E-FILLING OF ENTRY TAX RETURN FOR VAT OR ST

USER MANUAL

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

STEP-1

Visit the Directorate's website www.wbcomtax.gov.in .

Download/ Upload Return Filing Method

STEP-2

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.

Department of Finance, Govt. of WB

Directorate of Commercial Taxes

Instruction for eFilling of Entry Tax Return

1. Login using Userid and Password.

2. Download zip file and Save it.

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.

User Id*

Password*

Submit   Cancel

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.

After successful authentication following screen will be displayed.
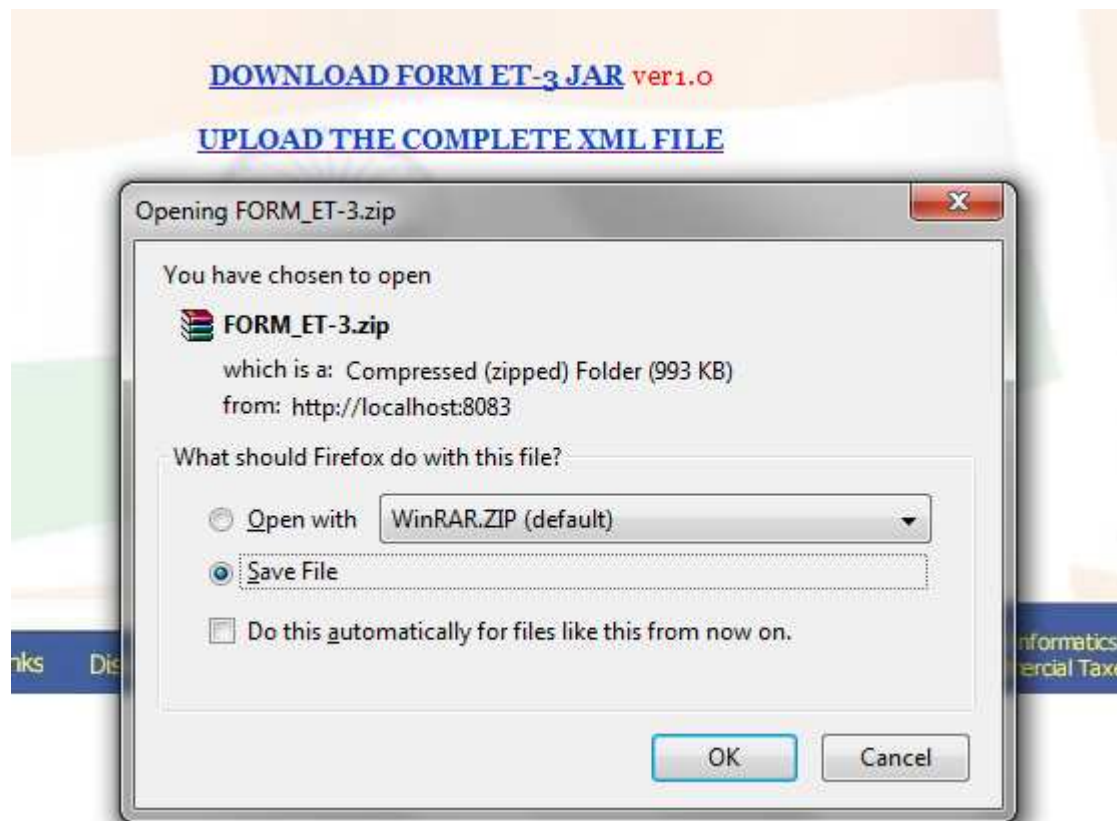
STEP-5

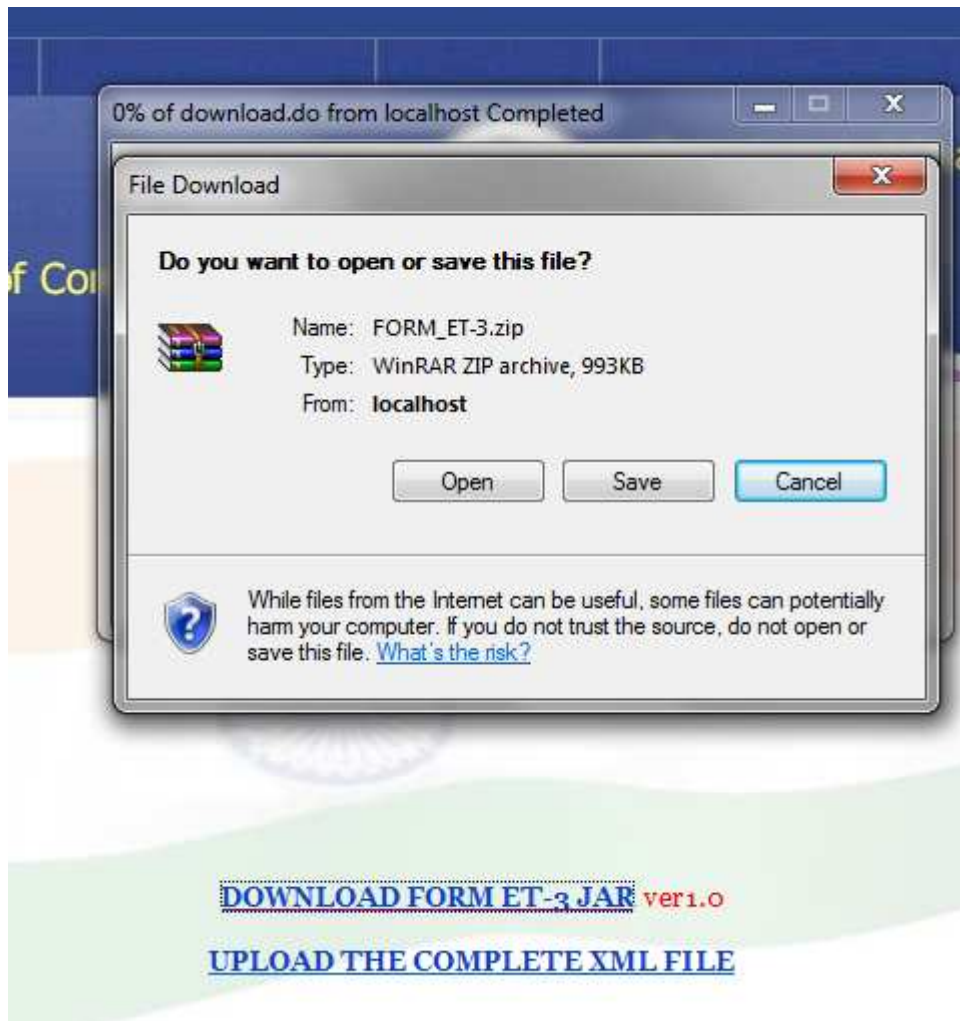## JAR DOWNLOAD

Click the following link to download the jar.

DOWNLOAD FORM ET-3 JAR ver1.0

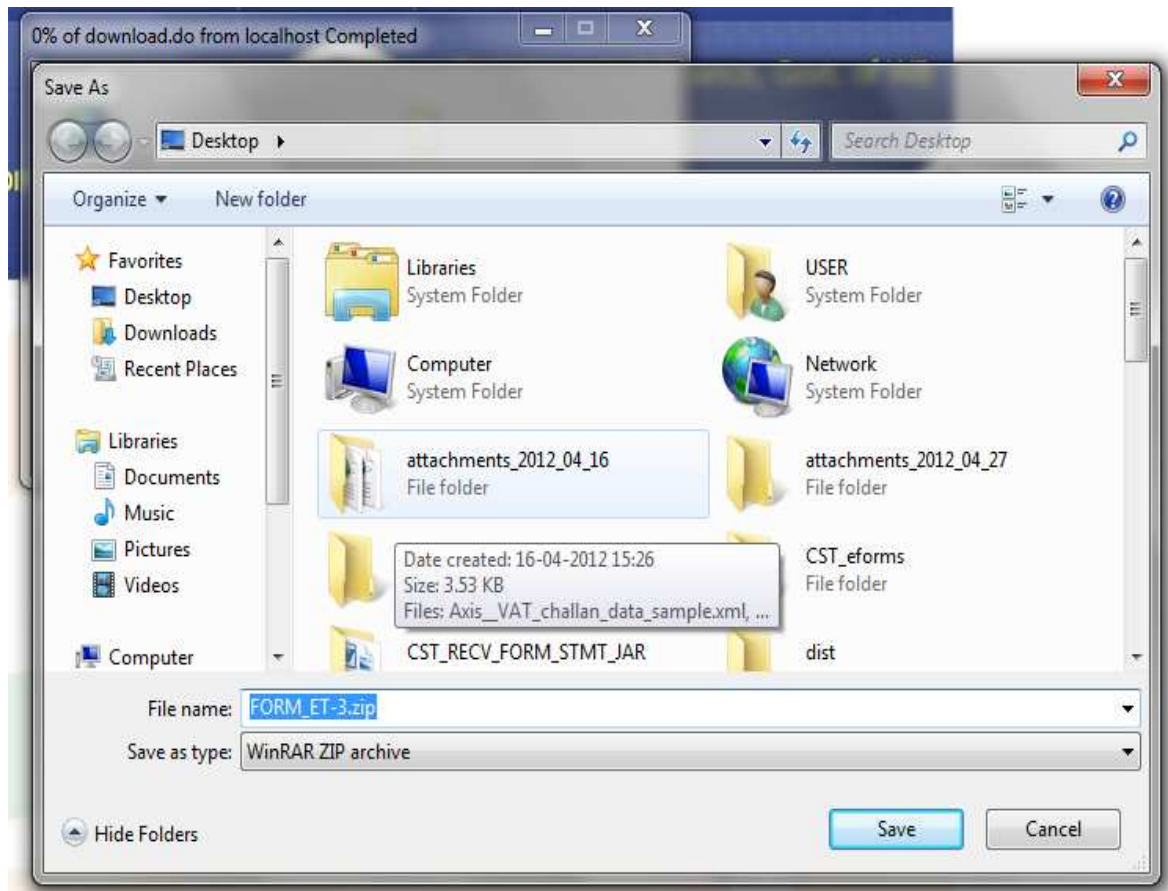After clicking the above link following screen will be displayed (If the browser is Firefox).

Select the save file option and then click 'OK' button to save zip file.
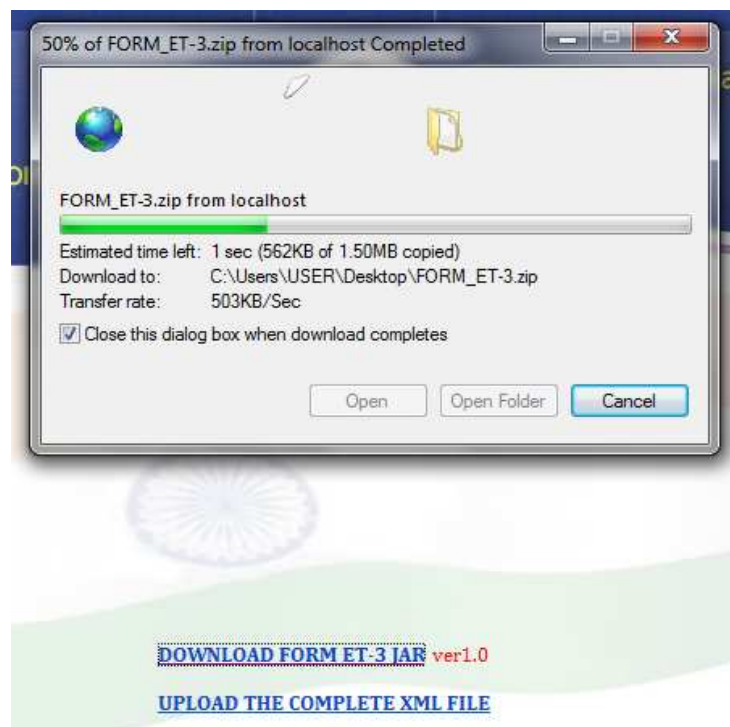
If the browser is Internet explorer then the following screen will be displayed.

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

Click the 'save' button. Then the following screen will be displayed.
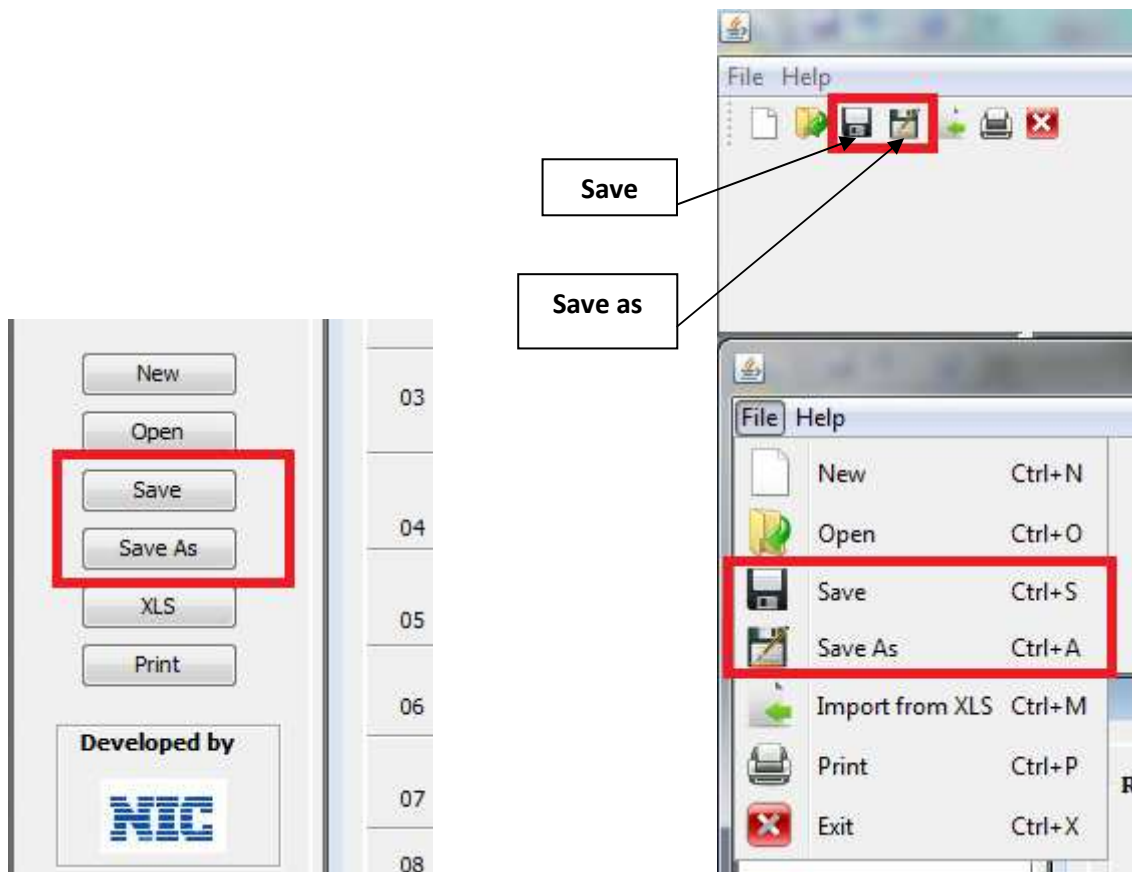
Wait for some time and your download will be completed automatically.

STEP-6
XML GENERATION

  ➢ Unzip the downloaded zip file (FORM_ET_3.zip) to get
  - A folder containing the jar file
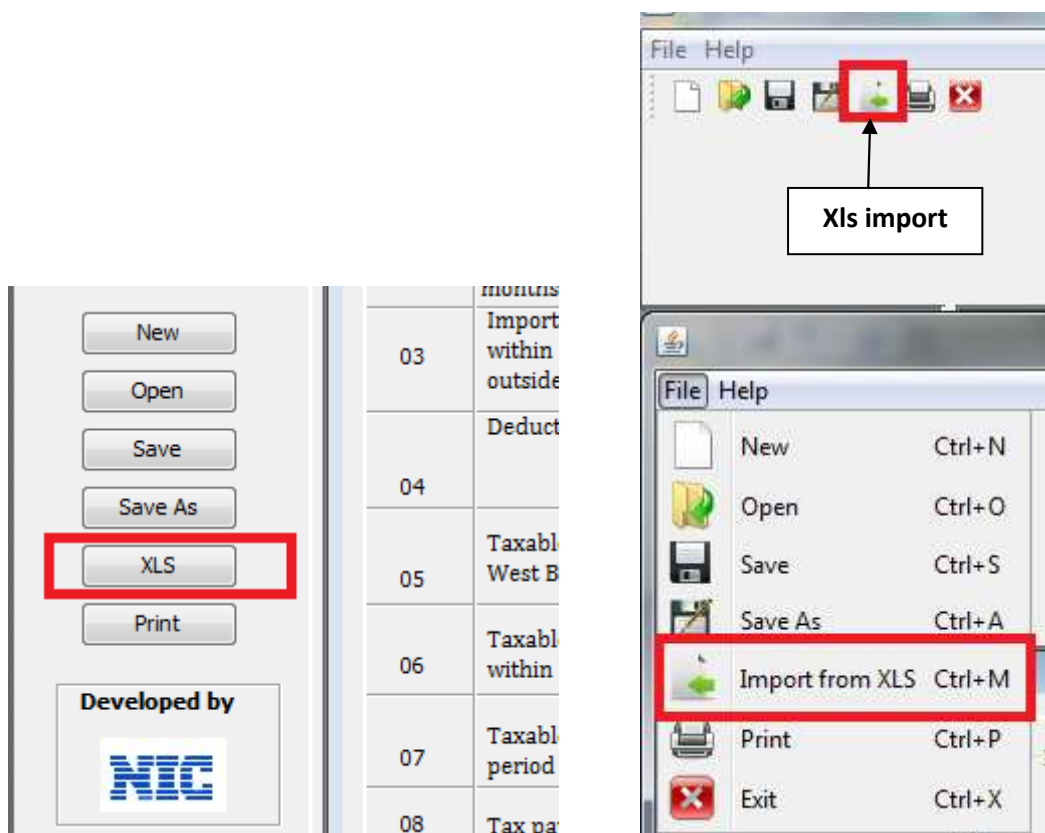 - A folder containing xls file.
  - User manual.

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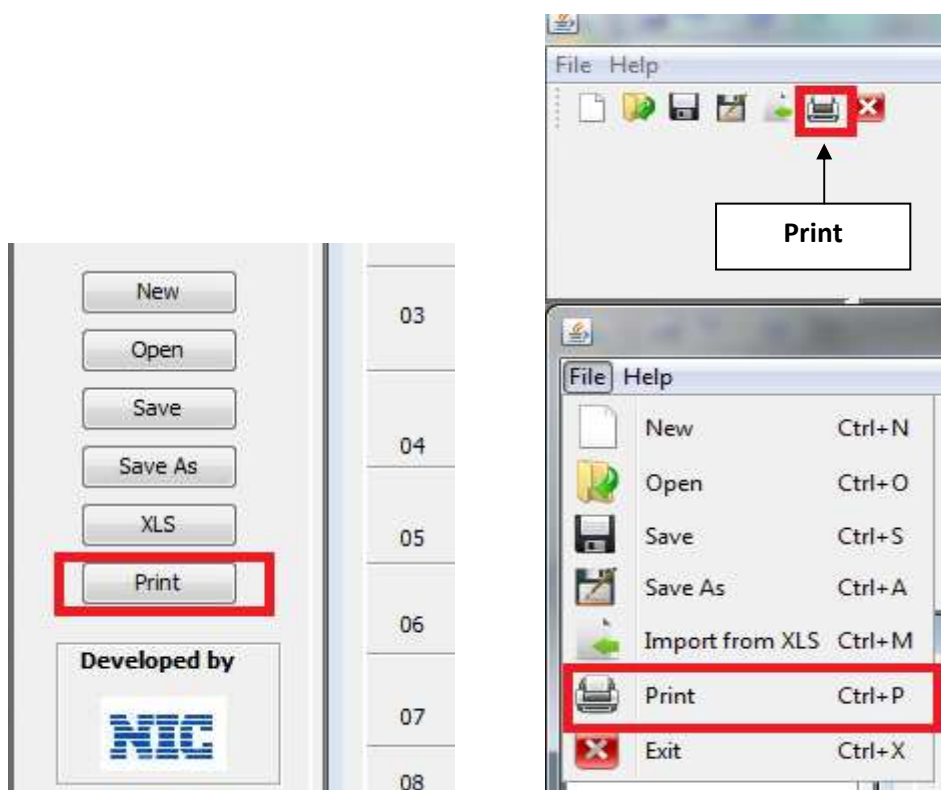Then click the 'save' or 'save as' button to generate the xml file.

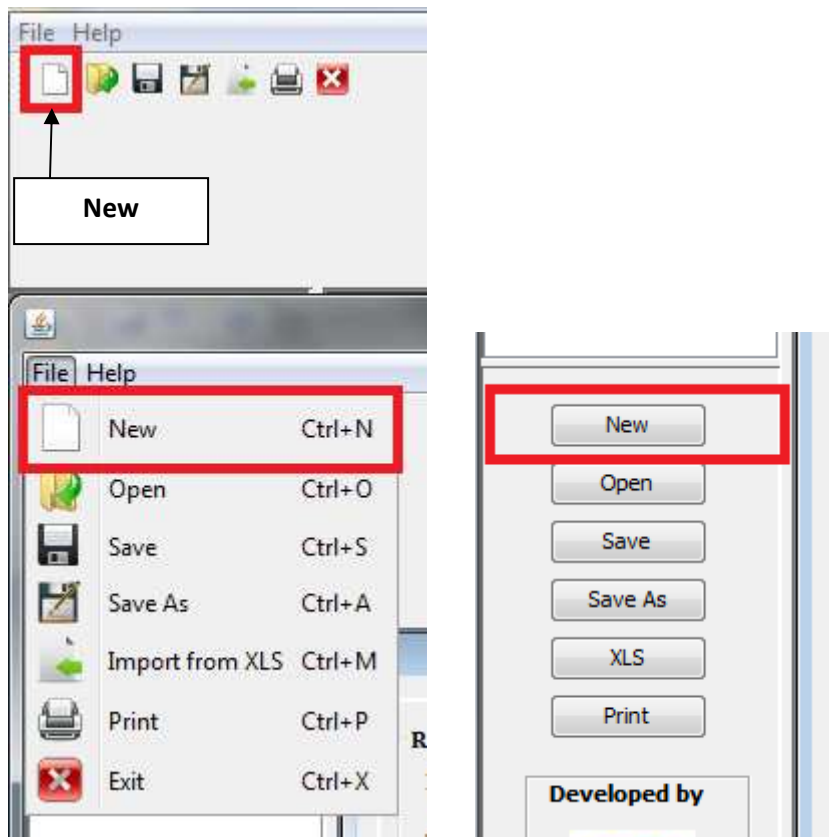> User can open the generated xml file using the 'open' button.
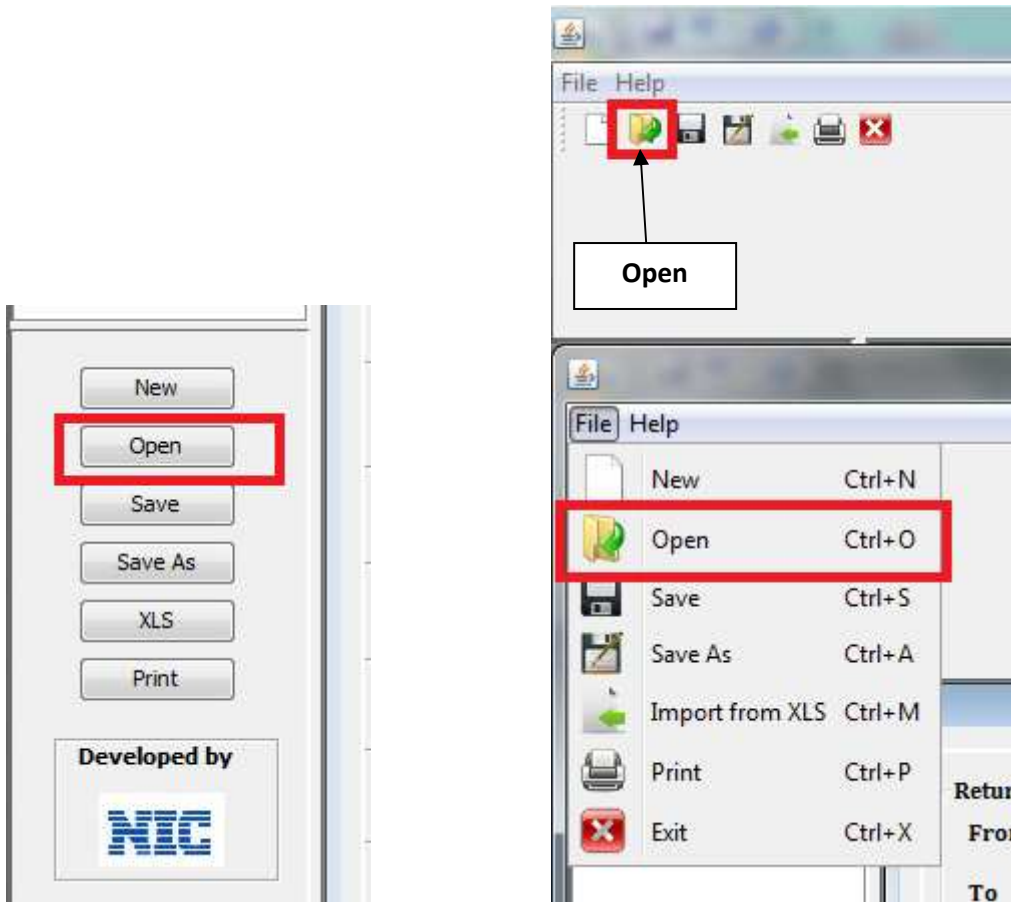
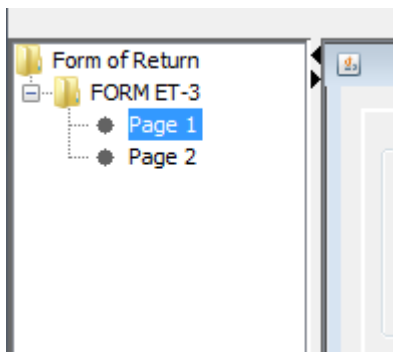➢ User can import data from 'xls' file (Excel file) using 'xls' button.

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

➢ User can open new file using 'new' button.

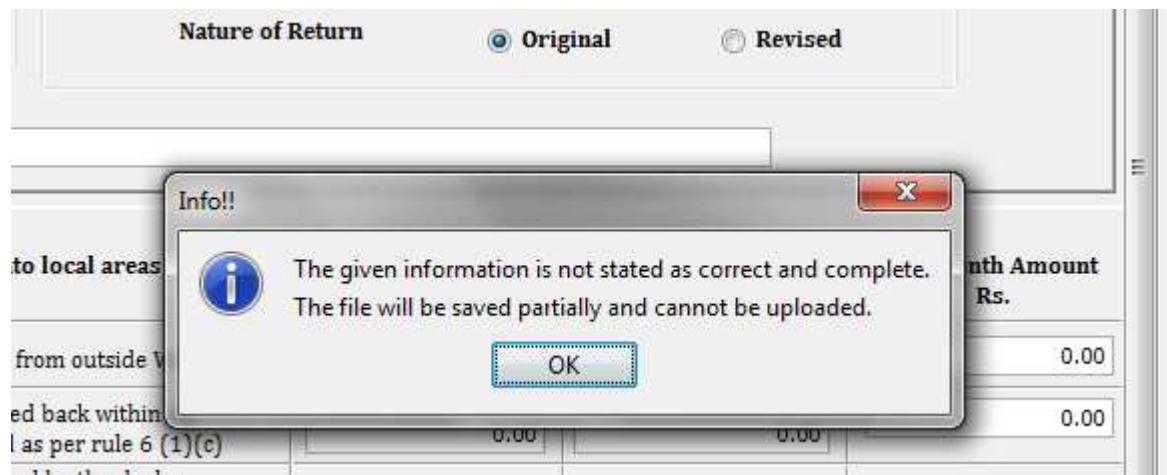➢ Double click on the 'page 1' or 'page 2' to open the page 1 or page 2.

➢ To save the xml partially users have to provide minimum information.
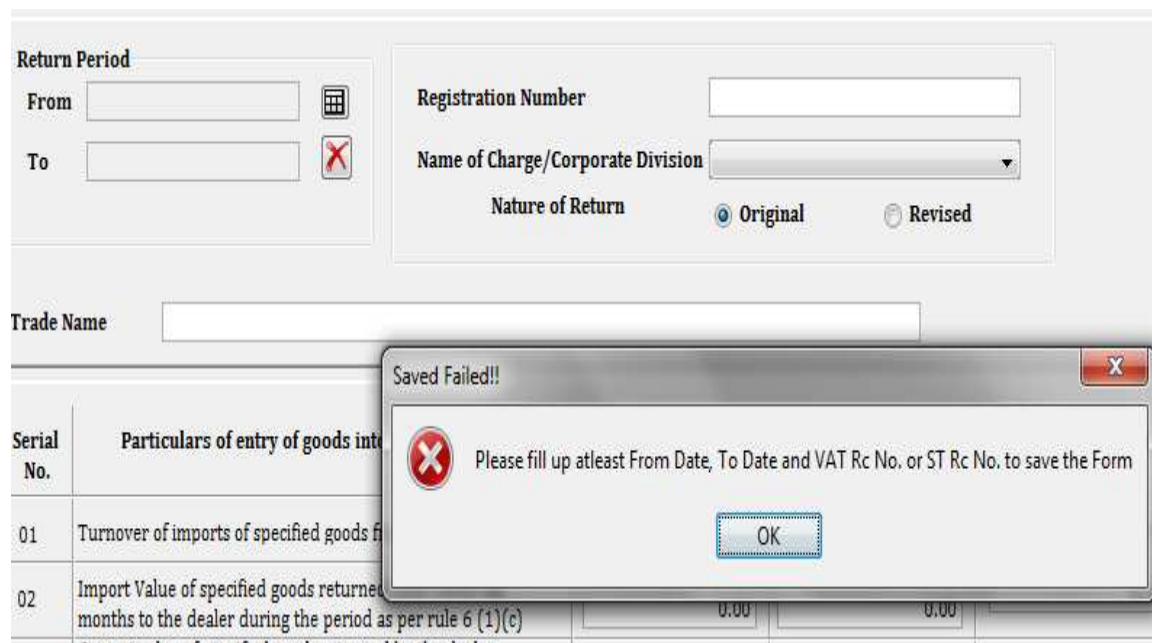
- From Date

- To Date

- Vat Rc No or ST Rc No.

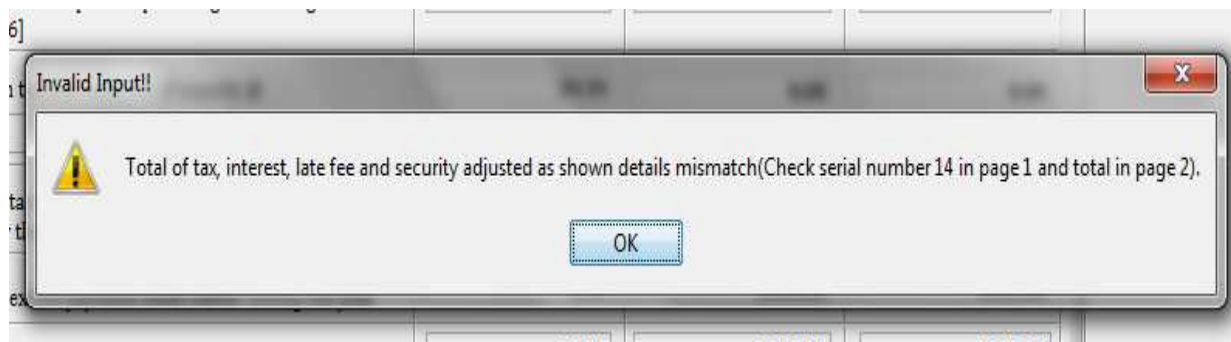Otherwise system will show an error like below.

First following screen will be displayed.

Then the following screen will be displayed.

➤ 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.

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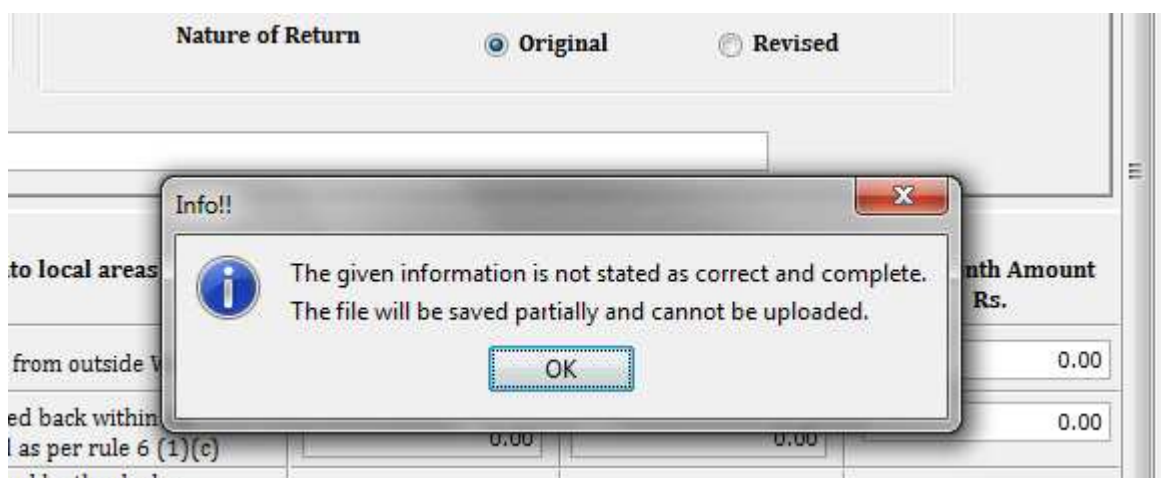
➤ If the user check the check box but does not provide the applicant name the following error will be displayed.

Download/ Upload Return Filing Method

➢ 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.

➢ If the user does not select the name of a charge or corporate division then the following error will be displayed.
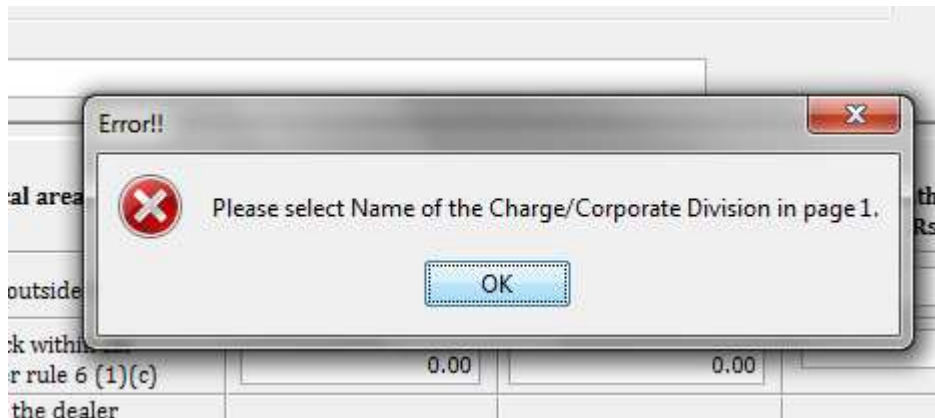
➢ If the user does not provide trade name then the following error will be displayed.
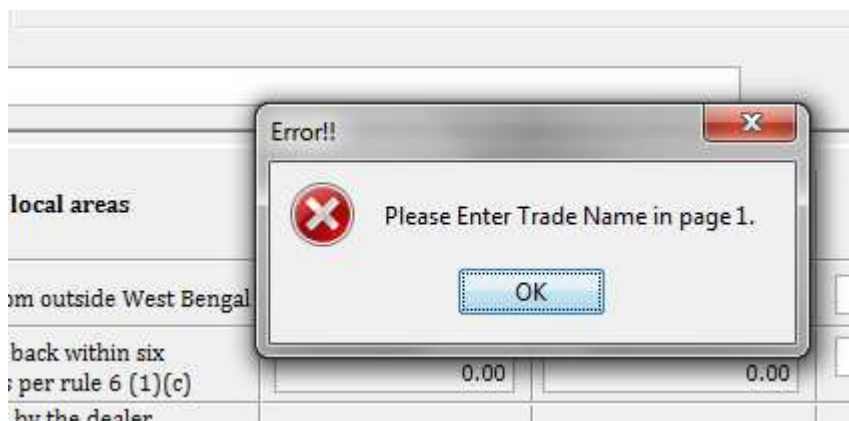
➢ If the user enters amount at serial number 4 but the user does not provide any rule then the following error will be displayed.

➢ 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.

STEP-7

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.

ERRORS

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

ERROR : This is not a valid xml file. Please Select valid XML file which is generated from the provided jar file to upload!!

➢ 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).

Registration number is not valid.Please enter valid Registration number. Rc no in xml is [1920028805] and your Rc no is [19200288059]

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

Trade name corresponding to the provided Rc No is not correct.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.

Name of Charge/Corporate Division is not valid.Please enter valid charge/Corporate Division name.

> ➢ 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.

Download/ Upload Return Filing Method

Upload XML : [   ] Browse.

Upload

Original return is not submitted yet for the period 201206

➢ 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

Return already submitted for this period.Your Acknowledgement No. is 20120600000001
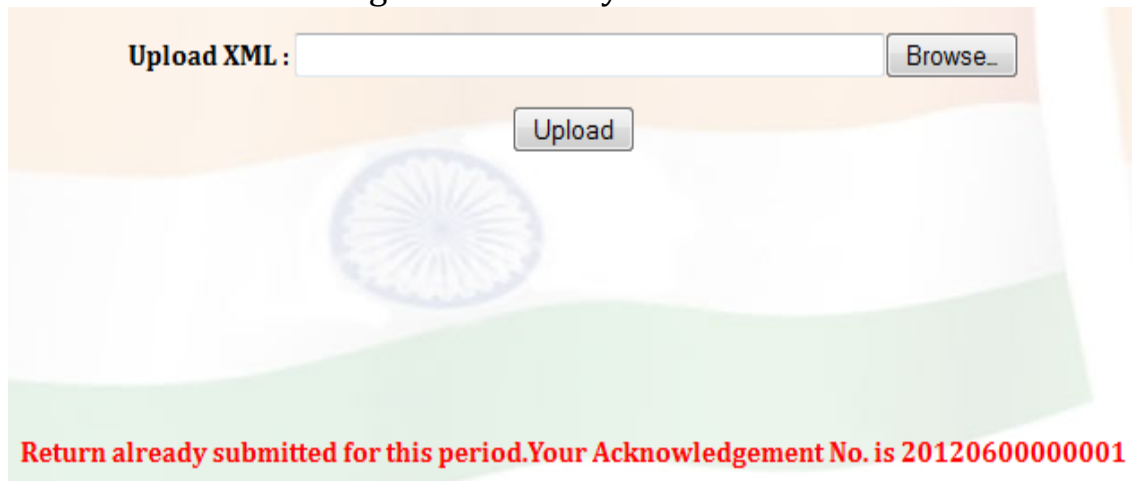
➢ User can't file revise return twice. If he wants to do that then the system will show an error like below.

Upload XML : [   ] Browse..

Upload

Sorry you cannot submit Revise Return twice

> 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		

Serial no.	Particulars of entry of goods into local areas	1st Month Amount	2nd Month Amount	3rd Month Amount
01	Turnover of import of specified goods from outside West Bengal	33434.00	0.00	0.00
02	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
03	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
	Deduction of other import value in terms			

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THE WEST BENGAL TAX ON ENTRY OF GOODS INTO LOCAL AREAS RULES, 2012
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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		

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

DATE	CHALLAN NO.	BANK/TREASURY NAME			PERIOD	AMOUNT(RS.)			
		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

Signature ....

Date :   Status : DIRECTOR

Print

«Previous 1 2 Next »

> Users can change the pages using the buttons like below.

«Previous 1 2 Next »

> User can print the acknowledgment slip using the print button.

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