INSTRUCTIONS FOR UPLOADING OF CLOSING STOCK INVENTORY

This facility is provided to enable the dealers to upload the details of **Closing Stock** in electronic form**,** as part of Annual Return (Form No. 53, Kerala VAT Rules, 2005).The steps that are to be followed for uploading are given below:

1) The dealers have to prepare the details of Closing Stock in a **TEXT FILE,** as per the format of Form No. 53 of VAT Rules.

2) The name of the text file should be '**Stock.txt**'.

3) If the dealer has already prepared the data in a Word/Excel or any other file, please copy and paste the same to a Notepad (Start → Programs → Accessories → Notepad). A sample text file (Stock.txt) is given below.

---Start of Stock.txt---

Closing Stock Inventory as on 31st March 2010
TIN: Enter the TIN (Eg: 32000044004)
Name of the Dealer: Enter the Name (Eg: Anil Kumar)

Sl No	Commodity	Tax Rate	Quantity	Unit Rate	CS Value
1	Chilly	4	100 Kg	80	8000.00
2	Soap 100 Gm	12.5	60 Nos	20	1200.00
3	Palm Oil	4	40 Ltr	70	2800.00
4	Rice 10KG	1	20 bag	250	5000.00
5	Squash 500 Ml	4	10 Bottle	80	800.00
6	Iron & Steel 8mm	4	1000 Kg	50	50000.00
7	Marble	12.5	500 Sq Ft	50	25000.00
8	Timber	12.5	50 Cub Ft	500	2500.00

Total in figures (Rs 95,300)
Total in words (Rupees Ninety five thousand three hundred only)

--- End of Stock.txt ---

3) Please note that all the columns in the text file should be separated using any delimiter like space, comma etc.

4) Save the text file '**Stock.txt**' in the folder '**C:/KVATS**' in the local machine (dealer's machine). If the folder named '**KVATS**' does not exist in the '**C**' drive of the dealer's local machine, create the same in '**C**' drive.

5) After placing the '**Stock.txt**' file in the folder '**C:/KVATS**', connect to the KVATIS Application by accessing the website www.keralataxes.gov.in and click on E-File:

6) Login using the respective TIN & password:

7) On reaching the home page of e-Filing, click on the link '**Upload Annual Closing Stock**':

8) Select the Assessment year as '**2009-10**':

9) The below screen appears. Select the record to display the '**Browse**' button as shown below:

Upload Annual Closing Stock Details

Back to Home

Assessment Year: 2009-2010

SL. No	Form	Return Type	Return ID	Return Filed date	ReturnPeriod	Selec
1	VAT (10)	ORIGINAL	320000/WR01/57/2009	19-03-2010	April-Mar	▶

Select File to Upload: [_____] Browse...

Upload File

(Please Select the upload file from c:\KVATS folder in your PC)

NOTE: Please note that once the '**Stock.txt**' file is uploaded**,** further modifications are not possible in the closing stock details. Uploading is a one-time process.

There should be only one file with the name 'Stock.txt' in the path 'C:/KVATS'. In case if details of more than one dealer are available, after uploading one file, it should be deleted or renamed.

Select the '**Stock.txt**' file from the path '**C:/KVATS**' using the Browse button and click on '**Upload File**' to upload the file:

Upload Annual Closing Stock Details

Back to Home

Assessment Year: 2009-2010

SL. No	Form	Return Type	Return ID	Return Filed date	ReturnPeriod	Selec
1	VAT (10)	ORIGINAL	320000/WR01/57/2009	19-03-2010	April-Mar	▶

Select File to Upload: C:\KVATS\Stock.txt Browse...

Upload File

Please Select the upload file from c:\KVATS folder in your PC)

On click of '**Upload File**', the below message appears:

10) On click of '**OK**' the below screen appears which displays a button to View the details of Closing Stock:

Upload Annual Closing Stock Details

Back to Home

Assessment Year 2009-2010

SL. No	Form	Return Type	Return ID	Return Filed date	ReturnPeriod	Select
1	VAT (10)	ORIGINAL	320000/WR01/57/2009	19-03-2010	April-Mar	▶

Annual Closing Stock Sucessfully Uploaded [View File]

12. The uploaded file can be viewed by clicking on the button '**View File**':

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Closing Stock Inventory as on 31st March 2010
TIN: Enter the TIN (Eg: 32000044004)
Name of the Dealer: Enter the Name (Eg: Anil Kumar)

Sl No      Commodity        Tax Rate       Quantity          Unit Rate          CS
1          Chilly           4              100 Kg            80                 8
2          Soap 100 Gm      12.5           60 Nos            20                 1
3          Palm Oil         4              40 Ltr            70                 2
4          Rice 10KG        1              20 bag            250                5
5          Squash 500 Ml    4              10 Bottle         80
6          Iron&Steel 8mm   4              1000 Kg           50                 50
7          Marble           12.5           500 Sq Ft         50                 25
8          Timber           12.5           50 Cub Ft         500                2
Total in figures (Rs 95,300)
Total in words (Rupees Ninety five thousand three hundred only)
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