

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

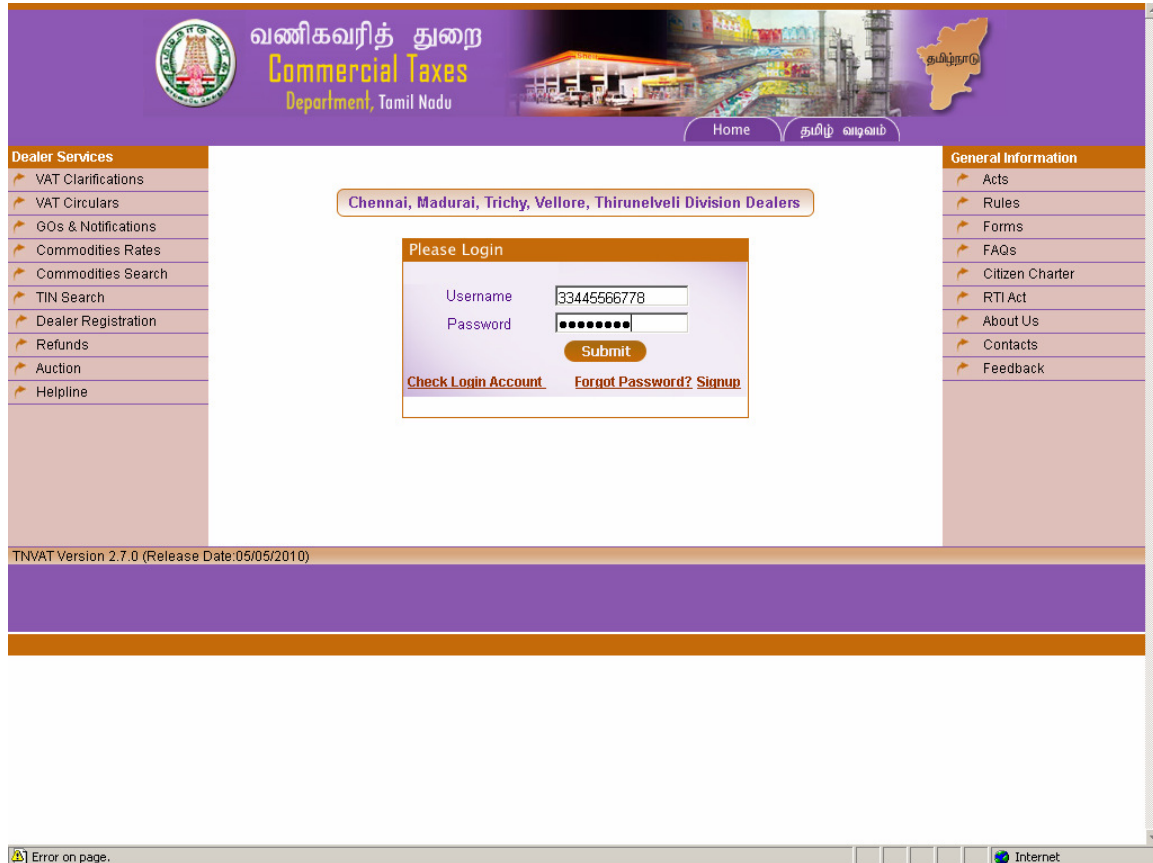
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E-Filing of Returns

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 screenshot shows the TNVAT Login Page. The header features the Tamil Nadu Government logo, the text 'வணிகவரித் துறை Commercial Taxes Department, Tamil Nadu', and a map of Tamil Nadu. Navigation links for 'Home' and 'தமிழ் வடிவம்' are present. The page is divided into three main sections: Dealer Services, General Information, and a central Login area.

Dealer Services

- VAT Clarifications
- VAT Circulars
- GOs & Notifications
- Commodities Rates
- Commodities Search
- TIN Search
- Dealer Registration
- Refunds
- Auction
- Helpline

General Information

- Acts
- Rules
- Forms
- FAQs
- Citizen Charter
- RTI Act
- About Us
- Contacts
- Feedback

Chennai, Madurai, Trichy, Vellore, Thirunelveli Division Dealers

Please Login

Username:

Password:

Submit

[Check Login Account](#) [Forgot Password? Signup](#)

TNVAT Version 2.7.0 (Release Date:05/05/2010)

Error on page. Internet

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

வணிகவரித் துறை
Commercial Taxes
Department, Tamil Nadu

Home தமிழ் வாடிக்கை

Logged in: 33445566778 [Back](#) [Logout](#)

Form I
Form J
Form K
Form L
Form 1
Feedback

Welcome to e-filing of Monthly Returns

Your views on e-filing may kindly be sent to:
vatfeedback@tn.nic.in

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

வணிகவரித் துறை
Commercial Taxes
Department, Tamil Nadu

Home தமிழ் வாங்கம்

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

Logged in: 33445566778 RM button in Declaration

Form-I (Value Added Tax Monthly Return)
(Use tab for forward movement)

TIN 33445566778
KUMARAN TRADERS

Year : 2010 Month : April Submit
Circle NUNGAMBAKKAM

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

Form-I (Value Added Tax Monthly Return)
(Use tab for forward movement)

TIN 33445566778
KUMARAN TRADERS

Year : 2010 Month : April
Circle NUNGAMBAKKAM

Input Tax Credit			Tax Payable		
Input Tax Credit carry-forward (Rs.) (A) (No input tax credit of capital goods to be included here)		0	Purchase turnover under Sec. 12 (Rs.)		Tax due Rs. (A1) 0
Input Items (1st scheduled goods)	Purchase Value during the month (Rs.)	Input Tax Credit	Output Items (set-off allowable)	Sales turnover / value inside the State (Rs.)	VAT due
a) Goods taxable at 1%	3000	200	a) Local sales at 1%	22342	223
a1) Goods taxable at 2%	1500	30	a1) Local sales at 2%	34234	685
b) Goods taxable at 4%	3443	138	b) Local sales at 4%	234234	9369
c) Goods taxable at 12.5%	0	0	c) Local sales at 12.5%	234432	29304
d) Purchases under sec. 12	0	0	Total	525242	39581
d1) Tax paid under sec. 12	☒ Yes ☐ No				
Total	7943	368	Less: Sales return	0	0
Less: Reverse Credit*	0	0	Total (F)	525242	39581
Total (B)	7943	368	Zero rate sales (G)	0	
Goods exempted (C)	0		1. Adjustment of advance tax	0	
			2. Entry tax paid, if any	0	
			Less: Total (1+2) (H1)	0	
			(T1) = (F1) - (H1)		39581

Done Internet

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

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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 i Logout

Form I - Payment Details

TIN : 33445566778 Month: 04 Year: 2010

ITC: 368 Netpay: 39581 Excess Adjusted: 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

Form I - Payment Details

TIN : 33445566778 Month: 04 Year: 2010

ITC: 368 Netpay: 39581 Excess Adjusted: 0 Amount Paid: 3000

Amount payable, if (T4) is excess of (E) (RS.) 36213

Click the Appropriate Items

Deferral Entry Payment Entry

Payment Entry

Amount (Rs.): 36213

Cash Type: Cheque

Date: 10/01/2010 (dd/mm/yyyy)

Bank Name: VATTAVILAI PRIMARY AGRICULTURAL COOP BAN

Branch Code: 454666

Cheque/DD No: 12312312

Save Delete Clear

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

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Commercial Taxes
Department, Tamil Nadu

Home தமிழ் வடிவம்

Logged in :33445566778 Logout

Dealer Services

- VAT Clarifications
- VAT Circulars
- GOs & Notifications
- Commodities Rates
- Commodities Search
- TIN Search
- Dealer Registration
- Refunds
- Auction
- Helpline

General Information

- Acts
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- FAQs
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- About Us
- Contacts
- Feedback

Upload Form I Annexures in Excel Format

Browse...

Upload

As per G.O.(GO_23 dated 02/03/2010) Invoice-wise Annexures of Purchase & Sales to

[Help to Fill Excel](#) [Sample Excel Sheet](#) [Download Excel Sheet](#)

The Excel file to be uploaded should have the naming pattern as eleven digit TIN Number Followed by Return month and year as (mmyyyy).

If the TIN number is 33987654321 and Return month is June 2007, then the Excel File sheet should be named as 33987654321062007

Error on page. Internet

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 annexures 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.

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 in Declaratio Logout

Annexure I (Details of Purchases/Receipts during the month)

Enter Annexures Online (OR) [Click Here For Sending Annexures as Excel File](#)

Tin: 33445566778 Month: 04 Year: 2010

Dealer name : KUMARAN TRADERS

Seller TIN: 33664547689

Name of the Seller : 99999

Commodity Code : 101

Commodity : BULLION, THAT IS TO SAY, GOLD, SILVER, PLATINUM.PARAMEL SILV

Invoice Number : 009

Invoice Date : 03/03/2010 (dd/mm/yyyy)

Purchase / Receipt Value (Rs.) : 7000

Rate of Tax : 4

VAT / CST (Rs.) : 280.00

Category : Capital goods (C)

Save Delete Clear

Sl. No.	Name of the Seller	Seller TIN	Commodity Code	InvoiceNo.	InvoiceDate.	Purchase/Receipt Value (Rs.)	Rate of tax	VAT / CST Paid (Rs.)	Cate
---------	--------------------	------------	----------------	------------	--------------	------------------------------	-------------	----------------------	------

Error on page. Internet

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

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Commercial Taxes
Department, Tamil Nadu

Home தமிழ் வழுவம்

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

Logged in: 33445566778 Return submitted will be 1 Logout

Annexure I (Details of Purchases/Receipts during the month)

Enter Annexures Online (OR) [Click Here For Sending Annexures as Excel File](#)

Tin: 33445566778 Month: 04 Year: 2010

Dealer name : KUMARAN TRADERS

Seller TIN: 33750540163

Name of the Seller: HINDUSTAN PETROL

Commodity Code: 301

Commodity: ANY OTHER GOOD, NOT SPECIFIED IN ANY OF THE SCHEDULE

Invoice Number: 123

Invoice Date: 10/03/2010 (dd/mm/yyyy)

Purchase / Receipt Value (Rs.): 10000

Rate of Tax: 4

VAT / CST (Rs.): 400.00

Category: Import (I)

Save Delete Clear

Sl. No.	Name of the Seller	Seller TIN	Commodity Code	InvoiceNo.	InvoiceDate.	Purchase/Receipt Value (Rs.)	Rate of tax	VAT / CST Paid (Rs.)	Cate
---------	--------------------	------------	----------------	------------	--------------	------------------------------	-------------	----------------------	------

Error on page. Internet

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

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Department, Tamil Nadu

Home தமிழ் வடிவம்

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

Logged in: 33445566778 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 : 334534636547

Name of the Buyer : aaaaaa

Commdity Code : 101

Commodity : BULLION, THAT IS TO SAY, GOLD, SILVER, PLATINUM,PARAMEI

Invoice Number : 79

Invoice Date : 03/03/2010 (dd/mm/yyyy)

Sales Value (Rs.) : 57000

Rate of Tax : 4

VAT / CST (Rs.) : 2280.00

Category : Sales return (R)

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
---------	-------------------	-----------	----------------	------------	--------------	-------------------	-------------	----------------------	----------

Error on page. Internet

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 It 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:

Invoice Number:

Invoice Date: (dd/mm/yyyy)

Sales Value (Rs.):

Rate of Tax:

VAT / CST (Rs.):

Category:

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

Department, Tamil Nadu

Home தமிழ் வடிவம்

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

Logged in: 33445566778 Declaration Logout

Annexure III (Details for reversal of Input Tax Credit during the month)

Tin: 33445566778 Month: 04 Year: 2010

Dealer Name : KUMARAN TRADERS

Nature of transaction : --Select--

Section / Rule relevant :

Seller TIN :

Commodity Code :

Commodity : --Select--

Value : 0

Rate of Tax : --Select--

Reversal of input tax credit : 0

Save Delete Clear

Edit	Sl. No.	Nature of transactions	SellerTIN	Commodity Code	Value (Rs.)	Rate of Tax	Reversal of input tax Credit
	322	Inputs destroyed in fire or lost	33547578786	101	400	0.5	2

Done Internet

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)

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Commercial Taxes
Department, Tamil Nadu

Home தமிழ் வாங்கம்

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

Logged in: 33445566778 Button in Declaration Logout

Annexure-IV (Zero Rated sales)

Tin: **33445566778** Month: **04** Year: **2010**

Dealer Name : KUMARAN TRADERS

Import, Export code :

Click the Appropriate Items

Input Tax Paid **Export**

INPUT TAX PAID

Seller TIN :

Description of Goods :

Commodity Code :

Commodity :

Purchase Value (Rs.) :

Rate of Tax :

Input tax paid (Rs.) :

Eligible Credit (Rs.) :

Save **Delete** **Clear**

Done Internet

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

Declaration Form

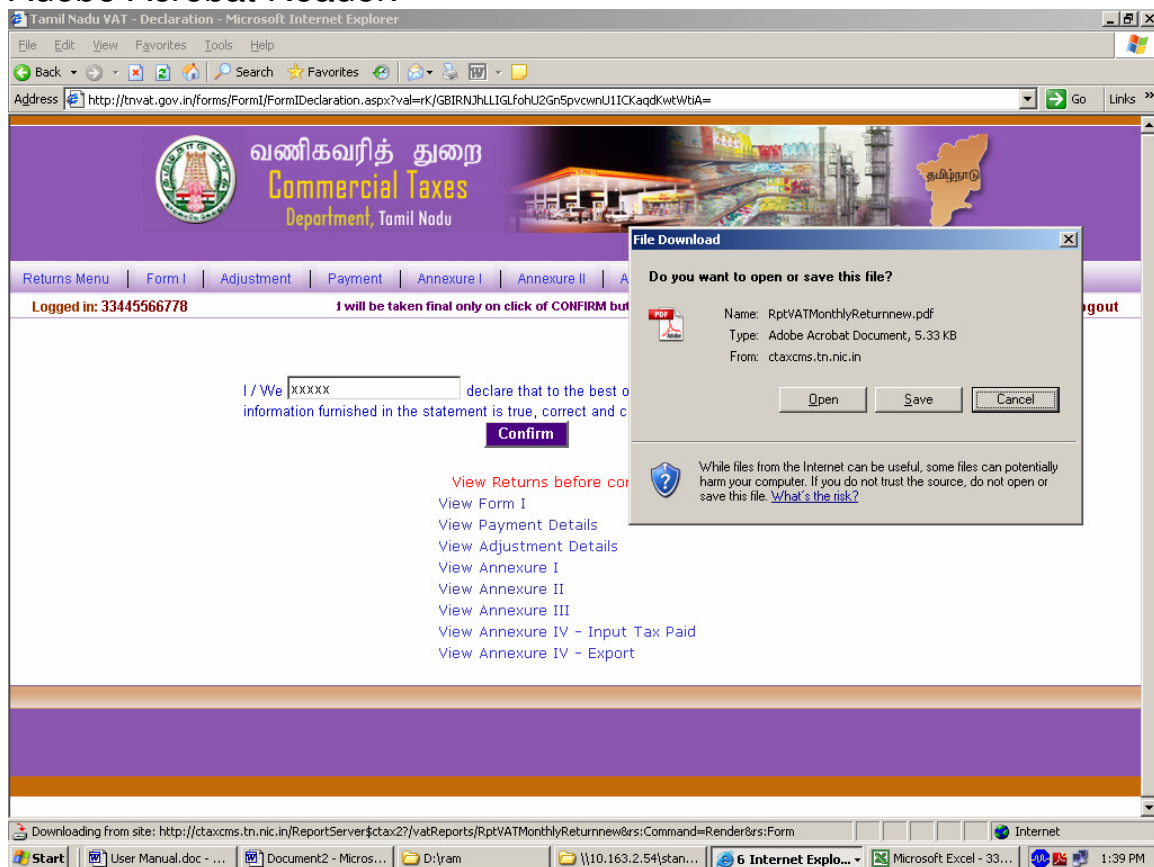
The screenshot shows the 'Declaration' page of the CTAX-NIC system. The header includes the Tamil Nadu Commercial Taxes Department logo and navigation links for Home, தமிழ் வடிவம், Returns Menu, Form I, Adjustment, Payment, Annexure I, Annexure II, Annexure III, Annexure IV, and Declaration. The user is logged in as 33445566778. The main content area contains a declaration statement: 'I / We [xxxxx] declare that to the best of my / our knowledge and belief the information furnished in the statement is true, correct and complete.' Below this is a 'Confirm' button. A list of links for viewing returns and annexures is provided: View Returns before confirm, View Form I, View Payment Details, View Adjustment Details, View Annexure I, View Annexure II, View Annexure III, View Annexure IV - Input Tax Paid, and View Annexure IV - Export. The footer shows a 'Done' button and an 'Internet' icon.

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.