

# Manual > GSTR-11

## How can I file details in Form GSTR-11?

In case you want to add records more than 500, you need to prepare Form GSTR-11 in Offline mode.

[Click here to know more about add details in GSTR-11 in Offline mode.](#)

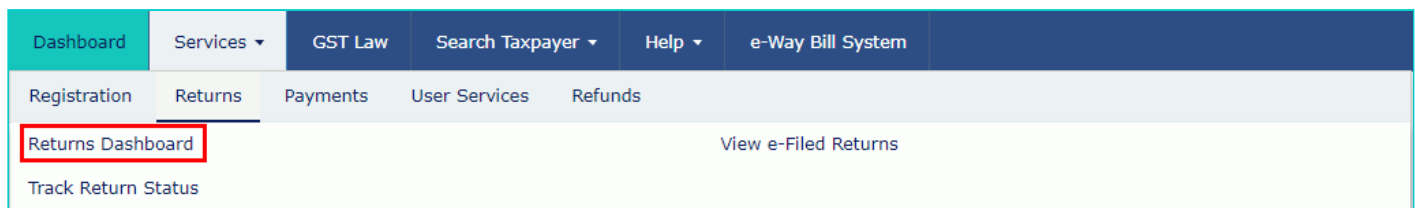
To file details in Form GSTR-11 through Online mode, perform following steps:

- A. [Login and Navigate to GSTR-11 page](#)
- B. [Enter details in various tiles](#)
- C. [Preview GSTR-11](#)
- D. [File GSTR-11 with DSC/ EVC](#)

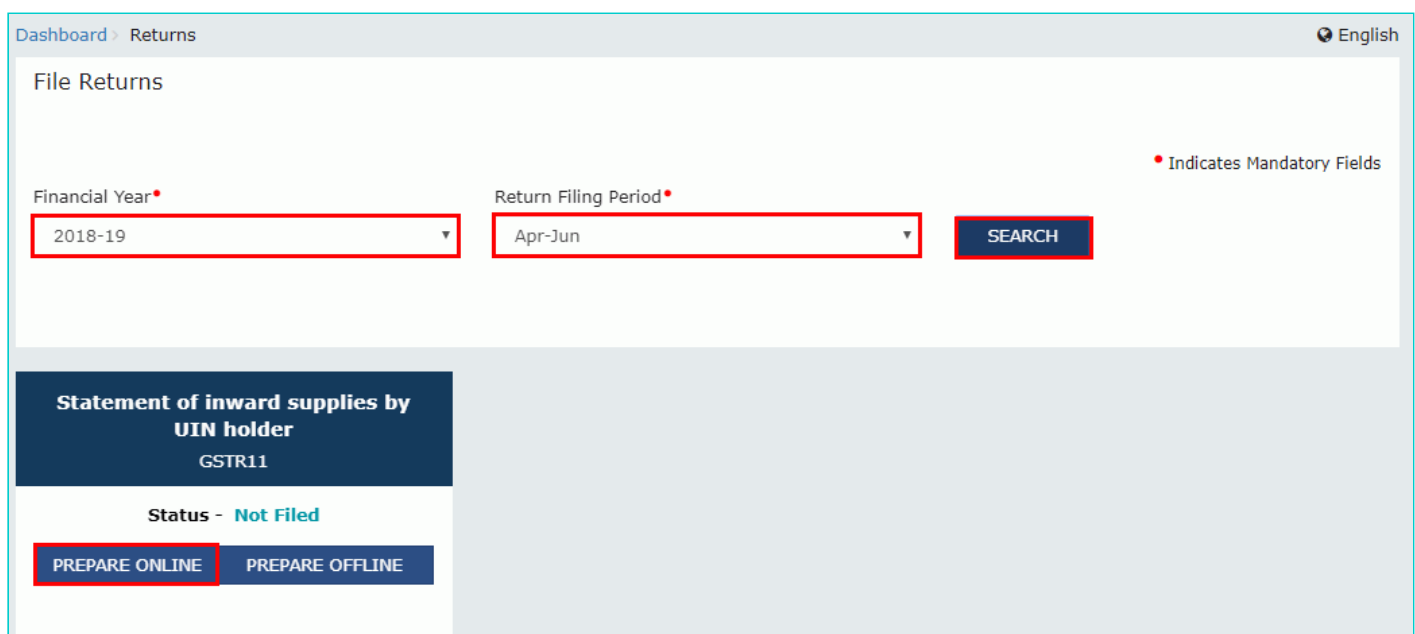
### A. Login and Navigate to GSTR-11 page

1. Access the [www.gst.gov.in](http://www.gst.gov.in) URL. The GST Home page is displayed.
2. Login to the GST Portal with valid credentials.
3. Click the **Services > Returns > Returns Dashboard** command.

Alternatively, you can also click the **Returns Dashboard** link on the Dashboard.



4. The **File Returns** page is displayed. Select the **Financial Year & Return Filing Period** for which you want to file the return from the drop-down list.
5. Click the **SEARCH** button.
6. The **File Returns** page is displayed. In the GSTR-11 tile, click the **PREPARE ONLINE** button if you want to prepare the return by making entries on the GST Portal.



7. The GSTR-11 -Quarterly Return page is displayed.

Dashboard > Returns > GSTR-11 English

### GSTR-11 -Quarterly Return ↻

UIN - 1118IND00001UN3	Name of the person having UIN - Test	FY - 2018-19
Return Period - Jan-Mar	Status - Not Filed	

#### 3A - Details of Invoices received

Total Invoice value	Total Taxable Value
₹-	₹-
Total Tax Amount	
₹-	

#### 3B - Details of Credit/Debit Notes received

Total Note Value	Total Taxable Value
₹-	₹0.00
Total Tax Amount	
₹0.00	

I acknowledge that I have reviewed the details of the preview and the information is correct and would like to submit the details. I am aware that no changes can be made after submit.

BACK PREVIEW FILE RETURN GENERATE RFD-10

## B. Enter details in various tiles

Click on the tile names to know and enter related details:

[3A - Details of Invoices received](#)

[3B - Details of Credit/Debit Notes received](#)

### 3A - Details of Invoices received

8.1. Click the **3A - Details of Invoices received** tile to enter details of taxable inward supplies received from registered taxpayers.

Dashboard > Returns > GSTR-11 English

### GSTR-11 -Quarterly Return ↻

UIN - 1118IND00001UN3 Return Period - Jan-Mar	Name of the person having UIN - Test Status - Not Filed	FY - 2018-19
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#### 3A - Details of Invoices received

Total Invoice value	Total Taxable Value
₹-	₹-
Total Tax Amount	
₹-	

#### 3B - Details of Credit/Debit Notes received

Total Note Value	Total Taxable Value
₹-	₹0.00
Total Tax Amount	
₹0.00	

I acknowledge that I have reviewed the details of the preview and the information is correct and would like to submit the details. I am aware that no changes can be made after submit.

BACK PREVIEW FILE RETURN GENERATE RFD-10

8.2. The **Details of Invoices received - Summary** page is displayed. Click the **ADD DETAILS** button.

### Details of Invoices received - Summary ↻

Uploaded by Taxpayer

There are no invoices to be displayed.

BACK ADD DETAILS

8.3. The **Details of Invoices received- Add Invoice** page is displayed. In the **Supplier GSTIN** field, enter the GSTIN of the supplier. The field accepts only GSTIN of Normal taxpayer or Non Resident taxpayer.

8.4. In the Invoice No., Invoice Date and Invoice Value fields, enter the Invoice number, date of the invoice and value of the total invoice.

**Note:**

- Once the GSTIN of the supplier is entered, Supplier Name and Supply Type fields are auto-populated based on the GSTIN of the supplier.
- The auto-populated POS is editable. Depending on selected POS, the supply type gets auto-populated.
- The screen will expand downwards and more fields will appear to enter line item details of the invoice.

**8.5 (a) In case of Intra-State transaction:**


In case the POS (place of supply) of the goods/ services is the same State as that of the supplier, the transaction is an Intra-State transaction.

Notice, fields for Central Tax and State/UT Tax will appear.

- a) In the Taxable Value field against the rates, enter the taxable value of the goods or services.
- b) In the Cess field, enter the cess amount.
- c) Click the **SAVE** button to save the invoice details.

**Note:** The Amount of Tax fields are auto-populated based on the values entered in Taxable Value fields respectively. The CESS field is not auto populated and has to be entered by the taxpayer.

Skip to Main Content A+ A-

 **Goods and Services Tax** Test

Dashboard Services GST Law Search Taxpayer Help e-Way Bill System

Dashboard Returns GSTR-11 English

Details of Invoices received- Add Invoice

• Indicates Mandatory Fields

Supplier GSTIN\*  Supplier Name\*  Invoice No.\*

Invoice Date\*  POS\*  Invoice Value (₹)\*

Supply Type

Item Details

Rate (%)	Taxable Value (₹)*	Amount of Tax		
		Central Tax (₹)*	State/UT Tax (₹)*	CESS (₹)
0%	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
0.1%	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
0.25%	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3%	<input type="text" value="₹3,33,333.00"/>	<input type="text" value="₹4,999.99"/>	<input type="text" value="₹4,999.99"/>	<input type="text"/>
5%	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
12%	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
18%	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
28%	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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### 8.5 (b) In case of Inter-State transaction:

In case, the Place of Supply (POS) is different from the State of the supplier, transaction becomes an Inter-State transaction.

Fields for Integrated Tax will appear.

- a) In the Taxable Value field against the rates, enter the taxable value of the goods or services.
- b) In the Cess field, enter the cess amount.
- c) Click the **SAVE** button to save the invoice details.

**Note:** The Amount of Tax fields are auto-populated based on the values entered in Taxable Value and tax rate fields respectively. The CESS field is not auto populated and has to be entered by the taxpayer.

Skip to Main Content | A+ | A- | Test

**Goods and Services Tax**

Dashboard | Services | GST Law | Search Taxpayer | Help | e-Way Bill System

Dashboard | Returns | GSTR-11 | English

### Details of Invoices received- Add Invoice

• Indicates Mandatory Fields

Supplier GSTIN\*  Supplier Name\*  Invoice No.\*

Invoice Date\*  POS  Invoice Value (₹)\*

Supply Type

#### Item Details

Rate (%)	Taxable Value (₹)*	Amount of Tax	
		Integrated Tax (₹)*	CESS (₹)
0%			
0.1%			
0.25%			
3%	₹4,56,666.00	₹13,699.98	
5%			
12%			
18%			
28%			

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8.6. You will be directed to the previous page and a message is displayed that Request accepted successfully. Here, you can also edit/delete the added invoices (under Actions). Click the **BACK** button to go back to the GSTR-11 page.

Dashboard | Returns | GSTR-11 | English

Request accepted successfully. ×

### Details of Invoices received - Summary

Uploaded by Taxpayer

#### Processed Invoices

Supplier GSTIN	Invoice No.	Invoice Date	Total Invoice Value (₹)	Total Taxable Value (₹)	Integrated Tax (₹)	Central Tax (₹)	State/UT Tax (₹)	CESS (₹)	Actions
07AJIPA1572EI13	A1233	05/06/2018	23,44,444.00	4,56,666.00	13,699.98	0.00	0.00	0.00	<div style="border: 2px solid red; padding: 2px;"> <span style="color: white; font-size: 1.2em;">✎</span> <span style="color: white; font-size: 1.2em;">🗑</span> </div>

You will be directed to the GSTR-11 landing page and the **3A - Details of Invoices received** tile in GSTR-11 will reflect the number of invoices added along with Total Invoice value, Total taxable value and total tax amount.

Dashboard > Returns > GSTR-11 English

GSTR-11 -Quarterly Return 🔄

UIN - 1118IND00001UN3 Return Period - Jan-Mar	Name of the person having UIN - Test Status - Not Filed	FY - 2018-19
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**3A - Details of Invoices received** 1

Total Invoice value	Total Taxable Value
₹23,44,444.00	₹4,56,666.00
Total Tax Amount	
₹13,699.98	

**3B - Details of Credit/Debit Notes received** 0

Total Note Value	Total Taxable Value
₹0.00	₹0.00
Total Tax Amount	
₹0.00	

I acknowledge that I have reviewed the details of the preview and the information is correct and would like to submit the details. I am aware that no changes can be made after submit.

BACK PREVIEW FILE RETURN GENERATE RFD-10

## 3B - Details of Credit/Debit Notes received

8.1. Click the **B - Details of Credit/Debit Notes received** tile to enter details of credit/debit notes received from registered taxpayers.

Dashboard > Returns > GSTR-11 English

GSTR-11 -Quarterly Return 🔄

UIN - 1118IND00001UN3 Return Period - Jan-Mar	Name of the person having UIN - Test Status - Not Filed	FY - 2018-19
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**3A - Details of Invoices received**

Total Invoice value	Total Taxable Value
₹-	₹-
Total Tax Amount	
₹-	

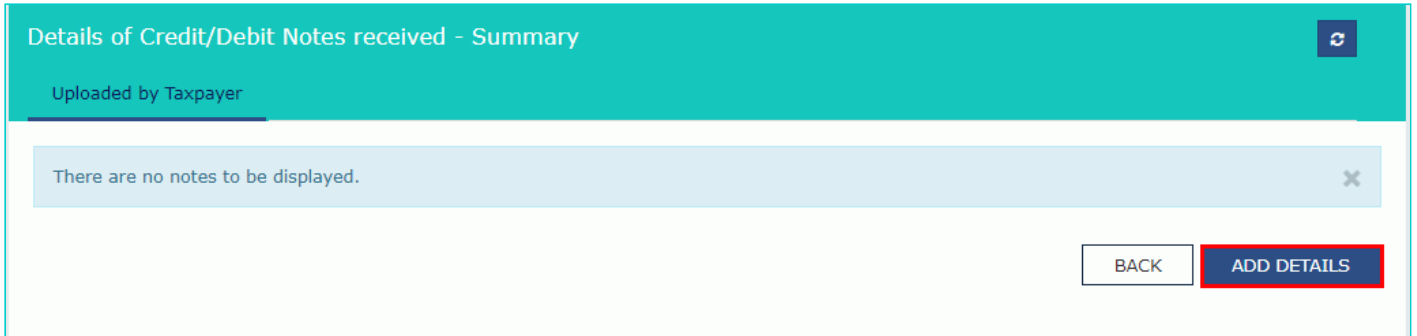
**3B - Details of Credit/Debit Notes received**

Total Note Value	Total Taxable Value
₹-	₹0.00
Total Tax Amount	
₹0.00	

I acknowledge that I have reviewed the details of the preview and the information is correct and would like to submit the details. I am aware that no changes can be made after submit.

BACK PREVIEW FILE RETURN GENERATE RFD-10

8.2. The **Details of Credit/Debit Notes received - Summary** page is displayed. Click the **ADD DETAILS** button.



Details of Credit/Debit Notes received - Summary

Uploaded by Taxpayer

There are no notes to be displayed.

BACK ADD DETAILS

8.3. The **Details of Credit/Debit Notes received - Add Note** page is displayed. In the **Supplier GSTIN** field, enter the GSTIN of the supplier.

8.4. In the Debit/Credit Note No., Debit/Credit Note Date, Note Value and Note Type fields, enter the number, date, value and type of the Debit/Credit Note.

**Note:**

- Once the GSTIN of the supplier is entered, Supplier Name and Supply Type fields are auto-populated based on the GSTIN of the supplier.
- The auto-populated POS is editable. Depending on selected POS, the supply type gets auto-populated.
- The screen will expand downwards and more fields will appear to enter line item details of the invoice.

**8.5 (a) In case of Intra-State transaction:**

In case the POS (place of supply) of the goods/ services is the same State as that of the supplier, the transaction is an Intra-State transaction.

Notice, fields for Central Tax and State/UT Tax will appear.

- a) In the Taxable Value field against the rates, enter the taxable value of the goods or services.
- b) In the Cess field, enter the cess amount.
- c) Click the **SAVE** button to save the invoice details.

**Note:** The Amount of Tax fields are auto-populated based on the values entered in Taxable Value and tax rate fields respectively. The CESS field is not auto populated and has to be entered by the taxpayer.

Skip to Main Content | A+ | A-

Test ▾

**Goods and Services Tax**

Dashboard | Services ▾ | GST Law | Search Taxpayer ▾ | Help ▾ | e-Way Bill System

Dashboard | Returns | GSTR-11 English

### Details of Credit/Debit Notes received - Add Note

• Indicates Mandatory Fields

Supplier GSTIN* <input type="text" value="07AJIPA1572E113"/>	Supplier Name <input type="text" value="AutomationsTest"/>	Debit/Credit Note No.* <input type="text"/>
Debit/Credit Note Date* <input type="text" value="DD/MM/YYYY"/>	POS ⓘ* <input type="text" value="07-Delhi"/>	Note Value* <input type="text"/>
Note Type* <input type="text" value="Debit"/>	Supply Type <input type="text" value="Intra-State"/>	

Item Details

Rate (%)	Taxable Value (₹)*	Amount of Tax		
		Central Tax (₹)*	State/UT Tax (₹)*	CESS (₹)
0%	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
0.1%	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
0.25%	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3%	<input type="text" value="₹77,77,777.00"/>	<input type="text" value="₹1,16,666.65"/>	<input type="text" value="₹1,16,666.65"/>	<input type="text"/>
5%	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
12%	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
18%	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
28%	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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### 8.5 (b) In case of Inter-State transaction:

In case the Place of Supply (POS) is different from the State of the supplier, transaction becomes an Inter-State transaction.

Fields for Integrated Tax will appear.

- a) In the Taxable Value field against the rates, enter the taxable value of the goods or services.
- b) In the Cess field, enter the cess amount.
- c) Click the **SAVE** button to save the invoice details.

**Note:** The Amount of Tax fields are auto-populated based on the values entered in Taxable Value and tax rate fields respectively. The CESS field is not auto populated and has to be entered by the taxpayer.



Skip to Main Content | A+ | A- | Test ▾

**Goods and Services Tax**

Dashboard | Services ▾ | GST Law | Search Taxpayer ▾ | Help ▾ | e-Way Bill System

Dashboard | Returns | GSTR-11 English

### Details of Credit/Debit Notes received - Add Note

• Indicates Mandatory Fields

Supplier GSTIN* <input type="text" value="07AJIPA1572E113"/>	Supplier Name <input type="text" value="AutomationsTest"/>	Debit/Credit Note No.* <input type="text"/>
Debit/Credit Note Date* <input type="text" value="DD/MM/YYYY"/>	POS ⓘ* <input type="text" value="11-Sikkim"/>	Note Value* <input type="text"/>
Note Type* <input type="text" value="Debit"/>	Supply Type <input type="text" value="Inter-State"/>	

Item Details

Rate (%)	Taxable Value (₹)*	Amount of Tax	
		Integrated Tax (₹)*	CESS (₹)
0%	<input type="text"/>	<input type="text"/>	<input type="text"/>
0.1%	<input type="text"/>	<input type="text"/>	<input type="text"/>
0.25%	<input type="text"/>	<input type="text"/>	<input type="text"/>
3%	<input type="text" value="₹45,555.00"/>	<input type="text" value="₹1,366.65"/>	<input type="text"/>
5%	<input type="text"/>	<input type="text"/>	<input type="text"/>
12%	<input type="text"/>	<input type="text"/>	<input type="text"/>
18%	<input type="text"/>	<input type="text"/>	<input type="text"/>
28%	<input type="text"/>	<input type="text"/>	<input type="text"/>

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8.6. You will be directed to the previous page and a message is displayed that Request accepted successfully. Here, you can also edit/delete the added invoices (under Actions). Click the **BACK** button to go back to the GSTR-11 page.

Dashboard | Returns | GSTR-11 English

Request accepted successfully. ✕

### Details of Credit/Debit Notes received - Summary 🔄

Uploaded by Taxpayer

Processed Notes

Supplier GSTIN	C/D Note No.	C/D Note Date	Note Type	Note Value (₹)	Taxable Value (₹)	Integrated Tax (₹)	Central Tax (₹)	State/UT Tax (₹)	CESS (₹)	Actions
07AJIPA1572E113	A123	04/06/2018	Debit	23,44,444.00	77,77,777.00	0.00	1,16,666.65	1,16,666.65	0.00	<input type="button" value="✎"/> <input type="button" value="🗑"/>

You will be directed to the GSTR-11 landing page and the **B - Details of Credit/Debit Notes received** tile in GSTR-11 will reflect the number of notes added along with Total note value, Total taxable value and total tax amount. The total tax amount and taxable value are net off of debit and credit notes.

Dashboard > Returns > GSTR-11 English

### GSTR-11 -Quarterly Return ↻

UIN - 1118IND00001UN3 Return Period - Jan-Mar	Name of the person having UIN - Test Status - Not Filed	FY - 2018-19
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#### 3A - Details of Invoices received 1

Total Invoice value	Total Taxable Value
₹23,44,444.00	₹4,56,666.00
Total Tax Amount	
₹13,699.98	

#### 3B - Details of Credit/Debit Notes received 1

Total Note Value	Total Taxable Value
₹23,44,444.00	₹77,77,777.00
Total Tax Amount	
₹2,33,333.30	

I acknowledge that I have reviewed the details of the preview and the information is correct and would like to submit the details. I am aware that no changes can be made after submit.

BACK PREVIEW FILE RETURN GENERATE RFD-10

## C. Preview GSTR-11

9. Once you have entered details, click the **PREVIEW** button. This button will download the draft Summary page of your GSTR-11 for your review. It is recommended that you download this Summary page and review the summary of entries made in different sections with patience before submitting the GSTR-11.

GSTR-11 -Quarterly Return ↻

UIN - 1118IND00001UN3 Return Period - Jan-Mar	Name of the person having UIN - Test Status - Not Filed	FY - 2018-19
--	--	--------------

#### 3A - Details of Invoices received 1

Total Invoice value	Total Taxable Value
₹23,44,444.00	₹4,56,666.00
Total Tax Amount	
₹13,699.98	

#### 3B - Details of Credit/Debit Notes received 1

Total Note Value	Total Taxable Value
₹23,44,444.00	₹77,77,777.00
Total Tax Amount	
₹2,33,333.30	

I acknowledge that I have reviewed the details of the preview and the information is correct and would like to submit the details. I am aware that no changes can be made after submit.

BACK PREVIEW FILE RETURN GENERATE RFD-10

10. The PDF file is generated with watermark of draft as the details are yet to be submitted.

## Form GSTR-11

[See rule (82)]

Statement of inward supplies by persons having Unique Identification Number (UIN)

Year	2018-19
Quarter	Jan-Mar

1. UIN	11118IND00001UN3
2. Name of the person having UIN	Test

### 3. Summary of Inward Supplies Received

#### 3A - Summary of Invoices Received

No. of Suppliers	No. of Notes/ Vouchers	No. of invoices	Total Notes/ Vouchers/Invoice value	Total Taxable value	Total Integrated Tax Paid	Total Central Tax Paid	Total State/ UT Tax Paid	Total Cess Paid
1	NA	1	2344444.00	456666.00	13699.98	0.00	0.00	0.00

## D. File GSTR-11 with DSC/ EVC

11. Select the **Declaration** checkbox.
12. Click the **FILE RETURN** button.

Dashboard > Returns > GSTR-11 English

GSTR-11 -Quarterly Return ↻

UIN - 1118IND00001UN3      Name of the person having UIN - Test      FY - 2018-19  
Return Period - Jan-Mar      Status - Not Filed

#### 3A - Details of Invoices received 1

Total Invoice value	Total Taxable Value
₹23,44,444.00	₹4,56,666.00
Total Tax Amount	
₹13,699.98	

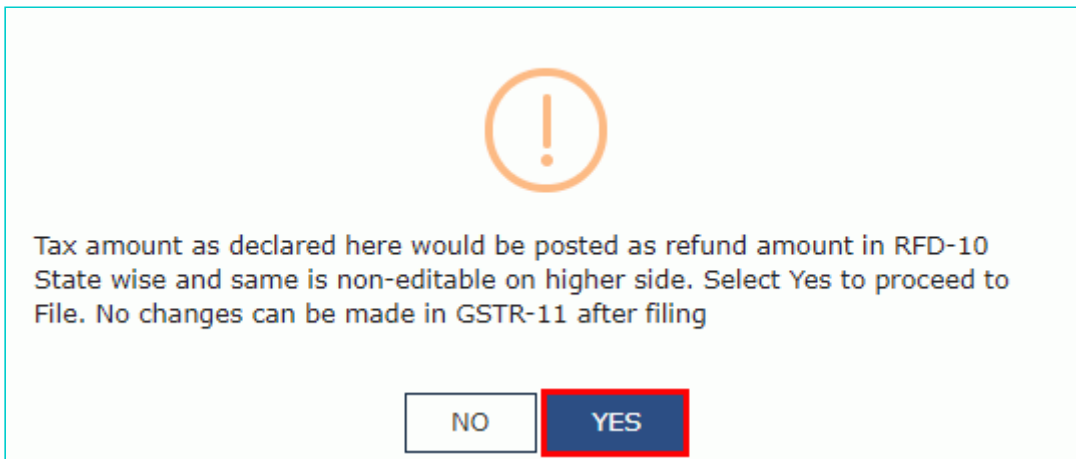
#### 3B - Details of Credit/Debit Notes received 1

Total Note Value	Total Taxable Value
₹23,44,444.00	₹77,77,777.00
Total Tax Amount	
₹2,33,333.30	

I acknowledge that I have reviewed the details of the preview and the information is correct and would like to submit the details. I am aware that no changes can be made after submit.

BACK PREVIEW FILE RETURN GENERATE RFD-10

13. A message is displayed that "Tax amount as declared here would be posted as refund amount in RFD-10 State wise and same is non-editable on higher side. Select Yes to proceed to File. No changes can be made in GSTR-11 after filing". Click the **YES** button.

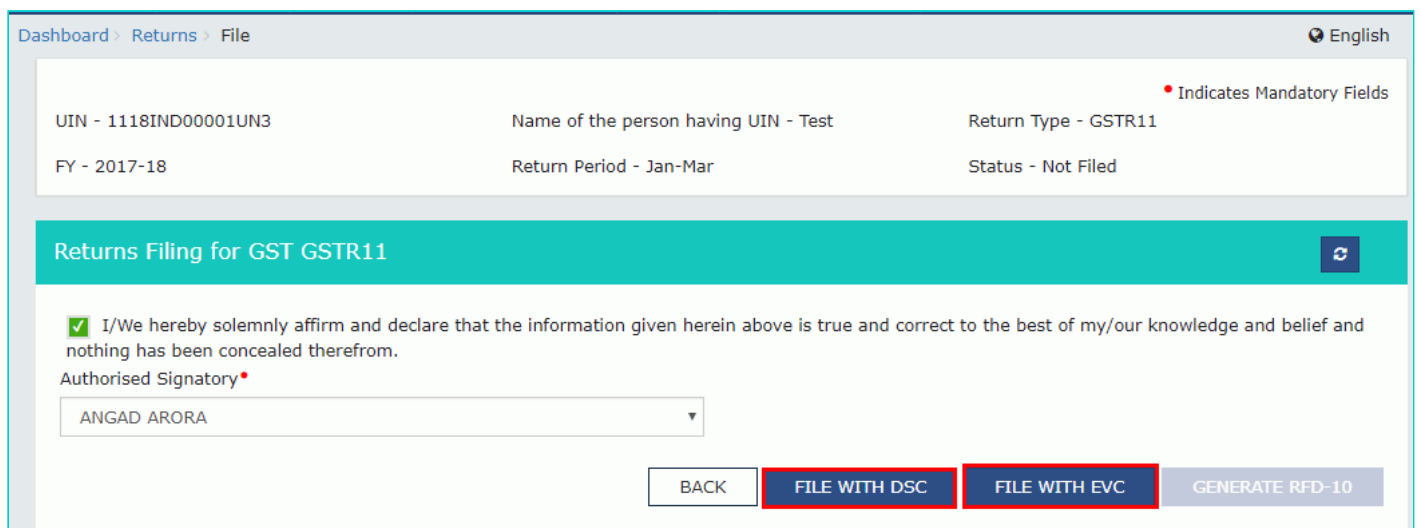


A warning dialog box with a light green background and a thin blue border. At the top center is an orange circular icon containing a white exclamation mark. Below the icon, the text reads: "Tax amount as declared here would be posted as refund amount in RFD-10 State wise and same is non-editable on higher side. Select Yes to proceed to File. No changes can be made in GSTR-11 after filing". At the bottom, there are two buttons: a white "NO" button and a blue "YES" button with a red border.

14. The **Returns Filing for GST GSTR11** page is displayed. Select the **Declaration** checkbox.

15. In the **Authorised Signatory** drop-down list, select the authorized signatory. This will enable the two buttons - **FILE WITH DSC** or **FILE WITH EVC**.

16. Click the **FILE WITH DSC** or **FILE WITH EVC** button to file GSTR-11.



The screenshot shows the "Returns Filing for GST GSTR11" page. At the top, there is a breadcrumb trail: "Dashboard > Returns > File" and a language selector set to "English". Below this, a summary table displays: UIN - 1118IND00001UN3, Name of the person having UIN - Test, Return Type - GSTR11, FY - 2017-18, Return Period - Jan-Mar, and Status - Not Filed. A red dot next to "Indicates Mandatory Fields" is visible. The main heading "Returns Filing for GST GSTR11" is in a teal bar. Below the heading, there is a declaration checkbox (checked) with the text: "I/We hereby solemnly affirm and declare that the information given herein above is true and correct to the best of my/our knowledge and belief and nothing has been concealed therefrom." The "Authorised Signatory" dropdown menu is set to "ANGAD ARORA". At the bottom, there are four buttons: "BACK", "FILE WITH DSC", "FILE WITH EVC", and "GENERATE RFD-10". The "FILE WITH DSC" and "FILE WITH EVC" buttons are highlighted with red borders.

#### **FILE WITH DSC:**

- Click the **PROCEED** button.
- Select the certificate and click the **SIGN** button.

#### **FILE WITH EVC:**

- Enter the OTP sent on email and mobile number of the Authorized Signatory registered at the GST Portal and click the **VERIFY** button.

OTP Verification

OTP has been sent to your registered mobile number and e-mail id. Please enter the OTP to Confirm Submission

17. The success message is displayed and ARN is displayed. Status of the GSTR-11 return changes to "Filed". You can click GENERATE RFD-10 button to generate GST RFD-10 application form of the same quarter for which Form GSTR-11 is filed.

[Click here to know more about how to GENERATE RFD-10.](#)

Dashboard > Returns > File English

**GSTR11 of GSTIN - 1118IND00001UN3 for the Return Period - 'Jan-Mar - 2017-18 has been successfully filed. The Acknowledgment Reference Number is AA1116170000027.** The GSTR11 can be viewed on your Dashboard Login=>Taxpayer Dashboard=>Returns. This message is sent to your registered Email ID and Mobile Number.

UIN - 1118IND00001UN3	Name of the person having UIN - Test	Return Type - GSTR11
FY - 2017-18	Return Period - Jan-Mar	Status - Filed

**Returns Filing for GST GSTR11**

I/We hereby solemnly affirm and declare that the information given herein above is true and correct to the best of my/our knowledge and belief and nothing has been concealed therefrom.

Authorised Signatory \*

ANGAD ARORA