

## Amendment Log

<b>Version No.</b>	<b>Date</b>	<b>Change No.</b>	<b>Brief Description</b>	<b>Sections Changed</b>
0.1	13-May-14		Draft version	All
0.2	05-Jun-14		Updated all sections and added table of contents	All
1.0	12-Sep-14		Verified and updated the URL	All

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# 4 Submission of inventory details

A dealer or transporter can submit inventory details in one of the following ways:

- 3.1. by logging in as registered dealer (TIN and password)
- 3.2. by logging in as enrolled transporter (Enrollment number and password)
- 3.3. generating One Time Password(OTP) and using this OTP to login

Please note that the third option is only for dealer or transporter who does not possess a TIN or enrollment number.

## 1.3 Login for registered dealer or enrolled transporter

**Step 1:** Type the following URL in the web browser to reach the Anti-Evasion System login page.

<http://egov.wbcomtax.gov.in/AntiEvasionSystem/>

The application is best viewed in Google Chrome (version 35.0 or above), Mozilla Firefox (version 29.0 or above) and Internet Explorer (version 9 or above).

DEPARTMENT OF FINANCE, GOVT. OF WB  
Directorate of Commercial Taxes

**PLEASE LOGIN**

Select User Type

Username Enter Username

Password Enter Password

OTP Enter OTP

Enter captcha **TONOC**

Generate OTP LOGIN

**Note:**

1. If you are a registered dealer, please select 'Registered Dealer' in User Type and enter TIN in Username, password in Password field, CAPTCHA code and click on Login.
2. If you are an enrolled transporter, please select 'Enrolled Transporter' from User Type and enter Enrollment No. in Username, password in Password field, CAPTCHA code and click on Login.
3. In all other cases, please generate OTP by entering CAPTCHA code and clicking on the 'Generate OTP' button. After receiving the OTP, please select 'Other Transporter/Dealer' in User Type, enter the OTP in OTP field, CAPTCHA code and click on Login.

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Screen : Login page

Sr. No	Fields	Error Messages	Input Validations
1	Select user type	Invalid credentials	Select at least one from drop down

2	username	Invalid credentials	Maximum allowed alphanumeric (0-9)(A-Z)(a-z) is 38
3	password	Invalid credentials	Maximum allowed characters (0-9)(A-Z)(a-z) is 57
4	OTP	Invalid credentials	Maximum allowed digit(0-9) is 57
5	Enter CAPTCHA	Invalid CAPTCHA	Maximum allowed character(A-Z) is 5
6	Generate OTP	Enter CAPTCHA	To generate OTP, CAPTCHA must be entered first
7	Login	Invalid credentials	To login we must specify 'select user type, username, password, CAPTCHA for user login and for OTP login we must specify OTP code.

## Step 2:

### Registered dealer:

Select 'Registered Dealer' under 'Select User Type' (1), enter the 11-digit TIN and the associated password in the Username and Password fields respectively. Finally, enter the *captcha* word that is displayed next to (5) and click on Login.

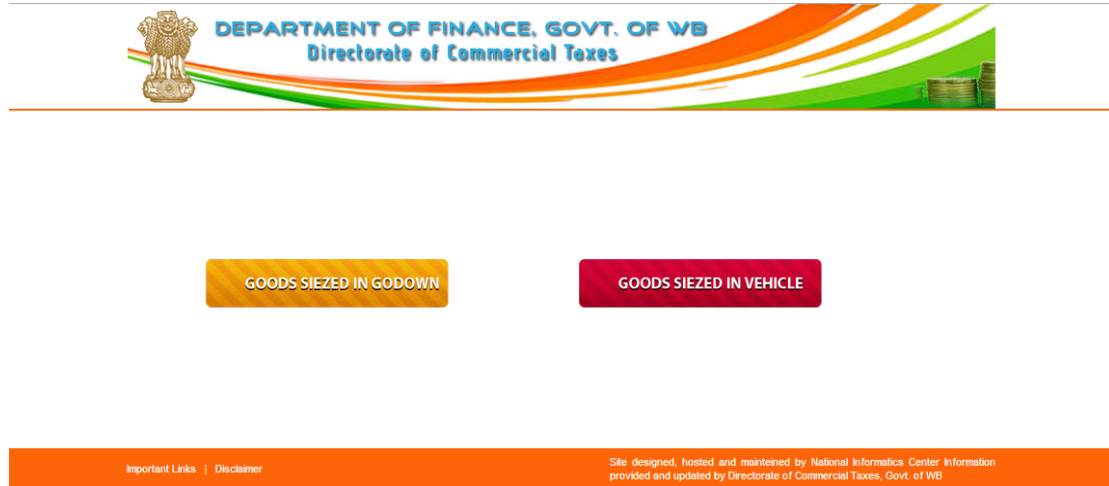
### Enrolled transporter:

Select 'Enrolled Transporter' under 'Select User Type' (1), enter the 12-digit enrollment number and the associated password in the Username and Password fields respectively. Finally, enter the *captcha* word that is displayed next to (5) and click on Login.

*Note: If the letters of the captcha word are not clearly distinguishable, refresh the screen by pressing F5 on the keyboard or right-click on the mouse and select refresh.*

**Step 3:** If the login is successful, the screen shown below appears. Select the appropriate link to proceed.

*Please refer to the following section for submitting inventory details - section [1.3](#) for goods seized from vehicle and section [1.4](#) for goods seized from godown.*



**Screen : On successful login**

## **1.4 Login for unregistered dealer or un-enrolled transporter**

**Step 1:** Type the following URL in the web browser to reach the Anti-Evasion System login page.

<http://egov.wbcomtax.gov.in/AntiEvasionSystem/>

*The application is best viewed in Google Chrome (version 35.0 or above), Mozilla Firefox (version 29.0 or above) and Internet Explorer (version 9 or above).*

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**Directorate of Commercial Taxes**

**PLEASE LOGIN**

Select User Type

Username Enter Username

Password Enter Password

OTP Enter OTP

Enter captcha **FONOC**

Generate OTP LOGIN

**Note:**

1. If you are a registered dealer, please select 'Registered Dealer' in User Type and enter TIN in Username, password in Password field, CAPTCHA code and click on Login.
2. If you are an enrolled transporter, please select 'Enrolled Transporter' from User Type and enter Enrollment No. in Username, password in Password field, CAPTCHA code and click on Login.
3. In all other cases, please generate OTP by entering CAPTCHA code and clicking on the 'Generate OTP' button. After receiving the OTP, please select 'Other Transporter/Dealer' in User Type, enter the OTP in OTP field, CAPTCHA code and click on Login.

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### Screen : Login page

#### Step 2:

A One Time Password (OTP) has to be generated to enable filling and submitting of inventory details. To do this, enter the *captcha* word that is displayed next to (5) and click on 'Generate OTP' button. *Please leave the other fields blank.*

*Note: If the letters of the captcha word are not clearly distinguishable, refresh the screen by pressing F5 on the keyboard or right-click on the mouse and select refresh.*

#### Step 3:

The user will be directed to the screen shown on the next page to enter details for generating and sending OTP.

**Goods seized from:** If the goods were seized from godown, select 'Godown' else if the goods were seized from vehicle, select 'Vehicle'.

**Registration for:** Select the correct option from the dropdown depending on whether you are a dealer or transporter.

**Email address to send OTP:** Please ensure that the email address is correct as the OTP will be sent to this address. Email is an optional field.

**Mobile number to send OTP:** Please ensure that the mobile number is correct as the OTP will be sent to this number. This is a mandatory field.

**Note:** 1. All fields marked \* are mandatory.

2. Please do not prepend '0' or '+91' before the mobile number. Enter **only** the 10-digit number.

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OTP REGISTRATION


Generate OTP only if you are not an enrolled transporter or registered dealer.

Goods seized from \*  Godown  Vehicle

Registration for \*

Email address to send OTP

Mobile number to send OTP \*



Fields marked \* are mandatory

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### Screen : OTP generation

Sr. No	Fields	Error Messages	Input Validations
1	Submit	Fields marked are mandatory	The following fields are mandatory and must be filled-in: <sup>35</sup> <sub>17</sub> Goods seized from <sup>35</sup> <sub>17</sub> Registration for <sup>35</sup> <sub>17</sub> Mobile number4 to send OTP
2	Goods seized from	Required field	By default its 'vehicle'. User must check either godown or vehicle radio buttons
3	Registration for	Required field	User must select at least one from the dropdown
4	Mobile number to send OTP	Maximum allowed digit is 10	A valid 10 digit phone number must be entered
5	CAPTCHA	Invalid captcha	Required field

Below is an example where the user has selected vehicle and unregistered dealer.

**OTP REGISTRATION** 🏠

Generate OTP only if you are not an enrolled transporter or registered dealer.

Goods seized from \*  Godown  Vehicle

Registration for \* Unregistered Dealer ▾


Dealer name \*

Trade name / Firm / Organization

Dealer address \*

Email address to send OTP

Mobile number to send OTP \*



Fields marked \* are mandatory

**Screen : OTP generation**

Sr. No	Fields	Error Messages	Input Validations
1	Submit	Fields marked are mandatory	The following fields are mandatory and must be filled-in: <sup>35</sup> / <sub>17</sub> Goods seized from <sup>35</sup> / <sub>17</sub> Registration for <sup>35</sup> / <sub>17</sub> Dealer name <sup>35</sup> / <sub>17</sub> Dealer address <sup>35</sup> / <sub>17</sub> Mobile number4 to send OTP
2	Goods seized from	Required field	By default its 'vehicle'. User must check either godown or vehicle
3	Registration for	Required field	User must select at least one from the dropdown
4	Dealer name	Maximum allowed character is 40	All names should not exceed more than 40 characters
5	Trade name/firm/organization	Maximum allowed character is 50	Tin number should not exceed more than 50 characters
6	Dealer address	Maximum allowed character is 400	All places /address should not exceed more than 400 characters
7	Mobile number to send OTP	Maximum allowed digit is 10	A valid 10 digit phone number must be entered
8	CAPTCHA	Invalid captcha	Required field



#### Step 4:

Once all the details are entered correctly, click on the 'Submit' button. A **userID** and **OTP** will be sent to the mobile number and email address (if provided).

#### Step 5:

Once the OTP is received, type the same URL (<http://egov.wbcomtax.gov.in/AntiEvasionSystem/>).

Select 'Other dealer/transporter' under 'Select User Type' (1), enter the user ID and the OTP (sent via SMS) in the Username and OTP fields respectively. Finally, enter the *captcha* word that is displayed next to (5) and click on Login.

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**PLEASE LOGIN**

Select User Type

Username Enter Username

Password Enter Password

OTP Enter OTP

Enter captcha **RONCC**

Generate OTP LOGIN

**Note:**

1. If you are a registered dealer, please select 'Registered Dealer' in User Type and enter TIN in Username, password in Password field, CAPTCHA code and click on Login.
2. If you are an enrolled transporter, please select 'Enrolled Transporter' from User Type and enter Enrollment No. in Username, password in Password field, CAPTCHA code and click on Login.
3. In all other cases, please generate OTP by entering CAPTCHA code and clicking on the 'Generate OTP' button. After receiving the OTP, please select 'Other Transporter/Dealer' in User Type, enter the OTP in OTP field, CAPTCHA code and click on Login.

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Screen : Login page

#### Step 6:

If the login is successful, the user will be redirected to the appropriate screen based on what has been selected for 'Goods seized from' in screen 5.

**Please refer to the following section for submitting inventory details - section [1.3](#) for goods seized from vehicle and section [1.4](#) for goods seized from godown.**

## **1.5 Submission of inventory details for vehicle goods**

### **Step 1:**

After successfully logging in and selecting 'Goods seized in vehicle (for registered dealer or enrolled transporter), a screen similar to the one shown below (screen 7 or screen 8) appears.

1. All fields marked \* are mandatory.
2. **Screen 7** is displayed to a dealer (registered or unregistered). The four fields – TIN, Dealer name, Trade name/Firm/Organization and Principal Place of business are read-only and cannot be updated. These details are retrieved from the TIN database in case of registered dealer and from OTP generation screen, in case of unregistered dealer.

**Screen**

Sr. No	Fields	Error Messages	Input Validations
1	Next	Fields marked are mandatory	The following fields are mandatory and must be filled-in: <sup>35</sup> / <sub>17</sub> Bureau unit <sup>35</sup> / <sub>17</sub> Zone <sup>35</sup> / <sub>17</sub> Check post <sup>35</sup> / <sub>17</sub> Interception date and time <sup>35</sup> / <sub>17</sub> Place of interception <sup>35</sup> / <sub>17</sub> Vehicle number <sup>35</sup> / <sub>17</sub> Name of driver/person carrying goods <sup>35</sup> / <sub>17</sub> Dealer name

			<sup>35</sup> / <sub>17</sub> Principal place of business <sup>35</sup> / <sub>17</sub> Detention date and time
2	<sup>35</sup> / <sub>17</sub> Interception date and time <sup>35</sup> / <sub>17</sub> Detention date and time	Date: Please enter the valid date in d-mm-yyyy format and time in hh:ss format	All date should be in dd-mm-yyyy format and time should be in hh:ss Detention date and time must be the later date and time than Interception date and time.
3	Phone no. of driver/person carrying goods	Maximum allowed digits is 13	Tin number should not exceed more than 13 digits(0-9)
4	Place of interception	Maximum allowed character is 40	This field should not exceed more than 40 characters
5	Vehicle number	Maximum allowed character/digit is 10	Vehicle number can be alphanumeric and should not exceed more than 10(0-9)(A-Z)(a-z)
6	<sup>35</sup> / <sub>17</sub> Principal place of business <sup>35</sup> / <sub>17</sub> Address of the driver/person carrying goods	Maximum allowed character is 400	All places /address should not exceed more than 400 characters
7	<sup>35</sup> / <sub>17</sub> Name of driver/person carrying goods <sup>35</sup> / <sub>17</sub> Transporter name	Maximum allowed character is 60	All names should not exceed more than 60 characters
8	TIN	Maximum allowed digits is 11	Tin number should not exceed more than 11 digits(0-9)
9	Trade name/firm/organization	Maximum allowed character is 50	Tin number should not exceed more than 50 characters
10	Dealer name	Maximum allowed characters is 40	Dealer name should not exceed more than 40 characters

3. **Screen 8** is displayed to a transporter (enrolled or un-enrolled). The four fields – Enrollment number, Transporter name, Trade name/Firm/Organization and Principal Place of business are read-only and cannot be updated. These details are retrieved from the enrollment database in case of enrolled transporter and from OTP generation screen, in case of un-enrolled transporter.

**SEIZURE DETAILS** 🏠

Bureau unit \*

Zone \*

Checkpoint \*

Interception date and time \*

Place of interception \*

Vehicle number \*

Name of driver / person carrying goods \*

Address of driver / person carrying goods

Phone no. of driver / person carrying goods

Enrollment No. (If blank, transporter is not enrolled)

Transporter name

Trade name / Firm / Organization

Principal place of business

Detention date and time \*

Fields marked \* are mandatory

### Screen

Sr. No	Fields	Error Messages	Input Validations
1	Next	Fields marked are mandatory	The following fields are mandatory and must be filled-in: <sup>35</sup> / <sub>17</sub> Bureau unit <sup>35</sup> / <sub>17</sub> Zone <sup>35</sup> / <sub>17</sub> Check post <sup>35</sup> / <sub>17</sub> Interception date and time <sup>35</sup> / <sub>17</sub> Place of interception <sup>35</sup> / <sub>17</sub> Vehicle number <sup>35</sup> / <sub>17</sub> Name of driver/person carrying goods <sup>35</sup> / <sub>17</sub> Detention date and time
2	<sup>35</sup> / <sub>17</sub> Interception date and time <sup>35</sup> / <sub>17</sub> Detention date and time	Date: Please enter the valid date in d-mm-yyyy format and time in hh:ss format	All date should be in dd-mm-yyyy format and time should be in hh:ss Detention date and time must be the later date and time than Interception date and time.
3	Phone no. of driver/person carrying goods	Maximum allowed digits is 13	Tin number should not exceed more than 13 digits(0-9)
4	Place of interception	Maximum allowed character is 40	This field should not exceed more than 40 characters
5	Vehicle number	Maximum allowed character/digit is 10	Vehicle number can be alphanumeric and should not exceed more than 10(0-9)(A-Z)(a-z)
6	<sup>35</sup> / <sub>17</sub> Principal place of business <sup>35</sup> / <sub>17</sub> Address of the driver/person carrying goods	Maximum allowed character is 400	All places /address should not exceed more than 400 characters
7	<sup>35</sup> / <sub>17</sub> Name of driver/person carrying goods <sup>35</sup> / <sub>17</sub> Transporter name	Maximum allowed character is 60	All names should not exceed more than 60 characters
8	Enrollment no.	Maximum allowed digits is 12	Tin number should not exceed more than 12 digits(0-9)
9	Trade name/firm/organization	Maximum allowed character is 50	Tin number should not exceed more than 50 characters
10	Transporter name	Maximum allowed characters is 40	Transporter name should not exceed more than 40 characters

Please fill all mandatory fields and ensure details are correct before clicking on the 'Next' button. **Once the 'Next' button is clicked, the user will not be able to come back to this page.**

### Step 2:

In the screen that appears on the click of 'Next', please enter all the relevant information.

- 5.1. If **Scheduled place for checking** and **Scheduled date & time for checking** are not known, you can leave them blank or with the default value.
- 5.2. If your inventory list has 30 items or less, please enter their particulars in the table displayed on the page.

In case of more than 30 items, please

1. Do not enter any particulars in the table displayed on the page
2. Click on the link 'Download inventory list template' to download a template
3. Enter the particulars in the downloaded spreadsheet
4. Upload the filled spreadsheet in 'Upload inventory list' WITHOUT renaming the file.
5. Please DONOT upload any other file.

**SEIZURE DETAILS** 🏠

Detention details saved successfully. Please enter inventory details and click on Submit.

**Inventory**

**Note:** If your inventory list has less than or equal to 30 items, please enter their particulars in the table below.  
 In case of more than 30 items, please  
 1. Do not enter any particulars in the below table  
 2. Click on the link 'Download inventory list template' to download a template  
 3. Enter the particulars in the downloaded spreadsheet  
 4. Upload the filled spreadsheet in 'Upload inventory list' WITHOUT renaming the file.  
 5. Please DONOT upload any other file.

Download inventory list template

S No.	Consignee name	Consignee TIN	Consignor name	Consignor TIN	Marking No. No. of Box/bag	Total No. Of bag/case/ctn.
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
7	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
8	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
9	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
10	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Upload inventory list  No file chosen

Scheduled place for checking

Scheduled date & time for checking

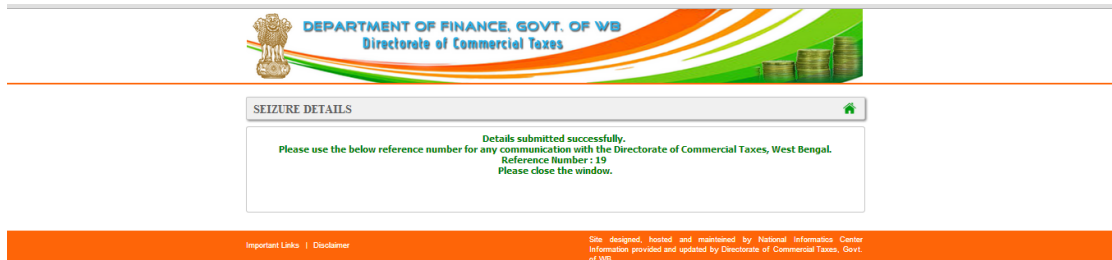
Fields marked \* are mandatory

**Screen :Seizure details**

Sr. No	Fields	Error Messages	Input Validations
1	Upload inventory list	Invalid File type	Valid file type is MSEXCEL(.xls/.xlsx) and filename should not contain special characters except(-,_) Upload only the filled spreadsheet and do not rename the file
2	Scheduled place for checking	Maximum allowed character is 40	All name and places should not exceed more than 40 characters
3	Scheduled date and time for checking	Date: Please enter the valid date in d-mm-yyyy format and time in hh:ss format	All date should be in dd-mm-yyyy format and time should be in hh:ss

### Step 3:

After all the details are filled, click on '**Submit**' button. A message with reference number is displayed as shown below. Please use this reference number for any communication with the Department of Commercial Taxes.




Screen : Successful message


## 1.3 Submission of inventory details for godown goods

### Step 1:

After successfully logging in and selecting 'Goods seized in godown (for registered dealer or enrolled transporter)', a screen similar to the one shown below (screen 11, 12 or screen 12, 13) appears.

1. All fields marked \* are mandatory.
2. **Screen 11 and 12** is displayed to a dealer (registered or unregistered). The four fields – TIN, Dealer name, Trade name/Firm/Organization and Principal place of business are read-only and cannot be updated. These details are retrieved from the TIN database in case of registered dealer and from OTP generation screen, in case of unregistered dealer.

SEIZURE DETAILS 

Bureau unit *	Select bureau ▼
Zone *	Select zone ▼
Checkpost *	Select checkpost ▼
Godown address *	<input type="text"/>
Phone number *	<input type="text"/>
Authorized person met *	<input type="text"/>
Status of person with respect to godown/goods *	<input type="text"/>
Address of authorized person *	<input type="text"/>
Authorized person phone no. *	<input type="text"/>
Godown belongs to *	<input type="radio"/> Dealer <input type="radio"/> Transporter
Dealer TIN	<input type="text"/>
Dealer name *	Anand Kumar
Dealer trade name *	ABC Traders
Dealer address *	121, K.R. Road, Kolkata - 700001
Search date and time *	05-06-2014 16:17 

Note: If your inventory list has less than or equal to 30 items, please enter their particulars in the table below.  
In case of more than 30 items, please

Screen

Dealer address \*

Search date and time \*

Notes: If your inventory list has less than or equal to 30 items, please enter their particulars in the table below. In case of more than 30 items, please

1. Do not enter any particulars in the below table
2. Click on the link, 'Download inventory list template' to download a template
3. Enter the particulars in the downloaded spreadsheet
4. Upload the filled spreadsheet in 'Upload inventory list' WITHOUT renaming the file.
5. Please DONOT upload any other file.

[Download inventory list template](#)

10									
11									
12									
13									
14									
15									
16									

Upload inventory list  No file chosen

Fields marked \* are mandatory

### Screen

Sr. No	Fields	Error Messages	Input Validations
1	Submit	Fields marked are mandatory	The following fields are mandatory and must be filled-in: <sup>35</sup> / <sub>17</sub> Bureau unit <sup>35</sup> / <sub>17</sub> Zone <sup>35</sup> / <sub>17</sub> Check post <sup>35</sup> / <sub>17</sub> Godown address <sup>35</sup> / <sub>17</sub> Phone number <sup>35</sup> / <sub>17</sub> Authorized person met <sup>35</sup> / <sub>17</sub> Status of the person with respect to godown/goods <sup>35</sup> / <sub>17</sub> Address of the authorized person <sup>35</sup> / <sub>17</sub> Authorized person phone number <sup>35</sup> / <sub>17</sub> Godown belongs to <sup>35</sup> / <sub>17</sub> Dealer name <sup>35</sup> / <sub>17</sub> Dealer trade name <sup>35</sup> / <sub>17</sub> Dealer address <sup>35</sup> / <sub>17</sub> Search date and time
2	<sup>35</sup> / <sub>17</sub> Godown address <sup>35</sup> / <sub>17</sub> Address of the authorized person <sup>35</sup> / <sub>17</sub> Dealer address	Maximum allowed character is 400	All places /address should not exceed more than 400 characters
3	<sup>35</sup> / <sub>17</sub> Phone number <sup>35</sup> / <sub>17</sub> Authorized person phone number	Maximum allowed digits is 10	Tin number should not exceed more than 10 digits(0-9)
4	Authorized person met	Maximum allowed character is 40	This field should not exceed more than 40 characters
5	Status of the person with respect to godown/goods	Maximum allowed character is 40	This field should not exceed more than 40 characters
6	Godown belongs to	Required field	By default its dealer , user can check on either of the radio button
7	Dealer TIN	Maximum allowed digit is 11	Tin number should not exceed more than 11 digits



8	Dealer name	Maximum allowed characters is 40	Name should not exceed more than 40 characters
9	Dealer trade name	Maximum allowed character is 50	Tin number should not exceed more than 50 characters
10	Search date and time	Date: Please enter the valid date in d-mm-yyyy format and time in hh:ss format	All date should be in dd-mm-yyyy format and time should be in hh:ss
11	Upload inventory list	Invalid File type	Valid file type is MSEXCEL(.xls/.xlsx) and filename should not contain special characters except(-,_) Upload only the filled spreadsheet and do not rename the file

3. **Screen 13 and 14** are displayed to a transporter (enrolled or un-enrolled). The four fields – Enrollment number, Transporter name, Trade name/Firm/Organization and Principal Place of business are read-only and cannot be updated. These details are retrieved from the enrollment database in case of enrolled transporter and from OTP generation screen, in case of un-enrolled transporter.

The screenshot shows a web form with the following fields and values:

- Bureau unit: Select bureau
- Zone: Select zone
- Checkpost: Select checkpost
- Godown address: [Empty text box]
- Phone number: [Empty text box]
- Authorized person met: [Empty text box]
- Status of person with respect to godown/goods: [Empty text box]
- Address of authorized person: [Empty text box]
- Authorized person phone no.: [Empty text box]
- Godown belongs to:  Dealer  Transporter
- Enrollment No.: [Empty text box]
- Transporter name: Anand Kumar
- Transporter trade name: ABC Traders
- Transporter address: 121, K.R.Road, Kolkata - 700001
- Search date and time: 05-06-2014 16:24

Note: If your inventory list has less than or equal to 30 items, please enter their particulars in the table below. In case of more than 30 items, please

**Screen**

Note: If your inventory list has less than or equal to 30 items, please enter their particulars in the table below.  
In case of more than 30 items, please

1. Do not enter any particulars in the below table
2. Click on the link 'Download inventory list template' to download a template
3. Enter the particulars in the downloaded spreadsheet
4. Upload the filled spreadsheet in 'Upload inventory list' WITHOUT renaming the file.
5. Please DON'T upload any other file.

[Download inventory list template](#)

24									
25									
26									
27									
28									
29									
30									

Upload inventory list  No file chosen

Fields marked \* are mandatory

### Screen

Sr. No	Fields	Error Messages	Input Validations
1	Submit	Fields marked are mandatory	The following fields are mandatory and must be filled-in: <sup>35</sup> / <sub>17</sub> Bureau unit <sup>35</sup> / <sub>17</sub> Zone <sup>35</sup> / <sub>17</sub> Check post <sup>35</sup> / <sub>17</sub> Godown address <sup>35</sup> / <sub>17</sub> Phone number <sup>35</sup> / <sub>17</sub> Authorized person met <sup>35</sup> / <sub>17</sub> Status of the person with respect to godown/goods <sup>35</sup> / <sub>17</sub> Address of the authorized person <sup>35</sup> / <sub>17</sub> Authorized person phone number <sup>35</sup> / <sub>17</sub> Godown belongs to <sup>35</sup> / <sub>17</sub> Transporter name <sup>35</sup> / <sub>17</sub> Transporter trade name <sup>35</sup> / <sub>17</sub> Transporter address <sup>35</sup> / <sub>17</sub> Search date and time
2	<sup>35</sup> / <sub>17</sub> Godown address <sup>35</sup> / <sub>17</sub> Address of the authorized person <sup>35</sup> / <sub>17</sub> Transporter address	Maximum allowed character is 400	All places /address should not exceed more than 400 characters
3	<sup>35</sup> / <sub>17</sub> Phone number <sup>35</sup> / <sub>17</sub> Authorized person phone number	Maximum allowed digits is 10	Tin number should not exceed more than 10 digits(0-9)
4	Authorized person met	Maximum allowed character is 40	This field should not exceed more than 40 characters
5	Status of the person with respect to godown/goods	Maximum allowed character is 40	This field should not exceed more than 40 characters
6	Godown belongs to	Required field	By default its dealer , user can check on either of the radio button
7	Enrollment no	Maximum allowed digit is 12	Tin number should not exceed more than 12 digits

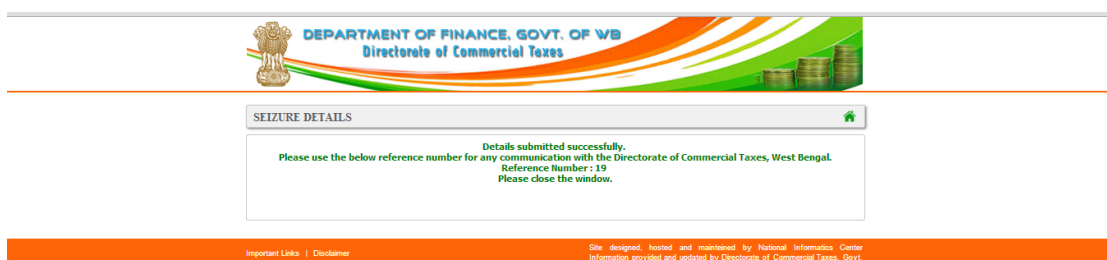
8	Transporter name	Maximum allowed characters is 40	Name should not exceed more than 40 characters
9	Transporter trade name	Maximum allowed character is 50	Tin number should not exceed more than 50 characters
10	Search date and time	Date: Please enter the valid date in d-mm-yyyy format and time in hh:ss format	All date should be in dd-mm-yyyy format and time should be in hh:ss
11	Upload inventory list	Invalid File type	Valid file type is MSEXCEL(.xls/.xlsx) and filename should not contain special characters except(-,_) Upload only the filled spreadsheet and do not rename the file

- 3.1. If the inventory list has 30 items or less, please enter their particulars in the table displayed on the page.  
In case of more than 30 items, please
1. Do not enter any particulars in the table displayed on the page
  2. Click on the link 'Download inventory list template' to download a template
  3. Enter the particulars in the downloaded spreadsheet
  4. Upload the filled spreadsheet in 'Upload inventory list' WITHOUT renaming the file.
  5. Please DONOT upload any other file.

Please fill all mandatory fields and ensure details are correct before clicking on the 'Submit' button. **Once the button is clicked, the user will not be able to come back to this page.**

## Step 2:

After the details are submitted, a message with reference number is displayed as shown below. Please use this reference number for any communication with the Department of Commercial Taxes.



## Screen

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