

# User Manual

## e-Purchase & e-Sales Modules

# ArunTax Project

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e-Purchase and e-Sales modules shall facilitate the registered dealers(VAT / CST) to enter the details of Purchase Vouchers (Inter-State / Local) and Sale Voucher (Inter-State /Local) for a particular return period (Monthly or Quarterly). So, to enter the data in the Demo site, the following section of the T&E Deptt's website (<http://www.aruntax.nic.in>) has to be used:



Fig-1

To enter the data on the live server, the dealer has to go to the login screen of the e-services module through the official website of the Tax and Excise Department. The following section of the T&E Deptt's website (<http://www.aruntax.nic.in>) has to be used:

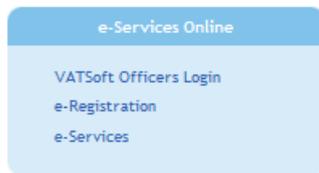


Fig-2

To access the various e-Services, click on the 'e-Services' link of any of the above two images. The login screen of the e-Services Module looks like the following:



Fig.3

To get access to the various e-Services, the dealer has to enter the 'User Name'(which is the TIN No.) and 'Password' given by the Tax and Excise Department, GoAP. The credentials entered by the dealer are verified. If the information given by the dealer is correct, then the following screen is displayed:



Fig.4

The above screen-shot displays the TIN(VAT) of the dealer, Proprietor/Company Name and the User Name. From this point, the dealer will have access to all the e-Services provided by the T&E Deptt, GoAP.

```

Username:      12170852102
TIN:          12170852102
Prop/Comp. Name:  M/S SARKAR
Last Login:    On 29/01/2013 at 0:27:41 PM
CST Number:   12170852203
    
```

Fig.5

In the above screen, Dealer's VAT No. is displayed, if the dealer happens to be a CST dealer, as well, his CST No. is also displayed.

If the information given by the dealer in the Login screen is incorrect, then, the following screen is displayed:

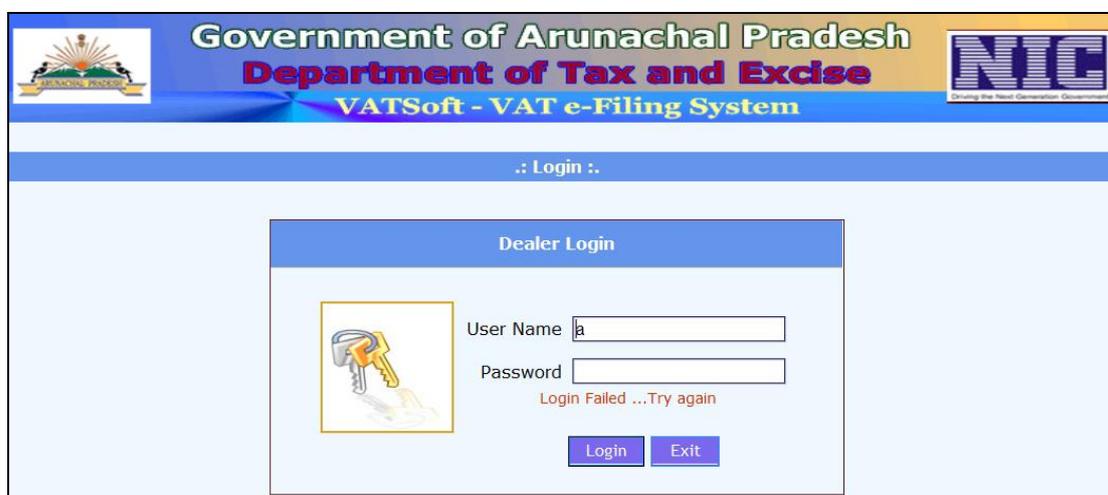


Fig.6

On the left side of the Fig-5, we see the sections for e-Purchase and e-Sales. In the bottom middle portion of the screen, we see the 'Reports and Help' button.



Fig.7

As we can see in fig.5, the e-Purchase section and e-Sales Modules have the following common options:

Sl. No.	Name of Menu Option	Remarks
1.	Entry and Update.	Use this for small number of invoice entry, online.
2.	Upload ZIP / XML file.	Use this for more number of invoice entry, offline, in PC or Laptop and then upload into the system.
3.	Delete all Invoices	Use this to delete an invoice entry, before final submission to the T&E Deptt.
4.	Verify and Submit	Use this for final submission of documents.

## e-Purchase Module

To enter the detail of Purchase Invoice (Inter-State /Local) there are two ways, first alternative is to enter the data online (for small dealers), selecting ‘Entry and Update’ option. Otherwise, if the number of invoices to be entered is more (for big dealers), then the system provides facility to the dealer to enter the invoice detail offline in h(is)/(er) computer in an Excel file, convert it to xml file and upload the XML file into the server, this reduces the Internet usages charges.

To enter the Purchase Invoice detail online, click on the ‘Entry and Update’ link, in the PURCHASE INVOICE section. You get the following screen:

Government of Arunachal Pradesh  
Department of Tax and Excise  
VATSoft - VAT e-Filing System

TIN: 12170852102 Prop/Comp. Name: M/S SARKAR Login: 12170852102 Sign Out

.: Purchase Invoices - Entry Form .:

Select Nature of Purchase Transactions  Local Purchases  Interstate Purchases

Select Return Type  O (Original)  R (Revised)  E (Exception)

Return Period  Monthly  Quarterly  
Year 2012 Dec

Go Exit

Fig.8

In the Screen-shot above, select the Purchase Type, Return Type and the Return Period (Monthly: Year and Month has to be selected. Quarterly: Year and Quarter has to be selected) and then click on the ‘Go’ button to proceed to the next screen.

## Local Purchase

To enter the Purchase Invoice detail for Local Purchase(s), select the Local Purchase Radio Button and click on the ‘Go’ button. There are two categories of Local Purchase, Retail and Tax. The following screen is displayed:

Government of Arunachal Pradesh  
Department of Tax and Excise  
VATSoft - VAT e-Filing System

TIN: 12170852102 Prop/Comp. Name: M/S SARKAR Login: 12170852102 Sign Out

.:Local Purchase Invoices - Entry Form .:

Return Period  Monthly  Quarterly  
From 01/12/2012 To 31/12/2012

Select Return Type  O (Original)  R (Revised)  E (Exception)

Purchase on which ITC is allowed			
Value of Purchase (1%)	<input type="text"/>	ITC on Purchase(1%)	<input type="text"/>
Value of Purchase (4%)	<input type="text"/>	ITC on Purchase(4%)	<input type="text"/>
Value of Purchase (12.5%)	<input type="text"/>	ITC on Purchase(12.5%)	<input type="text"/>
Value of Purchase (20%)	<input type="text"/>	ITC on Purchase(20%)	<input type="text"/>
Total Value Of Purchase	<input type="text"/>		
Total ITC	<input type="text"/>		
Remarks	<input type="text"/>		

Add Update Delete Exit

Fig.9

In case of purchase from Local Retail Dealer (Retail Invoice), the TIN No. of the Dealer can be entered, but Seller name textbox won't display any name. But the case is otherwise for purchase from Local Registered Dealer (Tax Invoice). Here, the 'Seller Name' will be displayed as the name is there in the Database.

The above screen has to be used for entering the Purchase Invoice detail, one record, per Invoice, at a time. The 'Sl.No.' value is displayed automatically. The dealer has to select the 'Invoice Type', enter the Invoice Number, select/enter the Invoice Date, which should be a valid date in 'dd/mm/yyyy' format, for the Return Period selected.

To get the Calendar control, click on the  icon. When the Calendar icon is clicked, the following control appears:

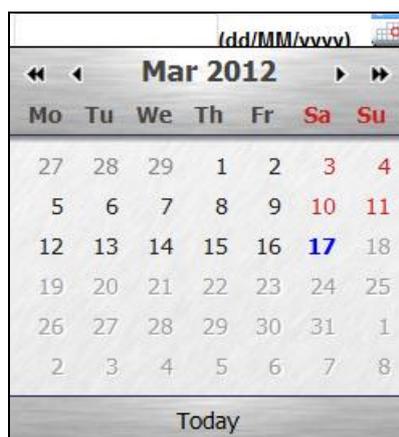


Fig.10

Next, the dealer has to enter the Selling Dealer's 'TIN No.', for 'Tax Invoice' 'Seller Name' is displayed automatically. The Number should be a valid Registration Number of Arunachal Pradesh, since it is a local purchase. For 'Tax Invoice' the 'ITC on Purchase' figure is automatically calculated. For 'Retail Invoice' the 'ITC on Purchase' figure is set to '0'.

The Value of purchase which is non-creditable for ITC is to be mentioned followed by the purchase amount and the amount which falls under different ITC slabs. The dealer can write some remarks, if required.

To Save the Invoice information, the Add button is to be clicked. On successful entry, the following screen with data-grid is displayed:

<input type="button" value="Add"/> <input type="button" value="Update"/> <input type="button" value="Delete"/> <input type="button" value="Exit"/>																
Sl No	Seller Name	Seller TIN	Invoice No	Invoice Date	Value to Non Creditable Purchase	Value of Purchase	ITC on Purchase (1%)	ITC on Purchase (4%)	ITC on Purchase (12.5%)	ITC on Purchase (20%)	Remarks					
Select 1	DEBASISH NATH	12170814110	767680	05/01/2010	0	10000	5000	0	5000	0						
Sl No	Seller Name	Seller TIN	Invoice No	Invoice Date	Value to Non Creditable Purchase	Value of Purchase (1%)	Value of Purchase (4%)	Value of Purchase (12.5%)	Value of Purchase (20%)	ITC on Purchase (1%)	ITC on Purchase (4%)	ITC on Purchase (12.5%)	ITC on Purchase (20%)	Total Purchase	Total ITC	Remarks
Select 1	M/S N.T. ENTERPRISES	12040494105	239045	12/12/2012	10000	1000	250	124	50	10	10	16	10	1424	46	

Fig.11

The steps mentioned above are to be followed to enter the details of any number of Purchase Invoices.

To make changes or to delete an Invoice, select the Invoice from the Data-Grid by clicking on the 'Select' links besides the Invoice Row. The Invoice detail is displayed in the form. Make the necessary changes and Click the 'Update' button. In order to delete the selected Invoice, click the 'Delete' button.

Government of Arunachal Pradesh Department of Tax and Excise VATSoft - VAT e-Filing System		NIC Driving the Next Generation Government	
TIN: 12170852102		Prop/Comp. Name: M/S SARKAR	
		Login: 12170852102	
::Local Purchase Invoices - Entry Form ::			
Return Period	<input checked="" type="radio"/> Monthly <input type="radio"/> Quarterly From 01/12/2012 To 31/12/2012		
Select Return Type	<input checked="" type="radio"/> O (Original) <input type="radio"/> R (Revised) <input type="radio"/> E (Exception)		
Sl.No	1		
Type Of Invoice	Tax Invoice		
Invoice No.	239045		
Invoice Date	12/12/2012 (dd/mm/yyyy)		
Registration No of the Seller	12040494105		
Seller Name	M/S N.T. ENTERPRISES		
Value to Non Creditable Purchase	10000		
Purchase on which ITC is allowed			
Value of Purchase (1%)	1000	ITC on Purchase(1%)	10
Value of Purchase (4%)	250	ITC on Purchase(4%)	10
Value of Purchase (12.5%)	124	ITC on Purchase(12.5%)	16
Value of Purchase (20%)	50	ITC on Purchase(20%)	10
Total Value Of Purchase	1424		
Total ITC	46		
Total ITC	46		
Remarks			
<input type="button" value="Add"/> <input type="button" value="Update"/> <input type="button" value="Delete"/> <input type="button" value="Exit"/>			

Fig.12

## Inter-State Purchase

To enter the Purchase Invoice detail for Inter-State Purchase, select the Inter-State Purchase Radio button in Fig.13 and click on the 'Go' button. 'Return Period' is set by default as per the declaration at the time of Registration. The following screen is displayed:

Government of Arunachal Pradesh Department of Tax and Excise VATSoft - VAT e-Filing System		NIC Driving the Next Generation Government	
TIN: 12170852102		Prop/Comp. Name: M/S SARKAR	
		Login: 12170852102 <a href="#">Sign Out</a>	
:: Purchase Invoices - Entry Form ::			
Select Nature of Purchase Transactions	<input type="radio"/> Local Purchases <input checked="" type="radio"/> Interstate Purchases		
Select Return Type	<input checked="" type="radio"/> O (Original) <input type="radio"/> R (Revised) <input type="radio"/> E (Exception)		
Return Period	<input checked="" type="radio"/> Monthly <input type="radio"/> Quarterly Year 2012 Dec		
<input type="button" value="Go"/> <input type="button" value="Exit"/>			

Fig.13

 <b>Government of Arunachal Pradesh</b> <b>Department of Tax and Excise</b> <b>VATSoft - VAT e-Filing System</b>		
<b>TIN: 12170852102</b>		<b>Prop/Comp. Name: M/S SARKAR</b>
<b>Login: 12170852102</b>		
<b>..Details of Interstate Purchases - Entry Form ..</b>		
Return Period <input checked="" type="radio"/> Monthly <input type="radio"/> Quarterly From 01/12/2012 To 31/12/2012 Select Return Type <input checked="" type="radio"/> O (Original) <input type="radio"/> R (Revised)		
<b>Invoice Details</b>		
SI.No	<input type="text" value="1"/>	
Seller's TIN	<input type="text"/>	
Seller's Name	<input type="text"/>	
Invoice No.	<input type="text"/>	
Invoice Date	<input type="text" value="dd/MM/yyyy"/>	
<b>Commodity Details</b>		
Select Commodity	<--- SELECT --->	
Value of Non Creditable Purchase	<input type="text"/>	
In case of Import into Arunachal Pradesh		
Value of Purchase	<input type="text"/>	
CST @ 2% on value of purchase	<input type="text"/>	
Total value of purchase	<input type="text"/>	
Select Tax Rate (%)	<--SELECT-->	
Entry tax due @	<input type="text"/>	
Remarks	<input type="text"/>	
<input type="button" value="Add"/> <input type="button" value="Update"/> <input type="button" value="Delete"/> <input type="button" value="Exit"/>		

Fig.14

The above screen has to be used for entering the Inter-State Purchase Invoice detail, one record, per Invoice, at a time. The 'SI.No.' is displayed automatically. The dealer has to enter the Invoice Number, select/enter the Invoice Date, which should be a valid date in 'dd/mm/yyyy' format, for the Return Period selected.

Next, the dealer has to enter the Out-Station Selling Dealer's Name and his/her Registration No. The Name of the Commodity has to be selected. The Commodity List will be the list declared by the dealer. The Value of Non-Creditable purchase and value of Taxable amount has to be entered. The dealer can write some remarks, if required. The Arunachal Pradesh Entry Tax rate has to be selected by the dealer. System auto-calculates the CST, Total value of Purchase and the Entry tax Due figures.

<b>Invoice Details</b>	
SI.No	<input type="text" value="1"/>
Seller's TIN	<input type="text" value="34567893211"/>
Seller's Name	<input type="text" value="M/S DEBASISH NATH ENTERPRISES"/>
Invoice No.	<input type="text" value="7764"/>
Invoice Date	<input type="text" value="12/12/2012"/>
<b>Commodity Details</b>	
Select Commodity	Acetals and hemiacetals.
Value of Non Creditable Purchase	<input type="text" value="2000"/>
In case of Import into Arunachal Pradesh	
Value of Purchase	<input type="text" value="100000"/>
CST @ 2% on value of purchase	<input type="text" value="2000"/>
Total value of purchase	<input type="text" value="102000"/>
Select Tax Rate (%)	<input type="text" value="4%"/>
Entry tax due @	<input type="text" value="4080"/>
Remarks	<input type="text"/>
<input type="button" value="Add"/> <input type="button" value="Update"/> <input type="button" value="Delete"/> <input type="button" value="Exit"/>	

Fig.15

Here, item-wise entry for an invoice has to be done.

To Save the Invoice information, the Add button is to be clicked. On successful entry, the following screen with data-grid is displayed:

Details Inserted Successfully

Sl No	Seller Name	Seller TIN	Invoice No	Invoice Date	Commodity	Value Of Non Creditable Purchase	Value of Purchase	CST @ 2%	Total value of purchase	Tax Rate	Entry tax due	Remarks
<u>Select</u> 1	MS DEBASISH NATH	23456789321	6766	12/12/2012	Acetals and hemiacetals.	100000	10000	200	10200	4.00	408	

Fig.16

To add another item for the same Invoice, just enter the details and click the ‘Add’ button.

To enter detail of a new Invoice, click the ‘New Invoice’ button.

The steps mentioned above are to be followed to enter the details of all Purchase Invoices.

To make changes or to delete an Invoice/Item, select the Invoice from the Data-Grid by clicking on the ‘Select’ links besides the Invoice Row. The Invoice detail is displayed in the form. Make the necessary changes and Click the ‘Update’ button. In order to delete the selected Invoice, click the ‘Delete’ button.

### Delete Invoice

To delete the Purchase Invoice (Local Purchase / Inter-State Purchase) entered online for a specific Return Period, click on the ‘Delete All Invoices’ link. You get the following screen:

**Government of Arunachal Pradesh**  
**Department of Tax and Excise**  
**VATSoft - VAT e-Filing System**

**TIN: 12050009195**      **Prop/Comp. Name: TESTER**      **Login: nanibida**      [Sign Out](#)

:: Purchase Invoices - Deletion Form ::

Select Nature of Purchase Transactions     Local Purchases     Interstate Purchases

Select Return Type     O (Original)     R (Revised)     E (Exception)

Return Period     Monthly     Quarterly

Year: 2010    Jan

Fig.17

In the Screen above, select the Purchase Type, Return Type (if required) and the Return Period (Monthly: Year and Month has to be selected. Quarterly: Year and Quarter has to be selected) and then click on the ‘Go’ button to proceed to the next screen, shown below:

**Government of Arunachal Pradesh**  
**Department of Tax and Excise**  
**VATSoft - VAT e-Filing System**

**TIN: 12050009195**      **Prop/Comp. Name: TESTER**      **Login: nanibida**      [Sign Out](#)

:: Purchase Invoices - Deleting entered Invoices ::

Return Period     Monthly     Quarterly

From 01/01/2010 To 31/01/2010

Return Type     O (Original)     R (Revised)     E (Exception)

List of Purchase Invoices entered				<input type="button" value="Delete"/>
Invoice Date	Total Invoices	Total Net Tax	Total Tax	
05/01/2010	1	10000.00	10000.00	

Fig.18

Click on the 'Delete' button to delete all the entered Invoices.

### Finalise Invoice

To Finalise the Purchase Invoice (Local Purchase / Inter-State Purchase) entered online / offline for a specific Return Period, click on the 'Verify and Submit' link. You get the following screen:

The screenshot shows the 'Purchase Invoices - Submission Form' interface. At the top, it displays the Government of Arunachal Pradesh Department of Tax and Excise logo and the VATSoft - VAT e-Filing System title. Below this, the TIN (12170852102), Prop/Comp. Name (M/S SARKAR), and Login (12170852102) are shown. The form includes several selection options: 'Select Nature of Purchase Transactions' with radio buttons for 'Local Purchases' (selected) and 'Interstate Purchases'; 'Select Return Type' with radio buttons for 'O (Original)' (selected), 'R (Revised)', and 'E (Exception)'; and 'Return Period' with radio buttons for 'Monthly' (selected) and 'Quarterly', and a dropdown menu for 'Year' (2012) and 'Month' (Dec). 'Go' and 'Exit' buttons are located at the bottom right.

Fig.19

In the Screen above, select the Purchase Type, Return Type and the Return Period (**Monthly**: Year and Month has to be selected. **Quarterly**: Year and Quarter has to be selected) and then click on the 'Go' button to proceed to the next screen, shown below:

The screenshot shows the 'Purchase Invoices - Verify and Submit Form' interface. It displays the same header and user information as Fig.19. The 'Return Period' is set to 'Monthly' and the 'Return Type' is 'O (Original)'. The return period is specified as 'From 01/12/2012 To 31/12/2012'. An 'Exit' button is present. Below this, a table titled 'List of Purchase Invoices entered' is shown:

Invoice Date	Total Invoices	Total ITC
12/12/2012	1	46
<b>No of Invoices</b>	<b>Sum Of Total ITC</b>	
1	46.00	

A 'Submit' button is located to the right of the table.

Fig.20

Click on the 'Submit' button to finalise the Purchase Invoice entered into the system online / offline. The following Receipt is generated.

The screenshot shows a receipt titled 'Government of Arunachal Pradesh Department of Taxes and Excise - WEB ACK. SLIP :-'. It includes the following details:

NAME : Label	M/S SARKAR		
ACK NO. :	1910061	TIN NO:	12170852102
DATE :	31/01/2013	PERIOD:	201212 (YYYYMM)
ITEM :	PURCHASE INVOICE ENTRY		

'Print' and 'Back' buttons are located at the bottom.

Fig.21

**Government of Arunachal Pradesh**  
**Department of Tax and Excise**  
**VATSoft - VAT e-Filing System**

TIN: 12170852102      Prop/Comp. Name: M/S SARKAR      Login: 12170852102

:: Purchase Invoices - Submission Form ::

Select Nature of Purchase Transactions	<input type="radio"/> Local Purchases <input checked="" type="radio"/> Interstate Purchases
Select Return Type	<input checked="" type="radio"/> O (Original) <input type="radio"/> R (Revised) <input type="radio"/> E (Exception)
Return Period	<input checked="" type="radio"/> Monthly <input type="radio"/> Quarterly
	Year: 2012    Dec

Fig.22

**Government of Arunachal Pradesh**  
**Department of Tax and Excise**  
**VATSoft - VAT e-Filing System**

TIN: 12170852102      Prop/Comp. Name: M/S SARKAR      Login: 12170852102

:: Interstate Purchase Invoices - Verify and Submit Form ::

Return Period	<input checked="" type="radio"/> Monthly <input type="radio"/> Quarterly	From 01/12/2012 To 31/12/2012
Return Type	<input checked="" type="radio"/> O (Original) <input type="radio"/> R (Revised)	

List of Purchase Invoices entered		
Invoice Date	Total Invoices	Total Net Value
12/12/2012	2	10100.00
<b>No of Invoices</b>		<b>Sum Of Total Net Value</b>
2		10100.00

Fig.23

**Government of Arunachal Pradesh**  
**Department of Taxes and Excise**  
**-: WEB ACK. SLIP :-**

<input checked="" type="checkbox"/> Emblem			
NAME :	M/S SARKAR		
ACK NO. :	1910062	TIN NO.:	12170852102
DATE :	31/01/2013	PERIOD:	201212 (YYYYMM)
ITEM :	INTERSTATE PURCHASE INVOICE ENTRY		
Web generated Acknowledgement Slip			
<input type="button" value="Print"/> <input type="button" value="Back"/>			

Fig.24



The above screen has to be used for entering the Sales Invoice detail, one record, per Invoice, at a time. The dealer has to select the 'Type of Invoice' (Retail Invoice, Tax Invoice), enter the 'Invoice Number', select/enter the 'Invoice Date', which should be a valid date in 'dd/mm/yyyy' format.

For 'Retail Invoice', entry of 'Purchasing Dealer's Name' and his/her 'Registration No.' are optional fields.

For 'Tax Invoice', the dealer has to enter the Purchasing Dealer's Registration No. (The Number should be a valid Registration Number of Arunachal Pradesh). Dealer's Name is displayed automatically.

The Value of exempted Sale is to be mentioned followed by Value of Sales and the sales amount which falls under different slabs. The dealer can write some remarks, if felt so. To Save the Invoice information, the Add button is to be clicked. On successful entry, the following screen with data-grid is displayed:

### Retail Invoice

Fig.27

**Details Inserted successfully**

Sl No	Buyers Name	Buyers TIN	Invoice No	Invoice Date	Value of Exempted Sale	Value Of Sales (1%)	Value Of Sales (4%)	Value Of Sales (12.5%)	Value Of Sales (20%)	Remarks	Output Tax (1%)	Output Tax (4%)	Output Tax (12.5%)	Output Tax (20%)	Total Sales	Total Output Tax
Select 1	0	4455	12/12/2012	4000	100	100	100	100			1	4	11	17	400	33

Fig.28

The steps mentioned above are to be followed to enter the details of remaining Sales Invoices.

To make changes or to delete an Invoice, select the Invoice from the Data-Grid by clicking on the 'Select' links besides the Invoice Row. The Invoice detail is displayed in the form. Make the necessary changes and Click the 'Update' button. In order to delete the selected Invoice, click the 'Delete' button.

## Tax Invoice

**VATSoft - VAT e-Filing System**

**TIN: 12170852102**      **Prop/Comp. Name: M/S SARKAR**      **Login: 12170852102** [Sign](#)

:: Sale Invoices - Entry Form ::

Select Nature of Sale Transactions	<input checked="" type="radio"/> Local Sales <input type="radio"/> Interstate Sales
Return Type	<input checked="" type="radio"/> O (Original) <input type="radio"/> R (Revised) <input type="radio"/> E (Exception)
Return Period	<input checked="" type="radio"/> Monthly <input type="radio"/> Quarterly
	Year 2012    Dec

---

Sl.No	2
Type Of Invoice	Tax Invoice
Invoice No.	46546
Invoice Date	12/12/2012 (dd/MM/yyyy)
Registration No of the Purchaser	12170002138
Purchaser Name	M/S DEWAN HOUSE ITANAGAR
Value of Exempted Sale	100

**Local Sales within Arunachal Pradesh**

Value of Sales			
Value of Sales(1%)	100	Output Tax (1%)	1
Value of Sales(4%)	100	Output Tax (4%)	4
Value of Sales(12.5%)	100	Output Tax (12.5%)	13
Value of Sales(20%)	100	Output Tax (20%)	20
<b>Total Value Of Sales</b>	<b>400</b>	<b>Total Output Tax</b>	<b>38</b>
Remarks			

Fig.29

**Details Inserted successfully**

Sl No	Buyers Name	Buyers TIN	Invoice No	Invoice Date	Value of Exempted Sale	Value Of Sales (1%)	Value Of Sales (4%)	Value Of Sales (12.5%)	Value Of Sales (20%)	Remarks	Output Tax (1%)	Output Tax (4%)	Output Tax (12.5%)	Output Tax (20%)	Total Sales	Total Output Tax
2	M/S DEWAN HOUSE ITANAGAR	12170002138	4499	12/12/2012	100	100	100	100	100		1	4	13	20	400	38
1		0	4455	12/12/2012	4000	100	100	100	100		1	4	11	17	400	33

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Fig.30

## Inter-State Sales

To enter the Sales Invoice detail for Inter-State Sales, select the Inter-State Sales Radio button in Fig.31 and click on the 'Go' button. The following screen is displayed:

**Government of Arunachal Pradesh**  
**Department of Tax and Excise**  
**VATSoft - VAT e-Filing System**

**TIN: 12170852102**      **Prop/Comp. Name: M/S SARKAR**      **Login: 12170852102**

:: Sale Invoices - Entry Form ::

Select Nature of Sale Transactions	<input type="radio"/> Local Sales <input checked="" type="radio"/> Interstate Sales
Select Return Type	<input checked="" type="radio"/> O (Original) <input type="radio"/> R (Revised) <input type="radio"/> E (Exception)
Return Period	<input checked="" type="radio"/> Monthly <input type="radio"/> Quarterly
	Year 2012    Dec

Fig.31

**Government of Arunachal Pradesh**  
**Department of Tax and Excise**  
**VATSoft - VAT e-Filing System**

TIN: 12170852102      Prop/Comp. Name: M/S SARKAR      Login: 12170852102

.. Sale Invoices Interstate- Entry Form ..

Select Nature of Sale Transactions		<input checked="" type="radio"/> Local Sales <input checked="" type="radio"/> Interstate Sales
Return Type		<input checked="" type="radio"/> O (Original) <input type="radio"/> R (Revised) <input type="radio"/> E (Exception)
Return Period		<input checked="" type="radio"/> Monthly <input type="radio"/> Quarterly
Year		2012    Dec

Sl.No	2
Invoice No.	8899
Invoice Date	12/12/2012 (dd/MM/yyyy)
TIN No of Purchaser	23456789432
Purchaser Name	RAJIV DEKA
Value of Exempted Sale	100
Zero Rated Sale	100
<b>Sale without Declaration Form</b>	
Value of Sales	400
CST Due(1%)	100
CST Due(4%)	100
CST Due(12.5%)	100
CST Due(20%)	100
<b>Sale with Declaration Form</b>	
Type of Form	C Form
Form No.	Series No. AR      Serial No. 400
State of Issue	ASSAM
Value of Sale	100
CST Due(0%)	0
CST Due(1%)	0
CST Due(2%)	100
Remarks	

Fig.32

The above screen has to be used for entering the Sales Invoice detail, one record, per Invoice, at a time. The 'Sl.No.' is displayed automatically. The dealer has to enter the Invoice Number, select/enter the Invoice Date, which should be a valid date in 'dd/mm/yyyy' format, for the Return Period selected.

Next, the dealer has to enter the Out-Station purchasing Dealer's Name and his/her Registration No. and other information. To Save the Invoice information, the 'Add' button is to be clicked.

Sl No	Buyers Name	Buyers TIN	Invoice No	Invoice Date	Value of Exempted Sale	Zero Rated Sale	Value of Purchase	Sale without Declaration Form CST Due At (1%)	Sale without Declaration Form CST Due At (4%)	Sale without Declaration Form CST Due At (12.5%)	Sale without Declaration Form CST Due At (20%)	Form Type	Series No	Serial No	State Name	Value of Sale	Sale with Declaration Form CST Due At (0%)	Sale with Declaration Form CST Due At (1%)	Sale with Declaration Form CST Due At (2%)	Remarks
Select 2	RAJIV DEKA	23456789021	4499	12/12/2012	100	0	400	100	100	100	100	C Form	AR	400	ASSAM	100	0	100	0	

Fig.33

The steps mentioned above are to be followed to enter the details of remaining Sales Invoices.

### Delete Invoice

To delete the Sales Invoice (Local Sales / Inter-State Sales) entered online for a specific Return Period, click on the 'Delete All Invoices' link. You get the following screen:

Fig.34

In the Screen Fig-34, select the Purchase Type, Return Type (Monthly: Year and Month has to be selected. Quarterly: Year and Quarter has to be selected) and the Return Period and then click on the ‘Go’ button to proceed to the next screen

Click on the ‘Delete’ button to delete all the entered Invoices.

### Finalise Invoice

To Finalise the Sales Invoice (Local Sales / Inter-State Sales) entered online / offline for a specific Return Period, click on the ‘Verify and Submit’ link. You get the following screen:

Fig.35

In the Screen above, select the Sales Type, Return Type and the Return Period (Monthly: Year and Month has to be selected. Quarterly: Year and Quarter has to be selected) and then click on the ‘Go’ button to proceed to the next screen, shown below:

Fig.36

Click on the ‘Submit’ button to finalise the Purchase Invoice entered into the system online.

		<b>Government of Arunachal Pradesh Department of Taxes and Excise -: WEB ACK. SLIP :-</b>	
NAME :	M/S SARKAR		
ACK NO. :	2110340	TIN NO:	12170852102
DATE :	31/01/2013	PERIOD:	201212
ITEM :	SALE INVOICE ENTRY		
Web generated Acknowledgement Slip			
<input type="button" value="Print"/> <input type="button" value="Back"/>			

Fig.37

		<b>Government of Arunachal Pradesh Department of Tax and Excise VATSoft - VAT e-Filing System</b>										
<b>TIN: 12170852102</b>		<b>Prop/Comp. Name: M/S SARKAR</b>		<b>Login: 12170852102</b>								
:: Sale Invoices - Verify and Submit Form ::												
Select Nature of Sale Transactions	<input type="radio"/> Local Sales <input checked="" type="radio"/> Interstate Sales											
Select Return Type	<input checked="" type="radio"/> O (Original) <input type="radio"/> R (Revised) <input type="radio"/> E (Exception)											
Return Period	<input checked="" type="radio"/> Monthly <input type="radio"/> Quarterly											
	Year	2012	Dec									
List of Sales Invoices entered												
<table border="1" style="width: 100%;"> <thead> <tr> <th>Invoice Date</th> <th>Total Invoices</th> <th>Total Net Tax</th> <th>Total Tax</th> </tr> </thead> <tbody> <tr> <td>12/12/2012</td> <td>1</td> <td>100.00</td> <td>400.00</td> </tr> </tbody> </table>					Invoice Date	Total Invoices	Total Net Tax	Total Tax	12/12/2012	1	100.00	400.00
Invoice Date	Total Invoices	Total Net Tax	Total Tax									
12/12/2012	1	100.00	400.00									
<input type="button" value="Submit"/>												
<table border="1" style="width: 100%;"> <thead> <tr> <th>No of Invoices</th> <th>Total Net Value</th> <th>Total Tax Charged</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>100.00</td> <td>400.00</td> </tr> </tbody> </table>					No of Invoices	Total Net Value	Total Tax Charged	1	100.00	400.00		
No of Invoices	Total Net Value	Total Tax Charged										
1	100.00	400.00										
<input type="button" value="Exit"/>												

Fig.38

		<b>Government of Arunachal Pradesh Department of Taxes and Excise -: WEB ACK. SLIP :-</b>	
NAME :	<b>M/S SARKAR</b>		
ACK NO. :	<b>2110341</b>	TIN NO:	<b>12170852102</b>
DATE :	<b>31/01/2013</b>	PERIOD:	<b>201212 (YYYYMM)</b>
ITEM :	INTERSTATE SALE INVOICE ENTRY		
Web generated Acknowledgement Slip			
<input type="button" value="Print"/> <input type="button" value="Back"/>			

Fig.39

## Entering Purchase / Sales Invoice Data offline and then uploading in the Server

The primary requisite for the dealer to be able to use the downloaded .xls file is to have at least Microsoft Office 2003 (or later) and 'Downloader Accelerator Plus'

(optional) installed in the Computer. Click on the

Reports and Help

Button,

the following screen is displayed:

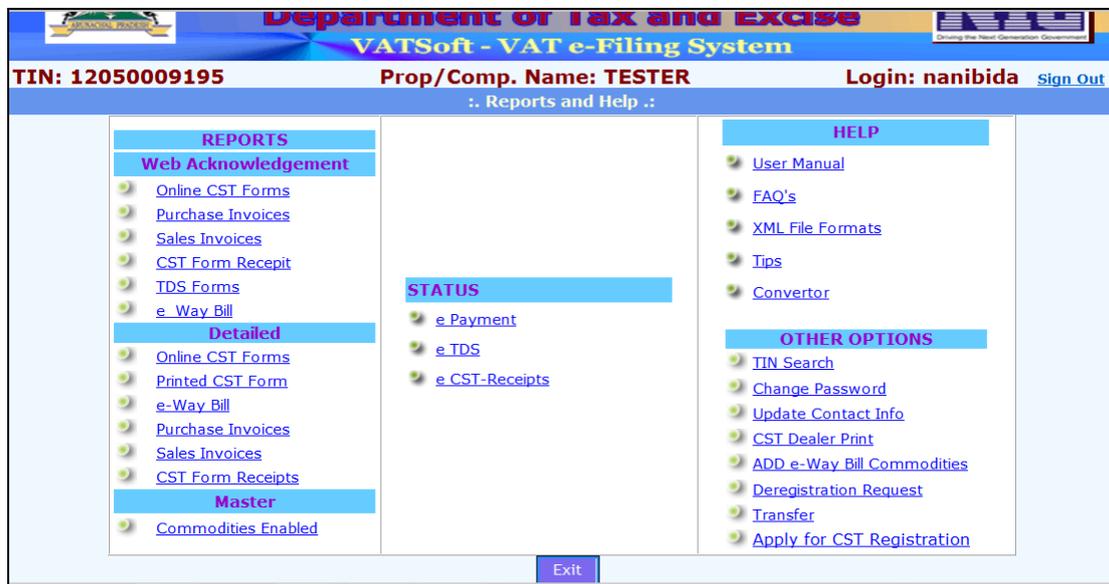


Fig.40

In the above screen-shot, click on the 'Converter' link under the HELP section, the following screen is displayed:



Fig.41

Dealer has to download the converter ('**VATeFSCConvert.zip**') from the above screen. The offline Invoice data has to be entered in the downloaded Excel file which has to be converted to XML format and then uploaded in the Server. To download the Converter, click on the 'Download' button. The following Dialog-box (fig-42) is displayed:

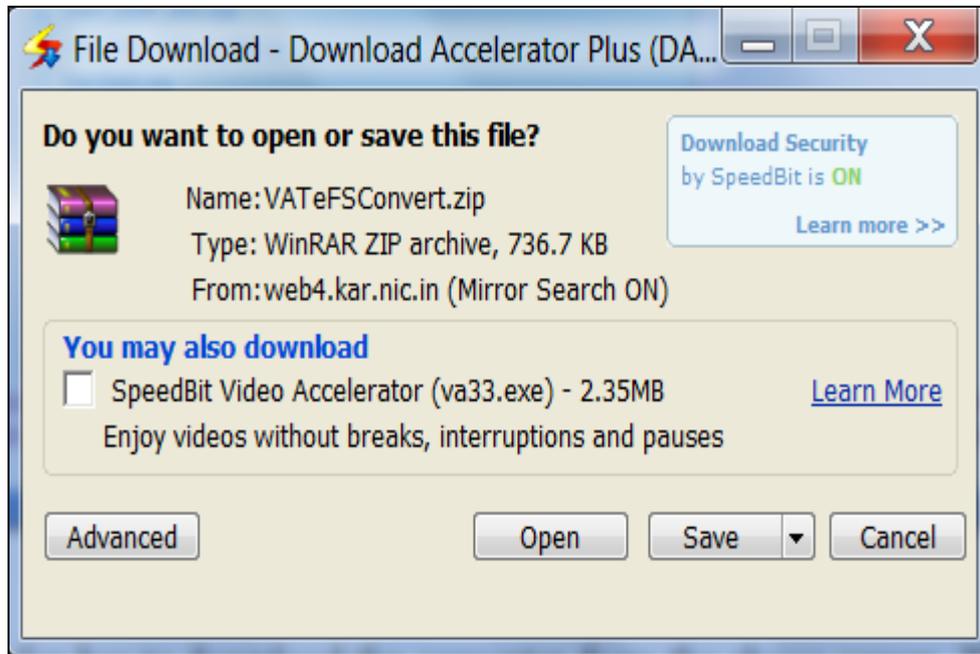


Fig.42

Click on the 'Save' button, the following Dialog-box is displayed:

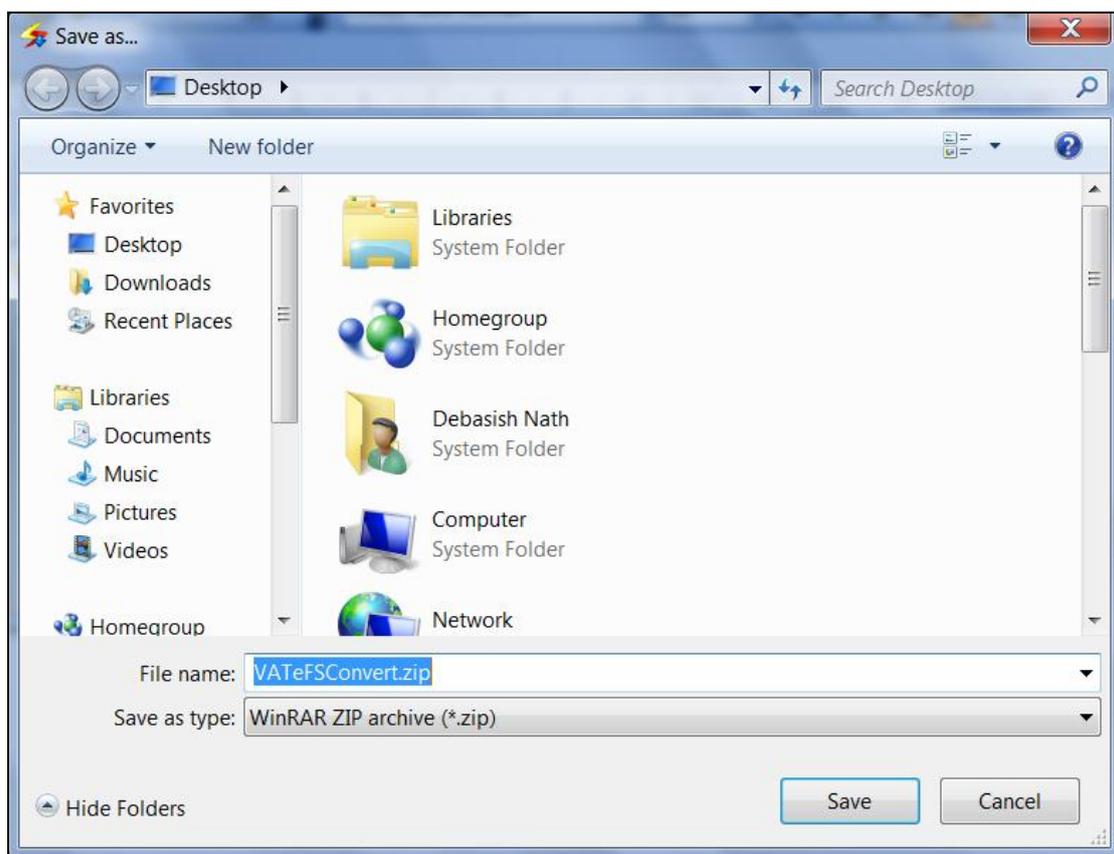


Fig.43

In the above Screen-shot, select the folder / create new folder where the 'VATeFSConverter.zip' file is to be saved, and then click on the Save button. After the .zip file is downloaded, it has to be unzipped / uncompressed. The downloaded '.zip' file should appear something like the screen-shot given in Fig.44 in the next page.

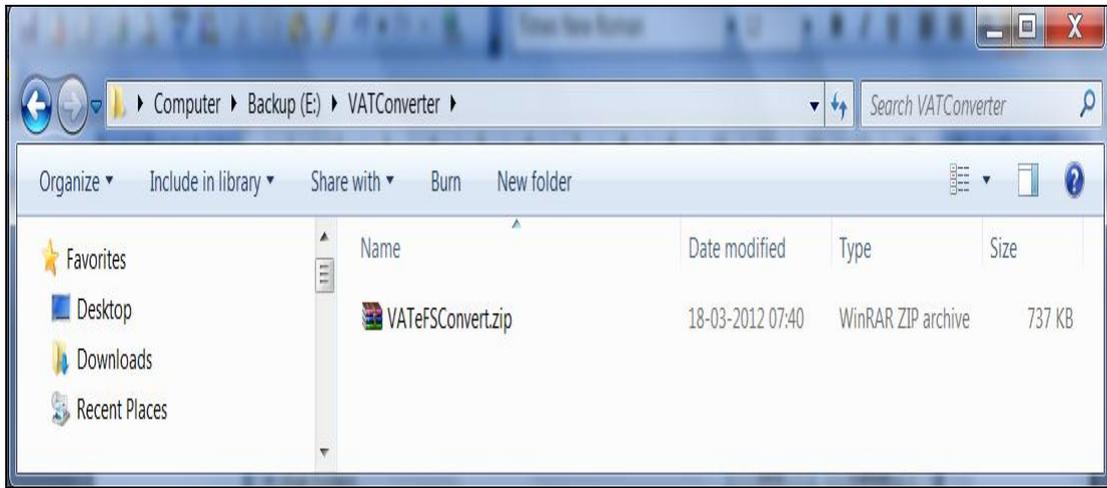


Fig.44

To unzip / uncompress the zip file, right-click on the file (latest WinZip or WinRAR software should be installed in the Computer), the following shortcut menu is displayed. Select the option 'Extract Here'. A folder 'AR\_vatefs' is automatically created. Double-Click the 'AR\_vatefs' folder, the list of file as shown in screen-shot, Fig.29 is displayed.

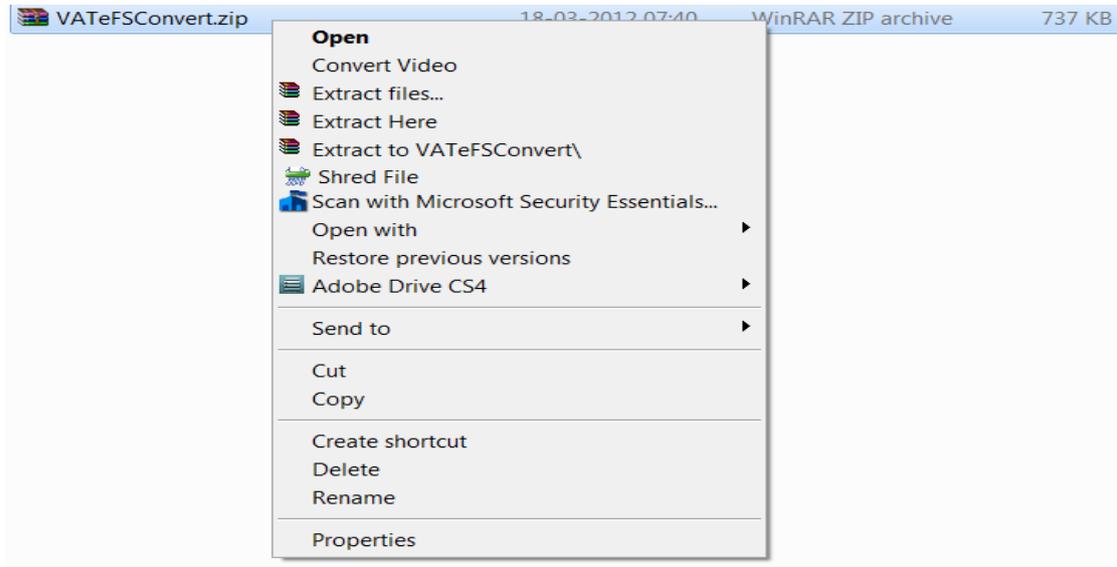


Fig.45

Name	Date modified	Type	Size
C Form_CST_COM.xsd	29-02-2012 15:12	XML Schema File	6 KB
C_Form_CST_COM.xls	18-11-2011 16:51	Microsoft Excel W...	214 KB
ListofStateNames.xlsx	08-11-2011 16:47	Microsoft Office E...	9 KB
PurInv_InterState_errlog.txt	08-03-2012 13:44	Text Document	1 KB
PurInv_InterState_XLS.xls	08-03-2012 13:45	Microsoft Excel W...	2,340 KB
PurInv_InterState_XSD.xsd	02-03-2012 17:15	XML Schema File	5 KB
PurInv_Local_errlog.txt	08-03-2012 13:36	Text Document	1 KB
PurInv_Local_XLS.xls	08-03-2012 13:45	Microsoft Excel W...	359 KB
PurInv_Local_XSD.xsd	08-03-2012 12:56	XML Schema File	4 KB
SalInv_InterState_errlog.txt	08-03-2012 13:50	Text Document	1 KB
SalInv_InterState_XLS.xls	08-03-2012 13:50	Microsoft Excel W...	569 KB
SalInv_InterState_XSD.xsd	02-03-2012 17:16	XML Schema File	6 KB
SalInv_Local_errlog.txt	08-03-2012 13:46	Text Document	1 KB
SalInv_Local_XLS.xls	08-03-2012 13:47	Microsoft Excel W...	534 KB
SalInv_Local_XSD.xsd	02-03-2012 17:16	XML Schema File	4 KB

Fig.46

To enter the data of Local Purchase Invoice, offline, double-click on the following filename 'PurInv\_Local\_XLS.xls'. The Excel file, 'PurInv\_Local\_XLS, opens, which has a 'Convert to XML' button. Fill-up the Excel file and click on the 'Convert to XML' button, to generate the XML file which has to be uploaded in the Server. A screen similar to the one shown below is displayed.

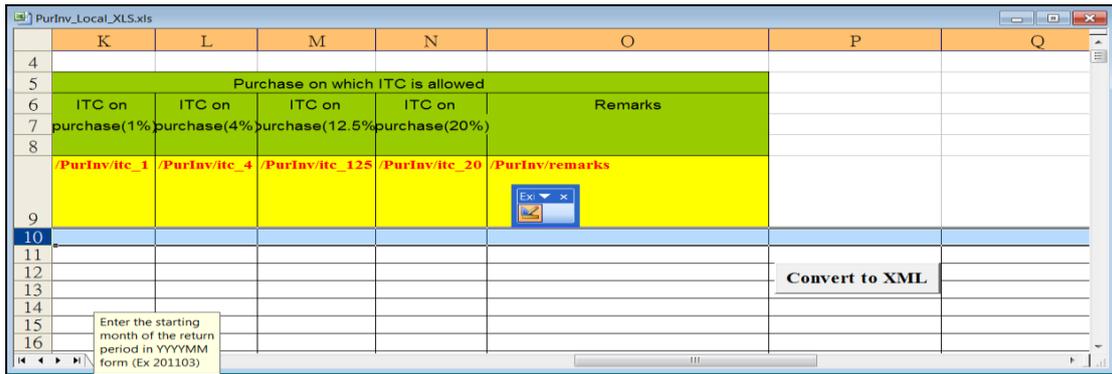


Fig.47

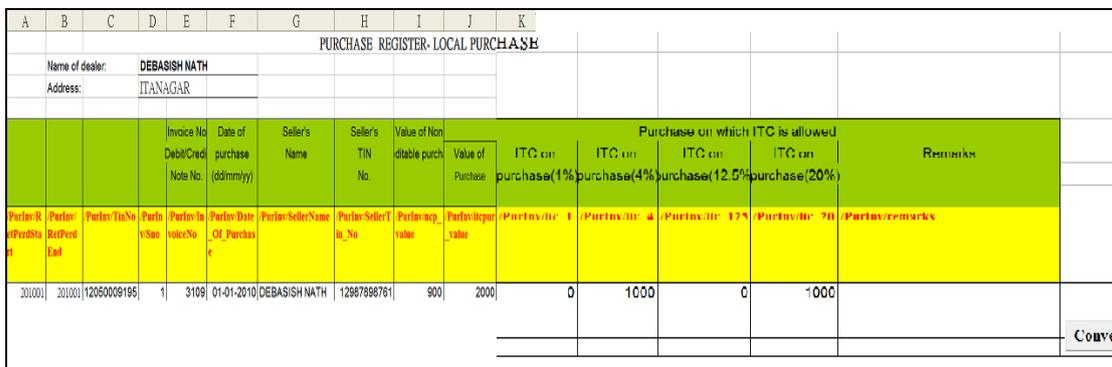


Fig.48

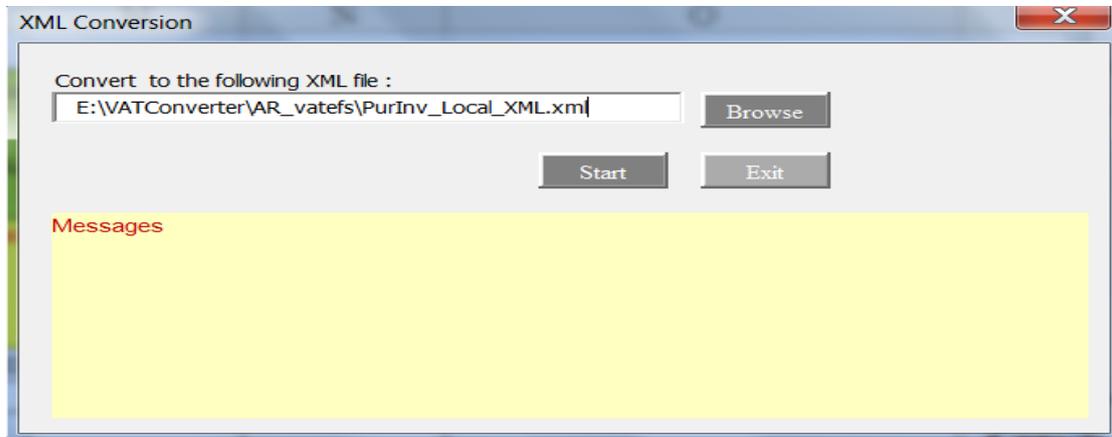


Fig.49

Click on the 'Start' button to start the conversion process. If required, you can change the .xml file name also. After the 'Start' button is clicked, the following Dialog-box appears:

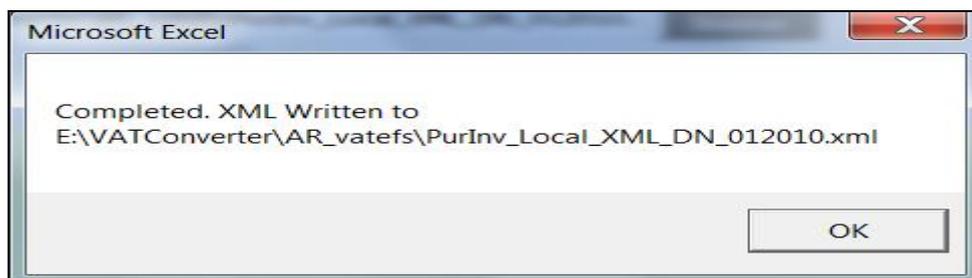


Fig.50

## Uploading '.XML' file to the Server

To upload the .xml file to the Server, select the 'Upload ZIP/XML File' option, from the 'Purchase Invoice / Sales Invoice' section. The following screen is displayed:

Fig.51

In the Screen above, select the Purchase Type (Local Purchase for our example), Return Type and the Return Period (Monthly: Year and Month has to be selected. Quarterly: Year and Quarter has to be selected). Next, select the .xml file to be uploaded by clicking the 'Browse' button. Now click on the 'Go' button to proceed to the next screen, Fig.35 shown below:

Fig.52

Fig.53

In the Screen above, click on the 'Validate XML Data' to complete the upload process. In case of any error in the xml file, like invalid TIN No. entered, the error will be displayed. The error reported, if any, has to be corrected in the .xls file and the xml file has to be generated again. If every step goes smoothly, the following screen is displayed:

RetPerdStart	RetPerdEnd	TinNo	Sno	InvoiceNo	Date_Of_Purchase	SellerName	SellerTin_No	ncp_value	Itcpur_value	Itc_1	Itc_4	Itc_125	Itc_20
201001	201001	12050009195	1	3109	01/01/2010	DEBASISH NATH	12987898761	900	2000	0	1000	0	1000

Fig.54

In the Screen above, click on the 'Save the Data' button to complete the upload process. The following screen is displayed:

RetPerdStart	RetPerdEnd	TinNo	Sno	InvoiceNo	Date_of_Purchase	SellerName	SellerTin_No	ncp_value	Itcpur_value	Itc_1	Itc_4	Itc_125	Itc_20
201001	201001	12050009195	1	3109	01/01/2010	DEBASISH NATH	12987898761	900	2000	0	1000	0	1000

Fig.55

To modify the data for the Invoice No.3109 uploaded in the Server from the xml file, click on the 'Entry and Update' link on the Purchase Invoice Section. The following screen is displayed:

Fig.56

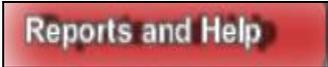
Make the necessary selection and click the 'Go' button. The following screen is displayed:

SI No	Seller Name	Seller TIN	Invoice No	Invoice Date	Value to Non Creditable Purchase	Value of Purchase	ITC on Purchase (1%)	ITC on Purchase (4%)	ITC on Purchase (12.5%)	ITC on Purchase (20%)	Remarks
Select 1	DEBASISH NATH	12170814110	767680	05/01/2010	0	10000	5000	0	5000	0	
Select 2	DEBASISH NATH	12987898761	3109	01/01/2010	900	2000	0	1000	0	1000	0

Fig.57

The DataGrid above displays the records entered online as well as offline. Select the row for Invoice '3109' (uploaded) and make the necessary changes and update the data. This completes the entire process for uploading data from xml file. The same steps can be followed to upload other xml files related to Sales and Purchase Invoice.

## Changing Dealer Password

The dealer has to click on the  Button, the following screen is displayed:

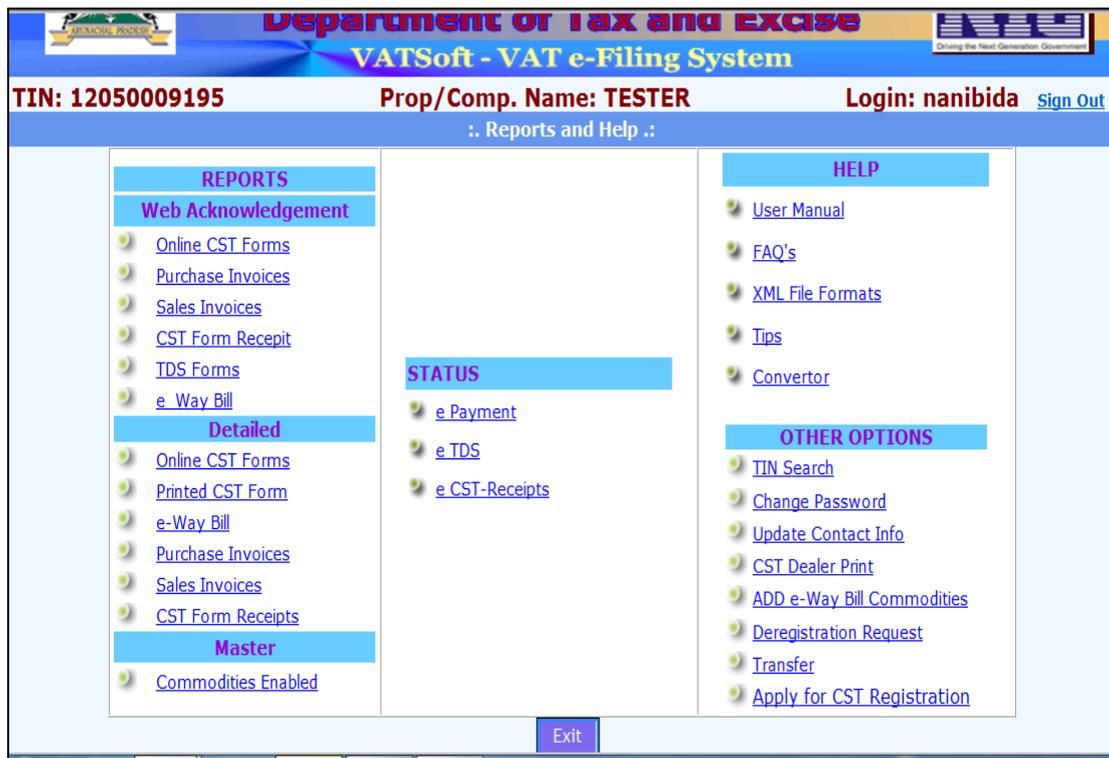


Fig.58

In the above screen-shot, click on the 'Change Password' link under the 'OTHER OPTIONS' section, the following screen is displayed:

The screenshot shows the 'CHANGE PASSWORD' form in the 'Department of Tax and Excise' VATSoft - VAT e-Filing System. The form is titled 'CHANGE PASSWORD' and includes a key icon on the left. The fields are: Login Name (nanibida), Current Password, New Password, and Re-enter New password. There are 'Change' and 'Back' buttons at the bottom.

Fig.59

Fill-up the form and click on the 'Change' button to assign a new password to the Dealer. Only dealer can change his password. The dealer has to change his password on first login also (**Mandatory**)



Fig.60

If the dealer forgets his password then the only option available with the dealer is to approach the Superintendent of the local Tax and Excise Office. The Superintendent shall reset the password for the dealer.

The Superintendent has to logon into the system with his login credentials (we shall see the steps to reset the password for dealer with TIN No.12050009195.

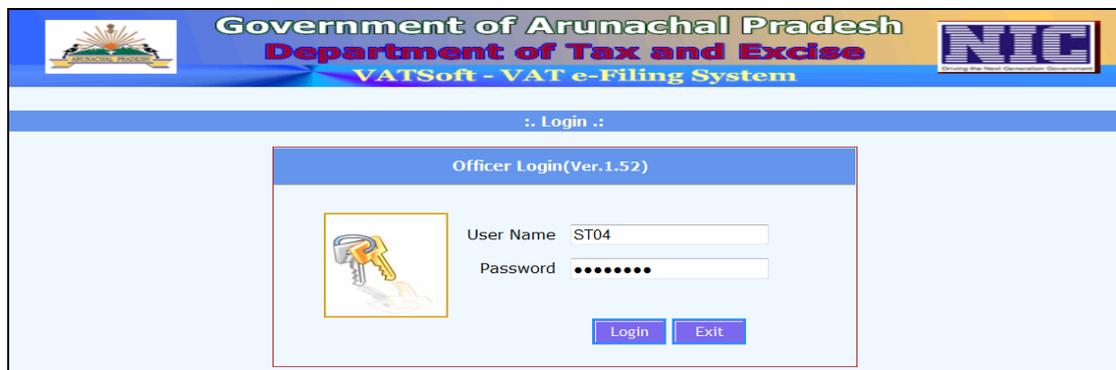


Fig.61

Next, the Superintendent has to select the 'Reset Password' option from the 'DLR. ADMIN' Menu.



Fig.62

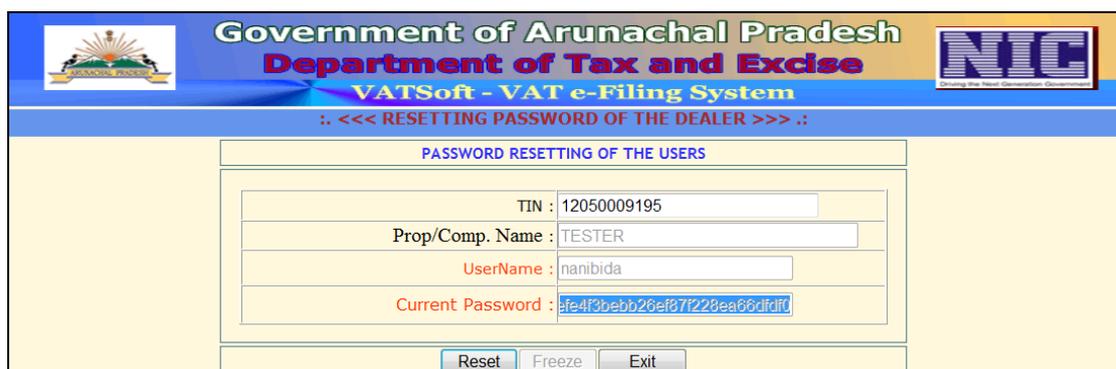


Fig.63

The Superintendent has to enter the dealer's TIN No. and press the enter button. The current password is displayed in encrypted form. Now, the Superintendent has to click on the Reset button to reset the password of the dealer and then click the Save button. The following screen is displayed:

Fig.64

When the Save button is clicked, the following report is displayed:

Fig.65

A print-out of the above report can be given to the dealer. Now the dealer has to Login with the new Password given to him.

Fig.66

## Logging Out of the e-Services Module

After a dealer has completed his / her work he has to invariably come out of the e-Services interface by clicking the 'Sign-Out' link.

Fig.67