



User Manual-India GST Portal

Version 13.0

March 12, 2024

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1. Summary of Changes

| Version No. | Published Date | Sections Updated |
|-------------|----------------|--|
| 9.0 | March 2020 | |
| 10.0 | September 2021 | Updated to new template |
| 11.0 | October 2022 | <ul style="list-style-type: none">• Screenshot updated to show the 'Upload Ticket' access is removed from section 6.1. Accordingly, details of the 'Upload Ticket' are removed from the section 6.4 Tiles. 'Chapter 9 Upload Ticket' is removed.• Screenshot updated to show the 'Edit' button is removed in section 9.1 Search Ticket. Accordingly, the related section 9.2 Edit Ticket is removed.• Details added in section 9.3 Download Invoice. |
| 12.0 | December 2023 | <ul style="list-style-type: none">• Screenshot Updated to show GST Registration page with new look in introduction of Chapter 4.• Screenshot updated to show Registration Form with new Air India logo in Section 4.1. |
| 13.0 | March 2024 | <ul style="list-style-type: none">• Screens updated for the new UI(User Interface) look. |



2. About this guide

This User Manual Guide introduces you to the Modules of GST Portal. Step-by-step instructions are provided for each screen to ease understanding, thereby bridging the gap between you and the application.

2.1. Audience

This guide is intended for business users who are using various modules of the GST Portal application.



3. Introduction to product

GST Portal application is made to capture GST registration details of the business partner and vendors with the Airlines.

This application will help us to capture and maintain vendor details for business processing. User/Vendor can register themselves with the Airline using this portal independently and can manage their account for future correspondence by their own.



4. Accessing product

Any user who wishes to use Product will need to perform logging formalities at the beginning of every session. This section will provide details of security and unauthorized access. It will also tell that if the user identification or password is incorrect, the system will deny you entry into the application for unauthorized users.

For login into the application user first need to register with the application through filling the Registration Form as explained below.

Go to Airline's website and navigate to GST registration page. There you will find a hyperlink "ClickHere" against "Register/Login", as shown in below image.

The below image is an excerpt of one of our existing clients

[http://www."airline name".in/GST-Registration.htm](http://www.)

GST Registration

With effect from July 1, 2017, the Goods and Services Tax (GST) introduced in India replaces some of the existing indirect taxes. All passengers requiring GST invoice for their tickets are requested to complete the one-time registration on our website by entering the relevant details.

Before commencing registration process, please keep the following details ready.

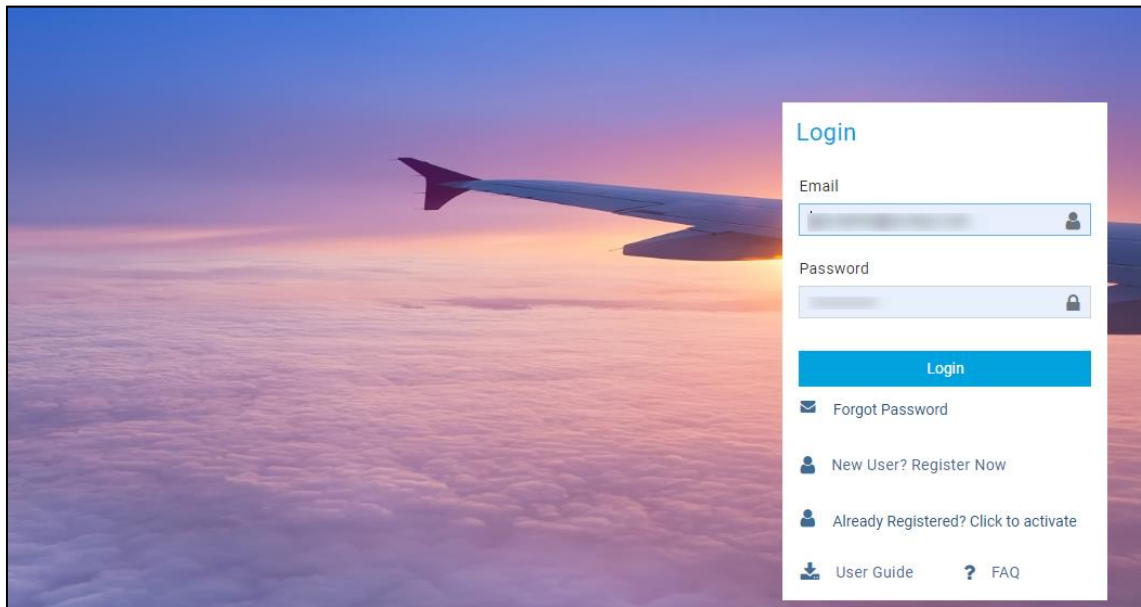
- > Company PAN (including scanned copy)
- > Company TAN details (including scanned copy)
- > GST details (including scanned copy)
- > ARN details (including scanned copy)
- > Company address and contact details

As per Section 34 of GST Act, refund of K3 will not be allowed after 30 Sept 2023 for tickets issued from 1 April 2022 to 31 Mar 2023 and or reissued up to 30 Sept 2023. The last date for submission of refunds is 30 Sept 2023.

To Register / Login [Click Here](#)

New Login screen will open as shown in below image.

By clicking on the "New User? Register Now" link as shown below, new form will open on the user screen.



4.1. Registration Form

Users need to fill all mentioned details in the form to create user profile, which are needed to create and validate login credentials.

Form contains following fields, herewith we have provided small description about it & the valid acceptable input values.

The Form is broadly divided into 3 sections:

- Company Details
- GST Details
- TCS Details
- User Details



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| Field | Description |
|-----------------------|---|
| Company TAN | <ul style="list-style-type: none">This is not a mandatory field. - Enter your company TAN number |
| Upload Company TAN | <ul style="list-style-type: none">User can upload soft-copy or other supporting document of the company TAN number here.This is not a mandatory field.User is allowed to upload only JPG, JPEG, PNG, DOCX or PDF file of up to 400KB in size. |
| Address Line 1 | <ul style="list-style-type: none">Enter company address here.This is a mandatory field.Maximum length could be 50 characters. |
| Address Line 2 | <ul style="list-style-type: none">Enter remaining company address here in continuation with the address line 1.This is a mandatory field.Maximum length could be 50 characters. |
| Country | <ul style="list-style-type: none">This is a mandatory field.Select country from the drop down list, to which country company address belongs. |
| State | <ul style="list-style-type: none">This is not a mandatory field.Select the state from drop-down list to which company address belongs to.This field will only be enabled when country selected is India, for other countries it will be disabled. |
| City | <ul style="list-style-type: none">This is not a mandatory field.Enter city name to which company address belongs to. |
| PIN Code | <ul style="list-style-type: none">This is not a mandatory field.Enter Pin code to which company address belongs to. |
| Company Email Address | <ul style="list-style-type: none">This is a mandatory field.Enter company email id.Ex: Company_name@host-name |
| Company Phone Number | <ul style="list-style-type: none">This is a mandatory field.Enter Company phone number as per following formatISD code followed by single space character followed by 10-12 no. Ex: +91 999999999999 |

| Field | Description |
|--|---|
| Category | <ul style="list-style-type: none"> • This is a mandatory field. • Select the category from drop-down list under which your company falls. • Agent • Agent cum PSU • Corporate/Company • Individual • United Nationals • Government • Public Sector Unit • Registered Trust • Society/Cooperative Society |
| Are you an EcommerceOperator? (Y/N) | <ul style="list-style-type: none"> • This is a checkbox which the user shall check if they are an Ecommerce Operator. By default, this shall be unchecked • If this checkbox is not checked, then the TCS Details section shall not be accessible |
| Are you Registered for GST asSEZ unit? (Y/N) | <ul style="list-style-type: none"> • This is a checkbox which the user if an SEZ shall check. • By default, this shall be unchecked. |
| Are you Registered for GST asPSU unit? (Y/N) | <ul style="list-style-type: none"> • This is a checkbox which the user if a PSU shall check. • By default, this shall be unchecked. |

4.3. GST Details

GST Details

* GST Number

88AAAAA8888888Z8

Type

* Date Of Issue (GST)

DD-MMM-YYYY

Upload GST Certificate

Choose File

No file chosen

(Upload a JPG,JPEG,PNG,DOCX,DOC or PDF file of up to 400KB)

ARN Number

AA8888888888888

Date Of Issue (ARN)

DD-MMM-YYYY

Upload ARN Certificate

Choose File

No file chosen

(Upload a JPG,JPEG,PNG,DOCX,DOC or PDF file of up to 400KB)

* Address Line 1

AA

* Address Line 2

AA

* State

* City

AAAAAAAAAAAAAAAAAAAAAAAA

* PIN Code

AAAAAAAA

* Company Email Address

* Company Contact Num...

+91 99999999999

* Mobile Number

+91 99999999999



| Field | Description |
|--|---|
| GST Number | <ul style="list-style-type: none">• Enter company GST number here.• This is a mandatory field.• Format should be exactly like - 88AAAAA8888A8Z8• It should be unique value. Duplicate entry not allowed• For regular GSTIN, user shall be allowed to enter a UN GSTIN• For a UNITED NATIONAL user, the GST Number field shall allow only to enter the valid UN GSTIN Ex:1234IND56789UNS• Should the GSTIN be an invalid UN GSTIN, system shall throw an error message |
| Type | <ul style="list-style-type: none">• This is not a mandatory field.• Select the GST type from the drop-down list. |
| Date Of Issue (GST) | <ul style="list-style-type: none">• This is a mandatory field.• You can select a date from date picker option provided |
| Upload GST Certificate | <ul style="list-style-type: none">• User can upload soft-copy or other supporting document of the company GST number here.• This is not a mandatory field.• User is allowed to upload only JPG, JPEG, PNG, DOCX or PDF file of up to 400KB in size. |
| ARN Number | <ul style="list-style-type: none">• Enter company ARN number here.• This is not a mandatory field.• If you enter ARN number, then format should be exactly like - AA888888888888 |
| Date Of Issue (ARN) | <ul style="list-style-type: none">• This is not a mandatory field.• You can select a date from date picker option provided |
| Upload ARN Certificate | <ul style="list-style-type: none">• User can upload soft-copy or other supporting document of the company ARN number here.• This is not a mandatory field.• User is allowed to upload only JPG, JPEG, PNG, DOCX or PDF file of up to 400KB in size. |
| Are you an Ecommerce operator? (Y/N) | <ul style="list-style-type: none">• If you are an e-commerce operator, then please select this check box.• This is not a mandatory field |
| Are you Registered for GST as SEZ unit? (Y/N) | <ul style="list-style-type: none">• If you have registered for GST as SEZ unit then please select this check box.• This is not a mandatory field. |
| Address Line 1 | <ul style="list-style-type: none">• Enter company address here.• This is a mandatory field. |



| Field | Description |
|------------------------|---|
| | <ul style="list-style-type: none">Maximum length could be 50 characters. |
| Address Line 2 | <ul style="list-style-type: none">Enter remaining company address here in continuation with the address line 1.This is a mandatory field.Maximum length could be 50 characters. |
| State | <ul style="list-style-type: none">This is not a mandatory field.Select the state from drop-down list to which company address belongs to.This field will only be enabled when country selected is India, for other countries it will be disabled. |
| Address Line 2 | <ul style="list-style-type: none">Enter remaining company address here in continuation with the address line 1.This is a mandatory field.Maximum length could be 50 characters. |
| State | <ul style="list-style-type: none">This is not a mandatory field.Select the state from drop-down list to which company address belongs to.This field will only be enabled when country selected is India, for other countries it will be disabled. |
| City | <ul style="list-style-type: none">This is not a mandatory field.Enter city name to which company address belongs to. |
| PIN Code | <ul style="list-style-type: none">This is not a mandatory field.Enter Pin code to which company address belongs to. |
| Company Email Address | <ul style="list-style-type: none">This is a mandatory field.Enter company email id.Ex: Company_name@host-name |
| Company Contact Number | <ul style="list-style-type: none">This is a mandatory field.Enter Company phone number as per following format.ISD code followed by single space character followed by 10-12 no. Ex: +91 999999999999. |
| Mobile Number | <ul style="list-style-type: none">This is a mandatory field.Select the category from drop-down list under which your company falls. |

4.4. TCS Details

This section shall be accessible only if the User checks the “Are you an Ecommerce Operator” checkbox, else this section shall not be accessible.



TCS Details

TCS GST Number

88AAAAA8888A8C8

Upload TCS GST Certifica...

Choose File

No file chosen

(Upload a JPG,JPEG,PNG,DOCX,DOC or PDF file of up to 400KB)

IATA CODE

AAAAAAA

Date Of Issue (ARN)

DD-MMM-YYYY

Type

Date Of Issue

DD-MMM-YYYY

Address

AAAAAAAAAAAAAAAAAAAAAAAAAAAAA

State

City

AAAAAAAAAAAAAAAAAAAAAAAAAAAAA

Pin code

AAAAAAAAAAAAAAAAAAAAAAAAAAAAA

Company Contact Num...

+91 99999999999

Company Email Address

AAAAAAAAAAAAAAAAAAAAAAAAAAAAA

Mobile Number

+91 99999999999

TCS Details from Inputs

| Field | Description |
|----------------------------|--|
| TCS GST Number | <p>This is a mandatory field</p> <p>Enter OTA/TCS GSTIN Number</p> <p>This OTA/TCS GSTIN Number is one from the Bulk TCS GSTINs that shall beloaded thereafter</p> |
| IATA Code | <p>Enter the IATA Code</p> <p>This IATA Code shall be one of the IATA codes from the Bulk data that shallbe loaded thereafter</p> |
| Type | <p>This is not a mandatory field.</p> <p>Select the GST type from the drop-down list.</p> |
| Date of Issue | <p>Enter the date of the TCS GSTIN upload</p> |
| Upload TCS GST Certificate | <p>NA for TCS Upload</p> |
| Date Of Issue (ARN) | <p>NA for TCS Upload</p> |
| Address | <p>Primary Address of the Ecommerce Operator</p> |
| State | <p>This is not a mandatory field.</p> <p>Select the state from drop-down list to which company address belongs to.</p> <p>This field will only be enabled when country selected is India, for other countries it will be disabled.</p> |
| City | <ul style="list-style-type: none">This is not a mandatory field.Enter city name to which company address belongs to. |
| PIN Code | <ul style="list-style-type: none">This is not a mandatory field.Enter Pin code to which company address belongs to |
| Company Contact Number | <ul style="list-style-type: none">This is a mandatory field.Enter Company phone number as per following formatISD code followed by single space character followed by 10-12 no. Ex: +91 999999999999 |
| Company Email Address | <ul style="list-style-type: none">This is a mandatory field.Select the category from drop-down list under which your |

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| Field | Description |
|----------------------|---|
| | company falls. |
| Mobile Number | Enter the Mobile phone number of the primary contact. |

4.5. User Details

User Details

Title

First Name

AAAAAAAAAAAAAAAAAAAAA

Last Name

AAAAAAAAAAAAAAAAAAAAA

Login Email Address

Password

Re-Enter Password

Mobile Number

+91 99999999999

Enter Verification Code

SDCLR

| Field | Description |
|----------------------------|---|
| Title | <ul style="list-style-type: none"> This is a mandatory field. Select the title from the drop-down list. |
| First Name | <ul style="list-style-type: none"> This is a mandatory field. Enter your first name here. |
| Last Name | <ul style="list-style-type: none"> This is a mandatory field. Enter your last name here. |
| Login Email Address | <ul style="list-style-type: none"> This is a mandatory field. Enter users email id. Ex - username@host-name This will also be your login user name after account activation. User will get email notification on this email id at certain stages of application. This email id should be unique, duplicate user name is not allowed. |
| Mobile Number | <ul style="list-style-type: none"> This is a mandatory field. Enter your mobile number as per following format ISD code followed by single space character followed by 10-12 no.Ex - +91 999999999999 |
| Password | <ul style="list-style-type: none"> This is a mandatory field. Enter your password here, it should be minimum 6 digits long, and combination of alphanumeric character. This will be your password while logging into the application after user activation. |



| Field | Description |
|-------------------------|--|
| Re-Enter Password | <ul style="list-style-type: none">• This is a mandatory field.• Enter same password again as above. |
| Enter Verification Code | <ul style="list-style-type: none">• This is a mandatory field.• Enter the text exactly as shown in the image.• You can refresh the Captcha image if text is not properly visible, new code image will be shown every time. |
| Submit | <ul style="list-style-type: none">• Click on Submit button after completely filling above form.• User will get error message/ warning if any incorrect data/format is entered, then need to correct it submit the form again• If all entered data is correct the form will be submitted to application and user will get success message on screen• User will also receive the account activation link through email on the above specified email id, to verify email id of the user. |
| Back | <ul style="list-style-type: none">• After clicking on back button user will be redirected back to login page.• None of the entered details will be saved. |

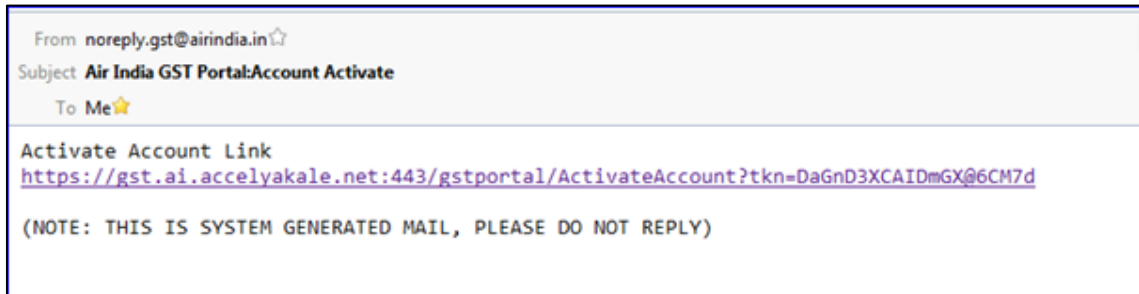
Users need to fill complete details as per the above description in the form then click on submit button to submit the form. User will get error message/ warning if any incorrect data is entered and corresponding fields on the screen will be highlighted then user need to correct it submit the form again. After successfully registering with the application user will get confirmation message on the screen as shown in below image.





5. User Account Activation

After successfully registering with application user will get the auto generated email which contain account activation link with it as shown in the below image.



User needs to click on the link provided in the email within 24 hrs. from registration form is submitted.

If the link is correct and user account is activated successfully then user will get confirmation message as shown in the screen: “Your account is activated successfully. You will now be able to login using your login credentials.”

Your account is activated successfully. You will now be able to login using your login credentials.

If the account activation failed due to some reasons, then user will get error message as shown in the screen about the activation failure: “You are not authorized to access this application.”

You are not authorized to access this application.

5.1. Resend Account Activation link

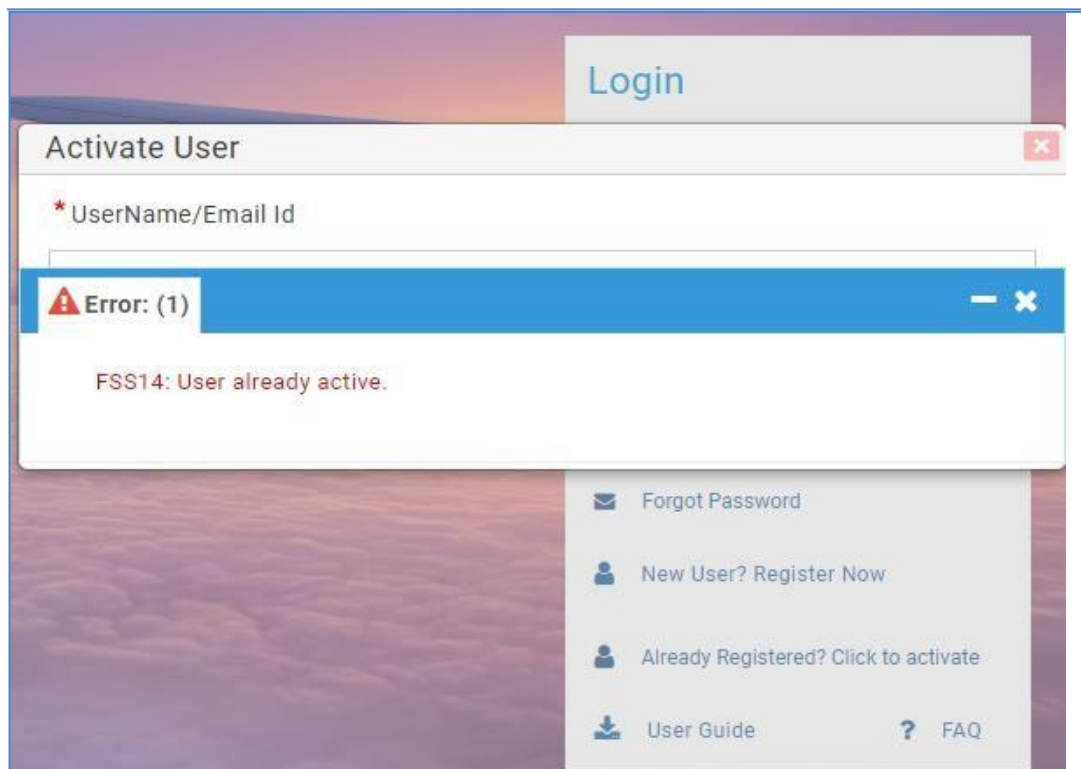
If Due to some reason, user is not able receive the email that contains User Account Activation link, then by using this feature user will be able to get that email again with new Account Activation link on his/her registered email id.

5.1.1. Click to Activate link

This functionality can be achieved by Clicking on the “Already Registered? Click to activate”. New pop up will open enter your registered email id there then click on “Send” button.



If user account is not active, then only new re-activation link will be sent through email. Otherwise, if user is already active then they will get error message on screen and will not receive email.



5.1.2. Inactive user login with the valid user name & password

When user try to login with the valid user name & password application will verify if the user is active or not. If user is not active application will show a pop up that say “Account activation pending. Do you want to re-send activation link?”



The Admin user can Activate the user by using the Activate User feature on the Login screen



5.2. Login to the application

User who wishes to enter application needs to login through below screen. Users need to provide valid credentials as per the details submitted while registration.

Email: Enter your “Login Email Address” which was submitted while user registration form submitted.

Password: Enter your “Password” which was submitted while user registration form submitted. Then click on “Login” button. If user is authenticated, then they will be navigated to home page of application.

If user attempts to login with invalid username or password, then login will be restricted & user will be notified with the error message.

Login

Email

Enter Email

Password

Enter Password

Login

[Forgot Password](#)

[New User? Register Now](#)

[Already Registered? Click to activate](#)

[User Guide](#) [FAQ](#)

5.3. Forgot Password / Password Reset

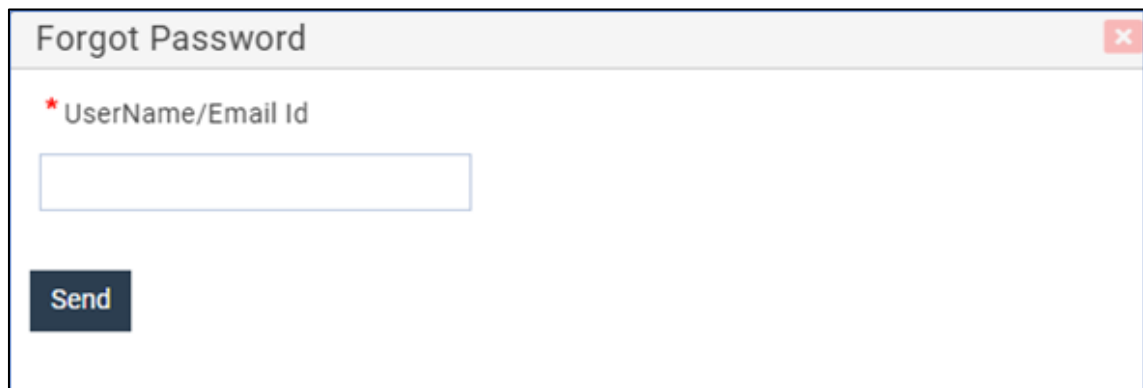
If user has forgotten the password or wish to reset the password, then it can be obtained by clicking on “Forgot Password” link present on the Login page.



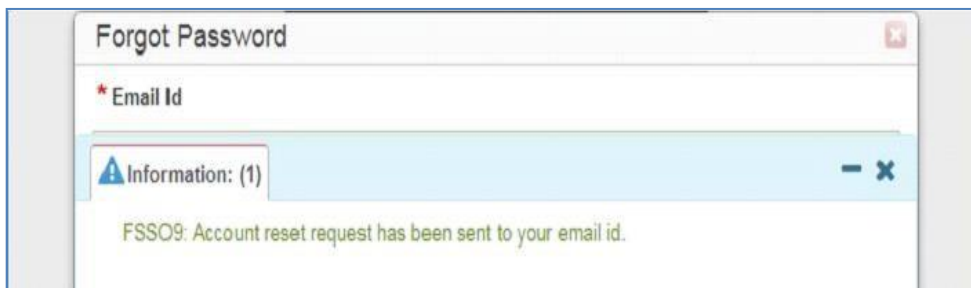
5.3.1. Forgot password: Active User

After clicking on the link new pop up will appear as shown in below image. Users need to enter his/her registered email id and then click on send button.

Valid user id check is in place so user needs to enter valid email address only, if invalid email address is entered then user will be notified with error.

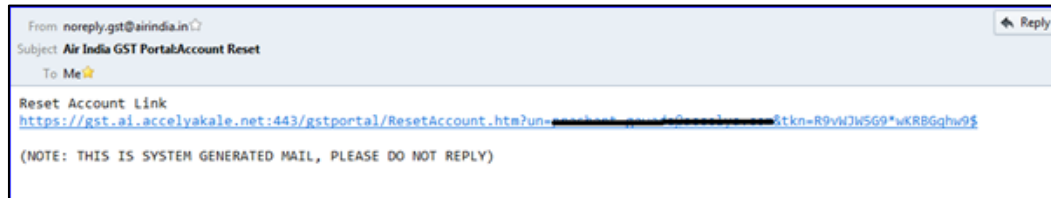


After entering valid user email id and clicking on send button, user will get notification about the reset account email sent to email id.



Then user need to check his/her email Inbox, where user will receive email containing account resetlink as shown in the below image.





Once email is received user need to click on the link available in email. Link will take user to the browser and new web page will open. There user need to enter his details as per following.

Email Id: Enter your “Login Email Address” which was submitted while user registration form submitted.

New Password: Enter your new “Password” which will be used for login to application.

Confirm New Password: Enter exactly same password as above to verify.

Then click on “**change**” button.

Password validation is in place, so you need to enter minimum 6 characters long & combinationalphanumeric code as new password. If new password passed the validation, then you will get the success message on screen and login link to navigate to the login page where you can login to application with new password.

If password validation fails, user will be notified with the error message and will ask to enter details again.



5.3.2. Forgot password: Inactive User

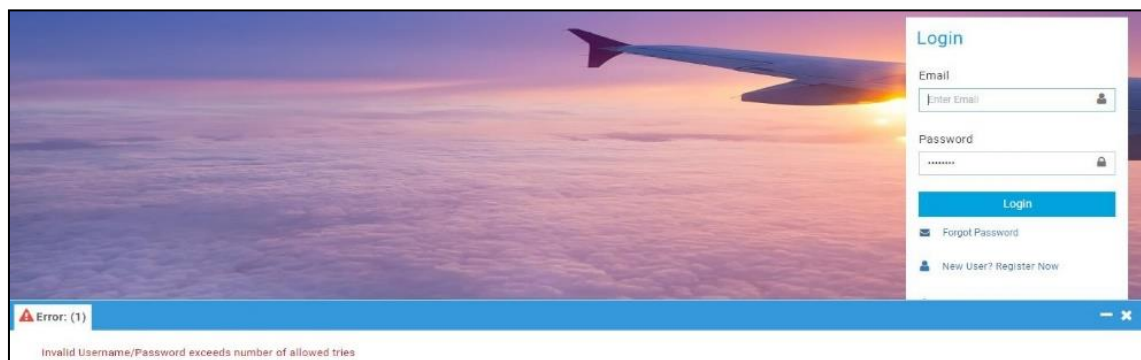
If inactive user tries to reset password, then they will get prompt notification about pending account activation and the Administrator needs to be contacted, who can both Activate and set an initial password for the user.

5.4. User Account Locked

User Account will be locked in below two cases -

- If max no. of invalid tries to login exceeds 5 times.
- No Usage of the account for more than 90 days.

Then user needs to get account unlocked from Admin to login again. After account is locked user will not be able to login to the application neither can use the password reset functionality. User will be prompted every time with the remaining attempts to prevent from trying multiple attempts with wrong password. In this case user can use the Forgot Password feature before account get locked and reset the password using link received through password reset email.



In case of “No Usage of the account for more than 90 days”, after user account is reset by Admin user will be asked to change password for security purpose.





Users need to change password to continue.

0

* Password

* New Password

* Re-enter New Password

Change

Error: (1)

You need to change the password to continue



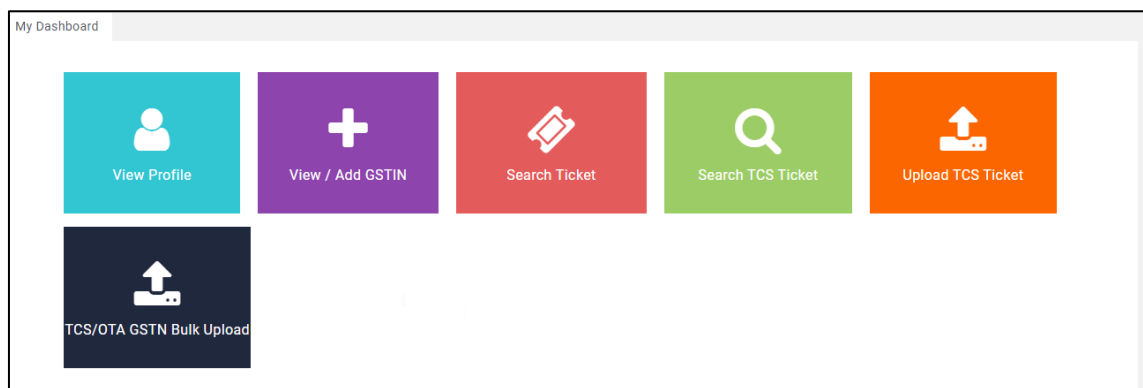
6. Product Homepage and Modules

6.1. Home Page

When user successfully logs in to the application, they will be landed on the application home page.

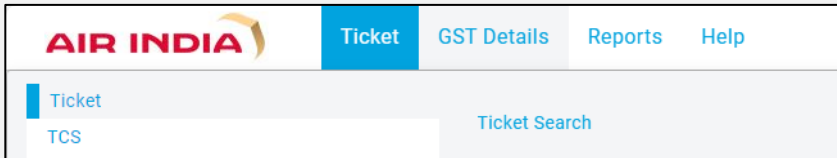
- Home page is broadly divided in 3 sections:
- Top Navigation Menu

Tiles

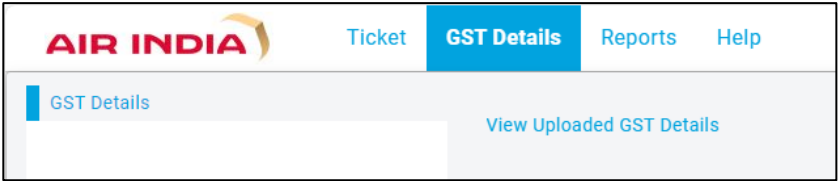
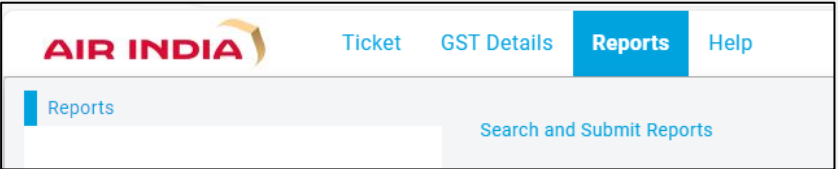


6.2. Top Navigation Menu

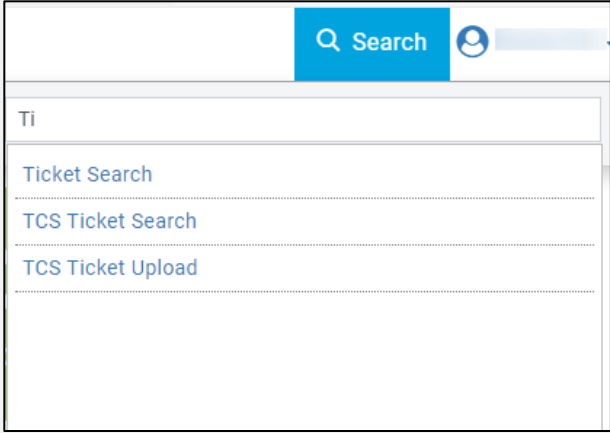
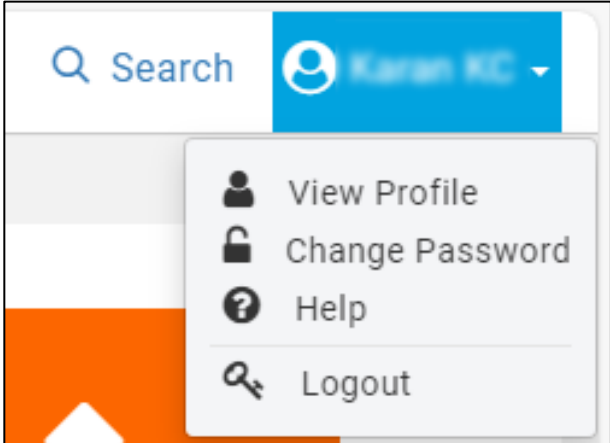
Top navigation menu has below links. These will be always accessible from any of the internal page/module.

| Field | Description |
|--------|--|
| Ticket | <p>This Menu provides navigation links to go to pages which falls under Ticket menu. They are as follows:</p> <p>1. Ticket Search: Clicking on this user will be navigated to ticket search screen.</p>  |



| Field | Description |
|--------------------|--|
| GST Details | <p>This Menu provides navigation links to go to pages which falls under Ticket menu. They are as follows:</p> <ol style="list-style-type: none">1. View Uploaded GST Details: Clicking on this user will be navigated to GST Detailsscreen.  |
| Reports | <p>This Menu provides navigation to Reports section where the user can generate and fetch their Invoices based on the entered GSTIN, this is intended mainly for users whointend to fetch the Invoices based on the entered GSTIN.</p>  |
| Help | <p>Help Menu is provided to user, from where user can download documents thatillustrates the application behavior and other functional flows.</p> <p>User can download below 2 types of documents in .pdf formats for reference.</p> <ol style="list-style-type: none">1. User Guide: This document gives the detailed information about the Modules & application for users. It also contains print screens & steps to carry out major functionaloperations.2. FAQ: Using this option user will be navigated to the frequently asked questionspage. <p>This answers most asked queries by users.</p> |



| Field | Description |
|--------------|--|
| Menu Search | <p>This will serve as a quick search option to search menu/screens - IntelliSense feature is provided here this will help user to search with partial input aswell.</p>  |
| User Profile | <p>This will provide user options to view details about his/her profile.</p> <p>1. View Profile: Clicking on view profile screen will appear, where user can view or edit profile details.</p> <p>Logout: This option will help user to log out of the application.</p>  |

6.3. Reports

This menu navigates the users to the Reports screen to be able to fetch the Invoices based on the entered GSTIN number. On clicking the Reports from the Top Navigation Menu, as shown under.



AIR INDIA

Ticket GST Details Reports Help

Reports

Search and Submit Reports

Click on the “Search and Submit Reports” to navigate to the screen where the user can input the required GSTIN number. Following screen opens.

My Dashboard Search and Submit Reports

Search x

Report Name
AAAAAAAAAAAAAAAAAAAA

Search View Report [A] Clear

0 records found

| Action | Report Name | Output Format |
|--------|-------------|---------------|
| | | |

0 records found

- Search: Click on the Search Button to list the Report “GSTIN-wise INVOICE DETAILS”. This is the Report name which shall provide the option of entering the GSTIN and GSTR Month to fetch the associated Invoices.

My Dashboard Search and Submit Reports

Search x


Report Name
GSTIN-wise INVOICE DETAILS

Search View Report [A] Clear

1 records found

| Action | Report Name | Output Format |
|--------|----------------------------|---------------|
| | GSTIN-wise INVOICE DETAILS | CSV |

1 records found

Click on the Action Icon (), as shown above which brings up a prompt, as shown below.

Enter GSTIN Number: This is a mandatory field that expects a valid GSTIN Number input whose Invoices are to be fetched



Prompts

*

Enter GSTIN Number:

AAAAAAAAAAAAAAAAAAAAA

*

Enter GSTR Month:

DD-MMM-YYYY

Output Type

CSV

Submit [E]

Cancel

Enter GSTR Month: This is a mandatory field that the user needs to enter the month from the provided calendar

Output Type: The available output is CSV that the user can fetch

The report shall take some time to appear, and shall not be available right away

Submit: On entering all the details in the prompts, the “Submit” button should be clicked. Following message shows up on submission of the report.

Report Information

Report queued successfully. Process ID is 2242571

Search Report

Cancel [Q]

Search Report: User needs to click the “Search Report” button on the above message prompt. User is taken to the following screen where they can View the Report.

My Dashboard

Search and Submit Reports

Search / View Report

Current User

Report Name

Prompts

File Name

Process Status

Process ID

Queued From

Queued To

User Name

Failure

Search

Clear

Back

2 records found

15

1

Go

| Select | Action | Report Name | Prompts | File Name | Process Status | Process ID | Queued On |
|--------------------------|-----------------------------|----------------------------|--|-------------|----------------|------------|---------------|
| <input type="checkbox"/> | View Report | GSTIN-wise INVOICE DETAILS | SQ001;1325769;CSV;8944;01AAAJPO288R1ZT;31-Jul-2021 | 1325769.csv | Completed | 1325769 | 20-Jan-2022 1 |
| <input type="checkbox"/> | View Report | GSTIN-wise INVOICE DETAILS | SQ001;1325767;CSV;8944;01AAAJPO288R1ZT;31-Jul-2022 | 1325767.csv | Completed | 1325767 | 20-Jan-2022 1 |

2 records found

15

1

Go

On successful completion of the process, the user can View the Report, by clicking the “View Report” hyperlink, as shown above

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accelya

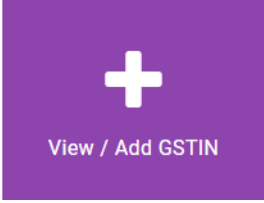
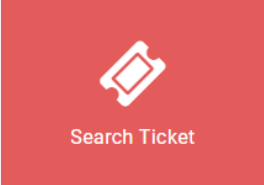
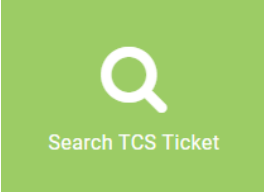
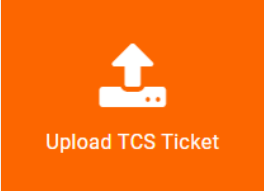



The final report downloads on the users machine, which shall be saved in the downloads (or another configured folder).

The user can open the Report, as soon as it is downloaded.

6.4. Tiles

Tiles are the quick navigation links for few major modules, which will be referred frequently. This section includes below tiles.

| Field | Description |
|---------------------------------|---|
| View Profile | Clicking on this tile view profile screen will appear, where user can view or edit profile details |
| View/ Add GSTIN | Clicking on this tile user will be navigated to GST Details screen.  |
| Search Ticket | Clicking on this tile user will be navigated to ticket search screen.  |
| Search TCS Tickets | Clicking on this tile user will be navigated to ticket search screen.  |
| Upload TCS Tickets | Clicking on this tile user will be navigated to TCS Ticket Upload screen.  |
| TCS/OTA GSTN Bulk Upload | Clicking on this tile user will be navigated to the TCS Bulk Upload screen  |



7. View Profile Module

My Dashboard

View Profile

View Profile ✕

Company Details

* Company Name

Registration Number

AAAAAAAAAAAAAAAAAAAAA

* Company PAN

Company PAN File Not U...

Company TAN

AAAAAAAAAAAAAAAAAAAAA

Company TAN File Not Up...

* Address Line 1

STREET 1

* Address Line 2

STREET 2

* Country

INDIA

State

Madhya pradesh

* City

* PIN Code

* Company Email Address

* Company Phone Number

Category

Agent

GST Details

| GST Number | Type | Date of Issue(GST) | ARN Number | Date of Issue(ARN) | Company Email Address |
|------------|-----------|--------------------|------------|--------------------|-----------------------|
| | Permanent | 01-Jan-2022 | | 01-Jan-2022 | |

View Uploaded GSTIN Details.

TCS Details

* TCS GST Number

88AAAAA8888A8CB

* IATA CODE

AAAAAAA

Type

Date Of Issue

DD-MMM-YYYY

Upload TCS GST Certifica...

Choose File

No file chosen

Date Of Issue (ARN)

DD-MMM-YYYY

* Address

AAAAAAAAAAAAAAAAAAAAA

* State

* City

AAAAAAAAAAAAAAAAAAAAA

* Pin code

AAAAAAAAAAAAAAAAAAAAA

* Company Contact Num...

+91 999999999999

* Company Email Address

Mobile Number

+91 999999999999

User Details

* Title

* First Name

* Last Name

* Login Email Address

* Mobile Number

Edit

User can view and verify their profile detail on this screen which they entered while registration process with the application. User can also download, and view documents attached while form was submitted. A downloadable link is available in front of every document. Please note the link would be present only if the user had uploaded document while registration otherwise user will see a message as “File Not Uploaded”.



We have shown limited details about GST number of user here. If user wishes to see complete details about GST then, user is provided with “View Uploaded GSTIN Details” link to navigate to the GST details screen.

7.1. Edit Profile Button

User can also edit their profile details by clicking on “Edit” button present at the bottom of View Profile screen.

To maintain integrity of data & user details, only few of the fields are allowed to be edited by the user.

Mainly address and contact number details are editable. After clicking on Edit button, new editable form with fewer fields is displayed. User can make the required changes here, however all validation applicable to these fields while submitting registration form apply here as well. So, user need to make changes carefully.

After making necessary changes user can save the details by clicking on the “Submit” button. If all details are correct and valid, then only form will be submitted, and new changes will be saved in the application database. User will get confirmation message on the screen, then same changes can be verified in the View Profile screen as well.



The screenshot shows a web application interface with a top navigation bar containing 'My Dashboard', 'View Profile', and 'Edit Company and User Details'. The main content area is titled 'Edit Company and User Details' and contains two sections: 'Company Details' and 'User Details'. The 'Company Details' section has six input fields: 'Address Line 1' (containing 'STREET 1'), 'Address Line 2' (containing 'STREET 2'), 'City', 'PIN Code', 'Company Email Address', and 'Company Phone Number'. The 'User Details' section has one input field: 'Mobile Number'. A blue notification bar at the bottom of the form area displays a green triangle icon, the text 'Information: (1)', and the message 'Data is successfully saved.'.

If newly entered details are not valid, then form will not be submitted, and user will be notified about wrong input on the screen. User then needs to make corrections and submit the form again.

The screenshot shows the same 'Edit Company and User Details' form as the previous one, but with a validation error. The 'Address Line 2' input field is highlighted with a red border and contains a string of 20 tilde characters (~). A blue notification bar at the bottom of the form area displays a red triangle icon, the text 'Error: (1)', and the message 'You must enter a value for Address Line 2'.

By clicking on “Back” button user can navigate to previous page and all changes will be discarded. No changes will be submitted to the application database.



8. View/ Add GSTIN

8.1. Search GST

In this module user can view details of all GST numbers added under their account. User also can 'Add new or Edit existing GST details here. For quick access user is provided with search option. User can search GST details using GST Number, GST Type or/and ARN Number.

| Select | GST Number | Type | Date of Issue(GST) | Upload GST Certificate | ARN Number | Date of Issue(ARN) | Upload ARN Certificate | Address Line |
|--------------------------|----------------|-----------|--------------------|------------------------|------------|--------------------|------------------------|--------------|
| <input type="checkbox"/> | 01AAAJ0288R1ZT | Permanent | 01-Jan-2022 | File Not Uploaded | | 01-Jan-2022 | File Not Uploaded | LANE 1 |

GST Number: Lists all GST number under users account in drop-down selection list. You can choose and select from it.

GST Type: All GST types will be listed in drop-down list; you can choose and select one from it.

ARN Number: User can enter his/her 15 digit ARN number here. After making appropriate selection user can click on "Search" button. All details as per the selected input will show in the tabular form in the result area. If user clicks on search button without any input search criteria, then all details will be shown as default in the search area.

User can download and view GST & ARN documents attached while form submitted. A downloadable link is available in respective column of every document. Please note the link would be present only if the user had uploaded document while registration otherwise user will see a message as "File Not Uploaded".

| Select | GST Number | Type | Date of Issue(GST) | Upload GST Certificate | ARN Number | Date of Issue(ARN) | Upload ARN Certificate | Address Line |
|--------------------------|----------------|-----------|--------------------|------------------------|------------|--------------------|------------------------|--------------|
| <input type="checkbox"/> | 01AAAJ0288R1ZT | Permanent | 01-Jan-2022 | View GST Certificate | | 01-Jan-2022 | View ARN Certificate | LANE 1 |



User can export/download all registered GST details in excel format.

The screenshot shows the 'View Uploaded GST Details' page. At the top, there are tabs for 'My Dashboard' and 'View Uploaded GST Details'. Below the tabs is a search bar with a red 'x' icon. Under the search bar, there are three input fields: 'GST Number' (with a dropdown menu showing '01AAAJPO288R1ZT'), 'Type' (with a dropdown menu), and 'ARN Number' (with a text input field containing 'AAAAAAAAAAAAAAAAAAAA'). Below these fields are four buttons: 'Search' (with a magnifying glass icon), '+ New', 'Edit' (with a pencil icon), and 'Clear'. Below the buttons is a table with one record. The table has columns: 'Select', 'GST Number', 'Type', 'Date of Issue(GST)', 'Upload GST Certificate', 'ARN Number', 'Date of Issue(ARN)', 'Upload ARN Certificate', and 'Address Lir'. The first row of the table has a checkbox in the 'Select' column, the GST Number '01AAAJPO288R1ZT', Type 'Permanent', Date of Issue(GST) '01-Jan-2022', 'View GST Certificate' in the 'Upload GST Certificate' column, 'ARN Number' in the 'ARN Number' column, '01-Jan-2022' in the 'Date of Issue(ARN)' column, 'View ARN Certificate' in the 'Upload ARN Certificate' column, and 'LANE 1' in the 'Address Lir' column. Below the table is a pagination bar with '1 records found', a dropdown menu for '15', and navigation buttons. At the bottom right of the page, there is a 'Go' button.

Pagination options are present to show data in proper order, in case of multiple records found as search result. Clicking on “Clear” button will remove all search result data, and screen will be restored to original page.

8.2. Edit GST

User can edit GST details by double clicking on any row in the search result data or check the select box in first column of row and then click on “Edit” button.

This screenshot is identical to the previous one, but the 'Edit' button (with a pencil icon) is highlighted with a yellow box. Additionally, the first row of the table is highlighted in yellow, and the checkbox in the 'Select' column is checked.

To maintain integrity of data & user details, only few of the fields are allowed to edit by user. Mainly address and contact number details are editable.

After clicking on Edit button, new editable form with fewer fields will open. User can make require changes here, however all validation applicable to these fields while submitting registration form apply here as well. So, user need to make changes carefully.

User is also allowed to upload GST & ARN certificate on 'Edit GST Details' screen only once [if not uploaded already].



My Dashboard View Uploaded GST Details

Search / GST Details ✕

GST Details

* GST Number

Type Permanent

* Date Of Issue (GST)

Upload GST Certificate Choose File No file chosen (Upload a JPG,JPEG,PNG,DOCX,DOC or PDF file of up to 400KB)

Are you an Ecommerce o... ☐

Are you Registered for GS... ☒

ARN Number

Date Of Issue (ARN)

Upload ARN Certificate Choose File No file chosen (Upload a JPG,JPEG,PNG,DOCX,DOC or PDF file of up to 400KB)

Save

If due to some reasons user has not uploaded GST or ARN certificates at the time of Registration, then using this option one can upload documents in GST EDIT Details screen.

User can upload file only once if document is not already uploaded, also need to pass below validation - Upload a JPG,JPEG,PNG,DOCX,DOC or PDF file of up to 400KB.

After making necessary changes user can save the details by clicking on the “Save” or “Save & Close” button. If all details are correct & valid, then only form will be submitted, and new changes will be saved in application database. User will get confirmation message on the screen, then same changes can be verified in the search GST screen as well.

My Dashboard View Uploaded GST Details

Search / GST Details ✕

GST Details

* GST Number

Type Permanent

* Date Of Issue (GST)

Upload GST Certificate Choose File No file chosen (Upload a JPG,JPEG,PNG,DOCX,DOC or PDF file of up to 400KB)

Are you an Ecommerce o... ☐

Are you Registered for GS... ☒

ARN Number

Date Of Issue (ARN)

Upload ARN Certificate Choose File No file chosen (Upload a JPG,JPEG,PNG,DOCX,DOC or PDF file of up to 400KB)

Address Details

* Address Line 1

* Address Line 2

* State ...

* City

* PIN Code

Contact Details

* Company Email Address

* Company Contact Num...

* Mobile Number

Save **Save & Close [Y]** **Close [X]**

There are 2 options presents to save data. Though both do the same operation there is slight difference.



By click on “Close” button user can navigate to previous screen and all changes will be discarded. No changes will be submitted to application database.

8.3. New GST

User can add new GST detail under his/her account using this option. A user can have multiple GSTnumbers added in a single account. If user wish to add new GST details under own account, then one needs to click on “New” button.

New. GST details form will open where user can enter GST details about the new entry.

After Adding new details user can save the details by clicking on the “Save” or “Save & new” or “Save & Close” button. If all details are correct & valid, then only form will be submitted, and newchanges will be saved in application database. User will get confirmation message on the screen,then same changes can be verified in the search GST screen as well.



My Dashboard View Uploaded GST Details

Search / GST Details ✕

GST Details

| | |
|--|--|
| * GST Number | Type Permanent |
| * Date Of Issue (GST) 01-Jan-2022 | Upload GST Certificate Choose File No file chosen (Upload a JPG,JPEG,PNG,DOCX,DOC or PDF file of up to 400KB) |
| Are you an Ecommerce o... <input type="checkbox"/> | Are you Registered for GS... <input checked="" type="checkbox"/> |
| ARN Number AA88888888888888 | Date Of Issue (ARN) 01-Jan-2022 |
| Upload ARN Certificate Choose File No file chosen (Upload a JPG,JPEG,PNG,DOCX,DOC or PDF file of up to 400KB) | |

Address Details

| | |
|----------------------------|----------------------------|
| * Address Line 1 LANE 1 | * Address Line 2 LANE 2 |
| * State | * City |
| * PIN Code | |

Contact Details

| | |
|-------------------------|--------------------------|
| * Company Email Address | * Company Contact Num... |
| * Mobile Number | |

Save Save & New [T] Save & Close [Y] Close [X]

Data is successfully saved.

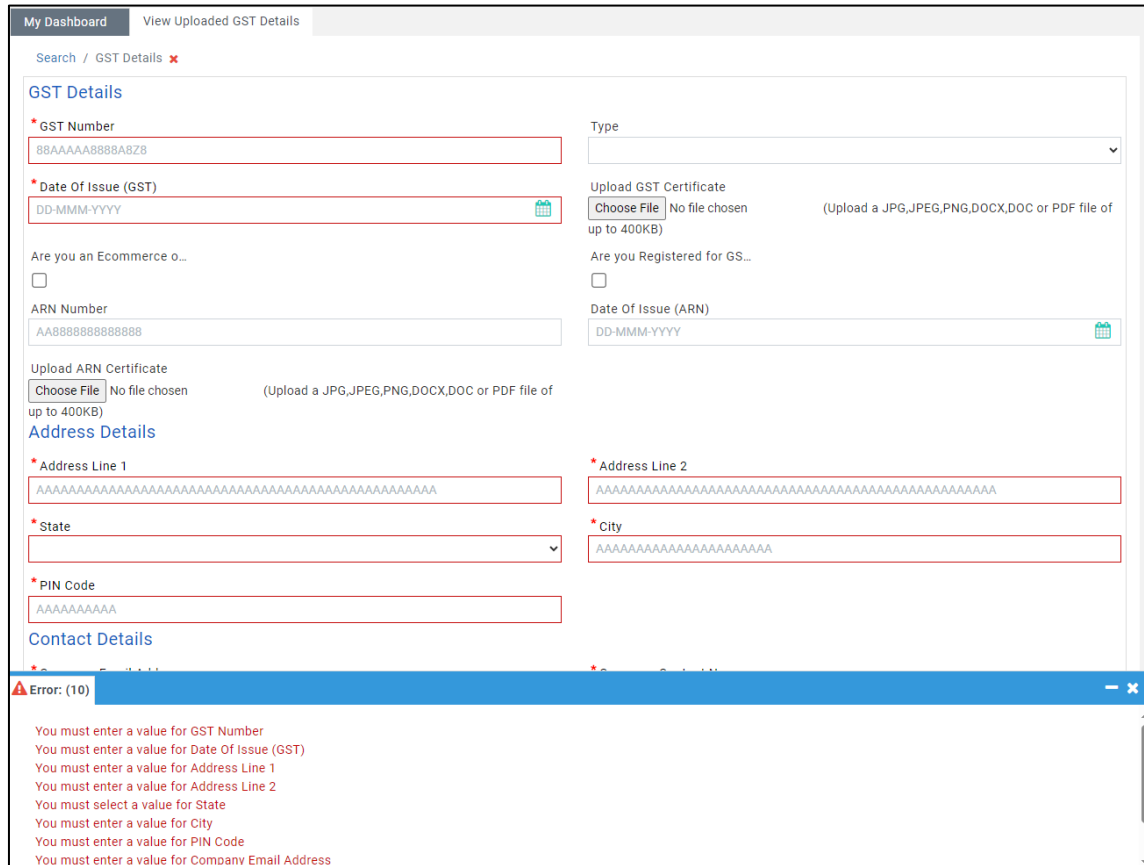
There are 3 options presents to save data. Though all do the similar operation there is slight difference.

Save: Clicking on this button all details will be saved but form still will be in editable mode to makenew changes.

Save & New: Clicking on this button all details will be saved, and form will be blank as a new form.User can enter details of the new/next GST number.

Save & Close: Clicking on this button all details will be saved, and form will be closed. User will benavigated to previous screen.

If newly entered details are not valid, then form will not be saved, and user will be notified about wrong input on the screen. User then needs to make corrections and submit the form again.





9. Search Ticket

User can search and edit ticket numbers uploaded under his/her account on this screen.

9.1. Search Ticket

In this module user can view details of all Ticket numbers added under his/her account.

For quick access user is provided with search option. User can search Ticket details using below inputs.

GSTIN Number: Lists all GST number under users account in drop-down selection list. You can choose and select from it.

This is a mandatory field, without which if the User tries to Search for information, then they are prompted with the following error message *"You must select a value for GSTIN Number"*.

Further if the user enters the GSTIN Number and tries to search without other relevant data, then the following error message is prompted *"At least one search criteria is required. GSTIN Number and E-Ticket Number or (E-Ticket Issue Date From, E-Ticket Issue Date To) or GSTR Month must be entered"*

E-Ticket Number: User can enter his/her 13 digit ARN number here.

E-Ticket Issue Date From & E-Ticket Issue Date To: User can select date range with help of date picker option. While using this option please note both the dates need to be selected mandatorily, you will get error if either of the date is not selected. After making appropriate selection user can click on "Search" button. All details as per the selected input will be shown in the tabular form in the result area.



If user clicks on search button without any input search criteria, then all details will be shown as default in the search area.

The screenshot shows the 'Ticket Search' section of a dashboard. It includes search filters for GSTIN Number, E-Ticket Number, E-Ticket Issue Date From, E-Ticket Issue Date To, and GSTR Month. Below the filters is a table with 5 records found. The table columns are Select, GSTIN Number, E-Ticket Number, E-Ticket Issue Date, Ticket Upload Date, and Invoice Details. The first record shows 'Not Generated' for the invoice, while the others have 'Click to View Invoice' links.

| Select | GSTIN Number | E-Ticket Number | E-Ticket Issue Date | Ticket Upload Date | Invoice Details |
|--------------------------|-----------------|-----------------|---------------------|----------------------|---------------------------------------|
| <input type="checkbox"/> | 01AAAJPO288R1ZT | 0987667544521 | 16-Mar-2022 | 16-Mar-2022 02:29:05 | Not Generated |
| <input type="checkbox"/> | 01AAAJPO288R1ZT | 0982133850697 | 19-Aug-2020 | | Click to View Invoice |
| <input type="checkbox"/> | 01AAAJPO288R1ZT | 0982133345857 | 21-May-2020 | | Click to View Invoice |
| <input type="checkbox"/> | 01AAAJPO288R1ZT | 0982130697286 | 15-Dec-2020 | | Click to View Invoice |
| <input type="checkbox"/> | 01AAAJPO288R1ZT | 0982130697287 | 15-Dec-2020 | | Click to View Invoice |

User can be able to export/download all registered Ticket details of logged in user's in excel format.

Number of records found are shown at the top of the table.

Pagination options are present to show data in proper order, in case of multiple records found as search result.

Clicking on "Clear" button will remove all search result data, and screen will be restored to original page.

GSTR Month: User can enter the GSTR Month and search for the tickets pertaining to the input GSTR Month.

9.2. Download Invoice

User can view and download the invoice of the processed ticket from the search ticket screen. The invoice status for the processed ticket will be present in the 'Invoice Details' column as a clickable link, after clicking on it new pop up will open with the link to the download PDF file invoice as shown in below images. It will also have other details like invoice number & invoice issue date.

The screenshot shows the 'Ticket Search' section of a dashboard. It includes search filters for GSTIN Number, E-Ticket Number, E-Ticket Issue Date From, E-Ticket Issue Date To, and GSTR Month. Below the filters is a table with 0 records found. The table columns are Select, GSTIN Number, E-Ticket Number, E-Ticket Issue Date, Ticket Upload Date, and Invoice Details.

| Select | GSTIN Number | E-Ticket Number | E-Ticket Issue Date | Ticket Upload Date | Invoice Details |
|--------|--------------|-----------------|---------------------|--------------------|-----------------|
|--------|--------------|-----------------|---------------------|--------------------|-----------------|

Tickets with the status as 'Invoice generation in progress' indicates those are in process and invoice for download will be available soon.



| Q Search Clear | | | | | |
|-----------------------------|----------------|-----------------|---------------------|----------------------|---------------------------------------|
| 5 records found 15 < 1 > Go | | | | | |
| Select | GSTIN Number | E-Ticket Number | E-Ticket Issue Date | Ticket Upload Date | Invoice Details |
| <input type="checkbox"/> | 01AAAJ0288R1ZT | 0987667544521 | 16-Mar-2022 | 16-Mar-2022 02:29:05 | Not Generated |
| <input type="checkbox"/> | 01AAAJ0288R1ZT | 0982133850697 | 19-Aug-2020 | | Click to View Invoice |
| <input type="checkbox"/> | 01AAAJ0288R1ZT | 0982133345857 | 21-May-2020 | | Click to View Invoice |
| <input type="checkbox"/> | 01AAAJ0288R1ZT | 0982130697286 | 15-Dec-2020 | | Click to View Invoice |
| <input type="checkbox"/> | 01AAAJ0288R1ZT | 0982130697287 | 15-Dec-2020 | | Click to View Invoice |
| 5 records found 15 < 1 > Go | | | | | |

| Download Invoice | | | |
|------------------|--------------------|------------------|--------------------------------------|
| Ticket Number | Invoice Issue Date | Invoice Number | Download Invoice |
| 0981261477426 | 29-Jul-2017 | 011812CP6TAAAG09 | 011812CP6TAAAG09.pdf |

The downloading of the tax Invoices B2B from the system is allowed only for the defined parameter of 6/8 Month after a Financial year is over considering the target date for GST9C filing for the previous year.

The Parameter of the month is defined as per the Financial Year.

- For e.g. FY Apr-21 – Mar-22 the invoice data is allowed for download up to 30-Sep-22.
- Apart from any of the invoice details which do not lie in the mentioned period (point a) will not have link available to access the invoice details. After clicking on the 'Click to view invoice' hyperlink, 'Download Invoice' dialog box opens, and displays the message that for **"For Invoice details contact AI GST Team"**, as shown below.

My Dashboard Ticket Search

Search ✖

Ticket Details

GSTIN Number

27AAACR4849R1ZL_07AAC...

E-Ticket Number

0985315795169

E-Ticket Issue Date From

DD-MMM-YYYY

E-Ticket Issue Date To

DD-MMM-YYYY

GSTR Month

DD-MMM-YYYY

Q Search Clear

1 records found 15 < 1 > Go

| Select | GSTIN Number | E-Ticket Number | E-Ticket Issue Date | Ticket Upload Date | Invoice Details |
|--------------------------|-----------------|-----------------|---------------------|--------------------|---------------------------------------|
| <input type="checkbox"/> | 27AAACR4849R1ZL | 0985315795169 | 06-Mar-2018 | | Click to View Invoice |

1 records found 15 < 1 > Go

Download Invoice

| Ticket Number | Invoice Issue Date | Invoice Number | Download Invoice |
|---------------|--------------------|------------------|--|
| 0985315795169 | 06-Mar-2018 | 092012BP08AAA254 | For Invoice details contact AI GST Team. |



My Dashboard

Ticket Search

Search ✕

Ticket Details

✖

GSTIN Number

27AAACR4849R1ZL, 07AAC...

E-Ticket Number

0983979520538

E-Ticket Issue Date From

DD-MMM-YYYY

E-Ticket Issue Date To

DD-MMM-YYYY

GSTR Month

DD-MMM-YYYY

Q Search

Clear

1 records found

15

1

Go

| Select | GSTIN Number | E-Ticket Number | E-Ticket Issue Date | Ticket Upload Date | Invoice Details |
|--------------------------|-----------------|-----------------|---------------------|--------------------|---------------------------------------|
| <input type="checkbox"/> | 07AACON6194P2ZQ | 0983979520538 | 01-Sep-2022 | | Click to View Invoice |

1 records found

15

1

Go

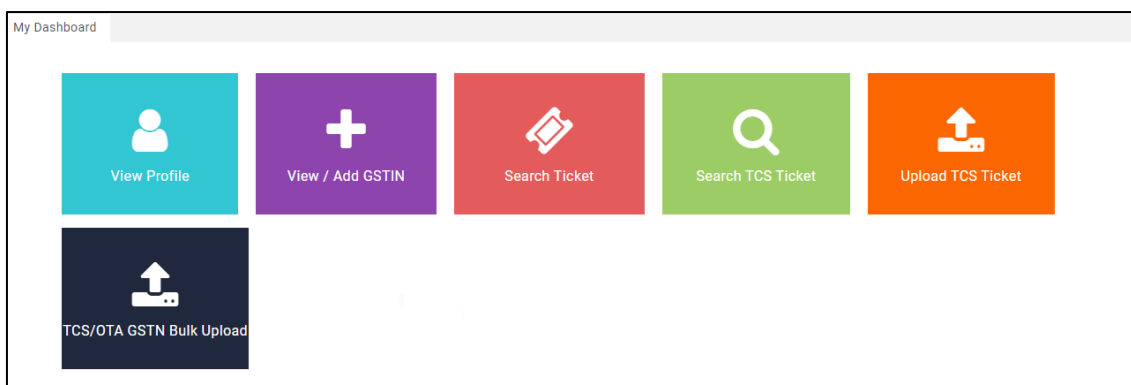
Download Invoice

| Ticket Number | Invoice Issue Date | Invoice Number | Download Invoice |
|---------------|--------------------|------------------|--------------------------------------|
| 0983979520538 | 01-Sep-2022 | 072012BP09AAA009 | 072012BP09AAA009.pdf |



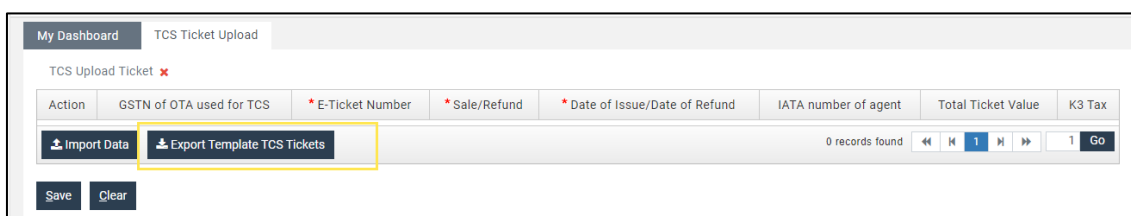
10. Upload TCS Tickets

This feature is provided to the user to upload their ticket details for TCS purpose.



On Logging In, the user is displayed with various tiles, one of which is the “Upload TCS Tickets”, this tile is used to upload ticket data pertaining to TCS

To upload ticket details, user first needs to export template by clicking on “Export Template TCS Tickets” button.



An excel template will be downloaded to the local system of user. All fields are mandatory, so user needs to enter valid data in the template and need to import it in the application.

| GSTN of OTA used for TCS | E-Ticket Number | Sales/Refund | Date of Issue/Date of Refund | IATA number of agent | Total Ticket Value | K3 Tax |
|--------------------------|-----------------|--------------|------------------------------|----------------------|--------------------|--------|
| 88AAAAA8888A8Z8 | 0981234567890 | Sales | 13-Jul-18 | 1423667 | 10000.00 | 500.00 |
| 88AAAAA8888A8Z8 | 0981234567902 | Refund | 13-Jul-18 | 1423667 | 15000.00 | 600.00 |

Data above is a mere example as a guideline.

In the upload template following columns are present:

GSTN of OTA used for TCS: User need to enter any one of GST numbers registered under his/her account. This will not accept any other GST number that does not belong to logged in users account. GST Number should be of OTA (Online ticket Agent/Ecommerce)

E-Ticket Number: This number should be exactly of 13 unique digits, as duplicates are not allowed. User needs to enter corresponding E Ticket number.

Sales/Refund: This column needs to have “Sales” or “Refund”, to identify whether the ticket is a Sales or Refund ticket.



Date of Issue/Date of Refund: User need to enter corresponding E-Ticket number issued date here. Enter the date in format as - 13-Jul-2017.

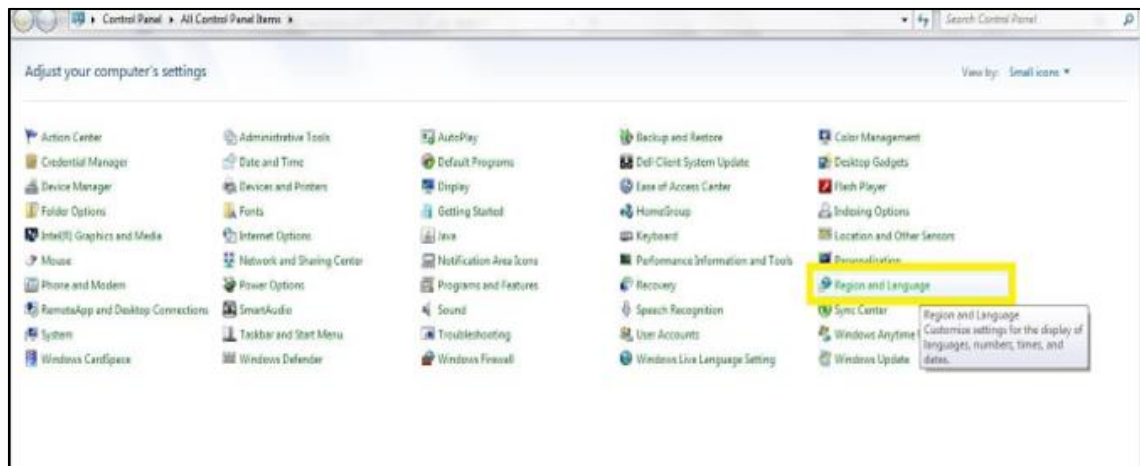
IATA Number of the Agent: This should be the IATA code of the Agent. Total Ticket Value: This should be the Total Value of the Ticket.

K3 Tax: This should be the K3 Tax applicable against the ticket.

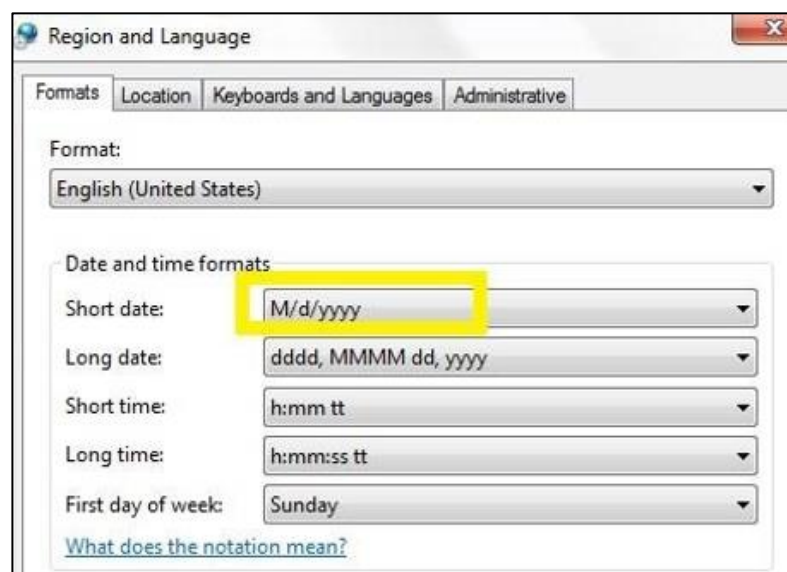
Before entering dates in excel file please check the date format settings in your local system, to be read & interpreted correctly by application.

Please follow below steps to find out in what format you should enter the date.

1. Go to control panel and click on “Region and Language”.



2. A new pop up will open, on the pop please check the value in front of short date option. Users need to enter the date in same format only to avoid any errors in file import validation.





10.1. Import Data

After filling details in excel template to import data click on “Import Data” button.

My Dashboard TCS Ticket Upload

TCS Upload Ticket ✖

| Action | GSTN of OTA used for TCS | * E-Ticket Number | * Sale/Refund | * Date of Issue/Date of Refund | IATA number of agent | Total Ticket Value | K3 Tax |
|-----------------------------|--------------------------|-------------------|---------------|--------------------------------|----------------------|--------------------|-----------------|
| Import Data | | | | | | | 0 records found |
| | | | | | | | 1 Go |

Save Clear

A new pop up will open with option to browse file, click on it.

Import Data

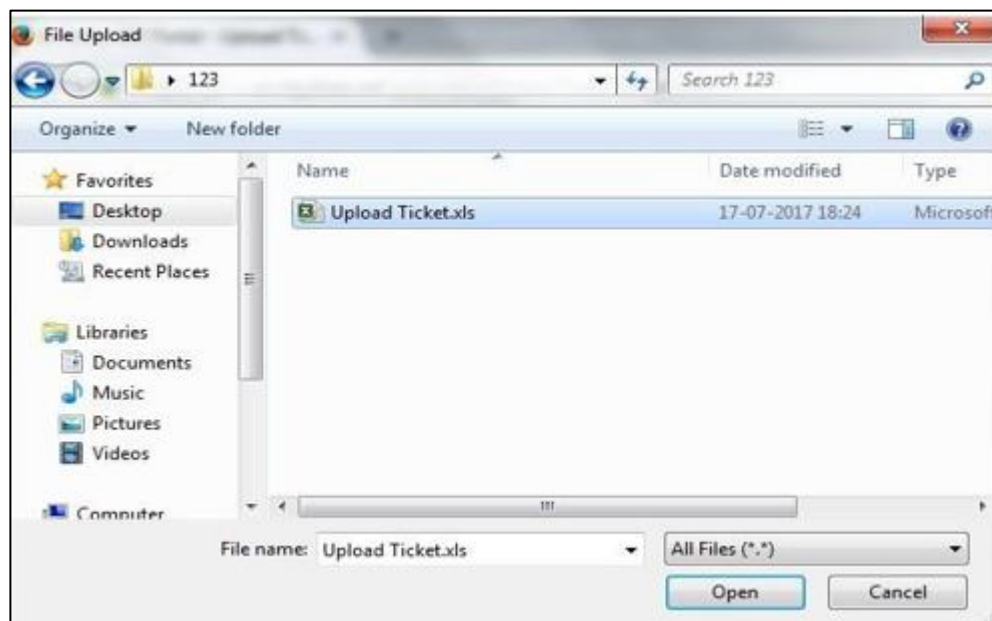
Excel File name:

Choose File No file chosen

Note:- Date format should be date as 01-Jul-2017 [Refer FAQ](#)

Import

‘Refer FAQ’ link is present on the pop up dialog box, clicking on it user will be navigated to FAQ section related to date queries. After clicking on browse button new window will open where you can navigate to file path where you have saved the template.





Import Data

Excel File name:

Upload Ticket.xlsx

Note:- Date format should be date as 01-Jul-2017. Refer FAQ

Select your file then click on “Import” button.

NOTE: User is allowed to import only .xls & .xlsx files. Also maximum of 1000 records can be imported in a single file. If user wishes to import more than 1000 records, then they need to segregate them in separate files for importing as 1000 records per file and need to import them separately one file at a time.

My Dashboard

TCS Ticket Upload

TCS Upload Ticket

| Action | GSTN of OTA used for TCS | * E-Ticket Number | * Sale/Refund | * Date of Issue/Date of Refund | IATA number of agent | Total Ticket Value | K3 Tax |
|--------|--------------------------|-------------------|---------------|--------------------------------|----------------------|--------------------|---------|
| | 88AAAAA8888A8Z8 | 0981234567890 | SALES | 13-Jul-2018 | 1423667 | 10000.000 | 500.000 |

1 records found

Import Data

Excel File name:

TCS Ticket Upload.xls

Note:- Date format should be date as 01-Jul-2017. Refer FAQ

Information: (1)

Data Imported Successfully

If entered details are not valid, then form will not be saved, and user will be notified about wrong input on the screen. User then needs to make corrections and submit the form again.

My Dashboard

TCS Ticket Upload

TCS Upload Ticket

| Action | GSTN of OTA used for TCS | * E-Ticket Number | * Sale/Refund | * Date of Issue/Date of Refund | IATA number of agent | Total Ticket Value | K3 Tax |
|--------|--------------------------|-------------------|---------------|--------------------------------|----------------------|--------------------|---------|
| | 88AAAAA8888A8Z8 | 0981234567890 | | | | 10000.000 | 500.000 |

10

Import Data

Excel File name:

TCS Ticket Upload.xls

Note:- Date format should be date as 01-Jul-2017. Refer FAQ

Error: (3)

Error at Row : 1 Col :Sale/Refund must be no longer than 6 characters

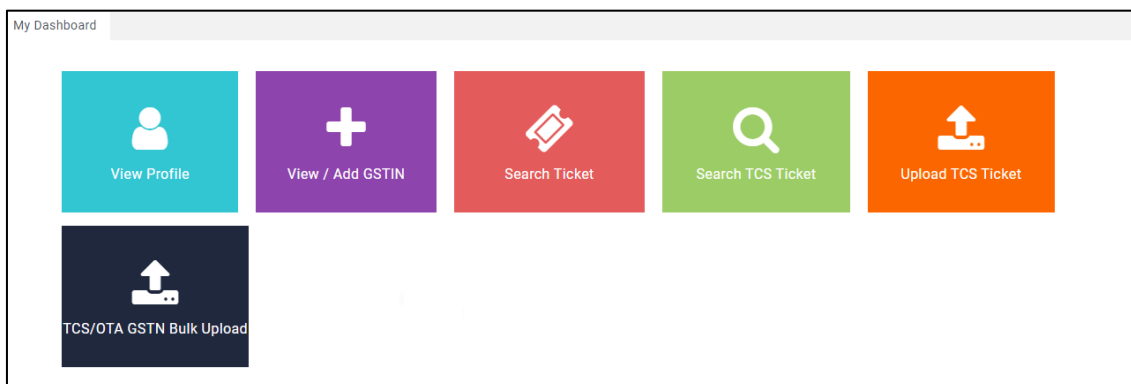
Error at Row : 1 Col :IATA number of agent must be no longer than 7 characters

Incorrect Data Type at row 1 col K3 Tax : Expecting data of type - DOUBLE



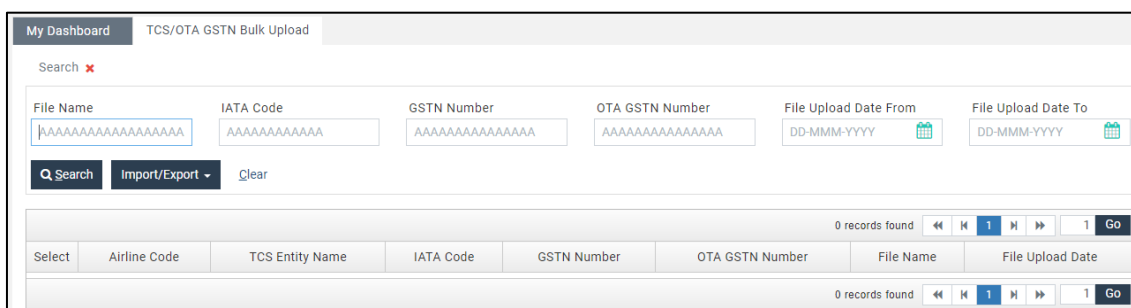
11. TCS/OTA GSTN Bulk Upload

This module of the application allows the users to Bulk upload their OTA GSTNs. Once the user logs into the application following tiles are displayed. To Bulk upload, the OTA GSTNs, user needs to access this feature by clicking on the “TCS/OTA GSTN Bulk Upload” tile.



11.1. Template Generation

Clicking the “TCS/OTA GSTN Bulk Upload” tile opens the following screen.



The user needs to firstly Generate the Template to fetch the unloadable file, which downloads the “TCS_OTA GSTN Bulk Upload” file, specimen of the same is found below.

| Airline Code | TCS Entity Name [C][100][M] | IATA Code [C][12][M]] | GSTN Number [C][15][O]] | OTA GSTN Number [C][15][M] |
|--------------|--------------------------------|------------------------------|--------------------------------|-------------------------------|
| 98 | XXX | 1234567 | 12BBBBB9999A9Z9 | 88AAAAA8888A8C8 |

Description of the fields are mentioned within the same Template’s sheet named “Column Definition”. Following are the details.

| Column Name | Description | Mandatory | Type | Size |
|-----------------|-----------------|-----------|------------|------|
| Airline Code | Airline Code | Y | UPPER_CASE | 4 |
| TCS Entity Name | TCS Entity Name | Y | UPPER_CASE | 100 |
| IATA Code | IATA Code | Y | UPPER_CASE | 12 |



| Column Name | Description | Mandatory | Type | Size |
|-----------------|------------------|-----------|------------|------|
| GSTN Number | GSTIN Number | N | UPPER_CASE | 15 |
| OTA GSTN Number | OTA GSTIN Number | Y | UPPER_CASE | 15 |

Description of the above mentioned fields are as follows; Airline Code – This should be the 3 digit Code of the Airline.

TCS Entity Name – This should be the Primary Name of the TCS Entity

IATA Code – This should be the IATA code to be used against the respective OTA GSTN Number. This field should not be left blank

GSTN Number – This should be the GSTN Number of the State where the corresponding OTA is registered at

OTA GSTN Number – This should be the OTA GSTN of state.

11.2. Import File

Once the above details are captured in the Template. Please save the file and Import the file to be Uploaded using the following feature.

The screenshot shows the 'TCS/OTA GSTN Bulk Upload' interface. It includes a search bar, input fields for File Name, IATA Code, GSTN Number, and OTA GSTN Number, and date pickers for File Upload Date From and To. A dropdown menu is open, showing 'Import Data' and 'Generate Template' options. The 'Import Data' dialog box is also visible, prompting the user to 'Choose File' or 'No file chosen'.

User needs to click the Import Data button to select the Saved file to Upload it further. On clicking the Import Button, the user is prompted to Choose the File. User is to click on the Choose File button. On selecting the file, the filename is displayed in the Choose File field, as shown below; On clicking the Import button after the file is selected, following message is shown.

The screenshot shows the 'Import Data' dialog box. It displays the 'Excel File name:' field with the text 'TCS_OTA GS...lk Upload.xlsx'. Below the field is an 'Import' button.



My Dashboard TCS/OTA GSTN Bulk Upload

Search ✕

File Name: [Text Field] IATA Code: [Text Field] GSTN Number: [Text Field] OTA GSTN Number: [Text Field] File Upload Date From: [Date Picker] File Upload Date To: [Date Picker]

[Search] [Import/Export] [Clear]

Excel File name: [Choose File] TCS_OTA GS...lk Upload.xlsx

Information: (1)

Data Imported Successfully

| Select | Airline Code | TCS Entity |
|--------------------------|--------------|------------|
| <input type="checkbox"/> | | |

Once the file is successfully loaded, the contents are displayed on clicking the Search button, as shown below.

My Dashboard TCS/OTA GSTN Bulk Upload

Search ✕

File Name: [Text Field] IATA Code: [Text Field] GSTN Number: [Text Field] OTA GSTN Number: [Text Field] File Upload Date From: [Date Picker] File Upload Date To: [Date Picker]

[Search] [Import/Export] [Clear]

1 records found

| Select | Airline Code | TCS Entity Name | IATA Code | GSTN Number | OTA GSTN Number | File Name | File Upload Date |
|--------------------------|--------------|-----------------|-----------|-----------------|-----------------|-------------------------------|----------------------|
| <input type="checkbox"/> | | XXX | 1234567 | 12BBBBB9999A9Z9 | 88AAAAA8888A8C8 | TCS_OTA GSTN BULK UPLOAD.XLSX | 06-Mar-2024 13:56:41 |

1 records found

Once the TCS/OTA GSTNs are Bulk uploaded, the TCS Tickets uploaded thereafter for the month, shall refer to this data to validate and process them as TCS transactions. In case of any errors in the data being upload, similar screen as shown below shall be displayed prompting the users with the corresponding errors.

Import Data

Excel File name: [Choose File] TCS_OTA GS...lk Upload.xlsx

Error: (2)

Error at Row : 1 Col :Airline Code must be no longer than 4 characters

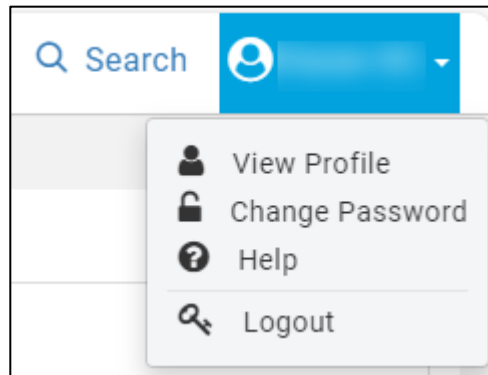
Error at Row : 1 Col :You must enter a value for IATA Code



12. Change Password

This feature of the application provides the User with the flexibility of Changing the Password from their login instance

Following are the details.



The User can find the Change Password on clicking their User Name (found to the right corner of the screen), as shown above

On clicking the Change Password option from the above displayed section of the screen, the User is taken to a new screen

Password – The User needs to enter their Old Password

New Password – This field shall have to be entered with the New Password

Re-enter New Password – User needs to re-enter the New Password to confirm the New Password.

Once the user enters all the above mentioned details. And click on the Change button. The Password is now changed, User when re-logs in into the system, the older password shall no longer be valid, and the user needs to log in using the newly created Password



13. Exiting the Application (Logout)

If user wishes to log out of the application, then they can find a “Logout” option under the user profile option in the right top corner. Clicking on it user will be successfully logged out of the application and redirected to login screen. Then user will not be able to access any other module, if user wish to access any of the application modules, then they need to login again.

13.1. Session Timeout

Session will be timed out and user will be redirected to login screen if user session kept ideal for 30 minutes or more. User then needs to login again with valid credentials to access the application.

