A Handbook on Electronic Registration

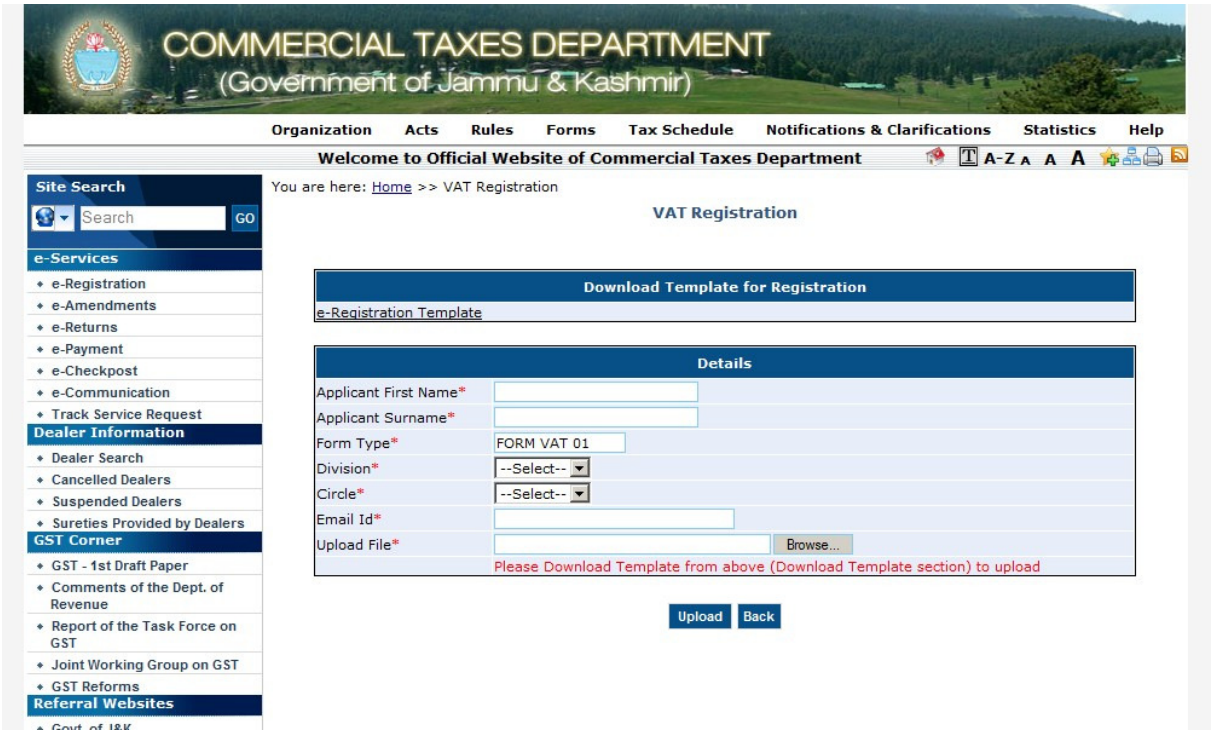
WEB Portal HomePage

On the left hand corner of the home page there is a e-Registration link. On bringing the cursor to e-registration link list of all the registration link opens. Click on VAT Registration.

Screen-1

e-Registration Screen

A new screen will open (Screen –2). This screen displays the details required to be filled by the dealer to apply for new registration.



Screen-2

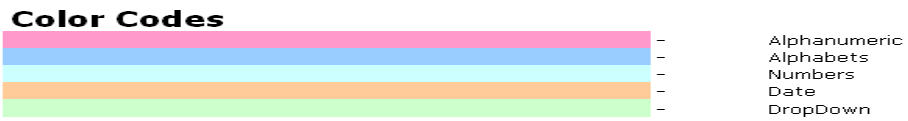
Template for e-Registration

To apply for registration dealer has to download the template from the website. It is advisable to download the template once and store it for future use. The user should have Microsoft Excel Sheet (version may be 97, 2000 or 2003) installed in his computer for this purpose.

Preparation for the Registration

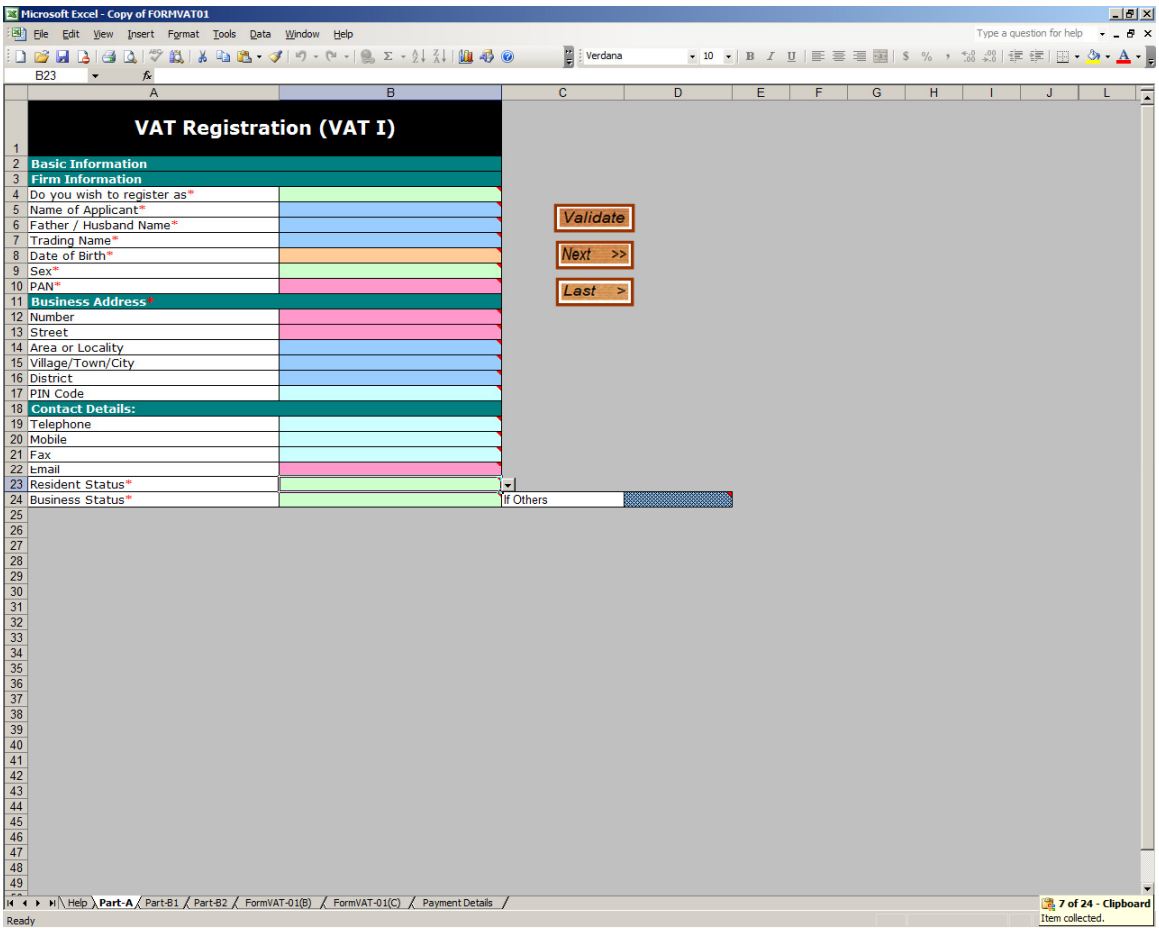
1. After downloading requisite template, data can be entered in this template in following steps:

1. Open the downloaded template and fill the template with appropriate data.
2. Enter the data as per the color shown in the background and as mentioned in the comments. The color scheme used for templates are:



VAT Registration Template

1. Following is sample template for VAT Registration Form:



Screen-3

2. The registration forms have the following buttons:

Click on Validate after filling data to validate the data and to Generate upload sheet.

Click on Next for navigating to next sheet.

Click on Previous for navigating to previous sheet.

Click on First for navigating to first sheet.

Click on Last for navigating to last sheet.

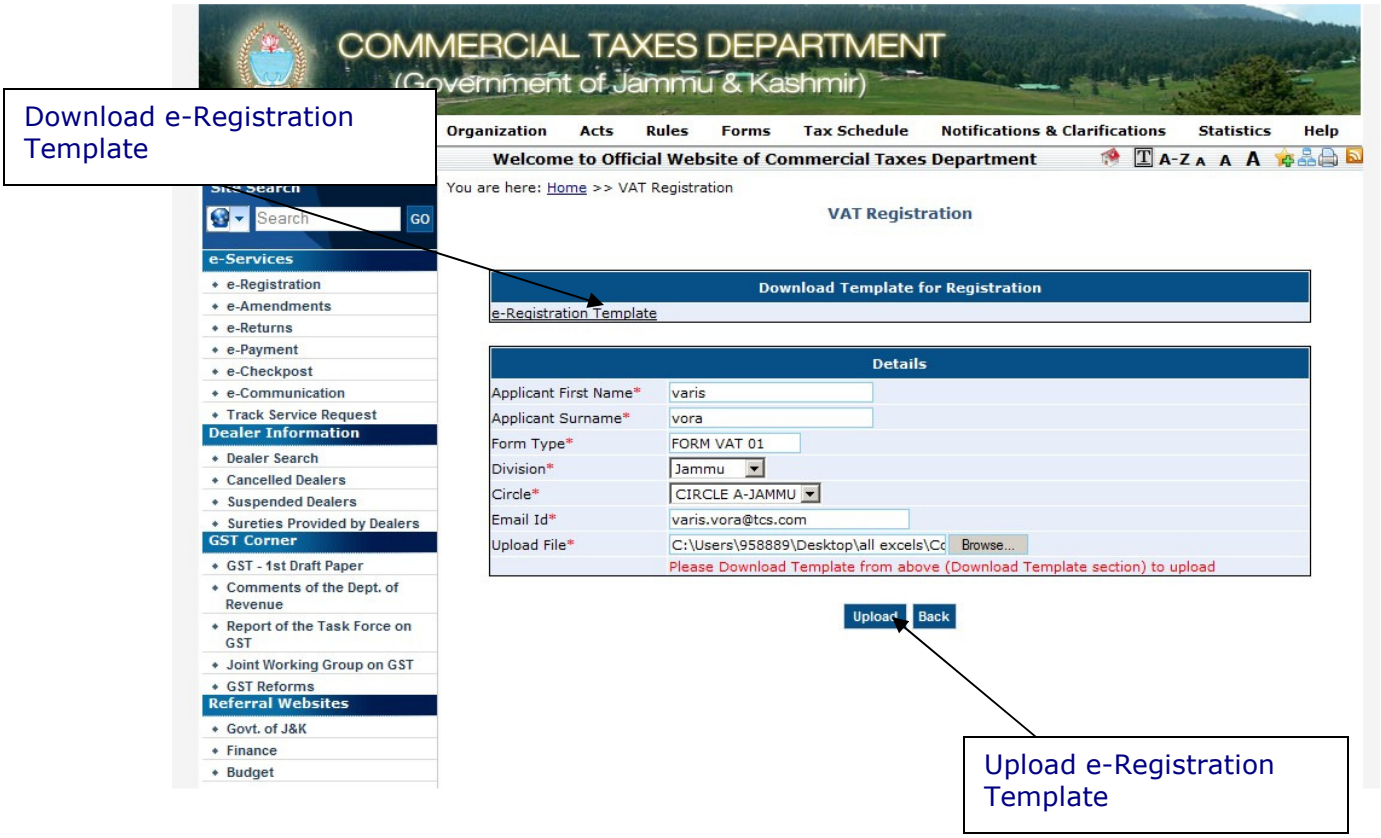
Click on Add Rows (+) button to add rows in existing table.

Click on Delete Rows (-) button to remove rows from existing table.

3. After filling up the data in template click on the validate button. All the data in the sheet is validated and if all the data is correct it generates a upload file and dealer has to upload that generated file.

Upload and submit the form

1. After downloading the templates please fill the templates as per the comments mentioned.
2. For uploading the filled template navigate to VAT Registration page again, from where the template has been downloaded.



Screen-4

Note: Screens for downloading templates and uploading them on web site are the same.

Sr. No.	Label Type	Data Type	Action to be performed
1.	Applicant First Name	Characters	Name of the Applicant.
2.	Applicant Surname	Characters	Surname of the Applicant.
3.	Form Type	Characters	Default Form Type is Form VAT 01
4.	Division	Characters	Select the Division from Drop down.
5.	Circle	Characters	Select the Circle from Drop down.
6.	Email Id	Characters	Enter a valid email Id .
7.	Upload File	File	Select the downloaded filled template for Registration form

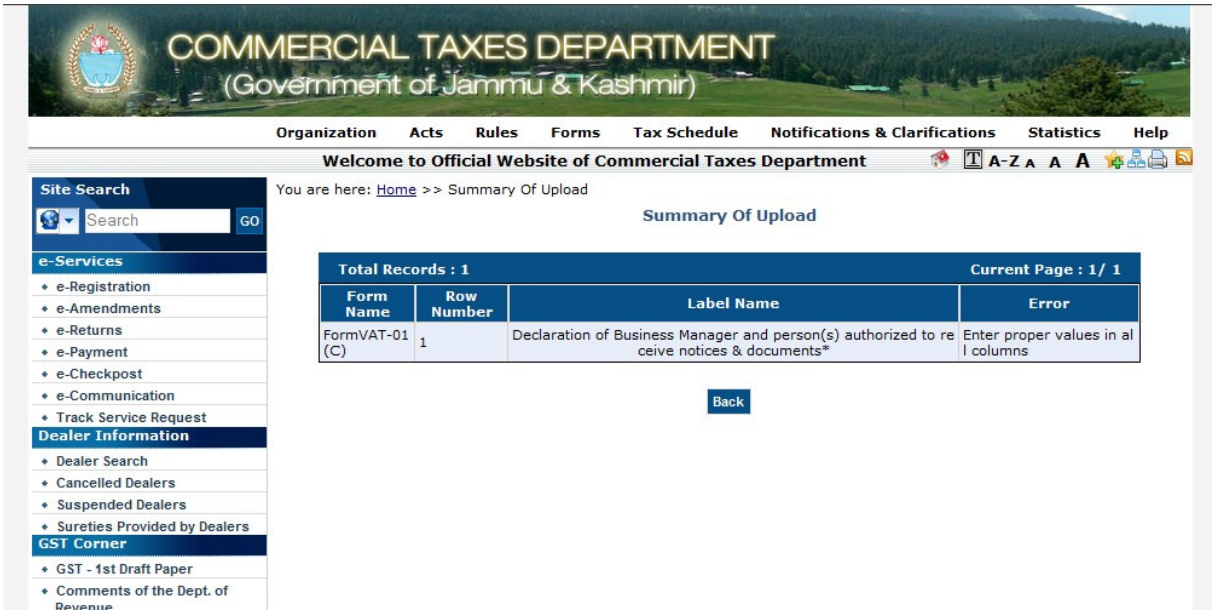
3. After filling up the details as mentioned above click on the Browse button to select the generated upload file. Clicking the submit button will upload the file. After uploading the form details will be verified by the system and if they are found correct, system will give no error message otherwise list of error messages will be displayed.

4. On uploading the template, it will show you various statuses.

    1) Uploading the file
    2) Validating the data

5. After validation if there is some error in data entry, then it will show the error list showing the error message with the row number and sheet details. You need to correct the data and upload the templates again.

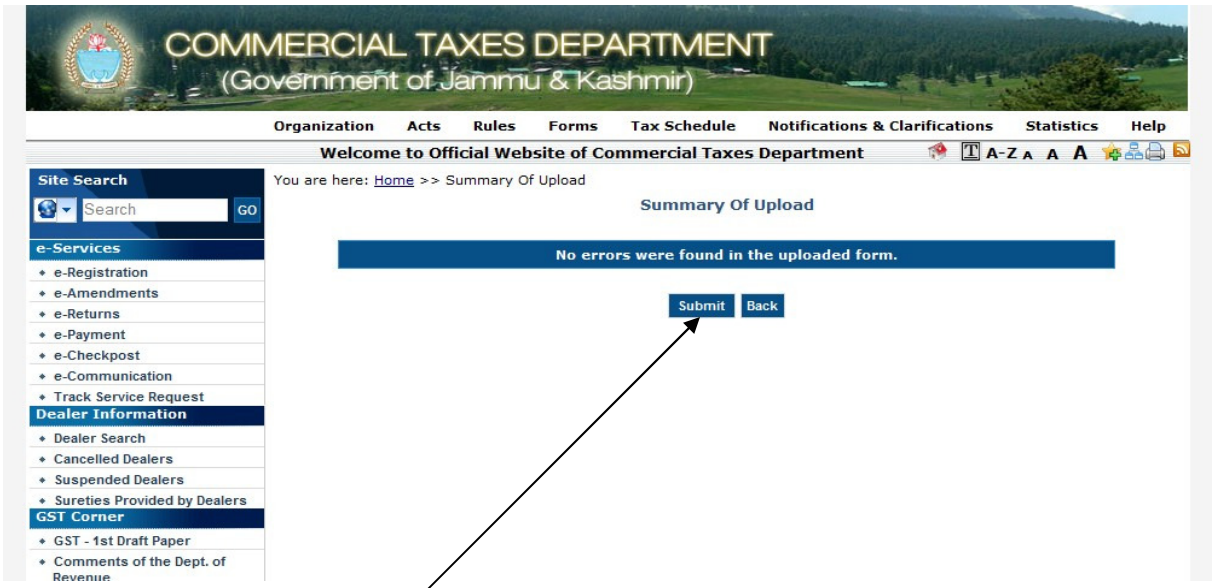
Note: The system will not allow submission/upload of registration sheet till the errors are corrected.



Screen-5

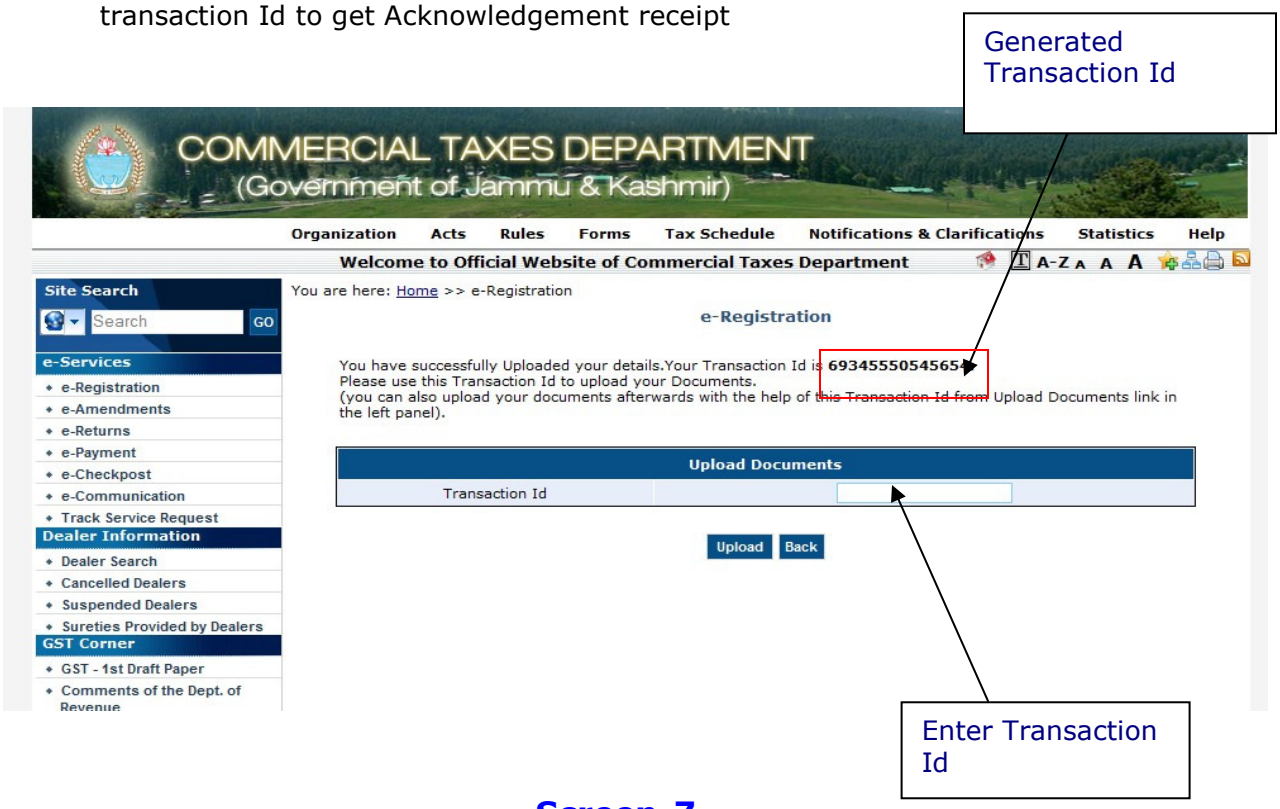
6. If there are no errors in the uploaded template you will find a submit button on the summary page.

7. Click on the submit button to save registration data.



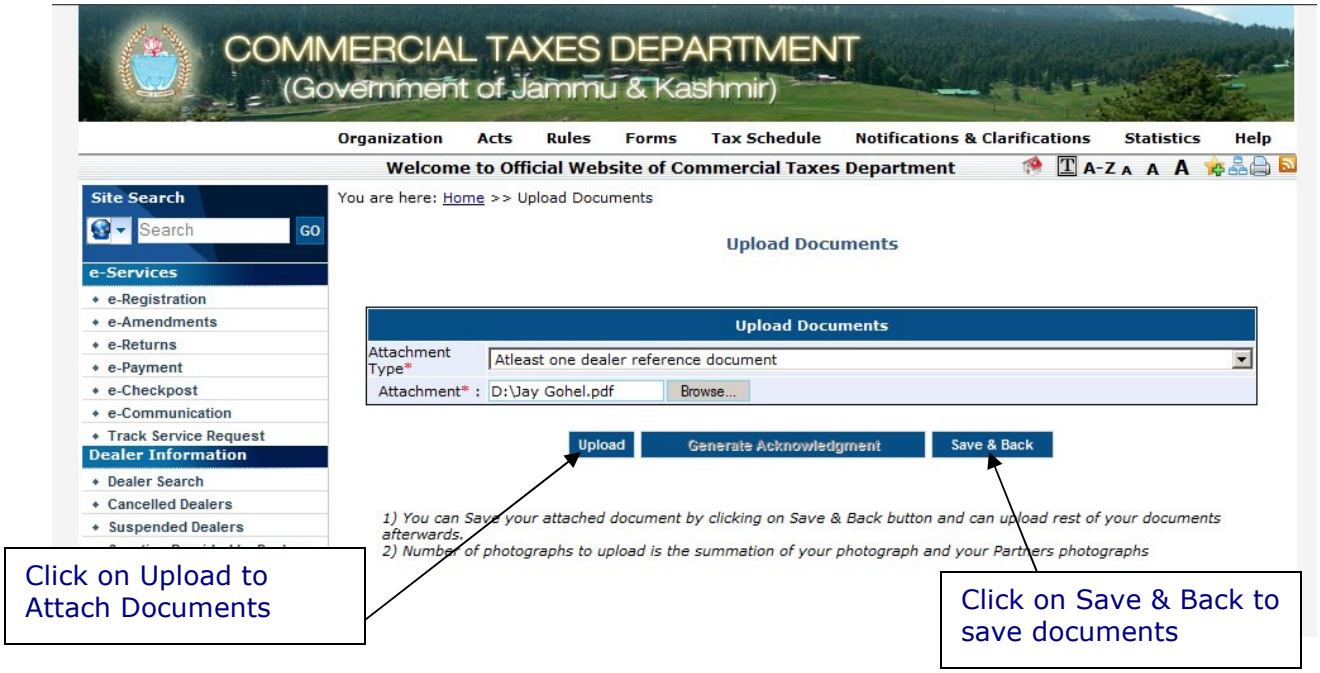
Screen-6

8. After uploading template user has to upload all the documents with given transaction Id to get Acknowledgement receipt



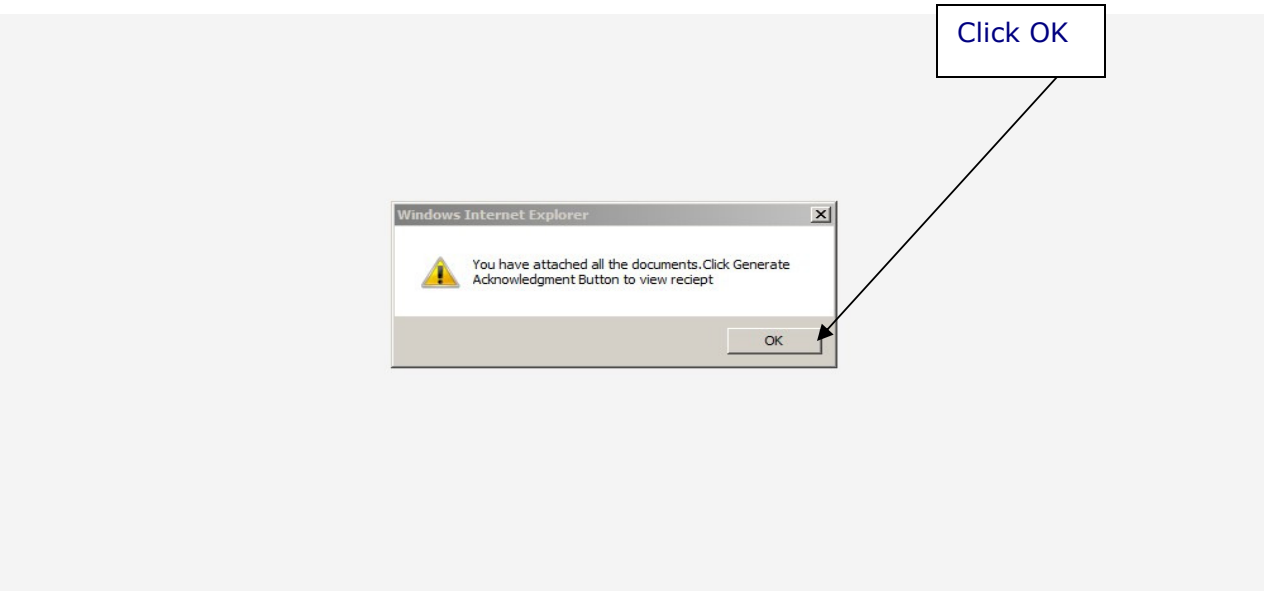
Screen-7

9. After uploading all the documents user can save data.
10. User can remove uploaded documents. With same Transaction Id user upload documents again.
11. Click on Generate Acknowledgement for the Acknowledgment Receipt.

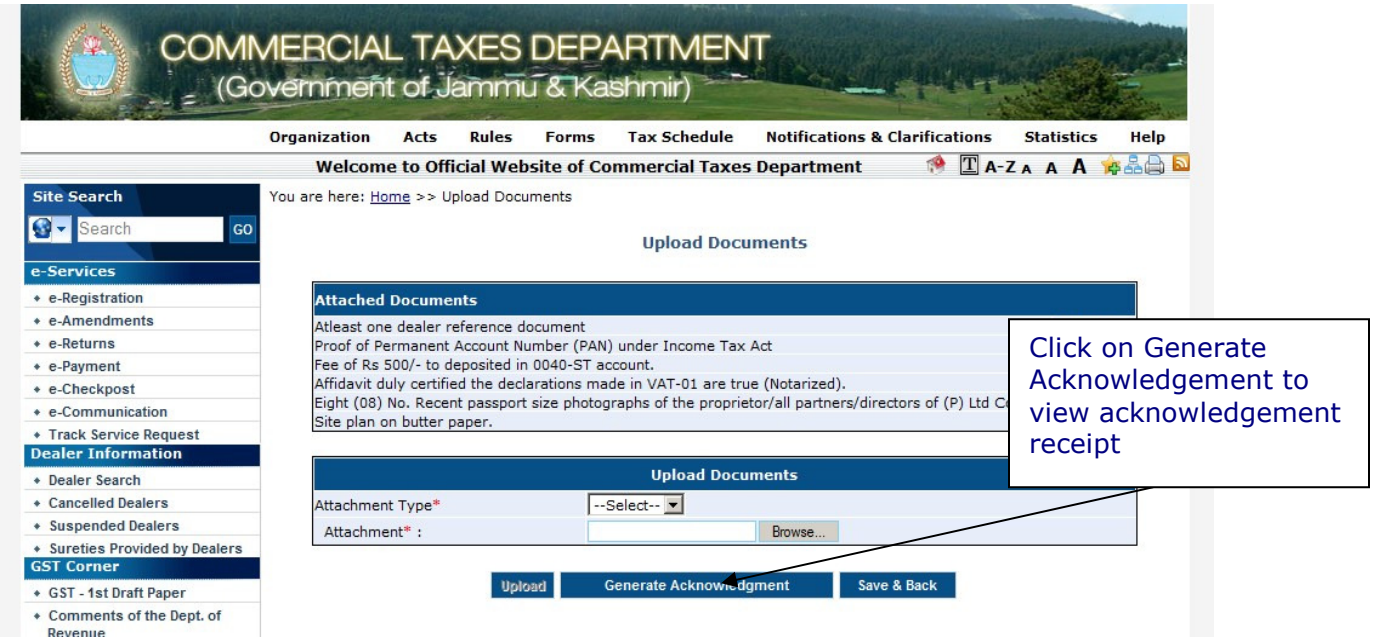


Screen-8

12. On Attaching all the documents a pop up is generated and Generate Acknowledgement Button is enabled on Clicking OK

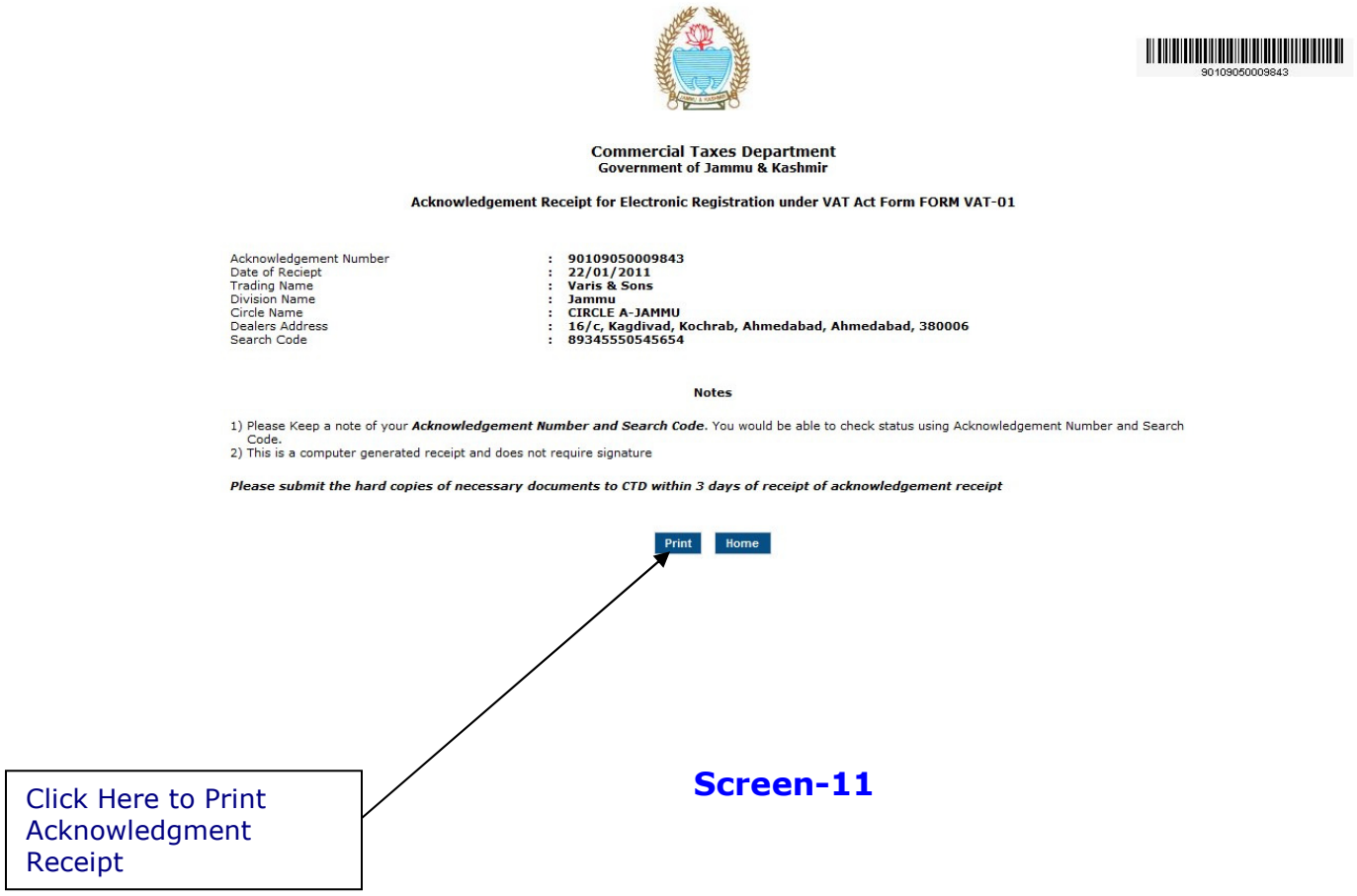


Screen-9



Screen-10

13. On Click of Generate Acknowledgement button Acknowledgement Receipt will be generated and the following screen will be displayed. Take a print out of this receipt for future use.



90109050009843

Commercial Taxes Department
Government of Jammu & Kashmir

Acknowledgement Receipt for Electronic Registration under VAT Act Form FORM VAT-01

Acknowledgement Number	:	**90109050009843**
Date of Reciept	:	**22/01/2011**
Trading Name	:	**Varis & Sons**
Division Name	:	**Jammu**
Circle Name	:	**CIRCLE A-JAMMU**
Dealers Address	:	**16/c, Kagdivad, Kochrab, Ahmedabad, Ahmedabad, 380006**
Search Code	:	**89345550545654**

Notes

1) Please Keep a note of your ***Acknowledgement Number and Search Code***. You would be able to check status using Acknowledgement Number and Search Code.
2) This is a computer generated receipt and does not require signature

Please submit the hard copies of necessary documents to CTD within 3 days of receipt of acknowledgement receipt

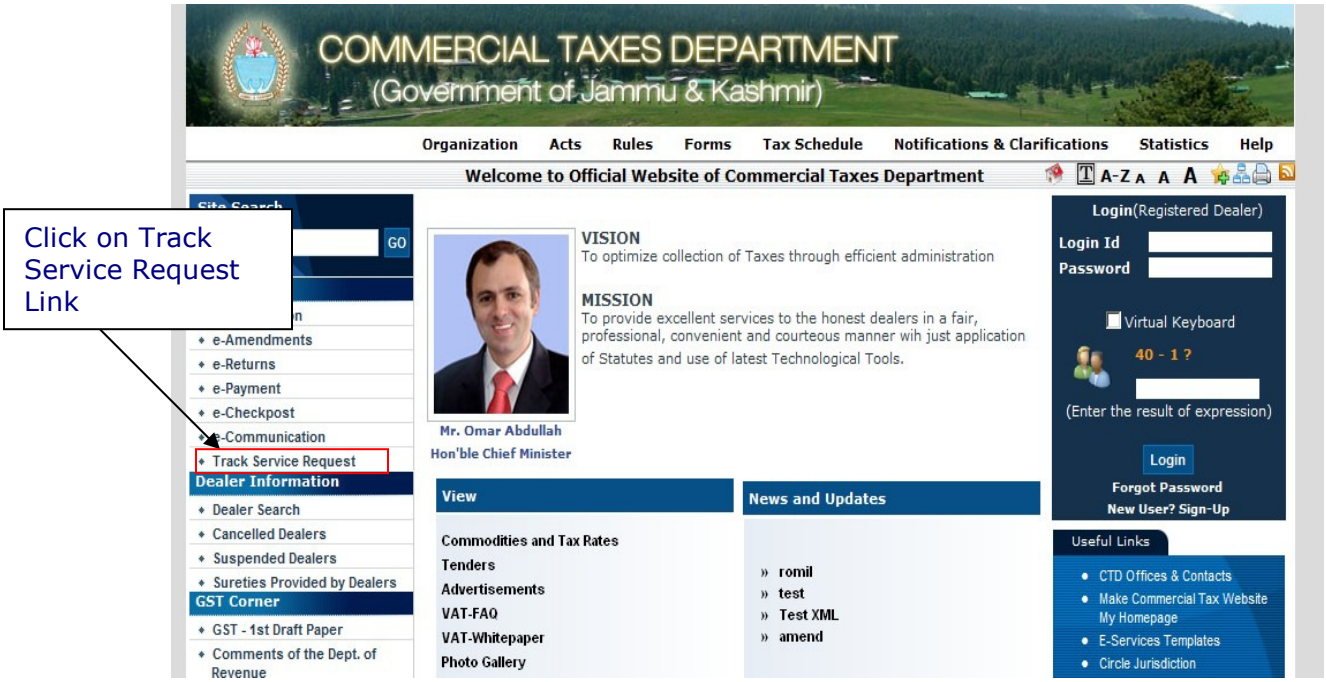
Print Home

Click Here to Print Acknowledgment Receipt

Screen-11

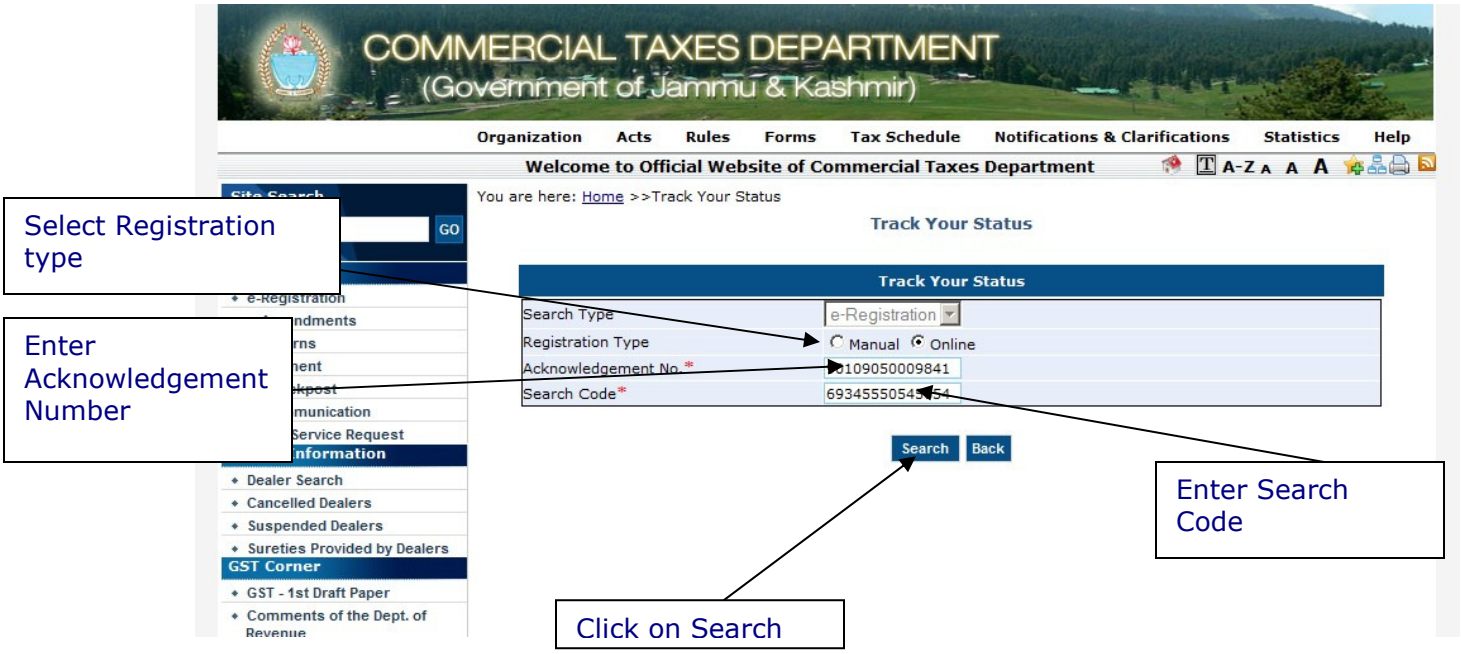
Track Your Application Status

1. The dealer can use the Track Your Application Status to view the current status of his registration.



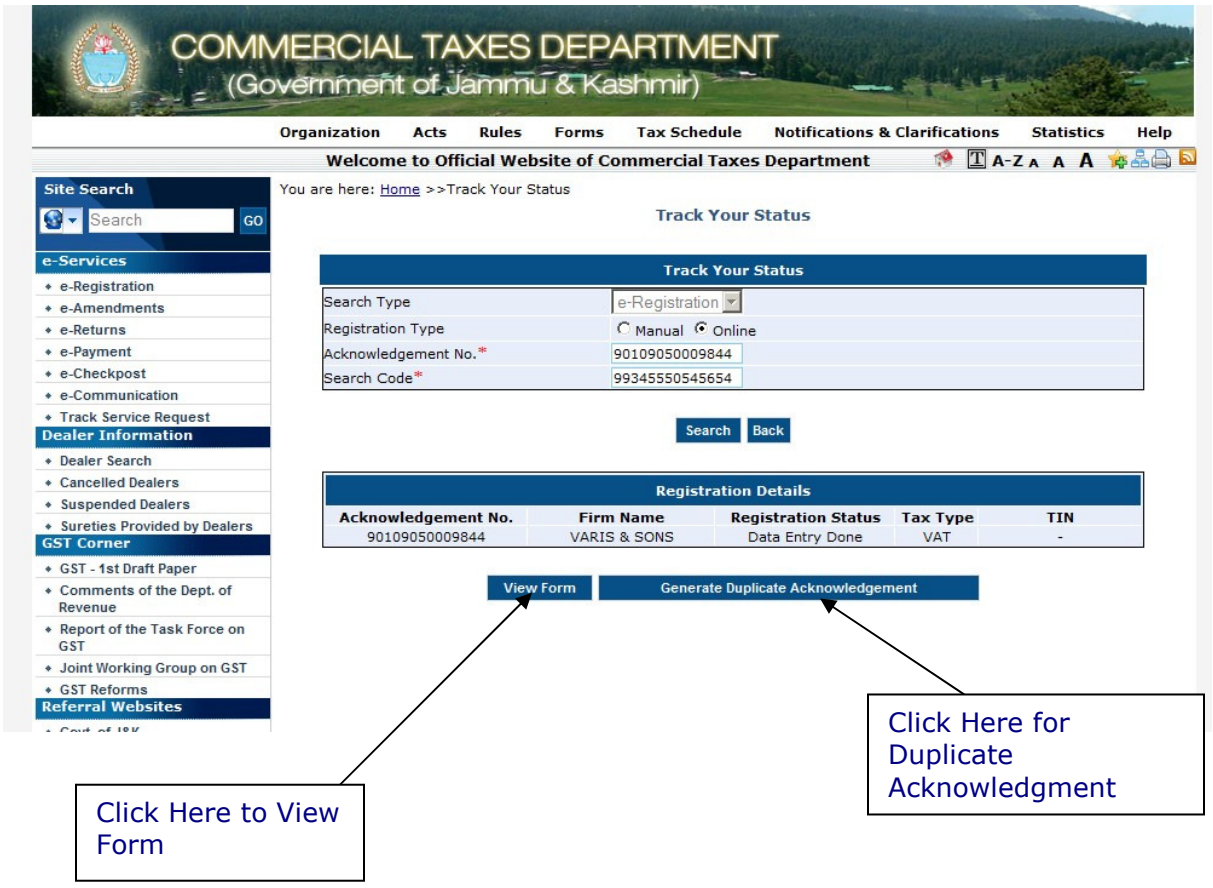
Screen-12

2. As the Track Your Status page opens, the dealer can enter his Acknowledgement No. and Search Code mentioned in the Acknowledgement Receipt.



Screen-13

3. On entering the correct Parameters, the dealer can view the status of the registration as well as his filled up registration form and also the dealer can generate a duplicate acknowledgement receipt and can View Form.



Screen-14

4. View form for VAT 01 having data entered by user during Registration in Excel Template.

View Form VAT-01

90109050009844

[See Rule 12(a)]

Application for registration as VAT/Voluntary/TOT dealer

View Form VAT-01			
Acknowledgement No.	90109050009844		
TIN		**Registration Effective Date**	

Firm Information			
Do you wish to register as VAT/Voluntary/Turnover Tax Dealer	VAT		
Name of the Applicant	Varis Vora	**Father/Husband Name**	Nuruddin
Trading Name	Varis & Sons	**Date of Birth**	13/12/1985
Sex	MALE	**PAN No**	ARTFE1675A

Business Address			
Door Number	16/c	**Street**	Kagdivad
Area/Locality	Kochrab	**Village/Town/City**	Ahmedabad
District	Ahmedabad	**Pin Code**	380006
Resident Status	Resident Dealer		

Contact Details			
Telephone	07934543217	**Mobile No.**	9876512345
Fax	07932447865	**Email Id**	varis.vora@tcs.com
Business Status	Proprietorship	**Other Business Status**	
Resident Status	Resident Dealer		

Residential Address			
Door Number	16/c	**Street**	Kagdivad
Area/Locality	Kochrab	**Village/Town/City**	ahmedabad
District	ahmedabad	**State**	Gujarat
Pin Code	380006	**Country**	india
Name of the Statutory Authority	Department of State Excise	**Other**	

Business Information - Type of Business
Hire purchaser

Screen-15

5. Duplicate Acknowledgement Receipt

90109050009844

Commercial Taxes Department
Government of Jammu & Kashmir

Duplicate Acknowledgement Receipt for Electronic Registration under VAT Act FORM VAT-01

Acknowledgement Number	:	**90109050009844**
Date of Reciept	:	**22/01/2011**
Trading Name	:	**VARIS & SONS**
Division Name	:	**Kashmir**
Circle Name	:	**CIRCLE B-KASHMIR**
Dealers Address	:	**16/c, Kagdivad, Kochrab, Ahmedabad, Ahmedabad, 380006**
Search Code	:	**99345550545654**

Notes

1) Please Keep a note of your ***Acknowledgement Number and Search Code***. You would be able to check status using Acknowledgement Number and Search Code.
2) This is a computer generated receipt and does not require signature

Print Close

Screen-16