



Department of
Excise & Taxation
Chandigarh Administration

E-Governance

Commercial Tax Mission Mode Project

A Handbook On E-Return



www.etdut.gov.in

Table of Contents

1.1 WELCOME TO E-RETURN	3
2. GETTING STARTED	3
2.1 VISIT WEBSITE.....	3
2.2 LOGIN	4
2.3 DASHBOARD.....	5
2.4 DOWNLOAD EXCEL FORMAT	6
2.5 INSTRUCTIONS BEFORE FILLING THE RETURN	7
2.6 SAMPLE EXCEL FORMAT	7
2.7 UPLOAD RETURN FORMS	10
2.8 PRINT E-RETURN RECEIPT	12
2.9 IMPORTANT POINTS TO BE KEPT IN MIND	14

1 Introduction

1.1 Welcome to E-Return

E-Return module is designed to enable the dealers to file their returns online. They need not go to the Excise and Taxation Department to file the return physically. Dealers no need to download the XML Converter. They download all the VAT/CST required forms through ETD-website i.e. www.etedut.gov.in. An acknowledgement receipt number is generated on successfully uploading the return files on server. The dealers can also print the acknowledgment receipt generated after filing the returns online.

2. Getting Started

2.1 Visit Website

1. First of all, dealer will visit the ETD- website i.e. www.etedut.gov.in
2. Type the URL in the address bar of the selected browser i.e. <http://www.etedut.gov.in>
3. Once the web site is connected the Home page will appear as shown below (Screen: 1)

The screenshot shows the home page of the Department of Excise & Taxation, Chandigarh Administration. The page includes a header with the department's name and logo, a navigation menu with links like HOME, ACTS, RULES, NOTIFICATION, E-SERVICES, CONTACT US, DOWNLOADS, and SITE MAP. Below the navigation is a banner area with a 3D 'Tax' graphic and a line graph titled 'Tax Collection in Crore' showing data for years 2010-11, 11-12, 12-13, and 13-14. The main content area is divided into three columns: E-SERVICES, ABOUT US, and DEALER SECTION. The E-SERVICES column contains links for e-Registration, Registered Users(Login), E>Returns, E-Forms, E-Refund, and E-Grievance. The ABOUT US column contains a paragraph of text. The DEALER SECTION column contains links for Verify E-Forms, Verify RC, Cancelled Dealers, Detail of TINs who have provided wrong/bogus PANs, List of Dealers having mismatch name regarding PANs, Return Defaulter List, and Dealer Search. A callout box with a black border and white background points to the 'Registered Users(Login)' link, containing the text 'Registered Users (Login) Click on this link'. At the bottom of the page, there is a footer with a navigation menu and a copyright notice: '© Copyright 2015. All rights reserved'.

Year	Runes in Crore
2010-11	1,120.13
11-12	1,162
12-13	1,286
13-14	1,324

Screen: 1

2.2 Login

1. On the left hand corner of the home page (Screen-1) there is a **Registered Users (Login)** link. Please click on it.

2. A new screen will open as shown below (Screen-2). Please enter following details in the screen.

Login id –Your 11 digit TIN

Password – Your 11 digit TIN until you did not change.

Department of
Excise & Taxation
Chandigarh Administration

Login

Login to your account. [Forgot your password?](#) [CREATE AN ACCOUNT](#)

04820018161

.....

Remember me

[Login](#) [Cancel](#)

User Name:
Enter your TIN No.

Password:
Enter your password

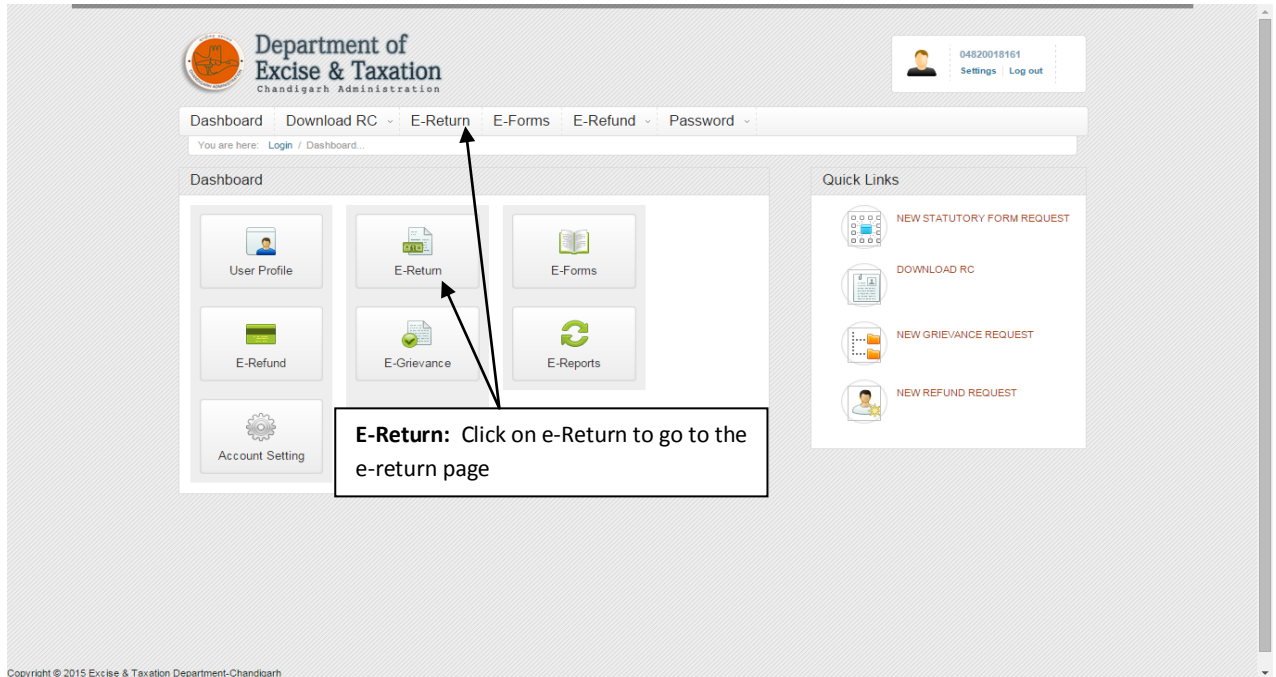
Login:
Click here to login

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Screen: 2

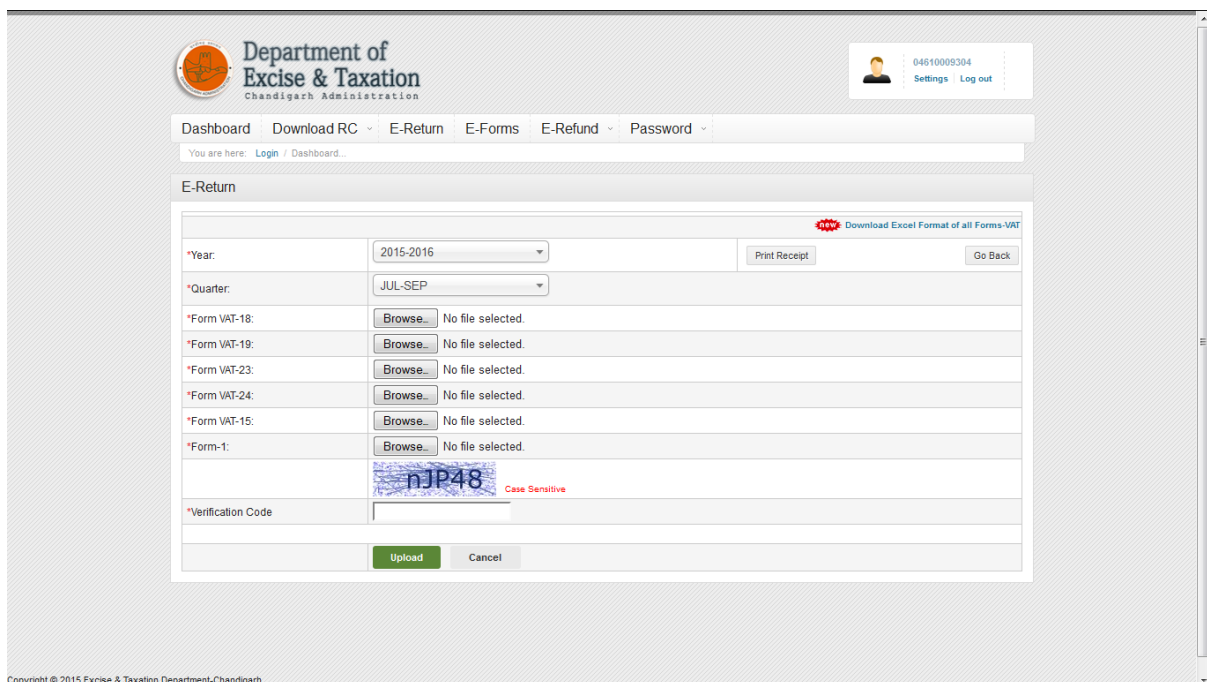
2.3 Dashboard

1. If the details entered by you are found correct; you will be logged in. You are entitled for number of e-services. Please click on E-Return (Screen-3) link OR on the top horizontal menu of the dashboard for fill the returns below:



Screen: 3

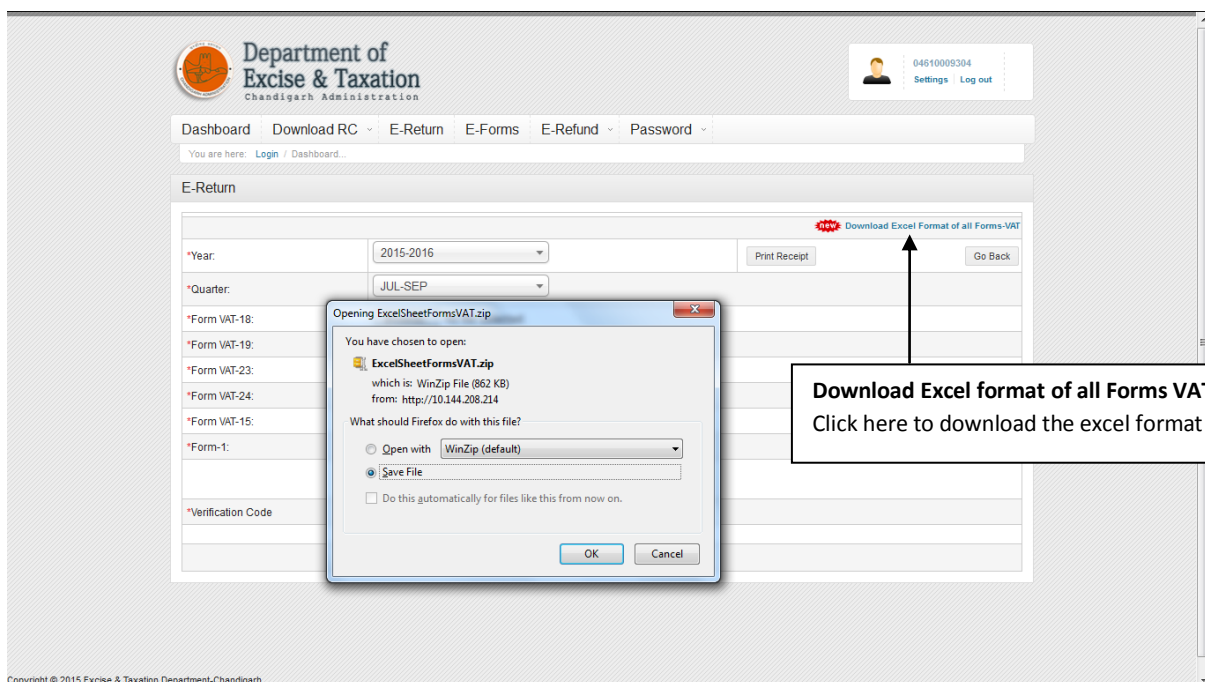
2. On clicking above screen link you will get the screen (i.e.Screen-4)



Screen: 4

2.4 Download Excel Format

1. To fill up the return, you are required to download the latest Forms from the website. You should have Microsoft Office Excel (version may be 97, 2000, 2003 or 2007) installed in your computer for this purpose.
2. On the right side of the screen-5 below, click on the **Download Excel format of all Forms VAT** link to download all required return forms in zip file.



Screen: 5

3. When you will extract the file, then you will get the following forms:

1. VAT-18(CH).xls

2. VAT -19(CH).xls

3. VAT-23(CH).xls

4. VAT-24(CH).xls

5. VAT15(CH) .xls

6. FORMI(CH) .xls

2.5 Instructions before filling the return

The following instructions may please be noted before filling the return:

1. Dealer has no need of XML Converter. They enter all required information in Excel file with respect to forms and upload it on Server.
2. Don't change in any column name of Excel otherwise you can't upload the returns file on server
3. The VAT/ CST RC number should be exactly as per the Registration Certificate issued to the dealer.
4. Please provide the information in the appropriate box/column.
5. Date fields format in excel should be dd/mm/yyyy. If not, then please change system date format (dd/mm/yyyy).

You can see the samples of excel format shown below:

2.6 Sample Excel Format

1. VAT-18: (Inter-State Sale)

The screenshot shows an Excel spreadsheet titled 'VAT18(CH).xls [Compatibility Mode] - Microsoft Excel'. The spreadsheet is a form for VAT-18 (Inter-State Sale). It includes a header with the Indian national emblem and the motto 'सत्यमेव जयते'. Below the header, there are two notes: 'Note 1 :- All (*) signs fields are mandatory.' and 'Note 2: Don't change any Column Name in Excel. If you change any column name in excel, you can't upload the forms vat data on server.' The main table has the following columns: Sr.No., Date of Sale invoice/Challan (dd/mm/yyyy), Serial no of Sale Invoice /Challan, Sr. No. of Form VAT-36, Type of the declaration form C /F/H furnished, if any , by the purchaser, No. of the declaration form furnished, if any , by the purchaser, Date of the declaration form C furnished, if any, by the purchaser (dd/mm/yyyy), and Description of goods. The table ends with a 'TOTAL' row. The status bar at the bottom indicates 'Ready' and '100%' zoom.

1	सत्यमेव जयते							
2	Note 1 :- All (*) signs fields are mandatory. Note 2: Don't change any Column Name in Excel. If you change any column name in excel, you can't upload the forms vat data on server.							
3	TIN							
4	Sr.No.	Date of Sale invoice/Challan (dd/mm/yyyy)	Serial no of Sale Invoice /Challan	Sr. No. of Form VAT-36	Type of the declaration form C /F/H furnished, if any , by the purchaser	No. of the declaration form furnished, if any , by the purchaser	Date of the declaration form C furnished, if any, by the purchaser (dd/mm/yyyy)	Description of goods
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								TOTAL
17								
18								

2. VAT-19: : (Inter-State Purchase)

3	TIN	Note 1 :- All (*) signs fields are mandatory. Note2: Don't change any Column Name in Excel. If you change any column name in excel, you can't upload the forms vat data on server.						
4	Sr.No.	Date of the invoice/Challan(dd/mm/yyyy)	Serial No. of the Invoice/Challan	Sr. No. of Form VAT-36	Declaration form C/H/F type	No. of the declaration form C/H/F issued, if any, by the purchaser	Date of the declaration form C/H/F issued, if any, by the purchaser(dd/mm/yyyy)	Description of goods
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								TOTAL

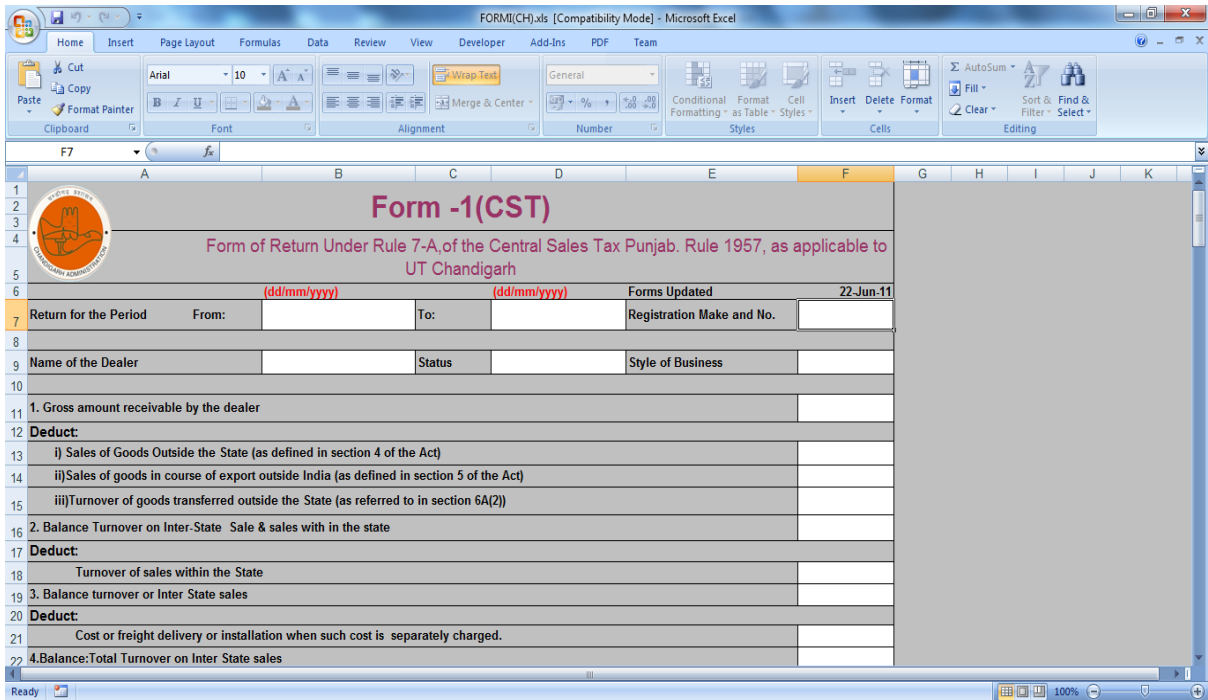
Screen: 7

3. VAT-23: (Intra-State Sale)

3	TIN	Form VAT 23 [See Rule (42)] LIST OF SALES						Value of Goods	
4	TIN (*)	Name of purchaser	Address of purchaser	Invoice Number	Invoice Date (dd/mm/yyyy)	Details of Commodity	Tax Free	Exempted	Taxable
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16							0.00	0.00	

Screen: 8

4. VAT-24: : (Intra-State Purchase)

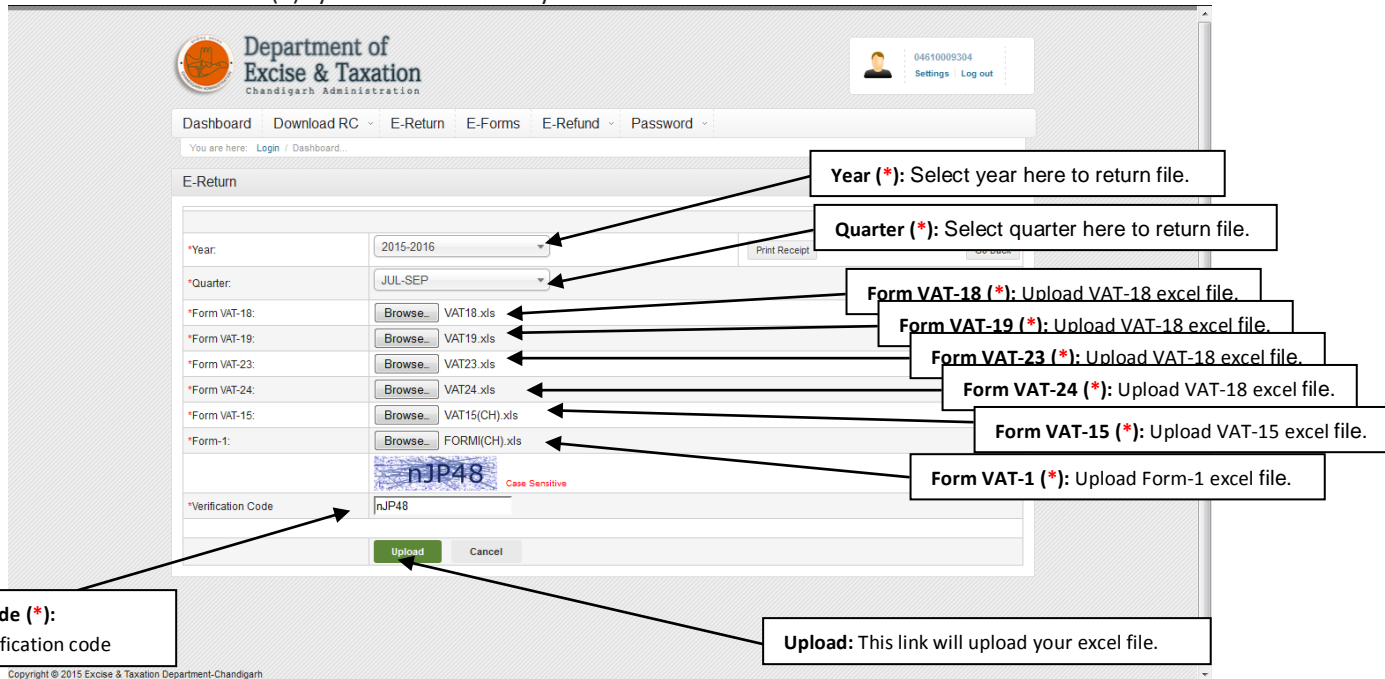


Screen: 11

2.7 Upload Return Forms

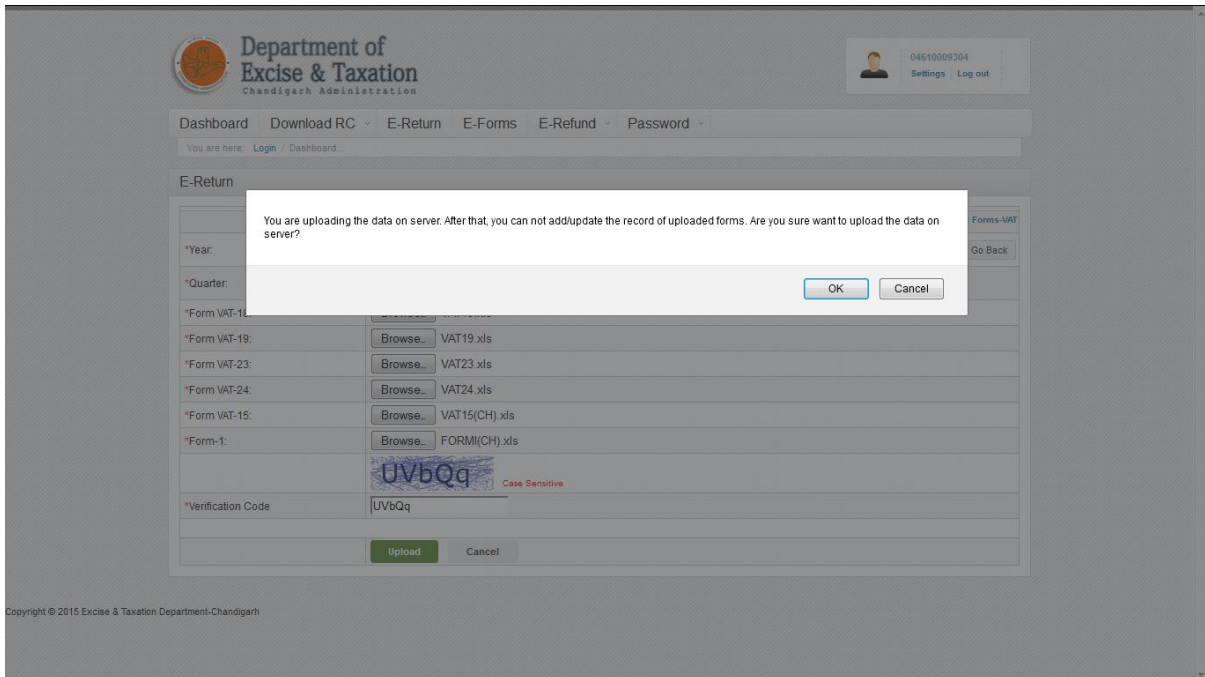
When you filled the data properly in excel file. Then you have to upload these files from screen-12. You can see the current year and quarter selected by default.

Note: All the fields with (*) symbol are mandatory.



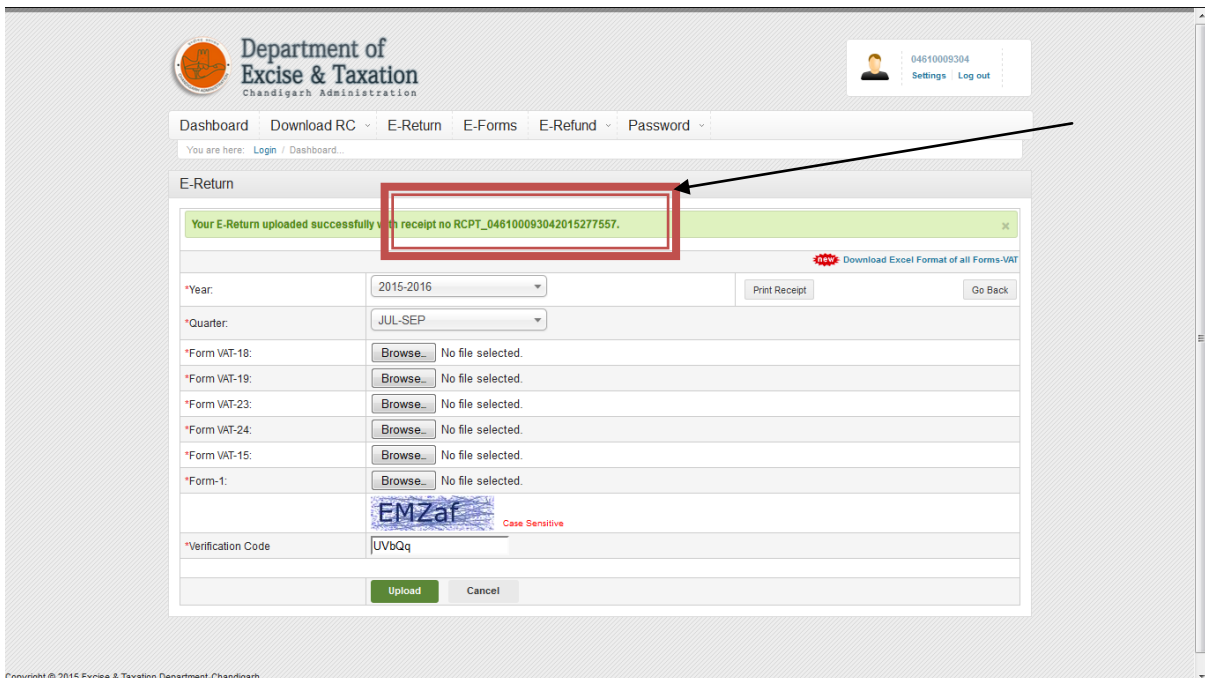
Screen: 12

When you click on upload link, you get the confirmation message “You are uploading the data on server. After that, you can not add/update the record of uploaded forms. Are you sure want to upload the data on server?” See Screen-13 below:



Screen: 13

When you click on OK button, your all return files will upload successfully and get the receipt number (Screen-14). See below:



Screen: 14

2.8 Print E-Return Receipt

The screenshot shows the 'E-Return' module interface. At the top, there is a navigation bar with 'Dashboard', 'Download RC', 'E-Return', 'E-Forms', 'E-Refund', and 'Password'. Below this, a message states: 'Your E-Return uploaded successfully with receipt no RCPT_046100093042015277557.' A 'Print Receipt' button is highlighted with a black arrow. The interface also includes fields for Year (2015-2016), Quarter (JUL-SEP), and various VAT forms (VAT-18, VAT-19, VAT-23, VAT-24, VAT-15, Form-1) with 'Browse...' buttons. A verification code 'UVbQq' is entered, and an 'EMZaf' digital signature is visible. A 'Download Excel Format of all Forms-VAT' link is also present.

Screen: 15

When you click on **PrintReceipt** link, you get the following page (Screen-16). See below:

The screenshot shows the 'E-Return Receipt' module interface. It features a 'Get Receipt' button and a table displaying receipt details. The table has columns for SL.NO., TIN, RECEIPT NUMBER, FILLING DATE, QUARTER, YEAR, and PRINT. The data row shows: SL.NO. 1, TIN 04610009304, RECEIPT NUMBER RCPT_046100093042015277557, FILLING DATE 02-07-2015, QUARTER JUL-SEP, YEAR 2015, and a 'Print' button.

SL.NO.	TIN	RECEIPT NUMBER	FILLING DATE	QUARTER	YEAR	PRINT
1.	04610009304	RCPT_046100093042015277557	02-07-2015	JUL-SEP	2015	Print

Screen: 16

Department of Excise & Taxation
Chandigarh Administration

Dashboard Download RC E-Return E-Forms E-Refund Password

You are here: Login / Dashboard

E-Return Receipt

*Year: 2015-2016 Go Back

*Quarter: JUL-SEP

Get Receipt Cancel

SL.NO.	TIN	RECEIPT NUMBER	FILLING DATE	QUARTER	YEAR	PRINT
1.	04610009304	RCPT_046100093042015277557	02-07-2015	JUL-SEP	2015	Print

Opening EReturnReceipt.pdf

You have chosen to open:
EReturnReceipt.pdf
 which is: Adobe Acrobat Document (274 KB)
 from: http://10.144.208.214

What should Firefox do with this file?

Open with Adobe Reader (default)

Save File

Do this automatically for files like this from now on.

OK Cancel

Print: Click here to print the receipt

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Screen: 17

When you will open the PDF file, it contains two pages. One is for the receipt of Form VAT -15 and other is for the receipt of Form-1(CST). See Screen -18 and Screen -19 below:

EReturnReceipt.pdf - Adobe Reader

File Edit View Window Help

Open 1 / 2 118% Tools Fill & Sign Comment

FORM VAT-15 RECEIPT

Department of Excise & Taxation
Chandigarh Administration

TIN: 04610009304 For period(dd/mm/yyyy) From: 01/07/2015 To: 30/09/2015

Name of the person : SK JAIN
 Address of the person : PLOT NO- 132 INDUSTRIAL AREA PHASE-1 Chandigarh
 Trade Name : CONTINENTAL DEVICE INDIA LTD.
 Ward Name : WARD-3
 Email: sk.jain@cdill.com Mobile:

Receipt Number :	RCPT_046100093042015277557
Total Output Tax[as per col 3(d)] :	44297257
Less:Total actual ITC as per col 4(j) :	0
Difference(Total Output Tax-Total actual ITC) :	1112594
Excess ITC a) Actual :	0
Excess ITC b) Notional :	0
CST liability for the return period if any :	0
Excess actual ITC as per col(d) if any :	43184663.00
Difference(CST liability -Excess actual ITC) :	0
Excess Actual ITC to be carried forward :	0
Excess Notional ITC to be carried forward :	43184663.00

Export PDF
 Adobe ExportPDF
 Convert PDF files to Word or Excel online.
 Select PDF File:
 EReturnReceipt.pdf
 1 file / 274 KB
 Convert To:
 Microsoft Word (*.docx)
 Recognize Text in English(U.S.)
 Change
 Convert
 Create PDF
 Edit PDF
 Send Files
 Store Files

Screen: 18

FORM-1(CST) RECEIPT

TIN: 04610009304 For period(dd/mm/yyyy) From: 01/07/2015 To: 30/09/2015

Name of the person :	SK JAIN
Address of the person :	PLOT NO- 132 INDUSTRIAL AREA PHASE-1 Chandigarh
Trade Name :	CONTINENTAL DEVICE INDIA LTD.
Ward Name :	WARD-3
Email:	sk.jain@cdil.com
Mobile:	

Receipt Number :	RCPT_046100093042015277557
Turnover of sales within the Union Territory of Chandigarh :	44297257
Balance Turnover on Inter-State sales :	0
Balance Taxable Turnover in respect of Inter State Sales :	1112594
Total Tax Payable :	0
Excess ITC Adjusted :	0
Net Tax Payable :	0

Screen: 19

2.9 Important Points to be kept in mind

- The e-return file will be only verified and uploaded if the dealer has entered the mandatory fields irrespective of required forms.
- For VAT-18, VAT-19, VAT-23, VAT-24, Form VAT-15 and Form -1(CST).xls format will only be accepted.
- It is required to upload the same form that is downloaded from the website. Copy of any other form file will not be accepted.
- Please do not share the password with anybody.