User Manual
For e-filing of
TN VAT Returns

May 2010

Government of Tamil Nadu
Commercial Taxes Department
Ezhilagam , Chepauk
Chennai – 600 006

Government of India
National Informatics Centre
Tamil Nadu State Centre
Chennai – 600 090

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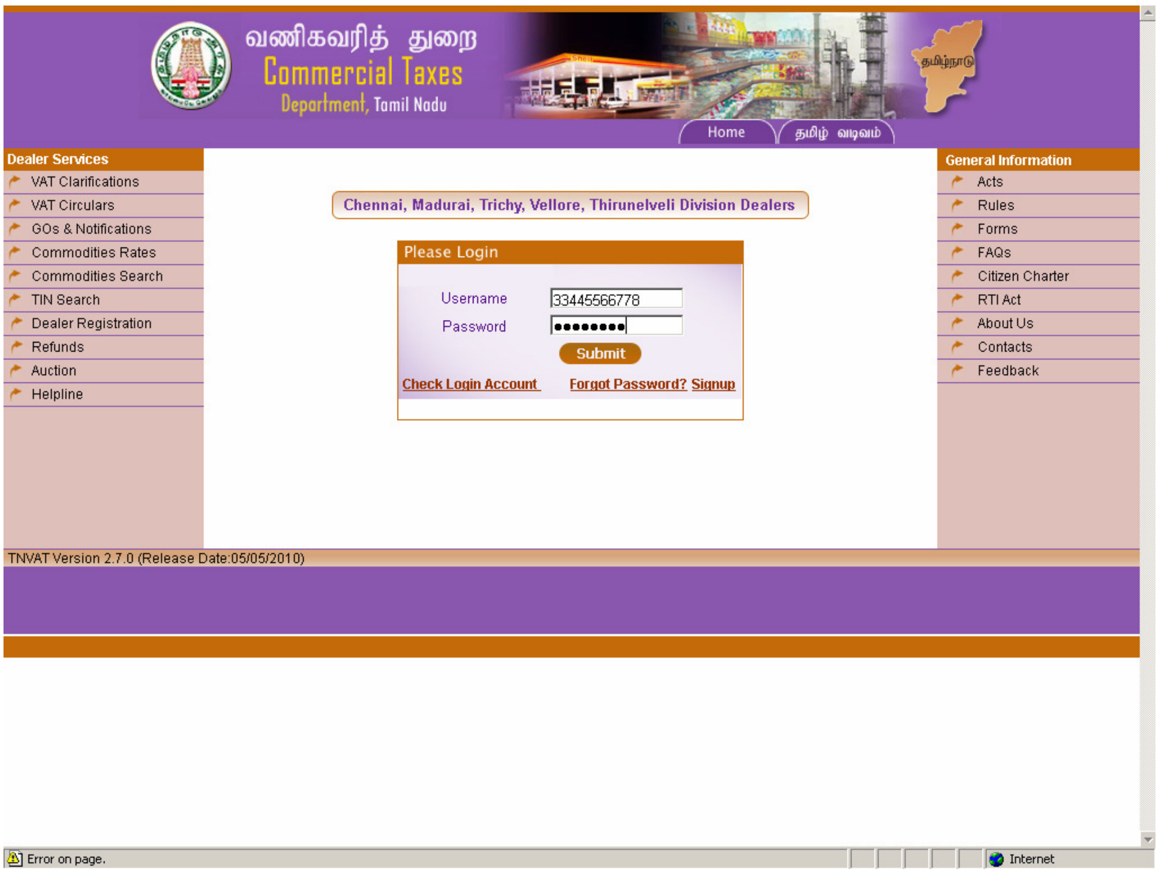
E-Filing of Returns

Dealers can file e-returns through internet by accessing the site http://tnvat.gov.in. After selection of division, the web page will appear as follows.

Login Page

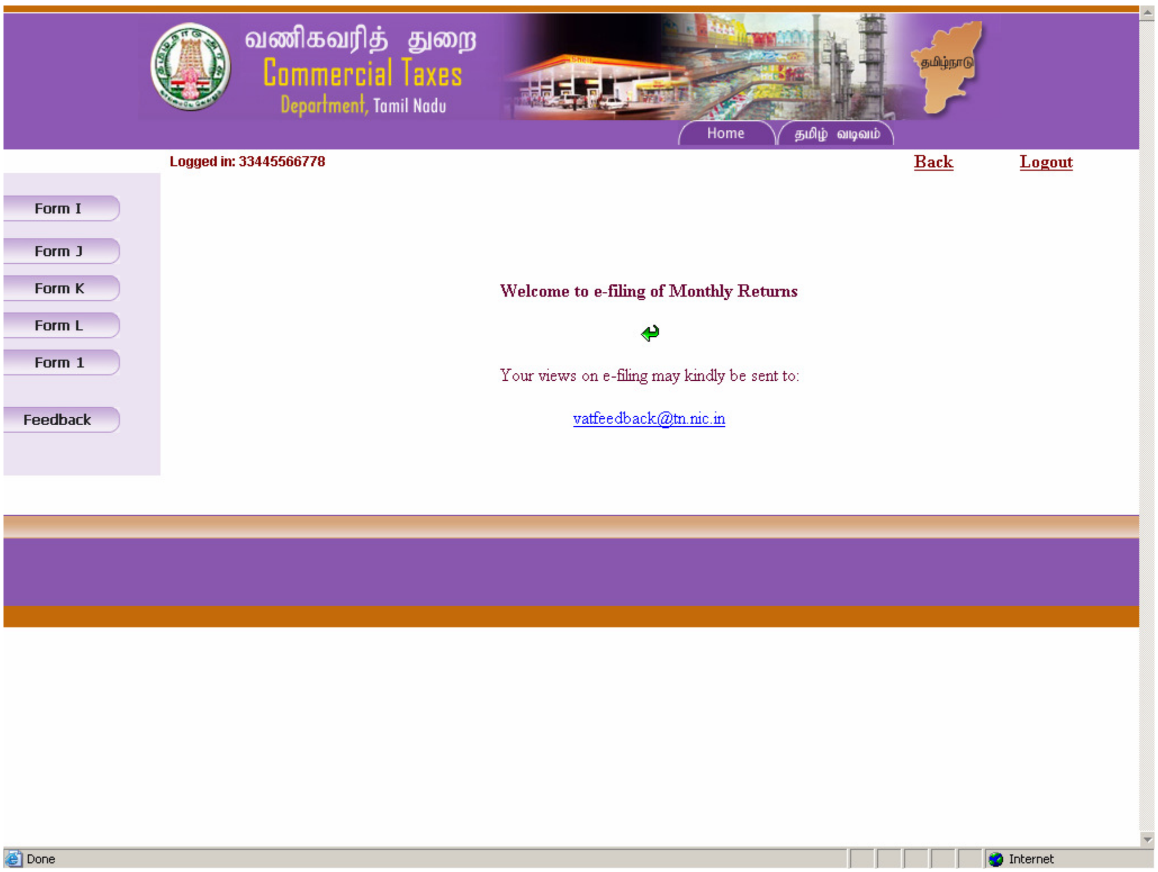


The dealer has to fill the login with their TIN number and the respective password that has been given to them and click on 'Submit' Button. On Successful login the following page will appear

e-Services Page

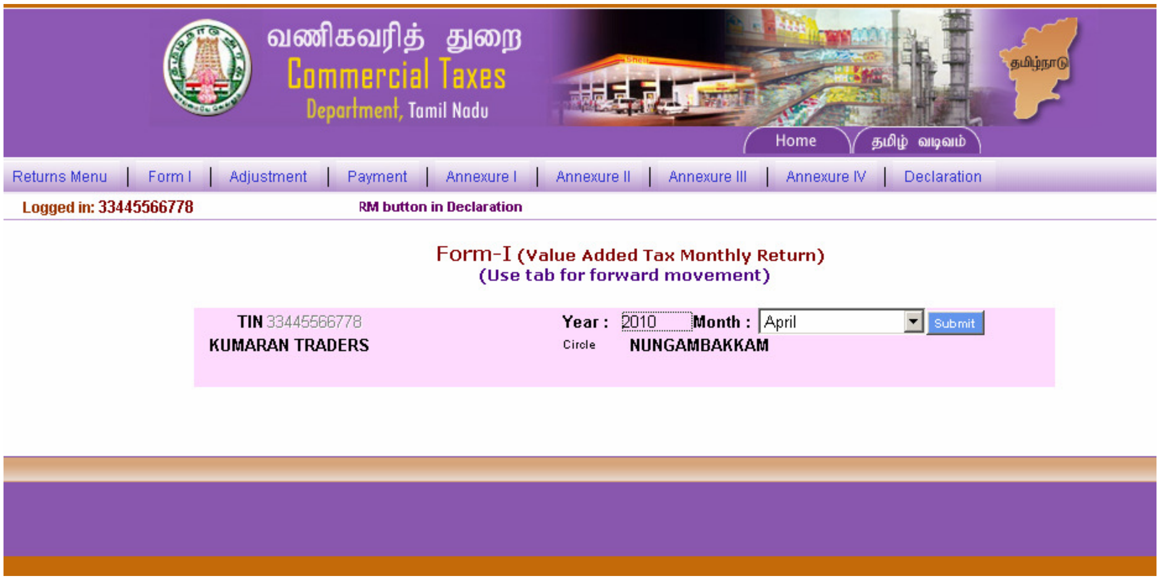
Click on 'Monthly Returns' link for selecting the details of the form that the dealer wants to file.After clicking the monthly return the following page will appear

Monthly Returns Menu Page



On clicking ‘Form I’ Button the user will be directed to the following page prompting the user to select the year & month the user wish to file returns.

Form – I Returns Page



On Click of 'Submit' Button the user will be prompted to fill the return values as per the proforma of 'Form I'. The user has to fill the values in respective columns according to the transaction that the dealer has performed during that month. The user can press the 'Save' Button to save the entries that has been made by him. On Click of 'Save' Button the user will be prompted to confirm the entries. A sample Form I Page with complete entries as shown below.

Form I with Complete Entries

Upon saving return entries the user will be directed to fill the payment details. The page will appear like this.


வணிகவரித் துறை
Commercial Taxes
Department, Tamil Nadu
Home
தமிழ் வடிவம்
Returns Menu | Form I | Adjustment | Payment | Annexure I | Annexure II | Annexure III | Annexure IV | Declaration
Logged in: 33445566778
Return submitted will be taken final only on click of CONFIRM button !
Logout
Form I - Payment Details
TIN : 33445566778 Month: 04 Year: 2010
ITC: 368 Netpay: 39581 ExcessAdjusted: 0 Amount Paid: 3000
Amount payable, if (T4) is excess of (E) (RS.) 36213
Click the Appropriate Items
Deferral Entry Payment Entry
Done
Internet

Payment Details

The user has to fill the values related with payment details in this screen .The page will appear like this

After successful entry the user will be directed to fill the 'Annexure I' details and the page will appear like this. Here the user is having two options , one is dealer can file 'Annexure Online' and another one is dealer can send through as 'Excel File attachment' in the specified format as mentioned in the following page.

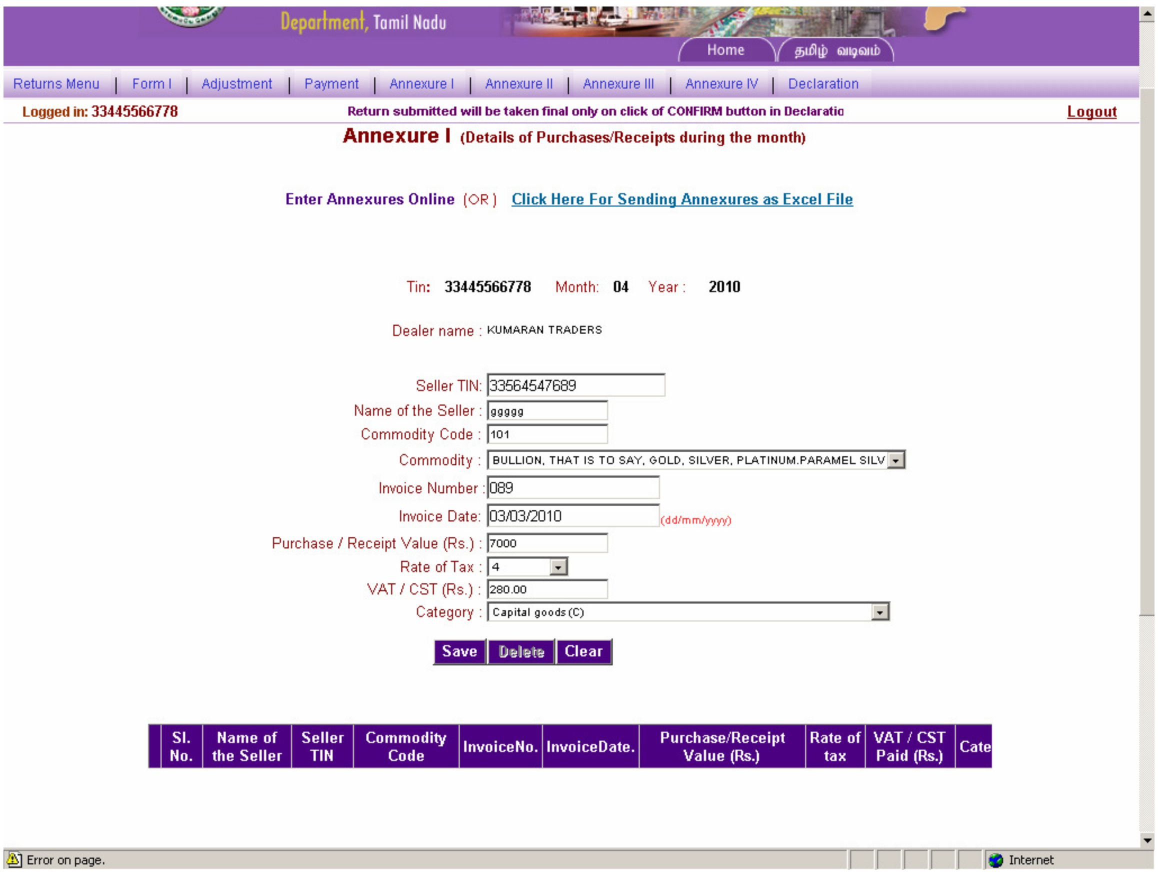
Excel File attachment

Upload Form I Annexures in Excel Format

The user has to create the excel file name in the similar format as mentioned in the page and also kindly download the 'Help to file Excel' Link file for help on filling the data in excel sheet. On Successful completion of the punching of data in excel in the desired format in local machine the same file can be transmitted to the server by accessing the same page once again and click on 'Browse' link and select the file that was to be uploaded and click on 'Upload' Link. On Successful upload the system will direct to declaration part of return to view the uploaded annexues and return.

Annexure I online entry form

In case of online filing of 'Annexure' the following page will appear. The user will be prompted to fill 'Seller TIN', 'Seller Name (In case of other state dealer)', Commodity Code, Invoice Number, Invoice Date, Purchase/receipt value, Rate of Tax, Vat/CST amount and category. Click on 'Save' Button to save the entries.



The user can enter multiple records one by one and the same can be viewed in grid. The same can also be edited by click on the respective 'edit' link. The screen will appear as follows

On Successful completion of ‘Annexure I’ the user can switch over to ‘Annexure II/Annexure III/Annexure IV/Declaration’ by selecting the respective buttons available on the top of the screen. On Click of ‘Annexure II’ button the following page will appear.

Annexure – II Entry form

The user will be prompted to fill ‘Buyer TIN’, ‘Name of the buyer (in case of otherstate)’, ‘Commodity Code’, Invoice No, Invoice Date,‘Sales Value’, ‘Rate of Tax’, ‘Category’. Tax amount (VAT/CST) will be calculated automatically by the system. Click on ‘Save’ button to save the entries and continue to add on the transaction on annexure-II for multiple entries. The user can enter multiple records one by one and the same can be viewed in grid. The same can also be edited by click on the respective ‘edit’ link. On ‘Save’ of one entry in annexure-II the screen will appear as follows

Annexure-II Entry

Commercial Taxes Department, Tamil Nadu

Home | தமிழ் வடிவம்

Returns Menu | Form I | Adjustment | Payment | Annexure I | Annexure II | Annexure III | Annexure IV | Declaration

Logged in: 33445566778 ll be taken final only on click of CONFIRM button in Declaration Logout

Annexure II (Details of Sales/transfer value during the month)

Tin: 33445566778 Month : 04 Year: 2010

Dealer Name : KUMARAN TRADERS

Buyer Tin :

Name of the Buyer :

Commdity Code :

Commodity : ---Select---

Invoice Number :

Invoice Date: (dd/mm/yyyy)

Sales Value (Rs.) : 0

Rate of Tax : ---Select---

VAT / CST (Rs.) : 0

Category : ---Select---

Save | Delete | Clear

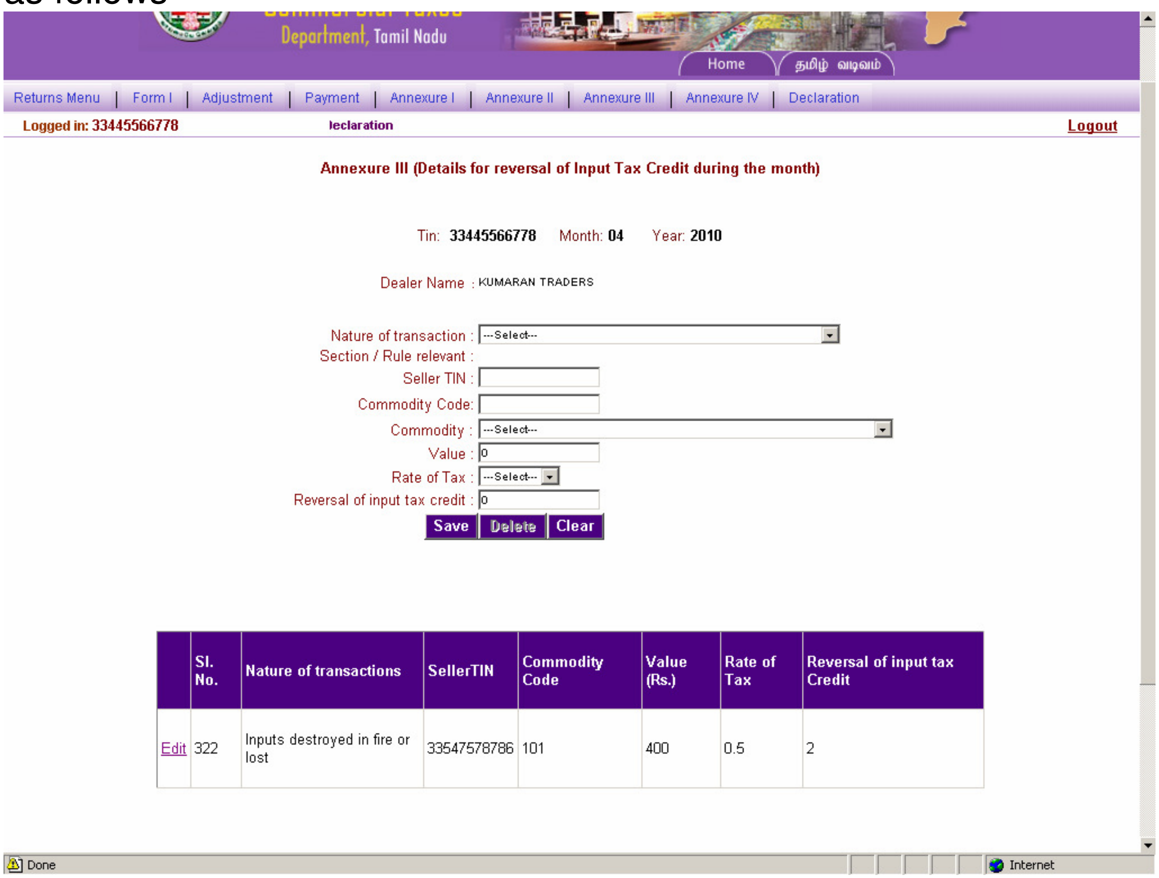
	Sl. No.	Name of the Buyer	Buyer TIN	Commodity Code	InvoiceNo.	InvoiceDate.	Sales Value (Rs.)	Rate of tax	VAT / CST Paid (Rs.)	Category
Edit	8	aaaaa	334534636547	101	79	03/03/2010	57000	4	2280	---Select---

Done Internet

Annexure – III entry

'Annexure III' entries can be done by click on the button 'Annexure III'. The user will be prompted to fill 'Dealer Name','Nature of transaction', 'Seller TIN', 'Commodity', 'Value', 'Rate of Tax','Reversal of Input Tax Credit'. Click on 'Save' button to save the entries and continue to add on the transaction on annexure-III for multiple entries. The user can enter multiple records one by one and the same can be viewed in grid. The same can also be edited by click on the respective 'edit' link.

On Clicking 'Save' of one entry in annexure-III the screen will appear as follows



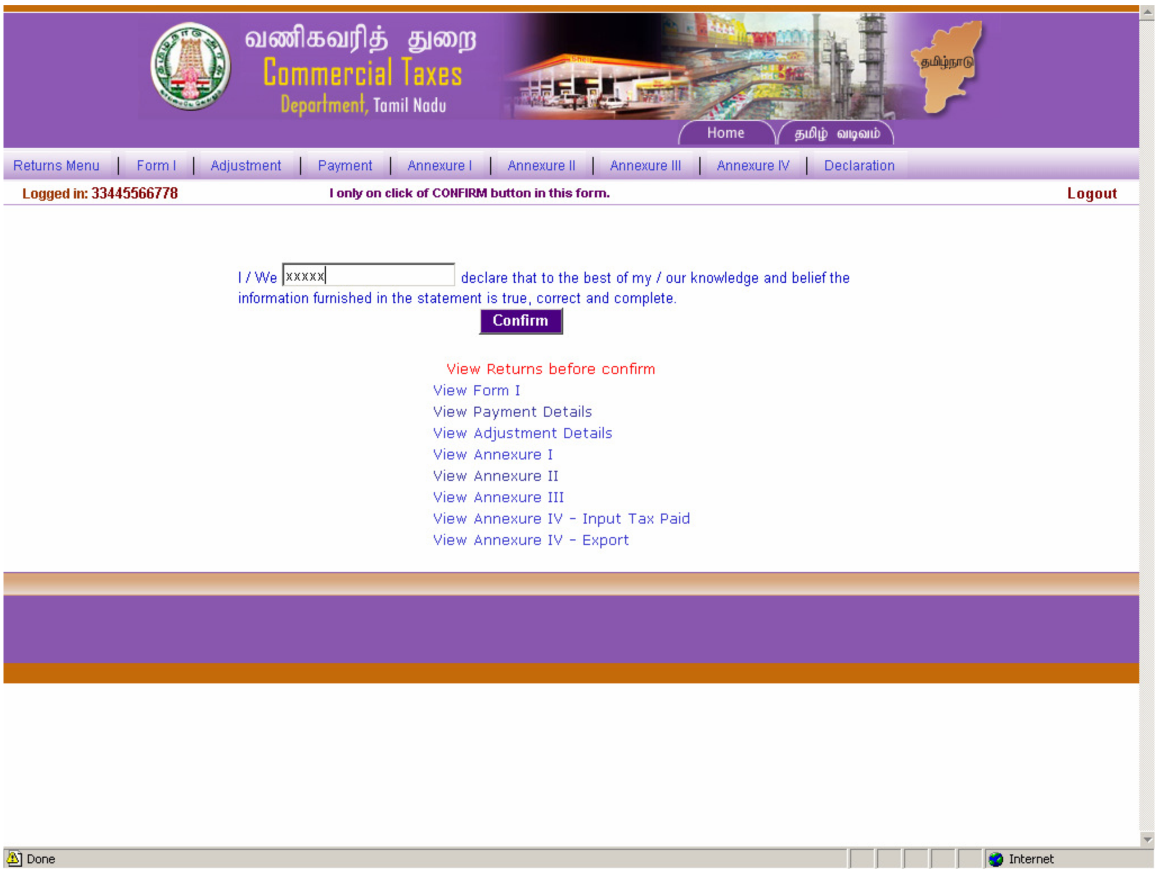
Annexure –IV

On Successful Completion of 'Annexure III' entries, 'Annexure IV' entries can be done by click on the button 'Annexure IV'. The user will be prompted to select 'Input Tax paid' or 'Export/Import' link. On Click of 'Input Tax Paid' Link the user will be prompted to fill 'Dealer Name', 'Nature of transaction', 'Seller TIN', 'Commodity','Value', 'Rate of Tax', 'Reversal of Input Tax Credit'. Click on 'Save' button to save the entries and continue to add on the transaction on annexure-IV for multiple entries. The user can enter multiple records one by one and the same can be viewed in grid. The same can also be edited by click on the respective 'edit' link.

Annexure -IV (Zero rates sales)

On Successful Completion of ‘Annexure IV’ entries, ‘Declaration’ by dealer can be done by click on the button ‘Declaration’.

Declaration Form

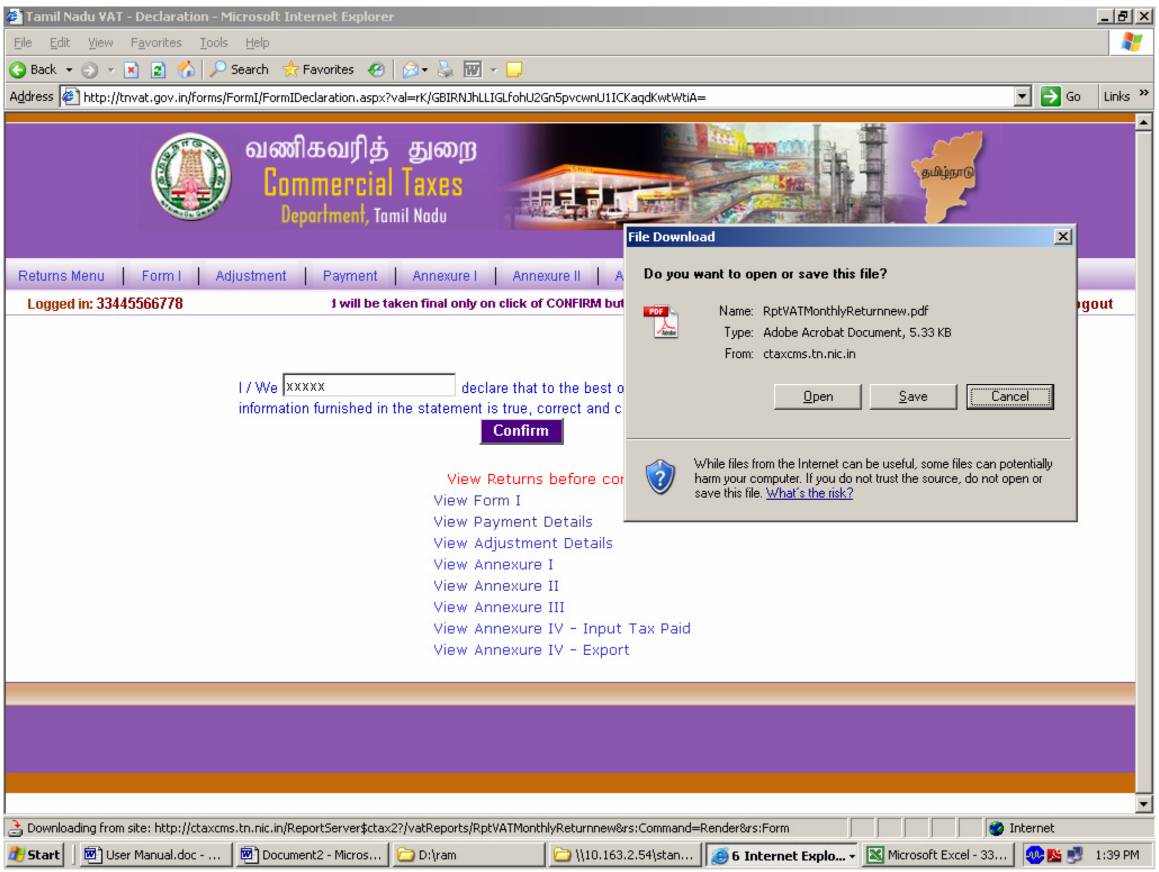


The ownership of the return can be declared in the declaration part and confirm.

View Returns

Before Confirmation, the user can view the details of form I, Form I Payment details, Annexure I, Annexure II, Annexure III, View Annexure IV – Input Tax Paid, View Annexure IV – Export can be viewed by clicking on the links. After view of details in the screen, the user can make necessary changes on select of appropriate button in the top of menu or confirm the entry. Once the entry is confirmed the user cannot change any data with respect to that particular month and year return.

On click of 'View Form I' link the page will try to open the Form-I file in Adobe Acrobat Reader.



On click of 'Open' button the user will be able to view the respective return part that they filled online.