

FAQs and User Manual - FORM GST ITC 01 Offline Tool

Goods and Services Tax Network



Table of Contents

1.	FAQs on FORM GST ITC 01 Offline Tool
2.	FORM GST ITC 01 Offline Tool: An Overview
3.	Downloading the FORM GST ITC 01 Offline Tool
4.	Installation of the FORM GST ITC 01 Offline Tool
5.	Prepare FORM GST ITC 01 Return
	1. Enter details in the Sec_18_1_A worksheet of FORM GST ITC 01 Offline Tool .13
	2. Generate JSON file using 'Generate File to Upload' button
	3. Upload the generated JSON on GST Portal24
	4. Open Downloaded Error File



1. FAQs on FORM GST ITC- 01 Offline Tool

1. What is GST ITC-01?

Registered person who is entitled to claim credit of input tax under section 18 (1) of CGST Act 2017, can claim such credit by filing a declaration in Form 'GST ITC-01'. The credit may be availed for inputs held in stock, Inputs contained in semi-finished or finished goods held in stock or capital goods as mentioned below:

-One day immediately preceding the date on which his registration is granted for claim under clause (a) or clause (b) of sub-section (1) of section 18; (Once in life time of taxpayer)

-One day immediately preceding the date(during a financial year) from which he becomes liable to pay tax under section 9 for claim under clause (c) of sub-section (1) of section 18; and

-One day immediately preceding the date from which the supplies made by registered taxpayer becomes taxable for claim under clause (d) of sub-section (1) of section 18.

2. When registered person can claim Input Tax Credit in Form GST ITC 01?

Registered person can claim credit of eligible inputs tax in respect of goods within 30 days from the date of becoming eligible to avail ITC under sub-section (1) of section 18 or within such further period as may be extended by the commissioner.

Claim under clause (a) or clause (b) of sub-section (1) of section 18 can be made only once.

Claim under clause (c) of sub-section (1) of section 18 can be made once in a financial year.

Claim under clause (d) of sub-section (1) of section 18 can be made once in a month.

3. What is the pre-condition to file Form GST ITC-01?

In case of new registration -

1. Applicant has filed application for registration within <30 days> of becoming liable to pay GST and has been granted registration (other than voluntary registration).

2. Registered person has the details of ITC for purchases on or after appointed day but prior to registration and stock as on the day immediately preceding the day with effect from which he becomes liable to pay GST (other than voluntary registration and opting to pay tax under composition scheme).

In case of opting out from composition scheme and where exempt supply of goods or services or both becomes taxable:

Registered person has the details of ITC on inputs/capital goods as on the day immediately preceding the day in which he opts out from composition scheme.

In case of voluntary registration:

Registered person has the details of ITC on inputs/capital goods as on the day immediately preceding the date of grant of registration.



4. What are the features of FORM GST ITC- 01 Offline Utility?

The Key Features of FORM GST ITC- 01 Offline Tool are:

- The ITC-01 details can be prepared offline with no connection to Internet.
- Most of the data entry and business validations are in-built in the offline tool reducing errors upon upload to GST Portal.

5. How can I download and open the FORM GST ITC- 01 Offline Tool in my system from the GST Portal?

1. Login to the GST Portal <u>www.gst.gov.in</u> .

2. Go to **Downloads** > **Offline tools** > **FORM GST ITC- 01 Offline Tool** button and click on it.

- 3. Unzip the downloaded Zip file which contain ITC_01_Offline_v1.0.xls excel sheet
- 4. Open the ITC_01_Offline_v1.0.xls excel sheet by double clicking on it.
- 5. Read the Read me text file and help instructions on excel sheet.

6. What are the basic system requirements/ configurations required to use FORM GST ITC-01 Offline Tool?

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

7. How do I open or launch the FORM GST ITC- 01 Offline Tool?

One can launch the **FORM GST ITC-01 Offline Tool** by double clicking the downloaded ITC_01_Offline_v1.0 sheet.

8. Where can I find the detailed user manual of the FORM GST ITC-01 Offline Tool?

The detailed user manual gets downloaded along with the **FORM GST ITC-01 Offline Tool** as a Read me text document and Help instructions on excel sheet.

9. Is Offline tool mobile compatible?

As of now ITC-01 Offline tool cannot be used on mobile. Currently, ITC 01 Offline tool can only be used on desktops.

10. 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) of details and modifications in offline tool. The data file will be uploaded by taxpayer in the online GST portal for further processing of Form GST ITC-01.

11. What is 'Open Downloaded ITC-01 JSON/Error File' button for in excel?

'Open Downloaded ITC-01 JSON/Error File' 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 or correction. This will auto populate the details in the offline tool basis the data entry sections in this file.



2. FORM GST ITC- 01 Offline Tool: An Overview

The ITC- 01 Offline Tool is provided to registered persons to claim credit of input tax under section 18 (1) by filing a declaration in Form 'GST ITC-01'. Any registered person shall within thirty days from the date of his becoming eligible to avail of input tax credit under subsection (1) of section 18 shall make a declaration, electronically, on the Common Portal in FORM GST ITC-01 to the effect that he is eligible to avail of input tax credit as aforesaid.

To facilitate the furnishing of records in short-time an easy to use excel offline tool has been made available for preparation of ITC-01 statement in download section of GST portal. All the details can be added in offline mode and later uploaded on GST portal to furnish the ITC-01.



3. Downloading the FORM GST ITC- 01 Offline Tool

Downloading the FORM GST ITC- 01 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 FORM GST ITC- 01 Offline Tool to prepare the FORM GST ITC- 01 return offline, perform the following steps:



You can download the FORM GST ITC-01 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 > ITC01 Offline Tool.

Goods and Services Tax								
Home	Services -	GST Law	Downloads 🗸	Search Taxpayer 🔸	Help +			
Offline Tools								
Returns Offlin	e Tool			Tran-1	Offline Tools			
Tran-2 Offline	Tools			GSTR3	3B Offline Utility			
ITC01 Offline	Tool			ITC04	Offline Tool			
GST ARA 01 -	Application for	Advance Ruling	J	GSTR 4	4 Offline Tool			



The download of the **FORM GST ITC-01** Offline Tool usually takes 2-3 minutes to download depending on the Internet speed.

3. ITC01 Offline Tool Downloads page is opened. Click Download.



Home \Rightarrow Downloads \Rightarrow ITC-01

ITC-01 Offline Tool

Who should fill GST ITC-01 form?

You (the taxpayer) need to fill ITC-01 to declare details for following Tables/Sections:

Table 7- Claim under section 18(1)(a) or section 18(1)(b) : Applicable for claim of input tax credit in case of new registration and voluntary registration
 Table 8- Claim under section 18(1)(c) or section 18(1)(d) : Applicable for taxpayer opting out from Composition levy or goods or services becomes taxable.

In case of claim under section 18(1) (a) and (b) the registered person can claim credit of input tax on

- Inputs held in stock
- · Inputs contained in semi-finished or finished goods held in stock
- In case of claim under 18(1)(c) & (d) in addition to above types of inputs registered person can claim credit on Capital goods as well.

How do I prepare the form when offline

1. Download and prepare the ITC -01 form when offline Download 2

Important!

- Before you extract and run the downloaded file, ensure that the file is not corrupted. How do I know that my file is not corrupt? Click here to know more.
- Go through the Readme document before you begin installation.
- Double-click on ITC-01 Offline Tool to open the offline tool.
- 2. Edit the generated file using import option
- 3. Prepare ITC-01 using excel when offline (i.e. without Internet).
- 4. Generate the output file in .Json file format
- 5. Using the output file, you can upload it in GST portal (www.gst.gov.in) (when online, with internet)

Your downloaded (ITC-01 Offline Tool) zip file contains:

ITC01 excelReadMe

4. The ITC01 Offline Tool is downloaded in Downloads folder.

The download of the ITC01 Offline Tool usually takes 2-3 minutes to download depending on the Internet speed.

File Home Share View Image: Im									
🛠 Favorites	Name	Date modified	Date modified Type						
Desktop	ITC_01_Offline_v1.0.zip	2/21/2018 2:31 PM	Compressed (zipp	196 KB					
🔚 Recent places	🏶 npp.7.5.4.Installer.x64.exe	2/13/2018 10:51 AM	Application	4,416 KB					
🗼 Downloads	ITC_04_Offline_v2.0	2/20/2018 4:00 PM	File folder						

5. Before you Unzip and open the ITC01 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 ITC01 Offline Tool. If there is an exact match, then your file is not corrupted. Else, download again.

a. Click the link given under section 'IMPORTANT!'.



ITC-01 Offline Tool

Who should fill GST ITC-01 form?

You (the taxpayer) need to fill ITC-01 to declare details for following Tables/Sections:

Table 7- Claim under section 18(1)(a) or section 18(1)(b) : Applicable for claim of input tax credit in case of new registration and voluntary registration
 Table 8- Claim under section 18(1)(c) or section 18(1)(d) : Applicable for taxpayer opting out from Composition levy or goods or services becomes

In case of claim under section 18(1) (a) and (b) the registered person can claim credit of input tax on

Inputs held in stock

taxable.

- Inputs contained in semi-finished or finished goods held in stock
- In case of claim under 18(1)(c) & (d) in addition to above types of inputs registered person can claim credit on Capital goods as well.

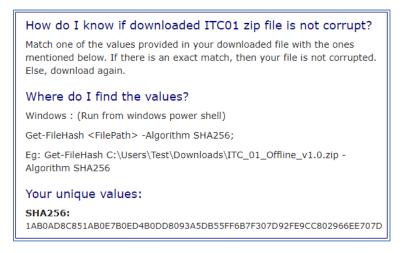
How do I prepare the form when offline

1. Download and prepare the ITC -01 form when offline.Download 🛛

Important!

- Before you extract and run the downloaded file, ensure that the file is not corrupted. How do I know that my file is not corrupt? Click here to know more.
- Go through the Readme document before you begin installation.
- Double-click on ITC-01 Offline Tool to open the offline tool.

b. Instruction box is displayed.



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

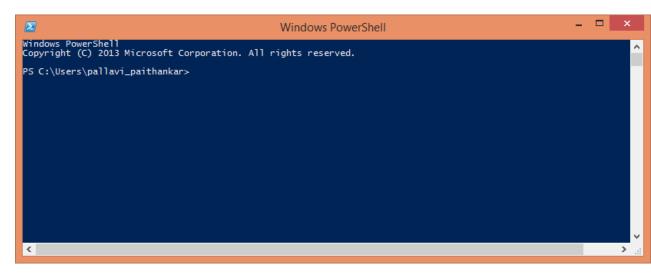
c. Open Windows PowerShell,

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





d. Window Powershell opens.



e. Provide the command in below format and enter. Command: Get-FileHash <<FileUrl>> Algorithm <<SHA256>>
e.g. Get-FileHash C:\Users\Test\Downloads\ITC_01_Offline_v1.0.zip -Algorithm SHA256

Windows PowerShell Copyright (C) 2013 Microsoft Corporation. All rights reserved. PS C:\Users\pallavi_paithankar> Get-FileHash C:\Users\pallavi_paithankar\Downloads\ITC_01_Offline_v1.0.zip -Algorithm S A256 Algorithm Hash SHA256 IAB0AD8C851AB0E7B0ED4B0DD8093A5DB55FF6B7F307D92FE9CC802966EE707D C:\Users\pallavi_paithankar\D PS C:\Users\pallavi_paithankar>	2	Windows PowerShell	- 🗆 X
A256 Path Algorithm Hash 			^
SHA256 IABOAD&C&S1ABOE7BOED4BODD&093A5DB55FF6B7F307D92FE9CC&02966EE707D C:\Users\pallavi_paithankar\D		ballavi_paithankar> Get-FileHash C:\Users\pallavi_paithankar\Downloads\	_ITC_01_0ffline_v1.0.zip -Algorithm SH
	Algorithm	Hash	Path
PS C:\Users\pallavi_paithankar>	SHA256	1AB0AD8C851AB0E7B0ED4B0DD8093A5DB55FF6B7F307D92FE9CC802966EE707D	C:\Users\pallavi_paithankar\D
	PS C:\Users\p	pallavi_paithankar>	

f. Compare the Hash value that you have received with the has value provided in Instructions box on GSTR_4_Offline_Utility downloads page.



How do I know if downloaded ITC01 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 <FilePath> -Algorithm SHA256; Eg: Get-FileHash C:\Users\Test\Downloads\ITC_01_Offline_v1.0.zip -Algorithm SHA256 Your unique values: SHA256: 1AB0AD8C851AB0E7B0ED4B0DD8093A5DB55FF6B7F307D92FE9CC802966EE707D

g. If the hash value matches, unzip the downloaded folder.

☆ Favorites	Name								
Desktop	ITC_01_Offline_v1.0.xls	2/21/2018 2:43 PM	Microsoft Excel 97	539 KB					
🔚 Recent places	📄 ReadMe.txt	2/21/2018 2:43 PM	Text Document	5 KB					
🐌 Downloads	ReleaseNotes.txt	2/21/2018 2:43 PM	Text Document	1 KB					

6. Browse and select the location where you want to save the downloaded files.



In some machines, depending on your browser settings, the files are downloaded in the folder **Downloads** on your machine.

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F avorites	Name	Date	Туре	Size
🔜 Desktop	Dffline	1/8/2018 10:59 AM	File folder	
🔚 Recent places	ITC_01_Offline_v1.0	1/8/2018 10:53 AM	File folder	
🐌 Downloads	Cisco-WebEx-Extension.crx	1/2/2018 12:32 PM	File folder	
	ITC_01_Offline_v1.0.zip	1/8/2018 10:52 AM	Compressed (zipp	19
📮 This PC	🔒 gst_offline_tool (1).zip	1/5/2018 9:38 AM	Compressed (zipp	27,88
膧 Desktop	Cisco-WebEx-Extension.crx.zip	1/2/2018 12:26 PM	Compressed (zipp	4
Documents	Cisco_WebEx_Add-On.exe	12/20/2017 4:30 PM	Application	1,01
🐌 Downloads	Sitemap.XML	11/17/2017 3:38 PM	XML Document	1
🚺 Music	WinSCP-5.9.6-Setup.exe	8/2/2017 4:14 PM	Application	8,95



4. Installation of the FORM GST ITC-01 Offline Tool

Once the download of the FORM GST ITC-01 Offline Tool is complete, you need to unzip these downloaded files on your machine.

1. Unzip the downloaded files and extract the files from the downloaded zip folder **ITC_01_Offline_v1.0.zip**. Zip folder consists of the ITC_01_Offline_v1.0 excel file, Read me and Release notes text files as shown in the screenshot below.

🔄 🌛 🝷 ↑ 🌗 ► This PC 🕨	Downloads → ITC_01_Offline_v1.0			
🛚 🚖 Favorites	Name	Date modified	Туре	Size
📃 Desktop	ITC_01_Offline_v1.0.xls	1/8/2018 10:53 AM	Microsoft Excel 97	518 K
📃 Recent places	📔 ReadMe.txt	1/8/2018 10:53 AM	Text Document	5 K
\rm Downloads	ReleaseNotes.txt	1/8/2018 10:53 AM	Text Document	1 K
🛯 🖳 This PC				
🖻 膭 Desktop				
Documents				

2. Double click the ITC_01_Offline_v1.0.xls file.

This Excel workbook template has 3 worksheets:

1. Help Instructions - Contains introduction and help instructions

2. Import_Export_file -

- Import data from file: Import and edit existing JSON file
- Generate file to upload: Generate JSON file from the data entered in Sheet 3 & 4

3. Sec_18_1_A or Sec_18_1_B or Sec_18_1_C or Sec_18_1_D – This worksheet is populated according to drop down selection in field "Claim made Under" in the worksheet Import_Export_File. Default section shown is in tool is18A. Sheet Sec_18_1_A will available in this case.



5. Prepare FORM GST ITC-01 Return

Let us take an example where you need to prepare the **FORM GST ITC-01(Claim made under Section 18 (1) (a)**) on the GST Portal using the FORM GST ITC-01 Offline Tool. To prepare the FORM GST ITC- 01 Return, you need to perform the following steps:

- 1. Enter details in the Sec_18_1_A worksheet of FORM GST ITC-01 Offline Tool.
- 2. Generate JSON file using 'Generate File to Upload' button and save JSON file on your system.

3. Upload the generated JSON on GST Portal. Preview the details uploaded, submit, sign and File return on the GST portal

1. Enter details in the worksheet of GST ITC-01 Offline Tool

Please ensure that you download the latest version of FORM GST ITC- 01 Offline Tool from the GST portal. <u>https://www.gst.gov.in/download/returns</u>

1. Launch the FORM GST ITC-01 Excel based Offline Tool and navigate to worksheet **Import_Export_file**.

	ITC_01_Offline_v1.0.xls [Compatibility Mode] - Excel	60 – 61 ×
File Home Insert Page Layout Formulas Data Review	View Q Tell me what you want to do	Pallavi Paithankar 🛛 🞗 Share
	w/Hide Comment w All Comments w Ink Wink Wink	^
H5 • : × ✓ fx Section 18(1)(a)		~
A B C D	E F G H I	IV
3 GSTIN SEZ Unit/Developer	GST ITC-01 Offline Tool (v1.0) Claim made under Section 18(1)(a)	
9 Date of grant of registration 10 [For claim made under section 18 (1)(a) and 18 (1)(b)]	3 	
Date of opt out from composition scheme [For claim under section 18 (1)(c))]		
Date on which goods or services becomes taxable [For claim made under section 18 (1)(d)]		
13		
14		



2. In the **GSTIN** field, enter the GSTIN.

A B	С	D	E	F	G	н	I I
Sood	s and Services 1	ax - G	ST IT	C-01	Offline To	ol (v1.0)	
GSTIN *	SEZ Unit/Developer * No				Claim made under *	Section 18(1)(a)	
		Date					
	f grant of registration der section 18 (1)(a) and 18 (1)(b)]						
	it from composition scheme er section section 18 (1)(c))]					_	
-	ods or services becomes taxable ade under section 18 (1)(d)]]	
						-	
Steps	Action					Description	
Help Instruct	tions Import_Export_file Se	c_18_1_A	(+)				: •

3. Select the option from the **SEZ Unit/Developer** drop-down list contains Yes/No (for user registered as SEZ they will select YES or otherwise NO)

Α	В	С	D	E F	G	Н	I.	IV
	Goods	s and Services	Tax - GS	T ITC-(01 Offline To	ool (v1.0)		
	GSTIN *	SEZ Unit/Developer * No			Claim made under	Section 18(1)(a)		
			Date					
		grant of registration er section 18 (1)(a) and 18 (1)(b	1]					
		t from composition scheme er section section 18 (1)(c))]				_		
	-	ds or services becomes taxable de under section 18 (1)(d)]						
	Steps	Actio	n			Description		
•	Help Instructi	ons Import_Export_file	Sec_18_1_A (4	Ð			E 4	



4. Select the relevant claim section from 'Claim made under' drop-down [All the section will be available like 18(1)(a),(b),(c) and (d).]

AB	С	D	E F	G	н	I IV
📓 Goods and	Services [·]	Tax - GS	T ITC-01	Offline To	ool (v1.0)	
GSTIN * SEZ Unit/D No	eveloper *		C	laim made under *	Section 18(1)(a)	1
		Date				
Date of grant of reg [For claim made under section 1]]
Date of opt out from comp [For claim under section s					-	•
Date on which goods or servic [For claim made under se						
Steps	Action	1			Description	
Help Instructions	port_Export_file S	ec_18_1_A (Ð			

5. Fill the **Date of grant of registration** according to the selected Claim section 18(1)(a)

Α	В	С	D		E F	G	Н	1
	📓 Goods a	nd Services	Tax - C	GSTI	TC-0	1 Offline T	ool (v1.0)	
G	SSTIN SEZ I	Unit/Developer *			I	Claim made under	Section 18(1)(a)	
			Dat	ie				_
	Date of grant [For claim made under sec	of registration ction 18 (1)(a) and 18 (1)(b	p)]					
		composition scheme tion section 18 (1)(c))]						-
	-	services becomes taxable der section 18 (1)(d)]	2					
	Steps	Actio	on				Description	
€ }-	Help Instructions	Import_Export_file	Sec_18_1_A	\oplus				: 4



6. Enter details in each field of worksheet Sec_18_1_A. Section 18(1)(a) is applicable for taxpayers who have applied for registration within 30 days of becoming liable and can be filed only once.

С	D	E	F	G	Н
Goods	and Servic	es Tax -	Section 18(1)(a)		
* indicates rec	quired information.			Validate Sheet Next	
	Invoice	*			Unique Quar
GSTIN *	Number *	Date * (dd-mm-yyyy)	Goods Type *	Description of Inputs *	(UQC

7. Once all details are entered, click the **Validate Sheet** button to validate the worksheet.

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e	X Cut Aria In Copy → Software ✓ Format Painter B		• <u>A</u> • <u>=</u> = =	€≣ € Merge &	t Text Center - \$ - % >	€.0 .00 Formatting	I Format as Cell • Table • Styles	Insert Delete Fo	→ AutoSu → Fill → → Clear →	m * Ary Sort & Find & Filter * Select *	
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	• : ×	$\checkmark f_x$									
	F	G	н	1	J	к	L	м	N	0	
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		Unique Quantity Code (UQC) *	Quantity *	Taxable Value *	Types of Goods"	Integrated Tax Rate in (%) *		State/UT Tax Rate in (%)*		Errors	~
	esc	uqc	qty	val	goods_ty				tx_cs	Error flag	
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In case of successful validation:

8. The Sheet Validation error(s) column shows **This row is validated**.

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Vali	idate Sheet Next										
		Unique	Quantit	Value (As adjusted by	Supplier's		Amount of	ITC claimed			
	Description of Inputs *	Quantity Code (UQC) •	y "	debit note/ credit note) (Rs) •	Туре	Central Tax (Rs) *	State/UT Tax (Rs) *	Integrated Tax (Rs) *	Cess (Rs)	Action	Sheet validation error(s)
Cotton		KILOGRAMS	30.00	300,000.00	SEZ			10,000.00	4,000.00	ADD	This row is validated
						L					
< >	Help Instructions Import_Export_file	Sec_18_1_	A	(+)					•		•

In case of unsuccessful validation:

8. A pop-up message is displayed that Errors are shown with red colored cells. Click the **OK** button.

د Goods	⊳ s and S	ervices 1	ax - S	F	G Microsoft Excel	×	Н	I	J	К	L
* indicates re	equired informat	ion.		Enter correct da If 'Errors' colum	in red coloured cells. Follow the 'Error column' ia and click 'Validate Sheet' button again n displays 'This row is validated' for all rows, you are	ex	t				
	In	voice *		good to go!			Unique	Quantit	Value (As adjusted by	Supplier's	
GSTIN *	Number*	Date * (dd-mm-yyyy)			ОК		Quantity Code (UQC) *	у *	Value (As adjusted by debit note/ credit note) (Rs) *	Туре	Centra (Rs
32AAAKL0002A1ZD	20000	23-12-2017	Inputs held				KILOGRAMS	30.00	300,000.00	SEZ	
			•								
Help Instri	uctions Im	port_Export_file	Sec_18_1_A	(+)		: 4					
								III	I II	-	+ 10

a. In case of validation failure; check for Sheet Validation Error(s) column that have failed validation and correct errors with red colored cells.



FORM GST ITC 01 Offline Tool (Last Updated on: 02/21/2018)

К	L	М	N	0	Р	Q	R
Supplier's		Amount of	ITC claimed				
	Central Tax (Rs) •	State/UT Tax (Rs)	Integrated Tax (Rs)	Cess (Rs)	Action	Sheet validation error(s)	GST portal validation error(s)
SEZ			10,000.00	4,000.00	ADD	There is some error in this row. Please check cell with red color	
					-		
	Help Instr		Import_Exp		ec_18_1_A	(+)	: •



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

E	5-G-∓					ITC_01_Offline	v1.0.xls [Compa	atibility Mode	e] - Excel				E	-	o ×
Fil	e Home	Insert Page L	ayout Formulas	Data	Review View	♀ Tell me wha	t you want to do						Pallavi Pa	ithankar	₽ Share
	ing Thesaurus S	mart okup sights Language	New Delete Pre	vious Ne	Show Ink	ents Protect		hare A	rotect and Share Workbook Ilow Users to Edit Ranges rack Changes *						
A9	•	× ✓ f	•												
	с	D	E		F				G		н	1	J	к	ι.
1 2	Go	ods and	d Services	; Tax	- Section	18(1)(a)								
3	* indi	cates required inf	formation.				Vali	date Shee	t	Next					Cho
4			Invoice *	DI	ease enter the date in						Unique	Quantit	Value (As adjusted by	Supplier	s(Nor CrDefa
5	G STIN *	Numt	per * Date * (dd-mm-yyy	v)	d-mm-yyy' format			Descr	ription of Inputs *		Quantity Code (UQC) *	y =	debit note/ credit note) (Rs) *	Туре	Cr Defa SEZ
7	32AAAKL0002A	1ZD 20000	23-12-201	7 In da	y prior to Date of		Cotton				KILOGRAMS	30.00	300,000.00	SEZ	
8				Gr	ant Of Registration										
9 10															
10															
	-		1				1					-	1		

9. Once all errors are rectified, click the **Validate Sheet** button to validate the worksheet.

د Good	[∎] s and S	ervices [¬]	⊧ ۲ax - Section 18(1	G (a)	н	I	J	К
	equired informati			Validate Sheet Next				
	In	voice *			Unique	Quantit	Value (As adjusted by	Supplier's
GSTIN *	Number *	Date * (dd-mm-yyyy)	Goods Type *	Description of Inputs *	Quantity Code (UQC)	y *	debit note/ credit note) (Rs) •	Туре
32AAAKL0002A1ZD	20000	20-12-2017	Inputs held in Stock	Cotton	KILOGRAMS	30.00	300,000.00	SEZ
Help Instr	uctions Imr	oort_Export_file	Sec_18_1_A (+)					



10. The Sheet validation error(s) column shows **This row is validated**.

к	L	М	N	0	Р	Q	R
		A	ITC claimed				
Supplier's		Amount of	ITC claimed		Action		
Туре	Central Tax (Rs) *	State/UT Tax (Rs)	Integrated Tax (Rs)	Cess (Rs)	ACUOII	Sheet validation error(s)	GST portal validation error(s)
EZ			10,000.00	4,000.00	ADD	This row is validated	
	Help Instr	uctions	Import_Expo	ort file C	ec_18_1_A	+	: (



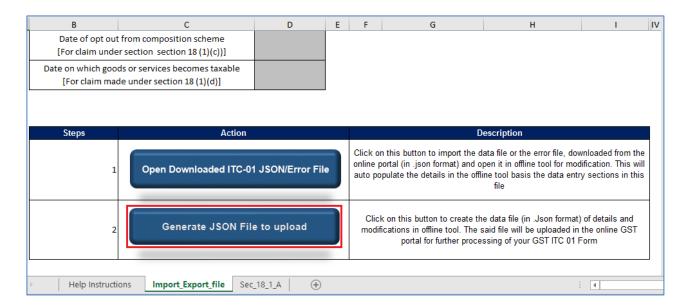
2. Generate JSON file using 'Generate File to Upload' button

1. Upon successful validation; navigate to worksheet Import_Export_file.

You can also click the **Next** button to navigate to worksheet Import_Export_file.

С	D	E	F	G	н	I.	J
Goods	s and S	ervices 7	Tax - Section 18(1)(a	a)			
* indicates re	equired informat	ion.		Validate Sheet			
	In	woice *			Unique	Quantit	Value (As adjusted by
GSTIN *	Number*	Date * (dd-mm-yyyy)	Goods Type *	Description of Inputs *	Quantity Code (UQC) *	у -	debit note/ credit note) (Rs) *
32AAAKL0002A1ZD	20000	20-12-2017	Inputs held in Stock	Cotton	KILOGRAMS	30.00	300,000.00
Help Instru	uctions Im	port_Export_file	Sec_18_1_A (+)	: (-		

2. Click the Generate File to Upload button to generate JSON for upload on GST Portal.





3. A message is displayed that processing may take some time. Click the **OK** button.

А	В	С	D	Е	F	G	Н	I	IV
		t from composition scheme er section section 18 (1)(c))]				Microsoft Excel	×		
		ds or services becomes taxable de under section 18 (1)(d)]			Process	ing may take some time. Ple	ase wait		
I	Steps	Action				[ОК		
	1	Open Downloaded ITC-07	I JSON/Error File		online	on this button to import the portal (in .json format) and opulate the details in the o	l open it in offline too	I for modification. This w	rill
	2	Generate JSON File	e to upload			k on this button to create fications in offline tool. Th portal for further pro		oaded in the online GST	
(Help Instruct	ions Import_Export_file Sec	_18_1_A ÷		•			:	

4. A confirmation message is displayed that export of JSON file has completed. Click the **OK** button.

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

А	В	С	D	Е	F	G	Н	I IV
		from composition scheme r section section 18 (1)(c))]				Microsoft Excel	×	
		ds or services becomes taxable de under section 18 (1)(d)]		E	Export Con	npleted. Please save the outpu	t JSON file	
	Steps	Action				[ОК	
	1	Open Downloaded ITC-07	I JSON/Error File		online p	n this button to import the d portal (in .json format) and o ppulate the details in the offli	pen it in offline tool for m	odification. This will
	2	Generate JSON File	e to upload			k on this button to create th fications in offline tool. The s portal for further proce		in the online GST
4	Help Instructi	ons Import_Export_file Sec	_18_1_A 🕀					:



5. Navigate to the folder where you want to save the JSON file. Enter the file name and click the **SAVE** button.

	Save As				×] - Excel
⋲ ⊙ - ↑ 📭 1	This PC → Documents	× C	Search Documents		,p	
Organize 👻 New fol	der			-		otect and Share Workbook
🖳 Recent places	Name	Date modified	Туре	Size		low Users to Edit Ranges ack Changes -
\rm Downloads	Adobe Captivate Cached Projects	7/25/2017 1:14 PM	File folder			ack changes -
	Custom Office Templates	6/20/2017 2:01 PM	File folder			
🚛 This PC	Wy Adobe Captivate Projects	7/7/2017 4:47 PM	File folder			
🖻 📜 Desktop	🙀 My RoboHelp Projects	1/5/2018 3:49 PM	File folder			
Documents	li OneNote Notebooks	8/4/2017 10:33 AM	File folder			
Downloads	Remote Assistance Logs	7/6/2017 12:15 PM	File folder			
Music	J Zoom	8/2/2017 3:00 PM	File folder			
Pictures	2017_July-Sep_07ACXPK3463AYZM_R4_O	11/1/2017 2:05 PM	JSON File		1 KB	н
Videos						
OSDisk (C:)						
▷ 🗊 DATA (D:)						
File name:					~	
• Ga Network	N File (*.json)				*	
File name:		9				ription
File name: Save as type: JSO1		9				-
Network File name: Save as type: JSOI Authors: Div		-	Care	Canc	~	file or the error file, downloaded from the
File name: Save as type: JSOI Authors: Div		g Tools 👻	Save	Cano	~	file or the error file, downloaded from the it in offline tool for modification. This will tool basis the data entry sections in this
Network File name: Save as type: JSOI Authors: Div		-	Save	Cano	~	file or the error file, downloaded from the it in offline tool for modification. This will
File name: Save as type: JSO1		-			:	file or the error file, downloaded from the it in offline tool for modification. This will tool basis the data entry sections in this file
Network File name: Save as type: JSOI Authors: Div Hide Folders	ya Prakash Tags: Add a tag	Tools 🔻	Click on this bu	itton to ci	el	file or the error file, downloaded from the it in offline tool for modification. This will tool basis the data entry sections in this file data file (in .Json format) of details and
Network File name: Save as type: JSOI Authors: Div Hide Folders		Tools 🔻	Click on this bu modifications in	itton to ci	el	file or the error file, downloaded from the it in offline tool for modification. This will tool basis the data entry sections in this file data file (in .Json format) of details and id file will be uploaded in the online GST
Network File name: Save as type: JSOI Authors: Div	ya Prakash Tags: Add a tag	Tools 🔻	Click on this bu modifications in	itton to ci	el	file or the error file, downloaded from the it in offline tool for modification. This will tool basis the data entry sections in this file data file (in .Json format) of details and
Network File name: Save as type: JSOI Authors: Div Hide Folders	ya Prakash Tags: Add a tag	Tools 🔻	Click on this bu modifications in	itton to ci	el	file or the error file, downloaded from the it in offline tool for modification. This will tool basis the data entry sections in this file data file (in .Json format) of details and id file will be uploaded in the online GST

Notice the JSON file created.



FORM GST ITC 01 Offline Tool (Last Updated on: 02/21/2018)

) 🌛 🝷 🕇 📗 > This PC >	Documents			
🛠 Favorites	Name	Date modified	Туре	Size
📃 Desktop	🌗 Adobe Captivate Cached Projects	7/25/2017 1:14 PM	File folder	
🖳 Recent places	🐌 Custom Office Templates	6/20/2017 2:01 PM	File folder	
🐌 Downloads	🐌 My Adobe Captivate Projects	7/7/2017 4:47 PM	File folder	
	🚘 My RoboHelp Projects	1/5/2018 3:49 PM	File folder	
🖳 This PC	🌗 OneNote Notebooks	8/4/2017 10:33 AM	File folder	
膧 Desktop	🌗 Remote Assistance Logs	7/6/2017 12:15 PM	File folder	
Documents	Zoom	8/2/2017 3:00 PM	File folder	
〕 Downloads	ITC01_Offline.json	1/8/2018 2:18 PM	JSON File	1 K
🜗 Music				
📄 Pictures				
📔 Videos				
두 OSDisk (C:)				
🗊 DATA (D:)				



3. Upload the generated JSON on GST Portal

- 1. Access the https://gst.gov.in/ URL. The GST Home page is displayed.
- 2. Click the **Services** > **Returns** > **ITC Forms** command.

📓 Goods	Goods and Services Tax									🛓 sumit sidhu surwase 🗸
Dashboard	Services 🗸	GST Law	Search Taxpay	er - F	lelp 🗸					
Registration	Ledgers F	Returns Pa	ayments User	Services	Refu	nds				
Returns Dashboa	rd				١	/iew e-Filed Ret	turns			
Track Return Stat	Track Return Status Transition Forms									
ITC Forms										
	You can nav	vigate to your o	hosen page throu	ıh navigatio	n panel g	iven below			View Profile 📎	
RETUR	N DASHBOAR	D > CR	EATE CHALLAN >	VIE	W NOTIO	ce(s) and ord	ER(S) >		Quick Links	
									Check Cash Ba	lance
									Liability ledger	
									Credit ledger	

- 3. The **GST ITC Forms** page is displayed.
- 4. In the **GST ITC-01** tile, click the **PREPARE OFFLINE** button.

Dashboard Service	s + GST Law	Search Taxpayer 🗸	Help -							
Dashboard > Returns > GS	Dashboard > Returns > GST ITC Forms									
GST ITC Forms										
GST IT	rc-01		GST ITC-02		GST I	TC-04				
PREPARE ONLINE	PREPARE OFFLINE		PREPARE ONLINE		INITIATE FILING	PREPARE OFFLINE				
GST II	rc-03									
INITIATE FILING	PREPARE OFFLINE									

5. Select the **Claim made under** from the drop-down list. Click the **PROCEED** button.



Goods and Services	🛔 sumit sidhu surwase 🗸				
Dashboard Services - GST Law	Search Taxpayer 🗸	Help -			
Dashboard > Returns > ITC Forms > ITC01					🛛 English
GSTIN - 26GWJPS6475Q1Z7	Legal Name - su	mit sidhu surwa	ase	Trade Name -	
Declaration for claim of input tax of Claim made under• Select If you have more than 1500 invoices, the Please proceed to online submit and filing your invoices are uploaded.	hen please use upload fur	T			Indicates Mandatory Fields BACK PROCEED

6. The **Offline Upload for FORM GST ITC- 01** page is displayed. Click the **Choose File** button.

Soo	ds and S	Services		▲ GST Training ~		
Dashboard	Services -	GST Law	Search Taxpayer 👻	Help 🗕		
Dashboard > Re	turns > ITC Forr	ms> ITC01				🛛 English
Offline Dov	vnload for IT	C01-18A				C
O no offlin	e transaction for	the given retu	ırn period			×
						In case uploaded data (invoice data or other
				• Upload • No file ch	nosen	
						BACK

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



FORM GST ITC 01 Offline Tool (Last Updated on: 02/21/2018)

•	Open				×	Skip to M
🔄 🌛 👻 🕆 📗 > This PC	C → Documents	✓ Ċ Sea	arch Documents	م ا)	
Organize 🔻 New folder			·== ·	- 🔟 🤇	0	
 ★ Favorites Desktop Recent places Downloads This PC Desktop Documents Downloads 	 Name Adobe Captivate Cached Project Custom Office Templates My Adobe Captivate Projects My RoboHelp Projects OneNote Notebooks Remote Assistance Logs Zoom 	ts 7/2 6/2 7/7 1/5 8/4 7/6 8/2	te modified 25/2017 1:14 PM 20/2017 2:01 PM 7/2017 4:47 PM 5/2018 3:49 PM 4/2017 10:33 AM 5/2017 12:15 PM 2/2017 3:00 PM 3/2018 2:18 PM	Type File folder File folder File folder File folder File folder File folder JSON File	~	
Music	~ <			>		
File name:	ITC01_Offline.json	✓ AI	ll Files	~	·	
			Open ▼	Cancel]	ng the same process as that for regular
			Upload No file chose	en		

The uploaded JSON file would be validated and processed. Upon successful validation and processing, the details entered would be populated as a summary.
 In case of validation foilure upon processing errors if any would be shown on the CST Portal.

In case of validation failure upon processing; errors, if any, would be shown on the GST Portal.

	Services 🗸	GST Law	Search Taxpayer 🗸	Help 🗸						
Dashboard > Retu	Irns > ITC Fo	rms > ITC01				🛛 English				
Offline Uploa	ad and Do	wnload for I	TC01-18A			C				
Upload	Upload Download									
Invoices' ; 'R Please come	Your JSON file has been uploaded successfully. The GST Systems will now validate uploaded data for the following:'GSTIN of buyers'; 'Duplicate Invoices' ; 'Reference of Credit/Debit notes' ; 'Tax amount calculated' ; 'Date of transaction' etc. It may take up to 15 minutes to do validation. Please come back after 15 minutes. correction, please prepare JSON file following the same process as that for regular invoice data upload and submit the JSON file on the GST portal. The J Invoice Upload Choose File No file chosen Upload History									
Date	Time		Reference id	Status	Error Report					
08/01/2018	15:51:30	ITC_185fe3c8	-deba-42a3-8b22-189bbe	eee In-Progress	gress NA					



Please note it is possible to upload JSON multiple times on GST portal till submission. However, if some invoice exists from previous upload irrespective of their items, it will be updated with latest uploaded details. All new invoice will be added as new entry.





Post successful upload of data on GST Portal, you can preview the form and file FORM GST ITC- 01 return.

For SUBMIT and FILING of FORM GST ITC-01, refer link GST ITC-01

4. Open Downloaded Error File

In case data uploaded through JSON on the portal fails validation as defined in the portal, an Error File will be created on the online portal for only those records which failed. The error file will be available in a hyperlink as given in the below screen on the upload off line page in the portal. Initially the Status in the Upload History will be shown as 'In-Progress'.

Dashboard	Services 🗸	GST Law	Search Taxpayer 🗸 🛛	Help 🗸					
shboard > Retu	irns > ITC Fo	orms > ITC01				🛛 Englisł			
	Offline Upload and Download for ITC01-18A C								
Invoices' ; 'F Please come	Your JSON file has been uploaded successfully. The GST Systems will now validate uploaded data for the following: 'GSTIN of buyers'; 'Duplicate Invoices'; 'Reference of Credit/Debit notes'; 'Tax amount calculated'; 'Date of transaction' etc. It may take up to 15 minutes to do validation. Please come back after 15 minutes.								
correction, pre	correction, please prepare JSON file following the same process as that for regular invoice data upload and submit the JSON file on the GST portal. The JSC Invoice Upload Choose File No file chosen Upload History								
Date	Time	I	Reference id	Status	Error Report				
08/01/2018	15:51:30	ITC_185fe3c8-	deba-42a3-8b22-189bbeee	e In-Progress	ss NA				

After some time, the Status will be changed to Processed or Processed with Error.

- 1. In case of the error, the Error Report column will display a link to Generate error report.
- 2. Click the **Generate error report** link to download the report.



Dashboard	Services -	GST Law	Search Taxpayer 🗸	Help 🗸						
shboard > Ret	urns > ITC F	orms > ITC01			English					
Offline Uplo	ad and Do	ownload for IT	C01-18A		c -					
Upload Download										
voice data or other record) fails validation, an Error File will be created on the online portal for only those records which fail. Please download the error file a										
			Invoice U							
			Choose File	No file chosen						
	Upload History									
Date	Time	Re	eference id	Status	Error Report					
	Time 15:51:30		e ference id eba-42a3-8b22-189bbeee		Error Report Generate error report					

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

Dashboard	Services -	GST Law	Search Taxpayer 👻	Help 🗸				
shboard > Ret	urns > ITC F	orms > ITC01					🛛 Englis	
Offline Uplo	ad and Do	ownload for IT	C01-18A				C	
Upload	Download							
Invoice Upload Choose File No file chosen Upload History								
Date	Time	Kt	eference id	Status		Error Report		
08/01/2018	15:51:30	ITC_185fe3c8-d	eba-42a3-8b22-189bbeee	Processed with Error		Download error report		

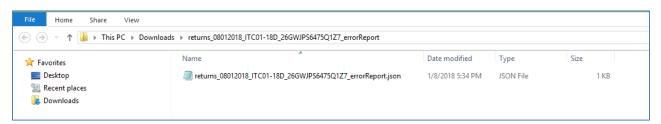
NOTE: Report generation may take some time to get generated.

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

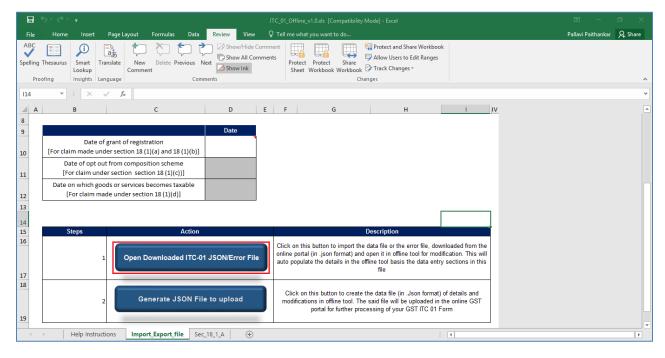
	C:) ▶ Users ▶ pallavi_paithankar ▶ Downloads			
🛚 🔆 Favorites	Name	Date modified	Туре	Size
📃 Desktop	ITC01-18D_26GWJPS6475Q1Z7_errorReport.z	1/8/2018 5:32 PM	Compressed (zipp	1 KB
🕮 Recent places	ITC_01_Offline_v1.0.zip	1/8/2018 10:52 AM	Compressed (zipp	191 KB
🝺 Downloads	🜗 gst_offline_tool (1).zip	1/5/2018 9:39 AM	Compressed (zipp	27,883 KB
	Cisco-WebEx-Extension.crx.zip	1/2/2018 12:26 PM	Compressed (zipp	41 KB
4 🖳 This PC	Cisco_WebEx_Add-On.exe	12/20/2017 4:30 PM	Application	1,014 KB



- 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 a JSON file.



 Now open ITC-01 Offline Tool and go to tab Import_Export_file. Under the section Error File Handling, click the **Open Downloaded ITC-01 JSON/Error** File button.





9. A file dialog box will open. Navigate to extracted error file. Select the file and click the **Open** button.

×I	Please select the file.			×	
🛞 🏵 🔻 🕇 퉬 « Downlo	ads returns_08012018_ITC01-18D_26GWJPS6475Q1Z7_errorRepo	ort 🗸 🖒 Search	returns_08012018_IT(co 🔎	
Organize 🔻 New folder					pook
This PC Desktop Documents Downloads Music Pictures Videos CSDisk (C:) DATA (D:)	Name Image: Teturns_08012018_ITC01-18D_26GWJP56475Q1Z7_error Image: Teturns_08012018_ITC01-18D_26GWJP56475Q1Z7_error		Type JSON File	Size >	I IV
File name:			file (*.json?) Open Can	v nceli	
14					
15 Steps	Action		Description		
16 1	Open Downloaded ITC-01 JSON/Error File	Click on this button to impo online portal (in .json format auto populate the details in) and open it in offli	ine tool for	modification. This will
18 2 19	Generate JSON File to upload	Click on this button to cr modifications in offline too portal for furthe		be uploade	ed in the online GST
Help Instruction	ons Import_Export_file Sec_18_1_A (+)				: 4

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



FORM GST ITC 01 Offline Tool (Last Updated on: 02/21/2018)

А	В	с	D	E	F	G	н	I.	IV	
	26GWJPS6475Q1Z7	No								
			Date							
	Date of [For claim made und				Microsoft Excel	×				
	Date of opt out [For claim unde									
	-	ds or services becomes taxable de under section 18 (1)(d)]	23-12-2017			Data succesfully imported				
						ОК				
	Steps			Description						
	1	I JSON/Error File		online	on this button to import the d portal (in .json format) and o opulate the details in the offli	pen it in offline tool for mo	dification. This v	vill		
	2	Generate JSON File	e to upload	J		ck on this button to create th ifications in offline tool. The s portal for further proce		the online GST		
4	Help Instruct	ions Import_Export_file Sec	_18_1_D +					•		

- 11. Navigate to Worksheet using NEXT button and ensure all records from both the files have been successfully opened in Tool.
- 12. Correct the errors as mentioned in the column "GST Portal Validation Errors" in each sheet.

tion 18(1)(a)				K	-			Ū	·	~	
Validate Sheet Next											
	Unique	Quanti	Value (As adjusted by debit note/ credit note) (Rs) *	s Type	Amount of ITC claimed						
Description of Inputs *	Quantity Code (UQC)	ty *			Central Tax (Rs) *		Integrated Tax (Rs)	Cess (Rs)	Action -	Sheet validation error(GST portal validation
Cotton	BUNDLES	20.00	7000.00	Non-SEZ	3000.00	3000.00	0.00	400.00	ADD	This row is validated	Invoice No.(s) 2323434 contains invalid

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

tion 18(1)(a)												
Validate Sheet												
	Unique	Quanti	Value (As Quanti adjusted by debit		Amount of ITC claimed							
Description of Inputs *	Quantity Code (UQC) =	ty *	note/ credit note) (Rs) *	s Type	Central Tax (Rs) *	State/UT Tax (Rs) *	Integrated Tax (Rs) *	Cess (Rs)	- Action			
otton	BUNDLES	20.00	7000.00	Non-SEZ	3000.00	3000.00	0.00	400.00	ADD			



14. Upon successful Validation, Generate JSON file. Refer Topic <u>2. Generate JSON file using</u> <u>'Generate File to Upload' button</u>