

FAQs and User Manual – GSTR4 Offline Tool

Goods and Services Tax Network

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1. FAQs on GSTR4 Offline Tool

1. How can I download and open the GSTR4 Offline Tool in my system from the GST Portal?

1. Login to the GST Portal www.gst.gov.in .
2. Go to **Downloads > Offline tools > GSTR4 Offline Tool > Download** button.
3. Unzip the downloaded Zip file which contain GSTR4 Offline Tool, User Manual, Read Me.txt, Release Note.
4. Open the GSTR4_Excel_Utility excel sheet by double clicking on it.

2. What are the basic system requirements/ configurations required to use GSTR4 Offline Tool?

The offline functions work best on Windows 7 and above and MSEXCEL 2007 and above. Detailed system required are available at (<https://www.gst.gov.in/download/returns>).

3. How do I open or launch the GSTR4 Offline Tool?

One can launch the GSTR4 Offline Tool by double clicking the downloaded GSTR_4_Excel_Utility excel sheet.

4. Is the Offline tool mobile compatible?

No. Offline tool cannot be used on mobile. Currently, Offline tool can only be used only on desktops.

5. Can a taxpayer sign/ submit his GSTR4 return in the Offline tool?

No. After upload of the return to the GST Portal, the taxpayer has to preview the form, submit, Utilize Cash to pay off liabilities and then file GSTR4.

2. GSTR4 Offline Tool: An Overview

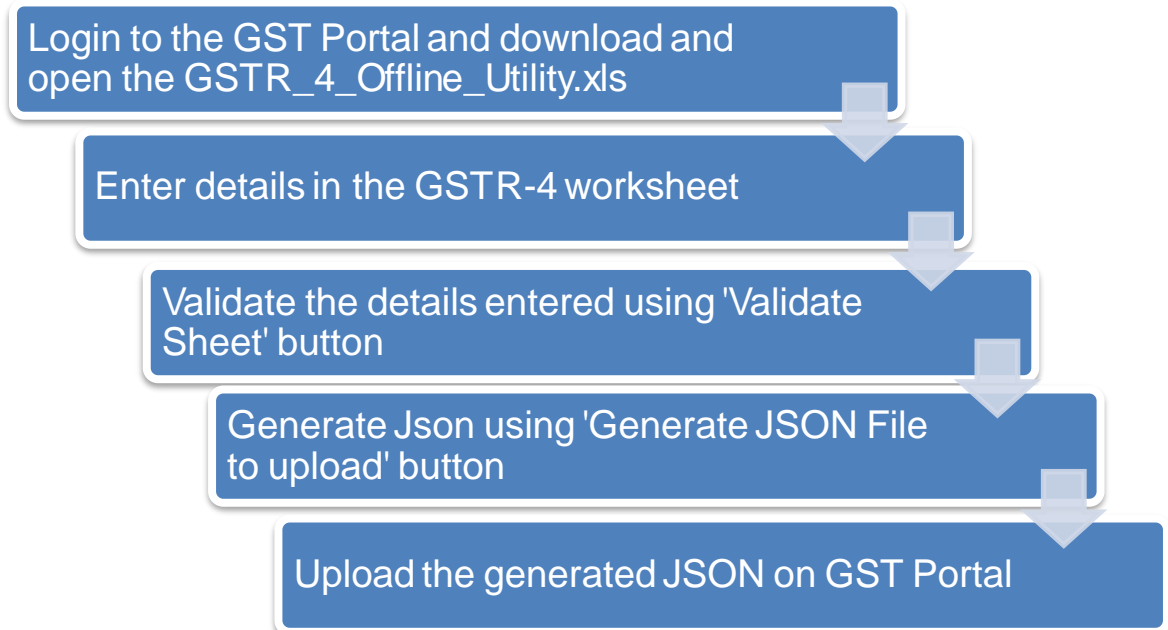
The Excel based GSTR4 Offline Tool is designed to help taxpayer to prepare their GSTR4 return offline.

Details for following sections of GSTR4 return can be added by taxpayer using the Offline Tool:

- Worksheet 4A. Inward supplies received from a registered supplier (other than supplies attracting reverse charge): Not applicable for Q2 and Q3 Return Period of FY 2017-18. **(To be made available from Q4 Return Period of FY 2017-18.)**
- Worksheet 4B. Inward supplies received from a registered supplier (attracting reverse charge): 4B (B2B).
- Worksheet 4C. Inward supplies received from unregistered supplier subject to reverse charge: 4C (B2BUR).
- Worksheet 4D. Import of service subject to reverse charge: 4D (IMPS).
- Worksheet 5A. Supplies [Information furnished in Table 4 of earlier returns]-If details furnished earlier were incorrect: To be made available from Q3 Return Period of FY 2017-18.
- Worksheet 5B. Debit Notes/Credit Note (Registered): 5B (CDNR)
- Worksheet 5B. Debit Notes/Credit Note (Unregistered): 5B (CDNUR)
- Worksheet 5C. Debit Notes/ Credit Notes [amendment of debit notes/credit notes furnished in earlier tax periods]: **(To be made available from Q3 Return Period of FY 2017-18.)**
- Worksheet 6. Tax on outward supplies made under composition scheme (Net of advance and goods returned): 6 (TXOS).
- Worksheet 7. Amendments to Outward Supply details furnished in returns for earlier tax periods in Table No. 6: **(To be made available from Q3 Return Period of FY 2017-18.)**
- Worksheet 8(I)
 - 8A. Advance amount paid for reverse charge supplies in the tax period: 8A (AT).
 - 8B. Advance amount adjusted on which tax was paid in earlier period but invoice has been received in current period: 8B (ATADJ).
- Worksheet 8 (II). Amendments of information furnished in Table No. 8 (I) for an earlier quarter: **(To be made available from Q3 Return Period of FY 2017-18.)**
- Worksheet 9. TDS Credit received: **Not applicable till notified.**

NOTE: Table 5B. Debit Notes/ Credit Notes [original] has been divided in two sub-sections Debit Notes / Credit Notes from Registered and Unregistered person for ease of data entry.

Downloading GSTR4 Offline Tool and Uploading GSTR4 details



3. Downloading the GSTR4 Offline Tool

Downloading the GSTR4 Offline Tool is a one-time activity, however, it may require an update in future if the Tool is updated at the GST Portal. Please check the version of the offline Tool used by you with the one available for download on the GST Portal at regular intervals.

To download and install the GSTR4 Offline Tool to prepare the GSTR4 return offline, perform the following steps:



You can download the GSTR4 Offline Tool from the Portal without login to the GST Portal.

1. Access the <https://www.gst.gov.in/> URL.
2. The **GST Home** page is displayed. Click the **Downloads > Offline tools > GSTR4 Offline Tool**.

Home	Services ▾	GST Law ▾	Downloads ▾	Search Taxpayer ▾	Help ▾
Offline Tools					
Returns Offline Tool			Tran-1 5(b) CSV template		
GST ARA 01 - Application for Advance Ruling			GSTR3B Offline Utility		
GSTR 4 Offline Tool			ITC04 Offline Tool		

3. The **GSTR4 Offline Tool** is downloaded in Downloads folder.



The download of the GSTR4 Offline Tool usually takes 2-3 minutes to download depending on the Internet speed.

Downloads

File

Home

Share

View

←

→

↑

This PC

OSDisk (C:)

Users

pallavi_paithankar

Downloads

Search

★ Favorites

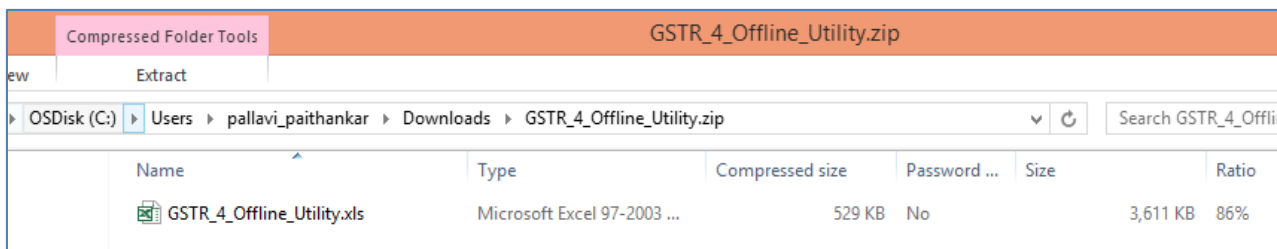
🖨 Desktop

Name	Date modified	Type	Size
<div><div></div>GSTR_4_Offline_Utility.zip</div>	10/31/2017 11:14 ...	Compressed (zipp...	530 KB

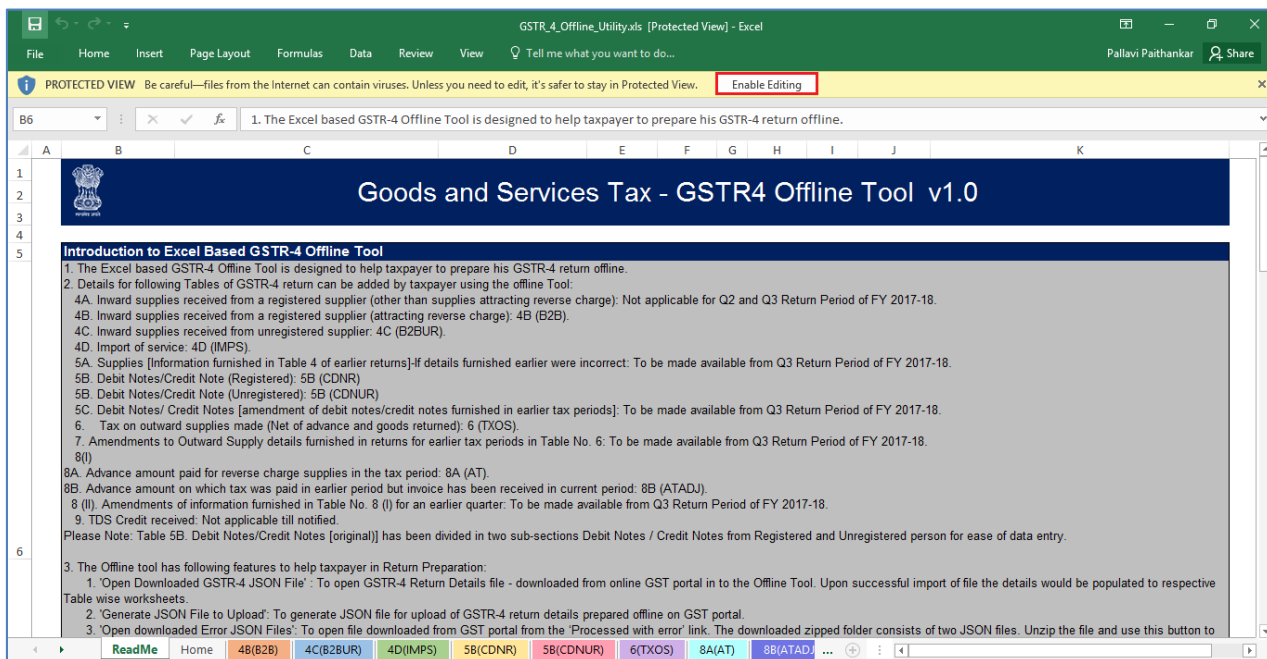
4. Installation of the GSTR4 Offline Tool

Once the download of the GSTR4 Offline Tool is complete, you need to unzip these downloaded files on your machine.

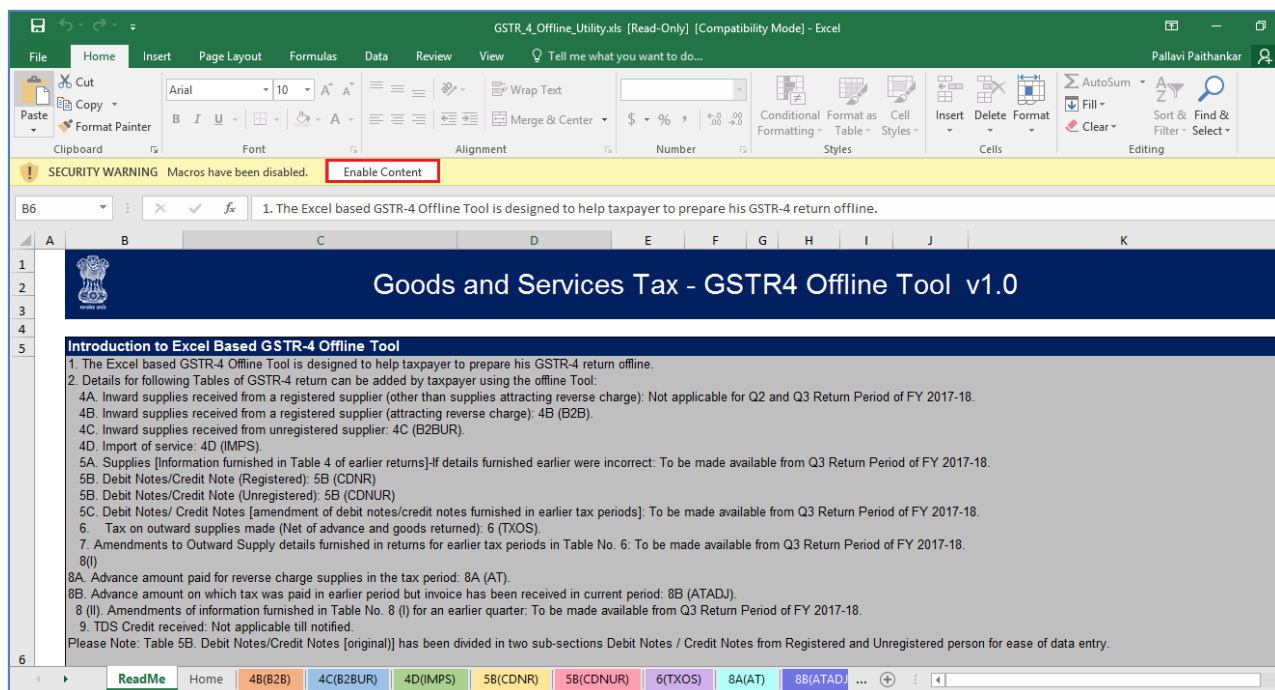
1. Unzip the downloaded files and extract the files from the downloaded zip folder **GSTR4_Excel_Utility.zip**. Zip folder consists of the GSTR4_Excel_Utility file as shown in the screenshot below.



2. Double click the **GSTR4_Excel_Utility**.
3. Click the **Enable Editing** button in the excel sheet.



4. Click the **Enable Content** button in the excel sheet.



5. Prepare GSTR4 Return Tool

Let us take an example where you need to prepare the **GSTR4 return** for the Financial Year **2017-18** and Return Filing Period as **July-Sep** on the GST Portal using the GSTR4 Offline Tool. To prepare the GSTR4 Return, you need to perform the following steps:

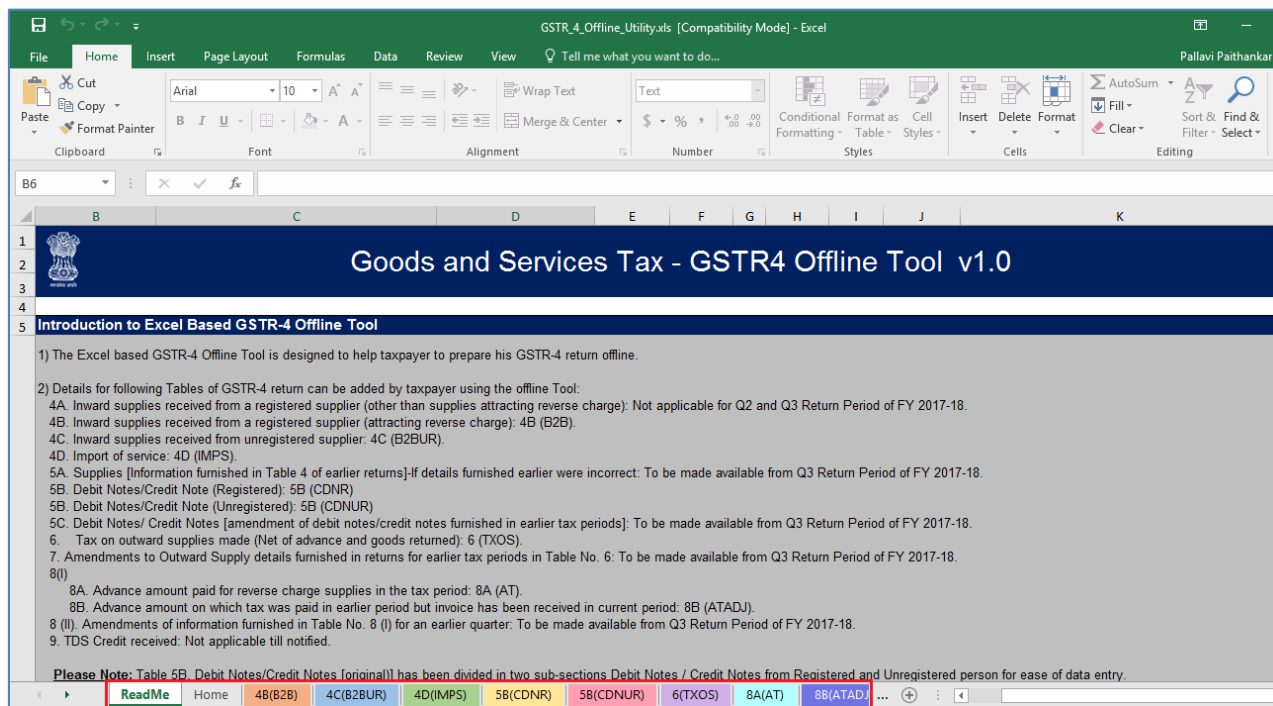
1. Enter details in the GSTR4 worksheet of GSTR4 Return Tool.
2. Validate the details entered using 'Validate Sheet' button.
3. Generate JSON (.json) file using 'Generate JSON File to upload'.
4. Upload the generated JSON on GST Portal. Preview the details uploaded, submit, offset liability and File return on the GST Portal.

1. Enter details in the GSTR4 worksheet of GSTR4 Offline Tool

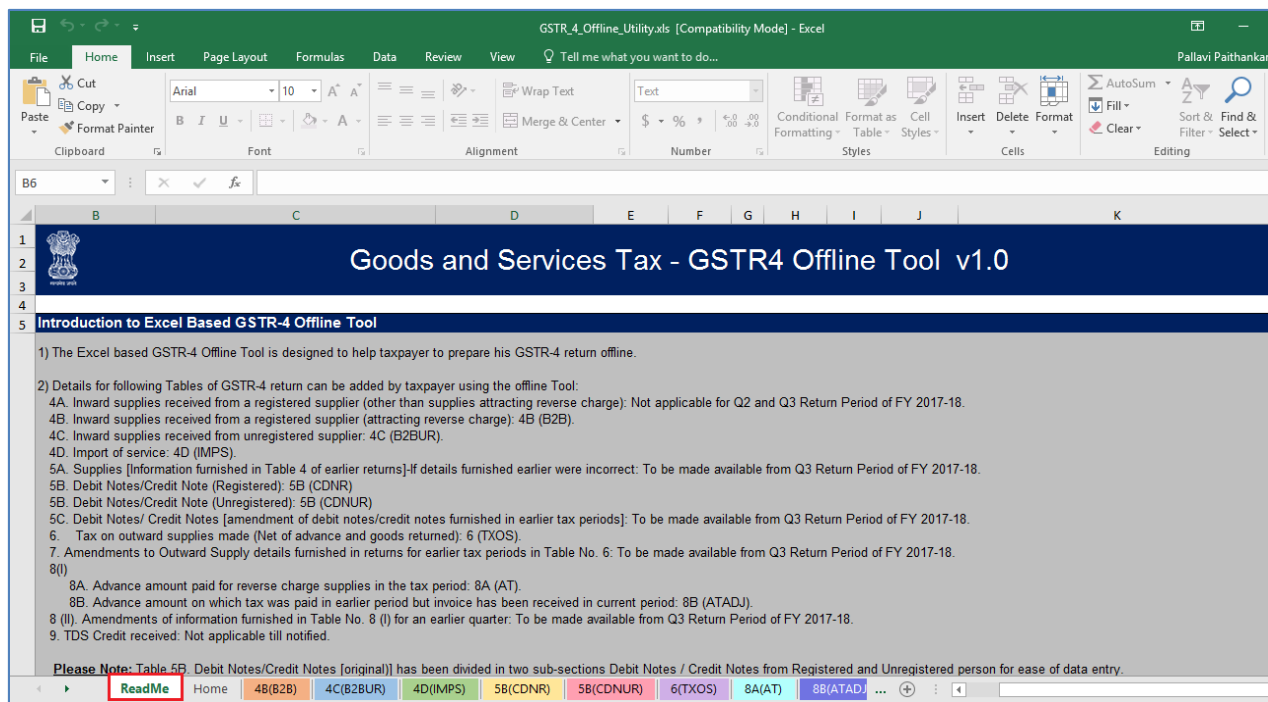


Please ensure that you download the latest version of GSTR4 Offline Tool from the GST portal. <https://www.gst.gov.in/download/returns>


1. Launch the GSTR4 Excel based Offline Tool and navigate to worksheets.



2. Click the **Read Me**. Read Me tab provides the Introduction to Excel Based GSTR4 Offline Tool in brief.



3. Once you read details in Read Me tab, move to next tab **Home**.
4. In the GSTIN field, enter the **GSTIN**.
5. In the **Financial Year and Tax Period** field, enter the **Financial Year and Tax Period** from the drop-down list.


Goods and Services Tax - GSTR4 Offline Tool v1.0

GSTIN *	Financial Year (yyyy) *	Tax Period *	
			Please Note: Fields marked with * (red asterisk) are mandatory fields and need to be filled up

Open Downloaded GSTR-4 JSON File

To open downloaded GSTR-4 JSON (.json) file with auto-drafted and details uploaded by you from portal

Generate JSON File to upload

To generate a JSON (.json) file with data entered in Offline Tool to upload on GST Portal

Note: No auto-drafted details are available for tax period July-Sep 2017

Error File Handling

In case of error(s) in the GSTR-4 data uploaded, GST Portal will generate an error file (in .Zip format)

Steps to correct errors and upload Revised GSTR-4 return data on GST Portal

- 1) Download the Zipped Error and save on your system
- 2) Unzip the downloaded file. The Unzipped folder contains two JSON files
 - a. (returns_<Date>_R4_<GSTIN>_offline.json) with records processed successfully on GST Portal
 - b. (returns_<Date>_R4_<GSTIN>_errorReport.json) with records processed with error on GST Portal
- 3) Now click on the button "Open Downloaded Error JSON files" on the right. It will open a file dialog box.
- 4) Select both the files from the unzipped folder and click on "Open".
- 5) A message "Error Files successfully Opened" would be displayed successful opening of files in Offline tool
- 7) Please navigate to each worksheets and ensure all records from both the files have been successfully opened in Tool
- 8) Correct errors in records with error text in column 'GST Portal Validation Errors' in each worksheet
- 9) Validate each sheet and generate JSON to upload your revised data on GST-portal

Open Downloaded Error JSON Files

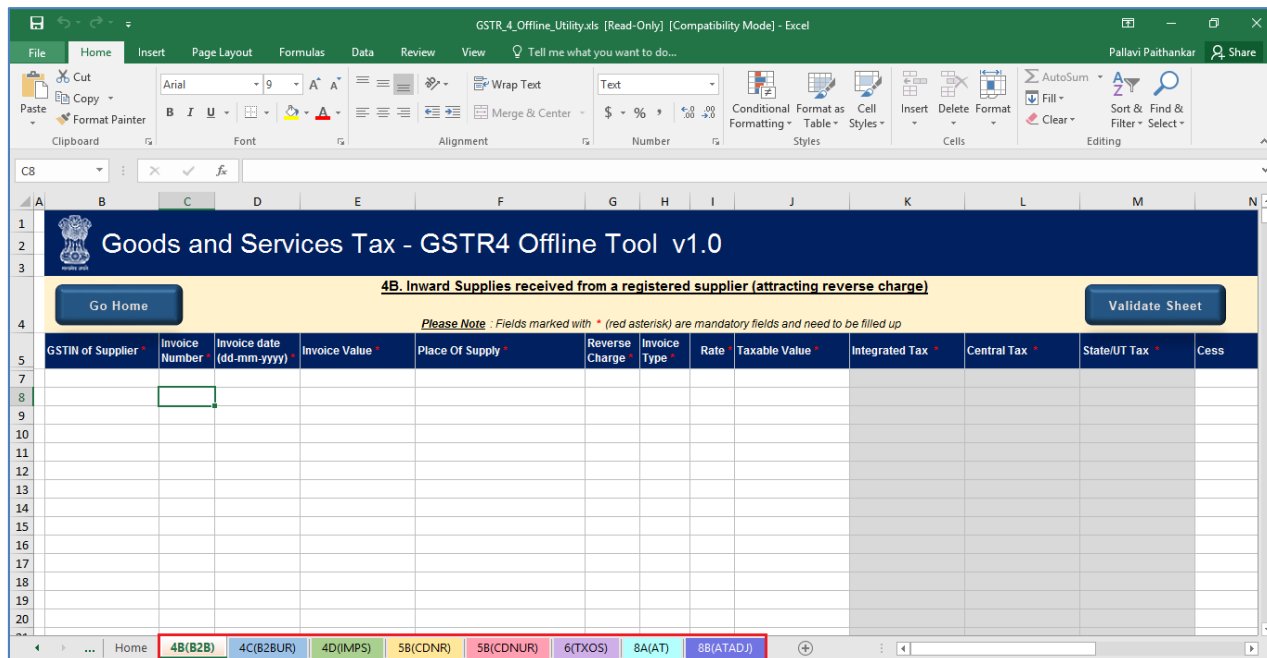
GSTR-4-Sectionwise Summary

Note: All data in below section is calculated based on input in other worksheets. Click on "Get Summary" button to the right.

Get Summary

No. of Suppliers	No. of Notes / Vouchers	No. of Invoices	Total Notes / Vouchers / Invoice Value	Total Taxable Value	Total Integrated Tax Paid	Total Central Tax Paid	Total State / UT Tax Paid	Total Cess Paid
Summary of 4B(B2B)								
0	NA	0	₹ -	₹ -	₹ -	₹ -	₹ -	₹ -
Summary of 4C(B2BUR)								
NA	NA	0	₹ -	₹ -	₹ -	₹ -	₹ -	₹ -
Summary of 4D(IMPS)								
NA	NA	0	₹ -	₹ -	₹ -	NA	NA	₹ -
Summary of 5B(CDNR)								
0	Credit Note							
	0	0	₹ -	₹ -	₹ -	₹ -	₹ -	₹ -
	Debit Note Summary							
0	0	0	₹ -	₹ -	₹ -	₹ -	₹ -	₹ -
Summary of 5B(CDNUR)								
NA	Credit Note							
	0	0	₹ -	₹ -	₹ -	₹ -	₹ -	₹ -
	Debit Note Summary							
NA	0	0	₹ -	₹ -	₹ -	₹ -	₹ -	₹ -
Summary of 6(TXOS)								
NA	NA	NA	NA	₹ -	NA	₹ -	₹ -	NA
Summary of 8A(AT)								
NA	NA	NA	NA	₹ -	₹ -	₹ -	₹ -	₹ -
Summary of 8B(ATADJ)								
NA	NA	NA	NA	₹ -	₹ -	₹ -	₹ -	₹ -
Total			₹ -	₹ -	₹ -	₹ -	₹ -	₹ -

6. Add the details in tab which is applicable.



Details of each tab is given below:

a. **4B(B2B)** Inward Supplies received from a registered supplier (attracting reverse charge)

GSTR-4 Form Reference	Field name	Help Instruction
4B. Inward Supplies received from a registered supplier (attracting reverse charge)	GSTIN of Supplier *	Enter the GSTIN of the supplier . E.g. 05AEJPP8087R1ZF. Please check that the registration is active on the date of the invoice from GST portal
	Invoice Number *	Enter the Invoice number of invoices issued by registered supplier. Ensure that the format is alpha-numeric with allowed special characters of slash(/) and dash(-) .The total number of characters should not be more than 16.
	Invoice date (dd-mm-yyyy) *	Enter date of invoice in DD-MM-YYYY. E.g. 24-07-2017. The date should not be earlier than 01-07-2017 or registration as composition dealer and later than last date of selected Tax period or the Opting-out of composition whichever is earlier
	Invoice Value *	Enter the total value indicated in the invoice of the received goods or services- with 2 decimal Digits.
	Place Of Supply *	Select the code of the state from drop down list for the place of supply.
	Reverse Charge *	Select Yes as supplies decalred here are subject to tax as per reverse charge mechanism.
	Invoice Type *	Select invoice type as Regular
	Rate *	Select the combined (State tax + Central tax) or the integrated tax, as applicable.
	Taxable Value *	Enter the taxable value of the received goods or services for each rate line item - with 2 decimal Digits, The taxable value has to be computed as per GST valuation provisions.
	Integrated Tax *	It is auto calculated based on the Place of Supply , Rate and Taxable value
	Central Tax *	It is auto calculated based on the Place of Supply , Rate and Taxable value
	State/UT Tax *	It is auto calculated based on the Place of Supply , Rate and Taxable value
	Cess	Enter the total Cess amount paid.

b. 4C(B2BUR) Inward Supplies received from an unregistered supplier subject to reverse charge

GSTR-4 Form Reference	Field name	Help Instruction
4C. Inward Supplies received from an unregistered supplier	Invoice Number *	Enter the Invoice number of invoices issued to Unregistered Supplier for supplies received. Ensure that the format is alpha-numeric with allowed special characters of slash(/) and dash(-) with maximum length of 16 characters.
	Invoice date (dd-mm-yyyy) *	Enter date of invoice in DD-MM-YYYY. E.g. 24-07-2017. The date should not be earlier than 01-07-2017 or registration as composition dealer and later than last date of selected Tax period or the Opting-out of composition whichever is earlier.
	Invoice Value *	Enter the total value indicated in the invoice of the received goods or services- with 2 decimal Digits.
	Place Of Supply *	Select the code of the state from drop down list for the applicable place of supply.
	Supply Type *	Select from drop down to declare the supply type as inter state or intra state
	Rate *	Select the combined (State tax + Central tax) or the integrated tax, as applicable.
	Taxable Value *	Enter the taxable value of the received goods or services for each rate line item - with 2 decimal Digits, The taxable value has to be computed as per GST valuation provisions.
	Integrated Tax *	It is auto calculated based on the Supply type , Rate and Taxable value
	Central Tax *	It is auto calculated based on the Supply type , Rate and Taxable value
	State/UT Tax *	It is auto calculated based on the Supply type , Rate and Taxable value
	Cess	Enter the total Cess amount paid.

c. 4D(IMPS) Import of Services subject to reverse charge

GSTR-4 Form Reference	Field name	Help Instruction
4D. Import of Services	Invoice Number *	Enter the Invoice number of invoices for import of services. Ensure that the format is alpha-numeric with allowed special characters of slash(/) and dash(-). The total number of characters should not be more than 16.
	Invoice date (dd-mm-yyyy) *	Enter date of invoice in DD-MM-YYYY. E.g. 24-07-2017. The date should not be earlier than 01-07-2017 or registration as composition dealer and later than last date of selected Tax period or the Opting-out of composition whichever is earlier.
	Invoice Value *	Enter the total value indicated in the invoice of the received services- with 2 decimal Digits.
	Place Of Supply *	Select the code of the state from drop down list for the place of supply.
	Rate *	Select the integrated tax rate , as applicable.
	Taxable Value *	Enter the taxable value of the received services for each rate line item - with 2 decimal Digits, The taxable value has to be computed as per GST valuation provisions.
	Integrated Tax *	It is auto calculated based on Rate and Taxable value
	Cess	Enter the total Cess amount paid.

d. 5B(CDNR) Debit Notes/Credit Notes (for registered)

GSTR-4 Form Reference	Field name	Help Instruction
5B. Debit Notes/Credit Notes (for registered)	GSTIN of Supplier *	Enter the GSTIN of the supplier . E.g. 05AEJPP8087R1ZF.
	Note / Refund Voucher Number *	Enter the credit or debit note number. Ensure that the format is alpha-numeric with allowed special characters of slash(/) and dash(-) of maximum length of 16 characters.
	Note / Refund Voucher date (dd-mm-yyyy) *	Enter credit/debit note date in DD-MM-YYY. The Note date should not be earlier than 01-07-2017 and later than last date of selected Tax period
	Invoice / Payment Voucher Number *	Enter original invoice number reported in B2B section of earlier period/current tax period for GST period or pre-GST period against which credit/debit note is issued.
	Invoice / Payment Voucher date (dd-mm-yyyy) *	Enter the original invoice/advance voucher date in DD-MM-YYYY. E.g. 24-07-2017. The date should not be earlier than 01-07-2017 or registration as composition dealer and later than last date of selected Tax period or the Opting-out of composition whichever is earlier for GST notes; for Pre-GST Notes the date can be earlier than 1-07-2017
	Pre GST *	Select whether the credit/debit note is related to pre-GST supplies.
	Document Type *	In the document Type column, Select Debit note, credit note
	Reason For Issuing document *	Select the applicable reason for issue of the document.
	Supply Type *	Declare the type of supply as inter or intra state
	Reverse Charge *	Select Yes as notes added here are linked with invoices subject to tax as per reverse charge mechanism (4B(B2B))
	Note / Refund Voucher Value *	Amount should be up to 2 decimal digits.
	Rate *	Select the combined (State tax + Central tax) or the integrated tax, as applicable.
	Taxable Value *	Enter the taxable value of the received goods or services for each rate line item - with 2 decimal Digits, The taxable value has to be computed as per GST valuation provisions.
	Integrated Tax *	It is auto calculated based on the Supply Type , Rate and Taxable value
	Central Tax *	It is auto calculated based on the Supply Type , Rate and Taxable value
	State / UT Tax *	It is auto calculated based on the Supply Type , Rate and Taxable value
	Cess	Enter the total Cess amount paid.

e. **5B(CDNUR)** Debit Notes/Credit Notes (for unregistered)

GSTR-4 Form Reference	Field name	Help Instruction
5B. Debit Notes/Credit Notes (for unregistered)	Note / Refund Voucher Number *	Enter the credit or debit note number. Ensure that the format is alpha-numeric with allowed special characters of slash(/) and dash(-) of maximum length of 16 characters.
	Note / Refund Voucher date (dd-mm-yyyy) *	Enter credit/debit note date in DD-MM-YYYY. The Note date should not be earlier than 01-07-2017 and later than last date of selected Tax period.
	Invoice / Advance Payment Voucher Number *	Enter original invoice number Reported in B2BUR/IMPS section of earlier/current tax period for GST period or pre-GST period against which credit/debit note is issued.
	Invoice / Advance Payment Voucher date (dd-mm-yyyy) *	Enter the original invoice/advance voucher date in DD-MM-YYYY. E.g. 24-07-2017. The date should not be earlier than 01-07-2017 or registration as composition dealer and later than last date of selected Tax period or the Opting-out of
	Pre GST *	Select whether the credit/debit note is related to pre-GST supplies.
	Document Type *	In the document Type column, Select Debit note or credit note
	Reason For Issuing document *	Select the applicable reason for issue of the document.
	Supply Type *	Declare the type of supply as inter or intra state
	Inward Supply Type *	Select if the inward supply type is Inward supplies received from an unregistered supplier (B2BUR) or Import of service
	Note / Refund Voucher Value *	Amount should be up to 2 decimal digits.
	Rate *	Select the combined (State tax + Central tax) or the integrated tax, as applicable.
	Taxable Value *	Enter the taxable value of the received goods or services for each rate line item - with 2 decimal Digits. The taxable
	Integrated Tax *	It is auto calculated based on the Supply Type, Rate and Taxable value
	Central Tax *	It is auto calculated based on the Supply Type, Rate and Taxable value
	State / UT Tax *	It is auto calculated based on the Supply Type, Rate and Taxable value
	Cess	Enter the total Cess amount paid.

f. **6(TXOS)** Tax on outward supplies made under reverse charge

GSTR-4 Form Reference	Field name	Help Instruction
6. Tax on outward supplies made (Net of advance and goods returned)	Rate of Tax *	Select the Rate of Tax as per the Business Type
	Turnover *	Declare the total amount of outward supplies made(Net of advance and goods returned) till 2 decimal places
	Central Tax *	It is auto calculated based on the Rate of Tax and Turnover
	State/UT Tax *	It is auto calculated based on the Rate of Tax and Turnover

g. **8A(AT)** Advance amount paid for reverse charge supplies in the tax period

GSTR-4 Form Reference	Field name	Help Instruction
8A. Advance amount paid for reverse charge supplies in the tax period	Place of supply *	Select the code of the state from drop down list for the place of supply.
	Supply Type *	Declare the type of supply as inter or intra state
	Rate *	Enter the combined (State tax + Central tax) or the integrated tax rate.
	Gross Advance Paid *	Enter the amount of advance received excluding the tax portion.
	Integrated Tax *	It is auto calculated based on the Supply Type, Rate and Gross Advance Paid
	Central Tax *	It is auto calculated based on the Supply Type, Rate and Gross Advance Paid
	State/ UT Tax *	It is auto calculated based on the Supply Type, Rate and Gross Advance Paid
	Cess	Enter the total Cess amount paid.

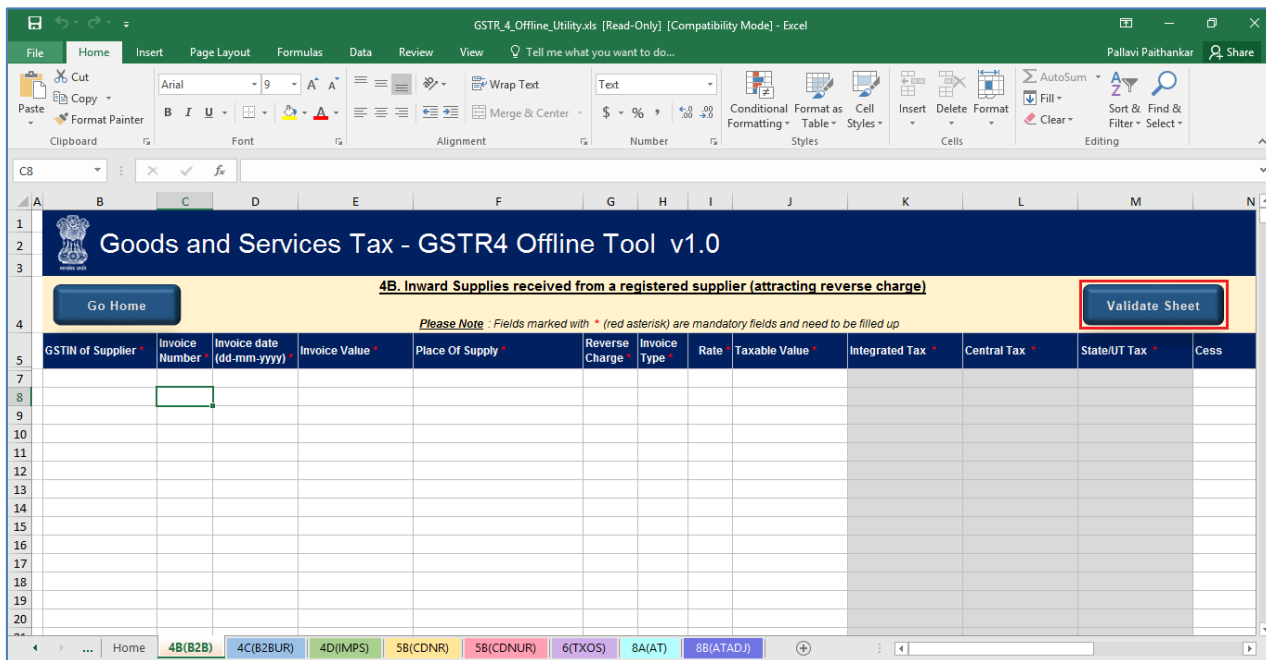
h. **8B(ATADJ)** Advance amount on which tax was paid in earlier period but invoice has been received in the current period

GSTR-4 Form Reference	Field name	Help Instruction
8B. Advance amount on which tax was paid in earlier period but invoice has been received in the current period	Place of supply *	Select the code of the state from drop down list for the place of supply.
	Supply Type *	Declare the type of supply as inter or intra state
	Rate *	Enter the combined (State tax + Central tax) or the integrated tax rate.
	Gross Advance Paid *	Enter the amount of advance received excluding the tax portion.
	Integrated Tax *	It is auto calculated based on the Supply Type, Rate and Gross Advance Paid
	Central Tax *	It is auto calculated based on the Supply Type, Rate and Gross Advance Paid
	State/ UT Tax *	It is auto calculated based on the Supply Type, Rate and Gross Advance Paid
	Cess	Enter the total Cess amount paid.

2. Validate Details Entered using Validate Sheet Button

- Once all details are entered in the worksheet, click the **Validate Sheet** button to validate the GSTR4 worksheet.

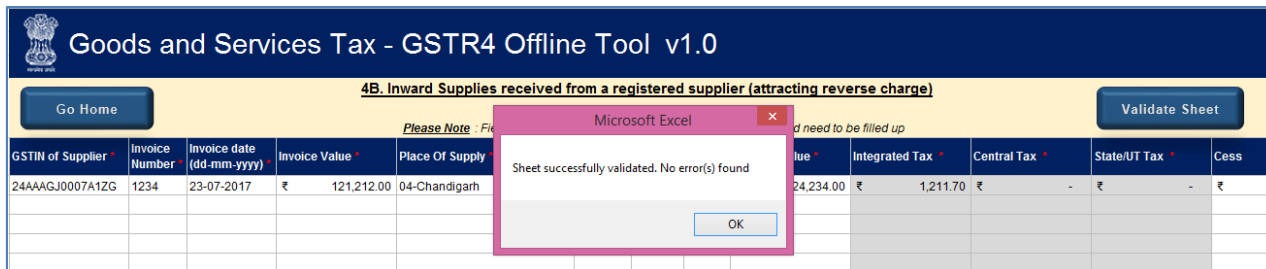
Note: Each sheet needs to be validated separately.



The screenshot shows the 'GSTR4 Offline Tool v1.0' Excel spreadsheet. The title bar indicates it is a Read-Only file in Compatibility Mode. The ribbon includes File, Home, Insert, Page Layout, Formulas, Data, Review, and View. The 'Home' ribbon is active, showing options for Clipboard, Font, Alignment, Number, Styles, Cells, and Editing. The spreadsheet content includes a header for 'Goods and Services Tax - GSTR4 Offline Tool v1.0' and a section for '4B. Inward Supplies received from a registered supplier (attracting reverse charge)'. A 'Go Home' button is on the left, and a 'Validate Sheet' button is on the right, both highlighted with red boxes. A table with columns for GSTIN of Supplier, Invoice Number, Invoice date, Invoice Value, Place Of Supply, Reverse Charge, Invoice Type, Rate, Taxable Value, Integrated Tax, Central Tax, State/UT Tax, and Cess is visible. A 'Please Note' message states: 'Fields marked with * (red asterisk) are mandatory fields and need to be filled up'.

In case of successful validation:

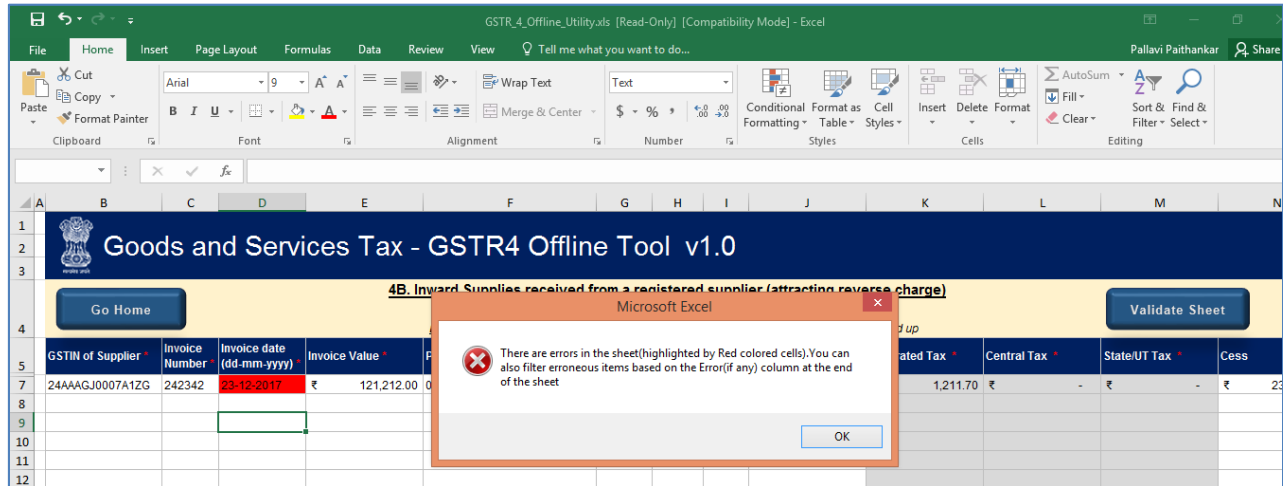
- A pop-up message 'Sheet successfully validated. No error(s) found' is displayed and it means that the sheet is validated and you can proceed to generate the JSON (.json) file. Click the **OK** button.



The screenshot shows the same 'GSTR4 Offline Tool v1.0' Excel spreadsheet as before, but with a 'Microsoft Excel' pop-up message displayed in the center. The message box contains the text 'Sheet successfully validated. No error(s) found' and an 'OK' button. The background spreadsheet shows the same data entry area with the 'Validate Sheet' button highlighted. The table data is partially filled: GSTIN of Supplier is 24AAAGJ0007A1ZG, Invoice Number is 1234, Invoice date is 23-07-2017, Invoice Value is ₹ 121,212.00, Place Of Supply is 04-Chandigarh, Taxable Value is ₹ 24,234.00, Integrated Tax is ₹ 1,211.70, Central Tax is ₹ -, State/UT Tax is ₹ -, and Cess is ₹ -.

In case of unsuccessful validation:

- A pop-up is displayed with error message. Click the **OK** button.



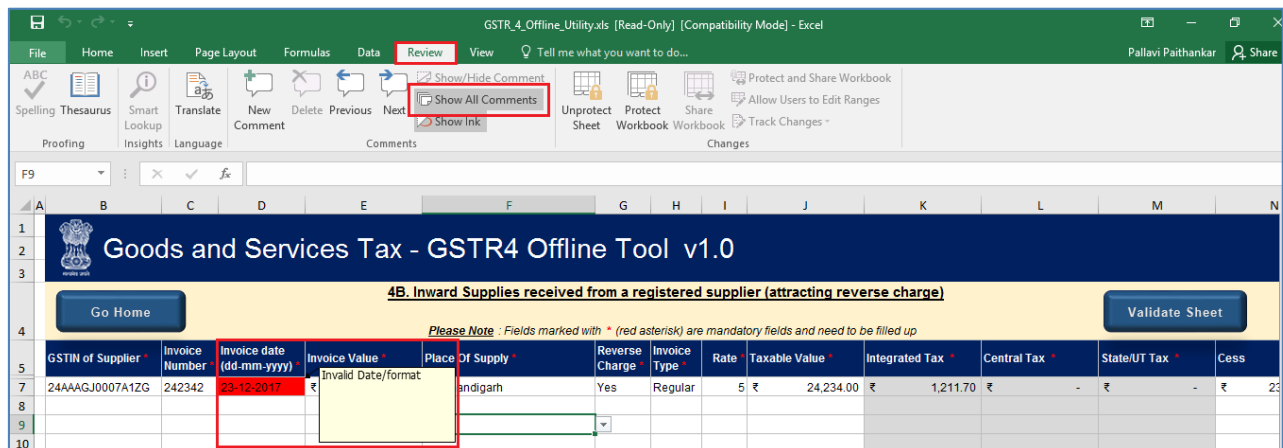
- The “Sheet Validation Errors” Column is updated with the error message.

Goods and Services Tax - GSTR4 Offline Tool v1.0													
4B. Inward Supplies received from a registered supplier (attracting reverse charge)													
Please Note: Fields marked with * (red asterisk) are mandatory fields and need to be filled up													
GSTIN of Supplier *	Invoice Number *	Invoice date (dd-mm-yyyy) *	Invoice Value *	Place Of Supply *	Reverse Charge *	Invoice Type *	Rate *	Taxable Value *	Integrated Tax *	Central Tax *	State/UT Tax *	Cess *	Sheet Validation Errors
24AAAGJ0007A1ZG	242342	23-12-2017	₹ 121,212.00	04-Chandigarh	Yes	Regular	5	₹ 24,234.00	₹ 1,211.70	₹ -	₹ -	₹ -	Error found in row

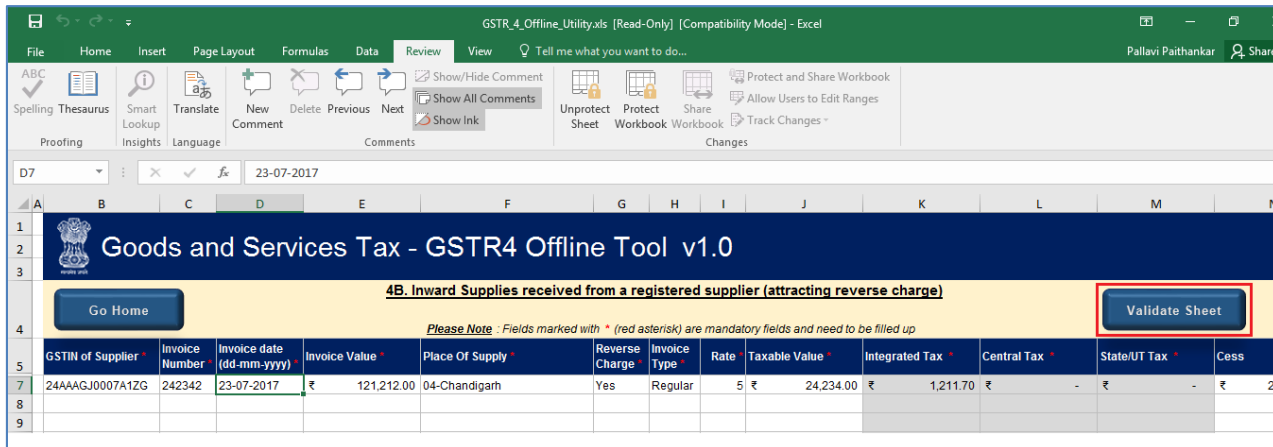
- In case of validation failure; check for cells that have failed validation and correct errors as per help text.



To view the comments for fields with errors, you can click the **Review** tab > **Show All Comments** link.



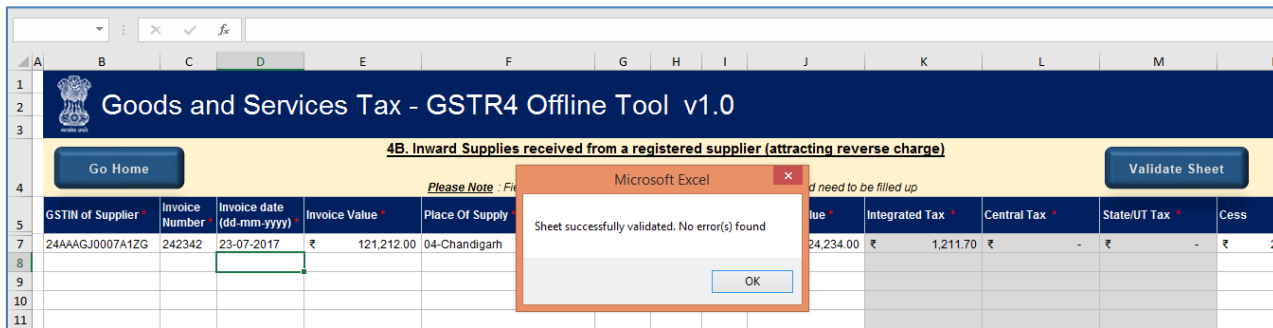
6. Once all the errors are rectified, click the **Validate Sheet** button on each sheet.



The screenshot shows the 'Goods and Services Tax - GSTR4 Offline Tool v1.0' interface. The 'Validate Sheet' button is highlighted with a red box. The interface includes a 'Go Home' button and a 'Please Note' section stating: 'Fields marked with * (red asterisk) are mandatory fields and need to be filled up'. The table below shows the data for the '4B. Inward Supplies received from a registered supplier (attracting reverse charge)'.

GSTIN of Supplier *	Invoice Number *	Invoice date (dd-mm-yyyy) *	Invoice Value *	Place Of Supply *	Reverse Charge *	Invoice Type *	Rate	Taxable Value *	Integrated Tax *	Central Tax *	State/UT Tax *	Cess
24AAAGJ0007A1ZG	242342	23-07-2017	₹ 121,212.00	04-Chandigarh	Yes	Regular	5 ₹	24,234.00	₹ 1,211.70	₹ -	₹ -	₹ -

7. A pop-up message 'Sheet successfully validated. No error(s) found' is displayed once the sheet is validated. Click the **OK** button.



The screenshot shows the 'Goods and Services Tax - GSTR4 Offline Tool v1.0' interface. A message box is displayed over the table, stating: 'Sheet successfully validated. No error(s) found'. The 'Validate Sheet' button is still visible in the background.

In case of successful validation, the errors in **Sheet Validation Errors** column is removed.

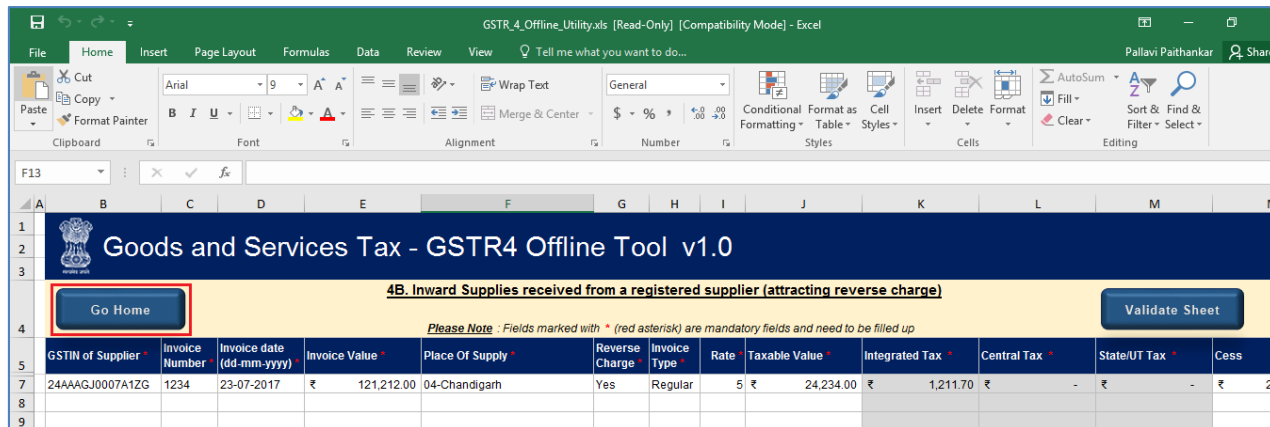


The screenshot shows the 'Goods and Services Tax - GSTR4 Offline Tool v1.0' interface. The 'Sheet Validation Errors' column is visible at the end of the table, and it is currently empty, indicating successful validation.

GSTIN of Supplier *	Invoice Number *	Invoice date (dd-mm-yyyy) *	Invoice Value *	Place Of Supply *	Reverse Charge *	Invoice Type *	Rate	Taxable Value *	Integrated Tax *	Central Tax *	State/UT Tax *	Cess	Sheet Validation Errors
24AAAGJ0007A1ZG	242342	23-07-2017	₹ 121,212.00	04-Chandigarh	Yes	Regular	5 ₹	24,234.00	₹ 1,211.70	₹ -	₹ -	₹ 234,234.00	

3. Generate JSON using Generate File button

1. Upon successful validation, Click the **Go Home** button to navigate to the home page.



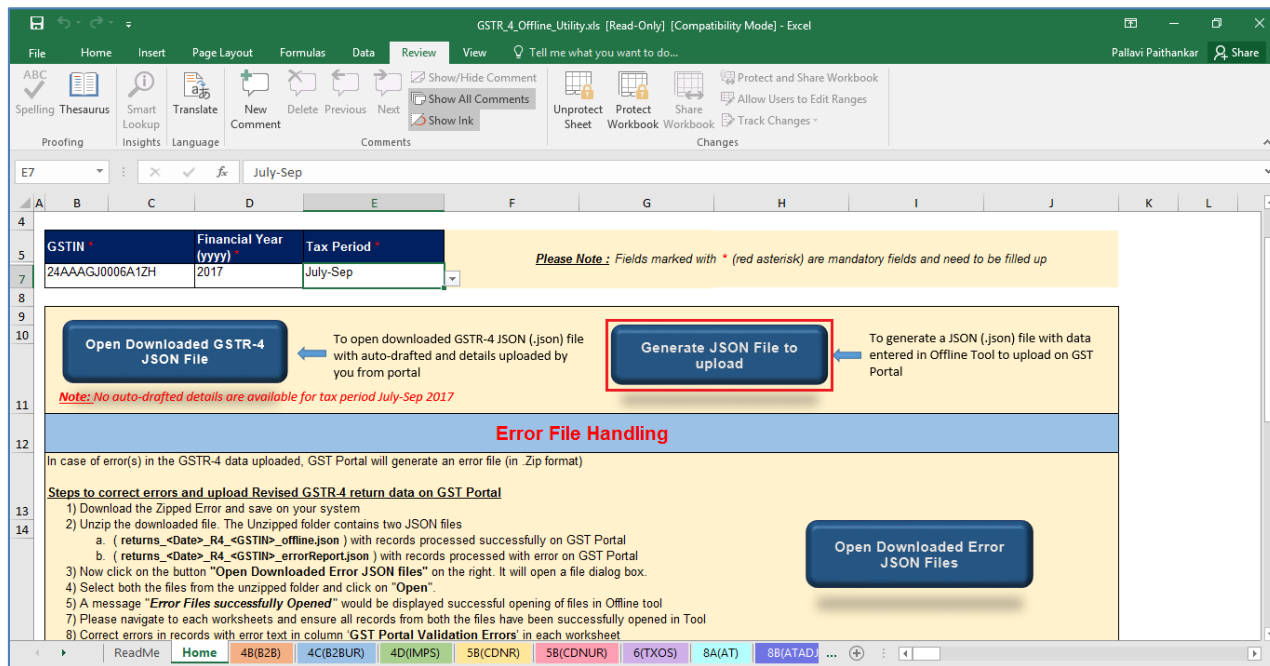
Goods and Services Tax - GSTR4 Offline Tool v1.0

4B. Inward Supplies received from a registered supplier (attracting reverse charge)

Please Note : Fields marked with * (red asterisk) are mandatory fields and need to be filled up

GSTIN of Supplier *	Invoice Number *	Invoice date (dd-mm-yyyy) *	Invoice Value *	Place Of Supply *	Reverse Charge *	Invoice Type *	Rate *	Taxable Value *	Integrated Tax *	Central Tax *	State/UT Tax *	Cess *
24AAAGJ0007A1ZG	1234	23-07-2017	₹ 121,212.00	04-Chandigarh	Yes	Regular	5 %	24,234.00	₹ 1,211.70	₹ -	₹ -	₹ -

2. On the home page click the **Generate JSON File to upload** button to generate JSON file for upload on the GST Portal.



July-Sep

GSTIN *	Financial Year (yyyy) *	Tax Period *
24AAAGJ0006A1ZH	2017	July-Sep

Please Note : Fields marked with * (red asterisk) are mandatory fields and need to be filled up

Open Downloaded GSTR-4 JSON File ← To open downloaded GSTR-4 JSON (.json) file with auto-drafted and details uploaded by you from portal

Generate JSON File to upload ← To generate a JSON (.json) file with data entered in Offline Tool to upload on GST Portal

Note: No auto-drafted details are available for tax period July-Sep 2017

Error File Handling

In case of error(s) in the GSTR-4 data uploaded, GST Portal will generate an error file (in .Zip format)

Steps to correct errors and upload Revised GSTR-4 return data on GST Portal

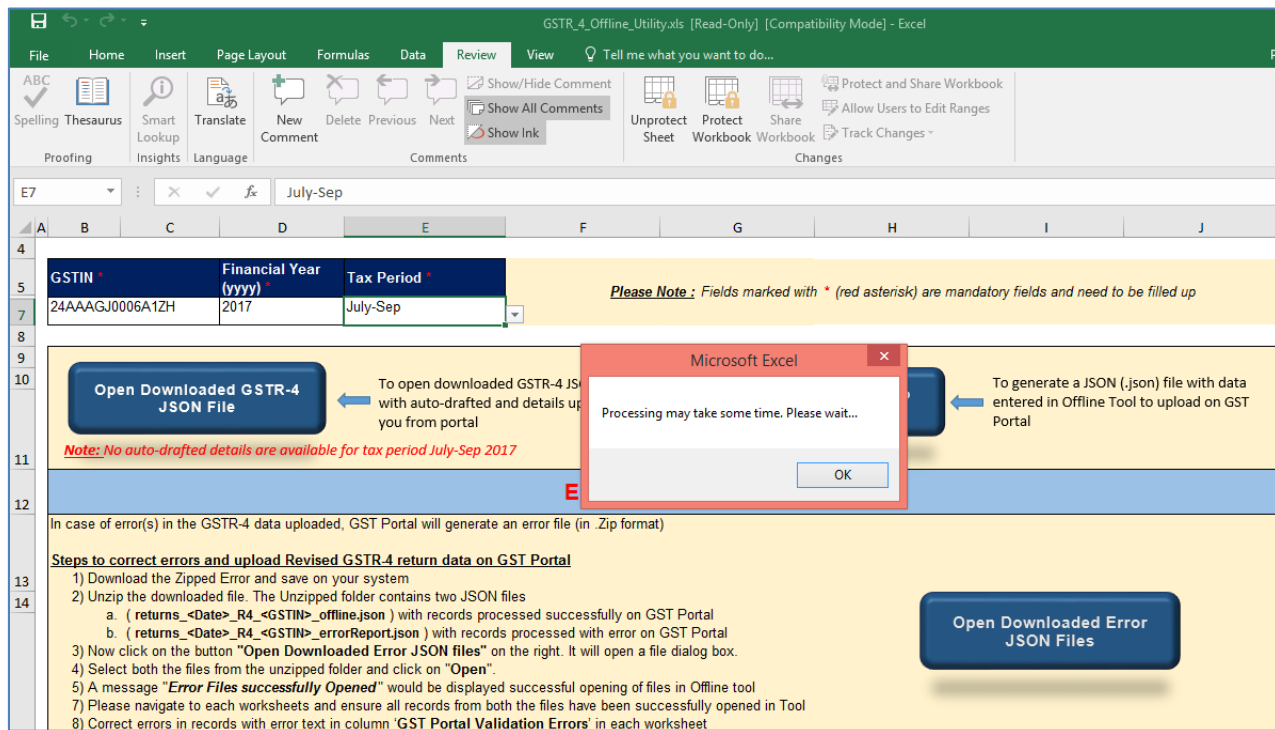
- 1) Download the Zipped Error and save on your system
- 2) Unzip the downloaded file. The Unzipped folder contains two JSON files
 - a. (returns_<Date>_R4_<GSTIN>_offline.json) with records processed successfully on GST Portal
 - b. (returns_<Date>_R4_<GSTIN>_errorReport.json) with records processed with error on GST Portal
- 3) Now click on the button "Open Downloaded Error JSON files" on the right. It will open a file dialog box.
- 4) Select both the files from the unzipped folder and click on "Open".
- 5) A message "Error Files successfully Opened" would be displayed successful opening of files in Offline tool
- 7) Please navigate to each worksheets and ensure all records from both the files have been successfully opened in Tool
- 8) Correct errors in records with error text in column "GST Portal Validation Errors" in each worksheet.

Open Downloaded Error JSON Files

3. A message will be shown saying "Processing will take some time. Please wait". You may have to wait depending on the volume of data entered for each sections. Once done, Click the **OK** button.



JSON would be generated only if the worksheet has been successfully validated.



Open Downloaded GSTR-4 JSON File

To open downloaded GSTR-4 JSON file with auto-drafted and details uploaded by you from portal

Note: No auto-drafted details are available for tax period July-Sep 2017

Microsoft Excel

Processing may take some time. Please wait...

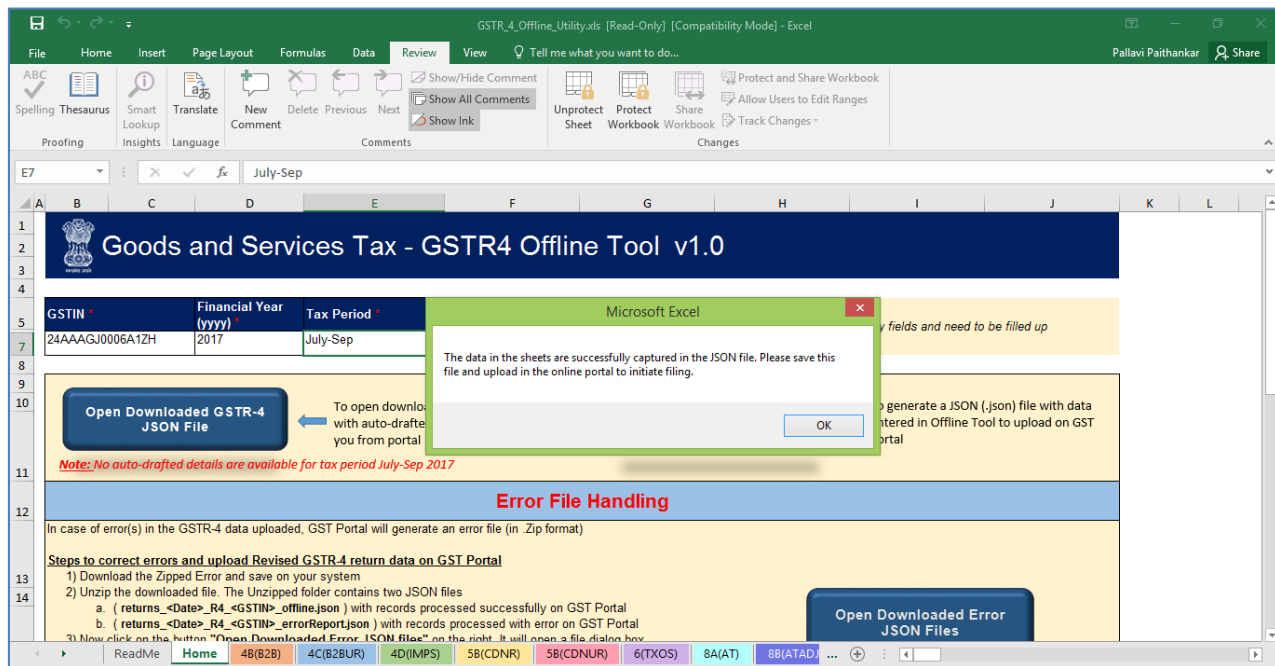
Open Downloaded Error JSON Files

In case of error(s) in the GSTR-4 data uploaded, GST Portal will generate an error file (in .Zip format)

Steps to correct errors and upload Revised GSTR4 return data on GST Portal

- 1) Download the Zipped Error and save on your system
- 2) Unzip the downloaded file. The Unzipped folder contains two JSON files
 - a. (returns_<Date>_R4_<GSTIN>_offline.json) with records processed successfully on GST Portal
 - b. (returns_<Date>_R4_<GSTIN>_errorReport.json) with records processed with error on GST Portal
- 3) Now click on the button "Open Downloaded Error JSON files" on the right. It will open a file dialog box.
- 4) Select both the files from the unzipped folder and click on "Open".
- 5) A message "Error Files successfully Opened" would be displayed successful opening of files in Offline tool
- 7) Please navigate to each worksheets and ensure all records from both the files have been successfully opened in Tool
- 8) Correct errors in records with error text in column 'GST Portal Validation Errors' in each worksheet

4. A confirmation message 'The data in the sheets are successfully captured in the JSON file'. Please save this file and upload in the online portal to initiate filing' is displayed that JSON file has been generated on your desktop. Click the **OK** button and save this file.



Goods and Services Tax - GSTR4 Offline Tool v1.0

Microsoft Excel

The data in the sheets are successfully captured in the JSON file. Please save this file and upload in the online portal to initiate filing.

Open Downloaded GSTR-4 JSON File

To open downloaded GSTR-4 JSON file with auto-drafted and details uploaded by you from portal

Note: No auto-drafted details are available for tax period July-Sep 2017

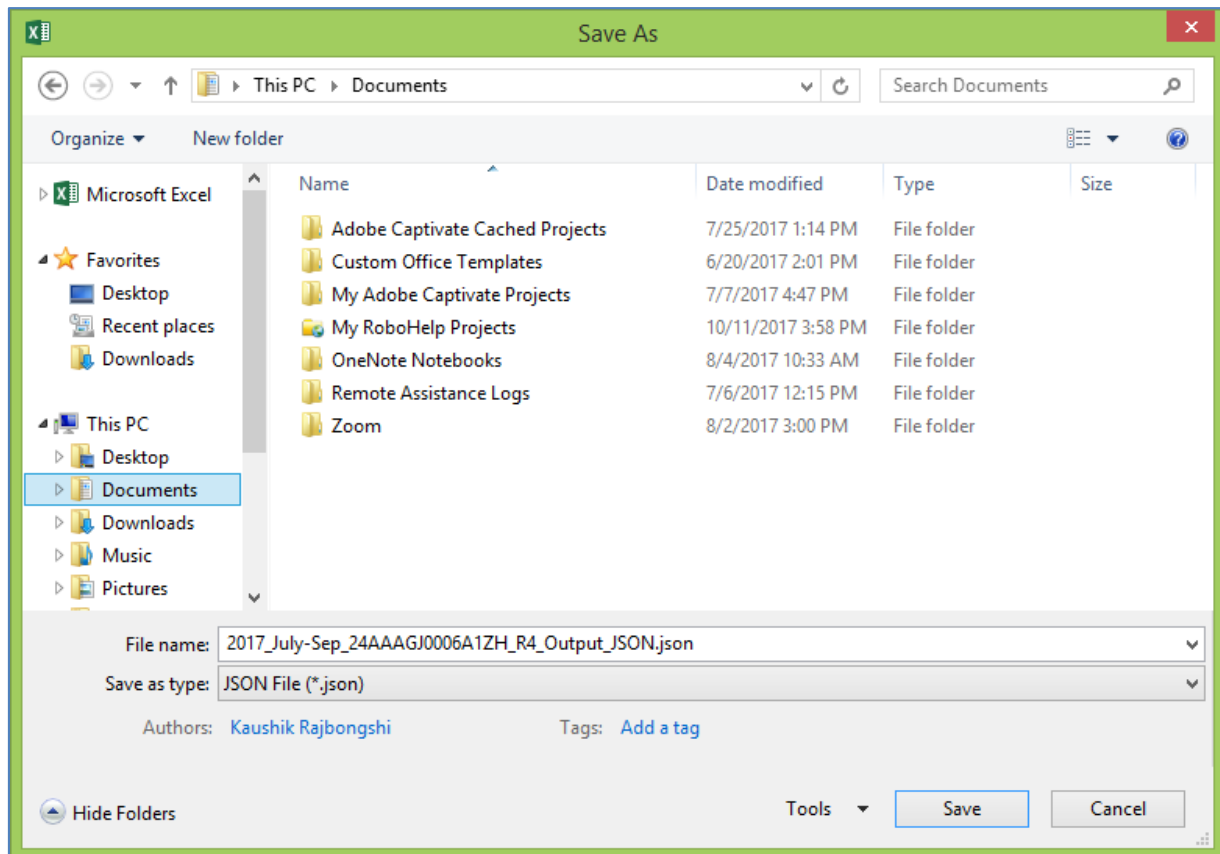
Open Downloaded Error JSON Files

In case of error(s) in the GSTR-4 data uploaded, GST Portal will generate an error file (in .Zip format)

Steps to correct errors and upload Revised GSTR4 return data on GST Portal


- 1) Download the Zipped Error and save on your system
- 2) Unzip the downloaded file. The Unzipped folder contains two JSON files
 - a. (returns_<Date>_R4_<GSTIN>_offline.json) with records processed successfully on GST Portal
 - b. (returns_<Date>_R4_<GSTIN>_errorReport.json) with records processed with error on GST Portal
- 3) Now click on the button "Open Downloaded Error JSON files" on the right. It will open a file dialog box.

5. Browse the location to save the JSON (.json) file on your system. Click the **Save** button.



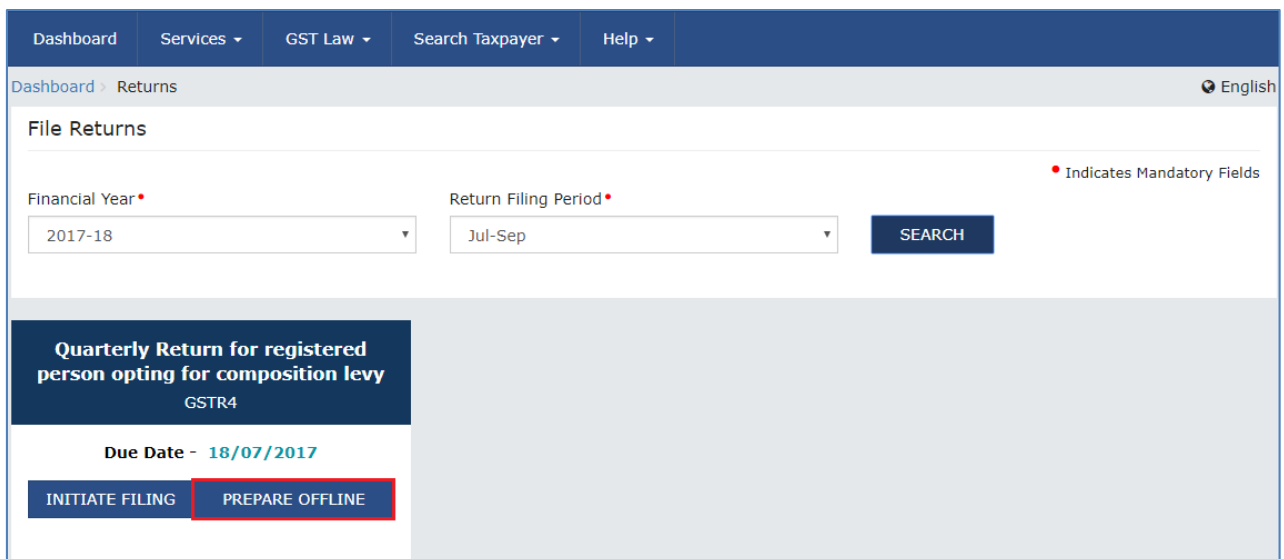
4. Upload Generated JSON on GST Portal

6. Access the <https://gst.gov.in/> URL. The GST Home page is displayed.
7. Click the **Services > Returns > Returns Dashboard** command.
8. The File Returns page is displayed. In the **Financial Year** drop-down list, select the financial year for which the return has to be uploaded.
9. In the **Return Filing Period** drop-down list, select the return filing period for which the return has to be uploaded.
10. Click the **SEARCH** button.



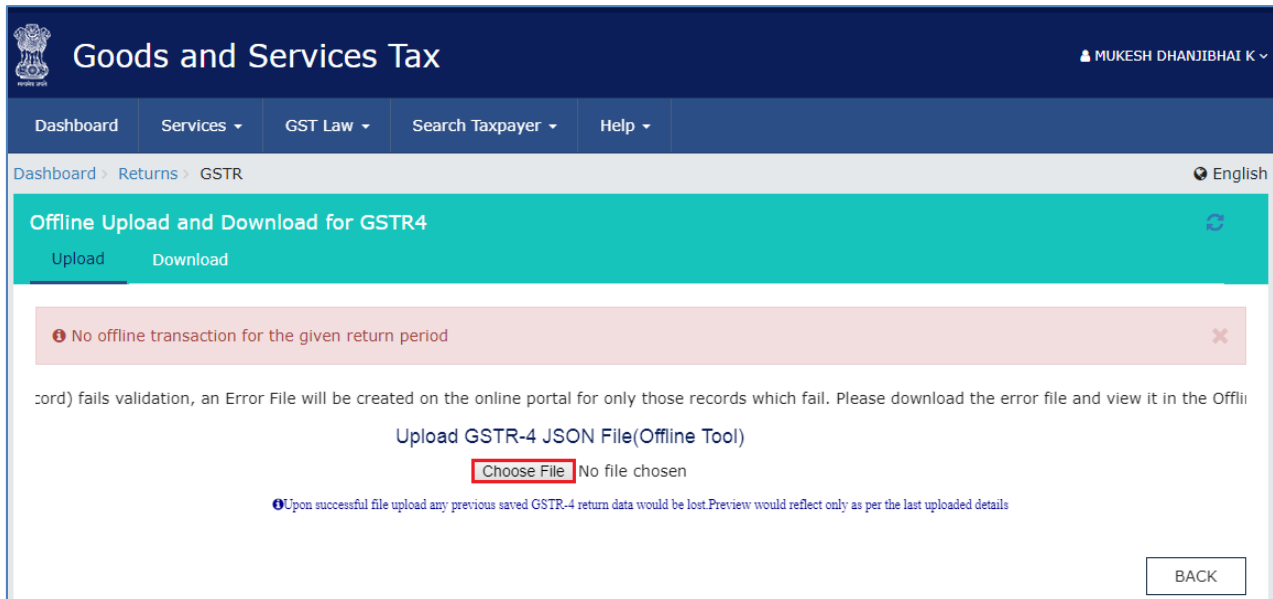
The screenshot shows the 'File Returns' page on the GST Portal. The 'Financial Year' dropdown is set to '2017-18' and the 'Return Filing Period' dropdown is set to 'Jul-Sep'. A red box highlights these two dropdowns. A 'SEARCH' button is located to the right of the dropdowns. The page header includes the GSTN logo and navigation tabs: Dashboard, Services, GST Law, Search Taxpayer, and Help. The user's name 'MUKESH DHANJIBHAI K' is displayed in the top right corner.

11. Applicable returns of the selected tax period are displayed. In the GSTR4 tile, click the **PREPARE OFFLINE** button.



The screenshot shows the 'File Returns' page on the GST Portal. The 'Financial Year' dropdown is set to '2017-18' and the 'Return Filing Period' dropdown is set to 'Jul-Sep'. A 'SEARCH' button is located to the right of the dropdowns. Below the search form, there is a tile for 'Quarterly Return for registered person opting for composition levy GSTR4'. The tile displays the 'Due Date - 18/07/2017' and two buttons: 'INITIATE FILING' and 'PREPARE OFFLINE'. The 'PREPARE OFFLINE' button is highlighted with a red box.

7. Click the **Choose file** button to choose the JSON file prepared using the Offline Tool.



Goods and Services Tax

MUKESH DHANJIBHAI K

Dashboard Services GST Law Search Taxpayer Help

Dashboard > Returns > GSTR

English

Offline Upload and Download for GSTR4

Upload Download

No offline transaction for the given return period

cord) fails validation, an Error File will be created on the online portal for only those records which fail. Please download the error file and view it in the Offli

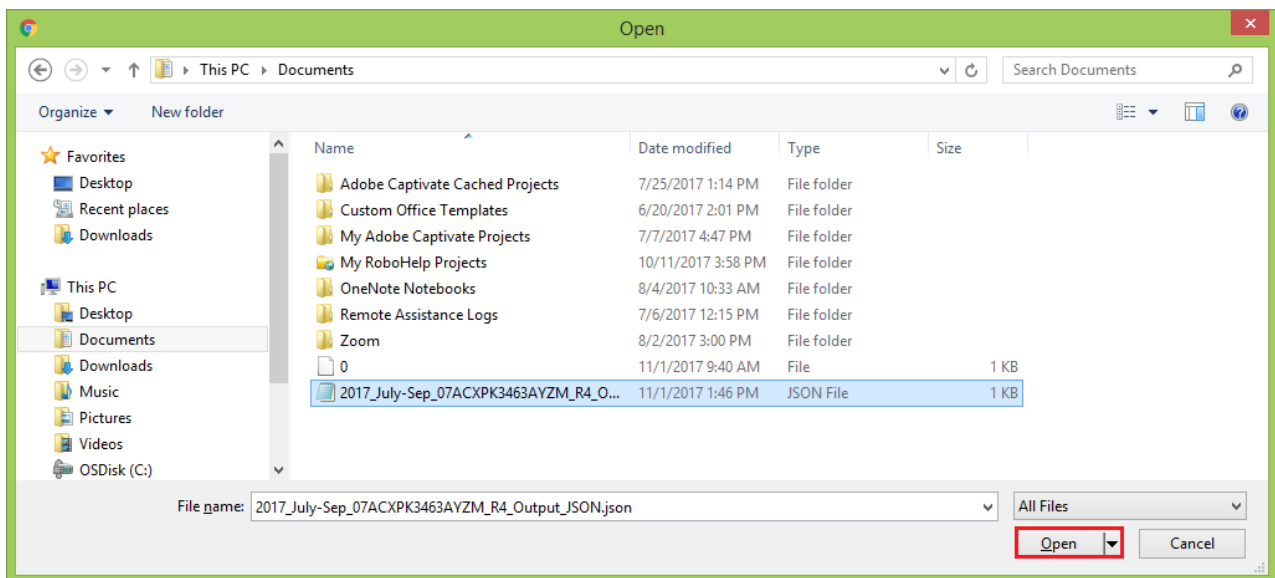
Upload GSTR-4 JSON File(Offline Tool)

Choose File No file chosen

Upon successful file upload any previous saved GSTR-4 return data would be lost.Preview would reflect only as per the last uploaded details

BACK

8. Browse and navigate the JSON file to be uploaded from your computer. Click the **Open** button.



Dashboard
Services
GST Law
Search Taxpayer
Help

Dashboard > Returns > GSTR

English

Offline Upload and Download for GSTR4

Upload Download

No offline transaction for the given return period

In case uploaded data (invoice data or other record) fails validation, an Error File will be created on the online port

Upload GSTR4 json(Offline Tool)

Choose File
2017_July-Se...ut_JSON.json

99%

CANCEL UPLOAD

Upon successful file upload any previous saved GSTR-4 return data would be lost.Preview would reflect only as per the last uploaded details

9. The uploaded JSON file would be validated and processed. Upon successful validation and processing the details entered would be populated in respective Tables.

In case of validation failure upon processing, errors if any would be shown on the GST Portal.

Dashboard
Returns
GSTR

English

Offline Upload and Download for GSTR4

Upload Download

Your JSON file has been uploaded successfully.It may take up to 15 minutes to do validation. Please come back after 15 minutes.

ill be created on the online portal for only those records which fail. Please download the error file and view it in the Offline tool to correct the same. After m

Upload GSTR4 json(Offline Tool)

Choose File
No file chosen

Upon successful file upload any previous saved GSTR-4 return data would be lost.Preview would reflect only as per the last uploaded details

Upload History

Date	Time	Reference id	Status	Error Report
01/11/2017	14:25:53	571eefe2-552a-4a8f-bf56-75f36db44ee2	Processed	NA



Please Note it is possible to upload JSON multiple times on GST portal till submission. However, earlier uploaded data would be overwritten. Tables and Preview would reflect only the last uploaded data.



You may download the records successfully processed on GST portal anytime by navigating to 'Returns Dashboard>Financial Year>Return Period>GSTR4 Prepare Offline> Download'.

1. In case of validation failure of one or more details upon processing of uploaded JSON file on the GST portal, status will be updated as 'Processed with Error'

Dashboard
Services
GST Law
Search Taxpayer
Help

Dashboard > Returns > GSTR
English

Offline Upload and Download for GSTR4

Upload
Download

✔ Your JSON file has been uploaded successfully. It may take up to 15 minutes to do validation. Please come back after 15 minutes.

le and view it in the Offline tool to correct the same. After making required correction, please prepare JSON file following the same process as that for regul

Upload GSTR4 json(Offline Tool)

Choose File No file chosen

ⓘ Upon successful file upload any previous saved GSTR-4 return data would be lost. Preview would reflect only as per the last uploaded details

Upload History

Date	Time	Reference id	Status	Error Report
01/11/2017	14:07:13	7a831a8d-5368-49af-af62-fd93274d2356	Processed with Error	Generate error report

2. Click the **Generate error report** link to download the report.

Dashboard
Services
GST Law
Search Taxpayer
Help

Dashboard > Returns > GSTR
English

Offline Upload and Download for GSTR4

Upload
Download

✔ Your JSON file has been uploaded successfully. It may take up to 15 minutes to do validation. Please come back after 15 minutes.

le and view it in the Offline tool to correct the same. After making required correction, please prepare JSON file following the same process as that for regul

Upload GSTR4 json(Offline Tool)

Choose File No file chosen

ⓘ Upon successful file upload any previous saved GSTR-4 return data would be lost. Preview would reflect only as per the last uploaded details

Upload History

Date	Time	Reference id	Status	Error Report
01/11/2017	14:07:13	7a831a8d-5368-49af-af62-fd93274d2356	Processed with Error	Generate error report

NOTE: Report generation may take some time to get generated.

- Once the report is generated, click the **Download error report** link to download the error report.

Dashboard > Returns > GSTR

Offline Upload and Download for GSTR4

Upload Download

In case uploaded data (invoice data or other record) fa

Upload GSTR4 json(Offline Tool)

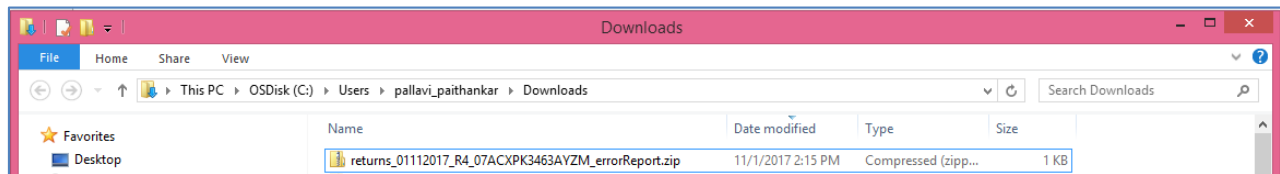
Choose File No file chosen

Upon successful file upload any previous saved GSTR-4 return data would be lost.Preview would reflect only as per the last uploaded details

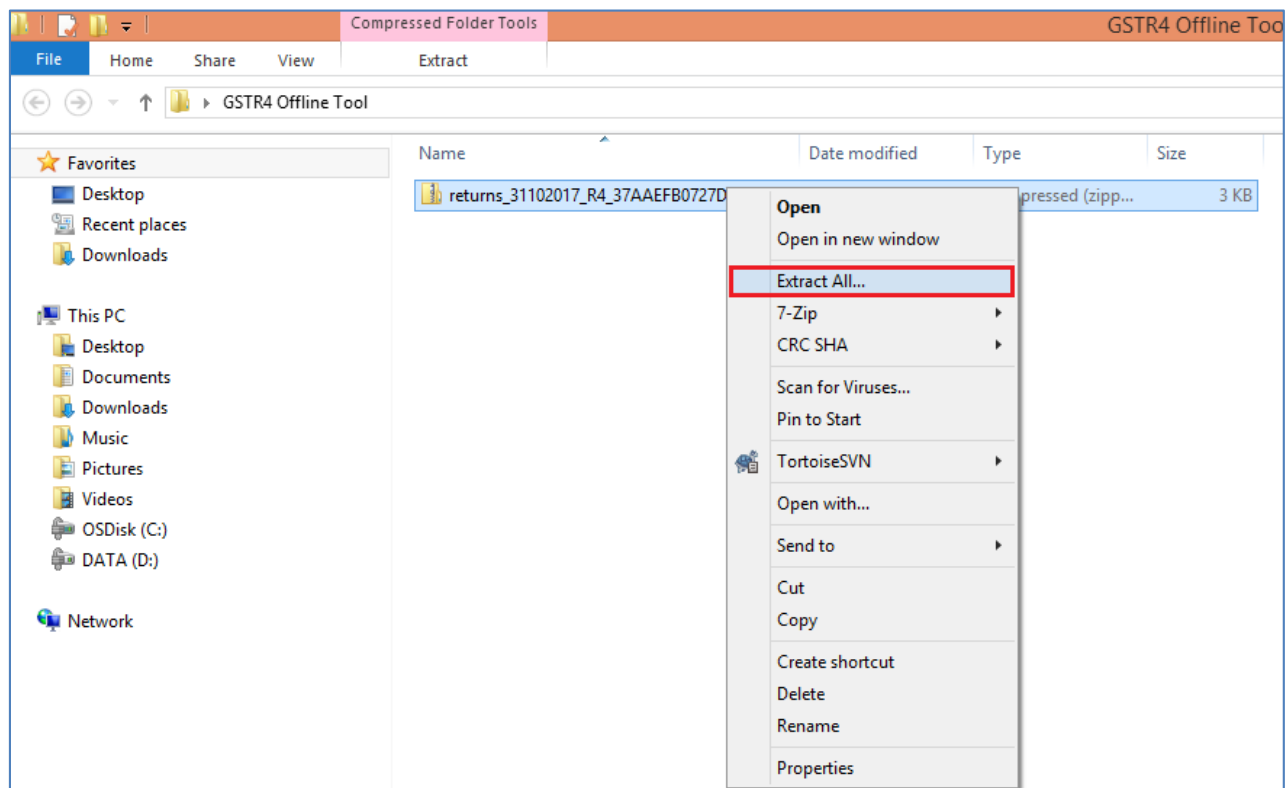
Upload History

Date	Time	Reference id	Status	Error Report
01/11/2017	14:07:13	7a831a8d-5368-49af-af62-fd93274d2356	Processed with Error	Download error report

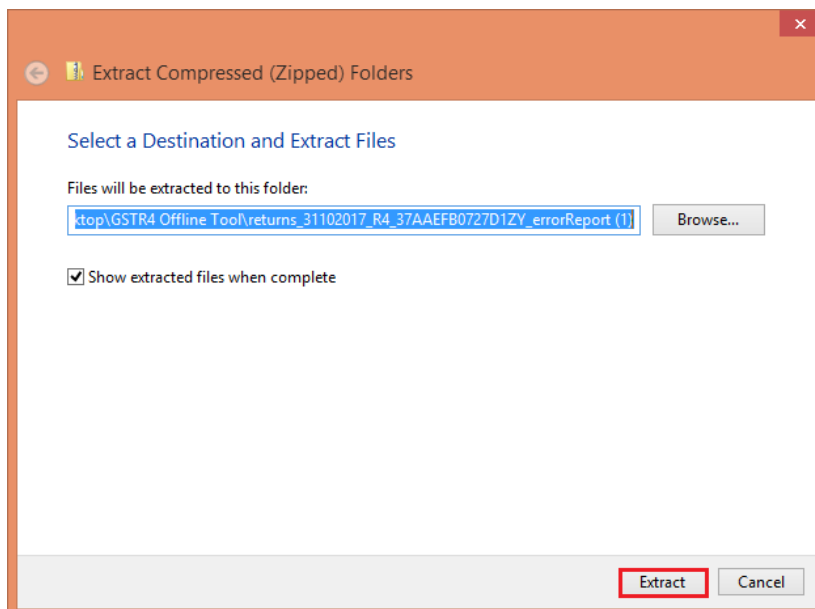
- Error report is downloaded in .zip file. Save error report on your system.



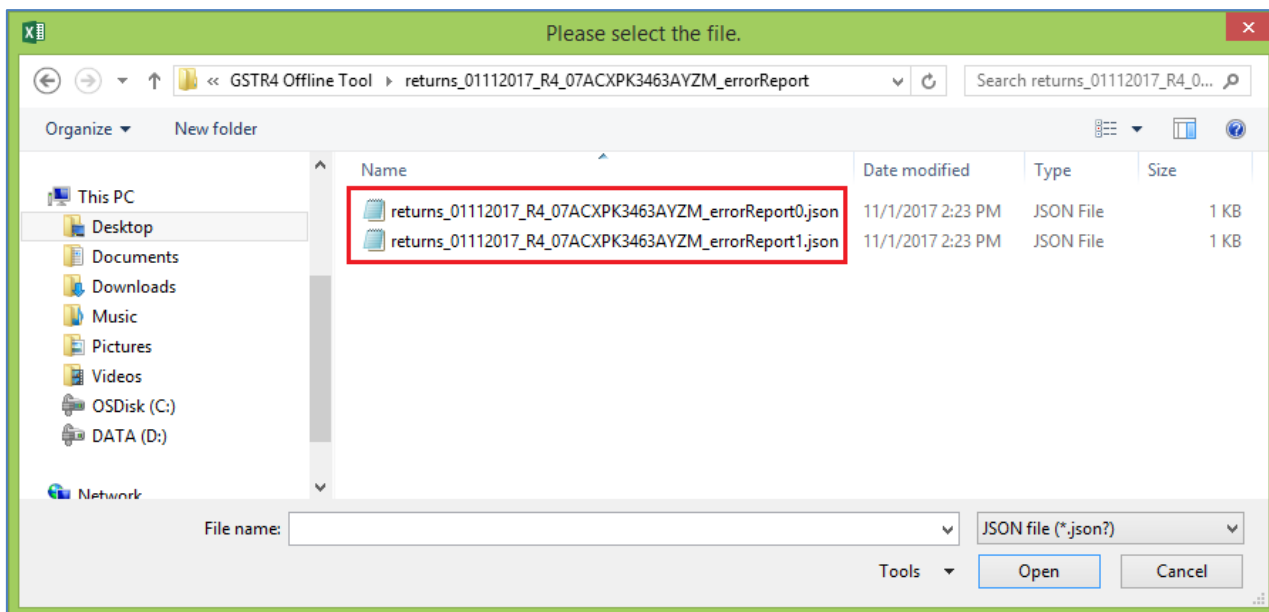
- Unzip the files from .zip folder. To unzip the files, right click on the downloaded .zip folder and select **“Extract All”**.



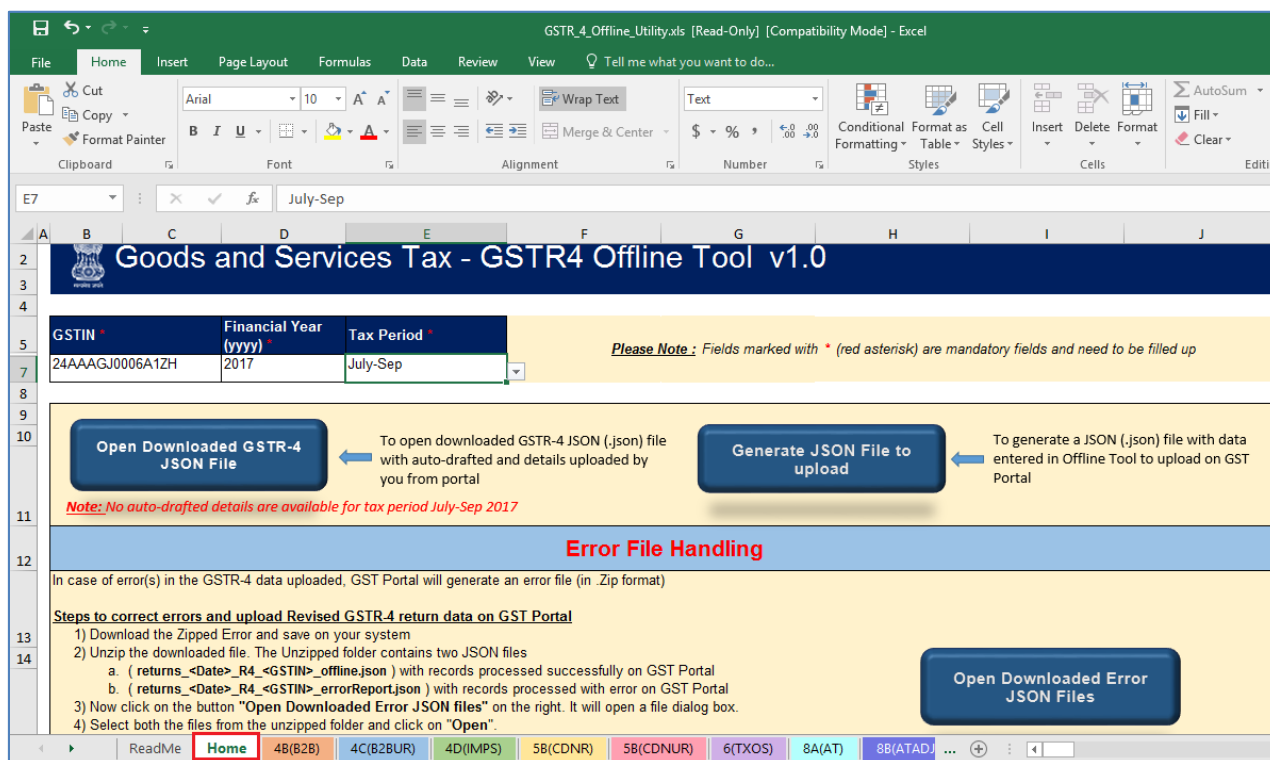
6. Browse the location to save the extracted error reports and click the **Extract** button.



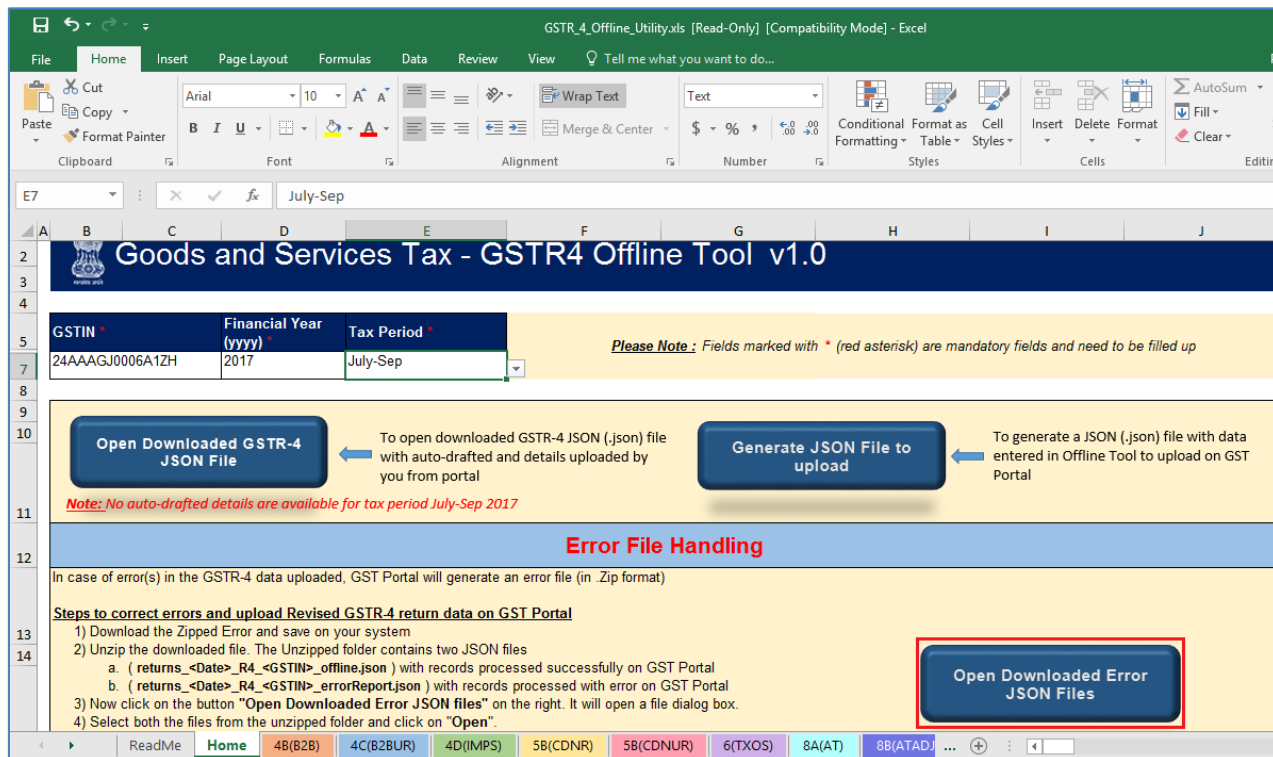
7. The Unzipped folder contains two JSON files.



8. Now Open GSTR4 Tool and go to **Home** Tab.



9. Under the section Error File Handling, click the **Open Downloaded Error JSON Files** button.



Goods and Services Tax - GSTR4 Offline Tool v1.0

GSTIN * Financial Year (yyyy) * Tax Period *

24AAAGJ0006A1ZH 2017 July-Sep

*Please Note : Fields marked with * (red asterisk) are mandatory fields and need to be filled up*

Open Downloaded GSTR-4 JSON File To open downloaded GSTR-4 JSON (.json) file with auto-drafted and details uploaded by you from portal

Generate JSON File to upload To generate a JSON (.json) file with data entered in Offline Tool to upload on GST Portal

Note: No auto-drafted details are available for tax period July-Sep 2017

Error File Handling

In case of error(s) in the GSTR-4 data uploaded, GST Portal will generate an error file (in .Zip format)

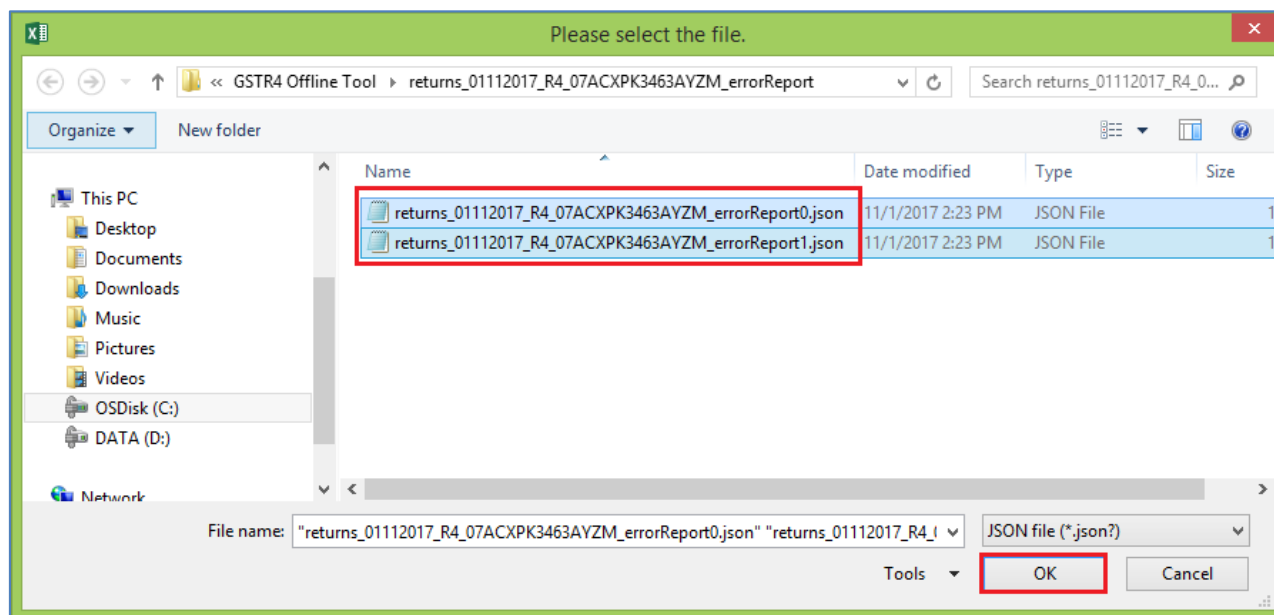
Steps to correct errors and upload Revised GSTR-4 return data on GST Portal

- 1) Download the Zipped Error and save on your system
- 2) Unzip the downloaded file. The Unzipped folder contains two JSON files
 - a. (returns_<Date>_R4_<GSTIN>_offline.json) with records processed successfully on GST Portal
 - b. (returns_<Date>_R4_<GSTIN>_errorReport.json) with records processed with error on GST Portal
- 3) Now click on the button "Open Downloaded Error JSON files" on the right. It will open a file dialog box.
- 4) Select both the files from the unzipped folder and click on "Open".

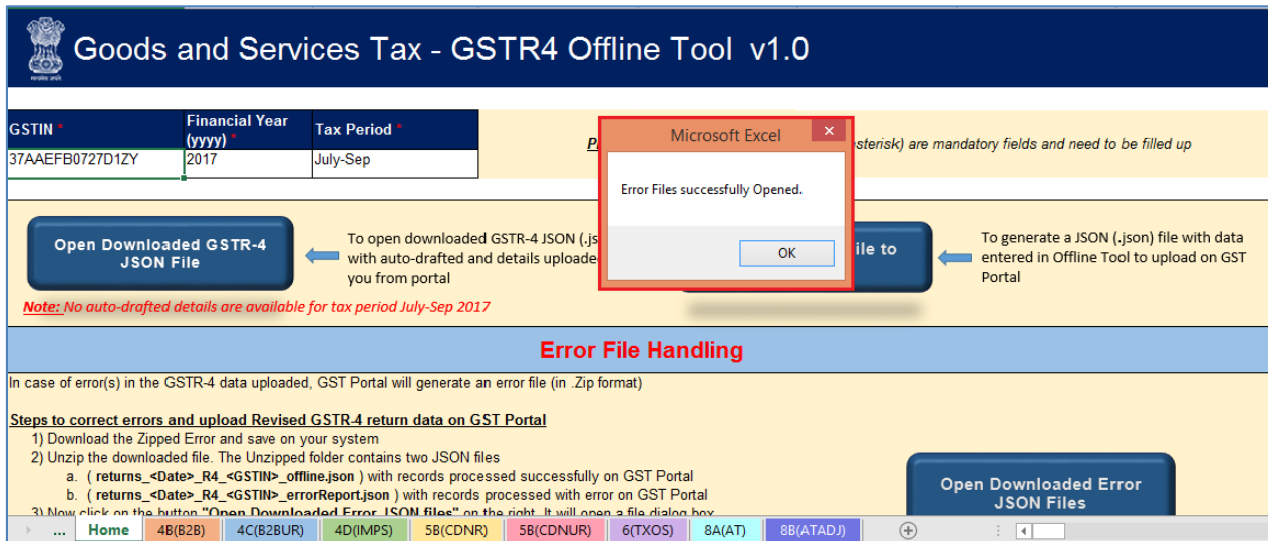
Open Downloaded Error JSON Files

10. A file dialog box will open. Navigate to extracted error folder. Select both the files and click the **OK** button.

Note: Both the error files and the records processed successfully file have to be selected and opened together.



11. Success message will be displayed. Click the **OK** button to proceed.



Goods and Services Tax - GSTR4 Offline Tool v1.0

GSTIN: 37AAEFB0727D1ZY | Financial Year: 2017 | Tax Period: July-Sep

Open Downloaded GSTR-4 JSON File (To open downloaded GSTR-4 JSON (.json) file with auto-drafted and details uploaded by you from portal)

Open Downloaded Error JSON Files (To generate a JSON (.json) file with data entered in Offline Tool to upload on GST Portal)

Error File Handling

In case of error(s) in the GSTR-4 data uploaded, GST Portal will generate an error file (in .Zip format)

Steps to correct errors and upload Revised GSTR4 return data on GST Portal

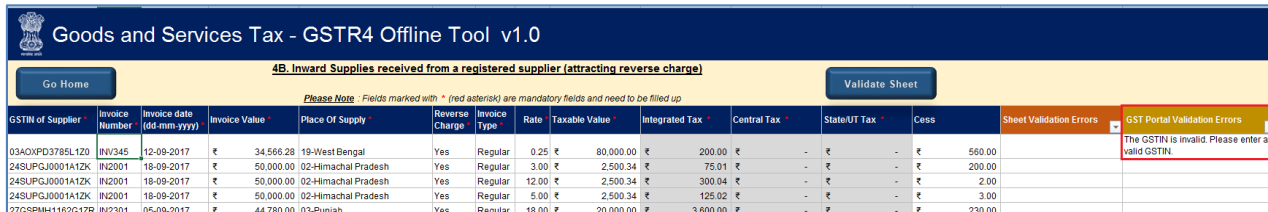
- 1) Download the Zipped Error and save on your system
- 2) Unzip the downloaded file. The unzipped folder contains two JSON files
 - a. (returns_<Date>_R4_<GSTIN>_offline.json) with records processed successfully on GST Portal
 - b. (returns_<Date>_R4_<GSTIN>_errorReport.json) with records processed with error on GST Portal
- 3) Now click on the button "Open Downloaded Error JSON files" on the right. It will open a file dialog box.

Note: No auto-drafted details are available for tax period July-Sep 2017

Navigation: Home | 4B(B2B) | 4C(B2BUR) | 4D(IMPS) | 5B(CDNR) | 5B(CDNUR) | 6(TXOS) | 8A(AT) | 8B(ATADJ) | +

12. Navigate to each Worksheets and ensure all records from both the files have been successfully opened in Tool. Both the successfully processed as well as error records would be visible in different worksheets.

13. Correct the errors as mentioned in the column "GST Portal Validation Errors" in each sheet.



Goods and Services Tax - GSTR4 Offline Tool v1.0


4B. Inward Supplies received from a registered supplier (attracting reverse charge)

Go Home | Validate Sheet

Please Note: Fields marked with * (red asterisk) are mandatory fields and need to be filled up

GSTIN of Supplier	Invoice Number	Invoice date (dd-mm-yyyy)	Invoice Value	Place Of Supply	Reverse Charge	Invoice Type	Rate	Taxable Value	Integrated Tax	Central Tax	State/UT Tax	Cess	Sheet Validation Errors	GST Portal Validation Errors
03AOXP3785L120	INV345	12-09-2017	₹ 34,566.28	19-West Bengal	Yes	Regular	0.25	₹ 80,000.00	₹ 200.00	₹ -	₹ -	₹ 560.00		The GSTIN is invalid. Please enter a valid GSTIN.
24SUPGJ0001A12K	IN2001	18-09-2017	₹ 50,000.00	02-Himachal Pradesh	Yes	Regular	3.00	₹ 2,500.34	₹ 75.01	₹ -	₹ -	₹ 200.00		
24SUPGJ0001A12K	IN2001	18-09-2017	₹ 50,000.00	02-Himachal Pradesh	Yes	Regular	12.00	₹ 2,500.34	₹ 300.04	₹ -	₹ -	₹ 2.00		
24SUPGJ0001A12K	IN2001	18-09-2017	₹ 50,000.00	02-Himachal Pradesh	Yes	Regular	5.00	₹ 2,500.34	₹ 125.02	₹ -	₹ -	₹ 3.00		
27GSPMH1162G1ZR	IN2301	05-09-2017	₹ 44,780.00	03-Punjab	Yes	Regular	18.00	₹ 20,000.00	₹ 3,600.00	₹ -	₹ -	₹ 230.00		

14. After making the corrections, click the **Validate Sheet** button to validate the sheets.



Goods and Services Tax - GSTR4 Offline Tool v1.0

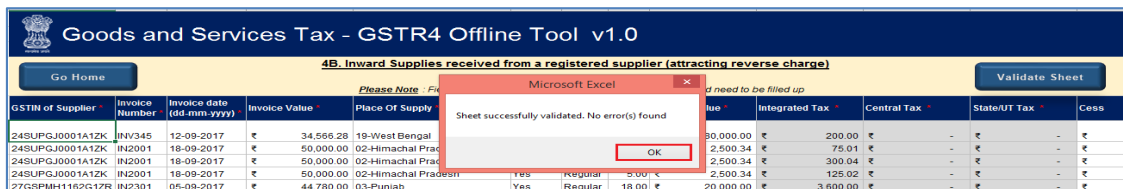
4B. Inward Supplies received from a registered supplier (attracting reverse charge)

Go Home | Validate Sheet

Please Note: Fields marked with * (red asterisk) are mandatory fields and need to be filled up

GSTIN of Supplier	Invoice Number	Invoice date (dd-mm-yyyy)	Invoice Value	Place Of Supply	Reverse Charge	Invoice Type	Rate	Taxable Value	Integrated Tax	Central Tax	State/UT Tax	Cess
03AOXP3785L120	INV345	12-09-2017	₹ 34,566.28	19-West Bengal	Yes	Regular	0.25	₹ 80,000.00	₹ 200.00	₹ -	₹ -	₹ 560.00
24SUPGJ0001A12K	IN2001	18-09-2017	₹ 50,000.00	02-Himachal Pradesh	Yes	Regular	3.00	₹ 2,500.34	₹ 75.01	₹ -	₹ -	₹ 200.00
24SUPGJ0001A12K	IN2001	18-09-2017	₹ 50,000.00	02-Himachal Pradesh	Yes	Regular	12.00	₹ 2,500.34	₹ 300.04	₹ -	₹ -	₹ 2.00
24SUPGJ0001A12K	IN2001	18-09-2017	₹ 50,000.00	02-Himachal Pradesh	Yes	Regular	5.00	₹ 2,500.34	₹ 125.02	₹ -	₹ -	₹ 3.00
27GSPMH1162G1ZR	IN2301	05-09-2017	₹ 44,780.00	03-Punjab	Yes	Regular	18.00	₹ 20,000.00	₹ 3,600.00	₹ -	₹ -	₹ 230.00

15. Pop-up appears once sheet is validated successfully.



Goods and Services Tax - GSTR4 Offline Tool v1.0

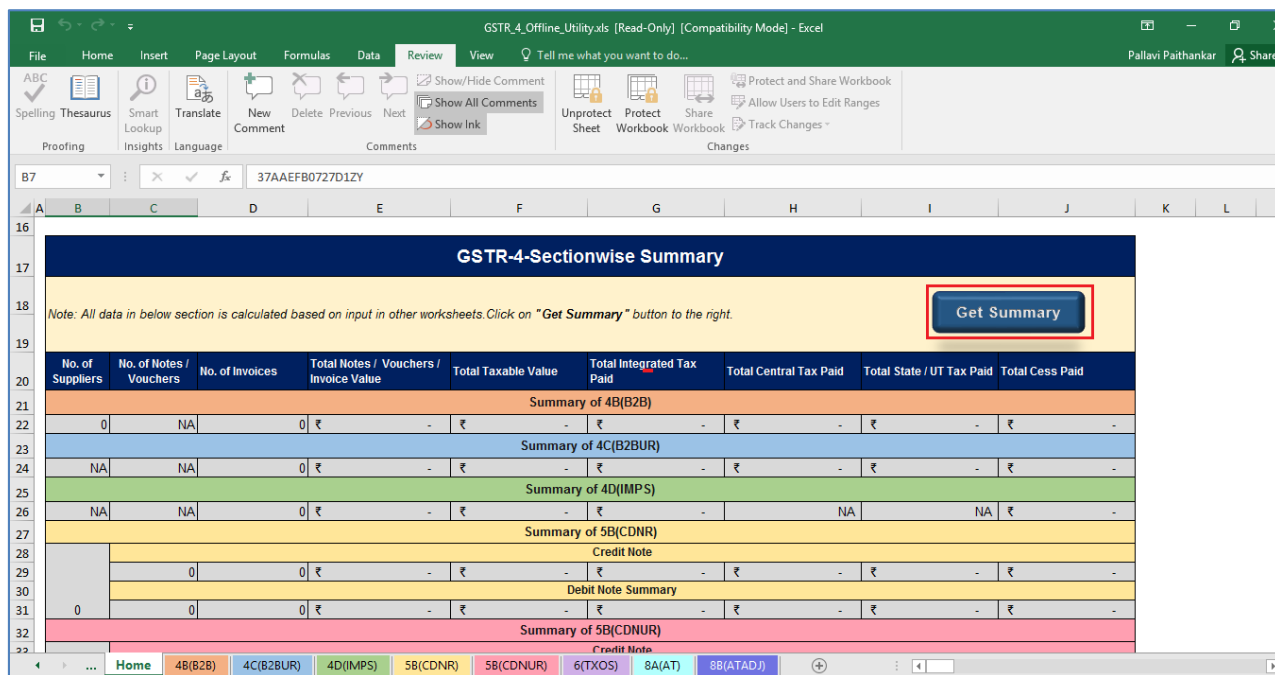
4B. Inward Supplies received from a registered supplier (attracting reverse charge)

Go Home | Validate Sheet

Please Note: Fields marked with * (red asterisk) are mandatory fields and need to be filled up

GSTIN of Supplier	Invoice Number	Invoice date (dd-mm-yyyy)	Invoice Value	Place Of Supply	Reverse Charge	Invoice Type	Rate	Taxable Value	Integrated Tax	Central Tax	State/UT Tax	Cess
24SUPGJ0001A12K	INV345	12-09-2017	₹ 34,566.28	19-West Bengal	Yes	Regular	0.25	₹ 80,000.00	₹ 200.00	₹ -	₹ -	₹ 560.00
24SUPGJ0001A12K	IN2001	18-09-2017	₹ 50,000.00	02-Himachal Pradesh	Yes	Regular	3.00	₹ 2,500.34	₹ 75.01	₹ -	₹ -	₹ 200.00
24SUPGJ0001A12K	IN2001	18-09-2017	₹ 50,000.00	02-Himachal Pradesh	Yes	Regular	12.00	₹ 2,500.34	₹ 300.04	₹ -	₹ -	₹ 2.00
24SUPGJ0001A12K	IN2001	18-09-2017	₹ 50,000.00	02-Himachal Pradesh	Yes	Regular	5.00	₹ 2,500.34	₹ 125.02	₹ -	₹ -	₹ 3.00
27GSPMH1162G1ZR	IN2301	05-09-2017	₹ 44,780.00	03-Punjab	Yes	Regular	18.00	₹ 20,000.00	₹ 3,600.00	₹ -	₹ -	₹ 230.00

16. After each is successfully validated, click the **Get Summary** button to update the summary on Home tab.



17. Summary is displayed for all the sections.

GSTR-4-Sectionwise Summary								
Note: All data in below section is calculated based on input in other worksheets. Click on "Get Summary" button to the right.								
No. of Suppliers	No. of Notes / Vouchers	No. of Invoices	Total Notes / Vouchers / Invoice Value	Total Taxable Value	Total Integrated Tax Paid	Total Central Tax Paid	Total State / UT Tax Paid	Total Cess Paid
Summary of 4B(B2B)								
2	NA	3	₹ 129,346.28	₹ 107,501.02	₹ 4,300.07	₹ -	₹ -	₹ 995.00
Summary of 4C(B2BUR)								
NA	NA	4	₹ 143,878.79	₹ 18,000.67	₹ 607.50	₹ 150.02	₹ 150.02	₹ 8.00
Summary of 4D(IMP)								
NA	NA	2	₹ 2,000.00	₹ 200.00	₹ 10.00	NA	NA	₹ 3.00
Summary of 5B(CDNR)								
Credit Note								
3	2	2	₹ 1,876.25	₹ 1,545.34	₹ 91.44	₹ -	₹ -	₹ 36.00
	Debit Note Summary							
3	2	2	₹ 2,066.57	₹ 1,347.56	₹ -	₹ 4.84	₹ 4.84	₹ 6.00
Summary of 5B(CDNR)								
Credit Note								

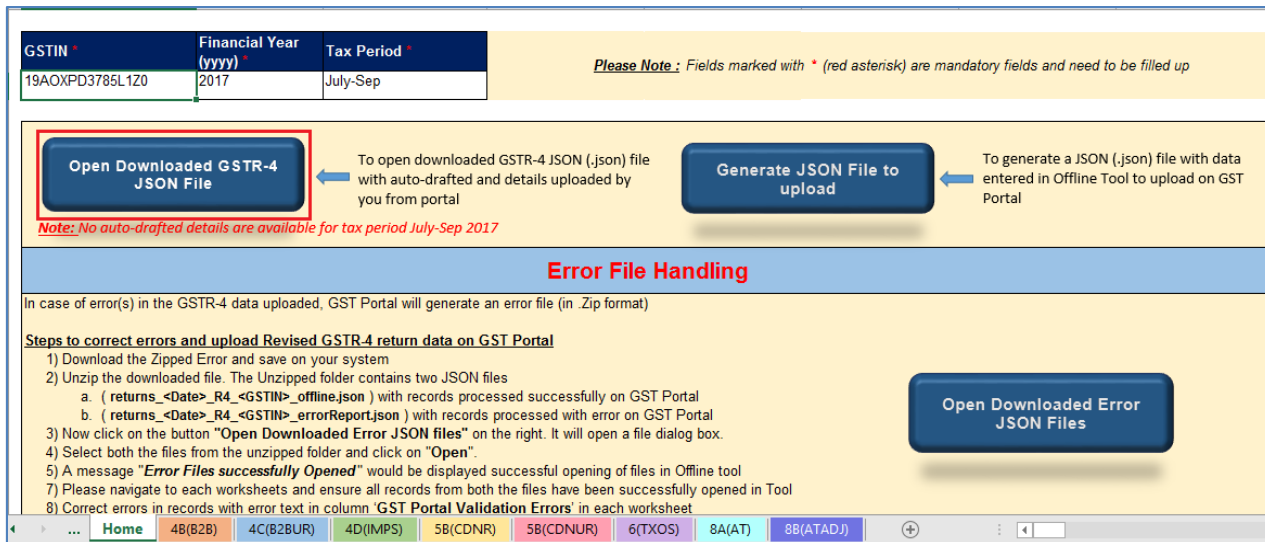
NOTE: Summary is generated based on the data entered in various worksheet. It does not account for late fee and interest liability.

18. Click on 'Generate JSON File to upload' to generate JSON(.json) file for upload of GSTR4 Return details prepared offline on GST Portal.

19. Follow steps mentioned in GSTR4 JSON upload on GST Portal section to file GSTR4.

5. Open Downloaded Return File for GSTR4

1. To Open the Downloaded Return file for GSTR4, click “Open Downloaded GSTR4 JSON File” on Home tab.



GSTIN * 19AOXPD3785L1Z0 **Financial Year (yyyy) *** 2017 **Tax Period *** July-Sep

*Please Note : Fields marked with * (red asterisk) are mandatory fields and need to be filled up*

Open Downloaded GSTR-4 JSON File To open downloaded GSTR-4 JSON (.json) file with auto-drafted and details uploaded by you from portal

Generate JSON File to upload To generate a JSON (.json) file with data entered in Offline Tool to upload on GST Portal

Note: No auto-drafted details are available for tax period July-Sep 2017

Error File Handling

In case of error(s) in the GSTR-4 data uploaded, GST Portal will generate an error file (in .Zip format)

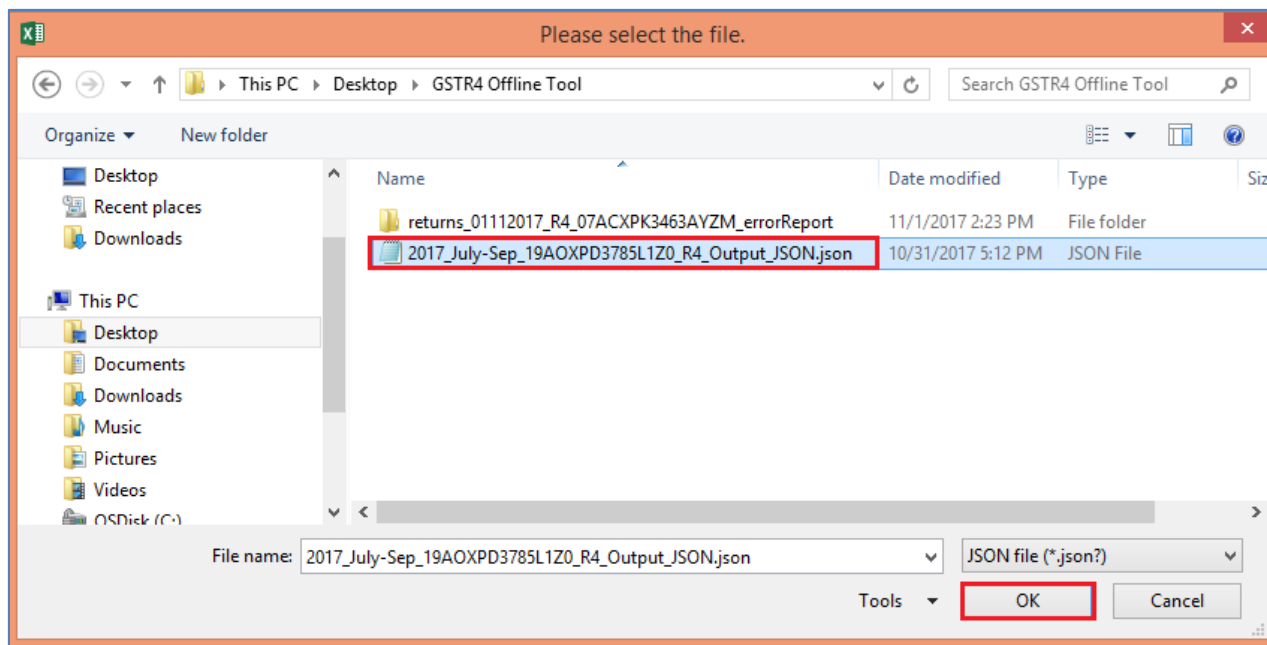
Steps to correct errors and upload Revised GSTR-4 return data on GST Portal

- 1) Download the Zipped Error and save on your system
- 2) Unzip the downloaded file. The Unzipped folder contains two JSON files
 - a. (returns_<Date>_R4_<GSTIN>_offline.json) with records processed successfully on GST Portal
 - b. (returns_<Date>_R4_<GSTIN>_errorReport.json) with records processed with error on GST Portal
- 3) Now click on the button “Open Downloaded Error JSON files” on the right. It will open a file dialog box.
- 4) Select both the files from the unzipped folder and click on “Open”.
- 5) A message “Error Files successfully Opened” would be displayed successful opening of files in Offline tool
- 7) Please navigate to each worksheets and ensure all records from both the files have been successfully opened in Tool
- 8) Correct errors in records with error text in column ‘GST Portal Validation Errors’ in each worksheet

Open Downloaded Error JSON Files

Home 4B(B2B) 4C(B2BUR) 4D(IMPS) 5B(CDNR) 5B(CDNUR) 6(TXOS) 8A(AT) 8B(ATADJ)

2. Browse the JSON(.json) file and click the **OK** button.



3. Select the downloaded JSON (.json) file and click on OK to proceed. Once successfully imported, you will get the message “Downloaded GSTR4 file successfully imported”

GSTIN *	Financial Year (yyyy) *	Tax Period *
19AOPD3785L120	2017	July-Sep

Please Note : Fields marked with * (red asterisk) are mandatory fields and need to be filled up

Open Downloaded GSTR-4 JSON File

To open downloaded GSTR-4 JSON file with auto-drafted and details uploaded by you from portal

Note: No auto-drafted details are available for tax period July-Sep 2017

Open Downloaded Error JSON Files

In case of error(s) in the GSTR-4 data uploaded, GST Portal will generate an error file (in .Zip format)

Steps to correct errors and upload Revised GSTR-4 return data on GST Portal

- 1) Download the Zipped Error and save on your system
- 2) Unzip the downloaded file. The Unzipped folder contains two JSON files
 - a. (returns_<Date>_R4_<GSTIN>_offline.json) with records processed successfully on GST Portal
 - b. (returns_<Date>_R4_<GSTIN>_errorReport.json) with records processed with error on GST Portal
- 3) Now click on the button "Open Downloaded Error JSON files" on the right. It will open a file dialog box.
- 4) Select both the files from the unzipped folder and click on "Open".
- 5) A message "Error Files successfully Opened" would be displayed successful opening of files in Offline tool
- 6) Please navigate to each worksheets and ensure all records from both the files have been successfully opened in Tool
- 7) Correct errors in records with error text in column 'GST Portal Validation Errors' in each worksheet

Microsoft Excel

Downloaded GSTR-4 file successfully imported

OK

To generate a JSON (.json) file with data entered in Offline Tool to upload on GST Portal

4. Now the sections for which you entered details of invoices/taxes to upload in GST portal will be populated with data automatically.
5. Modify the invoice details as per requirement.
6. After making the modifications, click the **Validate Sheet** button to validate the sheets.

Goods and Services Tax - GSTR4 Offline Tool v1.0

4B. Inward Supplies received from a registered supplier (attracting reverse charge)

Go Home
Validate Sheet

Please Note : Fields marked with * (red asterisk) are mandatory fields and need to be filled up

GSTIN of Supplier *	Invoice Number *	Invoice date (dd-mm-yyyy) *	Invoice Value *	Place Of Supply *	Reverse Charge	Invoice Type	Rate *	Taxable Value *	Integrated Tax *	Central Tax *	State/UT Tax *	Cess
03AOPD3785L120	INV345	12-09-2017	₹ 34,566.28	19-West Bengal	Yes	Regular	0.25	₹ 80,000.00	₹ 200.00	₹ -	₹ -	₹ 560.00
24SUPGJ0001A1ZK	IN2001	18-09-2017	₹ 50,000.00	02-Himachal Pradesh	Yes	Regular	3.00	₹ 2,500.34	₹ 75.01	₹ -	₹ -	₹ 200.00
24SUPGJ0001A1ZK	IN2001	18-09-2017	₹ 50,000.00	02-Himachal Pradesh	Yes	Regular	12.00	₹ 2,500.34	₹ 300.04	₹ -	₹ -	₹ 2.00
24SUPGJ0001A1ZK	IN2001	18-09-2017	₹ 50,000.00	02-Himachal Pradesh	Yes	Regular	5.00	₹ 2,500.34	₹ 125.02	₹ -	₹ -	₹ 3.00
27GSPMH1162G1ZR	IN2301	05-09-2017	₹ 44,780.00	03-Punjab	Yes	Regular	18.00	₹ 20,000.00	₹ 3,600.00	₹ -	₹ -	₹ 230.00

7. Pop-up saying "Sheet successfully validated. No error(s) found" appears once sheet is validated successfully.

Goods and Services Tax - GSTR4 Offline Tool v1.0

4B. Inward Supplies received from a registered supplier (attracting reverse charge)

Go Home
Validate Sheet

Please Note : Fields marked with * (red asterisk) are mandatory fields and need to be filled up

GSTIN of Supplier *	Invoice Number *	Invoice date (dd-mm-yyyy) *	Invoice Value *	Place Of Supply *	Reverse Charge	Invoice Type	Rate *	Taxable Value *	Integrated Tax *	Central Tax *	State/UT Tax *	Cess
24SUPGJ0001A1ZK	INV345	12-09-2017	₹ 34,566.28	19-West Bengal				₹ 80,000.00	₹ 200.00	₹ -	₹ -	₹ -
24SUPGJ0001A1ZK	IN2001	18-09-2017	₹ 50,000.00	02-Himachal Pradesh				₹ 2,500.34	₹ 75.01	₹ -	₹ -	₹ -
24SUPGJ0001A1ZK	IN2001	18-09-2017	₹ 50,000.00	02-Himachal Pradesh				₹ 2,500.34	₹ 300.04	₹ -	₹ -	₹ -
24SUPGJ0001A1ZK	IN2001	18-09-2017	₹ 50,000.00	02-Himachal Pradesh				₹ 2,500.34	₹ 125.02	₹ -	₹ -	₹ -
27GSPMH1162G1ZR	IN2301	05-09-2017	₹ 44,780.00	03-Punjab	Yes	Regular	18.00	₹ 20,000.00	₹ 3,600.00	₹ -	₹ -	₹ -

8. After each section is successfully validated, click the **Get Summary** button to update the summary on Home tab.

GSTR-4-Sectionwise Summary

Note: All data in below section is calculated based on input in other worksheets. Click on "Get Summary" button to the right.

No. of Suppliers	No. of Notes / Vouchers	No. of Invoices	Total Notes / Vouchers / Invoice Value	Total Taxable Value	Total Integrated Tax Paid	Total Central Tax Paid	Total State / UT Tax Paid	Total Cess Paid
Summary of 4B(B2B)								
0	NA	0	₹ -	₹ -	₹ -	₹ -	₹ -	₹ -
Summary of 4C(B2BUR)								
NA	NA	0	₹ -	₹ -	₹ -	₹ -	₹ -	₹ -
Summary of 4D(IMP)								
NA	NA	0	₹ -	₹ -	₹ -	NA	NA	₹ -
Summary of 5B(CDNR)								
Credit Note								
0	0	0	₹ -	₹ -	₹ -	₹ -	₹ -	₹ -
Debit Note Summary								
0	0	0	₹ -	₹ -	₹ -	₹ -	₹ -	₹ -
Summary of 5B(CDNR)								
Credit Note								

Home 4B(B2B) 4C(B2BUR) 4D(IMP) 5B(CDNR) 5B(CDNR) 6(TXOS) 8A(AT) 8B(ATADJ)

9. Summary is displayed for all the sections.

GSTR-4-Sectionwise Summary

Note: All data in below section is calculated based on input in other worksheets. Click on "Get Summary" button to the right.

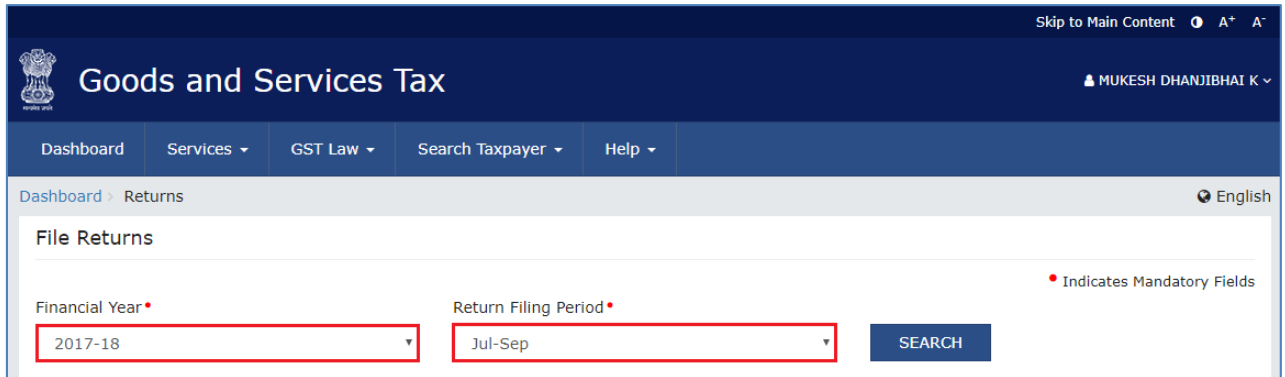
No. of Suppliers	No. of Notes / Vouchers	No. of Invoices	Total Notes / Vouchers / Invoice Value	Total Taxable Value	Total Integrated Tax Paid	Total Central Tax Paid	Total State / UT Tax Paid	Total Cess Paid
Summary of 4B(B2B)								
2	NA	3	₹ 129,346.28	₹ 107,501.02	₹ 4,300.07	₹ -	₹ -	₹ 995.00
Summary of 4C(B2BUR)								
NA	NA	4	₹ 143,878.79	₹ 18,000.67	₹ 607.50	₹ 150.02	₹ 150.02	₹ 8.00
Summary of 4D(IMP)								
NA	NA	2	₹ 2,000.00	₹ 200.00	₹ 10.00	NA	NA	₹ 3.00
Summary of 5B(CDNR)								
Credit Note								
2	2	2	₹ 1,876.25	₹ 1,545.34	₹ 91.44	₹ -	₹ -	₹ 36.00
Debit Note Summary								
3	2	2	₹ 2,066.57	₹ 1,347.56	₹ -	₹ 4.84	₹ 4.84	₹ 6.00
Summary of 5B(CDNR)								
Credit Note								

Home 4B(B2B) 4C(B2BUR) 4D(IMP) 5B(CDNR) 5B(CDNR) 6(TXOS) 8A(AT) 8B(ATADJ)

10. Click on 'Generate JSON File to upload' to generate JSON(.json) file for upload of GSTR4 return details prepared offline on GST portal.
11. Follow steps mentioned in GSTR4 JSON upload on GST Portal section to file GSTR4.

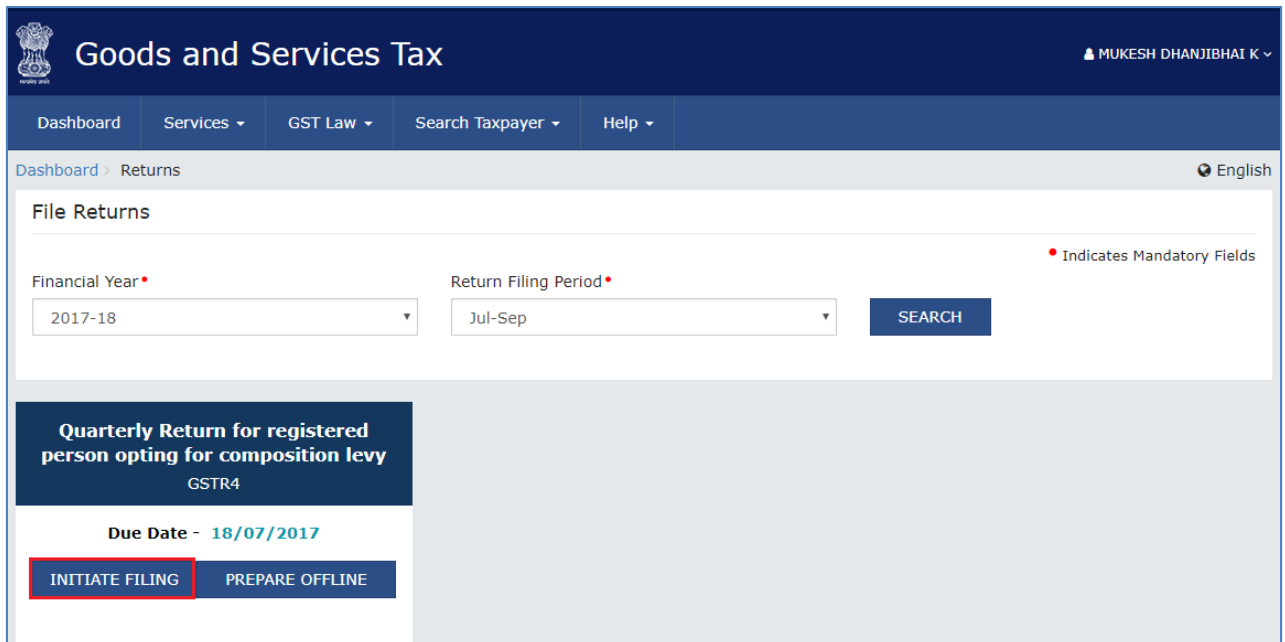
6. Submission and Filing of GSTR4

1. Access the <https://gst.gov.in/> URL. The GST Home page is displayed.
2. Click the **Services > Returns > Returns Dashboard** command.
3. The File Returns page is displayed. In the **Financial Year** drop-down list, select the financial year for which the return has to be uploaded.
4. In the **Return Filing Period** drop-down list, select the return filing period for which the return has to be uploaded.
5. Click the **SEARCH** button.



The screenshot shows the 'File Returns' page on the GSTN portal. The header includes the GSTN logo and the text 'Goods and Services Tax'. A navigation bar contains links for Dashboard, Services, GST Law, Search Taxpayer, and Help. The main content area is titled 'File Returns' and includes a search form. The form has two dropdown menus: 'Financial Year' (set to 2017-18) and 'Return Filing Period' (set to Jul-Sep). A 'SEARCH' button is located to the right of the dropdowns. A red dot indicates mandatory fields. The user's name 'MUKESH DHANJIBHAI K' is visible in the top right corner.

6. Click the **INITIATE FILING** button.



The screenshot shows the 'File Returns' page on the GSTN portal, similar to the previous one. Below the search form, there is a section titled 'Quarterly Return for registered person opting for composition levy GSTR4'. It displays the 'Due Date - 18/07/2017'. At the bottom of this section, there are two buttons: 'INITIATE FILING' (highlighted with a red box) and 'PREPARE OFFLINE'. The 'SEARCH' button from the previous screenshot is also visible.

7. Enter the values for “Aggregate Turnover for preceeding financial year” and “Aggregate Turnover - April to June, 2017” and click the **SAVE** button.

Dashboard > Returns > GSTR-4 English

Quarterly Return for registered person opting for composition levy

Indicates Mandatory Fields

GSTIN - 07ACXPK3463AYZM Legal Name - MUKESH DHANJIBHAI Trade Name - Singh
 FY - 2017-18 Return Period - Jul-Sep Status - Not Filed Due Date - 18/07/2017

Aggregate Turnover in the preceeding financial year • Aggregate Turnover - April to June, 2017 •

 SAVE

GSTR-4 - Invoice Details

☐ I acknowledge that I have reviewed the details of the preview and the information is correct and would like to submit the details. I am aware that no changes can be made after submit.

PREVIEW **SUBMIT**

7. Click the **PREVIEW** button to view the summary in PDF File. Please ensure that you validate the PDF summary with summary in offline tool and your accounting records before submitting GSTR4.

Dashboard Services ▾ GST Law ▾ Search Taxpayer ▾ Help ▾

Dashboard > Returns > GSTR-4 English

Quarterly Return for registered person opting for composition levy

Indicates Mandatory Fields

GSTIN - 07ACXPK3463AYZM Legal Name - MUKESH DHANJIBHAI Trade Name - Singh
 FY - 2017-18 Return Period - Jul-Sep Status - Not Filed Due Date - 18/07/2017

Aggregate Turnover in the preceeding financial year • Aggregate Turnover - April to June, 2017 •

 SAVE

Gross Turnover saved successfully Gross Turnover saved successfully

GSTR-4 - Invoice Details

☐ I acknowledge that I have reviewed the details of the preview and the information is correct and would like to submit the details. I am aware that no changes can be made after submit.

PREVIEW **SUBMIT**

Sample PDF is as below:

GSTR4_07ACXPK3463AYZM_142017.pdf 1 / 3

Form GSTR-4

[See Rule 62]

Quarterly Return for registered person opting for composition levy

Note: Please ensure that figures shown in preview file are same as available in the summary sheet seen in Offline Tool. Proceed to Submit only after viewing the Preview of this return(GSTR4). No changes can be made once the form is submitted successfully.

Year	2017-18
Quarter	Jul-Sep

1. GSTIN	07ACXPK3463AYZM
2(a). Legal name of the registered person	MUKESH DHANJIBHAI KARSHALA
2(b). Trade name, if any	Singh
3(a). Aggregate Turnover in the preceding Financial Year	10000000
3(b). Aggregate Turnover - April to June, 2017	1000000

Note: All amounts displayed in the tables are in INR.

4B - Inward supplies received from a registered supplier (attracting reverse charge)

No. of Records	Total Invoice value	Total Taxable value	Total Integrated Tax	Total Central Tax	Total State/UT Tax	Total Cess
1	324234234	234234	585.58	0	0	23423

4C - Inward supplies received from unregistered supplier

No. of Records	Total Invoice value	Total Taxable value	Total Integrated Tax	Total Central Tax	Total State/UT Tax	Total Cess
----------------	---------------------	---------------------	----------------------	-------------------	--------------------	------------



Online 'Preview' for validation of summary details is critical to ensure all details required to be declared for selected Return period have been successfully processed on GST portal. Check the 'Preview' and submit only once assured for completeness of summary available in 'Preview'. In case of any deviation from expected summary details; please upload a new JSON on GST Portal. You can also download the preview to verify at your convenience



You can match these values with the summary generated in the GSTR4 Offline Tool and your accounting records to ensure correct upload of invoice data.

7. Select the declaration Checkbox and click the **SUBMIT** button.

Dashboard Services GST Law Search Taxpayer Help

Dashboard > Returns > GSTR-4 English

Quarterly Return for registered person opting for composition levy

Indicates Mandatory Fields

GSTIN - 07ACXPK3463AYZM Legal Name - MUKESH DHANJIBHAI Trade Name - Singh
 FY - 2017-18 Return Period - Jul-Sep Status - Not Filed Due Date - 18/07/2017

Aggregate Turnover in the preceeding financial year * ₹1,00,00,000.00
 Gross Turnover saved successfully

Aggregate Turnover - April to June, 2017 * ₹10,00,000.00
 Gross Turnover saved successfully

SAVE

GSTR-4 - Invoice Details

☒ I acknowledge that I have reviewed the details of the preview and the information is correct and would like to submit the details. I am aware that no changes can be made after submit.

PREVIEW SUBMIT

8. Pop-up appears on the screen, click the **PROCEED** button.
9. Submit request may take few seconds. Click the refresh button on top.

Dashboard
Services
GST Law
Search Taxpayer
Help

Dashboard > Returns > GSTR-4
English

Quarterly Return for registered person opting for composition levy

GSTIN - 07ACXPK3463AYZM
FY - 2017-18
Aggregate Turnover in the preceeding financial year

Legal Name - MUKESH DHANJIBHAI KARSHALA
Return Period - Jul-Sep

Trade Name - Singh
Status - Not Filed
Due Date - 18/10/2017


Your Submit request has been received, please check the status in sometime.

GSTR-4 - Invoice Details

☐ I acknowledge that I have reviewed the details of the preview and the information is correct and would like to submit the details. I am aware that no changes can be made after submit.

Note: Once the user clicks on Submit, no change will be allowed later.

10. The status will be changed to **SUBMITTED**.


Goods and Services Tax
MUKESH DHANJIBHAI K

Dashboard
Services
GST Law
Search Taxpayer
Help

Dashboard > Returns > GSTR-4
English Refresh

Quarterly Return for registered person opting for composition levy

GSTIN - 07ACXPK3463AYZM
FY - 2017-18
Aggregate Turnover in the preceeding financial year

Legal Name - MUKESH DHANJIBHAI KARSHALA
Return Period - Jul-Sep

Trade Name - Singh
Status - Submitted
Due Date - 18/10/2017

GSTR-4 - Invoice Details

☐ I acknowledge that I have reviewed the details of the preview and the information is correct and would like to submit the details. I am aware that no changes can be made after submit.

11. Once GSTR4 is submitted, Click the tile “10,11- Tax, interest, Late Fee Payable and paid”.

GSTR-4 - Invoice Details

☐ I acknowledge that I have reviewed the details of the preview and the information is correct and would like to submit the details. I am aware that no changes can be made after submit.

[PREVIEW](#) [SUBMIT](#)

10, 11 - Tax, Interest, Late fee payable and paid

Total Liability	Paid through Cash
₹24,009.00	₹0.00

13 - Debit entries in cash ledger for tax /interest payment

Integrated Tax	Central Tax
₹0.00	₹0.00
State/UT Tax	CESS
₹0.00	₹0.00

12 - Refund claimed from Electronic cash ledger

Total Tax claim	Interest claim
₹-	₹-
Late fee claim	
₹-	
arter	

[BACK](#) [FILE RETURN](#)

12. Tax, Interest, Late Fee Payable and paid details will be shown.

Dashboard Services GST Law Search Taxpayer Help

Dashboard > Returns > GSTR-4 > Tax payable English

10, 11 - Tax, Interest, Late fee payable and paid

Note: Negative liabilities will not be considered for liability offset. The negative amounts(If any) will be adjusted in the next quarter.

Description	Total Tax payable (Other than reverse charge)	Total Tax payable (reverse charge)	Interest payable in cash (Total in ₹)	Late fee payable in cash (₹)	Tax paid in cash	Interest paid in cash (Total in ₹)	Late fee paid in cash (₹)
Integrated Tax (₹)	0.00	586.00	0.00	0.00	₹586.00	₹0.00	₹0.00
Central Tax (₹)	0.00	0.00	0.00	0.00	₹0.00	₹0.00	₹0.00
State/UT Tax (₹)	0.00	0.00	0.00	0.00	₹0.00	₹0.00	₹0.00
CESS (₹)	0.00	23,423.00	0.00	0.00	₹23,423.00	₹0.00	₹0.00

[BACK](#) [CASH LEDGER BALANCE](#) [UTILIZE CASH](#)

13. Click **CASH LEDGER BALANCE** to check the available balance in Cash Ledger.

Dashboard
Services
GST Law
Search Taxpayer
Help

Dashboard > Returns > GSTR-4 > Tax payable
English

10, 11 - Tax, Interest, Late fee payable and paid

Note: Negative liabilities will not be considered for liability offset. The negative amounts(If any) will be adjusted in the next quarter.

Description	Total Tax payable (Other than reverse charge)	Total Tax payable (reverse charge)	Interest payable in cash (Total in ₹)	Late fee payable in cash (₹)	Tax paid in cash	Interest paid in cash (Total in ₹)	Late fee paid in cash (₹)
Integrated Tax (₹)	0.00	586.00	0.00	0.00	₹586.00	₹0.00	₹0.00
Central Tax (₹)	0.00	0.00	0.00	0.00	₹0.00	₹0.00	₹0.00
State/UT Tax (₹)	0.00	0.00	0.00	0.00	₹0.00	₹0.00	₹0.00
CESS (₹)	0.00	23,423.00	0.00	0.00	₹23,423.00	₹0.00	₹0.00

BACK
CASH LEDGER BALANCE
UTILIZE CASH

14. Click the **UTILIZE CASH** button to utilize cash ledger balance and adjust with the tax, interest and late fee.

Dashboard
Services
GST Law
Search Taxpayer
Help

Dashboard > Returns > GSTR-4 > Tax payable
English

10, 11 - Tax, Interest, Late fee payable and paid

Note: Negative liabilities will not be considered for liability offset. The negative amounts(If any) will be adjusted in the next quarter.

Description	Total Tax payable (Other than reverse charge)	Total Tax payable (reverse charge)	Interest payable in cash (Total in ₹)	Late fee payable in cash (₹)	Tax paid in cash	Interest paid in cash (Total in ₹)	Late fee paid in cash (₹)
Integrated Tax (₹)	0.00	586.00	0.00	0.00	₹586.00	₹0.00	₹0.00
Central Tax (₹)	0.00	0.00	0.00	0.00	₹0.00	₹0.00	₹0.00
State/UT Tax (₹)	0.00	0.00	0.00	0.00	₹0.00	₹0.00	₹0.00
CESS (₹)	0.00	23,423.00	0.00	0.00	₹23,423.00	₹0.00	₹0.00

BACK
CASH LEDGER BALANCE
UTILIZE CASH

15. Once Liability offset is successful, proceed with Filing.

Liability offset with Debit ID: DC0711170000001 is done successfully. Please proceed with filing.

10, 11 - Tax, Interest, Late fee payable and paid

Note: Negative liabilities will not be considered for liability offset. The negative amounts(If any) will be adjusted in the next quarter.

Description	Total Tax payable (Other than reverse charge)	Total Tax payable (reverse charge)	Interest payable in cash (Total in ₹)	Late fee payable in cash (₹)	Tax paid in cash	Interest paid in cash (Total in ₹)	Late fee paid in cash (₹)
Integrated Tax (₹)	0.00	586.00	0.00	0.00	₹586.00	₹0.00	₹0.00
Central Tax (₹)	0.00	0.00	0.00	0.00	₹0.00	₹0.00	₹0.00
State/UT Tax (₹)	0.00	0.00	0.00	0.00	₹0.00	₹0.00	₹0.00
CESS (₹)	0.00	23,423.00	0.00	0.00	₹23,423.00	₹0.00	₹0.00

BACK
FILE RETURN

16. Details of **Debit entries in cash ledger for tax/ledger** can be seen in tile below.

GSTR-4 - Invoice Details

☐ I acknowledge that I have reviewed the details of the preview and the information is correct and would like to submit the details. I am aware that no changes can be made after submit.

PREVIEW
SUBMIT

10, 11 - Tax, Interest, Late fee payable and paid

13 - Debit entries in cash ledger for tax /interest payment

12 - Refund claimed from Electronic cash ledger

Total Liability
₹24,009.00

Paid through Cash
₹24,009.00

Integrated Tax ₹586.00	Central Tax ₹0.00
State/UT Tax ₹0.00	CESS ₹23,423.00

Total Tax claim
₹-

Late fee claim
₹-

Claimed from next quarter

BACK
FILE RETURN

17. Click the tile to see the debit entries.

Dashboard
Services
GST Law
Search Taxpayer
Help

Dashboard > Returns > GSTR-4 > Debit entry
English

13 - Debit entries in cash ledger for tax /interest payment

Sr No.	Debit entry no.	Debit entry date	Description	Total Tax paid	Interest paid in cash (Total in ₹)	Late fee paid in cash (₹)	Paid in cash
Reverse charge							
1	DC0711170000001	02/11/2017	Integrated Tax (₹)	586.00	0.00	0.00	586.00
			Central Tax (₹)	0.00	0.00	0.00	0.00
			State/UT Tax (₹)	0.00	0.00	0.00	0.00
			CESS (₹)	23,423.00	0.00	0.00	23,423.00

BACK

18. Click the **FILE RETURN** button.

GSTR-4 - Invoice Details

☐ I acknowledge that I have reviewed the details of the preview and the information is correct and would like to submit the details. I am aware that no changes can be made after submit.

PREVIEWSUBMIT

10, 11 - Tax, Interest, Late fee payable and paid

Total Liability
₹24,009.00
Paid through Cash
₹24,009.00

13 - Debit entries in cash ledger for tax /interest payment

Integrated Tax
₹586.00
State/UT Tax
₹0.00

Central Tax
₹0.00
CESS
₹23,423.00

12 - Refund claimed from Electronic cash ledger

Total Tax claim
₹-
Late fee claim
₹-

Interest claim
₹-

₹-

BACK

FILE RETURN

19. Select the checkbox.
20. Select the Authorized signatory from the drop-down list and click the **FILE RETURN** (With EVC or DSC) button.

Dashboard
Services
GST Law
Search Taxpayer
Help

Dashboard > Returns > File
English

GSTIN - 07ACXPK3463AYZM
Legal Name - MUKESH DHANJIBHAI KARSHALA
Return Type - GSTR4
FY - 2017-18
Return Period - Jul-Sep
Status - Submitted

Returns Filing for GSTR4

☒ I/We hereby solemnly affirm and declare that the information given herein above is true and correct to the best of my/our knowledge and belief and nothing has been concealed therefrom.

Authorized Signatory

MUKESH KARSHALA

BACK
FILE WITH DSC
FILE WITH EVC

21. Once the Verification is completed, ARN will be generated and status is changed to **Filed**.

Dashboard
Services
GST Law
Search Taxpayer
Help

Dashboard > Returns > File
English

GSTR4 of GSTIN - 07ACXPK3463AYZM for the Return Period - 'Jul-Sep - 2017-18 has been successfully filed. The Acknowledgment Reference Number is AA0714170000012. The GSTR4 can be viewed on your Dashboard Login=>Taxpayer Dashboard=>Returns. This message is sent to your registered Email ID and Mobile Number.

GSTIN - 07ACXPK3463AYZM
Legal Name - MUKESH DHANJIBHAI KARSHALA
Return Type - GSTR4
FY - 2017-18
Return Period - Jul-Sep
Status - Filed

Returns Filing for GSTR4

☒ I/We hereby solemnly affirm and declare that the information given herein above is true and correct to the best of my/our knowledge and belief and nothing has been concealed therefrom.

Authorized Signatory

MUKESH KARSHALA

BACK
FILE WITH DSC
FILE WITH EVC