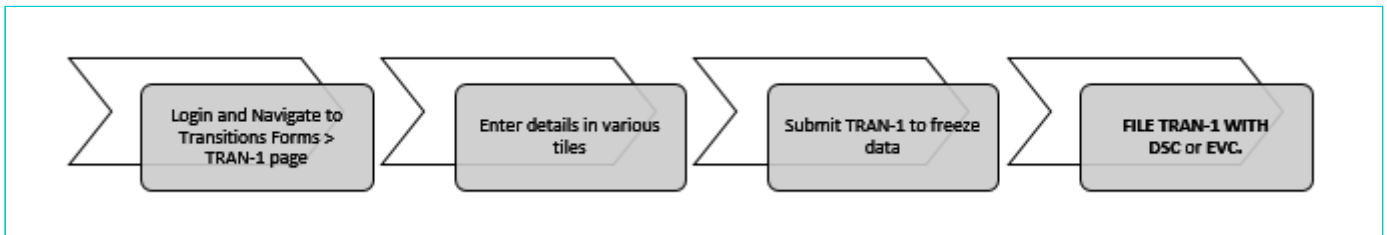


Manual > Transition Form GST TRAN - 1

How can I file transition form GST TRAN - 1?

Every registered person who is eligible to take credit of eligible duties and taxes paid under existing laws in respect of input or input services or capital goods in his/her Electronic Credit Ledger, needs to file a declaration in Form GST TRAN - 1 within 90 days of the appointed day (1st July 2017) or as extended by the Commissioner after recommendation of GST Council.

To file transition form GST TRAN - 1, perform the following steps:



[1. Login and Navigate to Transitions Forms > TRAN - 1 page](#)

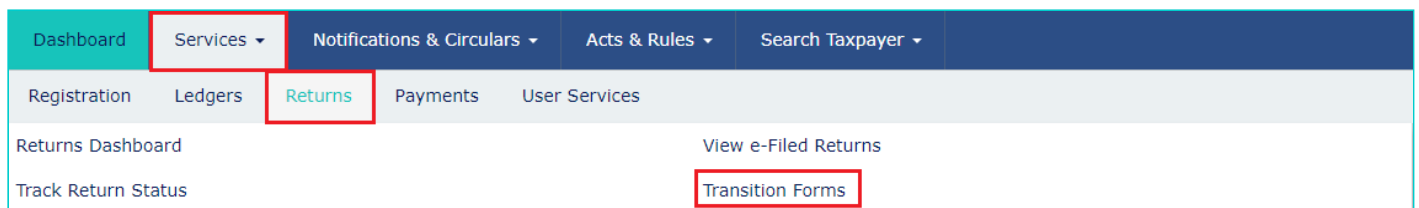
[2. Enter details in various tiles](#)

[3. Submit TRAN - 1 to freeze data](#)

[4. File TRAN - 1 with DSC or EVC](#)

1. Login and Navigate to Transitions Forms > TRAN - 1 page

1. Access the 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 > Transition Forms** command.



4. The **Transition Forms** page is displayed. The tabs of transition forms TRAN 1/TRAN - 2/TRAN - 3 are visible in the top band. Tiles of Form TRAN - 1 will be visible by default.

In case TRAN-1 is already submitted or filed previously:

In case TRAN-1 is already submitted or filed previously, then you will notice that Reopen button is provided to these users to modify previously submitted/ filed data or for adding missing records.

Click the **RE-OPEN** button.



Transition Forms
TRAN - 1 TRAN - 2 TRAN - 3

TRAN - 1 - Transitional ITC / Stock Statement [Help Notes](#)

GSTIN - 29GDDP55083K1Z5 Legal Name - PALSINSHIRA Trade Name -
Status - Submitted
Whether all the returns required under existing law for the period of six months immediately preceding the appointed date have been furnished*

Note: Use CSV template & Upload functionality if you have large number of records in 5B, 9A and 9B.
Use Excel Macro Tool & Upload functionality if you have large number of records in 6A, 6B and 7B.

- 5(a), 5(b), 5(c) - Amount of tax credit carried forward
- 6(a), 6(b) - Details of capitals goods for which unavailed credit has not been carried forward
- 7(a), 7(b), 7(c), 7(d) - Details of the inputs held in stock
- 8 - Details of transfer of CENVAT credit for registered person having centralized registration
- 9(a), 9(b) - Details of goods sent to job-worker and held in his stock on behalf of principal under section 141
- 10(a), 10(b) - Details of goods held in stock as agent on behalf of the principal under section 142
- 11 - Details of credit availed in terms of Section 142(11(c))
- 12 - Details of goods sent on approval basis six months prior to the appointed day (section 142(12))

Important Message
Once you fill the details in relevant Tables, please save the Form. Please **correct any errors** occurred during save before proceeding to submit. Please be informed that once "Submit" button is clicked, **no modification will be allowed**. Entries with respect to transitional credit declared in TRAN-1 will get reflected in the electronic credit ledger.

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.

Notice the status is changed to Re-opened.

Skip to Main Content A+ A-

Goods and Services Tax
PALSINSHIRA ▾

Dashboard ▾
Services ▾
GST Law ▾
Search Taxpayer ▾
Help ▾

Dashboard > Returns > Transition Forms > TRAN - 1 English

Transition Forms
TRAN - 1
TRAN - 2
TRAN - 3

TRAN - 1 - Transitional ITC / Stock Statement Help Notes

GSTIN - 29GDDP55083K1Z5 Legal Name - PALSINSHIRA Trade Name -

Status - Re-Opened

Whether all the returns required under existing law for the period of six months immediately preceding the appointed date have been furnished* Yes ▾

Note: Use CSV template & Upload functionality if you have large number of records in 5B, 9A and 9B.
 Use Excel Macro Tool & Upload functionality if you have large number of records in 6A, 6B and 7B.

5(a), 5(b), 5(c) - Amount of tax credit carried forward

6(a), 6(b) - Details of capitals goods for which unavailed credit has not been carried forward

7(a), 7(b), 7(c), 7(d) - Details of the inputs held in stock

8 - Details of transfer of CENVAT credit for registered person having centralized registration

9(a), 9(b) - Details of goods sent to job-worker and held in his stock on behalf of principal under section 141

10(a), 10(b) - Details of goods held in stock as agent on behalf of the principal under section 142

11 - Details of credit availed in terms of Section 142(11(c))

12 - Details of goods sent on approval basis six months prior to the appointed day (section 142(12))

Important Message

Once you fill the details in relevant Tables, please save the Form. Please **correct any errors** occurred during save before proceeding to submit. Please be informed that once "Submit" button is clicked, **no modification will be allowed**. Entries with respect to transitional credit declared in TRAN-1 will get reflected in the electronic credit ledger.

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.

SUBMIT
FILE WITH DSC
FILE WITH EVC

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Site best viewed at 1024 x 768 resolution in Internet Explorer 10+, Google Chrome 49+, Firefox 45+ and Safari 6+

For the question **Whether all the returns required under existing law for the period of six months immediately preceding the appointed date have been furnished**, select the **Yes** or **No** option.

Note: Only relevant tables will be visible depending on the option selected. If you select "No" then table/tile number 5 and 8 will be disabled.

Transition Forms

TRAN - 1

TRAN - 2

TRAN - 3

TRAN - 1 - Transitional ITC / Stock Statement

GSTIN - 18AAAAS0300A1ZG

Legal Name - GAMSENG N SANGMA

Trade Name -

Status - Not Filed

Whether all the returns required under existing law for the period of six months immediately preceding the appointed date have been furnished *

Yes

Note: Use CSV template & Upload functionality if you have large number of records in 5B, 9A and 9B.
Use Excel Macro Tool & Upload functionality if you have large number of records in 6A, 6B and 7B.

5(a), 5(b), 5(c) - Amount of tax credit carried forward

6(a), 6(b) - Details of capitals goods for which unavailed credit has not been carried forward

7(a), 7(b), 7(c), 7(d) - Details of the inputs held in stock

8 - Details of transfer of CENVAT credit for registered person having centralized registration

9(a), 9(b) - Details of goods sent to job-worker and held in his stock on behalf of principal under section 141

10(a), 10(b) - Details of goods held in stock as agent on behalf of the principal under section 142

11 - Details of credit availed in terms of Section 142(11(c))

12 - Details of goods sent on approval basis six months prior to the appointed day (section 142(12))

Important Message

Once you fill the details in relevant Tables, please save the Form. Please **correct any errors** occurred during save before proceeding to submit. Please be informed that once "Submit" button is clicked, **no modification will be allowed**. Entries with respect to transitional credit declared in TRAN-1 will get reflected in the electronic credit ledger.

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.

SUBMIT

FILE WITH DSC

FILE WITH EVC

2. Enter details in various tiles

There are a number of tiles representing different Tables to enter relevant details. Click on the tile names to know and enter related details:

- [5\(a\), 5\(b\), 5\(c\) - Amount of tax credit carried forward](#): To provide details of tax credit to be carried forward from the last return under existing laws to GST regime.
- [6\(a\), 6\(b\) - Details of capitals goods for which un-availed credit has not been carried forward](#): To provide details of capital goods for which unavailed credit is to be carried forward.
- [7\(a\), 7\(b\), 7\(c\), 7\(d\) - Details of the inputs held in stock](#): To provide summary details of the inputs held in stock and input contained in semi-finished goods or finished goods held in stock on the appointment date. For 7(b) – To provide details of eligible duties or taxes paid in respect of inputs or input services received on or after appointment date but duty or tax has been paid under existing law
- [8 - Details of transfer of CENVAT credit for registered person having centralized registration](#): To provide summary details to transfer CENVAT credit admissible as CGST credit to any of the newly registered persons under GST having same PAN for which the centralized registration was obtained under the existing law.
- [9\(a\), 9\(b\) - Details of goods sent to job-worker and held in his stock on behalf of principal under section 141](#): To provide summary details of goods sent to job-worker and held in stock by the Job-worker on behalf of principal by the principal and agent.

- [10\(a\), 10\(b\) - Details of goods held in stock as agent on behalf of the principal under section 142](#): To provide summary details of goods held in stock as agent on behalf of the principal under section 142(14) of SGST Act and the admissible credit to the agents on such stock.
- [11 - Details of credit availed in terms of Section 142\(11\(c\)\)](#): To provide summary details of tax paid under Existing Act and the allowable credit under GST on supplies which were taxable under both existing VAT and Service tax regime and also taxable in GST regime.
- [12 - Details of goods sent on approval basis six months prior to the appointed day \(section 142\(12\)\)](#): To provide summary details of goods sent on approval basis six months prior to the appointed day (section 142(12)).

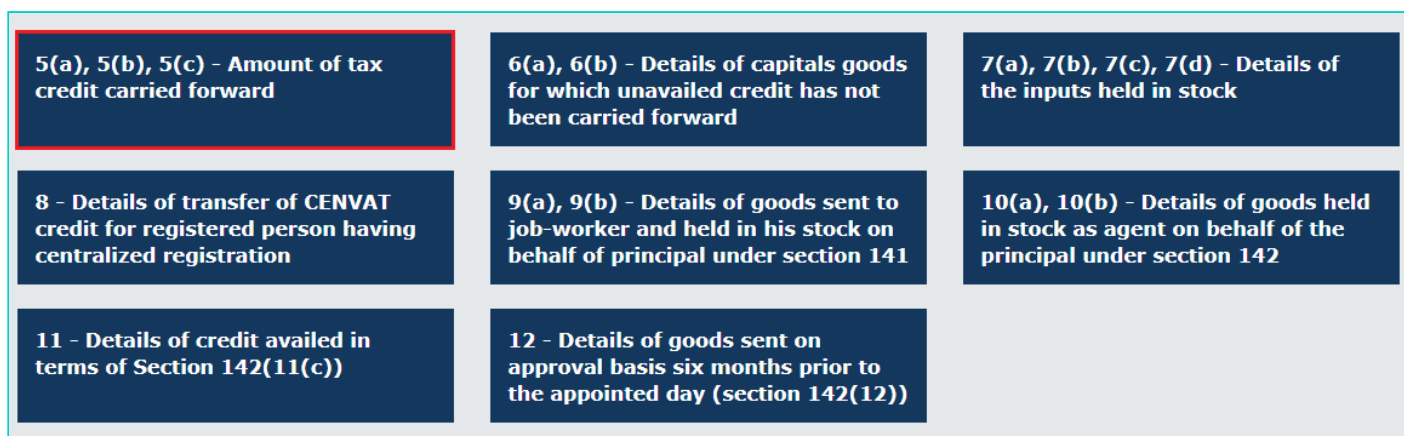
5(a), 5(b), 5(c) - Amount of tax credit carried forward

To provide summary details of the amount of tax credit carried forward in the returns filed under relevant earlier laws and admissible as GST credits, perform the following steps:

Note:

- The Registration Numbers under earlier laws mentioned in any table of TRAN 1 need to be the same as that declared by the taxpayer in their enrolment/registration form otherwise system will throw validation error.
- If the taxpayer has failed to furnish any registration number of earlier laws, he may use the non-core registration amendment facility to declare it in the registration details and subsequently file TRAN 1.

1. Click the **5(a), 5(b), 5(c) - Amount of tax credit carried forward** tile.

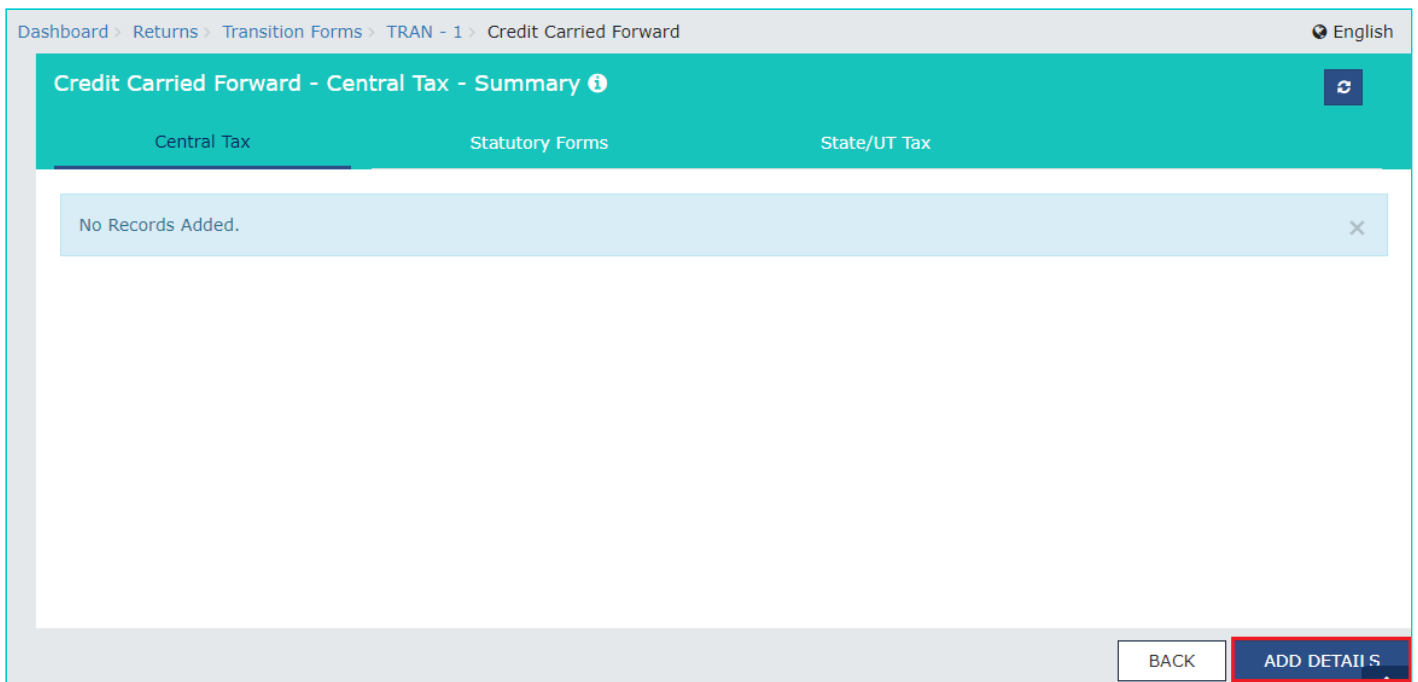


The **Credit Carried Forward - Central Tax - Summary** page is displayed.

Central Tax Tab:

-

2. The Central Tax tab is selected by default. Click the **ADD DETAILS** button to add details.



The **Credit Carried Forward (Central Tax) - Add** page is displayed.

3. In the **Registration no. under existing law (Central Excise and Service Tax)** field, enter the registration number under existing law (Central Excise and Service Tax).

4. In **Tax period to which the last return filed under the existing law pertains** select tax period from the drop-down list.

5. In **Date of filing of the return** select date of filing of last return using the calendar.

6. In the **Balance CENVAT credit carried forward in the said last return** field, enter the balance CENVAT credit carried forward in the said last return.

7. In the **CENVAT Credit admissible as ITC of central tax in accordance with transitional provisions** field, enter the CENVAT credit admissible as ITC of central tax in accordance with CGST Act provisions.

Please add reclaim of CENVAT reversal as per CGST rule 140 (9).

8. Click the **SAVE** button to save the details.

You will be directed to the previous page and a save successful message is displayed.

Here, you can also edit/delete the added invoices (under Actions).

9. Click the **BACK** button to go back to the **Transition Forms** page.

Dashboard > Returns > Transition Forms > TRAN - 1 > Credit Carried Forward English

Credit Carried Forward - Central Tax - Summary Refresh

Central Tax Statutory Forms State/UT Tax

Save successful. ✕

Processed Invoices

Sr.No	Registration no. under existing law	Tax period	Date of filing of the return	Balance CENVAT credit	CENVAT Credit admissible as ITC	Actions
1	EEE35675321	012017	01/04/2017	44,444.00	1,222.00	

BACK ADD DETAILS

Note: The system will validate the entries and if there is any validation error, system will show status as Processed with Error.

Dashboard > Returns > Transition Forms > TRAN - 1 > Credit Carried Forward English

Credit Carried Forward - Central Tax - Summary Refresh

Central Tax Statutory Forms State/UT Tax

Pending Invoices (These will be added after validation)

Sr.No	Registration no. under existing law	Tax period	Date of filing of the return	Balance CENVAT credit	CENVAT Credit admissible as ITC	Status	Action Taken	Actions
1	245555555555555555	012017	04/05/2017	45,55,555.00	78,888.00	Processed with Error	Add	

On clicking the **Edit** button against that entry, the nature of validation error can be seen on the top portion of screen.

Dashboard > Returns > Transition Forms > TRAN - 1 > Credit Carried Forward English

Credit Carried Forward(Central Tax) - Edit

Registration no. 2455555555555555 is invalid. Please provide a valid Registration no. under existing law (Central Excise and Service Tax)..

Registration no. under existing law (Central Excise and Service Tax) *	Tax period to which the last return filed under the existing law pertains *	Date of filing of the return *
<input type="text" value="2455555555555555"/>	<input type="text" value="January 2017"/>	<input type="text" value="04/05/2017"/>
Balance CENVAT credit carried forward in the said last return *	CENVAT Credit admissible as ITC of central tax in accordance with transitional provisions *	
<input type="text" value="₹45,55,555.00"/>	<input type="text" value="₹78,888.00"/>	

Statutory Forms Tab:

-
- 2. Click the **Statutory Forms** tab.

Note: You can use 'CSV File Upload' functionality if you have larger number of records. Use Online 'Add Details' functionality for adding lesser records.

CSV File Upload:

Download the sample CSV file:

- 1. Click the **Click here** link to download the same CSV file.

Dashboard > Returns > Transition Forms > TRAN - 1 > Credit Carried Forward English

Credit Carried Forward - Statutory Forms - Summary

Central Tax **Statutory Forms** State/UT Tax

No Records Added.

"Important Note"

Please use '**CSV File Upload**' functionality if you have larger number of records. Use Online '**Add Details**' Functionality for adding lesser records. Use CSV file to upload with file name as your **GSTIN_ID.csv**. Your last uploaded file will be securely saved, download facility shall be available in future.

For sample CSV file [click here](#).

Note: Re-Uploading of CSV will overwrite previously saved CSV

CSV File Upload

No file chosen

- 2. Click the **Download** link.

Dashboard Services Notifications & Circulars Acts & Rules Search Taxpayer

Home > Downloads > Trans1(b)

Tran-1 5(b) Statutory Form CSV template

If you have large number of records in section 5(b) of Tran-1(Transitional ITC/Stock Statement), Use this template to fill in the details. [Download](#)

3. Once downloaded, open the CSV file, fill the details and save it.

Note: Use CSV file to upload with file name as your GSTIN_ID.csv. Your last uploaded file will be securely saved.

4. Click the **Choose File** button.

Dashboard > Returns > Transition Forms > TRAN - 1 > Credit Carried Forward English

Credit Carried Forward - Statutory Forms - Summary

Central Tax Statutory Forms State/UT Tax

No Records Added.

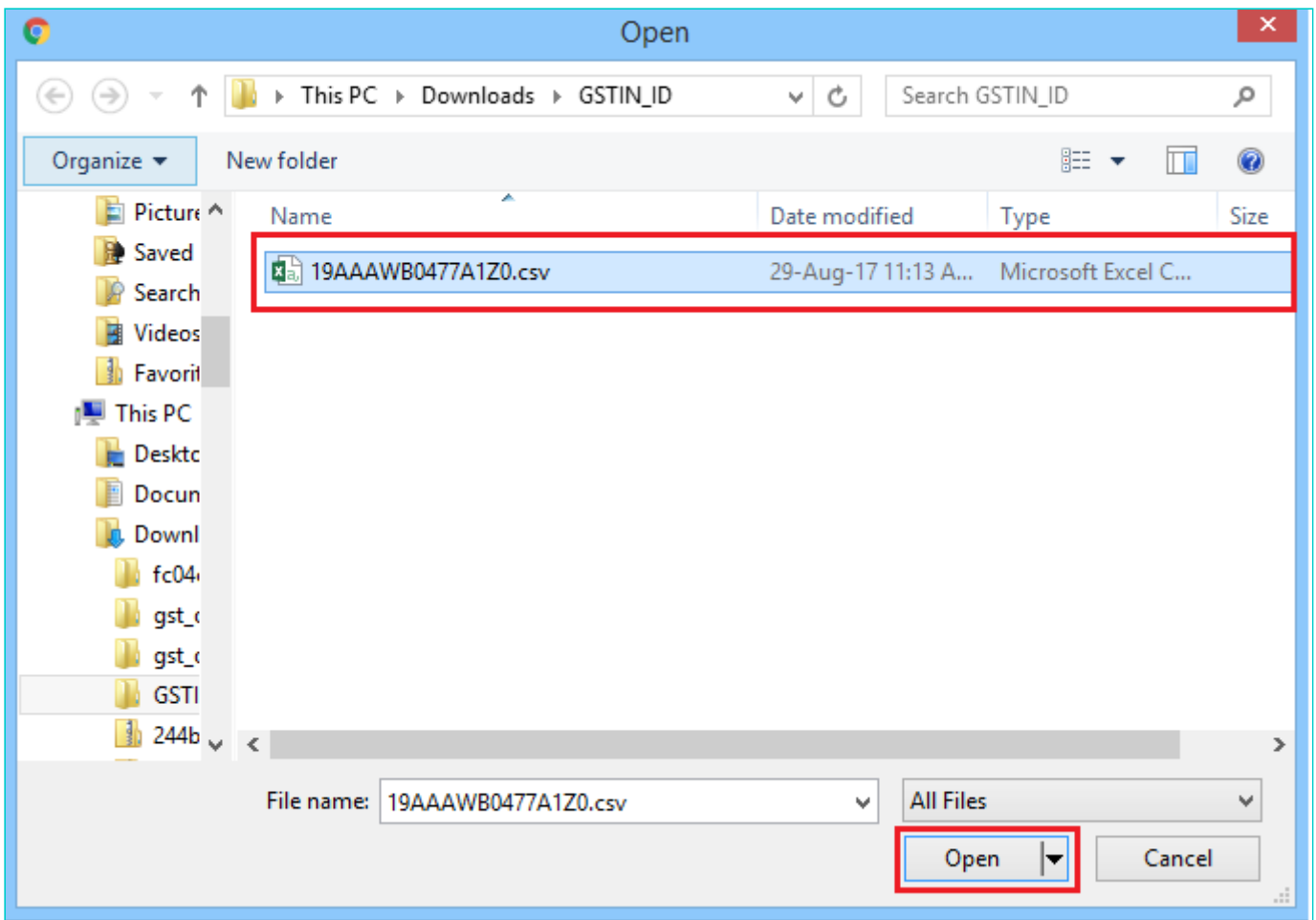
"Important Note"
Please use '**CSV File Upload**' functionality if you have larger number of records. Use Online '**Add Details**' Functionality for adding lesser records. Use CSV file to upload with file name as your **GSTIN_ID.csv**. Your last uploaded file will be securely saved, download facility shall be available in future.
For sample CSV file [Click here](#).

CSV File Upload

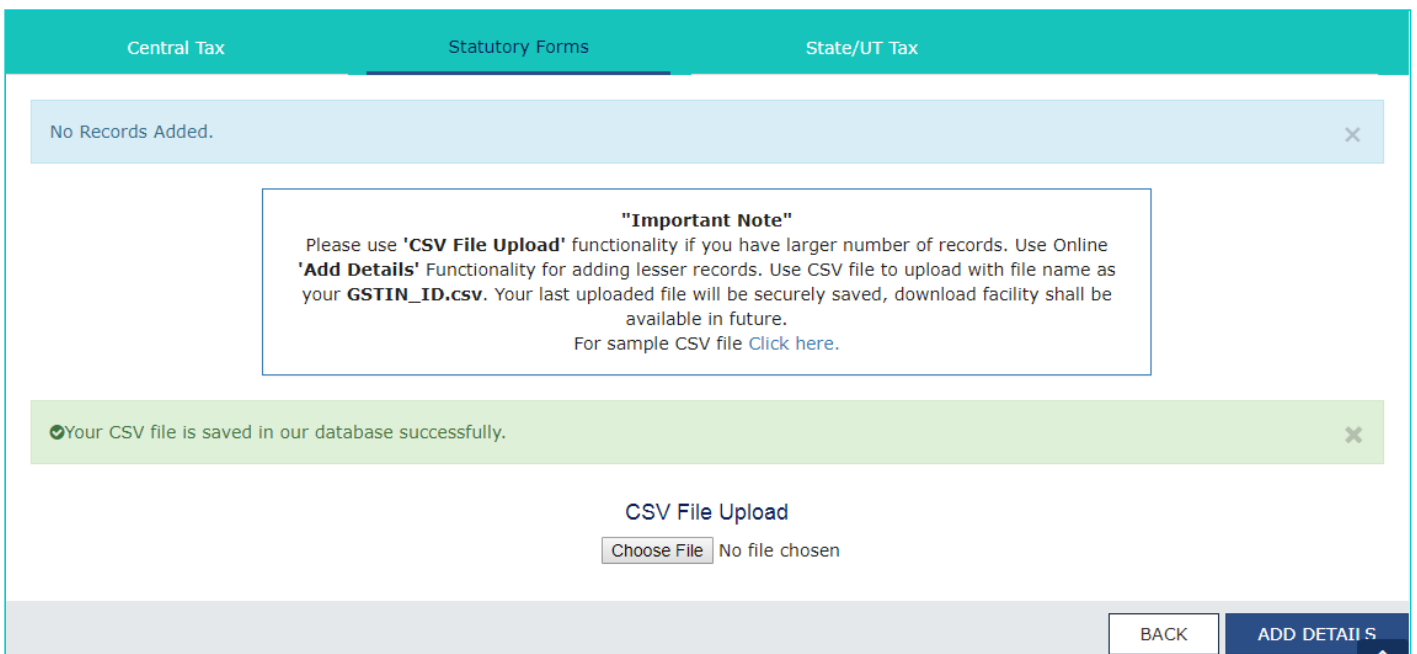
[Choose File](#) No file chosen

BACK ADD DETAILS

5. Select the CSV file and click the **Open** button.



A success message is displayed that the CSV file is saved successfully.



Add Details:

3. Click the **ADD DETAILS** button to add a new invoice.

Note: You can use 'CSV File Upload' functionality if you have larger number of records. Use Online 'Add Details' functionality for adding lesser records.

Dashboard > Returns > Transition Forms > TRAN - 1 > Credit Carried Forward English

Credit Carried Forward - Statutory Forms - Summary 🔄

Central Tax
Statutory Forms
State/UT Tax

No Records Added. ✕

"Important Note"

Please use '**CSV File Upload**' functionality if you have larger number of records. Use Online '**Add Details**' Functionality for adding lesser records. Use CSV file to upload with file name as your **GSTIN_ID.csv**. Your last uploaded file will be securely saved, download facility shall be available in future.
For sample CSV file [Click here](#).

CSV File Upload

No file chosen

The **Central Carried Forward (Statutory Forms) - Add** page is displayed.

4. Select the **Form Type** from the drop-down list.
5. In the **TIN of Issuer** field, enter the TIN number of the issuer of the statutory form.
6. In the **Name of Issuer** field, enter the name of the issuer of the statutory form
7. In the **Sr. No. of Form** field, enter the serial number of the statutory form issued.
8. In the **Amount** field, enter the total amount as declared in that statutory form.
9. In the **Applicable VAT Rate** field, enter the applicable VAT rate on those transactions
10. Click the **SAVE** button to save the details.

Note: The system will validate the entries and if there is any validation error, system will show status as Processed with Error. On clicking the Edit button against that entry, the nature of validation error can be seen on the top portion of screen.

Dashboard > Returns > Transition Forms > TRAN - 1 > Credit Carried Forward English

Credit Carried Forward(Statutory Forms) - Add 🔑

Period: 1st Apr 2015 to 30th June 2017

<p>Form Type *</p> <div style="border: 1px solid red; padding: 2px;">Select ▾</div>	<p>TIN of Issuer *</p> <div style="border: 1px solid red; height: 20px;"></div>	<p>Name of Issuer *</p> <div style="border: 1px solid red; height: 20px;"></div>
<p>Sr. No. of Form *</p> <div style="border: 1px solid red; height: 20px;"></div>	<p>Amount *</p> <div style="border: 1px solid red; height: 20px;"></div>	<p>Applicable VAT Rate *</p> <div style="border: 1px solid red; padding: 2px; text-align: right;">0.00 %</div>



You will be directed to the previous page and a success message is displayed.

Dashboard > Returns > Transition Forms > TRAN - 1 > Credit Carried Forward English

Credit Carried Forward - Statutory Forms - Summary ↻

Central Tax Statutory Forms State/UT Tax

Processed Invoices

TIN of Issuer	Name of Issuer	Sr. No. of Form	Form Type	Amount	Applicable VAT Rate	Actions
11117129067	Ravi Rajan	333	C	46,655.00	12%	 

Here, you can also edit/delete the added invoices (under Actions).

11. Click the **BACK** button to go back to the **Transition Forms** page.

State/UT Tax Tab:

2. Click the **State/UT Tax** tab. Click the **ADD DETAILS** button to add details.

Dashboard > Returns > Transition Forms > TRAN - 1 > Credit Carried Forward English

Credit Carried Forward - State/UT Tax - Summary ↻

Central Tax Statutory Forms **State/UT Tax**

No Records Added. ×

The **Credit Carried Forward (State/UT Tax) - Add** page is displayed.

3. In the **Registration No. in existing law** field, enter the VAT registration No. in the existing law.

4. In the **Balance of ITC of VAT [and Entry Tax] in last return** field, enter the balance amount of ITC of VAT and entry tax carried forward in the last return.

5. In the **Turnover for which C Forms Pending** field, enter the turnover for which C Forms is pending for the period 1st April 2015 to 30th June 2017.

6. In the **Difference tax payable on pending C-Forms** field, enter the amount for the difference tax payable on pending C-Forms.

7. In the **Turnover for which F-Forms Pending** field, enter the turnover for which F-Forms is pending for the period 1st April 2015 to 30th June 2017.

8. In the **Difference tax payable on pending F-Forms** field, enter the amount for difference tax payable on pending F-Forms.

9. In the **ITC reversal relatable to C-Forms and F-Forms** field, enter the amount for ITC reversal relatable to C-Forms and F-Forms done earlier as per provisions of existing laws while reporting in the related returns.
10. In the **Turnover for which H/I-Forms Pending** field, enter the amount of turnover for which H/I-Forms is Pending for the period 1st April 2015 to 30th June 2017.
11. In the **Difference tax payable on pending H/I-Forms** field, enter the amount of differential tax payable on pending H/I-Forms.
12. In the **Transition ITC** field, enter the amount of Transition ITC of State tax admissible as ITC under SGST Act.
13. Click the **SAVE** button to save the details.

Note: The system will validate the entries and if there is any validation error, system will show status as Processed with Error. On clicking the Edit button against that entry, the nature of validation error can be seen on the top portion of screen.

Dashboard > Returns > Transition Forms > TRAN - 1 > Credit Carried Forward English

Credit Carried Forward(State/UT Tax) - Add ?

Registration No. in existing law *	Balance of ITC of VAT [and Entry Tax] in last return *	Turnover for which C-Forms Pending *
<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
Difference tax payable on pending C-Forms *	Turnover for which F-Forms Pending *	Difference tax payable on pending F-Forms *
<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
ITC reversal relatable to C-Forms and F-Forms *	Turnover for which H/I-Forms Pending *	Difference tax payable on pending H/I-Forms *
<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
Transition ITC *		
<input style="width: 90%;" type="text"/>		

You will be directed to the previous page and a success message is displayed.

Dashboard > Returns > Transition Forms > TRAN - 1 > Credit Carried Forward English

Credit Carried Forward - State/UT Tax - Summary ?

Central Tax
Statutory Forms
State/UT Tax

Save successful. ✕

cessed Invoices

o	Registration No. in existing law	Balance of ITC of VAT and [Entry Tax] in last return	Turnover for which C-Forms Pending	Difference tax payable on C-Forms	Turnover for which F-Forms Pending	Difference tax payable on F-Forms	ITC reversal relatable	Turnover for which H/I-Forms Pending	Difference tax payable on H/I-Forms	Transition ITC	Actions
	5327652176213	4,44,444.00	5,666.00	5,555.00	7,88,999.00	8,888.00	7,777.00	666.00	77.00	4,22,301.00	<input style="width: 20px; height: 20px; border: 1px solid #0056b3; background-color: #0056b3; color: white;" type="button"/> <input style="width: 20px; height: 20px; border: 1px solid #0056b3; background-color: #f00; color: white;" type="button"/>

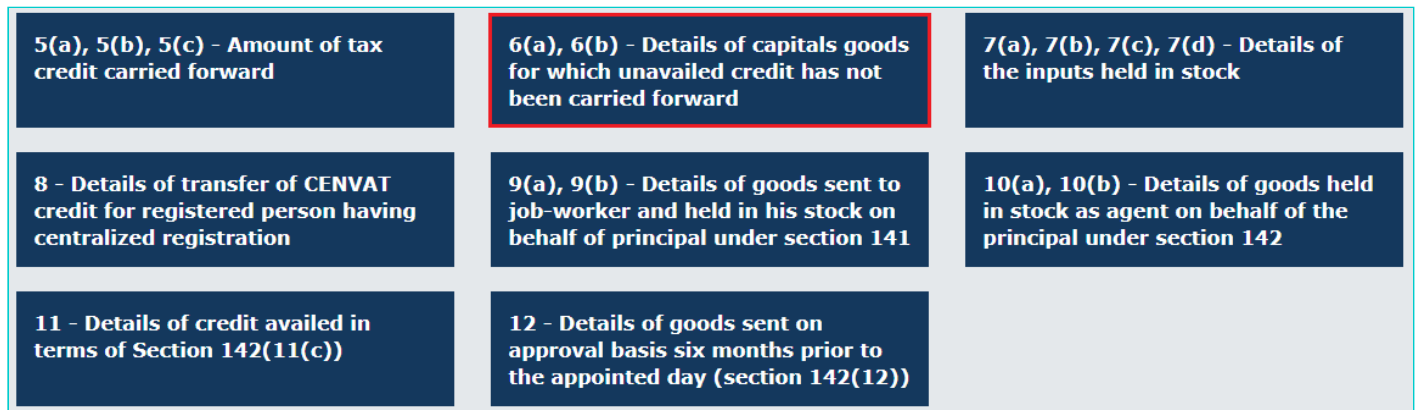
Here, you can also edit/delete the added invoices (under Actions).

14. Click the **BACK** button to go back to the **Transition Forms** page.

6(a), 6(b) - Details of capitals goods for which un-availed credit has not been carried forward

To provide summary details of capitals goods for which credit has not been availed under relevant earlier laws and are admissible as credit under GST, perform the following steps:

1. Click the **6A, 6B - Details of capitals goods for which unavailed credit has not been carried forward** tile.



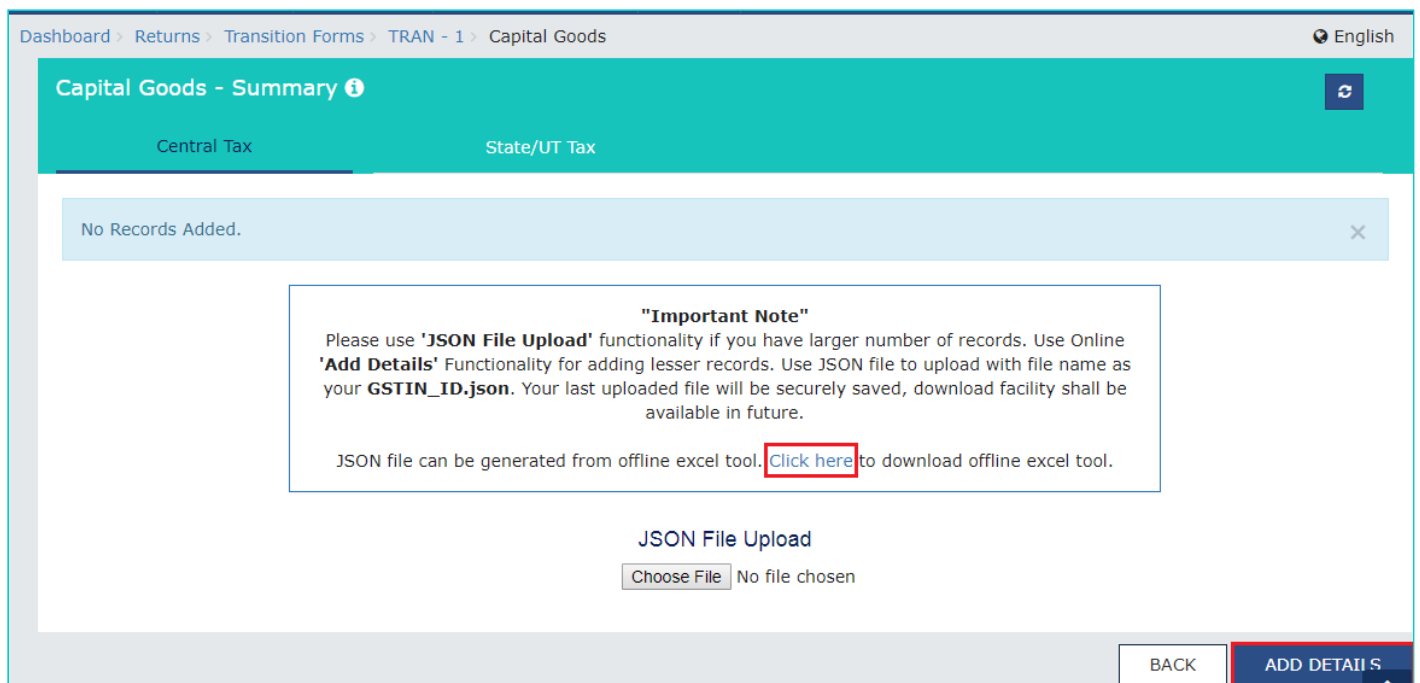
The **Capital Goods - Summary** page is displayed.

Central Tax Tab:

-

Note: You can use JSON File Upload functionality if you have larger number of records. Use Online 'Add Details' functionality for adding lesser records.

2. The Central Tax tab is selected by default. Click the **ADD DETAILS** button to add a new invoice.



The **Capital Goods (Central Tax) - Add** page is displayed.

3. In the **Invoice/ Document Number** field, enter the invoice or document number.

4. In **Invoice / Document Date** Select date of invoice/document using the calendar.

5. In the **Supplier's registration no. under existing law** field, enter the registration number of the supplier This field is not mandatory if the capital goods are imported from a place outside India.
6. In the **Recipient's registration no. under existing law** field, enter the registration number of the recipient.
7. In the **Value** field, enter the total value of the capital goods.
8. In the **Duties and taxes paid - ED/CVD** field, enter the value of the Excise Duty (ED)/Countervailing Duty (CVD).
9. In the **Duties and taxes paid - SAD** field, enter the value of the Special Additional Duty (SAD).
10. In the **Total eligible CENVAT credit under existing law** field, enter the total eligible CENVAT credit amount under existing law.
11. In the **Total CENVAT credit availed under existing law** field, enter the total CENVAT credit amount availed under existing law.
12. In the **Total CENVAT credit unavailed under existing law** field, enter the total CENVAT credit amount unavailed under existing law and admissible as central tax credit under CGST Act.
13. Click the **SAVE** button to save the invoice details.

Note: The system will validate the entries and if there is any validation error, system will show status as Processed with Error. On clicking the Edit button against that entry, the nature of validation error can be seen on the top portion of screen.

Dashboard > Returns > Transition Forms > TRAN - 1 > Capital Goods
English

Capital Goods(Central Tax) - Add

Invoice / Document Number <input style="width: 95%; height: 25px; border: 1px solid #ccc;" type="text"/>	Invoice / Document Date <input style="width: 95%; height: 25px; border: 1px solid #ccc;" type="text" value="DD/MM/YYYY"/>	Supplier's registration no. under existing law <input style="width: 95%; height: 25px; border: 1px solid #ccc;" type="text"/>
Recipients' registration no. under existing law <input style="width: 95%; height: 25px; border: 1px solid #ccc;" type="text"/>	Value <input style="width: 95%; height: 25px; border: 1px solid #ccc;" type="text"/>	Duties and taxes paid - ED/CVD <input style="width: 95%; height: 25px; border: 1px solid #ccc;" type="text"/>
Duties and taxes paid - SAD <input style="width: 95%; height: 25px; border: 1px solid #ccc;" type="text"/>	Total eligible CENVAT credit under existing law <input style="width: 95%; height: 25px; border: 1px solid #ccc;" type="text"/>	Total CENVAT credit availed under existing law <input style="width: 95%; height: 25px; border: 1px solid #ccc;" type="text"/>
Total CENVAT credit unavailed under existing law <input style="width: 95%; height: 25px; border: 1px solid #ccc;" type="text"/>		

You will be directed to the previous page and a message is displayed that Invoice saved successfully.

Dashboard > Returns > Transition Forms > TRAN - 1 > Capital Goods English

Capital Goods - Summary Refresh

Central Tax State/UT Tax

Save successful. X

Processed Invoices

Sr.No	Invoice / Document No	Invoice / Document Date	Supplier's registration no. under existing law	Recipients' registration no. under existing law	Value	ED/CVD	SAD	Total eligible CENVAT credit under existing law	Total CENVAT credit availed under existing law	Total CENVAT credit unavailed under existing law (admissible as ITC of central tax)	Actions
1	D445	04/01/2017	EEE35675321	98328HJ281	5,555.00	677.00	6,666.00	888.00	99.00	789.00	✎ 🗑

BACK
ADD DETAILS

Here, you can also edit/delete the added invoices (under Actions).

14. Click the **BACK** button to go back to the **Transition Forms** page.

Once files are updated, you can download the processed records (Both Online and Offline) in CSV format to verify the recorded added during upload. Click the **Click here** link.

Dashboard > Returns > Transition Forms > TRAN - 1 > Capital Goods English

Capital Goods - Summary Refresh

Central Tax State/UT Tax

"Important Note"

Please use '**JSON File Upload**' functionality if you have larger number of records. Use Online '**Add Details**' Functionality for adding lesser records. Use JSON file to upload with file name as your **GSTIN_ID.json**. Your last uploaded file will be securely saved, download facility shall be available in future.

JSON file can be generated from offline excel tool. [Click here](#) to download offline excel tool.

Click here to download all processed records.

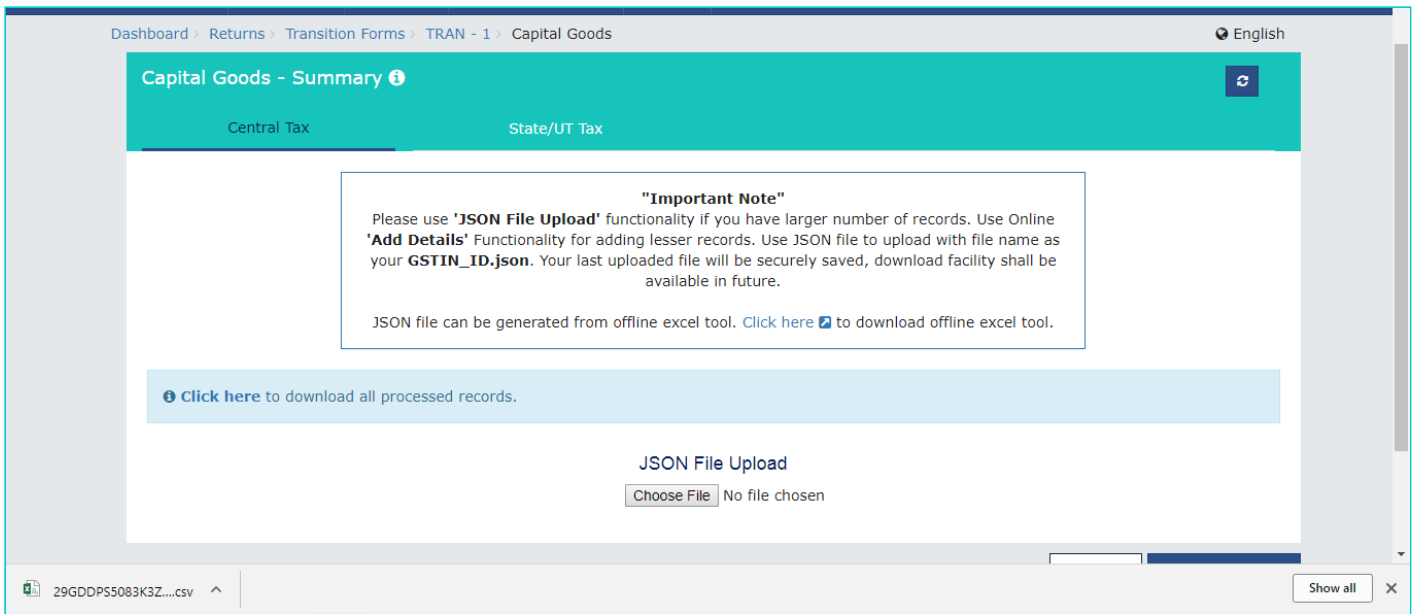
JSON File Upload

Choose File No file chosen

Pending Invoices (These will be added after validation)

Sr.No	Invoice / Document	Invoice / Document	Supplier's registration	Recipients' registration	Value	ED/CVD	SAD	Total eligible	Total CENVAT	Total CENVAT	Status	#
												1

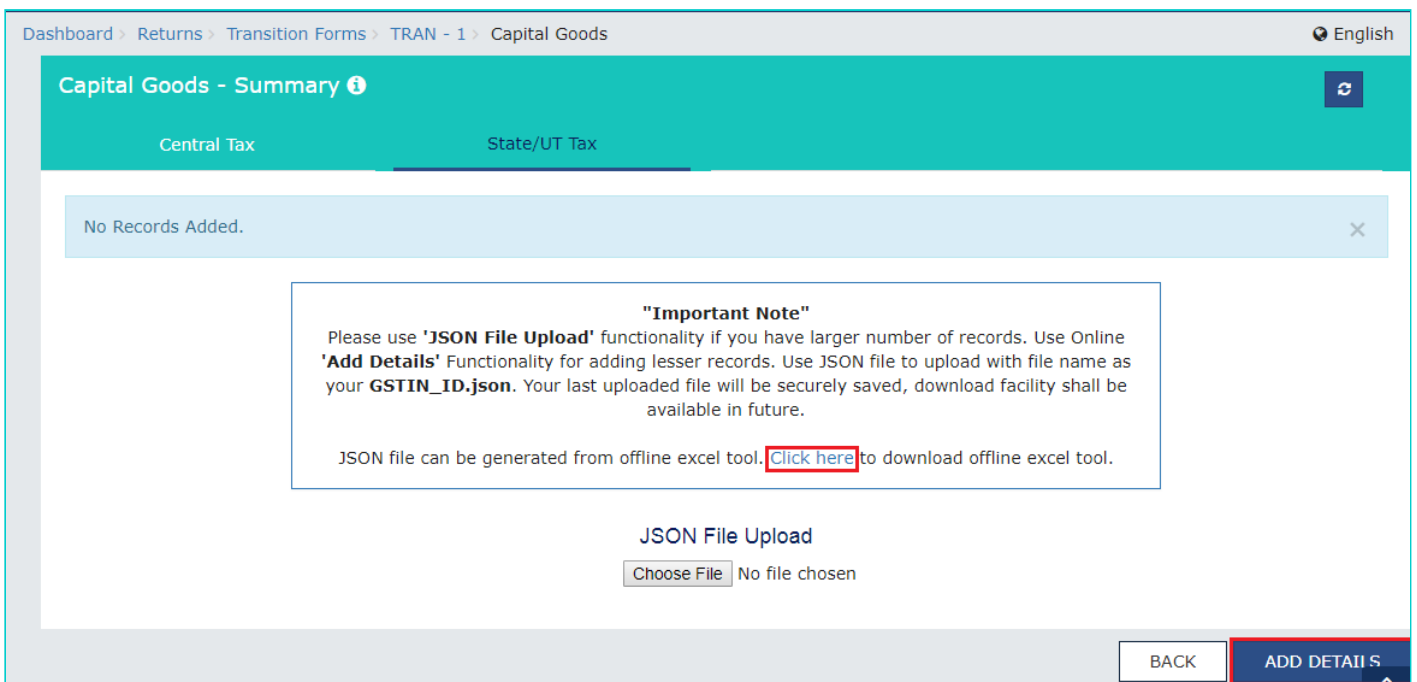
Processed records in CSV format are downloaded to verify the recorded added during upload.



State/ UAT Tax Tab:

2. Click the **State/ UAT Tax** tab. Click the **ADD DETAILS** button to add a new invoice.

Note: You can use 'JSON File Upload' functionality if you have larger number of records. Use Online 'Add Details' functionality for adding lesser records.



The **Capital Goods (State/UTTax) - Add** page is displayed.

3. In the **Invoice/ Document Number** field, enter the invoice or document number.

4. In **Invoice / Document Date** select date of invoice/document using the calendar.

5. In the **Supplier's registration no. under existing law** field, enter the registration number of the supplier. This field is not mandatory if the capital goods are imported from a place outside India.

6. In the **Recipient's registration no. under existing law** field, enter the registration number of the recipient.

7. In the **Value** field, enter the total value of the capital goods.

8. In the **Taxes Paid VAT [and Entry Tax]** field, enter the total value of the taxes paid under VAT and entry tax.

9. In the **Total eligible VAT [and Entry Tax] credit under existing law** field, enter the total eligible VAT and entry tax credit under existing law.

10. In the **Total eligible VAT [and Entry Tax] credit availed under existing law** field, enter the total value of VAT and entry tax credit availed under existing law.

11. In the **Total VAT [and Entry Tax] credit unavailed under existing law (admissible as ITC of State/UT tax)** field, enter the total value of VAT and entry tax credit unavailed under existing law (admissible as ITC of State/UT tax).

12. Click the **SAVE** button to save the invoice details.

Note: The system will validate the entries and if there is any validation error, system will show status as Processed with Error. On clicking the Edit button against that entry, the nature of validation error can be seen on the top portion of screen.

Dashboard > Returns > Transition Forms > TRAN - 1 > Capital Goods English

Capital Goods(State/UT Tax) - Add ?

Invoice / Document Number

Invoice / Document Date

Supplier's registration no. under existing law

Recipients' registration no. under existing law

Value

Taxes Paid VAT [and Entry Tax]

Total eligible VAT [and Entry Tax] credit under existing law

Total VAT [and Entry Tax] credit availed under existing law

Total VAT [and Entry Tax] credit unavailed under existing law (admissible as ITC of State/UT tax)

You will be directed to the previous page and a message is displayed that Invoice saved successfully.

Dashboard > Returns > Transition Forms > TRAN - 1 > Capital Goods English

Capital Goods - Summary ?

Central Tax State/UT Tax

Save successful. ✕

Processed Invoices

Sr.No	Invoice / Document No	Invoice / Document Date	Supplier's registration no. under existing law	Recipients' registration no. under existing law	Value	Taxes paid VAT [and Entry Tax]	Total eligible VAT [and Entry Tax] credit under existing law	Total VAT [and Entry Tax] credit availed under existing law	Total VAT [and Entry Tax] credit unavailed under existing law (admissible as ITC of State/UT tax)	Actions
1	4533	07/06/2017	45345	DSAA324234	32,423.00	324.00	3,222.00	645.00	2,577.00	

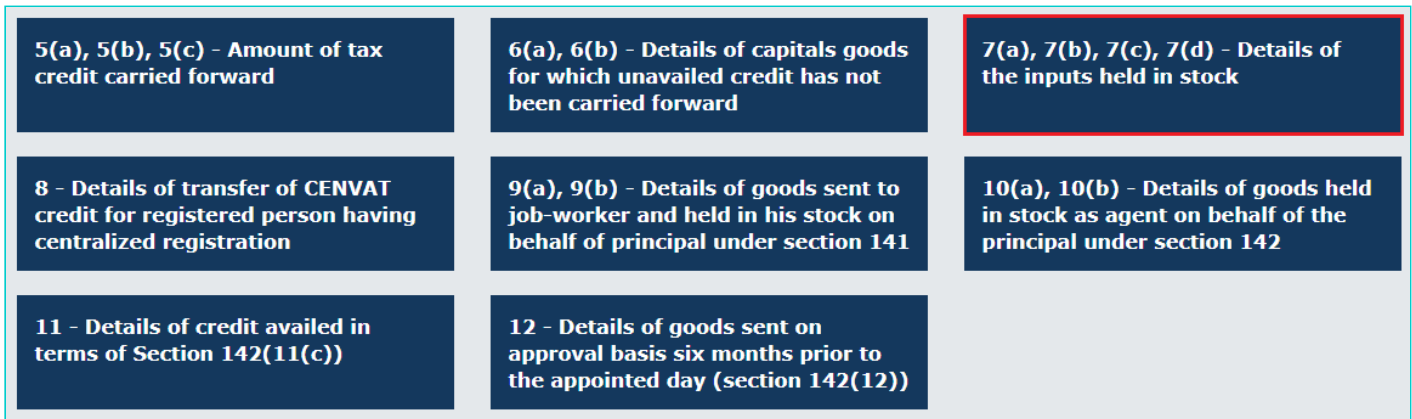
Here, you can also edit/delete the added invoices (under Actions).

13. Click the **BACK** button to go back to the **Transition Forms** page.

7(a), 7(b), 7(c), 7(d) - Details of the inputs held in stock

To provide summary details of the inputs held in stock and furnishing the required information to avail the credit of eligible taxes and duties paid under earlier laws and for which credit is allowable under GST regime, click the tile 7(a), 7(b), 7(d). To provide summary details of tax paid under earlier laws and credit admissible on inputs(goods) and input services received within 30 days (60 days in case of extension) of appointed day in table 7(b), click the tile 7(b).

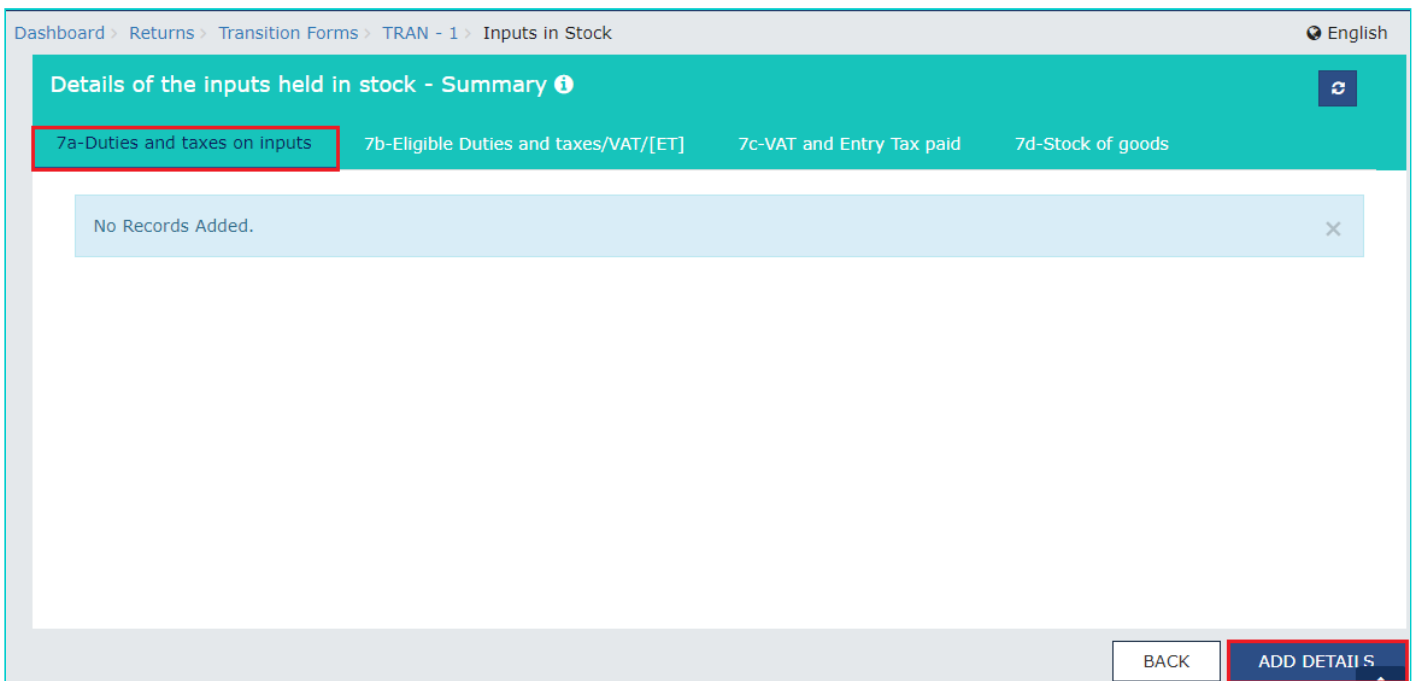
1. Click the **7(a), 7(b), 7(c), 7(d) - Details of the inputs held in stock** tile.



The **Details of the inputs held in stock - Summary** page is displayed.

7a-Duties and taxes on inputs Tab:

2. Click the **7a-Duties and taxes on inputs** tab. Click the **ADD DETAILS** button to add a new invoice.



The **Details of the inputs held in stock (Duties and Taxes) - Add** page is displayed.

3. In the **HSN (as applicable)** field, enter the HSN code of inputs held in stock.

4. In the **Unit** field, enter the unit quantity code of the goods held in stock. 5. In the **Qty.** field, enter the quantity of the goods held in stock.

6. In the **Value** field, enter the total value of the goods held in stock.

7. In the **Eligible Duties paid on such inputs** field, enter the total value of the duties paid, if the inputs are supported with invoices evidencing duty payment.

8. In **Where duty paid invoices are available** select from the drop-down list yes or no.

9. Select **Type of Goods** from the drop-down list

10. Click the **SAVE** button to save the invoice details.

Note: The system will validate the entries and if there is any validation error, system will show status as Processed with Error. On clicking the Edit button against that entry, the nature of validation error can be seen on the top portion of screen.

Dashboard > Returns > Transition Forms > TRAN - 1 > Inputs in Stock English

Details of the inputs held in stock(Duties and Taxes) - Add ⓘ

HSN (As applicable) • Unit • Qty. •

Value • Eligible Duties paid on such inputs • Where duty paid invoices are available •

Type of Goods •

BACK **SAVE**

You will be directed to the previous page and a message is displayed that Invoice saved successfully.



Dashboard > Returns > Transition Forms > TRAN - 1 > Inputs in Stock English

Details of the inputs held in stock - Summary ⓘ

7a-Duties and taxes on inputs 7b-Eligible Duties and taxes/VAT/[ET] 7c-VAT and Entry Tax paid 7d-Stock of goods

Save successful. ✕

Processed Invoices

Sr.No	HSN (As applicable)	Unit	Qty.	Value	Eligible Duties paid on such inputs	Actions
1	334555	KG	40	4,566.00	788.00	 

BACK **ADD DETAILS**

Here, you can also edit/delete the added invoices (under Actions).

11. Click the **BACK** button to go back to the **Transition Forms** page.

7b-Eligible Duties and taxes/VAT/[ET]:

2. Click the **7b-Eligible Duties and taxes/VAT/[ET]** tab. Click the **ADD DETAILS** button to add a new invoice.

Note: You can use 'JSON File Upload' functionality if you have larger number of records. Use Online 'Add Details' functionality for adding lesser records.

Dashboard > Returns > Transition Forms > TRAN - 1 > Inputs in Stock English

Details of the inputs held in stock - Summary ↻

7a-Duties and taxes on inputs **7b-Eligible Duties and taxes/VAT/[ET]** 7c-VAT and Entry Tax paid 7d-Stock of goods

No Records Added. ✕

"Important Note"

Please use '**JSON File Upload**' functionality if you have larger number of records. Use Online '**Add Details**' Functionality for adding lesser records. Use JSON file to upload with file name as your **GSTIN_ID.json**. Your last uploaded file will be securely saved, download facility shall be available in future.

JSON file can be generated from offline excel tool. [Click here](#) to download offline excel tool.

JSON File Upload

No file chosen

The **Details of the inputs held in stock (Eligible Duties and taxes) - Add** page is displayed.

3. In the **Registration no. of supplier/Input Service Distributor** field, enter the registration no. of supplier/Input Service Distributor from which the goods or services has been received. If the input is imported this is not mandatory.
4. In the **Invoice Number** field, enter the invoice number.
5. In **Invoice date** select date of invoice using the calendar.
6. In the **Description** field, enter the description of the goods or services received. .
7. In the **Quantity** field, enter the quantity of the goods related to that invoice/document
8. In the **UQC** field, enter the unit quantity code. This field accepts only three alpha characters. For services a taxpayer may fill oth.
9. In the **Value** field, enter the total value of the goods or services received against that invoice.
10. In the **Eligible duties and taxes (Central Tax)** field, enter the total value of the eligible duties and taxes as per CGST Act, paid on the invoice/document.
11. In the **VAT/[ET]** field, enter the VAT and entry tax paid on that invoice.
12. Select the **Date on which the receipt is entered in recipient's books of account** using the calendar.
13. Click the **SAVE** button to save the invoice details.

Note: The system will validate the entries and if there is any validation error, system will show status as Processed with Error. On clicking the Edit button against that entry, the nature of validation error can be seen on the top portion of screen.

Dashboard > Returns > Transition Forms > TRAN - 1 > Inputs in Stock English

Details of the inputs held in stock(Eligible Duties and Taxes) - Add ?

Registration no. of supplier/Input Service Distributor *	Invoice number *	Invoice date *
<input type="text"/>	<input type="text"/>	<input type="text" value="DD/MM/YYYY"/>
Description *	Quantity *	UQC *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Value *	Eligible duties and taxes (Central Tax) *	VAT/[ET] *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Date on which entered in recipients books of account *		
<input type="text" value="DD/MM/YYYY"/>		

You will be directed to the previous page and a message is displayed that Invoice saved successfully.

Dashboard > Returns > Transition Forms > TRAN - 1 > Inputs in Stock English

Details of the inputs held in stock - Summary ?

7a-Duties and taxes on inputs 7b-Eligible Duties and taxes/VAT/[ET] 7c-VAT and Entry Tax paid 7d-Stock of goods

Save successful. ✕

Processed Invoices

Sr.No	Registration no. of supplier/Input Service Distributor	Invoice number	Invoice date	Description	UQC	Quantity	Value	Eligible duties and taxes (Central Tax)	VAT/[ET]	Date on which entered in recipients books of account	Actions
1	98328HJ281	4444	01/03/2017	Cotton	KG	44	334.00	5,555.00	33.00	12/07/2017	

Here, you can also edit/delete the added invoices (under Actions).

14. Click the **BACK** button to go back to the **Transition Forms** page.

7c-VAT and Entry Tax paid Tab:

2. Click the **7c-VAT and Entry Tax paid** tab. Click the **ADD DETAILS** button to add a new invoice.

Dashboard > Returns > Transition Forms > TRAN - 1 > Inputs in Stock English

Details of the inputs held in stock - Summary 🔄

7a-Duties and taxes on inputs 7b-Eligible Duties and taxes/VAT/[ET] **7c-VAT and Entry Tax paid** 7d-Stock of goods

No Records Added. ✕

The **Details of the VAT and entry tax paid on such inputs held in stock - 7c - Add** page is displayed.

3. In the **Number** field, enter the serial number of the inputs held in stock.
4. In the **Description** field, enter the description of the goods held in stock.
5. In the **Unit** field, enter the unit quantity code.
6. In the **Qty.** field, enter the quantity of the goods held in stock.
7. In the **VAT [and Entry Tax] paid** field, enter the VAT and entry tax paid.
8. Select **Type of Goods** from the drop-down list.
9. In the **Total input tax credit claimed under earlier law** field, enter the total input tax credit claimed under earlier law.
10. In the **Total input tax credit related to exempt sales not claimed under earlier law** field, enter the total input tax credit related to exempt sales not claimed under earlier law.
11. In the **Total Input tax credit admissible as SGST/UTGST** field, enter the total Input tax credit admissible as SGST/UTGST.
12. Click the **SAVE** button to save the invoice details.

Note: The system will validate the entries and if there is any validation error, system will show status as Processed with Error. On clicking the Edit button against that entry, the nature of validation error can be seen on the top portion of screen.

Dashboard > Returns > Transition Forms > TRAN - 1 > Inputs in Stock English

Details of the inputs held in stock - 7c - Add 🔔

Number * <input style="width: 90%; border: 1px solid red;" type="text"/>	Description * <input style="width: 90%; border: 1px solid red;" type="text"/>	Unit * <input style="width: 90%; border: 1px solid red;" type="text"/>
Qty. * <input style="width: 90%; border: 1px solid red;" type="text"/>	Value * <input style="width: 90%; border: 1px solid red;" type="text"/>	VAT [and Entry Tax] paid * <input style="width: 90%; border: 1px solid red;" type="text"/>
Type of Goods * <input style="width: 90%; border: 1px solid red;" type="text" value="Select"/>	Total input tax credit claimed under earlier law * <input style="width: 90%; border: 1px solid red;" type="text"/>	Total input tax credit related to exempt sales not claimed under earlier law * <input style="width: 90%; border: 1px solid red;" type="text"/>
Total Input tax credit admissible as SGST/UTGST * <input style="width: 90%; border: 1px solid red;" type="text"/>		

You will be directed to the previous page and a message is displayed that Invoice saved successfully.

Dashboard > Returns > Transition Forms > TRAN - 1 > Inputs in Stock English

Details of the inputs held in stock - Summary 🔄

7a-Duties and taxes on inputs 7b-Eligible Duties and taxes/VAT/[ET] 7c-VAT and Entry Tax paid 7d-Stock of goods

Save successful. ✕

Processed Invoices

Sr.No	Number	Description	Unit	Qty.	Value	VAT [and Entry Tax] paid	Total input tax credit claimed under earlier law	Total input tax credit related to exempt sales not claimed under earlier law	Total Input tax credit admissible as SGST/UTGST	Actions
1	122	Cotton	KG	22	56,66,666.00	8,888.00	8,888.00	7,777.00	555.00	✎ 🗑

BACK ADD DETAILS ⌵

Here, you can also edit/delete the added invoices (under Actions).

13. Click the **BACK** button to go back to the **Transition Forms** page.

7d-Stock of Goods Tab:

Click the **7d-Stock of Goods** tab. Click the **ADD DETAILS** button to add a new invoice.

Dashboard > Returns > Transition Forms > TRAN - 1 > Inputs in Stock English

Details of the inputs held in stock - Summary 🔄

7a-Duties and taxes on inputs 7b-Eligible Duties and taxes/VAT/[ET] 7c-VAT and Entry Tax paid 7d-Stock of goods

No Records Added. ✕

BACK ADD DETAILS ⌵

The **Details of the inputs held in stock in respect of which tax paying evidence is not available with taxpayer but on which he is eligible for credit in SGST regime - 7d - Add** page is displayed.

3. In the **Number** field, enter the serial number of the good held in stock.

4. In the **Description** field, enter the description of the goods held in stock.

5. In the **Unit** field, enter the unit quantity code of the goods held in stock.
6. In the **Qty.** field, enter the quantity of the goods of the indicated description held in stock.
7. In the **Value** field, enter the total value of the goods of a indicated description held in stock.
8. In the **Tax Paid** field, enter the total tax paid other than VAT(Entry) tax for the goods held in stock.
9. Click the **SAVE** button to save the invoice details.

Note: The system will validate the entries and if there is any validation error, system will show status as Processed with Error. On clicking the **Edit** button against that entry, the nature of validation error can be seen on the top portion of screen.

Dashboard > Returns > Transition Forms > TRAN - 1 > Inputs in Stock English

Details of the inputs held in stock - 7d - Add

Number • Description • Unit •

Qty. • Value • Tax Paid •

You will be directed to the previous page and a message is displayed that Invoice saved successfully.

Dashboard > Returns > Transition Forms > TRAN - 1 > Inputs in Stock English

Details of the inputs held in stock - Summary

7a-Duties and taxes on inputs 7b-Eligible Duties and taxes/VAT/[ET] 7c-VAT and Entry Tax paid 7d-Stock of goods

Save successful.

Processed Invoices

Sr.No	Number	Description	Unit	Qty.	Value	Tax Paid	Actions
1	122	Cotton	KG	22	33,44,444.00	6,666.00	

Here, you can also edit/delete the added invoices (under Actions).

10. Click the **BACK** button to go back to the **Transition Forms** page.

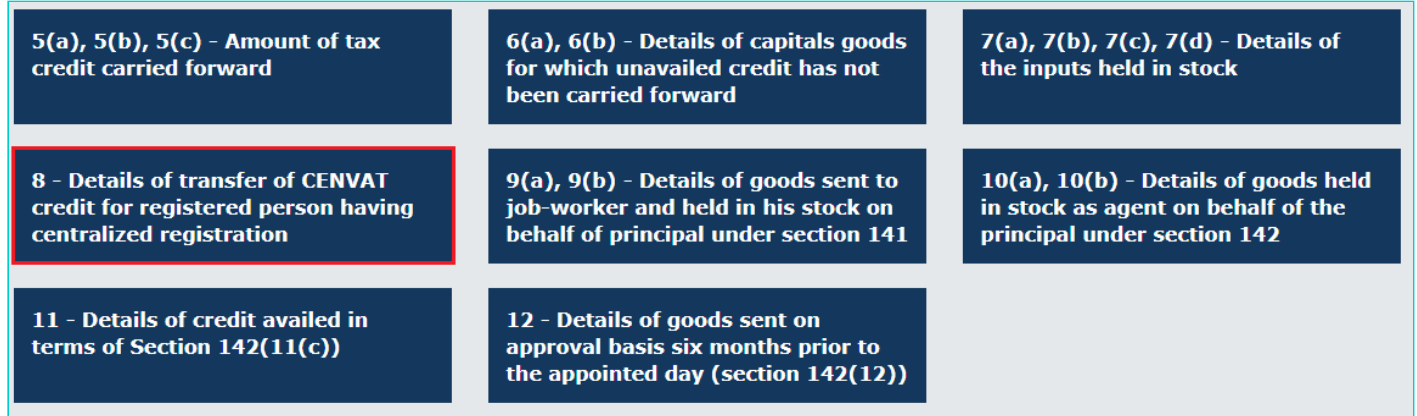
8 - Details of transfer of CENVAT credit for registered person having centralized registration

To provide summary details of transfer/distribution of Central Tax credit claimed in table 5(a) on account of CENVAT credit carried forward in last return for registered person having centralized registration under service tax, perform the following steps:

Note: You are allowed to enter only GSTIN of receivers that have same PAN as the taxpayer furnishing details in TRAN -

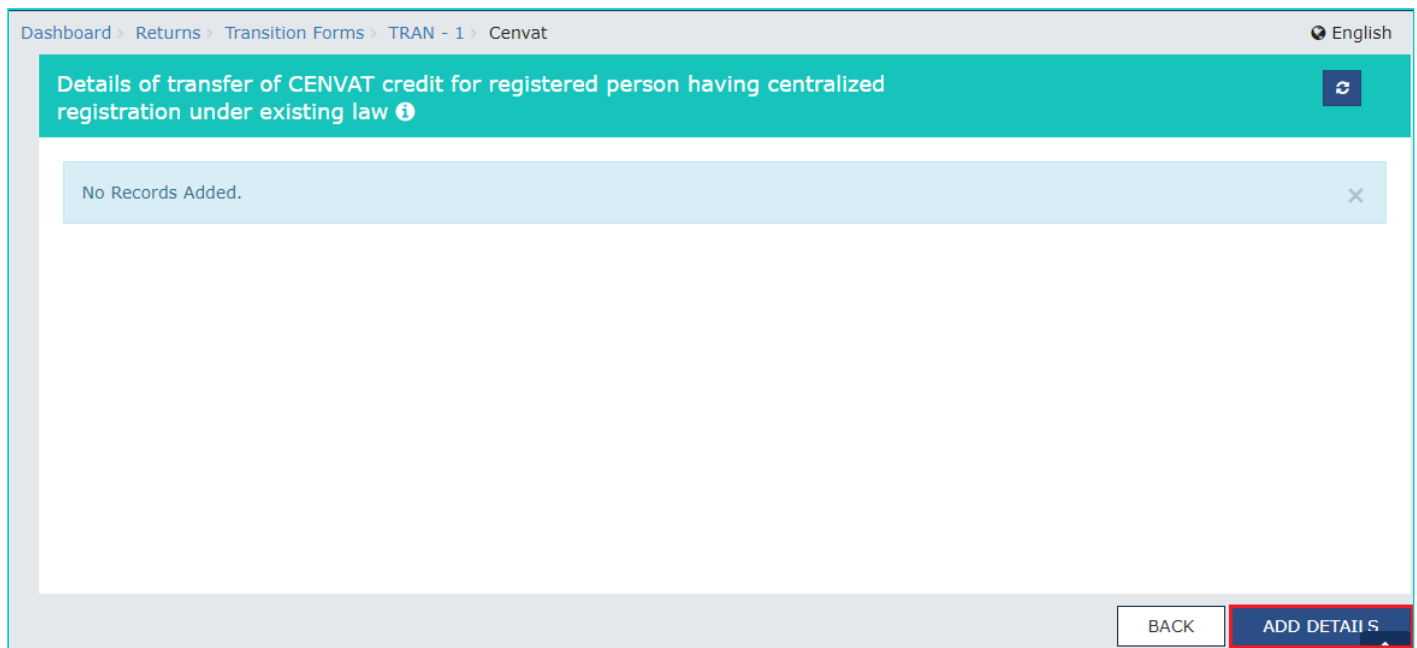
1. The transferred central tax ITC will be posted to the ITC ledger of the recipients.

1. Click the **8 - Details of transfer of CENVAT credit for registered person having centralized registration** tile.



The **Details of transfer of CENVAT credit for registered person having centralized registration under existing law** page is displayed.

2. Click the **ADD DETAILS** button to add a new invoice.



3. In the **Registration no. under existing law (Centralized)** field, enter the registration no. under existing law (Centralized).

4. Select the **Tax period to which the last return filed under the existing law pertains** from the drop-down list.

5. In the **Date of filing of the return** select date of filing of last return as mentioned in serial number 4 using the calendar.

6. In the **Balance eligible CENVAT credit carried forward in the said last return** field, enter the balance eligible CENVAT credit carried forward in the said last return.

7. In the **GSTIN of receivers (same PAN) of ITC of CENTRAL TAX** field, enter the GSTIN of receivers (having same PAN) of ITC of CENTRAL TAX.

8. In the **ITC of CENTRAL TAX transferred** field, enter the ITC of CENTRAL TAX to be transferred.

9. In the **Distribution document /invoice Number** field, enter the Distribution document/invoice Number.

10. Select the **Distribution document /invoice Date** using the calendar.

11. Click the **SAVE** button to save the invoice details.

Note: The system will validate the entries and if there is any validation error, system will show status as Processed with Error. On clicking the Edit button against that entry, the nature of validation error can be seen on the top portion of screen.

Dashboard > Returns > Transition Forms > TRAN - 1 > Cenvat

English

Details of transfer of CENVAT credit for registered person having centralized registration under existing law - Add

Registration no. under existing law (Centralized) •

Tax period to which the last return filed under the existing law pertains •

Date of filing of the return •

Balance eligible CENVAT credit carried forward in the said last return •

GSTIN of receivers (same PAN) of ITC of CENTRAL TAX •

ITC of CENTRAL TAX transferred •

Distribution document /invoice Number •

Distribution document /invoice Date •

BACK SAVE

You will be directed to the previous page and a message is displayed that Invoice saved successfully.



Dashboard > Returns > Transition Forms > TRAN - 1 > Cenvat

English

Details of transfer of CENVAT credit for registered person having centralized registration under existing law

Save successful.

Processed Invoices

Sr.No	Registration no. under existing law (Centralized)	Tax period to which the last return filed under the existing law pertains	Date of filing of the return	Balance eligible CENVAT credit carried forward in the said last return	GSTIN of receivers (same PAN) of ITC of CENTRAL TAX	Distribution document /invoice		ITC of CENTRAL TAX transferred	ACTIONS
						No.	Date		
1	EEE35675321	012017	04/05/2017	5,66,666.00	07ACXPK3463A61B	4444	01/07/2017	777	 

BACK ADD DETAILS

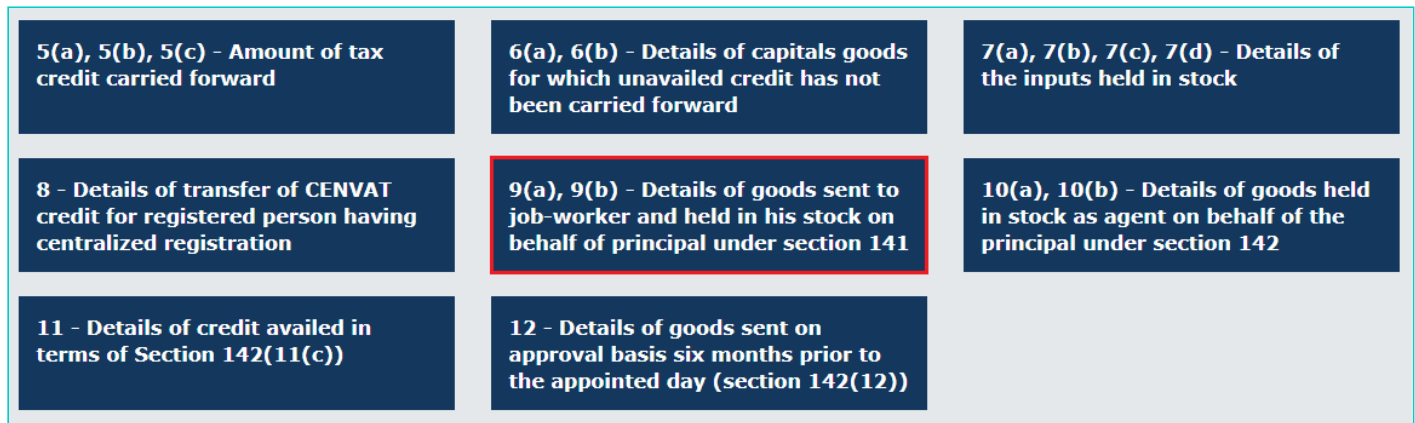
Here, you can also edit/delete the added invoices (under Actions).

12. Click the **BACK** button to go back to the **Transition Forms** page.

9(a), 9(b) - Details of goods sent to job-worker and held in his stock on behalf of principal under section 141

To provide summary details of goods sent to job-worker and held in his stock on behalf of principal (by both job-worker and the principal), perform the following steps:

1. Click the **9(a), 9(b) - Details of goods sent to job-worker and held in his stock on behalf of principal under section 141** tile.

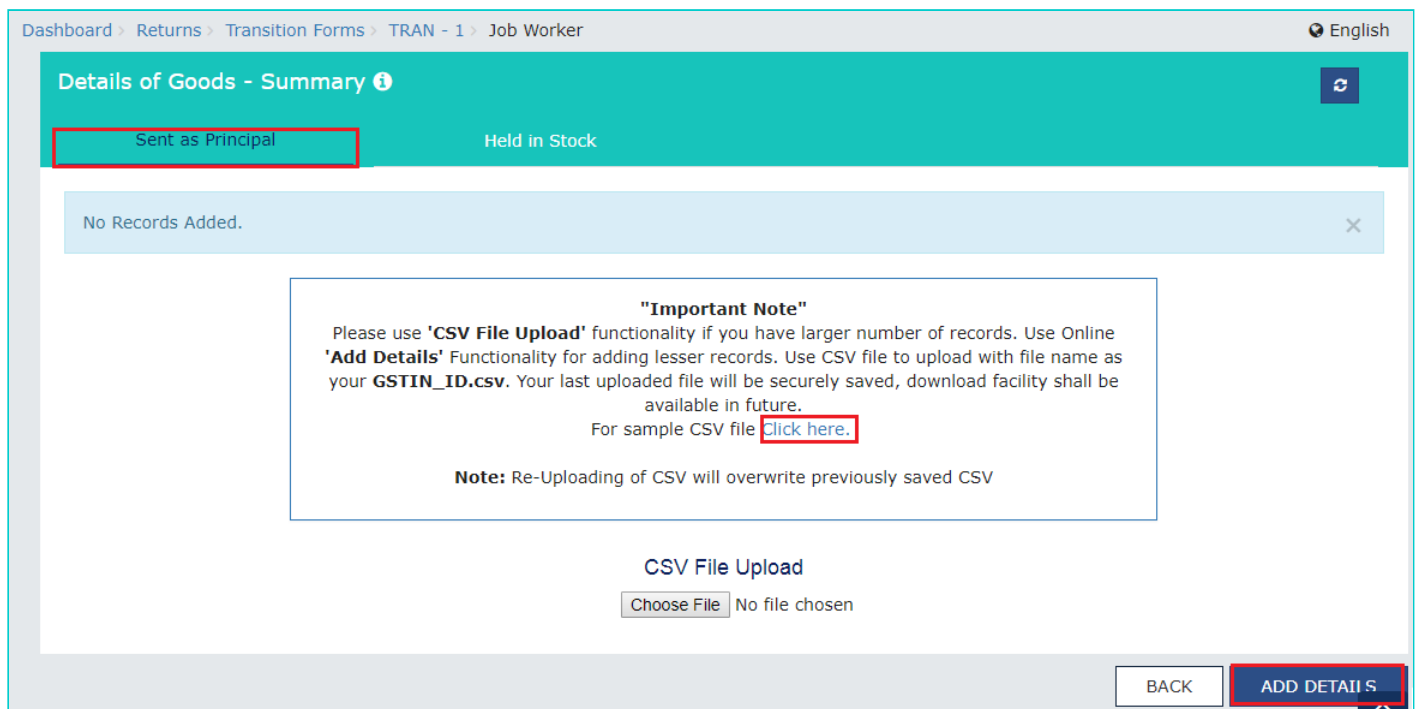


The **Details of Goods - Summary** page is displayed.

Sent as Principal:

2. Click the **Sent as Principal** tab. Click the **ADD DETAILS** button to add details.

Note: You can use 'CSV File Upload' functionality if you have larger number of records. Use Online 'Add Details' functionality for adding lesser records.



The **Details of Goods Sent as Principal - Add** page is displayed.

3. In the **Challan no.** field, enter the challan number.
4. In the **Challan Date** select challan date using the calendar.
5. Select the **Type of goods (inputs/ semi-finished/ finished)** from the drop-down list.
6. In the **GSTIN of Job Worker, if available** field, enter the GSTIN of the job worker.
7. In the **Name of job worker** field, enter the name of the job worker.
8. In the **HSN** field, enter the HSN of the goods with the job-worker.
9. In the **Description** field, enter the description of the goods with the job-worker.
10. In the **Unit** field, enter the unit quantity code of the goods with the job-worker.

11. In the **Quantity** field, enter the quantity of the goods with the job-worker.
12. In the **Value** field, enter the total value of the goods with the job-worker.
13. Click the **ADD ITEM** button to save the item details.

The item details are added. Here, you can also edit/delete the added items (under Actions).

14. Click the **SAVE** button to save the invoice details.

Note: The system will validate the entries and if there is any validation error, system will show status as Processed with Error. On clicking the Edit button against that entry, the nature of validation error can be seen on the top portion of screen.

Dashboard > Returns > Transition Forms > TRAN - 1 > Job Worker English

Details of Goods Sent as Principal - Add ?

Challan no. Challan date Type of goods

GSTIN of Job Worker, if available Name of jobworker

Details of goods with job-worker

HSN Description Unit

Quantity Value

You will be directed to the previous page and a message is displayed that Challan is saved successfully.

Dashboard > Returns > Transition Forms > TRAN - 1 > Job Worker English

Details of Goods - Summary ?

Sent as Principal Held in Stock

Processed Invoices

Sr.No	Challan no.	Challan date	GSTIN of Job Worker, if available	Type of goods	Actions
1	233	01/02/2017		Inputs	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Here, you can also edit/delete the added invoices (under Actions).

15. Click the **BACK** button to go back to the **Transition Forms** page.

Held in Stock Tab:

2. Click the **Held in Stock** tab. Click the **ADD DETAILS** button to add a new invoice.

Note: You can use CSV File Upload' functionality if you have larger number of records. Use Online 'Add Details' functionality for adding lesser records.

Dashboard > Returns > Transition Forms > TRAN - 1 > Job Worker English

Details of Goods - Summary

Sent as Principal **Held in Stock**

No Records Added.

"Important Note"
Please use '**CSV File Upload**' functionality if you have larger number of records. Use Online '**Add Details**' Functionality for adding lesser records. Use CSV file to upload with file name as your **GSTIN_ID.csv**. Your last uploaded file will be securely saved, download facility shall be available in future.
For sample CSV file [Click here.](#)

Note: Re-Uploading of CSV will overwrite previously saved CSV

CSV File Upload
Choose File No file chosen

BACK **ADD DETAILS**

The **Details of Goods Held in Stock by the job-worker - Add** page is displayed.

3. In the **Challan no.** field, enter the challan number.
4. Select the **Challan Date** using the calendar.
5. Select the **Type of goods (inputs/ semi-finished/ finished)** from the drop-down list.
6. In the **GSTIN of Manufacturer** field, enter the GSTIN of the manufacturer.
7. In the **Name of Manufacturer** field, name of the manufacturer will be auto-populated based on GSTIN of Manufacturer entered in serial number 6.
8. In the **HSN** field, enter the HSN of the goods with the job-worker.
9. In the **Description** field, enter the description of the goods with the job-worker.
10. In the **Unit** field, enter the unit quantity code of the goods with the job-worker.
11. In the **Quantity** field, enter the quantity of the goods with the job-worker.
12. In the **Value** field, enter the total value of the goods with the job-worker.
13. Click the **ADD ITEM** button to save the item details.

The item details are added. Here, you can also edit/delete the added items (under Actions).

14. Click the **SAVE** button to save the invoice details.

Note: The system will validate the entries and if there is any validation error, system will show status as Processed with Error. On clicking the Edit button against that entry, the nature of validation error can be seen on the top portion of screen.

Dashboard > Returns > Transition Forms > TRAN - 1 > Job Worker English

Details of Goods Held in Stock - Add ?

Challan no. Challan date Type of goods

GSTIN of Manufacturer Name of Manufacturer

Details of goods with job-worker

HSN Description Unit

Quantity Value

You will be directed to the previous page and a message is displayed that Invoice saved successfully.

Dashboard > Returns > Transition Forms > TRAN - 1 > Job Worker English

Details of Goods - Summary ?

Sent as Principal Held in Stock

Save successful. ✕

Processed Invoices

Sr.No	Challan no.	Challan date	GSTIN of Manufacturer	Type of goods	Actions
1	A333	01/06/2017	07ACXPK3463A61B	Inputs	<input type="button" value="✎"/> <input type="button" value="🗑️"/>

Here, you can also edit/delete the added invoices (under Actions).

15. Click the **BACK** button to go back to the **Transition Forms** page.

10(a), 10(b) - Details of goods held in stock as agent on behalf of the principal under section 142

To provide summary details (by both the agents and the principals) of goods held in stock by agents on behalf of the principal and its admissible ITC to agents, perform the following steps:

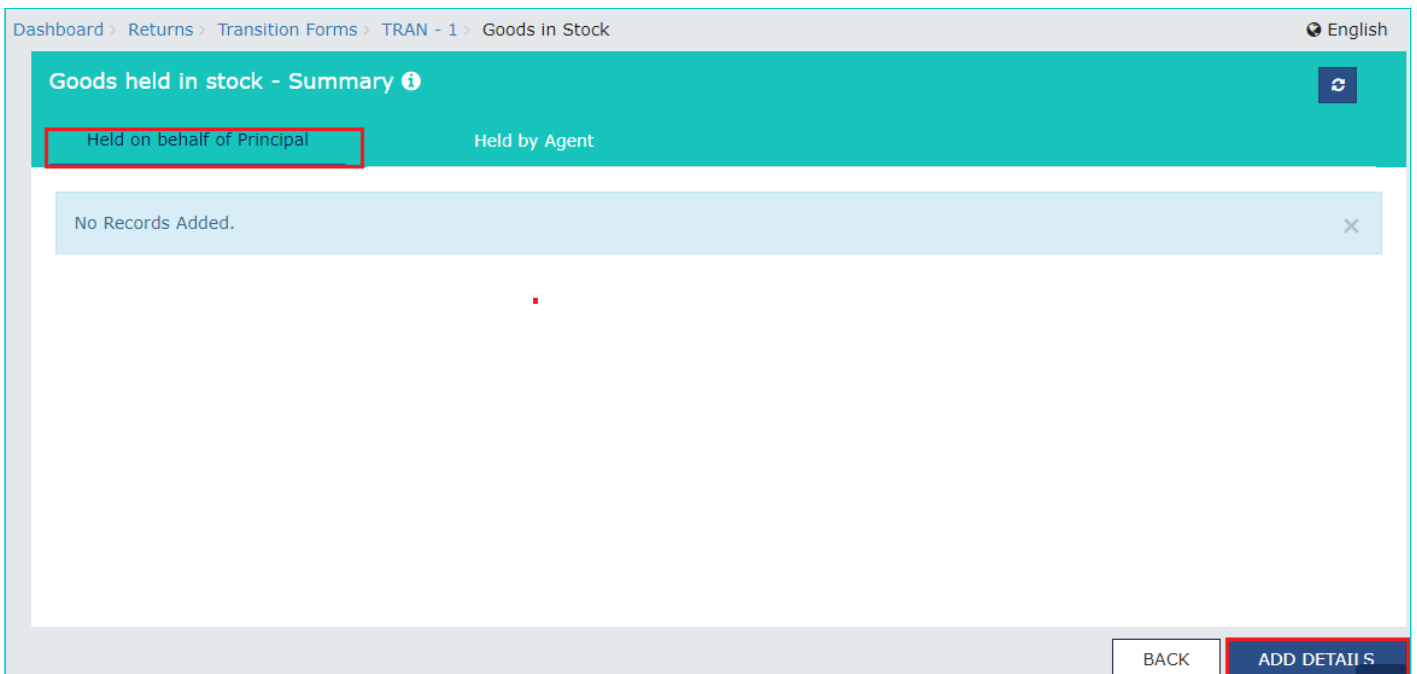
1. Click the **10(a), 10(b) - Details of goods held in stock as agent on behalf of the principal under section 142** tile.

5(a), 5(b), 5(c) - Amount of tax credit carried forward	6(a), 6(b) - Details of capitals goods for which unavailed credit has not been carried forward	7(a), 7(b), 7(c), 7(d) - Details of the inputs held in stock
8 - Details of transfer of CENVAT credit for registered person having centralized registration	9(a), 9(b) - Details of goods sent to job-worker and held in his stock on behalf of principal under section 141	10(a), 10(b) - Details of goods held in stock as agent on behalf of the principal under section 142
11 - Details of credit availed in terms of Section 142(11(c))	12 - Details of goods sent on approval basis six months prior to the appointed day (section 142(12))	

The **Goods held in stock- Summary** page is displayed.

Held on behalf of Principal:

2. Click the **Held on behalf of Principal** tab. Click the **ADD DETAILS** button to add a new invoice.



The **Goods in Stock (Held on behalf of Principal) as declared by Agent - Add** page is displayed.

3. In the **GSTIN of Principal** field, enter the GSTIN of Principal.
4. In the **Description** field, enter the description of the goods held by agent on behalf of Principal.
5. In the **Unit** field, enter the unit quantity code of the goods held on behalf of Principal.
6. In the **Quantity** field, enter the quantity of the goods held on behalf of Principal.
7. In the **Value** field, enter the total value of the goods held on behalf of Principal.
8. In the **Input Tax to be taken** field, enter the input tax to be taken.
9. Click the **ADD ITEM** button to save the item details.

The item details are added. Here, you can also edit/delete the added items (under Actions).

10. Click the **SAVE** button to save the invoice details.

Note: The system will validate the entries and if there is any validation error, system will show status as Processed with Error. On clicking the Edit button against that entry, the nature of validation error can be seen on the top portion of screen.

Dashboard > Returns > Transition Forms > TRAN - 1 > Goods in Stock English

Goods in Stock(Held on behalf of Principal) - Add i

GSTIN of Principal *

Details of goods with Agent

Description *	Unit *	Quantity *
Value *	Input Tax to be taken *	

You will be directed to the previous page and a message is displayed that Invoice saved successfully.

Dashboard > Returns > Transition Forms > TRAN - 1 > Goods in Stock English

Goods held in stock - Summary i

Held on behalf of Principal
Held by Agent
↻

Save successful.
✕

Processed Invoices

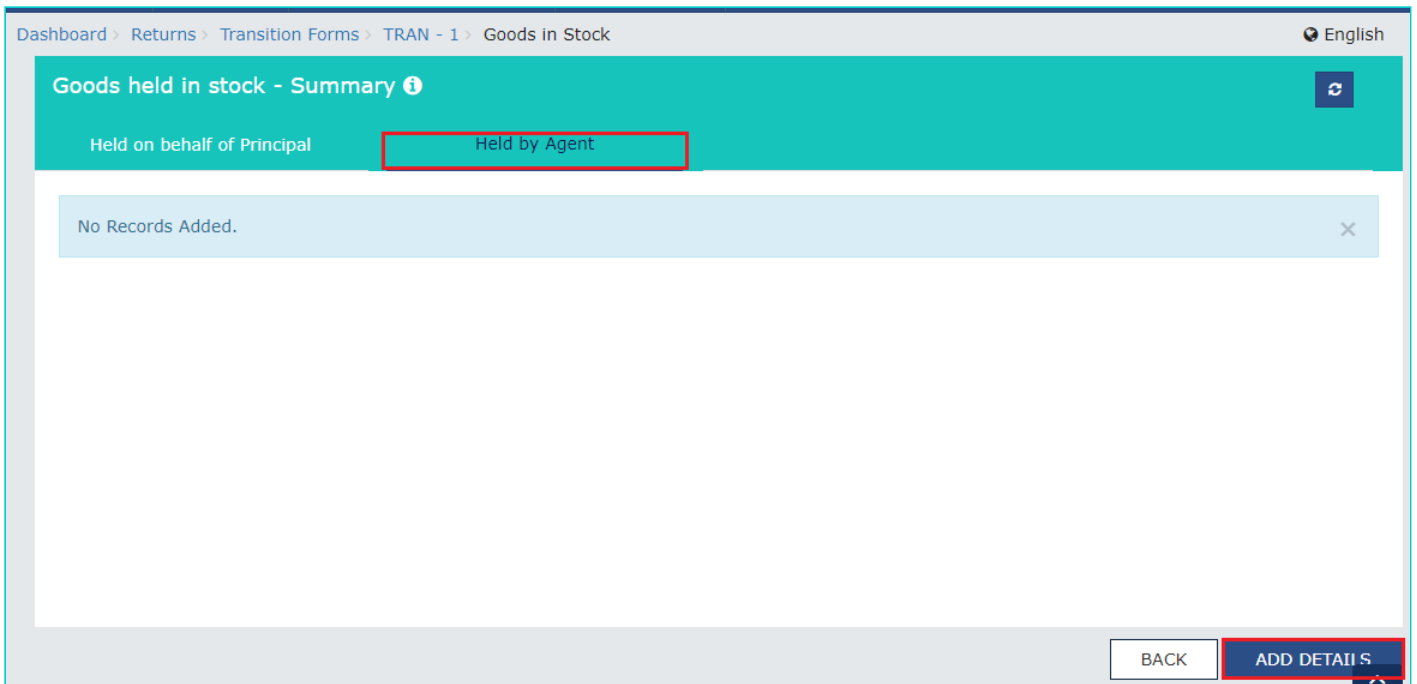
Sr.No	GSTIN of Principal	Actions
1	07ACXPK3463A61B	<div style="display: flex; gap: 5px;"> <div style="border: 1px solid red; padding: 2px;">✎</div> <div style="border: 1px solid red; padding: 2px;">✖</div> </div>

Here, you can also edit/delete the added invoices (under Actions).

11. Click the **BACK** button to go back to the **Transition Forms** page.

Held by Agent:

2. Click the **Held by Agent** tab. Click the **ADD DETAILS** button to add a new invoice.



The **Goods in Stock (Held by Agent) as declared by Principal - Add** page is displayed.

3. In the **GSTIN of Agent** field, enter the GSTIN of the agent.
4. In the **Description** field, enter the description of the goods held by agent.
5. In the **Unit** field, enter the unit of the goods held by agent.
6. In the **Quantity** field, enter the quantity of the goods held by agent.
7. In the **Value** field, enter the total value of the goods held by agent.
8. In the **Input Tax to be taken** field, enter the input tax to be taken.
9. Click the **ADD ITEM** button to save the item details.

The item details are added. Here, you can also edit/delete the added items (under Actions).

10. Click the **SAVE** button to save the invoice details.

Note: The system will validate the entries and if there is any validation error, system will show status as Processed with Error. On clicking the Edit button against that entry, the nature of validation error can be seen on the top portion of screen.

You will be directed to the previous page and a message is displayed that Invoice saved successfully.

Dashboard > Returns > Transition Forms > TRAN - 1 > Goods in Stock English

Goods held in stock - Summary ↻

Held on behalf of Principal Held by Agent

Save successful. ✕

Processed Invoices

Sr.No	GSTIN of Agent	Actions
1	07ACXPK3463A61B	<div style="display: flex; justify-content: center; gap: 10px;"> ✎ ✖ </div>

BACK
ADD DETAILS

Here, you can also edit/delete the added invoices (under Actions).

11. Click the **BACK** button to go back to the **Transition Forms** page.

11 - Details of credit availed in terms of Section 142

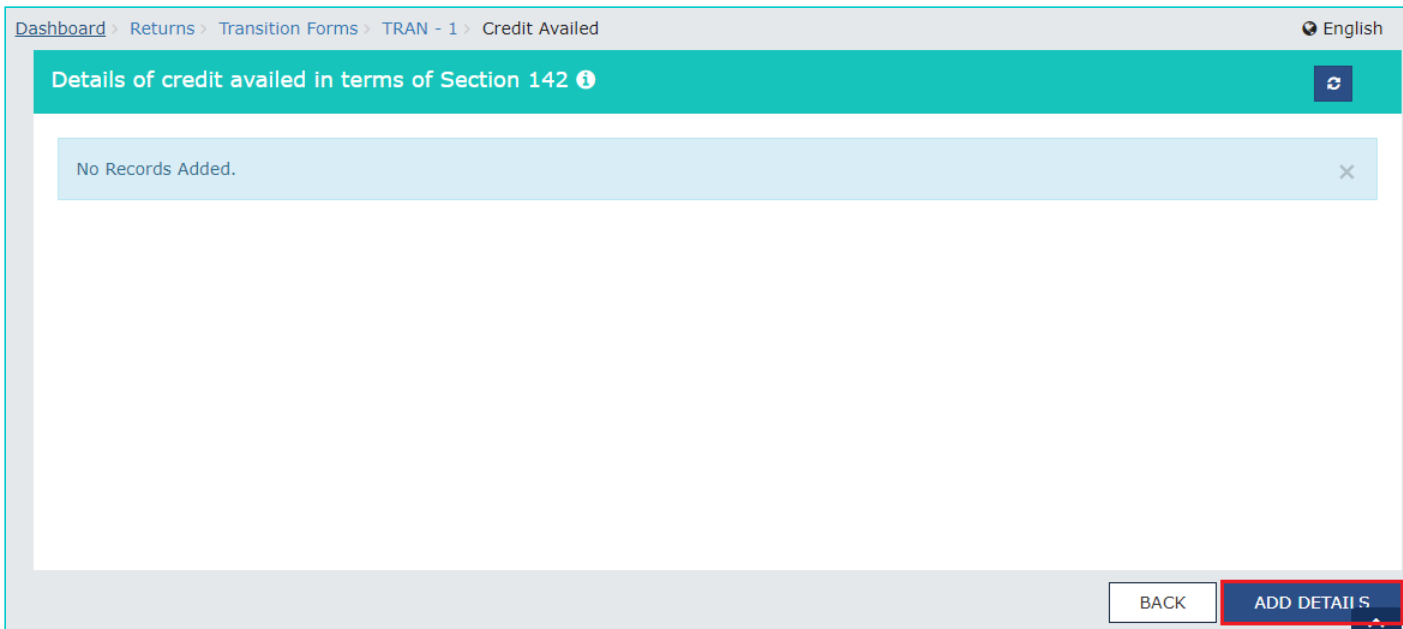
To provide summary details of transition credit availed on transaction subject to both service tax and VAT on which tax has been paid under earlier laws and are also taxable under GST, perform the following steps:

1. Click the **11 - Details of credit availed in terms of Section 142(11(c))** tile.

5(a), 5(b), 5(c) - Amount of tax credit carried forward	6(a), 6(b) - Details of capitals goods for which unavailed credit has not been carried forward	7(a), 7(b), 7(c), 7(d) - Details of the inputs held in stock
8 - Details of transfer of CENVAT credit for registered person having centralized registration	9(a), 9(b) - Details of goods sent to job-worker and held in his stock on behalf of principal under section 141	10(a), 10(b) - Details of goods held in stock as agent on behalf of the principal under section 142
11 - Details of credit availed in terms of Section 142(11(c))	12 - Details of goods sent on approval basis six months prior to the appointed day (section 142(12))	

The **Details of credit availed in terms of Section 142** page is displayed.

2. Click the **ADD DETAILS** button to add a new invoice.



The **Details of credit availed in terms of Section 142 - Add** page is displayed.

3. In the **Registration No of VAT** field, enter the registration number of VAT.
4. In the **Service Tax Registration No.** field, enter the Service Tax Registration number.
5. In the **Invoice/document no.** field, enter the Invoice/document number.
6. In the **Invoice/ document date** select date of invoice/documents using the calendar.
7. In the **Tax Paid** field, enter the service tax and VAT tax which has been paid.
8. In the **Service Tax paid as Central Tax Credit** field, enter the service tax paid taken as Central Tax Credit.
9. In the **VAT paid Taken as State Tax/ UT Tax Credit** field, enter the VAT paid which is taken as State Tax/ UT Tax Credit.
10. Click the **SAVE** button to save the invoice details.

Note: The system will validate the entries and if there is any validation error, system will show status as Processed with Error. On clicking the Edit button against that entry, the nature of validation error can be seen on the top portion of screen.

Dashboard > Returns > Transition Forms > TRAN - 1 > Credit Availed English

Details of credit availed in terms of Section 142 - Add ⓘ

Registration No of VAT •

Service Tax Registration No. •

Invoice/document no. •

Invoice/ document date •


Tax Paid •

Service Tax paid as Central Tax Credit •

VAT paid Taken as State Tax/ UT Tax Credit •

BACK SAVE

You will be directed to the previous page and a message is displayed that Invoice saved successfully.

Details of credit availed in terms of Section 142 Save successful. 

Processed Invoices

Sr.No	Registration No of VAT	Service Tax Registration No.	Invoice/document no	Invoice/document date	Tax Paid	VAT paid Taken as State Tax/ UT Tax Credit	Service Tax paid as Central Tax Credit	Actions
1	5327652176213	98328HJ281	R444	01/03/2017	4,44,444.00	45,666.00	6,666.00	 

BACK

ADD DETAILS 

Here, you can also edit/delete the added invoices (under Actions).

11. Click the **BACK** button to go back to the **Transition Forms** page.

12 - Details of goods sent on approval basis six months prior to the appointed day

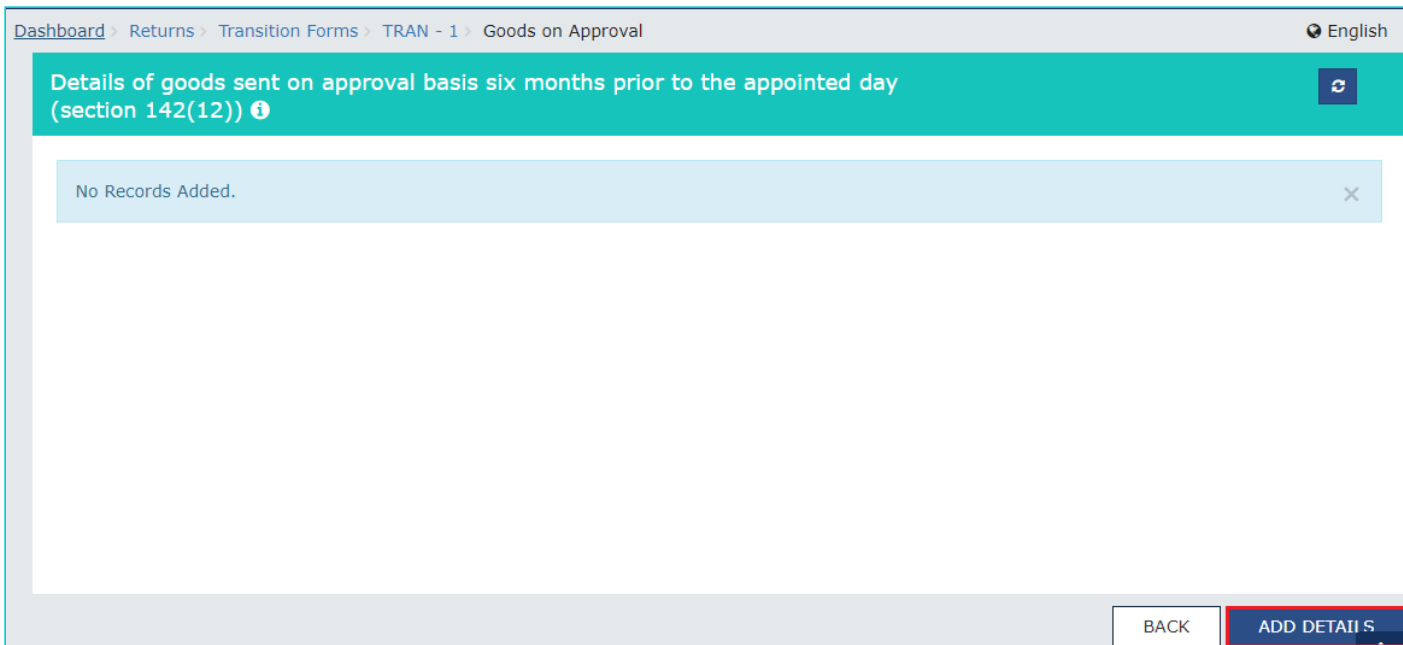
To provide summary details of goods sent on approval basis six months prior to the appointed day, perform the following steps:

1. Click the **12 - Details of goods sent on approval basis six months prior to the appointed day** tile.

5(a), 5(b), 5(c) - Amount of tax credit carried forward	6(a), 6(b) - Details of capitals goods for which unavailed credit has not been carried forward	7(a), 7(b), 7(c), 7(d) - Details of the inputs held in stock
8 - Details of transfer of CENVAT credit for registered person having centralized registration	9(a), 9(b) - Details of goods sent to job-worker and held in his stock on behalf of principal under section 141	10(a), 10(b) - Details of goods held in stock as agent on behalf of the principal under section 142
11 - Details of credit availed in terms of Section 142(11(c))	12 - Details of goods sent on approval basis six months prior to the appointed day (section 142(12))	

The **Details of goods sent on approval basis six months prior to the appointed day (section 142(12))** page is displayed.

2. Click the **ADD DETAILS** button to add a new invoice.



The **Details of goods sent on approval basis six months prior to the appointed day - Add** page is displayed.

3. In the **Document no.** field, enter the document number.
4. In the **Document Date** select date of documents no. using the calendar.
5. In the **GSTIN no. of recipient, (if applicable)** field, enter the GSTIN number of recipient, (if applicable).
6. In the **Name of recipient** field, enter the name of recipient.
7. In the **Address of recipient** field, enter the address of recipient.
8. In the **HSN** field, enter the HSN.
9. In the **Description** field, enter the description of the goods.
10. In the **Unit** field, enter the unit quantity code of the goods.
11. In the **Quantity** field, enter the quantity of the goods.
12. In the **Value** field, enter the total value of the goods.
13. Click the **ADD ITEM** button to save the item details.


The item details are added. Here, you can also edit/delete the added items (under Actions).

14. Click the **SAVE** button to save the invoice details.

Note: The system will validate the entries and if there is any validation error, system will show status as Processed with Error. On clicking the Edit button against that entry, the nature of validation error can be seen on the top portion of screen.

Dashboard > Returns > Transition Forms > TRAN - 1 > Goods on Approval English

Details of goods sent on approval basis six months prior to the appointed day - Add

Document no. • Document date •  GSTIN no. of recipient, (if applicable)

Name of recipient • Address of recipient •


Details of goods sent on approval basis


HSN • Description • Unit •

Quantity • Value •



You will be directed to the previous page and a message is displayed that Invoice saved successfully.

Dashboard > Returns > Transition Forms > TRAN - 1 > Goods on Approval English

Details of goods sent on approval basis six months prior to the appointed day (section 142) 

Save successful. 

Processed Invoices

Document no.	Document date	GSTIN no. of recipient, (if applicable)	Name of recipient	Address of recipient	Actions
A2333	02/06/2017		Ravi ranjan	Pride Pristine Layout	 

Here, you can also edit/delete the added invoices (under Actions).

15. Click the **BACK** button to go back to the **Transition Forms** page.

3. Submit TRAN - 1 to freeze data

5. Scroll down the page and click the **SUBMIT** button to freeze the TRAN - 1.

Please note that after submit, no modification is possible. Hence ensure that details are filled correctly before clicking on Submit button.

Transition Forms

TRAN - 1

TRAN - 2

TRAN - 3

TRAN - 1 - Transitional ITC / Stock Statement

GSTIN - 18AAAAS0300A1ZG

Legal Name - GAMSENG N SANGMA

Trade Name -

Status - Not Filed

Whether all the returns required under existing law for the period of six months immediately preceding the appointed date have been furnished *

Yes

Note: Use CSV template & Upload functionality if you have large number of records in 5B, 9A and 9B.
Use Excel Macro Tool & Upload functionality if you have large number of records in 6A, 6B and 7B.

5(a), 5(b), 5(c) - Amount of tax credit carried forward

6(a), 6(b) - Details of capitals goods for which unavailed credit has not been carried forward

7(a), 7(b), 7(c), 7(d) - Details of the inputs held in stock

8 - Details of transfer of CENVAT credit for registered person having centralized registration

9(a), 9(b) - Details of goods sent to job-worker and held in his stock on behalf of principal under section 141

10(a), 10(b) - Details of goods held in stock as agent on behalf of the principal under section 142

11 - Details of credit availed in terms of Section 142(11(c))

12 - Details of goods sent on approval basis six months prior to the appointed day (section 142(12))

Important Message

Once you fill the details in relevant Tables, please save the Form. Please **correct any errors** occurred during save before proceeding to submit. Please be informed that once "Submit" button is clicked, **no modification will be allowed**. Entries with respect to transitional credit declared in TRAN-1 will get reflected in the electronic credit ledger.


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.

SUBMIT

FILE WITH DSC

FILE WITH EVC

6. Click the **PROCEED** button to submit the TRAN - 1.



Warning

Are you sure, you want to continue?

CANCEL
PROCEED

9. A success message is displayed at the top of the page. Once you submit the data, data is frozen and you cannot change any fields.

Status of the TRAN - 1 - Transitional ITC / Stock Statement is changed from "Not filed" to "Submitted".

On successful Submit of TRAN - 1, the transition credit claimed in the details provided would be posted to Electronic Credit Ledger. However, it can be utilised only after signed filing of TRAN 1.

Note: Balance in Electronic Credit Ledger is not sufficient to adjust downward revision of the credit claimed. You can file the Form, once sufficient credit balance is available. Functionality to revise TRAN-1 form without sufficient credit balance is being developed and will be available soon. Intimation shall be available in News and Update section.

Dashboard > Returns > Transition Forms > TRAN - 1 English

Transition Forms

TRAN - 1 TRAN - 2 TRAN - 3

TRAN - 1 - Transitional ITC / Stock Statement

GSTIN - 18AAAAS0300A1ZG Legal Name - GAMSENG N SANGMA Trade Name -
Status - Submitted

Whether all the returns required under existing law for the period of six months immediately preceding the appointed date have been furnished*

Note: Use CSV template & Upload functionality if you have large number of records in 5B, 9A and 9B.
Use Excel Macro Tool & Upload functionality if you have large number of records in 6A, 6B and 7B.

5(a), 5(b), 5(c) - Amount of tax credit carried forward	6(a), 6(b) - Details of capitals goods for which unavailed credit has not been carried forward	7(a), 7(b), 7(c), 7(d) - Details of the inputs held in stock
8 - Details of transfer of CENVAT credit for registered person having centralized registration	9(a), 9(b) - Details of goods sent to job-worker and held in his stock on behalf of principal under section 141	10(a), 10(b) - Details of goods held in stock as agent on behalf of the principal under section 142
11 - Details of credit availed in terms of Section 142(11(c))	12 - Details of goods sent on approval basis six months prior to the appointed day (section 142(12))	

Important Message

Once you fill the details in relevant Tables, please save the Form. Please **correct any errors** occurred during save before proceeding to submit. Please be informed that once **"Submit"** button is clicked, **no modification will be allowed**. Entries with respect to transitional credit declared in TRAN-1 will get reflected in the electronic credit ledger.

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.

4. File TRAN - 1 with DSC or EVC

10. Select the checkbox for declaration.
11. From the **Authorised Signatory** drop-down list, select the authorized signatory.
12. Click the **FILE WITH DSC** or **FILE WITH EVC** button.

Transition Forms

TRAN - 1

TRAN - 2

TRAN - 3

TRAN - 1 - Transitional ITC / Stock Statement

GSTIN - 18AAAAS0300A1ZG

Legal Name - GAMSENG N SANGMA

Trade Name -

Status - Submitted

Whether all the returns required under existing law for the period of six months immediately preceding the appointed date have been furnished *

Yes

Note: Use CSV template & Upload functionality if you have large number of records in 5B, 9A and 9B.
Use Excel Macro Tool & Upload functionality if you have large number of records in 6A, 6B and 7B.

5(a), 5(b), 5(c) - Amount of tax credit carried forward**6(a), 6(b) - Details of capitals goods for which unavailed credit has not been carried forward****7(a), 7(b), 7(c), 7(d) - Details of the inputs held in stock****8 - Details of transfer of CENVAT credit for registered person having centralized registration****9(a), 9(b) - Details of goods sent to job-worker and held in his stock on behalf of principal under section 141****10(a), 10(b) - Details of goods held in stock as agent on behalf of the principal under section 142****11 - Details of credit availed in terms of Section 142(11(c))****12 - Details of goods sent on approval basis six months prior to the appointed day (section 142(12))**

Important Message

Once you fill the details in relevant Tables, please save the Form. Please **correct any errors** occurred during save before proceeding to submit. Please be informed that once "Submit" button is clicked, **no modification will be allowed**. Entries with respect to transitional credit declared in TRAN-1 will get reflected in the electronic credit ledger.

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

SUBMIT

FILE WITH DSC

FILE WITH EVC

FILE WITH DSC:a. Click the **PROCEED** button.**Warning**

You are about to file TRAN - 1 of 18GDDPS5160P3ZP. Would you like to proceed? No changes can be made in this return after filing.

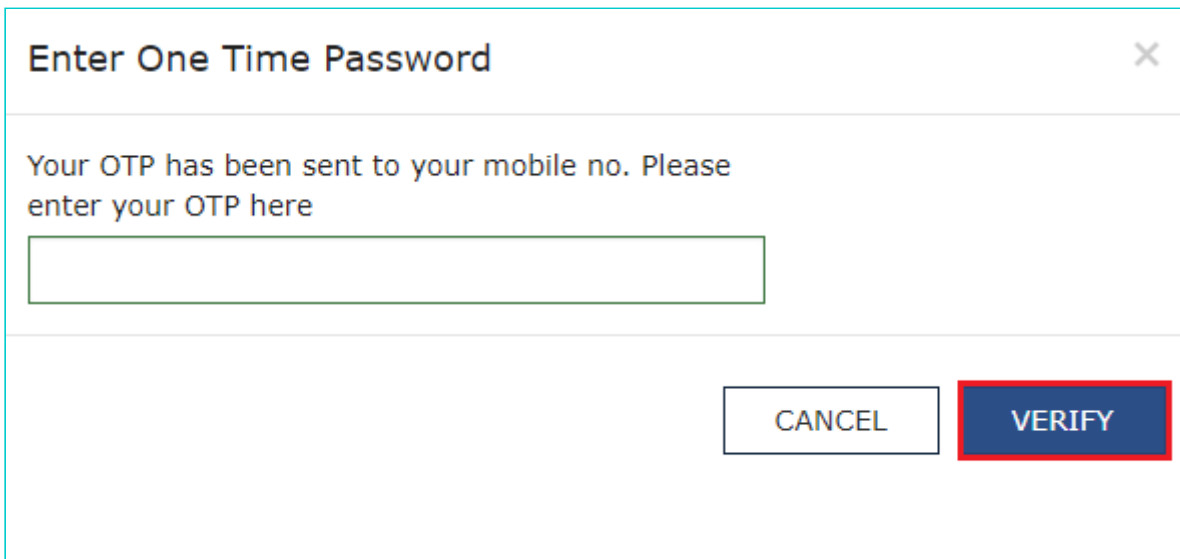
CANCEL

PROCEED

b. Select the certificate and click the **SIGN** button.

FILE WITH EVC:

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



Enter One Time Password

Your OTP has been sent to your mobile no. Please enter your OTP here

CANCEL VERIFY

13. The success message is displayed and acknowledgement is generated. Click the **OK** button.

14. Scroll down the page and click the **Back** button.

15. Click the **Services > Returns > Transition Forms** command.

Status of the TRAN - 1 changes from "Submitted" to "Filed".

Credit claimed in TRAN - 1 gets credited to the taxpayer's credit ledger on successful filing of the form. The ITC posted in Electronic Credit Ledger, post successful filing, can be used to offset liabilities of GSTR-3B (July 2017) or any other subsequent returns.