

Manual > Viewing Form GSTR-6A

How can I view the auto-drafted details in Form GSTR-6A?

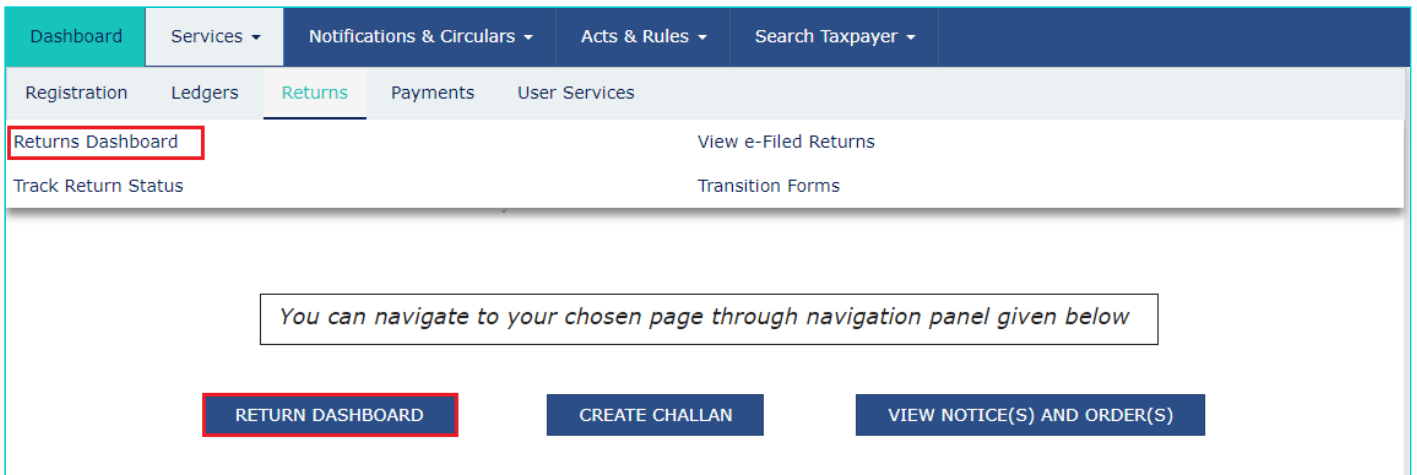
Form GSTR-6A is a read only form. ISD cannot take any action in Form GSTR-6A. Form GSTR-6A for a particular tax period changes, based on the details uploaded by the counter party supplier, till ISD submits the return for the same tax period.

Form GSTR-6A will be updated in below scenarios, as explained below:

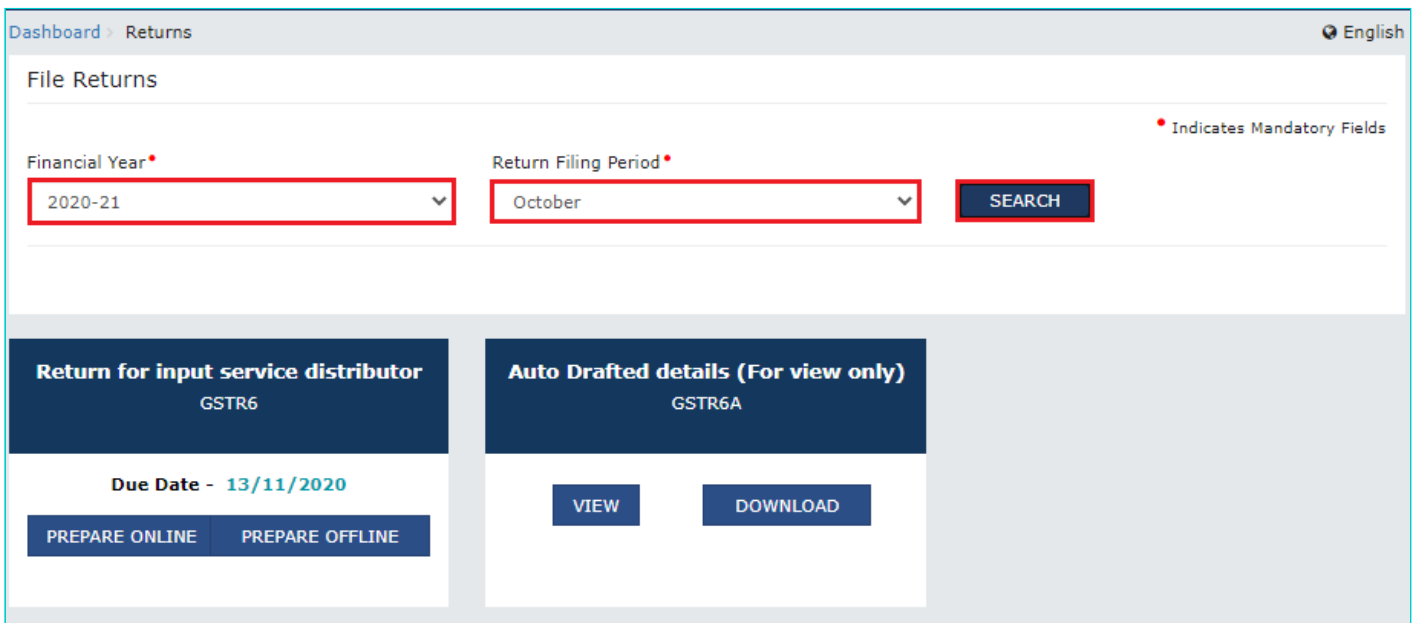
S.No.	Scenario	For the Return period of	Supplier status of Form GSTR-1/5	Receiver (ISD) status of Form GSTR-6	Details are auto-populated in Form GSTR-6A of the receiver ISD in tax Period of
1	When Receiver (ISD) has not submitted Form GSTR-6 for the month of June 2020, but supplier has already submitted Form GSTR-1/5 for June 2020	June 2020	10-July-2020	Not submitted	The supplier's B2B details will be auto-populated in Form GSTR-6A in June 2020 of the receiver ISD (i.e., in current tax period)
2	When the supplier submits the Form GSTR-1/5 return <u>before</u> Receiver (ISD) submits the Form GSTR-6 for the period of June 2020	June 2020	10-July-2020	12-July-2020	The supplier's B2B details will be auto-populated in Form GSTR-6A in June 2020 of the receiver ISD (i.e., in current tax period)
3	When supplier submits Form GSTR-1/5 return <u>after</u> Receiver (ISD) submits Form GSTR-6 for the period June 2020	June 2020	10-July-2020	06-July-2020	The supplier's B2B details will be auto-populated in Form GSTR-6A in July 2020 of the receiver ISD (i.e., next tax period)

To view the auto-drafted details in Form GSTR-6A, perform the following steps:

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



2. The **File Returns** page is displayed. Select the **Financial Year & Return Filing Period** for which you want to view Form GSTR-6A from the drop-down list. Click the **SEARCH** button. **GSTR6A** tile is displayed.



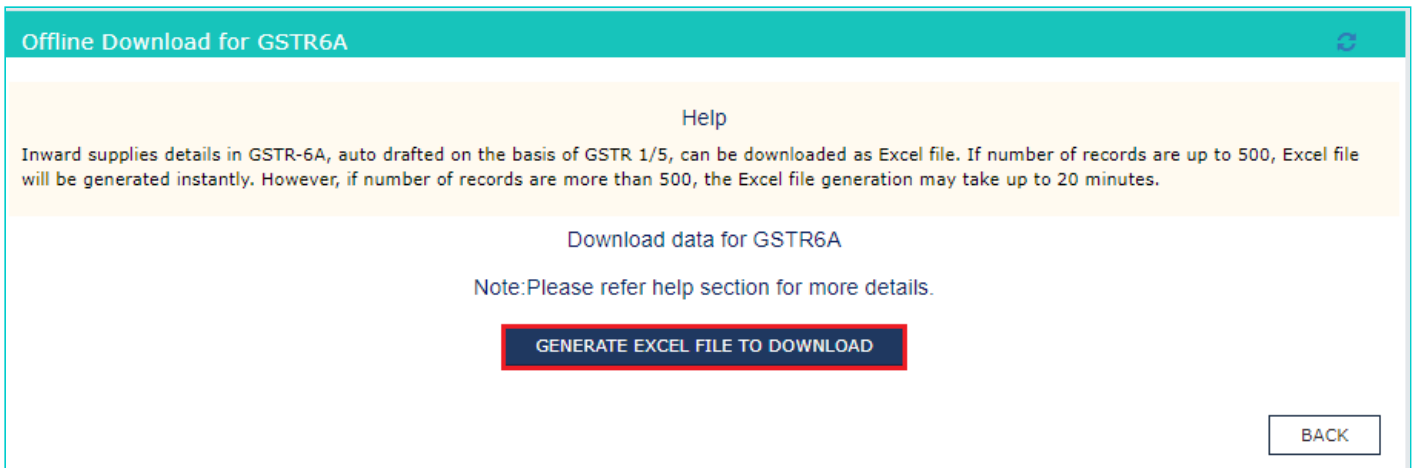
3. [Download Form GSTR-6A](#): To download Form GSTR-6A details in excel
4. [View Form GSTR-6A](#): To view Form GSTR-6A details directly on GST Portal

3. Download Form GSTR-6A

3.1. In the GSTR6A tile, click the **DOWNLOAD** button.

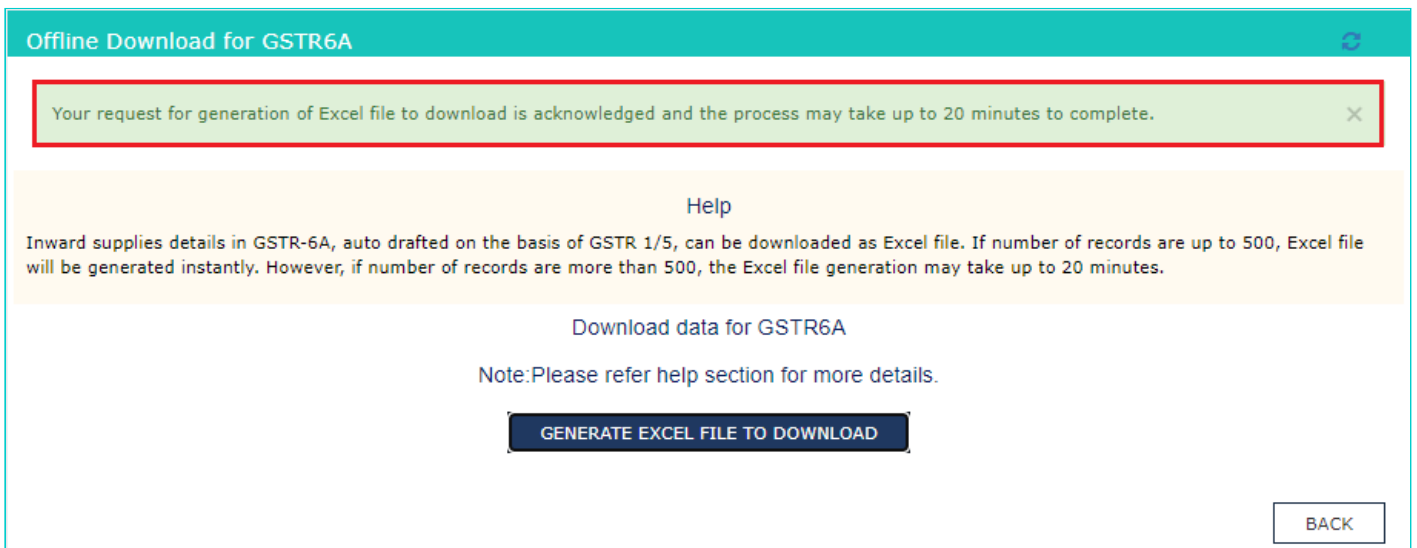


3.2. Click the **GENERATE EXCEL FILE TO DOWNLOAD** button to download GSTR-6A details in excel.

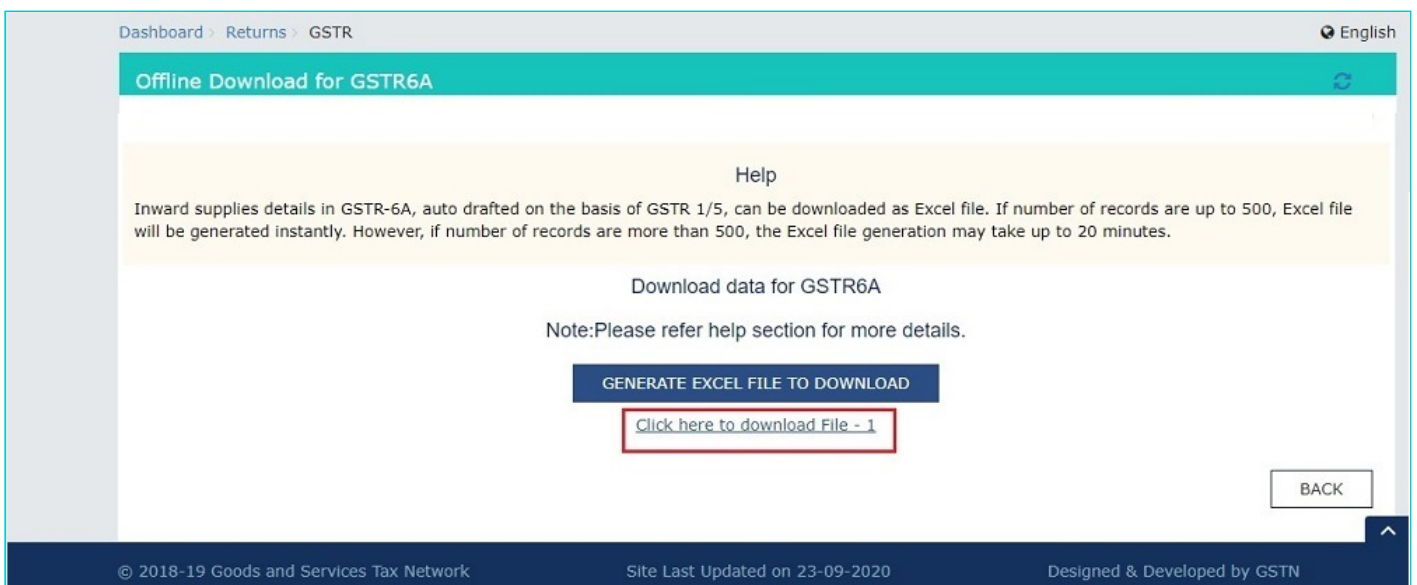


3.3. A message is displayed that request has been acknowledged and the process may take up to 20 minutes to complete.

Note: If number of records are up to 500, Excel file will be generated instantly. However, if number of records are more than 500, the Excel file generation may take up to 20 minutes.



3.4. Once the file is generated, a download link **“Click here to download File”** will be enabled below the GENERATE EXCEL FILE TO DOWNLOAD button. Download the file by clicking the link and extract the zip file to the view the details in excel.

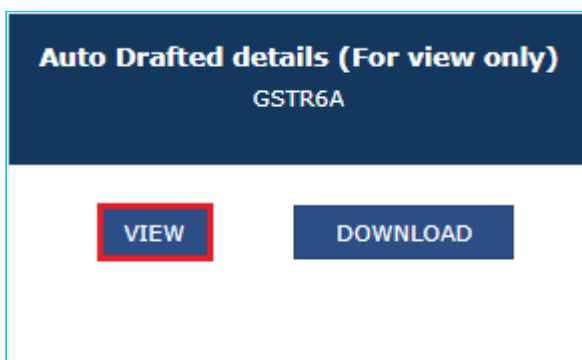


3.5. The excel file is downloaded.

Worksheet Name	GSTR-6A Table Reference	Field Name	Help Instruction
3.B2B	Taxable inward supplies received from registered person	GSTIN of supplier	GSTIN of supplier
		Trade/Legal name of the supplier	Trade/Legal Name of the supplier
		Invoice number	Invoice number
		Invoice date	Invoice date format shall be DD-MM-YYYY
		Invoice value	Invoice value (in rupees)
		Place of supply	Place of supply shall be the place where services are provided (As determined by the
		Rate(%)	Applicable rate of tax
		Taxable value	Taxable value
		Integrated tax	Integrated tax amount (In rupees)
		Central tax	Central tax amount (In rupees)
		State/UT tax	State/UT tax amount (In rupees)
		Cess	Cess amount (In rupees)
		GSTR-1/5 filing status	If the counter party has filed the GSTR 1/5 return then status should be "Yes" otherwise it should be "No". In case counter party has submitted but not filed GSTR 1/5, then the status should be "No"
		Source	Source of the document shall be displayed. It shall be: a. 'e-invoice', if the document is auto-populated from e-invoice. b. Blank, if the document is uploaded by the supplier
		IRN	It is the unique Invoice reference number of the document auto-populated from e-invoice. For the documents uploaded by the supplier, this shall be blank.

4. View Form GSTR-6A

4.1. In the Form GSTR-6A tile, click the **VIEW** button to view the details directly on GST Portal.



4.2. The **Form GSTR-6A – AUTO DRAFTED DETAILS** page is displayed.

Dashboard > Returns > GSTR6A English

GSTR6A - Details of supplies auto-drafted from GSTR-1

GSTIN - 12AJIPA1572E5ZS Legal Name - ANGAD JASBIRSINGH Trade Name - AutomationsTest
 ARORA
 FY - 2020-21 Return Period - October

Input tax credit received for distribution

Debit / Credit notes (including amendments thereof) received during current tax period

Amendments to Input tax credit received for distribution

Amendments to Debit / Credit Notes received during current tax period

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Click the file names to know more details:


5. [Input tax credit received for distribution](#): To view the details of inward supply invoices received from counter-party suppliers, for distribution of ITC to the GSTINs (with same PAN) mapped to the ISD
6. [Debit / Credit notes \(including amendments thereof\) received during current tax period](#): To view the details of debit or credit notes received from counter-party suppliers, by the ISD, during current tax period
7. [Amendments to Input tax credit received for distribution](#): To view the details of amendment in inward supply invoices received from counter-party suppliers by the ISD
8. [Amendments to Debit / Credit notes \(including amendments thereof\) received during current tax period](#): To view the details of amendment in debit or credit notes received from counter-party suppliers by the ISD, during current tax period

5. Input tax credit received for distribution

5.1 To view the details of inward supply invoices received from counter-party suppliers, for distribution of ITC to the GSTINs (with same PAN) mapped to the ISD, click the **Input tax credit received for distribution** tile.

Input tax credit received for distribution	Debit / Credit notes (including amendments thereof) received during current tax period
Amendments to Input tax credit received for distribution	Amendments to Credit/Debit Notes received during current tax period

5.2 Click the **Supplier's GSTIN** hyperlink to navigate to view B2B Invoice summary.

Input tax credit received for distribution 

Supplier Details	Supplier Name	Counter Party Submit Status
33AHLPP8362BZZD	BIR PRAKASH	NO

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5.3 Click the **Invoice No.** hyperlink to view the invoice details.

B2B Invoice Summary

Uploaded by Supplier

Invoice No.	Invoice Date	Place Of Supply	Total Invoice Value (₹)	Total Taxable Value (₹)	Integrated Tax (₹)	Central Tax (₹)	State/UT tax (₹)	CESS (₹)
isd	10-10-2020	Bihar	6,56,620.69	5,86,268.48	70,352.21	0.00	0.00	0.00

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5.4 The item details are displayed.

B2B Invoice Summary

Item details

Rate (%)	Taxable value (₹)	Amount of tax			
		Integrated tax (₹)	Central tax (₹)	State/UT tax (₹)	Cess (₹)
12	5,86,268.48	70,352.21	0	0	0

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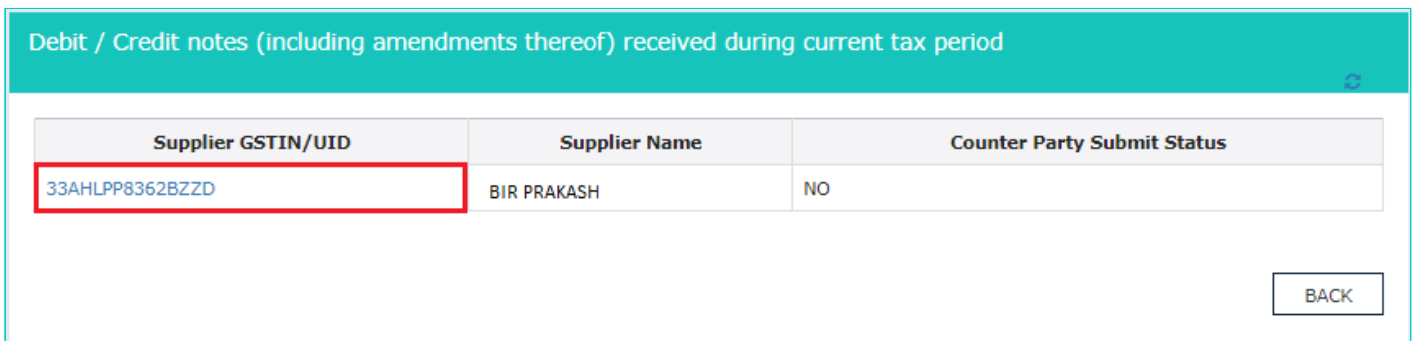
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6. Debit / Credit notes (including amendments thereof) received during current tax period

6.1 To view the details of debit or credit notes received from counter-party suppliers, by the ISD, during current tax period, click the **Debit / Credit notes (including amendments thereof) received during current tax period** tile.

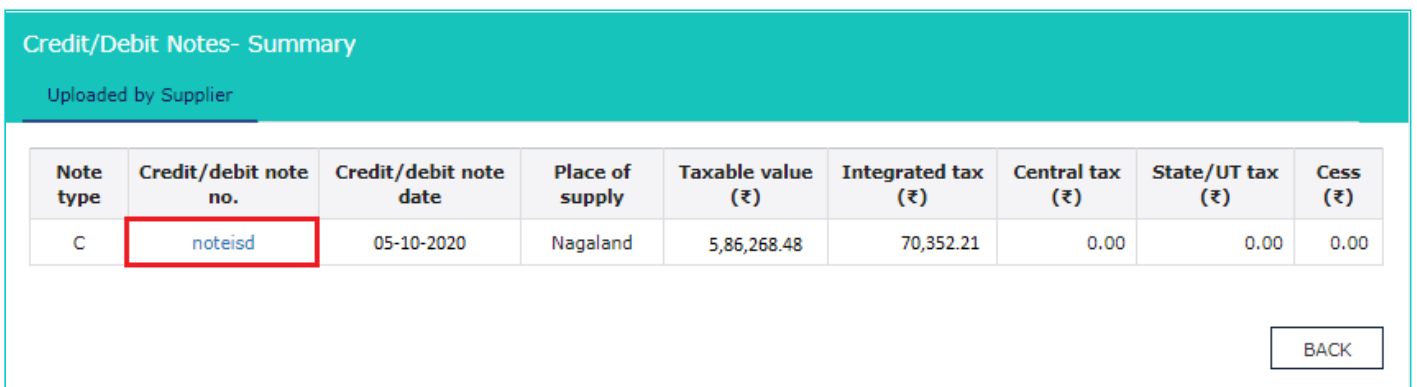


6.2 Click the **Supplier's GSTIN** hyperlink to navigate to view Credit/ Debit note summary.



6.3 Click the **Credit or Debit Note No** hyperlink to view the invoice details.

Scenario 1: You will see below screenshot, in case you have filed your returns/statements after delinking of credit and debit notes on the GST Portal.



Scenario 2: You will see below screenshot, in case you have filed your returns/statements before delinking of credit and debit notes on the GST Portal.

Debit / Credit notes (including amendments thereof) received during current tax period									
Uploaded by Supplier									
Note Type	Credit/Debit Note No	Credit/Debit Note Date	Original Invoice No	Original Invoice Date	Taxable Value (₹)	Integrated Tax (₹)	Central Tax (₹)	State/UT Tax (₹)	CESS (₹)
D	noteisd	10-09-2020	INV-01	01-08-2020	10000	500.00	0.00	0.00	0.00

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Scenario 3: You will see the below screenshot, in case you have saved your returns/statements before delinking of credit and debit notes and filed your statements/returns after delinking of credit and debit notes on the GST Portal.

Credit/Debit Notes- Summary											
Uploaded by Supplier											
Note Type	Credit/Debit Note No	Credit/Debit Note Date	Original Invoice No	Original Invoice Date	Place Of Supply	Pre GST Regime	Taxable Value (₹)	Integrated Tax (₹)	Central Tax (₹)	State/UT Tax (₹)	CESS (₹)
D	isd01	02/09/2020	invisd01	01/08/2020		N	10000	500.00	0.00	0.00	0.00

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6.4 The item details are displayed.

Credit/Debit Notes- Summary					
Item details					
Rate (%)	Taxable value (₹)	Amount of tax			
		Integrated tax (₹)	Central tax (₹)	State/UT tax (₹)	Cess (₹)
5	10000	500	0	0	0

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7. Amendments to Input tax credit received for distribution

7.1 To view the details of amendment in inward supply invoices received from counter-party suppliers by the ISD, click the **Amendments to Input tax credit received for distribution** tile.

Input tax credit received for distribution	Debit / Credit notes (including amendments thereof) received during current tax period
Amendments to Input tax credit received for distribution	Amendments to Credit/Debit Notes received during current tax period

7.2 Click the **Supplier's GSTIN** hyperlink to navigate to view amended B2B summary.

Amendments to Input tax credit received for distribution		
Supplier Details	Supplier Name	Counter Party Submit Status
33AHLPP8362BZZD	BIR PRAKASH	NO

7.3 Click the **Invoice No.** hyperlink to view the invoice details.

Amendment B2B Invoice Summary								
Uploaded by Supplier								
Invoice No.	Invoice Date	Place Of Supply	Total Invoice Value (₹)	Total Taxable Value (₹)	Integrated Tax (₹)	Central Tax (₹)	State/UT tax (₹)	CESS (₹)
isdamend	10-10-2020	Gujarat	5,77,108.03	5,49,626.70	27,481.33	0.00	0.00	0.00

7.4 The item details are displayed.

Amendment B2B Invoice Summary					
Item details					
Rate (%)	Taxable value (₹)	Amount of tax			
		Integrated tax (₹)	Central tax (₹)	State/UT tax (₹)	Cess (₹)
5	5,49,626.70	27,481.33	0	0	0

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8. Amendments to Debit/Credit Notes received during current tax period

8.1 To view the details of amendment in debit or credit notes received from counter-party suppliers by the ISD, during current tax period, click the **Amendments to Debit/Credit Notes received during current tax period** tile.

Input tax credit received for distribution	Debit / Credit notes (including amendments thereof) received during current tax period
Amendments to Input tax credit received for distribution	Amendments to Credit/Debit Notes received during current tax period

8.2 Click the **Supplier's GSTIN** hyperlink to navigate to view amended Credit/ Debit note summary.

Amendments to Credit/Debit Notes received during current tax period		
Supplier GSTIN/UID	Supplier Name	Counter Party Submit Status
33AHLPP8362BZZD	BIR PRAKASH	NO

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8.3 Click the **Credit or Debit Note No** hyperlink to view the invoice details.

Scenario 1: You will see below screenshot, in case you have filed your returns/statements after delinking of credit and debit notes on the GST Portal.

Amendment Credit/Debit Notes- Summary								
Uploaded by Supplier								
Note type	Credit/debit note no.	Credit/debit note date	Place of supply	Taxable value (₹)	Integrated tax (₹)	Central tax (₹)	State/UT tax (₹)	Cess (₹)
C	isdamend	05-10-2020	Dadra and Nagar Haveli and Daman and Diu	6,23,853.00	74,862.36	0.00	0.00	0.00

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Scenario 2: You will see below screenshot, in case you have filed your returns/statements before delinking of credit and debit notes on the GST Portal.

Dashboard > Returns > GSTR6A > CDNA										
Amendment Credit/Debit Notes- Summary										
Uploaded by Supplier										
Note Type	Credit/Debit Note No	Credit/Debit Note Date	Original Invoice No	Original Invoice Date	Pre GST Regime	Taxable Value (₹)	Integrated Tax (₹)	Central Tax (₹)	State/UT Tax (₹)	CESS (₹)
D	amendisd1	10-09-2020	isd1	01-08-2020	N	10000	500.00	0.00	0.00	0.00

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Scenario 3: You will see the below screenshot, in case you have saved your returns/statements before delinking of credit and debit notes and filed your statements/returns after delinking of credit and debit notes on the GST Portal.

Dashboard > Returns > GSTR6A > CDNA English

Amendment Credit/Debit Notes- Summary

Uploaded by Supplier

Note Type	Credit/Debit Note No	Credit/Debit Note Date	Original Invoice No	Original Invoice Date	Place Of Supply	Pre GST Regime	Taxable Value (₹)	Integrated Tax (₹)	Central Tax (₹)	State/UT Tax (₹)	CESS (₹)
D	amendis1	10-09-2020	isd1	01-08-2020		N	10000	500.00	0.00	0.00	0.00

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8.4 The item details are displayed.

Amendment Credit/Debit Notes- Summary

Item details

Rate (%)	Taxable value (₹)	Amount of tax			
		Integrated tax (₹)	Central tax (₹)	State/UT tax (₹)	Cess (₹)
12	6,23,853.00	74,862.36	0	0	0

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