

RETURN ANNEXURE PREPARATION



TRANSACTIONS



SALES TO REGISTERED DEALER



SALES TO UNREGISTERED DEALER/CONSUMER



BRANCH TRANSFER/CONSIGNMENT

INVOICE

MULTIPLE
SALES IN
A SINGLE
INVOICE

- TAX PAID SEPARATELY
- INCLUSIVE OF TAX
- COMPOSITION
- TAX FREE
- EXEMPTED
- LABOUR CHARGES
- OTHER CHARGES

FORM 231

POSSIBLE SALES COMBINATION

- TAX PAID SEPARATELY
- INCLUSIVE OF TAX
- COMPOSITION
- TAX FREE
- EXEMPTED (u/s 41 & 8)
- LABOUR CHARGES
- OTHER CHARGES

FORM 232

POSSIBLE SALES COMBINATION

- TAX PAID SEPARATELY
- INCLUSIVE OF TAX
- COMPOSITION
- TAX FREE
- EXEMPTED
- LABOUR CHARGES
- OTHER CHARGES

FORM 233

POSSIBLE SALES COMBINATION

- TAX PAID SEPARATELY
- INCLUSIVE OF TAX
- COMPOSITION
- TAX FREE
- EXEMPTED (u/s 41 & 8)
- LABOUR CHARGES
- OTHER CHARGES

FORM 234

POSSIBLE SALES COMBINATION

- TAX PAID SEPARATELY
- INCLUSIVE OF TAX
- COMPOSITION
- TAX FREE
- EXEMPTED (u/s 8(4))
- LABOUR CHARGES
- OTHER CHARGES

FORM 235

POSSIBLE SALES COMBINATION

- TAX PAID SEPARATELY
- INCLUSIVE OF TAX
- COMPOSITION
- TAX FREE
- EXEMPTED (u/s 41 & 8)
- LABOUR CHARGES
- OTHER CHARGES

STEPS FOR FILING OF RETURN

Step 1

- **Download Annexure Template**

Step 2

- **Copy file and rename by TIN & Period**

Step 3

- **Prepare Sales and Purchases Annexure**

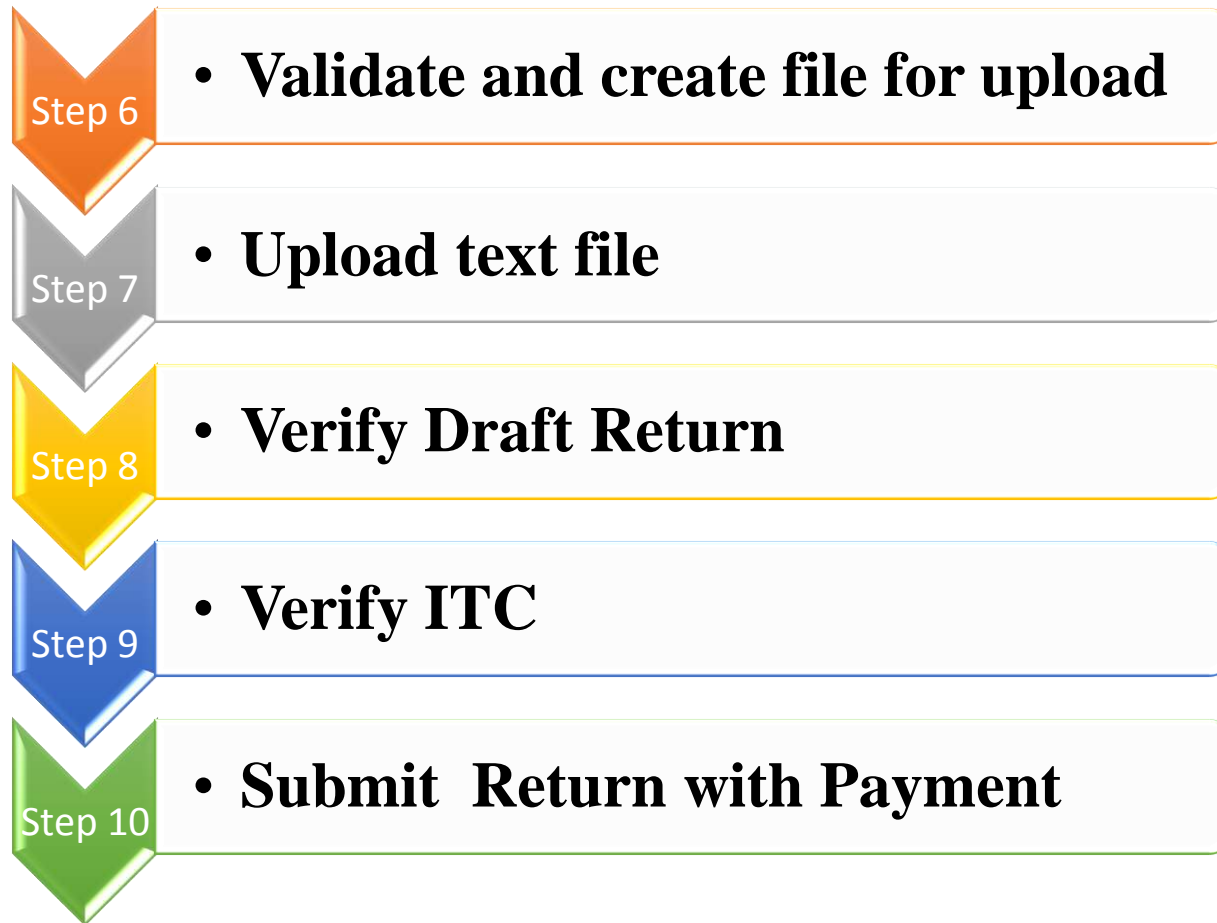
Step 4

- **Validate annexure and preview return**

Step 5

- **Manual Input in Preview Return**

STEPS FOR FILING OF RETURN



Download Annexure Template



Download template from www.mahavat.gov.in

Save as and rename file by TIN & Period



For future reference save file by TIN and Period

Prepare Sales and Purchases Annexure

	E	F	G	H	I	J	K	L	M	N	O	P	Q
11	Taxable Value OR Value of Composition u/s 42(3), (3A), (4)		Value of Inclusive of Tax Rs.	Value of Composition u/s 42 (1), (2) Rs.	Tax Free Sales Rs.	Exempted Sales u/s 41 & 8 Rs.	Labour Charges Rs.	Other Charges (Rs)	Gross Total (Rs.)	Action	Return Form Number	Transaction Code	Discription of Transaction ty
12	Net Rs.	TAX (If any) Rs.											
13	100.00				100.00		0.00	100.00	300.00		231	91	Purchase Good Return (Whthin the State UR
14	0.00				100.00		100.00	100.00	300.00		231	91	Purchase Good Return (Whthin the State UR
15	100.00				0.00		100.00	100.00	300.00		231	96	Purchase Debit Note (Whthin the State URD
16	0.00				100.00		100.00	0.00	200.00		231	96	Purchase Debit Note (Whthin the State URD
17													

Prepare sales and purchase annexure with help guide

Validate annexure and preview return



Step 1
Validate & preview return

Step 1:
After filling up Sales and
Purchase annexure to
preview return click on this
button

Refresh

Refresh button is provided for
deleteing preview return and
unlocking of sales and
purchase annexure in case of
any changes required

Step1- Validate annexure and preview return

Manual Input in Preview Return



**Manual input of tax rate wise sales and purchases
Retention, Denial of Set-off**

Validate and create file to upload



Step 2
Create file for uploading

Step 2:
After entering manual inputs
in preview return to create
file for uploading click on this
button

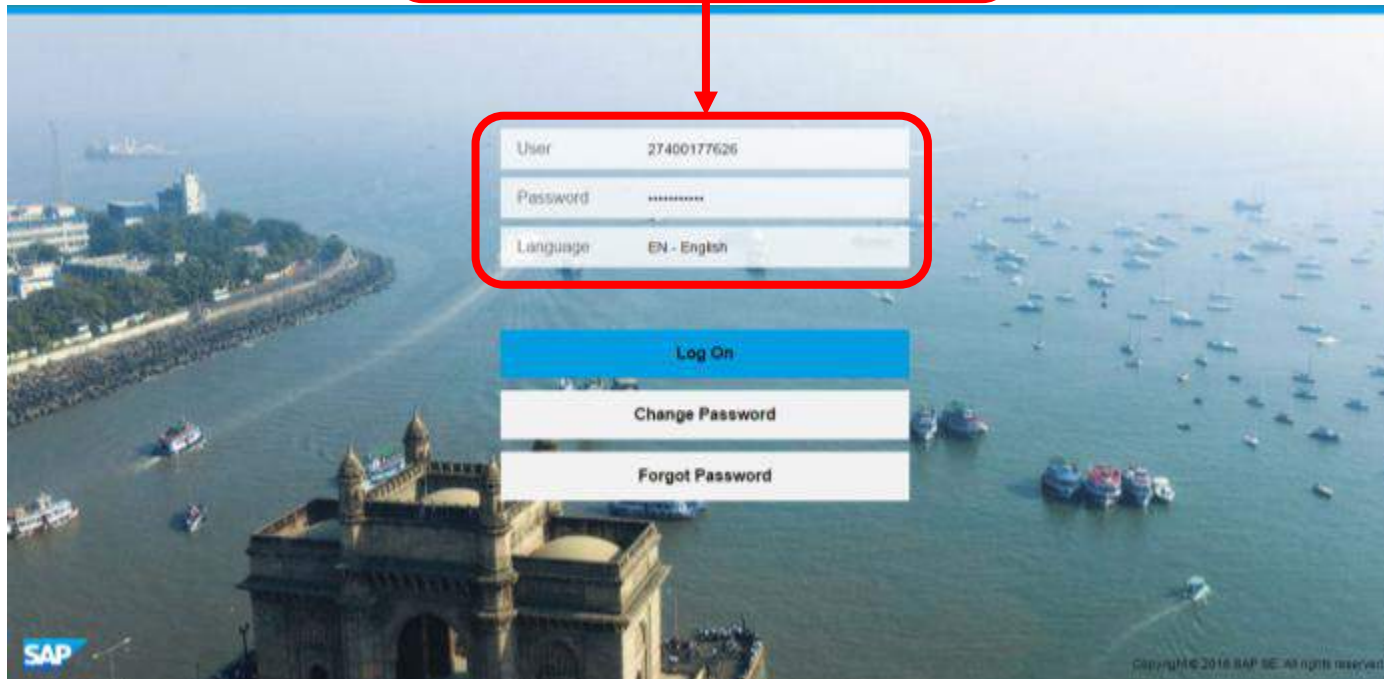
Refresh

Refresh button is provided for
deleteing preview return and
unlocking of sales and
purchase annexure in case of
any changes required

Step2- Validate and prepare .txt file to upload

Login with credentials

User: Enter TIN number without suffix
(E.g 27XXXXXXXX)
Enter Password and click on LOG ON



The screenshot shows the SAP login page with a background image of a harbor. A red box highlights the input fields for User, Password, and Language. A red arrow points from the instructions above to the User field.

User	27400177626
Password	*****
Language	EN - English

Log On

Change Password

Forgot Password

SAP

Copyright © 2016 SAP SE. All rights reserved.

Select Returns

Select "Return Filing"

The screenshot displays the official website of the Department of Sales Tax, Government of Maharashtra, India. The page features a navigation menu with several options: Registration, Returns, Refund, Payment, Form E-704, Query/Complaint/Feedback, Recovery, Appeal, CDA, and Audit. The 'Returns' menu item is highlighted with a red box, and a red arrow points from a text box above to it. A dropdown menu is visible under 'Returns', listing 'Return Filing', 'VAT Summary Report', 'VAT Set-off Report', and 'View/Download Historic Returns'. The 'Return Filing' option is also highlighted with a red box. The main content area includes a search bar, a 'Welcome' message, and several informational cards: 'E-Audit report', 'Assessment status' (showing 'Amount due 200Rs' and 'Refund due 20Rs'), and 'ITC available for January, 2016' (showing '700 INR'). The footer contains sections for 'About us', 'Acts and rules', 'Download', and 'Dealer services'.

Select Periodic Return

Click on "Periodic Return"



Return Filing Menu

Return Filing Menu

Periodic Return

The image shows a screenshot of a web application interface. At the top, there is a header area with the text 'Return Filing Menu'. Below this, there is a main content area with a light blue background. On the left side of this area, there is a vertical menu with the text 'Return Filing Menu'. Below this menu, there is a horizontal bar with a light blue background. Inside this bar, the text 'Periodic Return' is displayed. A red callout box with a red arrow points from the text 'Click on "Periodic Return"' to the 'Periodic Return' text in the interface.

Select Act

Return Filing -- Periodic Return

Select an ACT

1. Select VAT/CST from dropdown. *E.g VAT/CST*

Select an ACT:
MVAT & CST
CENTRAL SALES TAX ACT

2. Click on "NEXT"

Next

The image shows a screenshot of a web application interface. At the top, the title 'Return Filing -- Periodic Return' is displayed. Below the title, there is a section labeled 'Select an ACT'. A red-bordered box contains the instruction '1. Select VAT/CST from dropdown. E.g VAT/CST'. An arrow points from this box to a dropdown menu. The dropdown menu is also highlighted with a red border and contains the text 'Select an ACT: Select an ACT' followed by a blue checkmark icon. Below the dropdown, two options are listed: 'MVAT & CST' and 'CENTRAL SALES TAX ACT'. Another red-bordered box contains the instruction '2. Click on "NEXT"', with an arrow pointing to a yellow 'Next' button located at the bottom right of the form area.

Unfiled Periods will be displayed

The screenshot displays a web interface for "Return Filing -- Periodic Return -- VAT / CST". At the top, there are three input fields: "Dealer Name" (Testing 22032016 - 2), "Return Type" (Original Return), and "MVAT TIN" (27661000043V). Below these fields is a navigation bar with icons and labels for "Return Period", "Amexcom Upload", "Draft Return", and "Account Management". The main content area features a list titled "Unfiled Periods" with the following items: 2016 April, 2016 May, 2016 June, 2016 July, 2016 August, 2016 September, 2016 October, 2016 November, and 2016 December. A red box highlights the "Unfiled Periods" label, with an arrow pointing to the list. Another red box highlights the "Next" button at the bottom right, with an arrow pointing to it from a label that says "Click on NEXT".

Dealer Name	Return Type	MVAT TIN
Testing 22032016 - 2	Original Return	27661000043V

Return Period → Amexcom Upload → Draft Return → Account Management

Unfiled Periods

- 2016 April
- 2016 May
- 2016 June
- 2016 July
- 2016 August
- 2016 September
- 2016 October
- 2016 November
- 2016 December

Click on *NEXT*

Next

You will be asked to upload New File

Return Filing -- Periodic Return -- VAT / CST

Dealer Name	Return Type	MVAT TIN	CST TIN	Return Period
27400177626	Original Return	27400177626V	27400177626C	2016 July

Return Period → Annexure Upload → Draft Return → Acknowledgment

Annexure Upload → Confirmation

Please click "Yes" to upload new annexure.

Click on "YES"

Yes

Already uploaded annexure and not submitted Return

Return Filing -- Periodic Return -- VAT / CST

Dealer Name	Return Type	MVAT TIN	CST TIN
27400177626	Original Return	27400177626V	27400177626C

Return Period: » Annexure Upload » Draft Return » Acknowledgment

Annexure Upload » Confirmation

You have already uploaded an annexure!
Click 'Yes' to upload a new annexure.
Click 'No' to view draft return.

Yes No

Click "NO" to view Draft Return

Click "YES" to upload new Annexure

Upload File

Return Filing -- Periodic Return -- VAT / CST

Dealer Name	Return Type	MVAT TIN	CST TIN	Return Period
27400177626	Original Return	27400177626V	27400177626C	2016 July

Return Period » Annexure Upload » Draft Return » Acknowledgement

Annexure Upload » Confirmation

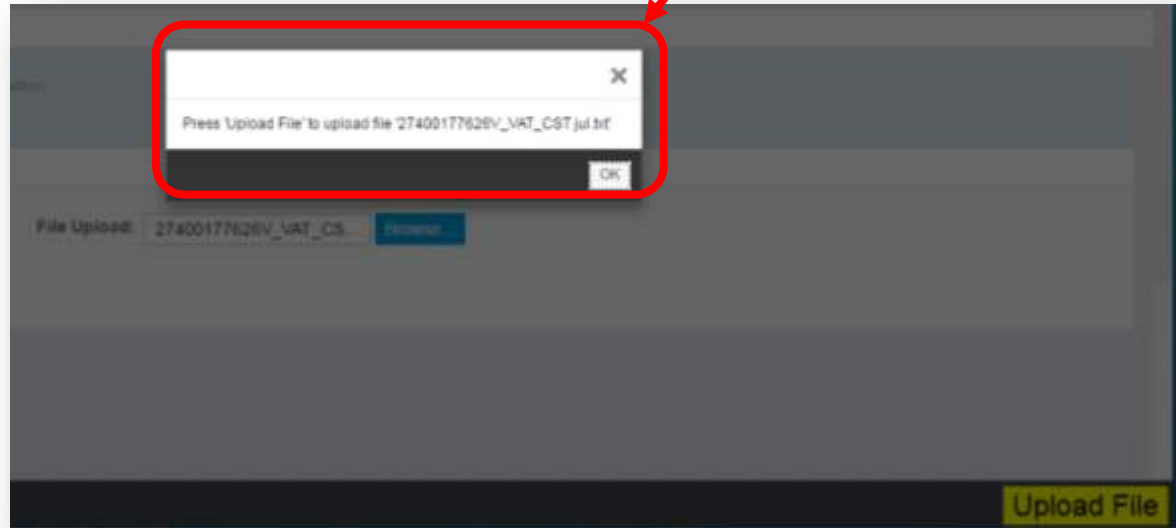
File Upload: 27400177626V_VAT_CS:

Click on Browse to select .txt (Annexure)

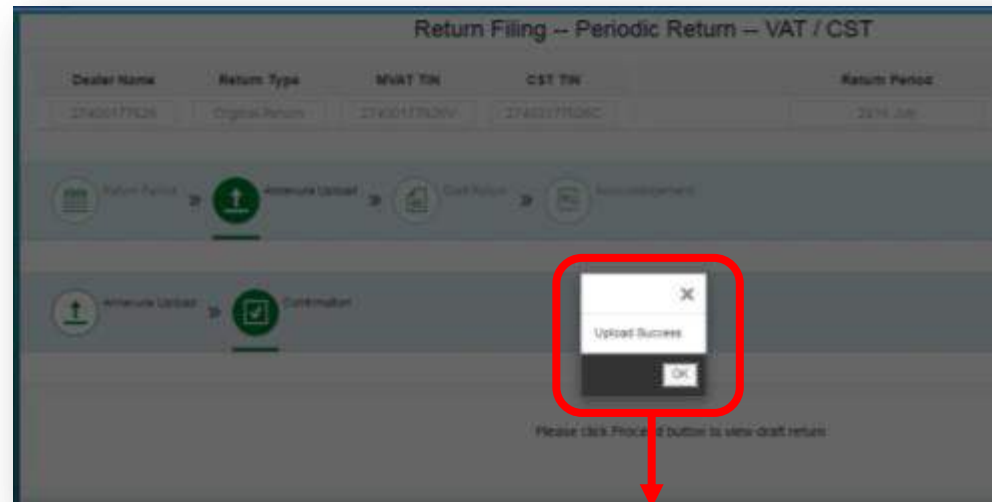
Click on "UPLOAD FILE"

Click OK

Click on "OK"



Confirmation Message



Click on "OK"

Click on Proceed to view draft return

Return Filing -- Periodic Return -- VAT / CST

Dealer Name	Return Type	MVAT TIN	CST TIN	Return Period
27400177626	Original Return	27400177626V	27400177626C	2016 July

Return Period → **Annexure Upload** → Draft Return → Acknowledgement

Annexure Upload → **Confirmation**

Please click Proceed button to view draft return

Click on *PROCEED*

Proceed

View Draft Return

Click on Form (E.g 231) to view Draft

Messages
Return Form/s --

231

Download button

Print option

Svalue 1 / 6

FORM 231		Version 1.8.3	
Return of tax payable by a dealer under M.V.A.T.Act, 2002 (See Rule 17, 17A, 18 and 45)			
1	M.V.A.T. R.C. No.	27302000020V	C.S.T.R.C. NO
2	Name of Dealer	Monthly dealer F	
3. Please Select which ever is Applicable			

“SUBMIT” to file Return

Return Filing -- Periodic Return -- VAT / CST

Dealer Name	Return Type	MVAT TIN	CST TIN	Return Period
27400177626	Original Return	27400177626V	27400177626C	2016 July

Return Period » Acknowledgement » **Draft Return** » Acknowledgement

> Messages

Please click on Return form to view draft ... 251 CST

Submit

Click on SUBMIT to file Return

Acknowledgement

Return Filing -- Periodic Return -- VAT / CST

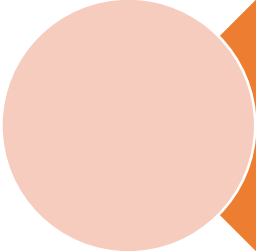
Dealer Name	Return Type	MVAT TIN	CST TIN	Return Period
27400177626	Original Return	27400177626V	27400177626C	2016 July

Return Period → Acknowledgement → Draft Return → Acknowledgement

Apr 11 2016 15:54:23
Dear Tax Payer,
Your return under MVAT & CST ACT for the Period 2016 July is submitted successfully on Apr 11 2016 15:54:23.
Thanking You,
MSTD.

[Proceed To Pay](#)

Acknowledgement



Once dealer Submit the Return, dealer will receive Acknowledgement on the MSTD Portal screen.



Return and Acknowledgement will be sent to dealer on registered mail id



Acknowledgement message also will be sent on registered mobile number.

Chalan MTR-6

CHALAN
FORM NUMBER MTR-6
(See Rule 17, 18, 40 and 40A)
ACCOUNT HEAD

Department		Department of Public Works		Date:	
Type of Payment		MYSACT, 1992		Page: Total:	
Location		Dept. ID		Location ID:	
From		To		Full Name of the Officer	
Account	Head	Code	Amount in Ru.	Remarks if any:	
Debit					
Account of Govt.					
Account of P.W.D.					
Private Account					
Private Account					
Government Money					
State					
State					
Advance Payment					
Advance Payment					
Deposit				Amount in Words:	
Total					
Name of Bank			Bank BR		
Name of Branch			No.		
			Date		
			Branch No.		
			Signature of Person who has made payment		

Chalan in MTR-6 shall be prepared by system

Payment



Dealer shall be directed to payment gateway

THANK YOU

