

***User Manual***

***For***

***Commercial Tax Department***

***Government of Uttar Pradesh***

***For***

***Eway Bill Registration For Unregistered Dealer***

1. For Registration Of Unregistered Dealer select **Eway Bill Registration For Unregistered Dealer** and click on the submit button and Go To the next page for Registration.

The screenshot shows the 'Uttar Pradesh Commercial Tax Department' website. The header includes the department's logo and name in Hindi: 'उ.प्र. वाणिज्य कर विभाग'. The main content area is titled 'Goods Movement in Goods and Service Tax' and has a sub-header 'Choose Options'. Below this, there are several menu items: 'TDF/New GSTIN Approval', 'Sector Officer Approval', 'Call Centere Login', 'Download User Manual', and 'FAQ for TDF'. The main registration options are listed in a table-like format with a 'Tick an Option' instruction. The options are: 'Transit System (TDF / Bahti)', 'E-Way Bill (01, 02, 03)', 'E-WayBill Registration For GST Goods', 'E-WayBill Registration For Non GST Goods', 'E-WayBill Registration For Unregisterd Dealer' (which is selected with a checkmark), and 'Application For Availavility Of GSTN For Eway Bill Registration'. A 'Click to Submit' button is located at the bottom right of the options. On the right side, there is a 'Get Help' section with links to 'Transit System (TDF / Bahti)', 'E-Way Bill - 01', 'E-Way Bill - 02', and 'E-Way Bill - 03'. The footer of the page states 'Designed, Developed & Hosted by National Informatics Centre, U P State Unit Lucknow'.

2. Fill the entire field for one time registration process for Unregistered. After the registration there is no need of officer approval it auto approved. After the registration you can able to Downloading Eway Bill Form for Unregistered dealer. Click on the Back Button and Go To the next page for Form Downloading.

The screenshot shows the 'Un-Registered Dealer Registration' form. The header is the same as the previous screenshot. The form contains several input fields: 'Enter Firm/Applicant Name \*', 'Enter Firm Address \*', 'Enter PAN/TAN Number \*', 'Enter Adhaar Number \*', 'Enter Mobile Number \*', and 'Enter E-Mail \*'. There are also dropdown menus for 'Location \*' and 'Sector Office \*'. A 'Generate OTP on Mobile and E-Mail' button is present. Below the input fields, there are two file upload sections: 'Upload Signed Copy of PAN(Only .JPG File Upload)(File Should be less then 200kb) \*' and 'Upload Signed Copy of Adhaar(Only .JPG File Upload)(File Should be less then 200kb) \*'. At the bottom, there is a 'Enter Captcha Code' section with a CAPTCHA image showing 'hREXk' and an input field for the code. A 'Cancel' button is located at the bottom center. A 'Back' button is visible in the top right corner of the page header.

3. Select the **Forms Entry Page** and Go To the next page.

The screenshot shows a web interface with a dark blue header containing a home icon, a 'Login GST User' button, and a 'Login Non-GST User' button. The main content area is white and divided into two columns. The left column is titled 'Forms Downloading' and features three orange buttons: 'Registration for GST Forms Downloading', 'Registration for NONGST Forms Downloading', and 'Search Generated eWay Bill Form'. Below these is a link '»E-Sancharan(Under GST)'. A list of tasks follows: 'EWay Bill-01 (Import Declaration Form)' with steps 1-4, 'EWay Bill-02 (Transport memo)' with step 1, and 'Unregistered Dealer' with steps 1-3. The right column is titled 'Login For WayBill' and contains a login form with fields for 'Enter Your GSTIN(Enter IN Upper Case)', 'Enter Password', and 'Enter Captcha Code', a 'Click to Login' button, and a 'Forgot Password?' link. The footer of the page reads 'Designed, Developed & Hosted by National Informatics Centre, U.P. State Unit, Lucknow'.


4. Submit your registered PAN and click on Generate OTP button, after click OTP send to the registered mobile. After the verify of OTP, Open the form for entry.

The screenshot shows the header of the Uttar Pradesh Commercial Tax Department website, including the logo, the text 'Uttar Pradesh Commercial Tax Department', a 'Press F11 to exit full screen' button, and the Hindi text 'उ.प्र. वाणिज्य कर विभाग'. Below the header, the page title is 'Form of declaration for import-For other than registered dealer'. The main form area contains a text input field labeled 'PAN \*' with the value 'DBOP51278C' and a red 'Generate OTP' button.

5. Enter OTP and click on verify button, after the verification form open for entry.

The screenshot shows the same header as the previous screenshot. The page title is 'Form of declaration for import-For other than registered dealer'. A red message at the top of the form area reads 'OTP send successfully to your registered mobile no.'. The form contains a 'PAN \*' field with 'DBOP51278C', a red 'Generate OTP' button, an 'Enter OTP \*' field with '431300', and a green 'Verify' button.

6. Fill the entire field and submit your form. If the value of your form is less than 10,00,000 there is no need of approval otherwise need the approval by sector office which are selected at the time of registration.  
**(In the one session year total value of form is less than 10,00,000 there is no need of approval otherwise need the sector office approval)**




Form of declaration for import-For other than registered dealer

PAN: *	DBOPS1278C	Name of Applicant/Firm Name: *	Brijesh Kumar Srivastava
Mobile No:	9169647311	Email Id: *	brijesh.srivastava05@gmail.com
Adhaar No: *	123456789123	Address of Applicant: *	Sarojini Nagar

**Seller and Goods Information**

Purpose of Transaction:	<input checked="" type="radio"/> Personal <input type="radio"/> Business		
Description of goods: *	<input type="text"/>	Weight/Measure: *	<input type="text"/>
Quantity: *	<input type="text"/>	Value in figure: *	<input type="text"/>
Invoice Number: *	<input type="text"/>	Invoice Date: *(dd/mm/yyyy)	<input type="text"/>
GSTIN No./Tin No: *	<input type="text"/>	Name of seller/consigner: *	<input type="text"/>
Address of seller/consigner: *	<input type="text"/>	Vehicle No:	<input type="text"/>

7. For print the Form chooses the last option Form Download, Click on the link and Go To the next page.



**Forms Downloading**

- [Registration for GST Forms Downloading](#)
- [Registration for NONGST Forms Downloading](#)
- [Search Generated eWay Bill Form](#)

»E-Sancharan(Under GST)

- ▶ **EWay Bill-01** (Import Declaration Form):
  - Update the details of Transportation
  - Login For Branch User
  - Reprint
  - Update Vehicle on Multiple Intermediate numbers
- ▶ **EWay Bill-02** (Transport memo):
  - Update the details of Transportation
- ▶ **Unregistered Dealer**
  - One Time Registration
  - Forms Entry Page
  - Forms Download

**Login For WayBill**

»Enter Your GSTIN(Enter IN Upper Case)

»Enter Password

**MbPLg**

»Enter Captcha Code

Click to Login

Forgot Password?

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8. Enter the Serial no which are get at the time of Form Submission, you received auto generated sms to your registered mobile no.



## Uttar Pradesh Commercial Tax Department

Download Page For Applicant

Enter Serial No: *	<input type="text"/>	
	<input type="button" value="Submit"/>	

9. Dealer can enter the OTP and take the print out of unregistered form for Eway Bill.



## Uttar Pradesh Commercial Tax Department

उ.प्र. वा

Download Page For Applicant

Enter Serial No: *	F220817-155437	
	<input type="button" value="Submit"/>	
	OTP send successfully to your registered mobile no.	
	Approved For Printing	<input type="button" value="Print"/>
	<input type="text" value="Enter OTP"/>	
	<input type="button" value="ReSend OTP"/>	