User Manual

e-Purchase
&
e-Sales
Modules

ArunTax Project

Prepared by : Debasish Nath, Technical Director
National Informatics Centre
Arunachal Pradesh State Centre
State Circuit House, C Sector
Itanagar – 791 111

sio-arn@nic.in
debasish.nath@nic.in

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:
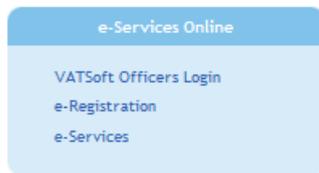

Fig-2

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:
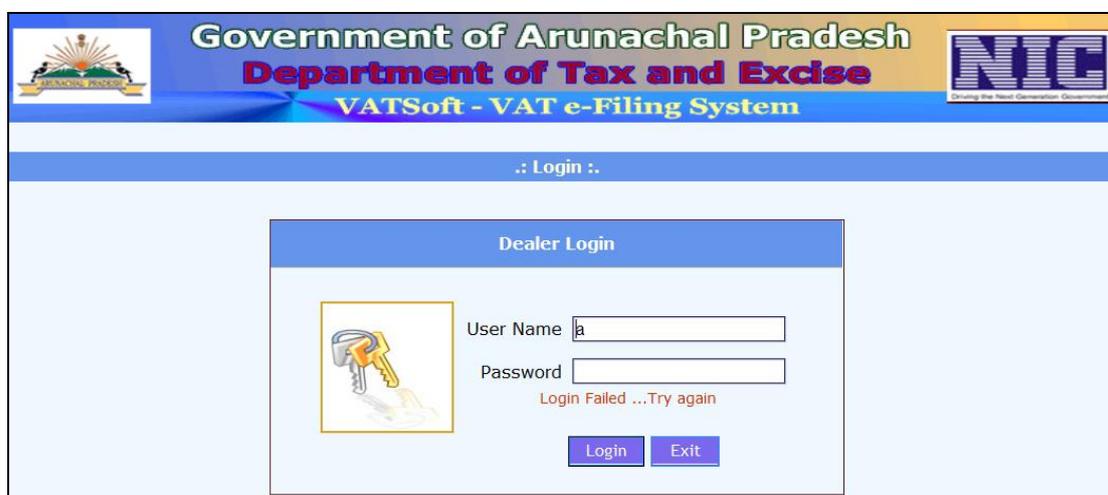
Fig.6

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 PURCAHSE INVOICE section. You get the following screen:

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:

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] icon. When the Calendar icon is clicked, the following control appears:
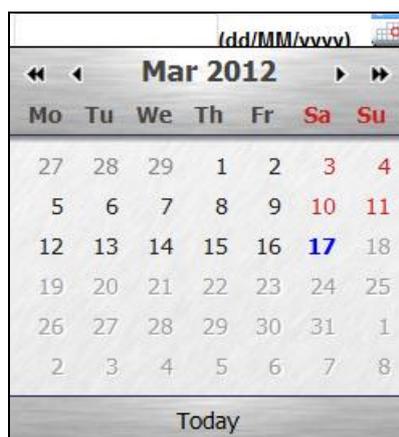
Fig.10

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:

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.

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:

Fig.13

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 '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 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 Purchaseand the Entry tax Due figures.

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:

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:

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:

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:

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:

Fig.20

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

Fig.21

Fig.22

Fig.23

Fig.24

e-Sales Module

To enter the detail of Sales(Inter-State /Local) there are two ways, first alternative is to enter the data online, selecting 'Entry and Update' option. Otherwise, if the number of invoices to be entered is more, then the system provides facility to the dealer to enter the invoice detail of-line in h(is)/(er) computer and then upload a XML file into the server.

To enter the Sales Invoice detail online, click on the 'Entry and Update' link under the SALES INVOICE section. You get the following screen:

Fig.25

In the Screen above, select the Purchase Type, Return Type and Return Period Type (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 Sales

To enter the Sales Invoice detail for Local Sales, select the Local sales Radio button and click on the 'Go' button. The following screen is displayed:

Fig.26

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', entery 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

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

Fig.29

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:

Fig.31

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.

	Government of Arunachal Pradesh **Department of Taxes and Excise** -: WEB ACK. SLIP :-
☒ Emblem	
NAME :	M/S SARKAR
ACK NO. :	2110340 TIN NO: 12170852102
DATE :	31/01/2013 PERIOD: 201212
ITEM :	SALE INVOICE ENTRY

Web generated Acknowledgement Slip

[Print] [Back]

Fig.37

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 - Verify and Submit Form .:

Select Nature of Sale Transactions	○ Local Sales ◉ Interstate Sales
Select Return Type	◉ O (Original) ○ R (Revised) ○ E (Exception)
Return Period	◉ Monthly ○ Quarterly Year [2012 ▼] [Dec ▼]

List of Sales Invoices entered

Invoice Date	Total Invoices	Total Net Tax	Total Tax
12/12/2012	1	100.00	400.00

No of Invoices	Total Net Value	Total Tax Charged
1	100.00	400.00

[Submit] [Exit]

Fig.38

	Government of Arunachal Pradesh **Department of Taxes and Excise** -: WEB ACK. SLIP :-
☒ Emblem	
NAME :	**M/S SARKAR**
ACK NO. :	**2110341** TIN NO: **12170852102**
DATE :	**31/01/2013** PERIOD: **201212 (YYYYMM)**
ITEM :	INTERSTATE SALE INVOICE ENTRY

Web generated Acknowledgement Slip

[Print] [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:
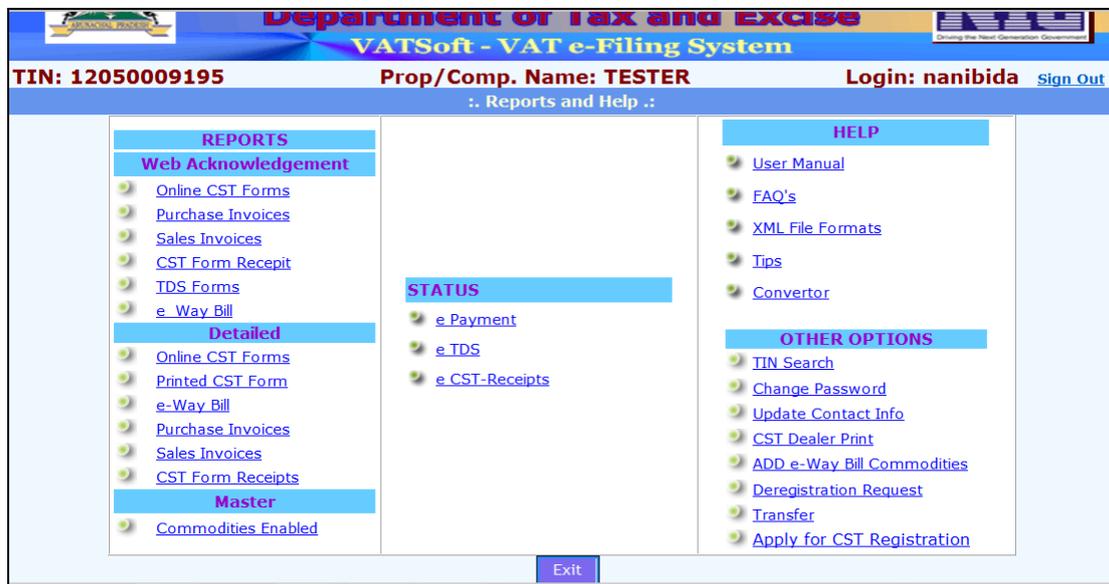

Fig.40

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 (**'VATeFSConvert.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:
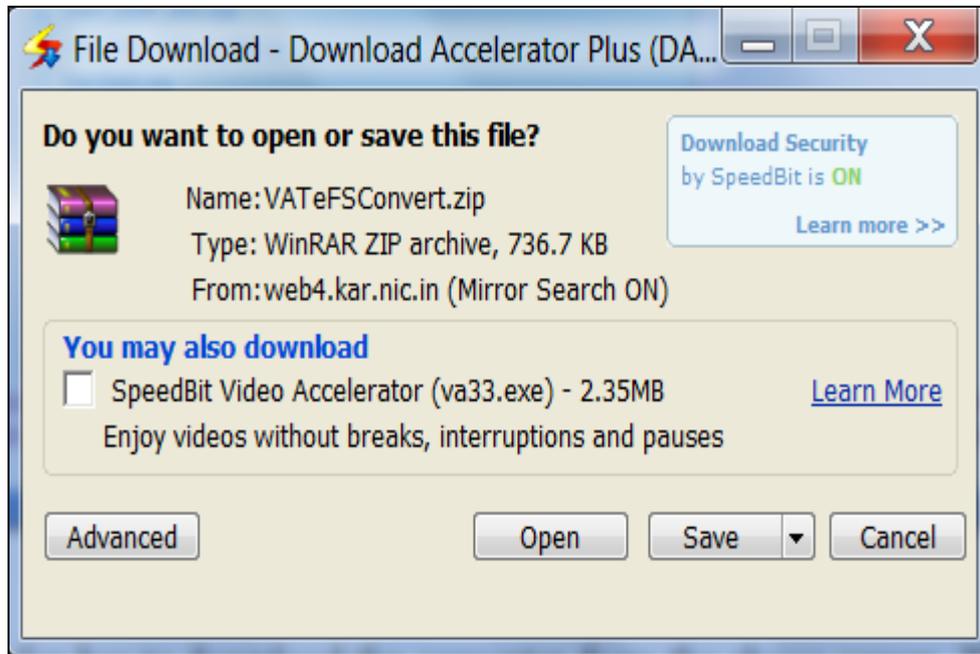
Fig.42

Click on the 'Save' button, the following Dialog-box is displayed:
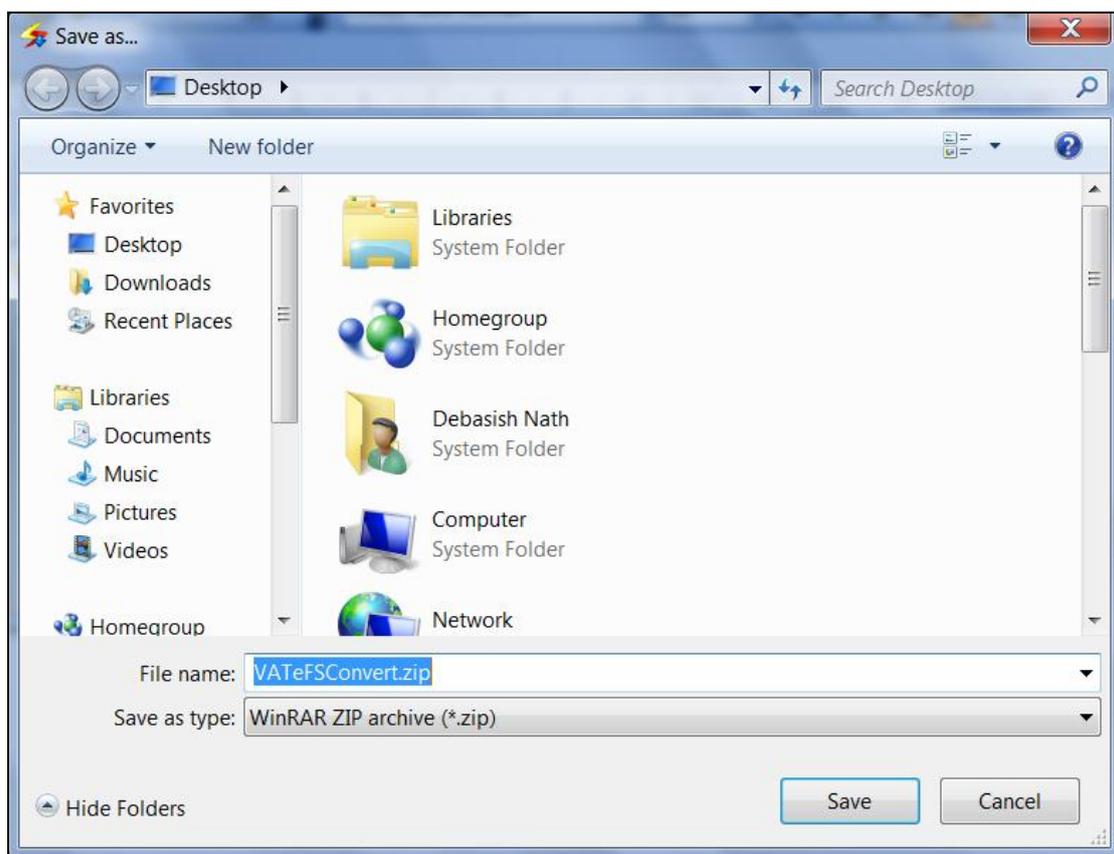
Fig.43

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.
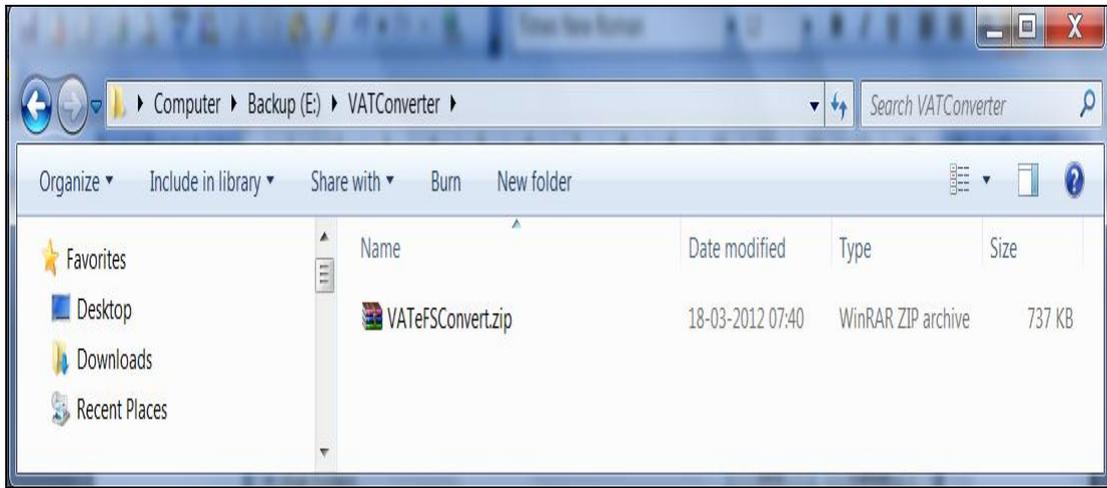
Fig.44

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

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.
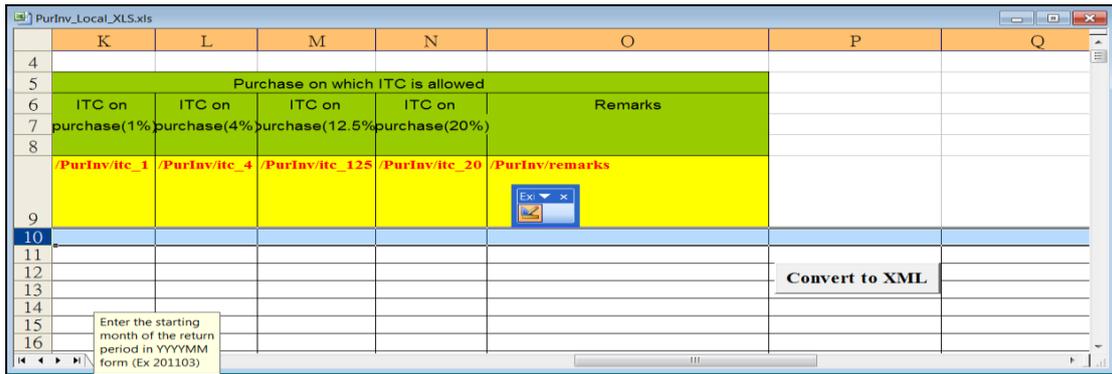
Fig.47
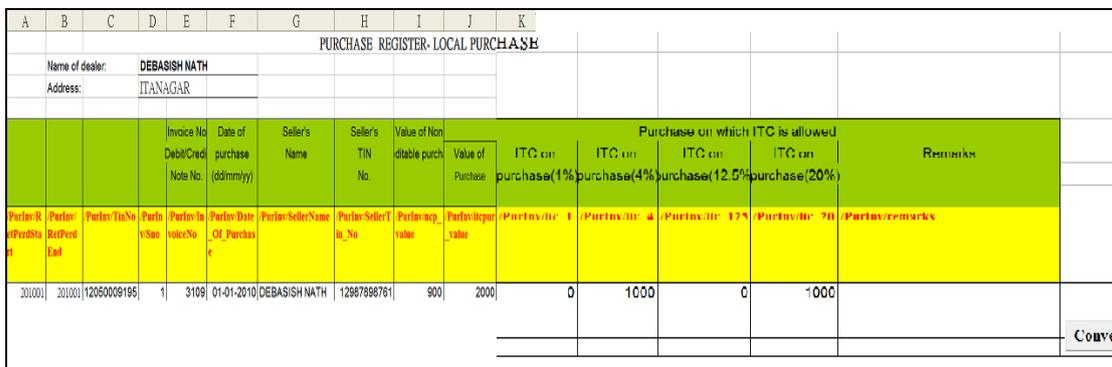
Fig.48
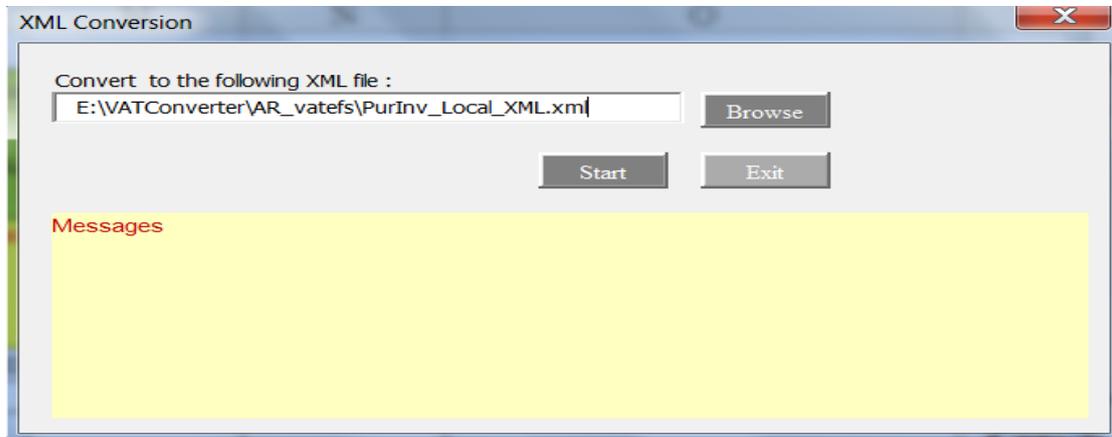
Fig.49

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:
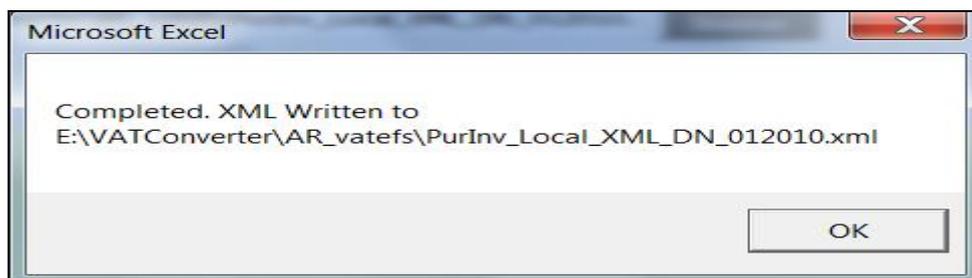
Fig.50

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:

Fig.54

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

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:

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 [Reports and Help] Button, the following screen is displyed:
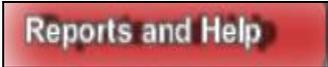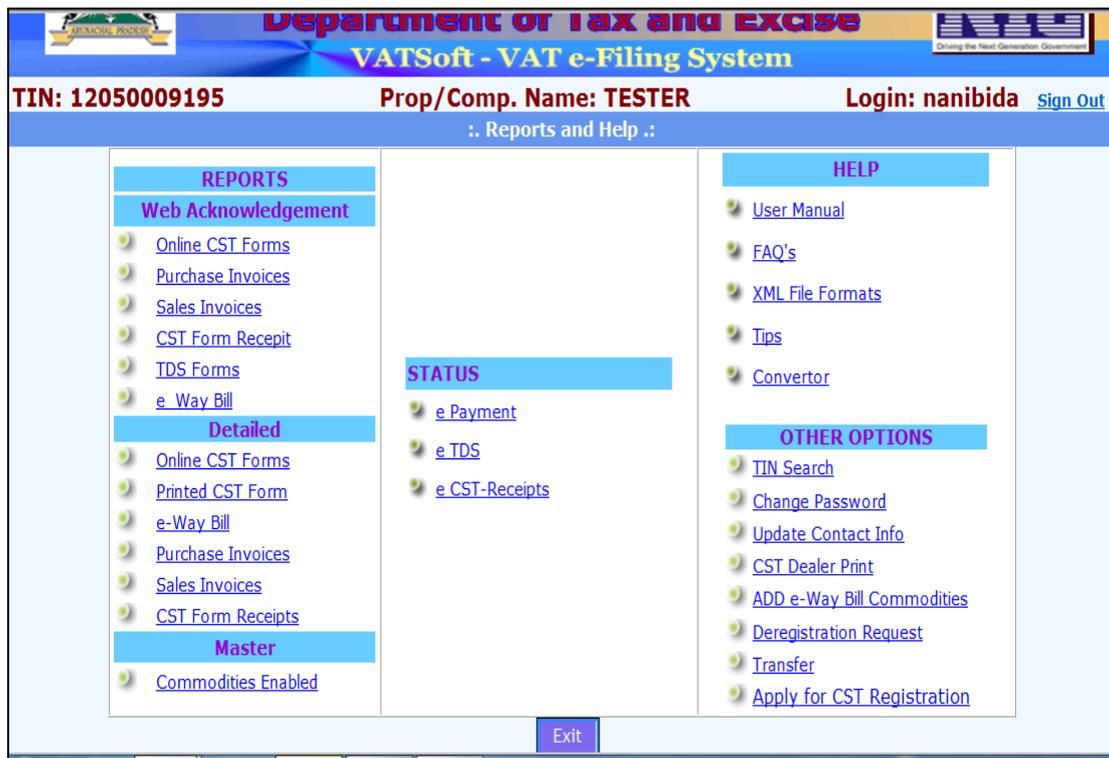
Fig.58

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

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.
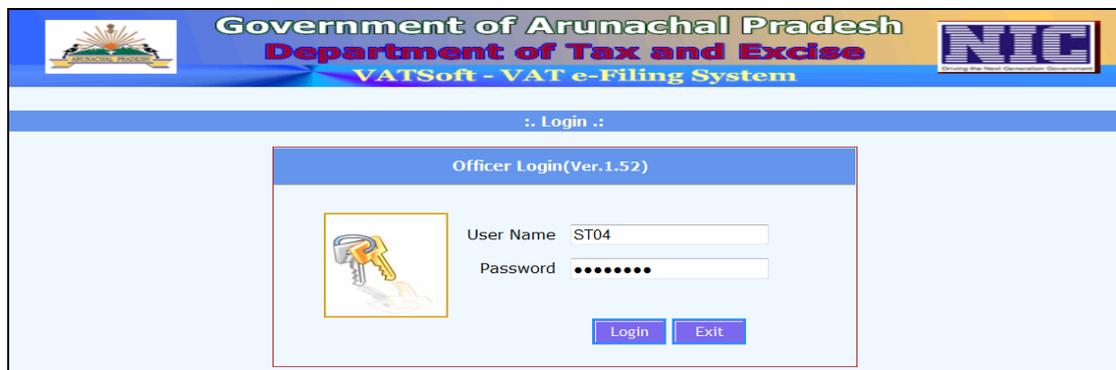
Fig.61

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

Fig.62
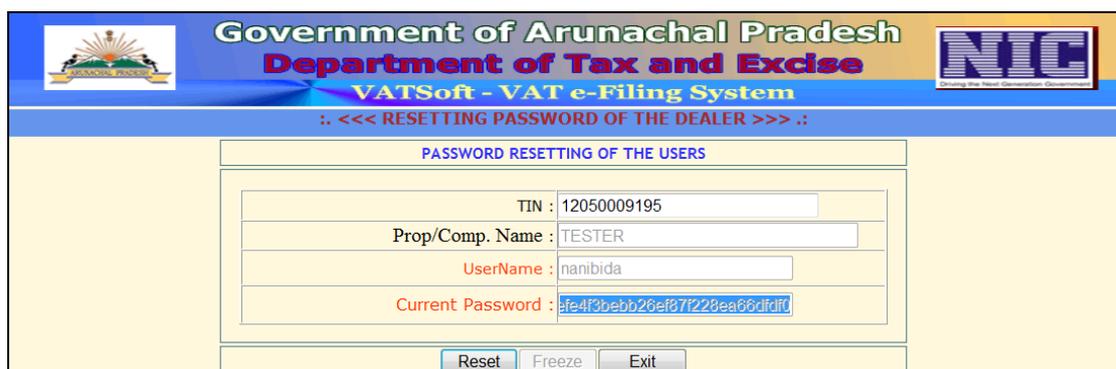
Fig.63

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

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