



# Filing NIL returns - GSTR 1

**GSTR-1 - PREPARE DATA** May 2017

Review Return Summary prepared based on your data on ClearTax. You can either Bulk Import your data using Excel or create it one by one. Before Uploading your Return to GSTN, ensure that you review below summary prepared based on data on ClearTax.

**Outward Supplies Made by the Taxpayer**

The below GST Return 1 summary is prepared based on your data on ClearTax. Invoices are grouped based on government specified sections in GST Returns. It is irrespective of whether data is Uploaded to GSTN.

Type of invoice	Total	Taxable Amount (₹)	Tax Amount (₹)	Total Amount including tax (₹)
B2B	60	456786.89	456786.89	345456786.89
B2C (Large)	60	456786.89	456786.89	345456786.89

**PREPARE GSTR 1 NOW**

**This guide is applicable for users who are looking  
to file NIL returns**

**Please note all the following needs to be done on  
the Government portal**

# 1. Login with GST portal Username and Password

Goods And Services Tax Network [IN] | <https://services.gst.gov.in/services/login>

Skip to Main Content | A+ A-

Goods and Services Tax | Login

Home Services - Notifications & Circulars - Acts & Rules - Downloads -

Home > Login

Login

Indicates mandatory fields

Username \*

Enter Username

Password \*

Enter Password

**LOGIN**

[Forgot Username](#) [Forgot Password](#)

**First time login:** If you are logging in for the first time, click [here](#) to log in.

Website Policies | Related Sites | Help | Contact Us

Website Policy | Central Board of Excise and Customs | System Requirements | Help Desk Number: 0120-4500000

## 2. After logging in, select Services -> Returns Dashboard

Skip to Main Content

Goods and Services Tax

AKHIL RAJAN POTADE

Dashboard Services Notifications & Circulars Acts & Rules Search Taxpayer

Dashboard

Last logged in on 01/09/2017 20:26

Currently logged in from IP: 111.93.143.126

Welcome AKHIL RAJAN POTADE to GST Common Portal

*You can navigate to your chosen page through navigation panel given below*

RETURN DASHBOARD > CREATE CHALLAN > VIEW NOTICE(S) AND ORDER(S) >

**AKHIL RAJAN POTADE**  
**27BODPP6161D1ZZ**

View Profile

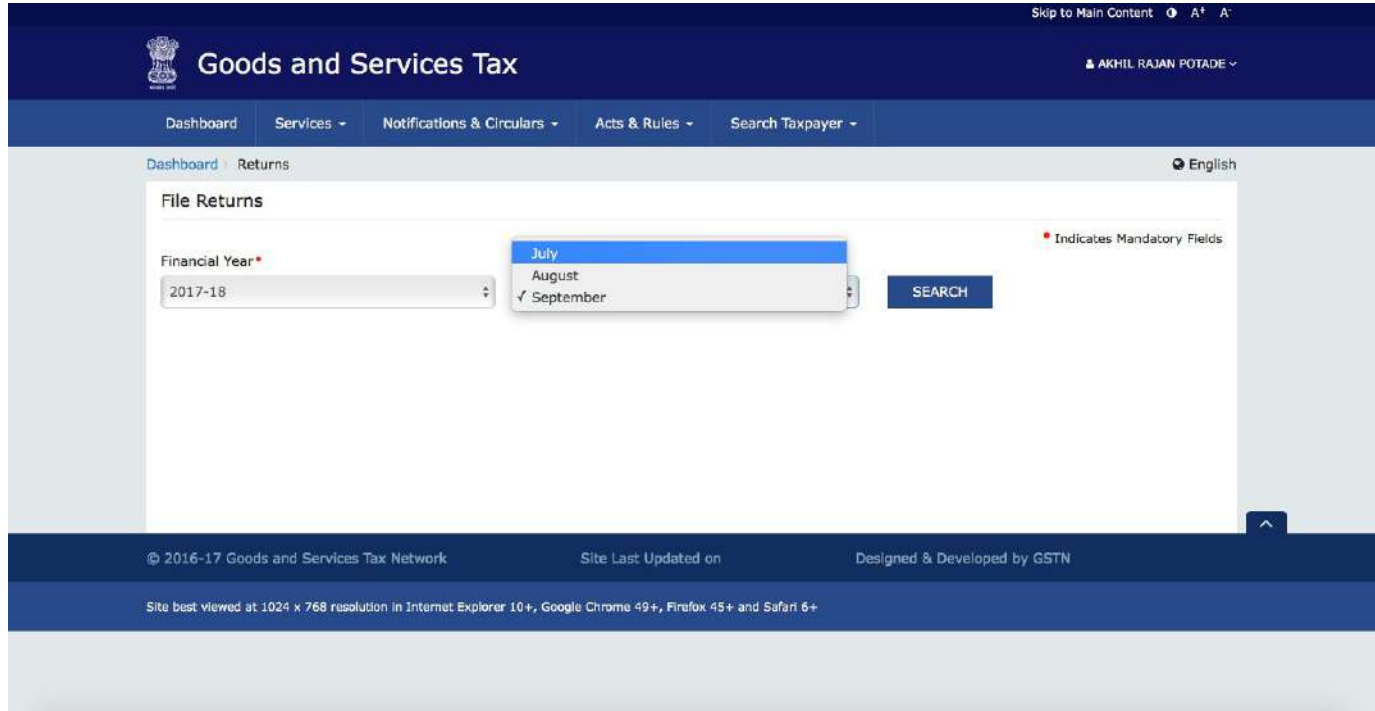
Quick Links

- Check Cash Balance
- Liability ledger
- Credit ledger

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Site best viewed at 1024 x 768 resolution in Internet Explorer 10+, Google Chrome 49+, Firefox 45+ and Safari 6+

### 3. Select month and year as 2017-18 and July

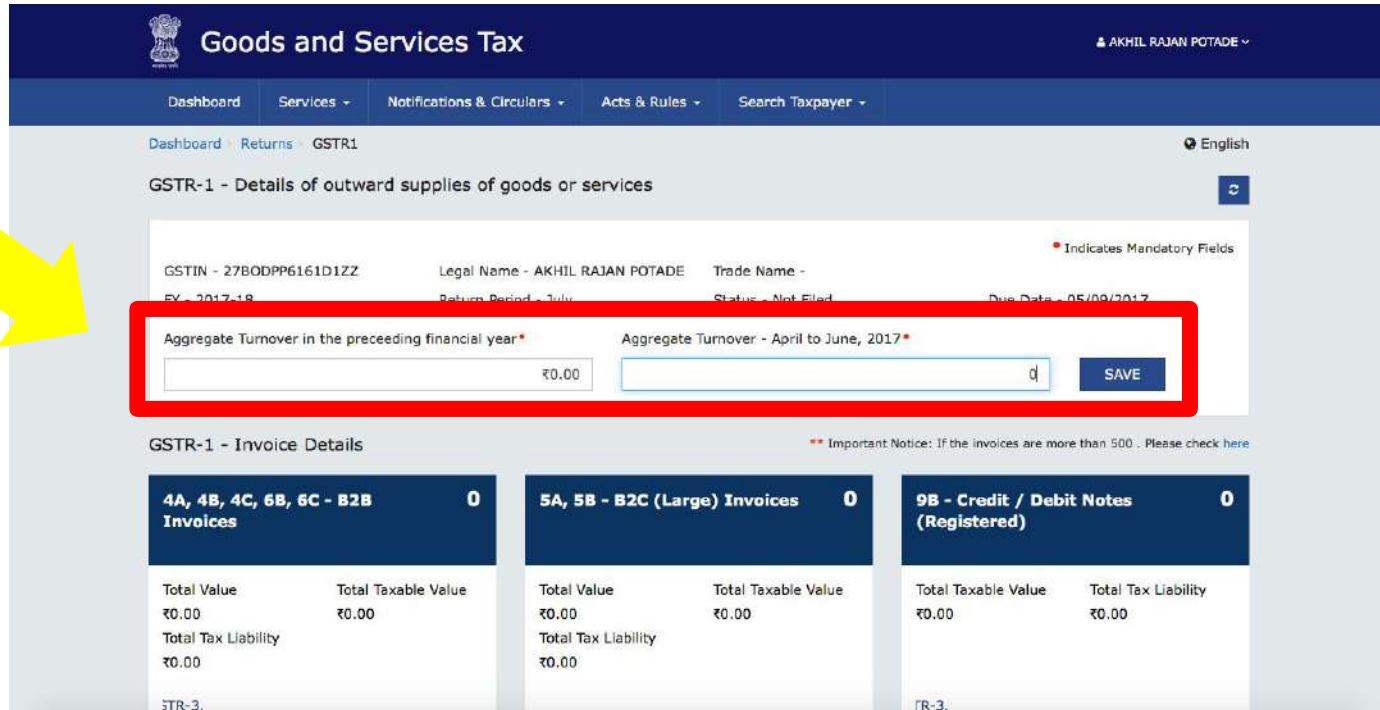


The screenshot displays the 'Goods and Services Tax' portal interface. At the top, there is a navigation bar with the GST logo and the text 'Goods and Services Tax'. Below this, a secondary navigation bar contains links for 'Dashboard', 'Services', 'Notifications & Circulars', 'Acts & Rules', and 'Search Taxpayer'. The main content area is titled 'File Returns' and features a form with two dropdown menus: 'Financial Year' (set to '2017-18') and 'Month' (set to 'July'). A 'SEARCH' button is positioned to the right of the dropdowns. A legend indicates that a red asterisk (\*) denotes mandatory fields. The footer of the page includes copyright information for '© 2016-17 Goods and Services Tax Network', the text 'Site Last Updated on', and 'Designed & Developed by GSTN'. A note at the bottom states 'Site best viewed at 1024 x 768 resolution in Internet Explorer 10+, Google Chrome 49+, Firefox 45+ and Safari 6+'.

# 4. Choose 'Prepare Online'

The screenshot displays the 'Goods and Services Tax' portal. At the top, there is a navigation bar with 'Dashboard', 'Services', 'Notifications & Circulars', 'Acts & Rules', and 'Search Taxpayer'. Below this, the 'Returns' section is active, showing a search filter for 'Financial Year' (2017-18) and 'Return Filing Period' (July). A 'SEARCH' button is present. The main content area features three cards: 'Details of outward supplies of goods or services (GSTR1)', 'Inward supplies received by taxpayer (GSTR2)', and 'Auto Drafted details (GSTR2A)'. Each card has a 'Due Date' and 'PREPARE ONLINE' and 'PREPARE OFFLINE' buttons. A yellow arrow points to the 'PREPARE ONLINE' button for GSTR1, which is also enclosed in a red rectangular box. Below these cards is a 'Monthly Return (GSTR3B)' card with a 'Due Date - 25/08/2017'.

# 5. Enter the aggregate turnovers as applicable in your case



**Goods and Services Tax**

AKHIL RAJAN POTADE

Dashboard Services Notifications & Circulars Acts & Rules Search Taxpayer

Dashboard Returns GSTR1

English

GSTR-1 - Details of outward supplies of goods or services

Indicates Mandatory Fields

GSTIN - 27BODPP6161D1ZZ Legal Name - AKHIL RAJAN POTADE Trade Name -  
FY - 2017-18 Return Period - July Status - Not Filed Due Date - 05/09/2017

Aggregate Turnover in the preceding financial year\* Aggregate Turnover - April to June, 2017\*

₹0.00 ₹0.00 SAVE

GSTR-1 - Invoice Details

\*\* Important Notice: If the invoices are more than 500. Please check here

4A, 4B, 4C, 6B, 6C - B2B Invoices 0		5A, 5B - B2C (Large) Invoices 0		9B - Credit / Debit Notes (Registered) 0	
Total Value	Total Taxable Value	Total Value	Total Taxable Value	Total Taxable Value	Total Tax Liability
₹0.00	₹0.00	₹0.00	₹0.00	₹0.00	₹0.00
Total Tax Liability		Total Tax Liability			
₹0.00		₹0.00			

STR-3. TR-3.

## 6. Click on B2C (Others) table (number 7) in the same screen


liability will be computed net off credit note ar ₹0.00

GSTR-1 - Other Details

<b>7 - B2C (Others)</b> 0	<b>8A, 8B, 8C, 8D - Nil Rated Supplies</b> 0	<b>11A(1), 11A(2) - Tax Liability (Advances Received)</b> 0
Total Taxable Value ₹0.00	Total Nil Amt ₹0.00	Gross Advance Received ₹0.00
Total Tax Liability ₹0.00	Total Exempted Amt ₹0.00	Total Tax Liability ₹0.00
	Total Non-GST Amt ₹0.00	
<b>11B(1), 11B(2) - Adjustment of Advances</b> 0	<b>12 - HSN-wise summary of outward supplies</b> 0	<b>13 - Documents Issued</b> 0
Gross Advance Adjusted ₹0.00	Total Value ₹0.00	Total Docs 0
Total Tax Liability ₹0.00	Total Taxable Value ₹0.00	Cancelled Docs 0
	Total Tax Liability ₹0.00	Net Issued Docs 0

GENERATE GSTR1 SUMMARY

Top



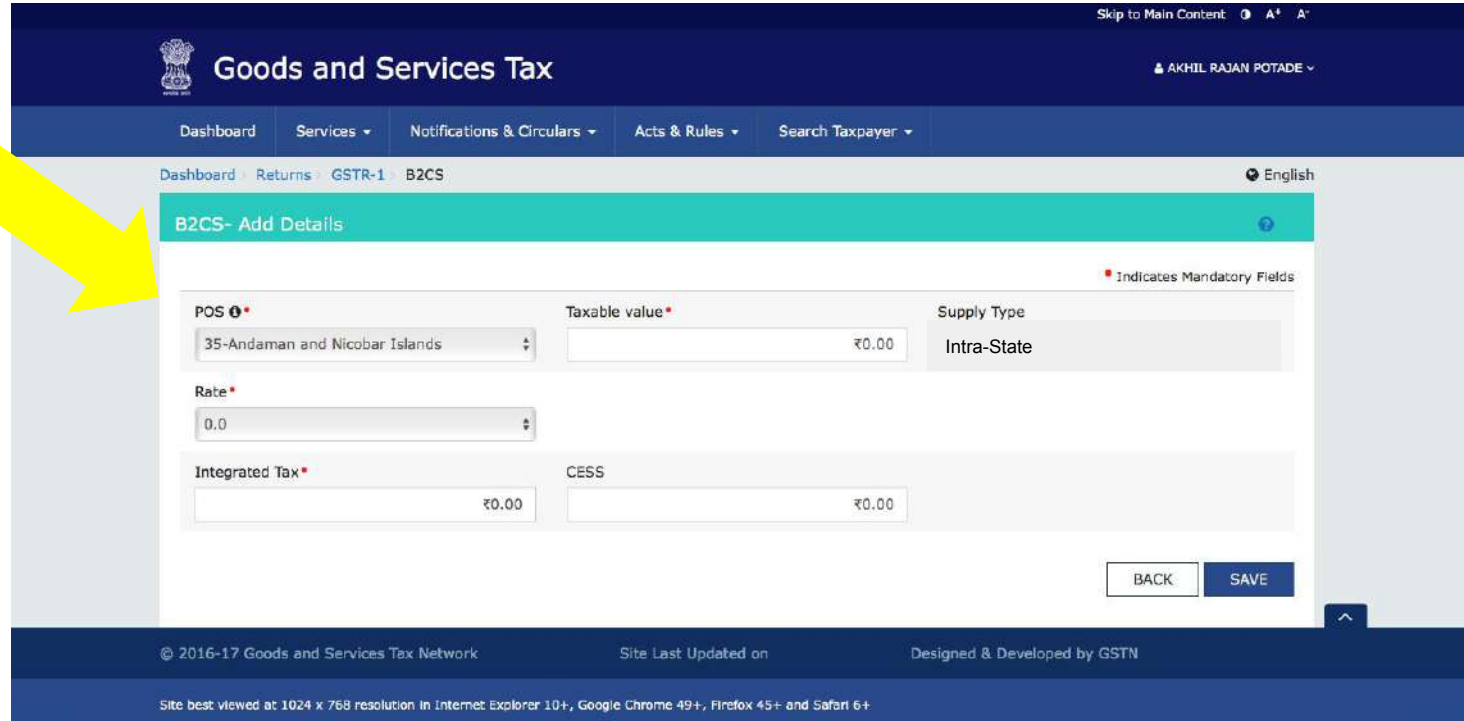


# 7. Click on 'Add Details'

The screenshot shows the 'Goods and Services Tax' portal. The header includes the Government of India logo and the text 'Goods and Services Tax'. The user's name 'AKHIL RAJAN POTADE' is visible in the top right. The navigation menu contains 'Dashboard', 'Services', 'Notifications & Circulars', 'Acts & Rules', and 'Search Taxpayer'. The breadcrumb trail is 'Dashboard > Returns > GSTR-1 > B2CS'. The page title is 'B2C (Others) Details - Summary'. Below the title, it says 'Other than E-Commerce'. A message box states 'No Record found.'. At the bottom right, there are two buttons: 'BACK' and 'ADD DETAILS'. A large yellow arrow points to the 'ADD DETAILS' button.

## 8. Choose Place of Supply and enter zero value ('0') for others and click 'Save'

Choose the state your GSTIN is registered



The screenshot displays the 'Goods and Services Tax' portal interface. The main header includes the logo and the text 'Goods and Services Tax'. Below the header is a navigation bar with options: Dashboard, Services, Notifications & Circulars, Acts & Rules, and Search Taxpayer. The breadcrumb trail shows 'Dashboard > Returns > GSTR-1 > B2CS'. The current page is titled 'B2CS- Add Details'. A yellow arrow points to the 'POS' dropdown menu, which is currently set to '35-Andaman and Nicobar Islands'. The form contains several input fields: 'Taxable value' (₹0.00), 'Supply Type' (Intra-State), 'Rate' (0.0), 'Integrated Tax' (₹0.00), and 'CESS' (₹0.00). A legend indicates that a red asterisk (\*) denotes mandatory fields. At the bottom right of the form are 'BACK' and 'SAVE' buttons. The footer contains copyright information, the last update date, and the developer's name.

POS *	Taxable value *	Supply Type
35-Andaman and Nicobar Islands	₹0.00	Intra-State
Rate *		
0.0		
Integrated Tax *	CESS	
₹0.00	₹0.00	

# 9. Once saved, you will get the following screen. Click 'Back'

The screenshot displays the 'Goods and Services Tax' portal interface. At the top, there is a navigation bar with the following items: 'Dashboard', 'Services', 'Notifications & Circulars', 'Acts & Rules', and 'Search Taxpayer'. The user's name, 'AKHIL RAJAN POTADE', is visible in the top right corner. Below the navigation bar, the breadcrumb trail reads 'Dashboard > Returns > GSTR-1 > B2CS'. A green notification box states 'Request accepted successfully.' Below this, a teal header indicates 'B2C (Others) Details - Summary' with a refresh icon. Underneath, it specifies 'Other than E-Commerce'. The main section is titled 'Processed Invoices' and contains a table with the following data:

Place of Supply (Name of State)	Rate (%)	Total Taxable Value	Integrated Tax (₹)	Central Tax (₹)	State/UT Tax (₹)	CESS (₹)
Andaman and Nicobar Islands	0	0.00	0.00	0.00	0.00	0.00

At the bottom of the table, there are two buttons: 'BACK' and 'ADD DETAILS'. A large yellow arrow points to the 'BACK' button.

# 10. Click 'Generate HSN summary'

GSTR-1 - Other Details

<b>7 - B2C (Others)</b> <b>1</b>	<b>8A, 8B, 8C, 8D - Nil Rated Supplies</b> <b>0</b>	<b>11A(1), 11A(2) - Tax Liability (Advances Received)</b> <b>0</b>
Total Taxable Value ₹0.00	Total Tax Liability ₹0.00	Total Nil Amt ₹0.00
	Total Exempted Amt ₹0.00	Gross Advance Received ₹0.00
	Total Non-GST Amt ₹0.00	Total Tax Liability ₹0.00
<b>11B(1), 11B(2) - Adjustment of Advances</b> <b>0</b>	<b>12 - HSN-wise summary of outward supplies</b> <b>0</b>	<b>13 - Documents Issued</b> <b>0</b>
Gross Advance Adjusted ₹0.00	Total Value ₹0.00	Total Docs 0
Total Tax Liability ₹0.00	Total Taxable Value ₹0.00	Cancelled Docs 0
	Total Tax Liability ₹0.00	Net Issued Docs 0

**GENERATE GSTR1 SUMMARY**

I acknowledge that I have reviewed the details of the preview and the information is correct and would like to submit the details. I am aware that no changes can be made after submit.

[Top](#)

# 11. Select the checkbox and click on 'Preview'

₹0.00	₹0.00	₹0.00	₹0.00	₹0.00	
		Total Non-GST Amt		Total Tax Liability	
		₹0.00		₹0.00	
<b>11B(1), 11B(2) - Adjustment of Advances</b> 0		<b>12 - HSN-wise summary of outward supplies</b> 0		<b>13 - Documents Issued</b> 0	
Gross Advance Adjusted		Total Value	Total Taxable Value	Total Docs	Cancelled Docs
₹0.00		₹0.00	₹0.00	0	0
Total Tax Liability		Total Tax Liability		Net Issued Docs	
₹0.00		₹0.00		0	
<a href="#">GENERATE GSTR1 SUMMARY</a>					
<input checked="" type="checkbox"/> I acknowledge that I have reviewed the details of the preview and the information is correct and would like to submit the details. I am aware that no changes can be made after submit.					
<a href="#">Please click here to download the Summary page of GSTR-1 for your review</a>					
<a href="#">BACK</a> <a href="#">PREVIEW</a> <a href="#">SUBMIT</a>					
<input type="checkbox"/> I/We hereby solemnly affirm and declare that the information given herein above is true and correct to the best of my/our knowledge and belief and nothing has been concealed therefrom.					
<a href="#">FILE GSTR-1 WITH DSC</a> <a href="#">FILE GSTR-1 WITH EVC</a>					

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## 12. Now click on 'Submit'

₹0.00	₹0.00	₹0.00	₹0.00	₹0.00
		Total Non-GST Amt ₹0.00		Total Tax Liability ₹0.00

<b>11B(1), 11B(2) - Adjustment of Advances</b> 0	<b>12 - HSN-wise summary of outward supplies</b> 0	<b>13 - Documents Issued</b> 0
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Gross Advance Adjusted ₹0.00 Total Tax Liability ₹0.00	Total Value ₹0.00 Total Tax Liability ₹0.00	Total Taxable Value ₹0.00	Total Docs 0 Net Issued Docs 0	Cancelled Docs 0
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[GENERATE GSTR1 SUMMARY](#)

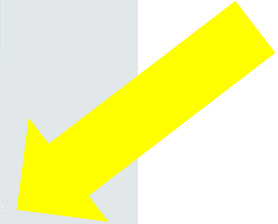
I acknowledge that I have reviewed the details of the preview and the information is correct and would like to submit the details. I am aware that no changes can be made after submit.

I/We hereby solemnly affirm and declare that the information given herein above is true and correct to the best of my/our knowledge and belief and nothing has been concealed therefrom.

[BACK](#) [PREVIEW](#) [SUBMIT](#)

[FILE GSTR-1 WITH DSC](#) [FILE GSTR-1 WITH EVC](#)

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