



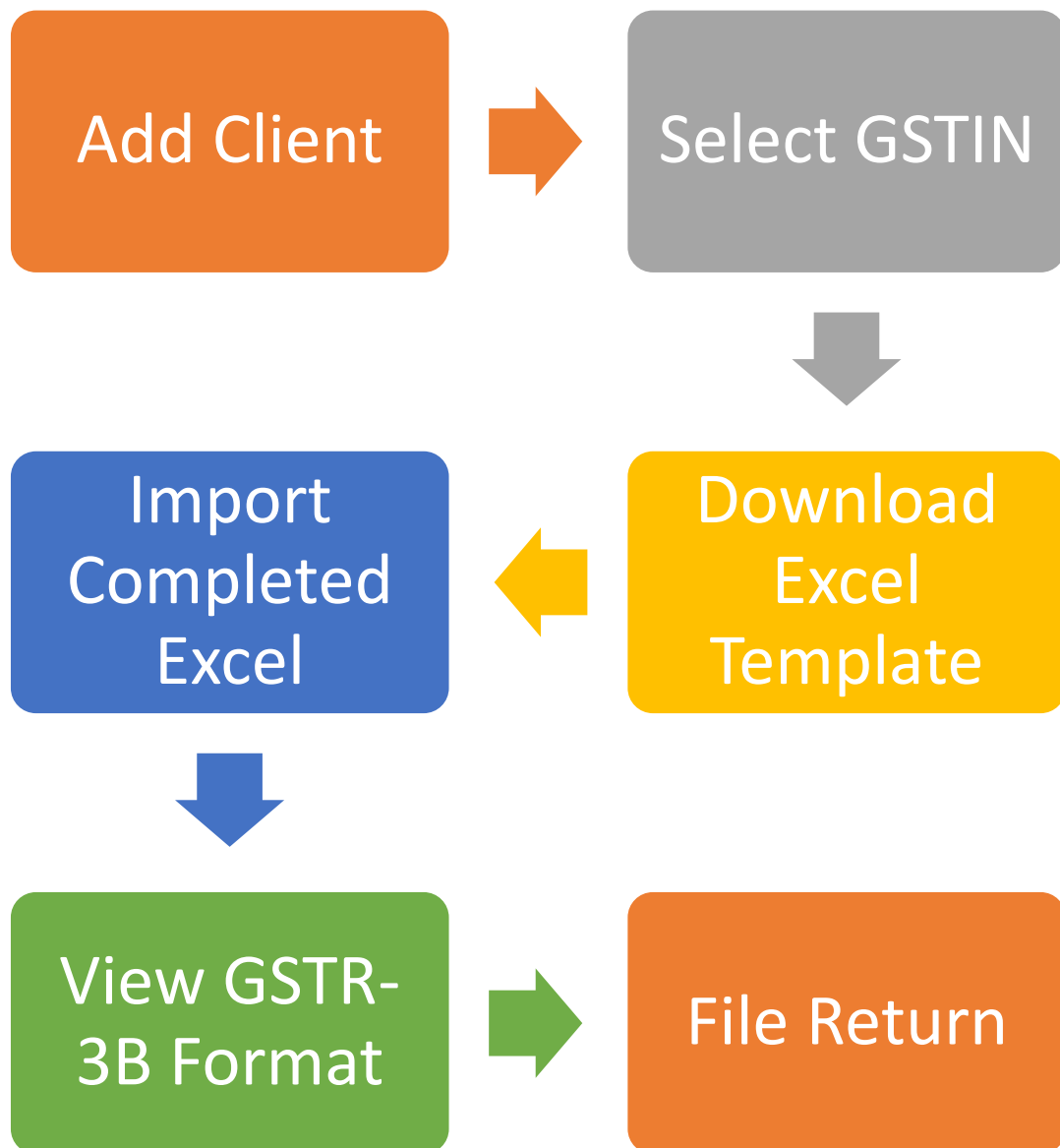
GST Return Filing Portal – Help for **GSTR-3B**

Add New Clients

Team Management

Prepare GSTR-3B

File Return



Add New Clients

Go To Client Management > Add New Client

The screenshot shows the GST Saathi Admin dashboard. The left sidebar contains a menu with the following items: Dashboard, Search Client, Client Management (highlighted with a red box), Team Management, and Change Password. Under 'Client Management', there are three options: Add New Client (highlighted with a red box), View All Clients, and an 'Add New Client' button. The main content area displays 'GSTR 3B' statistics: Total No. of Clients : 6, Data Completed (6), Data Saved to GSTN (0%), and Data Submitted to GSTN (0%). A red arrow points from the 'Add New Client' button in the sidebar to the 'Add New Client' button in the main content area.

Add Client (Only Fields Marked * are Compulsory for filing GSTR-3B)

The screenshot shows the 'Add New Client' form in the GST Saathi Admin dashboard. The form is divided into several sections with various input fields. Fields marked with an asterisk (*) are compulsory for filing GSTR-3B. The form includes fields for Organization Name, PAN No., Complete Address, State, City, Pin Code, Primary Contact Person, Mobile No., Email Id., Designation, Aadhaar No., Alternate Contact Person, Alternate Mobile No., Alternate Email Id., Turnover Last Financial Year, Turnover April-2017 to June-2017, Composition Opted, Whether Non Resident Taxable Person, From Date, To Date, GSTIN, Trade Name, Date of Registration, GST Username, Complete Address, State, City, and Pin Code. The 'Add New Client' button is located at the bottom right of the form.

Team Management

You can add your team members at two different levels. For now these levels have been defined a CA & Articles.

- You may or may not use this option depending on your requirements
- You can further assign your client GSTINs to the team members. They will get a dedicated Login.

The screenshot displays the GST Saathi Admin interface. The browser address bar shows the URL www.gstsaathifiling.com/CA%20Admin/frmHomeAdminCA.aspx. The dashboard is titled "Welcome CA Nitin Sir (Admin CA)". The left sidebar contains a navigation menu with the following items: Dashboard, Search Client, Client Management, Team Management (highlighted with a red box), Add New CA, Add New Article, Client Allotment, View All CA, and Change Password. The main content area displays "GSTR 3B" statistics. A red circle highlights the "Total No. of Clients : 6" metric. Below this, three progress indicators are shown: "Data Completed" (0%), "Data Saved to GSTN" (0%), and "Data Submitted to GSTN" (0%).

Metric	Value
Total No. of Clients	6
Data Completed	0%
Data Saved to GSTN	0%
Data Submitted to GSTN	0%

Prepare GSTR-3B

Search Client > Select GSTIN on which you want to work

The screenshot shows the GST Saathi Admin interface. On the left, a sidebar menu has 'Search Client' highlighted with a red box and an arrow pointing to the main content area. The main content area has a 'Search Client' section with a text input for 'Client Name' containing 'ABC' and a 'Go!' button. Below this is a table with two rows of client data. The second row is highlighted with a red box, and an arrow points to the 'Select' button in its 'Select' column.

S. No.	Client Name	PAN No.	GSTIN	Select
1	ABC	AAAC02349B	23AAAC02349B1Z3	Select
2	MR ABC	AAAC02349B	23AAAC02349B1Z5	Select

You can now Prepare GSTR 3B using the GSTR-3B Menu

The screenshot shows the GST Saathi Admin interface with the 'GSTR-3B' menu item highlighted in the sidebar with a red box and an arrow pointing to the main content area. The main content area has a 'GSTR-3B' button at the top, followed by three circular icons representing 'Data Completed', 'Data Saved to GSTN', and 'Data Submitted to GSTN'.

GSTR-3B Menu:

- Import GSTR-3B data
- Display GSTR-3B Data
- Download Excel Template

File Return

GSTR 3B Return Filing option will be enabled as soon government provides GSTR 3B APIs

**For further information please call on
0731-4772222**

www.gstsaathi.com | gst@gstsaathi.com