E-FILLING OF ENTRY TAX RETURN FOR VAT OR ST

USER MANUAL

User Manual for eFiling of Entry Tax Return for VAT or SST (ver. 1.0)

Download/ Upload Return Filing Method

ONLINE FILLING OF ENTRY TAX RETURN:

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

PURPOSE

User manual explains the steps for efilling of entry tax return for VAT or SST.

STEPS FOR EFILLING OF ENTRY TAX RETURN

<u>STEP-1</u>

Visit the Directorate's website <u>www.wbcomtax.gov.in</u>.

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<u>STEP-2</u>

USER AUTHENTICATION

Login using userid and password provided by the Directorate of Commercial Taxes. If you entered correct userid and password then click the 'submit' button for user authentication otherwise click the 'cancel' button and re-enter the userid and password.

Directorate of Commercial Taxes	nent of Fin	ance, Govt. of WB
Instruction for eFilling of Entry Tax Return	User Id*	
1. Login using Userid and Password.	Password*	
2. Download zip file and Save it.		Submit Cancel
3. Logout.		
4. Unzip the Downloaded file to get I. A Folder containing the Jar File. II. A Folder containing XLS File. III. User Manual.		
5. Open the Jar File and Fill up the Form.Then Click the 'Save' Button to save it. If all the data entered correctly then the form will generate a XML file which is ready to Upload. Save it in the selected folder.		
6. Import data from xls using 'XLS' button. To import data from xls file please use the provided xls format.		
7. Print the entire form using the 'Print' button.		
8. Login again using userid and password.		
9. Upload the generated XML file.		
10. If the XML file is uploaded successfully the the system will generate an Acknowledgment Slip.		
11. Print the Acknowledgment slip(both pages(page 1 and page 2)).	-	
12. Logout.		

If any user enter incorrect userid or password or both then the following error will be displayed. Re-enter the userid and password and submit it again.

Password*		
	• Incorr Passw	ect Userid or ord!!
	Submit	Cancel

After successful authentication following screen will be displayed.



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<u>STEP-5</u>

JAR DOWNLOAD

Click the following link to download the jar.

DOWNLOAD FORM ET-3 JAR ver1.0

After clicking the above link following screen will be displayed (If the browser is Firefox).

You have chosen to open FORM_ET-3.zip	
which is a: Compressed (zipped) Folder (993 KB) from: http://localhost:8083 What should Firefox do with this file?	•]
Save File	

Select the save file option and then click 'OK' button to save zip file.

If the browser is Internet explorer then the following screen will be displayed.

Do you want to	o open <mark>or save this fil</mark> e	:?	
Nar	me: FORM_ET-3.zip		
Ty	pe: WinRAR ZIP archive	, 993KB	
	om. iocamost		
	Open	Save	Cancel
Sector While fil	es from the Internet can be	useful, some files (an notential
harm yo	ur computer. If you do not s file. What's the risk?	trust the source, do	not open or
adve un	a me. <u>Avride a trie naky</u>		
	11155.552		_

Click the 'save' button. Then the following screen will be displayed.



Click the 'save' button. Then the following screen will be displayed.



Wait for some time and your download will be completed automatically.

<u>STEP-6</u> XML GENERATION

Unzip the downloaded zip file (FORM_ET_3.zip) to get

- A folder containing the jar file
- A folder containing xls file.
- User manual.

> Open the jar file. Provide the required information correctly. Then click the 'save' or 'save as' button to generate the xml file.



➢ User can open the generated xml file using the 'open' button.





User can import data from 'xls' file (Excel file) using 'xls' button.

			File Help	
New		Import		
	03	within	<u></u>	
Open	L	outside	File Help	1
Save		Deduct	New Ct	rl+N
Save As	04		Dpen Ct	rl+O
		Taxabl		
XLS	05	West B	Save Ct	n+s
Print		Taxabl	Save As Ct	rl+A
Developed by	06	within	Import from XLS Ct	rl+M
	07	Taxabl period	Print Ct	rl+P R
	08	Tax pa	Exit Ct	rl+X

User can print all the data using 'print' button.



- File Help 🕞 🛃 🌛 😫 🔯 New \$ File Help New New Ctrl+N Open Open Ctrl+0 Save Save Ctrl+S Save As Save As Ctrl+A Import from XLS Ctrl+M XLS Print Print Ctrl+P R Exit Ctrl+X Developed by
- User can open new file using 'new' button.

> Double click on the 'page 1' or 'page 2' to open the page 1 or page 2.



- To save the xml partially users have to provide minimum information.
 - From Date
 - To Date
 - Vat Rc No or ST Rc No.

Otherwise system will show an error like below.

	Nature of Return	Original	⑦ Revised	
	Info!!	-		
to local areas	The given in The file will t	formation is not stated be saved partially and o	l as correct and complete. cannot be uploaded.	nth Amount Rs.
from outside V		ОК		0.00
ed back within l as per rule 6	(1)(c)	0.00	0.00	0.00

First following screen will be displayed.

Then the following screen will be displayed.

Return Fron To	a Period	Registration Number Name of Charge/Corporate Division Nature of Return	Original	Revised
Trade I	Name	Saved Failed!!	-	
Serial No.	Particulars of entry of goods into	Please fill up atleast From Date	, To Date and VAT	Rc No. or ST Rc No. to save the Fo
01	Turnover of imports of specified goods fi		ОК	
02	Import Value of specified goods returned months to the dealer during the period as	: per rule 6 (1)(c)	0.00	0.00
02	months to the dealer during the period as	per rule 6 (1)(c)	0.00	0.00

If the total amount of tax, interest and late fee and security adjusted in page 1 is not equal to the total amount of tax, interest, late fee and security in payment details table in page 2 then the system will show an error like below.

in a second share a second			
isted as shown details mis	smatch(Check serial numb	er 14 in page 1 and tota	il in page
providence			
ОК			
	OK	ОК	ОК

If the user does not check the check box then the following error will be displayed.

	Nature of Return	Original	🕐 Revised	
_	Info!!	-		⊨
to local areas	The given in The file will I	formation is not stated be saved partially and c	as correct and complete. annot be uploaded.	nth Amount Rs.
from outside V		ОК		0.00
ed back within as per rule 6	(1)(c)	0.00	0.00	0.00
ad by the deal		1		

If the user check the check box but does not provide the applicant name the following error will be displayed.

			Error!!	×
	Serial No.	Particulars of entry of goods into local areas	Please Enter the appli	cant name
	01	Turnover of imports of specified goods from outside West Bengal	ОК	
	02	Import Value of specified goods returned back within six	2.001	0.00
New	03	Import value of specified goods returned by the dealer within six months of entry into local area consignor outside West Bengal as per rule 6(2)	0.00	0.00
Save Save As	04	Deduction of other import value in terms of rule (specify)	0.00	0.00
XLS	05	Taxable turnover of imports of specified goods from outside West Bengal [01 - 02 -03 -04]	0.00	0.00
Print Print	06	Taxable turnover of imports of specified goods from within West Bengal, if any	0.00	0.00
VIC	07	Taxable turnover of import of specified goods during the period [05 + 06]	0.00	0.00
	08	Tax payable on taxable turnover of imports @	0.00	0.00
	×	m		

If the user check the check box and enter the applicant name but does not select any applicant status the following error will be displayed.

	Serial	Particulars of entry of goods into local areas			rd Month Amoun	
	No.	ratuculars of chilly of goods into rocal areas	Please Enter the applie	cant status	Rs.	
	01	Turnover of imports of specified goods from outside West Bengal	OK		0.	
	02	Import Value of specified goods returned back within six months to the dealer during the period as per rule 6 (1)(c)	0.00	0.00	0.	
New Open	03	Import value of specified goods returned by the dealer within six months of entry into local area consignor outside West Bengal as per rule 6(2)	0.00	0,00	0.	
Save Save As	04	Deduction of other import value in terms of rule (specify)	0.00	0.00	0.	
XLS	05	Taxable turnover of imports of specified goods from outside West Bengal [01 - 02 -03 -04]	0.00	0.00	0.	
Print	06	Taxable turnover of imports of specified goods from within West Bengal, if any	0.00	0.00	0.	
NIC	07	Taxable turnover of import of specified goods during the period [05 + 06]	0.00	0.00	0.	
	08	Tax payable on taxable turnover of imports @	0.00	0.00	0.	

If the user does not select the name of a charge or corporate division then the following error will be displayed.



If the user does not provide trade name then the following error will be displayed.



If the user enters amount at serial number 4 but the user does not provide any rule then the following error will be displayed.

gfgfgfgfgf	1		1
articulars of entry of goods into local areas	Invalid Input!!	e in serial no 4	3rd Month Amount Rs.
er of imports of specified goods from outside West Ben	al OK		0.00
Value of specified goods returned back within six s to the dealer during the period as per rule 6 (1)(c)	0.00		0.00
t value of specified goods returned by the dealer six months of entry into local area consignor e West Bengal as per rule 6(2)	0.00	0.00	0.00
ion of other import value in terms of rule (specify)	434.00	334.00	0.00
e turnover of imports of specified goods from outside	- Mar		

- In page 2, first select bank name then select bank/treasury branch name and then select bank/treasury code.
- User can't upload the partially saved xml.

<u>STEP-7</u>

XML UPLOAD

- After generating the complete xml user can upload it. To upload the xml user has to login again using the same process mentioned above.
- > To upload the xml user has to click the following link.

DOWNLOAD FORM ET-3 JAR ver1.0	
UPLOAD THE COMPLETE XML FILE	



Then the following screen will be displayed.

Then browse the file and click the upload button to upload the xml.

opioau Amil: 0.10sels/03ER/Desklop/lesi	_et3.xmi Brow:
-----------------------------------------	----------------

ERRORS

If the xml is not valid then the system will show an error like below. Before uploading please check the xml file.

Upload XML :	Upload	Browse	
EDDOD. This is not a valid smil file Disc	ee Calastualid VMI file ushid	to compared from the provided in	nfila
ERROR : This is not a valid xml file. Plea	se Select valid XML file which to upload!!	i is generated from the provided ja	r file

If the user does not provide valid registration number then the system will show an error like below.(Enter valid Vat Rc No or ST Rc No).

opioad AML :		Diowse.
	Upload	
Registration number i	is not valid.Please enter vali	d Registration numb

If the Trade name corresponding to the provided Rc number does not match then the system will show an error like below.

Upload XML :		Browse_
	Upload	
	SURA	
Trade name corresponding to th	e provided Rc No is not cor	rect.Please enter correct Trade name.

If users do not provide valid charge name/corporate division name then the system will show an error like below.

Opidad	

If user wants to submit revise return for a particular return period before filing the original return then the system will show an error like below.



If the user already submitted the original return but wants to submit it again then the system will show an error like below.

Upload XML :		Browse_
	Upload	
	ASSIZA.	
Return already submitt	ed for this period.Your Acknowledgement No	. is 20120600000001

User can't file revise return twice. If he wants to do that then the system will show an error like below.

Upload XML :		Browse
	Upload	

 If the xml uploaded successfully then an acknowledgment slip will be generated. In acknowledgment slip there are two pages. Users have to print both the pages.
 Page 1

THE WEST BENGAL TAX ON ENTRY OF GOODS INTO LOCAL AREAS RULES, 2012
FORM ET-3
ACKNOWLEDGMENT FOR eFILLING OF RETURN IN FORM ET-3
See sub-rule (2) of rule 8

«Previous	1	2	Next »	

ACKNOWLEDGMENT NUMBER	20120600000001	DATE	18/07/2012
RETURN PERIOD	201206	REGISTRATION NUMBER	19200288059
RETURN FROM :	01/04/2012	NAME OF CHARGE/CORPORATE DIVISION	BELGACHHIA
RETURN TO :	30/06/2012	NATURE OF RETURN	original
TRADE NAME		STONE INDIA LIMITED	

Particulars of entry of goods into local areas	1st Month Amount	2nd Month Amount	3rd Month Amount
Turnover of import of specified goods from outside West Bengal	33434.00	0.00	0.00
Import value of specified goods returned back within six months to the dealer during the period as per rule 6(1)(c)	32.00	0.00	0.00
Import value of specified goods returned by the dealer within six months of entry into a local area to consignor outside West Bengal as per rule 6(2)	22.00	0.00	0.00
	Particulars of entry of goods into local areasTurnover of import of specified goods from outside West BengalImport value of specified goods returned back within six months to the dealer during the period as per rule 6(1)(c)Import value of specified goods returned by the dealer within six months of entry into a local area to consignor outside West Bengal as per rule 6(2)	Particulars of entry of goods into local areas1st Month AmountTurnover of import of specified goods from outside West Bengal33434.00Import value of specified goods returned back within six months to the dealer 	Particulars of entry of goods into local areas1st Month Amount2nd Month AmountTurnover of import of specified goods from outside West Bengal33434.000.00Import value of specified goods returned back within six months to the dealer during the period as per rule 6(1)(c)32.000.00Import value of specified goods returned by the dealer within six months of entry into a local area to consignor outside West Bengal as per rule 6(2)22.000.00

THE WEST B ACK Previous 1 2 Next »	ENGAL TAX ON ENTRY I NOWLEDGMENT FOR See sub	OF GOODS INTO LOCAL AREAS RULES, 2 FORM ET-3 eFILLING OF RETURN IN FORM ET-3 o-rule (2) of rule 8	012	
ACKNOWLEDGMENT NUMBER	DWLEDGMENT 2012060000001 DATE		18/07/2012	
RETURN PERIOD	201206	REGISTRATION NUMBER	19200288059	
RETURN FROM :	01/04/2012	1/2012 NAME OF CHARGE/CORPORATE DIVISION		
RETURN TO :	30/06/2012	30/06/2012 NATURE OF RETURN		
TRADE NAME	STONE INDIA LIMITED			

16. Details of tax, interest and late fee paid and security adjusted for the period as in serial no. 14*

DATE	DATE CHALLAN NO.	BANK/TREASURY NAME		PERIOD	AMOUNT(RS.)				
DATE		NAME	BRANCH	CODE	MMYYYY	TAX	INTEREST	LATE FEE	SECURITY
09/03/2012	3434	BANK OF INDIA	KOLKATA MAIN (EPAYMENT)	4000	201204	300.0	0.0	0.0	0.0
						Signati	ıre		
Date :						Status	DIRECTOR		
					Print				
«Previous	1 2 Next »								

Users can change the pages using the buttons like below.

	«Previous	1	2	Next »
-1	Y		2	

User can print the acknowledgment slip using the print button.

Date: Print
Print
Next »

Before submitting the acknowledgment slip users must have to give the declaration.

	Signature
Date :	Status : DIRECTOR
	Print
«Previous 1 2 Next»	

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