

प्रशासन  
दादरा एवं नगर हवेली संघप्रदेश  
सिलवासा



Administration of Dadra & Nagar Haveli(U.T)  
Silvassa

# User manual for e-Purchase & e-Sales module



## Summary

This document is a step by step user guide for the registered dealers at UT of Dadra & Nagar Haveli to use the e-Purchase & e-Sales module of the VATSoft application.

Dept. of Value Added Tax

U.T. of Dadra & Nagar Haveli

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## 1. Downloading xml Converter

### 1. Login to the Dealer module using Username and Password

DEPARTMENT OF VALUE ADDED TAX  
UT Administration of Dadra & Nagar Haveli, India  
Paying Tax the Easy Way

.: Login :.

**Dealer Login**

User Name:

Password:

[Login](#) [Exit](#)

[Forgot Password ? Click here to reset](#)

### 2. In the main menu that opens up, click on "Reports and Help"

TIN: 26000000001      Prop/Comp. Name: TEST TRADE 1      Login: Testlogin1      [Sign Out](#)

.: Main :.

<p><b>ANNEXURE II</b></p> <ul style="list-style-type: none"> <li><a href="#">Entry and Update</a></li> <li><a href="#">Upload ZIP/XML file</a></li> <li><a href="#">Delete All Invoices</a></li> <li><a href="#">Verify and Submit</a></li> </ul> <p><b>DVAT30, 30A, 31, 31A</b></p> <ul style="list-style-type: none"> <li><a href="#">Entry and Update</a></li> <li><a href="#">Upload ZIP/XML file</a></li> <li><a href="#">Delete all Invoices</a></li> <li><a href="#">Verify Invoices</a></li> <li><a href="#">Submit Invoices</a></li> </ul> <p><b>RETURNS ENTRY</b></p> <ul style="list-style-type: none"> <li><a href="#">Entry</a></li> <li><a href="#">Payment Details</a></li> <li><a href="#">Update and Submit</a></li> <li><a href="#">Print Returns</a></li> </ul>	<p>Username: Testlogin1 TIN: 26000000001 Prop/Comp. Name: TEST TRADE 1 Last Login: On 19/06/2013 at 11:14:04 AM CST Number: DNH/CST/T/0001</p> <p><b>or C-Form has been rejected. Please check Update and</b></p> <p><a href="#">Reports and Help</a></p>	<p><b>ONLINE CST FORMS</b></p> <ul style="list-style-type: none"> <li><a href="#">Request Entry</a></li> <li><a href="#">Upload XML/ZIP file</a></li> <li><a href="#">Update and Submit</a></li> <li><a href="#">Status</a></li> <li><a href="#">Print</a></li> <li><a href="#">Request C Form Cancellation</a></li> <li><a href="#">Status Of C Form Cancellation</a></li> </ul> <p><b>CST RECEIPTS FORMS</b></p> <ul style="list-style-type: none"> <li><a href="#">Entry and Update</a></li> <li><a href="#">Verify and Submit</a></li> </ul> <p><b>MISCELLANEOUS</b></p> <ul style="list-style-type: none"> <li><a href="#">Refund</a></li> <li><a href="#">Amendment</a></li> </ul>
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3. In the subsequent screen that opens up, click on “Converter” as shown below

TIN: 26000000001 Prop/Comp. Name: TEST TRADE TEST Login: Testlogin1 [Sign Out](#)

:: Reports and Help ::

<p><b>REPORTS</b></p> <p><b>Web Acknowledgement</b></p> <ul style="list-style-type: none"> <li><a href="#">Online CST Forms</a></li> <li><a href="#">Purchase Invoices</a></li> <li><a href="#">Sales Invoices</a></li> <li><a href="#">CST Form Receipt</a></li> <li>TDS Forms</li> <li>e_Way Bill</li> </ul> <p><b>Detailed</b></p> <ul style="list-style-type: none"> <li><a href="#">Online CST Forms</a></li> <li><a href="#">Printed CST Form</a></li> <li>e-Way Bill</li> <li><a href="#">Purchase Invoices</a></li> <li><a href="#">Sales Invoices</a></li> <li><a href="#">CST Form Receipts</a></li> </ul> <p><b>Master</b></p> <ul style="list-style-type: none"> <li><a href="#">Commodities Enabled</a></li> </ul>	<p><b>STATUS</b></p> <ul style="list-style-type: none"> <li><a href="#">e Payment</a></li> <li>e TDS</li> <li><a href="#">e CST-Receipts</a></li> </ul>	<p><b>HELP</b></p> <ul style="list-style-type: none"> <li><a href="#">User Manual</a></li> <li><a href="#">FAQ's</a></li> <li>XML File Formats</li> <li><a href="#">Tips</a></li> <li><b>Converter</b></li> </ul> <p><b>OTHER OPTIONS</b></p> <ul style="list-style-type: none"> <li><a href="#">TIN Search</a></li> <li><a href="#">Change Password</a></li> <li><a href="#">Update Contact Info</a></li> <li><a href="#">CST Dealer Print</a></li> <li><a href="#">ADD e-Way Bill Commodities</a></li> <li><a href="#">Deregistration Request</a></li> <li>Transfer</li> <li><a href="#">Apply for CST Registration</a></li> </ul>
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[Exit](#)

4. The following screen appears. Click on “Download”

**ABOUT THE CONVERTOR**

From the perspective of uploading of the files, there are various ways of consolidating and submitting the invoice details. Some of the options are – to key in the Invoice details individually through various options of the e-filing system or to create an .xml file as prescribed by the department and uploading the same. XML is the industry standard used to structure, store, and transport information.

While looking at these features of uploading the files, some of the dealers had already computerized their system where in the invoice details were being captured in various formats and output in various formats like word, excel or text file. Even though the information is available, the output is not as per the standard mentioned by the Department. Once again, from this data a separate .xml file has to be prepared, for uploading into e-filing system. Dealers, who have computerized their systems, can contact their support engineers to develop a module accordingly and can make use of it. Else there are various utilities and programs which can be downloaded from the Internet which can convert the Excel file to .XML file. Else the dealers can also use the utility developed by NIC to convert the Excel file to .XML file and it is not mandatory for the dealer to use only this software for conversion.

The downloaded 'VATeFSConvert.zip' has the following files

a.	Guidelines Excel to XML Converter.pdf
b.	VAT_PUR_EXL_XML.xls
c.	VAT_SL_EXL_XML.xls
d.	VAT_EXP_INV.xls
e.	ONLINE_CST_COM.xls
f.	VAT505.xls
g.	OLDCSTCOM.xls
h.	CTOINVOICES_P.xsd
i.	CTOINVOICES_S.xsd

Download
Exit

5. On clicking download, the following box opens up. Save the Converter at a suitable location within your computer by Clicking on “OK”



Once the download is complete, extract the folder VATeFS Convert. You are ready to enter the Invoice Details now.

## 2. What does the VATeFSConvert folder contain?

### 2.1 The VATeFSConvert folder contains the following

Annexure II-Capital Goods.xls	3/6/2012 10:30 AM	Microsoft Excel 97...	448 KB
Annexure II-Capital Goods.xsd	8/9/2011 1:08 PM	XSD File	4 KB
Annexure II-Other Goods.xls	3/6/2012 10:30 AM	Microsoft Excel 97...	424 KB
Annexure II-Other Goods.xsd	8/9/2011 1:08 PM	XSD File	4 KB
C_Form_CST_COM.xls	12/13/2012 12:07 ...	Microsoft Excel 97...	191 KB
C-Form_CST_COM.xsd	11/2/2012 11:06 AM	XSD File	6 KB
DVAT30_P.xsd	12/3/2012 3:21 PM	XSD File	6 KB
DVAT30_XLS.xls	1/9/2013 11:06 AM	Microsoft Excel 97...	978 KB
DVAT30A_P.xsd	11/2/2012 12:48 PM	XSD File	6 KB
DVAT30A_XLS.xls	12/31/2012 3:10 PM	Microsoft Excel 97...	556 KB
DVAT31_S.xsd	12/3/2012 3:50 PM	XSD File	5 KB
DVAT31_XLS.xls	12/17/2012 11:35 ...	Microsoft Excel 97...	2,833 KB
DVAT31A_S.xsd	11/2/2012 1:16 PM	XSD File	6 KB
DVAT31A_XLS.xls	12/17/2012 11:38 ...	Microsoft Excel 97...	1,176 KB
ListOfStates_InterstatePurchases.xlsx	10/14/2011 2:33 PM	Microsoft Excel W...	9 KB

**Note 1:**

- *Click and open DVAT30\_XLS file for entering Purchase invoice details pertaining to Local Purchase*
- *Click and open DVAT30A\_XLS file for entering Purchase invoice details pertaining to Interstate Purchase*
- *Click and open DVAT31\_XLS file for entering Purchase invoice details pertaining to Local Sales*
- *Click and open DVAT31A\_XLS file for entering Purchase invoice details pertaining to Interstate Sales*

**Note 2:** *Make sure that Macros has been enabled before you proceed with the conversion to xml*

## 2.2 What do these formats contain?

These formats contain the same fields as that of DVAT 30, DVAT 30A, DVAT 31 and DVAT 31A respectively, as per the Department of VAT.

These formats additionally contain 4 fields, which are the following:-

1. Return Period
2. Invoice category (Like IN for regular invoice, GR for goods returned, CR for credit note, DR for Debit note, CM for cash memo and as cited in the excel)
3. Seller/Purchase Invoice Number (as the case may be)
4. Sl. No.

### 3. General Instructions to fill in the formats

You may fill in the details the same way you fill in now in the excel file which you submit to the Department of VAT.

#### **Instructions to fill in the additional fields available in all 4 formats:-**

1. **Return Period:** Enter the year in yyyy format. For example, if you are filing invoices for the quarter Apr-Jun 2011, enter 2011.
2. **Invoice category:** Enter two alphabet code like IN for regular invoice, GR for goods returned, CR for credit note, DR for Debit note, CM for cash memo and as cited in the excel
3. **Seller/ Purchase Invoice Number:** The TIN No. of the uploader .i.e. **your TIN No.** If you enter some other TIN No. and try to upload, the system will show error and will not allow you to upload.
4. **Sl.No:** Sl. No. starting from 1 and in the order 1, 2, 3 etc.
5. **Black Out Fields:** All those fields which are blacked out are to be left blank.

#### **3.1 General Instructions to fill in DVAT 30\_XLS**

1. Enter details like Registration number, Name of dealer and address
2. **Date of Purchase:** In dd/mm/yyyy format. Please set your regional settings as dd/mm/yyyy format. The date in any other format shall not be accepted.
3. **Invoice category** (Like IN for regular invoice, GR for goods returned, CR for credit note, DR for Debit note, CM for cash memo and as cited in the excel)
4. **Invoice No. Debit/Credit Note No:** Please enter only numeric characters. The system will not accept any alphabets or special characters such as /, -, &, \*, () etc.
5. **Seller's Name:** Enter the Name of the seller registered with DoVAT
6. **Seller's TIN No:** Enter the TIN No. of the seller. It should start with 26 and should be 11 digits as this is local purchase. The 11 digit TIN No. is mandatory.
7. **Short Description of Goods:** Please enter only alphanumeric characters. The system will not accept certain special characters
8. **Entries coming under Purchases Not eligible for Credit of Input Tax:** Please enter only numeric characters (digits) in number format.
9. **Entries under T.T.O and TAX under Capital Goods and Other Goods:** Please enter only numeric characters (digits) in number format, in the appropriate column as applicable. Please enter the Total Turn Over excluding Tax under T.T.O. **No value is to be filled under any 'Tax' column.**



10. For the tax rates which are non-standard enter the TTO and the tax rate under column 7 of the DVAT30

11. **Black Out Fields:** All those fields which are blacked out are to be left blank.

Registration Number:											H	I	J	K	L
Name of dealer:															
Address:															

Return Period :		From				To				Purchases not elig					
Return Period	TIN Number of Filer	Serial Number	Date of purchase (dd/mm/yy)	Category of entry Invoice (IN) Credit Note (Cr ) Debit Note (Dr) Goods Returned (Gr) Cash Memo (CM) Works Contract (WC) Freight charges (FC)	Invoice No. Debit/Credit Note No. Gr Number	Seller's Name	Seller's TIN Number	Short Description of Goods	Purchases not elig						
			1	1a	2	3	4		Tax Free Goods Sch - I Goods	Purchase from Exempted Unit					
/PurInv/Re/PerdYear	/PurInv/Period	/PurInv/TinNo	/PurInv/Sno	/PurInv/Date_Of_Purchase	/PurInv/Inv_Category	/PurInv/Invoice No	/PurInv/SellerName	/PurInv/SellerTin No	/PurInv/DescriptionOfGoods	/PurInv/TaxFree Goods	/PurInv/Purc e_From_Non eligible_Unit				
Enter the return period year in YYYY form (Ex 2011)															

Method of accounting : Cash / Accrual

Purchases eligible for credit of input tax												Purchase at other rates as per notification from time to time				
Capital Goods						Other Goods						7				
@ 12.5 %		@ 1 %		@ 4 %		@ 12.5 %		@ 15 %		@ 20 %		TTO	Rate of Tax(%)	Tax		
TAX	T.T.O	TAX	T.T.O	TAX	T.T.O	TAX	T.T.O	TAX	T.T.O	TAX	T.T.O	i	ii	iii		
/PurInv/Capital_Goods_Tax_4	/PurInv/Capital_Goods_TTO_12.5	/PurInv/Capital_Goods_Tax_12.5	/PurInv/Other_Goods_TTO_1	/PurInv/Other_Goods_Tax_1	/PurInv/Other_Goods_TTO_4	/PurInv/Other_Goods_Tax_4	/PurInv/Other_Goods_TTO_12.5	/PurInv/Other_Goods_Tax_12.5	/PurInv/Other_Goods_TTO_15	/PurInv/Other_Goods_Tax_15	/PurInv/Other_Goods_TTO_20	/PurInv/Other_Goods_Tax_20	/PurInv/conce_ra te_TTO	/PurInv/conce_rate_per	/PurInv/conce_e_rate_tax	
Enter the return period year in YYYY form (Ex 2011)																



### 3.2 General Instructions to fill in DVAT 30A\_XLS

Under DVAT-30A also the Dealers need to fill in the details in the same way as that of DVAT-30. Special attention to be given towards the following:

1. **Seller's Address:** Enter the seller's address for the specified entry of the invoice
2. **Destination (Name of the State):** The Dealer should enter the State Code from the drop down which is relevant. Otherwise, the data shall not be saved in the database.
3. For imports from outside India select the 'OT' for the destination name of the state and the TIN number field can be left blank
4. **Against Form 'C' @ concession rate:** Allows to declare Concession rate C forms at various non-common rates like 1% and input fields for any other tax rate like 0.5% in any other rate.
5. **Taxable @:** For standard tax rate the entries can be done under the highlighted rate columns and for the rest the tax rate can be written. The system shall calculated theTax.
6. **Other entries from columns 13-15:** Please enter only numeric characters (digits) in number format.
7. **Black Out Fields:** All those fields which are blacked out are to be left blank.

A	B	C	D	E	F	G	H	I	J	K	L
Address:											
Return Period											
From			To								
Return Period	TIN Number of Filer	Serial Number	Date of purchase (dd/mm/yy)	Category of entry Invoice (In) Credit Note (Cr) Debit Note (Dr) Goods Returned (Gr) Cash Memo (CM), Works Contract (WC) Freight charges (FC)	Invoice No. Debit/Credit Note No. Gr Number	Seller's Name	Seller's Address	Destination (name of the State)	Short Description of Goods	Seller's No. or C No. as the case may be	
/PurInv/RetPerdYear	/PurInv/Period	/PurInv/TinNo	/PurInv/Sno	/PurInv/Date_of_Purchase	/PurInv/Inv_Category	/PurInv/InvoiceNo	/PurInv/SellerName	/PurInv/SellerAddress	/PurInv/DesTststateName	/PurInv/DescriptionOfGoods	/PurInv/Sel_n_No

M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA
base														
Method of accounting : Cash / Accrual														
Import from out side India	Stock or Consign- ment Transfer	Against Form 'C' @ Concession Rate				Against Form 'C' Without Tax (Exempted Goods)	Taxable @ ( Use separate column for different rate of Tax)						Total Input Purchase	Against Form 'H'
		TTO		Any other rate			11				Other rates			
		2 percent 9(i)	1 percent 9(ii)	9(iii)			9(iv)	%	%	%	%	TTO		
7	8					10	1	4	12.5	20			12	13
/PurInv/imp ort	/PurInv/stck transfer	/PurInv/formccon ce_tto2per	/PurInv/formccon ce_tto1per	/PurInv/formccon ce_othrate	/PurInv/formccon ce_tto	/PurInv/form C_exempted	/PurInv/tax able_tto1	/PurInv/tax ble_tto2	/PurInv/tax ble_tto3	/PurInv/tax ble_tto4	/PurInv/tax ble_ot_tto	/PurInv/tax ble_ot_tax	/PurInv/tota purchase	/PurInv/aga inst_formH
500000.00														
Select Category Of Invoice From List														

### 3.3 General Instructions to fill in DVAT31\_XLS

- Date of Sale:** in dd/mm/yyyy format. Please set your regional settings as dd/mm/yyyy format. The date in any other format shall not be accepted.
- Invoice category** (Like IN for regular invoice, GR for goods returned, CR for credit note, DR for Debit note, CM for cash memo and as cited in the excel)
- Invoice No.–Debit/Credit Note No:** Please enter only numeric characters. The system will not accept any alphabets or special characters such as /,-, &,\* , () etc.
- Buyer's Name:** Enter the Name of the seller registered with DoVAT
- Buyer's TIN No:** Enter the TIN No. of the seller. It should start with 26 and should be 11 digits as this is local purchase. The 11 digit TIN No. is mandatory.
- Short Description of Goods:** Please enter only alphanumeric characters. The system will not accept certain special characters
- Sale of Exempted goods:** Make commensurate entries under the header
- Sale of Goods manufactured processed or assembled:** Make commensurate entries under the header
- Entries under T.T.O under Sales taxable at different rates:** Please enter only numeric characters (digits) in number format, in the appropriate column as applicable. Please enter the Total Turn Over excluding Tax under T.T.O.
- Entries under taxable sales at other rates:** Enter the TTO amount for the same under 6 (ii) and Tax rate under 6 (i)
- Black Out Fields:** All those fields which are blacked out are to be left blank.
- For Columns 8 – 10 enter the value only and numeric

Return Period	TIN Number of filer	Serial Number	Date of Sale/Transfer(d/d/mm/yyyy)	Category of entry invoice (In), Credit Note (Cr) Debit Note (Dr) Goods Received (Gr) Cash Memo (CM) Works Contract (WC) Freight charges (FC)	Invoice No. Debit/Credit Note No.	Buyer's Name (incase of Tax Invoice only)	Buyer's TIN/TAN No. and/or cash memo	Short Description of Goods	Sale of exempted Goods listed in Sch-I of DNH VAT regulation	Sale of Goods Mfg/Processed or Assembled by eligible unit
i	ii	iii	iv	v	2	3	4			
/Sallnv/RetPerEnd	/Sallnv/TinNo	/Sallnv/Sno	/Sallnv/InvDate	/Sallnv/Category	/Sallnv/InvNo	/Sallnv/BuyName	/Sallnv/BuyTin	/Sallnv/Goods_Description	/Sallnv/exempted_goods	/Sallnv/mfct
				IN Cr Dr Gr CM WC FC						

Sale of Goods Taxable						Taxable sales at other rates			Total Output Sales	Sale of Non-creditable Goods	Labour Charges received
4 %		@ 12.5 %		@ 15 %		6					
TAX	T.T.O	TAX	T.T.O	TAX	T.T.O	Rate of Tax	TTO	Tax			
i	ii	iii	iv	v	vi	7	8	9			
/Sallnv/Tax4	/Sallnv/tto12	/Sallnv/Tax12	/Sallnv/tto15	/Sallnv/Tax15	/Sallnv/tto20	/Sallnv/Other_taxrate	/Sallnv/Other_tto	/Sallnv/Other_tax	/Sallnv/Total_sales	/Sallnv/noncreditable_goods	/Sallnv/labour_charges

Enter a Numeric Value(Max 9 digits)

### 3.4 General Instructions to fill in DVAT 31A\_XLS

1. **Date of Sale:** in dd/mm/yyyy format. Please set your regional settings as dd/mm/yyyy format. The date in any other format shall not be accepted
2. **Invoice category** (Like IN for regular invoice, GR for goods returned, CR for credit note, DR for Debit note, CM for cash memo and as cited in the excel)
3. **Invoice No.–Debit/Credit Note No:** Please enter only numeric characters. The system will not accept any alphabets or special characters such as /, -, &, \*, () etc
4. **Buyer's Name:** Enter the Name of the seller registered with DoVAT
5. **Buyer's TIN No:** Enter the TIN No. of the seller. It should start with 26 and should be 11 digits as this is local purchase. The 11 digit TIN No. is mandatory
6. **Destination name of the state:** Enter the two alphabet state code for the state with which the purchase transaction took place
7. **Short Description of Goods:** Please enter only alphanumeric characters. The system will not accept certain special characters
8. **Against Form 'C' at %:** Allows to declare Concession rate C forms at various non–common rates like 1% and input fields for any other tax rate like 0.5 % in any other rate
9. **Sale of Goods manufactured processed or assembled by eligible units against for 'C' @ 0%:** Make commensurate entries under the header
10. For exports outside India select the 'OT' for the destination name of the state and the TIN number field can be left blank
11. Make appropriate entries for the fields 8–12 in number format
12. **Entries under T.T.O under Sales taxable at different standard rates:** Please enter only numeric characters (digits) in number format, in the appropriate column as applicable. Please enter the Total Turn Over excluding Tax under T.T.O.
13. **Entries under taxable sales at other rates:** Enter the TTO amount for the same under 14 (i) and Tax rate under 14 (ii)
14. **Black Out Fields:** All those fields which are blacked out are to be left blank.
15. For columns 16–17 enter the value only and numeric

8	1	02/01/1900	3	4	5	6	7	8	9	10	11	
9	Return Period	From	1/1/2011			To	1/31/2011					
10	Details of Tax / Retail Invoice / Delivery Note											
11	1											
12	Return Period	TIN Number of Filer	Serial Number	Date of Sale/Transfer (dd/mm/yyyy)	Category of entry	Invoice No. Debit/Credit Note No.	Buyer's Name (incase of Tax Invoice only)	Buyer's TIN No.	Destination (Name of the State)	Short Description of Goods	Sale to Register	
13					Invoice (In) Credit Note (Cr) Debit Note (Dr)							TTO
14					Goods Received (Gr) Cash Memo (CM) Works Contract (WC)						2%	1%
15												
16												
17	/Sallnvs/RetPerdEnd	/Sallnvs/TinNo	/Sallnvs/Sno	/Sallnvs/InvDate	/Sallnvs/Inv_Category	/Sallnvs/InvNo	/Sallnvs/BuyName	/Sallnvs/BuyTin	/Sallnvs/Dest_statecd	/Sallnvs/Goods_Description	/Sallnvs/Regdealer_formC2	/Sallnvs/Regdealer_formC1
18												
19												
20												
21												
22												
23												

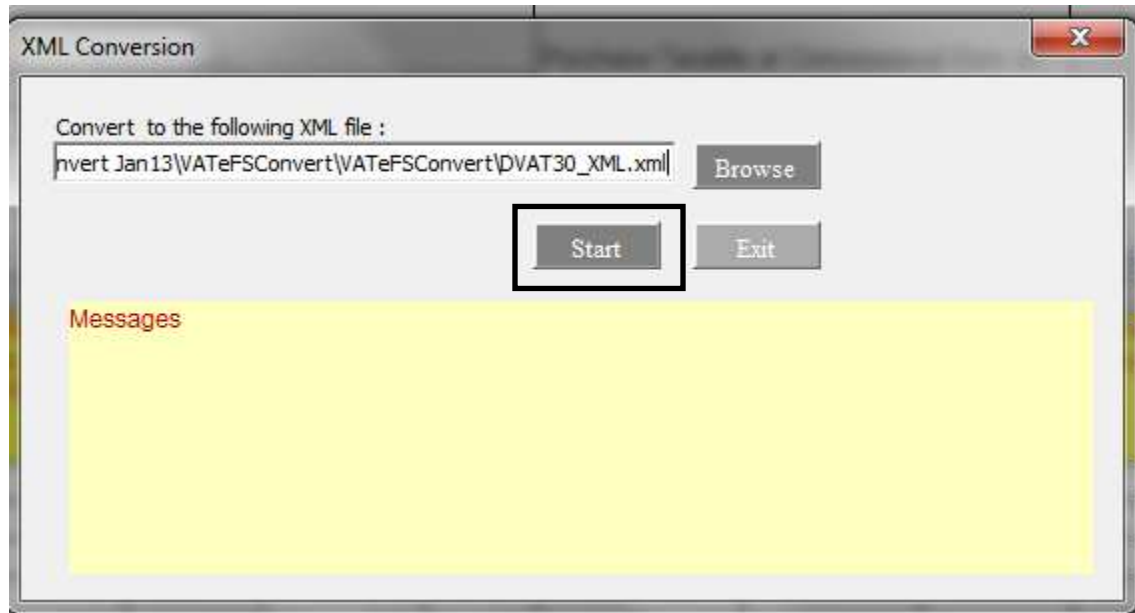
1	Sale to Registered Dealer against 'C' @ %				Sale of Mfg/Processed or Assembled goods by eligible unit Regd Dealer against 'C' [Sale Exempt U/s. 8(5)]	Branch/Consignment Transfer against Form 'F'	Export out of India	Penultimate Sale to Export against Form 'H'	Sale to Dealers in SEZ against Form 'I'	Sale of Tax Free goods listed in Sch-I of DNH VAT Regulation	Sale by Transfer of Document Exempt U/s. 6(2) of the Act	Sale of goods in course of import into India (As defined in Section 5(2) of the Act) (High Seas/Sale/Purchase)	@ 1%		
2	TTO		Any other rate	TTO									T.T.O.	TAX	T
3	2%	1%													
4															
5	i	ii	iii	iv	5	6	7	8	9	10	11	12			
6	/Sallnvs/Regdealer_formC2	/Sallnvs/Regdealer_formC1	/Sallnvs/Regdealer_formC3	/Sallnvs/Regdealer_formC4	/Sallnvs/mfct	/Sallnvs/contr	/Sallnvs/exp	/Sallnvs/expo	/Sallnvs/SEZ_formI	/Sallnvs/taxfre	/Sallnvs/transf	/Sallnvs/salein_coarse	/Sallnvs/tto	/Sallnvs/tax	
7															
8															
9															
10															
11															
12															



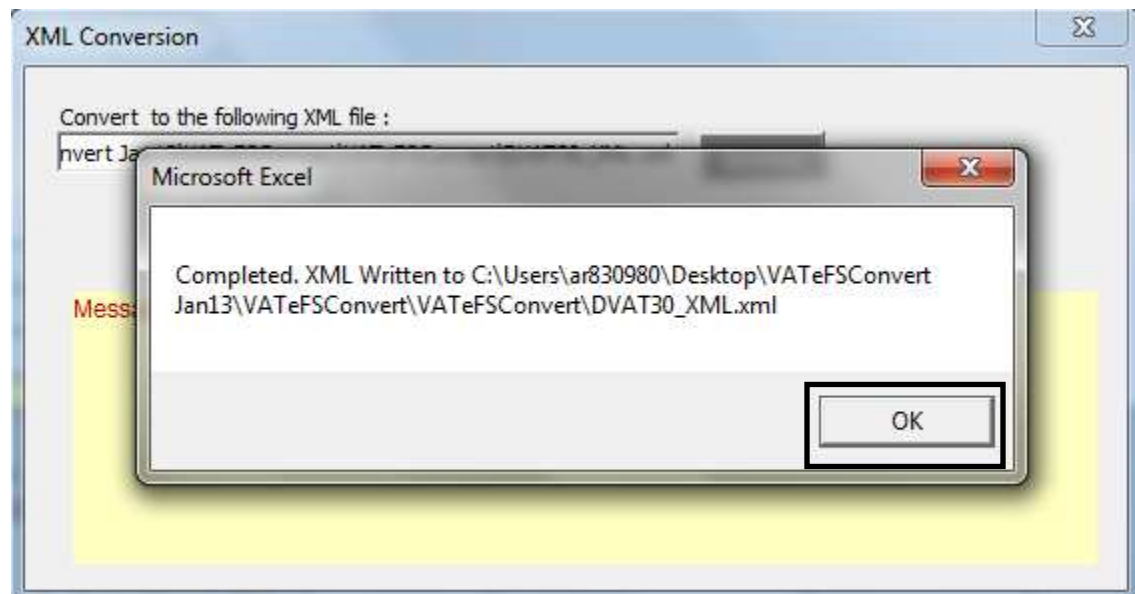
## 4. How to convert the format into xml file?

### 4.1 Converting into xml file

Once you finish entering the data in the relevant format, click on 'Convert to XML' in the excel sheet. The system will display the following:

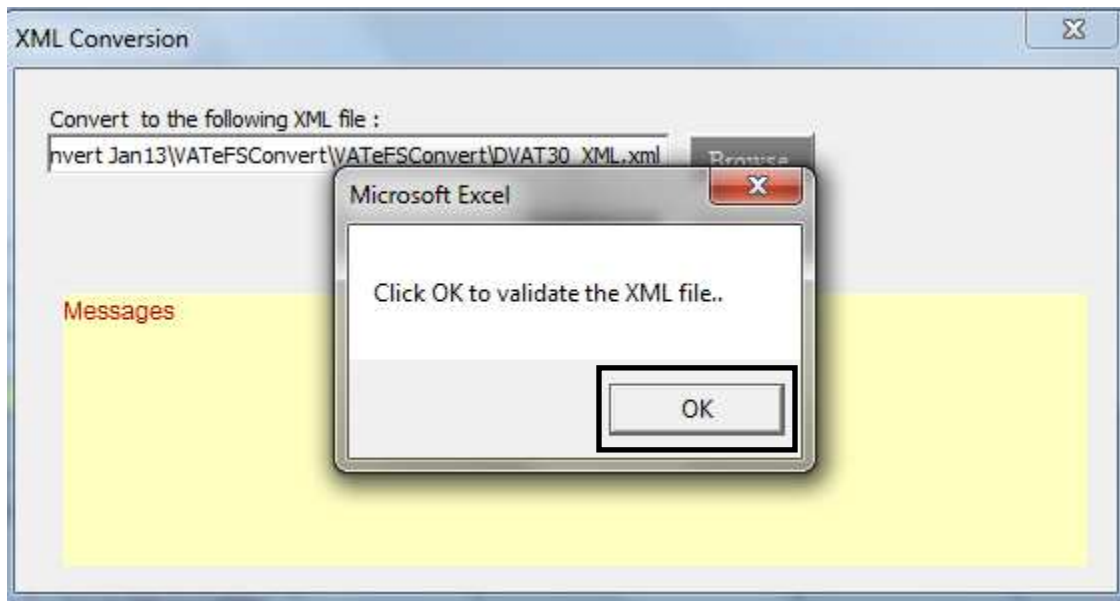


Click "Start". The system will display the following. Click "OK"

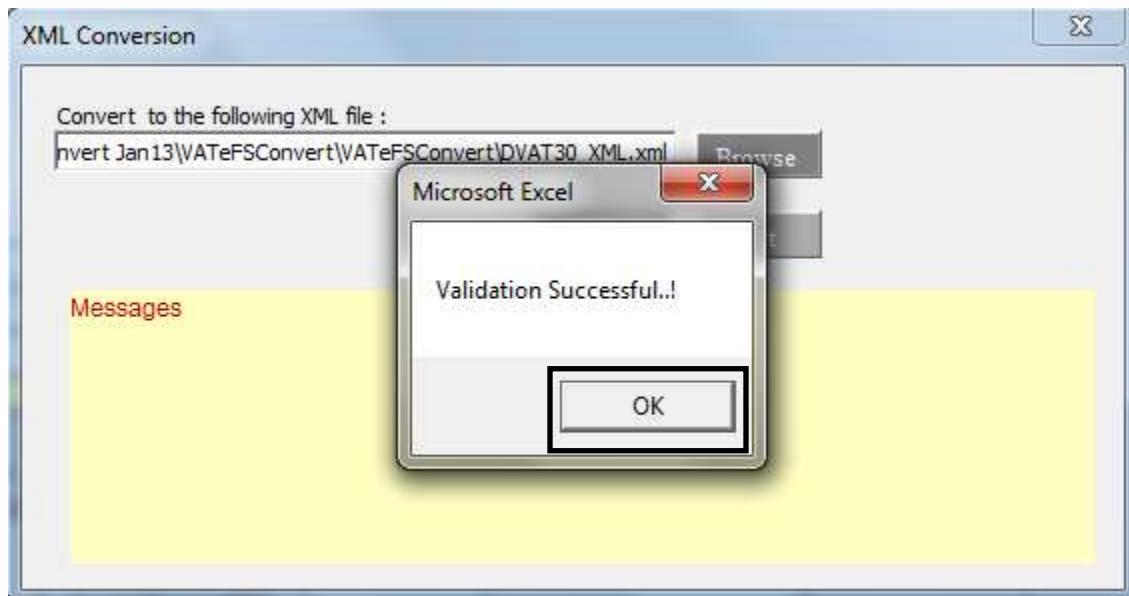




*Click on "OK" again*

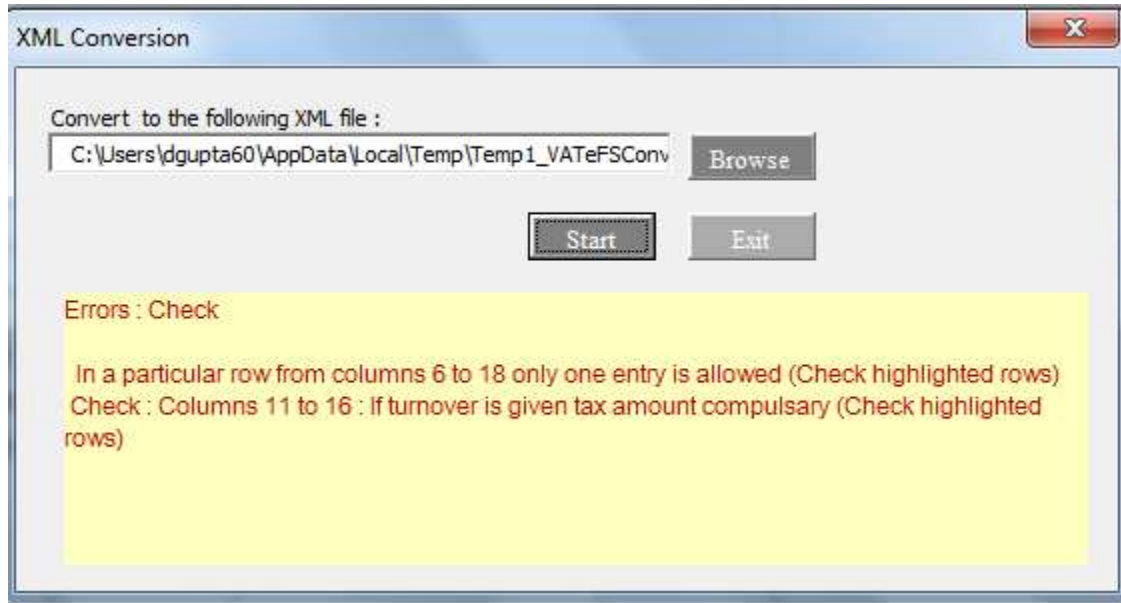


*If the validation is successful, the system will display the following message. Click on "OK"*



## 4.2 Sample Error Message

In case of wrong entry into the excel sheet the message would get displayed accordingly highlighting the error



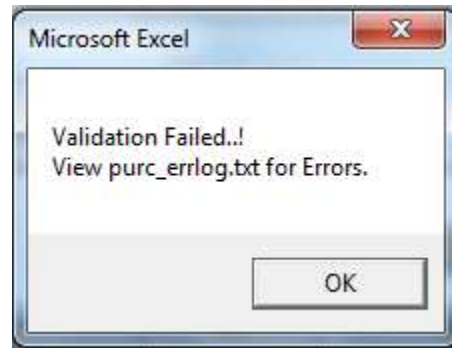
## 4.3 Creation and saving of xml files

After creation of all the formats of xml, the folder shall have the following files

Name	Date modified	Type	Size
DVAT30_P.xsd	06-01-2012 10:53	XSD File	5 KB
DVAT30_XLS	12-01-2012 13:22	Microsoft Office E...	752 KB
DVAT30_XML	11-01-2012 15:51	XML Document	18 KB
DVAT30A_P.xsd	06-01-2012 10:53	XSD File	5 KB
DVAT30A_XLS	11-01-2012 15:54	Microsoft Office E...	432 KB
DVAT30A_XML	11-01-2012 15:54	XML Document	47 KB
DVAT31_S.xsd	06-01-2012 10:53	XSD File	4 KB
DVAT31_XLS	07-01-2012 16:18	Microsoft Office E...	530 KB
DVAT31_XML	07-01-2012 16:14	XML Document	2 KB
DVAT31A_S.xsd	06-01-2012 10:53	XSD File	5 KB
DVAT31A_XLS	12-01-2012 13:30	Microsoft Office E...	505 KB
DVAT31A_XML	11-01-2012 15:56	XML Document	88 KB
ListOfStates_InterstatePurchases	06-01-2012 10:53	Microsoft Office E...	9 KB
purc_errlog	11-01-2012 15:54	Text Document	1 KB
sale_errlog	11-01-2012 15:56	Text Document	1 KB

## 4.4 Case of Unsuccessful Validation

*If the validation is unsuccessful, the system will display the following:*



- In case the validation is not successful for the purchase invoice formats, a purchase error log '**purc\_errlog.txt**' shall be created which will show the error details. Accordingly, the user needs to rectify the error and need to do the xml conversion till the validation is successful
- In case the validation is not successful for the Sales invoice formats (31 and 31A, a sales error log '**sale\_errlog.txt**' shall be created which will show the error details. Accordingly, the user needs to rectify the error and need to do the xml conversion till the validation is successful

## 5. Uploading and submitting of xml file created

*Log into the dealer login using username and password*

DEPARTMENT OF VALUE ADDED TAX  
UT Administration of Dadra & Nagar Haveli, India  
Paying Tax the Easy Way

: Login :

**Dealer Login**


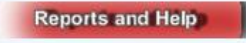
User Name:

Password:

[Forgot Password ? Click here to reset](#)

In the Main Menu, click on "Upload ZIP/XML file" under the heading DVAT 30, 30A, 31, 31A

TIN: 26000000001 Prop/Comp. Name: TEST TRADE 1 Login: Testlogin1 [Sign Out](#)  
 :: Main ::

ANNEXURE II	Username: Testlogin1 TIN: 26000000001 Prop/Comp. Name: TEST TRADE 1 Last Login: On 17/06/2013 at 0:16:36 PM CST Number: DNH/CST/T/0001	ONLINE CST FORMS
<ul style="list-style-type: none"> <li><a href="#">Entry and Update</a></li> <li><a href="#">Upload ZIP/XML file</a></li> <li><a href="#">Delete All Invoices</a></li> <li><a href="#">Verify and Submit</a></li> </ul>	<b>Please check Update and submit option for correction</b>	<ul style="list-style-type: none"> <li><a href="#">Request Entry</a></li> <li><a href="#">Upload XML /ZIP file</a></li> <li><a href="#">Update and Submit</a></li> <li><a href="#">Status</a></li> <li><a href="#">Print</a></li> <li><a href="#">Request C Form Cancellation</a></li> <li><a href="#">Status Of C Form Cancellation</a></li> </ul>
DVAT30, 30A, 31, 31A		CST RECEIPTS FORMS
<ul style="list-style-type: none"> <li><a href="#">Entry and Update</a></li> <li><a href="#">Upload ZIP/XML file</a></li> <li><a href="#">Delete all Invoices</a></li> <li><a href="#">Verify Invoices</a></li> <li><a href="#">Submit Invoices</a></li> </ul>		<ul style="list-style-type: none"> <li><a href="#">Entry and Update</a></li> <li><a href="#">Verify and Submit</a></li> </ul>
RETURNS ENTRY		MISCELLANEOUS
<ul style="list-style-type: none"> <li><a href="#">Entry</a></li> <li><a href="#">Payment Details</a></li> <li><a href="#">Update and Submit</a></li> <li><a href="#">Print Returns</a></li> </ul>		<ul style="list-style-type: none"> <li><a href="#">Refund</a></li> <li><a href="#">Amendment</a></li> </ul>

Select Type of Invoice whichever is applicable for you

Paying Tax the Easy Way

TIN: 26000000001 Prop/Comp. Name: TEST TRADE TEST Login: Testlogin1 [Sign Out](#)  
 :: Invoices - Upload XML Form ::

[Main Page](#) | [Select Other Invoice Type](#)

**Type Of Invoice**

- Purchase Local (DVAT 30)
- Purchase Inter-State (DVAT 30A)
- Sales Local (DVAT 31)
- Sales Inter-State (31A)

Enter all the relevant details and upload the desired xml file. Then click on "Go"

[Main Page](#) | [Select Other Invoice Type](#)

**Type Of Invoice**

Purchase Local (DVAT 30)

Purchase Inter-State (DVAT 30A)

Sales Local (DVAT 31)

Sales Inter-State (31A)

<b>Select Return Type</b>	<input checked="" type="radio"/> O (Original) <input type="radio"/> R (Revised)
<b>Return Period</b>	Year 2011 Jan-Dec
<b>Enter File Name</b>	C:\Users\ar830980\Desktop Browse...
<input type="button" value="Go"/> <input type="button" value="Exit"/>	

Subsequent message. Click on "Validate XML Data"



**DEPARTMENT OF VALUE ADDED TAX**  
UT Administration of Dadra & Nagar Haveli, India  
Paying Tax the Easy Way

TIN: 2600000001
Prop/Comp. Name: TEST TRADE TEST
Login: Testlogin1 [Sign Out](#)

:: Purchase Invoices - XML Validation Form ::

File Uploaded Successfully

On clicking validate xml data, the details get validated and gets displayed as shown below. Click on "Save the Data"

Prop/Comp. Name: TEST TRADE TEST

:: Purchase Invoices - XML Validation Form ::

arges_Paid	Capital_Goods_TTO_4	Capital_Goods_Tax_4	Capital_Goods_TTO_12.5	Capital_Goods_Tax_12.5	Other_Goods_TTO_1	Other_Goods_Tax_1	Other_Goods
	50000.00	2000.00	0	0	0	0	0

The data gets saved successfully


TTO_12.5	Capital_Goods_Tax_12.5	Other_Goods_TTO_1	Other_Goods_Tax_1	Other_Goods_TTO_4
	0	0	0	0

• Data Saved Successfully! Please Check using online entry option..



In the Main Menu, click on Verify Invoices

TIN: 26000000001 Prop/Comp. Name: TEST TRADE 1 Login: Testlogin1 [Sign Out](#)  
 :: Main ::

ANNEXURE II	Username: Testlogin1 TIN: 26000000001 Prop/Comp. Name: TEST TRADE 1 Last Login: On 17/06/2013 at 0:16:36 PM CST Number: DNH/CST/T/0001 <b>Please check Update and submit option for correction</b>	ONLINE CST FORMS
<a href="#">Entry and Update</a> <a href="#">Upload ZIP/XML file</a> <a href="#">Delete All Invoices</a> <a href="#">Verify and Submit</a>		<a href="#">Request Entry</a> <a href="#">Upload XML/ZIP file</a> <a href="#">Update and Submit</a> <a href="#">Status</a> <a href="#">Print</a> <a href="#">Request C Form Cancellation</a> <a href="#">Status Of C Form Cancellation</a>
DVAT30, 30A, 31, 31A		CST RECEIPTS FORMS
<a href="#">Entry and Update</a> <a href="#">Upload ZIP/XML file</a> <a href="#">Delete all Invoices</a> <a href="#">Verify Invoices</a> <a href="#">Submit Invoices</a>	<a href="#">Reports and Help</a>	<a href="#">Entry and Update</a> <a href="#">Verify and Submit</a>
RETURNS ENTRY		MISCELLANEOUS
<a href="#">Entry</a> <a href="#">Payment Details</a> <a href="#">Update and Submit</a> <a href="#">Print Returns</a>		<a href="#">Refund</a> <a href="#">Amendment</a>

Select the Period

TIN: 26000000001 Prop/Comp. Name: TEST TRADE 1 Login: Testlogin1 [Sign Out](#)  
 :: Invoices - Verification ::

[Main Page](#) | [Select Other Invoice Type](#)

Select Return Type	<input checked="" type="radio"/> O (Original) <input type="radio"/> R (Revised)
Return Period	Year <input type="text" value="2011"/> <input type="text" value="OCT-DEC"/>
	<input type="button" value="Go"/> <input type="button" value="Exit"/>

Verify all (DVAT 30, DVAT 30A, DVAT 31, DVAT 31A) forms by clicking on each of the provided links.

<b>TIN: 26000000001</b>		<b>Prop/Comp. Name: TEST TRADE 1</b>		<b>Login: Testlogin1</b> <a href="#">Sign Out</a>																	
:: Verification Of Invoices ::																					
<b>Select Return Type</b>		<input checked="" type="radio"/> O (Original) <input type="radio"/> R (Revised)																			
<b>Return Period</b>		From 201210 To 201212																			
<p><b>Please Select The Invoice Type To Verify</b></p> <p><a href="#">Local Purchase (DVAT 30)</a> <span style="color: red;">Not Verified</span></p> <p><a href="#">Inter-State Purchase (DVAT 30A)</a> <span style="color: red;">Not Verified</span></p> <p><a href="#">Local Sales (DVAT 31)</a> <span style="color: red;">Not Verified</span></p> <p><a href="#">Inter-State Sales (DVAT 31A)</a> <span style="color: red;">Not Verified</span></p>				<p><b>DVAT 30</b></p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>Month/Year</th> <th>Total Invoices</th> <th>Total Net Value</th> <th>Total Tax</th> </tr> </thead> <tbody> <tr> <td><a href="#">Select</a> 11/2012</td> <td>1</td> <td>800000.00</td> <td>100000.00</td> </tr> <tr> <td><a href="#">Select</a> 10/2012</td> <td>1</td> <td>50000.00</td> <td>5000.00</td> </tr> <tr> <td colspan="2" style="text-align: right;"><b>Total</b></td> <td><b>2   850000.00</b></td> <td><b>  105000.00</b></td> </tr> </tbody> </table>		Month/Year	Total Invoices	Total Net Value	Total Tax	<a href="#">Select</a> 11/2012	1	800000.00	100000.00	<a href="#">Select</a> 10/2012	1	50000.00	5000.00	<b>Total</b>		<b>2   850000.00</b>	<b>  105000.00</b>
Month/Year	Total Invoices	Total Net Value	Total Tax																		
<a href="#">Select</a> 11/2012	1	800000.00	100000.00																		
<a href="#">Select</a> 10/2012	1	50000.00	5000.00																		
<b>Total</b>		<b>2   850000.00</b>	<b>  105000.00</b>																		

Category wise report can also be viewed by clicking on “Click Here” link before verifying invoices.

[Click Here](#) To See Category Wise Report Of Selected Invoice Type

Sl No.	Type	Rate	Amount	Tax
1	Capital Goods	4.00	800000.00	32000
2	Other Goods	12.50	400000.00	50000
3	Tax free - Schedule I	Nil	6500.00	0
4	Purchases from Exempted Units	Nil	50000.00	0
5	Purchases from unregistered dealers	Nil	150000.00	0
6	Job work charges paid	Nil	75000.00	0
7	Any Other Purchases	Nil	45000.00	0
8	Purchase Taxable At Concessional Rate	1.50	200000.00	3000
Total			1726500.00	85000

[Download To Excel](#)

[Verify](#) [Exit](#)

The details/Invoice gets displayed. Click on “Verify”. All of the forms have to be verified.


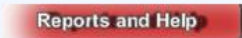
[Click Here](#) To See Category Wise Report Of Selected Invoice Type

[Verify](#) [Exit](#)



In the Main Menu, Click on Submit Invoices.

TIN: 26000000001 Prop/Comp. Name: TEST TRADE 1 Login: Testlogin1 [Sign Out](#)  
 :: Main ::

ANNEXURE II	Username: Testlogin1 TIN: 26000000001 Prop/Comp. Name: TEST TRADE 1 Last Login: On 17/06/2013 at 0:16:36 PM CST Number: DNH/CST/T/0001	ONLINE CST FORMS
DVAT30, 30A, 31, 31A	<b>Please check Update and submit option for correction</b>	CST RECEIPTS FORMS
RETURNS ENTRY		MISCELLANEOUS
		

Select the Period.

TIN: 26000000001 Prop/Comp. Name: TEST TRADE 1 Login: Testlogin1 [Sign Out](#)  
 :: Invoices - Verification ::

[Main Page](#) | [Select Other Invoice Type](#)

Select Return Type	<input checked="" type="radio"/> O (Original) <input type="radio"/> R (Revised)	
Return Period	Year <span>2011</span>	<span>OCT-DEC</span>
	<input type="button" value="Go"/> <input type="button" value="Exit"/>	

All the four forms are now to be submitted after each of them is verified.

Click on **Submit All Invoices**.

:. Verification Of Invoices .:	
Select Return Type	<input checked="" type="radio"/> O (Original) <input type="radio"/> R (Revised)
Return Period	From 201210 To 201212

Please Select The Invoice Type To See Invoices

<a href="#">Local Purchase (DVAT 30)</a>	Verified
<a href="#">Inter-State Purchase (DVAT 30A)</a>	Verified
<a href="#">Local Sales (DVAT 31)</a>	Verified
<a href="#">Inter-State Sales (DVAT 31A)</a>	Verified

Submit All Invoices

Exit


Click on "Print" to take printout of the details. Note down the "Ack No" for future reference in case it is needed.

<b>Emblem</b>	UT Administration of Dadra and Nagar Haveli Department of Value Added Tax -: WEB ACK. SLIP :-		
NAME :	TEST TRADE TEST		
ACK NO. :	1910088	TIN NO:	26000000001
DATE :	10/01/2013	PERIOD:	From 201101 To 201112
ITEM :	PURCHASE INVOICE ENTRY		
<input type="button" value="Print"/> <input type="button" value="Back"/>			

## 6. Single entry and update section

In the Main Menu, click on "Entry and Update"

TIN: 26000000001 Prop/Comp. Name: TEST TRADE 1 Login: Testlogin1 [Sign Out](#)  
 :: Main ::

ANNEXURE II	Username: Testlogin1 TIN: 26000000001 Prop/Comp. Name: TEST TRADE 1 Last Login: On 17/06/2013 at 0:16:36 PM CST Number: DNH/CST/T/0001	ONLINE CST FORMS
<ul style="list-style-type: none"> <li><a href="#">Entry and Update</a></li> <li><a href="#">Upload ZIP/XML file</a></li> <li><a href="#">Delete All Invoices</a></li> <li><a href="#">Verify and Submit</a></li> </ul>	<p style="color: red; font-weight: bold;">Please check Update and submit option for correction</p> 	<ul style="list-style-type: none"> <li><a href="#">Request Entry</a></li> <li><a href="#">Upload XML/ZIP file</a></li> <li><a href="#">Update and Submit</a></li> <li><a href="#">Status</a></li> <li><a href="#">Print</a></li> <li><a href="#">Request C Form Cancellation</a></li> <li><a href="#">Status Of C Form Cancellation</a></li> </ul>
DVAT30, 30A, 31, 31A		CST RECEIPTS FORMS
<ul style="list-style-type: none"> <li><a href="#">Entry and Update</a></li> <li><a href="#">Upload ZIP/XML file</a></li> <li><a href="#">Delete all Invoices</a></li> <li><a href="#">Verify Invoices</a></li> <li><a href="#">Submit Invoices</a></li> </ul>	<p style="background-color: #4F81BD; color: white; padding: 2px 10px; display: inline-block;">Reports and Help</p>	<ul style="list-style-type: none"> <li><a href="#">Entry and Update</a></li> <li><a href="#">Verify and Submit</a></li> </ul>
RETURNS ENTRY		MISCELLANEOUS
<ul style="list-style-type: none"> <li><a href="#">Entry</a></li> <li><a href="#">Payment Details</a></li> <li><a href="#">Update and Submit</a></li> <li><a href="#">Print Returns</a></li> </ul>		<ul style="list-style-type: none"> <li><a href="#">Refund</a></li> <li><a href="#">Amendment</a></li> </ul>

Select the Type of Invoice

TIN: 26000000001 Prop/Comp. Name: TEST TRADE 1 Login: Testlogin1 [Sign Out](#)  
 :: Invoices - Entry Form ::

[Main Page](#) | [Select Other Invoice Type](#)

**Type Of Invoice**

- Purchase Local (DVAT 30)
- Purchase Inter-State (DVAT 30A)
- Sales Local (DVAT 31)
- Sales Inter-State (31A)

Enter the relevant details and click on "Go"

Type Of Invoice	
<input checked="" type="radio"/>	Purchase Local (DVAT 30)
<input type="radio"/>	Purchase Inter-State (DVAT 30A)
<input type="radio"/>	Sales Local (DVAT 31)
<input type="radio"/>	Sales Inter-State (31A)

Select Return Type	<input checked="" type="radio"/> O (Original) <input type="radio"/> R (Revised)
Return Period	Year <input type="text" value="2011"/> <input type="text" value="JAN-MAR"/>
<input type="button" value="Go"/> <input type="button" value="Exit"/>	

Enter all the necessary details and click on "Add"

TIN: 26000000001	Prop/Comp. Name: TEST TRADE 1	Login: Testlogin1 <a href="#">Sign Out</a>
∴ Details of Local Purchases (DVAT 30)- Entry Form ∴		
Return Period	From 201101 To 201103	
Return Type	<input checked="" type="radio"/> O (Original) <input type="radio"/> R (Revised)	

SI.No	<input type="text" value="1"/>
Date of Purchase	<input type="text"/> (dd/MM/yyyy)
Select Category Of Entry	<----- SELECT ----->
Invoice No. / Debit/ Credit Note No.	<input type="text"/>
Seller's Name (Max 50 Characters)	<input type="text"/>
Seller's TIN No. (11 digits)	<input type="text"/>
Short Description of Goods	<input type="text"/>
<input checked="" type="radio"/> Purchases not eligible for credit of input tax <input type="radio"/> Purchases eligible for credit of input tax <input type="radio"/> Any Other Purchase <input type="radio"/> Purchase Taxable At Concessional Rate	
Select nature of purchase transaction	<input type="text" value="Capital Goods"/> <input type="text" value="Purchases from unregistered dealers"/>
Amount (Rs.)	<input type="text"/>
<input type="button" value="Add"/> <input type="button" value="Exit"/> <input type="button" value="Declare Nil Invoice"/>	

In case, if there are no invoices in the period, Click on Declare Nil Invoice button.

*The invoice details gets added as shown below*

Sl.No	<input type="text" value="2"/>
Date of Purchase	<input type="text" value="10/01/2010"/> (dd/MM/yyyy)
Select Category Of Entry	<----- SELECT -----> ▼
Invoice No. / Debit/ Credit Note No.	<input type="text"/>
Seller's Name (Max 50 Characters)	<input type="text"/>
Seller's TIN No. (11 digits)	<input type="text"/>
Short Description of Goods	<input type="text"/>
<input checked="" type="radio"/> Purchases not eligible for credit of input tax <input type="radio"/> Purchases eligible for credit of input tax <input type="radio"/> Any Other Purchase <input type="radio"/> Purchase Taxable At Concessional Rate	
Select nature of purchase transaction	<input type="text" value="Capital Goods"/> ▼ <input type="text" value="Purchases from eligible units"/> ▼
Amount (Rs.)	<input type="text"/>
<input type="button" value="Add"/> <input type="button" value="Exit"/>	

	Invoice Date	Total Invoices	Total Net	Total Tax
Select	01/2010	1	50000.00	.00


*More invoices can be added one by one by following the above mentioned steps.*

**Note:** Follow the steps given above to enter details for DVAT 30, DVAT 30A, DVAT 31 and DVAT 31A. Select the type of Invoice, enter the period and all other relevant details and click on "Add" to enter the invoice details.

## 7. Deletion of Invoices

In the Main Menu, select "Delete All Invoices"

TIN: 26000000001 Prop/Comp. Name: TEST TRADE 1 Login: Testlogin1 [Sign Out](#)  
 :: Main ::

ANNEXURE II	Username: Testlogin1 TIN: 26000000001 Prop/Comp. Name: TEST TRADE 1 Last Login: On 17/06/2013 at 0:16:36 PM CST Number: DNH/CST/I/0001	ONLINE CST FORMS
<ul style="list-style-type: none"> <li><a href="#">Entry and Update</a></li> <li><a href="#">Upload ZIP/XML file</a></li> <li><a href="#">Delete All Invoices</a></li> <li><a href="#">Verify and Submit</a></li> </ul>	<p style="color: red; font-weight: bold;">Please check Update and submit option for correction</p> 	<ul style="list-style-type: none"> <li><a href="#">Request Entry</a></li> <li><a href="#">Upload XML/ZIP file</a></li> <li><a href="#">Update and Submit</a></li> <li><a href="#">Status</a></li> <li><a href="#">Print</a></li> <li><a href="#">Request C Form Cancellation</a></li> <li><a href="#">Status Of C Form Cancellation</a></li> </ul>
DVAT30, 30A, 31, 31A	<p style="background-color: #FF6600; color: white; padding: 5px; display: inline-block;">Reports and Help</p>	CST RECEIPTS FORMS
<ul style="list-style-type: none"> <li><a href="#">Entry and Update</a></li> <li><a href="#">Upload ZIP/XML file</a></li> <li><a href="#">Delete all Invoices</a></li> <li><a href="#">Verify Invoices</a></li> <li><a href="#">Submit Invoices</a></li> </ul>		<ul style="list-style-type: none"> <li><a href="#">Entry and Update</a></li> <li><a href="#">Verify and Submit</a></li> </ul>
RETURNS ENTRY		MISCELLANEOUS
<ul style="list-style-type: none"> <li><a href="#">Entry</a></li> <li><a href="#">Payment Details</a></li> <li><a href="#">Update and Submit</a></li> <li><a href="#">Print Returns</a></li> </ul>		<ul style="list-style-type: none"> <li><a href="#">Refund</a></li> <li><a href="#">Amendment</a></li> </ul>

Select the Type of Invoice

:: Invoices - Deletion Form ::

[Main Page](#) | [Select Other Invoice Type](#)

**Type Of Invoice**

- Purchase Local (DVAT 30)
- Purchase Inter-State (DVAT 30A)
- Sales Local (DVAT 31)
- Sales Inter-State (31A)

Enter the relevant details and click on "Go"

**Type Of Invoice**

- Purchase Local (DVAT 30)
- Purchase Inter-State (DVAT 30A)
- Sales Local (DVAT 31)
- Sales Inter-State (31A)

<b>Select Return Type</b>	<input checked="" type="radio"/> O (Original) <input type="radio"/> R (Revised)
<b>Return Period</b>	Year <input type="text" value="2011"/> <input type="text" value="JAN-MAR"/>
<input type="button" value="Go"/> <input type="button" value="Exit"/>	

The following screen opens up. Click on "Delete"

<b>TIN: 26000000001</b>	<b>Prop/Comp. Name: TEST TRADE TEST</b>	<b>Login: Testlogin1</b> <a href="#">Sign Out</a>
.: Purchase Invoices - Deleting entered Invoices .:		
<b>Select Return Type</b>	<input checked="" type="radio"/> O (Original) <input type="radio"/> R (Revised)	
<b>Return Period</b>	<b>Annual</b>	<b>From 201001 To 201012</b>

Invoice Date	Total Invoices	Total Net Tax	Total Tax
01/2010	2	110000.00	.00

On clicking delete, the selected invoice gets deleted. Click on "Exit" to go back to the previous page

<b>TIN: 26000000001</b>	<b>Prop/Comp. Name: TEST TRADE TEST</b>	<b>Login: Testlogin1</b> <a href="#">Sign Out</a>
.: Purchase Invoices - Deleting entered Invoices .:		
<b>Select Return Type</b>	<input checked="" type="radio"/> O (Original) <input type="radio"/> R (Revised)	
<b>Return Period</b>	<b>Annual</b>	<b>From 201001 To 201012</b>
<b>The Invoice For Selected Period Has been Deleted</b>		
<input type="button" value="Exit"/>		

Note: The steps for deleting invoices remains the same for all kinds of invoices.



## Paying Tax the Easy Way

The Commercial Tax Department (CTD) endeavors to better the services towards our stakeholders in an effective, efficient and reliable manner to continue achieving highest revenue collection across the U.T of Dadra & Nagar Haveli. The aim of the CTD is to follow transparency in action, responsiveness in purpose served and better governance to ensure all our stakeholders are serviced in the best manner with time.



Contact our Helpdesk for any queries

Helpdesk e-mail id: [helpline-ctd-dnh@nic.in](mailto:helpline-ctd-dnh@nic.in)

Helpdesk Phone Number: 0260-2632000

**Department of Value Added Tax,  
1st Floor, Udhog Bhavan, 66 KV Road, Near Secretariat, Village Amla,  
U.T of Dadra & Nagar Haveli - 396230**