

## **EFiling User Manual**

### **TEN Steps to use E-Filing Module:-**

1. Visit the following URL <http://chandigarh.gov.in/>
2. Click on the **What's New section** and find the **Procedure to file e-file VAT Returns (2009-2010)**.
3. Download the VAT e-forms by clicking on "**download e-forms**" and save the forms on your local system and fill them properly.
4. You will also find the link on that page to open EFiling Application.
5. If you have already downloaded the e-forms and filled them properly then, skip the 4<sup>th</sup> step.
6. Login with the authorized username and password, **dealer tin is the username and password**.
7. Change the password and login again.
8. Assuming that you have filled the forms properly, upload them using browse option and Click UPLOAD button.
9. Final Receipt will be generated and on this page you will find a PRINT OPTION Click on PRINT button and a pop up window will be opened. The receipt is also saved as a record and one can get the print of the receipt by clicking the option ReturnFiledDetails.
10. In the Pop up window you will find the option to print the receipt which you will submit along with the signed hard copies of uploaded return forms.

### **Always:-**

- .1 Do change the password, once received by the department.
- .2 Do download the latest VAT forms from the site.
- .3 Do use MS Excel version 2003 or above.
- .4 Do enable macros in forms.
- .5 Do select the right year and the quarter for which you want to file the return.
- .6 Do **read the return form thoroughly** before uploading them.
- .7 Take the printout of return forms on legal size paper for better readability.
- .8 Do have the high speed broadband internet connection.

### **Don'ts:**

- .1 Don't disable macros.
- .2 Don't change the name of the forms downloaded from site. If you tamper with name, form may not upload.
- .3 Don't try to save forms if exception is thrown.
- .4 Don't do total of any taxable amount in the forms, these are done automatically done either in software or in excel sheet.