

If you want to file a GSTR1 with data in any of the sections (like B2B, HSN, DOC Summary etc)?

- Prepare your data in the Excel templates as provided.
- Go to GSTR1 → Save / Upload Data. Select from between “ERP Format” or “Simple or Government Format”
- Select the Financial Year and the Month.
- Select the file from your computer by Pressing “Choose File”
- Once the file is selected, you can see the data on screen.
- Verify the data and if you find it okay, Press the “Convert File” button.
- The data uploaded by you will be converted into a format which shall be used to make a Json to be uploaded on the GSTN Server.
- Press the “Create Json” button. The Json shall be made.
- To upload the data to the GSTN Server, Press the Save / Upload Data.
- You will get the message “Data Successfully Updated”.
- Before filing the GSTR1, go to GSTR1 → Get/Download Data → Get GSTR1 Summary. Select the Financial Year and the Month and Press “Get Data”.

Check the downloaded summary and verify if it matches with the data uploaded by you. Also please check each individual section by Getting data (say B2B, Exports, HSN summary etc). Once all the data is verified, you are ready to submit the data.

- Go to GSTR1 → Submit GSTR1. Select the Financial Year and the Month and Press “Get Data”.

Press “Submit Data”.

You will see the following:

“Warning: Summary once submitted cannot be undone. The data will get saved and cannot be changed.”

If you proceed, the GSTR1 will get submitted and now you are ready to file the GSTR1.

- Post submission of the data, go to GSTR1 → File GSTR1. Select the Financial Year and the Month and Press “Get Data”.

You will see the following message:

“To file the GSTR1 on the GSTN portal, you need to sign with your Digital Signature. Without closing the browser please run the exe "SmileDigital" to sign the data and then return to the browser to file GSTR1”

- On pressing the close button, you will see the GSTR1 summary that was submitted.
- Without closing the browser, start the “SmileDigital” app from either the desktop shortcut or from the Start Menu.
- In the app SmileDigital, select the relevant GSTR to be signed. Select GSTR1 and press Start.
- On the next screen you will need to “Select the DSC of the Registered person” to sign the GSTR1 & “Enter the PAN number” of the Registered person.
- You may now press the Get summary (Hash) to be signed. The Hash of the GSTR1 Summary which has been downloaded in the Web browser will get displayed on the screen.
- Next you may press the Digitally Sign the Summary (Hash). You will need to enter the password for the DSC and sign the Hash.
- You will get the message “GSTR1 Summary has been successfully signed”
- Once the digitally signed Hash is visible in the box below you may now go back to the Web Browser.
- Besides the Get Data button you will find the “Create Digitally Signed Summary” button.
- You will be able to see the payload that will be sent to the GSTN server for filing the GSTR1.
- Besides the “Create Digitally Signed Summary” you can see the “File GSTR1” button. Press the same and file the GSTR1.
- You will get the message “GSTR1 has been successfully filed” The acknowledgement number and date will be displayed.
- You will get a confirmation email from the GSTN giving the details of the filing.