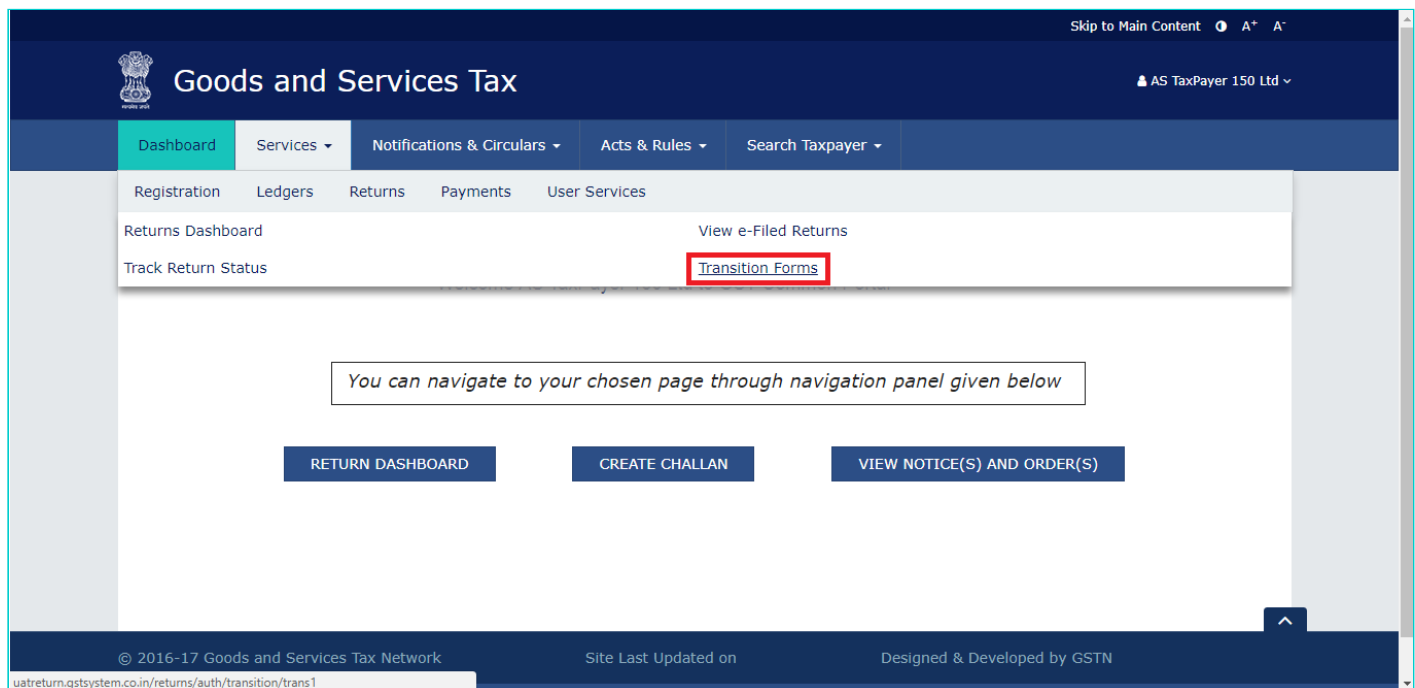


# Manual > Transition Form GST TRAN - 3

1. I am a Dealer. I want to claim ITC on the basis of the Credit Transfer Document (CTD) issued by Manufacturer. How do I file the details of CTD? OR I am a manufacturer. I have issued CTD to my dealers. How do I fill the details of CTD issued to my dealers?

To fill information about Credit Transfer Document (CTD) in Form GST TRAN - 3 form, perform the following steps:

1. Login the GST Portal available at <https://www.gst.gov.in/> using valid credentials of a registered taxpayer.
2. Navigate to **Services > Returns > Transition Forms** command.



3. In the **Transition Forms** page, click the **TRAN - 3** tab. The **TRAN - 3** page is displayed.
4. Fill details in the Form GST **TRAN - 3**. Filling details include:
  - [a. Adding Details to FORM GST TRAN - 3, as a Manufacturer that has issued CTDs](#)
  - [b. Adding Details to FORM GST TRAN - 3, as a Dealer to claim ITC based on CTDs issued by manufacturer\(s\)](#)

*Click the relevant link to view the related step.*

## Adding Details to FORM GST TRAN - 3, as a Manufacturer that has issued CTDs

5. In case you are a manufacturer and you want to enter details of CTDs issued to dealers, click the **To be filled by manufacturer issuing CTDs** tile. The page will be expanded.



Dashboard > Returns > Transition Forms > TRAN - 3 > Manufacturer English

**To be filled by manufacturer issuing CTDs - Add**

GSTIN of the dealer whom CTD is issued *	Name of the Dealer whom CTD is issued	Total No. of CTDs issued *
18AAAAS0115A1ZB		10
No. of invoices against which CTDs have been issued *	Total quantity for which CTD issued *	Total value of Goods for which CTDs have been issued *
95	66	₹40,00,000.00
Central Excise duty paid on such goods *		
₹60,000.00		

[BACK](#) [SAVE](#)

8. On successfully saving the details, the message is displayed.



**Note:** Wait for some time and check again in case the status is shown as **In Progress**.

Dashboard > Returns > Transition Forms > TRAN - 3 > Manufacturer English

**To be filled by manufacturer issuing CTDs**


Save successful.


**Processed Details**

Sr.No	GSTIN of the dealer whom CTD is issued	Total No. of CTDs issued	No. of invoices against which CTDs have been issued	Total quantity for which CTD issued	Total value of Goods for which CTDs have been issued	Central Excise duty paid on such goods	Actions
1	18AAAAS0115A1ZB	10	95	66	40,00,000.00	60,000.00	 

[BACK](#) [ADD DETAILS](#)

You can click the **ADD DETAILS** button to add more details of CTDs issued to other dealers.

You can click the **Refresh** button (  ) on top-right of the page to refresh the details.

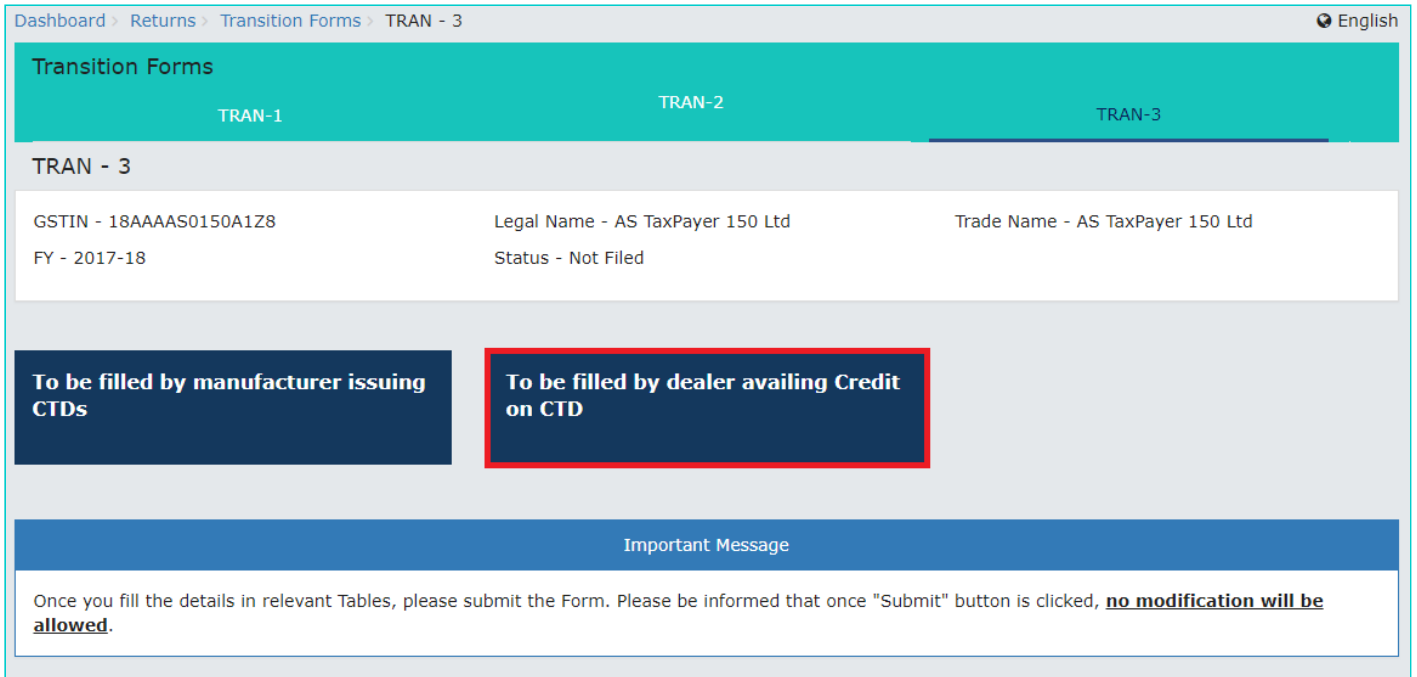
You can click the **Edit** button (  ) under **Actions** column to initiate editing the details.

You can click the **Delete** button (  ) under the **Actions** column to delete the details added. Click the **Back** button to go back to the previous page.

9. After adding the details, click the **BACK** button. The **Transition Forms** page is displayed.

## Adding Details to FORM GST TRAN - 3, as a Dealer to claim ITC based on CTDs issued by manufacturer(s)

5. In case you are a dealer and you want to claim ITC based on CTDs issued by manufacturer(s), click the **To be filled by dealer availing Credit on CTD** tile.



Dashboard > Returns > Transition Forms > TRAN - 3

English

Transition Forms

TRAN-1 TRAN-2 TRAN-3

TRAN - 3

GSTIN - 18AAAAS0150A1Z8  
FY - 2017-18

Legal Name - AS TaxPayer 150 Ltd  
Status - Not Filed

Trade Name - AS TaxPayer 150 Ltd

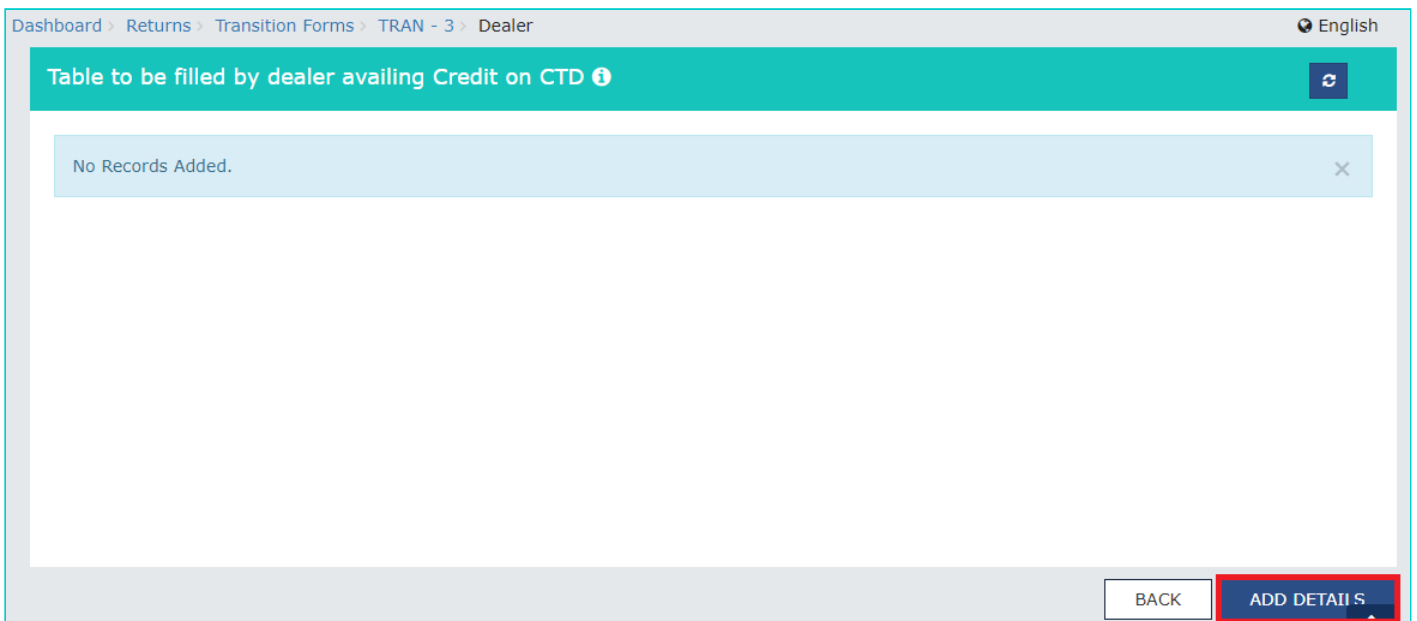
To be filled by manufacturer issuing CTDs

To be filled by dealer availing Credit on CTD

Important Message

Once you fill the details in relevant Tables, please submit the Form. Please be informed that once "Submit" button is clicked, **no modification will be allowed.**

6. The page will be expanded. In the **To be filled by dealer availing credit on CTD** page, click the **ADD DETAILS** button.



Dashboard > Returns > Transition Forms > TRAN - 3 > Dealer

English

Table to be filled by dealer availing Credit on CTD

No Records Added.

BACK ADD DETAILS

7. In the **To be filled by dealer availing Credit on CTD – Add** page, enter the details of CTDs issued by manufacturers like GSTIN, No of CTD received etc. and click the **SAVE** button. PI note that the GSTIN should be of a valid registered taxpayer and the name of the dealer issuing CTDs will be auto-populated by the system. For each dealer, from whom CTD is received, separate & consolidated entry is to be made by the dealer availing credit.

Dashboard > Returns > Transition Forms > TRAN - 3 > Dealer English

### Table to be filled by dealer availing Credit on CTD - Add i

GSTIN of the dealer issuing CTDs*	Name of the Dealer issuing CTDs	Total No. of CTD received*
18AAAAS0114A1ZC	AS TaxPayer 114 Ltd	10
No. of invoices against which CTDs have been issued*	Total quantity for which CTD issued*	Total value of Goods for which CTD has been issued*
93	65	₹5,00,000.00
Central Excise duty paid on such goods*	Credit availed by the dealer*	
₹75,000.00	₹40,000.00	

8. On successfully saving the details, the message is displayed.

**Note:** Wait for some time and check again in case the status is shown as **In Progress**.

Dashboard Services Notifications & Circulars Acts & Rules Search Taxpayer

Dashboard > Returns > Transition Forms > TRAN - 3 > Dealer English

### Table to be filled by dealer availing Credit on CTD i


Save successful. ✕


**Processed Details**


Sr.No	GSTIN of the dealer issuing CTDs	Total No. of CTDs received	No. of invoices against which CTDs have been issued	Total quantity for which CTD issued	Total value of Goods for which CTDs have been issued	Central Excise duty paid on such goods	Credit availed by the dealer	Actions
1	18AAAAS0114A1ZC	10	93	65	5,00,000.00	65,000.00	40,000.00	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

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You can click the **ADD DETAILS** button to add more details.

You can click the **Refresh** button (  ) on top-right of the page to refresh the details.

You can click the **Edit** button (  ) under **Actions** column to initiate editing the details.

You can click the **Delete** button (  ) under the **Actions** column to delete the details added. Click the **Back** button to go back to the previous page.

9. After adding the details, click the **BACK** button. The Transition Forms page is displayed.

10. Click the **SUBMIT** button to submit the information on the GST portal.

**Please note that you cannot modify a submitted form.**

