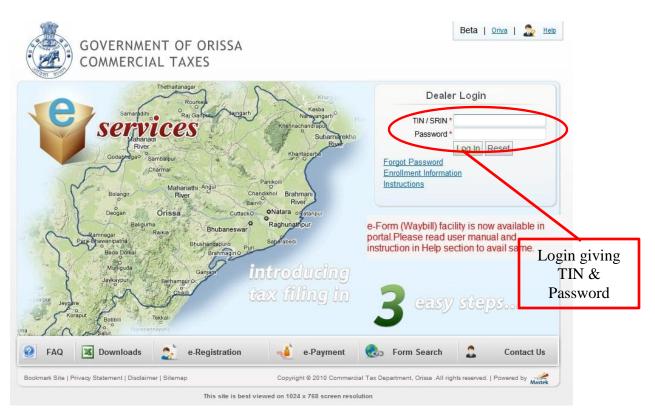
e-CST Forms - Guideline for Users

e-CST Forms is a facility available for the dealers in the e-services portal for online requisition and issuance of various statutory forms under Central Sales Tax(CST) Act.

This facility is available to the dealers registered under various Acts such as the Value Added Tax (VAT), the Central Sales Tax (CST) and the Orissa Entry Tax (ET). However, this service can be availed from the Commercial Tax Department Portal (https://orissatax.gov.in) by the dealers who already have enrolled for e-services (refer user guideline for Enrolment).

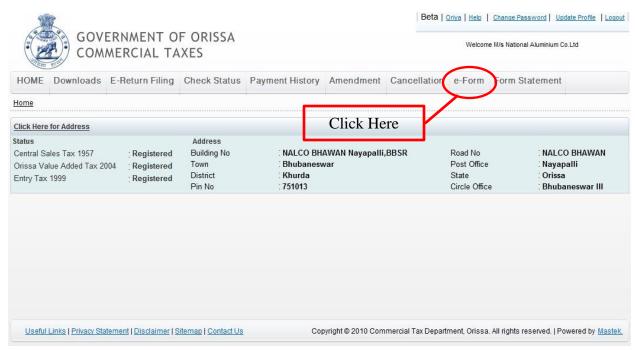
For accessing e-CST Forms, access e-services portal and log in using required credentials.



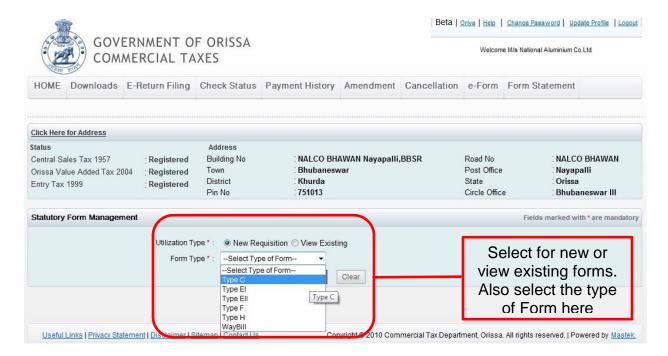
To access e-form management the dealer has to access 'e-Form' page first.

Access to 'e-Form'

1. You will view the following screen after log in.



On clicking "e-Form" link you will view following screen. You can apply for new requisition or view the requisition for which you have already applied



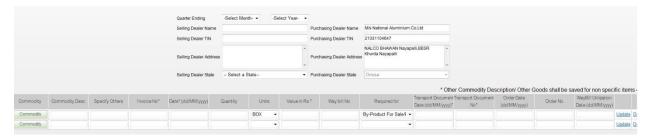
For New Requisition of any statutory e-CST Form select New Requisition option from the drop down options.

Then select form type (C / E-I / E-II / F / H) for which you want requisition from Form type drop down and click on Submit button.

To view existing requisition of any Statutory e-CST Form select View Existing option.

CST Form Requisition

2. If you have selected Form Type as C/ E-I / E-II / F / H then you will view the following web form for requisition



The purchasing dealer details are automatically filled, as it is the same dealer in Orissa who is sending the requisition for the form. The dealer has to enter selling dealer details and move to Commodity section.

The dealer has to fill up the details pertaining to commodity, Invoice Number, Invoice Date, Amount, Transport Document Number and date etc. After filling up the details in one row, the dealer is required to click the "update" link at the right side of the row. In case the dealer wants to remove the details of that row, he can also click "Delete" link next to the "update" link.

Similarly, the dealer is required to fill up all the information pertaining to that dealer outside the State. The system allows to enter as many number of rows as required by the dealer.

After entering the details, the dealer has to "Save" the details after entering commodity details. The dealer can edit the saved details later on only till the dealer clicks on "Send for Approval" button. Once the "Send for Approval" is clicked, the details of the form requisition are sent for approval by concerned circle authority.

Once a dealer clicks on "Send for Approval" and sends the e-CST Form for approval by CTD, details of the said e-CST form cannot be edited any further.

Once it is approved, the dealer can print the e-CST form from "View Existing" section as mentioned below.

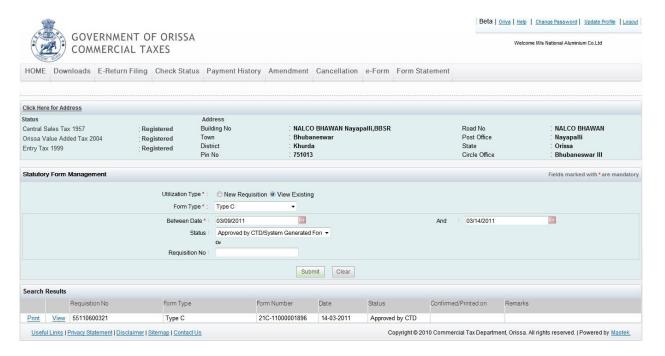
The dealer will receive a confirmation mail in the given email ID on approval and rejection of the e-CST form. There is no cancellation process for CST forms, so the

dealer has to be very sure before sending for approval to concerned circle authority.

Note: The requisition and approval process is same for all (C/ E-I / E-II / F / H) the e-CST statutory forms.

View Existing Forms

3. The "view existing" section is to access the details of a Saved / Sent for Approval / Approved / Rejected / Cancelled e-CST Form. The dealer can access the existing details by selecting "View Existing" option as mentioned in above in Access Form Requisition section. The dealer will view the following screen.



The dealer can search existing form details by selecting Form type, Date of requisition and Status of form. You can search by entering Requisition Number also, if it is remembered.

The dealer can also view the details of the requisition by clicking the view link in search result grid.

If the dealer has applied for e-CST form requisition and it is approved by concerned circle authority (status is approved) then the dealer can take print out of the any e-CST Form by clicking the Print link in the search result grid,

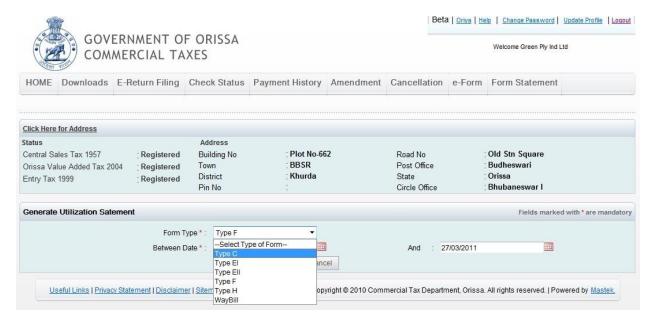
The dealer can edit the e-CST Form details by clicking the "View" button in search result grid, ONLY if the Status of the e-CST form is "Saved "and not "Sent for Approval".

The dealer can save the PDF format of any e-CST form after clicking print button,

Form Statement

4. A facility has also been provided for the dealers to generate a statement of e-CST forms generated from the portal and utilised by the dealer. The Statement is in form V-I.

In order to generate the statement, the dealer needs log in to the CTD portal and click on the "Form Statement" link on the top of the web page. The following screen will be displayed.



Select form type for which the dealer wants statement.

Select date period for which the dealer wants statement. The date is requisition date i.e. the dealer saved the requisition details for the first time.

The dealer needs to click on generate *I* print to generate the statement of utilisation of e-CST Forms in Form V-I.

NOTE:

- 1. This statement includes the e-CST Forms generated *I* printed from the portal by a particular dealer and not the manual CST Forms issued to the dealer earlier.
- 2. There is no cancellation process for CST forms, so the dealer has to be very sure before sending for approval to concerned circle authority.
