

MGSTD

(MAHARASHTRA GOODS AND SERVICES TAX DEPARTMENT)

USER MANUAL

Entry Goods-Revised Return-
Registered Under VAT/CST



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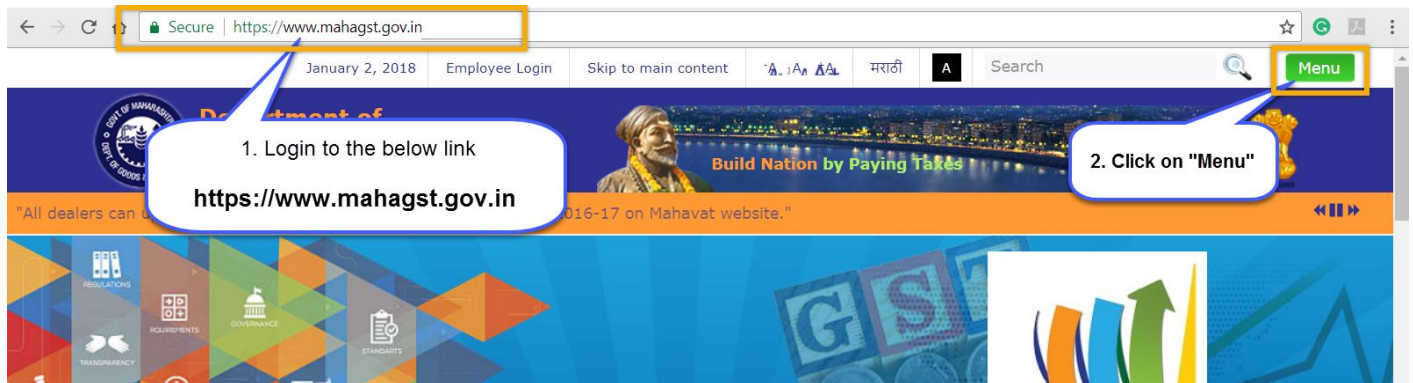
Entry Goods-Registered Under VAT/CST

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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.

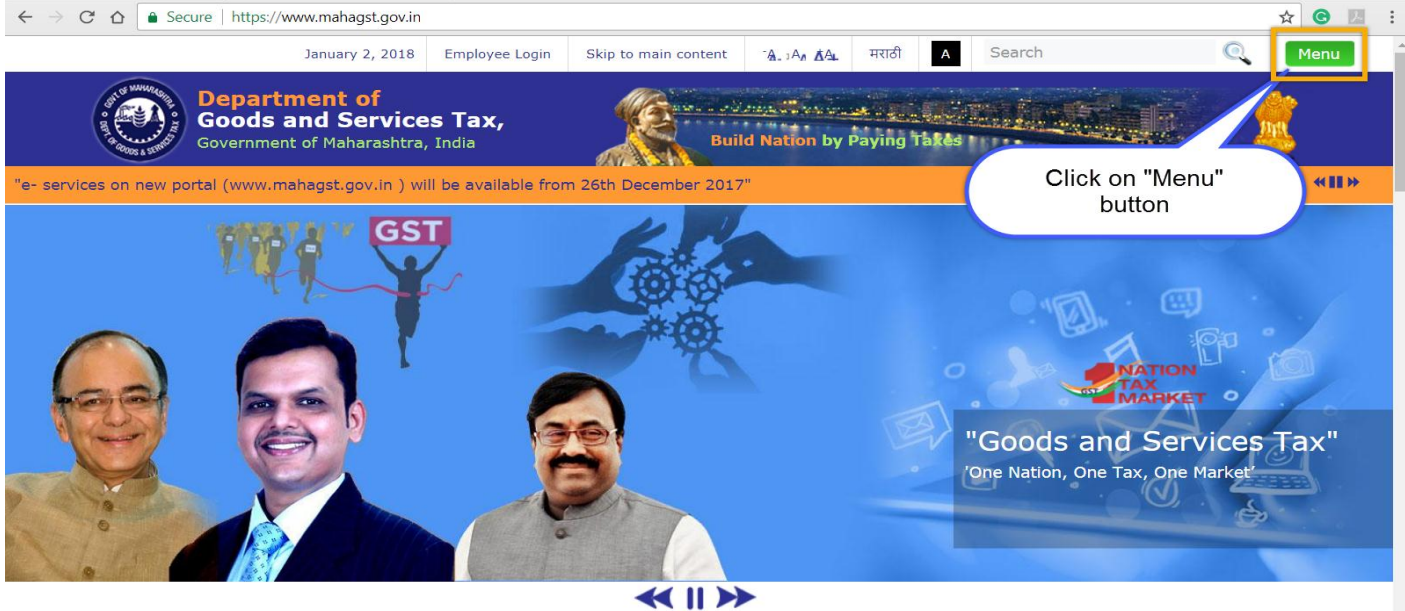
Steps to download the Registered Dealer Profile creation manual at Mahagst website:

- 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”.

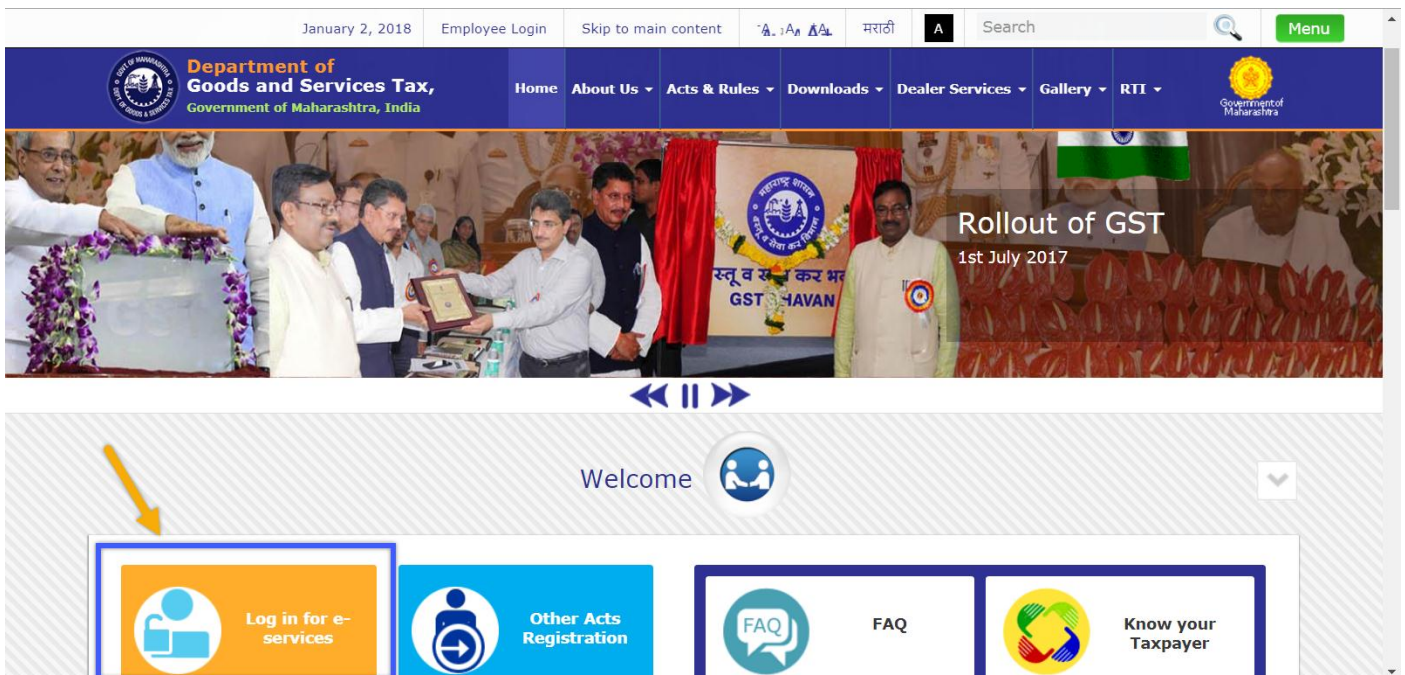
Entry Goods-Registered Under VAT/CST

b. Login for e-Services

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

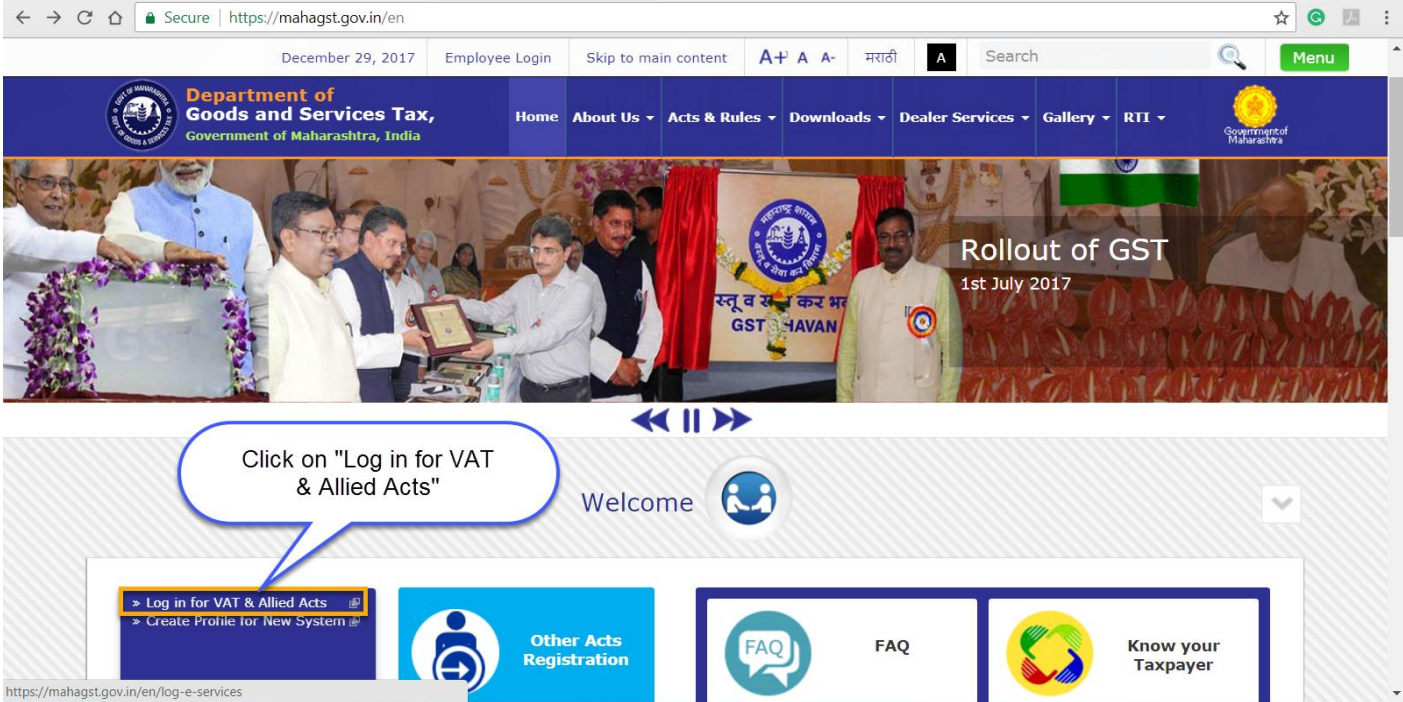


- Click on Menu button, you will be able to see “Login for e-Services”.

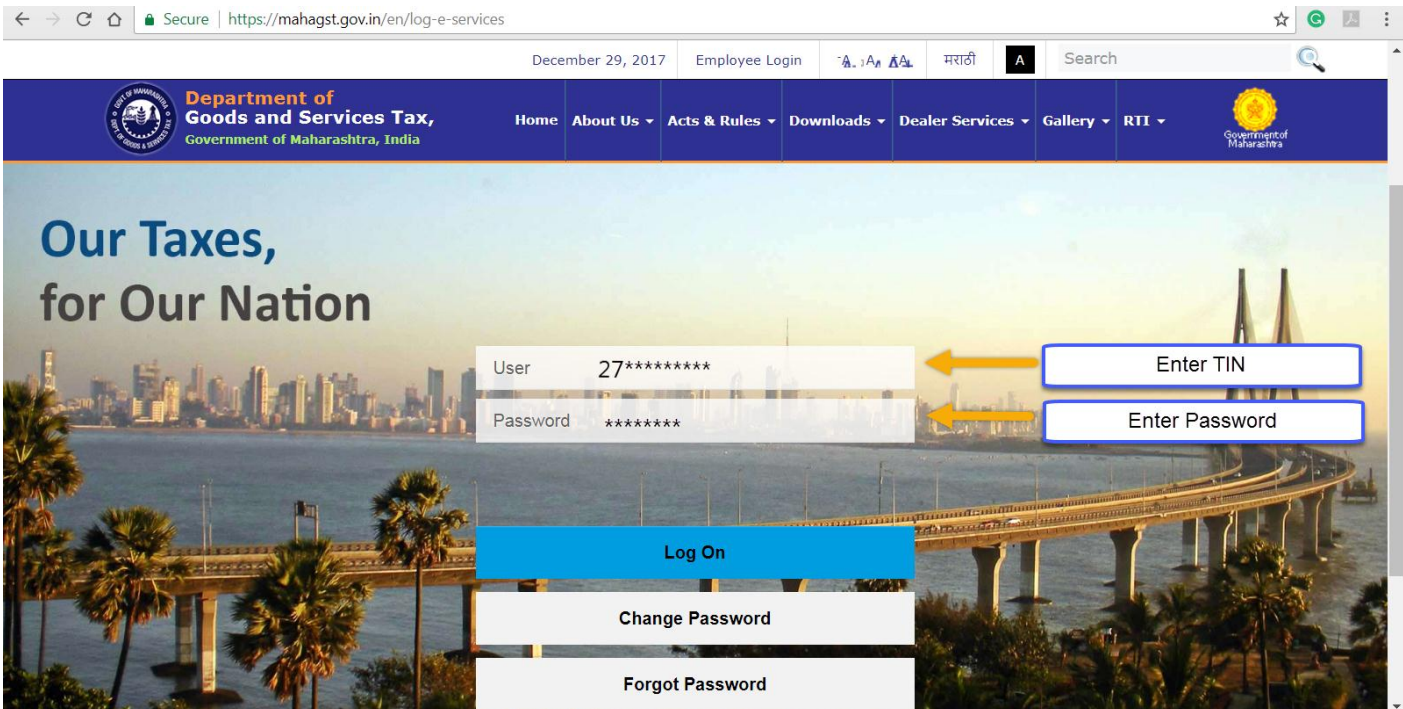


c. Login

- 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.



d. Select Returns

- Click on **“Returns”**.

December 30, 2017 Employee Login A+ 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

Menu Welcome: 27***** Logout

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 1st 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 1st April 2016)”**, it will redirect you to select Returns page

f. Select Act

- Select **“VALUE ADDED TAX ACT”** from dropdown.

The screenshot shows the 'Return / Statement Filing' interface. At the top, there is a home icon and a 'Logout' button. Below this is a 'Tax Payer' section with the number '27851001054'. A navigation bar contains several steps: 'Select Act' (highlighted with a green arrow), 'Type Of Return/ Statement', 'Period', 'Annexure Upload', 'Draft Return', and 'Acknowledgement'. The 'Registration Number / Act' dropdown menu is open, showing the selected option '27851001054V - VALUE ADDED TAX ACT'. A yellow arrow points to this option, and a callout box contains the text 'Select VALUE ADDED TAX ACT from drop down'.

- Select **“VALUE ADDED TAX ACT”** under Registration Number / Act.

- Select **“Form-4 (ET Goods)”** from drop down.

The screenshot shows the 'Return / Statement Filing' interface. At the top, there is a home icon, the title 'Return / Statement Filing', and a 'Logout' button. Below this is a 'Tax Payer' section with a text box containing '27851001054'. A progress bar contains icons for 'Select Act', 'Type Of Return/ Statement', 'Period', 'Annexure Upload', 'Draft Return', and 'Acknowledgement'. The 'Select Act' step is highlighted with a green arrow. Below the progress bar, there is a 'Registration Number / Act:' dropdown menu showing '27851001054V - VALUE ADDED TAX ACT'. Below that is a 'Select Form:' dropdown menu with a list of options: 'Form-424A (TDS)', 'Form-1A (ET Motor)', 'Form-423 (TCS)', 'Form-424 (TDS)', and 'Form-4 (ET Goods)'. A yellow arrow points to the 'Form-4 (ET Goods)' option, and a callout box contains the text 'Select Form-4 (ET Goods) from drop down'. At the bottom right, there is a yellow 'Next' button.

- Select **“Form-4 (ET Goods)”** under Select Form.

- Click on **“Next”** button.

Return / Statement Filing Logout

Tax Payer

27851001054

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

Registration Number / Act: 27851001054V - VALUE ADDED TAX ACT

Select Form: Form-4 (ET Goods)

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 Dropdown "**Revised**".

Return / Statement Filing Logout

Tax Payer	Name	Registration Number	Form
27851001054	Shivaay enterprise	27851001054V - VALUE ADDED TAX ACT	Form-4 (ET Goods)

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

Return/Statement Type: -- Select --

- Select --
- Original
- Revised

Select Revised

- Select "**Revised**" from drop-down.

➤ Click on “Next”

Return / Statement Filing Logout

Tax Payer	Name	Registration Number	Form
27851001054	Shivaay enterprise	27851001054V - VALUE ADDED TAX ACT	Form-4 (ET Goods)

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

Return/Statement Type:

Next

➤ Click on “Next”, It will redirect to Financial year selection page.

h. Select Financial Year

- Select **“Financial Year”** from drop down
- Select **“Period”** from dropdown.
- Click on **“Next”**

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
27851001054	Shivaay enterprise	27851001054V - VALUE ADDED T	Form-4 (ET Goods)	Revised

Below the table is a progress bar with the following steps: Select Act, Type Of Return/ Statement, **Period** (highlighted), Annexure Upload, Draft Return, and Acknowledgement. The 'Period' step is currently active.

Under the progress bar, there are two dropdown menus:

- Financial Year: 2016-2017
- Period: 2016 April

Yellow arrows point from callout boxes to these dropdowns. The callout boxes contain the text: 'Select Financial Year from drop down' and 'Select Period from drop down'. A blue callout box with the text 'Click on Next' points to a yellow 'Next' button located at the bottom right of the interface.

- 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.

Return / Statement Filing Logout

Tax Payer	Name	Registration Number	Form	Return/Statement Type	Period
27851001054	Shivaay enterprise	27851001054V - VALUE ADI	Form-4 (ET Goods)	Revised	2016 April

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

Please click Yes to upload new file..

Click on Yes

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.

Return / Statement Filing Logout

Tax Payer	Name	Registration Number	Form	Return/Statement Type	Period
27851001054	Shivaay enterprise	27851001054V - VALUE ADI	Form-4 (ET Goods)	Revised	2016 April

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

Choose a file for Upload... Browse...

1) Click on Browse to upload .txt file

2) Select .txt file

3) Click on Open

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 navigation bar with a home icon, the title 'Return / Statement Filing', and a 'Logout' button. Below this is a header section with fields for 'Tax Payer' (27851001054), 'Name' (Shivaay enterprise), 'Registration Number' (27851001054V - VALUE ADI), 'Form' (Form-4 (ET Goods)), 'Return/Statement Type' (Revised), and 'Period' (2016 April). A progress bar below the header shows steps: 'Select Act', 'Type Of Return/ Statement', 'Period', 'Annexure Upload' (highlighted with a green circle), 'Draft Return', and 'Acknowledgement'. The main area shows a 'File Upload:' section with a text input containing 'Entry_Goods-V-8_2785100...' and a 'Browse...' button. A modal dialog box is open in the center, displaying the message: 'Press 'Upload File' to upload file 'Entry_Goods-V-8_27851001054V_2018 April_Revised.txt''. The dialog has a close button (X) in the top right and an 'OK' button in the bottom right. A blue callout bubble with the text 'Click on OK' points to the 'OK' button in the dialog. At the bottom right of the interface, there is a green 'Upload File' button. On the left side, there is a 'Messages' link.

- Click on **“Upload File”**.

Return / Statement Filing Logout

Tax Payer	Name	Registration Number	Form	Return/Statement Type	Period
27851001054	Shivaay enterprise	27851001054V - VALUE ADI	Form-4 (ET Goods)	Revised	2016 April

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

File Upload:

> Messages

Click on Upload File

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.

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

Return / Statement Filing Logout

Tax Payer	Name	Registration Number	Form	Return/Statement Type	Period
27851001054	Shivaay enterprise	27851001054V - VALUE ADI	Form-4 (ET Goods)	Revised	2016 April

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

> Messages

Please click on form to view draft.

Form-4 (ET Goods)

Click on this button to view Form-4 (ET Goods) Draft Return PDF

Click on this icon to download Form-4 (ET Goods) Draft Return PDF

Click on Submit

Submit

- Before submitting the Return, you can click on, **“Form-4 (ET Goods)”** to view the Draft Return.
- You can review or download Draft Return.
- Check the input is given by you in Return template and compare with Draft Return 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
27851001054	Shivaay enterprise	27851001054V - VALUE ADI	Form-4 (ET Goods)	Revised	2016 April

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-4 (ET Goods)'. A confirmation dialog box is overlaid on the screen, titled 'Please Confirm to Submit', with 'Yes' and 'Cancel' buttons. A speech bubble 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 shows 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
27851001054	Shivaay enterprise	27851001054V - VALUE ADI	Form-4 (ET Goods)	Revised	2016 April

Below the table is a progress bar with icons and labels: Select Act, Type Of Return/ Statement, Period, Annexure Upload, Draft Return, and Acknowledgement. The 'Acknowledgement' step is highlighted.

The main content area displays a confirmation message dated 19.04.2017 19:36:56, addressed to 'Dear Tax Payer'. The message states: 'Your return under Form-4 (ET Goods) Act for the Period 2016 April is submitted successfully on 19.04.2017 19:36:56. 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".' The message concludes with 'Thanking You, MSTD.'.

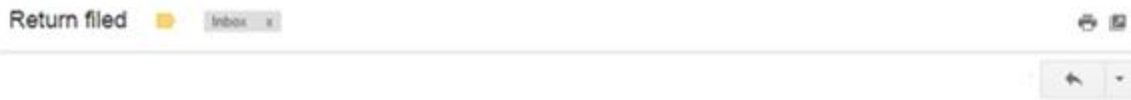
At the bottom right of the message area, there is a callout box with the text: 'Click on this button to download submitted Return PDF'. Below the message area, there is a yellow button labeled 'Download Return'.

- 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 (Goods) Return.



Dear Tax Payer,

Transaction No :8072
TIN No :27851001054V

Your Return under FORM-4 ET Act for the period 2016 April from 01-04-2016 to 30-04-2016 is submitted successfully on 19-04-2017.

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.

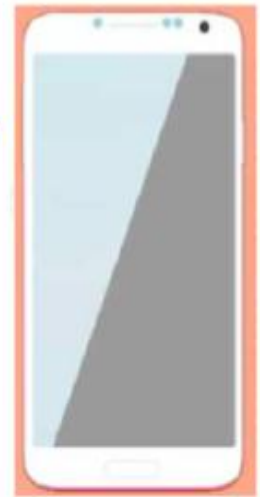
You will receive Return acknowledgment email after you submit



You can download Return PDF from here



2. Confirmation SMS for ET (Goods) Return.



You will receive
final confirmation
message



Dear Tax Payer, Transaction No :
[8072](#) TIN No :27851001054V Your
Return under FORM-4 ET Act for the
period [2016](#) April from [01-04-2016](#)
to [30-04-2016](#) is submitted on
[19-04-2017](#).