

# 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.

The screenshot shows the homepage of the Commercial Tax Gujarat website. The header includes the site name and a quote from Mahatma Gandhi. Below the header, there is an alert about Excel templates for FORM 402/403/405. The main content area is divided into several sections: 'Member Login' with fields for Type, Login Id, Password, and a Virtual Keyboard option; 'GST' with links to various resources like Facilitation Center, GST Rates, and GST Acts; 'What's New' with news about dealer registrations; 'e-Services (VAT)' with links to important forms and payments; 'Important Forms (GST)' with a link to 'Sign Up for GST e way bill 402/403' highlighted by a blue arrow; and 'Important Circulars (GST)' with a link to GST Notification. The footer contains an 'Announcements' section.

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

→Click on submit button.

The screenshot shows the 'Signup For Validation Unit' page. A red note states: "Note : Signup facility should be used only by the person i.e., Supplier/Recipient of Gujarat State having valid GSTIN. In case of Recipient do not receive OTP, use the link 'Unlock Account/Forgot Password-->Resend OTP for Sign up/Validation Unit.' to resend OTP on your Email ID and Mobile Number." Below the note is a form with the following fields: GSTIN No.\* (with example e.g. 24ABCDE6910A2Z1), PAN\* (with example e.g. ABCDE9999X), VAT TIN, Name Of Person(Supplier/Recipient)\*, Address Line 1\*, Address Line 2, Email Address 1\* (with example e.g. abc@xyz.com), Email Address 2, Mobile 1\*, Mobile 2, and State (pre-filled with Gujarat). The form has 'Submit' and 'Cancel' buttons at the bottom.

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

Commercial Tax

Secure | <https://www.commercialtax.gujarat.gov.in/vatwebsite/home/home.jsp>

ALERT: lation Unit 402/403/405. Please download latest Macro Based Excel template for e-Validation Unit 402/403/405. Please complete your enrollment

**Member Login**

Type: Dealer

Login Id

Password

Virtual Keyboard

59+7?

Login Sign Up

Unlock Account/ Forgot Password?

**GST**

- Search Facility for GST Schedule
- Jurisdiction Details for GST.
- Facilitation Center for GST.
- GST Rates
- Final GST Rules
- 101st Constitution Amendment Act, 2016
- GST Acts
- FAQ on GST
- GST Proper Officer List.

**What's New**

Penalty for Return Defaulters.

VAT/CST Registration process through IFP (Investor Facilitation Portal).

Feedback for Draft Model GST Law 04/07/2016.

Functionality for E-Commerce operator.

Not to stop vehicle at checkpoint in case of Challan Defaulter.

**e-Services (VAT)**

- Important Forms(VAT)
- e-Payments
- e-Registration Sign-up (Regular)
- Luxury/Entertainment Tax Registration
- Payment History for Cancelled Dealer
- TDN Registration
- Register Of Firms and Guideline
- Track Status of your Application
- Track TDN Status

**Important Forms (GST)**

- SignUp for GST e way bill 402/403
- GST e way bill 403 submission
- Signup for Transporter for 405
- Sign Up For Unregistered Supplier / Recipient
- Guideline for e-way bill 402/403/405.

**Important Circulars (GST)**

- GST Notification

**Important Links (VAT)** **Important Links (GST)** **Announcements** **Announcements**

11:01 14-07-2017

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

→Click on submit button.

Commercial Tax

Secure | <https://www.commercialtax.gujarat.gov.in/vatwebsite/UnregisteredSignup.do?dispatch=LoadPageGST>

Home General E Citizen Organization Acts Rules GST Corner Notification Forms Tax Schedule Statistics Referral Websites

Gujarat State Tax & Commercial Tax  
Government of Gujarat

You are here: Sign Up For Unregistered / Supplier / Consumer

**Member Login**

Type: URD/Consumer

Login Id

Password

Virtual Keyboard

55-6?

Login Sign Up

Unlock Account/ Forgot Password?

**Sign Up For Unregistered / Supplier / Consumer**

Unregistered Supplier/Consumer\*

Address Line 1\*

Address Line 2

Email Address 1\* (e.g. abc@xyz.com)

Email Address 2

Phone 1\*

Phone 2

State Gujarat

Password\*

Confirm Password\*

AADHAR CARD Number PAN (e.g. ABCDE9999X)

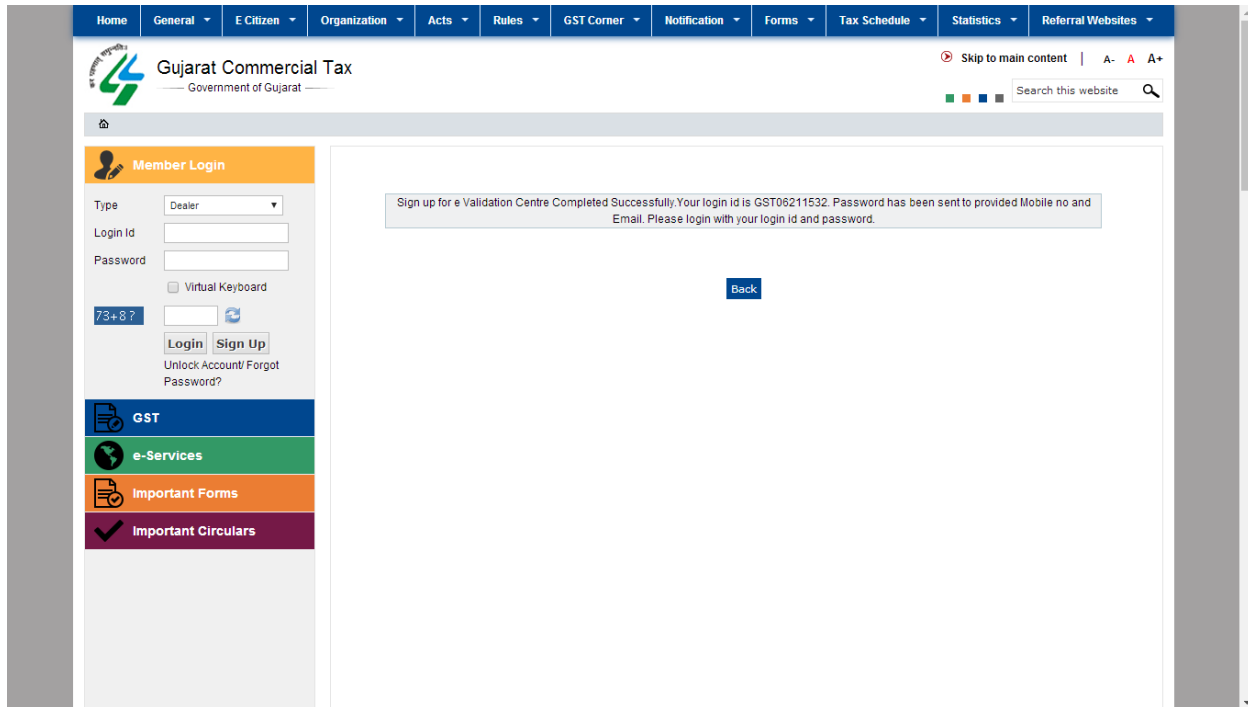
76+2?

Submit Reset

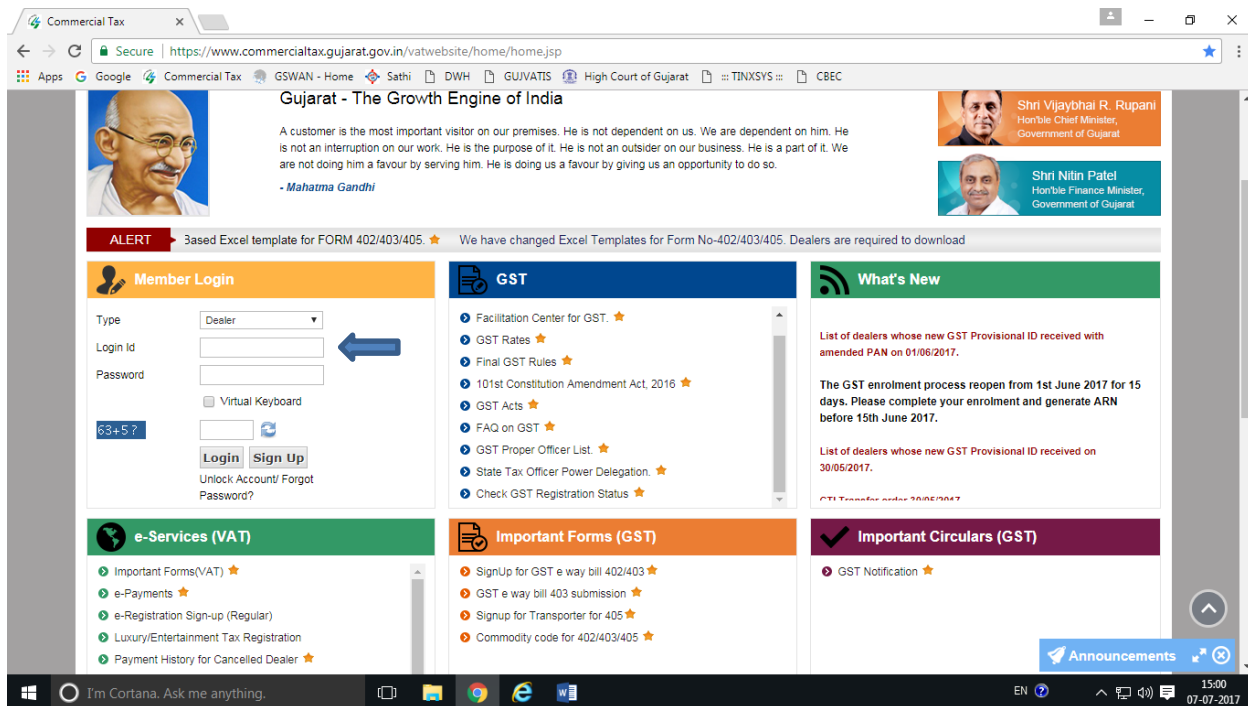
10:48 14-07-2017

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 message



→ 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 <input type="text"/> 9033266910
<input checked="" type="checkbox"/> 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.

The screenshot shows the Gujarat Commercial Tax portal interface. The top navigation bar includes links for Home, General, E Citizen, Organization, Acts, Rules, GST Corner, Notification, Forms, Tax Schedule, Statistics, and Referral Websites. The main header displays the Gujarat Commercial Tax logo and the Government of Gujarat. A search bar is located on the right. The left sidebar contains a 'Member Login' section with fields for Type (Dealer), Login Id, Password, and a Virtual Keyboard option. Below the login section are links for GST, e-Services, Important Forms, and Important Circulars. The main content area displays a success message: 'Your security profile has been updated successfully. Your Security code is 6423167806751222. You will receive same via SMS and e-mail.' A 'Back' button is positioned below the message.

→Verify email and mobile number with OTP.

#### Update Contact Details

Email Id Update		Mobile No Update
Email Id*	ASD@TCS.COM	Verify Email
Additional Email Id 1		
Additional Email Id 2		

Proceed without Update Contact Details

Submit Return To Home page

You have 969 days to update your contact details. Please note that you will not be able to use any of your e-Services if you have not updated contact details within the time limit.

Note : Please click on Submit button to save details after OTP verification

#### 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 message, correct it. If OK save the filled template in your computer and start the process of uploading Form-402.

The screenshot shows an Excel spreadsheet titled "Form-402" with a ribbon at the top containing tabs for File, Home, Insert, Page Layout, Formulas, Data, Review, and View. The spreadsheet is divided into columns A through G and rows 1 through 26. The data is organized into sections with colored headers:

- Basic Info** (rows 2-3): Validation Unit Name\* (Gujarat)
- 1) Place from which goods are dispatched\*** (row 4): Gujarat
- 2) Place to which goods are dispatched\*** (row 5): Gujarat
- 4) Supplier/Consignor Details :** (rows 8-9): GSTIN No. / Unregistered USER ID \*
- 5) Nature Of Transaction :\*** (row 10):
- 6) Recipient/Consignee Details :** (rows 11-17): Name\*, Address\*, GSTIN No., Registration Effective Date (dd/mm/yyyy or dd-mon-yyyy), Telephone, Consignee Fax No., Consigned Value Rs.\*
- 19** Whether Shipping Address is within the State of Gujarat and shipping is to person other than Recipient/Consignee, as declared above?
- 20** If yes, Give GSTIN No. of Local Registered person to whom goods are shipped to
- 21** Whether this is final shipping to original buyer outside the State of Gujarat?
- 22** If yes, provide reference of previous 402 Forms against which goods are received for job work

On the right side of the spreadsheet, there are buttons for Validate, Next, Reser, and Help. The status bar at the bottom shows "Ready" and the system tray with the date "14-07-2017".

→ **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.



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"

The screenshot shows the Gujarat Commercial Tax portal dashboard. The top navigation bar includes Home, General, E Citizen, Organization, Acts, Rules, GST Corner, Notification, Forms, Tax Schedule, Statistics, and Referral Websites. The main content area features a sidebar with 'My Dashboard', 'My Profile', and 'e-Services'. The 'e-Services' menu is expanded to show 'Form 403 Series Generation'. Other sections include 'Gujarat - The Growth Engine of India' with a quote by Mahatma Gandhi, 'Important Forms', 'What's New', 'Important Circulars', and 'Announcements'. A search bar and user profile 'Welcome ASD' are also visible.

→ 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.


The screenshot shows the 'Online Request Form 403' page. The breadcrumb trail indicates 'You are here > Online Request Form 403'. The main content area contains a form with a label 'No. of Forms Required\*' and a text input field containing the number '10'. A 'Submit' button is located below the input field. The footer includes links for Home, About Us, Contact Us, Post Query, Feedback, Disclaimer, Sitemap, Download, Copyright Policy, Hyperlinking Policy, Terms And Conditions, ACTS (VAT, CST, CESS, PT 1976-2008, Entry Tax), RULES (VAT, CESS, Profession Tax, Entry Tax), FORMS (VAT, CST, CESS, Profession Tax, Entry Tax, Webmaster), and the Finance Department logo.



→ 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.

**Government Of Gujarat**  
**State Tax Department**  
**Online Request(403) Acknowledgement Receipt**

GSTIN No.  
 Name of Person:  
 Acknowledgement No:  
 Receipt Date :  
 No. of Forms Requested:

24COOP1252H1Z5  
 ASD  
  
 03/07/2017  
 10

[Print](#) [Back](#)

[Get FormNumber\(403\)](#) ←

10.104.4.156:7778/vatwebsite/eValidationSignup.do?dispatch=getformNumbers&ackid=99900631678 - Google Chrome

10.104.4.156:7778/vatwebsite/eValidationSignup.do?dispatch=getformNumbers&ackid=99900631678

**List Of Forms Generated For Form 403**

Total Records : 10    Current Page : 1/1

Sr No.	Form Number
1	170458038
2	170458039
3	170458040
4	170458041
5	170458042
6	170458043
7	170458044
8	170458045
9	170458046
10	170458047

First    Previous    Next    Last

[Export to Excel](#)    [Print](#)    [Close](#)

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

The screenshot shows the Gujarat Commercial Tax portal interface. The main heading is "List Of 403 Series Generation". On the left, there is a "My Dashboard" sidebar with options like "My Profile", "Security Profile", "Update Contact Details", "Change Password", "Logout", and "e-Services". The main content area displays a table with the following data:

Sr No.	Acknowledgement No.	Forms Requested	Forms Consumed	Forms Pending	Acknowledgement Date
1	99900631677	10	1	9	03/07/2017
2	99900631676	1	0	1	03/07/2017
3	99900631675	1	0	1	03/07/2017

Navigation links: First, Previous, Next, Last. Total Records: 3, Current Page: 1/1.

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

The screenshot shows the Gujarat Commercial Tax portal interface for "Validation Unit Forms". It includes a "Search Forms" section with the following details:

- Period From: 01/07/2017
- Period To: 03/07/2017
- CheckPost Form: Form 402

The main content area displays a table with the following data:

Sr No.	Acknowledgement No.	Acknowledgement Date	Form Name	Declared By	Verification Status
1	2GST000003054607170172983	03/07/2017	Form402	24ABCDE1234A123	Not verified
2	2GST000003054607170172982	03/07/2017	Form402	24ABCDE1234A123	Not verified
3	2GST000003044607170172988	01/07/2017	Form402	24ABCDE1234A123	Not verified

Navigation links: First, Previous, Next, Last. Total Records: 0, Current Page: 1/0. An "Export to Excel" button is visible below the table.

## 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 / Consignor of other State **OR** convey the generated series number to the Supplier / Consignor 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**

The screenshot shows the Commercial Tax Gujarat website. The main navigation bar includes 'Member Login', 'GST', 'What's New', 'e-Services (VAT)', 'Important Forms (GST)', and 'Important Circulars (GST)'. In the 'Important Forms (GST)' section, the link 'GST e way bill 403 submission' is highlighted with a blue arrow. The website also features a header with a quote from Mahatma Gandhi and portraits of government ministers.

- 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 message, correct it. If OK save the filled template in your computer and start the process of uploading Form-403.

The screenshot shows the Microsoft Excel spreadsheet for Form-403. The spreadsheet is organized into columns A through H. The 'Basic Info' tab is active, showing fields for 'Generated Series Number\*', 'Validation Unit Name\*', 'Place from which goods are dispatched\*', 'Recipient/Consignee Details\*', and 'Supplier/Consignor Details\*'. A 'Validate' button is visible on the right side of the spreadsheet.

Field	Value
Generated Series Number*	
Validation Unit Name*	
1) Place from which goods are dispatched*	
District from which goods are dispatched	Gujarat
2) Place to which goods are dispatched*	
District to which goods are dispatched	
4) Recipient/Consignee Details*	
GSTIN No. / Unregistered USER ID *	
5) Nature Of Transaction :*	
6) Supplier/Consignor Details :	
Name*	
Address*	
GSTIN No.	
Registration Effective Date (dd/mm/yyyy or dd-mon-yyyy)	
Telephone	
Consignor Fax No.	
Consigned Value Rs.*	
Invoice No.*	
Invoice Date (dd/mm/yyyy or dd-mon-yyyy)*	

→ **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.

The screenshot shows the Gujarat Commercial State Tax portal. The header includes the logo and text 'Gujarat Commercial State Tax - Government of Gujarat'. A breadcrumb trail indicates 'You are here > Validation Unit Form 403'. On the left, there is a 'Member Login' section with a dropdown for 'Type' set to 'Dealer', input fields for 'Login Id' and 'Password', a 'Virtual Keyboard' checkbox, a CAPTCHA, and 'Login' and 'Sign Up' buttons. Below this are links for 'GST', 'e-Services', 'Important Forms', and 'Important Circulars(GST)'. The main content area is titled 'Validation Unit Form 403' and features a 'GSTIN No.\*' field containing '24AAAAA0000A1ZA' and a 'Submit' button.

→ 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.**

The screenshot displays a message to the tax payer: "Dear Tax Payer, It is desirable to download Blank Template only once. It can be used multiple times by reset button or save as and rename option in MS Office." Below the message are links for "Sample filled up forms for reference" pointing to "Nonspecified Goods(Macro Based)" and "Bulk Form-403". There is also a link for "Download Templates For Goods Entering in to the State" pointing to "Nonspecified Goods (Macro Based)". The form below contains fields for "Consignor Mail Id", "Consignor Mobile No", "Consignee Mail Id" (ASD@as.asd), "Consignee Mobile No" (7896541230), "Transporter Mail Id", and "Transporter Mobile No". The "Type\*" dropdown is set to "Regular". The "Upload File\*" section shows a "Choose File" button, the filename "Validation\_Fo...03\_upload.xls", and a blue arrow pointing left. At the bottom, there are "Upload" and "Cancel" buttons.

Note: Uploading the Excel Sheet may take some time. Kindly wait for the process to complete.

→ 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.

JARAT COMMERCIAL STATE TAX  
Government of Gujarat  
Summary Of Upload

Summary Of Upload

No errors found in the uploaded form

Submit Cancel

→ 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"**

Government Of Gujarat  
State Tax Department  
Validation Unit Acknowledgement Receipt

Validation Unit: AHMEDPUR, MANDVI


Acknowledgement No: 3GST000003054607170172991

Transaction Type: Incoming  
Receipt Date: 04-JUL-2017 03:43:42 PM  
Name of Person: ASD  
Address of Person: ASDF213GGG  
Conveyance No: i): SADSAD ii): WSRE2345SD  
Transporter Name: SADSAD

Generate 403 Form ←

Print Back

→ Generated Form 402 in PDF format.



3GST000003054607170172991

**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	AAAAAAA312424SFDS	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.	Conveyance	Date	Time	Reason of Abnormal stoppage	Result if any
Arrival					
Depart					

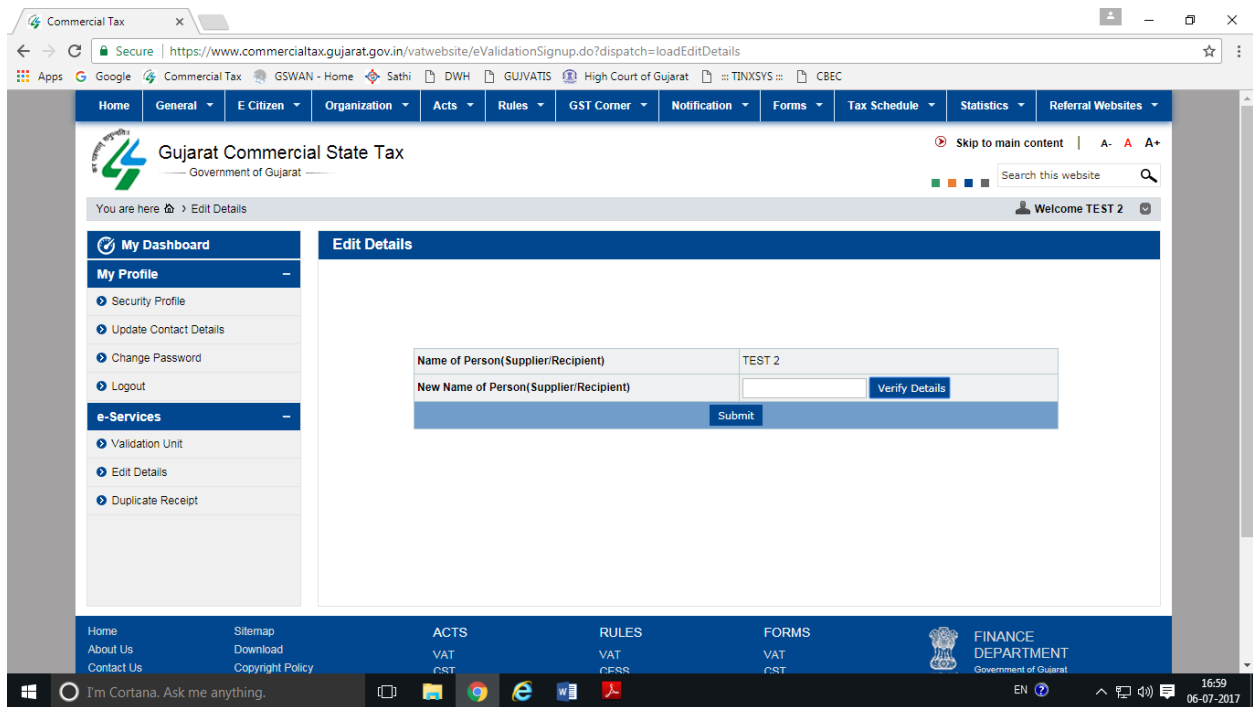
Date : \_\_\_\_\_      Signature : \_\_\_\_\_      Designation : \_\_\_\_\_

### 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 Form -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.

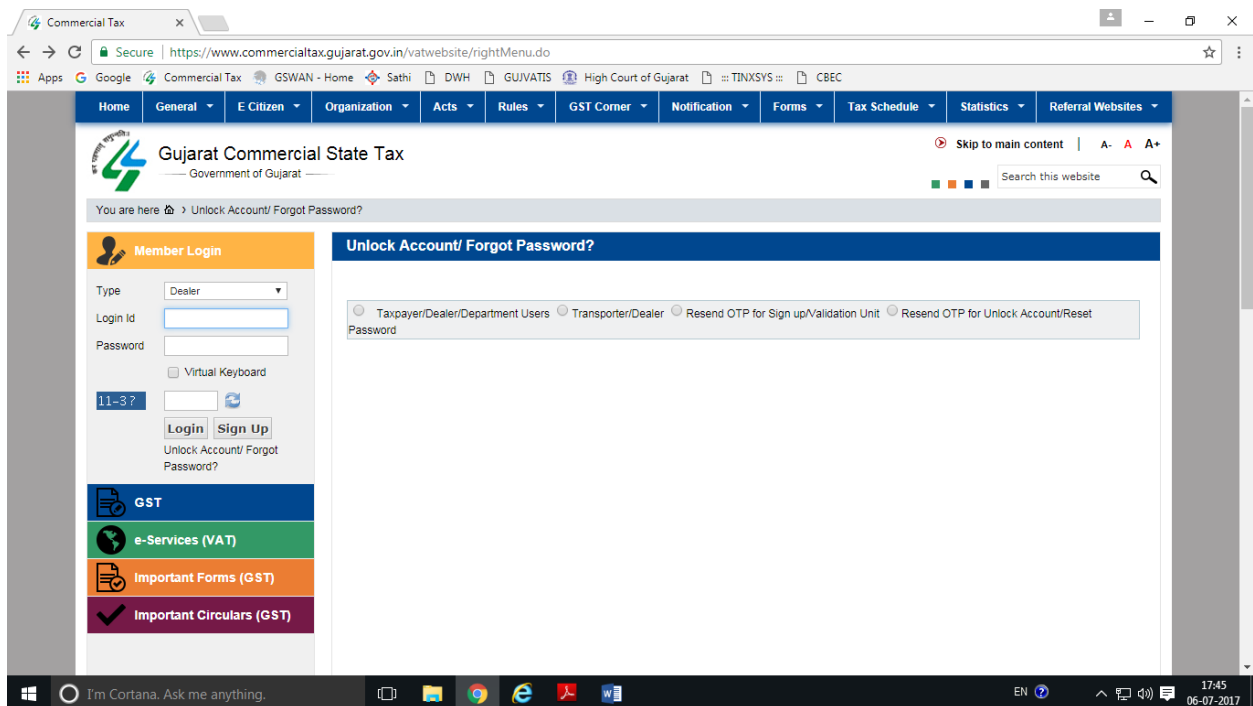
Edit Details: - Consigner (Supplier) / Recipient (Consignee) can edit the name of person (Supplier / Recipient)

→ 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.

The screenshot shows the 'Unlock Account/ Forgot Password?' page on the Gujarat Commercial State Tax website. The page has a navigation menu at the top with options like Home, General, E Citizen, Organization, Acts, Rules, GST Corner, Notification, Forms, Tax Schedule, Statistics, and Referral Websites. The main content area is titled 'Unlock Account/ Forgot Password?' and contains a form with the following fields:

- Login Id
- Security Question
- Security Answer\*
- Please enter the characters mentioned at following position of your 16-digit Security Code for your account.
- Position in Security Code: 7, 9, 15
- Enter characters\* (input boxes for 7, 9, 15)

Buttons for 'Confirm' and 'Home' are located at the bottom of the form.

## 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

The screenshot shows the 'Resend OTP for Signup' page on the Gujarat State Tax & Commercial Tax website. The page has a navigation menu at the top with options like Home, General, E Citizen, Organization, Acts, Rules, GST Corner, Notification, Forms, Tax Schedule, Statistics, and Referral Websites. The main content area is titled 'Resend OTP for Signup' and contains a form with the following fields:

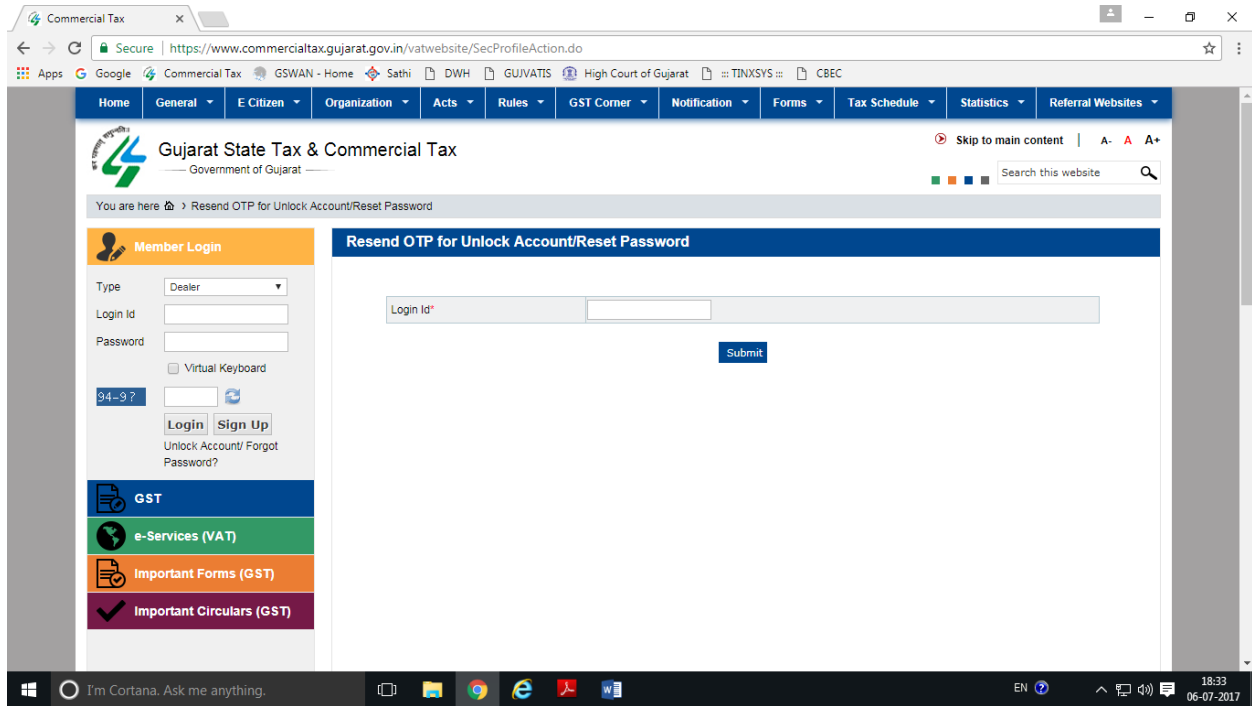
- Login Id\*

A 'Submit' button is located below the form.



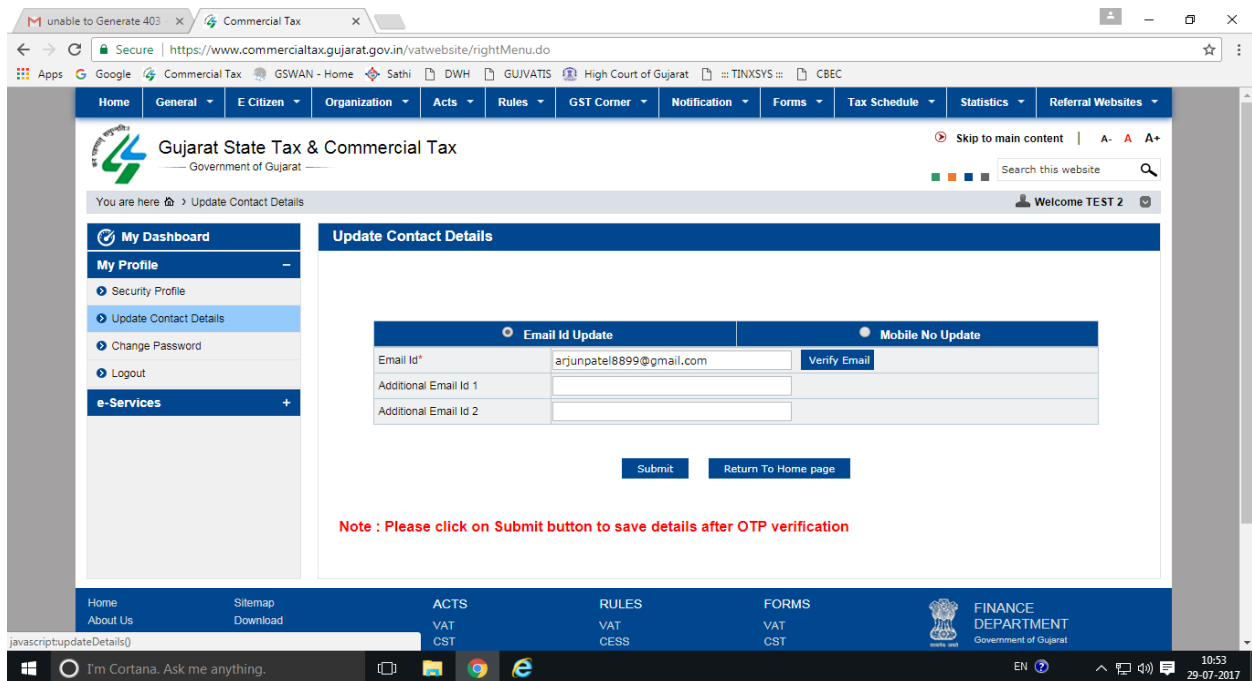
Resend OTP for Unlock Account / Reset Password: -

→ 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.

The screenshot shows the 'Change Password' page on the Gujarat State Tax & Commercial Tax website. The page has a blue header with navigation menus for Home, General, E Citizen, Organization, Acts, Rules, GST Corner, Notification, Forms, Tax Schedule, Statistics, and Referral Websites. The main content area contains a form with three input fields: 'Old Password \*', 'New Password \*', and 'Confirm Password \*', followed by a 'Submit' button. Below the form, a note states: 'Your password should have' followed by five requirements: 1. at least 8 characters and not more than 50 characters; 2. at least one upper case character(A-Z); 3. at least one lower case character(a-z); 4. at least one number (0-9); 5. at least one special character out of these @, -, \*, & ! % #. The left sidebar shows 'My Dashboard' and 'My Profile' options, with 'Change Password' selected. The footer includes 'Home', 'About Us', 'Contact Us', 'Sitemap', 'Download', 'Copyright Policy', 'ACTS', 'VAT', 'CST', 'RULES', 'VAT', 'CESS', 'FORMS', 'VAT', 'CST', and 'FINANCE DEPARTMENT Government of Gujarat'.

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.

The screenshot shows the home page of the Gujarat State Tax & Commercial Tax website. The page features a header with the text 'Gujarat - The Growth Engine of India' and a quote by Mahatma Gandhi. Below the header, there are several sections: 'Member Login' with fields for Type (Dealer), Login Id, Password, and a Virtual Keyboard; 'GST' with a list of links including Search Facility for GST Schedule, Facilitation Center for GST, GST Rates, Final GST Rules, 101st Constitution Amendment Act, 2016, GST Acts, FAQ on GST, GST Proper Officer List, and State Tax Officer Power Delegation; 'What's New' with a list of dealers for which GST Provisional ID is available in Second Phase, E-Signature option is enabled for GST Enrollment on GSTN Portal, Order for Disqualifying of CTP Shri. Jignesh S Mehta, and Instruction about GST Enrollment; 'e-Services (VAT)' with links for Important Forms(VAT), e-Payments, e-Registration Sign-up (Regular), Luxury/Entertainment Tax Registration, and Payment History for Cancelled Dealer; 'Important Forms (GST)' with links for SignUp for GST e way bill 402/403, GST e way bill 403 submission, Signup for Transporter for 405 (highlighted with a blue arrow), and Commodity code for 402/403/405; and 'Important Circulars (GST)' with a link for GST Notification. The footer includes 'Announcements' and the date '06-07-2017'.

## Signup for Transporter for Transit Pass: -

→ Fill the required details and click on submit.

The screenshot shows the 'Signup For Transporter' page on the Gujarat State Tax & Commercial Tax website. The page has a navigation menu at the top with options like Home, General, E Citizen, Organization, Acts, Rules, GST Corner, Notification, Forms, Tax Schedule, Statistics, and Referral Websites. The main content area is titled 'Signup For Transporter' and contains a form with the following fields:

- Transporter Name\*
- Address Line 1\*
- Address Line 2
- Email Address 1\* (with a placeholder example: e.g. abc@xyz.com)
- Email Address 2
- Mobile 1\*
- Mobile 2
- State\* (with a dropdown menu)
- Password\*
- Confirm Password\*
- Service Tax Number (with a placeholder example: e.g. ABCDE9999X)
- 76+6 ? (with a refresh icon)

On the left side, there is a 'Member Login' section with a dropdown menu for 'Type' (set to 'Dealer'), 'Login Id', 'Password', and a 'Virtual Keyboard' option. Below this are 'Login' and 'Sign Up' buttons, and a link for 'Unlock Account/ Forgot Password?'. There are also links for 'GST', 'e-Services (VAT)', 'Important Forms (GST)', and 'Important Circulars (GST)'.

→ On successful submission You will get message: -

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

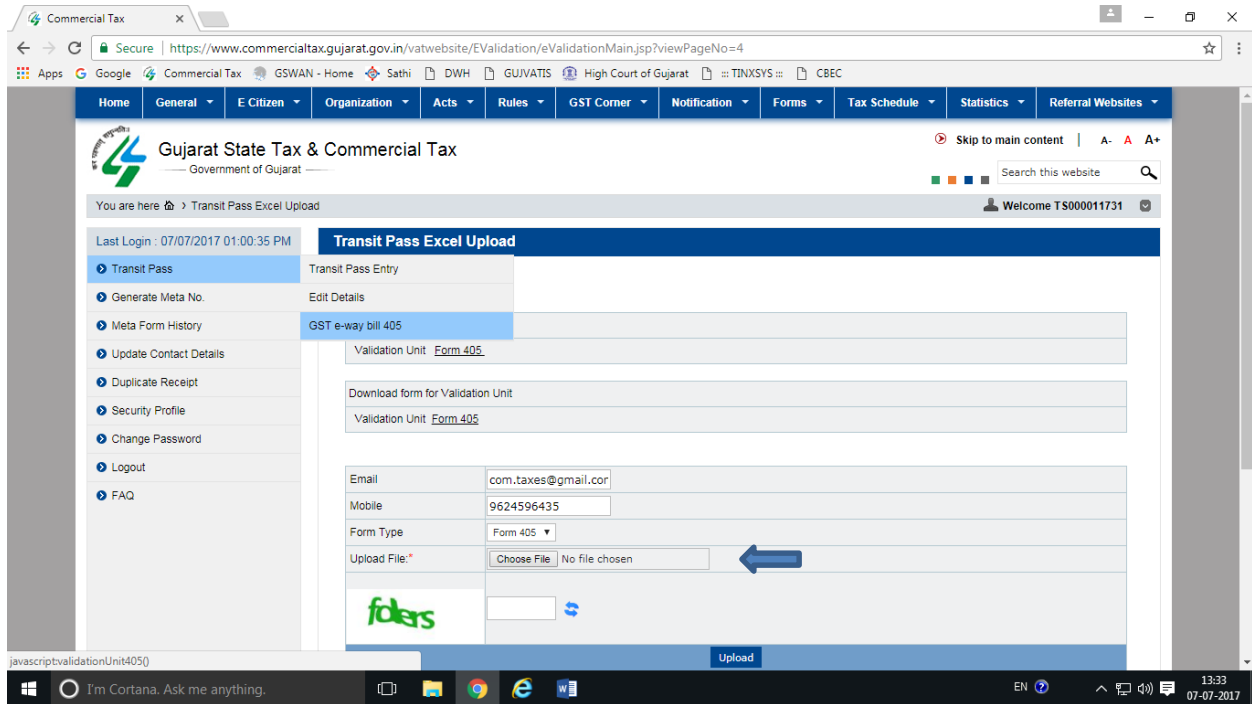
→ Login as a "Transporter" from drop down box:

The screenshot shows the 'Member Login' page on the Gujarat State Tax & Commercial Tax website. The page has a navigation menu at the top with options like Home, General, E Citizen, Organization, Acts, Rules, GST Corner, Notification, Forms, Tax Schedule, Statistics, and Referral Websites. The main content area is titled 'Member Login' and contains a form with the following fields:

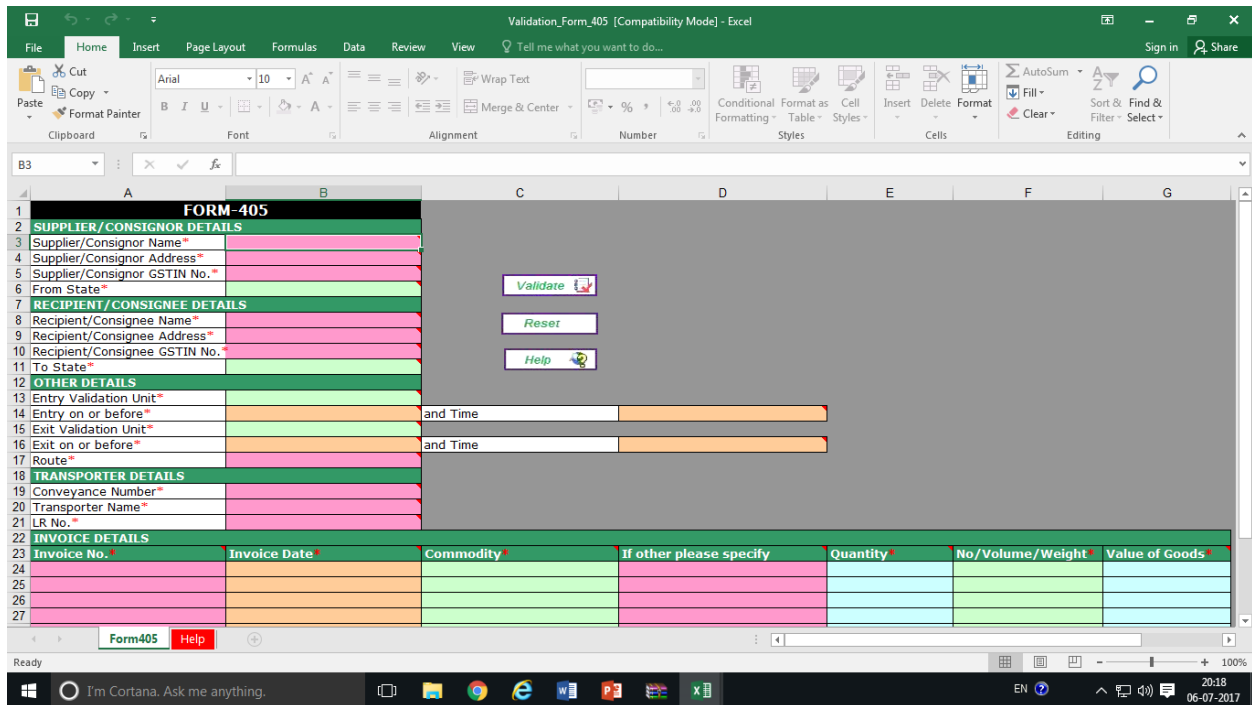
- Type: Transporter (indicated by a blue arrow pointing to the dropdown menu)
- Login Id
- Password
- Virtual Keyboard
- 20+5 ? (with a refresh icon)
- Login Sign Up
- Unlock Account/ Forgot

Below the login form, there is a 'GST' section with links for Search Facility for GST Schedule, Facilitation Center for GST, GST Rates, Final GST Rules, 101st Constitution Amendment Act, 2016, GST Acts, FAQ on GST, GST Proper Officer List, and State Tax Officer Power Delegation. There is also a 'What's New' section with links for GST proper officer list, Commercial Tax Officer Departmental Exam Programme, List of Dealers whose GST provisional ID received through CBEC, Important message regarding GST enrollment, and List of dealers whose new GST Provisional ID 14/06/2017. An 'Announcements' button is visible at the bottom right.

→ 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 message, 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.

The screenshot shows the Gujarat State Tax & Commercial Tax portal. The user is logged in as 'TS000011731'. The main menu includes Home, General, E Citizen, Organization, Acts, Rules, GST Corner, Notification, Forms, Tax Schedule, Statistics, and Referral Websites. The 'Transit Pass Excel Upload' section is active, showing options for Transit Pass Entry, Edit Details, and GST e-way bill 405. The form fields include: Validation Unit (Form 405), Download form for Validation Unit (Form 405), Email (com.taxes@gmail.com), Mobile (9624596435), Form Type (Form 405), and Upload File (No file chosen). A blue arrow points to the 'Upload File' button. The 'Upload' button is at the bottom right of the form.

→ 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”

The screenshot shows the Government of Gujarat State Tax Department Acknowledgement Receipt for Transit Pass. The receipt details are as follows:

Acknowledgement Number	: 40014394179
Transit Pass Number	: TP1710640207
Transporter Name	: nfg
Entry	: SAPUTARA
Exit	: KAPARADA

Below the receipt details, there is a link: [Click here to View PDF](#). At the bottom, there are 'Print' and 'Close' buttons.

→ Generated Form 405 in PDF format

FORM 405  
(See rule 138)  
TRANSIT PASS ISSUED UNDER SECTION 68 OF THE GUJARAT GOODS AND SERVICES ACT, 2017

Serial No. : TP1710640207  
Date: 07-JUL-2017 01:08:39 PM

Name of Transporter/Person : Test

conveyance / Truck No. 9999

Carrying the consignment mentioned in the Annexure annexed hereto

From	SAPUTARA	To	Dadra and Nagar Haveli
Via Route	bdf		
Start Date/Time	07/07/2017 11:00 AM	To End Date/Time	08/07/2017 12:00 PM

Place :  
Date :  
Time : (A.M.P.M)

Signature of the Officer  
Proper Officer first validation unit  
(Full Name, Designation of Seal)

ANNEXURE :

Sr. No.	G.C Note No.	Name and full Address of Consignee	Name and full Address of Consignor	Description of Goods	Quantity	No/Volume/ Weight	Value of Goods Rs.
1	1	XYZ,Nimo	ABC,Def	Horses, asses, mules and harrises	1	Ltrs	10

Certified that I have received the duplicate copy of transit pass.

**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 consignor / 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 (Consignor) 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 query or guidance kindly contact on **Helpline No: 079-26576856 / 26576858 / 26595000**  
Email-ID: [helpdesk1-ct@gujarat.gov.in](mailto:helpdesk1-ct@gujarat.gov.in)