

GSTR-1 > Creation and Submission of Outward Supplies Return

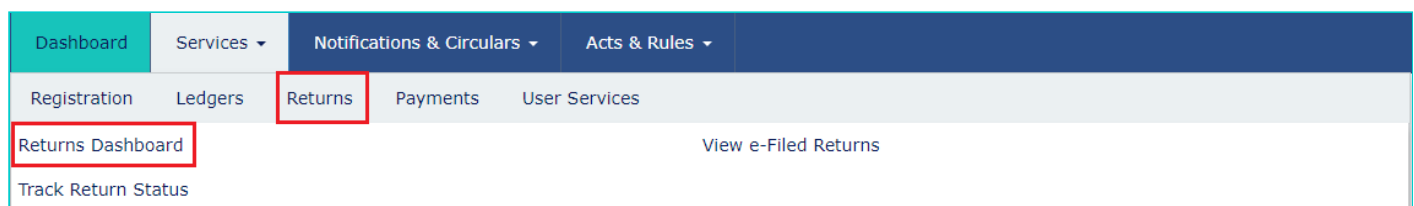
How can I create, submit and file details for the outward supplies in the Form GSTR-1?

To create, submit and file details for the inward supplies in the GSTR-1, perform the following steps:

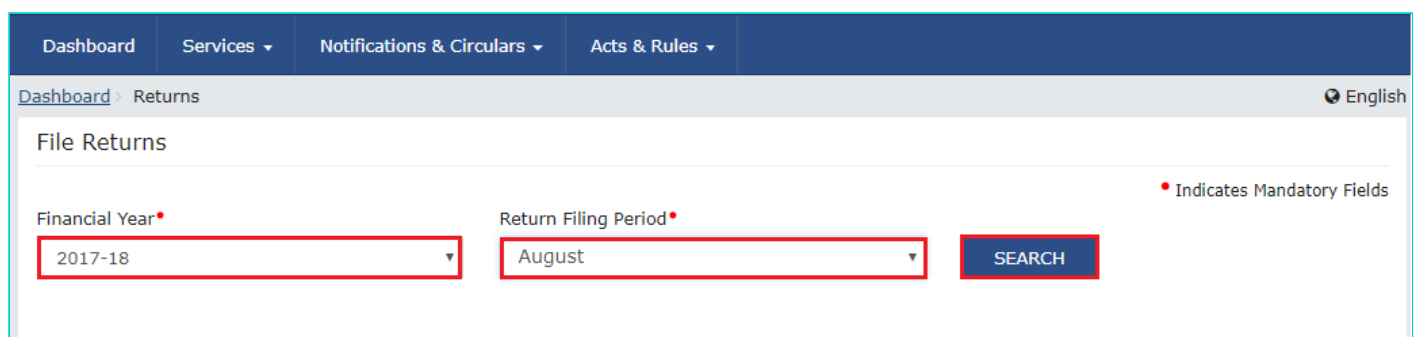
1. [Login and Navigate to GSTR-1 page](#)
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1. Login and Navigate to GSTR-1 page

1. Access the **www.gst.gov.in** URL. The GST Home page is displayed.
2. Login to the GST Portal with valid credentials i.e. your userid and password
3. Click the **Services > Returns > Returns Dashboard** command.



4. The **File Returns** page is displayed. Select the **Financial Year & Return Filing Period** (Month) for which you want to file the return from the drop-down list.
5. Click the **SEARCH** button.



6. The **File Returns** page is displayed. This page displays the due date of filing the returns, which the taxpayer is required to file using separate tiles.

In the GSTR-1 tile, click the **PREPARE ONLINE** button if you want to prepare the return by making entries on the GST Portal.

Note:

- The due date for filing GSTR-1 is 10th of every month.
- You can click the **PREPARE OFFLINE** button to upload the JSON (Java Script Object Notation) file containing invoice details and other GSTR-1 details in the GSTN specified format prepared through the GSTN provided offline tools or any other software.

Dashboard > Returns English

File Returns Indicates Mandatory Fields

Financial Year * Return Filing Period *

Outward supplies made by the taxpayer
GSTR1

Due Date - **10/05/2017**

Creation and Submission of Addendum to GSTR1
GSTR1A

Due Date - **17/05/2017**

Inward supplies received by taxpayer
GSTR2

Due Date - **15/05/2017**

7. The **GSTR-1 – Details of outward supplies of goods or services** page is displayed. In first month, Turnover of 'Aggregate Turnover - April to June, 2017' will be there for Taxpayer to fill along with 'Aggregate Turnover in the preceding financial year' and then click on the SAVE button. This field is mandatory. You can proceed to furnish other details only after furnishing this information.

From the next month, 'Aggregate Turnover in the preceding financial year' will be auto-populated based on previous tax period return

GSTR-1 - Details of outward supplies of goods or services Refresh

Indicates Mandatory Fields

GSTIN - 23ALYPD6528P1ZD Legal Name - Gyanendra Prakash Dwivedi Trade Name -

FY - 2017-18 Return Period - July Status - Not Filed Due Date - 05/09/2017

Aggregate Turnover in the preceeding financial year * Aggregate Turnover - April to June, 2017 *

2. Generate GSTR-1 Summary

1. Scroll down to the bottom of the **GSTR-1 – Details of outward supplies of goods or services** page and click the **GENERATE GSTR-1 SUMMARY** button to include the auto drafted details pending for action from recipients. The invoices that were missed to be included by you, may have been added in the **Uploaded by Receiver** while filing his GSTR-2.

GENERATE GSTR1 SUMMARY

☐ I acknowledge that I have reviewed the details of the preview and the information is correct and would like to submit the details. I am aware that no changes can be made after submit.

BACK

PREVIEW

SUBMIT

☐ I/We hereby solemnly affirm and declare that the information given herein above is true and correct to the best of my/our knowledge and belief and nothing has been concealed therefrom.

FILE GSTR-1 WITH DSC

FILE GSTR-1 WITH EVC



3. Enter Details in various tiles

There will be no. of tiles representing Tables to enter relevant details. Click on the tile names to know and enter related details:

GSTR-1 – Invoice Details

- [4A, 4B, 4C, 6B, 6C - B2B Invoices](#): To add an invoice for taxable outwards supplies to a registered person
- [5A, 5B - B2C \(Large\) Invoices](#): To add an invoice for taxable outwards supplies to a consumer, where place of supply is other than the State where supplier is located (Inter-state supplies) and invoice value is more than Rs. 2.5 lakh
- [9B - Credit / Debit Notes \(Registered\)](#): To add details of credit or debit notes issued to the registered recipients
- [9B - Credit / Debit Notes \(Unregistered\)](#): To add details of credit, debit notes or refund voucher issued to the unregistered recipients
- [6A - Exports Invoices](#): To add an invoice for supplies exported

GSTR-1 – Other Details

- [7- B2C Others](#): To add consolidated details of taxable outwards supplies to a customer where invoice value is less than Rs. 2.5 lakh and all intra state supplies to unregistered customers
- [8A, 8B, 8C, 8D - Nil Rated Supplies](#): Nil Rated Supplies: To add consolidated details of nil rated, exempted and Non-GST Outward supplies
- [11A\(1\), 11A\(2\) - Tax Liability \(Advances Received\)](#): Tax Liability (Advances Received): To add details of transactions attracting tax liability arising on account of Time of Supply (like receipt of advances)
- [11B\(1\), 11B\(2\) - Adjustment of Advances](#): To add the advance amount received in earlier tax period and adjusted against the supplies being shown in this tax period
- [12 - HSN-wise-summary of outward supplies](#): To furnish the summarized details of all outward supplies HSN and rate wise along with quantitative details.
- [13 - Documents Issued](#): To add the details of documents issued during the tax period

4A, 4B, 4C, 6B, 6C - B2B Invoices:

To add an invoice for taxable outwards supplies to a registered person, perform the following steps:

1. Click the **4A, 4B, 4C, 6B, 6C - B2B Invoices** tile to enter the invoice details for B2B transactions (goods/ services sold to a registered taxpayer).

GSTR-1 - Invoice Details
To Add / View Details in a Particular Table Please Click in the Respective Table.

4A, 4B, 4C, 6B, 6C - B2B Invoices		5A, 5B - B2C (Large) Invoices		9B - Credit / Debit Notes (Registered)	
Total Invoice Value ₹-	Total Taxable Value ₹-	Total Invoice Value ₹-	Total Taxable Value ₹-	Total Taxable Value ₹-	8. Total Tax Liability ₹-
8. Total Tax Liability ₹-		8. Total Tax Liability ₹-			

2. The **B2B Invoices – Receiver-Wise-Summary** page is displayed. Click the **ADD INVOICE** button to add a new invoice for any receiver.

B2B Invoices - Receiver-Wise-Summary
+

No invoice found. ×

BACK
ADD INVOICE

3. The **B2B – Add Invoice** page is displayed. In the **Receiver GSTIN/UIN** field, enter the GSTIN or UIN of the receiver.

4. Select the checkbox for **Deemed Exports** or **SEZ Supplies with payment** or **SEZ supplies without payment** as applicable.

5. In the Invoice No., Invoice Date and Total Invoice Value fields, enter the Invoice number, date of the invoice and value of the total invoice.

Note:

- The GSTIN should be registered on the date of invoice.
- Once the GSTIN of the receiver is entered, Receiver Name, POS and Supply Type fields are auto-populated based on the GSTIN of the receiver.
- The auto-populated POS is editable. Depending on selected POS, the supply type gets auto-populated.
- The screen will expand downwards and more fields will appear to enter line item details of the invoice.
- In case of UN Bodies, Embassies, Government Offices or Other Notified persons, you need to provide Unique Identification Number (UIN) of the receiver.
- An invoice number should be alphanumeric with allowable special characters and unique for a given Financial Year (FY).
- Invoice date cannot be a future date or a date prior to the date of registering with GST.

6. If the supply is made through an e-commerce company, select the checkbox for **Supplies through E-Commerce** and in the **GSTIN of the e-commerce operator** field, enter the GSTIN of the e-commerce company.
 Note: Fill this field only when the supply is made through an e-commerce company.

7. Select the **Supply attract Reverse Charge** checkbox, in case supply made to the taxpayer is covered under the reverse charge mechanism.

In case of Intra-State transaction:

In case the POS (place of supply) of the goods/ services is the same state as that of the supplier, the transaction is an Intra-State transaction.

Notice, fields for Central Tax and State/UT Tax will appear.

a) In the Taxable Value field against the rates, enter the taxable value of the goods or services.

b) In the Cess field, enter the cess amount.

Note: The Amount of Tax fields are auto-populated based on the values entered in Taxable Value fields respectively. However, the taxpayer can edit the tax amount.

In case of Inter-State transaction:

In case the Place of Supply (POS) is different from the state of the supplier, transaction becomes an Inter-State transaction.

Notice, fields for Integrated Tax will appear.

a) In the Taxable Value field against the rates, enter the taxable value of the goods or services.

b) In the Cess field, enter the cess amount.

Note: The Amount of Tax fields are auto-populated based on the values entered in Taxable Value fields respectively. However, the taxpayer can edit the tax amount. The CESS field is not auto populated and has to be entered by the taxpayer.

8. Click the **SAVE** button to save the invoice details.

Dashboard > Returns > GSTR-1 > B2B

English

B2B- Add Invoice

Indicates Mandatory Fields

☐ Deemed Exports

☐ SEZ Supplies with payment

☐ SEZ Supplies without payment

Receiver GSTIN/UIN *

Receiver Name *

Invoice No. *

Invoice Date *

POS ⓘ

Total Invoice Value (₹) *

DD/MM/YYYY

Select

Supply Type

Inter-State

☐ Supply attract Reverse Charge

☐ Is E-Commerce

Item Details

Rate (%)	Taxable Value (₹) *	Amount of Tax	
		Integrated Tax (₹) *	CESS (₹)
0%			
5%			
12%			
18%			
28%			

BACK

SAVE

9. You will be directed to the previous page and a message is displayed that Request accepted successfully.

Note: The status of the added invoice is Processed.

Here, you can also edit/delete the added invoices (under Actions).

Note: B2B invoices uploaded in GSTR-1 as a supplier will reflect in the B2B Invoices of the receiver in GSTR-2A/GSTR-2 in near real time. However, no action can be taken by receiver unless the Supplier files GSTR-1.

Uploaded by Taxpayer: The "Uploaded by Taxpayer" tab shows all the invoices that you have uploaded for a given tax period.

Uploaded by Receiver: The "Uploaded by Receiver" tab displays the invoices that you missed from your GSTR-1, but were uploaded by the Receiver Taxpayer for taking appropriate actions.

Modified by Receiver: If the receiver Taxpayer has modified any invoice that you uploaded in your GSTR-1, it will show-up under the "Modified by Receiver" tab for taking appropriate actions.

Rejected by Receiver: The "Rejected by Receiver" tab displays invoices from your GSTR-1 that were rejected by the receiver Taxpayer for taking appropriate actions.

10. Click the **BACK** button to go back to the Invoices - Receiver-Wise-Summary page.

[Dashboard](#) > [Returns](#) > [GSTR-1](#) > [B2B](#)English

Request accepted successfully.

B2B Invoices - Summary

[Uploaded by Taxpayer](#) [Uploaded by Receiver](#) [Modified by Receiver](#) [Rejected by Receiver](#)

Processed Invoices

Invoice No.	Invoice Date	Total Invoice Value (₹)	Total Taxable Value (₹)	Integrated Tax (₹)	Central Tax (₹)	State/UT Tax (₹)	CESS (₹)	Actions
A111	16/04/2017	4,44,444.00	73,07,767.00	0.00	6,87,884.75	6,87,884.75	0.00	 

[BACK](#) [ADD INVOICE](#)

11. Here, you can view receiver wise summary of invoices. A tax payer can add invoice of the particular receiver by clicking on the particular receiver and then clicking on the **ADD INVOICE** button at the bottom of the page. Click the **BACK** button to go back to the GSTR-1 page.

B2B Invoices - Receiver-Wise-Summary

Pending Invoices (These will be added after validation)

Receiver Details	No. of Invoices
18AAAS0234A1Z7	2

[BACK](#) [ADD INVOICE](#)

You will be directed to the GSTR-1 landing page and the B2B Invoices tile in GSTR-1 will reflect the number of invoices added along with Total Invoice value, Total taxable value and total tax liability.

GSTR-1 - Invoice Details				To Add / View Details in a Particular Table Please Click in the Respective Table.	
4A, 4B, 4C, 6B, 6C - B2B Invoices		1	5A, 5B - B2C (Large) Invoices		0
Total Invoice Value	Total Taxable Value		Total Invoice Value	Total Taxable Value	
₹4,44,444.00	₹73,07,767.00		₹0.00	₹0.00	
8. Total Tax Liability			8. Total Tax Liability		
₹13,75,769.50			₹0.00		
			9B - Credit / Debit Notes (Registered)		0
			Total Taxable Value	8. Total Tax Liability	
			₹0.00	₹0.00	

5A, 5B - B2C (Large) Invoices:

To add an invoice for taxable outwards supplies to a consumer, where place of supply is other than the State where supplier is located (Inter-state supplies) and invoice value is more than Rs. 2.5 lakh, perform the following steps:

1. Click the **5A, 5B - B2C (Large) Invoices** tile to enter the invoice details for inter-state taxable outward supplies made to a consumer of value greater than 2.5 lacs.

GSTR-1 - Invoice Details				To Add / View Details in a Particular Table Please Click in the Respective Table.	
4A, 4B, 4C, 6B, 6C - B2B Invoices		1	5A, 5B - B2C (Large) Invoices		0
Total Invoice Value	Total Taxable Value		Total Invoice Value	Total Taxable Value	
₹4,44,444.00	₹73,07,767.00		₹0.00	₹0.00	
8. Total Tax Liability			8. Total Tax Liability		
₹13,75,769.50			₹0.00		
			9B - Credit / Debit Notes (Registered)		0
			Total Taxable Value	8. Total Tax Liability	
			₹0.00	₹0.00	

2. The **B2C (Large) Invoices – Summary** page is displayed. Click the **ADD INVOICE** button to add a new invoice.

Dashboard > Returns > GSTR-1 > B2CL
English

B2C(Large) Invoices- Summary

Uploaded by Taxpayer

No invoice found.

BACK
ADD INVOICE

3. The **B2C (Large) Invoices – Details** page is displayed. In the **POS** field, select the place of supply (state code) where the supplies were delivered.
4. In the **Invoice No.** field, enter the Invoice number issued to the consumer of that POS.

Note: An invoice number should be alphanumeric with allowable special characters and unique for a given Financial Year (FY).

5. In the **Invoice Date** field, enter the date on which the invoice was generated.

6. In the **Total Invoice Value** field, enter the total amount for which the goods or services are supplied.

7. If the supply is made through an e-commerce company, select the checkbox for **Supplies through E-Commerce** and in the **GSTIN of the e-commerce operator** field, enter the GSTIN of the e-commerce company.

Note: Fill this field only when the supply is made through an e-commerce company.

8. In the Taxable Value field against the rates, enter the taxable value of the goods or services.

9. In the Cess field, enter the cess amount.

Note: The Amount of Tax fields are auto-populated based on the values entered in Taxable Value fields respectively. However, the taxpayer can edit the tax amount. The CESS field is not auto populated and has to be entered by the taxpayer.

10. Click the **SAVE** button to save the invoice details.

Dashboard > Returns > GSTR-1 > B2CL

English

B2C(Large) Invoices- Details

Indicates Mandatory Fields

POS •

Invoice No. •

Invoice Date •

Select

DD/MM/YYYY

Supply Type

Inter-State

Total Invoice Value (₹) •

☐ Is E-Commerce

Item Details

Rate (%)	Taxable Value (₹) •	Amount of Tax	
		Integrated Tax (₹) •	CESS (₹)
0%			
5%			
12%			
18%			
28%			

BACK

SAVE

11. You will be directed to the previous page and a message is displayed that Request accepted successfully.

Note: The status of the added invoice is processed.

Here, you can also edit/delete the added invoices (under Actions).

12. Click the BACK button to go back to the GSTR-1 page.

Dashboard > Returns > GSTR-1 > B2CL English

Request accepted successfully.

B2C(Large) Invoices- Summary

Uploaded by Taxpayer

Processed Invoices

Invoice No.	Invoice Date	Total Invoice Value (₹)	Total Taxable Value (₹)	Integrated Tax (₹)	CESS (₹)	Actions
A43222	05/04/2017	4,77,77,777.00	9,47,66,776.00	93,11,352.06	0.00	 

[BACK](#)
[ADD INVOICE](#)

You will be directed to the GSTR-1 landing page and the B2C (large) Invoices tile in GSTR-1 will reflect the number of invoices added along with Total tax liability.

GSTR-1 - Invoice Details To Add / View Details in a Particular Table Please Click in the Respective Table.

4A, 4B, 4C, 6B, 6C - B2B Invoices	5A, 5B - B2C (Large) Invoices	9B - Credit / Debit Notes (Registered)
1 Total Invoice Value ₹4,44,444.00 Total Taxable Value ₹73,07,767.00 8. Total Tax Liability ₹13,75,769.50	1 Total Invoice Value ₹4,77,77,777.00 Total Taxable Value ₹9,47,66,776.00 8. Total Tax Liability ₹93,11,352.06	0 Total Taxable Value ₹0.00 8. Total Tax Liability ₹0.00

9B - Credit / Debit Notes (Registered):

To add details of credit or debit notes for the registered user, perform the following steps:

1. Click the **9B - Credit / Debit Notes (Registered)/refund voucher** tile to enter the details of credit or debit notes issued to the registered recipients or details of refund voucher against advance received.

GSTR-1 - Invoice Details To Add / View Details in a Particular Table Please Click in the Respective Table.

4A, 4B, 4C, 6B, 6C - B2B Invoices	5A, 5B - B2C (Large) Invoices	9B - Credit / Debit Notes (Registered)
1 Total Invoice Value ₹4,44,444.00 Total Taxable Value ₹73,07,767.00 8. Total Tax Liability ₹13,75,769.50	1 Total Invoice Value ₹4,77,77,777.00 Total Taxable Value ₹9,47,66,776.00 8. Total Tax Liability ₹93,11,352.06	0 Total Taxable Value ₹0.00 8. Total Tax Liability ₹0.00

2. The **Credit/Debit Notes (Registered) - Summary** page is displayed. Click the **ADD DETAILS** button to add credit or debit note details.

Dashboard > Returns > GSTR-1 > CDNR
English

Credit / Debit Notes (Registered) - Summary

Uploaded by Taxpayer
Uploaded by Receiver
Modified by Receiver
Rejected by Receiver

No Notes found.

BACK
ADD DETAILS

3. The **Credit / Debit Notes (Registered) – Add Note** page is displayed. In the **Receiver GSTIN/UID** field, enter the GSTIN of the receiver (registered taxpayer) to whom supply is made.

Note: The Receiver Name field is auto-populated, when the user enters the GSTIN of the Receiver.

4. In the **Debit/Credit Note No.** field, enter the debit or credit note number or refund voucher number

Note: A Debit or Credit Note number should be unique for a given Financial Year (FY).

5. In the **Debit/Credit Note Date** field, enter the date on which the debit or credit Note was issued.

Note: The date should be before the end date of the tax period. Debit / credit note date cannot be earlier than original invoice date.

6. In the **Original Invoice Number** field, enter the invoice number of the earlier filed invoice (original invoice) on which the Debit or Credit Note is being issued or the number of advance receipt against which the refund voucher is issued.

7. In the **Original Invoice Date** field, enter the original invoice date.

8. From the **Note Type** drop-down list, select whether the details added are for a Debit or Credit Note or refund voucher.

9. In the **Note Value** field, enter the value of the note or refund voucher.

10. From the **Supply Type** drop-down list, select whether the note or voucher is added for an invoice of Inter-state or Intra-state transaction.

11. From the **Reason for Issuing Note** drop-down list, select the reason on account of which the debit or credit note is issued.

In case of Intra-State transaction:

In case the POS (place of supply) of the goods/ services is the same state as that of the supplier, the transaction is an Intra-State transaction.

Notice, fields for Central Tax and State/UT Tax appear.

a) In the Taxable Value field against the rates, enter the taxable value of the goods or services.

b) In the Cess field, enter the cess amount.

Note: The Amount of Tax fields are auto-populated based on the values entered in Taxable Value fields respectively. However, the taxpayer can edit the tax amount. The CESS field is not auto populated and has to be entered by the taxpayer.

In case of Inter-State transaction:

In case Place of Supply (POS) is different from the state of the supplier, transaction becomes an Inter-State transaction.

Notice, fields for Integrated Tax appear.

a) a) In the Taxable Value field against the rates, enter the taxable value of the goods or services.

b) In the Cess field, enter the cess amount.

Note: The Amount of Tax fields are auto-populated based on the values entered in Taxable Value fields respectively. However, the taxpayer can edit the tax amount. The CESS field is not auto populated and has to be entered by the taxpayer.

12 Click the **SAVE** button to save the details.

Dashboard > Returns > GSTR-1 > CDNR
English

Credit/Debit Notes (Registered)- Add Note

Indicates Mandatory Fields

Receiver GSTIN/UIN *
Receiver Name
Debit/Credit Note No. *

Debit/Credit Note Date *
Original Invoice Number *
Original Invoice Date *

Note Type *
Note Value *
Supply Type *

Reason For Issuing Note *
Pre GST Regime

Item Details

Rate (%)	Taxable Value (₹) *	Amount of Tax		
		Central Tax (₹) *	State/UT Tax (₹) *	CESS (₹)
0%				
5%				
12%				
18%				
28%				

BACK
SAVE

13. You will be directed to the previous page and a message is displayed that Request accepted successfully.

Note: The status of the added invoice is Processed.

Here, you can also edit/delete the added invoices (under Actions).

Uploaded by Taxpayer: The "Uploaded by Taxpayer" tab shows all the debit/credit note/refund vouchers that you have uploaded for a given tax period.

Uploaded by Receiver: The "Uploaded by Receiver" tab displays the debit/credit note/refund vouchers that you missed from your GSTR-1, but were detected and uploaded by the Receiver Taxpayer for taking action.

Modified by Receiver: If the receiver Taxpayer has modified any debit/credit note/refund vouchers that you uploaded in your GSTR-1, it will show-up under the "Modified by Receiver" tab for taking action.

Rejected by Receiver: The "Rejected by Receiver" tab displays debit/credit note/refund vouchers from your GSTR-1 that were rejected by the receiver Taxpayer.

Dashboard > Returns > GSTR-1 > CDNR English

Request accepted successfully.

Credit / Debit Notes (Registered) - Summary

[Uploaded by Taxpayer](#)
[Uploaded by Receiver](#)
[Modified by Receiver](#)
[Rejected by Receiver](#)

Processed Invoices

C/D Note No.	C/D Note Date	Original Invoice	Original Date	Note Type	Taxable Value (₹)	Integrated Tax (₹)	Central Tax (₹)	State/UT Tax (₹)	CESS (₹)	Action Taken	Status	Actions
A1211	25/04/2017	A3222	05/04/2017	C	2,68,921.00	0.00	23,068.60	23,068.60	0.00	EDIT	Processed	 

[BACK](#)
[ADD DETAILS](#)

14. You will be directed to the GSTR-1 landing page and the 9B- Credit/ Debit Notes (Registered) tile in GSTR-1 will reflect the number of credit/debit notes/refund vouchers added.

GSTR-1 - Invoice Details To Add / View Details in a Particular Table Please Click in the Respective Table.

4A, 4B, 4C, 6B, 6C - B2B Invoices	5A, 5B - B2C (Large) Invoices	9B - Credit / Debit Notes (Registered)
1 Total Invoice Value ₹4,44,444.00 Total Taxable Value ₹73,07,767.00 8. Total Tax Liability ₹13,75,769.50	1 Total Invoice Value ₹4,77,77,777.00 Total Taxable Value ₹9,47,66,776.00 8. Total Tax Liability ₹93,11,352.06	1 Total Taxable Value ₹0.00 8. Total Tax Liability ₹0.00

9B - Credit / Debit Notes (Unregistered):

To add details of credit or debit notes or refund vouchers issued to unregistered persons, perform the following steps:

1. Click the **9B - Credit / Debit Notes (Unregistered)** tile to enter the details of credit or debit notes issued to the unregistered recipients.

9B - Credit / Debit Notes (Unregistered)	6A - Exports Invoices
0 Total Taxable Value ₹0.00 8. Total Tax Liability ₹0.00	0 Total Invoice Value ₹0.00 Total Taxable Value ₹0.00 8. Total Tax Liability ₹0.00

2. The **Credit/Debit Notes (Unregistered) - Summary** page is displayed. Click the ADD DETAILS button to add credit or debit note or refund voucher details.

Dashboard
Services
Notifications & Circulars
Acts & Rules

Dashboard > Returns > GSTR-1 > CDNUR
English

Credit / Debit Notes (Unregistered) - Summary

Uploaded by Taxpayer

No Notes found.

BACK
ADD DETAILS

3. The **Credit / Debit Notes (Unregistered) – Add Note** page is displayed. From the Type drop-down list, select the appropriate choice like B2CL, export without payment etc.

4. In the Debit/Credit Note No. field, enter the debit or credit note number.

Note: A **Debit or Credit Note** number should be unique for a given Financial Year (FY).

5. In the Debit/Credit Note Date field, enter the date on which the debit or credit Note was issued.

Note: The date should be before the end date of the tax period. Debit / credit note date cannot be earlier than original invoice date.

6. In the **Original Invoice Number** field, enter the invoice number of the earlier filed invoice (original invoice) on which the Debit or Credit Note is being issued.

7. In the **Original Invoice Date** field, enter the original invoice date.

8. From the **Note Type** drop-down list, select whether the details are added for a Debit or Credit Note or refund voucher.

9. In the **Note Value** field, enter the value of the note or refund voucher

10. From the **Reason for Issuing Note** drop-down list, select the reason on account of which the debit or credit note is issued.

In case of Intra-State transaction:

In case the POS (place of supply) of the goods/ services is the same state as that of the supplier, the transaction is an Intra-State transaction.

Notice, fields for Central Tax and State/UT Tax appear.

a) In the Taxable Value field against the rates, enter the taxable value of the goods or services.

b) In the Cess field, enter the cess amount.

Note: The Amount of Tax fields are auto-populated based on the values entered in Taxable Value fields respectively. However, the taxpayer can edit the tax amount.

In case of Inter-State transaction:

In case the POS (place of supply) is in a different state as that of the supplier, transaction becomes an Inter-State transaction.

Notice, fields for Integrated Tax appear.

a) In the Taxable Value field against the rates, enter the taxable value of the goods or services.

b) In the Cess field, enter the cess amount.

Note: The Amount of Tax fields are auto-populated based on the values entered in Taxable Value fields respectively. However, the taxpayer can edit the tax amount. The CESS field is not auto populated and has to be entered.

11. Click the **SAVE** button to save the details.

[Dashboard](#) > [Returns](#) > [GSTR-1](#) > [CDNUR](#)English

Credit/Debit Notes (Unregistered)- Add Note

Indicates Mandatory Fields

Type •
B2CL

Debit/Credit Note No. •

Debit/Credit Note Date •
DD/MM/YYYY

Original Invoice Number •

Original Invoice Date •
DD/MM/YYYY

Note Type •
Select

Note Value •
₹0.00

Supply Type
Inter-State

Reason For Issuing Note •
Select

☐ Pre GST Regime

Item Details

Rate (%)	Taxable Value (₹) •	Amount of Tax	
		Integrated Tax (₹) •	CESS (₹)
0%			
5%			
12%			
18%			
28%			

BACK

SAVE

12. Click the **BACK** button to go back to the GSTR-1 page.

13. You will be directed to the GSTR-1 landing page and the 9B- Credit/ Debit Notes (Unregistered) tile in GSTR-1 will reflect the number of credit/debit notes/ refund vouchers added.

9B - Credit / Debit Notes (Unregistered) 1	6A - Exports Invoices 0	
Total Taxable Value ₹0.00	8. Total Tax Liability ₹0.00	
	Total Invoice Value ₹0.00	Total Taxable Value ₹0.00
	8. Total Tax Liability ₹0.00	

6A - Exports Invoices:

To add an invoice for supplies exported, perform the following steps:

1. Click the **6A- Export Invoices** tile to enter the invoice details for supplies exported.

9B - Credit / Debit Notes (Unregistered) 0	6A - Exports Invoices 0												
<table> <tr> <td>Total Taxable Value</td><td>8. Total Tax Liability</td></tr> <tr> <td>₹0.00</td><td>₹0.00</td></tr> </table>	Total Taxable Value	8. Total Tax Liability	₹0.00	₹0.00	<table> <tr> <td>Total Invoice Value</td><td>Total Taxable Value</td></tr> <tr> <td>₹0.00</td><td>₹0.00</td></tr> <tr> <td>8. Total Tax Liability</td><td></td></tr> <tr> <td>₹0.00</td><td></td></tr> </table>	Total Invoice Value	Total Taxable Value	₹0.00	₹0.00	8. Total Tax Liability		₹0.00	
Total Taxable Value	8. Total Tax Liability												
₹0.00	₹0.00												
Total Invoice Value	Total Taxable Value												
₹0.00	₹0.00												
8. Total Tax Liability													
₹0.00													

2. The **Exports – Invoices Summary** page is displayed. Click the **ADD INVOICE** to add a new invoice.

Dashboard
Services
Notifications & Circulars
Acts & Rules

Dashboard > Returns > GSTR-1 > EXP
English

Exports Invoices - Summary

Uploaded by Taxpayer

No invoice found.

BACK
ADD INVOICE

3. The **Exports – Add Details** page is displayed. In the Invoice No. field, enter the Invoice number issued against exports sales.

4. In the **Invoice Date** field, enter the date on which the invoice was generated.

5. In the **Port Code** field, enter the port code.

6. In the **Shipping Bill No./Bill of Export No.** field, enter the unique number of the shipping bill with location code generated while shipping.

7. In the **Shipping Bill Date/ Bill of Export Date** field, enter the date on which the shipping bill was issued.

8. In the **Total Invoice Value** field, enter the total amount of all the goods or services supplied.

9. From the **GST Payment** drop-down list, select whether the GST is paid against the invoice or not.

10. In the **Taxable Value** field against the rates, enter the taxable value of the goods or services.

Note: The Amount of Tax fields are auto-populated based on the values entered in Taxable Value fields respectively. However, the taxpayer can edit the tax amount.

11. Click the **SAVE** button to save the details.

Exports- Add Details

• Indicates Mandatory Fields

Invoice No. *	Invoice Date *	Port Code *
	DD/MM/YYYY	
Shipping Bill No./Bill of Export No.	Shipping Bill Date/Bill of Export Date	Total Invoice Value (₹) *
Supply Type	GST Payment *	
Inter-State	With Payment of Tax	

Item Details

Rate	Taxable Value (₹) *	Amount of Tax
		Integrated Tax (₹)
0%		
5%		
12%		
18%		
28%		

BACK

SAVE

12. You will be directed to the previous page and a message is displayed that Request accepted successfully.

Note: The status of the added invoice is Processed.

Here, you can also edit/delete the added invoices (under Actions).

13. Click the **BACK** button.

✔ Request accepted successfully.

Exports Invoices - Summary



Uploaded by Taxpayer

Processed Invoices

Invoice No.	Invoice Date	GST Payment	Total Invoice Value (₹)	Total Taxable Value (₹)	Integrated Tax (₹)	Actions
A112	12/04/2017	With Payment of Tax	55,55,55,555.00	2,220.00	194.25	

BACK

ADD INVOICE

14. You will be directed to the GSTR-1 landing page and the Export Invoices tile in GSTR-1 will reflect the number of such invoices added along with Total tax liability.

9B - Credit / Debit Notes (Unregistered)0		6A - Exports Invoices1	
Total Taxable Value	8. Total Tax Liability	Total Invoice Value	Total Taxable Value
₹0.00	₹0.00	₹55,55,55,555.00	₹2,220.00
		8. Total Tax Liability	
		₹194.25	

7- B2C Others:

To add details of taxable outwards supplies to a customer where invoice value is less than Rs. 2.5 lakh and intra-state supplies to customers, perform the following steps:

- Click the **B2C (Others)** tile to enter the details for B2C transactions.

7 - B2C (Others) Total Taxable Value Total Tax Liability ₹- ₹-	8A, 8B, 8C, 8D - Nil Rated Supplies Total Nil Amt Total Exempted Amt ₹- ₹- Total Non-GST Amt ₹-	11A(1), 11A(2) - Tax Liability (Advances Received) Gross Advance Received ₹- Total Tax Liability ₹-
11B(1), 11B(2) - Adjustment of Advances Gross Advance Adjusted ₹- Total Tax Liability ₹-	12 - HSN-wise summary of outward supplies Total Invoice Value Total Taxable Value ₹- ₹- Total Tax Liability ₹-	13 - Documents Issued Total Docs Cancelled Docs Net Issued Docs

- The **B2C (Others) Details – Summary** page is displayed. Select **E-commerce** tab to add a line item for a transaction through E-commerce or else select Other than E-commerce tab in case transaction is through non E-commerce.

Dashboard > Returns > GSTR-1 > B2CS
English

B2C (Others) Details - Summary

Other than E-Commerce
E-Commerce

No Record found.

BACK

ADD DETAILS

- Click the **ADD DETAILS** button to add the line item details.

Dashboard > Returns > GSTR-1 > B2CS English

B2C (Others) Details - Summary

Other than E-Commerce E-Commerce

No Record found.

BACK **ADD DETAILS**

4. In the **POS** field, select the Place of Supply (State Code) where the supplies were delivered. Based on the state selected in POS, Supply Type field is auto-populated.

5. In the **Taxable Value** field, enter the collated amount of all the unique goods or services supplied.

6. In the **Rate** field, enter the applicable Rate.

7. In the **GSTIN of the e-commerce operator** field, enter the GSTIN of the e-commerce operator.

Note: This field will appear when you select the E-commerce tab.

B2CS- Add Details

Indicates Mandatory Fields

POS • Taxable value • Supply Type

Select

Rate • GSTIN of e-commerce operator •

Select

BACK **SAVE**

In case of Intra-State transaction:

Notice, fields for Central Tax, State/UT Tax & CESS will appear in the screen.

Note: The Central Tax, State/UT Tax fields are auto-populated based on the value entered in Rate field.

However, these can be edited. The CESS field is not auto populated and has to be entered by the taxpayer.

B2CS- Add Details

Indicates Mandatory Fields

POS • Taxable value • Supply Type

18-Assam Intra-State

Rate •

Select

Central Tax • State / UT Tax • CESS

₹0.00 ₹0.00 ₹0.00

BACK **SAVE**

In case of Inter-State transaction:

Notice, fields for Integrated Tax & CESS will appear in the screen.

Note: The Integrated Tax field is auto-populated based on the value entered in Rate field. However, these can be edited. The CESS field is not auto populated and has to be entered.

B2CS- Add Details

Indicates Mandatory Fields

POS [•]	Taxable value [•]	Supply Type
10-Bihar		Inter-State
Rate [•]	GSTIN of e-commerce operator [•]	
Select		
Integrated Tax [•]	CESS	
₹0.00	₹0.00	

BACKSAVE

8. Click the **SAVE** button to save the details added.

B2CS- Add Details

Indicates Mandatory Fields

POS [•]	Taxable value [•]	Supply Type
18-Assam		Intra-State
Rate [•]		
Select		
Central Tax [•]	State / UT Tax [•]	CESS
₹0.00	₹0.00	₹0.00

BACKSAVE

9. Click the **BACK** button to go back to the GSTR-1 page.

B2CS- Add Details

Indicates Mandatory Fields

POS [•]	Taxable value [•]	Supply Type
10-Bihar		Inter-State
Rate [•]	GSTIN of e-commerce operator [•]	
Select		
Integrated Tax [•]	CESS	
₹0.00	₹0.00	

BACKSAVE

You will be directed to the GSTR-1 landing page and the **B2C (Others)** tile in GSTR-1 will reflect the number of invoices added along with total tax liability.

7 - B2C (Others) 1	8A, 8B, 8C, 8D - Nil Rated Supplies	11A(1), 11A(2) - Tax Liability (Advances Received)
Total Taxable Value ₹- Total Tax Liability ₹-	Total Nil Amt ₹- Total Exempted Amt ₹- Total Non-GST Amt ₹-	Gross Advance Received ₹- Total Tax Liability ₹-
11B(1), 11B(2) - Adjustment of Advances	12 - HSN-wise summary of outward supplies	13 - Documents Issued
Gross Advance Adjusted ₹- Total Tax Liability ₹-	Total Invoice Value ₹- Total Taxable Value ₹- Total Tax Liability ₹-	Total Docs Net Issued Docs Cancelled Docs

8A, 8B, 8C, 8D - Nil Rated Supplies:

To add an invoice for **Nil Rated Supplies, Exempted and Non-GST Outward supplies**, perform the following steps:

1. Click the **Nil Rated Supplies** tile to enter the details for Nil rated supplies.

Dashboard > Returns > GSTR-2 > B2B
English

B2B Invoice Summary
↻

Uploaded by Supplier
Uploaded by Taxpayer

Processed Invoices

Invoice No.	Invoice Date	Total Invoice Value (₹)	Total Taxable Value (₹)	Integrated Tax (₹)	Central Tax (₹)	State/UT tax (₹)	CESS (₹)	Actions
A232	03/07/2017	35,333.00	55,60,332.00	0.00	83,339.10	83,339.10	0.00	

BACK
ADD MISSING INVOICE DETAILS

2. The **Nil Rated Supplies** page is displayed with section for bottom of the page to enable the fields displayed on the page.

Click the **EDIT** button at the

Item Details

Description	Nil Rated Supplies (₹)	Exempted(Other than Nil rated/non-GST supply) (₹)	Non-GST Supplies (₹)
Inter-state supplies to registered person	₹0.00	₹0.00	₹0.00
Inter-state supplies to unregistered person	₹0.00	₹0.00	₹0.00
Intra-state supplies to registered person	₹0.00	₹0.00	₹0.00
Intra-state supplies to unregistered person	₹0.00	₹0.00	₹0.00

BACK

EDIT

SAVE

3. Enter the data in **Nil Rated Supplies**, **Exempted (Other than Nil rated/non-GST supply)**, and **Non-GST Supplies Amount** fields for the following categories of transactions:

- Inter-state supplies to registered person
- Inter-state supplies to unregistered person
- Intra-state supplies to registered person
- Intra-state supplies to unregistered person

8A, 8B, 8C, 8D - Nil Rated Supplies



Item Details

Description	Nil Rated Supplies (₹)	Exempted(Other than Nil rated/non-GST supply) (₹)	Non-GST Supplies (₹)
Inter-state supplies to registered person	₹0.00	₹0.00	₹0.00
Inter-state supplies to unregistered person	₹0.00	₹0.00	₹0.00
Intra-state supplies to registered person	₹0.00	₹0.00	₹0.00
Intra-state supplies to unregistered person	₹0.00	₹0.00	₹0.00

BACK

EDIT

SAVE

4. Click the **SAVE** button to save the details.

A **success message** is displayed on the top of the page.

Request accepted successfully.

8A, 8B, 8C, 8D - Nil Rated Supplies



Item Details

Description	Nil Rated Supplies (₹)		Exempted(Other than Nil rated/non-GST supply) (₹)		Non-GST Supplies (₹)	
Inter-state supplies to registered person		₹2,00,000.00		₹20,000.00		₹2,00,000.00
Inter-state supplies to unregistered person		₹20,000.00		₹2,00,000.00		₹2,00,000.00
Intra-state supplies to registered person		₹2,00,000.00		₹2,00,000.00		₹2,00,000.00
Intra-state supplies to unregistered person		₹2,00,000.00		₹2,00,000.00		₹20,00,000.00

BACK

EDIT

SAVE

5. Click the **BACK** button to go back to the GSTR-1 page.

8A, 8B, 8C, 8D - Nil Rated Supplies



Item Details

Description	Nil Rated Supplies (₹)		Exempted(Other than Nil rated/non-GST supply) (₹)		Non-GST Supplies (₹)	
Inter-state supplies to registered person		₹0.00		₹0.00		₹0.00
Inter-state supplies to unregistered person		₹0.00		₹0.00		₹0.00
Intra-state supplies to registered person		₹0.00		₹0.00		₹0.00
Intra-state supplies to unregistered person		₹0.00		₹0.00		₹0.00

BACK

EDIT

SAVE

You will be directed to the GSTR-1 landing page and the **Nil Rated Supplies** tile in GSTR-1 will reflect the updated value.

7 - B2C (Others) Total Taxable Value ₹- Total Tax Liability ₹-	8A, 8B, 8C, 8D - Nil Rated Supplies 1 Total Nil Amt ₹- Total Exempted Amt ₹- Total Non-GST Amt ₹-	11A(1), 11A(2) - Tax Liability (Advances Received) Gross Advance Received ₹- Total Tax Liability ₹-
11B(1), 11B(2) - Adjustment of Advances Gross Advance Adjusted ₹- Total Tax Liability ₹-	12 - HSN-wise summary of outward supplies Total Invoice Value ₹- Total Taxable Value ₹- Total Tax Liability ₹-	13 - Documents Issued Total Docs Cancelled Docs Net Issued Docs

11A(1), 11A(2) - Tax Liability (Advances Received):

To add details of **Tax Liability (Advances Received)** arising on account of Time of Supply without issuance of Invoice in the same period, perform the following steps:

1. Click the **Tax Liability (Advances Received)** tile to enter the tax liability details

7 - B2C (Others) Total Taxable Value ₹- Total Tax Liability ₹-	8A, 8B, 8C, 8D - Nil Rated Supplies Total Nil Amt ₹- Total Exempted Amt ₹- Total Non-GST Amt ₹-	11A(1), 11A(2) - Tax Liability (Advances Received) Gross Advance Received ₹- Total Tax Liability ₹-
11B(1), 11B(2) - Adjustment of Advances Gross Advance Adjusted ₹- Total Tax Liability ₹-	12 - HSN-wise summary of outward supplies Total Invoice Value ₹- Total Taxable Value ₹- Total Tax Liability ₹-	13 - Documents Issued Total Docs Cancelled Docs Net Issued Docs

2. The **Tax Liability (Advance Received) – Summary** page is displayed. Click the **ADD DETAILS** button to add the advance tax receipt and related liability details.

Tax Liability (Advance Received) - Summary ↺

No Record found. ×

BACK
ADD DETAILS

3. In the **POS** field, select the State code of the place of supply applicable for the advances received. .

Note: Based on the state code selected, **Supply Type** column would be auto-populated as Inter-state or Intra-state.

In case of Intra-State transaction:

Notice, fields for **Central Tax, State/UT Tax & CESS** will appear in the screen.

- In the **Gross Advance Received** field, enter the amount paid by the receiver to the supplier for the goods/service provided by the supplier without issuing of any invoice for the goods/services against the applicable Rate (%).
- In the **Central Tax, State/UT Tax** field, system will auto-populate the **Central Tax and State/UT Tax** amount. The same will be editable.
- In the **CESS** field, enter the CESS amount.

Tax Liability (Advance Received) - Add Details

POS ⓘ •
04-Chandigarh

Supply Type
Intra-State

• Indicates Mandatory Fields

Item Details

Rate (%)	Gross Advance Received (excluding tax) (₹) •	Amount of Tax		
		Central Tax (₹) •	State/UT Tax (₹) •	CESS (₹)
0%				
0.25%				
3%				
5%				
12%				
18%				
28%				

BACK

SAVE

In case of Inter-State transaction:

Notice, fields for **Integrated Tax & CESS** will appear in the screen.

- In the **Gross Advance Received** field, enter the amount paid by the receiver to the supplier for the goods/service provided by the supplier without issuing of any invoice for the goods/services against the applicable Rate (%).
- In the **Integrated Tax** field, system will auto-populate the Integrated Tax amount. This will be an editable field. .
- In the **CESS** field, enter the CESS amount.

7. Click the **SAVE** button.

Tax Liability (Advance Received) - Add Details

• Indicates Mandatory Fields

POS •

30-Goa

Supply Type

Inter-State

Item Details

Rate (%)	Gross Advance Received (excluding tax) (₹) •	Amount of Tax	
		Integrated Tax (₹) •	CESS (₹)
0%			
0.25%			
3%			
5%			
12%			
18%			
28%			

BACK

SAVE

8. The line item details are added in a tabular format. Notice the line item details. In case, the details are incorrect, you can edit or delete the line item by using the Edit and Delete icons that appear under the Actions column.

9. Click the **BACK** button to go back to the GSTR-1 page.

Dashboard > Returns > GSTR-1 > Tax Liability (Advances Received)

English

Request accepted successfully.

Tax Liability (Advance Received) - Summary



Processed Invoices

Place of Supply (Name of State)	Supply Type	Gross Advance Received (excluding tax) (₹)	Integrated Tax (₹)	Central Tax (₹)	State/UT Tax (₹)	CESS (₹)	Actions
Arunachal Pradesh	Inter-State	11,356.00	885.71	0.00	0.00	0.00	

BACK

ADD DETAILS

You will be directed to the GSTR-1 landing page and the **Tax Liability (Advance Recieved)** tile in GSTR-1 will reflect the updated total value and no. of entries.

7 - B2C (Others) Total Taxable Value ₹- Total Tax Liability ₹-	8A, 8B, 8C, 8D - Nil Rated Supplies Total Nil Amt ₹- Total Exempted Amt ₹- Total Non-GST Amt ₹-	11A(1), 11A(2) - Tax Liability (Advances Received) 1 Gross Advance Received ₹- Total Tax Liability ₹-
11B(1), 11B(2) - Adjustment of Advances Gross Advance Adjusted ₹- Total Tax Liability ₹-	12 - HSN-wise summary of outward supplies Total Invoice Value ₹- Total Taxable Value ₹- Total Tax Liability ₹-	13 - Documents Issued Total Docs Cancelled Docs Net Issued Docs

11B(1), 11B(2) - Adjustment of Advances

To fill details of **Adjustment of Advances** on invoices issued in the current period, perform the following steps.

1. Click the **11B(1), 11B(2)- Adjustment of Advances** tile to enter the details of tax already paid on invoices issued in the current period.

7 - B2C (Others) Total Taxable Value ₹- Total Tax Liability ₹-	8A, 8B, 8C, 8D - Nil Rated Supplies Total Nil Amt ₹- Total Exempted Amt ₹- Total Non-GST Amt ₹-	11A(1), 11A(2) - Tax Liability (Advances Received) Gross Advance Received ₹- Total Tax Liability ₹-
11B(1), 11B(2) - Adjustment of Advances Gross Advance Adjusted ₹- Total Tax Liability ₹-	12 - HSN-wise summary of outward supplies Total Invoice Value ₹- Total Taxable Value ₹- Total Tax Liability ₹-	13 - Documents Issued Total Docs Cancelled Docs Net Issued Docs

2. The **Tax already paid on invoices issued in the current period – Summary** page is displayed. Click the **ADD DETAILS** button to add details for invoices issued in the current period on which tax has already been paid.

Tax already paid on invoices issued in the current period - Summary
↺

BACK

ADD DETAILS

3. The **Tax already paid on invoices issued in the current period - Add Details** page is displayed.

Tax already paid on invoices issued in the current period - Add Details

• Indicates Mandatory Fields

POS ⓘ •

06-Haryana ▼

Supply Type

Inter-State

Item Details

Rate (%)	Gross Advance Adjusted (₹) •	Amount of Tax	
		Integrated Tax (₹) •	CESS (₹)
0%			
5%			
12%			
18%			
28%			

BACK

SAVE

In case of Inter-State transaction:

Notice, fields for **Integrated Tax & CESS** will appear in the screen.

- In the **Gross Advance adjusted field**, enter the amount paid by the receiver to the supplier for the goods/services against the applicable Rate (%)
- In the **Integrated Tax** field, system will auto-populate the Integrated Tax amount. This will be an editable field.
- In the **CESS** field, enter the CESS amount.

Tax already paid on invoices issued in the current period - Add Details

• Indicates Mandatory Fields

POS ⓘ •

06-Haryana ▼

Supply Type

Inter-State

Item Details

Rate (%)	Gross Advance Adjusted (₹) •	Amount of Tax	
		Integrated Tax (₹) •	CESS (₹)
0%			
5%			
12%			
18%			
28%			

BACK

SAVE

In case of Intra-State transaction:

Notice, fields for **Central Tax, State/UT Tax & CESS** will appear in the screen.

- In the **Gross Advance adjusted** field, enter the amount paid by the receiver to the supplier for the goods/services against the applicable Rate (%)
- In the **Integrated Tax** field, system will auto-populate the Integrated Tax amount. This will be an editable field.
- In the **CESS** field, enter the CESS amount.

Tax already paid on invoices issued in the current period - Add Details

• Indicates Mandatory Fields

POS ⓘ •

18-Assam ▼

Supply Type

Intra-State

Item Details

Rate (%)	Gross Advance Adjusted (₹) •	Amount of Tax		
		Central Tax (₹) •	State/UT Tax (₹) •	CESS (₹)
0%				
5%				
12%				
18%				
28%				

BACK

SAVE

4. Click the **SAVE** button to save the details.

Tax already paid on invoices issued in the current period - Add Details

• Indicates Mandatory Fields

POS ⓘ •

06-Haryana ▼

Supply Type

Inter-State

Item Details

Rate (%)	Gross Advance Adjusted (₹) •	Amount of Tax	
		Integrated Tax (₹) •	CESS (₹)
0%			
5%			
12%			
18%			
28%			

BACK

SAVE

Request accepted successfully.

Tax already paid on invoices issued in the current period - Summary

Processed Invoices

Place of Supply (Name of State)	Supply Type	Gross Advance Adjusted (₹)	Integrated Tax (₹)	Central Tax (₹)	State/UT Tax (₹)	CESS (₹)	Actions
Assam	Intra-State	2,00,000.00	0.00	5,000.00	5,000.00	1,000.00	 

BACK

ADD DETAILS

5. You can also **Edit/Delete** the added invoices (under Actions tab).

Tax already paid on invoices issued in the current period - Summary

Processed Invoices

Place of Supply (Name of State)	Supply Type	Gross Advance Adjusted (₹)	Integrated Tax (₹)	Central Tax (₹)	State/UT Tax (₹)	CESS (₹)	Actions
Assam	Intra-State	2,00,000.00	0.00	5,000.00	5,000.00	1,000.00	 

BACK

ADD DETAILS

6. Click the **BACK** button to go back to the GSTR-1 page.

Tax already paid on invoices issued in the current period - Summary

Processed Invoices

Place of Supply (Name of State)	Supply Type	Gross Advance Adjusted (₹)	Integrated Tax (₹)	Central Tax (₹)	State/UT Tax (₹)	CESS (₹)	Actions
Assam	Intra-State	2,00,000.00	0.00	5,000.00	5,000.00	1,000.00	 

BACK

ADD DETAILS

You will be directed to the GSTR-1 landing page and the **Adjustment of Advances** tile in GSTR-1 will reflect the number of line items added.

7 - B2C (Others) Total Taxable Value ₹- Total Tax Liability ₹-	8A, 8B, 8C, 8D - Nil Rated Supplies Total Nil Amt ₹- Total Exempted Amt ₹- Total Non-GST Amt ₹-	11A(1), 11A(2) - Tax Liability (Advances Received) Gross Advance Received ₹- Total Tax Liability ₹-
11B(1), 11B(2) - Adjustment of Advances 1 Gross Advance Adjusted ₹- Total Tax Liability ₹-	12 - HSN-wise summary of outward supplies Total Invoice Value ₹- Total Taxable Value ₹- Total Tax Liability ₹-	13 - Documents Issued Total Docs Cancelled Docs Net Issued Docs

12 - HSN-wise-summary of outward supplies:

To furnish the **HSN-wise summary** of outward supplies and rate wise along with quantitative details, perform the following steps:

Note: This field is applicable only if Annual turnover is more than 1.5 cr.

1. Click the **HSN-wise summary of outward supplies** tile to furnish the summarized details of all outward supplies HSN-wise along with quantitative details.

7 - B2C (Others) Total Taxable Value ₹- Total Tax Liability ₹-	8A, 8B, 8C, 8D - Nil Rated Supplies Total Nil Amt ₹- Total Exempted Amt ₹- Total Non-GST Amt ₹-	11A(1), 11A(2) - Tax Liability (Advances Received) Gross Advance Received ₹- Total Tax Liability ₹-
11B(1), 11B(2) - Adjustment of Advances Gross Advance Adjusted ₹- Total Tax Liability ₹-	12 - HSN-wise summary of outward supplies Total Invoice Value ₹- Total Taxable Value ₹- Total Tax Liability ₹-	13 - Documents Issued Total Docs Cancelled Docs Net Issued Docs

2. The **HSN-wise summary of outward supplies– Summary** page is displayed. Click the **ADD DETAILS** button to add details for invoices issued in the current period on which tax has already been paid.

HSN-wise summary of outward supplies ↺

No Record found. ✕

BACK
ADD DETAILS

3. The **HSN summary of outward supplies – Add/Edit Details** page is displayed.

HSN-wise summary of outward supplies

Add/Edit Details

HSN •

Description •

UQC

Select ▼

Total Quantity •

Total Value (₹) •

Total Taxable Value (₹) •

Integrated Tax (₹) •

Central Tax (₹) •

State/UT Tax (₹) •

CESS (₹)

CANCEL

ADD

BACK

4. In the **HSN** field, enter the applicable provision of reporting HSN code of the outward supplied.
5. In the **Description** field, enter the description. (Either HSN or Description should be mandatorily entered)
6. In the **UQC** field, select UQC.
7. In the **Total Quantity** field, enter the quantity.
8. In the **Total Value** field, enter the Total Value of the outward supply.
9. In the **Total Taxable Value** field, enter the Total Taxable Value of the outward supply.

HSN-wise summary of outward supplies



Add/Edit Details

HSN • 	Description • 	UQC Select
Total Quantity • 	Total Value (₹) • 	Total Taxable Value (₹) •
Integrated Tax (₹) • 	Central Tax (₹) • 	State/UT Tax (₹) •
CESS (₹) 		

CANCEL

ADD

BACK

In case of Intra-State transaction:

Notice, fields for **Central Tax, State/ UT Tax & CESS** will appear in the screen.

In the **Central TAX, State Tax and CESS** field, enter the **Central TAX, State Tax and CESS** amount.

HSN-wise summary of outward supplies



Add/Edit Details

HSN • 42000	Description 	UQC Select
Total Quantity • 	Total Value (₹) • 	Total Taxable Value (₹) •
Integrated Tax (₹) • 	Central Tax (₹) • 	State/UT Tax (₹) •
CESS (₹) 		

CANCEL

ADD

BACK

In case of Inter-State transaction:

Notice, fields for **Integrated Tax & CESS** will appear in the screen.

In the **Integrated Tax and CESS** field, enter the **Integrated Tax and CESS** amount.

HSN-wise summary of outward supplies

Add/Edit Details

HSN •	Description	UQC
42000		Select ▼
Total Quantity •	Total Value (₹) •	Total Taxable Value (₹) •
Integrated Tax (₹) •	Central Tax (₹) •	State/UT Tax (₹) •
CESS (₹)		

CANCELADD

BACK

10. Click the **ADD** button.

HSN-wise summary of outward supplies

Add/Edit Details

HSN •	Description •	UQC
		Select ▼
Total Quantity •	Total Value (₹) •	Total Taxable Value (₹) •
Integrated Tax (₹) •	Central Tax (₹) •	State/UT Tax (₹) •
CESS (₹)		

CANCELADD

BACK

11. You will be directed to **Added/Edited** line items to be saved page and a message is displayed that **Request accepted successfully**.

HSN-wise summary of outward supplies

No Record found.

Added/Edited Invoices to be saved

Sr No.	HSN	Description	UQC	Total Quantity	Total value (₹)	Total Taxable Value (₹)	Amount of Tax				Actions
							Integrated Tax (₹)	Central Tax (₹)	State/UT Tax (₹)	CESS (₹)	
1	1207	Oil Seeds, Fruit	PAC	200	2,00,000.00	2,00,000.00	0.00	5,000.00	5,000.00	1,000.00	

BACK

ADD DETAILS

SAVE

12. Click the **BACK** button to go back to the GSTR-1 page.

HSN-wise summary of outward supplies

No Record found.

Added/Edited Invoices to be saved

Sr No.	HSN	Description	UQC	Total Quantity	Total value (₹)	Total Taxable Value (₹)	Amount of Tax				Actions
							Integrated Tax (₹)	Central Tax (₹)	State/UT Tax (₹)	CESS (₹)	
1	1207	Oil Seeds, Fruit	PAC	200	2,00,000.00	2,00,000.00	0.00	5,000.00	5,000.00	1,000.00	

BACK

ADD DETAILS

SAVE

You will be directed to the GSTR-1 landing page and the **HSN summary of outward supplies** tile in GSTR-1 will be updated.

7 - B2C (Others) Total Taxable Value ₹- Total Tax Liability ₹-	8A, 8B, 8C, 8D - Nil Rated Supplies Total Nil Amt ₹- Total Exempted Amt ₹- Total Non-GST Amt ₹-	11A(1), 11A(2) - Tax Liability (Advances Received) Gross Advance Received ₹- Total Tax Liability ₹-
11B(1), 11B(2) - Adjustment of Advances Gross Advance Adjusted ₹- Total Tax Liability ₹-	12 - HSN-wise summary of outward supplies Total Invoice Value ₹- Total Taxable Value ₹- Total Tax Liability ₹-	13 - Documents Issued Total Docs Net Issued Docs Cancelled Docs

13 - Documents Issued:

To Upload the details of **Documents issued** perform the following steps.

1. Click the **Documents Issued** tile to add the details for document issued during the current tax period.

7 - B2C (Others) Total Taxable Value ₹- Total Tax Liability ₹-	8A, 8B, 8C, 8D - Nil Rated Supplies Total Nil Amt ₹- Total Exempted Amt ₹- Total Non-GST Amt ₹-	11A(1), 11A(2) - Tax Liability (Advances Received) Gross Advance Received ₹- Total Tax Liability ₹-
11B(1), 11B(2) - Adjustment of Advances Gross Advance Adjusted ₹- Total Tax Liability ₹-	12 - HSN-wise summary of outward supplies Total Invoice Value ₹- Total Taxable Value ₹- Total Tax Liability ₹-	13 - Documents Issued Total Docs Net Issued Docs Cancelled Docs

2. To update the document for **Invoices for outward supply**, Click on **Add Document**:

Documents issued during the tax period

Note: Kindly click on save button after any modification(add, edit, delete) to save the changes

1. Invoices for outward supply

No.	Sr. No. •		Total number •	Cancelled •	Net issued •	Action
	From	To				
No docs found.						

ADD DOCUMENT

3. Add the details:

Documents issued during the tax period



Note: Kindly click on save button after any modification(add, edit, delete) to save the changes

1. Invoices for outward supply

No.	Sr. No. *		Total number *	Cancelled *	Net issued *	Action
	From	To				
1	111	1114	6789	322	6467	
2						

ADD DOCUMENT

Similarly the documents for below categories can be added:

- Invoices for inward supply from unregistered person**

2. Invoices for inward supply from unregistered person

No.	Sr. No. *		Total number *	Cancelled *	Net issued *	Action
	From	To				
1						

ADD DOCUMENT

- Revised Invoice**

3. Revised Invoice

No.	Sr. No. *		Total number *	Cancelled *	Net issued *	Action
	From	To				
1						

ADD DOCUMENT

- Debit Note**

4. Debit Note

No.	Sr. No. *		Total number *	Cancelled *	Net issued *	Action
	From	To				
1						

ADD DOCUMENT

- Credit Note**

5. Credit Note

No.	Sr. No. •		Total number •	Cancelled •	Net issued •	Action
	From	To				
1						

ADD DOCUMENT

• Receipt voucher

6. Receipt voucher

No.	Sr. No. •		Total number •	Cancelled •	Net issued •	Action
	From	To				
1						

ADD DOCUMENT

• Payment Voucher

7. Payment Voucher

No.	Sr. No. •		Total number •	Cancelled •	Net issued •	Action
	From	To				
1						

ADD DOCUMENT

• Refund voucher

8. Refund voucher

No.	Sr. No. •		Total number •	Cancelled •	Net issued •	Action
	From	To				
1						

ADD DOCUMENT

• Delivery Challan for job work

9. Delivery Challan for job work

No.	Sr. No. •		Total number •	Cancelled •	Net issued •	Action
	From	To				
1						

ADD DOCUMENT

• Delivery Challan for supply on approval

10. Delivery Challan for supply on approval

No.	Sr. No. *		Total number *	Cancelled *	Net issued *	Action
	From	To				
1						

ADD DOCUMENT

• Delivery Challan in case of liquid gas

11. Delivery Challan in case of liquid gas

No.	Sr. No. *		Total number *	Cancelled *	Net issued *	Action
	From	To				
1						

ADD DOCUMENT

• Delivery Challan in cases other than by way of supply (excluding at S no. 9 to 11)

12. Delivery Challan in cases other than by way of supply (excluding at S no. 9 to 11)

No.	Sr. No. *		Total number *	Cancelled *	Net issued *	Action
	From	To				
1						

ADD DOCUMENT

4. Click On **SAVE** at the end of the page:

12. Delivery Challan in cases other than by way of supply (excluding at S no. 9 to 11)

No.	Sr. No. *		Total number *	Cancelled *	Net issued *	Action
	From	To				

No docs found.



ADD DOCUMENT

BACK

SAVE

5. Click the **BACK** button to go back to the GSTR-1 page.

12. Delivery Challan in cases other than by way of supply (excluding at S no. 9 to 11)

No.	Sr. No. •		Total number •	Cancelled •	Net issued •	Action
	From	To				

No docs found.

ADD DOCUMENT

BACK

SAVE

You will be directed to the GSTR-1 landing page and the **Documents Issued summary** tile in GSTR-1 will be updated.

4. Preview GSTR-1

Once you have generated the GSTR-1 Summary to added invoices, click the **PREVIEW** button. This button will download the draft Summary page of your GSTR-1 for your review. It is recommended that you download this Summary page and review the summary of entries made in different sections with patience before submitting the GSTR-1. The PDF file generated would bear watermark of draft as the details are yet to be submitted.

GENERATE GSTR1 SUMMARY

☐ I acknowledge that I have reviewed the details of the preview and the information is correct and would like to submit the details. I am aware that no changes can be made after submit.

BACK

PREVIEW

SUBMIT

☐ I/We hereby solemnly affirm and declare that the information given herein above is true and correct to the best of my/our knowledge and belief and nothing has been concealed therefrom.

FILE GSTR-1 WITH DSC

FILE GSTR-1 WITH EVC

5. Acknowledge and Submit GSTR-1 to freeze data

1. Select the acknowledgement checkbox stating that you have reviewed the details of preview and the information furnished is correct and are aware that no changes can be made after submit. Once you click the acknowledgement, the **SUBMIT** button will be enabled.

2. Click the **SUBMIT** button in the landing page to submit GSTR-1.

Note: The submit button will freeze the invoices uploaded in the GSTR-1 for that particular month. You will be not able to upload any further invoices for that month. In case you have missed adding any invoice, you can upload those invoices in the next month or you can wait for receiver to add it in receiver GSTR-2.

GENERATE GSTR1 SUMMARY

☒ I acknowledge that I have reviewed the details of the preview and the information is correct and would like to submit the details. I am aware that no changes can be made after submit.

BACK

PREVIEW

SUBMIT

☐ I/We hereby solemnly affirm and declare that the information given herein above is true and correct to the best of my/our knowledge and belief and nothing has been concealed therefrom.

FILE GSTR-1 WITH DSC

FILE GSTR-1 WITH EVC

3. Click the **PROCEED** button.



You are about to SUBMIT GSTR- 1. Would you like to proceed? No changes can be made in this return after filing.

CANCEL

PROCEED

A success message is displayed.

 Your Submit request accepted.

4. Refresh the page and the status of GSTR-1 changes to Submitted after the submission of GSTR-1.

5. Click the **PREVIEW** button again, to download the submitted GSTR-1 in PDF format. The PDF file generated would now bear watermark of final.

GSTIN - 23ALYPD6528P1ZD

Legal Name - Gyanendra Prakash Dwivedi

Trade Name -

FY - 2017-18

Return Period - July

Status - Submitted

Due Date - 05/09/2017

Aggregate Turnover in the preceeding financial year •

Aggregate Turnover - April to June, 2017 •

₹6,666.00

₹66,666.00

SAVE

Indicates Mandatory Fields

6. File GSTR-1 with DSC/ EVC

1. Select the **Declaration** checkbox.

2. In the **Authorised Signatory** drop-down list, select the authorized signatory. This will enable the two buttons -

FILE GSTR-1 WITH DSC or FILE GSTR-1 WITH EVC.

3. Click the **FILE GSTR-1 WITH DSC** or **FILE GSTR-1 WITH EVC** button to file GSTR-1.

Note: On filing of the GSTR-1, notification through e-mail and SMS is sent to the Authorized Signatory.

GENERATE GSTR1 SUMMARY

☐ I acknowledge that I have reviewed the details of the preview and the information is correct and would like to submit the details. I am aware that no changes can be made after submit.

BACK

PREVIEW

SUBMIT

☒

I/We hereby solemnly affirm and declare that the information given herein above is true and correct to the best of my/our knowledge and belief and nothing has been concealed therefrom.

Authorised Signatory *

MUKESH KARSHALA

FILE GSTR-1 WITH DSC

FILE GSTR-1 WITH EVC

^

FILE WITH DSC:

a. Click the **PROCEED** button.



Warning

You are about to file GSTR-1. Would you like to proceed?

CANCEL

PROCEED

b. Select the certificate and click the **SIGN** button.

FILE WITH EVC:

a. Enter the OTP sent on email and mobile number of the Authorized Signatory registered at the GST Portal and click the **VERIFY** button.

Enter One Time Password



OTP has been sent to your registered mobile number and e-mail id.
Please enter the OTP to Confirm Submission

CANCEL

VERIFY

4. The success message is displayed. Click the **OK** button.
5. Scroll down the page and click the **Back** button.
6. The **File Returns** page is displayed. Select the **Financial Year & Return Filing Period** (Month) for which you want to view the return from the drop-down list.
7. Click the **SEARCH** button.

Status of the GSTR-1 return changes to "Filed".