

Instruction for Training Environment

Trainees can view the steps as mentioned in the help section of the Training environment -> <https://trngwww.gst.gov.in/help/helpmodules/>

In case above link is not working, follow the steps as in the link -> <https://www.gst.gov.in/help/helpmodules/>

Training Environment for Taxpayer-> <https://trngwww.gst.gov.in/>
Training Environment for Tax Official-> <https://trngbo.gst.gov.in/boservices/login>

Part A and Part B of Registration Application

Mobile/ Email OTP – Please use the OTP’s received on your mobile and e-mail.

NOTE: Dummy OTP’s will not work in Training environment.

Submit the Registration Application using **EVC option** and enter OTP - **B8892C**

Payments

Select ICICI Bank

UserID/Password not required for training environment.

NOTE: When using same functionality for the GST portal, taxpayer need to provide valid net banking credentials

Returns

File the returns using **EVC option** and enter OTP - B8892C

Training environment has been refreshed with following functionalities:

Taxpayer	Tax Official
Registration: <ol style="list-style-type: none">1. Registration – Track Application Status2. Taxpayer dashboard – My saved applications3. My Account - Register / Update DSC4. Application for New Registration5. Processing of Application for New Registration (Regular)6. Application for Filing Clarification	Tax Official’s Admin: <ol style="list-style-type: none">1. Creation & update of Records of Officials2. Users Role & Jurisdiction administration3. Update Holiday Calendar4. Target Allocation5. Upload/ delete Published Documents6. Broadcast Message7. Directory of Office Addresses

Taxpayer	Tax Official
<ul style="list-style-type: none"> 7. Search ARN Details 8. Search GSTIN 9. Taxpayer dashboard- View / Download certificates 10. Taxpayer dashboard- View Notices and Demand Orders 11. Taxpayer dashboard- View My Submissions 12. Application for TDS/TCS Registration 13. Application of Enrolment for GSTP 14. Get Taxpayer Details 15. Application to opt in for Composition scheme 16. Application for New Registration (ISD). 17. Search Taxpayer 18. Application for Amendment of Registration - Core Fields 19. Application for Amendment of Registration - Non-Core Fields 20. Application for Registration by Non-Resident Foreign Taxpayers 21. Application for New Registration (Casual) 22. Cancellation work around for migrated taxpayers (Scenario 3) 23. Appeal work around to revoke rejection of registration applications 24. Intimation of Stock Details available on date of opting Composition Scheme 25. TCS - enhancement. CR 26. GSTP Backlog 27. Correct jurisdiction - NRTP Back Log 28. Application for Cancellation of provisional registration 	<ul style="list-style-type: none"> 8. Directory of Officials Tax Official's Dashboard: 9. Back Office User Login 10. DSC Registration of Back Office User 11. Back Office User Dashboard 12. Update Jurisdiction of a Taxpayer 13. Reassign work item 14. Transfer of Charge 15. Record Search - Returns, Ledgers Registration: 16. Processing of Application for Enrolment of Migrated Taxpayer 17. UIN GSTIN generation work around through screen to Tax official 18. Suo Moto Registration initiated by Tax Authorities in Enforcement Cases 19. Suo-motto. Part b. Including 90-day deactivation 20. Processing of Amendment Application 21. Suo Moto Registration work around through simplification (initiated by Tax Authorities in Enforcement Cases) 22. Processing of Enrolment of GSTP 23. Processing of Application for TDS/TCS Registration 24. Processing of Registration Application of Non-Resident Foreign Taxpayer 25. Transfer of Jurisdiction before approval Reports: 26. Registration Application Register

Taxpayer	Tax Official
<p>29. Application to withdraw from Composition scheme (Opt out for Composition)</p> <p>30. Change of authorized signatory by Tax Officer</p> <p>31. OIDAR Workaround</p> <p>32. Cancellation work around for migrated taxpayers (Scenario 1 & 2)</p> <p>Taxpayer's Dashboard:</p> <p>33. My Account - User Login</p> <p>34. My Account - Forgot Username / Password</p> <p>35. My Account - Change Password</p> <p>36. FAQs</p> <p>37. My Account - View User Profile</p> <p>38. Alert View</p> <p>39. Acts & Rules - Acts, Rules & Schedules</p> <p>40. Holiday List</p> <p>41. List of Taxpayers Opted In/ Out of Composition</p> <p>42. Notifications, Circulars, Amendments & Press Releases</p> <p>43. Office Addresses</p> <p>44. News & Updates View</p> <p>45. Locate GSTP</p> <p>46. Taxpayer dashboard- Engage & Disengage GSTP</p> <p>47. GSTP Dashboard – Accept / Reject Taxpayer</p> <p>48. Feedback</p> <p>49. GSTP Dashboard – List of Taxpayers</p> <p>50. GSTP Dashboard</p> <p>Payments:</p> <p>51. Payments - My draft saved Challans</p> <p>52. Create Challan</p> <p>53. Online Payments-Internet Banking</p>	<p>27. Summary of Approved Registrations (Voluntary/ Others) based on Type of Taxpayer</p> <p>Refund:</p> <p>1. Refund at Customs- On account of Export of goods- with payment of tax</p>

Taxpayer	Tax Official
<p>54. Online Payments-Credit Card/Debit Card</p> <p>55. Offline Payments-Over the Counter (Authorized Bank)</p> <p>56. NEFT/ RTGS</p> <p>57. Track Payment Status</p> <p>58. Grievance for Payment not reflecting in Cash Ledger - PMT07. Application for intimating discrepancy relating to payment</p>	
<p>Returns:</p> <p>59. Creation and maintenance of Cash Ledger</p> <p>60. Creation and Submission of Outward Supplies Return in Form GSTR-1 (SAVE)</p> <p>61. Creation and Submission of Outward Supplies Return in Form GSTR-1 (FILING)</p> <p>62. Creation and submission of Returns in Offline Utility for GSTR-1 (Part 1)</p> <p>63. View of Inward Supplies Return - GSTR-2A</p> <p>64. Creation and maintenance of ITC Ledger (for GSTR 3B)</p> <p>65. Creation and Maintenance of Tax Liability Ledger (for GSTR 3B)</p> <p>66. Creation and maintenance of ITC Ledger</p> <p>67. Creation and Maintenance of Tax Liability Ledger (Electronic Credit Ledger of Registered Person)</p> <p>68. Transition Form 1</p> <p>69. Transition Form 3</p> <p>70. Provisional Return Filing for self-declaration of Taxes (GSTR 3B)</p> <p>71. Creation & Submission of Inward Supplies Return - GSTR-2</p>	

Taxpayer	Tax Official
<p>72. Creation and submission of Returns in Offline Utility for GSTR-2 (Without Excel download)</p> <p>73. Creation and submission of Returns in Offline Utility for GSTR-2 (With Excel download)</p> <p>74. View of GSTR-6A (ISD)</p> <p>75. Creation & Submission of Quarterly Return by Compounding Taxpayer GSTR-4</p> <p>76. Generation & Submission/Filing of GSTR- 1A</p> <p>77. Downloads</p> <p>78. GSTR-2A for ISD changes</p> <p>79. Revised Tran1 (Reopening Transition Form-1 to enable refiling)</p> <p>80. Tran 1 - CSV Utility for 6a, 6b, 7b, 9a, 9b</p> <p>81. GSTR-3B - Enhancement to enable Preview and Print out/PDF Download</p> <p>82. GSTR 1A Offline utility</p> <p>83. GSTR 1 - Enhancement to enable Preview and Print out/PDF Download</p> <p>84. GSTR-2 - Enhancement to enable Preview and Print out/PDF Download</p> <p>85. GSTR-3B - Offline</p> <p>86. Details of goods/capital goods sent to job worker and received back</p> <p>87. A new pop-up regarding intimation of late fee, if there is a gap between filing and submission of return after the due date.</p>	
<p>Advance Ruling:</p> <p>88. Application for seeking Advance Ruling</p>	

Taxpayer	Tax Official
<p>Refunds:</p> <ol style="list-style-type: none"><li data-bbox="253 317 760 394">1. GSTR1 eX workaround (6A from GSTR1) for Aug'17 and Sept'17<li data-bbox="253 401 786 562">2. GSTR1 eX workaround (FORM 6A of GSTR1) for Aug'17 and Sept'17- Work around. Nil filing to be enabled for that<li data-bbox="253 569 786 646">3. Refund for Export - ICEGATE API (Part of RFD-01)<li data-bbox="253 653 786 772">4. AFO3- Exports of goods / services- Without payment of Tax, i.e., ITC accumulated<li data-bbox="253 779 797 856">5. Work Around-Refund of IGST paid on export of services<li data-bbox="253 905 808 1024">6. Refund Application (By Taxpayers)- AFO1- Excess balance in Electronic Cash ledger- L	