GSTR1 > Creation of Outward Supplies Return

How can I create and add details for the outward supplies in the GSTR1?

To create and add details for the outward supplies in the GSTR1, perform the following steps:

- 1. Access the www.gst.gov.in URL. The GST Home page is displayed.
- 2. Login to the GST Portal with valid credentials i.e. your userid and password
- 3. Click the Services > Returns > Returns Dashboard command.

Dashboard	Services 🗸	Notific	ations & Circulars 👻	Acts & Rules 👻
Registration	Ledgers	Returns	Payments Use	er Services
Returns Dashboard			Viev	
Track Return St	atus			

4. The **File Returns** page is displayed. Select the **Financial Year & Return Filing Period** (Month) for which you want to file the return from the drop-down list.

5. Click the **SEARCH** button.

Dashboard	Services 🗸	Notifications & Circulars 🗸	Acts & Rules 🗸			
Dashboard Ret	turns					🛛 English
File Return:	5					
Financial Year		Return	Filing Period•			 Indicates Mandatory Fields
2017-18		vlut		Ŧ	SEARCH	

6. The **File Returns** page is displayed. This page displays the due date of filing the returns, which the taxpayer is required to file using separate tiles.

In the GSTR1 tile, click the **PREPARE ONLINE** button if you want to prepare the return by making entries on the GST Portal.

Note:

• The due date for filing GSTR1 is 10th of every month.

• You can click the **PREPARE OFFLINE** button to upload the JSON (Java Script Object Notation) file containing invoice details and other GSTR1 details in the GSTN specified format prepared through the GSTN provided offline tools or any other software.

Dashboard Returns		English
File Returns		
		 Indicates Mandatory Fields
Financial Year*	Return Filing Period*	
2017-18	April	SEARCH
Outward supplies made by the taxpayer GSTR1	Creation and Submission of Addendum to GSTR1 GSTR1A	Inward supplies received by taxpayer GSTR2
Outward supplies made by the taxpayer GSTR1 Due Date - 10/05/2017	Creation and Submission of Addendum to GSTR1 GSTR1A Due Date - 17/05/2017	Inward supplies received by taxpayer GSTR2 Due Date - 15/05/2017
Outward supplies made by the taxpayer GSTR1 Due Date - 10/05/2017 PREPARE ONLINE PREPARE OFFLINE	Creation and Submission of Addendum to GSTR1 GSTR1A Due Date - 17/05/2017 PREPARE ONLINE PREPARE OFFLINE	Inward supplies received by taxpayer GSTR2 Due Date - 15/05/2017 PREPARE ONLINE PREPARE OFFLINE

7. The **GSTR-1 – Details of outward supplies of goods or services** page is displayed. In first month, Turnover of 'Aggregate Turnover - April to June, 2017' will be there for Taxpayer to fill along with 'Aggregate Turnover in the preceding financial year' and then click on the SAVE button. This field is mandatory. You can proceed to furnish other details only after furnishing this information. From the next month, 'Aggregate Turnover in the preceding financial year' will be auto-populated based on previous tax period return

Dashboard > Returns > GSTR1			English
GSTR-1 - Details of outward	supplies of goods or se	rvices	<i>c</i>
			• Indicates Mandatory Fields
GSTIN - 18AAAAS0311A1ZD	Legal Name - AS TaxPay	yer 311 Ltd Trade Name -	
FY - 2017-18	Return Period - April	Status - Not Filed	Due Date - 10/05/2017
Aggregate Turnover in the preceed	ing financial year •	Aggregate Turnover - April to June, 2017•	
	Enter Gross Turnover	Enter	Gross Turnover

There will be no. of tiles representing Tables to enter relevant details. Click on the tile names to know and enter related details:

GSTR1 – Invoice Details

• 4A, 4B, 4C, 6B, 6C - B2B Invoices: To add an invoice for taxable outwards supplies to a registered person

• **5A**, **5B** - **B2C** (Large) Invoices: To add an invoice for taxable outwards supplies to a consumer, where place of supply is other than the State where supplier is located (Inter-state supplies) and invoice value is more than Rs. 2.5 lakh

• 9B - Credit / Debit Notes (Registered): To add details of credit or debit notes issued to the registered recipients

• 9B - Credit / Debit Notes (Unregistered): To add details of credit, debit notes or refund voucher issued to the unregistered recipients

· 6A - Exports Invoices: To add an invoice for supplies exported

GSTR1 – Other Details

• 7- B2C Others: To add consolidated details of taxable outwards supplies to a customer where invoice value is less than Rs. 2.5 lakh and all intra state supplies to unregistered customers

• 8A, 8B, 8C, 8D - Nil Rated Supplies: Nil Rated Supplies: To add consolidated details of nil rated, exempted and Non-GST Outward supplies

• **11A(1)**, **11A(2)** - **Tax Liability (Advances Received)**: Tax Liability (Advances Received): To add details of transactions attracting tax liability arising on account of Time of Supply (like receipt of advances)

• **11B(1)**, **11B(2)** - **Adjustment of Advances**: To add the advance amount received in earlier tax period and adjusted against the supplies being shown in this tax period

• **12** - **HSN-wise-summary of outward supplies:** To furnish the summarized details of all outward supplies HSN and rate wise along with quantitative details.

• 13 - Documents Issued: To add the details of documents issued during the tax period

4A, 4B, 4C, 6B, 6C - B2B Invoices:

To add an invoice for taxable outwards supplies to a registered person, perform the following steps: 1. Click the **4A**, **4B**, **4C**, **6B**, **6C** - **B2B Invoices** tile to enter the invoice details for B2B transactions (goods/ services sold to a registered taxpayer).

GSTR-1 - Invoice Details OTo Add / View Details in a Particular Table Please Click in the Respective					le Please Click in the Respective Table.
4A, 4B, 4C, 6B, 6C - B2B Invoices		5A, 5B - B2C (Large) Invoices		9B - Credit / Debit Notes (Registered)	
Total Invoice Value ₹- 8. Total Tax Liability ₹-	Total Taxable Value ₹-	Total Invoice Value ₹- 8. Total Tax Llability ₹-	Total Taxable Value ₹-	Total Taxable Value ₹-	8. Total Tax Liability ₹-

2. The **B2B Invoices – Receiver-Wise-Summary** page is displayed. Click the **ADD INVOICE** button to add a new invoice for any receiver.

B2B Invoices - Receiver-Wise-Summary	0
No invoice found.	×
	BACK ADD INVOICE

3. The **B2B – Add Invoice** page is displayed. In the **Receiver GSTIN/UIN** field, enter the GSTIN or UIN of the receiver.

4. Select the checkbox for **Deemed Exports** or **SEZ Supplies with payment** or **SEZ supplies** without payment as applicable.

5. In the Invoice No., Invoice Date and Total Invoice Value fields, enter the Invoice number, date of the invoice and value of the total invoice.

Note:

- The GSTIN should be registered on the date of invoice.
- Once the GSTIN of the receiver is entered, Receiver Name, POS and Supply Type fields are auto-populated based on the GSTIN of the receiver.
- The auto-populated POS is editable. Depending on selected POS, the supply type gets auto-populated.

• The screen will expand downwards and more fields will appear to enter line item details of the invoice.

- In case of UN Bodies, Embassies, Government Offices or Other Notified persons, you need to provide Unique Identification Number (UIN) of the receiver.
- An invoice number should be alphanumeric with allowable special characters and unique for a given Financial Year (FY).
- Invoice date cannot be a future date or a date prior to the date of registering with GST.

If the supply is made through an e-commerce company, select the checkbox for Supplies through
 E-Commerce and in the GSTIN of the e-commerce operator field, enter the GSTIN of the
 e-commerce company.

Note: Fill this field only when the supply is made through an e-commerce company.

7. Select the **Supply attract Reverse Charge** checkbox, in case supply made to the taxpayer is covered under the reverse charge mechanism.

In case of Intra-State transaction:

In case the POS (place of supply) of the goods/ services is the same state as that of the supplier, the transaction is an Intra-State transaction.

Notice, fields for Central Tax and State/UT Tax will appear.

a) In the Taxable Value field against the rates, enter the taxable value of the goods or services.

b) In the Cess field, enter the cess amount.

Note: The Amount of Tax fields are auto-populated based on the values entered in Taxable Value fields respectively. However, the taxpayer can edit the tax amount.

In case of Inter-State transaction:

In case the Place of Supply (POS) is different from the state of the supplier, transaction becomes an Inter-State transaction.

Notice, fields for Integrated Tax will appear.

a) In the Taxable Value field against the rates, enter the taxable value of the goods or services.

b) In the Cess field, enter the cess amount.

Note: The Amount of Tax fields are auto-populated based on the values entered in Taxable Value fields respectively. However, the taxpayer can edit the tax amount. The CESS field is not auto populated and has to be entered by the taxpayer.

8. Click the **SAVE** button to save the invoice details.

Dashboard > Returns > GSTR-1 >	B2B				<table-cell> English</table-cell>
B2B- Add Invoice					
					 Indicates Mandatory Fields
Deemed Exports		SEZ Supplies wit	h payment	SEZ Supp	lies without payment
Receiver GSTIN/UIN •	Receiver GSTIN/UIN • Receiver Name •			Invoice No. •	
Invoice Date •	Invoice Date PO:			Total Invoice V	/alue (₹)•
DD/MM/YYYY	1 Sel	lect		•	(-)
Supply Type					
Inter-State					
Item Details Rate (%)	Taxable Value (₹)			Amount of Tax	¢
			Integrated T	ax (₹)•	CESS (₹)
0%					
5%					
12%					
18%					
28%					
					BACK SAVE

9. You will be directed to the previous page and a message is displayed that Request accepted successfully.

Note: The status of the added invoice is Processed.

Here, you can also edit/delete the added invoices (under Actions).

Note: B2B invoices uploaded in GSTR1 as a supplier will reflect in the B2B Invoices of the receiver in GSTR-2A/GSTR 2 in near real time. However, no action can be taken by receiver unless the Supplier files GSTR-1.

Uploaded by Taxpayer: The "Uploaded by Taxpayer" tab shows all the invoices that you have uploaded for a given tax period.

Uploaded by Receiver: The "Uploaded by Receiver" tab displays the invoices that you missed from your GSTR-1, but were uploaded by the Receiver Taxpayer for taking appropriate actions. Modified by Receiver: If the receiver Taxpayer has modified any invoice that you uploaded in your GSTR-1, it will show-up under the "Modified by Receiver" tab for taking appropriate actions. Rejected by Receiver: The "Rejected by Receiver" tab displays invoices from your GSTR-1 that were rejected by the receiver Taxpayer for taking appropriate actions.

10. Click the **BACK** button to go back to the Invoices - Receiver-Wise-Summary page.

iboard > R	eturns GSTR-1	> B2B						🛛 En
quest acce	pted successfully	у.						
	ces - Summa	ry.						9
ploaded by	Taxpayer (Jploaded by Receiver	Modified by Receive	er Rejected by	Receiver			
rocessed	Invoices							
	1.000	Total Invoice	Total Taxable	Integrated Tax	Central Tax	State/UT Tax	CESS	Actions
Invoice No.	Date	Value (₹)	Value (₹)	(₹)	(₹)	(₹)	(₹)	
Invoice No.	Invoice Date	Value (₹)	Value (₹)	(₹)	(₹) 6,87,884.75	(₹) 6,87,884.75	(₹)	
Invoice No.	Invoice Date 16/04/2017	Value (₹) 4,44,444.00	Value (₹)	(₹) 0.00	(₹) 6,87,884.75	(₹) 6,87,884.75	(₹)	1
A111	16/04/2017	Value (₹) 4,44,444.00	Value (₹) 73,07,767.00	(₹)	(₹) 6,87,884.75	(₹) 6,87,884.75 BACK	(₹) 0.00	

11. Here, you can view receiver wise summary of invoices. A tax payer can add invoice of the particular receiver by clicking on the particular receiver and then clicking on the **ADD INVOICE** button at the bottom of the page. Click the **BACK** button to go back to the GSTR-1 page.

B2B Invoices - Receiver-Wise-Su	Invoices - Receiver-Wise-Summary				
Pending Invoices (These will be add	ed after validation)				
Receiver Details	No. of Invoices				
18AAAAS0234A1Z7	2				
			BACK ADD INVOICE		

You will be directed to the GSTR-1 landing page and the B2B Invoices tile in GSTR1 will reflect the number of invoices added along with Total Invoice value, Total taxable value and total tax liability.

GSTR-1 - Invoice Details OTo Add / View Details in a Particular Table Please Click in the Ro				le Please Click in the Respective Table.	
4A, 4B, 4C, 6B, 60 Invoices	C- B2B 1	5A, 5B - B2C (Lar	ge) Invoices O	9B - Credit / Deb (Registered)	it Notes O
Total Invoice Value ₹4,44,444.00 8. Total Tax Liability ₹13,75,769.50	Total Taxable Value ₹73,07,767.00	Total Invoice Value ₹0.00 8. Total Tax Liability ₹0.00	Total Taxable Value ₹0.00	Total Taxable Value ₹0.00	8. Total Tax Liability ₹0.00

5A, 5B - B2C (Large) Invoices:

To add an invoice for taxable outwards supplies to a consumer, where place of supply is other than the State where supplier is located (Inter-state supplies) and invoice value is more than Rs. 2.5 lakh, perform the following steps:

1. Click the **5A**, **5B** - **B2C** (Large) Invoices tile to enter the invoice details for inter-state taxable outward supplies made to a consumer of value greater than 2.5 lacs.

GSTR-1 - Invoice Details				ØTe	Add / View Details in a Particular Tab	le Please Click in the Respective Table.
4A, 4B, 4C, 6B, 6C Invoices	- B2B 1	5A, 5B - B2C (Lar	ge) Invoices	0	9B - Credit / Deb (Registered)	it Notes O
Total Invoice Value ₹4,44,444.00 8. Total Tax Liability ₹13,75,769.50	Total Taxable Value ₹73,07,767.00	Total Invoice Value ₹0.00 8. Total Tax Liability ₹0.00	Total Taxable Val ₹0.00	ue	Total Taxable Value ₹0.00	8. Total Tax Liability ₹0.00

2. The **B2C (Large) Invoices – Summary** page is displayed. Click the **ADD INVOICE** button to add a new invoice.



3. The **B2C (Large) Invoices – Details** page is displayed. In the **POS** field, select the place of supply (state code) where the supplies were delivered.

4. In the **Invoice No.** field, enter the Invoice number issued to the consumer of that POS.

Note: An invoice number should be alphanumeric with allowable special characters and unique for a given Financial Year (FY).

5. In the Invoice Date field, enter the date on which the invoice was generated.

6. In the **Total Invoice Value** field, enter the total amount for which the goods or services are supplied.

7. If the supply is made through an e-commerce company, select the checkbox for Supplies throughE-Commerce and in the GSTIN of the e-commerce operator field, enter the GSTIN of thee-commerce company.

Note: Fill this field only when the supply is made through an e-commerce company.

8. In the Taxable Value field against the rates, enter the taxable value of the goods or services.

9. In the Cess field, enter the cess amount.

Note: The Amount of Tax fields are auto-populated based on the values entered in Taxable Value fields respectively. However, the taxpayer can edit the tax amount. The CESS field is not auto populated and has to be entered by the taxpayer.

10. Click the **SAVE** button to save the invoice details.

ashboard > Returns > GSTR-1	> B2CL		🛛 Engli
32C(Large) Invoices- D	etails		
			Indicates Mandatory Fields
POS 🚯 • Invoice No. •		Invoice Da	ite•
Select	*	DD/MM/	YYYY 🛍
Supply Type	Total Invoice Value	≘(₹)•	
Inter-State			
Is E-Commerce			
Item Details			
Rate (%)	Taxable Value (₹)•	Amount of	Тах
		Integrated Tax (₹)•	CESS (₹)
0%			
5%			
12%			
1270			
18%			
28%			

11. You will be directed to the previous page and a message is displayed that Request accepted successfully.

Note: The status of the added invoice is processed.

Here, you can also edit/delete the added invoices (under Actions).

12. Click the BACK button to go back to the GSTR-1 page.

ard Recurns	GSTR-1> B2CL					🛛 Engl
quest accepted	I successfully.					
2C(Large) Iı	nvoices- Summ	ary				8
Uploaded by 1	axpayer					
Processed Ir Invoice No.	ivoices Invoice Date	Total Invoice Value (₹)	Total Taxable Value (₹)	Integrated Tax (₹)	CESS (₹)	Actions

You will be directed to the GSTR-1 landing page and the B2C (large) Invoices tile in GSTR1 will reflect the number of invoices added along with Total tax liability.

GSTR-1 - Invoice D	petails		0	To Add / View Details in a Particular Tab	ole Please Click in the Respective Table.
4A, 4B, 4C, 6B, 60 Invoices	C-B2B 1	5A, 5B - B2C (Lar	ge) Invoices 1	9B - Credit / Deb (Registered)	it Notes O
Total Invoice Value ₹4,44,444.00 8. Total Tax Liability ₹13,75,769.50	Total Taxable Value ₹73,07,767.00	Total Invoice Value ₹4,77,77,777.00 8. Total Tax Liability ₹93,11,352.06	Total Taxable Value ₹9,47,66,776.00	Total Taxable Value ₹0.00	8. Total Tax Liability ₹0.00

9B - Credit / Debit Notes (Registered):

To add details of credit or debit notes for the registered user, perform the following steps:

1. Click the **9B** - **Credit** / **Debit Notes (Registered)/refund voucher** tile to enter the details of credit or debit notes issued to the registered recipients or details of refund voucher against advance received.

GSTR-1 - Invoice D	etails		ΘΤ	o Add / View Details in a Particular Tab	le Please Click in the Respective Table.
4A, 4B, 4C, 6B, 60 Invoices	C- B2B 1	5A, 5B - B2C (Lar	ge) Invoices 1	9B - Credit / Deb (Registered)	it Notes O
Total Invoice Value ₹4,44,444.00 8. Total Tax Liability ₹13,75,769.50	Total Taxable Value ₹73,07,767.00	Total Invoice Value ₹4,77,77,777.00 8. Total Tax Liability ₹93,11,352.06	Total Taxable Value ₹9,47,66,776.00	Total Taxable Value ₹0.00	8. Total Tax Liability ₹0.00

2. The **Credit/Debit Notes (Registered) - Summary** page is displayed. Click the **ADD DETAILS** button to add credit or debit note details.

Da	shboard > Returns > GSTR-1	CDNR				O English
	Credit / Debit Notes (Registered) - Summa	ry			
	Uploaded by Taxpayer	Uploaded by Receiver	Modified by Receiver	Rejected by Receiver		
	No Notes found.					×
					BACK ADD D	DETAILS

3. The **Credit / Debit Notes (Registered) – Add Note** page is displayed. In the **Receiver GSTIN/UIN** field, enter the GSTIN of the receiver (registered taxpayer) to whom supply is made.

Note: The Receiver Name field is auto-populated, when the user enters the GSTIN of the Receiver.

4. In the **Debit/Credit Note No.** field, enter the debit or credit note number or refund voucher number Note: A Debit or Credit Note number should be unique for a given Financial Year (FY).

5. In the **Debit/Credit Note Date** field, enter the date on which the debit or credit Note was issued. Note: The date should be before the end date of the tax period. Debit / credit note date cannot be earlier than original invoice date.

6. In the **Original Invoice Number** field, enter the invoice number of the earlier filed invoice (original invoice) on which the Debit or Credit Note is being issued or the number of advance receipt against which the refund voucher is issued.

7. In the **Original Invoice Date** field, enter the original invoice date.

8. From the **Note Type** drop-down list, select whether the details added are for a Debit or Credit Note or refund voucher.

9. In the **Note Value** field, enter the value of the note or refund voucher.

10. From the **Supply Type** drop-down list, select whether the note or voucher is added for an invoice of Inter-state or Intra-state transaction.

11. From the **Reason for Issuing Note** drop-down list, select the reason on account of which the debit or credit note is issued.

In case of Intra-State transaction:

In case the POS (place of supply) of the goods/ services is the same state as that of the supplier, the transaction is an Intra-State transaction.

Notice, fields for Central Tax and State/UT Tax appear.

a) In the Taxable Value field against the rates, enter the taxable value of the goods or services.

b) In the Cess field, enter the cess amount.

Note: The Amount of Tax fields are auto-populated based on the values entered in Taxable Value fields respectively. However, the taxpayer can edit the tax amount. The CESS field is not auto populated and has to be entered by the taxpayer.

In case of Inter-State transaction:

In case Place of Supply (POS) is different from the state of the supplier, transaction becomes an Inter-State transaction.

Notice, fields for Integrated Tax appear.

a) a) In the Taxable Value field against the rates, enter the taxable value of the goods or services.b) In the Cess field, enter the cess amount.

Note: The Amount of Tax fields are auto-populated based on the values entered in Taxable Value fields respectively. However, the taxpayer can edit the tax amount. The CESS field is not auto populated and has to be entered by the taxpayer.

12 Click the **SAVE** button to save the details.

ecoiver CETIN/UIN				
CCCIVEL G311IV/UIN	·	Receiver Name	Debit/Credit Note I	No. •
ebit/Credit Note Da	te•	Original Invoice Number*	Original Invoice Da	ite•
DD/MM/YYYY	#		DD/MM/YYYY	Í
lote Type•		Note Value •	Supply Type•	
Select	*		Select	
Rate (%)	Taxable Value (₹)•		Amount of Tax	
Rate (%)	Taxable Value (₹)•	Central Tax (₹)*	Amount of Tax State/UT Tax (₹)•	CESS (र)
Rate (%) 0%	Taxable Value (₹)•	Central Tax (र)•	Amount of Tax State/UT Tax (र)•	CESS (₹)
Rate (%) 0% 5%	Taxable Value (₹)•	Central Tax (₹)•	Amount of Tax State/UT Tax (۲)•	CESS (₹)
Rate (%) 0% 5% 12%	Taxable Value (₹)•	Central Tax (र)•	Amount of Tax State/UT Tax (१)•	CESS (₹)
Rate (%) 0% 5% 12% 18%	Taxable Value (₹)*	Central Tax (र)•	Amount of Tax State/UT Tax (१)•	CESS (₹)

13. You will be directed to the previous page and a message is displayed that Request accepted successfully.

Note: The status of the added invoice is Processed.

Here, you can also edit/delete the added invoices (under Actions).

Uploaded by Taxpayer: The "Uploaded by Taxpayer" tab shows all the debit/credit note/refund vouchers that you have uploaded for a given tax period.

Uploaded by Receiver: The "Uploaded by Receiver" tab displays the debit/credit note/refund vouchers that you missed from your GSTR-1, but were detected and uploaded by the Receiver Taxpayer for taking action.

Modified by Receiver: If the receiver Taxpayer has modified any debit/credit note/refund vouchers that you uploaded in your GSTR-1, it will show-up under the "Modified by Receiver" tab for taking action.

Rejected by Receiver: The "Rejected by Receiver" tab displays debit/credit note/refund vouchers from your GSTR-1 that were rejected by the receiver Taxpayer.

oard>	Returns > GST	R-1 CDN	R									🛛 Eng
equest a	accepted succe	ssfully.										
redit /	/ Debit Note	es (Regist	tered) - Sui	nmary	/							S
Proces	sed Invoices	r Upic	aded by Recei	ver	Modified by R	leceiver F	Rejected by R	eceiver				
C/D Note No.	C/D Note Date	Original Invoice	Original Date	Note Type	Taxable Value (₹)	Integrated Tax (₹)	Central Tax (₹)	State/UT Tax (₹)	CESS (₹)	Action Taken	Status	Actions
											Drasasad	

14. You will be directed to the GSTR-1 landing page and the 9B- Credit/ Debit Notes (Registered) tile in GSTR1 will reflect the number of credit/debit notes/refund vouchers added.

GSTR-1 - Invoice D	etails			O To <i>A</i>	Add / View Details in a Particular Tab	le Please Click in the Respective Table.
4A, 4B, 4C, 6B, 6C Invoices	C - B2B 1	5A, 5B - B2C (Lar	ge) Invoices 1		9B - Credit / Debi (Registered)	it Notes 1
Total Invoice Value ₹4,44,444.00 8. Total Tax Liability ₹13,75,769.50	Total Taxable Value ₹73,07,767.00	Total Invoice Value ₹4,77,77,777.00 8. Total Tax Liability ₹93,11,352.06	Total Taxable Value ₹9,47,66,776.00		Total Taxable Value ₹0.00	8. Total Tax Liability ₹0.00

9B - Credit / Debit Notes (Unregistered):

To add details of credit or debit notes or refund vouchers issued to unregistered persons, perform the following steps:

1. Click the **9B** - **Credit** / **Debit Notes (Unregistered)** tile to enter the details of credit or debit notes issued to the unregistered recipients.

9B - Credit / Debi (Unregistered)	t Notes O	6A - Exports Invo	ices O
Total Taxable Value ₹0.00	8. Total Tax Liability ₹0.00	Total Invoice Value ₹0.00 8. Total Tax Liability ₹0.00	Total Taxable Value ₹0.00

2. The **Credit/Debit Notes (Unregistered) - Summary** page is displayed. Click the ADD DETAILS button to add credit or debit note or refund voucher details.

Dashboard	Services 🗸	Notifications & Circulars 👻	Acts & Rules 🗕	e							
Dashboard > Re	turns) GSTR-1	CDNUR								🛛 Eng	lish
Credit / [Debit Notes (Unregistered) - Summary								C	
Uploaded	l by Taxpayer										
O No Not	es found.									×	5
								BACK	add de	TAILS	

3. The **Credit / Debit Notes (Unregistered) – Add Note** page is displayed. From the Type drop-down list, select the appropriate choice like B2CL, export without payment etc.

4. In the Debit/Credit Note No. field, enter the debit or credit note number.

Note: A Debit or Credit Note number should be unique for a given Financial Year (FY).

5. In the Debit/Credit Note Date field, enter the date on which the debit or credit Note was issued.

Note: The date should be before the end date of the tax period. Debit / credit note date cannot be earlier than original invoice date.

6. In the **Original Invoice Number** field, enter the invoice number of the earlier filed invoice (original invoice) on which the Debit or Credit Note is being issued.

7. In the **Original Invoice Date** field, enter the original invoice date.

8. From the **Note Type** drop-down list, select whether the details are added for a Debit or Credit Note or refund voucher.

9. In the Note Value field, enter the value of the note or refund voucher

10. From the **Reason for Issuing Note** drop-down list, select the reason on account of which the debit or credit note is issued.

In case of Intra-State transaction:

In case the POS (place of supply) of the goods/ services is the same state as that of the supplier, the transaction is an Intra-State transaction.

Notice, fields for Central Tax and State/UT Tax appear.

a) In the Taxable Value field against the rates, enter the taxable value of the goods or services.

b) In the Cess field, enter the cess amount.

Note: The Amount of Tax fields are auto-populated based on the values entered in Taxable Value fields respectively. However, the taxpayer can edit the tax amount.

In case of Inter-State transaction:

In case the POS (place of supply) is in a different state as that of the supplier, transaction becomes an Inter-State transaction.

Notice, fields for Integrated Tax appear.

a) In the Taxable Value field against the rates, enter the taxable value of the goods or services.

b) In the Cess field, enter the cess amount.

Note: The Amount of Tax fields are auto-populated based on the values entered in Taxable Value fields respectively. However, the taxpayer can edit the tax amount. The CESS field is not auto populated and has to be entered.

11. Click the **SAVE** button to save the details.

Гуре•		Debit/Credit Note N	o.• Debit/Cr	edit Note Date •
B2CL	*		DD/MN	I/YYYY
Original Invoice Number•		Original Invoice Dat	e• Note Typ	e•
		DD/MM/YYYY	Select	
Note Value•		Supply Type	Reason F	or Issuing Note •
	₹0.00	Inter-State	Select	
Pre GST Regime	Taxable Va	alue (₹)•	Amount	• of Tax
Pre GST Regime	Taxable Va	alue (₹)*	Amount Integrated Tax (१)•	of Tax CESS (₹)
Pre GST Regime	Taxable Va	alue (₹)•	Amount Integrated Tax (₹)*	of Tax CESS (₹)
Pre GST Regime	Taxable Va	alue (₹)•	Amount Integrated Tax (₹)*	of Tax CESS (₹)
Pre GST Regime	Taxable Va	alue (₹)•	Amount Integrated Tax (र)*	of Tax CESS (₹)
Pre GST Regime	Taxable Va	alue (₹)•	Amount Integrated Tax (र)*	of Tax CESS (₹)
Pre GST Regime Item Details 0% 0% 5% 12% 18%	Taxable Va	alue (₹)•	Amount Integrated Tax (र)•	of Tax CESS (₹)

12. Click the **BACK** button to go back to the GSTR-1 page.

13. You will be directed to the GSTR-1 landing page and the 9B- Credit/ Debit Notes (Unregistered) tile in GSTR1 will reflect the number of credit/debit notes/ refund vouchers added.

9B - Credit / Debi (Unregistered)	it Notes 1	6A - Exports Invo	ices O
Total Taxable Value ₹0.00	8. Total Tax Liability ₹0.00	Total Invoice Value ₹0.00 8. Total Tax Liability ₹0.00	Total Taxable Value ₹0.00

6A - Exports Invoices:

To add an invoice for supplies exported, perform the following steps:

1. Click the **6A- Export Invoices** tile to enter the invoice details for supplies exported.

9B - Credit / Deb (Unregistered)	it Notes O	6A - Exports Invo	ices O
Total Taxable Value ₹0.00	8. Total Tax Liability ₹0.00	Total Invoice Value ₹0.00 8. Total Tax Liability ₹0.00	Total Taxable Value ₹0.00

2. The **Exports – Invoices Summary** page is displayed. Click the **ADD INVOICE** to add a new invoice.

Dashboard	Services 🕶	Notifications & Circulars 👻	Acts & Rules 🔸								
Dashboard > Re	turns > GSTR-1	EXP							ØE	inglish	
Exports I	nvoices - Su	mmary								3	
Uploaded	l by Taxpayer										
O No inv	oice found.										
							BACK	ADD	INVOIC	Æ	

3. The **Exports – Add Details** page is displayed. In the Invoice No. field, enter the Invoice number issued against exports sales.

4. In the Invoice Date field, enter the date on which the invoice was generated.

5. In the **Port Code** field, enter the port code.

6. In the **Shipping Bill No./Bill of Export No.** field, enter the unique number of the shipping bill with location code generated while shipping.

7. In the **Shipping Bill Date/ Bill of Export Date** field, enter the date on which the shipping bill was issued.

8. In the Total Invoice Value field, enter the total amount of all the goods or services supplied.

9. From the **GST Payment** drop-down list, select whether the GST is paid against the invoice or not.

10. In the Taxable Value field against the rates, enter the taxable value of the goods or services.

Note: The Amount of Tax fields are auto-populated based on the values entered in Taxable Value fields respectively. However, the taxpayer can edit the tax amount.

11. Click the $\ensuremath{\textbf{SAVE}}$ button to save the details.

THE OLC THE		Invoice Date		Port Code
		DD/MM/YYYY	#	
Shipping Bill No./Bill of E	<port no.<="" td=""><td>Shipping Bill Date/Bill of Exp</td><td>ort Date</td><td>Total Invoice Value (₹)•</td></port>	Shipping Bill Date/Bill of Exp	ort Date	Total Invoice Value (₹)•
Supply Type		GST Payment •		
Inter-State		With Payment of Tax	٣	
0%				
5%				
0% 5% 12%				
0% 5% 12% 18%				

12. You will be directed to the previous page and a message is displayed that Request accepted successfully.

Note: The status of the added invoice is Processed.

Here, you can also edit/delete the added invoices (under Actions).

13. Click the **BACK** button.

	S> GSTR-1> EXP	>				😔 Eng
Request accep	oted successfully.					
xports Invo i Uploaded by T	i ces - Summa Faxpayer	ry				0
Invoice No.	Invoice Date	GST Payment	Total Invoice Value (₹)	Total Taxable Value (₹)	Integrated Tax (₹)	Actions

14. You will be directed to the GSTR-1 landing page and the Export Invoices tile in GSTR1 will reflect the number of such invoices added along with Total tax liability.

9B - Credit / Debi (Unregistered)	t Notes O	6A - Exports Invo	ices 1
Total Taxable Value ₹0.00	8. Total Tax Liability ₹0.00	Total Invoice Value ₹55,55,55,555.00 8. Total Tax Liability ₹194.25	Total Taxable Value ₹2,220.00

7-B2C Others:

To add details of taxable outwards supplies to a customer where invoice value is less than Rs. 2.5

lakh and intra-state supplies to customers, perform the following steps:

1. Click the **B2C (Others)** tile to enter the details for B2C transactions.

7 - B2C (Others)		8A, 8B, 8C, 8D - M Supplies	Nil Rated	11A(1), 11A(2) (Advances Rece	- Tax Liability ived)
Total Taxable Value ₹-	Total Tax Liability ₹-	Total Nil Amt ₹- Total Non-GST Amt ₹-	Total Exempted Amt ₹-	Gross Advance Recei रू- Total Tax Liability रू-	ved
11B(1), 11B(2) - of Advances	Adjustment	12 - HSN-wise su outward supplies	mmary of	13 - Documents	Issued
Gross Advance Adjuste ₹- Total Tax Liability ₹-	ed	Total Invoice Value द- Total Tax Liability र-	Total Taxable Value ₹-	Total Docs Net Issued Docs	Cancelled Docs

2. The **B2C (Others) Details – Summary** page is displayed. Select **E-commerce** tab to add a line item for a transaction through E-commerce or else select Other than E-commerce tab in case transaction is through non E-commerce.

Dashboard > Returns > GSTR-1 > B2CS	English
B2C (Others) Details - Summary	0
Other than E-Commerce E-Commerce	
No Record found.	×
	BACK ADD DETAILS

3. Click the **ADD DETAILS** button to add the line item details.

Dashboard > Returns > GSTR-1	> B2CS			Q English
B2C (Others) Details -	Summary			0
Other than E-Commerce	E-Commerce			
• No Record found.				×
			BACK	ADD DETAILS

4. In the **POS** field, select the Place of Supply (State Code) where the supplies were delivered. Based on the state selected in POS, Supply Type field is auto-populated.

5. In the **Taxable Value** field, enter the collated amount of all the unique goods or services supplied.

6. In the **Rate** field, enter the applicable Rate.

7. In the **GSTIN of the e-commerce operator** field, enter the GSTIN of the e-commerce operator.

Note: This field will appear when you select the E-commerce tab.

		 Indicates Mandato
POS 0.	Taxable value •	Supply Type
Select	•	
Rate•	GSTIN of e-commerce operator •	
Select	*	

In case of Intra-State transaction:

Notice, fields for Central Tax, State/UT Tax & CESS will appear in the screen.

Note: The Central Tax, State/UT Tax fields are auto-populated based on the value entered in Rate field. However, these can be edited. The CESS field is not auto populated and has to be entered by the taxpayer.

2CS- Add Details				
				 Indicates Mandatory Fields
POS O.		Taxable value•		Supply Type
18-Assam	٣		1	Intra-State
Rate•				
Select	Ŧ			
Central Tax•		State / UT Tax •		CESS
	₹0.00		₹0.00	₹0.00

In case of Inter-State transaction:

Notice, fields for Integrated Tax & CESS will appear in the screen.

Note: The Integrated Tax field is auto-populated based on the value entered in Rate field. However,

these can be edited. The CESS field is not auto populated and has to be entered.

		• Indica	ites Mandatory Fie
POS 🟮 •	Taxable value •	Supply Type	
10-Bihar	v	Inter-State	
Rate •	GSTIN of e-commerce operator •		
Select	Y		
Integrated Tax •	CESS		
	₹0.00	₹0.00	

8. Click the **SAVE** button to save the details added.

CS- Add Details				
				• Indicates Mandatory Fields
POS 🟮 •		Taxable value •		Supply Type
18-Assam	۲			Intra-State
Rate •				
Select	•			
Central Tax•		State / UT Tax •		CESS
	₹0.00		₹0.00	₹0.00

9. Click the **BACK** button to go back to the GSTR-1 page.

				• Indicates	Mandatory Fi
POS 📵 •		Taxable value•	Supply	Гуре	
10-Bihar	•		Inter-	State	
Rate •		GSTIN of e-commerce operator •			
Select	•				
Integrated Tax •		CESS			
	₹0.00		₹0.00		

You will be directed to the GSTR-1 landing page and the **B2C (Others)** tile in GSTR1 will reflect the number of invoices added along with total tax liability.

7 - B2C (Others)	1	8A, 8B, 8C, 8D - N Supplies	lil Rated	11A(1), 11A(2) (Advances Rece	- Tax Liability ived)
Total Taxable Value ₹-	Total Tax Liability ₹-	Total Nil Amt ₹- Total Non-GST Amt ₹-	Total Exempted Amt ₹-	Gross Advance Rece रू- Total Tax Liability रू-	ived
11B(1), 11B(2) - / of Advances	Adjustment	12 - HSN-wise su outward supplies	mmary of	13 - Documents	Issued
Gross Advance Adjuste र- Total Tax Liability र-	d	Total Invoice Value ₹- Total Tax Liability ₹-	Total Taxable Value ₹-	Total Docs Net Issued Docs	Cancelled Docs

8A, 8B, 8C, 8D - Nil Rated Supplies:

To add an invoice for **Nil Rated Supplies**, **Exempted and Non-GST Outward supplies**, perform the following steps:

1. Click the **Nil Rated Supplies** tile to enter the details for Nil rated supplies.

7 - B2C (Others)		8A, 8B, 8C, 8D - Nil Rated Supplies		11A(1), 11A(2) - Tax Liability (Advances Received)	
Total Taxable Value ₹-	Total Tax Liability ₹-	Total Nil Amt ₹- Total Non-GST Amt ₹-	Total Exempted Amt ₹-	Gross Advance Rece ₹- Total Tax Liability ₹-	ived
11B(1), 11B(2) - Adjustment of Advances		12 - HSN-wise summary of outward supplies		13 - Documents Issued	
Gross Advance Adjuste ₹- Total Tax Liability ₹-	ed	Total Invoice Value ₹- Total Tax Liability ₹-	Total Taxable Value ₹-	Total Docs Net Issued Docs	Cancelled Docs

2. The **Nil Rated Supplies** page is displayed with section for Goods and Services. Click the **EDIT** button at the bottom of the page to enable the fields displayed on the page.

em Details			
Description	Nil Rated Supplies (₹)	Exempted(Other than Nil rated/non-GST supply) (₹)	Non-GST Supplies (₹)
Inter-state supplies to registered person	+ ₹0.00	+ ₹0.00	+ ₹0.0
Inter-state supplies to unregistered person	+ ₹0.00	+ ₹0.00	+ ₹0.0
Intra-state supplies to registered person	+ ₹0.00	+ ₹0.00	+ ₹0.0
intra-state supplies to unregistered person	+ ₹0.00	+ ₹0.00	+ ₹0.0

3. Enter the data in **Nil Rated Supplies, Exempted (Other than Nil rated/non-GST supply),** and **Non-GST Supplies Amount** fields for the following categories of transactions:

a. Inter-state supplies to registered person

- b. Inter-state supplies to unregistered person
- c. Intra-state supplies to registered person
- d. Intra-state supplies to unregistered person

em Details			
Description	Nil Rated Supplies (₹)	Exempted(Other than Nil rated/non-GST supply) (₹)	Non-GST Supplies (₹)
Inter-state supplies to registered person	₹0.00		₹0.0
Inter-state supplies to unregistered person	₹0.00	₹0.00	₹0.0
ntra-state supplies to registered person	₹0.00		₹0.0
ntra-state supplies to unregistered		₹0.00	₹0.0

4. Click the **SAVE** button to save the details.

ŀ	A succe	ss me	ssage	is displa	yed on	the top	of the p	bage.	
	Dashboard	Returns	GSTR-1	NIL-RATED					

A, 8B, 8C, 8D - Nil Rated Sup	plies					0
tem Details						
Description	Nil Rated Supplies (₹)		Exempted(Other than Nil rated/non-GST supply) (₹)		Non-GST Supplies (₹)	
Inter-state supplies to registered person		₹2,00,000.00		₹20,000.00		₹2,00,000.0
Inter-state supplies to unregistered person		₹20,000.00		₹2,00,000.00		₹2,00,000.0
Intra-state supplies to registered person		₹2,00,000.00		₹2,00,000.00		₹2,00,000.0
Intra-state supplies to unregistered		₹2,00,000.00		₹2,00,000.00		₹20,00,000.0

5. Click the **BACK** button to go back to the GSTR-1 page.

em Details			
Description	Nil Rated Supplies (₹)	Exempted(Other than Nil rated/non-GST supply) (₹)	Non-GST Supplies (₹)
Inter-state supplies to registered person	₹0.00	₹0.00	₹0.0
Inter-state supplies to unregistered person		€0.00	₹0.0
Intra-state supplies to registered person	₹000	₹0.00	₹0.00
Intra-state supplies to unregistered		₹0.00	

You will be directed to the GSTR-1 landing page and the **Nil Rated Supplies** tile in GSTR1 will reflect the updated value.

7 - B2C (Others)		8A, 8B, 8C, 8D - M Supplies	lil Rated 1	11A(1), 11A(2) (Advances Rece	- Tax Liability ived)
Total Taxable Value ₹-	Total Tax Liability ₹-	Total Nil Amt र- Total Non-GST Amt र-	Total Exempted Amt ₹-	Gross Advance Rece र- Total Tax Liability र-	ived
11B(1), 11B(2) of Advances	Adjustment	12 - HSN-wise su outward supplies	mmary of	13 - Documents	Issued
Gross Advance Adjuste ₹- Total Tax Liability ₹-	ed	Total Invoice Value ₹- Total Tax Liability ₹-	Total Taxable Value ₹-	Total Docs Net Issued Docs	Cancelled Docs

11A(1), 11A(2) - Tax Liability (Advances Received):

To add details of **Tax Liability (Advances Received)** arising on account of Time of Supply without issuance of Invoice in the same period, perform the following steps:

1. Click the Tax Liability (Advances Received) tile to enter the tax liability details

7 - B2C (Others)		8A, 8B, 8C, 8D - M Supplies	Nil Rated	11A(1), 11A(2) (Advances Rece	- Tax Liability ived)
Total Taxable Value ₹-	Total Tax Liability ₹-	Total Nil Amt ₹- Total Non-GST Amt ₹-	Total Exempted Amt ₹-	Gross Advance Rece रू- Total Tax Liability रू-	ived
11B(1), 11B(2) - of Advances	Adjustment	12 - HSN-wise su outward supplies	mmary of	13 - Documents	Issued
Gross Advance Adjuste ₹- Total Tax Liability ₹-	ed	Total Invoice Value ₹- Total Tax Liability ₹-	Total Taxable Value ₹-	Total Docs Net Issued Docs	Cancelled Docs

2. The **Tax Liability (Advance Received) – Summary** page is displayed. Click the **ADD DETAILS** button to add the advance tax receipt and related liability details.

Tax Liability (Advance Received) - Summary	0
No Record found.	×
	BACK ADD DETAILS

3. In the **POS** field, select the State code of the place of supply applicable for the advances received. . Note: Based on the state code selected, **Supply Type** column would be auto-populated as Inter-state or Intra-state.

In case of Intra-State transaction:

Notice, fields for Central Tax, State/UT Tax & CESS will appear in the screen.

a) In the **Gross Advance Received** field, enter the amount paid by the receiver to the supplier for the goods/service provided by the supplier without issuing of any invoice for the goods/services against the applicable Rate (%).

b) In the **Central Tax, State/UT Tax** field, system will auto-populate the **Central Tax and State/UT Tax** amount. The same will be editable.

c) In the CESS field, enter the CESS amount.

s 0°	Supply Type			
)4-Chandigarł	n Thra-State			
m Details				
Rate (%)	Gross Advance Received (excluding tax) (₹)•		Amount of Tax	
		Central Tax (₹)•	State/UT Tax (₹)•	CESS (₹)
0%				
0.25%				
3%				
5%				
12%				
18%				
28%				

In case of Inter-State transaction:

Notice, fields for Integrated Tax & CESS will appear in the screen.

a) In the **Gross Advance Received** field, enter the amount paid by the receiver to the supplier for the goods/service provided by the supplier without issuing of any invoice for the goods/services against the applicable Rate (%).

b) In the **Integrated Tax** field, system will auto-populate the Integrated Tax amount. This will be an editable field.

c) In the **CESS** field, enter the CESS amount.

7. Click the **SAVE** button.

5 0 •	Supply Type		Indicates Mandatory
0-Goa	▼ Inter-State		
n Details			
Rate (%)	Gross Advance Received (excluding tax) (₹)•	Amount of T Integrated Tax (₹)•	ax CESS (₹)
0%			
0.25%			
3%			
5%			
12%			
18%			
28%			

8. The line item details are added in a tabular format. Notice the line item details. In case, the details are incorrect, you can edit or delete the line item by using the Edit and Delete icons that appear under the Actions column.

9. Click the **BACK** button to go back to the GSTR-1 page.

board Returns GSTR-1	Tax Liability (<i>A</i>	Advances Received)					🛛 Engl
Request accepted successfully	 I 						
	_						
Tax Liability (Advance R	leceived) -	Summary					0
an lan m							
Processed Invoices							
Place of Supply (Name of State)	Supply Type	Gross Advance Received (excluding tax) (₹)	Integrated Tax (₹)	Central Tax (₹)	State/UT Tax (₹)	CESS (₹)	Actions
Arunachal Pradesh	Inter- State	11,356.00	885.71	0.00	0.00	0.00	/
					BACK	AD	D DETAILS

You will be directed to the GSTR-1 landing page and the **Tax Liability (Advance Recieved)** tile in GSTR1 will reflect the updated total value and no. of entries.

7 - B2C (Others)		8A, 8B, 8C, 8D - M Supplies	Nil Rated	11A(1), 11A(2) (Advances Rece	- Tax Liability 1 ived)
Total Taxable Value ₹-	Total Tax Liability ₹-	Total Nil Amt ₹- Total Non-GST Amt ₹-	Total Exempted Amt ₹-	Gross Advance Rece ₹- Total Tax Liability ₹-	ived
11B(1), 11B(2) - of Advances	Adjustment	12 - HSN-wise su outward supplies	mmary of	13 - Documents	Issued
Gross Advance Adjuste ₹- Total Tax Liability ₹-	ed	Total Invoice Value ₹- Total Tax Liability ₹-	Total Taxable Value ₹-	Total Docs Net Issued Docs	Cancelled Docs

11B(1), 11B(2) - Adjustment of Advances

To fill details of **Adjustment of Advances** on invoices issued in the current period, perform the following steps.

1. Click the **11B(1)**, **11B(2)**- Adjustment of Advances tile to enter the details of tax already paid on invoices issued in the current period.

7 - B2C (Others)		8A, 8B, 8C, 8D - M Supplies	lil Rated	11A(1), 11A(2) (Advances Rece	- Tax Liability ived)
Total Taxable Value ₹-	Total Tax Liability र-	Total Nil Amt ₹- Total Non-GST Amt ₹-	Total Exempted Amt ₹-	Gross Advance Rece ₹- Total Tax Liability ₹-	ived
11B(1), 11B(2) - of Advances	Adjustment	12 - HSN-wise su outward supplies	mmary of	13 - Documents	Issued
Gross Advance Adjust ₹- Total Tax Liability ₹-	ed	Total Invoice Value ₹- Total Tax Liability ₹-	Total Taxable Value ₹-	Total Docs Net Issued Docs	Cancelled Docs

2. The **Tax already paid on invoices issued in the current period – Summary** page is displayed. Click the **ADD DETAILS** button to add details for invoices issued in the current period on which tax has already been paid.

Tax already paid on invoices issued in the current period - Summary	0
	BACK ADD DETAILS

3. The Tax already paid on invoices issued in the current period - Add Details page is displayed.

05 0• 06-Haryana	¥	Supply Type Inter-State		
tem Details				
Rate (%)	Gross Advanc	e Adjusted (₹)•	Amount of	Tax
			Integrated Tax (₹)•	CESS (₹)
0%				
5%				
12%				
18%				
28%				

In case of Inter-State transaction:

Notice, fields for Integrated Tax & CESS will appear in the screen.

a) In the Gross Advance adjusted field, enter the amount paid by the receiver to the supplier

for the goods/services against the applicable Rate (%)

b) In the **Integrated Tax** field, system will auto-populate the Integrated Tax amount. This will be an editable field.

c) In the **CESS** field, enter the CESS amount.

S 🔁 •	Supply Type		
m Details			
Rate (%)	Gross Advance Adjusted (₹)•	Amount of Ta	ах
		Integrated Tax (₹)•	CESS (₹)
0%			
5%			
12%			
18%			
28%			

In case of Intra-State transaction:

Notice, fields for Central Tax, State/UT Tax & CESS will appear in the screen.

- a) In the **Gross Advance adjusted** field, enter the amount paid by the receiver to the supplier for the goods/services against the applicable Rate (%)
- b) In the **Integrated Tax** field, system will auto-populate the Integrated Tax amount. This will be an editable field.

c) In the **CESS** field, enter the CESS amount.

05 0 • 18-Assam	Supply Type Therease Intra-State			
em Details				
Rate (%)	Gross Advance Adjusted (₹)•		Amount of Tax	
		Central Tax (₹)•	State/UT Tax (₹)•	CESS (₹)
0%				
5%				
12%				
18%				
28%				

4. Click the **SAVE** button to save the details.

06-Haryana	Supply Inter	Type -State		
em Details				
Rate (%)	Gross Advance Adjust	ed (₹)•	Amount o	of Tax
			Integrated Tax (₹)•	CESS (₹)
0%				
5%				
12%				
18%				
28%				

A **success message** will be displayed on the top of the Page.

Sourd - Recurs / Gorrer / A	djustment of Adv	vances					🛛 Engli
equest accepted successfully.							
				_		_	
ax already paid on invo	ices issued in	the current period -	Summary				0
Processed Invoices							
Place of Supply (Name of State)	Supply Type	Gross Advance Adjusted (₹)	Integrated Tax (₹)	Central Tax (₹)	State/UT Tax (₹)	CESS (₹)	Actions

5. You can also **Edit/Delete** the added invoices (under Actions tab).

Processed Invoices							
Place of Supply (Name of State)	Supply Type	Gross Advance Adjusted (₹)	Integrated Tax (₹)	Central Tax (₹)	State/UT Tax (₹)	CESS (₹)	Actions
ssam	Intra-State	2,00,000.00	0.00	5,000.00	5,000.00	1,000.00	/

6. Click the **BACK** button to go back to the GSTR-1 page.

Processed Invoices							
Place of Supply (Name of State)	Supply Type	Gross Advance Adjusted (₹)	Integrated Tax (₹)	Central Tax (₹)	State/UT Tax (₹)	CESS (₹)	Actions
Assam	Intra-State	2,00,000.00	0.00	5,000.00	5,000.00	1,000.00	/

You will be directed to the GSTR-1 landing page and the **Adjustment of Advances** tile in GSTR1 will reflect the number of line items added.

7 - B2C (Others)		8A, 8B, 8C, 8D - M Supplies	vil Rated	11A(1), 11A(2) (Advances Rece	- Tax Liability ived)
Total Taxable Value ₹-	Total Tax Liability ₹-	Total Nil Amt ₹- Total Non-GST Amt ₹-	Total Exempted Amt ₹-	Gross Advance Recei रू- Total Tax Liability रू-	ved
11B(1), 11B(2) - of Advances	Adjustment 1	12 - HSN-wise su outward supplies	mmary of	13 - Documents	Issued
Gross Advance Adjuste ₹- Total Tax Liability ₹-	ed	Total Invoice Value ₹- Total Tax Liability ₹-	Total Taxable Value ₹-	Total Docs Net Issued Docs	Cancelled Docs

12 - HSN-wise-summary of outward supplies:

To furnish the **HSN-wise summary** of outward supplies and rate wise along with quantitative details, perform the following steps:

Note: This field is applicable only if Annual turnover is more than 1.5 cr.

1. Click the **HSN-wise summary of outward supplies** tile to furnish the summarized details of all outward supplies HSN-wise along with quantitative details.

7 - B2C (Others)		8A, 8B, 8C, 8D - N Supplies	Nil Rated	11A(1), 11A(2) (Advances Rece	- Tax Liability ived)
Total Taxable Value ₹-	Total Tax Liability ₹-	Total Nil Amt रू- Total Non-GST Amt रू-	Total Exempted Amt ₹-	Gross Advance Rece रू- Total Tax Liability रू-	ived
11B(1), 11B(2) - of Advances	Adjustment	12 - HSN-wise su outward supplies	mmary of	13 - Documents	Issued
Gross Advance Adjust र- Total Tax Liability र-	ed	Total Invoice Value ₹- Total Tax Liability ₹-	Total Taxable Value ₹-	Total Docs Net Issued Docs	Cancelled Docs

2. The **HSN-wise summary of outward supplies– Summary** page is displayed. Click the **ADD DETAILS** button to add details for invoices issued in the current period on which tax has already been paid.

HSN-wise summary of outward supplies	
No Record found.	×
	BACK ADD DETAILS

3. The HSN summary of outward supplies – Add/Edit Details page is displayed.

SN-wise summary of outwar	d supplies	0
Add/Edit Details		
HSN•	Description •	υφς
		Select •
Total Quantity•	Total Value (₹)•	Total Taxable Value (₹)•
Integrated Tax (₹)•	Central Tax (₹)•	State/UT Tax (₹)*
CESS (₹)		
		CANCEL ADD
		BACK

4. In the **HSN** field, enter the applicable provision of reporting HSN code of the outward supplied.

5. In the **Description** field, enter the description. (Either HSN or Description should be mandatorily entered)

- 6. In the $\boldsymbol{\mathsf{UQC}}$ field, select UQC.
- 7. In the Total Quantity field, enter the quantity.
- 8. In the **Total Value** field, enter the Total Value of the outward supply.
- 9. In the **Total Taxable Value** field, enter the Total Taxable Value of the outward supply.

ISN-wise summary of outwar	d supplies	
Add/Edit Details		
HSN•	Description	υզς
		Select •
Total Quantity •	Total Value (₹)	Total Taxable Value (₹) •
Integrated Tax (₹)•	Central Tax (₹)•	State/UT Tax (₹)•
CESS (₹)		
		CANCEL
		GINGLE ADD
		BACK

In case of Intra-State transaction:

Notice, fields for Central Tax, State/ UT Tax & CESS will appear in the screen.

In the Central TAX, State Tax and CESS field, enter the Central TAX, State Tax and CESS amount.

HSN •	Description	UQC
42000		Select
Fotal Quantity•	Total Value (₹)*	Total Taxable Value (₹)•
integrated Tax (₹)•	Central Tax (₹)•	State/UT Tax (₹)•
CESS (₹)		

In case of Inter-State transaction:

Notice, fields for Integrated Tax & CESS will appear in the screen.

In the Integrated Tax and CESS field, enter the Integrated Tax and CESS amount.

42000		Folost
		Select
Total Quantity •	Total Value (₹)•	Total Taxable Value (₹)•
integrated Tax (₹)•	Central Tax (₹)•	State/UT Tax (₹)•
CESS (₹)	J	

10. Click the **ADD** button.

HSN•	Description •	UQC
		Select
Total Quantity•	Total Value (₹)•	Total Taxable Value (₹)•
Integrated Tax (₹)•	Central Tax (₹)•	State/UT Tax (₹)•
CESS (₹)		

11. You will be directed to **Added/Edited** line iems to be saved page and a message is displayed that **Request accepted successfully**.

Sr	HSN	Description		Total	Total value	Total Taxable		Amount	of Tax		Actions
No.				Quantity	(₹)	Value (₹)	Integrated Tax (₹)	Central Tax (₹)	State/UT Tax (₹)	CESS (₹)	
1	1207	Oil Seeds,	PAC	200	2,00,000.00	2,00,000.00	0.00	5,000.00	5,000.00	1,000.00	/

12. Click the **BACK** button to go back to the GSTR-1 page.

ddau	d/Edito	d Invoices to	bo sav	ind							
Sr	HSN	Description	UQC	Total	Total value	Total Taxable		Amount	of Tax		Actions
No.				Quantity	(₹)	Value (₹)	Integrated Tax (₹)	Central Tax (₹)	State/UT Tax (₹)	CESS (₹)	
1	1207	Oil Seeds, Fruit	PAC	200	2,00,000.00	2,00,000.00	0.00	5,000.00	5,000.00	1,000.00	/

You will be directed to the GSTR-1 landing page and the **HSN summary of outward supplies** tile in GSTR1 will be updated.

7 - B2C (Others)		8A, 8B, 8C, 8D - N Supplies	Nil Rated	11A(1), 11A(2) (Advances Rece	- Tax Liability ived)
Total Taxable Value ₹-	Total Tax Liability ₹-	Total Nil Amt ₹- Total Non-GST Amt ₹-	Total Exempted Amt ₹-	Gross Advance Rece ₹- Total Tax Liability ₹-	ived
11B(1), 11B(2) - of Advances	Adjustment	12 - HSN-wise su outward supplies	mmary of 1	13 - Documents	Issued
Gross Advance Adjuste ₹- Total Tax Liability ₹-	ed	Total Invoice Value ₹- Total Tax Liability ₹-	Total Taxable Value ₹-	Total Docs Net Issued Docs	Cancelled Docs

13 - Documents Issued:

To Upload the details of **Documents issued** perform the following steps.

1. Click the **Documents Issued** tile to add the details for document issued during the current tax period.

7 - B2C (Others)		8A, 8B, 8C, 8D - M Supplies	lil Rated	11A(1), 11A(2) (Advances Rece	- Tax Liability ived)
Total Taxable Value ₹-	Total Tax Liability ₹-	Total Nil Amt ₹- Total Non-GST Amt ₹-	Total Exempted Amt ₹-	Gross Advance Rece र- Total Tax Liability र-	ived
11B(1), 11B(2) - of Advances	Adjustment	12 - HSN-wise su outward supplies	mmary of	13 - Documents	Issued
Gross Advance Adjuste ₹- Total Tax Liability ₹-	ed	Total Invoice Value ₹- Total Tax Liability ₹-	Total Taxable Value ₹-	Total Docs Net Issued Docs	Cancelled Docs

2. To update the document for Invoices for outward supply, Click on Add Document:

No.	Sr. No.*	Total number •	Cancelled •	Net issued •	Action
	From To				

3. Add the details:

eu uuring the ta	x period				0
n save button after a	ny modification(add,	edit, delete) to save the	changes		
Sr. No.•		Total number•	Cancelled•	Net issued•	Action
rom	То				
11	14	6789	322	6467	û
	save button after an ward supply Sr. No.* rom 11	save button after any modification(add, ward supply Sr. No.* rom To 1114	save button after any modification(add, edit, delete) to save the ward supply Sr. No.• Total number• rom To 1114 6789	save button after any modification(add, edit, delete) to save the changes ward supply Sr. No.• Total number• Cancelled• rom To 322 1114 6789 322	save button after any modification(add, edit, delete) to save the changes ward supply Sr. No.• Total number• Cancelled• Net issued• rom To 1114 6789 322 6467

Similarly the documents for below categories can be added:

• Invoices for inward supply from unregistered person

No.	Sr. N	lo.•	Total number •	Cancelled •	Net issued •	Action
	From	То				
1						

Revised Invoice

No.	Sr. N	lo.*	Total number*	Cancelled •	Net issued •	Action
	From	То				
1						±

• Debit Note

No.	Sr. N	lo.•	Total number*	Cancelled •	Net issued •	Action
	From	То				
1						۰

• Credit Note

No.	Sr. N	lo.•	Total number*	Cancelled •	Net issued •	Action
	From	То				
1						۵

• Receipt voucher

10.	Sr. N	10.*	Total number*	Cancelled •	Net issued •	Action
	From	То				
1						

• Payment Voucher

	31.1	10.*	Total number*	Cancelled •	Net issued •	Action
	From	То				
1						

• Refund voucher

NO.	Sr. N	10.*	Total number*	Cancelled •	Net issued •	Action
	From	То				
1						۵

• Delivery Challan for job work

From To	
1	Û

• Delivery Challan for supply on approval

No.	Sr. N	10.*	Total number*	Cancelled •	Net issued •	Action
	From	То				
1						đ

• Delivery Challan in case of liquid gas

No.	Sr. N	0.*	Total number*	Cancelled •	Net issued •	Action
	From	То				
1					1	

• Delivery Challan in cases other than by way of supply (excluding at S no. 9 to 11)

No.	Sr. N	0.*	Total number*	Cancelled •	Net issued •	Action
	From	То				
1						

4. Click On **SAVE** at the end of the page:

No.	Sr. No. •		Total number •	Cancelled •	Net issued •	Action
	From	То				
NO DOCS I	rouna.					
						ADD DOCOM

5. Click the **BACK** button to go back to the GSTR-1 page.

No.	Sr. No. •		Total number •	Cancelled •	Net issued •	Action
	From	То				
lo docs (found.					
						ADD DOCOM

You will be directed to the GSTR-1 landing page and the **Documents Issued summary** tile in GSTR1 will be updated