

Procedure to get Form No.402 Online

(In Simple Steps)

1. First log on to www.commercialtax.gujarat.gov.in.
2. Please enter your TIN No. 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 “**Check Post Submission**” and further see the page of Check Post forms download.
4. The center of the page showing two links, 402/403 for specified goods and 402/403 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 2nd link 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, 2nd for Commodity Detail and 3rd 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 vise-column vise error report. If it happens, please go back to mentioned location of error and get it correct. Then upload the 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 below. 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 have to have 3 print outs of the same. You can save it on your computer. Print outs 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 to Vista) /// 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.

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 only. Copy cannot be possible for 2nd time.
3. You can include more than one commodity in single form.
4. Have to get more than one form for more than one dealer in single truck.
5. There shall be different forms for different consignee.
6. You will receive a mail from department on your given mail address.
7. If due to some reason, generated form is not downloaded, then please go to your mail account on website —General-Duplicate receipt—check post submission—links of all previous generated forms---click on it and get the duplicate form.

Procedure to get Form No.403 Online

(In Simple Steps)

For Registered Dealer of Gujarat State:

1. First log on to www.commercialtax.gujarat.gov.in website of Commercial Tax Department.
2. Please enter your TIN No. as user Id, your Password and log in as “Dealer” on left top of the website.
3. You find a link named “403 Series Generation”. Click to get a box in which you need to write quantity of 403 forms required by you. (Maximum 500 at a time). Submit the request to get the series of numbers.
4. Save the generated number series to your computer for further use. (Save in Excel Sheet)
5. Now there are two Options for you :

Either you, as registered dealer generate form 403 on your computer and send it to your consigner to other State or convey the generated series numbers to the consigner to generate form 403 at their end.

To get form 403 from website A dealer (Consigner/Consignee/Transport Agent/Commission Agent) has to follow following steps.

- A. Go to www.commercialtax.gujarat.gov.in website of Commercial Tax Department, Gujarat.
- B. Go to “Check Post Submission 403” link in General menu located on left side of home page. Clicking the link required TIN No. of consignee. (i.e. TIN No. of Gujarat Dealer) [No password is required]
- C. You get a page and menu to download 403 templates by submitting TIN No.
- D. The center of the page showing two links, 403 for specified goods and 403 for non specified goods.
- E. Click 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)

- F. By clicking on 2nd link on the page, “File Download Message” appears 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.
- G. Template consist 3 Excel Sheets, first for General Information (The first field has to be filled with “generated Series Number”), 2nd for Commodity Detail and 3rd for Transportation details. Fill the sheets using tool tips and drop down box options. Please remember that column with red * is mandatory. You may also fill the template offline.
- H. After due filling the template, please go again to the download screen (Step B and C) on website. Select form 403, give your e-mail address and link the template path by browse button. Now start uploading the template.
- I. 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 sheet again.
- J. 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 below. On submission, you will get bar coded receipt of form submitted and below the receipt a PDF link appears for form 403.
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