GST SAATHI
Your One Stop GST Solution

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

Add New Clients

Team Management

Prepare GSTR-3B

File Return

```
Add Client → Select GSTIN
                    ↓
Import Completed Excel ← Download Excel Template
        ↓
View GSTR-3B Format → File Return
```
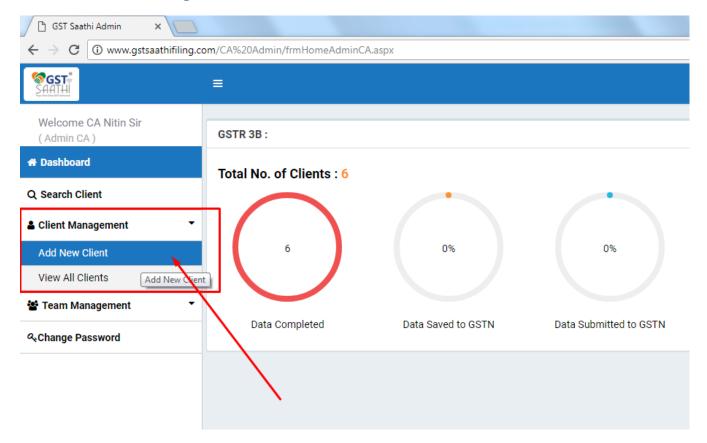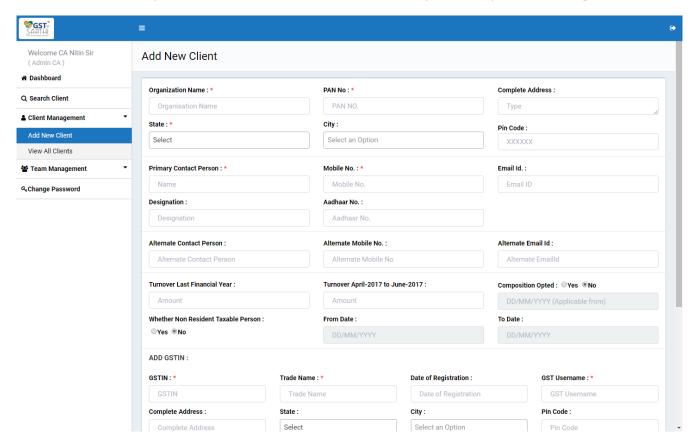
Add New Clients

Go To Client Management > Add New Client
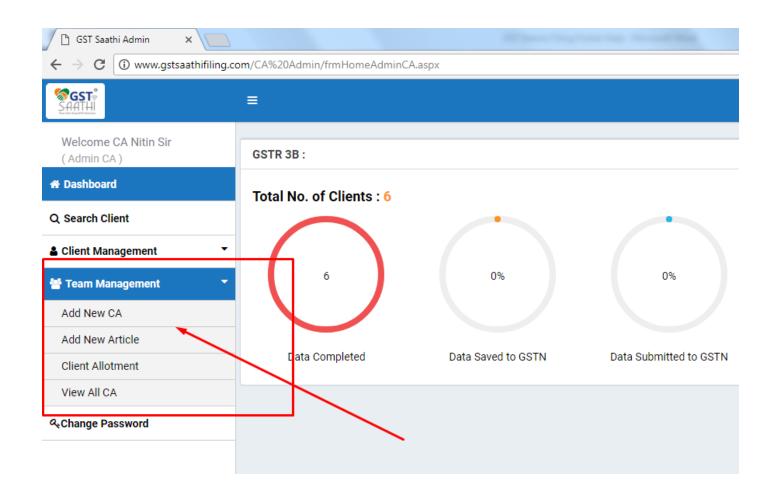

Add Client (Only Fields Marked * are Compulsory for filing GSTR-3B)
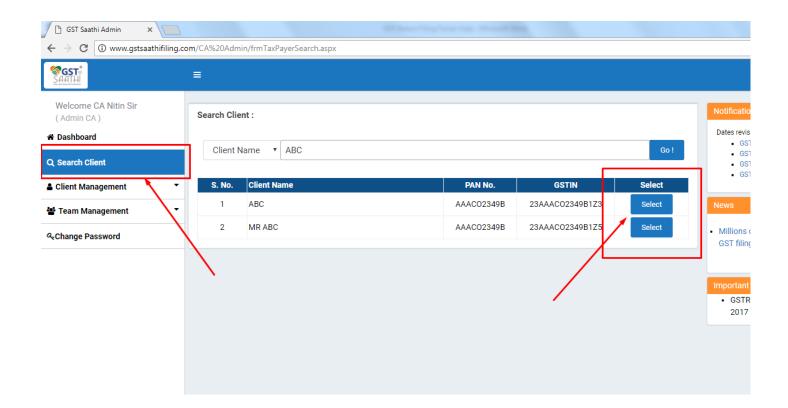
Team Management

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.
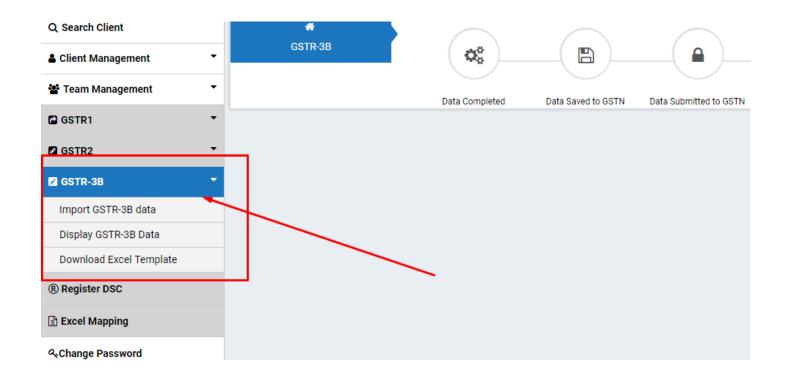
Search Client > Select GSTIN on which you want to work

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

File Return

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

For further information please call on
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