

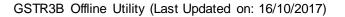
# FAQs and User Manual – GSTR3B Offline Utility

Goods and Services Tax Network



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# 1. FAQs on GSTR3B Offline Utility

### 1. How can I download and open the GSTR3B Offline Utility in my system from the GST Portal?

- 1. Login to the GST Portal www.gst.gov.in .
- 2. Go to Downloads > Offline tools > GSTR3B Offline Utility > Download button.
- 3. Unzip the downloaded Zip file which contain GSTR3B\_Excel\_Utility excel sheet
- 4. Open the GSTR3B\_Excel\_Utility excel sheet by double clicking on it.

#### 2. What are the basic system requirements/ configurations required to use GSTR3B Offline Utility?

The offline functions work best on Windows 7 and above with Internet explorer 10+ and MSEXCEL 2007 and above. Detailed system required are available at (https://www.gst.gov.in/download/returns).

#### 3. How do I open or launch the GSTR3B Offline Utility?

One can launch the GSTR3B Offline Utility by double clicking the downloaded GSTR3B\_Excel\_Utility excel sheet.

#### 4. Is the Offline tool mobile compatible?

No. Offline tool cannot be used on mobile. Currently, Offline tool can only be used only on desktops.

#### 5. Can a taxpayer sign/ submit his GSTR3B return in the Offline tool?

No. After upload of the return to the GST Portal, the taxpayer has to preview the form, submit, Offset liability and then file GSTR-3B.



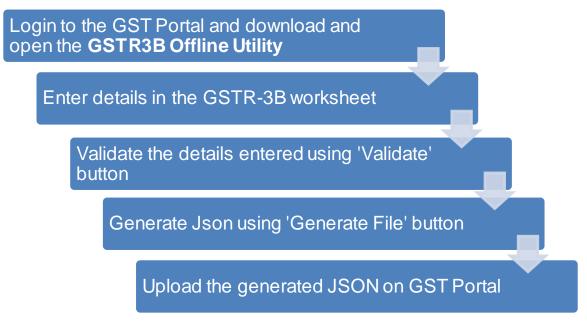
# 2. GST3B Offline Utility: An Overview

The Excel based GSTR-3B Offline Utility is designed to help taxpayer to prepare their GSTR-3B return offline.

Details for following sections of GSTR-3B return can be added by taxpayer using the offline Utility

- o 3.1 Details of Outward Supplies and inward supplies liable to reverse charge
- 3.2 Of the supplies shown in 3.1 (a) above, details of inter-State supplies made to unregistered persons, composition taxable persons and UIN holders
- o Eligible ITC
- Values of exempt, nil-rated and non-GST inward supplies
- 5.1 Interest & late fee payable

## Downloading GSTR3B Offline Utility and Uploading GSTR3B details





# 3. Downloading the GSTR3B Offline Utility

Downloading the GSTR3B Offline Utility 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 utility used by you with the one available for download on the GST Portal at regular intervals.

To download and install the GSTR3B Offline Utility to prepare the GSTR3B return offline, perform the following steps:



You can download the GSTR3B Offline Utility from the Portal without login to the GST Portal.

- 1. Access the <u>https://www.gst.gov.in/</u> URL.
- 2. The **GST Home** page is displayed. Click the **Downloads** > **Offline tools** > **GSTR3B Offline Utility**.

| Home          | Services - | GST Law 👻 | Downloads 🗸 | Search Taxpayer 👻 | Help 🗸       |
|---------------|------------|-----------|-------------|-------------------|--------------|
| Offline Tools |            |           |             |                   |              |
| Returns Offli | ne Tool    |           |             | Tran-1 5(         | b) CSV tem   |
| GSTR3B Offli  | ne Utility |           |             | GSTR 4 C          | offline Tool |

3. The Returns Offline tool page is displayed. Click the Download button.



The download of the GSTR3B Offline Utility usually takes 2-3 minutes to download depending on the Internet speed.

| Home      | Services -                           | GST Law 👻                                      | Downloads -          | Search Taxpayer 👻          | Help 👻  |
|-----------|--------------------------------------|--|----------------------|----------------------------|---|
| Home → Do | wnloads > Retu                       | rns  |                      |                            |   |
|           | B Offline Util                       | '  |                      |                            |   |
|           | l based GSTR3B<br>mload 🛛            | offline utility is o                           | designed to help th  | e taxpayer to prepare th   | the GSTR3B return offline. The utility can be downloaded from this  |
| Importa   | nt!                                  |  |                      |                            |   |
| • Bef     | ore you extract                      | the downloaded t                               | file, ensure that th | e file is not corrupted. H | How do I know that my file is not corrupt? Click here to know more. |
| System    | n Requiremer                         | nt   |                      |                            |   |
| To use t  | he tool efficier                     | ntly, ensure tha                               | at you have the f    | ollowing installed on      | ו your system:  |
|           | erating system 🕇<br>rosoft Excel 200 | Windows 7 or a<br>Windows 7 or a<br>07 & above | bove.                |                            |   |



4. A confirmation message is displayed on the screen. Click the **PROCEED** button to download the GSTR3B Offline Utility from the GST Portal.

| Goods and Serv  |  |                                  |
|---|--|----------------------------------|
| ome Services <del>-</del> GST Lav                           |  |                                  |
| Tools   |  |                                  |
| STR3B Offline Utility                                       | Information  |                                  |
| ie excel based GSTR3B offline utili<br>k. <u>Download 2</u> | Are you sure you want to download this utility?          | an be downloaded from th         |
| nportant!   | CANCEL PROCEED   |                                  |
| Before you extract the downlo                               |  | upt? Click <b>here</b> to know m |
| ystem Requirement   |  |                                  |
| use the tool efficiently, ensu                              | re that you have the following installed on your system: |                                  |

The Progress update page is displayed in a new browser tab. You can notice that the download is in progress.

5. 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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| fline Tool                    |     |                               |                   |                  |     |                    |



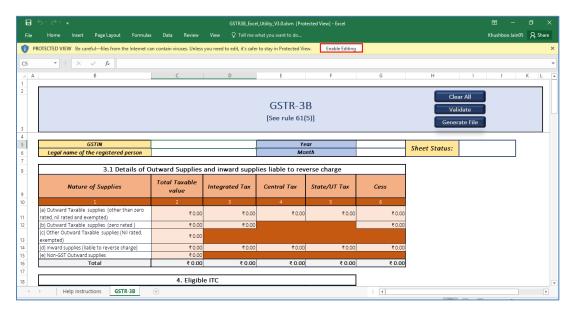
# 4. Installation of the GSTR3B Offline Utility

Once the download of the GSTR3B Offline Utility is complete, you need to unzip these downloaded files on your machine.

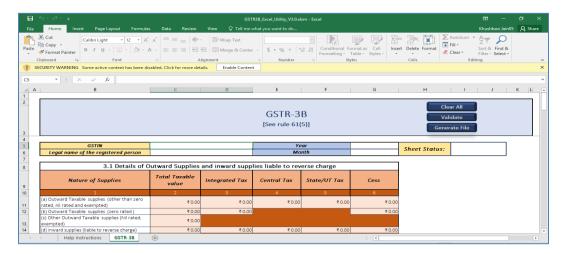
1. Unzip the downloaded files and extract the files from the downloaded zip folder **GSTR3\_Excel\_Utility.zip**. Zip folder consists of the GSTR3B\_Excel\_Utility file as shown in the screenshot below.

| OSDISK (C:) // OSEIS / | Disk (C:) > Users > khushboo_jain05 > Downloads > GSTF | B_Excel_Utility   |       |      |  |  |
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- 2. Double click the **GSTR3B\_Excel\_Utility**.
- 3. Click the Enable Editing button in the excel sheet.



4. Click the Enable Content button in the excel sheet.





# 5. Prepare GSTR3B Return Utility

Let us take an example where you need to prepare the **GSTR3B return** for the Financial Year **2017-18** and Return Filing Period as **April** on the GST Portal using the GSTR3B Offline Utility. To prepare the GSTRB Offline Utility, you need to perform the following steps:

- 1. Enter details in the GSTR-3B worksheet of GSTR3B Return Utility
- 2. Validate the details entered using 'Validate' button
- 3. Generate Json using 'Generate File'

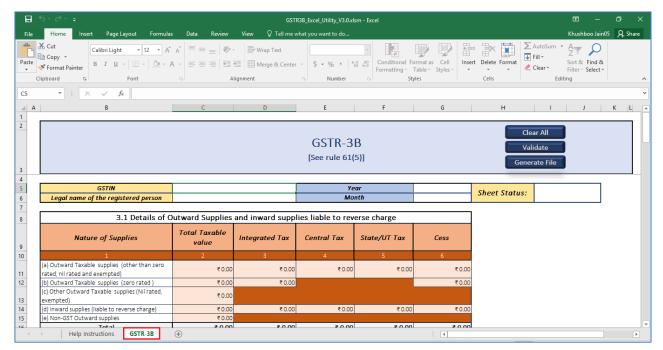
4. Upload the generated JSON on GST Portal. Preview the details uploaded, submit, offset liability and File return on the GST portal

## 1. Enter details in the GSTR3B worksheet of GSTR3B Offline Utility



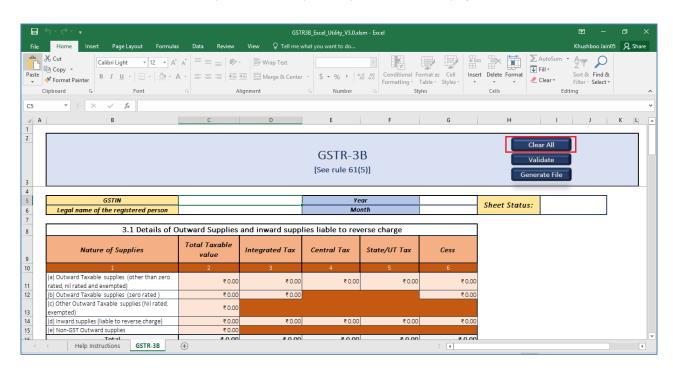
Please ensure that you download the latest version of GSTR3B Offline Utility from the GST portal. <u>https://www.gst.gov.in/download/returns</u>

1. Launch the GSTR3B Excel based Offline Utility and navigate to worksheet 'GSTR-3B'

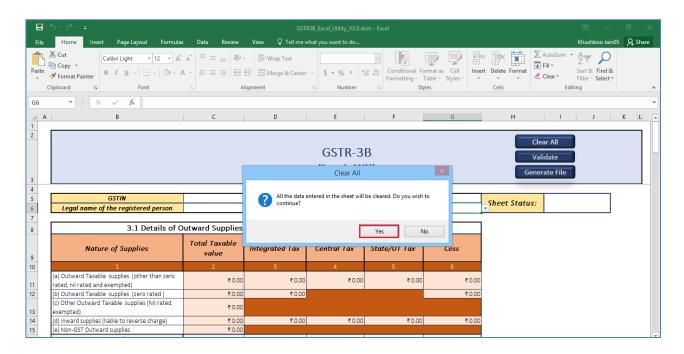




2. Click the **Clear All** button to clear any data present in the sheet and to reset the Worksheet. This enables to use same template for multiple tax periods and taxpayers.



## 3. Click the **Yes** button.

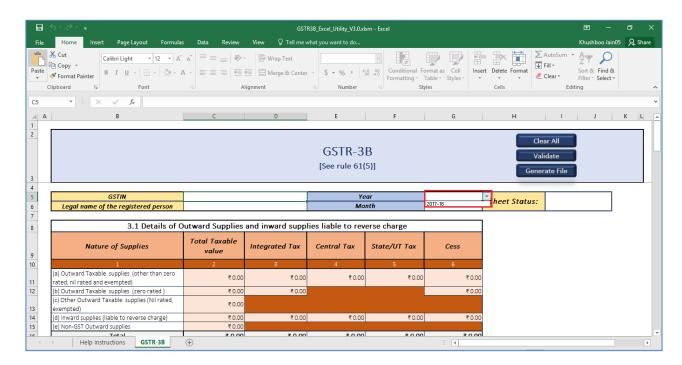




4. In the **GSTIN** field, enter the GSTIN. Entered GSTIN would be validated for correct structure.

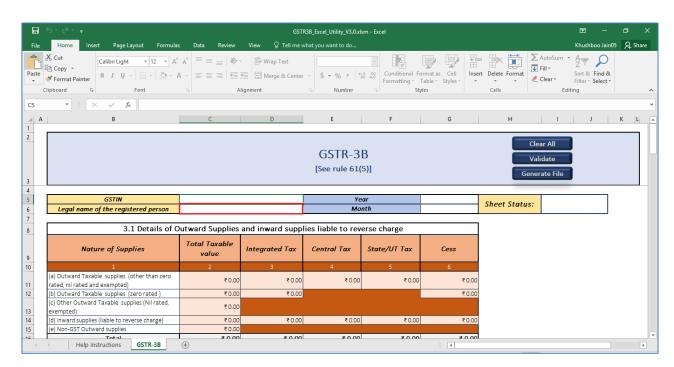
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|    |   |                                      |                            |                           |                                       |                  |                  |   |           |
|    |   |                                      |                            | [See rule 61(             | 5)]                                   |                  | Gener            | rate File   |           |
|    | GSTIN   |                                      |                            | Ye                        | ar                                    |                  | Charles Charles  |   |           |
|    | Legal name of the registered person   |                                      |                            | Mo                        | nth                                   |                  | Sheet Status:    |   |           |
|    |   |                                      |                            |                           |                                       |                  |                  |   |           |
|    | 3.1 Details of C  | utward Supplies                      | and inward supp            | ies liable to rev         | erse charge                           |                  |                  |   |           |
|    | Nature of Supplies  | Total Taxable<br>value               | Integrated Tax             | Central Tax               | State/UT Tax                          | Cess             |                  |   |           |
|    |   |                                      | 3                          | 4                         | 5                                     | 6                |                  |   |           |
|    | 1   | 2                                    | 3                          | +                         |                                       |                  |                  |   |           |
|    | 1<br>(a) Outward Taxable supplies (other than zero<br>rated, nil rated and exempted)  | ₹0.00                                | ₹ 0.00                     | +<br>₹ 0.00               | ₹ 0.00                                | ₹0.00            |                  |   |           |
|    | rated, nil rated and exempted)<br>(b) Outward Taxable supplies (zero rated )  |                                      |                            |                           | ₹ 0.00                                | ₹ 0.00<br>₹ 0.00 |                  |   |           |
|    | rated, nil rated and exempted)<br>(b) Outward Taxable supplies (zero rated )<br>(c) Other Outward Taxable supplies (Nil rated,<br>exempted)   | ₹0.00<br>₹0.00<br>₹0.00              | ₹0.00<br>₹0.00             | ₹0.00                     |                                       | ₹0.00            |                  |   |           |
|    | rated, nil rated and exempted)<br>(b) Outward Taxable supplies (zero rated )<br>(c) Other Outward Taxable supplies (Nil rated,<br>exempted)<br>(d) inward supplies (liable to reverse charge) | ₹ 0.00<br>₹ 0.00<br>₹ 0.00<br>₹ 0.00 | ₹ 0.00                     |                           | ₹ 0.00<br>₹ 0.00                      |                  |                  |   |           |
|    | rated, nil rated and exempted)<br>(b) Outward Taxable supplies (zero rated )<br>(c) Other Outward Taxable supplies (Nil rated,<br>exempted)   | ₹0.00<br>₹0.00<br>₹0.00              | ₹ 0.00<br>₹ 0.00<br>₹ 0.00 | ₹0.00<br>₹0.00            |                                       | ₹0.00            |                  |   |           |

5. Select the applicable Financial Year from the Year drop-down list. Year is a mandatory field.

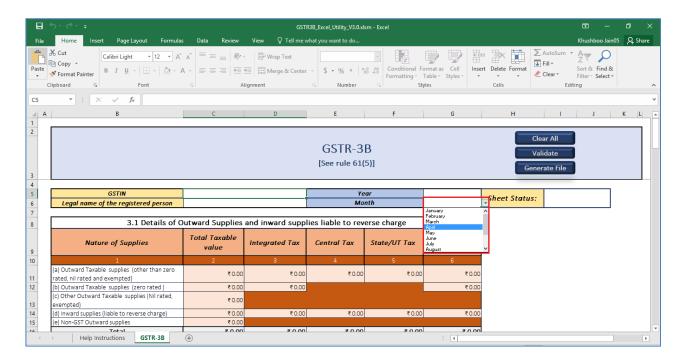




6. In the **Legal name of registered person** field, enter the legal name of registered person. This field is optional and would not lead to validation failure.

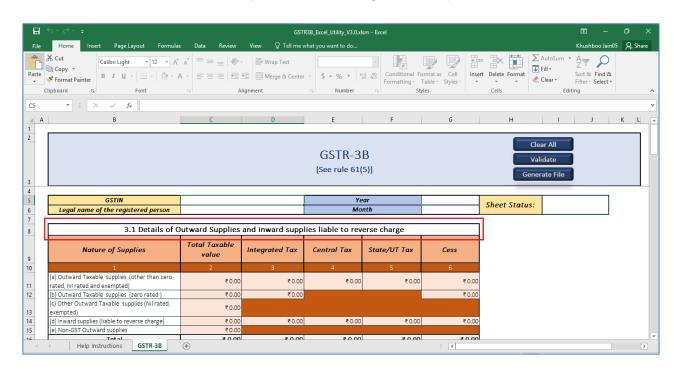


7. Select the applicable month from the **Month** drop-down list. Month is a mandatory field.





8. Enter details as applicable in Table 3.1 'Details of Outward Supplies and inward supplies liable to reverse charge'. Please note that only CGST amount needs to be entered for applicable sections; an equal SGST amount would be populated based on CGST amount. If the value of SGST amount is not equal, one can change it on the portal.



9. Enter details as applicable in Table 3.2 Of the supplies shown in 3.1 (a) above, details of inter-State supplies made to unregistered persons, composition taxable persons and UIN holders.



Please note the amount entered in Table 3.2 cannot be more than amount entered in Table 3.1 (a).

Table 3.2 is present as the last table in the GSTR-3B worksheet.



## GSTR3B Offline Utility (Last Updated on: 16/10/2017)

|    |  |                        |                             | R3B_Excel_Utility_V3.0.x | sm - Excel                  |  |                             | 2                  | 3 —                        |         |
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|    | 1<br>interest  | 2<br>₹0.00             |                             |                          | 5<br>₹0.00                  |  | Gener                       | idate<br>rate File |                            |         |
| 3. | .2 Of the supplies shown in 3.1 (a   | ), details of inter    | r-state supplies m          | nade to unregist<br>I    | ered persons, co            | mposition taxal                                  | ble person and              | 4 1                |                            |         |
|    |  | Supplies made<br>Per   | to Unregistered<br>sons     | Supplies made<br>Taxable |                             | Supplies made                                    | e to UIN holders            |                    |                            |         |
|    | Place of Supply(State/UT)  | Total Taxable<br>value | Amount of<br>Integrated Tax | Total Taxable<br>value   | Amount of<br>Integrated Tax | Total Taxable<br>value                           | Amount of<br>Integrated Tax |                    |                            |         |
|    | 1  | 2                      | 3                           | 4                        | 5                           | 6  | 7                           | 1                  |                            |         |
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|    |  |                        |                             |                          |                             |  |                             |                    |                            |         |
|    |  |                        |                             |                          |                             |  |                             | 1                  |                            |         |
|    |  |                        |                             |                          |                             |  |                             |                    |                            |         |

You can select the Place of Supply(State/UT) from the drop-down list.

| 3.2 Of the supplies shown in 3.1 (a  | ), | details of inter        | -state supplies m           | ade to unregist          | ered persons, co            | mposition taxab              | le person and               |  |  |
|--|----|-------------------------|-----------------------------|--------------------------|-----------------------------|------------------------------|-----------------------------|--|--|
| Place of Supply(State/UT)  |    | Supplies made t<br>Pers | to Unregistered<br>sons     | Supplies made<br>Taxable |                             | Supplies made to UIN holders |                             |  |  |
|  |    | Total Taxable<br>value  | Amount of<br>Integrated Tax | Total Taxable<br>value   | Amount of<br>Integrated Tax | Total Taxable<br>value       | Amount of<br>Integrated Tax |  |  |
| 1  |    | 2                       | 3                           | 4                        | 5                           | 6                            | 7                           |  |  |
| 01-Jammu & Kashmir   | -  | ₹ 444.00                | ₹ 55.00                     | ₹55.00                   | ₹55.00                      | ₹55.00                       | ₹55.00                      |  |  |
| 02-Himachal Pradesh<br>03-Punjab<br>04-Chandigath<br>05-Utarakhand<br>06-Harvana | ^  |                         |                             |                          |                             |                              |                             |  |  |
| 07-Delhi<br>08-Rajasthan<br>09-Uttar Pradesh                                     | v  |                         |                             |                          |                             |                              |                             |  |  |

10. Enter details as applicable in Table 4. Eligible ITC.



## GSTR3B Offline Utility (Last Updated on: 16/10/2017)

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|   | 4. Eligi  | ble ITC                      |                           |                                      |             |                        |  |  |            |
| Details   | Integrated Tax  | Central Tax                  | State/UT Tax              | Cess                                 |             |                        |  |  |            |
| 1   | 2   | 3                            | 4                         | 5                                    |             |                        |  |  |            |
| (A) ITC Available (Whether in fu  | -   |                              |                           |                                      |             |                        |  |  |            |
| In the manaple (whether in it   | ₹0.0  | 20                           |                           | ₹ 0.00                               |             |                        |  |  |            |
|   |   |                              |                           |                                      |             |                        |  |  |            |
| (1) Import of goods<br>(2) Import of services   | 0.05<br>0.05  | 10                           |                           | ₹ 0.00                               |             |                        |  |  |            |
| (1) Import of goods   | ₹0.0  |                              | ₹0.00                     | B.O.00                               | _           |                        |  |  |            |
| (1) Import of goods       (2) Import of services       (3) Inward supplies liable to rev<br>(other than 1 & 2 above)       (4) Inward supplies from ISD | erse charge ₹0.0<br>₹0.0  | 00<br>00 ₹ 0.00<br>00 ₹ 0.00 | ₹ 0.00                    | ₹0.00<br>₹0.00<br>₹0.00              | J           |                        |  |  |            |
| <ul> <li>(1) import of goods</li> <li>(2) import of services</li> <li>(3) inward supplies liable to rev<br/>(other than 1 &amp;2 above)</li> </ul>      | erse charge ₹ 0.0   | 00<br>00 ₹ 0.00<br>00 ₹ 0.00 | ₹0.00                     | ₹0.00<br>₹0.00                       | 1           |                        |  |  |            |

11. Enter details as applicable in Table **5. Values of exempt, nil-rated and non-GST inward supplies**.



## GSTR3B Offline Utility (Last Updated on: 16/10/2017)

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|      |   |                  |                         |                           |              |   | _                            |               |                          |         |
|      | 5. Values of exempt, Nil-rat  | ed and non-GS    | Linward suppli          | [See rule 61(             | 5)]          |   |                              | Generate File |                          |         |
|      | Nature of supplies  |                  | Inter-State<br>supplies | Intra-state<br>supplies   |              |   |                              |               |                          |         |
|      | 1   |                  | 2                       | 3                         |              |   |                              |               |                          |         |
|      | From a supplier under composition scheme, Exempt and  | Nil rated supply | ₹0.00                   | ₹ 0.00                    |              |   |                              |               |                          |         |
|      | Non GST supply<br>Total   |                  | 0.00<br>₹ 0.00          | ₹0.00<br><b>₹0.00</b>     |              |   |                              |               |                          |         |
|      | Total   |                  | ¢ 0.00                  | ¢ 0.00                    |              |   |                              |               |                          |         |
|      |   |                  |                         |                           |              |   |                              |               |                          |         |
|      | 5.1   | nterest & late f | ee payable              |                           |              |   |                              |               |                          |         |
|      | Description Int   | egrated Tax      | Central Tax             | State/UT Tax              | Cess         |   |                              |               |                          |         |
|      | 1   | 2                | 3                       | 4                         | 5            |   |                              |               |                          |         |
|      | Interest  | ₹0.00            | ₹ 0.00                  | ₹ 0.00                    | ₹ 0.0        | 0 |                              |               |                          |         |
|      |   | 10.00            | 10.00                   | 10,00                     |              |   |                              |               |                          |         |

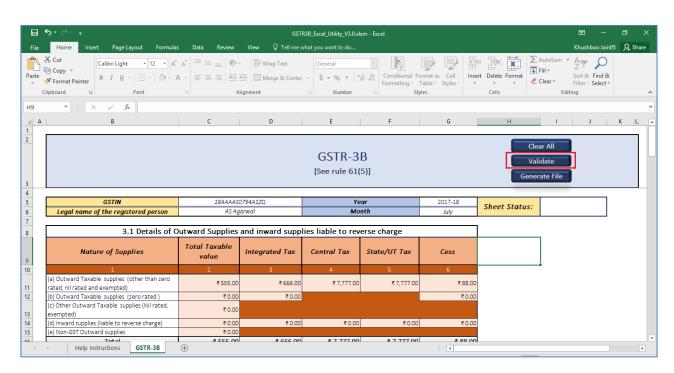
12. Enter details as applicable in Table **5.1 Interest & late fee payable**. You need to enter only interest amount.

|     | <u> </u>   | GST                     | R3B_Excel_Utility_V3.0.xls | m - Excel |                                      |               |        |                     |          |        |   |      |       |
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|     |  |                         |                            |           |                                      |               |        |                     | Valida   | te     |   |      |       |
|     |  |                         | [See rule 61(              | 5)]       |                                      |               |        | 1                   | Generate | e File |   |      |       |
|     |  |                         |                            |           |                                      |               |        |                     | Contract |        |   |      |       |
|     | Nature of supplies   | Inter-State<br>supplies | Intra-state<br>supplies    |           |                                      |               |        |                     |          |        |   |      |       |
|     | 1  | 2                       | 3                          |           |                                      |               |        |                     |          |        |   |      |       |
|     | From a supplier under composition scheme, Exempt and Nil rated supply  | ₹0.00                   | ₹ 0.00                     |           |                                      |               |        |                     |          |        |   |      |       |
|     | Non GST supply   | ₹0.00                   | ₹0.00                      |           |                                      |               |        |                     |          |        |   |      |       |
|     | Total  | ₹ 0.00                  | ₹ 0.00                     |           |                                      |               |        |                     |          |        |   |      |       |
| -   |  |                         |                            |           |                                      | _             |        |                     |          |        |   |      |       |
| 1   | 5.1 Interest & lat   | a faa navahla           |                            |           |                                      |               |        |                     |          |        |   |      |       |
|     |  |                         |                            |           |                                      |               |        |                     |          |        |   |      |       |
|     | Description Integrated Tax   | Central Tax             | State/UT Tax<br>4          |           | ess<br>5                             |               |        |                     |          |        |   |      |       |
|     | Interest ₹0.00   | _                       |                            |           | 5<br>₹0.00                           |               |        |                     |          |        |   |      |       |
| Ľ   | incerese (0.00   | (0.00                   | ( 0.00                     |           | 10.00                                |               |        |                     |          |        |   |      |       |
|     |  |                         |                            |           |                                      |               |        |                     |          |        |   |      |       |
|     | 3.2 Of the supplies shown in 3.1 (a), details of inter   | -state supplies m       | ade to unregiste           | ered pe   | rsons, co                            | mposition     | taxabl | e person            | and      |        |   |      |       |
|     |  |                         |                            |           |                                      |               |        |                     |          |        |   |      |       |
|     |  | e ne se se se           | e 1: 1.                    |           |                                      |               |        |                     |          |        |   |      |       |



## 2. Validate Details Entered using Validate button

1. Once all details are entered, click the **Validate** button to validate the GSTR-3B worksheet.



## In case of successful validation:

2. A pop-up message is displayed that sheet is validated and you can proceed to generate JSON file. Click the **OK** button.

| ۵     | <del>ე</del> •∂•∓   |                        | GST              | R3B_Excel_Utility_V3.0.xl         | sm - Excel                          |                 |                  | - ⊞   | - ø ×         |
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|       | GSTIN<br>Legal name of the registered person  | 18AAAAS<br>AS Ag       |                  | alidated. Please proceed          | to generate JSON file.              | 2017-18<br>July | Sheet Status:    | Validation<br>Successful  | ]             |
|       | 3.1 Details of O  | utward Supplies        | an               |                                   | OK                                  |                 |                  |   |               |
|       | Nature of Supplies  | Total Taxable<br>value | Integrated Lax   | Central Lax                       | State/UI Tax                        | Cess            |                  |   |               |
| )     | 1   | 2                      | 3                | 4                                 | 5                                   | 6               |                  |   |               |
|       | (a) Outward Taxable supplies (other than zero<br>rated, nil rated and exempted)   | ₹555.00                | ₹666.00          | ₹ 7,777.00                        | ₹ 7,777.00                          | ₹88.00          |                  |   |               |
| !     | (b) Outward Taxable supplies (zero rated )  | ₹ 0.00                 | ₹ 0.00           |                                   |                                     | ₹ 0.00          |                  |   |               |
|       | (c) Other Outward Taxable supplies (Nil rated,<br>exempted)   | ₹ 0.00                 |                  |                                   |                                     |                 |                  |   |               |
| L.    | (d) Inward supplies (liable to reverse charge)  | ₹0.00                  | ₹0.00            | ₹0.00                             | ₹0.00                               | ₹0.00           |                  |   |               |
|       | (e) Non-GST Outward supplies  | ₹0.00                  | ₹ 666.00         | ₹7,777,00                         | ₹777700                             | ₹ 99.00         |                  |   |               |
| 4     | Help Instructions GSTR-3B   | (+) ¥ EEE 00           | ¥ 666 00         | # 7 777 O                         | # 7 777 C                           |                 |                  |   |               |



In case of successful valdiation, the Sheet Status reflects Validation Successful.

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| 2<br>3<br>4   | GSTR-3B<br>[See rule 61(5)]<br>Clear All<br>Validate<br>Generate File                    |   |                  |   |              |                |                  |  |     |  |
| 4 5           | GSTIN  | 18AAAAS                                     | )794A1ZQ         | Ye  | ar           | 2017-18        |                  | Validation   | 1   |  |
| 6             | Legal name of the registered person  | AS Ag                                       | arwal            | Mo  | nth          | July           | Sheet Status:    | Successful   |     |  |
| 7             |  |   |                  |   |              |                |                  |  | -   |  |
| 8             | 3.1 Details of C   | utward Supplies                             | and inward supp  | lies liable to rev  | erse charge  |                |                  | -  |     |  |
| 9             | Nature of Supplies   | Total Taxable<br>value                      | Integrated Tax   | Central Tax   | State/UT Tax | Cess           |                  |  |     |  |
| 10            | 1  | 2   | 3                | 4   | 5            | 6              |                  | -  |     |  |
|               | (a) Outward Taxable supplies (other than zero<br>rated, nil rated and exempted)          | ₹555.00                                     | ₹666.00          | ₹ 7,777.00  | ₹ 7,777.00   | ₹ 88.00        |                  |  |     |  |
|               | (b) Outward Taxable supplies (zero rated )   | ₹0.00                                       | ₹0.00            |   | l            | ₹0.00          |                  |  |     |  |
| 13            | (c) Other Outward Taxable supplies (Nil rated,<br>exempted)                              | ₹ 0.00                                      |                  |   |              |                |                  |  |     |  |
|               | (d) Inward supplies (liable to reverse charge)   | ₹0.00                                       | ₹0.00            | ₹0.00   | ₹0.00        | ₹ 0.00         |                  |  |     |  |
| 15            | (e) Non-GST Outward supplies   | ₹0.00                                       | ₹ 666 00         | ₹7 777 00   | ₹7 777 00    | ₹ 00 00        |                  |  |     |  |
| -             | Help Instructions GSTR-3B  | +   |                  |   |              | : (            |                  |  | Þ   |  |

## In case of unsuccessful validation:

A pop-up message is displayed with error message. Click the **OK** button.
 In case of unsuccessful valdiation, the Sheet Status reflects Validation Failed.

| 3 * | <b>&gt;</b> • ∂• ∓  |                        |                  | R3B_Excel_Utility_V3.0.xl        |                                   |                  |                 |  |                  |
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| -   | Legal name of the registered person   | AS Ag                  |                  | A Please enter valio             | GSTIN                             | 2017-18<br>July  | Sheet Status:   | Validation Faile   | d                |
|     | Legui nume of the registered person   | 710719                 |                  |                                  |                                   | Suly             | Fields with e   | prors have been marked   | with comments    |
| Γ   | 3.1 Details of O  | utward Supplies        | and inward s     | _                                | ок                                |                  |                 |  |                  |
|     | Nature of Supplies  | Total Taxable<br>value | Integrated Tax   | Central Lax                      | State/UI Tax                      | Cess             |                 |  |                  |
|     | 1   | 2                      | 3                | 4                                | 5                                 | 6                |                 |  |                  |
|     | (a) Outward Taxable supplies (other than zero<br>rated, nil rated and exempted)                                       | ₹555.00                | ₹ 666.00         | ₹ 7,777.00                       | ₹ 7,777.00                        | ₹ 88.00          |                 |  |                  |
|     | (b) Outward Taxable supplies (zero rated )  | ₹0.00                  | ₹ 0.00           |                                  |                                   | ₹ 0.00           |                 |  |                  |
|     | (c) Other Outward Taxable supplies (Nil rated,<br>exempted)   | ₹0.00                  |                  |                                  |                                   |                  |                 |  |                  |
|     | (d) Inward supplies (liable to reverse charge)  | ₹0.00                  | ₹0.00            | ₹0.00                            | ₹ 0.00                            | ₹ 0.00           |                 |  |                  |
|     | (e) Non-GST Outward supplies  | ₹0.00                  |                  |                                  |                                   |                  |                 |  |                  |
| 4   | Total   |                        | ¥ 666 00         | ₹ 7 777 00                       | ₹ 7 777 00                        | 3 00 M           |                 |  |                  |



3. In case of validation failure; check for cells that have failed validation and correct errors as per help text.

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

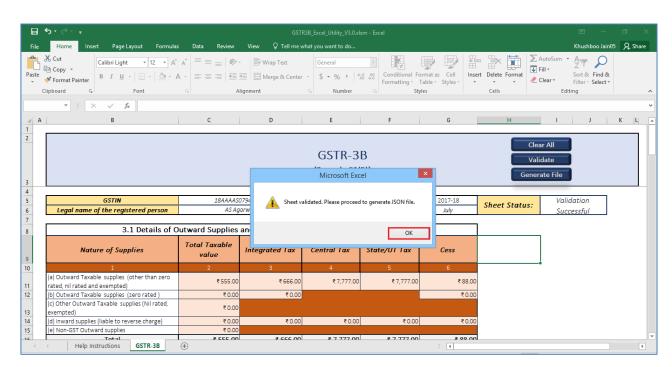
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| Legal name of the registered person  |                        | 1                  | +   |              | July        |                 | ors have been marked wi |            |
| 3.1 Details of Ou  | utward Supplies        | and inward suppl   | les itable to reve                                | erse charge  |             | Fields with err | ors nove been marked wi | un comment |
| Nature of Supplies   | Total Taxable<br>value | Integrated Tax     | Central Tax                                       | State/UT Tax | Cess        |                 |                         |            |
| 1 (a) Outward Taxable supplies (other than zero  | 2                      | 3                  | 4   | 5            | 6           |                 |                         |            |
| (a) Outward Taxable supplies (other than zero<br>rated, nil rated and exempted)                      | ₹ 555.00               | ₹ 666.00           | ₹ 7,777.00  | ₹ 7,777.00   | ₹ 88.00     |                 |                         |            |
| (b) Outward Taxable supplies (zero rated )   | ₹ 0.00                 | ₹ 0.00             |   |              | ₹0.00       |                 |                         |            |
|  | ₹ 0.00                 |                    |   |              |             |                 |                         |            |
| <ul> <li>(c) Other Outward Taxable supplies (Nil rated,<br/>exempted)</li> </ul>                     |                        |                    |   | ₹0.00        | ₹0.00       |                 |                         |            |
| exempted)<br>(d) Inward supplies (liable to reverse charge)  | ₹0.00                  | ₹ 0.00             | ₹ 0.00  | (0.00        |             |                 |                         |            |
| exempted)<br>(d) Inward supplies (liable to reverse charge)<br>(e) Non-GST Outward supplies          | ₹ 0.00                 |                    |   |              | # 00 00     |                 |                         |            |
| exempted)<br>(d) inward supplies (liable to reverse charge)<br>(e) Non-GST Outward supplies<br>Total |                        |                    | ₹0.00<br>₹ 7 777 00                               | ₹ 7 777 00   | ₹ 00 nn     |                 |                         |            |
| exempted)<br>(d) Inward supplies (liable to reverse charge)<br>(e) Non-GST Outward supplies          | ₹0.00<br>₹ EEE 00      |                    |   |              |             |                 | E                       | +          |

4. Once all errors are rectified, click the Validate button to validate the GSTR-3B worksheet.

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| Legal name of the registe   | ered person      | AS Ag                  | arwal   | Мо                        | nth          | July                               | Sheet Status.     |   |             |
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| 3.1   | Details of Ol    | utward Supplies        | and inward supp   | lies liable to rev        | erse charge  |                                    |                   | 1   |             |
| Nature of Suppl   | ies              | Total Taxable<br>value | Integrated Tax  | Central Tax               | State/UT Tax | Cess                               |                   |   |             |
| 1   |                  | 2                      | 3   | 4                         | 5            | 6                                  |                   |   |             |
| <ul> <li>(a) Outward Taxable supplies (of<br/>rated, nil rated and exempted)</li> </ul> | :her than zero   | ₹555.00                | ₹666.00   | ₹ 7,777.00                | ₹ 7,777.0    | 0 ₹ 88.00                          |                   |   |             |
| (b) Outward Taxable supplies (ze  |                  | ₹ 0.00                 | ₹0.00   |                           |              | ₹0.00                              |                   |   |             |
| (c) Other Outward Taxable suppl   |                  | ₹0.00                  |   |                           |              |                                    |                   |   |             |
| exempted)   |                  | ₹ 0.00                 | ₹0.00   | ₹ 0.00                    | ₹ 0.0        | 0 ₹0.00                            |                   |   |             |
| (d) Inward supplies (liable to reve   | rse charge)      |                        |   |                           |              |                                    |                   |   |             |
|   | rse charge)      | ₹0.00                  |   | ₹7 777 00                 | ₹ 7 777 O    | 0 3 00 00                          |                   |   |             |

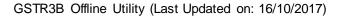


5. A pop-up message is displayed that sheet is validated and you can proceed to generate JSON file. Click the **OK** button.



In case of successful valdiation, the Sheet Status reflects Validation Successful.

| <b>.</b> - 5                                    |  |                        |                  | R3B_Excel_Utility_V3.0.xl | sm - Excel                                 |                    |                  | <b>E</b> –  |                      |
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| F   |  |                        |                  |                           |  |                    |                  |   |                      |
| GSTR-3B Validate [See rule 61(5)] Generate File |  |                        |                  |                           |  |                    |                  |   |                      |
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| -   |  |                        | arwal            | Ye<br>Mo                  |  |                    | Sheet Status:    | Validation  |                      |
| L   | Legal name of the registered person  | Аз Ау                  | urwur            | MO                        | ntn  | July               |                  | Successful  |                      |
| Г   | 3.1 Details of O   | utward Supplies        | and inward supp  | lies liable to rev        | erse charge                                |                    |                  |   |                      |
|   | Nature of Supplies   | Total Taxable<br>value | Integrated Tax   | Central Tax               | State/UT Tax                               | Cess               |                  | ]   |                      |
|   | 1  | 2                      | 3                | 4                         | 5  | 6                  |                  | -•  |                      |
|   | a) Outward Taxable supplies (other than zero<br>rated, nil rated and exempted) | ₹555.00                | ₹666.00          | ₹7,777.00                 | ₹ 7,777.00                                 | ₹88.00             |                  |   |                      |
|   | b) Outward Taxable supplies (zero rated )                                      | ₹ 0.00                 | ₹ 0.00           |                           |  | ₹ 0.00             |                  |   |                      |
|   | c) Other Outward Taxable supplies (Nil rated,<br>exempted)                     | ₹0.00                  |                  |                           |  |                    |                  |   |                      |
|   |  | ₹0.00                  | ₹ 0.00           | ₹0.00                     | ₹0.00                                      | ₹ 0.00             |                  |   |                      |
| 0   | d) Inward supplies (liable to reverse charge)                                  |                        |                  |                           |  |                    |                  |   |                      |
| 0   | e) Non-GST Outward supplies  | ₹0.00                  | ₹ 666.00         | ₹7 777 00                 | ₹7 777 00                                  | ₹ 88.00            |                  |   |                      |





## 3. Generate JSON using Generate File button

1. Upon successful validation; click the **Generate File** button to generate JSON for upload on GST Portal.

| 15                |   |                        | GST              | R3B_Excel_Utility_V3.0.xl | sm - Excel  |             |               | - 11           |            |
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|                   |   |                        |                  | GSTR-3<br>[See rule 61(   | -   |             |               | idate          |            |
|                   | GSTIN   | 07AJIPA1               | 572EH14          | Ye                        | par   | 2017-18     |               | Validation     |            |
|                   | Legal name of the registered person   | AS Ag                  | arwal            | Ma                        | nth   | July        | Sheet Status: | Successful     |            |
|                   |   |                        |                  |                           |   |             |               |                |            |
|                   | 3.1 Details of U  | utward Supplies        | and inward supp  | lies liable to rev        | erse charge   |             |               |                |            |
|                   | Nature of Supplies  | Total Taxable<br>value | Integrated Tax   | Central Tax               | State/UT Tax  | Cess        |               |                |            |
|                   | 1   | 2                      | 3                | 4                         | 5   | 6           |               |                |            |
|                   | ) Outward Taxable supplies (other than zero<br>ted, nil rated and exempted) | ₹555.00                | ₹666.00          | ₹7,777.00                 | ₹ 7,777.00  | ₹ 88.00     |               |                |            |
|                   | ) Outward Taxable supplies (zero rated )                                    | ₹ 0.00                 | ₹0.00            |                           |   | ₹ 0.00      |               |                |            |
| ex                | ) Other Outward Taxable supplies (Nil rated,<br>rempted)                    | ₹0.00                  |                  |                           |   |             |               |                |            |
|                   | ) Inward supplies (liable to reverse charge)                                | ₹ 0.00                 | ₹0.00            | ₹ 0.00                    | ₹ 0.00  | ₹0.00       |               |                |            |
| (e                | ) Non-GST Outward supplies  | ₹0.00                  | ₹ 666.00         | ₹7 777 00                 | ₹ 7 777 00  | ₹ 00 00     |               |                |            |
|                   | Total   |                        |                  |                           |   |             |               |                |            |

2. A confirmation message is displayed that JSON file has been generated on your desktop. Click the **OK** button.

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

| ⊟      |   |                       |   |  |                           |            |                        |                 |         |
|--------|---|-----------------------|---|--|---------------------------|------------|------------------------|-----------------|---------|
|        | Home Insert Page Layout Formulas  | Data Review           | View ♀ Tell me w                          |  |                           |            |                        | Khushboo Jain05 | A Share |
|        | Thesaurus<br>Thesaurus<br>oofing<br>Insights<br>Language                        |                       | w/Hide Comment<br>w All Comments<br>w Ink | otect Protect Shar<br>eet Workbook Workb |                           | lit Ranges |                        |                 |         |
|        |   | 4A1ZA                 |   |  |                           |            |                        |                 |         |
|        | В   | с                     | D   | E  | F                         | G          | н                      | I J             | K L     |
| 2      |   |                       |   | GSTR-3E<br>Microsoft Exce                |                           | ×          | Clea<br>Vali<br>Genera | late            |         |
|        |   |                       |   |  |                           |            | Contert                |                 |         |
| 5      | GSTIN   | 1844                  | JSON file has been                        | generated!                               | GSTR3B_JSON\July\July_    | 2017       |                        | Validation      |         |
| 5      | Legal name of the registered person   |                       | -GSTR3B18AAAAS                            | 0794A1ZA-Details.json                    | (ds1R3E_350I4()uly()uly_2 |            | Sheet Status:          | Successful      |         |
| -      | 3.1 Details of O  | utward Suppl          |   |  |                           | ок         |                        |                 |         |
|        | Nature of Supplies  | Total Taxabl<br>value | integrated ray                            | CENTRA FOR                               | Surce / 1                 |            |                        |                 |         |
| )      | 1   | 2                     | 3   | 4  | 5                         | 6          |                        |                 |         |
|        | (a) Outward Taxable supplies (other than zero<br>rated, nil rated and exempted) | ₹555.00               | ₹666.00                                   | ₹7,777.00                                | ₹ 7,777.00                | ₹88.00     |                        |                 |         |
| 2      | (b) Outward Taxable supplies (zero rated)                                       | र 0.00                | ₹0.00                                     |  |                           | र 0.00     |                        |                 |         |
| з      | (c) Other Outward Taxable supplies (Nil rated,<br>exempted)                     | ₹ 0.00                |   |  |                           |            |                        |                 |         |
| 4      | (d) Inward supplies (liable to reverse charge)                                  | ₹0.00                 | ₹0.00                                     | ₹0.00                                    | ₹0.00                     | ₹ 0.00     |                        |                 |         |
| 5<br>c | (e) Non-GST Outward supplies  | ₹ 555 00              | 7 666 00                                  | ¥ 7 777 00                               | ¥ 7 777 00                | 3 00 00    |                        |                 |         |
| (      | Help Instructions GSTR-3B   | (+)                   | 3 555 00                                  | * 7 777 00                               | * / 777.00                | : (        |                        |                 | Þ       |
|        |   | 0                     |   |  |                           | · [        | III                    | E E             | + 90    |



3. A folder GSTR is created on your desktop. Double-click the GSTR folder.



## Notice the JSON file created.

| ↓ GSTR → GSTR3B_JSON → July |  |                   |           |      | ✓ C Search July |
|-----------------------------|--|-------------------|-----------|------|-----------------|
| ) ^                         | Name   | Date modified     | Туре      | Size |                 |
| ıts                         | July_2017-GSTR3B18AAAAS0794A1ZA-Details.json | 16-Oct-17 4:27 PM | JSON File | 2    | 2 KB            |
| n                           |  |                   |           |      |                 |



## 4. 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 🗸 |   |        |  |
|----------------|------------|-----------|-------------------|--------|---|--------|--|
| Dashboard > Re | turns      |           |                   |        |   |        | 🛛 English                                      |
| File Return    | s          |           |                   |        |   |        |  |
|                |            |           |                   |        |   |        | <ul> <li>Indicates Mandatory Fields</li> </ul> |
| Financial Year | •          |           | Return Filing Per | iod •  |   |        |  |
| 2017-18        |            |           | ▼ October         |        | Ŧ | SEARCH |  |

6. Applicable returns of the selected tax period is displayed. In the GSTR-3B tile, click the **PREPARE OFFLINE** button.

| File Returns   |  |  |
|--|--|--|
|  |  | <ul> <li>Indicates Mandatory Fields</li> </ul>                     |
| Financial Year •   | Return Filing Period •                     |  |
| 2017-18 •  | September •                                | SEARCH   |
|  |  |  |
| Details of outward supplies of goods<br>or services<br>GSTR1 | Details of auto drafted supplies<br>GSTR1A | Inward supplies received by<br>taxpayer<br>GSTR2                   |
| Status- Filed  | Status- Filed                              | Due Date - 15/10/2017  |
| VIEW GSTR1   | VIEW GSTR1A                                | PREPARE ONLINE PREPARE OFFLINE                                     |
|  |  |  |
| Auto Drafted details<br>GSTR2A                               | Monthly Return<br>GSTR3                    | Monthly Return<br>GSTR3B   |
| VIEW DOWNLOAD  | Due Date - 20/10/2017<br>GENERATE GSTR3    | Due Date -     20/10/2017       PREPARE ONLINE     PREPARE OFFLINE |



7. The **Upload page** is displayed. Click the **Choose File** button.

| Dashboard > Returns > GSTR   | 🛛 English   |
|--|-------------|
| Offline Upload for GSTR3B<br>Upload  | C           |
| No offline transaction for the given return period   | ×           |
| Imn of Upload History table below. After making required correction in the offline tool, please prepare JSON file and upload the JSON file on the<br>Returns File Upload<br>Choose File No file chosen<br>Oppon successful file upload any previous saved GSTR-3B return data would be lost. Tables and Preview would reflect only the last uploaded details | GST portal. |
|  | ВАСК        |

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

| 0  |           | Open        |               |             |        |             | ×  | ĸ  |
|--|-----------|-------------|---------------|-------------|--------|-------------|----|----|
| 🛞 ∋ 🔻 ↑ 퉬 « GSTR → GSTR:   | B_JSON →  | July        | ~ ¢           | Search July |        |             | 0, | ]  |
| Organize 🔻 New folder  |           |             |               |             |        | •           | 0  |    |
| Searches   | ^ Nar     | me          | <u>^</u>      |             | Date m | odified     | •  | Ту |
| iii Videos<br>▷ iii Favorites.zip  |           | July_2017-G | STR3B18AAAAS  | 0794A1ZA-De | 16-0ct | -17 4:27 PM | J  | JS |
| 🖉 🌉 This PC  |           |             |               |             |        |             |    |    |
| <ul> <li>Desktop</li> <li>Captial Gain</li> <li>CommLabIndia</li> <li>cv</li> <li>Deployment_Samples</li> <li>Gamification</li> <li>GSTR</li> <li>GSTR3B_JSON</li> <li>July</li> <li>KPIs</li> </ul> |           |             |               |             |        |             |    |    |
|  | v <       |             |               |             |        |             |    | >  |
| File name: July_20   | 17-GSTR3B | 18AAAAS079  | 4A1ZA-Details | All Files   | T      | Cancel      | ~  |    |



The uploaded JSON file would be validated and processed. Upon success 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.

|           |          | In case uplo                                      | aded data fails       | validation, the error message will be displayed in the Error Report column o                  |  |
|-----------|----------|---|-----------------------|---|--|
|           |          | Retu  | Irns File Uplo        | ad  |  |
|           |          | Choo  | se File No file       | chosen  |  |
|           |          | OUpon successful file upload any previous saved 0 | GSTR-3B return data v | vould be lost. Tables and Preview would reflect only the last uploaded details                |  |
|           |          |   | Upload                | l History   |  |
| Date      | Time     | Reference id                                      | Status                | Error Report  |  |
| 6/10/2017 | 16:54:39 | 6157760c-07bd-4e1e-9e72-<br>c7e00b83afc3          | In-Progress           | NA  |  |
| 6/10/2017 | 16:54:05 | 6512510f-ed54-4fa9-98f1-<br>d957a847dd44          | Error<br>Occurred     | Mismatch between values of requested gstin or return period and the one present in payload    |  |
| 6/10/2017 | 16:53:55 | a0e2173f-5881-45b4-b892-<br>c10764bf780e          | Error<br>Occurred     | Mismatch between values of requested gstin or return period and t present in payload          |  |
| 6/10/2017 | 16:52:02 | e82c1aad-3e2f-4d32-8d43-<br>9ab27888720b          | Error<br>Occurred     | Mismatch between values of requested gstin or return period and the one<br>present in payload |  |



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 last data uploaded.



Post successful upload of data on GST Portal, you can preview the form, submit, Offset liability and file GSTR-3B.