

## Guidelines for filling of e-CST Receipt (CST\_SF File) Details

### General Guidelines -

1. Ensure that you are using the Latest version of Converter file before Uploading of e-CST Receipt Details.
2. All amounts have to be entered without any alphabet or special characters (like comma etc)
3. Do not enter excel formulas in any cell of the convertor.
4. If the party TIN number is only 10 digits, please add a single quote and zero to the beginning of the TIN number (like '0xxxxxxxxx).

Column Name	Description
<b>Dealer TIN Number</b>	Enter Dealer TIN Number of Daman & Diu (Numeric only - Max 11 Digit)
<b>Form Type</b>	Select Form Type from List (C, F, H, E1, E2 and I)
<b>Year</b>	Enter Year ( Format YYYY like 2016)
<b>Return Period</b>	Select Return Period from List, based on selected Form Type (Monthly/Quarterly)
<b>Utilization Type</b>	Select Utilization Type from List (Used, Lost, Defaced, Obsolete and Cancelled) <b>Used</b> - In case of Issued Form with you <b>Lost</b> - In case of Issued form lost by you <b>Defaced</b> - In case of Issued form spoiled/defaced by any reason <b>Obsolete</b> - In case of Issued Form is not in use. <b>Cancelled</b> - In case of Issued Form is cancelled by the issuing authority and no longer is valid
<b>Seller TIN / Purchase TIN / Transferor TIN</b>	Numeric only - Max 11 Digit ( <b>Issuer</b> )
<b>Seller CST No./ Purchaser CST No.</b>	Alphanumeric only (Max 11 Digit) ( <b>Issuer</b> )
<b>Seller Name / Purchaser Name / Transferor Name</b>	Alphanumeric only (Max 300 character) ( <b>Issuer</b> )
<b>Seller Address / Purchaser Address / Transferor Address</b>	Alphanumeric only (Max 300 character) ( <b>Issuer</b> )
<b>Seller State / Purchaser State / Transferor State</b>	Select State from List ( <b>Issuer</b> )
<b>Issuing State name</b>	Select State from List ( <b>Issuer</b> )
<b>Issuing Office Name</b>	Allow Alphanumeric Character including ( , - _ & / ( ) . ) and max length should be 100 character.
<b>Issuing Date</b>	<b>Form Issue Date</b> Issue Date should not be blank and any date after or equal to selected Return period. like - if Selected <b>Year - 2012</b> & Return <b>period is Apr-Jun</b> then Issue & Effective date should be equal or greater then <b>April, 2012.</b>
<b>Series No</b>	<b>Issued Form Series Number</b> - If you have no Series No then enter 0 (Zero) but should not be blank.

<b>Serial No</b>	<b>Issued Form Serial Number</b> Allow Alphanumeric including character ( - / ) Max character length 80 character
<b>Effective Date of Report in Form Status</b>	Effective Date of Report in Form Status should not be blank and any date after or equal to selected Return period. Ideally this date should be same as Issue Date ( <b>Utilization Type - Used</b> ). If effective date is not available on Issued Form ( <b>Utilization Type - Used</b> ) then consider Issue date as Effective Date and enter it. <b>In Case, Utilization Type is other than Used then it should be different date then Issue Date.</b> Like - if Year - 2012 & Return period is Apr-Jun then Issue & Effective date should be equal or greater then April, 2012.
<b>Invoice Number</b>	Each Invoice mentioned in Issued Form should be entered separately in a separate row/ as a separate Entry. Allow Alphanumeric including character ( - / _ ) max character length 50 character
<b>Invoice Date</b>	This should be within a selected Period. DD/MM/YYYY Format
<b>Invoice Value</b>	Only Numeric Value. (max length 13 Digit)
<b>Commodity Desc.</b>	Description of Goods. (Allow Alphanumeric including character , - _ & / \ ( ) . Max character length 100 character
<b>Above all fields are mandatory.</b>	