DEMATERIALISED

WAYBILL

For

UNREGISTERED

PERSON

USER

MANUAL

PREFACE

> For import of taxable goods in West Bengal from any place outside the State, the importer has to use Way Bills recording therein the particular of consignments to be imported on the strength of the Way Bill.

> New electronic service of online issue of Way Bills in dematerialised form for unregistered person/ dealer, introduced by the Directorate of Commercial Taxes.

> The highlights of the new system are as under:-

  – In the system the un-registered dealer /person / organization willing to import goods has to generate the Way Bill electronically through the Directorate's website

  – The generation of the Way Bills will be made in original and duplicate.

  – The Way Bill obtainable through the new system is known as Form 50A.

  – Generation of Waybill can be done after application for Waybill and receiving of waybill key no. via SMS.

> Waybill and the annexure together will form a complete Way Bill. The transporter / driver should possess such a Way Bill before entering the territory of West Bengal.

> Please follow the User-Manual carefully for other details for generation of the Way Bill.

User Manual for Dematerialised Unregistered Waybill (version 1.0.1)

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Purpose :

This User Manual explains the steps for generating Dematerialised Waybill Unregistered Forms at the Directorate's website.

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

Acronym	Description
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

Visit Website

User Manual for Dematerialised Unregistered Waybill (version 1.0.1)

Visit the Directorate's website: www.wbcomtax.gov.in. Below is the front page of the portal.
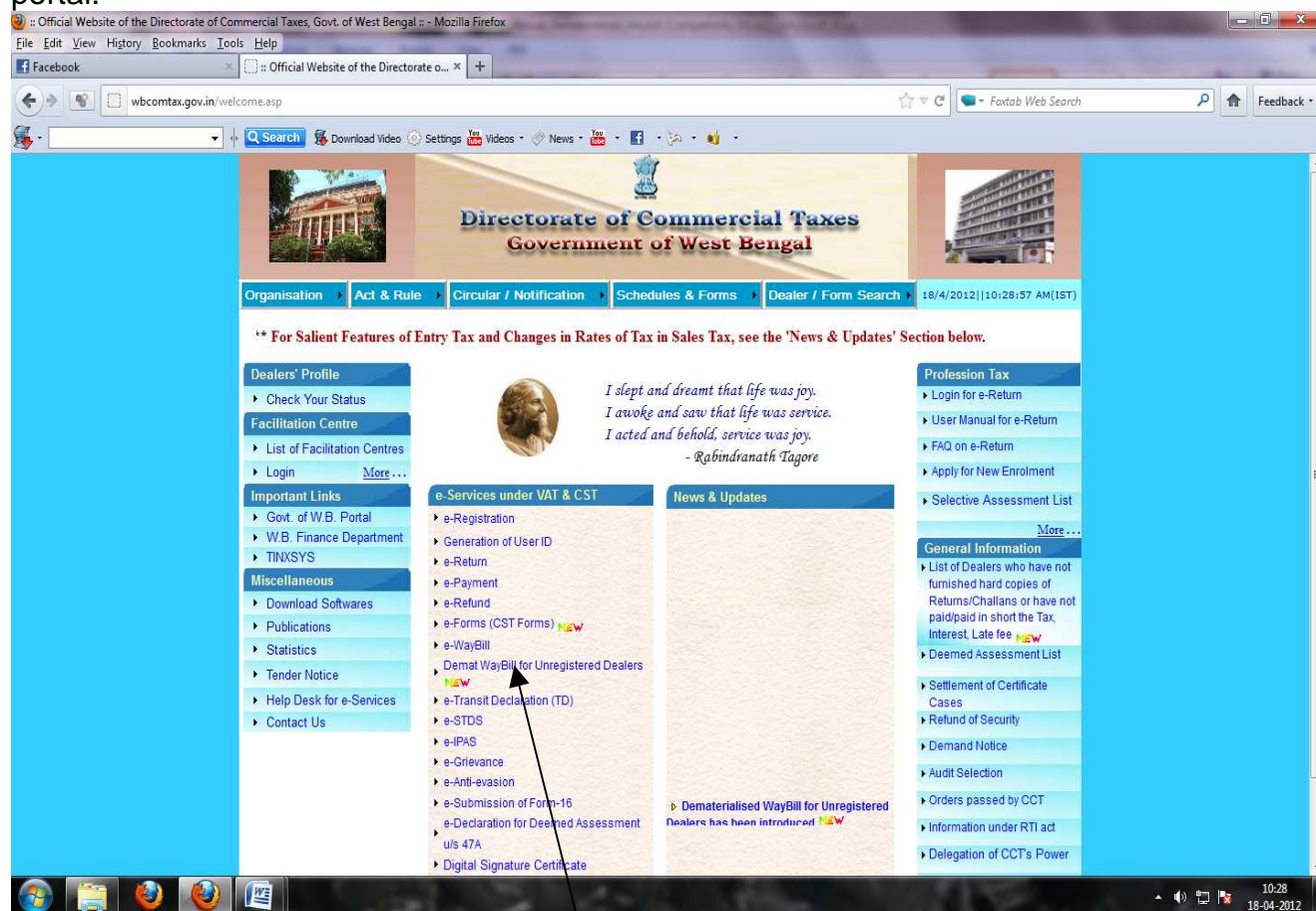
If you do not have the 8.1 version of the Acrobat Reader you may first download the same by clicking at the link *'Download Acrobat Reader'* and install in your PC. If the Acrobat Reader is already installed in your PC for eFiling of VAT Return, you need not download Acrobat Reader.

You may now click *' DematWaybillUnregisteredDealer'.* The following screen will be displayed on clicking this link.

SECTION – A

Steps for Login

The following page will appear

Dealer importing the goods henceforth referred to as 'Consignee' will fillup form for login.Dealer have to enter the name,address,valid email-id,mobile no. After that You will have to click on the '*Submit*' button. You have to enter the all the field with proper value.

Steps 2

After successfully submit the value following page will be appear

Now you have to enter the code of the image in the text box. Don't enter the access id. After insert the proper code in the text box click the submit button.

Steps 3

After successfully submit the following page will be appearing.

In this page there is three button-' **Dematerialised WayBill Application (Un-Registered)**' and '**Generate Dematerialised Waybill (Un-Registered)**' and '**Reprint Dematerialised Waybill (Un-Registered)**'.

The first button is for waybill application (unregistered dealer) and the second button is for generation of waybill.If you are fresh applicant then you have to have to first apply for the waybill with required information and document.If you have already applied for waybill then you click the button '**Generate Dematerialised Waybill (Un-Registered)**'.

If you click the button '**Dematerialised WayBill Application (Un-Registered)**' the following page will be appear.

This page is called computation sheet. Here you have to calculate the tax if it applicable for the goods you are importing from outside of west Bengal. Unregistered dealer are divided into three category called-Category A, Category B, Category C as given in the Instruction.

Category A: Unregistered / casual dealers not incurring liability to get registered under any of the State Act or Central Act, bringing in goods for sale in West Bengal.

Category B: Individuals, non-business organizations, associations, trusts, banks and similar others who are not liable to pay tax under the Act, for bringing in goods for their own consumption.

Category C: Government Departments, Undertakings, Statutory Bodies, Research & Educational Institutes and Universities etc., for bringing in goods not for sale but for Public Service or educational purpose.

Computation of Sale Value
Sale Value should be computed using the formula
   Sale Value = Invoice Value + Freight etc. + 30% profit
Sale value for category A and category C may be nil. Input 0 if nil.

If you have already made payment through challans then proceed. Remember that you have to made separate challan for entry tax and sale/VAT. If in any case you don't need to pay any tax then don't enter the invoice value in the given fields, leave all this field blank and click proceed.

After clicking the proceed button the following page will be appear

In this page you have to enter the required field like consignee name ,consignor name etc.If you are paying tax and made challan of this aount then you must enter the challan details and also enter the scan copy challan . For bank security deposit you have to give the scan copy of bank security deposit.After that you have to select the mode of transport. For road and others mode you have to enter the vehicle

number. After that you must enter consignment note no and date. The total value of invoice and total invoice which calculated on the jar enter on those field and also select the entry location .After that you must enter the XML file of invoice details. After that select status and upload related document. You must upload one scanned copy of document e.g. Invoice Note, Consignment Note or such other documents in support of the application. If the document have multiple page then please merge(add) the document after scan to make it as a single copy. After scan when you save the document please save it as a .jpeg/.jpg/.tiff/.gif file. The maximum size of the file must be less than or equal to 4Mb.The scanned copy of the document must be type of .jpeg/.jpg/.tiff/.gif. After giving the entire required information click the submit button.

Successfully submitting the information a acknowledgement slip will generate with a unique acknowledgement number and all the information. You (Dealer) must remember this acknowledgement number for further use. The acknowledge slip will be look like this


This is the acknowledgement slip. Dealer can take print out this page.

Steps 4

The dealer after getting the waybill key number through SMS from Commercial tax against his application number he will generate the waybill.To generate the waybill dealer have to follow this process.

Visit Website

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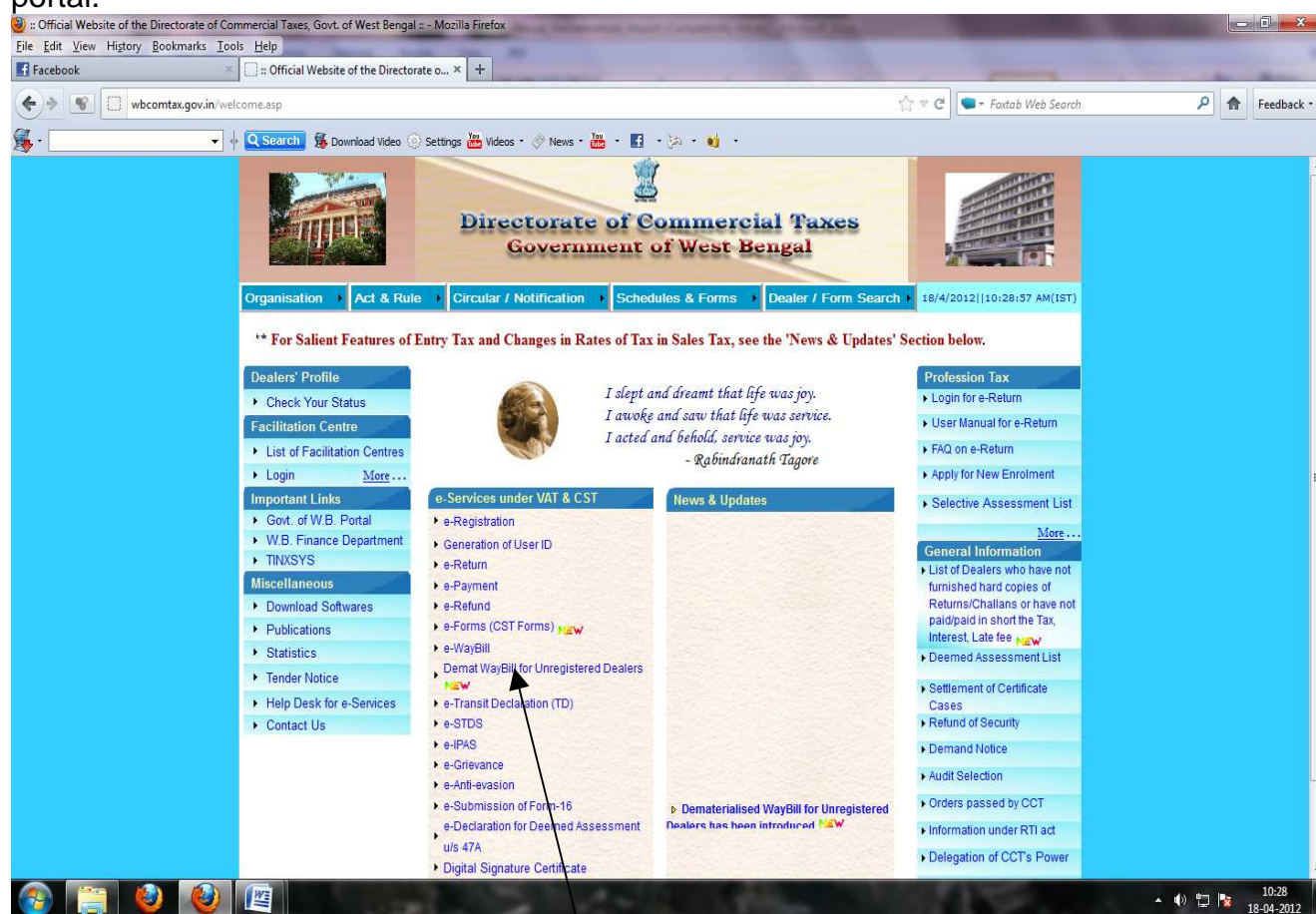
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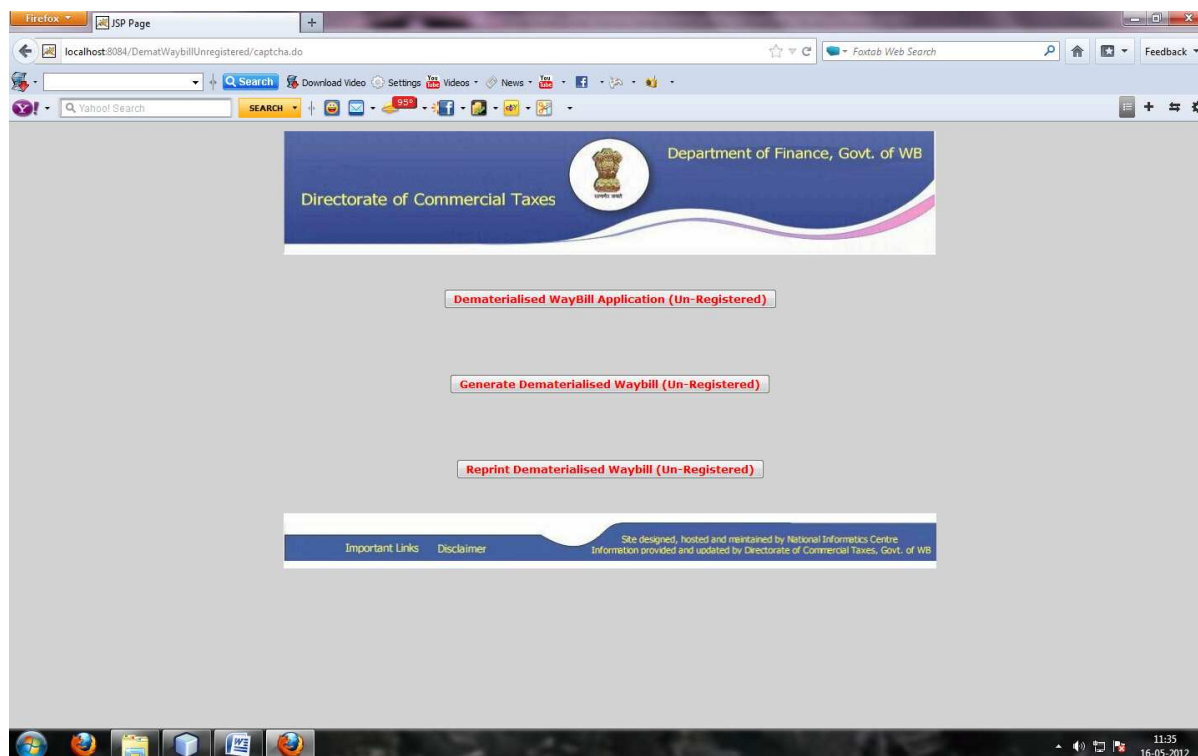After successfully submit the value following page will be appear

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Steps 3

After successfully submit the following page will be appearing.

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In this page there is two button-' **Dematerialised WayBill Application (Un-Registered)**' and '**Generate Dematerialised Waybill (Un-Registered)**'.
Now for generate the waybill click the button '**Generate Dematerialised Waybill (Un-Registered)**'.Clicking this button the following page will appear

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Now enter the application number and corresponding waybill key number in the given field.

After verification on server the following page will appear

Now here dealer can update his transport details information and consignno and consigndate. After successfully update the following page will appear

This page will show your application number and waybill key no. now click the button 'Generate Waybill' to generate waybill.After successfully submit the following pdf page will appear.

THE WEST BENGAL VALUE ADDED TAX RULES, 2005

Original/Duplicate

FORM 50A

Printed On: 19/04/2012 1.48 PM

[See rule 110B read with rule 100A,rule 103A and rule 104A]

Waybill Serial No.	192012040000213
Waybill Key No.	T1920120000061329
Office of issue	Directorate of Commercial Taxes,West Bengal
Date of generation of the Waybill in form 50A	17/04/2012 12.00 AM
Valid upto	17/05/2012

1.Name and Address of the Dealer/Person Importing the goods

Consignee name   asd

d) Address of principal place of Business   asd

e)PIN   888888

f)PAN

2.Name and Address of the Dealer/Person from whom the goods are purchased/imported

Consignor Name

b) RC No

b)CST RC No

c)Trade Name   asd

d) Address of principal place of Business

e)PIN   888888

f)PAN

g)State of India/Union Territory of India/Country other than India   MIZORAM

3.Mode of transport of goods in West Bengal   Road

4.Registration Certificate No. of the Vehicle   wb02y2472

5.Name and Address of the Transporter/Owner of the vehicle by which the goods are transported

a)Name   gautam

b)Address   138 Ram Krishna

c)Enrolment No. under the WB VAT Act 2003(if any)   1111111111111

6.Detail of Consignment Note/Railway Receipt/Airway Bill/Bill of Landing/ Bill of Entry or similar document   No. 22222   Date   2/4/12 12:00 AM

7.Total No. of Invoices/tax invoices/cash memos/bills/challans/forwarding notes(details as per Annexure to 50A)   1

8.Total Value of Goods(details as per Annexure to 50 A)   100.00

9.Possible Entry location in W.B   JALPAIGURI

Note a) Name of the District, if transport by road
b)Name of the railway station/port/airport,if transport by rail/sea/air

Declaration-*I/We declare that the information furnished as above are correct to the best of my/our knowledge and belief.

Signature

Name of the person signing the Waybill

Status of the person signing the Waybill [in relation to the importing dealer].

#Proprietor/Partner/Director/Authorised Person, etc

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THE WEST BENGAL VALUE ADDED TAX RULES, 2005

ANNEXURE TO WAYBILL IN FORM 50A

Details of Invoices / Tax Invoices / Cash Memos / Bills / Challans / Forwarding Notes and of goods in relation to Sl. No. 7 and Sl. No. 8 of Waybill in Form 50A

Original/Duplicate

Printed On: 19/04/2012 1.48 PM

Waybill Serial No	192012040000213
Waybill Key No.	T1920120000061329
Office of issue	Directorate of Commercial Taxes, West Bengal
Date of generation of the waybill in Form 50A	17/04/2012 12.00 AM
Valid upto	17/05/2012

Details of Invoice/tax invoice/cash memo/bill/challan/forwarding note etc. and description,quantity and value of goods

Invoice/bill/challan/for warding note etc.	Invoice Date	Commodity				Value of Goods
		Name	Quantity	Unit	Nos of Packages	
4	12/02/0012	cat	2.00	RIM	1	100.00

Declaration-*I/We declare that the information furnished as above are correct to the best of my/our knowledge and belief

Signature   _____

Name of the person signing the declaration   _____

Status of the person signing the declaration   _____

[In relation to the importing dealer]

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Take print copy of this waybill pdf.

HOW TO REPRINT WAYBILL

To reprint the waybill follow the following steps.

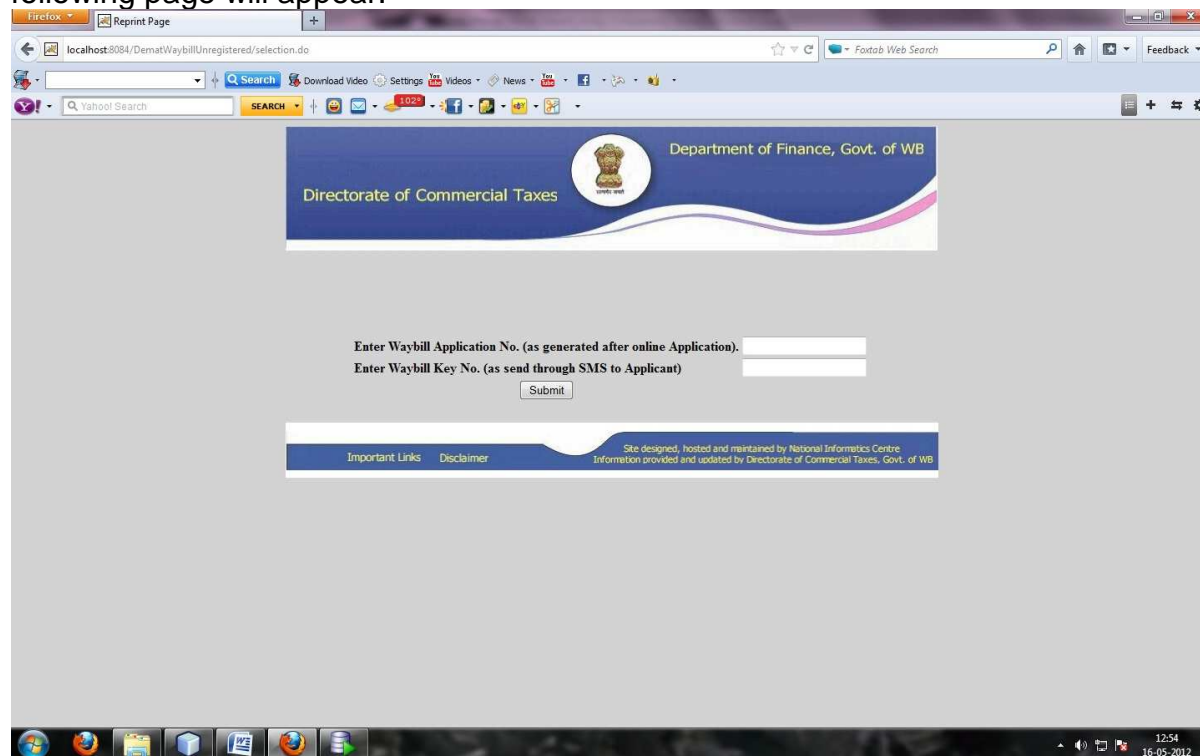After successfully submit this page the following page will appear

Now you have to enter the code of the image in the text box. Don't enter the access id. After insert the proper code in the text box click the submit button.

After successfully submit the following page will be appear.
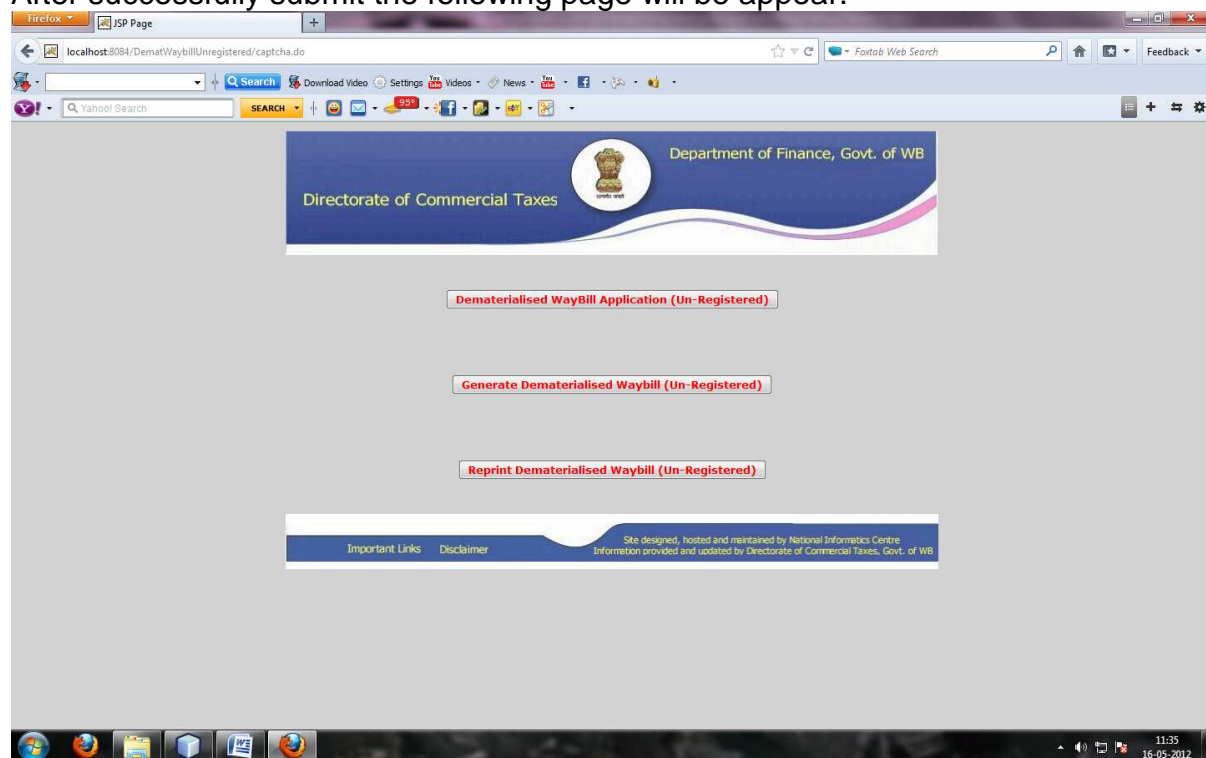
Now click the '**Reprint Dematerialised Waybill (Un-Registered)**' . After that

following page will appear.

Now enter your application no and waybill key no to get the pdf copy of waybill.

HOW TO ENTER INVOICE DETAILS IN JAVA APPLICATION

Steps for entering invoice data in Java application and creating xml file.

For entering data in Java application and generation of xml file which has to be uploaded in the online FORM 50A, following steps to be followed.

Step-1

Downloading the jar file.

You have to click at the link 'Download java application to fill up invoice details'. It will save a zip file 'waybillform.zip' containing jar file in your computer folder. After unzip you will get jar file named '*WaybillFormUnreg*'(Executable Jar File) in the Folder -→ *waybillform* --→ *waybillform*.
To open the file, Java (JRE) should be installed in the computer beforehand.

Step-2

Submitting invoice data in Waybill Form.
Select Commodity Name, Invoice No. , Invoice date, Quantity, Unit, No. of Packages i.e. packets/bags/packages, and Value of invoice. All the invoices should be entered. Total No. of invoices and Total value of goods will be displayed. If Invoice no. is same for 2 or more entries, then it will count as one for each unique invoice no. Use

TAB key to navigate.

Step-3

Exporting to xml file

After all the invoices are entered, click '*Export to xml'* button to create the xml file in any folder.

If some modification needs to be done before the final xml file is uploaded in FORM 50A, click '*Import from xml'* button and select the xml file where data is already entered and saved in xml file.

Click '*Add Row'* if number of invoices exceeds and cannot be accommodated in the rows provided for entry.

Screen shot of java application is given below.

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