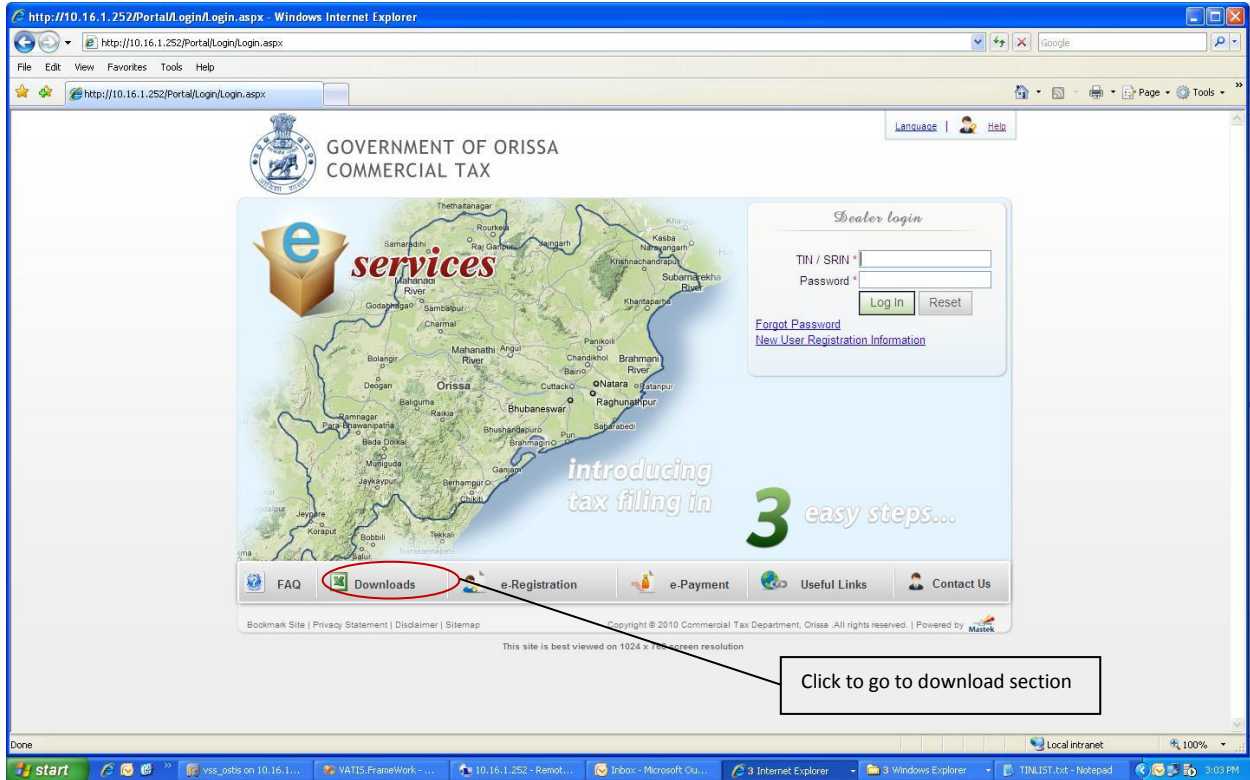


E-Filing - Guideline for Users

For return filing the dealer should have log in credentials first. Dealer has to download and fill the e-return form (Return XLS format) from portal. Click Download tab to go to File download section



Download and Filing of e-Form (XLS file).

1. Download the e- form (XLS file for return filing) from the download section of the portal. There are different formats available for different Acts. Following are the forms available in download section:

1 Download Form			2 Upload Form			3 Get Receipt		
e-Return Forms								
Sr.No	Forms	Details						
1.	Form I	For e>Returns of Central Sales Tax Payable By A Dealer						
2.	Form VAT - 002	For e>Returns of Turnover Tax Payable By A Dealer						
3.	Form VAT - 201	For e>Returns of Value Added Tax Payable By a Dealer						
3.1	Form VAT - 201 - Purchase Invoice	Purchase invoice sheet to be filled for Value Added Tax Payable By a Dealer						
3.2	Form VAT - 201 - Sales Invoice	Sales invoice sheet to be filled for Value Added Tax Payable By a Dealer						
4.	Form - E 3	For e>Returns of Entry Tax Payable By a Dealer						
4.1	Form - E 3 - Sales-Invoice	Sales invoice sheet to be filled for Entry Tax Payable By a Dealer						
Miscellaneous								
Sr.No	Reference	Details						
1.	Commodity List	Commodity List for dealer reference.						

Click on the form name, which you want to download as available under “Forms” section. A XLS file will be downloaded

It will ask for “Save” or “Open”. Click on “Save” button.

Save the XLS file in local computer without changing file name.

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Home > Downloads

1 Download Form 2 Upload Form 3 G

e-Return Forms

Sr.No	Forms
1.	Form I
2.	Form VAT - 002
3.	Form VAT - 201
3.1	Form VAT - 201 - Purchase Invoice
3.2	Form VAT - 201 - Sales Invoice
4.	Form - E 3
4.1	Form - E 3 - Sales-Invoice

File Download

Do you want to open or save this file?

Name: VAT-Form-201-v1.0.xls
Type: Microsoft Office Excel 97-2003 Worksheet, 323KB
From: 172.16.193.132

Open Save Cancel

Always ask before opening this type of file

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

Click to Save downloaded XLS file

Next...

Note:

1. Microsoft Office 2003 or higher version must have installed in your local computer in order to open and fill the form after saving.
2. Please don't change the form name while saving. It may cause problem while filing return in portal.

Filling of e-Form (XLS file)

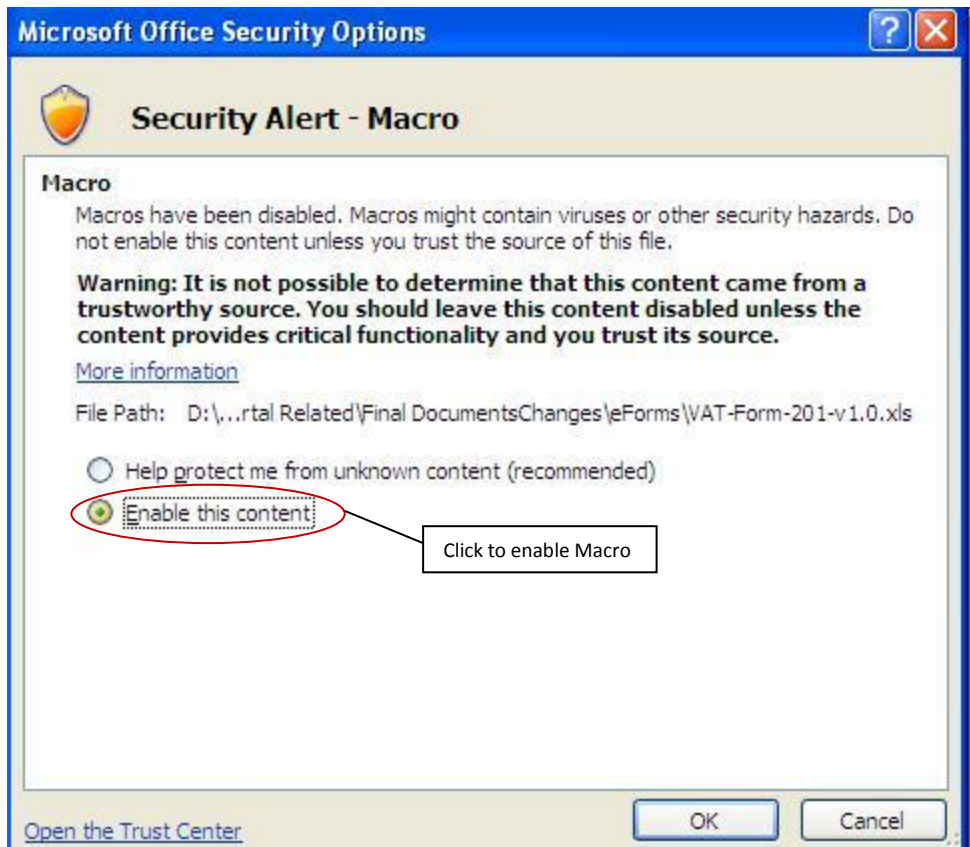
1. Open the saved XLS form. Click on the Option and Enable the Macro for XLS sheet. You need to enable Macro for proper return filing.

Please follow the below screen to enable Macro

Security Warning Macros have been disabled. Options...

K27 fx

Click to view enable Macro screen



Fill all the fields as available in the form. Please note that all the fields are enterable. There is no auto calculation in the XLS form. Fill the annexure form as well.

Please don't change any structure, label, work book name etc as available in the form, it may cause problem while filing return in portal.

2. After filling all the information please click on "Validate" button as available in e-form (XLS file). In case if any mandatory field is not filled or any wrong value is inserted in any field then error description will be inserted in Error workbook of e-form (XLS file).

<SCREEN SHOT OF XLS>

Fill the XLS sheet. Fill annexure as per requirement. Fill invoice XLS sheet for VAT-201 if you have invoice details. To fill invoice detail you need to download the Form VAT 201 –Purchase Invoice and VAT 201 –Sale Invoice separately. Follow the procedure as stated in point 1 of Return Filing to download and save invoice sheet.

Click on Validate button.

View Error in the Error Workbook.

Correct the Errors and again click on Validate button. Continue the process till there is no error in Error workbook.

If there is no error then Save the XLS files.

This process is applicable for filling of e-form (XLS file) for VAT/CST/ET Act.

Uploading e-form (XLS file) in e-Service Portal

1. After completing the entire process of filling and validating the e-Form (XLS file), now you need to upload the e-form (XLS file) in e-service portal. Please follow the below steps to upload e-form (XLS file).

Log in to portal using TIN/SRIN and password. The following screen will be displayed

GOVERNMENT OF ORISSA
COMMERCIAL TAX

Click to view upload section

Home Downloads **E-Return Filing** Check Status Payment History

Home

Click Here for Address

Status	Address
Central Sales Tax 1957 : Registered	Building No : MAIN ROAD
Orissa Value Added Tax 2004 : Registered	Town : JHARSUGUDA
Entry Tax 1999 : Registered	District : JHARSUGUDA
	Pin No :
	Road No : JHARSUGUDA
	Post Office : JHARSUGUDA
	State : Orissa
	Circle Office : Sambalpur Range

2. Click on **E-Return Filing** link to view to upload section of portal. The following screen is displayed

Home > E-Return Filing > File My Returns

Click Here for Address

Status	Address
Central Sales Tax 1957 : Registered	Building No : MAIN ROAD
Orissa Value Added Tax 2004 : Registered	Town : JHARSUGUDA
Entry Tax 1999 : Registered	District : JHARSUGUDA
	Pin No :
	Road No : JHARSUGUDA
	Post Office : JHARSUGUDA
	State : Orissa
	Circle Office : Sambalpur Range

1 Download Form 2 **Upload Form** 3 Get Receipt

e-Return Forms

Select ACT : **Orissa Value Added Tax 2004**

Return Period : From Date : **01/7/2010** To Date : 31/7/2010

Is Nil/Zero payment :

Select Return File to upload : Browse...

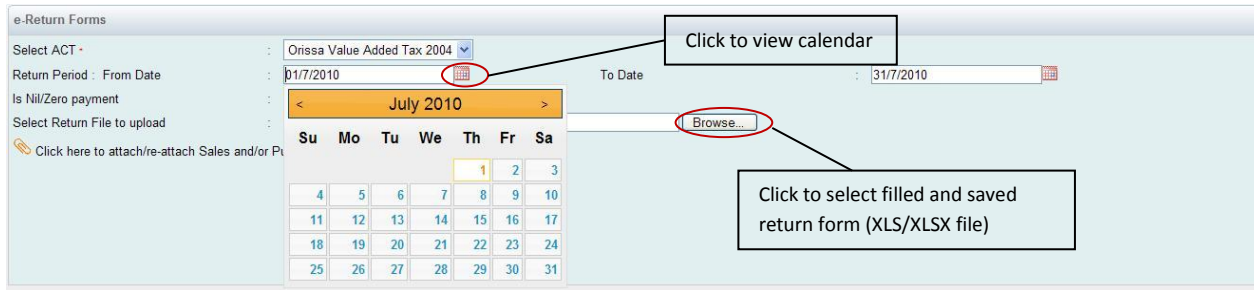
Click here to attach/re-attach Sales and/or Purchase invoice sheet (if any)


Next

Select Act for which you want file return

Return period is populated automatically

3. Select Act for which you want file return. The last return period is populated automatically as per your return filing frequency as available in concerned circle during the registration process. Follow the screen below to change the return period.

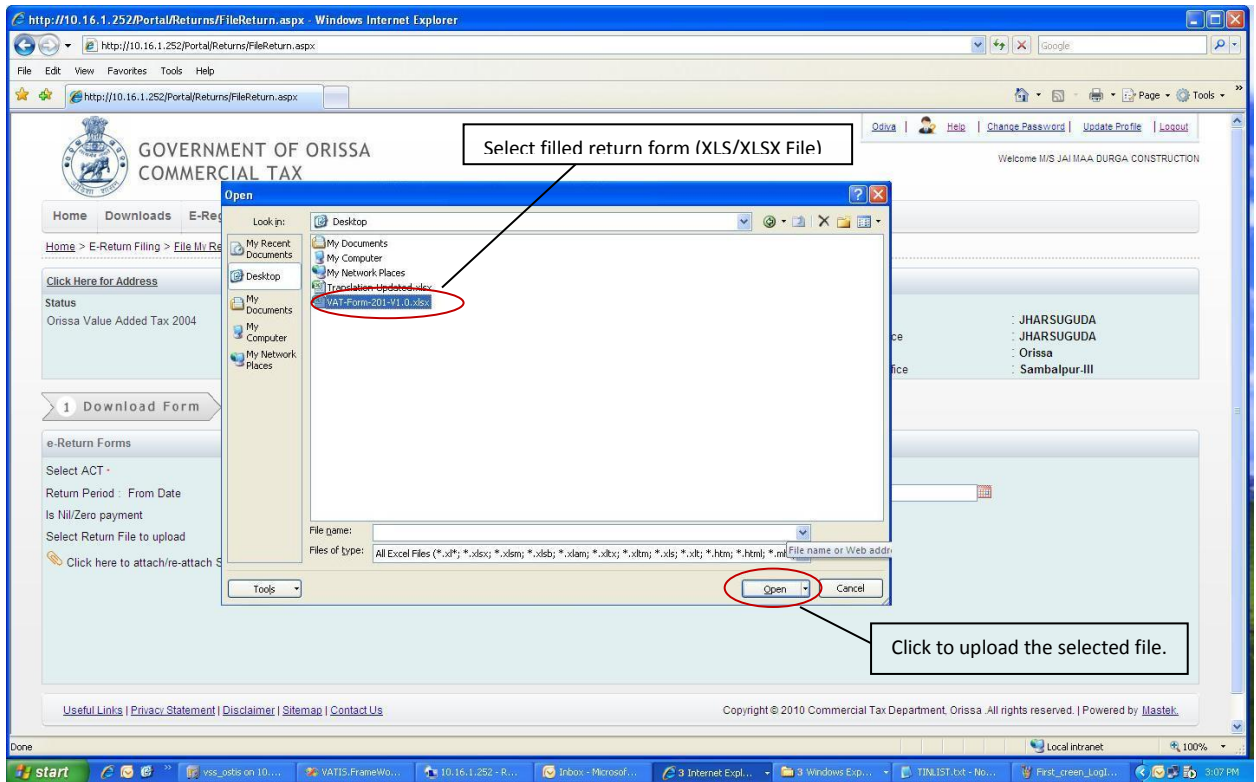


4. Click on the image  (shown in above screenshot) and the calendar is displayed.
5. Click on “<” link of calendar to view previous month. Click on “>” link of calendar to view next month.
6. Click on date to select Form Date of return period. You should select 1st date of a month for Form Date of return period

Follow the above process to select To Date of return period. You should select last date of a month for To Date of return period.

7. Click on “Browse” button to select the filled return form (XLS file) from your local computer. The return form may be XLS or XLSX depending upon the version of Microsoft Office. E.g. For return filing of VAT 201 select saved VAT-Form-201-V1.0.XLS file from your local drive of your computer.

Follow the below screen shot to select the saved return form (XLS file).

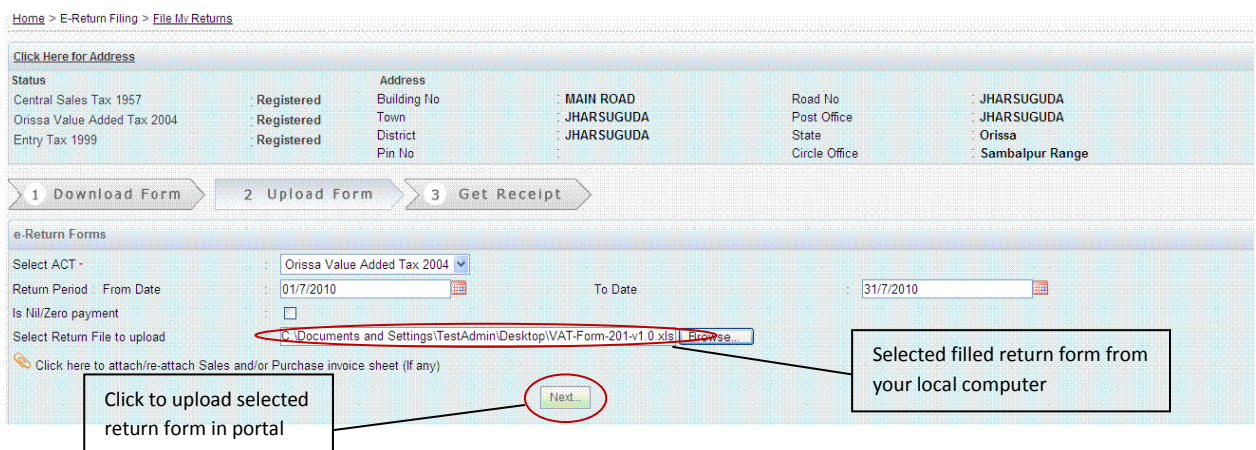


1. Select the return form (XLS file depending upon the version of Microsoft word) and click the Open button to upload the selected return form (XLS file).

Note:

1. Please don't change the file name while filling and saving the return file (XLS file).

On clicking the open button the following screen is displayed



In case you are filling the Nil / Zero return then please select the check box "Is Nil / Zero Payment".

For Nil / Zero return you should fill the return form (XLS file) accordingly.

2. Click the Next button to upload the selected return file in portal for selected Act and return period.

In case of any wrong entry/information in return form (XLS file) an error page is displayed stating the error available in the return form. In that case you have to check your return form (XLS file) for wrong entry, correct the entry and save the return form (XLS file). You have to follow the steps of **Uploading e-form (XLS file) in e-Service Portal** from the beginning.

If there is no wrong entry / information is available in return form (XLS file) then the following screen is displayed on clicking the Next button. This page is to view summary of the return and confirm your return filing for the selected Act and return period.

The screenshot displays the 'e-Return Filing' interface. At the top, there is a navigation bar with 'Home > E-Return Filing > File My Returns'. Below this is a section titled 'Click Here for Address' containing a table with the following details:

Status	Registered	Address	Building No	: BANJARI	Road No	: BANJARI
			Town	: JHARSUGUDA	Post Office	: JHARSUGUDA
			District	: JHARSUGUDA	State	: Orissa
			Pin No	: 768201	Circle Office	: Sambalpur-III

Below the address table is a progress bar with three steps: '1 Download Form', '2 Upload Form', and '3 Get Receipt'. The '2 Upload Form' step is currently active.

The main section is titled 'e-Return Forms' and contains the following fields:

- Select ACT: Orissa Value Added Tax 2004
- Return Period: From Date: 01/4/2010 To Date: 30/6/2010
- Is Nil/Zero payment:
- Uploaded Return file: VAT-Form-201-v1.0.xls

Below these fields is a 'Return summary' table:

Total Sales	500000
Total Purchase	200000
Net Tax Payable	5000
Total amount of Input Tax	20000

At the bottom of the summary table are two buttons: 'Confirm' and 'Cancel'. The 'Confirm' button is highlighted with a red circle and a callout box that says 'Click on Confirm button to complete return filing process'. The 'Cancel' button is also highlighted with a red circle and a callout box that says 'Click on Cancel button to cancel return filing process'.

3. Click on the Cancel button in case you don't want to confirm the return filing. On clicking Cancel button you will be directed to File My Return page. To file return again you have to follow the steps of **Uploading e-form (XLS file) in e-Service Portal** from the beginning.

Click on Confirm button in case you are confirming the return filing for selected Act and return period. On clicking on Confirm button an alert message is displayed asking for confirmation again. Click OK button as displayed in alert message to complete return filing process. Click Cancel button as displayed in alert message to cancel the return filing.

On clicking OK button the following screen is displayed to generate acknowledgement receipt.

Click Here for Address

Status	Registered	Address	BANJARI	Road No	: BANJARI
Orissa Value Added Tax 2004		Building No	JHARSUGUDA	Post Office	: JHARSUGUDA
		Town	JHARSUGUDA	State	: Orissa
		District	768201	Circle Office	: Sambalpur-III
		Pin No			

1 Download Form 2 Upload Form 3 Get Receipt

e-Return Forms

Select ACT : Orissa Value Added Tax 2004

Return Period : From Date : 01/4/2010 To Date : 30/6/2010

Is Nil/Zero payment :

Uploaded Return file : VAT-Form-201-v1.0.xls

Total Sales : 500000
 Total Purchase : 2000000
 Net Tax Payable : 5000
 Total amount of Input Tax : 20000

Generate Receipt Home

Click to generate receipt

- Click on Generate Receipt button to generate e-Filing acknowledgement. On clicking the button a receipt is generated in separate window with PDF file. The receipt contains the payment details as mentioned in return form (XLS / XLSX file).

AcknowledgeReceipt[1].pdf - Adobe Reader

File Edit View Document Tools Window Help

1 / 1 147% Find

Acknowledgement Receipt

Receipt No : 101000000000008 Date : 12/08/2010

Received the return of tax payable for the period 01/07/2010 to 31/07/2010 under the VAT ACT from:

TIN/TOT No. : 21294500154

M/s : M/S JAT MAA DURGA CONSTRUCTION

Address : NEAR MISHRA TALKIES JHARSUGUDA JHARSUGUDA
 JHARSUGUDA JHARSUGUDA

Payment Detail

Sr. No.	Payment Mode	Bank/Treasury Name	Bank Draft/ Banker's Cheque/Challan No.	Dated	Amount (Rs.)
1	EPayment	SBI	256333	12/08/2010	1,000.00
Grand Total (Rs.)					1,000.00

start | vss_osts on... | VATIS.Frame... | 10.16.1.252... | Inbox - Micro... | Internet E... | Windows... | TMLIST.txt... | Confirmation... | Acknowledge... | 3:08 PM

- You can save and print the acknowledgement receipt. Please keep the acknowledgement receipt no for future reference and communication.

Note: This is a computer generated receipt and doesn't require any signature.

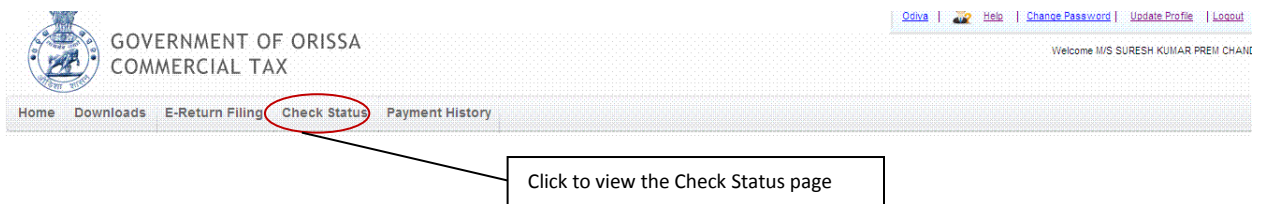
Once the receipt is generated the return filing process is completed for selected Act and return period.

Now you can view the status of return filing for a selected return period and Act in Check Status section.

You can view the history of payment that you have mentioned in payment details section of return form for selected Act.

Check Status of return filing

1. Click on Check Status link of the top menu to view the status of return filing.



2. On clicking the Check Status link the following screen is displayed where you can check the status of your return filing.

The screenshot shows the 'Check Status' page. It includes a header with user information and a navigation bar. The main content area has several fields for search criteria: 'Select ACT' (set to 'Orissa Value Added Tax 2004'), 'From Receipt Date' (11/08/2010), 'To Receipt Date' (17/08/2010), and 'Receipt No.' with a 'Search' button. A table below shows the search results for a specific receipt.

Receipt No	View Return File	Receipt Date	Act Type	From Date	To Date	Status
101000000000073		16/08/2010	VAT	01/04/2010	30/06/2010	Completed

Annotations on the screenshot include: 'Select Act and receipt period to view status' pointing to the 'Select ACT' dropdown; 'Enter receipt no to view status of particular return filed' pointing to the 'Receipt No.' field; and 'Click to view Status' pointing to the 'View Return File' button.

You can check status using Act and Receipt dates or Receipt no.

To check status using Act and Receipt dates follow the following steps.

3. Select Act for which you want to check status.
4. Select From Receipt Date and To Receipt Date within which you want to check status. To select date follow the step mentioned in point no 4. of **Uploading e-form (XLS file) in e-Service Portal**. The receipt date or return filing date should be in between From Receipt Date and To Receipt Date.
5. Click on Search button to view status.
6. The status of the return filing is/are displayed below the search button.

Home > Payment History

[Click Here for Address](#)

Status	Registered	Address			
Orissa Value Added Tax 2004		Building No	BANJARI	Road No	BANJARI
		Town	JHARSUGUDA	Post Office	JHARSUGUDA
		District	JHARSUGUDA	State	Orissa
		Pin No	768201	Circle Office	Sambalpur-III

Payment History

Select ACT : Orissa Value Added Tax 2004

From Receipt Date : 01/08/2010

To Receipt Date : 17/08/2010

Or

Receipt No. : Search

Enter receipt no to view payment details of particular return filed

Select Act and receipt period to view payment details

Payment Mode	Bank/Treasury Name	Bank Draft/Banker's Cheque/Challan No.	Dated	Amount(Rs.)
EPayment	SBI	12366	11/08/2010	5000

Click to view Payment details

You can check payment history using Act and Receipt dates or Receipt no.

To check payment history using Act and Receipt dates follow the following steps.

3. Select Act for which you want to check payment details.
4. Select From Receipt Date and To Receipt Date within which you want to check payment details. To select date follow the step mentioned in point no 4. of **Uploading e-form (XLS file) in e-Service Portal**. The receipt date or return filing date should be in between From Receipt Date and To Receipt Date.
5. Click on Search button to view payment details.
6. The payment detail(s) of return filing is/are displayed below the search button.

Payment Mode	Bank/Treasury Name	Bank Draft/Banker's Cheque/Challan No.	Dated	Amount(Rs.)
EPayment	SBI	12366	11/08/2010	5000

To check payment history using Receipt no follow the following steps. In

7. Enter the acknowledgement receipt no that is provided after confirming return filing.
8. Click on Search button to view the payment details of return.
9. The payment details of the particular return filing whose receipt no is entered displayed below the search button.

This completes the payment history section.