MGSTD
(MAHARASHTRA GOODS AND SERVICES TAX DEPARTMENT)

USER MANUAL

Entry Tax on Goods
Unregistered Dealer Enrollment
& Original Return Filing
CONTENTS

Entry Tax on Goods Unregistered Dealer Enrollment & Original Return Filing

a. Dealer Profile Creation ........................................................................................................ 3

Entry Tax on Goods Unregistered Dealer Enrollment & Original Return Filing

b. To create profile for Entry Tax on Goods Enrollment ............................................................... 6

c. Profile Activation E-Mail & SMS ............................................................................................ 9
d. Login for e-Services ................................................................................................................ 12
e. Login ...................................................................................................................................... 13
f. Select Returns .......................................................................................................................... 15
g. Return Submission Other Than VAT/CST ............................................................................... 16
h. Select Act .................................................................................................................................. 17
i. Select Return/Statement type .................................................................................................. 19
j. Select Return Date ..................................................................................................................... 21
k. Upload Return .......................................................................................................................... 22
l. Select .txt file and upload ........................................................................................................ 23
m. Draft pdf Return ....................................................................................................................... 25
n. Submit Return .......................................................................................................................... 26
o. Acknowledgement ..................................................................................................................... 27
p. Illustration of e-mail & SMS after submission of Return .......................................................... 28
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”.
Click on “New Dealer Registration”

It will redirect you to “New Registration” page.

Click on "New Registration under various Acts"

You will redirect to page for Instruction for Registration.
Click on “Next” for enrollment of Unregistered Dealer under Entry Tax on Goods.

Click on “New Dealer” under Type of Applicant.

Click on “Next”
b. To create profile for Entry Tax on Goods Enrollment

- Click on **PAN** or **TAN** option.
- Select “**Constitution**” from dropdown.
- Enter your **PAN** or **TAN** number.
- Enter image details in Captcha.

Enter your **PAN** or **TAN** to create temporary profile.
- Select “**Constitution**”
- Enter details as per image in Captcha.
- Click on “**Next**” button to proceed to next step.
- Enter your email-id and mobile number details.
- Click on “Create Profile” button.

- Enter your email-id on which temporary profile activation link will be sent.
- Confirm your email-id provided.
- Enter your mobile number.
- Click on “Create Profile” button.

- After click on Create Profile button below confirmation page will be shown that contains your email id and mobile number provided for temporary profile Activation.
Link has been sent to your email id which is provided by you. Please follow below steps for creation of profile.

**Step 1:** Click the link contained in the email.

**Step 2:** On the User Details verification page, enter One Time Password (OTP) sent to your mobile number which is provided by you.

*Note:* Please check your Junk/Spam folder in case you do not find the email in your Inbox.

If you have not received the email:

1. Check whether email ID provided by you is correct?
2. Click [here](#) to resend the email to get activation link
c. Profile Activation E-Mail & SMS

- Profile Activation Email and OTP Format is shown below.
- Click on the link provided in your email to activate your profile.

1. PROFILE ACTIVATION EMAIL

Enrollment under Entry Tax ☑ Inbox ✗

Dear Applicant,
Welcome to MSTD!
Your Temporary profile has been created. Please use below mentioned link to activate your profile under Entry Tax.
HTTP://MSTDCCMWSWCTY.MAHAVAT.COIN:8000/MSTD/PROCATT/URD/INDEX.HTML?&to=Adgosa2p2Niy2Ng

Assuring Best Services!!!

Regards
MSTD Team

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.

2. BELOW TYPE OF PROFILE ACTIVATION OTP RECEIVED ON YOUR MOBILE NUMBER.

Your One Time Password is 145951
- Enter OTP (One Time Password) received on your mobile number.
- Select your Security Question from dropdown and enter answer for your security Question.
- Click on Submit button.

- After click on “Submit” button below confirmation page will be shown. This is a confirmation that your enrollment number and temporary password has been generated and sent on your provided email-id.
Confirmation email with enrollment number and password is shown below.

Dear Applicant,
Congratulations! Your Profile is successfully created. Your profile details are as follows:

USER ID: 7700006965
PASSWORD: M@1sM43:21
Welcome to MSTD!
Assuring Best Services!!

Regards,
MSTD Team

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.
d. 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”.
e. 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.
➢ Enter your Login credentials
➢ User id: 77XXXXX6965
➢ Temporary Password: XXXXXXXXXX
➢ Click on “Log On” button. It will redirect you to change password screen.

➢ After entering your credentials click on “Log On” button. It will redirect you to change password screen.

➢ Click on “Change” button. It will redirect you to E-Services Screen.
f. Select Returns

- Click on “Returns”.

- Click on “Returns” button. It will redirect you to Returns Home page.
g. Return Submission Other Than VAT/CST

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

---

**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.

---

**Dear Tax Payee,**

1. Upload the 1st 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 '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 DO NOT RECEIVE THE SMS IMMEDIATELY**********
h. Select Act

- Select **Unregistered Entry Goods** from drop down.
- Select **Form-4 (ET Goods)** from drop down.

Select “**Unregistered Entry Goods**” under Registration Number / Act from.
Select “**Form-4 (ET Goods)**” under Select Form.
➢ Click on “Next” button.

➢ Click on “Next”, it will redirect to select Return/Statement Type.
i. Select Return/Statement type

- Select Return/Statement Type from Dropdown “Original”.

- Select “Original” from drop-down.
➢ Click on “Next”. It will redirect to Return Date selection page.

➢ Click on “Next”, It will redirect to Return Date selection page.
j. Select Return Date

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

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

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

Click on “Yes” to upload new file. It will redirect to file uploading page.
1. Select .txt file and upload
   - Click on “Browse” and select the .txt file generated on your desktop from the Return template.

   ![Click on Browse to upload .txt file]

   ![Select .txt file]

   ![Click on Open]

   - Click on “OK”
➢ Click on “Upload File”.

➢ After click on “Upload File”, it will redirect to draft return page.
m. Draft pdf Return

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

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

- Before submitting the Return, you can click on, “**Form-4(ET Goods)**” 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.
n. Submit Return

- Click on “Yes”

Click on “Yes” to confirm the return submission. You will redirect to acknowledgement message screen.
0. 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.
- Confirmation message will be sent on your mobile number provided in the Return template.

- Click on “Download Return” button to download return submission PDF.
Illustration of e-mail & SMS after submission of Return

- Email & SMS confirmation message

1. Confirmation E-mail for ET (Goods) Return.

![Email & SMS confirmation message]

You will receive Return acknowledgment e-mail after you submit.

You can download return PDF from here.
2. Confirmation SMS for ET (Goods) Return.