



BUSINESS ECONOMICS PERFORMANCE
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GSTR 1: Filing SOP



Goods and Services Tax

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Services

Notifications & Circulars

Acts & Rules

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Search Taxpayer

Click





Goods and Services Tax

Assessee name

Dashboard

Services ▾

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Search Taxpayer ▾

Dashboard

Last logged in on **01/09/2017 12:55**

Currently logged in from IP: **49.35.11.198**

Assessee name

Assessee name &
GSTIN

[View Profile](#) ➔

*You can navigate to your chosen page through
navigation panel given below*

RETURN DASHBOARD >

CREATE CHALLAN >

VIEW NOTICE(S) AND ORDER(S) >

Click

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[Liability ledger](#)

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Goods and Services Tax

Assessee name

Dashboard

Services

Notifications & Circulars

Acts & Rules

Search Taxpayer

Dashboard > Returns

English

File Returns

Financial Year*

2017-18

Return Filing Period*

September

July

August

September

SEARCH

* Indicates Mandatory Fields

Select Period



Goods and Services Tax

Assessee name

Dashboard

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Search Taxpayer

Dashboard > Returns

English

File Returns

Financial Year

2017-18

Return Filing Period

July

SEARCH

Indicates Mandatory Fields

Details of outward supplies of goods or services

GSTR1

Due Date - 05/09/2017

PREPARE ONLINE

PREPARE OFFLINE

Inward supplies received by taxpayer

GSTR2

Due Date - 10/09/2017

PREPARE ONLINE

PREPARE OFFLINE

Auto Drafted details

GSTR2A

VIEW

DOWNLOAD

Monthly Return

GSTR3B

Due Date - 25/08/2017

PREPARE ONLINE

Click
"Prepare
online"





GSTR-1 - Invoice Details

4A, 4B, 4C, 6B, 6C - B2B
Invoices

3

Click



B2B- Add Invoice

• Indicates Mandatory Fields

☐ Deemed Exports

☐ SEZ Supplies with payment


☐ SEZ Supplies without payment

Receiver GSTIN/UIN*

Receiver Name*

Invoice No.*

Invoice Date*

DD/MM/YYYY 

POS ⓘ

Select ▼

Total Invoice Value (₹)*

Supply Type

Fill in required details for invoice. Click "SAVE". To add new invoice click on "ADD DETAILS".

☐ Supply attract Reverse Charge

☐ Supplies through E-commerce operator

Fill in all other
applicable tabs in
this way

Check in appropriate box

BACK

SAVE

Click and check details once again before submitting

GENERATE GSTR1 SUMMARY

☐ 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.

BACK

PREVIEW

SUBMIT

Click and check details once again before submitting

- If all the details are correct click submit.
- Please note that post submission the details can not be edited.
- Post submission, verify using DSC/ EVC as applicable.



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.

BACK

PREVIEW

SUBMIT

*Thank
You*
for your time