

CSV file Layout for Goods and Services Statement Details

MNS	LCSRTN	V1.0							
TAN Company	BRN Company	Name of the Company	Year ending 30 June here, YYYY	Telephone Number	Mobile Number	Name of Declarant	Email Address		
<i>Insert TAN of the Company Here</i>	<i>Insert BRN of the Company Here</i>	<i>Insert name of the Company Here</i>	<i>Insert year ending 30 June here, YYYY</i>	<i>Insert Telephone/Mobile Number Here</i>	<i>Insert Telephone/Mobile Number Here</i>	<i>Insert Name of Declarant Here</i>	<i>Insert Email Address Here</i>		
Date of Invoice	Invoice Number	Supplier's Name	Supplier's Business Registration Number (BRN)	Supplier's ID	Description of Goods/Services	Invoiced amount exclusive of VAT (Rs)	Invoiced amount of VAT (Rs)	Paid amount (Rs)	Invoice Type
<i>Insert invoice date Here, YYYYMMDD</i>	<i>Insert invoice number here</i>	<i>Insert the supplier's name here</i>	<i>Insert the supplier's BRN</i>	<i>Insert the supplier's National Identity Number OR the supplier's Tax Account Number prefixed with 6 zeros</i>	<i>Insert the details of the goods/services here</i>	<i>Insert the invoiced amount exclusive of VAT here</i>	<i>Insert the invoiced amount of VAT here</i>	<i>Insert the amount paid here</i>	<i>Insert Invoice Type here</i>
<i>Insert invoice date Here, YYYYMMDD</i>	<i>Insert invoice number here</i>	<i>Insert the supplier's name here</i>	<i>Insert the supplier's BRN</i>	<i>Insert the supplier's National Identity Number OR the supplier's Tax Account Number prefixed with 6 zeros</i>	<i>Insert the details of the goods/services here</i>	<i>Insert the invoiced amount exclusive of VAT here</i>	<i>Insert the invoiced amount of VAT here</i>	<i>Insert the amount paid here</i>	<i>Insert Invoice Type here</i>

Lines in csv files should be as follows:-

Line 1 and 2 should be exactly as indicated below.

Line 1 starting with **MNS**

Line 1	MNS	LCSRTN	V1.0
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Line 2 starting with **TAN Company**

Line 2	TAN Company	BRN Company	Name of the Company	Year ending 30 June here, YYYY	Telephone Number	Mobile Number	Name of Declarant	Email Address
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Line 3 should contain information such as TAN of company, BRN of company, Name of Company, Period, Telephone No, Mobile No., Name of Contact person filing the return, Email address of contact person.

Line 3	<i>Insert TAN of the Company Here</i>	<i>Insert BRN of the Company Here</i>	<i>Insert name of the Company Here</i>	<i>Insert year ending 30 June here, YYYY</i>	<i>Insert Telephone Number Here</i>	<i>Insert Mobile Number Here</i>	<i>Insert Name of Declarant Here</i>	<i>Insert Email Address Here</i>
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Line 3 Columns Description

	Column	Max. Length	Mandatory	Remarks
1	TAN No.	8	Yes if BRN No. is null	Should provide a valid TAN no.
2	BRN No.	20	Yes if TAN No. is null	1. Characters allowed A to Z & 0 to 9. 2. Must start with F, C, I, P followed by 8 numbers.

3	Name of company	105	Yes	Name of company
4	Income Year	4	Yes	1. Format YYYY (For Period 01-Jan-2016 – 30-Jun-2016, Income Year=2016)
5	Telephone Number	7	Yes if Mobile Number NOT provided	Numbers allowed 0 to 9. Must be of 7 characters only If fixed line, should be 7 characters starting only with 2,4,6,9.
6	Mobile Number	8	Yes if Telephone Number NOT provided	Numbers allowed 0 to 9. If mobile number should be 8 characters starting only with 5.
7	Name of Declarant	50	Yes	Characters allowed A to Z & 0 to 9.
8	Email Address	50	Yes	It must consist of a valid email address

Line 4 should contain information as indicated below.

Line 4	Date of Invoice	Invoice Number	Supplier's Name	Supplier's Business Registration Number (BRN)	Supplier's ID	Description of Goods/Services	Invoiced amount exclusive of VAT (Rs)	Invoiced amount of VAT (Rs)	Paid amount (Rs)	Invoice Type
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Line 5 up to end of file should contain detail information

Line 5 ...	<i>Insert invoice date Here, YYYYMMDD</i>	<i>Insert invoice number here</i>	<i>Insert the supplier's name here</i>	<i>Insert the supplier's BRN</i>	<i>Insert the supplier's National Identity Number OR the supplier's Tax</i>	<i>Insert the details of the goods/services here</i>	<i>Insert the invoiced amount exclusive of VAT here</i>	<i>Insert the invoiced amount of VAT here</i>	<i>Insert the amount paid here</i>	<i>Insert the invoice type here</i>
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					<i>Account Number prefixed with 6 zeroes</i>					
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Line 5 up to end of csv files columns description

	Column	Max Length	Mandatory	Remarks
1	Date of Invoice	8	Y	1. Format YYYYMMDD 2. Should be <= Period Ending Date (i.e 30-Jun-2016 for Income Year 2016)
2	Invoice Number	40	Y	1. Characters allowed A to Z & Numbers 0 to 9. 2. Special characters allowed except (,) - comma and (") - double quotes
3	Supplier's Name	105	Y	1. Characters allowed are A to Z a to z 0 to 9. 2. Special characters allowed
4	Supplier's Business Registration Number (BRN)	20	Y	1. Mandatory only if Supplier's NID is NOT provided. 2. Characters allowed are A to Z a to z 0 to 9. 3. Commas and special characters are NOT allowed. 4. Must start with F, C, I, P followed by 8 numbers
5	Supplier's ID	14	Y	1. Mandatory only if Supplier's BRN No. is NOT provided. 2. Characters allowed a. NID:- A to Z and Numbers 0 to 9. It must be of 14 characters

				<p>b. TAN:- Numbers 0 to 9. It must be of 14 characters, prefixed with 6 leading zeroes. Valid TAN nos. should be used.</p> <p>3. Commas and special characters are NOT allowed.</p>
6	Description of Goods/Services	1000	Y	<p>1. Characters allowed are A to Z a to z 0 to 9.</p> <p>2. Special characters allowed</p>
7	Invoiced Amount exclusive of VAT (Rs)	20	Y	<p>1. Numbers allowed 0 to 9.</p> <p>2. Commas and special characters are NOT allowed.</p> <p>3. No decimal allowed.</p> <p>4. Must be > 0 ONLY if invoice type = I (Invoice) or null (Not provided)</p> <p>5. Must be <= 0 ONLY if invoice type = C (Credit Note)</p>
8	Invoiced amount of VAT (Rs)	10	Conditional	<p>1. Numbers allowed 0 to 9 only.</p> <p>2. Commas and special characters are NOT allowed.</p> <p>3. No decimal allowed.</p> <p>4. Must be >= 0 ONLY if invoice type = I (Invoice) or null (Not provided)</p> <p>5. Must be <= 0 ONLY if invoice type = C (Credit Note)</p> <p>6. Must be < amount exclusive of VAT paid.</p> <p>7. Must be between 0 and 18% of Invoiced amount exclusive of VAT</p>
9	Paid amount	10	Conditional	<p>1. Numbers allowed 0 to 9 only.</p> <p>2. Commas and special characters are NOT allowed.</p> <p>3. Must be >= 0 ONLY if invoice type = I (Invoice) or null (Not provided)</p> <p>4. Must be <= 0 ONLY if invoice type = C (Credit Note)</p> <p>5. Must be <= (Invoiced Amount exclusive of VAT + Invoice amount of VAT)</p>
10	Invoice Type	1	Conditional	<p>1. C – Credit Note</p> <p>2. I – Invoice</p> <p>3. If Null, default value is I (Invoice)</p>



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Notes on Import of Goods and Services Statement details

1. A csv format file has been designed for the uploading of Goods and Services Statement details. See format above.
2. Goods and Services Statement details with rows and columns as specified above can be created/exported in an excel file and saved as a comma separated value (csv) file.
3. User will have to upload csv file using Import facility available under Utilities Menu. If option is not available, system administrator will have to grant access.
4. In the first instance, the system will only upload the file in the system. A back-end program will then read and validate the uploaded file.
User will be notified of any errors or omissions, if any, via a mail notification.
5. If NO errors are found in the file, the user will be able to retrieve the return, created by the system, under Message menu/Goods and Services option.
6. Maintenance of those details can also be done in the return itself. For example, existing records already loaded can be either updated or deleted.
7. User will have to submit return to MRA if all information has been loaded in the return and are correct.
8. User will now be able to upload their csv file at one-go.

Hence, facility to upload several files for the same company/income year has been removed.



9. More than one record with same Invoice date, Invoice no., BRN no. OR NIC no. IS NOT ALLOWED.
10. Blank lines are NOT allowed in the csv file. (The line no. will be erroneous in case blank lines exist in the file).