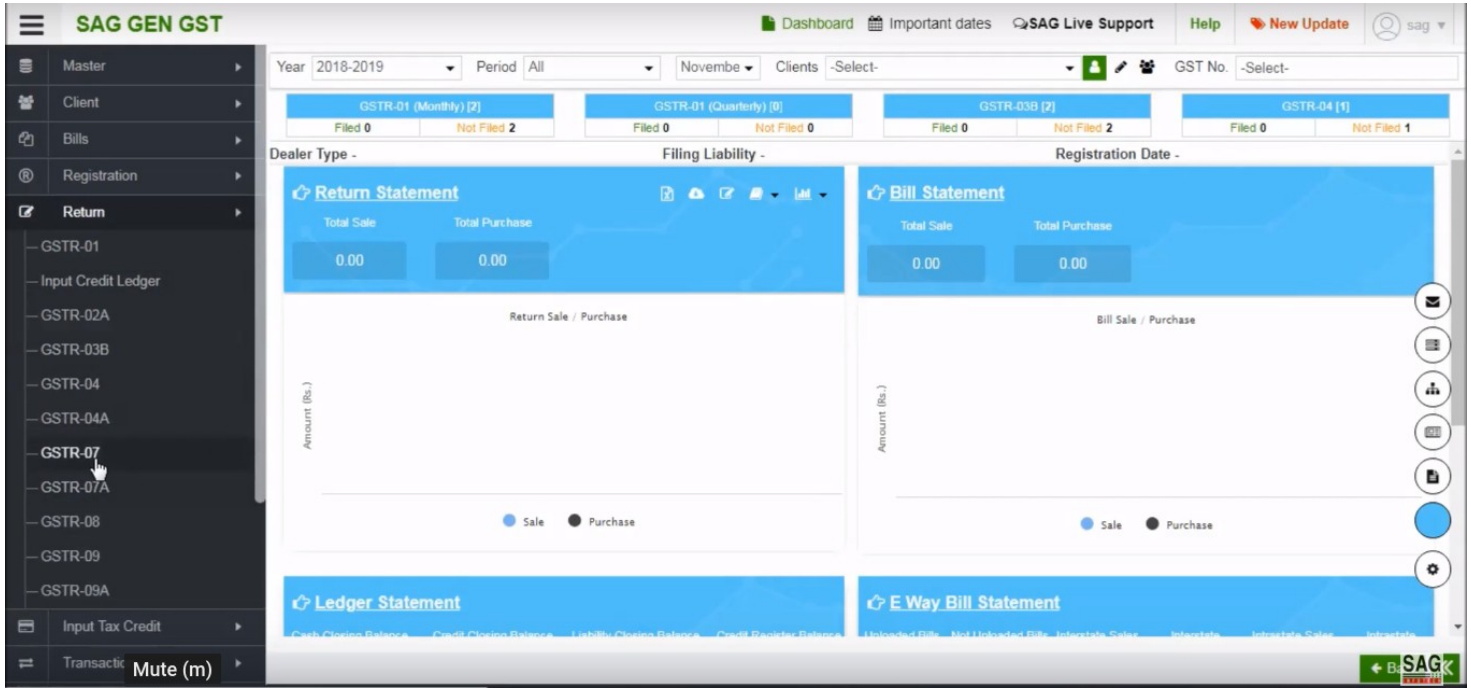
How to File GSTR 7 Return

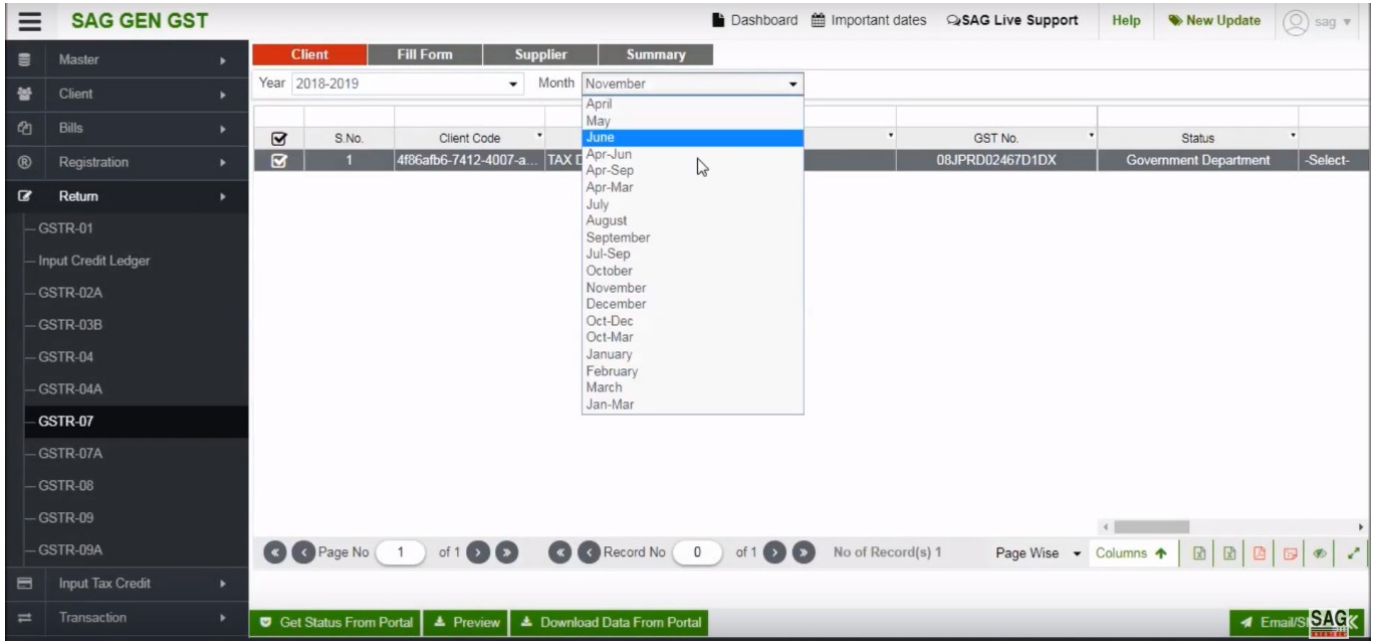
A Complete Guide

STEP 1



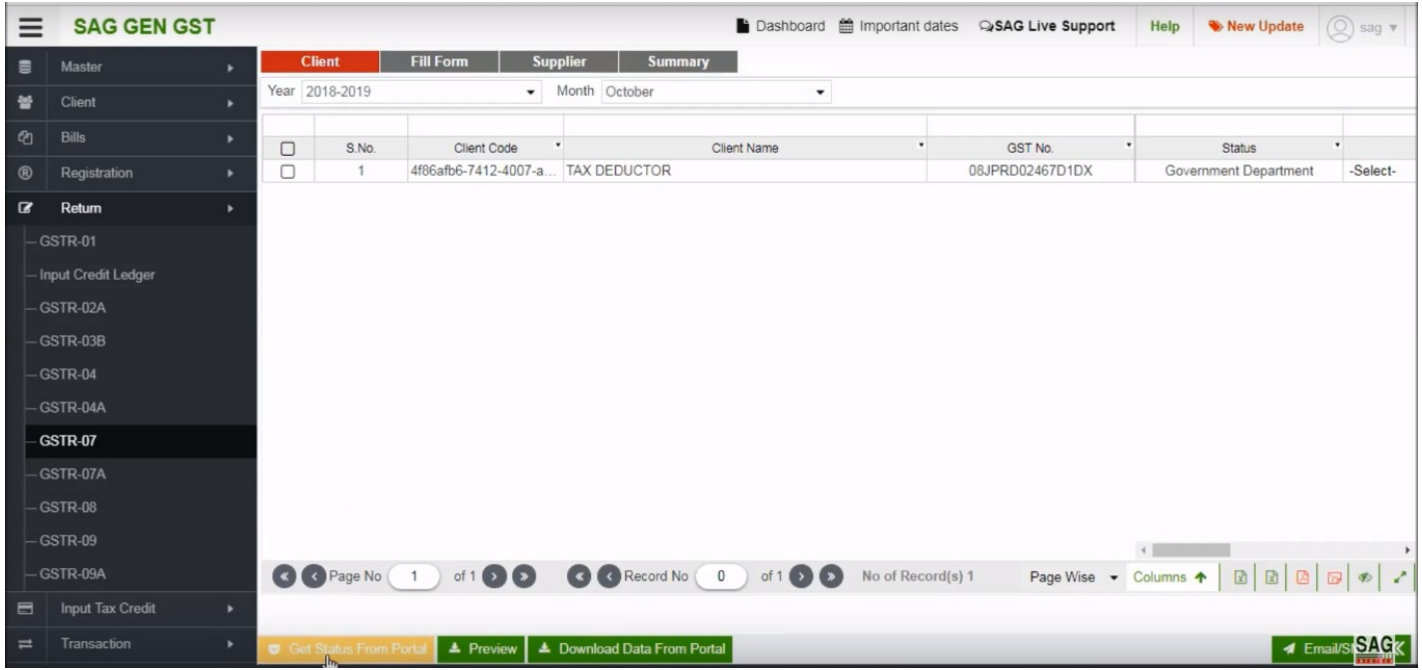
After sign-in click on Returns option and select GSTR-7 option

STEP 2



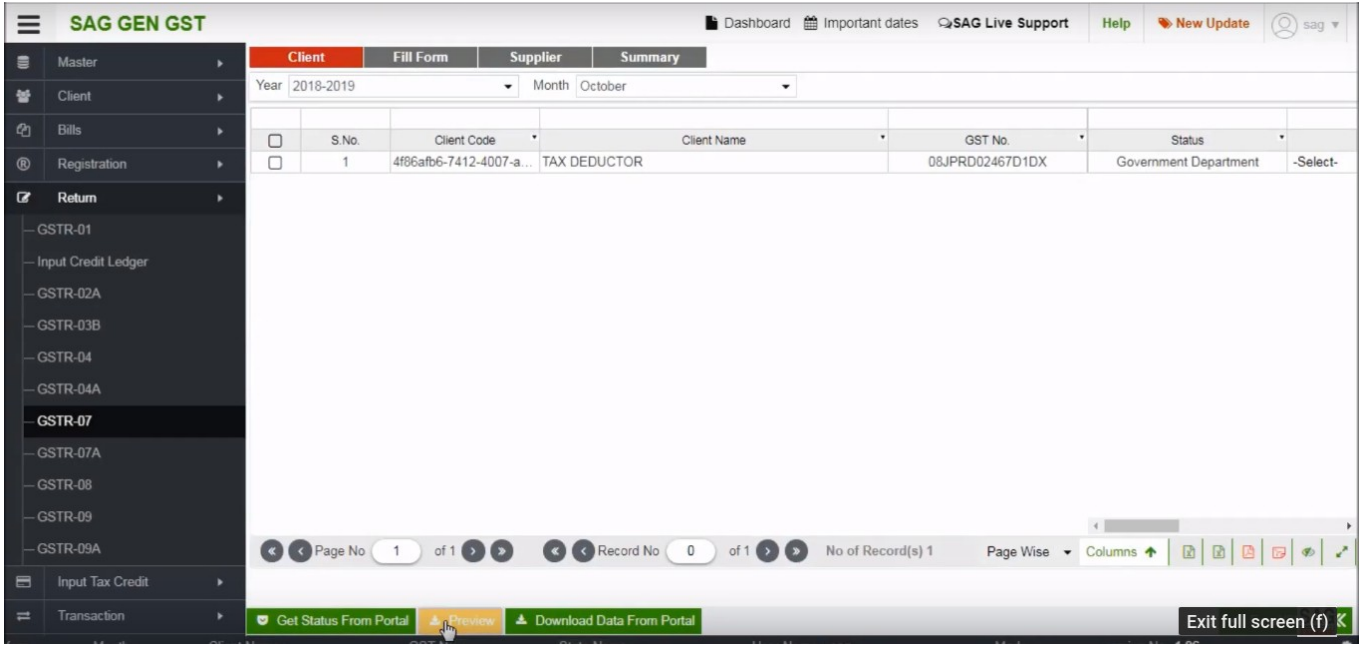
After clicking GSTR-7 option, select the client option and the process month

STEP 3



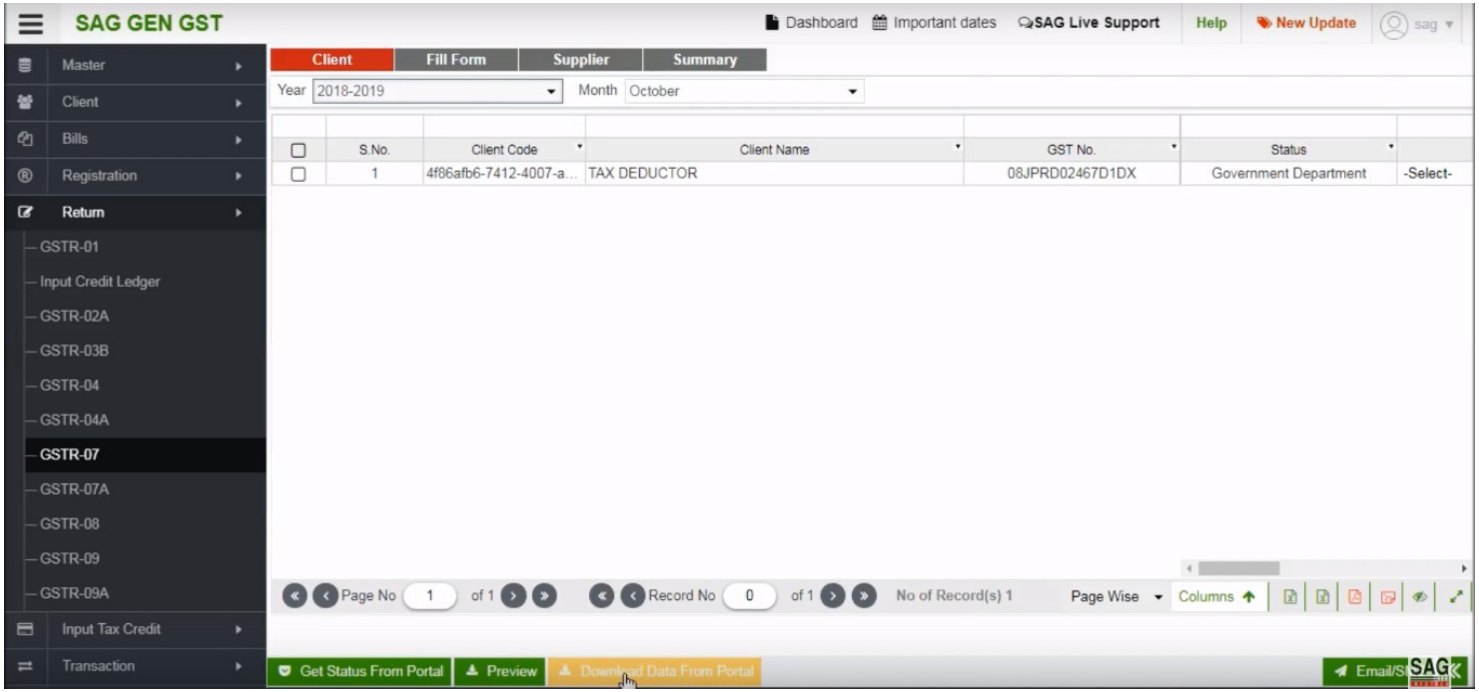
You can get the return status of the client through "Get Status from Portal" option.

STEP 4



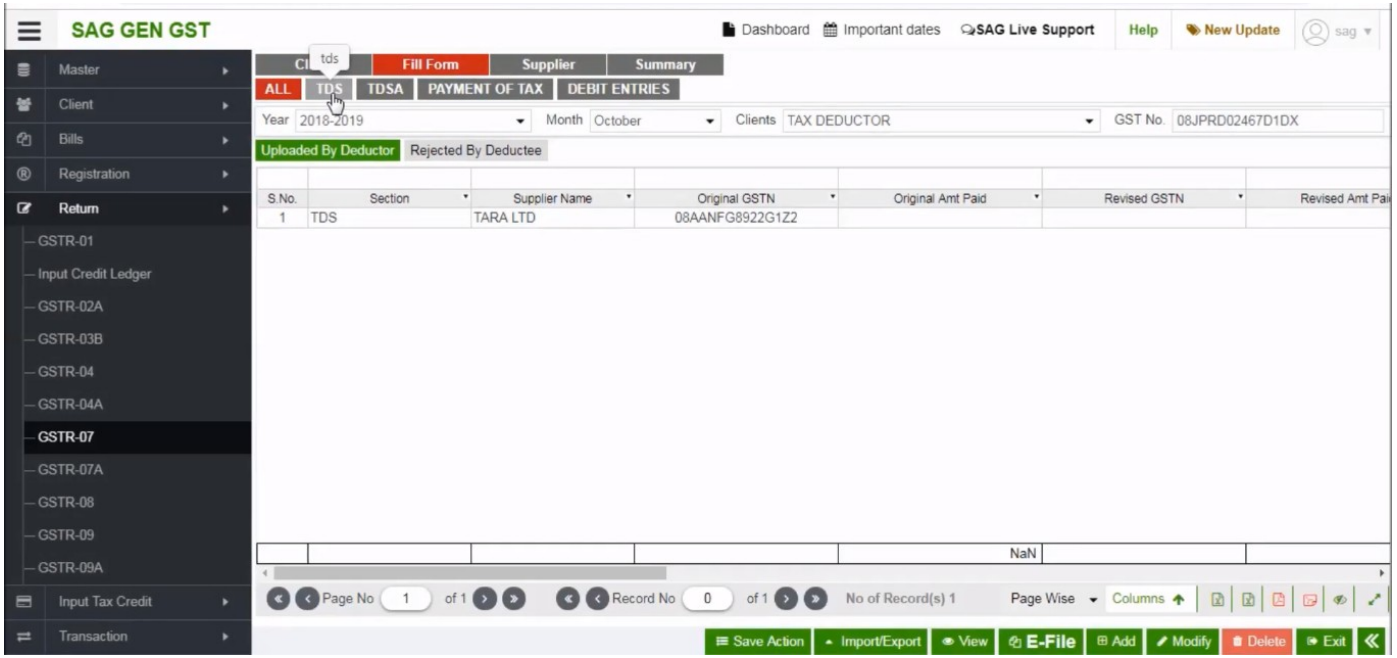
You can preview all the details in PDF format by clicking on the preview tab

STEP 5



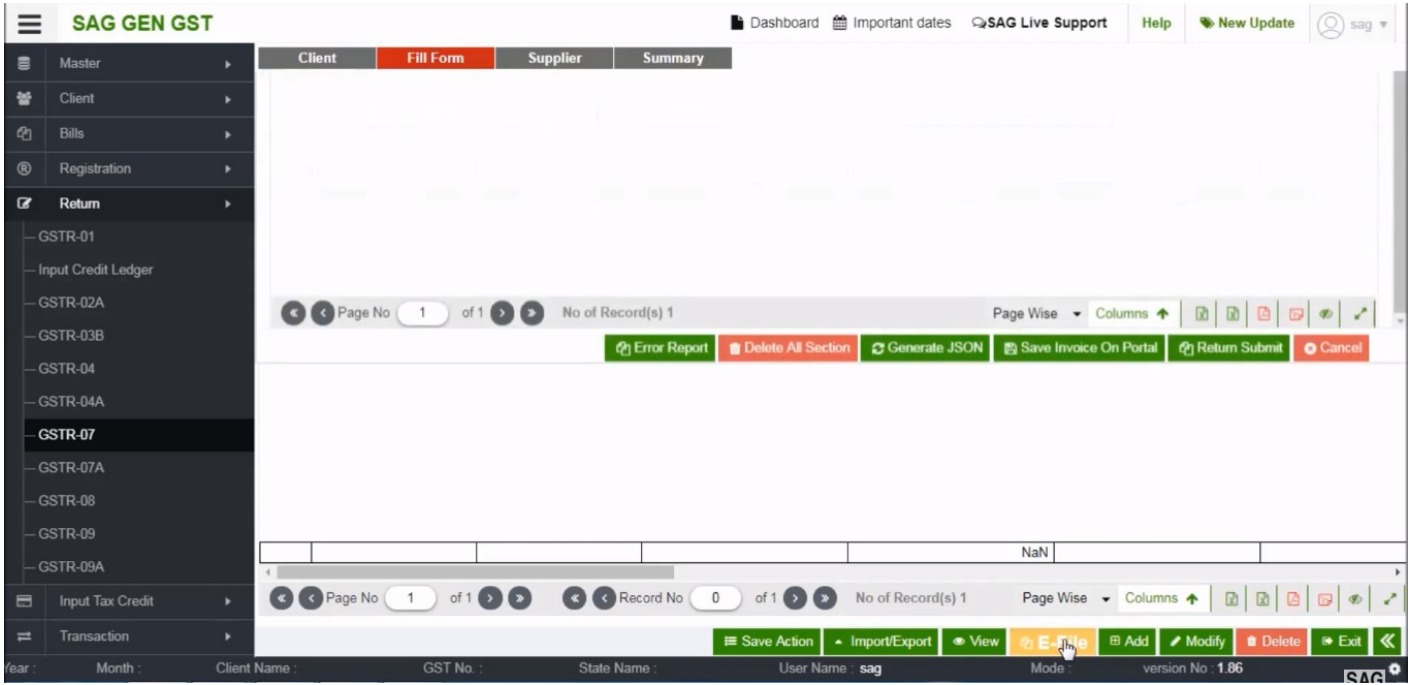
You can download the data by clicking on the download data from portal tab.
You can import the data by clicking on import button wherein import from Govt. Excel option is provided.

STEP 6



You can also fill data manually by using fill form tab under which you can enter data in TDS, TDSA.

STEP 7



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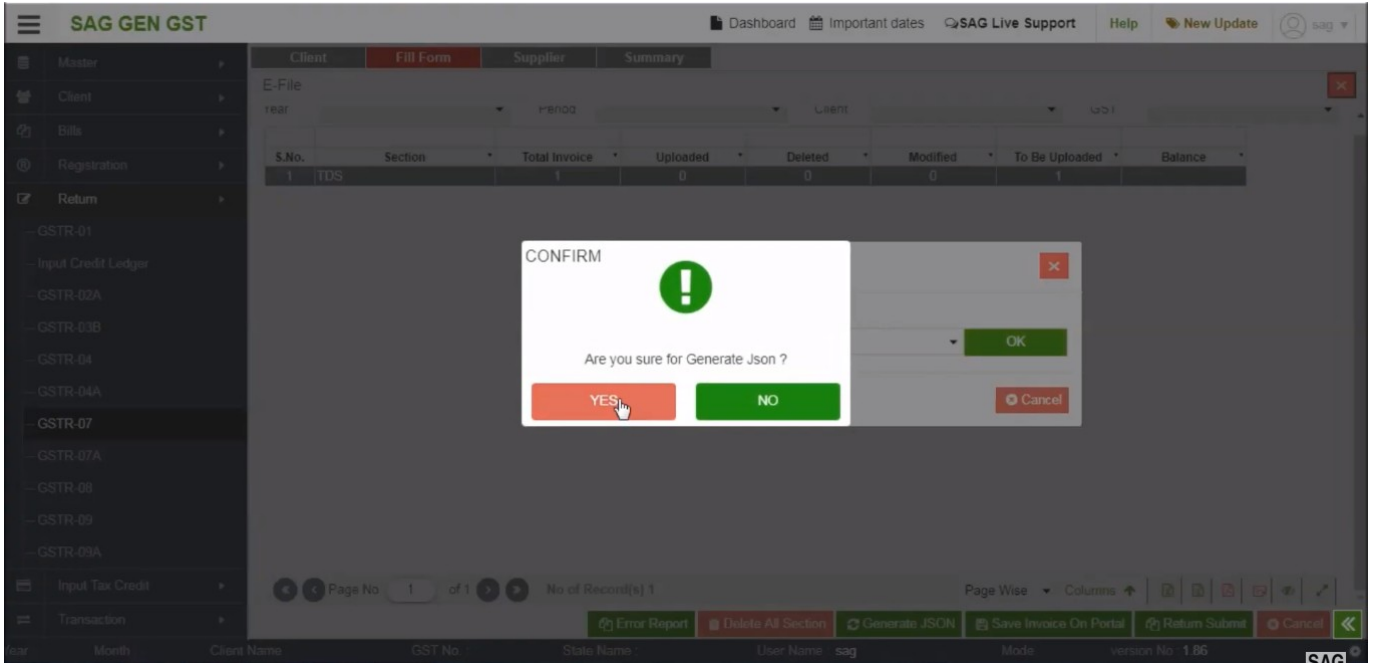
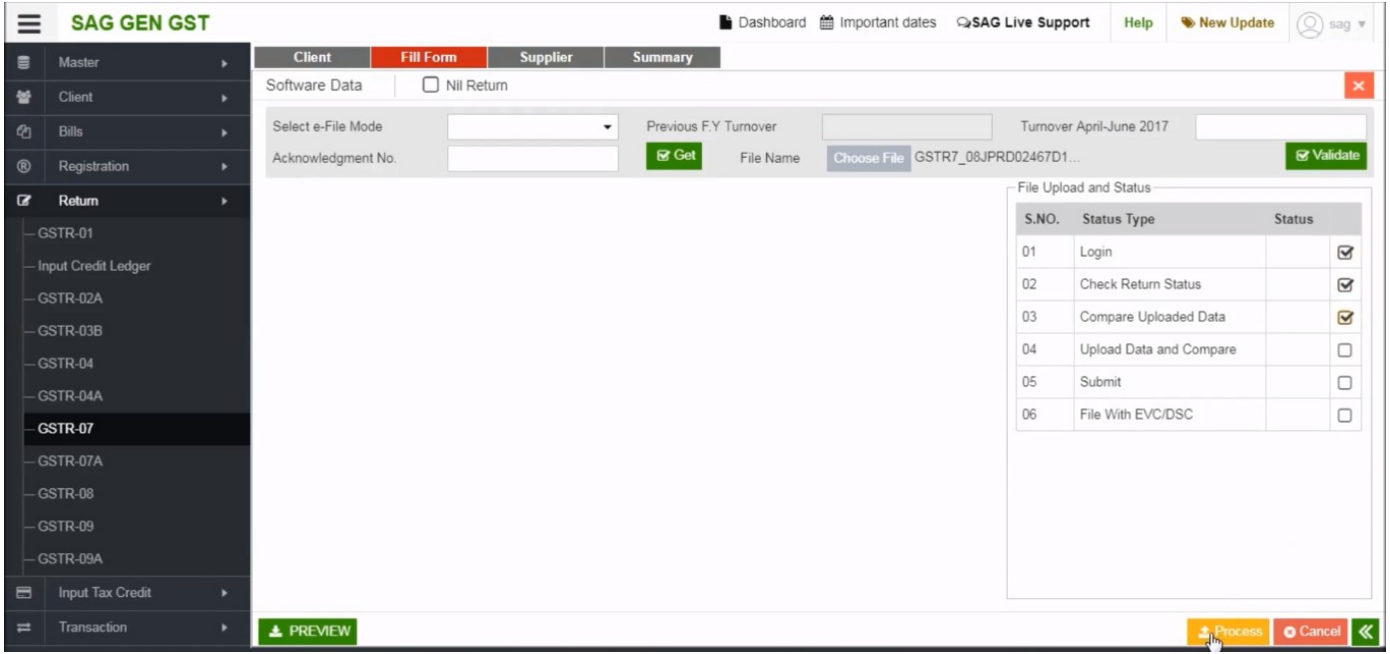
can go through all the details of TDS and edit them.

STEP 8



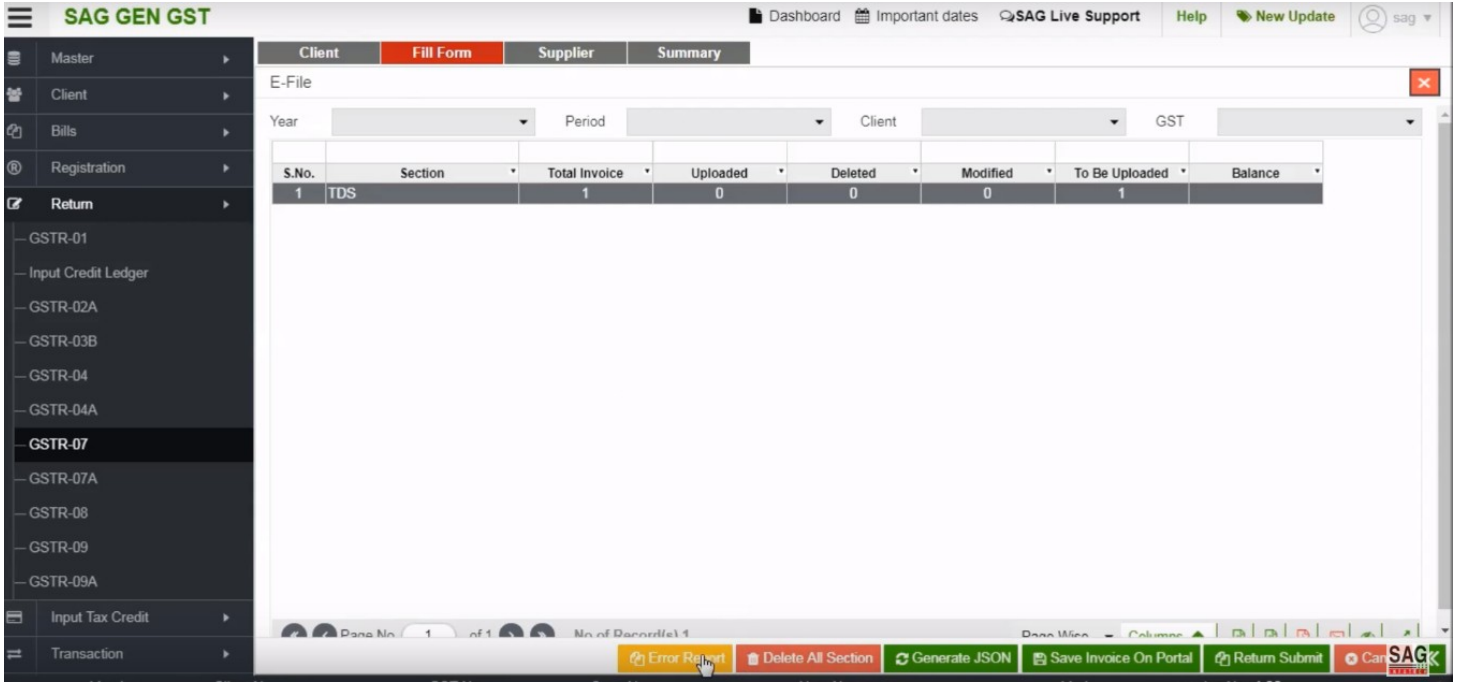
You can also the JSON file for the tax data filed till now and can download it on your desktop for further uploading and validating.

STEP 9



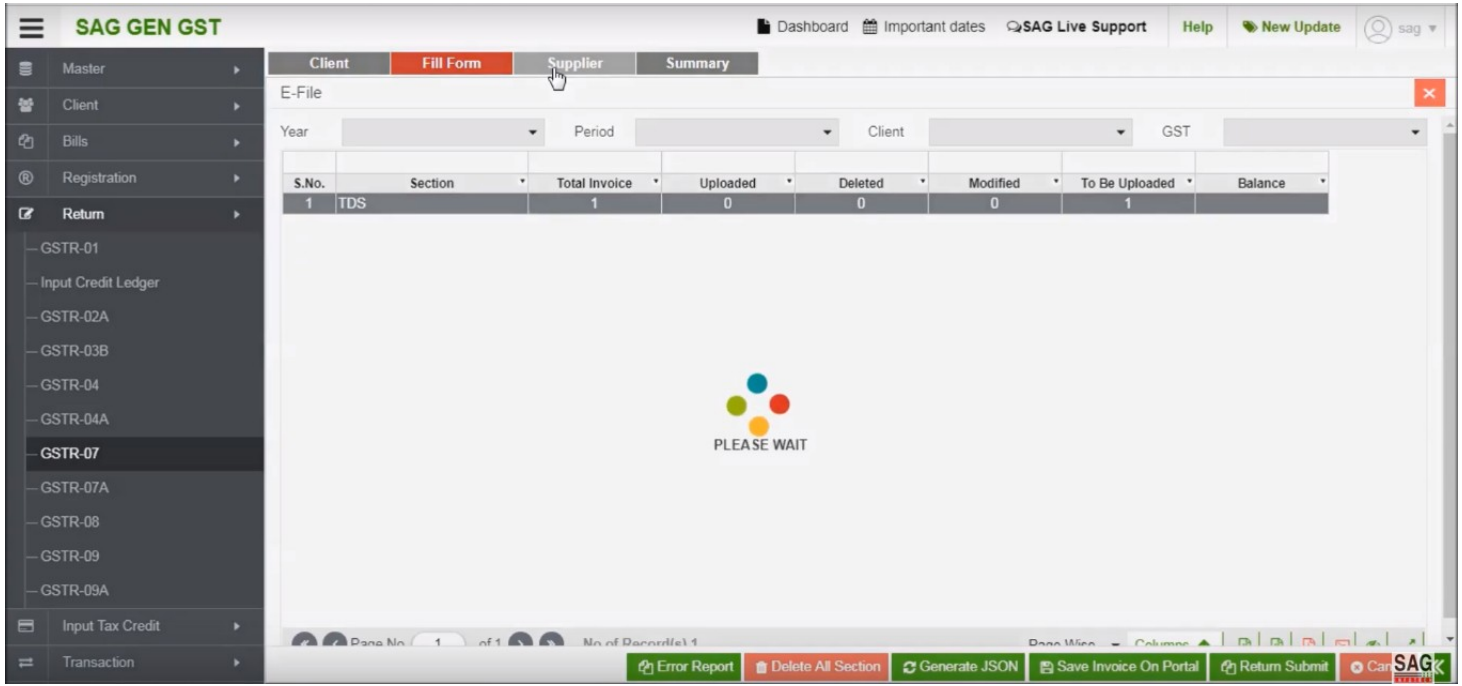
After all the process and validating the data, you can click mark all the option and directly process the file to upload and file GSTR 7.

STEP 10



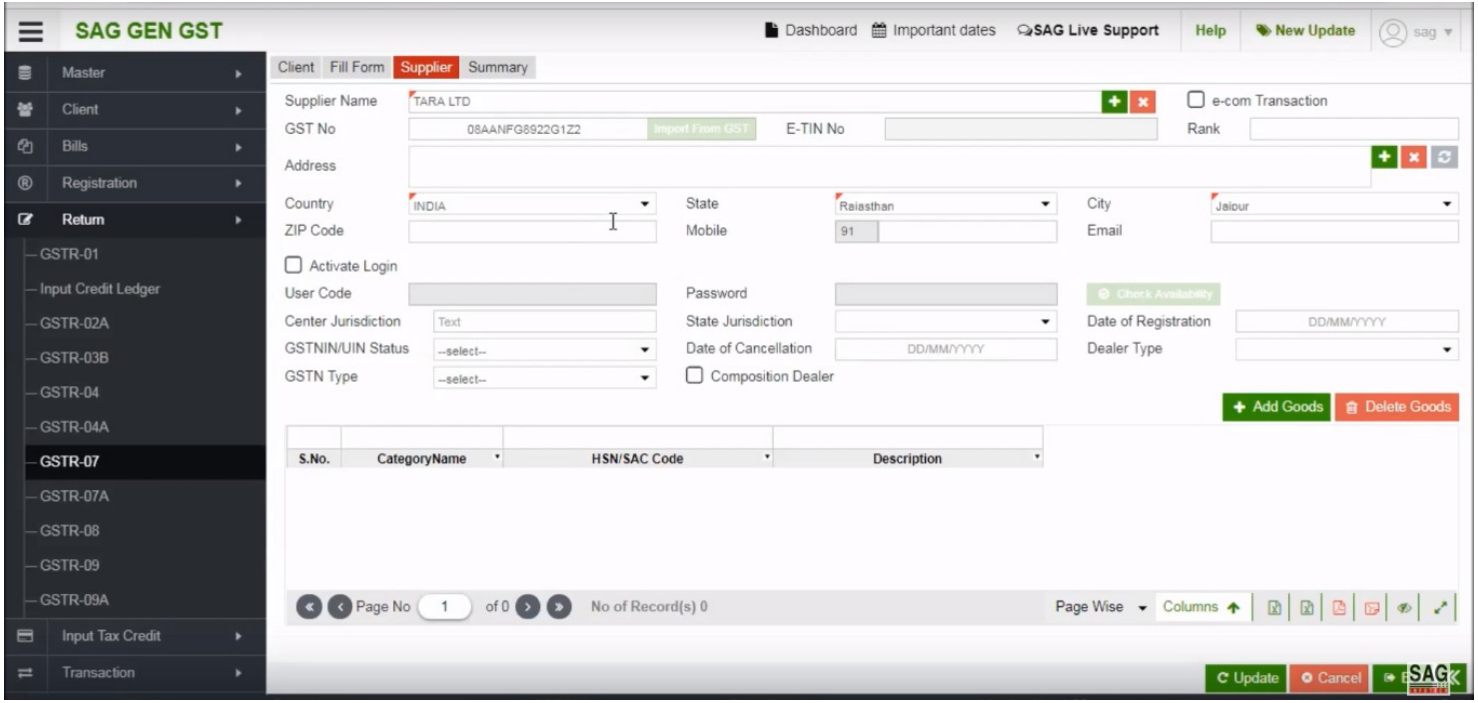
You can also view the errors through "Error Report" option

STEP 11



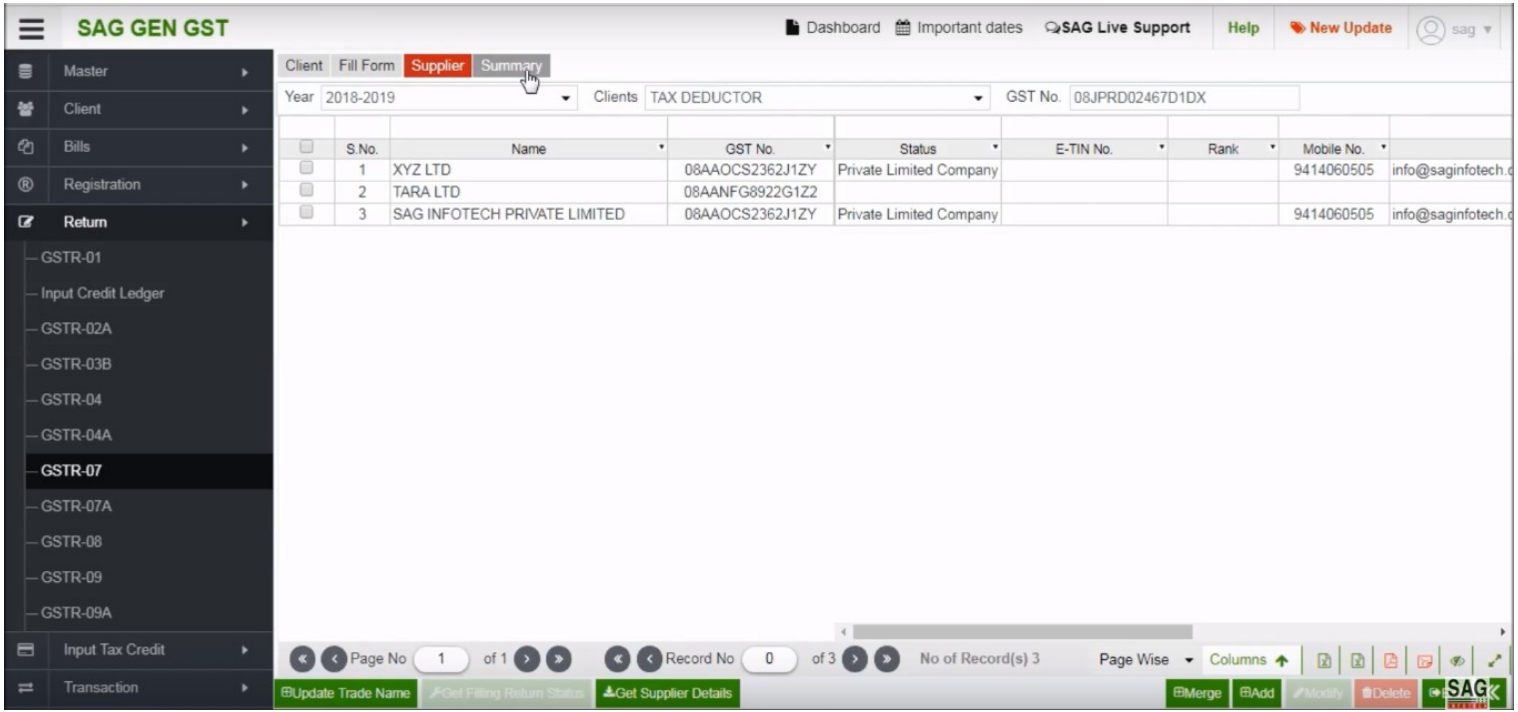
You can view the information related to the supplier by using "Supplier option"

STEP 12



You can also add suppliers name and you can view all the supplier name information.

STEP 13



After supplier option, click on the summary tab and view all the details that you entered

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