

Manual > Communication Between Taxpayers

“Communication between Taxpayers” functionality facilitates taxpayer to communicate with counterparty and request for an action on the document reported/ uploaded by him/her or by counterparty through GST Portal.

To utilize this facility:

- Taxpayer needs to log into the GST portal and navigate to Services > User Services > Communication Between Taxpayers option.
- Taxpayer can perform the following tasks:
 - Taxpayer can send new notification to a Supplier or a Recipient.
 - Taxpayer can send return filing reminder to his/her supplier (not to Recipient)
 - Taxpayer can read and reply to the notifications received.
 - Taxpayer can directly upload the GSTR 1 document if not submitted and filed already.
 - Taxpayer can view notifications sent and reply received for the sent notifications.
- An Email and SMS intimation will be sent to counterparty on registered email address and mobile number.
- Taxpayer will get an alert for the unread notifications, if any.

To communicate with a Supplier or a Recipient, perform the following steps:

Note: Communication Between Taxpayers option is not available to persons registered as TDS, TCS and NRTP. Such registered persons have not been provided the link – ‘Communication Between Taxpayers’ under the Services tab.

1. Access the www.gst.gov.in URL. The GST Home page is displayed. Login to the portal with valid credentials. Dashboard page is displayed. Click Services > User Services > Communication Between Taxpayers option.



2. COMMUNICATION BETWEEN TAXPAYERS page is displayed. From here, you can click any of the four tabs provided at the left-hand side of the page.

- Inbox (Notification & Reply Received):** It shows any new notification received or reply received from a Supplier or a Recipient. A supplier or a Recipient can then take an action on the received notification.
- + Compose:** It allows you to write and send a new notification to a Supplier or a Recipient.
- Outbox (Notification & Reply Sent):** It shows any new notification sent or reply sent to a Supplier or a Recipient.
- Download CSV Template:** It allows you to download CSV template through which you can upload the notifications at one go. (This functionality will be released shortly).

3.1 Send and View Notification to a Supplier or a Recipient

[3.2 View Reply in Inbox and Take Action for Notification received from a Supplier or a Recipient](#)

[3.3 Upload the missing document directly to Form GSTR-1](#)

[3.4 View Reply received from a Supplier or a Recipient for the Notification sent](#)

Click the hyperlink above to know more about them.

3.1 Send and View notification sent to a Supplier or a Recipient

If a taxpayer needs to send a new notification to a Supplier or a Recipient, he/she can use the Compose option for this.

3.1.1. Click the +Compose tab to send a new notification to a Supplier or a Recipient.

3.1.2 Send New Notification page is displayed. From the Notification To drop-down list, select the Supplier option in case you want to send notification to a Supplier else select the Recipient option in the Notification To drop-down list.

COMMUNICATION BETWEEN TAXPAYERS

Index
(Notification to
Reply Received)

+ Compose

Outbox
(Notification to
Reply Sent)

Download CSV
Template

Send New Notification

Notification To* Supplier * Indicates Mandatory Fields

Supplier GSTIN* **Trade/Legal Name**

Subject * Max 200 characters

REMINDER FOR FILING <

Document Details Updated 12/24/21

Action required	Document type	Document number	Document date	Document Value	Place of supply
Others	Invoice		05/02/2021		33 - Jam

Recipient Remarks* * Max 200 characters

Notes: An email and SMS notification shall be sent to counter-party on registered email address and mobile number.

3.1.3 In the Supplier GSTIN field, enter the GSTIN of the supplier to whom notification has to be sent. Once the GSTIN is entered, Trade/Legal Name field will be auto populated with details.

COMMUNICATION BETWEEN TAXPAYERS

Inbox
(Notification & Reply Received)

+ Compose

Outbox
(Notification & Reply Sent)

Download CSV
Template

Send New Notification

Notification To* * Indicates Mandatory Fields

Supplier GSTIN* Trade/Legal Name

Subject *Max 50 characters

REMINDER FOR FILING

Document Details

Action required	Document type	Document number	Document date	Document Value	Place of supply
Others	Invoice		08/02/2024		33 - Tam

Recipient Remarks* *Max 200 characters

Notes: An email and SMS notification will be sent to counter-party on registered email address and mobile number.

3.1.4 In the Subject field, enter the subject of the notification you want to send.

Note: Maximum length of the subject can be up to 50 characters.

COMMUNICATION BETWEEN TAXPAYERS

Inbox
(Notification & Reply Received)

+ Compose

Outbox
(Notification & Reply Sent)

Download CSV Template

Send New Notification

Notification To* * Indicates Mandatory fields

Supplier GSTIN* Trade/Legal Name

Subject * Max 50 characters

REMINDER FOR FILING

Document Details

Action required	Document type	Document number	Document date	Document Value	Place of supply
Others v	Invoice v		08/02/2021		23 - Tamil Nadu

Recipient Remarks*

*Max 200 characters

Note: An email and SMS Intimation shall be sent to counter party on registered email address and mobile number.

3.1.5 Click the REMINDER FOR FILING option to send a reminder to the Supplier.

Note:

- This functionality is optional. You can send a notification without adding a reminder as well.
- This functionality is applicable if the notification is being sent to a Supplier by a Recipient. It is not available if the notification is being sent to a Recipient by a Supplier.

COMMUNICATION BETWEEN TAXPAYERS

Inbox
(Notification & Reply Received) 99

+ Compose

Outbox
(Notification & Reply Sent)

Download CSV
Template

Send New Notification

Notification To* * Indicates Mandatory Fields

Supplier GSTIN* **Trade/Legal Name**

Subject *Max 50 characters

REMINDER FOR FILING

Document Details Upload CSV

Action required	Document Type	Document number	Document date	Document Value	Place of supply
Others	Invoice		08/02/2021		33 - Term

Recipient Remarks*

*Max 200 characters

Upload Attachment

Note: An email and SMS intimation shall be sent to counter-party on registered email address and mobile number.

SEND RESET BACK

3.1.6 In the Financial Year, Return Period and Form Type drop-down, select the required data.

Note: Options available in drop-down list in Form Type are GSTR-1 and GSTR-3B.

COMMUNICATION BETWEEN TAXPAYERS

Inbox
(Notification & Reply Received)

+ Compose

Outbox
(Notification & Reply Sent)

Download CSV Template

Send New Notification

Notification To* * Indicates Mandatory Fields

Supplier GSTIN* Trade/Legal Name

Subject *Max 50 characters

REMINDER FOR FILING

Financial Year	Return Period	Form Type	Add Record
2016-18	July	GSTR-1	

Document Details

Action required	Document type	Document number	Document date	Document value	Place of supply
Others	Invoice		08/02/2018		33 Tamil

Recipient Remarks*

*Max 10MB Limitation

Notes: An email and SMS Intimation shall be sent to counter-party on registered email address and mobile number.

3.1.7 Click the Plus icon under Add Record field to add the details.

COMMUNICATION BETWEEN TAXPAYERS

Inbox
(Notification & Reply Received)

+ Compose

Outbox
(Notification & Reply Sent)

Download CSV Template

Send New Notification

Notification To* * Indicates Mandatory Fields

Supplier GSTIN* Trade/Legal Name

Subject *Max 50 characters

REMINDER FOR FILING

Financial Year	Return Period	Form Type	Add Record
2018-19	July	GSTR-1	

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Dashboard Services User Services Communication Between Taxpayers English

COMMUNICATION BETWEEN TAXPAYERS

Inbox
(Notification & Reply Received)

+ Compose

Outbox
(Notification & Reply Sent)

Download CSV Template

Send New Notification

Notification To* * Indicates Mandatory Fields

Supplier GSTIN* Trade/Legal Name

Subject *Max 50 characters

REMINDER FOR FILING

Financial Year	Return Period	Form Type	Add Record
2018-19	July	GSTR-1	
Select	Select	Select	

3.1.7 (a) Adding document details Manually:

3.1.7 (b) Adding document details through CSV template:

3.1.7 (a) Adding document details Manually:

3.1.7 (a1) In the Document Details section, select the Action Required by a Supplier or a Recipient from the drop-down list and enter the required details manually.

Action required	Document type	Document number	Document date	Document Value	Place supply
File Missing Document	Invoice	33AAACD	07/07/2020	50736.00	33 - Tam

COMMUNICATION BETWEEN TAXPAYERS

Send New Notification

Notification To* * Indicates Mandatory Fields

Supplier GSTIN* Trade/Legal Name

Subject *Max 50 characters

REMINDER FOR FILING

Financial Year	Return Period	Form Type	Add Record
2018-19	July	GSTR-1	

Document Details

Action required	Document type	Document number	Document date	Document Value	Place supply
File Missing Document	Invoice	33AAACD	07/07/2020	50736.00	33 - Tam

Note 1: Description of the options available in drop-down list is given below.

- File Missing Document – Taxpayer (Recipient) informs the Supplier to upload the missing documents
- Rejected-Amendment Required – Taxpayer (Recipient) informs counterparty to amend the document (Invoice, Credit note, Debit note)
- Rejected-Wrongly sent to me – Taxpayer (Recipient) informs the counterparty that supply mentioned in the document is wrongly sent to him/her.

Manual

[Click here to see this page in full context](#)

- Others – Any other information as given in Remarks section.

Note 2:

• This functionality works item-level wise. For each document (Invoice/Credit Note/Debit Note), you need to add option from the Action Required field.

• Fifty documents/records can be manually added or through CSV template for a particular notification. To add more than 50 documents/records, initiate a new notification.

A taxpayer can manually modify the notification by deleting some of the records and adding new records at their place. A taxpayer can do these modifications before sending the notification to counterparty. No such modifications can be done once the notification has been sent to counterparty.

• Drop-down values of Action Required field will be different for Supplier and Recipient. In case the notification is sent to a Recipient by a supplier, Drop-down values in Action Required field for a Recipient will be as shown in the screenshot below:

Document Details

Action Required	Document Type	Document Number	Document Date	Document Value	Place Supp
Outstanding	Invoice		11/12/2020		23

Supplier Remarks

*Max 2000 characters

Note: An email and SMS information shall be sent to counterparty on registered email address and mobile number.

CANCEL **RESET** **BACK**

Note 3: Description of the options available in drop-down list is given below for a Recipient taxpayer

- Payment not received- Taxpayer (Supplier) informs the counterparty that payment has not been received yet.
- Others – Any other information as detailed in Remarks section.

3.1.7 (a2) Click the Plus icon under Add Item field to add the document details.

COMMUNICATION BETWEEN TAXPAYERS

Index
(Not Notified & Reply Received)

+ Compose

Outbox
(Notification & Reply Sent)

Download CSV Template

Send New Notification

Notification To* * Indicates Mandatory Fields

Supplier GSTIN* Trade/Legal Name

Subject *Max 50 Characters

REMINDER FOR FILING

Financial Year	Return Period	Form Type	Add Record
2018-19	July	GSTR-1	
Select	Select	Select	

Document Details

Document date	Document Value	Place of supply	Invoice / Note supply type	Reverse charge	Add Item
07/07/2020	50736.00	33-Tamil	Regular	☐	

Recipient Remarks*

*Max 200 characters

Note: An email and SMS intimation shall be sent to counter party on registered email address and mobile number.

3.1.7 (a3) Save button will be displayed.

COMMUNICATION BETWEEN TAXPAYERS

[Inbox
\(Notification & Reply Received\)](#)

+ Compose

[Outbox
\(Notification & Reply Sent\)](#)

[Download CSV
Template](#)

Send New Notification

Notification To* Supplier * Indicates Mandatory Fields

Supplier GSTIN* 33AAACD2391FD20
Trade/Legal Name CSTN

Subject Missing Invoice for the Month of July *Max 50 characters

REMINDER FOR FILING

Financial Year	Return Period	Form Type	Add Record
2018-19	July	GSTR-1	
Select	Select	Select	

Document Details

[Upload CSV](#)

Document date	Document Value	Place of supply	Invoice / Note supply type	Reverse charge	Add Item
07/07/2020	50736.00	33 - Tamil	Regular	☐	

Rate(%)	Taxable value	Central tax	State/UT tax	Cross	Add item
12	45000.00	2718.00	2718.00		

Recipient Remarks*

*Max 200 characters

[Upload Attachment](#)

Note: An email and SMS intimation shall be sent to counter party on registered email address and mobile number.

[SEND](#)
[JMSH](#)
[BACK](#)

3.1.7 (a4) Select the required rate option from the Rate drop-down list and enter the Taxable Value. Tax amount will be system calculated based on Rate and Taxable Value provided.

Note: Multiple rows can be added in Rate table for one particular invoice.

3.1.7 (a5) Click the SAVE Button to save the details. The details will be saved under Added Document Details sections.

Note: You can click the Edit/Delete button to Edit or Delete the added details in Added Document Details section. On click of Edit button, you can add or delete the added Rate details. You can also click the Arrow button to view the Rate details.

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English

COMMUNICATION BETWEEN TAXPAYERS

Inbox
(Notification & Reply Received)

+ Compose

Outbox
(Notification & Reply Sent)

Download CSV Template

Send New Notification

Notification To*
Supplier
Indicates Mandatory Fields

Supplier GSTIN*
33AAACD2301FD2Q
Trade/Legal Name
GSTN

Subject
Missing Invoice for the Month of July
Max 50 characters

REMINDER FOR FILING

Financial Year	Return Period	Form Type	Add Record
2018-19	July	GSTR-1	
Select	Select	Select	+

Document Details
Upload CSV

Document date	Document Value	Place of supply	Invoice / Note supply type	Reverse charge	Add Item
DD/MM/YYYY		33 - Tamil	Select		

Added Document Details
Download Excel

Action required	Document type	Document number	Document date	Document value	Place of supply
File Missing Document	Invoice	33AAACD	07/07/2020	50750.00	Tamil Nadu

Recipient Remarks*
Max 200 characters

Upload Attachment

Note: An email and SMS intimation shall be sent to counter party on registered email address and mobile number.

SEND RESET BACK

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Taxpayer

English

COMMUNICATION BETWEEN TAXPAYERS

Inbox
(Notification & Reply Received)

+ Compose

Outbox
(Notification & Reply Sent)

Download CSV Template

Send New Notification

Notification To*

Supplier

* Indicates Mandatory Fields

Supplier GSTIN*

T1AAACD0001N1103002

Trade/Legal Name

GSTIN

Subject

Missing Invoice for the Month of July

* Max 200 characters

REMINDER FOR FILING

Financial Year

Return Period

Form Type

Add Record

2018-19

July

OSTR 1

Select

Select

Select

+

Document Details

upload CSV

Document date	Document Value	Place of supply	Invoice / Note supply type	Reverse charge	Add Item
DD/MM/YYYY		22 - Tamil	Select	☐	

Added Document Details

Download Excel

Action required	Document type	Document number	Document date	Document value	Place of supply
File Missing Document	Invoice	03AAACD	07/07/2020	50736.00	Tamil Nadu

Previous

Next

Recipient Remarks*

*Max 200 characters

Upload Attachment

Notes

An email and SMS intimation shall be sent to counter party on registered email address and mobile number.

SEND

REPLY

CANCEL

3.1.7 (b2) The CSV Template is downloaded in excel format. Open the downloaded template.

https://tutorial.gst.gov.in/userguide/returns/Manual_communication.htm

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COMMUNICATION BETWEEN TAXPAYERS

Inbox
(Notification & Reply Received)

+ Compose

Outbox
(Notification & Reply Sent)

Download CSV template

Send New Notification

Notification To*
Supplier
* Indicates Mandatory Fields

Supplier GSTIN*
33AAACD239LF02Q
Trade / Legal Name
GSTIN

Subject
Missing Invoice for the Month of July
*Max 100 characters

REMINDER FOR FILING

Financial Year	Return Period	Form Type	Add Record
2018-19	July	GSTR-1	+
Select	Select	Select	+

Document Details

Upload CSV

Document date	Document Value	Place of supply	Invoice / Note supply type	Reverse charge	Add Item
DD/MM/YYYY		IN - Tamil	Select	-	

Added Document Details

Download Excel

Action required	Document type	Document number	Document date	Document value	Place of supply
File Missing Document	Invoice	33AAACD	07/07/2020	50726.00	Tamil Nadu

Recipient remarks*

*Max 200 characters

Upload Attachment

Notes: An email and SMS intimation shall be sent to counter-party on registered email address and mobile number.

SEND
RESPT
BACK

New Notification to Supplier

3.1.7 (b3) Save the excel sheet on your local machine and enter the details. Once you have entered the details, save the file.

[illegible]

Note: The values entered should be same as given in the UI.

Note: Date format while importing CSV file: The taxpayer has to use valid date format in the CSV file. The expected date format is DD/MM/YYYY. Any other format used in CSV file will be shown as invalid format. Such records will be added to Error document table and can be corrected by the taxpayer online.

Precision for Taxable value more than 12 digits in CSV file: When CSV is saved with large numbers using MS excel, it does not hold precision since formatting is not saved. When the same file is re-opened, the precision is lost in CSV file itself even before importing. So, while importing, taxpayer will have to format such columns as Text instead of scientific/general formatting which is taken by default. However, the formatting will be lost again if the file is re-opened. This is the limitation with CSV files.

3.1.7 (b4). Click the Upload CSV button to upload the excel sheet.

COMMUNICATION BETWEEN TAXPAYERS

Inbox
(Notification & Reply Received)

+ Compose

Outbox
(Notification & Reply Sent)

Download CSV
Template

Send New Notification

Notification To*

Supplier

* Indicates Mandatory Fields

Supplier GSTIN*

33AAAC02391E (000)

Trade/Legal
Name

GSTIN

Subject

Missing Invoice for this month of July

*Max 50 characters

REMINDER FOR FILING

Financial Year

Return Period

Form Type

Add Record

2018-19

July

13A(4-1)

-

Select

Select

Select

+

Document Details

Upload CSV

Action required	Document type	Document number	Document date	Document Value	Place of supply
Others			DD/MM/YYYY		33 - Jan

Added Document Details

Download Excel

Action required *	Document type *	Document number *	Document date *	Document value *	Place of supply *
File Missing Document	Invoice	33AAAC02	07/07/2018	50236.00	Janal Nadi

Recipient
Remarks*

*Max 200 characters

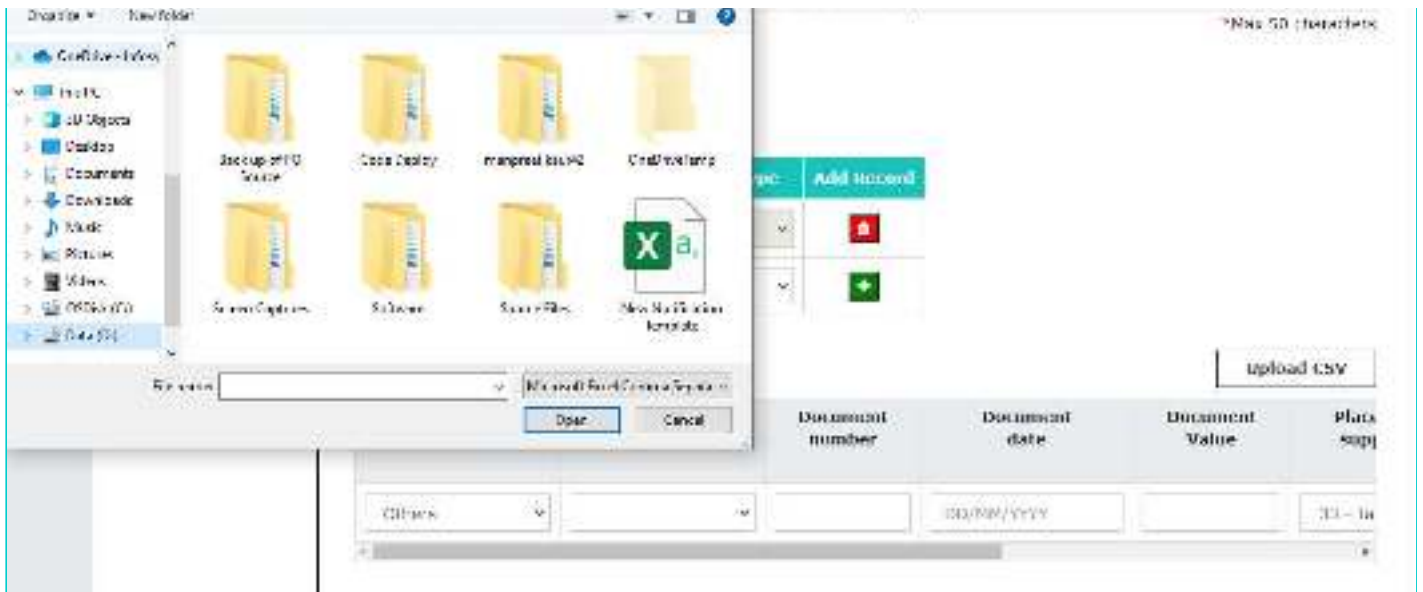
Upload Attachment

Notes: An email and SMS intimation shall be sent to counter party on registered email address and mobile number.

SEND

RESEND

CANCEL



3.1.7 (b5) A warning message “Do you want to upload the csv file?” will appear on the screen. Click the YES button to proceed.

Dashboard Services CST Law

Dashboard - Services - User Services - Communication

COMMUNICATION BETWEEN TAXPAYERS

Inbox (Not Confirmed & Reply Received)

+ Compose

Outbox (Notification & Reply Sent)

Download CSV Template



Warning

Do you want to upload the csv file?

Home e-Invoice News and Updates

English

Send New Notification

Notification To: Supplier

Supplier GSTIN*: 33AAACD2901FD2Q Trade/Legal Name: GSTN

Subject: Missing Invoice for the month of July *Max 50 characters

REMINDER FOR FILING

Financial Year	Return Period	Form Type	Add Record
2018-19	July	GSTR-1	
Select	Select	Select	

Document Details

Action required	Document type	Document number	Document date	Document Value	Place of supply
Others			DD/MM/YYYY		33 - Tamil Nadu

Added Document Details

Action required	Document type	Document number	Document date	Document value	Place of supply
File Missing Document	Invoice	33AAACD	07/07/2020	50750.00	Tamil Nadu

Previous Next

Recipient Remarks*

*Max 200 characters

Note: An email and SMS intimation shall be sent to counter party on registered email address and mobile number.

3.1.7 (b6) A success message "CSV file uploaded successfully" will appear on the screen. Click the OK button.

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[Click here to see this page in full context](#)

taxpayer can do these modifications before sending the notification to counterparty. No such modifications can be done once the notification has been sent to counterparty.

Government of India, States and Union Territories

Dashboard
Services
GST Law

Dashboard > Suppliers > Data Services > Communication

Inbox
(Notification & Reply Received)

Compose

Outbox
(Notification & Reply Sent)

Download CSV Template

Success

CSV file uploaded successfully

OK

Send New Notification

Notification To: Supplier

Supplier GSTIN*: 33AAACD2091DZQ

Trade/Legal Name: GSTIN

Subject: Missing Invoice for the Month of July

REMINDER FOR FILING

Financial Year	Return Period	Form Type	Add Record
2018-19	July	GSTR-1	
Select	Select	Select	

Document Details

Document date

Document Value

Place of supply

Invoice / Note supply type

Reverse charge

Add item

DD/MM/YYYY

IS - Tamil

Select

Added Document Details

Action required

Document type

Document number

Document date

Document value

Place of supply

File Missing Document

Invoice

33AAACD

08/02/2021

50735.00

Tamil Nadu

File Missing Document

Invoice

330CD

12/12/2020

50735

Tamil Nadu

Recipient Remarks*

Upload Attachment

SEND

RESET

BACK

3.1.8 In the Recipient Remarks section, enter the remarks for the supplier.

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English

COMMUNICATION BETWEEN TAXPAYERS

Inbox
(Notification & Reply Received)

+ Compose

Outbox
(Notification & Reply Sent)

Download CSV Template

Send New Notification

Notification To*
Supplier
* Indicates Mandatory fields

Supplier GSTIN*
33AAACD2391102Q
Trade/Legal Name
GSTIN

Subject
Missing Invoice for the Month of July
*Max 50 characters

REMINDER FOR FILING

Financial Year	Return Period	Form Type	Add Record
2018-19	July	GSTR-1	
Select	Select	Select	

Document Details

Upload CSV

Document date	Document Value	Place of supply	Invoice / Note supply type	Reverse charge	Add Item
DD/MM/YYYY		33 - Tamil	Select	☐	

Added Document Details

Download Excel

Action required	Document type	Document number	Document date	Document value	Place of supply
File Missing Document	Invoice	33AAACD	08/02/2021	50736.00	Tamil Nadu
File Missing Document	Invoice	33B001	12/13/2020	50736	Tamil Nadu

Recipient Remarks*

Missing Invoice for the Month of July

*Max 200 characters

Upload Attachment

Note: An email and SMS intimation shall be sent to counter party on registered email address and mobile number.

SEND
RESET
/1413/

3.1.9 Click the Upload Attachment button to attach the file.

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CST Law
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Dashboard > Services > User Services > Communication Between Taxpayers

English

COMMUNICATION BETWEEN TAXPAYERS

Inbox
(Notification & Reply Received)

Compose

Outbox
(Notification & Reply sent)

Download CSV Template

Send New Notification

Notification To*
Supplier
* Indicates Mandatory Fields

Supplier GSTIN*
33AAA6101219410120
Trade/Legal Name
GSTIN

Subject
Missing Invoice for the Month of July
*Max 50 characters

REMINDER FOR FILING

Financial Year	Return Period	Form Type	Add Record
2019-19	July	GSTR-1	
Select	Select	Select	

Document Details

Document date
Document Value
Place of supply
Invoice / Note supply type
Reverse charge
Add item

DD/MM/YYYY

33 - Tamil

Select

☐

Upload CSV

Added Document Details

Download Excel

Action required	Document type	Document number	Document date	Document value	Place of supply
File Missing Document	Invoice	33AAA60	09/02/2021	50736.00	Tamil Nadu
File Missing Document	Invoice	33AAA60	12/12/2020	50736	Tamil Nadu

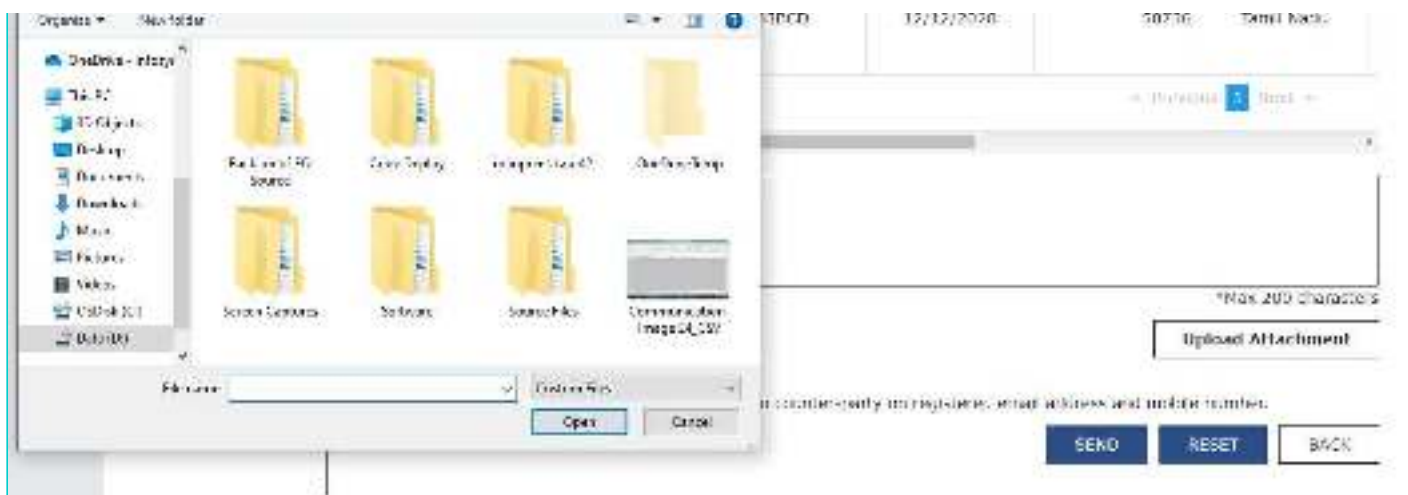
Previous
Next

Recipient Remarks*
Missing Invoice for the Month of July
*Max 200 characters

Upload Attachment

Notes: All email and SMS information shall be sent to counter party on registered email address and mobile number.

SEND
RESET
BACK



Added Document Details

[Download Excel](#)

Action required	Document type	Document number	Document date	Document value	Place of supply
File Missing Document	Invoice	33AAACD	08/02/2021	50736.00	Tamil Nadu
File Missing Document	Invoice	33AAACD	10/12/2020	50736.00	Tamil Nadu

Recipient Remarks*

Missing Invoice for the Month of July

*Max 200 Characters

Communication_Image

Notes: An email and SMS intimation shall be sent to counter-party on registered email address and mobile number.

[SEND](#)
[RESET](#)
[BACK](#)

3.1.10 Click the RESET button to change any value, otherwise Click the SEND button.

Inbox
(Notification & Reply Received)

+ Compose

Outbox
(Notification & Reply Sent)

Download CSV Template

COMMUNICATION BETWEEN TAXPAYERS

Send New Notification

Notification To*

Supplier

Supplier GSTIN*

33AAACD2381T02G

Trade/Legal Name

GSTN

Subject

Missing Invoice for the Month of July

REMINDER FOR FILING

Financial Year	Return Period	Form Type	Add Record
2018-19	July	GSTR-7	
Select	Select	Select	

Document Details

Document date

Document Value

Place of supply

Invoice / Note supply type

Reverse charge

Add item

DD/MM/YYYY

Tamil Nadu

Select

☐

Added Document Details

Action required

Document type

Document number

Document date

Document value

Place of supply

File Missing Document

Invoice

33AAACD

08/07/2021

50736.00

Tamil Nadu

File Missing Document

Invoice

33BCD

12/12/2020

50736

Tamil Nadu

Recipient Remarks*

Missing Invoice for the Month of July

SEND

RESET

BACK

3.1.11 A Success message "Your notification has been successfully sent to counterparty" is displayed. Click the OK button.

Note: On successful receipt of a new notification/reply, SMS and Email will be sent to receiver. Also, an alert will be given to receiver on the GST portal.

Success
Your notification has been successfully sent to counterparty.

COMMUNICATION BETWEEN TAXPAYERS

Send New Notification

Notification To: Supplier

Supplier GSTIN* **Trade/Legal Name**

Subject *Max 50 characters

REMINDER FOR FILING

Document Details

Document date	Document Value	Place of supply	Invoice / Note supply type	Reverse charge	Add item
DD/MM/YYYY		Select POS	Select	☐	Add

Recipient Remarks* *Max 200 characters

Note: An email and SMS intimation shall be sent to counter party on registered email address and mobile number.

3.1.12 To see whether the notification has been sent to supplier, click the Outbox (Notification & Reply Sent) tab. Select the TO RECIPIENT or TO SUPPLIER tab to view the notifications. List of notifications will be displayed showing the latest notification on the top.

COMMUNICATION BETWEEN TAXPAYERS

Inbox
(Notification & Reply Received)

+ Compose

Outbox
(Notification & Reply Sent)

Download CSV Template

Notification Sent

Reply Sent

VIEW RESPONSE

VIEW RESPONSE

Search...

10

Select	Supplier GSTIN	Trade/Legal Name	Subject	Notification number	Notification date
☐	33AAACD2301FD2Q	GSTN	Missing Invoice for the Month of July	202137602539	08/02/2021
☐	33AAACD2301FD2Q	GSTN	Test for GSTN integration	202187357865	05/02/2021
☐	33AAACD2301FD2Q	GSTN		202155784677	05/02/2021
☐	33AAYP7301H47F	GSTN		202153950317	04/02/2021
☐	33AAAD2301FD2Q	GSTN		202112131561	01/01/2021
☐	33AAACD2301FD2Q	GSTN		202140435270	01/01/2021
☐	33AAAC1567FN2L	GSTN		202191463613	01/01/2021
☐	33AAAC1567FN2L	GSTN		202196726370	01/01/2021
☐	33AAAC1567FN2L	GSTN		202120676500	01/01/2021
☐	32AABCT0150K1Z1	GSTN		202111386335	01/01/2021

PREVIOUS 1 2 3 4 5 ... 9 Next

100% 100%

3.1.13 Click the View link from the View Notification section to see the details of that notification.

COMMUNICATION BETWEEN TAXPAYERS

Inbox
(Notification & Reply Received)

+ Compose

Outbox
(Notification & Reply Sent)

Download CSV Template

Notification Sent Reply Sent

TO RECIPIENT TO SUPPLIER

Search... Q 10

Id	Trade/Legal Name	Subject	Notification number	Notification date	View notification
91FDZQ	GSTN	Missing Invoice for the Month of July	202137692639	08/02/2021 13:06	View
91FDZQ	GSTN	Test for GSTN Integration	202187557865	05/02/2021 16:28	View
91H171	GSTN		202155784677	05/02/2021 16:28	View
67H471	GSTN		202163105017	06/02/2021 19:21	View
91FDZQ	GSTN		202132131961	31/01/2021 17:40	View
91FDZQ	GSTN		202146459279	31/01/2021 17:28	View
67FNZL	GSTN		202194483613	31/01/2021 16:30	View
67FNZL	GSTN		202136728370	31/01/2021 16:23	View
67FNZL	GSTN		202170676500	31/01/2021 16:13	View
91H171	GSTN		202111006534	11/01/2021 15:06	View

1 2 3 4 5 ... 16 Next

DELETE BACK

3.1.14 Click the BACK button to go back to main screen.

View Notification Sent

Notification To*

Supplier

Notification Number*

202137602539

Supplier GSTIN*

33AAACD2393FDZQ

Trade/Legal Name*

GSTN

Notification Date*

08/02/2021 13:08

Subject

Missing Invoice for the Month of July

Reminder For Filing

Financial Year	Return Period	Form Type
2018-19	July	GSTB-1

Document Details

Action required	Document type	Document number	Document date	Document value	Place supp
File Missing Document	Invoice	33AAACD	08/02/2021	50736.00	Tamil Nadu
File Missing Document	Invoice	13PKD	12/12/2020	50736.00	Tamil Nadu

Recipient Remarks*

Missing Invoice for the Month of July

Download Attachment

BACK

[3.2 View Reply in Inbox and Take Action on Notification received from a Supplier or a Recipient](#)

Once the notification is sent to a Supplier or a Recipient, the taxpayer receiving the notification can view and reply to the received notification as per steps given below:

3.2.1 Login to the GST portal and navigate to Services > User Services > Communication Between Taxpayers option.



3.2.2 Click the Inbox (Notification & Reply Received) tab to see the new notification received.

Note: A bell icon will be displaying the number of new notifications received.

The screenshot shows the 'Communication Between Taxpayers' page on the GST portal. The 'Inbox (Notification & Reply Received)' tab is selected. The page displays a list of notifications with the following columns: Select, Recipient GSTIN, Trade/Legal Name, Subject, Notification number, and Notification date. The first notification is highlighted in bold.

Select	Recipient GSTIN	Trade/Legal Name	Subject	Notification number	Notification date
☐	33AAECV9209M42V	GSTN	Missing Invoice for the Month of July	202151945649	09/02/2021
☐	33AAECV9209M42V	GSTN	Missing Invoice for the Month of July	202137602530	08/02/2021
☐	34AA12A5120E3Z6	GSTN	dd	20219395660	03/02/2021
☐	34AA12A5120E3Z6	GSTN	dd	20211504704	03/02/2021
☐	34AACCA8120E3Z6	GSTN	dd	202166575014	03/02/2021
☐	34AACCA8120E3Z6	GSTN	dd	202142917230	03/02/2021
☐	09AJAPN4057FBZC	GSTN		202180252406	03/02/2021
☐	09AJAPN4057FBZC	GSTN		202125870158	03/02/2021
☐	09AJAPN4057FBZC	GSTN	csv with blank doc no/number >16/special corrector	202158010726	03/02/2021
☐	09AJAPN4057FBZC	GSTN	csv	202167706309	03/02/2021

The page also includes a search bar, a dropdown for '10' items, and a 'DELETE' button at the bottom right.

3.2.3 Under the Notification Received section, select whether you want to see the notification from a Supplier or a Recipient and select the tab accordingly. All the notifications will be displayed with latest notification appearing in bold on the top.

COMMUNICATION BETWEEN TAXPAYERS

Notification Received Reply Received

Inbox
(Notification & Reply Received) 3/2

Compose

Outbox
(Notification & Reply Sent)

Download CSV Template

FROM RECIPIENT **FROM SUPPLIER**

Search... 10

Select	Recipient GSTIN	Trade/Legal Name	Subject	Notification number	Notification date
☐	33AAECV9289M4ZV	GSTN	Missing Invoice for the Month of July	202151945649	09/02/2021
☐	33AACCV8289M4ZV	GSTN	Missing Invoice for the Month of July	202137082538	08/02/2021
☐	34AACCA8120E3Z6	GSTN	ss	202199395662	03/02/2021
☐	34AACCA8120E3Z6	GSTN	ff	202119924734	03/02/2021
☐	34AACCA8120E3Z6	GSTN	dd	202166575814	03/02/2021
☐	34AACCA8120E3Z6	GSTN	dd	202142917730	03/02/2021
☐	09AJAPN4057FBZ0	GSTN		202100252446	03/02/2021
☐	09AJAPN4057FBZ0	GSTN		202125679198	03/02/2021
☐	09AJAPN4057FBZ0	GSTN	csv with blank doc no/doc no >16/special corrector	202168010726	03/02/2021
☐	09AJAPN4057FBZ0	GSTN	csv	202162706309	03/02/2021

Previous 1 2 3 4 5 Next

10

10/11

10/11

Note: You can search any record in any page of Inbox/Outbox using Search option as well. You can add any key/value from the following options: Recipient GSTIN, Trade/Legal Name, Subject, Notification Number. GST portal will search the same key/value from all the pages in the Recipient GSTIN, Trade/Legal Name, Subject, Notification Number columns and show the matching record on the screen. Any record that you are searching will be searched across all the pages and not only on the current page.

COMMUNICATION BETWEEN TAXPAYERS

Notification Received **Reply Received**

FROM RECIPIENT **FROM SUPPLIER**

Search: 10

Select	Recipient GSTIN #	Trade/Legal Name #	Subject #	Notification number #	Notification date
☐	33AALCV9209M4ZV	GSTIN	test	202192/94/74	15/01/20
☐	33AALCV9209M4ZV	GSTIN	test	2021/6981401	15/01/20
☐	33AALCV9209M4ZV	GSTIN		202113353594	12/01/20
☐	33AALCV9209M4ZV	GSTIN		202179976603	12/01/20
☐	33AAECV9209M4ZV	GSTIN		202130182168	12/01/20
☐	33AAECV9209M4ZV	GSTIN	chigh	202147523799	12/01/20
☐	33AAECV9209M4ZV	GSTIN		202150488881	12/01/20
☐	33AAECV9209M4ZV	GSTIN	Invoice missing	202157510736	12/01/20
☐	26ALYD6528P1ZP	GSTIN	with attachment	202106561050	03/01/20
☐	26ALYD6528P1ZP	GSTIN	asdr	202135275261	03/01/20

Previous 1 2 3 4 5 Next

Dashboard **Services** **GST Law** **Downloads** **Search taxpayer** **Help and taxpayer facilities** **e-Invoice** **News and Updates**

Dashboard Services User Services Communication: Between Taxpayers English

COMMUNICATION BETWEEN TAXPAYERS

Notification Received **Reply Received**

FROM RECIPIENT **FROM SUPPLIER**

Invoice missing 10

Select	Recipient GSTIN #	Trade/Legal Name #	Subject #	Notification number #	Notification date
☐	33AALCV9209M4ZV	GSTIN	Invoice missing	202157510736	12/01/20

Previous 1 Next

DELETE BACK

Note: If you will remove the key/value (searched content) from the Search box, GST portal will navigate back to the first page of Inbox/Outbox and display all the records.

COMMUNICATION BETWEEN TAXPAYERS

Inbox
(Notification & Reply Received) 36

+ Compose

Outbox
(Notification & Reply Sent)

Download CSV Template

Notification Received Reply Received

FROM RECIPIENT **FROM SUPPLIER**

Search..... Q 10

Select All ☐	Recipient GSTIN	Trade/Legal Name	Subject	Notification number	Notification date
☐	33AAECV5209M42V	GSTN	Test2	202116017153	09/02/20
☐	33AAECV5209M42V	GSTN	Test	202150652106	09/02/20
☐	33AAECV5209M42V	GSTN	2018 document	202142913342	09/02/20
☐	33AAECV5209M42V	GSTN	Missing Invoice for the Month of July	202137692539	08/02/20
☐	34AAACD48120F37E	GSTN	ss	202199395662	05/02/20
☐	34AAACD48120F37E	GSTN	ff	202115594734	05/02/20
☐	34AAACD48120F37E	GSTN	dd	202166575814	03/02/21
☐	34AAACD48120F37E	GSTN	dd	202142917210	03/02/21
☐	09A1APN40579B7D	GSTN		202180252495	05/02/20
☐	09A1APN40579B7D	GSTN		202125879198	05/02/20

1 2 3 4 5 Next »

4

DELETE 2/3

3.2.4 Click the View link from the View Notification field to see the details of a particular notification.

Dashboard Services User Services Communication Between Taxpayers English

COMMUNICATION BETWEEN TAXPAYERS

Inbox
(Notification & Reply Received) 3/7

+ Compose

Outbox
(Notification & Reply Sent)

Download CSV template

Notification Received Reply Received

FROM RECIPIENT **FROM SUPPLIER**

Search... 10

ENT	Trade/Legal Name	Subject	Notification number	Notification date	View notification
09N42V	GSTN	Missing Invoice for the Month of July	202151945649	09/02/2021 12:00	View
09N42V	GSTN	Missing Invoice for the Month of July	20217742539	09/02/2021 12:00	View
20E325	GSTN	SS	202199495662	09/02/2021 12:01	View
20E325	GSTN	IT	202115524734	09/02/2021 12:18	View
20E326	GSTN	did	202166575014	03/02/2021 12:12	View
20E326	GSTN	did	202142917230	03/02/2021 11:56	View
57FB20	GSTN		20210052446	03/02/2021 11:20	View
57FB20	GSTN		202125879199	03/02/2021 10:49	View
57FB20	GSTN	csv with blank doc no/doc no type/special character	202168010725	03/02/2021 10:38	View
57FB20	GSTN	csv	202162706309	03/02/2021 10:35	View

Previous **1** 2 3 4 5 Next >

100% 0%

SEARCH

View Notification Received

Notification From*

Recipient

Notification Number*

2021519-150/19

Recipient GSTIN*

33AAFLV0299N470

Trade/Legal Name*

CSIN

Notification Date*

09/02/2021 12:00

Subject

Missing Invoice for the Month of July

Reminder For Filing

Financial Year	Return Period	Form Type
2018-19	July	GSTR-1

Document Details

Download Notification

Action required	Document type	Document number	Document date	Document value	Place supp
File Missing Document	Invoice	33AAFLV0299N470	07/07/2020	50730.00	Tamil Nadu
File Missing Document	Invoice	33BCD	12/12/2020	50736.00	Tamil Nadu

Recipient Remarks*

Missing Invoice for the Month of July

Download Attachment

REPLY/TAKE ACTION

BACK

Note 1: Click the Download Notification button to download and see the CSV excel sheet shared by counterparty.

Note 2: Click the Download Attachment button to download and see the attachment shared by the counterparty.

Government of India, States and Union Territories

Dashboard Services GST Law Downloads Search taxpayer Help and taxpayer facilities e services News and Updates

Dashboard Services View Services View Notifications English

View Notification Received

Notification From* Recipient Notification Number* 2021512455402

Recipient GSTIN* 28ANEC49202M124 Trade/Legal Name* GSTIN

Notification Date* 07/07/2020 12:00

Subject Missing Invoice for the Month of July

Reminder For Filing

Financial Year	Return Period	Form Type
2019-20	July	GSTR-1

Document Details

Download Notification

Action required	Document type	Document number	Document date	Document value	Place supp
Mis. Missing Document	Invoice	2046800	07/07/2020	50/25.00	Hand Made
Mis. Missing Document	Invoice	208502	12/12/2020	50/25.00	Hand Made

Recipient Remarks* Missing Invoice for the Month of July

Download Attachment

REPLY/TAKE ACTION BACK

Downloaded: 07/07/2020 12:00

Notification Queue

Show all

3.2.5 Click the REPLY/TAKE ACTION button to reply the notification.

Note: For one notification, reply can be sent only once.

View Notification Received

Notification From*

Recipient

Notification Number*

202151815019

Recipient GSTIN*

31AAHC04202442V

Trade/Legal Name*

GSTIN

Notification Date*

05/07/2021 12:00

Subject

Missing Invoice for the Month of July

Reminder For Filing

Financial Year	Return Period	Form Type
2016-17	July	GSTR-1

Document Details

Download Notification

Action required	Document type	Document number	Document date	Document value	Place supp
File Missing Document	Invoice	33AAACD	07/07/2020	50736.00	Tamil Nadu
File Missing Document	Invoice	33BCCD	10/10/2020	50736.00	Tamil Nadu

Recipient Remarks*

Missing Invoice for the Month of July

Download Attachment

REPLY/TAKE ACTION

BACK

3.2.6 In the Document Details section, select the Action Taken by a Supplier or a Recipient from the drop-down list and enter the required details.

[Click here to see this page in full context](#)

Reply Notification

Notification From*

Recipient

Notification Number*

202151045649

Recipient GSTIN*

33MECV9209M12V

Trade/Legal Name*

GSTN

Notification Date*

09/02/2021 12:00

Subject

Missing Invoice for the Month of July

Reminder For Filing

Financial Year	Return Period	Form Type
2010-19	July	GSTR-1

Document Details

Download Notification

Reverse charge	View Items	GSTR 1 status	GSTR 1 period	Upload to GSTR-1	Action taken
No				☐	Select
No				☐	Select

Recipients Remarks*

Missing Invoice for the Month of July

Download Attachment

Suppliers Remarks*

Upload Attachment

Notes: An email and SMS (notification) shall be sent to counter-party on registered email address and mobile number.

BACK

UPLOAD TO GSTR-1

SEND

Note*: After creating request for document(s) upload in GSTR-1, you can click here to navigate to the GSTR-1 and check request status.

Note: Move the Scroll Bar to right to view the required option.

Reply Notification

Notification From*

Recipient

Notification Number*

202151945649

Recipient GSTIN*

33AADC09209M1ZV

Trade/Legal Name*

GSTM

Notification Date*

09/02/2021 12:00

Subject

Missing Invoice for the Month of July

Reminder For Filing

Financial Year	Return Period	Form Type
2018-19	July	GSTR-1

Document Details

Download Notification

Reverse charge	View items	GSTR-1 status	GSTR-1 period	Upload to GSTR 1	Action Taken
No	↓			☐	Missing Document-Filed
No	↓			☐	Missing Document-filed

Recipient Remarks*

Missing Invoice for the Month of July

Download Attachment

Supplier Remarks*

Upload Attachment

Notes

An email and SMS intimation shall be sent to counter-party on registered email address and mobile number.

Note 1: Description of the options available in drop-down list under **Action Taken** column is as given below.

- **Missing Document-Filed** – Taxpayer (Supplier) informs the Recipient that the missing document is now filed.
- **Missing Document Uploaded** – Taxpayer (Supplier) informs the Recipient that the missing document has been uploaded.
- **Document does not belong to me** – Taxpayer (Supplier) informs the Recipient that this document does not belong to him/her.

3.2.7 In the Supplier Remarks section, enter the remarks for a Supplier or a Recipient.

Note: Maximum length of the Supplier Remarks can be up to 200 characters.

Reply Notification

Notification From*

Recipient

Notification Number*

20210905618

Recipient GSTIN*

33AAACW9809H4ZV

Trade/Legal Name*

GSTIN

Notification Date*

09/02/2021 12:00

Subject

Missing Invoice for the Month of July

Reminder for filing

Financial Year	Return Period	Form Type
2019-20	July	GSTR-1

Document Details

Download Notification

Reverse charge	View Items	GSTR-1 status	GSTR-1 period	Upload to GSTR-1	Action taken
No	↓			☐	Missing Document-Filed
No	↓			☐	Missing Document-Filed

Recipient Remarks*

Missing Invoice for the Month of July

Download Attachment

Supplier Remarks*

Invoice Already Filed

Upload Attachment

Notes

An email and SMS intimation shall be sent to counter-party on registered email address and mobile number.

BACK

UPLOAD TO GSTR-1

SEND

Note*

(After creating request for document(s) upload in GSTR-1, you can click here to navigate to the GSTR-1 and check request status.

Note: Click the Upload Attachment button to upload the attachment to be shared to the counterparty.

Up to four files in JPEG or PDF format with maximum file size of 5 MB can be uploaded as supporting documents.

Reply Notification

Notification From*

Recipient

Notification Number*

20210915618

Recipient GSTIN*

33AAECW98J9H4ZV

Trade/Legal Name*

GSTIN

Notification Date*

09/07/2021 12:00

Subject

Missing Invoice for the Month of July

Reminder for filing

Financial Year	Return Period	Form Type
2019-20	July	GSTR-L

Document Details

[Download Notification](#)

Reverse charge	View Items	GSTR-1 status	GSTR-1 period	Upload to GSTR-1	Action taken
No				☐	Missing Document-Filed
No				☐	Missing Document-Filed

Recipient Remarks*

Missing Invoice for the Month of July

[Download Attachment](#)

Supplier Remarks*

Invoice Already Filed

[Upload Attachment](#)

Notes: An email and SMS intimation shall be sent to counter-party on registered email address and mobile number.

[BACK](#)[UPLOAD TO GSTR-1](#)[SEND](#)Note: After creating request for document(s) upload in GSTR-1, you can [click here](#) to navigate to the GSTR-1 and check request status.

Reply Notification

Notification From*

Recipient

Notification Number*

200151945640

Recipient GSTIN*

33AAECV9209M42V

Trade/Legal Name*

GSTN

Notification Date*

09/02/2021 12:00

Subject

Missing Invoice for the Month of July

Reminder For Filing

Financial Year	Return Period	Form Type
2018-19	July	GSTR-1

Document Details

Download Notification

Reverse charge	View Items	GSTR-1 status	GSTR-1 period	Upload to GSTR-1	Action taken
No	↓			☐	Missing Document-Filed
No	↓			☐	Missing Document-Filed

Recipient Remarks*

Missing Invoice for the Month of July

Supplier Remarks*

Invoice Already Filed

Download Attachment

Communication_Image

Notes:

An email and SMS intimation shall be sent to counter-party on registered email address and mobile number.

3.2.8 Click the SEND button.

Reply Notification

Notification From*

Notification Number*

Recipient GSTIN*

Trade/Legal Name*

Notification Date*

Subject

Reminder For Filing

Financial Year	Return Period	Form Type
2018-19	July	GSTR-1

Document Details

Reverse charge	View Items	GSTR-1 status	GSTR-1 period	Upload to GSTR-1	Action taken
No				☐	Missing Document-Filed
No				☐	Missing Document-Filed

Recipient Remarks*

Supplier Remarks*

NotesAn email and SMS intimation shall be sent to counter-party on registered email address and mobile number.

Note*After creating request for document(s) upload in GSTR-1, you can click here to navigate to the GSTR-1 and check request status.

3.2.9 A Success message “Reply has been successfully sent” is displayed. On successful receipt of a new notification/reply, SMS and Email will be sent to receiver. Also, an alert will be given to receiver on the GST portal.

Note: Notification will now disappear from the Notification Received section. It will now be displayed in Reply Sent section.

Note: After creating request for document(s) upload in CSTR 1, you can [click here](#) to navigate to the CSTR 1 and check request status.

Note: You can search any record in any page of Inbox/Outbox using Search option as well. You can add any key/value from the g options: Recipient GSTIN, Trade/Legal Name, Subject, Notification Number. GST portal will search the same key/value from all th pages in the Recipient GSTIN, Trade/Legal Name, Subject, Notification Number columns and show the matching record on the screen. Any record that you are searching

Manual

[Click here to see this page in full context](#)

If you will remove the key/value (searched content) from the Search box, GST portal will navigate back to the first page of Inbox/Outbox and display all the records.

COMMUNICATION BETWEEN TAXPAYERS

Notification Sent | **Reply Sent**

TO RECIPIENT | TO SUPPLIER

Search... 10

Select All	Recipient GSTIN	Trade/Legal Name	Subject	Notification number	Date of send reply
☐	21AAAC0926604/V	GSTIN	Missing invoice for the Month of July	202151945649	09/07/2021

1 Records

VIEW BACK

3.2.11 Click the View link from the View Reply field to see the details of the reply sent for the notification.

COMMUNICATION BETWEEN TAXPAYERS

Notification Sent | **Reply Sent**

TO RECIPIENT | TO SUPPLIER

Search... 10

Id	Trade/Legal Name	Subject	Notification number	Date of sending reply	View reply
202151945649	GSTIN	Missing invoice for the Month of July	202151945649	09/07/2021 15:31	View

1 Records

VIEW BACK

3.2.12 Click the BACK button to go back to main screen.

View Reply Sent

Notification To*

Recipient

Notification Number*

202151945649

Recipient GSTIN*

33AAFC69209H429

Trade/Legal Name*

GSTN

Notification Date*

09/07/2021 12:00

Date of sending reply*

09/07/2021 15:31

Subject

Missing Invoice for the Month of July

Reminder for Filing

Financial Year	Return Period	Form Type
2018-19	July	GSTR-1

Document Details

Action required	Document type	Document number	Document date	Document value	Place supp
File Missing Document	Invoice	23AAACD	07/07/2020	50736.00	Tamil Nadu
File Missing Document	Invoice	JJDCU	12/12/2020	50736.00	Tamil Nadu

Recipient Remarks*

Missing Invoice for the Month of July

Download Attachment

Supplier Remarks*

Invoice Already Filed

Download Attachment

BACK

[3.3 Upload the missing document directly to Form GSTR-1](#)

In case, supplier wants to upload the missing document directly to Form GSTR-1, perform the following steps:

3.3.1 Select the check box under the Upload to GSTR-1 field. Select the Action Taken by supplier from the drop-down list and enter the required details. Supplier can only upload documents which are not filed in Form GSTR-1. Enter the remarks in Supplier Remarks section. (Note: Maximum length of the Recipient Remarks can be 200 characters.) Click the UPLOAD TO GSTR1 button.

filed, then in this case document will be uploaded in nearest open period ie February 2021.

For uploading document in the Form GSTR-1, there can be following three scenarios.

Scenario 1: Document is already submitted and filed in Form GSTR-1 by the supplier of a particular tax period: If supplier tries to upload same document again from the communication channel using "Upload to GSTR-1" option then GST Portal will search the document in the last two financial years, whether record is available in Form GSTR-1 or not, based on the 'Document Number' and 'Document Date' details. If document already exists and Form GSTR-1 has been filed by the supplier, then GST Portal will show a message 'It is already filed' and 'Upload to GSTR-1' option will be disabled.

Here, two financial years mean period on or after 'Document Date' ie If document date is 19 June 2020, the GST Portal will search records for FY 2019-20 and 2020-21.

Scenario 2: Document is saved but not submitted/filed in Form GSTR-1 by the supplier of a particular tax period: If the supplier tries to upload it from the communication channel using "Upload to GSTR-1" option, GST Portal will allow its upload and the document will overwrite the available document and stay in saved state and this new details will be uploaded while filing Form GSTR-1 by the supplier.

Scenario 3: Document is neither saved nor filed/submitted in Form GSTR-1 of a particular tax period: If the supplier tries to upload it from the communication channel using "Upload to GSTR-1" option, GST Portal will allow its upload.

Reply Notification

Notification From*

Recipient

Notification Number*

202137692529

Recipient GSTIN*

UJAAALV94209M4ZV

Trade/Legal Name*

GSTIN

Notification Date*

09/22/2021 13:06

Subject

Missing Invoice for the Month of July

Reminder For Filing

Financial Year	Return Period	Form Type
2018-19	July	GSTR-1

Document Details

Download Notification

Reverse charge	View Items	GSTR-1 status	GSTR-1 period	Upload to GSTR-1	Action taken
No	+			☒	Missing Document uploaded
No	+			☒	Missing Document uploaded

Recipient Remarks*

Missing Invoice for the Month of July

Download Attachment

Supplier Remarks*

Upload Attachment

Notes*An email and SMS intimation shall be sent to counter-party on registered email address and mobile number.

BACK

UPLOAD TO GSTR-1

SEND

Note*After creating request for document(s) upload in GSTR-1, you can click here to navigate to the GSTR-1 and check request status.

3.3.2 A Success message “Document(s) upload request is successful. Please check the status of upload by navigating to the GSTR-1 period mentioned for the document” is displayed. Click the OK button.

Success

Document(s) upload request is successful. Please check the status of upload by navigating to the GSTR-1 period mentioned for the document.

Reply Notification

Notification From* Recipient

Recipient GSTIN* 33AAECV920

Notification Date* 08/12/2020 21:24

Subject Missing invoice for the month of July

Document Details

Reverse charge	View Items	GSTR-1 Status	GSTR-1 Period	Upload to GSTR-1	Action Taken
No.	+	Not Filed	12/2020	☒	Missing Document Uploaded

Recipient Remarks* Missing Invoice for the month of July

Supplier Remarks* Missing Invoice Uploaded

Note: An email and SMS intimation shall be sent to counter party on registered email address and mobile number.

Note: Facility of direct upload of documents to Form GSTR-1 is available only in cases in which notifications is received from recipient. The facility to directly upload (missing) documents to Form GSTR-1 is already available to Supplier. Supplier can only upload documents with action required as 'File Missing Document' using this functionality.

The missing document will be uploaded in Form GSTR-1, if its status is 'Not Filed'. If Form GSTR-1 for a particular month is filed, then the document will be uploaded to the nearest/next open Form GSTR-1. Thus the missing document is uploaded into nearest open period.

For Example: A document from the month of November 2020 is missed, while filing Form GSTR-1 in GST Portal and reported by a recipient through a notification to the supplier. When the supplier (who is a monthly return filer) tries to directly upload the documents to Form GSTR-1, the system will allow him/her to upload the document to November 2020, if the Form GSTR 1 is in saved stage for November 2020 return period. However, in the event, where the taxpayer has filed his/her GSTR-1 for the month of November 2020, then December 2020 becomes the nearest open period and the system will allow him/her to upload the document to December 2020. If December is also filed, it moves to January 2021 and so on.

[3.4 View Reply received from a Supplier or a Recipient for the Notification sent](#)

Once the reply of notification is sent to a Supplier or a Recipient, they can see the reply received for the notification as mentioned in steps below:

3.4.1 Login to the GST portal and navigate to Services > User Services > Communication Between Taxpayers option.

Registration	Lodgers	Returns	Payments	User Services	Refunds	e-Way bill system	Track Application Status
My saved Applications	My Applications						
View/Download Certificates	View Notices and Orders						
View My Submissions	Search HSN / Service Classification Code						
Timely list	Compliance						
Feedback	Furnish Letter of Undertaking (LUT)						
View My submitted LUTs	Locate GST Practitioner (GSTP)						
Engage / Disengage GST Practitioner (GSTP)	JTC02-Pending for action						
View additional notices/orders	Communication Between Taxpayers						
Search Help							

3.4.2 Click the Inbox (Notification & Reply Received) tab to see the reply received for the notification sent.

Note: A bell icon will be displaying the number of new notifications/replies received.

Dashboard
Services
GST Law
Downloads
Search Taxpayer
Help and Taxpayer Facilities
e-Invoice
News and Updates

Home > Services > Help & Support > Communication Between Taxpayers
English

COMMUNICATION BETWEEN TAXPAYERS

Inbox (Notification & Reply Received) 98

+ Compose

Outbox (Notification & Reply Sent)

Download CSV template

Notification Received

Reply Received

FROM RECIPIENT

FROM SUPPLIER

Search...

10

Select All	Supplier GSTIN	Trade/Local Name	Subject	Notification number	Notification date	Date on reply received
☐	33AAAAC32391FDZQ	GSTN	Missing Invoice for the Month of July	202151945640	09/02/2021 12:00	09/02/2021 12:03
☐	33ABYPE7307H4ZF	GSTN		202141338457	03/02/2021 17:48	04/02/2021 11:55
☐	33AAAAC1567FNZL	GSTN		202149197947	31/01/2021 16:11	31/01/2021 17:4
☐	33AAAAC1567FNZL	GSTN		202118778775	31/01/2021 16:34	31/01/2021 17:4
☐	33AAACD2391FDZQ	GSTN	Test	202152026492	29/01/2021 15:13	29/01/2021 15:1
☐	33AAAAC32391FDZQ	GSTN	Test	202162557797	28/01/2021 12:21	28/01/2021 21:3
☐	33AAAAC32391FDZQ	GSTN		202163221580	28/01/2021 18:17	28/01/2021 21:3
☐	32AABGCT015BK1Z1	GSTN	GAT Sany 22nd Jan 20	202153311548	22/01/2021 21:51	22/01/2021 21:5
☐	33AAACD2391FDZQ	GSTN	Test	20215356789	12/01/2021 16:34	12/01/2021 16:3
☐	07ACXPK3463AC15	MUKESH DHANJIDHAI KARSHALA		202159614490	01/01/2021 18:15	03/01/2021 15:3

Previous
1
2
3
Next

DELETE
BACK

Note: You can search any record in any page of Inbox/Outbox using Search option as well. You can add any key/value from the g options: Recipient GSTIN, Trade/Legal Name, Subject, Notification Number. GST portal will search the same key/value from all the pages in the Recipient GSTIN, Trade/Legal Name, Subject, Notification Number columns and show the matching record on the screen. Any record that you are searching will be searched across all the pages and not only on the current page.

If you will remove the key/value (searched content) from the Search box, GST portal will navigate back to the first page of Inbox/Outbox and display all the records.

Dashboard
Services
GST Law
Downloads
Search Taxpayer
Help and Taxpayer Facilities
e Invoice
News and Updates

Dashboard > Services > User Services > Communication Between Taxpayers

English

COMMUNICATION BETWEEN TAXPAYERS

Inbox
(Notification & Reply Received)

+ Compose

Outbox
(Notification & Reply Sent)

Download CSV Template

Notification Received

Reply Received

FROM (RECIPIENT) FROM SUPPLIER

Search...

10

Select All	Supplier GSTIN	Trade/Legal Name	Subject	Notification number	Notification date	Date on reply received
☐	33AAACD2391FDZQ	GSTN	Missing Invoice for the Month of July	202151945649	09/02/2021 12:00	09/02/2021 15:03
☐	33ABYPE7307H4ZF	GSTN		202141338457	03/02/2021 17:48	04/02/2021 13:05
☐	33AAAACT1567FN7I	GSTN		202140147447	31/01/2021 16:11	31/01/2021 17:04
☐	33AAAACT1567FN7I	GSTN		202118778175	31/01/2021 16:34	31/01/2021 17:04
☐	33AAACD2391FDZQ	GSTN	Test	202152026492	29/01/2021 15:13	29/01/2021 15:13
☐	33AAACD2391FDZQ	GSTN	Test	202162557797	28/01/2021 12:21	28/01/2021 21:03
☐	33AAACD2391FDZQ	GSTN		202163221588	28/01/2021 10:17	28/01/2021 21:03
☐	32AABCT0159K1Z1	GSTN	GAT Sanity 22nd Jan 02	202153311148	22/01/2021 21:51	22/01/2021 21:55
☐	33AAACD2391FDZQ	GSTN	Test	202155356789	12/01/2021 16:34	12/01/2021 16:38
☐	07ACXPK3463A1135	MIKESH DHANJISHAI KARSHALA		202159614490	03/01/2021 18:15	03/01/2021 15:03

1
2
3
NEXT

11/11

BACK

3.4.4 Click the View link from the View Reply Received field to see the details of reply sent by counterparty for the notification.

COMMUNICATION BETWEEN TAXPAYERS

[Inbox \(Notification & Reply Received\)](#)

[+ Create new](#)

[Outbox \(Notification & Reply Sent\)](#)

[Download CSV Template](#)

Notification Received

Reply Received

[1 ITEM RECEIVED](#)
[1 ITEM RECEIVED](#)

Search...

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	Trade/Legal Name	Subject	Notification number	Notification date	Date on which reply received	View reply received
ZQ	GSTN	Missing Invoice for the Month of July	202151945649	09/02/2021 12:00	09/02/2021 15:31	View
ZF	GSTN		202141338457	03/02/2021 17:48	04/02/2021 13:54	View
ZI	GSTN		202149197947	31/01/2021 16:11	31/01/2021 17:44	View
ZI	GSTN		202118778775	31/01/2021 16:34	31/01/2021 17:43	View
ZQ	GSTN	Test	202152026492	29/01/2021 15:13	29/01/2021 15:14	View
ZQ	GSTN	Test	202162557797	28/01/2021 12:21	28/01/2021 21:38	View
ZQ	GSTN		202163221588	28/01/2021 18:17	28/01/2021 21:38	View
CI	GSTN	VAT Sanity 22nd Jan 02	202153311148	22/01/2021 21:51	22/01/2021 21:55	View
ZQ	GSTN	Test	202135356789	12/01/2021 16:34	12/01/2021 16:36	View
15	MUKESH DHANJIBHAI KARSIALA		202159614490	01/01/2021 18:15	03/01/2021 15:33	View

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[3](#)
[Next](#)

[DELETE](#)
[BACK](#)

3.4.5 Click the BACK button to go back to main screen.

View Reply Received

Notification From*

Supplier

Notification Number*

202151045640

Supplier GSTIN*

33AAACD2391FD20

Trade/Legal Name*

GSTN

Notification Date*

09/02/2021 12:00

Date on which
reply received*

09/02/2021 15:31

Subject

Missing Invoice for the Month of July

Reminder For Filing

Financial Year	Return Period	Form Type
2019-19	July	GSTR-1

Document Details

Action required	Document type	Document number	Document date	Document value	Place supp
File Missing Document	Invoice	33AAACD	07/07/2020	50736.00	Serial No:0
File Missing Document	Invoice	33BCCD	12/12/2020	50736.00	Total No:0

Recipient Remarks*

Missing Invoice for the Month of July

[Download Attachment](#)

Supplier Remarks*

Invoice Already Filed

[Download Attachment](#)[BACK](#)