

# **DEMATERIALIZED TRANSIT DECLARATION**

## **USER MANUAL**

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## User Manual For Dematerialized Transit Declaration (version 3.0)

### Purpose:

This User Manual explains the steps for generating Dematerialised Transit Declaration at the Directorate's website.

### Definition, Acronyms & Abbreviations:

<b>Acronym</b>	<b>Description</b>
DCT	Directorate of Commercial Taxes
ICT	Information and Communication Technology
VAT	Value Added Tax
CST	Central Sales Tax
TIN	Taxpayer's Identification Number
PC	Personal Computer

## **Procedures and Guidelines for Dematerialised Transit Declaration:**

### **1) Who can avail Dematerialised Transit Declaration?**

All vehicles who are entering the state of West Bengal and using it as corridor are exiting the state to go to another state of India or Foreign country.

For this purpose, transporter / agent has to first register the vehicle carrying the goods.

Next he will fill up the Transit Declaration form and take print of the Form of Declaration.

Transporter will carry this Dematerialised Transit Declaration (TD) while moving through the state and produce the same before authority of the Commercial Tax Directorate if the vehicle is intercepted on the route and before exiting the state of West Bengal.

Transporter shall submit utilization of Transit Declaration within 2 days of exiting the state of West Bengal.

## **Pre-requisite for Dematerialised Transit Declaration**

1. Client computer must have the following components installed :-
2. Internet Explorer v8.0 or above.
3. Acrobat Reader 8.1 or above which can be downloaded from the link provided in the website [www.wbcomtax.gov.in](http://www.wbcomtax.gov.in) <http://www.adobe.com/products/acrobat/readstep2.html>

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## VISIT WEBSITES:

**Login to the System:** Visit the Directorate's website: [www.wbcomtax.gov.in](http://www.wbcomtax.gov.in).

Below is the front page of the portal.

The screenshot shows the homepage of the Directorate of Commercial Taxes, Government of West Bengal. The page features a navigation menu at the top with categories like Organisation, Act & Rule, Circular / Notification, Schedules & Forms, and Dealer / Form Search. A central banner displays a quote by Rabindranath Tagore: "I slept and dreamt that life was joy. I awoke and saw that life was service. I acted and beheld, service was joy." Below the quote, a red banner reads: "the matter processed and reply to the dealer. \*\*\* Dealers making payment t". The main content area is divided into several sections: e-Services (including e-Registration, Generation of User ID, e-Amendment of Registration, e-Return, e-Payment, e-Refund, e-Forms (CST Forms), e-WayBill, Demat WayBill for Unregistered Dealers/Persons, e-Transit Declaration (TD), e-Enrollment of Transporters, e-Submission of Form-16, eAppeal, eRevision and eReview, e-STDS, e-IPAS, e-Grievance, e-Anti-evasion, e-Declaration for Deemed Assessment u/s 47A), Noticeboard (Advertisement reg. Cancellable Dealers, List of Cancellable Dealers, Notice reg. Tatkhanih Registration), News & Updates (Notice regarding payment of fees, For resetting of password for e-Services, NOTICE FOR DEALERS UNDER COMPOSITE SCHEME FOR 2012-13, TCS Authorised Facilitation Centre ALSA SOFTWARE), Login for CTD Officials, Profession Tax, VAT Return Preparer, Important Links, Miscellaneous, and General Information. A red arrow points from the 'e-Transit Declaration (TD)' link in the e-Services section to the next screenshot.

After clicking on **e-Transit Declaration (TD)** link, the following screen will be displayed.

The screenshot shows the 'e-Transit Declaration' page on the Directorate of Commercial Taxes website. The page header includes the Directorate's name and logo. The main content area is titled 'e-Transit Declaration' and contains a list of links: e-Transit Declaration Generation, User Manual for e-Transit Declaration, and Guideline for Issue of new Transit Declaration. A red arrow points from the 'e-Transit Declaration Generation' link to the next screenshot.

After clicking on **e-Transit Declaration Generation** link. The following screen will be displayed.

### TRANSPORTER REGISTRATION:

To generate e-TD, transporter should be register himself in the system and create a user Id. This user ID creation is compulsory and it is only one time. After transporter having the user Id, transporter can login to the system any time using this user Id and password and avail all the facilities.

First, For registration you click on the **Compulsory Registration to Generate eTD(Only in First Occasion)** link.

Department of Finance, Govt. of WB

Directorate of Commercial Taxes

**eTransit Declaration**

e-Gov version 3.0

- ✓ **Compulsory Registration to Generate eTD (Only in First Occasion)**
- ✓ **Generation Of UserID for eTD Generation (Only in First Occasion)**
- ✓ **Sign In for eTD Generation**

1. **Registration:** For everyone wanting to generate e-TD have to be registered through this first link after giving information like transporter's State, Enrolment/Registration No. in that State, PAN, address, mobile no., email id etc. After submitting the information, an 'Access Code' will automatically be sent to the registered mobile number.

2. **User ID & Password Generation:** Using the Access Code received via sms, one will be able to generate user id & password through this second link. This User Id & Password are necessary for e-TD login (sign in) for that transporter. User Id & Password

3. **Sign in:** Using the generated User Id & Password, transporter should sign in the third link to generate e-TD. The same User Id & Password should be used when that particular transporter generates e-TD anytime afterwards.

**Note\*:**  
**Vehicle Registration link:** To be used each time a new vehicle is to be used for TD generation. Any 'Road' TD can include maximum 3 road vehicles and maximum 6 invoices between two particular consignor & consignee.

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After clicking on **Compulsory Registration to Generate eTD(Only in First Occasion)** link, the following screen will be displayed.



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Department of Finance, Govt. of WB  
Directorate of Commercial Taxes

Home **Transporter Registration Form**

Transporter Information	
Transporter's State :*	WEST BENGAL
Transporter's Enrolment/Registration No. in the Selected State:*	WBCOMTAX123456
PAN :*	XXXXX1234X
<b>Continue</b>	

**N.B.:** An access code will be communicated for creating userid to the mobile number mentioned above.

**Note\*:** In case of Transporter's Enrolment/Registration No in the Selected State, for West Bengal transporters, Transporter's Enrolment No. Under West Bengal VAT Act should be given.

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After filling the Transporter's information such as state, Enrolment/Registration No and PAN No, transporter click on **Continue** link and the transporter registration form page should be look like this if transporter are not already registered.

Department of Finance, Govt. of WB  
Directorate of Commercial Taxes

Home **Transporter Registration Form**

Transporter Information	
Transporter's State :*	WEST BENGAL
Transporter's Enrolment/Registration No. in the Selected State:*	WBCOMTAX123456
PAN :*	XXXXX1234X
Transporter Name:*	
Address of Head Office:*	
Address of the transporter from the originating State:*	
Mobile No of the transporter:*(10 digit Only)	
Any alternate Mobile No.:	
Email Address :*	
Service Tax Enrolment/Registration No. :	
Please Enter The Picture Code	
<b>Register</b>	

**N.B.:** An access code will be communicated for creating userid to the mobile number mentioned above.

# User Manual For Dematerialized Transit Declaration (version 3.0)

The screenshot shows the 'Transporter Registration Form' on the website of the Directorate of Commercial Taxes, Government of West Bengal. The form is titled 'Transporter Information' and contains the following fields:

Transporter's State *	WEST BENGAL
Transporter's Enrolment/Registration No. in the Selected State:	WBCOMTAX123456
PAN *	XXXXX1234X
Transporter Name:	WBCOMTAX
Address of Head Office:	BELIAGHATA
Address of the transporter from the originating State:	WEST BENGAL
Mobile No of the transporter: (10 digit Only)	9038365093
Any alternate Mobile No.:	9883201135
Email Address *	avijit0685@gmail.com
Service Tax Enrolment/Registration No. :	xxx

Below the form is a CAPTCHA image with the text 'j k l p o n m' and a 'Register' button. A red arrow points from the 'Register' button in the screenshot to the text below.

**N.B.:** An access code will be communicated for creating user id to the mobile number mentioned above.  
**Note\*:** In case of Transporter's Enrolment/Registration No in the Selected State, for West Bengal transporters, Transporter's Enrolment No. Under West Bengal VAT Act should be given.

After filling the Transporter Registration Form, transporter click on **Register** button then an acknowledgement page will be generated and an 'Access Code' will automatically be sent to the registered mobile number.

The screenshot shows the 'Acknowledgement Slip Of Transporter Registration' page. The page header includes the Directorate of Commercial Taxes logo and the text 'Department of Finance, Govt. of WB'. The main content area displays the following information:

Successfully Registered. Your Access code is generated & send to your mobile No 9331091455. Use This Code For Generation Of Userid

<b>Acknowledgement No:</b>	2014AACT70007783
<b>Transporter Name:</b>	TOTAL LOGISTICS INDIA PVT LTD
<b>Transporter Registration No:</b>	AACT7715LST002

Below the table is a 'Print Acknowledgement' button. The footer contains 'Important Links', 'Disclaimer', and 'Site designed, hosted and maintained by National Informatics Centre Information provided and updated by Directorate of Commercial Taxes, Govt. of WB'.

After receiving the acknowledgement slip, transporter can print this. And then click on 'Home' and proceed to the home page for next user Id generation.



## [USERID AND PASSWORD GENERATION:](#)

For User Id and Password generation, using the Access Code received via sms, one will be able to generate user id & password through this second link. This User Id & Password are necessary for e-TD login (sign in) for that transporter.

The screenshot shows the 'eTransit Declaration' portal for the Department of Finance, Govt. of WB. The page features a central box with three green checkmarks and the following text:

- ✓ Compulsory Registration to Generate eTD (Only in First Occasion)
- ✓ Generation Of UserID for eTD Generation (Only in First Occasion)
- ✓ Sign In for eTD Generation

Below this box, there are three numbered instructions:

- 1. Registration:** For everyone wanting to generate e-TD have to be registered through this first link after giving information like transporter's State, Enrolment/Registration No. in that State, PAN, address, mobile no., email id etc. After submitting the information, an 'Access Code' will automatically be sent to the registered mobile number.
- 2. User ID & Password Generation:** Using the Access Code received via sms, one will be able to generate user id & password through this second link. This User Id & Password are necessary for e-TD login (sign in) for that transporter. User Id & Password should be generated when that particular transporter generates e-TD anytime afterwards.
- 3. Sign in:** Using the generated User Id & Password, transporter should sign in the third link to generate e-TD. The same User Id & Password should be used when that particular transporter generates e-TD anytime afterwards.

A note at the bottom states: **Note\*:** Vehicle Registration link: To be used each time a new vehicle is to be used for TD generation. Any 'Road' TD can include maximum 3 road vehicles and maximum 6 invoices between two particular consignor & consignee.

After clicking on **[Generation of UserID for eTD Generation\(Only in First Occasion\)](#)** link, the following screen will be displayed where transporter should fill up the form and click on “**Submit**” button.

The screenshot shows the 'Transporter SignUp Form' on the portal. The form contains the following fields:

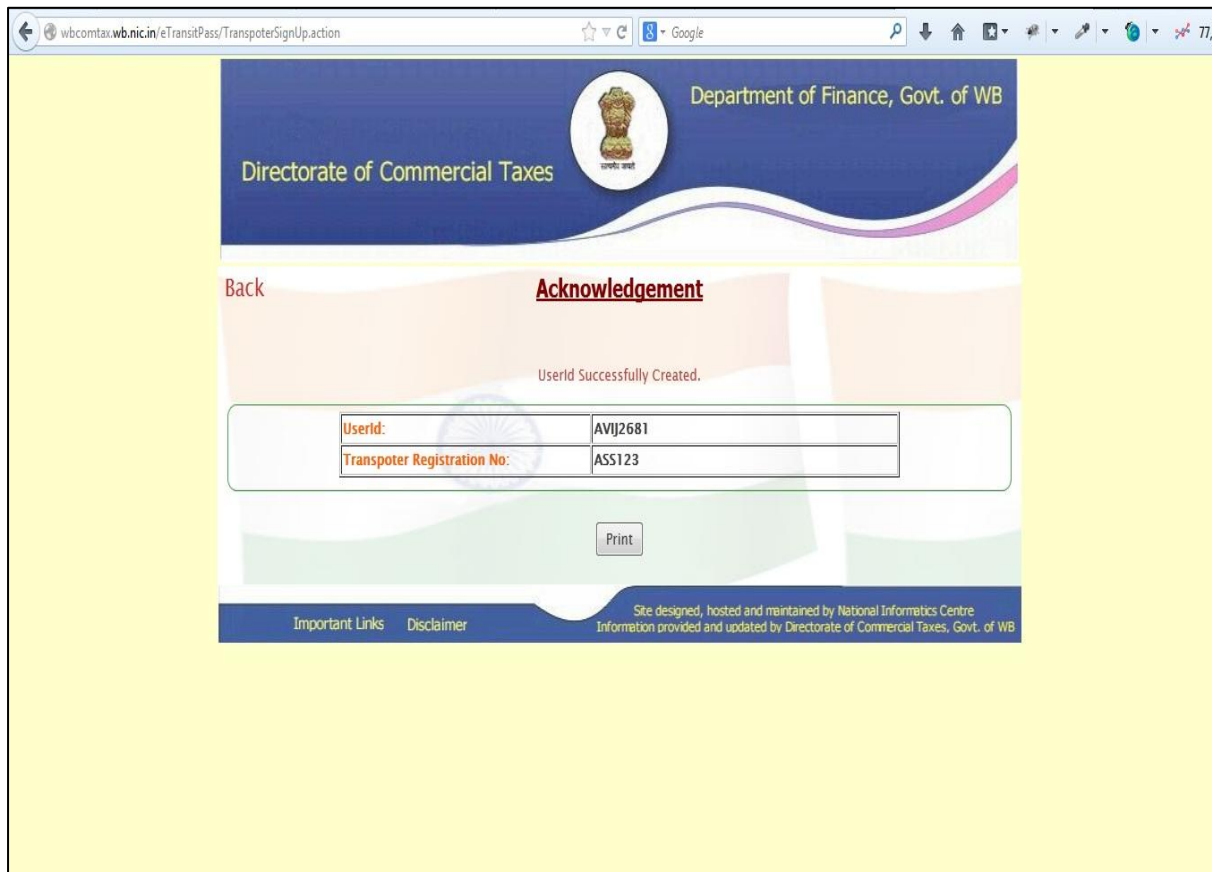
Transporter SignUp	
Access Code :*	3455
Transporter's Enrolment/Registration No. :*	WBCOMTAX123456
Transporter Name:*	WBCOMTAX
Email Address :*	avijit0685@gmail.com
Password:*	●●●●●●
ReEnter Password:*	●●●●●●
<input type="submit" value="submit"/>	

## User Manual For Dematerialized Transit Declaration (version 3.0)

### Points To Remember:

1. The **Access Code** should be the code which will be delivered to the registered mobile no.
2. Transporter's Enrolment/Registration No, Transporter's Name and Email Address should be same as the users insert during registration.
3. For the Password field following points should be remembered:
  1. It should be 8 to 14 characters.
  2. It includes characters, at least one number and at least one special character.
  3. Special character should not be in first or last position.

After fill up the form, transporter click on the **Submit** button and on successful creation of user Id an acknowledgement slip will be generated.



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### SIGN IN:

After successful creation of user Id, transporter will be able to login to the system using the third link for e-TD generation.

Department of Finance, Govt. of WB  
Directorate of Commercial Taxes

**eTransit Declaration** e-Gov version 3.0

- ✓ Compulsory Registration to Generate eTD (Only in First Occasion)
- ✓ Generation Of UserID for eTD Generation (Only in First Occasion)
- ✓ Sign In for eTD Generation

1. **Registration:** For everyone wanting to generate e-TD have to be registered through this first link after giving information like transporter's State, Enrolment/Registration No. in that State, PAN, address, mobile no., email id etc. After submitting the information, an 'Access Code' will automatically be sent to the registered mobile number.

2. **User ID & Password Generation:** Using the Access Code received via sms, one will be able to generate user id & password through this second link. This User Id & Password are necessary for e-TD login (sign in) for that transporter. User Id & Password

3. **Sign in:** Using the generated User Id & Password, transporter should sign in the third link to generate e-TD. The same User Id & Password should be used when that particular transporter generates e-TD anytime afterwards.

**Note\*:**  
**Vehicle Registration link:** To be used each time a new vehicle is to be used for TD generation. Any 'Road' TD can include maximum 3 road vehicles and maximum 6 invoices between two particular consignor & consignee.

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After clicking on **Sign In for eTD Generation** link, the following screen will be displayed.

Department of Finance, Govt. of WB  
Directorate of Commercial Taxes

**eTransit Declaration Sign in**

Home

Sign in

Username AVU2681

Password ●●●●●●

Login Reset

Reset Password

Important Note

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Now Transporter can login to the system using his user Id and password. After successful login the following page will be displayed.

**VEHICLE REGISTRATION:**



This is the menu page for transit declaration. For vehicle registration, you have to click on the **Vehicle Registration [Only once for each new vehicle]** link, transporters will be redirected to the Vehicle Registration page where they can register the vehicle. Once the vehicle is registered, transporters don't need to do it again.





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After fill up the form, transporters click on **Register** button. After successful registration transporter will be redirected to the *Transit Declaration Menu Page*.

### TRANSIT FORM GENERATION:

For e-TD generation, transporter should click on the second link on the *Transit Declaration Menu Page*.

The screenshot shows the 'TDForm' interface in a Firefox browser. The URL is 'wbcomtax.wb.nic.in/eTransitPass/ShowTDFMainPage.action'. The form is titled 'TDForm' and has a 'Back' button on the top left and a 'Log Out' button on the top right. The main content area is divided into several sections:

- Select Mode of Transport:** A dropdown menu is open, showing options: 'Select Mode', 'Road', 'Rail', and 'Others'. 'Road' is selected.
- Consignor Details:** Fields for Name of the Consignor of the Originating state, Address of the Consignor, Phone No. of the Consignor, PIN of the Consignor, PAN of the Consignor, TIN of the Consignee, and Name of the Consignee of the Destination State.
- Consignee Details:** Fields for Address of the Consignee, Phone No. of the Consignee, and PAN of the Consignee.
- Consignment Details:** Fields for Consignment Note/LRRR No. and Consignment Date.
- Invoice Details:** Fields for Invoice Number, Invoice Date, Enter value of goods (Rupees only), Enter quantity/total No. of items (numbers only), and Description of Goods. A note says: '\* (Please select the Goods from the dropdown List Only)'. There is an 'ADD' button below this section.
- Departure and Destination Informations:** Fields for Originating State/Country, Originating District, Originating Place, and Destination State/Country.
- Entry Details in West Bengal:** Fields for Entry Location, Exit Location, and Prominent Locations (two).

The browser's taskbar at the bottom shows the date and time as 12:33 on 11-04-2014.

### Points to remember to fill up the form:

1. Transporter should select 'Mode of Transport'. If the 'Mode of Transport' is Road, then transporter should enter vehicle Number. Transporter can insert at most three vehicles.

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The screenshot shows the 'TDForm' web application interface. At the top, there are 'Back' and 'Log Out' links. Below them is a dropdown menu for 'Select Mode Of Transport: Road'. The main form is divided into several sections:

- Vehicle Details:** Contains an 'Enter Vehicle Number' field (highlighted with a red circle) and three input fields for vehicle numbers: HR38N9225, ABCD6125, and NL01D4241.
- Consignor and Consignee Details:** A table with fields for Name, Address, Phone No., TIN, PIN, and PAN for both the Consignor and the Consignee.
- Consignment Details:** Fields for Consignment Note/LR/RR No. and Consignment Date.
- Invoice Details:** Fields for Invoice Number, Invoice Date, Enter value of goods (Rupees only), and Enter quantity/total No. of items (numbers only). A dropdown menu for 'Description of Goods' is also present, with a note: '(Please select the Goods from the dropdown List Only)'. A unit selector is set to 'Gram'.

At the bottom of the form, there is an 'ADD' button and sections for 'Departure and Destination Informations' and 'Entry Details in West Bengal'.

2. After Entering the Consignor Name an alert ("Click O.K. if Registered Consignor") will display. If you click O.K. then you have to give a valid 11 digit or 15 digit Consignor TIN. If you don't have any valid TIN then please click on 'Cancel'. Same thing will do in case of giving Consignee Name

The screenshot shows the same web application interface as above, but with an alert dialog box overlaid in the center. The alert message reads: "Click O.K. if Registered Consignor.....!!!!". The dialog box has two buttons: "OK" and "Cancel". The background form is dimmed, showing the 'Consignor and Consignee Details' section. The 'Name of the Consignor of the Originating state' field is filled with the letter 'A'.

While filling the information regarding Consignee or Consignor, transporter should be aware of that **PAN** or **PIN** of the Consignee or Consignor is not mandatory if **Originating State/Destination State** is 'Foreign Country'.


3. While filling the Invoice Details, transporter can add at most 6 invoice details. And **Description of Goods** should be from the dropdown list only. Transporter just writes the initial letter of goods & the list will be populated accordingly.



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Address of the Consignee	B	Pin of the Consignee	
Phone No. of the Consignee	8888888888	PAN of the Consignee	
<b>Consignment Details</b>			
Consignment Note/LR/RR No.	12345	Consignment Date	01/04/2014
<b>Invoice Details</b>			
Invoice Number	1	Invoice Date	01/04/2014
Enter value of goods (Rupees only)	111.00	Enter quantity/total No. of items (numbers only)	111 Kilooram
Description of Goods	FABRIC	*(Please select the Goods from the dropdown List Only)	
<b>Departure and Destination</b>			
Originating State/Country	FEED ADDITIVES	<b>Entry Details in West Bengal</b>	
Originating District	LIKE-NUTRIENTS, MEDICINES OR SUPPLEMENTS FOR CATTLE (INCLUDING TONER)		
Originating Place		Entry Location	Select Entry Local
Destination State/Country		Exit Location	Select Exit Locatic
Destination District		Prominent Locations (two places) in Route	
Destination Place		Approximate Entry Date in W.B. (dd/mm/yyyy)	
		Approximate Exit	

Transporters can see the details of the invoices, by clicking on **View** button and the following page will be displayed.



Department of Finance, Govt. of WB

Directorate of Commercial Taxes

Select Mode Of Transport: Road

**INVOICE ENTRY DETAILS**

Delete	Modify	Invoice Number	Invoice Date	Value of goods	Quantity/total No. of items	Unit	Description Of Goods
DELETE	MODIFY	1	01/04/2014	111.00	111	kg	FANCY LEATHER GOODS
DELETE	MODIFY	2	02/04/2014	222.00	222	kg	ADHESIVE TAPE
DELETE	MODIFY	3	03/04/2014	333.00	333	kg	ADHESIVES GUM

**Hide**

Name of the Consignor of the Originating state		Name of the Consignee of the Destination State	B
Address of the Consignor		Address of the Consignee	B
Phone No. of the Consignor		Phone No. of the Consignee	8888888888
		TIN of the Consignee	
		PIN of the Consignee	
		PAN of the Consignee	

**Consignment Details**

## User Manual For Dematerialized Transit Declaration (version 3.0)

- Then transporter should provide the additional information to generate transit declaration. Transporters should select the value from the **dropdown list** wherever applicable.

The screenshot shows a web-based form for generating a transit declaration. The form is divided into several sections: 'Consignment Details', 'Invoice Details', 'Departure and Destination Informations', 'Transporter Details', and 'Transshipment Details'. Arrows from the text above point to various dropdown menus in the form, including 'Description of Goods', 'Originating State/Country', 'Destination State/Country', 'Entry Location', and 'Exit Location'. The 'Description of Goods' dropdown is currently set to 'ADHESIVES, GUM'. The 'Originating State/Country' dropdown is set to 'ANDAMAN & NICOBAR IS'. The 'Destination State/Country' dropdown is set to 'FOREIGN COUNTRY', which has opened a list of countries including 'AUSTRALIA'. The 'Entry Location' dropdown is set to 'BANGAON' and the 'Exit Location' dropdown is set to 'BARABAZAR'. The 'Transshipment Details' section has a dropdown for 'Whether there is any possibility of transshipment in West Bengal' set to 'NO'. At the bottom of the form, there is a 'Please Enter The Picture Code' field with a CAPTCHA image showing 's u t r q' and a 'Generate Transit Form' button.

In case of **Originating State/Country** or **Destination State/Country**, if it is 'FOREIGN COUNTRY', then a list of foreign country is appeared from where transporter should select country. If the name is not available in the list, transporter should select 'OTHERS' from the list and an input field is appeared where transporter can enter the name.

- If you have any transshipment chance then select the Transshipment Status 'Yes' and then the Transshipment place and Transshipment Date fields will be mandatory.

Finally, after fill up the form click on **Generate Transit Form** button. On successful generation of transit declaration transporter will be redirect to the ***Transit Declaration Generation Confirmation page*** as follows.

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Directorate of Commercial Taxes

## Transit Declaration Generation Confirmation

[Back](#) [Log Out](#)

User Id: ABCD6161  
Transporter Name: ABCD

**Transit Declaration has been successfully generated. The details are given below. Please print the transit pass along with invoice details page.**

Generated Transit Number :	20140339323
Generation Date :	03-04-2014 13:00
Generated By (Transporter name):	ABCD

Click below the button to print the generated transit pass and Annexure:


<a href="#">Print Transit Pass</a>	<a href="#">Print Annexure Details</a>
------------------------------------	--

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After clicking on **Print Transit Pass** button, transporter can take a print of *Transit Pass form* and clicking on **Print Annexure Details** transporter can take a print of *Annexure* as follows.

# User Manual For Dematerialized Transit Declaration (version 3.0)

Date & Time of Printing : 03/04/2014 1.01 PM

FORM OF DECLARATION			
Transit Declaration No. : 20140339323		Date of Issue : 03/04/2014 1.00 PM	
Valid Upto : 03/04/2014		Revalidated Upto : 03/04/2014	
Name of the Transporter			
Address of the Transporter : null,null			
Registration/Enrollment Certificate No.			
Mode of Transport : Road			
Details of Vehicle if "RAIL" or "OTHERS"			
Regn. Certificate No. Of Vehicle(s) for "ROAD" : WB41C/0885			
Originating Place of the Vehicle : ANDAMAN & NICOBAR IS		Destination Place of the Vehicle : WEST BENGAL	
Entry Point in West Bengal : BANGAON		Exit Point in West Bengal : BARABAZAR	
Consignment Note No. : 123		Date : 03/04/2014	
Total No. Of Invoices : 1		Total Value (Rs.): 21	
Consignors Name : K KAR		Consignors PAN : ASDFG5678J	
Consignors Address : KOLKATA . 777777		Consignors Phone No. : 9883154678	
Consignors TIN : 1111111111111111		Consignee Name : K PAUL	
Consignee Address : KOLKATA . 888888		Consignee TIN : 0660606060606060	
Consignee Phone No. : 8988411322		Consignee PAN : AWERT5432S	
Expected Entry Date in WB : 03/04/2014		Expected Exit Date in WB : 03/04/2014	
<p><b>Declaration:</b>                      I, the transporter / carrier / transporting agent, do hereby declare that the information furnished above are correct to the best of my knowledge and belief. The goods bound for a destination outside West Bengal, transported in this vehicle WB41C/0885                      I further declare that the consignment of goods carried by us on the strength of Transit Declaration Form issued on the previous occasion on our declaration, has "duty / "not yet exited from West Bengal.                      * Please strike out whichever is inapplicable.</p>			
			
Date of Issue		Signature	
Place		Status	

## Transit Pass Form

Date & Time of Printing : 03/04/2014 1.02 PM

FORM OF DECLARATION					
Transit Declaration No. : 20140339323		Date of Issue : 03/04/2014 1.00 PM			
Valid Upto : 03/04/2014		Revalidated Upto : 03/04/2014			
Details of Goods Transported (Invoice details)					
Sl. No.	Invoice No.	Date	Commodity	Quantity	Value (in Rs.)
1	1	03/04/2014	ADHESIVES, GUM	23gm	21.00
No. Of Invoices:		1	Total Amount (Rs.):		21.00
Transshipment Details					
Sl. No.	Occasion	Vehicle No.		Date and Time	
1	Generation	WB41C/0885		03/04/2014 1.00 PM	
2	1st Transshipment				
3	2nd Transshipment				

## Annexure

## TRANSHIPMENT:

For Transhipment, transporter should click on the third link on the *Transit Declaration Menu Page*, then transporter will be redirected to following page where transporter should enter the transit declaration number and click on the '**Transhipment Menu**' button.

**TRANSIT DECLARATION TRANSHIPMENT**

Back Log Out

User: ABCD6161  
Transporter Name: ABCD

Enter The Transit Declaration Number:  Transhipment Menu

Generated TD against Vehicle(s)	WB41C/0885	
First Level of Transhipment	One to Three Transhipment	
	<input type="text" value="ABCDEF12"/>	
	<input type="text"/>	
	<input type="text"/>	

Transhipment Place\*:

Transhipment Date\*:

Submit

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Then transporter should provide the information and click on **submit** button. On successful transhipment, transporter will be redirected to the *Transit Declaration Generation Confirmation page* as follows.

From the links provided in *Transit Declaration Generation Confirmation page*, transporter can print the transit pass once again.



# User Manual For Dematerialized Transit Declaration (version 3.0)

Directorate of Commercial Taxes
Department of Finance, Govt. of WB

## Transit Declaration Transhipment Confirmation

[Back](#)
[Log Out](#)

User Id: ABCD6161  
Transporter Name: ABCD

Transit Declaration has been successfully Transhiped. The details are given below. Please print the transit pass along with invoice details page.

Transit Declaration Number :	20140339323
Transhipment Date :	03-04-2014 13:06
Transhipment By (Transporter name):	ABCD

Click below the button to print the generated transit pass:

Print Transit Pass
Print Annexure Details

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Date & Time of Printing : 03/04/2014 1.07 PM

### FORM OF DECLARATION

Transit Declaration No : 20140339323	Date of Issue : 03/04/2014 1.00 PM
Valid Upto : 03/04/2014	Revalidated Upto : 03/04/2014

**Details of Goods Transported (Invoice details)**

Sl. No.	Invoice No.	Date	Commodity	Quantity	Value (in Rs.)
1	1	03/04/2014	ADHESIVES, GUM	23gm	21.00
No. Of Invoices: 1					Total Amount (Rs.): 21.00

**Transhipment Details**

Sl. No.	Occasion	Vehicle No.	Date and Time
1	Generation	WB41C/0885	03/04/2014 1.00 PM
2	1st Transhipment	ABCDEF12	03/04/2014 1.06 PM
3	2nd Transhipment		

### Annexure after Transhipment



## User Manual For Dematerialized Transit Declaration (version 3.0)

### UTILIZATION:

For Utilization, transporter should click on the fourth link on the *Transit Declaration Menu Page*, then transporter will be redirected to following page where transporter should enter the transit declaration number and click on the '**Utilisation**' button.

**TRANSIT DECLARATION UTILISATION**

Back User: ABCD6161 Transporter Name: ABCD Log Out

Enter The Transit Declaration Number: 20140339323

\*If the TD has been generated before 01-APR-2014 only then please provide the vehicle no. as mentioned in the printed Transit Pass

Utilisation

Utilisation Menu	
Transit Declaration No :	20140339323
Entry Date :	03/04/2014
Originating Place :	PLACE1
Destination Place :	PLACE2
Entry Location :	BANGAON
Exit Location :	BARABAZAR
Enter Utilisation Date :	03/04/2014
Select Type :	Transit Declaration
Enter Waybill/Transit Declaration/Transit Pass/Baiti No :	20140339323
Enter Waybill/Transit Declaration/Transit Pass/Baiti No Generation Date :	03/04/2014
Please Enter The Picture Code :	i09h8

Submit

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If the transit declaration number is not utilised, then the above page will be displayed with some information and rest of the information should be provided by the transporter. After fill up the form, transporter should click on Submit button. On successful utilization, an acknowledgement slip will be generated.

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**ACKNOWLEDGEMENT SLIP**

Electronic submission of Utilization of Transit Declaration

Back Log Out

Acknowledgement No	:	20140000031
Transit Declaration No	:	20140339323
Type	:	Transit Declaration
Waybill/Transit Declaration/Transit Pass/Baiti No	:	20140339323
Waybill/Transit Declaration/Transit Pass/Baiti No Generation Date	:	03/04/2014
Originating Place	:	PLACE1
Destination Place	:	PLACE2
Entry Date	:	03/04/2014
Place of Entry	:	BANGAON
Place of Exit	:	BARABAZAR
Date of Utilization	:	03/04/2014

Print

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For reprint of transit pass and utilisation acknowledgement slip, transporters should click on the fifth and sixth link on the *Transit Declaration Menu Page* respectively and provide the information as required to generate the acknowledgement slip.

## User Manual For Dematerialized Transit Declaration (version 3.0)

### RESET PASSWORD:

For Reset Password, Transporter should click on **Reset Password** link in the Sign in page.

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Home

**eTransit Declaration Sign in**

Sign in

Username

Password

Login Reset

Reset Password

Important Note

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After click on the link the following screen will be displayed.

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Home

**Reset Password**

**Instructions For Reset Password**

1. Please Fill up the information under tab1 and click on submit button.
2. Verification code is generated and send to your Email Id.
3. Check your Email Id for the verification code
4. If you get the verification code, then proceed to tab2.
5. Again Fill the information and click on submit button to reset the password

Tab 1 Tab 2

Userid :*	AVIJ2681
Transporter's Enrolment/Registration No.:	WBCOMTAX123456
Transporter Name:*	WBCOMTAX

submit

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After fill up all the information under Tab1, transporter should click on **Submit** button. Then an 'Access Code' will automatically sent to the registered mobile no.

## User Manual For Dematerialized Transit Declaration (version 3.0)

After receiving the access code via sms, transporter will move to Tab 2 in the following screen and fill up the form. After fill up the form, transporter should click on **Submit** button and password will be successfully updated.

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Home **Reset Password**

**Instructions For Reset Password**

1. Please Fill up the information under tab1 and click on submit button.
2. Verification code is generated and send to your Email Id.
3. Check your Email Id for the verification code
4. If you get the verification code, then proceed to tab2.
5. Again Fill the information and click on submit button to reset the password

Tab 1 Tab 2

Userid :*	AVIJ2631
Verification Code :*	3444
Transporter's Enrolment/Registration No.:	WBZOMTAX123456
Password:*	••••••••
ReEnter Password:*	••••••••

Submit

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