

GST System Project: User Manual: GST Practitioner

Goods and Services Tax Network

5/30/2017

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Authorized by	Snigdha Tayal

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Revision History

Version	Date	Author	Reviewer	Approver	Comments
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1.0	5/30/2017	Tanmay Sahay	Khushboo Jain	Snigdha Tayal	Delivered to GSTN

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1. Introduction

1.1 Scope of the document

This document covers the User Manual for when a GST Practitioner files an application for Enrolment as a GST Practitioner under the provisions of GST Act.

1.2 Purpose of the document

This document will be hosted on the Help section of the GST System Portal, in HTML format. The document will help the users of the GST System Portal to understand and easily use the GST System Portal.

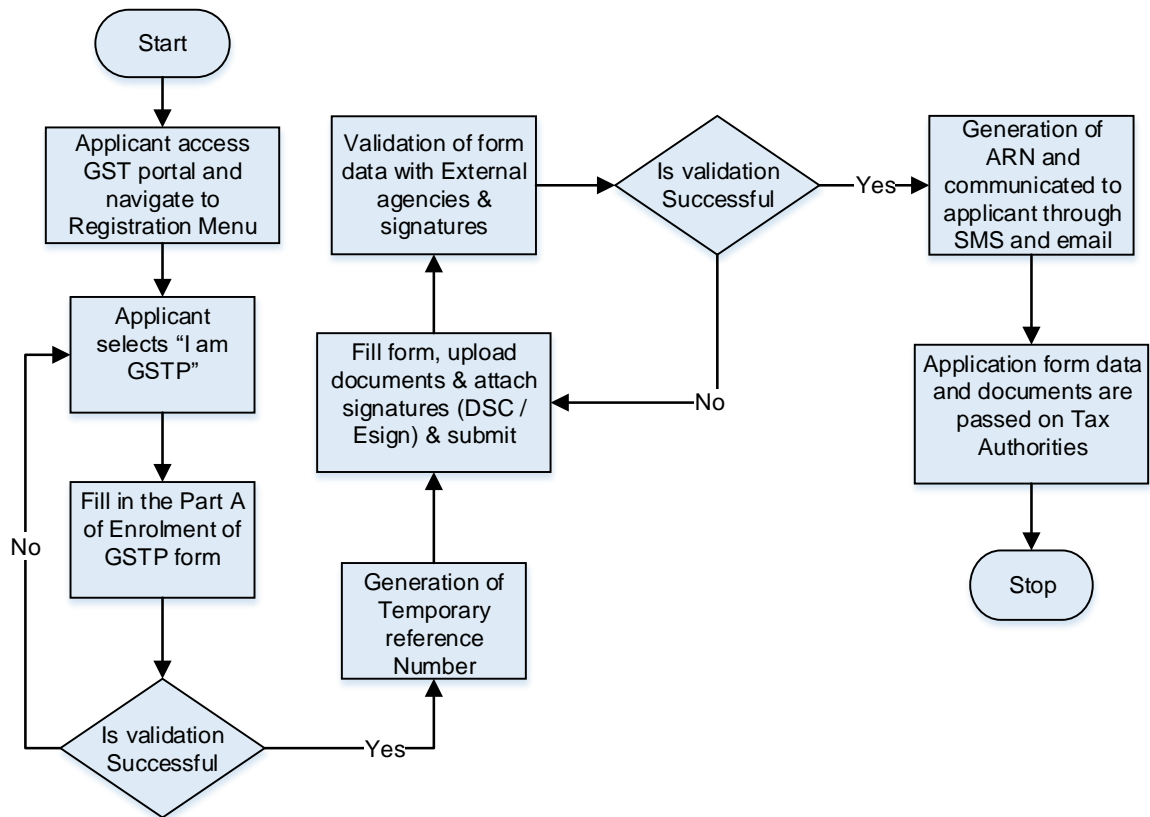
1.3 Intended Audience for this document

This document is intended for use by the GST Services team for validation of content and for Infosys Training team to design HTML based user manual.

2. GST Practitioner

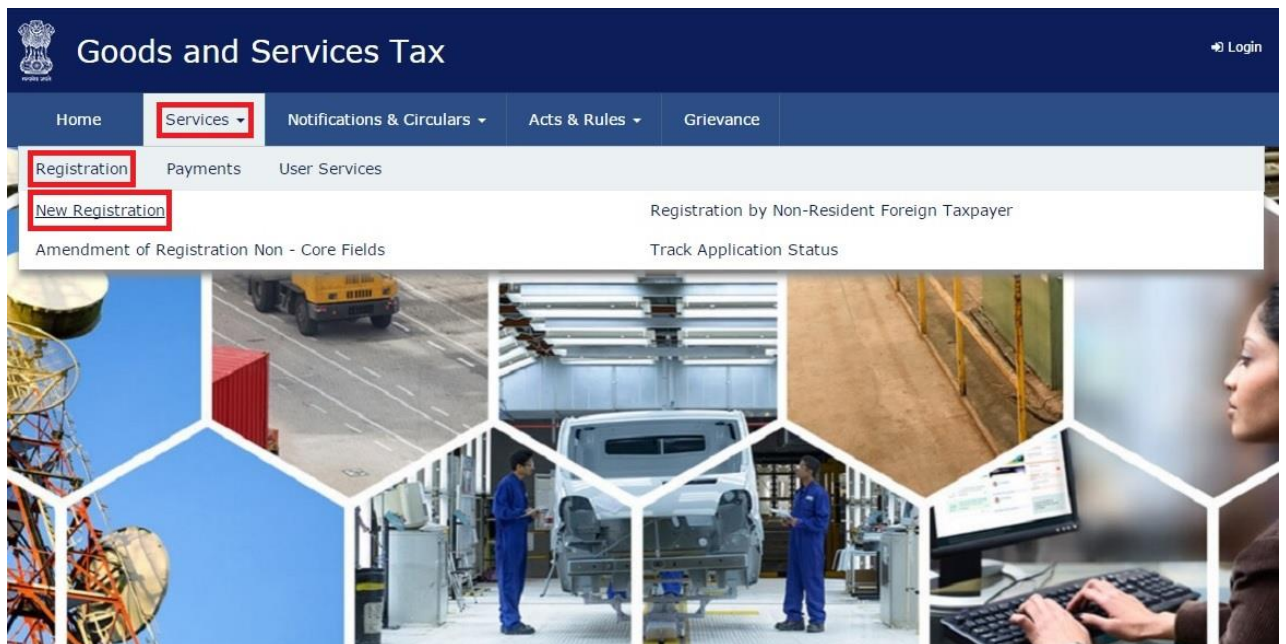
2.1 Applying for Enrolment on the GST Portal as a GST Practitioner

How do I apply for enrolment as a GST Practitioner?



What are the steps involved in applying for Registration as a GST Practitioner (GSTP) on the GST Portal?

1. Access the GST common portal www.gst.gov.in and select 'New Registration' on the landing page of GST Portal. This form is available as pre-login feature.



2. Select the Radio Button New Registration.

The screenshot shows the 'Goods and Services Tax' registration portal. At the top, there is a navigation bar with 'Home', 'Services', 'Notifications & Circulars', 'Acts & Rules', and 'Grievance'. Below this is a sub-navigation bar with 'Home' and 'Registration'. The main content area is titled 'New Registration' and includes a progress indicator with two steps: '1 User Credentials' and '2 OTP Verification'. The form contains several fields: 'New Registration' (selected) and 'Temporary Reference Number (TRN)' (unselected); 'I am a' (dropdown menu); 'State/UT' (dropdown menu); 'District' (dropdown menu); 'Legal Name of the Business (As mentioned in TAN)' (text input); 'Permanent Account Number (PAN)' (text input); 'Email Address' (text input with an envelope icon); and 'Mobile Number' (text input with a '+91' prefix). A 'PROCEED' button is at the bottom. A legend indicates that a red dot next to a field name signifies a mandatory field.

3. Select I am 'GST Practitioner' from the dropdown menu.



New Registration

• indicates mandatory fields

New Registration Temporary Reference Number (TRN)

I am a

GST Practitioner ▼

Select

- Taxpayer
- Tax Deductor
- Tax Collector (e-Commerce)
- GST Practitioner
- Non Resident Taxable Person
- Other Notified Person

Name of the GST Practitioner ⓘ •

Permanent Account Number (PAN) •

ⓘ If you don't have PAN, Click here to apply

Eg: A B C D E 1 2 3 4 X

Email Address •

ⓘ OTP will be sent to this Email Address

Mobile Number •

ⓘ Separate OTP will be sent to this mobile number

Type the characters you see in the image below •



- Fill in the details in all the fields in PART-A of the form as per the screenshot. Please note, your Name and PAN will be validated against the CBDT database. Once you have filled in all the details, enter the Captcha Code and click the PROCEED button.



New Registration

• indicates mandatory fields

New Registration Temporary Reference Number (TRN)

I am a

GST Practitioner

State/UT

Select

District

Select

Name of the GST Practitioner

Enter Name of the GST Practitioner

Permanent Account Number (PAN)

Enter Permanent Account Number (PAN)

If you don't have PAN, Click here to apply

Eg: A B C D E I J K L M N O P Q R S T U V W X

Email Address

Enter Email Address

OTP will be sent to this Email Address

Mobile Number

+91 Enter Mobile Number

Separate OTP will be sent to this mobile number

Type the characters you see in the image below



PROCEED

- After successful validation, you will be directed to the next page where you will be required to enter a Mobile OTP and an E-mail OPT. The OTPs will be sent to the mobile number and e-mail ID entered in PART-A of the form. Enter the OTPs and click PROCEED.

- You will be issued a 15-digit Transaction Reference Number (TRN). It will be sent to you via e-mail and SMS and below the TRN the expiry date of the TRN will also be mentioned, do take note of that. Click PROCEED.

- After clicking PROCEED, the system will send you an OTP on your e-mail and mobile and you will be directed to a fresh page where you will enter the OTP, enter the Captcha Code, and click PROCEED.

Goods and Services Tax Login

Home **Services** Notifications & Circulars Acts & Rules Grievance

Home Registration English

1 — 2
 User Credentials OTP Verification

New Registration * indicates mandatory fields


New Registration
 Temporary Reference Number (TRN)

Temporary Reference Number (TRN) *

071700000308TR

Type the characters you see in the image below *

753926



PROCEED


8. After clicking PROCEED, you will be directed to the My Saved Application page from where you can access PART-B of the Registration Application for GST Practitioner. Click on the EDIT icon to access the form.

Goods and Services Tax Logout

Dashboard **Services** Notifications & Circulars Acts & Rules Grievance

Dashboard English

My Saved Application

Creation Date	Form No.	Form Description	Expiry Date	Status	Action
16/06/2017	GST PCT-01	Application for Enrolment as Goods and Service Tax Practitioner	01/07/2017	Draft	

Track Application Status
No Records Found

9. PART-B of the form has four sections that must be filled sequentially. The first section is General Details. Enter all the details and click SAVE AND CONTINUE at the bottom of the screen. 9Under enrolment sought as, please select an option from the dropdown given.

General Details * indicates mandatory fields

Enrolling Authority * Centre State/UT State/UT *
Delhi Date of Application *
16/06/2017

Enrolment Sought as *
Select

Name of University/Institute Year of Passing
Select

Qualifying Degree for enrolment as GST Practitioner *

Document Upload

Proof of Qualifying Degree for enrolment as GST Practitioner *
Select

* File with PDF or JPEG format is only allowed.
* Maximum file size for upload is 1 MB

No file chosen

10. The second section is Applicant Details. Enter all the details and upload your photograph. Ensure that your photograph is in JPEG format and the file size is less than 100 KB. No click SAVE AND CONTINUE at the bottom of the screen.

Application Type	Due Date to Complete	Last Modified	Profile
Enrolment-GSTP	01/07/2017	16/06/2017	55%

General Details

Applicant Details

Professional Address

Verification

• Indicates mandatory fields

Applicant Details

Name
Palsin Shira

Date of Birth •
DD/MM/YYYY

Name of Father

First Name •

Middle Name

Last Name

Gender •
 Male Female Others

Permanent Account Number (PAN)
GDDPS5083K

Aadhaar Number •

Mobile Number
8860058000

Landline Number (with STD Code)

Email Address •
palsinshira@gmail.com

Document Upload


Upload Photograph (of person whose information has been given above) •

- File with JPEG format is only allowed.
- Maximum file size for upload is 100 KB


No file chosen

11. The third section is Professional Address. Enter all the details and click SAVE AND CONTINUE at the bottom of the screen.


Application Type	Due Date to Complete	Last Modified	Profile
Enrolment-GSTP	01/07/2017	16/06/2017	75%




 General Details



 Applicant Details



 Professional Address



 Verification

* indicates mandatory fields

Professional Address

Building No. / Flat No.* <input style="width: 95%;" type="text" value="Enter Building No. / Flat No. / Door No."/>	Floor No. <input style="width: 95%;" type="text" value="Enter Floor No."/>	Name of the Premises / Building <input style="width: 95%;" type="text" value="Enter Name of Premises / Building"/>
Road / Street* <input style="width: 95%;" type="text" value="Enter Road / Street / Lane"/>	City / Town / Locality / Village* <input style="width: 95%;" type="text" value="Enter Locality / Area / Village"/>	
State* Delhi	District* South West Delhi	PIN Code* <input style="width: 95%;" type="text" value="Enter PIN Code"/>

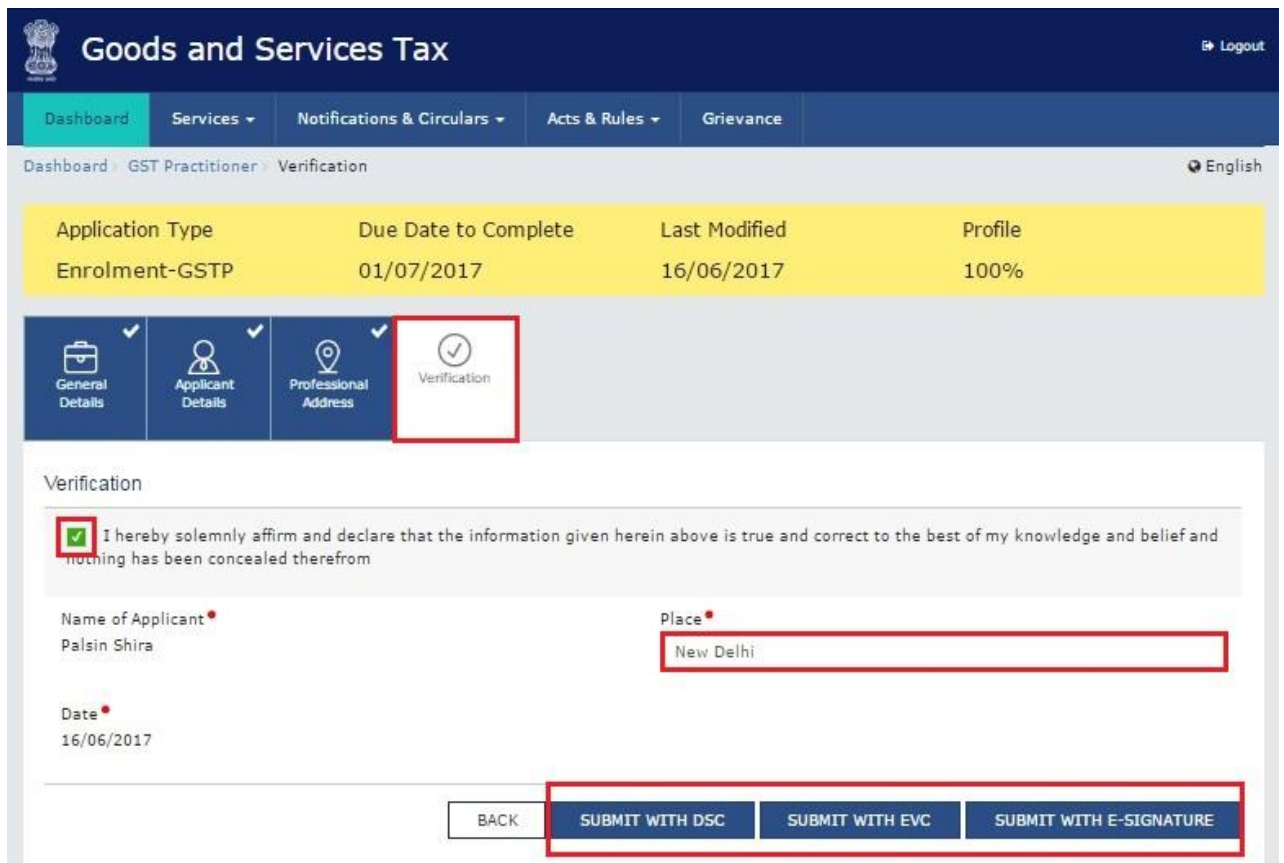
Document Upload

Proof of Professional Address*

File with PDF or JPEG format is only allowed.
 Maximum file size for upload is 1 MB

No file chosen

12. The fourth and last section is the Verification page. Check the check-box and enter the place. You may now choose to submit the form using DSC, E-Sign or EVC. (Note: For E-Sign and EVC you must update your Aadhaar number in the Applicant Details section)



Goods and Services Tax Logout

Dashboard Services Notifications & Circulars Acts & Rules Grievance

Dashboard GST Practitioner Verification English

Application Type	Due Date to Complete	Last Modified	Profile
Enrolment-GSTP	01/07/2017	16/06/2017	100%

General Details Applicant Details Professional Address **Verification**

Verification

I hereby solemnly affirm and declare that the information given herein above is true and correct to the best of my knowledge and belief and nothing has been concealed therefrom

Name of Applicant: Palsin Shira Place: New Delhi

Date: 16/06/2017

BACK SUBMIT WITH DSC SUBMIT WITH EVC SUBMIT WITH E-SIGNATURE

In Case of **DSC**:

- a) Click the **SUBMIT WITH DSC** button.
- b) Click the **PROCEED** button.

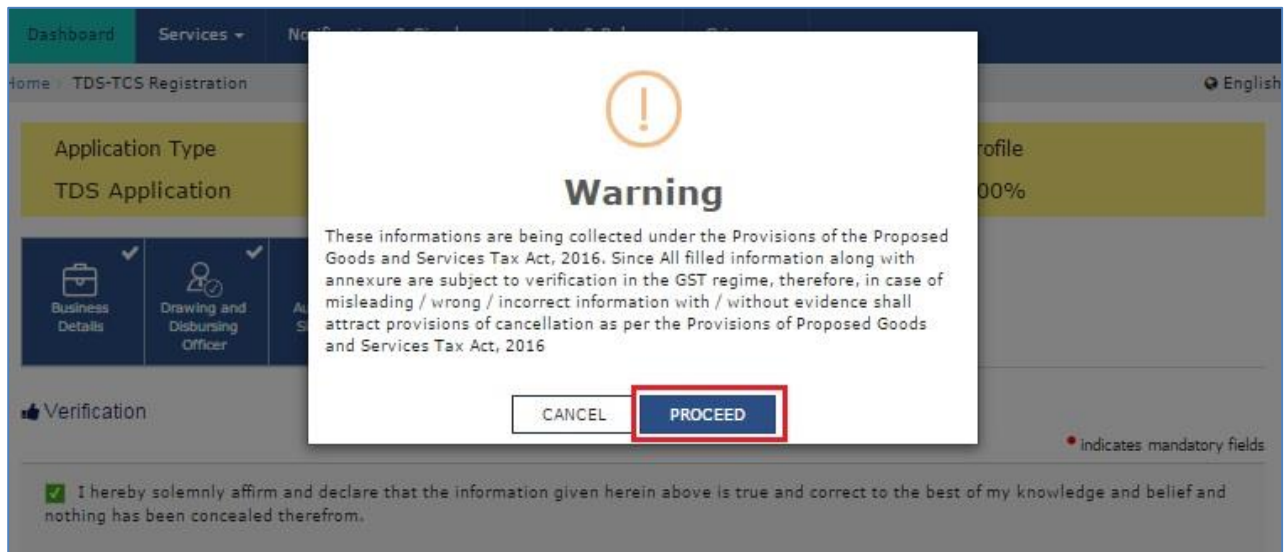
Note:

- Make sure your DSC dongle is inserted in your laptop/ desktop.
- Make sure emSigner (from eMudra) is running on your laptop/ desktop with administrator permissions.

To check if the emSigner is running on your laptop/ desktop, perform the following steps:

1. Click the **item tray**.
2. Double click the **emSigner** icon.
3. Click the **Hide Service button** to minimize the dialog box.
- g) Select the certificate and click the **SIGN** button.

Note: To view the details of your DSC, click the **View Certificate** button.



You will receive the acknowledgement in next 15 minutes on your registered e-mail address and mobile phone number. Application Reference Number (ARN) receipt is sent on your e-mail address and mobile phone number.

You can track the status of your application using the **Services > Registration > Track Application Status** command.

In Case of **E-Signature**:

- e) Click the **SUBMIT WITH E-SIGN** button.
- f) In the Declaration box, click the **AGREE** button.
Note: OTP will be sent to your e-mail address and mobile phone number registered with Aadhaar.
- g) Verify **Aadhaar OTP** screen is displayed. Enter the OTP received on your e-mail address and mobile phone number registered with Aadhaar.
- h) Click the **CONTINUE** button.

The success message is displayed. You will receive the acknowledgement in next 15 minutes on your registered e-mail address and mobile phone number. Application Reference Number (ARN) receipt is sent on your e-mail address and mobile phone number.

In Case of **Electronic Verification Code**:

- a) Click the **SUBMIT WITH EVC** button.
- b) In the Declaration box, click the **AGREE** button.
Note: OTP will be sent to your mobile phone number registered with Aadhaar.
- c) Verify **OTP** screen is displayed. Enter the OTP received on your mobile phone number registered with Aadhaar.
- d) Click the **CONTINUE** button.

The success message is displayed. You will receive the acknowledgement in next 15 minutes on your registered e-mail address and mobile phone number. Application Reference Number (ARN) receipt is sent on your e-mail address and mobile phone number.

Note: After submission, you cannot make any changes to your application.

3. Collaborations and dependencies

3.1 Collaborations

Sr.	Collaboration required with
1.	Domain Team
2.	Services Team

3.2 Dependencies

Sr.	Modules	Reference/ Functionalities
1	SRS	
2	SIT environment readiness for verification of content with application	
3	UAT completion	

4. Assumptions and constraints

4.1 Assumptions

Sr.	Assumption
1	Post UAT completion , the training content will be verified with the UAT environment

4.2 Constraints

Sr.	Constraint
1	Content cannot be finalized before the UAT completion

5. Glossary

Sl. No	Term / Acronym	Description
1	API	Application Program Interface
2	ARN	Acknowledgment Reference Number
3	B2B	Business to Business
4	B2C	Business to Consumer
5	BO	Back Office
6	BRN	Branch Receipt Number
7	CBDT	Central Board of Direct Taxes
8	CBEC	Central Board of Excise & Customs
9	CC	Credit Card
10	CIN	Challan Identification Number
11	CPIN	Common Portal Identification Number
12	CPIN	Common Portal Identification Number
13	DC	Debit Card
14	DSC	Digital Signature Certificate
15	e-FPB	Electronic Focal Point Branch
16	EOD	End of the Day
17	FC	Facilitation Centre
18	FO	Front Office
19	GDI	Government department unique ID where department does not have GSTIN
20	GSP	GST Suvidha Providers
21	GSTIN	Goods and Services Taxpayer Identification Number
22	GSTN	GST Network
23	HSN	Harmonized System of Nomenclature for goods
24	M	Tax Period
25	M+1	Month succeeding the tax period
26	MCA	Ministry of Corporate Affairs
27	OTP	One Time Password
28	PAN	Permanent Account Number
29	POS	Place of Supply of Goods or Services – State code to be mentioned
30	SAC	Service Accounting Code

Sl. No	Term / Acronym	Description
31	UIN	Unique Identity Number for UN Bodies
32	UIDAI	Unique Identification Authority of India

6. Appendices

6.1 Open items

The following table lists all the open items in this document:

ID	Item	Responsibility	Status
1			
2			
3			
4			
5			
6			
7			
8			

Table 1. Open Items

6.2 Comments Matrix

Since there is no formal tool finalized currently for logging comments on various document deliverables, Comments Matrix is being put here to ensure comments are being tracked and resolved. Once a formal tool is identified, this process might change for future deliverables.

S. No.	GSTN Review Comments	Date Raised	Infosys Remarks
1			
2			

Table 2. Comments Matrix

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