# Guide Lines for Offline Tools for Form-CST Returns Version-4.0

Preparing Excel Sheets to be zipped using offline tool:

1. Download the Latest Excel Formats for Return Form-CST from http://comtaxup.nic.in
2. User must fill data in required Excel Sheets.Sheets, which are of no use for the user, may be left blank. It is not necessary for the user to fill data in all the sheets.
3. **Please do not Rename or Delete any Excel File or Excel Sheet.**
4. After filling data in excel sheets, user must delete approximately 20 rows, after where the data in sheet ends. For Example, data in sheet has 100 rows. In such case 20 rows after row number 100 must be deleted. This practice is advised to avoid any sort inconvenience during filing of returns.
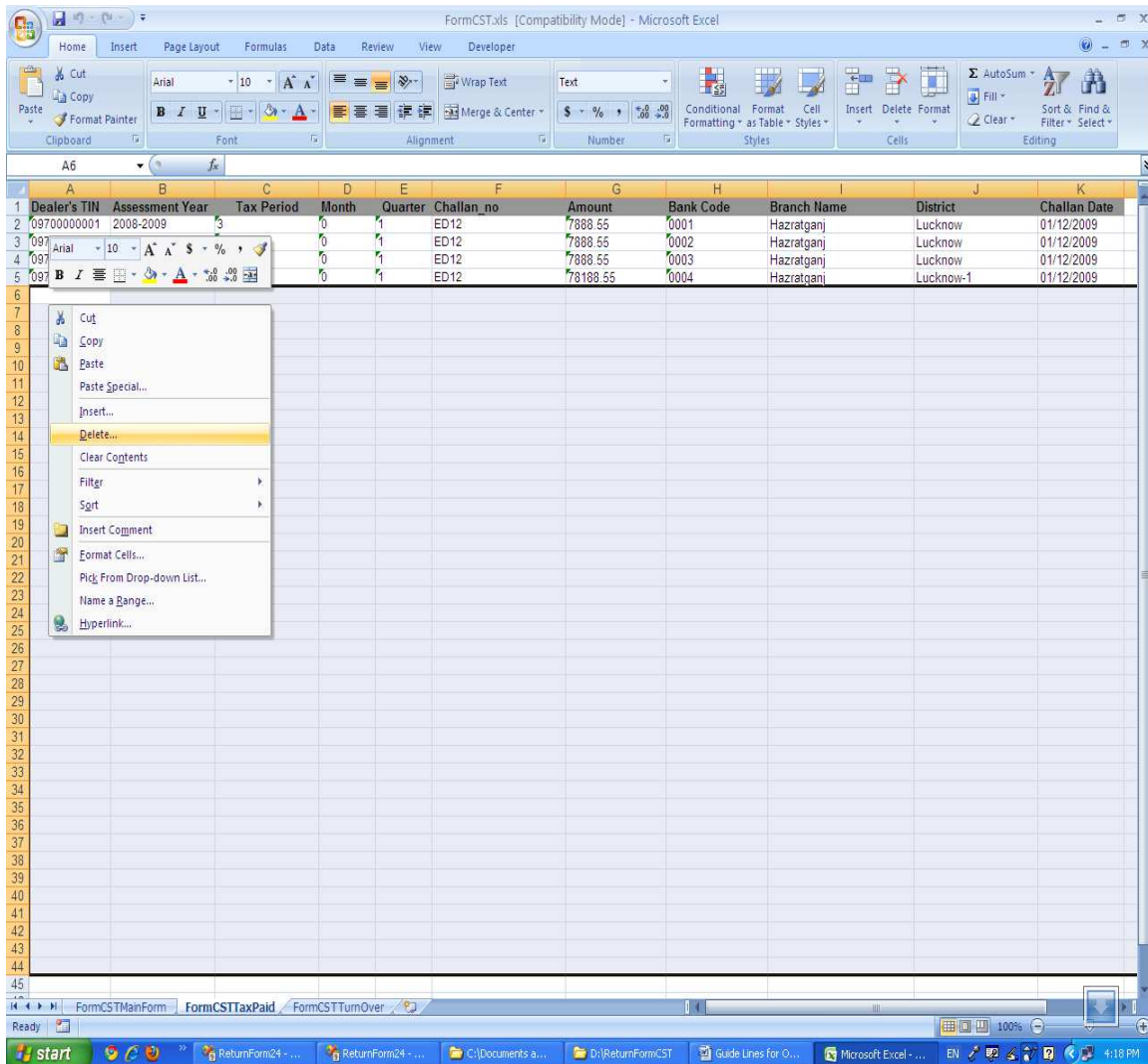
Preferred Values/Formats in Excel Sheet:

S.No.	Column Name	Preferred Value / Format
1.	Dealer TIN	Dealer TIN / Self Tin Number
2.	Assessment Year	Assessment year for the Filing Return.(Eg:2010-2011)
3.	Tax Period	Must be 1, 2 or 3. 1 for Yearly,2 for Monthly and 3 for Quarterly Returns Resp.
4.	Month	Must be 0-12. 0 for Tax Period=1 or Tax Period=3. 1-12 is for Months from Jan-Dec.
6.	Date / Invoice Date	Must be in dd/MM/yyyy Format Only.
7.	Amount	Must be in Rupees.Paise only. Must be set to 0.00 in case if Blank cell in row.
8.	Vat/NonVat	V for VAT NV for Non-Vat
9.	Bank Code	Must be 4 digit department defined Bank Codes. Click here to view list of Bank Codes.
10.	Commodity Code	Must be 8 digit department defined Commodity Codes. Click here to view list of Commodity Codes.
11.	Commodity Quantity	Quantity of Commodity must be Numeric only.
12.	Unit	Unit of Commodity Quantity. For Ex : Kg,gm etc.
13.	Vendor Customer TIN	Must be 11 digit TIN Number of Vendor. Must not be same as of Dealer TIN.

Creating ZIP Files through Offline Tool:

1. Download the Latest Version of Offline Tool from http://comtaxup.nic.in
2. It is advised that user should check for the latest version of offline tool available on the website.
3. In Case newer version is available on the site, user must un-install older versions of tool prior to installing the newer one.
4. Tool is installed in the NIC folder of Program Files folder, Located in drive where windows is installed.
5. To execute the tool User should click shortcut on desktop named ReturnFormCSTv5.0.

6. On execution user is directed to Main page:
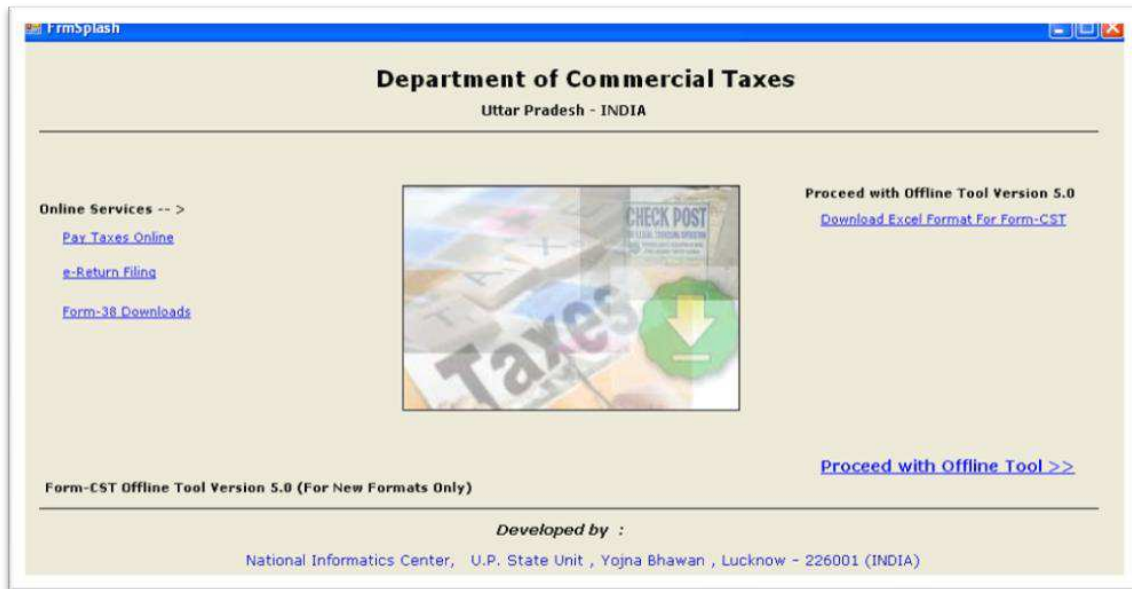
From where he/she can do following tasks:
I. If user is connected to internet, he can directly go to comtaxup.nic.in to pay taxes by clicking button **Pay Taxes Online**.
II. If user is connected to internet, he can directly go to comtaxup.nic.in to Ereturn Filling by clicking button **e-Return Filling**.
III. User can download Form-38 Directly from internet, if connected to internet by clicking button **Form-38 Download**.
IV. User can download Excel formats for Form-24, if connected to internet by clicking button **Download Excel Format For Form-CST**.
V. User can use the offline tool by clicking button **Proceed With Offline Tool>>**.

7. On clicking button **Proceed With Offline Tool>>**, user is directed to the following page:
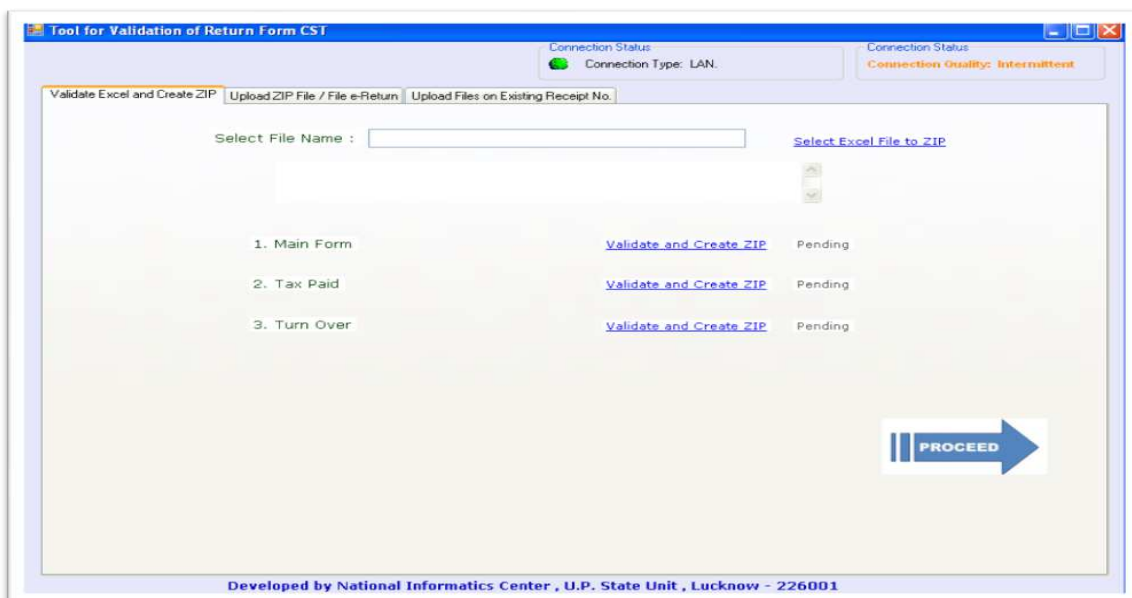
8. Now select the file to check and create zip.
9. Click buttons one-by-one to check files and create ZIP's to be uploaded. It is recommended that user click only those buttons in which his data exists.
10. ZIP Folder will be created at the same place where Excel file is located. All the Zip files created will be placed in that folder only. In case of Errors in files, FormCSTerrors folder will be created at the same place. All Error Files will be placed in that folder only.
11. These ZIP Files will be used, to be uploaded while filing Form-CST Returns online.

12. Also User can direct upload his/her data from offline tool itself if his/her machine is connected to internet.
13. For that click on **PROCEED** button at bottom after creating zip files.
14. Now the user is directed to the page as below to enter his/her e-Return password, enter Pan No and browse for the XML folder that is created automatically when zipped file is generated and XML folder is created at the same place where Excel file is located.:

15. When user clicks on upload button the user directly uploads his Excel sheet and now user is not needed to upload zipped file on site. User is provided here with Receipt No for further use.

16. User can also upload pending files by clicking on tab **Upload Files on Existing Receipt Number** There also User has to enter his/her e-Return password, enter Pan No and browse for the XML folder and click on Upload button uploads the data and creates Receipt No.