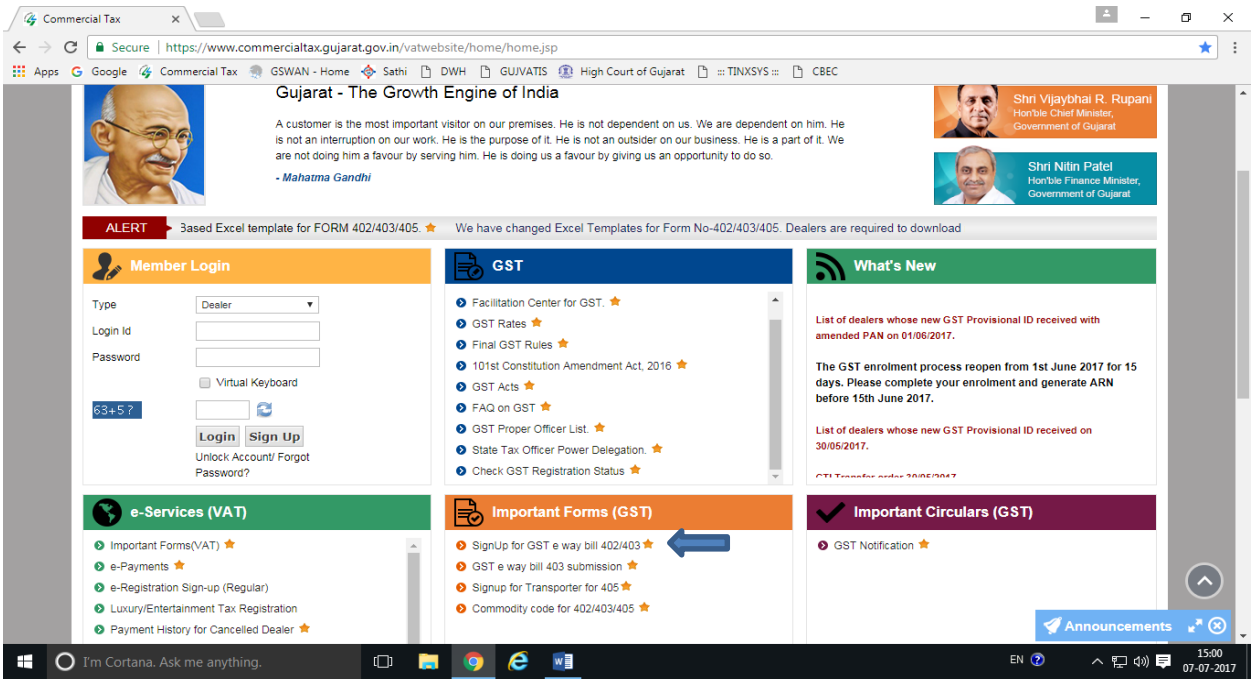
Guideline to generate GST e way bill 402/403/405 (Transit Pass)

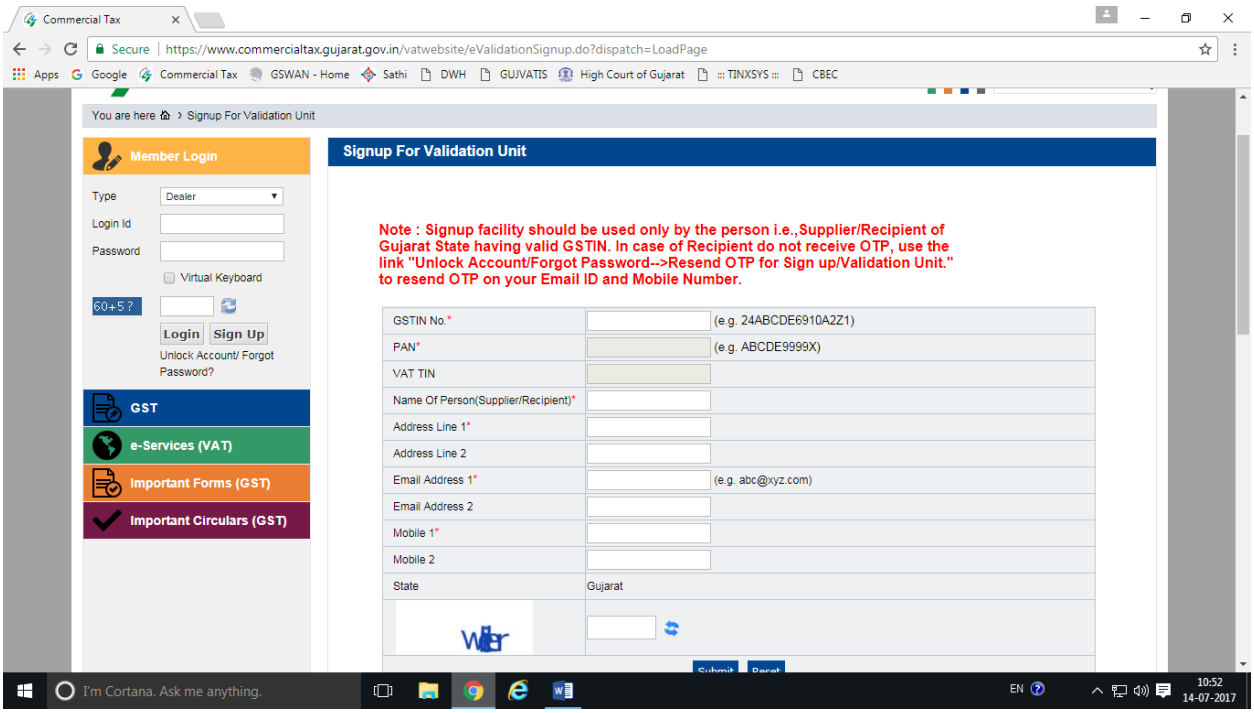
Procedure to obtain Login ID for Supplier (Consigner) / Recipient (Consignee) of Gujarat: -

Login on :- https://commercialtax.gujarat.gov.in/

→ Sign up Process for Supplier / Recipient of Gujarat State having valid GSTIN:- Click on Sign Up for GST e way bill 402/403.

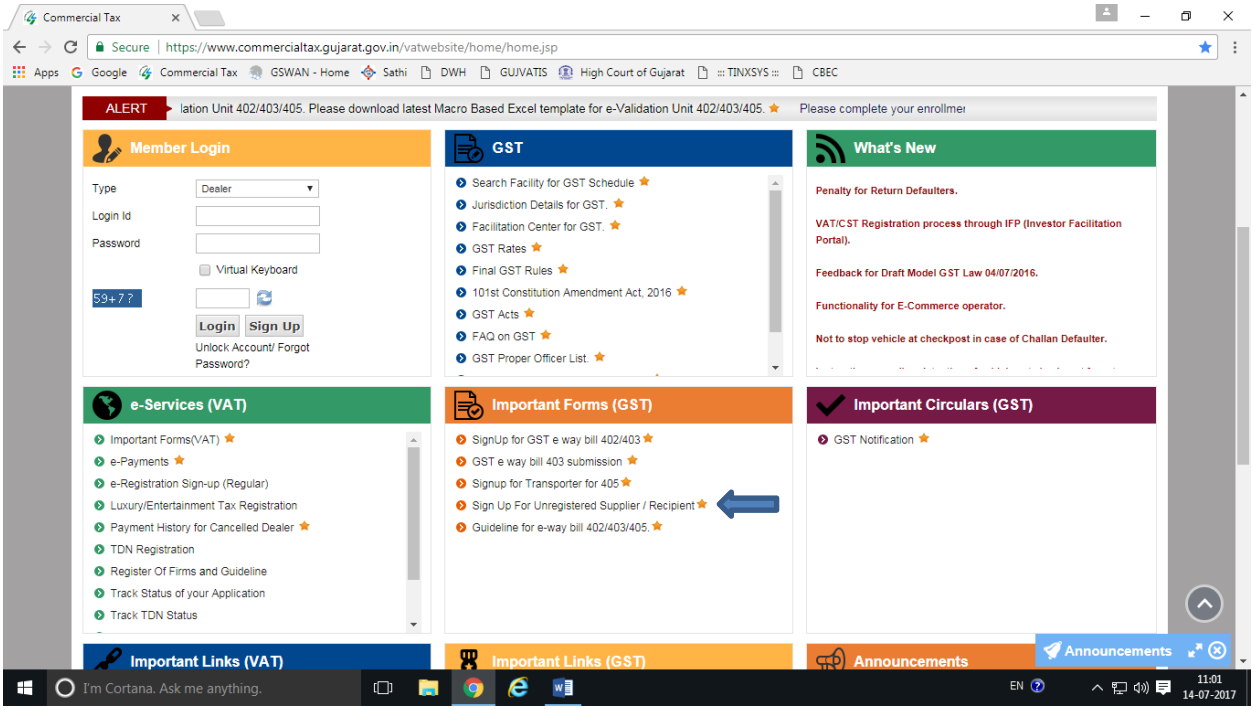


→Enter all the basic require details carefully. Name of person (Supplier/Recipient) means "registered person" defined under GGST Act-2017
→Click on submit button.



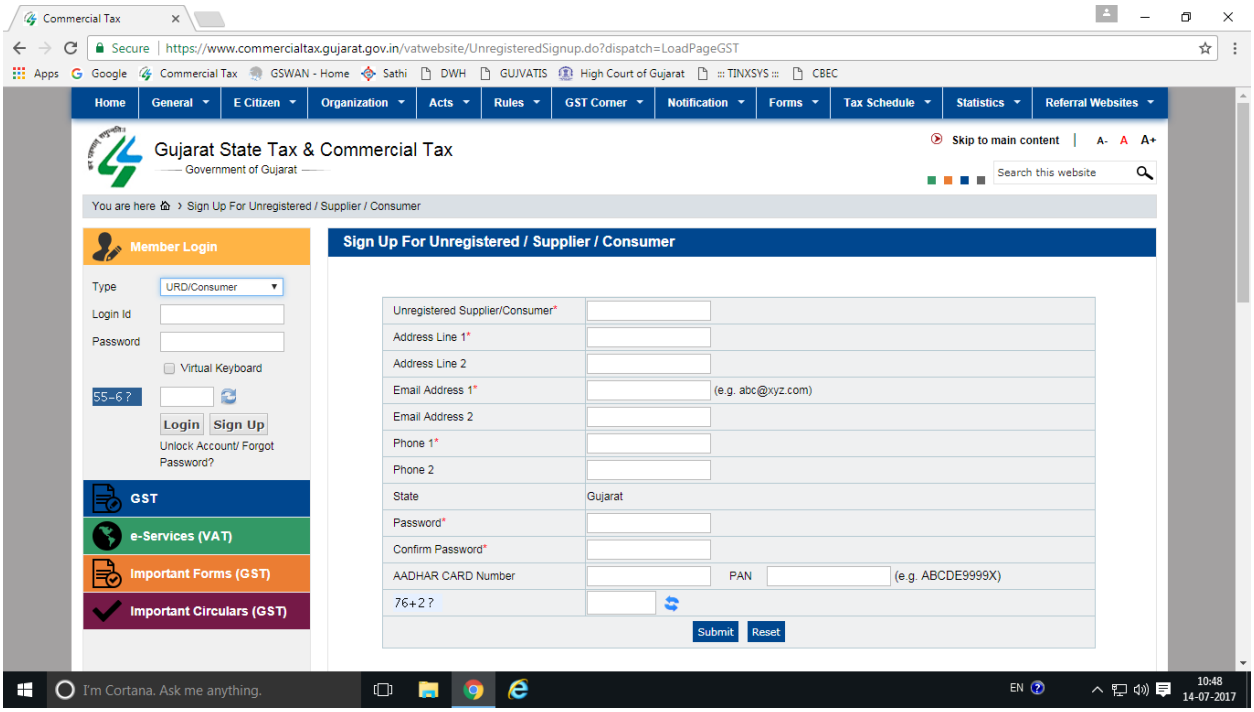
Login on :- https://commercialtax.gujarat.gov.in/

→ Sign up Process for Unregistered Supplier / Recipient of Gujarat State :- Click on Sign Up for Unregistered Supplier / Recipient



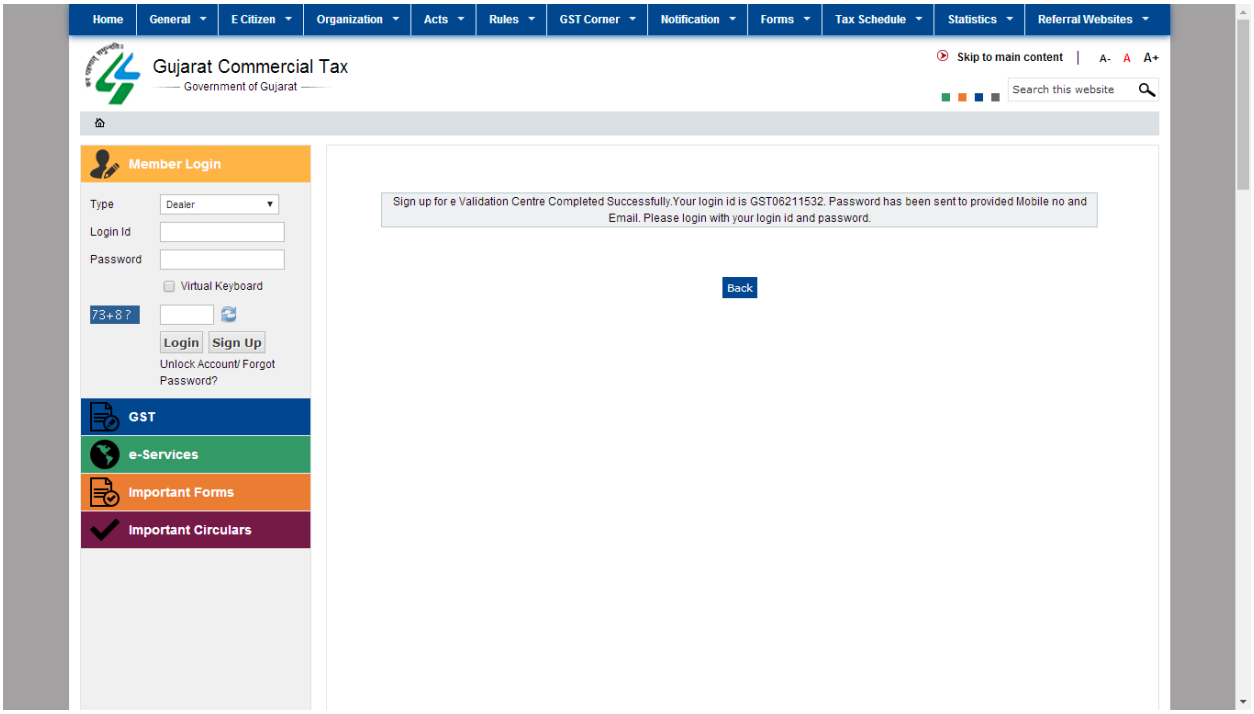
→Enter all the basic require details carefully. Name of unregistered Supplier/Recipient means “person” defined under GGST Act-2017

→Click on submit button.



All the following process with respect to form generation will remain same in case of registered or unregistered Supplier (Consigner) / Recipient (Consignee)

→ Person i.e. Supplier (Consigner) / Recipient (Consignee) will get password OTP on Mobile No. / e-mail by SMS and e-mail massage



→ Thereafter login with Login ID and password sent on Mobile No. and e mail.

→ Update security profile for forgot password option.

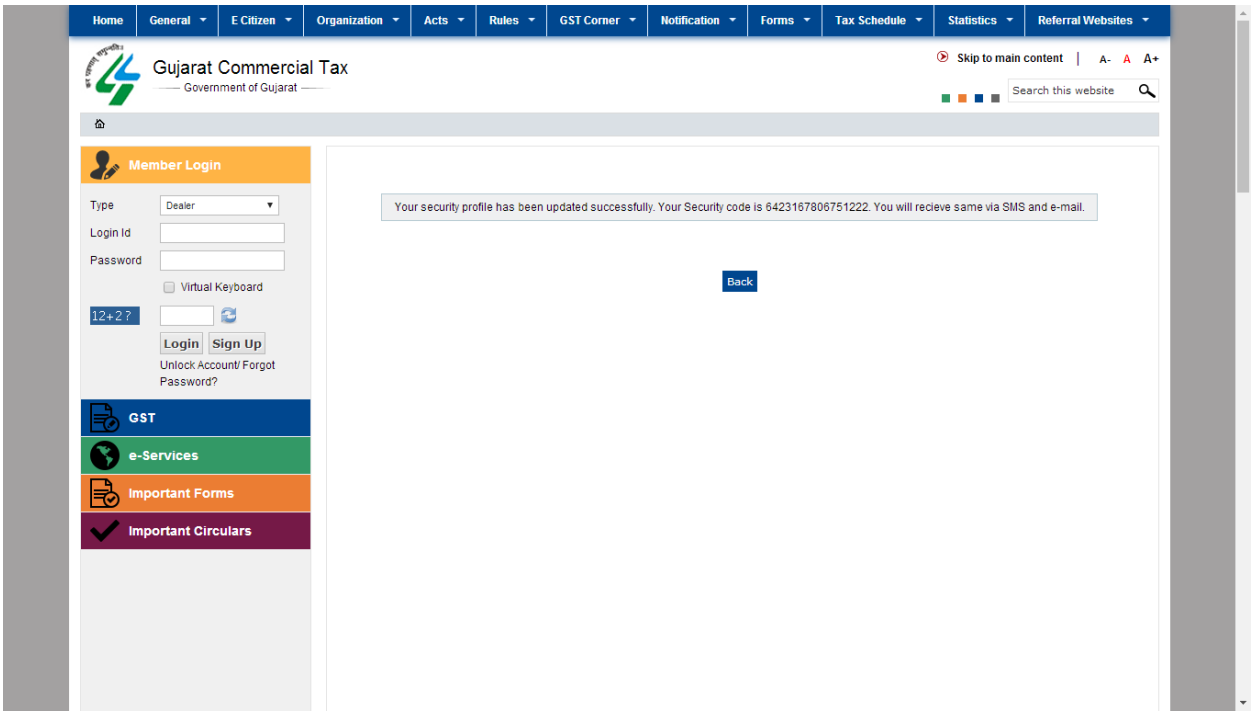
Update Security Profile

Security Question *	What is the maiden name of your mother?
Security Answer*	asd
Email Id*	ASD@TCS.COM
Mobile No*	+91 9033266910
I declare that above details are correct and I agree all terms and conditions.	

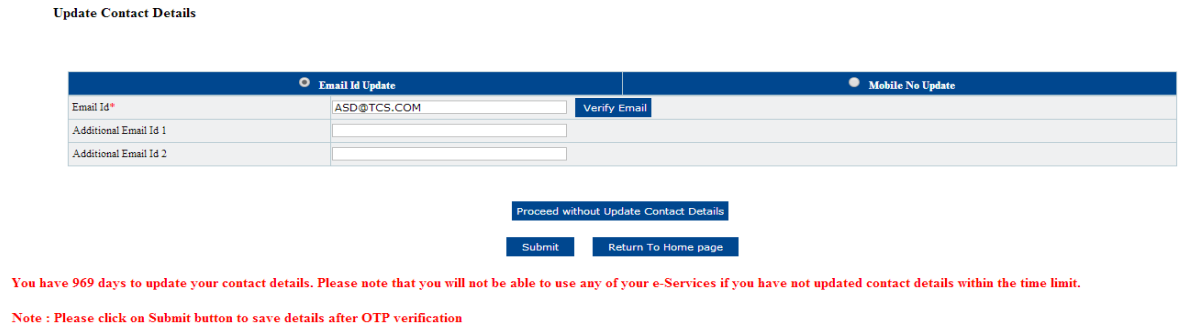
Submit Home

Note : Please set your Security Profile before using the e-Services.

→Security profile has been set successfully and security code send via SMS on register mobile number and e-mail.

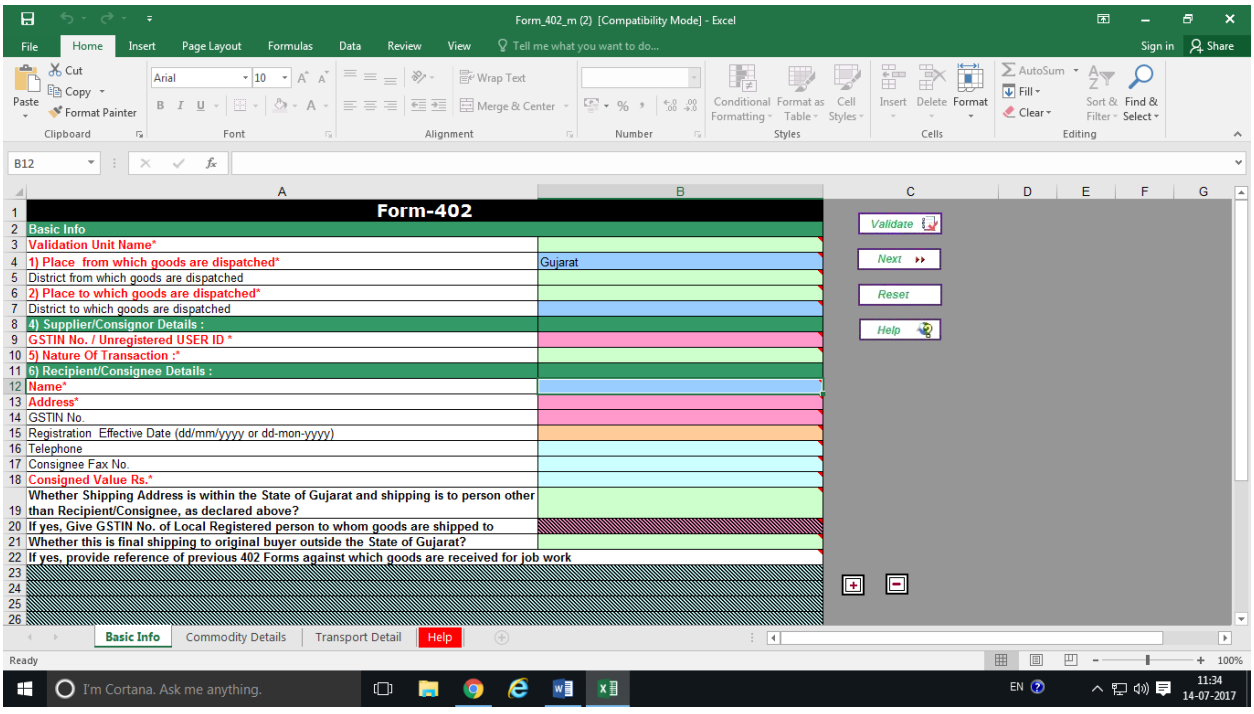


→Verify email and mobile number with OTP.

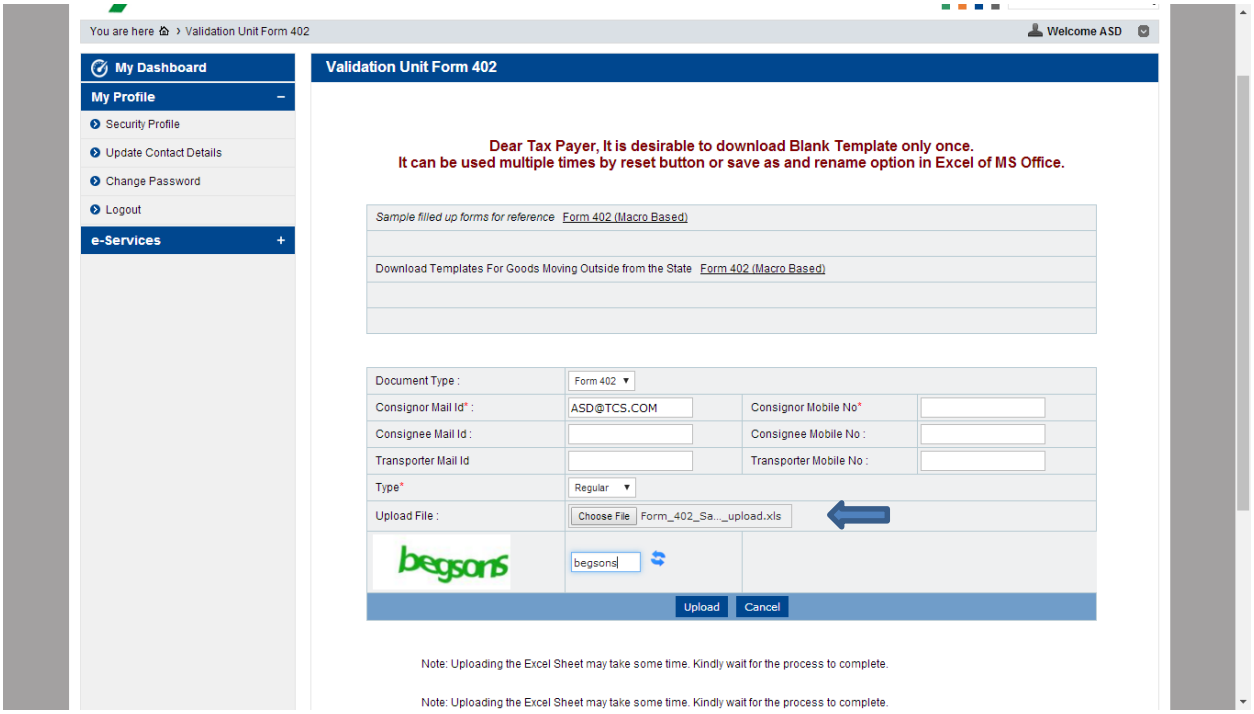


To generate Form- 402 online:-

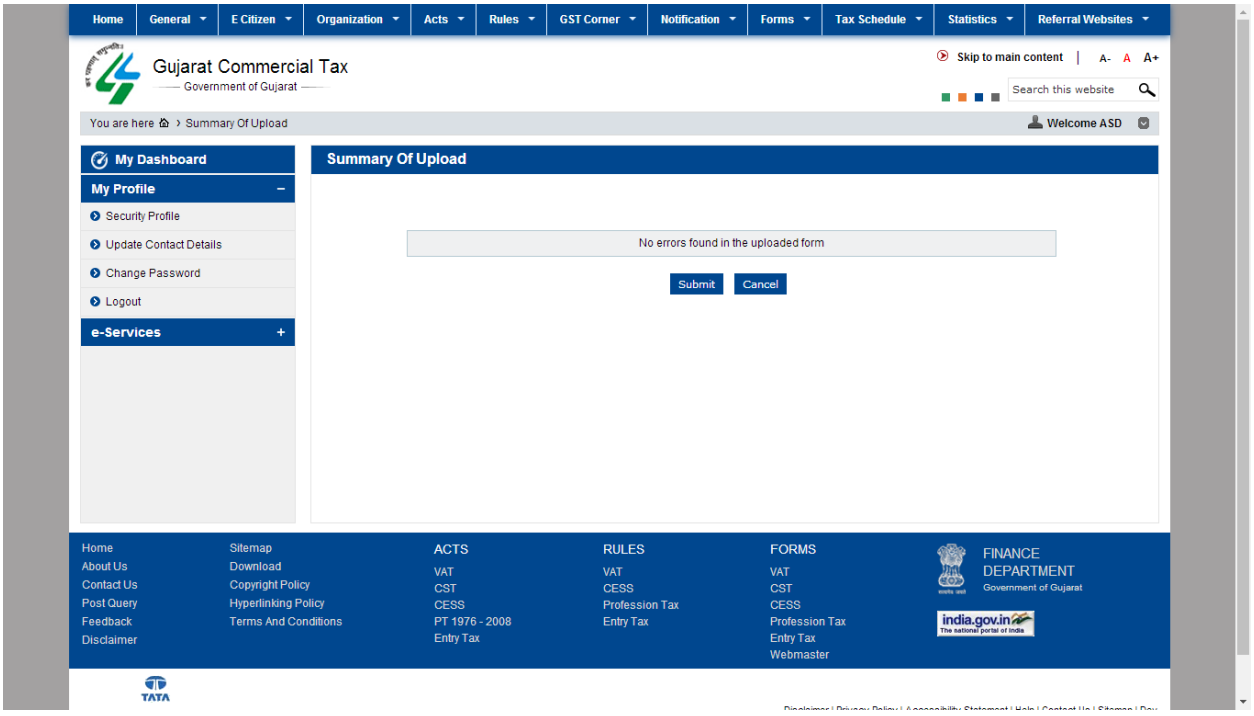
- → login with Login ID and password and Go to **e-services** → **validation unit** and click on → **Form 402** and download Template
- → For bulk upload i.e. single Supplier (Consigner) of Gujarat and multiple (Recipient) Consignee of other state, click on → **Form 402 Bulk**
- → Fill all the basic details, using tool tips and drop down box options. Refer help guide. → click on Validate button, if you find any error massage, correct it. If OK save the filled template in your computer and start the process of uploading Form-402.



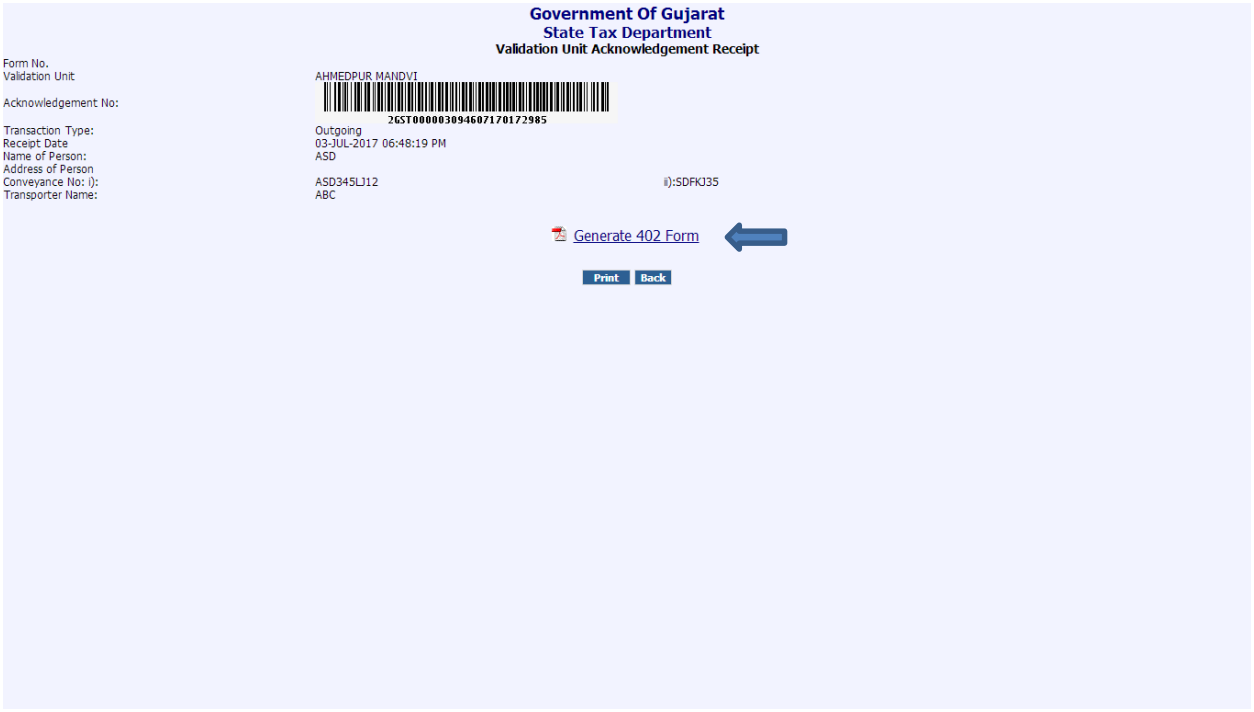
→ **For uploading the filled template: -** (1) Select Type Form-402 "Regular" if transporter details i.e. conveyance No. is available, enter mail ID, and attach saved template. Now click upload button. (2) Select Type Form-402 "Part load" if transporter detail i.e. conveyance number is not available. In such case you have to select "Part load" and upload and forward Form-402 on Transporter ID, obtaining Transporter ID from your respective Transporter. Thereafter Transporter shall fill transporter detail i.e. Conveyance No. and generate Meta Form. **Part Form-402 shall be considered complete only after transporter detail i.e. Meta form generated by the Transporter before movement start.**



→Here screen will show error, if any error found in the uploaded form. Comply it. If no error is found, click on submit button.



→You will get a barcoded acknowledgement receipts and PDF form link. You can download it.
→You can download 402 pdf form click on "**Generate 402 Form**"



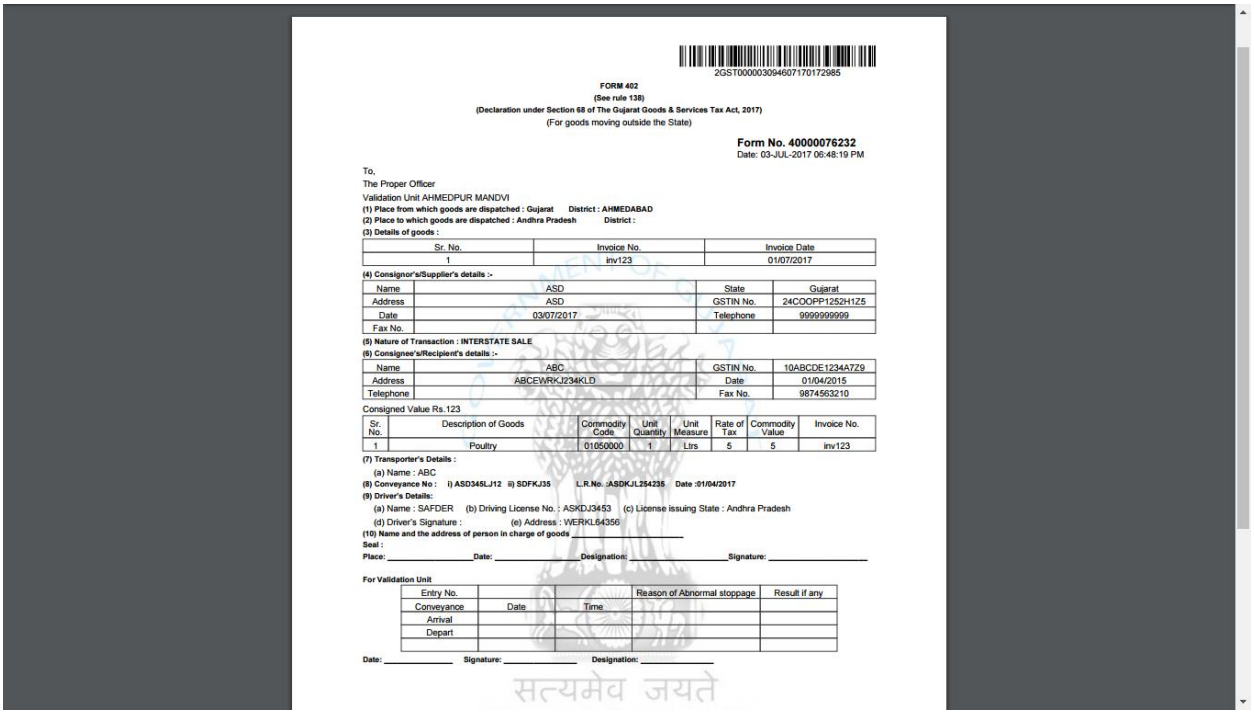
Government Of Gujarat
State Tax Department
Validation Unit Acknowledgement Receipt

Form No.
Validation Unit: AHMEDPUR MANDVI
Acknowledgement No: 2GST00000309460717017298 5
Transaction Type: Outgoing
Receipt Date: 03-JUL-2017 06:48:19 PM
Name of Person: ASD
Address of Person
Conveyance No: i): ASD345LJ12 ii):SDFKJ35
Transporter Name: ABC

Generate 402 Form

Print Back

→Generated Form 402 in PDF format.



2GST00000309460717017298 5

FORM 402
(See rule 138)
(Declaration under Section 68 of The Gujarat Goods & Services Tax Act, 2017)
(For goods moving outside the State)

Form No. 40000076232
Date: 03-JUL-2017 06:48:19 PM

To,
The Proper Officer
Validation Unit AHMEDPUR MANDVI
(1) Place from which goods are dispatched : Gujarat District : AHMEDABAD
(2) Place to which goods are dispatched : Andhra Pradesh District :
(3) Details of goods :

Sr. No.	Invoice No.	Invoice Date
1	inv123	01/07/2017

(4) Consignor's/Supplier's details :-

Name	ASD	State	Gujarat
Address	ASD	GSTIN No.	24COOPP1252H1Z5
Date	03/07/2017	Telephone	9999999999
Fax No.			

(5) Nature of Transaction : INTERSTATE SALE
(6) Consignee's/Recipient's details :-

Name	ABC	GSTIN No.	10ABCDE1234A7Z9
Address	ABCEWRKJ234KLD	Date	01/04/2015
Telephone		Fax No.	9874563210

Consigned Value Rs.123

Sr. No.	Description of Goods	Commodity Code	Unit Quantity	Unit Measure	Rate of Tax	Commodity Value	Invoice No.
1	Poultry	01050000	1	Ltrs	5	5	inv123

(7) Transporter's Details :
(a) Name : ABC
(8) Conveyance No : i) ASD345LJ12 ii) SDFKJ35 L.R.No. :ASDKJL254235 Date :01/04/2017
(9) Driver's Details:
(a) Name : SAFDER (b) Driving License No. : ASKDJ3453 (c) License issuing State : Andhra Pradesh
(d) Driver's Signature : (e) Address : WERKL64356
(10) Name and the address of person in charge of goods
Seal :
Place: Date: Designation: Signature:

For Validation Unit

Entry No.			Reason of Abnormal stoppage	Result if any
Conveyance	Date	Time		
Arrival				
Depart				

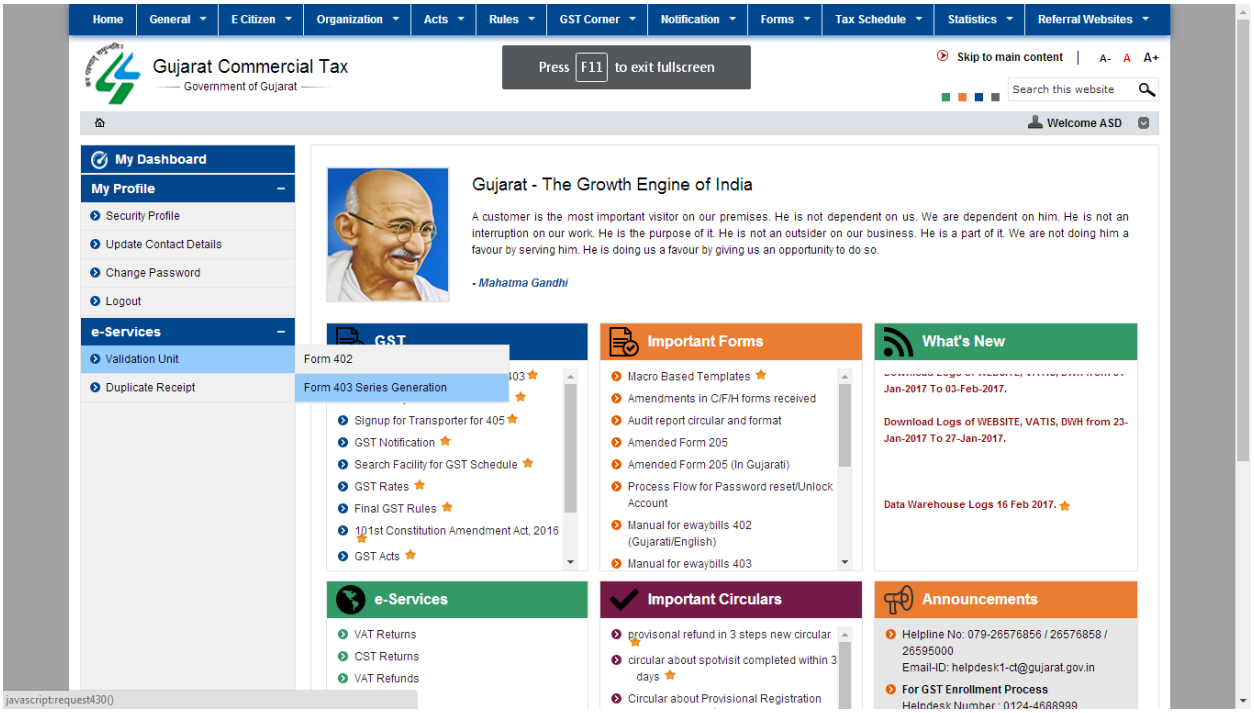
Date: Signature: Designation:

सत्यमेव जयते

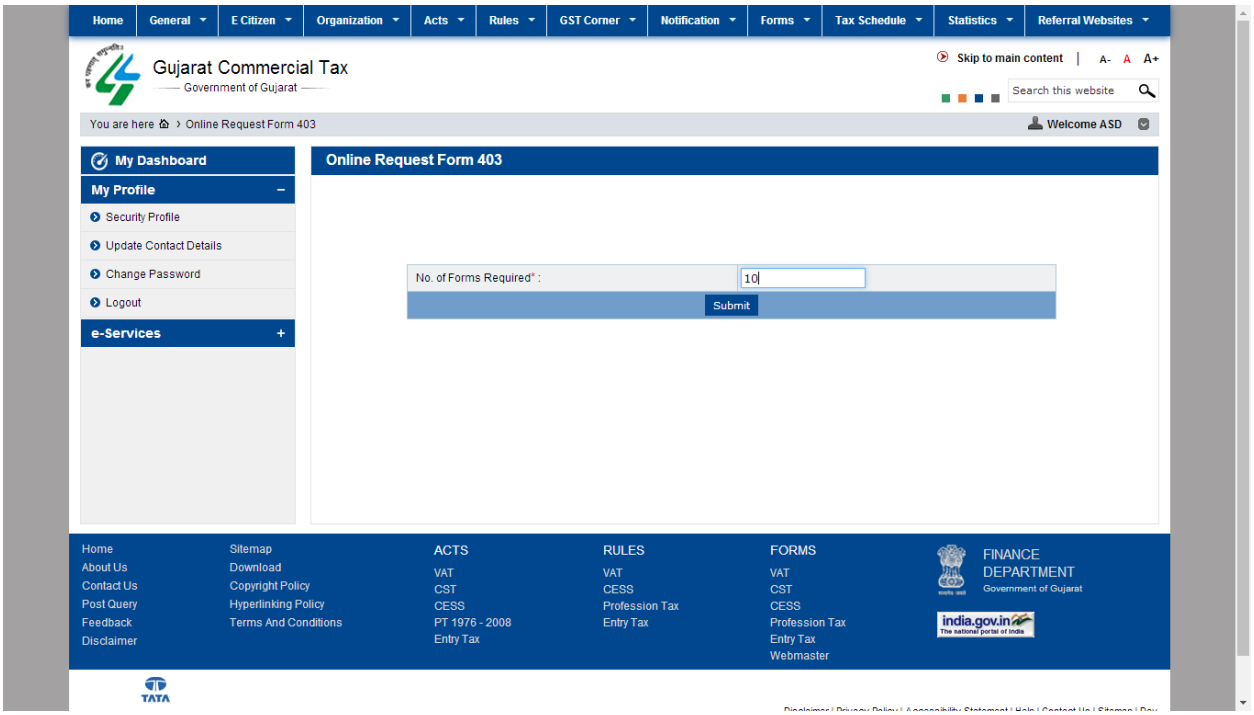
To generate Form-403 online: -

→ Login on :- https://commercialtax.gujarat.gov.in/ by Login ID and password obtained as above.

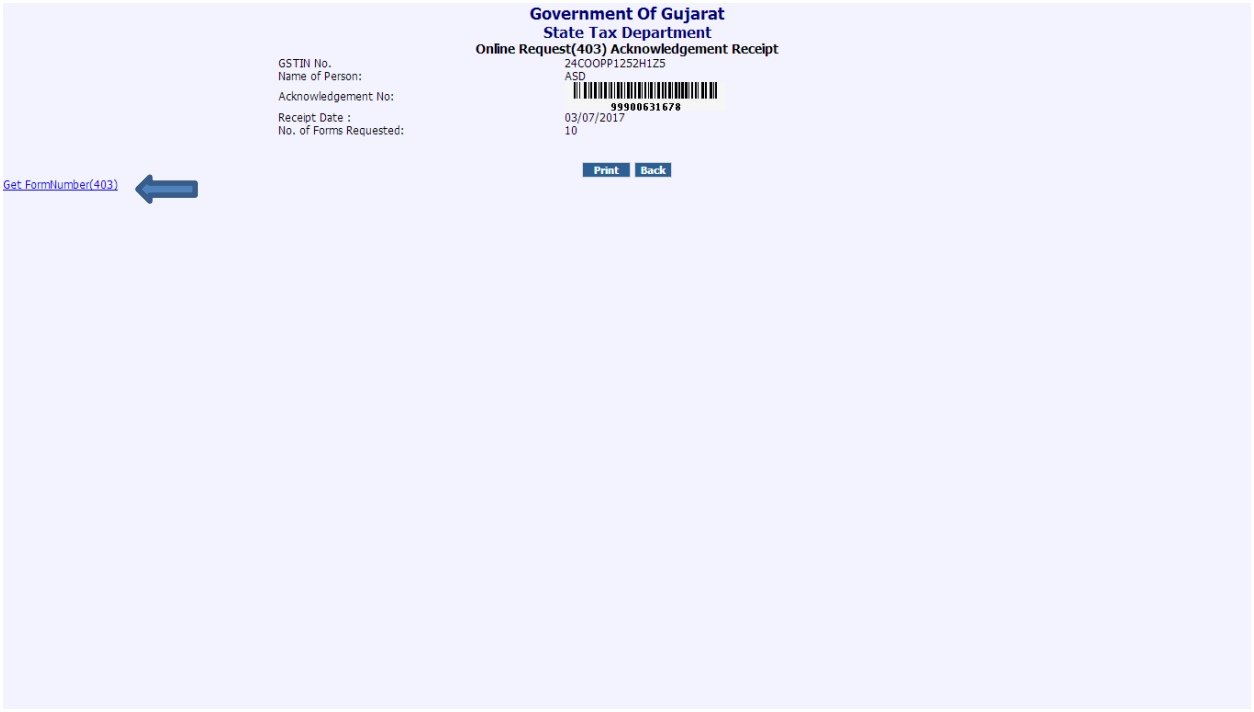
→ Click on " Form 403 Series generation"

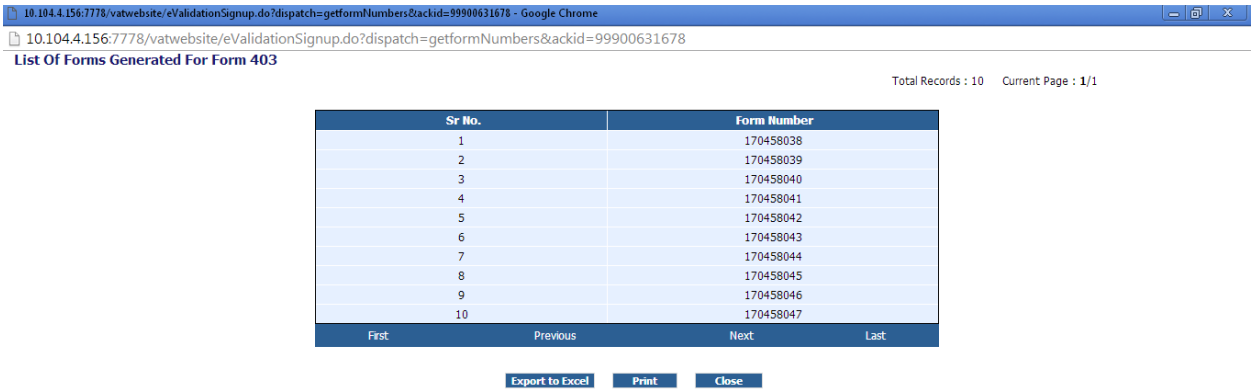


→ You will get a box in which you need to enter number of 403 forms required (i.e. 50) maximum 2000 numbers you can get at a time. Unregistered supplier / recipient will get 1 number by default. Submit the request to get the Generated Series Numbers.



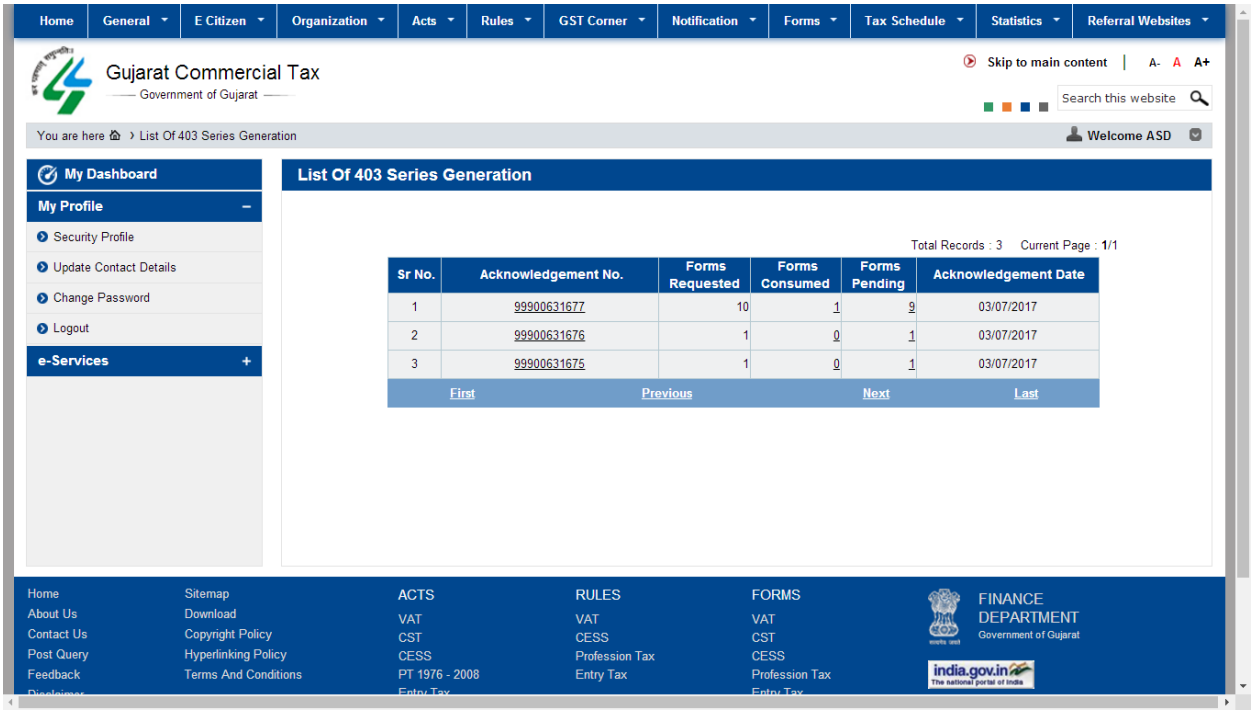
→ Now you will get a barcoded acknowledgement and form number link. Click on “Get Form Number (403)”. Save the generated series number to your computer for further use. (Save in Excel Sheet). Now you have get Generated Series Numbers.



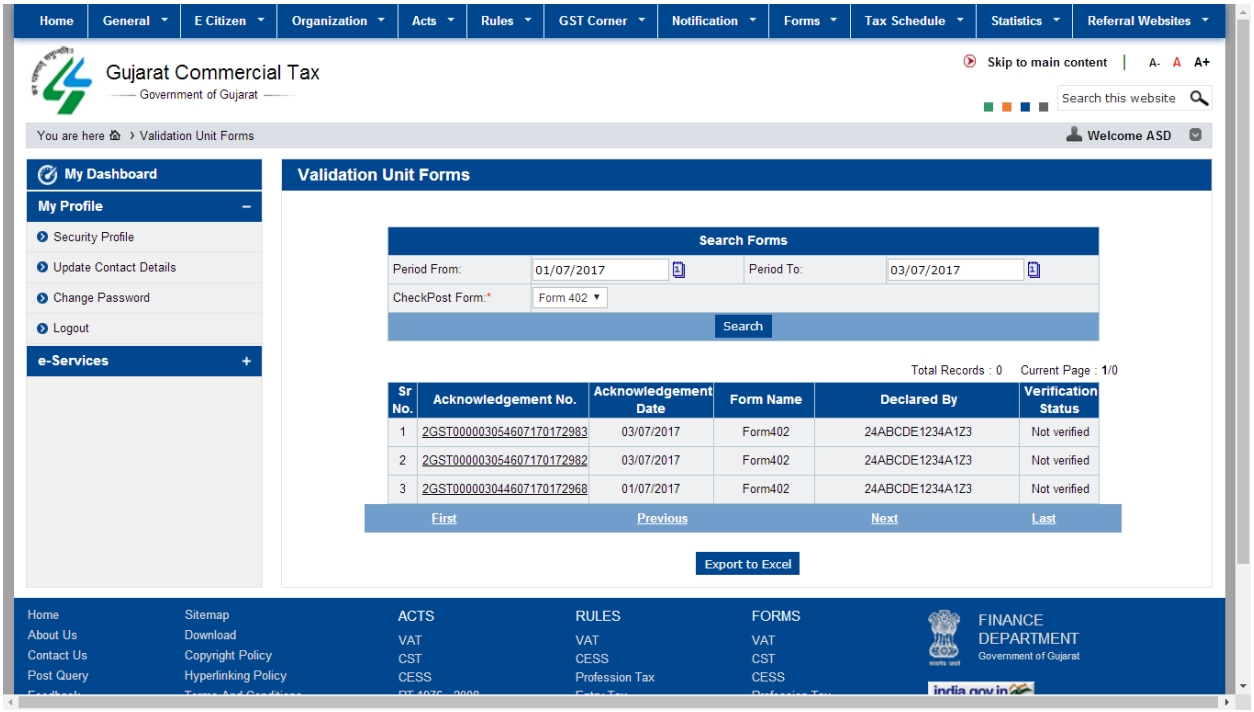


Report of Series generation: -

→ e-services → Duplicate receipt → 403 series generation:- Here you can view and download series generation history. i.e. Form requested, Form consumed and Form pending



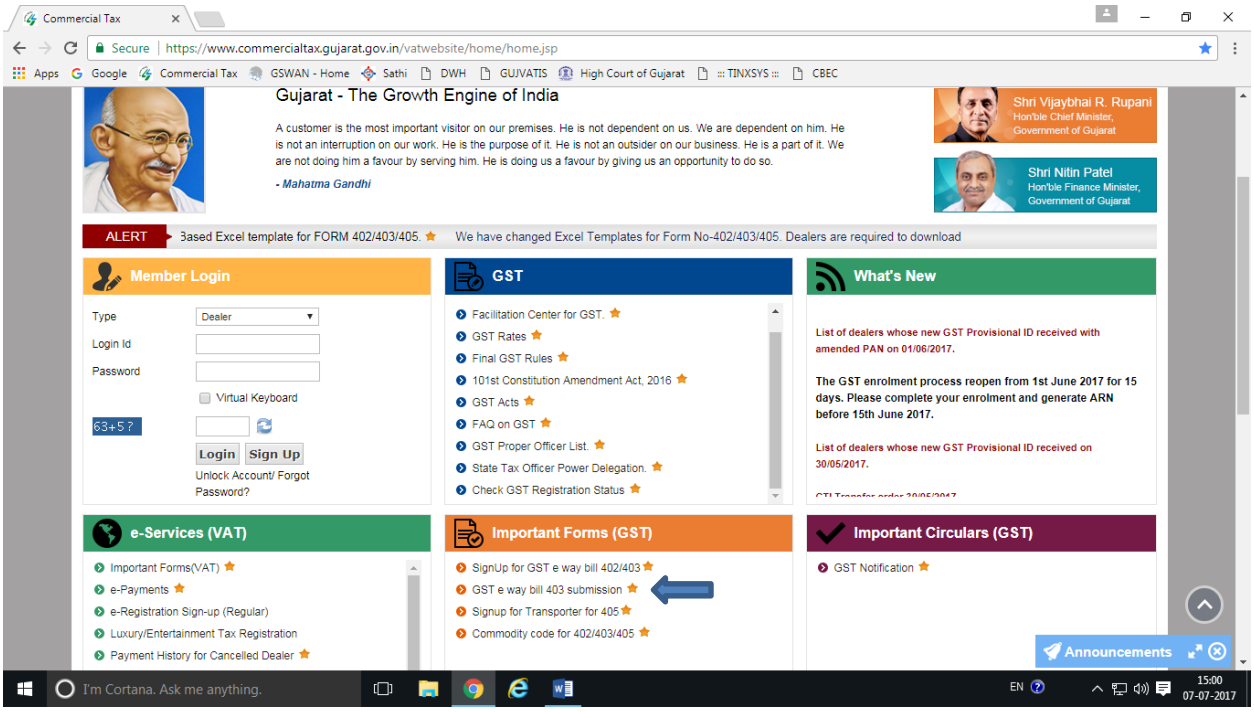
→ e-services → Duplicate receipt →Validation Unit:- Here you can view and download and print form 402-403.



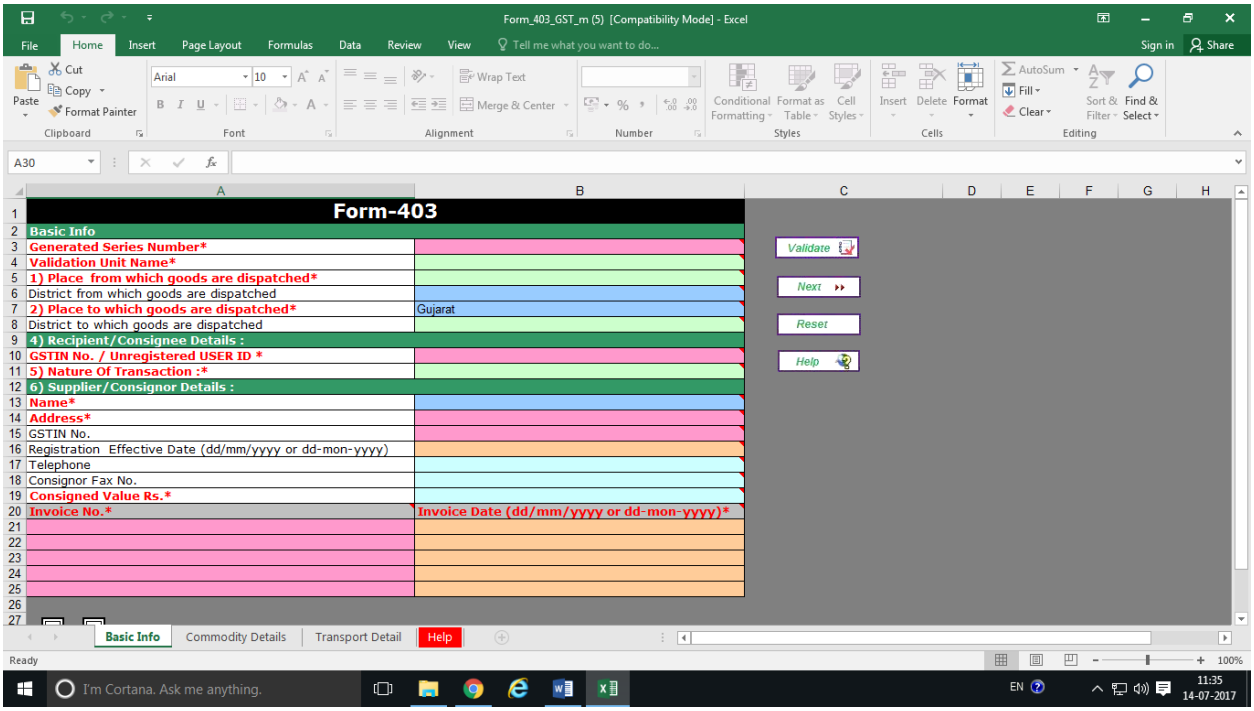
To generate Form-403:-

→ Now there are two options to generate form 403. Either Recipient / Consignee of Gujarat generate form 403 and send it to Supplier / Consigner of other State **or** convey the generated series number to the Supplier / Consigner of other State to generate 403 at their end.

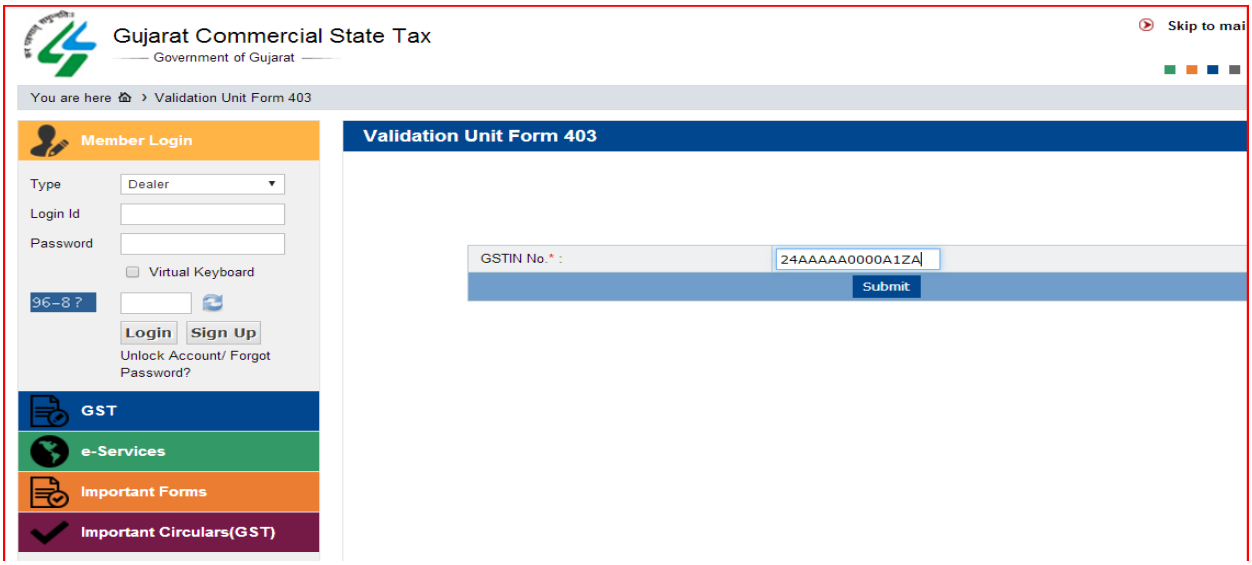
→ Go to website :- https://commercialtax.gujarat.gov.in/ and click on "GST e way bill 403 submission". Write GSTIN number of Recipient / Consignee of Gujarat and click on submit and download **Form 403** template. For bulk upload i.e. Single Recipient (Consignee) of Gujarat and multiple Supplier (Consignor) of other state download **Form 403 Bulk**



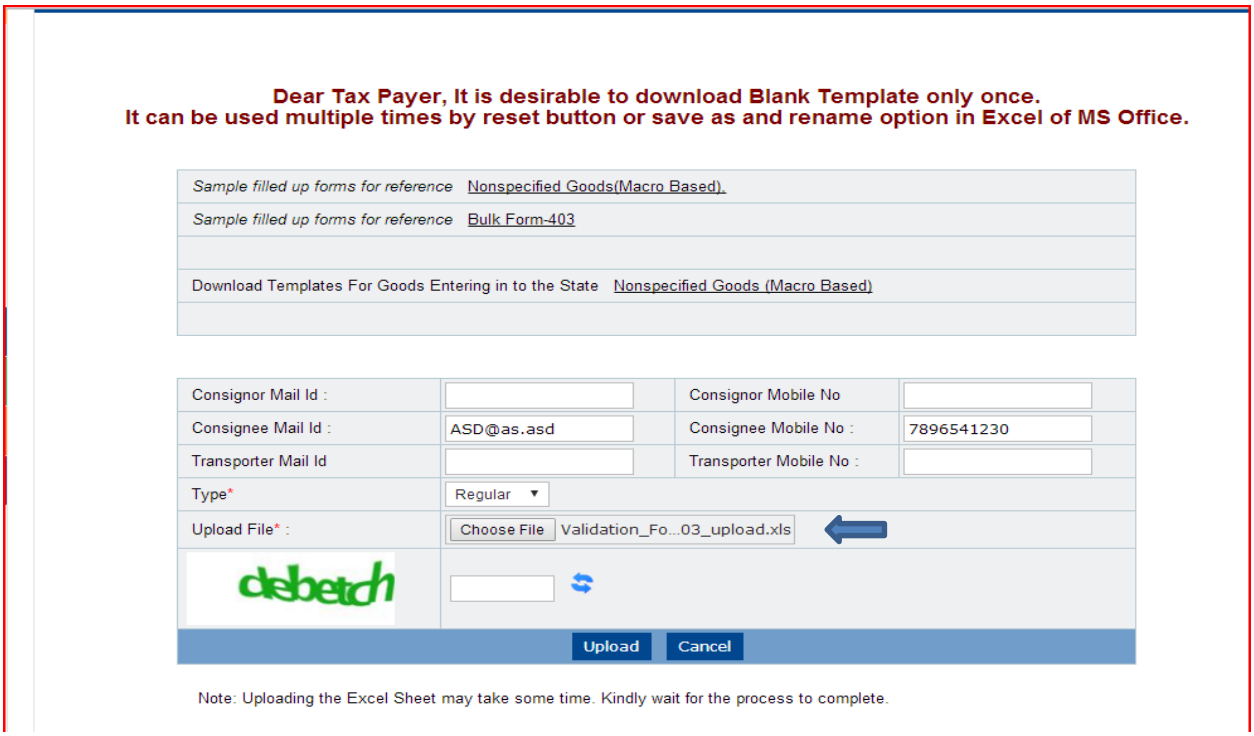
→ Fill all the basic details, using tool tips and drop down box options. Refer help guide. Fill generated series number given by the Recipient / Consignee of Gujarat → click on Validate button, if you find any error massage, correct it. If OK save the filled template in your computer and start the process of uploading Form-403.



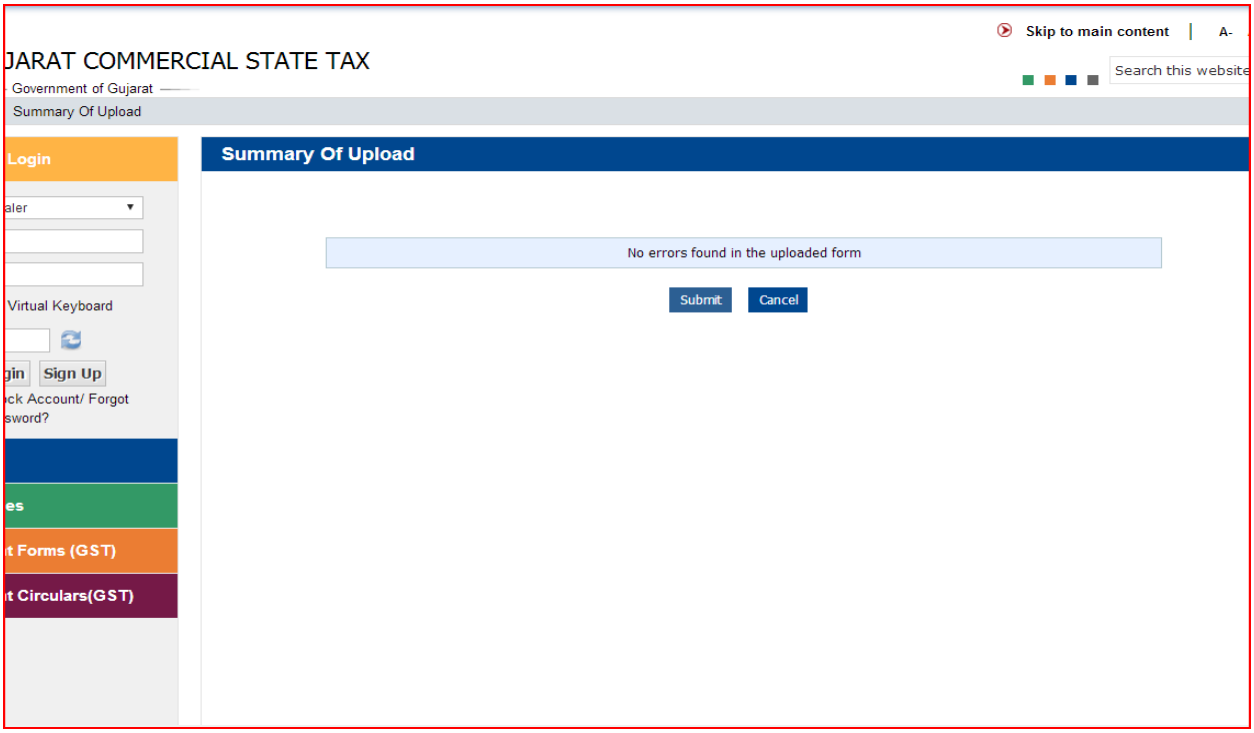
→ **For uploading the filled template: -** Go to "GST e way bill 403 submission". Write GSTIN number of Recipient / Consignee of Gujarat and click on submit.



→ Select Type Form-403 "Regular" if transporter details i.e. conveyance No. is available, enter mail ID, and attach saved template. Now click upload button. (2) Select Type Form-403 "Part load" if transporter detail i.e. conveyance No. is not available. In such case you have to select "Part load" and upload and forward Form-403 on Transporter ID, obtaining Transporter ID from your respective Transporter. Thereafter Transporter shall fill transporter detail i.e. Conveyance No. and generate Meta Form. **Part Form-403 shall be considered complete only after transporter detail i.e. Meta form generated by the Transporter before movement start.**

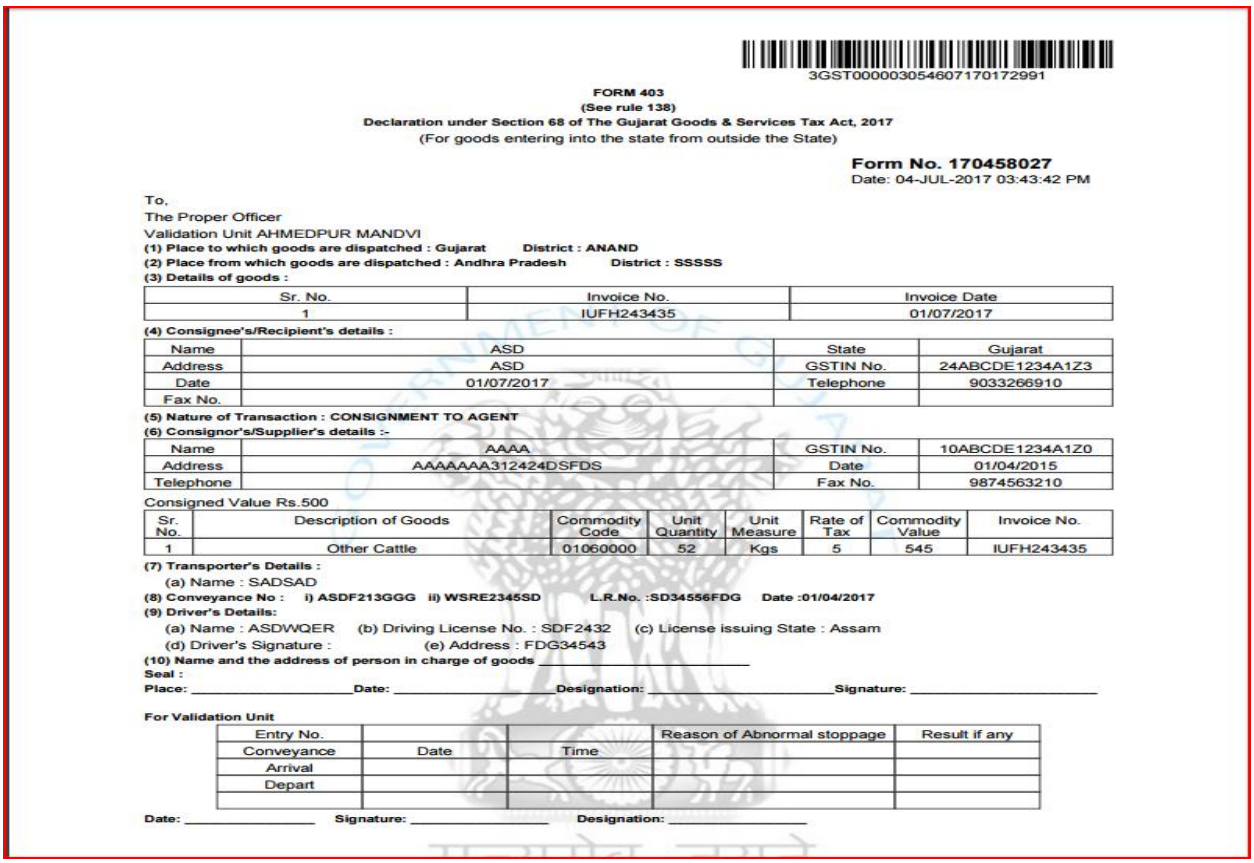


→ Here screen will show error, if any error found in the uploaded form. Comply it. If no error is found, Click on submit bottom. Click on submit after no error found message.



→ You will get a barcoded acknowledgement receipts and PDF form link. You can download it.
→ You can download 403 pdf form click on "**Generate 403 Form**"

→ Generated Form 402 in PDF format.



3GST00000305460717017299 1

FORM 403
(See rule 138)
Declaration under Section 68 of The Gujarat Goods & Services Tax Act, 2017
(For goods entering into the state from outside the State)

Form No. 170458027
Date: 04-JUL-2017 03:43:42 PM

To,
The Proper Officer
Validation Unit AHMEDPUR MANDVI
(1) Place to which goods are dispatched : Gujarat District : ANAND
(2) Place from which goods are dispatched : Andhra Pradesh District : SSSSS
(3) Details of goods :

Sr. No.	Invoice No.	Invoice Date
1	IUFH243435	01/07/2017

(4) Consignee's/Recipient's details :

Name	ASD	State	Gujarat
Address	ASD	GSTIN No.	24ABCDE1234A1Z3
Date	01/07/2017	Telephone	9033266910
Fax No.			

(5) Nature of Transaction : CONSIGNMENT TO AGENT
(6) Consignor's/Supplier's details :-

Name	AAAA	GSTIN No.	10ABCDE1234A1Z0
Address	AAAAAAA312424DSFDS	Date	01/04/2015
Telephone		Fax No.	9874563210

Consigned Value Rs.500

Sr. No.	Description of Goods	Commodity Code	Unit Quantity	Unit Measure	Rate of Tax	Commodity Value	Invoice No.
1	Other Cattle	01060000	52	Kgs	5	545	IUFH243435

(7) Transporter's Details :
(a) Name : SADSAD
(8) Conveyance No : i) ASDF213GGG ii) WSRE2345SD L.R.No. :SD34556FDG Date :01/04/2017
(9) Driver's Details:
(a) Name : ASDWQER (b) Driving License No. : SDF2432 (c) License issuing State : Assam
(d) Driver's Signature : (e) Address : FDG34543
(10) Name and the address of person in charge of goods
Seal :
Place: Date: Designation: Signature:

For Validation Unit

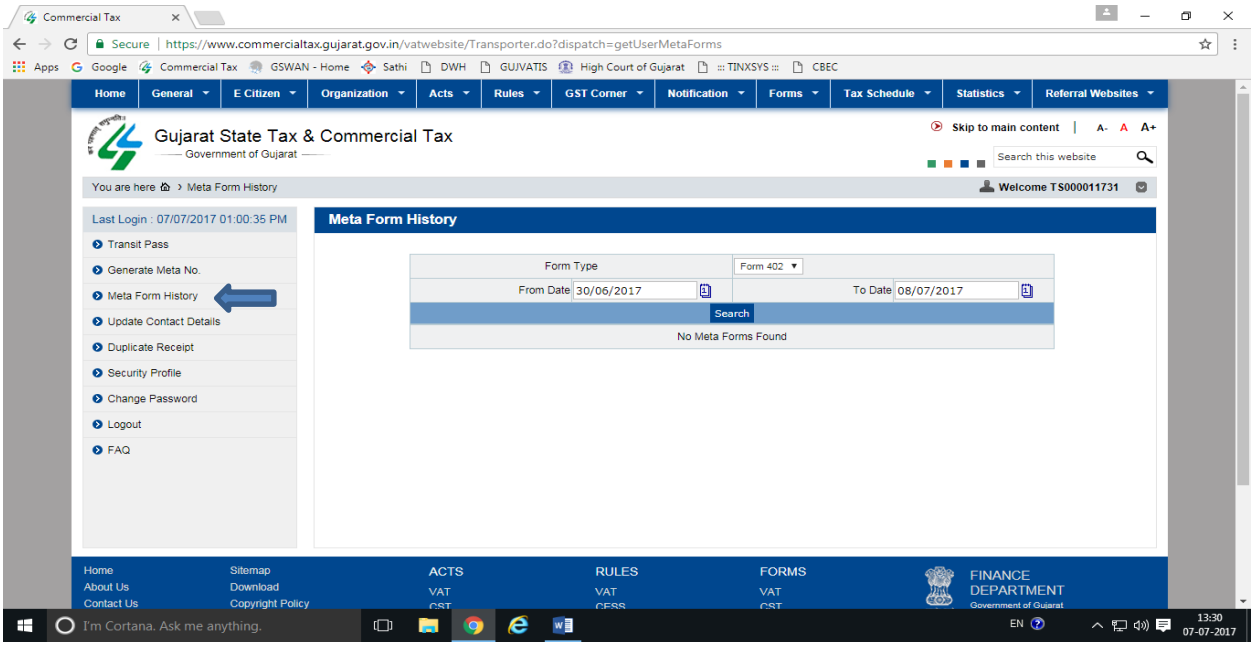
Entry No.			Reason of Abnormal stoppage	Result if any
Conveyance	Date	Time		
Arrival				
Depart				

Date: Signature: Designation:

Meta Form History (For Transporter):-

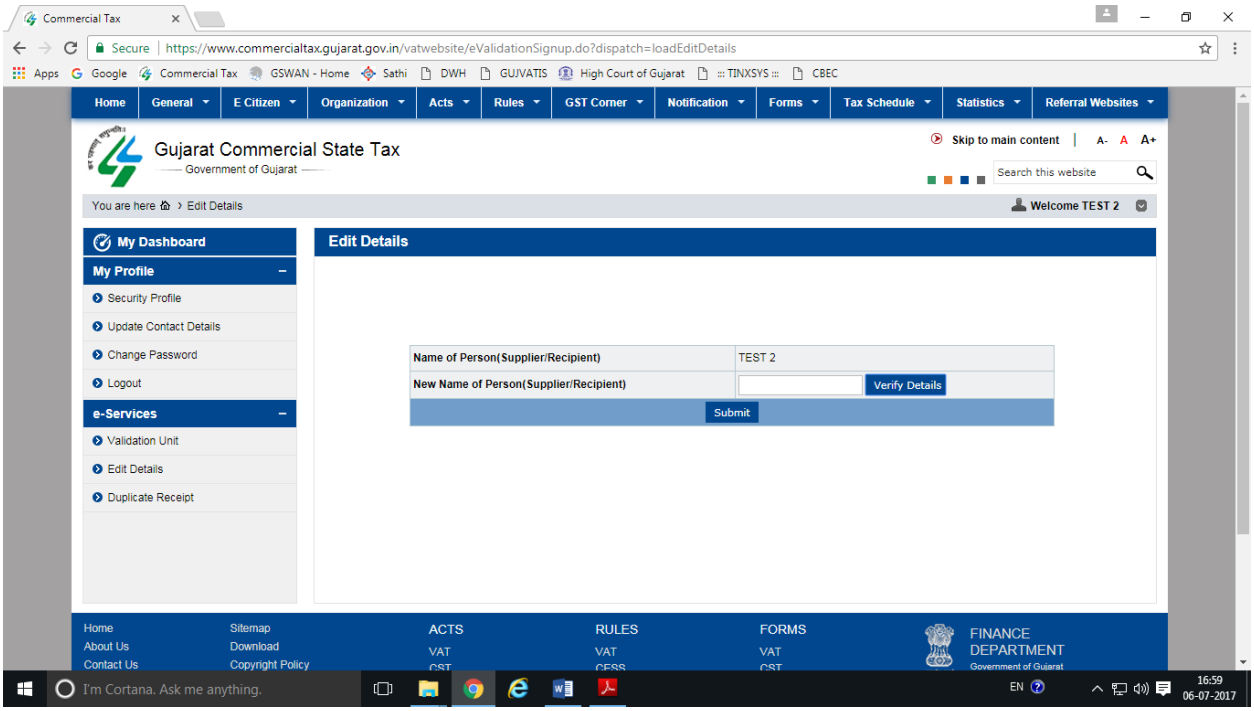
→ In case of Part Form-402 / Part Form 403 generated by the Supplier (Consignor) / Recipient (Consignee), The concerned Transporter shall generate Meta Foam -402 / Meta Form-403. The history of such generated Meta Forms is available: -

→ Login as a "Transporter" → Click on Meta Form History →Fill required details.



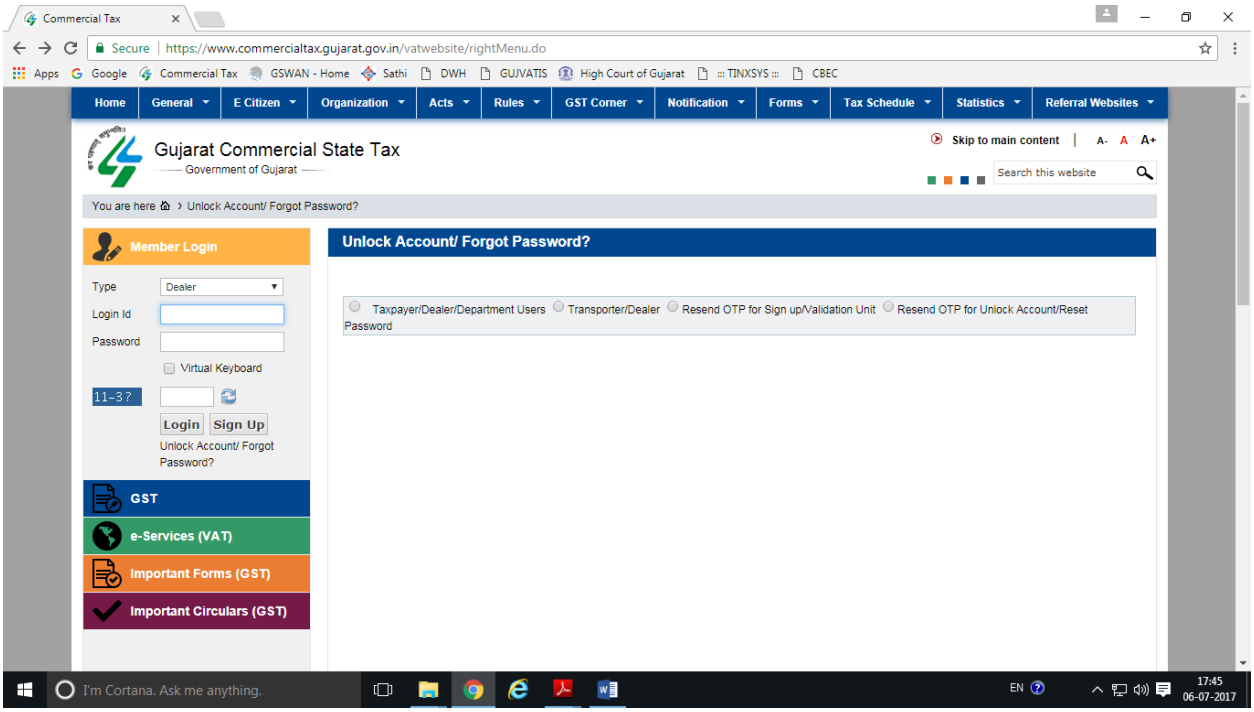
Edit Details: - Consigner (Supplier) / Recipient (Consignee) can edit the name of person (Supplier / Recipient)

→ Login with Login ID → Click on e-services →Click on Edit Details and fill required details.



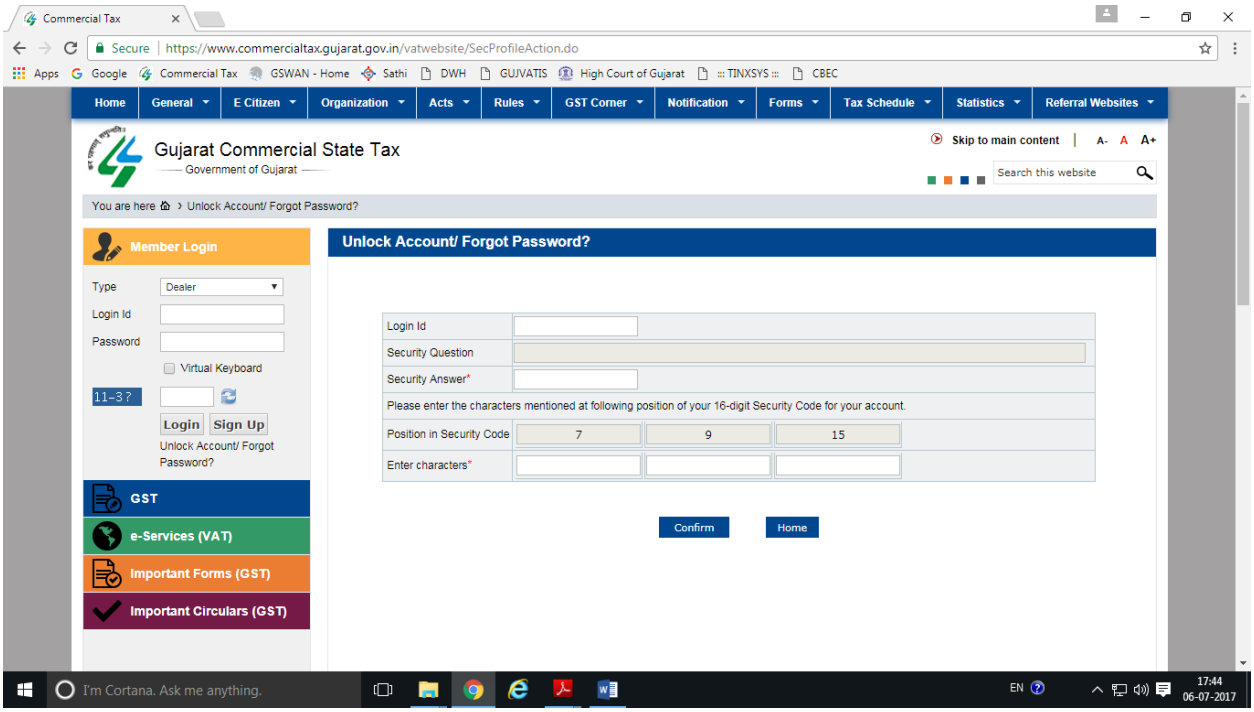
Forgot Password / Unlock Account for Supplier (Consigner) / Recipient (Consignee) of Gujarat: -

→ Enter with Login ID and click on Unlock Account/ Forgot Password. Select proper option. Fill the required details and click on submit.



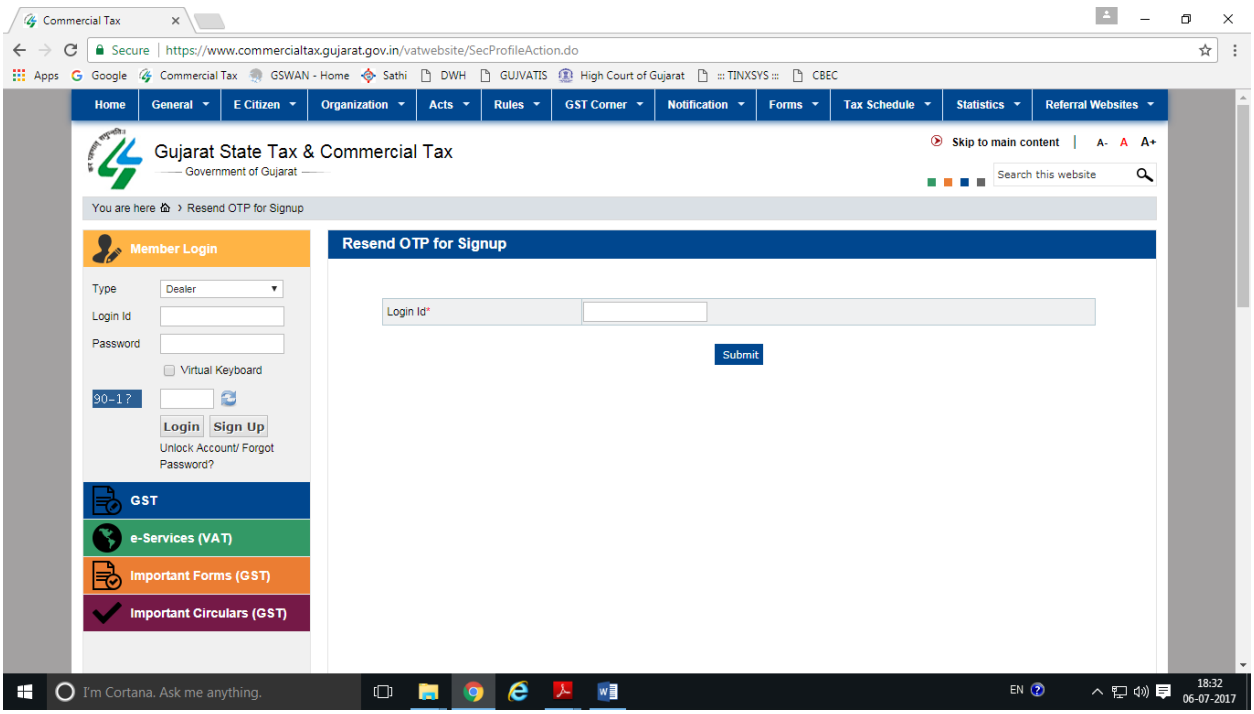
Unlock Account / Forgot Password for Taxpayer/ Dealer**: -**

→ Enter with Login ID and click on Unlock Account/ Forgot Password. Select proper option. Fill the required details i.e. Security Answer and Security code send via SMS on register mobile number and e-mail at the time of obtaining Login ID. Enter the digit of security code placed on position mention at “Position in Security Code”. Click on Confirm.



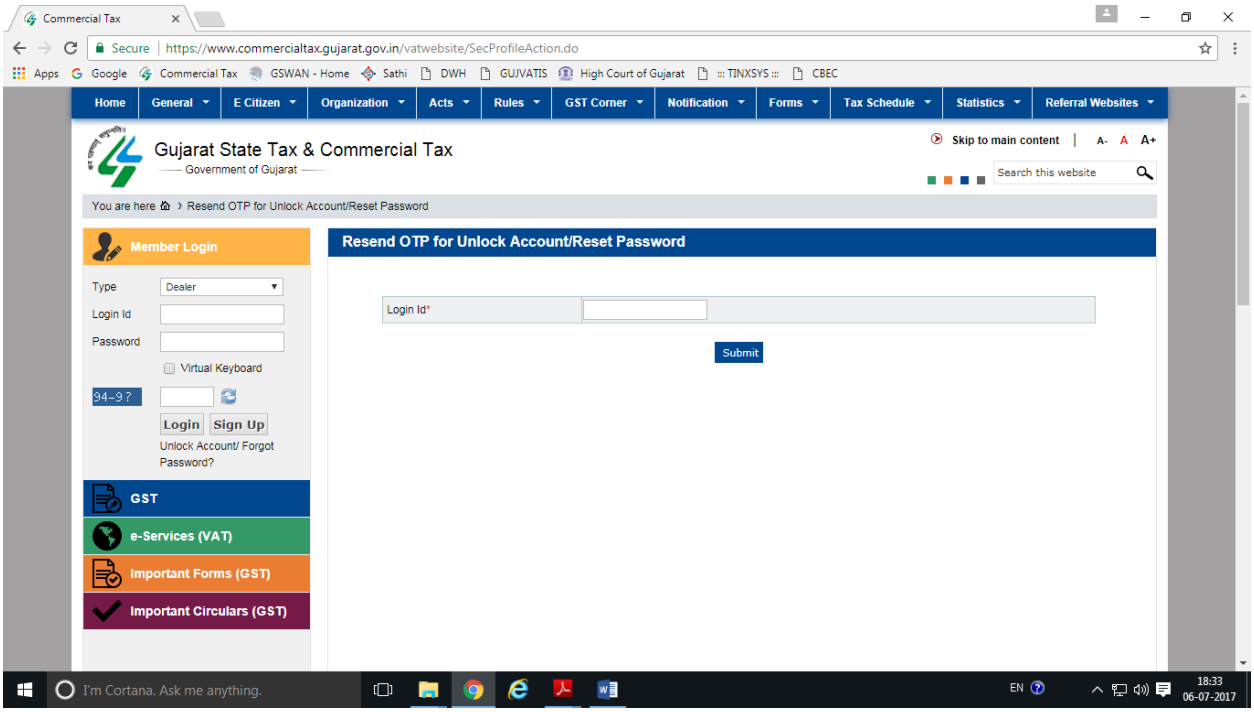
Resend OTP for sign up: -

→ Enter with Login ID and click on Unlock Account/ Forgot Password. Select proper option. Fill the required details and click on submit



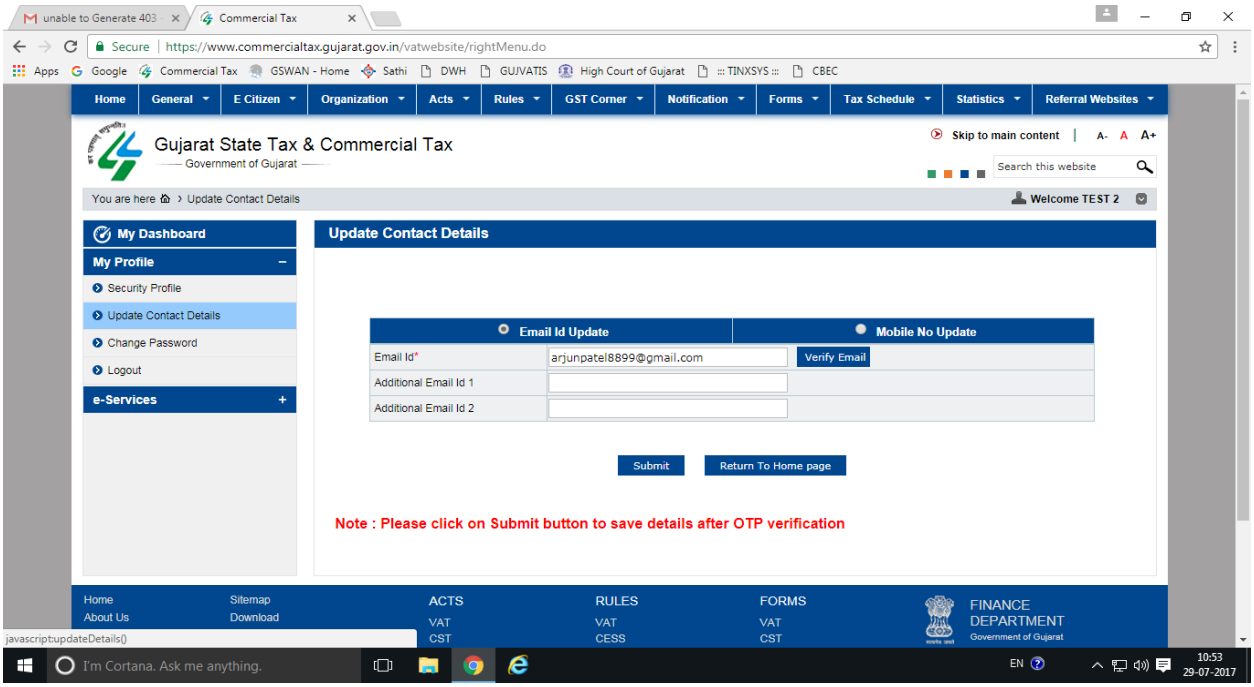
Resend OTP for Unlock Account / Reset Password: -

→ Enter with Login ID and click on Unlock Account/ Forgot Password. Select proper option. Fill the required details and click on submit.



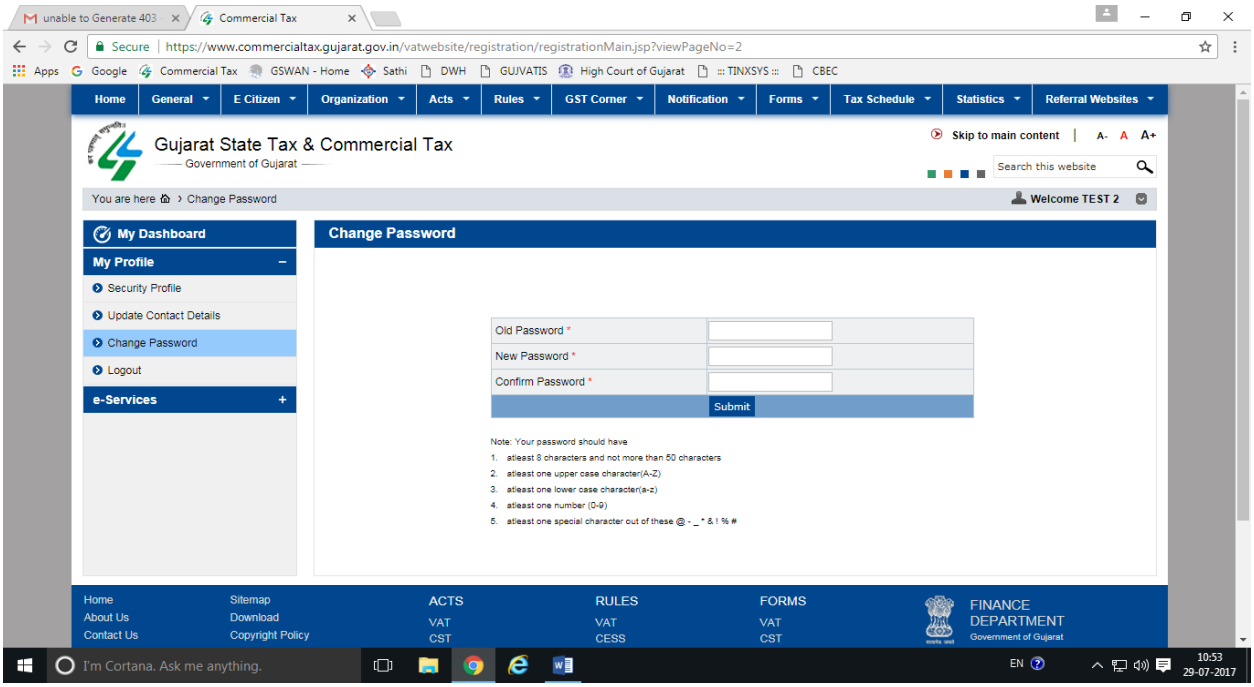
Update Contact Details i.e. E mail ID and Mobile Number: -

→ Enter with Login ID and click on Update Contact Details. Select proper option. Fill the updated details and click on submit



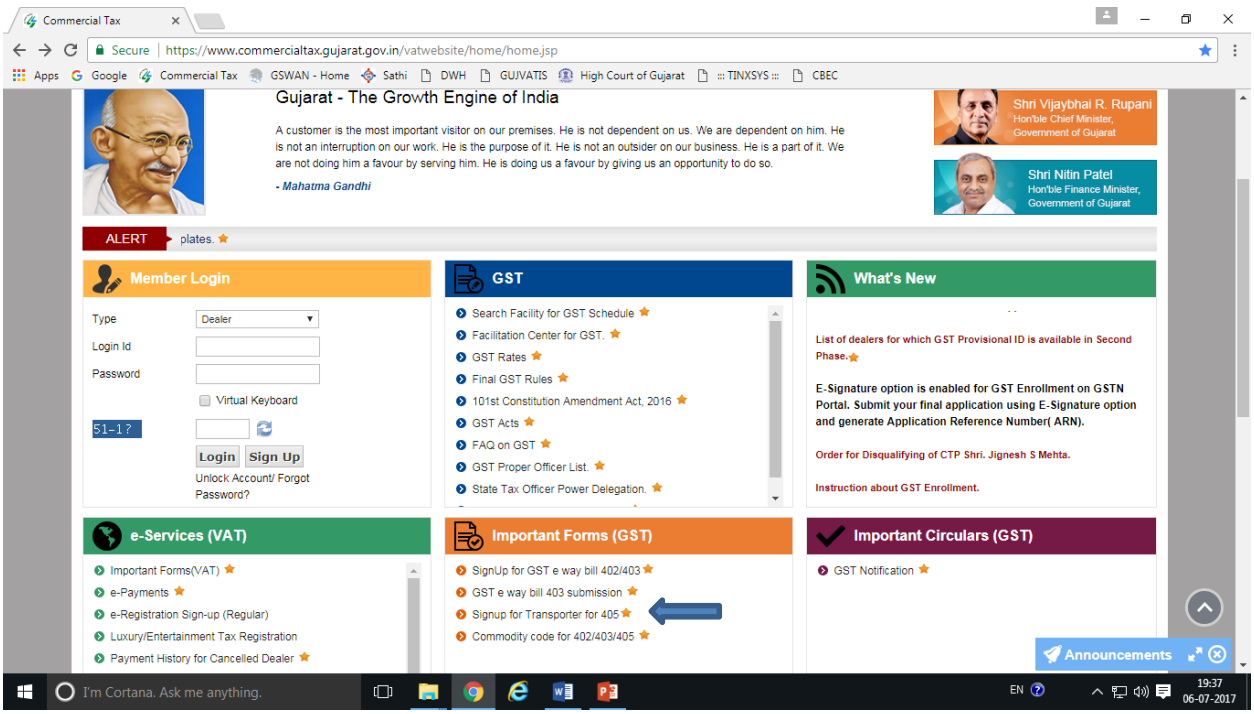
Change Password: -

→ Enter with Login ID and click on Change Password. Enter old password and new password and click on submit.



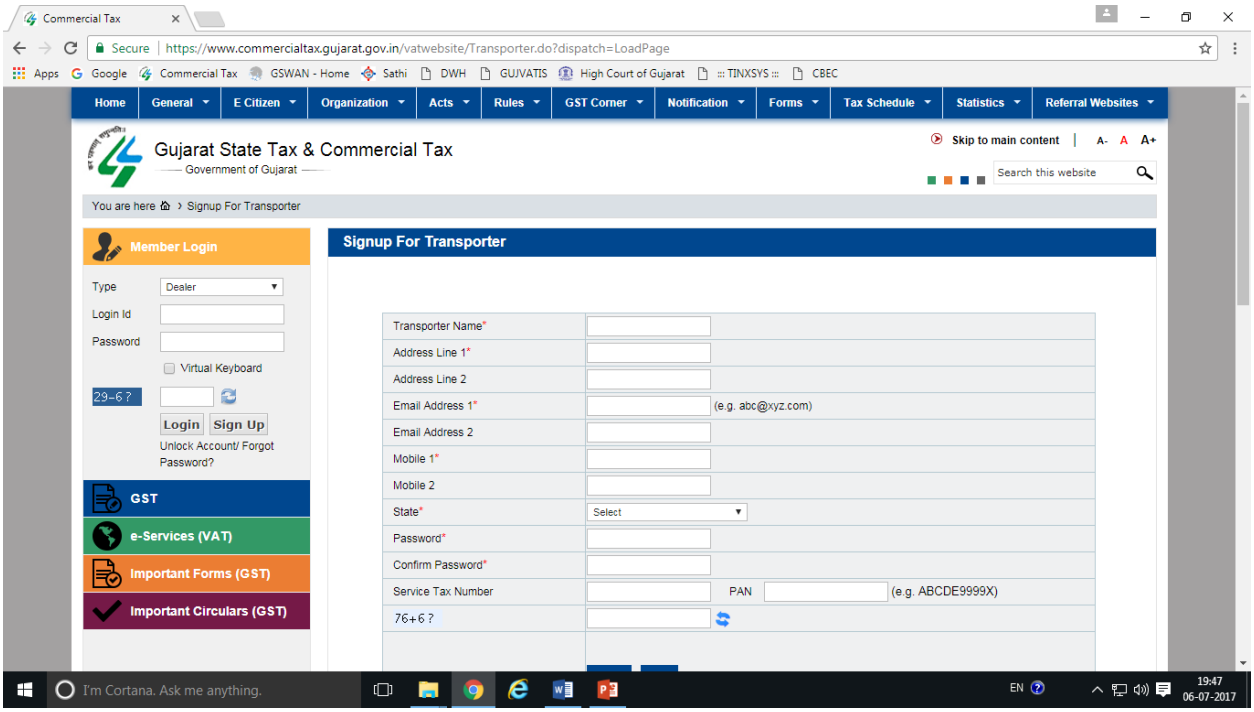
To generate Form-405 (Transit Pass) by the Transporter: -

Login on :- https://commercialtax.gujarat.gov.in/ → Click on Sign Up for Transporter for 405 link in GST menu.



Signup for Transporter for Transit Pass: -

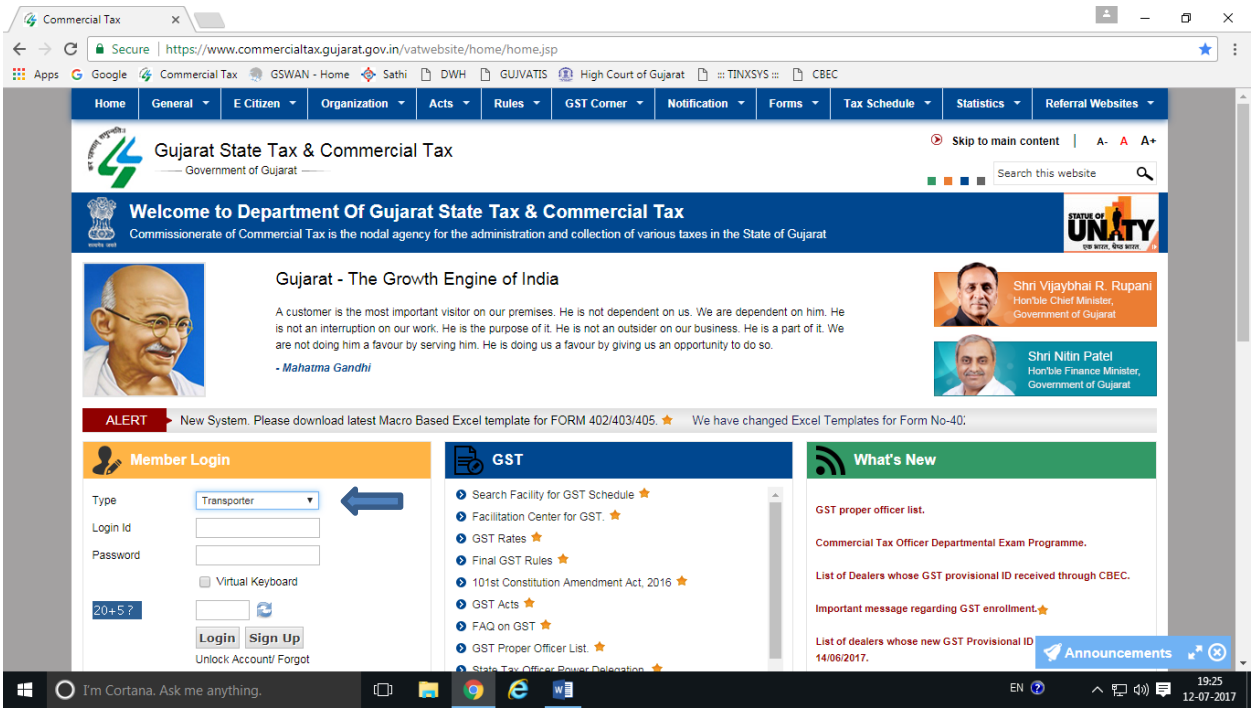
→ Fill the required details and click on submit.



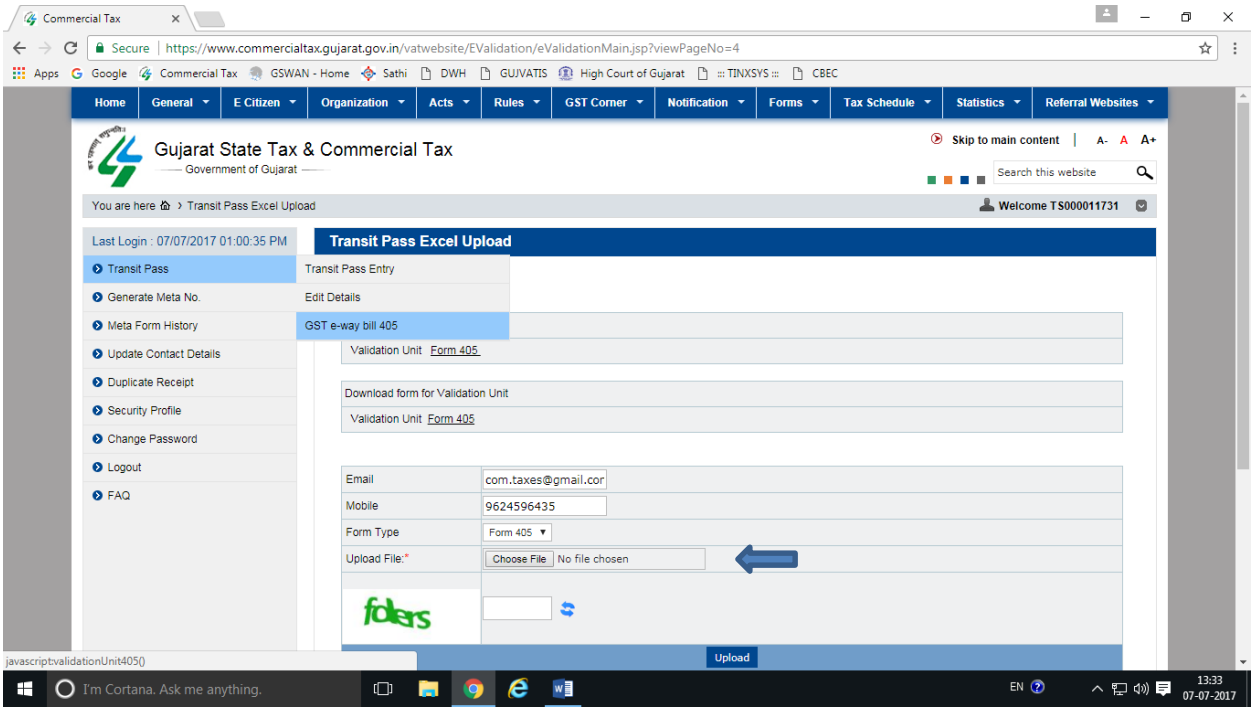
→ On successful submission You will get massage: -

Transit Pass registration completed successfully. Your login ID is…… Please login with your login ID and password.

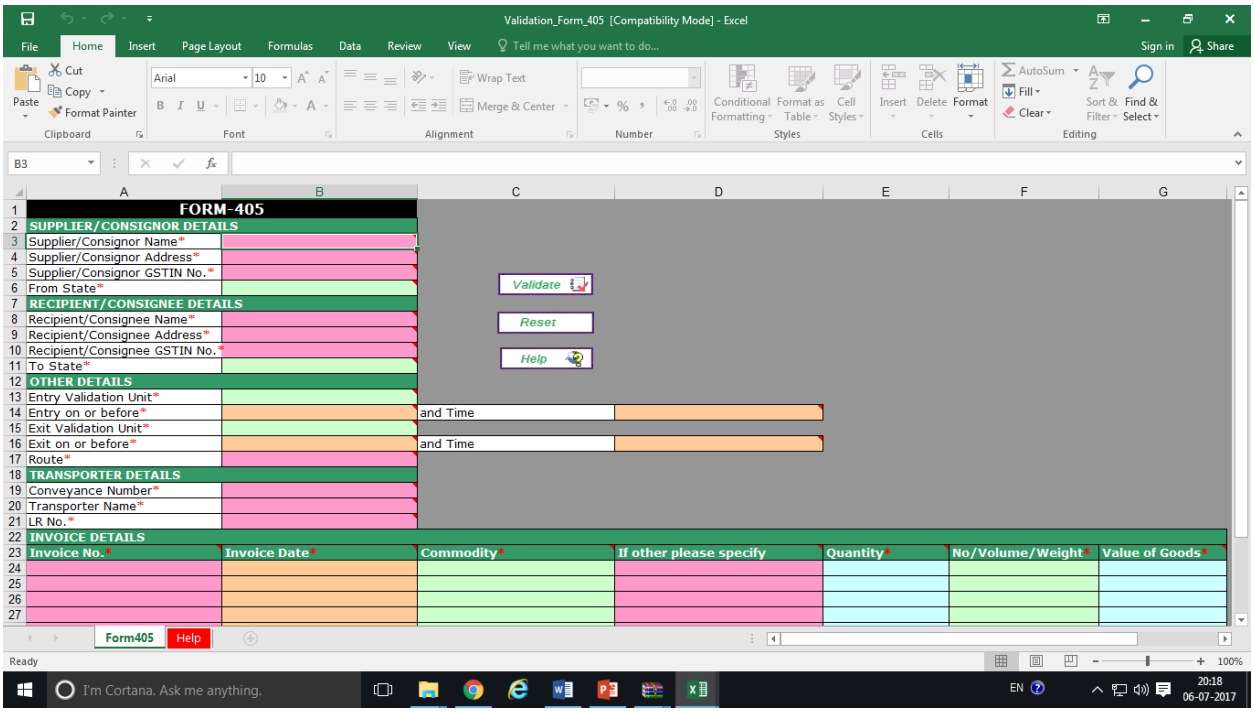
→ Login as a "Transporter" from drop down box:



→ Download Form 405 template in your computer: Transit Pass → GST e way bill 405 →Click on “Form 405”

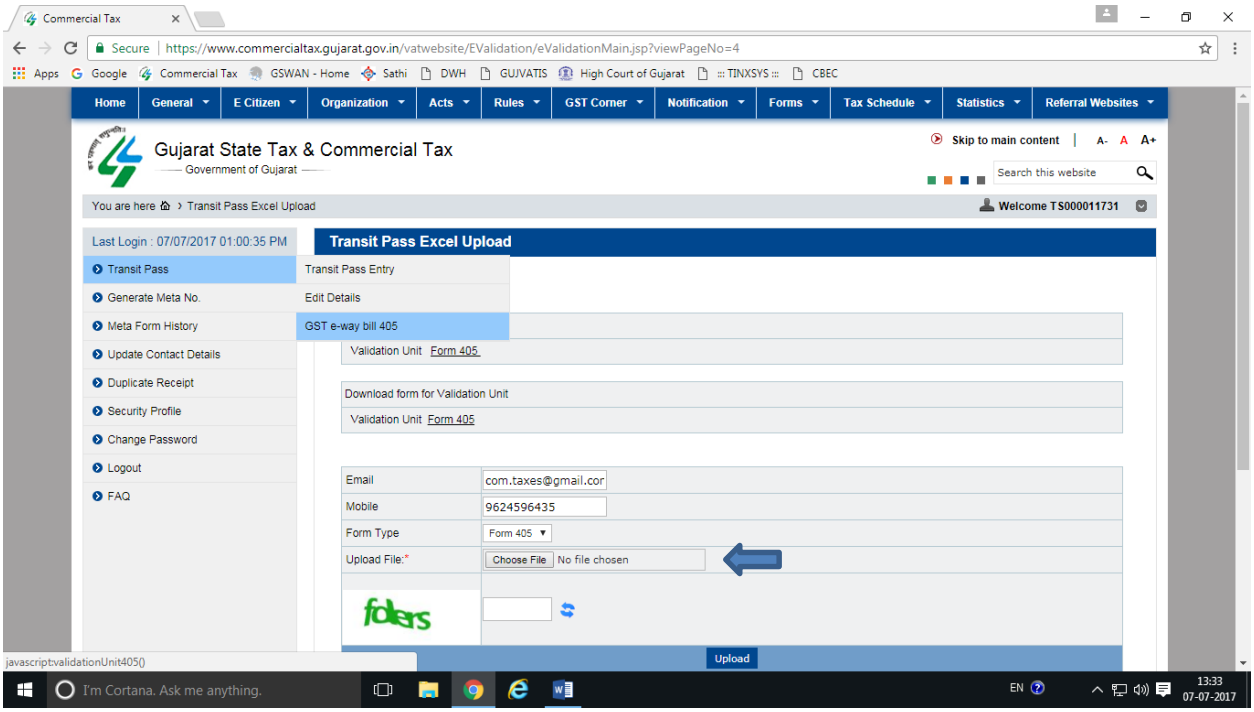


→ Fill all the basic details, using tool tips and drop down box options. Refer help guide. → click on Validate button, if you find any error massage, correct it. If OK save the filled template in your computer and start the process of uploading Form-405.



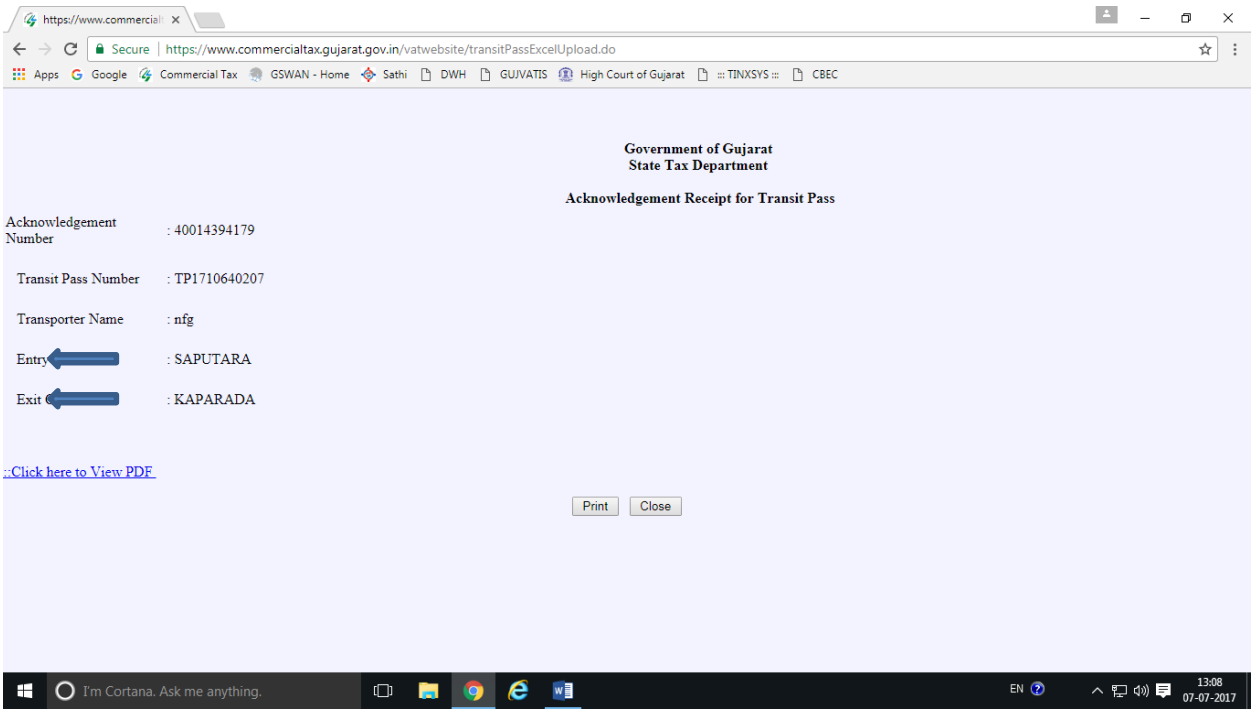
Upload Transit Pass Form 405

→ Login as a “Transporter” from drop down box → GST e way bill 405 → enter mail ID, Mobile No. and attach saved template. Now click upload button.



→ You will get a barcoded acknowledgement receipts and PDF form link. You can download it.

→ You can download 405 pdf form click on “**Generate 405 Form**”



→ Generated Form 405 in PDF format

Please attend following points: -

1. **Electronically generated bar coded form** shall be considered valid form.
2. You can include more than one commodity in single form.
3. There shall be separate form for separate consigner / consignee.
4. For Single Supplier (Consignor) of Gujarat and multiple Recipient (Consignee)of other state download **Form 402 Bulk.**
5. For Single Recipient (Consignee) of Gujarat and multiple Supplier (Consignor) of other state download **Form 403 Bulk.**
6. Transporter shall generate Meta Form on the basis of Part Form-402 / Part Form-403. Part Form-402 / Part Form 403 shall be considered complete only after transporter detail i.e. Meta form generated by the Transporter before movement start.
7. You will receive a mail from department on your given mail address.
8. If Supplier (Consigner) or Recipient (consignee) of other State does not have GSTIN number than enter 15 times “9” digit.
9. For more details, kindly refer to Notifications / Orders placed on website under the heading “Important Circulars (GST)”.
10. For any quarry or guidance kindly contact on Helpline No: 079-26576856 / 26576858 / 26595000
    Email-ID: helpdesk1-ct@gujarat.gov.in