User manual

Data Entry for Forms up to 2011-2012

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

8 http://www.google		
	Login	
	Userid 07999999999 Next	
NTTP://www.google		
	Login	
	Userid 0799999999 Password : •	
	D8E7H Reset	
	Sign In	

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



weicome s	ahil infotech(0799	9999999) Default 🗸	Home Helpdesk	Change Password	Add Sub User Lo	ogin Profile L	ogout
	Department दिल्ली सरकार	of Trade and Taxe Covil of NGT of Da	S M				Say yes to
Forms Entr Issue Notic	y Profile Revision o es Notices Paymer	of DP-1 Annexure Online nt Reconciliation Refund	Return Online Form / DP-1 E-Payment	Arrear Recovery System	Goods Movement O	AS Invoice	
Enter	Manual F	Record					

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

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.

3le						
Welcome A.B.CDEFGJHh	ghgf Pvt Ltd(07999999999) Default 💌		Home Helpdesk	Change Password Add Sub Us	ser Login Profile	Logout
Profile Annexure Onlin	e Return Online Form Arrear Recovery System	m Goods Movement OA	S Invoice Issue Notice	s Notices Payment Reconciliatio	n Refund DP-1	
E-Payment				,		
Enter Manu	al Record					0
All the (*) marke	d fields are mandatory	_				
Form Type : *	Form-F V Reset					
Party TIN: *	2010-2011 ¥	Period : *	Jan 💌			
Amount *	50000	are, rearier	ABCPVI. LITT.			
Anoune.	30000					
		Save				
List of saved d	ata of Form-F for period: Jan of financ	cial year: 2010-2011				
List of party fr	or which transaction is completed of F	orm-F for period: Jan	of financial year: 20	10-2011		
	No Record exist					

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

Welcome Sahil infotech(Default 🔽 Departmen दिल्ली सम्दत्तर	079999999999) You t of Trade a Govt of N	H u have gone ful nd Taxes .C.T. of Delhi	ome Helpdesk I screen. <u>Exit</u>	Change Password full screen (F11)	Add Sub User	Login Profile Logout
Data saved success	fully.					Clos
Invoice Issue Notices No	otices Payment	Reconciliation R	lefund DP-1 E-Pay	ment		
Enter Manua	al Recor	rd				
All the (*) marked Form Type : * Financial Year :*	fields are man Form-C 2010-201	datory Rese	•t Period :*	Quarter-3]	
Party TIN : *	L	 Party	Name :*			
Amount :*						
List of saved data	a of Form-C fo	r period: Quar	save ter-3 of financial y	ear: 2010-2011		
		Party TIN	Party Name	Amount		
	Delete	0485965937	ABC ltd.	2300000	0.00	
List of party for w	which transacti	on is complete	d of Form-C for p	eriod: Quarter-3 of	financial year: 2	010-2011
	No	Record exist				

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

elcome Sahil infotech(07999999999) Home Helpdesk Change Password Add Sub User Login Profile efault ▼ You have gone full screen. Exit full screen (F11) Logout Department of Trade and Taxes Rem quark Goot.of NLGJL of Dalh
ta saved successfully. Close
Inter Manual Record
All the (*) marked fields are mandatory Form Type :* Form-C v Reset Financial Year :* 2010-2011 v Period :* Quarter-3 v
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
Department of Trade and Taxes दिल्ली सरकार Govt. of NLG.T. of Dalhi					
Forms Entry Profile Revision of DP-1 Annexure Onli Invoice Issue Notices Notices Payment Reconciliation	ne Returi Refund	Data entry	M Arrear Recovery Sy for forms upto 2011-12	stem Goods Mov	ement OAS
Dealer Home		Download Form C			
-> For filing NIL Form 2A & 2B,Go on "Approval	Forms".	Form E1 ar Form F Form H Request fo	nd E2 or Form Cancellation		
Welcome A.B. CDEFGJHhghgf Pvt Ltd(07999999999) Default		Home I	Helpdesk <u>Change Password Add</u>	Sub User Login Profile L	ogout

file Annexure Onlir	ne Return Onlir	ne Form Arrear Recove	ry System Good	s Movement OAS	Invoice	Issue Notices	Notices	Payment Reconciliation	Refund	DP-1	
quisition	Accour	nt For Decl	aration	Form C							0
All the (*) marked	d fields are mar	ndatory									
Financial Year:*		2011-2012 💌									
Devide data		Ouarter-1 💌									

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



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

come Sahil infotec fault 💌	h(07999999999)	Home	Helpdesk	Change Password	Add Sub User	Login Prof Log
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rms Entry Profile R roice Issue Notices	evision of DP-1 Annexure Notices Payment Reconcilia	Online Retur	n Online For DP-1 E-Pa	m Arrear Recovery Sy	stem Goods Mov	ement OAS
dd Party/I	Branch/Const	ignme	nt/Prii	ncipal Deta	ails	
Back						
Detail Type:	Party Details	-				
TIN:*	485965937					
Name: *	ABC ltd.					
Address:*	sec 21					
City:*	Noida					
State:*	Uttar Pradesh		•			
Mobile No:*	9999999999					
Landline No	STD Code Nu	mber				
a mail ID:*						
e-mail ID:*	rest@gmall.com					
	Update					
Added List						
Added List No Record Exist	s>					
Added List No Record Exist Submitted List	s>					

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.

Default Default Department of configureary	You have gone fu You have gone fu Trade and Taxes Gove of NICE of Delhi	lome Helpdesk JII screen. <u>Exit</u>	Change Pas t full screen (F	sword Add Su 11)	b User Log	in Profile Logout Say yes to VAT
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Requisition Ac	count For D	eclaratio	n Form	I C		
Back	Financial year: 20	/10-2011	Period :	Third Quarter		
Select S.No Party TIN	Gross Amount (Rs.)	Amou Reduc (Rs.)	t Aggregate ⁴ ed of All Bills ₁ (Rs.)	Aggregate of All Net A tems Rs.)	mount (Rs.)	Period
						Quarter
1 <u>485965937</u>	230000.00	2	<u>o</u> <u>c</u>	23000	00	3(2010)
All the above data is corr	2300000.00 ect and verified.		2 2	23000	00	3(2010)

	Department of The हिल्ली पारकार Co	ade and Taxes				Say yes to VAT				
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Reduc	e Overhea	d Details								
Back										
Party TIN	Form Type	Period	Gross Amour	nt (₹)	Amount Reduced	(₹)				
485965937	Form-C	Quarter-3(2010)	2300000.00		0					
S. No.	Overheads			Amount to b (₹)	e reduced					
1	Cost of freight deliv but included in the	eries, freight or installatic purchase.	on , separately paid		0					
2	2 Value of goods returned under CST Act. 0									
3	3 Tax paid included in the purchase.									
4	4 Cash Discount received according to ordinary trade practices and 0 0									
5	5 Job work, labour & services charges for work contract not									
	amounting to purchase but included in the purchase.									
	Save & Next									
	Department of Tr	ade and Taxes				yes to				
R.	दिल्ली संस्कार G	ovt. of N.C.T. of Delhi				VAT				
Forms Entry	y Profile Revision of [P-1 Annexure Online Ret	turn Online Form A	Arrear Recovery	y System Goods Moveme	ent OAS				
Invoice Iss	ue Notices Notices F	ayment Reconciliation Refu	ind DP-1 E-Paymer	nt						
Requi	sition Acc	ount For Dec	laration I	Form C	2					
Back										
		Financial year: 2010-2	2011	Period : T	hird Quarter					
Select S.	No Party TIN	Gross Amount (Rs.)	Amount Ag Reduced of (Rs.) (R	gregate Aggregate All Bills Item s.) (Rs.)	egate I Net Amount (Rs.) s	Period				
1	485965937	2300000.00	0 23	<u>000000</u>	2300000	Quarter- 3(2010)				
🗖 All the	above data is correct	and verified.								
Submi	t									

	Departm दिल्ली सम्बन	nent of T 7 (rade and Sovit of N.C.T.	Taxes of Delhi						Say yes to VAT
Forms Entry	y Profile	Revision of	DP-1 Annex	kure Online	Return	Online Form	Arrear Reco	very System	Goods Movement	OAS
Invoice Iss	sue Notices	Notices	Payment Rec	onciliation F	Refund	DP-1 E-Payr	nent			
Bill W	Vise I	Detai	ls							
Back										
All the (*) r	marked fie	lds are ma	andatory							
Party TIN	Fo	rm Type	Perio	bd		Gross Am	ount (₹)	Amou	unt Reduced (₹)	
485965937	For	rm-C	Quart	er-3(2010)		2300000.00		0		
Select more	nth-year t	o enter B	ill wise deta	il :						
					Select		Period 3-2010			
Bill wise d	letail for:				bereet		5 2010			
Period										
3-2010										
Bill No.*		1	Bill Date*	Amount(₹)) *	GR No ./ R	R No.*	Date*	Purchase	Order No
List of Ad	ded Bill w	ise Detai	1							
NORECOID						s	ave & Next			
	Departm दिल्ली सरकार	ent of T	rade and Sovt. of N.C.T.	of Delhi						Say yes to VAT
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Bill W	Vise I	Detai	ls							
mandatory e Per	iod		Gross Am	iount (₹)		Amount R	educed (₹)		Net Amount (र)	
Qua	rter-3(2010))	2300000.00)		0			2300000	
BIII wise det	tall :			Period						
		Select		3-2010						
Bill Date*	Amoun	t(₹) *	GR No ./ H	RR No.*		Date*	Purchase (Order No.	Purchase Order Dat	e
01-08-2010		2300000	G43242			01-08-2010	Ag2323		01-03-2010	Add
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				Save & Next						

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Invoice Issue N	otices Notices	Payment Re	conciliation	Refund DP-1	E-Payment		
Bill Wis	se Deta	ils					
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485965937	Form-C	Qua	rter-3(2010)	2300	000.00	0	
Select month-	year to enter l	Bill wise det	tail:	<u>Select</u>	Period 3-2010		
Bill wise detai Period 3-2010	l for:						
Bill No.*		Bill Date*	Amount(₹)* GR	No ./ RR No.*	Date*	Purchase Order No.
List of Added	Bill wise Deta	nil					
S.No	Month-Year	Bill No. I	Bill Date	Amount (Rs.	GR No. / RR N	lo. Date	Purchase Order No.
Delete 1	3-2010	B324 0	01-08-2010	2300000	G43242	01-08-201	0 Ag2323
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F	Requ	isi	tion	Acco	ount For	Declara	ation	Forn	n C		
	Back										
					Financial year:	2010-2011		Period	Third C	Juarter	
	Select S	6.No I	Party TIN		Gross Amount (F	Rs.)	Amount Reduced (Rs.)	Aggregate of All Bills (Rs.)	Aggregate of All Items (Rs.)	Net Amount (Rs.)	Period
	1	L	48596593	Z	2300000.00		<u>o</u>	<u>2300000</u>	<u>0</u>	2300000	Quarter- 3(2010)
	All the Subm	e abo nit	ove data	is correct a	nd verified.						

Invoice Issu	e Notices Notices P	ayment Reconciliation Re	fund DP-1 E-Paymen	t		
Items]	Details En	try				
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Party TIN 485965937	Form Type	Period Quarter-3(2010)	Gross Amoun 2300000 00	nt (₹)	Amount Reduced	(₹)
		444,101 9(2010)	200000000		Ū	
Select mon	th-year to enter iter	n detail :		Desired		
			Select	3-2010		
Item Detail	for:	·				
Period 3-2010						
Item Name	*		Purpose*			Amoun
Select			▼ Select		•	
Add						
Add						
List of Add	ed Items Detail					
No Record						
			Save	& Next		
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Party TIN 485965937	Form Typ	De Period Quarter-3(2010	Gross At 2300000.0	nount (₹) 10	Amoun 0	t Reduced (₹))
4005005537	ronn e	Quarter 5(201	2300000.0		0		
Select mont	h-year to enter	item detail :		Period			E
			<u>Select</u>	3-2010			
Item Detail	for:						
3-2010							
Item Name	*		Purpose*			A	nount (₹)
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List of Aud	S.No	Month-Year	Item Name			Purpose	
<u>Delete</u>	1	3-2010	V BLINDS (813	3502)		Resale	
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Forms Entry Invoice Issue Requise Back Select S.N	Profile Revision e Notices Notice Sition Ac	f Trade and Taxes Gove of NECT of Delhi n of DP-1 Annexure Onles Payment Reconciliation CCOUNT FOR I Financial year: Gross Amount (Rs	ine Return Online For Refund DP-1 E-Pa Declaration 2010-2011 .) Amoun Reduce (Rs.)	Period : Arrear Reco yment Deriod : Ar Aggregate (Rs.)	overy System G C Third Quarte Aggregate of All Net A tems Rs.)	oods Movemen	t OAS
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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".

Requ	uisition Ac	count For Decla	ration	Forn	n C		
		Financial year: 2010-2011		Period	: Third (Quarter	
Selec	t S.No Party TIN	Gross Amount (Rs.)	Amount Reduced (Rs.)	Aggregate I of All Bills (Rs.)	Aggregate of All Items (Rs.)	e Net Amount (Rs.)	Perio
	1 485965937	2300000.00	<u>0</u>	<u>2300000</u>	2300000	2300000	Quar 3(20:
All Su	the above data is corre	ect and verified.				1	
रकीक		Trade and Taxes					
	Department of प्रत्यप्र क्रिज्जी	Trade and Taxes Govi. of N.C.T. of Delhi					
Record	Department of दिल्ली परकार Submitted Succe	Trade and Taxes Cort of NGT of Dalm ssfully			U. U.H		
Record Invoice	Department of दिल्ली प्रस्तार Submitted Succe Issue Notices Notices	Count For Decla	DP-1 E-Pay	ment Form	n C		

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.