# **E-FILING**

OF

# RETURN

FOR

VAT

# USER

# MANUAL

#### Online Filing of Returns

Thanks for accessing the website of the Directorate of Commercial Taxes, West Bengal.

Now the dealers registered under the West Bengal Value Added Tax Act, 2003 can file their VAT returns ONLINE through a secured facility provided on this website. However, initially this facility is available only to the Registered Dealers who have been selected for the purpose. Letters have been issued / will be issued individually to all such selected dealers intimating such selection. <u>Charge-wise</u> lists of the selected dealers have also been displayed in this website in phases.

To file returns on-line, a selected dealer is required to deposit his tax within the time frame prescribed under the Act/ Rules in the usual method or by way of on-line payment electronically which system has been introduced from May 2008 through the State Bank of India, the Central Bank of India and certain other nationalized Banks.

Finally all dealers eligible to file electronic returns will have to obtain Digital Signature from the competent certifying authority. However, initially since Digital Signatures are not readily available, the selected dealers can submit online returns without Digital Signature. In such case, the dealers will be required to send a follow-up Signed Copy of the return. The dealer need not put in efforts again for preparing a signed copy. He may just take a print out of the online return, append his signature on it and simply mail the same to the concerned Assessing Authority.

As soon as the dealer's signed copy is received in the Corporate Division / Charge Office, the Commercial Taxes Directorate will validate the relevant record submitted by the dealer online. Thus the dealers do not need to stand in long queues only to catch up with the deadline of the quarter, as the date of submission of the online Return will be accepted for the purpose of limitation, if the signed copy of Return follows up within 15th of the month next to the month in which the return is due. It is to be ensured that the signed copy of the return for quarter ending 31.03.2008 reaches the Corporate Division/ Charge Office within 15th May, 2008 in the foresaid manner. If the signed copy reaches after 15th, then the date of receipt of the same will be treated as the date of submission of the online return.

If you are a selected dealer and file your return online, that will not only save your valuable time, but also will ensure that correct data are fed in the Directorate's computerised database of returns.

So please go ahead and simply log in and file the return for Q.E. 30.06.2009 following the instructions laid down.

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## Purpose :

This User Manual explains the steps for e-Filing of VAT Returns at the Directorate's website.

## **Definition, Acronyms & Abbreviations :**

DCT	Directorate of Commercial Taxes
ICT	Information and Communication Technology
VAT	Value Added Tax
CST	Central Sales Tax
TIN	Taxpayer's Identification Number
PC	Personal Computer

#### Procedures and Guidelines for e-Filing of Return

1) Who can file a return online?

Any dealer who is registered under VAT Act 2003 and selected for the purpose, can file VAT Return online.

2) How to create your Login account so as to access online e-Filing of Return System ?

Each dealer selected by the Directorate of Commercial Taxes has been provided with User-id and Password in the letter send by the Directorate to his business address, by post. A list of dealers selected for e-filing of VAT Returns is available in the website of the Directorate.

If the above - mentioned letter is not received by a selected dealer, he may contact the help-desk of the Directorate (Room No. 310 in the 3rd. floor of the main building at Beliaghata, Kolkata or call 2251-6784, Extn. 257).

## Pre-requisite for e-filing of Return

- 1. A dealer who has been selected and has been provided with User-id and Password from the Directorate of Commercial Taxes, can file his return electronically. Without getting User-id and Password, no dealer can file electronic return.
- 2. Please remember that the Password <u>must</u> be changed when you log in for the first time.
- 3. You can file electronic return using 'Download/ Upload Return Filing' method. For that you must have client software that can accept the data for e-Filing of return and later upload it to the XML version. The Client Software for e-Filing can be downloaded from e-Filing portal of the Directorate of Commercial Taxes after authentication using User-id and Password.
- 4. Client computer must have the following components installed :-
  - > Windows-XP / Windows 2000
  - Internet Explorer v6.0 and above additionally for 'Upload / Download Return Filing' facility
  - > Acrobat Reader 8.1 or above which can be downloaded free of cost from the website link http://www.adobe.com/products/acrobat/readstep2.html
  - If You don't have JRE 1.6 or Later then click the following link to <u>http://www.java.com/en/download/index.jsp</u>

## Steps for filing of Electronic Return in Download/ Upload method

#### Step-1

#### **Visit Website**

Visit the Directorate's website: <u>www.wbcomtax.gov.in</u>. Below is the front page of the portal.



If you do not have the 8.1 version of the Acrobat Reader you may first download the same by clicking at the link '*Download Acrobat Reader*' and install in your PC. You may next download the user manual by clicking at the link '*User Manual* for eFiling of Return' and save it in your desktop; preferably get a print of it to help you go ahead.

You may now click 'Login for eFiling of VAT return'. The following screen will be displayed on clicking this link.

Inst	ruction for e-Fili	ing of VAT Return:	User ID *
1. E	hter User IG and Pa hange Password if	Login for the first time	Password *
3. D	ownload any of Fo	rm 14, 14D, 15 and Save as per requirement.	
4. L	ogout.		Submit Cancel
5. U	nzip downloaded fi	le to get:	7 1
	For Form 14	For Form 14D For Form 15	
>	Form 14 PDF	Form 14D PDF Form 15 PDF	
>	JAR Version of Annexure	JAR Version of Annexure	
6. R tł	eturn data can be e ne first row	entered using the PDF version of Form listed at	
7. To 8. Fi	o enter all annexur ill up all Forms and	e data use JAR Version of Annexure click 'Check Form' button to check entered	
D	ata.		
9. 0	lick 'Export to XML' ave.	button to create corresponding XM, files and	
10. Lo	ogin again using Us	ser id and Password.	
11. U	pload XML Files.		
12. P	rint Acknowledgem	nent Receipt.	
13. Lo	ogin for User Manu	al.	

## Step-2

## **User Authentication**

This is the second page of the portal for electronic filing of return. You have to enter the User-id and Password which have been provided by the Directorate of Commercial Taxes. If you commit any mistake in doing so, you may re-enter those on clicking the '*Cance*l' button. You will have to click on the '*Submit*' button for user authentication by the server.

If the User-id and Password are incorrect, then the following screen will be displayed.

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User Manual for eFiling of Return for VAT (ver. 2.2)



At this stage, you will have to go to the earlier page on clicking the 'Go to Login Page' as displayed on the screen and try again with the user-id and password provided.

If you are entering for the first time, on successful authentication, you will be prompted to change the Password, as shown in the following screen.



Click on 'Go to change password'. The following screen will be displayed on doing so.

## Step-2

## Change Password

• Http://fi.122.15.14253988/cvb Projects coduit analytingpose.dg   • Http://fi.122.15.14253988/cvb Projects coduit analytingpose.dg   • Auxurk • Fracture Fordure Tools Help   • Outperformed tools   • Outperformed	🖉 Online E-return - Login - Windows Internet Explorer			262
The Edit View Facility Tools Help Coople C+ View of Address Debudies Coople C+ Address Address Address Coople C+ Address Coople C+ Address Coople C+ C+ Address C+	🚱 💽 👻 🝺 http://10.173.15.147:8588/vat-Project4-context-rook/d	hangepass.jsp	🖌 🛃 🗶 Google	P -
	File Edit View Pavorites Tools Help Coogle 🕞 + 🔮 Su 6 🐗 🛅 + 😭 Bou	kmarks + 📓 16 blockad   💝 Check, 🛩 🔦 A	utounk 👻 🎦 AutoMT 🕞 Sendito 👻 🥔	→ cgr til et 🌘
Directorate of Commercial Taxes  Directorate of Commercial Taxes  Change Your Password  User ID  Old Password  New Password  New Password  Select a Hint Question  Final Answer  E mail Id  Submit Cancel  (* Yandatory Entry )	🚖 🕸 🍘 Onine Fredum - Login 📄			🖶 • 🔂 Page • 🔘 Tools • 🎽
Select a Hint Question * Your Hinh Place	Directorate of Commercial	Departer Taxes Departer Change Your Password User ID - Old Password - New Password - Becenter Password -	artment of Finance, Govt.	of WB
Hint Answer * E mail Id * Submit Cancel (* Mandatory Entry )		Select a Hint Question *	Your Birth Place	×
E mail id * Submt Cancel (*Mandatory Entry)		Hint Answer*		
		E mail id *	Submit Cancel	
			1	· · · · · · · · · · · · · · · · · · ·

In the screen shown above, you will enter User-id and the Password given by the Directorate of Commercial Taxes for the first time. Next, new password, as per your choice, has to be entered the area provided. Password must be of 8 characters and a combination of alphabets, numbers and special characters. Special character is to selected from the list - "@", "!","<", ">","\*", "\$","+","~" except at first and last position of password.

#### Example of password composition - ab1cT\*x4

You will re-enter the new password and confirm the new password entered. You have to select a hint question and enter answer to that in the box provided. This hint answer has to be provided by you for authentication if you ever forget the Password. You will also have to enter an email id for further communication.

On 'Submit', the system displays the message after storing the new password. 'Cancel' button will reset all data entered. Henceforth you will have to access only with new password. You may change the Password at will at any periodic interval.

## Forgetting Password

In case you forget the Password, you have to click on link 'Forgot Password' in Login page and the screen shown below will appear. You will enter the answer to the hint question (question to authenticate user) selected at the time of 'Change Password,' and click 'Submit'. If answer to the hint question is correct, you will receive a Password from Directorate of Commercial Taxes in your email-id. You should again change Password after receiving the same.



Note – 'Forgot Password' facility is provided to you if you have changed your Password after first entry as hint answer and email-id has been provided for sending the newly generated Password.

## Step-4

### User Authentication with new password

You have to logout and enter the User-id and new Password as given by you in Change Password screen. If you commit any mistake in doing so, you may re-enter those on clicking the '*Cancel*' button. You have to click on the '*Submit*' button for user authentication by the server.

If the User-id and Password are incorrect, then the error screen will be displayed. After successful authentication following screen will be displayed.

Jorectorate of Commercial Taxes         Var RC Number:         192         Address:         16 TARA         0.         CALCUTTA Pin of D, CALCUTTA Pi			Department of Finance, Govt. of WB
Directorate of Commercial Taxes         VAT RC Number :       192         Address:       16 TARA         CALCUTA Pin c       38         District: KOLKATA State : WEST BENGAL         VAT Return Form 14         VAT Return Form 14D         VAT Return Form 14D         VAT Return Form 15         User Requirements         1. Internet Explorer 6.0 or Later.         2. Acrobat Reader 8.1.         3. Download JRE         it have Ret 1.6 or Later form 13			
VAT RC Number:       192         Address:       16 TARA         CALCUTTA Pin c       Bs         District:       Point         District:       VEST BENGAL         VAT Return Form 14       VAT Return Form 14D         VAT Return Form 15       VAT Return Form 15         User Requirements       If You don't have Internet Explorer then click the following link to Download Internet Explorer 6.0         Vuo don't have Acrobat Reader 8.1.       Vuo don't have Acrobat Reader 8.1.         3. Download JRE       If You don't have It. or Later then click the following link to Download Acrobat Reader 8.1.         True don't have JRE 1.6 or Later then click the following link to Download JRE 1.6       Test Provide Prov	Directorate of Comr	nercial Taxes	aret and
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VAT RC Number :       192         Address:       16 TARA         CALCUTTA Pin c       98         District : KOLKATA       81         State :       WEST BENGAL         VAT Return Form 14       VAT Return Form 14D         VAT Return Form 15       VAT Return Form 15         User Requirements       If You don't have Internet Explorer then click the following link to Download Acrobat Reader 8.1         1. Internet Explorer 6.0 or Later.       You don't have Arobat Reader 8.1         2. Acrobat Reader 8.1.       The outlick the following link to Download Acrobat Reader 8.1         J. Download JRE       If You don't have JRE 1.6 or Later then click the following link to Download JRE 1.6		عاليه واللائم	
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CALCUTTA Pin of District: KOLKATA State : WEST BENGAL     Bistrict: KOLKATA State : WEST BENGAL       VAT Return Form 14     VAT Return Form 14D       VAT Return Form 14D     VAT Return Form 15       User Requirements     If You don't have Internet Explorer then click the following link to Download Internet Explorer 6.0       1. Internet Explorer 6.0 or Later.     You don't have Arobat Reader 8.1 then click the following link to Download Acrobat Reader 8.1 If You don't have Internet Explorer 6.0       2. Acrobat Reader 8.1.     If You don't have Internet Explorer 6.0 Download JRE       3. Download JRE     Download JRE 1.6		Address:	16 TARA
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VAT Return Form 15         User Requirements         1. Internet Explorer 6.0 or Later.       If You don't have Internet Explorer 6.0         2. Acrobat Reader 8.1.       You don't have Arobat Reader 8.1         1. FYou don't have JRE 1.6 or Later       Download Acrobat Reader 8.1         3. Download JRE       If You don't have JRE 1.6 or Later then click the following link to Download JRE 1.6		V	AT Return Form 14D
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User Requirements       If You don't have Internet Explorer         1. Internet Explorer 6.0 or Later.       Download Internet Explorer 6.0         2. Acrobat Reader 8.1.       You don't have JRE 1.6 or Later         3. Download JRE       Download JRE 1.6         rint AcknowledgementSlip       Download JRE			
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rint AcknowledgementSlip	3. Download JRE		Download JRE 1.6
	Print AcknowledgementSlip		

For Dealers filing VAT Return Form 15, he has to click to open the section to Download Forms and User Manual Links and Upload XML Link. The Page will be as follows.

hange Password	Logout
Directorate of Commercial Taxes	Department of Finance, Govt. of WB
	I Return Form 14
VAT	Return Form 14D
TAV	T Return Form 15
Download PDF version o	f Form 15 to File Return IMPACT v2.2 NEW!
Down	nload User Nanual
Uplo	ad Your XML Files
#Note: Please Upload The	xML File Generated From The Return Form
User Requirements	If You don't have Internet Explorer
1. Internet Explorer 6.0 or Later.	Download Internet Explorer 6.0
ep-5	
wolcod PDE files	

You have to click on 'Download PDF version of Form 15 to File Return' link (as shown in the screen) to download the zip file viz. **E\_Return\_15.zip**. This zip

file contains the blank PDF files of 'Form 15 to be filled up by you for the purpose of filing return electronically. On clicking this link, the next screen will appear as:

nange Password		Logou
	File Download	Finance, Govt. of WB
Directorate of Com	Do you want to open or save this file? Name: E_Return_15.zip Type: Compressed (zipped) Folder From: 10.173.21.147	
Dow	Open     Serve     Cancel       Image: Always ask before opening this type of the     Image: Always ask before opening this type of the       Image: Always ask before opening this type of the     Image: Always ask before opening this type of the       Image: Always ask before opening this type of the     Image: Always ask before opening this type of the       Image: Always ask before opening this type of the     Image: Always ask before opening this type of the       Image: Always ask before opening this type of the     Image: Always ask before opening this type of the       Image: Always ask before opening this type of the     Image: Always ask before opening this type of the       Image: Always ask before opening this type of the     Image: Always ask before opening this type of the       Image: Always ask before opening this type of the     Image: Always ask before opening this type of the       Image: Always ask before opening this type of the     Image: Always ask before opening the       Image: Always ask before opening the     Image: Always ask before opening the       Image: Always ask before opening the     Image: Always ask before opening the       Image: Always ask before opening the     Image: Always ask before opening the       Image: Always ask before opening the     Image: Always ask before opening the       Image: Always ask before opening the     Image: Always ask before opening the       Image: Always ask before opening the     Image: Always ask before opening the       Image: Alwa	
	Download User Manual Upload Your XML Files #Note: Please Upload The XML File Generated From The Return Form	
Jser Requirements	If You don't have Internet B	xplorer

You are prompted to save the zip file. To do so, you will have to click on the 'Save' button on the dialogue box prompting the message. On clicking the 'Save' button, the next screen will appear as follows:

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#### **Download/ Upload Return Filing Method**



You will have to choose a directory where the zip file will be saved in your computer. To do so, you have to click on the 'Save' button. On clicking, the next screen will appear as:

Change Password	Logout
	Department of Finance, Govt. of WB
	400KB of E_Return_15.zip from 10.173.21 🗖 🗖 🔀
Directorate of Comm	
	E_Return_15.zip from 10.173.21.147
	Estimated time left Not known (Opened so far 400KB) Download to: C:\Documents an\E_Return_15.zip Transfer rate: 400KB/Sec
	Close this dialog box when download completes
	Open Open Folder Cancel
Downl	NEWI
	Download User Manual
	Unland Your VIII Files
	Upioad Four XML Files
#N	ote: Please Upload The XML File Generated From The Return Form
user kequirements	If You don't have Internet Explorer
1. Internet Explorer 6.0 or La	then dick the following link to Download Internet Explorer 6.0

#### Step-6

#### **Enter Return Form data**

After download is complete, you may disconnect internet and you have to unzip the downloaded zip file. You will get four .pdf files after unzip.

These files are as follows:

1. E\_Return\_15.pdf file representing the blank 'Form 15'. This file has 4 pages.

First screen of 'Form 15' pdf file is shown below.

	FO [See sub-rul	RM 15 e (2) of rule 34 ]	IMPACT V2.	2
Fordea	alers paying tax under *section	@ 16(3) C 16(3A) C 16(3B)	C18(4)	
	RETURN PERIOD			
From: [	оммлтт	REGISTRA	TION NUMBER	1
» [				
ne of the Dealer		Trade name If any		+
iress of the cipal place of iness				
	Whether original or revised retu	irn ? ()Original () Rev	/sed	
ed return , ente , and the date o	er the receipt No., Rec of furnishing the	elpt No.	DDWM	
al return (DD/N				
al return (DD/N	Burchase of goods in We	t Bengal and calculation of purc	hasetax	
al retum (DD/N	Purchase of goods in We	st Bengal and calculation of purc	hase tax From other tha Amount B (Rs.)	an registered dealer Purchase tax C (Rs.)
alretum (DD/N	Purchase of goods in We	st Bengal and calculation of purcless A(Rs)	hase tax From other tha Amount B (Rs.)	an registered dealer Purchase tax C (Rs.
1 Pur 1. Pur 2. Pur	Purchase of goods in We chase of goods exempt from tax chase of taxable goods. See note 1	st Bengal and calculation of purc From registered dealers A(Ra) 0	hace tax From other the Amount B (Rs.)	an registered bealer Purchase tax C (Rs
1. Pur 2. Pur 3. Tot	Purchase of goods in We chase of goods exempt from tax chase of taxable goods. See note 1 al:	st Bengal and calculation of purc From registered dealers A(Ra) 0 0 0 0	haze tax From other the Arnount B (Rs.) 0 0 0	sn registered dealer Purchase tax C (Rs 0
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1. Pur 2. Pur 3. Tot 4. Aggregat	Purchase of goods in We Purchase of goods in We chase of goods exempt from tax chase of taxable goods. See note 1 al: Sales in the return periods to of sale price (excluding VAT)	st Bengal and calculation of purc From registered dealers A(Ra) 0 0 0 0 0 0 0 0 0 0 0 0 0	haze tax From other the Amount B (Rs.) C O O O O O O O O O O O O O O O O O O	sn registered dealer Purchase tax C (Rs 0
1. Pur 2. Pur 3. Tot 4. Aggregat 5. Sale price	Purchase of goods in We Purchase of goods in We chase of goods exempt from tax chase of taxable goods. See note 1 al : Sales in the return period te of sale price (excluding VAT) acf goods on which tax has been paid of	st Bengal and calculation of purc From registered dealers A(Ra) 0 0 0 0 0 0 0 0 0 0 0 0 0	haze tax From other tha Amount B (Rs.)	sn registered dealer Purchase tax C (Rs) 0 0
	Purchase of goods in We Purchase of goods in We chase of goods exempt from tax chase of taxable goods. See note 1 al: Sales in the return peri- te of sale price (excluding VAT) e of goods on which tax has been paid of casion (Sec. 2(55)(a))	st Bengal and calculation of purcl From registered dealers A(Rs) 0 0 0 0 0 0 0 0 0 0 0 0 0	have tax From other tha Amount B (Rs.) O O O O O O O O O O O O O O O O O O O	on registered Sealer Purchase tax C (Rs) 0 0 0 0
I. Pur     I. Pur     I. Pur     I. Pur     I. Pur     I. S. Sale price     earlier ce     6. Sales "rei     Tumpuse	Purchase of goods in We Purchase of goods in We chase of goods exempt from tax chase of taxable goods. See note 1 al: Sales in the return peri- te of sale price (excluding VAT) act goods on which tax has been paid of casion (Sec. 2(55)(a)) turn / rejection within six months from 1 of tables (4.5.4)	st Bengal and calculation of purc From registered dealers A(Ra) 0 0 0 0 0 0 0 0 0 0 0 0 0	haze tax From other the Amount B (Rs.)	sn registered dealer Purchase tax C (Rs 0 0 0 0 0 0 0 0
	Purchase of goods in We Purchase of goods in We chase of goods exempt from tax chase of taxable goods. See note 1 al: Sales in the return peri- te of sale price (excluding VAT) acf goods on which tax has been paid of casion (Sec. 2(55)(a)) turn / rejection within six months from 1 of sales (4-5-6)	st Bengal and calculation of purch From registered dealers A (Ra) 0 0 0 0 0 0 0 0 0 0 0 0 0	haze tax From other tha Amount B (Rs.)	sn registered dealer Purchase tax C (Rs 0 0 0 0 0 0 0 0 0 0 0
1.     Pur       2.     Pur       3.     Tot       4.     Aggregat       5.     Sale price       earlier co     earlier co       6.     Sales *ret       7.     Tumover       8.     Taxpayat	Purchase of goods in We Purchase of goods in We chase of goods exempt from tax chase of taxable goods. See note 1 al: Sales in the return peri- te of sale price (excluding VAT) act goods on which tax has been paid of casion (Sec. 3)(5)(a)) turn / rejection within six months from 1 of sales (4-5-6) See under section 16(3) @ 0.25 per centu	st Bengal and calculation of purcless Ar(Rs.)  From registered dealers Ar(Rs.)  0  0  0  0  0  0  0  0  0  0  0  0  0	have tax From other tha Amount B (Rs.)  O O O O O O O O O O O O O O O O O O	sn registered Gealer Purchase tax C (Rs) 0 0 0 0 0 0 0 0

Note1 – Check the version of the VAT Forms. It should be 'IMPACT v2.2'

Note2 - For navigation i.e. moving from one field to another, you should use the <u>*Tab* button only</u>.

Note3 - You have to enter data in all forms. If the annexure is not applicable, then you have to fill up return period and Registration Number and click on '*Check Form*' and then click on '*Export to xml*' button to generate .xml file.

In SI. No. 22 **Payment Details** in **Challan No** column numeric part of challan no should be entered.

## Step-7

### **Check Form data**

After entering data in all the fields in each of the pdf forms, you have to click on the '*Check Form*' button as shown in the figure to uncover any error still not tracked. If any error exists, then it will be displayed with appropriate message.

DO/MM/YYY	Challan No.	Banly Treasury Name	Bank/Treasury Branch	Bank/Treasury Code	Period (YYYYMM	Ame I) R:	unt L
		-	-	•			
	3	-	-	-	X		
	8. 9	-		•			
				-			
		-	<b>•</b>	•			
		-	•				
				-			
			-	-			
			•	•			
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## Step-8

## Create xml data file

22. Payment Details

Date DO/MM/YYYY	Challan No.	Bank/Treasury Name	Bank/Treasury Branch	Bank/Treasury Code	Period (YYYYMM)	Amount Rs.
8						
-		I Г				
8		1 <u>.</u>		l		
8		[	<u> </u>			
			i	- 		

	Sale of the three main taxable commod	lities( in terms of sale value) during the return	period	Rate Of Tax %	2
	2	Name of the commodity		<u>.</u>	Amount
0	SELECT COMMODITY NAME			Select	
00	SELECT COMMODITY NAME			Select	
<b>0</b> 10	SELECT COMMODITY NAME			Select	
1. (Fu c	II Name in block letters]	return is correct and complete .			
1. (Fu c 17 •• Sig	II Name In block latters] lackare that the information given in this I declare that the information give insture with date	return is correct and complete . m in this return is correct and complete Name and status			
1. (Fu c 17 •• Sig	ll Name in block latters) lactare that the information given in this I declare that the information give nature with date	return is correct and complete . m in this return is correct and complete Name and status Check Form	Edit	Export to X/	AL

If there is no error, then '*Check Form*' will be disabled and '*Export to XML*' button and '*Edit*' button will be enabled. If you want to edit the data, Click on '*Edit*' button and modify the data or else click '*Export to XML*' button to generate the .xml file to be uploaded. You will be prompted to save it in your computer by giving filename of xml type in a directory of your choice. For each pdf, one xml file has to be saved for uploading.

Note - For ease of understanding and correlating, same names as in pdf may be used for xml files.

## Step-9

### Upload xml data file

To Upload xml files, you have to connect to the portal and enter your User-id and Password. After successful authentication, next screen as shown in the figure will appear. You have to click on the link showing '**Upload Your XML** *Files*'

Change Password	Logout
Directorate of Commercial Taxes	Department of Finance, Govt. of WB
VAT	Return Form 14
VATE	Return Form 14D
VAT	Return Form 15
Download PDF version of	Form 15 to File Return IMPACT v2.2 NEW!
Down	load User Manual
Uploa	d Your XML Files
<b>#Note:</b> Please Upload The X	(ML File Generated From The Return Form
User Requirements	
1. Internet Explorer 6.0 or Later.	If You don't have Internet Explorer then click the following link to Download Internet Explorer 6.0

You have to click on '*Browse*' button to select the xml files, stored in your PC, to be uploaded.

Change Passi	word			Logou
Director	rate of Comm	ercial Taxes	Dep	partment of Finance, Govt. of WB
		A second state of the	-	
	Upload The XML	File Generated From Tl	he Return Forr	m:
			Browse	
		Upload	Cancel Bad	ck
			Site designed, ho	osted and maintained by National Informatics Centre

You will select the file to be uploaded by moving to the folder where you have stored the file in your own PC.

Change Password					Carse I IV	Logo
Contraction of the second	Choose file					of WE
Directorate of	Look in: My Recent Documents	E_Return_1	5 xml	· 0 Ø	r 📂 🛄 -	
Upload	Desktop My Documents					
	My Computer					
	My Network Places	File name: Files of type:	E_Return_15.xml All Files (*.*)		-	Open Cancel



## <u>Step -10</u>

## Check for errors and print acknowledgement

At this time, server side error checking will be performed as shown in the figure below.

Directorate of Commercial Taxes	Department of Finance, Govt. of WB
Please Wait Your request is be This operation cannot be c It will continue even if the browser	ing Processed cancelled. window is closed.

If any error is found, then that will be displayed accordingly as shown in the figure below.

Change Password	Logout
Directorate of Commercial Taxes	Department of Finance, Govt. of WB
ERRORS DURING	UPLOAD
Return is Already Submitted for this Period.           Please Click here to go to Acknowledgement Slip	
Click Here to Continue Uploading XML File	
N.B: Please Donot Change Your XML File	
Important Links Disclaimer Information p	signed, hosted and maintained by National Informatics Centre rovided and updated by Directorate of Commercial Taxes, Govt. of WB

Errors are self explanatory. If the errors are found in the data entered in the pdf files, such errors have to rectified and xml files will have to be created and uploaded again.

On successful uploading of files, you will be informed with an acknowledgement slip as shown in the figure. You should take a print (by clicking on '*Print*' button) of it for future reference before '*logout*'.



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