# Manual > Communication between Recipient and Supplier Taxpayers

To communicate with supplier/recipient, perform the following steps:

**Note: Communication Between Taxpayers** option is not available for TDS, TCS and NRTP users. TDS, TCS and NRP taxpayers will not be able to see the link Communication Between Taxpayers under the Services tab.

1. Access the www.gst.gov.in URL. The GST Home page is displayed. Login to the portal with valid credentials.

 Dashboard page is displayed. Click Services > User Services > Communication Between Taxpayers option.

Dashboard	Services 🗸	GST Law	Downlo	ads 🗕 Search	Taxpayer 👻	Help and Taxpayer	Facilities	e-Invoice		
Registration	Ledgers	Returns	Payments	User Services	Refunds	e-Way Bill System	Track Ap	plication Status	:	
My Saved App	lications			My Applications						
View/Downloa	d Certificates			View Notices and	Orders					
View My Subm	nissions			Search HSN / Se	rvice Classifica	ation Code				
Holiday List				Cause List						
Feedback				Furnish Letter of	Undertaking (	LUT)				
View My Subm	nitted LUTs			Locate GST Practitioner (GSTP)						
Engage / Dise	ngage GST Pra	ctitioner (GS	TP)	ITC02-Pending for action						
View Additional Notices/Orders				Communication Between Taxpayers						
Search BoE										

3. **COMMUNICATION BETWEEN TAXPAYERS** page is displayed. From here, you can click any of the four tabs provided at the left-hand side of the page.

**a. Inbox (Notification & Reply Received)**: It shows any new notification received or reply received from Supplier/ Recipient.

**b.** + **Compose**: It allows you to write and send a new notification to a Supplier/ Recipient.

c. Outbox (Notification & Reply Sent): It shows any new notification sent or reply sent to the Supplier/ Recipient

**d. Download CSV Template**: It allows you to download CSV template through which you can upload the notifications at one go. (This functionality will be released shortly)

Dashboard	Services	✓ GST Law	Downloads 🗸	Search Taxpayer 👻	Help 👻	e-Way Bill System	New Return Trial 🗸	
Dashboard > S	ervices > Us	er Services > Comm	nunication Betweer	n Taxpayers				🛛 English
COMMUNICAT	ION BETWI	EEN TAXPAYERS						
Inbox (Notificatio	in &	Send New N	Notification					
Reply Received)		Notification To*		Supplier	~		* Indicates Man	datory Fields
+ Compose		Supplier GSTI	N*		TI	rade/Legal		
Outbox (Notificatio Reply Sen	n & it)	Subject						
Download CSV Template							*Max	50 characters

- 4.1 Send and View Notification to Supplier/ Recipient
- 4.2 View and Reply to Notification received from Supplier/ Recipient
- 4.3 View Reply received from Supplier/ Recipient for the Notification sent

Click the hyperlink above to know more about them.

## 4.1 Send and View notification to Supplier/ Recipient

4.1.1. Click the **+Compose** tab to send a new notification to Supplier/ Recipient.

Dashboard	Services 👻	GST Law	Downloads 🗸	Search Taxpayer 👻	Help 👻	e-Way Bill System	New Return Trial 🗸	
Dashboard > S	ervices > User S	Services > Comm	nunication Betweer	n Taxpayers				🛛 English
COMMUNICAT	ION BETWEEN	I TAXPAYERS						
Inbox (Notificatio	n & 28	Send New N	Notification					
Reply Receiv	ved) 🔽	Notification T	0*	Supplier	~		* Indicates Manc	latory Fields
+ Compos Outbox	se	Supplier GSTI	N*		T	rade/Legal Iame		
(Notification Reply Sen	n & it)	Subject						
Download C Template	CSV						*Max	50 characters

4.1.2 **Send New Notification** page is displayed. From the **Notification To** drop-down list, select the **Supplier** option in case you want to send notification to Supplier else select the Recipient option.

Dashboard	Services 👻	GST Law	Downloads 🗸	Search Taxpay	er 🔹 Help 👻	e-Way Bill Systen	n New Return T	rial 🗸
Dashboard > Serv	/ices⇒User S	ervices > Comm	unication Betwee	n Taxpayers				🛛 English
COMMUNICATIO	N BETWEEN	TAXPAYERS						
Inbox (Notification 8		Send New N	lotification					
Reply Received	d) 🎬	Notification To	)*	Supplier	~		* Indicate	es Mandatory Fields
+ Compose		Supplier GSTI	N*		TI	rade/Legal Jame		
Outbox (Notification 8 Reply Sent)	k s	Subject						
Download CSV Template	/							*Max 50 characters
		Document Det	ails					
		Docume Numbe	ent Do er	ocument Date	Document Value	Place of Supply	Invoice Type / Note Supply Type	Reverse Charge
		•	08/12/2	2020		33 - Tamil 🗸	Select 🗸	
		Recipient Remarks*						
							*M	ax 200 characters
		Note: An	email and SMS ir	ntimation shall be	sent to counter-pa	arty on registered em	ail address and mot	ile number.
							SEND RE	SET BACK

4.1.3 In the **Supplier GSTIN** field, enter the GSTIN of the supplier to whom notification has to be sent. Once the GSTIN is entered, **Trade/Legal Name** field will be auto populated with details.

Dashboard	Services 👻	GST Law	Downloads 🗸	Search Taxpayer 👻	Help 👻	e-Way Bill System	New Return Trial 🗸	
Dashboard > S	ervices > User S	ervices > Comm	nunication Betweer	Taxpayers				🛛 English
COMMUNICATI	ION BETWEEN	TAXPAYERS						
	1							
Inbox (Notificatio	n & 👩	Send New I	Notification					
Reply Receiv	ved) 🍄	Notification T	0*	Supplier	~		* Indicates Mand	latory Fields
+ Compos	se se	Supplier GSTI	N*	33AAACD2391FDZQ	T	rade/Legal Jame	GSTN	
(Notification Reply Sen	n & t)	Subject		Missing invoice for the	month of J	uly		
Download C Template	csv e						*Max	50 characters

4.1.4 In the **Subject** field, enter the subject of the notification.

Note: Maximum length of the subject can be 50 characters.

Dashboard	Services 🗸	GST Law	Downloads -	Search Taxpayer 👻	Help	- e-Way Bill Syste	m New	Return Trial 👻					
Dashboard > S	ervices > User	Services > Comm	nunication Betweer	n Taxpayers					English				
COMMUNICAT	COMMUNICATION BETWEEN TAXPAYERS												
Inbox (Notificatio	n & 28	Send New I	Notification										
Reply Receiv	ved) 🖛	Notification T	0*	Supplier	~			* Indicates Mand	atory Fields				
Outbox	se	Supplier GSTI	N*	33AAACD2391FDZQ		Trade/Legal Name	GSTN						
(Notification Reply Sen	n & it)	Subject		Missing invoice for the	month	of July							
Download C Template	CSV e							*Max	50 characters				

4.1.5 In the **Document Details** section, select the **Action Required** by Supplier/ Recipient from the dropdown list and enter the required details.

Supplier GSTIN*	33AAACD2391F	33AAACD2391FDZQ Trade/Legal GSTN Name						
fication & Subject	Missing invoice	Missing invoice for the month of July						
load CSV	*Max 50 characters							
Document Details	Document	Document	Document	Document	Place			
Required	Гуре	Number	Date	Value	Sup			
File Missing Doc. 🗸	Invoice 🗸	33AAACD	07/07/2020	5000.00	33 - Ta			
File Missing Document Rejected-Amendment R	equired				Þ			
Rejected-Wrongly sent Re-Uploaded document	to me							
Payment made								

### Note:

- Drop-down values of Action Required field will be different for Supplier and Recipient.
- Fifty documents can be manually added for a particular notification.
- For Recipient, drop-down list in Action Required will be as shown.

Action Required	Document Type	Document Number	Document Date	Document Value	Place Supj
Others V Payment not received Others	Invoice ~		11/12/2020		33 - Ta
Supplier Remarks*					
Note: An email and	d SMS intimation shall be s	ent to counter-part	y on registered email addro	*Max 200 ch ess and mobile numl RESET	aracters ber. BACK

4.1.6 Click the **Plus** icon under **Add Item** field to add the document details.

Dashboard	Services 🗸	GST Law	Downloads 🗸	Search Tax	payer 🗸 🛛 Help	- e-Way Bill Syste	m New Return	Trial 🗸
Dashboard > S	ervices > User \$	Services > Commu	unication Betwee	en Taxpayers				🛛 English
COMMUNICAT	ION BETWEEP	N TAXPAYERS						
Inbox (Notificatio	m & 🕫	Send New N	otification					
Reply Recei	ved) 🛣	Notification To	*	Supplier	~		* Indica	ites Mandatory Fields
+ Compos	se	Supplier GSTIN	1*	33AAACD23	91FDZQ	Trade/Legal Name	GSTN	
(Notificatio Reply Sen	n & it)	Subject		Missing invo	ice for the month		×Mari 50 alegendere	
Download C Template	Download CSV Template							^Max 50 characters
		Document Deta	ails					
		Docum Date	ent e	Document Value	Place of Supply	Invoice Type / Note Supply Type	Reverse Charge	Add Item
		07/07/2020		5000.00	33 - Tamil 🗸	Regular 🗸		
		Recipient Remarks*	Missing	invoice for the I	month of July			
			L				*	Max 200 characters
		Note: An	email and SMS i	intimation shall	be sent to counter	-party on registered e	mail address and mo	obile number.
							SEND R	ESET BACK

Dashboard	Services 👻	GST Law	Downloads 🚽	Search Taxp	ayer 🗸 🛛 Help 🗸	e-Way Bill Syster	n New Return Tr	ial 🗸	
Dashboard > S	ervices > User	Services > Comm	unication Betw	een Taxpayers				🛛 English	
COMMUNICAT	ION BETWEE	N TAXPAYERS							
Inbox (Notificatio	in & 👩	Send New N	lotification						
Reply Recei	ved) 筆	Notification To	)*	Supplier	~		* Indicate	es Mandatory Fields	
+ Compos	se	Supplier GSTI	N*	33AAACD239	91FDZQ	Trade/Legal Name	GSTN		
(Notification Reply Sen	n & it)	Subject		Missing invoi	ce for the month o	f July			
Download C	csv							*Max 50 characters	
Template									
		Document Det Docun	ails ient	Document	Place of	Invoice Type /	Reverse	Add	
		Dat	e	Value	Supply	Note Supply Type	Charge	Item	
		07/07/2020		5000.00	33 - Tamil 🛛 🗸	Regular 🗸		SAVE	
		4						Þ	
		Rate(%	(o)	Taxable Value	CGST Amount	SGST Amount	Cess Amount	Add Item	
		Select	~					+	
Recipient Missing invoice for the month of July   Remarks*									
							***		
		Noto: An	amail and CM	intimation chall b	a cost to counter	narty on registered or	M*	ax 200 characters	
		Note: An		s mumation shall t	be sent to counter-	party on registered en			
							SEND	BACK	

4.1.8 Select the required rate option from the **Rate** drop-down list and enter the **Taxable Value**. Tax amount shall be system calculated based on **Rate** and **Taxable Value** provided.

Note: Multiple rows can be added in Rate table for one particular invoice.

Dashboard Services -	GST Law	Downloads 🗸	Search Tax	bayer 🗸 🛛 He	elp 🗕	e-Way Bill Syste	m New Return	Trial 🗸
Dashboard > Services > User	Services > Comm	unication Betwe	en Taxpayers					🛛 English
COMMUNICATION BETWEE	EN TAXPAYERS							
Inbox (Notification & 👩	Send New N	lotification						
Reply Received) 🍄	Notification To	)*	Supplier	oplier 🗸			* Indicat	es Mandatory Fields
+ Compose	Supplier GSTI	N*	33AAACD23	91FDZQ	Tr Na	ade/Legal ame	GSTN	
(Notification & Reply Sent)	Subject		Missing invo	ice for the mor	ith of Ju	ıly		
Download CSV Template								*Max 50 characters
	Document Det	ails						
	Docum Date	e e	Document Value	Place of Supply	I	nvoice Type / Note Supply Type	Reverse Charge	Add Item
	07/07/2020		5000.00	33 - Tamil	~	Regular 🗸		SAVE
	4							Þ
	Rate(%	ʻo)	Taxable Value	CGS Amo	GT unt	SGST Amount	Cess Amount	Add Item
	7.5	~	40000.0	0 15	00.00	1500.00		+
	Missing email and SMS	invoice for the r	nonth of July be sent to cour	nter-par	rty on registered e	*r mail address and mo SEND RE	Max 200 characters bile number. SET BACK	

4.1.9 Click the **SAVE** Button to save the details. The details will be saved under **Added Document Details** sections.

Note: You can click the **Edit/Delete** button to Edit or Delete the added details in **Added Document Details** section. On click of **Edit** button you can add or delete the added Rate Details. You can also click the **Arrow** button to view the Rate Details.

Dashboard	Services 🗸	GST Law	Downloads	- Search Tax	payer 🗸	Help 🗸	e-Way Bill Syste	m New Return	Trial 🛨
Dashboard > S	ervices > User :	Services > Comm	nunication Betw	ween Taxpayers					🔾 English
COMMUNICAT	ION BETWEE	N TAXPAYERS							
Inbox (Notificatio	n &	Send New I	Notification						
Reply Recei	ved) 😫	Notification T	0*	Supplier		~		* Indica	tes Mandatory Fields
+ Compos Outbox	se	Supplier GSTI	N*	33AAACD23	91FDZQ		Trade/Legal Name	GSTN	
(Notificatio Reply Sen	n & it)	Subject		Missing invoice for the month of July					
Download CSV Template									*Max 50 characters
Document Details									
		Docur Dat	nent te	Document Value	Place Supj	e of oly	Invoice Type / Note Supply Type	Reverse Charge	Add Item
		07/07/2020	)	5000.00	33 - Tai	nil 🗸	Regular 🗸		SAVE
		4							Þ
		Rate(	%)	Taxable Value	CGST Amount		SGST Amount	Cess Amount	Add Item
		7.5	~	40000.0	00	1500.00	1500.00		<b>D</b>
		12	~	50000.0	0	3000.00	3000.00		+
		Recipient Remarks* Note: Ar	Missi	ng invoice for the 15 intimation shall	month of Ju	ıly counter-p	party on registered en	* mail address and mo SEND R	Max 200 characters obile number. ESET BACK

4.1.10 In the **Recipient Remarks** section, enter the remarks for the Supplier/ Recipient. Note: Maximum length of the Recipient Remarks can be 200 characters.

Dashboard	Services 🗸	GST Law	Downloads 🗸	Search Taxpa	ayer 🚽 🛛 Help	e-Way Bill Syster	n New Return 1	īrial 🗸	
Dashboard > S	ervices > User \$	Services > Comn	nunication Betwee	en Taxpayers				🛛 English	
COMMUNICAT	ION BETWEEP	N TAXPAYERS							
Inbox	in &	Send New I	Notification						
Reply Recei	ved)	Notification T	0*	Supplier	~		* Indicat	es Mandatory Fields	
+ Compos	se	Supplier GSTI	N*	33AAACD239	1FDZQ	Trade/Legal Name	GSTN		
(Notificatio Reply Sen	n & it)	Subject		Missing invoid	e for the month				
Download ( Template	CSV e							*Max 50 characters	
		Document De	tails						
		Docur Dat	nent te	Document Value	Place of Supply	Invoice Type / Note Supply Type	Reverse Charge	Add Item	
		07/07/2020		5000.00 33 - Tami		Regular 🗸		SAVE	
		4						•	
		Rate(	%) т	axable Value	CGST Amount	SGST Amount	Cess Amount	Add Item	
		7.5	~	40000.00	1500.	00 1500.00		<b></b>	
		12	~	50000.00	3000.	3000.00		+	
		Recipient Remarks* Note: Ar	Missing n email and SMS i	invoice for the m	onth of July e sent to counter	-party on registered en	*N Nail address and mo SEND RE	Max 200 characters bile number. SET BACK	

4.1.11 Click the RESET button to change any value, otherwise Click the **SEND** button.

Dashboard Servic	es 🗸 GST Law Downle	oads 🗸 🦷 Search Taxpa	yer 🗸 🛛 Help 🗸	e-Way Bill Syster	m New Return Tr	ial 🗸
Dashboard > Services >	User Services > Communication	Between Taxpayers				🛛 English
COMMUNICATION BET	WEEN TAXPAYERS					
Inbox (Notification & 28	Send New Notificati	on				
Reply Received)	Notification To*	Supplier	~		* Indicate	s Mandatory Fields
+ Compose	Supplier GSTIN*	33AAACD2391	IFDZQ	Trade/Legal	GSTN	
Outbox (Notification &				Name		
Reply Sent)	Subject	Missing invoice	e for the month o	fJuly		*11
Download CSV						*Max 50 characters
Template						
	Document Details					
	Document Date	Document Value	Place of Supply	Invoice Type / Note Supply Type	Reverse Charge	Add Item
	07/07/2020	5000.00	33 - Tamil 🛛 🗸	Regular V		SAVE
	4					Þ
	Rate(%)	Taxable Value	CGST Amount	SGST Amount	Cess Amount	Add Item
	7.5 ~	40000.00	1500.0	0 1500.00		<b>0</b>
	12 ~	50000.00	3000.0	0 3000.00		+
	Recipient	Missing invoice for the m	anth of July			
	Remarks*	missing involce for the mo	Sherr or Sury			
					*M;	ax 200 characters
	Note: An email ar	d SMS intimation shall be	e sent to counter-	party on registered en	nail address and mob	ile number.
					SEND RES	BACK

4.1.12 A Success message "**Your notification has been successfully sent to counterparty**" is displayed. Click the **OK** button.

Dashboard Services	✓ GST Law	(	Syst	em New Return	Trial 🗸		
Dashboard > Services > Use	er Services > Commu	Su	ccess			🔮 English	
COMMUNICATION BETWI	EEN TAXPAYERS		<b>6</b> H				
Inbox	Send New No	otification has been s	successfully sent to	counterparty			
(Notification & Reply Received)	Notification To		ок		* Indicat	ras Mandatony Fields	
+ Compose	Notification 10*	Supplier	*				
Outbox	Supplier GSTIN*			Trade/Legal Name			
(Notification & Reply Sent)	Subject						
Download CSV Template						*Max 50 characters	
	Document Details						
	Document Date	Document Value	Place of Supply	Invoice Type / Note Supply Type	Reverse Charge	Add Item	
	DD/MM/YYYY		Select POS 🗸	Select 🗸		0	
	Recipient						
	Remarks*						
					*	Max 200 characters	
	Note: An email and	SMS intimation shall	be sent to counter-	party on registered e	email address and mo	bile number.	
					SEND RE	BACK	

4.1.13 To see whether the notification is being sent to supplier, click the **Outbox (Notification & Reply Sent)** tab.

4.1.14 Go to **TO RECIPIENT/ TO SUPPLIER** tab. List of notifications will be displayed showing the latest notification on the top.

Dashboard	Service	s 🗸 🛛 G	ST Law	Downloads 🗸	Search Taxpayer 👻	Help 🗸	e-Way Bill System	New Return	Trial 🗸	
Dashboard > S	Services > U	lser Service	es > Comm	unication Betwee	en Taxpayers					🛛 English
COMMUNICAT	ION BETW	VEEN TAX	PAYERS							
Inbox			Notificatio	on Sent	Reply Sent					
(Notification Reply Recei	on & 😤 ived) 🍄	TO R	ECIPIENT	TO SUPP	LIER		Search	Q	Reco	rds per page 🛛 🗸
+ Compo	ose	Select All	S	upplier STIN \$	Trade/Legal Name ≑	S	ubject 🕈	Notificat Number	on ¢	Notificatio Date 💠 1
(Notificatio Reply Ser	on & nt)		33AAA	CD2391FDZQ	GSTN	Missing inv	voice for the month of July	202097842	201	08/12/2020 2
Download	CSV		33AAA	CD2391FDZQ	GSTN		sefwe	202057180	117	07/12/2020 2
Templat	ie		26BOD	PM4264E9ZU	ABC			202042295	834	03/12/2020 1
			26BOD	PM4264E9ZU	ABC	sreg	ression3dec	202062056	509	03/12/2020 1
			33AAA	CD2391FDZQ	GSTN		checkk	202059522	388	02/12/2020 1
			33AAA	AC3515B4ZK	GSTN		Test	202023131	479	26/11/2020 1
			07AAA	AT7847B1ZI	GSTN		Test	202037185	940	26/11/2020 1
			36AAA	JG0673K1Z6	GSTN		Test	202046003	660	26/11/2020 1
			33BJM	PB1612H3ZP	TESTING		RR	202017458	940	26/11/2020 1
			32AAB	CT0159K1ZI	GSTN		reg	202056303	294	24/11/2020 1
						«	Previous 1 2 Next	»		
		•								Þ
									DELETE	ВАСК

4.1.15 Click the **View** link from the **View Notification** section to see the details of that notification.

Dashboard	Services		GST Law	Downloads 🗸	Search Taxpayer 👻	Help 🗸	e-Way Bill System	New Return Trial 👻	
Dashboard > Se	ervices > Us	ser Servi	ces > Comm	unication Betwee	en Taxpayers				English
COMMUNICATI	ON BETW	EEN TA	XPAYERS						
			Notificatio	on Sent	Renly Sent				
Inbox	n %.		Hotmedate						
Reply Receiv	ved) 🝄	то	RECIPIENT	TO SUPP	LIER		Search	Q Reco	ords per page 🛛 🗸
+ Compos	se	-	Trac Na	de/Legal ame ¢	Subject 🗘		Notification Number 🕈	Notification Date ≑ ▼	View Notification
(Notification Reply Sent	n & t)	FDZQ		GSTN	Missing invoice for the n of July	nonth	202097842201	08/12/2020 21:09	View
Download C	sv	FDZQ		GSTN	sefwe		202057180117	07/12/2020 20:16	View
Template		ŧE9ZU		ABC			202042295834	03/12/2020 16:46	View
		ŧE9ZU		ABC	sregression3dec		202062056509	03/12/2020 16:40	View
		FDZQ	(	GSTN	checkk		202059522388	02/12/2020 11:22	View
		B4ZK	(	GSTN	Test		202023131479	26/11/2020 16:20	View
		'B1ZI		GSTN	Test		202037185940	26/11/2020 15:23	View
		K1Z6		GSTN	Test		202046003660	26/11/2020 13:32	View
		H3ZP	TE	STING	RR		202017458940	26/11/2020 11:02	View
		K1ZI		GSTN	reg		202056303294	24/11/2020 16:57	View
					« Previous 1	2 Next »			
		4							Þ
								DELETE	BACK

4.1.16 Click the **BACK** button to go back to main screen.

Dashboard	Services 👻	GST La	w Downloads <del>-</del>	Search Taxpayer 👻	Help 🗸	e-Way Bill S	System	New Return Tria	al <del>-</del>
Dashboard > S	ervices > User Se	ervices > Vi	ew Notification						🛛 English
View No	otification Sent								
Notificat	tion To*	Supplie	r	Noti	fication Nu	umber*	20209784	42201	
Supplier	r GSTIN*	33AAA0	CD2391FDZQ	Trad	e/Legal N	ame*	GSTN		
Notificat	tion Date*	08/12/2	2020 21:09						
Subject		Missing	invoice for the month	of July					
Docume	nt Details								
	Action Required		Document Type	Document Number	ſ	Document Date		Document Value	Place Supp
Other	S		Invoice	33AAACD	07/0	07/2020		5000.00	Tamil Nadu
4									•
Recipier	nt Remarks*	Missi	ng invoice for the mont	h of July					
				BACK	]				

### 4.2 View and Reply to Notification received from Supplier/ Recipient

Once the notification is sent to Supplier/ Recipient, they can reply to the received notification. 4.2.1 Login to the GST portal and navigate to **Services > User Services > Communication Between Taxpayers** option.

Dashboard	Services 🗸	GST Lav	v Downlo	ads 🗸	Search	Taxpayer 👻	Help and Taxpayer	Facilities	e-Invoice		
Registration	Ledgers	Returns	Payments	User S	ervices	Refunds	e-Way Bill System	Track Ap	plication Statu	s	
My Saved App	lications			My Appl	ications						
View/Downloa	d Certificates			View No	tices and	Orders					
View My Subm	nissions			Search I	HSN / Ser	vice Classifica	ation Code				
Holiday List				Cause List							
Feedback				Furnish Letter of Undertaking (LUT)							
View My Subm	nitted LUTs			Locate (	GST Practi	itioner (GSTP)	)				
Engage / Diser	ngage GST Pra	ctitioner (G	STP)	ITC02-P	ending fo	r action					
View Additiona	al Notices/Orde	ers		Commu	nication B	etween Taxpa	ayers				
Search BoE											

4.2.2 Click the **Inbox (Notification & Reply Received)** tab to see the new notification received. Note: A bell icon will be displaying the number of new notifications received.

Dashboard	Services -	- GS	T Law	Downloads -	Search Taxpayer 👻	Help 🚽	e-Way Bill System	New Returr	n Trial 👻	
Dashboard > S	ervices > Use	r Service	s > Comm	unication Betweer	n Taxpayers					English
COMMUNICAT	ION BETWE	EN TAXP	AYERS							
Tehou		No	otification	Received	Reply Received					
(Notificatio Reply Recei	n & ved) 🗳	FROM	RECIPIE	NT FROM	SUPPLIER		Search	Q	Reco	rds per page 🛛 💙
+ Compos	se	Select All	R	ecipient STIN 🕈	Trade/Legal Name ≑	s	Subject 🕈	Notificat Number	ion ¢	Notificatio Date 🕈 1
(Notification Reply Sen	n & t)		33AAE	CV9209M4ZV	GSTN	Missing	g invoice for the onth of July	20209784	2201	08/12/2020
Download C	csv		33AAE	CV9209M4ZV	GSTN		sefwe	202057180	0117	07/12/2020 2
Template	e		33AAE	CV9209M4ZV	GSTN		checkk	202059522	2388	02/12/2020 1
			07AAA	AT7847B1ZI	GSTN		Test	202048920	5322	29/11/2020 2
			32AAB	CT0159K1ZI	GSTN	norma	l supplieremail	202096520	)775	13/11/2020 1
			32AAB	CT0159K1ZI	GSTN	snding	to supplieremail	202014788	3963	12/11/2020 1
			33AAE	CV9209M4ZV	GSTN		Test	202061349	9729	11/11/2020 C
			33AAE	CV9209M4ZV	GSTN		test 1233	20203424	7408	02/11/2020 1
						4	× Previous 1 Next »			
		4								Þ
									DELETE	BACK

4.2.3 Under the **Notification Received** section, select whether you want to see the notification from Supplier/ Recipient and select the tab accordingly. All the notifications will be displayed with latest notification appearing in bold on the top.

Dashboard	Services	- GS	T Law	Downloads 🗸	Search Taxpayer 👻	Help 🗸	e-Way Bill System	New Return	Trial 🗸	
Dashboard > S	ervices > Us	er Service	s > Comm	unication Betwee	n Taxpayers					🛛 English
COMMUNICAT	ION BETW	EEN TAX	PAYERS							
Inbox		N	otification	Received	Reply Received					
(Notificatio Reply Recei	on & (ved) 🗳	FROM	RECIPIEN	NT FROM	SUPPLIER		Search	Q	Reco	ords per page 💙
+ Compos	se	Select All	Re GS	ecipient STIN \$	Trade/Legal Name \$	s	Subject 🗢	Notificati Number	on ¢	Notificatio Date 💠 1
(Notificatio Reply Ser	n & nt)		33 <b>AAE</b> (	CV9209M4ZV	GSTN	Missing	g invoice for the onth of July	202097842	201	08/12/2020
Download (	csv		33AAE	CV9209M4ZV	GSTN		sefwe	202057180	117	07/12/2020 2
Template	e		33AAE	CV9209M4ZV	GSTN		checkk	202059522	388	02/12/2020 1
			07AAA	AT7847B1ZI	GSTN		Test	202048926	322	29/11/2020 2
			32AAB	CT0159K1ZI	GSTN	norma	l supplieremail	202096520	775	13/11/2020 1
			32AAB	CT0159K1ZI	GSTN	snding	to supplieremail	202014788	963	12/11/2020 1
			33AAE	CV9209M4ZV	GSTN		Test	202061349	729	11/11/2020 0
			33AAE	CV9209M4ZV	GSTN		test 1233	202034247	408	02/11/2020 1
						<	« Previous 1 Next »			
		•								Þ
									DELETE	BACK

4.2.4 Click the **View** link from the **View Notification** field to see the details of a particular notification.

Dashboard	Services	- GST	Law Downloads -	Search Taxpayer 👻	Help 🗕	e-Way Bill System	New Return 1	īrial <del>-</del>	
Dashboard > S	ervices > Use	er Services >	Communication Betwee	en Taxpayers					English
COMMUNICAT	ION BETWE	EN TAXPA	YERS						
		Noti	fication Received	Reply Received					
Inbox (Notificatio	n & 👝								
Reply Recei	ved) 🗳	FROM R	FROM	SUPPLIER		Search	Q	Recor	rds per page 💙
+ Compo	se	ent ¢	Trade/Legal Name 🕈	Subject 🗢		Notification Number \$	Notificati Date ≑	on T	View Notification
Outbox (Notificatio Reply Ser	n & it)	09M4ZV	GSTN	Missing invoice fo month of July	r the	202097842201	08/12/2020	21:09	View
Download (	csv	09M4ZV	GSTN	sefwe		202057180117	07/12/2020	20:16	View
Template	•	09M4ZV	GSTN	checkk		202059522388	02/12/2020	11:22	View
		47B1ZI	GSTN	Test		202048926322	29/11/2020	22:21	View
		59K1ZI	GSTN	normal suppliere	mail	202096520775	13/11/2020	11:46	View
		59K1ZI	GSTN	snding to supplier	email	202014788963	12/11/2020	16:51	View
		09M4ZV	GSTN	Test		202061349729	11/11/2020	00:55	View
		09M4ZV	GSTN	test 1233		202034247408	02/11/2020	15:46	View
				« Previous	1 Next »				
		4							Þ
							C	DELETE	BACK

4.2.5 Click the  $\ensuremath{\textbf{REPLY}}\xspace{\textbf{TAKE ACTION}}$  button to reply the notification.

Dashboard	Services 👻	GST Law	Downloads 🗸	Search Taxpayer 👻	Help 🗸	e-Way Bill Syste	em New Return Tr	ial 🗸
Dashboard⇒ Se	ervices > User Se	ervices > Vie	w Notification					🛛 English
View No	tification Rece	ived						
Notificat	ion From*	Recipient		Noti	fication Nu	imber* 202	097842201	
Recipien	it GSTIN*	33AAEC\	9209M4ZV	Trac	le/Legal N	ame* GST	N	
Notificat	ion Date*	08/12/20	20 21:09					
Subject		Missing i	nvoice for the month o	of July				
Docume	nt Details Action		Document	Document	ſ	Document	Document	Place
Others	s		Invoice	33AAACD	07/0	)7/2020	5000.00	Tamil Nadu
Recipien	t Remarks*	Missin	g invoice for the mont	h of July	ВАСК			Þ

4.2.6 In the **Document Details** section, select the **Action Taken** by Supplier/ Recipient from the drop-down list and enter the required details.

Dashboard	Services 👻	GST Law	Downloads 🗸	Search Taxpayer 👻	Help 🗸	e-Way Bill	System	New Return Trial 🗕	
Dashboard > S	Services > User Se	ervices > View I	Notification						🛛 English
Reply N	otification								
Notifica	tion From*	Recipient		Not	tification Nu	ımber*	20209784	2201	
Recipier	nt GSTIN*	33AAECV92	09M4ZV	Tra	de/Legal N	ame*	GSTN		
Notifica	tion Date*	08/12/2020	21:09						
Subject		Missing invo	pice for the month	of July					

#### Document Details

Action Required	Document Type	Document Document Number Date		Document Value	Place Supp					
Others	Invoice	33AAACD	07/07/2020	5000.00	Tamil Nadu					
•					۲					
Recipient Remarks* Miss	sing invoice for the month	n of July								
Supplier Remarks*										
Note: An email and SMS in	timation shall be sent to	counter-party on registered	email address and mobi	lle number.						
	BACK	UPLOAD TO GSTR1	SEND							
Note*: After creating request for document(s) upload in GSTR-1, you can click here to navigate to the GSTR-1 and check request status.										

Dashboard	Services ·	•	GST Law	Downloads 👻	Search Taxpayer 👻	Help 🗸	e-Way Bil	l System	New Return Trial 👻	
Dashboard > S	ervices > Use	r Servi	ices > View N	lotification			•			🛛 English
Reply N	otification									
Notifica	tion From*				Not	ification N	202022602	101		
			Recipient		Notification Number* 20203				121	
Recipier	nt GSTIN*		33AAECV92	09M4ZV	Tra	de/Legal N	lame*	GSTN		
Notifica	tion Date*		08/12/2020	21:24	]					
Subject			Missing invo	ice for the month of	July					
Docume	nt Details									
Reverse	charge I	View tems	GS	FR-1 Status	GSTR-1 Per	iod	Upload to GSTR-1		Action Taken	
No		•	Not Filed		072020			Missin	g Document-Filed	~
4										F
Recipier	nt Remarks <sup>»</sup>	ĸ	Missing in	voice for the month	of July					
Supplier	r Remarks*									
Note:	An emai	l and S	SMS intimati	on shall be sent to co	ounter-party on regist	ered email	address and	mobile numb	er.	
				BACK	UPLOAD TO G	STR1	SEND			
	No	ote*:A	fter creating	request for docume	nt(s) upload in GSTR-	1, you can	click here to	navigate to t	he GSTR-1 and check r	equest status.

4.2.7 In the Supplier Remarks section, enter the remarks for the Supplier/ Recipient.

Note: Maximum length of the Supplier Remarks can be 200 characters.

Dashboard	Services 👻	GST Law	Downloads -	Search Taxpayer 👻	Help 🛨	e-Way Bill	System	New Return Trial 👻	
Dashboard > S	ervices > User Se	ervices > View I	Notification						🛛 English
Reply N	otification								
Notifica	tion From*	Recipient		Not	ification N	umber*	202033687	121	
Recipier	nt GSTIN*	33AAECV92	09M4ZV	Tra	de/Legal N	lame*	GSTN		
Notifica	tion Date*	08/12/2020	) 21:24	]					
Subject		Missing invo	pice for the month of	July					
Docume	ent Details								
Reverse	charge View Iten	v GS is	TR-1 Status	GSTR-1 Per	iod	Upload to GSTR-1		Action Taken	
No	•	Not Filed	1	072020			Missing	) Document-Filed	~
4									ŀ.
Recipier	nt Remarks*	Missing i	nvoice for the month	of July					
Supplier	r Remarks*	Invoice A	lready Filed						
Note:	An email an	d SMS intimat	ion shall be sent to c	ounter-party on regis	ered email :	address and m	nobile numb	er.	
			ВАСК	UPLOAD TO G	STR1	SEND			
	Note*	After creating	request for docume	nt(s) upload in GSTR-	1, you can	click here to n	avigate to th	ne GSTR-1 and check r	equest status.

4.2.8 Click the **SEND** button.

Dashboard	Services 🗸	GST Lav	v Downloads <del>-</del>	Search Taxpayer 🗸	Help 🗕	e-Way Bill	System	New Return Trial 🝷		
Dashboard > S	ervices > User	Services > Vi	ew Notification						🛛 English	
Reply No	otification									
Notificat	tion From*	Recipier	it	No	tification N	umber*	20203368	202033687121		
Recipien	nt GSTIN*	33AAEC	V9209M4ZV	Tra	de/Legal N	lame*	GSTN			
Notificat	tion Date*	08/12/2	2020 21:24							
Subject		Missing	invoice for the month c	f July						
Docume	nt Details									
Reverse	charge V It	iew ems	GSTR-1 Status	GSTR-1 Per	iod	Upload to GSTR-1		Action Taken		
No		• Not	Filed	072020			Missir	ng Document-Filed	~	
4									Þ	
Recipien	nt Remarks*	Missi	ng invoice for the montl	n of July						
Supplier	· Remarks*	Invoi	ce Already Filed							
Note:	An email	and SMS inti	mation shall be sent to	counter-party on regis	tered email a	address and n	nobile num	ber.		
					CTD1	CEND				
	No	te*:After crea	BACK ating request for docum	ent(s) upload in GSTR	-1, you can o	click here to n	avigate to	the GSTR-1 and check r	equest status.	

4.2.9 A Success message "**Reply has been successfully sent**" is displayed.

Note: Notification will now disappear from the **Notification Received** section. It will now be displayed in **Reply Sent** section.

					Skip to Main Con	tent O A <sup>+</sup> A
Goods and S	Services				🛓 Adae 33	quare New Info AAACD2391FD2
shboard Services -	GST Law	(!)	s	ystem	New Return Trial 🗕	
nboard > Services > User Se	rvices > View No	Success				🛛 English
Reply Notification						
Notification From*	Recipient	Reply has been successfully s	ent 2	20203368	7121	
Recipient GSTIN*	33AAECV920	ок	c	GSTN		
Notification Date*	08/12/2020 21:24					
Subject	Missing invoice for the	month of July				
Document Details						
Reverse charge View Item	GSTR-1 Status	us GSTR-1 Period	Upload to GSTR-1		Action Taken	
No	Not Filed	072020		Missir	ng Document-Filed	~
4						Þ
Recipient Remarks*	Missing invoice for the	he month of July				
Supplier Remarks*	Invoice Already Filed	1				
Note: An email and	d SMS intimation shall be	sent to counter-party on registered o	email address and mo	obile num	ber.	
	ſ	BACK UPLOAD TO GSTR1	SEND			

4.2.10 To see whether the reply is being sent to recipient, click the **Outbox (Notification & Reply Sent)** tab.

4.2.11 Go to **TO RECIPIENT**/ **TO SUPPLIER** tab. List of notifications will be displayed showing the latest notification on the top.

Dashboard Servi	ces 👻 GS	T Law Downloads 🗸	Search Taxpayer 🚽	Help 👻 e-Way Bill System	New Return Trial 🗸	
Dashboard > Services >	User Services	S > Communication Betwee	n Taxpayers			English
COMMUNICATION BE	TWEEN TAXP	AYERS				
Inbox		Notification Sent	Reply Sent			
(Notification & Reply Received)	TO RE	CIPIENT TO SUPP	LIER	Search	Q Reco	rds per page 🛛 🗙
+ Compose	Select All	Recipient GSTIN ≑	Trade/Legal Name \$	Subject 🗢	Notification Number 🗢	Date of Sen reply 🗢
(Notification & Reply Sent)		33AAECV9209M4ZV	GSTN	Missing invoice for the month of July	202033687121	08/12/2020
Download CSV Template		33AAECV9209M4ZV	GSTN	Invoice missing for June 2020	202075356762	07/12/2020 :
		33AAECV9209M4ZV	GSTN	Invoice for month of july is missing	202023008559	07/12/2020 :
		32AABCT0159K1ZI	GSTN	supplier normalemail	202014370175	25/11/2020 2
		32AABCT0159K1ZI	GSTN	notification to supplier	202086374969	25/11/2020 2
		32AABCT0159K1ZI	GSTN	19285_same doc no	202043903406	24/11/2020 2
		33AAECV9209M4ZV	GSTN	TEst	202077915034	24/11/2020 (
		33AAECV9209M4ZV	GSTN		202046671892	23/11/2020 :
		33AAECV9209M4ZV	GSTN	file missing duplication	202082032541	23/11/2020 :
		26AACCF2203K8ZS	GSTN	Test	202092535865	12/11/2020 :
				« Previous 1 2 Next	: »	
	4					+
					DELETE	BACK

4.2.12 Click the **View** link from the **View Reply** field to see the details of the reply sent for the notification.

Dashboard	Service	s 🕶	GST Law	Downloads -	Search Taxpayer 👻	Help 🗸	e-Way Bill System	New Return Trial 🗸	
Dashboard > S	ervices > U	lser Se	vices > Comr	nunication Betwe	en Taxpayers				🛛 English
COMMUNICAT	ION BETV	VEEN 1	AXPAYERS						
Inhay			Notificat	tion Sent	Reply Sent				
(Notificatio Reply Recei	on & ived) 🦨	Т	O RECIPIENT	TO SUP	PLIER		Search	Q Rec	ords per page 🛛 🗸
+ Compos Outbox	se	t	Tra N	ade/Legal Iame 🗘	Subject 🗢		Notification Number \$	Date of Sending reply ≑ ▼	View Reply
(Notificatio Reply Sen	n & nt)	M4Z	/	GSTN	Missing invoice for the of July	nonth	202033687121	08/12/2020 21:29	View
Download ( Template	csv e	M4Z	/	GSTN	Invoice missing for June	2020	202075356762	07/12/2020 12:17	View
		M4Z	/	GSTN	Invoice for month of ji missing	ıly is	202023008559	07/12/2020 12:11	View
		K1Z	[	GSTN	supplier normalem	ail	202014370175	25/11/2020 22:05	View
		K1Z	I	GSTN	notification to suppl	ier	202086374969	25/11/2020 22:03	View
		K1Z	1	GSTN	19285_same doc n	0	202043903406	24/11/2020 22:06	View
		M4Z	/	GSTN	TEst		202077915034	24/11/2020 09:03	View
		M4Z	/	GSTN			202046671892	23/11/2020 16:52	View
		M4Z	/	GSTN	file missing duplicat	on	202082032541	23/11/2020 16:50	View
		K8Z	5	GSTN	Test		202092535865	12/11/2020 14:33	View
					« Previous 1	2 Next »			
		4							)
								DELETE	BACK

4.2.13 Click the **BACK** button to go back to main screen.

Dashboard	Services 👻	GST Law	Downloads -	Search Taxpayer 👻	Help 🗕	e-Way Bill	System	New Return Tria	al 🗸
Dashboard > S	ervices > User Se	ervices > Vie	w Notification						🛛 English
View Re	eply Sent								
Notificat	tion To*	Recipien	t	Not	ification Nu	ımber*	20203368	37121	
Recipier	nt GSTIN*	33AAEC	/9209M4ZV	Tra	de/Legal N	ame*	GSTN		
Notificat	tion Date*	08/12/2	020 21:24	Dat	e of ding reply*		08/12/20	20 21:29	
Subject		Missing i	nvoice for the month	of July					
Docume	nt Details								
	Action Required		Document Type	Document Number	C	Document Date		Document Value	Place Supp
File M	lissing Document	:	Invoice	33AAACD	07/0	7/07/2020		5000.00	Tamil Nadu
•									ŀ
Recipier	nt Remarks*	Missin	g invoice for the mon	th of July					
Supplier	r Remarks*	Invoid	e Already Filed						
				ВАСК	]				

Note: Incase, supplier wants to upload the missing document directly to GSTR-1, perform the following steps:

• Select the check box under the **Upload to GSTR-1** field. Select the **Action Taken** by Supplier from the drop-down list and enter the required details. Supplier can only upload Not Filed documents to GSTR-1. Enter the remarks in **Supplier Remarks** section. Click the **UPLOAD TO GSTR1** button.

Dashboard	Services 👻	GST Law	Downloads -	Search Taxpayer 👻	Help 🗕	e-Way Bill	System	New Return Trial 🝷	
Dashboard > S	ervices > User S	ervices > View	Notification						🛛 English
Reply No	otification								
Notificat	tion From*	Pociniont		Not	ification N	umber*	202033687	121	
		Recipient							
Recipien	33AAECV9209M4ZV			Tra	de/Legal N	ame*	GSTN		
Notificat	tion Date*	08/12/2020	21:24	Dat	e of		08/12/2020	) 21:29	
Subject		Missing invo	ice for the month of :	July	ung repry				
		5		,					
Documo	nt Dotaile								
Reverse	charge Vie	W 69	TR-1 Status	GSTR-1 Per	iod	Unload to		Action Taken	
interense.	Ite	ns		dont i rei	iou -	GSTR-1		Action Function	
No	•	Not File	d	122020			Missin	g Document Uploaded	~
4									Þ
Recipien	it Remarks*	Missing in	nvoice for the month	of July					
Supplier	Remarks*	Missing I	nvoice Unloaded						
		Photon g 1							
Noto	An ombil a	nd SMS intimat	ion shall be cont to c	ountor porty on rogic	torod ompil r	ddroce and n	oobilo pumb	or	
Note:	All elliali a	nu SMS Intimat	Ion shan be sent to c	ounter-party on regis		address and n		ei.	
			BACK	UPLOAD TO G	STR1	SEND			
	Note	*:After creating	g request for docume	nt(s) upload in GSTR	1, you can o	lick here to n	avigate to t	he GSTR-1 and check re	equest status.

• A Success message "Document(s) upload request is successful. Please check the status of upload by navigating to the GSTR-1 period mentioned for the document" is displayed. Click the OK button.

						Skip to Main Cont	ent O A + A -		
Goods and	d Se	rvices	$\bigcirc$			≜ Adae 33/	quare New Info ~ \AACD2391FDZQ		
Dashboard Services	- GS	ST Law	· ·		System	New Return Trial 🛨			
Dashboard > Services > Use	er Service	s> View No	Success				🛛 English		
<b>Reply Notification</b>									
Notification From*	Re	cipient Document(s) up status of up	load request is successful. Pleas oad by navigating to the GSTR-1 nentioned for the document	e check the L period	202033687121				
Recipient GSTIN*	33	AAECV920	ок		GSTN				
Notification Date*	08	3/12/2020 21:24	21:24 08/12/2020 21:29 sending reply*						
Subject	Mi	issing invoice for the month of	for the month of July						
Document Details									
Reverse charge I I	View (tems	GSTR-1 Status	GSTR-1 Period	Upload to GSTR-1		Action Taken			
No	*	Not Filed	122020		Missi	ng Document Uploaded	*		
4							►.		
Recipient Remarks	*	Missing invoice for the month	of July						
Supplier Remarks*		Missing Invoice Uploaded	voice Uploaded						
Note: An emai	il and SM	S intimation shall be sent to co	ounter-party on registered email	address and m	nobile num	ber.			

Note: Facility of direct upload of files to GSTR-1 is only available in notifications received from Recipient and for records whose GSTR-1 status in Not Filed.

The upload facility shall be available if we choose the File Missing Document option from the drop-down of the Action Required Heading. For remaining options of the drop-down of the Action Required Heading, this direct upload facility to GSTR-1 is not available.

# 4.3 View Reply received from Supplier/ Recipient for the Notification sent

Once the reply of notification is sent to Supplier/ Recipient, they can see the reply received for the notification.

4.3.1 Login to the GST portal and navigate to **Services > User Services > Communication Between Taxpayers** option.

Dashboard	Services 🗸	GST Law	Downloa	ads <del>-</del> Searc	h Taxpayer 👻	Help and Taxpayer	Facilities	e-Invoice			
Registration	Ledgers	Returns	Payments	User Services	Refunds	e-Way Bill System	Track Ap	plication Status	3		
My Saved App	lications			My Applications							
View/Downloa	d Certificates			View Notices and Orders							
View My Subn	nissions			Search HSN / Service Classification Code							
Holiday List				Cause List							
Feedback				Furnish Letter of Undertaking (LUT)							
View My Subn	nitted LUTs			Locate GST Practitioner (GSTP)							
Engage / Dise	ngage GST Prac	ctitioner (GST	P)	ITC02-Pending for action							
View Additiona	al Notices/Order	rs		Communication Between Taxpayers							
Search BoE											

4.3.2 Click the **Inbox (Notification & Reply Received)** tab to see the reply received for the notification. **Note**: A bell icon will be displaying the number of new notifications/replies received.

Dashboard	Services	- GS	ST Law	Downloads 🗸	Search Taxpayer 🛨	Help 🗸	e-Way Bill	System	New R	eturn Trial 🗕	
Dashboard > S	ervices > Us	er Service	s⇒ Comn	nunication Betwee	n Taxpayers						English
COMMUNICATI	ION BETW	EEN TAX	PAYERS								
Tabau		N	otificatior	Received	Reply Received						
(Notificatio Reply Receiv	n & ² ved) 🍄	FROM	I RECIPIE	INT FROM	SUPPLIER		Sear	ch		Q Recon	ds per page 🛛 🗸
+ Compos	se	Select All	Ċ	Supplier SSTIN \$	Trade/Legal Name 🖨	Subje	ect 🕈	Notific Numbe	ation er \$	Notification Date \$ ▼	n Date on reply Rec + 1
(Notification Reply Sen	n & t)		33AA/	ACD2391FDZQ	GSTN	Missing in the mon	nvoice for th of July	2020336	687121	08/12/202 21:24	0 08/12/ 21:2
Download C Template	csv		33AA/	ACD2391FDZQ	GSTN	Invoice m June	nissing for 2020	2020753	356762	07/12/202 12:15	0 07/12/: 12:1
			33AA/	ACD2391FDZQ	GSTN	Invoice for july is r	r month of missing	2020230	08559	07/12/2020 12:09	0 07/12/2 12:1
			33BJN	IPB1612H3ZP	TESTING	3:08 0	)2 Nov	2020794	32718	02/11/202 15:09	0 26/11/ 11:5
			33BJN	IPB1612H3ZP	TESTING	R	R	2020535	32053	26/11/202 11:32	0 26/11/ 11:4
			33 <b>AA</b> /	ACD2391FDZQ	GSTN	TE	st	2020779	015034	24/11/202 09:01	0 24/11/ 09:0
			33 <b>AA</b> /	ACD2391FDZQ	GSTN			2020466	<b>71892</b>	23/11/202 16:51	0 23/11/ 16:5
			33AA/	ACD2391FDZQ	GSTN	file m duplie	issing cation	2020820	32541	23/11/202 16:47	0 23/11/ 16:5
			07AC	KPK3463AC15	MUKESH DHANJIBHAI KARSHALA	Check int error	ermittent users	2020771	04019	11/11/202 15:50	0 11/11/ 15:5
			33AA/	ACD2391FDZQ	GSTN	Te	est	2020627	97578	10/11/202 09:22	0 11/11/2 00:2

4.3.3 Under the **Reply Received** section, select whether you want to see the reply from Supplier/ Recipient and select the tab accordingly. All the notifications will be displayed with latest notification appearing in bold on the top.

Dashboard > Services > U	ser Service	s > Communication Betwee			G	) English	
COMMUNICATION BETW	EEN TAX	PAYERS					
Inbox	N	otification Received	Reply Received				
(Notification & 29 Reply Received)	FROM	RECIPIENT FROM	SUPPLIER	Sear	ch	Q Records p	ver page 🗸
+ Compose	Select All	Supplier GSTIN 🗢	Trade/Legal Name ≑	Subject 🕈	Notification Number \$	Notification Date ≑ ▼	Date on reply Rec + 1
(Notification & Reply Sent)		33AAACD2391FDZQ	GSTN	Missing invoice for the month of July	202033687121	08/12/2020 21:24	08/12/ 21:2
Download CSV Template		33AAACD2391FDZQ	GSTN	Invoice missing for June 2020	202075356762	07/12/2020 12:15	07/12/ 12:1
		33AAACD2391FDZQ	GSTN	Invoice for month of july is missing	202023008559	07/12/2020 12:09	07/12/2
		33BJMPB1612H3ZP	TESTING	3:08 02 Nov	202079432718	02/11/2020 15:09	26/11/ 11:5
		33BJMPB1612H3ZP	TESTING	RR	202053532053	26/11/2020 11:32	26/11/ 11:4
		33AAACD2391FDZQ	GSTN	TEst	202077915034	24/11/2020 09:01	24/11/ 09:0
		33AAACD2391FDZQ	GSTN		202046671892	23/11/2020 16:51	23/11/ 16:5
		33AAACD2391FDZQ	GSTN	file missing duplication	202082032541	23/11/2020 16:47	23/11/ 16:5
		07ACXPK3463AC15	MUKESH DHANJIBHAI KARSHALA	Check intermittent error users	202077104019	11/11/2020 15:50	11/11/ 15:5
		33AAACD2391FDZQ	GSTN	Test	202062797578	10/11/2020 09:22	11/11/ 00:2

4.3.4 Click the **View** link from the **View Reply Received** field to see the details of reply sent by counterparty for the notification.

Dashboard > Services > User Services > Communication Between Taxpayers

Senglish 🔇

#### COMMUNICATION BETWEEN TAXPAYERS

Inbox		Notification Received	Reply Received	_						
(Notification & 29 Reply Received)	F	ROM RECIPIENT	FROM SUPPLIER	_	Search	Q	Records per page 💙			
+ Compose		Trade/Legal Name \$	Subject 🕈	Notification Number \$	Notification Date ≑ ▼	Date on which reply Received \$ T	View Reply Received			
(Notification & Reply Sent)	ZQ	GSTN	Missing invoice for the month of July	202033687121	08/12/2020 21:24	08/12/2020 21:29	View			
Download CSV Template	ZQ	GSTN	Invoice missing for June 2020	202075356762	07/12/2020 12:15	07/12/2020 12:17	View			
	<u>'Q</u>	GSTN	Invoice for month of july is missing	202023008559	07/12/2020 12:09	07/12/2020 12:11	View			
	ZP	TESTING	3:08 02 Nov	202079432718	02/11/2020 15:09	26/11/2020 11:53	View			
	ZP	TESTING	RR	202053532053	26/11/2020 11:32	26/11/2020 11:46	View			
	ZQ	GSTN	TEst	202077915034	24/11/2020 09:01	24/11/2020 09:03	View			
	ZQ	GSTN		202046671892	23/11/2020 16:51	23/11/2020 16:52	View			
	ZQ	GSTN	file missing duplication	202082032541	23/11/2020 16:47	23/11/2020 16:50	View			
	15	MUKESH DHANJIBHAI KARSHALA	Check intermittent error users	202077104019	11/11/2020 15:50	11/11/2020 15:53	View			
	ZQ	GSTN	Test	202062797578	10/11/2020 09:22	11/11/2020 00:21	View			
	« Previous 1 2 Next »									
	4						•			
						DE	ELETE BACK			

4.3.5 Click the **BACK** button to go back to main screen.

Dashboard	Services 👻	GST Law	Downloads 🗸	Search Taxpayer 👻	Help 🗸	e-Way Bill	System	New Return Trial 🗕	
Dashboard > S	ervices > User Se	ervices > View I	Notification						🛛 English
View Re	eply Received								
Notifica	tion From*	Supplier		Not	ification Nu	ımber*	20203368	7121	
Supplier	r GSTIN*	33AAACD23	391FDZQ	Tra	de/Legal N	ame*	GSTN		
Notifica	tion Date*	08/12/2020	) 21:24	Dat rep	e on which ly received	*	08/12/202	20 21:29	
Subject		Missing invo	pice for the month	of July					

#### **Document Details**

Action Required	Document Document Type Number		Document Date	Document Value	Place Supp
File Missing Document	Invoice	33AAACD	07/07/2020	5000.00	Tamil Nadu
•					F
Recipient Remarks* Supplier Remarks*	Missing invoice for the mon	th of July			
		BACK			