

MGSTD

(MAHARASHTRA GOODS AND SERVICES TAX DEPARTMENT)

USER MANUAL

Entry Goods Registered under VAT CST
View Historic Returns



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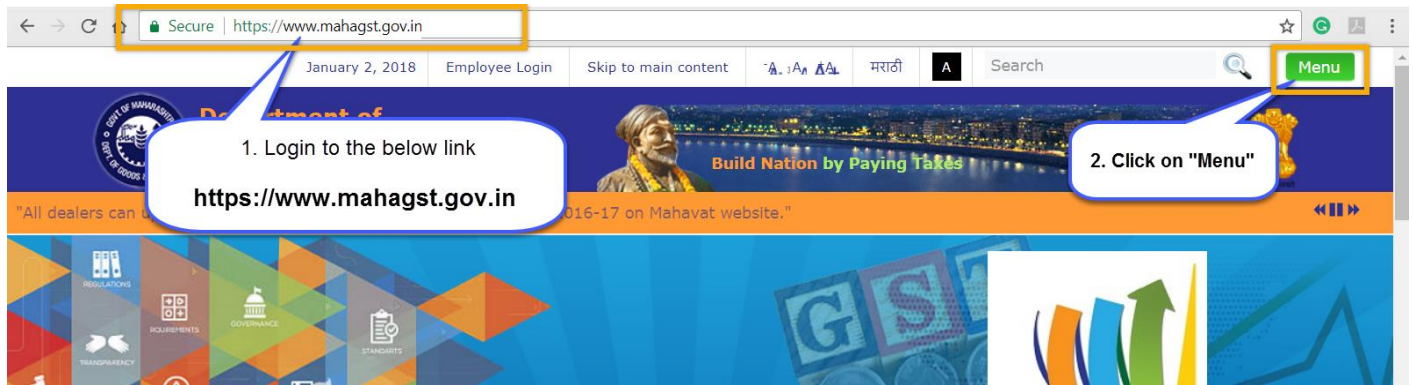
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Registered dealer utility to create temporary profile for accessing new automation services

a. Dealer Profile Creation

- Login in to below link.
- www.mahagst.gov.in
- Click on “Menu” button.



1. Registered Dealer if he/she has an active registration certificate under at least one of acts administered by MGSTD can create temporary profile through below mentioned process.
2. This temporary profile creation is only for accessing new automation services through www.mahagst.gov.in portal.
3. The new user id and password created should be used to login on www.mahagst.gov.in portal.

Steps to download the Registered Dealer Profile creation manual at Mahagst website:

Step 1 → www.mahagst.gov.in

Step 2 → Click on “Menu” button

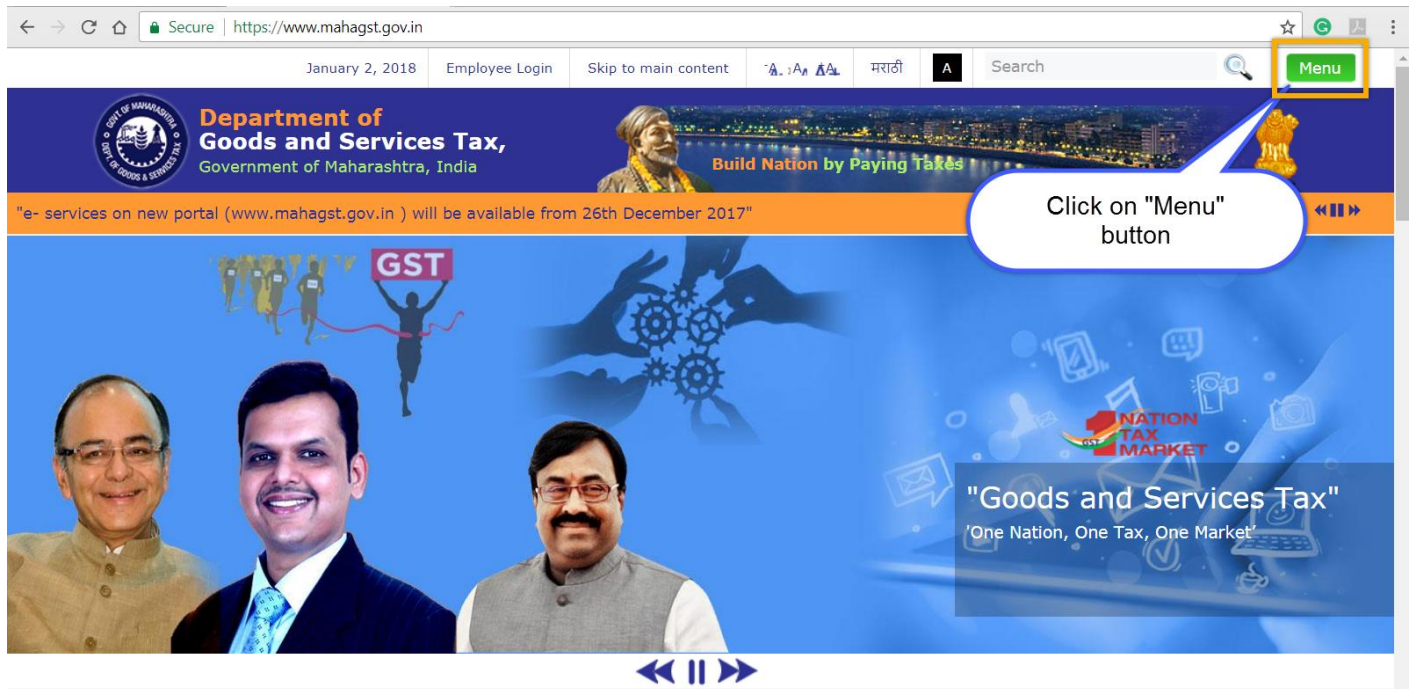
Step 3 → Click on “Dealer Services”

Step 4 → Select “Manuals and Procedures” and download “[User Manual for Legacy Dealer Profile Creation in SAP](#)” from “Mahagst Portal”.

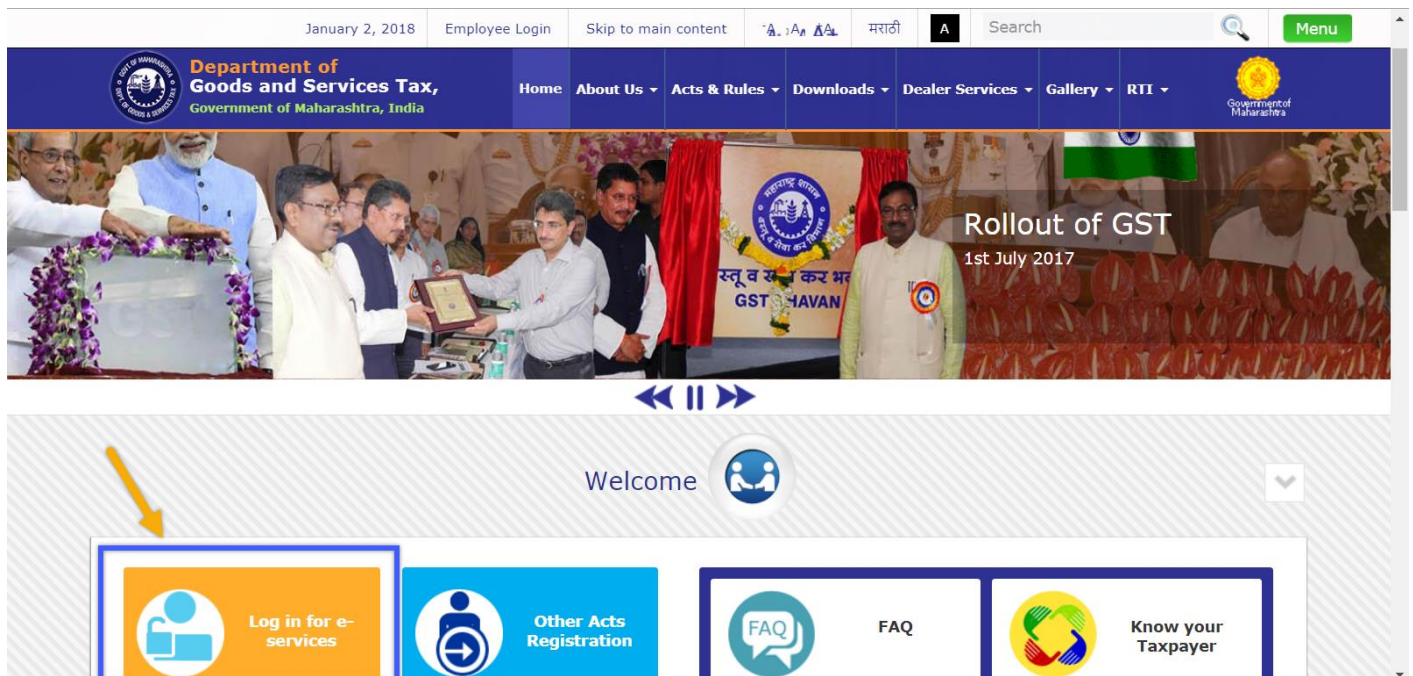
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b. Login for e-Services

- Login in to below link.
- www.mahagst.gov.in
- Click on “Menu” button.

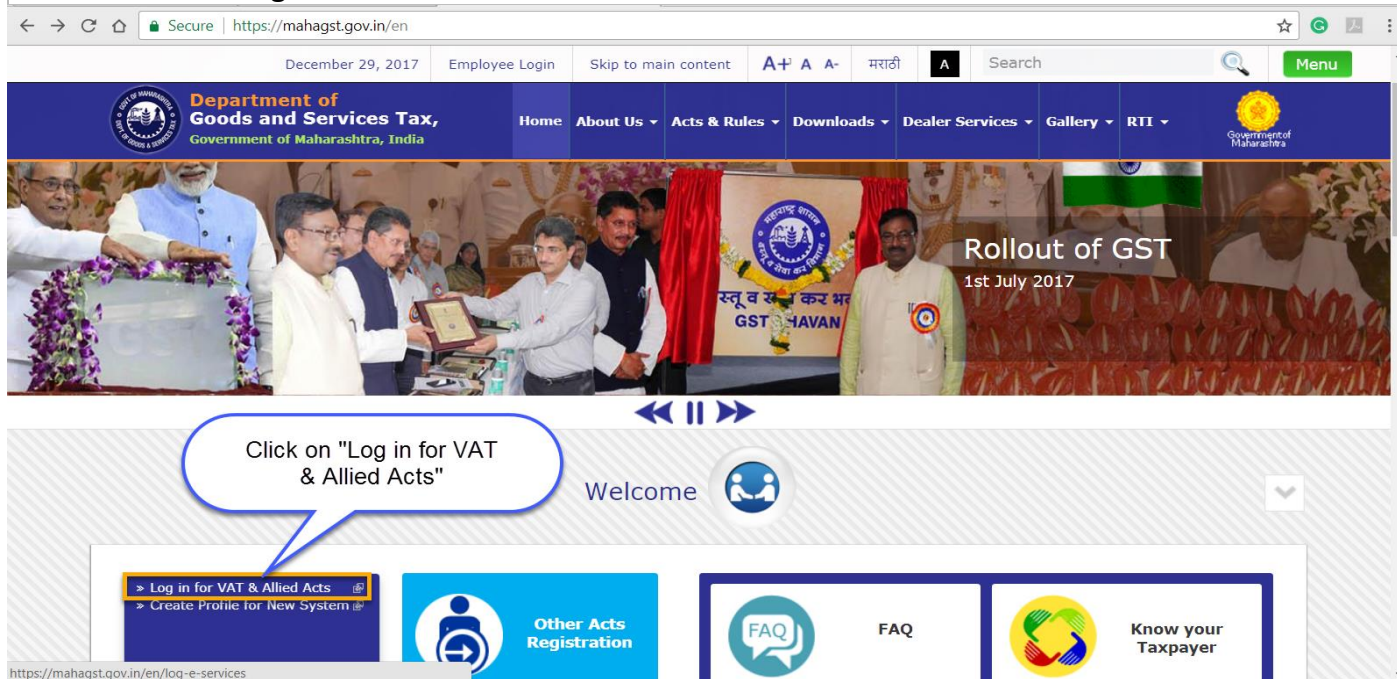


- Click on Menu button, you will be able to see “Login for e-Services”.

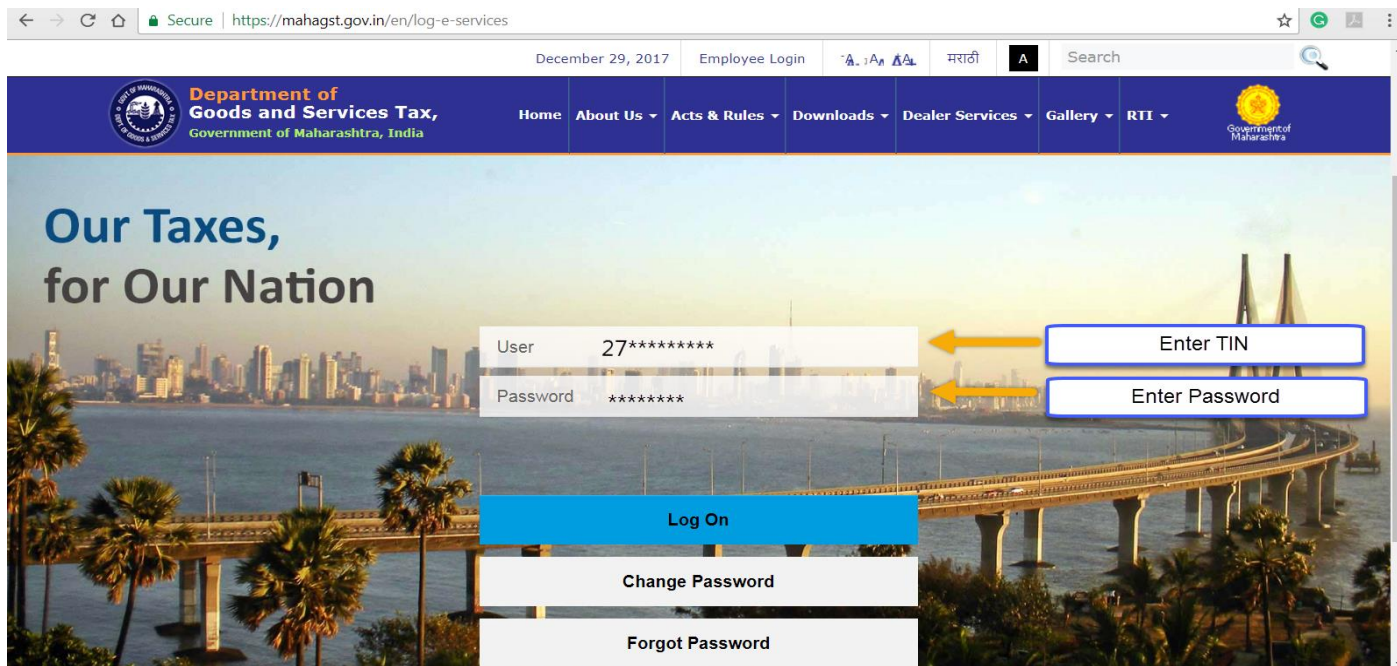


c. Login

- Click on “**Log in for VAT & Allied Acts**” in Log in for e-Services.
- Enter your Login credentials
User: TIN without suffix
Password: xxxxxxxx
- Click on “**Log On**”



- If you click on “**Log in for VAT & Allied Acts**”, You will be able to see Log on screen



- Click on “**Log On**” button. It will redirect you to Returns page.

d. Select Returns

➤ Click on **“Returns”**.

The screenshot displays the user interface of the Department of Goods and Services Tax, Government of Maharashtra, India. The page is titled "d. Select Returns". The header includes the date "December 30, 2017", "Employee Login", and a search bar. The main navigation menu contains "Home", "About Us", "Acts & Rules", "Downloads", "Dealer Services", "Gallery", and "RTI". The user is logged in as "27*****" and has a "Logout" button. The left sidebar menu includes "My Profile", "Pending Compliance", "Notifications", "Emails", and "Messages". The main content area is divided into "E-Services" and "Activities". The "E-Services" section features buttons for "Registration", "Returns", "Payment", "Recovery", "E-CST", and "Aud". The "Returns" button is highlighted with a blue callout box containing the text "Click on 'Returns'". The "Activities" section includes buttons for "Refund", "Appeal", "GSTN", and "Old E-Services".

➤ Click on **“Returns”** button. It will redirect you to Returns Home page.

e. View/Download Historic Returns

- Click on **“View/Download Historic Forms Other Than VAT/CST(From 1st April 2016)”**

Please Ensure you follow the following instructions to maintain Confidentiality and Security of your Information.

Do not share your USERID and PASSWORD with anybody.
Do not Save your USERID and PASSWORD in your Browser WINDOW.
Ensure you have DISABLED AUTOCOMPLETE in your Browser Settings.

Return Submission for VAT/ CST (From 1st April 2016)	View/Download Historic Returns for VAT/ CST (From 1st April 2016)	Return Submission Other Than VAT/CST (From 1st April 2016)	View/Download Historic Forms Other Than VAT/CST (From 1st April 2016)	TCS/TDS Certificate (From 1st April 2016)
Prior Period Return for VAT/CST (Till March 2016)	Prior Period View/Download Historic Returns for VAT/ CST (Till March 2016)	Prior Period Return Submission Other Than VAT/CST (Till March 2016)	Prior Period View/Download Historic Forms Other Than VAT/CST (Till March 2016)	Prior Period TCS/TDS Certificate (Till March 2016)

Click on "View/Download Historic Forms Other Than VAT/CST (From 1st April 2016)"

Dear Tax Payer,

1. Upload the .txt file and exit the system if you do not receive your SMS immediately. You will receive the SMS after some time.
2. Once SMS is received, Log in again and proceed till upload file page here Press 'NO' since you have already uploaded the return, the proceed button will be enabled, click 'PROCEED' .
3. If there are no validation error messages, then 'Submit' button is enabled and click on 'Submit' Button.
4. If there are no system errors messages, Return would be Uploaded successfully and you will receive the PDF next day through mail.
5. If there are validation errors then revise the excel file based on the errors received and again follow the steps from 1 to 4.

*****NOTE: PLEASE DO NOT WAIT ON THE SYSTEM IF YOU DONOT RECEIVE THE SMS IMMEDIATELY.*****

- After clicking on **“View/Download Historic Forms Other Than VAT/CST (From 1st April 2016)”** it will redirect you to **“Returns output”** page.

f. View/Download Historic Returns Output

- Click on “View/Download Historic Forms Other Than VAT/CST (From 1st April 2016)”.

The screenshot shows the 'Return Forms' interface with the following fields and actions:

- Dealer TIN: 27851001054
- Select Act: 27851001054V - VALUE ADDED TAX ACT (1) Select "Act"
- Forms: Form-4 (ET Goods) (2) Click on "Get Financial year"
- Get Financial Year button (3) Select Financial year
- Financial Year: 2016-2017
- Select Return Period: 2016 April (4) Select Return Period
- Get Return Forms button (5) Click on "Get Return Forms"
- Click here to download Return button (6) Click on "Click here to Download Return"
- Download icon (7) Click on Download icon to download the return PDF

Below the form, the 'FORM 4' document is displayed with the following details:

FORM 4		Ver 1.8.2			
Electronic Return under The Maharashtra Tax on the Entry of Goods into Local Areas Rules, 2002					
(See Rule 7)					
1	ENTRY TAX TIN	E	M.V.A.T TIN (IF Reg)	27851001054	V
	Income Tax PAN/TAN (If Unregistered)	AAAAA0510E	C.S.T. TIN (IF Reg)	27851001054	C
2	Date of Import of Goods (If Unregistered)		Enrollment No. (If Unregistered)		E
3	Name of the Importer	Shivaay enterprise	Periodicity	Monthly	
4	Mobile Number	9967345956	Type of Return	Revised	
5	Financial Year	2016-2017	Return Period	2016 April	
6	Period Covered by Return	From 01 APR 2016	To 30 APR 2016		