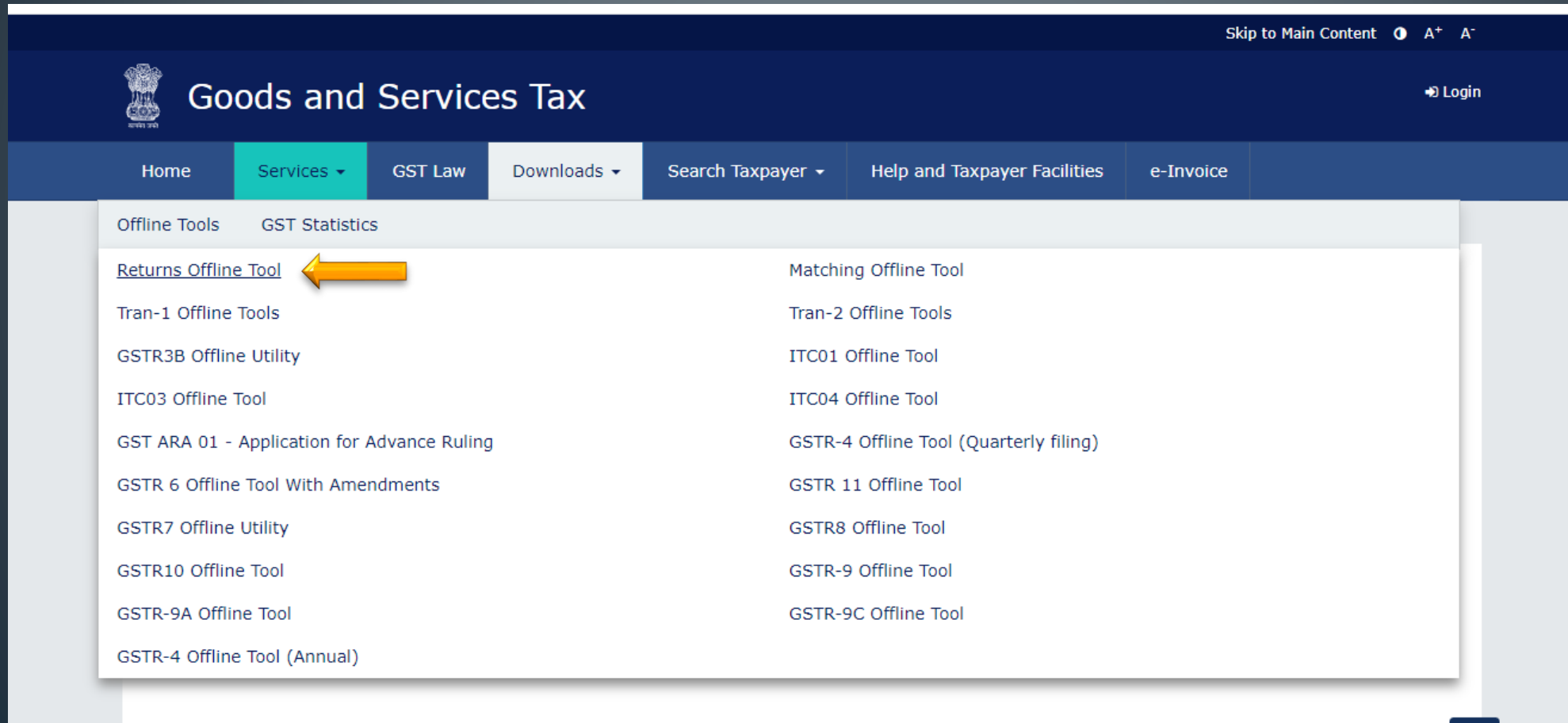


How to file Form
GSTR-1 offline?



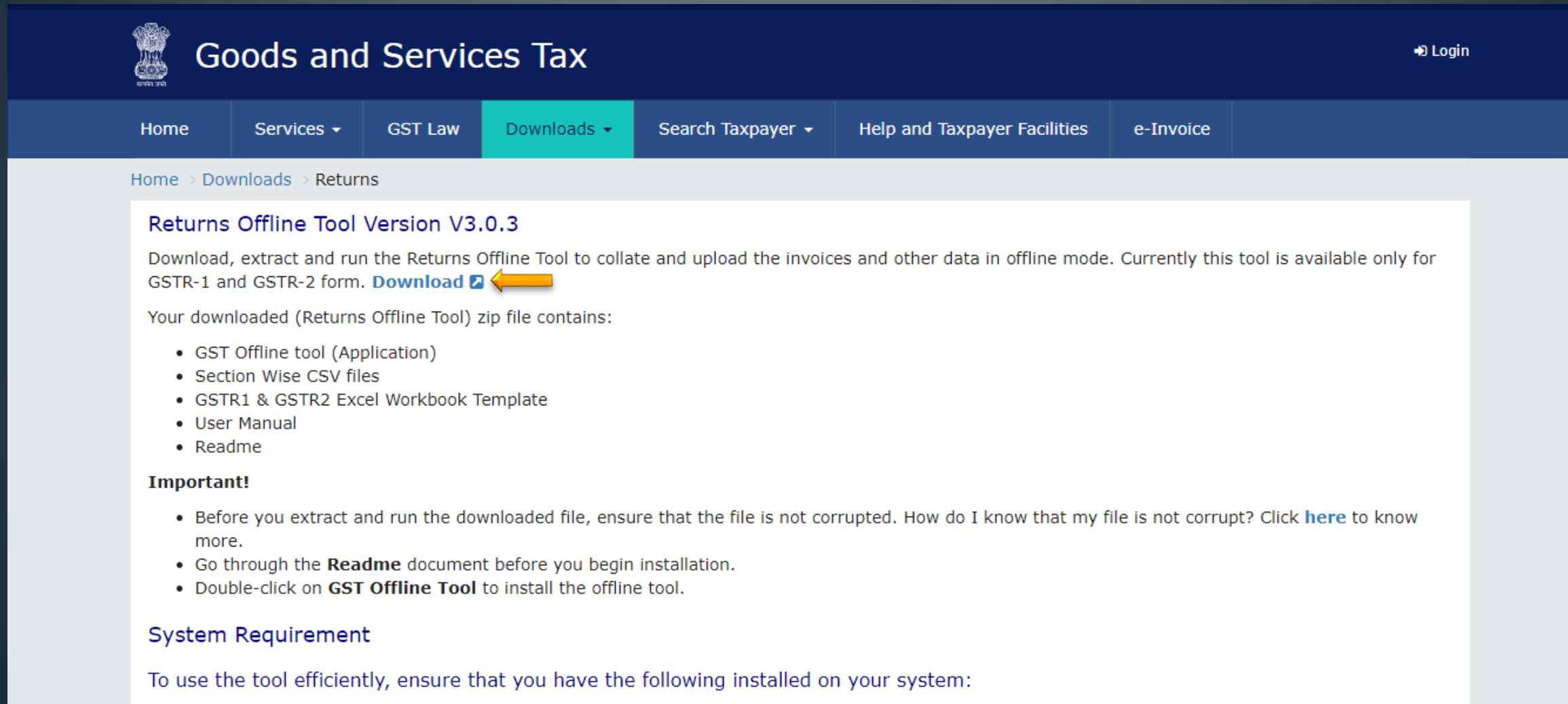
Step 1: Visit the GST portal.

Step 2: Navigate to Downloads > Offline Tools > Return Offline Tool.



The screenshot shows the GST portal interface. At the top right, there are links for "Skip to Main Content", "A+", and "A-". The main header features the Government of India emblem and the text "Goods and Services Tax" with a "Login" button. Below the header is a navigation bar with the following items: Home, Services (highlighted in teal), GST Law, Downloads (with a dropdown arrow), Search Taxpayer (with a dropdown arrow), Help and Taxpayer Facilities, and e-Invoice. The "Downloads" dropdown menu is open, showing two sub-sections: "Offline Tools" and "GST Statistics". Under "Offline Tools", the following items are listed: Returns Offline Tool (highlighted with an orange arrow), Tran-1 Offline Tools, GSTR3B Offline Utility, ITC03 Offline Tool, GST ARA 01 - Application for Advance Ruling, GSTR 6 Offline Tool With Amendments, GSTR7 Offline Utility, GSTR10 Offline Tool, GSTR-9A Offline Tool, and GSTR-4 Offline Tool (Annual). Under "GST Statistics", the following items are listed: Matching Offline Tool, Tran-2 Offline Tools, ITC01 Offline Tool, ITC04 Offline Tool, GSTR-4 Offline Tool (Quarterly filing), GSTR 11 Offline Tool, GSTR8 Offline Tool, GSTR-9 Offline Tool, and GSTR-9C Offline Tool.

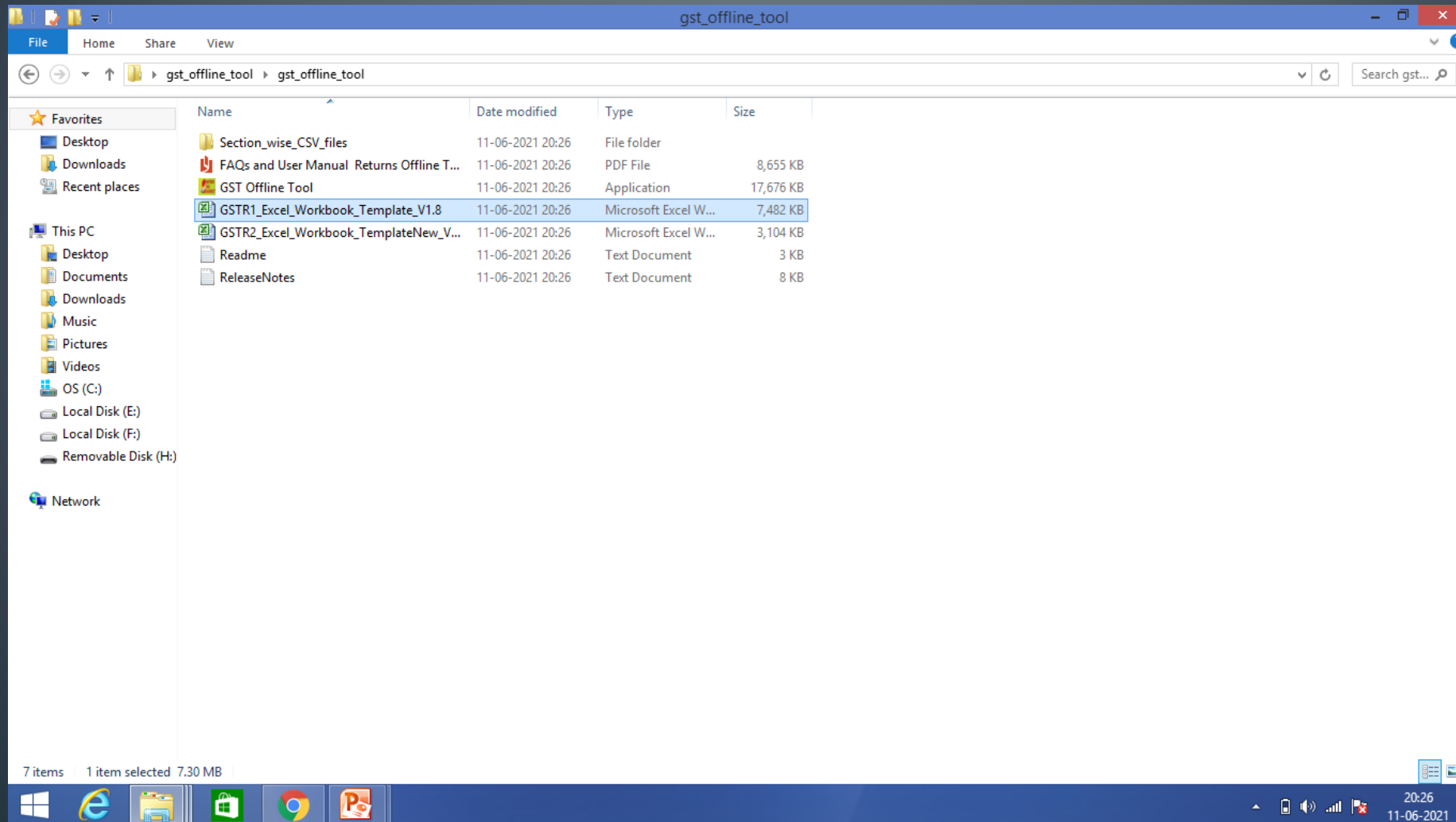
Step 3: Click on 'Download' and then 'Proceed'.



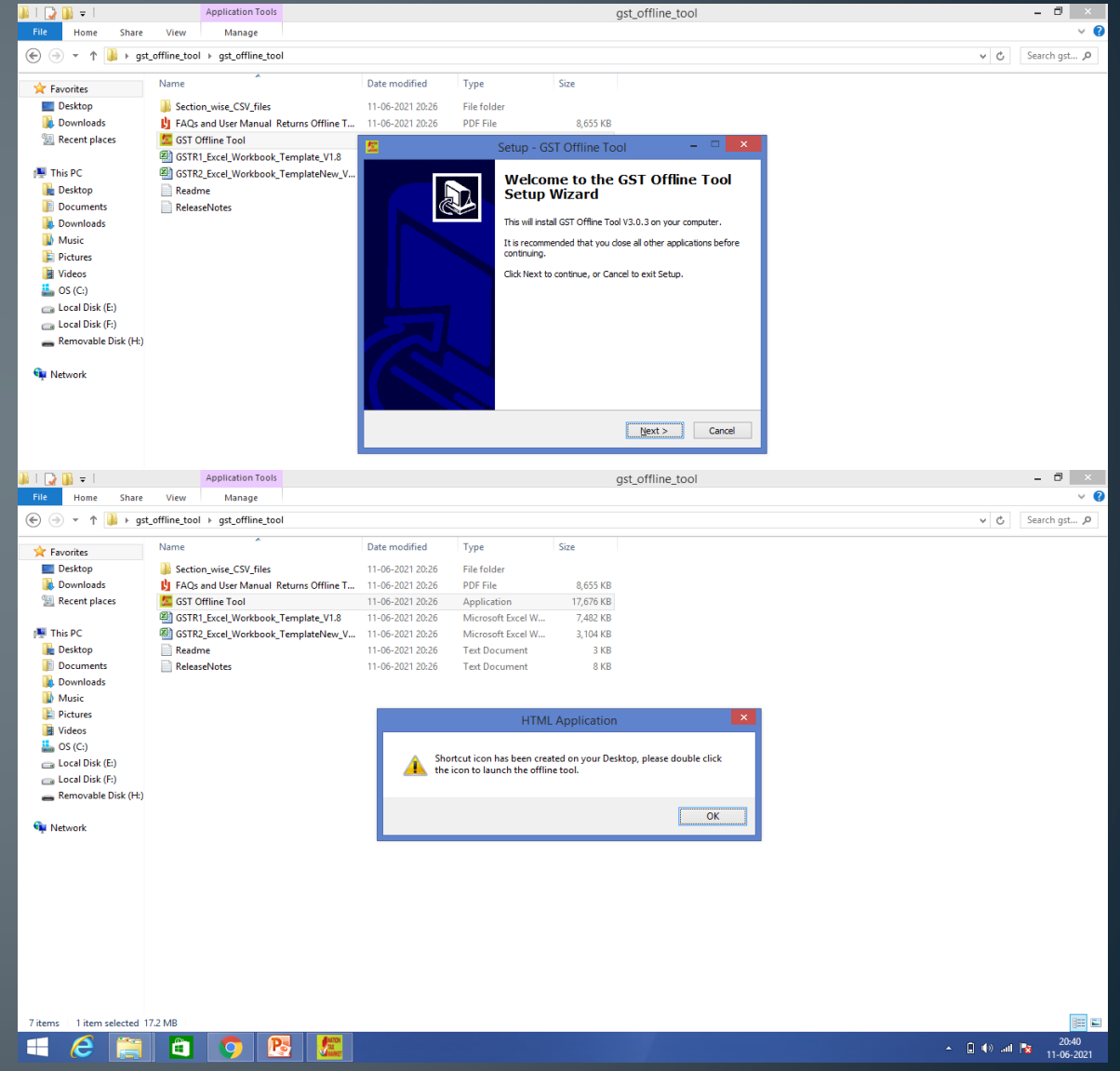
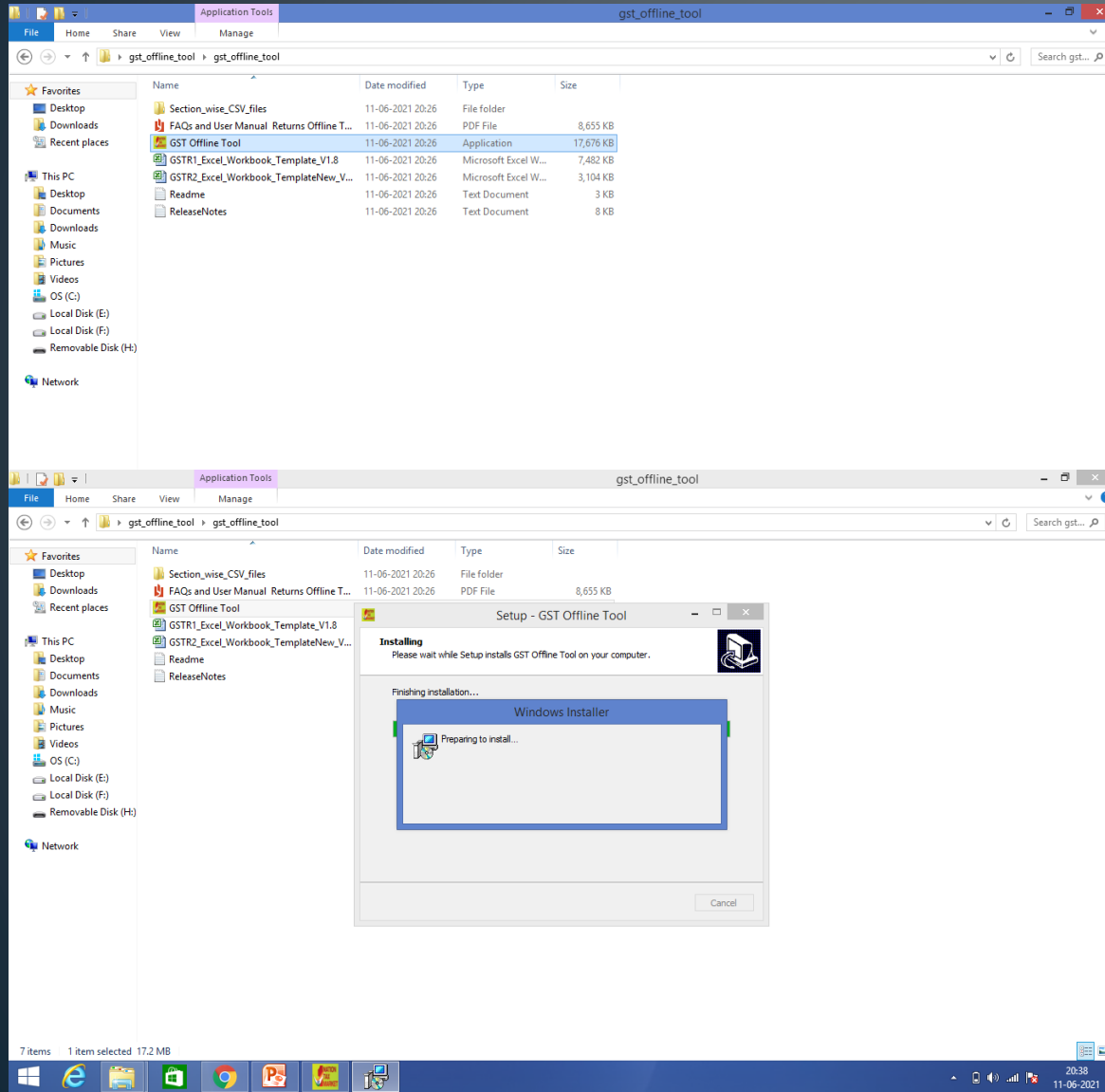
The screenshot shows the Goods and Services Tax portal interface. At the top, there is a dark blue header with the Government of India emblem on the left, the text 'Goods and Services Tax' in the center, and a 'Login' button on the right. Below the header is a navigation menu with several items: 'Home', 'Services', 'GST Law', 'Downloads', 'Search Taxpayer', 'Help and Taxpayer Facilities', and 'e-Invoice'. The 'Downloads' menu item is highlighted in a teal color. Below the navigation menu, there is a breadcrumb trail: 'Home > Downloads > Returns'. The main content area is titled 'Returns Offline Tool Version V3.0.3'. It contains a paragraph of text: 'Download, extract and run the Returns Offline Tool to collate and upload the invoices and other data in offline mode. Currently this tool is available only for GSTR-1 and GSTR-2 form. [Download](#)'. A yellow arrow points to the 'Download' link. Below this, it says 'Your downloaded (Returns Offline Tool) zip file contains:' followed by a bulleted list: 'GST Offline tool (Application)', 'Section Wise CSV files', 'GSTR1 & GSTR2 Excel Workbook Template', 'User Manual', and 'Readme'. There is an 'Important!' section with a bulleted list: 'Before you extract and run the downloaded file, ensure that the file is not corrupted. How do I know that my file is not corrupt? Click [here](#) to know more.', 'Go through the **Readme** document before you begin installation.', and 'Double-click on **GST Offline Tool** to install the offline tool.'. Below that is a 'System Requirement' section with the text: 'To use the tool efficiently, ensure that you have the following installed on your system:'.

Step 4: Extract the downloaded file

Step 5: Navigate to the location of the extracted file and open the GSTR-1 excel utility and fill up the data.



Step 6: To file GSTR 1, you have to double click on the Returns Offline tool and install the Offline tool icon on desktop



Step 7: You have to double click on the Returns Offline tool icon on desktop the Offline tool Home Page will be displayed. This page will contain below mentioned three tabs:
Upload new invoice/ other data for return
Open Downloaded Return file from GST portal
Open Downloaded Error File from GST portal

Goods and Services Tax Offline Tool V3.0.3

Upload new invoice/other data for return
NEW

Open Downloaded Return file from GST portal
OPEN

Open Downloaded Error file from GST portal
OPEN

Instructions

NEW button: To upload new invoice/other data for return. Taxpayer can upload invoice data as many times as needed.	OPEN button: To open return file downloaded from GST portal to accept, reject, modify and add missing invoice details.	OPEN button: To open error file downloaded from GST portal to correct the invoice data rejected by GST system.
---	---	---

Overview +

Version Information +

Features +

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Upload new Invoice/ other data for Return : This new button can be used to upload new Invoices and other data. Note: Return will be prepared on the GST Portal based on the data uploaded using the returns offline tool. You can upload invoice data as many times as you want.

Open Downloaded Return file from GST portal : This OPEN button can be used to open downloaded pre-auto populated Return file which was downloaded from the GST Portal.

Open Downloaded Error File from GST portal : You can use this open button to open error file to understand the errors occurred on the GST portal while uploading the JSON file to the GST portal and take necessary action to rectify the invoices rejected by GST Portal.

Step 8: To upload invoice details for filing GSTR 1 return, click on the NEW button then fill up the information.

GSTR Returns

Goods and Services Tax Offline Tool V3.0.3

File Returns

• indicates required fields

GST Statement/Returns •
GSTR-1/IFF

GSTIN of Supplier •

Financial Year •
2021-22

Tax Period •
June

Is SEZ Taxpayer? • Yes No

Is taxpayer Quarterly filer? • Yes No

BACK PROCEED

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Step 9: You have four options for uploading the data in GST offline tool for generate JSON.

Option 1: Manual Entry of Invoice Data

Option 2: Import full Excel Workbook consisting of multiple sheets

Option 3: Copy and Paste from Excel Workbook

Option 4: Import the CSV file

*Note: Option 2, 3 uses an Excel template and option 4 uses CSV template.

Option 1: Manual Entry of Invoice Data

The procedure to enter invoice data manually is explained in detail here:

To enter the invoice data manually in the GST Returns Offline tool directly, follow the procedure described here:

*Note: The taxpayer can enter details of only one invoice at a time.

Step 1: From the Select Section drop-down list, select the applicable section where the invoice data needs to be entered.

Step 2: Provide the invoice details in each column like Receiver GSTIN/UIN, Invoice number etc.

Step 3: Click the Plus icon (Highlighted in the Red square under Actions column) on the right side to fill the item level details for this invoice.

*Note: Provide the GSTIN in the correct format or else system will display an error message at the time of entry itself.

GSTR Returns

Goods and Services Tax Offline Tool V3.0.3

GSTR-1/IFF [REDACTED] 2021-22 May

IMPORT FILES DELETE ALL DATA CLEAR SECTION DATA VIEW SUMMARY

Select Section: B2B Invoices - 4A, 4B, 4C, 6B, 6C

Search Invoices

indicates required fields

<input type="checkbox"/>	Receiver GSTIN/UIN	Receiver Name	Invoice No.	Invoice Date	Total Invoice Value(₹)	Place of Supply	Supply Type	Invoice Type
<input type="checkbox"/>				DD-MM-YYYY		Select	Select	Select

BACK

Click on Add button and enter manually bill details

Note: Please do not mention the E Commerce Tin while declaring your outward supplies in the worksheets b2b, b2cl, b2cs, b2ba, b2cla, b2csa as the related provisions are not yet notified.

GSTR Returns

Goods and Services Tax Offline Tool V3.0.3


GSTR-1/IFF [REDACTED] 2021-22 May

IMPORT FILES DELETE ALL DATA CLEAR SECTION DATA VIEW SUMMARY

Select Section: B2B Invoices - 4A, 4B, 4C, 6B, 6C

Search Invoices

indicates required fields

Rate	Total Invoice Value(₹)	Place of Supply	Supply Type	Invoice Type	Reverse Charge	Applicable % of Tax Rate	E-Commerce GSTIN	Actions
		Select	Select	Select	<input type="checkbox"/>	Select		

Note: Please do not mention the E Commerce Tin while declaring your outward supplies in the worksheets b2b, b2cl, b2cs, b2ba, b2cla, b2csa as the related provisions are not yet notified.

BACK

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Step 4: The Add Items page will be displayed. Provide the item level details and click on the Save button. All line items of the same rate have to be reported as one line item; hence a maximum seven line items are allowed in an invoice.

GSTR Returns

Goods and Services Tax Offline Tool V3.0.3

GSTR-1/IFF [REDACTED] 2021-22 May

Add Items

Section : **B2B** Invoice No. : **004547**

Rate (%)	Total Taxable Value(₹)	Central Tax Amount(₹)	State/UT Tax Amount(₹)	CESS Amount(₹)
0%	0.00	0.00	0.00	0.00
0.1%	0.00	0.00	0.00	0.00
0.25%	0.00	0.00	0.00	0.00
1%	0.00	0.00	0.00	0.00
1.5%	0.00	0.00	0.00	0.00
3%	0.00	0.00	0.00	0.00
5%	0.00	0.00	0.00	0.00
7.5%	0.00	0.00	0.00	0.00
12%	0.00	0.00	0.00	0.00
18%	0.00	0.00	0.00	0.00
28%	0.00	0.00	0.00	0.00

Note: Under Rate column, combined rate (State GST + Central GST) or IGST needs to be written. System will calculate them on its own.

BACK SAVE

Step 5: Once the invoice details are saved, the success message will be displayed.

The invoices added manually will be populated in the screen. You can edit the particulars entered using the EDIT button.

Note: To delete the data, select the checkbox for the invoice and click the DELETE button.



The screenshot displays the 'GSTR Returns' interface of the Goods and Services Tax Offline Tool. A central white modal box with a green checkmark icon and the text 'Success' is overlaid on the screen. Below the modal, the text 'Success! Returns details added.' is visible. The background interface includes a header with the logo and 'Goods and Services Tax Offline Tool', a navigation bar with 'IMPORT FILES' and 'DELETE ALL DATA' buttons, and a table of invoice data. The table has columns for 'Receiver GSTIN/UIN', 'Invoice No.', 'Invoice Date', 'Invoice Amount', 'Invoice Type', and 'Reverse Charge'.

Receiver GSTIN/UIN	Invoice No.	Invoice Date	Invoice Amount	Invoice Type	Reverse Charge
19AAWB0476A121	455	03-07-2017	444,444.00	Extra-state	Regular
19AAWB0476A121	444	03-07-2017	555,555.00	Extra-state	Regular

Option 2: Import Excel Workbook

To import the invoice data from the Excel workbook consisting of multiple sheets, you can follow the steps explained here:

Open Excel Template

Step 1: Open the GSTR1_Excel_Workbook_Template_V1.8.xlsx sheet available with the downloaded zip folder from the GST Portal.

Summary For B2B(4)									
No. of Recipients		No. of Invoices		Total Invoice Value					
1		12		534330.00					
GSTIN/UID of Recipient	Receiver Name	Invoice Number	Invoice date	Invoice Value	Place Of Supply	Reverse Charge	Applicable % of Tax Rate	Invoice Type	E-Commerce
12GEOPS0823BBZH	xyz	1000	14-Jul-17	50000.00	37-Andhra Pradesh	N	65.00	Intra-State supplies attracting IGST	
12GEOPS0823BBZH	xyz	A1001	14-Jul-17	43000.00	12-Arunachal Pradesh	N		Deemed Exp	
12GEOPS0823BBZH	xyz	1000A	14-Jul-17	42000.00	36-Telangana	N		Deemed Exp	
12GEOPS0823BBZH	xyz	A/1001	14-Jul-17	55000.00	05-Uttarakhand	Y		Regular	
12GEOPS0823BBZH	xyz	A/1002	14-Jul-17	40330.00	05-Uttarakhand	Y		Regular	
12GEOPS0823BBZH	xyz	A/1003	14-Jul-17	50000.00	37-Andhra Pradesh	N		Regular	
12GEOPS0823BBZH	xyz	A/1003	14-Jul-17	60000.00	37-Andhra Pradesh	N		Regular	
12GEOPS0823BBZH	xyz	1/1005	14-Jul-17	44000.00	37-Andhra Pradesh	N	65.00	Regular	12AJIPA157
12GEOPS0823BBZH	xyz	A-10010	14-Jul-17	26000.00	37-Andhra Pradesh	N		Intra-State supplies attracting IGST	

Note: Through Return Import – All sections in one go; you can upload invoice data entered in the corresponding worksheets for all sections at one go.

Enter details in Excel

Step 2: Enter relevant data from invoices and other documents in the corresponding sheets of the Workbook, like Business to Business supplies in b2b, business to consumer large (above INR 2.5 lakhs invoice value) for inter-state sales in b2cl etc.

Note: The excel file should be in the same format as prescribed in the respective Return Forms.

Import Files

Step 3: Click the Import Files button to import the GSTR1_Excel_Workbook_Template.xlsx file in the Returns Offline tool.

Goods and Services Tax Offline Tool V3.0.3

GSTR-1/IFF 2021-22 May

IMPORT FILES DELETE ALL DATA CLEAR SECTION DATA VIEW SUMMARY

Select Section • B2B Invoices - 4A, 4B, 4C, 6B, 6C •

• indicates required fields

<input type="checkbox"/>	↕Receiver GSTIN/UIN •	↕Receiver Name	↕Invoice No. •	↕Invoice Date •	↕Total Invoice Value(₹) •	↕Place of Supply •	Supply Type •	
	<input type="text"/>	<input type="text"/>	<input type="text"/>	DD-MM-YYYY <input type="text"/>	<input type="text"/>	Select •	Select •	Select

Note: Please do not mention the E Commerce Tin while declaring your outward supplies in the worksheets b2b, b2cl, b2cs, b2ba, b2cla, b2csa as the related provisions are not yet notified.

BACK

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Step 4: In the new window, click on the Import Excel button. Browse and select the GSTR1_Excel_Workbook to import data from the excel workbook

Note: In case you have more than 19,000 invoice data, you need to upload the same in more than one lot.

The screenshot displays the 'GSTR Returns' window of the 'Goods and Services Tax Offline Tool V3.0.3'. The interface includes a header with the tax authority logo and the tool version. A navigation bar contains filters for 'GSTR-1/IFF', '03AAACA2766J1ZW', '2021-22', and 'May'. The main content area is titled 'Import Data Using Excel and CSV Import' and features a 'HELP' icon. Below this, there are two sections: 'Import Returns - All sections in one Go' with an 'IMPORT EXCEL' button, and 'Import Returns - One section at a time' with a 'Select Section' dropdown menu. At the bottom right, there are 'BACK' and 'VIEW SUMMARY' buttons. The footer contains copyright information, the release version 'V3.0.3' (last updated 27/04/2021), and the developer 'GSTN'.

Goods and Services Tax Offline Tool V3.0.3

GSTR Returns

GSTR-1/IFF 03AAACA2766J1ZW 2021-22 May

Import Data Using Excel and CSV Import

HELP

Import Returns - All sections in one Go

IMPORT EXCEL

Import Returns - One section at a time

Select Section

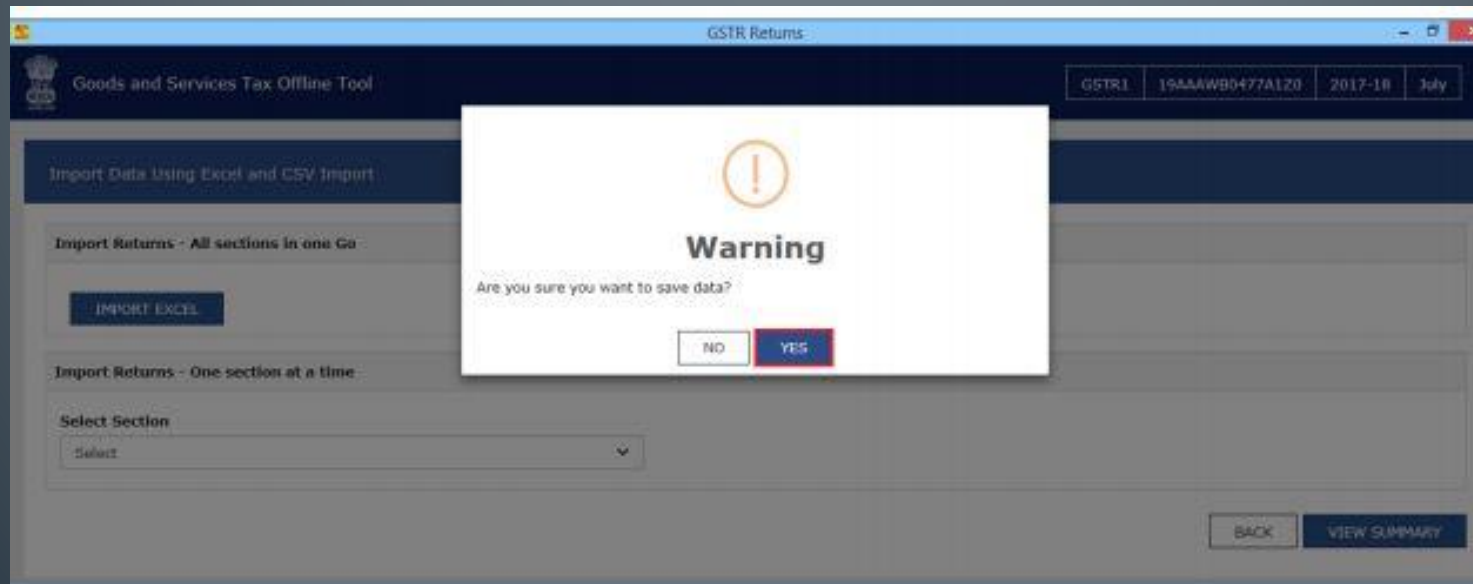
Select

BACK VIEW SUMMARY

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Step 5: After uploading invoices details, click yes to proceed. On successful import of excel sheet, a success message will be displayed. By clicking on the back button, you can notice that the list of invoices present in the excel sheet.

You can edit and deleted details using the option provided in the tool. Errors will be displayed, if the excel sheet contains erroneous data. After making the corrections, upload the excel worksheet again to file GSTR 1 return filings.



Option 3: Copy and Paste from Excel Workbook

To copy and paste the invoice data from the Excel workbook, follow the simple steps explained below:

Step 1: Open the excel sheet which has Invoice data in the desired format.

Note: Do not change any field in the Header or format of the Excel file. The excel file should be in the same format as prescribed in the respective GSTR 1 Return Forms, changing the fields will lead to error when you upload the data on the GST Portal.

Step 2: Press the Ctrl+C key on the keyboard to copy the header part and the data from the excel sheet.

Note: Ensure that the header begins from row 1, column A (i.e., cell A1) along with first three rows the invoices are selected together while copying it. You have to copy paste the invoices section wise only.

File Home Insert Page Layout Formulas Data Review View

Clipboard Font Alignment Number Styles Cells Editing

N4												
----	--	--	--	--	--	--	--	--	--	--	--	--

Summary For B2B(4)											HELP
No. of Recipients	No. of Invoices	Total Invoice Value	Total Taxable Value	Total Cess							
1	12	534330.00	525000.00	6256.00							

Applicable % of												
GSTIN/UIN of Recipient	Receiver Name	Invoice Number	Invoice date	Invoice Value	Place Of Supply	Reverse Charge	Tax Rate	Invoice Type	E-Commerce GSTIN	Rate	Taxable Value	Cess Amount
12GEOPS0823BBZH	xyz	1000	14-Jul-17	50000.00	37-Andhra Pradesh	N	65.00	Intra-State supplies attracting IGST		12.00	45000.00	756.00
12GEOPS0823BBZH	xyz	A1001	14-Jul-17	43000.00	12-Arunachal Pradesh	N		Deemed Exp		5.00	40000.00	
12GEOPS0823BBZH	xyz	1000A	14-Jul-17	42000.00	36-Telangana	N		Deemed Exp		12.00	40000.00	
12GEOPS0823BBZH	xyz	A/1001	14-Jul-17	55000.00	05-Uttarakhand	Y		Regular		28.00	50000.00	6700.00
12GEOPS0823BBZH	xyz	A/1002	14-Jul-17	40330.00	05-Uttarakhand	Y		Regular		0.25	40000.00	
12GEOPS0823BBZH	xyz	A/1003	14-Jul-17	50000.00	37-Andhra Pradesh	N		Regular		12.00	10000.00	
12GEOPS0823BBZH	xyz	A/1003	14-Jul-17	60000.00	37-Andhra Pradesh	N		Regular		5.00	35000.00	
12GEOPS0823BBZH	xyz	1/1005	14-Jul-17	44000.00	37-Andhra Pradesh	N	65.00	Regular	12AJIPA1572E1C7	12.00	40000.00	500.00
12GEOPS0823BBZH	xyz	A-10010	14-Jul-17	26000.00	37-Andhra Pradesh	N		Intra-State supplies attracting IGST		18.00	25000.00	
12GEOPS0823BBZH	xyz	1-10010	15-Jul-17	48000.00	36-Telangana	N		SEZ supplies without payment		0.00	40000.00	
12GEOPS0823BBZH	xyz	A-KNP/1000/06-17	15-Jul-17	45000.00	37-Andhra Pradesh	N		Intra-State supplies attracting IGST		3.00	40000.00	

Step 3: Click on the Import Files option from the GST Returns Offline tool.

GSTR Returns

Goods and Services Tax Offline Tool V3.0.3

GSTR-1/IFF [REDACTED] 2021-22 May

IMPORT FILES DELETE ALL DATA CLEAR SECTION DATA VIEW SUMMARY

Select Section* B2B Invoices - 4A, 4B, 4C, 6B, 6C

Search Invoices

* indicates required fields

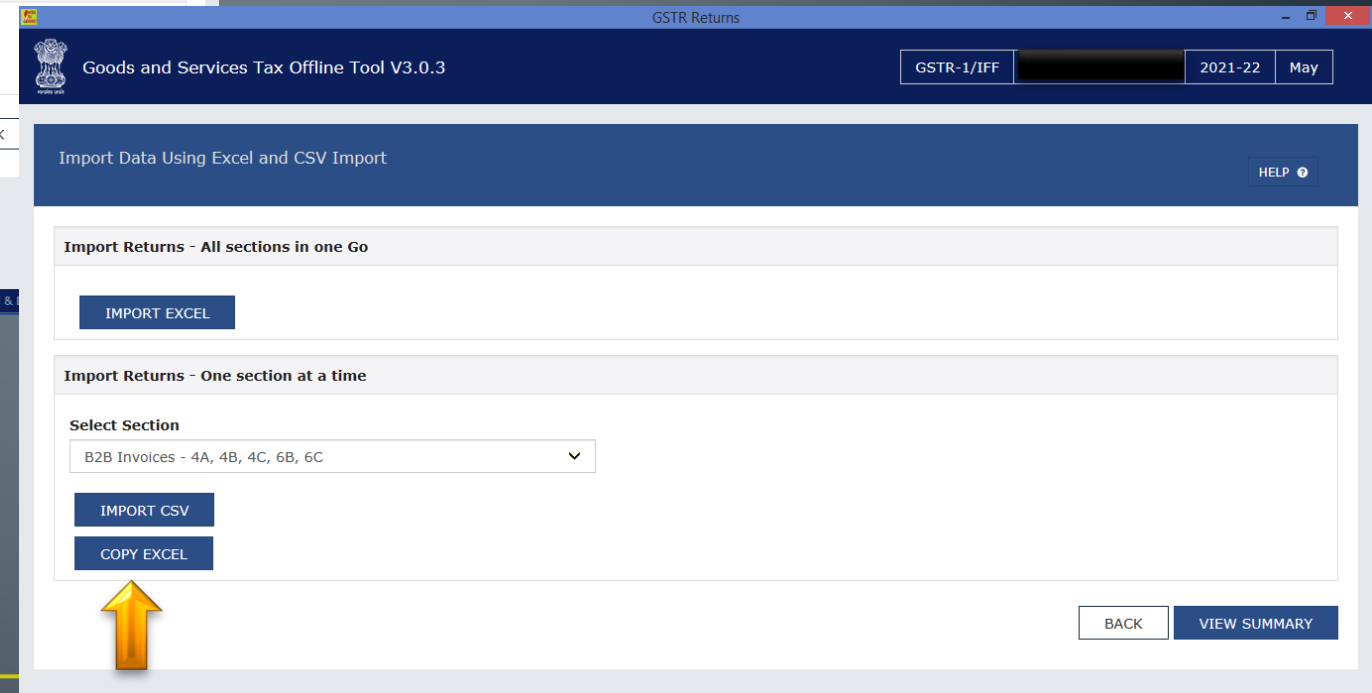
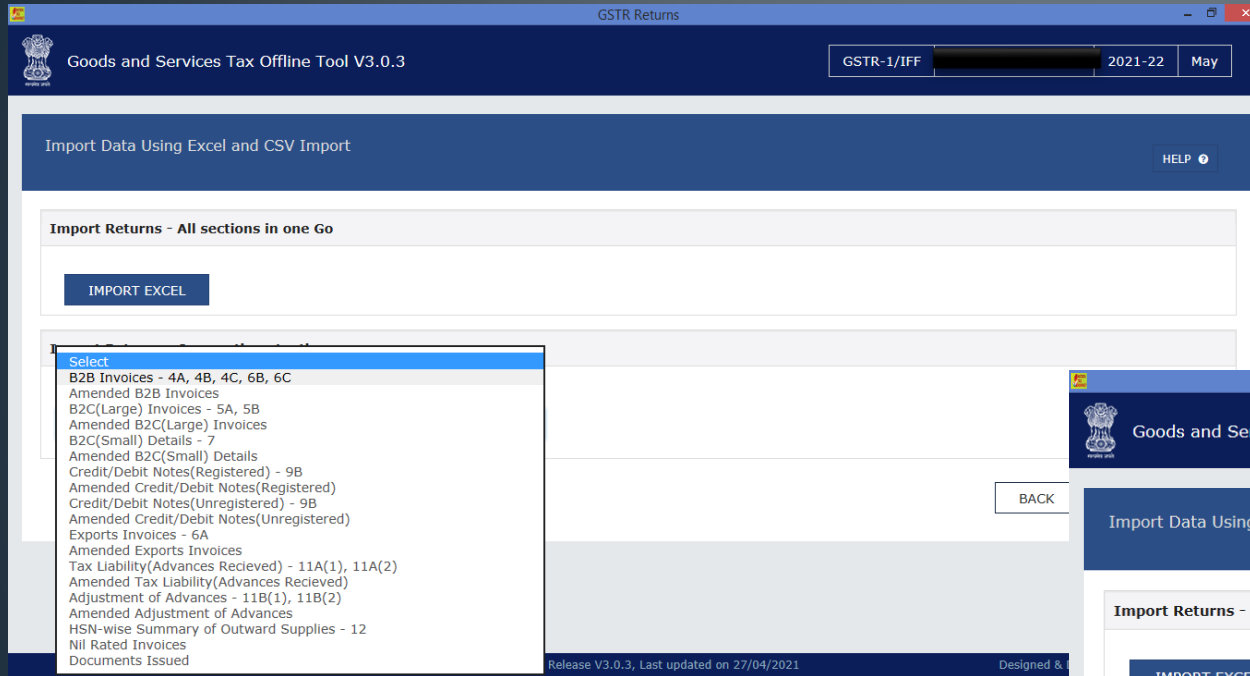
<input type="checkbox"/>	↔Receiver GSTIN/UIN*	↔Receiver Name	↔Invoice No.*	↔Invoice Date*	↔Total Invoice Value(₹)*	↔Place of Supply*	Supply Type*	Invoice Type*
	<input type="text"/>	<input type="text"/>	<input type="text"/>	DD-MM-YYYY	<input type="text"/>	Select ▼	Select ▼	Select

< >

Note: Please do not mention the E Commerce Tin while declaring your outward supplies in the worksheets b2b, b2cl, b2cs, b2ba, b2cla, b2csa as the related provisions are not yet notified.

BACK

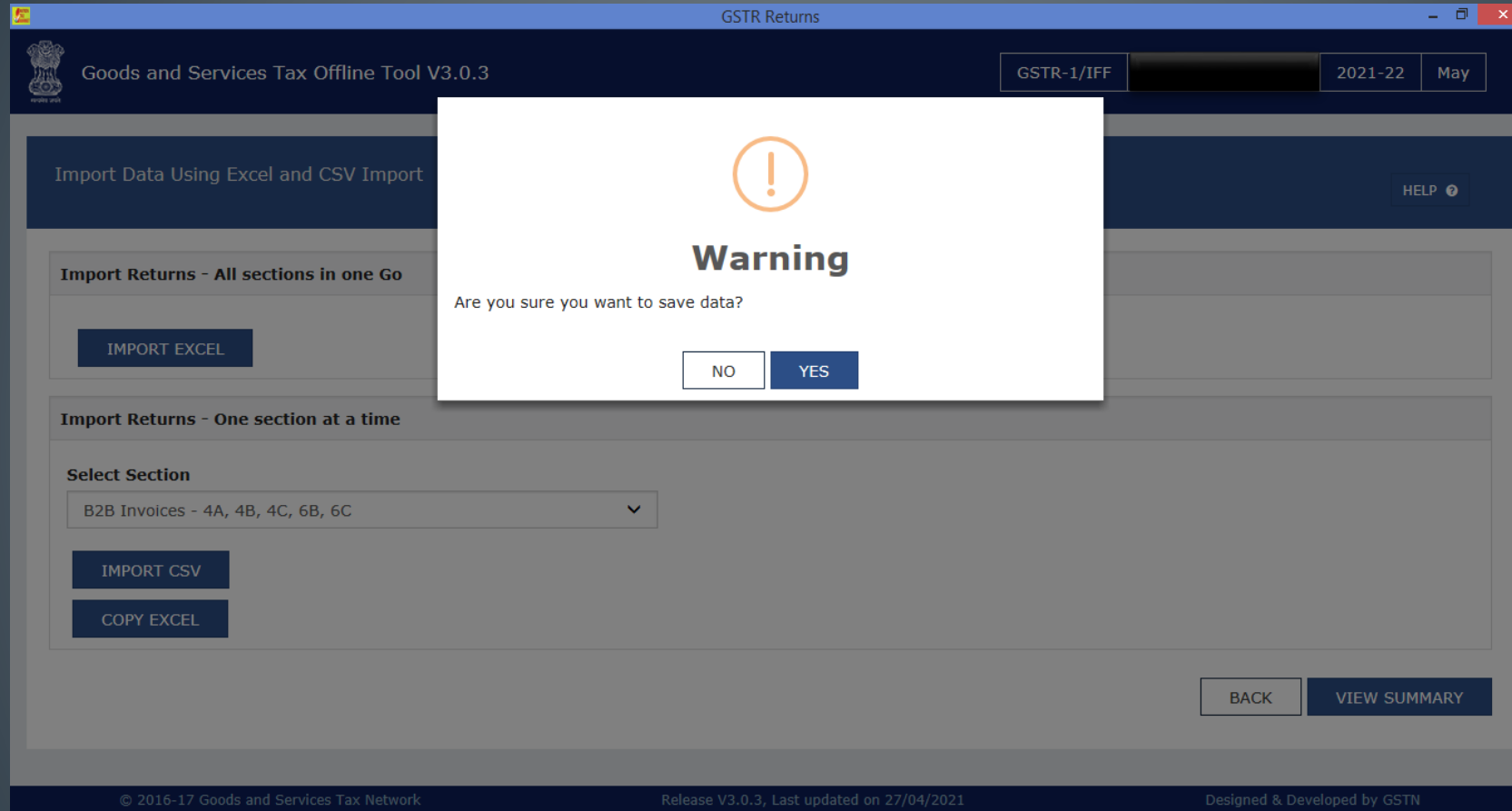
Step 4: From the drop-down menu, select the section for which you want to upload the invoices. After that, click on the Copy Excel button.



Step 5: A pop-up window will be displayed. Use the Ctrl+V Keys on the keyboard to paste the data copied from the excel sheet.

The screenshot displays the 'GSTR Returns' application window. The title bar reads 'GSTR Returns'. The header includes the Government of India logo, 'Goods and Services Tax Offline Tool V3.0.3', and navigation options for 'GSTR-1/IFF', '2021-22', and 'May'. The main content area is titled 'Import Data Using Excel and CSV Import' and features a 'HELP' icon. A sidebar on the left offers options for 'Import Returns - All sections in one Go' (with an 'IMPORT EXCEL' button) and 'Import Returns - One section at a time' (with a 'Select Section' dropdown set to 'B2B Invoices - 4A, 4B, 4C, 6B, 6C' and 'IMPORT CSV' and 'COPY EXCEL' buttons). A central pop-up window, titled 'Copy & Paste Excel', contains a document icon, the text 'Click here and Ctrl+V to paste data from Excel' (highlighted with a red box), and a warning: 'Copy & Paste best works with lesser records. Using large number of records may send the application in unresponsive state.' At the bottom right of the main interface are 'BACK' and 'VIEW SUMMARY' buttons. The footer contains copyright information: '© 2016-17 Goods and Services Tax Network', 'Release V3.0.3, Last updated on 27/04/2021', and 'Designed & Developed by GSTN'.

Step 6: Confirmation message will be displayed, Click on the Proceed button to add the invoices.



By clicking on the back button, you can notice that the list of invoices present in the excel sheet. You can edit and deleted details using the option provided in the tool. Errors will be displayed, if the excel sheet contains erroneous data. After making the corrections, upload the excel worksheet again to file GSTR 1 return filings.

Option 4: Import the CSV file

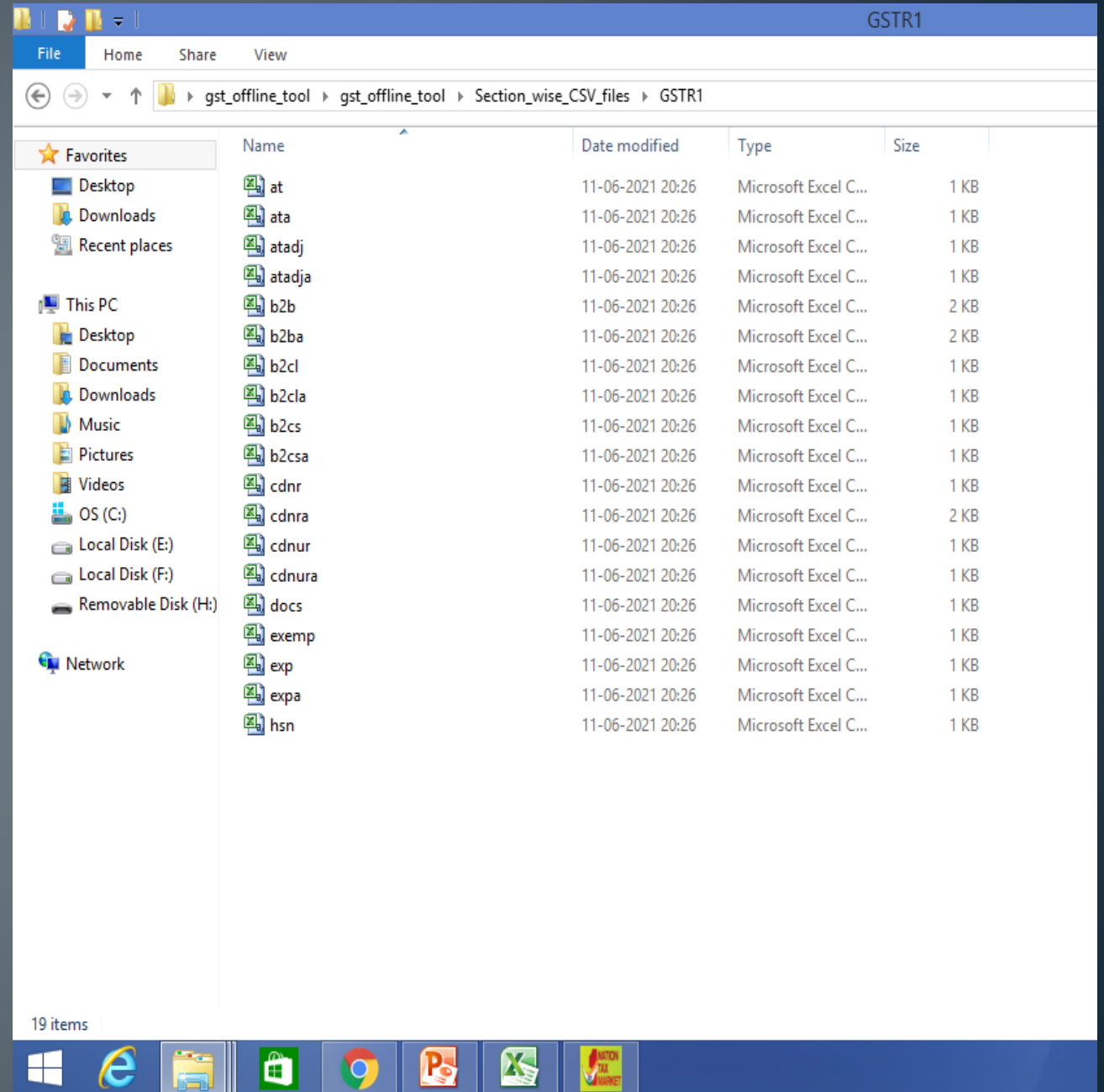
Procedure to import the invoice data from the CSV file to create a GST compliant file (JSON) is explained below:

CSV File

GST Offline Tool supports uploading the invoice details in the **.csv format**. The CSV format refers to comma-separated values format.

Step 1: Use the CSV template downloaded as part of Returns Offline tool and creates a CSV file for the applicable section of the return.

***Note:** The data in the CSV file should be in the same format as prescribed in the respective GSTR 1 Return forms.



Step 2: Click the Import Files button to import the CSV file in the Returns Offline tool.

GSTR Returns

Goods and Services Tax Offline Tool V3.0.3

GSTR-1/IFF [REDACTED] 2021-22 May

IMPORT FILES DELETE ALL DATA CLEAR SECTION DATA VIEW SUMMARY

Select Section: B2B Invoices - 4A, 4B, 4C, 6B, 6C

Search Invoices

• indicates required fields

<input type="checkbox"/>	Receiver GSTIN/UIN •	Receiver Name	Invoice No. •	Invoice Date •	Total Invoice Value(₹) •	Place of Supply •	Supply Type •	Invoice Type •
	<input type="text"/>	<input type="text"/>	<input type="text"/>	DD-MM-YYYY	<input type="text"/>	Select ▼	Select ▼	Select

< _____ >

Note: Please do not mention the E Commerce Tin while declaring your outward supplies in the worksheets b2b, b2cl, b2cs, b2ba, b2cla, b2csa as the related provisions are not yet notified.

BACK

Step 3: Select the appropriate section from the drop-down menu.

The screenshot displays the 'GSTR Returns' window of the 'Goods and Services Tax Offline Tool V3.0.3'. The interface includes a header with the tool name and version, and a navigation bar with 'GSTR-1/IFF', '2021-22', and 'May'. The main content area is titled 'Import Data Using Excel and CSV Import' and contains two sections: 'Import Returns - All sections in one Go' with an 'IMPORT EXCEL' button, and 'Import Returns - One section at a time'. The latter section features a 'Select Section' dropdown menu currently showing 'B2B Invoices - 4A, 4B, 4C, 6B, 6C'. Below the dropdown are 'IMPORT CSV' and 'COPY EXCEL' buttons. A large black arrow points to the 'IMPORT CSV' button. At the bottom right of the main area are 'BACK' and 'VIEW SUMMARY' buttons. The footer contains copyright information, release details, and design credits.

Step 4: Under Return Import option, select the IMPORT CSV button and browse and select the appropriate CSV file to import data from CSV.

The screenshot displays the 'Goods and Services Tax Offline Tool V3.0.3' interface. The main window is titled 'GSTR Returns' and shows the 'Import Returns - One section at a time' section. The 'Select Section' dropdown is set to 'B2B Invoices - 4A, 4B, 4C, 6B, 6C'. The 'IMPORT CSV' button is highlighted. A file explorer window titled 'Choose File to Upload' is open, showing the path 'gst_offline_tool > Section_wise_CSV_files > GSTR1'. The file list includes various CSV files, with 'b2b' selected. A tooltip for the selected file provides the following details:

Name	Date modified	Type	Size
b2b	11-06-2021 20:26	Microsoft Excel Comma Separated Values File	1.63 KB

The file explorer window also shows the file name 'b2b' and the file type 'Custom Files (*.csv)'. The 'Open' button is visible at the bottom of the file explorer window.

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Release V3.0.3, Last updated on 27/04/2021
Designed & Developed by GSTN

21:03
12-06-2021

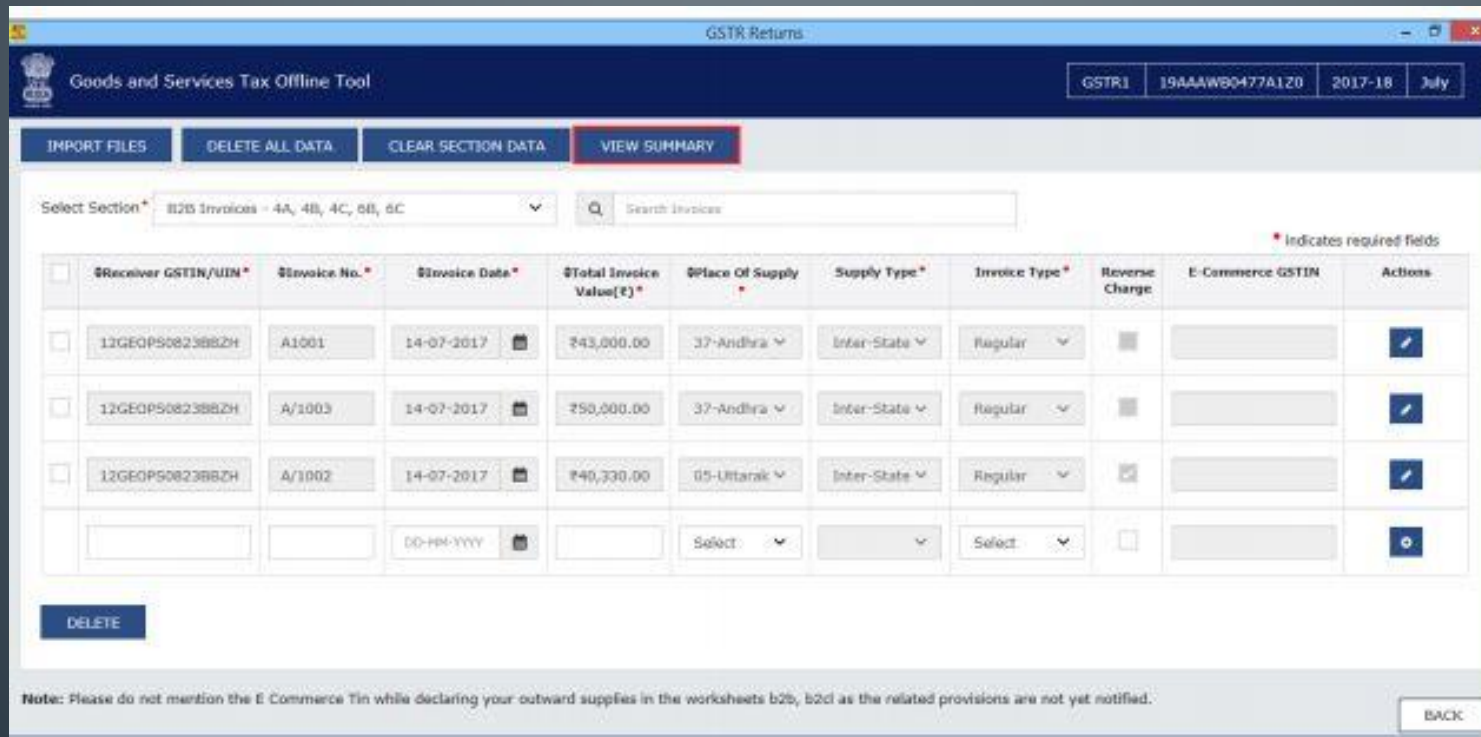
Step 5: A confirmation message will be displayed. Click on the Yes button to save imported invoice details.

The screenshot displays the 'GSTR Returns' window of the 'Goods and Services Tax Offline Tool V3.0.3'. The interface includes a header with the tax authority logo, the tool name, and filters for 'GSTR-1/IFF', '03AAACA2766J1ZW', '2021-22', and 'May'. A central dialog box with an orange warning icon asks 'Are you sure you want to save data?' with 'NO' and 'YES' buttons. The background interface shows options for 'Import Data Using Excel and CSV Import', 'Import Returns - All sections in one Go' (with an 'IMPORT EXCEL' button), and 'Import Returns - One section at a time' (with a 'Select Section' dropdown set to 'B2B Invoices - 4A, 4B, 4C, 6B, 6C', and 'IMPORT CSV' and 'COPY EXCEL' buttons). At the bottom right, there are 'BACK' and 'VIEW SUMMARY' buttons. The footer contains copyright information: '© 2016-17 Goods and Services Tax Network', 'Release V3.0.3, Last updated on 27/04/2021', and 'Designed & Developed by GSTN'.

Step 6: By clicking on the back button you can notice that the list of invoices present in the excel sheet.

You can edit and deleted details using the option provided in the tool. Errors will be displayed, if the excel sheet contains erroneous data. After making the corrections, upload the excel worksheet again to file GSTR 1 return filings.

Step 7: Select the View Summary option to generate the file containing the invoices uploaded. The summary will be displayed with the number of invoices against relevant sections of the GSTR return will be shown.



The screenshot displays the 'GSTR Returns' interface of the Goods and Services Tax Offline Tool. The top navigation bar includes 'GSTR1', '19AAAWB0477A1Z0', '2017-18', and 'July'. Below this, there are buttons for 'IMPORT FILES', 'DELETE ALL DATA', 'CLEAR SECTION DATA', and 'VIEW SUMMARY' (which is highlighted with a red box). A dropdown menu shows 'Select Section*' with 'B2B Invoices - 4A, 4B, 4C, 6B, 6C' selected. A search bar labeled 'Search Invoices' is also present. The main area contains a table with the following columns: , *Receiver GSTIN/UIN*, *Invoice No.*, *Invoice Date*, *Total Invoice Value(₹)*, *Place Of Supply*, *Supply Type*, *Invoice Type*, Reverse Charge, E-Commerce GSTIN, and Actions. The table lists three invoices from 12GEP50823882H with invoice numbers A/1001, A/1003, and A/1002, all dated 14-07-2017. The first two have values of ₹43,000.00 and ₹50,000.00 respectively, while the third has ₹40,330.00. The third invoice has the 'Reverse Charge' checkbox checked. A 'DELETE' button is located below the table. At the bottom, a note states: 'Note: Please do not mention the E Commerce Tin while declaring your outward supplies in the worksheets b2b, b2cl as the related provisions are not yet notified.' A 'BACK' button is in the bottom right corner.

<input type="checkbox"/>	*Receiver GSTIN/UIN*	*Invoice No.*	*Invoice Date*	*Total Invoice Value(₹)*	*Place Of Supply*	*Supply Type*	*Invoice Type*	Reverse Charge	E-Commerce GSTIN	Actions
<input type="checkbox"/>	12GEP50823882H	A/1001	14-07-2017	₹43,000.00	37-Andhra	Inter-State	Regular	<input type="checkbox"/>		
<input type="checkbox"/>	12GEP50823882H	A/1003	14-07-2017	₹50,000.00	37-Andhra	Inter-State	Regular	<input type="checkbox"/>		
<input type="checkbox"/>	12GEP50823882H	A/1002	14-07-2017	₹40,330.00	05-Uttarak	Inter-State	Regular	<input checked="" type="checkbox"/>		
<input type="checkbox"/>			DD-MM-YYYY		Select		Select	<input type="checkbox"/>		

Step 8: After checking the summary, you can generate the GST Compliant format of all invoices imported in the GST Returns Offline tool to be uploaded on GST Portal. For this, click on the generate file button.

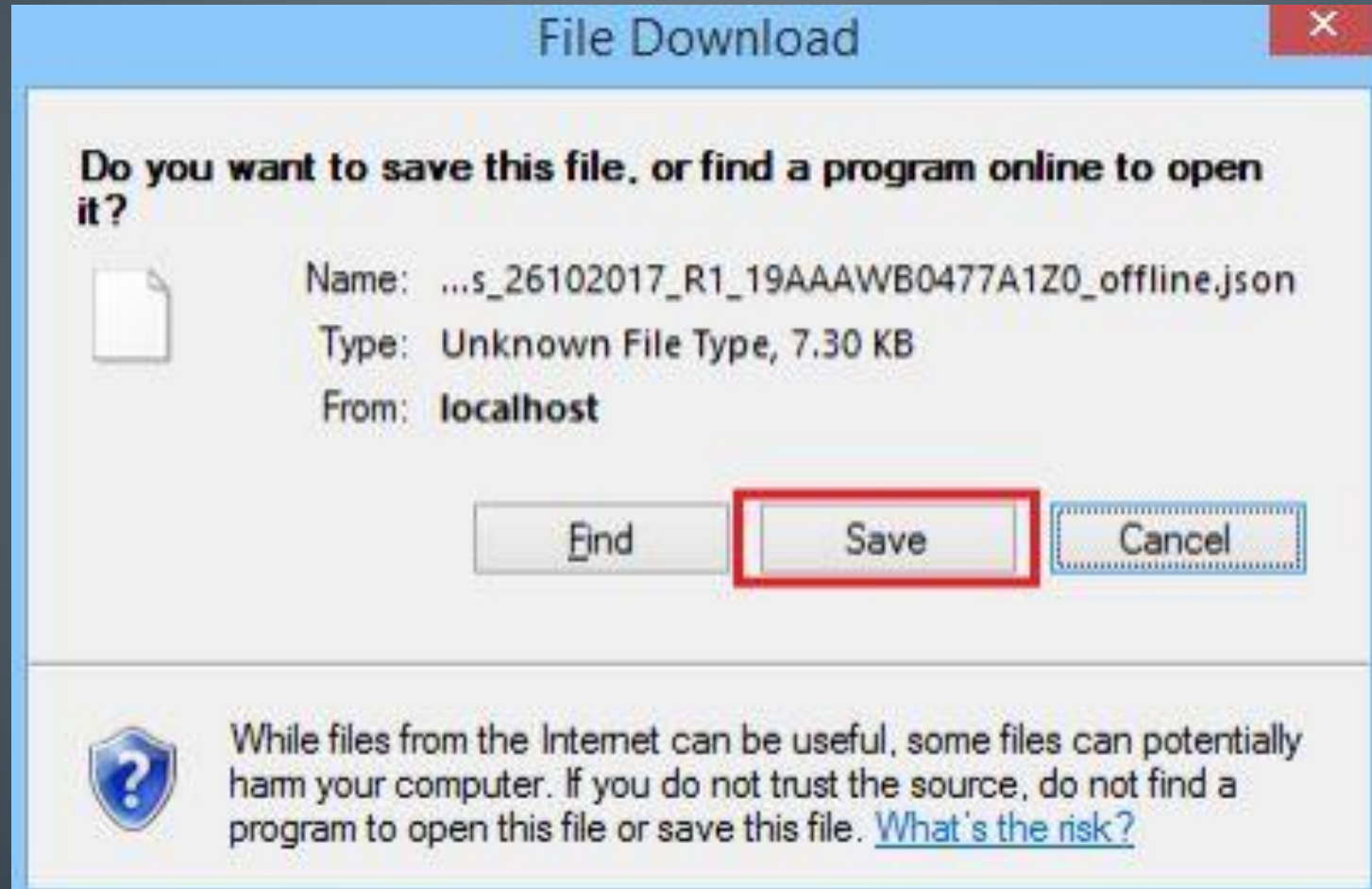
The screenshot displays the 'GST Returns' window of the 'Goods and Services Tax Offline Tool'. The interface includes a header with the tool's name and a navigation bar with fields for 'GSTR1', '19AAAWB0477A120', '2017-18', and 'July'. Below this is a 'Summary' section containing a table with the following data:

Section Name	No. Of Invoices	Total Central Tax Amount(₹)	Total State/UT Tax Amount(₹)	Total Integrated Tax Amount(₹)	Total CESS(₹)
B2B Invoices - 4A, 4B, 4C, 6B, 6C	3	0.00	0.00	4,950.00	0.00
B2C(Large) Invoices - 5A, 5B	5	0.00	0.00	1,43,910.00	1,24,536.00
B2C(Small) Details - 7	5	0.00	0.00	64,800.57	-20,756.00
Credit/Debit Notes(Registered) - 9B	7	0.00	0.00	-34,770.00	-200.00
Credit/Debit Notes(Unregistered) - 9B	7	0.00	0.00	-2,560.00	10,200.00
Exports Invoices - 6A	6	0.00	0.00	21,095.08	0.00
Tax Liability(Advances Received) - 11A(1), 11A(2)	3	0.00	0.00	13,899.50	12,720.00
Adjustment of Advances - 11B(1), 11B(2)	3	0.00	0.00	9,900.00	4,500.00
HSN-wise Summary of Outward Supplies - 12	5	8,103.00	11,771.00	2,147.04	1,403.00

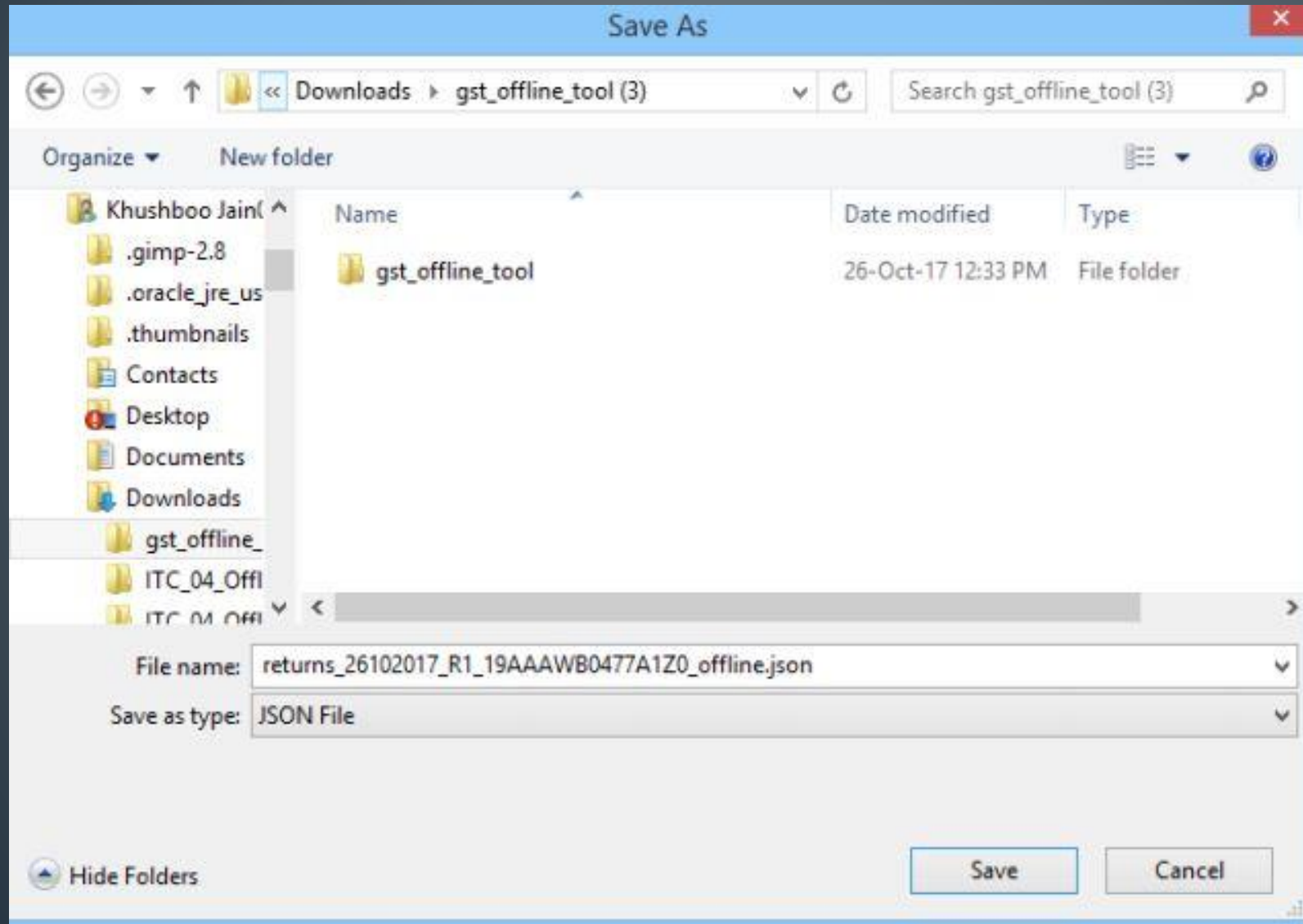
Note: Summary doesn't capture section 'Nil Rated Invoices' as no Tax/ITC is applicable for it; however generated file would consist of data saved in the section

At the bottom right, there are two buttons: 'BACK' and 'GENERATE FILE'.

Step 9: The GST Compliant file generated by the GST Returns Offline tool (JSON format) will have to be saved for uploading the same on GST portal. Click on the save button.



Step 10: Browse and select the path to save the .json file which needs to be uploaded in the GST Portal.



Step 10: Access the Home page of GST Portal. Log in to the GST Portal with valid user credentials.

Step 11: Click the Services and the select Returns option and click on Returns Dashboard command.

Step 12: The GSTR 1 File Returns page will be displayed, Select the financial year for which the return has to be uploaded.

Step 13: Select the return filing period for which the return has to be uploaded from the drop-down list.

Step 14: Click on the SEARCH button. Applicable returns of the selected tax period will be displayed. In the Outward Supplies made by the Taxpayer GSTR 1 tile, click on the Prepare offline button

The screenshot displays the 'File Returns' section of the GST Portal. At the top, there is a navigation bar with links for Dashboard, Services, GST Law, Downloads, Search Taxpayer, Help and Taxpayer Facilities, and e-Invoice. Below this, the breadcrumb 'Dashboard > Returns' and a language selector for English are visible. The main content area is titled 'File Returns' and includes a search form with three mandatory fields: 'Financial Year' (set to 2021-22), 'Quarter' (set to Quarter 1 (Apr - Jun)), and 'Period' (set to May). A red box highlights the 'Period' dropdown menu. A 'SEARCH' button is located to the right of the filters. A blue information banner below the search form states: 'You have selected to file the return on monthly frequency, GSTR-1 and GSTR-3B shall be required to be filed for each month of the quarter.' Below the banner, there are three main tiles: 'Details of outward supplies of goods or services (GSTR1)', 'Auto Drafted details (For view only) (GSTR2A)', and 'Auto - drafted ITC Statement for the month (GSTR2B)'. The 'GSTR1' tile shows a 'Due Date - 26/06/2021' and has two buttons: 'PREPARE ONLINE' and 'PREPARE OFFLINE', with the latter highlighted in red. The 'GSTR2A' and 'GSTR2B' tiles each have 'VIEW' and 'DOWNLOAD' buttons. A 'Top' button is located in the bottom right corner.

Step 6: The upload page will be displayed. Click the Choose File button.

Step 7: Browse and navigate the file JSON to be uploaded from the computer. Click the Open button.

Step 8: Reference ID Number will be generated displaying a message that the uploaded invoices are being processed

Go to the B2B invoices in the GSTR 1 tile. You can check the uploaded B2B invoices.

Dashboard · Returns · GSTR

Offline Upload and Download for GSTR1

Upload Download

✔ Your JSON file is uploaded successfully. The GST Systems will validate the data uploaded by you for the following: 'GSTIN of buyers'; 'Duplicate Invoice'; 'reference of credit/debit notes'; 'tax amount calculated'; 'Date of transaction'. It may take upto 15 minutes.

Invoice Upload

Choose File No file chosen

Upload History





Date	Time	Reference id	Status	Error Report
24/07/2017	01:40:01	0b8feb2f-d303-463f-acc5-399175626164	In-Progress	NA

BACK

B2B Invoices - Summary

Uploaded by Taxpayer Uploaded by Receiver Modified by Receiver Rejected by Receiver

Pending Invoices (These will be added after validation)

Invoice No.	Invoice Date	Total Invoice Value (₹)	Total Taxable Value (₹)	Integrated Tax (₹)	Central Tax (₹)	State/UT Tax (₹)	CESS (₹)	Action Taken	Status	Actions
C5234	20/07/2017	4,56,666.00	7,30,330.00	0.00	1,765.52	1,765.52	0.00	ADD	Received but pending	 
CV344	18/07/2017	4,43,333.00	6,38,887.00	0.00	11,169.41	11,169.41	0.00	ADD	Received but pending	 

BACK ADD INVOICE

- Now Next step is Generate GSTR-1 Summary;
- After generation summary, preview button will be enabled and here you can preview GSTR-1;
- Next Step is Acknowledge and Submit GSTR-1;
- At last File GSTR-1 with DSC/EVC.

All the above discussed steps are same as discussed during online filing of GSTR-1.

**Finally GSTR-1 Filed
with some easy steps**



THANK YOU

CA DEEPIKA AGRAWAL

B.Com (Hons), FCA

DISA (ICAI), Certified Goods & Service Tax Consultant

Certified Forensic Accounting & Fraud detection Auditor (ICAI)

Certified Concurrent Auditor (ICAI)

Certified Indirect Tax Consultant (ICAI)

Licentiate CS