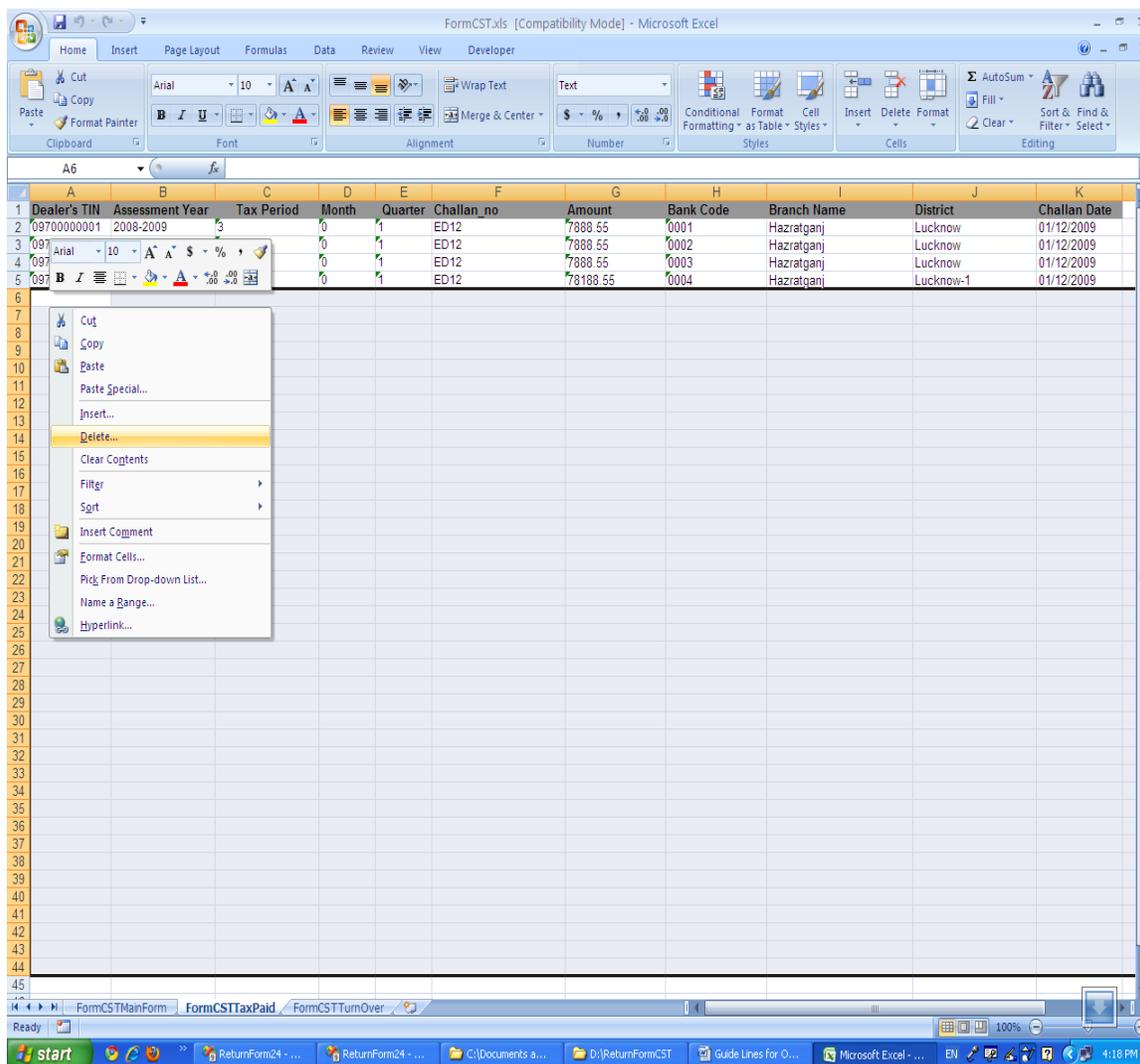


## Guide Lines for Offline Tools for Form-CST Returns Version-4.0

### 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.



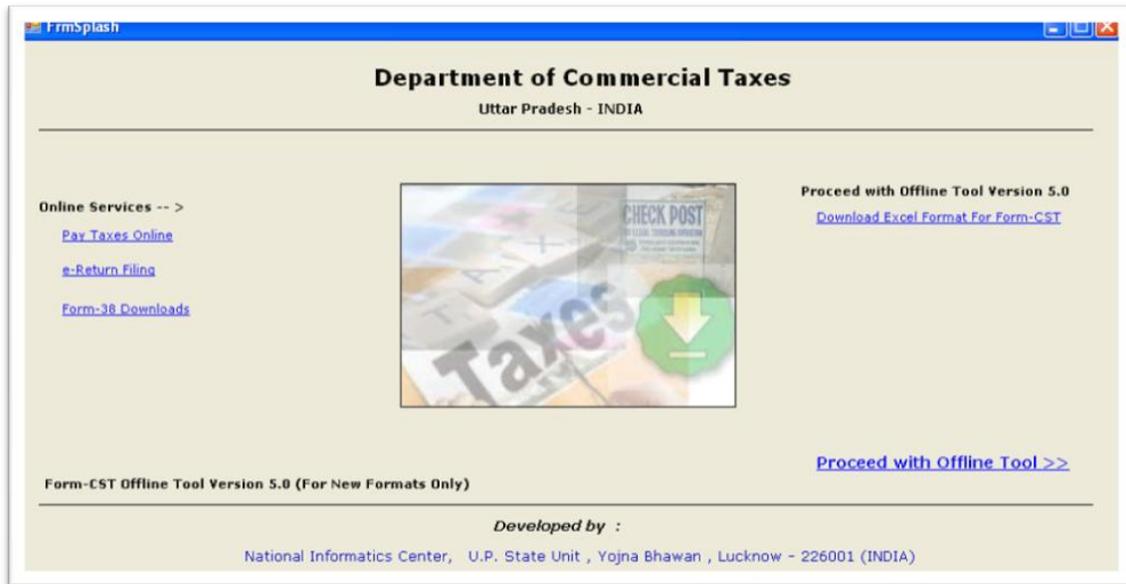
### **Preferred Values/Formats in Excel Sheet:**

| <b>S.No.</b> | <b>Column Name</b>  | <b>Preferred Value / Format</b>  |
|--------------|---------------------|--|
| <b>1.</b>    | Dealer TIN          | Dealer TIN / Self Tin Number   |
| <b>2.</b>    | Assessment Year     | Assessment year for the Filing Return.(Eg:2010-2011)   |
| <b>3.</b>    | Tax Period          | Must be 1, 2 or 3.<br>1 for Yearly,2 for Monthly and 3 for Quarterly Returns Resp.                                 |
| <b>4.</b>    | Month               | Must be 0-12.<br>0 for Tax Period=1 or Tax Period=3.<br>1-12 is for Months from Jan-Dec.                           |
| <b>6.</b>    | Date / Invoice Date | Must be in dd/MM/yyyy Format Only.   |
| <b>7.</b>    | Amount              | Must be in Rupees.Paise only.<br>Must be set to 0.00 in case if Blank cell in row.                                 |
| <b>8.</b>    | Vat/NonVat          | V for VAT<br>NV for Non-Vat  |
| <b>9.</b>    | Bank Code           | Must be 4 digit department defined Bank Codes.<br><a href="#">Click here to view list of Bank Codes.</a>           |
| <b>10.</b>   | Commodity Code      | Must be 8 digit department defined Commodity Codes.<br><a href="#">Click here to view list of Commodity Codes.</a> |
| <b>11.</b>   | Commodity Quantity  | Quantity of Commodity must be Numeric only.  |
| <b>12.</b>   | Unit                | Unit of Commodity Quantity. For Ex : Kg,gm etc.  |
| <b>13.</b>   | 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.

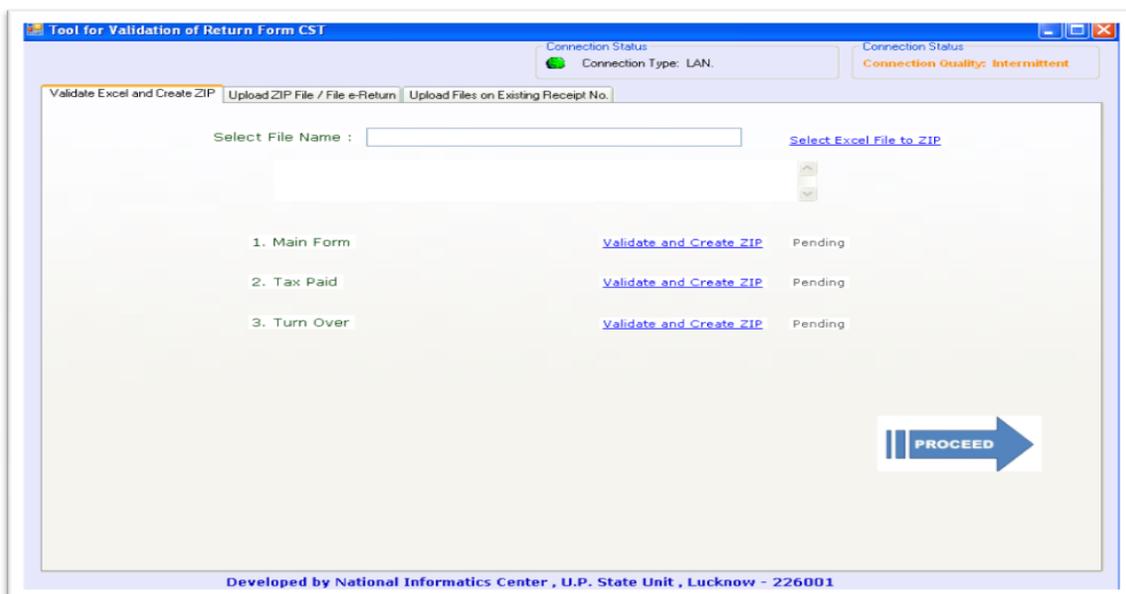
6. On execution user is directed to Main page:



From where he/she can do following tasks:

- I. If user is connected to internet, he can directly go to [comtaxup.nic.in](http://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](http://comtaxup.nic.in) to e-Return Filing by clicking button **e-Return Filing**.
- 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.:

Tool for Validation of Return Form-24

Connection Status  
Connection Type: LAN.

Connection Status  
Connection Quality: Good

Validate Excel and Create ZIP | Upload ZIP File / File e-Return | Upload Files on Existing Receipt Number

**Upload Files and File Fresh e-Return**

Please enter your e-Return Password :   
(The Password that you put while Online Filing of e-Return)

Please enter your PAN Number :

Select XML folder

Message

**Please Note : -**

You may upload a new return using this option. A New Token Number/Receipt Number will be generated in this option.

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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.

The screenshot displays a software window titled "Tool for Validation of Return Form CST". At the top, there are two connection status indicators: "Connection Status" with a green icon and "Connection Type: LAN.", and another "Connection Status" with "Connection Quality: Good". Below these are three tabs: "Validate Excel and Create ZIP", "Upload ZIP File / File e-Return", and "Upload Files on Existing Receipt No.", with the third tab selected. The main area is titled "Upload Pending Files" and contains the following elements:

- Input field: "Please enter your e-Return Password :"
- Input field: "Please enter your Receipt Number :"
- Input field: "Select XML Folder" with a "Browse" button.
- Green button: "UploadFiles"
- Message box: "Message" (empty)
- Red text: "Please Note : -"
- Red text: "Using This option, you may upload the files which has not been uploaded earlier due to any reason."

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