

If you want to file a NIL GSTR3B or with Data but without the requirement of offsetting any liability?

- Prepare your data in the Excel templates as provided. **If there is no data put "0" in all the fields or leave them blank.**
- Go to GSTR3B → Save / Upload GSTR3B.
- 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. 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.
- Verify the data and if you find it okay, Press the "Create Json" button. The Json shall be made.
- To upload the data to the GSTN Server, Press the Save Gstr3B.
- You will get the message "Data Successfully Updated".
- Before filing the GSTR3B, go to GSTR3B → Get 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. Once all the data is verified, you are ready to file the GSTR3B.

- Go to GSTR3B → File GSTR3B. Select the Financial Year and the Month and Press "Get Data".

You will see the following message:

"To file the GSTR3B 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 GSTR3B."

- On pressing the close button, you will see the GSTR3B 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 GSTR3B and press Start.
- On the next screen you will need to “Select the DSC of the Registered person” to sign the GSTR3B & “Enter the PAN number” of the Registered person.
- You may now press the Get summary (Hash) to be signed. The Hash of the GSTR3B 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 “GSTR3B 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 GSTR3B.
- Besides the “Create Digitally Signed Summary” you can see the “File GSTR3B” button. Press the same and file the GSTR3B.
- You will get the message “GSTR3B 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.