

User Guide – Online Forms – H Form

Step 1
Step 2

Log on to www.dvat.gov.in through internet explorer.
Click on the link 'Online Return Filing'

Department Of Trade And Taxes - Windows Internet Explorer

http://delhi.gov.in/wps/wcm/connect/DoIT_TradeAndTaxes/tradeandtaxes/home

File Edit View Favorites Tools Help

Department Of Trade And Taxes

delhi.gov.in
Govt. of NCT of Delhi

Trade & Taxes Department

Home

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● Acts
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● Right To Information, 2005
● Tenders
● Gazette Notification
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The national portal of India

Welcome to The Department Of Trade And Taxes

Introduction

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Our Services

- Composite Dealers
- Cancelled Dealers
- Details of 14 digits Receipt no. issues against on-line return ID
- Know Your TIN
- Online Return Filing**

Chief Minister
Sheila Dikshit

Latest News From Delhi Govt.

- Appeal from Hon. Chief Minister on 12th Five Year Plan - English
- Appeal from Hon. Chief Minister on 12th Five Year Plan - Hindi
- Delhi Geo-Spatial Data Infrastructure Act, 2011
- Guideline for Website Security
- RFP bids invited for undertaking comprehensive Socio-economic survey of

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Step 3

Click on 'Dealer Login'

Department of Trade and Taxes
दिल्ली सरकार Govt. of N.C.T. of Delhi

Home Public Notices User Manual

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Downloads

- [Offline Block for Annexure 2A, 2B & Return](#)
- [Excel Sheet for Annexure 2A & 2B](#)
- [Instruction Sheet for Filing Annexure 2A & 2B](#)
- [User Manual for Offline Annexure 2A, 2B & Return](#)

Login

- Dealer Login**
- Bank Login
- Departmental Login
- Ware House Information

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Step 4

Enter TIN, Password and then click on 'Sign In' button.

http://dvat.gov.in/(S(mfbpdezzfv2yh055spvfmn45))/frmDVAT.aspx - Windows Internet Explorer

http://dvat.gov.in/(S(mfbpdezzfv2yh055spvfmn45))/frmDVAT.aspx

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http://dvat.gov.in/(S(mfbpdezzfv2yh055spvfmn45))/...

Department of Trade and Taxes
दिल्ली सरकार
Govt. of N.C.T. of Delhi

Home Public Notices

Login

TIN :

Password :

Sign In

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Done

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Step 5

Move the cursor to 'Online Forms'

http://dvat.gov.in/(S(u5cq1izjrsxfbu450fwcvd55))/frmDealer.aspx - Windows Internet Explorer

http://dvat.gov.in/(S(u5cq1izjrsxfbu450fwcvd55))/frmDealer.aspx

File Edit View Favorites Tools Help

http://dvat.gov.in/(S(u5cq1izjrsxfbu450fwcvd55))/fr...

Home Notice Regarding May Assessment Change Password My HelpDesk Logout

No Photo

Name - ID A.B.C Pvt Ltd - 0799999999

Address New Delhi

Frequency Type Monthly

Current Charge Ward 203-Dealer

Trade & Taxes Department

Profile Annexure 2A & 2B Online Return Goods Movement Central Forms Assessment Order Online Forms Payment Reconciliation

-> For filing NIL Form 2A & 2B, Go on "Approval Forms".

-> To Edit Contact Details(Mobile Number,E-mail ID) [Click Here](#)

-> To Download Central Forms User Manual [Click Here](#)

Done

start Google - Googl... DVAT_latest -... Microsoft SQL ... http://dvat.go... FormC.doc[Co... 12:54 AM

Step 6

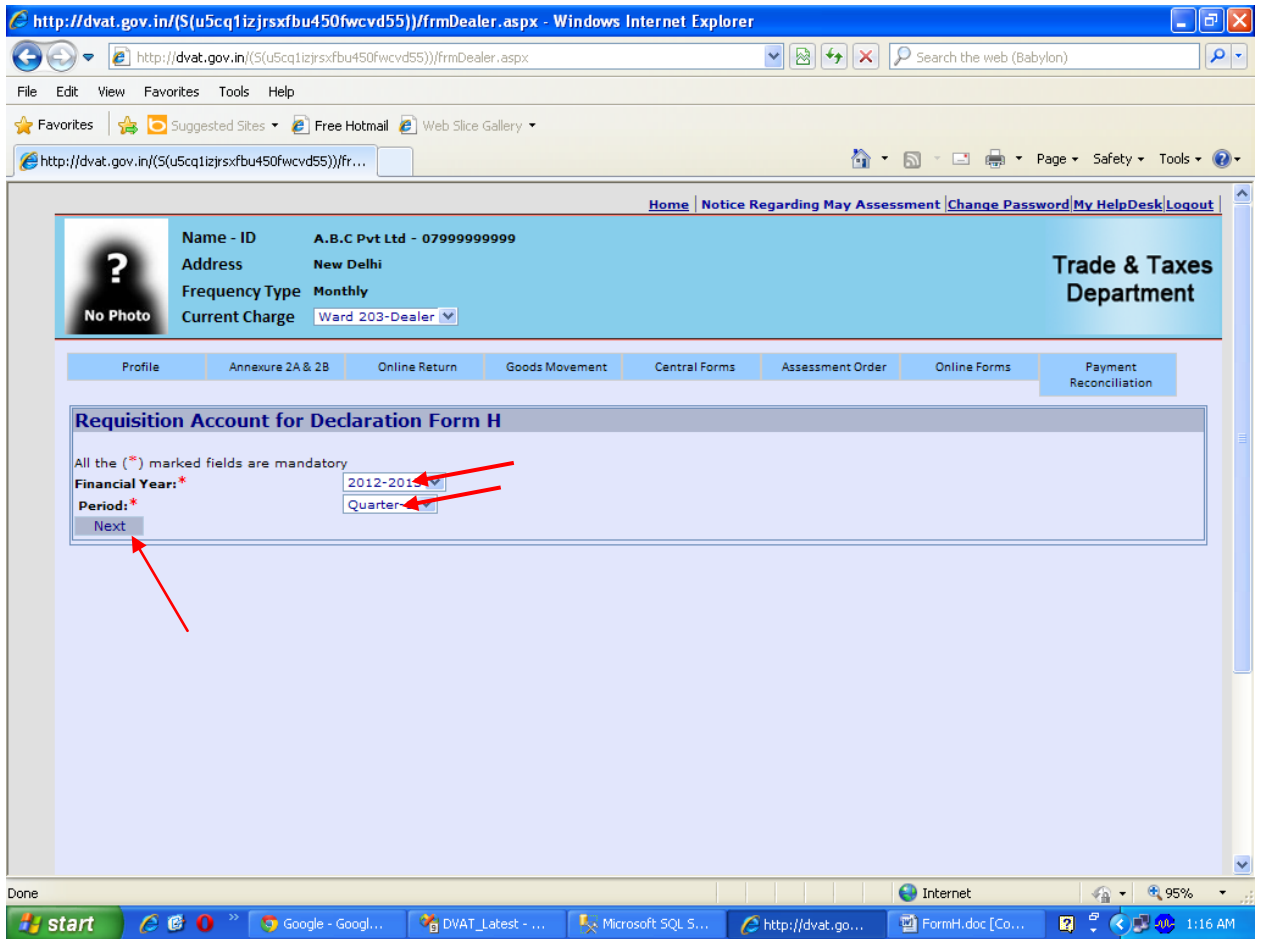
Select Form type(H-Form) which you intend to request for issue.

The screenshot shows a web browser window displaying the DVAT dealer portal. The user's profile information is visible at the top: Name - ID: A.B.C Pvt Ltd - 0799999999, Address: New Delhi, Frequency Type: Monthly, and Current Charge: Ward 203-Dealer. The 'Trade & Taxes Department' logo is on the right. A navigation menu includes Profile, Annexure 2A & 2B, Online Return, Goods Movement, Central Forms, Assessment Order, Online Forms, and Payment Reconciliation. The 'Online Forms' menu is expanded, showing options for C-FORM, F-FORM, H-FORM, and Download. A red arrow points to the 'H-FORM' option. Below the menu, there are instructions: '-> For filing NIL Form 2A & 2B, Go on "Approval Forms".', '-> To Edit Contact Details(Mobile Number, E-mail ID) [Click Here](#)', and '-> To Download Central Forms User Manual [Click Here](#)'.

Step 7

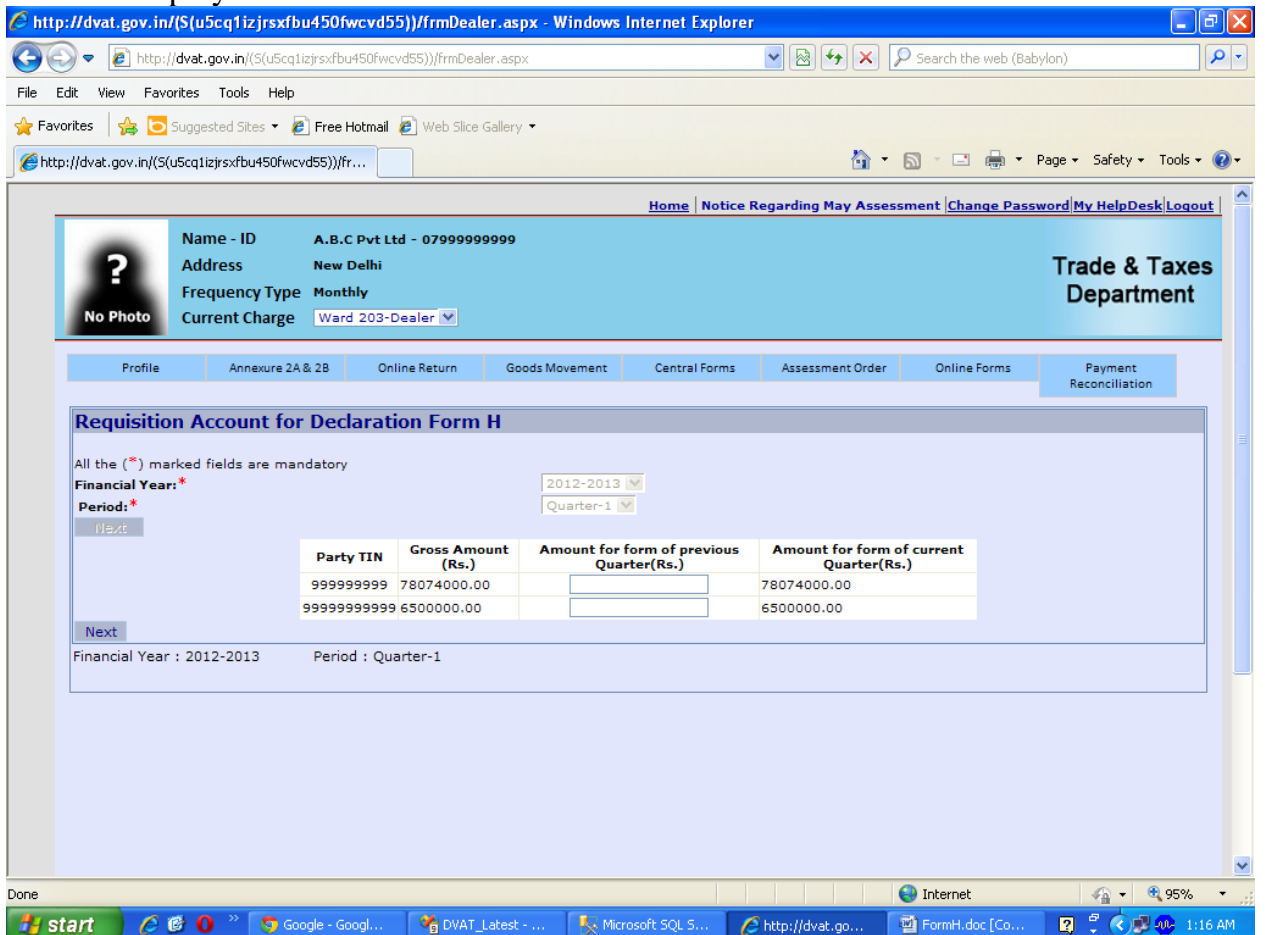
Select Financial Year, Period and click on 'Next' button.

The screenshot shows the 'Requisition Account for Declaration Form H' form. The user's profile information is the same as in Step 6. The 'Online Forms' menu is selected. The form contains the following fields: 'Financial Year: *' with a dropdown menu showing 'Select', 'Period: *' with a dropdown menu showing 'Select', and a 'Next' button. Red arrows point to the 'Select' options for both 'Financial Year' and 'Period'. A note above the form states: 'All the (*) marked fields are mandatory'.



Step 8

The details of the purchases as per data filed in Annexure 2A for the selected period will be displayed.



Step 9

Some of the purchases booked by you in the selected period may actually pertain to some invoices issued by the supplier in the previous month/quarter. If you wish to requisition a separate form pertaining to previous month/quarter for such transactions kindly bifurcate the Gross Amount accordingly. Thereafter click on 'Next' button.

Trade & Taxes Department

Name - ID: A.B.C Pvt Ltd - 0799999999
Address: New Delhi
Frequency Type: Monthly
Current Charge: Ward 203-Dealer

Requisition Account for Declaration Form H

All the (*) marked fields are mandatory

Financial Year: 2012-2013
Period: Quarter-1

Party TIN	Gross Amount (Rs.)	Amount for form of previous Quarter (Rs.)	Amount for form of current Quarter (Rs.)
999999999	78074000.00		78074000.00
999999999	6500000.00	450000	6050000

Next

Financial Year : 2012-2013 Period : Quarter-1

Step 10

Click on the **Party TIN** for which you intend to request Online Form.

Trade & Taxes Department

Name - ID: A.B.C Pvt Ltd - 0799999999
Address: New Delhi
Frequency Type: Monthly
Current Charge: Ward 203-Dealer

Requisition Account for Declaration Form H

All the (*) marked fields are mandatory

Financial Year: 2012-2013
Period: Quarter-1

Select S.No	Party TIN	Gross Amount (Rs.)	Amount Reduced (Rs.)	Aggregate of All Bills (Rs.)	Aggregate of All Item's Quantity	Export Detail Value	Declaration	Net Amount (Rs.)	Period
<input type="checkbox"/>	1 999999999	78074000.00	0	0	0	0	Certification	78074000	Quarter-1 (2012)
<input type="checkbox"/>	2 999999999	450000	0	0	0	0	Certification	450000	Quarter-4 (2011)
<input type="checkbox"/>	3 999999999	6050000	0	0	0	0	Certification	6050000	Quarter-1 (2012)

All the above data is correct and verified.

Submit

Step 11

Enter the details as per the columns given and click on 'Save' button.

The screenshot shows the 'Add Details' form in the DVAT dealer portal. The form is titled 'Add Details' and has a 'Back' button. The 'Detail Type' is set to 'Party Details'. The 'TIN' is 999999999. The 'Name' is 'Enterprize'. The 'Address' field is empty. The 'City' is empty. The 'State' is set to 'select'. The 'Mobile No.' is empty. The 'Landline No.' has 'STD Code' and 'Number' fields, both empty. The 'e-mail ID' is empty. A red bracket highlights the 'Name', 'Address', 'City', 'State', 'Mobile No.', and 'e-mail ID' fields. Below the form is an 'Added List' section with the message '---No Record Exists---'. Below that is a 'Submitted List' table with the following data:

TIN	Name	Address	City	State	Contact No	Email ID	Date
56565656	Indian	Ashok Nagar	New Delhi	Delhi	999999999	cmc@gmail.com	28-08-2012
0765555555	Volvo	Peet Vihar	New Delhi	Delhi	999999999	cmc@gmail.com	28-08-2012

The screenshot shows the 'Add Details' form in the DVAT dealer portal. The form is titled 'Add Details' and has a 'Back' button. The 'Detail Type' is set to 'Party Details'. The 'TIN' is 999999999. The 'Name' is 'Enterprize'. The 'Address' is 'Pragti Maidan'. The 'City' is 'new delhi'. The 'State' is 'Delhi'. The 'Mobile No.' is 999999999. The 'Landline No.' has 'STD Code' and 'Number' fields, both empty. The 'e-mail ID' is 'cmc@gmail.com'. A red arrow points to the 'Save' button. Below the form is an 'Added List' section with the message '---No Record Exists---'. Below that is a 'Submitted List' table with the following data:

TIN	Name	Address	City	State	Contact No	Email ID	Date
56565656	Indian	Ashok Nagar	New Delhi	Delhi	999999999	cmc@gmail.com	28-08-2012
0765555555	Volvo	Peet Vihar	New Delhi	Delhi	999999999	cmc@gmail.com	28-08-2012

Step 12

Click on the 'check box' - I have verified the data and want to submit. And then click on 'Submit and Next' button.

The screenshot shows the DVAT Dealer portal interface. At the top, there are navigation links: Home, Notice Regarding May Assessment, Change Password, My HelpDesk, and Logout. The user profile information is displayed as follows:

- Name - ID: A.B.C Pvt Ltd - 0799999999
- Address: New Delhi
- Frequency Type: Monthly
- Current Charge: Ward 203-Dealer

The 'Add Details' form is visible, with the following fields filled:

- Detail Type: Party Details
- TIN: 999999999
- Name: Enterprize
- Address: [Empty]
- City: [Empty]
- State: select
- Mobile No: [Empty]
- Landline No. STD Code: [Empty] Number: [Empty]
- e-mail ID: [Empty]

Below the form is the 'Added List' table:

	TIN	Name	Address	City	State	Contact No	Email ID
Delete	999999999	Enterprize	Pragti Maidan	new delhi	Delhi	9999999999	cmc@gmail.com

The checkbox 'I have verified the data and want to submit.' is checked, and the 'Submit & Next' button is highlighted with a red arrow.

Below the 'Added List' is the 'Submitted List' table:

	TIN	Name	Address	City	State	Contact No	Email ID	Date
	56565656	Indian	Ashok Naagar	New Delhi	Delhi	9999999999	cmc@gmail.com	28-08-2012

This screenshot is identical to the previous one, showing the DVAT Dealer portal interface. The 'Add Details' form and 'Added List' table are the same. The checkbox 'I have verified the data and want to submit.' is checked, and the 'Submit & Next' button is highlighted with a red arrow.

The 'Submitted List' table remains the same:

	TIN	Name	Address	City	State	Contact No	Email ID	Date
	56565656	Indian	Ashok Naagar	New Delhi	Delhi	9999999999	cmc@gmail.com	28-08-2012

Step 13

Enter the data as asked for 'Amount Reduced', 'Aggregate of All Bills' and 'Aggregate of All Items Quantity', 'Export Detail Value' and 'Declaration' by clicking on the hyperlinks.

Trade & Taxes Department

Home | Notice Regarding May Assessment | Change Password | My HelpDesk | Logout

Name - ID: A.B.C Pvt Ltd - 0799999999
 Address: New Delhi
 Frequency Type: Monthly
 Current Charge: Ward 203-Dealer

Profile | Annexure 2A & 2B | Online Return | Goods Movement | Central Forms | Assessment Order | Online Forms | Payment Reconciliation

Requisition Account for Declaration Form H

All the (*) marked fields are mandatory

Financial Year: 2012-2013
 Period: Quarter-1

Select S.No	Party TIN	Gross Amount (Rs.)	Amount Reduced (Rs.)	Aggregate of All Bills (Rs.)	Aggregate of All Item's Quantity	Export Detail Value	Declaration	Net Amount (Rs.)	Period
<input type="checkbox"/>	999999999	78074000.00	0	0	0	0	Certification	78074000	Quarter-1 (2012)
<input type="checkbox"/>	999999999	450000.00	0	0	0	0	Certification	450000	Quarter-4 (2011)
<input type="checkbox"/>	999999999	6050000.00	0	0	0	0	Certification	6050000	Quarter-1 (2012)

All the above data is correct and verified.

Step 14

Amount Reduced – Please reduce the appropriate amount from the Gross amount shown in Annexure-2A as per the requirement and then click on 'Save & Next' button.

Trade & Taxes Department

Home | Notice Regarding May Assessment | Change Password | My HelpDesk | Logout

Name - ID: A.B.C Pvt Ltd - 0799999999
 Address: New Delhi
 Frequency Type: Monthly
 Current Charge: Ward 203-Dealer

Profile | Annexure 2A & 2B | Online Return | Goods Movement | Central Forms | Assessment Order | Online Forms | Payment Reconciliation

Reduce Overhead Details

[Back](#)

Party TIN	Form Type	Period	Gross Amount (₹)	Amount Reduced (₹)	Net Amount (₹)
999999999	Form-H	Quarter-1(2012)	78074000.00	0	78074000

S. No.	Overheads	Amount to be reduced (₹)
1	Cost of freight deliveries, freight or installation, separately paid but included in the purchase.	0
2	Value of goods returned under CST Act.	0
3	Cash Discount received according to ordinary trade practices and included in purchase.	0
4	Job work, labour & services charges for work contract not amounting to purchase but included in the purchase.	0

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http://dvat.gov.in/(S(u5cq1izjrsxfbu450fvcvd55))/frmDealer.aspx

File Edit View Favorites Tools Help

Home Notice Regarding May Assessment Change Password My HelpDesk Logout

Trade & Taxes Department

Name - ID: A.B.C Pvt Ltd - 0799999999
 Address: New Delhi
 Frequency Type: Monthly
 Current Charge: Ward 203-Dealer

Profile Annexure 2A & 2B Online Return Goods Movement Central Forms Assessment Order Online Forms Payment Reconciliation

Reduce Overhead Details

Back

Party TIN	Form Type	Period	Gross Amount (₹)	Amount Reduced (₹)	Net Amount (₹)
999999999	Form-H	Quarter-1(2012)	78074000.00	0	78074000

S. No.	Overheads	Amount to be reduced (₹)
1	Cost of freight deliveries, freight or installation, separately paid but included in the purchase.	0
2	Value of goods returned under CST Act.	50000
3	Cash Discount received according to ordinary trade practices and included in purchase.	40000
4	Job work, labour & services charges for work contract not amounting to purchase but included in the purchase.	0

Save & Next

Step 15

Click on the hyper link '0' under **Aggregate of All Bills**.

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http://dvat.gov.in/(S(u5cq1izjrsxfbu450fvcvd55))/frmDealer.aspx

File Edit View Favorites Tools Help

Home Notice Regarding May Assessment Change Password My HelpDesk Logout

Trade & Taxes Department

Name - ID: A.B.C Pvt Ltd - 0799999999
 Address: New Delhi
 Frequency Type: Monthly
 Current Charge: Ward 203-Dealer

Profile Annexure 2A & 2B Online Return Goods Movement Central Forms Assessment Order Online Forms Payment Reconciliation

Requisition Account for Declaration Form H

All the (*) marked fields are mandatory

Financial Year: 2012-2013
 Period: Quarter-1

Select S.No	Party TIN	Gross Amount (Rs.)	Amount Reduced (Rs.)	Aggregate of All Bills (Rs.)	Aggregate of All Item's Quantity	Export Detail Value	Declaration	Net Amount (Rs.)	Period
<input type="checkbox"/>	1 999999999	78074000.00	90000	0	0	0	Certification	77984000	Quarter-1 (2012)
<input type="checkbox"/>	2 999999999	450000.00	0	0	0	0	Certification	450000	Quarter-4 (2011)
<input type="checkbox"/>	3 999999999	6050000.00	0	0	0	0	Certification	6050000	Quarter-1 (2012)

All the above data is correct and verified.

Submit

Step 16

Select **Month-Year** and there after enter the details as asked for. After that, click on **'Add'** button, the data entered will appear below. After entering all the bill of that particular party click on **'Save & Next'** button. Please ensure that aggregate of bill wise details is the same as the Gross Amount as per Annexure 2A.

Trade & Taxes Department

Name - ID: A.B.C Pvt Ltd - 07999999999
Address: New Delhi
Frequency Type: Monthly
Current Charge: Ward 203-Dealer

Party TIN	Form Type	Period	Gross Amount (₹)	Amount Reduced (₹)	Net Amount (₹)
999999999	Form-H	Quarter-1(2012)	78074000.00	90000	77984000

Select month-year to enter bill wise detail :

Month-Year
Select 4-2012
Select 5-2012

List of Added Bill wise Detail:
No Record.....

Save & Next

Trade & Taxes Department

Name - ID: A.B.C Pvt Ltd - 07999999999
Address: New Delhi
Frequency Type: Monthly
Current Charge: Ward 203-Dealer

Party TIN	Form Type	Period	Gross Amount (₹)	Amount Reduced (₹)	Net Amount (₹)
999999999	Form-H	Quarter-1(2012)	78074000.00	90000	77984000

Select month-year to enter bill wise detail :

Month-Year
Select 4-2012
Select 5-2012

Bill wise detail for:
Month: 4-2012

Bill No.*	Bill Date*	Amount(₹)*	GR No. / RR No.*	Date*	Purchase order No.	Purchase order Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

List of Added Bill wise Detail:
No Record.....

Save & Next

http://dvat.gov.in/(S(u5cq1izjrsxfbu450fvcvd55))/frmDealer.aspx - Windows Internet Explorer

http://dvat.gov.in/(S(u5cq1izjrsxfbu450fvcvd55))/frmDealer.aspx

File Edit View Favorites Tools Help

Home Notice Regarding May Assessment Change Password My HelpDesk Logout

Name - ID A.B.C Pvt Ltd - 0799999999
Address New Delhi
Frequency Type Monthly
Current Charge Ward 203-Dealer

Trade & Taxes Department

Profile Annexure 2A & 2B Online Return Goods Movement Central Forms Assessment Order Online Forms Payment Reconciliation

Bill Wise Details
 Back

All the (*) marked fields are mandatory

Party TIN	Form Type	Period	Gross Amount (₹)	Amount Reduced (₹)	Net Amount (₹)
999999999	Form-H	Quarter-1(2012)	78074000.00	90000	77984000

Select month-year to enter bill wise detail :

Month-Year	
Select	4-2012
Select	5-2012

Bill wise detail for:
 Month 4-2012

Bill No.*	Bill Date*	Amount(₹)*	GR No. / RR No.*	Date*	Purchase order No.	Purchase order Date
B65656	06-04-2012	78074000	G5656	06-04-2012	P3434	06-04-2012

List of Added Bill wise Detail:
 No Record.....

Save & Next

http://dvat.gov.in/(S(u5cq1izjrsxfbu450fvcvd55))/frmDealer.aspx - Windows Internet Explorer

http://dvat.gov.in/(S(u5cq1izjrsxfbu450fvcvd55))/frmDealer.aspx

File Edit View Favorites Tools Help

Home Notice Regarding May Assessment Change Password My HelpDesk Logout

Name - ID A.B.C Pvt Ltd - 0799999999
Address New Delhi
Frequency Type Monthly
Current Charge Ward 203-Dealer

Trade & Taxes Department

Profile Annexure 2A & 2B Online Return Goods Movement Central Forms Assessment Order Online Forms Payment Reconciliation

Bill Wise Details
 Back

All the (*) marked fields are mandatory

Party TIN	Form Type	Period	Gross Amount (₹)	Amount Reduced (₹)	Net Amount (₹)
999999999	Form-H	Quarter-1(2012)	78074000.00	90000	77984000

Select month-year to enter bill wise detail :

Month-Year	
Select	4-2012
Select	5-2012

Bill wise detail for:
 Month 4-2012

Bill No.*	Bill Date*	Amount(₹)*	GR No. / RR No.*	Date*	Purchase order No.	Purchase order Date

List of Added Bill wise Detail:

S.No	Month-Year	Bill No.	Bill Date	Amount(Rs.)	GR No. / RR No.	Date	Purchase order No.	Purchase order Date
Delete	4-2012	B65656	06-04-2012	78074000	G5656	06-04-2012	P3434	06-04-2012

Save & Next

Step 17

Click on the hyperlink under the heading 'Aggregate of All Items Quantity'.

The screenshot shows the 'Requisition Account for Declaration Form H' page. At the top, there is a navigation bar with links: Home, Notice Regarding May Assessment, Change Password, My HelpDesk, and Logout. Below this is a user profile section for 'A.B.C Pvt Ltd - 0799999999' with details: Address: New Delhi, Frequency Type: Monthly, Current Charge: Ward 203-Dealer. A 'Trade & Taxes Department' logo is on the right. A menu bar includes Profile, Annexure 2A & 2B, Online Return, Goods Movement, Central Forms, Assessment Order, Online Forms, and Payment Reconciliation. The main content area is titled 'Requisition Account for Declaration Form H' and contains a table with columns: Select S.No, Party TIN, Gross Amount (Rs.), Amount Reduced (Rs.), Aggregate of All Bills (Rs.), Aggregate of All Item's Quantity, Export Detail Value, Declaration, Net Amount (Rs.), and Period. A red arrow points to the 'Aggregate of All Item's Quantity' column for the first row. Below the table is a checkbox for 'All the above data is correct and verified.' and a 'Submit' button.

Step 18

Enter Item wise details of amount be entered for that quarter by selecting the 'Month-Year'. (Please ensure that aggregate of item wise details is the same as Net Amount deduced after reduction from Gross Amount as per Annexure 2A).

The screenshot shows the 'Items Details Entry' page. It features a 'Back' button and a table with columns: Party TIN, Form Type, Period, Gross Amount (₹), Amount Reduced (₹), and Net Amount (₹). Below the table, there is a section 'Select month-year to enter item detail :'. A red arrow points to the 'Month-Year' selection options, which include '4-2012' and '5-2012'. Below this is an 'Item Detail for:' section with fields for 'Item Name', 'Quantity', and 'Unit', and an 'Add' button. At the bottom, there is a 'List of Added Items Detail:' section showing 'No Record....' and a 'Save & Next' button.

Step 19

Select **Item Name** and enter **Quantity** and **Unit**, click on 'Add' button. And then Click on 'Save & Next' button. (If your required item is not visible in the drop down list, go to the link 'Profile' after 'Dealer Login'. Click on 'Add Item' and enter. Then it will appear in your item details.)

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http://dvat.gov.in/(S(u5cq1izjrsxfbu450fvcvd55))/frmDealer.aspx

File Edit View Favorites Tools Help

Home Notice Regarding May Assessment Change Password My HelpDesk Logout

Name - ID A.B.C Pvt Ltd - 0799999999
Address New Delhi
Frequency Type Monthly
Current Charge Ward 203-Dealer

Trade & Taxes Department

Profile Annexure 2A & 2B Online Return Goods Movement Central Forms Assessment Order Online Forms Payment Reconciliation

Items Details Entry

Back

All the (*) marked fields are mandatory

Party TIN	Form Type	Period	Gross Amount (₹)	Amount Reduced (₹)	Net Amount (₹)
999999999	Form-H	Quarter-1(2012)	78074000.00	90000	77984000

Select month-year to enter item detail :

Month-Year
Select 4-2012
Select 5-2012

Item Detail for:
Month-Year
4-2012

Item Name *	Quantity*	Unit*
PAPAD (131003)	445	Quintal

Add

List of Added Items Detail :

No Record....

Save & Next

http://dvat.gov.in/(S(u5cq1izjrsxfbu450fvcvd55))/frmDealer.aspx - Windows Internet Explorer

http://dvat.gov.in/(S(u5cq1izjrsxfbu450fvcvd55))/frmDealer.aspx

File Edit View Favorites Tools Help

Home Notice Regarding May Assessment Change Password My HelpDesk Logout

Name - ID A.B.C Pvt Ltd - 0799999999
Address New Delhi
Frequency Type Monthly
Current Charge Ward 203-Dealer

Trade & Taxes Department

Profile Annexure 2A & 2B Online Return Goods Movement Central Forms Assessment Order Online Forms Payment Reconciliation

Items Details Entry

Back

All the (*) marked fields are mandatory

Party TIN	Form Type	Period	Gross Amount (₹)	Amount Reduced (₹)	Net Amount (₹)
999999999	Form-H	Quarter-1(2012)	78074000.00	90000	77984000

Select month-year to enter item detail :

Month-Year
Select 4-2012
Select 5-2012

Item Detail for:
Month-Year
4-2012

Item Name *	Quantity*	Unit*
Select		

Add

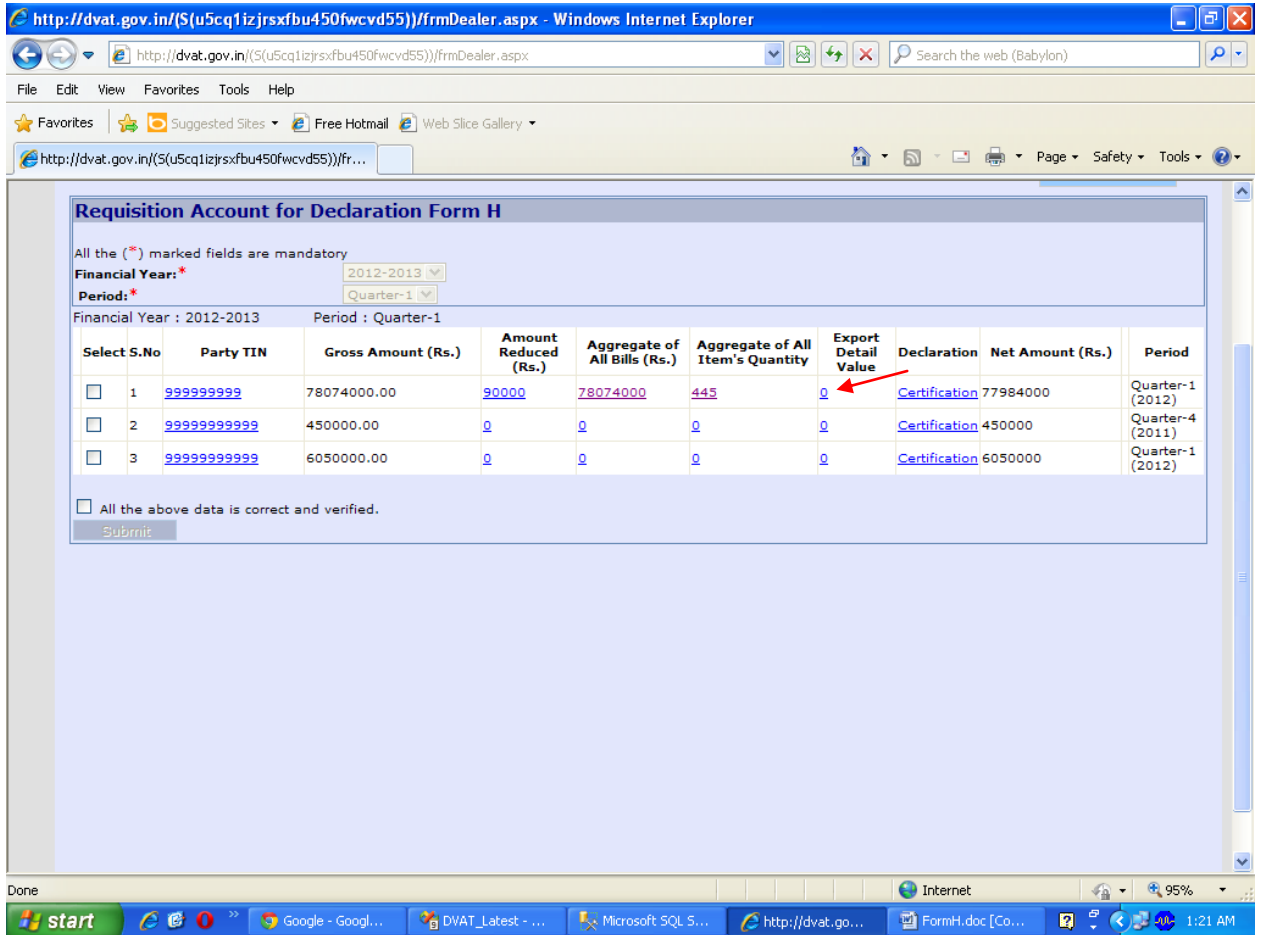
List of Added Items Detail :

Delete	S.No	Month-Year	Item Name	Quantity
	1	4-2012	PAPAD (131003)	445-Quintal

Save & Next

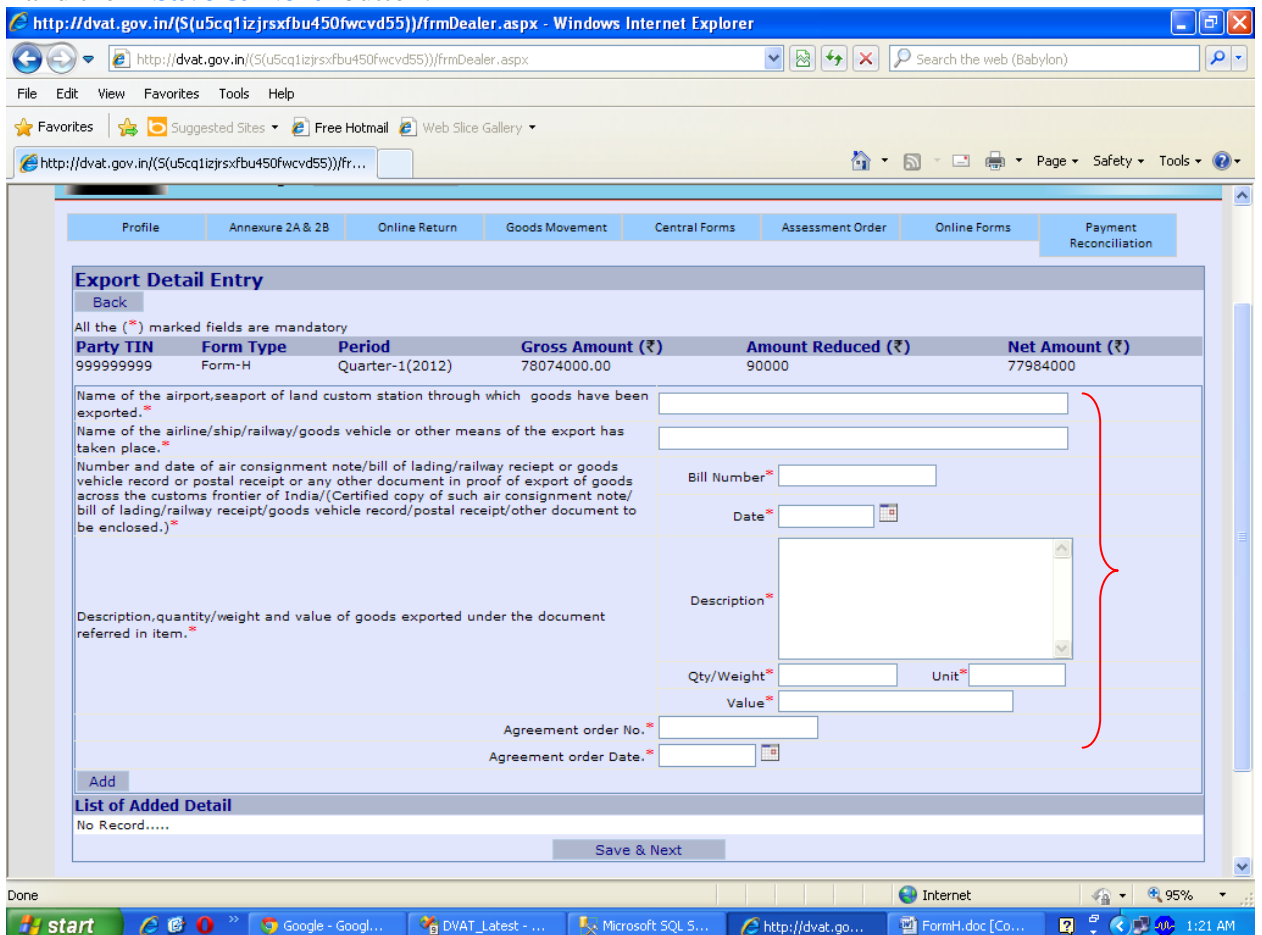
Step 20

Select the hyper link **'0'** under the heading **'Export Detail Value'** to enter export details.



Step 21

Enter all the details asked for regarding export transactions and then Click on **'Add'** button, and then **'Save & Next'** button.



http://dvat.gov.in/(S(u5cq1izjrsxfbu450fvcvd55))/frmDealer.aspx - Windows Internet Explorer

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Profile Annexure 2A & 2B Online Return Goods Movement Central Forms Assessment Order Online Forms Payment Reconciliation

Export Detail Entry

Back

All the (*) marked fields are mandatory

Party TIN	Form Type	Period	Gross Amount (₹)	Amount Reduced (₹)	Net Amount (₹)
999999999	Form-H	Quarter-1(2012)	78074000.00	90000	77984000

Name of the airport,seaport of land custom station through which goods have been exported.*
 Name of the airline/ship/railway/goods vehicle or other means of the export has taken place.*
 Number and date of air consignment note/bill of lading/railway receipt or goods vehicle record or postal receipt or any other document in proof of export of goods across the customs frontier of India/(Certified copy of such air consignment note/bill of lading/railway receipt/goods vehicle record/postal receipt/other document to be enclosed).*

Delhi Airport
 Jet Airways
 Bill Number* B6565
 Date* 06-04-2012
 Description* Exported to China
 Qty/Weight* 232 Unit* Quintal
 Value* 45435
 Agreement order No.* A435435
 Agreement order Date.* 06-04-2012

Add

List of Added Detail

No Record...

Save & Next

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Back

All the (*) marked fields are mandatory

Party TIN	Form Type	Period	Gross Amount (₹)	Amount Reduced (₹)	Net Amount (₹)
999999999	Form-H	Quarter-1(2012)	78074000.00	90000	77984000

Name of the airport,seaport of land custom station through which goods have been exported.*
 Name of the airline/ship/railway/goods vehicle or other means of the export has taken place.*
 Number and date of air consignment note/bill of lading/railway receipt or goods vehicle record or postal receipt or any other document in proof of export of goods across the customs frontier of India/(Certified copy of such air consignment note/bill of lading/railway receipt/goods vehicle record/postal receipt/other document to be enclosed).*

Bill Number*
 Date*
 Description*
 Qty/Weight* Unit*
 Value*
 Agreement order No.*
 Agreement order Date.*

Add

List of Added Detail

Delete	Select To Edit	S.No	Name of the Airport, seaport of land customs station	Name of the airlines/ship/railway/goods vehicle or other means	Bill No.	Date	Description	Qty/Weight	Value	Agreement/Order No	Agreement/Order Date
Delete	Select	1	Delhi Airport	Jet Airways	B6565	06-04-2012	Exported to China	232-Quintal	45435	A435435	06-04-2012

Save & Next

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Step 22

Select the hyperlink 'certification' under the heading 'Declaration'.

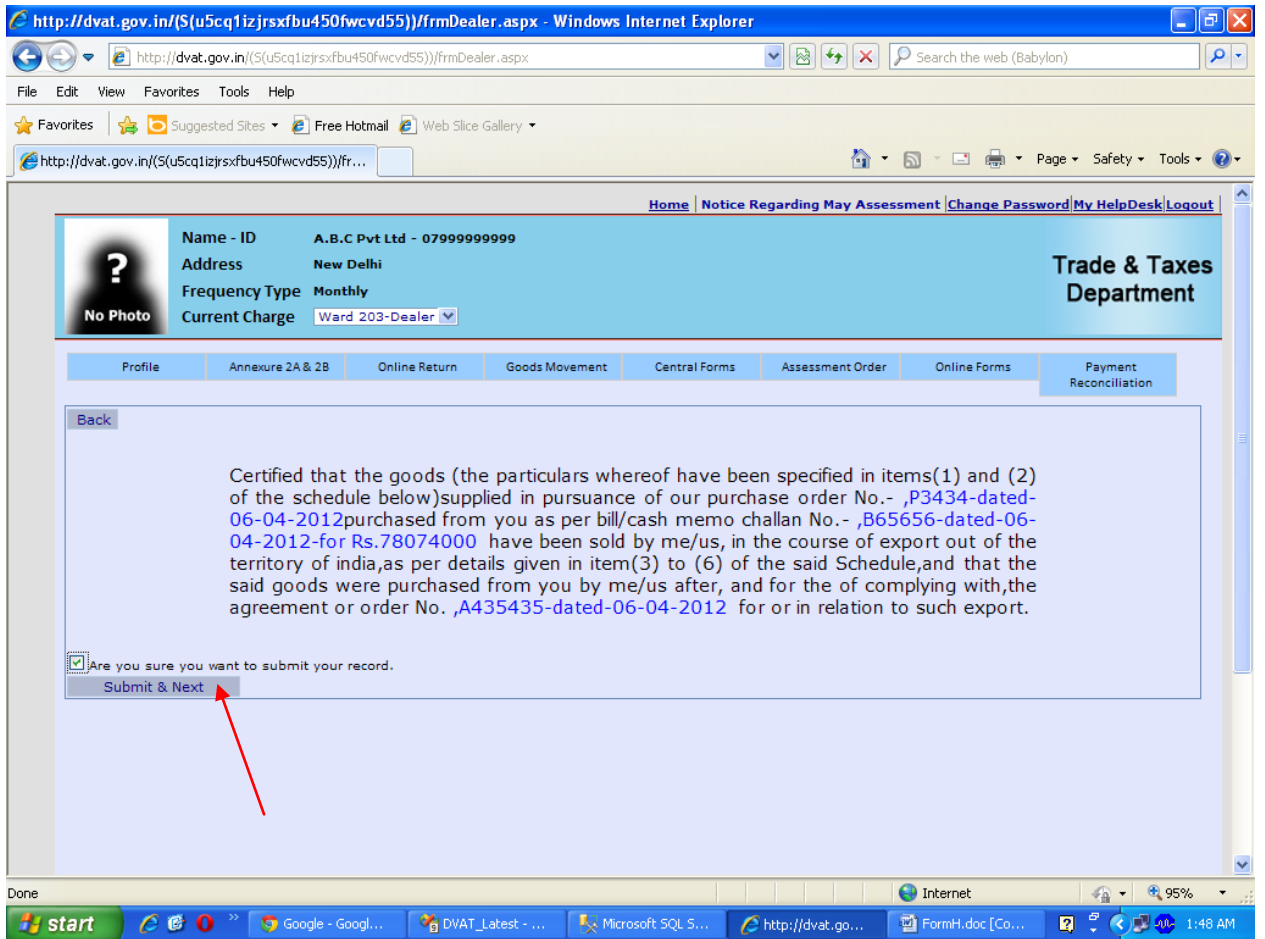
The screenshot shows the DVAT Dealer portal interface. At the top, there is a navigation bar with links: Home, Notice Regarding May Assessment, Change Password, My HelpDesk, and Logout. Below this is a user profile section for 'A.B.C Pvt Ltd - 0799999999' with details: Address: New Delhi, Frequency Type: Monthly, Current Charge: Ward 203-Dealer. A 'Trade & Taxes Department' logo is also present. A menu bar includes Profile, Annexure 2A & 2B, Online Return, Goods Movement, Central Forms, Assessment Order, Online Forms, and Payment Reconciliation. The main content area is titled 'Requisition Account for Declaration Form H'. It contains a form with the following fields: Financial Year: 2012-2013, Period: Quarter-1. Below this is a table with columns: Select S.No, Party TIN, Gross Amount (Rs.), Amount Reduced (Rs.), Aggregate of All Bills (Rs.), Aggregate of All Item's Quantity, Export Detail Value, Declaration, Net Amount (Rs.), and Period. The table contains three rows of data. A red arrow points to the 'Certification' link in the 'Declaration' column of the first row. Below the table is a checkbox labeled 'All the above data is correct and verified.' and a 'Submit' button.

Select S.No	Party TIN	Gross Amount (Rs.)	Amount Reduced (Rs.)	Aggregate of All Bills (Rs.)	Aggregate of All Item's Quantity	Export Detail Value	Declaration	Net Amount (Rs.)	Period
<input type="checkbox"/> 1	999999999	78074000.00	90000	78074000	445	45435	Certification	77984000	Quarter-1 (2012)
<input type="checkbox"/> 2	999999999	450000.00	0	0	0	0	Certification	450000	Quarter-4 (2011)
<input type="checkbox"/> 3	999999999	6050000.00	0	0	0	0	Certification	6050000	Quarter-1 (2012)

Step 23

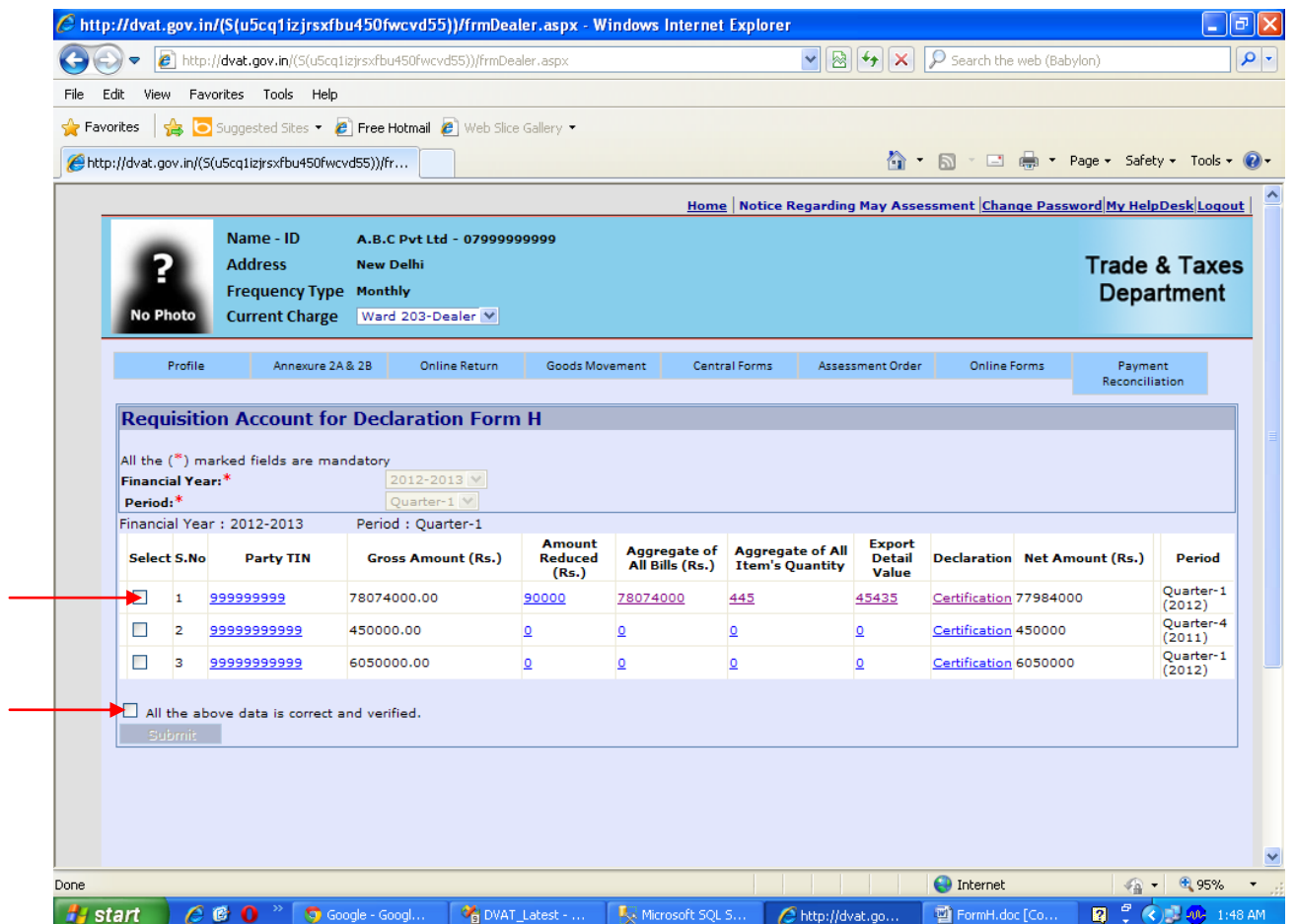
After reading the certification details, click on the checkbox 'Are you sure you want to submit your record?' and then click on 'Submit & Next' button.

The screenshot shows the DVAT Dealer portal interface. At the top, there is a navigation bar with links: Home, Notice Regarding May Assessment, Change Password, My HelpDesk, and Logout. Below this is a user profile section for 'A.B.C Pvt Ltd - 0799999999' with details: Address: New Delhi, Frequency Type: Monthly, Current Charge: Ward 203-Dealer. A 'Trade & Taxes Department' logo is also present. A menu bar includes Profile, Annexure 2A & 2B, Online Return, Goods Movement, Central Forms, Assessment Order, Online Forms, and Payment Reconciliation. The main content area is titled 'Back' and contains a text block with the following text: 'Certified that the goods (the particulars whereof have been specified in items(1) and (2) of the schedule below)supplied in pursuance of our purchase order No.- ,P3434-dated-06-04-2012purchased from you as per bill/cash memo challan No.- ,B65656-dated-06-04-2012-for Rs.78074000 have been sold by me/us, in the course of export out of the territory of india,as per details given in item(3) to (6) of the said Schedule,and that the said goods were purchased from you by me/us after, and for the of complying with,the agreement or order No. ,A435435-dated-06-04-2012 for or in relation to such export.' Below this text is a checkbox labeled 'Are you sure you want to submit your record.' and a 'Submit & Next' button. A red arrow points to the checkbox.



Step 24

Select the 'Party TIN' from the check boxes under 'Select' heading and checkmark the 'All above data is correct and verified' and then click on 'Submit' button.



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http://dvat.gov.in/(S(u5cq1izjrsxfbu450fvcvd55))/frmDealer.aspx

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Home Notice Regarding May Assessment Change Password My HelpDesk Logout

Trade & Taxes Department

Name - ID: A.B.C Pvt Ltd - 0799999999
 Address: New Delhi
 Frequency Type: Monthly
 Current Charge: Ward 203-Dealer

Profile Annexure 2A & 2B Online Return Goods Movement Central Forms Assessment Order Online Forms Payment Reconciliation

Requisition Account for Declaration Form H

All the (*) marked fields are mandatory

Financial Year: 2012-2013
 Period: Quarter-1

Financial Year : 2012-2013 Period : Quarter-1

Select S.No	Party TIN	Gross Amount (Rs.)	Amount Reduced (Rs.)	Aggregate of All Bills (Rs.)	Aggregate of All Item's Quantity	Export Detail Value	Declaration	Net Amount (Rs.)	Period
<input checked="" type="checkbox"/>	999999999	78074000.00	90000	78074000	445	45435	Certification	77984000	Quarter-1 (2012)
<input type="checkbox"/>	999999999	450000.00	0	0	0	0	Certification	450000	Quarter-4 (2011)
<input type="checkbox"/>	999999999	6050000.00	0	0	0	0	Certification	6050000	Quarter-1 (2012)

All the above data is correct and verified.
 Submit

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http://dvat.gov.in/(S(u5cq1izjrsxfbu450fvcvd55))/frmDealer.aspx

File Edit View Favorites Tools Help

Home Notice Regarding May Assessment Change Password My HelpDesk Logout

Trade & Taxes Department

Name - ID: A.B.C Pvt Ltd - 0799999999
 Address: New Delhi
 Frequency Type: Monthly
 Current Charge: Ward 203-Dealer

Profile Annexure 2A & 2B Online Return Goods Movement Central Forms Assessment Order Online Forms Payment Reconciliation

Requisition Account for Declaration Form H

Record Submitted Successfully

All the (*) marked fields are mandatory

Financial Year: 2012-2013
 Period: Quarter-1

Financial Year : 2012-2013 Period : Quarter-1

Select S.No	Party TIN	Gross Amount (Rs.)	Amount Reduced (Rs.)	Aggregate of All Bills (Rs.)	Aggregate of All Item's Quantity	Export Detail Value	Declaration	Net Amount (Rs.)	Period
<input type="checkbox"/>	999999999	450000.00	0	0	0	0	Certification	450000	Quarter-4 (2011)
<input type="checkbox"/>	999999999	6050000.00	0	0	0	0	Certification	6050000	Quarter-1 (2012)

All the above data is correct and verified.
 Submit

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Step 25

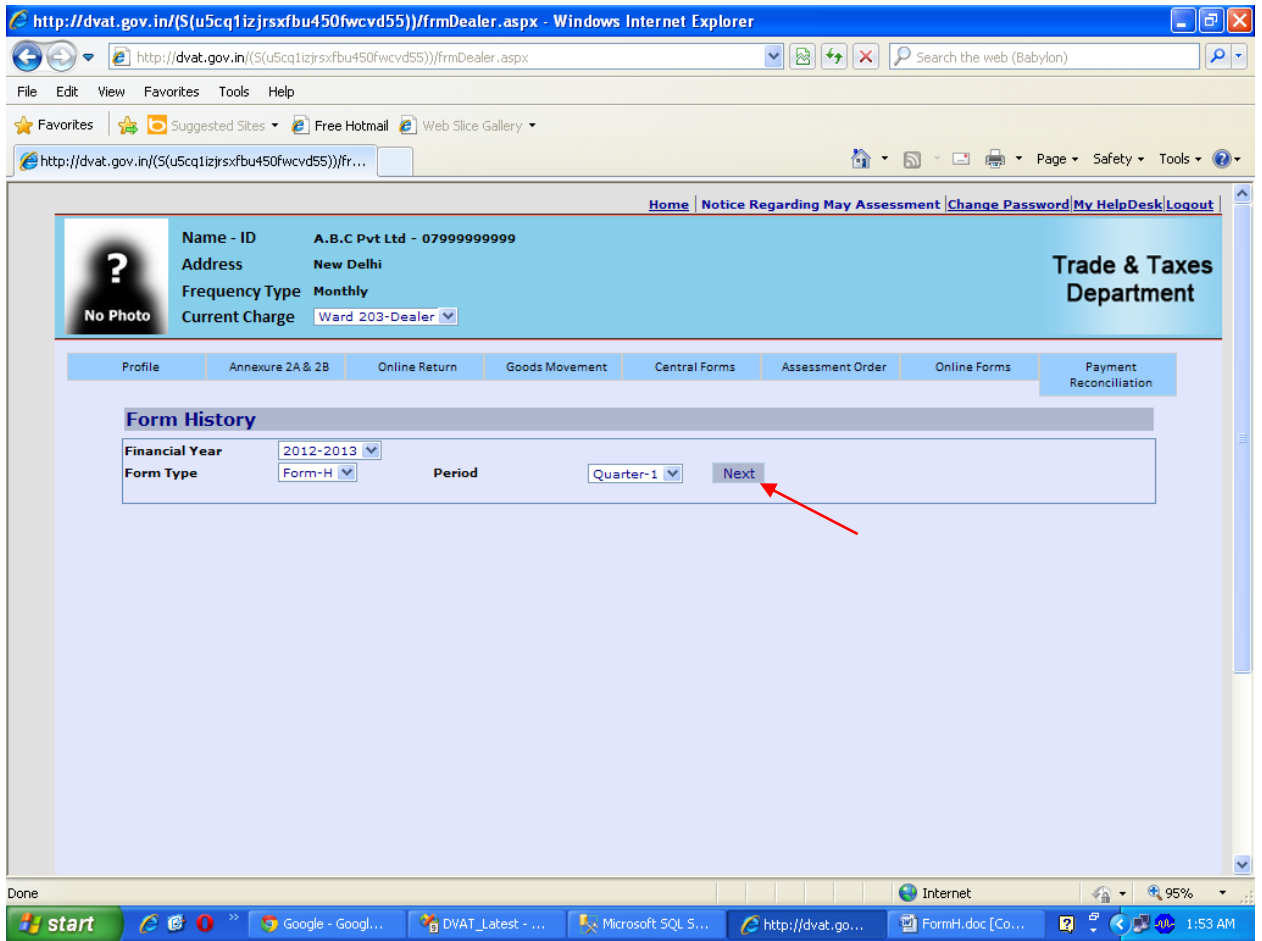
Move the cursor to **'Online Forms'** and select **'Download'** from the drop down.

The screenshot shows the DVAT.gov.in website in a Windows Internet Explorer browser. The user is logged in as 'A.B.C Pvt Ltd - 07999999999' with a 'Monthly' frequency type and 'Ward 203-Dealer' current charge. The 'Trade & Taxes Department' header is visible. A navigation menu includes 'Profile', 'Annexure 2A & 2B', 'Online Return', 'Goods Movement', 'Central Forms', 'Assessment Order', 'Online Forms', and 'Payment Reconciliation'. The 'Online Forms' menu is open, showing options for 'C-FORM', 'F-FORM', 'H-FORM', and 'Download'. A red arrow points to the 'Download' option. Below the menu, there are instructions: '-> For filing NIL Form 2A & 2B, Go on "Approval Forms".', '-> To Edit Contact Details (Mobile Number, E-mail ID) [Click Here](#)', and '-> To Download Central Forms User Manual [Click Here](#)'.

Step 26

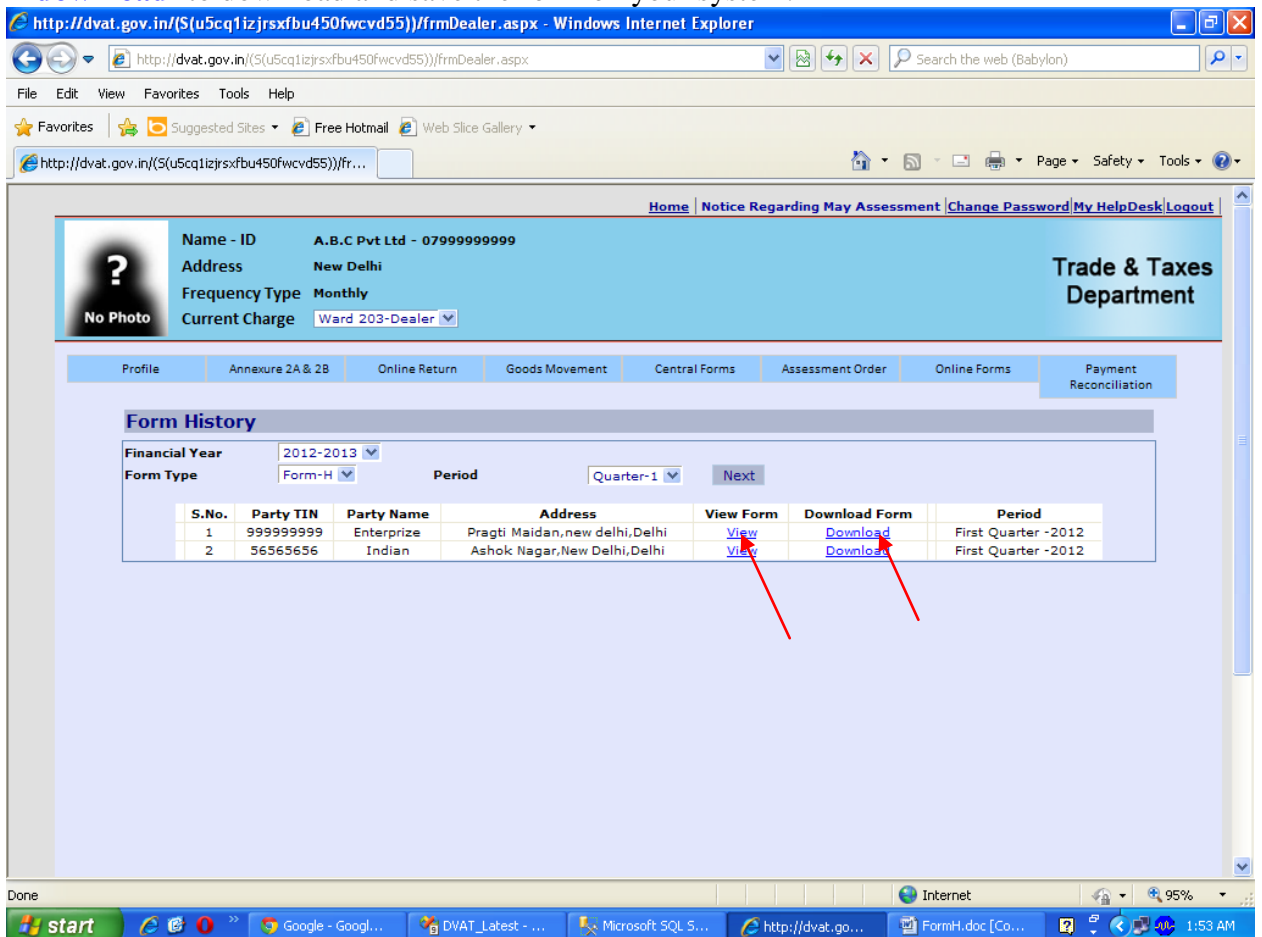
Select **Financial Year** and **Form Type** and **Period**

The screenshot shows the DVAT.gov.in website in a Windows Internet Explorer browser. The user is logged in as 'A.B.C Pvt Ltd - 07999999999' with a 'Monthly' frequency type and 'Ward 203-Dealer' current charge. The 'Trade & Taxes Department' header is visible. A navigation menu includes 'Profile', 'Annexure 2A & 2B', 'Online Return', 'Goods Movement', 'Central Forms', 'Assessment Order', 'Online Forms', and 'Payment Reconciliation'. The 'Form History' section is active, showing three dropdown menus: 'Financial Year', 'Form Type', and 'Period'. Each dropdown menu has a 'Select' option. A 'Next' button is visible to the right of the 'Period' dropdown. Red arrows point to the 'Select' options for 'Financial Year', 'Form Type', and 'Period'.



Step 27

Click on the hyper link **‘View’** under the heading **‘View Form’**. Click on the hyper link **‘download’** to download and save the form on your system.



Step 28

Click on 'Save' button and save the form on your computer.

The screenshot shows the DVAT portal interface. The user profile is for A.B.C Pvt Ltd, New Delhi, with a monthly frequency and a current charge of Ward 203-Dealer. The 'Form History' section displays a table of forms:

S.No.	Party TIN	Party Name	Address	View Form	Download Form	Period
1	999999999	Enterprize	Pragti Maidan,new delhi,Delhi	View	Download	First Quarter -2012
2	56565656	Indian	Ashok Nagar,new Delhi,Delhi	View	Download	First Quarter -2012

A 'File Download' dialog box is open, asking 'Do you want to open or save this file?'. The file details are: Name: 12210000100812.pdf, Type: Adobe Acrobat Document, From: dvat.gov.in. The 'Save' button is highlighted with a red arrow.

Step 29

Online issued H Form with Unique Form Number and Seal.

The screenshot shows the online issued H Form. The form is titled 'THE CENTRAL SALES TAX (Registration & Turnover) Rules, 1957 'FORM H' Certificate of export [see rule 12(10)]'. The unique form number is 12210000100812, which is highlighted with a red arrow. The registration number of the exporter is 0799999999, also highlighted with a red arrow. The form includes the following details:

Serial No.: 12210000100812
Name of issuing State: NCT OF DELHI
Office of issue: Department of Trade & Taxes, Government of NCT of Delhi
Date of issue: 28-08-2012
Valid for: First Quarter -2012

Name and complete address of the exporter: A.B.C Pvt Ltd , New Delhi
Registration Number of the exporter under the Central Sales Tax Act,1956,if any: 0799999999

To (Name and complete address of the seller): Enterprize,Pragti Maidan,new delhi,Delhi

Sales tax registration number of the Seller:
(a) Under the relevant State sales tax law: 999999999
(b) Under the central Sales Tax Act,1956: 999999999

Certificate I- Certified that the goods (the particulars whereof have been specified in items (1) and (2) of the schedule below) supplied in pursuance of our

Purchase order No.	Date	
P3434	06-04-2012	
purchased from you as per		
Bill/Cash Memo/Challan No.	Date	Amount
B65656	06-04-2012	78074000
Total Amount 78074000		

have been sold by me /us, in course of export out of the territory of India, as per details given in items (3) to (6) of the said Schedule, and that the said goods were purchased from you by me /us after, and for the purpose of complying with the

Agreement or Order No.	Date
A435435	06-04-2012

for or in relation to such export.

Certificate II- It is further certified that non-liability to tax under the Central Sales Tax Act, 1956 in respect of goods referred to in Certificate I has not been claimed from any other person and that no other certificate for such non liability has been issued to any other person in India in respect of those goods.

Certificate III- It is further certified that in case the goods covered by this certificate are reimported into India by me /us after their exports, I/we undertake to inform the sales tax authority of the person to whom this certificate has been supplied, about the fact of such reimport within a period of one month from the date of reimport of the said goods into India.

THE SCHEDULE

A-particulars of goods

1) Description of goods	2) Quantity of goods
PAPAD (131003)	445-Quintal

B-Details regarding export

3) Name of the airport, seaport or land customs station through which the goods have been exported. - Delhi Airport,

4) Name of the airlines/ship/railway/goods vehicles or other means of transport through which the export has taken place. - Jet Airways,

5) Number and date of air consignment note/bill of lading/railway receipt or goods vehicle record or postal receipt or any other document in proof of export of goods across the customs frontier of India (Certified copy of such air consignment note/bill of lading/railway receipt/goods vehicle record/postal receipt/other document to be enclosed). - B6565-date-06-04-2012

6) Description, quantity/weight and value of the goods exported under the document referred to in item (5) above - Exported to China, 232-Quintal and 45435

Verification

The above statements are true to the best of my knowledge and belief and nothing has been concealed therefrom

Signature with date-----

Name of the person signing the certificate-----
Status of the person signing the certificate in relation to the exporter-----

Done

Internet

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