

FAQs and User Manual – GSTR6 Offline Tool

Goods and Services Tax Network

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1. FAQs on GSTR6 Offline Tool

1. Can I file complete Form GSTR-6 using Offline Utility?

No. Filing of Form GSTR-6 can take place only online on the GST Portal.

Using Offline Utility, you will be able to prepare details of **Table 3. ITC Received, 5, 8 Distribution of ITC, 6B CDN, 6A ITC received (B2BA), 6C CDNA and 9 Amendment of distribution of ITC** (in offline mode) but remaining activities for filing Form GSTR-6, like payment of late fee and filing is to be completed on portal only.

Once you have uploaded these details using the json file on the GST Portal, you may proceed to file the Form GSTR 6. Liabilities relating to late fee, if any will be computed then. Only after making payment, Form GSTR 6 can be filed.

2. What are the features of GSTR-6 Offline Utility?

The Key Features of GSTR-6 Offline Utility are:

- The GSTR-6 details of **Table 3. B2B, 6B CDN, 6A ITC received (B2BA), 6C CDNA, 5, 8 Distribution of ITC and 9 Amendment of distribution of ITC** can be prepared offline, with no connection to Internet.
- Most of the data entry and business validations are in built in the offline utility, reducing errors upon upload to GST Portal.

3. From where can I download and use the GSTR-6 Offline Utility in my system?

To download and open the GSTR-6 Offline Utility in your system from the GST Portal, perform following steps:

1. Access the GST Portal: www.gst.gov.in.
2. Go to **Downloads > Offline Tools > GSTR6 Offline Tool With Amendments** option and click on it.
3. Unzip the downloaded Zip file which contain GSTR-6_WithAmendment excel sheet.
4. Open the GSTR-6_WithAmendment.xls excel sheet by double clicking on it.
5. Read the 'Read Me' instructions on excel sheet and then fill the worksheet accordingly.

Note: Always use latest version of offline utility to upload details on GST Portal.

4. Do I need to login to GST Portal to download the GSTR-6 Offline Utility?

No. You can download GSTR-6 Offline Utility under 'Downloads' section without logging in to the GST Portal.

5. Do I need to login to GST Portal to upload the generated JSON file using GSTR-6 Offline Utility?

Yes. You must login in to the GST Portal to upload the JSON file generated using GSTR-6 Offline Utility.

6. What are the basic system requirements/ configurations required to use GSTR-6 Offline Tool?

The offline functions work best on Windows 7 and above and MSEXCEL 2007 and above.

7. Is Offline utility mobile compatible?

As of now GSTR-6 Offline utility cannot be used on mobile. It can only be used on desktop/laptops.

8. How many worksheet-tabs are there in GSTR-6 Offline Utility?

There are 8 worksheet-tabs in GSTR-6 Offline Utility. These are:

1. Read Me
2. Home
3. 3.B2B
4. 6B CDN
5. 6A. ITC received (B2BA)
6. 6C. CDNA
7. 5,8 Distribution of ITC
8. 9. Amendment of Distribution of ITC

9. What is the use of Read Me worksheet-tab?

The Read Me tab/sheet contains Introduction and help instructions for you to read and use them to fill data in GSTR-6 Offline Utility easily.

10. What is the use of Home worksheet-tab?

The **Home** tab is the main page of the utility. It is used to perform following 5 functions:

1. Enter mandatory details— **GSTIN, Financial Year and Tax Period**—without which you will not be able to validate the data which you entered in Tables and also you can't import the json file into the offline utility.
2. Generate JSON file, for upload of GSTR-6 return details prepared offline on GST portal, using **Generate JSON File to upload** button
3. Generate Summary of data entered in various worksheets using the **Get Summary** button.

4. Import and open Error File downloaded from GST portal using **Open Downloaded Error JSON Files** button.
5. Import and open Data File downloaded from GST portal using **Open Downloaded GSTR-6 JSON File** button.

11. What is the use of 3.B2B worksheet-tab?

The **3.B2B** sheet contains details of Inward supplies received from the registered Supplier (Form GSTR-1/5).

12. What is the use of 6B CDN worksheet-tab?

The **6B CDN** sheet contains details of Debit and Credit notes received from supplier (Form GSTR-1/5).

13. What is the use of 6A. ITC received (B2BA) worksheet-tab?

The **6A. ITC received (B2BA)** sheet contains details of amendment of Inward supplies received from the registered Supplier (Form GSTR-1/5). If you want to amend any details which you uploaded in previous return period, then you can amend those details in this sheet. In this sheet/tab, you can't enter new records.

14. What is the use of 6C. CDNA worksheet-tab?

The **6C.CDNA** sheet contains details of amendment of Debit and Credit notes. If you want to amend any details which you uploaded in previous return period, then you can amend those details in this sheet. In this sheet/tab, you can't enter new records

15. What is the use of 5, 8 Distribution of ITC worksheet-tab?

The **5, 8 Distribution of ITC** sheet contains details of distribution of ITC through invoices and credit notes.

16. What is the use of 9. Amend of Distribution of ITC worksheet-tab?

The **9. Amend of Distribution of ITC** sheet contains details of amendment of distribution of ITC through invoices and credit notes. If you want to amend any details which you have uploaded in previous return period, then you can amend those details in this sheet. In this sheet/tab, you can't enter new records.

17. What is 'Generate JSON File to Upload' button for in excel?

'Generate JSON File to Upload' button is used to create the data file (in .JSON format) based on the details uploaded in various tables. The data file will be uploaded in the online GST portal for further processing of GSTR-6. Offline utility shall not allow you to generate the json file if there is any errors in any sheet.

18. Is it possible to upload JSON as many times on GST Portal?

It is possible to upload JSON multiple times on GST portal till submission. However, earlier uploaded data would be overwritten. Tables and Preview would reflect only data upto last uploaded file.

19. What is use of 'Open Downloaded GSTR-6 Error JSON Files' button in excel

'Open Downloaded GSTR-6 Error JSON Files' button is used to import the data file or the error file, downloaded from the online portal (in. json format) and open it in offline tool for modification. Error messages will be displayed in the 'GST portal validation errors' column. Error file will be generated by the system only for records which are processed with error.

20. Can I generate the json file from the offline utility without entering any details in any sheet?

No. You can't generate the nil json file.

21. What is Home button?

On click of 'Home', offline utility navigates to the Home sheet

22. What is Validate button?

After entering the data in each sheet, you should click on 'Validate' button to validate the records. If there are any errors then those errors shall be displayed in 'Sheet validation errors' column. You can't generate the json file without correcting those records.

23. Can the offline utility populate name of the taxpayer based on GSTIN?

No, the offline utility cannot populate name of the taxpayer based on GSTIN, as database will not be there to fetch the details of the taxpayer in Excel/offline utility.

24. How many rows can be entered in one sheet in the offline utility?

You can enter maximum 10,000 rows in each sheet.

25. I have mistakenly entered rows with the same GSTIN. Should I use the “Delete” option from the dropdown of “Action” column to delete these rows?

No, delete the incorrect data in the utility manually using the “Delete” button of your keyboard.

Ignore the Delete option when preparing GSTR-6 for the first time upload for that period.

Note: Add and Delete options of the “Action” columns are meant for adding or deleting data on the GST portal. This option may be used for subsequent uploads and use it only to delete those particular rows which you want to delete from the already-uploaded data on the portal.

26. Can I enter negative or decimal amounts in the offline utility?

No, you cannot enter any negative value in the utility. But, you will be able to enter decimal values. All decimal values would be rounded off to two decimal places.

27. Which State code is to be selected as place of supply (PoS) in case of transportation of goods outside India, by a registered taxpayer on behalf of a registered recipient?

In case of supply of services (by a registered taxpayer) by way of transportation or courier of goods to a place outside India, the place of supply is the foreign country outside India (being destination of such goods).

For reporting such transactions, where POS lies in foreign country, the supplier of services (the registered taxpayer) needs to select State code as ‘96-Foreign Country’ from the list of codes.

The registered recipient of services will then be entitled to ITC, though POS lies outside the State of his registration, in case State code 96 is mentioned by of the supplier of services (the registered taxpayer) in their statement of outward supplies.

Illustration – Supplier of goods ‘A’ is registered in State ‘X’ in India who has got an order for supply from a foreign country ‘F’. Supplier ‘A’ asked another taxpayer ‘B’ registered in the same State ‘X’ to supply services (couriers etc.) for transportation of goods to the foreign country. Taxpayer ‘B’ will issue invoice in the name of ‘A’ and mention POS as state code 96. Though, both the taxpayers are located in the same State but by virtue of POS as 96, the supply will be taxable under IGST and ITC will be available to taxpayer ‘A’ under IGST head.

28. What would be the type of supply when the State Code is selected as '96-Foreign Country'?

Supplies with Place of Supply selected as state code '96-Foreign Country' will always be inter-State supply.

29. In which tables of Form GSTR-6 the State Code as '96-Foreign Country' will be available for selection from the dropdowns?

The state code '96-Foreign Country' will be available for selection in the existing list of Place of Supply (POS) drop-down in following tables of Form GSTR-6:

- i. B2B (Table 3)
- ii. B2B Amendments (Table 6A)

30. Can the offline utility validate all details entered in the excel/offline utility?

No, the offline utility will not be able to validate all the details as it would have no connection with GST portal at the time of data entry. Only limited validations would be available in the offline utility tool, namely: GSTIN structure format, computation of tax amount and duplicates entries, if any.

31. After clicking "Validate Sheet" button, I can see cells highlighted in red and "Sheet Validation" column only shows "Error in row". Where is the error description?

Point your mouse-cursor on each of the red-highlighted cells to read the error description of each cell. A yellow description box will appear. Correct the errors as mentioned in the description box. Alternatively, click **Review > Show All Comments** link in the ribbon-tab of the excel to view the comments for fields with errors.

32. When will I be able to validate all details entered in the excel/offline utility?

The validations that have dependency of online connectivity would be done at the time of upload of JSON File created using offline tool.

33. Does the downloaded Error JSON File contain all the entries I have uploaded on the GST Portal?

No, the downloaded Error JSON File contains only the erroneous entries that failed validation during upload on the GST portal.

34. I've uploaded GSTR-6 JSON File and it was processed without error. Do I need to download the generated file?

No, it is not necessary for you to download the GSTR-6 JSON File processed without error. You need to download it only if you want to update, add or delete the details added previously. You can download the uploaded file if so required by you.

35. What is the relevance of "Add" button under Action column?

If you select "Add" under Action column, GST Portal will treat invoice from that row as new data and will add in database. In case, the invoice is already present, then it will replace the existing invoice with the latest added details.

36. What is the relevance of "Delete" button under Action column?

If you select "Delete" under Action column, invoice from that row will be deleted from database after upload on the GST Portal. In case, the invoice is not present, there will be no action and no invoices will get deleted on the GST Portal.

37. How can I download the records successfully processed on GST Portal?

You may download the records successfully processed on GST portal anytime by navigating to 'Returns Dashboard>Financial Year>Return Period>GSTR6 Prepare Offline> Download'.

38. I am uploading GSTR-6 JSON File again, after making changes. What will happen to details of the previous upload?

If some details exist from previous upload, it will be updated with latest uploaded details. All new entries will be added as new entries.

39. 24. I have generated the JSON file from old excel utility before delinking of Debit/ Credit Note but have not uploaded on GST Portal. Can I upload the same after delinking of Debit/ Credit Note?

No, you cannot upload the JSON file generated before delinking of Debit/ Credit Note.

You need to update the details manually in new offline excel utility again and then generate the new JSON file to upload it onto the GST Portal.

40. Is there a list of key Dos and Don'ts we need to keep in mind while making entries in the utility?

Yes. Please refer to the following list of Dos and Don'ts for your easy reference.

Before Generating JSON File...	
Do's	Don'ts
Enter a valid GSTIN very carefully. Verify GSTIN from the GST portal: Home > Search Taxpayer > Search by GSTIN/UIN , and make sure the GSTIN registration is active on the date of issue of invoice/note.	Don't type the alphabet 'O' in place of the number '0'.
-----	Don't leave any row blank in-between the two filled-in rows of 3. ITC Received, 5,8 Distribution of ITC, 6B CDN, 6A ITC received (B2BA), 6C CDNA and 9 Amendment of distribution of ITC sheets. Offline utility will not consider records if you have added any records after a blank row.
-----	Don't enter duplicate GSTIN of a supplier. Each row must have a unique GSTIN.
You can use the Copy/Paste (Ctrl+C/Ctrl+V) keyboard functions while entering data in the utility.	Don't use the Cut (Ctrl+X) keyboard function while entering data in the utility.
Use Add option in 3 TDS and 4 Amend sheets for first-time upload.	Don't use Delete option in 3. ITC Received, 5,8 Distribution of ITC, 6B CDN, 6A ITC received (B2BA), 6C CDNA and 9 Amendment of distribution of ITC sheets for first-time upload.
-----	Don't forget to click Validate Sheet button after making changes in any of the sheets.
You may change the filename and location of the generated JSON file.	Don't change the extension (.json) of the generated JSON file.



For more FAQs related to Form GSTR-6 and Online filing of Form GSTR-6 on the GST Portal, please refer to

<https://tutorial.gst.gov.in/userguide/returns/index.htm#t=GSTR-6.htm>

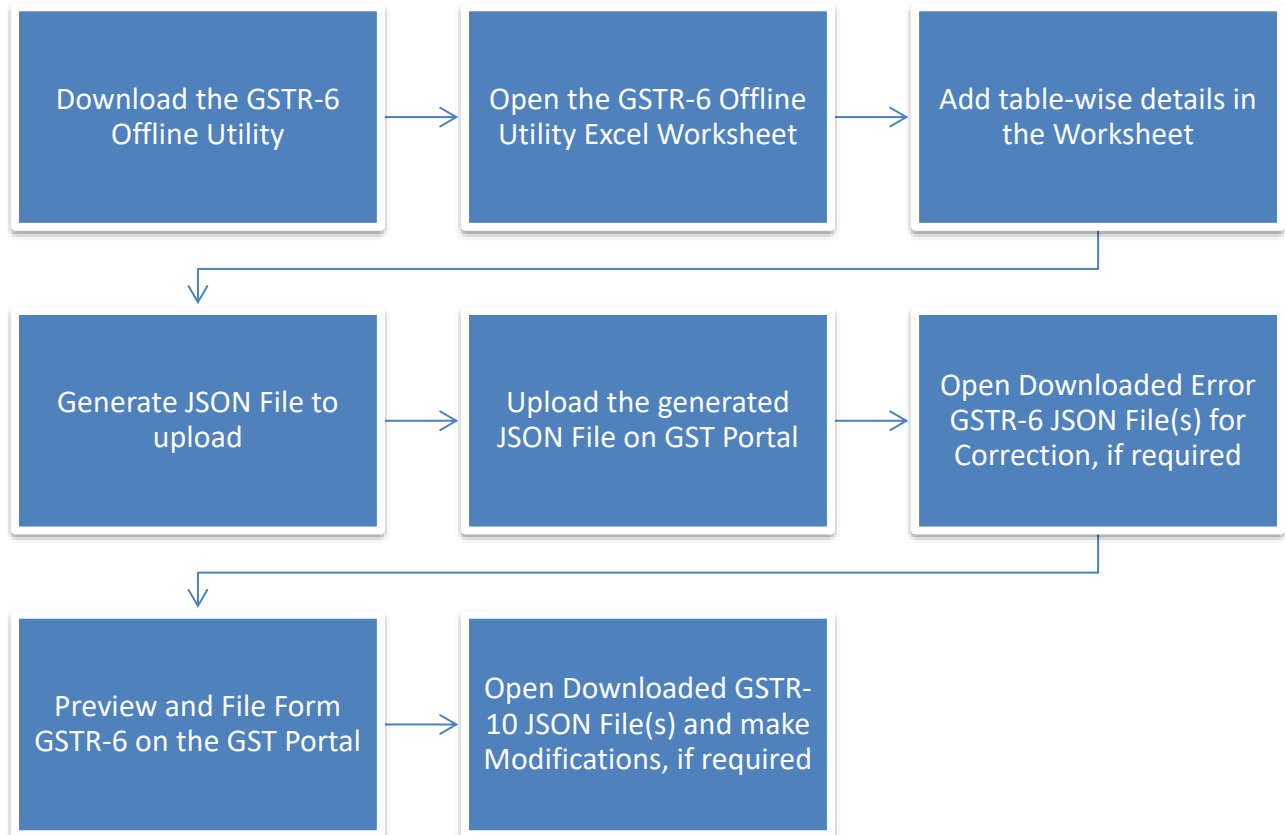
2. GSTR6 Offline Tool: An Overview

The Excel based GSTR6 Offline Tool is designed to help taxpayer to prepare their GSTR6 return offline.

Details for following sections of GSTR6 return can be filled up by taxpayer using the Offline Tool:

- GSTR-6 - Invoice Details (3-Input tax credit received for distribution) – B2B
- GSTR-6 - Credit/Debit note Details (6B-Debit Notes/ Credit Notes) – CDN
- GSTR-6 –Amendments to invoice Details (6A-Amendment of Information furnished in earlier returns in Table3) – B2BA
- GSTR-6 - Amendments to Credit/Debit note details (6C-Amendment of Debit Notes/Credit Notes Received) – CDNA
- GSTR-6 - Distribution of ITC (5, 8-Distribution of input tax credit (ISD invoices and ISD Credit Notes))
- GSTR-6 - Redistribution of ITC (9-Redistribution of ITC distributed in earlier returns)

3. Downloading GSTR6 Offline Tool and Uploading GSTR6 details



4. Downloading the GSTR6 Offline Tool

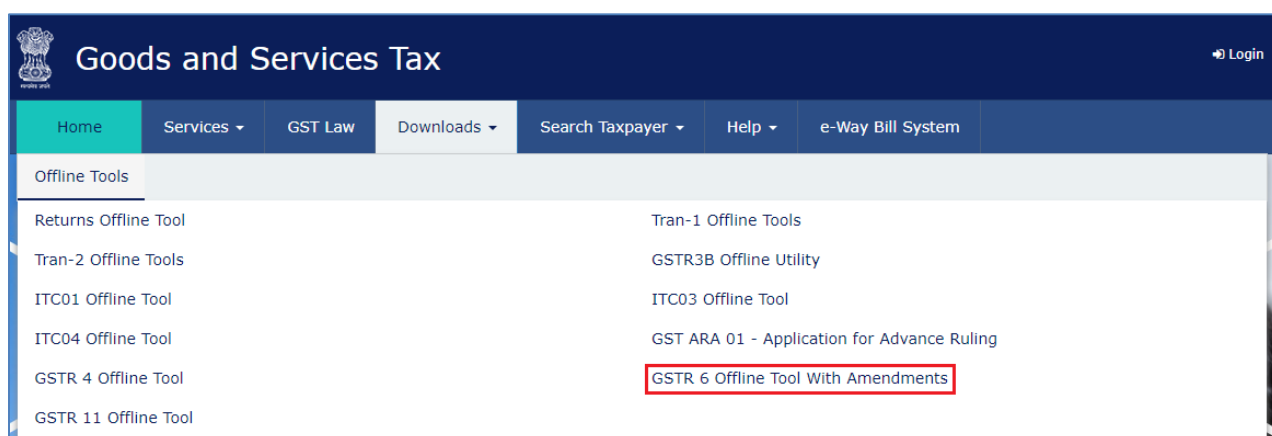
Downloading the GSTR6 Offline Tool is a one-time activity, however, it may require an update in future if the tool is updated at the GST Portal. Please check the version of the offline tool used by you with the one available for download on the GST Portal at regular intervals.

To download and install the GSTR6 Offline Tool to prepare the GSTR6 return offline, perform the following steps:



You can download the GSTR6 Offline Tool from the Portal without login to the GST Portal.

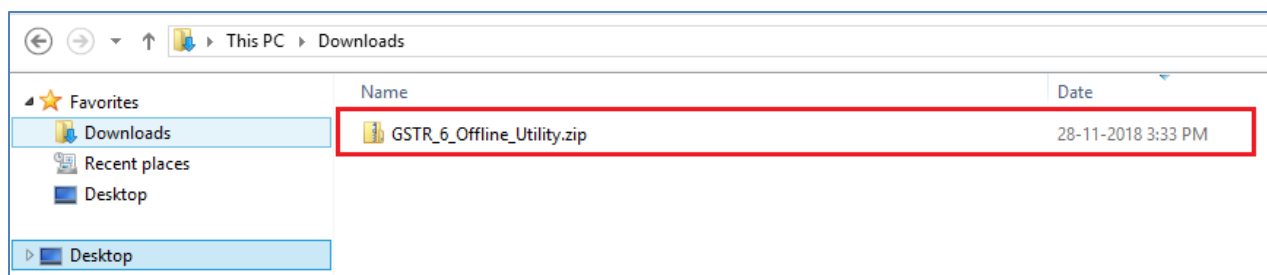
1. Access the <https://www.gst.gov.in/> URL.
2. The **GST Home** page is displayed. Click the **Downloads > Offline tools > GSTR6 Offline Tool**.



3. The **GSTR6 Offline Tool** is downloaded in Downloads folder.



The download of the GSTR6 Offline Tool usually takes 2-3 minutes to download depending on the Internet speed.



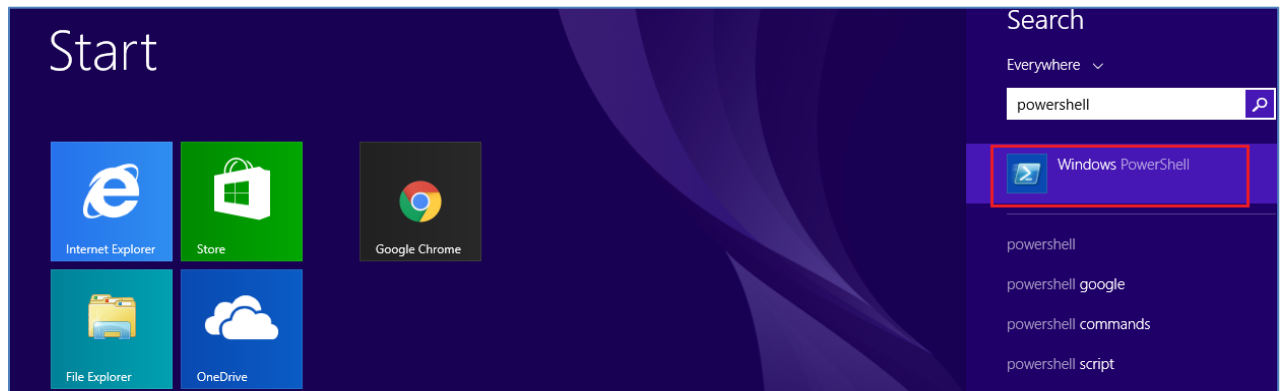
4. Before you Unzip and open the GSTR6 offline tool, ensure that file is not corrupted

To test if the file is corrupted or not, Match one of the values provided in your downloaded file with the ones mentioned under Downloads of GSTR6. If there is an exact match, then your file is not corrupted. Else, download again.

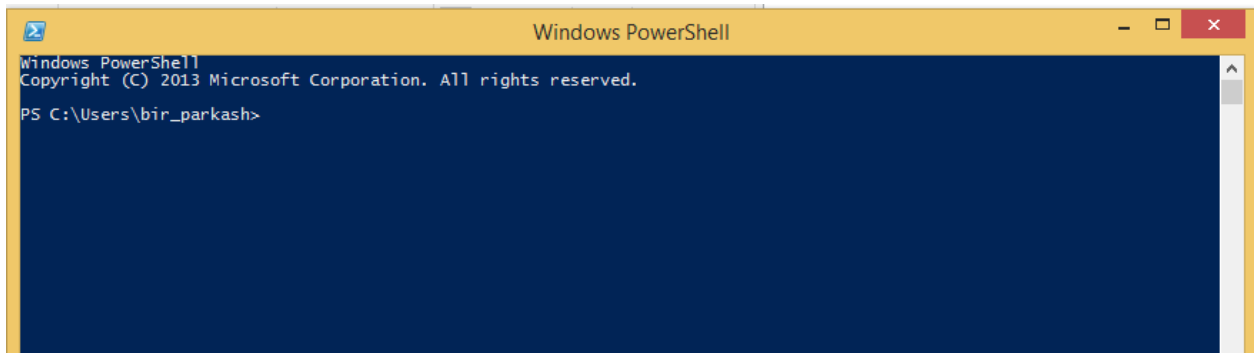
To find the values provided in your downloaded file follow steps below:

- a. Open Windows PowerShell,

To Start Windows PowerShell, use the Search box on the Start menu, and type **PowerShell**. Click Windows PowerShell.



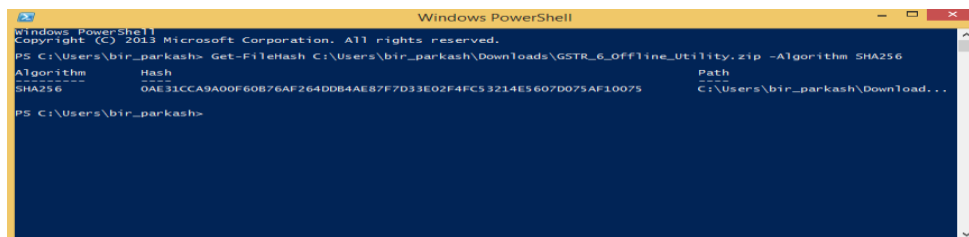
- b. Window PowerShell opens.



- c. Provide the command in below format and enter.

Command: `Get-FileHash <<FileUri>> -Algorithm <<SHA256>>`

e.g. `Get-FileHash C:\Users\bir_parkash\Downloads\GSTR_6_Offline_Utility.zip -Algorithm SHA256`



- d. Compare the Hash value that you have received with the hash value provided in GSTR_6_Offline_Utility downloads page.

How do I know if downloaded GSTR_6_Offline_Utility.zip file is not corrupt?

Match one of the values provided in your downloaded file with the ones mentioned below. If there is an exact match, then your file is not corrupted. Else, download again.

Where do I find the values?

Windows : (Run from windows power shell)

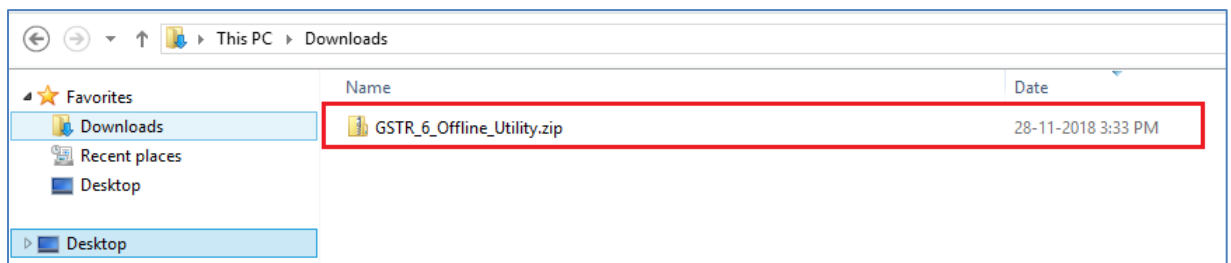
```
Get-FileHash <<FileUri>> Algorithm <<SHA256>>
```

Eg: Get-FileHash C:\Users\Test\Downloads\GSTR_6_Offline_Utility.zip - Algorithm SHA256

Your unique values:

SHA256: 0AE31CCA9A00F60B76AF264DDB4AE87F7D33E02F4FC53214E5607D075AF10075

- e. If the hash value matches, unzip the downloaded folder.



5. Installation of the GSTR6 Offline Tool

Once the download of the GSTR6 Offline Tool is complete, you need to unzip these downloaded files on your machine.

Unzip the downloaded files and extract the files from the downloaded zip folder **GSTR_6_Offline_Utility** folder. Zip folder consists of the GSTR6 WithoutAmendments file as shown in the screenshot below.

Name	Date modified	Type	Size
FAQ and User Manual GSTR6 Offline Utility.docx	26-Oct-18 2:43 PM	Microsoft Word D...	5,593 KB
GSTR-6_WithAmendment_20180925_v3.4.xlsm	26-Oct-18 2:43 PM	Microsoft Excel M...	4,749 KB
ReleaseNotes.txt	26-Oct-18 2:43 PM	Text Document	2 KB

1. Double click the **GSTR-6_WithAmendment_20180925_v3.4**.
2. Click the **Enable Editing** button in the excel sheet.



File Home Insert Page Layout Formulas Data Review View Tell me what you want to do... Bir Parkash Share

PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. **Enable Editing**

E6

Goods and Services Tax - GSTR6 Offline Tool

GSTIN * Financial Year (yyyy) Tax Period *

Please Note: Fields marked with * (red asterisk) are mandatory fields and need to be filled up

Open Downloaded GSTR-6 JSON File To open downloaded GSTR-6 JSON (.json) file with auto-drafted details

Generate JSON File to upload To generate a JSON (.json) Offline Tool to upload on G

Error File Handling

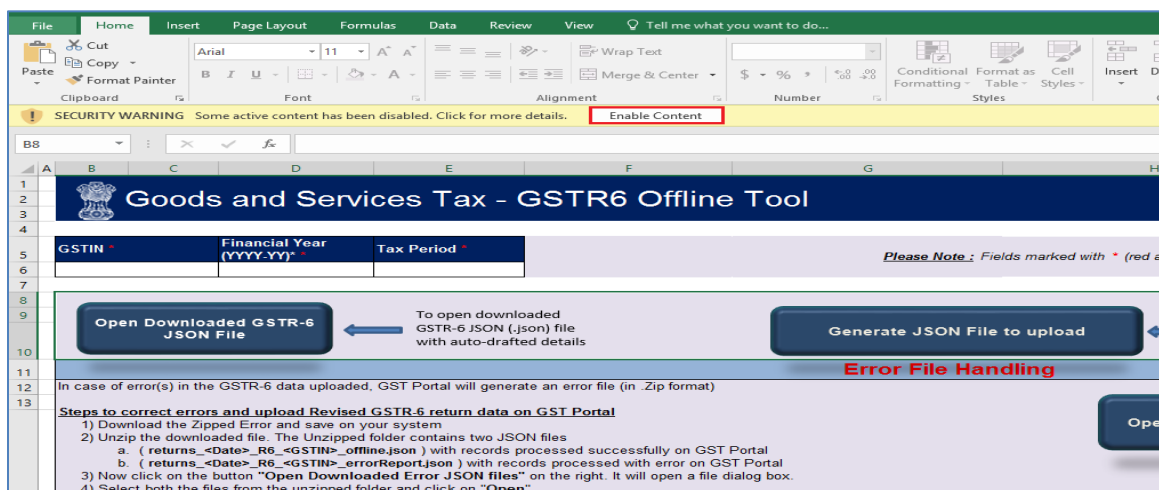
In case of error(s) in the GSTR-6 data uploaded, GST Portal will generate an error file (in .Zip format)

Steps to correct errors and upload Revised GSTR-6 return data on GST Portal

- 1) Download the Zipped Error and save on your system
- 2) Unzip the downloaded file. The Unzipped folder contains two JSON files
 - a. (returns_<Date>_R6_<GSTIN>_offline.json) with records processed successfully on GST Portal
 - b. (returns_<Date>_R6_<GSTIN>_errorReport.json) with records processed with error on GST Portal
- 3) Now click on the button "Open Downloaded Error JSON files" on the right. It will open a file dialog box.

Open Downloaded Error JSON Files

3. Click the **Enable Content** button in the excel sheet.



File Home Insert Page Layout Formulas Data Review View Tell me what you want to do... Bir Parkash Share

SECURITY WARNING Some active content has been disabled. Click for more details. **Enable Content**

B8

Goods and Services Tax - GSTR6 Offline Tool

GSTIN * Financial Year (yyyy) Tax Period *

Please Note: Fields marked with * (red asterisk) are mandatory fields and need to be filled up

Open Downloaded GSTR-6 JSON File To open downloaded GSTR-6 JSON (.json) file with auto-drafted details

Generate JSON File to upload To generate a JSON (.json) Offline Tool to upload on G

Error File Handling

In case of error(s) in the GSTR-6 data uploaded, GST Portal will generate an error file (in .Zip format)

Steps to correct errors and upload Revised GSTR-6 return data on GST Portal

- 1) Download the Zipped Error and save on your system
- 2) Unzip the downloaded file. The Unzipped folder contains two JSON files
 - a. (returns_<Date>_R6_<GSTIN>_offline.json) with records processed successfully on GST Portal
 - b. (returns_<Date>_R6_<GSTIN>_errorReport.json) with records processed with error on GST Portal
- 3) Now click on the button "Open Downloaded Error JSON files" on the right. It will open a file dialog box.
- 4) Select both the files from the unzipped folder and click on "Open".

Open

6. Prepare GSTR6 Return through Offline Tool

Let us take an example where you need to prepare the **GSTR6 return** for the Financial Year **2017-18** and Return Filing Period as **Oct** on the GST Portal using the GSTR6 Offline Tool. To prepare the GSTR6 Return, you need to perform following steps:

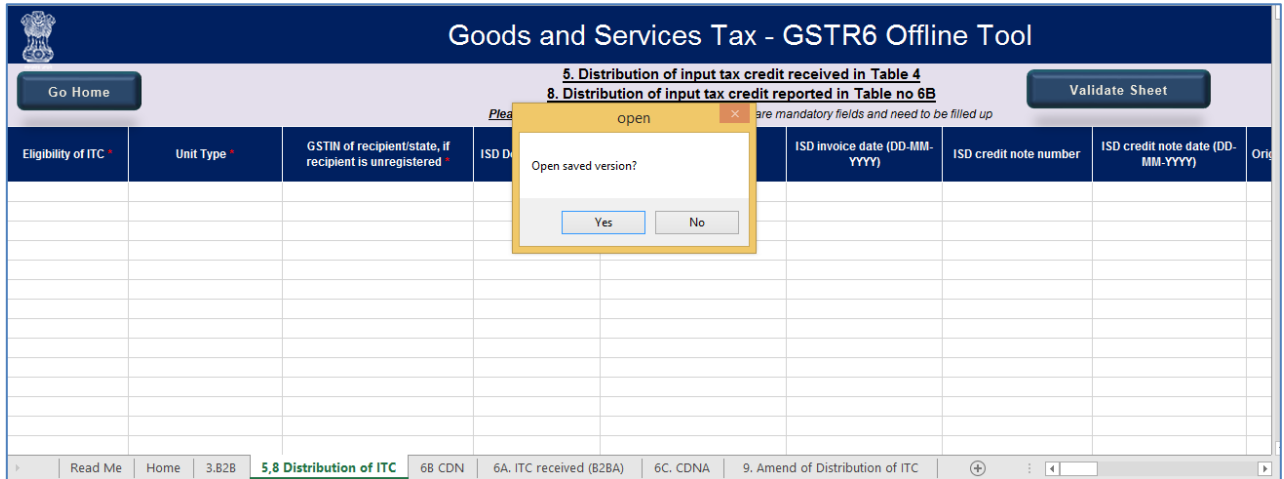
- A. [Enter details in the GSTR6 worksheet of GSTR6 Return Tool](#)
- B. [Validate the details entered using 'Validate Sheet' button.](#)
- C. [Generate JSON \(.json\) file using 'Generate JSON File to upload'.](#)
- D. [Upload the generated JSON on GST Portal. Preview the details uploaded, submit, offset liability and File return on the GST Portal](#)
- E. [Downloading Error report and Uploading Corrected Generated JSON on GST Portal](#)
- F. [Preview Form GSTR-6 on the GST Portal](#)
- G. [Open Downloaded GSTR-6 JSON Files and Make Modifications \(if required\)](#)

A. Enter details in the GSTR6 worksheet of GSTR6 Offline Tool



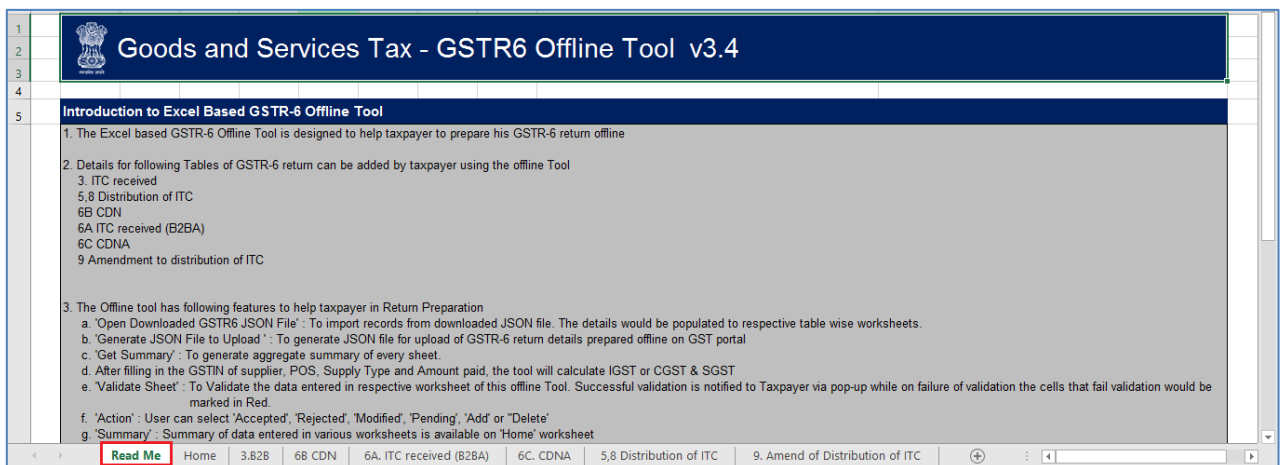
Please ensure that you download the latest version of GSTR6 Offline Tool from the GST portal. <https://www.gst.gov.in/download/returns>

1. Launch GSTR6 Excel based Offline, A pop up will come and it will ask you to open saved version Yes/No.



The screenshot shows the 'Goods and Services Tax - GSTR6 Offline Tool' interface. A pop-up dialog box is displayed in the center, asking 'Open saved version?' with 'Yes' and 'No' buttons. The background shows a spreadsheet with columns for 'Eligibility of ITC', 'Unit Type', 'GSTIN of recipient/state, if recipient is unregistered', 'ISD D', 'ISD invoice date (DD-MM-YYYY)', 'ISD credit note number', and 'ISD credit note date (DD-MM-YYYY)'. The bottom tab bar includes 'Read Me', 'Home', '3.B2B', '5,8 Distribution of ITC', '6B CDN', '6A. ITC received (B2BA)', '6C. CDNA', '9. Amend of Distribution of ITC', and a 'Validate Sheet' button.

2. If you click No, GSTR6 excel based offline will open with no saved data.
3. If you click on yes, GSTR6 excel based offline will open with data saved in last session. In case, you want to discard earlier saved changes and start a fresh, click Yes.
4. Click **Read Me** tab. Read Me tab provides the Introduction to Excel Based GSTR6 Offline Tool in brief.



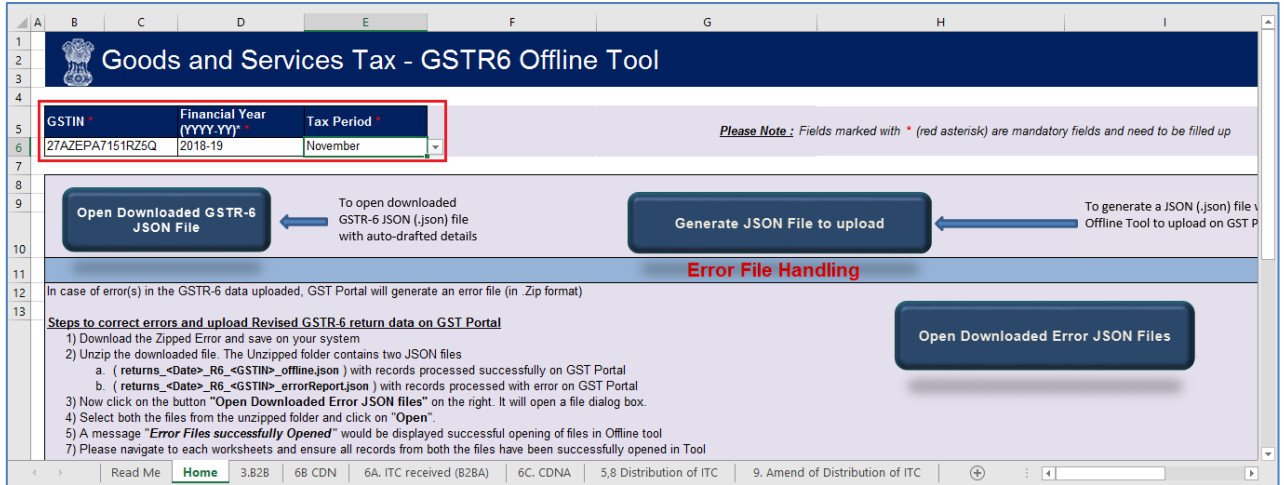
The screenshot shows the 'Read Me' tab of the 'Goods and Services Tax - GSTR6 Offline Tool v3.4'. The content includes an 'Introduction to Excel Based GSTR-6 Offline Tool' section with the following points:

1. The Excel based GSTR-6 Offline Tool is designed to help taxpayer to prepare his GSTR-6 return offline
2. Details for following Tables of GSTR-6 return can be added by taxpayer using the offline Tool
 3. ITC received
 - 5,8 Distribution of ITC
 - 6B CDN
 - 6A ITC received (B2BA)
 - 6C CDNA
 - 9 Amendment to distribution of ITC
3. The Offline tool has following features to help taxpayer in Return Preparation
 - a. 'Open Downloaded GSTR6 JSON File' : To import records from downloaded JSON file. The details would be populated to respective table wise worksheets.
 - b. 'Generate JSON File to Upload' : To generate JSON file for upload of GSTR-6 return details prepared offline on GST portal
 - c. 'Get Summary' : To generate aggregate summary of every sheet.
 - d. After filling in the GSTIN of supplier, POS, Supply Type and Amount paid, the tool will calculate IGST or CGST & SGST
 - e. 'Validate Sheet' : To Validate the data entered in respective worksheet of this offline Tool. Successful validation is notified to Taxpayer via pop-up while on failure of validation the cells that fail validation would be marked in Red.
 - f. 'Action' : User can select 'Accepted', 'Rejected', 'Modified', 'Pending', 'Add' or 'Delete'
 - g. 'Summary' : Summary of data entered in various worksheets is available on 'Home' worksheet

The bottom tab bar is visible, with 'Read Me' highlighted.

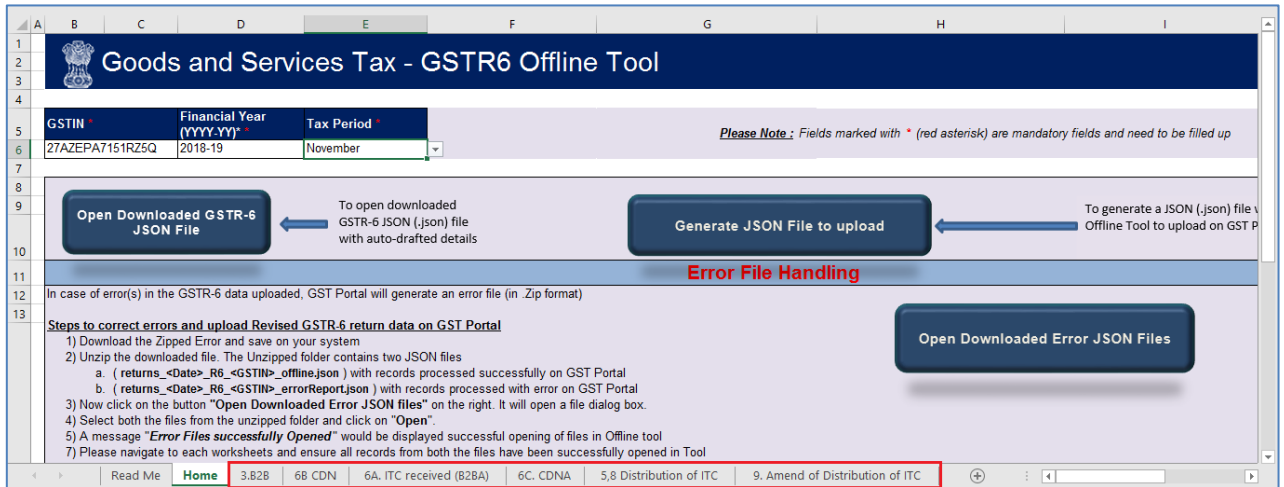
5. Once you read details in Read Me tab, move to next tab **Home**.
6. In the GSTIN field, enter the **GSTIN**.

7. In the **Financial Year and Tax Period** field, enter the **Financial Year and Tax Period** from the drop-down list.



The screenshot shows the 'Goods and Services Tax - GSTR6 Offline Tool' interface. At the top, there is a header bar with the GSTN logo and title. Below the header, there is a form with three fields: 'GSTIN *', 'Financial Year (YYYY-YY) *', and 'Tax Period *'. The 'GSTIN' field contains '27AZEPA7151RZ5Q'. The 'Financial Year' field is set to '2018-19' and the 'Tax Period' field is set to 'November'. A red box highlights these three fields. To the right of the form, there is a note: 'Please Note : Fields marked with * (red asterisk) are mandatory fields and need to be filled up'. Below the form, there are two buttons: 'Open Downloaded GSTR-6 JSON File' and 'Generate JSON File to upload'. Arrows point from the buttons to their respective descriptions. Below the buttons, there is a section titled 'Error File Handling' with a sub-section 'Steps to correct errors and upload Revised GSTR-6 return data on GST Portal'. The steps are listed in a numbered list. To the right of the steps, there is a button 'Open Downloaded Error JSON Files'. At the bottom of the interface, there is a navigation bar with tabs: 'Read Me', 'Home', '3.82B', '6B. CDN', '6A. ITC received (B2BA)', '6C. CDNA', '5.8 Distribution of ITC', and '9. Amend of Distribution of ITC'. The 'Home' tab is selected.

8. Add the details in sheet which is applicable.



This screenshot is identical to the one above, showing the 'Goods and Services Tax - GSTR6 Offline Tool' interface. The 'Home' tab is selected in the navigation bar at the bottom. The form fields for 'GSTIN', 'Financial Year', and 'Tax Period' are still highlighted with a red box. The 'Error File Handling' section and the 'Open Downloaded Error JSON Files' button are also visible.

B. Add and Validate Details Entered using Validate Sheet Button

- Go to the worksheets and enter the required details. Details to be added in each tab is given below:

(i) **Table 3.B2B**

3 (B2B)	3. Inward Supplies Received from the Registered Supplier.	GSTIN Of Supplier*	Enter the revised GSTIN of the supplier E.g. 05AEJPP8087R12F. Please Check the registration is Active on the date of the invoice from the GST portal.
		Invoice Date(DD-MM-YYYY) *	Enter revised date of invoice in DD-MM-YYYY E.g. 05-11-2018. The date should not be earlier than registration and should not be later than last date in selected tax period in home sheet.
		Invoice Number *	Enter the revised invoice number of the invoice issued by registered Supplier. Ensure that the format is alpha numeric with allowed special characters of slash(/) and dash(-). The total number of characters should not be more than 16.
		Invoice Value *	Enter the total value indicated in the invoice of the received goods and services - with 2 decimal digits.
		POS *	Select the code of the state from the dropdown list of the POS.
		SEZ Supplier(Yes/No) *	Select the type of the supplier from the dropdown list of the SEZ Supplier.
		Rate *	Select the combined(State Tax +Central Tax) or the integrated tax, as applicable.
		Taxable Value *	Enter the taxable value of the received goods or service for each line item - with 2 decimal digits. The taxable value has to be computed as per GST valuations provisions.
		Integrated Tax	It Is auto calculated based on the POS, Supplier's State code,SEZ supplier/Non-SEZ, rate and taxable value.
		Central Tax	It Is auto calculated based on the POS, Supplier's State code,SEZ supplier/Non-SEZ, rate and taxable value.
		State/UT Tax	It Is auto calculated based on the POS, Supplier's State code,SEZ supplier/Non-SEZ, rate and taxable value.
		CESS	Enter the total Cess amount paid.
		Status of GSTR 1/5	Taxpayer can't enter any details in this field. It Will remain Blank.
		Invoice Status	Enter the invoice status.
		Action *	Select action as add or delete from the drop down.

Note: "Status of GSTR1/5" and "Invoice status" columns are protected and taxpayer cannot enter any details in these fields.

(ii) Table 6B CDN

6B. CDN	6B - Debit Notes/Credit Notes	GSTIN of Supplier *	Enter the revised GSTIN of the supplier E.g. 05AEJPP8087R12F. Please Check the registration is Active on the date of the invoice from the GST portal.
		Note Type *	select the debit note or credit note from the drop down.
		Debit Note/Credit Note Details (Number) *	Enter the revised Credit/Debit Note number.
		Debit Note/Credit Note Details (Date(DD-MM-YYYY)) *	Enter the revised Credit/Debit Note date.
		Debit Note/Credit Note Details (Value) *	Enter the revised Credit/Debit Note value.
		Original Invoice Number *	Enter the Invoice number of the invoice issued by registered Supplier. Ensure that the format is alpha numeric with allowed special characters of slash(/) and dash(-). The total number of characters should not be more than 16.
		Original Invoice Date *	Enter date of invoice in DD-MM-YYYY E.g. 05-11-2018. The date should not be earlier than registration and should not be later than last date in selected tax period in home sheet.
		Supply Type *	Select supply type as inter state or intra state from the drop down.
		Rate *	Select the combined(State Tax +Central Tax) or the integrated tax, as applicable.
		Taxable Value *	Enter the taxable value of the received goods or service for each line item - with 2 decimal digits. The taxable value has to be computed as per GST valuations provisions.
		Integrated Tax	It Is auto calculated based on the POS, Supplier's State code,SEZ supplier/Non-SEZ, rate and taxable value.
		Central Tax	It Is auto calculated based on the POS, Supplier's State code,SEZ supplier/Non-SEZ, rate and taxable value.
		State/UT Tax	It Is auto calculated based on the POS, Supplier's State code,SEZ supplier/Non-SEZ, rate and taxable value.
		CESS	Enter the total Cess amount paid.
		Status of GSTR 1/5	Taxpayer can't enter any details in this field. It Will remain Blank.
		Debit/Credit Note Status	Enter the note status.
		Action *	Select action as add or delete from the drop down.

Note: “Status of GSTR1/5” and “Debit/Credit note status” columns are protected and taxpayer cannot enter any details in these fields.

(iii) Table 6A. ITC received (B2BA)

6A. ITC received (B2BA)	Amendment of Inward Supplies Received from the Registered Supplier.	Original Details	GSTIN Of Supplier *	Enter the GSTIN of the supplier E.g. 05AEJPP8087R12F. Please Check the registration is Active on the date of the invoice from the GST portal.
			Invoice Number *	Enter the Invoice number of the invoice issued by registered Supplier. Ensure that the format is alpha numeric with allowed special characters of slash(/) and dash(-). The total number of characters should not be more than 16.
			Invoice Date *	Enter date of invoice in DD-MM-YYYY E.g. 05-11-2018. The date should not be earlier than registration and should not be later than last date in selected tax period in home sheet.
		Revised Details	GSTIN Of Supplier *	Enter the revised GSTIN of the supplier E.g. 05AEJPP8087R12F. Please Check the registration is Active on the date of the invoice from the GST portal.
			Invoice Date(DD-MM-YYYY) *	Enter revised date of invoice in DD-MM-YYYY E.g. 05-11-2018. The date should not be earlier than registration and should not be later than last date in selected tax period in home sheet.
			Invoice Number *	Enter the revised invoice number of the invoice issued by registered Supplier. Ensure that the format is alpha numeric with allowed special characters of slash(/) and dash(-). The total number of characters should not be more than 16.
			Invoice Value *	Enter the total value indicated in the invoice of the received goods and services - with 2 decimal digits.
			POS *	Select the code of the state from the dropdown list of the POS.
			SEZ Supplier(Yes/No) *	Select the type of the supplier from the dropdown list of the SEZ Supplier.
			Rate *	Select the combined(State Tax +Central Tax) or the integrated tax, as applicable.
			Taxable Value *	Enter the taxable value of the received goods or service for each line item - with 2 decimal digits. The taxable value has to be computed as per GST valuations provisions.
			Integrated Tax	It is auto calculated based on the POS, Supplier's State code,SEZ supplier/Non-SEZ, rate and taxable value.
			Central Tax	It is auto calculated based on the POS, Supplier's State code,SEZ supplier/Non-SEZ, rate and taxable value.
			State/UT Tax	It is auto calculated based on the POS, Supplier's State code,SEZ supplier/Non-SEZ, rate and taxable value.
			CESS	Enter the total Cess amount paid.
			Status of GSTR 1/5	Taxpayer can't enter any details in this field. It Will remain Blank.
			Invoice Status	Enter the invoice status.
			Action *	Select action as add or delete from the drop down.

Note: "Status of GSTR1/5" and "Invoice status" columns are protected and taxpayer cannot enter any details in these fields.

(iv) Table 6C. CDNA

6C. CDNA	6C - Amendment of Debit Notes/Credi t Notes	Original Details	GSTIN of Supplier *	Enter the GSTIN of the supplier E.g. 05AEJPP8087R12F. Please Check the registration is Active on the date of the invoice from the GST portal.
			Document Number *	Enter the Credit/Debit Note number.
			Document Date(DD-MM-YYYY) *	Enter the Credit/Debit Note date.
		Revised Details	GSTIN of Supplier *	Enter the revised GSTIN of the supplier E.g. 05AEJPP8087R12F. Please Check the registration is Active on the date of the invoice from the GST portal.
			Note Type *	select the debit note or credit note from the drop down.
			Debit Note/Credit Note Details (Number) *	Enter the revised Credit/Debit Note number.
			Debit Note/Credit Note Details (Date(DD-MM-YYYY)) *	Enter the revised Credit/Debit Note date.
			Debit Note/Credit Note Details (Value) *	Enter the revised Credit/Debit Note value.
			Original Invoice Number *	Enter the Invoice number of the invoice issued by registered Supplier. Ensure that the format is alpha numeric with allowed special characters of slash(/) and dash(-). The total number of characters should not be more than 16.
			Original Invoice Date *	Enter date of invoice in DD-MM-YYYY E.g. 05-11-2018. The date should not be earlier than registration and should not be later than last date in selected tax period in home sheet.
			Supply Type *	Select supply type as inter state or intra state from the drop down.
			Rate *	Select the combined(State Tax +Central Tax) or the integrated tax, as applicable.
			Taxable Value *	Enter the taxable value of the received goods or service for each line item - with 2 decimal digits. The taxable value has to be computed as per GST valuations provisions.
			Integrated Tax	It is auto calculated based on the POS, Supplier's State code,SEZ supplier/Non-SEZ, rate and taxable value.
			Central Tax	It is auto calculated based on the POS, Supplier's State code,SEZ supplier/Non-SEZ, rate and taxable value.
			State/UT Tax	It is auto calculated based on the POS, Supplier's State code,SEZ supplier/Non-SEZ, rate and taxable value.
			CESS	Enter the total Cess amount paid.
			Status of GSTR 1/5	Taxpayer can't enter any details in this field. It Will remain Blank.
			Debit/Credit Note Status	Enter the note status.
			Action *	Select action as add or delete from the drop down.

Note: “Status of GSTR1/5” and “Debit/Credit note status” columns are protected and taxpayer cannot enter any details in these fields.

(v) Table 5, 8 Distribution of ITC

5,8 Distribution of ITC	5,8 Distribution Of ITC through Invoices and credit Notes	Eligibility Of ITC *	Select eligibility as eligible or ineligible from the drop down.
		Unit Type *	Select Unit as registered or unregistered from the drop down
		GSTIN of recipient/State, if recipient is unregistered *	Provide the GSTIN of the receipt and if GSTIN is not available provide the state code.
		ISD Document Type *	Select Document type as ISD invoice or ISD credit note from the drop down.
		ISD Invoice Number *	Enter the ISD Invoice number.
		ISD Invoice Date(DD-MM-YYYY)	Enter the date of issue ISD invoice
		ISD credit note number	Enter the ISD Credit note number
		ISD credit note date(DD-MM-YYYY)	Enter the date of issue of ISD Credit note
		Original Invoice Number	Enter the original invoice number. (This is applicable only if Document type is selected as 'ISD Credit note')
		Original Invoice Date(DD-MM-YYYY)	Enter the original invoice date. (This is applicable only if Documents type is selected as 'ISD Credit note').
		Is Unit Located in SEZ *	Select yes or No from the drop down for unit located in SEZ.
		Input Tax Distribution By ISD(Only for Invoices) (As Integrated Tax IGST)	Distribute Input Tax Credit 'As IGST' from IGST account
		Input Tax Distribution By ISD(Only for Invoices) (As Integrated Tax SGST)	Distribute Input Tax credit 'As IGST' from SGST account
		Input Tax Distribution By ISD(Only for Invoices) (As Integrated Tax CGST)	Distribute Input Tax Credit 'As IGST' from CGST account.
		Input Tax Distribution By ISD(Only for Invoices) (As Integrated Tax Total)	Enter the Input Tax Distribution by ISD for invoices only and integrated as Total tax.
		Input Tax Distribution By ISD(Only for Invoices) (As Central Tax IGST)	Distribute Input Tax Credit 'As CGST' from IGST account.
		Input Tax Distribution By ISD(Only for Invoices) (As Central Tax CGST)	Distribute Input Tax Credit 'As CGST' from CGST account.
		Input Tax Distribution By ISD(Only for Invoices) (As Central Tax Total)	Enter the Input Tax Distribution by ISD for invoices only and as central Total tax.
		Input Tax Distribution By ISD(Only for Invoices) (As State/UT Tax IGST)	Distribute Input Tax Credit 'As SGST' from IGST account.
		Input Tax Distribution By ISD(Only for Invoices) (As State/UT Tax CGST)	Distribute Input Tax Credit 'As SGST' from IGST account.
		Input Tax Distribution By ISD(Only for Invoices) (As State/UT Tax Total)	Distribute Input Tax Credit 'As SGST' from SGST account.
		Input Tax Distribution By ISD(Only for Invoices)Cess	Enter the Input Tax Distribution by ISD for invoices only and as Cess.
		Only For Credit Notes (Integrated Tax)	Enter the Integrated tax of credit Notes.
		Only For Credit Notes (Central Tax)	Enter the Central tax of credit Notes.
		Only For Credit Notes (State/UT Tax)	Enter the State/UT tax of credit Notes.
		Only For Credit Notes (Cess)	Enter the Cess of credit Notes.
		Action *	Select action as add or delete from the drop down.

(vi) Table 9. Amend of Distribution of ITC

9. Amend Of Distribution of ITC	9. Amendment Of Distribution Of ITC	Original Details	Unit Type *	Select Unit as registered or unregistered from the drop down
			GSTIN of recipient/State, if recipient is unregistered *	Provide the GSTIN of the receipt and if GSTIN is not available provide the state code.
			Original Document Number *	Enter the original document number.
			Original Document Date(DD-MM-YYYY) *	Enter the original document date.
			Eligibility of ITC *	Select eligibility as eligible or ineligible from the drop down.
		Revised Details	Unit Type *	Select revised unit as registered or unregistered from the drop down
			GSTIN of recipient/State, if recipient is unregistered *	Provide the revised GSTIN of the receipt and if GSTIN is not available provide the state code.
			ISD Document Type *	Select Document type as ISD invoice or ISD credit note from the drop down.
			Revised ISD Invoice Number	Enter the ISD invoice number
			Revised ISD Invoice Date(DD-MM-YYYY)	Enter the date of issue ISD invoice
			Revised ISD credit note number	Enter the ISD Credit note number
			Revised ISD credit note date(DD-MM-YYYY)	Enter the date of issue of ISD Credit note
			Original Invoice Number	Enter the original invoice number. (This is applicable only if Document type is selected as 'ISD Credit note')
			Original Invoice Date(DD-MM-YYYY)	Enter the original invoice date. (This is applicable only if Documents type is selected as 'ISD Credit note')
			Is Unit Located in SEZ *	Select yes or No from the drop down for unit located in SEZ.
			Input Tax Distribution By ISD(Only for Invoices) (As Integrated Tax IGST)	Distribute Input Tax Credit 'As IGST' from IGST account
			Input Tax Distribution By ISD(Only for Invoices) (As Integrated Tax SGST)	Distribute Input Tax credit 'As IGST' from SGST account
			Input Tax Distribution By ISD(Only for Invoices) (As Integrated Tax CGST)	Distribute Input Tax Credit 'As IGST' from CGST account.
			Input Tax Distribution By ISD(Only for Invoices) (As Integrated Tax Total)	Enter the Input Tax Distribution by ISD for invoices only and integrated as Total tax.
			Input Tax Distribution By ISD(Only for Invoices) (As Central Tax IGST)	Distribute Input Tax Credit 'As CGST' from IGST account.
			Input Tax Distribution By ISD(Only for Invoices) (As Central Tax CGST)	Distribute Input Tax Credit 'As CGST' from CGST account.
			Input Tax Distribution By ISD(Only for Invoices) (As Central Tax Total)	Enter the Input Tax Distribution by ISD for invoices only and as central Total tax.
			Input Tax Distribution By ISD(Only for Invoices) (As State/UT Tax IGST)	Distribute Input Tax Credit 'As SGST' from IGST account.
			Input Tax Distribution By ISD(Only for Invoices) (As State/UT Tax CGST)	Distribute Input Tax Credit 'As SGST' from IGST account.
			Input Tax Distribution By ISD(Only for Invoices) (As State/UT Tax Total)	Distribute Input Tax Credit 'As SGST' from SGST account.
			Input Tax Distribution By ISD(Only for Invoices)Cess	Enter the Input Tax Distribution by ISD for invoices only and as Cess.
			Only For Credit Notes (Integrated Tax)	Enter the Integrated tax of credit Notes.
			Only For Credit Notes Central Tax)	Enter the Central tax of credit Notes.
			Only For Credit Notes State/UT Tax)	Enter the State/UT tax of credit Notes.
			Only For Credit Notes (Cess)	Enter the Cess of credit Notes.
			Action *	Select action as add or delete from the drop down.

- In Column **Action**, select whether you want to add or delete that invoice detail in database. If you select "Add", GST Portal will treat invoice from that row as new data and will add in database. All new entries will be added as new entries. In case, some details exist from previous upload, it will be updated with latest uploaded details. If you select "Delete", invoice from that row will be deleted from database after upload.
- Once all details are entered in the worksheet, click the **Validate Sheet** button to validate the GSTR6 worksheet.

Note: Each sheet needs to be validated separately.

Goods and Services Tax - GSTR6 Offline Tool

3. Input tax credit received for distribution

Please Note : Fields marked with * (red asterisk) are mandatory fields and need to be filled up

Validate Sheet

GSTIN of supplier *	Invoice Date (DD-MM-YYYY)	Invoice Number *	Invoice Value (₹) *	POS *	Supply type *	Rate *	Taxable Value (₹) *	Integrated Tax (₹) *	Central Tax (₹) *	State/UT Tax (₹) *
07ACKPK3463APZV	11-11-2018	AAA-126	₹ 100,000.00	03-Punjab	Interstate	12.00%	₹ 100,000.00	₹ 12,000.00	₹ 0.00	₹ 0.00
07AJIPAI1572E01X	10-11-2018	AAA-125	₹ 50,000.00	07-Delhi	Intrastate	5.00%	₹ 50,000.00	₹ 0.00	₹ 1,250.00	₹ 1,250.00
18AJIPAI1572E7ZE	09-11-2018	AAA-124	₹ 200,000.00	04-Chandigarh	Interstate	5.00%	₹ 200,000.00	₹ 10,000.00	₹ 0.00	₹ 0.00
26ABPPG8945C12G	01-11-2018	AAA-123	₹ 100,000.00	07-Delhi	Interstate	3.00%	₹ 100,000.00	₹ 3,000.00	₹ 0.00	₹ 0.00

Read Me Home **3.82B** 6B CDN 6A. ITC received (B2BA) 6C. CDNA 5.8 Distribution of ITC 9. Amend of Distribution of ITC

In case of successful validation:

- A pop-up message 'No error(s) found' is displayed and it means that the sheet is validated and you can proceed to generate the JSON (.json) file. Click the **OK** button.

Goods and Services Tax - GSTR6 Offline Tool

3. Input tax credit received for distribution

Please Note : Fields marked with * (red asterisk) are mandatory fields and need to be filled up

Validate Sheet

GSTIN of supplier *	Invoice Date (DD-MM-YYYY)	Invoice Number *	Invoice Value (₹) *	POS *	Supply type *	Rate *	Taxable Value (₹) *	Integrated Tax (₹) *	Central Tax (₹) *	State/UT Tax (₹) *
07ACKPK3463APZV	11-11-2018	AAA-126	₹ 100,000.00	03-Punjab	Interstate	12.00%	₹ 100,000.00	₹ 12,000.00	₹ 0.00	₹ 0.00
07AJIPAI1572E01X	10-11-2018	AAA-125	₹ 50,000.00	07-Delhi	Intrastate	5.00%	₹ 50,000.00	₹ 0.00	₹ 1,250.00	₹ 1,250.00
18AJIPAI1572E7ZE	09-11-2018	AAA-124	₹ 200,000.00	04-Chandigarh	Interstate	5.00%	₹ 200,000.00	₹ 10,000.00	₹ 0.00	₹ 0.00
26ABPPG8945C12G	01-11-2018	AAA-123	₹ 100,000.00	07-Delhi	Interstate	3.00%	₹ 100,000.00	₹ 3,000.00	₹ 0.00	₹ 0.00

Read Me Home **3.82B** 6B CDN 6A. ITC received (B2BA) 6C. CDNA 5.8 Distribution of ITC 9. Amend of Distribution of ITC

Microsoft Excel No errors you can upload OK

In case of unsuccessful validation:

- A pop-up is displayed with error message. Click the **OK** button.

Goods and Services Tax - GSTR6 Offline Tool

3. Input tax credit received for distribution

Validate Sheet

Microsoft Excel

There are errors in the sheet (highlighted by Red colored cells). Please correct them to proceed.

OK

GSTIN of supplier	Invoice Date (DD-MM-YYYY)	Invoice Number	Invoice Value	Integrated Tax (₹)	Central Tax (₹)	State/UT Tax (₹)
07ACPK3463AP2V	10-11-2018	AAA-126		0.00	12,000.00	0.00
07AJIPAI572EO1X	10-11-2018	AAA-125		0.00	0.00	1,250.00
18AJIPAI572ETZE	09-11-2018	AAA-124		0.00	10,000.00	0.00
26ABPPG8945C12G	01-11-2018	AAA-123		0.00	3,000.00	0.00

- The “Sheet Validation Errors” Column is updated with the error message.

Goods and Services Tax - GSTR6 Offline Tool

3. Input tax credit received for distribution

Validate Sheet

GSTIN of supplier	Invoice Date (DD-MM-YYYY)	Invoice Number	Invoice Value (₹)	POS	Supply type	Rate	Taxable Value (₹)	Integrated Tax (₹)	Central Tax (₹)	State/UT Tax (₹)	Cess (₹)	Sheet of GSTINs	Invoice status	Action	Sheet Validation Errors
07ACPK3463AP2V	10-11-2018	AAA-126	₹ 100,000.00	03-Punjab	Interstate	12.00%	₹ 100,000.00	₹ 12,000.00	₹ 0.00	₹ 0.00	₹ 0.00		Add		Error in The Row
07AJIPAI572EO1X	10-11-2018	AAA-125	₹ 50,000.00	01-Chh	Interstate	5.00%	₹ 50,000.00	₹ 0.00	₹ 1,250.00	₹ 0.00	₹ 0.00		Add		
18AJIPAI572ETZE	09-11-2018	AAA-124	₹ 200,000.00	04-Chandigarh	Interstate	5.00%	₹ 200,000.00	₹ 10,000.00	₹ 0.00	₹ 0.00	₹ 0.00		Add		
26ABPPG8945C12G	01-11-2018	AAA-123	₹ 100,000.00	01-Delhi	Interstate	3.00%	₹ 100,000.00	₹ 3,000.00	₹ 0.00	₹ 0.00	₹ 0.00		Add		

- In case of validation failure; check for cells that have failed validation and correct errors as per help text. The rows with failed validation are highlighted in Red color as shown in the screenshot below.



To view the comments for fields with errors, you can click the **Review** tab > **Show All Comments** link.

Goods and Services Tax - GSTR6 Offline Tool

Go Home

3. Input tax credit received for distribution

Validate Sheet

Please Note: Fields marked with * (red asterisk) are mandatory fields and need to be filled up

GSTIN of supplier *	Invoice Date (DD-MM-YYYY)	Invoice Number *	Invoice Value (₹)	POS *	Supply type *	Rate	Taxable Value (₹)	Integrated Tax (₹)	Central Tax (₹)	State/UT Tax (₹)
07ACKPK3463APZV	10-11-2018	AAA-126	₹ 100,000.00	03-Punjab	Interstate	12.00%	₹ 100,000.00	₹ 12,000.00	₹ 0.00	₹ 0.00
07AJIPAI1572EOIX	10-11-2018	AAA-125	₹ 50,000.00	07-Delhi	Intrastate	5.00%	₹ 50,000.00	₹ 0.00	₹ 1,250.00	₹ 1,250.00
18AJIPAI1572E7ZE	09-11-2018	AAA-124	₹ 200,000.00	04-Chandigarh	Interstate	5.00%	₹ 200,000.00	₹ 10,000.00	₹ 0.00	₹ 0.00
26ABPPG8945C1ZG	01-11-2018	AAA-123	₹ 100,000.00	07-Delhi	Interstate	3.00%	₹ 100,000.00	₹ 3,000.00	₹ 0.00	₹ 0.00

Read Me Home 3.82B 6B CDN 6A. ITC received (B2BA) 6C. CDNA 5.8 Distribution of ITC 9. Amend of Distribution of ITC

- Once all the errors are rectified, click the **Validate Sheet** button on each sheet.

Goods and Services Tax - GSTR6 Offline Tool

Go Home

3. Input tax credit received for distribution

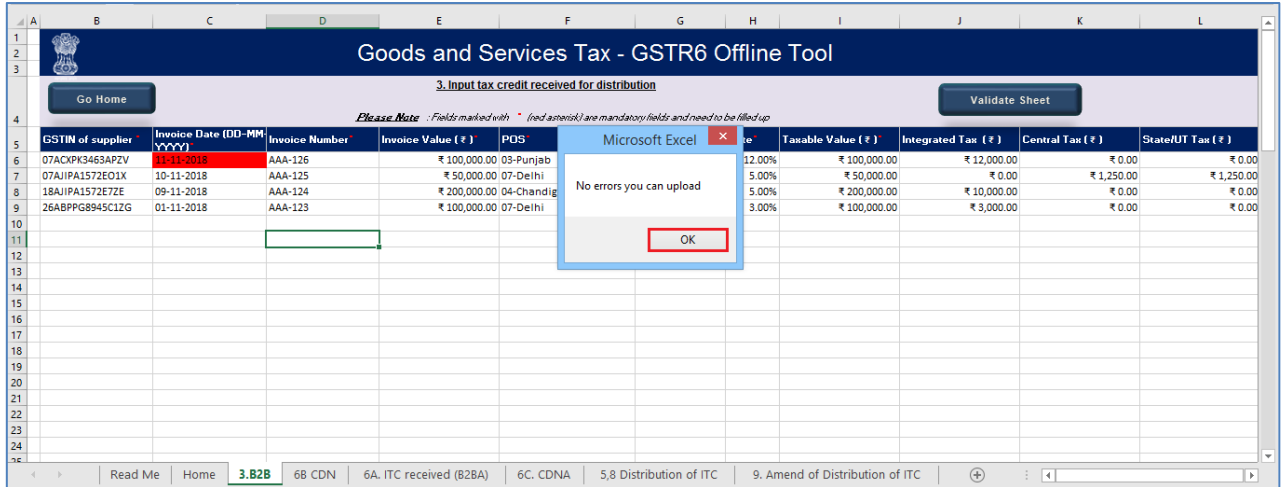
Validate Sheet

Please Note: Fields marked with * (red asterisk) are mandatory fields and need to be filled up

GSTIN of supplier *	Invoice Date (DD-MM-YYYY)	Invoice Number *	Invoice Value (₹)	POS *	Supply type *	Rate	Taxable Value (₹)	Integrated Tax (₹)	Central Tax (₹)	State/UT Tax (₹)
07ACKPK3463APZV	11-11-2018	AAA-126	₹ 100,000.00	03-Punjab	Interstate	12.00%	₹ 100,000.00	₹ 12,000.00	₹ 0.00	₹ 0.00
07AJIPAI1572EOIX	10-11-2018	AAA-125	₹ 50,000.00	07-Delhi	Intrastate	5.00%	₹ 50,000.00	₹ 0.00	₹ 1,250.00	₹ 1,250.00
18AJIPAI1572E7ZE	09-11-2018	AAA-124	₹ 200,000.00	04-Chandigarh	Interstate	5.00%	₹ 200,000.00	₹ 10,000.00	₹ 0.00	₹ 0.00
26ABPPG8945C1ZG	01-11-2018	AAA-123	₹ 100,000.00	07-Delhi	Interstate	3.00%	₹ 100,000.00	₹ 3,000.00	₹ 0.00	₹ 0.00

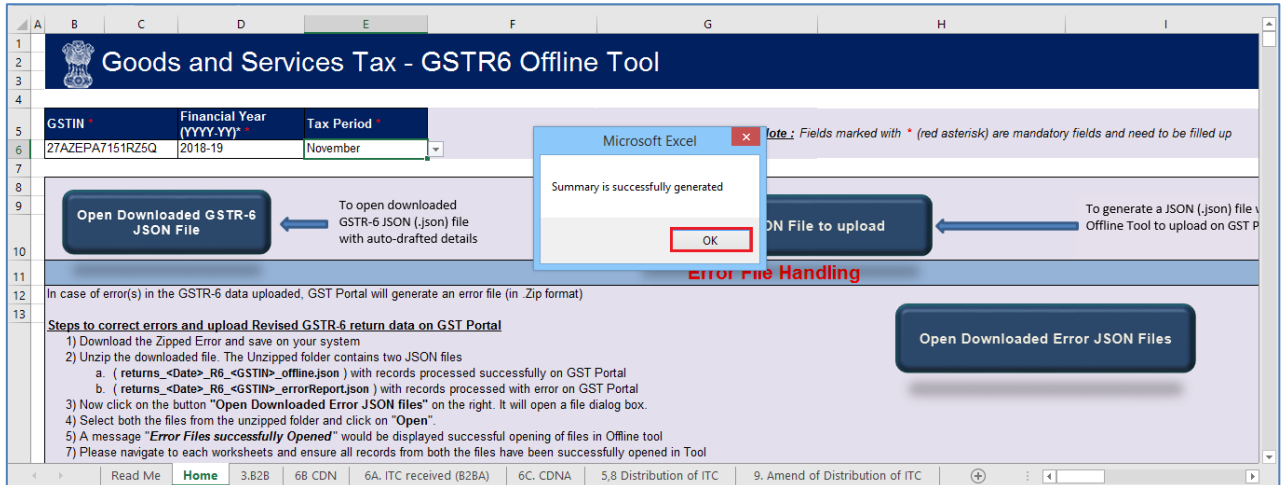
Read Me Home 3.82B 6B CDN 6A. ITC received (B2BA) 6C. CDNA 5.8 Distribution of ITC 9. Amend of Distribution of ITC

9. A pop-up message 'No error(s) found' is displayed once the sheet is validated. Click the **OK** button.



The screenshot shows the 'Goods and Services Tax - GSTR6 Offline Tool' interface. A pop-up message from Microsoft Excel states: 'No errors you can upload'. The background shows a table with columns: GSTIN of supplier, Invoice Date (DD-MM-YYYY), Invoice Number, Invoice Value (₹), POS, Taxable Value (₹), Integrated Tax (₹), Central Tax (₹), and State/UT Tax (₹). The table contains data for three invoices from suppliers 07ACKPK3463APZV, 07AJIPA1572EO1X, and 18AJIPA1572E7ZE.

In case of successful validation, click on the **OK** Button. It will take you to the home screen displaying a popup message as “**Summary is successfully generated**”.



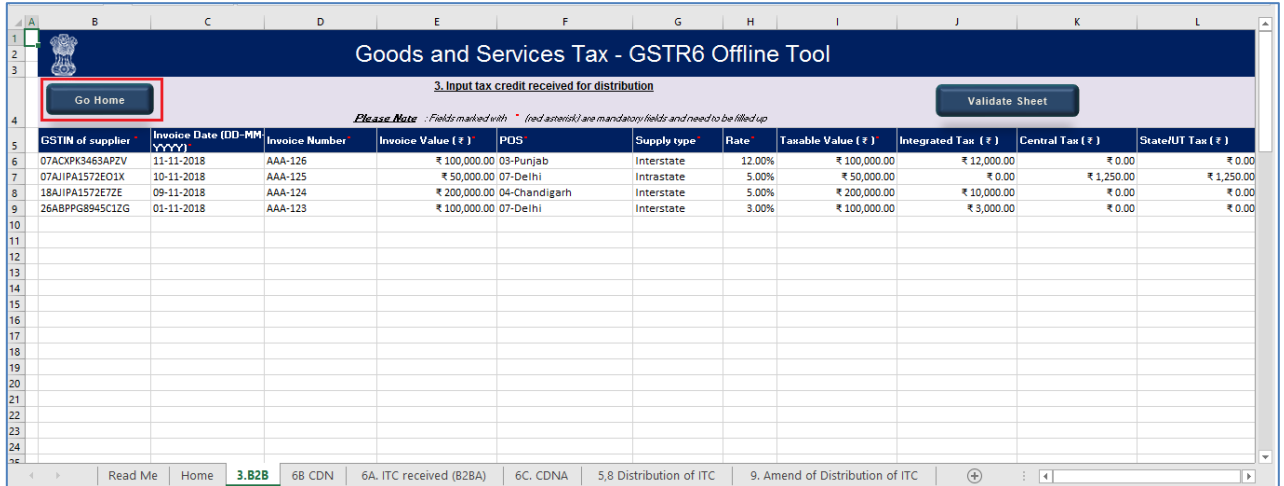
The screenshot shows the 'Goods and Services Tax - GSTR6 Offline Tool' interface. A pop-up message from Microsoft Excel states: 'Summary is successfully generated'. The background shows the 'Home' screen with fields for GSTIN (27AZEPA7151RZ5Q), Financial Year (2018-19), and Tax Period (November). There are buttons for 'Open Downloaded GSTR-6 JSON File', 'Open Downloaded Error JSON Files', and 'Open Downloaded Error JSON Files'. A section titled 'Error File Handling' provides instructions on how to handle errors.

10. Click on the **Ok** Button and scroll down on the home page, Summary will be generated.

[illegible]


C. Generate JSON using Generate File button

1. Upon successful validation, Click the **Go Home** button to navigate to the home page.



The screenshot shows the 'Goods and Services Tax - GSTR6 Offline Tool' interface. At the top, there is a 'Go Home' button highlighted with a red box. Below it, there is a table with columns: GSTIN of supplier, Invoice Date (DD-MM-YYYY), Invoice Number, Invoice Value (₹), POS, Supply type, Rate, Taxable Value (₹), Integrated Tax (₹), Central Tax (₹), and State/UT Tax (₹). The table contains data for three suppliers. At the bottom, there is a navigation bar with buttons: Read Me, Home, 3.B2B, 6B. CDN, 6A. ITC received (B2BA), 6C. CDNA, 5.8 Distribution of ITC, and 9. Amend of Distribution of ITC.

2. On the home page click the **Generate JSON File to upload** button to generate JSON file for upload on the GST Portal.

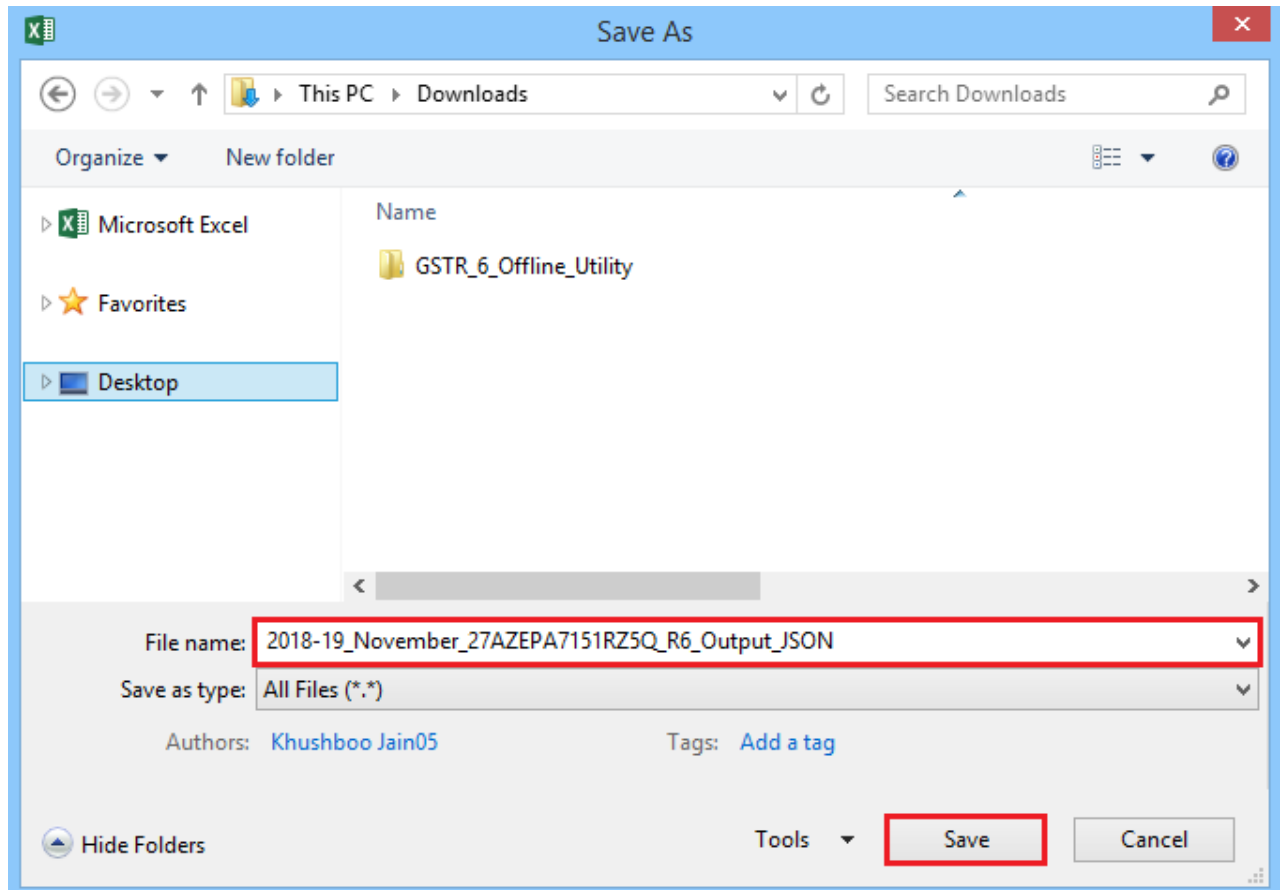


The screenshot shows the 'Goods and Services Tax - GSTR6 Offline Tool' interface. At the top, there is a 'Generate JSON File to upload' button highlighted with a red box. Below it, there is a section titled 'Error File Handling' with a button 'Open Downloaded Error JSON Files'. The interface also includes a 'Please Note' section stating that fields marked with a red asterisk are mandatory. The bottom navigation bar is the same as in the previous screenshot.

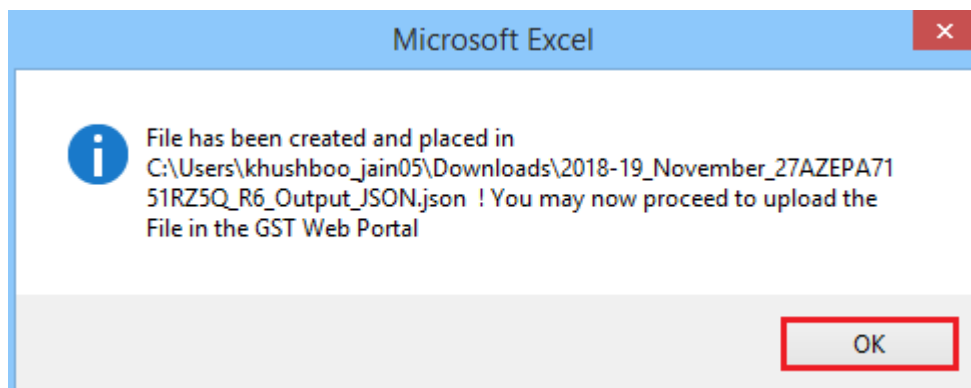


JSON would be generated only if the worksheet has been successfully validated.

3. Browse the location to save the JSON (.json) file on your system. Click the **Save** button.
Note: Do not change the extension of the file. Retain it as .json format.



4. A confirmation message is displayed. Click Ok.



D. Upload Generated JSON on GST Portal

1. Access the <https://gst.gov.in/> URL. The GST Home page is displayed.
2. Click the **Services > Returns > Returns Dashboard** command.
3. The File Returns page is displayed. In the **Financial Year** drop-down list, select the financial year for which the return has to be uploaded.
4. In the **Return Filing Period** drop-down list, select the return filing period for which the return has to be uploaded.
5. Click the **SEARCH** button.



Dashboard Services GST Law Search Taxpayer Help e-Way Bill System

Dashboard > Returns English

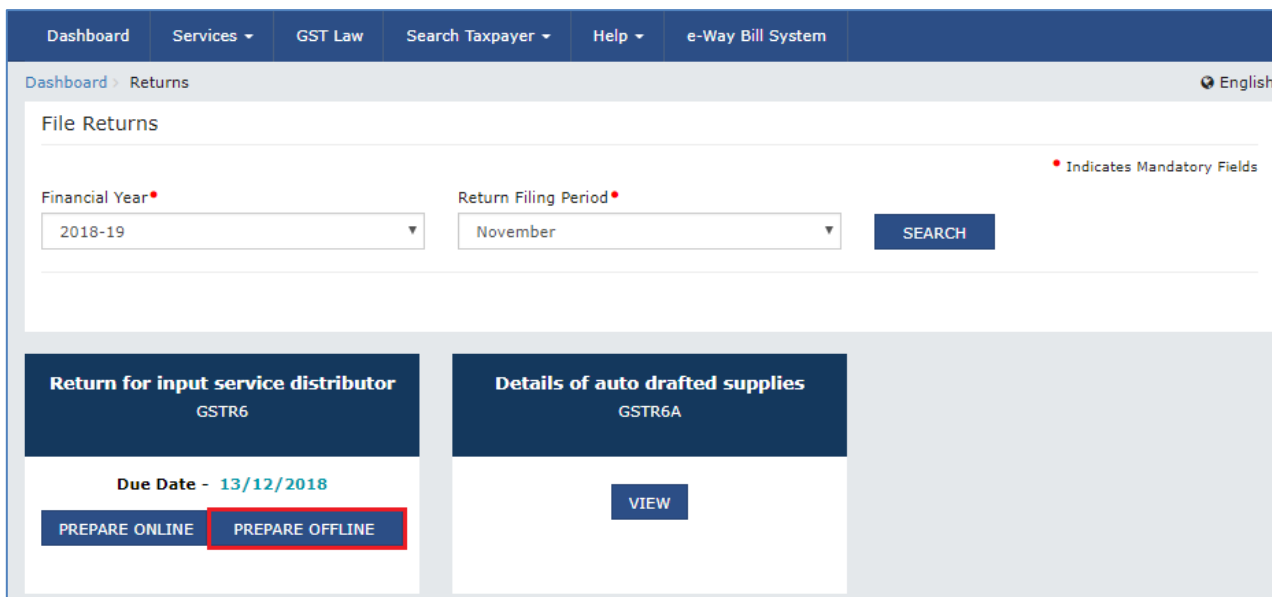
File Returns

Indicates Mandatory Fields

Financial Year 2018-19 Return Filing Period November

SEARCH

6. Applicable returns of the selected tax period are displayed. In the GSTR6 tile, click the **PREPARE OFFLINE** button.



Dashboard Services GST Law Search Taxpayer Help e-Way Bill System

Dashboard > Returns English

File Returns

Indicates Mandatory Fields

Financial Year 2018-19 Return Filing Period November

SEARCH

Return for input service distributor GSTR6

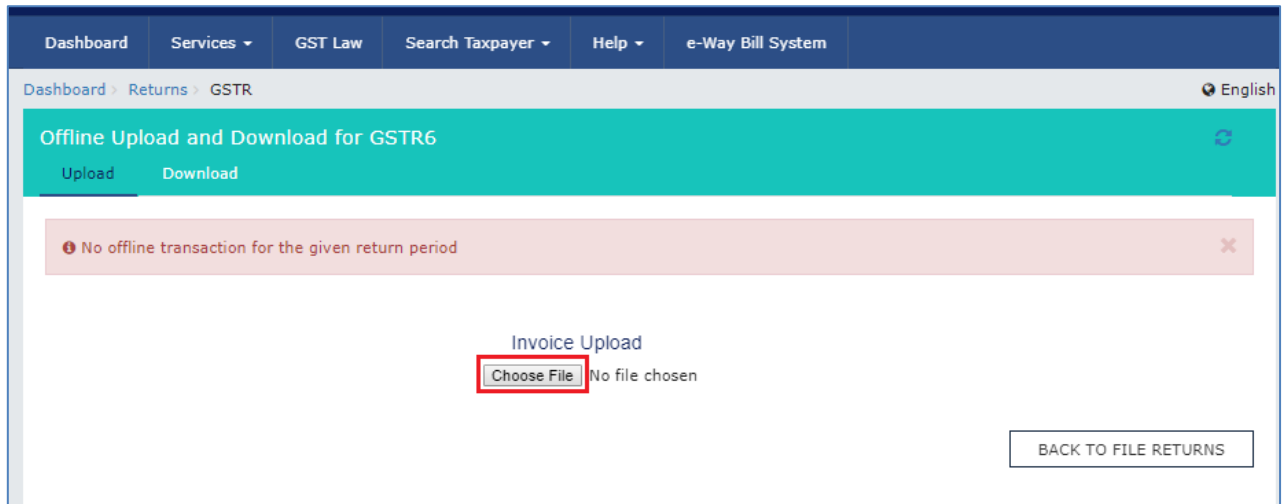
Due Date - 13/12/2018

PREPARE ONLINE PREPARE OFFLINE

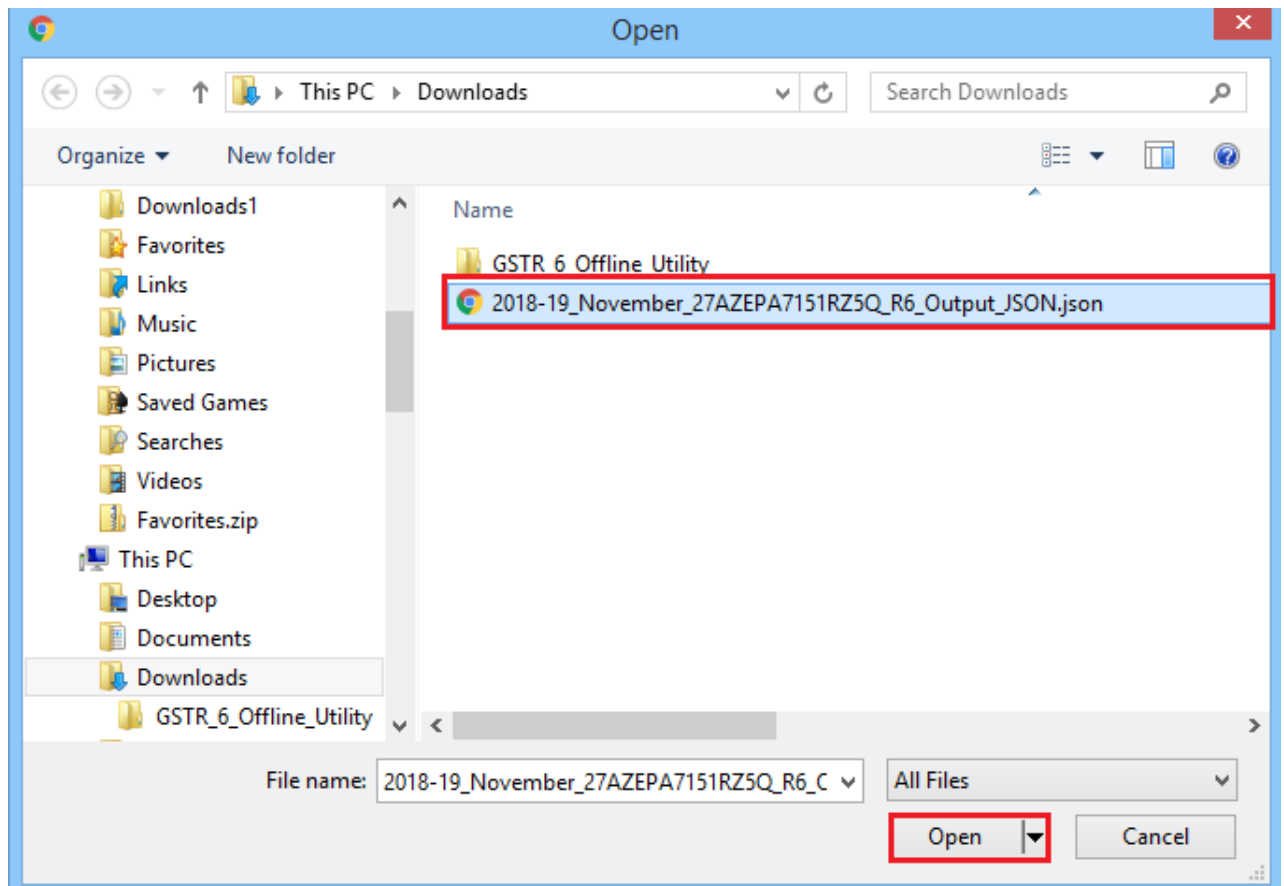
Details of auto drafted supplies GSTR6A

VIEW

7. Click the **Choose file** button to choose the JSON file prepared using the Offline Tool.



8. Browse and navigate the JSON file to be uploaded from your computer. Click the **Open** button.



9. The uploaded JSON file would be validated and processed. Upon successful validation and processing, the details entered would be populated in respective Tables. In case of validation failure upon processing, errors if any would be shown on the GST Portal.

Dashboard > Returns > GSTR
English

Offline Upload and Download for GSTR6

Upload
Download

✔ Your JSON file has been uploaded successfully. It may take up to 15 minutes to do validation. Please come back after 15 minutes.

In case uploaded data (invoice data or other record) fails validation, an

Invoice Upload

Choose File No file chosen

Upload History

Date	Time	Reference id	Status	Error Report
06/12/2018	17:56:29	59b185ac-83ec-4df6-ae79-c89152543fa0	Processed	NA

BACK TO FILE RETURNS



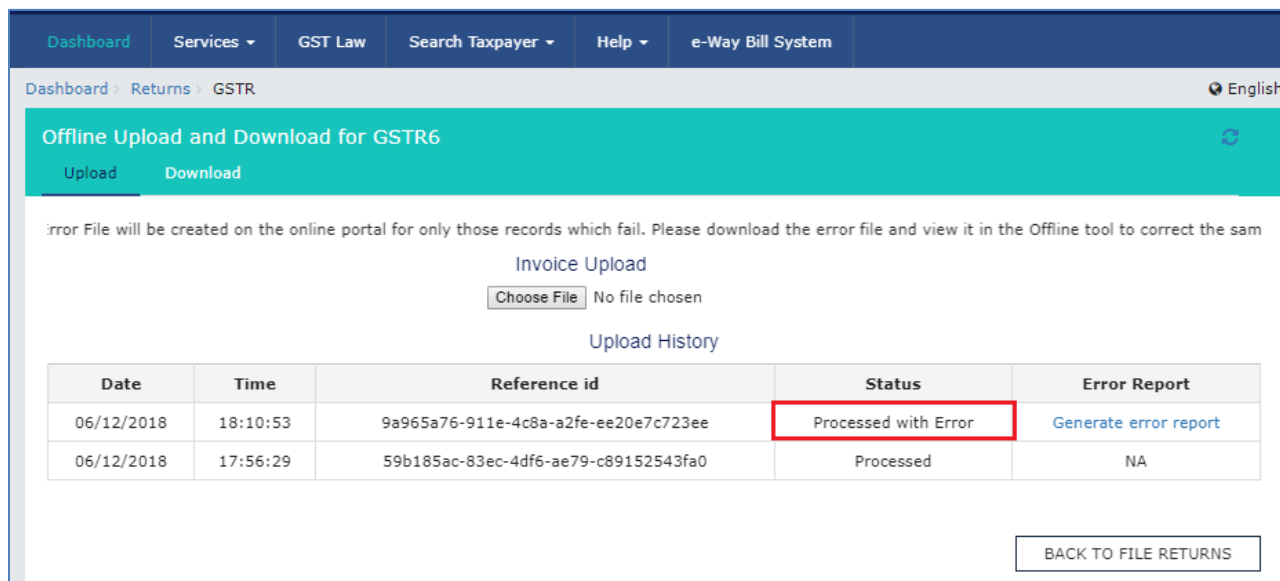
Please Note, it is possible to upload JSON multiple times on GST portal till submission. However, earlier uploaded data would be overwritten. Tables and Preview would reflect only the data upto last uploaded file.



You may download the records successfully processed on GST portal anytime by navigating to 'Returns Dashboard>Financial Year>Return Period>GSTR6 Prepare Offline> Download'.

E. Downloading Error report and Uploading Corrected Generated JSON on GST Portal

1. In case of validation failure of one or more details upon processing of uploaded JSON file on the GST portal, status will be updated as 'Processed with Error'.



Dashboard > Returns > GSTR

Offline Upload and Download for GSTR6

Upload Download

Error File will be created on the online portal for only those records which fail. Please download the error file and view it in the Offline tool to correct the same.

Invoice Upload

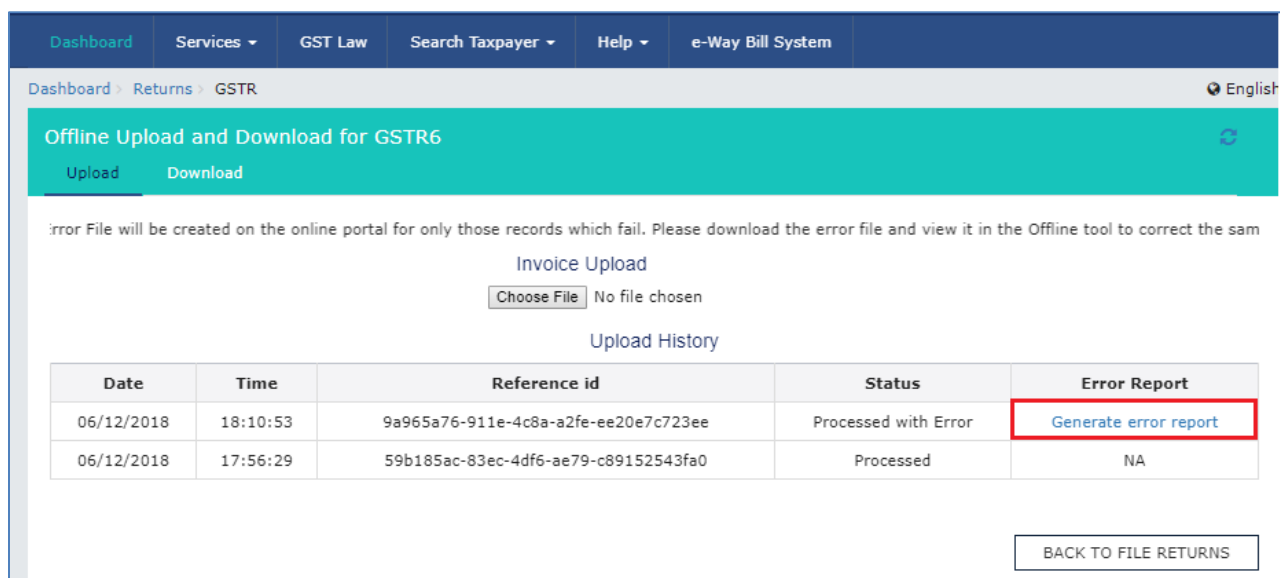
Choose File No file chosen

Upload History

Date	Time	Reference id	Status	Error Report
06/12/2018	18:10:53	9a965a76-911e-4c8a-a2fe-ee20e7c723ee	Processed with Error	Generate error report
06/12/2018	17:56:29	59b185ac-83ec-4df6-ae79-c89152543fa0	Processed	NA

BACK TO FILE RETURNS

2. Click the **Generate error report** link to download the report.



Dashboard > Returns > GSTR

Offline Upload and Download for GSTR6

Upload Download

Error File will be created on the online portal for only those records which fail. Please download the error file and view it in the Offline tool to correct the same.

Invoice Upload

Choose File No file chosen

Upload History

Date	Time	Reference id	Status	Error Report
06/12/2018	18:10:53	9a965a76-911e-4c8a-a2fe-ee20e7c723ee	Processed with Error	Generate error report
06/12/2018	17:56:29	59b185ac-83ec-4df6-ae79-c89152543fa0	Processed	NA

BACK TO FILE RETURNS

NOTE: Report generation may take some time to get generated.

Dashboard > Returns > GSTR
English

Offline Upload and Download for GSTR6

Upload Download

Your request for error report has been initiated. On successful generation, please download it from the given link and view it in the Offline tool for making corrections.

In case uploaded data (invoice data or other record) fails validation, an Error File will be created on the online portal for only those records:

Invoice Upload

Choose File No file chosen

Upload History

Date	Time	Reference id	Status	Error Report
06/12/2018	18:10:53	9a965a76-911e-4c8a-a2fe-ee20e7c723ee	Processed with Error	Error report generation requested
06/12/2018	17:56:29	59b185ac-83ec-4df6-ae79-c89152543fa0	Processed	NA

BACK TO FILE RETURNS

3. Once the report is generated, click the **Download error report** link to download the error report.

Dashboard Services GST Law Search Taxpayer Help e-Way Bill System

Dashboard > Returns > GSTR
English

Offline Upload and Download for GSTR6

Upload Download

In case uploaded data (invoice data or other record) fails validation, an Error File will be created on the

Invoice Upload

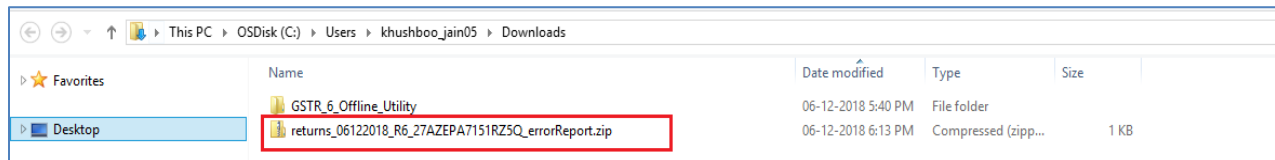
Choose File No file chosen

Upload History

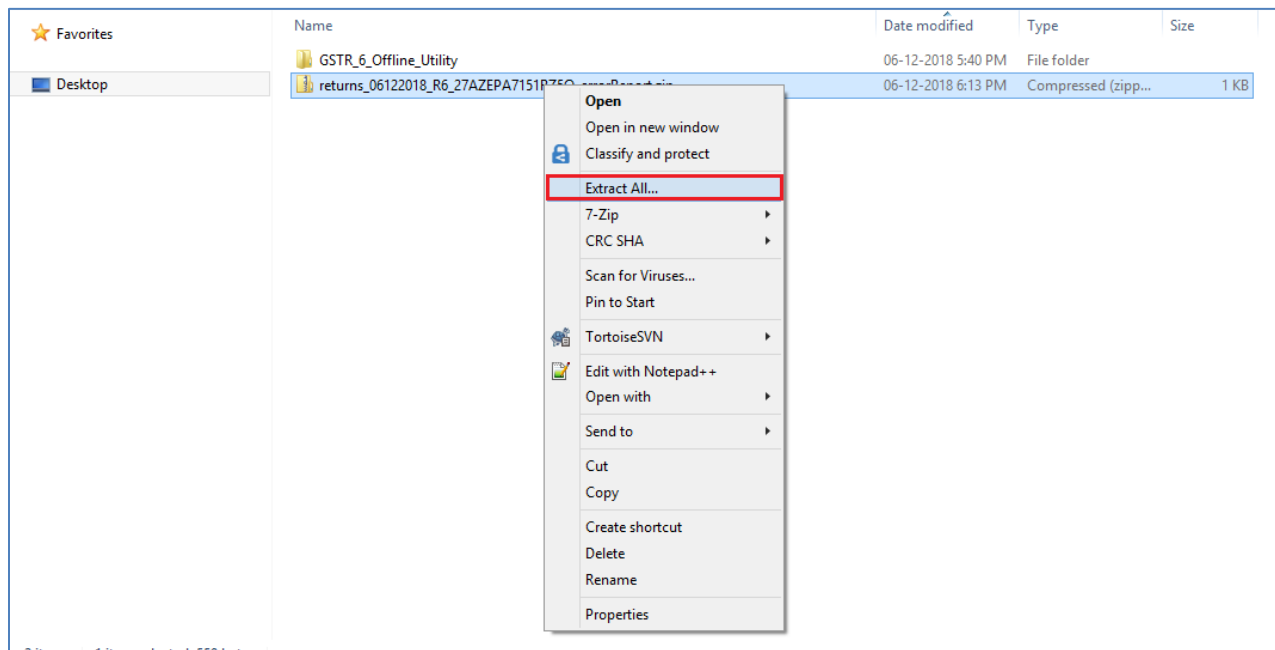
Date	Time	Reference id	Status	Error Report
06/12/2018	18:10:53	9a965a76-911e-4c8a-a2fe-ee20e7c723ee	Processed with Error	Download error report
06/12/2018	17:56:29	59b185ac-83ec-4df6-ae79-c89152543fa0	Processed	NA

BACK TO FILE RETURNS

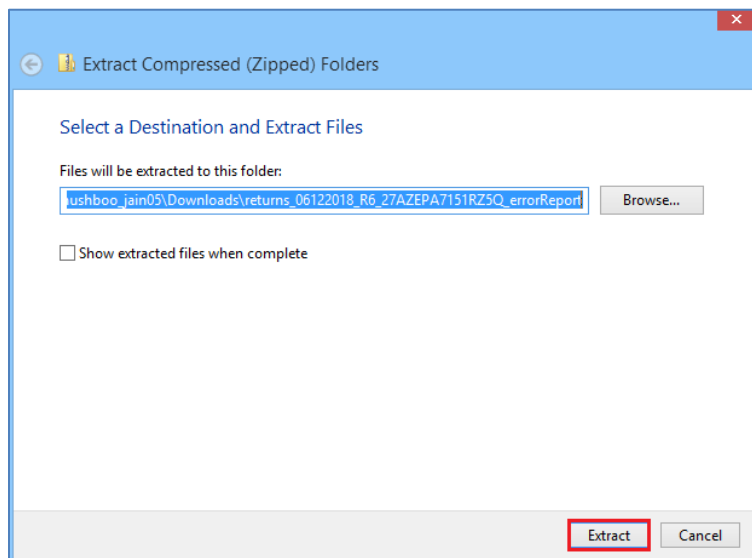
4. Error report is downloaded in .zip file. Save error report on your system.



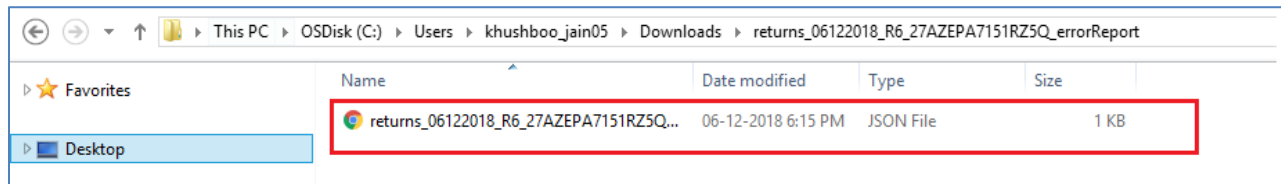
5. Unzip the files from .zip folder. To unzip the files, right click on the downloaded .zip folder and select “**Extract All**”.



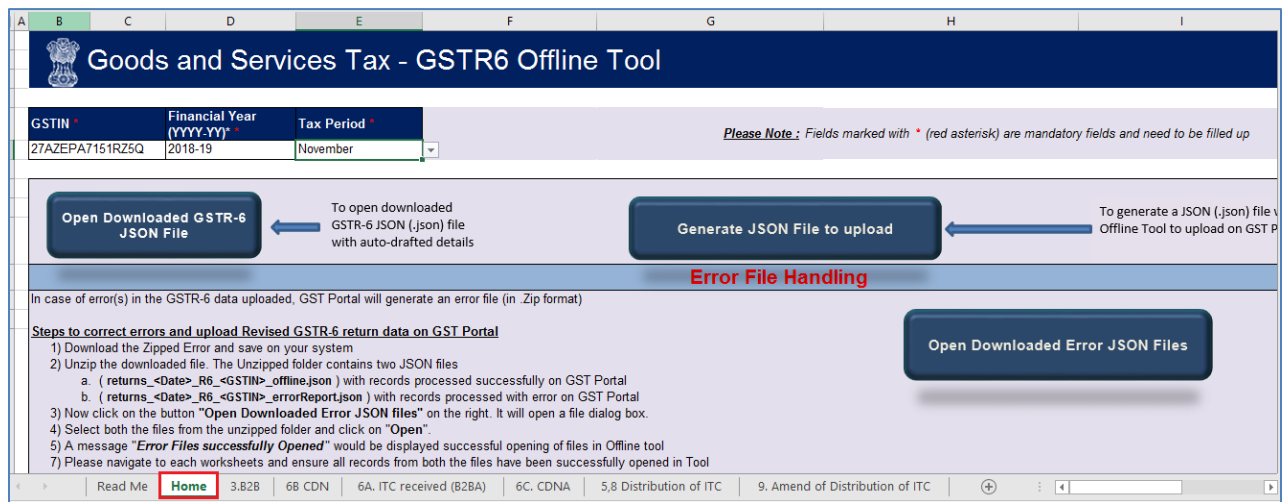
6. Browse the location to save the extracted error reports and click the **Extract** button.



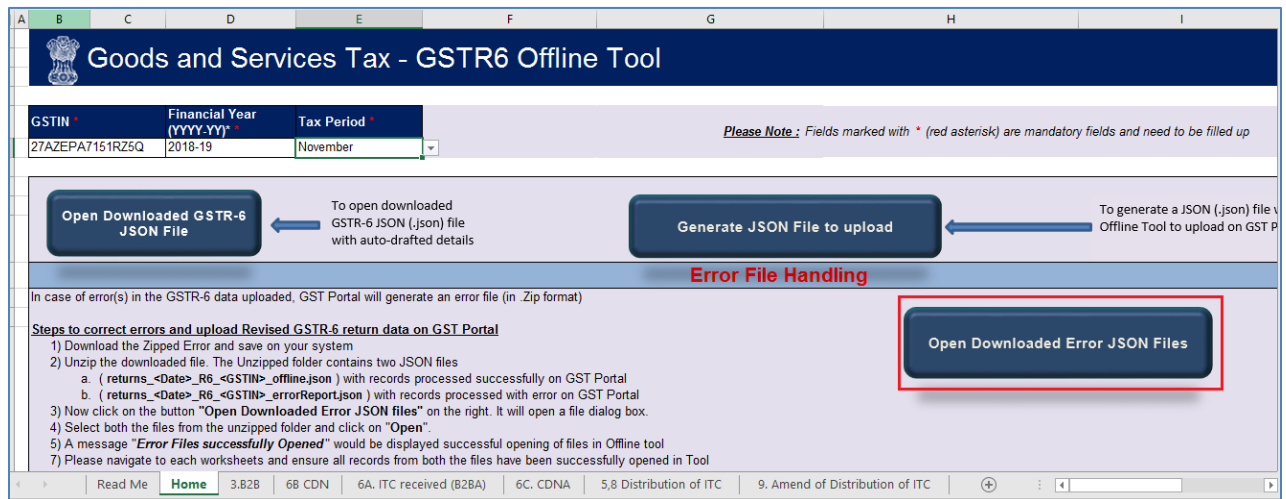
7. The Unzipped folder contains JSON file.



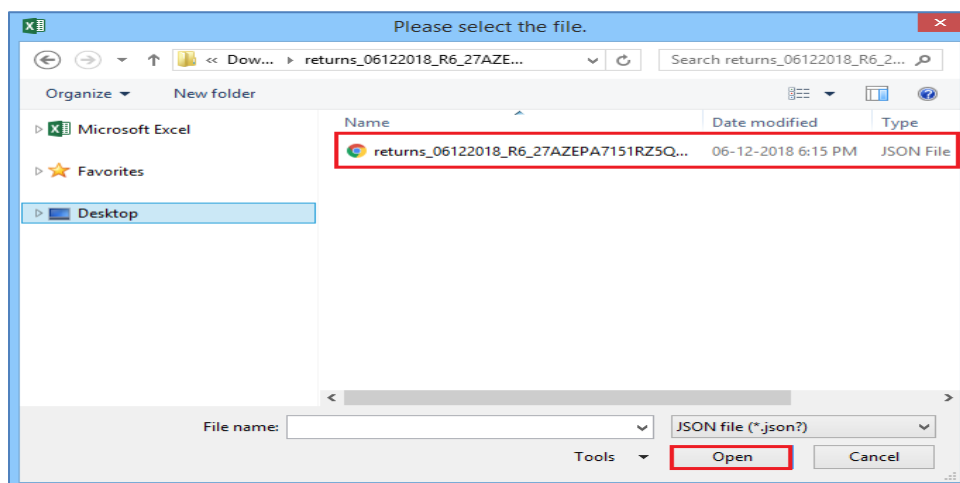
8. Now Open GSTR6 Tool and go to **Home** Tab.



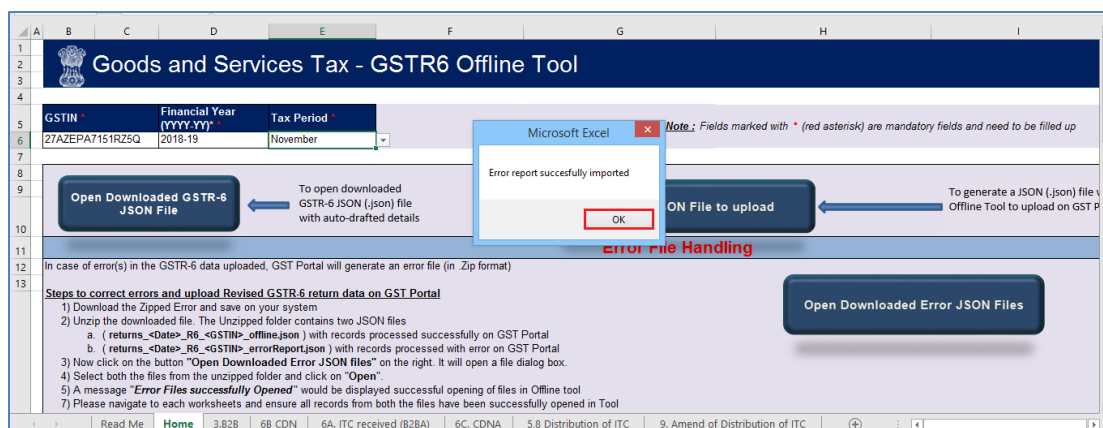
9. Under the section Error File Handling, click the **Open Downloaded Error JSON Files** button.



10. A file dialog box will open. Navigate to extracted error folder. Select both the files and click the **OK** button.



11. Success message will be displayed. Click the **OK** button to proceed.

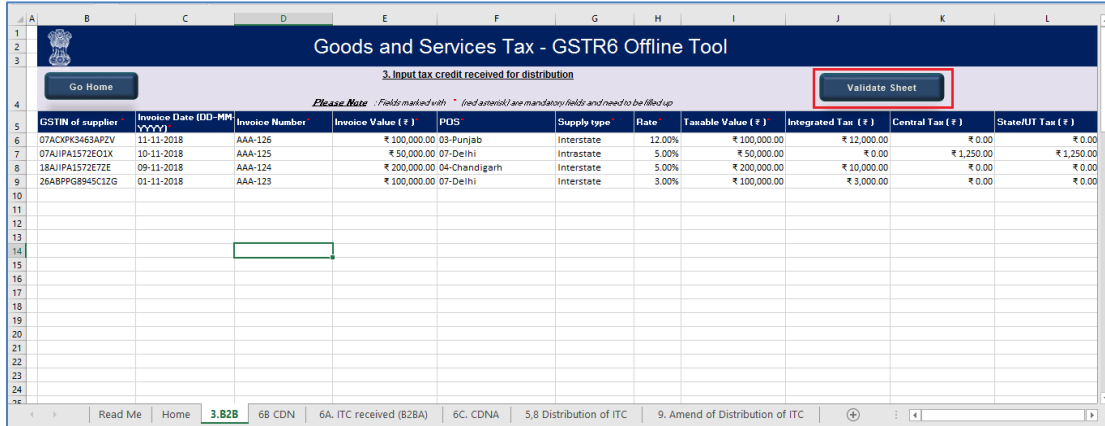


12. Modify the details as per requirement in all the worksheets.

13. Correct the errors as mentioned in the column "GST Portal Validation Errors" in each sheet.

Sheet							
Central Tax (₹)	State/UT Tax (₹)	Cess (₹)	Status of GSTINs	Service status	Action	Sheet Validation Errors	GST Portal Validation Errors
₹ 0.00	₹ 0.00	₹ 0.00	Add		Add		
₹ 1,250.00	₹ 1,250.00	₹ 0.00	Add		Add		
₹ 0.00	₹ 0.00	₹ 0.00	Add		Add		
₹ 0.00	₹ 0.00	₹ 0.00	Add		Add		
₹ 1,250.00	₹ 1,250.00	₹ 0.00	Add		Add		The GSTIN of user and Supplier Tin are either same, or Supplier Tin is incorrect.
₹ 0.00	₹ 0.00	₹ 0.00	Add		Add		The GSTIN of user and Supplier Tin are either same, or Supplier Tin is incorrect.

14. After making the corrections, click the **Validate Sheet** button to validate the sheets.



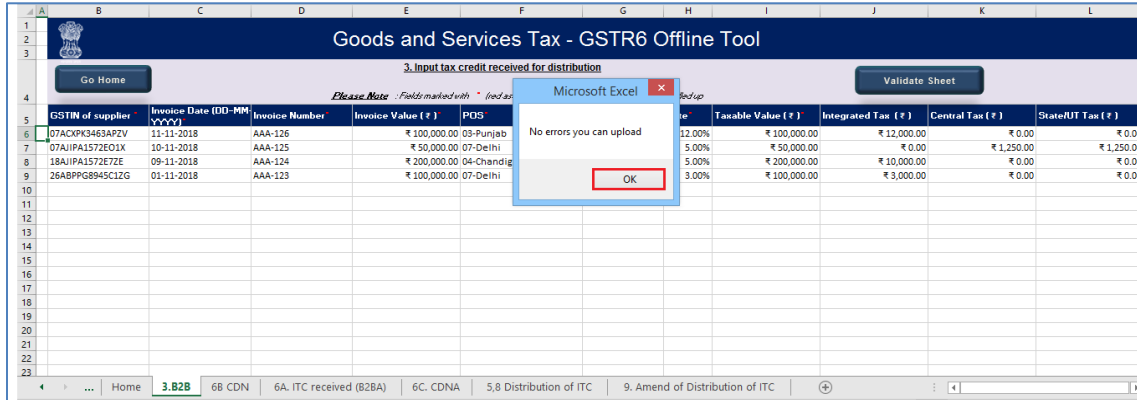
Goods and Services Tax - GSTR6 Offline Tool

3. Input tax credit received for distribution

Validate Sheet

GSTIN of supplier	Invoice Date (DD-MM-YYYY)	Invoice Number	Invoice Value (₹)	POS	Supply type	Rate	Taxable Value (₹)	Integrated Tax (₹)	Central Tax (₹)	State/UT Tax (₹)
07ACKPK3463APZV	11-11-2018	AAA-126	₹ 100,000.00	03-Punjab	Interstate	12.00%	₹ 100,000.00	₹ 12,000.00	₹ 0.00	₹ 0.00
07AJIPA1572E01X	10-11-2018	AAA-125	₹ 50,000.00	07-Delhi	Intrastate	5.00%	₹ 50,000.00	₹ 0.00	₹ 1,250.00	₹ 1,250.00
18AJIPA1572E7ZE	09-11-2018	AAA-124	₹ 200,000.00	04-Chandigarh	Interstate	5.00%	₹ 200,000.00	₹ 10,000.00	₹ 0.00	₹ 0.00
26ABPPG8945C12G	01-11-2018	AAA-123	₹ 100,000.00	07-Delhi	Interstate	3.00%	₹ 100,000.00	₹ 3,000.00	₹ 0.00	₹ 0.00

15. Pop-up appears once sheet is validated successfully.



Goods and Services Tax - GSTR6 Offline Tool

3. Input tax credit received for distribution

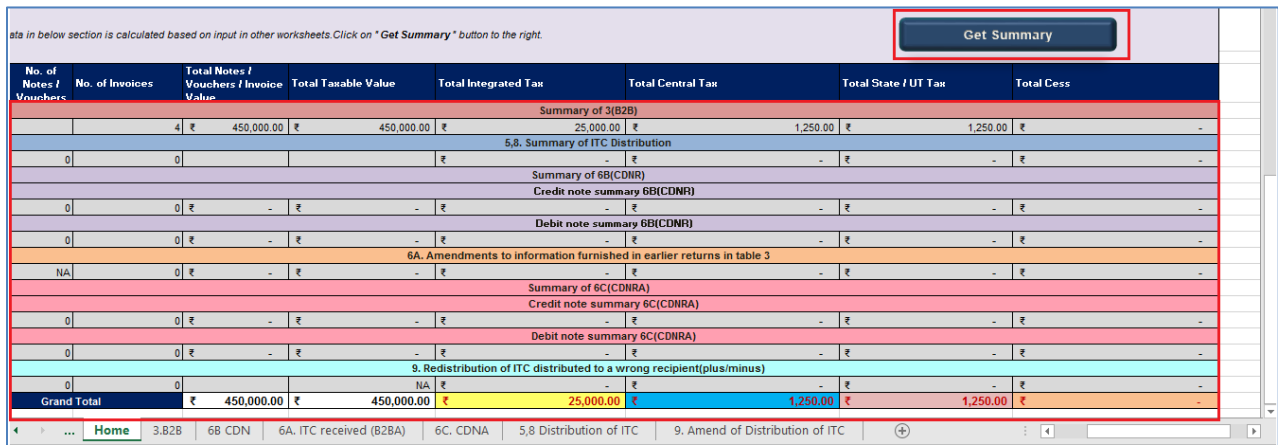
Microsoft Excel

No errors you can upload

OK

16. After each sheet is successfully validated, click the **Get Summary** button in Home sheet to update the summary on Home tab.

17. Summary is displayed for all the sections.



ata in below section is calculated based on input in other worksheets. Click on "Get Summary" button to the right.

Get Summary

No. of Notes / Vouchers	No. of Invoices	Total Notes / Vouchers / Invoice Value	Total Taxable Value	Total Integrated Tax	Total Central Tax	Total State / UT Tax	Total Cess
Summary of 3(B2B)							
	4	₹ 450,000.00	₹ 450,000.00	₹ 25,000.00	₹ 1,250.00	₹ 1,250.00	₹ -
5.8. Summary of ITC Distribution							
0	0						
Summary of 6B(CDNR)							
Credit note summary 6B(CDNR)							
0	0	₹ -	₹ -	₹ -	₹ -	₹ -	₹ -
Debit note summary 6B(CDNR)							
0	0	₹ -	₹ -	₹ -	₹ -	₹ -	₹ -
6A. Amendments to information furnished in earlier returns in table 3							
NA	0	₹ -	₹ -	₹ -	₹ -	₹ -	₹ -
Summary of 6C(CDNR)							
Credit note summary 6C(CDNR)							
0	0	₹ -	₹ -	₹ -	₹ -	₹ -	₹ -
Debit note summary 6C(CDNR)							
0	0	₹ -	₹ -	₹ -	₹ -	₹ -	₹ -
9. Redistribution of ITC distributed to a wrong recipient (plus/minus)							
0	0	₹ -	₹ -	₹ -	₹ -	₹ -	₹ -
Grand Total		₹ 450,000.00	₹ 450,000.00	₹ 25,000.00	₹ 1,250.00	₹ 1,250.00	₹ -

NOTE: Summary is generated based on the data entered in various worksheet. It does not account for late fee and interest liability.

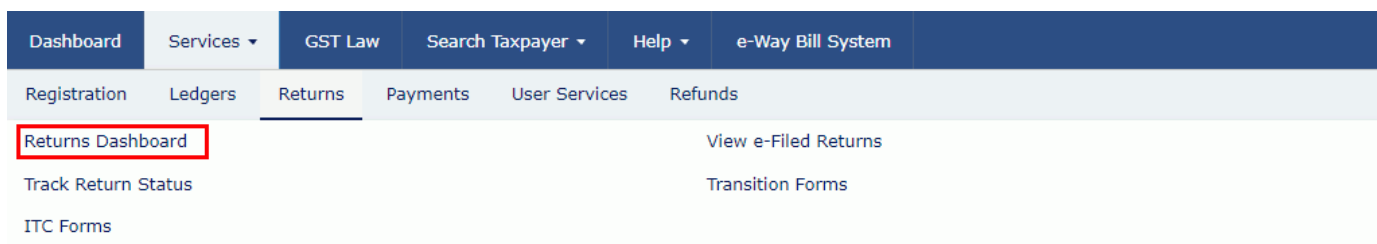
18. Click on 'Generate JSON File to upload' to generate JSON(.json) file for upload of GSTR6 Return details prepared offline on GST Portal.

19. Follow steps mentioned in GSTR6 JSON upload on GST Portal section to file GSTR6.

F. Preview Form GSTR-6 on the GST Portal

To preview Form GSTR-6 on the GST Portal, perform following steps:

1. Access the **www.gst.gov.in** URL. The GST Home page is displayed.
 2. Login to the GST Portal with valid credentials.
 3. Click the **Services > Returns > Returns Dashboard** command.
- Alternatively, you can also click the **Returns Dashboard** link on the Dashboard.



The screenshot shows the GST Portal's main navigation bar with 'Dashboard', 'Services', 'GST Law', 'Search Taxpayer', 'Help', and 'e-Way Bill System'. Below this is a sub-menu with 'Registration', 'Ledgers', 'Returns', 'Payments', 'User Services', and 'Refunds'. The 'Returns' sub-menu is expanded, showing 'Returns Dashboard' (highlighted with a red box), 'Track Return Status', 'ITC Forms', 'View e-Filed Returns', and 'Transition Forms'.

4. The **File Returns** page is displayed. Select the **Financial Year & Return Filing Period** (Month) for which you want to file the return from the drop-down list.
5. Click the **SEARCH** button.



The screenshot shows the 'File Returns' page on the GST Portal. It features a header with 'Dashboard > Returns' and a language selector set to 'English'. Below the header, there are two mandatory fields (indicated by red dots): 'Financial Year' with a dropdown menu showing '2018-19' (highlighted with a red box), and 'Return Filing Period' with a dropdown menu showing 'November' (highlighted with a red box). A red dot next to the 'Return Filing Period' label indicates it is a mandatory field. A 'SEARCH' button (highlighted with a red box) is located to the right of the dropdowns. A legend indicates that the red dot 'Indicates Mandatory Fields'.

6. The **File Returns** page is displayed. This page displays the due date of filing the returns, which the taxpayer is required to file using separate tiles.
- In the GSTR6 tile, click the **PREPARE ONLINE** button.

Dashboard	Services ▾	GST Law	Search Taxpayer ▾	Help ▾	e-Way Bill System
-----------	------------	---------	-------------------	--------	-------------------

Dashboard ▸ Returns
English

File Returns

• Indicates Mandatory Fields

Financial Year •

2018-19 ▾

Return Filing Period •

November ▾

SEARCH

Return for input service distributor
GSTR6

Due Date - 13/12/2018

PREPARE ONLINE

PREPARE OFFLINE

Details of auto drafted supplies
GSTR6A

VIEW

7. Scroll down to the bottom of the **Form GSTR-6 - Return for Input Service Distributor** page and click the **GENERATE GSTR6 SUMMARY** button.

Dashboard
Services
GST Law
Search Taxpayer
Help
e-Way Bill System

Dashboard
Returns
GSTR-6
English

GSTR-6 - Return for Input Service Distributor

GSTIN - 27AZEPA7151RZ5Q
FY - 2018-19
Legal Name - MOHD HAMID ALAM
Return Period - November
Trade Name -
Status - Not Filed
Due Date - 13/12/2018

GSTR-6 - Invoice Details
To Add / View Details in a Particular Table Please Click in the Respective Table.

3 - Input tax credit received for distribution
4

Integrated Tax	Central Tax
₹25,000.00	₹1,250.00
State/UT Tax	CESS (₹)
₹1,250.00	₹0.00

6B - Debit Notes/Credit Notes received
0

Integrated Tax	Central Tax
₹0.00	₹0.00
State/UT Tax	CESS (₹)
₹0.00	₹0.00

6A - Amendment of information furnished in earlier returns in Table 3
0

Integrated Tax	Central Tax
₹0.00	₹0.00
State/UT Tax	CESS (₹)
₹0.00	₹0.00

6C - Amendment of Debit Notes/Credit Notes received
0

Integrated Tax	Central Tax
₹0.00	₹0.00
State/UT Tax	CESS (₹)
₹0.00	₹0.00

GSTR-6 - ITC Distribution
Distribution of input tax credit (ISD Invoices & ISD Credit notes)

4 - Total ITC available and Eligible ITC/Ineligible ITC distributed

Total ITC available	Total Eligible ITC
₹0.00	₹0.00
Total Ineligible ITC	
₹0.00	

5, 8 - Distribution of input tax credit (ISD Invoices & ISD Credit notes)
0

Total Eligible ITC
₹0.00
Total Ineligible ITC
₹0.00

9 - Redistribution of ITC distributed in earlier returns
0

Total Eligible ITC
₹0.00
Total Ineligible ITC
₹0.00

GSTR-6 - Other Details

10 - Late Fee

Central Tax	State/UT Tax
₹0.00	₹0.00

GENERATE GSTR6 SUMMARY

☐ I acknowledge that I have reviewed the details of the preview and the information is correct and would like to submit the details. I am aware that no changes can be made after submit.

BACK
PREVIEW
SUBMIT
FILE RETURN

8. A confirmation message is displayed at the top of the page. You can check the status in some time.

Dashboard
Services
GST Law
Search Taxpayer
Help
e-Way Bill System

Dashboard > Returns > GSTR-6
English

GSTR-6 - Return for Input Service Distributor

Generate GSTR6 Summary process is initiated, Please recheck after one minute

GSTIN - 27AZEPA7151RZ5Q
FY - 2018-19
Legal Name - MOHD HAMID ALAM
Return Period - November
Trade Name -
Status - Not Filed
Due Date - 13/12/2018

GSTR-6 - Invoice Details
To Add / View Details in a Particular Table Please Click in the Respective Table.

3 - Input tax credit received for distribution 4

Integrated Tax	Central Tax
₹25,000.00	₹1,250.00
State/UT Tax	CESS (₹)
₹1,250.00	₹0.00

6B - Debit Notes/Credit Notes received 0

Integrated Tax	Central Tax
₹0.00	₹0.00
State/UT Tax	CESS (₹)
₹0.00	₹0.00

6A - Amendment of information furnished in earlier returns in Table 3 0

Integrated Tax	Central Tax
₹0.00	₹0.00
State/UT Tax	CESS (₹)
₹0.00	₹0.00

6C - Amendment of Debit Notes/Credit Notes received 0

Integrated Tax	Central Tax
₹0.00	₹0.00
State/UT Tax	CESS (₹)
₹0.00	₹0.00

GSTR-6 - ITC Distribution

4 - Total ITC available and Eligible ITC/Ineligible ITC distributed

Total ITC available	Total Eligible ITC
₹0.00	₹0.00
Total Ineligible ITC	
₹0.00	

5, 8 - Distribution of input tax credit (ISD Invoices & ISD Credit notes) 0

Total Eligible ITC
₹0.00
Total Ineligible ITC
₹0.00

9 - Redistribution of ITC distributed in earlier returns 0

Total Eligible ITC
₹0.00
Total Ineligible ITC
₹0.00

GSTR-6 - Other Details

10 - Late Fee

Central Tax	State/UT Tax
₹0.00	₹0.00

GENERATE GSTR6 SUMMARY

☐ I acknowledge that I have reviewed the details of the preview and the information is correct and would like to submit the details. I am aware that no changes can be made after submit.

BACK
PREVIEW
SUBMIT
FILE RETURN

9. Once you have entered all the details, click the **PREVIEW** button.

Dashboard
Services
GST Law
Search Taxpayer
Help
e-Way Bill System

Dashboard > Returns > GSTR-6
English

GSTR-6 - Return for Input Service Distributor

GSTIN - 27AZEPA7151RZ5Q
FY - 2018-19
Legal Name - MOHD HAMID ALAM
Return Period - November
Trade Name -
Status - Not Filed
Due Date - 13/12/2018

GSTR-6 - Invoice Details
To Add / View Details in a Particular Table Please Click in the Respective Table.

3 - Input tax credit received for distribution 4

Integrated Tax	Central Tax
₹25,000.00	₹1,250.00
State/UT Tax	CESS (₹)
₹1,250.00	₹0.00

Amendment of Debit Notes/Credit Notes received

6B - Debit Notes/Credit Notes received 0

Integrated Tax	Central Tax
₹0.00	₹0.00
State/UT Tax	CESS (₹)
₹0.00	₹0.00

6A - Amendment of information furnished in earlier returns in Table 3 0

Integrated Tax	Central Tax
₹0.00	₹0.00
State/UT Tax	CESS (₹)
₹0.00	₹0.00

6C - Amendment of Debit Notes/Credit Notes received 0

Integrated Tax	Central Tax
₹0.00	₹0.00
State/UT Tax	CESS (₹)
₹0.00	₹0.00

GSTR-6 - ITC Distribution

4 - Total ITC available and Eligible ITC/Ineligible ITC distributed
5, 8 - Distribution of input tax credit (ISD Invoices & ISD Credit notes) 0

9 - Redistribution of ITC distributed in earlier returns 0

GSTR-6 - Other Details

10 - Late Fee

GENERATE GSTR6 SUMMARY

☐ I acknowledge that I have reviewed the details of the preview and the information is correct and would like to submit the details. I am aware that no changes can be made after submit.

BACK
PREVIEW
SUBMIT
FILE RETURN

10. The PDF is downloaded.

Form GSTR-6
 [See rule (59(1))]
 Return for input service distributor

Year	2018-19
Month	November

1. GSTIN	27AZEPA7151RZ5Q
2(a). Legal name of the registered person	MOHD HAMID ALAM
2(b). Trade name, if any	-

3. Input tax credit received for distribution

No. of Records	Total Invoice value	Total Integrated Tax	Total Central Tax	Total State/UT Tax	Total Cess
4	450000	25000	1250	1250	0

5,8. Distribution of input tax credit reported for total eligibility ITC

No. of Records	Total Eligible ITC	Total Ineligible ITC
0	0	0

9 - Redistribution of ITC distributed in earlier returns

No. of Records	Total Eligible ITC	Total Ineligible ITC
0	0	0

4. Total ITC/Eligible ITC/Ineligible ITC to be distributed for tax period

Total ITC available for distribution	Amount of eligible ITC	Amount of ineligible ITC
0	0	0

Amendments in information furnished in earlier returns

No. of Records	Total Invoice value	Total Integrated Tax	Total Central Tax	Total State/UT Tax	Total Cess
0	0	0	0	0	0

6B. Debit notes/credit notes received

No. of	Total Invoice	Total Integrated	Total Central	Total State/UT	Total

For knowing how to proceed to file and file the GSTR 6 Return online, please follow the steps mentioned in the following hyperlink:

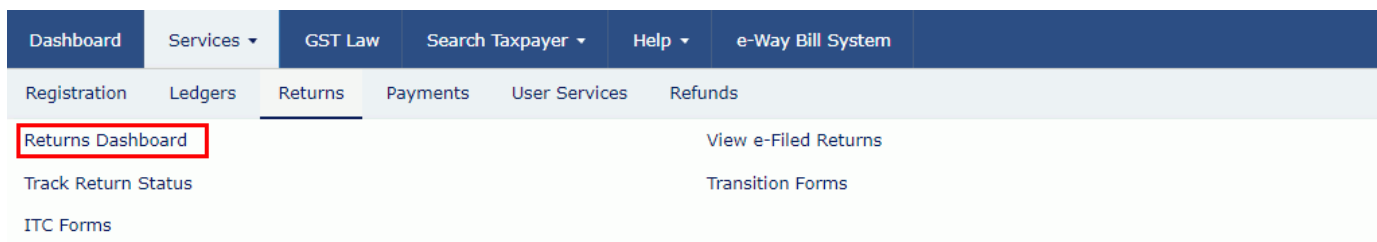
<https://tutorial.gst.gov.in/userguide/returns/index.htm#t=GSTR-6.htm>

G. Open Downloaded GSTR-6 JSON Files and make Modifications (if required)

To open the downloaded GSTR-6 JSON File to view the invoices in the return and make any modifications, perform following steps:

1. Access the **www.gst.gov.in** URL. The GST Home page is displayed.
2. Login to the GST Portal with valid credentials.
3. Click the **Services > Returns > Returns Dashboard** command.

Alternatively, you can also click the **Returns Dashboard** link on the Dashboard.



The screenshot shows the GST Portal's 'Returns Dashboard'. The top navigation bar includes 'Dashboard', 'Services', 'GST Law', 'Search Taxpayer', 'Help', and 'e-Way Bill System'. Below this, a secondary bar contains 'Registration', 'Ledgers', 'Returns' (which is active), 'Payments', 'User Services', and 'Refunds'. The 'Returns' section is expanded, showing links for 'Returns Dashboard' (highlighted with a red box), 'View e-Filed Returns', 'Track Return Status', 'Transition Forms', and 'ITC Forms'.

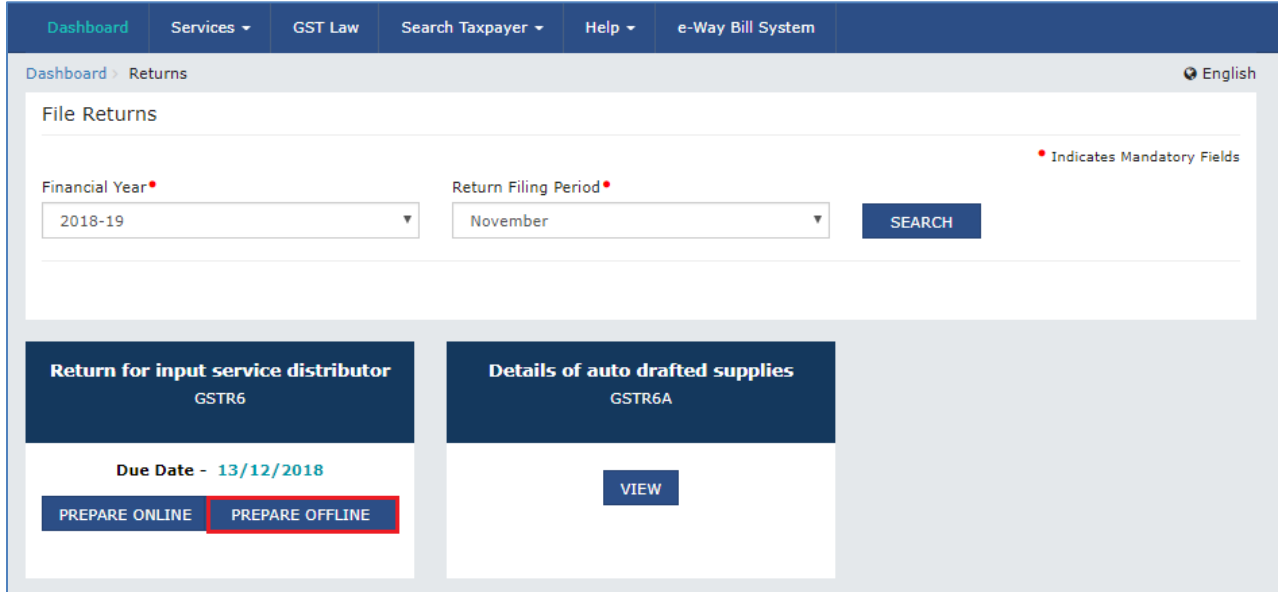
4. The **File Returns** page is displayed. Select the **Financial Year & Return Filing Period** (Month) for which you want to file the return from the drop-down list.
5. Click the **SEARCH** button.



The screenshot shows the 'File Returns' page on the GST Portal. The top navigation bar is the same as the previous screenshot. Below it, the breadcrumb 'Dashboard > Returns' is visible, along with a language selector set to 'English'. The main heading is 'File Returns'. Below this, there are two mandatory fields (indicated by a red dot): 'Financial Year' and 'Return Filing Period'. The 'Financial Year' dropdown is set to '2018-19' (highlighted with a red box). The 'Return Filing Period' dropdown is set to 'November' (highlighted with a red box). A red box also highlights the 'SEARCH' button. A legend indicates that the red dot 'Indicates Mandatory Fields'.

6. The **File Returns** page is displayed. This page displays the due date of filing the returns, which the taxpayer is required to file using separate tiles.

In the GSTR6 tile, click the **PREPARE OFFLINE** button.



Dashboard > Returns

File Returns

Financial Year ^{*} 2018-19 Return Filing Period ^{*} November [SEARCH](#)

^{*} Indicates Mandatory Fields

Return for input service distributor
GSTR6

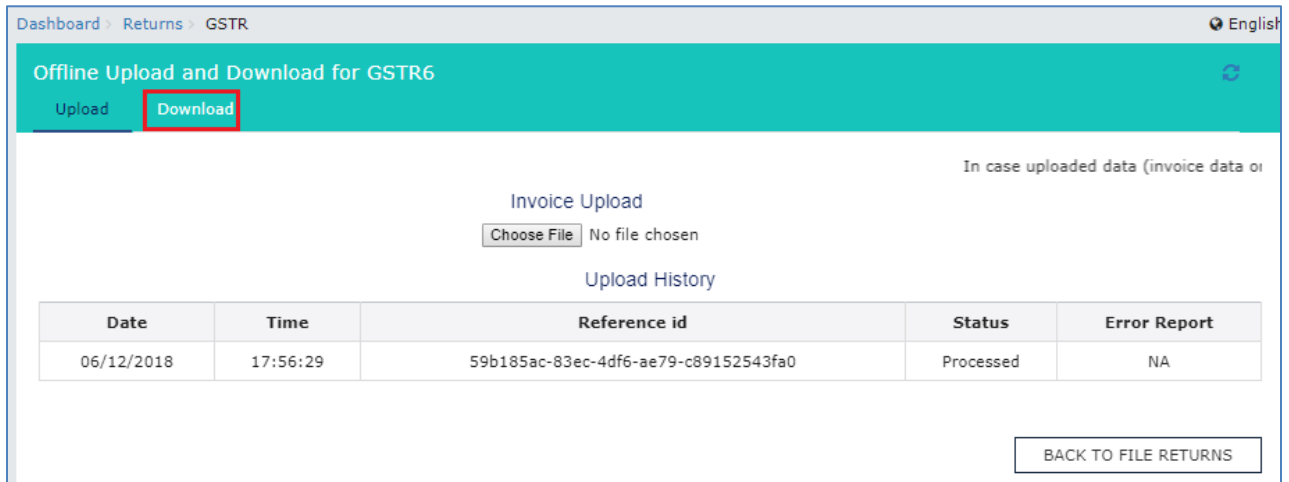
Due Date - 13/12/2018

[PREPARE ONLINE](#) [PREPARE OFFLINE](#)

Details of auto drafted supplies
GSTR6A

[VIEW](#)

7. Select **Download** Tab.



Dashboard > Returns > GSTR

Offline Upload and Download for GSTR6

[Upload](#) [Download](#)

In case uploaded data (invoice data or)

Invoice Upload

[Choose File](#) No file chosen

Upload History

Date	Time	Reference id	Status	Error Report
06/12/2018	17:56:29	59b185ac-83ec-4df6-ae79-c89152543fa0	Processed	NA

[BACK TO FILE RETURNS](#)

8. Click on **GENERATE JSON FILE TO DOWNLOAD** Button.

Dashboard
Services
GST Law
Search Taxpayer
Help
e-Way Bill System

Dashboard > Returns > GSTR
English

Offline Upload and Download for GSTR6

Upload
Download

Download data for GSTR6

GENERATE JSON FILE TO DOWNLOAD

BACK

- You will get the notification saying file has been generated and can see the file below the generate file button.

Dashboard > Returns > GSTR
English

Offline Upload and Download for GSTR6

Upload
Download

Your request for generation has been accepted kindly wait for 20 min.

Download data for GSTR6

GENERATE JSON FILE TO DOWNLOAD

BACK

- Click on the **“Click here to Download- File 1”** link.

Dashboard > Returns > GSTR
English

Offline Upload and Download for GSTR6

Upload
Download

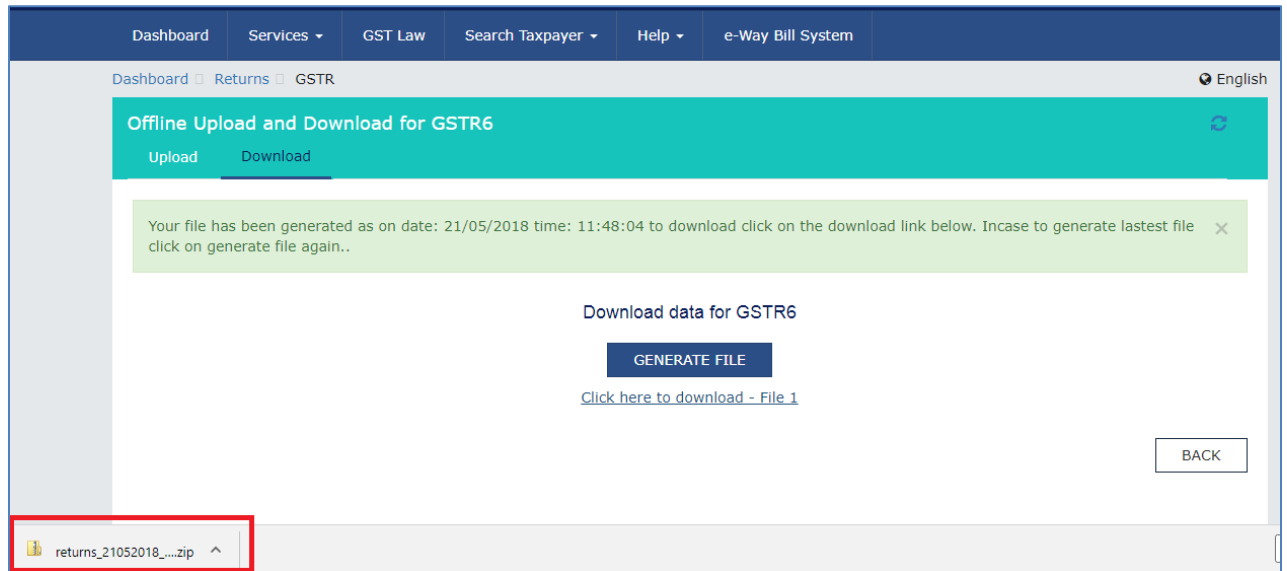
Download data for GSTR6

GENERATE JSON FILE TO DOWNLOAD

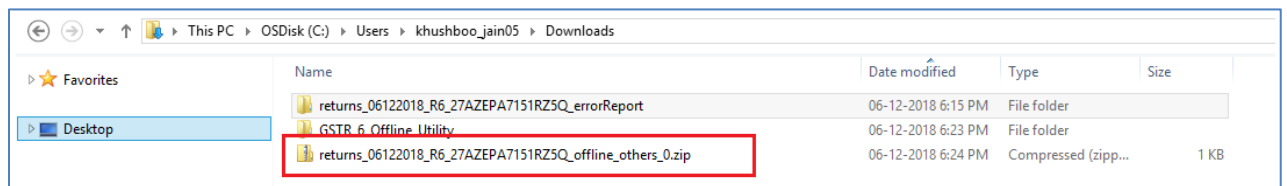
Click here to download - File 1

BACK

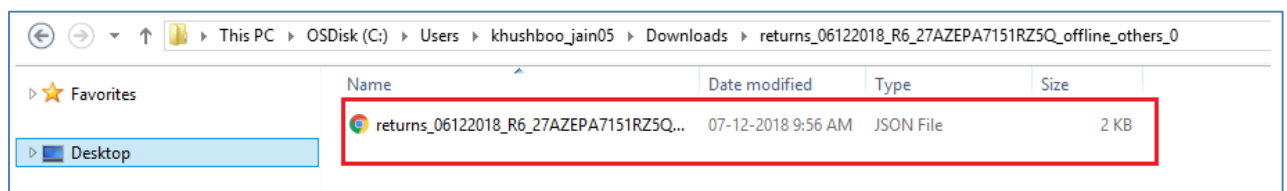
11. You will get the downloaded file.



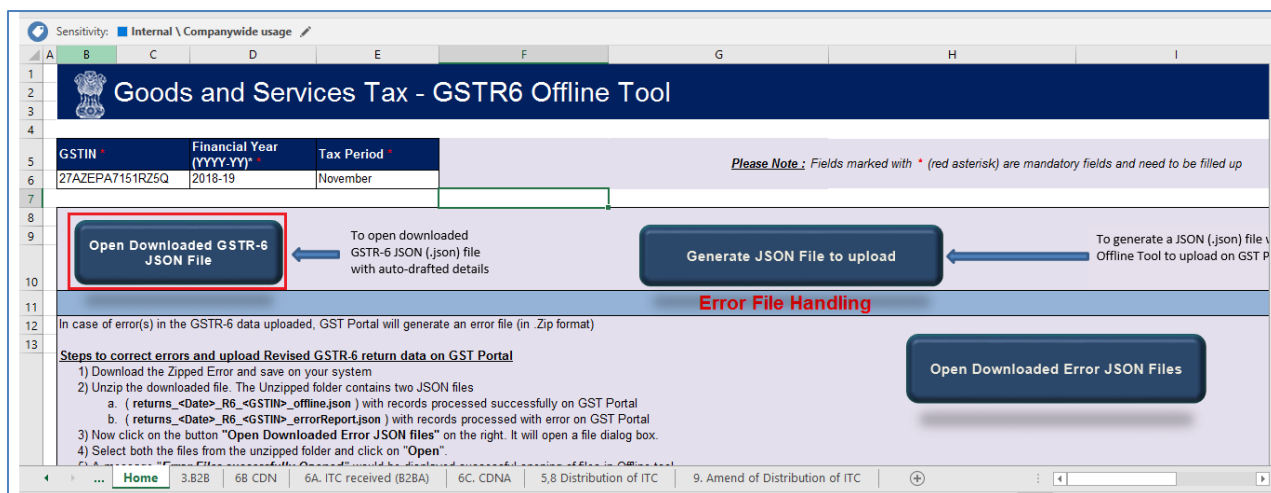
12. Open in Folder.



13. Extract the file.



14. To Open the Downloaded Return file for GSTR6, click “Open Downloaded GSTR6 JSON File” on Home tab.



Sensitivity: Internal \ Companywide usage

Goods and Services Tax - GSTR6 Offline Tool

GSTIN * Financial Year (YYYY-YY)* Tax Period *

27AZEPA7151RZ5Q 2018-19 November

Please Note: Fields marked with * (red asterisk) are mandatory fields and need to be filled up

Open Downloaded GSTR-6 JSON File To open downloaded GSTR-6 JSON (.json) file with auto-drafted details

Generate JSON File to upload To generate a JSON (.json) file for Offline Tool to upload on GST P

Error File Handling

In case of error(s) in the GSTR-6 data uploaded, GST Portal will generate an error file (in .Zip format)

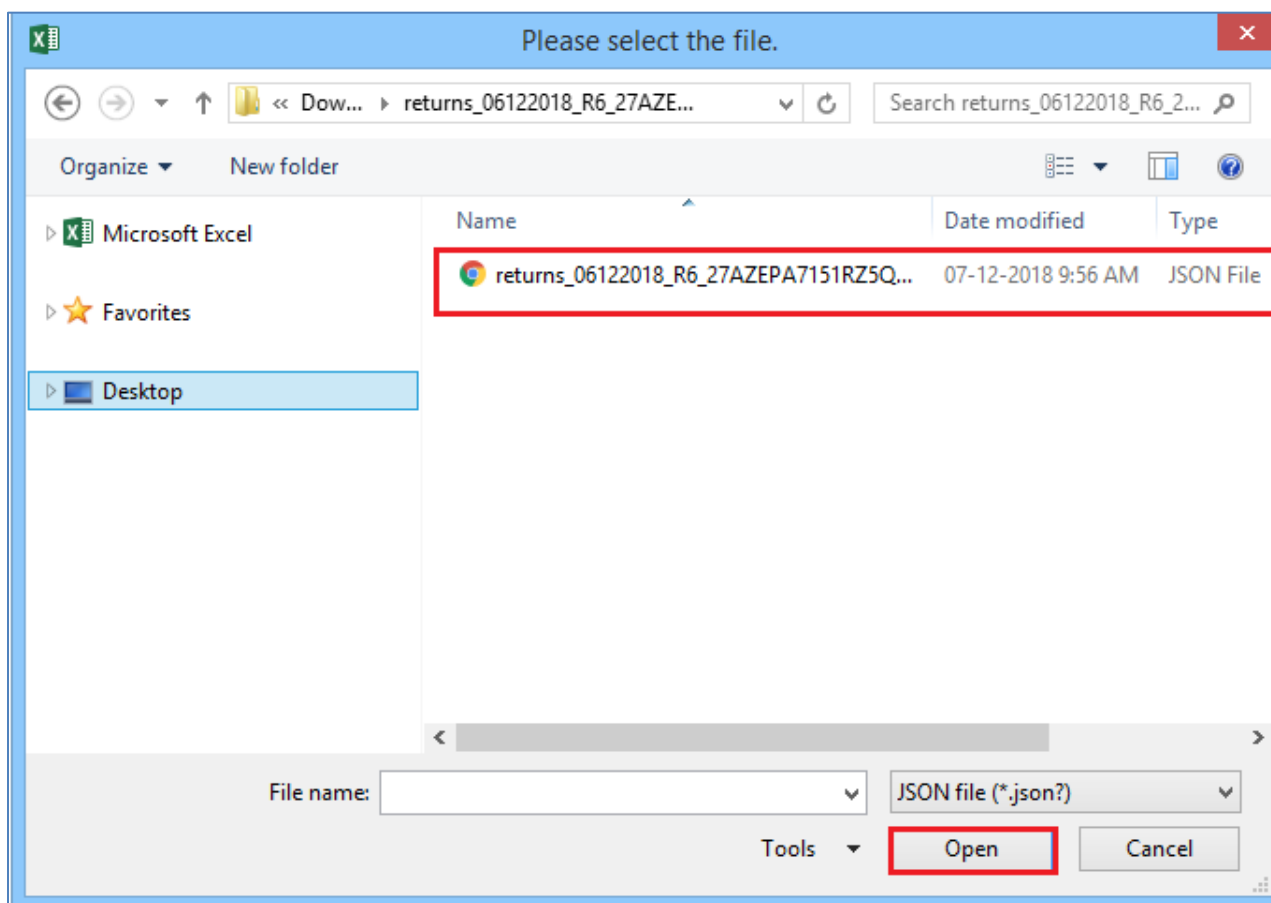
Steps to correct errors and upload Revised GSTR-6 return data on GST Portal

- 1) Download the Zipped Error and save on your system
- 2) Unzip the downloaded file. The Unzipped folder contains two JSON files
 - a. (returns_<Date>_R6_<GSTIN>_offline.json) with records processed successfully on GST Portal
 - b. (returns_<Date>_R6_<GSTIN>_errorReport.json) with records processed with error on GST Portal
- 3) Now click on the button "Open Downloaded Error JSON files" on the right. It will open a file dialog box.
- 4) Select both the files from the unzipped folder and click on "Open".

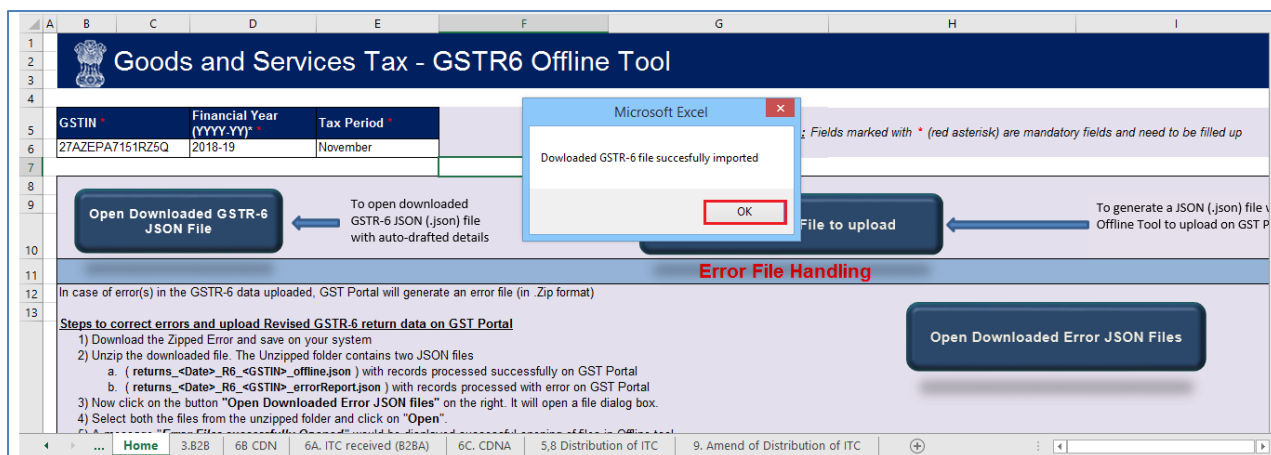
Open Downloaded Error JSON Files

Home 3.B2B 6B CDN 6A. ITC received (B2BA) 6C. CDNA 5.8 Distribution of ITC 9. Amend of Distribution of ITC

15. Browse the JSON(.json) file and click the **OK** button.

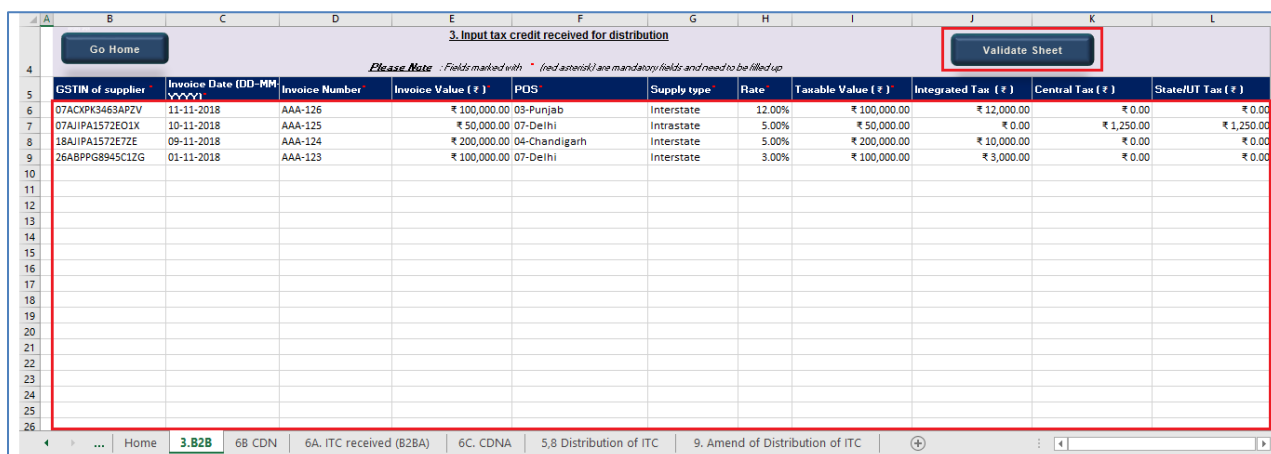


16. Select the downloaded JSON (.json) file and click on OK to proceed. Once successfully imported, you will get the message "Downloaded GSTR6 file successfully Imported".



The screenshot shows the 'Goods and Services Tax - GSTR6 Offline Tool' window. It includes fields for GSTIN, Financial Year, and Tax Period. A 'Microsoft Excel' dialog box is open, displaying the message 'Downloaded GSTR-6 file successfully imported' with an 'OK' button. Below the dialog, there are buttons for 'Open Downloaded GSTR-6 JSON File', 'File to upload', and 'Open Downloaded Error JSON Files'. A section titled 'Error File Handling' provides instructions on how to handle errors and upload revised data.

17. Modify the details as per requirement in the sheets.
18. After making the modifications, click the **Validate Sheet** button to validate the sheets.



The screenshot shows the '3. Input tax credit received for distribution' sheet. It contains a table with the following data:

GSTIN of supplier	Invoice Date (DD-MM-YYYY)	Invoice Number	Invoice Value (₹)	POS	Supply type	Rate	Taxable Value (₹)	Integrated Tax (₹)	Central Tax (₹)	State/UT Tax (₹)
07ACKPK3463APZV	11-11-2018	AAA-126	₹ 100,000.00	03-Punjab	Interstate	12.00%	₹ 100,000.00	₹ 12,000.00	₹ 0.00	₹ 0.00
07AJIPA1572E01X	10-11-2018	AAA-125	₹ 50,000.00	07-Delhi	Intrastate	5.00%	₹ 50,000.00	₹ 0.00	₹ 1,250.00	₹ 1,250.00
18AJIPA1572E7ZE	09-11-2018	AAA-124	₹ 200,000.00	04-Chandigarh	Interstate	5.00%	₹ 200,000.00	₹ 10,000.00	₹ 0.00	₹ 0.00
26ABPG8945C12G	01-11-2018	AAA-123	₹ 100,000.00	07-Delhi	Interstate	3.00%	₹ 100,000.00	₹ 3,000.00	₹ 0.00	₹ 0.00

19. After each section is successfully validated, click the **Get Summary** button to update the summary on Home tab.
20. Summary is displayed for all the sections. Thereafter follow steps mentioned in the following hyperlinks: [Generate JSON File to upload](#) and [Upload the generated JSON File on GST Portal](#).