


## Procedure to get Form No.402 Online

### (In Simple Steps)

1. Please log on to [www.commercialtax.gujarat.gov.in](http://www.commercialtax.gujarat.gov.in)
2. Please enter your TIN Number as user Id, your Password and log in as “Dealer” on left top of the website.
3. On successful login, see your Home Page; please go to link “e-Check Post” on left side, follow second link “Check Post Submission” further see the page of ‘Check Post forms’ download.
4. The center of the page showing two links, 402 for specified goods and 402 for non specified goods.
5. Click on the link of Specified or Non Specified Goods as per your requirement and commodity. (Please note that, both links allows you to download different templates. So Please choose carefully)
6. By clicking on link (**Download Template for goods Moving Outside from the State Form 402**) on the page, “File Download Message” on your screen. Please opt for save button. On pressing “Save” a dialogue box appear to ask the location to save the downloaded template. Please save the downloaded template on Hard Drive of your computer. 
7. Template contains 3 Excel Sheets, first for General Information, 2<sup>nd</sup> for Commodity Detail and 3<sup>rd</sup> for Transportation details. Fill the sheets using tool tips and drop down box option. Please remember that column with red ( \* ) is mandatory. You may also fill the template offline.
8. After due filling the template, please go again to the download screen in your login account on website. Select form 402, give your e-mail address and link the template path by browse button. Now start uploading the template.
9. Please attend carefully the instruction displayed on the screen. If error found in template, system gives you sheet wise-column wise error report. If it happens, please go back to mentioned location of error and get it correct. Then upload the corrected sheet again.
10. You will be given message of “Please Wait, Data is being Validated” followed by Message “**No Error found in Uploaded Sheet**”. As soon as this message display, please enter submit button. On submission, you will get bar coded receipt of form submitted and below the receipt a **PDF link appears for form 402**.
11. You can have print out of receipt and on clicking PDF link, a form 402 with Bar code appears on screen. You shall have 3 print outs of the same. You can save it on your computer. **Prints shall be duly stamped, signed** and directly given to driver to carry with vehicle heading check post.

For above .....

You should have following requirement in your computer system.

Windows Operating System (98 and above) /// MS Office (Office XP and above version) /// Adobe Acrobat Reader (Version 5.0 and above) /// MS Internet Explorer (Version 5.0 and above) /// Internet connectivity (Plug to surf or Broadband) /// DMP-Inkjet or Laser Printer to get print outs. ///It is recommended to take prints with Inkjet or Laser Printer, as DMP Print may cause difficulty in scanning of barcode.

**Please attend following points:**

1. Please see that your vehicle should pass from the check post mentioned in the form 402.
2. Generated Bar coded form is allowed to use once. Copy cannot be possible.
3. You can include more than one commodity in single form.
4. Please note that a single form shall not be used for multiple dealers or multiple trucks.
5. There shall be different forms for different consignee.
6. You will receive a mail from department on your given mail address.
7. If consignee does not contain CST Number, Please select 'No' in drop down menu in column-16. If you select 'Yes', please mention CST TIN in field shown beside.
- 8. If due to some reason, generated form is not downloaded, then please login to your account on website—General-Duplicate receipt—check post submission—links of all previous generated forms---click on it and get the duplicate form.**

**Duplicate Acknowledgement Receipt**

MARG (Monitoring And Recording of Goods movement)
<b>Checkpost Submission</b>
403 Series Generation
Duplicate Receipt from C-Form Additional