E-Waybill

Steps to sent Request for a waybill

Step 1: Open the site https://meghalayaonline.gov.in and click on the e-Waybill link. Enter TIN, username and password

Step2: On successful login, a page will open where the dealer can enter the number of waybill required. From the combo box, select ROAD PERMIT and enter a value between 0 and 100 in the Text Box labeled as "Enter the Required No" and click on Submit button. The dealer must ensure that enough balance is available in the system to complete the transaction otherwise the system will not allow to proceed further. To enter the details of the challan deposited in the Treasury or paid thru e-Payment System click on the 'Add a Challan Here' link.

Step 3: Click OK button. A new page will open. Details of the waybill numbers allotted will be displayed in the screen.

Step 4: Click on Logout button and wait for ST to approve the request.

When the ST approves the request an e-mail containing the **Transaction ID** will be sent to he dealer's email ID and mobile no. The transaction ID can be used to print your e-waybills. The waybill is to be printed in triplicate.

Step 5: After obtaining the Transaction ID login again with the same TIN, username and password as above.

Step 6: From the menu, Click on the link "Print e-Waybill" and enter the Transaction Id that is send via email after the request was approved by the ST. The waybills will be displayed on the screen and the dealer can print the waybills whenever required.

E-Payment

Procedures to make e-Payment

1. Open the website https://meghalayaonline.gov.in   and click on the "e-Payment for Tax" link

2. Login with the TIN, UserID and Password

3. Furnish/enter the following details

      i.   Select the starting month of the quarter in which the tax is due.
      ii.   Select the Financial Year of the quarter.
      iii.   Select the purpose from the Challan Purpose combo box. The options are TAX AMOUNT, PENALTY, TAX INTEREST, COMPOSITION,SECURITY,MISC etc
      iv.   Select 'Scheme' for which the Tax is to be paid. At present there are two schemes; one is VAT and the other is CST.
      v.   Select the scheme code from the list for which the tax is payable.
      vi.   Enter the tax amount.
      vii.   To make payment for another scheme code, continue with steps vi & vii. The total amount of the tax entered will be calculated by the system as shown.
      viii.   Select the name of the Bank in which he is having an internet banking account.
      ix.   Click on the **Submit** Button.

4. View and confirm the data entered.

5. Clicks on the "Make Payment" button.

6. Login into the Bank's portal with the UserID/Password supplied by the Bank.

7. Confirm the payment in the Bank Portal and click on "Make Payment" button. After successful completion of the transaction, the dealer can print the e-Receipt both from the Bank's portal as well as from the portal of the Taxation Dept.

E-Returns

1. Open the site https://meghalayaonline.gov.in/eVatReturn

2. Select on 'Dealer' Category.

3, Login with TIN, User ID and Password

4. To enter the Return Data click on the link "Sl. No 4-10" and enter the amount for the category "Purchases in the quarter"

5. Enter the 'Sales in the quarter' values for the Sl no 11-19 link

6. On opening the link "Sl no 20-22" the tax calculation will be displayed on the screen. The user need to check whether the calculation is correct or not. The user can also enter the values whereever required by him /her eg Sales cancelled/ return of Sold goods etc. The System will calculate the Total adjustment and Total Output tax.

 7. On clicking 23-25 the second part of the tax calculation is displayed and the user can enter the values wherever required by him/her and the calculation like Total Tax Credit and total Net Input tax Credit is being calculated by the system itself.

8. The user will then click on Sl no 26-35 which will display the last part of the tax calculation.

9. The user will enter the interest /penalty if required. The Tax paid will be calculated from the Challan deposited by the dealer for that particular period. It will be displayed on Sl no 31. To view the Challan(s), the dealer can click on 'Show challan details' and a new window will appear displaying all the Challans paid by the dealer for that particular period ending.

10. After filling all the values correctly the user will have to click on the submit button. A new page will appear, displaying a Return No. The dealer will have to note down this 11 digit no for future reference.

11. To view the Return data entered so farm the user can click on 'Print Return Report', which will open the format of Return form and the values entered by the dealer in PDF format. The User may print the form directly or save it as file and print it at a later stage.

E-Registration

1. Open the site https://meghalayaonline.gov.in/
2. Click on the 'E-Registration' link
 3. Clicks on the **Dealer detail**, the system will display the screen where the data is to be entered.

- Select the Office, the State and Status code. Log Date, Circle Code and Charge code gets populated automatically.
- Select the proper "Application-For" option whether applying for TIN voluntarily or compulsorily.
- Enter the personal details such as Name, Address, Gender etc.
- Name of the business and the Principal Place of Business.
- Enter the PAN number provided by the Income Tax Dept.
- Indicate the Nature and Status of business.
- Is your accounts maintenance computerized or done manually?

- Accounting year and a date when the dealer want to register from (it may be at an earlier date).

Please Note that the applicant has to furnish correct Mobile No. and email address as the System will sent any notification regarding the status by e-Mail or SMS.

Commodities Details

This section will enable the dealer to choose the commodities he/she is dealing with.

- Enter at least 3 letters of the commodity and click the "Search" button.
- A list with all possible commodities that match the name will be displayed
- Select the commodity applicable for your business
- Next select the "Nature of business" in accordance to the commodity selected above.
- Click on the "Add Commodity" button.
- The commodity added will be displayed in a table below
- You may now repeat the above steps and add more commodities
- To remove a commodity you must click the red "X" mark in the commodities table.
- When done click the "Next" Button.

Bank Details

This section enables the applicants to furnish the Bank Details such as a) Bank Name, b) Bank Branch c) Account number, d) Account type etc.

Branch Details

This Section enables the applicant to enter the Branch office of his/her business if any. The details to be furnished are the Address and contact information of branch office. In case the applicant has a branch in other state, the same has to be furnished for record.

Contacts:

In this section, the applicant has to provide the name and other details of two contact person. Please note that the system will not accept dummy name like HSJHJSD or JAMES1, JAMES2 etc

Warehouse

In case the applicant is having a business which has a warehouse, the address and other details of the warehouse is to be provided in this page,

Factory

In case the applicant is having a factory, the detail address location is to be entered in this page.

Documents :

This section enables the applicants to "Tick" on the documents that need to be verified at a later stage once the application has been accepted. Finally click on the Submit Registration Button

Note: EPIC and PAN Card are mandatory. The rest may be asked for depending on various situations.

Once the application is submitted the system will generate an Application Number. This number can be used to view the status of the application.