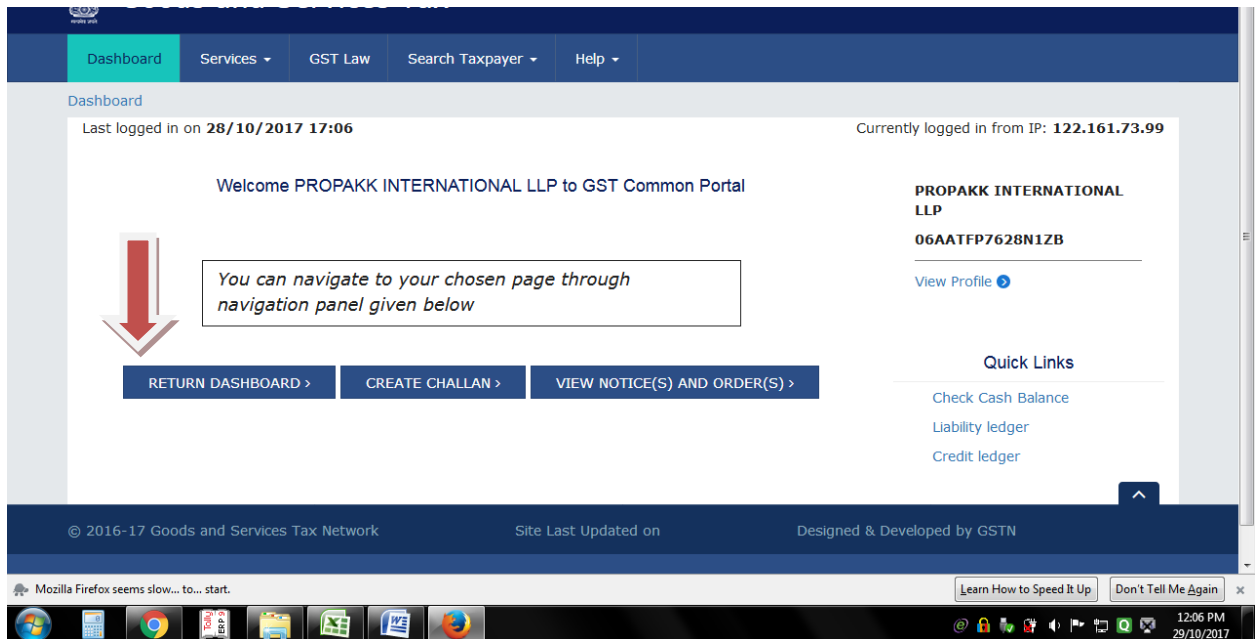


HOW TO FILE GSTR 2

- Go to www.gst.gov.in
- Click on login and put user id and password
- Click on return dashboard



- Select the month say JULY from the drop down

HOW TO FILE GSTR 2

Goods & Service Tax (GST) | x

Goods And Services Tax Network (IN) | <https://return.gst.gov.in/returns/auth/dashboard>

Search

Skip to Main Content

Goods and Services Tax

PROPAKK INTERNATIONAL

Dashboard Services GST Law Search Taxpayer Help

Dashboard Returns English

File Returns

Financial Year 2017-18 Return Filing Period October

Indicates Mandatory Fields

SEARCH

© 2016-17 Goods and Services Tax Network Site Last Updated on Designed & Developed by GSTN

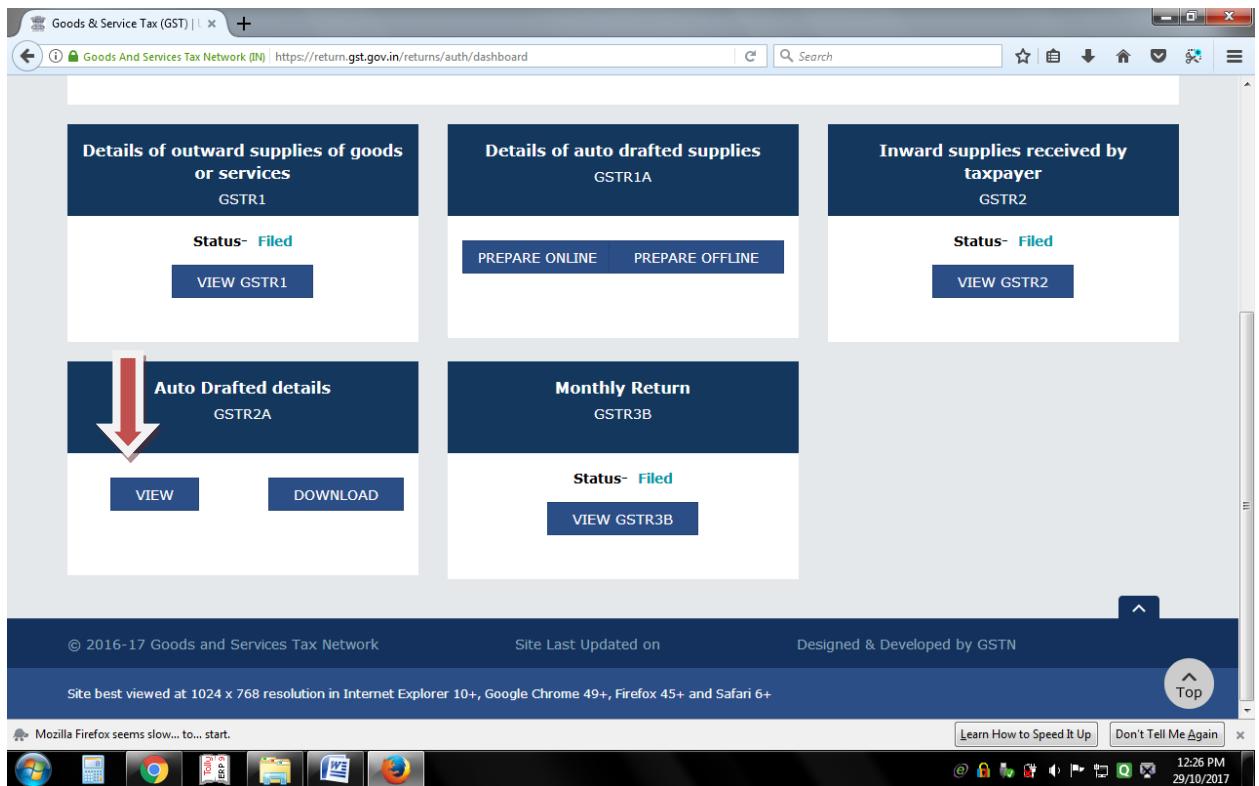
Site best viewed at 1024 x 768 resolution in Internet Explorer 10+, Google Chrome 49+, Firefox 45+ and Safari 6+

Mozilla Firefox seems slow... to... start.

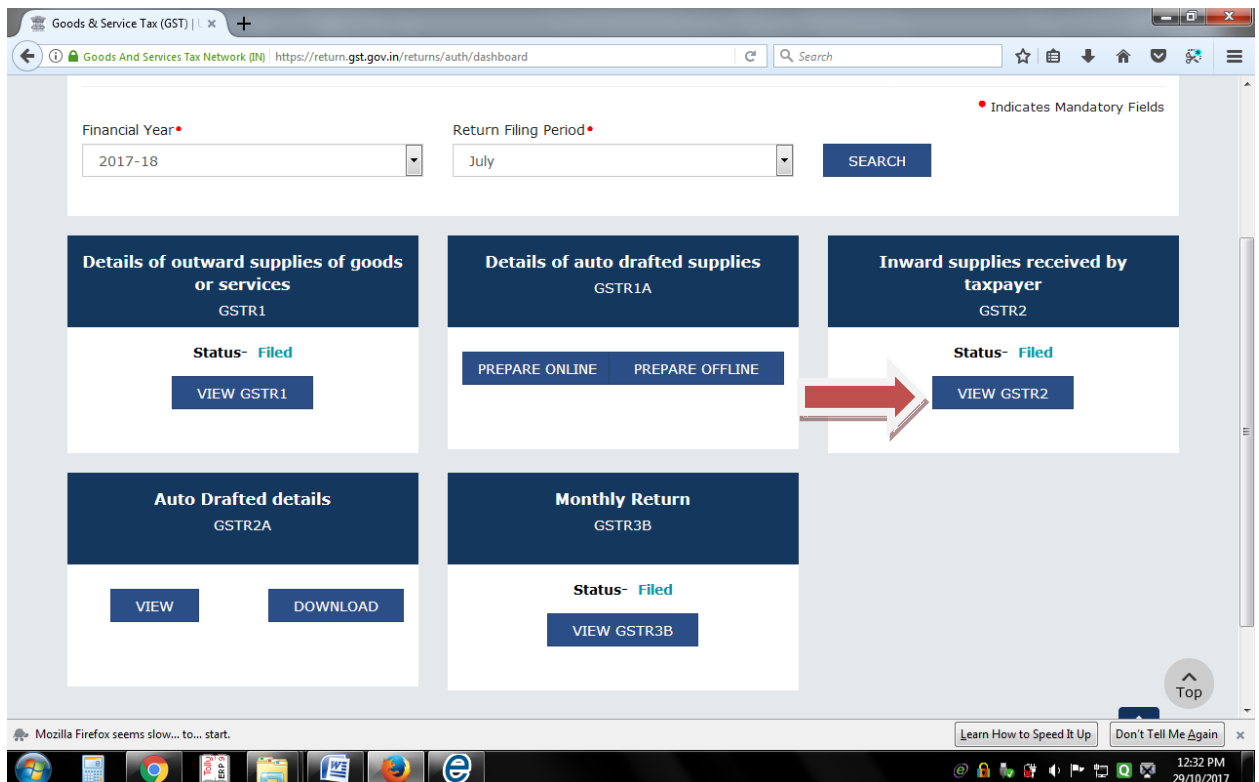
Learn How to Speed It Up Don't Tell Me Again

- Go to gstr 2a to see the invoices auto populated shown in gstr 2a and check whether all invoices are shown or not
- One more thing , counter party status show YES OR NO it means that whether counter party filed return or not (gstr 1) it may be happen that counter party only submitted return only but not filed. (in this case , status is NO)

HOW TO FILE GSTR 2



- Go to gstr 2 to proceed



Naveen Chand
@navkailashchand1996@gmail.com

HOW TO FILE GSTR 2

- Click on **GENERATE GSTR 2 SUMMARY** to fill all invoices from gstr 2a to gstr 2

Goods & Service Tax (GST) | <https://return.gst.gov.in/returns/auth/gstr2>

Nil Rated value 0.00 Non GST value 0.00

13 - HSN summary of inward supplies 0

Total Value 0.00 Total Taxable Value 0.00
Total Tax Amount 0.00

11 - Input Tax Credit Reversal/Reclaim

Total ITC Reversed 0.00

8 - ISD Credit received 0

Tax Credit Received 0.00 Total ITC available 0.00

GENERATE GSTR2 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 FILE RETURN

© 2016-17 Goods and Services Tax Network Site Last Updated on Designed & Developed by GSTN

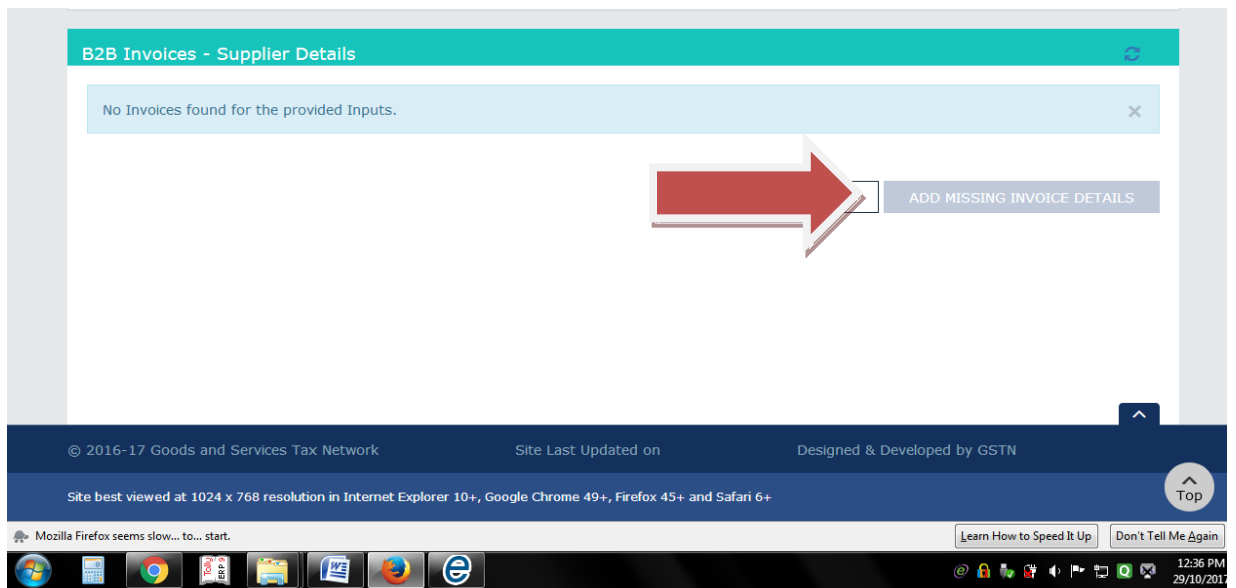
Site best viewed at 1024 x 768 resolution in Internet Explorer 10+, Google Chrome 49+, Firefox 45+ and Safari 6+

Mozilla Firefox seems slow... to... start. Learn How to Speed It Up Don't Tell Me Again

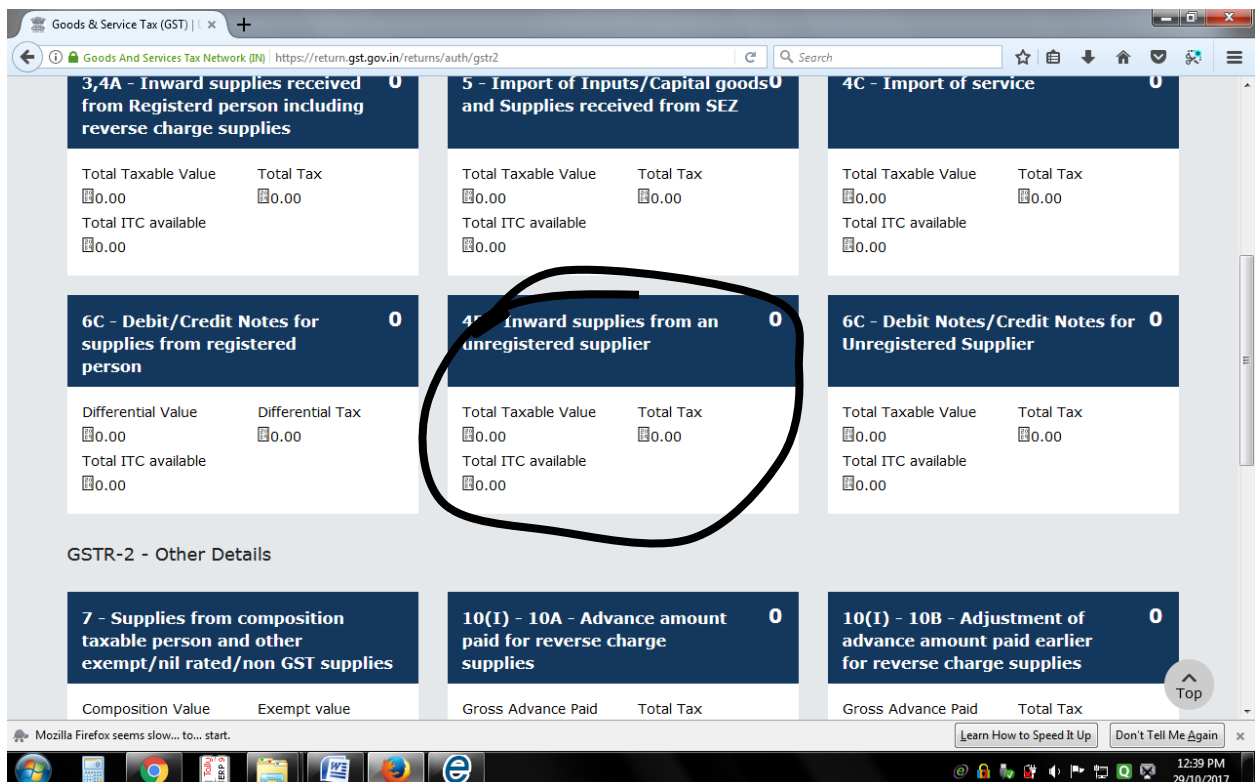
12:33 PM 29/10/2017

- After generate SUMMARY gstr 2 then wait for 5 minutes to show invoices in gstr 2
- Then click on **3,4A - Inward supplies received from Registered person including reverse charge supplies** to accept , reject or pending the bills as per your tally data and invoices possessed .
- If one or more than one invoices are missing in gstr 2 then you have to add such invoices to claim input tax credit by clicking on **ADD MISSING INVOICES DETAILS**

HOW TO FILE GSTR 2



- ADD details of missing invoices and save
- If you have some reverse charge from unregistered dealers so add the details as per given below instructions
- Go to 4B - Inward supplies from an unregistered supplier



Naveen Chand
@navkailashchand1996@gmail.com

HOW TO FILE GSTR 2

- Go to add details and save
- After complete the gstr 2 then recheck all inputs have been taken or not

Then go to click the box "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."

- And submit the return
- And last file the return either by evc or dsc , as the case may be

General Instructions:

1. Due date of filing GSTR 2 is 31-10-2017
2. GSTR 2 will be auto filled only after clicking on GENERATE GSTR2 SUMMARY
3. IF you want to waive any of the input so you have two options :
 - a. Go to the particular bill and go to the action and select ineligible input from the drop down and save the bill
 - b. reverse the input in "11 - Input Tax Credit Reversal/Reclaim"
4. And one of the most important thing that GSTR 3B is not a final return so never try to match your input in gstr 2 with gstr 3b and to take correct credit match your input with invoices possessed with you .

THANKS!!
NAVEEN CHAND . . .