

User Manual for CST Module

Summary

This document is a step by step user guide for the registered dealers at Nagaland to use the e-CST module of the VATSoft application. Using this module, the dealers can submit requests for C-Forms print C-Forms and submit details of the Utilized C Forms.

Dept. of Taxes Government of Nagaland

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INTRODUCTION:

Under the guidance of Ministry of Finance, Department of Taxes has taken up the initiative of offering online services to the registered dealers at Nagaland. The dealers can avail the facility of submitting online requests for new C-Forms, take printout from their respective login-in and submit details of the utilized C-Forms. The online services can be availed through the website <u>www.nagalandtax.nic.in</u>.

| Government of . Department | (agaland of Taxes | |
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| About Us About Us About Us About Us Aiter and a statistics Citizen Charter Who's Who RTI ACT Annual Administrative Report Report Tenders | Pay Tax & File Returns In Time To Avoid Inconvinience To Your Self Contraction Contrel Contraction Contraction Contraction Contraction | |
| Acts & Rules Acts Acts Amendments Circulars Notifications Rules Gazzete | Downloads Downloads Tax Calendar Tax Calendar Tax Rates VAT Schedules Tax Awareness capsule User Manuals for Dealers | |

STEPS FOR OBTAINING C-FORM



LOG-IN USING CREDENTIALS PROVIDED BY THE VAT DEPARTMENT

| .: Login :. | |
|-------------------------------------|--|
| Dealer Login | |
| User Name Password Login Exit | |

STEP 1: SUBMIT INVOICE DETAILS FOR C-FORM REQUIREMENT

Option 1: Screen based entry

- a. Screen based entry is suggested when the number of invoice details are less than 5.
- b. Under the section 'ONLINE CST FORMS' click on the the link 'Request Entry'.



c. Select the Form type and click on the button 'Go'.

| | | Governmo Departn | ent of Nagalan nent of Taxes | |
|--------------|---|---------------------|---|--------------------|
| STREENT OF T | | TAXSoft - | VAT e-Filing Systen | n |
| TIN: 135 | 00131008 | Prop/Co | omp. Name: TEST | Login: 13500131008 |
| | | :. CST Statu | tory Forms - Entry Form .: | |
| Select Form | C Form | | and a state of the second second second | |
| | C Form El Form Ell Form F Form H Form | Go | Exit | |

d. Enter the TIN number of the Seller, the Seller Company Name and the address of the Seller. Upon entering the details, select the state and then click on the button 'Next'.

| Government of Nagaland Department of Taxes TAXSoft - VAT e-Filing System | | | | | | | | |
|--|-----------|--------|---------------------------|----------|--------------------------------|--|--|--|
| TIN: 135001310 | 08 | Prop/0 | Comp. Name: TEST | Logi | n: 13500131008 <u>sign Out</u> | | | |
| | | | Statutory Forms - Entry F | | | | | |
| | | | Enter Seller/Buyer Detai | ils | * indicates compulsory fields | | | |
| Details | Form Type | TIN* | Prop/Comp.Name* | Address* | State | | | |
| Complete | C Form | | | | ANDAMAN AND NICOBAR | | | |
| | | | | | Next Exit | | | |

e. Upon clicking the button 'Next', the below shown screen shall be displayed. The dealer shall enter Invoice number, invoice date, invoice value, main commodity, commodity description, the purpose, purchase order number and the purchase order date as shown in the below screen. Upon entering the mentioned details, click on the button 'ADD/Update'. This should be done every time a new invoice detail is added.

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| TIN: 13500 | 13100 |)8 | | Prop/ | Comp. I | Name: TEST | | Log | gin: 13 | 50013 | 1008 <u>Sign Out</u> |
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| Details | F | Form Type | • | TIN* | Prop/Cor | mp.Name* | Addres | s* | State | | |
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| Complete | | | | 12040047134 | | | | | | | |
| | | | | | | | | | Next | t - | |
| | | | | | | | | | | | |
| | | | | | Enter | Invoice Details | | | | | |
| Inv. No* | Inv. Da | ite* | Inv. Value(Rs | .)* Main Comm | odity | Commodity Desc. | | Purpose | Pur.0 | Ord.No | Pur.Ord.Date |
| 102 | 03/03/2 | 011 | | 1 Air purifiers, cup | oboard fre: 💙 | DESCRIPTION | | For resale | ~ | | |
| | | | | | | | | | | | |
| | | | | ADD/Updat | e Delete | Exit | | | | | |
| | | | | | Ad | ded SF Invoices | | | | | |

| | | Govern Depa | nme ortm | nt of Na ent of T | gal axe | and s | | NI | |
|--------------------|-------------------------------|-----------------------|--------------|----------------------|------------|--------------|-------|-----------------|----------------------|
| STATINI OF THESE | TAXSoft - VAT e-Filing System | | | | | | | | |
| TIN: 13500131008 | 3 | Prop/ | Comp. I | Vame: TEST | | | Logi | n: 1350013 | 1008 <u>Sign Out</u> |
| | | :. CS | r Statuto | ry Forms - Entry | Form .: | | | | |
| | | | Enter S | eller/Buyer Deta | nils | | | * indicates com | pulsory fields |
| Details For | rm Type | TIN* | Prop/Cor | mp.Name* | Addres | s* | | State | |
| CI | Form | | | | | | | ARUNACHAL PRA | DESH |
| Complete | * | 12040047194 | TEST | .: | TESTI | | .:: | | ~ |
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| Inv. No* Inv. Date | e* Inv. Value(Rs. |)* Main Commo | σιτγ | Commodity Desc. | | Purpose | | Pur.Ord.No | Pur.Ord.Date |
| 102 03/03/201 | 1 1. | 00 Air purifiers, cup | board fre: 💙 | DESCRIPTION | | For resale | ~ | · | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | ADD/Updat | e Delete | Exit | | | | | |
| | | | Ad | ded SF Invoices | | | | | |
| Invoic | e No Invoice Date | Invoice value | Commodit | y Code Commodil | y Desc. | Purpose Code | Pur.C | rd.No Pur.Ord. | Date |
| Select 102 | 03/03/2011 | 1.00 | 500700 | DESCRIPT | ION | 110 | | | |

Option 2: File based entry

File based entry of invoice details is suggested when the invoice details are more than 5.

- a. Download Converter (Unzip folder)
- b. Enter invoice details in the excel sheet, and then convert to XML format
- c. Upload the converted XML file

a. Download Converter (Unzip folder);

On the homepage, click on the button 'Reports and Help'.



Upon clicking on the link 'Reports and Help', the below mentioned screen shall be displayed. The dealer shall click on the link 'Convertor'.

| | Government Departmer | t of Nagalan nt of Taxes Te-Filing System | |
|--|--|---|---|
| TIN: 13500131008 | Prop/Comp. | Login: 13500131008 | |
| | :. Report | s and Help .: | |
| REPORTS Web Acknowledgement Online CST Forms Purchase Invoices Sales Invoices CST Form Recepit TDS Forms e. Way Bill Dotailed Online CST Forms Printed CST Forms Purchase Invoices Sales Invoices Sales Invoices Sales Invoices CST Form Recepits Master Commodities Enabled | STATUS e.Payment e.TDS e.CST-Receipts | HELP User Manual FAQ's XML File Formats Tips Convertor UTHER OPTIO TIN Search Change Password Uddate Contact Infi CST Dealer Print ADD e-Way Bill Com Deregistration Regg Transfer Apply for CST Reg Waybill Password Resset(Transporter) | NS Q Imodities Lest istration |
| | | Exit | |

Upon clicking on the link 'Converter', the below mentioned screen shall be displayed. The dealer shall click on the link 'Download'.

| 2000 | 0000001 | Prop/Cor | np. Name: TE | ST TRADE NA | ME I | Login: Testiogin1 | S |
|--|---|---|--|---|---|--|---|
| | | | . Excel To XML C | convertor Utility . | : | | |
| | | | ABOUT THE C | ONVERTOR | | | |
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The application provides a compressed file of the name 'VATeFSConvert'. Save the file in the computer.

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| | :. Excel To XML Convertor Utility .: | |
| | ABOUT THE CONVERTOR | |
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| TIN: 2600000001 | Prop/Comp. Name: TEST TRADE NAME Login: Testlogin1 sign Out | |
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| d. VAT_EXP_INV.xls e. ONLINE_CST_COM.xls | 🔺 🖳 Computer 📃 💦 desktop 27 feb 2012 | ~ |
| t. VA1505.xls | File name: VATeFSConvert | - |
| h. CTOINVOICES P.xsd | Save as type: Compressed (zipped) Folder | - |
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| k. ONLINE_CST_COM.xsd | Hide Folders Save Cancel | |
| I. VAT505.xsd | | |
| m. OLDCST_COM.xsd | | |
| Necessary instructions, guid through this file and try to co | lelines and help information are all enclosed in the downloaded file. Users can go onvert their Excel files to XML format and unload the file | |

Select the saved file and Unzipp the file.



b. Enter invoice details in the excel sheet, and then convert to XML format

In the unzipped file, open the folder named VATeFSConvert.

| SConvert > | | | | ← ← Search VATeFSConvert |
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| e in library • Share with • Burn | New folder | | | II • 🔟 🔞 |
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Open the excel sheet named 'C_Form_CST_COM'.

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Enter/Paste details as required in the excel sheet in the requierd format.

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| 2 | | | | | | Online CST | forms | | | | | | | | | | | | |
| 4 E |)ealer Tin Nu | Form Type | Seller Tin N | Seller Name | Seller Address | Seller State | Invoice N | Invoice D | Invoice Va | Main Commodity | Commodity | Purpose | Pur. Order M | Pur Order D | ate | | | | = |
| | Cst_Mst/Ti | /Cst_Mst /SETupe | /Cst_Mst/S | /Cst_Mst/Sel_Name | ICst_Mst/Sel | /Cst_Mst/Se L State | /Cst_Ms | /Cst_Ms | /Cst_Mst //nvVal | /Cst_Mst/Commodity | /Cst_Mst/C | /Cst_Mst/P | /Cst_Mst/ PurOrdNo | /Cst_Mst/ PurOrdDt | /Cst_Mst/C | /Cst_Mst/P | 1 | | |
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| 9 | | | | | | | | | | | | | | | | | Connett | A XMT. | |
| 11 | | | | | | | | | | | | | | | | | | | |

After entering/pasting the details in the correct format, click on the button 'Convert to XML'. Please note, the convert to xml button should be clicked only after entering all the desired invoice detail in this excel sheet.

| X | Microsoft Ex | cel - C_Form_ | CST_COM [Co | ompatibility Mo | de] | | | - | | | | | | | 1 × |
|----|--------------|----------------|---------------|-----------------|----------------|----------------|------------|--------------|--------------|------------|---------------|----------------|---------|--------|-----|
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| 1 | | | | | | | | | | | | | | | |
| 2 | | | | | Online CST | Forms | | | | | | | | | = |
| 3 | | | | | | | | | | | | | | | |
| 4 | Form Type | Seller Tin Nur | Seller Name | Seller Address | Seller State | Invoice Number | Invoice Da | Invoice Valu | Commodity De | Purpose | Pur. Order Nu | Pur Order Date | • | | |
| ~ | /Cst_Mst/SF | /Cst_Mst/Sel_ | /Cst_Mst/Sel_ | /Cst_Mst/Sel_A | /Cst_Mst/Sel_S | /Cst_Mst/InvNo | /Cst_Mst/l | /Cst_Mst/Inv | /Cst_Mst/Com | /Cst_Mst/P | /Cst_Mst/Pur | /Cst_Mst/Pur | | | |
| 5 | Туре | Tin | Name | ddr | tate | | nvDt | Val | mNm | urpose | OrdNo | OrdDt | | | |
| б | С | 2500000005 | AFG Limited | Daman | DD | 1234 | 2/15/2012 | 12345678.00 | paint | For resale | 1111 | 2/1/2012 | | | |
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| 8 | | | | | | | | | | | | | | | - 8 |
| 9 | | | | | | | | | | | | | Convert | to XML | |
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| 20 | | | | | | | | | | | | | | | |

Once the excel is selected to convert into xml, a pop up window open, click on the button 'Start' and select until 'Validation Successful' is displayed.

| X | Microsoft Ex | cel - C_Form_(| CST_COM [Co | ompatibility Mo | de] | | | 1.00 | | | | | | | |
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| 2 | | | | | Online CST | Forms | | | | | | | | | = |
| 3 | | | | | | | | | | | | | | | |
| 4 | Form Type | Seller Tin Nun | Seller Name | Seller Address | Seller State | Invoice Number | Invoice Dat | Invoice Valu | Commodity De | Purpose | Pur. Order Nu | Pur Order Date | , | | |
| - | /Cst_Mst/SF | /Cst_Mst/Sel_ | ICst_Mst/Sel_ | /Cst_Mst/Sel_A | /Cst_Mst/Sel_S | /Cst_Mst/InvNo | /Cst_Mst/l | /Cst_Mst/Inv | /Cst_Mst/Com | /Cst_Mst/P | /Cst_Mst/Pur | /Cst_Mst/Pur | | | |
| 2 | Туре | lin | Name | ddr | tate | | nvDt | ¥al | mNm | urpose | UrdNo | UrdDt | | | |
| б | С | 2500000005 | AFG Limited | Daman | DD | 1234 | 2/15/2012 | 12345678.00 | paint | For resale | 1111 | 2/1/2012 | | | |
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| 11 | | | | - | | | | | | | | | | | |
| 12 | | | | , | ML Conversion | | | | | X | | | | | |
| 13 | | | | | | | | | | | | | | | |
| 14 | | | | | | | | | | | | | | | |
| 15 | | | | | Convert to th | ne following XML f | ie : | | | | | | | | |
| 16 | | | | | nvert\VATeFS | Convert\VATeFS0 | Convert\C-F | Form CST CO | OM.xml Br | WC9 | | | | | |
| 17 | | | | | | | | | | JWSC | | | | | |
| 18 | | | | | | | | | | | | | | | |
| 19 | | | | | | | | Sta | art F | ixit | | | | | |
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| 21 | | | | | | | | | | | | | | | |
| 22 | | | | | | | | | | | | | | | |
| 23 | | | | | | | | | | | | | | | |
| 24 | | | | | 1 | 1 | | | | | | | | | |

| X | Microsoft Excel | - C_Form_CS | ST_COM [Con | npatibility Mc | ode] | | 8 | | | | | | | | |
|----|-----------------|-------------|----------------|----------------|----------------|-----------------|------------------|-------------|--------------|---------------|------------|---------------|---------------|---------|---|
| | А | В | С | D | Е | F | G | Н | I | J | K | L | М | 0 | |
| 1 | | | | | | | | | | | | l | | | |
| 2 | | | | | | Online CST | Forms | | | | | | | | |
| 3 | | | | | | | | | | | | | | | |
| 4 | Dealer Tin Num | Form Type | Seller Tin Nun | Seller Name | Seller Address | Seller State | Invoice Number | Invoice Dat | Invoice Valu | Commodity De: | Purpose | Pur. Order Nu | Pur Order Dat | | s |
| | /Cst_Mst/Tin | /Cst_Mst/SF | /Cst_Mst/Sel_ | /Cst_Mst/Sel_ | /Cst_Mst/Sel_A | /Cst_Mst/Sel_S | /Cst_Mst/InvNo | /Cst_Mst/l | /Cst_Mst/Inv | /Cst_Mst/Com | /Cst_Mst/P | /Cst_Mst/Pur | /Cst_Mst/Pur | | |
| 5 | | Туре | Tin | Name | ddr | tate | | nvDt | Val | mNm | urpose | OrdNo | OrdDt | | |
| б | 2600000001 | С | 2500000005 | AFG Limited | Daman | DD | 1234 | 2/15/2012 | 12345678.00 | paint | For resale | 1111 | 2/1/2012 | | |
| | | | | | | | | | | | | | | | |
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| | | | | | | | | | | | | | | Convert | |
| 10 | | | | | | | | | | | | | | | |
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| | | | | | XML Conversion | | | | | 25 | | | | | |
| 13 | | | | | | | | | | | | | | | |
| 14 | | | | | Convert to th | o follow Micros | oft Excel | X | | - | | | | | |
| 15 | | | | | Convert to th | | UIT EXCEL | | | | | | | | |
| 10 | | | | | nvert\VATeFS | Conver | | | .xml Bro | wse | | | | | |
| 18 | | | | | | | | | | | | | | | |
| 10 | | | | | | Valid | lation Successfu | L. | | | | | | | |
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| | | | | | | | | | | | | | | | |
| 27 | | | | | | | | | | | | | | | |

Please note: If 'Validation unsuccessful' gets displayed, then it means that the details entered in the excel sheet is incorrect or is not in the correct format. Please check the data for errors and after correcting the data, it should be converted to xml. For errors in the data, plese refer the errorlog sheet in the VATeFSConvertfolder.

| 🕒 🕒 🕨 VATeFSC | Convert VATeFSConvert VATeFSConvert | t | | | Search VATel | SConver | t | 8 |
|-------------------|--|-------------------|--------------------|--------|--------------|---------|---|---|
| Organize 🔹 🔀 Open | • • Share with • Print Burn | New folder | | | 1 | | | 0 |
| 🛓 Favorites | Name | Date modified | Туре | Size | | | | |
| Desktop | Annexure II-Capital Goods | 3/19/2012 10:51 A | Microsoft Excel 97 | 448 KB | | | | |
| 👃 Downloads | Annexure II-Capital Goods.xsd | 3/19/2012 10:51 A | XSD File | 4 KB | | | | |
| Sk Recent Places | Annexure II-Other Goods | 3/19/2012 10:51 A | Microsoft Excel 97 | 424 KB | | | | |
| | Annexure II-Other Goods.xsd | 3/19/2012 10:51 A | XSD File | 4 KB | | | | |
| 📖 Libraries | C_Form_CST_COM | 3/19/2012 10:56 A | Microsoft Excel 97 | 200 KB | | | | |
| Bocuments | C-Form_CST_COM | 3/19/2012 10:56 A | XML Document | 1 KB | | | | |
| 🜛 Music | C-Form_CST_COM.xsd | 3/19/2012 10:51 A | XSD File | 6 KB | | | | |
| | C-Form_CST_COM_errlog | 3/19/2012 10:56 A | Text Document | 1 KB | | | | |
| Videos | | | | | | | | |
| Scomputer | | | | | | | | |
| Local Disk (C:) | | | | | | | | |
| > New Volume (D:) | | | | | | | | |
| I New Volume (E:) | | | | | | | | |
| 🔹 Network | | | | | | | | |
| | | | | | | | | |
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| | | | | | | | | |

c. Upload the converted XML/ZIP file

To upload the xml file, under the section 'ONLINE CST FORMS', click on the link 'Upload XML/ZIP file'



Upon clicking on the link, select the duration. Upon selecting the duration, the dealer shall click on the button 'Browse' to upload the file.

| | G | overnment of Naga Department of Tax | land es | |
|------------------------------|----------------------|--|------------|-----------|
| TIN: 1350013 | 1008 | Prop/Comp. Name: TEST Sign Out | Login: 13 | 500131008 |
| | | :. CST XML File Upload Form .: | | |
| Select Form Select Period | CForm 💙 2011 💙 Ja | n-Mar 💌 | | |
| Form Status | 💿 Complete (| Partial | | |
| Enter File Name | | Browse | Upload | Exit |
| | | | | |

Browse for the correct XML file and click on the button 'Open'

| Organize 🔹 New folder | | | | 0 |
|-----------------------|------------------|---------------------------------------|-------------------------|-----------|
| Favorites | Name | ^ | Date modified | Туре |
| 💻 Desktop | 闦 Annexure II-Ca | pital Goods | 3/19/2012 10:51 A | Microsoft |
| bownloads | Annexure II-Ca | pital Goods.xsd | 3/19/2012 10:51 A | XSD File |
| S Recent Places | 闦 Annexure II-Ot | her Goods | 3/19/2012 10:51 A | Microsoft |
| - | Annexure II-Ot | her Goods.xsd | 3/19/2012 10:51 A | XSD File |
| 📜 Libraries 🧮 | C_Form_CST_C | OM | 3/19/2012 10:56 A | Microsoft |
| Documents | C-Form_CST_C | ОМ | 3/19/2012 10:56 A | XML Docu |
| 🕹 Music | C-Form_CST_C | Type: XML Document Size: 452 bytes | 012 10:51 A | XSD File |
| S Pictures | C-Form_CST_C | Date modified: 3/19/20 | 12 10:56 AM 012 10:56 A | Text Docu |
| Strain Videos | | | | |
| Scomputer | | | | |
| bcal Disk (C:) | | | | |
| 🚙 New Volume (D:) 🔻 | • | III | | ۱. |
| File nam | e: | | ✓ All Files (*,*) | • |
| | | | | |

Click on the button 'Upload' to upload the selected XML file.

| TIN: 26000000001 | Prop/Comp. Name: TEST TRADE NAME | Login: Testlogin1 | <u>Siqn Ou</u> |
|------------------|--|-------------------|----------------|
| | :. CST XML File Upload Form .: | | |
| Select Form | C-Form 🔻 | | |
| Select Period | 2012 🔻 Jan-Mar 💌 | | |
| Form Status | 🖲 Complete 🗇 Partial | | |
| Enter File Name | C:\Users\isheik\Desktop\VATeFSConvert\VATeFSCon Browse | Upload | Exit |
| | | | |
| | | | |
| | | | |
| | | | |

Click on the button 'Validate XML data' for validating the details converted in the XML file.

| | Government o Department | f Nagaland of Taxes | |
|--|-----------------------------|-------------------------|---------------------------------------|
| Contraction of the second seco | TAXSoft - VAT e | -Filing System | Druing the Next Generation Generation |
| TIN: 13500131008 | Prop/Comp. Nai Sign Ou | me: TEST | Login: 13500131008 |
| | :. CST Statutory Request Fo | orm - XML Validation .: | |
| NUME OF USED | 3 C | | |
| XML me Uploade | 1 Successituty | | |
| Validate X | ML Data | | |

In case there was any logical error in the data entered in the excel sheet, then the validation will not be successful and the data cannot be saved. In this case, the data in the excel sheet has to be rectified. In case the data is correct, then the data gets saved in the application as shown in the below screenshot.

| TIN: 26000000001 | Prop/Comp. Name: TEST TRADE NAME | Login: Testlogin1 Sign Out | | | | | | | | |
|----------------------|---|--|--|--|--|--|--|--|--|--|
| | XXII. file Uploaded Successfully Validate XXII. Data | | | | | | | | | |
| Ref.No Invoice No. 1 | Bef.No Pur.Tin Sel.Tin Sel.Name Sel.Addr sel.State SFTyp 0 2000000001 2500000003 AFG Limited Daman DO C revoice Date Community Invoice Value Purchase Order Na. Purchase Order Na. Purchase Order Na. | e Error rder Date. Purpose Code Error | | | | | | | | |
| 0 1234 | 2012-02-15 paint 12345678.00 1111 2012-0 | 2-01 110 | | | | | | | | |
| | | | | | | | | | | |
| | Save | | | | | | | | | |
| | | | | | | | | | | |



STEP 2: TO UPDATE & SUBMIT

To update/modify the invoiced details

a. After entering the invoice details, the dealer has the option to check and update the details. To update the invoice details, the dealer has to click on the link 'Update and submit' under the section 'ONLINE CST FORMS'.



b. Select the entry in which the invoice details have to be updated.

| | | | | Govern Depa TAXS | nment Irtmen oft - VAT | of Naga t of Taxe e-Filing Sy | lan 2S ster | đ | | NIC |
|---------------|----------|--------------|-------------|--------------------------|------------------------------|-------------------------------------|-------------------|-------|------------------|------------------------|
| TI | N: 135 | 0013 | 1008 | Pro | op/Comp. N | Jame: TEST | | | Logi | n: 13500131008 |
| | | | | :. CST | Statutory For | ms - Submit Form | .: | | | |
| | Form | Form Type | Seller TIN | Seller Prop/Comp.Name | No.of.invoices | Total Invoice ¥alue(in Rs) | Month | Year | STATUS | |
| <u>Select</u> | Complete | C Form | 16000000001 | TEST | 1 | 100.00 | 0 | 0 | Newly Entered | |
| <u>Select</u> | Complete | C Form | 12040047194 | TEST | 1 | 1.00 | 0 | 0 | Newly Entered | |
| | | | | | E | cit | F | Rejec | ted 'C forn | n And F form' Requests |

c. Modify the necessary details and click on the button 'Update'. The invoice details shall get updated.

| (| Contraction of the second seco | | | G | overn Depa | imei rtm | nt of ent o | Na f T | gal axe | and s | | | | |
|--|--|-----------|---------------|--------|--------------------------|-------------------------------|-------------------------|-----------|------------|----------------|--------|---------------------------------|------------|--------------|
| | SAMENT OF S | | - | | TAXS | oft - V | AT e-F | ilinş | g Sys | tem | | | | |
| TIN: 13 | 500131 | 008 | | Prop/(| Prop/Comp. Name: TEST Lo | | | | | | | in: 13500131008 <u>Sign Out</u> | | |
| : CSI Statutory Forms - Update / Delete / Submit Form .: | | | | | | | | | | | | da an a Galda | | |
| Details | | Form Type | > | TIN | J.* | Pron/Cor | eller/Buyer nn Name* | Derg | Addres | c* | | State | ites compu | isory neids |
| Dotail | | C Form | - | | • | 1100/001 | npintamo | | Address | | | TRIPUR | ۵. | |
| Complete | Complete | | | 160 | 000000001 | TEST ADDRESS | | | 5 | .:: | | | | |
| | | | | -1 | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | Enter | Invoice De | tails | | | | | | |
| Inv. No* | Inv. I | Date* | Inv. Value(Rs | :.)* I | Main Commo | odity Commodity Desc. Purpose | | | | | | Pur.Or | d.No | Pur.Ord.Date |
| | | | | | Air purifiers, cupb | ioard fre: 💙 | | | | For resale | * | • | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | ADD/Update | Delete | Exit | | | | | | | |
| | | | | | | Ado | ded SF Invoid | es | | | | | | |
| | Tou | oico No | Touoic | | to Touoico u | alua Car | amaditu Cada | Comm | oditu Do | cc Dumpoco Co | odo Du | e Oud No | Due Ord D | ata |
| | 104 | oice Nu | 104010 | e Da | ce - maoice a | aue con | imoulty code | comm | iouity De | sc. Purpose Co | Jue Pu | noru.no | Pur.ora.D | acc |
| | Select AAAAA 000011111 2222 12/03/2012 100.00 | | | | | | 500700 TEST DESC 110 | | | 110 | 11 | | 12/03/2012 | 2 |
| | | | | | | Update | Delete | Submit | | | | | | |

To submit the invoice details

To submit the invoice details for C-Form requirement. After selecting the invoice entry as explained in the above section, instead of updating the details, click on the button 'Submit'. Upon doing so, the invoice details shall get submitted to the department for C-Form approval.

| | | | Govern Depa | ime Irtm | nt of l ent o | Nag f Ta | jala xe | and s | | N | | |
|---|----------------------|----------------|--------------------|----------------------------|-------------------------------|-------------|------------|-----------------|-------------------------------|------------------|-----------------------|----------|
| | AND IN CO. MARKS | | TAXS | oft - V | /AT e-Fi | iling | Syst | tem | | Driving the Next | Generation Government | _ |
| TIN: 1350 | 0131008 | | Prop/ | ogin | in: 13500131008 <u>sign (</u> | | | | | | | |
| :. CST Statutory Forms - Update/Delete/Submit Form .: | | | | | | | | | | | | |
| | | | | Enter S | eller/Buyer | Details | 5 | | * indicates compulsory fields | | | |
| Details | ails Form Type TIN* | | | Prop/Co | mp.Name* | A | ddress | * | S | tate | | |
| | C Form | | | | | | | | | (RIPURA | | |
| Complete | | | 1600000001 | TEST | | . P | DDRESS | 1 | | | | ~ |
| Complete | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | Enter | Taugles De | talla | | | | | | |
| Inv. Not | Inv. Date* | Inv. Voluo/Ro | Main Commo | Enter Invoice Details | | | | | | Dur Ord M | do Duri | Ord Date |
| 1110. 100 | Inv. Date | The value(rs. | J Main Commo | arty Commodity Desc. Purpo | | | | Fulpose | | Fulloruli | vo Pullo | Jiu.Date |
| | | <u> </u> | Air puririers, cup | | J | | | For resale | V | ļ | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | ADD/Update | e Delete | Exit | | | | | | | |
| | | | | Ad | ded SF Invoic | es | | | | | | |
| | Toupico No | Toursic | o Doto - Touoico u | ualua Car | omoditu Codo | Commo | ditu Doc | r Dumporo Codo | D | Dud No. D | ur Ord Data | |
| | INFOICE NO | 11140100 | ebate involte+ | | intodicy code | Commo | uity Des | c. Fulpose code | Ful. | | in or a bace | 1 |
| <u>Se</u> | slect AAAAA 00001111 | 1 2222 12/03/2 | 012 100.00 | 500 | 700 | TEST DES | ic . | 110 | 11 | 12 | 2/03/2012 | |
| | | | | Update | Delete S | Submit | | | | | | |

Acknowledgement slip upon submitting the invoice details is as shown below.

Dept. of Taxes [USER MANUAL FOR CST MODULE]

| | THE WEAT | | | | | Government Departmen -: WEB AC | of Nagaland t of Taxes K. SLIP :- | | | |
|-------------|--------------|------------|-----------------------------------|-----------|---------------|--------------------------------------|---|------------------|-------------------------------------|------|
| NAME : | | TEST | | | | | | | | |
| ACK NO. : | | 19100 | 10076 TIN NO: 13500131008 | | | | | | | |
| DATE : | | 26/03 | 26/03/2012 PERIOD 201203 (YYYYMM) | | | | | | | |
| ITEM : | | Web 0 | ST SF | | | | | | | |
| | | | | Web gene | ratel A | cknowledgement SI | ių. | | | |
| | | | | LIST OF (| CST SI | 7 | | | | |
| Form.Status | Fогт Туре | Seller TIN | Prop/Comp.Name | Address | State Code | Max(Inv.Date |) Min(Inv.Date |) No.of.invoices | Total Invoice Value(in Rs) | |
| Complete | C Form | 1600000000 | TEST | ADDRESS | TR | 12/03/2012 | 12/03/2012 | 1 | 100.00 | |
| | | | | | | | | | Print | Back |

STEP 3: TO PRINT C FORM

Once the C-Form is approved by the department, the dealer shall be able to take print-out of the C Forms from their login. To take the print of the approved c Forms, the dealer has to follow the below mentioned steps.

Please note: To enable printing of C Form by the dealer, please follow the step as mentioned in the section 'To enable printing of C Form'.



a. Click on the link 'Print' under the section 'ONLINE CST FORMS'.

b. The approved C Forms shall be visible to the dealers. The dealer has to select the C-Form which is intended for being printed.

| | Government of Nagaland Department of Taxes TaxSoft - VAT e-Filing System | | | | | | | | | | | |
|--------|--|-------------|-----------------------|-------|----------------|------------------|---------------------|---------------------|--|--|--|--|
| TIN: 1 | TIN: 13500131008 Prop/Comp. Name: TEST Login: 13500131008 | | | | | | | | | | | |
| | :. CST Statutory Forms - Print Module .: | | | | | | | | | | | |
| Print | Form Type | Seller TIN | Seller Name & Address | State | No.of.invoices | Total Amount(Rs) | Oldest Invoice Date | Latest Invoice Date | | | | |
| Print | C Form | 2500000001 | TESTSDFSD | DD | 1 | 123 | 03/12/2011 | 03/12/2011 | | | | |
| Print | C Form | 13500131008 | xxxx | AS | 1 | 100000 | 10/11/2011 | 10/11/2011 | | | | |
| Print | C Form | 1400000001 | TESTTEST | MN | 1 | 100 | 01/12/2011 | 01/12/2011 | | | | |
| Print | C Form | 13500131008 | TESTTEST | от | 0 | | | | | | | |
| | | | | | ll-One Page | Back | | | | | | |

c. The C Form in triplicate copies shall be visible to the dealer. Upon scroll down, the dealer shall be able to save the C-Form as a pdf file, and also print the C Form.

| | ٢ |
|--|--|
| | Original |
| | THE CENTRAL SALES TAX |
| (REGI | STRATION AND TURN OVER) RULES 1957 |
| | FORM 'C' |
| | Form of declaration |
| | [See rule 12(1)] |
| Office of Issue: | Office of the Tuensang |
| Date of Issue: | 09/12/2011 |
| Name of the purchasing dealer : | TEST |
| to whom issued along with his RC NO | D: 13500131008 |
| Date from which registration is valid: | 21/06/2011 |
| Serial No: | NL-CA 1200161 |
| To: | TEST. (#Seller) |
| | |
| use in mining | se in generation/distribution of pover. and are covered by mylour registration certificate d under the Central Sales Tax Act,1956 [It is further certified that J/We f the said Act, in the State of in which the goods read.] aber in full: TEST,TEST, best of my knowledge and belief. |
| | (Signature) |
| | (Name of the person signing the declaration) |
| | (Status of the person signing the declaration in relation to the dealer)] |
| *Particulars of Bill/Cash Memo (/Chal DateNo Arnount MName & Address of the seller with n **Strike out whichever is not applied Note: 1. To be furnished to the present 2. The contents of this 'C' form may be | ian] Rs.123.00 ame of the State: TEST, SDFSD, DAMAN AND DIU ile. bed authority. verified from the website www.tinzys.com after 15 days from the |
| date of issue of C form. | |
| 3. This form is printed by Purchaser. | |
| | INVOICE DETAILS |



| | | | | (Signature) | | | |
|--|---|--|--|--|--------------------------------------|--|------------------|
| | | | | (Name of the per | son signing | the declar | ation) |
| | | | (Status of the p | erson signing the declaratio | on in relation | a to the de | aler)] |
| *Part | iculars of F | Bill/Cash Memo | DChallan] | | | | |
| Date | N | 0 Av | count: Re 123.00 | | | | |
| Date. | | 0 | ioun. Ks.145.00 | | | | |
| #Nan | ne & Addre | ess of the seller | with name of the State: | TEST, SDFSD, DAMAP | AND DIU | | |
| **Str | ike out wh | ichever is not ap | oplicable. | | | | |
| Note | :1.To be re | tained by the p | urchasing dealer. | | | | |
| | | | | | | | |
| - 2. Th | e contents (| of this 'C' form i | may be verified from the | website www.tinxsvs.com | after 15 dav. | s from the | |
| 2. Th date o | e contents (of issue of (| of this 'C' form 1 C form. | may be verified from the | website www.tinxsys.com | after 15 day. | s from the | |
| 2. Th date o 3. Th | e contents (of issue of (is form is) | of this 'C' form 1 C form. orinted by Purcl | may be verified from the baser. | website www.tinxsys.com | after 15 day. | s from the | |
| 2. Th date o 3. Th | e contents of issue of is form is j | of this 'C' form 1 C form. printed by Purel | may be verified from the haser. | website www.tinxsys.com | after 15 day. | s from the | |
| 2. Th date of 3. Th SL No | e contents of issue of is form is p Inv. No | of this 'C' form r C'form. printed by Purcl Inv. Date | may be verified from the haser. Main Commodity | website www.tinxsys.com | after 15 day: Inv. Value | s from the Purpose | Pux Ord.No/Date |
| 2. Th date o 3. Th SL No | e contents of issue of 1 is form is 1 Inv. No 1234 | of this 'C' form r C form. orinted by Purcl Inv. Date 03/12/2011 | may be verified from the haser. Main Commodity Air purifiers, cupb | website www.tinxsys.com INVOICE DETAILS Commodity Desc. SIR | after 15 day. Inv.Value 123.00 | s from the Purpose For resale | Pux Ord. No/Date |
| 2. Th date of 3. Th SL No Form S | e contents of issue of is form is Inv. No 1234 eries/Serial | of this 'C' form r Cform. orinted by Purcl Inv. Date 03/12/2011 No : NL-CA 120 | may be verified from the haser. Main Commodity Air purifiers, cupb 30161 | website www.tinxsys.com INVOICE DETAILS Commodity Desc. SIR | after 15 day. Inv.Value 123.00 | from the Purpose For resale | Pur Ord. No/Date |
| 2. Th date of 3. Th SL No Form S | e contents of issue of is form is Inv. No 1234 eries/Serial | of this 'C' form i Cform. printed by Purel Inv. Date 03/12/2011 No : NL-CA 120 | may be verified from the haser. Main Commodity Air purifiers, cupb 20161 | website www.tinxsys.com INVOICE DETAILS Commodity Desc. SIR | after 15 day. Inv.Value 123.00 | For resale | Pur Ord. No/Date |
| 2. Th date of 3. Th SL No Form S | e contents of issue of is form is p Inv. No 1234 eries/Serial | of this 'C' form r C form. orinted by Purel Inv. Date 03/12/2011 No : NL-CA 120 | may be verified from the haser. Main Commodity Air purifiers, cupb 20161 | website www.tinxys.com (INVOICE DETAILS Commodity Desc. SIR | after 15 day. Inv.Value 123.00 | s from the Purpose For resale | Pur Ord. No/Date |

TO ENABLE PRINTING OF C FORM

The dealer shall be able to take print out of the C Form only if the option is selected as mentioned in this section. Please follow the steps as mentioned to enable printing of the C Form by the dealers.

a. Click on the button 'Reports and Help'



b. Click on the link 'CST Dealer Print' under the section 'OTHER OPTIONS'.

| REPORTS | Government of Nagaland Department of Taxes Department of Taxes Department of Taxes TIN: 13500131008 Prop/Comp. Name: TEST sine Out Brop/Comp. Name: Test sine Out Login: 13500131008 Brop/comp. Name: Test sine Out Login: 13500131008 | | | | | | | | | | | | |
|---|--|---|--|--|--|--|--|--|--|--|--|--|--|
| Web Acknowledgement Onine CST Forms Purchase Invoices Sales Invoices CST Form Recepit TDS Forms e Way Bill Detailed 9 Online CST Form 9 Online CST Form 9 Purchase Invoices 2 Sales Invoices 2 Sales Invoices 2 Sales Invoices 2 Sales Invoices 2 Commodities Enabled | STATUS Layment DS SST-Receipts | HELP User Manual FAQ's XML File Formats Tips Convertor ThER OPTIONS TIN Search Change Password Update Contact Info CST Dealer Print ADD e-Way Bill Commodities Deregistration Reguest Transfer Apply for CST Registration Waybill Password Reset(Transporter) | | | | | | | | | | | |

c. Select the option 'Yes' in the field 'Do you want to print the CST forms by yourself' as shown in the below screenshot.

| | Governmer Departm TAXSoft - V | nt of Nag ent of Ta AT e-Filing | galand hxes System | S NIE | |
|---------------------------------|-------------------------------------|---------------------------------------|--------------------------|-------------------|---|
| TIN: 13500131008 | Prop/Com | p. Name: TEST | | Login: 1350013100 | 8 |
| | CST Statutory Forms - Onli | ne Print Informati | on Capture Modu | le .: | |
| As dealer, do you want to print | the CST forms by yourself? | ⊙Yes ○No | | | |
| | | Ok Exit | | | |

TO CHECK STATUS

To check the status of the submitted invoice detail for the approval/rejection of C Forms, the dealer has to follow the below mentioned steps.

a. Click on the link 'Status' under the section 'ONLINE CST FORMS'.



b. Enter the acknowledgement number to view a particular submitted invoice, or enter the date and then click on the button 'Go' to view status of all the submitted invoices.

| | UNITY OF WE |) | 6 | overnr Depar TAXSof | nent (tmen(t - VAT | of N t of e-Fili | laga Tax ing S | nland es ystem | | Dig te Net Granter Granter |
|---------|-------------|-------------|---------------------|--------------------------------|----------------------------|-------------------------------------|----------------------|-------------------------------------|--------------|----------------------------|
| TI | N: 1350 | 0131008 | | Prop | /Comp. Na Sign (| ame: T <mark>Out</mark> | EST | | Logi | n: 13500131008 |
| | | | | :. CST Sta | itutory Form | is - Stat | us Modi | | | |
| Ack No | | From:: | Т | io:: | numeric values | ;) | | | | |
| Entere | d Date | From:: 01/0 | 3/2009 Т | o::01/03/2012 (| (dd/mm/yyyy) | | | Go Exit | | |
| | | | | | | | | | | |
| | | | | | | | | Rejected 'C form | And F | form' Requests can be |
| Ack.No | Ack.Date | Form.Status | Seller/Buyer TIN | Seller/Buyer Prop/Comp.Name | No.of.invoices | Total Invoice Value(in Rs) | CST Status | if Rejected/Cancelled, Reason | Form Type | |
| 1910061 | 02/12/2011 | Complete | 14000000001 | TEST | 1 | 100 | Request Approved | | C Form | |
| 1910062 | 03/12/2011 | Complete | 13500131008 | TEST | 0 | | Request Approved | | C Form | |
| 1910066 | 05/12/2011 | Complete | 13500131008 | xx | 1 | 100000 | Request Approved | | C Form | |

TO CHECK THE LIST OF PRINTED CST FORMS

The dealer shall be able to check the list of printed C Forms. To view the list, the dealer has to follow the below mentioned steps.

a. Click on the button 'Reports and Help'.



b. Click on the link 'Printed CST Form'.



c. Select the form type and the approval date and click on the button 'Process' to view the list.

The list of printed C Forms shall be visible as shown in the below screen shot.

| | Government of Nagaland Department of Taxes | | | | | | | | | | | |
|--|--|---------------|------------------------|-----|---------------------|-----------|--------|------------------|------|------------------------|------------------------|------|
| | TAXSoft - VAT e-Filing System TIN: 13500131008 Prop/Comp. Name: TEST Sign Out Sign O | | | | | | | | | | | 1008 |
| :. CST Statutory Forms - Print Module .: | | | | | | | | | | | | |
| | Form Type : O Complete | | | | | | | | | | | |
| | Approval | Date From : 0 | 1/03/2009 | | | To : | 01/03/ | 2012 | | | | |
| | S | F Series No: | | S | SF Serial No From : | | | | To: | | | |
| | | F | rocess | | | | Exit | | | | | |
| | Form Type | Seller TIN | Seller Name Address | and | State | No.of.inv | oices | Total Amount(| (Rs) | Oldest Invoice Date | Latest Invoice Date | |
| Pri | <u>nt</u> C Form | 1500000001 | TESTTEST ADDRESS | | МІ | 1 | | 10000.00 | | 10/11/2011 | 10/11/2011 | |
| Pri | <u>nt</u> C Form | 25000000001 | TESTSDFSD | | DD | 1 | | 123.00 | | 03/12/2011 | 03/12/2011 | |