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

A. Add/ Modify Profile
B. Open the "Home" Screen of the Offline Tool
C. Import Data Using EXCEL or CSV FILES
D. View Summary
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   v. 3G- Deemed exports (DE)
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   vii. 3I- Import of goods (IMPG)
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   ix. 3K- Import of goods from SEZ units/developers (IMPG SEZ)
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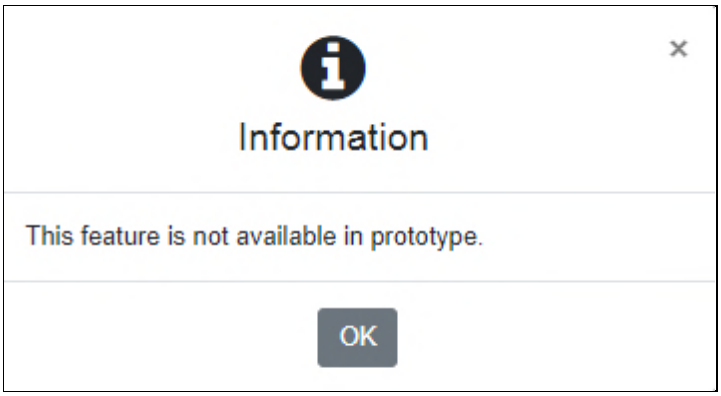
   xv. 3GA. Amendment- Deemed exports (DEA)
F. View Draft Return

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.

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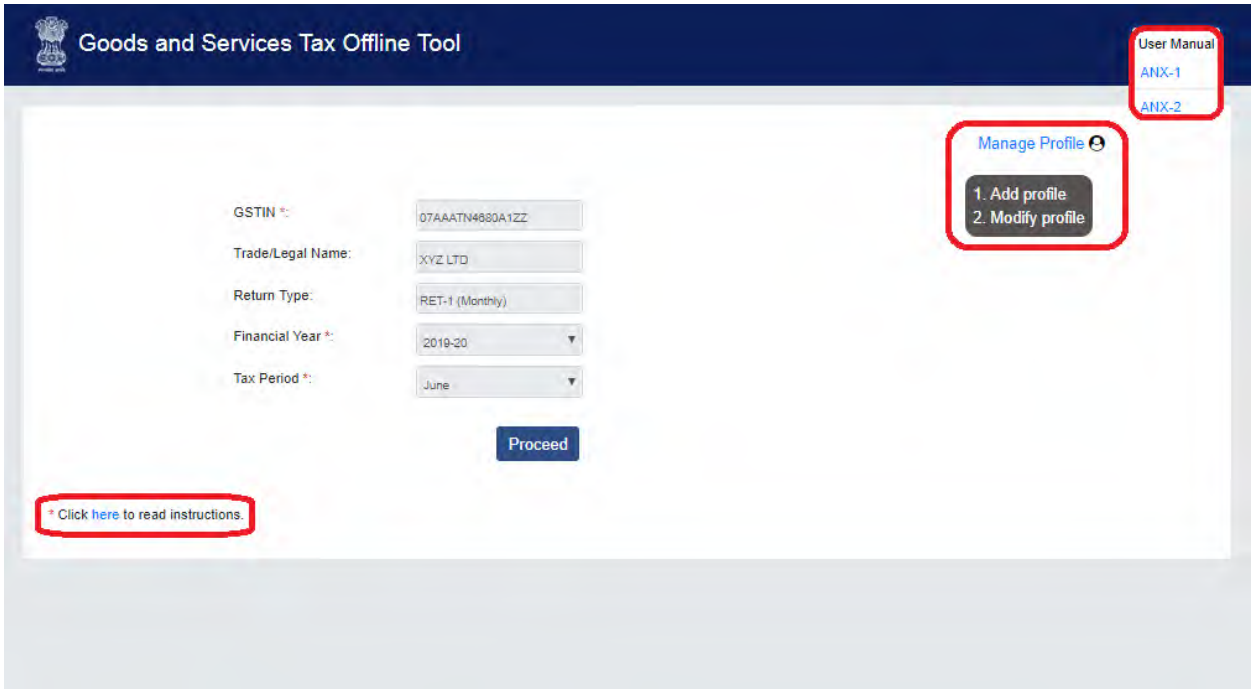
A. Add/ Modify Profile

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.



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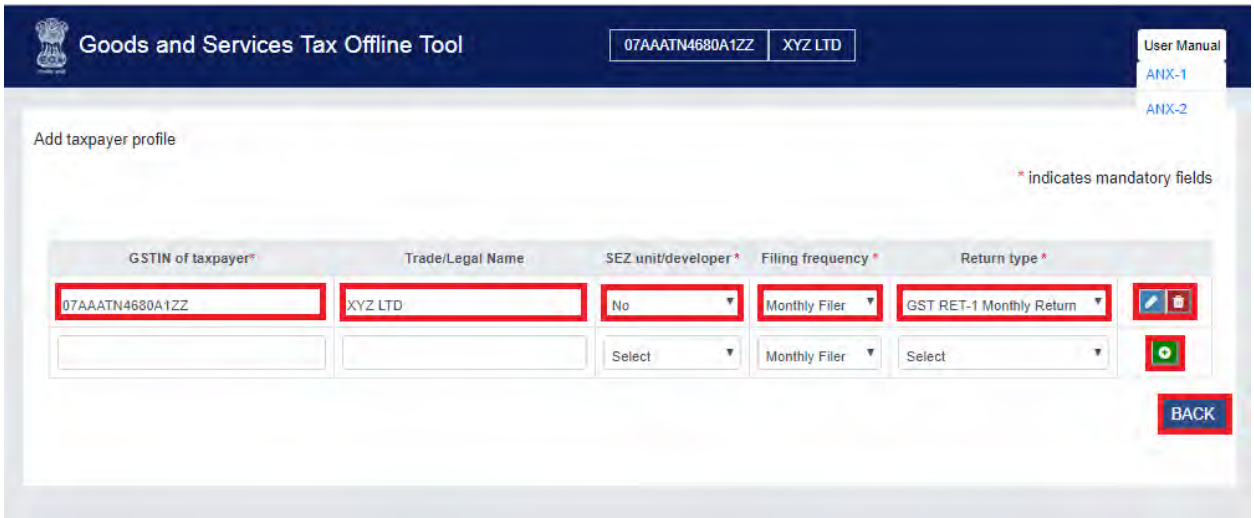
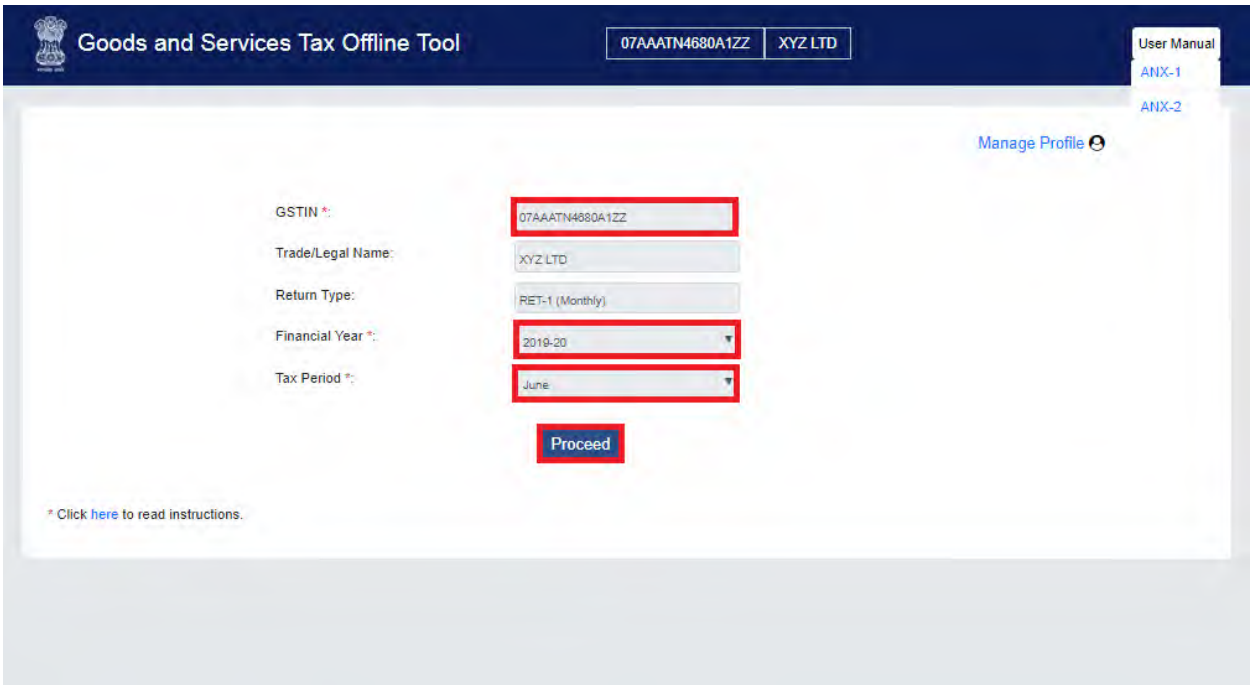
5. Add the details of the **GSTIN** and click **Add** button. Once profile is added. You can **Edit** or **Delete** the profile. Once profile is added, click **BACK** button. Once Profile is added, you can **Modify** the added profile.
   Note: This feature is Not available in this Prototype.



6. Select the **GSTIN** of the profile, added in previous step, and add **Finacial 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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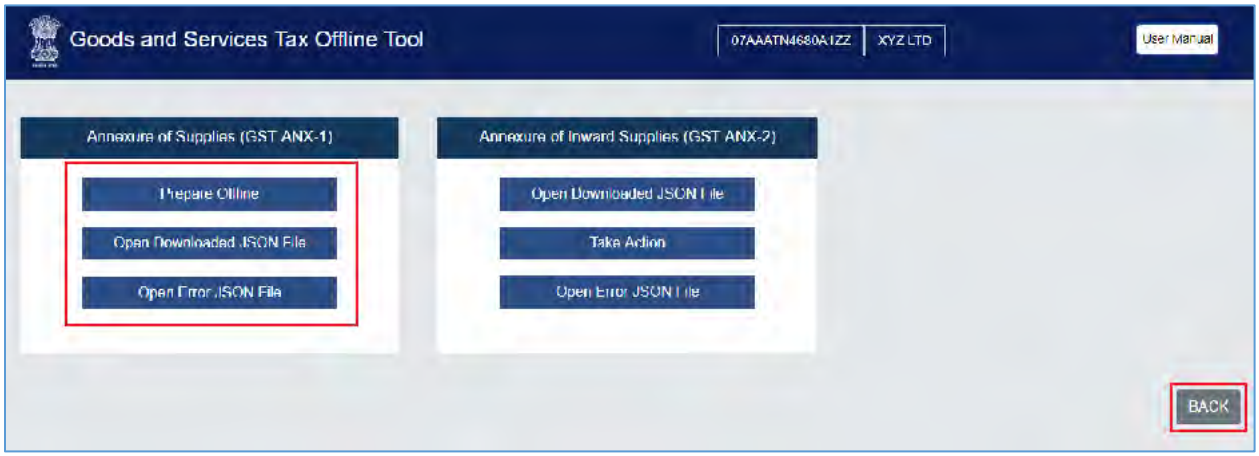
B. Open the "Home" screen of the Offline Tool

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.



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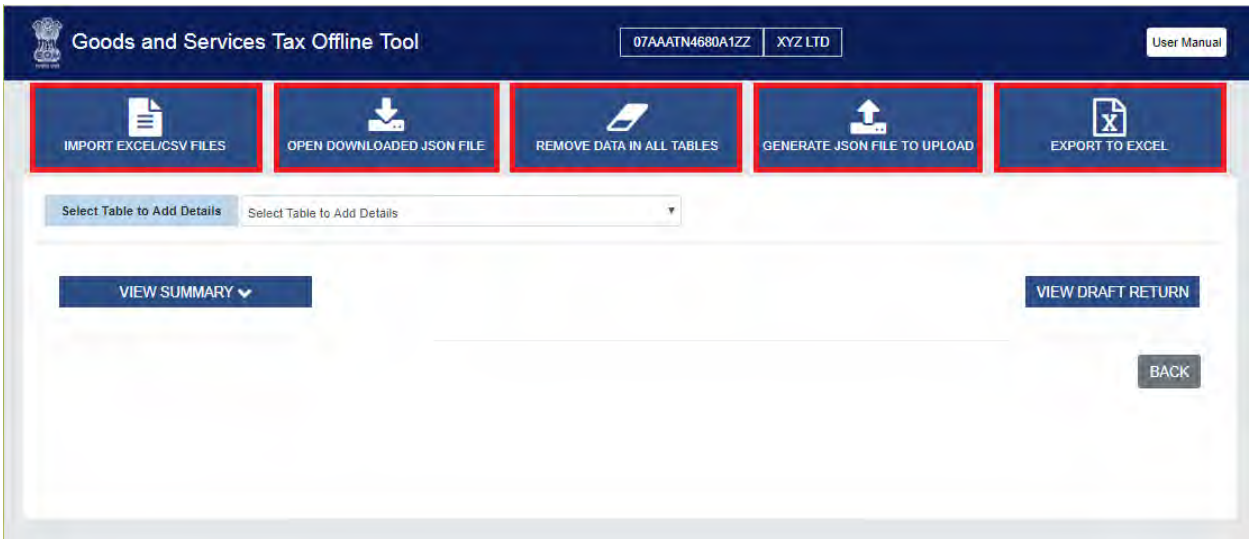
10. Dashboard gives you following options:
    a. **IMPORT EXCEL/ CSV FILES –** To import the filled up Excel template (available with the downloaded offline tool)/ CSV files containing the ANX-1 details.
    Note: This feature is Not available in this Prototype.
    b. **OPEN DOWNLOADED JSON FILE** - 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.
    c. **REMOVE DATA IN ALL TABLES** - To remove the records from all tables of the tool.
    Note: This feature is Not available in this Prototype.
    d. **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.
    e. **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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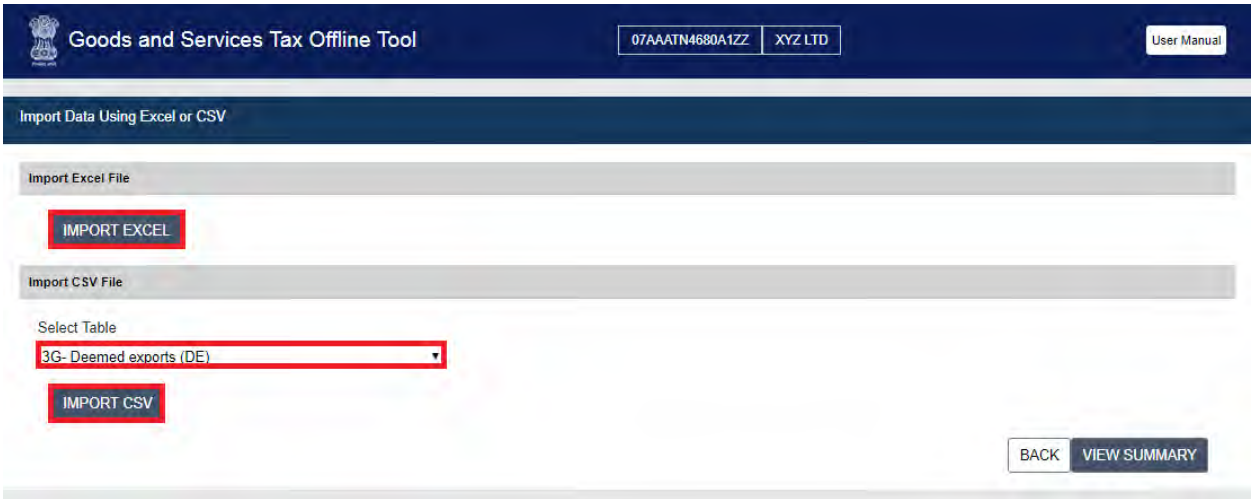
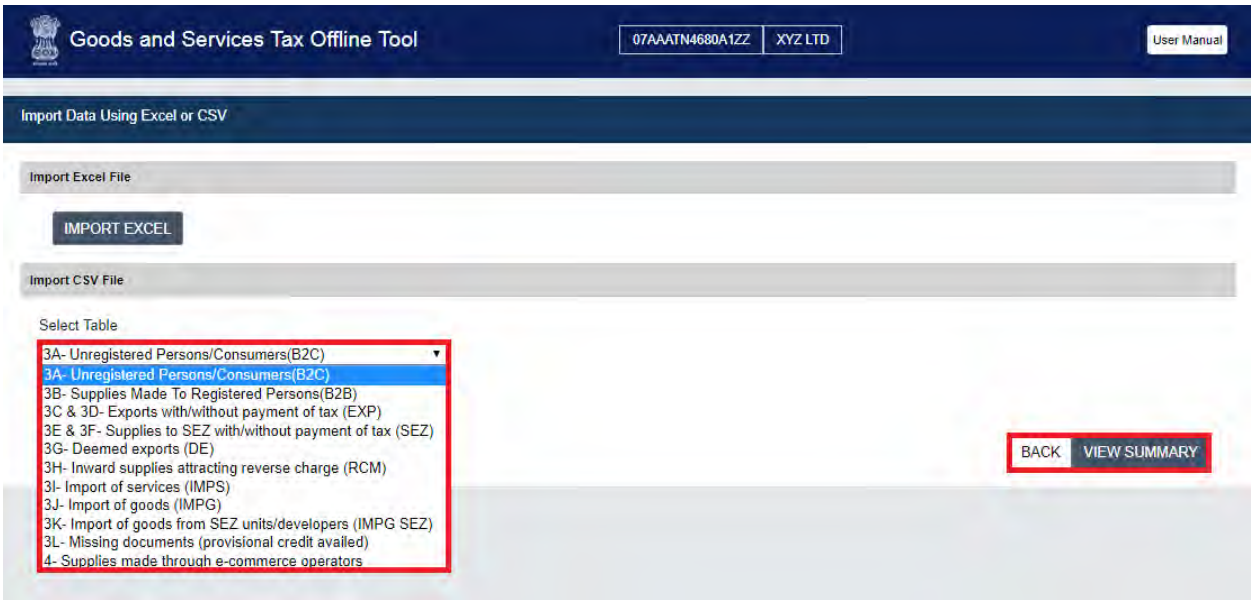
C. Import Data Using EXCEL or CSV FILES

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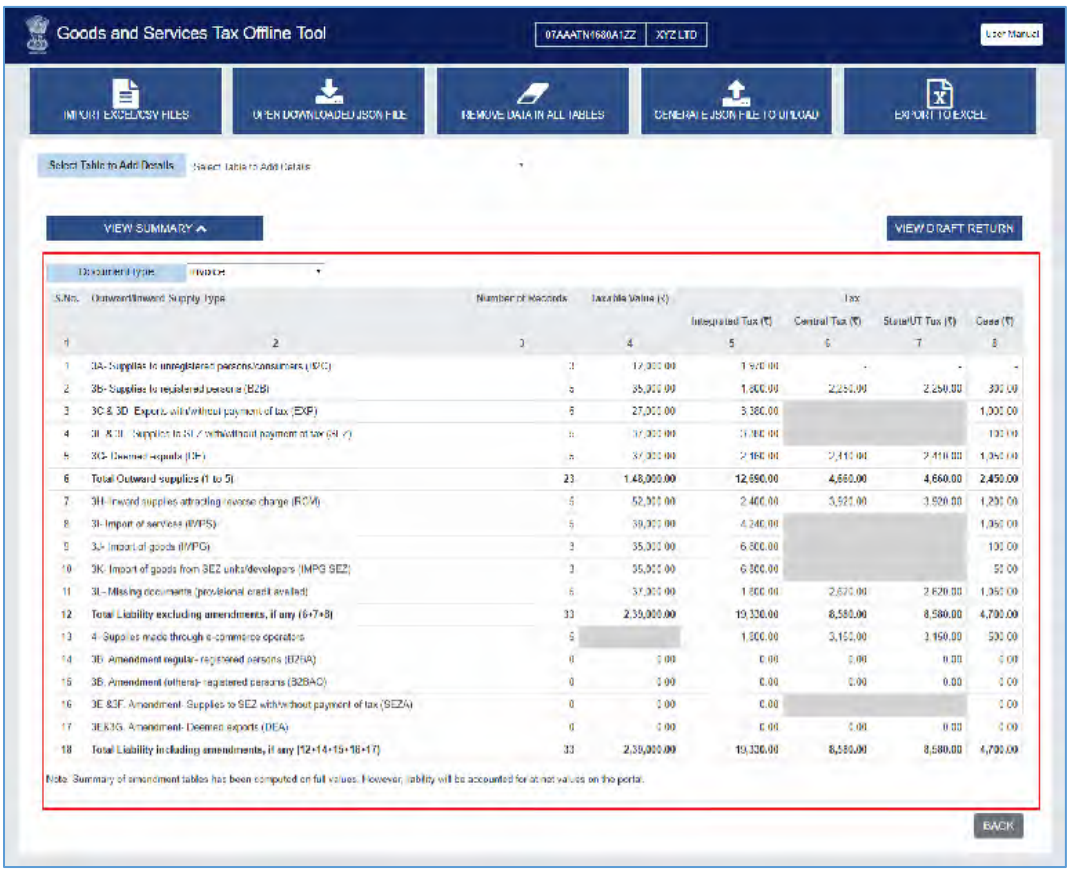
14. Once ANX-1 details are imported, click the **VIEW SUMMARY** to view the imported details in a summarized version.

Note: This feature is Not available in this Prototype.

15. Navigate **BACK**.

D. View Summary

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



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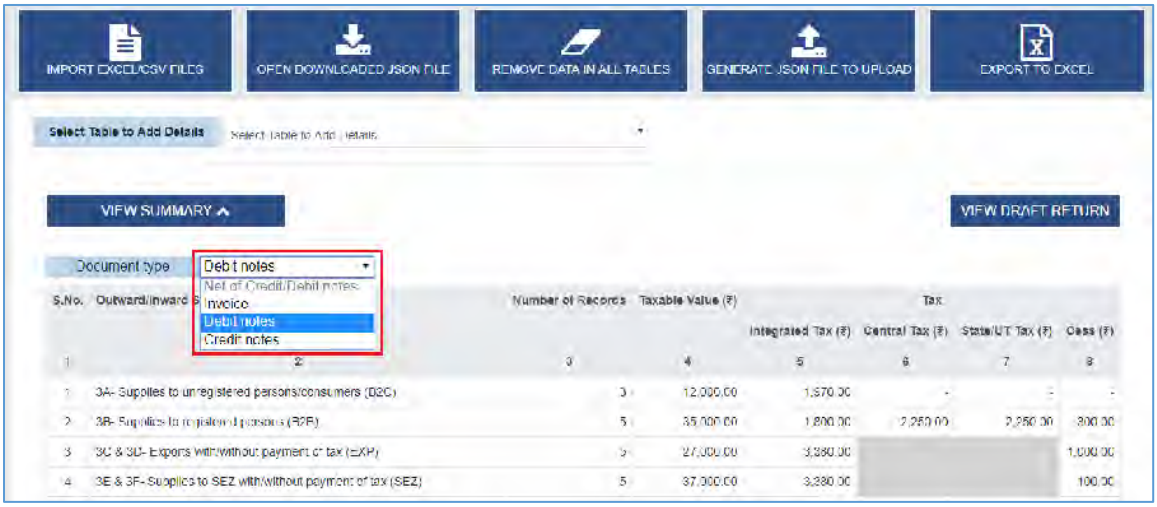
17. Select the relevant document type for which you want to view the summary of imported details.
    Note: This feature is not available in prototype.



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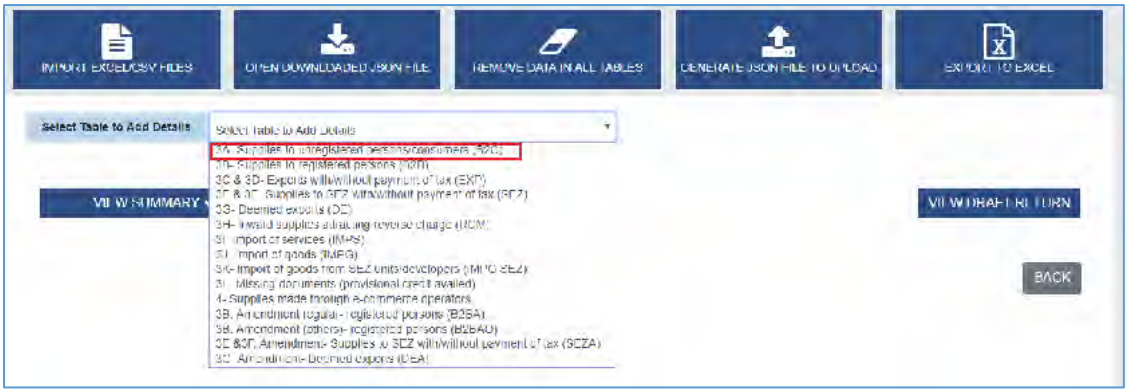
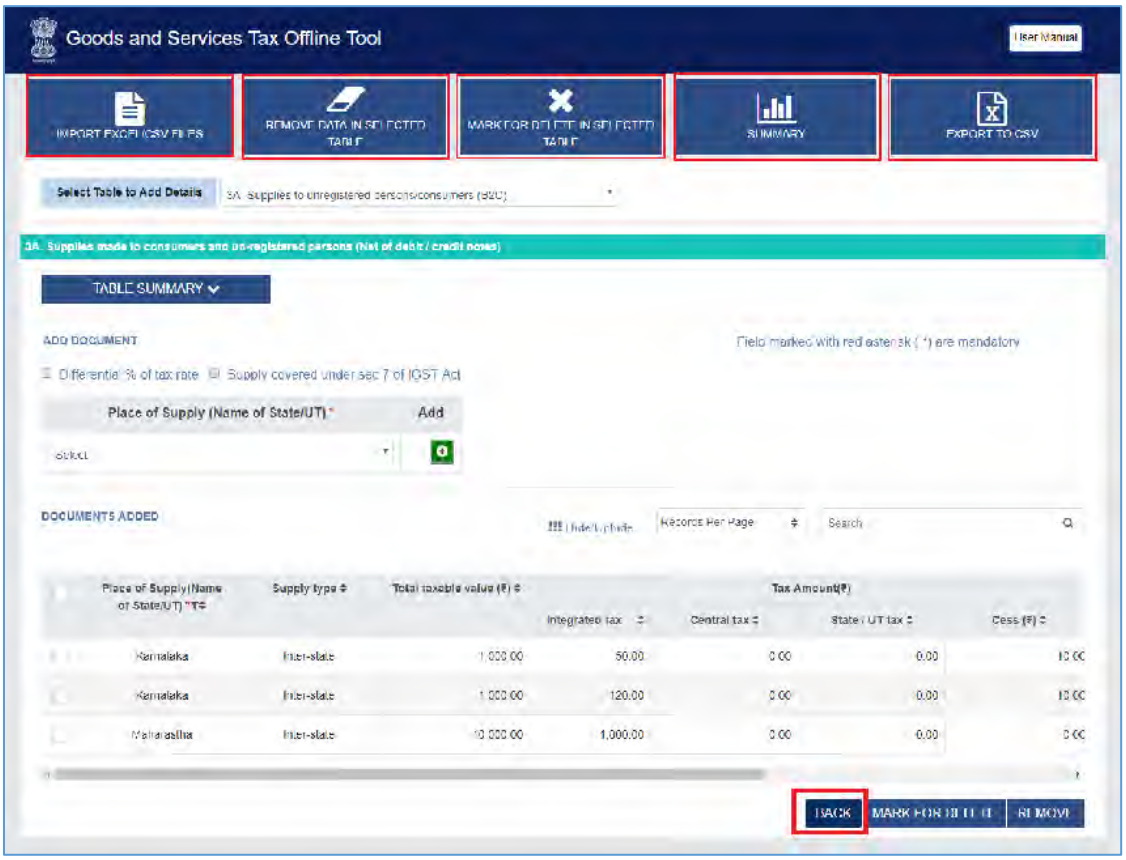
E. (i). Table 3A- Supplies to Unregistered Persons/Consumers (B2C)

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.



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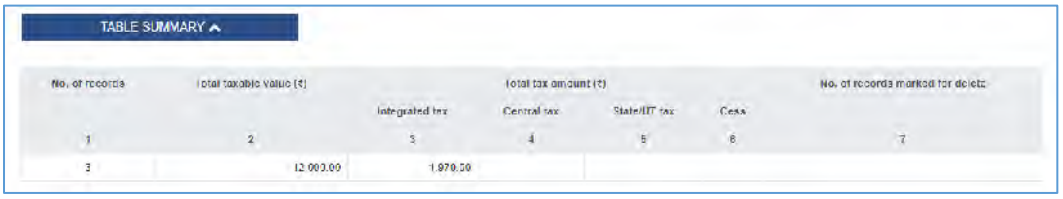
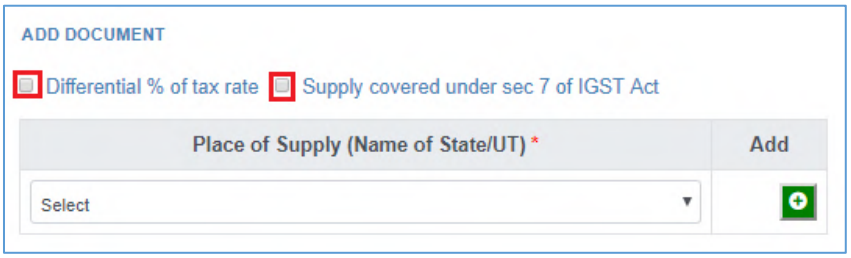
c. Click **Table Summary**. Summary of Table 3A gets displayed. To remove this, click **Table Summary** again.



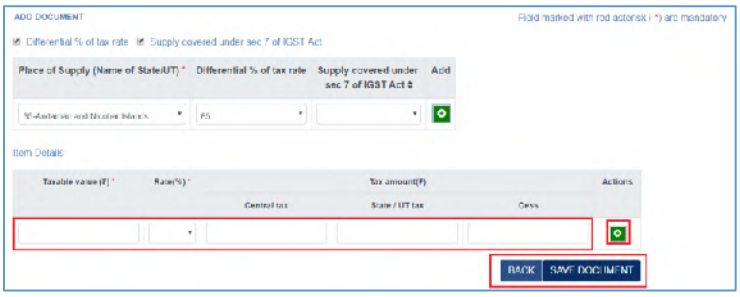
d. In the **ADD DOCUMENT** field, select the applicable check-boxes "Differential % of tax rate" or "Supply covered under sec. 7 of IGST Act" as applicable.



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

<u>Note:</u> We have selected both the check-boxes for the purpose of this demonstration.

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.**



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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.

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.

i. You can customize your view by using options to:

- **Hide/Unhide Columns** – to view/ hide the columns.
  Note:This functionality is not avaliable 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.

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.

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.

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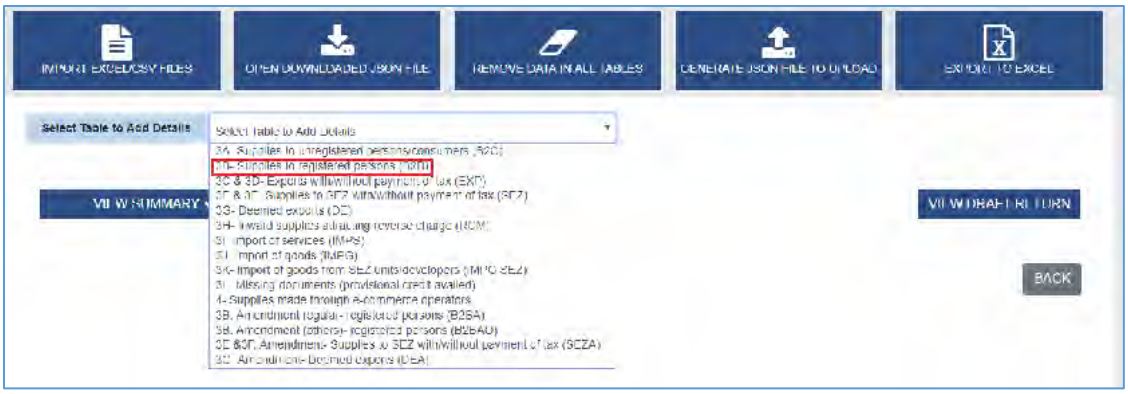
E. (ii). Table 3B- Supplies to Registered Persons (B2B)

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



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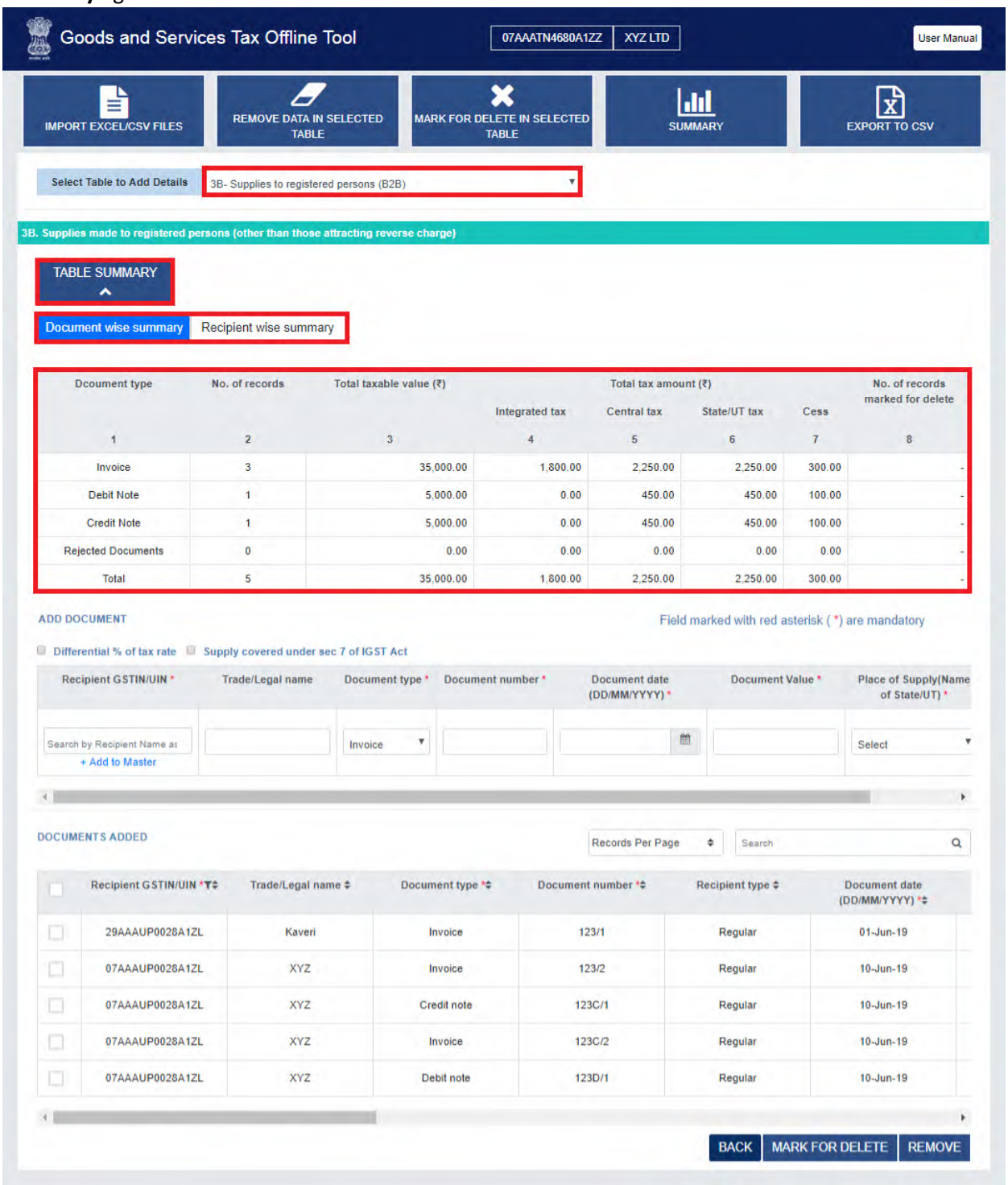
c. Click **Table Summary** and summary of Table 3B gets displayed. To remove this, click **Table Summary** again.



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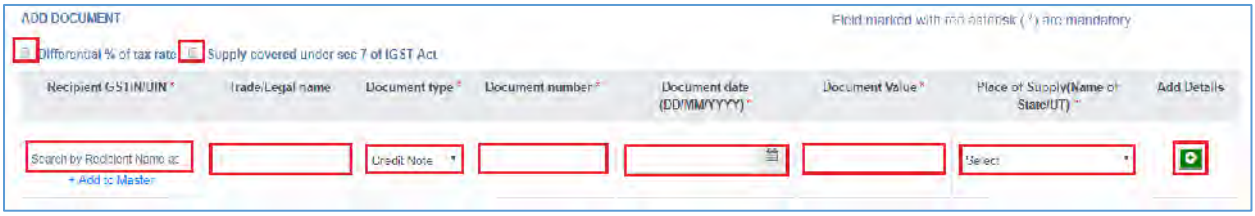
d. Enter document details for each document one at a time and click the "+" icon.

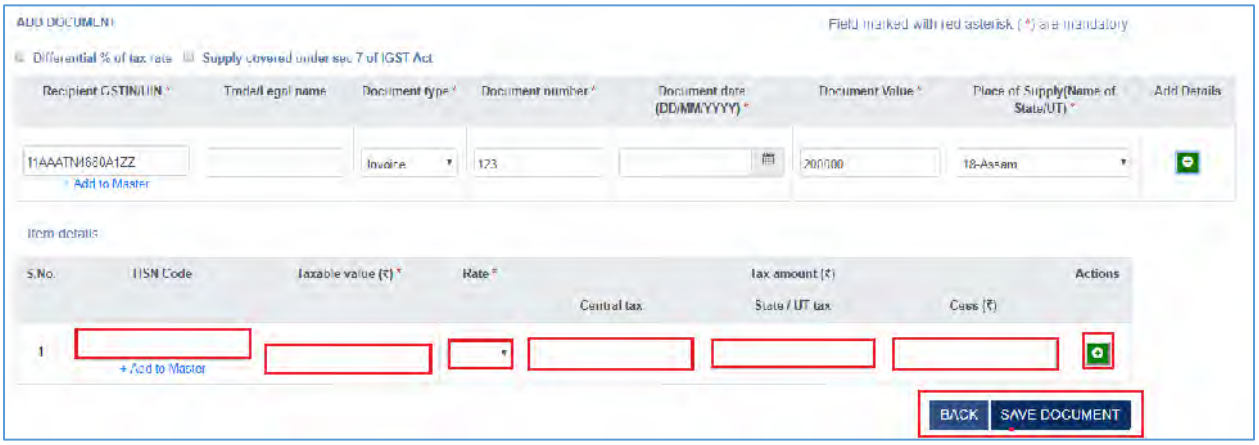


e. "Item details" section is displayed. Enter item details one at a time.

f. To add more items, click the "+" icon.

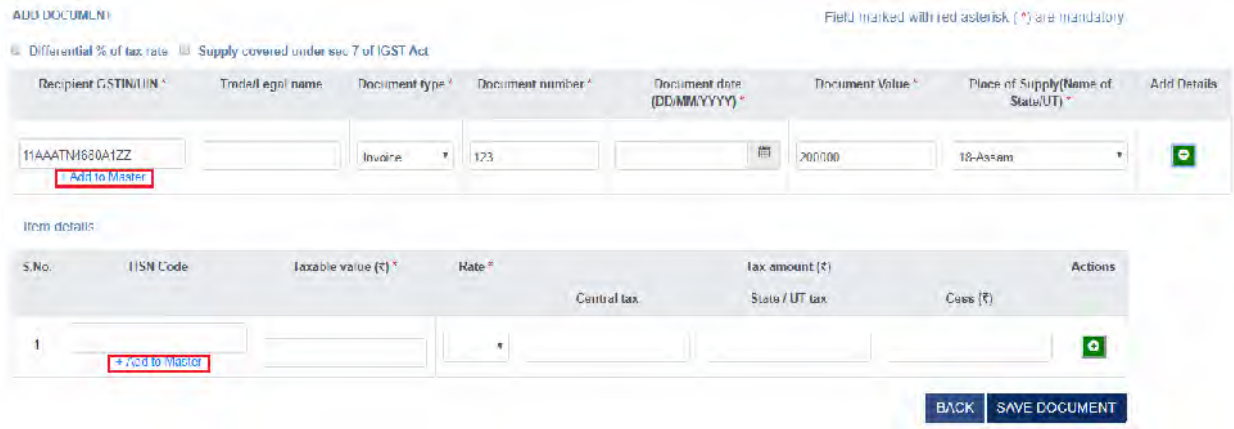
g. After entering all details, click **SAVE DOCIMENT**.

h. To remove the "Item details" section, click **BACK**.



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.



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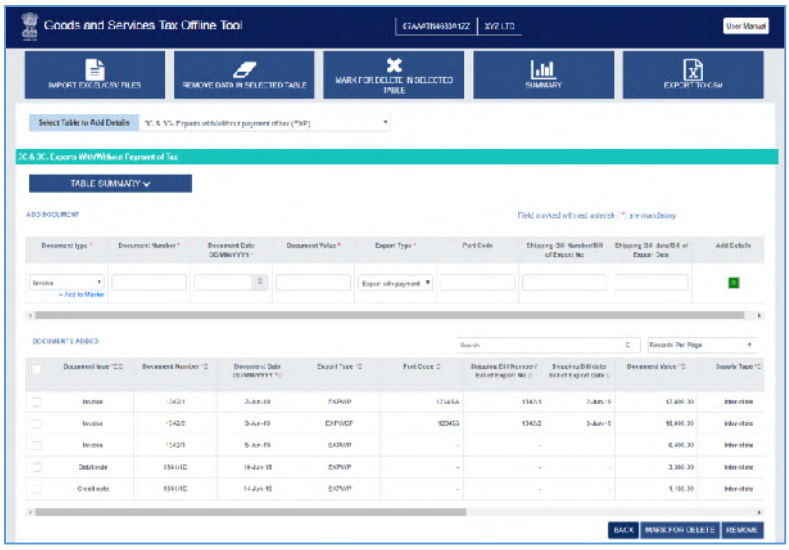
E. (iii). 3C & 3D- Exports with/without payment of tax (EXP)

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



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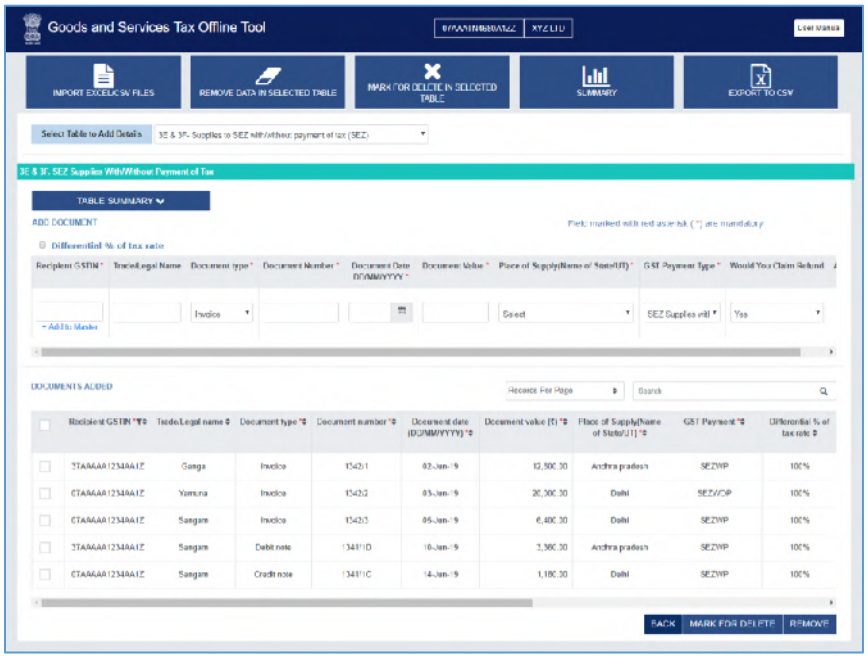
E. (iv). 3E & 3F- Supplies to SEZ with/without payment of tax (SEZ)

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.



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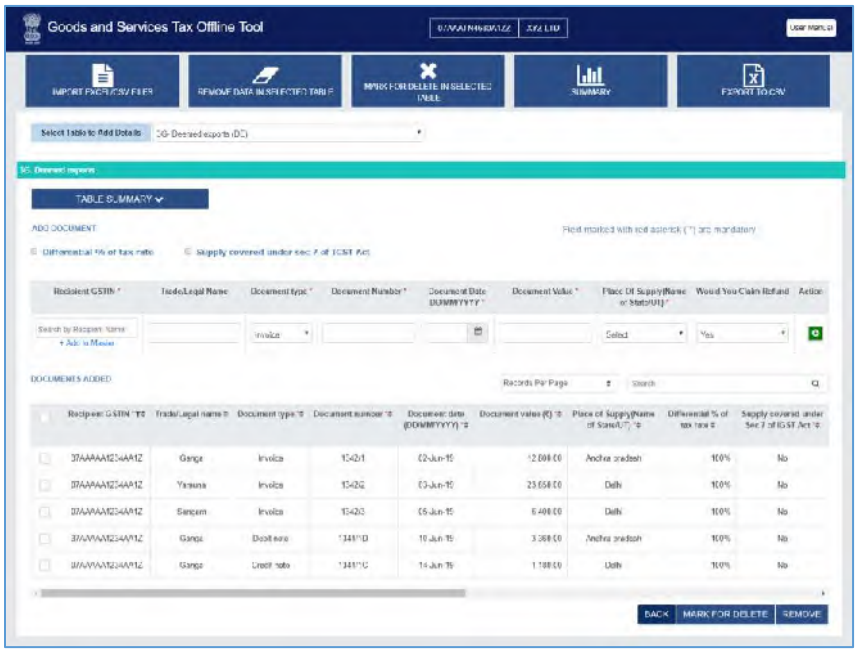
E. (v). 3G- Deemed exports (DE)

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



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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.

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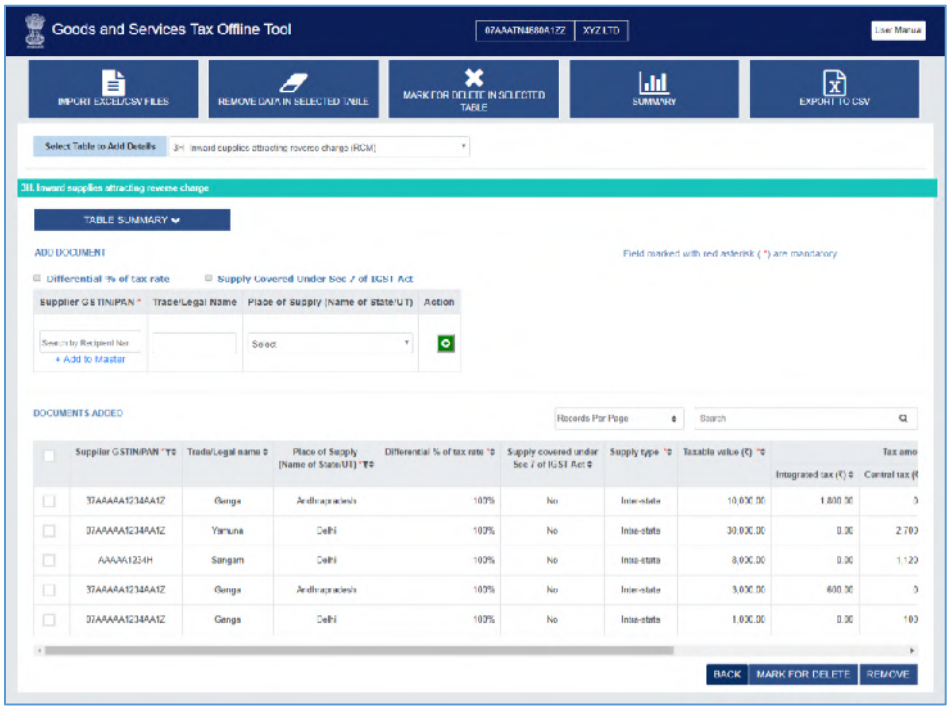

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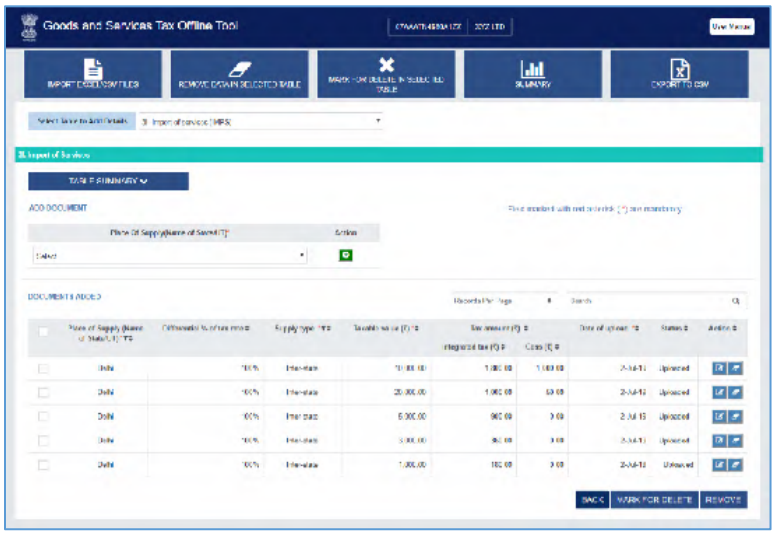
E. (vii). 3I- Import of goods (IMPG)

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



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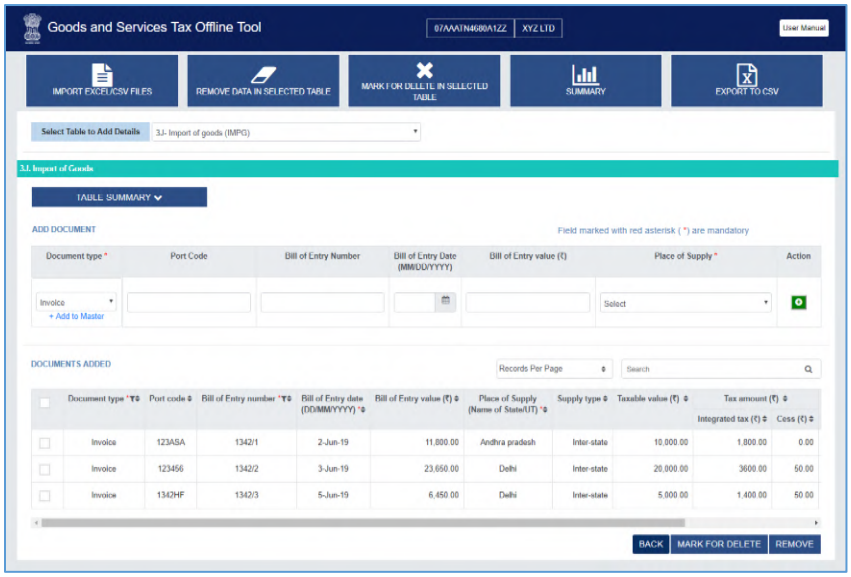
E. (viii). 3J- Import of services (IMPS)

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



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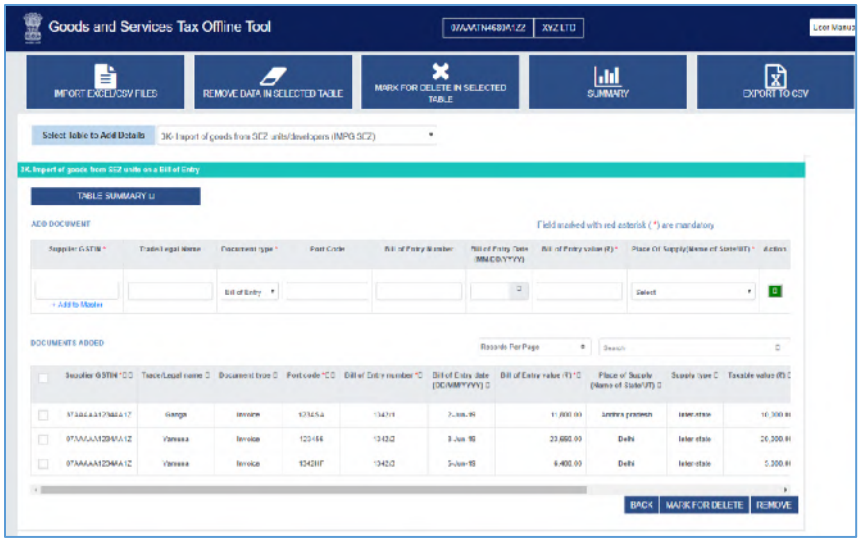
E. (ix). 3K- Import of goods from SEZ units/developers (IMPG SEZ)

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



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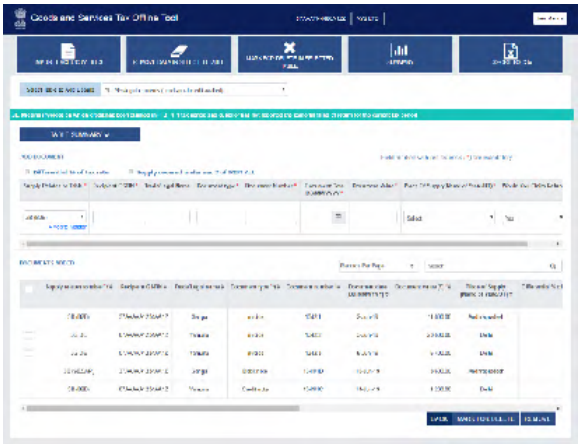
E. (x). 3L- Missing documents (provisional credit availed)

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



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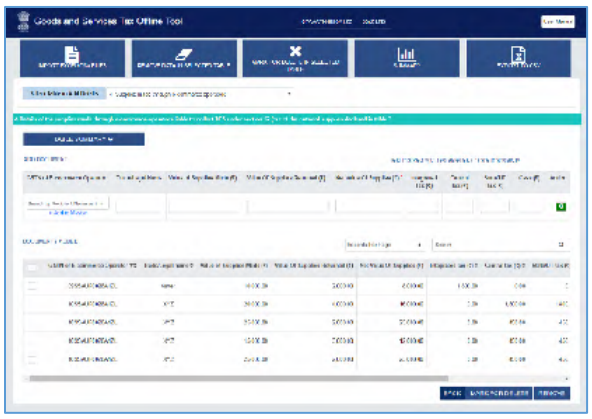
E. (xi). 4- Supplies made through e-commerce operators

Add details of supplies made through e-commerce operators in this table. The reference screenshot of the table is given below.



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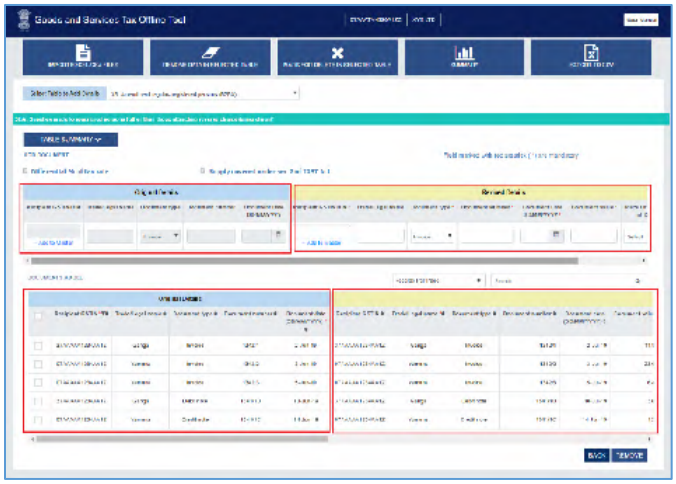
E. (xii). 3B. Amendment regular- registered persons (B2BA)

Add details of amendment related to regular/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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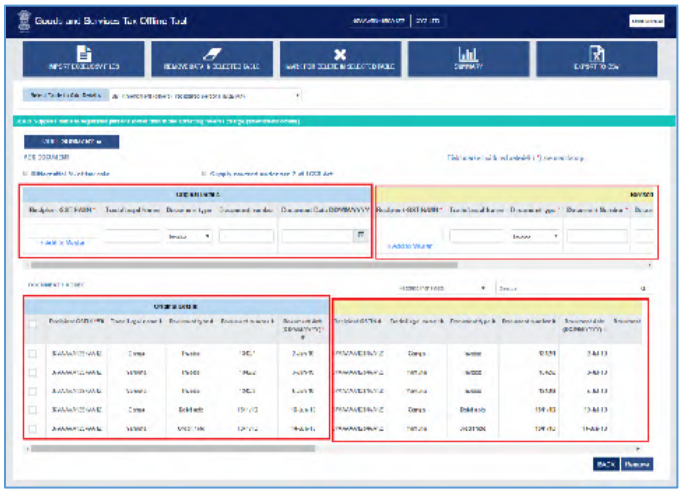
E. (xiii). 3BA. Amendment (others)- registered persons (B2BAO)

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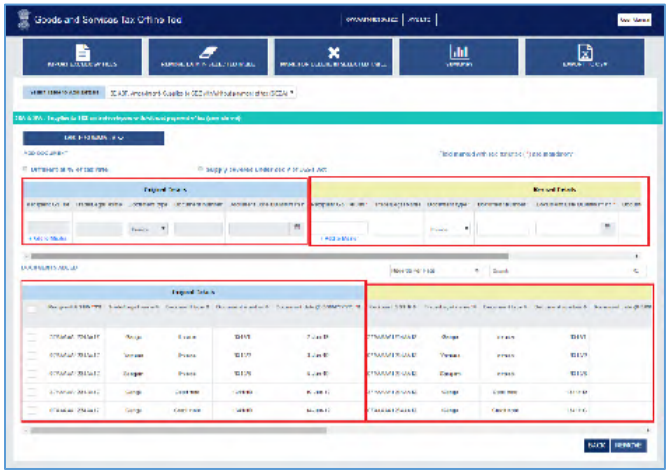
E. (xiv). 3EA & 3FA. Amendment- Supplies to SEZ with/without Payment of Tax (SEZA)

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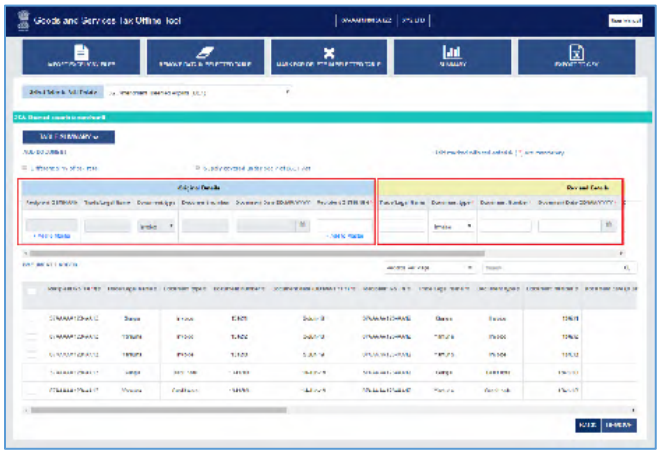
E. (xv). 3GA. Amendment- Deemed exports (DEA)

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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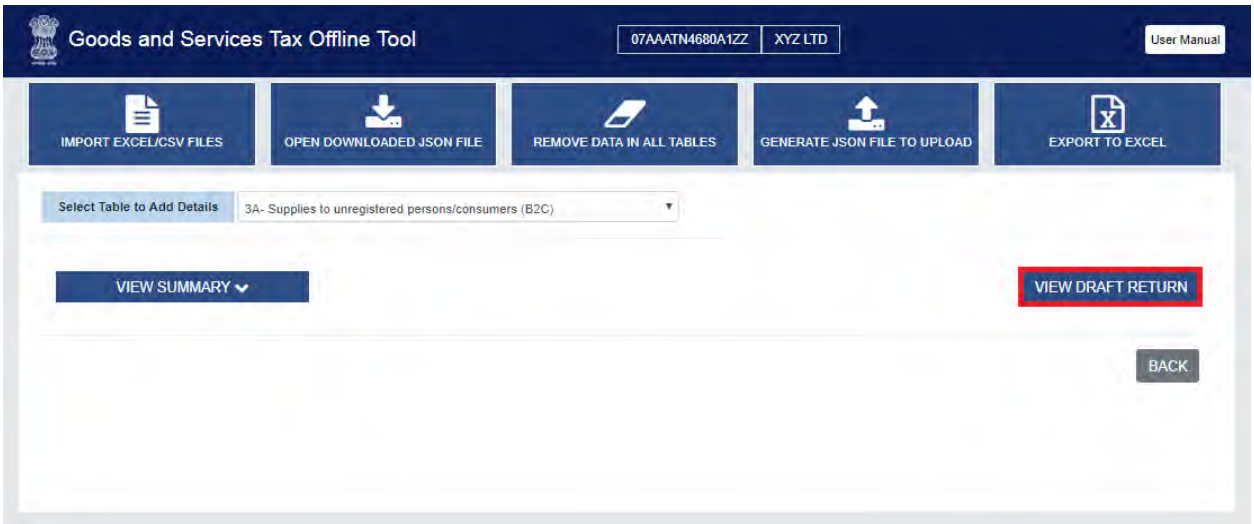
F. View Draft Return

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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