

# **Step by step procedure for e-CST module**

## **Step 1: e-services online link**

The user can access the e-services from the official website of the Department of Taxes, Nagaland [www.nagalandtax.nic.in](http://www.nagalandtax.nic.in)

## **Step 2: Dealer Login**

On clicking on the link for e-services the login page is displayed. The user has to login using his user id and password

## **Step 3: e-services page**

After successfully login in, the user can access various e-services from the website page. To apply for new CST form, Click 'Request Entry' Under 'Online CST form'.

## **Step 4: Selection of type of Form**

Select the type of form (C/F/H/E1/E2).

## **Step 5: Filling of form details**

Enter TIN no of Seller , proprietor name, address and Select the state name from the drop-down list .lick 'next'

## **Step 6: Filling of invoice details**

Enter invoice no, invoice date, value, commodity, purpose, purchase order no, purchase order date and click 'Add'. Multiple invoices can also be entered. Click 'Exit' to go back to the home page

## **Step 6: Submission of form details**

Click 'Update and submit' under 'Online CST form' option. Click 'Select 'to select the entered form details and click on 'submit' button. An Acknowledgement slip will be generated.

## **Step 7: Printing of form**

Click 'print' under 'Online CST form' option to print the form which is approved by the concerned Supdt. Of Taxes. The status of the requested form whether approved or rejected can be viewed by clicking the 'status' link under 'online CST form'