

**MGSTD**

**(MAHARASHTRA GOODS AND SERVICES TAX DEPARTMENT)**

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# USER MANUAL

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Entry Tax on Motor Vehicle-  
Original Return-Registered  
Under VAT/CST



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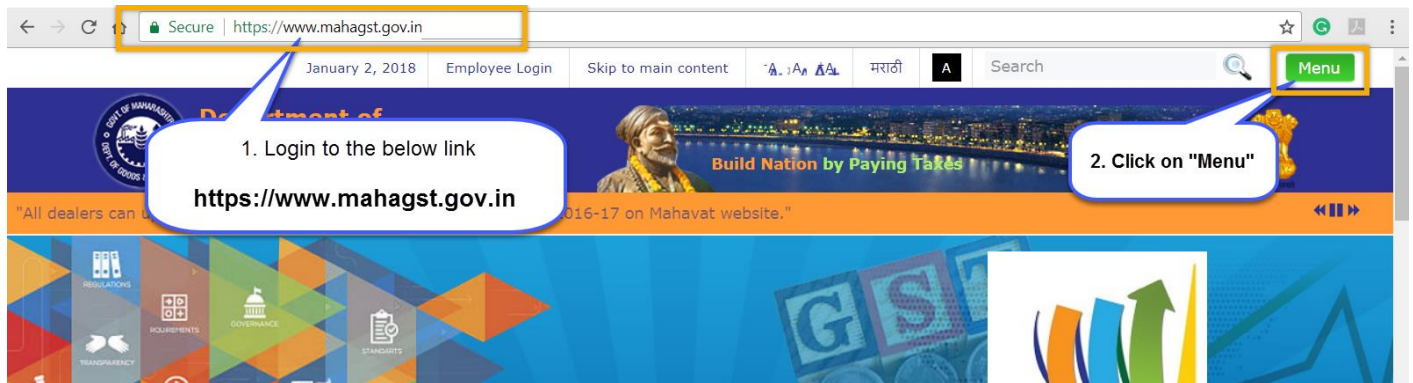
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## Registered dealer utility to create temporary profile for accessing new automation services

### a. Dealer Profile Creation

- Login in to below link
- [www.mahagst.gov.in](https://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](https://www.mahagst.gov.in) portal.
3. The new user id and password created should be used to login on [www.mahagst.gov.in](https://www.mahagst.gov.in) portal.

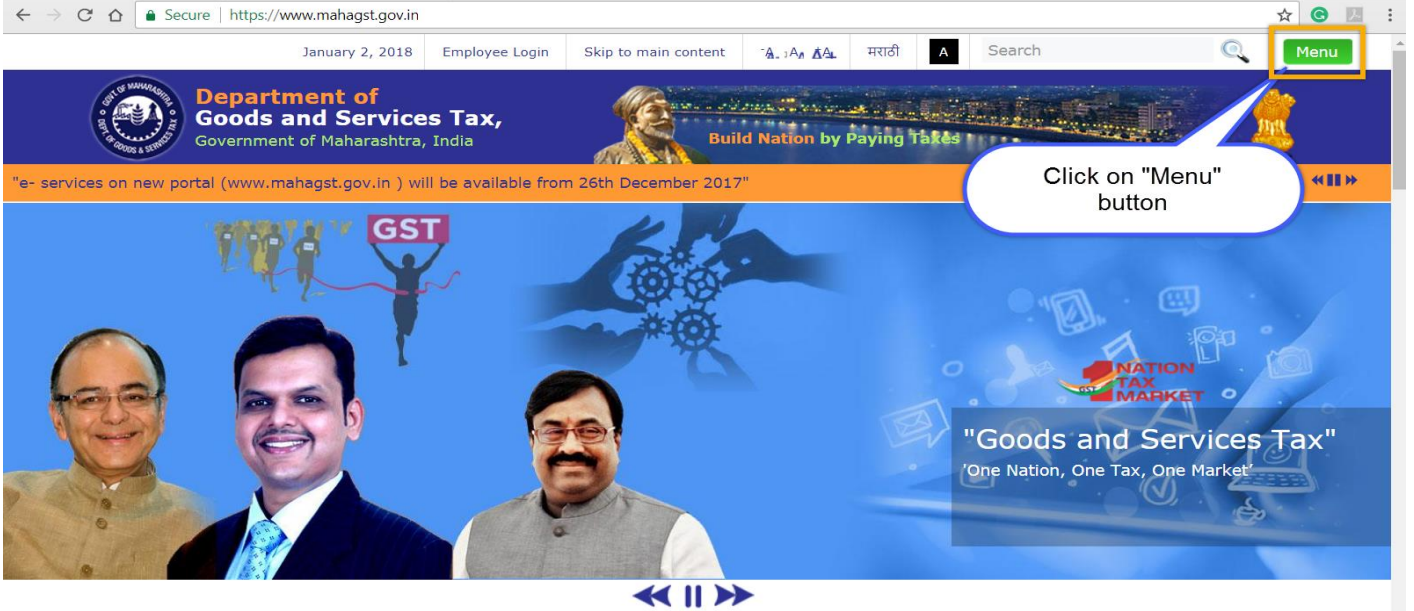
### Steps to download the Registered Dealer Profile creation manual at Mahagst website:

- Step 1 → [www.mahagst.gov.in](https://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”.

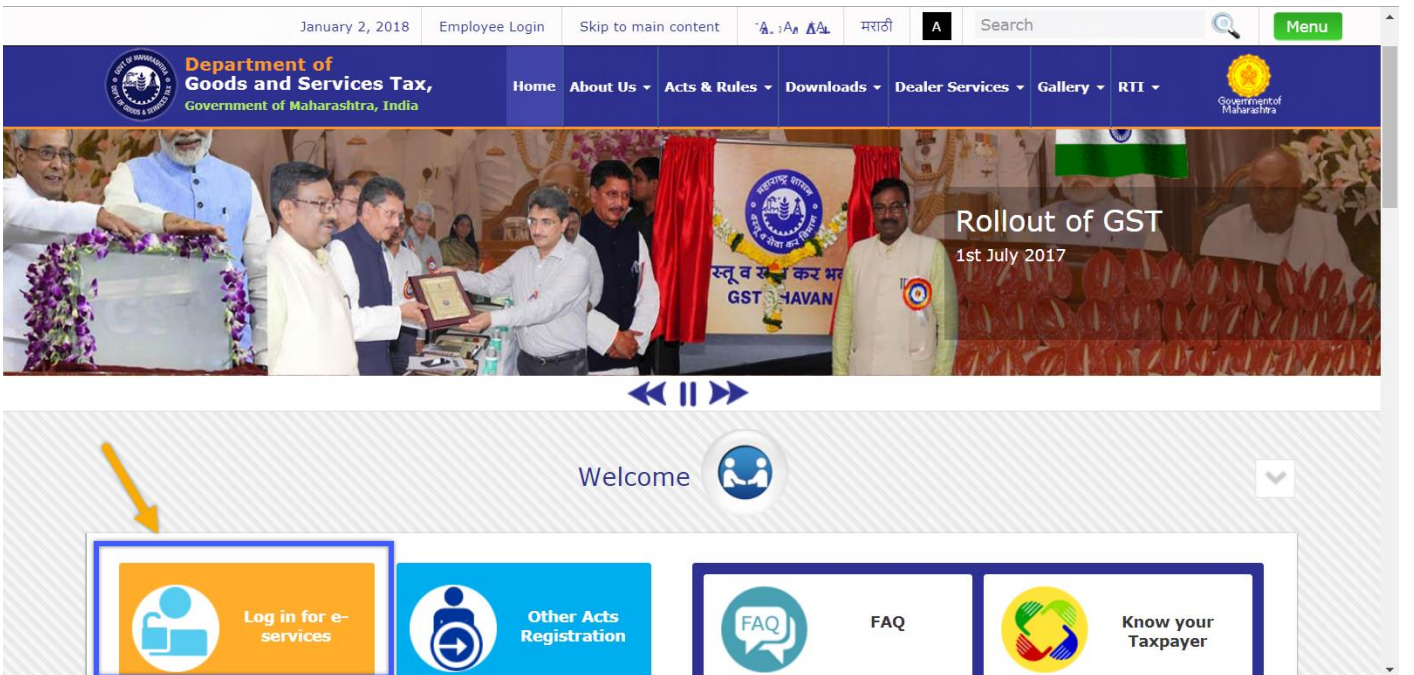
# Entry Tax on Motor Vehicle-Registered under VAT/CST

## b. Login for e-Services

- Login in to below link.
- [www.mahagst.gov.in](http://www.mahagst.gov.in)
- Click on “Menu” button.

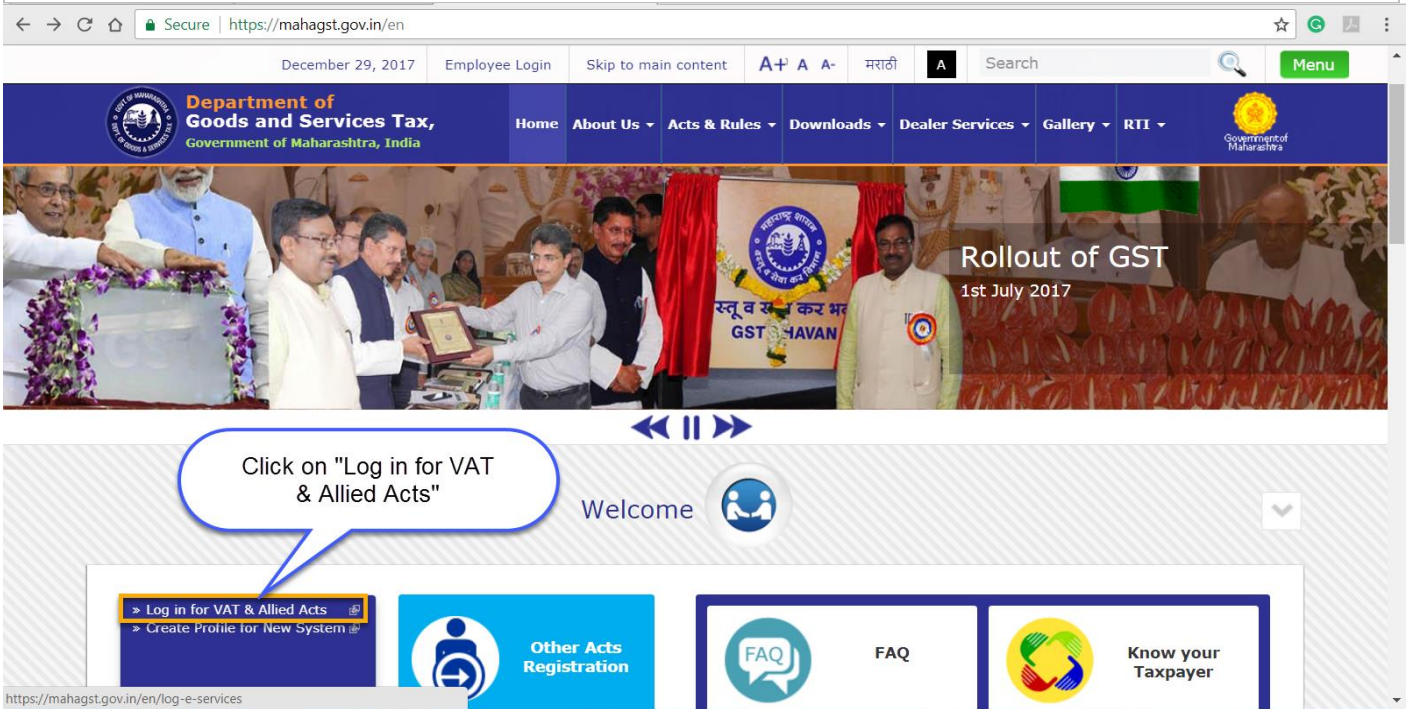


- Click on Menu button, you will be able to see “Login for e-Services”.

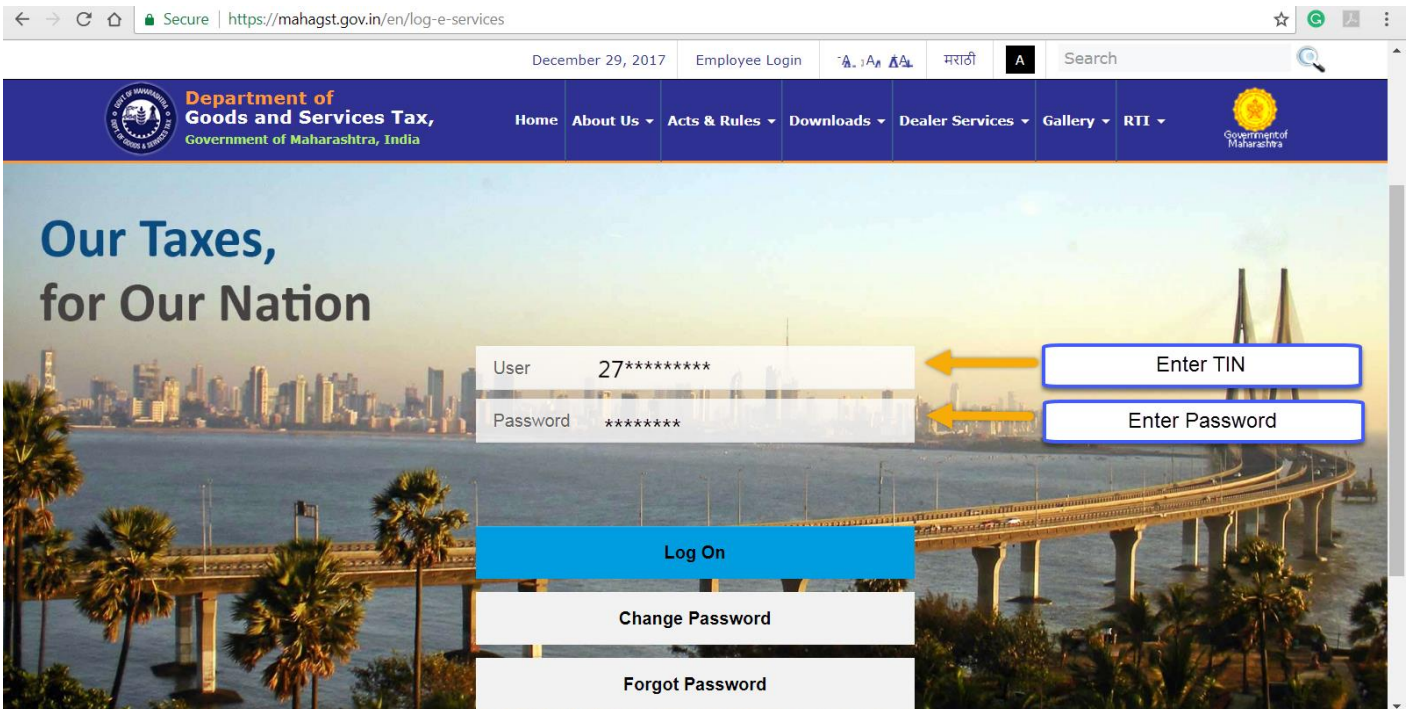


### c. Login

- 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.



#### d. Select Returns

➤ Click on **“Returns”**.

December 30, 2017 Employee Login A+ A- मराठी A Search

Department of Goods and Services Tax, Government of Maharashtra, India

Home About Us Acts & Rules Downloads Dealer Services Gallery RTI

Government of Maharashtra

Welcome: 27\*\*\*\*\* Logout

Menu

My Profile

- Registration Details
- Return Filing Status
- Payments
- Acknowledgements

Pending Compliance

- Notices
- Applications
- Orders
- Any Other

Notifications

- Emails
- Messages

E-Services

- Registration
- Returns
- Payment
- Recovery
- E-CST
- Aud

Activities

- Refund
- Appeal
- GSTN
- Old E-Services

Click on "Returns"

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

## e. Return Submission Other Than VAT/CST

- Click on **“Return Submission Other Than VAT/CST(From 1<sup>st</sup> April 2016)”**

RETURNS Logout

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 "Return Submission 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.\*\*\*\*\*

- Click on **“Return Submission Other Than VAT/CST(From 1<sup>st</sup> April 2016)”**, it will redirect you to select Returns page

## f. Select Act

- Select **VALUE ADDED TAX ACT** from drop down.
- Select **Form-1A (ET Motor)** from drop down.

The screenshot shows the 'Return / Statement Filing' interface. At the top, there is a 'Logout' button. Below it, the 'Tax Payer' section displays the registration number '27561000971'. A progress bar indicates the current step is 'Select Act', followed by 'Type Of Return/ Statement', 'Period', 'Annexure Upload', 'Draft Return', and 'Acknowledgement'. The main area contains two dropdown menus: 'Registration Number / Act' with the selected value '27561000971V - VALUE ADDED TAX ACT' and 'Select Form' with the selected value 'Form-1A (ET Motor)'. Two callout boxes with arrows point to these dropdowns, providing instructions: 'Select VALUE ADDED TAX ACT from drop down' and 'Select Form-1A (ET Motor) from drop down'. A 'Next' button is located at the bottom right of the interface.

- Select **“VALUE ADDED TAX ACT”** under Registration Number / Act.
- Select **“Form-1A (ET Motor)”** under Select Form.



- Click on **“Next”** button.

Return / Statement Filing Logout

Tax Payer  
27561000971

Select Act >> Type Of Return/ Statement >> Period >> Annexure Upload >> Draft Return >> Acknowledgement

Registration Number / Act: 27561000971V - VALUE ADDED TAX ACT  
Select Form: Form-1A (ET Motor)

Click on Next

Next

- Click on **“Next”**, it will redirect to select Return/Statement Type.

### g. Select Return/Statement Type

- Select Return/Statement Type from drop down “**Original**”.

Return / Statement Filing Logout

Tax Payer	Name	Registration Number	Form
27561000971	MSTD enterprise	27561000971V - VALUE ADDED TAX ACT	Form-1A (ET Motor)

Navigation: Select Act >> **Type Of Return/ Statement** >> Period >> Annexure Upload >> Draft Return >> Acknowledgement

Return/Statement Type: -- Select --

- Select --
- Original
- Revised

Select Original

- Select “**Original**” from drop down.

➤ Click on “Next”

Return / Statement Filing Logout

Tax Payer	Name	Registration Number	Form
27561000971	MSTD enterprise	27561000971V - VALUE ADDED TAX ACT	Form-1A (ET Motor)

Progress: Select Act >> **Type Of Return/ Statement** >> Period >> Annexure Upload >> Draft Return >> Acknowledgement

Return/Statement Type:

**Next**

➤ Click on “Next”, It will redirect to Return Date Selection Page.

## h. Select Financial Year

- Select “Return Date” from date calendar
- Click on “Next”

Return / Statement Filing Logout

Tax Payer	Name	Registration Number	Form	Return/Statement Type
27561000971	MSTD enterprise	27561000971V - VALUE ADDED T	Form-1A (ET Motor)	Original

Select Act >> Type Of Return/ Statement >> **Period** >> Annexure Upload >> Draft Return >> Acknowledgement

Return Date: 17-04-2016

< April 2016 >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
14	27	28	29	30	31	1 2
15	3	4	5	6	7	8 9
16	10	11	12	13	14	15 16
17	17	18	19	20	21	22 23
18	24	25	26	27	28	29 30

Select Return Date from Date Calendar

Click on Next

**Next**

- Click on “Next”, it will redirect to upload new file.

### i. Upload Return

- You will be asked to upload New File.
- Click on **“Yes”** button.

The screenshot shows a web interface for 'Return / Statement Filing'. At the top right, there is a 'Logout' button. Below the header is a table with the following data:

Tax Payer	Name	Registration Number	Form	Return/Statement Type	Period
27561000971	MSTD enterprise	27561000971V - VALUE ADI	Form-1A (ET Motor)	Original	17-04-2016

Below the table is a progress bar with five steps: 'Select Act', 'Type Of Return/ Statement', 'Period', 'Annexure Upload' (highlighted with a green circle and an upward arrow), 'Draft Return', and 'Acknowledgement'. The main content area contains the text: 'Please click Yes to upload new file..'. At the bottom right, there is a yellow 'Yes' button with a callout bubble pointing to it that says 'Click on Yes'.

- Click on **“Yes”** to upload new file. It will redirect to file uploading page.

## j. Select .txt File and Upload

- Click on **“Browse”** and select the .txt file generated on your desktop from the Return template.

The screenshot displays the 'Return / Statement Filing' web application. At the top, there is a navigation bar with a 'Logout' button. Below it, a table contains the following information:

Tax Payer	Name	Registration Number	Form	Return/Statement Type	Period
27561000971	MSTD enterprise	27561000971V - VALUE ADI	Form-1A (ET Motor)	Original	17-04-2016

Below the table is a progress bar with steps: Select Act, Type Of Return/Statement, Period, Annexure Upload, Draft Return, and Acknowledgement. The 'Annexure Upload' step is currently active. A 'Browse...' button is located next to the text 'Use a file for Upload...'. A callout bubble points to this button with the text: '1) Click on Browse to upload .txt file'. An 'Open' file explorer window is overlaid on the interface, showing a list of files on the Desktop. A callout bubble points to a file named 'Entry\_Goods-V-8\_27561000971V\_2016\_April\_Original' with the text: '2) Select .txt file'. Another callout bubble points to the 'Open' button at the bottom of the file explorer with the text: '3) Click on Open'. At the bottom right of the interface, there is a yellow button labeled 'Upload File'.

- Uploading **“.txt”** file name should match with your TIN, Form and Period.
- Click on **“Open”** to upload the file.

➤ Click on “OK” to confirm, File will successfully upload from your System.

The screenshot displays the 'Return / Statement Filing' interface. At the top, there is a header with a home icon, the title 'Return / Statement Filing', and a 'Logout' button. Below the header is a table with columns: Tax Payer, Name, Registration Number, Form, Return/Statement Type, and Period. The table contains the following data:

Tax Payer	Name	Registration Number	Form	Return/Statement Type	Period
27561000971	MSTD enterprise	27561000971V - VALUE ADI	Form-1A (ET Motor)	Original	17-04-2016

Below the table is a navigation bar with icons and labels: 'Select Act', 'Type Of Return/ Statement', 'Period', 'Annexure Upload' (highlighted with a green circle), 'Draft Return', and 'Acknowledgement'. Underneath, there is a 'File Upload:' section with a text input field containing 'Entry-Tax-Vehicle-V\_5\_27...' and a 'Browse...' button. A modal dialog box is open in the center, displaying the message: 'Press 'Upload File' to upload file 'Entry-Tax-Vehicle-V\_5\_27561000971V\_170416\_2016 April\_Original.txt''. The dialog has a close button (X) in the top right and an 'OK' button in the bottom right. A blue callout bubble points to the 'OK' button with the text 'Click on OK'. At the bottom right of the interface, there is a green 'Upload File' button.

- Click on **“Upload File”**.

The screenshot displays the 'Return / Statement Filing' interface. At the top, there is a navigation bar with a home icon, the title 'Return / Statement Filing', and a 'Logout' button. Below this is a table with the following data:

Tax Payer	Name	Registration Number	Form	Return/Statement Type	Period
27561000971	MSTD enterprise	27561000971V - VALUE ADI	Form-1A (ET Motor)	Original	17-04-2016

Below the table is a progress bar with the following steps: 'Select Act', 'Type Of Return/ Statement', 'Period', 'Annexure Upload' (highlighted with a green circle), 'Draft Return', and 'Acknowledgement'. Underneath the progress bar, there is a 'File Upload:' section with a text input field containing 'Entry-Tax-Vehicle-V\_5\_27...' and a 'Browse...' button. At the bottom right, there is a yellow 'Upload File' button, which is pointed to by a speech bubble containing the text 'Click on Upload File'.

- After click on **“Upload File”**, it will redirect to draft return page.



### k. Draft pdf Return

➤ Here you can view and download your Draft Return PDF.

❖ **Note** → System will display the Draft Return PDF before submission.

The screenshot displays the 'Return / Statement Filing' interface. At the top, there is a navigation bar with a home icon, the title 'Return / Statement Filing', and a 'Logout' button. Below this is a table with columns: Tax Payer, Name, Registration Number, Form, Return/Statement Type, and Period. The table contains the following data:

Tax Payer	Name	Registration Number	Form	Return/Statement Type	Period
27561000971	MSTD enterprise	27561000971V - VALUE ADI	Form-1A (ET Motor)	Original	17-04-2016

Below the table is a progress bar with steps: Select Act, Type Of Return/ Statement, Period, Annexure Upload, **Draft Return** (highlighted), and Acknowledgement. A 'Messages' section is visible below the progress bar. A callout bubble points to a button labeled 'Form-1A (ET Motor)' with the text: 'Click on this button to view Form-1A (ET Motor) Draft Return PDF'. Another callout bubble points to a download icon with the text: 'Click on this icon to download Form-1A (ET Motor) Draft Return PDF'. Below the messages, there is a text prompt: 'Please click on form to view draft.' and a 'Submit' button. The bottom part of the screenshot shows a preview of the 'FORM 1A' document with a yellow watermark. The document title is 'FORM 1A' and the version is 'Ver 1.8.2'. The text on the document reads: 'Return of tax payable by an Importer under the Maharashtra Tax on Entry of Motor Vehicles into Local Area Act, 1987' and '(See rules 3 and 4 of the Maharashtra tax on entry of Motor Vehicles into Local Areas Rules, 1987.)'. A callout bubble points to a 'Submit' button on the right side of the document preview with the text: 'Click on Submit'. At the bottom right of the interface, there is a yellow 'Submit' button.

- Before submitting the Return, you can click on, "**Form-1A (ET Motor)**" to view the Draft Return PDF.
- You can review or download Draft Return PDF.
- Check the input is given by you in Return template and compare with Draft Return PDF then click on "**Submit**" button.

## I. Submit Return

- Click on **“Yes”**

The screenshot displays the 'Return / Statement Filing' interface. At the top, there is a navigation bar with a home icon, the title 'Return / Statement Filing', and a 'Logout' button. Below this is a table with columns for 'Tax Payer', 'Name', 'Registration Number', 'Form', 'Return/Statement Type', and 'Period'. The table contains the following data:

Tax Payer	Name	Registration Number	Form	Return/Statement Type	Period
27561000971	MSTD enterprise	27561000971V - VALUE ADI	Form-1A (ET Motor)	Original	17-04-2016

Below the table is a progress bar with steps: 'Select Act', 'Type Of Return/ Statement', 'Period', 'Annexure Upload', 'Draft Return', and 'Acknowledgement'. The 'Draft Return' step is currently active. Below the progress bar is a 'Messages' section with a message: 'Please click on form to view draft.' and a button labeled 'Form-1A (ET Motor)'. A confirmation dialog box is overlaid on the screen, titled 'Please Confirm to Submit', with 'Yes' and 'Cancel' buttons. A callout box points to the 'Yes' button with the text 'Click on Yes'.

- Click on **“Yes”** to confirm the submission. You will redirect to acknowledgement message screen.

### m. Acknowledgement

- Once your Return is submitted successfully, **Return Submission Acknowledgement** will be displayed on the screen.
- Return PDF and Acknowledgement will be sent to you on your e-mail id provided in Return template.
- SMS will be sent on your mobile number provided in the Return template.

The screenshot displays the 'Return / Statement Filing' interface. At the top, there is a navigation bar with a home icon, the title 'Return / Statement Filing', and a 'Logout' button. Below this is a table with columns for 'Tax Payer', 'Name', 'Registration Number', 'Form', 'Return/Statement Type', and 'Period'. The table contains the following data:

Tax Payer	Name	Registration Number	Form	Return/Statement Type	Period
27561000971	MSTD enterprise	27561000971V - VALUE ADI	Form-1A (ET Motor)	Original	17-04-2016

Below the table is a navigation bar with icons and labels for 'Select Act', 'Type Of Return/ Statement', 'Period', 'Annexure Upload', 'Draft Return', and 'Acknowledgement'. The 'Acknowledgement' icon is highlighted with a green circle.

The main content area shows a timestamp '17.04.2017 01:00:38' and the text 'Dear Tax Payer,'. Below this is a paragraph: 'Your return under Form-1A (ET Motor) Act for the Period 17-04-2016 is submitted successfully on 17.04.2017 01:06:38. Once return is prepared it will be communicated to you via sms on your mobile number & PDF return will be sent on your email-id provided in return template. Please check your Spam/Junk email in case not found in your inbox. You can also download submitted Return from "Home->Returns->View/Download Historic Forms".'

Below the paragraph is the text 'Thanking You, MSTD.'

At the bottom right, there is a yellow button labeled 'Download Return'. A speech bubble points to this button with the text 'Click on this button to download submitted Return PDF'.

- Click on "**Download Return**" button to view the Return pdf.

n. Illustration of e-mail & SMS after submission of Return

➤ E-mail & SMS confirmation message.

1. Confirmation E-mail for ET(Motor Vehicle) Return.

The screenshot shows an email interface with the following content:

Dear Tax Payer,

Transaction No : 7602  
TIN No : 27561000971V

Your Return under FORM-1A ET Act for the date 17-04-2016 is submitted successfully on 17-04-2017.

Thank You,  
MSTD

DISCLAIMER - FOR BEST VIEW PLEASE OPEN THE PDF ATTACHMENT WITH ADOBE READER

This message (including any attachments) is intended only for the use of the individual or entity to which it is addressed and may contain information that is non-public, proprietary, privileged, confidential, and exempt from disclosure under applicable law or may constitute as attorney work product. If you are not the intended recipient, you are hereby notified that any use, dissemination, distribution, or copying of this communication is strictly prohibited. If you have received this communication in error, notify us immediately by telephone and (i) destroy this message if a facsimile or (ii) delete this message immediately if this is an electronic communication.

Thank you.

At the bottom left, there is a PDF attachment icon with the text "27561000971V - 1...".

Two yellow arrows point from callout boxes to the email content:

- One arrow points from the callout box "You will receive Return acknowledgment email after you submit" to the "Thank You, MSTD" text.
- Another arrow points from the callout box "You can download return PDF from here" to the PDF attachment icon.

2. Confirmation SMS for ET (Motor Vehicle) Return.

