User Manual

Register the Certificate and Sign document using web (Internet) application



Step 1 -> go to<u>http://dvat.gov.in</u> and click on Download link.

Step 2 -> Click here to **PKI Components** & must be installed **"nCodeDSCInstall.msi"** on client pc for DSC registration, Must be installed Digital Certificates on client pc for DSC registration.

e 🗅 :	150.1.12.204:8090/(S	150.1.	12.204/dvat/(S	150.1.12.204/	Dvat/(S	🗋 Oops! Google Chro 🛛 💈	🖞 mca.seema@gn	nail) dvat.go	v.in/Test/Aft
	वैट					Home Tende	r Grievance	Contact u	15	
,	VAT		Depar Gov	tment /ernme	of Tr nt of N	ade and Tax I.C.T. of Delhi	kes		_	AX RUST RANSPARENCY
Abo	ut Us Act & Rules	Form	s Notifications	Circulars	Orders	Determination orders	Public Notice	FAQs	Help	
	ogin	\$. No.				Description				View
Deale	er		NEW							
▶ TAN		1.	Offline Block					Click Here		
Bank		2.	Instruction Sheet for Filing Offline					Click Here		
Depai	rtment	3.	Excel Sheet for Offline					Click Here		
Bangi	uet Halls		OLD Offline Block Instruction Sheet for Filing Offline Description							
P GOOD:	s Movement (1-2)	4						Click Here		
e-Ser	vices							<u>Click Horo</u>		
Regis	tration	0.								
Deale	er Search	ь.	Excel Sheet for O	ttline						Click Here
Form	Verification		OTHERS							
Cance	elled Dealers	7.	Services(dll) of o	ffline block fo	printegrati	on in application				Click Here
D-1	hi Cout Bostal		Digital Signature							
Del	in GOVE POPular	8.	Offline Digital Sig	ning						Click Here
TINXSYS		9.	PKI Components							Click Here

Step 3-> Click on More link & then click on Register DSC.

ů,	Department of Trade and Taxes	Change Passw
VAT	Government of N.C.T. of Denn	Add Sub User
DP-1 Profile Annexure Return H	Refund Form Central Form Goods Movement Payment Reconciliation Assessment Notice Objection Payment	Login Profile
Dealer Home		Register DSC
To an he for a second second	ment of the Research of the second of the second state of the line of the second of the Research of the Research	
-> To apply for processing of	refund under Expeditious Disposal of Refund Scheme please visit the link ''Refund->Refund Claim Form''.	•

Step 4-> Then Page will be open for DSC Registration

a. Click on **"Select Certificate"** button.

वैट V V VAT		Departn Gove	nent of Trade and Taxes rnment of N.C.T. of Delhi		AX RUST RANSPARENCY
Links			-		
DSC Re	gistration				
User ID	1111				
Select Certificate					
Serial No		Subject			
ThumbPrint		Valid From			
/alid To		Version			
ssuer	\bigcirc	Public Key	$\langle \rangle$		
ligned Data	$\langle \rangle$	Name			
Class		Email			
ssued To		Issued For			
SerialNo Subje	ct est Certificate Name I,			ValidFron	n ValidTo Issuer CN=(n)Code Solutions CA 2011-1, OID.2.5.4.51=301, GNFC Infotower, 01-08 Permaining Time - 01-59-37 R

b. A window will open to select list of Installed Certificate. After selecting the Certificate then click on **"ok"** button.

Welcome Sumit Kumar(1111) Default	\checkmark	Home More▼ Logout
वेट V VAT	Department of Trade and Taxes Government of N.C.T. of Delhi	AX RUST RANSPARENCY
	Windows Security	×
Links	(n)Code Solutions - A Divn. of GNFC Ltd. [Signing] PKI Component	^
DSC Registration	Test Certificate Name I	
User ID 1111	Valid From: 2013-01-08 Co 2015-01-08 Click here to view certificate prope	
Serial No		
ThumbPrint	OK Cance	
Valid To	Version	
Issuer	Public Key	
Signed Data	Name	
Class	Email	
Issued To	Issued For	
SerialNo Subject CN=Test Certificate Name I, SERIALNUMBER=c07be34a4f24a0d24	26ce320f2e508bbb08c1b11ac6df3b331da09009971412d.	ValidFrom ValidTo Issuer CN=(n)Code Solutions CA 2011-1, OID.2.5.4.51=301, GNFC Infotower, 601-08 01-08- 01-08 Remaining Time : 01:59:43 Reset

c. Now click on save to register the selected certificate.

Welcome Sumit H	/elcome Sumit Kumar(1111) Default							
वेट V V VAT		AX Rust Ransparency						
Links						\uparrow		
DSC Re	gistration					Ĵ		
User ID	1111					٦		
Select Certificate	2							
Serial No	4DAF21A6	Subject	CN=Test Certificate Name I, S					
ThumbPrint	C001EB05542051CDA5DCFB	Valid From	01-08-2013 10:36:23					
Valid To	01-08-2015 00:00:00	Version	3					
Issuer	CN=(n)Code Solutions	Public Key	MIIHkDCCBnigAwIBAgIET a8hpjANBgkqhkiG9w0BA					
Signed Data	MIIOfgYJKoZlhvcNAQcCol ^ IObzCCDmsCAQExCzAJBg V	Name						
Class	3	Email	testcerts@ncodesolutions.co					
Issued To	Test Certificate Name I	Issued For	Digital Signature, Non-Repud					
SerialNo Subje	ct	ValidFrom	m ValidTo Issuer					
CN=T	est Certificate Name I,	01-08-	CN=(n)Code Solutions CA 2011-1, OID.2.5.4.51=301, GNFC Infotower, 01-08 Remaining Time - 01-59-35 Rese	1				
SERIA	SERIALNUMBER=c07be34a4f24a0d24e6ce320f2e508bbbb08c1b11ac6df3b331da09009971412d.							

Step 5-> Sign DVAT-56

a. Navigate to Return->Sign DVAT-56 Digitally :

बैट V VAT		Department of Trade and Taxes Government of N.C.T. of Delhi	٦	AX RUST RANSPA	RENCY
DP-1 Profile Annexure	Return Refund Form Centr	al Form Goods Movement Payment Reconciliation Assessment Notice Objection Payment			
Dealer Hom	Digitally Signed DVAT-56 History DVAT 16				
-> To apply for proc	Form 1 Approval of Return History	ditious Disposal of Refund Scheme please visit the link "Refund->Refund Claim Form".			
\longrightarrow	Form1 R.10(2009-10) Form1 R.10(2010-11 onwards) Sign DVAT-56 Digitally				

- b. A page, shown below, will open. Select The document type (DVAT 56)
- c. Enter the document id .here Confirmed Return ID is Document Id.
- d. Select the certificate from list to sign document.
- e. Now click on "Sign digitally" button to sign document.
- f. A confirmation window will open after successfully signing of the document.

PDF Signing

Document Type	DVAT	56 🗸		
Document ID	20009	91023		
Select Digital Certificate	Select	t Serial No	Subject	Issuer
	. O	4DAF21A6	CN=Test Certificate Name I, SERIALNUMBER=c07be34a4f24a0d24e6ce320f2e508bbb08c1b11ac6df3b331da09009971412d, S=Gujarat, PostalCode=392015, OU=CID 2433215, OU=Marketing, O=Gujar Valley Fertilizers Company Limited File signed successfully	CN=(n)Code Solutions CA 2011-1, OID.2.5.4.51=301, GNFC Infotower, STREET=Bodakdev, S G Road, Ahmedabad, S=Gujarat, PostalCode=380054, OU=Certifying Authority, O=Gujarat Narmada Valley Fertilizers Company Ltd., C=IN
		T	ОК	

g. Digitally Signed returns can be downloaded from Return -> Digitally Signed Return History.

Welcome M/s Rajesh Tra बेट अ	ders Pvt. (079999999999)	Department of Trade and Taxes	Home	More▼ Log AX RUST	gout
VAT		Govenment of N.C.T. of Dem		RANSPAREN	CY
DP-1 Profile Annexure	Return Refund Form Centr	al Form Goods Movement Payment Reconciliation Assessment Notice Objection Payment			
Dealer Hom	Digitally Signed DVAT-56 History DVAT 16				
	Form 1				_
-> To apply for proc	Approval of Return History	ditious Disposal of Refund Scheme please visit the link "Refund->Refund Claim Form".			
	Form1 8.10(2009-10)				
	Form1 R.10(2010-11 onwards)				
	Sign DVAT-56 Digitally				
	1	•			

h. Returns not signed digitally can be downloaded from Return -> History.



Note: Unsigned copy of returns which are successfully signed digitally can't be downloaded from website and digital sign feature computable with Internet Explorer version 8,9,10.

Register the Certificate and Sign document using Desktop application

1. Install the Offline Mode of Digital Certificate Signer application on client pc.For download "DigitalCertificateSigner", go to<u>http://dvat.gov.in</u>and click on Download link.

वैट V VAT		Department Governme	of Tra nt of N	Home Tende ade and Tax .C.T. of Delhi	r Grievance XES	Contact us	-	AX RUST RANSPARENCY
About Us Act & Rules	Forms	Notifications Circulars	Orders	Determination orders	Public Notice	FAQs	Help	
Login	\$. No.			Description				View
Dealer	r	NEW						
TAN	1. (Offline Block					Click Here	
Bank	2. 1	Instruction Sheet for Filing Offline Excel Sheet for Offline					Click Here	
Banquet Halls	з. в						Click Here	
Goods Movement (T-2)	(OLD						
	4. (Offline Block				Click Here		
e-Services	5. 1	Instruction Sheet for Filing Offline Excel Sheet for Offline					Click Here	
Registration	6. E						Click Here	
Dealer Search		OTHERS						
Form Verification	7. 9	Services(dll) of offline block fo	orintegratio	n in application				Click Here
Cancelled Dealers		Digital Signature						
Delhi Govt Portal	8. (Offline Digital Signing_						Click Here
TINXSYS	0	PKI Components				Click Horo		

- 2. Must be installed Digital Certificates on client pc for DSC registration
- 3. Sign document
 - a. Enter user id
 - b. Enter your password
 - c. Select The document type
 - d. Enter the document id
 - e. Now click on "Sign digitally" button to sign document.
 - f. A pop-up window will open to select the list installed certificate to sign document
 - g. Select the certificate and click on "ok" button.

OfflineFileSigning			- • ×			
Departn	Govt. of NCT of Delhi	nd Taxes				
		Windows Security				
Credential User ID	44444	Caption Message				
Password Download	Password Downloading file for signing.		Test Certificate Name I Issue: (n)Code Solutions CA 2011-1 Valid From: 2013-01-08 to 2015-01-08 <u>Click here to view certificate prope</u>			
Documei	(
Document Type	DVAT 56				ОК	Cancel
Document ID	200091023					
Î	Sign Digitally					

h. Finally a confirmation window will open after successfully sign the document.

OfflineFileSigning Departn	nent of Trade and Taxes Govt. of NCT of Delhi	_ • ×
Credential User ID Password Uploading	44444 •••••• Started.	File signed successfuly.
Documer Document Type Document ID	DVAT 56 • 200091023	ОК
	Sign Digitally	
