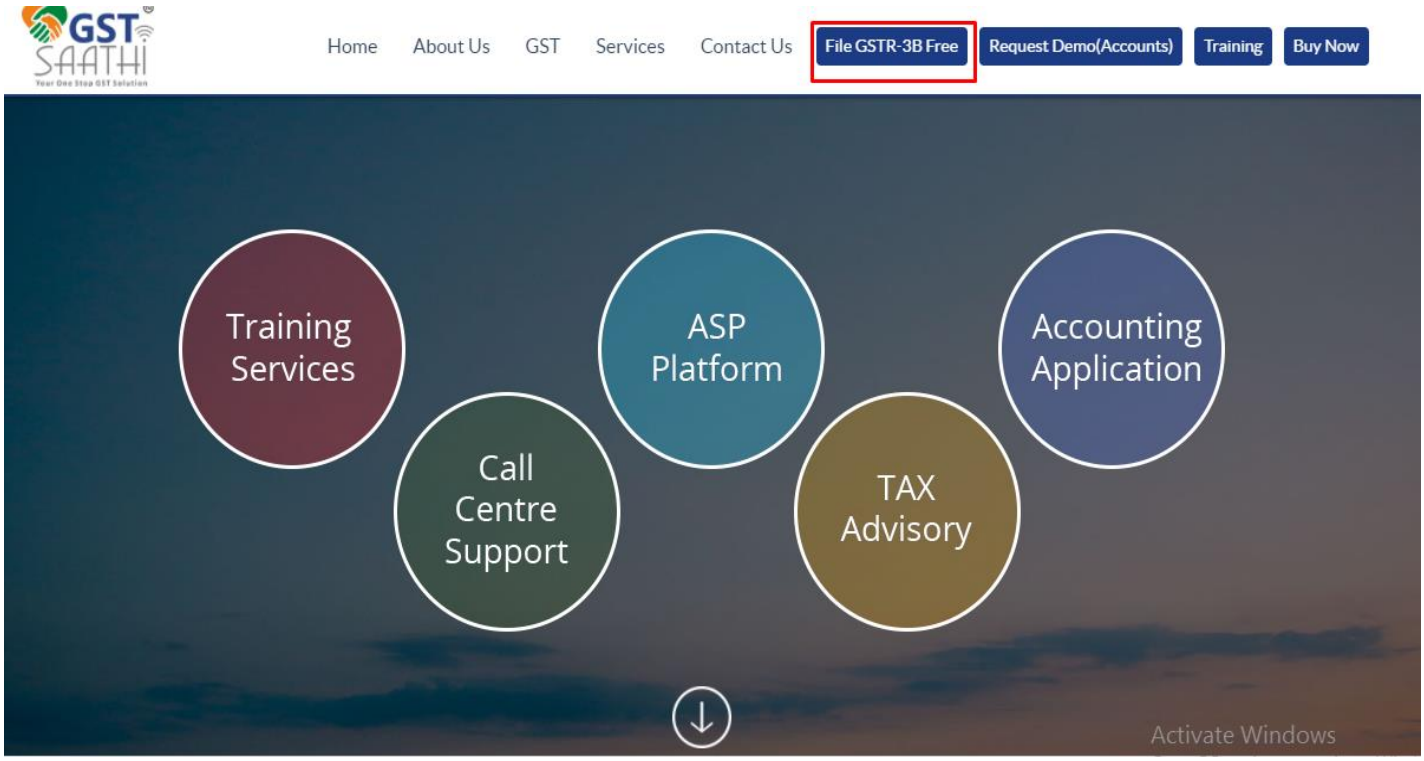
GST Return Filing Portal – Help for **GSTR-1**

Go to www.gstsaathi.com & Register yourself

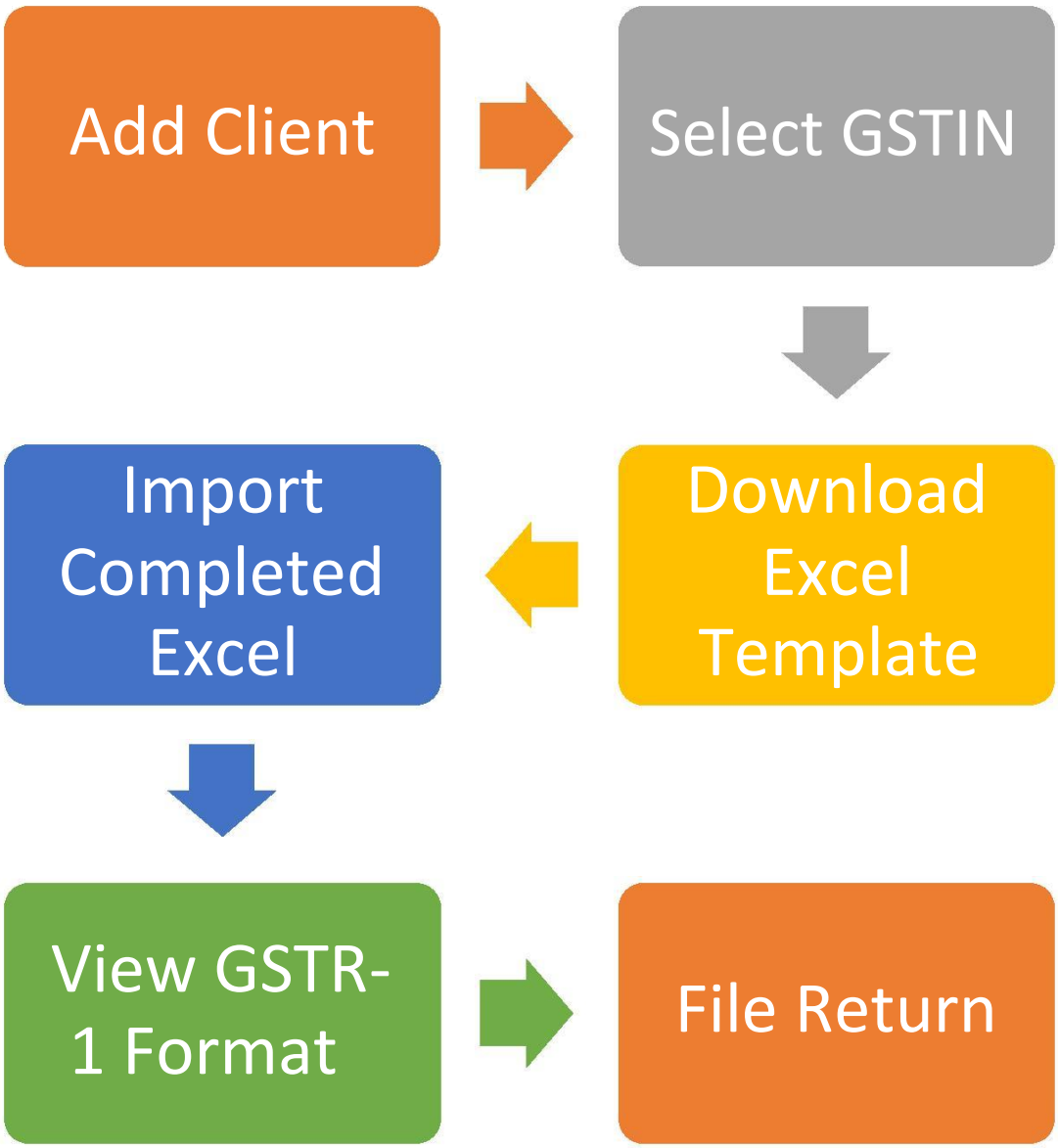


Add New Clients

Team Management

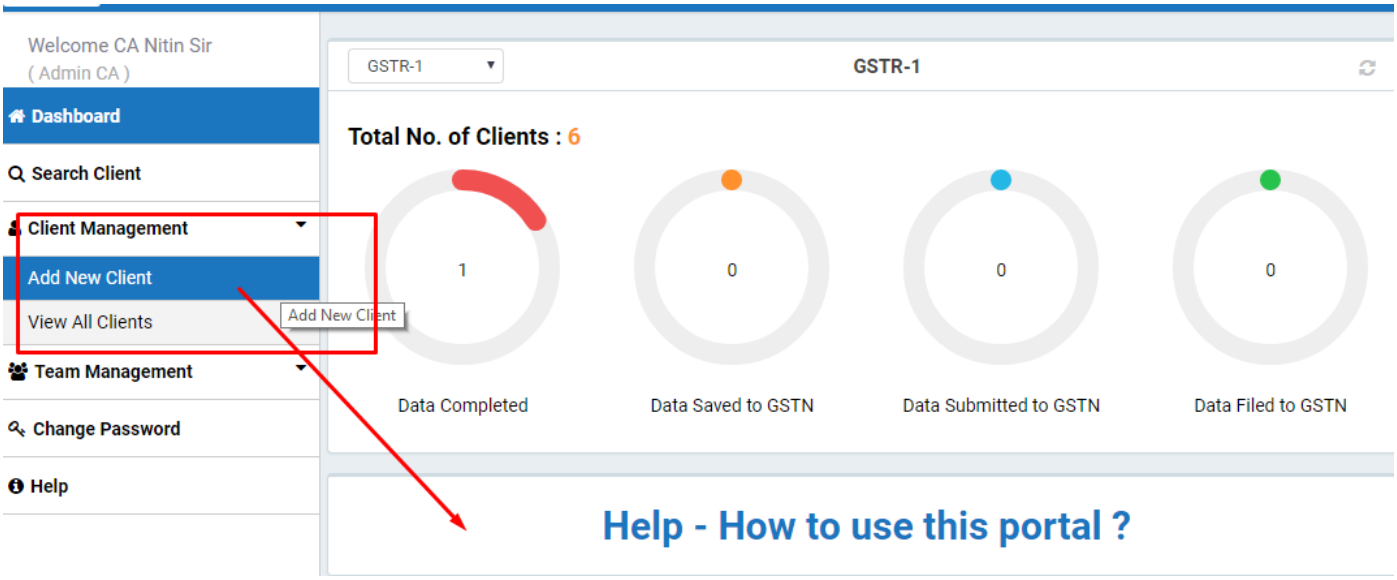
Prepare GSTR-1

File Return

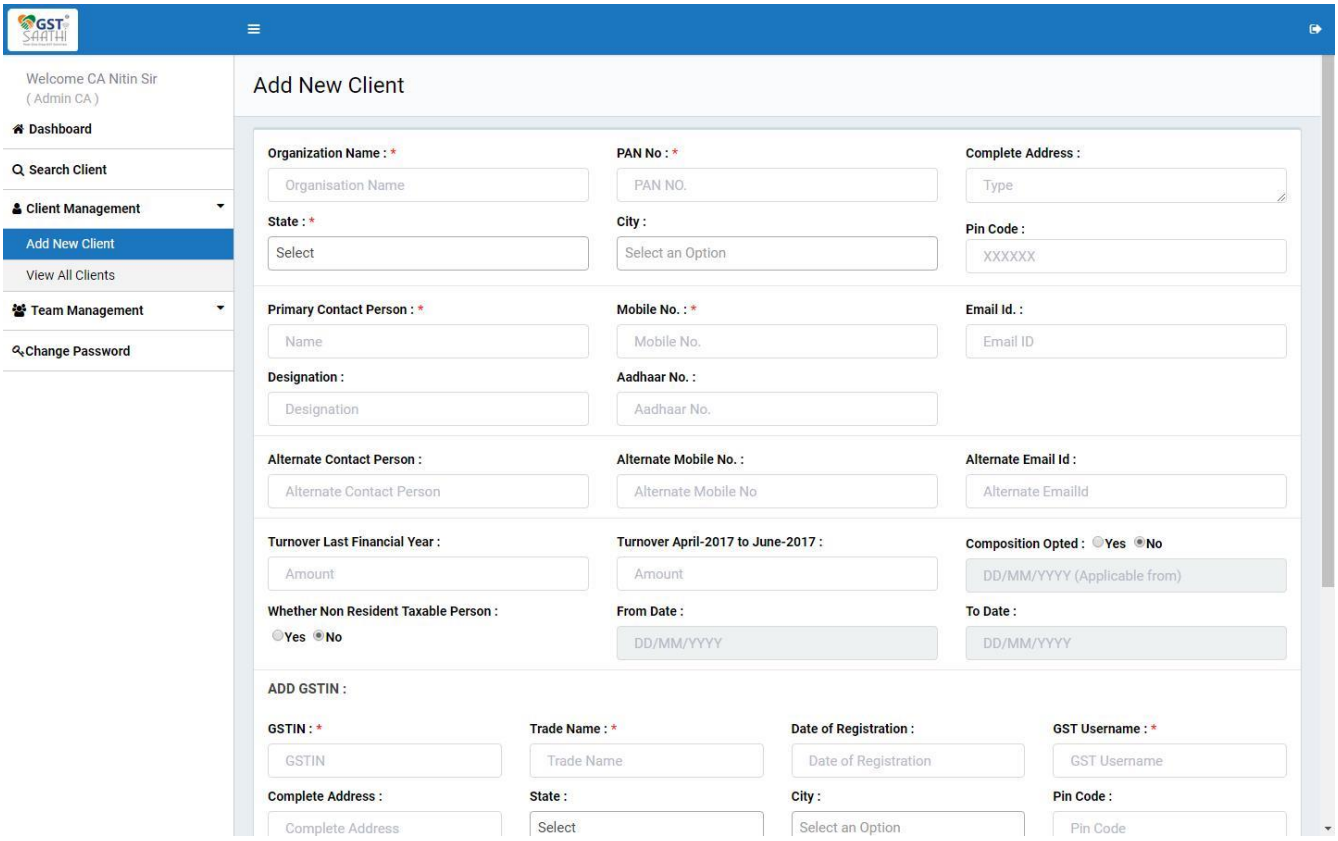

Add Client
Select GSTIN
Download Excel Template
Import Completed Excel
View GSTR-1 Format
File Return

Add New Clients

Go To Client Management > Add New Client



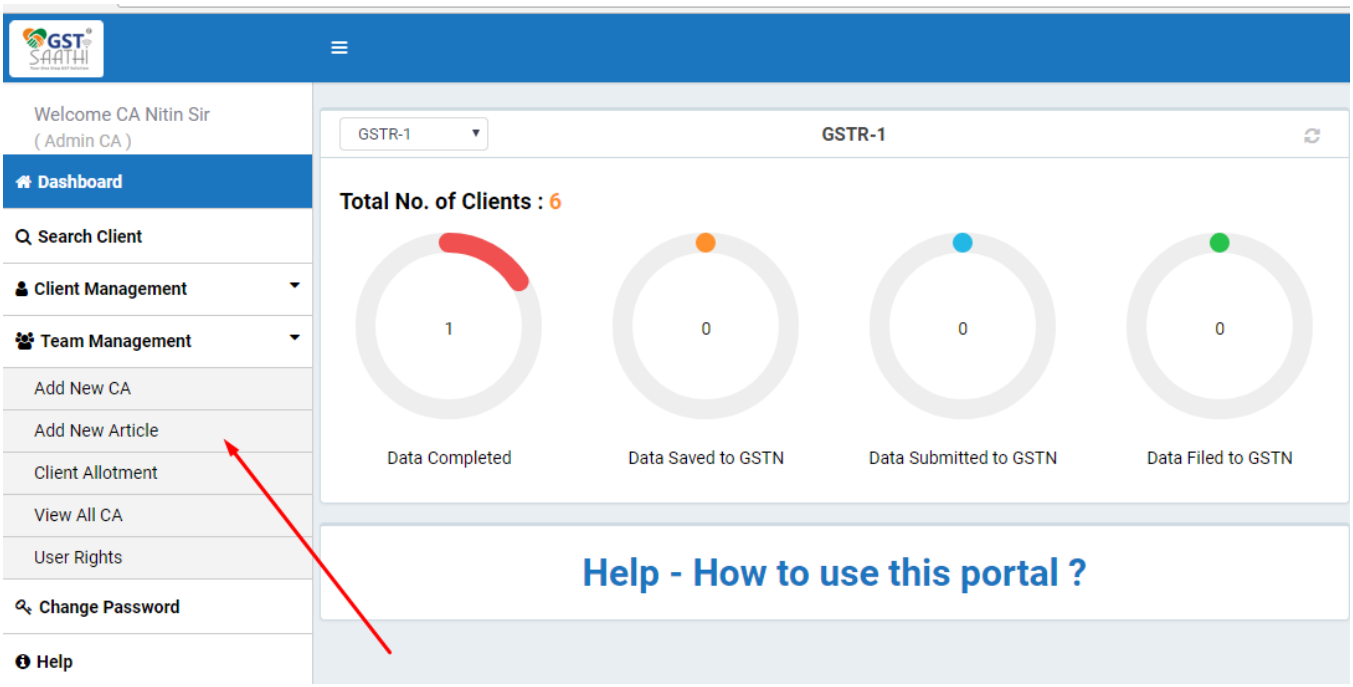
Add Client (Only Fields Marked * are Compulsory for filing GSTR-1)



Team Management

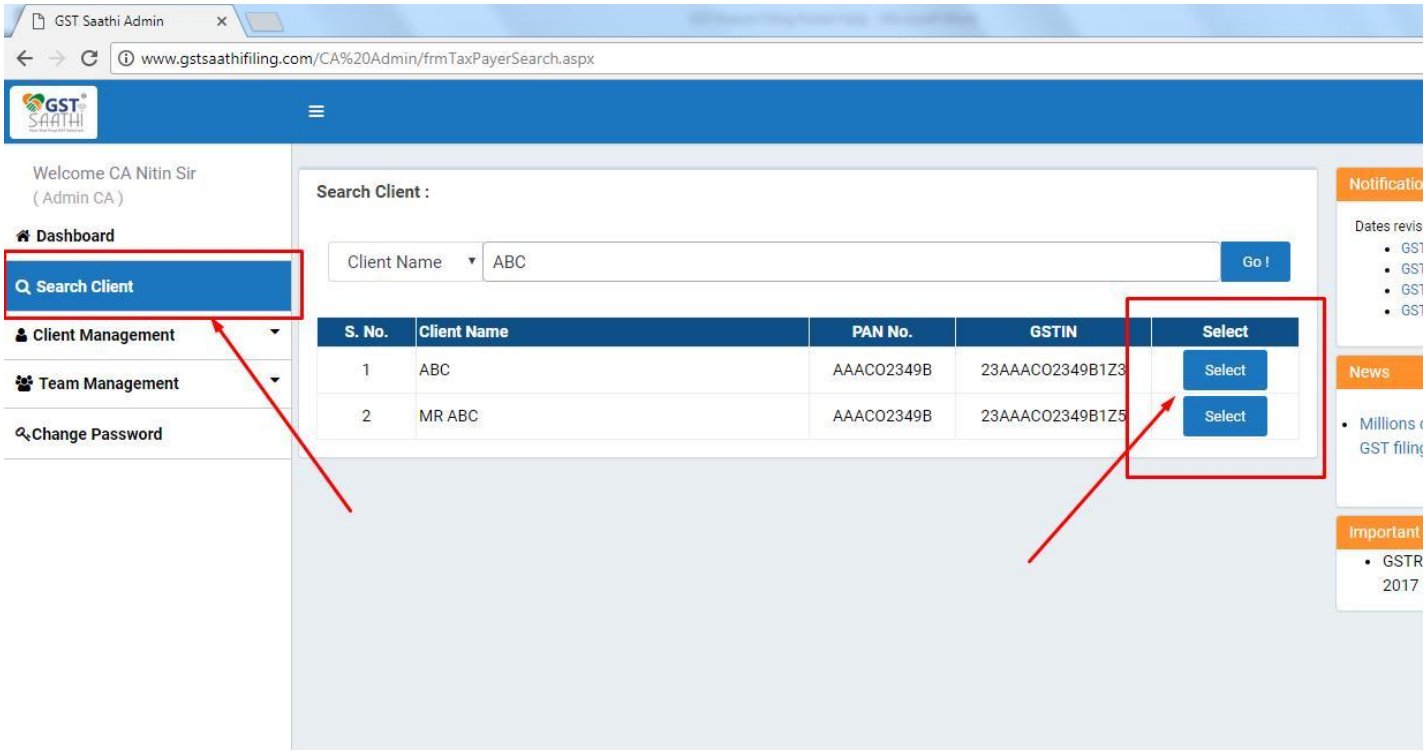
You can add your team members at two different levels.
For now these levels have been defined a CA & Articles.

- 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.

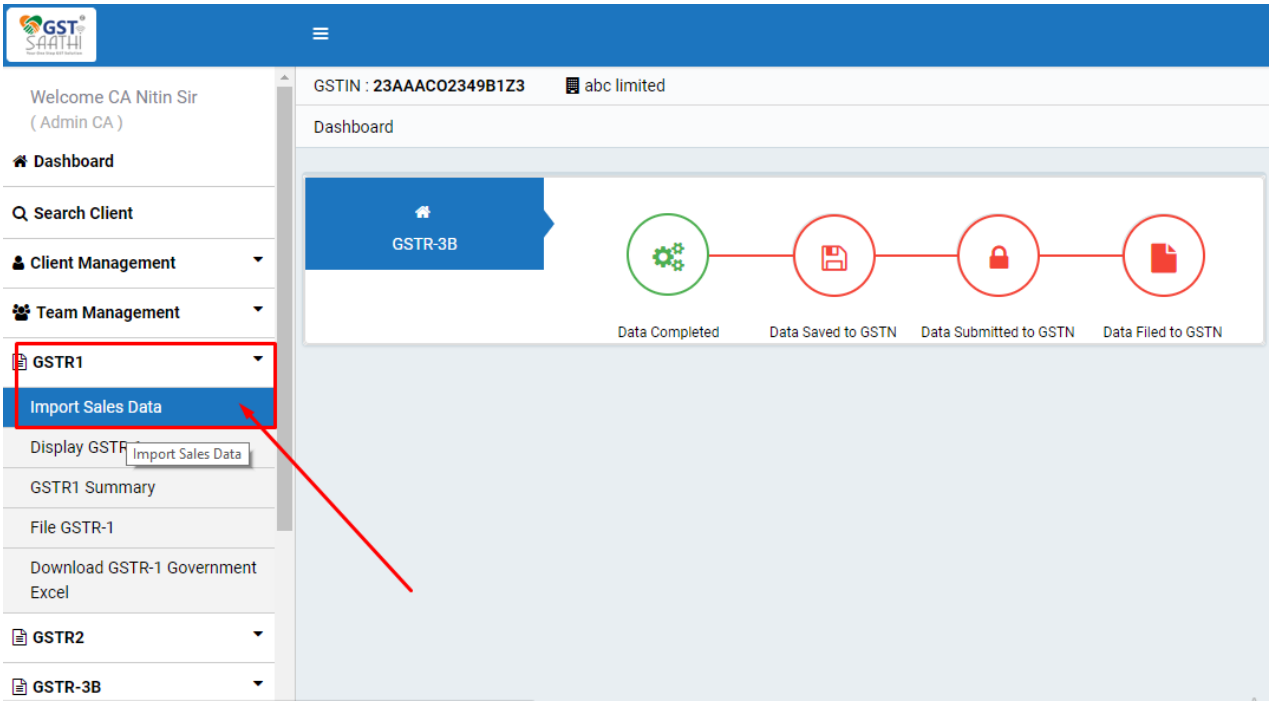


Prepare GSTR-1

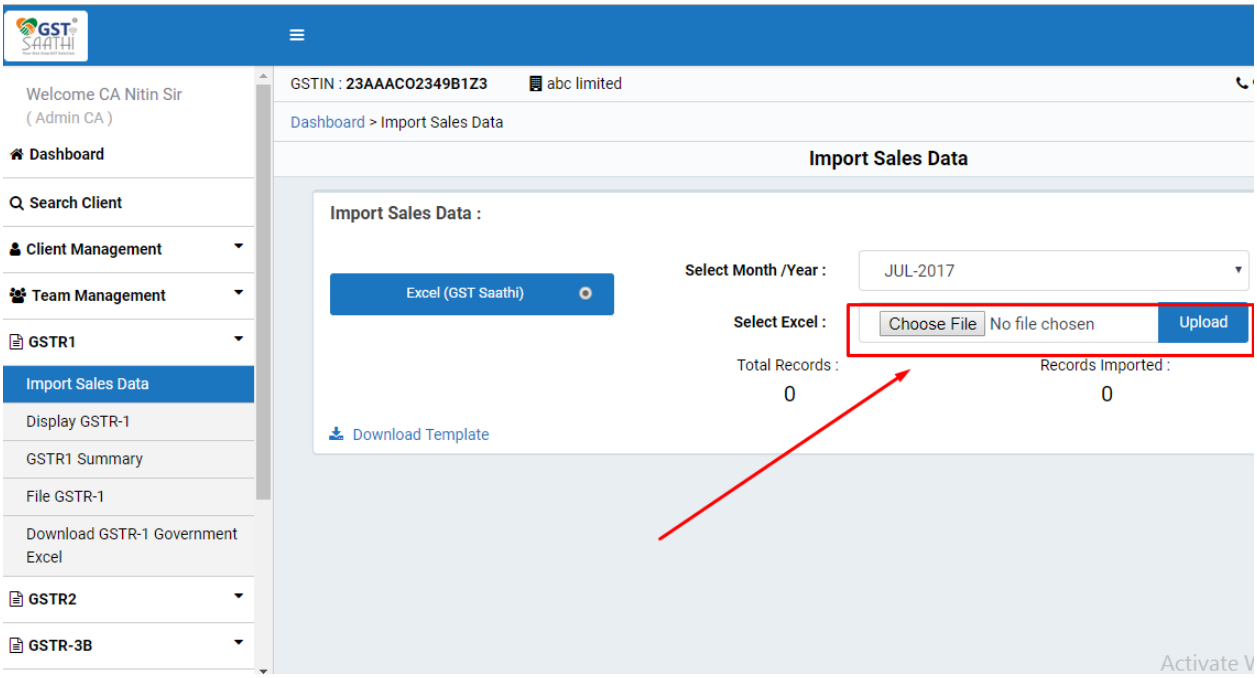
Search Client > Select GSTIN on which you want to work



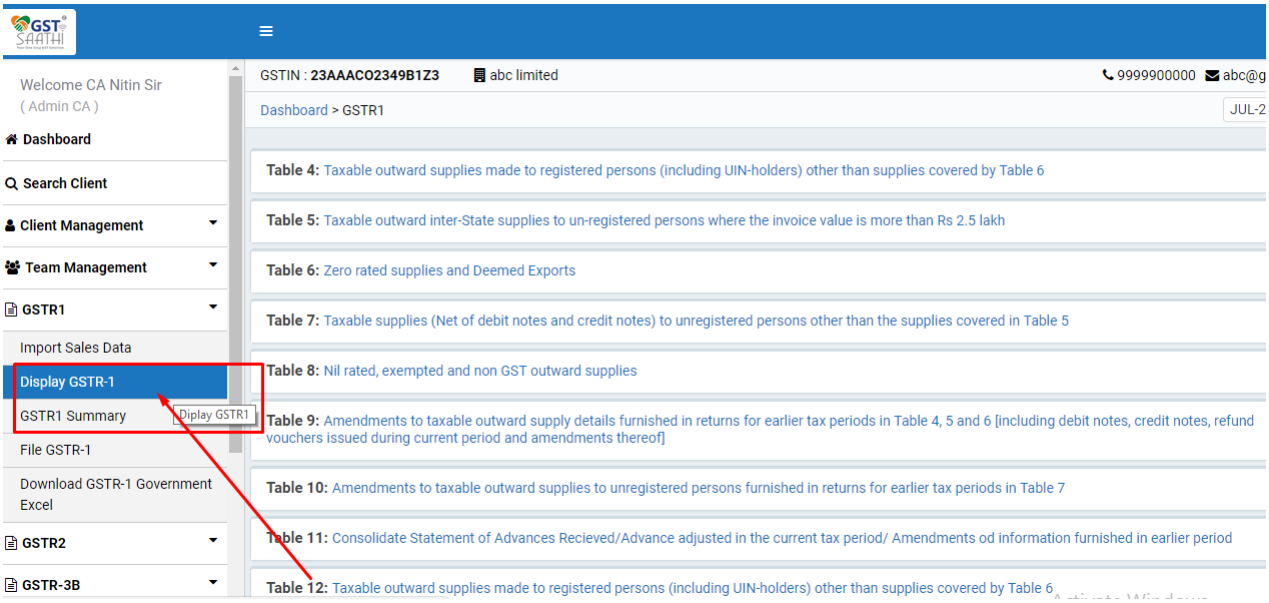
You can now Prepare GSTR 1 using the GSTR-1 Menu



Choose the Excel which has been generated by you.

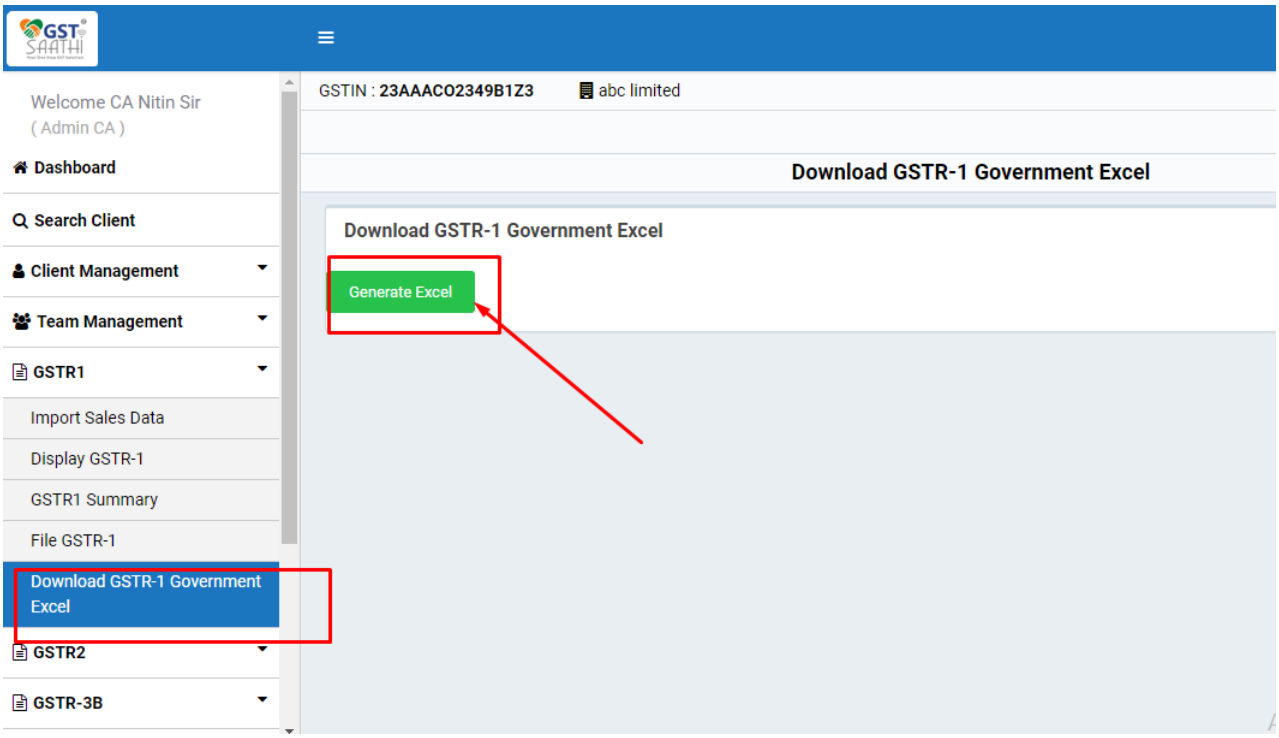


GSTR-1 details can be seen on this menu.

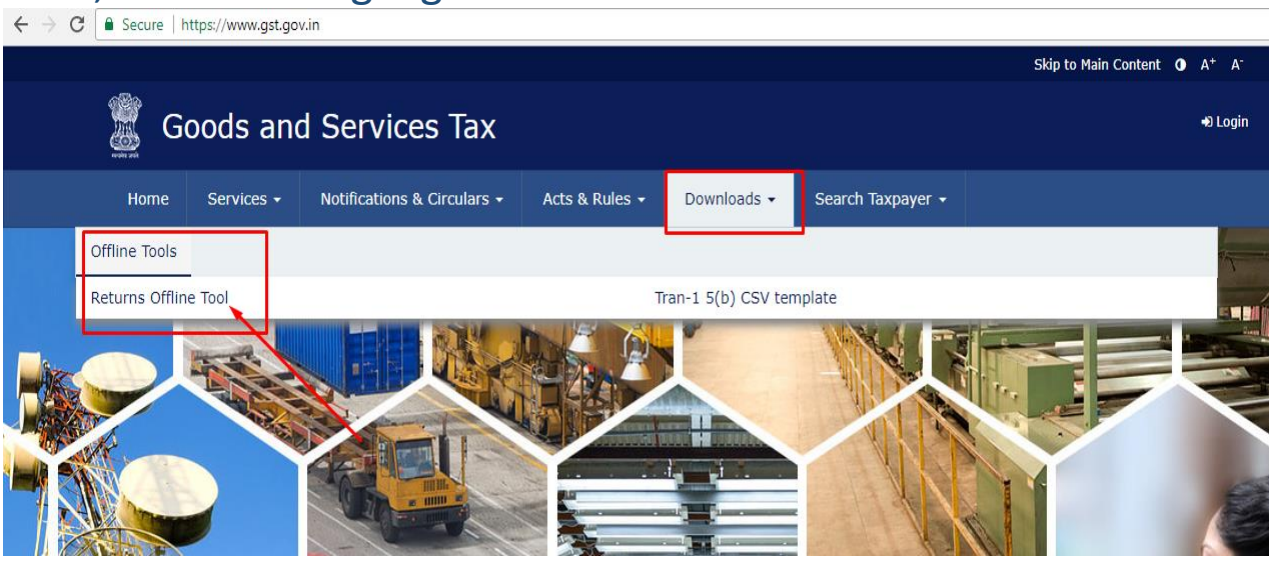


Now, go to this menu for downloading Excel (generated

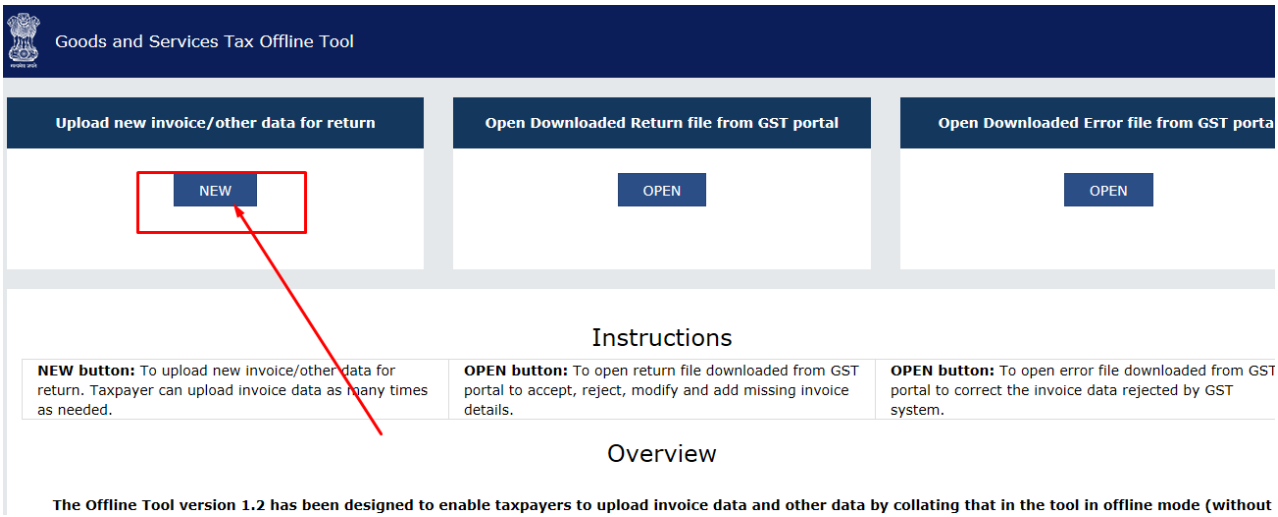
after validation). This Excel is ready for uploading on GST portal through Return Offline tool.



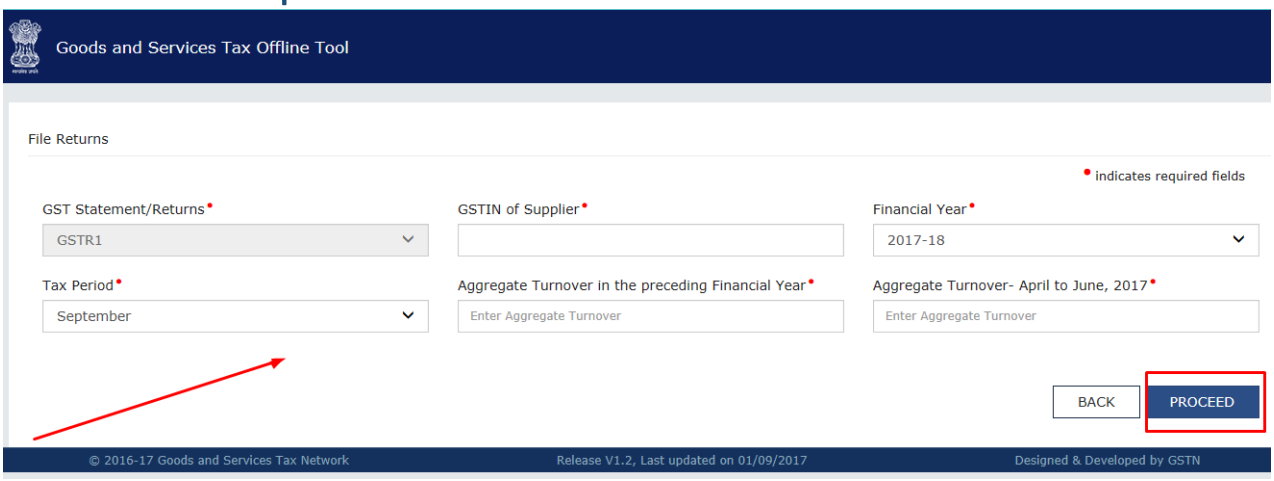
Now, Go to www.gst.gov.in & download Return offline tool.



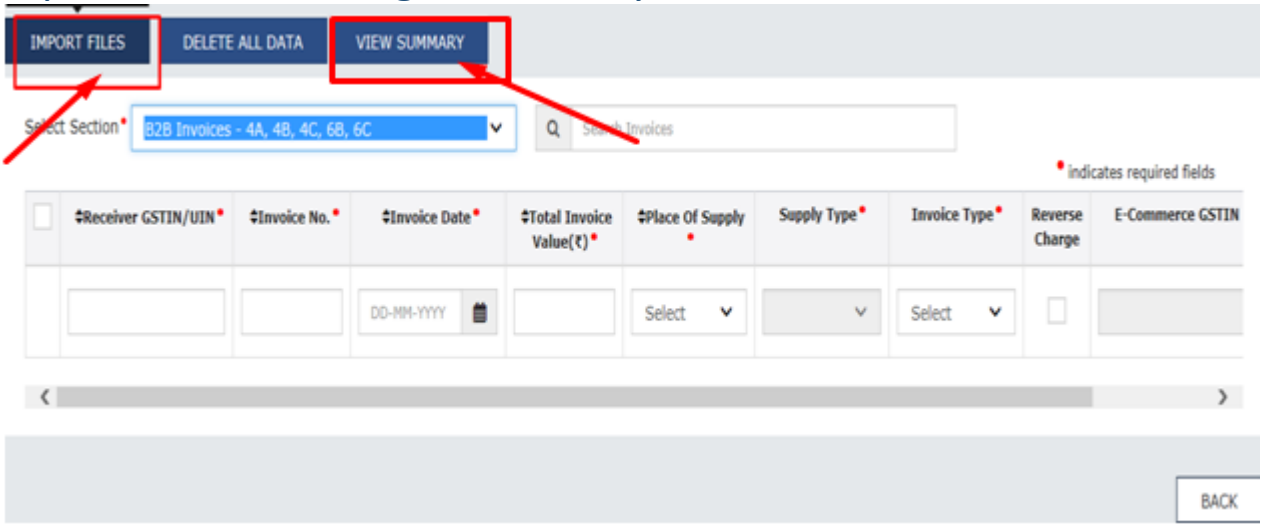
Go to this Menu.



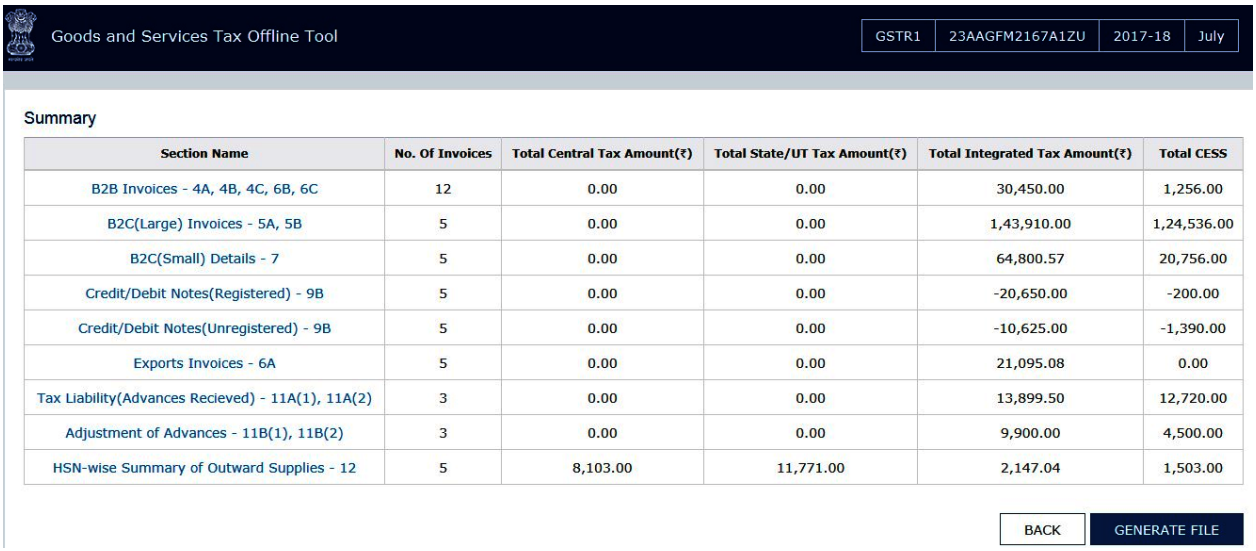
Enter the required details.



Import the Excel file generated by GST Saathi ASP Software.



Summary of GSTR 1



For further information please call on

0731-4772222

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