

FAQs and User Manual - GST New Return
Offline Tool (Beta)

Goods and Services Tax Network

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About GST New Return Offline Tool (Beta)

GST New Return Offline Tool (Beta) is a tool to facilitate preparation of the Form GST ANX-1 and Form GST ANX-2 by the taxpayers. The Beta version of this offline tool has been provided to acquaint the taxpayers with its various functionalities/ features.

The data uploaded by the taxpayer will be available on the GST Portal, however, data will be purged after sometime. The GST New Return Offline Tool has been released now with limited functionalities ONLY for testing purpose and will be released for all the taxpayers with complete functionalities at a later date. New updates to the Offline tool will be added during trial version as well.

Taxpayers may use the offline Tool to furnish various details regarding outward supplies, imports and inward supplies attracting reverse charge and view/ take action on the documents as part of downloaded JSON in the offline tool. Once Form GST ANX-1 is prepared using offline Tool, it is to be uploaded on GST Portal by creating a JSON file.

The key features of GST New Return Offline Tool are given below:

- The GST New Return Offline Tool: Details can be prepared offline with no connection to Internet.
- Most of the data entry and business validations are inbuilt in the offline tool reducing chances of errors upon upload to GST Portal.

For details of the trial phase, navigate to **Downloads > Offline Tools > New Returns Offline Tool (Beta)**.

Note:

- The features not available in the Beta version are highlighted in grey.
- Beta and Trial version is used interchangeably in this document.

FAQs > Download and Install GST New Return Offline Tool

Download GST New Return Offline Tool

1. From where can I download and use the GST New Return Offline Tool in my system?

To download and open the GST New Return Offline Tool in your system from the GST Portal, perform following steps:

1. Access the GST Portal: www.gst.gov.in.
2. Go to **Downloads > Offline Tools > New Returns Offline Tool (Beta)** option and click on it.
3. Select **Download**.
4. Click **Proceed**.
5. Unzip the downloaded Zip file which contain **GST New Return Offline Tool.exe**.
6. Open the **New Returns GST Offline Tool.exe** by double clicking on it.
7. Select the folder where you intend to install the **New Returns GST Offline Tool**.
8. Click **Next**.
9. Click **Install**.
10. Click **Finish**.
11. Open the **GST New Return Offline Tool** by double clicking on it.

Note: Downloading the GST New Return Offline Tool is a one-time activity. However, the Tool may get updated in future. So, always use the latest version available on the GST Portal.

2. Do I need to login to GST Portal to download the GST New Return Offline Tool?

No, you can download the GST New Return Offline Tool under 'Downloads' section without logging in to the GST Portal.

3. Do I need special access to download the GST New Return Offline Tool?

Yes, you require admin access on your machine to download the GST New Return Offline Tool.

4. What are the basic system requirements/configurations required to use GST New Return Offline Tool?

The offline functions work best on Windows 7 and above and MS EXCEL 2010 and above.

5. Is GST New Return Offline Tool mobile compatible?

As of now, GST New Return Offline Tool cannot be used on mobile. It can only be used on desktop/laptops.

6. What does downloaded zip folder for GST New Return Offline Tool contains?

The Zip folder downloaded from the GST portal will consist of the following:

- Installation file for the offline tool .exe format (Set up file)
- Table wise CSV files in zip format to fill the CSV for specific table and import in the Offline Tool
- GST ANX-1 Excel workbook template: The sample template to fill the excel for all the tables & import it in the Offline tool.
- Purchase Register template: The template to prepare the purchase register for its easy import into the tool and to match the details with GST ANX-2 downloaded from GST Portal.

Manage Profile

7. Does the GST New Return Offline Tool contains Help section?

Once you open the tool, you will notice detailed instructions (Contextual to that page) to use the tool, using HELP link on the top-right corner of the tool.

8. Can I access Offline tool without creating profile in Offline tool?

No, you cannot access Offline tool without creating profile in Offline tool.

9. How can I add my profile in GST New Return Offline Tool?

To add your profile in GST New Return Offline Tool, navigate to **Manage Profile** at landing page of New Returns GST Offline Tool > **Add Profile**.

10. Can I add multiple profiles in GST New Return Offline Tool?

Yes, you can add multiple profiles in GST New Return Offline Tool. However, profile for each GSTIN must be unique.

11. How can I edit the previously saved profile in GST New Return Offline Tool?

To edit the previously saved profile in GST New Return Offline Tool, navigate to **Manage Profile** at landing page of New Returns GST Offline Tool > **Modify Profile**.

12. How can I change my return type or filing frequency in GST New Return Offline Tool?

To change your return type or filing frequency in GST New Return Offline Tool, navigate to **Manage Profile** at landing page of New Returns GST Offline Tool > **Modify Profile**.

FAQs > Form GST ANX-1 Offline Tool

About Form GST ANX-1 Offline Tool

13. What is Form GST ANX-1 Offline Tool?

Form GST ANX-1 Offline Utility is a tool, inter alia, to facilitate preparation of the Form GST ANX-1 for taxpayers. Taxpayers may use the offline utility to furnish various details regarding outward supplies, imports and inward supplies attracting reverse charge. Once Form GST ANX-1 is prepared using offline utility, it is to be uploaded on GST Portal by creating a JSON file.

14. What details in Form GST ANX-1 can be entered by taxpayer using the Offline Tool?

Details for following Tables of Form GST ANX-1 can be entered by taxpayer using the offline Tool:

- 3A- Supplies to unregistered persons/consumers (B2C)
- 3B- Supplies to registered persons (B2B)
- 3C & 3D- Exports with/without payment of tax (EXP WP/WOP)
- 3E & 3F- Supplies to SEZ with/without payment of tax (SEZ WP/WOP)
- 3G- Deemed exports (DE)
- 3H- Inward supplies attracting reverse charge (RCM)
- 3I- Import of goods (IMPG)
- 3J- Import of services (IMPS)
- 3K- Import of goods from SEZ units/developers (IMPG SEZ)
- 4- Supplies made through e-commerce operators

15. What are the steps for preparing Form GST ANX-1?

Steps for preparing Form GST ANX-1 are:

Offline

1. Download and Install the "GST New Returns Offline Tool"
2. Add Profile > Enter GSTIN, Select Return Filing Frequency and applicable ANX-1
3. Enter details in ANX-1 using:

- a. Import Excel in all tables
 - b. Import csv in one table
 - c. Enter details in all tables
4. Generate JSON File

Online

5. Upload Generated JSON on GST Portal
6. In case of records with error, download the error JSON file

Offline

7. Correct the error in Offline tool
8. Generate JSON File again

Online

9. Upload Generated JSON on GST Portal
10. Details are uploaded in respective tables in GST Portal
12. Preview and Download Form GST FORM GST ANX-1

Entering Details in Offline Tool

16. How can I prepare details in Offline Tool?

For preparing details in Offline Tool:

- Download the GST New Return Offline tool from GST Portal under downloads section as one time activity till no new version is available.
- Import the Excel/ CSV file into the Offline Tool
- Enter/edit/view the details
- Generate the JSON file for upload

17. Can I delete data for all tables in one go?

Yes, you can delete data for all tables in one go using “REMOVE DATA IN ALL TABLES” button.

18. I have changed the Return type in Offline Tool and now want to reuse the previously added data in Offline Tool. How can I do so?

If you intend to change the return type and you have filled up some data in the old profile and intend to reuse the previously added data in offline tool, then you need to export the data to excel and then import the same to Tool after changing the profile.

Generate and Upload the Generated JSON File

19. Can I generate the JSON file from the offline tool without entering any details in any sheet?

No, you can't generate JSON file from the offline utility without entering any details in any sheet.

20. Can I generate the JSON file from the offline tool without taking any action in any of the tables?

No, you can't generate JSON file from the offline utility without taking any action in any of the tables.

21. Do I need to login to GST Portal to upload the generated JSON file using New Returns GST Offline Tool?

Yes, you must login in to the GST Portal to upload the generated JSON file using New Returns GST Offline Tool.

22. I am uploading JSON file again, after making changes in action. What will happen to details of the previous upload?

If some details exist from previous upload, it will be updated with latest uploaded details.

Download Error JSON File

23. What will the error report contain?

Error Report will contain only those entries that failed validation checks on the GST portal. The successfully-validated entries can be previewed online.

24. Does the downloaded Error JSON File contain all the entries I have uploaded on the GST Portal?

No, the downloaded Error JSON File contains only those entries which have failed validation during upload on the GST portal.

25. I've uploaded Form GST ANX-1 JSON File and it was processed without error. Do I need to download the generated file?

No, it is not necessary for you to download the Form GST ANX-1 JSON File processed without error. You may download it if you want to view or update the details added previously.

Downloaded JSON file will contain the revised/updated details which you have previously uploaded on the GST Portal through offline/online.

FAQs > Form GST ANX-2 Offline Tool

About Form GST ANX-2 Offline Tool

26. What is Form GST ANX-2 Offline Tool?

Form GST ANX-2 Offline Utility is a tool to facilitate preparation of the Form GST ANX-2 for taxpayers required to file their return.

Taxpayer can download Form GST ANX-2 JSON file from GST portal to view/ take action on the documents as part of downloaded JSON in the offline tool.

Taking Action in Form GST ANX-2 Offline Tool

27. What are the different tables on which I can take action in Form GST ANX-2 Offline Tool?

Action can be taken in Table 3A only in Form GST ANX-2 Offline Tool. Table 4 and 5 are for view only.

28. Can I take action on auto-populated data in an excel file and then import the same in Form GST ANX-2 Offline Tool?

Action on auto-populated data in Form GST ANX-2 can be taken in Offline tool only. You cannot take action in a separate Excel/csv file and then import the same in Offline tool.

29. Is it mandatory for me to take action for all documents appearing in my Form GST ANX-2?

No, it is not mandatory for you to take action for all the documents. You may choose to either accept, reject or keep the document pending by selecting the appropriate button. However, if you don't take any action (i.e. Accept, Reject, Pending) , the document will be treated as deemed accepted on filing of return.

30. Can I edit details in Form GST ANX-2 Offline Tool?

You cannot edit any details in Form GST ANX-2 Offline Tool.

31. I have a large number of inward supplies; how can I view the details in Form GST ANX-2

You may view the details in Supplier wise or Document wise Form GST ANX-2. You can also use search, select/hide column sort and filter facilities to view the data as per your convenience. Or download the details in excel or csv format.

32. Can I change actions taken on details in Form GST ANX-2 Offline Tool?

Yes, you can change the action any number of times till the return is filed on the GST Portal.

33. What actions can be taken in Form GST ANX-2?

You can take following actions in Form GST ANX-2:

- **Accept** – If the details in GST ANX-2 are correct and can be accepted by you.
- **Reject** – If the details in GST ANX-2 are not correct and cannot be accepted by you. Documents with the 'Rejected' status will flow to supplier's GST ANX-1 after filing of return.
- **Pending** – If the supplies are not yet received or the goods are under examination etc., the same can be kept pending. Documents with the 'Pending' status will continue to appear in your GST ANX-2 in the next period after filing of return.
- Document that has not been marked as Accept, Reject or Pending will be deemed to have been accepted.

34. Can I view summary of actions taken by me?

You can view inward supplies summary by clicking on the tab View Summary of GST ANX-2. This table is auto updated based on the action taken by you. Summary can be viewed for any of the status - All Actions, Accepted, Rejected or Pending.

35. Can I save the details of GST ANX-2 in Excel?

Yes, you can save the details available in your GST ANX-2 in an Excel file by using the option Export to Excel.

36. What are the steps to be taken after I have taken actions in Form GST ANX-2?

After you have taken actions in Form GST ANX-2, generate JSON file using the 'Generate JSON file to Upload' tab and further log in to the GST portal to upload the generated file.

Matching Tool

37. What is a Matching Tool?

Taxpayer can match the auto drafted documents in Form GST ANX-2 with his purchase register. Taxpayer first opens the ANX-2 JSON file (downloaded from GST portal) by clicking on 'Open Annexure of Inward supplies (ANX-2)' and later import his purchase register by clicking on 'Import purchase register' after the taxpayer navigates to matching tool, from the 'matching tool' option present on GST ANX-2 dashboard. Once both files are successfully processed by tool; taxpayer may proceed with matching. Matching enables the taxpayer to recognize the differences in the documents uploaded by the supplier and auto-drafted in GST ANX-2 as compared to details recorded in his purchase register.

38. From where can I download the Purchase Register template?

Purchase Register template can be downloaded along with the New Returns Offline tool and is available inside the zipped folder.

39. Can I maintain my Purchase Register in a format other than provided on GST portal?

Purchase register maintained in a format other than the template provided as part of New Returns offline tool will not be imported into the tool.

Functionalities not available in Beta (trial) version of GST New Return Offline Tool

- HSN code validation is not available in the Offline tool in this version. However, HSN codes contained in GST ANX-1 and ANX-2 will be validated on uploading the json file on GST Portal. Documents containing incorrect HSN Codes will be rejected and errored out. Taxpayers are thus advised to enter correct HSN Codes in the offline tool (wherever required), to avoid rejection of the data later on during validation at the GST Portal (after upload).
- Online version of GST ANX-1 and ANX-2 is not available on the GST Portal at this stage but will be made available soon.
- On import of excel/CSV in offline tool to prepare GST ANX-1, the error file containing erroneous records will not be generated. The facility will be made available soon.
- The facility to delete records in GST ANX-1, uploaded earlier on GST Portal by using 'Mark for Delete' feature in offline tool, will be made available soon.
- Data contained in the ANX-2 uploaded by recipient taxpayer will not be flowing to supplier taxpayer (for editing/amending in case of rejected invoices) during trial period.
- The facility to view summary of ANX-2 on GST Portal will be made available soon. Meanwhile taxpayers may view the summary by downloading the JSON and opening same in offline tool.
- On upload of ANX-2 JSON file prepared using offline tool on GST portal, the error file containing erroneous records will be generated, however, same cannot be opened in offline tool. The facility will be made available soon.

Download and Install GST New Return Offline Tool (Trial)

To download and install the GST New Return Offline Tool (Trial), perform following steps:



Downloading the GST New Return Offline Tool is a one-time activity. However, the tool may get updated in future. So, always use the latest version available on the GST Portal.

1. Access the www.gst.gov.in URL. The GST Home page is displayed.
2. Click the **Downloads > Offline Tools > New Returns Offline Tool (Beta)** option.

Dashboard	Services ▾	GST Law	Downloads ▾	Search Taxpayer ▾	Help ▾	e-Way Bill System	New Return (Trial) ▾
Offline Tools	Accounting and Billing Software	Proposed Return documents					
New Returns Offline Tool (Beta)							Returns Offline Tool
Tran-1 Offline Tools							Tran-2 Offline Tools
GSTR3B Offline Utility							ITC01 Offline Tool
ITC03 Offline Tool							ITC04 Offline Tool
GST ARA 01 - Application for Advance Ruling							GSTR 4 Offline Tool
GSTR 6 Offline Tool With Amendments							GSTR 11 Offline Tool
Refunds Offline Tools							GSTR7 Offline Utility
GSTR8 Offline Tool							GSTR10 Offline Tool
GSTR-9 Offline Tool							GSTR-9A Offline Tool
GSTR-9C Offline Tool							

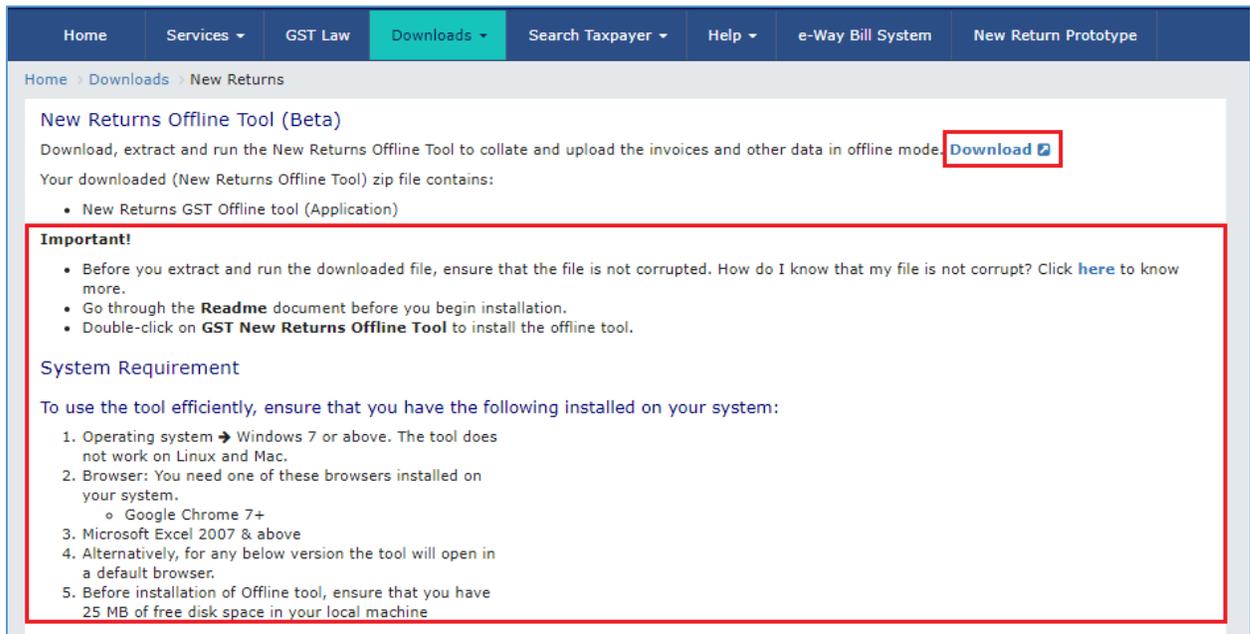


You can download the GST New Returns Offline Tool from the Portal without logging in to the GST Portal.

3. **New Returns Offline Tool** page is displayed. Click the **Download** hyperlink.



Make sure you carefully read the Important message and System Requirement details displayed on the page.



Home Services GST Law Downloads Search Taxpayer Help e-Way Bill System New Return Prototype

Home > Downloads > New Returns

New Returns Offline Tool (Beta)

Download, extract and run the New Returns Offline Tool to collate and upload the invoices and other data in offline mode. [Download](#)

Your downloaded (New Returns Offline Tool) zip file contains:

- New Returns GST Offline tool (Application)

Important!

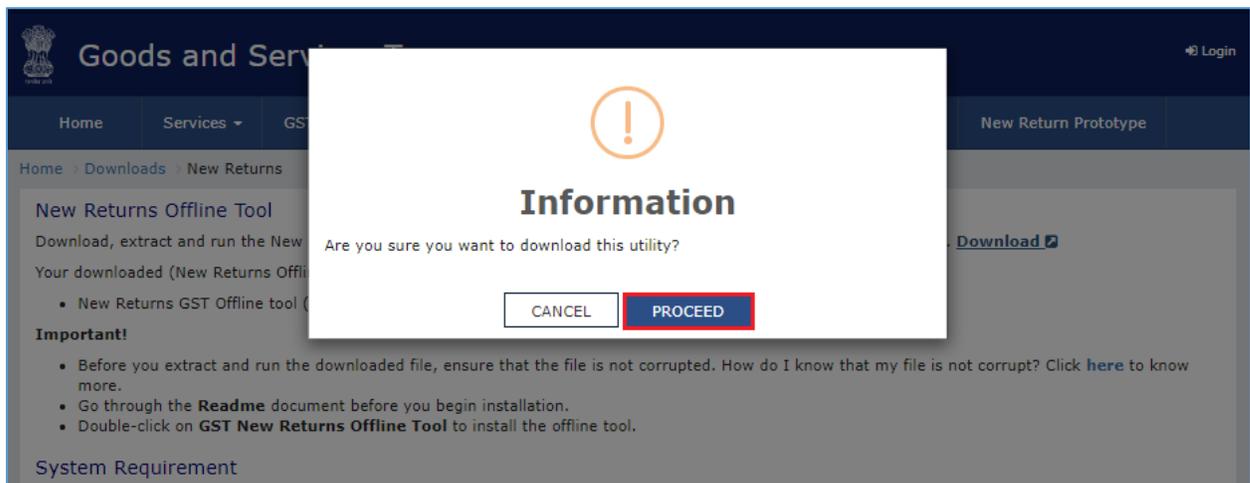
- Before you extract and run the downloaded file, ensure that the file is not corrupted. How do I know that my file is not corrupt? Click [here](#) to know more.
- Go through the **Readme** document before you begin installation.
- Double-click on **GST New Returns Offline Tool** to install the offline tool.

System Requirement

To use the tool efficiently, ensure that you have the following installed on your system:

- Operating system → Windows 7 or above. The tool does not work on Linux and Mac.
- Browser: You need one of these browsers installed on your system.
 - Google Chrome 7+
- Microsoft Excel 2007 & above
- Alternatively, for any below version the tool will open in a default browser.
- Before installation of Offline tool, ensure that you have 25 MB of free disk space in your local machine

4. An Information popup opens. Click **PROCEED**.



Goods and Services Tax Network

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Home > Downloads > New Returns

New Returns Offline Tool

Download, extract and run the New Returns Offline Tool to collate and upload the invoices and other data in offline mode. [Download](#)

Your downloaded (New Returns Offline Tool) zip file contains:

- New Returns GST Offline tool (Application)

Important!

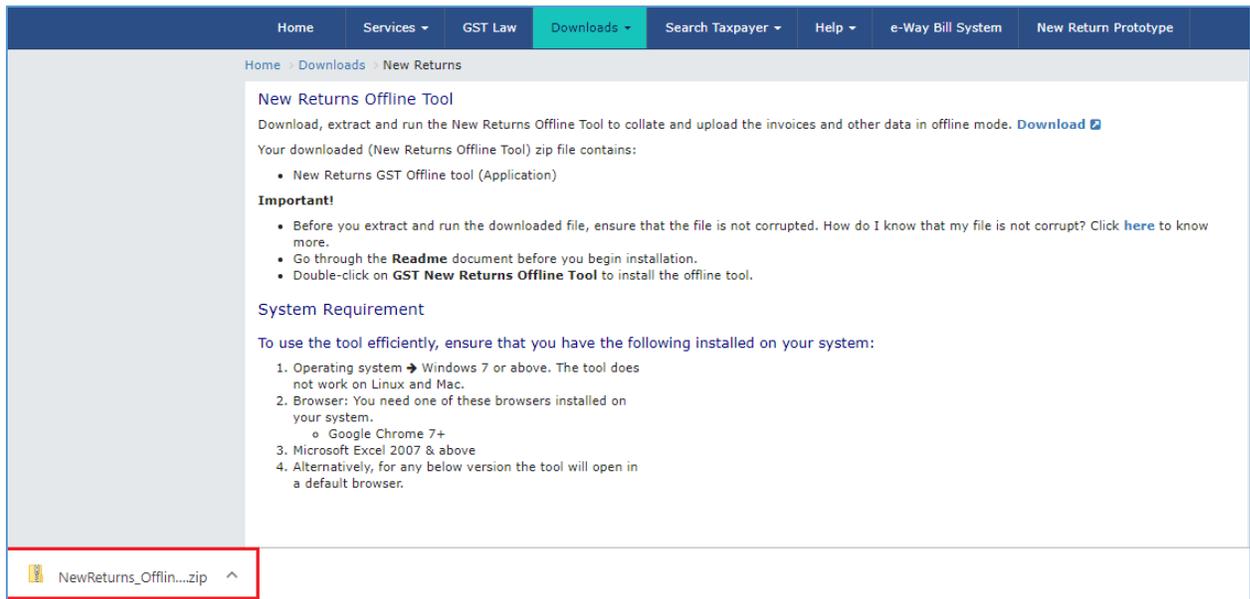
- Before you extract and run the downloaded file, ensure that the file is not corrupted. How do I know that my file is not corrupt? Click [here](#) to know more.
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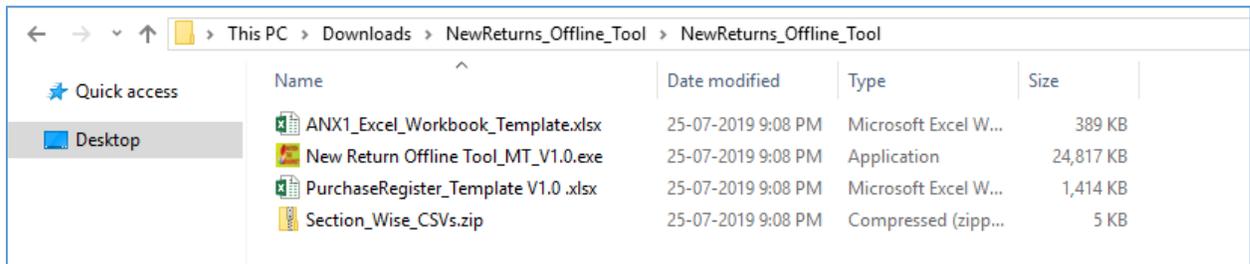
5. Zipped **New Returns Offline Tool** folder gets downloaded.



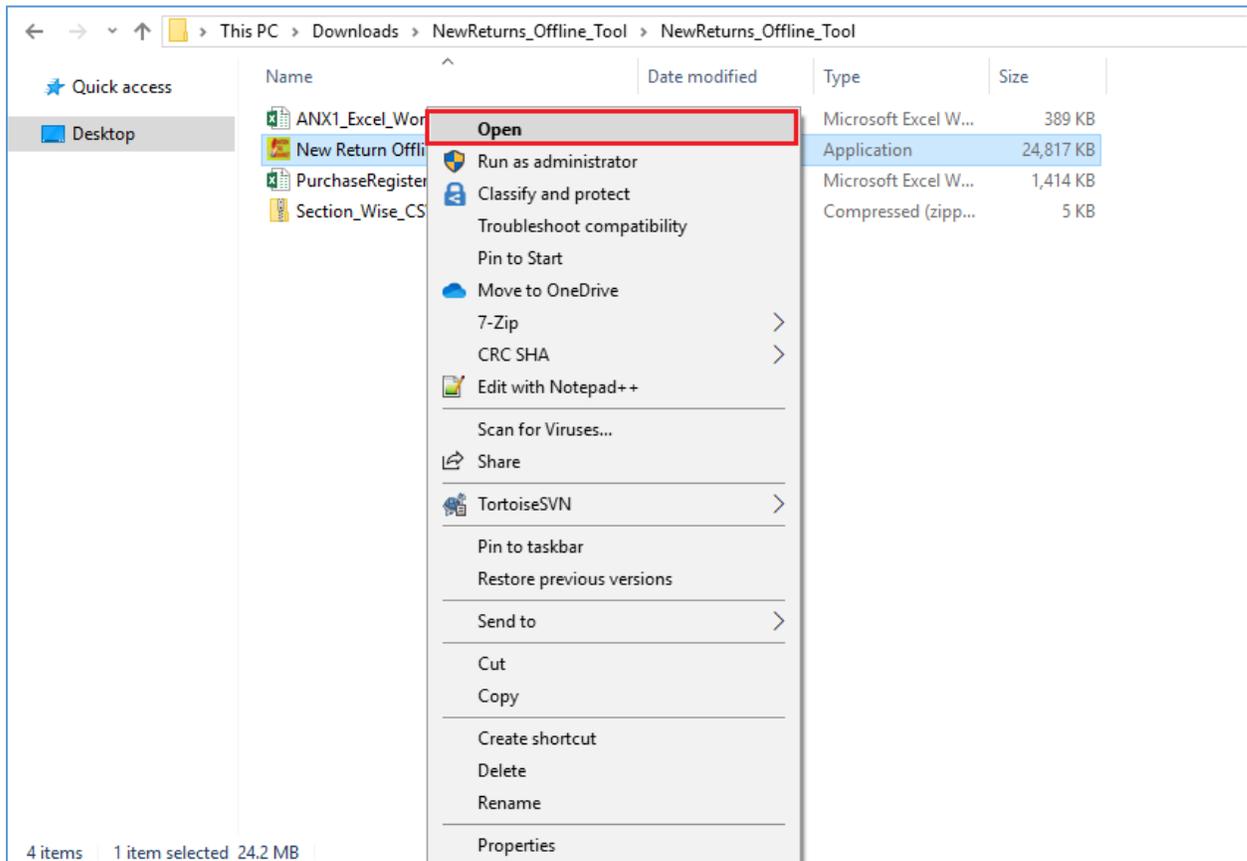
6. Extract the files from the downloaded zipped folder and you will see **New Return Offline Tool_MT_V1.0.exe** in the unzipped folder.

Note: The Zip folder downloaded from the GST portal will consist of the following:

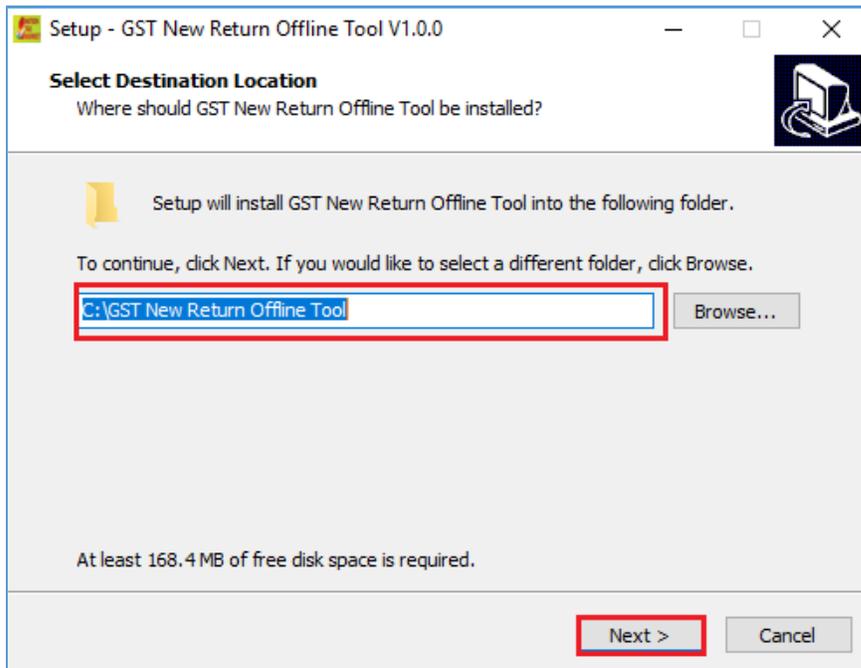
- Installation file for the offline tool .exe format (Set up file)
- Table wise CSV files in zip format to fill the CSV for specific table and import in the Offline Tool
- GST ANX-1 Excel workbook template: The sample template to fill the excel for all the tables & import it in the Offline tool.
- Purchase Register template: The template to prepare the purchase register for its easy import into the tool and to match the details with GST ANX-2 downloaded from GST Portal.



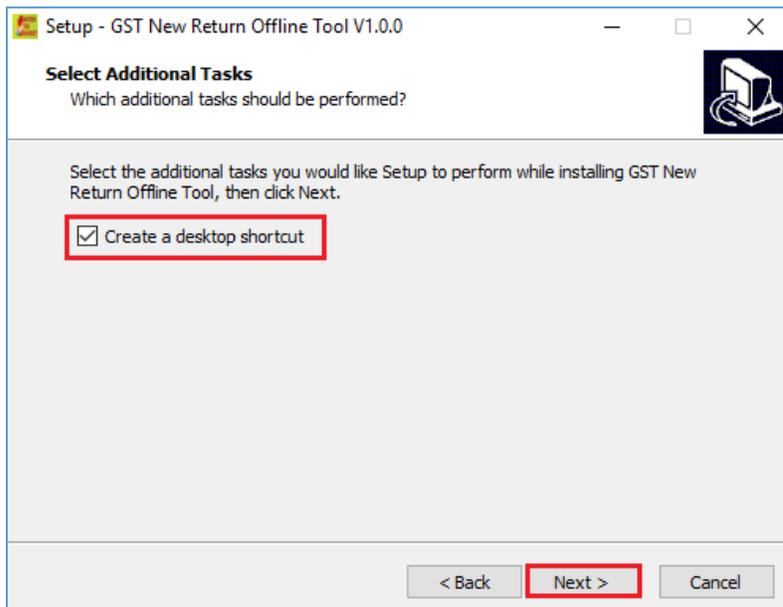
7. Right-click and click **Open**.



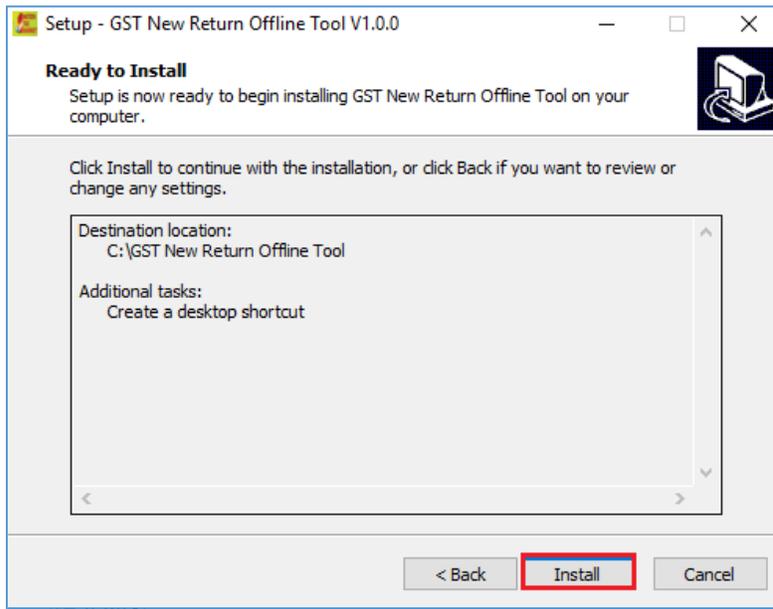
8. Select the folder where you want to install the GST New Returns Offline Tool.
9. Click **Next**.



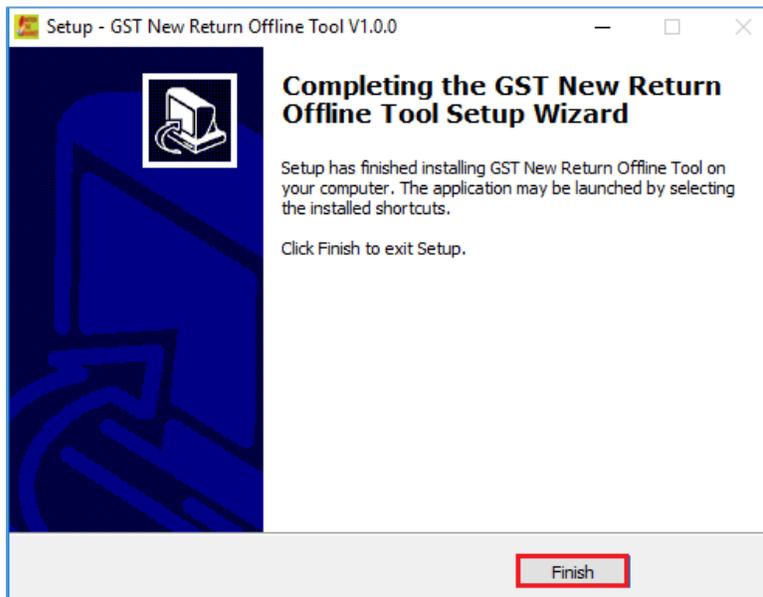
10. Select **Create a desktop shortcut** checkbox, in case, you want to create a shortcut for New Returns tool on your desktop.
11. Click **Next**.



12. Click **Install**.



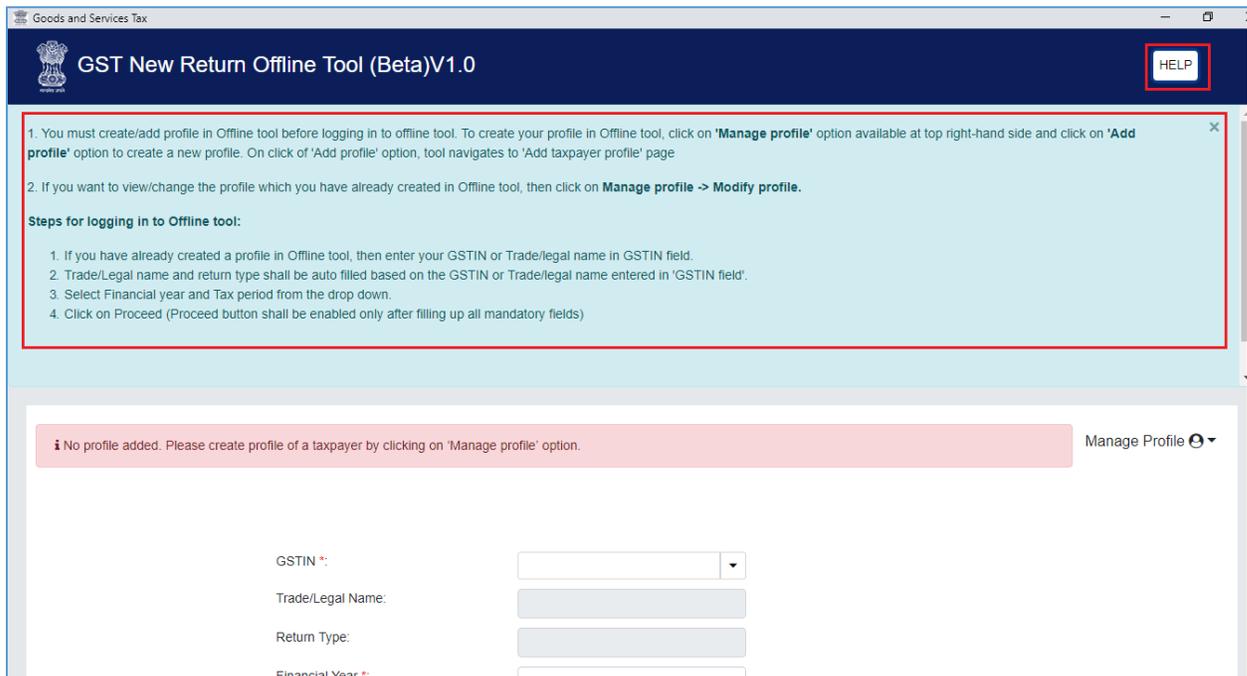
13. Click **Finish**.



14. A shortcut icon is created on your desktop for GST New Return Offline Tool. Double-click the icon to open the tool.



15. Once you open the tool, you will notice detailed instructions (Contextual to that page) to use the tool, using HELP link on the top-right corner of the tool.



The screenshot shows the 'GST New Return Offline Tool (Beta)V1.0' interface. At the top right, there is a 'HELP' button. A large instruction box contains the following text:

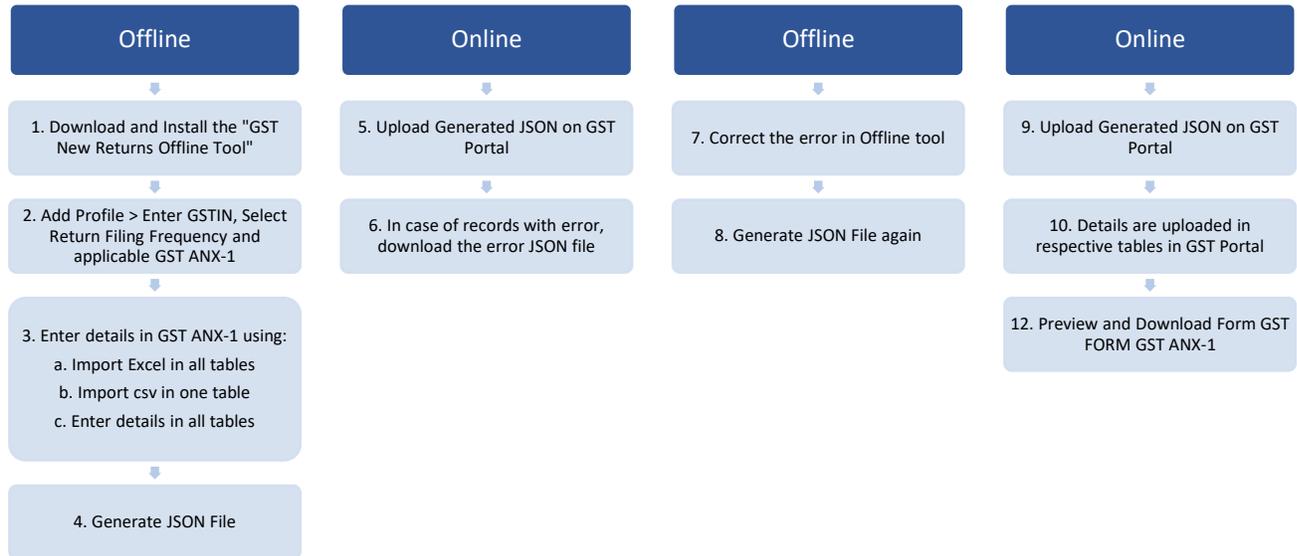
1. You must create/add profile in Offline tool before logging in to offline tool. To create your profile in Offline tool, click on 'Manage profile' option available at top right-hand side and click on 'Add profile' option to create a new profile. On click of 'Add profile' option, tool navigates to 'Add taxpayer profile' page
2. If you want to view/change the profile which you have already created in Offline tool, then click on **Manage profile -> Modify profile**.

Steps for logging in to Offline tool:

1. If you have already created a profile in Offline tool, then enter your GSTIN or Trade/legal name in GSTIN field.
2. Trade/Legal name and return type shall be auto filled based on the GSTIN or Trade/legal name entered in 'GSTIN field'.
3. Select Financial year and Tax period from the drop down.
4. Click on Proceed (Proceed button shall be enabled only after filling up all mandatory fields)

Below the instructions, a message states: "No profile added. Please create profile of a taxpayer by clicking on 'Manage profile' option." To the right of this message is a "Manage Profile" button with a dropdown arrow. Below the message, there are input fields for "GSTIN **", "Trade/Legal Name", "Return Type", and "Financial Year **".

Process Flow for GST ANX-1 Offline Tool



Prepare Annexure in Form GST ANX-1 Offline Tool

To Prepare Annexure in Form GST ANX-1 Offline Tool, perform following steps:

Steps	Mode of Performing Steps
A. Download and Install “GST New Returns Offline Tool”	ON GST PORTAL
B. Open the “GST New Returns Offline Tool” to:	
I. Add Profile	OFF GST PORTAL
II. Modify Profile	OFF GST PORTAL
III. Opening the “Home” screen and Preparing GST ANX-1	OFF GST PORTAL
IV. Import Excel/ CSV File	OFF GST PORTAL
V. Prepare Table-wise Details	OFF GST PORTAL
VI. Generate GST ANX-1 JSON	OFF GST PORTAL
VII. Upload the generated JSON File on GST Portal	ON GST PORTAL
VIII. Download Error JSON File	ON GST PORTAL
IX. Open Error JSON File	OFF GST PORTAL
X. Download JSON File	ON GST PORTAL
XI. Open Downloaded JSON File	OFF GST PORTAL
C. Preview and Download FORM GST ANX-1	ON GST PORTAL

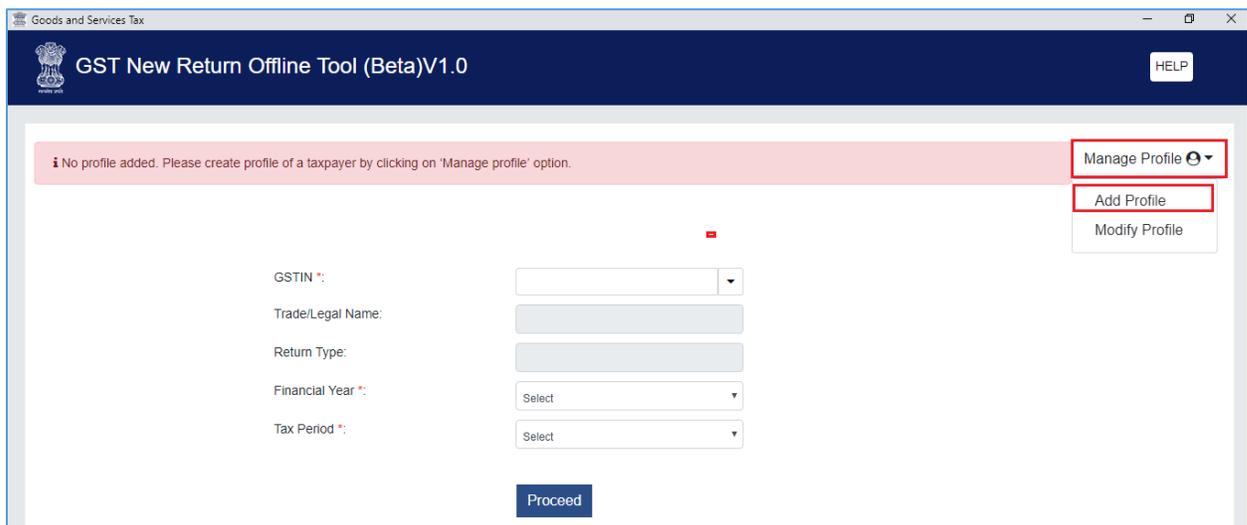
Click each hyperlink above to know more.

B.I. Add Profile

Adding profiles in Master List helps in saving the most frequently used GSTINs and make their details available in the Offline Tool.

To add profile in the offline tool, perform following steps:

1. On the “GST New Return Offline Tool (Beta)” screen, click **Manage Profile** hyperlink.
2. A box gets displayed below the “Manage Profile” hyperlink. Click **Add profile** link.

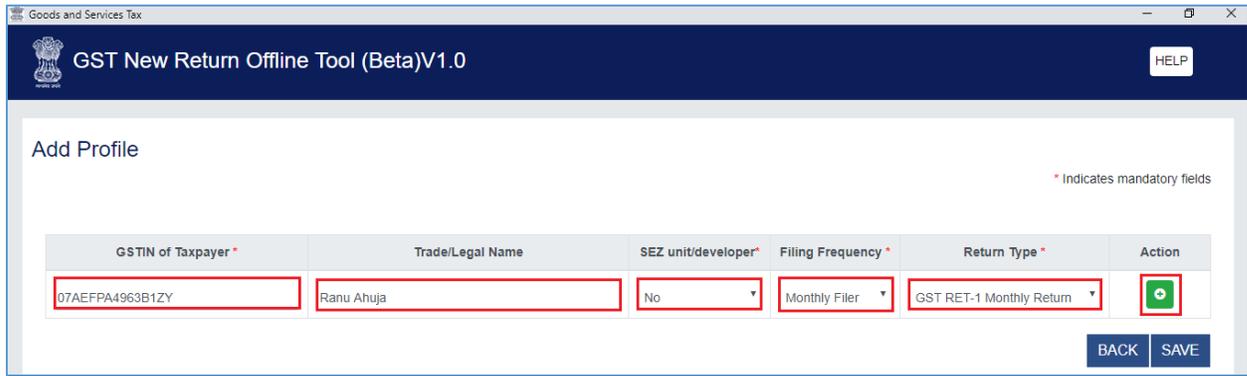


3. “Add taxpayer profile” page gets displayed.



4. In the **GSTIN of taxpayer** field, enter GSTIN.
5. In the **Trade/Legal Name** field, enter Trade Name or Legal Name.
6. In the **SEZ unit/developer** field, select the relevant option from the drop-down list.

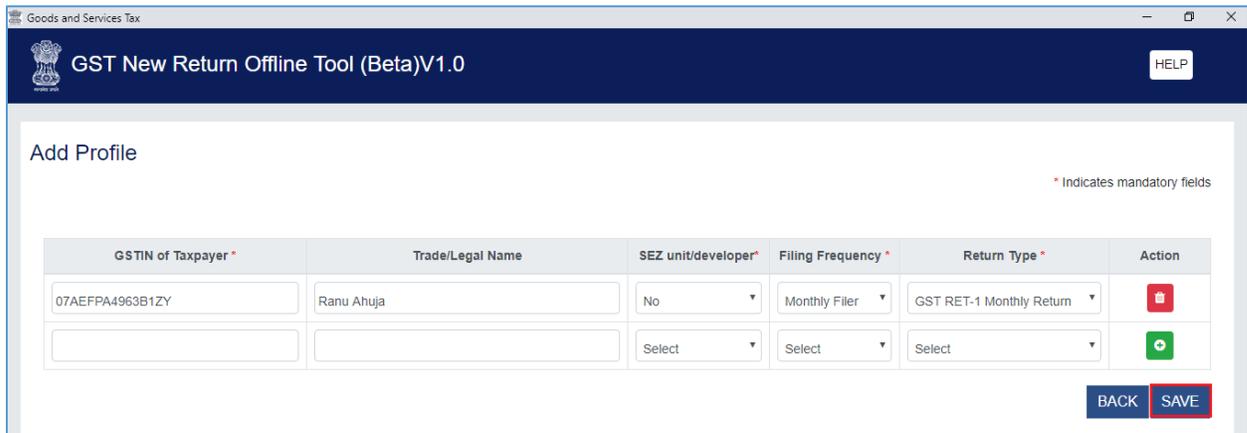
7. In the **Filing frequency** field, select the relevant option from the drop-down list.
8. In the **Return type** field, select the relevant option from the drop-down list.
9. Click the Add “+” symbol to add the details in the offline tool.



The screenshot shows the 'Add Profile' section of the GST New Return Offline Tool. It features a table with the following columns: GSTIN of Taxpayer, Trade/Legal Name, SEZ unit/developer, Filing Frequency, Return Type, and Action. The first row contains the following data: GSTIN: 07AEFPA4963B1ZY, Trade/Legal Name: Ranu Ahuja, SEZ unit/developer: No, Filing Frequency: Monthly Filer, Return Type: GST RET-1 Monthly Return. A green '+' icon is visible in the Action column for this row. Below the table are 'BACK' and 'SAVE' buttons.

GSTIN of Taxpayer *	Trade/Legal Name	SEZ unit/developer*	Filing Frequency *	Return Type *	Action
07AEFPA4963B1ZY	Ranu Ahuja	No	Monthly Filer	GST RET-1 Monthly Return	+

10. Details get added in the offline tool and another row appears for you to add more details. If required, you can delete the row using the  icon.
11. Click **SAVE**.



The screenshot shows the 'Add Profile' section after a second row has been added. The table now has two rows. The first row is identical to the previous screenshot but now has a red trash icon in the Action column. The second row is empty, with 'Select' in the dropdown menus for SEZ unit/developer, Filing Frequency, and Return Type. A green '+' icon is visible in the Action column for the second row. Below the table are 'BACK' and 'SAVE' buttons.

GSTIN of Taxpayer *	Trade/Legal Name	SEZ unit/developer*	Filing Frequency *	Return Type *	Action
07AEFPA4963B1ZY	Ranu Ahuja	No	Monthly Filer	GST RET-1 Monthly Return	🗑️
		Select	Select	Select	+

12. A confirmation message is displayed that “Profile is saved successfully”.
13. Click **BACK**.

Goods and Services Tax

GST New Return Offline Tool (Beta)V1.0 HELP

Add Profile

Profile(s) saved successfully! X

* Indicates mandatory fields

GSTIN of Taxpayer *	Trade/Legal Name	SEZ unit/developer *	Filing Frequency *	Return Type *	Action
<input type="text"/>	<input type="text"/>	Select ▼	Select ▼	Select ▼	

BACK SAVE

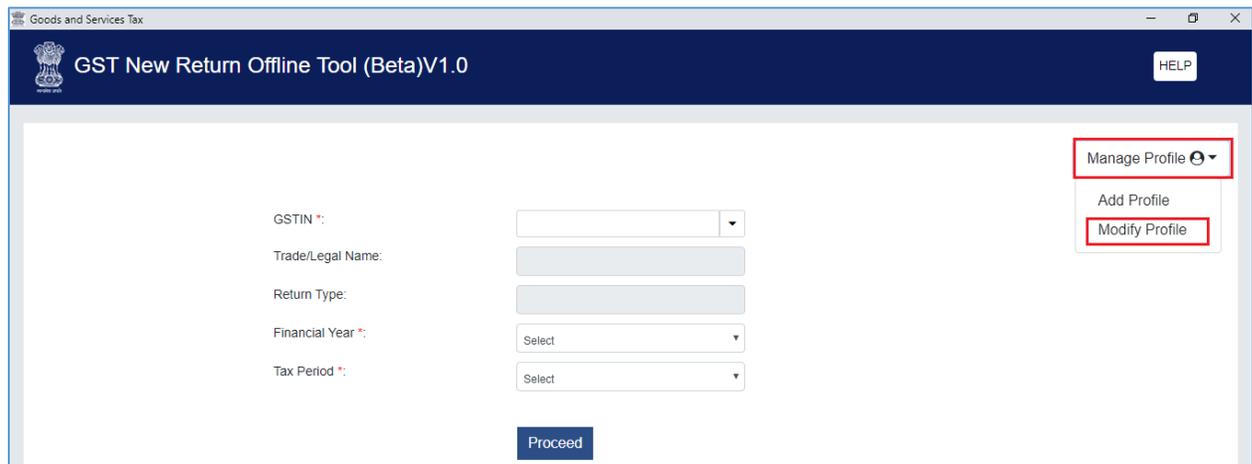
[Click here to go back to main menu](#)

B.II. Modify Profile

Once you have added the profiles in the offline tool, you can modify them as well.

To modify profile in the offline tool, perform following steps:

1. On the “Goods and Services Tax Offline Tool” screen, click **Manage Profile** hyperlink.
2. A box gets displayed below the “Manage Profile” hyperlink. Click **Modify profile** link.

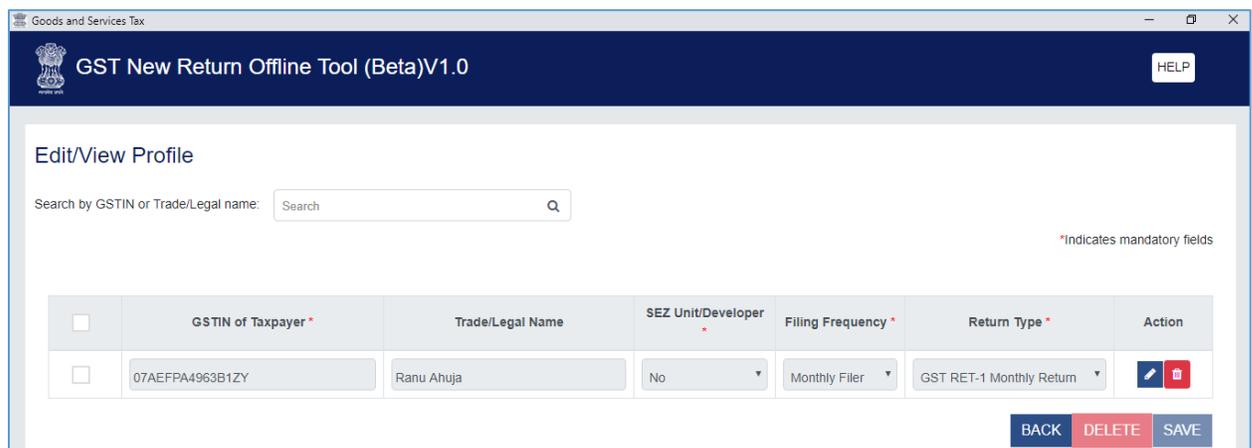


The screenshot shows the 'Manage Profile' dropdown menu with the following options:

- Manage Profile (selected)
- Add Profile
- Modify Profile

The background shows the main form with fields for GSTIN, Trade/Legal Name, Return Type, Financial Year, and Tax Period, along with a 'Proceed' button.

3. “Edit/view profile” page gets displayed. The top of the page contains the search field and below it already added profiles are listed.



The screenshot shows the 'Edit/View Profile' page with a search field and a table of added profiles.

Search by GSTIN or Trade/Legal name:

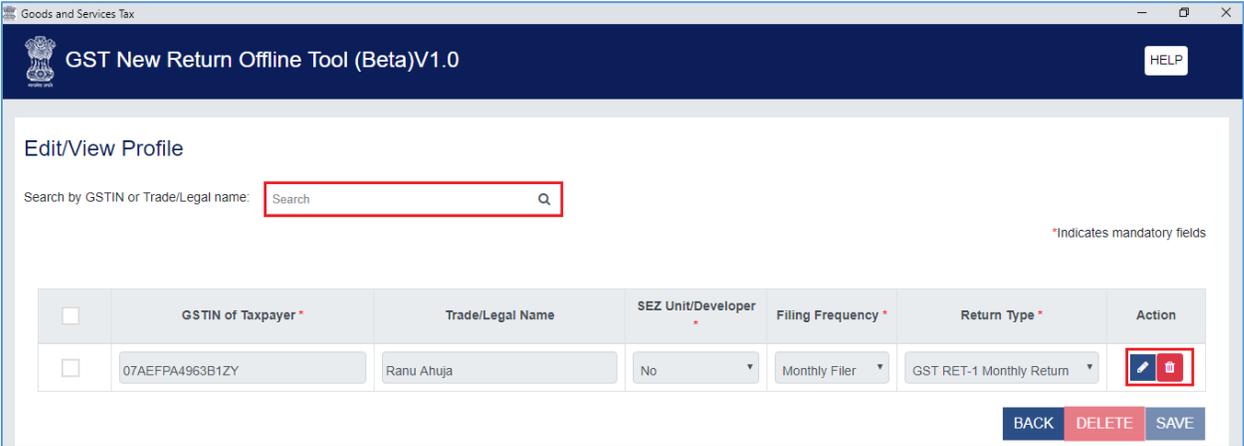
*Indicates mandatory fields

<input type="checkbox"/>	GSTIN of Taxpayer *	Trade/Legal Name	SEZ Unit/Developer	Filing Frequency *	Return Type *	Action
<input type="checkbox"/>	07AEFPA4963B1ZY	Ranu Ahuja	No	Monthly Filer	GST RET-1 Monthly Return	 

Buttons: BACK, DELETE, SAVE

4. To search from the added profiles in the offline tool, enter GSTIN or Trade/Legal name of the taxpayer in the “Search by GSTIN or Trade/Legal name” field.
5. To edit the added details, click the  icon and enter details as mentioned in [Add Profile](#) section.

6. To delete the added details, click the  icon.



The screenshot shows the 'Edit/View Profile' section of the GST New Return Offline Tool. It includes a search bar for GSTIN or Trade/Legal name. Below is a table with columns for GSTIN of Taxpayer, Trade/Legal Name, SEZ Unit/Developer, Filing Frequency, Return Type, and Action. The 'Action' column for the first entry contains a delete icon (trash can) which is highlighted with a red box. At the bottom right, there are buttons for BACK, DELETE, and SAVE.

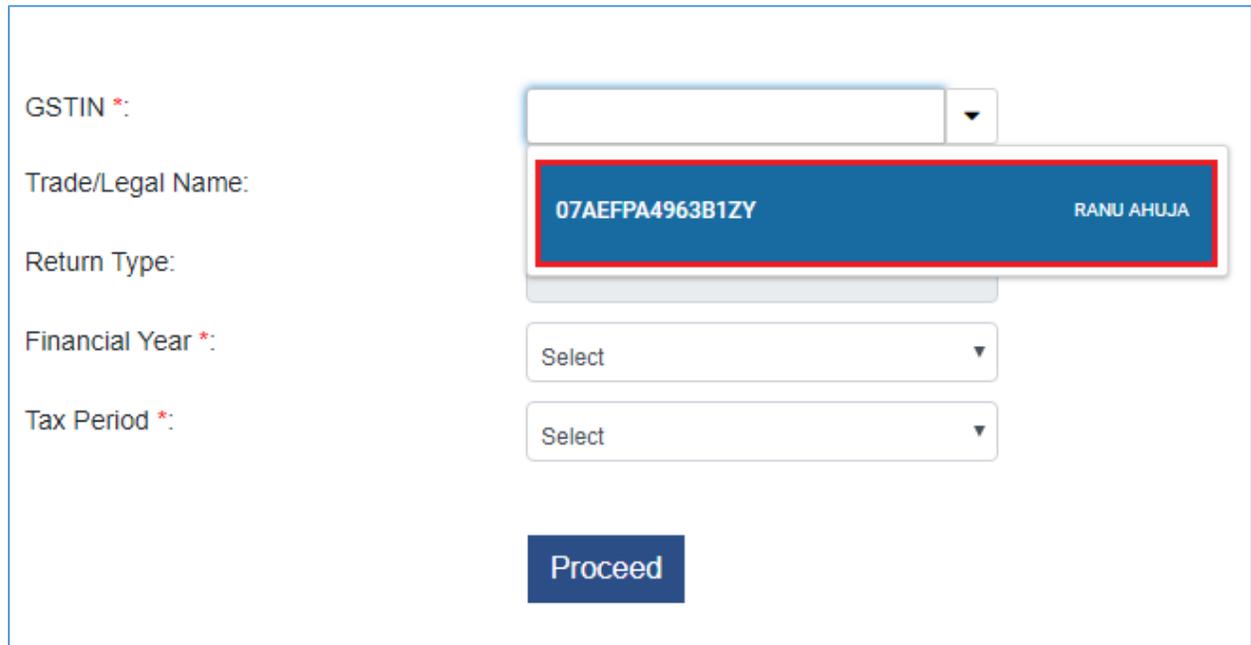
<input type="checkbox"/>	GSTIN of Taxpayer *	Trade/Legal Name	SEZ Unit/Developer *	Filing Frequency *	Return Type *	Action
<input type="checkbox"/>	07AEFPA4963B1ZY	Ranu Ahuja	No	Monthly Filer	GST RET-1 Monthly Return	

[Click here to go back to main menu](#)

B.III. Opening the “Home” screen and Preparing GST ANX-1

To open the “Home” screen of the Offline Tool, perform following steps:

1. Select the relevant **GSTIN** from the drop-down list. The drop-down list contains the profiles added by you in the Offline Tool.



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

- GSTIN *:** A dropdown menu with a downward arrow.
- Trade/Legal Name:** A text field containing "07AEFPA4963B1ZY" and "RANU AHUJA".
- Return Type:** A text field.
- Financial Year *:** A dropdown menu with "Select" and a downward arrow.
- Tax Period *:** A dropdown menu with "Select" and a downward arrow.
- Proceed** button.

2. **Trade/Legal Name** and **Return Type** fields get auto-populated based on your selection.
3. Select the **Financial Year** and **Tax Period** from their respective fields.
4. Click **PROCEED**.

GSTIN *: 07AEFPA4963B1ZY

Trade/Legal Name: Ranu Ahuja

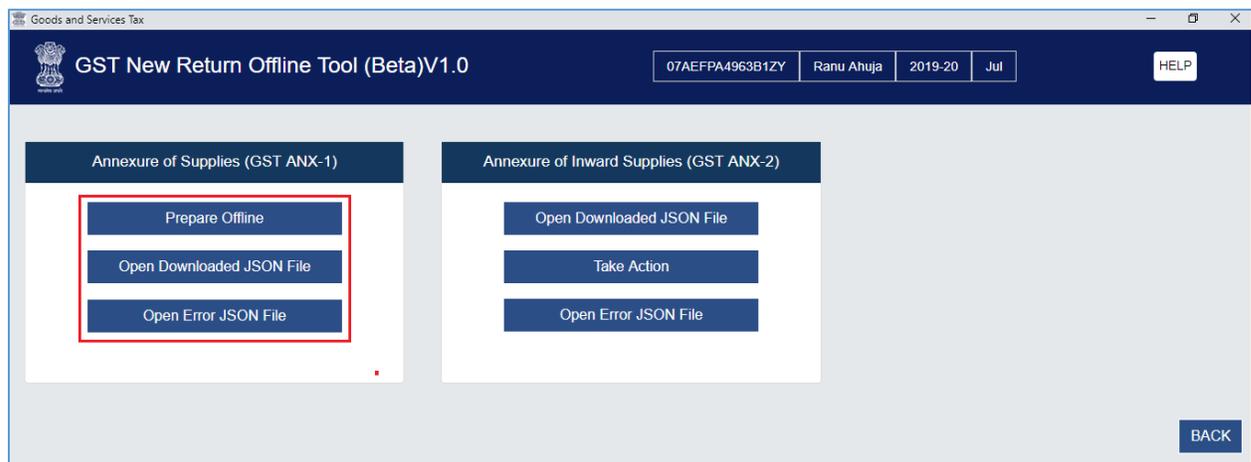
Return Type: GST RET-1 Monthly Return

Financial Year *: 2019-20

Tax Period *: July

Proceed

5. "Home" screen containing various boxes gets displayed.
6. Click the relevant buttons in the "Annexure of Supplies (GST ANX-1)" box to proceed.



Annexure of Supplies (GST ANX-1)

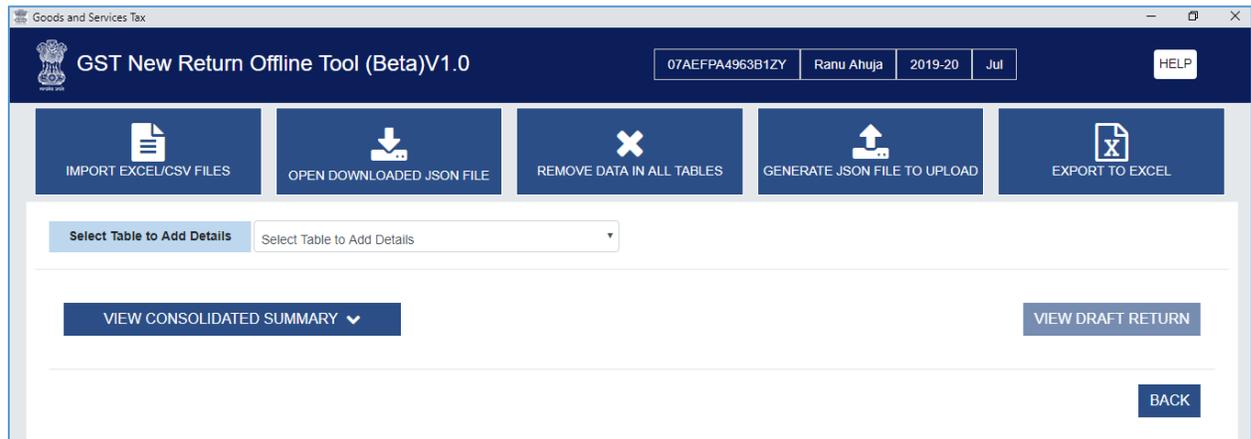
- Prepare Offline
- Open Downloaded JSON File
- Open Error JSON File

Annexure of Inward Supplies (GST ANX-2)

- Open Downloaded JSON File
- Take Action
- Open Error JSON File

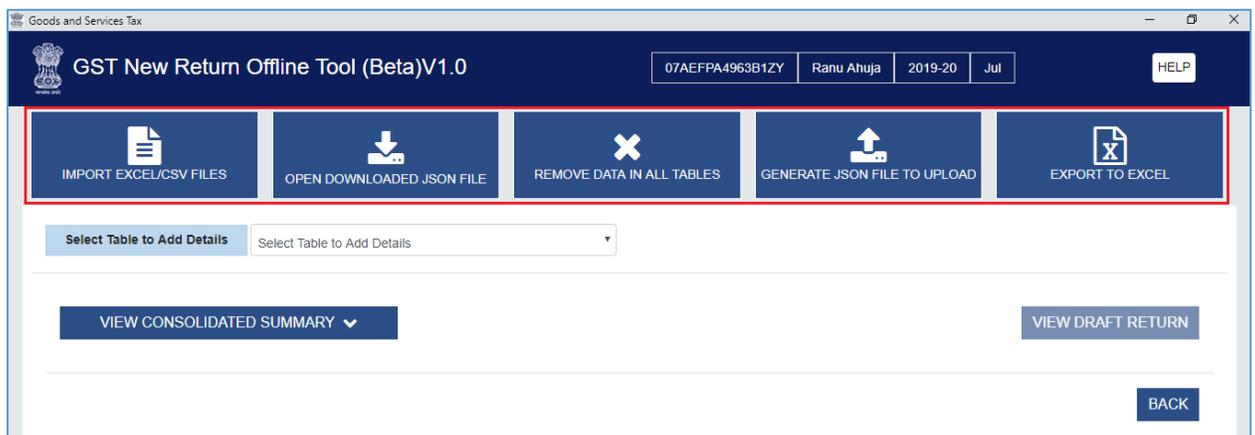
BACK

7. Click **Prepare Offline** button in the "Annexure of Supplies (GST ANX-1)" box. "Prepare Offline" Dashboard gets displayed.



8. You can take following actions using the functionalities available on this page as mentioned below:

- **[IMPORT EXCEL/CSV FILES](#)** : To open the Excel or CSV files and import details for one table using CSV or all tables using Excel in the Offline tool
- **[OPEN DOWNLOADED JSON FILE](#)**: To import GST ANX-1 JSON file in to the Offline Tool which is downloaded from GST Portal
- **REMOVE DATA IN ALL TABLES**: To remove all the records from Offline tool of the taxpayer.
- **[GENERATE JSON FILE TO UPLOAD](#)**: To generate JSON file on GST Portal, for upload of GST ANX-1 details, prepared offline
- **EXPORT TO EXCEL**: To export the details as filled in offline tool to an excel file.



[Click each hyperlink above to know more.](#)

[Click here to go back to main menu](#)

Common Features to Prepare Table-wise Details

Listed below are common features which be used for preparing table wise details in ANX-1 or taking actions in GST ANX-2.

All Tables:

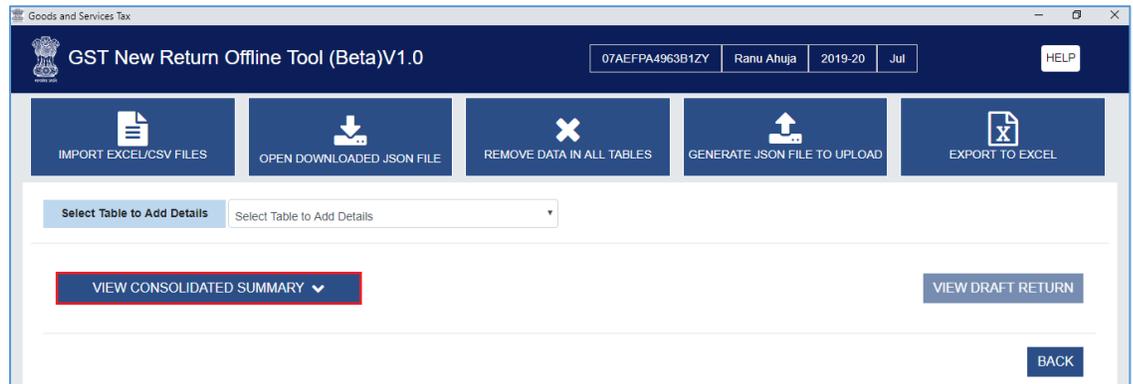
- 1) [View Consolidated Summary](#)
- 2) [View Draft Return](#)
- 3) [Remove Data in All tables](#)
- 4) [Export to Excel](#)

Specific Table:

- 5) [Remove Data in Selected table](#)
- 6) [Mark for Delete in Selected Table](#)
- 7) [Export to CSV](#)
- 8) [Table Summary](#)
- 9) [View Records](#)
- 10) [Search](#)
- 11) [Hide/Unhide](#)
- 12) **Remove a particular row from Offline tool**
- 13) **Remove a particular row from GST Portal**

1) View Consolidated Summary

- a. To view consolidated summary of GST ANX-1, click **VIEW CONSOLIDATED SUMMARY**.



- b. The consolidated summary is displayed. You can click the button again to remove the summary display.

Select Table to Add Details | Select Table to Add Details

VIEW CONSOLIDATED SUMMARY | **VIEW DRAFT RETURN**

Document Type: Net of Credits/Debit Notes

S.No.	Outward/Inward Supply Type	Number of Records	Taxable Value (₹)	Tax amount (₹)			
				Integrated Tax	Central Tax	State/UT Tax	Cess
1	3A- Supplies to unregistered persons/consumers (B2C)	4	42,44,200.00	35,840.00	72,489.50	72,489.50	20,750.00
2	3B- Supplies to registered persons (B2B)	4	41,35,456.83	5,07,942.18	85,901.00	85,901.00	0.00
3	3C & 3D- Exports with/without payment of tax (EXP)	8	1,29,22,930.88	24,03,182.05			4,570.00
4	3E & 3F- Supplies to SEZ with/without payment of tax (SEZ)	5	1,24,35,182.80	12,16,452.11			0.00
5	3G- Deemed exports (DE)	3	53,10,792.37	4,60,405.91	0.00	0.00	30.00
6	Total Outward supplies (1 to 5)	24	3,90,50,562.88	46,23,633.24	1,58,399.50	1,58,399.50	25,356.00
7	3H- Inward supplies attracting reverse charge (RCM)	4	4,20,000.00	20,580.00	2,925.00	2,925.00	0.00
8	3I- Import of services (IMPS)	1	33,80,000.00	4,48,200.00			0.00
9	3J- Import of goods (IMPG)	3	95,67,547.78	10,22,889.51			0.00
10	3K- Import of goods from SEZ units/developers (IMPG SEZ)	2	3,49,000.00	75,220.00			0.00
11	3L- Missing documents(provisional credit availed)	0	0.00	0.00	0.00	0.00	0.00
12	Total Liability excluding amendments, if any (6+7+8)	29	4,28,30,562.88	50,90,413.24	1,61,315.50	1,61,315.50	25,356.00
13	4- Supplies made through e-commerce operators	1		0.00	1,250.00	1,250.00	0.00
14	3B Amendment regular - registered persons (B2BA)	0	0.00	0.00	0.00	0.00	0.00
15	3B Amendment(others) - registered persons (B2BAO)	0	0.00	0.00	0.00	0.00	0.00
16	3E & 3F Amendment - Supplies to SEZ with/without payment of tax (SEZA)	0	0.00	0.00	0.00	0.00	0.00
17	3G Amendment - Deemed exports (DEA)	0	0.00	0.00	0.00	0.00	0.00
18	Total Liability including amendments, if any (12+14+15+16+17)	29	4,28,30,562.88	50,90,413.24	1,61,315.50	1,61,315.50	25,356.00

BACK

2) View Draft Return

- a. Using this button, you can view relevant part of draft Return Form GST RET-1/2/3. Offline tool will auto fill the details in draft return page based on the details available in various tables applicable for relevant tables on Form GST RET-1/2/3. The details will be from GST ANX-1 for the same tax period. Draft return is for view only and not editable.

Click [here](#) to go back to list.

3) Remove Data in All tables

- a. To remove all the records from all the tables of the tool at one go, click **REMOVE DATA IN ALL TABLES**.

Goods and Services Tax

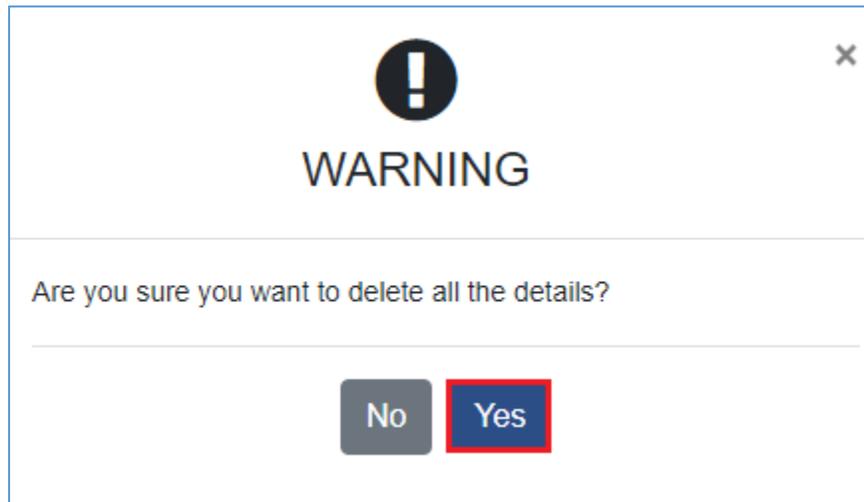
GST New Return Offline Tool (Beta)V1.0 | 07AEFPA4963B1ZY | Ranu Ahuja | 2019-20 | Jul | HELP

Select Table to Add Details | Select Table to Add Details

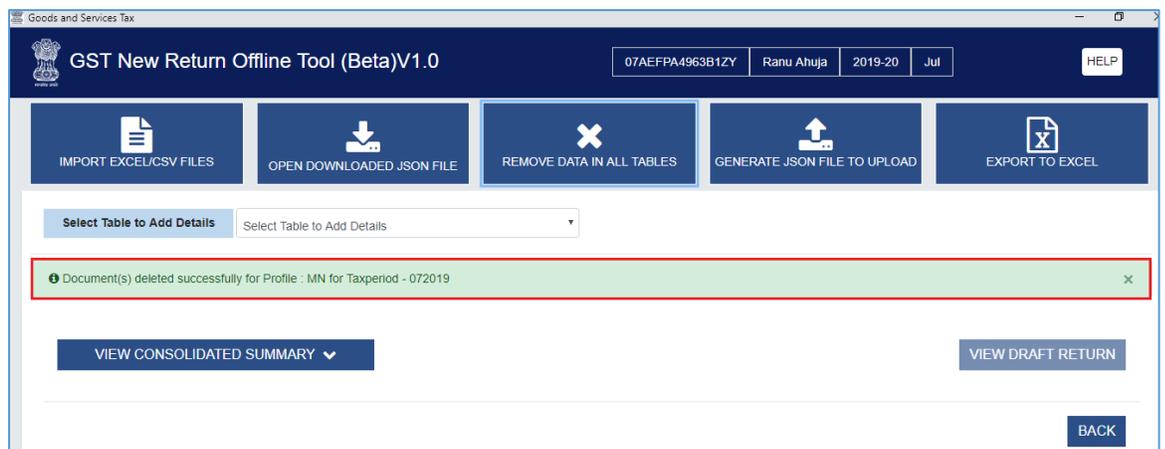
VIEW CONSOLIDATED SUMMARY | **VIEW DRAFT RETURN**

BACK

- b. Click **Yes**.



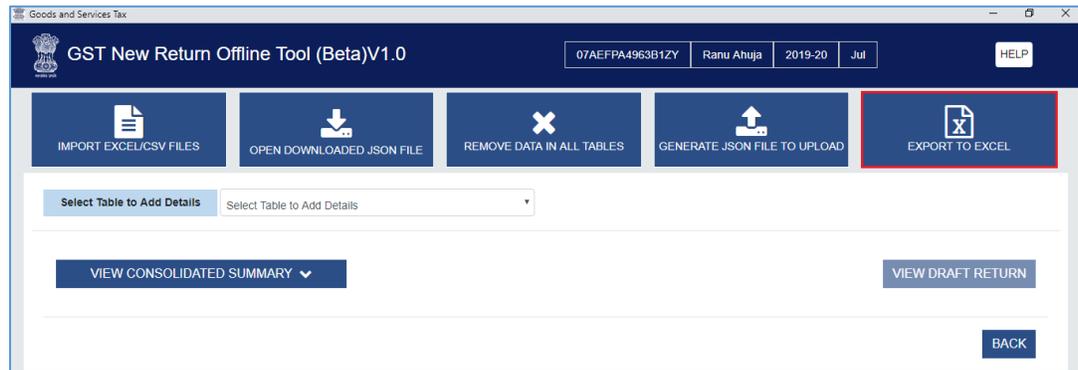
- c. A confirmation message is displayed.



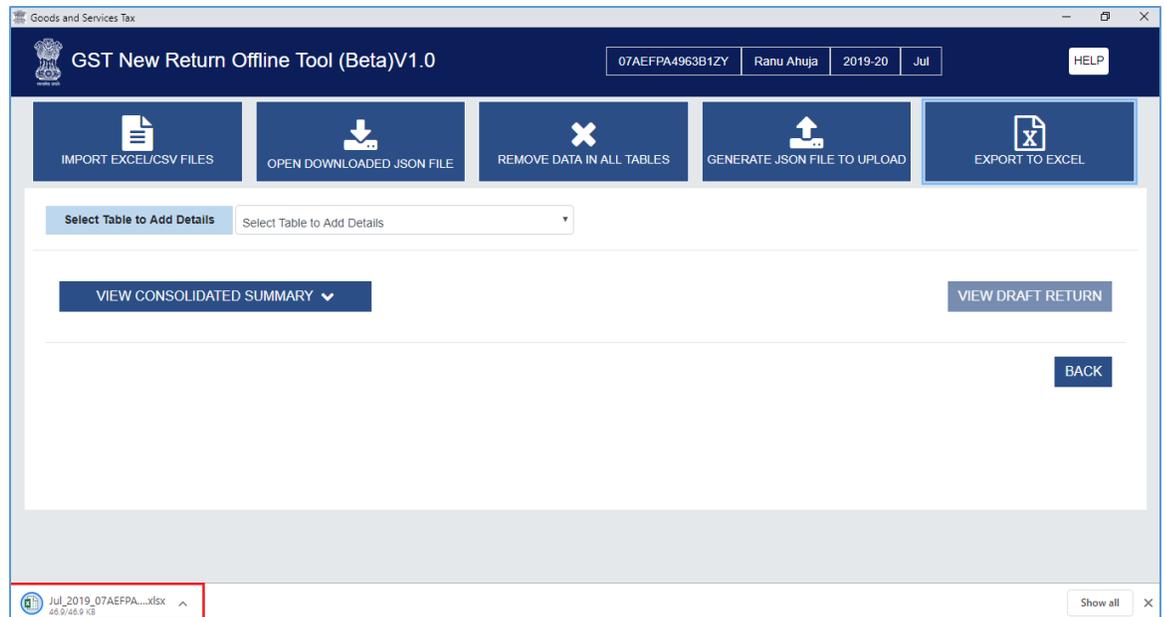
Click [here](#) to go back to list.

4) Export to Excel

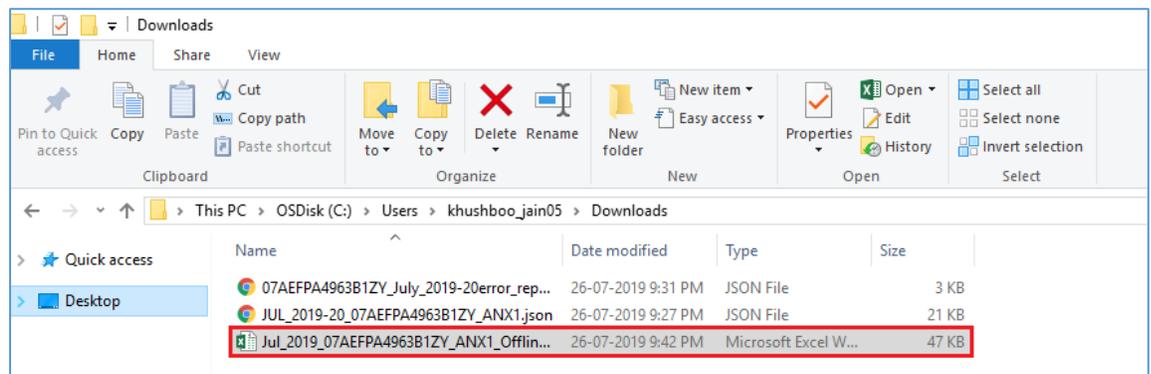
- a. To export the data for all tables in excel format, click **EXPORT TO EXCEL**.



b. The excel file is generated and downloaded.



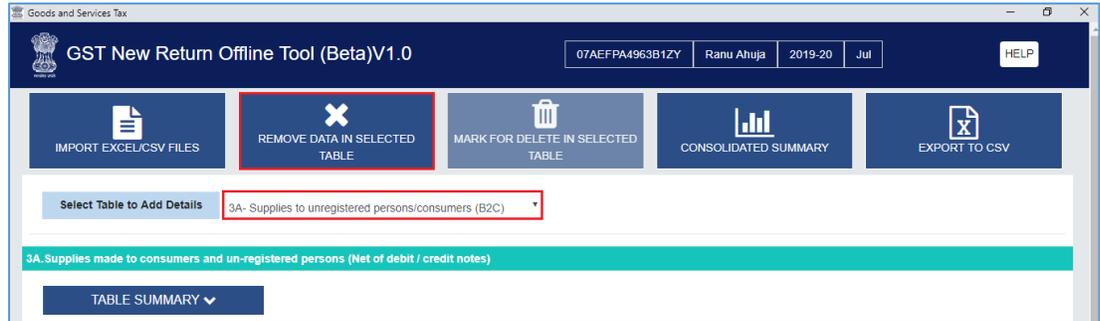
c. The downloaded excel is available under **Downloads** folder.



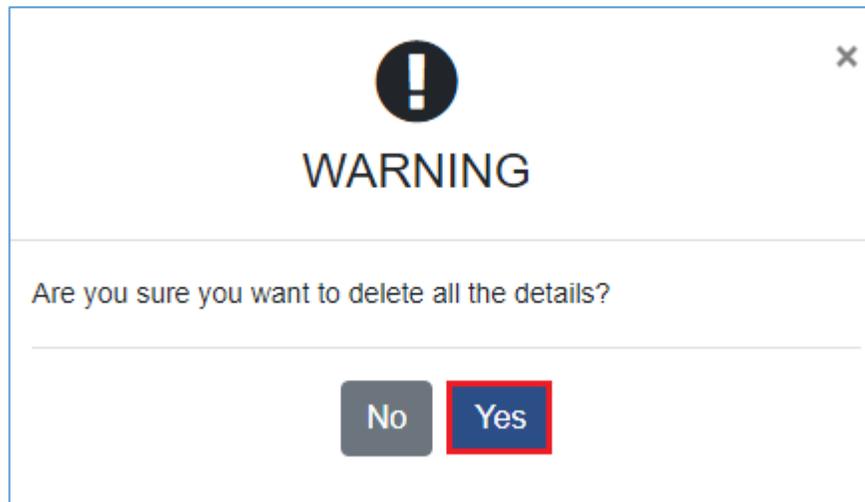
Click [here](#) to go back to list.

5) Remove Data in Selected table

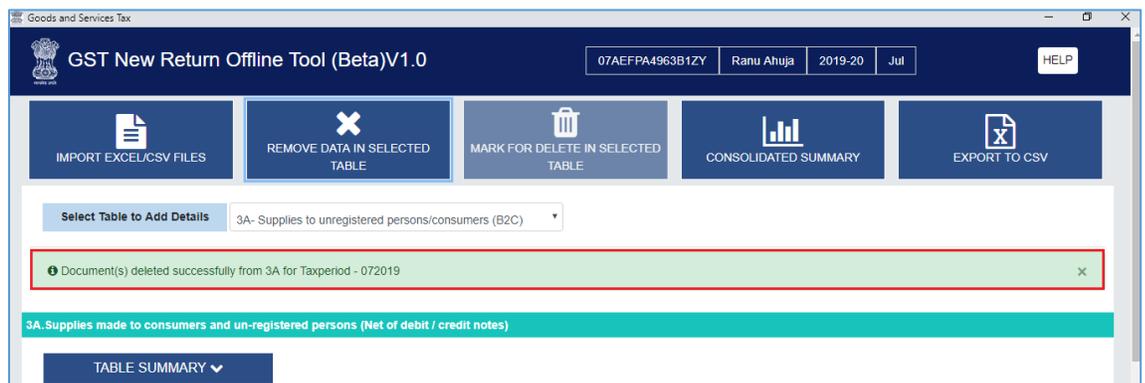
- a. To remove all the records from a selected table of the tool, select the table and click **REMOVE DATA IN SELECTED Table**.



- b. Click **Yes**.



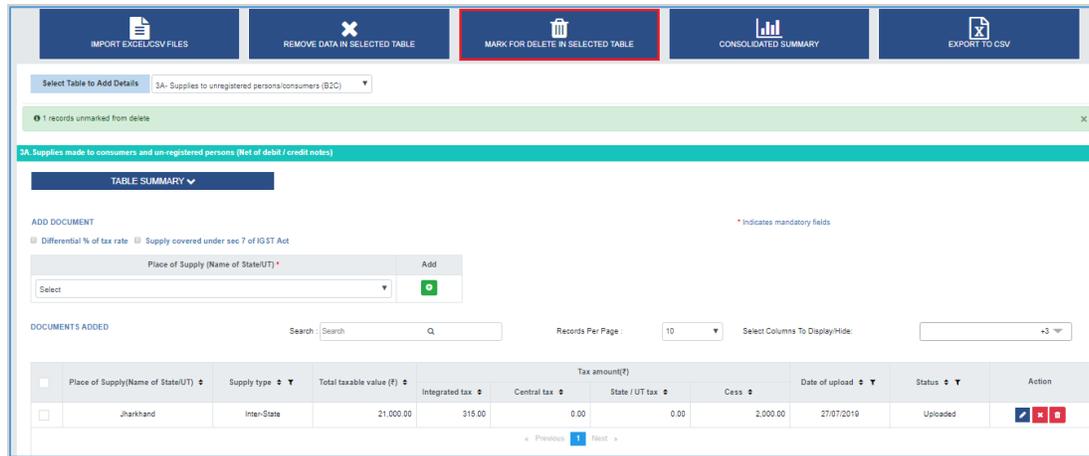
- c. A confirmation message is displayed.



Click [here](#) to go back to list.

6) Mark for Delete in Selected Table

- a. To mark the selected records of the table that have already been uploaded successfully on the GST Portal as “Delete”, click **MARK FOR DELETE IN SELECTED TABLE**. These records will be removed from the GST Portal upon upload,

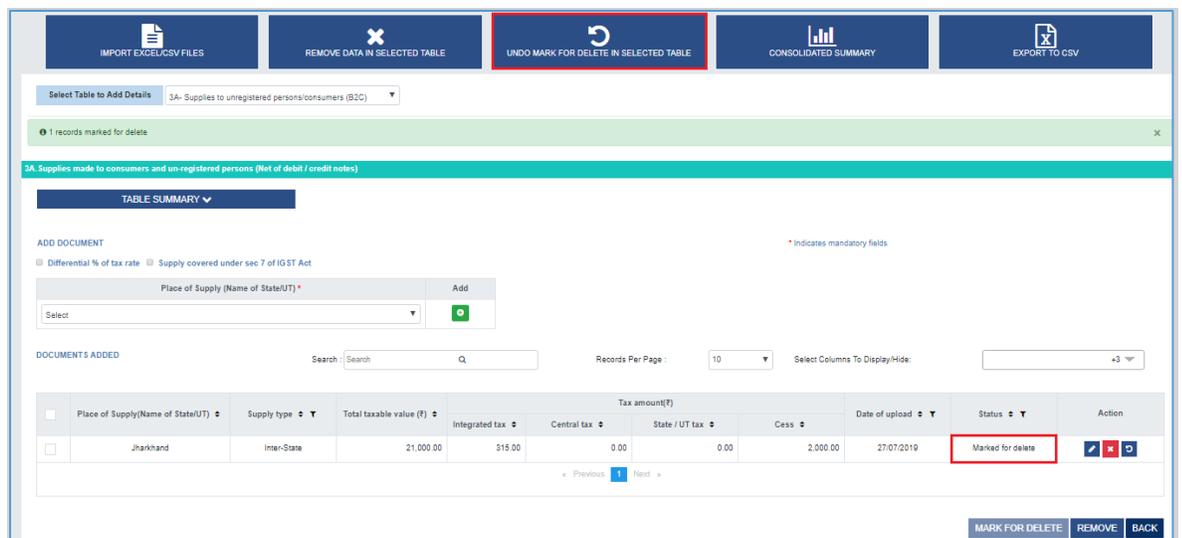


The screenshot shows the 'MARK FOR DELETE IN SELECTED TABLE' button highlighted in red in the top navigation bar. Below the navigation bar, there is a dropdown menu for 'Select Table to Add Details' set to '3A- Supplies to unregistered persons/consumers (B2C)'. A green notification bar indicates '1 records unmarked from delete'. The main content area is titled '3A. Supplies made to consumers and un-registered persons (Net of debit / credit notes)'. It includes a 'TABLE SUMMARY' dropdown, an 'ADD DOCUMENT' section with a 'Place of Supply (Name of State/UT)' dropdown and an 'Add' button, and a 'DOCUMENTS ADDED' section with a search bar and a table. The table has columns for 'Place of Supply', 'Supply type', 'Total taxable value', 'Tax amount', 'Date of upload', 'Status', and 'Action'. The 'Status' column for the first record is 'Uploaded'.

	Place of Supply(Name of State/UT)	Supply type	Total taxable value (₹)	Tax amount(₹)				Date of upload	Status	Action
				Integrated tax	Central tax	State / UT tax	Cess			
<input type="checkbox"/>	Jharkhand	Inter-State	21,000.00	315.00	0.00	0.00	2,000.00	27/07/2019	Uploaded	✖ ✖ ✖

- b. A confirmation message is displayed and status is changed to “Marked for Delete”. Click **UNDO MARK FOR DELETE IN SELECTED TABLE** to undo the changes.

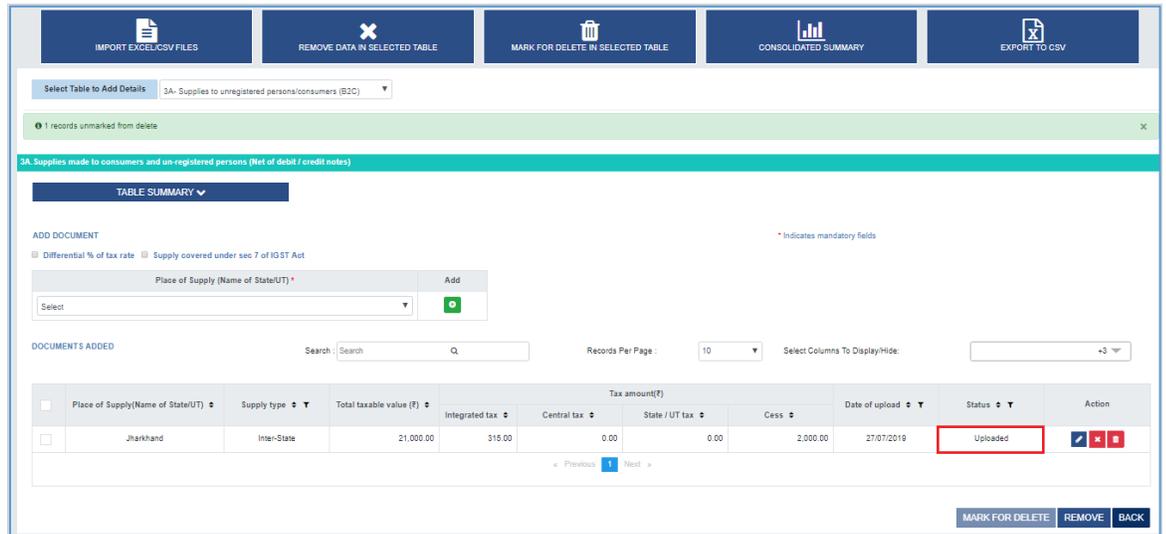
Note: To mark the selected records of the selected table that have already been uploaded successfully on the GST Portal as “Delete” so that they can be removed from the GST Portal upon upload, click **MARK FOR DELETE**.



The screenshot shows the 'UNDO MARK FOR DELETE IN SELECTED TABLE' button highlighted in red in the top navigation bar. Below the navigation bar, there is a dropdown menu for 'Select Table to Add Details' set to '3A- Supplies to unregistered persons/consumers (B2C)'. A green notification bar indicates '1 records marked for delete'. The main content area is titled '3A. Supplies made to consumers and un-registered persons (Net of debit / credit notes)'. It includes a 'TABLE SUMMARY' dropdown, an 'ADD DOCUMENT' section with a 'Place of Supply (Name of State/UT)' dropdown and an 'Add' button, and a 'DOCUMENTS ADDED' section with a search bar and a table. The table has columns for 'Place of Supply', 'Supply type', 'Total taxable value', 'Tax amount', 'Date of upload', 'Status', and 'Action'. The 'Status' column for the first record is 'Marked for delete'.

	Place of Supply(Name of State/UT)	Supply type	Total taxable value (₹)	Tax amount(₹)				Date of upload	Status	Action
				Integrated tax	Central tax	State / UT tax	Cess			
<input type="checkbox"/>	Jharkhand	Inter-State	21,000.00	315.00	0.00	0.00	2,000.00	27/07/2019	Marked for delete	✖ ✖ ✖

- c. A confirmation message is displayed and status is changed from “Marked to Delete” to “Uploaded”.



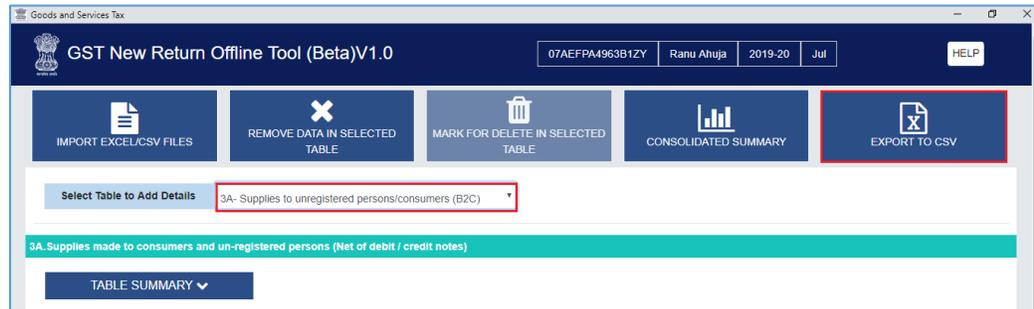
The screenshot shows the '3A. Supplies made to consumers and un-registered persons (Net of debit / credit notes)' section. A table lists supply details with columns for Place of Supply, Supply type, Total taxable value, Integrated tax, Central tax, State / UT tax, Cess, Date of upload, Status, and Action. The 'Status' column for the first row is 'Uploaded' and is highlighted with a red box. The 'Action' column contains icons for 'Add', 'Delete', and 'Refresh'.

	Place of Supply(Name of State/UT)	Supply type	Total taxable value (₹)	Integrated tax	Central tax	State / UT tax	Cess	Date of upload	Status	Action
<input type="checkbox"/>	Jharkhand	Inter-State	21,000.00	315.00	0.00	0.00	2,000.00	27/07/2019	Uploaded	

Click [here](#) to go back to list.

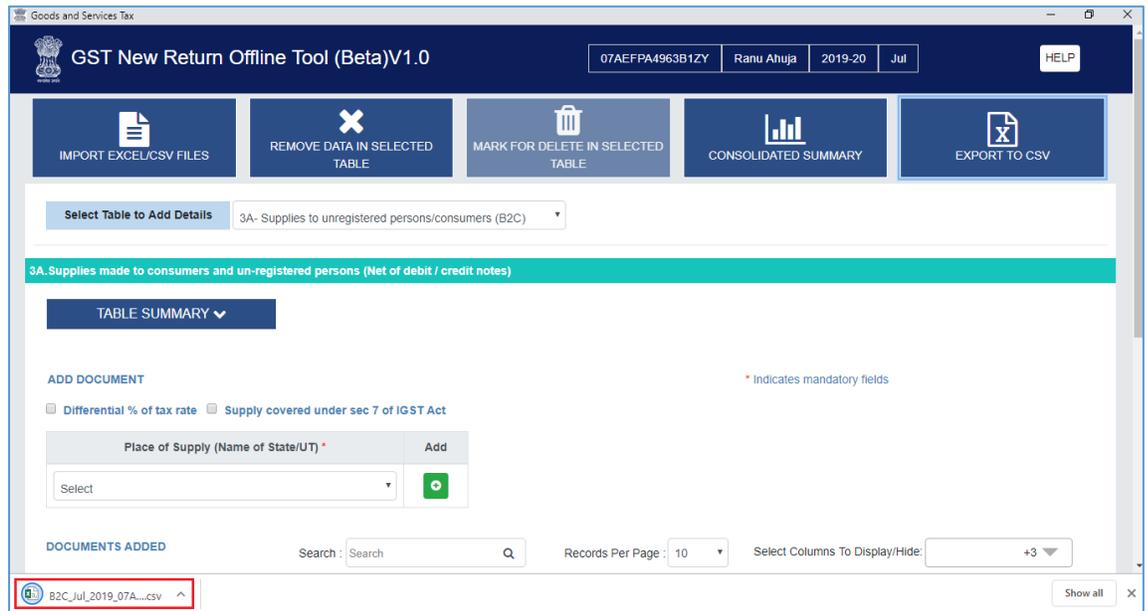
7) Export to CSV

- To export the data of selected table to CSV file, click **EXPORT TO CSV**.

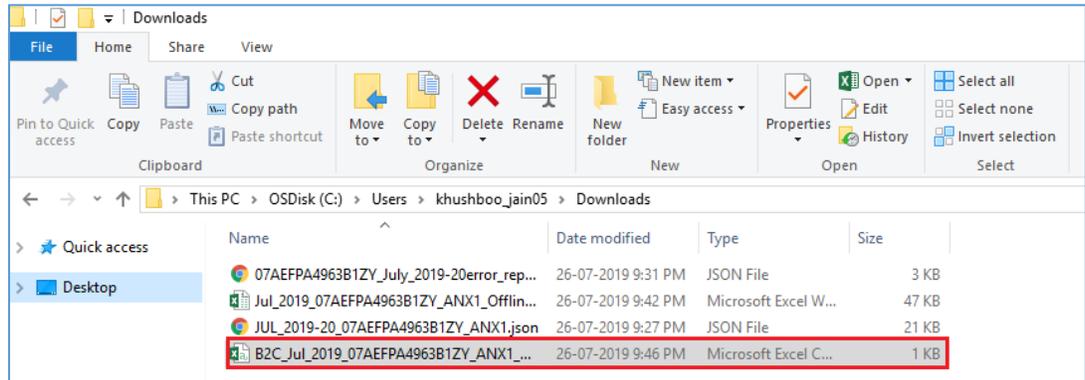


The screenshot shows the same interface as above, but with the 'EXPORT TO CSV' button in the top navigation bar highlighted with a red box. The 'Status' column in the table below is also highlighted with a red box.

- The CSV file is generated and downloaded.



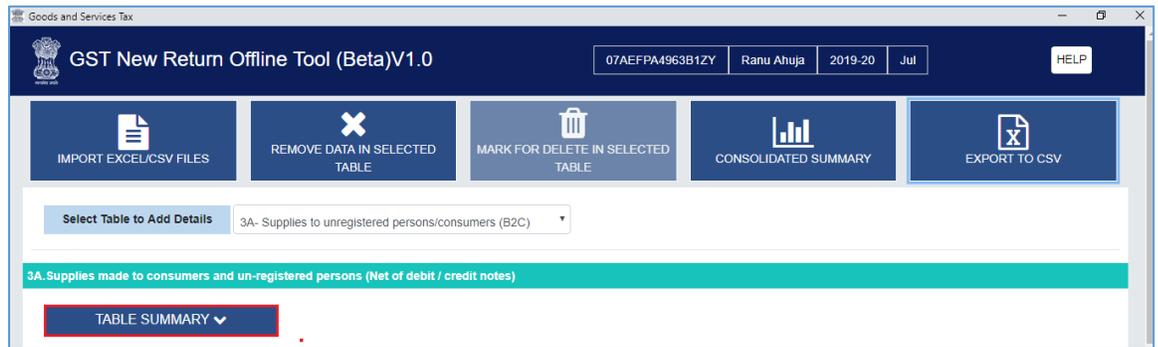
- c. The downloaded CSV is available under **Downloads** folder.



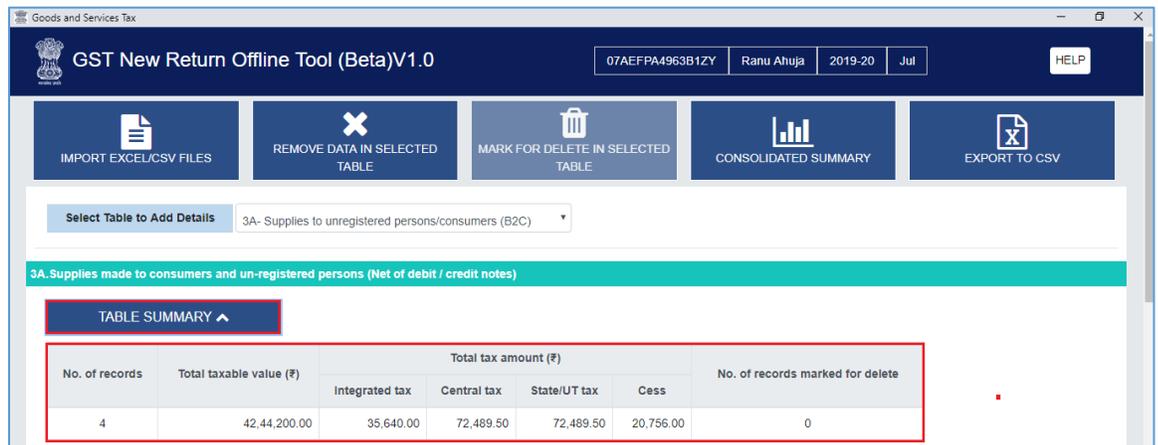
Click [here](#) to go back to list.

8) Table Summary

- a. To view summary of the selected table, click **TABLE SUMMARY**.



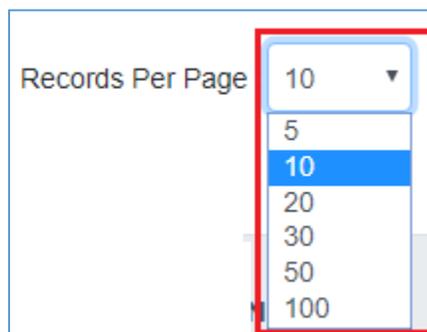
- b. The summary of that particular table is displayed. To remove, click **TABLE SUMMARY** again.



Click [here](#) to go back to list.

9) View Records

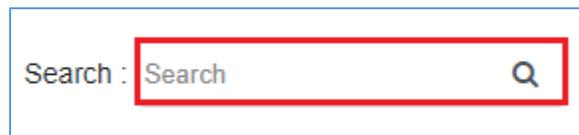
- a. To view records per page, select the required number from the drop-down list of “Record Per Page” field.



Click [here](#) to go back to list.

10) Search

- a. To search in the list of the added documents, enter the relevant text/value in the **Search** field and click the search icon. Table would display the related records only.

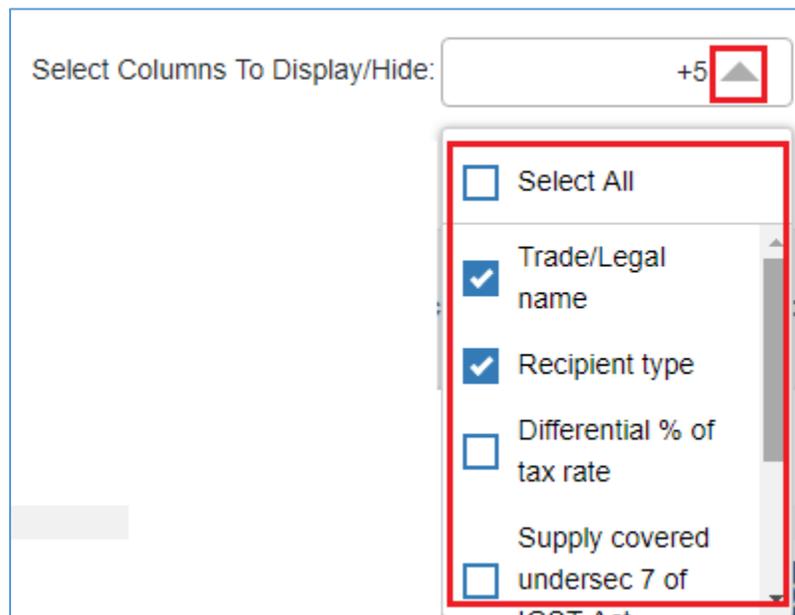


Search : Search 

Click [here](#) to go back to list.

11) Hide/Unhide

- a. To Hide/unhide the relevant details from the table in **DOCUMENTS ADDED** section, click **Hide/Unhide** blue hyper-link. This will display Hide drop-down. Click the drop-down to view the list and select relevant check-boxes against the field to hide/unhide.



Select Columns To Display/Hide: +5 

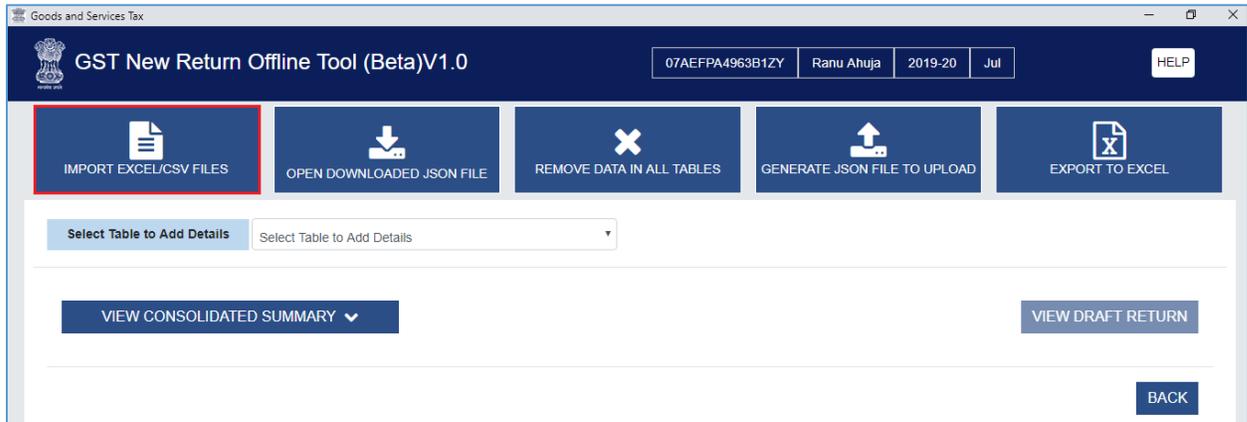
- Select All
- Trade/Legal name
- Recipient type
- Differential % of tax rate
- Supply covered
- undersec 7 of

Click [here](#) to go back to list.

[Click here to go back to main menu](#)

B.IV. Import Excel/ CSV File

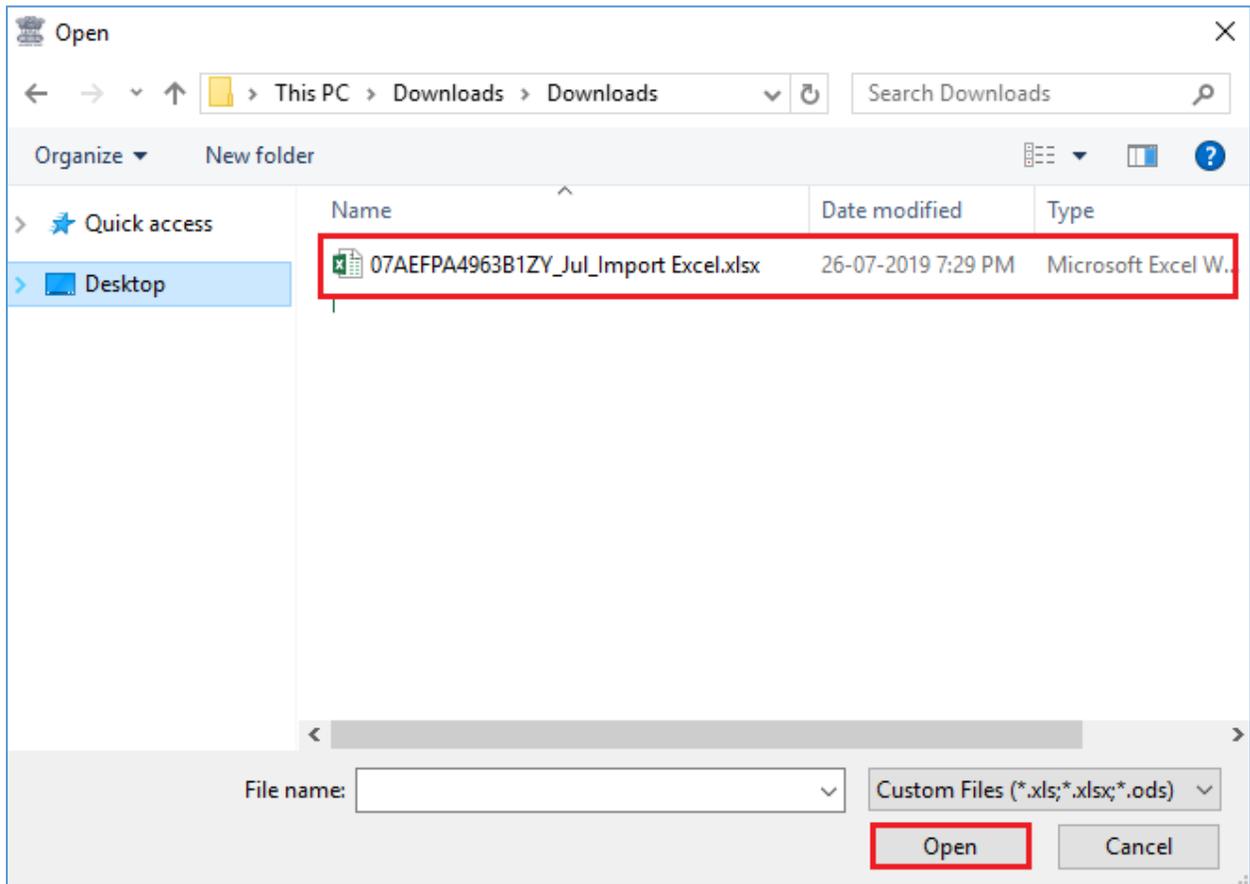
- To import Excel or CSV file in the Offline Tool, click **IMPORT EXCEL/CSV FILES** button.
Note: You can import details of a particular table using CSV and import details for all tables using Excel.



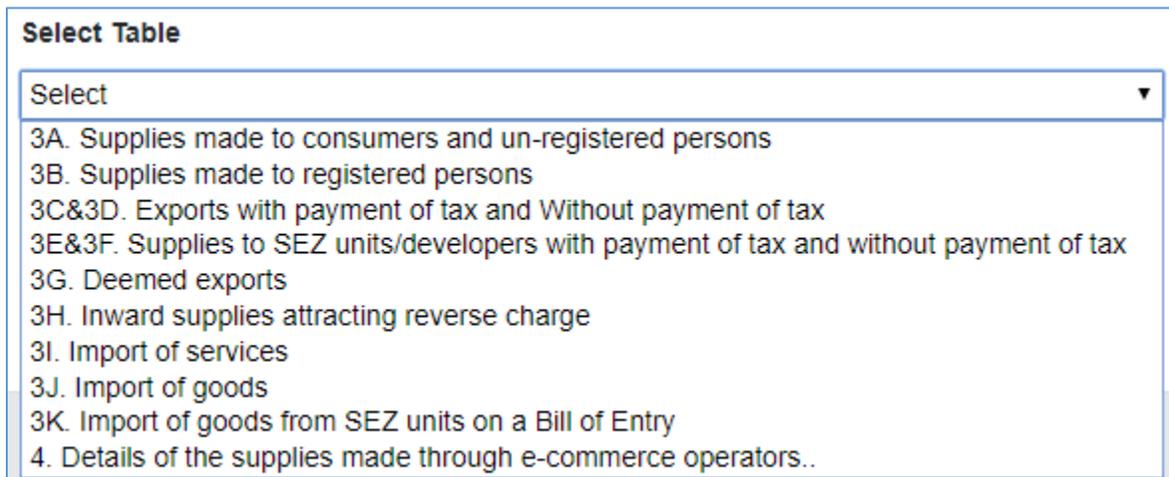
- The “Import Data Using Excel or CSV” page gets displayed. You can import the data using **IMPORT EXCEL** or **IMPORT CSV**.
Note: You can click **VIEW SUMMARY** button to go back to the “Prepare Offline” Dashboard.



- Click the **IMPORT EXCEL** button to import the filled up Excel template (available with the downloaded offline tool) containing the GST ANX-1 details.
- Select the filled up excel template and click **Open**.



5. In case, you want to import the filled up CSV template (available with the downloaded offline tool to prepare data) containing the GST ANX-1 table details, click the **IMPORT CSV** button.
6. Select Table from the drop-down list.



7. Click the **IMPORT CSV** button.

Import Data Using Excel or CSV

Import Excel File

IMPORT EXCEL

Import CSV File

*Please select a table to import CSV.

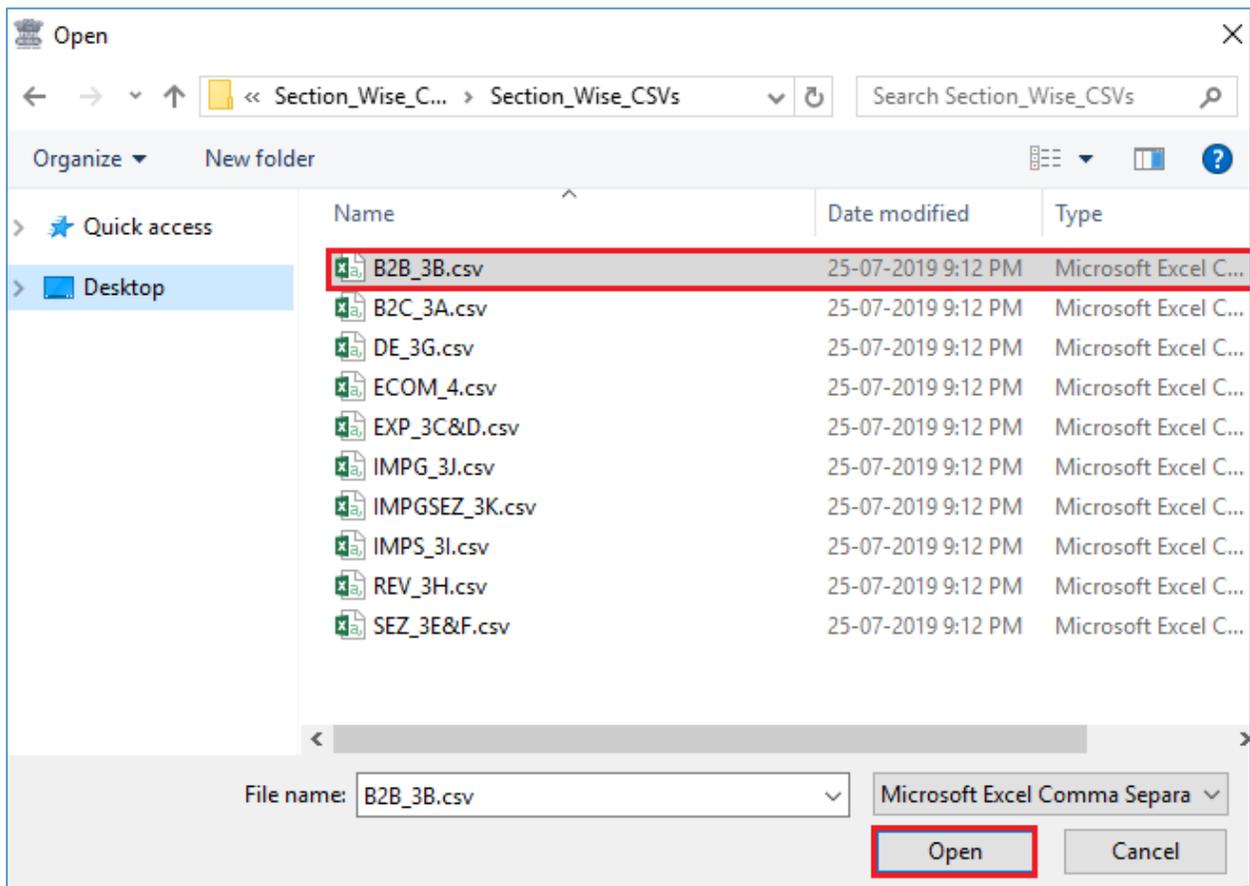
Select Table

3A. Supplies made to consumers and un-registered persons

IMPORT CSV

BACK **VIEW SUMMARY**

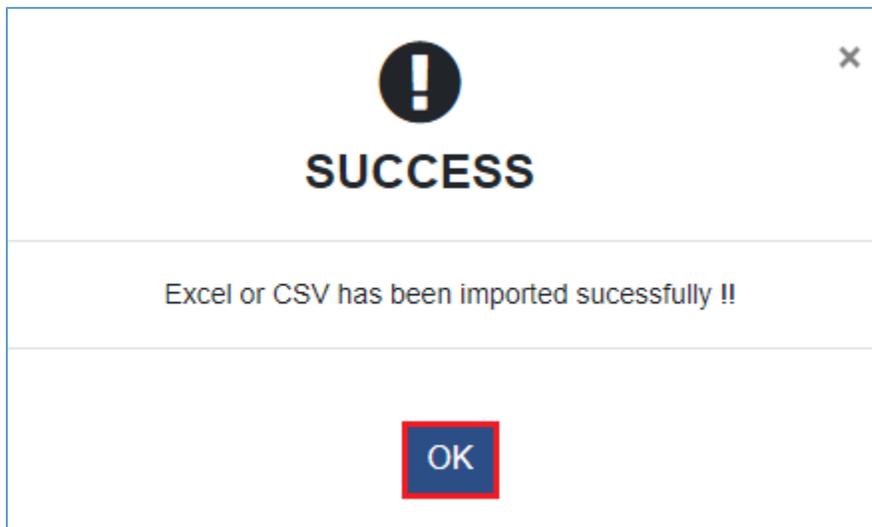
8. Select the filled up CSV template for the selected table and click **Open**.



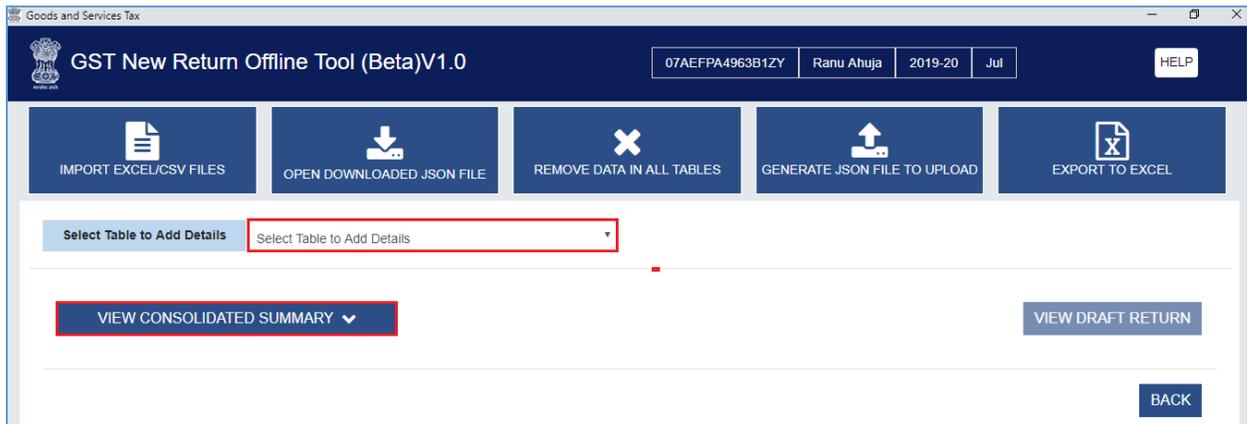
9. A warning message is displayed. Click **Yes**.



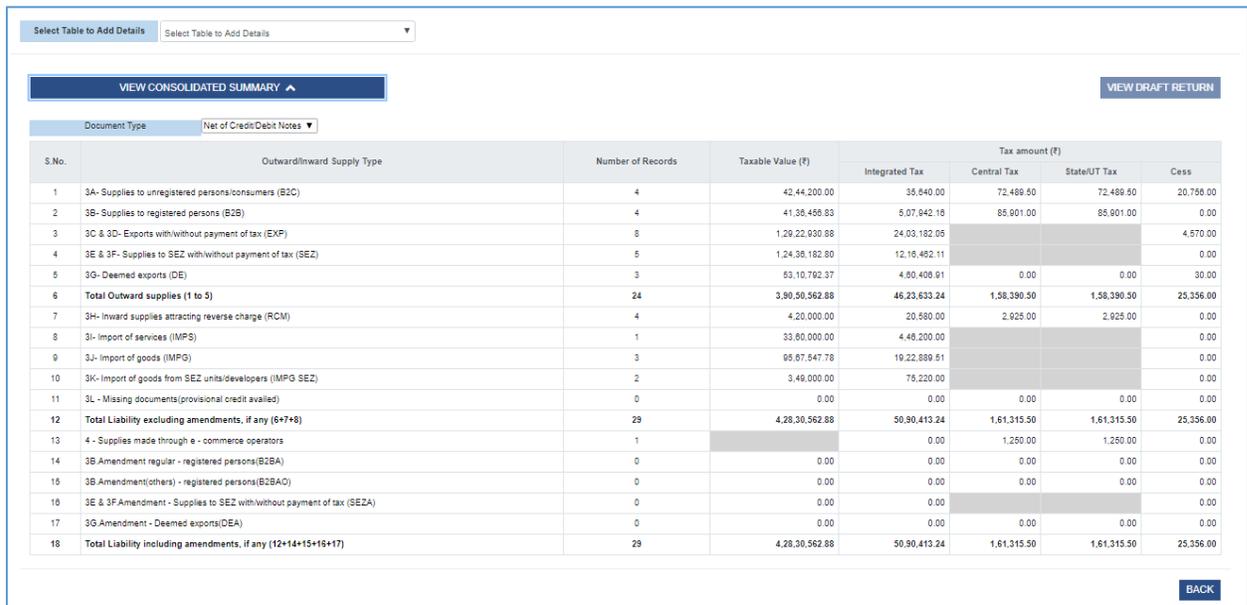
10. A confirmation message is displayed that Excel or CSV **file** has been imported successfully. Click **OK**.



11. Upon successful import of excel or csv file, the details will be auto-populated to respective tables. Click **VIEW CONSOLIDATED SUMMARY** to view the imported data or edit/ enter data for all tables. Or, from the drop-down of "Select Table to Add Details" field, select the relevant table to view the imported data or edit/enter data.



12. The imported data from the excel/ CSV is displayed.



S.No.	Outward/Inward Supply Type	Number of Records	Taxable Value (₹)	Tax amount (₹)			
				Integrated Tax	Central Tax	State/UT Tax	Cess
1	3A- Supplies to unregistered persons/consumers (B2C)	4	42,44,200.00	35,640.00	72,489.50	72,489.50	20,756.00
2	3B- Supplies to registered persons (B2B)	4	41,38,456.83	5,07,942.18	85,901.00	85,901.00	0.00
3	3C & 3D- Exports with/without payment of tax (EXP)	8	1,29,22,930.88	24,03,182.05			4,570.00
4	3E & 3F- Supplies to SEZ with/without payment of tax (SEZ)	5	1,24,38,162.80	12,16,452.11			0.00
5	3G- Deemed exports (DE)	3	53,10,762.37	4,50,406.91	0.00	0.00	30.00
6	Total Outward supplies (1 to 5)	24	3,90,50,562.88	46,23,633.24	1,58,390.50	1,58,390.50	25,356.00
7	3H- Inward supplies attracting reverse charge (RCM)	4	4,20,000.00	20,580.00	2,925.00	2,925.00	0.00
8	3I- Import of services (IMPS)	1	33,60,000.00	4,48,200.00			0.00
9	3J- Import of goods (IMPG)	3	65,67,547.78	19,22,880.51			0.00
10	3K- Import of goods from SEZ units/developers (IMPG SEZ)	2	3,49,000.00	75,220.00			0.00
11	3L - Missing documents(provisional credit availed)	0	0.00	0.00	0.00	0.00	0.00
12	Total Liability excluding amendments, if any (6+7+8)	29	4,28,30,562.88	50,90,413.24	1,61,315.50	1,61,315.50	25,356.00
13	4 - Supplies made through e - commerce operators	1		0.00	1,250.00	1,250.00	0.00
14	3B Amendment regular - registered persons(B2BA)	0	0.00	0.00	0.00	0.00	0.00
15	3B Amendment(others) - registered persons(B2BAO)	0	0.00	0.00	0.00	0.00	0.00
16	3E & 3F Amendment - Supplies to SEZ with/without payment of tax (SEZA)	0	0.00	0.00			0.00
17	3G Amendment - Deemed exports(DEA)	0	0.00	0.00	0.00	0.00	0.00
18	Total Liability including amendments, if any (12+14+15+16+17)	29	4,28,30,562.88	50,90,413.24	1,61,315.50	1,61,315.50	25,356.00

[Click here to go back to main menu](#)

B.V. Prepare Table-wise Details

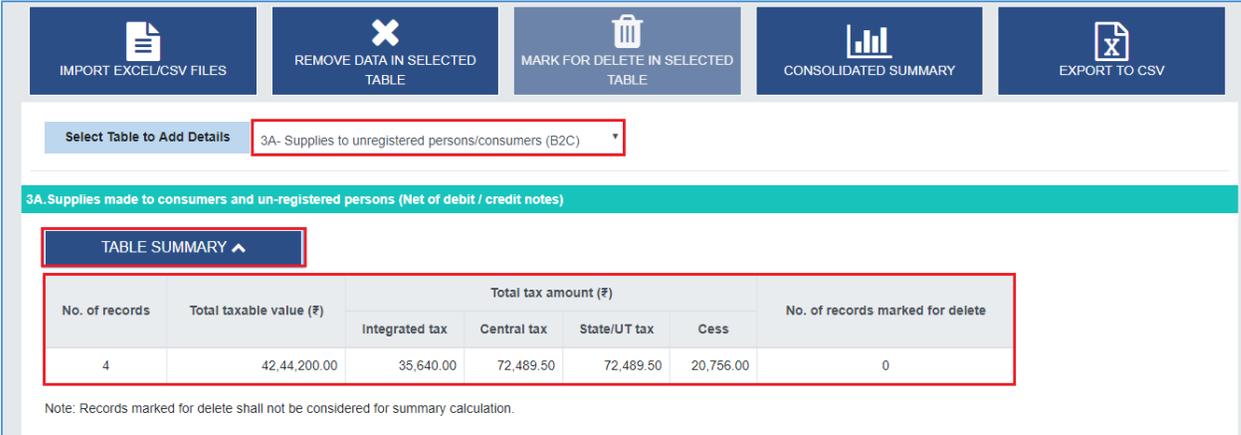
- [3A- Supplies to unregistered persons/consumers \(B2C\)](#)
- [3B- Supplies to registered persons \(B2B\)](#)
- [3C & 3D- Exports with/without payment of tax \(EXP\)](#)
- [3E & 3F- Supplies to SEZ with/without payment of tax \(SEZ\)](#)
- [3G- Deemed exports \(DE\)](#)
- [3H- Inward supplies attracting reverse charge \(RCM\)](#)
- [3I- Import of services \(IMPS\)](#)
- [3J- Import of goods \(IMPG\)](#)
- [3K- Import of goods from SEZ units/developers \(IMPG SEZ\)](#)
- [4- Supplies made through e-commerce operators](#)

Click each hyperlink above to know more.

3A- Supplies to unregistered persons/consumers (B2C)

To view or edit/enter details in Table **3A- Supplies to Unregistered Persons/Consumers (B2C)**, perform following steps:

1. Select **3A- Supplies to Unregistered Persons/Consumers (B2C)**.
2. Click **Table Summary**. Summary of Table 3A gets displayed. To hide this, click **Table Summary** again.



Select Table to Add Details: 3A- Supplies to unregistered persons/consumers (B2C)

3A. Supplies made to consumers and un-registered persons (Net of debit / credit notes)

TABLE SUMMARY

No. of records	Total taxable value (₹)	Total tax amount (₹)				No. of records marked for delete
		Integrated tax	Central tax	State/UT tax	Cess	
4	42,44,200.00	35,640.00	72,489.50	72,489.50	20,756.00	0

Note: Records marked for delete shall not be considered for summary calculation.

3. In the **ADD DOCUMENT** field, select the applicable check-boxes “Differential % of tax rate” or “Supply covered under sec 7 of IGST Act”.

- Based on your selection, relevant fields get displayed. Enter the data in the relevant fields and click the Add (“+”) button.

ADD DOCUMENT * Indicates mandatory fields

Differential % of tax rate Supply covered under sec 7 of IGST Act

Place of Supply (Name of State/UT) *	Differential % of tax rate	Supply covered under sec 7 of IGST Act ⇅	Add
Chandigarh (4) ▼	65 ▼	YES ▼	<input style="background-color: #28a745; color: white; border: none; padding: 5px 10px; border-radius: 3px; cursor: pointer; width: 20px; height: 20px; vertical-align: middle;" type="button" value="+"/>

Note: We had selected both the check-boxes for the purpose of this demonstration.

- On clicking the Add (“+”) button, **Item Details** field gets displayed. Enter the data in the relevant fields and click the Add (“+”) button to add more rows. To add these details into the Offline Tool, click **SAVE DOCUMENT**.

ADD DOCUMENT * Indicates mandatory fields

Differential % of tax rate Supply covered under sec 7 of IGST Act

Place of Supply (Name of State/UT) *	Differential % of tax rate	Supply covered under sec 7 of IGST Act ⇅	Add
Chandigarh (4) ▼	65 ▼	YES ▼	<input style="background-color: #28a745; color: white; border: none; padding: 5px 10px; border-radius: 3px; cursor: pointer; width: 20px; height: 20px; vertical-align: middle;" type="button" value="+"/>

Item Details

Sr. No.	Taxable value (₹) *	Tax rate (%) *	Tax amount (₹)		Actions
			Integrated tax *	Cess	
1	150000.00	5% ▼	4875.00	<input style="width: 100%;" type="text"/>	<input style="background-color: #28a745; color: white; border: none; padding: 5px 10px; border-radius: 3px; cursor: pointer; width: 20px; height: 20px; vertical-align: middle;" type="button" value="+"/>

- On clicking **SAVE DOCUMENT**, a success message is displayed and document gets added into the **DOCUMENTS ADDED** section of this page.

Goods and Services Tax

Document Saved Successfully

ADD DOCUMENT * Indicates mandatory fields

Differential % of tax rate Supply covered under sec 7 of IGST Act

Place of Supply (Name of State/UT) * Add

Select

DOCUMENTS ADDED Search: Search Records Per Page: 10 Select Columns To Display/Hide: +3

	Place of Supply(Name of State/UT) ↓	Supply type ↓	Total taxable value (₹) ↓	Tax amount(₹)			
				Integrated tax ↓	Central tax ↓	State / UT tax ↓	Cess ↓
<input type="checkbox"/>	Chandigarh	Inter-State	1,50,000.00	4,875.00	0.00	0.00	0.00
<input type="checkbox"/>	Chandigarh	Inter-State	98,000.00	17,640.00	0.00	0.00	0.00
<input type="checkbox"/>	Bihar	Inter-State	1,50,000.00	18,000.00	0.00	0.00	0.00
<input type="checkbox"/>	Delhi	Intra-state	2,55,000.00	0.00	11,602.50	11,602.50	0.00
<input type="checkbox"/>	Delhi	Intra-state	37,41,200.00	0.00	60,887.00	60,887.00	20,756.00

« Previous **1** Next »

7. Scroll to the right of the table in **DOCUMENTS ADDED** section to review all details in the Table. To know more about additional features, click [here](#).

Goods and Services Tax

Place of Supply (Name of State/UT) * Add

Select

DOCUMENTS ADDED Search: Search Records Per Page: 10 Select Columns To Display/Hide: +3

₹) ↓	Tax amount(₹)				Date of upload ↓	Status ↓	Action
	Integrated tax ↓	Central tax ↓	State / UT tax ↓	Cess ↓			
100.00	4,875.00	0.00	0.00	0.00		<input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Remove"/>	
100.00	17,640.00	0.00	0.00	0.00	27/07/2019	<input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Remove"/>	
100.00	18,000.00	0.00	0.00	0.00	27/07/2019	<input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Remove"/>	
100.00	0.00	11,602.50	11,602.50	0.00	27/07/2019	<input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Remove"/>	
100.00	0.00	60,887.00	60,887.00	20,756.00	27/07/2019	<input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Remove"/>	

« Previous **1** Next »

MARK FOR DELETE REMOVE BACK

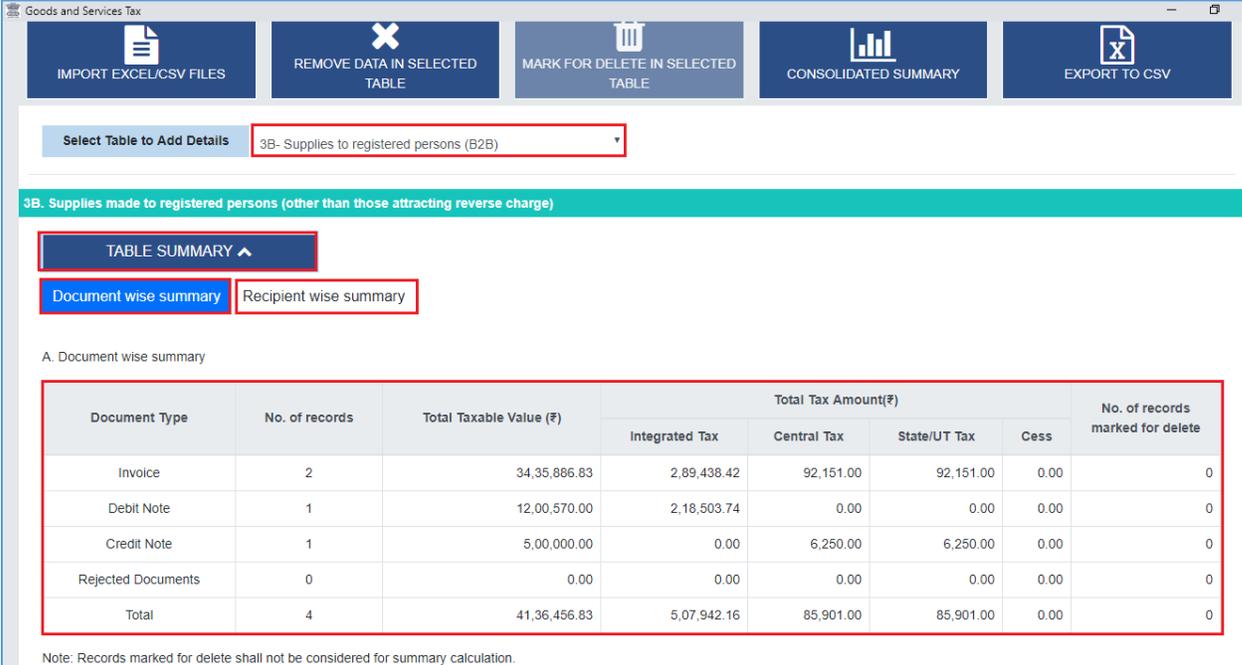
8. To select other tables, scroll up and select the relevant table from the drop-down list. You can also click BACK and do this from the drop-down of “Select Table to Add Details” field in the “Prepare Offline Dashboard” page.

[Click here to go back to table list](#) or [Click here to go back to main menu](#)

3B- Supplies to registered persons (B2B)

To view or edit/enter details in Table **3B- Supplies to registered persons (B2B)**, perform following steps:

1. Select **3B- Supplies to registered persons (B2B)**.
2. Click **Table Summary**. You can view either Document wise or Recipient Wise Summary of Table 3B. To hide this, click **Table Summary** again.



Goods and Services Tax

IMPORT EXCEL/CSV FILES REMOVE DATA IN SELECTED TABLE MARK FOR DELETE IN SELECTED TABLE CONSOLIDATED SUMMARY EXPORT TO CSV

Select Table to Add Details: 3B- Supplies to registered persons (B2B)

3B. Supplies made to registered persons (other than those attracting reverse charge)

TABLE SUMMARY ▲

Document wise summary Recipient wise summary

A. Document wise summary

Document Type	No. of records	Total Taxable Value (₹)	Total Tax Amount(₹)				No. of records marked for delete
			Integrated Tax	Central Tax	State/UT Tax	Cess	
Invoice	2	34,35,886.83	2,89,438.42	92,151.00	92,151.00	0.00	0
Debit Note	1	12,00,570.00	2,18,503.74	0.00	0.00	0.00	0
Credit Note	1	5,00,000.00	0.00	6,250.00	6,250.00	0.00	0
Rejected Documents	0	0.00	0.00	0.00	0.00	0.00	0
Total	4	41,36,456.83	5,07,942.16	85,901.00	85,901.00	0.00	0

Note: Records marked for delete shall not be considered for summary calculation.

IMPORT EXCEL/CSV FILES

REMOVE DATA IN SELECTED TABLE

MARK FOR DELETE IN SELECTED TABLE

CONSOLIDATED SUMMARY

EXPORT TO CSV

Select Table to Add Details 3B- Supplies to registered persons (B2B)

3B. Supplies made to registered persons (other than those attracting reverse charge)

TABLE SUMMARY ^

Document wise summary Recipient wise summary

B. Recipient wise summary

GSTIN/UIN	Trade/Legal Name	Number of records	Total Taxable Value(₹)	Total Tax Amount(₹)				No. of records marked for delete
				Integrated Tax	Central Tax	State/UT Tax	Cess	
04AHEPY8216D1ZD		1	12,00,570.00	2,18,503.74	0.00	0.00	0.00	0
07AQDPP8277H7Z7	MONISH BHARAT PA	1	-5,00,000.00	0.00	-6,250.00	-6,250.00	0.00	0
07DCMPS3222R1ZV	Haridas Maruti S	1	10,23,900.00	0.00	92,151.00	92,151.00	0.00	0
24DCMPS3222R1ZZ		1	24,11,986.83	2,89,438.42	0.00	0.00	0.00	0

« Previous 1 Next »

Note: Records marked for delete shall not be considered for summary calculation.

3. In the **ADD DOCUMENT** field, select the applicable check-boxes “Differential % of tax rate” or “Supply covered under sec 7 of IGST Act”.
4. Based on your selection, relevant fields get displayed. Enter the data in the relevant fields and click the Add (“+”) button.

Note:

- We had selected both the check-boxes for the purpose of this demonstration.
- Select the appropriate Document Type from the **Document Type** from the drop-down list.

ADD DOCUMENT * Indicates mandatory fields

Differential % of tax rate Supply covered Under Sec 7 of IGST Act

Recipient GSTIN/UIN *	Trade/Legal name	Document Type *	Document No. *	Document Date (DD/MM/YYYY) *	Document Value(₹) *	Place of Supply (Name of State/UT) *	Differential % of tax rate	Supply covered under sec 7 of IGST Act	Add Details
24DCMPS3222R1ZZ		Invoice	INV/1002	14/07/2019	3500000	Andhra Pradesh (37)	65	YES	+

Document Type *

Select

Invoice

Credit Note

Debit Note

- On clicking the Add (“+”) button, **Item details** field gets displayed. Enter the data in the relevant fields and click the Add (“+”) button to add more rows. To add these details into the Offline Tool, click **SAVE DOCUMENT**.

ADD DOCUMENT * Indicates mandatory fields

Differential % of tax rate Supply covered Under Sec 7 of IGST Act

Recipient GSTIN/UIN *	Trade/Legal name	Document Type *	Document No. *	Document Date (DD/MM/YYYY) *	Document Value(₹) *	Place of Supply (Name of State/UT) *	Differential % of tax rate	Supply covered under sec 7 of IGST Act	Add Details
24DCMPS3222R1ZZ		Invoice	INV/1002	14/07/2019	3500000.00	Andhra Pradesh (37)	65	YES	

Item Details

Sr. No.	HSN code	Taxable value (₹) *	Tax rate(%) *	Tax amount(₹)		Action
				Integrated Tax *	Cess	
1		3200000.00	5%	104000.00		

BACK **SAVE DOCUMENT**

- On clicking **SAVE DOCUMENT**, document gets added into the **DOCUMENTS ADDED** section of this page.

Goods and Services Tax

ADD DOCUMENT * Indicates mandatory fields

Differential % of tax rate Supply covered Under Sec 7 of IGST Act

Recipient GSTIN/UIN *	Trade/Legal name	Document Type *	Document No. *	Document Date (DD/MM/YYYY) *	Document Value(₹) *	Place of Supply (Name of State/UT) *	Add Details
Enter GSTIN/UIN		Select		DD/MM/YYYY		Select	

DOCUMENTS ADDED

Search: Records Per Page: Select Columns To Display/Hide:

Recipient type	Document date	Document Value(₹)	Place of Supply (Name of State/UT)	Supply type	Taxable Value(₹)	Integrated Tax	Central Tax
	14/07/2019	35,00,000.00	Andhra Pradesh	Inter-State	32,00,000.00	1,04,000.00	0.
	13/04/2019	27,01,425.25	Jammu and Kashmir	Inter-State	24,11,986.83	2,89,438.42	0.
	24/04/2019	11,08,736.00	Himachal Pradesh	Inter-State	12,00,570.00	2,18,503.74	0.
	21/04/2019	5,25,000.00	Delhi	Intra-state	5,00,000.00	0.00	6,250.
	19/04/2019	12,08,202.00	Delhi	Intra-state	10,23,900.00	0.00	92,151.

« Previous **1** Next »

- Scroll to the right of the table in **DOCUMENTS ADDED** section to review all details in the Table. To know more about additional features, click [here](#).

Goods and Services Tax

ADD DOCUMENT * Indicates mandatory fields

Differential % of tax rate Supply covered Under Sec 7 of IGST Act

Recipient GSTIN/UIN *	Trade/Legal name	Document Type *	Document No. *	Document Date (DD/MM/YYYY) *	Document Value(₹) *	Place of Supply (Name of State/UT) *	Add Details
<input type="text" value="Enter GSTIN/UIN"/>	<input type="text"/>	<input type="text" value="Select"/>	<input type="text"/>	<input type="text" value="DD/MM/YYYY"/>	<input type="text"/>	<input type="text" value="Select"/>	<input type="button" value="Add"/>

DOCUMENTS ADDED

Search: Records Per Page: Select Columns To Display/Hide:

T	Taxable Value(₹) ↓	Tax amount(₹)				Date of upload ↓	Status ↓	Action
		Integrated Tax ↓	Central Tax ↓	State/UT Tax ↓	Cess ↓			
ate	32,00,000.00	1,04,000.00	0.00	0.00	0.00			<input type="button" value="Edit"/> <input type="button" value="Delete"/>
ate	24,11,986.83	2,89,438.42	0.00	0.00	0.00	27/07/2019		<input type="button" value="Edit"/> <input type="button" value="Delete"/>
ate	12,00,570.00	2,18,503.74	0.00	0.00	0.00	27/07/2019		<input type="button" value="Edit"/> <input type="button" value="Delete"/>
ate	5,00,000.00	0.00	6,250.00	6,250.00	0.00	27/07/2019		<input type="button" value="Edit"/> <input type="button" value="Delete"/>
ate	10,23,900.00	0.00	92,151.00	92,151.00	0.00	27/07/2019		<input type="button" value="Edit"/> <input type="button" value="Delete"/>

1 Next >

- To select other tables, scroll up and select the relevant table from the drop-down list. You can also click BACK and do this from the drop-down of “Select Table to Add Details” field in the “Prepare Offline Dashboard” page.

[Click here to go back to table list](#) or [Click here to go back to main menu](#)

3C & 3D- Exports with/without payment of tax (EXP)

To view or edit/enter details in Table **3C & 3D- Exports with/without payment of tax (EXP)**, perform following steps:

- Select **3C & 3D- Exports with/without payment of tax (EXP)**.
- Click **Table Summary**. You can view either Exports with payment of tax or Exports without payment of tax of Table 3C and 3D. To hide this, click **Table Summary** again.

IMPORT EXCEL/CSV FILES
REMOVE DATA IN SELECTED TABLE
MARK FOR DELETE IN SELECTED TABLE
CONSOLIDATED SUMMARY
EXPORT TO CSV

Select Table to Add Details 3C & 3D- Exports with/without payment of tax (EXP)

3C & 3D. Exports with/without payment of tax

TABLE SUMMARY ^

Exports with payment of tax Exports without payment of tax

A. Exports with payment of tax

Document Type	No. of records	Total taxable value (₹)	Total tax amount (₹)		No. of records marked for delete
			Integrated tax	Cess	
Invoice	2	87,93,702.00	15,82,866.35	0.00	0
Debit Note	2	29,93,984.64	8,20,315.70	4,570.00	0
Credit Note	0	0.00	0.00	0.00	0
Total	4	1,17,87,686.64	24,03,182.06	4,570.00	0

Note: Records marked for delete shall not be considered for summary calculation.

IMPORT EXCEL/CSV FILES
REMOVE DATA IN SELECTED TABLE
MARK FOR DELETE IN SELECTED TABLE
CONSOLIDATED SUMMARY
EXPORT TO CSV

Select Table to Add Details 3C & 3D- Exports with/without payment of tax (EXP)

3C & 3D. Exports with/without payment of tax

TABLE SUMMARY ^

Exports with payment of tax Exports without payment of tax

B. Exports without payment of tax

Document Type	No. of records	Total taxable value (₹)	Total tax amount (₹)		No. of records marked for delete
			Integrated tax	Cess	
Invoice	2	30,31,234.00			0
Debit Note	0	0.00			0
Credit Note	2	18,95,989.76			0
Total	4	11,35,244.24			0

Note: Records marked for delete shall not be considered for summary calculation.

- In the **ADD DOCUMENT** field, enter the data in the relevant fields and click the Add (“+”) button.

ADD DOCUMENT * Indicates mandatory fields

Document Type *	Document No. *	Document Date DD/MM/YYYY *	Document Value (₹) *	Export Type *	Port Code	Shipping bill No./Bill of Export No.	Shipping bill Date/Bill of Export Date DD/MM/YYYY	Action
Invoice	C-131	15/07/2019	21000.00	Export without payme			DD/MM/YYYY	+

- On clicking the Add (“+”) button, **Item Details** field gets displayed. Enter the data in the relevant fields and click the Add (“+”) button to add more rows. To add these details into the Offline Tool, click **SAVE DOCUMENT**.

ADD DOCUMENT * Indicates mandatory fields

Document Type *	Document No. *	Document Date DD/MM/YYYY *	Document Value (₹) *	Export Type *	Port Code	Shipping bill No./Bill of Export No.	Shipping bill Date/Bill of Export Date DD/MM/YYYY	Action
Invoice	C-131	15/07/2019	21000.00	Export without payme			DD/MM/YYYY	

Item Details

Sr. No.	HSN code *	Taxable value (₹) *	Tax rate (%) *	Tax amount(₹)		Actions
				Integrated tax *	Cess	
1	3305	410327.00	18%			

BACK **SAVE DOCUMENT**

- On clicking **SAVE DOCUMENT**, document gets added into the **DOCUMENTS ADDED** section of this page.

Goods and Services Tax

3C & 3D. Exports with/without payment of tax

TABLE SUMMARY

Document saved successfully

ADD DOCUMENT * Indicates mandatory fields

Document Type *	Document No. *	Document Date DD/MM/YYYY *	Document Value (₹) *	Export Type *	Port Code	Shipping bill No./Bill of Export No.	Shipping bill Date/Bill of Export Date DD/MM/YYYY	Action
Select		DD/MM/YYYY		Export with payment			DD/MM/YYYY	

DOCUMENTS ADDED

Search: Q

Records Per Page: 10

Select Columns To Display/Hide: +6

<input type="checkbox"/>	Document Type	Document No.	Document Date DD/MM/YYYY	Export Type	Port Code	Shipping bill No./ Bill of Export No.	Shipping bill Date/ Bill of Export Date DD/MM/YYYY	Document Value (₹)	Supply type
<input type="checkbox"/>	Invoice	C-131	15/07/2019	Export without Payment				21,000.00	Inter-State
<input type="checkbox"/>	Credit Note	C-134	15/04/2019	Export without Payment				20,000.00	Inter-State
<input type="checkbox"/>	Invoice	81519	20/04/2019	Export without Payment				1,00,000.00	Inter-State
<input type="checkbox"/>	Credit Note	A-KNP/1000/06-17	13/04/2019	Export without Payment	INB995	995301	18/04/2019	18,75,989.76	Inter-State
<input type="checkbox"/>	Invoice	A-10010	21/04/2019	Export without Payment	INB996	964299	23/04/2019	29,31,234.00	Inter-State
<input type="checkbox"/>	Debit Note	D/19-20/23	17/04/2019	Export with Payment				1,80,000.00	Inter-State

- Scroll to the right of the table in **DOCUMENTS ADDED** section to review all details in the Table. To know more about additional features, click [here](#).

DOCUMENTS ADDED

Search: Q

Records Per Page: 10

Select Columns To Display/Hide: +6

i/j	Shipping bill Date/ Bill of Export Date DD/MM/YYYY	Document Value (₹)	Supply type	Taxable value (₹)	Tax amount(₹)		Date of Upload	Status	Action
					Integrated Tax	Cess			
		21,000.00	Inter-State	4,10,327.00	0.00	0.00			
		20,000.00	Inter-State	20,000.00	0.00	0.00	27/07/2019		
		1,00,000.00	Inter-State	1,00,000.00	0.00	0.00	27/07/2019		
	18/04/2019	18,75,989.76	Inter-State	18,75,989.76	0.00	0.00	27/07/2019		
	23/04/2019	29,31,234.00	Inter-State	29,31,234.00	0.00	0.00	27/07/2019		
		1,80,000.00	Inter-State	1,80,000.00	32,400.00	0.00	27/07/2019		
		46,89,974.40	Inter-State	46,89,974.40	8,44,195.39	0.00	27/07/2019		
	19/04/2019	28,13,984.64	Inter-State	28,13,984.64	7,87,915.70	4,570.00	27/07/2019		
	21/04/2019	41,03,727.60	Inter-State	41,03,727.60	7,38,670.97	0.00	27/07/2019		

« Previous 1 Next »

MARK FOR DELETE REMOVE BACK

- To select other tables, scroll up and select the relevant table from the drop-down list. You can also click BACK and do this from the drop-down of “Select Table to Add Details” field in the “Prepare Offline Dashboard” page.

[Click here to go back to table list](#) or [Click here to go back to main menu](#)

3E & 3F- Supplies to SEZ with/without payment of tax (SEZ)

To view or edit/enter details in Table **3E & 3F- Supplies to SEZ with/without payment of tax (SEZ)**, perform following steps:

- Select **3E & 3F- Supplies to SEZ with/without payment of tax (SEZ)**.
- Click **Table Summary**. You can view either SEZ supplies without payment of tax or SEZ supplies with payment of tax of Table 3E and 3F. To hide this, click **Table Summary** again.

IMPORT EXCEL/CSV FILES
REMOVE DATA IN SELECTED TABLE
MARK FOR DELETE IN SELECTED TABLE
CONSOLIDATED SUMMARY
EXPORT TO CSV

Select Table to Add Details 3E & 3F- Supplies to SEZ with/without payment of tax (SEZ) ▾

3E & 3F. Supplies to SEZ units/developers with/without Payment of tax

TABLE SUMMARY ▲

SEZ supplies without payment of tax SEZ supplies with payment of tax

B. SEZ supplies without payment of tax

Document Type	No. of Records	Total Taxable Value (₹)	Total Tax Amount (₹)		No. of Records Marked for Delete
			Integrated Tax	Cess	
Invoice	2	37,89,042.50			0
Debit Note	0	0.00			0
Credit Note	1	23,44,987.20			0
Rejected Documents	0	0.00			0
Total	3	14,44,055.29			0

Note: Records marked for delete shall not be considered for summary calculation.

IMPORT EXCEL/CSV FILES
REMOVE DATA IN SELECTED TABLE
MARK FOR DELETE IN SELECTED TABLE
CONSOLIDATED SUMMARY
EXPORT TO CSV

Select Table to Add Details 3E & 3F- Supplies to SEZ with/without payment of tax (SEZ) ▾

3E & 3F. Supplies to SEZ units/developers with/without Payment of tax

TABLE SUMMARY ▲

SEZ supplies without payment of tax SEZ supplies with payment of tax

A. SEZ supplies with payment of tax

Document Type	No. of Records	Total Taxable Value (₹)	Total Tax Amount (₹)		No. of Records Marked for Delete
			Integrated Tax	Cess	
Invoice	2	1,09,92,127.50	12,16,462.11	0.00	0
Debit Note	0	0.00	0.00	0.00	0
Credit Note	0	0.00	0.00	0.00	0
Rejected Documents	0	0.00	0.00	0.00	0
Total	2	1,09,92,127.50	12,16,462.11	0.00	0

Note: Records marked for delete shall not be considered for summary calculation.

3. In the **ADD DOCUMENT** field, select the applicable check-boxes “Differential % of tax rate”.
4. Based on your selection, relevant fields get displayed. Enter the data in the relevant fields and click the Add (“+”) button.

Note: We had selected the check-boxes for the purpose of this demonstration. In case, you want to claim refund, select Yes from the “Would you claim Refund” from the drop-down list, or else, select No.

ADD DOCUMENT * Indicates mandatory fields

Differential % of tax rate

Recipient GSTIN *	Trade/Legal name	Document Type *	Document No. *	Document Date DD/MM/YYYY *	Document Value (₹) *	Place of Supply(Name of State/UT) *	GST Payment *	Differential % of tax rate	Would You Claim Refund? *	Action
06BQPP5524GIZG		Credit Note	C-19-20-124	02/07/2019	124990	Haryana (6)	SEZ Supplies with Payment of Tax	65	No	<input type="button" value="Add"/>

- On clicking the Add (“+”) button, **Item Details** field gets displayed. Enter the data in the relevant fields and click the Add (“+”) button to add more rows. To add these details into the Offline Tool, click **SAVE DOCUMENT**.

ADD DOCUMENT * Indicates mandatory fields

Differential % of tax rate

Recipient GSTIN *	Trade/Legal name	Document Type *	Document No. *	Document Date DD/MM/YYYY *	Document Value (₹) *	Place of Supply(Name of State/UT) *	GST Payment *	Differential % of tax rate	Would You Claim Refund? *	Action
06BQPP5524GIZG		Credit Note	C-19-20-124	02/07/2019	124990.00	Haryana (6)	SEZ Supplies with Payment of Tax	65	No	<input type="button" value="Add"/>

Item details

Sr. No.	HSN code *	Taxable value (₹) *	Tax rate (%) *	Tax amount (₹)		Action
				Integrated Tax *	Cess	
1	3305	124990.00	18%	14577.03		<input type="button" value="Add"/>

- On clicking **SAVE DOCUMENT**, document gets added into the **DOCUMENTS ADDED** section of this page.

SE & 3F: Supplies to SEZ units/developers with/without Payment of tax

TABLE SUMMARY

ADD DOCUMENT * Indicates mandatory fields

Differential % of tax rate

Recipient GSTIN *	Trade/Legal name	Document Type *	Document No. *	Document Date DD/MM/YYYY *	Document Value (₹) *	Place of Supply(Name of State/UT) *	GST Payment *	Would You Claim Refund? *	Action
		Select		DD/MM/YYYY		Select	Select		<input type="button" value="Add"/>

DOCUMENTS ADDED

Search: Q Records Per Page: 10 Select Columns To Display/Hide: +4

	Recipient GSTIN	Trade/Legal name	Document Type	Document No.	Document Date (DD/MM/YYYY)	Document Value (₹)	Place of Supply(Name of State/UT)	GST Payment	Would You Claim Refund?	Supply type	Taxable value (₹)
<input type="checkbox"/>	06BQPP5524GIZG		Credit Note	C-19-20-124	02/07/2019	1,24,990.00	Haryana	SEZWOP	No	Inter-State	1,24,990.00
<input type="checkbox"/>	06BQPP5524GIZG		Invoice	94325	20/04/2019	1,25,000.00	Haryana	SEZWOP		Inter-State	1,25,000.00
<input type="checkbox"/>	06BHXP57083N123		Credit Note	C-19-20-123	13/04/2019	23,44,987.20	Haryana	SEZWOP		Inter-State	23,44,987.20
<input type="checkbox"/>	06BHXP57083N123		Invoice	A-1001	21/04/2019	38,84,042.50	Haryana	SEZWOP		Inter-State	38,84,042.50
<input type="checkbox"/>	06BQPP5524GIZG		Invoice	LKO/105	28/04/2019	58,82,488.00	Haryana	SEZWOP	Yes	Inter-State	58,82,488.00
<input type="checkbox"/>	06BHXP57083N123		Invoice	A-1005	19/04/2019	51,29,059.50	Haryana	SEZWOP	Yes	Inter-State	51,29,059.50

Previous 11 Next

- Scroll to the right of the table in **DOCUMENTS ADDED** section to review all details in the Table. To know more about additional features, click [here](#).

ADD DOCUMENT * Indicates mandatory fields

⊖ Differential % of tax rate

Recipient GSTIN *	Trade/Legal name	Document Type *	Document No. *	Document Date DD/MM/YYYY *	Document Value (₹) *	Place of Supply(Name of State/UT) *	GST Payment *	Action
<input type="text"/>	<input type="text"/>	Select	<input type="text"/>	DD/MM/YYYY	<input type="text"/>	Select	Select	<input type="button" value="Add"/>

DOCUMENTS ADDED

Search: Q Records Per Page: Select Columns To Display/Hide:

Document Date (DDMM/YYYY) ↓ ↑	Document Value (₹) ↓	Place of Supply(Name of State/UT) ↓	GST Payment ↓ ↑	Would You Claim Refund? ↓ ↑	Supply type ↓ ↑	Taxable value (₹) ↓	Tax amount (₹) ↓			Date of upload ↓ ↑	Status ↓ ↑	Action
							Integrated tax ↓	Cess ↓				
02/07/2019	1,24,500.00	Haryana	SEZWV	No	Inter-State	1,24,500.00	14,577.03	0.00				<input type="button" value="✓"/> <input type="button" value="✗"/> <input type="button" value="✖"/>
20/04/2019	1,25,000.00	Haryana	SEZWV		Inter-State	1,25,000.00	0.00	0.00	27/07/2019			<input type="button" value="✓"/> <input type="button" value="✗"/> <input type="button" value="✖"/>
13/04/2019	23,44,987.20	Haryana	SEZWV		Inter-State	23,44,987.20	0.00	0.00	27/07/2019			<input type="button" value="✓"/> <input type="button" value="✗"/> <input type="button" value="✖"/>
21/04/2019	38,84,042.50	Haryana	SEZWV		Inter-State	38,84,042.50	0.00	0.00	27/07/2019			<input type="button" value="✓"/> <input type="button" value="✗"/> <input type="button" value="✖"/>
28/04/2019	58,82,468.00	Haryana	SEZWV	Yes	Inter-State	58,82,468.00	2,93,123.40	0.00	27/07/2019			<input type="button" value="✓"/> <input type="button" value="✗"/> <input type="button" value="✖"/>
19/04/2019	51,29,856.50	Haryana	SEZWV	Yes	Inter-State	51,29,856.50	9,23,338.71	0.00	27/07/2019			<input type="button" value="✓"/> <input type="button" value="✗"/> <input type="button" value="✖"/>

◀ Previous Next ▶

- To select other tables, scroll up and select the relevant table from the drop-down list. You can also click BACK and do this from the drop-down of "Select Table to Add Details" field in the "Prepare Offline Dashboard" page.

[Click here to go back to table list](#) or [Click here to go back to main menu](#)

3G- Deemed exports (DE)

To view or edit/enter details in Table **3G- Deemed exports (DE)**, perform following steps:

- Select **3G- Deemed exports (DE)**.
- Click **Table Summary**. Table summary gets displayed. To hide this, click **Table Summary** again.

<input type="button" value="IMPORT EXCEL/CSV FILES"/>	<input type="button" value="REMOVE DATA IN SELECTED TABLE"/>	<input type="button" value="MARK FOR DELETE IN SELECTED TABLE"/>	<input type="button" value="CONSOLIDATED SUMMARY"/>	<input type="button" value="EXPORT TO CSV"/>
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Select Table to Add Details:

3G. Deemed exports

Document Type	No. of Records	Total Taxable Value (₹)	Total Tax Amount (₹)				No. of Records Marked for Delete
			Integrated Tax	Central Tax	State/UT Tax	Cess	
Invoice	2	28,10,792.37	4,60,406.91	0.00	0.00	20.00	0
Debit Note	1	25,00,000.00	0.00	0.00	0.00	10.00	0
Credit Note	0	0.00	0.00	0.00	0.00	0.00	0
Rejected Documents	0	0.00	0.00	0.00	0.00	0.00	0
Total	3	53,10,792.37	4,60,406.91	0.00	0.00	30.00	0

Note: Records marked for delete shall not be considered for summary calculation.

- In the **ADD DOCUMENT** field, select the applicable check-boxes “Differential % of tax rate” or “Supply covered under sec 7 of IGST Act”.
- Based on your selection, relevant fields get displayed. Enter the data in the relevant fields and click the Add (“+”) button.

Note: We had selected both the check-boxes for the purpose of this demonstration.

ADD DOCUMENT * Indicates mandatory fields

Differential % of tax rate Supply covered under sec 7 of IGST Act

Recipient GSTIN *	Trade/Legal name	Document Type *	Document No. *	Document Date DD/MM/YYYY *	Document Value (₹) *	Place of Supply(Name of State/UT) *	Differential % of tax rate	Supply Covered Under Sec 7 of IGST Act	Would You Claim Refund? *	Action
07DCMPS322R1ZV		Invoice	109	01/07/2019	450000	Jharkhand (20)	65	YES	Yes	

- On clicking the Add (“+”) button, **Item Details** field gets displayed. Enter the data in the relevant fields and click the Add (“+”) button to add more rows. To add these details into the Offline Tool, click **SAVE DOCUMENT**.

ADD DOCUMENT * Indicates mandatory fields

Differential % of tax rate Supply covered under sec 7 of IGST Act

Recipient GSTIN *	Trade/Legal name	Document Type *	Document No. *	Document Date DD/MM/YYYY *	Document Value (₹) *	Place of Supply(Name of State/UT) *	Differential % of tax rate	Supply Covered Under Sec 7 of IGST Act	Would You Claim Refund? *	Action
07DCMPS322R1ZV		Invoice	109	01/07/2019	450000.00	Jharkhand (20)	65	YES	Yes	

Item Details

Sr. No.	HSN code *	Taxable value (₹) *	Tax rate (%) *	Tax amount (₹)		Action
				Integrated tax *	Cess	
1	3305	450000.00	18%	52650.00		

|

[BACK](#) [SAVE DOCUMENT](#)

- On clicking **SAVE DOCUMENT**, document gets added into the **DOCUMENTS ADDED** section of this page.

3G. Deemed exports

TABLE SUMMARY

Document saved successfully

ADD DOCUMENT * Indicates mandatory fields

Differential % of tax rate Supply covered under sec 7 of IGST Act

Recipient GSTIN *	Trade/Legal name	Document Type *	Document No. *	Document Date DD/MM/YYYY *	Document Value (₹) *	Place of Supply(Name of State/UT) *	Would You Claim Refund? *	Action
<input type="text"/>	<input type="text"/>	Select	<input type="text"/>	DD/MM/YYYY	<input type="text"/>	Select	Select	<input type="button" value="Add"/>

DOCUMENTS ADDED

Search: Q Records Per Page: 10 Select Columns To Display/Hide: +4

<input type="checkbox"/>	Recipient GSTIN	Trade/Legal name	Document Type	Document No.	Document Date (DD/MM/YYYY)	Document Value (₹)	Place of Supply (Name of State/UT)	Would You Claim Refund?	Supply type	Taxable value (₹)	Integr
<input type="checkbox"/>	07DCMPS322R1ZV		Invoice	109	01/07/2019	4,50,000.00	Jharkhand	Yes	Inter-State	4,50,000.00	
<input type="checkbox"/>	07DCMPS322R1ZV		Invoice	102	28/04/2019	8,50,000.00	Jammu and Kashmir	No	Inter-State	7,58,928.57	
<input type="checkbox"/>	10AYRPP543L1Z0		Invoice	1011	28/04/2019	20,51,863.80	Bihar	Yes	Inter-State	20,51,863.80	
<input type="checkbox"/>	07DCMPS322R1ZV		Debit Note	C-135	28/04/2019	23,44,987.20	Delhi	Yes	Inter-State	25,00,000.00	

MARK FOR DELETE REMOVE BACK

- Scroll to the right of the table in **DOCUMENTS ADDED** section to review all details in the Table. To know more about additional features, click [here](#).

ADD DOCUMENT * Indicates mandatory fields

Differential % of tax rate Supply covered under sec 7 of IGST Act

Recipient GSTIN *	Trade/Legal name	Document Type *	Document No. *	Document Date DD/MM/YYYY *	Document Value (₹) *	Place of Supply(Name of State/UT) *	Would You Claim Refund? *	Action
<input type="text"/>	<input type="text"/>	Select	<input type="text"/>	DD/MM/YYYY	<input type="text"/>	Select	Select	<input type="button" value="Add"/>

DOCUMENTS ADDED

Search: Q Records Per Page: 10 Select Columns To Display/Hide: +4

Date	Document Value (₹)	Place of Supply (Name of State/UT)	Would You Claim Refund?	Supply type	Taxable value (₹)	Tax amount (₹)				Date of upload	Status	Action
						Integrated tax	Central tax	State/UT tax	Cess			
19	4,50,000.00	Jharkhand	Yes	Inter-State	4,50,000.00	52,650.00	0.00	0.00	0.00			<input type="button" value="Edit"/> <input type="button" value="Delete"/>
19	8,50,000.00	Jammu and Kashmir	No	Inter-State	7,58,928.57	91,071.43	0.00	0.00	10.00	27/07/2019		<input type="button" value="Edit"/> <input type="button" value="Delete"/>
19	20,51,863.80	Bihar	Yes	Inter-State	20,51,863.80	3,69,335.48	0.00	0.00	10.00	27/07/2019		<input type="button" value="Edit"/> <input type="button" value="Delete"/>
19	23,44,987.20	Delhi	Yes	Inter-State	25,00,000.00	0.00	0.00	0.00	10.00	27/07/2019		<input type="button" value="Edit"/> <input type="button" value="Delete"/>

MARK FOR DELETE REMOVE BACK

- To select other tables, scroll up and select the relevant table from the drop-down list. You can also click BACK and do this from the drop-down of "Select Table to Add Details" field in the "Prepare Offline Dashboard" page.

[Click here to go back to table list](#) or [Click here to go back to main menu](#)

3H- Inward supplies attracting reverse charge (RCM)

To view or edit/enter details in Table **3H- Inward supplies attracting reverse charge (RCM)**, perform following steps:

1. Select **3H- Inward supplies attracting reverse charge (RCM)**.
2. Click **Table Summary**. Table summary gets displayed. To hide this, click **Table Summary** again.


 IMPORT EXCEL/CSV FILES


 REMOVE DATA IN SELECTED TABLE


 MARK FOR DELETE IN SELECTED TABLE


 CONSOLIDATED SUMMARY


 EXPORT TO CSV

Select Table to Add Details 3H- Inward supplies attracting reverse charge (RCM)

3H. Inward supplies attracting reverse charge

TABLE SUMMARY ^

No. of records	Total taxable value (₹)	Total tax amount (₹)				No. of records marked for delete
		Integrated tax	Central tax	State/UT tax	Cess	
4	4,20,000.00	20,580.00	2,925.00	2,925.00	0.00	0

Note: Records marked for delete shall not be considered for summary calculation.

3. In the **ADD DOCUMENT** field, select the applicable check-boxes “Differential % of tax rate” or “Supply covered under Sec 7 of IGST Act”.
4. Based on your selection, relevant fields get displayed. Enter the data in the relevant fields and click the Add (“+”) button.

Note: We had selected both the check-boxes for the purpose of this demonstration.

ADD DOCUMENT * Indicates mandatory fields

Differential % of tax rate
 Supply Covered Under Sec 7 of IGST Act/PSLC

Supplier GSTIN/PAN *	Trade/Legal Name	Place of Supply (Name of State/UT) *	Differential % of tax rate	Supply Covered Under Sec 7 of IGST Act	Action
DDMPK0211B		Delhi (7)	65	YES	+

5. On clicking the Add (“+”) button, **Item Details** field gets displayed. Enter the data in the relevant fields and click the Add (“+”) button to add more rows. To add these details into the Offline Tool, click **SAVE DOCUMENT**.

ADD DOCUMENT * Indicates mandatory fields

Differential % of tax rate Supply Covered Under Sec 7 of IGST Act/PSLC

Supplier GSTIN/PAN *	Trade/Legal Name	Place of Supply (Name of State/UT) *	Differential % of tax rate	Supply Covered Under Sec 7 of IGST Act	Action
DDMPK0211B		Delhi (7)	65	YES	

Item Details

Sr. No.	HSN code	Taxable value (₹) *	Tax rate (%) *	Tax amount (₹) *		Actions
				Integrated Tax	Cess	
1		245000.00	18%	28665.00		

BACK **SAVE DOCUMENT**

6. On clicking **SAVE DOCUMENT**, document gets added into the **DOCUMENTS ADDED** section of this page.

Goods and Services Tax

ADD DOCUMENT * Indicates mandatory fields

Differential % of tax rate Supply Covered Under Sec 7 of IGST Act/PSLC

Supplier GSTIN/PAN *	Trade/Legal Name	Place of Supply (Name of State/UT) *	Action
		Select	

DOCUMENTS ADDED Search: Records Per Page: 10 Select Columns To Display/Hide:

	Supplier GSTIN/PAN	Trade/Legal name	Place of Supply (Name of State/UT)	Supply type	Taxable value (₹)	Tax amount (₹)			
						Integrated tax	Central tax	State/UT tax	Cess
<input type="checkbox"/>	DDMPK0211B		Delhi	Inter-State	2,45,000.00	28,665.00	0.00	0.00	0.00
<input type="checkbox"/>	DDMPK0211B		Delhi	Intra-State	2,34,000.00	0.00	2,925.00	2,925.00	0.00
<input type="checkbox"/>	04AHEPY8216D1ZD		Chandigarh	Inter-State	75,000.00	13,500.00	0.00	0.00	0.00
<input type="checkbox"/>	24DCMPS322R1ZZ		Gujarat	Inter-State	96,000.00	2,880.00	0.00	0.00	0.00
<input type="checkbox"/>	07DCMPS322R1ZV		Delhi	Inter-State	15,000.00	4,200.00	0.00	0.00	0.00

« Previous **1** Next »

7. Scroll to the right of the table in **DOCUMENTS ADDED** section to review all details in the Table. To know more about additional features, click [here](#).

ADD DOCUMENT * Indicates mandatory fields

Differential % of tax rate Supply Covered Under Sec 7 of IGST Act/PSLC

Supplier GSTIN/PAN *	Trade/Legal Name	Place of Supply (Name of State/UT) *	Action
<input type="text"/>	<input type="text"/>	Select <input type="text"/>	<input type="button" value="+"/>

DOCUMENTS ADDED Search: Records Per Page: Select Columns To Display/Hide:

Place of Supply (Name of State/UT) ↓	Supply type ↓	Taxable value (₹) ↓	Tax amount (₹)				Date of upload ↓	Status ↓	Action
			Integrated tax ↓	Central tax ↓	State/UT tax ↓	Cess ↓			
Delhi	Inter-State	2,45,000.00	28,665.00	0.00	0.00	0.00		<input type="button" value="edit"/> <input type="button" value="delete"/>	
Delhi	Intra-State	2,34,000.00	0.00	2,925.00	2,925.00	0.00	27/07/2019	<input type="button" value="edit"/> <input type="button" value="delete"/>	
Chandigarh	Inter-State	75,000.00	13,500.00	0.00	0.00	0.00	27/07/2019	<input type="button" value="edit"/> <input type="button" value="delete"/>	
Gujarat	Inter-State	96,000.00	2,880.00	0.00	0.00	0.00	27/07/2019	<input type="button" value="edit"/> <input type="button" value="delete"/>	
Delhi	Inter-State	15,000.00	4,200.00	0.00	0.00	0.00	27/07/2019	<input type="button" value="edit"/> <input type="button" value="delete"/>	

« Previous **1** Next »

- To select other tables, scroll up and select the relevant table from the drop-down list. You can also click BACK and do this from the drop-down of “Select Table to Add Details” field in the “Prepare Offline Dashboard” page.

[Click here to go back to table list](#) or [Click here to go back to main menu](#)

3I- Import of services (IMPS)

To view or edit/enter details in Table **3I- Import of services (IMPS)**, perform following steps:

- Select **3I- Import of services (IMPS)**.
- Click **Table Summary**. Table summary gets displayed. To hide this, click **Table Summary** again.

<input type="button" value="IMPORT EXCEL/CSV FILES"/>	<input type="button" value="REMOVE DATA IN SELECTED TABLE"/>	<input type="button" value="MARK FOR DELETE IN SELECTED TABLE"/>	<input type="button" value="CONSOLIDATED SUMMARY"/>	<input type="button" value="EXPORT TO CSV"/>
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Select Table to Add Details:

3I Import of services (net of debit/ credit notes and advances paid, if any)

No. of records	Total taxable value (₹)	Integrated tax (₹)	Cess (₹)	No. of records marked for delete
1	33,60,000.00	4,46,200.00	0.00	0

Note: Records marked for delete shall not be considered for summary calculation.

- In the **ADD DOCUMENT** field, enter the data in the relevant fields and click the Add (“+”) button.

ADD DOCUMENT

Place of Supply(Name of State/UT) *	Action
Kerala (32) ▼	

- On clicking the Add (“+”) button, **Item Details** field gets displayed. Enter the data in the relevant fields and click the Add (“+”) button to add more rows. To add these details into the Offline Tool, click **SAVE DOCUMENT**.

ADD DOCUMENT * Indicates mandatory fields

Place of Supply(Name of State/UT) *	Action
Kerala (32) ▼	

Item Details

Sr. No.	HSN code *	Taxable value (₹) *	Tax rate (%) *	Tax amount (₹)		Actions
				Integrated tax *	Cess	
1	998512	12340000.00	5% ▼	617000.00		

BACK
SAVE DOCUMENT

- On clicking **SAVE DOCUMENT**, document gets added into the **DOCUMENTS ADDED** section of this page.

3J.Import of services (net of debit/ credit notes and advances paid, if any)

TABLE SUMMARY ▼

Document saved successfully

ADD DOCUMENT * Indicates mandatory fields

Place of Supply(Name of State/UT) * Action

Select +

DOCUMENTS ADDED Search: Search Q Records Per Page: 10 Select Columns To Display/Hide: +3 ▼

	Place of Supply (Name of State/UT) ↓	Supply type ↓	Taxable value (₹) ↓	Tax amount (₹)		Date of upload ↓ ↑	Status ↓ ↑	Action
				Integrated tax ↓	Cess ↓			
<input type="checkbox"/>	Kerala	Inter-State	1,23,40,000.00	6,17,000.00	0.00			
<input type="checkbox"/>	Delhi	Inter-State	33,60,000.00	4,46,200.00	0.00	27/07/2019		

« Previous 1 Next »

MARK FOR DELETE REMOVE BACK

Note: To know more about additional features, click [here](#).

- To select other tables, scroll up and select the relevant table from the drop-down list. You can also click BACK and do this from the drop-down of “Select Table to Add Details” field in the “Prepare Offline Dashboard” page.

[Click here to go back to table list](#) or [Click here to go back to main menu](#)

3J- Import of goods (IMPG)

To view or edit/enter details in Table **3J- Import of goods (IMPG)**, perform following steps:

- Select **3J- Import of goods (IMPG)**.
- Click **Table Summary**. Table summary gets displayed. To hide this, click **Table Summary** again.

IMPORT EXCEL/CSV FILES
REMOVE DATA IN SELECTED TABLE
MARK FOR DELETE IN SELECTED TABLE
CONSOLIDATED SUMMARY
EXPORT TO CSV

Select Table to Add Details 3J- Import of goods (IMPG)

3J. Import of goods

TABLE SUMMARY ^

Document Type	No. of records	Total taxable value (₹)	Total tax amount (₹)		No. of records marked for delete
			Integrated tax	Cess	
Bill of Entry	3	95,67,547.78	19,22,889.51	0.00	0

Note: Records marked for delete shall not be considered for summary calculation.

- In the **ADD DOCUMENT** field, enter the data in the relevant fields and click the Add (“+”) button.

ADD DOCUMENT * Indicates mandatory fields

Document Type *	Port Code *	Bill of Entry No. *	Bill of Entry Date (DD/MM/YYYY) *	Bill of Entry Value (₹) *	Place of Supply (Name of State/UT) *	Action
Bill of Entry	INB991	126789	01/07/2019	234589.98	Andhra Pradesh (37)	+

- On clicking the Add (“+”) button, **Item Details** field gets displayed. Enter the data in the relevant fields and click the Add (“+”) button to add more rows. To add these details into the Offline Tool, click **SAVE DOCUMENT**.

ADD DOCUMENT * Indicates mandatory fields

Document Type *	Port Code *	Bill of Entry No. *	Bill of Entry Date (DD/MM/YYYY) *	Bill of Entry Value (₹) *	Place of Supply (Name of State/UT) *	Action
Bill of Entry	INB991	126789	01/07/2019	234589.98	Andhra Pradesh (37)	+

Item Details

Sr. No.	HSN code *	Taxable value (₹) *	Tax rate (%) *	Tax amount (₹)		Actions
				Integrated tax *	Cess	
1	3305	234589.98	18%	42226.20		+

BACK
SAVE DOCUMENT

- On clicking **SAVE DOCUMENT**, document gets added into the **DOCUMENTS ADDED** section of this page.

Goods and Services Tax

Document saved successfully

ADD DOCUMENT * Indicates mandatory fields

Document Type *	Port Code *	Bill of Entry No. *	Bill of Entry Date (DD/MM/YYYY) *	Bill of Entry Value (₹) *	Place of Supply (Name of State/UT) *	Action
Bill of Entry			DD/MM/YYYY		Select	

DOCUMENTS ADDED

Search: Records Per Page: 10 Select Columns To Display/Hide: +3

<input type="checkbox"/>	Document Type	Port Code	Bill of Entry No.	Bill of Entry Date (DD/MM/YYYY)	Bill of Entry Value (₹)	Place of Supply (Name of State/UT)	Supply type	Taxable value (₹)	Integrated tax
<input type="checkbox"/>	Bill of Entry	INB991	126789	01/07/2019	2,34,589.98	Andhra Pradesh	Inter-State	2,34,589.98	42.22
<input type="checkbox"/>	Bill of Entry	INB997	147278	18/04/2019	46,89,974.40	Delhi	Inter-State	46,89,974.40	13,13,19
<input type="checkbox"/>	Bill of Entry	INB996	148145	22/04/2019	18,75,989.76	Delhi	Inter-State	20,63,588.74	1,03,17
<input type="checkbox"/>	Bill of Entry	INB995	147123	21/04/2019	28,13,984.64	Delhi	Inter-State	28,13,984.64	5,06,51

« Previous 1 Next »

6. Scroll to the right of the table in **DOCUMENTS ADDED** section to review all details in the Table. To know more about additional features, click [here](#).

Goods and Services Tax

Document saved successfully

ADD DOCUMENT * Indicates mandatory fields

Document Type *	Port Code *	Bill of Entry No. *	Bill of Entry Date (DD/MM/YYYY) *	Bill of Entry Value (₹) *	Place of Supply (Name of State/UT) *	Action
Bill of Entry			DD/MM/YYYY		Select	

DOCUMENTS ADDED

Search: Records Per Page: 10 Select Columns To Display/Hide: +3

<input type="checkbox"/>	Bill of Entry Value (₹)	Place of Supply (Name of State/UT)	Supply type	Taxable value (₹)	Tax amount (₹)		Date of upload	Status	Action
					Integrated tax	Cess			
<input type="checkbox"/>	2,34,589.98	Andhra Pradesh	Inter-State	2,34,589.98	42,226.20	0.00			
<input type="checkbox"/>	46,89,974.40	Delhi	Inter-State	46,89,974.40	13,13,192.83	0.00	27/07/2019		
<input type="checkbox"/>	18,75,989.76	Delhi	Inter-State	20,63,588.74	1,03,179.44	0.00	27/07/2019		
<input type="checkbox"/>	28,13,984.64	Delhi	Inter-State	28,13,984.64	5,06,517.24	0.00	27/07/2019		

« Previous 1 Next »

- To select other tables, scroll up and select the relevant table from the drop-down list. You can also click BACK and do this from the drop-down of “Select Table to Add Details” field in the “Prepare Offline Dashboard” page.

[Click here to go back to table list](#) or [Click here to go back to main menu](#)

3K- Import of goods from SEZ units/developers (IMPG SEZ)

To view or edit/enter details in Table **3K- Import of goods from SEZ units/developers (IMPG SEZ)**, perform following steps:

- Select **3K- Import of goods from SEZ units/developers (IMPG SEZ)**.
- Click **Table Summary**. You can view either Document wise or Recipient Wise Summary of Table 3B. To hide this, click **Table Summary** again.

Select Table to Add Details 3K- Import of goods from SEZ units/developers (IMPG SEZ) ▼

3K. Import of goods from SEZ units on a Bill of Entry

TABLE SUMMARY ▲

Document Wise Summary Recipient Wise Summary

A. Document Wise Summary

Document Type	No. of Records	Total Taxable Value (₹)	Total Tax Amount (₹)		No. of Records Marked for Delete
			Integrated Tax	Cess	
Bill of Entry	2	3,49,000.00	75,220.00	0.00	0

Note: Records marked for delete shall not be considered for summary calculation.

Select Table to Add Details 3K- Import of goods from SEZ units/developers (IMPG SEZ) ▼

3K. Import of goods from SEZ units on a Bill of Entry

TABLE SUMMARY ▲

Document Wise Summary Recipient Wise Summary

B. Recipient Wise Summary

GSTIN	Trade/Legal Name	Number of records	Total Taxable Value (₹)	Total Tax Amount (₹)		No. of Records Marked for Delete
				Integrated tax	Cess	
06BHXP57083N1Z3		2	3,49,000.00	75,220.00	0.00	0

« Previous 1 Next »

Note: Records marked for delete shall not be considered for summary calculation.

- In the **ADD DOCUMENT** field, enter the data in the relevant fields and click the Add (“+”) button.

ADD DOCUMENT * Indicates mandatory fields

Supplier GSTIN *	Trade/Legal name	Document type *	Port Code *	Bill of Entry Number *	Bill of Entry Date (DD/MM/YYYY) *	Bill of Entry value (₹) *	Place Of Supply(Name of State/UT) *	Action
06BHXPST083N1Z3		Bill of Entry	INB991	347897	04/04/2019	234000	Assam (18)	

- On clicking the Add (“+”) button, **Item Details** field gets displayed. Enter the data in the relevant fields and click the Add (“+”) button to add more rows. To add these details into the Offline Tool, click **SAVE DOCUMENT**.

ADD DOCUMENT * Indicates mandatory fields

Supplier GSTIN *	Trade/Legal name	Document type *	Port Code *	Bill of Entry Number *	Bill of Entry Date (DD/MM/YYYY) *	Bill of Entry value (₹) *	Place Of Supply(Name of State/UT) *	Action
06BHXPST083N1Z3		Bill of Entry	INB991	347897	04/04/2019	234000.00	Assam (18)	

Item details

Sr. No.	HSN Code *	Taxable Value (₹) *	Rate *	Tax amount (₹)		Actions
				Integrated Tax	Cess	
1	2402	234000.00	28%	65520.00		

- On clicking **SAVE DOCUMENT**, document gets added into the **DOCUMENTS ADDED** section of this page.

ADD DOCUMENT * Indicates mandatory fields

Supplier GSTIN *	Trade/Legal name	Document type *	Port Code *	Bill of Entry Number *	Bill of Entry Date (DD/MM/YYYY) *	Bill of Entry value (₹) *	Place Of Supply(Name of State/UT) *	Action
		Bill of Entry			DD/MM/YYYY		Select	

DOCUMENTS ADDED

Search: Records Per Page: Select Columns To Display/Hide:

<input type="checkbox"/>	Supplier GSTIN	Trade/Legal name	Document type	Port code	Bill of Entry number	Bill of Entry date (DD/MM/YYYY)	Bill of Entry value (₹)	Place of Supply (Name of State/UT)	Supply type
<input type="checkbox"/>	06BHXPST083N1Z3		Bill of Entry	INB991	347897	04/04/2019	2,34,000.00	Assam	Inter-State
<input type="checkbox"/>	06BHXPST083N1Z3		Bill of Entry	INB995	312548	14/04/2019	2,21,000.00	Himachal Pradesh	Inter-State
<input type="checkbox"/>	06BHXPST083N1Z3		Bill of Entry	INB997	125478	13/04/2019	1,24,000.00	Himachal Pradesh	Inter-State

6. Scroll to the right of the table in **DOCUMENTS ADDED** section to review all details in the Table. To know more about additional features, click [here](#).

✔ Document saved successfully

ADD DOCUMENT * Indicates mandatory fields

Supplier GSTIN *	Trade/Legal name	Document type *	Port Code *	Bill of Entry Number *	Bill of Entry Date (DD/MM/YYYY) *	Bill of Entry value (₹) *	Place Of Supply(Name of State/UT) *	Action
<input type="text"/>	<input type="text"/>	Bill of Entry ▼	<input type="text"/>	<input type="text"/>	DD/MM/YYYY	<input type="text"/>	Select ▼	+

DOCUMENTS ADDED

Search: Records Per Page: 10 ▼ Select Columns To Display/Hide: +4 ▼

Bill of Entry date (DD/MM/YYYY) ▼	Bill of Entry value (₹) ▼	Place of Supply (Name of State/UT) ▼	Supply type ▼	Taxable value (₹) ▼	Tax amount (₹)		Date of upload ▼	Status ▼	Action
					Integrated tax ▼	Cess ▼			
04/04/2019	2,34,000.00	Assam	Inter-State	2,34,000.00	65,520.00	0.00			✎ ✖ 🗑
14/04/2019	2,21,000.00	Himachal Pradesh	Inter-State	2,25,000.00	40,500.00	0.00	27/07/2019		✎ ✖ 🗑
13/04/2019	1,24,000.00	Himachal Pradesh	Inter-State	1,24,000.00	34,720.00	0.00	27/07/2019		✎ ✖ 🗑

« Previous 1 Next »

MARK FOR DELETE REMOVE BACK

7. To select other tables, scroll up and select the relevant table from the drop-down list. You can also click BACK and do this from the drop-down of “Select Table to Add Details” field in the “Prepare Offline Dashboard” page.

[Click here to go back to table list](#) or [Click here to go back to main menu](#)

4- Supplies made through e-commerce operators

To view or edit/enter details in Table **4- Supplies made through e-commerce operators**, perform following steps:

1. Select **4- Supplies made through e-commerce operators**.
2. Click **Table Summary**. Table Summary gets displayed. To hide this, click **Table Summary** again.

IMPORT EXCEL/CSV FILES
REMOVE DATA IN SELECTED TABLE
MARK FOR DELETE IN SELECTED TABLE
CONSOLIDATED SUMMARY
EXPORT TO CSV

Select Table to Add Details: 4 - Supplies made through e - commerce operators

4.Details of the supplies made through e-commerce operators liable to collect tax under section 52 (out of any outward supplies declared in table 3)

TABLE SUMMARY ^

No. of e-commerce GSTIN's	Value of supplies Made (₹)	Value of supplies Returned (₹)	Net value Of supplies (₹)	Total tax amount (₹)				No. of records marked for delete
				Integrated tax	Central tax	State/UT tax	Cess	
0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0

Note: Records marked for delete shall not be considered for summary calculation.

3. In the **ADD DOCUMENT** field, enter the data in the relevant fields and click the Add (“+”) button.
4. To add these details into the Offline Tool, click **SAVE DOCUMENT**.

● No document added

ADD DOCUMENT * Indicates mandatory fields

Sr. No.	GSTIN of e-commerce operator *	Trade/Legal Name	Value of supplies made (₹) *	Value of supplies returned (₹) *	Net value of supplies (₹)	Tax amount (₹)				Action
						Integrated tax	Central tax	State / UT tax	Cess	
1	07GDSPS3444H6CS		15000.00	2500.00	12500.00		2500.00	2500.00		+

RESET
SAVE DOCUMENT

5. On clicking **SAVE DOCUMENT**, document gets added into the **DOCUMENTS ADDED** section of this page.

● Document(s) added successfully

ADD DOCUMENT * Indicates mandatory fields

Sr. No.	GSTIN of e-commerce operator *	Trade/Legal Name	Value of supplies made (₹) *	Value of supplies returned (₹) *	Net value of supplies (₹)	Tax amount (₹)				Action
						Integrated tax	Central tax	State / UT tax	Cess	
1										+

RESET
SAVE DOCUMENT

DOCUMENTS ADDED

Search:
Records Per Page:
Select Columns To Display/Hide:

<input type="checkbox"/>	Sr. No.	GSTIN of e-commerce operator	Trade/Legal name	Value of supplies made (₹)	Value of supplies returned (₹)	Net value of supplies (₹)	Tax amount (₹)			
							Integrated tax	Central tax	State/UT tax	Cess
<input type="checkbox"/>	1	07GDSPS3444H6CS		15,000.00	2,500.00	12,500.00	0.00	2,500.00	2,500.00	

« Previous 1 Next »

6. Scroll to the right of the table in **DOCUMENTS ADDED** section to review all details in the Table. To know more about additional features, click [here](#).

Document(s) added successfully

ADD DOCUMENT * Indicates mandatory fields

Sr. No.	GSTIN of e-commerce operator *	Trade/Legal Name	Value of supplies made (₹) *	Value of supplies returned (₹) *	Net value of supplies (₹)	Tax amount (₹)				Action	
						Integrated tax	Central tax	State / UT tax	Cess		
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>

Please enter Supply value returned

DOCUMENTS ADDED

Search:

Records Per Page:

Select Columns To Display/Hide:

name	Value of supplies made (₹)	Value of supplies returned (₹)	Net value of supplies (₹)	Tax amount (₹)				Date of upload	Status	Action
				Integrated tax	Central tax	State/UT tax	Cess			
	15,000.00	2,500.00	12,500.00	0.00	2,500.00	2,500.00	0.00			<input type="button" value="Edit"/> <input type="button" value="Delete"/>

« Previous Next »

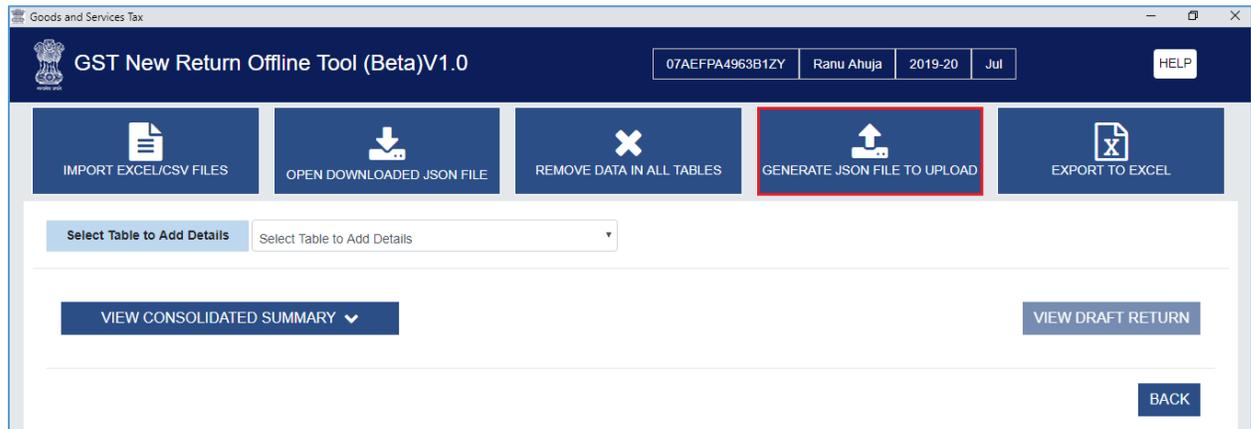
- To select other tables, scroll up and select the relevant table from the drop-down list. You can also click BACK and do this from the drop-down of “Select Table to Add Details” field in the “Prepare Offline Dashboard” page.
- Once the details are entered in all tables, you need to generate the JSON File to upload on the GST Portal, which is explained in the next section.

[Click here to go back to table list](#) or [Click here to go back to main menu](#)

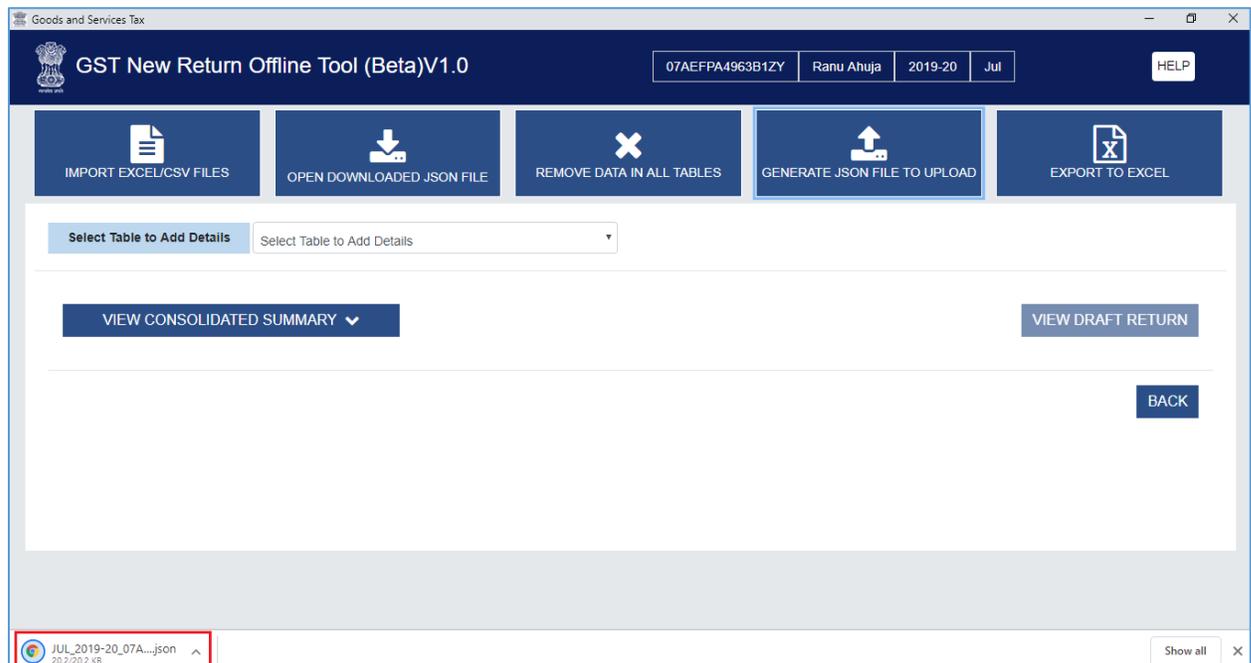
B.VI. Generate the GST ANX-1 JSON File

To generate the JSON File to upload on the GST Portal, perform following steps:

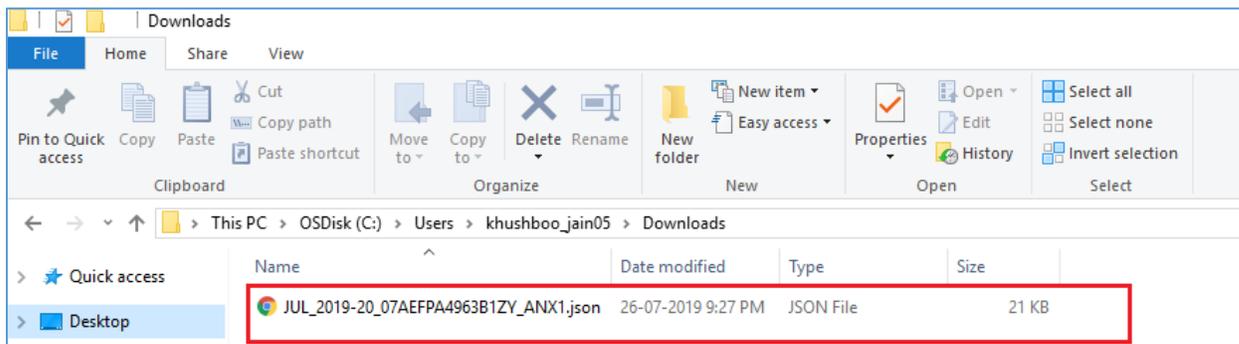
1. Click **GENERATE JSON FILE TO UPLOAD**.



2. JSON file is generated and downloaded.



3. You can find the JSON file under **Downloads** folder on your machine.



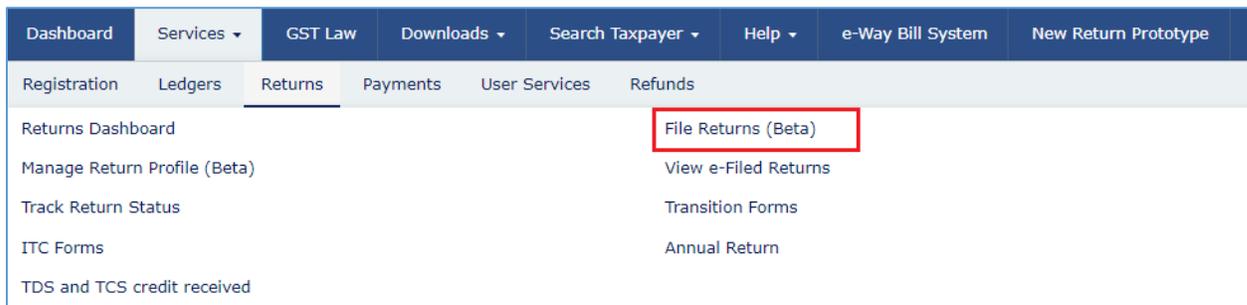
4. Once the JSON file is downloaded, you need to upload the JSON File on the GST Portal. Click [here](#) to know more about how to upload the JSON File on the GST Portal.

[Click here to go back to main menu](#)

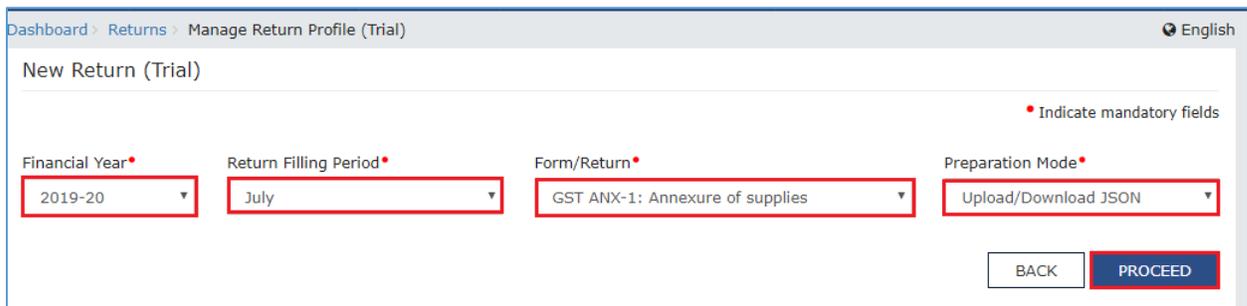
B.VII. Upload the JSON File on GST Portal

To upload the generated JSON File on the GST Portal, perform following steps:

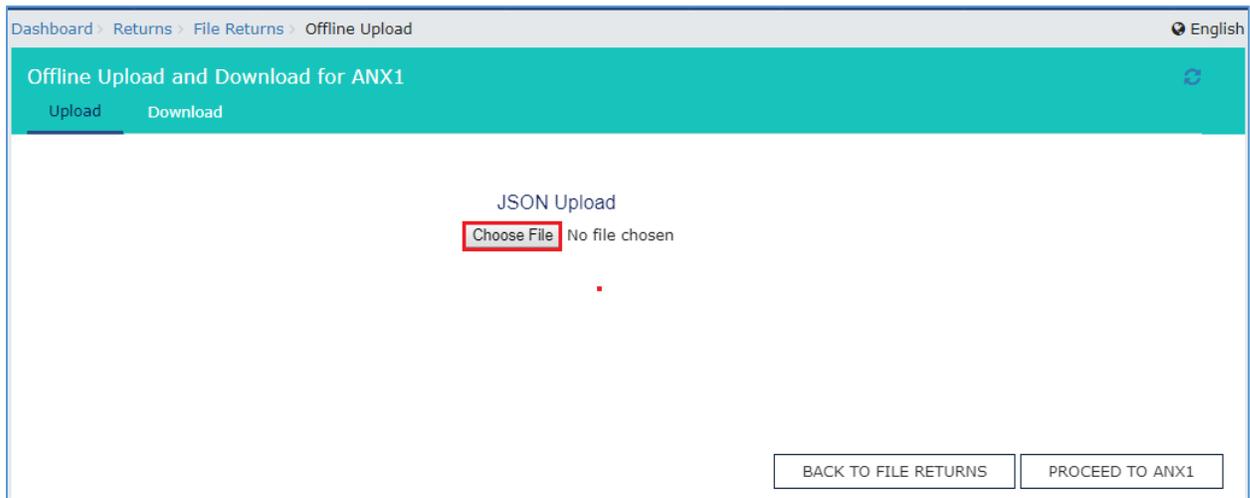
1. Access the www.gst.gov.in URL. The GST Home page is displayed.
2. Login to the portal with valid credentials.
3. Navigate to **Services > Returns > File Returns (Beta)** option.



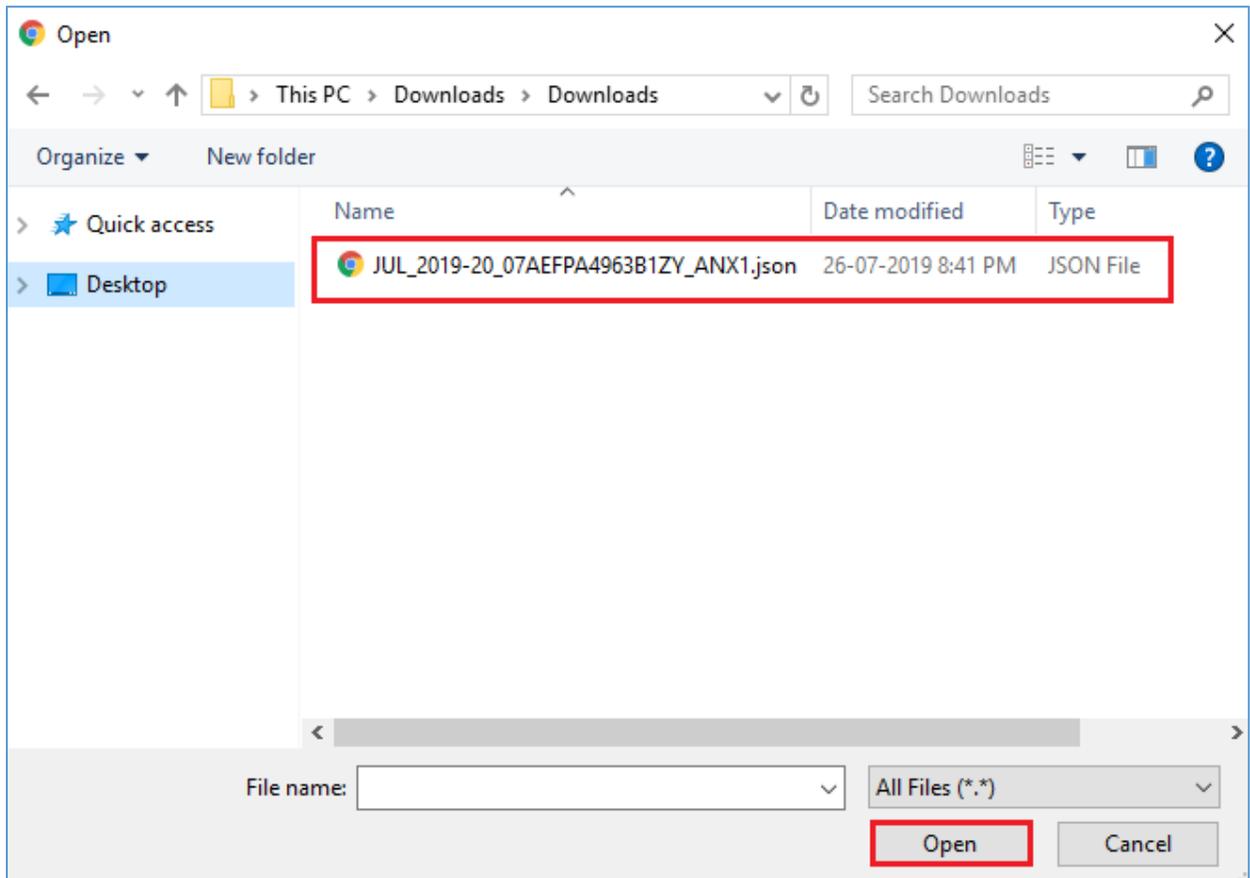
4. The **New Return (Trial)** page is displayed. Select the **Financial Year, Return Filing Period, Form/Return, Preparation Mode** from the drop-down list.
5. Click the **PROCEED** button.



6. Click the **Choose File** button.



7. Browse and navigate the JSON file to be uploaded from your computer. Click the **Open** button.



- A green message appears confirming successful upload and asking you to wait while the GST Portal validates the uploaded data.

Dashboard > Returns > File Returns > Offline Upload English

Offline Upload and Download for ANX1

Upload Download

✔ Your JSON file has been uploaded successfully. It may take up to 15 minutes to do validation. Please come back after 15 minutes . ✕

ice data upload and submit the JSON file on the GST portal. The JSON file will be validated again and will be taken in by the system if found OK.

JSON Upload

Choose File | No file chosen

Upload History

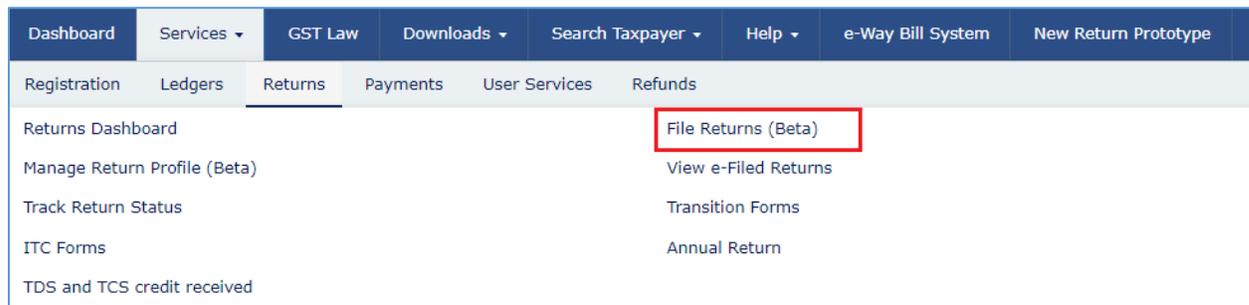
Date	Time	Reference id	Status	Error Report
26/07/2019	20:47:24	88c9976e-a84a-4952-a779-2e07f68c59ad	In-Progress	NA

[Click here to go back to main menu](#)

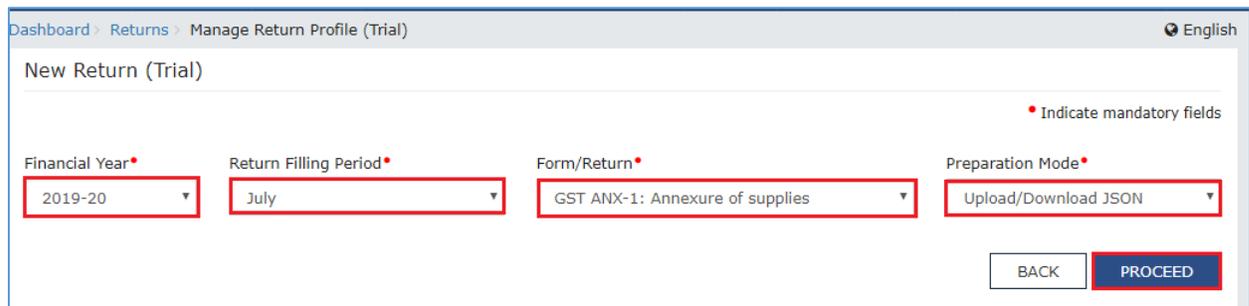
B.VIII. Download Error JSON File

To download the error JSON file from the GST Portal, perform following steps:

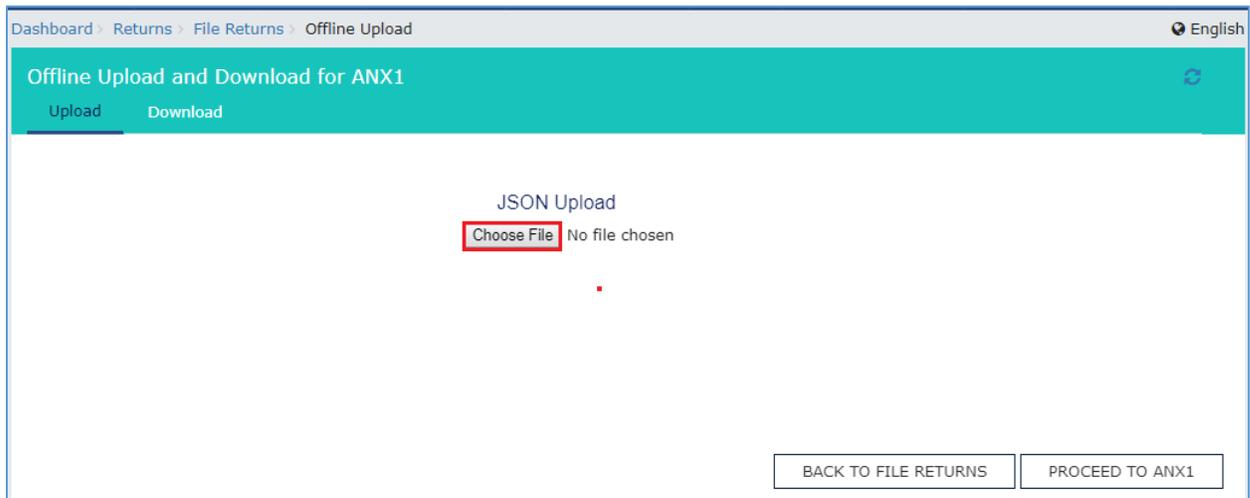
1. Access the www.gst.gov.in URL. The GST Home page is displayed.
2. Login to the portal with valid credentials.
3. Navigate to **Services > Returns > File Returns (Beta)** option.



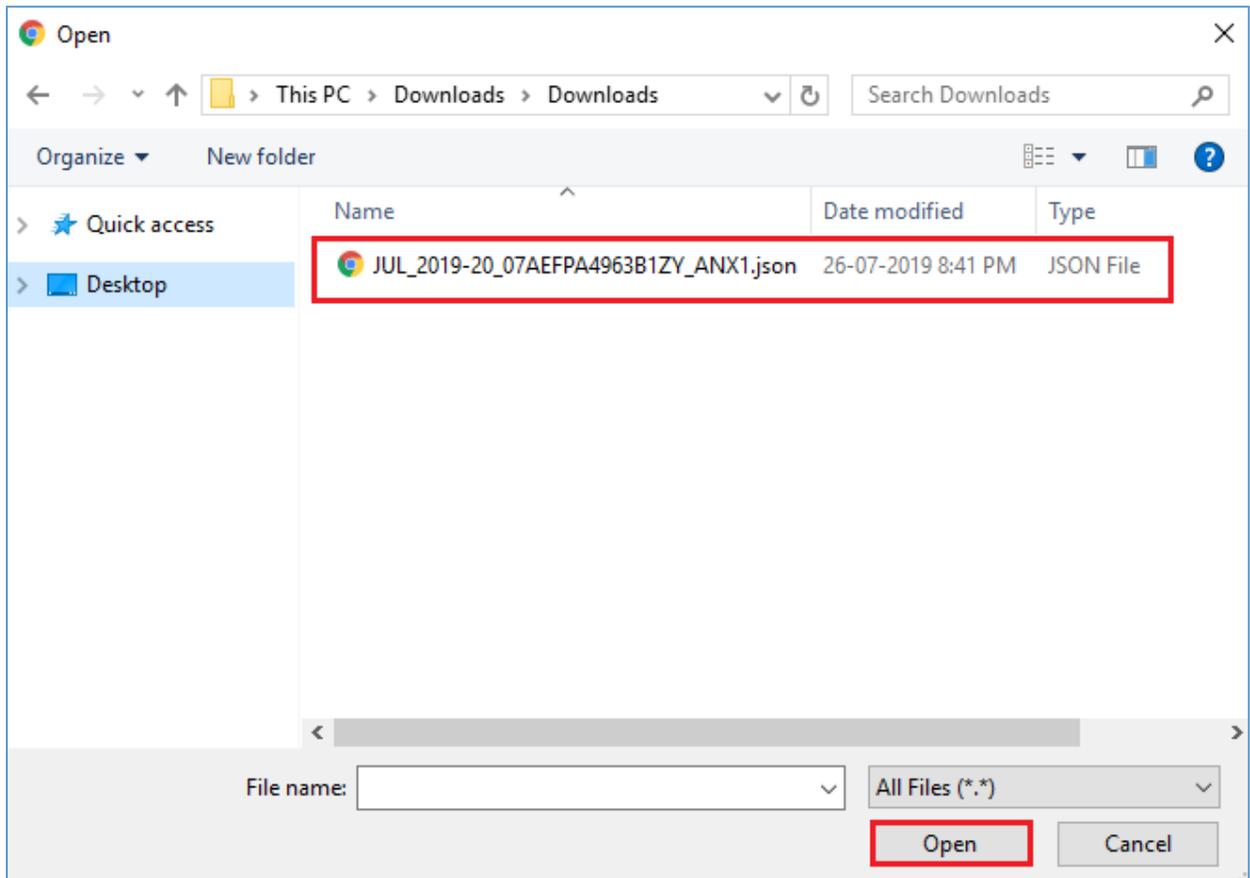
4. The **New Return (Trial)** page is displayed. Select the **Financial Year, Return Filing Period, Form/Return, Preparation Mode** from the drop-down list.
5. Click the **PROCEED** button.



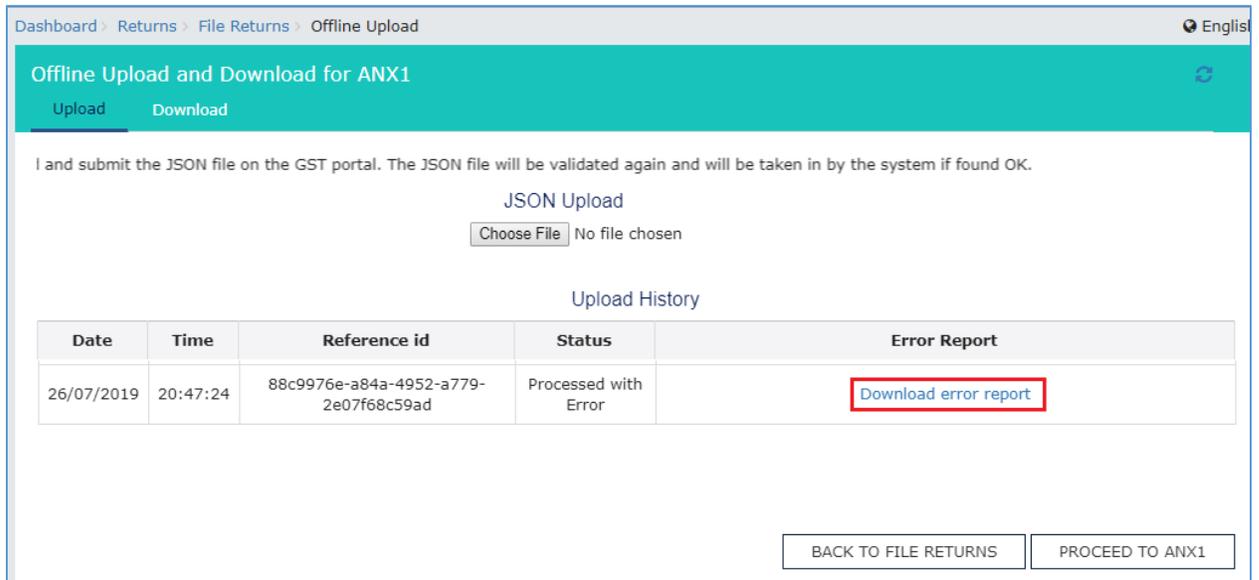
6. Click the **Choose File** button.



7. Browse and navigate the JSON file to be uploaded from your computer. Click the **Open** button.



- An error report is generated. Click the **Download error report** hyperlink.



Dashboard > Returns > File Returns > Offline Upload English

Offline Upload and Download for ANX1

Upload Download

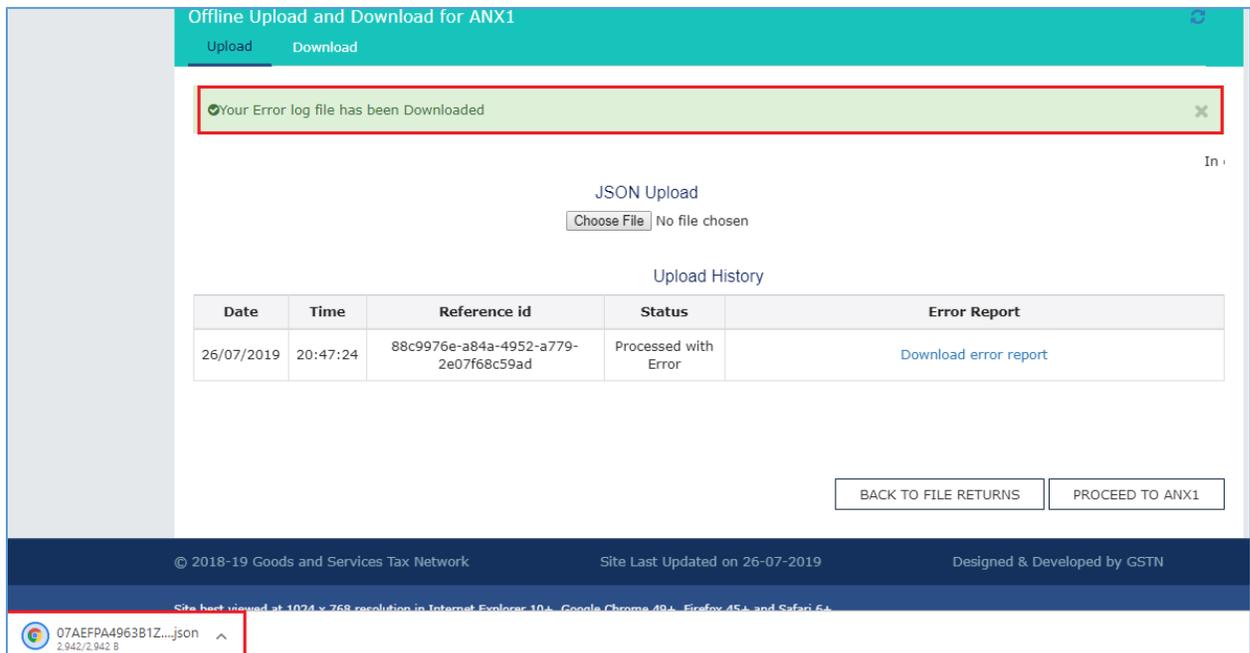
I and submit the JSON file on the GST portal. The JSON file will be validated again and will be taken in by the system if found OK.

JSON Upload
 No file chosen

Upload History

Date	Time	Reference id	Status	Error Report
26/07/2019	20:47:24	88c9976e-a84a-4952-a779-2e07f68c59ad	Processed with Error	Download error report

- An error report is downloaded under Downloads folder.



Offline Upload and Download for ANX1

Upload Download

✔ Your Error log file has been Downloaded

JSON Upload
 No file chosen

Upload History

Date	Time	Reference id	Status	Error Report
26/07/2019	20:47:24	88c9976e-a84a-4952-a779-2e07f68c59ad	Processed with Error	Download error report

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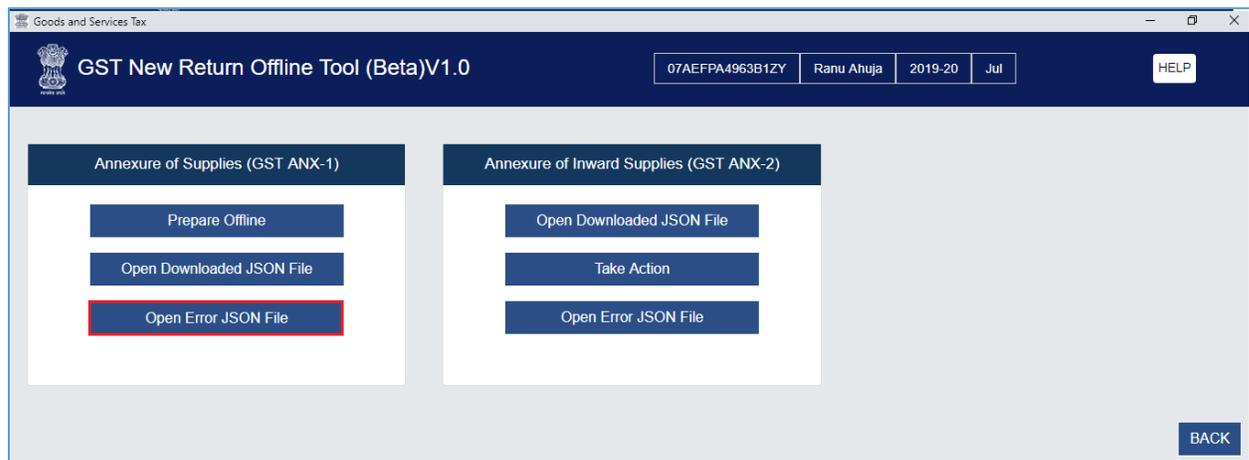
07AEFPA4963B1Z...json 2.942/2.942 B

[Click here to go back to main menu](#)

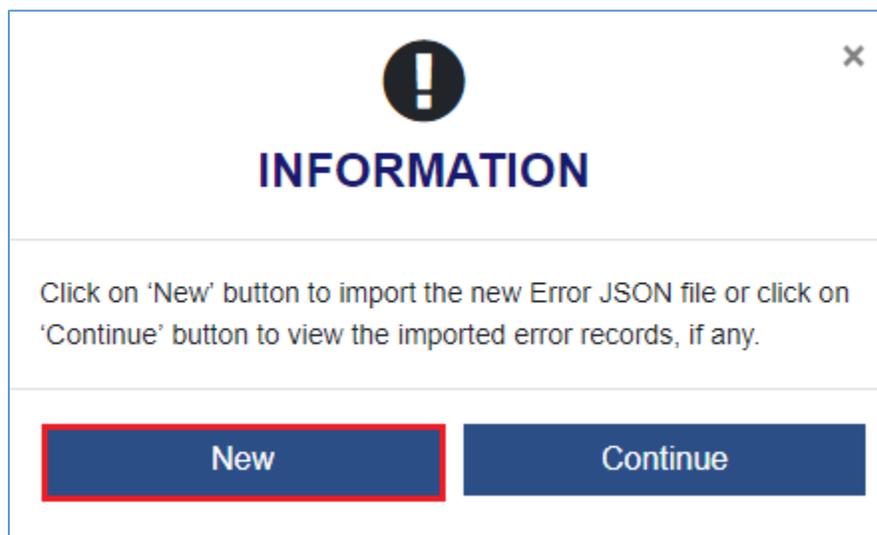
B.IX. Open Error JSON File

To open error JSON File generated from GST Portal to correct errors, perform following steps:

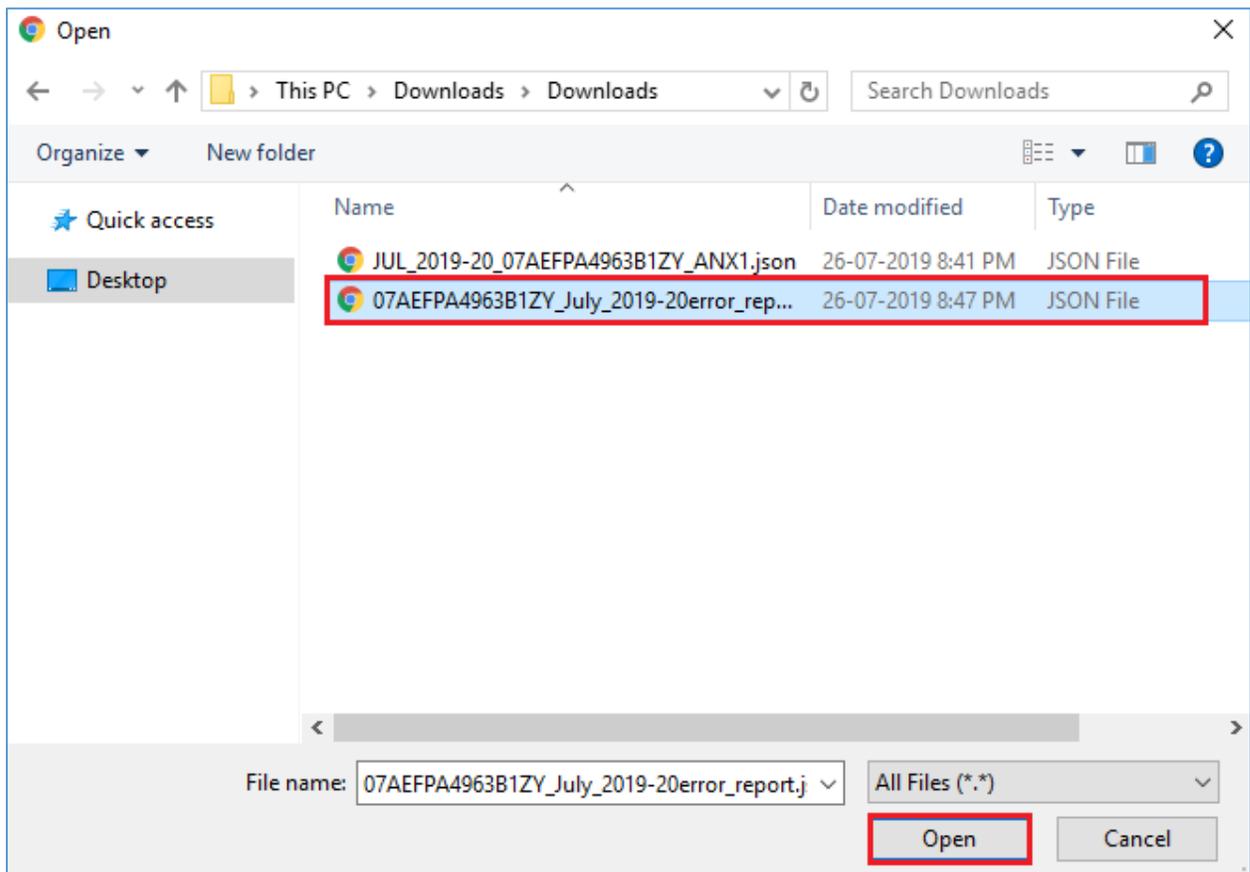
1. Click **Open Error JSON File**.



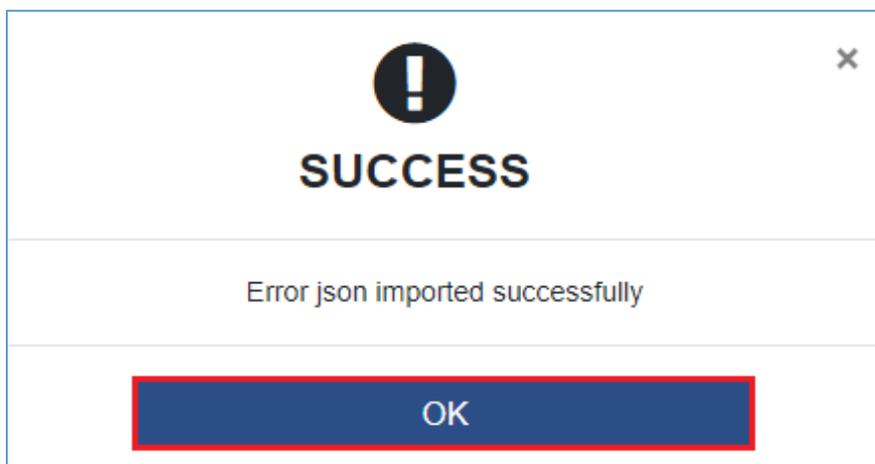
2. Click on **New** button to import the new Error JSON file or click on **Continue** button to view the imported error records, if any.



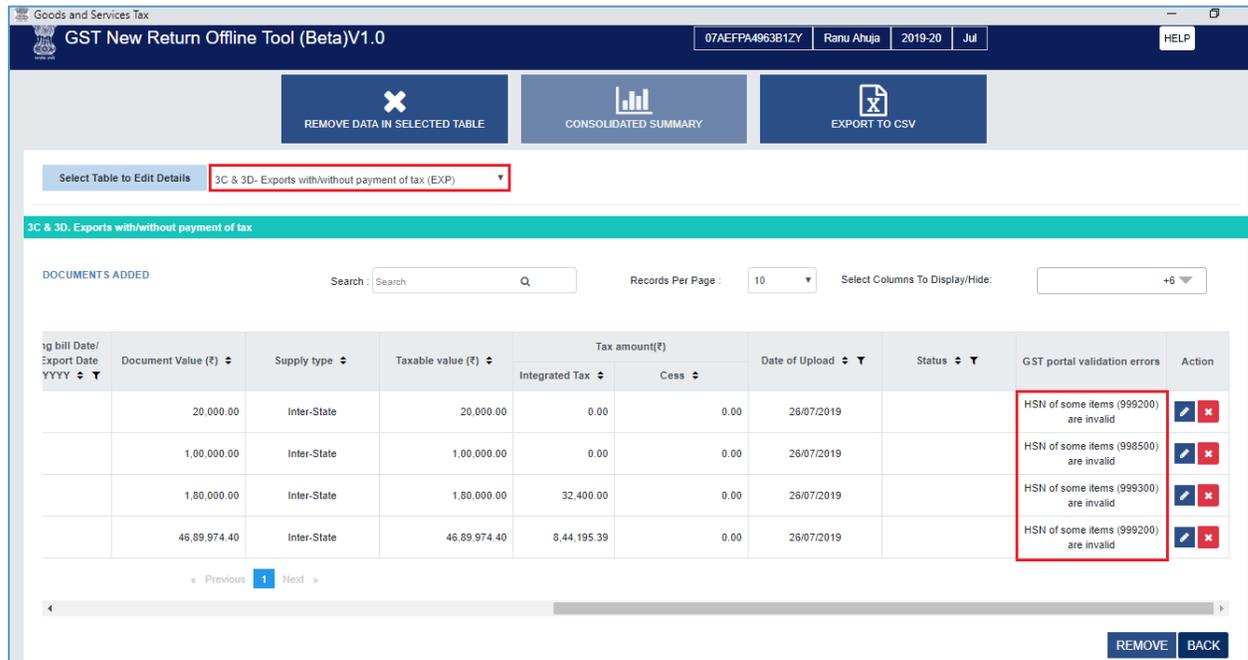
3. Navigate to extracted error file. Select the file and click the **Open** button.



- Success message will be displayed. Click the **OK** button to proceed.



- Navigate to individual tables. Correct the errors, as mentioned in the column "GST Portal Validation Errors" in each sheet.



Goods and Services Tax
GST New Return Offline Tool (Beta)V1.0

07AEFPA4963B1ZY | Ranu Ahuja | 2019-20 | Jul | HELP

REMOVE DATA IN SELECTED TABLE | CONSOLIDATED SUMMARY | EXPORT TO CSV

Select Table to Edit Details: 3C & 3D- Exports with/without payment of tax (EXP)

3C & 3D. Exports with/without payment of tax

DOCUMENTS ADDED | Search: Search | Records Per Page: 10 | Select Columns To Display/Hide: +6

ig bill Date/ Export Date YYYY	Document Value (₹)	Supply type	Taxable value (₹)	Tax amount(₹)		Date of Upload	Status	GST portal validation errors	Action
				Integrated Tax	Cess				
	20,000.00	Inter-State	20,000.00	0.00	0.00	26/07/2019		HSN of some items (999200) are invalid	 
	1,00,000.00	Inter-State	1,00,000.00	0.00	0.00	26/07/2019		HSN of some items (998500) are invalid	 
	1,80,000.00	Inter-State	1,80,000.00	32,400.00	0.00	26/07/2019		HSN of some items (999300) are invalid	 
	46,89,974.40	Inter-State	46,89,974.40	8,44,195.39	0.00	26/07/2019		HSN of some items (999200) are invalid	 

REMOVE | BACK

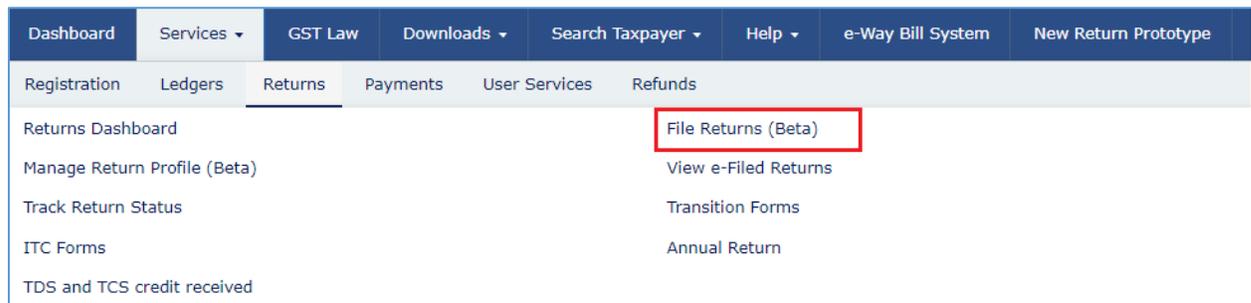
- After making corrections in all tables, click the [Generate JSON File to Upload](#) button to generate the JSON to upload on GST Portal.

[Click here to go back to main menu](#)

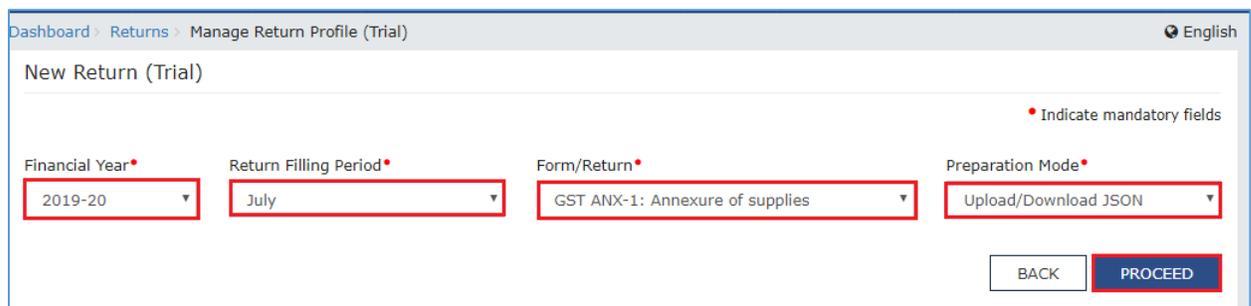
B.X. Download JSON File

To download the JSON File from the GST Portal, perform following steps:

1. Access the www.gst.gov.in URL. The GST Home page is displayed.
2. Login to the portal with valid credentials.
3. Navigate to **Services > Returns > File Returns (Beta)** option.



4. The **New Return (Trial)** page is displayed. Select the **Financial Year, Return Filing Period, Form/Return, Preparation Mode** from the drop-down list.
5. Click the **PROCEED** button.



The screenshot shows the 'New Return (Trial)' page. The page title is 'New Return (Trial)'. There are four dropdown menus: 'Financial Year' (2019-20), 'Return Filing Period' (July), 'Form/Return' (GST ANX-1: Annexure of supplies), and 'Preparation Mode' (Upload/Download JSON). A 'PROCEED' button is highlighted with a red box. A legend indicates that red dots indicate mandatory fields.

6. Click the **GENERATE JSON FILE TO DOWNLOAD** button to download the details of all tables in one go. Or else, select the **table** from the drop-down list and **Uploaded From** and **Uploaded Till** to download the specific details uploaded during a period.

Dashboard | Services | GST Law | Downloads | Search Taxpayer | Help | e-Way Bill System | New Return Prototype

Dashboard > Returns > File Returns > Offline Download English

Offline Upload and Download for ANX1

Upload | **Download**

Note: JSON can be downloaded by clicking on 'GENERATE JSON FILE TO DOWNLOAD' without selecting any of the Table from the dropdown.

Download data from ANX1

Select Table to Download Details Uploaded From Uploaded Till

Select table to download details DD/MM/YYYY 26/07/2019

GENERATE JSON FILE TO DOWNLOAD

[BACK TO FILE RETURNS](#) [PROCEED TO ANX1](#)

7. A confirmation message is displayed and JSON file is downloaded.

Dashboard > Returns > File Returns > Offline Download English

Offline Upload and Download for ANX1

Upload | **Download**

✔ JSON Downloaded Successfully

Note: JSON file can be downloaded by clicking on 'GENERATE JSON FILE TO DOWNLOAD' without selecting any of the Table or Date range from the dropdown.

Download data from ANX1

Select Table to Download Details Uploaded From Uploaded Till

Select table to download details 01/07/2019 29/07/2019

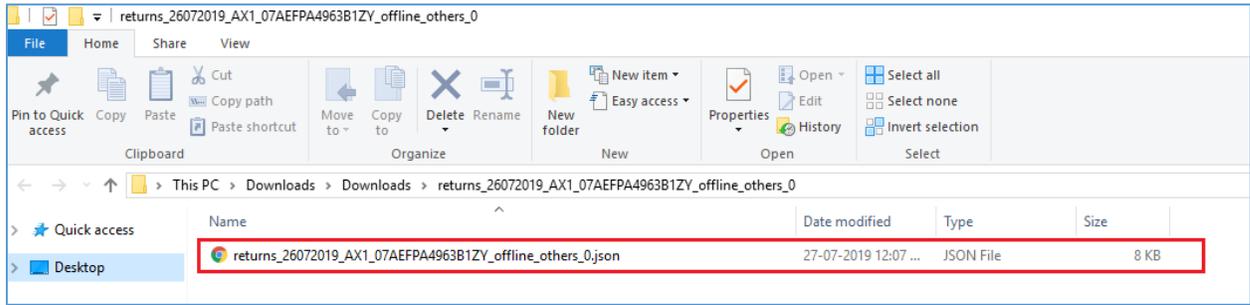
GENERATE JSON FILE TO DOWNLOAD

[BACK TO FILE RETURNS](#) [PROCEED TO ANX1](#)

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07AEFPA4963B1Z...json

8. The JSON file is downloaded under **Downloads** folder. You can use the Offline tool to import the downloaded JSON file.

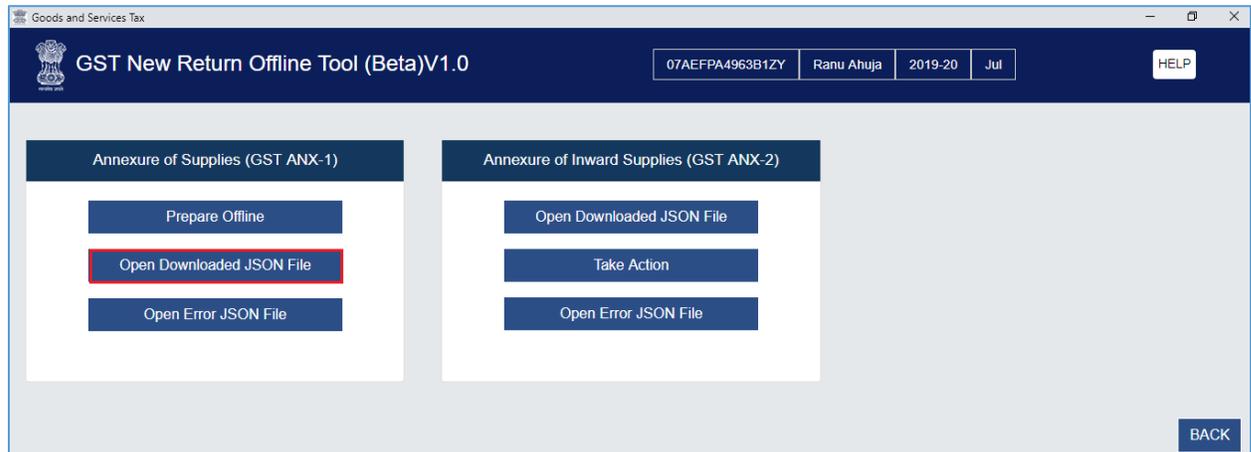


[Click here to go back to main menu](#)

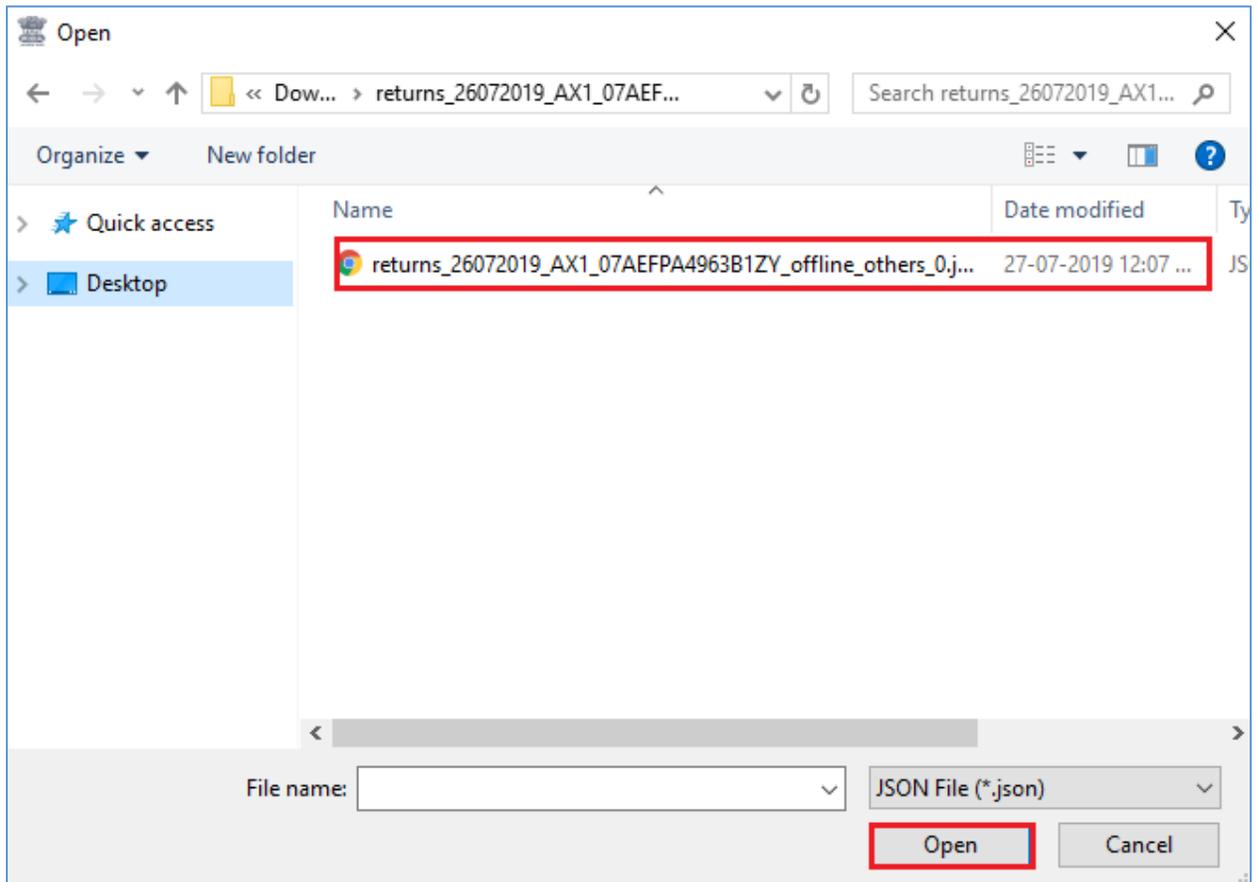
B.XI. Open Downloaded JSON File

To open downloaded JSON file generated from GST Portal to add/ view/ edit details, perform following steps:

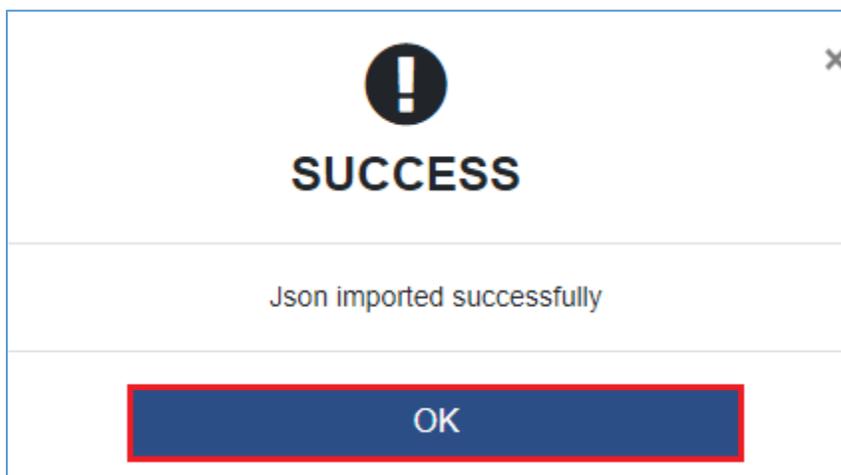
1. Click **Open Downloaded JSON File**.



2. Select the downloaded JSON (. JSON) file.
3. Click **Open**.



4. Success message is displayed. Click the **OK** button to proceed.



5. Navigate to individual tables to add/ view/ edit details.

Goods and Services Tax

GST New Return Offline Tool (Beta)V1.0

07AEFPA496381ZY | Ranu Ahuja | 2019-20 | Jul | HELP

IMPORT EXCEL/CSV FILES | OPEN DOWNLOADED JSON FILE | REMOVE DATA IN ALL TABLES | GENERATE JSON FILE TO UPLOAD | EXPORT TO EXCEL

Select Table to Add Details | Select Table to Add Details

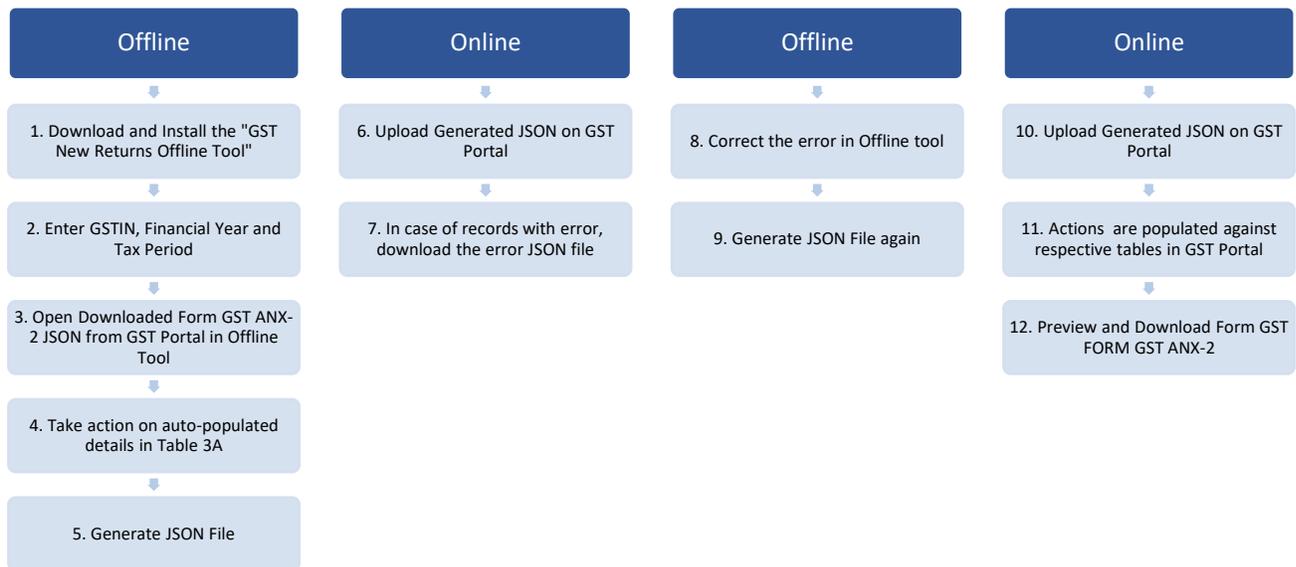
VIEW CONSOLIDATED SUMMARY | VIEW DRAFT RETURN

Document Type: Net of Credit/Debit Notes

S.No.	Outward/Inward Supply Type	Number of Records	Taxable Value (₹)	Tax amount (₹)			
				Integrated Tax	Central Tax	State/UT Tax	Cess
1	3A- Supplies to unregistered persons/consumers (B2C)	4	42,44,200.00	35,640.00	72,489.50	72,489.50	20,756.00
2	3B- Supplies to registered persons (B2B)	4	41,36,456.83	5,07,942.16	85,901.00	85,901.00	0.00
3	3C & 3D- Exports with/without payment of tax (EXP)	8	1,29,22,930.88	24,03,182.05			4,570.00
4	3E & 3F- Supplies to SEZ with/without payment of tax (SEZ)	5	1,24,36,182.80	12,16,462.11			0.00
5	3G- Deemed exports (DE)	3	53,10,792.37	4,60,406.91	0.00	0.00	30.00
6	Total Outward supplies (1 to 5)	24	3,90,50,562.88	46,23,633.24	1,58,390.50	1,58,390.50	25,356.00
7	3H- Inward supplies attracting reverse charge (RCM)	4	4,20,000.00	20,580.00	2,925.00	2,925.00	0.00

[Click here to go back to main menu](#)

Process Flow for GST ANX-2 Offline Tool



Take Actions in Form GST ANX-2 Offline Tool

To take Actions in Form GST ANX-2 Offline Tool, perform following steps:

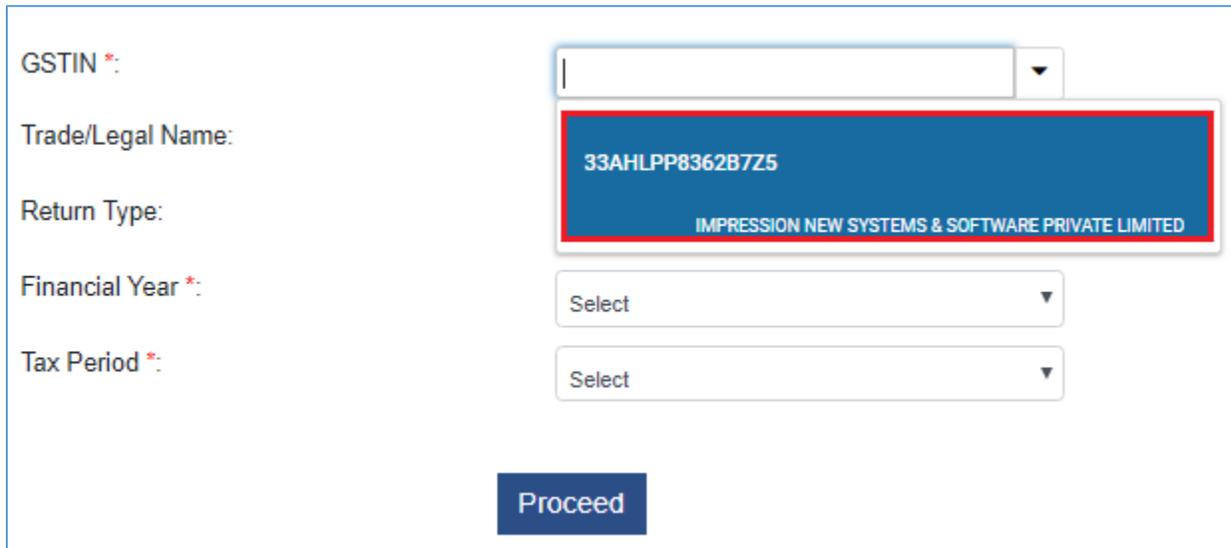
Steps	Mode of Performing Steps
A. Download and Install “GST New Returns Offline Tool”	ON GST PORTAL
B. Open the “GST New Returns Offline Tool” to:	
I. Add Profile	OFF GST PORTAL
II. Modify Profile	OFF GST PORTAL
III. Open the “Home” screen of the Offline Tool	OFF GST PORTAL
IV. Download JSON from GST Portal	ON GST PORTAL
V. Open Downloaded JSON File	OFF GST PORTAL
VI. Import and View Purchase Register	OFF GST PORTAL
VII. Match Purchase Register with the entries of GST ANX-2	OFF GST PORTAL
VIII. Take Actions in GST ANX-2	OFF GST PORTAL
IX. View Summary of GST ANX-2	OFF GST PORTAL
X. View Table 4 of GST ANX-2	OFF GST PORTAL
XI. View Draft Return	OFF GST PORTAL
XII. Generate JSON to Upload	OFF GST PORTAL
XIII. Open Error JSON File	OFF GST PORTAL
C. Upload JSON on GST Portal	ON GST PORTAL

Click each hyperlink above to know more.

B.III. Open the “Home” screen of the Offline Tool

To take actions in the offline tool, perform following steps:

1. Select the relevant **GSTIN** from the drop-down list. The drop-down list contains the profiles added by you in the Offline Tool.



GSTIN *:

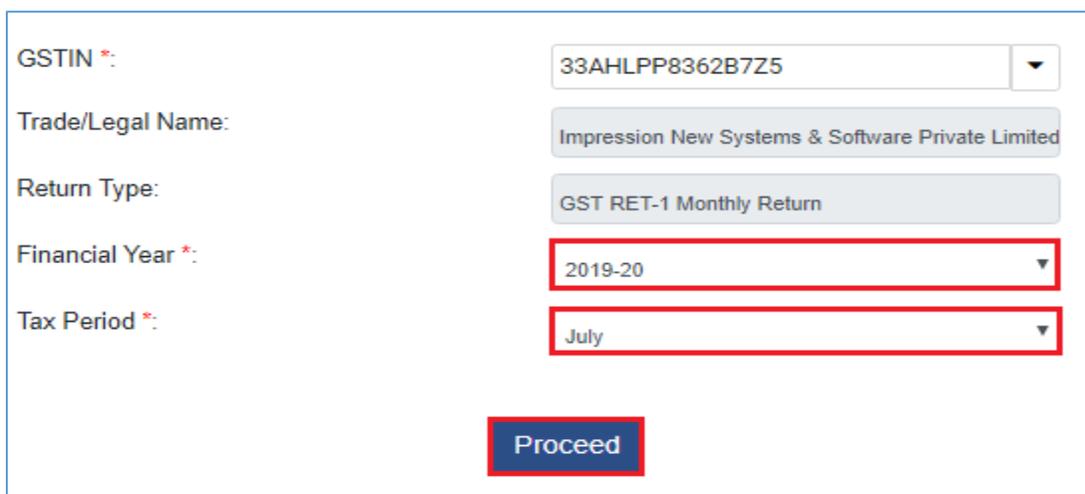
Trade/Legal Name:

Return Type:

Financial Year *:

Tax Period *:

2. **Trade/Legal Name** and **Return Type** fields get auto-populated based on your selection.
3. Select the **Financial Year** and **Tax Period** from their respective fields.
4. Click **PROCEED**.



GSTIN *:

Trade/Legal Name:

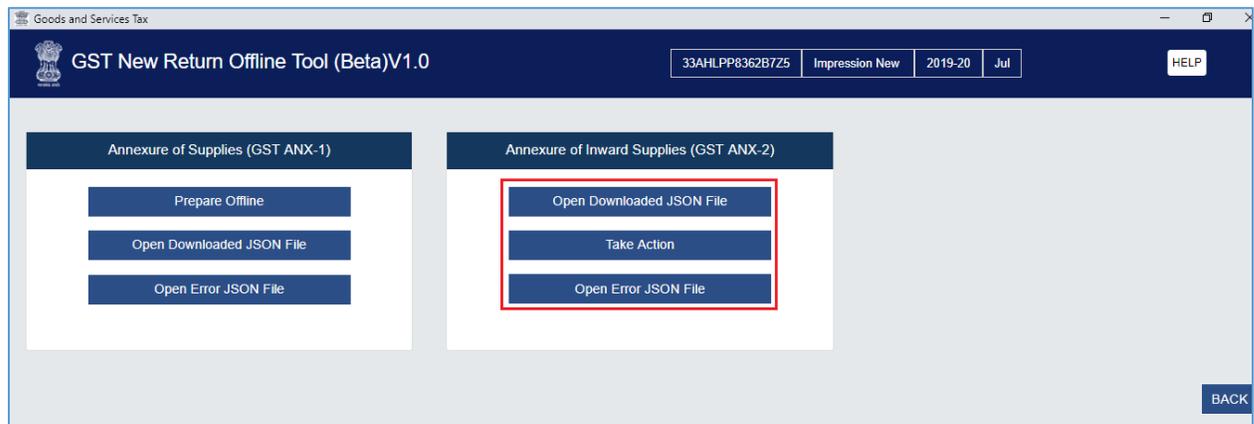
Return Type:

Financial Year *:

Tax Period *:

5. “Home” screen containing various tiles gets displayed.

6. Click the relevant buttons in the “Annexure of Inward Supplies (GST ANX-2)” tile to proceed.



7. You can take actions using the functionalities available on this page as mentioned below:

Open Downloaded JSON file: - To open GST ANX-2 JSON file downloaded from GST Portal and saved on local system.

Take Action: - To take action on auto-populated details of GST ANX-2 error JSON file.

Open Error JSON file: - To open the GST ANX-2 error JSON file downloaded from portal from the 'Processed with error' link.

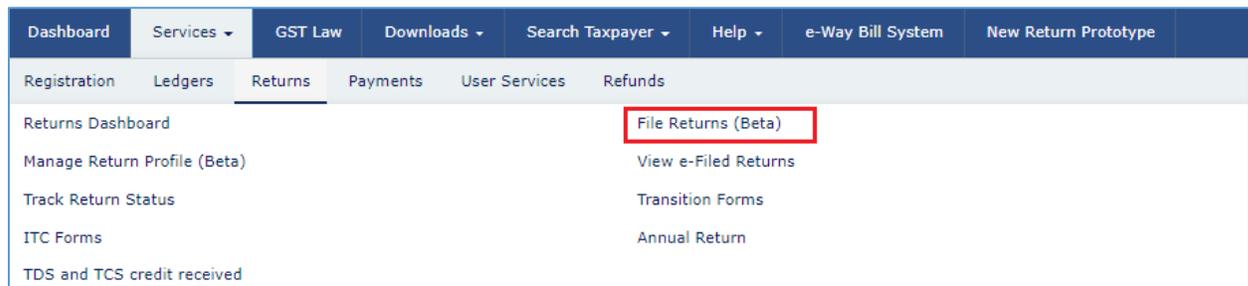
Click each hyperlink above to know more

[Click here to go back to main menu](#)

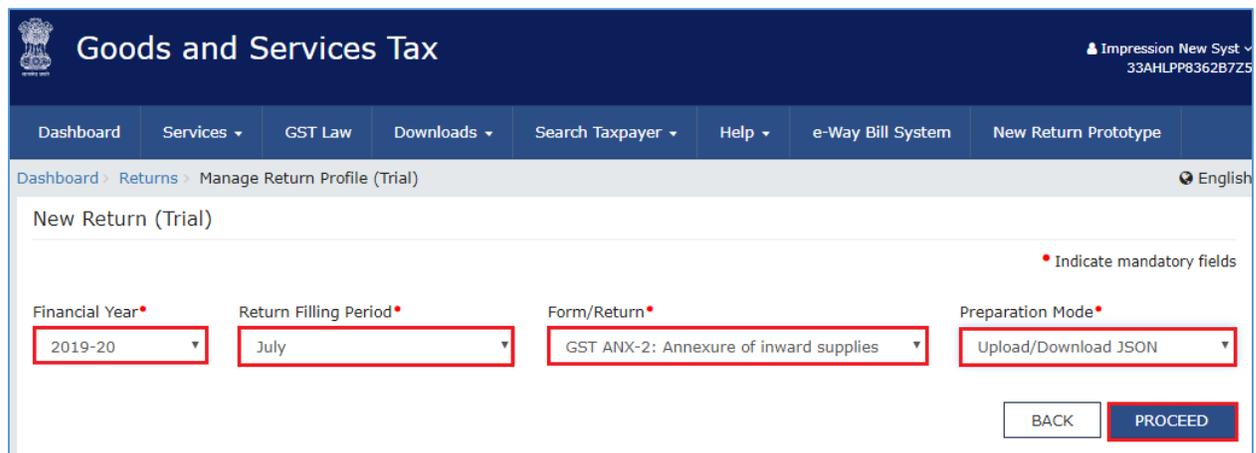
B.IV. Download JSON from GST Portal

To download the JSON File from the GST Portal, perform following steps:

1. Access the www.gst.gov.in URL. The GST Home page is displayed.
2. Login to the portal with valid credentials.
3. Navigate to **Services > Returns > File Returns (Beta)** option.



4. The **File Returns** page is displayed. Select the **Financial Year**, **Return Filing Period**, **Form/Return**, **Preparation Mode** from the drop-down list.
5. Click the **PROCEED** button.



The screenshot shows the 'New Return (Trial)' form on the GST Portal. The form has four dropdown menus: 'Financial Year' (2019-20), 'Return Filing Period' (July), 'Form/Return' (GST ANX-2: Annexure of inward supplies), and 'Preparation Mode' (Upload/Download JSON). The 'PROCEED' button is highlighted with a red box. A note indicates that fields with a red dot are mandatory.

6. Click the **GENERATE JSON FILE TO DOWNLOAD** button to download the details of all tables in one go. Or else, select the **table** from the drop-down list and **Uploaded From** and **Uploaded Till** to download the specific details.

Dashboard > Returns > File Returns > Offline Download

English

Offline Upload and Download for ANX2

Upload Download

Note: JSON file can be downloaded by clicking on 'GENERATE JSON FILE TO DOWNLOAD' without selecting any of the Table or Date range from the dropdown.

Download data from ANX2

Select Table to Download Details Uploaded From Uploaded Till

Select table to download details DD/MM/YYYY 29/07/2019

GENERATE JSON FILE TO DOWNLOAD

BACK TO FILE RETURNS PROCEED TO ANX2

7. A success message is displayed.

Dashboard > Returns > File Returns > Offline Download

English

Offline Upload and Download for ANX2

Upload Download

JSON Downloaded Successfully

Note: JSON file can be downloaded by clicking on 'GENERATE JSON FILE TO DOWNLOAD' without selecting any of the Table or Date range from the dropdown.

Download data from ANX2

Select Table to Download Details Uploaded From Uploaded Till

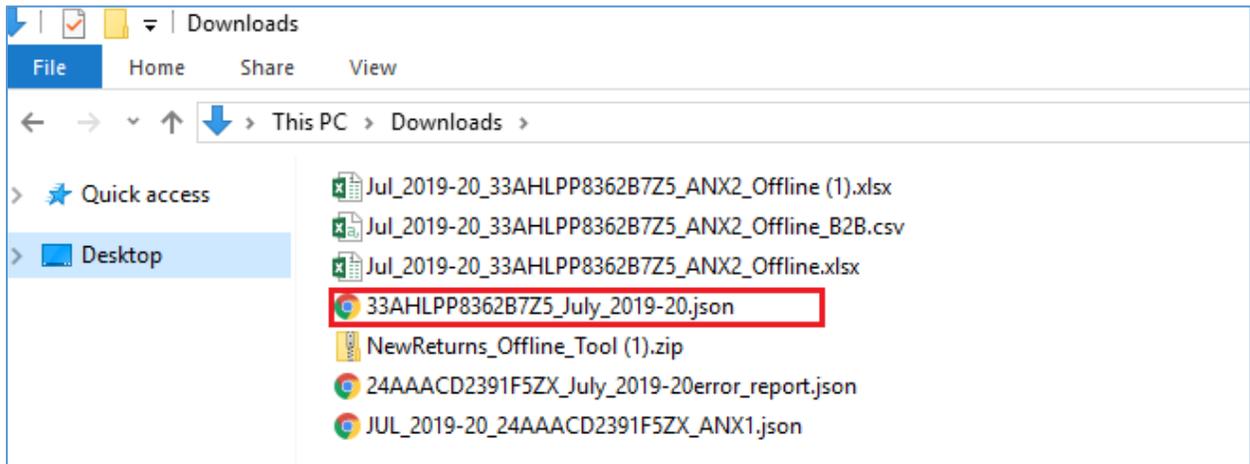
Select table to download details 01/07/2019 29/07/2019

GENERATE JSON FILE TO DOWNLOAD

BACK TO FILE RETURNS PROCEED TO ANX2

33AHLPP8362B7Z...json

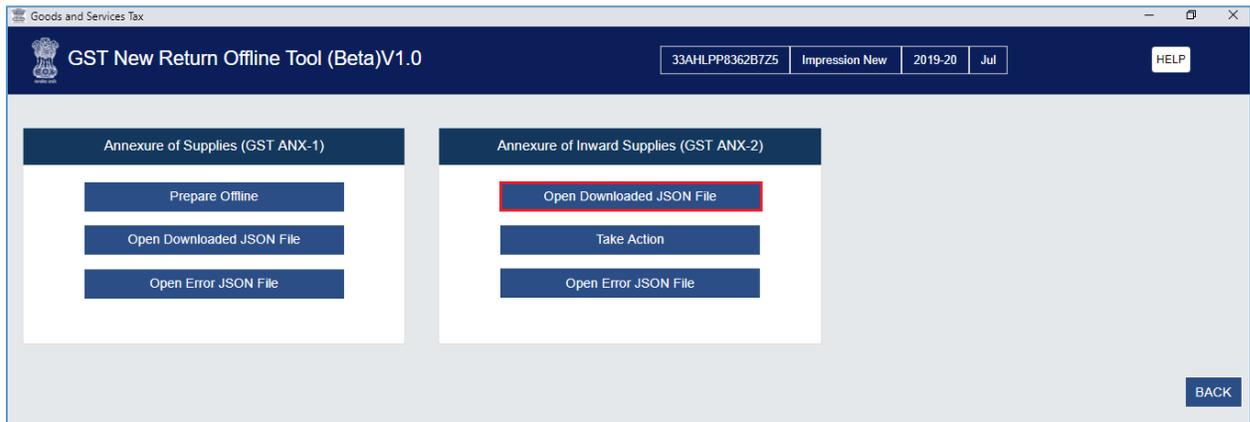
8. JSON file is downloaded under **Downloads** folder.



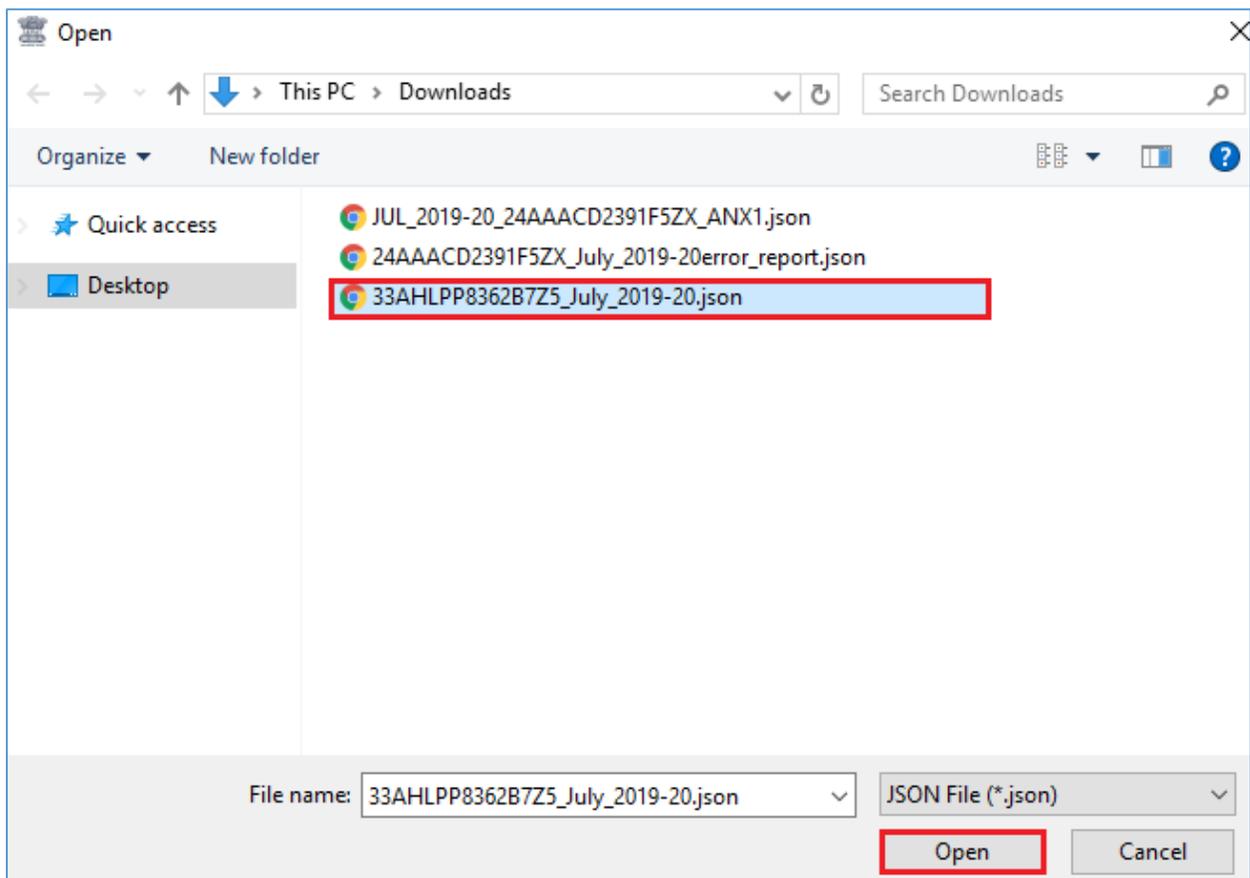
[Click here to go back to main menu](#)

B.V. Open Downloaded JSON File

1. Click **Open Downloaded JSON File** button to open the downloaded JSON file for GST ANX-2 downloaded from GST Portal for taking action.

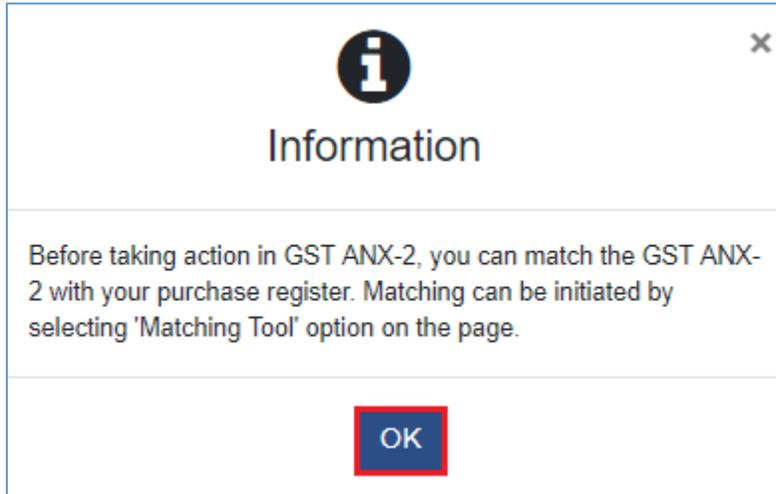


2. Select the JSON file and click **Open**.

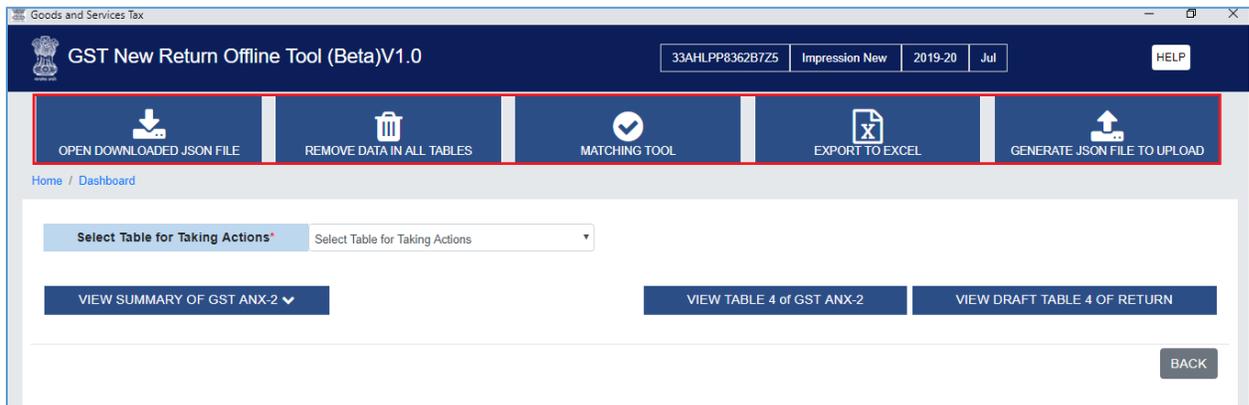


3. Read the information and click **OK** to proceed.

Note: Before taking action in Form GST ANX-2, you can match the GST ANX-2 with your purchase register. Matching can be initiated by selecting 'Matching Tool' option on the page.



4. Dashboard gets displayed. You can take actions using the functionalities available on this page as mentioned below.



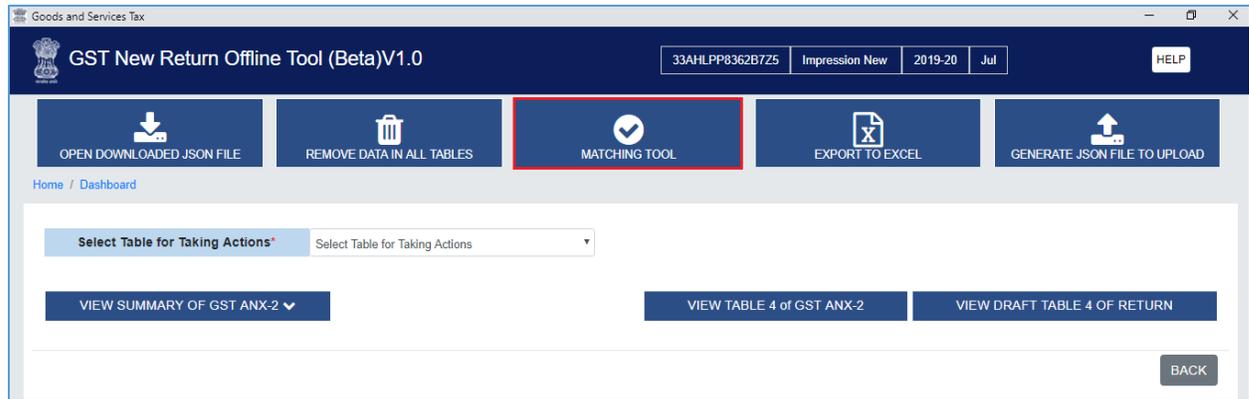
- **OPEN DOWNLOADED JSON FILE:** Using this button, you can import ANX-2 JSON File downloaded from the GST Portal into this Tool. Upon successful processing of file, the details would be populated to respective Tables for taking action.
- **REMOVE DATA IN ALL TABLES:** Using this button, you can remove records from all tables of the tool, as explained above.

- **MATCHING TOOL**: To match Annexure of inward supplies in GST ANX-2 with purchase register. This feature will allow you to match entries in your GST ANX-2 with the entries as maintained in your Purchase Register.
- **EXPORT TO EXCEL**: Using this button, you can export the details imported (in the offline tool) into an excel file, as explained above.
- **GENERATE JSON FILE TO UPLOAD**: Using this button, you can generate JSON file for upload of GST ANX-2 details after taking action.

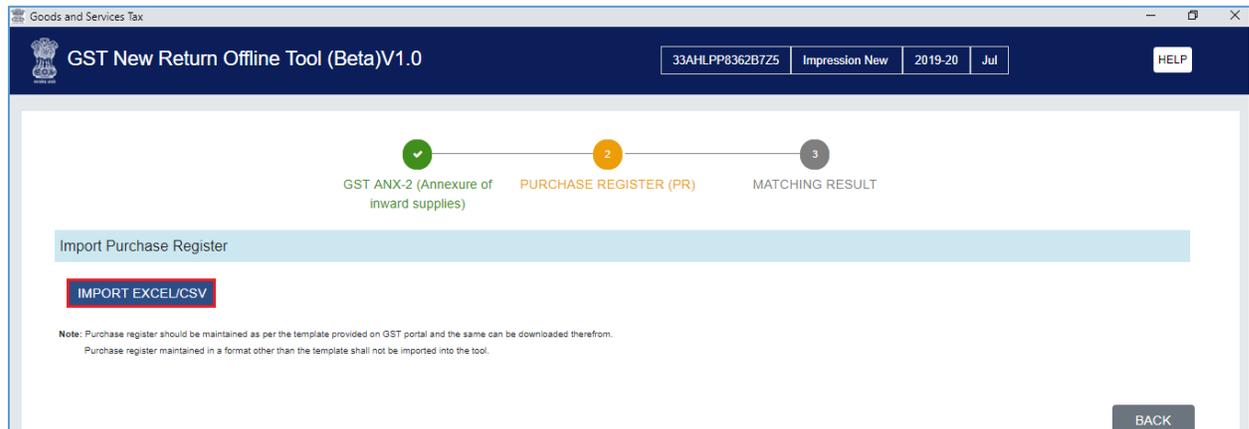
[Click here to go back to main menu](#)

B.VI. Import and View the Purchase Register

1. Click the **MATCHING TOOL** button.

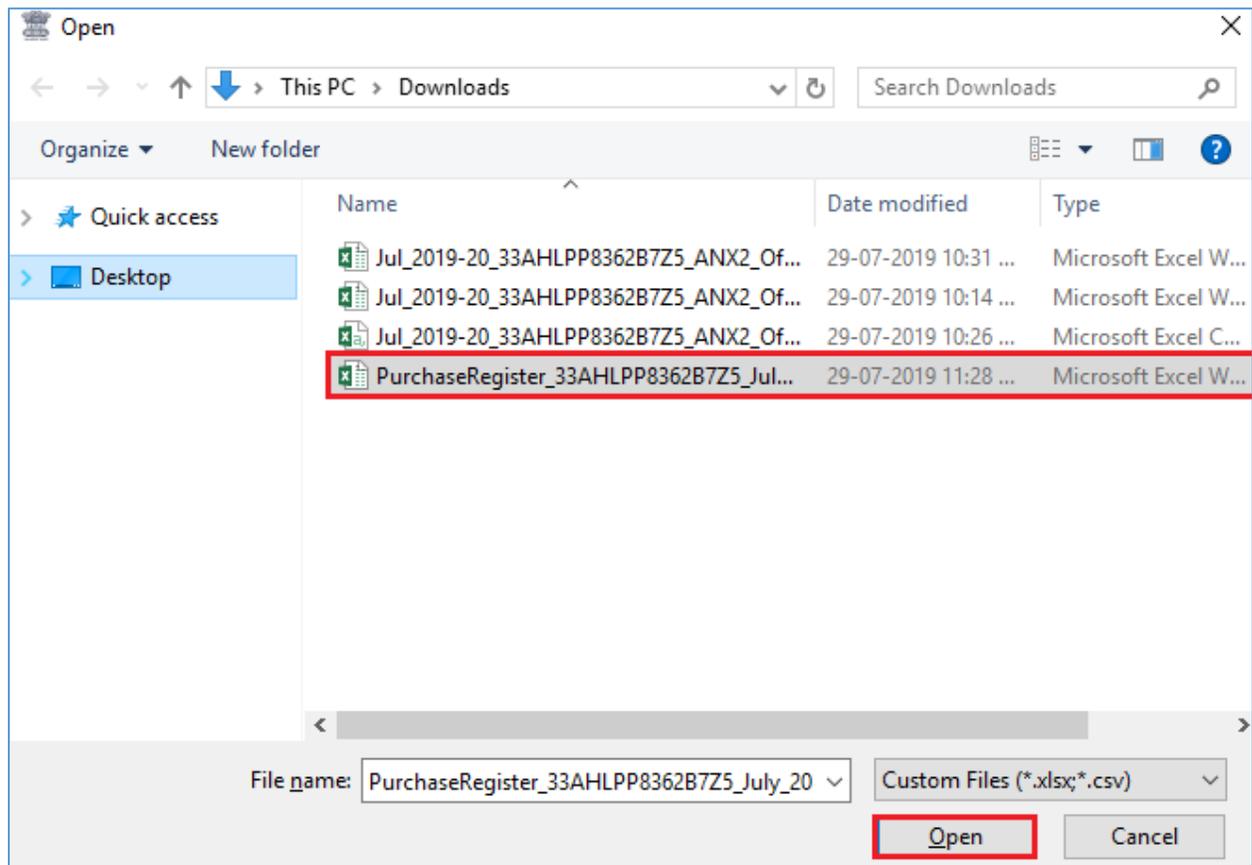


2. Click the **IMPORT EXCEL/CSV** to import the Purchase Register.



3. In the Open File Selection box, select any file and click **Open**.

Note: A template for maintaining Purchase Register in Excel/CSV format will be available along with the downloaded New Returns Offline Tool, as discussed above. If you maintain your Purchase Register in the same format, you can simply import all entries from your Purchase Register into ANX-2 and match the entries with the downloaded data from GST Portal. Purchase register maintained in a format other than the template will not be imported into the tool.



4. The summary of Purchase register is displayed.

✔ GST ANX-2 (Annexure of inward supplies)
 ✔ PURCHASE REGISTER (PR)
 3 MATCHING RESULT

Import Purchase Register

IMPORT EXCEL/CSV

Note: Purchase register should be maintained as per the template provided on GST portal and the same can be downloaded therefrom. Purchase register maintained in a format other than the template shall not be imported into the tool.

Summary of Purchase Register

Type of inward supply	No. of documents	Total taxable value (₹)	Total tax amount (₹)
3A - (3B) - Supplies from Registered persons (B2B)	27	1,59,60,663.60	23,43,814.24
3A - (3G) - Deemed Exports (DE)	20	16,000.00	9,420.00
TOTAL	47	1,59,76,663.60	23,53,234.24

Note: Taxable value and tax amount are net of credit and debit notes. Tax amount is total of all major heads i.e. Integrated tax, Central tax, State/UT tax and Cess.

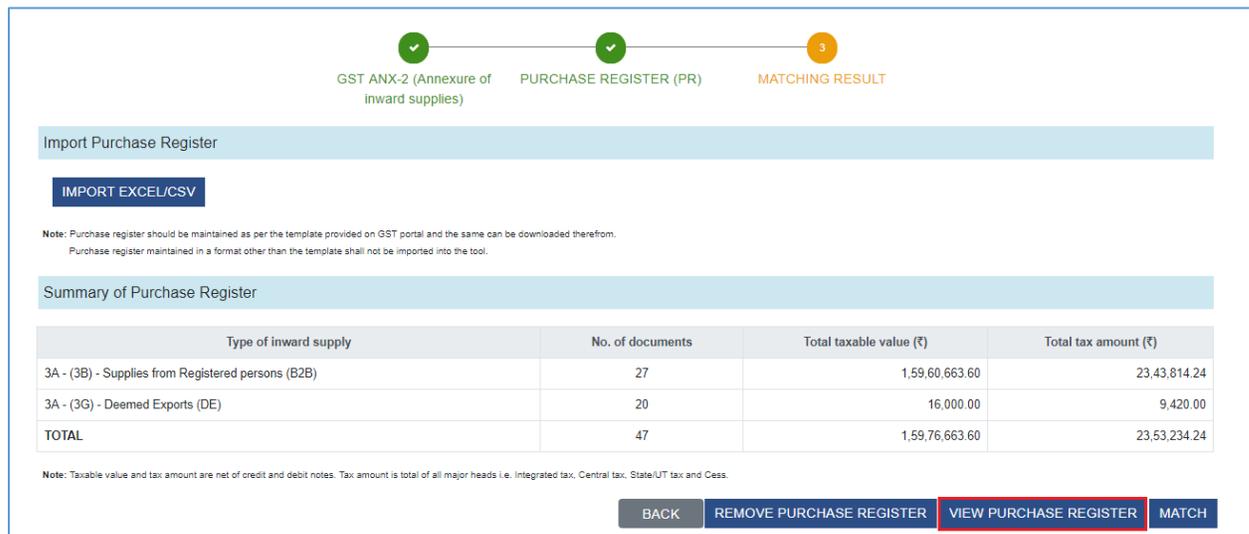
BACK
REMOVE PURCHASE REGISTER
VIEW PURCHASE REGISTER
MATCH

5. Once the Purchase Register is imported, you can:

[VIEW PURCHASE REGISTER](#)
[REMOVE PURCHASE REGISTER](#)
[MATCH](#)

VIEW PURCHASE REGISTER

- Once the Purchase Register is imported, you can, click **VIEW PURCHASE REGISTER** to view the details as imported from the Purchase Register.

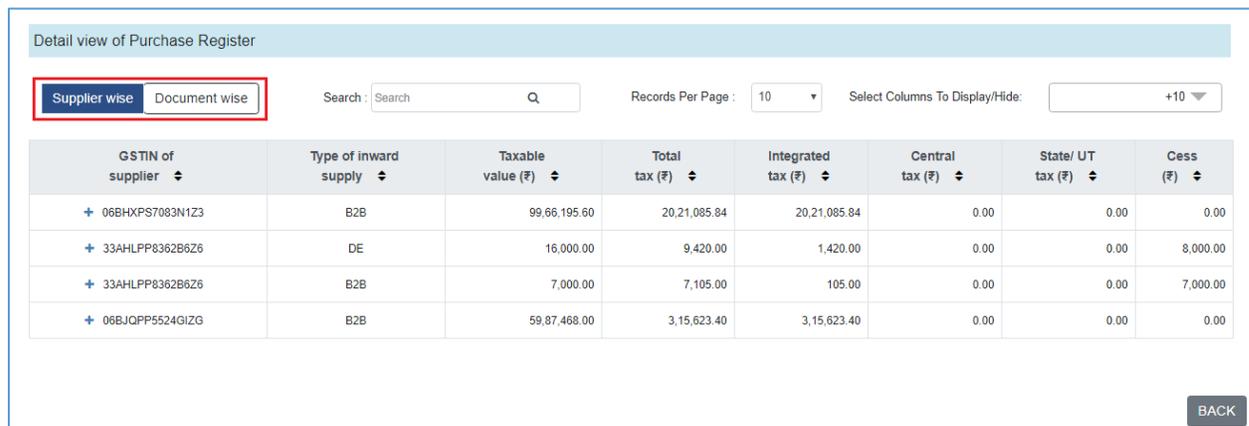


Type of inward supply	No. of documents	Total taxable value (₹)	Total tax amount (₹)
3A - (3B) - Supplies from Registered persons (B2B)	27	1,59,60,663.60	23,43,814.24
3A - (3G) - Deemed Exports (DE)	20	16,000.00	9,420.00
TOTAL	47	1,59,76,663.60	23,53,234.24

Note: Taxable value and tax amount are net of credit and debit notes. Tax amount is total of all major heads i.e. Integrated tax, Central tax, State/UT tax and Cess.

Buttons: BACK, REMOVE PURCHASE REGISTER, **VIEW PURCHASE REGISTER**, MATCH

- The details can be viewed Supplier-wise or Document-wise.



GSTIN of supplier	Type of inward supply	Taxable value (₹)	Total tax (₹)	Integrated tax (₹)	Central tax (₹)	State/ UT tax (₹)	Cess (₹)
+ 06BHXP57083N1Z3	B2B	99,66,195.60	20,21,085.84	20,21,085.84	0.00	0.00	0.00
+ 33AHLPP8362B6Z6	DE	16,000.00	9,420.00	1,420.00	0.00	0.00	8,000.00
+ 33AHLPP8362B6Z6	B2B	7,000.00	7,105.00	105.00	0.00	0.00	7,000.00
+ 06BJQPP5524GIZG	B2B	59,87,468.00	3,15,623.40	3,15,623.40	0.00	0.00	0.00

BACK

- The Supplier wise details, imported from the Purchase register are displayed. You can view the details of the documents (invoices, debit notes, credit notes etc.) by clicking the '+' symbol beside the GSTIN.

Detail view of Purchase Register

Supplier wise Document wise Search: Search Q Records Per Page: 10 Select Columns To Display/Hide: +10

GSTIN of supplier	Type of inward supply	Taxable value (₹)	Total tax (₹)	Integrated tax (₹)	Central tax (₹)	State/ UT tax (₹)	Cess (₹)																																													
06BHXPS7083N1Z3	B2B	99,66,195.60	20,21,085.84	20,21,085.84	0.00	0.00	0.00																																													
<table border="1"> <thead> <tr> <th>Document type</th> <th>Document number</th> <th>Document date</th> <th>Taxable value (₹)</th> <th>Total tax (₹)</th> <th>Integrated tax (₹)</th> <th>Central tax (₹)</th> <th>State/ UT tax (₹)</th> <th>Cess (₹)</th> </tr> </thead> <tbody> <tr> <td>Credit Note</td> <td>C-19-20-123</td> <td>13/04/2019</td> <td>23,44,987.20</td> <td>70,349.62</td> <td>70,349.62</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>Invoice</td> <td>A-1005</td> <td>19/04/2019</td> <td>51,29,659.50</td> <td>9,23,338.71</td> <td>9,23,338.71</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>Invoice</td> <td>A-1001</td> <td>21/04/2019</td> <td>36,64,042.50</td> <td>1,83,202.13</td> <td>1,83,202.13</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>Debit Note</td> <td>D/10010</td> <td>24/04/2019</td> <td>35,17,480.80</td> <td>9,84,894.62</td> <td>9,84,894.62</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> </tbody> </table>								Document type	Document number	Document date	Taxable value (₹)	Total tax (₹)	Integrated tax (₹)	Central tax (₹)	State/ UT tax (₹)	Cess (₹)	Credit Note	C-19-20-123	13/04/2019	23,44,987.20	70,349.62	70,349.62	0.00	0.00	0.00	Invoice	A-1005	19/04/2019	51,29,659.50	9,23,338.71	9,23,338.71	0.00	0.00	0.00	Invoice	A-1001	21/04/2019	36,64,042.50	1,83,202.13	1,83,202.13	0.00	0.00	0.00	Debit Note	D/10010	24/04/2019	35,17,480.80	9,84,894.62	9,84,894.62	0.00	0.00	0.00
Document type	Document number	Document date	Taxable value (₹)	Total tax (₹)	Integrated tax (₹)	Central tax (₹)	State/ UT tax (₹)	Cess (₹)																																												
Credit Note	C-19-20-123	13/04/2019	23,44,987.20	70,349.62	70,349.62	0.00	0.00	0.00																																												
Invoice	A-1005	19/04/2019	51,29,659.50	9,23,338.71	9,23,338.71	0.00	0.00	0.00																																												
Invoice	A-1001	21/04/2019	36,64,042.50	1,83,202.13	1,83,202.13	0.00	0.00	0.00																																												
Debit Note	D/10010	24/04/2019	35,17,480.80	9,84,894.62	9,84,894.62	0.00	0.00	0.00																																												
+ 33AHLPP8362B6Z6	DE	16,000.00	9,420.00	1,420.00	0.00	0.00	8,000.00																																													
+ 33AHLPP8362B6Z6	B2B	7,000.00	7,105.00	105.00	0.00	0.00	7,000.00																																													
+ 06BJQPP5524GI2G	B2B	59,87,468.00	3,15,623.40	3,15,623.40	0.00	0.00	0.00																																													

4. Click **Document wise** tab to view the details of purchase register document wise.

Detail view of Purchase Register

Supplier wise Document wise Search: Search Q Records Per Page: 10 Select Columns To Display/Hide: +10

GSTIN of supplier	Type of inward supply	Document type	Document number	Document date	Taxable value (₹)	Total tax (₹)	Integrated tax (₹)	Central tax (₹)	State/ UT tax (₹)	Cess (₹)
06BHXPS7083N1Z3	B2B	Credit Note	C-19-20-123	13/04/2019	23,44,987.20	70,349.62	70,349.62	0.00	0.00	0.00
06BHXPS7083N1Z3	B2B	Invoice	A-1005	19/04/2019	51,29,659.50	9,23,338.71	9,23,338.71	0.00	0.00	0.00
06BHXPS7083N1Z3	B2B	Invoice	A-1001	21/04/2019	36,64,042.50	1,83,202.13	1,83,202.13	0.00	0.00	0.00
06BHXPS7083N1Z3	B2B	Debit Note	D/10010	24/04/2019	35,17,480.80	9,84,894.62	9,84,894.62	0.00	0.00	0.00
33AHLPP8362B6Z6	DE	Invoice	GSTTEST1	23/07/2019	2,000.00	1,060.00	60.00	0.00	0.00	1,000.00
33AHLPP8362B6Z6	DE	Invoice	GSTTEST10	23/07/2019	2,000.00	1,060.00	60.00	0.00	0.00	1,000.00
33AHLPP8362B6Z6	DE	Debit Note	GSTTEST11	23/07/2019	2,000.00	2,000.00	1,000.00	0.00	0.00	1,000.00
33AHLPP8362B6Z6	DE	Credit Note	GSTTEST12	23/07/2019	2,000.00	2,000.00	1,000.00	0.00	0.00	1,000.00
33AHLPP8362B6Z6	DE	Invoice	GSTTEST13	23/07/2019	2,000.00	1,060.00	60.00	0.00	0.00	1,000.00
33AHLPP8362B6Z6	DE	Debit Note	GSTTEST14	23/07/2019	2,000.00	2,000.00	1,000.00	0.00	0.00	1,000.00

« Previous 1 2 3 4 5 Next »

BACK

REMOVE PURCHASE REGISTER

1. Click **REMOVE PURCHASE REGISTER** to remove all the entries imported from the purchase register. As soon as you remove the entries, all the summary in table will become zero. Once the purchase register is removed, matching result, if any, will be lost and it wouldn't be available in offline tool.



Import Purchase Register

IMPORT EXCEL/CSV

Note: Purchase register should be maintained as per the template provided on GST portal and the same can be downloaded therefrom.
 Purchase register maintained in a format other than the template shall not be imported into the tool.

Summary of Purchase Register

Type of inward supply	No. of documents	Total taxable value (₹)	Total tax amount (₹)
3A - (3B) - Supplies from Registered persons (B2B)	27	1,59,60,663.60	23,43,814.24
3A - (3G) - Deemed Exports (DE)	20	16,000.00	9,420.00
TOTAL	47	1,59,76,663.60	23,53,234.24

Note: Taxable value and tax amount are net of credit and debit notes. Tax amount is total of all major heads i.e. Integrated tax, Central tax, State/UT tax and Cess.

BACK
REMOVE PURCHASE REGISTER
VIEW PURCHASE REGISTER
MATCH

2. Click **YES**.



Warning

Are you sure you want to remove the purchase register from the offline tool? Once the purchase register is removed, matching result, if any, shall be lost and it wouldn't be available in offline tool. Are you sure you want to continue ?

NO
YES

3. Purchase Register details are removed.



Import Purchase Register

IMPORT EXCEL/CSV

Note: Purchase register should be maintained as per the template provided on GST portal and the same can be downloaded therefrom.
 Purchase register maintained in a format other than the template shall not be imported into the tool.

BACK

[Click here to go back to main menu](#)

B.VII. Match Purchase Register with the entries of GST ANX-2

1. Click **MATCH** to compare the entries of imported Purchase Register with the entries of Form GST ANX-2.


 GST ANX-2 (Annexure of inward supplies)


 PURCHASE REGISTER (PR)


 MATCHING RESULT

Import Purchase Register

IMPORT EXCEL/CSV

Note: Purchase register should be maintained as per the template provided on GST portal and the same can be downloaded therefrom.
 Purchase register maintained in a format other than the template shall not be imported into the tool.

Summary of Purchase Register

Type of inward supply	No. of documents	Total taxable value (₹)	Total tax amount (₹)
3A - (3B) - Supplies from Registered persons (B2B)	27	1,59,60,663.60	23,43,814.24
3A - (3G) - Deemed Exports (DE)	20	16,000.00	9,420.00
TOTAL	47	1,59,76,663.60	23,53,234.24

Note: Taxable value and tax amount are net of credit and debit notes. Tax amount is total of all major heads i.e. Integrated tax, Central tax, State/UT tax and Cess.

BACK
REMOVE PURCHASE REGISTER
VIEW PURCHASE REGISTER
MATCH

2. The summary of GST ANX-2 (Annexure of Inward supplies) and Purchase Register (PR) is displayed. Go through the results of the comparison.

✓ GST ANX-2 (Annexure of inward supplies) ✓ PURCHASE REGISTER (PR) ✓ MATCHING RESULT

[REFINE MATCHING RESULT](#)

Summary of GST ANX-2 (Annexure of inward supplies) and Purchase Register (PR)

Matching result	No. of documents		Total taxable value (₹)	Total tax amount (₹)
	GST ANX-2	Purchase register		
Exact match (All 7 parameters match) ⓘ	41	41	23,000.00	16,525.00
Partial match (6 out of 7 parameters match) ⓘ	0	0	0.00	0.00
Probable match (6 out of 7 parameters match) ⓘ	0	0	0.00	0.00
Mismatch (Few parameters not match or record not exist in ANX-2/PR) ⓘ	0	6	1,59,53,663.60	23,36,709.23
• Unmatched (2 or more parameters not match) ⓘ	0	0	0.00	0.00
• In GST ANX-2 not in PR ⓘ	0	0	0.00	0.00
• In PR not in GST ANX-2 ⓘ	0	6	1,59,53,663.60	23,36,709.23
TOTAL	41	47	1,59,76,663.60	23,53,234.23

Details of matching result

3A - (3B) - Supplies from registered persons (B2B) - (From table 3B of ANX-1) [Download](#)

Matching result	Match type	No. of documents	Taxable value (₹)	Total tax amount (₹)
Match	B1 Exact match	21	7,000.00	7,105.00
	B2 Partial match	0	0.00	0.00
	B3 Probable match	0	0.00	0.00
	Sub-total	21	7,000.00	7,105.00
Mismatch	B4(1) Unmatched	0	0.00	0.00
	B4(2) In GST ANX-2 not in PR	0	0.00	0.00
	B4(3) In PR not in GST ANX-2	6	1,59,53,663.60	23,36,709.23
	Sub-total	6	1,59,53,663.60	23,36,709.23
TOTAL		27	1,59,60,663.60	23,43,814.23

3A - (3G) - Deemed Exports (DE) - (From table 3G of ANX-1)

Matching result	Match type	No. of documents	Taxable value (₹)	Total tax amount (₹)
Match	B1 Exact match	20	16,000.00	9,420.00
	B2 Partial match	0	0.00	0.00
	B3 Probable match	0	0.00	0.00
	Sub-total	20	16,000.00	9,420.00
Mismatch	B4(1) Unmatched	0	0.00	0.00
	B4(2) In GST ANX-2 not in PR	0	0.00	0.00
	B4(3) In PR not in GST ANX-2	0	0.00	0.00
	Sub-total	0	0.00	0.00
TOTAL		20	16,000.00	9,420.00

[BACK](#)

Note: There are six categories of matching results available to user, as explained in table below:

Categories of matching results	Matching Parameters
Exact match (All 7 parameters match)	<ol style="list-style-type: none"> 1. GSTIN 2. Document type 3. Document number 4. Document date 5. Total taxable value 6. Total tax amount <Sum of IGST+CGST+SGST+CESS> 7. Tax amount head wise

Categories of matching results	Matching Parameters
<p>Partial match (6 out of 7 parameters match)</p>	<p>Partial Match is where GSTIN + Document type match and there is mismatch in only one parameter among the following listed parameters in GST ANX-2 and PR:</p> <ol style="list-style-type: none"> 1. Document number 2. Document date 3. Total taxable value 4. Total tax amount <Sum of IGST+CGST+SGST+CESS> 5. Tax amount head wise
<p>Probable match (6 out of 7 parameters match)</p>	<p>Probable Match, if there is mismatch in one parameter among the listed parameters at Sr. no. 1 & 2. However, parameters 3 to 7 are matching in GST ANX-2 and PR:</p> <ol style="list-style-type: none"> 1. GSTIN 2. Document type 3. Document number 4. Document date 5. Total taxable value 6. Total tax amount <Sum of IGST+CGST+SGST+CESS> 7. Tax amount head wise
<p>Unmatched</p>	<p>A record is said to be Unmatched, with a score of 4/7 or 5/7, if the following parameters match:</p> <ul style="list-style-type: none"> • GSTIN • Document type • Document number <Including approximation logic, if any> • Document date <p>BUT there is a mismatch on one or more of following parameters, beyond the tolerance limit set:</p> <ul style="list-style-type: none"> • Total taxable value • Total tax amount <Sum of IGST+CGST+SGST+CESS> • Tax amount head wise • Integrated tax • Central tax • State/UT tax • CESS
<p>In GST ANX-2 but not in PR</p>	<p>All documents that exist in GST ANX-2, but could not be found in PR, (i.e. not classified in any of the Categories of matching results above), will be classified in this category.</p>

Categories of matching results	Matching Parameters
In PR but not in GST ANX-2	All documents that exist in PR, but could not be found in ANX-2, (i.e. not classified in any of the Categories of matching results above), will be classified in this category.

3. Scroll down the page and view the details of matching results, table-wise.
4. You can select the following options on this page:

[Download](#)

[Match Type](#)

[Refine Matching Result](#)

[Download](#)

1. The Download option allows downloading the table wise details in an excel file.

Details of matching result					
3A - (3B) - Supplies from registered persons (B2B) - (From table 3B of ANX-1)					
Matching result	Match type	No. of documents	Taxable value (₹)	Total tax amount (₹)	
Match	B1 Exact match	21	7,000.00	7,105.00	
	B2 Partial match	0	0.00	0.00	
	B3 Probable match	0	0.00	0.00	
	Sub-total	21	7,000.00	7,105.00	
Mismatch	B4(1) Unmatched	0	0.00	0.00	
	B4(2) In GST ANX-2 not in PR	0	0.00	0.00	
	B4(3) In PR not in GST ANX-2	6	1,59,53,663.60	23,36,709.23	
	Sub-total	6	1,59,53,663.60	23,36,709.23	
TOTAL		27	1,59,60,663.60	23,43,814.23	

Match Type

1. Each 'Match Type' will be a hyperlinked.

Details of matching result					
3A - (3B) - Supplies from registered persons (B2B) - (From table 3B of ANX-1)					
Matching result	Match type	No. of documents	Taxable value (₹)	Total tax amount (₹)	
Match	B1 Exact match	21	7,000.00	7,105.00	
	B2 Partial match	0	0.00	0.00	
	B3 Probable match	0	0.00	0.00	
	Sub-total	21	7,000.00	7,105.00	
Mismatch	B4(1) Unmatched	0	0.00	0.00	
	B4(2) In GST ANX-2 not in PR	0	0.00	0.00	
	B4(3) In PR not in GST ANX-2	6	1,59,53,663.60	23,36,709.23	
	Sub-total	6	1,59,53,663.60	23,36,709.23	
TOTAL		27	1,59,60,663.60	23,43,814.23	

2. By clicking on Match, user will be able to view the summary of Match results in tabular form.

✓ GST ANX-2 (Annexure of inward supplies)
 ✓ PURCHASE REGISTER (PR)
 ✓ MATCHING RESULT

Matching result - Details

Select Table: 3A - (3B) - Supplies from registered persons
 Matching Result: Match
 Match Type: All

Search:
 Records Per Page: 10
 Select Columns To Display/Hide: +14

[GSTIN](#) GST ANX-2 records
[GSTIN](#) Purchase Register(PR) records

GSTIN of supplier	Document type	Document number	Document date	Taxable value (₹)	Total tax (₹)	Integrated tax (₹)	Central tax (₹)	State/ UT tax (₹)	Cess (₹)	ITC entitlement	Match Type	Reason	Action (Select All) Accept Reject Pending	Action taken
33AHLPP8362B626	Invoice	GST10	26/07/2019	1,000.00	1,015.00	15.00	0.00	0.00	1,000.00	No	Exact match		○ ○ ○	
33AHLPP8362B626	Invoice	GST10	26/07/2019	1,000.00	1,015.00	15.00	0.00	0.00	1,000.00					
33AHLPP8362B626	Debit Note	GST11	26/07/2019	1,000.00	2,000.00	1,000.00	0.00	0.00	1,000.00	No	Exact match		○ ○ ○	
33AHLPP8362B626	Debit Note	GST11	26/07/2019	1,000.00	2,000.00	1,000.00	0.00	0.00	1,000.00					
33AHLPP8362B626	Invoice	GST13	26/07/2019	1,000.00	1,015.00	15.00	0.00	0.00	1,000.00	No	Exact match		○ ○ ○	
33AHLPP8362B626	Invoice	GST13	26/07/2019	1,000.00	1,015.00	15.00	0.00	0.00	1,000.00					
33AHLPP8362B626	Debit Note	GST14	26/07/2019	1,000.00	2,000.00	1,000.00	0.00	0.00	1,000.00	No	Exact match		○ ○ ○	
33AHLPP8362B626	Debit Note	GST14	26/07/2019	1,000.00	2,000.00	1,000.00	0.00	0.00	1,000.00					
33AHLPP8362B626	Credit Note	GST15	26/07/2019	1,000.00	2,000.00	1,000.00	0.00	0.00	1,000.00	No	Exact match		○ ○ ○	
33AHLPP8362B626	Credit Note	GST15	26/07/2019	1,000.00	2,000.00	1,000.00	0.00	0.00	1,000.00					
33AHLPP8362B626	Invoice	GST16	26/07/2019	1,000.00	1,015.00	15.00	0.00	0.00	1,000.00	No	Exact match		○ ○ ○	
33AHLPP8362B626	Invoice	GST16	26/07/2019	1,000.00	1,015.00	15.00	0.00	0.00	1,000.00					
33AHLPP8362B626	Debit Note	GST17	26/07/2019	1,000.00	2,000.00	1,000.00	0.00	0.00	1,000.00	No	Exact match		○ ○ ○	
33AHLPP8362B626	Debit Note	GST17	26/07/2019	1,000.00	2,000.00	1,000.00	0.00	0.00	1,000.00					
33AHLPP8362B626	Credit Note	GST18	26/07/2019	1,000.00	2,000.00	1,000.00	0.00	0.00	1,000.00	No	Exact match		○ ○ ○	
33AHLPP8362B626	Credit Note	GST18	26/07/2019	1,000.00	2,000.00	1,000.00	0.00	0.00	1,000.00					
33AHLPP8362B626	Invoice	GST19	26/07/2019	1,000.00	1,015.00	15.00	0.00	0.00	1,000.00	No	Exact match		○ ○ ○	
33AHLPP8362B626	Invoice	GST19	26/07/2019	1,000.00	1,015.00	15.00	0.00	0.00	1,000.00					

← Previous
1
2
3
Next →

BACK
CONFIRM

- By clicking on Mismatch, user will be able to view the summary of Match results in tabular form.

Matching result - Details

Select Table: 3A - (3B) - Supplies from registered persons Matching Result: Match Match Type:
 Search: Search Q Records Per Page: 10 Select Columns To Display/Hide: +14

GSTIN ANX-2 records GSTIN Purchase Register(PR) records

GSTIN of supplier	Document type	Document number	Document date	Taxable value (₹)	Total tax (₹)	Integrated tax (₹)	Central tax (₹)	State/ UT tax (₹)	Cess (₹)	ITC entitlement	Match Type	Reason	Action (Select All)			Action taken
													Accept	Reject	Pending	
06BH/FS7083N1Z3	Invoice	A-1001	21/04/2019	36,64,042.50	1,83,202.13	1,83,202.13	0.00	0.00	0.00		In PR not in GST ANX-2					
06BH/FS7083N1Z3	Invoice	A-1005	19/04/2019	51,29,659.50	9,23,338.71	9,23,338.71	0.00	0.00	0.00		In PR not in GST ANX-2					
06BH/FS7083N1Z3	Credit Note	C-19-20-123	13/04/2019	23,44,987.20	70,349.62	70,349.62	0.00	0.00	0.00		In PR not in GST ANX-2					
06BH/FS7083N1Z3	Debit Note	D/10010	24/04/2019	35,17,480.80	9,84,894.62	9,84,894.62	0.00	0.00	0.00		In PR not in GST ANX-2					
06BJ/QP5524GIZG	Invoice	94325	20/04/2019	1,25,000.00	22,500.00	22,500.00	0.00	0.00	0.00		In PR not in GST ANX-2					
06BJ/QP5524GIZG	Invoice	LKO/105	28/04/2019	58,62,468.00	2,93,123.40	2,93,123.40	0.00	0.00	0.00		In PR not in GST ANX-2					

BACK **CONFIRM**

Refine Matching Result

- Click the **REFINE MATCHING RESULT** button, to further refine matching results for tax amount and/ or document number.
- You can set a tolerance limit in monetary value (from INR 0 to INR 10), for matching the tax amount. For example, if invoice value in your Purchase Register is INR 101 and the document uploaded by supplier is showing INR 100 and if tolerance limit is defined as > 1, the documents will match 100%.
- Similarly, you can select **Yes** to apply approximation logic on document number. In case, approximation logic is selected YES, the following will be ignored for match document numbers:
 - Special characters are not present ('/' or '-'); or
 - Prefix or suffix as 'zero'
- Click **APPLY & REMATCH** and results will be matched again based on the refined matching parameters. APPLY & REMATCH will show results of match with tolerance limits selected. Note: Matching results will show:
 - Match with tolerance:** Matching with tolerance indicates a match where there is match on all parameters after applying tolerance on total tax amount and individual tax amount.

- **Match with approximation:** Match with approximation (including matches with tolerance on tax amount(s), if any) where there is match on all parameters after applying approximation logic on document number and tolerance on total tax amount and individual tax amount(s) (if any).
5. View the results and click the relevant Match type hyperlink to view the details.
 6. On clicking the hyperlink the details of matching results are displayed. In the prototypes, the sample results can be seen for only following three Match types:
 - B1(1) Exact match: The sample details for Exact match are given below. On clicking the Show purchase register details option, the entry from Purchase Register is displayed. The record in grey coloured row and in italicized text is the one from your Purchase Register.
 - B2(1) Partial match: The sample details for Partial match are given below. The mismatches are highlighted in red. The record in grey coloured rows and in italicized text are the ones from your Purchase Register.
 - B2(3) Partial match with approximation: The sample details for Partial match with approximation are given below. The record in grey coloured row and in italicized text is the one from your Purchase Register.
 7. From this page of the Matching Tool that displays the Matching results, you can now take the following Action in ANX-2:
 - Accept – If the details in GST ANX-2 are correct and can be accepted by you.
 - Reject – If the details in GST ANX-2 are not correct and cannot be accepted by you.
 - Pending – If the details as visible in GST ANX-2 are not confirmed by you as yet and hence marked as Pending. Documents with the Pending status will continue to appear in your GST ANX-2 in the next period.
 - Document that has not been marked as Accept, Reject or Pending will be deemed to be marked as Accept.

✔
✔
✔

GST ANX-2 (Annexure of inward supplies) PURCHASE REGISTER (PR) MATCHING RESULT

Matching result - Details

Select Table: 3A - (3B) - Supplies from registered persons Matching Result: Match Match Type: All

Search: Records Per Page: 10 Select Columns To Display/Hide: +14

GSTIN GST ANX-2 records
 GSTIN Purchase Register(PR) records

GSTIN of supplier	Document type	Document number	Document date	Taxable value (₹)	Total tax (₹)	Integrated tax (₹)	Central tax (₹)	State/ UT tax (₹)	Cess (₹)	ITC entitlement	Match Type	Reason	Action (Select All)			Action taken
													Accept	Reject	Pending	
33AHLPP8362B6Z6	Invoice	GST10	26/07/2019	1,000.00	1,015.00	15.00	0.00	0.00	1,000.00	No	Exact match		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
33AHLPP8362B6Z6	Invoice	GST10	26/07/2019	1,000.00	1,015.00	15.00	0.00	0.00	1,000.00				<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
33AHLPP8362B6Z6	Debit Note	GST11	26/07/2019	1,000.00	2,000.00	1,000.00	0.00	0.00	1,000.00	No	Exact match		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
33AHLPP8362B6Z6	Debit Note	GST11	26/07/2019	1,000.00	2,000.00	1,000.00	0.00	0.00	1,000.00				<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
33AHLPP8362B6Z6	Invoice	GST13	26/07/2019	1,000.00	1,015.00	15.00	0.00	0.00	1,000.00	No	Exact match		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
33AHLPP8362B6Z6	Invoice	GST13	26/07/2019	1,000.00	1,015.00	15.00	0.00	0.00	1,000.00				<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
33AHLPP8362B6Z6	Debit Note	GST14	26/07/2019	1,000.00	2,000.00	1,000.00	0.00	0.00	1,000.00	No	Exact match		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
33AHLPP8362B6Z6	Debit Note	GST14	26/07/2019	1,000.00	2,000.00	1,000.00	0.00	0.00	1,000.00				<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
33AHLPP8362B6Z6	Credit Note	GST15	26/07/2019	1,000.00	2,000.00	1,000.00	0.00	0.00	1,000.00	No	Exact match		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
33AHLPP8362B6Z6	Credit Note	GST15	26/07/2019	1,000.00	2,000.00	1,000.00	0.00	0.00	1,000.00				<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
33AHLPP8362B6Z6	Invoice	GST16	26/07/2019	1,000.00	1,015.00	15.00	0.00	0.00	1,000.00	No	Exact match		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
33AHLPP8362B6Z6	Invoice	GST16	26/07/2019	1,000.00	1,015.00	15.00	0.00	0.00	1,000.00				<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
33AHLPP8362B6Z6	Debit Note	GST17	26/07/2019	1,000.00	2,000.00	1,000.00	0.00	0.00	1,000.00	No	Exact match		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
33AHLPP8362B6Z6	Debit Note	GST17	26/07/2019	1,000.00	2,000.00	1,000.00	0.00	0.00	1,000.00				<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
33AHLPP8362B6Z6	Credit Note	GST18	26/07/2019	1,000.00	2,000.00	1,000.00	0.00	0.00	1,000.00	No	Exact match		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
33AHLPP8362B6Z6	Credit Note	GST18	26/07/2019	1,000.00	2,000.00	1,000.00	0.00	0.00	1,000.00				<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
33AHLPP8362B6Z6	Invoice	GST19	26/07/2019	1,000.00	1,015.00	15.00	0.00	0.00	1,000.00	No	Exact match		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
33AHLPP8362B6Z6	Invoice	GST19	26/07/2019	1,000.00	1,015.00	15.00	0.00	0.00	1,000.00				<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

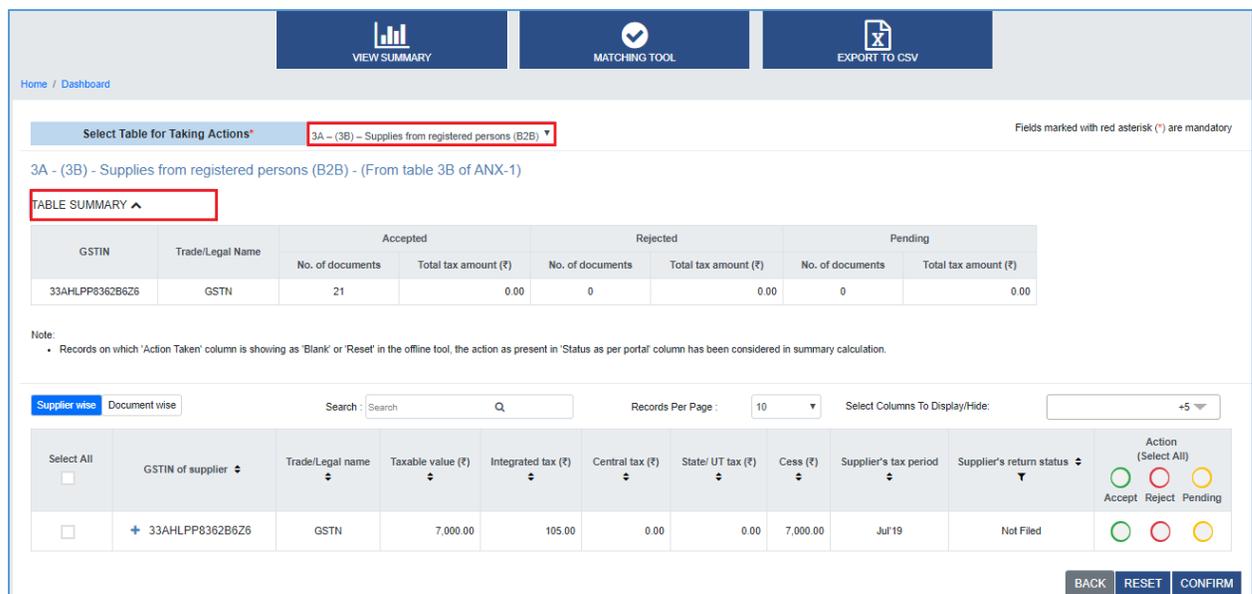
< Previous **1** 2 3 Next >

8. Alternatively, after you view the matching results, you can go back to ANX 2 and take Actions, as explained in the following sections. To do so, navigate BACK to Dashboard.

[Click here to go back to main menu](#)

B.VIII. Take Actions in GST ANX-2

1. Once you have seen the matching results, you can now take following actions on the documents as available in the GST ANX-2.
 - Accept – If the details in GST ANX-2 are correct and can be accepted by you.
 - Reject – If the details in GST ANX-2 are not correct and cannot be accepted by you.
 - Pending – If the details as visible in GST ANX-2 are not confirmed by you as yet and hence marked as Pending.
2. Select the table for taking actions from the table list dropdown.
3. Select **3A. Supplies received from registered persons (B2B)** option. The detailed page with B2B inward supplies is displayed.
4. Click **TABLE SUMMARY** and the supplier wise summary under headings **GSTIN, Legal/Trade Name and Taxable value** and **Number of Documents** that are Accepted, Rejected or kept Pending are displayed.
5. View the summary and collapse the B2B details by clicking **TABLE SUMMARY** again.



Home / Dashboard

VIEW SUMMARY MATCHING TOOL EXPORT TO CSV

Select Table for Taking Actions* **3A - (3B) - Supplies from registered persons (B2B)** Fields marked with red asterisk (*) are mandatory

3A - (3B) - Supplies from registered persons (B2B) - (From table 3B of ANX-1)

TABLE SUMMARY ^

GSTIN	Trade/Legal Name	Accepted		Rejected		Pending	
		No. of documents	Total tax amount (₹)	No. of documents	Total tax amount (₹)	No. of documents	Total tax amount (₹)
33AHLPP8362B6Z6	GSTN	21	0.00	0	0.00	0	0.00

Note:

- Records on which 'Action Taken' column is showing as 'Blank' or 'Reset' in the offline tool, the action as present in 'Status as per portal' column has been considered in summary calculation.

Supplier wise Document wise Search: Search Q Records Per Page: 10 Select Columns To Display/Hide: +5

Select All	GSTIN of supplier	Trade/Legal name	Taxable value (₹)	Integrated tax (₹)	Central tax (₹)	State/ UT tax (₹)	Cess (₹)	Supplier's tax period	Supplier's return status	Action (Select All)
<input type="checkbox"/>										Accept Reject Pending
<input type="checkbox"/>	+ 33AHLPP8362B6Z6	GSTN	7,000.00	105.00	0.00	0.00	7,000.00	Jul 19	Not Filed	<input type="radio"/> <input type="radio"/> <input type="radio"/>

BACK RESET CONFIRM

6. You can now initiate action on the details, supplier-wise or document-wise.
7. In the Supplier Wise tab, select the GSTIN and click the + icon. The details of the supplies from the selected GSTIN are listed.

Supplier wise		Document wise		Search : Search	Q	Records Per Page :	10	Select Columns To Display/Hide:	+5								
Select All	GSTIN of supplier	Trade/Legal name	Taxable value (₹)	Integrated tax (₹)	Central tax (₹)	State/ UT tax (₹)	Cess (₹)	Supplier's tax period	Supplier's return status	Action (Select All)							
	33AHLPP8362B6Z6	GSTN	7,000.00	105.00	0.00	0.00	7,000.00	Jul19	Not Filed	Accept Reject Pending							
Select All	Document type	Document number	Document date DD/MM/YYYY	Document value (₹)	Place of supply (Name of State/UT)	Taxable value (₹)	Integrated tax (₹)	Central tax (₹)	State/ UT tax (₹)	Cess (₹)	ITC entitlement	Date of uploading DD/MM/YYYY	Status as per portal	Matching result	Action	Action taken	
<input type="checkbox"/>	Invoice	GST1	28/07/2019	9,000.00	Chandigarh	1,000.00	15.00	0.00	0.00	1,000.00	No	28/07/2019			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	Invoice	GST10	28/07/2019	9,000.00	Uttar Pradesh	1,000.00	15.00	0.00	0.00	1,000.00	No	28/07/2019			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	Debit Note	GST11	28/07/2019	9,000.00	Uttar Pradesh	1,000.00	1,000.00	0.00	0.00	1,000.00	No	28/07/2019			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	Credit Note	GST12	28/07/2019	9,000.00	Delhi	1,000.00	1,000.00	0.00	0.00	1,000.00	No	28/07/2019			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	Invoice	GST13	28/07/2019	9,000.00	Delhi	1,000.00	15.00	0.00	0.00	1,000.00	No	28/07/2019			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	Debit Note	GST14	28/07/2019	9,000.00	Delhi	1,000.00	1,000.00	0.00	0.00	1,000.00	No	28/07/2019			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	Credit Note	GST15	28/07/2019	9,000.00	Sikkim	1,000.00	1,000.00	0.00	0.00	1,000.00	No	28/07/2019			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	Invoice	GST16	28/07/2019	9,000.00	Sikkim	1,000.00	15.00	0.00	0.00	1,000.00	No	28/07/2019			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	Debit Note	GST17	28/07/2019	9,000.00	Sikkim	1,000.00	1,000.00	0.00	0.00	1,000.00	No	28/07/2019			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

- From the details of the supplies of the selected GSTIN, in the **Document Number** field, click the **Expand** icon to view further details.

Supplier wise		Document wise		Search : Search	Q	Records Per Page :	10	Select Columns To Display/Hide:	+5								
Select All	GSTIN of supplier	Trade/Legal name	Taxable value (₹)	Integrated tax (₹)	Central tax (₹)	State/ UT tax (₹)	Cess (₹)	Supplier's tax period	Supplier's return status	Action (Select All)							
	33AHLPP8362B6Z6	GSTN	7,000.00	105.00	0.00	0.00	7,000.00	Jul19	Not Filed	Accept Reject Pending							
Select All	Document type	Document number	Document date DD/MM/YYYY	Document value (₹)	Place of supply (Name of State/UT)	Taxable value (₹)	Integrated tax (₹)	Central tax (₹)	State/ UT tax (₹)	Cess (₹)	ITC entitlement	Date of uploading DD/MM/YYYY	Status as per portal	Matching result	Action	Action taken	
<input type="checkbox"/>	Invoice	GST1	28/07/2019	9,000.00	Chandigarh	1,000.00	15.00	0.00	0.00	1,000.00	No	28/07/2019			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		HSN code	Tax rate (%)	Taxable value (₹)	Integrated tax (₹)	Central tax (₹)	State/ UT tax (₹)	Cess (₹)									
			1.5	1,000.00	15.00	0.00	0.00	1,000.00									

- View the matching result along with Reason and take actions (Accept/ Reject/ Pending) against each supply individually. If needed, scroll to the right.
- In case of inter-state supplies, if POS is different from the State where you are registered, you can select **Yes** for **ITC entitlement**. If POS lies in supplier's State, then there will be no facility to select 'Yes'.

Select All	GSTIN of supplier	Trade/Legal name	Taxable value (₹)	Integrated tax (₹)	Central tax (₹)	State/ UT tax (₹)	Cess (₹)	Supplier's tax period	Supplier's return status	Action (Select All)
<input type="checkbox"/>	33AHLPP8362B6Z6	GSTN	7,000.00	106.00	0.00	0.00	7,000.00	Jul19	Not Filed	<input type="radio"/> Accept <input type="radio"/> Reject <input type="radio"/> Pending

Select All	Document type	Document number	Document date DD/MM/YYYY	Document value (₹)	Place of supply (Name of State/UT)	Taxable value (₹)	Integrated tax (₹)	Central tax (₹)	State/ UT tax (₹)	Cess (₹)	ITC entitlement	Date of uploading DD/MM/YYYY	Status as per portal	Matching result	Action	Action taken
<input type="checkbox"/>	Invoice	GST1	28/07/2019	9,000.00	Chandigarh	1,000.00	15.00	0.00	0.00	1,000.00	No	28/07/2019			<input type="radio"/> Accept <input type="radio"/> Reject <input type="radio"/> Pending	

HSN code	Tax rate (%)	Taxable value (₹)	Integrated tax (₹)	Central tax (₹)	State/ UT tax (₹)	Cess (₹)
	1.5	1,000.00	15.00	0.00	0.00	1,000.00

11. When you are sure of the actions you have selected, click the **CONFIRM** button and the actions will be confirmed. You can also **RESET** your selection of Actions.

<input type="checkbox"/>	Invoice	GST1	28/07/2019	9,000.00	Chandigarh	1,000.00	15.00	0.00	0.00	1,000.00	No	28/07/2019			<input checked="" type="radio"/> Accept <input type="radio"/> Reject <input type="radio"/> Pending	
--------------------------	---------	------	------------	----------	------------	----------	-------	------	------	----------	----	------------	--	--	--	--

HSN code	Tax rate (%)	Taxable value (₹)	Integrated tax (₹)	Central tax (₹)	State/ UT tax (₹)	Cess (₹)
	1.5	1,000.00	15.00	0.00	0.00	1,000.00

<input type="checkbox"/>	Invoice	GST10	28/07/2019	9,000.00	Uttar Pradesh	1,000.00	15.00	0.00	0.00	1,000.00	No	28/07/2019			<input type="radio"/> Accept <input type="radio"/> Reject <input type="radio"/> Pending	
<input type="checkbox"/>	Debit Note	GST11	28/07/2019	9,000.00	Uttar Pradesh	1,000.00	1,000.00	0.00	0.00	1,000.00	No	28/07/2019			<input type="radio"/> Accept <input type="radio"/> Reject <input type="radio"/> Pending	
<input type="checkbox"/>	Credit Note	GST12	28/07/2019	9,000.00	Delhi	1,000.00	1,000.00	0.00	0.00	1,000.00	No	28/07/2019			<input type="radio"/> Accept <input type="radio"/> Reject <input type="radio"/> Pending	
<input type="checkbox"/>	Invoice	GST13	28/07/2019	9,000.00	Delhi	1,000.00	15.00	0.00	0.00	1,000.00	No	28/07/2019			<input type="radio"/> Accept <input type="radio"/> Reject <input type="radio"/> Pending	
<input type="checkbox"/>	Debit Note	GST14	28/07/2019	9,000.00	Delhi	1,000.00	1,000.00	0.00	0.00	1,000.00	No	28/07/2019			<input type="radio"/> Accept <input type="radio"/> Reject <input type="radio"/> Pending	
<input type="checkbox"/>	Credit Note	GST15	28/07/2019	9,000.00	Sikkim	1,000.00	1,000.00	0.00	0.00	1,000.00	No	28/07/2019			<input type="radio"/> Accept <input type="radio"/> Reject <input type="radio"/> Pending	
<input type="checkbox"/>	Invoice	GST16	28/07/2019	9,000.00	Sikkim	1,000.00	15.00	0.00	0.00	1,000.00	No	28/07/2019			<input type="radio"/> Accept <input type="radio"/> Reject <input type="radio"/> Pending	
<input type="checkbox"/>	Debit Note	GST17	28/07/2019	9,000.00	Sikkim	1,000.00	1,000.00	0.00	0.00	1,000.00	No	28/07/2019			<input type="radio"/> Accept <input type="radio"/> Reject <input type="radio"/> Pending	
<input type="checkbox"/>	Credit Note	GST18	28/07/2019	9,000.00	Rajasthan	1,000.00	1,000.00	0.00	0.00	1,000.00	No	28/07/2019			<input type="radio"/> Accept <input type="radio"/> Reject <input type="radio"/> Pending	

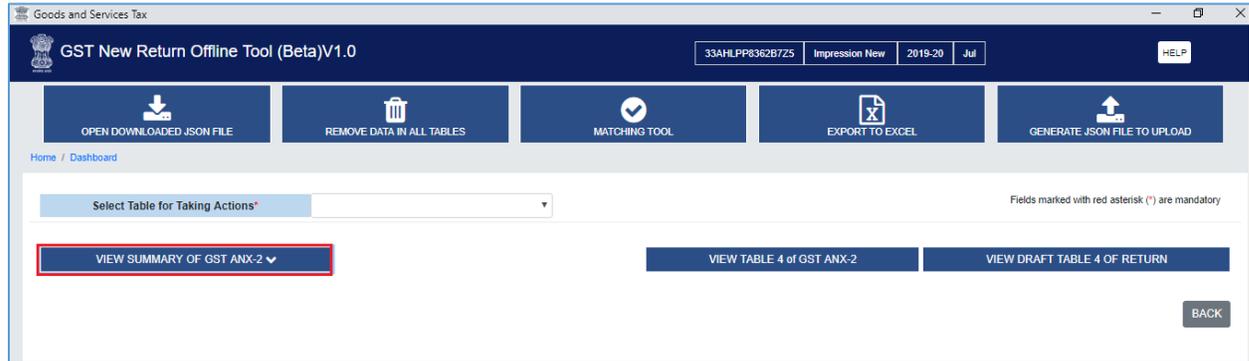
12. Alternatively, you can do confirmation of actions you have selected, in the Document-wise tab also. Click **BACK**.

13. Similarly, you can take actions in all tables.

[Click here to go back to main menu](#)

B.IX. View Summary of GST ANX-2

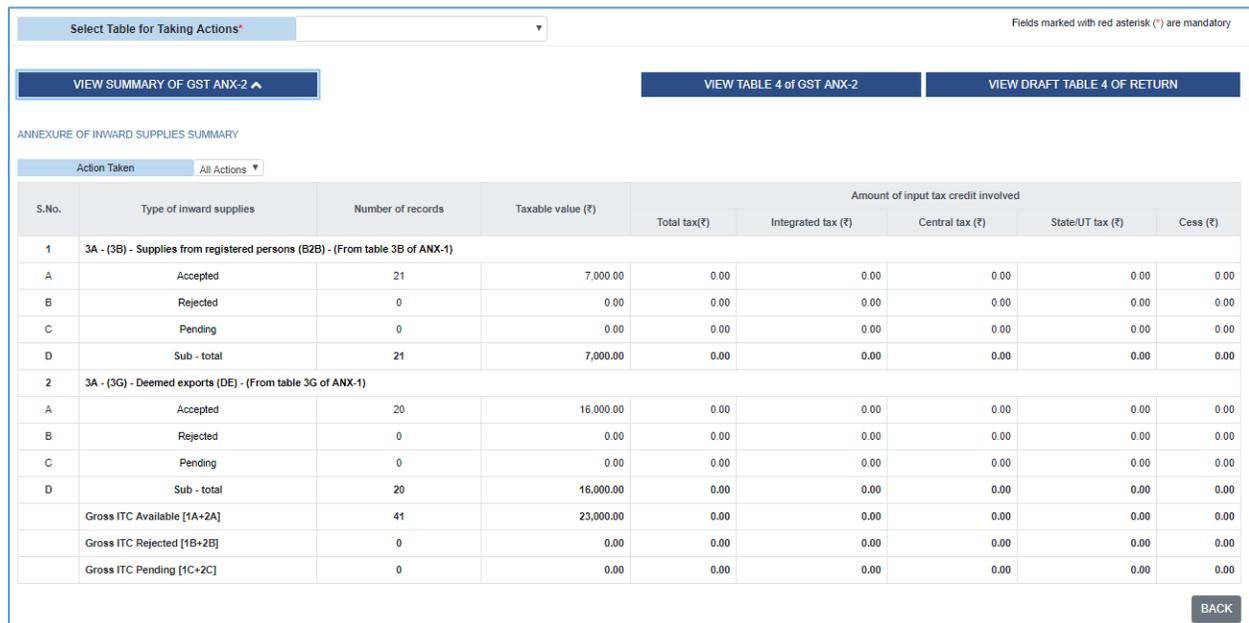
1. Click the **VIEW SUMMARY OF GST ANX-2** button to view the summary of details auto-drafted details.



2. **ANNEXURE OF INWARD SUPPLIES SUMMARY** is displayed. This table displays the summary of details auto-drafted in all tables.

Note:

- This table is auto updated based on the action taken Status as per portal and/or 'Action taken' column) in table 3A.
- Table 5 does not have any of the above status as this table is for view only.
- Default summary will be displayed for all the actions (Accepted/Rejected/Pending).



S.No.	Type of inward supplies	Number of records	Taxable value (₹)	Amount of input tax credit involved				
				Total tax(₹)	Integrated tax (₹)	Central tax (₹)	State/UT tax (₹)	Cess (₹)
1 3A - (3B) - Supplies from registered persons (B2B) - (From table 3B of ANX-1)								
A	Accepted	21	7,000.00	0.00	0.00	0.00	0.00	0.00
B	Rejected	0	0.00	0.00	0.00	0.00	0.00	0.00
C	Pending	0	0.00	0.00	0.00	0.00	0.00	0.00
D	Sub - total	21	7,000.00	0.00	0.00	0.00	0.00	0.00
2 3A - (3G) - Deemed exports (DE) - (From table 3G of ANX-1)								
A	Accepted	20	16,000.00	0.00	0.00	0.00	0.00	0.00
B	Rejected	0	0.00	0.00	0.00	0.00	0.00	0.00
C	Pending	0	0.00	0.00	0.00	0.00	0.00	0.00
D	Sub - total	20	16,000.00	0.00	0.00	0.00	0.00	0.00
	Gross ITC Available [1A+2A]	41	23,000.00	0.00	0.00	0.00	0.00	0.00
	Gross ITC Rejected [1B+2B]	0	0.00	0.00	0.00	0.00	0.00	0.00
	Gross ITC Pending [1C+2C]	0	0.00	0.00	0.00	0.00	0.00	0.00

3. You can change the summary type by clicking on any drop down available as option in **Action Taken** field. Summary can be viewed for any of the following status
 - All Actions
 - Accepted
 - Rejected
 - Pending
4. The results are displayed basis the status selected in **Action taken** field.

Select Table for Taking Actions*

Fields marked with red asterisk (*) are mandatory

VIEW SUMMARY OF GST ANX-2 ▲

VIEW TABLE 4 of GST ANX-2

VIEW DRAFT TABLE 4 OF RETURN

ANNEXURE OF INWARD SUPPLIES SUMMARY

Action Taken

Accepted ▼

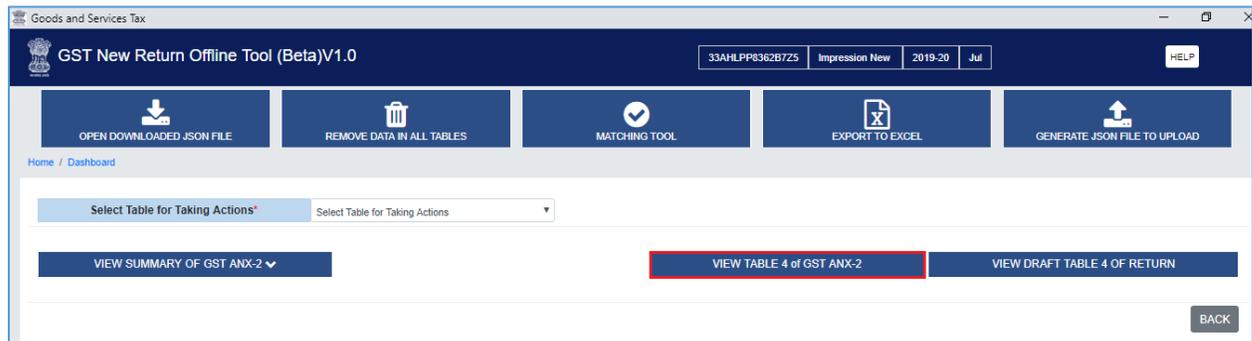
S.No.	Type of inward supplies	Number of records	Taxable value (₹)	Amount of input tax credit involved					
				Total tax(₹)	Integrated tax (₹)	Central tax (₹)	State/UT tax (₹)	Cess (₹)	
1	3A - (3B) - Supplies from registered persons (B2B) - (From table 3B of ANX-1)								
A	Accepted	21	7,000.00	0.00	0.00	0.00	0.00	0.00	0.00
2	3A - (3G) - Deemed exports (DE) - (From table 3G of ANX-1)								
A	Accepted	20	18,000.00	0.00	0.00	0.00	0.00	0.00	0.00
Gross ITC Available [1A+2A]		41	23,000.00	0.00	0.00	0.00	0.00	0.00	0.00

BACK

[Click here to go back to main menu](#)

B.X. View Table 4 of GST ANX-2

1. Click the **View Table 4 of GST ANX-2** button to view summary of Input Tax Credit of Table 4 of GST ANX-2.



2. The **Table 4. Summary of Input Tax Credit** is displayed. Offline tool will auto fill the details in this table based on the details and action taken in various tables.

Home / Dashboard

Select Table for Taking Actions* Fields marked with red asterisk (*) are mandatory

Table 4. Summary of Input Tax Credit

Sr.No.	Description	Value (₹)	Amount of input tax credit involved			
			Integrated tax (₹)	Central tax (₹)	State/UT tax (₹)	Cess (₹)
1	Credit on all documents which have been rejected (net of debit /credit notes)	0.00	0.00	0.00	0.00	0.00
2	Credit on all documents which have been kept pending (net of debit /credit notes)	0.00	0.00	0.00	0.00	0.00
3	Credit on all documents which have been accepted (including deemed accepted) (net of debit /credit notes)	23,000.00	0.00	0.00	0.00	0.00

Note:

- Records on which 'Action Taken' column is showing as 'Blank' or 'Reset' in the offline tool, the action as present in 'Status as per portal' column has been considered in summary calculation.

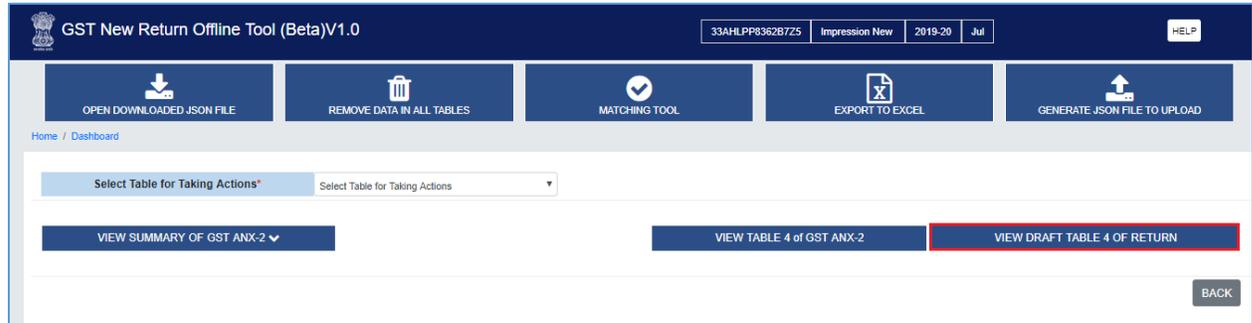
BACK

3. You can select table for taking Actions on tables from the drop-down list. Click [here](#) to know more about how to take action.

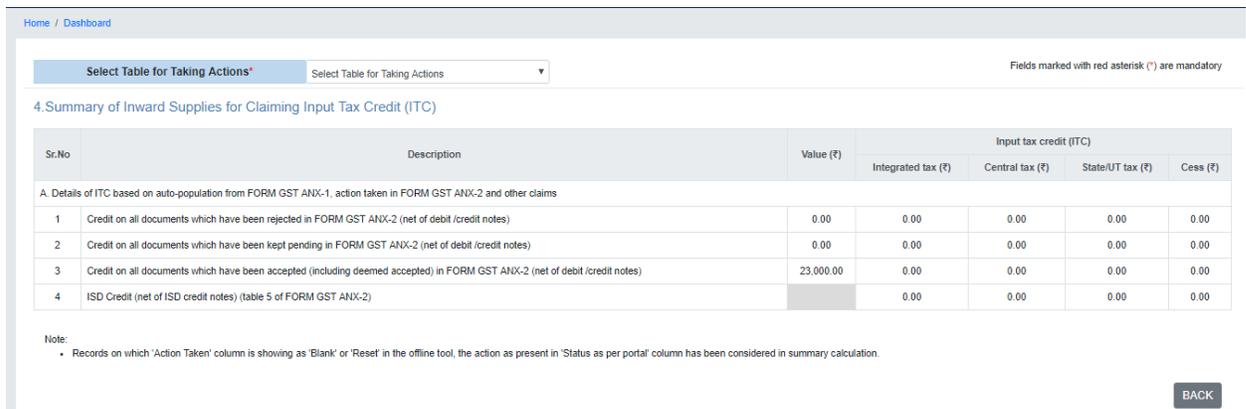
[Click here to go back to main menu](#)

B.XI. View Draft Return

1. Click the **VIEW DRAFT TABLE 4 OF RETURN** button to view the draft return.



2. The **Summary of Inward Supplies for claiming ITC** is displayed. This table displays the draft input tax credit that would be auto-drafted in Table 4(A) of Return based on the action take in table 3A (B2B, SEZWP, SEZWOP and DE) as well as details auto-drafted in Table 5 (ISD). Offline tool will auto fill the details in draft return page based on the details available and action taken in various tables.



Sr.No	Description	Value (₹)	Input tax credit (ITC)			
			Integrated tax (₹)	Central tax (₹)	State/UT tax (₹)	Cess (₹)
A. Details of ITC based on auto-population from FORM GST ANX-1, action taken in FORM GST ANX-2 and other claims						
1	Credit on all documents which have been rejected in FORM GST ANX-2 (net of debit /credit notes)	0.00	0.00	0.00	0.00	0.00
2	Credit on all documents which have been kept pending in FORM GST ANX-2 (net of debit /credit notes)	0.00	0.00	0.00	0.00	0.00
3	Credit on all documents which have been accepted (including deemed accepted) in FORM GST ANX-2 (net of debit /credit notes)	23,000.00	0.00	0.00	0.00	0.00
4	ISD Credit (net of ISD credit notes) (table 5 of FORM GST ANX-2)		0.00	0.00	0.00	0.00

Note:

- Records on which 'Action Taken' column is showing as 'Blank' or 'Reset' in the offline tool, the action as present in 'Status as per portal' column has been considered in summary calculation.

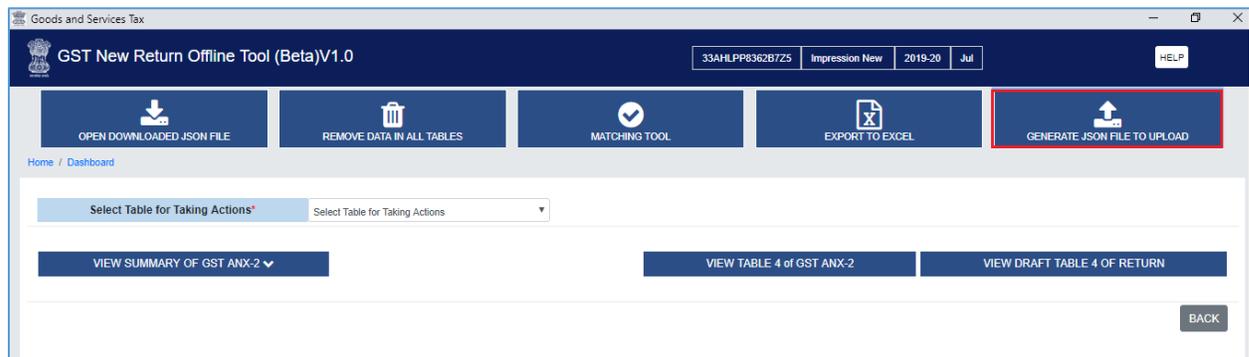
3. You can select the table for taking Actions on tables from the drop-down list. Click [here](#) to know more about how to take action.

[Click here to go back to main menu](#)

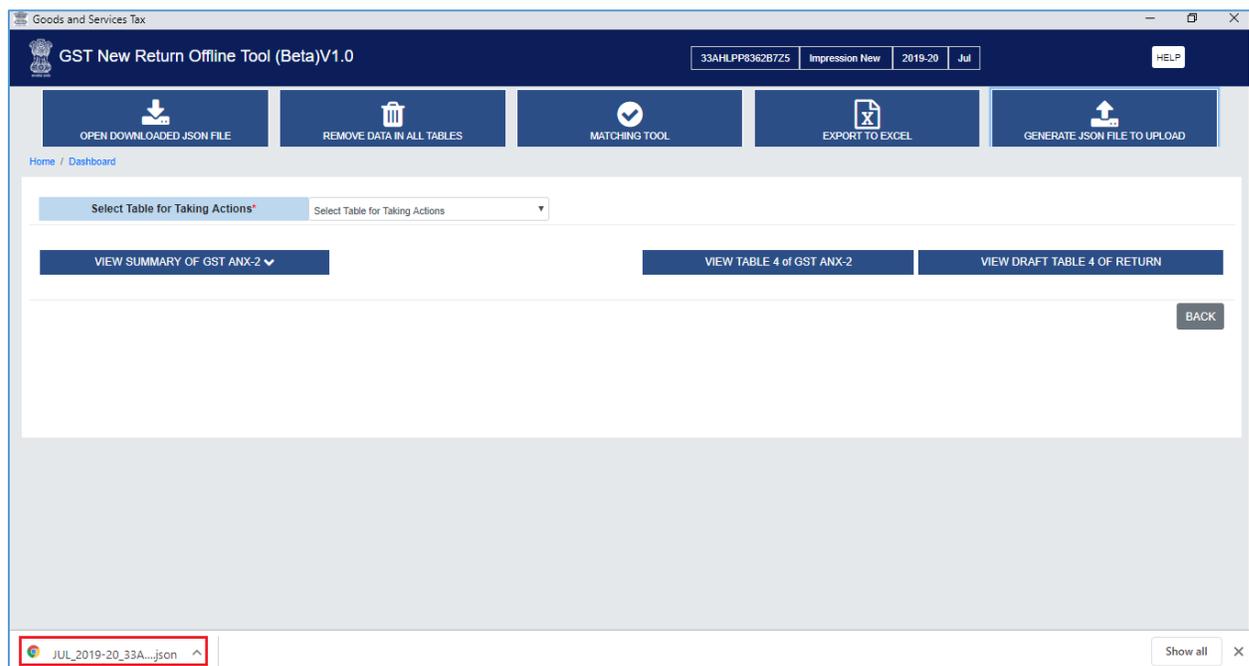
B.XII. Generate the ANX-2 JSON File

To generate the JSON File to upload on the GST Portal, perform following steps:

1. Click **GENERATE JSON FILE TO UPLOAD**.



2. JSON file is generated and downloaded.



3. You can find the JSON file under **Downloads** folder on your machine.

Name	Date modified	Type	Size
JUL_2019-20_33AHLPP8362B7Z5_ANX2.json	29-07-2019 12:15 ...	JSON File	16 KB
Copy of PurchaseRegister_Template V3 0.xlsx	29-07-2019 11:42 ...	Microsoft Excel W...	1,417 KB
PurchaseRegister_33AHLPP8362B7Z5_July_2019-20.xlsx	29-07-2019 11:28 ...	Microsoft Excel W...	1,416 KB
33AHLPP8362B7Z5_July_2019-20.json	29-07-2019 11:18 ...	JSON File	15 KB
Jul_2019-20_33AHLPP8362B7Z5_ANX2_Offline (1).xlsx	29-07-2019 10:31 ...	Microsoft Excel W...	47 KB
Jul_2019-20_33AHLPP8362B7Z5_ANX2_Offline_B2B.csv	29-07-2019 10:26 ...	Microsoft Excel C...	4 KB
Jul_2019-20_33AHLPP8362B7Z5_ANX2_Offline.xlsx	29-07-2019 10:14 ...	Microsoft Excel W...	47 KB
NewReturns_Offline_Tool (1).zip	29-07-2019 10:07 ...	Compressed (zipp...	26,196 KB
24AAACD2391F5ZX_July_2019-20error_report.json	27-07-2019 5:54 PM	JSON File	3 KB
JUL_2019-20_24AAACD2391F5ZX_ANX1.json	27-07-2019 5:44 PM	JSON File	20 KB

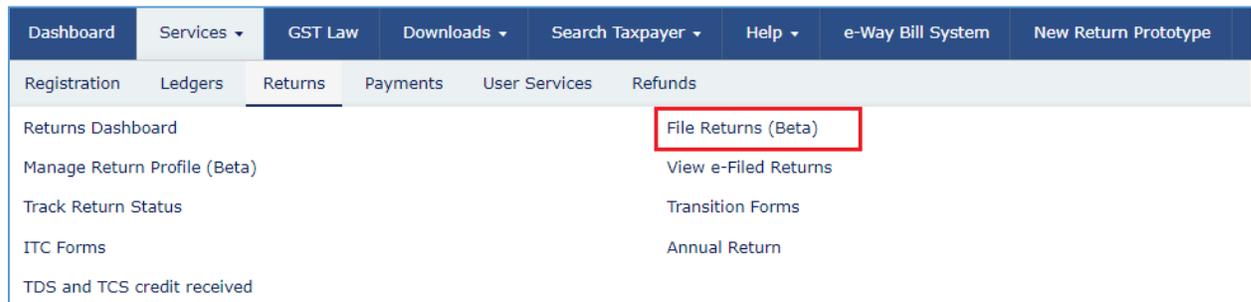
4. Once the JSON file is downloaded, you need to upload the JSON File on the GST Portal.

[Click here to go back to main menu](#)

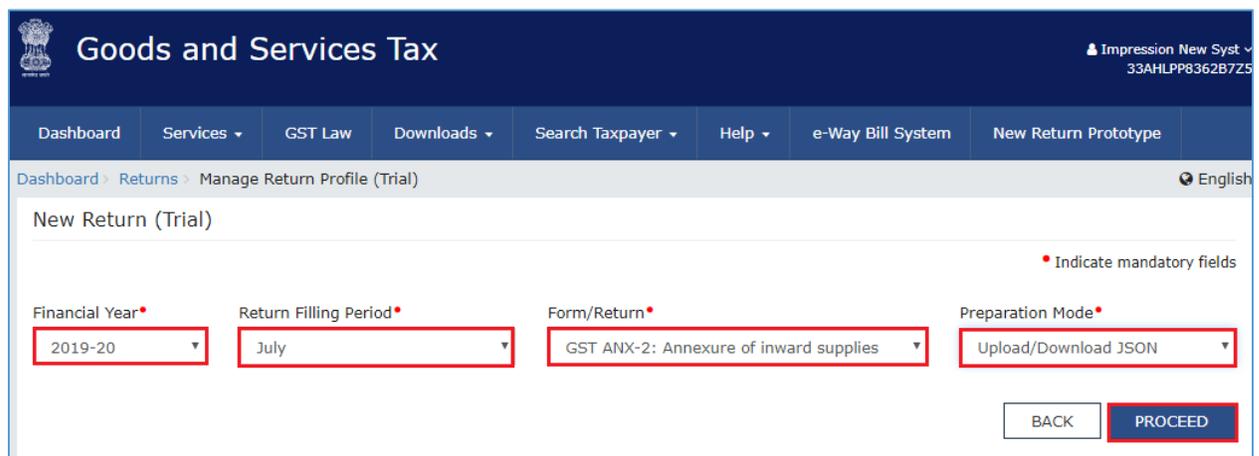
C. Upload the generated ANX-2 JSON File

To upload the JSON File on the GST Portal, perform following steps:

1. Access the www.gst.gov.in URL. The GST Home page is displayed.
2. Login to the portal with valid credentials.
3. Navigate to **Services > Returns > File Returns (Beta)** option.

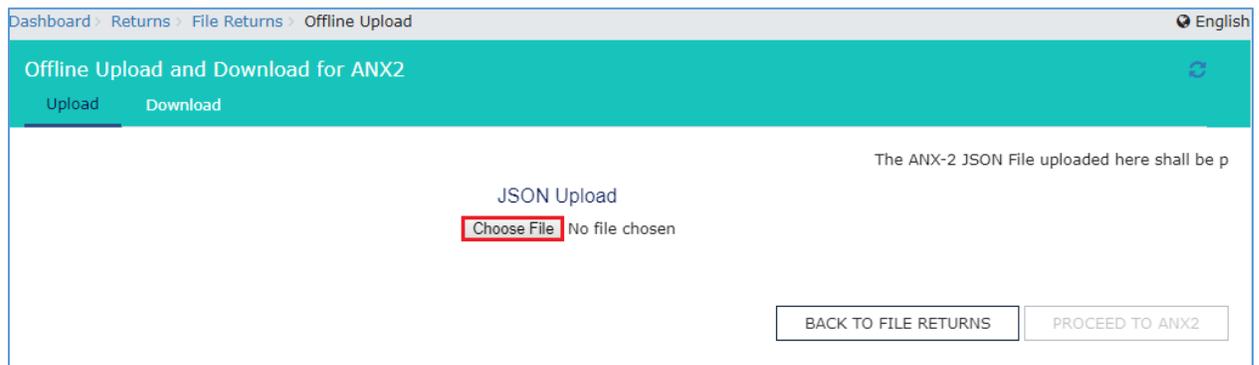


4. The **File Returns** page is displayed. Select the **Financial Year, Return Filing Period, Form/Return, Preparation Mode** from the drop-down list.
5. Click the **PROCEED** button.

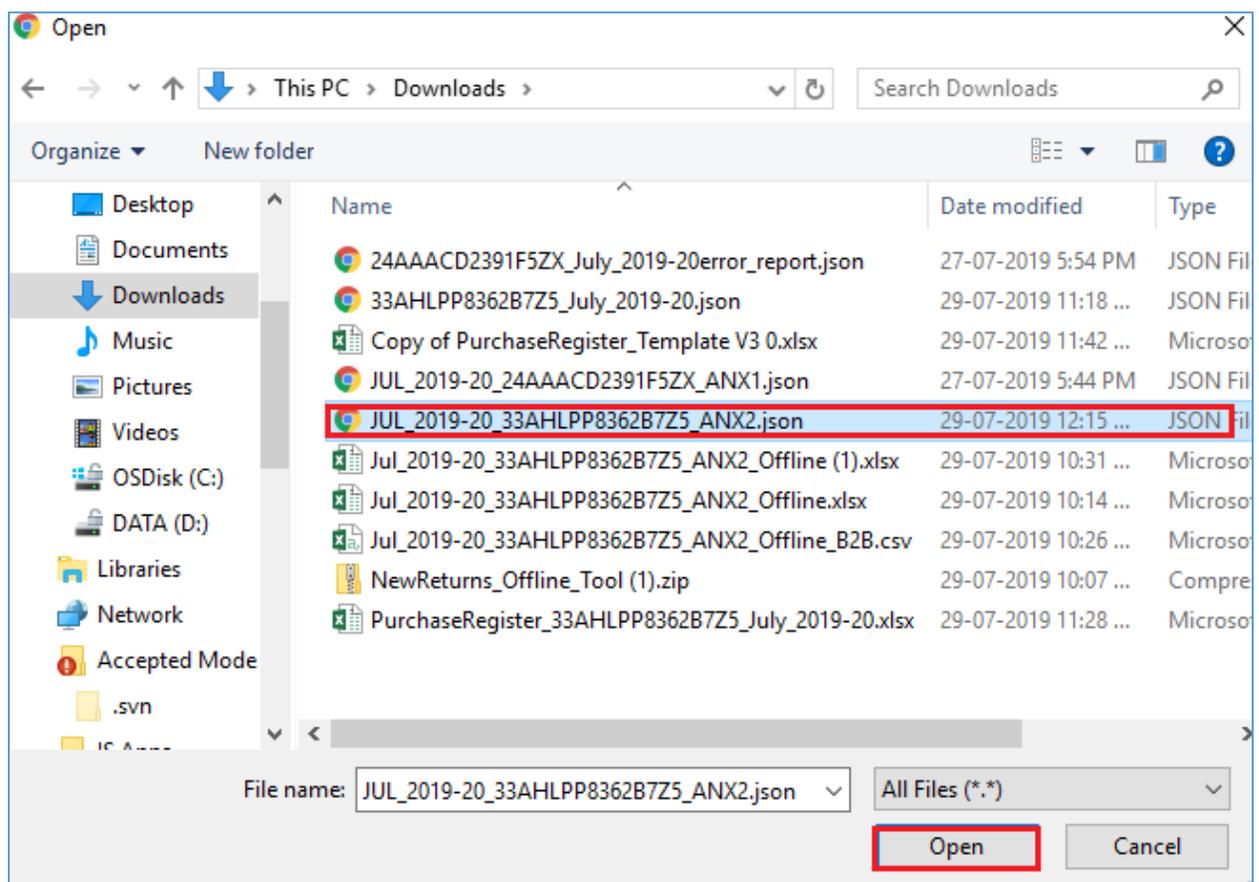


The screenshot shows the 'New Return (Trial)' form on the GST Portal. The form has four dropdown menus: 'Financial Year' (2019-20), 'Return Filing Period' (July), 'Form/Return' (GST ANX-2: Annexure of inward supplies), and 'Preparation Mode' (Upload/Download JSON). Each dropdown menu is highlighted with a red box. A 'PROCEED' button is visible at the bottom right of the form. A legend indicates that red dots next to the field names denote mandatory fields.

6. Click the **Choose File** button.



7. Browse and navigate the JSON file to be uploaded from your computer. Click the **Open** button.



8. A green message appears confirming successful upload and asking you to wait while the GST Portal validates the uploaded data.

Dashboard > Returns > File Returns > Offline Upload English

Offline Upload and Download for ANX2 ↻

Upload Download

✔ Your JSON file has been uploaded successfully. It may take up to 15 minutes to do validation. Please come back after 15 minutes . ✕

The

JSON Upload

Choose File No file chosen

Upload History

Date	Time	Reference id	Status	Error Report
29/07/2019	12:19:56	44c928fb-adb5-45b0-b89e-06df6acc11f5	In-Processing	NA

Note :

- **In Processing:** Records present in uploaded JSON file are being validated.
- **Processed successfully:** All records in uploaded JSON File have been validated successfully.
- **Could not be processed:** Validation of complete uploaded JSON file has failed. (This can happen in cases such as JSON file has been tampered, invalid file format, profile yet to be created on GST portal, profile is not matching with the online, etc.) Please take corrective action in Offline tool and upload JSON file again.
- **Processed with error:** Some records part of uploaded JSON have been validated successfully while few records have one or more errors. To correct records error file can be downloaded by clicking on hyperlink [Download error report](#).

9. The status is changed to “Processed successfully”.

Dashboard > Returns > File Returns > Offline Upload English

Offline Upload and Download for ANX2 ↻

Upload Download

ssed (validated).The records processed (validated) successfully shall be uploaded in your ANX-2. For records processed with errors an error file shall be gen

JSON Upload

Choose File No file chosen

Upload History

Date	Time	Reference id	Status	Error Report
29/07/2019	12:19:56	44c928fb-adb5-45b0-b89e-06df6acc11f5	Processed successfully	NA

Note :

- **In Processing:** Records present in uploaded JSON file are being validated.
- **Processed successfully:** All records in uploaded JSON File have been validated successfully.
- **Could not be processed:** Validation of complete uploaded JSON file has failed. (This can happen in cases such as JSON file has been tampered, invalid file format, profile yet to be created on GST portal, profile is not matching with the online, etc.) Please take corrective action in Offline tool and upload JSON file again.
- **Processed with error:** Some records part of uploaded JSON have been validated successfully while few records have one or more errors. To correct records error file can be downloaded by clicking on hyperlink [Download error report](#).

BACK TO FILE RETURNS
PROCEED TO ANX2

[Click here to go back to main menu](#)