



Excise and Taxation,
Haryana
Plot I-3, Sector 5, Panchkula, Haryana

MMPCT

(Mission Mode Project – Commercial Taxes)

VAT Return -R2 filing User Manual- Dealer



Wipro Limited

Table of Contents

1. Login Process.....	3
2. Submission of online Annual Return form- R2.....	3
3. Dealer Utility tool.....	12

1. Login Process

Every dealer registered in Haryana Value Added Tax Act 2003, and filing R1 regularly, can file annual return form R2. R2 can be filed via in the permanent dealer login.

Steps for Logging into the website

1. Open www.haryanatax.gov.in website.
2. Login using the User ID and Password.
3. Enter the captcha code appearing on the screen.

The screenshot shows the website for the Excise and Taxation Department, Government of Haryana. The main navigation bar includes links for 'About Us', 'Acts', 'Rules', 'Tax Rates', 'Excise Policy', 'Government Orders', 'Amendments/Notifications', 'Ordinances', 'Useful Information', 'Help', and 'RTI'. The central banner features a photograph of a modern building. On the right side, there is a 'LOGIN' form with the following fields: 'User Name' (06501001513), 'Password' (masked with dots), and a Captcha code (gypkb). A red box highlights the login form, and a red arrow points to it. Below the form are buttons for 'Login' and 'Forgot password?'. The bottom section of the page includes 'Latest News' and 'Useful link' sections.

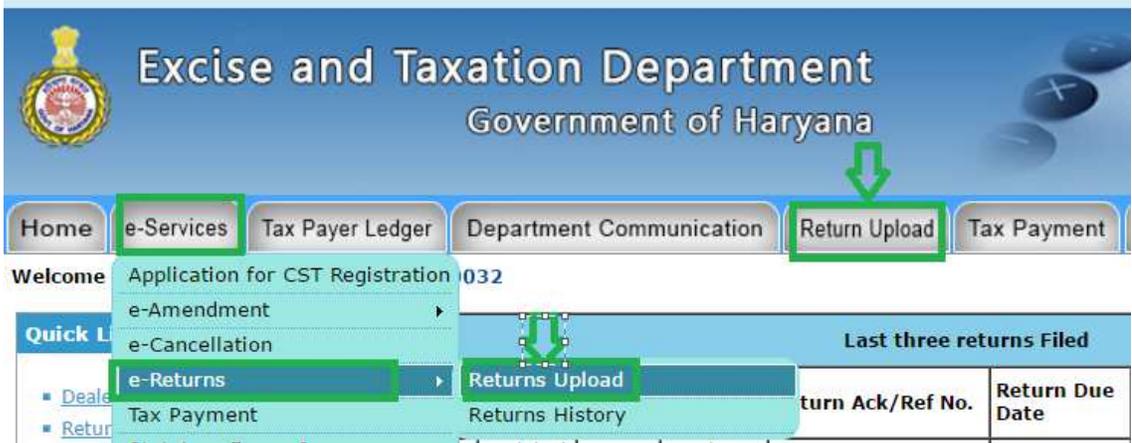
2. Submission of online Annual Return form- R2

Dealer Submits Online Form, Scan & Upload Documents with or without Digital Signature

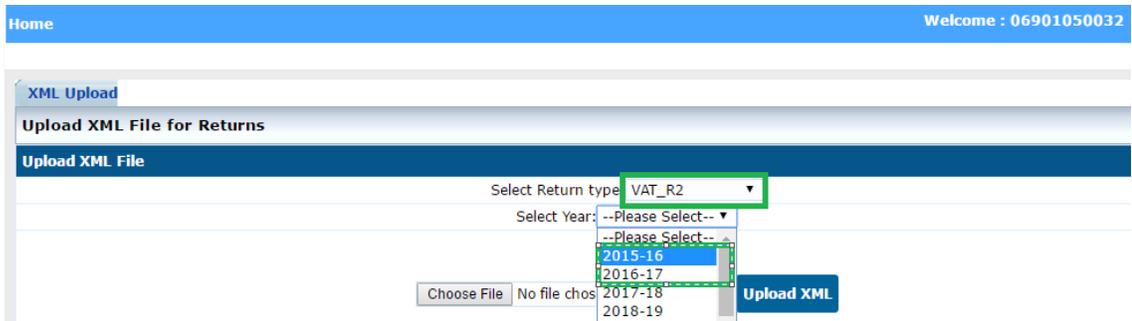
1. To file R2 return on portal, the dealer will **login to the permanent user account** (as discussed above) and use any of the below path to submit the return :-

e-Services-> e>Returns-> Returns Upload

or directly use the tab- **Returns Upload**

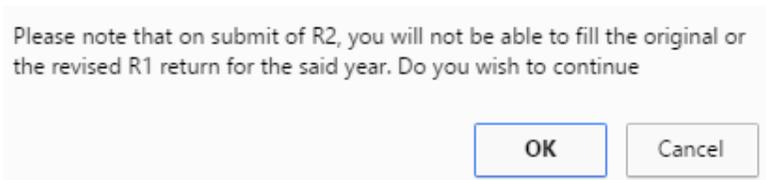


2. Dealer needs to Select **Return Type** and **Year**.

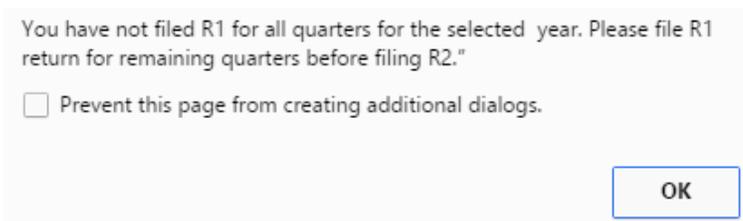


Please note, when the dealer is proceeding to file R2 for specific year-

Case 1- R1 returns have been filed already for all 4 quarters. On submission of R2, dealer will not be able to file revised R1 return for any quarters of the financial year.



Case 2- If R1 returns have already not been filed online for all 4 quarters, dealer will not be able to file R2 return.



In this regard please note that if the TIN is generated during the financial year, for which R2 is being filed, R2 will be filed from the date of liability to 31 March of the financial year. For example, if the date of liability is 3 September 2015, dealer shall not be required to file R1 for Quarter 1st, 2015-16. Thus if R1 returns for the period Quarter 2nd, 3rd, and 4th 2015-16 have been filed, dealer will be able to file the R2.

Similarly in case of cancellation, if any TIN was cancelled during the financial year for which R2 is being filed, dealer shall be required to file R2 from 1 April of the financial year till the quarter of cancellation of RC. For example, if the date of cancellation was 3 September 2015, dealer shall not be required to file R1 for Quarter 3rd and 4th of 2015-16. Thus if R1 returns for the period, Quarter 1st and 2nd of 2015-16 have been filed, dealer will be able to file the R2.

Case 3- When R2 return has been submitted by the dealer, he will not be able to file revised R2 for the said year.

The screenshot displays the 'Excise and Taxation' portal interface. A white error message box is overlaid on the page, stating 'Return R2 is already filed for the selected year.' with an 'OK' button. Below the message, the 'XML Upload' section is visible, featuring a 'Load XML File for Returns' button. Underneath, there are two dropdown menus: 'Select Return type: VAT_R2' and 'Select Year: 2015-16'. At the bottom of the form, there is a 'Choose File' button, a text field containing 'No file chosen', and a blue 'Upload XML' button.

3. When the returns of all 4 quarters have already been filed by the dealer, either original or revised for the said year, pre filled R2 form will be populated to the dealer based on latest R1 returns submitted.

FORM VAT-R2

1. Please note that point no. 1 details can be filled using R2 form Utility

2. Gross turnover, taxable turnover of sales and computation of tax (See sections 2(1)(u), 3, 6 and 7 of the Act)			
(a) Description	(b) Value of goods in ₹		
2A	Sale price received/receivable in respect of goods sold plus value of goods exported out of State or disposed of otherwise than by sale or sent for sale to local agent(s)		
	(I)	As per column 2A(b) of the quarterly returns in Form VAT-R1 filed by the dealer for the year	36,40,03,000.00
	(II)	As per the books of account for the year	0.00
	(III)	As per balance sheet for the year	0.00
	Difference, if any (i) [(I) - (II)]		36,40,03,000.00
	(ii) [(I) - (III)]		36,40,03,000.00
2B	Deductions		
	(I)	Total of deductions as per column 2B(10)b of quarterly returns in Form VAT-R1 filed by the dealer for the year	96,38,000.00
	(II)	Corresponding figure as per the books of account for the year	0.00
	(III)	Difference, if any [(I) - (II)]	96,38,000.00
2C	Taxable turnover of sales		
	(I)	Total of the value as shown in 2C(b) of quarterly returns in Form VAT-R1 filed by the dealer for the year {2A(I)(b) - 2B(I)(b)}	35,43,65,000.00
	(II)	As per the books of accounts for the year {2A(II)(b) - 2B(II)(b)}	0.00
	(III)	Difference, if any [(I) - (II)]	35,43,65,000.00

(a) Description	(b) Amount in ₹		
	(i) Total of the sales/transfers as per quarterly returns filed by the dealer for the year	(ii) Total of the sales/transfers as per the books of account for the year	(iii) Difference, if any
2D	Aggregate of price/value of goods		
(a)(i)	Sales Turnover as per return	11,84,000.00	84,000.00
(a)(ii)	Sales Turnover as declared in LS10	-3,52,000.00	-52,000.00

Please note

- All the **grayed** fields are pre populated and auto calculated- So will not be editable by the dealer.
- Further the dealer will only be able to fill the amounts as per the books of accounts. All such fields are mandatory before submit.
- The differences will be auto calculated.

4. Once all the details are filled in R2, including the declaration part, dealer has to **save** the form, on click of save – all the data saved by dealer can be accessible at next login as well.

B Purchase tax on goods	
(I)	Total purchase tax as per quarterly returns filed by the dealer
(II)	Total purchase tax as per the books of account for the year
(III)	Difference, if any (I)-(II)

Note : Where any goods purchased in the State are used or disposed of partly in the circumstances mentioned in column (a) against entries at serial number (1) and (2) above and partly otherwise, the purchase tax leviable on such goods shall be computed pro rate.

Declaration

I, MEGHA hereby, solemnly affirm that I am authorized to furnish this return and all its contents including tables 10 and 11, lists, statements, declarations, certificates and other documents appended to it or filed with it are true, correct and complete and nothing has been concealed therein.

Place: delhi

Date: 22/06/2016

Status: Chairman

 **Save**

Home Welcome : 06901050032

XML Upload

Upload XML File for Returns

Upload XML File

Select Return type: VAT_R2 ▼
Select Year: 2015-16 ▼

No file chosen

Data updated successfully. Please click on submit button for final submission.

FORM VAT-R2

1. Please note that point no. 1 details can be filled using R2 form Utility

2. Gross turnover, taxable turnover of sales and computation of tax (See sections 2(1)(u), 3, 6 and 7 of the Act)

(a) Description	(b) Value of goods in ₹
-----------------	-------------------------

5. If any of the difference field in the entire form are non-zero, the dealer has to explain the same in R2 form prescribed in the utility. A message will appear on click of **submit** - to file R2 utility to explain the differences.

B Input tax not admissible for 8A(I) (I) Input tax for 8A(I) (II) Input tax for 8 A(II) (III) Difference if any 8B(1)-8B(II)	As difference between R1 version and book version of quarterly returns is not equal to zero please upload R2 xml <input type="button" value="OK"/>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 70%;"></td><td style="width: 30%; text-align: right;">20800.00</td></tr> <tr><td></td><td style="text-align: right;">9000.00</td></tr> <tr><td></td><td style="text-align: right;">11800.00</td></tr> </table>		20800.00		9000.00		11800.00
	20800.00							
	9000.00							
	11800.00							

Please note that if the value in point no.8A(III) is non zero details must be filled using R2 form in Utility

9 Purchase tax (See section 3(3) of the Act)		
A Purchase value of goods		
(I) Total purchase value of goods as per point no. 10 of quarterly returns filed by the dealers		324000.00
(II) Total purchase value as per the books of account for the year		24000.00
(III) Difference, if any (I)-(II)		300000.00
B Purchase tax on goods		
(I) Total purchase tax as per quarterly returns filed by the dealer		17253.6
(II) Total purchase tax as per the books of account for the year		17000.00
(III) Difference, if any (I)-(II)		253.6

Note : Where any goods purchased in the State are used or disposed of partly in the circumstances mentioned in column (a) against entries at serial number (1) and (2) above and partly otherwise, the purchase tax leviable on such goods shall be computed pro rate.

Declaration

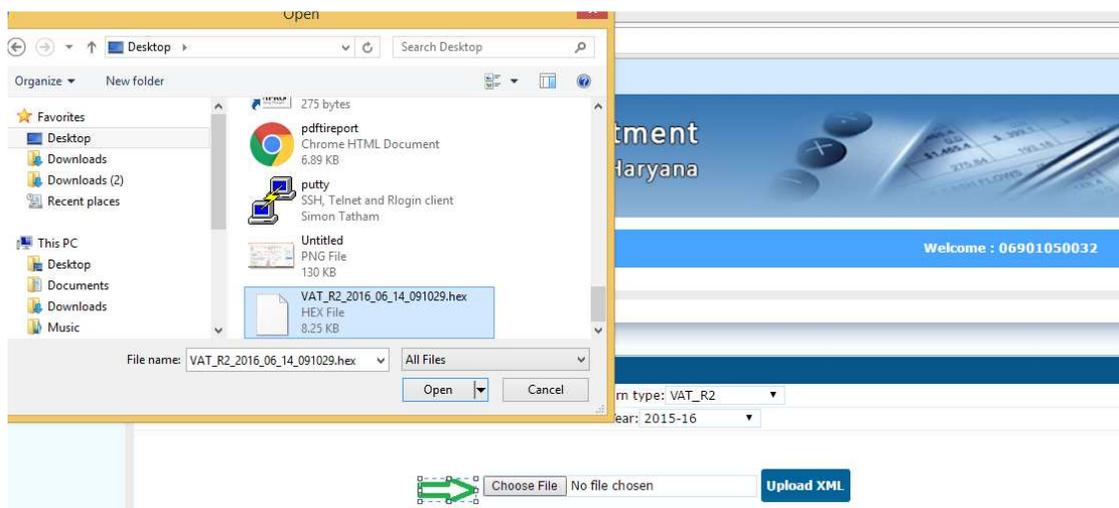
I, MEGHA hereby, solemnly affirm that I am authorized to furnish this return and all its contents including tables 10 and 11, lists, statements, declarations, certificates and other documents appended to it or filed with it are true, correct and complete and nothing has been concealed therein.

Place: delhi

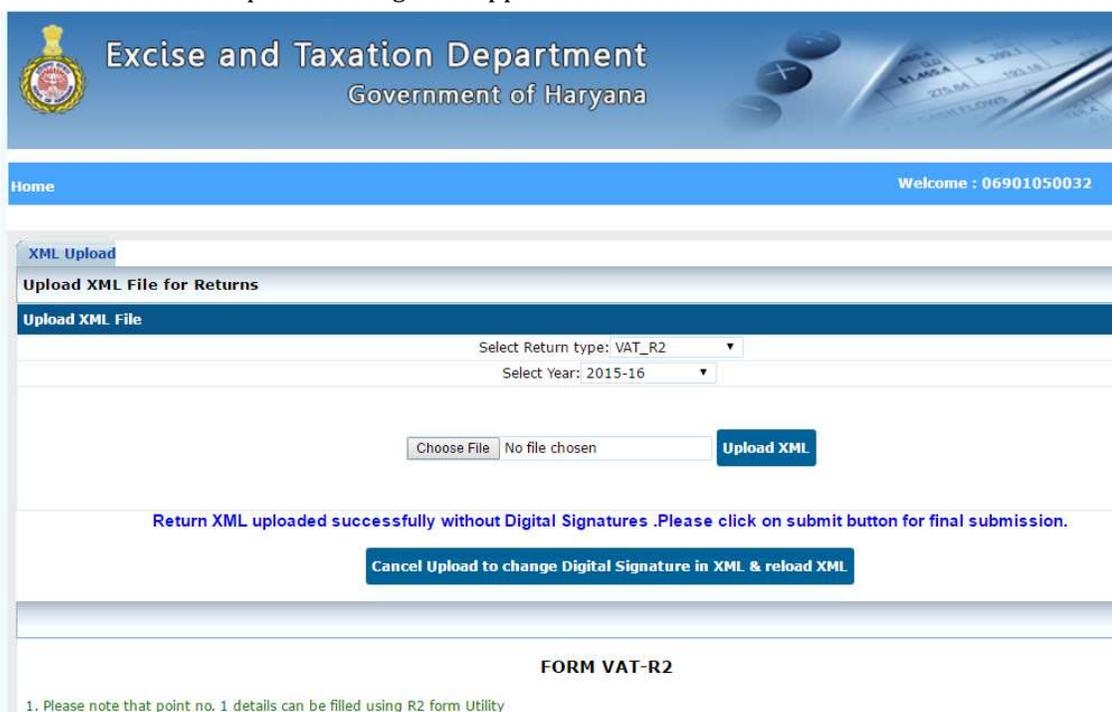
Date: 22/06/2016

Status: Chairman ▼

6. Dealer has to upload the invoice wise details for the said differences in the respective annexures using the utility tool.



7. Successful XML upload message will appear on screen.



8. Please note that incase, all the **differences fields are zero**, the dealer shall **not be required to upload the R2 form via utility**, user can directly click on submit button.

9. Further if the dealer is required to file CST return, can upload the same using CST return form provide in the utility.

10. On click of **Submit** button> the dealer will be required to upload the documents> after selecting the applicant name

11. Document list will appear once the applicant name is selected.

- Dealer has to upload mandatory documents
- Also have the option to upload any other document, if user want to submit by clicking on **“Any other document”**.
- All the documents have to be uploaded in **“PDF”** format upto **1 MB** size.

Home Welcome : 06901050

Upload Document File for Return

Upload Document File
Select Applicant/Business Name from the list (at (A) below) to upload documents

(A)Applicant/Business Name

The file type and maximum file size is mentioned there against.

1. Balance sheet (PDF, 1 MB)*	Choose File	No file chosen
2. Profit and loss account (PDF, 1 MB)*	Choose File	No file chosen
3. Manufacturing and trading account (PDF, 1 MB)*	Choose File	No file chosen
4. Reconciliation interstate (PDF, 1 MB)*	Choose File	No file chosen
5. Reconciliation statement (PDF, 1 MB)	Choose File	No file chosen

Add any other document

Once the required documents are selected for upload > Click on **“Upload documents”**

Do you wish to upload document(s)?

Upload Document File for Return

Upload Document File
Select Applicant/Business Name from the list (at (A) below) to upload documents

(A)Applicant/Business Name

The file type and maximum file size is mentioned there against.

1. Balance sheet (PDF, 1 MB)*	Choose File	Haryana Excise.pdf
2. Profit and loss account (PDF, 1 MB)*	Choose File	Haryana Excise.pdf
3. Manufacturing and trading account (PDF, 1 MB)*	Choose File	Haryana Excise docs.pdf
4. Reconciliation interstate (PDF, 1 MB)*	Choose File	Haryana Excise.pdf
5. Reconciliation statement (PDF, 1 MB)	Choose File	No file chosen

Add any other document

Do you want to attach digital signature

Yes No

12. Uploaded documents can be **deleted or reviewed** before submission. Once the return R2 is submitted the documents can not be deleted or reviewed.

Please note : if the mandatory documents are not uploaded by the dealer, Submit button will not appear.

Home Welcome : 06901050032

Upload Document File for Return

Uploaded Documents

<input type="checkbox"/> Select All	Type of Document	File Name of Document	Applicant/Business Name	
<input type="checkbox"/>	1. Balance sheet	Haryana Excise.pdf	MEGHA	 <input type="button" value="View"/>
<input type="checkbox"/>	2. Manufacturing and trading account	Haryana Excise docs.pdf	MEGHA	<input type="button" value="View"/>
<input type="checkbox"/>	3. Profit and loss account	Haryana Excise.pdf	MEGHA	<input type="button" value="View"/>
<input type="checkbox"/>	4. Reconciliation interstate	Haryana Excise.pdf	MEGHA	<input type="button" value="View"/>



File upload successful.

Upload Document File

Select Applicant/Business Name from the list (at (A) below) to upload documents

Upload Document File

Select Applicant/Business Name from the list (at (A) below) to upload documents

(A)Applicant/Business Name

The file type and maximum file size is mentioned there against.

1. Reconciliation statement (PDF, 1 MB) No file chosen

Do you want to attach digital signature

Yes No



13. On click of **submit** button, reference receipt will be generated which can be used for future reference.

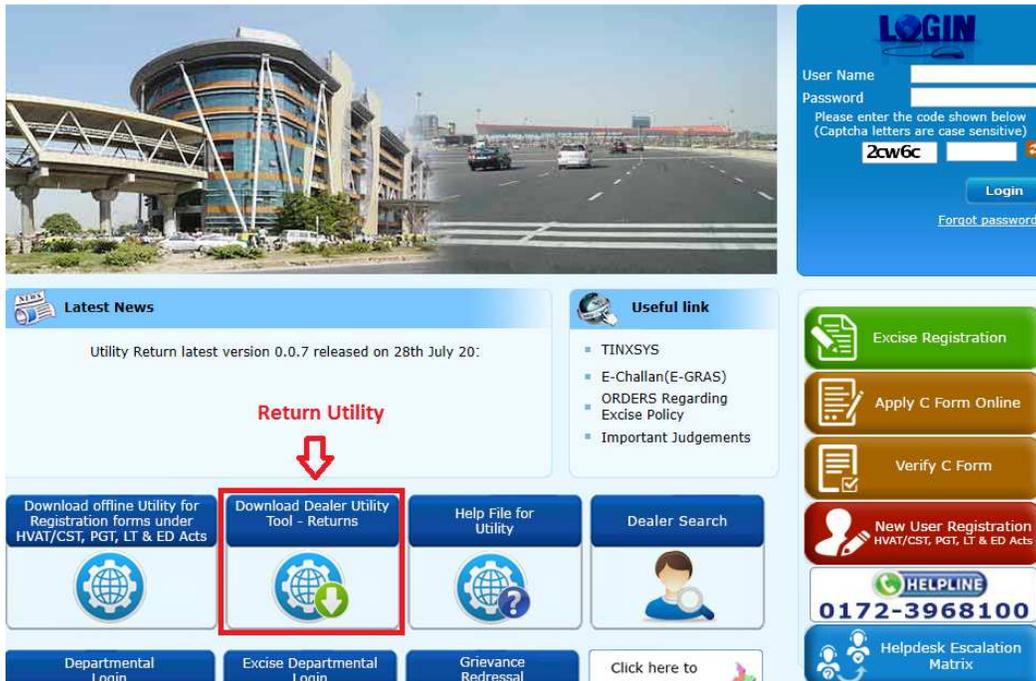
Further dealer can also download the submitted return using button- **Print Application** button.

Note: Dealer will be required to print the front sheet of the return along with the mandatory documents and submit the same to the Record Keeper (RK) of the Ward within 15 days of submission of the return online.

The RK will issue an acknowledgement receipt to the dealer.

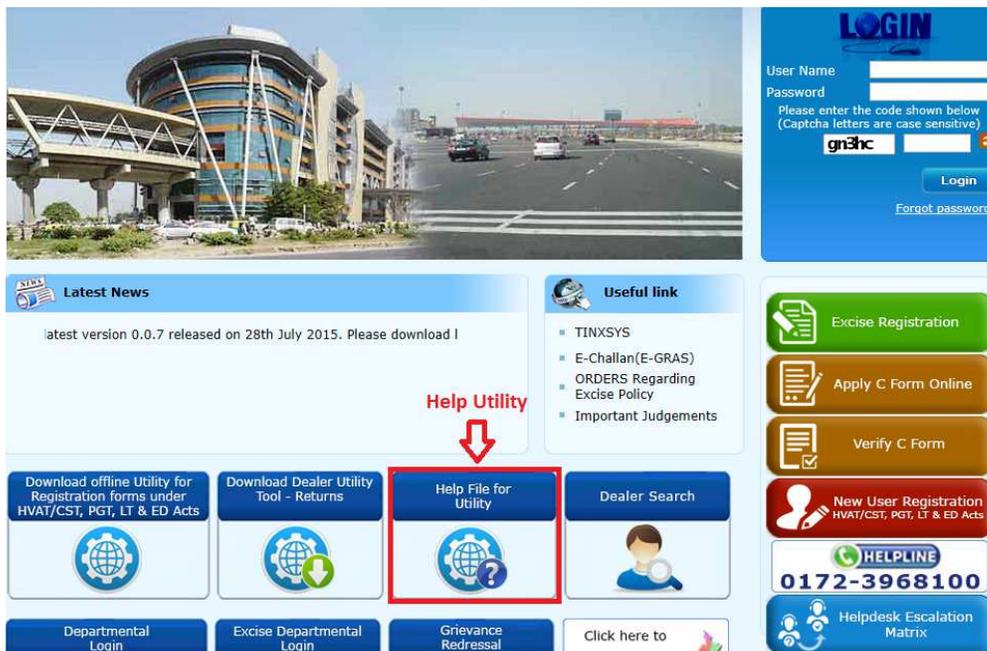
3. Dealer Utility tool

1. The Dealer has to download the – **Dealer Utility Tool- Returns** from the portal.



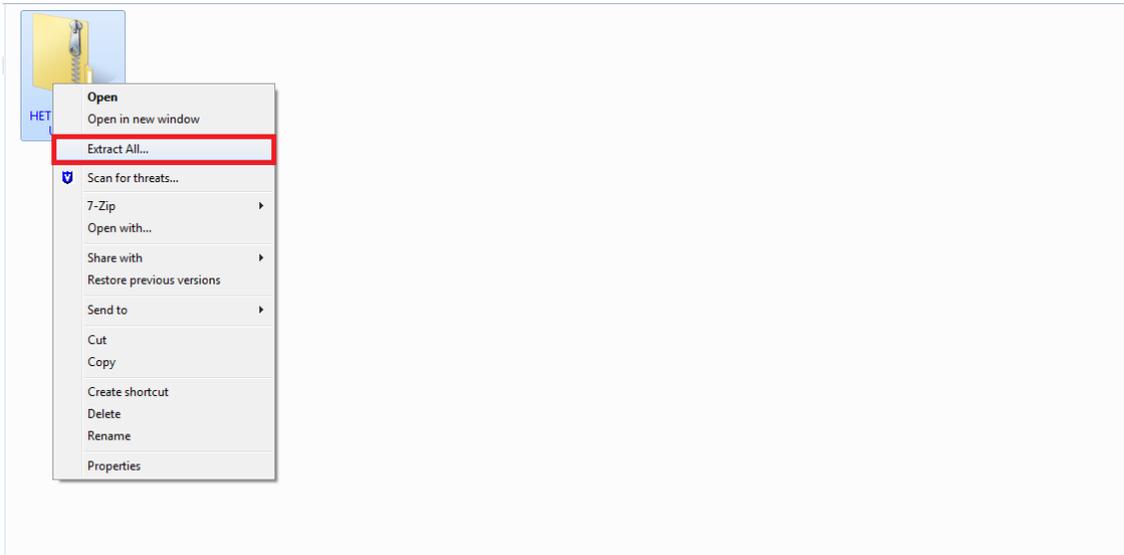
Please refer following path for any help with regard to utility Download/Extract/Unzip/Run etc.

<https://haryanatax.gov.in/HEX/appmanager/HexPortal/HaryanaExcise>

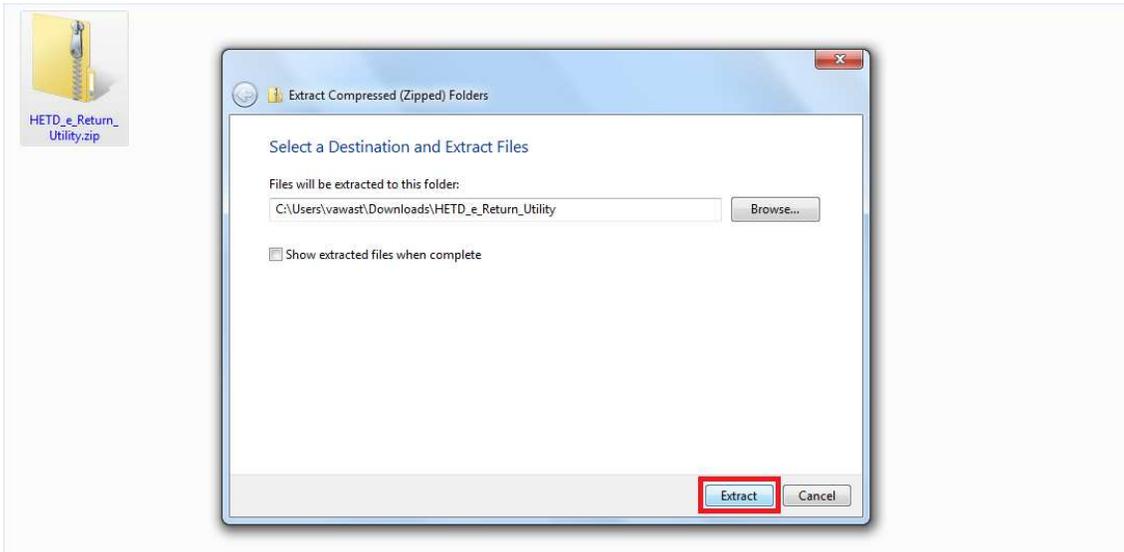


2. Once Return utility will be downloaded, dealer will be required to unzip the zip folder as shown below.

Right click over zip folder → Extract All...



Dealer will set path for extracted folder by clicking on **Browse** button and then click on **Extract** button.



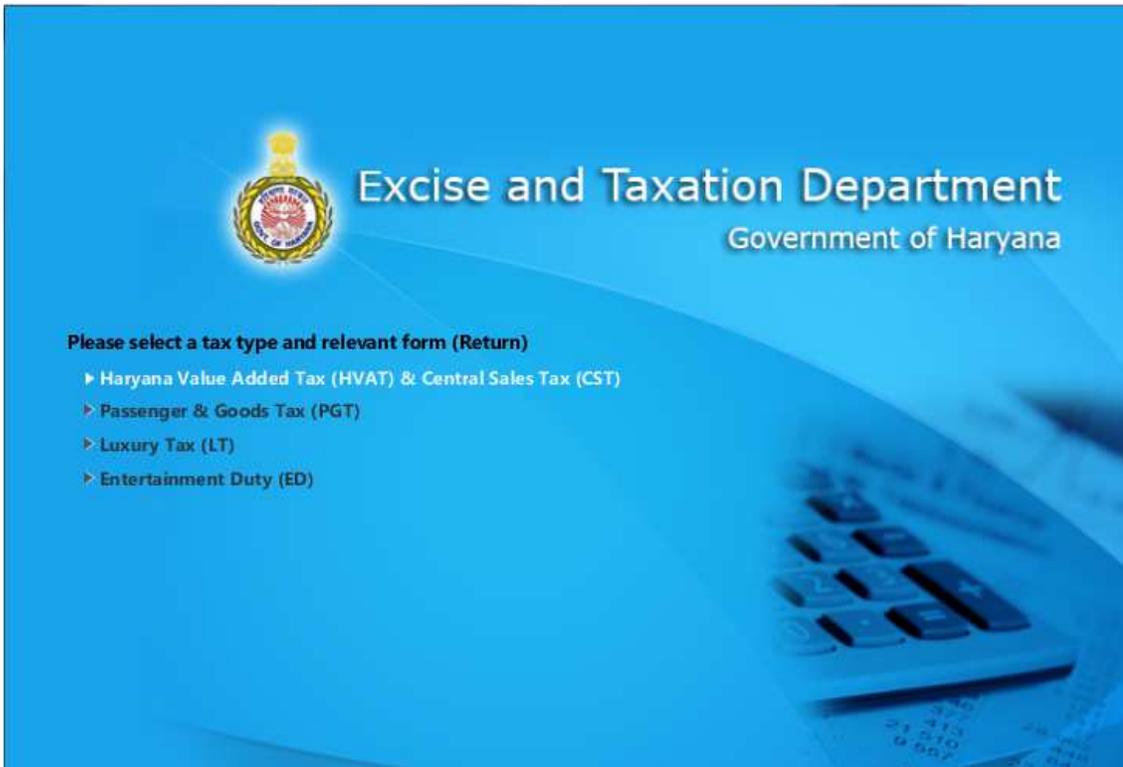
Unzip folder will be created and dealer will double-click over it to open run file.



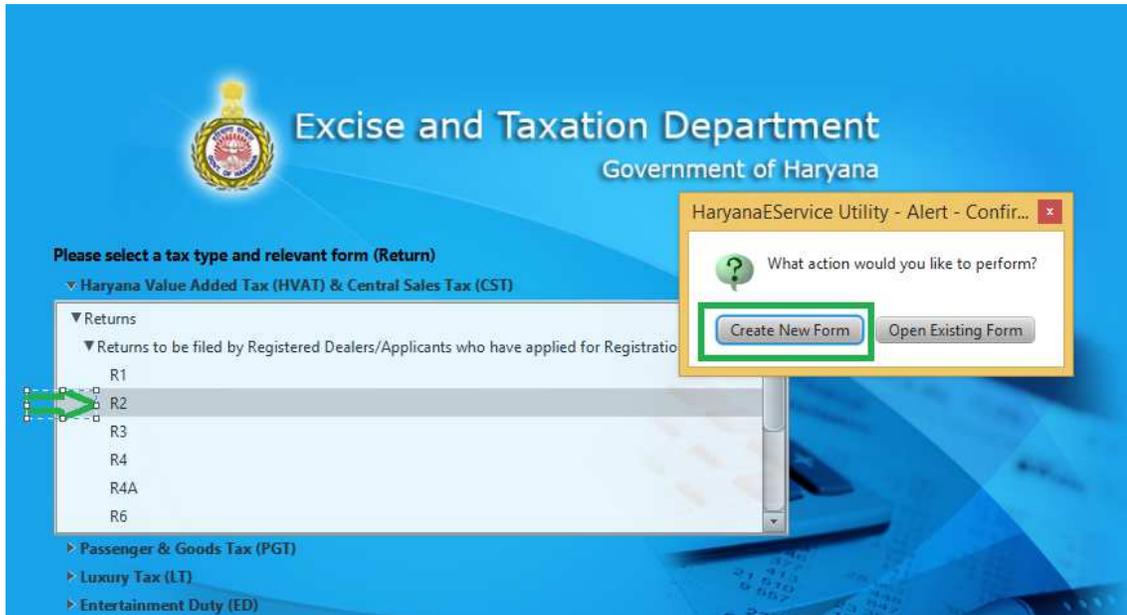
3. Dealer will click on **run.bat** file to run the application.



4. Once dealer double click on runReturn.bat file, below screen will open.



5. Dealer will **selects the relevant tax type** as Haryana Value Added Tax (HVAT) and Central Sales Tax (CST) and **relevant return form R2**. Accordingly dealer can create new return form VAT R2, by clicking **Create New form**.



6. The dealer will **define the path** and file name to **create** new form in his system.



7. In the utility form the dealer is required to **fill the mandatory information** after reading the instructions carefully.

For example in return form R2, dealer needs to fill the mandatory information like, **return period, name of business, TIN** etc. and further select the **relevant annexures** from the index along with the CST form, **where the user wants to explain the differences coming in R2**, on Portal.

Index page- VAT R2

The screenshot shows a web application interface for filing a VAT return. At the top, there is a menu bar with options: New, Open, Save, Save As, Validate & Generate XML, and Help. Below the menu is a navigation bar with buttons for Previous and Next. A message states: "Please keep on saving your return form by clicking SAVE button to prevent any loss of data." The main content area is titled "Index for VAT Return R2 and its Annexures" and is divided into two sections:

1. Dealer's Identity

- (a.) Return for the period: Includes a Year dropdown menu, From Date and To Date text boxes with dd/mm/yyyy format.
- (b.) Name of the Business: A text input field.
- Return Being Filed by: Radio buttons for Registered Dealer (selected) and Applicant who has applied for Registration.
- (c.) T I N: A text input field.

2. List of Annexures

Please select the applicable Annexures

- Sales Annexures**
 - Interstate Sales Annexures: LS1, LS2, LS3, LS4, LS7 (all checked)
 - Local Sales Annexures: LS4A, LS4B, LS5, LS6, LS8, LS9, LS10 (all checked)
- Purchase Annexures**
 - Interstate Purchase Annexures: LP1, LP2, LP3, LP4, LP5 (all checked)
 - Local Purchase Annexures: LP6, LP7, LP8 (all checked)
- Other Annexures**

VAT-R2

Previous Next

Please keep on saving your return form by clicking SAVE button to prevent any loss of data.

Instructions Index **R2** LS-1 LS-2 LS-3 LS-4 LS-4A LS-4B LS-5 LS-6 LS-7 LS-8 LS-9 LS-10

FORM VAT- R2

The return is being filed by an applicant who has applied for registration under the HVAT Act, 2003
 CST Return Applicable

1. Dealer's Identity

(a.) Return for the period
 Year * 2015-16 From Date * 01/04/2015 To Date * 31/03/2016

(b.) Name of the Business * testing

(c.) TIN / Registration Application No. 06901050032

Please Note: Details in point no. 1 to 6 including point no.8 can be filled and verified at www.haryanatax.gov.in in Dealer Login>Return Upload> R2

7. Details of tax deposited

Select	View / Edit	Sr. No.	Name of treasury where tax deposited or Bank on which DD / Pay order drawn	GRN/G4 Receipt No.	GRN Date	Type of Instrument	Instrument No.	Instr
No content in table								

CST return form

Please keep on saving your return form by clicking SAVE button to prevent any loss of data.

LS-6 LS-7 LS-8 LS-9 LS-10 LS-11 LP-1 LP-2 LP-3 LP-4 LP-5 LP-6 LP-7 LP-8 **CST Form 1**

FORM-1
Form of Return under Rule 7-A of the Central Sales Tax (Haryana) Rules, 1957.

Return for the period from
 Year * 2015-16 From Date * 01/04/2015 To Date * 31/03/2016

Registration Mark and No. 06901050032

Name of the dealer testing

Status Select

Style of the business

(1) Gross amount received or receivable by the dealer during the period in respect of sales of goods. ₹ 1,00,000.00

Deduct -

(i) Sales of goods outside the State (as defined in Section 4 of the Act) ₹ 2,000.00

(ii) Sales of goods in course of export outside India(as defined in Section 5 of the Act) ₹ 3,000.00

(iii) Turnover of goods transferred outside the State as defined in section 6A(1) ₹ 4,000.00

(2) Balance - Turnover on inter-State sales and sales within the State ₹ 91,000.00

Deduct - Turnover on sales within the State ₹

(3) Balance - Turnover on inter-State sales ₹ 91000.00

Deduct - Cost of freight, delivery or installation when such cost is separately charged ₹

8. Dealer is required to take care of the validations like that in R1 and other returns in the utility tool.

For more details - Please refer User manual for Return filing already available in help menu on www.haryanatax.gov.in.