Go to <u>www.dvat.gov.in</u> to download Offline Block for filing return for E-Commerce EC-II and EC-III.



a.) Click on the Download tab given on the bottom left side.

b.) This will open a page as given below.

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VAT		Departr Gover	nent o	of Tra of N.C	de & Taxes	i		A R R	X UST ANSPARENCY
About Us Act & Rules	Form	ns Notifications	Circulars	Orders	Determination orders	Public Notice	FAQs	Help	
NEW	S. No.				Description				View
REGISTRATION		NEW							
Login	1.	Offline Block							Click Here
Dealer	2.	Instruction Sheet f	or Filing Offli	ine					Click Here
TAN	з.	Excel Sheet for Off	fline						Click Here
Bank		OLD							
Banquet Halls(BE2)	4.	Offline Block							Click Here
Goods Movement(DS2)	5.	Instruction Sheet f	or Filing Offli	ine					Click Here
E-Commerce	6.	Excel Sheet for Off	fline						Click Here
		OTHERS							
Verifications	7.	Services(dll) of off	line block for	integration	n in application				Click Here
Dealer Credentials		Digital Signature							
Form Verification	8.	Offline Digital Sign	ing						Click Here

- c.) Click on Hyper Link button "Click Here" under the New Headingoffline block on S. No. 1.
- d.) It will start a download.
- e.) After download, install the Application by double clicking the setup.exe file. It will start the installation process.
- f.) After installation click on the shortcut icon created on the desktop (Icon image given below).



g.) Enter your Login Id and Click on Sign In button.

Trade and Tax Department - Login Department of Trade & Taxes		×
Gove or NCT or Delhi Login to Online DVAT Site	: Help	
TIN/Login Id : ECD Sign In Sign/in New Registration		

h.) Download Excel Sheet of Merchant Information

and Tax	Departme	ent - Main Menu (L	ogged user id	: ECD1000007)	And Includes the local division of the local
Import	Export	ECII and ECIII	Help Downlo Codific	ad User Manual ation	of Trade & Taxes
			Format Sample	► Sheets	Excel Sheet for Form DVAT16 2A Excel Sheet for Form DVAT16 2B Excel Sheet for Form DVAT17 2A Excel Sheet for Form DVAT17 2B Excel Sheet for Form DVAT16 2C and 2D
		Name o	TIN : f Dealer :	ECD1000007	Excel Sheet for Bill Entry Excel Sheet for Form9 (R6) Excel Sheet for Form9 (R7.5) Excel Sheet for Merchant Info Excel Sheet for return
		Telephon	Address : e/Mobile :		
		Dealer Ret	urn Type : Ward :	 Monthly 	Quaterly 🔘 Haif Yearly 🔘 Yearly

i.) Download Excel Sheet for ECII /ECIII Return.

Trade	and Tax	Departm	ent - l	Aain Menu	(Logge	d user	id : ECD1000007)					-	-			. 0
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									E	xcel Sheet for Form	9 (R6)					
						TIN :	ECD1000007		E	ccel Sheet for Form	9 (R7.5)					
				Name	e of De	aler :			E	seel Sheet for Merc	hant Info					
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					Ţ	Ward :										

j.) Input the data in both the excel sheets i.e. Merchant info and return in the specified manner.

Excel Sheet of Merchant Info (Illustration only).

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Excel Sheet of Return (Illustration only).

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k.) Then Click on Import and Export EC-II and EC-III

蘭 Trad	e and Tax	Departmer	ent - Main Menu (Logged user id : ECD100007)	
File	Import	Export	ECII and ECIII Help	
			Import and Export ECII and ECIII	
			Department of frade & faxes	
			Govt. of NCT of Delhi	
			TIN: ECD100007	
			Name of Dealer :	
			Address :	
			Telephone/Mobile :	
			Dealer Return Type : Monthly Quaterly Haif Yearly I Haif Yearly	
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	6			No 12

I.) This will open a New Window.

Cli	Trade and Tax Department - ECII & ECIII	partment of Trade & Taxes Govt. of NCT of Delhi	x
		Financial Year : * Select Tax Period : * Select Form Type : * Select	
	Attach the Excel for Merchant Information: $*$		
	Attach the Excel for Return: *		
	Import Advance Import Expo	ort to Notepad	

m.) Select Financial Year, Tax Period and Form Type.

		SVE. OF NET OF	Deini			
	Financial Year	* 2015-16	Tax Period : * Select	← Form Type	: * Select -	
Attach the Excel for Merchant Information	on: *	Select				
Attach the Excel for Return:	Export to Notenad					

Trade and Tax Department - ECII & ECIII	partment of Trade & Taxes
Attach the Excel for Merchant Information: *	Financial Year : * 2015-16 Tax Period : * First Quarter Form Type : * ECII
Attach the Excel for Return: *	Select

n.) Browse both file (Merchant Information and Return) of Excel Sheet.



o.) Click on Import Button, this will check the file for in built validation on successful validation check export to notepad button will be enabled.

	Department Govt.	of Irade &	Taxes	
	Financial Year : *	elect Tax Period : *	Select Form Type :	* Select
Attach the Excel for Merchant Informat	lion: *			
Attach the Excel for Return:	*			
Import Advance Import	Export to Notepad			

p.) Click on "Export to Notepad" button.

- a. When click on "Export to Notepad" button open dialog box and display Alert message.
- **b.** Click on OK button.

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	an and a second second	Form Type	TaxType	OK Sinancial	Year
S.No.	merchantib				

q.) Save the .txt file.



r.) This will open a Notepad file, Ignore and close this file.



Now Login on <u>www.dvat.gov.in</u> with your E-Commerce return Id.



s.) Click on "Upload Offline Data" in the E-Commerce Menu.



t.) Select F.Y, Tax Period and Form Type.

Welcome Rattan Lal Malhotra(ECD10000	5) Default 🔻	Home	More▼	Logout			
रैट V VAT	Department of Trade and Taxes Government of N.C.T. of Delhi						
E-Commerce Financial Year * Attach File * Select 2015-2016 No file chosen	▼ Select ▼ Form Type: [®] Select ▼ Upload						

u.) Choose the earlier saved .txt file and click on Upload button (which will generate the return automatically).

ECommerce Financial Year * Attach File * Choose File No file chosen	वेट V Vat	De	partment of Trade and Taxes Government of N.C.T. of Delhi	AX RUST RANSPARENC
Organize ▼ New folder ★ Favorites □ □ Desktop ↓ System Folder ↓ Downloads □ Recent Places □ Libraries □ Documents ↓ Music □ Pictures □ Videos □ Network System Folder ↓ Network ↓ Videos	E-Commerce Financial Year * Select Attach File * Choose File	 Tax Period * No file chosen 	Select Form Type: Select]
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v.) After the Successful Upload, the return will be reflected on Offline Data History.

urn Filing							
story							
	Request ID	Uploading Date	Tax Period	Status	Status Effective Date	Return Type	Remarks
	1001	03-11-2015	First Quarter-2015	Approved	04-11-2015	ECII	<u>View</u> <
	1002	03-11-2015	First Quarter-2015	Approved	04-11-2015	ECIII	View

w.) Click on view button in the remarks menu.

Request ID	Uploading Date	Tax Period	Status	Status Effective Date	Return Type	Remarks
1001	03-11-2015	First Quarter-2015	Approved	04-11-2015	ECII	View
1002	03-11-2015	First Quarter-2015	Approved	04-11-2015	ECIII	View

x.) After acceptance of the file, return will be shown in EC history link.



y.) Click on view button in the view report menu, EC returns will be shown.

Return Filing							
Tax Period	Ref.No.	Туре	Date of Submission	View Report			
First Quarter2015	100046	EC2	04-11-2015	<u>View</u>			
First Quarter2015	100047	EC3	04-11-2015	<u>View</u>			
First Quarter-2015	100048	EC2	05-11-2015	View			
First Quarter-2015	100049	EC3	05-11-2015	<u>View</u>			

z.) E Commerce Return Reports.

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				Department of Trade &	Taxes					
				Government of NCT of	Delhi					
		3 8 3 8 3 8 9 9	nformation	n in respect of Outside Delhi Dealers n	naking Sales to	Delhi Consu	mers			
and and				Part of a set of the set of the set of the	public and article					
									Quarter Name	Unique ID :100046 :First Quarter2015 of the Person : ABC
S.No	Merchant ID allocated by ecommerce company) Registration No./TIN /PAN,If Dealer unregistered Name Of Dealer Address of Dealer,(Principal place of business) Tax)(Rs.)		Tax (Rs)		(Turnover + Tax) (Rs.)				
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