

## User Manual Explaining Features of ANX-1 Offline – PROTOTYPE

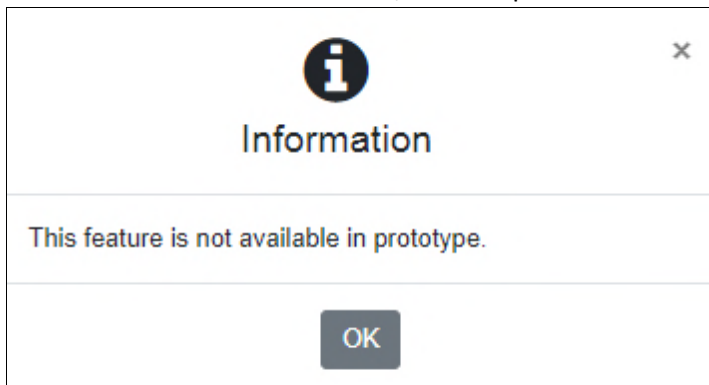
### Steps to Prepare Form GST ANX-1 Offline Using the Prototype ANX-1 Offline Tool

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**Click each hyperlink above to know more.**

#### **Note:**

- (i) Prototype includes only limited features of GST ANX-1 Offline Utility and has appropriate messages indicated as in screenshot below, where a particular feature is not available in the prototype.



- (ii) In this document, the features which are not available in Prototype are mentioned in grey text.
- (iii) Please go through Note carefully in each section.

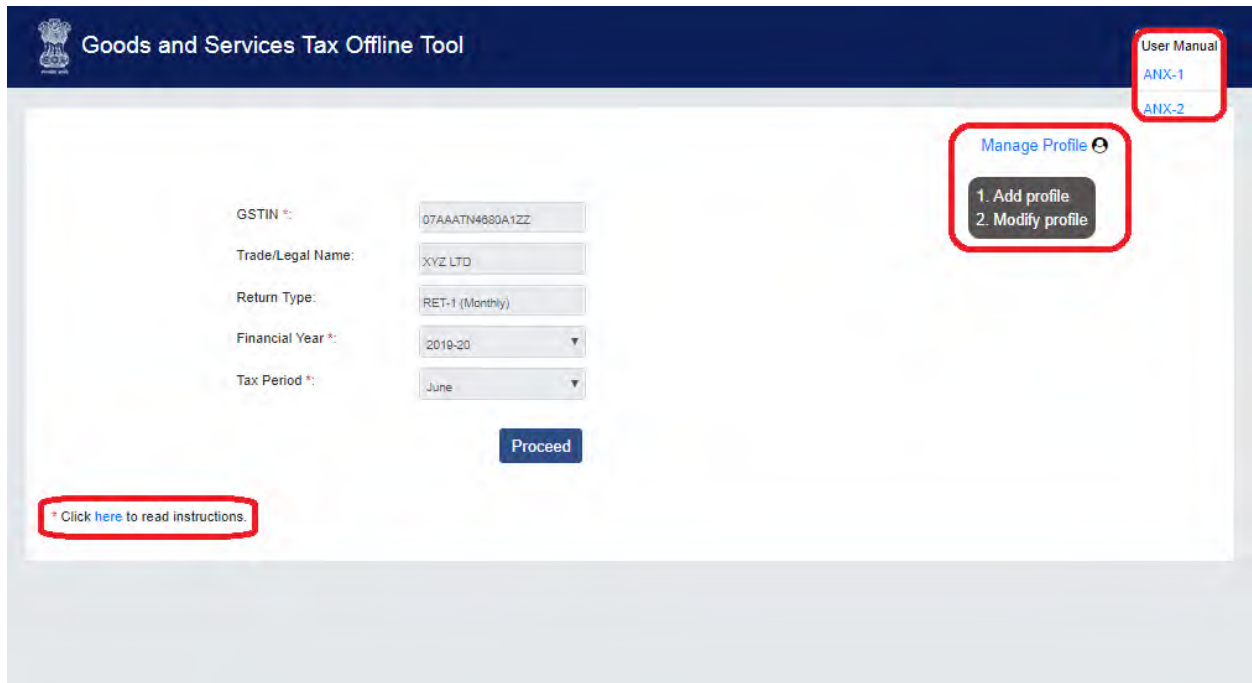
## User Manual Explaining Features of ANX-1 Offline – PROTOTYPE

### A. Add/ Modify Profile

1. Navigate to URL - <https://demoofflinetool.gst.gov.in/>. Read the instructions and click **Proceed to Prototype** button given at the bottom of the page. You will navigate to **Profile** page.
2. Click the **User Manual** link on top right of the page and make appropriate selection. Selected User Manual will open up in PDF format.
3. **Click here to read instructions** link at the bottom of the page will navigate you to the instructions page
4. Begin by adding profile of the taxpayer. Click **Manage Profile > Add Profile**.

#### Note:

- Adding profiles in Master List helps in saving the most frequently used GSTIN and their details, which will be available as a quick link for future use.
- In this prototype the Profile data cannot be edited or saved.
- Further profile data of a GSTIN is prefilled in this prototype, which cannot be edited.



Goods and Services Tax Offline Tool

User Manual  
ANX-1  
ANX-2

Manage Profile

1. Add profile  
2. Modify profile

GSTIN \*: 07AAATN4880A1ZZ

Trade/Legal Name: XYZ LTD

Return Type: RET-1 (Monthly)

Financial Year \*: 2019-20

Tax Period \*: June

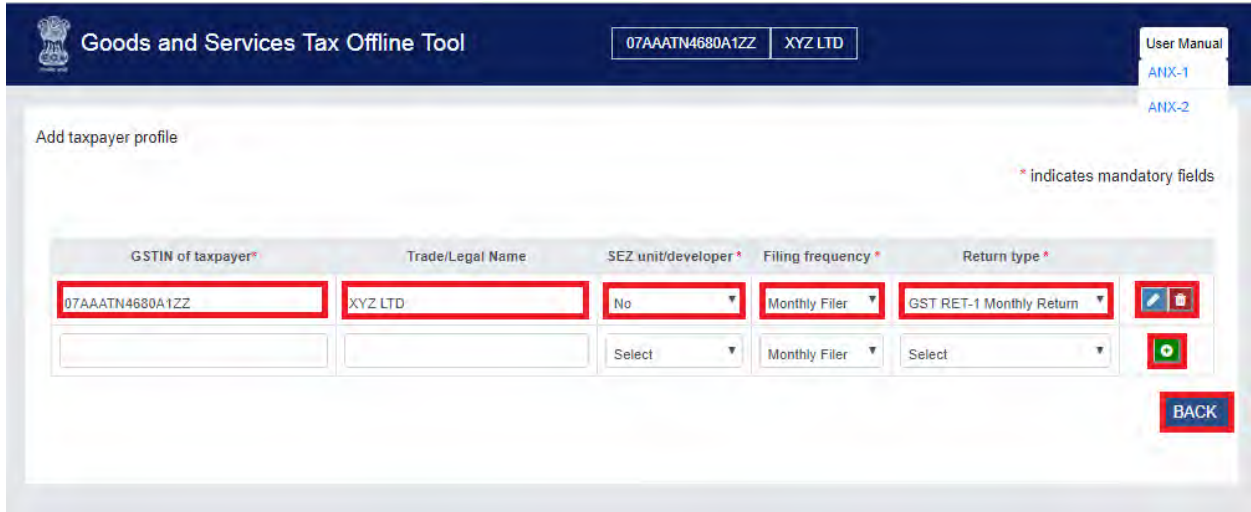
Proceed

\* Click [here](#) to read instructions.

## User Manual Explaining Features of ANX-1 Offline – PROTOTYPE

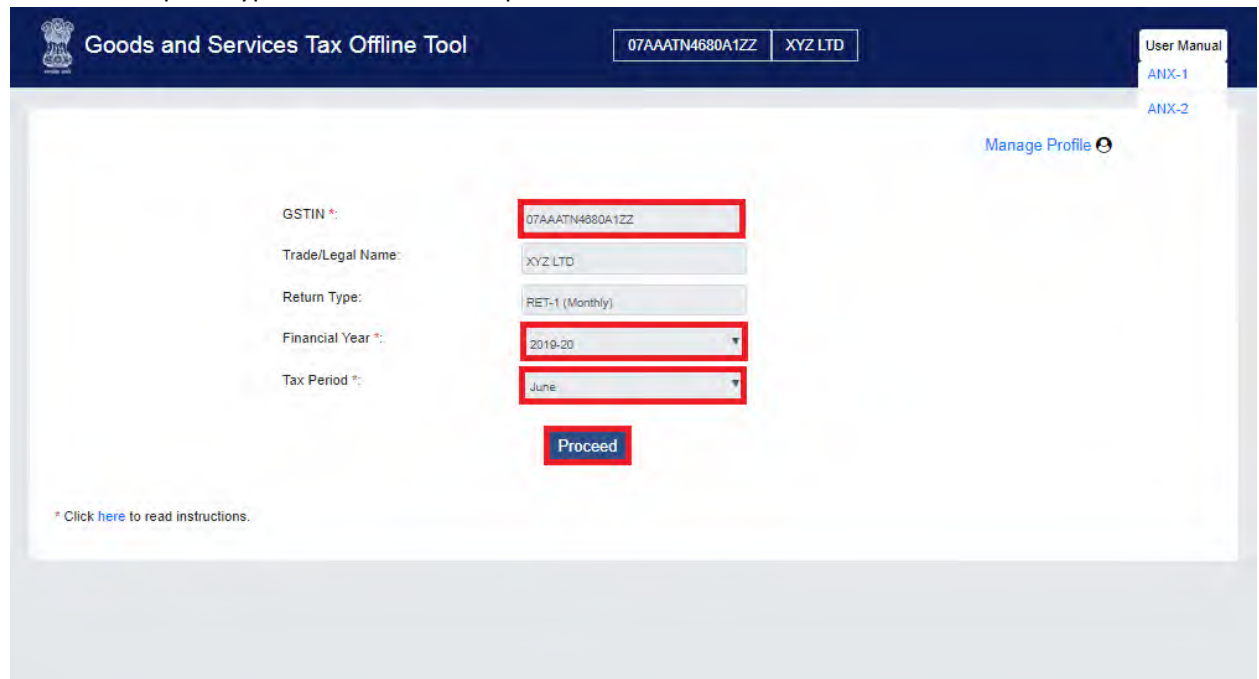
5. Add the details of the **GSTIN** and click **Add** button. Once profile is added. You can **Edit** or **Delete** the profile. Once profile is added, click **BACK** button. Once Profile is added, you can **Modify** the added profile.

**Note:** This feature is Not available in this Prototype.



6. Select the **GSTIN** of the profile, added in previous step, and add **Financial Year** and **Tax period** applicable and click **Proceed**.

**Note:** In this prototype the Profile data is pre-filled for this table and cannot be edited.



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## B. Open the “Home” screen of the Offline Tool

7. From the Home screen, **Open Downloaded JSON** to download and import ANX-1 JSON File from the GST Portal into this utility. Upon successful processing of file, the details would be populated in respective Tables.

**NOTE:** In this prototype, **Open Downloaded JSON File** option is not available.

8. You can **OPEN Error JSON FILE** to download and import ANX-1 JSON Error File from the GST Portal into this utility. Upon successful processing of file, the details would be populated in respective Tables.

**NOTE** This feature is not available in this Prototype.

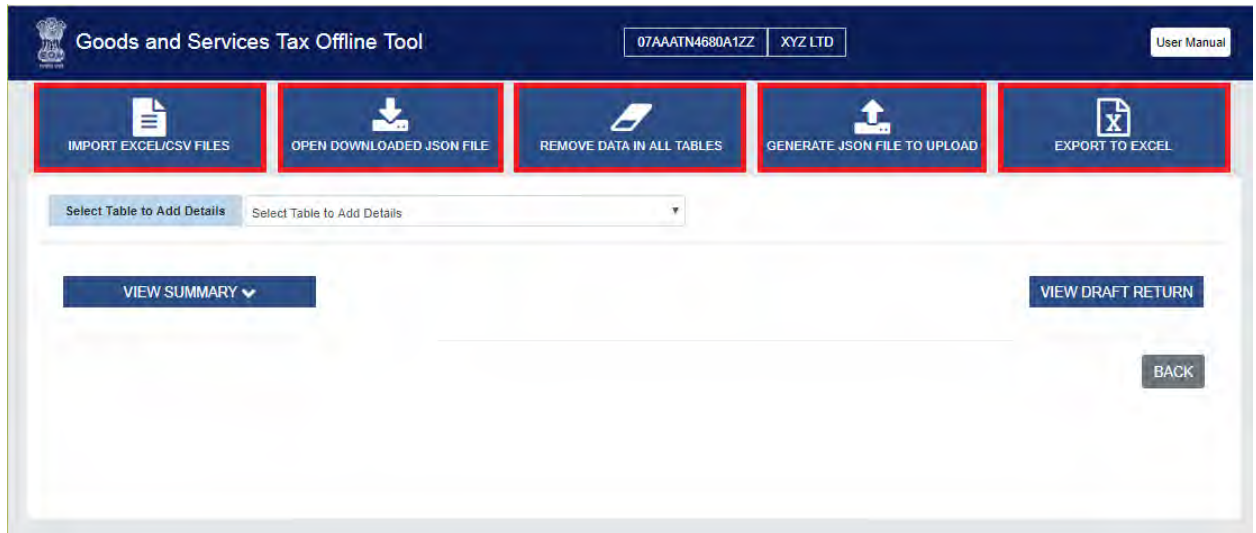
9. Click **Prepare Offline** button to begin preparing your data for GST ANX-1 and open the Dashboard.



## User Manual Explaining Features of ANX-1 Offline – PROTOTYPE

10. Dashboard gives you following options:

- IMPORT EXCEL/ CSV FILES** – To import the filled up Excel template (available with the downloaded offline tool)/ CSV files containing the ANX-1 details.  
**Note:** This feature is Not available in this Prototype.
- OPEN DOWNLOADED JSON FILE** - To open the GST ANX-1 JSON file downloaded from GST portal into the Offline Tool. Upon successful processing of file, the details are populated in respective Tables.  
**Note:** This feature is Not available in this Prototype.
- REMOVE DATA IN ALL TABLES** - To remove the records from all tables of the tool.  
**Note:** This feature is Not available in this Prototype.
- GENERATE JSON FILE TO UPLOAD** - To generate JSON file for uploading of GST ANX-1 details, prepared offline.  
**Note:** This feature is Not available in this Prototype.
- EXPORT TO EXCEL** - To export the details as available in offline tool to an excel file.  
**Note:** This feature is Not available in this Prototype.



11. Click **IMPORT EXCEL/CSV FILES** to start importing the ANX-1 details available locally on your machine.

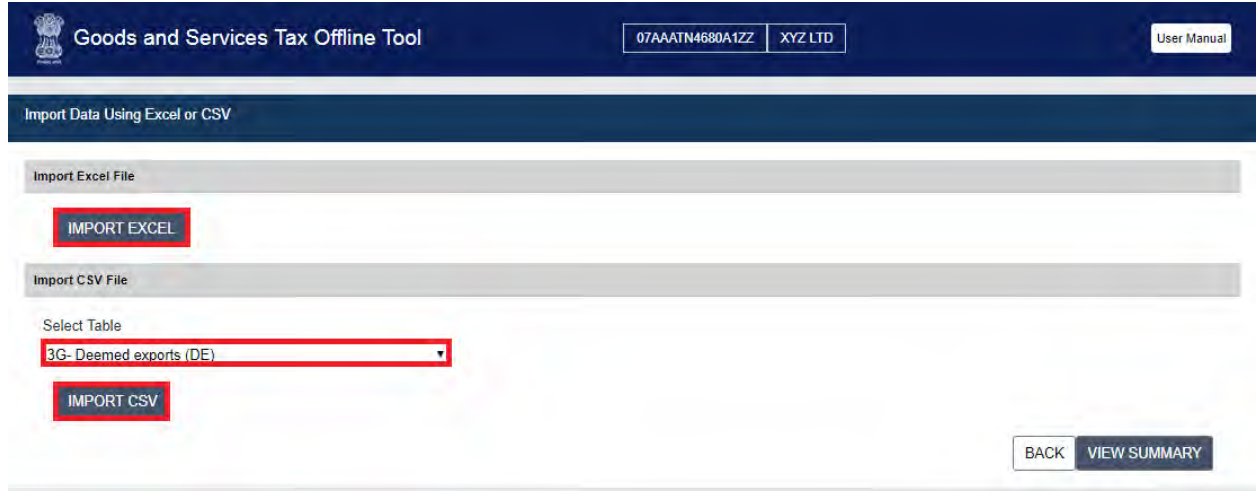
**Note:** This feature is Not available in this Prototype.

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### C. Import Data Using EXCEL or CSV FILES

12. Click **IMPORT EXCEL** to import the filled up Excel template (available with the downloaded offline tool) containing the ANX-1 details. Upon successful import of excel file, the details will be auto populated in respective tables.

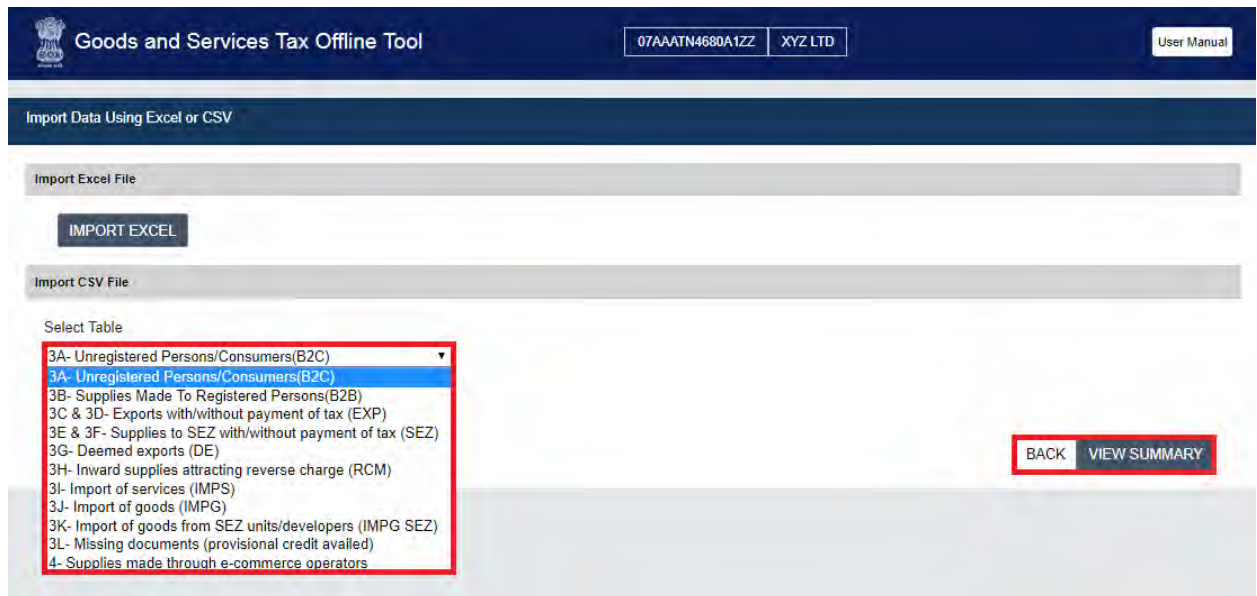
**Note:** This feature is Not available in this Prototype.



13. Alternatively, click **IMPORT CSV** to import the filled up CSV containing the ANX-1 details. Upon successful import of CSV file, the details will be auto populated in respective tables. However, before you import the CSV, you need to select the relevant table in the **Select Table** drop-down list to import details related to it.

**Note:** For the purpose of this prototype, in the **Open File Selection** box, select any file and click **Open**.

**Note:** This feature is Not available in this Prototype.





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14. Once ANX-1 details are imported, click the **VIEW SUMMARY** to view the imported details in a summarized version.

**Note:** This feature is Not available in this Prototype.

15. Navigate **BACK**.

## D. View Summary

16. Click **VIEW SUMMARY** to view the data imported.

Goods and Services Tax Offline Tool
07AAATN1680A1ZZ
XYZ LTD
User Manual

IMPORT EXISTING FILES

OPEN DOWNLOADED JSON FILE

REMOVE DATA IN ALL TABLES

GENERATE JSON FILE TO UPLOAD

EXPORT TO EXCEL

Select Table to Add Details

Select Table to Add Details

VIEW SUMMARY

VIEW DRAFT RETURN

S.No.	Document/Supply Type	Number of Documents	Taxable Value (₹)	Tax			
				Integrated Tax (₹)	Central Tax (₹)	State/UT Tax (₹)	Cess (₹)
1	3A-Supplies to unregistered persons/consumers (ICG)	1	12,000.00	1,800.00	-	-	-
2	3B-Supplies to registered persons (B2B)	5	35,000.00	1,000.00	2,250.00	2,250.00	397.50
3	3C & 3D-Exports with/without payment of tax (EXP)	5	27,000.00	3,360.00			1,000.00
4	3I & 3II-Supplies to SEZ / without/with payment of tax (SEZ)	1	17,000.00	1,100.00			130.00
5	3E-Deemed exports (DEA)	5	17,000.00	2,160.00	2,110.00	2,110.00	1,360.00
6	Total Outward supplies (1 to 5)	23	1,48,000.00	12,590.00	4,660.00	4,660.00	2,450.00
7	3H-Inward supplies attracting reverse charge (RCM)	5	52,000.00	2,400.00	3,520.00	3,520.00	1,290.00
8	3I-Import of services (I/IPS)	5	39,000.00	4,240.00			1,350.00
9	3J-Import of goods (I/PG)	3	35,000.00	6,800.00			190.00
10	3K-Import of goods from SEZ units/developers (IMPG SEZ)	3	35,000.00	6,800.00			50.00
11	3L-Missing documents (provisional credit availed)	5	31,000.00	1,800.00	2,670.00	2,670.00	1,350.00
12	Total Liability excluding amendments, if any (6+7+8)	33	2,39,000.00	19,330.00	8,580.00	8,580.00	4,790.00
13	4-Supplies made through e-commerce operators	5		1,500.00	3,150.00	3,150.00	500.00
14	3B Amendment (e-gate)-registered persons (B2B)	0	0.00	0.00	0.00	0.00	0.00
15	3B Amendment (e-gate)-registered persons (B2BAC)	0	0.00	0.00	0.00	0.00	0.00
16	3E & 3F Amendment- Supplies to SEZ without/with payment of tax (SEZ)	0	0.00	0.00			0.00
17	3E & 3G Amendment- Deemed exports (DEA)	0	0.00	0.00	0.00	0.00	0.00
18	Total Liability including amendments, if any (12+14+15+16+17)	33	2,39,000.00	19,330.00	8,580.00	8,580.00	4,790.00

Note: Summary of amendment tables has been computed on full values. However, liability will be accounted for at net values on the portal.

BACK

## User Manual Explaining Features of ANX-1 Offline – PROTOTYPE

17. Select the relevant document type for which you want to view the summary of imported details.

**Note:** This feature is not available in prototype.

The screenshot shows the ANX-1 Offline PROTOTYPE interface. At the top, there are five buttons: 'IMPORT EXCEL/CSV FILE', 'OPEN DOWNLOADED JSON FILE', 'REMOVE DATA IN ALL TABLES', 'GENERATE JSON FILE TO UPLOAD', and 'EXPORT TO EXCEL'. Below these is a 'Select Table to Add Details' dropdown menu. The main section is titled 'VIEW SUMMARY' and contains a 'Document type' dropdown menu. The dropdown menu is open, showing options: 'Debit notes', 'Net of Credit/Debit notes', 'Invoice', 'Debit notes', and 'Credit notes'. Below the dropdown is a table with columns: S.No., Outward/Inward, Number of Records, Taxable Value (₹), Tax (Integrated Tax (₹), Central Tax (₹), State/UT Tax (₹), and Cess (₹). The table contains four rows of data.

S.No.	Outward/Inward	Number of Records	Taxable Value (₹)	Tax	Integrated Tax (₹)	Central Tax (₹)	State/UT Tax (₹)	Cess (₹)
1	3A- Supplies to unregistered persons/consumers (B2C)	3	12,000.00	1,570.00	-	-	-	-
2	3B- Supplies to registered persons (B2B)	5	35,700.00	1,800.00	2,250.00	2,250.00	300.00	-
3	3C & 3D- Exports with/without payment of tax (EXF)	3	27,000.00	3,280.00	-	-	-	1,000.00
4	3E & 3F- Supplies to SEZ with/without payment of tax (SEZ)	5	37,000.00	3,280.00	-	-	-	100.00

### E. Prepare Table-wise Details

18. Select the table in which you want to view, edit or enter details.

**Note:**

- Selection of table provides table wise summary of ANX-1 on pre-populated sample data. Entries in the tables of the screen are for view only and no new entry can be made in the screens in the prototype.
- If you have imported data through JSON or CSV files, it will be available in the tables. You can modify it, if required.
- Amendment Tables would be available in the drop-down list only in case the JSON file downloaded from GST Portal has details related to these tables in it. No new details can be added in amendment tables by you. Only auto-drafted details can be amended.



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E. (i). Table 3A- Supplies to Unregistered Persons/Consumers (B2C)

- a. Select **3A- Supplies to Unregistered Persons/Consumers (B2C)** to view, edit or enter details.

**Note:** Selection of table provides table wise summary of ANX-1 on pre-populated sample data. Entries in the tables of the screen are for view only and no new entry can be made in the screens in the prototype.

- b. In the 3A- Supplies to Unregistered Persons/Consumers (B2C) page, enter details of relevant documents in the table by clicking on **ADD DOCUMENT** tab.

Place of Supply (Name of State/UT)*	Supply type	Total taxable value (₹)	Tax Amount (₹)			
			Integrated tax	Central tax	State / UT tax	Cess (₹)
Karnataka	Inter-state	1,000.00	50.00	0.00	0.00	10.00
Karnataka	Inter-state	1,000.00	120.00	0.00	0.00	10.00
Madhya Pradesh	Inter-state	10,000.00	1,000.00	0.00	0.00	0.00

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- c. Click **Table Summary**. Summary of Table 3A gets displayed. To remove this, click **Table Summary** again.


TABLE SUMMARY ^						
No. of records	Total taxable Value (₹)	Integrated tax	Central tax	State/UT tax	Cess	No. of records marked for delete
1	2	3	4	5	6	7
3	12,003.00	1,979.50				

- d. In the **ADD DOCUMENT** field, select the applicable check-boxes “Differential % of tax rate” or “Supply covered under sec. 7 of IGST Act” as applicable.

**ADD DOCUMENT**

☒ Differential % of tax rate
 ☒ Supply covered under sec 7 of IGST Act

Place of Supply (Name of State/UT) \*
 

Select
 


- e. Based on your selection, relevant fields get displayed. Enter the data in the relevant fields and click the Add (“+”) button.

**Note:** We have selected both the check-boxes for the purpose of this demonstration.

**ADD DOCUMENT**

☒ Differential % of tax rate
 ☒ Supply covered under sec 7 of IGST Act

Place of Supply (Name of State/UT) \*
 Differential % of tax rate
 Supply covered under sec 7 of IGST Act
 Add


18-Assam
 65
 

- f. On clicking the Add (“+”) button, **Item Details** field gets displayed. Enter the data in the relevant fields and click the Add (“+”) button to add more rows. To add these details into the Offline Tool, click **SAVE DOCUMENT**.

**ADD DOCUMENT**


☒ Differential % of tax rate
 ☒ Supply covered under sec 7 of IGST Act

Place of Supply (Name of State/UT) \*
 Differential % of tax rate
 Supply covered under sec 7 of IGST Act
 Add

18-Assam
 65
 

**Item Details**

Taxable value (₹) *	Rate(%) *	Tax amount(₹)	Actions	
		Central tax	State / UT tax	Cess



BACK
 SAVE DOCUMENT

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- g. On clicking **SAVE DOCUMENT**, document gets added into the **DOCUMENTS ADDED** section of this page.

**Note:** This feature is Not available in this Prototype.

Place of Supply (Name of State/UT) TP	Supply type	Total taxable value (₹)	Tax Amount (₹)				Date of supply
			Integrated tax	Central tax	State / UT Tax	Cess	
Karnataka	Intra-state	1,000.00	50.00	0.00	3.00	10.00	20-4
Karnataka	Inter-state	1,000.00	120.00	0.00	3.00	10.00	20-4
Maharashtra	Inter-state	10,000.00	1,800.00	0.00	3.00	0.00	10-4

- h. Scroll to the right of the table in **DOCUMENTS ADDED** section to review all details in the Table.  
**Note:** You can sort all columns in either ascending or descending order using the up/down arrows against each column name. Also, you can edit/delete a particular record using the icons provided in the “Action” column.

**Note:** Sorting/Edit/Delete Feature is not available in this prototype.

Total taxable value (₹)	Tax Amount (₹)				Date of supply	Status	Action
	Integrated tax	Central tax	State / UT tax	Cess			
1,000.00	50.00	0.00	0.00	10.00	10-Apr-2019	Uploaded	[Edit] [Delete]
1,000.00	120.00	0.00	0.00	10.00	10-Apr-2019	Uploaded	[Edit] [Delete]
10,000.00	1,800.00	0.00	0.00	0.00	10-May-2019	Uploaded	[Edit] [Delete]

- i. You can customize your view by using options to:
- **Hide/Unhide Columns** – to view/ hide the columns.  
**Note:** This functionality is not available in this prototype.
  - Specify the number of records to be displayed on a search page by specifying **Records per page**.  
**Note:** This feature is not available in this prototype.
  - **Search** documents based on keywords or a value.  
**Note:** This feature is not available in this prototype.

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- j. You can also remove a particular row from the Offline Tool. To do so select the relevant row and click **REMOVE**.

**Note:** This feature is Not available in this Prototype.

Place of Supply (Name of State/UT)	Supply type	Total taxable value (₹)	Tax Amount (₹)				Date of supply
			Integrated tax	Central tax	State/UT tax	Cess	
Karnataka	Inter-state	1,000.00	50.00	0.00	0.00	10.00	20-A
Karnataka	Inter-state	1,000.00	120.00	0.00	0.00	10.00	20-A
Maharashtra	Inter-state	10,000.00	1,800.00	0.00	0.00	0.00	10-M

- k. To remove a particular row from the GST Portal, select the relevant row and click **MARK FOR DELETE**.

**Note:** This feature is Not available in this Prototype.

Place of Supply (Name of State/UT)	Supply type	Total taxable value (₹)	Tax Amount (₹)				Date of supply
			Integrated tax	Central tax	State/UT tax	Cess	
Karnataka	Inter-state	1,000.00	50.00	0.00	0.00	10.00	20-A
Karnataka	Inter-state	1,000.00	120.00	0.00	0.00	10.00	20-A
Maharashtra	Inter-state	10,000.00	1,800.00	0.00	0.00	0.00	10-M

- l. To select other tables, scroll up and select the relevant table from the drop-down list. You can also click **BACK** and do this from the drop-down of “Select Table to Add Details” field in the “Prepare Offline Dashboard” page.

Goods and Services Tax Offline Tool

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IMPORT EXCEL/CSV FILES REMOVE DATA IN SELECTED TABLE MARK FOR DELETE IN SELECTED TABLE SUMMARY EXPORT TO CSV

Select Table to Add Details: 2A- Supplies to unregistered persons/consumers (D2C)

2A- Supplies made to consumers and unregistered persons (Net of debit / credit notes)

TABLE SUMMARY

[Go back to the Main Menu](#)

## User Manual Explaining Features of ANX-1 Offline – PROTOTYPE

### E. (ii). Table 3B- Supplies to Registered Persons (B2B)

- a. Select **3B- Supplies to Registered Persons (B2B)** to view, edit or enter details.



The screenshot shows the ANX-1 Offline interface. At the top, there are five buttons: 'IMPORT EXCEL/CSV FILES', 'OPEN DOWNLOADED JSON FILE', 'REMOVE DATA IN ALL TABLES', 'GENERATE JSON FILE TO UPLOAD', and 'EXPORT TO EXCEL'. Below these buttons is a 'Select Table to Add Details' dropdown menu. The dropdown is open, showing a list of tables. The table '3B- Supplies to Registered Persons (B2B)' is highlighted. Other tables in the list include '3A- Supplies to Unregistered Persons/Consumers (B2C)', '3C & 3D- Exports without payment of tax (EXW)', '3E & 3F- Supplies to SEZ without payment of tax (SEZ)', '3G- Deemed exports (DE)', '3H- Inward supplies attracting reversal charge (ICM)', '3I- Import of services (IMS)', '3J- Import of goods (IMG)', '3K- Import of goods from SEZ units/developers (MIO-SEZ)', '3L- Missing documents (provisional credit availed)', '4- Supplies made through Authorized operators', '3B- Amendment (regular)- registered persons (B2B)', '3B- Amendment (others)- registered persons (B2B-AU)', '3E & 3F- Amendment- Supplies to SEZ without payment of tax (SEZ-A)', and '3G- Amendment- Deemed exports (DE-A)'. To the left of the dropdown is a button labeled 'VII W SUMMARY'. To the right is a button labeled 'VII W JHAH-I RETURN'. At the bottom right is a 'BACK' button.


- b. In the **3B- Supplies to Registered Persons (B2B)** page, enter details of relevant documents in the table.

**Note:** Selection of tab provides table wise summary of ANX-1 on pre-populated sample data. Entries in the tables of the screen are for view only and no new entry can be made in the screens in the prototype.




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- c. Click **Table Summary** and summary of Table 3B gets displayed. To remove this, click **Table Summary** again.



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
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 IMPORT EXCEL/CSV FILES

  
 REMOVE DATA IN SELECTED TABLE

  
 MARK FOR DELETE IN SELECTED TABLE

  
 SUMMARY

  
 EXPORT TO CSV

Select Table to Add Details

3B- Supplies to registered persons (B2B)

**3B. Supplies made to registered persons (other than those attracting reverse charge)**

TABLE SUMMARY  
 ^

Document wise summary

Recipient wise summary

Document type	No. of records	Total taxable value (₹)	Total tax amount (₹)				No. of records marked for delete
			Integrated tax	Central tax	State/UT tax	Cess	
1	2	3	4	5	6	7	8
Invoice	3	35,000.00	1,800.00	2,250.00	2,250.00	300.00	-
Debit Note	1	5,000.00	0.00	450.00	450.00	100.00	-
Credit Note	1	5,000.00	0.00	450.00	450.00	100.00	-
Rejected Documents	0	0.00	0.00	0.00	0.00	0.00	-
<b>Total</b>	<b>5</b>	<b>35,000.00</b>	<b>1,800.00</b>	<b>2,250.00</b>	<b>2,250.00</b>	<b>300.00</b>	<b>-</b>

**ADD DOCUMENT** Field marked with red asterisk ( \*) are mandatory

☐ Differential % of tax rate
☐ Supply covered under sec 7 of IGST Act

Recipient GSTIN/UIN *	Trade/Legal name	Document type *	Document number *	Document date (DD/MM/YYYY) *	Document Value *	Place of Supply(Name of State/UT) *
<div style="display: flex; align-items: center;"> <div style="border: 1px solid #ccc; padding: 2px; flex-grow: 1;">                     Search by Recipient Name as  <a href="#" style="font-size: x-small; color: #0056b3;">+ Add to Master</a> </div> <div style="border: 1px solid #ccc; padding: 2px; margin-left: 5px;">                         Invoice                     </div> </div>	<div style="border: 1px solid #ccc; height: 20px;"></div>	<div style="border: 1px solid #ccc; padding: 2px;">Invoice</div>	<div style="border: 1px solid #ccc; height: 20px;"></div>	<div style="border: 1px solid #ccc; padding: 2px;"></div>	<div style="border: 1px solid #ccc; height: 20px;"></div>	<div style="border: 1px solid #ccc; padding: 2px;">Select</div>

**DOCUMENTS ADDED** Records Per Page: 10 Search:

<input type="checkbox"/>	Recipient GSTIN/UIN * ⇅	Trade/Legal name ⇅	Document type * ⇅	Document number * ⇅	Recipient type ⇅	Document date (DD/MM/YYYY) * ⇅
<input type="checkbox"/>	29AAAUP0028A1ZL	Kaveri	Invoice	123/1	Regular	01-Jun-19
<input type="checkbox"/>	07AAAUP0028A1ZL	XYZ	Invoice	123/2	Regular	10-Jun-19
<input type="checkbox"/>	07AAAUP0028A1ZL	XYZ	Credit note	123C/1	Regular	10-Jun-19
<input type="checkbox"/>	07AAAUP0028A1ZL	XYZ	Invoice	123C/2	Regular	10-Jun-19
<input type="checkbox"/>	07AAAUP0028A1ZL	XYZ	Debit note	123D/1	Regular	10-Jun-19

BACK
MARK FOR DELETE
REMOVE



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- d. Enter document details for each document one at a time and click the “+” icon.

ADD DOCUMENT Field marked with red asterisk (\*) are mandatory

☐ Differential % of tax rate ☐ Supply covered under sec 7 of IGST Act

Recipient GSTIN/UIN *	Trade/Legal name	Document type *	Document number *	Document date (DD/MM/YYYY) *	Document Value *	Place of Supply(Name of State/UT) *	Add Details
Search by Recipient Name or + Add to Master		Invoice				Select	

- e. “Item details” section is displayed. Enter item details one at a time.
- f. To add more items, click the “+” icon.
- g. After entering all details, click **SAVE DOCUMENT**.
- h. To remove the “Item details” section, click **BACK**.

ADD DOCUMENT Field marked with red asterisk (\*) are mandatory

☐ Differential % of tax rate ☐ Supply covered under sec 7 of IGST Act

Recipient GSTIN/UIN *	Trade/Legal name	Document type *	Document number *	Document date (DD/MM/YYYY) *	Document Value *	Place of Supply(Name of State/UT) *	Add Details
11AAATN1680A1ZZ + Add to Master		Invoice	123		200000	18-Assam	

Item details

S.No.	HSN Code	Taxable value (₹) *	Rate *	Tax amount (₹)			Actions
				Central tax	State / UT tax	Cess (₹)	
1							

**BACK** **SAVE DOCUMENT**

**Note:**

- If taxpayer click on ‘Add to master’ option in “Recipient GSTIN/UIN”, field then tool navigates to “Supplier’ recipient master”. If taxpayer clicks on ‘Add to master’ option in HSN code field, then tool navigates to “Product master”. Adding details in Master is not mandatory but it helps the taxpayer to fill the details in respective table of ANX-1 for future use.
- This feature is Not available in this Prototype.

ADD DOCUMENT Field marked with red asterisk (\*) are mandatory

☐ Differential % of tax rate ☐ Supply covered under sec 7 of IGST Act

Recipient GSTIN/UIN *	Trade/Legal name	Document type *	Document number *	Document date (DD/MM/YYYY) *	Document Value *	Place of Supply(Name of State/UT) *	Add Details
11AAATN1680A1ZZ + Add to Master		Invoice	123		200000	18-Assam	

Item details

S.No.	HSN Code	Taxable value (₹) *	Rate *	Tax amount (₹)			Actions
				Central tax	State / UT tax	Cess (₹)	
1							

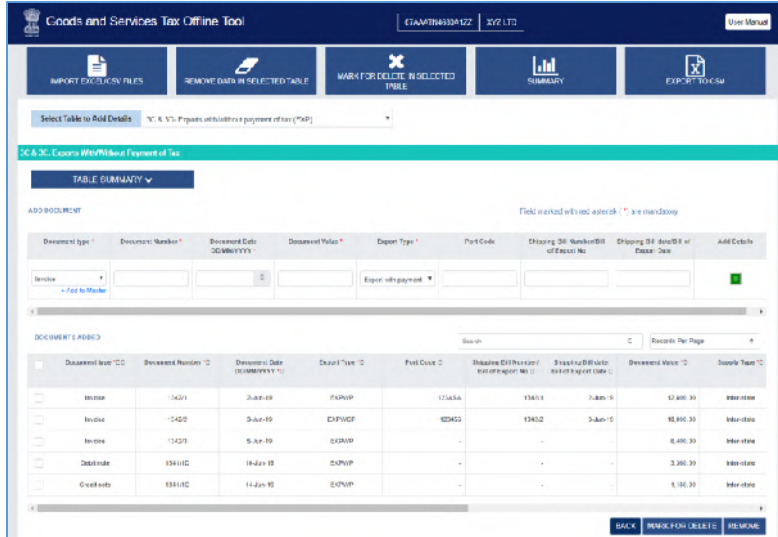
**BACK** **SAVE DOCUMENT**

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## User Manual Explaining Features of ANX-1 Offline – PROTOTYPE

### E. (iii). 3C & 3D- Exports with/without payment of tax (EXP)

Similarly, add details of exports made with/without payment of tax in this table. The reference screenshot of the table is given below.



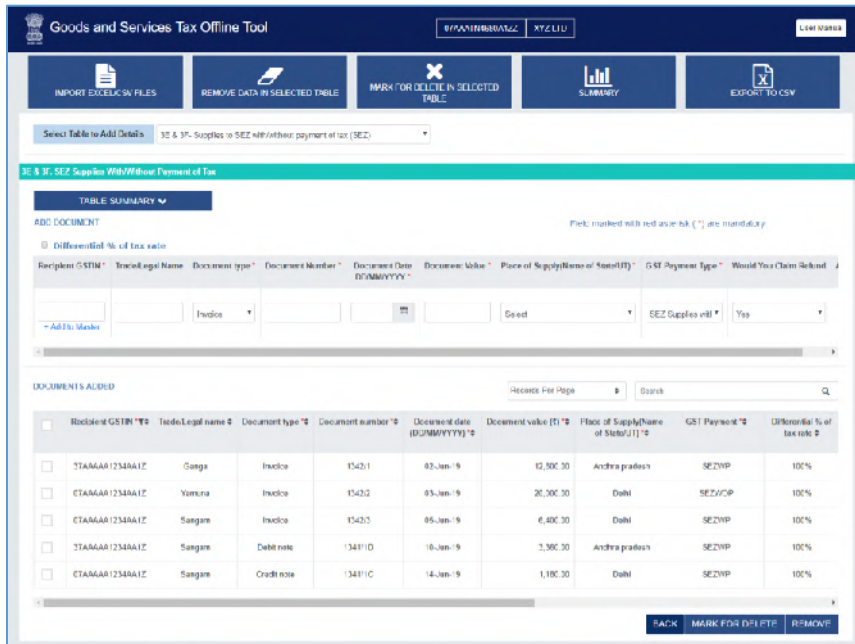
The screenshot shows the 'Goods and Services Tax Offline Tool' interface. The top navigation bar includes 'IMPORT EXCEL/CSV FILES', 'REMOVE DATA IN SELECTED TABLE', 'MARK FOR DELETE IN SELECTED TABLE', 'SUMMARY', and 'EXPORT TO CSV'. The main content area is titled '3C & 3D- Exports with/without payment of tax (EXP)'. Below this, there is a 'TABLE SUMMARY' section and an 'ADD DOCUMENT' section. The 'ADD DOCUMENT' section contains a form with fields for Document type, Document Number, Document Date, Document Value, Export Type, Port Code, Shipping Bill Number/Bill of Export No., Shipping Bill Date/Bill of Export Date, and Add Details. Below the form is a table with columns: Document type, Document Number, Document Date, Document Value, Export Type, Port Code, Shipping Bill Number/Bill of Export No., Shipping Bill Date/Bill of Export Date, Document Value, and Add Details. The table contains five rows of data.

Document type	Document Number	Document Date	Document Value	Export Type	Port Code	Shipping Bill Number/Bill of Export No.	Shipping Bill Date/Bill of Export Date	Document Value	Add Details
Invoice	15421	2-Jun-19	12,000.00	EXPWIP	15454	15454	2-Jun-19	12,000.00	Inter state
Invoice	15422	3-Jun-19	20,000.00	EXPWIP	15455	15455	3-Jun-19	20,000.00	Inter state
Invoice	15423	5-Jun-19	6,400.00	EXPWIP	-	-	-	6,400.00	Inter state
Debit note	13411D	10-Jun-19	3,300.00	EXPWIP	-	-	-	3,300.00	Inter state
Credit note	13411C	14-Jun-19	1,100.00	EXPWIP	-	-	-	1,100.00	Inter state

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### E. (iv). 3E & 3F- Supplies to SEZ with/without payment of tax (SEZ)

Similarly, add details of supplies made to SEZ with/without payment of tax in this table. The reference screenshot of the table is given below.



The screenshot shows the 'Goods and Services Tax Offline Tool' interface. The top navigation bar includes 'IMPORT EXCEL/CSV FILES', 'REMOVE DATA IN SELECTED TABLE', 'MARK FOR DELETE IN SELECTED TABLE', 'SUMMARY', and 'EXPORT TO CSV'. The main content area is titled '3E & 3F- Supplies to SEZ with/without payment of tax (SEZ)'. Below this, there is a 'TABLE SUMMARY' section and an 'ADD DOCUMENT' section. The 'ADD DOCUMENT' section contains a form with fields for Recipient GSTIN, Trade Legal Name, Document type, Document Number, Document Date, Document Value, Place of Supply (Name of State/UT), GST Payment type, and Would You Claim Refund. Below the form is a table with columns: Recipient GSTIN, Trade Legal name, Document type, Document number, Document date, Document value, Place of Supply (Name of State/UT), GST Payment, and Differential % of tax rate. The table contains five rows of data.

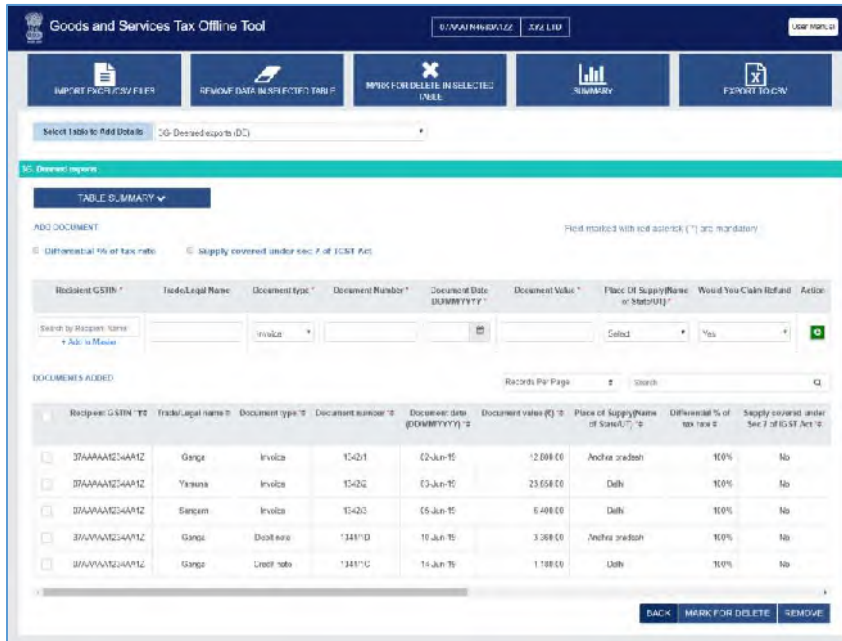
Recipient GSTIN	Trade Legal Name	Document type	Document number	Document date	Document value	Place of Supply (Name of State/UT)	GST Payment	Differential % of tax rate
27AABAR1234AA1Z	Ganga	Invoice	15421	02-Jan-19	12,000.00	Andhra Pradesh	SEZWIP	100%
27AABAR1234AA1Z	Yamuna	Invoice	15422	03-Jan-19	20,000.00	Dahli	SEZWIP	100%
27AABAR1234AA1Z	Sangam	Invoice	15423	05-Jan-19	6,400.00	Dahli	SEZWIP	100%
27AABAR1234AA1Z	Sangam	Debit note	13411D	10-Jan-19	3,300.00	Andhra Pradesh	SEZWIP	100%
27AABAR1234AA1Z	Sangam	Credit note	13411C	14-Jan-19	1,100.00	Dahli	SEZWIP	100%

## User Manual Explaining Features of ANX-1 Offline – PROTOTYPE

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### E. (v). 3G- Deemed exports (DE)

Similarly, add deemed exports details this table. The reference screenshot of the table is given below.



Goods and Services Tax Offline Tool

3G- Deemed exports (DE)

TABLE SUMMARY

ADD DOCUMENT

☒ Differential % of tax rate ☐ Supply covered under sec 7 of GST Act

Field marked with red asterisk (\*) are mandatory

Recipient GSTIN *	Trade/Legal Name *	Document type *	Document Number *	Document Date (DDMMYYYY) *	Document Value *	Place of Supply (Name or State) *	Would You Claim Refund *	Action
37AAAAA24AA1Z	Ganga	Invoice	15421	02-Jun-15	12,000.00	Andhra Pradesh	100%	No
37AAAAA24AA1Z	Yamuna	Invoice	15422	03-Jun-15	23,658.00	Dalh	100%	No
37AAAAA24AA1Z	Singam	Invoice	15423	05-Jun-15	6,498.00	Dalh	100%	No
37AAAAA24AA1Z	Gangul	Debit note	13411D	10-Jun-15	3,368.00	Andhra Pradesh	100%	No
37AAAAA24AA1Z	Ganga	Credit note	13411C	14-Jun-15	1,188.00	Dalh	100%	No

DOCUMENTS ADDED

Records Per Page: 5 Search


BACK MARK FOR DELETE REMOVE


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### E. (vi). 3H- Inward supplies attracting reverse charge (RCM)


Similarly, add details of inward supplies attracting reverse charge this table. The reference screenshot of the table is given below.


## User Manual Explaining Features of ANX-1 Offline – PROTOTYPE



**Goods and Services Tax Offline Tool**
67AAATN66AA1Z
XYZ LTD
User Manual


**IMPORT SELECTED CSV FILES**


**REMOVE DATA IN SELECTED TABLE**


**MARK FOR DELETE IN SELECTED TABLE**


**SUMMARY**


**EXPORT TO CSV**

Select Table to Add Details:
31 Inward supplies attracting reverse charge (RCM)

**31 Inward supplies attracting reverse charge**

**TABLE SUMMARY**

ADD DOCUMENT

☐ Differential % of tax rate
 ☐ Supply Covered Under Sec 7 of IGST Act

Field marked with red asterisk ( \*) are mandatory

Supplier GSTIN/PIN \*
 Trade/Legal Name
 Place of supply (Name of State/UT)
 Action

Search by Registered No.
 
 Search

+ Add to Master

DOCUMENTS ADDED
 Records Per Page: 5
Search

	Supplier GSTIN/PIN *	Trade/Legal name *	Place of Supply (Name of State/UT) *	Differential % of tax rate *	Supply covered under Sec 7 of IGST Act *	Supply type *	Taxable value (₹) *	Integrated tax (₹) *	Central tax (₹)
<input type="checkbox"/>	37AAAAA1234AA1Z	Ganga	Andhra Pradesh	100%	No	Intra-state	10,000.00	1,000.00	0
<input type="checkbox"/>	37AAAAA1234AA1Z	Yamuna	Delhi	100%	No	Intra-state	30,000.00	0.00	2,700
<input type="checkbox"/>	AAAAA1234H	Sangam	Delhi	100%	No	Intra-state	8,000.00	0.00	1,120
<input type="checkbox"/>	37AAAAA1234AA1Z	Ganga	Andhra Pradesh	100%	No	Intra-state	3,000.00	600.00	0
<input type="checkbox"/>	37AAAAA1234AA1Z	Ganga	Delhi	100%	No	Intra-state	1,000.00	0.00	100

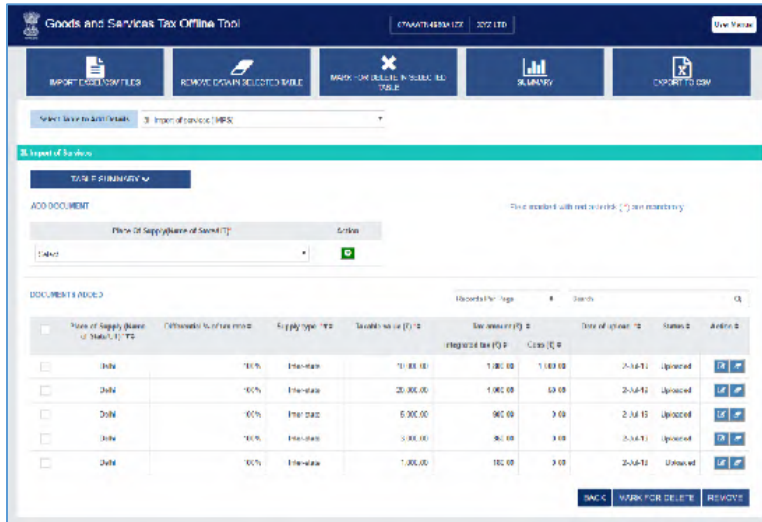
BACK
MARK FOR DELETE
REMOVE

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## User Manual Explaining Features of ANX-1 Offline – PROTOTYPE

### E. (vii). 3I- Import of goods (IMPG)

Add details of import of goods in this table. The reference screenshot of the table is given below.

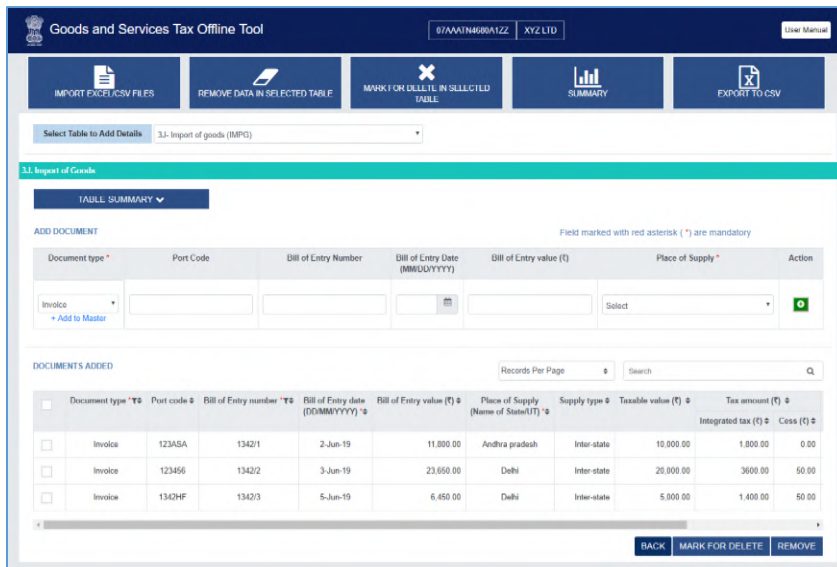


Document type	Port Code	Bill of Entry Number	Bill of Entry Date	Bill of Entry Value	Place of Supply	Supply type	Taxable value	Tax amount	Action
Invoice	123456	1342/1	2-Jun-19	11,800.00	Andhra Pradesh	Inter-state	10,000.00	1,800.00	0.00
Invoice	123456	1342/2	3-Jun-19	23,650.00	Delhi	Inter-state	20,800.00	3,600.00	50.00
Invoice	1342HF	1342/3	5-Jun-19	6,450.00	Delhi	Inter-state	5,000.00	1,400.00	50.00

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### E. (viii). 3J- Import of services (IMPS)

Add details of import of services in this table. The reference screenshot of the table is given below.



Document type	Port Code	Bill of Entry Number	Bill of Entry Date	Bill of Entry Value	Place of Supply	Supply type	Taxable value	Tax amount	Action
Invoice	123456	1342/1	2-Jun-19	11,800.00	Andhra Pradesh	Inter-state	10,000.00	1,800.00	0.00
Invoice	123456	1342/2	3-Jun-19	23,650.00	Delhi	Inter-state	20,800.00	3,600.00	50.00
Invoice	1342HF	1342/3	5-Jun-19	6,450.00	Delhi	Inter-state	5,000.00	1,400.00	50.00

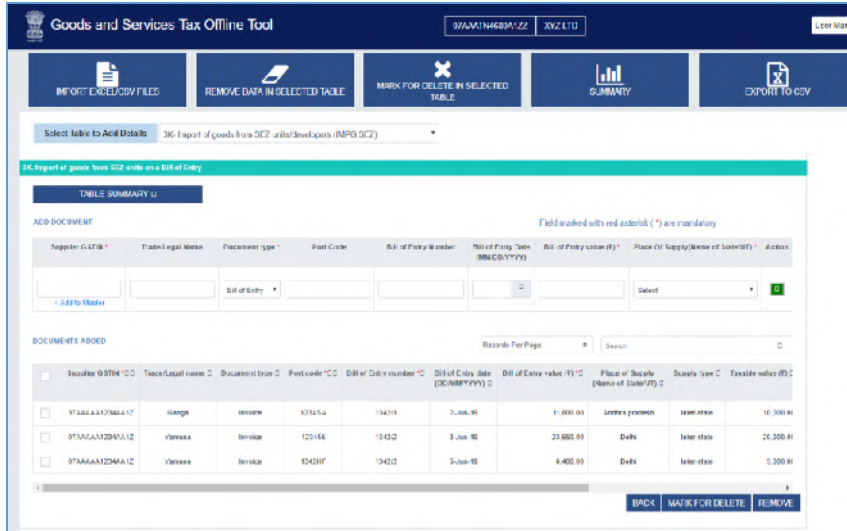
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## User Manual Explaining Features of ANX-1 Offline – PROTOTYPE

### E. (ix). 3K- Import of goods from SEZ units/developers (IMPG SEZ)

Add details of import of goods from SEZ units/developers in this table. The reference screenshot of the table is given below.



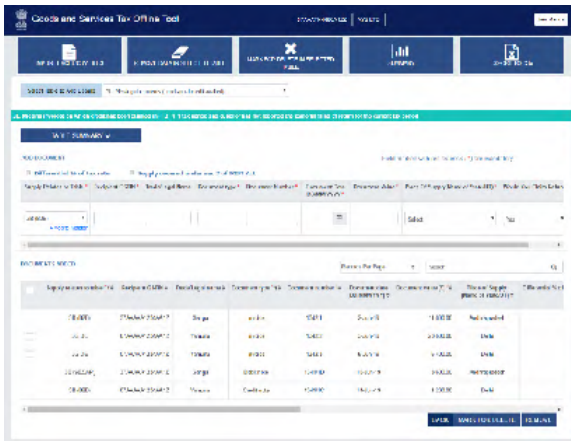
The screenshot shows the 'Goods and Services Tax Offline Tool' interface. The top navigation bar includes buttons for 'IMPORT EXCEL/CSV FILES', 'REMOVE DATA IN SELECTED TABLE', 'MARK FOR DELETE IN SELECTED TABLE', 'SUMMARY', and 'EXPORT TO CSV'. The main area is titled '3K- Import of goods from SEZ units/developers (IMPG SEZ)'. Below this, there is a 'TABLE SUMMARY (0)' section and an 'AEO DOCUMENT' section. The 'AEO DOCUMENT' section contains a table with columns: Supplier GSTIN, Trade legal name, Document type, Port Code, Bill of Entry number, Bill of Entry date, Bill of Entry value, Place of Supply, and Action. The table is currently empty. Below the 'AEO DOCUMENT' section, there is a 'DOCUMENTS ADDED' section with a table showing details of added documents. The table has columns: Invoice number, Trade legal name, Document type, Port code, Bill of Entry number, Bill of Entry date, Bill of Entry value, Place of Supply, and Taxable value. The table contains three rows of data.

Supplier GSTIN	Trade legal name	Document type	Port Code	Bill of Entry number	Bill of Entry date	Bill of Entry value	Place of Supply	Action
17ABAA1786A17	Orange	Invoice	101654	134719	3-Jun-18	1,000.00	Imported	10,000.00
17ABAA1786A17	Orange	Invoice	101654	134719	3-Jun-18	23,880.00	Debit	24,880.00
17ABAA1786A17	Orange	Invoice	101654	134719	3-Jun-18	6,400.00	Debit	5,400.00

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### E. (x). 3L- Missing documents (provisional credit availed)

Add details of missing documents related to provisional credit availed in this table. The reference screenshot of the table is given below.



The screenshot shows the 'Goods and Services Tax Offline Tool' interface. The top navigation bar includes buttons for 'IMPORT EXCEL/CSV FILES', 'REMOVE DATA IN SELECTED TABLE', 'MARK FOR DELETE IN SELECTED TABLE', 'SUMMARY', and 'EXPORT TO CSV'. The main area is titled '3L- Missing documents (provisional credit availed)'. Below this, there is a 'TABLE SUMMARY (0)' section and an 'AEO DOCUMENT' section. The 'AEO DOCUMENT' section contains a table with columns: Supplier GSTIN, Trade legal name, Document type, Port Code, Bill of Entry number, Bill of Entry date, Bill of Entry value, Place of Supply, and Action. The table is currently empty. Below the 'AEO DOCUMENT' section, there is a 'DOCUMENTS ADDED' section with a table showing details of added documents. The table has columns: Invoice number, Trade legal name, Document type, Port code, Bill of Entry number, Bill of Entry date, Bill of Entry value, Place of Supply, and Taxable value. The table contains three rows of data.

Supplier GSTIN	Trade legal name	Document type	Port Code	Bill of Entry number	Bill of Entry date	Bill of Entry value	Place of Supply	Action
17ABAA1786A17	Orange	Invoice	101654	134719	3-Jun-18	1,000.00	Imported	10,000.00
17ABAA1786A17	Orange	Invoice	101654	134719	3-Jun-18	23,880.00	Debit	24,880.00
17ABAA1786A17	Orange	Invoice	101654	134719	3-Jun-18	6,400.00	Debit	5,400.00

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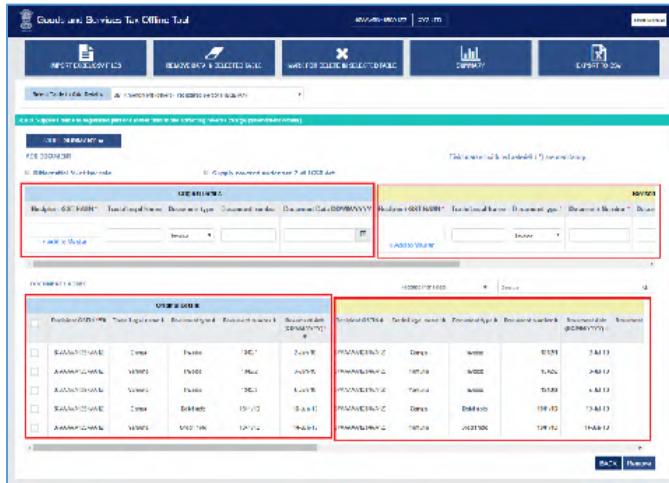


## User Manual Explaining Features of ANX-1 Offline – PROTOTYPE

### E. (xiii). 3BA. Amendment (others)- registered persons (B2BAO)

Add details of amendment related to others/registered persons in this table. The reference screenshot of the table is given below.

**Note:** Table displays fields related to original details in blue header and revised details are displayed in yellow header.

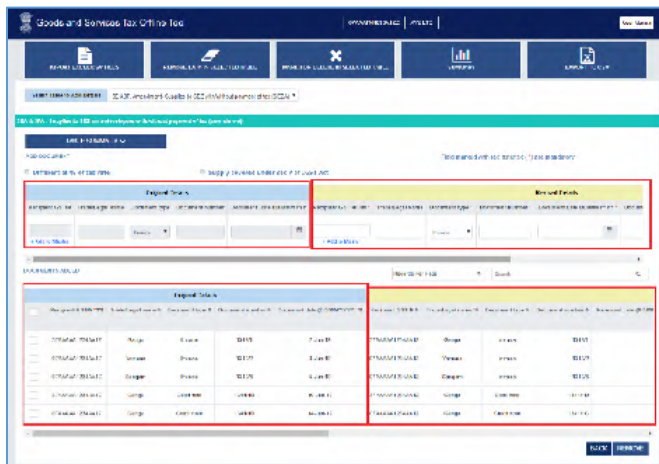


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### E. (xiv). 3EA & 3FA. Amendment- Supplies to SEZ with/without Payment of Tax (SEZA)

Add details of amendment related to supplies made to SEZ with/without payment of tax in this table. The reference screenshot of the table is given below.

**Note:** Table displays fields related to original details in blue header and revised details are displayed in yellow header.



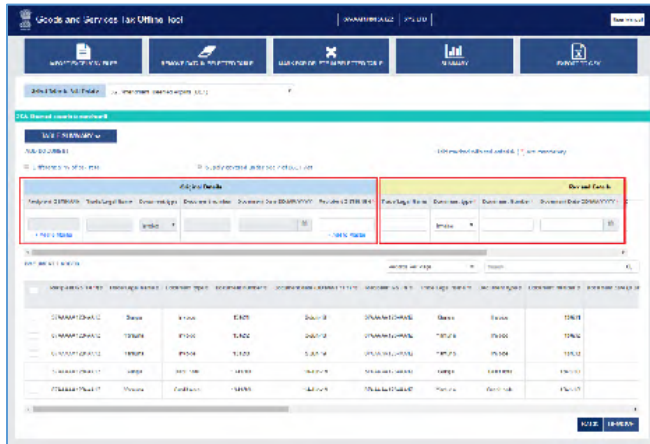
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## User Manual Explaining Features of ANX-1 Offline – PROTOTYPE

### E. (xv). 3GA. Amendment- Deemed exports (DEA)

Add details of amendment related to deemed exports in this table. The reference screenshot of the table is given below.

**Note:** Table displays fields related to original details in blue header and revised details are displayed in yellow header.

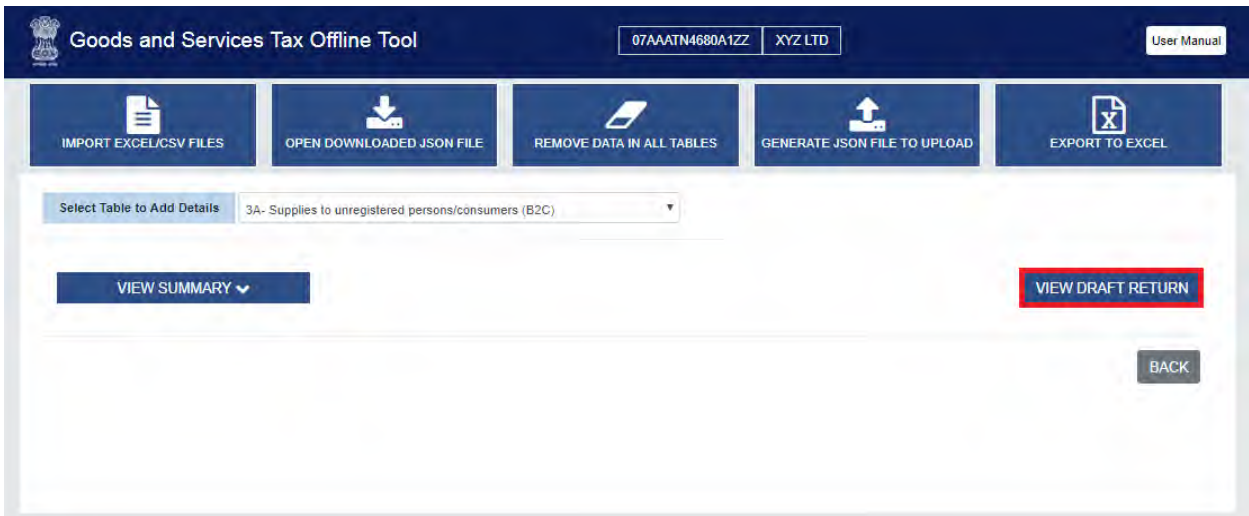


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### F. View Draft Return

18. Click the **VIEW DRAFT RETURN** to view draft Return FORM GST RET-1. Offline tool will auto fill the details in this draft return, based on the details imported to various tables and these details will be non- editable.

**Note:** This feature is Not available in this Prototype.



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