



USER MANUAL

E-704 Utility

MAHARASHTRA GST TAX DEPARTMENT



Process flow for E-704 Utility

1. Go to website www.mahagst.gov.in
2. Click On Login for Existing Dealer.

The screenshot shows the homepage of the Maharashtra State Tax Department's e-portal. The header includes the state emblem and the text 'वस्तु व सेवा कर विभाग, महाराष्ट्र शासन, कर भरा, राष्ट्र घडवा'. Below the header, there are navigation menus for 'विभागविषयी', 'वस्तु आणि सेवा कर', 'नूतनवर्धित कर / केंद्रीय विक्री कर', 'व्यवसाय कर', 'लोकसेवा हक्क अधिनियम', 'माहितीचा अधिकार', 'कर दर', 'नागरिकांची सनद', and 'कार्यालयाची माहिती'. The main content area is divided into sections for 'Pay Your Taxes' (GST, VAT, CST, PT), 'What's New' (with an exemption notice), 'Total GST Collection (Data in Rs. Crores)' (with a bar chart), and 'Suggestions and Feedback'. A 'Help Desk' contact information is also visible on the right side.

3. Enter Username and Password.
4. Click On Login

The screenshot shows the login page of the Mahagst.gov.in portal. The header is identical to the previous screenshot. The main content area features a 'Login' form with the following fields: 'Username*' (containing '27959939161V') and 'Password*' (masked with asterisks). Below the password field is a 'Log In' button. At the bottom of the form, there are links for 'Forgot Password?' and 'Reset Password'. The footer contains 'Disclaimer', 'Terms & Conditions', 'Support', 'Referral Links' (GSTN Portal, e-Invoice, CBIC, Mahakosh, Government of Maharashtra, GSTAT, GST Council, e-WayBill), and 'Contact Us' (OFFICE ADDRESS:- OFFICE OF THE COMMISSIONER OF STATE TAX, 9th FLOOR).



5. Go to E-704 tiles.

Click on E-704 Download (To Generate Excel File Format of E704)

Click on E-704 Upload (To Upload E704 Form)

Click on E-704 Vie (To View Already Submitted E704 Forms)

The screenshot displays the user interface of the Maharashtra GST portal. At the top, there is a navigation bar with search, language, and user options. Below this is a header for the Government of Maharashtra, Department of Goods and Services Tax, with the tagline 'Build Nation By Paying Taxes'. The main content area is divided into a left sidebar for user 'teena' and a central dashboard. The dashboard features 'E-Services' tiles for Registration, Return, Payment, Recovery, and E-CST, and 'Activities' tiles for Refund, Form e704, Ledger Confirmation Utility, and GSTIN. A red box highlights the 'Form e704' tile, which contains three sub-options: 'Form e704 : Download Utility', 'Form e704 : Upload', and 'Form e704 : View Submitted Form'. The footer includes disclaimer, terms, support, and referral links.



6. Enter The Information

- The system will automatically fetch the VAT Number.
- Enter the CST Number
- Enter the Dealer Name
- Select the Financial Year
- Upload the TXT file
- Upload the Excel file
- Enter the Auditor Name
- Enter the Auditor Firm Name
- Enter the Auditor Registration No
- Enter the Date of Audit
- Click on Submit

The screenshot shows the 'Form-704 Submission' page in the Teena system. The page is titled 'Form-704 Submission' and 'Tax Filing Form for VAT/CST Dealers — MVAT Act, 2002'. The interface is divided into three main sections: 'Dealer & Registration Details', 'Upload Required Documents', and 'Auditor Information'. The 'Dealer & Registration Details' section includes fields for VAT Number (27403176230V), CST Number (Enter CST TIN), Dealer Name (test), and Financial Year (2024-25). The 'Upload Required Documents' section includes fields for TXT File Upload (Choose file: E704_27412159185_2425 (1).txt) and Excel File Upload (Choose file: 1770969888FORM-704_V.1.00.003 (2).xlsb). The 'Auditor Information' section includes fields for Auditor Name (Sujoyot Kakad), Auditor Firm Name (Orient), Auditor Registration No. (45678), and Date of Audit (23/02/2026). The page also features a sidebar with navigation options and a 'Logout' button.

Teena
Tax Payer

Dashboard
My Worklist
My Return list
E Return Payments
Assessment Order Payments
Raise Service Ticket
Application for refund (Form 301)
Cancellation Form

Helpline No
Mazgaon Helpdesk (Direct Lines) 022-23760188
022-23760646
022-23760074
GST Helpline 1800-1304-4786

Logout

Form-704 Submission
Tax Filing Form for VAT/CST Dealers — MVAT Act, 2002

STEP 1 Dealer & Registration Details

VAT Number *
27403176230V

CST Number
Enter CST TIN

Dealer Name *
test

Financial Year *
2024-25

Letters, spaces, hyphens, and periods only

FILES Upload Required Documents

TXT File Upload *
Choose file E704_27412159185_2425 (1).txt

Excel File Upload
Choose file 1770969888FORM-704_V.1.00.003 (2).xlsb

Format: .txt | Maximum size: 10MB

Format: .xlsx, .xls | Maximum size: 10MB

AUDITOR Auditor Information

Auditor Name *
Sujoyot Kakad

Auditor Firm Name *
Orient

Auditor Registration No.
45678

Date of Audit *
23/02/2026

Clear Form Submit



7. After Clicking on Submit Button. Success Screen



Success!

Your Audit Report In Form 704 (TIN No. 27403176230V) For The F.Y. 2024-25 Has Been Successfully Submitted.

Serial No/Trnx ID :- E7042024250000000004

Date :- 23-02-2026

Time :- 13:37:19

[Dashboard](#)

Note :- Kindly Note the Serial No/Trnx ID For your future reference. Acknowledgement for this form is being sent to your registered email id

8. Acknowledgement Received on Registered Email ID.



Maharashtra Goods and Services Tax Department <noreply@>
To

Mon 23/02/2026 13:37

🔔 If there are problems with how this message is displayed, click here to view it in a web browser.

CAUTION: [External Sender] This email originated from outside of the organization. Do not click on links or open attachments unless you recognize the sender and know the content is safe.

Department of Maharashtra Sales Tax

MVAT Act – Form 704 Acknowledgment

Dear Taxpayer,

Your Audit Report in **Form 704** (TIN No. **27403176230V**) for the F.Y. **2024-25** has been **Submitted Successfully**.

Serial No / Trnx ID :	E7042024250000000004
Date :	23/02/2026
Time :	01:37:19 PM

Note : You can view your submitted Form on your Dashboard.

Department of Maharashtra Sales Tax

This is a system-generated acknowledgment. Please do not reply to this email.



THANK YOU