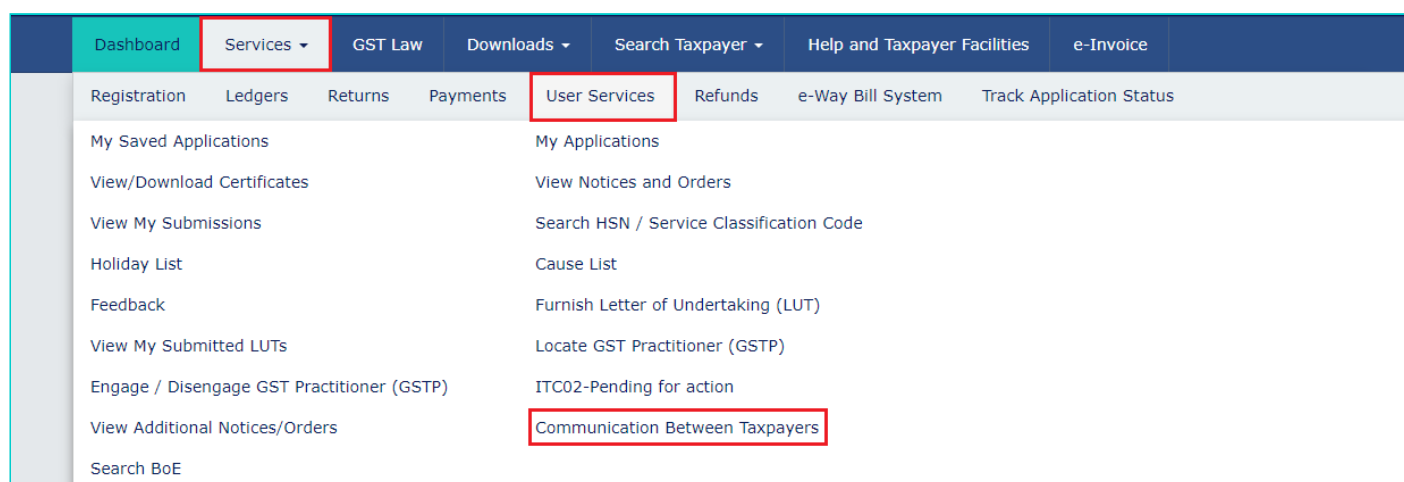


# Manual > Communication between Recipient and Supplier Taxpayers

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](http://www.gst.gov.in) URL. The GST Home page is displayed. Login to the portal with valid credentials.
2. Dashboard page is displayed. Click **Services > User Services > Communication Between Taxpayers** option.



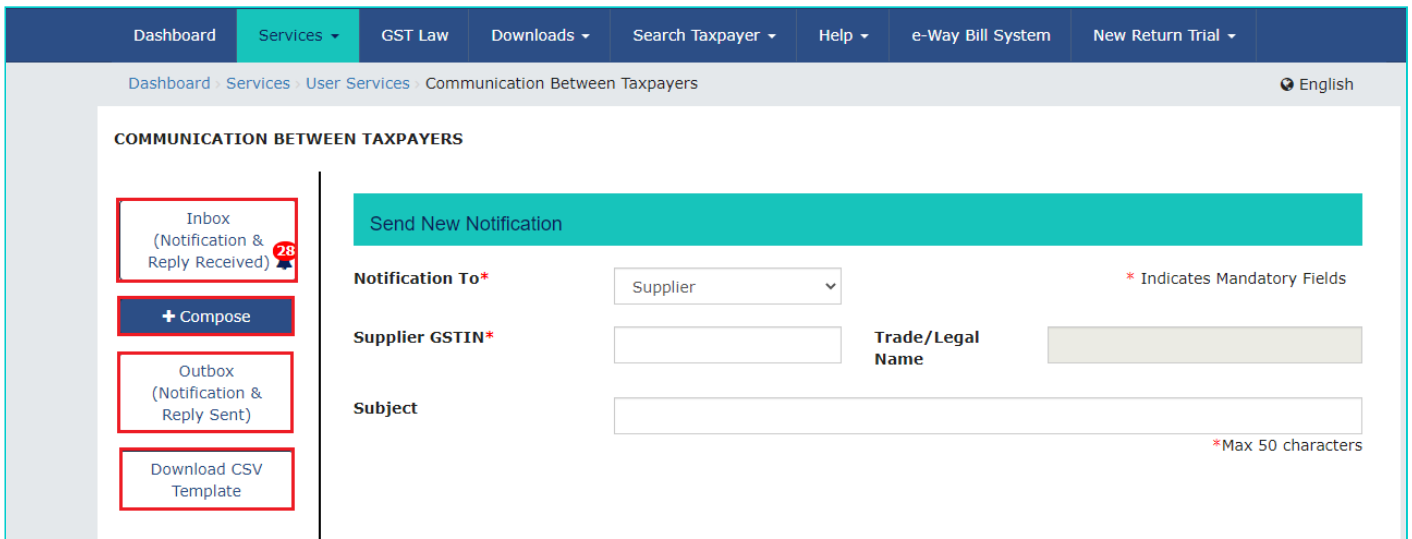
3. **COMMUNICATION BETWEEN TAXPAYERS** page is displayed. From here, you can click any of the four tabs provided at the left-hand side of the page.

**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)



#### [4.1 Send and View Notification to Supplier/ Recipient](#)

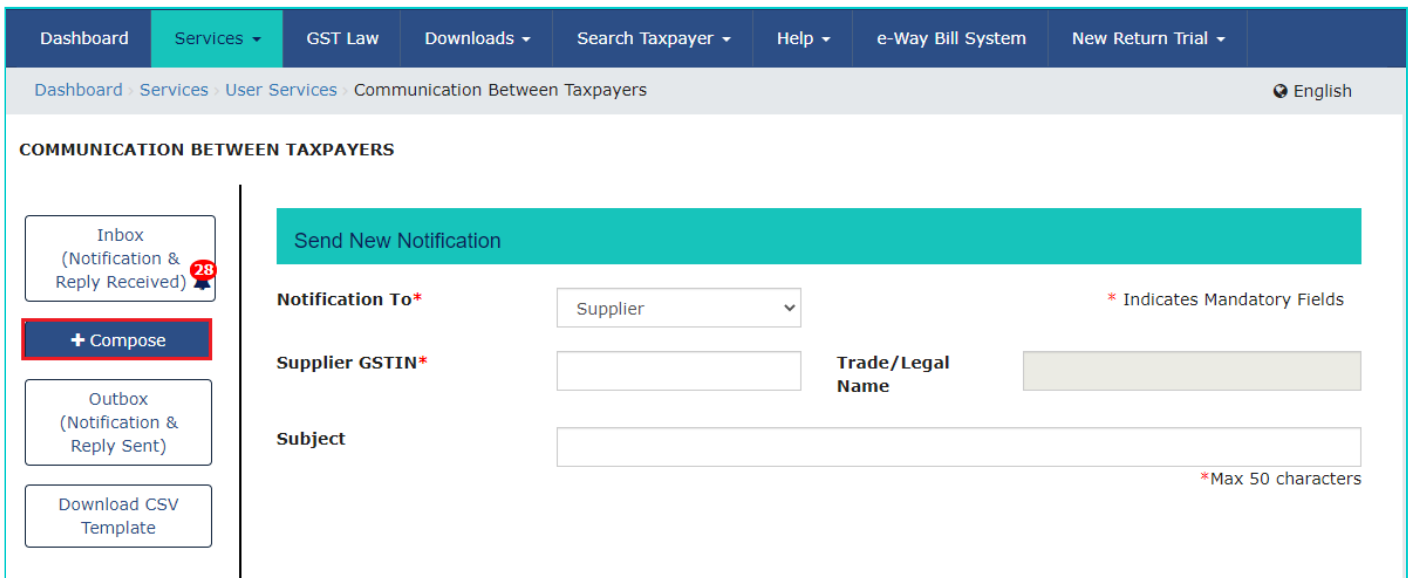
#### [4.2 View and Reply to Notification received from Supplier/ Recipient](#)

#### [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.



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 Taxpayer Help e-Way Bill System New Return Trial

Dashboard Services User Services Communication Between Taxpayers English

### COMMUNICATION BETWEEN TAXPAYERS

Inbox (Notification & Reply Received) 28

+ Compose

Outbox (Notification & Reply Sent)

Download CSV Template

Send New Notification

**Notification To\***  \* Indicates Mandatory Fields

**Supplier GSTIN\***  **Trade/Legal Name**

**Subject**  \*Max 50 characters

**Document Details**

Document Number	Document Date	Document Value	Place of Supply	Invoice Type / Note Supply Type	Reverse Charge
<input type="text"/>	08/12/2020	<input type="text"/>	33 - Tamil	Select	<input type="checkbox"/>

**Recipient Remarks\***  \*Max 200 characters

**Note:** An email and SMS intimation shall be sent to counter-party on registered email address and mobile number.

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.

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Dashboard Services User Services Communication Between Taxpayers English

### COMMUNICATION BETWEEN TAXPAYERS

Inbox (Notification & Reply Received) 28

+ Compose

Outbox (Notification & Reply Sent)

Download CSV Template

Send New Notification

**Notification To\***  \* Indicates Mandatory Fields

**Supplier GSTIN\***  **Trade/Legal Name**

**Subject**  \*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.

The screenshot shows the 'COMMUNICATION BETWEEN TAXPAYERS' section of a web application. On the left, there is a sidebar with buttons for 'Inbox (Notification & Reply Received) 28', '+ Compose', 'Outbox (Notification & Reply Sent)', and 'Download CSV Template'. The main area is titled 'Send New Notification' and contains the following fields:

- Notification To\***: A dropdown menu with 'Supplier' selected.
- Supplier GSTIN\***: A text input field containing '33AAACD2391FDZQ'.
- Trade/Legal Name**: A text input field containing 'GSTN'.
- Subject**: A text input field containing 'Missing invoice for the month of July', which is highlighted with a red border. A note below the field states '\*Max 50 characters'.

A note at the top right of the form area states '\* Indicates Mandatory Fields'.

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

The screenshot shows the 'Document Details' section of the web application. It features a table with the following columns: 'Action Required', 'Document Type', 'Document Number', 'Document Date', 'Document Value', and 'Place Supp'. The table contains one row of data:

Action Required	Document Type	Document Number	Document Date	Document Value	Place Supp
File Missing Document	Invoice	33AAACD	07/07/2020	5000.00	33 - Ta

A dropdown menu is open for the 'Action Required' field, showing the following options:

- File Missing Document (highlighted)
- Rejected-Amendment Required
- Rejected-Wrongly sent to me
- Re-Uploaded document
- Payment made
- Others

The 'Subject' field from the previous screenshot is also visible, containing 'Missing invoice for the month of July' and a '\*Max 50 characters' note.

**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.

**Document Details**

Action Required	Document Type	Document Number	Document Date	Document Value	Place of Supply
Others Payment not received Others	Invoice		11/12/2020		33 - Tamil Nadu

**Supplier Remarks\***

\*Max 200 characters

**Note:** An email and SMS intimation shall be sent to counter-party on registered email address and mobile number.

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

Dashboard Services GST Law Downloads Search Taxpayer Help e-Way Bill System New Return Trial

Dashboard Services User Services Communication Between Taxpayers English

**COMMUNICATION BETWEEN TAXPAYERS**

Inbox (Notification & Reply Received) 23

+ Compose

Outbox (Notification & Reply Sent)

Download CSV Template

Send New Notification

**Notification To\***  \* Indicates Mandatory Fields

**Supplier GSTIN\***  **Trade/Legal Name**

**Subject**  \*Max 50 characters

**Document Details**

Document Date	Document Value	Place of Supply	Invoice Type / Note Supply Type	Reverse Charge	Add Item
<input type="text" value="07/07/2020"/>	<input type="text" value="5000.00"/>	<input type="text" value="33 - Tamil"/>	<input type="text" value="Regular"/>	<input type="checkbox"/>	+

**Recipient Remarks\***

Missing invoice for the month of July

\*Max 200 characters

**Note:** An email and SMS intimation shall be sent to counter-party on registered email address and mobile number.

4.1.7 **Save** button will be displayed.

Dashboard
Services ▾
GST Law
Downloads ▾
Search Taxpayer ▾
Help ▾
e-Way Bill System
New Return Trial ▾

Dashboard > Services > User Services > Communication Between Taxpayers
English

### COMMUNICATION BETWEEN TAXPAYERS

Inbox  
(Notification & Reply Received) 28

+ Compose

Outbox  
(Notification & Reply Sent)

Download CSV Template

Send New Notification

**Notification To\***  \* Indicates Mandatory Fields

**Supplier GSTIN\***  **Trade/Legal Name**

**Subject**  \*Max 50 characters

**Document Details**

Document Date	Document Value	Place of Supply	Invoice Type / Note Supply Type	Reverse Charge	Add Item
<input style="width: 80%;" type="text" value="07/07/2020"/>	<input style="width: 80%;" type="text" value="5000.00"/>	<input style="width: 80%;" type="text" value="33 - Tamil"/>	<input style="width: 80%;" type="text" value="Regular"/>	<input type="checkbox"/>	<div style="background-color: #e91e63; color: white; padding: 2px 5px; border: 2px solid red; display: inline-block;">SAVE</div>

Rate(%)	Taxable Value	CGST Amount	SGST Amount	Cess Amount	Add Item
<input style="width: 80%;" type="text" value="Select"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<div style="background-color: #008000; color: white; padding: 2px 5px; border: 1px solid green; display: inline-block;">+</div>

**Recipient Remarks\***  \*Max 200 characters

**Note:** An email and SMS intimation shall be sent to counter-party on registered email address and mobile number.

SEND

RESET

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 Taxpayer Help e-Way Bill System New Return Trial English

Dashboard Services User Services Communication Between Taxpayers

### COMMUNICATION BETWEEN TAXPAYERS

Inbox  
(Notification & Reply Received) 28

[+ Compose](#)

Outbox  
(Notification & Reply Sent)

[Download CSV Template](#)

Send New Notification

**Notification To\***  \* Indicates Mandatory Fields

**Supplier GSTIN\***  **Trade/Legal Name**

**Subject**  \*Max 50 characters

**Document Details**

Document Date	Document Value	Place of Supply	Invoice Type / Note Supply Type	Reverse Charge	Add Item
<input type="text" value="07/07/2020"/>	<input type="text" value="5000.00"/>	<input type="text" value="33 - Tamil"/>	<input type="text" value="Regular"/>	<input type="checkbox"/>	<a href="#" style="background-color: #003366; color: white; padding: 5px;">SAVE</a>

Rate(%)	Taxable Value	CGST Amount	SGST Amount	Cess Amount	Add Item
<input type="text" value="7.5"/>	<input type="text" value="40000.00"/>	<input type="text" value="1500.00"/>	<input type="text" value="1500.00"/>	<input type="text"/>	<a href="#" style="background-color: #006633; color: white; padding: 5px;">+</a>

**Recipient Remarks\***  \*Max 200 characters

**Note:** An email and SMS intimation shall be sent to counter-party on registered email address and mobile number.

[SEND](#)
[RESET](#)
[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.

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Dashboard Services User Services Communication Between Taxpayers English

### COMMUNICATION BETWEEN TAXPAYERS

Inbox  
(Notification & Reply Received) 23

+ Compose

Outbox  
(Notification & Reply Sent)

Download CSV Template

Send New Notification

**Notification To\***  \* Indicates Mandatory Fields

**Supplier GSTIN\***  **Trade/Legal Name**

**Subject**  \*Max 50 characters

**Document Details**

Document Date	Document Value	Place of Supply	Invoice Type / Note Supply Type	Reverse Charge	Add Item
<input type="text" value="07/07/2020"/>	<input type="text" value="5000.00"/>	<input type="text" value="33 - Tamil"/>	<input type="text" value="Regular"/>	<input type="checkbox"/>	<span style="background-color: #000; color: white; padding: 2px 5px; border: 1px solid red;">SAVE</span>

Rate(%)	Taxable Value	CGST Amount	SGST Amount	Cess Amount	Add Item
<input type="text" value="7.5"/>	<input type="text" value="40000.00"/>	<input type="text" value="1500.00"/>	<input type="text" value="1500.00"/>	<input type="text"/>	<span style="background-color: #f00; color: white; padding: 2px 5px; border: 1px solid red;">-</span>
<input type="text" value="12"/>	<input type="text" value="50000.00"/>	<input type="text" value="3000.00"/>	<input type="text" value="3000.00"/>	<input type="text"/>	<span style="background-color: #008000; color: white; padding: 2px 5px; border: 1px solid red;">+</span>

**Recipient Remarks\***  \*Max 200 characters

**Note:** An email and SMS intimation shall be sent to counter-party on registered email address and mobile number.

SEND
RESET
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.



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Dashboard Services User Services Communication Between Taxpayers English

### COMMUNICATION BETWEEN TAXPAYERS

Inbox (Notification & Reply Received) 28

+ Compose

Outbox (Notification & Reply Sent)

Download CSV Template

Send New Notification

**Notification To\***  \* Indicates Mandatory Fields

**Supplier GSTIN\***  **Trade/Legal Name**

**Subject**  \*Max 50 characters

**Document Details**

Document Date	Document Value	Place of Supply	Invoice Type / Note Supply Type	Reverse Charge	Add Item
<input type="text" value="07/07/2020"/>	<input type="text" value="5000.00"/>	<input type="text" value="33 - Tamil"/>	<input type="text" value="Regular"/>	<input type="checkbox"/>	<input type="button" value="SAVE"/>

Rate(%)	Taxable Value	CGST Amount	SGST Amount	Cess Amount	Add Item
<input type="text" value="7.5"/>	<input type="text" value="40000.00"/>	<input type="text" value="1500.00"/>	<input type="text" value="1500.00"/>	<input type="text"/>	<input type="button" value="🗑"/>
<input type="text" value="12"/>	<input type="text" value="50000.00"/>	<input type="text" value="3000.00"/>	<input type="text" value="3000.00"/>	<input type="text"/>	<input type="button" value="➕"/>

**Recipient Remarks\***  \*Max 200 characters

**Note:** An email and SMS intimation shall be sent to counter-party on registered email address and mobile number.

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

Dashboard | Services ▾ | GST Law | Downloads ▾ | Search Taxpayer ▾ | Help ▾ | e-Way Bill System | New Return Trial ▾

Dashboard > Services > User Services > Communication Between Taxpayers English

### COMMUNICATION BETWEEN TAXPAYERS

Inbox  
(Notification & Reply Received) 28

+ Compose

Outbox  
(Notification & Reply Sent)

Download CSV  
Template

#### Send New Notification

**Notification To\***  \* Indicates Mandatory Fields

**Supplier GSTIN\***  **Trade/Legal Name**

**Subject**  \*Max 50 characters

**Document Details**

Document Date	Document Value	Place of Supply	Invoice Type / Note Supply Type	Reverse Charge	Add Item
<input type="text" value="07/07/2020"/>	<input type="text" value="5000.00"/>	<input type="text" value="33 - Tamil"/>	<input type="text" value="Regular"/>	<input type="checkbox"/>	<input type="button" value="SAVE"/>

Rate(%)	Taxable Value	CGST Amount	SGST Amount	Cess Amount	Add Item
<input type="text" value="7.5"/>	<input type="text" value="40000.00"/>	<input type="text" value="1500.00"/>	<input type="text" value="1500.00"/>	<input type="text"/>	<input type="button" value="🗑"/>
<input type="text" value="12"/>	<input type="text" value="50000.00"/>	<input type="text" value="3000.00"/>	<input type="text" value="3000.00"/>	<input type="text"/>	<input type="button" value="➕"/>

**Recipient Remarks\***  \*Max 200 characters

**Note:** An email and SMS intimation shall be sent to counter-party on registered email address and mobile number.

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

Dashboard Services GST Law System New Return Trial English

Dashboard Services User Services Commu

### COMMUNICATION BETWEEN TAXPAYERS

Inbox (Notification & Reply Received) 28

**+ Compose**

Outbox (Notification & Reply Sent)

Download CSV Template

**Success**

Your notification has been successfully sent to counterparty

**OK**

**Send New No**

**Notification To\***  \* Indicates Mandatory Fields

**Supplier GSTIN\***  **Trade/Legal Name**

**Subject**  \*Max 50 characters

**Document Details**

Document Date	Document Value	Place of Supply	Invoice Type / Note Supply Type	Reverse Charge	Add Item
<input type="text" value="DD/MM/YYYY"/>	<input type="text"/>	<input type="text" value="Select POS"/>	<input type="text" value="Select"/>	<input type="checkbox"/>	<input type="button" value="Add"/>

**Recipient Remarks\***  \*Max 200 characters

**Note:** An email and SMS intimation shall be sent to counter-party on registered email address and mobile number.

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 Services GST Law Downloads Search Taxpayer Help e-Way Bill System New Return Trial

Dashboard Services User Services Communication Between Taxpayers English

### COMMUNICATION BETWEEN TAXPAYERS

Notification Sent Reply Sent

TO RECIPIENT TO SUPPLIER Search... Records per page

Select	Supplier GSTIN	Trade/Legal Name	Subject	Notification Number	Notification Date
<input type="checkbox"/>	33AAACD2391FDZQ	GSTN	Missing invoice for the month of July	202097842201	08/12/2020 2
<input type="checkbox"/>	33AAACD2391FDZQ	GSTN	sefwe	202057180117	07/12/2020 2
<input type="checkbox"/>	26BODPM4264E9ZU	ABC		202042295834	03/12/2020 1
<input type="checkbox"/>	26BODPM4264E9ZU	ABC	sregression--3dec	202062056509	03/12/2020 1
<input type="checkbox"/>	33AAACD2391FDZQ	GSTN	checkk	202059522388	02/12/2020 1
<input type="checkbox"/>	33AAAAC3515B4ZK	GSTN	Test	202023131479	26/11/2020 1
<input type="checkbox"/>	07AAAAT7847B1ZI	GSTN	Test	202037185940	26/11/2020 1
<input type="checkbox"/>	36AAAJG0673K1Z6	GSTN	Test	202046003660	26/11/2020 1
<input type="checkbox"/>	33BJMPB1612H3ZP	TESTING	RR	202017458940	26/11/2020 1
<input type="checkbox"/>	32AABCT0159K1ZI	GSTN	reg	202056303294	24/11/2020 1

<< Previous 1 2 Next >>

DELETE BACK

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 > Services > User Services > Communication Between Taxpayers English

### COMMUNICATION BETWEEN TAXPAYERS

Notification Sent Reply Sent

TO RECIPIENT TO SUPPLIER

Search... Records per page

	Trade/Legal Name	Subject	Notification Number	Notification Date	View Notification
FDZQ	GSTN	Missing invoice for the month of July	202097842201	08/12/2020 21:09	View
FDZQ	GSTN	sefwe	202057180117	07/12/2020 20:16	View
E9ZU	ABC		202042295834	03/12/2020 16:46	View
E9ZU	ABC	sregression--3dec	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	TESTING	RR	202017458940	26/11/2020 11:02	View
K1ZI	GSTN	reg	202056303294	24/11/2020 16:57	View

< Previous 1 2 Next >

DELETE BACK

4.1.16 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 > Services > User Services > View Notification English

**View Notification Sent**

Notification To\* Supplier Notification Number\* 202097842201

Supplier GSTIN\* 33AAACD2391FDZQ Trade/Legal Name\* GSTN

Notification Date\* 08/12/2020 21:09

Subject Missing invoice for the month of July

**Document Details**

Action Required	Document Type	Document Number	Document Date	Document Value	Place Supp
Others	Invoice	33AAACD	07/07/2020	5000.00	Tamil Nadu

Recipient Remarks\* Missing invoice for the month 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 Law Downloads Search Taxpayer Help and Taxpayer Facilities e-Invoice

Registration Ledgers Returns Payments User Services Refunds e-Way Bill System Track Application Status

My Saved Applications My Applications

View/Download Certificates View Notices and Orders

View My Submissions Search HSN / Service Classification Code

Holiday List Cause List

Feedback Furnish Letter of Undertaking (LUT)

View My Submitted LUTs Locate GST Practitioner (GSTP)

Engage / Disengage GST Practitioner (GSTP) ITC02-Pending for action

View Additional Notices/Orders Communication Between Taxpayers

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 GST Law Downloads Search Taxpayer Help e-Way Bill System New Return Trial

Dashboard Services User Services Communication Between Taxpayers English

### COMMUNICATION BETWEEN TAXPAYERS

Notification Received Reply Received

FROM RECIPIENT FROM SUPPLIER Search... Records per page

Select	Recipient GSTIN	Trade/Legal Name	Subject	Notification Number	Notification Date
<input type="checkbox"/>	<b>33AAECV9209M4ZV</b>	<b>GSTN</b>	<b>Missing invoice for the month of July</b>	<b>202097842201</b>	<b>08/12/2020</b>
<input type="checkbox"/>	33AAECV9209M4ZV	GSTN	sefwe	202057180117	07/12/2020 2
<input type="checkbox"/>	33AAECV9209M4ZV	GSTN	checkk	202059522388	02/12/2020 1
<input type="checkbox"/>	07AAAAT7847B1ZI	GSTN	Test	202048926322	29/11/2020 2
<input type="checkbox"/>	32AABCT0159K1ZI	GSTN	normal supplier --email	202096520775	13/11/2020 1
<input type="checkbox"/>	32AABCT0159K1ZI	GSTN	snding to supplier--email	202014788963	12/11/2020 1
<input type="checkbox"/>	33AAECV9209M4ZV	GSTN	Test	202061349729	11/11/2020 0
<input type="checkbox"/>	33AAECV9209M4ZV	GSTN	test 1233	202034247408	02/11/2020 1

< Previous 1 Next >

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 GST Law Downloads Search Taxpayer Help e-Way Bill System New Return Trial

Dashboard Services User Services Communication Between Taxpayers English

### COMMUNICATION BETWEEN TAXPAYERS

**Inbox**  
(Notification & Reply Received) 3

+ Compose

Outbox  
(Notification & Reply Sent)

Download CSV Template

Notification Received    Reply Received

FROM RECIPIENT
FROM SUPPLIER

Records per page ▾

Select All	Recipient GSTIN	Trade/Legal Name	Subject	Notification Number	Notification Date
<input type="checkbox"/>	33AAECV9209M4ZV	GSTN	Missing invoice for the month of July	202097842201	08/12/2020
<input type="checkbox"/>	33AAECV9209M4ZV	GSTN	sefwe	202057180117	07/12/2020
<input type="checkbox"/>	33AAECV9209M4ZV	GSTN	checkk	202059522388	02/12/2020
<input type="checkbox"/>	07AAAAT7847B1ZI	GSTN	Test	202048926322	29/11/2020
<input type="checkbox"/>	32AABCT0159K1ZI	GSTN	normal supplier --email	202096520775	13/11/2020
<input type="checkbox"/>	32AABCT0159K1ZI	GSTN	snding to supplier--email	202014788963	12/11/2020
<input type="checkbox"/>	33AAECV9209M4ZV	GSTN	Test	202061349729	11/11/2020
<input type="checkbox"/>	33AAECV9209M4ZV	GSTN	test 1233	202034247408	02/11/2020

<< Previous 1 Next >>

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 Trial

Dashboard > Services > User Services > Communication Between Taxpayers English

### COMMUNICATION BETWEEN TAXPAYERS

Notification Received Reply Received

FROM RECIPIENT FROM SUPPLIER Search... Records per page

ent	Trade/Legal Name	Subject	Notification Number	Notification Date	View Notification
09M4ZV	GSTN	Missing invoice for the month of July	202097842201	08/12/2020 21:09	View
09M4ZV	GSTN	sefwe	202057180117	07/12/2020 20:16	View
09M4ZV	GSTN	checkk	202059522388	02/12/2020 11:22	View
47B1ZI	GSTN	Test	202048926322	29/11/2020 22:21	View
59K1ZI	GSTN	normal supplier --email	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 >

DELETE BACK

4.2.5 Click the **REPLY/TAKE ACTION** button to reply the notification.

Dashboard Services GST Law Downloads Search Taxpayer Help e-Way Bill System New Return Trial English

Dashboard Services User Services View Notification

### View Notification Received

**Notification From\*** Recipient **Notification Number\*** 202097842201

**Recipient GSTIN\*** 33AAECV9209M4ZV **Trade/Legal Name\*** GSTN

**Notification Date\*** 08/12/2020 21:09

**Subject** Missing invoice for the month of July

### Document Details

Action Required	Document Type	Document Number	Document Date	Document Value	Place Supp
Others	Invoice	33AAACD	07/07/2020	5000.00	Tamil Nadu

**Recipient Remarks\*** Missing invoice for the month of July

**REPLY/TAKE ACTION** **BACK**

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.

Reply Notification

**Notification From\*** Recipient **Notification Number\*** 202097842201

**Recipient GSTIN\*** 33AAECV9209M4ZV **Trade/Legal Name\*** GSTN

**Notification Date\*** 08/12/2020 21:09

**Subject** Missing invoice for the month of July

Document Details

Action Required	Document Type	Document Number	Document Date	Document Value	Place Supp
Others	Invoice	33AAACD	07/07/2020	5000.00	Tamil Nadu

**Recipient Remarks\*** Missing invoice for the month of July

**Supplier Remarks\***

**Note:** An email and SMS intimation shall be sent to counter-party on registered email address and mobile 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 Bill System New Return Trial

Dashboard Services User Services View Notification English

### Reply Notification

**Notification From\*** Recipient **Notification Number\*** 202033687121

**Recipient GSTIN\*** 33AAECV9209M4ZV **Trade/Legal Name\*** GSTN

**Notification Date\*** 08/12/2020 21:24

**Subject** Missing invoice for the month of July

### Document Details

Reverse charge	View Items	GSTR-1 Status	GSTR-1 Period	Upload to GSTR-1	Action Taken
No		Not Filed	072020	<input type="checkbox"/>	Missing Document-Filed

**Recipient Remarks\*** Missing invoice for the month of July

**Supplier Remarks\***

**Note:** An email and SMS intimation shall be sent to counter-party on registered email address and mobile 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.

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.

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Dashboard Services User Services View Notification English

### Reply Notification

**Notification From\*** Recipient **Notification Number\*** 202033687121

**Recipient GSTIN\*** 33AAECV9209M4ZV **Trade/Legal Name\*** GSTN

**Notification Date\*** 08/12/2020 21:24

**Subject** Missing invoice for the month of July

### Document Details

Reverse charge	View Items	GSTR-1 Status	GSTR-1 Period	Upload to GSTR-1	Action Taken
No		Not Filed	072020	<input type="checkbox"/>	Missing Document-Filed

**Recipient Remarks\*** Missing invoice for the month of July

**Supplier Remarks\*** Invoice Already Filed

**Note:** An email and SMS intimation shall be sent to counter-party on registered email address and mobile 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.

4.2.8 Click the **SEND** button.

Dashboard Services GST Law Downloads Search Taxpayer Help e-Way Bill System New Return Trial English

Dashboard > Services > User Services > View Notification

### Reply Notification

**Notification From\*** Recipient **Notification Number\*** 202033687121

**Recipient GSTIN\*** 33AAECV9209M4ZV **Trade/Legal Name\*** GSTN

**Notification Date\*** 08/12/2020 21:24

**Subject** Missing invoice for the month of July

### Document Details

Reverse charge	View Items	GSTR-1 Status	GSTR-1 Period	Upload to GSTR-1	Action Taken
No		Not Filed	072020	<input type="checkbox"/>	Missing Document-Filed

**Recipient Remarks\*** Missing invoice for the month of July

**Supplier Remarks\*** Invoice Already Filed

**Note:** An email and SMS intimation shall be sent to counter-party on registered email address and mobile 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.

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 Content

**Goods and Services**

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Dashboard Services GST Law System New Return Trial

Dashboard Services User Services View No English



## Success

Reply has been successfully sent

OK

**Reply Notification**


**Notification From\*** Recipient 202033687121

**Recipient GSTIN\*** 33AAECV920 GSTN

**Notification Date\*** 08/12/2020 21:24

**Subject** Missing invoice for the month of July

**Document Details**

Reverse charge	View Items	GSTR-1 Status	GSTR-1 Period	Upload to GSTR-1	Action Taken
No		Not Filed	072020	<input type="checkbox"/>	Missing Document-Filed

**Recipient Remarks\*** Missing invoice for the month of July

**Supplier Remarks\*** Invoice Already Filed

**Note:** An email and SMS intimation shall be sent to counter-party on registered email address and mobile number.

**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.

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 Services GST Law Downloads Search Taxpayer Help e-Way Bill System New Return Trial English

Dashboard Services User Services Communication Between Taxpayers

### COMMUNICATION BETWEEN TAXPAYERS

Notification Sent Reply Sent

TO RECIPIENT TO SUPPLIER Search... Records per page

Select All	Recipient GSTIN	Trade/Legal Name	Subject	Notification Number	Date of Sent reply
<input type="checkbox"/>	33AAECV9209M4ZV	GSTN	Missing invoice for the month of July	202033687121	08/12/2020
<input type="checkbox"/>	33AAECV9209M4ZV	GSTN	Invoice missing for June 2020	202075356762	07/12/2020
<input type="checkbox"/>	33AAECV9209M4ZV	GSTN	Invoice for month of July is missing	202023008559	07/12/2020
<input type="checkbox"/>	32AABCT0159K1ZI	GSTN	supplier normal--email	202014370175	25/11/2020
<input type="checkbox"/>	32AABCT0159K1ZI	GSTN	notification to supplier	202086374969	25/11/2020
<input type="checkbox"/>	32AABCT0159K1ZI	GSTN	19285_same doc no	202043903406	24/11/2020
<input type="checkbox"/>	33AAECV9209M4ZV	GSTN	TEst	202077915034	24/11/2020
<input type="checkbox"/>	33AAECV9209M4ZV	GSTN		202046671892	23/11/2020
<input type="checkbox"/>	33AAECV9209M4ZV	GSTN	file missing duplication	202082032541	23/11/2020
<input type="checkbox"/>	26AACCF2203K8ZS	GSTN	Test	202092535865	12/11/2020

< Previous 1 2 Next >

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 Services GST Law Downloads Search Taxpayer Help e-Way Bill System New Return Trial English

Dashboard Services User Services Communication Between Taxpayers

### COMMUNICATION BETWEEN TAXPAYERS

Notification Sent Reply Sent

TO RECIPIENT TO SUPPLIER Search... Records per page

	Trade/Legal Name	Subject	Notification Number	Date of Sending reply	View Reply
M4ZV	GSTN	Missing invoice for the month of July	202033687121	08/12/2020 21:29	View
M4ZV	GSTN	Invoice missing for June 2020	202075356762	07/12/2020 12:17	View
M4ZV	GSTN	Invoice for month of july is missing	202023008559	07/12/2020 12:11	View
K1ZI	GSTN	supplier normal--email	202014370175	25/11/2020 22:05	View
K1ZI	GSTN	notification to supplier	202086374969	25/11/2020 22:03	View
K1ZI	GSTN	19285_same doc no	202043903406	24/11/2020 22:06	View
M4ZV	GSTN	TEst	202077915034	24/11/2020 09:03	View
M4ZV	GSTN		202046671892	23/11/2020 16:52	View
M4ZV	GSTN	file missing duplication	202082032541	23/11/2020 16:50	View
K8ZS	GSTN	Test	202092535865	12/11/2020 14:33	View

« Previous 1 2 Next »

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 Trial

Dashboard Services > User Services > View Notification English

### View Reply Sent

**Notification To\*** Recipient **Notification Number\*** 202033687121

**Recipient GSTIN\*** 33AAECV9209M4ZV **Trade/Legal Name\*** GSTN

**Notification Date\*** 08/12/2020 21:24 **Date of sending reply\*** 08/12/2020 21:29

**Subject** Missing invoice for the month of July

### Document Details

Action Required	Document Type	Document Number	Document Date	Document Value	Place Supp
File Missing Document	Invoice	33AAACD	07/07/2020	5000.00	Tamil Nadu

**Recipient Remarks\*** Missing invoice for the month of July

**Supplier Remarks\*** Invoice Already Filed

[BACK](#)

Note: In case, 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 English

Dashboard Services User Services View Notification

### Reply Notification

**Notification From\*** Recipient **Notification Number\*** 202033687121  
**Recipient GSTIN\*** 33AAECV9209M4ZV **Trade/Legal Name\*** GSTN  
**Notification Date\*** 08/12/2020 21:24 **Date of sending reply\*** 08/12/2020 21:29  
**Subject** Missing invoice for the month of July

### Document Details

Reverse charge	View Items	GSTR-1 Status	GSTR-1 Period	Upload to GSTR-1	Action Taken
No		Not Filed	122020	<input checked="" type="checkbox"/>	Missing Document Uploaded

**Recipient Remarks\*** Missing invoice for the month of July  
**Supplier Remarks\*** Missing Invoice Uploaded

**Note:** An email and SMS intimation shall be sent to counter-party on registered email address and mobile number.

**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.

- 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 Content A+ A-


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Goods and Services

Dashboard Services GST Law System New Return Trial

Dashboard > Services > User Services > View No

English



## Success

Document(s) upload request is successful. Please check the status of upload by navigating to the GSTR-1 period mentioned for the document

OK

**Reply Notification**


**Notification From\*** Recipient 202033687121

**Recipient GSTIN\*** 33AAECV920 GSTN

**Notification Date\*** 08/12/2020 21:24 **Date of sending reply\*** 08/12/2020 21:29

**Subject** Missing invoice for the month of July

**Document Details**

Reverse charge	View Items	GSTR-1 Status	GSTR-1 Period	Upload to GSTR-1	Action Taken
No		Not Filed	122020	<input checked="" type="checkbox"/>	Missing Document Uploaded

**Recipient Remarks\*** Missing invoice for the month of July

**Supplier Remarks\*** Missing Invoice Uploaded

**Note:** An email and SMS intimation shall be sent to counter-party on registered email address and mobile number.

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.

Navigation menu showing 'Services' and 'User Services' highlighted. The 'Communication Between Taxpayers' option is also highlighted under 'User Services'.

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 view showing 'Communication Between Taxpayers' with 'Inbox (Notification & Reply Received)' selected. The table below displays the list of notifications and replies.

Select	Supplier GSTIN	Trade/Legal Name	Subject	Notification Number	Notification Date	Date on reply Rec
<input type="checkbox"/>	33AAACD2391FDZQ	GSTN	Missing invoice for the month of July	202033687121	08/12/2020 21:24	08/12/2020 21:24
<input type="checkbox"/>	33AAACD2391FDZQ	GSTN	Invoice missing for June 2020	202075356762	07/12/2020 12:15	07/12/2020 12:15
<input type="checkbox"/>	33AAACD2391FDZQ	GSTN	Invoice for month of July is missing	202023008559	07/12/2020 12:09	07/12/2020 12:09
<input type="checkbox"/>	33BJMPB1612H3ZP	TESTING	3:08 02 Nov	202079432718	02/11/2020 15:09	26/11/2020 11:55
<input type="checkbox"/>	33BJMPB1612H3ZP	TESTING	RR	202053532053	26/11/2020 11:32	26/11/2020 11:44
<input type="checkbox"/>	33AAACD2391FDZQ	GSTN	TEst	202077915034	24/11/2020 09:01	24/11/2020 09:01
<input type="checkbox"/>	33AAACD2391FDZQ	GSTN		202046671892	23/11/2020 16:51	23/11/2020 16:51
<input type="checkbox"/>	33AAACD2391FDZQ	GSTN	file missing duplication	202082032541	23/11/2020 16:47	23/11/2020 16:51
<input type="checkbox"/>	07ACXPK3463AC15	MUKESH DHANJIBHAI KARSHALA	Check intermittent error users	202077104019	11/11/2020 15:50	11/11/2020 15:50
<input type="checkbox"/>	33AAACD2391FDZQ	GSTN	Test	202062797578	10/11/2020 09:22	11/11/2020 00:22

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.

COMMUNICATION BETWEEN TAXPAYERS

Inbox  
(Notification & Reply Received) 29

+ Compose

Outbox  
(Notification & Reply Sent)

Download CSV Template

Notification Received

Reply Received

FROM RECIPIENT FROM SUPPLIER

Search...

Records per page

Select	Supplier GSTIN	Trade/Legal Name	Subject	Notification Number	Notification Date	Date on reply Rec
<input checked="" type="checkbox"/>	33AAACD2391FDZQ	GSTN	Missing invoice for the month of July	202033687121	08/12/2020 21:24	08/12/21:2
<input type="checkbox"/>	33AAACD2391FDZQ	GSTN	Invoice missing for June 2020	202075356762	07/12/2020 12:15	07/12/12:1
<input type="checkbox"/>	33AAACD2391FDZQ	GSTN	Invoice for month of july is missing	202023008559	07/12/2020 12:09	07/12/12:1
<input type="checkbox"/>	33BJMPB1612H3ZP	TESTING	3:08 02 Nov	202079432718	02/11/2020 15:09	26/11/11:5
<input type="checkbox"/>	33BJMPB1612H3ZP	TESTING	RR	202053532053	26/11/2020 11:32	26/11/11:4
<input type="checkbox"/>	33AAACD2391FDZQ	GSTN	TEst	202077915034	24/11/2020 09:01	24/11/09:0
<input type="checkbox"/>	33AAACD2391FDZQ	GSTN		202046671892	23/11/2020 16:51	23/11/16:5
<input type="checkbox"/>	33AAACD2391FDZQ	GSTN	file missing duplication	202082032541	23/11/2020 16:47	23/11/16:5
<input type="checkbox"/>	07ACXPK3463AC15	MUKESH DHANJIBHAI KARSHALA	Check intermittent error users	202077104019	11/11/2020 15:50	11/11/15:5
<input type="checkbox"/>	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.

## COMMUNICATION BETWEEN TAXPAYERS

Notification Received

Reply Received

Inbox  
(Notification &  
Reply Received) **29**

+ Compose

Outbox  
(Notification &  
Reply Sent)Download CSV  
Template

FROM RECIPIENT

FROM SUPPLIER

Search...



Records per page ▾

	Trade/Legal Name ↕	Subject ↕	Notification Number ↕	Notification Date ↕ ▼	Date on which reply Received ↕ ▼	View Reply Received
ZQ	GSTN	Missing invoice for the month of July	202033687121	08/12/2020 21:24	08/12/2020 21:29	<a href="#">View</a>
ZQ	GSTN	Invoice missing for June 2020	202075356762	07/12/2020 12:15	07/12/2020 12:17	<a href="#">View</a>
ZQ	GSTN	Invoice for month of july is missing	202023008559	07/12/2020 12:09	07/12/2020 12:11	<a href="#">View</a>
ZP	TESTING	3:08 02 Nov	202079432718	02/11/2020 15:09	26/11/2020 11:53	<a href="#">View</a>
ZP	TESTING	RR	202053532053	26/11/2020 11:32	26/11/2020 11:46	<a href="#">View</a>
ZQ	GSTN	TEst	202077915034	24/11/2020 09:01	24/11/2020 09:03	<a href="#">View</a>
ZQ	GSTN		202046671892	23/11/2020 16:51	23/11/2020 16:52	<a href="#">View</a>
ZQ	GSTN	file missing duplication	202082032541	23/11/2020 16:47	23/11/2020 16:50	<a href="#">View</a>
15	MUKESH DHANJIBHAI KARSHALA	Check intermittent error users	202077104019	11/11/2020 15:50	11/11/2020 15:53	<a href="#">View</a>
ZQ	GSTN	Test	202062797578	10/11/2020 09:22	11/11/2020 00:21	<a href="#">View</a>

« Previous **1** 2 Next »

DELETE

BACK

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

View Reply Received

<b>Notification From*</b>	Supplier	<b>Notification Number*</b>	202033687121
<b>Supplier GSTIN*</b>	33AAACD2391FDZQ	<b>Trade/Legal Name*</b>	GSTN
<b>Notification Date*</b>	08/12/2020 21:24	<b>Date on which reply received*</b>	08/12/2020 21:29
<b>Subject</b>	Missing invoice for the month of July		

Document Details

Action Required	Document Type	Document Number	Document Date	Document Value	Place Supp
File Missing Document	Invoice	33AAACD	07/07/2020	5000.00	Tamil Nadu

**Recipient Remarks\***

Missing invoice for the month of July

**Supplier Remarks\***

Invoice Already Filed

BACK