



JAN 2013

# CST Statutory Form – F Form

User manual for Dealers















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### F Form



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### Introduction to User Manual

This manual is the primary reference for **CST Statutory Form** –**F Form**: **Dealer Module**. The purpose of this manual is to introduce the system to the new user and to provide sufficient details so that as users progress through the manual they gain a full understanding of the application.

The manual is organized overall to flow from a general to a specific perspective. The purpose being that as one reads through this manual he will be able to develop a conceptual framework. Also, whenever any terminology has been borrowed from the application, it has been marked in bold.

#### **Intended Audience**

This manual is prepared for the citizens of Karnataka State to guide them in filing the F Form as per the CST Act.

#### **URL**

| Citizens     | http://ctax.kar.nic.in/     |
|--------------|-----------------------------|
| KGSC Website | http://www.kgsc.kar.nic.in/ |

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# List of Abbreviations

| Abbreviation | Expanded Form                               |
|--------------|---------------------------------------------|
| CST          | Central Sales Tax                           |
| CTD          | Commercial Taxes Department                 |
| сто          | Commercial Tax Officer                      |
| DVO          | Divisional VAT Office                       |
| INV          | Invoice                                     |
| KGSC         | Karnataka Guarantee of Services to Citizens |
| LVO          | Local VAT Office                            |
| NIC          | National Informatics Department             |
| SPB          | Self-Purchase Bill.                         |
| TIN          | Tax Identification Number                   |
| URD          | Unregistered Dealer                         |
| VAT          | Value Added Tax                             |
| VSO          | VAT Sub Office                              |
|              |                                             |





### 1 CST Statutory Form

**CST (Central Sales Tax) Statutory Forms** is filed by dealers who are having Inter State business/trade, export businesses, persons transferring stock from one state to the other, etc. Hence, such dealers are required to be registered under the CST Act and the payment of the Central Sales Tax is made by the dealer on the goods sold by him in the course of Inter State business/trade.

If a dealer has places of business in different States, he/she should be registered in each State. However, if the dealer has more than one place of business within the same State, he/she should be registered in that State with additional places of business mentioned in the registration certificate.

While registering under the CST Act, the dealer must ensure that all the goods, he/she are dealing with should be mentioned in the form under the CST Act. For addition of new goods, the dealer can request for amendment.

All the registered dealers are given a unique identity through which they can upload the transaction details. The access is controlled by a User name and password assigned to each dealer. A user friendly uploading screen is designed for use by dealers. The screen captures vital details of each transaction like details of buyer, value of transaction, name of commodity etc. On uploading the data, the data is saved and a unique number is generated for each transaction.

#### **1.1 F Form**

F-Form is filed by dealers who transport goods from one state to the other (transfer of stock). Thus, those dealers who are having interstate transportation of goods should be registered under the CST Act and the dealer should file F Form on a monthly basis for the goods transported by him from one state to the other.

As per the KGSC Act, the citizens are entitled to receive the approval for F Form within 10 days from the date of submission. The citizens also have the provision for filing an appeal to the competent officer in case if the request is rejected by the designated officer. Information on the KGSC Act is available in the KGSC website.

On submitting the F Form an acknowledgement slip will be generated. The acknowledgement slip will have the acknowledgement number and the GSC number with the help of which you can track the status of your submission. With the help of the Ack number you can track the status of F Form using the Status option available in the e-CST Forms menu of the VAT e-Filing system. The GSC number generated at the time of submission enables you to track the status of your request in the KGSC system and also through the GSC mobile status tracking facility, by sending an SMS 'GSC <GSC Number>' to 9212357123/9243355223.

On approval by the officer, the approved F Form will be available in the VAT e-Filing system which can be printed by the dealers. The dealer can view and print the approved F Form using the Print option in the e-CST Forms menu of the VAT e-Filing system. The F Form will be available in a set of three copies (Original, Duplicate and Counterfoil).





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### 2 Login

#### • Getting Login Account

The dealers are provided a username and password when he/she are registered under the CST Act. However those dealers who do not have a username and password will have to request the concerned Local VAT office (LVO) or VAT Sub office (VSO) for an account in VAT e-filing system by submitting an application to the jurisdictional LVO/VSO. After processing, the jurisdictional LVO/VSO will provide the user name and Password. In case you have already obtained the username and password for other purposes, you may use the same user name and password for filing the F Form. It is important to maintain the user name and password securely and confidentially so as to avoid the misuse of the same. Also, it is recommended to change your password at every 30-45 days.

#### First time Logging in

1. Open the CTD website and click on **VAT e-Filing System** (Refer Figure 1: CTD website home page). The login page of the e-Filing System displays (Refer Figure 2: VAT e-Filing system - Login page).



Figure 1: CTD website home page

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Figure 2: VAT e-Filing system - Login page

2. When you login for the first time into the system successfully using the user name and password provided by the department, the following screen displays (Refer Figure 3: First time Login home page).



Figure 3: First time Login home page

3. Click the Next button. A new screen requesting you to enter your contact information displays (Refer Figure 4: Dealers Contact Information page).









Figure 4: Dealers Contact Information page

4. Enter all the relevant contact information in appropriate fields, and click the **Next** button (Refer Figure 4: Dealers Contact Information page). The Creation of New Username Module page displays.



Figure 5: Creation of New Username module page

5. Enter the username and password of your choice in their respective boxes in the Creation of New Username Module page and then click the **Create** button (Refer Figure 5: Creation of New Username module page). The system generates the new username and password, if the username does not already exist. Once the Sign In process is complete, you are directed to the e-Filing system Main Page (Refer Figure 6: e-Filing system main page).

The e-CST Forms module has the following sub modules:

- New Entry
- Upload XML/ZIP file
- Update and Submit
- Cancel





#### Regular Logging In

- 1. Open the CTD website and click on **VAT e-Filing System** (Refer Figure 1: CTD website home page). The login page of the e-Filing System will be displayed (Refer Figure 2: VAT e-Filing system Login page).
- 2. Enter your user name and password provided by the CTD in appropriate fields and then click the **Login** button (Refer Figure 2: VAT e-Filing system Login page). The main page of the e-Filing system will be displayed (Refer Figure 6: e-Filing system main page).



Figure 6: e-Filing system main page

#### Note:

- 1. When you enter the contact information, the contact person's name should start with a capital letter.
- 2. The password should be of at least 8 characters with a combination of alphabets (A-Z/a-z), numerals (0-9) and special characters (@, #, \$, %, &, \*, ^).
- 3. Keep your User Name and Password securely. Do not share it with anybody. Ensure that only authorized person uses this to work on e-Filing System.
- 4. Change your password regularly, at least once in 30-45 days and maintain/remember the password.
- 5. Remember to Sign Out/Log Out of the system after completion of your work.

#### Other Notes:

- 1. All fields marked in \* are mandatory.
- 2. To log out of the e-Filing System, click **Sign Out** at the top right hand side of any page.
- 3. To go to the main page of the e-Filing System, click **Main Page** at the top left hand side of any page.
- 4. Click the **Exit** button in any page to exit from the respective page.
- 5. Enter the date in the dd/mm/yyyy format.







### F Form - New Entry

1. In the main page of the VAT e-Filing system, hover the cursor over e-CST Forms and select Request Entry option from the dropdown list. The CST Statutory Forms - Entry Form page displays (Refer Figure 8: CST Entry Form).

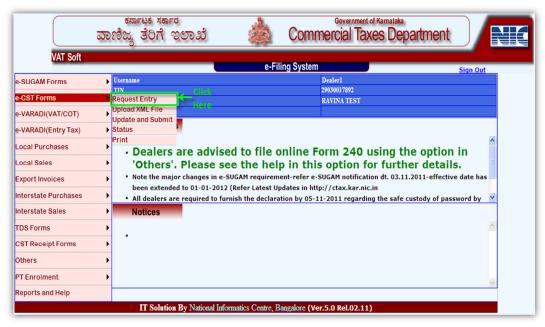


Figure 7: e-CST Forms - Request Entry



Figure 8: CST Entry Form

2. In the screen as shown in Figure 8: CST Entry Form, click the Select Form drop down list, select F Form and then click the Next button. The CST Statutory Forms – Entry Form (F Form) displays (Refer Figure 9: F-Form – CST Statutory Entry Form).







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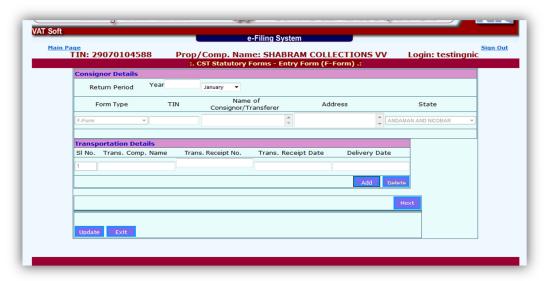


Figure 9: F-Form - CST Statutory Entry Form

3. Enter the details of the consignor(name of the person to whom the stock is transferred) in the Consignor Details section of the entry form and enter the details of transportation of goods (stock) in the Transportation Details section. Multiple Transportation Details can be entered. Click the Next button (Refer Figure 9: F-Form – CST Statutory Entry Form). The Invoice or challan or other document details section is displayed (Refer Figure 10: F Form - Invoice/Challan Details section)

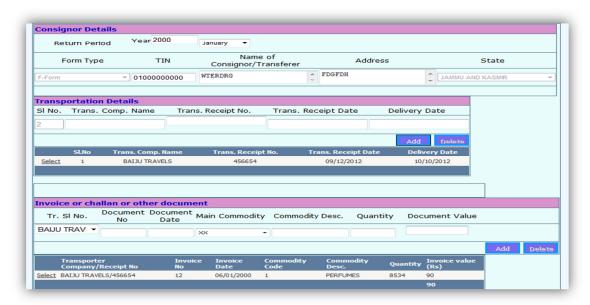


Figure 10: F Form - Invoice/Challan Details section

4. Select the Transport Receipt no. Enter the Invoice/challan/any other document details in the Invoice or challan or other document details section belonging to the Trans.Receipt No. The Invoice Date must belong to the Return Period. The Main Commodity list will display the commodities under CST reg. Enter name in Commodity Desc. Enter the Quantity, Invoice Value,Pur.Ord.No., Pur.Ord.Date. The Pur.Ord.Date should be less than or same to the Invoice Date. Click the Add button. Similarly you can add multiple invoice/challan/other document details for the same consignment. On entering all the





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details click the **Update** button. The F Form is saved and to submit the form refer **Section 4 F-Form** – **Update & Submit**.

**Note**: To delete any of the Invoice details, click **Select** in the table displaying the Invoice details. The invoice details are displayed in the Invoice or challan or other document details section and then click the **Delete** button.

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### F-Form - Update & Submit

1. In the main page of the VAT e-Filing system, hover the cursor over e-CST Forms and select Update & Submit option from the dropdown list (Refer Figure 11: C-Form - Update & Submit). The CST Statutory Forms - Update & Submit Form page displays (Refer Figure 12: CST Statutory Forms - Update & Submit Form).

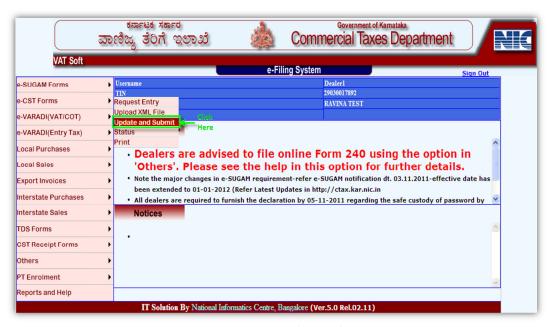


Figure 11: C-Form - Update & Submit



Figure 12: CST Statutory Forms - Update & Submit Form

2. In the screen as shown in Figure 12: CST Statutory Forms - Update & Submit Form, click the **Select Form** drop down list, select F Form and then click the Next button. The CST Statutory Forms - Submit Form displays (Refer Figure 13: CST Statutory Forms - Submit Form).







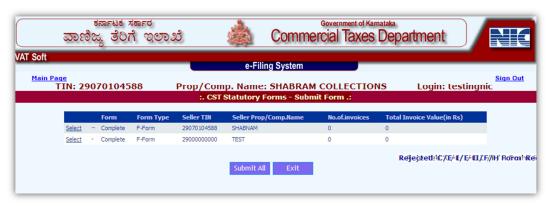


Figure 13: CST Statutory Forms - Submit Form

3. In the CST Statutory Forms – Submit Form, list of all the F Forms to be submitted are displayed. To submit all the F Forms listed in the table, click the **Submit All** button and the acknowledgement slip is displayed with the submission details of all the F Forms. To submit the forms individually, click **Select** in the table against the details of each F Form (Refer Figure 13: CST Statutory Forms - Submit Form). The CST Statutory Forms – Update /Submit/Delete F Form displays (Refer Figure 14: CST Statutory Form - Update/Delete/Submit Form).

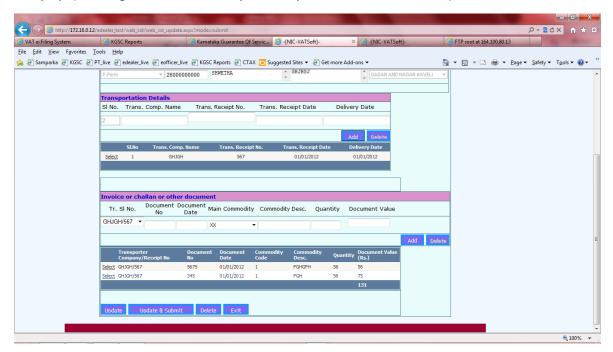


Figure 14: CST Statutory Form - Update/Delete/Submit Form

- 4. In the CST Statutory Forms Update/Submit/Delete F Form, do one of the following:
  - Update: To update the F Form, make the necessary corrections in the F Form and to update the
    Invoice/challan/other document details, click Select in the table displaying the list of all the
    Invoice/challan/other document details. The selected invoice details will be displayed in the Invoice
    or challan or other document details section. Make the necessary corrections and click the Update
    button. The details are updated.
  - **Update & Submit**: To update and submit the F Form, make the necessary corrections in the F Form and click the **Update & Submit** button. The details are updated and the F form is submitted and an





acknowledgement slip is displayed (Refer Figure 15: Acknowledgement Slip). The acknowledgement number and the GSC number is given in the acknowledgement slip with the help of which you can track the status of your request.

**Delete**: To delete the F Form, click the **Delete** button. The F Form is deleted.



Figure 15: Acknowledgement Slip

5. To print the acknowledgement slip, click the Print button (Refer Figure 15: Acknowledgement Slip). The Print window displays (Refer Figure 16: Print Window).

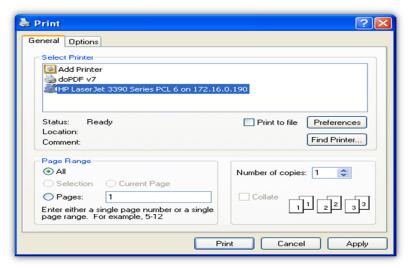


Figure 16: Print Window

6. In the Print window, select the printer from the list available in the Select Printer section. In the Page Range section select 'All' option and then enter the Number of copies and then click the Print button (Refer Figure 16: Print Window). The copy of the acknowledgement slip is printed in the printer selected by you.





#### 5 Status

This option enables you to find the status of your F form, by entering the acknowledgement number (available in the Ack slip generated at the time of submission of F Form) or the F Form submission date as the search criteria. The status of your F form can also be found out in the KGSC website with the help of the GSC number available in the Ack slip or by sending an SMS 'GSC <GSC Number>' to 9212357123/9243355223.

#### Instructions:

1. In the main page of the VAT e-Filing system, hover the cursor over **e-CST Forms** and select **Status** option from the dropdown list (Refer Figure 17: F-Form – Status). The CST Statutory Forms – Status Module page displays (Refer Figure 18: CST Statutory Forms - Status Module).

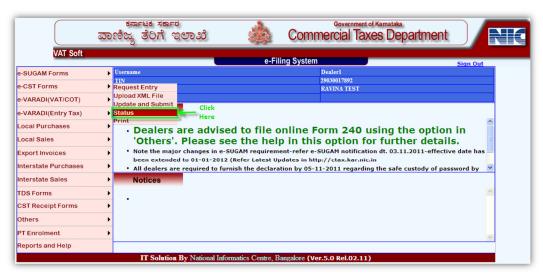


Figure 17: F-Form - Status



Figure 18: CST Statutory Forms - Status Module

In the CST Statutory Forms – Status Module page, enter the range of Ack No. in the From and To boxes or the range of Ack date in the From and To boxes and click the Go button (Refer Figure 18: CST Statutory Forms - Status Module). The list of all the F Forms submitted by you and their status is displayed.





### 6 Print

On approval of the F Form by the officer, the form will be available in the system. The dealer can view and print the approved F Form using the Print option in the e-CST Forms menu of the VAT e-Filing system. The F Form is available in a set of three copies (Original, Duplicate and Counterfoil).

#### Instructions:

1. In the main page of the VAT e-Filing system, hover the cursor over **e-CST Forms** and select **Print** option from the dropdown list (Refer Figure 19: e-CST Form - Print option). The CST Statutory Forms — Print Form displays (Refer Figure 20: F Form - Print Form).

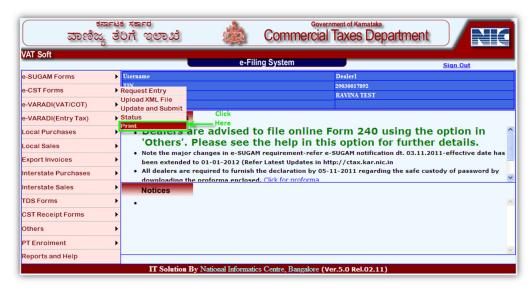


Figure 19: e-CST Form - Print option



Figure 20: F Form - Print Form

2. In the CST Statutory Forms – Print Form, click the **Select Form** drop down list, select **F Form** and then click the **Next** button (Refer Figure 20: F Form - Print Form). The CST Statutory Forms – Print Module page displays (Refer Figure 21: CST Statutory Forms - Print Module).









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Figure 21: CST Statutory Forms - Print Module

3. In the CST Statutory Forms – Print Module page, list of all the approved F Forms are displayed. Click the Print button (Refer Figure 21: CST Statutory Forms - Print Module). The F Form in a set of three copies (Original, Duplicate and Counterfoil) is available for printing. The Print window displays (Refer Figure 16: Print Window)

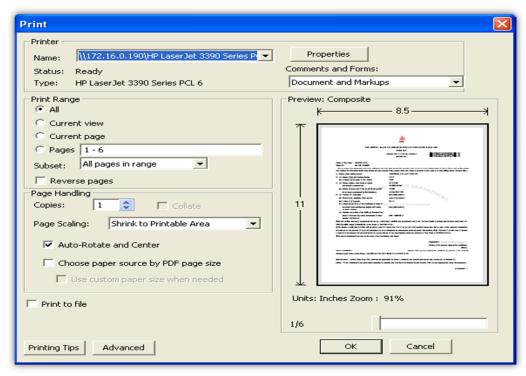


Figure 22: Print Window

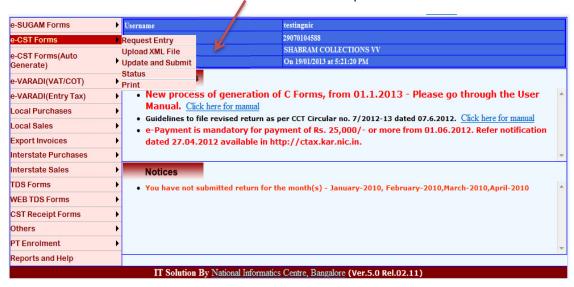
4. In the Print window, click the Name drop down list and select the printer in the Printer section. In the Page Range section select 'All' option and enter the Number of copies in the Page Handling section and then click the **OK** button (Refer Figure 22: Print Window). The F form is printed in the printer selected by you.



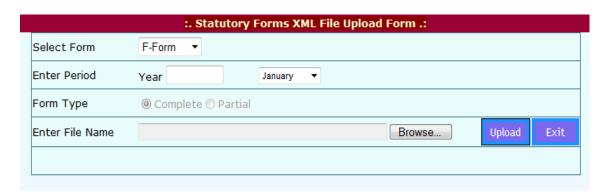


### 7 Upload XML File

The F Forms can be uploaded using the XML File also. Refer the Annexure for the XSD format and the sample XML file. Hover the cursor on the e-CST Forms and click on Upload XML File.



Select F-Form. Enter the return period and click on Browse. Now , select the XML file and click on Upload. Validation checks are made on the file while being uploaded. If no errors are found, the XML file is uploaded. If any errors are detected, the error code is displayed. The XML file can be corrected and reloaded.







### **ANNEXURE**

#### **XSD FORMAT FOR F-FORM**

```
<?xml version="1.0" encoding="utf-8" ?>
- <xs:schema elementFormDefault="qualified"</p>
    xmlns:xs="http://www.w3.org/2001/XMLSchema">
<xs:element name="Comp_CSTForms_req" />
<xs:element name="FVersion" default="2" />
- <xs:element name="Cst_Mst">
- <xs:complexType>
- <xs:sequence>
<xs:element name="Tin" type="TinNoType" />
<xs:element name="Sel_Name" type="addresstype" />
<xs:element name="Sel_Addr" type="addresstype" />
<xs:element name="Sel_State" type="statetype" />
<xs:element name="Sel_Tin" type="TinNo" />
<xs:element name="SFType" type="sftype" />
- <xs:element name="TrnDet" maxOccurs="unbounded" minOccurs="1">
- <xs:complexType>
- <xs:sequence>
<xs:element name="TrnSlno" type="TrnSlType" />
<xs:element name="TrnName" type="TrnNameType" />
<xs:element name="TrnRec" type="TrnRecType" />
<xs:element name="TrnRecDt" type="DateType" />
<xs:element name="DelDt" type="DateType" />
  </xs:sequence>
  </xs:complexType>
  </xs:element>
- <xs:element name="InvDet" maxOccurs="unbounded" minOccurs="1">
- <xs:complexType>
- <xs:sequence>
<xs:element name="TrnSlno" type="TrnSlType" />
<xs:element name="InvNo" type="InvoiceNoType" />
<xs:element name="InvDt" type="DateType" />
<xs:element name="CommNm" type="CstCommodity" />
<xs:element name="CommCd" type="CommTyp" default="99.99" />
<xs:element name="Qty" type="Qtytyp" default="0" />
<xs:element name="InvVal" type="DecTyp" />
  </xs:sequence>
  </xs:complexType>
  </xs:element>
  </xs:sequence>
  </xs:complexType>
  </xs:element>
- <xs:simpleType name="TinNoType">
- <xs:restriction base="xs:integer">
<xs:minInclusive value="100000" />
<xs:maxInclusive value="99999999999" />
  </xs:restriction>
  </xs:simpleType>
- <xs:simpleType name="TinNo">
- <xs:restriction base="xs:string">
<xs:pattern value="[a-zA-Z0-9]*"/>
```







```
<xs:minLength value="6" />
<xs:maxLength value="11" />
  </xs:restriction>
  </xs:simpleType>
- <xs:simpleType name="addresstype">
- <xs:restriction base="xs:string">
<xs:pattern value="[a-zA-Z0-9,\.\s\-]*" />
<xs:minLength value="6" />
<xs:maxLength value="40" />
  </xs:restriction>
  </xs:simpleType>
- <xs:simpleType name="statetype">
- <xs:restriction base="xs:string">
<xs:maxLength value="2" />
<xs:enumeration value="AP" />
<xs:enumeration value="AN" />
<xs:enumeration value="AR" />
<xs:enumeration value="AS" />
<xs:enumeration value="BH" />
<xs:enumeration value="CH" />
<xs:enumeration value="CT" />
<xs:enumeration value="DL" />
<xs:enumeration value="GA" />
<xs:enumeration value="GJ" />
<xs:enumeration value="HR" />
<xs:enumeration value="HP" />
<xs:enumeration value="JK" />
<xs:enumeration value="JH" />
<xs:enumeration value="KA" />
<xs:enumeration value="KL" />
<xs:enumeration value="LD" />
<xs:enumeration value="MP" />
<xs:enumeration value="MH" />
<xs:enumeration value="MN" />
<xs:enumeration value="ME" />
<xs:enumeration value="MI" />
<xs:enumeration value="NL" />
<xs:enumeration value="OR" />
<xs:enumeration value="PY" />
<xs:enumeration value="PB" />
<xs:enumeration value="RJ" />
<xs:enumeration value="SK" />
<xs:enumeration value="TN" />
<xs:enumeration value="TR" />
<xs:enumeration value="UP" />
<xs:enumeration value="UR" />
<xs:enumeration value="WB" />
<xs:enumeration value="OT" />
<xs:enumeration value="DN" />
<xs:enumeration value="DD" />
<xs:enumeration value="SL" />
  </xs:restriction>
  </xs:simpleType>
- <xs:simpleType name="TrnSlType">
- <xs:restriction base="xs:integer">
<xs:minInclusive value="1" />
<xs:maxInclusive value="999999999" />
  </xs:restriction>
  </xs:simpleType>
```







```
- <xs:simpleType name="CstCommodity">
- <xs:restriction base="xs:string">
<xs:maxLength value="40" />
  </xs:restriction>
  </xs:simpleType>
- <xs:simpleType name="DecTyp">
- <xs:restriction base="xs:decimal">
<xs:totalDigits value="15" />
<xs:fractionDigits value="2" />
  </xs:restriction>
  </xs:simpleType>
- <xs:simpleType name="InvoiceNoType">
- <xs:restriction base="xs:string">
<xs:pattern value="[a-zA-Z0-9]*"/>
<xs:minLength value="1" />
<xs:maxLength value="13" />
  </xs:restriction>
  </xs:simpleType>
- <xs:simpleType name="sftype">
- <xs:restriction base="xs:string">
<xs:maxLength value="2" />
<xs:minLength value="1" />
<xs:enumeration value="F" />
  </xs:restriction>
  </xs:simpleType>
- <xs:simpleType name="CommTyp">
- <xs:restriction base="xs:string">
<xs:pattern value="[0-9]{1,2}[\.][0-9]{1,2}" />
<xs:minLength value="0" />
<xs:maxLength value="5" />
  </xs:restriction>
  </xs:simpleType>
- <xs:simpleType name="PurposecodeType">
- <xs:restriction base="xs:string">
<xs:enumeration value="1" />
<xs:enumeration value="2" />
<xs:enumeration value="3" />
<xs:enumeration value="4" />
<xs:enumeration value="5" />
<xs:enumeration value="6" />
<xs:enumeration value="7" />
  </xs:restriction>
  </xs:simpleType>
- <xs:simpleType name="PurchaseOrderNoType">
- <xs:restriction base="xs:string">
<xs:pattern value="[a-zA-Z0-9]*"/>
<xs:minLength value="0" />
<xs:maxLength value="13" />
  </xs:restriction>
  </xs:simpleType>
- <xs:simpleType name="TrnNameType">
- <xs:restriction base="xs:string">
<xs:pattern value="[a-zA-Z0-9,\.\s\-]*"/>
<xs:minLength value="6" />
<xs:maxLength value="40" />
  </xs:restriction>
  </xs:simpleType>
- <xs:simpleType name="TrnRecType">
```







```
- <xs:restriction base="xs:string">
<xs:pattern value="[a-zA-Z0-9]*" />
<xs:minLength value="1" />
<xs:maxLength value="40" />
  </xs:restriction>
  </xs:simpleType>
- <xs:simpleType name="TrnOrgType">
- <xs:restriction base="xs:string">
<xs:pattern value="[a-zA-Z0-9,\.\s\-]*" />
<xs:minLength value="6" />
<xs:maxLength value="40" />
  </xs:restriction>
  </xs:simpleType>
- <xs:simpleType name="SrnoType">
- <xs:restriction base="xs:string">
<xs:pattern value="[a-zA-Z0-9]*" />
<xs:minLength value="1" />
<xs:maxLength value="40" />
  </xs:restriction>
  </xs:simpleType>
- <xs:simpleType name="DateType">
- <xs:restriction base="xs:date">
<xs:minInclusive value="1920-01-01" />
<xs:maxInclusive value="2060-12-31" />
<xs:pattern value=".{10}" />
  </xs:restriction>
  </xs:simpleType>
- <xs:simpleType name="SInoType">
- <xs:restriction base="xs:string">
<xs:pattern value="[a-zA-Z0-9]*"/>
<xs:minLength value="1" />
<xs:maxLength value="40" />
  </xs:restriction>
  </xs:simpleType>
- <xs:simpleType name="Qtytyp">
- <xs:restriction base="xs:string">
<xs:pattern value="[a-zA-Z0-9]*"/>
<xs:minLength value="1" />
<xs:maxLength value="40" />
  </xs:restriction>
  </xs:simpleType>
  </xs:schema>
```







#### **SAMPLE XML FORMAT FOR F-FORM**

```
- <Comp_CSTForms_req>
<FVersion>2</FVersion>
<u>-</u> <Cst_Mst>
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