Guidelines for eSancharan Form-38 download (Import Declaration Form for dealers in Uttar Pradesh)

eSancharan Import Declaration Form (Form-38) download facility has been provided by Commercial Tax Department, Uttar Pradesh from the month of November 2013. All dealers can avail this facility of downloading of eSancharan Form-38 online.

Depending on the load or requirement of form-38 by individual dealers a categorization has been done. Under the present scheme of category a dealer is,

- 1. Pioneer Dealers/PSU/more than 1000 crore above turnover dealers:

 Dealers whose turnover is more than 1000 crore above turnover identified by the department are given some extra facility of eSancharan form-38 downloads.
- <u>2.</u> <u>Dealers other than Pioneer Dealers/PSU:</u> Other than Pioneer Dealers/PSU/less than 1000 crore below turnover dealers.

How to Initiate:

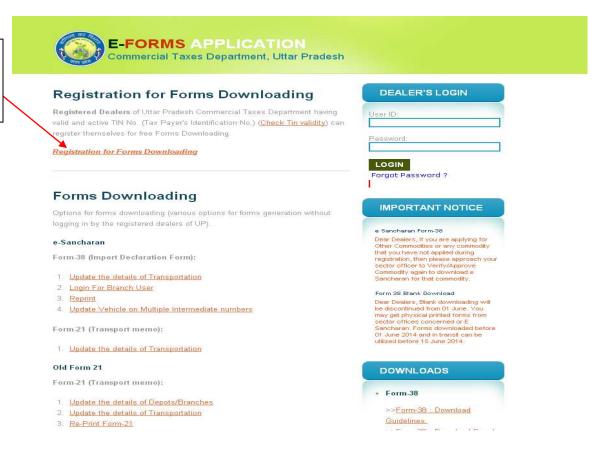
Click on

download

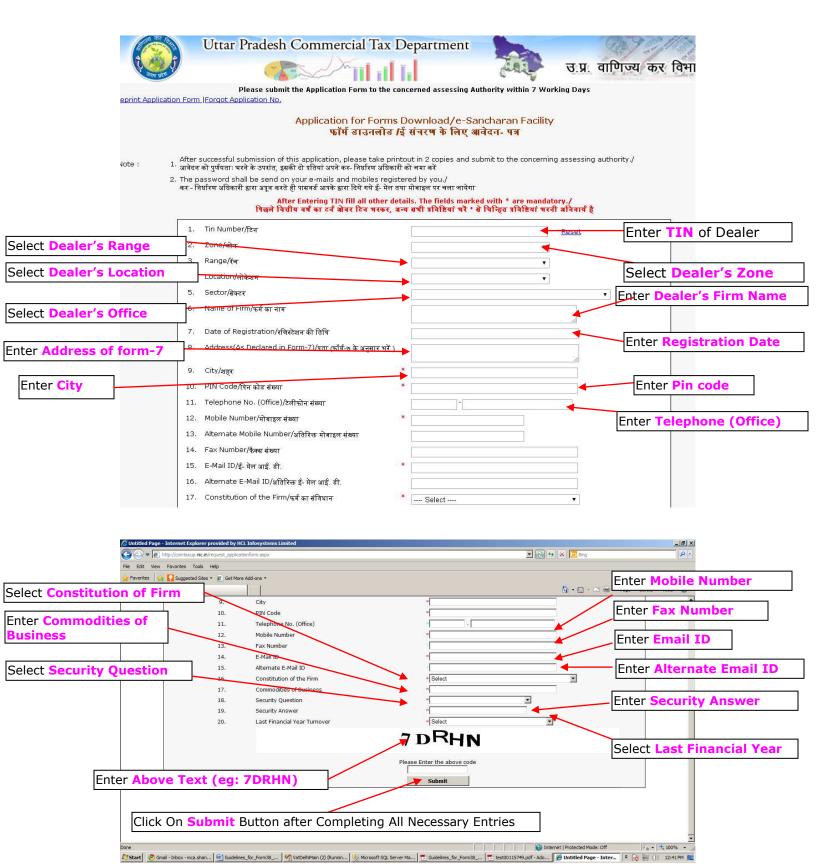
Registration for Form-38

A dealer interested in downloading Form-38 online has to do the following:

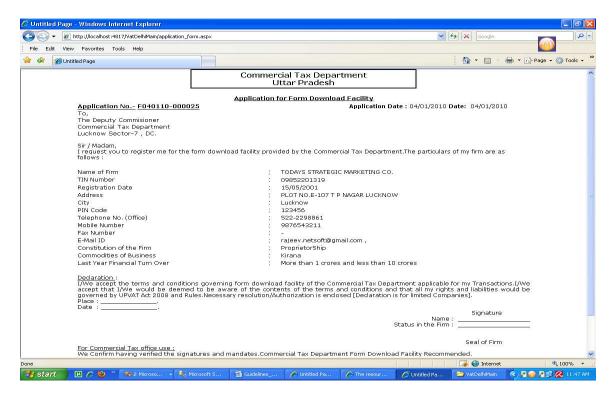
1. Go to the website (http://comtax.up.nic.in) and apply for 'Registration for Form-38 download' option.



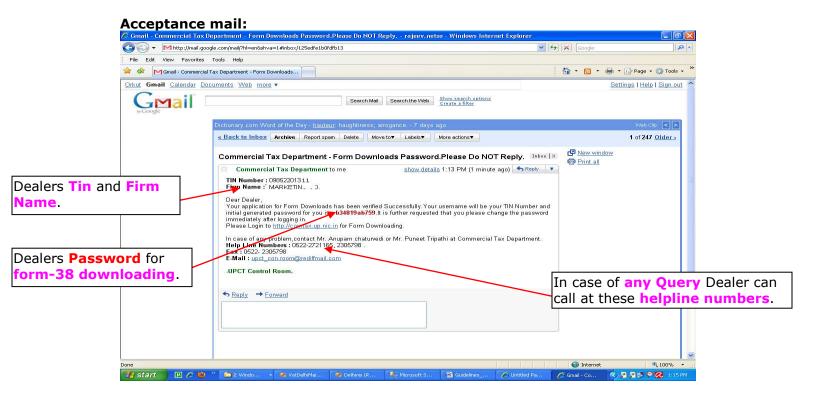
2. Fill the entries and submit the form.



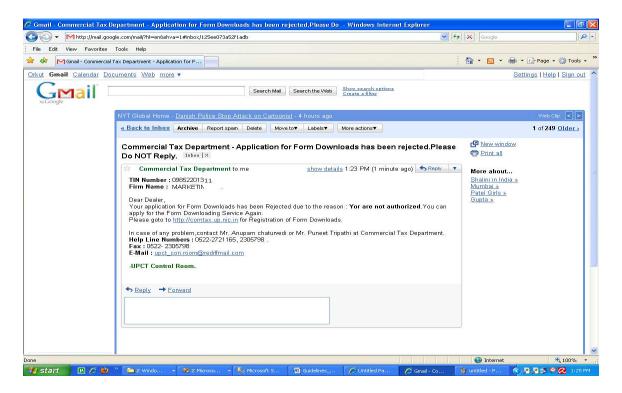
3. Once submit button is pressed a report would be generated with a Form request no. The dealer needs to take a print of the form and submit the same to the local Commercial Tax office for further processing. (Please remember the request no. should be visible clearly on the printout taken by the dealer).



4. Once the request is accepted or rejected by the official concerned at the Commercial Tax Department, an email would be sent to the dealer on the registered as well as alternate email-id. The Accepted dealer would receive a password for form-38 downloading.



Rejected request mail:



5. The dealer whose request is rejected by the Commercial Tax authorities can once again request after removing the objectionable points. The dealers whose request has been accepted can straightaway start downloading form-38 by logging-in using his TIN No. and Password given to him through an email(refer 4)



6. Once login button is pressed using appropriate login credentials, a successful login page would appear with along dealer short detail. The

dealer needs to press "e-Sancharan Form-38-Form of declaration of Import Download" button for proceeding further.





Commercial Taxes Department, Government of Uttar Pradesh

Forms Download - Dealer Menu

Click on **e-Sancharan** Form-38-Form of declaration of

Import Download

Select Form

e-Sancharan Form-21 - e-sancharan Transport memo
e-Sancharan Form-38 - Form of declaration for import
Form-21 - Transport memo
Form-31 - Certificate of tax deduction at source
Form-38 - Form of declaration for import
Form-C - Form of DECLARATION
Form-E1 - Certificate under sub-section (2) of section 6
Form-E2 - Certificate under sub-section (2) of section 6
Form-F - Form of declaration to be issued by the transferee
Form-H - Certificate of Export

Form-I - Form I

mportant Notice to Dealer Regarding Form 38 Blank Download
ear Dealers,
Blank downloading will be discontinued from 01 June. You may get

physical printed forms from sector offices concerned or E Sancharan. Forms downloaded before 01 June 2014 and in transit can be utilized before 15 June 2014.

Dear Dealer,

For Form C Downloading upload Annexure C of eReturn.
For Form F Downloading upload Annexure D of eReturn.
For Form H Downloading upload Annexure E of eReturn.
For Form I Downloading upload Annexure F of eReturn.
For Form E1 Downloading upload Form CST Annexure A of eReturn.
For Form E2 Downloading upload Form CST Annexure A of eReturn.

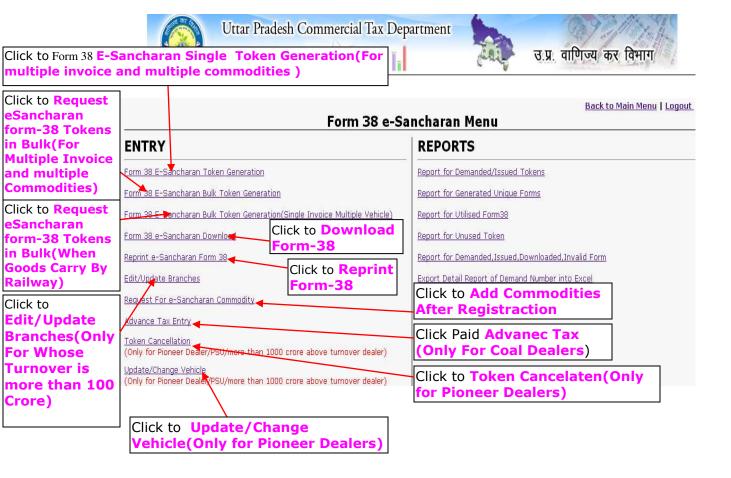
 Once the "e-Sancharan Form-38-Form of declaration of Import Download" button is pressed a menu page with the following options would appear.

ENTRY-----

- Form 38 E-Sancharan Token Generation.
- Form 38 E-Sancharan Bulk Token Generation.
- Form 38 E-Sancharan Bulk Token Generation(Single Invoice Multiple Vehicle).
- Form 38 e-Sancharan Download.
- Reprint e-Sancharan Form 38.
- Edit/Update Branches.
- Request For e-Sancharan Commodity.
- Advance Tax Entry.
- Token Cancelation.
- Update/Change Vehicle.

REPORTS-----

- Report for Demanded/Issued Tokens.
- Report for Generated Unique Forms
- Report for Utilised Form38
- Report for Unused Token
- Report for Demanded, Issued, Downloaded, Invalid Form
- Export Detail Report of Demand Number into Excel



Form Downloading Process For Single Token

8. Now the dealer can start demanding Form-38 by clicking on "Form 38 E-Sancharan Token Generation". The dealer has to enter the Tin no. of Seller ,address of seller,origin state,origin District and press the submit button. The Demand no. would be generated along with specified Demand Number.



9. Clicking on "eSancharan Form Download" menu option for issuance of the generated forms would ask for selection of demand no. for downloading of forms. The Tokens would be appearing for the selected demand no. on pressing of the "Submit" button.

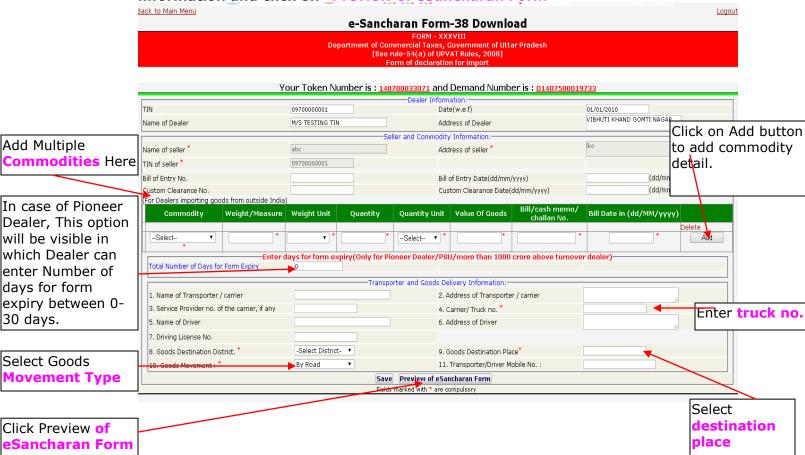


10. Then Select Consignment Type and click on Proceed button

(In Case of Full Truck Consignment)



11. After Clicking Proceed button button add Commodities and other information and click on "Preview of eSancharan Form"



12. Shows preview eSancharan Form 38. If modification required click on Ckick here to Back ,or click on Click here to Save Finally and Generate eSancharan

Click on Click here to Save finally and generate eSancharan

Click here to Back | Click here to Save Finally and Generate eSancharan

FORM-XXXVIII

Department of Commercial Taxes, Government of Uttar Pradesh [See rule-54 of the UPVAT Rules, 2008]

Confirmation Page of Form of Declaration for import

This is not a Valid eSancharan Form XXXVIII

This e-Sancharan Number is valid upto 05/07/2014

Date of Issue : 03/07/2014

Assessment Office : Corporate Circle, HO Lucknow TIN 09700000001

01/01/2010 Date (w.e.f)

Name of Dealer M/S TESTING TIN

Address of Dealer VIBHUTI KHAND GOMTI NAGAR

1. Description of Goods Cement

2. Weight/Measure 55.00-Kilograms

55-Bag 3. Quantity 4. Value in Figure 55.00

5. Value in Words Rupees Fifty Five Only 6. Bill/CashMemo/Challan/tax invoice number & date (55569,03/07/2014)

7. Goods Destination Place lko

8. Name and Address of Seller/Consignor abc Iko

09700000001 9. TIN of seller/consignor

.....,the authorized signatory of the above named dealer; do hereby declare that the goods noted above are being imported/received/brought by the aforesaid dealer.
(This "Vishishta Sancharan Number/Form XXXVIII" is online generated and as such does not require any signature of importer/seller.)

Signature of authorized signatory

1. Name & adress of the Transporter/carrier etc.

Service Provider no. of the carrier. if any

FIG: FORM DOWNLOAD



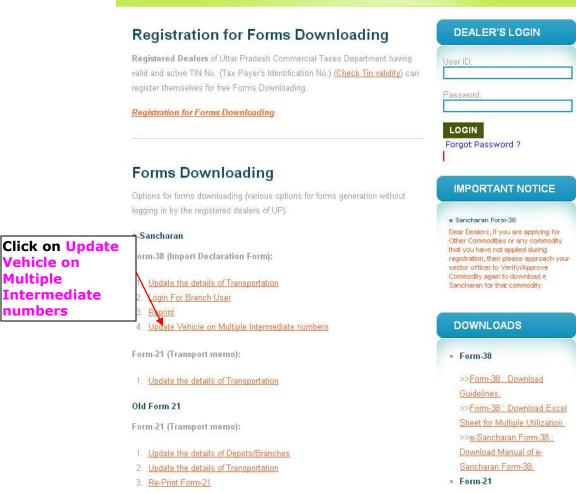
12.If Dealer Select Partial Truck Consignment Type and click on Proceed button



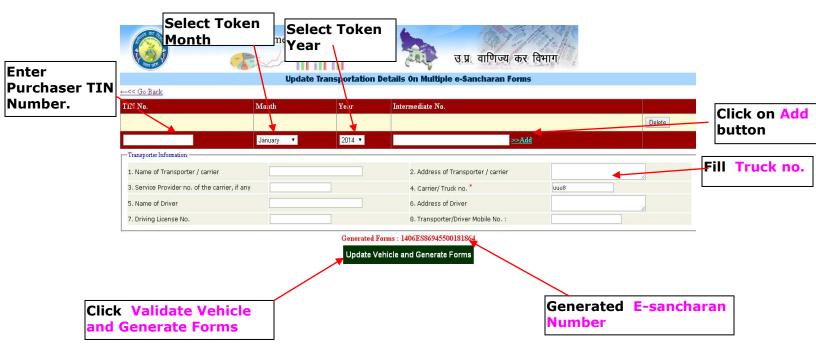
13. In case of Partial Truck Consignment fill Bill of Entry date or Custom Clearance Date, actual weight ,actual amount in vehicle ,goods destination District ,goods destination place and click on Save button

| | Back to Main Menu | | | | | n Form-38 Isignment Ei | ntry | | | |
|------------------------|---|------------------------|-------------------|------------------|----------------------------------|--|----------------------|-----------------|-------------|--------|
| | | | Dep | [See ru | mmercial Taxe lle-54 (3)(a) d | XXXVIII es, Government of U of UPVAT Rules, 2008 ation for import | ttar Pradesh]] | | | |
| | | | | Your T | oken Numb | er is : <u>1407000791</u> | <u>20</u> | | | |
| | TIN | | 09700000001 | | Dealer Inf | ormation: Date(w.e.f) | | 01/01/2010 | | |
| | Name of Dealer | | M/S TESTING TIN | | | Address of Dealer | | VIBHUTI KHAND | GOMTI NAGAR | |
| | | | | Se | eller and Commo | dity Information: | | | | (уууу) |
| | Name of seller * | | abc | | | Address of seller * | | lko | | |
| | TIN of seller * | | 09700000001 | | | | | | | |
| | Bill of Entry No. | | | | | Bill of Entry Date(dd/m | | | (dd/mm/y | |
| | Custom Clearance No. (For Dealers importing go | ods from outside India |) | | | Custom Clearance Dat | e(dd/mm/yyyy) | | (dd/mm/y | ууу) |
| Multiple | Commodity | Weight/Measure | | Quantity | Quantity Ur | nit Value Of Goods | Bill/cash memo, | Bill Date in (c | ld/MM/yyyy) |) |
| Multiple nmoditie | Cement | 22.00 | Cubicfeet 2 | 2 | Bag | 22.00 | 23677 | 07/07/2014 | | Delete |
| illouitle | Select ▼ | * | * | * | Select ▼ |]* * | | * | * | Add |
| _ | | | days for form exp | oiry(Only for Pi | ioneer Dealer/ | PSU/more than 100 | 10 crore above turno | ver dealer) | | |
| Form | Total Number of Days f | or Form Expiry | 0 | | | | | | | |
| y days(This Visible | Goods Delivery Information: | | | | | | | | | |
| or Pioneer | 1. Goods Destination D | ictrict * | CHANDAULI | • | | 2.Goods Destination P | lace* | lko | | |
| ers) | 3. Goods Movement : * | isuict. | By Road | ▼ | | 2.000us Desuliduoli Pi | lace | INO | | |
| | or doods indventerie. | | | Sav | e Gen√ateIni | terMediateNumber | | | | |
| | | | | Fields | s marked with * a | re compulsory | | | | |
| | | | , | Your Interm | odiate Num | ber is 36945500 | 047235 | | | |
| | | On Clinki | | | | dista Nico | ala au | | | |
| | | Interme | | | | diate Nun | nber | | | |

14. For Adding vehicle and generate eSancharan Form on Intermediate Numbers click on Update Vehicle on Multiple Intermediate Numbers.



15. Add multiple Intermediate Number numbers ,fill other information and click on "Update Vehicle and Generate Forms" button.



16. For Downloading This Generated eSancharan Form go in Reprint option E-FORMS APPLICATION Commercial Taxes Department, Uttar Pradesh **DEALER'S LOGIN** Registration for Forms Downloading Registered Dealers of Uttar Pradesh Commercial Taxes Department having User ID: valid and active TIN No. (Tax Payer's Identification No.) (Check Tin validity) can register themselves for free Forms Downloading. Registration for Forms Downloading LOGIN Forgot Password? Forms Downloading Click on Reprint IMPORTANT NOTICE ptions for forms downloading (various options for forms generation without for Downloading gging in by the registered dealers of UP). generated e Sancharan Form-38 Dear Dealers, If you are applying for eSancharan Sancharan Other Commodities or any commodity that you have not applied during registration, then please approach your **Forms** m-38 (Import Declaration Form): sector officer to Verify/Approve Commodity again to download e pdate the details of Transportation Sancharan for that commodity 2. Login For Branch User 3. Reprint **DOWNLOADS** 4. Update Vehicle on Multiple Intermediate numbers Form-21 (Transport memo): Form-38 >>Form-38 : Download 1. Update the details of Transportation Guidelines. Old Form 21 >>Form-38 : Download Excel Sheet for Multiple Utilization. Form-21 (Transport memo): >>e-Sancharan Form-38 : Download Manual of e-1. Update the details of Depots/Branches Sancharan Form-38. 2. Update the details of Transportation = Form-21 3. Re-Print Form-21

17. Fill tin of purchaser and generated eSancharan number and Submit for downloading Form.



Fig: Downloaded eSancharan Form.

FORM - XXXVIII



Department of Commercial Taxes, Government of Uttar Pradesh Original Copy [See rule-54 of the UPVAT Rules, 2008] Form of Declaration for import

Form 38 Serial No 1406ES86945500181864 This e-Sancharan Number is valid upto 24/07/2014

04/07/2014 Date of Issue

Assessment Office Corporate Circle, HO Lucknow

TIN 09700000001 Date(w.e.f) 01/01/2010

Name of Dealer M/S TESTING TIN

VIBHUTI KHAND GOMTI NAGAR Address of Dealer

1. Description of Goods Cement

2. Weight / Measure 11.00-Cubicfeet

3. Quantity 11-Box

4. Value in Figure 11.00

Rupees Eleven Only 5. Value in Words

6. Bill/ cash memo/ challan/ tax invoice number & date (11111,21/06/2014) lko at HO

7. Goods Destination Place

8. Name and Address of seller / consignor

9. TIN of seller / consignor 09700000001

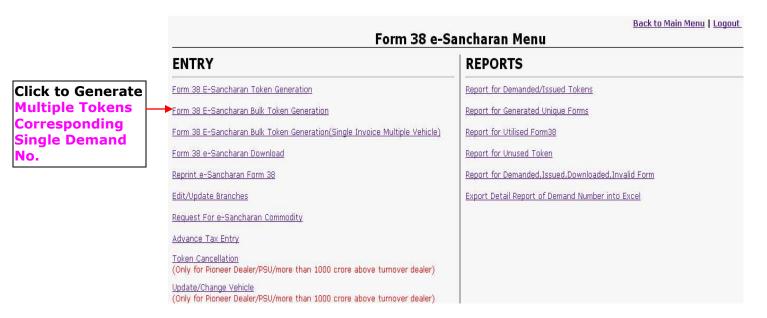
the authorized signatory of the above named dealer;do hereby declare that the goods noted above are being imported/received/brought by the aforesaid dealer.

This Vishishta Sancharan Number/Form XXXVIII is online generated and as such does not require any signature of importer/seller.

Signature of authorized signatory

- 1 . Name & address of the Transporter / carrier etc.
- 2. Service Provider no. of the carrier, if any
- 3. Carrier/ Truck no. uuu8

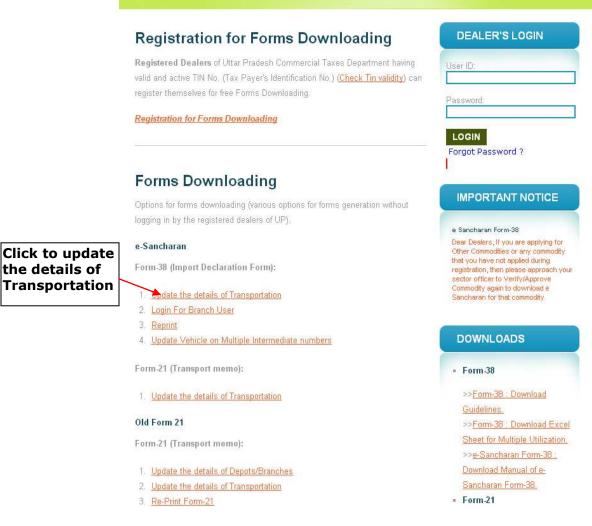
Form Downloading Process For Multiple **Token Generation**



1. Enter the Tin no. of Seller, address of seller, origin state, origin District and press the submit button. The Tokens would be generated along with specified Demand Number.



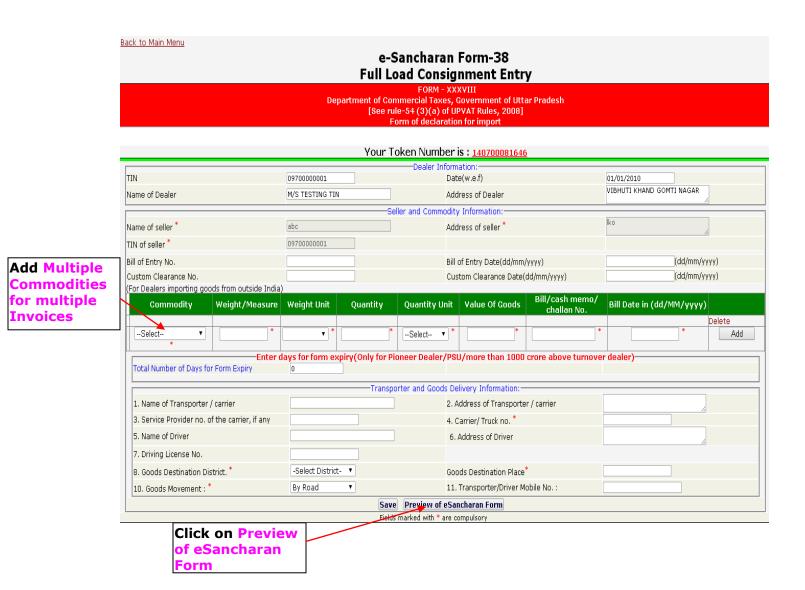
2. These Tokens used by Transporters to Generate forms with Token password.



3. Enter Token Number , password and select Truck consignment type.



4. If Dealer Select Full Truck consignment type.



5. In Preview Page if there is any modification need then click on Click here to Back or for Save Finally click Click here to Save Finally and generate eSancharan.

Click on Click hre to Save Finally and Generate eSancharan

Department of Commercial Taxes, Government of Uttar Pradesh

[See rule-54 of the UPVAT Rules, 2008] Confirmation Page of Form of Declaration for import

This is not a Valid eSancharan Form XXXVIII

This e-Sancharan Number is valid upto 24/07/2014

Date of Issue : 21/06/2014

Assessment Office: Corporate Circle, HO Lucknow

09700000001 Date (w.e.f) 01/01/2010

Name of Dealer M/S TESTING TIN

Address of Dealer VIBHUTI KHAND GOMTI NAGAR

1. Description of Goods Cement

2. Weight/Measure 33.00-Cubicfeet

3. Quantity 33-Bag 4. Value in Figure 33.00

5. Value in Words Rupees Thirty Three Only

6. Bill/CashMemo/Challan/tax invoice number & date (35345,04/07/2014)

7. Goods Destination Place lko

8. Name and Address of Seller/Consignor abc bcs

9. TIN of seller/consignor 09700000001

I,.....the authorized signatory of the above named dealer; do hereby declare that the goods noted above are being imported/received/brought by the aforesaid dealer.

(This "Vishishta Sancharan Number/Form XXXVIII" is online generated and as such does not require any signature of

importer/seller.)

Signature of authorized signatory

Fig: Generated e-Sancharan Form

1 Nome 9 adress of the Transporter/corrier etc

FORM - XXXVIII



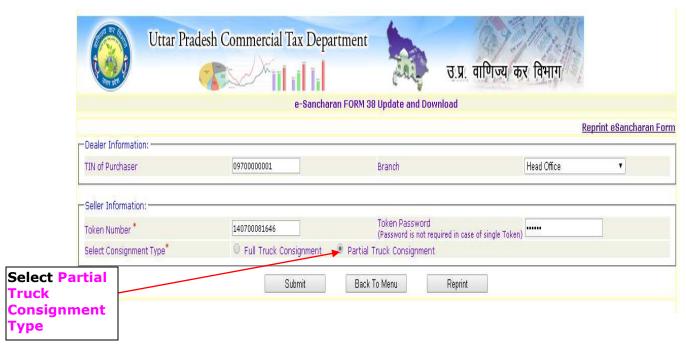
Department of Commercial Taxes, Government of Uttar Pradesh [See rule-54 of the UPVAT Rules, 2008] Form of Declaration for import

1405ESSE045500181964 This a Sancharan Number is valid unto 24/07/2014

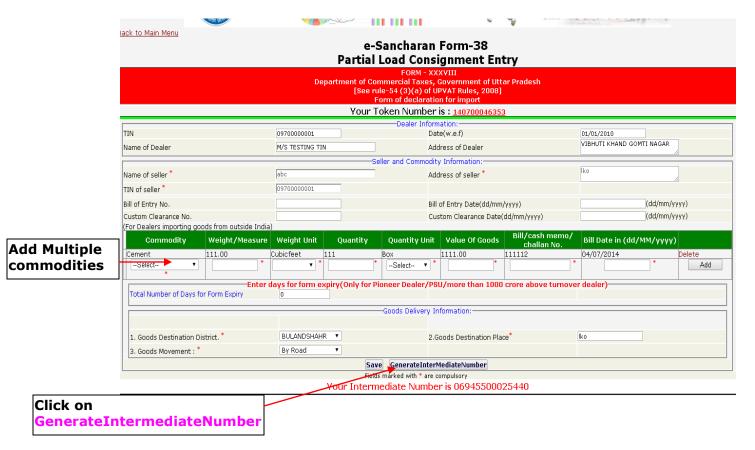
| Form 38 Serial No | 1406ES86945500181864 | This e-Sancharan Number is valid up | to 24/07/2014 |
|--|---|--|---------------------------------|
| Date of Issue | 04/07/2014 | | |
| Assessment Office | Corporate Circle, HO Luckr | ow | |
| TIN | 09700000001 | Date(w.e.f) | 01/01/2010 |
| Name of Dealer | | M/S TESTING TIN | |
| Address of Dealer | | VIBHUTI KHAND GOMTI NAGAR | |
| 1. Description of Goods | | Cement | |
| 2. Weight / Measure | | 11.00-Cubicfeet | |
| 3. Quantity | | 11-Box | |
| 4. Value in Figure | | 11.00 | |
| 5. Value in Words | AL ALE | Rupees Eleven Only | |
| 6. Bill/ cash memo/ challan/ t | ax invoice number & date | (11111,21/06/2014) | |
| 7. Goods Destination Place 8. Name and Address of sell 9. TIN of seller / consignor | er / consignor Commercial Tax Dep | lko'at HQ | |
| 8. Name and Address of sell | er / consignor Tax Dep Commercial Tax Dep Commercial Tax Dep Vibbuti Khand Got | abc lko | |
| 9. TIN of seller / consignor | Commercial Con Commercial Con Commercial Con | 09700000001 | |
| | Vibraw Form-3 | S DOUT | |
| I,declare that the goods noted | the auth | orized signatory of the above named dealer eceived/brought by the aforesaid dealer. | er;do hereby |
| ASSESSMENT TO THE PROPERTY OF THE PROPERTY OF THE PARTY O | | e generated and as such does not require | any si <mark>g</mark> nature of |
| | | Signature of au | thorized signatory |
| 1 . Name & address of the Ti | ransporter / carrier etc | | |

- 1 . Name & address of the Transporter / carrier etc.
- 2. Service Provider no. of the carrier, if any
- 3. Carrier/ Truck no. uuu8

6. If Dealer Select Partial truck Consignment Type then.



7. In case of Partial Truck Consignment add multiple commodities for multiple Invoice numbers. If dealer fill custom Clearance Date then form expiry date will count from Custom clearance date otherwise from Bill date.



Form Downloading Process for Bulk Token Generation (Single Invoice multiple Vehicle)





 In case of Single Invoice and multiple vehicle(e.g. Railway Rack) add commodity ,actual weight ,invoice date, weight of Goods ,unit of weight ,unit of quantity ,name of seller, address and no. of Tokens to be demanded and click on Submit Button.



2. For Download eSancharan Form On behalf of generated Token Numbers by Transporters click on Update the detail of Transporter by Transporter.



Registered Dealers of Uttar Pradesh Commercial Taxes Department having valid and active TIN No. (Tax Payer's Identification No.) (Check Tin validity) can register themselves for free Forms Downloading. Registration for Forms Downloading Porms Downloading Options for forms downloading (various options for forms generation without logging in by the registered dealers of UP). e-Sancharan Form-38 (Import Declaration Form): 1. Update the details of Transportation 2. Login For Branch User 3. Reprint 4. Update Vehicle on Multiple Intermediate numbers Form-21 (Transport memo):

1. Update the details of Transportation

Update the details of Depots/Branches
 Update the details of Transportation

Form-21 (Transport memo):

3. Re-Print Form-21

Old Form 21

Click on Update the

Button

details of

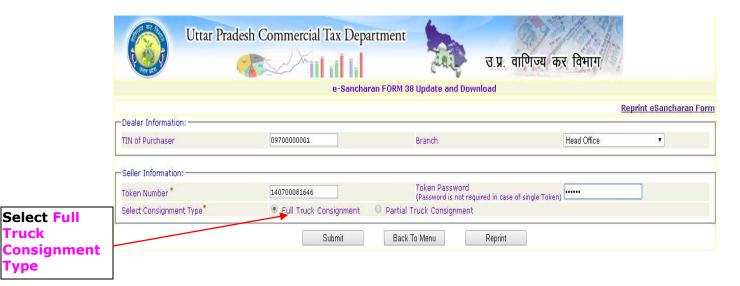
Transporters

| 1 | DEALER'S LOGIN |
|---------|--|
| Js | er ID: |
| - | |
| a | ssword: |
| _ | 3 |
| | OGIN rgot Password ? |
| 1 | IMPORTANT NOTICE |
| e | Sancharan Form-38 |
| O th | ear Dealers, If you are applying for ther Commodities or any commodity at you have not applied during gistration, then please approach your |
| Ö | ector officer to Verify/Approve omnodity again to download e ancharan for that commodity. |
| 1000000 | DOWNLOADS |
| | Form-38 |
| | >>Form-38 : Download |
| | Guidelines. |
| | >>Form-38 Download Excel |
| | Sheet for Multiple Utilization. |
| | >> <u>e-Sancharan Form-38 :</u> |
| | Download Manual of e- |
| | |

3. Fill Token Number, Token Password and select Truck Consignment Type and click Submit button.

= Form-21

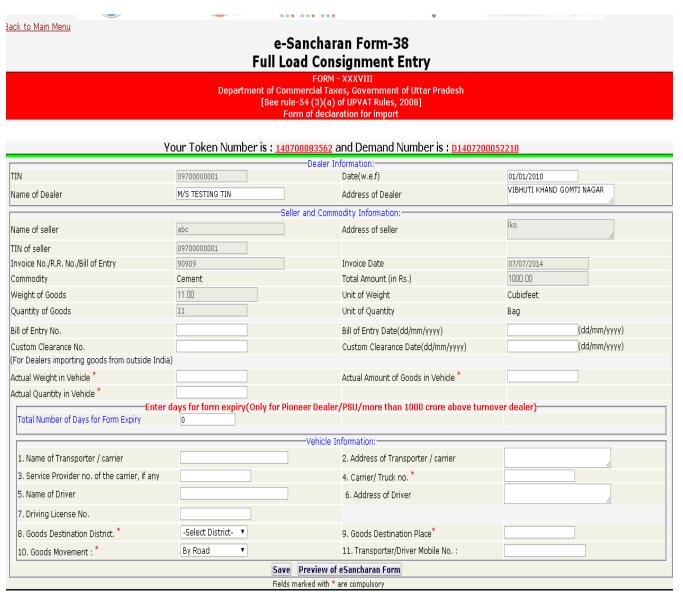
In Case of Full Truck Consignment Type.



Truck

Type

4. Fill actual weight, actual amount, truck no., Goods movement and if Transporter/Driver no. is filled then SMS of eSancharan No. delivered on Save Finally.



5. In Preview Page if there is any modification need then click on Click here to Back or for Save Finally click Click here to Save Finally and generate eSancharan.

Click here to Back | Click here to Save Finally and Generate eSancharan

FORM-XXXVIII

Department of Commercial Taxes, Government of Uttar Pradesh [See rule-54 of the UPVAT Rules, 2008]

Confirmation Page of Form of Declaration for import

This is not a Valid eSancharan Form XXXVIII

This e-Sancharan Number is valid upto 24/07/2014

Date of Issue : 21/06/2014

Assessment Office: Corporate Circle, HO Lucknow

097000000001 Date (w.e.f) 01/01/2010

Name of Dealer M/S TESTING TIN

Address of Dealer VIBHUTI KHAND GOMTI NAGAR

1. Description of Goods Cement

33.00-Cubicfeet 2. Weight/Measure

33-Bag 3. Quantity 33.00 4. Value in Figure

5. Value in Words Rupees Thirty Three Only

6. Bill/CashMemo/Challan/tax invoice number & date (35345,04/07/2014)

7. Goods Destination Place lko

1 Nome 0 adress of the Transporter/corrier etc

8. Name and Address of Seller/Consignor abc bcs

9. TIN of seller/consignor 09700000001

I,.....the authorized signatory of the above named dealer; do hereby declare that the goods noted above are being imported/received/brought by the aforesaid dealer. (This "Vishishta Sancharan Number/Form XXXVIII" is online generated and as such does not require any signature of

importer/seller.)

Signature of authorized signatory

6. If Dealer select Partial Tuck Consignment Type.



7. Fill Actual Weight, actual quantity, goods destination District and place and click on Generate Intermediate Number button.

| | [See r | FORM - XXXVIII ommercial Taxes, Government of Uttar Pradesh ule-54 (3)(a) of UPVAT Rules, 2008] Form of declaration for import | | |
|--|----------------------------------|---|----------------|--------------|
| | Your Token Number is : <u>14</u> | <u>0700083562</u> and Demand Number is : <u>D140720</u> | 00052210 | |
| TIN | 09700000001 | Dealer Information: Date(w.e.f) | 01/01/2010 | |
| | | , , | VIBHUTI KHAND | GOMTI NAGAR |
| Name of Dealer | M/S TESTING TIN | Address of Dealer | | h |
| | | Seller and Commodity Information: | lko | |
| Name of seller | abc | Address of seller | IKU | // |
| TIN of seller | 09700000001 | | | |
| Invoice No./R.R. No./Bill of Entry | 90909 | Invoice Date | 07/07/2014 | |
| Commodity | Cement | Total Amount (in Rs.) | 1000.00 | |
| Weight of Goods | 11.00 | Unit of Weight | Cubicfeet | |
| Quantity of Goods | 11 | Unit of Quantity | Bag | |
| Bill of Entry No. | | Bill of Entry Date(dd/mm/yyyy) | | (dd/mm/yyyy) |
| Custom Clearance No. | | Custom Clearance Date(dd/mm/yyyy) | | (dd/mm/yyyy) |
| (For Dealers importing goods from outside Ir | ndia) | | | |
| Actual Weight in Vehicle * | 11 | Actual Amount of Goods in Vehicle * | 11.00 | |
| Actual Quantity in Vehicle * | 11 | | | |
| | | Pioneer Dealer/PSU/more than 1000 crore above tu | rnover dealer) | |
| Total Number of Days for Form Expiry | 0 | | | |
| | | Goods Delivery Information: | | |
| 1. Goods Destination District. * | BAREILLY ▼ | 2. Goods Destination Place* | trtrt | |
| 3. Goods Movement : * | By Road ▼ | | | |
| | Sa | ve enerateInterMediateNumber | | |
| | Field | ds marked with * are compulsory | | |
| | Your Intern | nediate Number is 56945500049692 | | |

For Help and Suggestions:

Shashi Bhushan Singh

Joint Commissioner (IT) Commercial Tax Headquarter Vibhuti Khand Gomti Nagar, Lucknow.

Email: ctithqlu-up@nic.in

Or

Mr Puneet Tripathi AC, Commercial Tax HQs. Gomti Nagar, Lucknow.

email: srajan.tripathi@gmail.com

For Technical Help:

Mr Ashesh Agarwal, Sr. Technical Director, NIC, Yojna Bhawan, Lucknow. email: ashesh.agarwal@nic.in

HELPLINE: 0522-2721944, EMAIL ID: cthelplinelu-up@nic.in