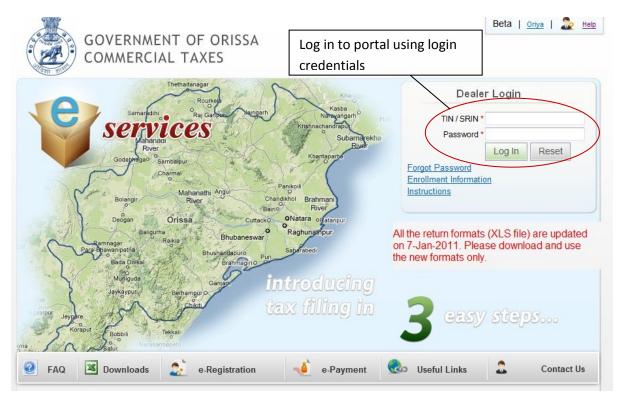
e-Form Management- Guideline for Users

e-Form Management is a facility available for the dealers in the e-services portal for online requisition and issuance of e-Waybill and various statutory forms under Orissa VAT Act & 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 is available for the dealer enrolled in e-services (refer user guideline for Enrolment) portal of Commercial Tax Department (https://orissatax.gov.in).

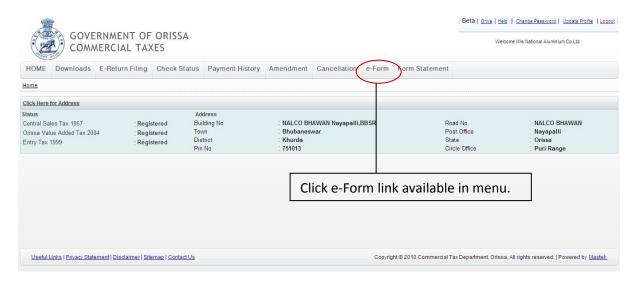
For accessing e-Form management, access e-services portal and log in using required credentials



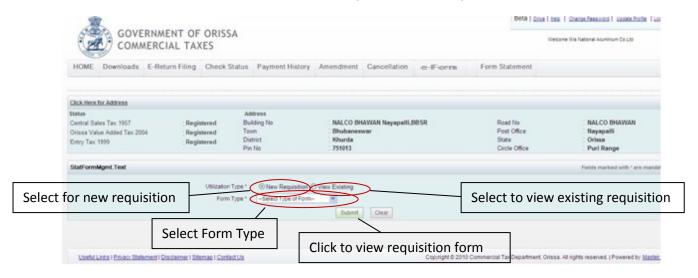
To access e-form management you have to access for 'e-Form' first as available in menu of portal.

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(s) for which you have already applied.



For New Requisition of e-Waybill select New Requisition option and select Waybill from the drop down options.

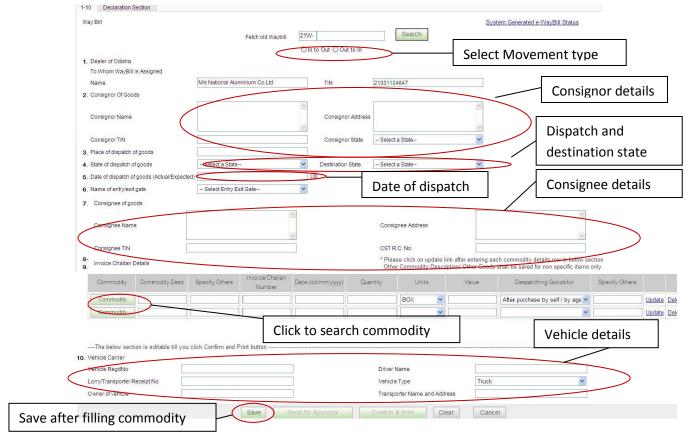
Then select Waybill from Form type drop down and click on Submit button.

To view existing requisition of e-Waybill select View Existing option.

You will view the requisition web form for Waybill.

Waybill requisition

2. If you have selected Form Type as Waybill then you will view the following web form for Waybill requisition.



Select movement type (In to Out or Out to In) for which an e-Waybill is required.

In case you are sending commodities/goods out of state then select "In to Out" option. On selection this option, the consignor section will be "read only" filled with the details of the dealer. The State of dispatch will be "Odisha" only.

You have to fill the other details like Place of dispatch of goods, State of dispatch good, Destination State, Date of Dispatch and Name of the Entry/ Exit check gate.

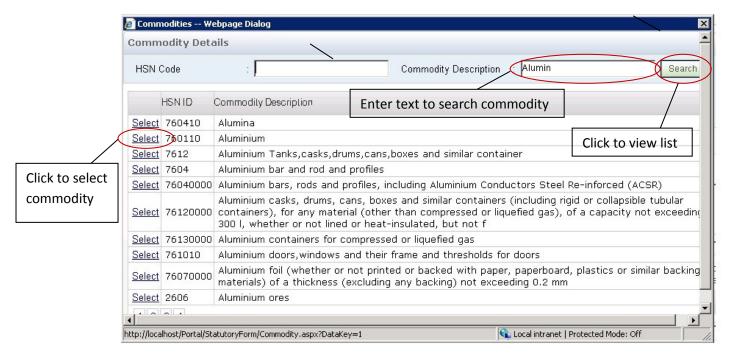
In case you are bringing commodities/goods from outside state then select "Out to In" option. On selection this option the consignor section will be enterable and the consignee details will be "read only" filled with the details of the dealer. In this case the dealer has to enter all the other details. The destination state and State of dispatch good will be read only as "Odisha".

Fill the consignee details. In case you have selected the movement type "In to Out".

Note: Enter Consignee TIN, the state code of TIN will be verified against the selected dispatch state. So please enter valid TIN only.

In case you have selected the movement type "Out to In" then the consignee details will be "read only" filled with your details.

Click on commodity button to search commodity. The following screen will be displayed.



Enter commodity description and click on search button. The related commodity list will be displayed as search result.

Click on select button to select a commodity.

Note: You may not have the exact commodity in the list, you can choose nearest commodity. In case you are not finding any commodity according to your requirement then enter "Others" in the Commodity Description text box and enter Search button.

On selecting the commodity in the search screen the commodity description of commodity section will be filled with commodity name and search screen will be closed automatically. Fill the other details of the commodity section of Waybill and click on Update button.



After filling the other details in commodity section click the "Update" link to update the list of commodity for e-Waybill.

If you want to remove any commodity from the list then click on "Delete" link.

If you want to add more than one commodity then click in the commodity button of the next row. On adding 2nd commodity and clicking on Update link for 2nd commodity, one more row will be displayed to add one more commodity.

After entering the commodity you can "Save" the waybill details.

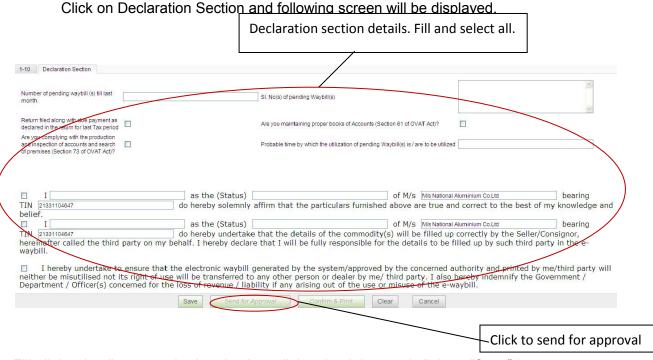
The commodity details can be filled up later even after approval in case of "Out to In" movement type and the dealer intends to use e-Waybill (Consignor) (Zero Log in)

Note: The dealer can edit the waybill details like commodities / quantity / value etc. only till the dealer has not clicked on "Send for Approval" button. However you can edit the vehicle / transporter details, even after approval of Waybill by concerned authority.

You can view the saved details by accessing the details through "View Existing" as mentioned in below section.

Send for Approval

After filling the details in tabs "1-10", the details in "Declaration Section" are to be filled up by the dealer before the requisition can be sent for approval.



Fill all the details as required and select all the check box and click on "Save" button.

Click on "Send for Approval" button to send the waybill for approval by concerned authority.

Note: Fill the vehicle / transporter details section before sending for approval. If the vehicle / transporter details are not known at that point of time, then enter "NA" (Not Available) in vehicle / transporter details section. You can edit this section later even after approval.

Once you click "Send for Approval" button, you cannot edit any details. However you can edit the vehicle / transporter details even after approval of the waybill.

You can check status of approval and view the entered details through "View Existing" section.

Approval Processes:

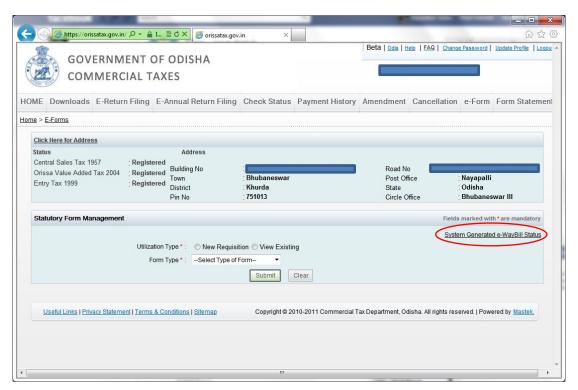
System Generated

e-Waybill can be instantly generated by the System if the dealer has filed return(s) electronically within the due date and made e-payment of tax till the last return(s) due for the month/quarter.

Explanation: If a dealer is applying for Waybill in month of February then he / she must have filed tax return for the period December electronically and must have paid taxes electronically the total tax due as per the return filed for the same period. Dealer will receive a confirmation mail in his / her email id in case of such system generated waybills.

Status Check:

A dealer can also check whether the facility of "System Generated Waybills" is available to the dealer or not. In order to do that the dealer has to log in and go to "e-Form" Section. There is a link on the right hand side of the page saying "System Generated e-Waybill Status", as shown below.



Click on that link and it will open another Window showing the status for the dealer as shown below.



In case this facility is not available to the dealer, it will also show the reasons for which this facility is not available to the said dealer.

Approval by Circle Authority

In case of a dealer who is not filing returns and paying due taxes, electronically, his / her requisition for e-Waybill would require approval of concerned Circle Authority before the dealer is able to get a print out of such e-Waybill from CTD portal. Such e-Waybill requisition will be automatically sent to concerned circle authority for further verification and approval. Once it will be approved, dealer will receive a confirmation mail in his / her email ID with the approved e-Waybill number. If the requisition is rejected then dealer will receive an e-mail alert in his / her email ID along with the reason(s) for rejection of his / her requisition.

Cancellation

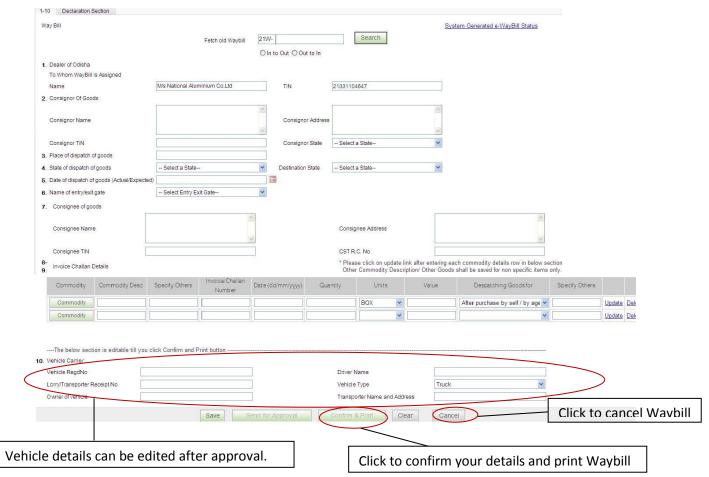
If you want to cancel the e-Waybill then click on "Cancel" button. You can cancel the e-Waybill after approval but only before such e-Waybill is confirmed and printed. Once you cancel any e-Waybill, you cannot print that e-Waybill any more.

Confirm and Print

On approval in any case as mentioned above, the dealer has to confirm the details and print the e-Waybill. You can cancel the e-Waybill after approval **but before it is confirmed**. If you would not confirm one approved Waybill within 3 months from the date of approval by the CTD then it will be disabled and you cannot access the Waybill for any use.

Note: You can change your vehicle / transporter details and commodity details (In case of Out to In movement only) and confirm. Remember once you will click "Confirm and Print" button then you cannot edit ANY details.

It is advised that one should Confirm & Print only when he /she is assured of the details filled in,



On clicking "Confirm & Print", you will be asked for confirmation again with an alert message. Once you click "OK" the Waybill details are confirmed and a printable version of Waybill will be displayed (in .pdf format).

You can now directly print the e-Waybill or save it in your local drive in the system.

IMPORTANT: Once you click on confirm and print then you cannot edit any details. So confirm the Waybill at the last moment, preferably when the vehicle is about to reach the designated check gate. You cannot cancel the confirmed e-Waybill.

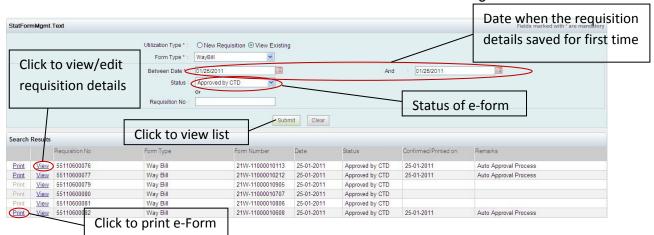
View Existing Forms

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



You 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.

Enter search criteria and click on submit button. You will view the following screen.



You can view the details of the requisition by clicking the view link in search result grid.

If you have applied for e-Waybill requisition and it is generated by the system or approved by concerned circle authority and confirmed by you then you can take print out of the e-Waybill by clicking the Print link in the search result grid.

If your e-Waybill is approved but you have not confirmed the Waybill then you cannot print it. To confirm the Waybill click on "View" link in the search result grid and follow the process for "Confirm and Print" of Waybill Requisition in above section. You can confirm the Waybill details only if the status of the waybill is "Approved. You can cancel the Waybill details if the status is approved only and it is NOT confirmed by you.

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

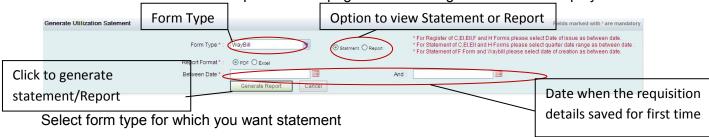
You can save the PDF format of e-Waybill form after clicking print button.

Once you will take printout of Waybill then you have to produce the e-Waybill in the designated exit/entry check gate within seven days of date of confirmation, otherwise the e-Waybill will be treated as "deemed to have been utilised".

Form Statement

4. A facility has also been provided for the dealers to generate a statement of e-Waybill forms generated from the portal and utilised by the dealer. The Statement is in form VAT 403.

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 option whether you want to prescribed statement or waybill report.

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

Click on generate / print to generate the statement of utilisation of e-Waybills.

NOTE:

- 1. This statement includes the e-Waybills generated / printed from the portal by a particular dealer and not the manual waybills issued to the dealer earlier.
- 2. Once an e-Waybill is produced at the designated check gate and processed by the check gate, the details will automatically appear in this statement.
- 3. e-Waybills confirmed and printed but not produced at any of the designated check gates will be treated as "deemed to have been utilised" and the details will also appear in this statement.

