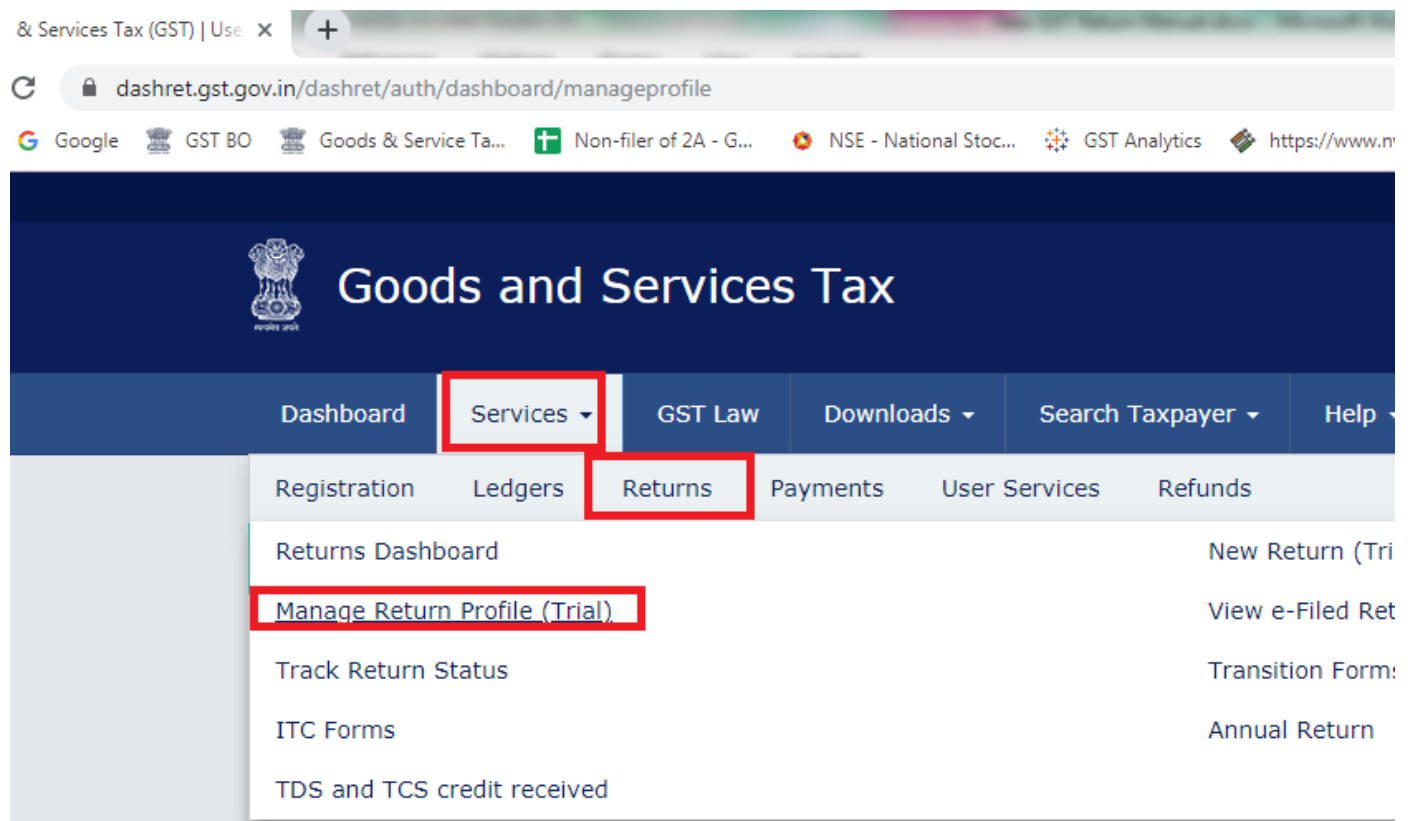


# Step by step walkthrough on how to file the New Return.

## Manual > New Returns Dashboard

### To change your Return frequency or Return type:



1. Select the **Financial Year**.
2. Select the appropriate button to change **Return frequency** or **Return Type**.

DashboardServices ▾GST LawDownloads ▾Search Taxpayer ▾Help ▾e-Way Bill SystemNew Return (Trial) ▾

Dashboard > Returns > Manage Return Profile (Trial)English

Manage Return Profile (Trial)Help ⓘ ↺

Financial Year\*  
2019-20 ▾

Selected Return Frequency: QuarterlyCHANGE RETURN FREQUENCY

Selected Return Type: SahajCHANGE RETURN TYPE

BACK

**To change your Return frequency:**




1. Answer all the questions.
2. Click **SUBMIT**.
3. A pop-up window is displayed. Click **YES**.

## Manage Return Profile (Trial)

Help  

FY : 2019-20

Please provide answers to following questions to prepare your dashboard. If you need help to select your return [Click Here](#)

Sr. No.	Description	Options
1	Was your aggregate turnover during preceding financial year upto rupees 5.00 Cr?	<input type="radio"/> YES <input type="radio"/> NO
2	If reply is 'Yes' at Sr. No. 1, do you intend to file return on quarterly basis?	<input type="radio"/> YES <input type="radio"/> NO
3	If reply is 'Yes' at Sr. No. 2, choose your return -	
	(i) SAHAJ 	<input type="checkbox"/>
	(ii) SUGAM 	<input type="checkbox"/>
	(iii) Quarterly (Normal) 	<input type="checkbox"/>

BACK

SUBMIT

**To select your Return Type as Sahaj, Sugam or Quarterly (Normal):**

1. Select the **Period**.
2. Select the appropriate check-box to select Return Type as Sajah, Sugam or Quarterly (Normal).
3. Click **SUBMIT**.

Dashboard Services GST Law Downloads Search Taxpayer Help e-Way Bill System New Return (Trial)

Dashboard > Returns > Manage Return Profile (Trial) English

Financial Year: 2019-20 Help

Please select your Return type.

From Quarter Select Period

(i) SAHAJ	<input type="checkbox"/>
(ii) SUGAM	<input type="checkbox"/>
(iii) Quarterly (Normal)	<input type="checkbox"/>

BACK SUBMIT

© 2018-19 Goods and Services Tax Network Site Last Updated on 09-09-2019 Designed & Developed by GSTN

fflin....zip ^

# Manual > Offline Upload and Download for Form GST ANX-1

## To upload the generated JSON file from the Offline Tool on the GST Portal:

1. Login to the GST Portal. Navigate to **Services > Returns > New Return (Trial)**.

Dashboard Services GST Law Downloads Search Taxpayer Help e-Way Bill System New Return (Trial)

Registration Ledgers Returns Payments User Services Refunds

Returns Dashboard New Return (Trial)

Manage Return Profile (Trial) View e-Filed Returns

Track Return Status Transition Forms

ITC Forms Annual Return

TDS and TCS credit received

2. Select **Financial Year**, **Return Filing Period**, **Form/Return** and **Preparation Mode** from the drop-down list. Click **PROCEED**.

Dashboard Services GST Law Downloads Search Taxpayer Help e-Way Bill System New Return (Trial)

Dashboard > Returns > Manage Return Profile (Trial) English

### New Return (Trial)

HELP

Indicate mandatory fields

Financial Year Return Filing Period Form/Return Preparation Mode

2019-20 April GST ANX-1: Annexure of supplies Upload/Download JSON

BACK PROCEED

3. Click the **Choose File** button. Browse and navigate the JSON file to be uploaded from your computer.

Dashboard > Returns > File Returns > Offline Upload English

### Offline Upload and Download for ANX1

HELP

Upload Download

The ANX-1 JSON File uploaded here shall

JSON Upload

Choose Files No file chosen

BACK TO FILE RETURNS PROCEED TO ANX1

4. A green message appears confirming successful upload and asking you to wait while the GST Portal validates the uploaded data. Click **PROCEED TO ANX1** to view details in Form GST ANX-1.

#### To download the JSON file from the GST Portal:

1. Under the **Download** tab, click the **GENERATE JSON FILE TO DOWNLOAD** button to download the details of all tables in one go. Or else, select the specific table from the drop-down list and **Uploaded From** and **Uploaded Till** date range to download the specific details uploaded during the selected period.

## Offline Upload and Download for ANX1

HELP



Upload Download

Note: JSON file can be downloaded by clicking on 'GENERATE JSON FILE TO DOWNLOAD' without selecting any of the Table or Date range from the dropdown.

## Download data from ANX1

Select Table to Download Details

Uploaded From

Uploaded Till

Select table to download details

DD/MM/YYYY

03/10/2019

GENERATE JSON FILE TO DOWNLOAD

BACK TO FILE RETURNS

PROCEED TO ANX1

2. A confirmation message is displayed and JSON file is downloaded. The JSON file is downloaded under **Downloads** folder. You can use the Offline tool to import the downloaded JSON file.

## Offline Upload and Download for ANX1

HELP



Upload Download

JSON Downloaded Successfully

Note: JSON file can be downloaded by clicking on 'GENERATE JSON FILE TO DOWNLOAD' without selecting any of the Table or Date range from the dropdown.

## Download data from ANX1

Select Table to Download Details

Uploaded From

Uploaded Till

Select table to download details

01/09/2019

03/10/2019

GENERATE JSON FILE TO DOWNLOAD

BACK TO FILE RETURNS

PROCEED TO ANX1

07DCMPS3222R1....json

# Manual > Form GST ANX-1: Annexure of Supplies

**Note:** In this document, the features which are not currently available in Trial version is highlighted in Grey text.

## To prepare Annexure in Form GST ANX-1:

1. Login to the GST Portal. Navigate to **Services > Returns > New Return (Trial)**. Alternatively, select **NEW RETURN (TRIAL)** on the dashboard.

The screenshot shows the GST Portal dashboard. The top navigation bar includes 'Dashboard', 'Services', 'GST Law', 'Downloads', 'Search Taxpayer', 'Help', 'e-Way Bill System', and 'New Return (Trial)'. The 'Services' dropdown is open, showing 'Registration', 'Ledgers', 'Returns', 'Payments', 'User Services', and 'Refunds'. The 'Returns' dropdown is further open, showing 'Returns Dashboard', 'Manage Return Profile (Trial)', 'Track Return Status', 'ITC Forms', 'TDS and TCS credit received', and 'New Return (Trial)'. Below the navigation bar, there are several buttons: 'RETURN DASHBOARD >', 'NEW RETURN (TRIAL) >', 'CREATE CHALLAN >', 'VIEW NOTICE(S) AND ORDER(S) >', 'ANNUAL RETURN >', and 'CONTINUE TO DASHBOARD >'. On the right side, there is a 'Quick Links' section with links for 'Check Cash Balance', 'Liability ledger', and 'Credit ledger'.

2. Select **Financial Year**, **Return Filing Period**, **Form/Return** and **Preparation Mode** from the drop-down list and click **PROCEED**.

The screenshot shows the 'New Return (Trial)' form. The breadcrumb navigation at the top is 'Dashboard > Returns > Manage Return Profile (Trial)'. The form has four dropdown menus: 'Financial Year' (selected: 2019-20), 'Return Filing Period' (selected: September), 'Form/Return' (selected: GST ANX-1: Annexure of supplies), and 'Preparation Mode' (selected: Online). Each dropdown menu has a red dot indicating a mandatory field. Below the dropdowns are two buttons: 'BACK' and 'PROCEED'.

3. Questionnaire page will be displayed with list of questions. You need to answer all the questions to show only the relevant tables applicable to you in 'Select table to Add details' drop-down list. Select the **declaration** checkbox and click **OK**.

**Note:**

- Questionnaire needs to be filled only for the first time. To add or remove tables later, click the **ADD/REMOVE TABLES** button in ANX-1 Dashboard page. You will be navigated back at the ANX-1 Questionnaire page.
- Changing your selection from 'YES to 'NO' would not auto delete the added details, if any. Taxpayer needs to manually delete such records.

[Dashboard](#) > [Returns](#) > [File Returns](#) > [Questionnaire](#)

English

**Annexure of Supplies**

HELP

Please answer the below questions to enable us to show relevant tables

S. No	Description	Option	
1	Have you made B2C supply (table 3A)?	<input checked="" type="radio"/> YES	<input type="radio"/> NO
2	Have you made B2B supply (table 3B)?	<input checked="" type="radio"/> YES	<input type="radio"/> NO
3	Have you made exports with/without payment of tax (table 3C & 3D)?	<input checked="" type="radio"/> YES	<input type="radio"/> NO
4	Have you made supply to SEZ units or SEZ developers with/without payment of tax (table 3E & 3F)?	<input checked="" type="radio"/> YES	<input type="radio"/> NO
5	Have you made any supply treated as deemed export (table 3G)?	<input checked="" type="radio"/> YES	<input type="radio"/> NO
6	Have you received inward supplies attracting reverse charge (table 3H)?	<input checked="" type="radio"/> YES	<input type="radio"/> NO
7	Have you made import of services (table 3I)?	<input checked="" type="radio"/> YES	<input type="radio"/> NO
8	Have you made import of goods (table 3J)?	<input checked="" type="radio"/> YES	<input type="radio"/> NO
9	Have you imported goods from SEZ units on Bill of entry (table 3K)?	<input checked="" type="radio"/> YES	<input type="radio"/> NO
10	Has your supplier not uploaded invoices on which you have claimed input tax credit two tax periods ago (for monthly) or previous tax period (for quarterly), as missing invoice credit. (table 3L)?	<input checked="" type="radio"/> YES	<input type="radio"/> NO
11	Have you made any supply through e-commerce portal on which tax was required to be collected under section 52 (table 4)?	<input checked="" type="radio"/> YES	<input type="radio"/> NO
12	Do you intend to make amendments in documents uploaded earlier included in filed GST ANX-1 which was part of Table 3B and where the recipient being other than regular taxpayer?	<input checked="" type="radio"/> YES	<input type="radio"/> NO

☒ I understand that the amount of tax specified in the outward supplies for which the details are being uploaded by me in this annexure shall be deemed to be the tax payable by me under the provisions of the Act.

OK



4. From the ANX-1 DASHBOARD, select the **appropriate table** from the drop-down list to enter/ edit/ view details. Here, in this example, we will discuss about **Table 3B- Supplies to registered persons (B2B)** to enter details related to supplies to registered persons.

**Note:** This table includes supplies made through e-commerce operators liable to collect TCS under section 52. The same details also need to be entered in table no. 4.

Dashboard > Returns > File Returns > Anx1 English

GSTIN : 07DCMPS3222R1ZV Legal Name : HARIDAS MARUTI SHINDE Trade Name : Haridas

Financial Year : 2019-20 Return Period : September Last Updated : 30/09/2019 20:00

Select Table to Add Details

Select table to add details

VIEW CONSOLIDATED SUMMARY

Summary generated on 27/09/2019

ADD/REMOVE TABLES

to request for updated summary.

DOWNLOAD GST ANX-1 DETAILS (EXCEL)

Select table to add details

- 3A - Supplies to unregistered persons/consumer(B2C)
- 3B - Supplies to registered persons(B2B)
- 3C & 3D - Exports with/without payment of tax (EXP)
- 3E & 3F - Supplies to SEZ with/without payment of tax (SEZ)
- 3G - Deemed exports (DE)
- 3H - Inward supplies attracting reverse charge (RCM)
- 3I - Import of services (IMPS)
- 3J - Import of goods (IMPG)
- 3K - Import of goods from SEZ units/developers (IMPG SEZ)
- 3L - Missing documents (provisional credit availed)
- 4 - Supplies made through e-commerce operators
- 3BAO. Amendment Others- registered persons (B2BAO)

5. Select the applicable check-boxes "**Differential % of tax rate**" or "**Supply covered under sec 7 of IGST Act**". Based on your selection, relevant fields get displayed.

**Note:** Select **Differential % of tax rate** and **Supply Covered Under Sec 7 of IGST Act** only if it's applicable.

3B. Supplies made to registered persons (other than those attracting reverse charge)(including edit/amendment) HELP

ADD DOCUMENT \* Indicates mandatory fields

☒ Differential % of tax rate ☒ Supply Covered Under Sec 7 of IGST Act

Document Date DD/MM/YYYY *	Document Value (₹) *	Place of Supply (Name of State/UT) *	Differential % of Tax Rate	Supply Covered Under Sec 7 of IGST Act *	Add Details
MM/YYYY		Select	65	Yes	

6. Enter the supply data in the relevant fields and click the Add "+" button.

### 3B. Supplies made to registered persons (other than those attracting reverse charge)(including edit/amendment)

[HELP ?](#)


#### ADD DOCUMENT

\* Indicates mandatory fields

☐ Differential % of tax rate ☐ Supply Covered Under Sec 7 of IGST Act

Recipient GSTIN/UIN *	Trade/Legal name	Document Type *	Document No. *	Document Date DD/MM/YYYY *	Document Value (₹) *	Place
07AJIPA1572EO1X	AutomationsTest	Select Invoice Debit Note Credit Note	INV7634	30/04/2019	1,00,000.00	Madh

7. On clicking the Add "+" button, **Item Details** field gets displayed. Enter the item details in the relevant fields and click the Add "+" button to add more rows. Once all the details are added, click **SAVE DOCUMENT**.

### 3B. Supplies made to registered persons (other than those attracting reverse charge)(including edit/amendment)

[HELP ?](#)


#### ADD DOCUMENT

\* Indicates mandatory fields

☐ Differential % of tax rate ☐ Supply Covered Under Sec 7 of IGST Act

Recipient GSTIN/UIN *	Trade/Legal name	Document Type *	Document No. *	Document Date DD/MM/YYYY *	Document Value (₹) *	Place
07AJIPA1572EO1X	AutomationsTest	Invoice	INV7634	30/04/2019	1,00,000.00	Madh

#### Item Details

S.No	HSN Code *	Taxable value (₹) *	Tax rate (%) *	Tax amount (₹)		Actions
				Integrated tax *	Cess	
1	1201	1,00,000.00	5%	3,250.00		
2	1202	2,00,000.00	5%	6,500.00		

[BACK](#)
[SAVE DOCUMENT](#)

**Note:** You may add or delete data using the icons in the **Actions** column.

8. On click of **SAVE DOCUMENT**, a success message is shown for completion of save request. The details of document will be further validated by GST Portal and will be added to '**Pending Records**' table till such validation is completed. Post successful validation, document gets added into the **Processed records (Validated successfully)** section of this page.

You may refresh the page to see the most updated status of documents. In case, the documents are processed with error, it would be available in 'Pending Records' table with status as 'Processed with error'. You may click edit to see the error and correct the same.

Dashboard > Returns > File Returns > Anx1 - 3B (B2B)
English

Select Table to Add Details
3B - Supplies to registered persons(B2B)

3B. Supplies made to registered persons (other than those attracting reverse charge)(including edit/amendment)
HELP

Record saved successfully.

**ADD DOCUMENT**
\* Indicates mandatory fields

☐ Differential % of tax rate
☐ Supply Covered Under Sec 7 of IGST Act

Document Type *	Document No. *	Document Date DD/MM/YYYY *	Document Value (₹) *	Place of Supply (Name of State/UT) *	Add Details
Select		DD/MM/YYYY		Select	+

Processed records (Validated successfully)

Search : 
Records Per Page : 5
Download CSV

S.No	Recipient GSTIN/UIN ⇅	Trade/Legal name ⇅	Recipient Type ⇅	Document Type ⇅	Document No. ⇅	Document date ⇅
1	07AJIPA1572EO1X	AutomationsTest		Invoice	INV7634	30/09/2019

BACK

#### Note:

- Status of the uploaded records are updated to "Uploaded".



- You can click the **Edit/ Delete** icons under the Actions column to edit or delete the details once added.
- To search in the list of the added records, enter the relevant text/value in the **Search** field and click the **Search** icon.
- To view records per page, select the required number from the drop-down list of "Record Per Page" field.
- You can click the **Download as CSV** link to download the added details in CSV format.

Processed records (Validated successfully)

Search :

Records Per Page :

[Download CSV](#)

Type	Total taxable value (₹)	Tax amount (₹)				Date of upload	Status	Action
		Integrated tax	Central tax	State / UT tax	Cess			
ate	3,00,000.00	9,750.00	0.00	0.00	0.00	03/10/2019	Uploaded	 

9. Once you have added details in Table - 3B, navigate back to ANX-1 DASHBOARD to see consolidated summary or select another table from drop-down list to add details.

[Dashboard](#) > [Returns](#) > [File Returns](#) > [Anx1](#)

English

HELP

RENEW

GSTIN : 07DCMPS3222R1ZV

Legal Name : HARIDAS MARUTI SHINDE

Trade Name : Haridas

Financial Year : 2019-20

Return Period : September

Last Updated : 30/09/2019 20:00

Select Table to Add Details

Select table to add details

Select table to add details

3A - Supplies to unregistered persons/consumer(B2C)

3B - Supplies to registered persons(B2B)

3H - Inward supplies attracting reverse charge (RCM)

[VIEW CONSOLIDATED SUMMARY](#)

[ADD/REMOVE TABLES](#)

An updated summary is available. Please click [here](#) to request for updated summary.

[BACK](#)

[DOWNLOAD GST ANX-1 SUMMARY \(PDF\)](#)

[DOWNLOAD GST ANX-1 DETAILS \(EXCEL\)](#)

Following tables have been part of Beta release, as on date (10<sup>th</sup> September, 2019).

S.No.	Table Name	Point to Be Noted	Applicable For
1.	3A- Supplies to unregistered persons/consumers (B2C)	<ul style="list-style-type: none"> <li>Enter details of supplies made to unregistered persons and consumers in table 3A.</li> <li>Enter consolidated details for each PoS (Place of Supply).</li> <li>Document wise details are not to be entered in this table.</li> </ul>	<ul style="list-style-type: none"> <li>Sahaj (Quarterly)</li> <li>Sugam (Quarterly)</li> <li>Normal (Quarterly)</li> <li>Normal (Monthly)</li> </ul>
2.	3B- Supplies to registered persons (B2B)	<ul style="list-style-type: none"> <li>Enter details of supplies made to registered persons, except deemed exports and supplies to SEZ units/developers in table 3B.</li> <li>Document wise details are to be entered in this table.</li> <li>Outward supplies which attract reverse charge are not to be entered in this table.</li> </ul>	<ul style="list-style-type: none"> <li>Sugam (Quarterly)</li> <li>Normal (Quarterly)</li> <li>Normal (Monthly)</li> </ul>
3.	3H- Inward supplies attracting reverse charge (RCM)	<ul style="list-style-type: none"> <li>Enter details of inward supplies which attract reverse charge by the recipient in table 3H.</li> <li>In case, Supplier GSTIN is available, enter the consolidated details (net of debit and credit note). GST Portal automatically selects type of supply – Inter-State or Intra-State based on supplier GSTIN and POS.</li> <li>Document wise details are not to be entered in this table.</li> <li>In case, Supplier GSTIN is not available, PAN is required to be mentioned. Select <b>type of supply</b> – Inter-State or Intra-State.</li> </ul>	<ul style="list-style-type: none"> <li>Sahaj (Quarterly)</li> <li>Sugam (Quarterly)</li> <li>Normal (Quarterly)</li> <li>Normal (Monthly)</li> </ul>

--	--	--	--

Following tables will be part of subsequent Beta releases.

S.No.	Table Name	Point to Be Noted	Applicable For
1.	3C & 3D- Exports with/without payment of tax (EXP)	<ul style="list-style-type: none"> <li>Enter details of all exports (i.e. Integrated tax or IGST) with payment of tax and without payment of tax in table 3C &amp; 3D.</li> <li>Select <b>Export with Payment</b> or <b>Export without Payment</b> from the “<b>Export Type</b>” drop-down list.</li> <li>Enter <b>Port Code, Shipping Bill No./ Bill of Export No.</b> and <b>Shipping Bill Date/ Bill of Export Date</b> or upload without Port Code and Shipping Bill details. These can be entered later also.</li> </ul>	<ul style="list-style-type: none"> <li>Normal (Quarterly)</li> <li>Normal (Monthly)</li> </ul>
2.	3E & 3F- Supplies to SEZ with/without payment of tax (SEZ)	<ul style="list-style-type: none"> <li>Enter details of supplies made to SEZ units/developers with payment of tax and without payment of tax in table 3E &amp; 3F.</li> <li>Select <b>SEZ supplies with Payment of Tax</b> or <b>SEZ supplies without Payment of Tax</b> from the “<b>GST Payment</b>” drop-down list.</li> <li>In case of <b>SEZ supplies with Payment of Tax</b>, if you want to claim refund, select Yes from the “<b>Would you claim Refund</b>” drop-down list, or else, select No.</li> </ul>	<ul style="list-style-type: none"> <li>Normal (Quarterly)</li> <li>Normal (Monthly)</li> </ul>
3.	3G- Deemed exports (DE)	<ul style="list-style-type: none"> <li>Enter details of supplies notified as Deemed Exports in table 3G.</li> <li>Document wise details needs to be entered in this table.</li> <li>In case, you want to claim refund, select Yes from</li> </ul>	<ul style="list-style-type: none"> <li>Normal (Quarterly)</li> <li>Normal (Monthly)</li> </ul>

		the “ <b>Would you claim Refund</b> ” drop-down list, or else, select No.	
4.	3I- Import of services (IMPS)	<ul style="list-style-type: none"> <li>Enter details of services which have been imported in table 3I.</li> <li>Enter <b>consolidated details for each PoS</b> (Place of Supply).</li> <li>Document wise details are not to be entered in this table.</li> </ul>	<ul style="list-style-type: none"> <li>Normal (Quarterly)</li> <li>Normal (Monthly)</li> </ul>
5.	3J- Import of goods (IMPG)	<ul style="list-style-type: none"> <li>Enter details of taxes paid on goods which have been imported in table 3J.</li> <li>Type of document will always be <b>Bill of entry</b>.</li> <li><b>Supply Type</b> will always be Inter-State.</li> <li>Document wise details are to be entered in this table.</li> </ul>	<ul style="list-style-type: none"> <li>Normal (Quarterly)</li> <li>Normal (Monthly)</li> </ul>
6.	3K- Import of goods from SEZ units/developers (IMPG SEZ)	<ul style="list-style-type: none"> <li>Enter details of goods received from SEZ units/developers on a Bill of entry in table 3K.</li> <li>Type of document will always be <b>Bill of entry</b>.</li> <li><b>Supply Type</b> will always be Inter-State. Document wise details are to be entered in this table.</li> </ul>	<ul style="list-style-type: none"> <li>Normal (Quarterly)</li> <li>Normal (Monthly)</li> </ul>
7.	4- Supplies made through e-commerce operators	<ul style="list-style-type: none"> <li>Enter details of supplies made through e-commerce operators liable to collect tax at a consolidated level in table 4, even though these supplies have already been reported in table 3.</li> <li>Enter consolidated details for each E-commerce operator (net of debit/credit notes).</li> <li>Document wise details are not to be entered in this</li> </ul>	<ul style="list-style-type: none"> <li>Normal (Quarterly)</li> <li>Normal (Monthly)</li> </ul>

		<p>table.</p> <ul style="list-style-type: none"> <li>• Tax amount needs to be entered manually.</li> </ul>	
--	--	--	--

10. Navigate **BACK** to go to the "ANX-1 DASHBOARD" page. On this page:
11. Click '**View Consolidated Summary**' to see the available consolidated summary of complete Form GST ANX-1. In case, the available summary is not the most updated summary; a message will be shown indicating the same. Click on the **here** link present in the message to generate the updated summary. Updated summary is generated and summary generation date and time is reflected on the screen.
13. Click the **DOWNLOAD GST ANX-1 SUMMARY (PDF)/ DOWNLOAD GST ANX-1 DETAILS (EXCEL)** button to download Form GST ANX-1 summary in PDF or Excel format.



GSTIN : 07DCMPS3222R1ZV

Legal Name : HARIDAS MARUTI SHINDE

Trade Name : Haridas

Financial Year : 2019-20

Return Period : September

Last Updated : 03/10/2019 08:54

Select Table to Add Details

Select table to add details

VIEW CONSOLIDATED SUMMARY ^

ADD/REMOVE TABLES

Summary generated on 03/10/2019, 11:10:00 AM. An updated summary is available. Please click [here](#) to request for updated summary.

Sl.No.	Outward/Inward Supply Type	Number of records	Taxable value (₹)	Tax amount (₹)			
				Integrated tax	Central tax	State/UT tax	Cess
1	3A- Supplies made to consumers and un-registered persons (Net of debit / credit notes) (B2C)	1	1,00,000.00	0.00	2,500.00	2,500.00	0.00
2	3B- Supplies made to registered persons (other than those attracting reverse charge) (B2B)	1 ▼	3,00,000.00	9,750.00	0.00	0.00	0.00
	Recipient wise summary ▼						
3	3C- Exports with payment of tax (EXPWP)	1 ▼	5.00	0.25			0.00
4	3D- Exports without payment of tax (EXPWOP)	0 ▼	0.00	0.00			0.00
5	3E- Supplies to SEZ units/developers with payment of tax (SEZWP)	0 ▼	0.00	0.00			0.00
	Recipient wise summary ▼						
6	3F- Supplies to SEZ units/developers without payment of tax (SEZWOP)	0 ▼	0.00	0.00			0.00
	Recipient wise summary ▼						
7	3G- Deemed exports (including edit/amendment) (DE)	0 ▼	0.00	0.00	0.00	0.00	0.00
	Recipient wise summary ▼						

BACK

DOWNLOAD GST ANX-1 SUMMARY (PDF)

DOWNLOAD GST ANX-1 DETAILS (EXCEL)

14. Navigate **BACK** to go back to the New Return (Trial) page.

Once details are uploaded in Form GST ANX-1, you do not need to file Form GST ANX-1. Form GST ANX-1 will be deemed filed along with filing of return for the period. Documents uploaded by Supplier in Form GST ANX-1 are reflected on a real time basis in Form GST ANX-2.

## Offline Upload for ANX-2

### To upload the generated JSON file from the Offline Tool, on the GST Portal:

1. Click the **Choose File** button.
2. Browse and navigate the JSON file to be uploaded from your computer. Click the **Open** button.
3. A green message appears confirming successful upload and asking you to wait while the GST Portal validates the uploaded data.
4. Click **PROCEED TO ANX-2** to take actions in GST ANX-2.

## Offline Download for ANX-2

### To download the JSON file from the GST Portal:

1. Click the **GENERATE JSON FILE TO DOWNLOAD** button to download the details of all tables in one go. Or else, select the specific table from the drop-down list and **Uploaded From** and **Uploaded Till** date range to download the specific details uploaded during the selected period.
2. A confirmation message is displayed and JSON file is downloaded.
3. The JSON file is downloaded under **Downloads** folder. You can use the Offline tool to import the downloaded JSON file.
4. You can also click **PROCEED TO ANX-2** to take actions in GST ANX-2.

## Manual > Form GST ANX-2: Annexure of Inward Supplies

**Note:** In this document, the features which are not currently available in Trial version is highlighted in Grey text.

### To prepare Annexure in Form GST ANX-2:

1. Login to the GST Portal. Navigate to **Services > Returns > New Return (Trial)**. Alternatively, select **NEW RETURN (TRIAL)** on the dashboard.

The screenshot shows the top navigation bar with 'Services' highlighted. Below it, the 'Returns' sub-menu is open, and 'New Return (Trial)' is selected. The main content area displays several buttons: 'RETURN DASHBOARD >', 'NEW RETURN (TRIAL) >' (highlighted), 'CREATE CHALLAN >', 'VIEW NOTICE(S) AND ORDER(S) >', 'ANNUAL RETURN >', and 'CONTINUE TO DASHBOARD >' (under 'Else Go to >>'). A 'Quick Links' section on the right includes 'Check Cash Balance', 'Liability ledger', and 'Credit ledger'.

2. Select **Financial Year**, **Return Filing Period**, **Form/Return** and **Preparation Mode** from the drop-down list and click **PROCEED**.

**Note:** You can click the **Help** button available on the right side of the screen to view the details regarding each form.

The screenshot shows the 'New Return (Trial)' form. It has a breadcrumb trail: 'Dashboard > Returns > Manage Return Profile (Trial)'. The form contains four dropdown menus: 'Financial Year' (2019-20), 'Return Filing Period' (September), 'Form/Return' (GST ANX-2: Annexure of inward supplies), and 'Preparation Mode' (Online). A 'HELP ?' button is in the top right. A red dot indicates mandatory fields. At the bottom right, there are 'BACK' and 'PROCEED' buttons.

3. From the GST ANX-2 Dashboard, select the appropriate table from the drop-down list to take actions/view details. Here, in this example, we will discuss about **Table 3A - (3B) - Supplies from registered persons (B2B)** to take actions.

**Note:** This table is available for these taxpayers only:

- ☐ ☐ ☐ Normal, Opt out (Monthly, Quarterly)

- Casual (Monthly)
- Sahaj (Quarterly)
- Sugam (Quarterly)

Home > Returns > GST ANX-2
English

GSTIN - 33AAACD2391FNZG  
FY - 2019-20

Legal Name - Adaequare New Info Pvt Ltd  
Return Period - September

Trade Name - GSTN  
Last Updated - 11/10/2019, 12:08 PM

Status - Open for action

Select tables to take action/view details
VIEW SUMMARY

Select tables to take action/view details
3A - (3B) - Supplies from registered persons (B2B)
3A - (3G) - Deemed exports (DE)
4 - Summary of input tax credits
5 - ISD credits received (ISDC)
6 - Reject documents accepted in earlier tax period(s)

Summary generated on 27/09/2019 02:01PM
est for updated summary.

BACK
PREVIEW GST ANX-2 (PDF)
DOWNLOAD GST ANX-2 DETAILS (EXCEL)

**Note:** Documents uploaded by Supplier in Form GST ANX-1 are reflected on a real time basis in Form GST ANX-2.

4. Once a table is selected, the **SUPPLIER WISE** details of the supplies from the respective table of ANX-1 get displayed. Click the **DOCUMENT WISE** tab to view the details listed document wise.

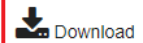
**Note:** Click the **Download** link to download the table details in the Excel format.

Select tables to take action/view details

3A - (3B) - Supplies from registered persons (B2B) ▼

## 3A - (3B) - Supplies from registered persons (B2B) - (From table 3B of ANX-1)

HELP ⓘ

Legend: ● Accepted ● Rejected ● Kept Pending

SUPPLIER WISE

DOCUMENT WISE

Search:

Search...



Select Columns

To Display/Hide:

+5 ▼

Records Per

Page:

10 ▼

Select All	GSTIN of Supplier	Trade/Legal name	Taxable value(₹)	Integrated tax(₹)	Central tax(₹)	State / UT tax(₹)	Cess(₹)	Supplier's tax period	Supplier's return status	Action (Select All)		
										<span style="color: green;">○</span> Accept	<span style="color: red;">○</span> Reject	<span style="color: yellow;">○</span> Pending
<input type="checkbox"/>	+ 33AAACD2391FHZM	GSTN	15,000.00	2,920.00	970.00	970.00	0.00	Sep'19	Not Filed	<span style="color: green;">○</span>	<span style="color: red;">○</span>	<span style="color: yellow;">○</span>
<input type="checkbox"/>	+ 33AAACD2391FIZL	GSTN	1,000.00	30.00	0.00	0.00	0.00	Sep'19	Not Filed	<span style="color: green;">○</span>	<span style="color: red;">○</span>	<span style="color: yellow;">○</span>

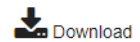
BACK

RESET

CONFIRM

## 3A - (3B) - Supplies from registered persons (B2B) - (From table 3B of ANX-1)

HELP ⓘ

Legend: ● Accepted ● Rejected ● Kept Pending

SUPPLIER WISE

DOCUMENT WISE

Search:

Search...



Select Columns

To Display/Hide:

+5 ▼

Records Per

Page:

10 ▼

Select All	GSTIN of Supplier	Trade/Legal name	Document type	Document number	Document date	Document value(₹)	Place of supply (Name of State/UT)	Taxable value(₹)	Integrated tax(₹)	Central tax(₹)	State / UT tax(₹)	Cess(₹)
<input type="checkbox"/>	33AAACD2391FIZL	GSTN	Invoice	123 ▼	01/08/2019	1,00,000.00	Arunachal Pradesh	1,000.00	30.00	0.00	0.00	0.0
<input type="checkbox"/>	33AAACD2391FHZM	GSTN	Invoice	123	01/09/2019	1,000.00	Delhi	11,000.00	2,920.00	0.00	0.00	0.0
<input type="checkbox"/>	33AAACD2391FHZM	GSTN	Debit Note	123 ▼	01/09/2019	1,000.00	Tamil Nadu	3,000.00	0.00	720.00	720.00	0.0
<input type="checkbox"/>	33AAACD2391FHZM	GSTN	Invoice	124 ▼	01/09/2019	1,000.00	Tamil Nadu	11,000.00	0.00	400.00	400.00	0.0
<input type="checkbox"/>	33AAACD2391FHZM	GSTN	Credit Note	124	01/09/2019	10,000.00	Tamil Nadu	10,000.00	0.00	150.00	150.00	0.0

5. In the **SUPPLIER WISE** tab, click the + icon corresponding to the GSTIN of the Supplier to view the details of supplies.

Select All	GSTIN of Supplier	Trade/Legal name	Taxable value(₹)	Integrated tax(₹)	Central tax(₹)	State / UT tax(₹)	Cess(₹)	Supp
<input type="checkbox"/>	33AAACD2391FHZM	GSTN	15,000.00	2,920.00	970.00	970.00	0.00	S

Select All	Document type	Document number	Document date	Document value(₹)	Place of supply (Name of State/UT)	Taxable value(₹)	Integrated tax(₹)	Central tax(₹)	State / UT tax(₹)	Cess(₹)	ITC entitlement
<input type="checkbox"/>	Invoice	123	01/09/2019	1,000.00	Delhi	11,000.00	2,920.00	0.00	0.00	0.00	No
<input type="checkbox"/>	Debit Note	123	01/09/2019	1,000.00	Tamil Nadu	3,000.00	0.00	720.00	720.00	0.00	
<input type="checkbox"/>	Invoice	124	01/09/2019	1,000.00	Tamil Nadu	11,000.00	0.00	400.00	400.00	0.00	
<input type="checkbox"/>	Credit Note	124	01/09/2019	10,000.00	Tamil Nadu	10,000.00	0.00	150.00	150.00	0.00	

**Note:** You can sort and filter records based on any column name by using the icons shown in each column.

Select All	Document type	Document number	Document date	Document value(₹)	Place of supply (Name of State/UT)	Taxable value(₹)	Integrated tax(₹)	Central tax(₹)	State / UT tax(₹)	Cess(₹)	ITC entitlement
<input type="checkbox"/>	Invoice	123	01/09/2019	1,000.00	Delhi	11,000.00	2,920.00	0.00	0.00	0.00	No
<input type="checkbox"/>	Debit Note	123	01/09/2019	1,000.00	Tamil Nadu	3,000.00	0.00	720.00	720.00	0.00	
<input type="checkbox"/>	Invoice	124	01/09/2019	1,000.00	Tamil Nadu	11,000.00	0.00	400.00	400.00	0.00	
<input type="checkbox"/>	Credit Note	124	01/09/2019	10,000.00	Tamil Nadu	10,000.00	0.00	150.00	150.00	0.00	

6. In the **Document Number** column, click the **Expand** icon with the document number to view more details of the document.


Select All <input type="checkbox"/>	Document type ⇅ ▼	Document number ⇅	Document date ⇅ ▼	Document value(₹) ⇅	Place of supply (Name of State/UT) ⇅	Taxable value(₹) ⇅	Integrated tax(₹) ⇅	Central tax(₹) ⇅	State / UT tax(₹) ⇅	Cess(₹) ⇅	ITC entitlement ⇅ ▼
<input type="checkbox"/>	Invoice	123	01/09/2019	1,000.00	Delhi	11,000.00	2,920.00	0.00	0.00	0.00	No ▼
<input type="checkbox"/>	Debit Note	123 ▼	01/09/2019	1,000.00	Tamil Nadu	3,000.00	0.00	720.00	720.00	0.00	
<input type="checkbox"/>	Invoice	124 ▼	01/09/2019	1,000.00	Tamil Nadu	11,000.00	0.00	400.00	400.00	0.00	
<input type="checkbox"/>	Credit Note	124	01/09/2019	10,000.00	Tamil Nadu	10,000.00	0.00	150.00	150.00	0.00	

Select All <input type="checkbox"/>	Document type ⬆️ ⬇️	Document number ⬆️	Document date ⬆️ ⬇️	Document value(₹) ⬆️	Place of supply (Name of State/UT) ⬆️	Taxable value(₹) ⬆️	Integrated tax(₹) ⬆️	Central tax(₹) ⬆️	State / tax(₹) ⬆️																												
<input type="checkbox"/>	Invoice	123	01/09/2019	1,000.00	Delhi	11,000.00	2,920.00	0.00																													
<input type="checkbox"/>	Debit Note	123 ⬆️	01/09/2019	1,000.00	Tamil Nadu	3,000.00	0.00	720.00	7																												
		<table><tr><th>HSN code</th><th>Tax rate (%)</th><th>Taxable value (₹)</th><th>Integrated tax (₹)</th><th>Central tax (₹)</th><th>State / UT tax (₹)</th><th>Cess (₹)</th></tr><tr><td>1001</td><td>12</td><td>1,000.00</td><td>0.00</td><td>60.00</td><td>60.00</td><td>0.00</td></tr><tr><td>1001</td><td>12</td><td>1,000.00</td><td>0.00</td><td>600.00</td><td>600.00</td><td>0.00</td></tr><tr><td>1001</td><td>12</td><td>1,000.00</td><td>0.00</td><td>60.00</td><td>60.00</td><td>0.00</td></tr></table>								HSN code	Tax rate (%)	Taxable value (₹)	Integrated tax (₹)	Central tax (₹)	State / UT tax (₹)	Cess (₹)	1001	12	1,000.00	0.00	60.00	60.00	0.00	1001	12	1,000.00	0.00	600.00	600.00	0.00	1001	12	1,000.00	0.00	60.00	60.00	0.00
		HSN code	Tax rate (%)	Taxable value (₹)	Integrated tax (₹)	Central tax (₹)	State / UT tax (₹)	Cess (₹)																													
		1001	12	1,000.00	0.00	60.00	60.00	0.00																													
		1001	12	1,000.00	0.00	600.00	600.00	0.00																													
		1001	12	1,000.00	0.00	60.00	60.00	0.00																													

7. If you are sure of the action (**Accept**, **Reject** or **Pending**) that you want to take on all documents of a particular supplier, click the **Accept**, **Reject** or **Pending** checkbox corresponding to the GSTIN.

## 3A - (3B) - Supplies from registered persons (B2B) - (From table 3B of ANX-1)

HELP ?

Legend: ● Accepted ● Rejected ● Kept Pending Download

SUPPLIER WISE

DOCUMENT WISE

Search:

Search...

Select Columns  
To Display/Hide:

+5 ▼

Records Per  
Page:

10 ▼
















Select All	GSTIN of Supplier	Trade/Legal name	Taxable value(₹)	Integrated tax(₹)	Central tax(₹)	State / UT tax(₹)	Cess(₹)	Supplier's tax period	Supplier's return status	Action (Select All)
<input type="checkbox"/>	↕	↕	↕	↕	↕	↕	↕	↕	↕ ▼	<input type="radio"/> Accept <input type="radio"/> Reject <input type="radio"/> Pending
<input type="checkbox"/>	+ 33AAACD2391FHZM	GSTN	15,000.00	2,920.00	970.00	970.00	0.00	Sep'19	Not Filed	<input type="radio"/> Accept <input type="radio"/> Reject <input type="radio"/> Pending
<input type="checkbox"/>	+ 33AAACD2391FIZL	GSTN	1,000.00	30.00	0.00	0.00	0.00	Sep'19	Not Filed	<input type="radio"/> Accept <input type="radio"/> Reject <input type="radio"/> Pending

BACK

RESET

CONFIRM

You can take actions (Accept/ Reject/ Pending) against each supply individually.

Place of supply (Name of State/UT) ⬆	Taxable value(₹) ⬆	Integrated tax(₹) ⬆	Central tax(₹) ⬆	State / UT tax(₹) ⬆	Cess(₹) ⬆	ITC entitlement ⬆ ⬇	Date of uploading ⬆ ⬇	Action Confirmed ⬆ ⬇	Action (Select All)		
									 Accept	 Reject	 Pending
Delhi	11,000.00	2,920.00	0.00	0.00	0.00	No ▾	05/09/2019	Accepted			
Tamil Nadu	3,000.00	0.00	720.00	720.00	0.00		05/09/2019				
Integrated tax (₹)				Central tax (₹)	State / UT tax (₹)	Cess (₹)					
0.00				60.00	60.00	0.00					
0.00				600.00	600.00	0.00					
0.00				60.00	60.00	0.00					
Tamil Nadu	11,000.00	0.00	400.00	400.00	0.00		05/09/2019	Accepted			
Tamil Nadu	10,000.00	0.00	150.00	150.00	0.00		05/09/2019	Accepted			

To take same action on all the supplies, click the **Select All Accept**, **Reject** or **Pending** check box.



Place of supply (Name of State/UT)	Taxable value(₹)	Integrated tax(₹)	Central tax(₹)	State / UT tax(₹)	Cess(₹)	ITC entitlement	Date of uploading	Action Confirmed	Action (Select All)
									<input type="radio"/> Accept <input type="radio"/> Reject <input type="radio"/> Pending
Delhi	11,000.00	2,920.00	0.00	0.00	0.00	No	05/09/2019	Accepted	<input checked="" type="radio"/> Accept <input type="radio"/> Reject <input type="radio"/> Pending
Tamil Nadu	3,000.00	0.00	720.00	720.00	0.00		05/09/2019		<input type="radio"/> Accept <input type="radio"/> Reject <input type="radio"/> Pending

#### Note:










- Select **Accept** if the details in GST ANX-2 are correct and can be accepted.
- Select **Reject** if the details in GST ANX-2 are incorrect and cannot be accepted.
- Select **Pending** if the details shown in GST ANX-2 are not confirmed yet and hence marked as Pending.

Place of supply (Name of State/UT)	Taxable value(₹)	Integrated tax(₹)	Central tax(₹)	State / UT tax(₹)	Cess(₹)	ITC entitlement	Date of uploading	Action Confirmed	Action (Select All)
									<input type="radio"/> Accept <input type="radio"/> Reject <input type="radio"/> Pending
Delhi	11,000.00	2,920.00	0.00	0.00	0.00	No	05/09/2019	Accepted	<input checked="" type="radio"/> Accept <input type="radio"/> Reject <input type="radio"/> Pending
Tamil Nadu	3,000.00	0.00	720.00	720.00	0.00	Yes	05/09/2019		<input type="radio"/> Accept <input type="radio"/> Reject <input type="radio"/> Pending


8. Select Yes or No for ITC entitlement, as the case maybe.

**Note:** In case of inter-state supplies, if POS is different from the State where you are registered, you can select **Yes** for ITC entitlement. By default, it is **No**. If POS lies in supplier's state, there is no facility to select **Yes**.

9. Once you are sure of the actions you have selected, click the **CONFIRM** button. You can also take actions and confirm them from the **DOCUMENT WISE** tab.

Place of supply (Name of State/UT) ⇅	Taxable value(₹) ⇅	Integrated tax(₹) ⇅	Central tax(₹) ⇅	State / UT tax(₹) ⇅	Cess(₹) ⇅	ITC entitlement ⇅ ▼	Date of uploading ⇅ ▼	Action Confirmed ⇅ ▼	Action (Select All)		
											
Delhi	11,000.00	2,920.00	0.00	0.00	0.00	No ▼	05/09/2019	Accepted			
Tamil Nadu	3,000.00	0.00	720.00	720.00	0.00		05/09/2019				

Integrated tax (₹)	Central tax (₹)	State / UT tax (₹)	Cess (₹)
0.00	60.00	60.00	0.00
0.00	600.00	600.00	0.00
0.00	60.00	60.00	0.00

Tamil Nadu	11,000.00	0.00	400.00	400.00	0.00		05/09/2019	Accepted			
Tamil Nadu	10,000.00	0.00	150.00	150.00	0.00		05/09/2019	Accepted			

BACK

RESET

CONFIRM

**Note:** You can also **RESET** your selection of actions and then make new selections.

10. A confirmation message box appears. Click **Yes** to confirm the selected actions. Similarly, take actions on other tables.

11. Go **Back** to the GST ANX-2 dashboard. Click the **VIEW SUMMARY** button to view the summary of all or selected tables post taking actions.

#### Note:

- You can view the summary **SUPPLIER WISE or DOCUMENT WISE**.
- You can click the table link or GSTIN of Supplier link to view further details.

GSTIN : 07DCMPS3222R1ZV

Legal Name : HARIDAS MARUTI SHINDE

Trade Name : Haridas

Financial Year : 2019-20

Return Period : September

Last Updated : 03/10/2019 08:54

Select Table to Add Details

Select table to add details

VIEW CONSOLIDATED SUMMARY ^

ADD/REMOVE TABLES

Summary generated on 03/10/2019, 11:10:00 AM. An updated summary is available. Please click [here](#) to request for updated summary.

Sl.No.	Outward/Inward Supply Type	Number of records	Taxable value (₹)	Tax amount (₹)			
				Integrated tax	Central tax	State/UT tax	Cess
1	3A- Supplies made to consumers and un-registered persons (Net of debit / credit notes) (B2C)	1	1,00,000.00	0.00	2,500.00	2,500.00	0.00
2	3B- Supplies made to registered persons (other than those attracting reverse charge) (B2B)	1 ▼	3,00,000.00	9,750.00	0.00	0.00	0.00
	Recipient wise summary ▼						
3	3C- Exports with payment of tax (EXPWP)	1 ▼	5.00	0.25			0.00
4	3D- Exports without payment of tax (EXPWOP)	0 ▼	0.00	0.00			0.00
5	3E- Supplies to SEZ units/developers with payment of tax (SEZWP)	0 ▼	0.00	0.00			0.00
	Recipient wise summary ▼						
6	3F- Supplies to SEZ units/developers without payment of tax (SEZWOP)	0 ▼	0.00	0.00			0.00
	Recipient wise summary ▼						
7	3G- Deemed exports (including edit/amendment) (DE)	0 ▼	0.00	0.00	0.00	0.00	0.00
	Recipient wise summary ▼						

BACK

DOWNLOAD GST ANX-1 SUMMARY (PDF)

DOWNLOAD GST ANX-1 DETAILS (EXCEL)

SUPPLIER WISE

DOCUMENT WISE

Sr. No.	Action taken	Number of records	Taxable value (₹)	Amount of input tax credit involved				
				Total tax(₹)	Integrated tax(₹)	Central tax(₹)	State / UT tax(₹)	Cess(₹)
1	3A - (3B) - Supplies from registered persons (B2B) - (From table 3B of ANX-1)							
a	Accepted	5	16,000.00	1,940.00	0.00	970.00	970.00	0.00
b	Rejected	0	0.00	0.00	0.00	0.00	0.00	0.00
c	Pending	0	0.00	0.00	0.00	0.00	0.00	0.00
d	Sub - total	5	16,000.00	1,940.00	0.00	970.00	970.00	0.00
	Gross ITC available [1a]	5	16,000.00	1,940.00	0.00	970.00	970.00	0.00
	Gross ITC rejected [1b]	0	0.00	0.00	0.00	0.00	0.00	0.00
	Gross ITC pending [1c]	0	0.00	0.00	0.00	0.00	0.00	0.00

You can also watch the online webinar on the New GST Online Return Filing (Filling Form GST ANX-1 & ANX-2) from this link <https://youtu.be/5oiksTEyDrA>

Online Webinar on GST ANX 1 and ANX 2 using Offline Tool of New Return Trial from the link <https://youtu.be/iRTqOsEBt-0>

Thank you