the acknowledgement generated through the Official website of the Department and shall be verified by himself by affixing his signature on it, within fifteen days of the last date for filing of such return(s), failure to do so shall be deemed to be a case of non-filing of return(s).
- Attach proof of deposit of tax, if applicable.
- 3 This is a computer generated receipt and does not require signature.

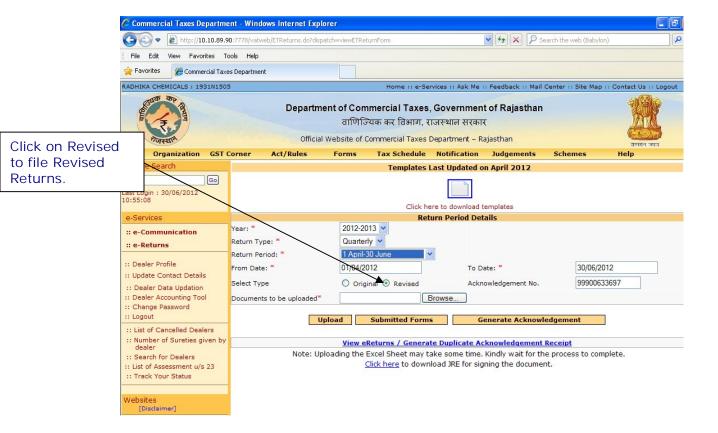
Declaration

 $I/We\ verify\ that\ the\ above\ information\ and\ its\ enclosures\ are\ true\ and\ correct\ to\ the\ best\ of\ my/our\ knowledge\ and\ belief.$

Signature	10 of 24 - Clipboa Item collected.

Screen-25

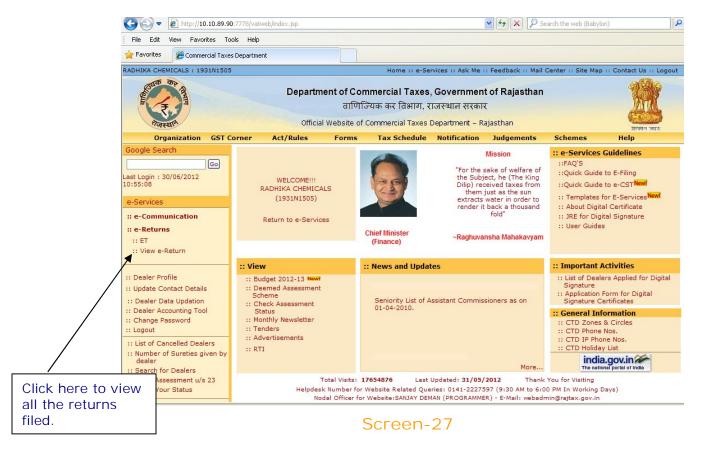
To file Revised returns click on Revised as shown in Screen-26 and repeat the steps to file the returns.



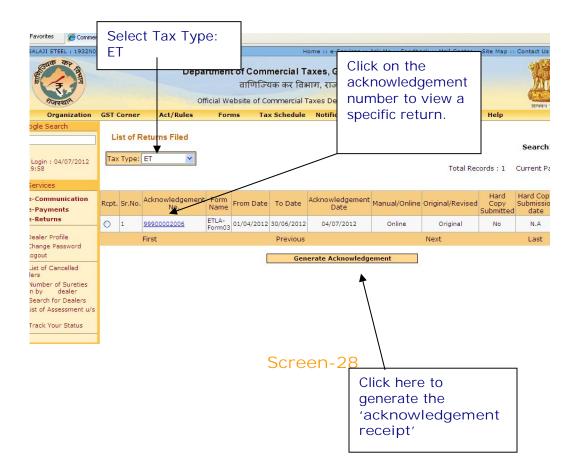
Screen-26

Step-7 View Returns

To view the returns filed go to the home page and click on the link as shown in Screen-27.



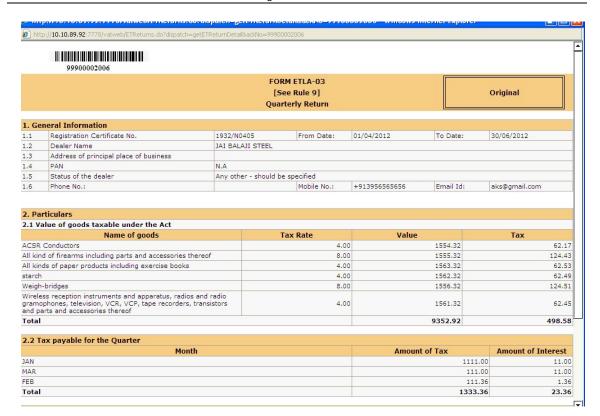
When clicked "View e-Return", a list of previously filed returns is shown (Screen-27).



If you click on the acknowledgment number a new window will open where view will be shown in screen 29.

You may also regenerate the acknowledgment receipt by following steps given below: -

- 1. Select the return for which you need to regenerate the acknowledgement receipt.
- 2. Click "Generate Acknowledgment". An acknowledgement receipt shown in Screen-28 will be displayed. You can print the receipt.



Screen-29