**TATA** CONSULTANCY SERVICES

Experience certainty.   IT Services
Business Solutions
Outsourcing

**TATA**

# VATMIS User Manual

# Module – Online-Registration

## Commercial Taxes Department

## Government of Bihar, India

Tata Consultancy Services,

Biscomaun Tower

Floor – 13, Module – A4, Patna

Bihar – 800001

Version v04.00

# Introduction

## Background

VATMIS project has been implemented by TCS for CTD. This document forms an integral part of the application. The online application is web based and hosted in servers located at BRAIN DC. The connectivity to the different offices has been achieved through SECLAN and BSWAN.

# Online Registration Module

This module enables processing of **VAT Registration** details of dealer given by the dealers in Form A-I format (That is prescribed by CTD) input for this module. This is entered along with other details in the application and related workflow is generated for required processing and report generation.

## Online Registration User Manual

## Purpose

This manual has been written to help you understand and use the registration module of Value Added tax Management Information. It presents the functional capabilities and operational details of Tax types precribed by CTD.
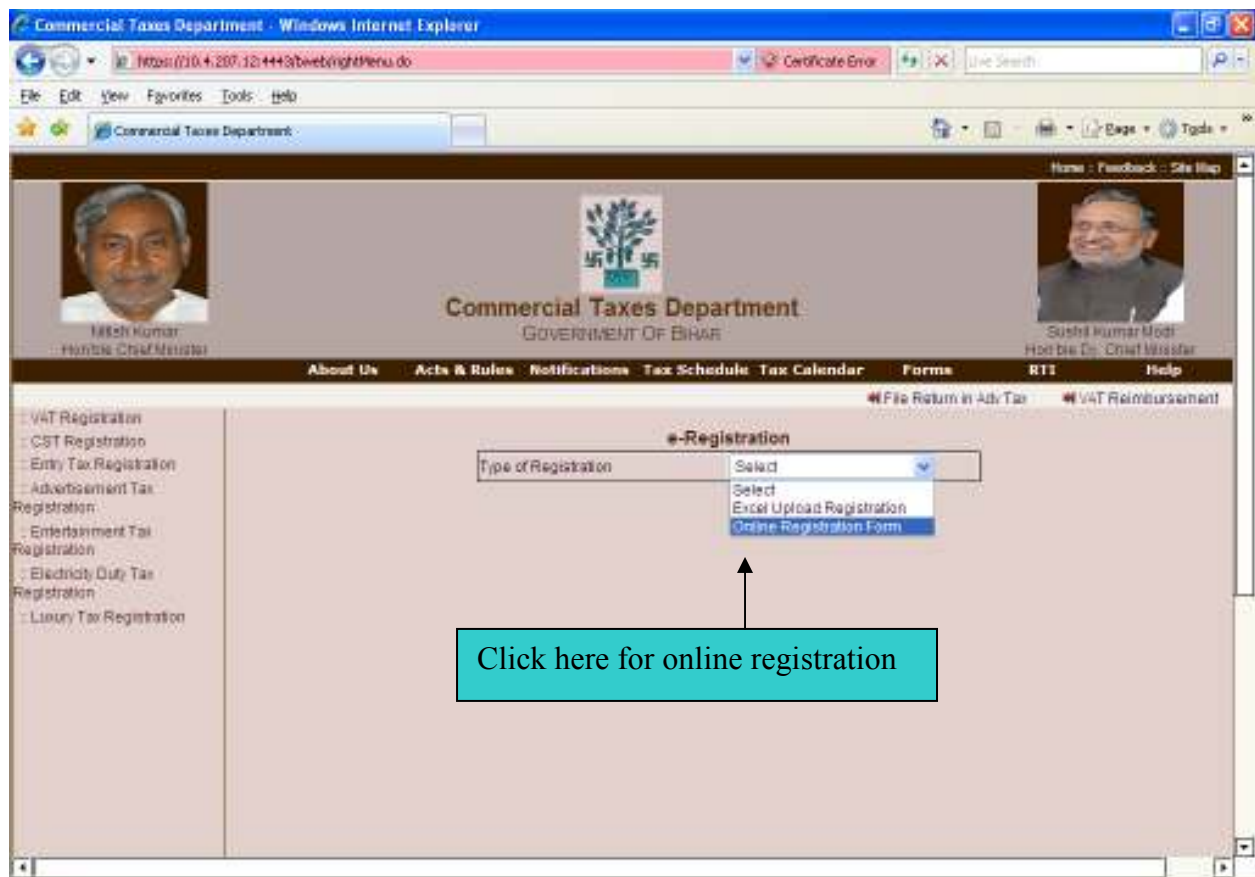
## Getting Started

To login into the application, follow the below mentioned steps:

1. Click Internet Explorer icon then type URL  **https://biharcommercialtax.gov.in.**
The following page will appear as per figure shown below



**Home Page of Commercial tax web site**

➔ Click on e-registration for online registration.

**Online e-Registration Page**

➔ Select online registration form from drop down list. as per above shown figure.
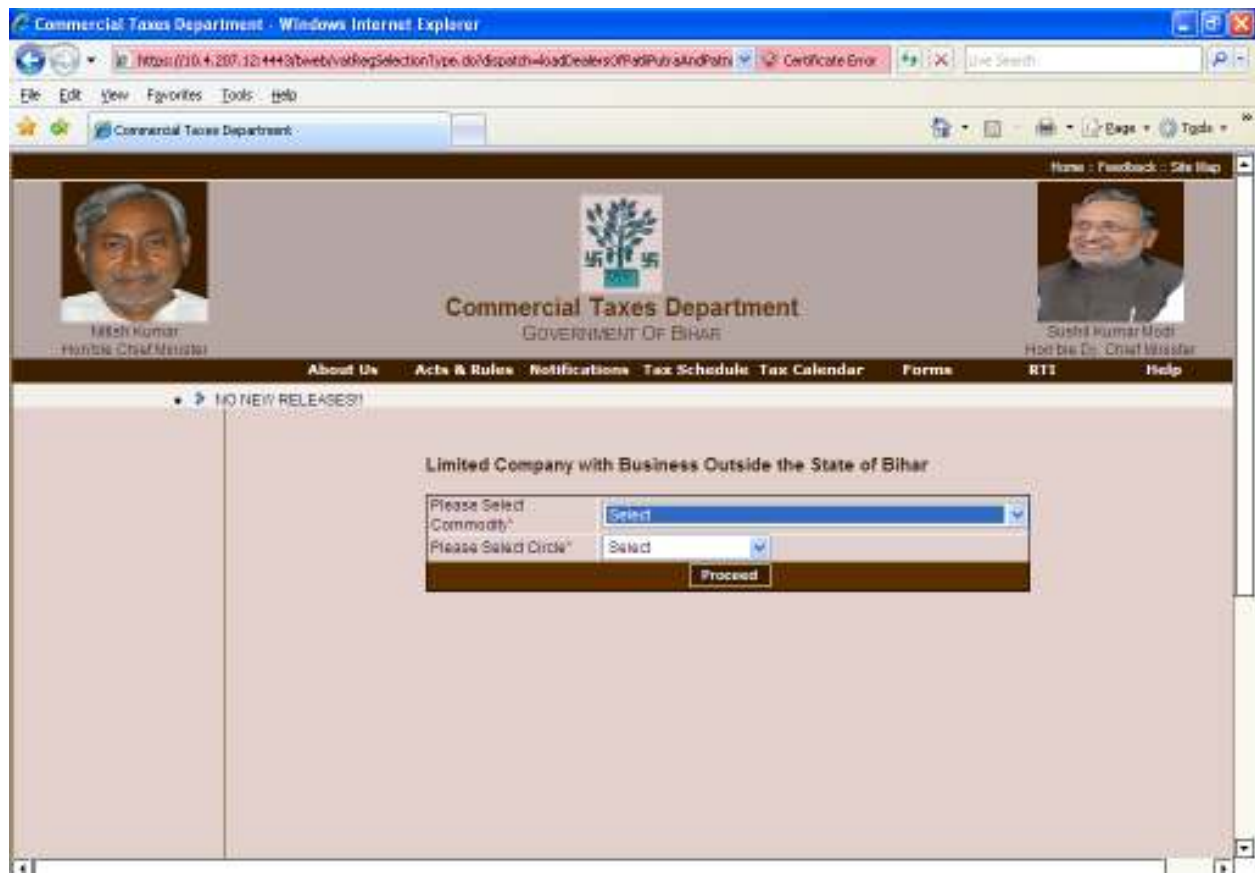
**Online registration Page**

**Note: - select your criteria as per your requirement**

➔ Click on radio button -Limited Company with Business outside the State of Bihar
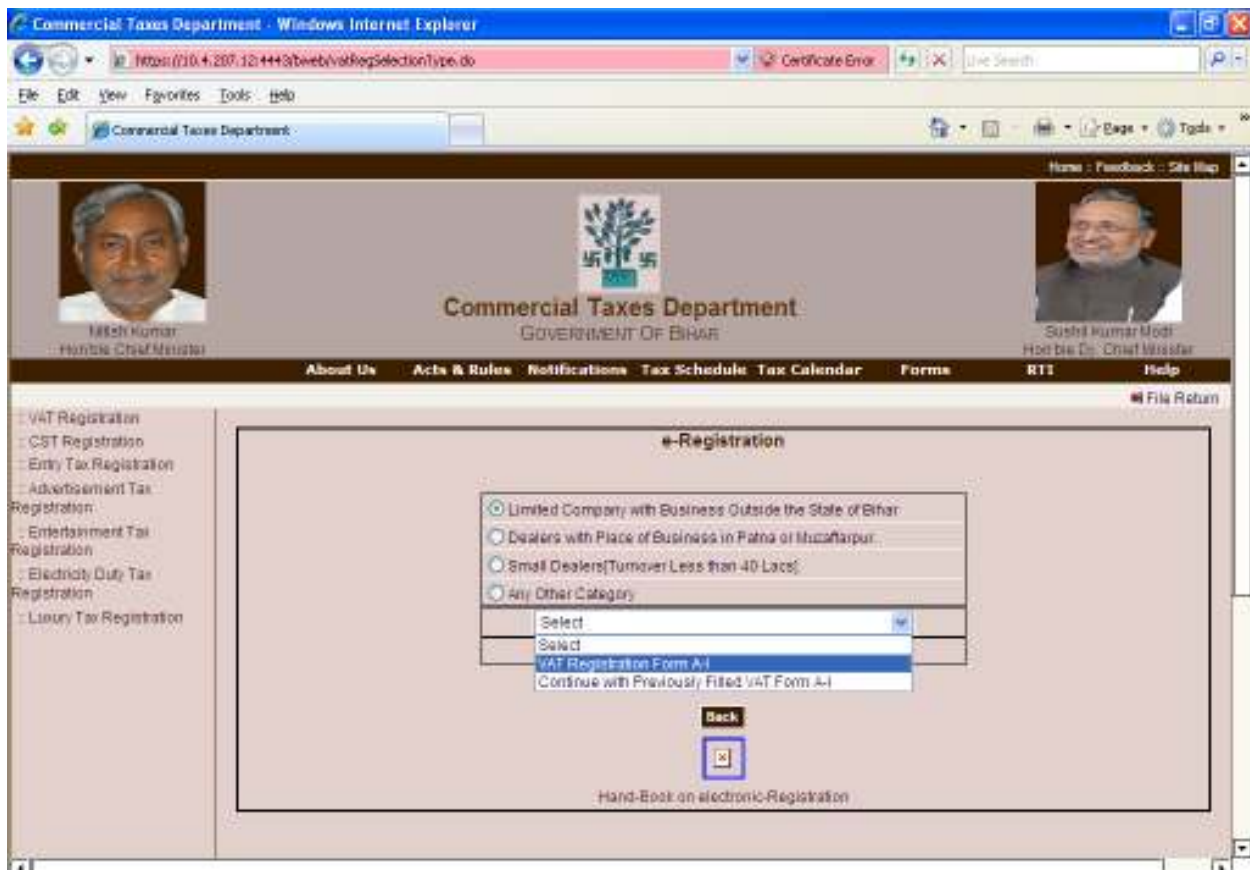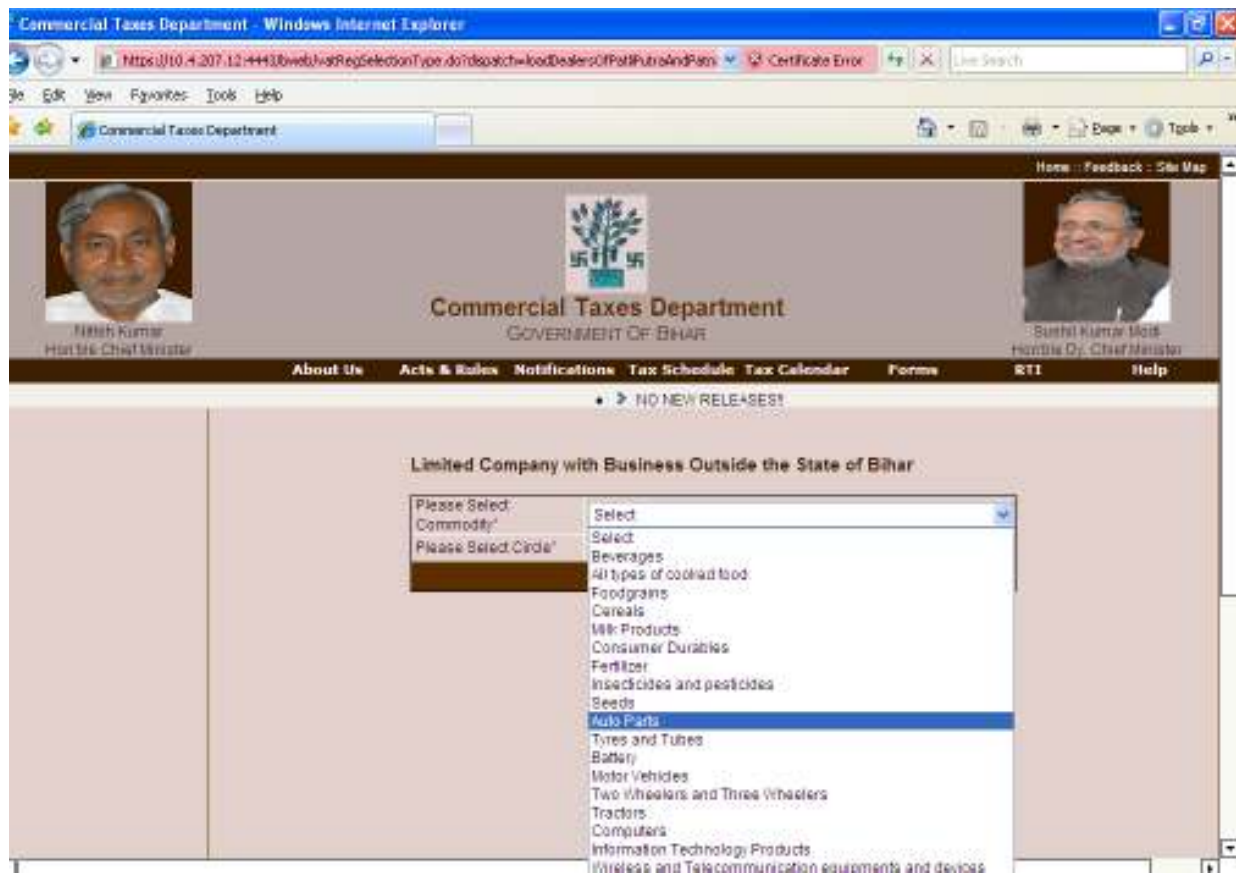
**Online registration Page**

➔ Then select **VAT Registration Form A-1**.then click on submit button. After submit below mention screen will appear.

**Commodity Select Page**

➔ Then select commodity list form drop down list accordingly your Business. Circle will automatically populate. Accordingly your commodity**.**

**Commodity Page**

➔ Click on processed button. A window will be appeared as per below given picture.

**Dealer details Tab screen**

**NOTE**-This symbol * indicating the fields are mandatory. It must be filled.

➔ Then complete details data entry for given page

| Sr. No | Label Type | Action to be performed |
|--------|-----------|------------------------|
| 1 | Name of Business | Enter the name of Business |
| 2 | Registration Type | Select registration type from drop down list |
| 3 | Applicant Father Name | Enter the owner father name |
| 4 | Name of applicant | Enter the name of applicant who apply the registration form |
| 5 | Date of Birth | Select the date of birth from given calenderer |
| 6 | Block | Select the block from drop down list |
| 9 | District | District will automatically appear accordingly block |
| 10 | Circle | Circle name will automatically populate |
| 11 | State | State name will automatically populate |
| 12 | Full Address | Full address of owner |
| 13 | Pin code | Enter the Pin code |
| 14 | Mobile No | Enter the mobile No |
| 15 | Fax No | Enter the Fax no |
| 16 | Constitution of business | Select the Constitution of business from drop down list |
| 17 | Business type | Select the Business Type |

**Person Details Tab**

➔ Complete detail data entry for Person details  given page

| Sr. No | Label Type | Action to be performed |
|---|---|---|
| 1 | Full Name | Enter the name of partner /owner/director |
| 2 | Father /Husband name | Father/Husband name of partner /owner/director |
| 3 | Date of birth | Select the date of birth form drop down list |
| 4 | Extent of interest | Enter the % |
| 5 | Status | Enter the status of business partner |
| 6 | District | Enter the name of District |
| 7 | Bank Name | Select the bank name from drop down list |
| 8 | Other bank name if any | Mention other bank name if not available in list |
| 9 | Branch name | Enter the branch name of bank |
| 10 | Account no | Enter the account no of owner |
| 11 | Pan no | Enter the Pan no of owner |
| 12 | Particulars relating to registration, license, permit etc | Mention license no and permit details of dealer |

**Activities Commodity Tab**

| Sr. No | Label Type | Action to be performed |
|---|---|---|
| 1 | Type of Registration | Select the type of registration obligatory/voluntary |
| 2 | Date of Liability | Enter the date of liability of dealer |
| 3 | Particulars of all immovable properties owned by all persons having interest in the business. * | Enter the immovable properties details |
| 4 | Name of commodity | Select the name of commodity from drop down list |
| 5 | Purpose to | Select sale/purchase/manufacture drop down list |

**Other Business Tab.**

➔ To Make the detail data entry for Other business details  page and click  on next page

| Sr. No | Label Type | Action to be performed |
|---|---|---|
| 1 | Business Type | Enter the name of other business if available |
| 2 | Name of the business | Enter the firm name |
| 3 | Partner Name /Status | Enter the partner name |
| 4 | Full address | Full address of dealer |
| 6 | Block | Enter the name of block |
| 7 | District | Enter the name of District |
| 8 | State | Enter the state name |
| 9 | Tin no | Enter the VATTIN no of dealer |
| 10 | CST No | Enter the CST TIN no of dealer |
| 11 | Nature of interest in the business | Enter the nature of business |
| 12 | Extent of interest % | % of Interest |

**Branch Addl Places Tab.**

➔ Complete detail data entry for Branch-addl places

| Sr. No | Label Type | Action to be performed |
|--------|-----------|------------------------|
| 1 | Branch Name | Enter the name of branch |
| 2 | Branch Type | Enter the Type of branch |
| 3 | District | Enter the name of District |
| 4 | Block | Enter the block name |
| 5 | State | Enter the state name |
| 6 | Pin Code | Enter the pin code |
| 7 | Email-id | Enter the email id branch |
| 8 | Phone /Fax no | Enter the phone and fax no of branch |

**Business Manager Tab.**

➔ Enter the details of the business manager if Manger appointed.

| Sr. No | Label Type | Action to be performed |
|---|---|---|
| 1 | Name | Enter the business manager name |
| 2 | Father/Husband name | Type here father/husband name |
| 3 | Details of relationship with dealer | Enter the relation ship with dealer. |
| 4 | District | Enter the name of District |
| 5 | State | Enter the state name |
| 6 | Pin Code | Enter the pin code |
| 7 | Phone /Fax no | Enter the phone and fax no of branch |
| 8 | Extent of interest in business | Enter the interest % in business if any |
| 9 | Date from which authorized to act as business. | Joining date of business manager |

**Business Manager Tab.**

➔ After enter the appropriate data ,Click on save button, One alert will be displayed as "**Your Data has been saved successfully**" click on yes button.

# Business Manger Page

➔ Click on Generate Acknowledgement button, new Screen will be appear as below



# Acknowledgement No Page

➔ Click on print button and take the print out of Acknowledgement receipt.

If you are unable to complete VAT online registration continuously you can save in the Detail Data Entry.

**VAT Registration Page**



**Dealer Detail tab**

➔ Make details data entry then click on save button, One alert will be displayed as **"Your data has saved successfully The Transaction Id :XXXXXXX. Please Keep a note of the transaction if for future reference."**

➔ Click on ok button and note that generated number. For further access the same entry.

➔ Select **"Continue with Previously filled VAT Form A-1"** , enter transaction id
  and click on submit button.

➔ You can direct reach on that place where you made interim  save.

**Screen for e-Registration**



➜ Follow the above process for registration.

The End