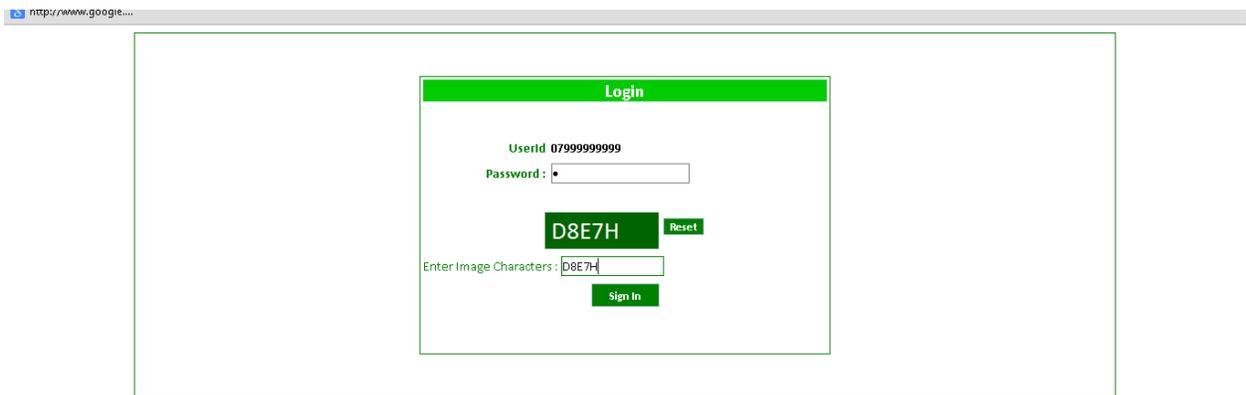
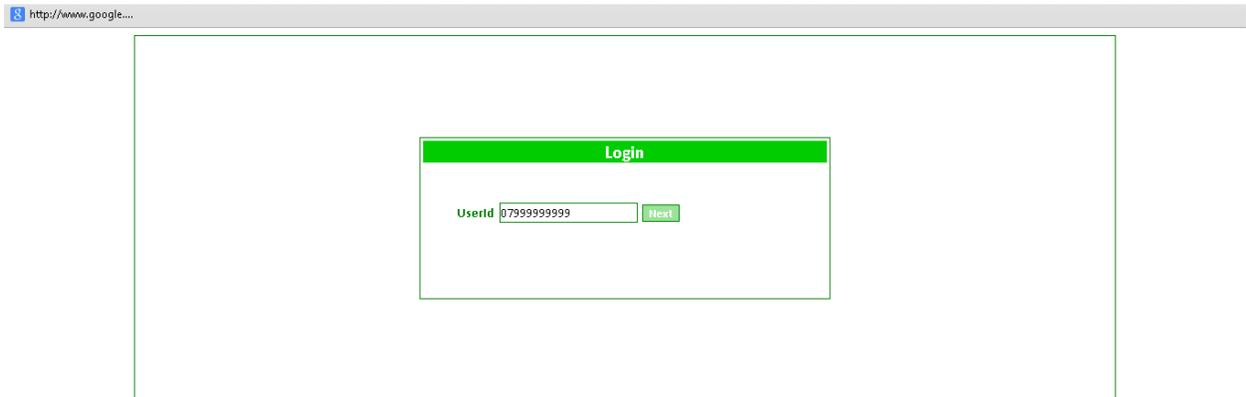


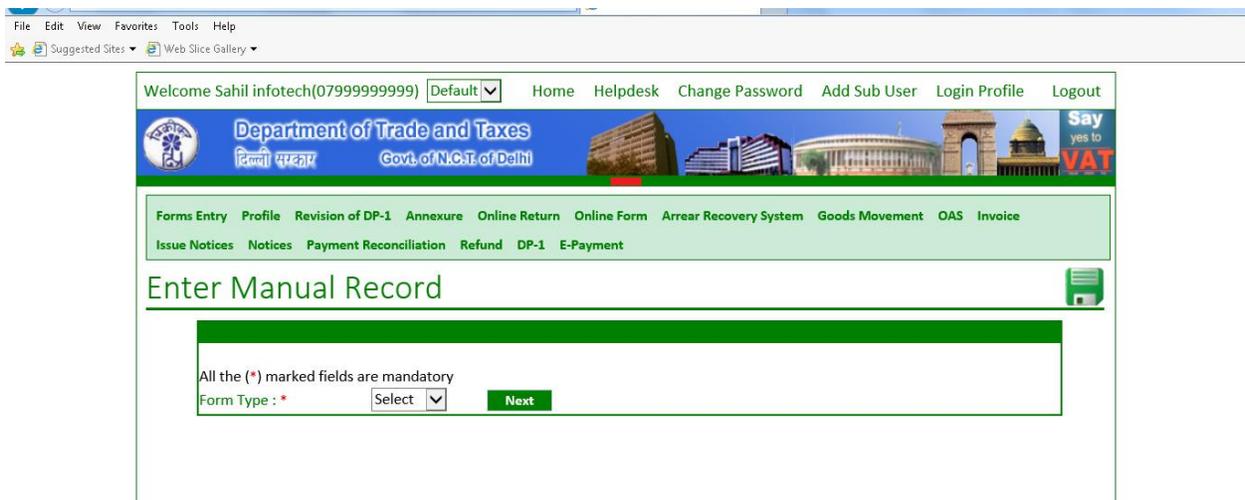
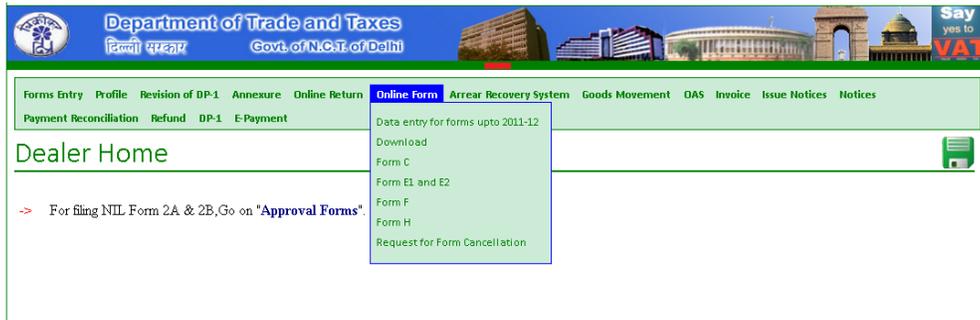
User manual

Data Entry for Forms up to 2011-2012

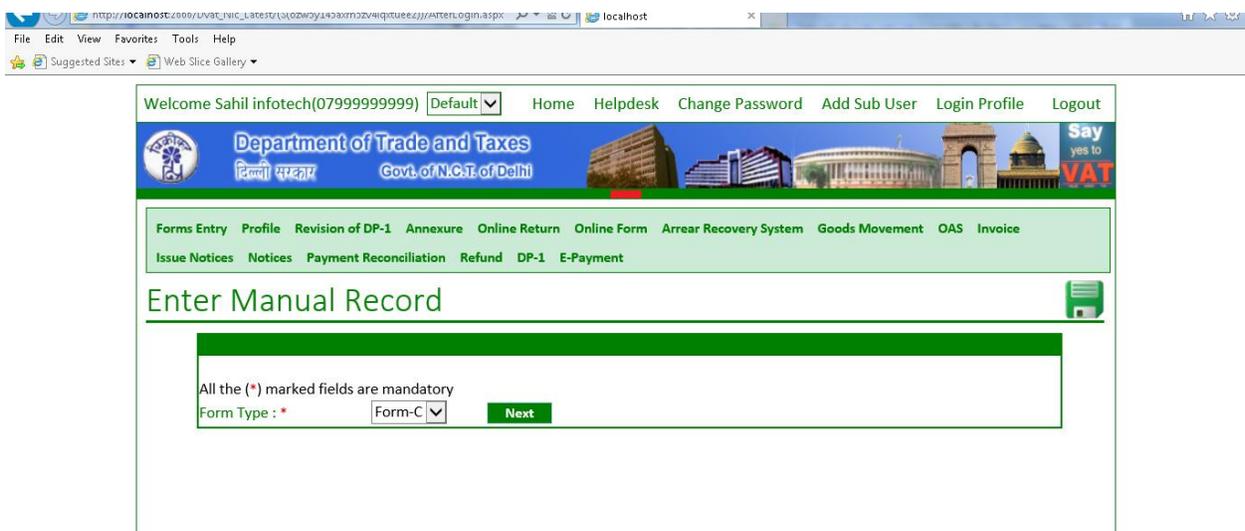
Step 1: Login by Dealer using TIN as User ID and Password.



Step 2: Go through "Online Form" and then click on link 'Data Entry for Form up to 2011-12'. Then "Enter Manual Record" appears.



Step 3: Select any one form Type which is required and Click on Next Button



Step 4: Select financial year and period, and then Click on “Next” Button

Welcome Sahil infotech(07999999999) Default Home Helpdesk Change Password Add Sub User Login Profile Logout

Department of Trade and Taxes
दिल्ली सरकार Govt. of N.C.T. of Delhi

Forms Entry Profile Revision of DP-1 Annexure Online Return Online Form Arrear Recovery System Goods Movement OAS Invoice
Issue Notices Notices Payment Reconciliation Refund DP-1 E-Payment

Enter Manual Record

All the (*) marked fields are mandatory

Form Type : * Form-C

Financial Year : * Select Period : * Select

Step 5: Now fill up party TIN, Party Name and amount in the appearing fields then click on save button. Repeat this step for every dealer.

Welcome A.B.CDEFGJHhghf Pvt Ltd(07999999999) Default Home Helpdesk Change Password Add Sub User Login Profile Logout

Profile Annexure Online Return Online Form Arrear Recovery System Goods Movement OAS Invoice Issue Notices Notices Payment Reconciliation Refund DP-1
E-Payment

Enter Manual Record

All the (*) marked fields are mandatory

Form Type : * Form-F

Financial Year : * 2010-2011 Period : * Jan

Party TIN : * 07999999999 Party Name : * A B C Pvt. Lmt.

Amount : * 50000

List of saved data of Form-F for period: Jan of financial year: 2010-2011
-----No Record exist-----

List of party for which transaction is completed of Form-F for period: Jan of financial year: 2010-2011
-----No Record exist-----

Step 5.1 Saved Data appears in the green and white grid below save button.

Welcome Sahil infotech(07999999999) Home Helpdesk Change Password Add Sub User Login Profile Logout

Default ▾ You have gone full screen. Exit full screen (F11)

 **Department of Trade and Taxes**
दिल्ली सरकार Govt. of N.C.T. of Delhi

Data saved successfully. Close

Invoice Issue Notices Notices Payment Reconciliation Refund DP-1 E-Payment

Enter Manual Record

All the (*) marked fields are mandatory

Form Type : *

Financial Year : * Period : *

Party TIN : * Party Name : *

Amount : *

List of saved data of Form-C for period: Quarter-3 of financial year: 2010-2011

	Party TIN	Party Name	Amount
Delete	0485965937	ABC ltd.	2300000.00

List of party for which transaction is completed of Form-C for period: Quarter-3 of financial year: 2010-2011

-----No Record exist-----

Step 6: After making entry of each party click on Close button.

Welcome Sahil infotech(07999999999) Home Helpdesk Change Password Add Sub User Login Profile Logout

Default You have gone full screen. Exit full screen (F11)

Department of Trade and Taxes
दिल्ली सरकार Govt. of N.C.T. of Delhi

Say yes to VAT

Data saved successfully. Close

Invoice Issue Notices Notices Payment Reconciliation Refund DP-1 E-Payment

Enter Manual Record

All the (*) marked fields are mandatory

Form Type : * Form-C

Financial Year : * 2010-2011 Period : * Quarter-3

Party TIN : * Party Name : *

Amount : *

List of saved data of Form-C for period: Quarter-3 of financial year: 2010-2011

	Party TIN	Party Name	Amount
Delete	0485965937	ABC ltd.	2300000.00

List of party for which transaction is completed of Form-C for period: Quarter-3 of financial year: 2010-2011

-----No Record exist-----

Step 7. Now again go through “Online Form” and from menu select required form as chosen earlier, then “Requisition Account for Declaration Form” will appear. Then select “Financial year” and “period” and click on “Next” Button. Data saved before close at step-6 appears.

Welcome Sahil infotech(07999999999) Home Helpdesk Change Password Add Sub User Login Profile Logout
Default

Department of Trade and Taxes
दिल्ली सरकार Govt. of N.C.T. of Delhi

Forms Entry Profile Revision of DP-1 Annexure Online Return **Online Form** Arrear Recovery System Goods Movement OAS
Invoice Issue Notices Notices Payment Reconciliation Refund

Dealer Home

-> For filing NIL Form 2A & 2B, Go on "Approval Forms".

- Data entry for forms upto 2011-12
- Download
- Form C
- Form E1 and E2
- Form F
- Form H
- Request for Form Cancellation

Welcome A.B.CDEFGHHghgf Pvt Ltd(07999999999) Default Home Helpdesk Change Password Add Sub User Login Profile Logout

Profile Annexure Online Return Online Form Arrear Recovery System Goods Movement OAS Invoice Issue Notices Notices Payment Reconciliation Refund DP-1
E-Payment

Requisition Account For Declaration Form C

All the (*) marked fields are mandatory

Financial Year:* 2011-2012
Period:* Quarter-1

Next Refresh data

Step 8: Then Click on "Party TIN" Hyperlink.

Welcome Sahil infotech(07999999999) Home Helpdesk Change Password Add Sub User Login Profile Logout

Default ▾

 **Department of Trade and Taxes**
दिल्ली सरकार Govt. of N.C.T. of Delhi



Forms Entry Profile Revision of DP-1 Annexure Online Return Online Form Arrear Recovery System Goods Movement OAS

Invoice Issue Notices Notices Payment Reconciliation Refund DP-1 E-Payment

Requisition Account For Declaration Form C

Back

Financial year: 2010-2011 Period: Third Quarter

Select	S.No	Party TIN	Gross Amount (Rs.)	Amount Reduced (Rs.)	Aggregate of All Bills (Rs.)	Aggregate of All Items (Rs.)	Net Amount (Rs.)	Period
<input type="checkbox"/>	1	485965937	2300000.00	0	0	0	2300000	Quarter-3(2010)

All the above data is correct and verified.

Submit

Step 9: Enter party details in the fields. Then click on “Update” button after that click on “Back” Button.

Welcome Sahil infotech(07999999999) Home Helpdesk Change Password Add Sub User Login Profile Logout

Default ▾

 **Department of Trade and Taxes**
दिल्ली सरकार Govt. of N.C.T. of Delhi

 Say yes to VAT

Forms Entry Profile Revision of DP-1 Annexure Online Return Online Form Arrear Recovery System Goods Movement OAS
Invoice Issue Notices Notices Payment Reconciliation Refund DP-1 E-Payment

Add Party/Branch/Consignment/Principal Details

Back

Detail Type:

TIN:*

Name: *

Address:*

City:*

State:*

Mobile No:*

Landline No. STD Code Number

e-mail ID:*

Update

Added List

---No Record Exists--->

Submitted List

TIN	Name	Address	City	State	Contact No	Email ID	Date
							18-

Step 10: Now click one by one from “Amount Reduced”, “Aggregate of All Bills” and “Aggregate of All Items” Hyperlinks and enter details appears in the fields.

Welcome Sahil infotech(07999999999) [Home](#) [Helpdesk](#) [Change Password](#) [Add Sub User](#) [Login Profile](#)
 Default Logout

Department of Trade and Taxes
 दिल्ली सरकार Govt. of N.C.T. of Delhi

[Forms Entry](#) [Profile](#) [Revision of DP-1](#) [Annexure](#) [Online Return](#) [Online Form](#) [Arrear Recovery System](#) [Goods Movement](#) [OAS](#)
[Invoice](#) [Issue Notices](#) [Notices](#) [Payment Reconciliation](#) [Refund](#) [DP-1](#) [E-Payment](#)

Requisition Account For Declaration Form C

[Back](#)

Financial year: 2010-2011 Period : Third Quarter

Select S.No	Party TIN	Gross Amount (Rs.)	Amount Reduced (Rs.)	Aggregate of All Bills (Rs.)	Aggregate of All Items (Rs.)	Net Amount (Rs.)	Period
<input type="checkbox"/>	1 485965937	2300000.00	0	0	0	2300000	Quarter-3(2010)

All the above data is correct and verified.



Forms Entry Profile Revision of DP-1 Annexure Online Return Online Form Arrear Recovery System Goods Movement OAS
Invoice Issue Notices Notices Payment Reconciliation Refund DP-1 E-Payment

Reduce Overhead Details



[Back](#)

Party TIN	Form Type	Period	Gross Amount (₹)	Amount Reduced (₹)
485965937	Form-C	Quarter-3(2010)	2300000.00	0

S. No.	Overheads	Amount to be reduced (₹)
1	Cost of freight deliveries, freight or installation , separately paid but included in the purchase.	<input type="text" value="0"/>
2	Value of goods returned under CST Act.	<input type="text" value="0"/>
3	Tax paid included in the purchase.	<input type="text" value="0"/>
4	Cash Discount received according to ordinary trade practices and included in purchase.	<input type="text" value="0"/>
5	Job work, labour & services charges for work contract not amounting to purchase but included in the purchase.	<input type="text" value="0"/>

[Save & Next](#)



Forms Entry Profile Revision of DP-1 Annexure Online Return Online Form Arrear Recovery System Goods Movement OAS
Invoice Issue Notices Notices Payment Reconciliation Refund DP-1 E-Payment

Requisition Account For Declaration Form C



[Back](#)

Financial year: 2010-2011

Period : Third Quarter

Select S.No	Party TIN	Gross Amount (Rs.)	Amount Reduced (Rs.)	Aggregate of All Bills (Rs.)	Aggregate of All Items (Rs.)	Net Amount (Rs.)	Period	
<input type="checkbox"/>	1	485965937	2300000.00	0	2300000	0	2300000	Quarter-3(2010)

All the above data is correct and verified.

[Submit](#)



Forms Entry Profile Revision of DP-1 Annexure Online Return Online Form Arrear Recovery System Goods Movement OAS
Invoice Issue Notices Notices Payment Reconciliation Refund DP-1 E-Payment

Bill Wise Details



[Back](#)

All the (*) marked fields are mandatory

Party TIN	Form Type	Period	Gross Amount (₹)	Amount Reduced (₹)
485965937	Form-C	Quarter-3(2010)	2300000.00	0

Select month-year to enter Bill wise detail :

Period
Select 3-2010

Bill wise detail for:

Period
3-2010

Bill No.*	Bill Date*	Amount(₹) *	GR No / RR No.*	Date*	Purchase Order No.
<input type="text"/>					

List of Added Bill wise Detail

No Record.....

[Save & Next](#)



Forms Entry Profile Revision of DP-1 Annexure Online Return Online Form Arrear Recovery System Goods Movement OAS
Invoice Issue Notices Notices Payment Reconciliation Refund DP-1 E-Payment

Bill Wise Details



mandatory

Period	Gross Amount (₹)	Amount Reduced (₹)	Net Amount (₹)
Quarter-3(2010)	2300000.00	0	2300000

Bill wise detail :

Period
Select 3-2010

Bill Date*	Amount(₹) *	GR No / RR No.*	Date*	Purchase Order No.	Purchase Order Date
<input type="text" value="01-08-2010"/>	<input type="text" value="2300000"/>	<input type="text" value="G43242"/>	<input type="text" value="01-08-2010"/>	<input type="text" value="Ag2323"/>	<input type="text" value="01-03-2010"/>

[Add](#)

tail

[Save & Next](#)

Bill Wise Details

[Back](#)

All the (*) marked fields are mandatory

Party TIN	Form Type	Period	Gross Amount (₹)	Amount Reduced (₹)
485965937	Form-C	Quarter-3(2010)	2300000.00	0

Select month-year to enter Bill wise detail :

Select	Period
Select	3-2010

Bill wise detail for:
Period: 3-2010

Bill No.*	Bill Date*	Amount(₹) *	GR No. / RR No.*	Date*	Purchase Order No.
<input type="text"/>					

List of Added Bill wise Detail

S.No	Month-Year	Bill No.	Bill Date	Amount (Rs.)	GR No. / RR No.	Date	Purchase Order No.	
Delete	1	3-2010	B324	01-08-2010	2300000	G43242	01-08-2010	Ag2323

[Save & Next](#)

Requisition Account For Declaration Form C

[Back](#)

Financial year: 2010-2011 Period : Third Quarter

Select S.No	Party TIN	Gross Amount (Rs.)	Amount Reduced (Rs.)	Aggregate of All Bills (Rs.)	Aggregate of All Items (Rs.)	Net Amount (Rs.)	Period	
<input type="checkbox"/>	1	485965937	2300000.00	0	2300000	0	2300000	Quarter-3(2010)

All the above data is correct and verified.

[Submit](#)



Forms Entry Profile Revision of DP-1 Annexure Online Return Online Form Arrear Recovery System Goods Movement OAS
Invoice Issue Notices Notices Payment Reconciliation Refund DP-1 E-Payment

Items Details Entry



[Back](#)

All the (*) marked fields are mandatory.

Party TIN	Form Type	Period	Gross Amount (₹)	Amount Reduced (₹)
485965937	Form-C	Quarter-3(2010)	2300000.00	0

Select month-year to enter item detail :

Period
Select
3-2010

Item Detail for:

Period
3-2010

Item Name *	Purpose*	Amount (₹)
Select	Select	

[Add](#)

List of Added Items Detail

No Record....

[Save & Next](#)

Welcome Sahil infotech(07999999999)

Home Helpdesk Change Password Add Sub User Login Profile Logout

Default



Forms Entry Profile Revision of DP-1 Annexure Online Return Online Form Arrear Recovery System Goods Movement OAS
Invoice Issue Notices Notices Payment Reconciliation Refund DP-1 E-Payment

Items Details Entry



[Back](#)

All the (*) marked fields are mandatory.

Party TIN	Form Type	Period	Gross Amount (₹)	Amount Reduced (₹)
485965937	Form-C	Quarter-3(2010)	2300000.00	0

Select month-year to enter item detail :

Period
Select
3-2010

Item Detail for:

Period
3-2010

Item Name *	Purpose*	Amount (₹)
V BLINDS (813502)	Resale	

[Add](#)

List of Added Items Detail

No Record....

[Save & Next](#)



Items Details Entry



[Back](#)

All the (*) marked fields are mandatory.

Party TIN	Form Type	Period	Gross Amount (₹)	Amount Reduced (₹)
485965937	Form-C	Quarter-3(2010)	2300000.00	0

Select month-year to enter item detail :

Period
Select 3-2010

Item Detail for:

Period
3-2010

Item Name *	Purpose*	Amount (₹)
Select	Select	

[Add](#)

List of Added Items Detail

	S.No	Month-Year	Item Name	Purpose
Delete	1	3-2010	V BLINDS (813502)	Resale

[Save & Next](#)



Requisition Account For Declaration Form C



[Back](#)

Financial year: 2010-2011

Period: Third Quarter

Select S.No	Party TIN	Gross Amount (Rs.)	Amount Reduced (Rs.)	Aggregate of All Bills (Rs.)	Aggregate of All Items (Rs.)	Net Amount (Rs.)	Period	
<input type="checkbox"/>	1	485965937	2300000.00	0	2300000	2300000	2300000	Quarter-3(2010)

All the above data is correct and verified.

[Submit](#)

Step -11: After completing process at step-10, click on check box appearing before serial number and click on Check Box at “All the above data is correct and verified” then click on “Submit” button, a message appears that “Record submitted Successfully”.

Department of Trade and Taxes
दिल्ली सरकार Govt. of N.C.T. of Delhi

Forms Entry Profile Revision of DP-1 Annexure Online Return Online Form Arrear Recovery System Goods Movement OAS
Invoice Issue Notices Notices Payment Reconciliation Refund DP-1 E-Payment

Requisition Account For Declaration Form C

Back

Financial year: 2010-2011 Period : Third Quarter

Select S.No	Party TIN	Gross Amount (Rs.)	Amount Reduced (Rs.)	Aggregate of All Bills (Rs.)	Aggregate of All Items (Rs.)	Net Amount (Rs.)	Period
<input checked="" type="checkbox"/>	1 485965937	2300000.00	0	2300000	2300000	2300000	Quarter-3(2010)

All the above data is correct and verified.

Submit

Department of Trade and Taxes
दिल्ली सरकार Govt. of N.C.T. of Delhi

Record Submitted Successfully Close

Invoice Issue Notices Notices Payment Reconciliation Refund DP-1 E-Payment

Requisition Account For Declaration Form C

Back

Financial year: 2010-2011 Period : Third Quarter

Form is issued for all the parties.

Note- On submitting above, the request will reflect in the ID of Ward Authority which will approve/reject this request after verification. You may be required to present yourself before the ward authority for verification of some of the details filled in the requisition, if required. After approval of your request, you shall be able to download the form at your end.