

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

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### 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 <u>www.haryanatax.gov.in</u> website.
- 2. Login using the User ID and Password.
- 3. Enter the captcha code appearing on the screen.



# 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

	Excis	e and Tax	<b>Kation Departn</b> Government of Ha	nent <sup>ryana</sup>	
Home	e-Services	Tax Payer Ledger	Department Communication	Return Upload	ax Payment
Welcome	Application	for CST Registration	032		
Outok L	e-Amendme	ent 🔸			
QUICK L	e-Cancellat	ion		Last three re	turns Filed
Deale	e-Returns		Returns Upload	turn Ark /Def No.	Return Due
Retur	Tax Paymer	nt	Returns History	turn Ack/Ref No.	Date

2. Dealer needs to Select Return Type and Year.

Home	Welcome : 06901050032
XML Upload	
Upload XML File for Returns	
Upload XML File	
Select Return type VAT_R2	
Select Year:Please Select •	
Please Select 2015-16 2016-17 Choose File No file chos 2017-18 2018-19 Upload XML 2018-19	

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

<u>Case 1-</u> 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.

Please note that on submit of R2, you will not be able to fill the original or the revised R1 return for the said year. Do you wish to continue
<b>OK</b> Cancel
Case 2. If R1 returns have already not been filed online for all 4 quarters dealer will not be
chie to file D2 roturn
able to file R2 feturit.
You have not filed R1 for all quarters for the selected year. Please file R1 return for remaining quarters before filing R2."
Prevent this page from creating additional dialogs.
ОК

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 1<sup>st</sup>, 2015-16. Thus if R1 returns for the period Quarter 2<sup>nd</sup>,3<sup>rd</sup>, and 4<sup>th</sup> 2015-16 have been filed, dealer will be able to file the R2.

Similarly incase 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 1April 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 3<sup>rd</sup> and 4<sup>th</sup> of 2015-16. Thus if R1 returns for the period, Quarter 1<sup>st</sup> and 2<sup>nd</sup> of 2015-16 have been filed, dealer will be able to file the R2.

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

Excise and Taxa	Return R2 is already filed for the selected year.	ок
e.		
ML Upload pload XML File for Returns		
load XML File		
	Select Return type: VAT_R2	
	Select Year: 2015-16	
	Choose File No file chosen	Upload XML

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

	(a) Description				(b) Value of goods in ₹	
2A	Sale price received/receiva than by sale or sent for sa					
	(I)	As per colum	36,40,03,000.00			
	(II)	As per the bo	ooks of accou	nt for the year		0.00
	(III)	As per balanc	e sheet for t	he year		0.00
	Difference, if an	y (i) [(I) - (II)]				36,40,03,000.00
		(ii) [(I) - (III)	]			36,40,03,000.00
2B	Deductions	(I)Total of de dealer for the	ductions as p year	96,38,000.00		
		(II)Correspon	ding figure	0.00		
		(III)Differenc	e, if any [(I)	- (II)]		96,38,000.00
2C	Taxable turnover of sales	(I) Total of th for the year {	e value as sh [2A(I)(b) - 2	35,43,65,000.00		
		(II)As per the	e books of ac	0.00		
		35,43,65,000.00				
(a) Descr	iption		(b) Amo	unt in ₹		
2D	Aggregate of price/value	of goods	(i)Total or returns	of the sales/transfers as per quarterly filed by the dealer for the year	(ii) Total of the sales/transfers a the books of account for the ye	s per ar" (iii) Difference, if any
(a)(i)	Sales Turnover as per re	tum		11,84,000.00	84,000.0	0 11,00,000.00
(a)(ii)	Sales Turnover as declar	ed in LS10		-3,52,000.00	-52,000.0	-3,00,000.00

#### 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.

в	Purchase tax on goods	
(I)	Total purchase tax as per quarterly returns filed by the dealer	17,253.6
(II)	Total purchase tax as per the books of account for the year	17,000.00
(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) and (2) above and partly otherwise, the purchase tax leviable on such goods shall be computed pro rate.	against entries at serial number (1)
Declar	ation	
I, M declara	EGHA hereby, solemnly affirm that I am authorized to furnish this return and all its contents including tables I tions, certificates and other documents appended to it or filed with it are true, correct and complete and nothing has been conce	10 and 11, lists, statements, aled therein.
Place:	delhi	
Date: 2	2/06/2016	
Status	Chairman 🔻	
	Save	
	· · · · · · · · · · · · · · · · · · ·	

User Manual - VAT Dealer Return Filing	
łome	Welcome : 06901050032
XML Upload Upload XML File for Returns	
Upload XML File	
Select Return type: VAT_R2	
Select Year: 2015-16 🔹	
Choose File No file chosen Upload XML	
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 Inp	It tax not admissible for 8A(I)	As difference between R1 version and book vers	ion of quarterly returns is		
(I) Int	out tax for 8A(I)	not equal to zero please upload he shift		20800.00	
(II) In	put tax for 8 A(II)		ОК	9000.00	
(III) C	ifference if any 8B(I)-8B(II)			11800.00	
lease	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) o	f the Act)			
A	Purchase value of goods				
(I)	Total purchase value of goods as per p	oint 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)			30000.00	
в	Purchase tax on goods				
(I)	Total purchase tax as per quarterly rel	urns 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 and (2) above and partly oth	in the State are used or disposed of partly in the cir erwise, the purchase tax leviable on such goods sha	rcumstances mentioned in column (a) all be computed pro rate.	against entries at serial number (1)	
Decla	ration				
I, M declara	EGHA hereby, solem tions, certificates and other documents	nly affirm that I am authorized to furnish this return appended to it or filed with it are true, correct and	n and all its contents including tables complete and nothing has been conce	10 and 11, lists, statements, aled therein.	
Place:	delhi				
Date:	22/06/2016				
Status	: Chairman	<b>T</b>			
		Save Submit			

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

		Open					
🕑 🎯 👻 🛧 🔳 Desk	top 🕨	✓ 🖒 Search	Desktop	Q			
Organize 🔻 New fold	ler			0			
Favorites     Desktop     Desktop     Downloads     Downloads(2)     Recent places     This PC     Desktop     Documents     Downloads		Chrome HTML Document Chrome HTML Document 6.89 KB SSH, Telnet and Riogin Cli Simon Tatham PNIG File 130 KB VAT R2.2016.06.14.09102 HEX File	ent 9.hex		tment laryana	3	Welcome : 06901050
File r	vame: VAT_R2_20	16_06_14_091029.hex ✓ All File	en 💌 Canc	el af	m type: VAT_R2 ear: 2015-16	T	

7. Successful XML upload message will appear on screen.

Excise and Ta	xation Department Government of Haryana	3 10000
Home		Welcome : 06901050032
XML Upload		
Upload XML File for Returns		
Upload XML File		
	Select Return type: VAT_R2	Y
	Select Year: 2015-16	
	Choose File No file chosen	Upload XML
Return XML uploaded	successfully without Digital Signatures .Please	e click on submit button for final submission.
	Cancel Upload to change Digital Signature in	XML & reload XML
5	FORM VAT-R2	
1. Please note that point no. 1 details can be	filled using R2 form Utility	

8. Please note that incase, all the **differences fields are zero**, the dealer shall **<u>not be</u> <u>required to upload the R2 form via utility</u>**, 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.

	HETD e Return Litility (	Version: 0.3.2) - VAT R2 - CAllsers	me830751\Harvana eService Liti	lity Files VAT R2 2016 07 0	5 104305 vml
File Gene	erate XML Help	Version, 0.5.2) VAT NZ C.(03013	(meds) is i (maryana eservice ou	ity mesteri_ite_coro_or_o	5_104505.8111
		Save Ac (9) Validate & Cane	rata VMI 🖉 Hala 🕤 🔍	0	Vorsion, (
La New	Copen (Casee)	E save As ) E validate & Gene	100 105	110 115 120	version: c
	Previous		0		Ne
Please keep	p on saving your return form	by clicking SAVE button to prevent any	/ loss of data.		
	tions Index B2	CST Form 1			
		Form of Return under Rule 7-4 o	FORM-1 f the Central Sales Tax (Harvana) Rule	: 1957	
Return for	r the period from				
		Year * Select 🛫	From Date * dd/mm/yyyy	To Date * dd/m	miassa l
Registratio	on Mark and No.				
Name of t	he dealer				
Status		Salact			
	1	Jelect			
Style of th	he business				
(1) G	pross amount received or rec	evable by the dealer during the period	in respect of sales of goods.	र	
(i) e	ales of goods outside the Ct	ate (as defined in Section 4 of the Act)			1
(i) S	ales of goods in course of ex	roort outside, India/as defined in Section	n 5 of the Act)	7	
(iii) Ti	urnover of goods transferrer	I outside the State as defined in section	6A(1)	7	
(1) B	alance – Turnover on inter-9	State sales and sales within the State	5.12)	₹	
,_/ D	Deduct - Turnover on sales w	ithin the State		₹	
(3) B	Balance – Turnover on inter-S	State sales		₹	
D	Deduct – Cost of freight, deliv	very or installation when such cost is se	parately charged	र	
(4) B	Salance – Lotal Lurnover on	Inter-State sales		8	

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

Upload Document File for Return		
Upload Doc	sument File	
Select Applicant/Business Name from th	e list (at (A) below) to upload documents	
(A)Applicant/Business Name	Please Select	•
The file type and maximum file size is mentioned there against.	Please Select MEGHA	

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**.

me	W	elcome : 069(
Jpload Document File for Return		
Upload Docu	ment File	
Select Applicant/Business Name from the	list (at (A) below) to upload documen	ts
(A)Applicant/Business Name	MEGHA	٣
(A)Applicant/Business Name The file type and maximum file size is mentioned there against.	MEGHA	T
(A)Applicant/Business Name The file type and maximum file size is mentioned there against. 1. Balance sheet (PDF, 1 MB)*	MEGHA Choose File No file chose	▼ en
(A)Applicant/Business Name The file type and maximum file size is mentioned there against. 1. Balance sheet (PDF, 1 MB)* 2. Profit and loss account (PDF, 1 MB)*	MEGHA Choose File No file chose Choose File No file chose	▼ en en
(A)Applicant/Business Name The file type and maximum file size is mentioned there against. 1. Balance sheet (PDF, 1 MB)* 2. Profit and loss account (PDF, 1 MB)* 3. Manufacturing and trading account (PDF, 1 MB)*	MEGHA Choose File No file chose Choose File No file chose Choose File No file chose	▼ en en
(A)Applicant/Business Name The file type and maximum file size is mentioned there against. 1. Balance sheet (PDF, 1 MB)* 2. Profit and loss account (PDF, 1 MB)* 3. Manufacturing and trading account (PDF, 1 MB)* 4. Reconciliation interstate (PDF, 1 MB)*	MEGHA Choose File No file chose Choose File No file chose Choose File No file chose Choose File No file chose	▼ en en en

#### Once the required documents are selected for upload > Click on "Upload documents"

Upload Document File for Return Select Applicant,	Do you wish to upload documen Optobal Docu /Business Name from the	nt(s)? ment file list (at (A) bel	OK C	ancel	
(A)	plicant/Business Name	MEGHA			•
The file type and maximum file size is mentioned there agai	nst.				
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	Upload do	cument			

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.

oaded Docu	ments		
Select All	Type of Document	File Name of Document	Applicant/Business Name
	1. Balance sheet	Harvana Excise.pdf	медна
	2. Manufacturing and trading account	Harvana Excise docs.pdf	MEGHA
	3. Profit and loss account	Harvana Excise.pdf	MEGHA
	4. Reconciliation interstate	Haryana Excise.pdf	MEGHA

Upload Doc Select Applicant/Business Name from the	ument File e list (at (A) below) to upload documents
(A)Applicant/Business Name	MEGHA
The file type and maximum file size is mentioned there against.	
1. Reconciliation statement (PDF, 1 MB)	Choose File No file chosen
Add any other document Do you want to attach digital signature	
🔍 Yes 🖲 No	
Upload d	locument
	qq
	Submit

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.

ser Na word gn3hc orgot pas Latest News Q. Useful link TINXSYS atest version 0.0.7 released on 28th July 2015. Please download I E-Challan(E-GRAS) ORDERS Regarding Excise Policy **Help Utility** Important Judgements Dealer Utili Returns elp File for Utility **Dealer Search** LT & ED A HELPLINE 0172-3968100 Helpdesk Escalation Matrix Click here to

#### 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  $\rightarrow$  Extract All...

	anna a		
		Open	
Ξų	_	Open in new window	
		Extract All	
	۵	Scan for threats	
		7-Zip	+
		Open with	
		Share with	•
		Restore previous versions	
		Send to	•
		Cut	
		Сору	
		Create shortcut	
		Delete	
		Rename	
		Properties	
	_		

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

t e Return	Extract Compressed (Zipped) Folders	
ility.zip	Select a Destination and Extract Files	
	Files will be extracted to this folder:	
	C:\Users\vawast\Downloads\HETD_e_Return_Utility	Browse
	Show extracted files when complete	
		Extract Cancel

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.

Excise and Taxation Depar	tment <sup>f</sup> Haryana
	Save As
Please select a tax type and relevant form (Return)	
* Haryana Value Added Tax (HVAT) & Central Sales Tax (CST)	Organize 🕶 New folder 🔠 🐨 🕼
Returns      Returns to be filed by Registered Dealers/Applicants who have applied for Registration     R1     R2     R3     R4     R4A     R6	Favorites Desktop Downlow Downlow Downlow Recent p File name: V4T B2 2016 (6 22 133025
> Passenger & Goods Tax (PGT) > Luxury Tax (LT)	Save as type: XML files ("xml)
Entertainment Duty (ED)	Aide Folders Save Cancel

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											
New Open	Save	🖁 Save	As)	ilidate &	Generate	XML ) 🔞	Help	<b>۲</b> ۹	- 1. 1.	- 9		N
Previous						•		100 105	110 115	5 120		
Please keep on saving your i	return form	by clicking	SAVE butto	n to preve	ent 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	<b>1</b>
Index for VAT Return R2	and its Ar	nexures										
1. Dealer's Identity												
(a.) Return for the period												
		١	<b>/ear *</b> Sele	ect		Fro	m Date *	dd/mm/y	oyyy 🚺	• To Date	e * dd/r	nm/yyyy
(b.) Name of the Business	*											
Return Being Filed by		16	Registere	d Dealer		0	Applicant v	vho has app	lied for Reg	jistration		
(c.) T I N												
2 list of Appevures	_	_	_	_	_	_	_	_	_	_	_	
												-
Please select the applicabl	e Annexure	35			Sale	s Annexure	s					
Interstate Sales Annexure	s											
🗹 LS1	🗾 LS2		🗾 LS3		🗾 LS	4	🗹 L	S7				
Local Sales Annexures												
LS4A	LS4B		🛃 LS5		🛃 LS	5	🗹 L	S8	🖌 LS9	1	🛃 LS10	J.
					Pun	hase Anne:	xures					
Interstate Purchase Annex	kures						_					
LP1	LP2		V LP3		M LP	4	🗹 L	P5				
Local Purchase Annexures			-									
LP6	LP7		LP8									
					Oth	er Annexur	es					

#### VAT-R2

Previous					Ű	-			
Please keep on savi	ng your return f	form by clicki	ng SAVE button t	o prevent any loss	s of data.				
Instructions	Index R2	2 📔 LS-1	l 📔 LS-2 📲	LS-3 📄 LS-4	📔 LS-4A	🗎 LS-4B 📔	LS-5 📔 LS-6	LS-7	LS-8 📔 LS-9
				FOR	RM VAT- R2				
The return is bei	ng filed by an ap	plicant who ha	as applied for regi	stration under the H	HVAT Act. 20	03			
CST Return Appl	icable								
1. Dealer's Identi	ty								
(a.) Return for th	e period								
(ally Recurries cit		Yes	* 2015 16		From D	ate * 01/04/20	15	o Date * 31/0	3/2016
(b) Name of the	Rusiness *	i de	2013-10		TIONTE	01/04/20		5170.	5/2010
(c.) TIN ( Desiste	tion Application	n Na – OG	001050022						
(c.) IIN / Registr	ation Application	<b>NNO.</b> Ub	901050032						
lease Note: Detail	s in point no. 1 f	to 6 includina	point no.8 can b	e filled and verifie	d at www.h	aryanatax.gov.in	in Dealer Login	>Return Upload	> R2
7. Details of tax	deposited								
	Gen ( E P	C- 11	Name of treas	ury where tax dep	osited			Type of	
Select	view / Edit	Sr. 140.	or Bank on whi	ch DD / Pay order	drawn G	KN/G4 Kecelpt N	GRN Date	Instrument	Instrument I
	6								
ST return	form								
ST return	form	form by clicki	ng SAVE button t	to prevent any loss	s of data.	,			
CST return Please keep on sav	form	form by clicki	ng SAVE button t LS-10	to prevent any loss	s of data. LP-2	LP-3 LP-4	LP-5	LP-6 ELP-7	1 <u>1</u> 1P-8
CST return Please keep on sav	form	form by clicki	ng SAVE button I IS-10 📄 IS-1 rm of Return und	to prevent any loss 1 1 LP-1 1 F( der Rule 7-A of the	s of data. LP-2 S ORM-1 Contral Sal	LP-3 📄 LP-4 es Tax (Haryana)	EP-5	LP-6 EP-7	1P-8
CST return Please keep on sav	form	form by clicki	ng SAVE button t LS-10 📄 LS-1 rm of Return und	to prevent any loss 1 LP-1 F F ter Rule 7-A of the	s of data. LP-2 S ORM-1 Central Sal	LP-3 LP-4 es Tax (Haryana)	LP-5	LP-6 📑 LP-7	' 🖻 LP-8 📓
CST return Please keep on sav	form	form by clicki	ng SAVE button t IS-10 i IS-1 rm of Return und Year 2015	to prevent any loss	s of data. LP-2 S ORM-1 Central Sal	LP-3 IP-4 es Tax (Haryana)	LP-5	LP-6 LP-7	1 <b>1 1 P</b> -8
CST return Please keep on sav	form	form by clicki	ng SAVE button 1 IS-10 IS-11 rm of Return und Year * 2015 1050032	to prevent any loss 1 1 1 F F( ler Rule 7-A of the -16	s of data. LP-2 S ORM-1 Central Sal	e * 01/04/2015	LP-5	LP-6 LP-7	<b>1/03/2016</b>
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utility tool. For more details - Please refer User manual for Return filing already available in help menu on <u>www.haryanatax.gov.in</u>.