USER MANUAL

Returns Advance Payment
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1. Introduction

Sales tax department has implemented e-payment in new automation system.

Following types of payment can be made under the new automation system of the MSTD:
1. Returns-Advance Payment
2. Return Payment
3. Registration Payment
4. Assessment Order/Dues Payment
5. Quick Pay

Returns Advance Payment is payment made by dealer before filing a return.

2. Instructions

Please make sure you go through below instructions before Payment online:

- Dealer should be “Registered Dealer”.
- Dealer should have “TIN”
- Dealer should have active Internet banking service.
- Dealer’s bank should be available in the list of “Bank supported by GRAS” & “Bank Supported by SBI”

3 Steps of Returns Advance Payment Process

The Dealer has to cover the following steps for Returns Advance Payment Process:

- Go to The MSTD Portal
- Enter “Credentials”
- Select "Payment Information”
- Select “Payment Gateway”
- Draft of MTR-6 challan generated
- Select “Bank”
- Redirected to Bank Site
- Acknowledgment- MTR-6 Challan generated
4. Process flow for Returns Advance Payment (Through GRAS)

4.1 Go to “The MSTD” Portal- Select “New Automation”
Select “epayment for FY 2016-17”

Or else Dealer can make payment through directly on “New Automation” site, by clicking on “Payment” tile.
4.2 Enter Credentials

1. Enter TIN without "V" & "C"

2. Enter above "Text" (Case Sensitive)

3. Click "Next"
4.3 Select “Payment Information”

![Diagram of Payment Information]  
1. Select Act
2. Select "Form ID"
3. Select "Period"
4. Select "Location"
5. Enter Amount Manually
6. Click on “Proceed for Payment”

4.4 Select Payment Gateway

(“Bank Supported by GRAS” & “Bank Supported by SBI-ePay” links will display the list of banks available with the GRAS & SBI e-Pay respectively)

![Diagram of Payment Gateway]  
1. Select “Agree” Radio Button
2. Select payment gateway-GRAS
3. Click "Payment Charges link" to view payment charges
4. Click “Proceed”
4.5 Draft of MTR-6 Challan generated

Draft MTR-6 Challan Generated

Click "Make Payment"

4.6 Select Bank

1. Select "Bank"
2. Click “Proceed for Payment”
4.7 Redirected to the bank site

<table>
<thead>
<tr>
<th>Test Bank Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRN No.</td>
</tr>
<tr>
<td>Bank Name</td>
</tr>
<tr>
<td>TIN No.</td>
</tr>
<tr>
<td>AMOUNT</td>
</tr>
<tr>
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</tr>
</tbody>
</table>

Click “Submit Success”

4.8 Acknowledgment generated

(GRN, CIN, BRN & bank name will update in MTR-6 challan)

1. Rotate Challan
2. Download Challan
3. Take Printout
4. Click “Close”
5. Process flow for Returns Advance Payment (Through SBI ePay)

5.1 Go to “The MSTD” Portal- Select “New Automation”

Select “epayment for FY 2016-17”
Or else Dealer can make payment through directly on “New Automation” site, by clicking on “Payment” tile.

5.2 Enter “TIN” Number without suffix

1. Enter TIN without “V” & “C”

2. Enter above “Text” (Case Sensitive)

3. Click “Next”
5.3 Select “Payment Information”

5.5 Select Payment Gateway
5.6 Draft of MTR-6 Challan generated

5.7 Select “Bank”
5.8 Redirected to the Bank site

![SBlePAY Test Bank]

OrderNumber: URN10000000749RT
Amount: 44000.0

Click "Successful"

5.9 Acknowledgment generated

(BRN, CIN & Bank name will update in MTR-6 challan)
THANK YOU