

Document Name	User Manual
Module Name	e-Way Bill
User Type	Dealer
Location	Nagaland

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Version no	Submission Date	Description of Changes made
0.1	17/01/2012	First version
0.2	24/01/2012	Version 0.2 <ul style="list-style-type: none">• Changed description of process for new e-Way bill

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List of Abbreviations

Abbreviation	Expansion
CST	Central Sales Tax Act
FAQ	Frequently Asked Questions
NIC	National Informatics Centre
VAT	Value Added Tax
PAN	Permanent Account Number
.jpg	Joint Photographic Group. Used as a file extension
.pdf	Portable Document Format. Used as a file extension

About this Manual

Purpose

The purpose of this manual is to describe the e-Way Bill functionality available through the web portal of the Department of Taxes, Nagaland for the dealers who wishes to file e-Way Bill for VAT & CST.

Intended Audience

This document is intended to the dealers and other business men in Nagaland who will use these services for Way Bill entry with the Department of Taxes.

Organization of the manual

Information on this manual has been organized as follows:-

Chapter	Description
Chapter 1	It provides brief introduction of Web Portal.
Chapter 2	It provides brief overview of VAT e-Way Bill module
Chapter 3	Describes the VAT e-Way Bill functionality.

Introduction to TAXSoft application

TAXSoft is a software application developed and customized by National Informatics Center (NIC) for the benefit of the Department of Taxes for the administration of tax that comes under their purview. A link for the TAXSoft application is provided in the departmental website under the 'e-services Online' menu. The application mainly caters to the dealers and department officials bringing in the benefits of computerization and modernizing their operations through information technology.

Services offered through TAXSoft application

1. e-Registration
2. e>Returns
3. e-Payment
4. e-CST
5. e-Purchase & Sales
6. e-TDS
7. e-Audit
8. e-Refund
9. e-Way Bill & Check Post
10. e-Officer

Introduction to web portal

The Department of Taxes, Nagaland has launched a web portal with the URL <http://www.nagalandtax.nic.in/>. The web portal offers different kinds of e-services to the dealers under Value Added Tax (VAT) and Central Excise Tax (CST).

Skip to Main Content Area Accessibility Options

Government of Nagaland
Department of Taxes

UNIFY
GOVERNMENT OF NAGALAND

Search Search

Pay Tax & File Returns In Time To Avoid Inconvenience To Your Self

About Us

- History
- Organisation Chart
- Statistics
- Citizen Charter
- Who's Who
- RTI ACT
- Annual Administrative Report

Latest News

Gazette on GST return.pdf
Latest Gazette Notifications
Notification changes in burn.PDF
Increase of rate of tax for tobacco products wef 15th sept 2011.pdf

Acts & Rules

- Acts
- Amendments
- Circulars
- Notifications
- Rules
- Gazette

Downloads

Related Links

Dealer Services

- Tax Calendar
- Tax Rates
- VAT Schedules
- Tax Awareness capsule

e-Services Online

- VATSoft Officers Login
- e-Registration
- e-Services
- Transit Pass
- eWayBill
- ePayment

e-Services Demo

- e-Registration
- VATSoft Officers Login
- e-Services
- Transit Pass
- eWayBill

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INDIA GOVT PROFESSIONAL

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Email: cotgon@rediffmail.com

India Portal
india.gov.in

No. of Visitors : 8463
Last Updated on : 03/01/12

The portal offers major functionalities like:-

- e-services such as e-registration, e-returns , e-refund, e-payment, , e-purchase/e-sales, e-Audit, e-TDS, e-CST etc.
- Tracking the status of various applications on-line
- Various dealer services such as Information on Schedules,Tax rates etc.
- Latest News, updates
- Acts,Rules,Notifications
- FAQs, Query posting and replying

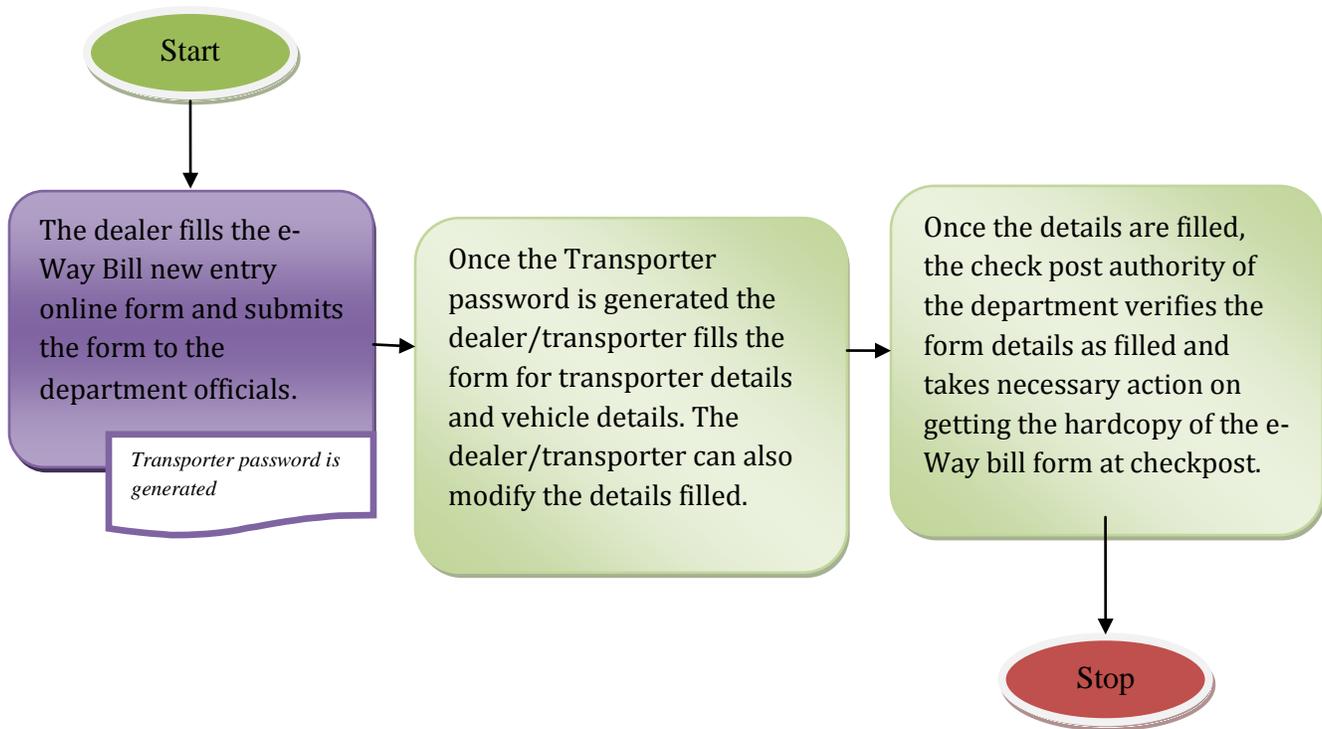
Introduction to e – Way Bill Module

Since e-Way Bill is a new concept to the state of Nagaland, this booklet has been prepared with a view to provide step-by-step guidance to the dealers for filing e-Way Bill through the e-Way Bill module. This booklet contains details and screenshots for filling the e-Way Bill for VAT for a dealer who is registered with the Department of Taxes.

The Salient features of the e-Way Bill Modules are:-

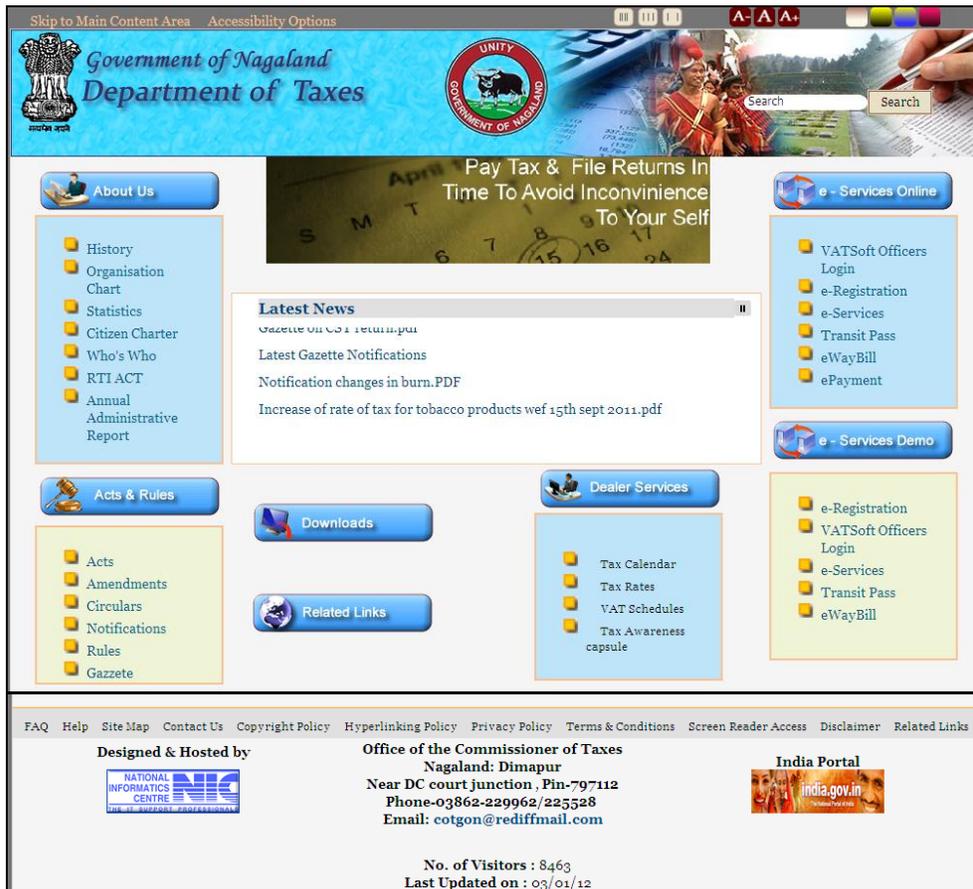
- Dealer can add commodities to his/her registered TIN number.
- Dealer can fill e-Way bill new entry form
- Dealer can generate Way Bill serial number and password for Invoice update
- Dealer can add transporter details

Process of new e-Way Bill for VAT/CST



Steps to Perform e-Way Bill:-

Visit <http://www.nagalandtax.nic.in/>, and click on the button e-Services as shown in the below screen.



Login to the e-Services application using your User Name & Password as mentioned in the below screen.



Add Commodities to the Commodities Master

If the dealer is a first time user, then he will have to add commodities in the e-Way bill commodities master to his/her TIN number. The screen below shows how the dealer can add commodities to his/ her TIN number..

Click on the button 'Report and Help' to add commodities

The screenshot displays the main interface of the TAXSoft - VAT e-Filing System. At the top, it identifies the user as 'TEST' with TIN '13500131008'. The central area features a 'Reports and Help' button, which is highlighted by a red arrow pointing to it from a text box that reads 'Click here to add commodities to the commodities master'. The interface is divided into several functional sections: 'PURCHASE INVOICE', 'SALES INVOICE', 'TDS FORMS', 'RETURNS ENTRY', 'WAY BILL', 'ONLINE CST FORMS', and 'SCCELLANEOUS'. Each section contains specific actions like 'Entry and Update', 'Upload ZIP/XML file', and 'Verify and Submit'.

After the dealer clicks on the button, the following screen shall be displayed. The dealer has to click on the button 'ADD e-Way Bill commodities' provided in the Other Options.

This screenshot shows the 'Reports and Help' screen. The 'OTHER OPTIONS' section is expanded, revealing the 'ADD e-Way Bill Commodities' option, which is indicated by a red arrow and the text 'Click on the button to add e-Way bill commodities'. Other options include 'TIN Search', 'Change Password', 'Update Contact Info', 'CST Dealer Print', 'DeReq. Request', 'Transfer', 'Apply for CST Registration', 'Waybill Password Reset (Transporter)', and 'Exit'. The 'REPORTS' section lists various document types like 'Web Acknowledgement', 'Online CST Forms', 'Purchase Invoices', 'Sales Invoices', 'CST Form Receipt', 'TDS Forms', and 'e-Way Bill'. The 'STATUS' section shows 'e Payment', 'e TDS', and 'e CST-Receipts'.

Once the dealer clicks on the button, the following screen shall be displayed. The dealer has to select the commodities from the drop down and click on the button 'Save'. Once the Commodities are added the dealer has to click on the button 'Exit' to return to the main screen.

Government of Nagaland
Department of Taxes
TAXSoft - VAT e-Filing System

TIN: 13500131008 Prop/Comp. Name: TEST Login: 13500131008

Commodities: Aids & implements used by handic...
 Commodity: Aids & implements used by handicapped persons

SAVE Exit
 Saved successfully

e-Way Bill Commodities

	Commodity Code	Commodity Description
Delete	100100	Agricultural implements manually operated or animal driven
Delete	100200	Aids & implements used by handicapped persons
Delete	100500	Aquatic feed,
Delete	101800	Cigarettes
Delete	103900	Kirpan

Once the Commodities are added the dealer can fill up the e-Way Bill new Entry form. The Dealer has to click on the button 'New Entry' to fill the e-Way Bill new entry form.

Government of Nagaland
Department of Taxes
TAXSoft - VAT e-Filing System

TIN: 13500131008 Prop/Comp. Name: TEST Login: 13500131008

Sign Out

Username: 13500131008
 TIN: 13500131008
 Prop/Comp. Name: TEST
 Last Login: On 13/01/2012 at 10:34:58 AM

PURCHASE INVOICE
 Entry and Update
 Upload ZIP/XML file
 Delete All Invoices
 Verify and Submit

SALES INVOICE
 Entry and Update
 Upload ZIP/XML file
 Delete all Invoices
 Verify and Submit

TDS FORMS
 New Entry
 Update and Submit

RETURNS ENTRY
 Entry
 Payment Details
 Update and Submit
 Print Returns

WAY BILL
 New Entry
 Update and Submit

ONLINE CST FORMS
 Request Entry
 Upload XML/ZIP file
 Update and Submit
 Status
 Print

CST RECEIPTS FORMS
 Entry and Update
 Verify and Submit

MISCELLANEOUS
 Apply for CST Registration

Reports and Help

Click on the button to fill e-Way Bill new entry form

Upon clicking the button 'New Entry' the following form shall be displayed in which the dealer has to enter the Dealer details and Seller/Purchase details. Upon filling the required details, the dealer has to click on the button 'Save and submit'.

Government of Nagaland
Department of Taxes
TAXSoft - VAT e-Filing System

TIN: 13500131008 Prop/Comp. Name: TEST Login: 13500131008
 e-Way Bill New Entry Form

Dealer Details * indicates compulsory fields/entry

WayBill Type: Unit Office: **Office of the Tuensang**

Place of Origin: Destination:

Commodity Type: Commodity Desc:

Quantity: Unit:

Value (Rs): Transshipment: Yes No

Category: Within State Inter State
 AFTER PURCHASE CONSIGNMENT SALES (RECEIPT) FOR JOB WORK RETURN AFTER JOB WORK STOCK TRANSFER (RECEIPT)

Seller/Purchaser Details

Seller TIN: Name & Address:

Document Type: Invoice

Invoice No.: Dated:

Other Doc. No.:

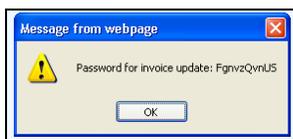
Buttons: Save, Save & Submit, Exit

The description of the labels in the e-Way bill new entry form is given below.

Label Number	Label Name	Action to be performed	Mandatory
-	Way Bill type	Select the Way Bill type from the drop down. <ul style="list-style-type: none"> Form 23 Form 24 	N
-	Unit Office	The details in the label is pre-filled	N
-	Place of Origin	The dealer has to enter the place of Origin	Y
-	Destination	The dealer has to enter the destination	Y
-	Commodity Type	The dealer has to select the commodity from the drop down for which the dealer is filling the new e-Way bill entry form	N
-	Commodity description	The dealer has to provide the description of the commodity selected	N
-	Quantity	The dealer has to enter the quantity of the commodity	Y
-	Unit	The dealer has to enter the unit of the commodity	N
-	Value (Rs)	The dealer has to enter the value of the commodity	Y
-	Transshipment	The dealer has to select from the following for	N

		the Transshipment. <ul style="list-style-type: none"> • Yes • No 	
-	Category	The dealer has to select the category from the following. <ul style="list-style-type: none"> • Within State • Inter state 	N
-	Category	The dealer has to select the category from the following. <ul style="list-style-type: none"> • After Purchase • Consignment Sales (Receipt) • For Job Work • Return after Job Work • Stock Transfer (Receipt) 	N
Seller/ Purchase Details			
-	Seller TIN	The dealer has to enter the Seller TIN number. The TIN number should be of 11 digits	Y
-	Name & Address	The dealer has to enter the name & address of the seller	Y
-	Document type	The dealer has to select the Document type from the following <ul style="list-style-type: none"> • Invoice 	N
-	Invoice Number	The dealer has to enter the Invoice number	Y
-	Dated	The dealer has to enter the Date of the Invoice number	N
-	Other Doc. Number	The dealer has to enter the Other Document number	N

Once the dealer clicks on the button 'Save and submit' the following screen shall be displayed with the password for 'Invoice update'.



The dealer has to click on OK and the following screen shall be displayed as below. The screen below shows the password for Invoice update and the Way Bill serial number.

Government of Nagaland
Department of Taxes
TAXSoft - VAT e-Filing System

TIN: 13500131008 Prop/Comp. Name: TEST Login: 13500131008
 e-Way Bill New Entry Form

Password for invoice update FgnvzQvnUS
 Way Bill Serial No. 10570000217
 Way Bill will be printable only after updation of invoice details

Dealer Details * indicates compulsory fields/entry

WayBill Type: Form 23
 Unit Office: Office of the Tuensang
 Place of Origin:
 Destination:
 Commodity Type: Aquatic feed.
 Commodity Desc:
 Quantity:
 Unit:
 Value (Rs):
 Transshipment: Yes No
 Category: Within State Inter State
 AFTER PURCHASE CONSIGNMENT SALES (RECEIPT) FOR JOB WORK RETURN AFTER JOB WORK STOCK TRANSFER (RECEIPT)

Seller/Purchaser Details

Seller TIN: Name & Address:
 Document Type: Invoice
 Invoice No.: Dated: 13/01/2012
 Other Doc. No.:

Buttons: Save, Save & Submit, Exit

Transporters Login Page

After the 'Password for Invoice and Way bill serial number' has been generated, the dealer has to go back to the portal of the department and select the button 'e-Way Bill'. The following has been shown in the screen mentioned below.

Government of Nagaland
Department of Taxes

Pay Tax & File Returns In Time To Avoid Inconvenience To Your Self

Latest News

- Gazette on CST return.pdf
- Latest Gazette Notifications
- Notification changes in burn.PDF
- Increase of rate of tax for tobacco products wef 15th sept 2011.pdf

Dealer Services

- Tax Calendar
- Tax Rates
- VAT Schedules
- Tax Awareness capsule

e-Services Online

- VATSoft Officers Login
- e-Registration
- e-Services
- Transit Pass
- eWayBill
- ePayment

e-Services Demo

- e-Registration
- VATSoft Officers Login
- e-Services
- Transit Pass
- eWayBill

Click on the button e-Way bill for login page.

After the dealer clicks on the button 'e-Way Bill' the following screen shall be displayed. The dealer has to enter the Tin number and password as generated earlier and click on the button 'Login'.



After the dealer clicks on the button 'Login' the following screen shall be displayed. The dealer has to enter the Transporter details. After filling the details, the dealer has to click on the button 'Save'. After the dealer save the Transporter name and address, the dealer has to fill the following details such as Manifest number, Vehicle number, Quantity and Transportation date.



Once the details are filled, the dealer has to click on the button 'Add'. After clicking on the button 'Add' the following screen shall be displayed showing a message 'Consignment Saved Successfully'.

Government of Nagaland
Department of Taxes
TAXSoft - VAT e-Filing System

TIN: 13500131008 Prop/Comp. Name: TEST Login: 13500131008
 e-Way Bill New Entry Form

Consignment Saved Successfully.

Dealer Details * indicates compulsory fields/entry

WayBill Type: Form 23 Unit Office: Office of the Tuensang
 Place of Origin: DIMAPUR Destination: TUENSANG
 Commodity Type: Aquatic feed. Commodity Desc: -
 Quantity: 1 Unit: -
 Value (Rs): 100
 Category: Within State Inter State
 AFTER PURCHASE CONSIGNMENT SALES (RECEIPT) FOR JOB WORK RETURN AFTER JOB WORK STOCK TRANSFER (RECEIPT)

Seller/Purchaser Details

Seller TIN: 13500131008 Name & Address: TEST
 Document Type: Invoice
 Invoice No.: 1220 Dated: 13/01/2012
 Other Doc. No.: -

Transporter Details

Name & Address: VIVEK LALL, 201RAM GALI Save

Remaining Quantity: 0

SI No.	Manifest No.	Vehicle No.	Quantity	Transportation Date
2			0	13/01/2012

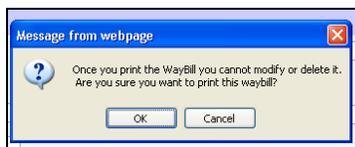
Add [-] Reset

SI No	Manifest No	Vehicle No.	Quantity	Transportation Date	Select
1	111	111	1.00	14/01/2012	Select

Exit

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To view the desired waybill the user can press 'select' against the desired manifest no. from the table and then pressing the 'view Way Bill' button. Once the dealer clicks on the button 'View Way Bill', the following screen shall be displayed. The dealer has to click on the button 'OK' and the following 'Way bill' shall be displayed.





OFFICE OF THE COMMISSIONER OF TAXES
e - Form VAT - 23
See Rule 65 (3)
CHALLAN INWARD: DECLARATION OF IMPORTS

SL. No.: 10570000217

Issuing Office	Office of the Tuensang
Date of Issue	13/01/2012

Consignor Details

TIN	13500131008
Name & Address	TEST

Consignee Details

TIN	13500131008
Name & Address	TEST TEST,

Goods Description

Name or Class of Goods Consigned	-
Quantity or Weight	1
value of Goods	Rs. 100/-

Vehicle Details

Name and Address of Owner of Goods Vehicle	VIVEK LALL, 201RAM GALI
Registration No. of Goods Vehicle	111
Manifest No.	111
Destination	TUENSANG

Document Details

Document Type	INVOICE
Document No.	1220
Document Date	13/01/2012

Update and Submit

Server Error in '/nagalandefildemo' Application.

A field or property with the name 'serial_no' was not found on the selected data source.

Description: An unhandled exception occurred during the execution of the current web request. Please review the stack trace for more information about the error and where it originated in the code.

Exception Details: System.Web.HttpException: A field or property with the name 'serial_no' was not found on the selected data source.

Source Error:

An unhandled exception was generated during the execution of the current web request. Information regarding the origin and location of the exception can be identified using the exception stack trace below.

Stack Trace:

```
[HttpException (0x80004005): A field or property with the name 'serial_no' was not found on the selected data source.]
System.Web.UI.WebControls.BoundField.GetValue(Control controlContainer) +1618551
System.Web.UI.WebControls.BoundField.OnDataBindField(Object sender, EventArgs e) +64
System.Web.UI.Control.OnDataBinding(EventArgs e) +99
System.Web.UI.Control.DataBind(Boolean raiseOnDataBinding) +92
System.Web.UI.Control.DataBind() +15
System.Web.UI.Control.DataBindChildren() +211
System.Web.UI.Control.DataBind(Boolean raiseOnDataBinding) +102
System.Web.UI.Control.DataBind() +15
System.Web.UI.WebControls.GridView.CreateRow(Int32 rowIndex, Int32 dataSourceIndex, DataRowType rowType, DataRowState rowState, Boolean dataBind, Object dataItem, Boolean dataBound) +2002
System.Web.UI.WebControls.CompositeDataBoundControl.PerformDataBinding(IEnumerable data) +57
System.Web.UI.WebControls.GridView.PerformDataBinding(IEnumerable data) +14
System.Web.UI.WebControls.DataBoundControl.OnDataSourceViewSelectCallback(IEnumerable data) +114
System.Web.UI.DataSourceView.Select(DataSourceSelectArguments arguments, DataSourceViewSelectCallback callback) +31
System.Web.UI.WebControls.DataBoundControl.PerformSelect() +142
System.Web.UI.WebControls.BaseDataBoundControl.DataBind() +73
System.Web.UI.WebControls.GridView.DataBind() +4
web_vat_505_web_vat_505_update.Update() +139
web_vat_505_web_vat_505_update.Page_Load(Object sender, EventArgs e) +863
System.Web.Util.CalliHelper.EventArgFunctionCaller(IntPtr fp, Object o, Object t, EventArgs e) +14
System.Web.Util.CalliEventHandlerDelegateProxy.Callback(Object sender, EventArgs e) +35
System.Web.UI.Control.OnLoad(EventArgs e) +99
System.Web.UI.Control.LoadRecursive() +50
System.Web.UI.Page.ProcessRequestMain(Boolean includeStagesBeforeAsyncPoint, Boolean includeStagesAfterAsyncPoint) +627
```