



WeP Solutions Limited

WeP GST Panel User Guide

Version: 1.0

(This document is subjected to updation)



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Dear Customer,
Congratulations!

You are now a proud user of WeP GST Panel. Filing made easy and efficient with WeP Panel.

Use this guide and harness the product to maximum.

Should you need usage clarification, or perhaps have a suggestion for us, do e-mail us at suggestion@wepdigital.com

Note : Application visual shown on this User Manual is for general reference only. Product may vary in some of its details



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1. Introduction

Customer can use WeP GST Panel for filling returns to GSTN (Goods and service Tax Network).

WeP GST Panel will send Notifications for filing status to eligible recipients via e-mail and SMS.

Multiple reports on filing, reconciliation and audit log report is available which will facilitate customer for verification and billing, will be formatted in a password-protected, encrypted text file.

This document guides a user through the necessary steps of filing and user management.

If you have any questions not covered in this user guide, please write under Help in ASP Panel.



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2. Login:

The screenshot displays the WeP ASP Panel login interface. On the left, a blue box contains the text 'We are the GST Suvidha Provider (GSP)' followed by three bullet points: 'Simple and easy to use E-filing GST Software', 'One Stop Solution for all GST Compliances', and 'Removing all road blocks for transition to GST'. Below this is a link 'Contact to become ASP'. On the right, the 'Sign In' form is visible, featuring input fields for 'E-mail' and 'Password', a 'Forgot password?' link, and a 'Sign in' button. A 'CREATE ACCOUNT' button is located in the top right corner. Red circles are drawn around the 'Forgot password?' link and the 'Sign in' button. The browser's address bar shows 'wepgspservices.com' and the Windows taskbar at the bottom indicates the time as 4:07 PM on 7/13/2017.

Users who have previously registered for WeP GST Panel can login by:

Entering their Email **ID**.

Entering their Password.

Selecting “**Sign In**” to advance to the next screen and begin using the application.

Site Registration

Users who have not previously registered for WeP GST Panel must select “**Create Account**” to use the site and to access the “New User Registration” page.

On successful registration login details is send to user via e-mail and SMS.

Forgotten Passwords

If a user forgets his or her password, he or she must select “**Forgot password?**” for help.

E-mail containing password recovery details is sent to users.



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3. New User Registration

Registration

Full Name

Designation

Company Name

Authorized Person Email

Authorized Person Mobile No

Company Address

GSTIN

CONFIRM GSTIN

PAN No

State Code

Do you have Aadhaar Number ?

☒ Yes ☐ No

Aadhaar No

Enter OTP

Upload File

Choose Files

No file chosen

List of Mandatory Documents

1. Company ID Proof

2. Power of Attorney Letter (In Name of person registering)

3. Authorization Letter, Power of Attorney to be Submitted for Authorizing Person.

NOTE: Email and Mobile No should be a POA.

WeP0036

☒ I agree with the Terms and Conditions

Register

Users will be asked to enter or select the following information (all items with * are required):

Full Name:

Enter the user's first and last name.

Designation:

Enter authorized person's designation

E-Mail:

Enter the authorized person's e-mail address. E-mail addresses are not case sensitive.



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Authorized person mobile no.:

Enter the authorized person's mobile no.

Company Address :

Enter the company's address.

GSTIN:

Enter 15 digit GSTIN no.

Note: If you have multiple GSTIN nos. you can enter Head office GSTIN no.

Confirm GSTIN:

GSTIN entered in this field must match the GSTIN entered in the "GSTIN" field.

Pan no. and state code:

Pan no. and state code is auto entered from GSTIN no.

Do you have aadhaar no.:

- If "Yes" is selected then enter aadhaar no. of authorized signatory. OTP comes from UIDAI on mobile no. linked with aadhaar , OTP sometimes might take 2 to 3 minutes to come.
.Enter OTP in the field specified.
One successful authentication message is displayed as "Authenticated successfully".
- If "No" is selected then continue with the registration without aadhaar authentication.

Upload Files:

Upload the required documents as mentioned in the registration form.

- Company's PAN CARD
- Power of Attorney Letter (In Name of person registering) and ID proof for registering person.

OR

- Authorization Letter for person registering.
- ID proof for registering person.
- Power of Attorney to be Submitted for Authorizing Person along with valid ID

Agree with terms and condition

Click the check box to agree with terms and condition.

Register

Select "Register" to submit the registration information.

On successful document verification customer will receive login details on registered mobile no. and email ID.



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5. Add GSTIN

Add GSTIN

Customer Management

Supplier Management

Users

Outward Register

Inward Register

Upload Information

GSTR Uploads

GSTIN Registration

GSTIN *

GSTIN

PAN

PAN

State Code

STATE CODE

Create

Add all the GSTINs.
State code and pan no. will be auto filled.

5.1 Below table shows the list of added GSTINs that can be edited or deleted.

GSTIN List

Search By : Select Search Option

S.No	GSTIN ↑↓	PAN ↑↓	State Code ↑↓	Action
1	33GSPTN0801G1ZM	GSPTN0801G	33	Edit Delete
2	33GSPTN0802G1ZL	GSPTN0802G	33	Edit Delete
3	56GSPTN0802G1ZZ	GSPTN0802G	27	Edit Delete
4	12GSPTN0802G1ZY	GSPTN0802G	12	Edit Delete
5	17G898957025QQQ	G898957025	17	Edit Delete

1 2 3 4 >



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5.2 Added GSTINs can be updated and deleted.

GSTIN Update

GSTIN
33GSPTN0801G1ZM

PAN
GSPTN0801G

State Code
33

Cancel Save

6. HSN Master

This feature can be used to add all HSN no. at once.
HSN master has both the options CSV upload and manual upload.

HSN Master

HSN Code Creation

HSN Code: --Select-- HSN Description: Rate: Rate

Create

HSN CSV Upload

Choose File No file chosen

Upload

Disclaimer:
"The pre-loaded HSN classification is provided only as quick reference to locate HSN code. It is the sole responsibility of customer to correctly classify the goods and/or services and WeP Digital shall not be responsible for any wrong classification. The Customer is advised to follow www.cbec.gov on matters of proper classification under HSN and strictly comply with all the conditions for claiming nil rate exemption from GST wherever it is applicable."

List of added HSN is displayed below which can be edited or modified.

HSN Master

HSN CSV Upload

Choose File No file chosen

Upload

Disclaimer:
"The pre-loaded HSN classification is provided only as quick reference to locate HSN code. It is the sole responsibility of customer to correctly classify the goods and/or services and WeP Digital shall not be responsible for any wrong classification. The Customer is advised to follow www.cbec.gov on matters of proper classification under HSN and strictly comply with all the conditions for claiming nil rate exemption from GST wherever it is applicable."

HSN List

S.No	HSN Code	Item Description	Rate	Edit	Delete
1	HSN003	{ hsnDescription = button }	18.00	Edit	Delete
2	HSN003	button	18.00	Edit	Delete



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7. User Management

User can use this feature for adding multiple user based on roles. This can also be used to edit user, block/unblock user and TRP (Tax return preparer) registration.

7.1 Add Role

User can add multiple roles or designation and give access for different features

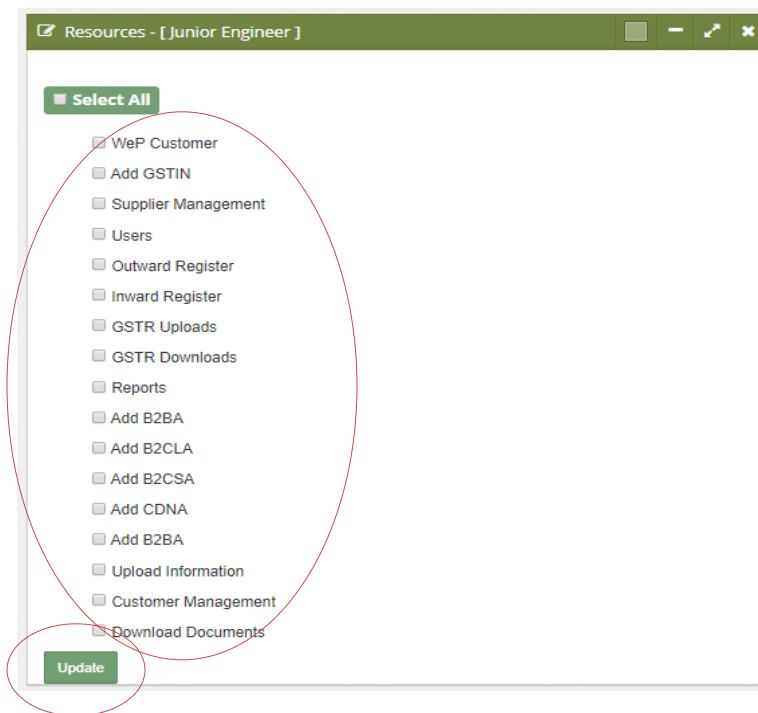
The screenshot displays the 'Roles' management interface. On the left sidebar, under the 'Users' section, 'Roles Creation' is highlighted. The main panel has a header 'Roles' and a form to 'Enter Role Name to create' with an 'ADD' button. Below the form is a green banner that says 'Please click on created role to give access'. The 'Active Roles' list includes: Super Admin, Manager, Supervisor, Junior Engineer, Document verification, document verify1, supervisor1, aaaaaaaaaaaaaaaaaaaaaaaaaaaaaa, test, and test1. Red circles highlight the 'Enter Role Name to create' field and the 'Active Roles' list.



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7.2 Access selection

Customer can give access to roles created based on requirement. Particular user can see under his/her login only the assigned features.





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7.3 User Registration

Customer can create multiple user by assign role and GSTIN to the users. Once registration is completed, user can log in and has access to only those features (based on role selected) and GSTINs assigned to him/her.

User Registration

Name of the person * User Name * Designation *

Email * Password * Mobile Number *

Please Select Role * Select GSTIN *

33GSPTN0801G1ZM
33GSPTN0802G1ZL
56GSPTN0802G1ZZ
12GSPTN0802G1ZY

Register

7.3.1 Below table shows the added lists of users:

Users List

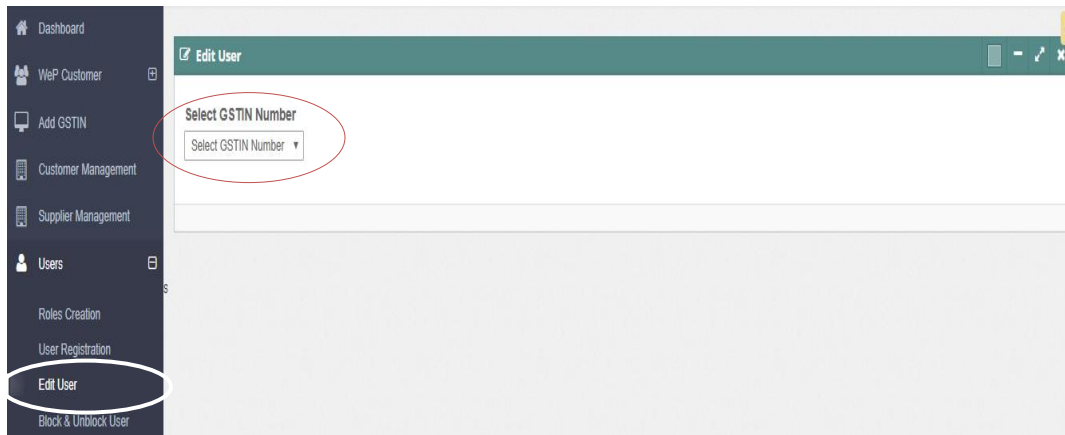
Search By : Select Search Option

S.No	User Name	Designation	Email ID	Mobile Number
1	Raja	Sr. Software Engineer	raja.m@wepindia.com	8123925996
2	Suresh	Software Engineer	suresh.karnam@gmail.com	8866553322
3	Karthik	sse	kk@gmail.com	7767677768
4	Hari babu	Engineer	babu.hari@gmail.com	9035883186
5	Rajesh	Software Engineer	raja@wepindia.com	8866772210
6	Ajam Kalam	Network Engineer	ajay.nani401@gmail.com	9441156157
7	Rajasekhar	Network Engineer	rajasekhar549@gmail.com	9642809652
8	swarupa	sr. product executive1	swarupa.anand@wepindia.com	8880444230
9	Dhaalakshmi	CS1	cse1.gste@wepdigital.com	8563597578

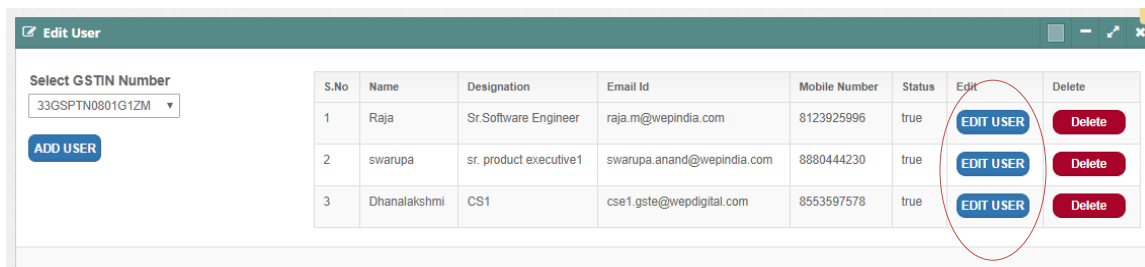


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7.4 Select a GSTIN no. to edit user details registered with a particular GSTIN:



7.4.1 Once a GSTIN no. is selected it shows the list of user assigned With a particular GSTIN.





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7.4.2 Click on edit User to edit a particular user and click on “save” to update the saved data.

User Updation

Name: Rajasekhar | Designation: Network Engineer

Email: Raja549 | Password: *****

Mobile Number: 9642809652

Select Roles: Select GSTIN Number

Add New GSTIN Number: Select GSTIN Number

Delete GSTIN Number: Select GSTIN Number

Buttons: Add User, Delete, **Save**

7.5 Added users can be blocked and unblocked.

User Block And Unblock

Search By: Select Search Option

S.No	Action	User Name ↑↓	Designation ↑↓	Email ID ↑↓	Mobile Number ↑↓	Status
1	Block	Raja	Sr. Software Engineer	raja.m@wepindia.com	8123925996	Active/UnBlocked
2	Block	Suresh	Software Engineer	suresh.karnam@gmail.com	8866553322	Active/UnBlocked
3	Block	Karthik	sse	kk@gmail.com	7767677768	Active/UnBlocked
4	Block	Hari babu	Engineer	babu.hari@gmail.com	9035883186	Active/UnBlocked
5	Block	Rajesh	Software Engineer	raja@wepindia.com	8866772210	Active/UnBlocked
6	Block	Ajam Kalam	Network Engineer	ajay.nani401@gmail.com	9441156157	Active/UnBlocked
7	Block	Rajasekhar	Network Engineer	rajasekhar549@gmail.com	9642809652	Active/UnBlocked
8	UnBlock	swarupa	sr. product executive1	swarupa.anand@wepindia.com	8880444230	Inactive/Blocked



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7.6 Customer can add a TRP (Tax return preparer ex. Chartered Accountant) to file tax on their behalf by registering him/her using its TRP ID (given by WeP to TRP) under “TRP Registration”.

TRP Management > TRP Registration

TRP Registration

Trp Id Trp Name

Trp Email Trp Mobile Number

Register

7.6.1 Added TRP details can be edited, deleted, blocked and unblocked.

TRP Registration

Search By : Select Search Option

S.No	TRP Id ↑↓	TRP Name ↑↓	Email ID ↑↓	Mobile Number ↑↓	Edit	Delete	Block & Unblock
1	501	Suresh	suresh.501@gmail.com	9704437595	Edit	Delete	UnBlock
2	503	Ragupati	ragupatinuthal555@gmail.com	8765412345	Edit	Delete	Block
3	504	Sri Kanth	srikanth.ganta@wepdigital.com	8876513456	Edit	Delete	UnBlock
4	505	ritesh	ritesh@wepdigital.com	7654034521	Edit	Delete	Block
5	506	Priyabath	priyabhath@wepindia.com	8894534234	Edit	Delete	UnBlock
6	001	sriram	abc@gmail.com	1234536789	Edit	Delete	Block
7	jsdklgndk	0010	12165465@gmail.com	7845123455	Edit	Delete	Block
8	506	srikanth	srikanth.ganta@wepdigital.com	8876513456	Edit	Delete	Block



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8. Customer Management

Users can add all their customers' details here. This information can be used for generating GSTR 1 under “outward register” and invoice generation.

Customer details can be added manually or CSV upload (CSV format is available under Upload documents)

The screenshot displays the 'Customer Management' section of a software application. On the left is a dark sidebar with a menu containing items like 'Add PAN NO', 'Add GSTIN', 'Customer Management' (highlighted with a red circle), 'Supplier Management', 'HSN Master', 'Users', 'Outward Register', 'Inward Register', 'Upload Information', 'GSTR Uploads', 'GSTR Downloads', and 'Reports'. The main content area is divided into two sections. The top section, titled 'Customer Registration', contains a form with fields for 'Company Name', 'Email', 'Mobile Number', 'GSTIN', 'State Code', 'PAN', 'Constitution of Business', 'Nature of Business', 'Date of Registration', 'Contact Person', and 'Address'. A red circle highlights the entire form area. A 'Create' button is located at the bottom right of this form. The bottom section, titled 'Customer CSV Upload', features a 'Choose File' button and the text 'No file chosen'. A red circle highlights the 'Choose File' button and the text. An 'Upload' button is positioned below the text.



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8.1 Below table shows the list of customers which can be updated or deleted:

Search By:

S.No	Customer Name ↑↓	Email ↑↓	Mobile Number ↑↓	GSTIN ↑↓	Address ↑↓	Edit	Delete
1	sriram	sriram@gmail.com	9010203012	12cnpg9890g1za	kamataka	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
2	Soft Tech Computers	sstest@gmail.com	7788996655	13AWJPN5642K1Z6	MG Road	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
3	VV Tech	vvtech@gmail.com	8899776655	12drpg9890k1za	Ecoty	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

9. Supplier Management

User can maintain the record of supplier related information. This information can be used for sending trigger (notification via mail and SMS on mismatch and missing invoices) during reconciliation of GSTR 2A and internal GSTR2 data.

Supplier details can be added manually or CSV upload (CSV format is available under Upload documents)

Supplier Creation

Supplier Name Email Mobile Number

GSTIN State Code PAN

Constitution of Business Nature of Business Date of Registration

Contact Person Address

Supplier CSV Upload

No file chosen



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9.1 Below table shows the list of added suppliers which can be edited or deleted:

Supplier List

Search By :

S.No	Supplier Name	GSTIN	Email	Mobile Number	Edit	Delete
1	Godrej	12DRESR0012E1ZX	g@gmail.com	9874563251	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
2	Test	12DESP0015RXZX	test@test.com	9874521630	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

10. Outward Register

This feature can be used to generate GSRT1 and invoice.

Outward B2B

Customer Name: Customer GSTIN: Place of Supply: Address:

Taxpayer GSTIN: Invoice Number: Invoice Date: Invoice Value:

Ecommerce Operator: Reverse Charge: Invoice type:

Item Details

Sr.no	HSN	HSN Description	Qty	Unit Price	Discount(%)	Taxable Value	Rate(%)	IGST Amount	CGST Amount	SGST/UTGST Amount	CESS Amount
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	<input type="text"/>	~Se	0	0	0	0



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10.1 Add B2B (Business to business): Invoice generation process:

Select the customer (registered under “customer management”) and enter invoice no. & invoice date.

Enter item details and click on “add” to create GSTR1 and click on “generate” to generate invoice.

Note: Invoice value gets auto-calculated based on items added.

Click on “Download PDF” to download the invoice.

Download PDF

WeP Solutions Limited
40/1 A, Basappa Complex, Lavelle Road, Bangalore - 560001
GSTIN: 33GSPTN0802G1ZL

INVOICE													
<div> <input type="checkbox"/> Original for Receipt <input type="checkbox"/> Duplicate for Supplier/Transporter <input type="checkbox"/> Triplicate for Supplier </div>													
Reverse Charge : Y							State Code : 13						
Invoice No : KJ897E							Invoice Date : 13-07-2017						
Place of Supply : NAGALAND													
<div> <div>Details of Receiver Billed to:</div> <div>Details of Consignee Shipped to:</div> </div>													
Name : Soft Tech Computers							Name : Soft Tech Computers						
Address : MG Road							Address : MG Road						
GSTIN : 13AWJPN5642K1Z6							GSTIN : 13AWJPN5642K1Z6						
State : NAGALAND							State : NAGALAND						
Sr. No	Name of Product / Service	HSN Code	Qty	Unit Price	Amount	Discount	Taxable Value	Rate of Tax	CGST Amount	SGST Amount	IGST Amount	CESS Amount	Total
1	Rice	1006	5.00	55.00	275.00	0.00	275.00	5.00	0.00	0.00	13.75	0.00	288.75
2													
3													
4													



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10.2 Add B2CL (Business to Customer Large): Invoice generation process

B2CL criteria: Invoice value >2.5 Lakhs + Inter-state

Enter Recipient name, Place of supply, customer's address, enter invoice no. & invoice date. Enter item details and click on "add" to create GSTR1 and click on "generate" to generate invoice.

Note: Invoice value gets auto-calculated based on items added.

Add GSTIN
Customer Management
Supplier Management
Users
Outward Register
Add B2B
Add B2CL
Add B2CS
Add CDN
Invoice Generation
Inward Register

Outward B2CL

Name of Recipient ravi	Place of Supply 22	Address M.G Road	Ecommerce Operator Etin
Taxpayer GSTIN 33GSPTN0801G1ZM	Invoice Number 12ERG	Invoice Date 13-07-2017	Invoice Value 462.00

Outward B2CL Item List

S.No	HSN	HSN Description	Qty	Unit Price	Discount	Taxable Value	Rate	IGST Amount	CESS Amount	Action
1	1006	RICE	8	55	0	440.00	5	22	0	Delete

Generate Invoice

Click on "Download PDF" to download the invoice.

Download PDF

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40/1 A, Basappa Complex, Lavelle Road, Bangalore - 560001
GSTIN: 33GSPTN0802G1ZL

INVOICE

☐ Original for Receipt
☐ Duplicate for Supplier/Transporter
☐ Triplicate for Supplier

Invoice No : 12ERG	State Code : 22
Place of Supply : CHHATISGARH	Invoice Date : 13-07-2017

Details of Receiver Billed to:						Details of Consignee Shipped to:					
Name : ravi						Name : ravi					
Address : M.G Road						Address : M.G Road					
State : CHHATISGARH						State : CHHATISGARH					

Sr. No	Name of Product / Service	HSN Code	Qty	Unit Price	Amount	Discount	Taxable Value	Rate of Tax	IGST Amount	CESS Amount	Total
1	RICE	1006	8.00	55.00	440.00	0.00	440.00	5.00	22.00	0.00	462.00
2	Rice	1006	87.00	200000.00	17400000.00	0.00	17400000.00	5.00	870000.00	0.00	18270000.00
3											
4											
5											



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10.3 Add B2Cs (Business to Customer Small): GSTR 1 generation process

Select GSTIN, POS, supply type etc and click on “save” to generate GSTR1 data.

Outward B2CS

Taxpayer GSTIN --Select--	Place of Supply State Code	Supply Type --Select--	Type --Select--
Econ Operator Gstin Etin	HSN HSN	HSN Description Description	Qty Quantity
Unit price Unit price	Discount(%) 0	Taxable Value Taxable Value	Rate(% --Select--
IGST Amount 0	CGST Amount 0	SGST/UTGST Amount 0	CESS Amount 0

Save

10.4 Add CDN (Credit Debit Note): GSTR 1 generation

Select the customer (registered under “customer management”) and enter invoice no. & invoice date.

Enter all details “generate invoice” to generate invoice.

Outward CDN

Customer Name sriram	Customer GSTIN 12cnapg9890g1za	Place of Supply 12	Address karnataka
Taxpayer GSTIN 33QSPTN001G1ZM	Note Type Credit	Note Number 15	Note Date 12-07-2017
Reason code for issuing note RVS	Pre GST Yes	Invoice Number 16	Invoice Date 15-07-2017
Invoice Value 393.75	GSTR2 Filing Status Yes	HSN 1006	HSN Description rice
Qty 5	Unit price 75	Discount(% 0	Taxable Value 375.00
Rate(% 5	IGST Amount 18.75	CGST Amount 0	SGST/UTGST Amount 0
CESS Amount 0			

Generate Invoice



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Click on “Download PDF” to download the invoice.

[Download PDF](#)

WeP Solutions Limited
40/1 A, Basappa Complex, Lavelle Road, Bangalore - 560001
GSTIN: 33GSPTN0802G1ZL

CREDIT NOTE

☐ Original for Receipt
☐ Duplicate for Supplier/Transporter
☐ Triplicate for Supplier

Document No	: 15	Against Invoice/Bill Of Supply No	: 16
Date Of Issue	: 12-07-2017	Date of Invoice/Bill of Supply	: 15-07-2017
Place of Supply	:		

Details of Receiver Billed to:						Details of Consignee Shipped to:					
Name	: sriram	Name	: sriram								
Address	: karnataka	Address	: karnataka								
GSTIN	: 12CNAPG9890G1ZA	GSTIN	: 12CNAPG9890G1ZA								
State	:	State	:								

Sr. No	Name of Product / Service	HSN Code	Qty	Unit Price	Amount	Discount	Taxable Value	Rate of Tax	CGST Amount	UTGST Amount	IGST Amount	CESS Amount	Total
1	rice	1006	5.00	75.00	375.00	0.00	375.00	5.00	0.00	0.00	18.75	0.00	393.75
2													
3													
4													

10.5 Invoice Generation

This feature can be used to see and print the list of generated invoice.

10.5.1 Select the type of invoice

[Add GSTIN](#)
[Customer Management](#)
[Supplier Management](#)
[Users](#)
[Outward Register](#)
[Add B2B](#)
[Add B2CL](#)
[Add B2CS](#)
[Add CDN](#)
[Invoice Generation](#)

Invoice Generation

Select Action Type

Select Action

Invoice List-



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List of already added invoices are displayed.

GSTIN	Invoice No	Invoice Date	Invoice Amount	Action
33GSPTN0801G12M	WEP99	18-07-2017	324500.00	Print
33GSPTN0801G12M	WEP009	12-07-2017	3380.00	Print
33GSPTN0801G12M	vidvd	19-07-2017	10080.00	Print
33GSPTN0801G12M	test45	03-07-2017	1008.00	Print
33GSPTN0801G12M	INVR2001	10-07-2017	1409.04	Print
33GSPTN0801G12M	INV334455	11-07-2017	1409.04	Print
33GSPTN0801G12M	inv2345	04-07-2017	1206.90	Print

11. Inward register

This feature can be used to generate GSRT 2.

Select the Supplier (registered under “supplier management”) and enter invoice no. & invoice date.

Enter item details and click on “add” to include an item in GSTR 2.

Inward B2B

Supplier Name: Godej, Supplier GSTIN: 12DRESR0012E1ZX, Place of Supply: 12, Address: csac

Taxpayer GSTIN: 33GSPTN0801G12M, Invoice Number: 78, Invoice Date: 13-07-2017, Invoice Value: , Invoice Value:

Reverse Charge: Yes, Invoice type: Regular B2B Invoices

Item Details

Sr.no	HSN	Description	Qty	Unit Price	Discount(%)	Taxable Value	Rate(%)	IGST Amount	CGST Amount	SGST/UTGST Amount	CES\$ Amount	Eligibility	
1	1006	Rice	5	80	0	400.00	5	20	0	0	0	ip	Add



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Finally click on "save" to generate GSTR 2, which will automatically be available for reconciliation under "GSTR upload: Reconciliation"

S.No	HSN	HSN Description	Qty	Unit Price	Discount	Taxable Value	Rate	IGST Amount	CGST Amount	SGST Amount	CESS Amount	Eligibility	Action
1	1006	Rice	5	80	0	400.00	5	20	0	0	0	ip	Delete

12. Upload Information

This feature is used to upload information from various sources such as manually through CSV upload, from device (BP and POS).

- 12.1 Select the type of GSTR to be uploaded (GSTR1 or GSTR2), then choose the file and click on "Import data" to display the data from device to WeP GST Panel.
Then click on "GSTR upload" to upload the data to WeP GST Panel.

B2B	B2CL	CDNR	B2CS	EXP	HSN	NIL	TXPD	AT	DOC-Issue	CDNR
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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12.2 All correct data is uploaded successfully from excel and is now available under **“Processed CSV data”** and all incorrect data which is not uploaded can be downloaded by clicking on **“Total error record count”** and can be corrected and uploaded again.

Click on **“GSTR Upload”** to upload the data from this screen to ASP portal.

Now the uploaded data is available under **“GSTR Upload: GSTR1 Save”**

S.No	GSTIN	Return Period	GSTIN / UIN	Invoice No	Invoice Date	Invoice Value	Rate	Taxable Value	IGST Amount	CGST Amount	SGST Amount	Cess Amount	POS
1	15BNAPG9890GAZ7	052017	13AXXFU3657RZZ5	WEP189	12-05-2017	2809.80	12.00	700.00	0.00	42.00	42.00	0.00	15
2	15BNAPG9890GAZ7	052017	13AXXFU3657RZZ5	WEP189	12-05-2017	2809.80	5.00	500.00	0.00	12.50	12.50	0.00	15

12.3 For transfer of data from ERP or device, Go to **“Device Upload”** under **“Upload information”**

Select GSTN no., GSTR type (GSTR 1 or GSTR 2) and device type (BP, POS or ERP) then click on **“Upload data”** to display the data in the portal under **“Upload Data”**.

B2B	B2CL	CDNR	B2CS	EXP	HSN	NIL	TXPD	AT	DOC-Issue	CDNR
-----	------	------	------	-----	-----	-----	------	----	-----------	------



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Click on “GSTR Upload” to upload the data from this screen to ASP portal.
Now the uploaded data is available under “**GSTR Upload: GSTR1 Save**”

B2B	B2CL	CDNR	B2CS	EXP	HSN	NIL	TXPD	AT	DOC-Issue	CDNR	S.No	GSTIN	Return Period	GSTIN / UIN	Invoice No	Invoice Date	Invoice Value	Rate	Taxable Value	IGST Amount	CGST Amount	SGST Amount	Cess Amount	POS
											1	33GSPTN0801G1ZM	072017	0	128	11-07-2017	1166.25	26.00	447.20	0.00	58.14	58.14	125.22	0
											2	33GSPTN0801G1ZM	072017	0	127	11-07-2017	1166.25	26.00	447.20	116.27	0.00	0.00	125.22	0

13. Add PAN no.

This feature can be used to add multiple PAN no. so that GSTIN with different PAN can be added under same login

List of added HSN is displayed below which can be edited or modified.

S.No	PAN	Files	Action
1	GHJFJ7889O	Download Document	Edit Delete
2	AWJPN5651K	Download Document	Edit Delete



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14. Download Documents

All the related documents to portal and GSTR filling are available here along with CSV templates for GSTR 1 and GSTR 2.

Please note all template is in excel format, please convert into .csv before uploading the data.

Sl.No	Document Link	Document Description
1.	GSTR1 Template	This template is useful to prepare the data for GSTR1 return.
2.	GSTR2 Template	This template is useful to prepare the data for GSTR2 return.
3.	GSTR2 ITC Template	This template is useful to prepare the data for GSTR2 ITC.
4.	Customer Template	This document is useful to prepare the data for Customer Master List.
5.	Supplier Template	This document is useful to prepare the data for Supplier Master List.
6.	HSN Template	This document is useful to prepare the data for HSN Master List.
7.	Attributes	This document is useful to check the all keywords properties.
8.	User Document	This document is useful to guide the process flow.

15. Reports

Various reports on audit log, Reconciliation log etc is available.

15.1 Audit log report

This gives the complete report of all the users workings, registered for a particular admin.

Select “From date” and “To date” then click on “**ViewInfo**” to view the details.



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Auditlog Report

07/11/2017 07/11/2017

ViewInfo

List shows the complete audit log report, same can be exported in excel.

View & Export Auditlog Report

S.No	Username	Audit Message	Audit Date
1	Raja	User Logged In	7/17/2017 12:05:18 PM
2	Dhanalakshmi	User Logged Out	7/17/2017 11:58:58 AM
3	sanjeev agrawal	User Logged Out	7/17/2017 11:55:09 AM
4	sanjeev agrawal	User Logged In	7/17/2017 11:53:18 AM
5	Dhanalakshmi	User Logged In	7/17/2017 11:52:22 AM
6	Perumal Balakrishnan	User Logged In	7/17/2017 11:45:28 AM
7	Raja	User Logged Out	7/17/2017 11:37:47 AM
8	Rashmie Sood	User Logged In	7/17/2017 11:28:46 AM

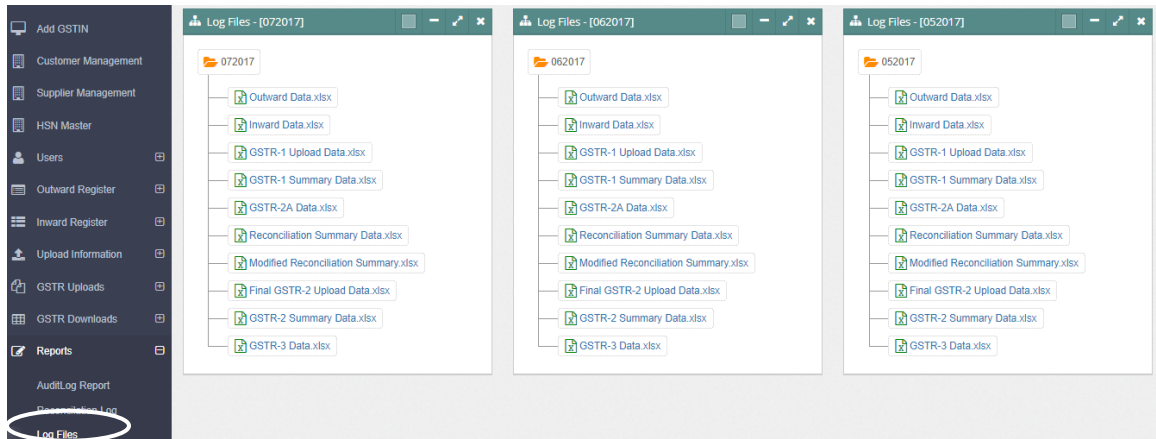
Export

15.2 Log Files

All log files related to Inward data, outward data, GSTR 1 etc can be downloaded



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16. GSTR Uploads

16.1 GSTR1 Save

Select the “**Period**” then select “**GSTN No**,” then click on “**GSTR1 Save**” to save the data to GSTN (Goods and service Tax network).

