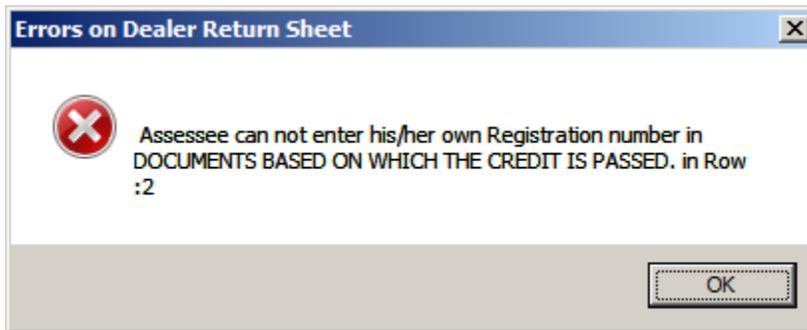


## Dealer Return in ACES - Instructions for showing IEC code

10-04-2012

As you may be aware, earlier, dealers who imported goods or purchased goods from other importers had difficulty in filing dealer returns in ACES, as the ACES application did not allow such dealers to mention their own Central Excise registration number, or the IEC Code of the importer in the column prescribed for mentioning the CE Registration number in the block "Documents based on which credit is passed on" in the dealer return.

The following error message was displayed by the system.



The application has now been modified. From 07.04.2012, 1st or 2nd stage dealers who have either imported goods on their own or have purchased goods from other Importers can mention their own IEC code or the IEC Code of the importers in the prescribed column. The ACES application will verify if the IEC code is a valid one available in the database or not and in case of invalid IEC codes, the returns will be rejected. In case of rejection, the dealers can incorporate the correct IEC codes and e-file the return.

Dealers can file their Return in the following three modes.

1. Online filing
2. Offline Excel Utility – typing out values in an excel file and generating “Xml” file and uploading
3. “XLS Upload” Option – Direct upload of excel file in ACES, by entering “Sales” and “Purchase” Invoices as a simple listing, in two excel sheets.

Of these three, for Dealers having huge invoices, the third option is the best, which is explained hereunder.

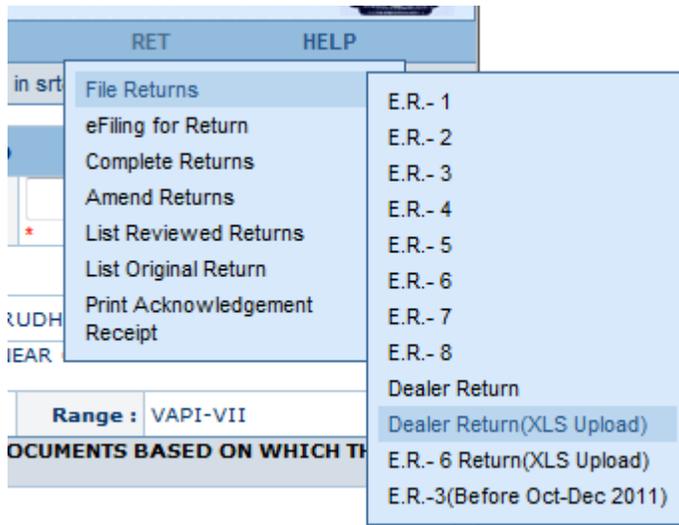
### **Steps for uploading XLS file of Dealer return:**

Download the excel file to your local machine in the below mentioned steps:

#### **Step1:**

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### Step2:

The screenshot displays the CBEC portal interface. At the top, it says 'GOVERNMENT OF INDIA' and 'CENTRAL BOARD OF EXCISE AND CUSTOMS, Ministry of Finance - Department of Revenue'. Below this is a navigation bar with tabs: CLI, DSR, EXP, PRA, REF, REG, RET, and HELP. The current page is 'Returns - Dealer Return XLS Upload', and the user is logged in as 'srt8910'. The main content area is titled 'DEALER RETURN - INVOICES ISSUED, RECEIVED'. It includes a form for 'QUARTERLY RETURN UNDER RULE 7 OF CENVAT CREDIT RULES 2002 FOR THE YEAR'. The form contains fields for 'Registration Number' (ABGPJ1102KXD001), 'Dealer's Name' (MARUDHAR REFRACTORIES), 'Dealer's Address' (PLOT NO. 90 PARAS COMPLEX SHOP NO.4 1ST PHASE, NEAR G.E.B - VAPI IE VALSAD GUJARAT 396195), 'Commissionerate' (VAPI), 'Division' (DIVISION - VAPI), and 'Range' (VAPI-VII). Below the form is an 'UPLOAD SECTION FOR INVOICES ISSUED BY FIRST STAGE/ SECOND STAGE DEALER AND DOCUMENTS BASED ON WHICH THE CREDIT IS PASSED ON'. It features an 'Upload(XLS Only):' field with a 'Browse...' button. At the bottom, there is a link to 'Download Sample XLS File'.

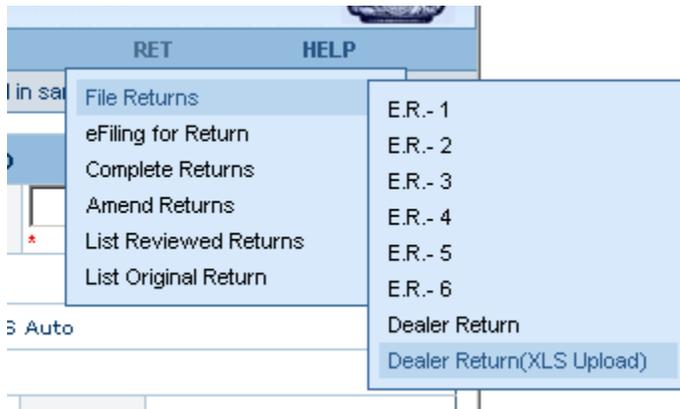
Extract downloaded file and fill the data of dealer return. This will download a zipped folder, with three files, namely the Instruction file in the word document – “Read Me.doc”, an excel file (with Sheet1 and sheet2) and the List of valid CETSH and UOM in another excel file.

After filling the data, and saving in any specific name, the file can be uploaded (directly) to the server from the following navigation menu:

**RET→File Returns→Dealer Return (XLS Upload)**

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### Data Validations:

**Sheet1:** Data of INVOICES ISSUED BY FIRST STAGE/ SECOND STAGE DEALER, PARTICULARS OF INVOICES ISSUED BY FIRST STAGE/SECOND STAGE DEALER and MAIN ITEMS IN THE INVOICE has to be filled in Sheet1 of excel.

**Sheet2:** Data of DOCUMENTS BASED ON WHICH THE CREDIT IS PASSED ON and MAIN ITEMS IN THE INVOICE has to be filled in Sheet2 of excel.

**Instructions for Sheet1:** Please do not enter data in Row one of the excel sheet. This row is for data labels only. Invoice data has to be captured from second row onwards.

Column Name	Column in Excel Sheet	Mandatory	Data Validations	Format/Length	Sample Values
Invoice number	A	Y	Maximum 20 characters	Maxlength-20	1856321450000
Invoice Date	B	Y	Must be valid date in DD/MM/YYYY format. It Cannot be future date.	Length-10	11/01/2008
Description Of Goods	C	Y	Maximum 255 characters	Maxlength-255	
CETSH Number	D	Y	Length 8 characters, Full list provided in excel CETSH-UOM.xls	Length-8	1011090
Quantity Code	E	Y	Please provide correct UOM applicable to CETSH Refer CETSH-UOM LIST for applicable code to CETSH provided in CETSH-UOM.xls file.		U

Dealer Return in ACES - Instructions for showing IEC code

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Quantity	F	Y	decimal between 0 and 999999999999.99 (up to 2 decimal places)	12345
Amount of Duty Involved (Rs)	G	Y	Whole number between 0 and 999999999999	555652868

**Instructions for Sheet2:** Please do not enter data in Row one of the excel sheet. This row is for data labels only. Invoice data has to be captured from second row onwards.

Column Name	Column in Excel Sheet	Mandatory	Data Validations	Format/Length	Sample Values
Invoice/Bill Of Entry No.	A	Y	Maximum 20 characters	Maxlength-20	18563214500000
Date	B	Y	Must be valid date in DD/MM/YYYY format. It Cannot be future date.	Length-10	11/01/2008
Issued By	C	Y	One of the following : Importer, Manufacturer or Dealer	exact value, Only first letter in capital	Dealer
Registration Number/IEC Code	D	Y	In case of Importer only IEC code need to be provided as input else Registration Number to be provided.  PAN based Valid registration number, Registration number must have 15 characters. First 10 characters from PAN, next 2 characters should be in XM, XD, EM or ED, last three digits are running serial number.  IEC Code must have 10 characters.	Registration Number Length- 15  IEC Code Length-10	For Registration:  ABCDE1234FXD001 or ABCDE1234FXM001 or AACCA8076DEM001 or AACCA8076DED001  For IEC Code:  0123456789
Name	E	N	Maximum 100 characters	Maxlength-100	xyz limited
Address	F	N	Maximum 200 characters	Maxlength-200	abc street, road no 4 , Goa
Description Of Goods	G	Y	Maximum 255 characters	Maxlength-255	
CETSH Number	H	Y	Length 8 characters, Full list provided in excel CETSH-UOM.xls	Length-8	1011090
Quantity Code	I	Y	Please provide		U

## Dealer Return in ACES - Instructions for showing IEC code

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			correct UOM applicable to CETSH Refer CETSH-UOM LIST for applicable code to CETSH provided in CETSH-UOM.xls file.		
Quantity	J	Y	decimal between 0 and 99999999999.99 (up to 2 decimal places)		12345
Amount of Duty Involved (Rs)	K	Y	Whole number between 0 and 999999999999		52868

**Note:** If you want to delete data from a particular row then delete the entire row. Just deleting the data will not suffice.

**If you are generating the excel file from some software tool then make sure that data format of every cell must be text.**

If your excel file is not being accepted by the system then here are some typical errors which you might be doing:

1. Data you have entered is beyond the allowed max length of fields.
2. Make sure you have not left any mandatory field blank.
3. You have entered Invalid Registration number.
4. You have entered your own Registration number in Document details.
5. You have entered Invalid CETSH. Please refer to CETSH-UOM.xls file.
6. You have entered Invalid/Future Date (Correct format is DD/MM/YYYY).
7. In the column **Issued By** only three values are allowed (Dealer, Manufacturer, and Importer). Only first letter should be capital, rest in small letters.
8. Quantity Code is not as per standard values. Please refer to CETSH-UOM.xls file provided with this document for correct code. Enter UOM Value in Capital letters only.
9. Excel cells format should be text.
10. Quantity accepts only up-to 2 decimal places only.
11. Do not enter decimals in Amount.