

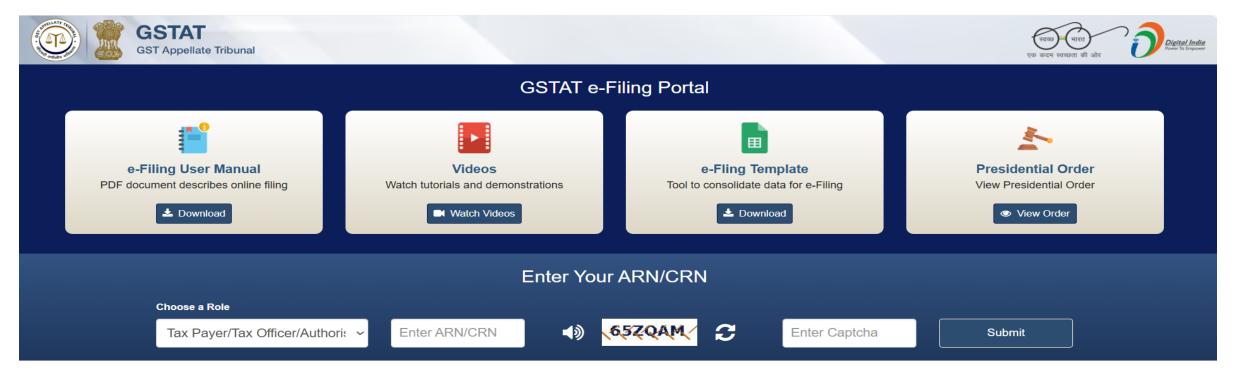
GSTAT e-Filing Portal User Manual | Registration

Guide to Online Filing of Appeals and Applications

Issuing Authority: Goods and Services Tax Appellate Tribunal (GSTAT), Government of India

GSTAT e-Filing: Staggering Page

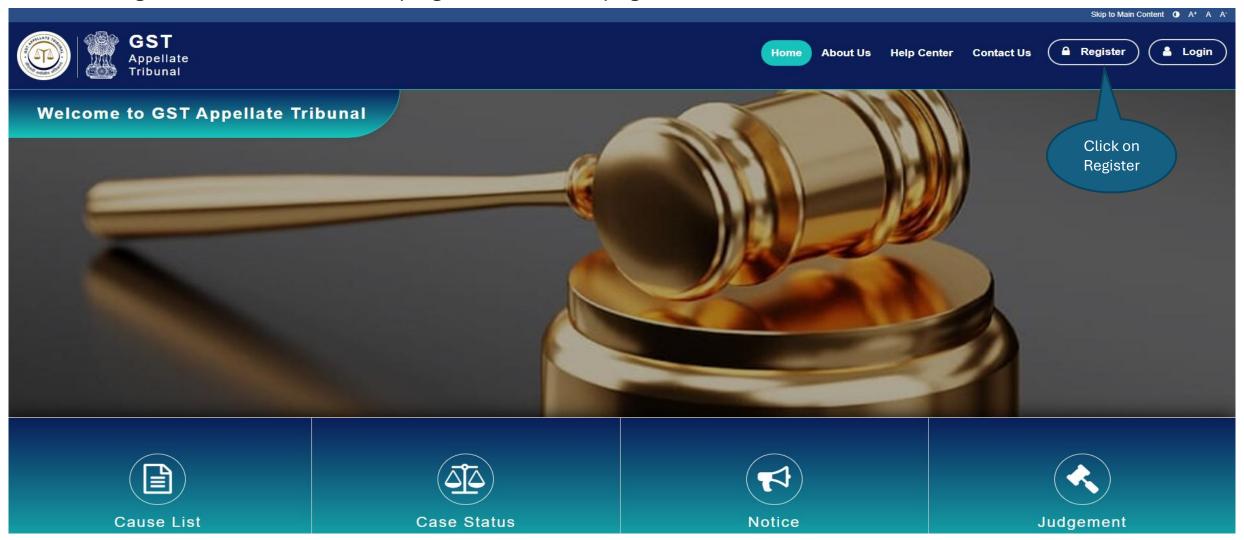
Once the user opens the E-Filing page, the user will have to choose the correct role and enter the ARN/CRN number. After entering the correct Captcha, the user shall proceed to Register.



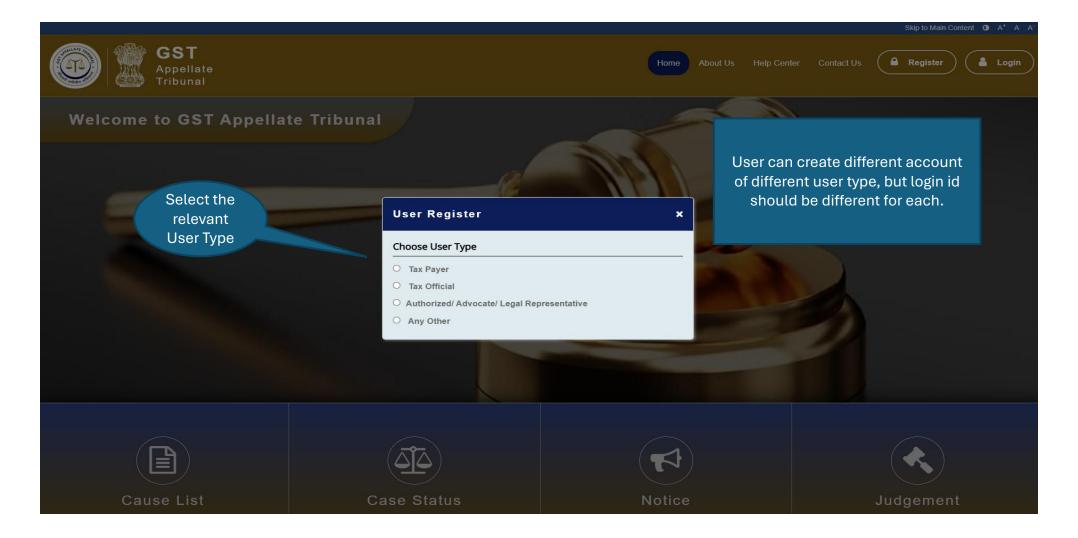
Disclaimer

Users are hereby informed that as per order no. ------, dated ------ issued by the Hon'ble GSTAT, only cases in which the Appeals in Form APL-1/APL-3 or orders in notice in Form RVN-1 issued during the period from 01-01-2017 to 31-01-2022 as filed with/issued by with GST Appellate/Revisional Authorities shall be filed through GSTAT web application as specified in the said order.

Click on Register button located at top right-hand side of page.

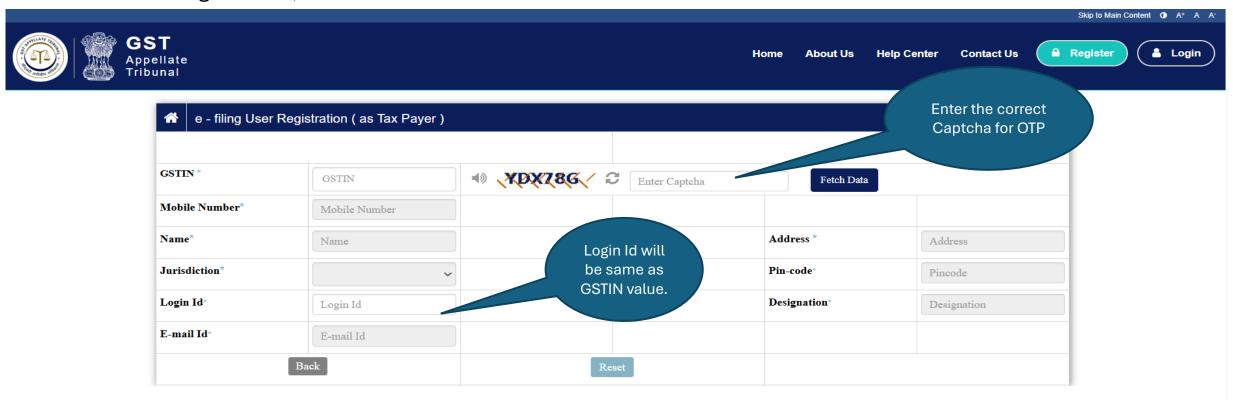


Select appropriate user type from available options

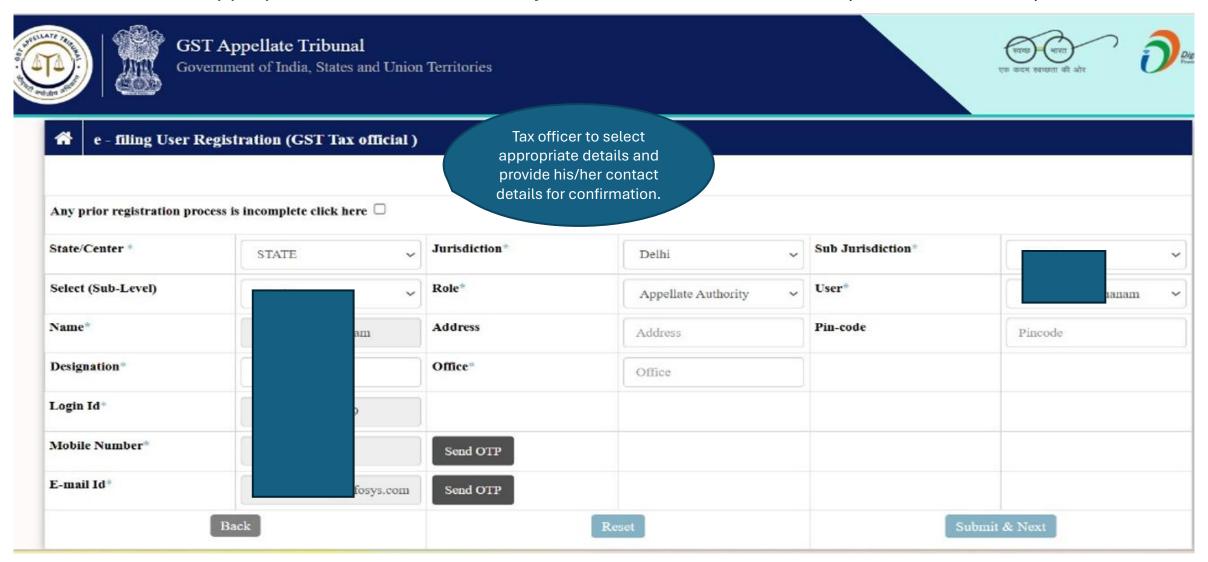


e-filing Workflow: Tax-Payer Registration

Once the user enters the GSTIN, the correct Captcha and enters "Fetch Data", the OTP will automatically be sent to the user. After entering the OTP, the rest of the data will be auto-filled.



Tax officer to select appropriate details and manually enter his/her contact details (Mobile & Email ID) for verification.



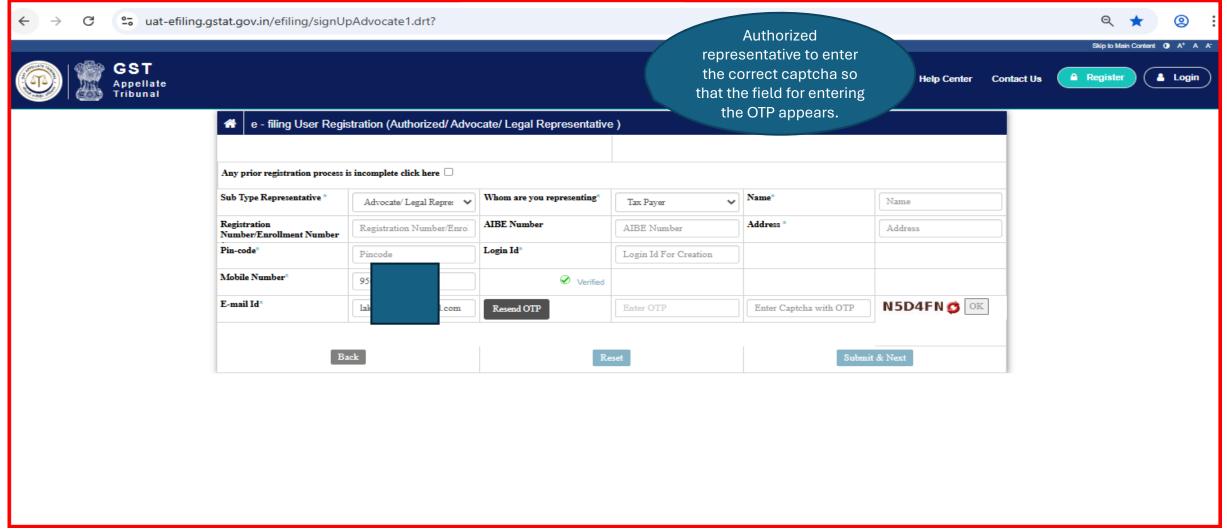
e-filing Workflow: Registration: Authorized Representative

Authorized representative to provide appropriate details including contact details (Mobile & Email ID) for verification.



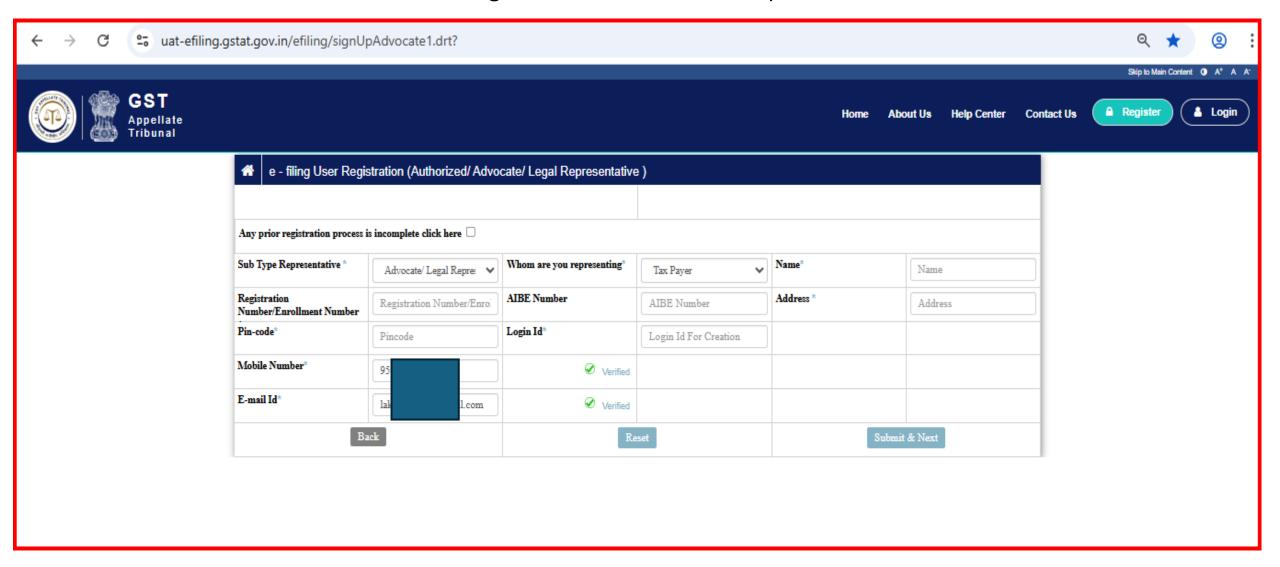
e-filing Workflow: Registration: Authorized Representative

After the user clicks on Send OTP, the user will first have to enter the correct captcha, post which the field to enter the OTP will appear. After entering the OTP, the user will again have to enter the correct captcha and then click on "Submit and Next"

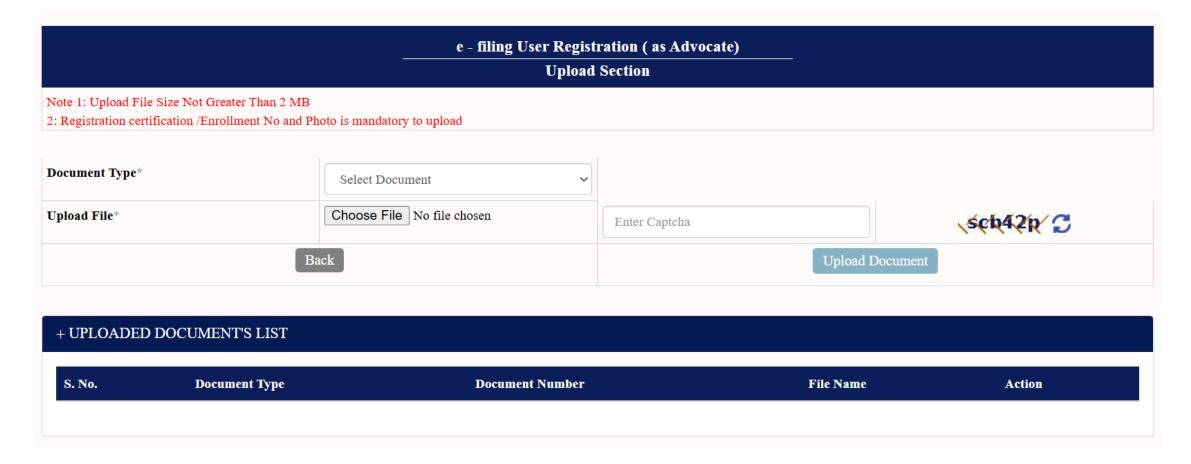


e-filing Workflow: Registration: Authorized Representative

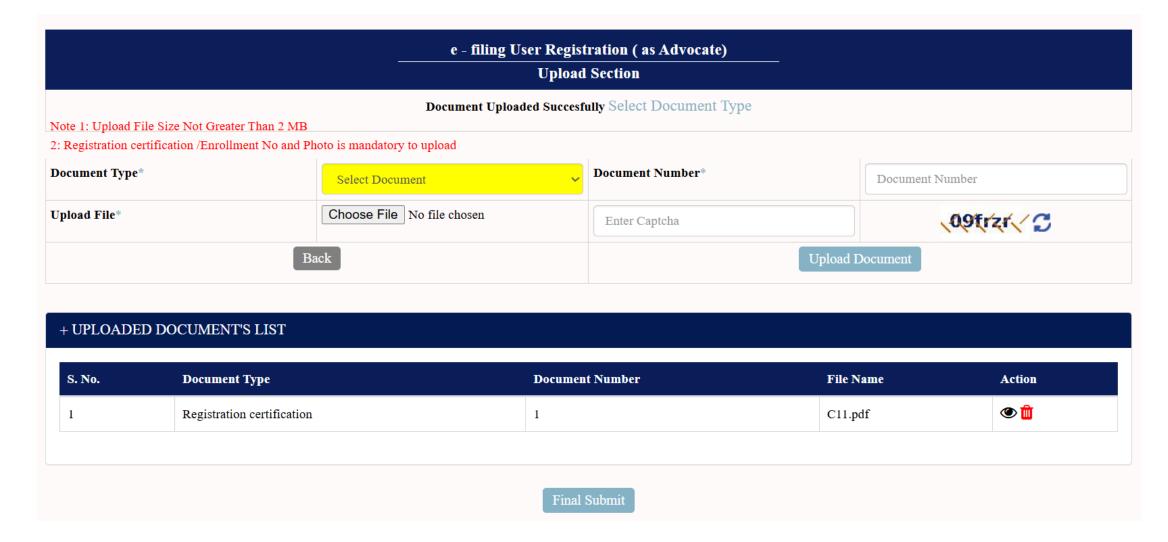
Once both the mobile number and email-ID gets verified, the user shall proceed further.



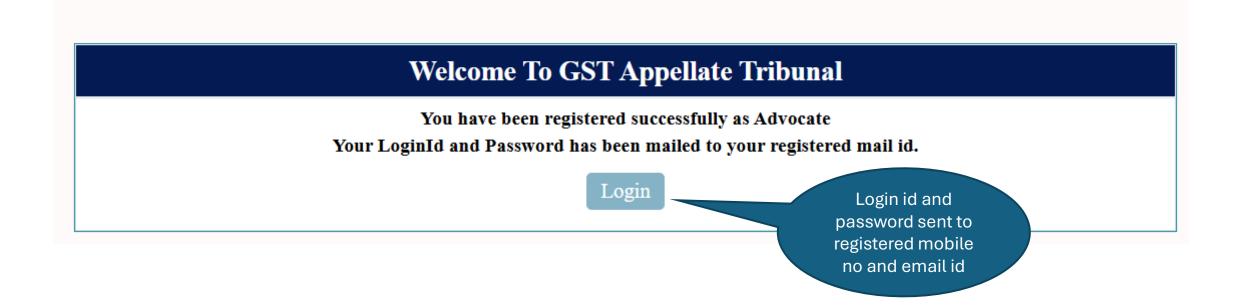
Legal Representative Registration



Document Upload page will appear like this.

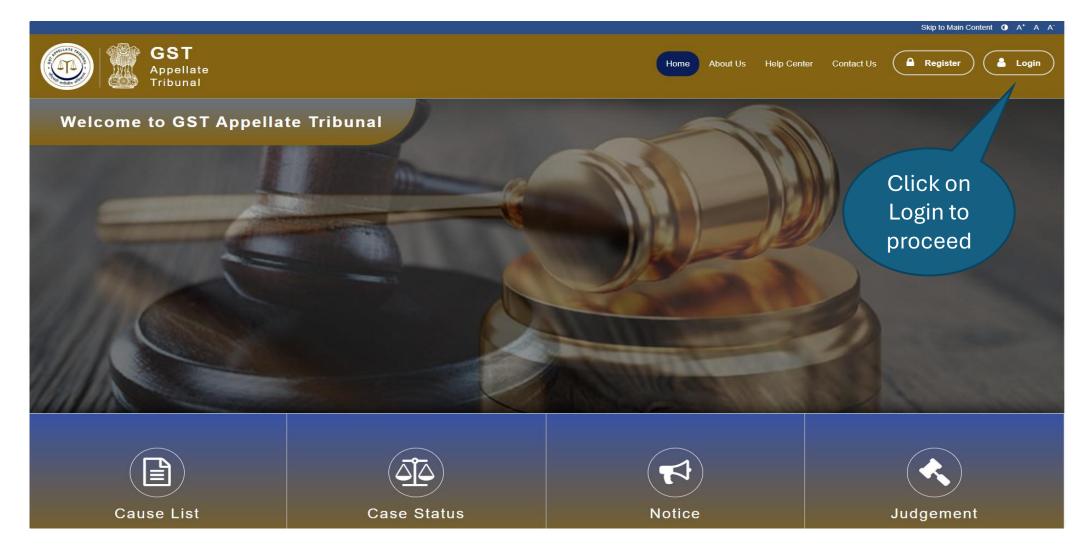


After final submit the registration is completed successfully.



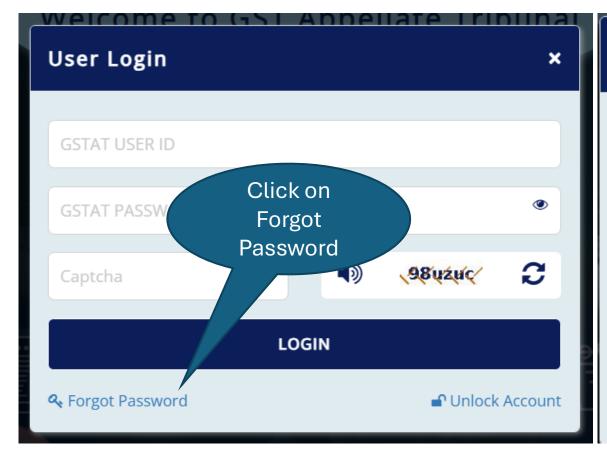
e-filing Workflow: Forgot Password & Unlock Account

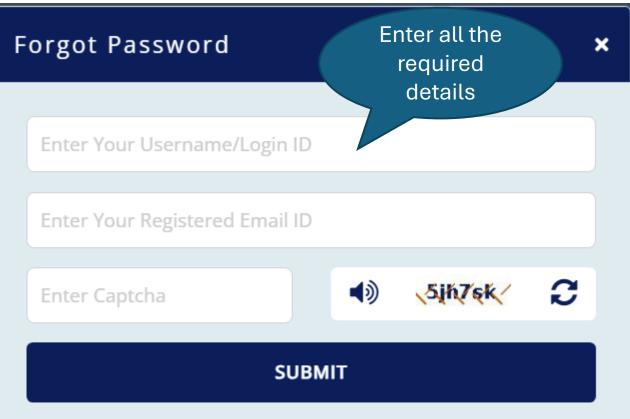
Click on Login button located at top-right of page.



e-filing Workflow: Forgot Password

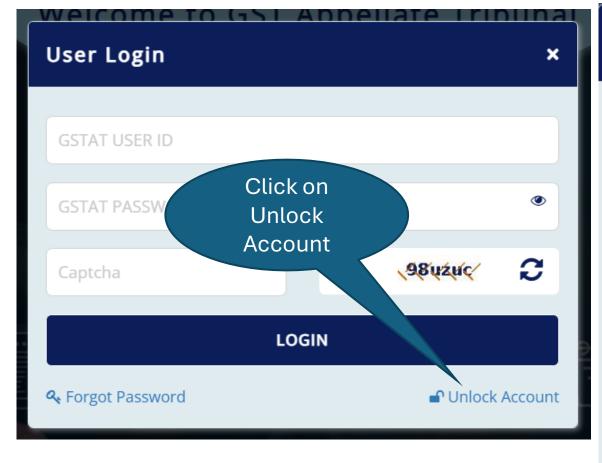
Steps to recover the forgotten password.

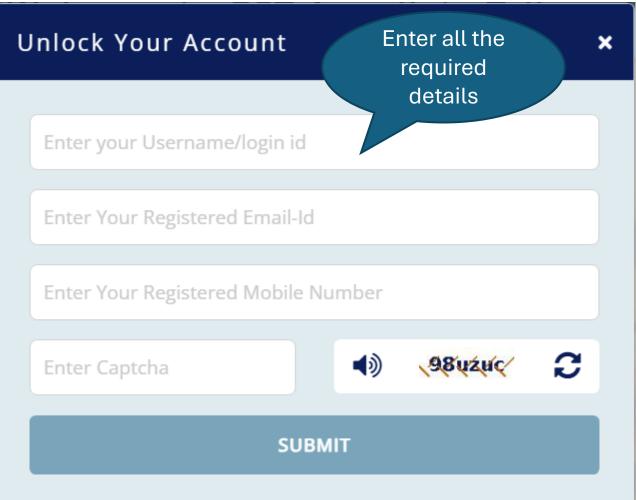




e-filing Workflow: Unlock Account

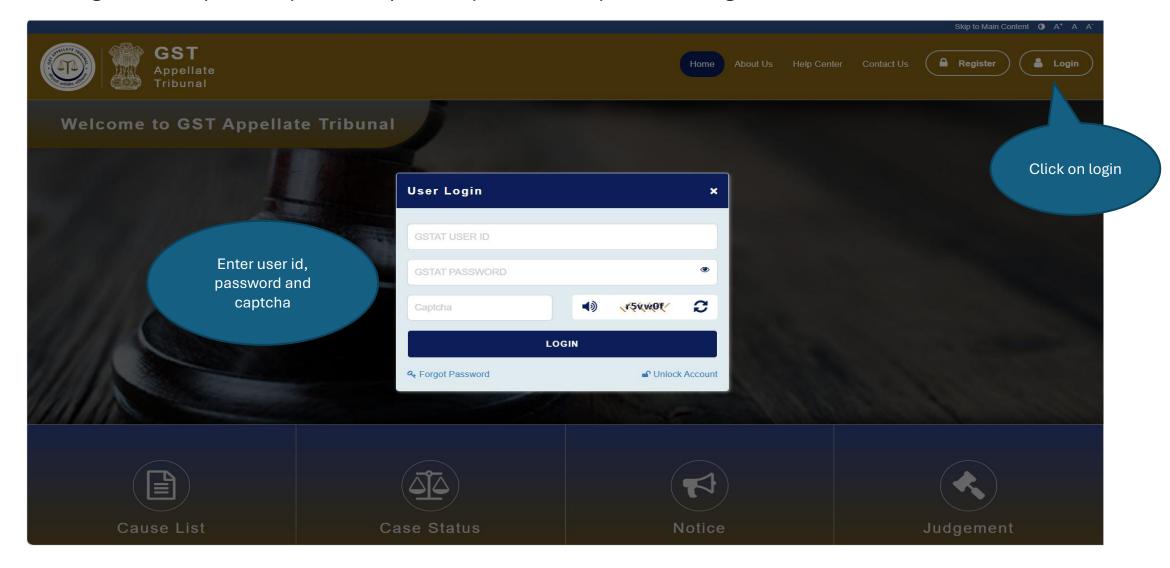
Steps to recover the unlock the account.





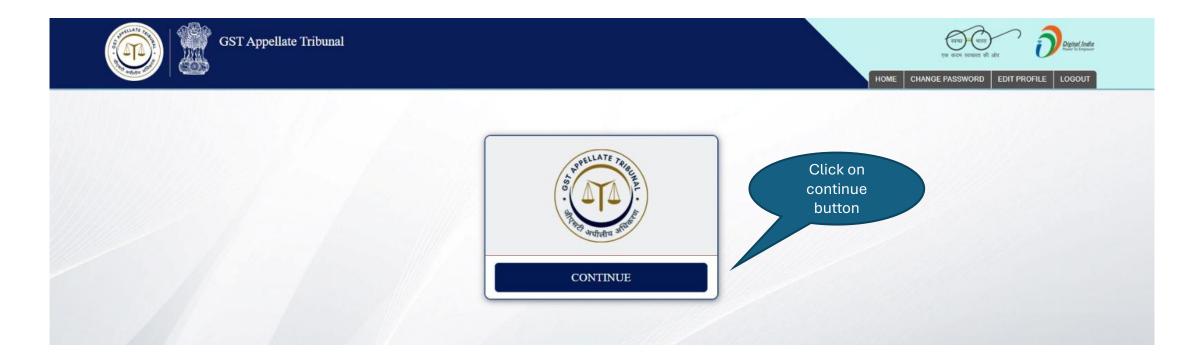
e-filing Workflow: Login

Enter user login details (user id, password) and captcha. Then press the Login button.



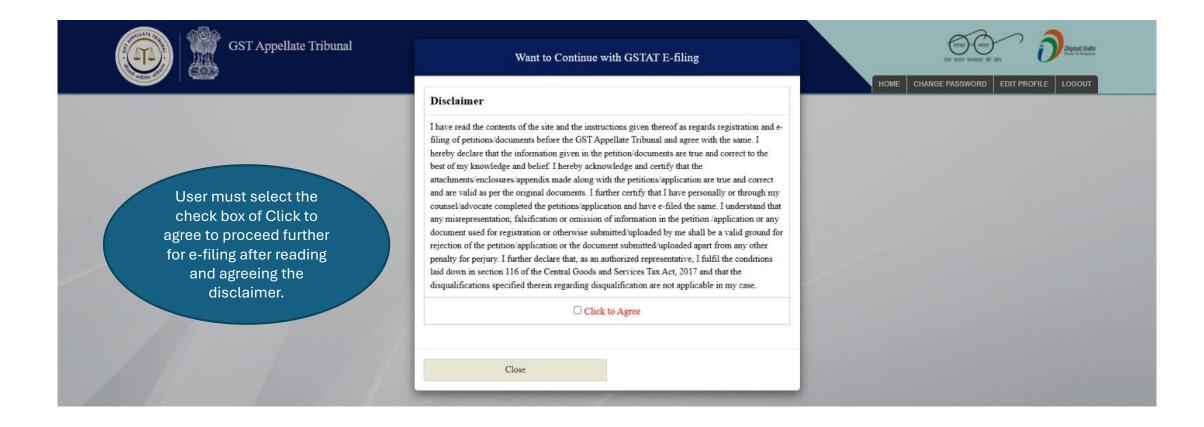
e-filing Workflow: Login

After successful login, click on Continue button.



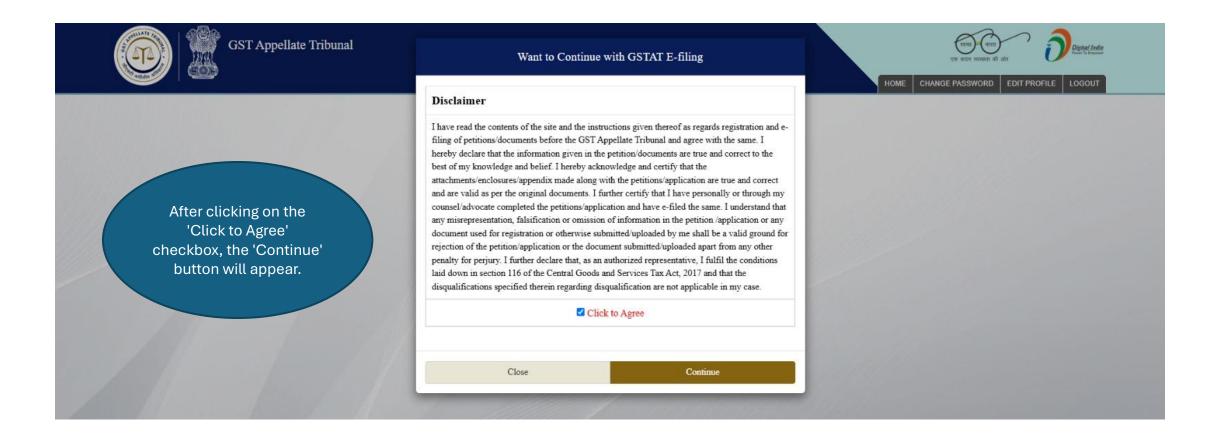
e-filing Workflow: Disclaimer

To proceed further, user must select the "Click to Agree" checkbox after reading & agreeing the Disclaimer.



e-filing Workflow: Disclaimer

Click on Continue button which will be visible after selecting the checkbox.





Support & Resources Portal Access

- For assistance or queries, please utilize the 'Help', 'FAQ', or 'Contact Us' sections available on the GSTAT e-Filing portal.
- Utilize the "Forgot User ID / Password" and "Unlock Account" features on the login page, if needed.

Goods and Services Tax Appellate Tribunal (GSTAT), Government of India

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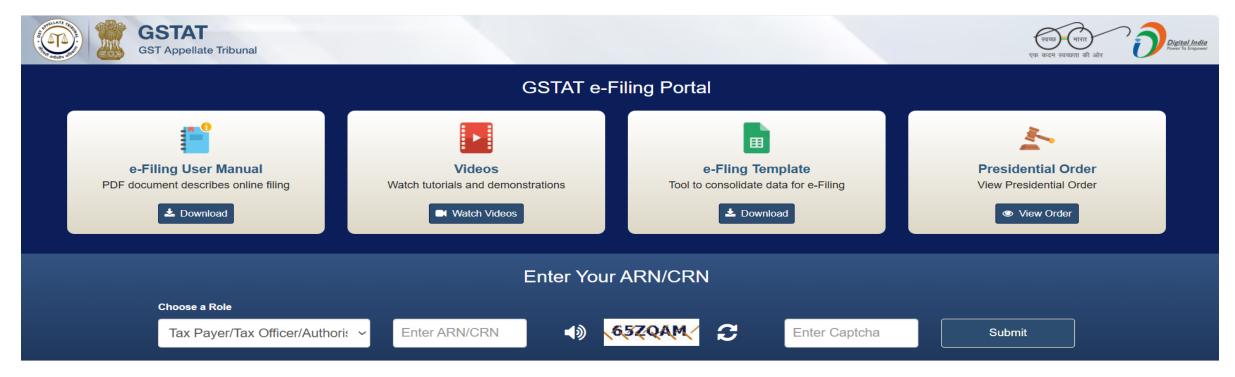
GSTAT e-Filing Portal User Manual | Appeal Filling

Guide to Online Filing of Appeals and Applications

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GSTAT e-Filing: Staggering Page

Once the user opens the E-Filing page, the user will have to choose the correct role and enter the ARN/CRN number. After entering the correct Captcha, the user shall proceed to login.

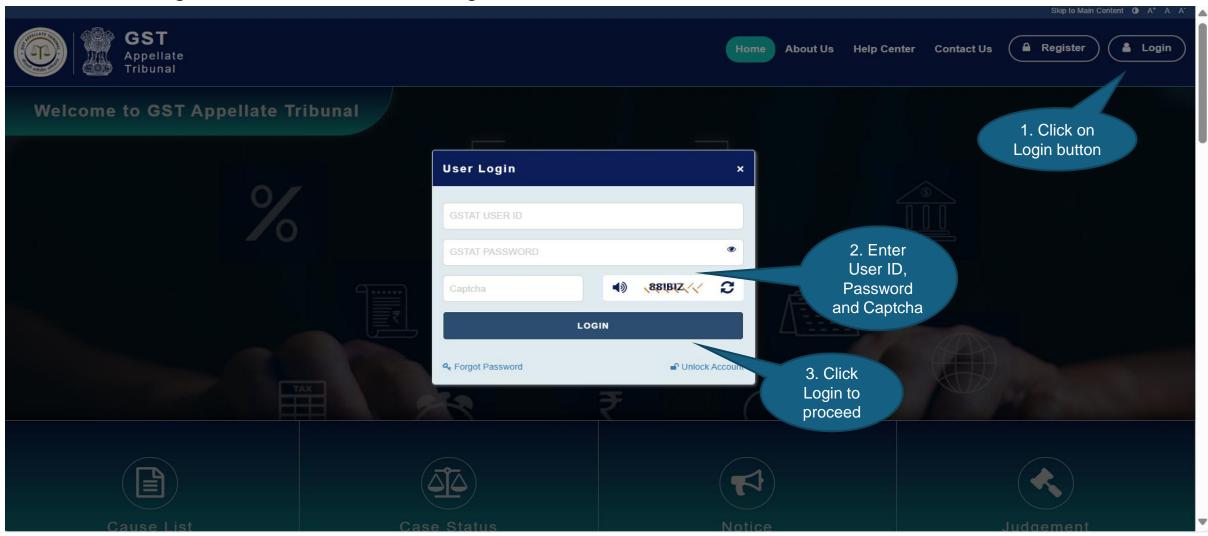


Disclaimer

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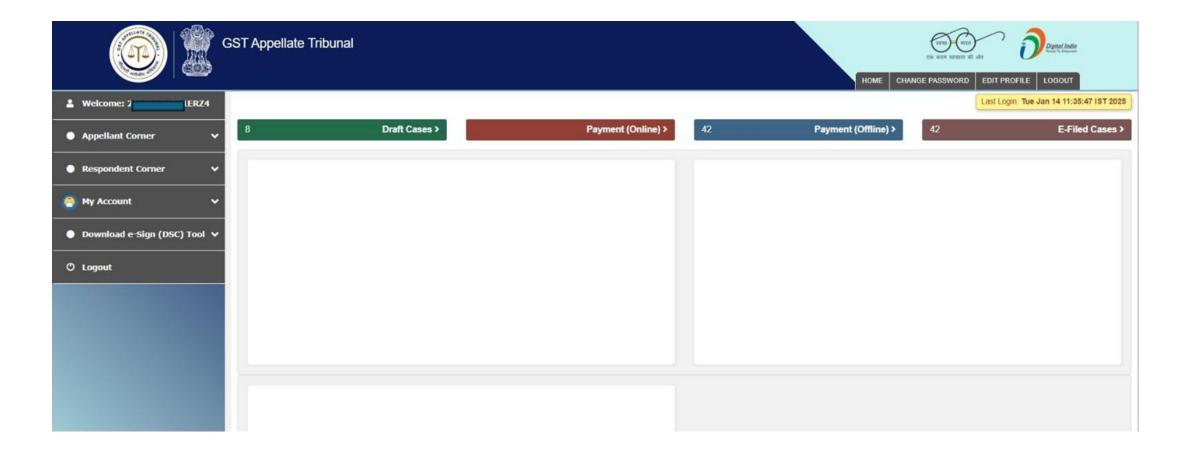
GSTAT e-Filing Nodal Login Page

Click on the Login button to access user login window.



e-filing Workflow: Dashboard

Dashboard of GSTAT portal looks like below.



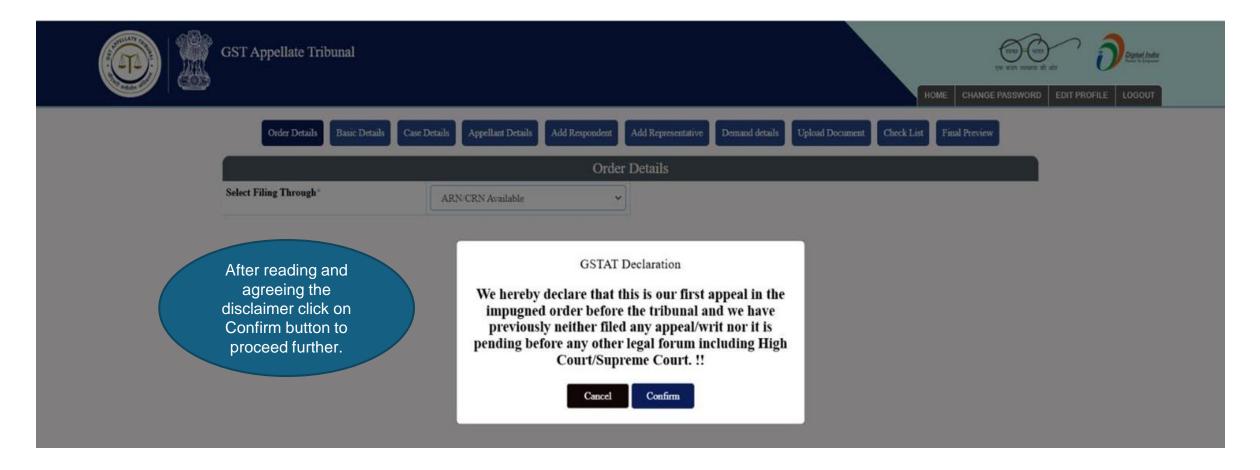
e-filing Workflow: Appeal Filing Navigation Menu

Sub menu will be shown with both the options – Appeal Filing & Application Filing.



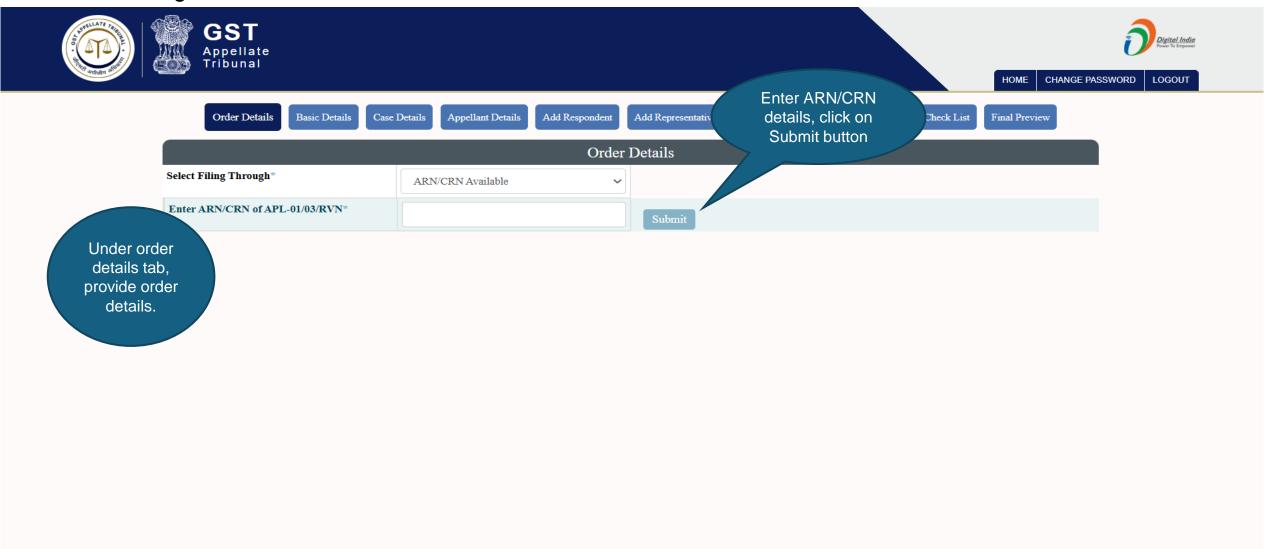
e-filing Workflow: Appeal Filing: Disclaimer

Applicant must agree with GSTAT declaration before proceeding further.



e-filing Workflow: Appeal Filing: Order Details

After entering ARN/CRN details, user needs to click on Submit button.



e-filing Workflow: Appeal Filing: Order Details

After entering ARN/CRN details, user needs to click on Submit button.



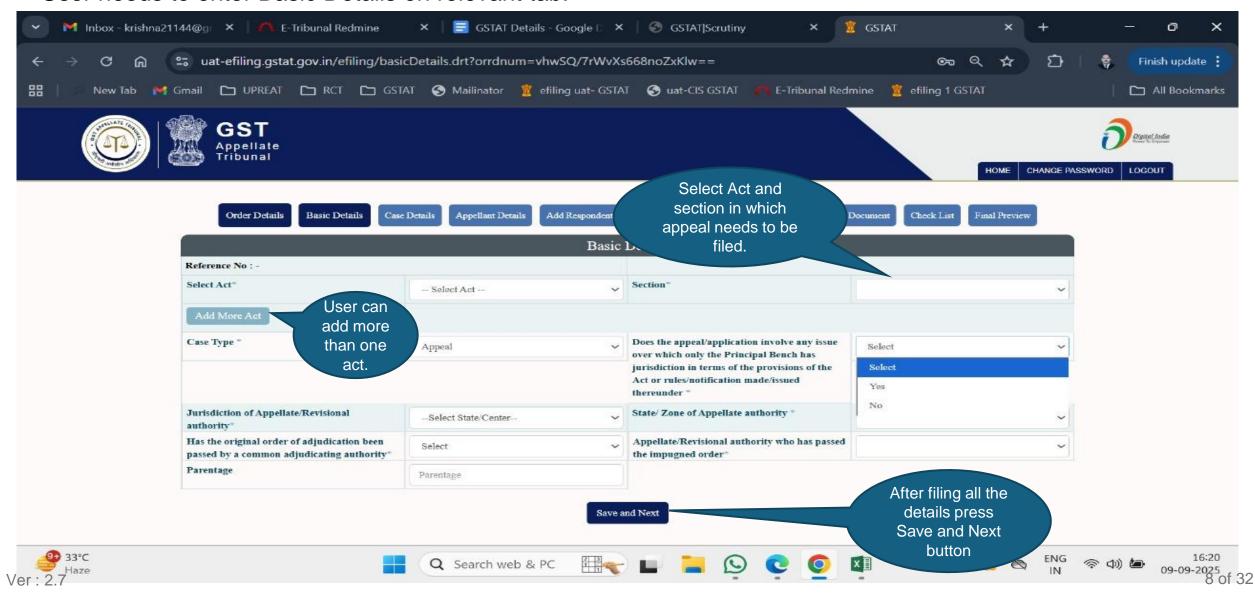
e-filing Workflow: Appeal Filing : Order Details

User will have to enter all the details if the user selects ARN/CRN not available. If the user selects ARN/CRN available, then the details are auto fetched and auto populated from GSTN.

| GST Appellate Tribunal | | | | | Digital India Power la Engouer |
|------------------------|---|--|---|-----------------------------------|-----------------------------------|
| antitation. | | | | | HOME CHANGE PASSWORD LOGOUT |
| | Order Details Basic Details Case | Details Appellant Details Add Respondent | Add Representative Demand details Upload D | Occument Check List Final Preview | |
| | | Order | Details | | |
| | Select Filing Through* | ARN/CRN not Available | | | |
| | | 0.1 | Details | | |
| | | | | | |
| | Order Appeal Against* | Select Order Appeal Against | Appellate/Revisional Authority Order Number* | | |
| | APL01 Appellant Name* | | Appellate/Revisional Authority Order Type* | Select Order Type | |
| | Authority Type* | Select Authority Type | Appellate/Revisional Authority Passed By* | | |
| | Appellate/Revisional Authority Designation* | | Appellate/Revisional Authority Date of Order* | E E | |
| | Appellate/Revisional Authority Order Communication Date* | | Order Id of original adjudication order* | | |
| | Date of original adjudication order* | | Period of Dispute From* | iii | |
| | Period of Dispute To* | | Market value of seized goods (if any) | | |
| | Upload Impugned Order* | Choose File No file chosen | | After filling all the details | |
| | | Con | firm | press Confirm button | |

e-filing Workflow: Appeal Filing: Basic Details

User needs to enter Basic Details on relevant tab.



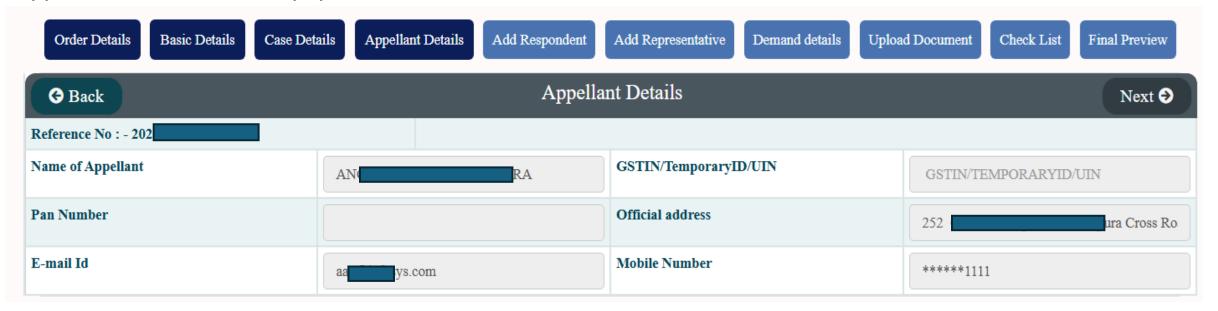
e-filing Workflow: Appeal Filing : Case Details

User needs to enter Case Details on this tab.

| Order Details Ba | sic Details | Case Details | Appellant Details | Add Respondent | Add Representative | Demand details | Upload Document | Check List | Final Preview | | | | |
|---|---|--------------------------|-------------------------|--------------------|--|----------------|-----------------|-----------------|---------------|--|--|--|--|
| G Back | | | | | Next → | | | | | | | | |
| Reference No : - 20 | | | | | | | | | | | | | |
| Grounds of appeal in brief* (1) | | (| GST return filing | | Prayer* (j) | | GST filing | GST filing | | | | | |
| Brief issue of the case under dispute* (i) | | | esting | 7. | | | | | | | | | |
| Category of Case | | | | | | | | | | | | | |
| Category of case under | of case under dispute* Wrong applicability of a notification issu 🗸 | | | | | | | | | | | | |
| Notification No * | Notification No * | | 65 | | Notification Date * | | 02/02/2025 | 02/02/2025 | | | | | |
| Amount involved(In actuals) | | | | | | | | | | | | | |
| Add More Category O | of Case | | | | | | | | | | | | |
| | | | | Case Su | mmary 6 | | | | | | | | |
| Issue related To | | | Short or non-payment of | tax ~ | | | | | | | | | |
| As per order of adjudicating authority (| | ty (i) | esting | 7. | | | Testing | Testing | | | | | |
| As per stand of appellant before Tribunal ① | | unal 🕦 | esting | 7. | As declared/ claimed by present Appellant () | | Testing | Testing | | | | | |
| Add More Issue | | | | | | | | | | | | | |
| | | | | About A | Appellant | | | | | | | | |
| Constitution/Identificati | on Number | 5 | 4 | | Constitution of Business | | Testing | Testing | | | | | |
| Statute under which inco | orporated | Т | Testing | | Date of Commencement of business | | 05/02/202 | 05/02/2025 | | | | | |
| Address | | CGO , Complex, New Delhi | | Nature of Business | Testing | Testing | | | | | | | |
| Any other relevant fact | | Т | esting | ÷ | | | | | | | | | |
| Statement of Fact case history | | | | | | | | | | | | | |
| Reference/ acknowledgn | nent no. | 5 | 4 | | Action By | | Original A | djudicating Aut | nority ~ | | | | |
| Date | | 0 | 6/02/2025 | iii | Brief Narration | | GST Filing | 3 | 7 | | | | |
| | | | | | | | | | | | | | |
| Add More | | | | | | | | | | | | | |
| Save And Next | | | | | | | | | | | | | |

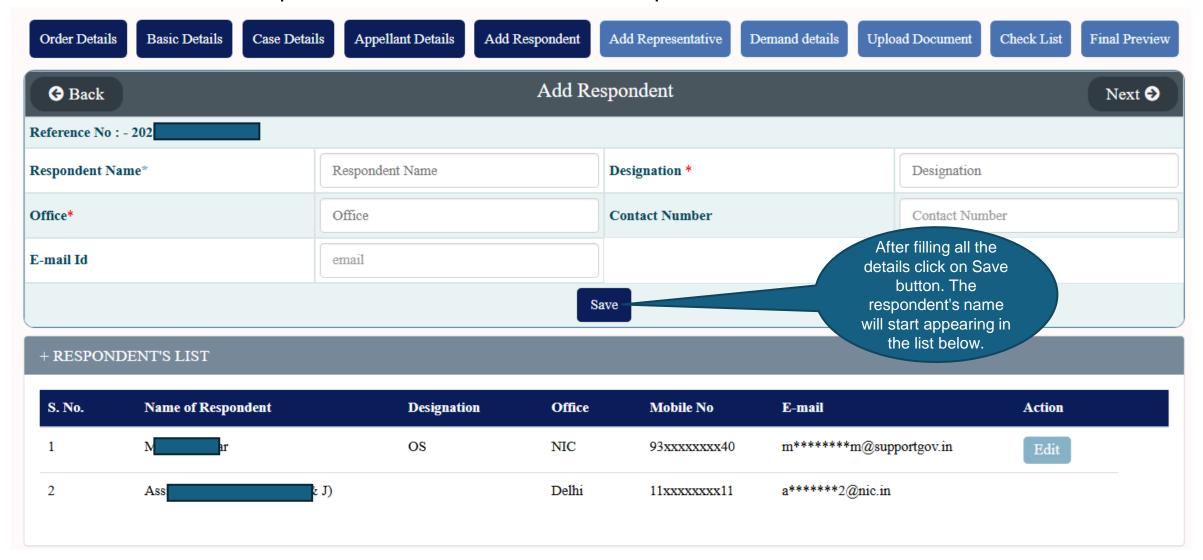
e-filing Workflow: Appeal Filing : Appellant Details

Appellant details are auto populated and shown to user.

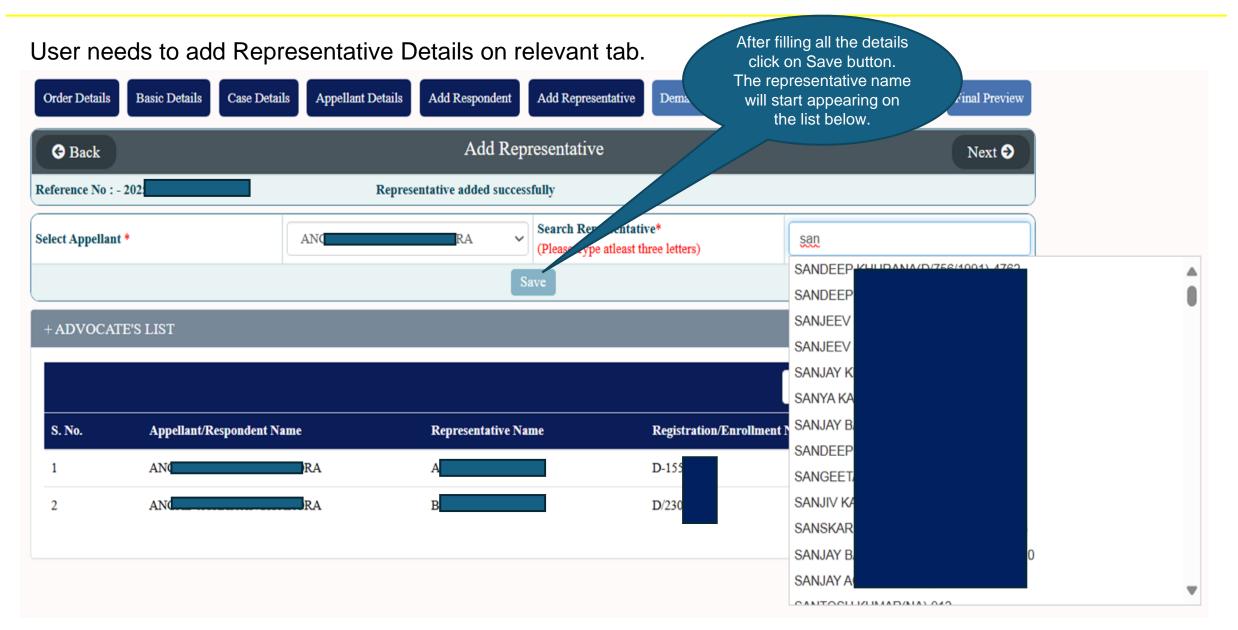


e-filing Workflow: Appeal Filing : Adding Respondent

User needs to enter Respondent Details. More than one respondents can be added.

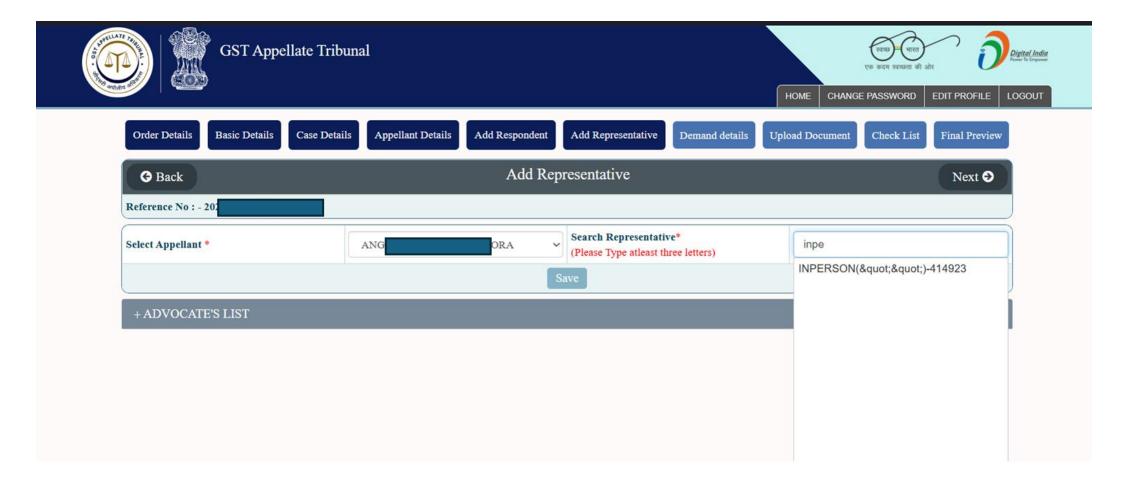


e-filing Workflow: Appeal Filing: Add Representative



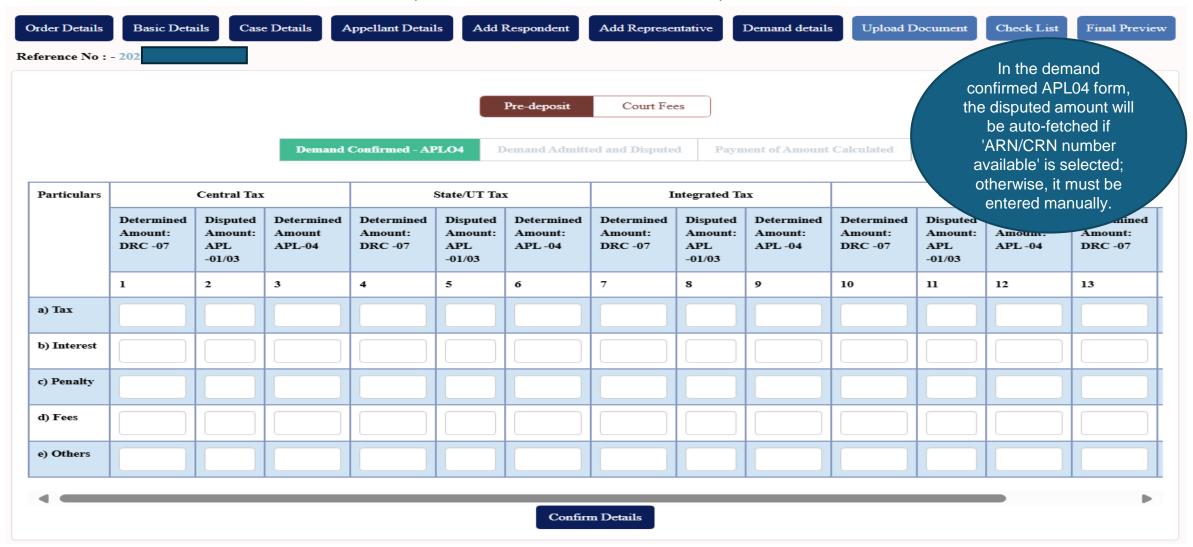
e-filing Workflow: Appeal Filing: Adding Representative

User needs to add Representative Details on relevant tab and select as IN-Person.

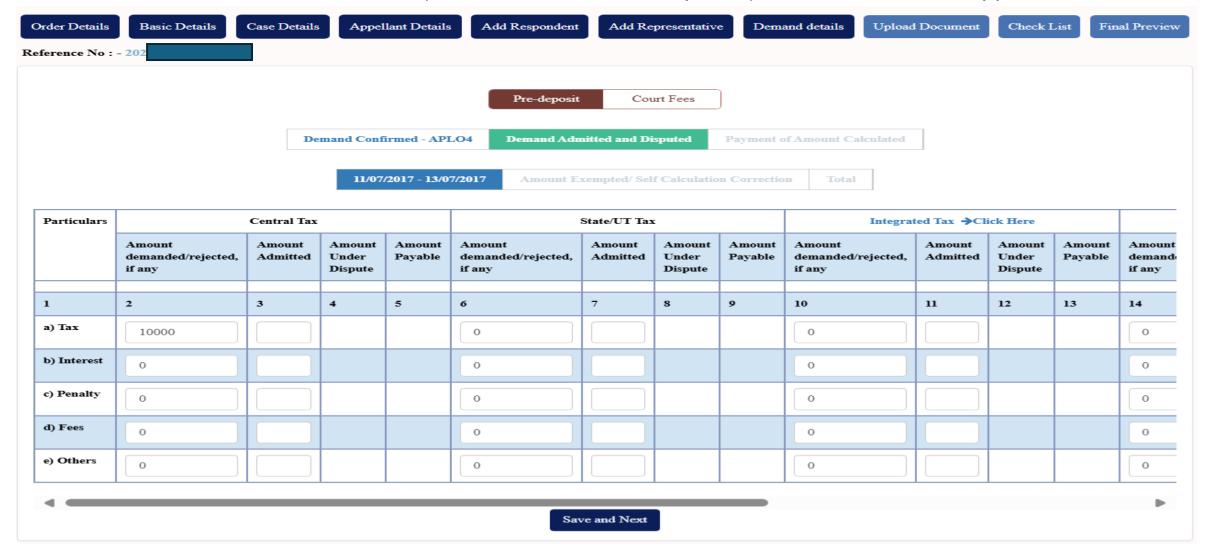


e-filing Workflow: Appeal Filing : Demand Details

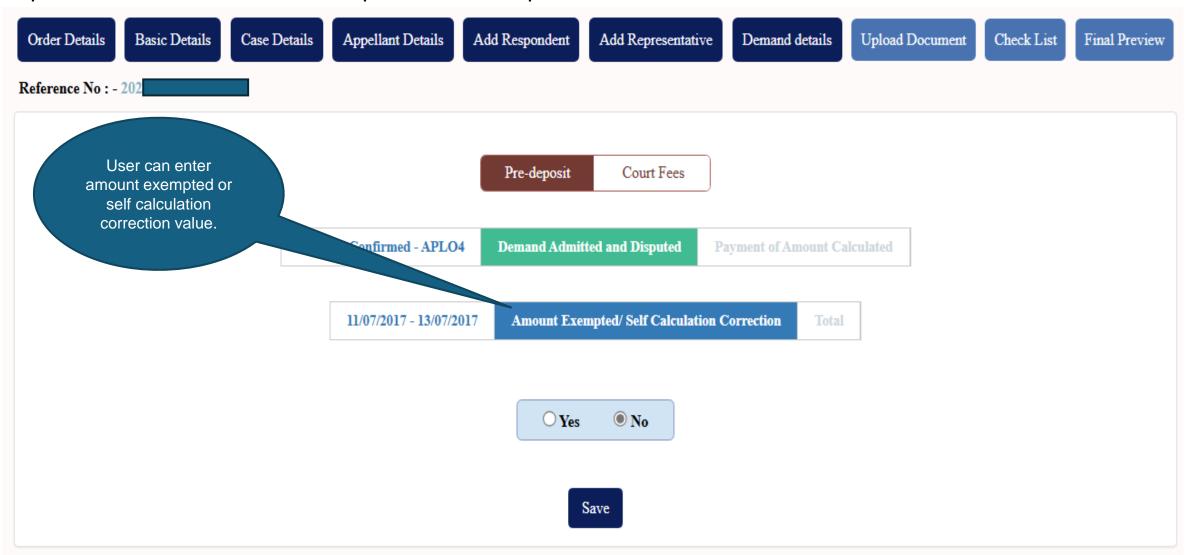
User needs to enter Demand Details (Demand Confirmed - APL04) on relevant tab.



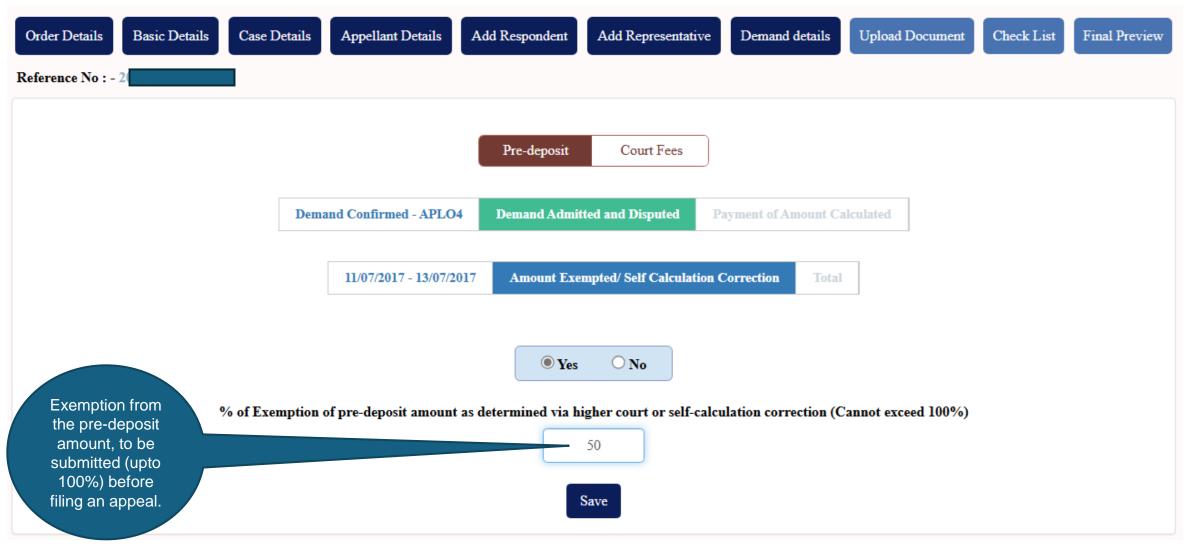
User needs to enter Demand Details (Demand Admitted & Disposed) on relevant tab, as applicable.



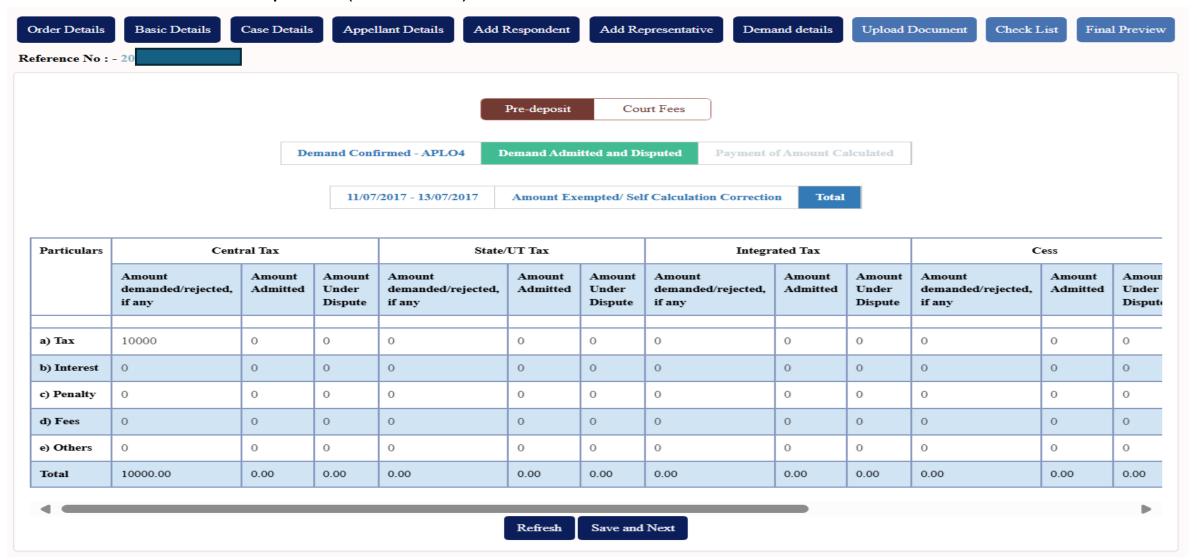
Option to allow user to claim/fill up amount exempted.



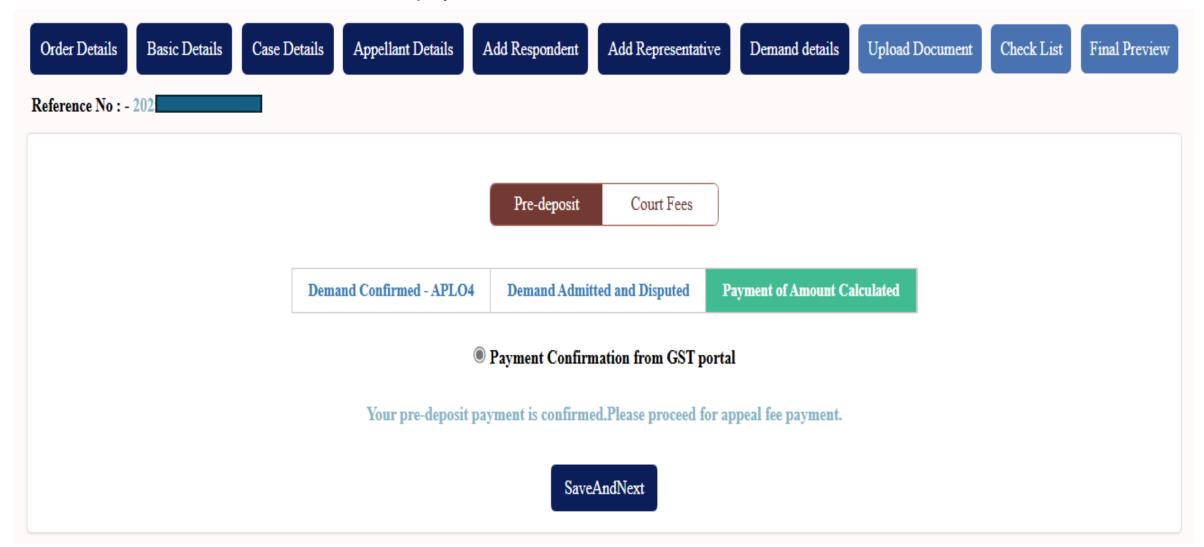
User entering percentage of exemption of pre-deposit amount.



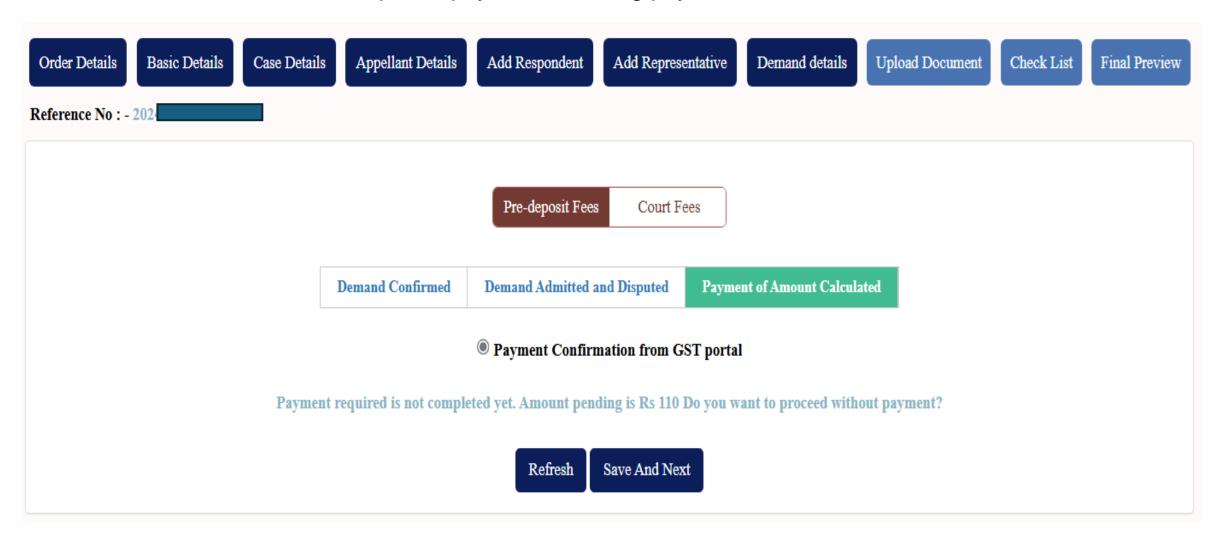
Demand Admitted & Disposed (Continued)



Scenario1: When user has made full payment.

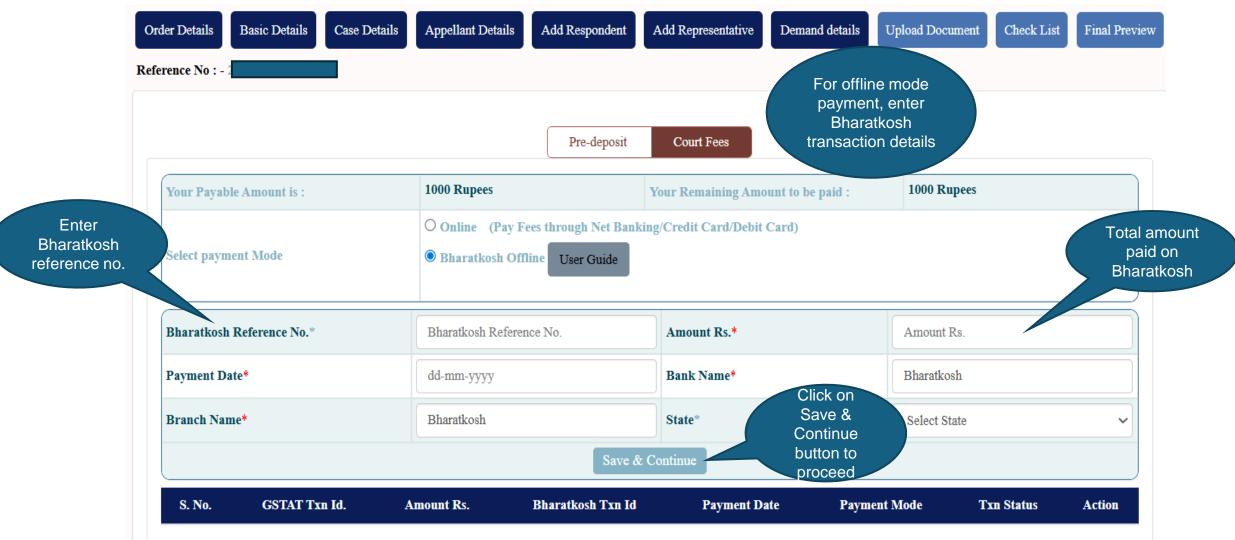


Scenario2: When user has made partial payment. Pending payment is shown to the user.

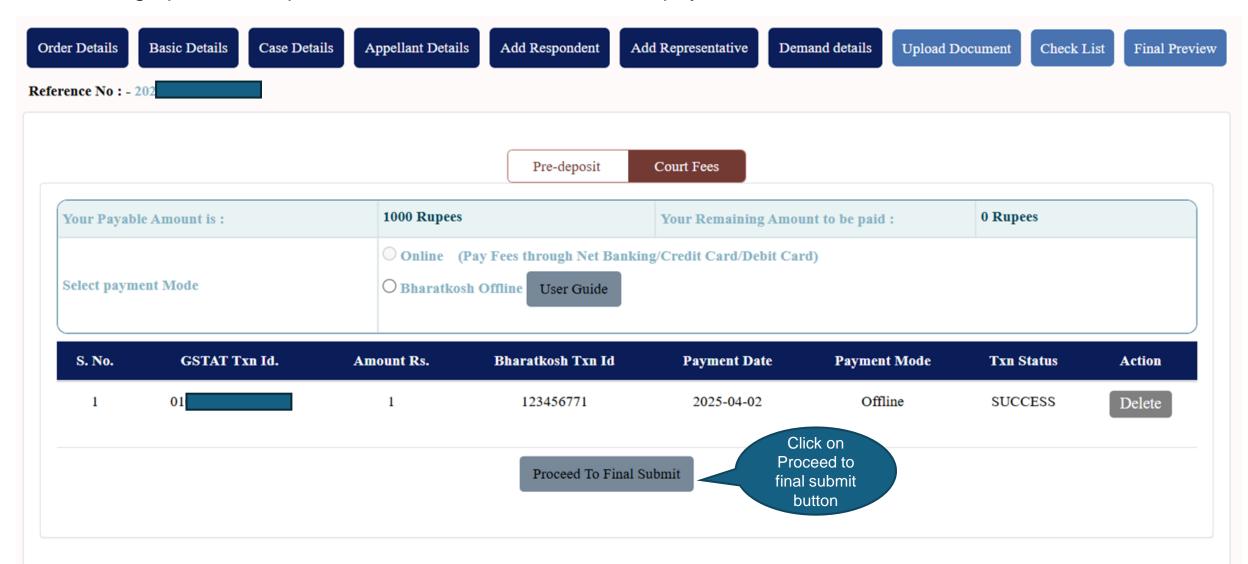




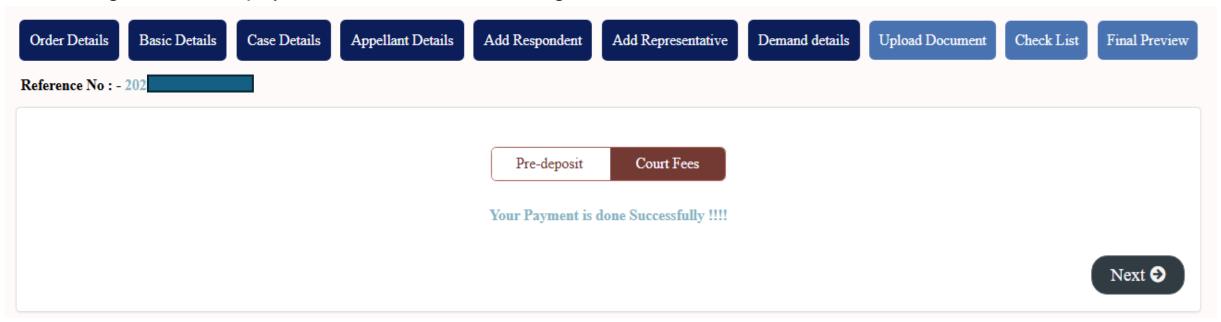
User filling up all the required details related to Bharatkosh payment.



User filling up all the required details related to Bharatkosh payment.

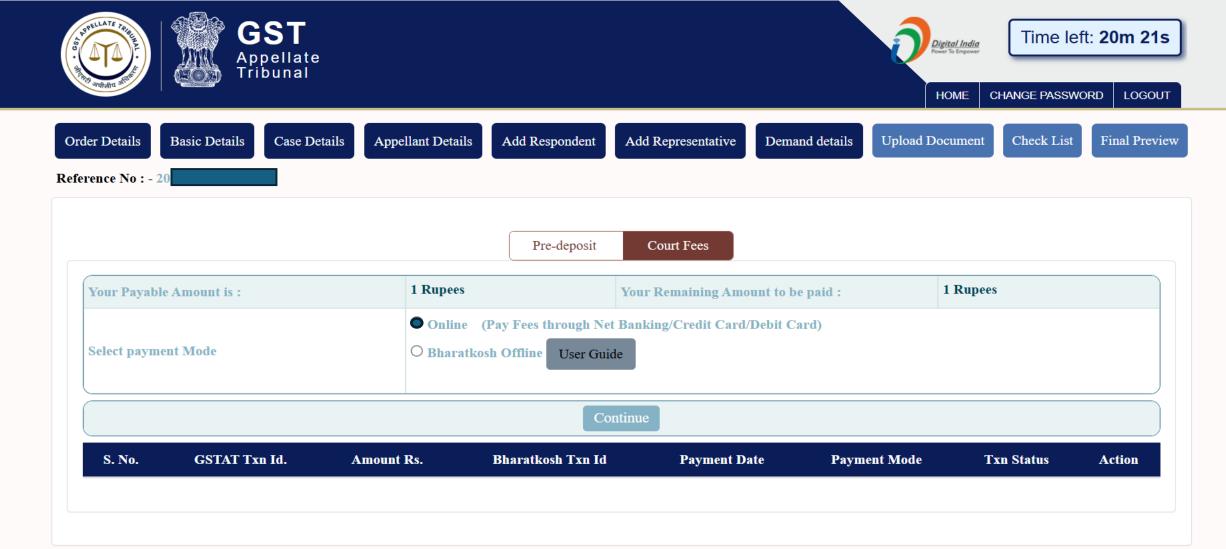


Showing successful payment confirmation message to user.





User shall select the "Online" option and click on Continue to proceed for online payment.



After clicking on Continue, the below window will appear with all the relevant details. The user shall click on "Proceed to Pay" to proceed further.



You will be redirected to Bharatkosh payment gateway with following particulars

Filing Ref No. : 2025307201006219

Party Name : ANGAD JASBIRSINGH

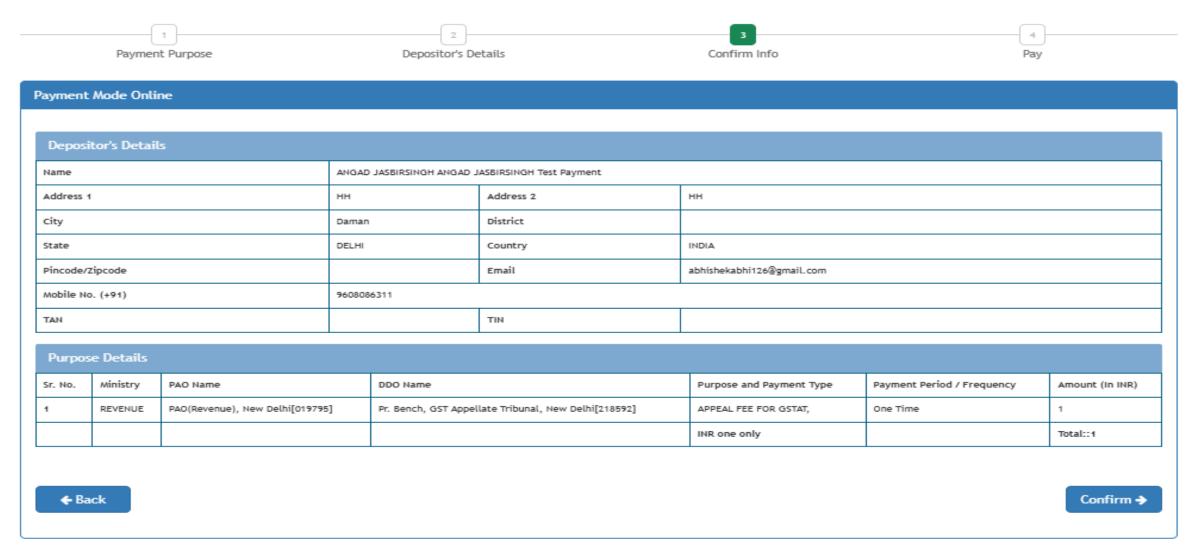
GSTAT Transaction No. : 0700110027232025

Total Fees : 1

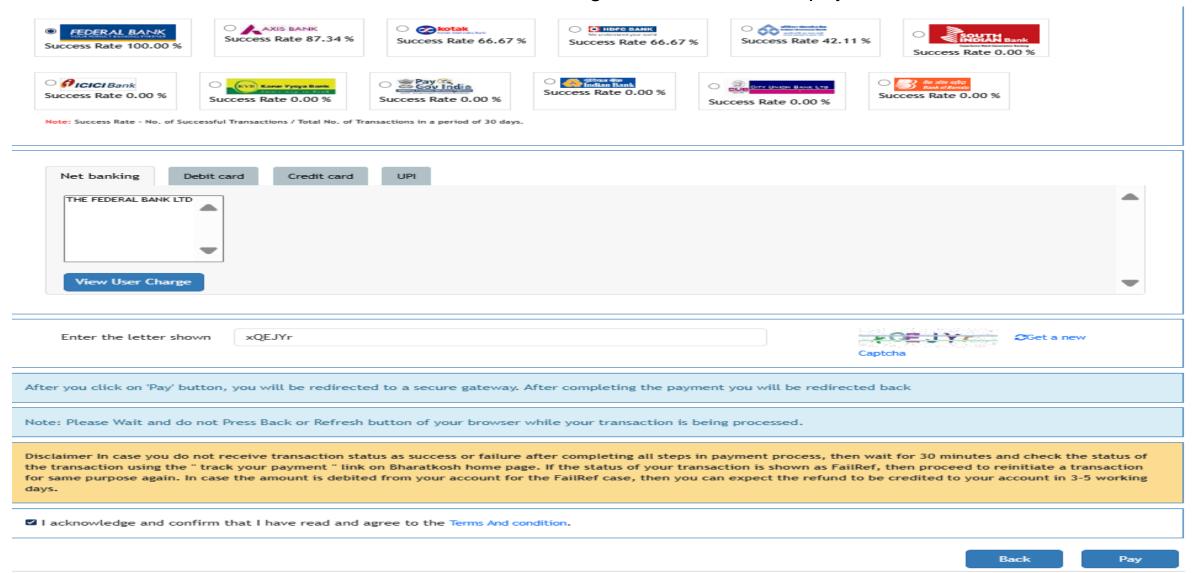
Date : 2025-09-04

Proceed to Pay

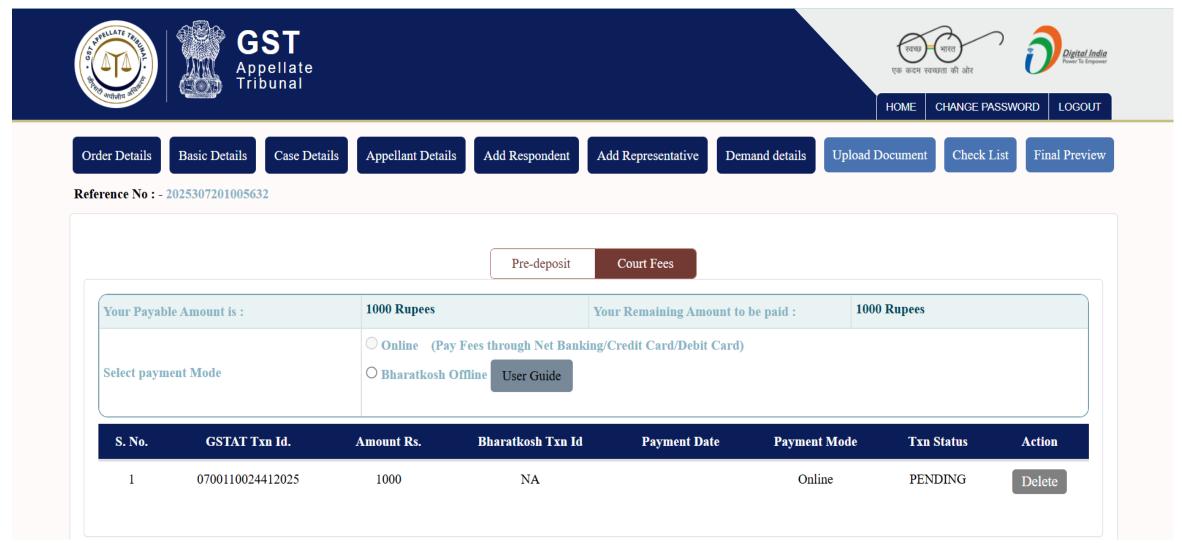
In this window, the user shall check all the details and click on "Confirm" to proceed further.



The user shall select the bank and tick the acknowledgement to make the payment.

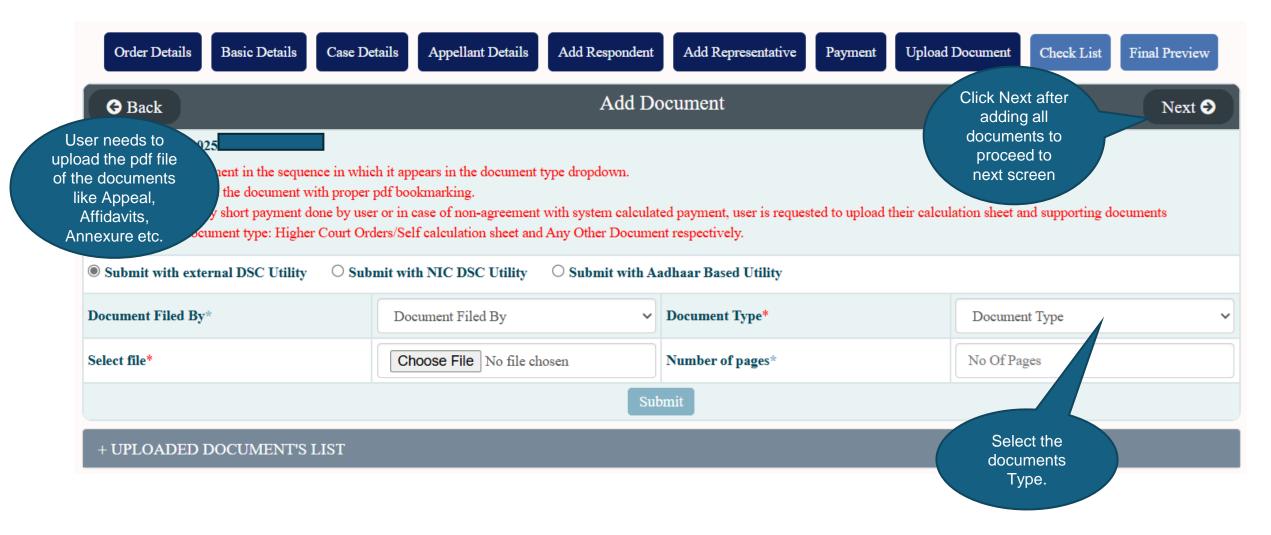


After successful payment user will be redirected back to GSTAT Portal, where a new row will be shown with payment details.



e-filing Workflow: Appeal Filing: Document Upload

Showing various options to upload documents.

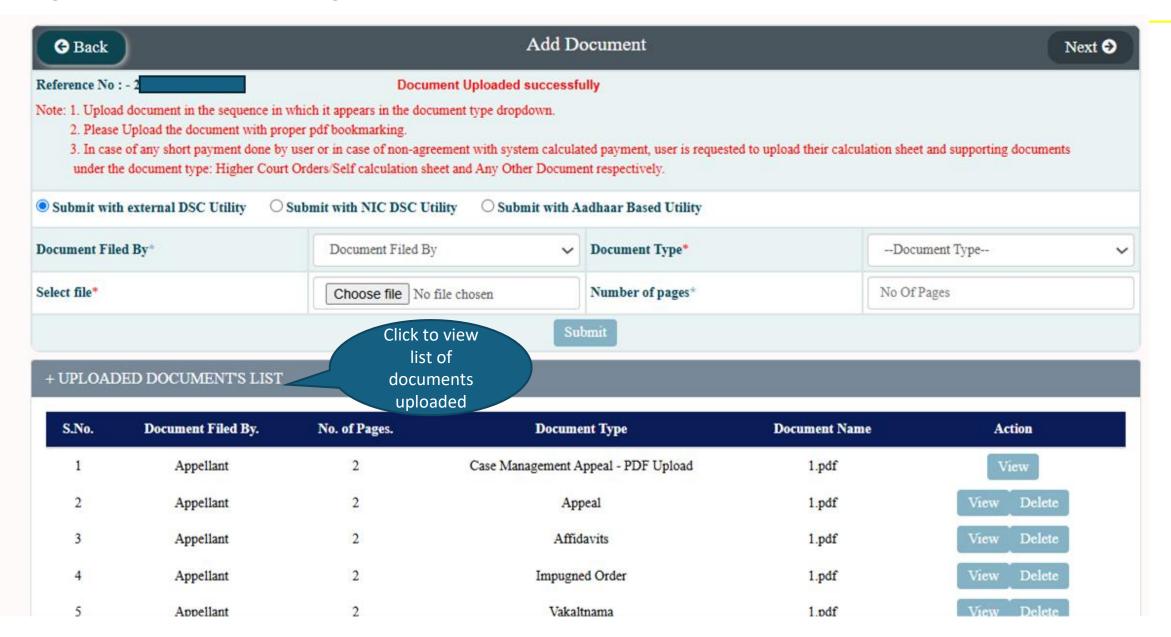


e-filing Workflow: Appeal Filing : Document Upload

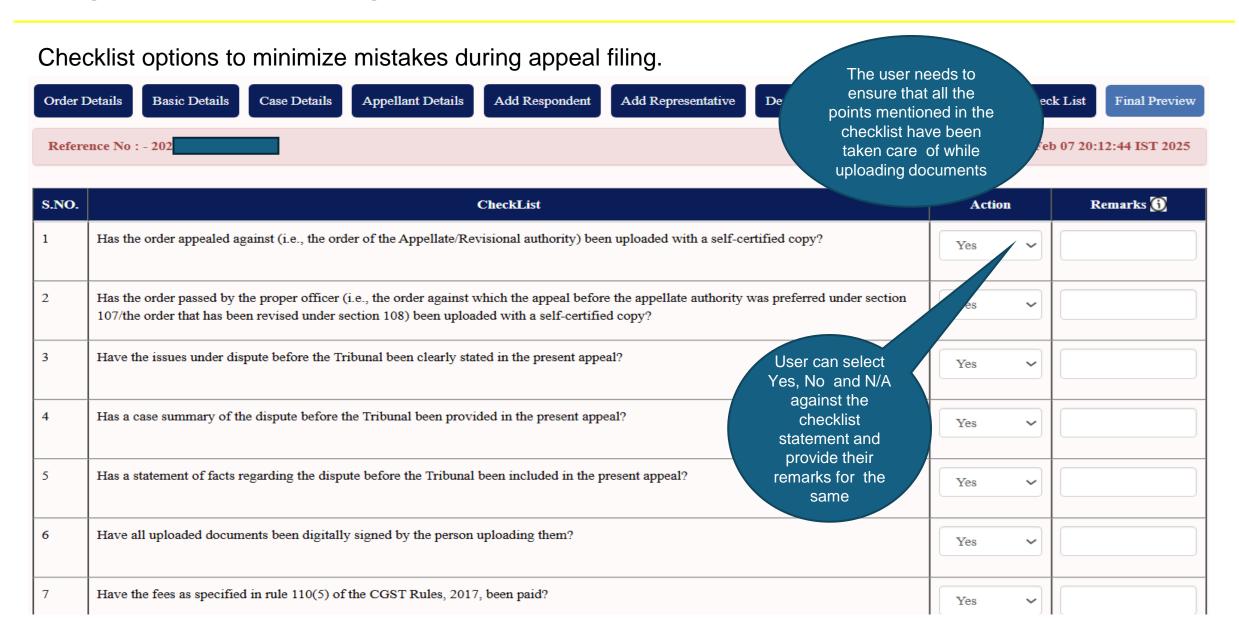
Showing pdf content to user before uploading to ensure accuracy.



e-filing Workflow: Appeal Filing: Document Upload: List of Uploaded Documents

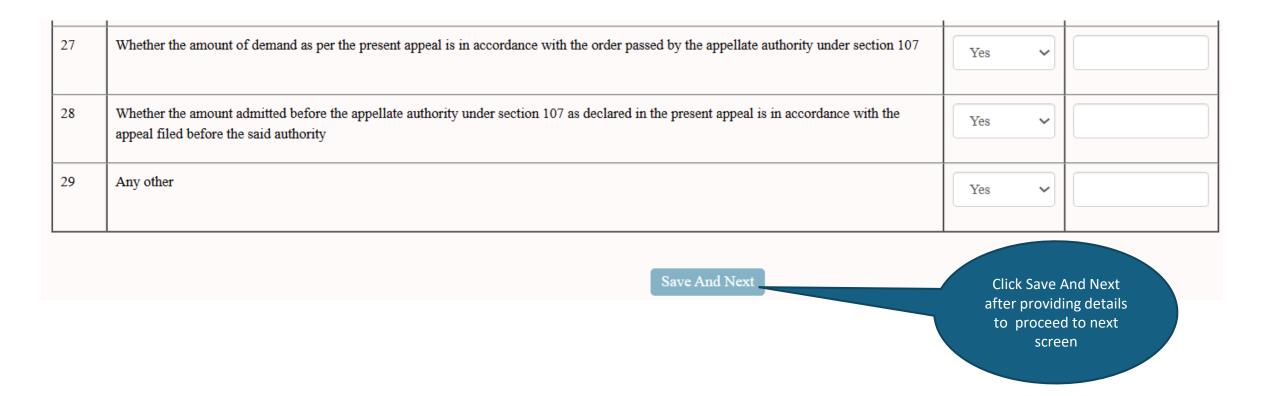


e-filing Workflow: Appeal Filing : Check List



e-filing Workflow: Appeal Filing : Check List

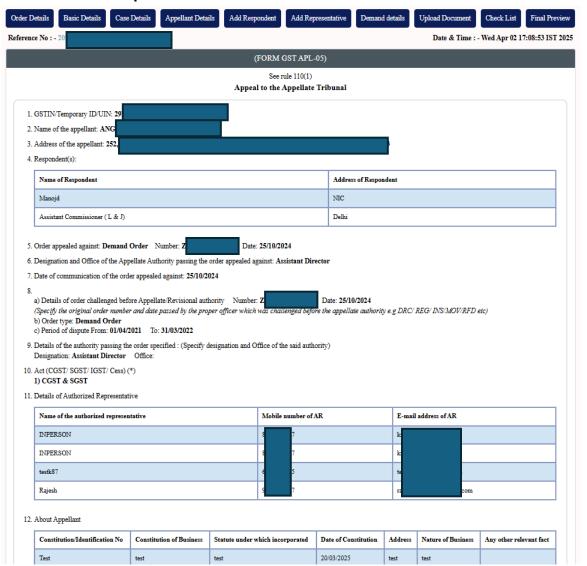
Allowing user to save all the information and move to next screen.



e-filing Workflow: Appeal Filing: Preview

Before final submission, preview of all the entered details is shown to user for confirmation

Complete
APL-05 form
is shown to
user for
confirmation.

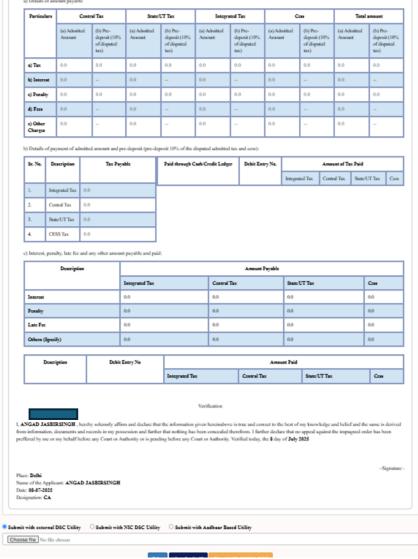


| Category of c dispute | Category of case under HSN dispute List | | | | ification e | Section | | | Rule | | | | | Amoun | Amount | |
|--|--|-------------------------|---|------------------------------------|-------------------------------------|---|-------------------------------|---|--|--|--|------------------|--|--|--------|--|
| Suspension of registration | | | | | | CGST Section 13. Time of Supply of Services. | | e of | CGST Rule 11. Separate registration for within a State or a Union territory. | | | for multip | for multiple places of business | | 10000 | |
|) Market valu | of goods, whe | e good | s have been | seized: 0 | | | | | | | | | | | | |
| Issue related To | | | | djudicating As | | d by Appella | | | As per stand of appellant before Tribunal | | As declared/ claimed by pre Appellant | | present | sent | | |
| test | | | | tes | ž. | | | test | | | | test | test | | | |
| tatement of fa | cts : | | | | | | | | | | | | | | | |
| Reference/acknowledgment No | | | | | Action By | | | | Date | | | Brief Narration | | | | |
| test | | | | | Appellate Authority | | | | | 20/03/2025 | | test | test | | | |
| | Appellate/Revisional authority, if any | | Admitted | Under Dispute | Dispute Appellat authority | | Amount Admitted | Under Dispute | hy Appellat authority | at determined Amount Admitte | | Under Dispute | Amount determing by Appellate/Revising authority, if any | Admi | | |
| a) Tax | 70.0 | | 0.0 | 70.0 | 0.0 | | 0.0 | 0.0 | 0.0 | | 0.0 | 0.0 | 0.0 | 0.0 | | |
| b) Interest | 70.0 | | 0.0 | 0.0 | 0.0 | | 0.0 | 0.0 | 0.0 | | 0.0 | 0.0 | 0.0 | 0.0 | | |
| c) Penalty | | - 1 | 0.0 | 0.0 | 0.0 | | 0.0 | 0.0 | 0.0 | | 0.0 | 0.0 | 0.0 | 0.0 | _ | |
| | 0.0 | | | | | | 0.0 | | 0.0 | | 0.0 | 0.0 | 0.0 | 0.0 | | |
| d) Fees | 0.0 | | 0.0 | 0.0 | 0.0 | | | 0.0 | | | | | | | | |
| | | | 0.0 | 0.0 | 0.0 | | 0.0 | 0.0 | 0.0 | | 0.0 | 0.0 | 0.0 | 0.0 | | |
| d) Fees e) Other Charges | 0.0 0.0 | amoun | 0.0 | 0.0 | | _ | | | | | 0.0 | 0.0 | 0.0 | 0.0 | | |
| d) Fees e) Other Charges | 0.0 0.0 eent of admitted | amoun | 0.0 at and pre-de | 0.0 eposit: | | ax. | 0.0 | | 0.0 | | 0.0 | 0.0 | 0.0 | • | | |
| d) Fees e) Other Charges Details of payn Details of an | 0.0 0.0 eent of admitted | (b) | 0.0 tt and pre-de x Pre- osit (10% lisputed | 0.0 eposit: | 0.0 State/UT T | Pre- osit (10% disputed | 0.0 | 0.0 tegrated T | 0.0 0.0 Pre-osit (10% lisputed | (a) Admitte | Cess d (b) Pro | s- it (10% | Total am (a) Admitted the Amount the second to the second the seco | • | | |
| d) Fees e) Other Charges Letails of payn Details of an | 0.0 0.0 ent of admitted count payable Cen (a) Admitted | (b) depo | 0.0 at and pre-de | 0.0 | 0.0 State/UT T. dep of | Pre- osit (10% disputed | In: | 0.0 tegrated T | 0.0 0.0 Pre-osit (10% lisputed | | Cess d (b) Prodeposi | s- it (10% | Total am (a) Admitted Amount | b) Pre- deposit (10% of disputed | | |
| d) Fees e) Other Charges etails of payn Details of an Particulars | 0.0 0.0 Dent of admitted count payable Cet (a) Admitted Amount | (b) deport day | 0.0 at and pre-de | 0.0 eposit: | 0.0 State/UT T tited (b) dep of tax | Pre- osit (10% disputed | In: (a) Admitte Amount | 0.0 tegrated T dep of d tax) | 0.0 0.0 Pre-osit (10% lisputed | Amount | Cess d (b) Proideposi of disp | s- it (10% | Total am (a) Admitted Amount 0 | b) Pre- deposit (10% of disputed axx) | | |
| d) Fees e) Other Charges Details of payn Details of an Particulars a) Tax b) Interest | 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 | (b) dep of d tax) | 0.0 at and pre-de x Pre- osit (10% lisputed | 0.0 eposit: | 0.0 State/UT T tied (b) dep of tax | Pre- posit (10% disputed | Ini (a) Admitte Amount | 0.0 tegrated T (b) dep of d tax) | 0.0 0.0 Pre-osit (10% lisputed | Amount 0.0 | Cess d (b) Prodeposiof display tax) | s- it (10% | Total am (a) Admitted Amount 0.0 | b) Pre- leposit (10% of disputed ax) | | |
| d) Fees e) Other Charges etails of payn Details of an | 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 | (b) deport dax) | 0.0 at and pre-de x Pre- osit (10% lisputed | 0.0 eposit: (a) Admit Amount 0.0 | 0.0 State/UT T. dep of tax 0.0 | Pre- posit (10% disputed | Issue (a) Admittee Amount 0.0 | 0.0 tegrated T del (b) dep of d tax) 0.0 | 0.0 0.0 Pre-osit (10% lisputed | Amount 0.0 0.0 | Cess d (b) Price deposition of disp tax) 0.0 | s- it (10% | Total am (a) Admitted Amount 0.0 0.0 0.0 | b) Pre- leposit (10% of disputed ax) | | |

Charges

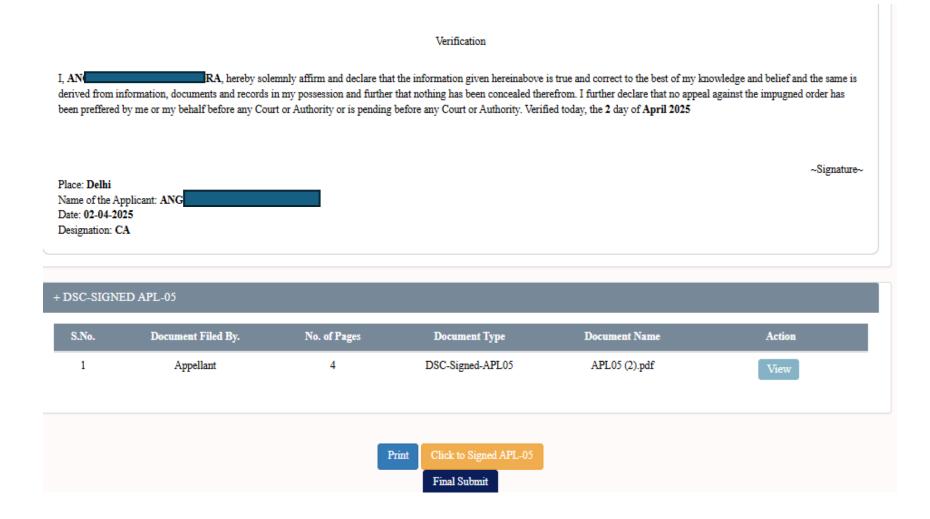
e-filing Workflow: Appeal Filing: Preview

Select document and then click on final submit.



e-filing Workflow: Appeal Filing: Submission: APL-02A Form

Verification Page



e-filing Workflow: Appeal Filing: Submission: APL-02A Form

After submission, displaying Provisional Acknowledgement form with print & download options.

Form GST APL-02 Part A

Acknowledgment for submission of Appeal

Part A- Provisional Acknowledgement

Name of applicant: (ANGAD JASBIRSINGH ARORA) -- GSTIN/Temp ID/UIN/Reference Number: (29LALAB1221ERZ4) -- Date: (26-03-2025)

Your appeal has been successfully filed against (AD291124000131W).

An Appeal/Application has been submitted on the GST Appellate Tribunal portal is provisionally acknowledged and its acceptance/admission is subject to scrutiny by the Registry/Bench. The Provisional Acknowledgement number is (2025251201000001)

GSTIN/Temporary ID/UIN/ENR

29

Date of filing

26-03-2025

Time of filing

03:58:29 PM

Filing/Provisional Acknowledgment Number

: 20

Name of the person filing the appeal

: AN

Appeal Fees

: 1000

Transaction ID

: 01

Place

: Delhi

Date

: 26-03-2025

download options

Print &

ON Behalf of GST Appellate Tribunal

Receipt is generated with 16-digit

filing number, and this completes submission of Appeal i.e. e-filing.

Note: E-filling will be complete only after successful payment and verification of payment by GSTAT





Support & Resources Portal Access

- For assistance or queries, please utilize the 'Help', 'FAQ', or 'Contact Us' sections available on the GSTAT e-Filing portal.
- Utilize the "Forgot User ID / Password" and "Unlock Account" features on the login page, if needed.

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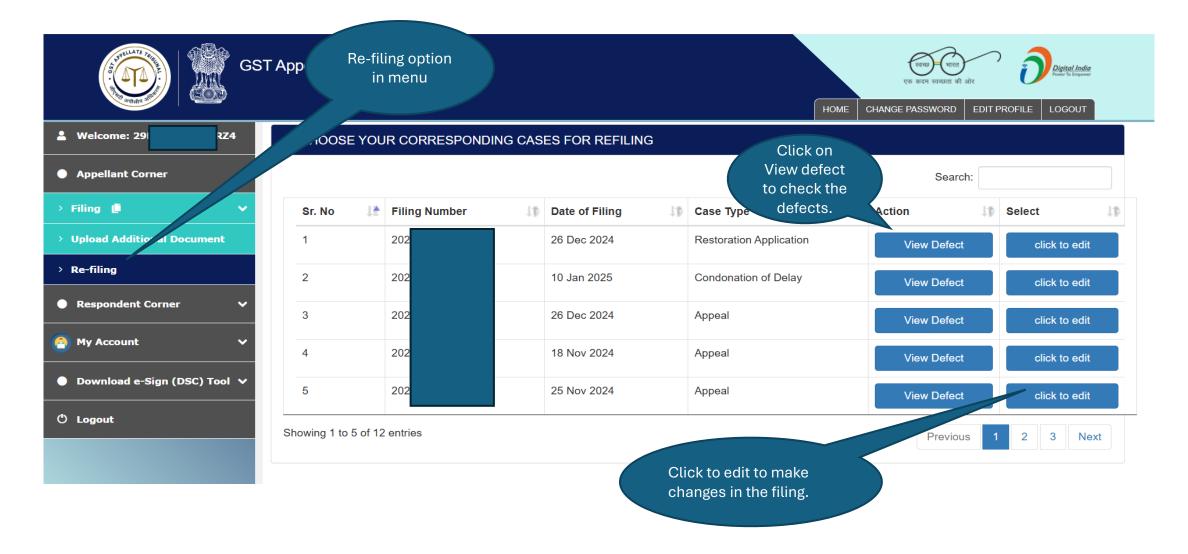
GSTAT e-Filing Portal User Manual | Appeal Re-filing

Guide to Online Filing of Appeals and Applications

Issuing Authority: Goods and Services Tax Appellate Tribunal (GSTAT), Government of India

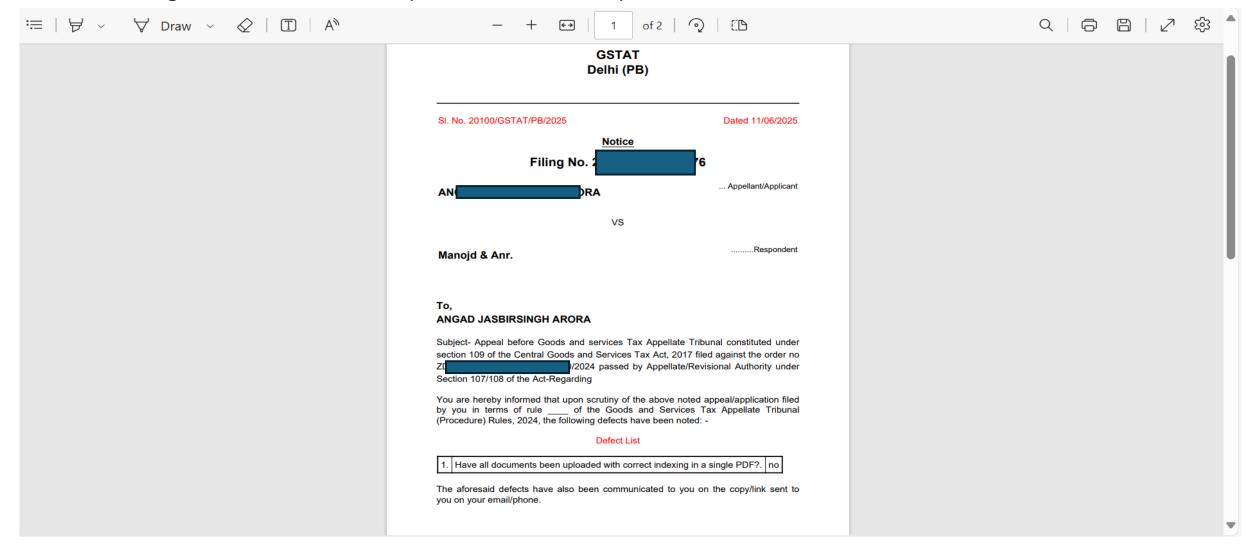
e-filing Workflow: Appeal Refilling

Allowing user to view & cure the defects & then refile the appeal.

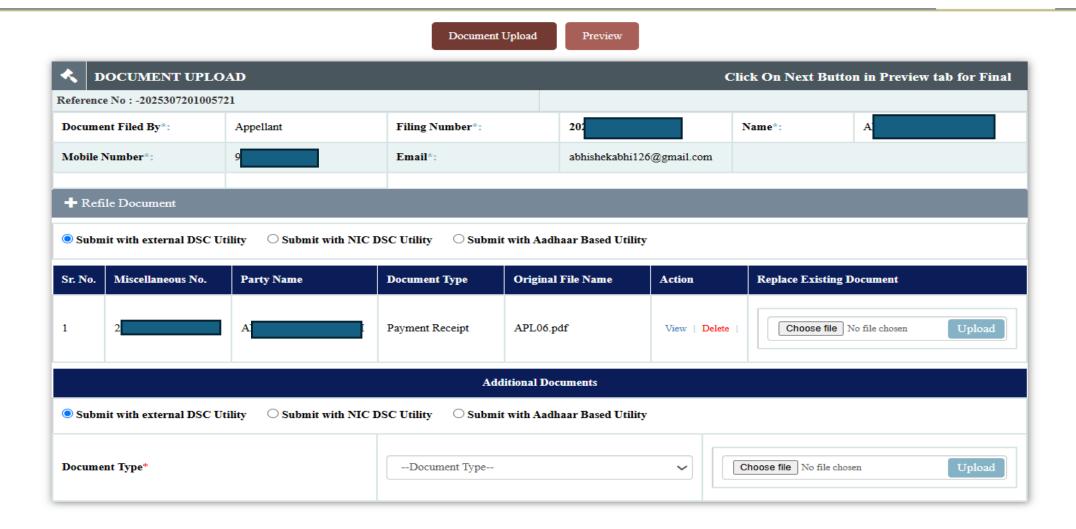


e-filing Workflow: Appeal Refilling

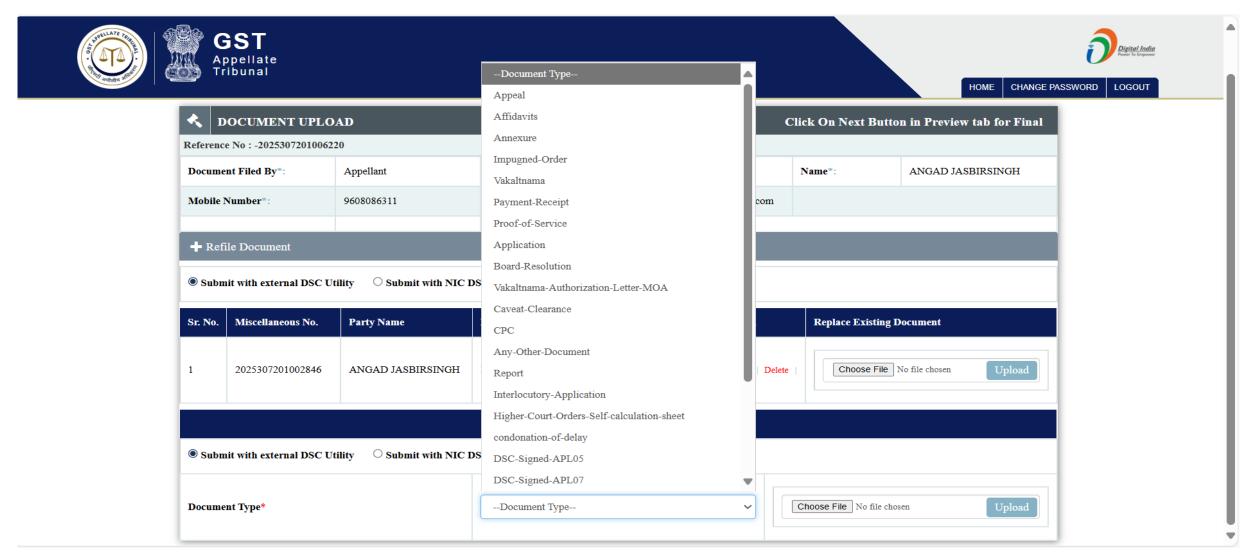
After clicking on "View Defect", a separate window will open which will show the PDF file of the Defect.



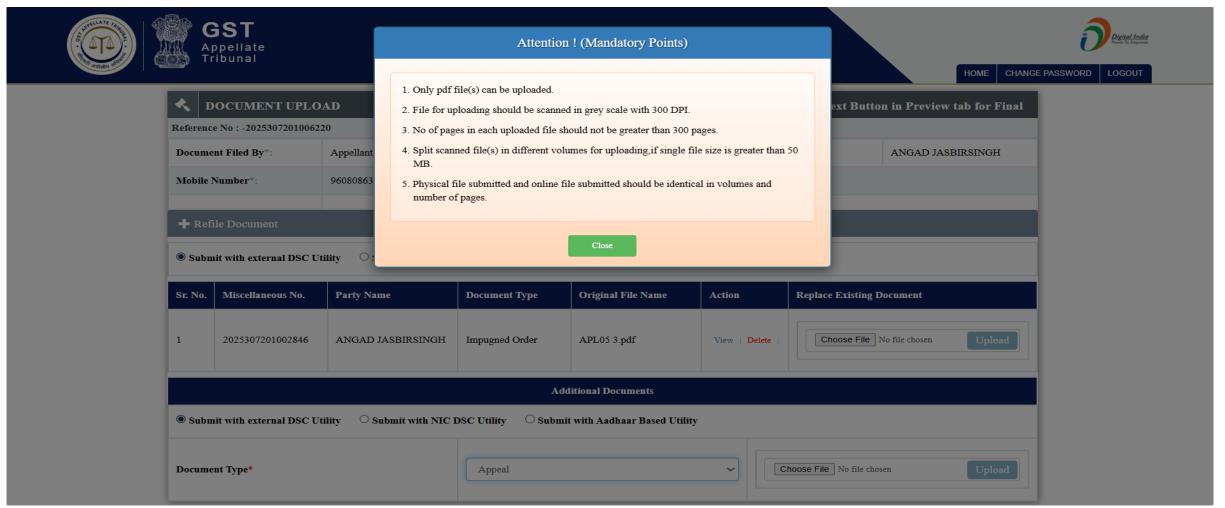
After clicking on edit option this Document Upload page will appear.



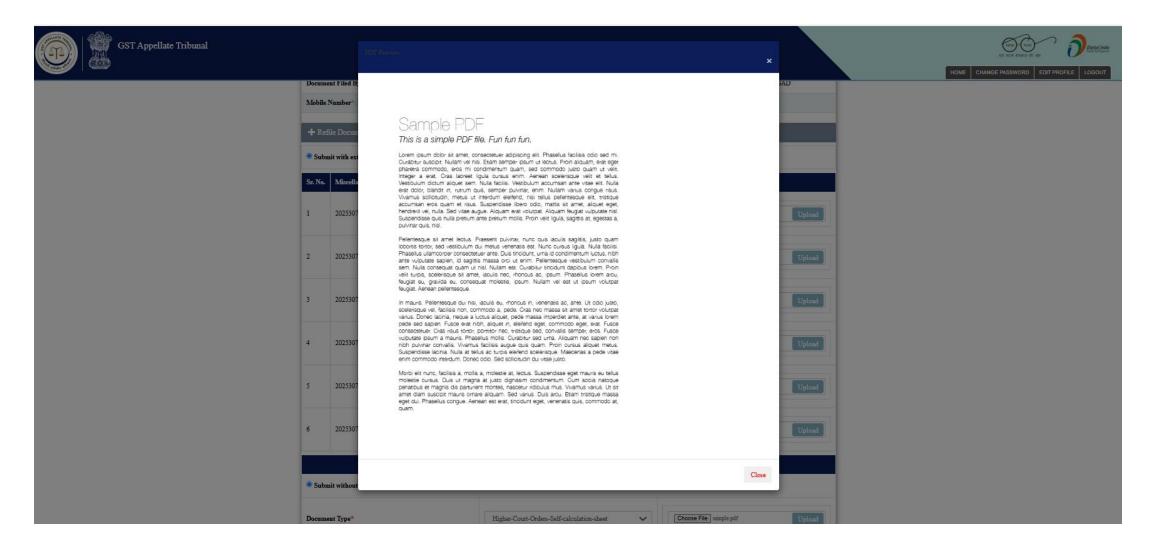
In Document Type a list of options will open.



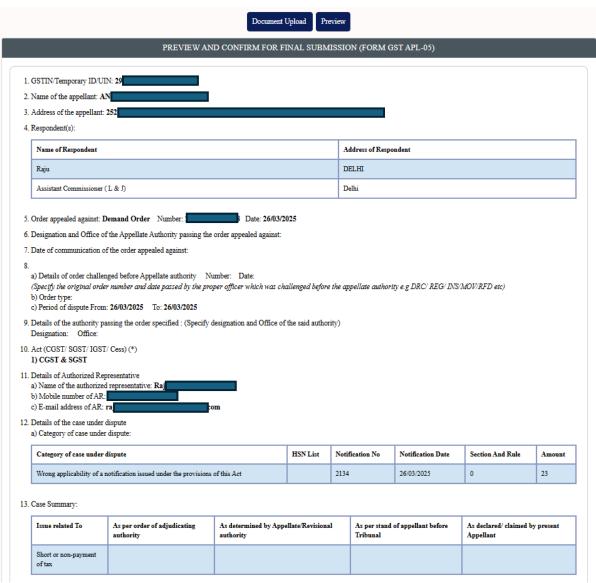
After selecting the Document Type, a pop-up message will appear showcasing a few mandatory points that must be considered while uploading the document.



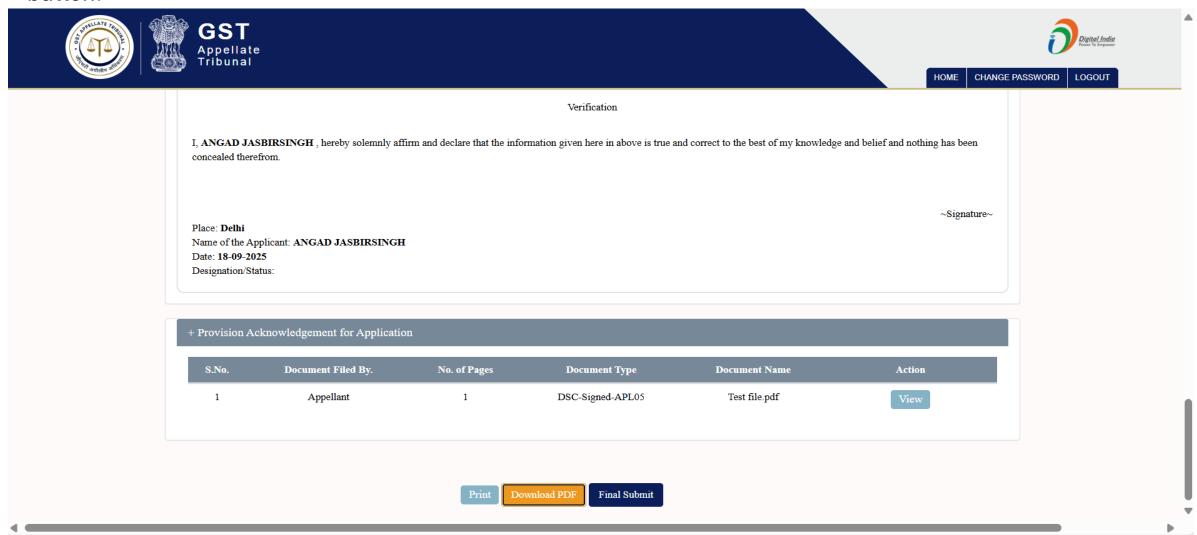
When selecting a document type after completing the preview will appear like this on clicking on view button.



When selecting a document type after completing the preview will appear like this.



At the end of the Preview page, the user will be able to download the APL-05 form by clicking on the Download PDF button.



Once the user clicks on Final Submit, the user will see the below acknowledgment tab.





Support & Resources Portal Access

- For assistance or queries, please utilize the 'Help', 'FAQ', or 'Contact Us' sections available on the GSTAT e-Filing portal.
- Utilize the "Forgot User ID / Password" and "Unlock Account" features on the login page, if needed.

Goods and Services Tax Appellate Tribunal (GSTAT), Government of India

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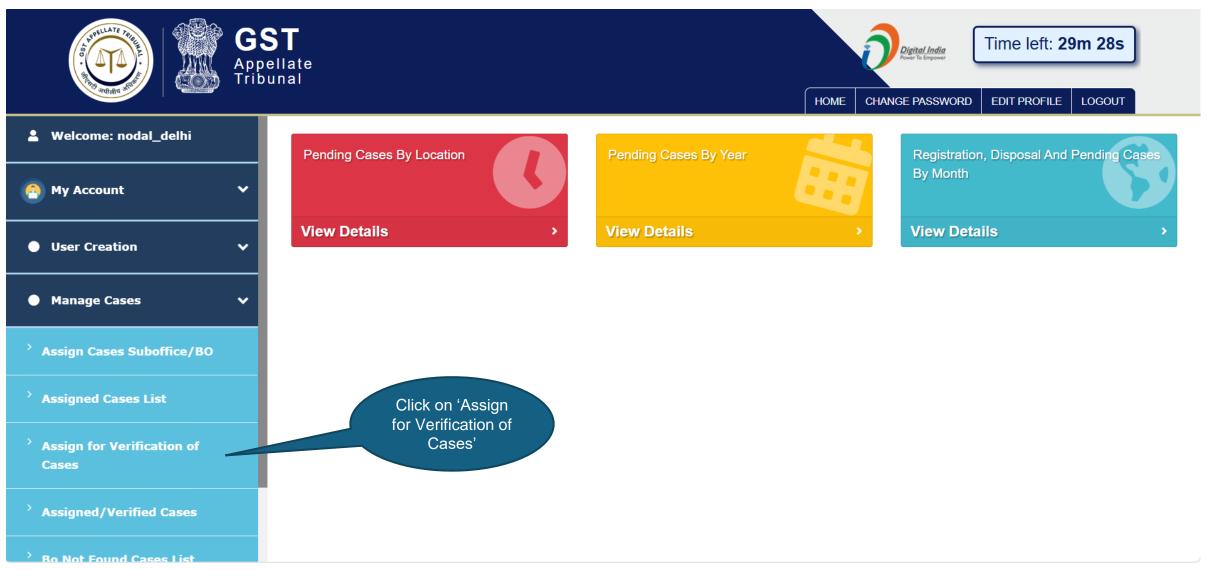
GSTAT e-Filing Portal

User Manual | BO- Nodal

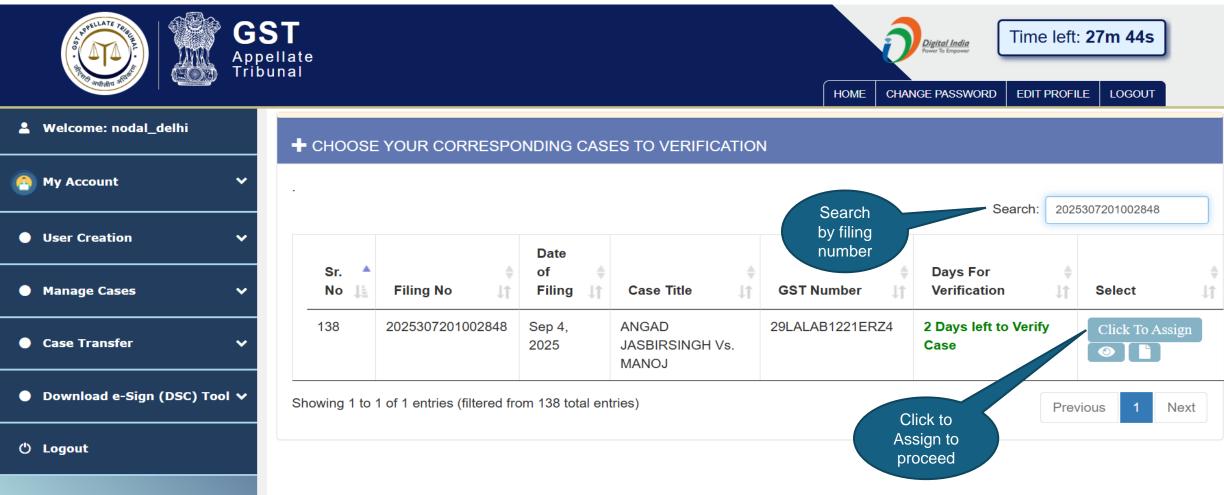
Guide to Online Filing of Appeals and Applications

Issuing Authority: Goods and Services Tax Appellate Tribunal (GSTAT), Government of India

User will first login to Nodal and then click Manage Case → Assign For Verification of Cases

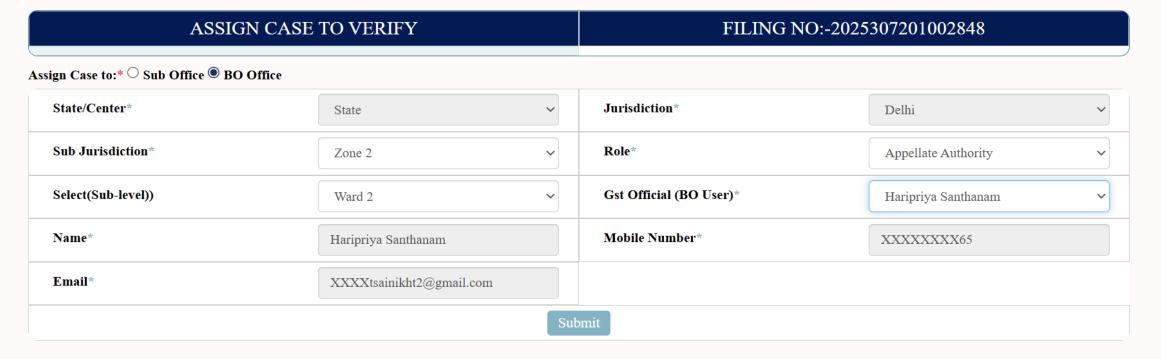


After searching the relevant case, the user shall click on "Click To Assign" to proceed further.



On the next tab, the user shall select either Sub Office or BO Office, enter the relevant details below and Click on Submit.





e-Filing Workflow: Nodal Login (Sub-Office)

On the next tab, the user shall select either Sub Office or BO Office, enter the relevant details below and Click on Submit.





After clicking on Submit, a message will appear confirming that the case is successfully transferred to the BO Office.



Case Successfully transferred

Case Successfully transferred Nodal to Tax Official (BO) For Verification

Home

On the BO Office Page, the user shall click on My Account → My Cases → Verify Case's List



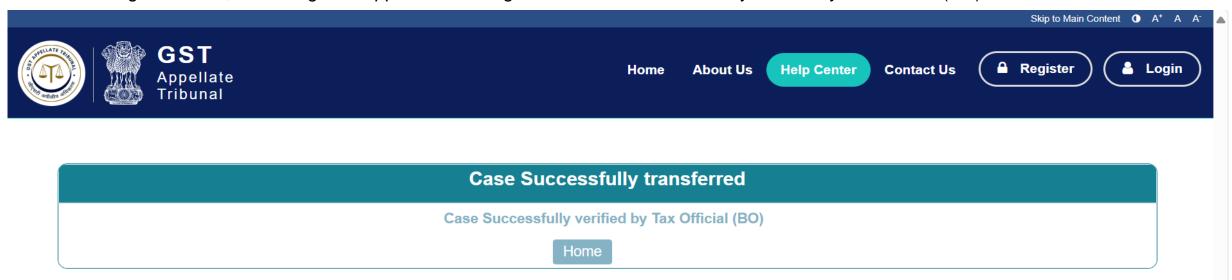
On the 'Verify Case's List' page, the user shall search the relevant case by its filing number and click on 'Click to Verify'



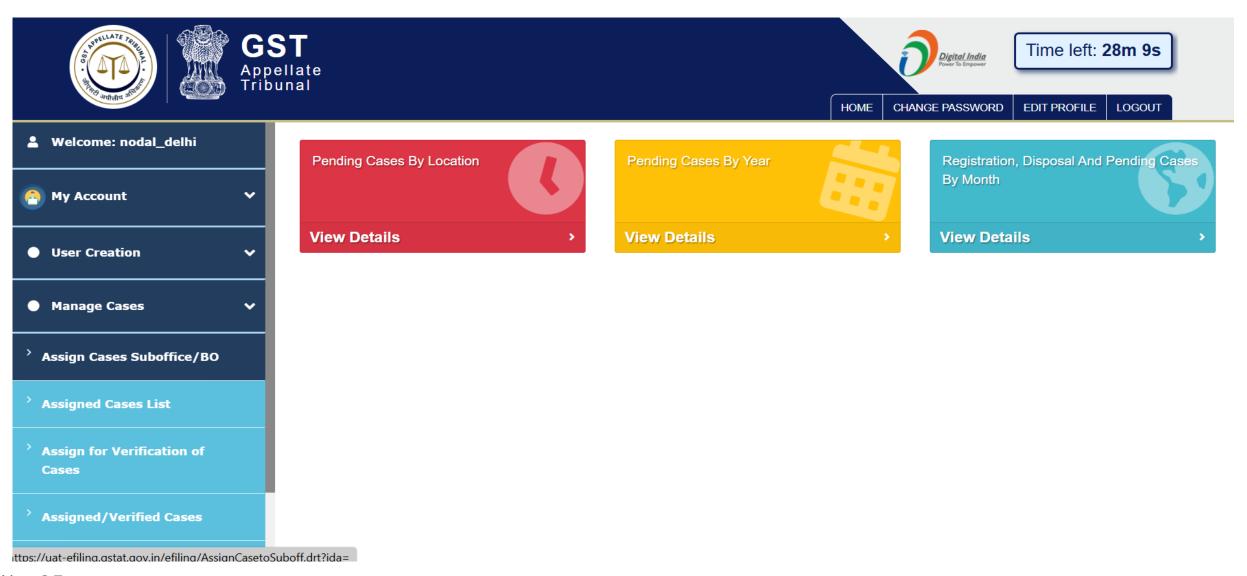
To verify the case, the use shall select 'Yes' on both 'APL-02(Rejected)/APL-04 Verified' and 'Are the APL details Correct' fields and then click on 'Confirm'.



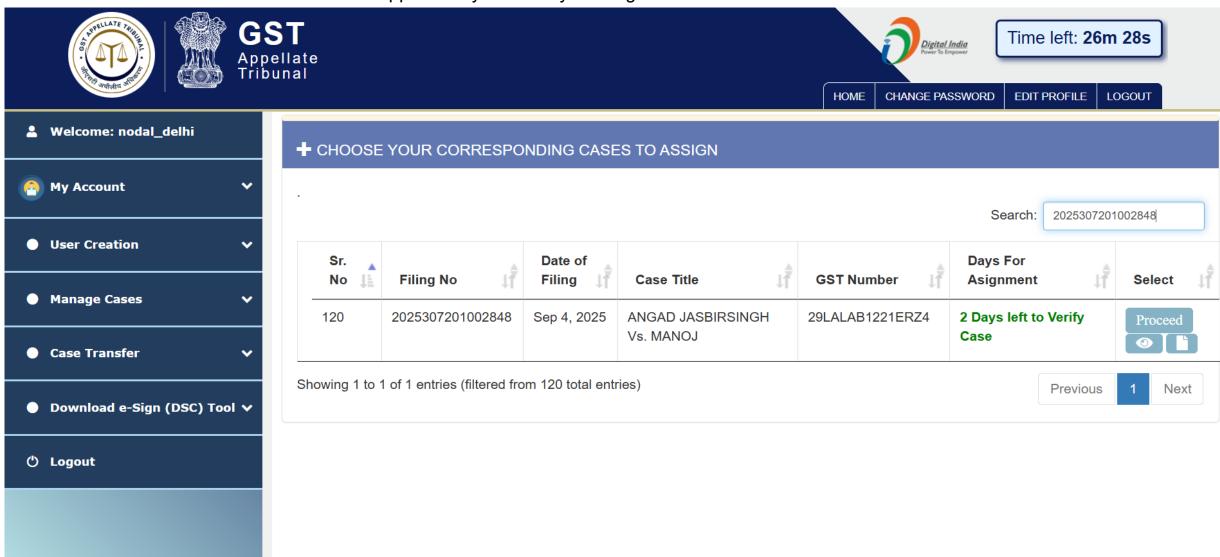
After clicking on Submit, a message will appear confirming that the case is successfully verified by Tax Official (BO)



In the Nodal login, the user shall again click Manage Case → Assign For Verification of Cases

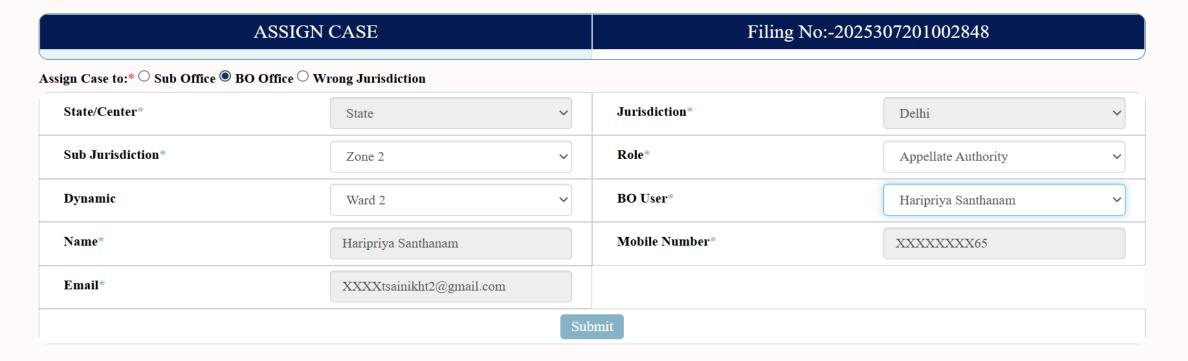


The user shall search the case which was approved by the BO by its filing number and click on 'Proceed'

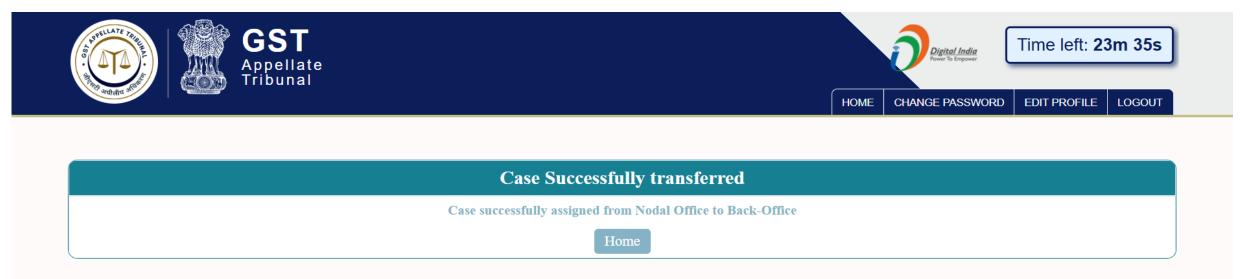


The user shall click on Submit to proceed.





After clicking on Submit, a message will appear confirming that the case is successfully assigned from the Nodal Office to the Back-Office.





Support & Resources Portal Access

- For assistance or queries, please utilize the 'Help', 'FAQ', or 'Contact Us' sections available on the GSTAT e-Filing portal.
- Utilize the "Forgot User ID / Password" and "Unlock Account" features on the login page, if needed.

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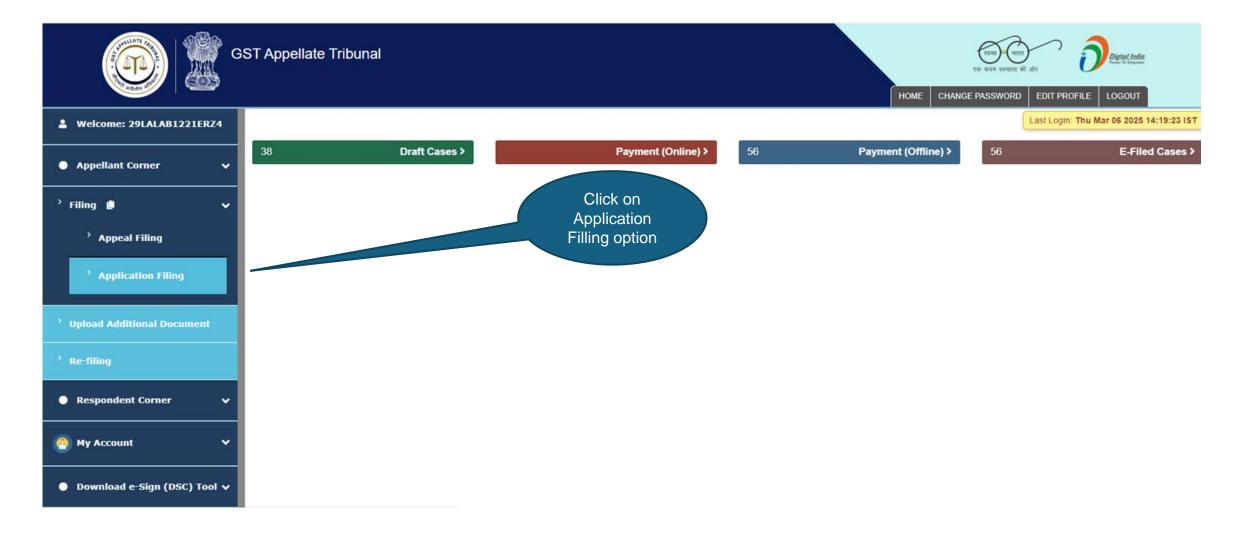
GSTAT e-Filing Portal User Manual | Application Filing

Guide to Online Filing of Appeals and Applications

Issuing Authority: Goods and Services Tax Appellate Tribunal (GSTAT), Government of India

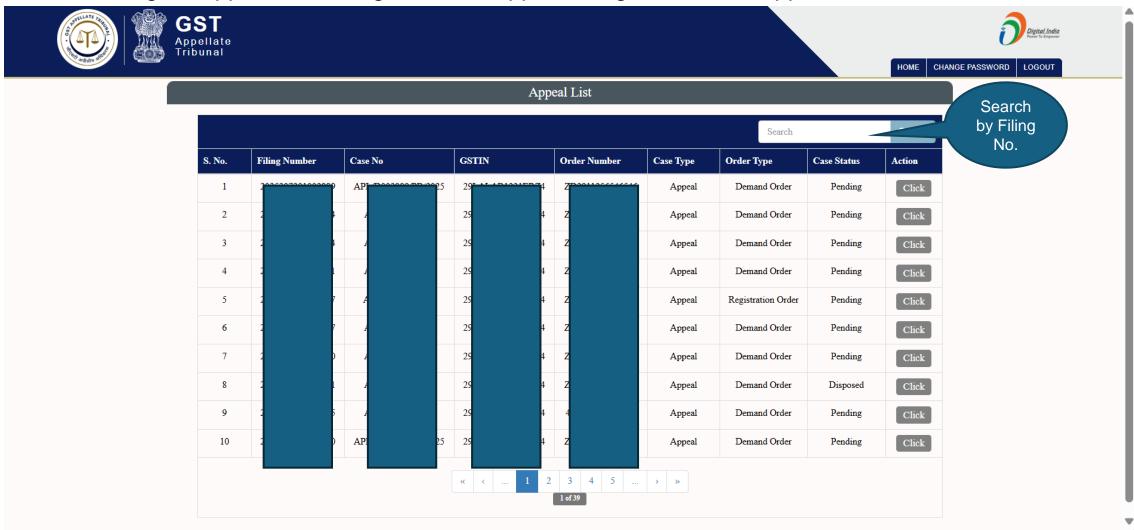
e-filing Workflow: Application Filling

When user logs in, Application Filling option is available in the sidebar menu as shown below.



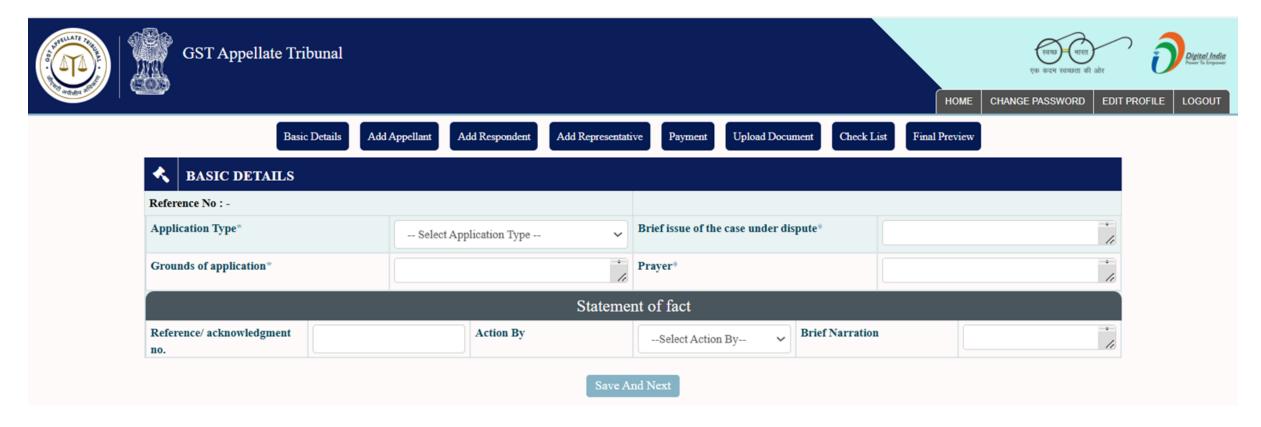
e-filing Workflow: Appeal List

After clicking on Application Filling the list of appeal filling window will appear.



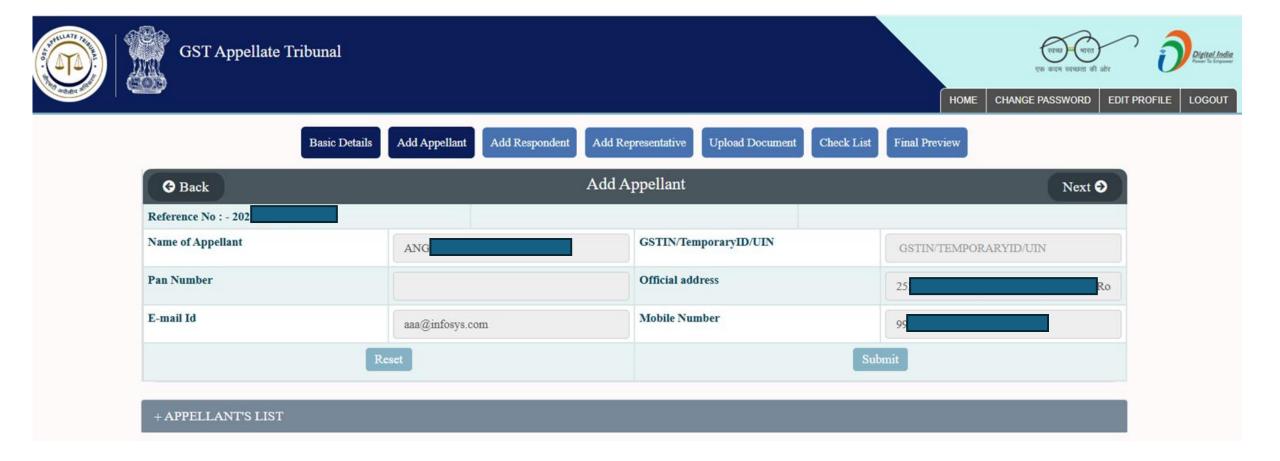
e-filing Workflow: Application Filling :Basic Details

When a user selects any appeal under which user wants to fill application below page will appear for user to provide details.



e-filing Workflow: Add Appellant

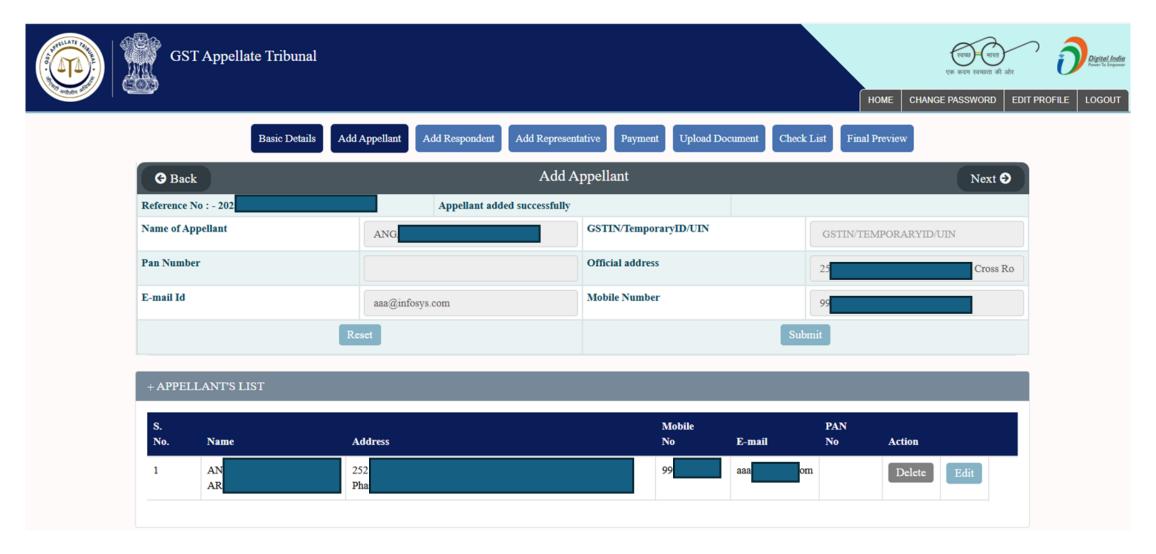
On add appellant tab appellant details will appear



Ver : 2.7 4 of 17

e-filing Workflow: Add Appellant

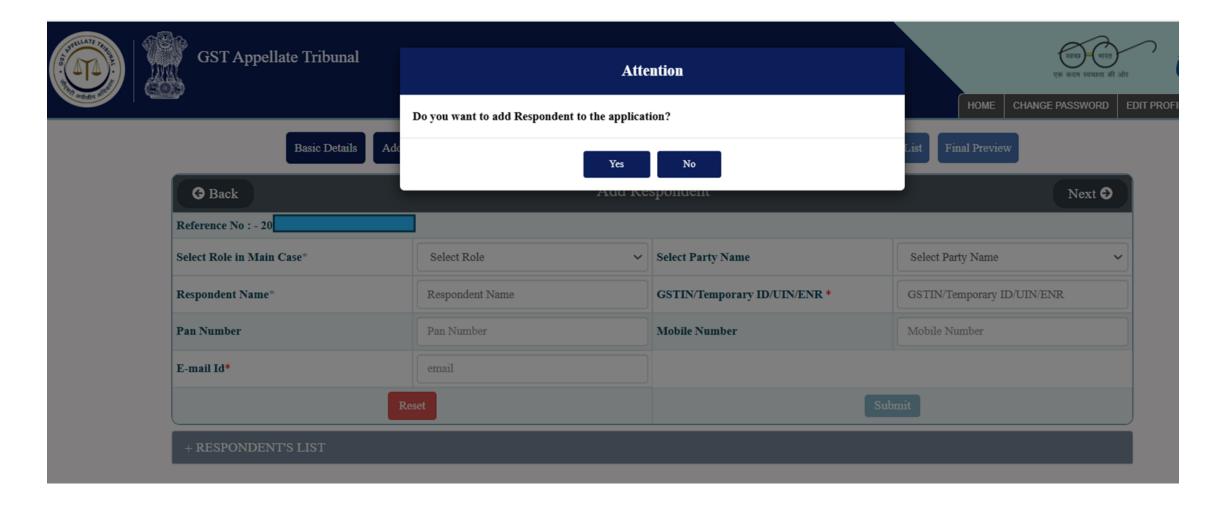
After adding details of appellant user can view the required details.



Ver : 2.7 5 of 17

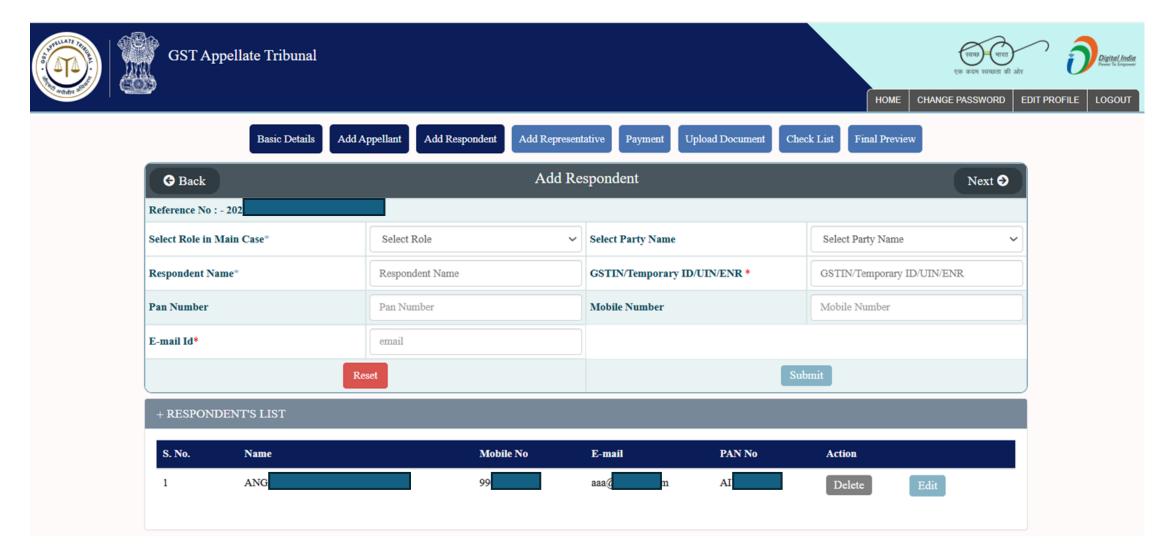
e-filing Workflow: Add Respondent

After clicking on add respondent this window will appear.



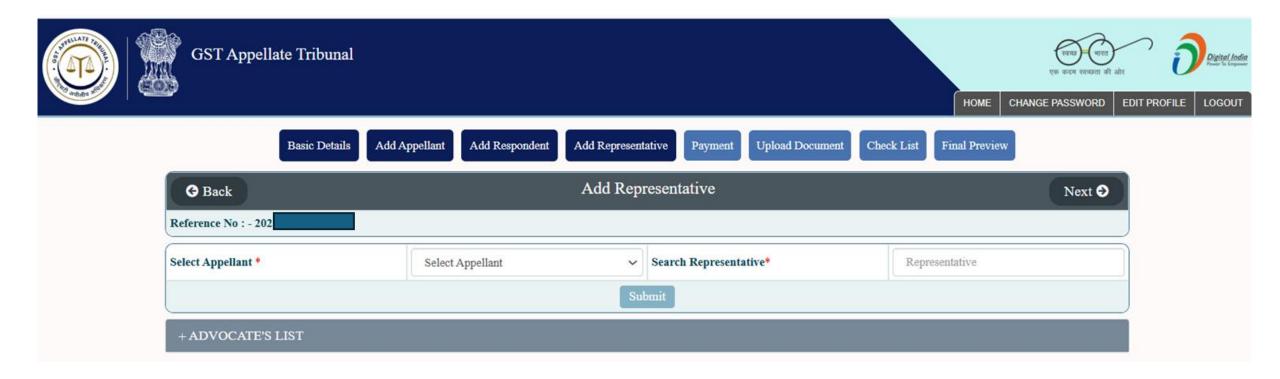
e-filing Workflow: Add Respondent

The details of respondent will appear on this window.



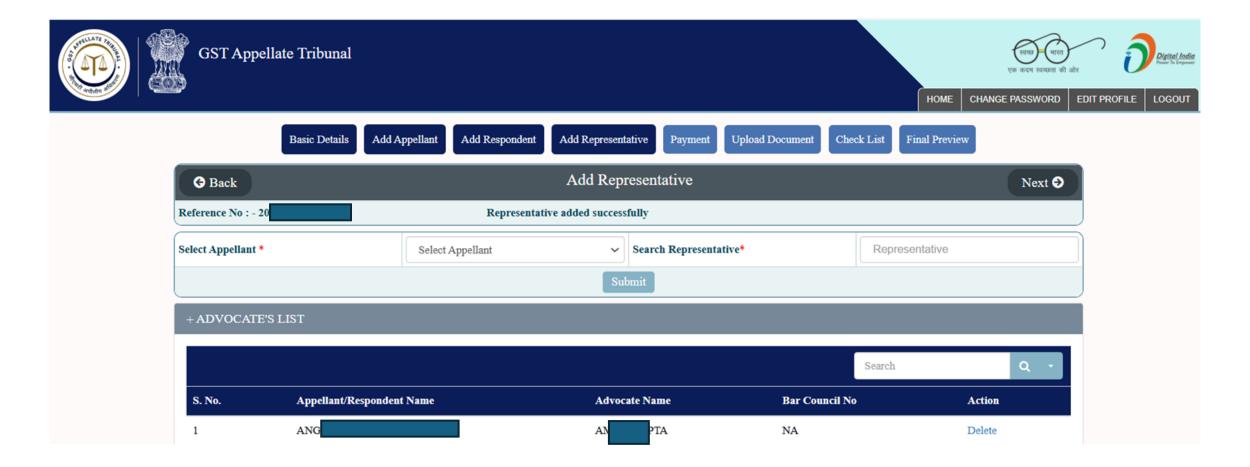
e-filing Workflow: Add Representative

After clicking on add representative.



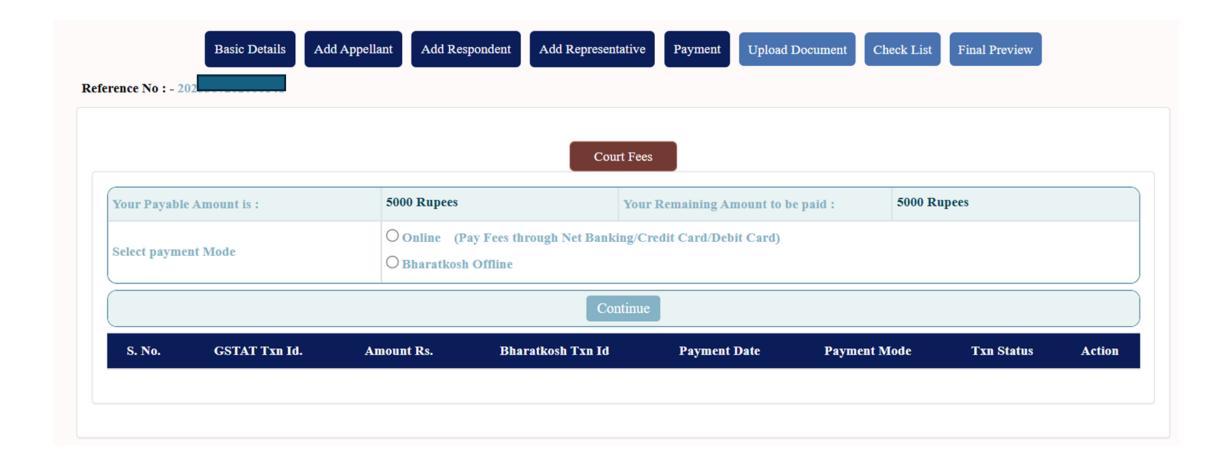
e-filing Workflow: Add Representative

The details of added representative will appear on this window.



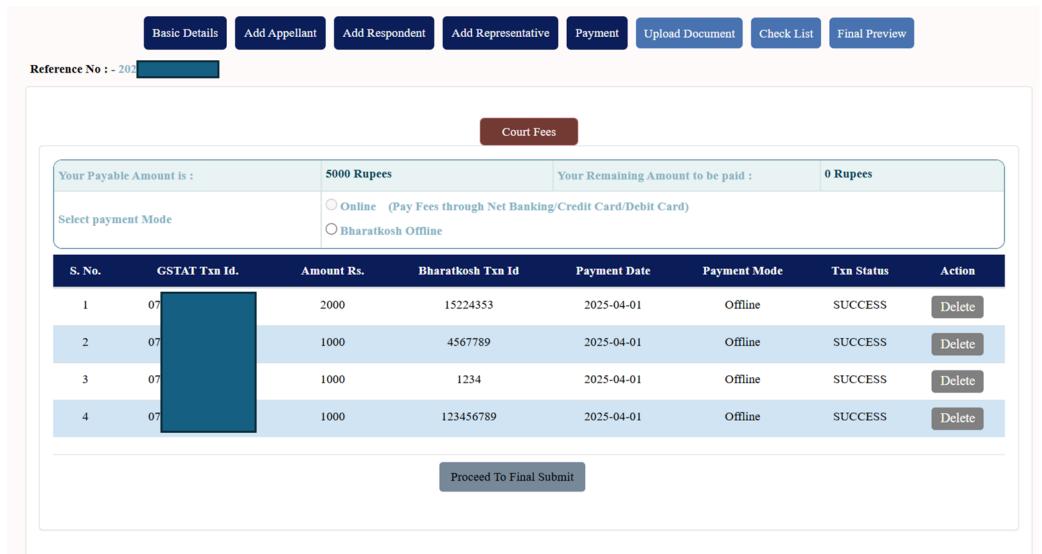
e-filing Workflow: Payment

After clicking on Payment, the details will appear on this window.



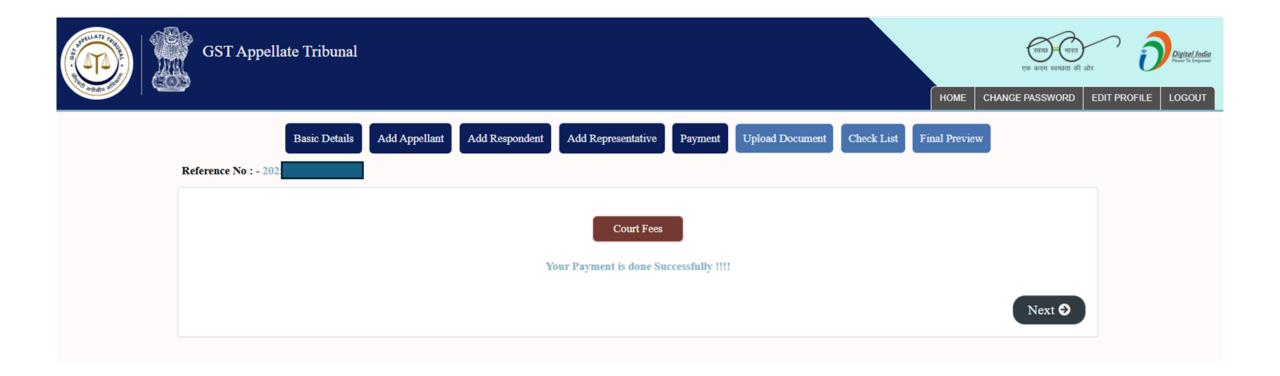
e-filing Workflow: Payment

By completing all payment details user clicks on proceed to final submit button.



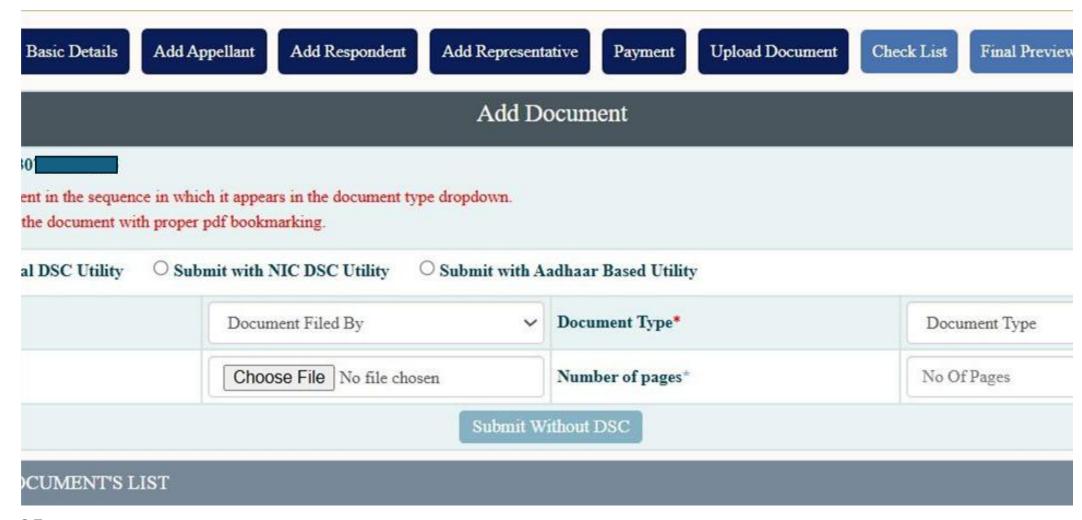
e-filing Workflow: Payment

When payment is successful then payment successful confirmation message will appear.



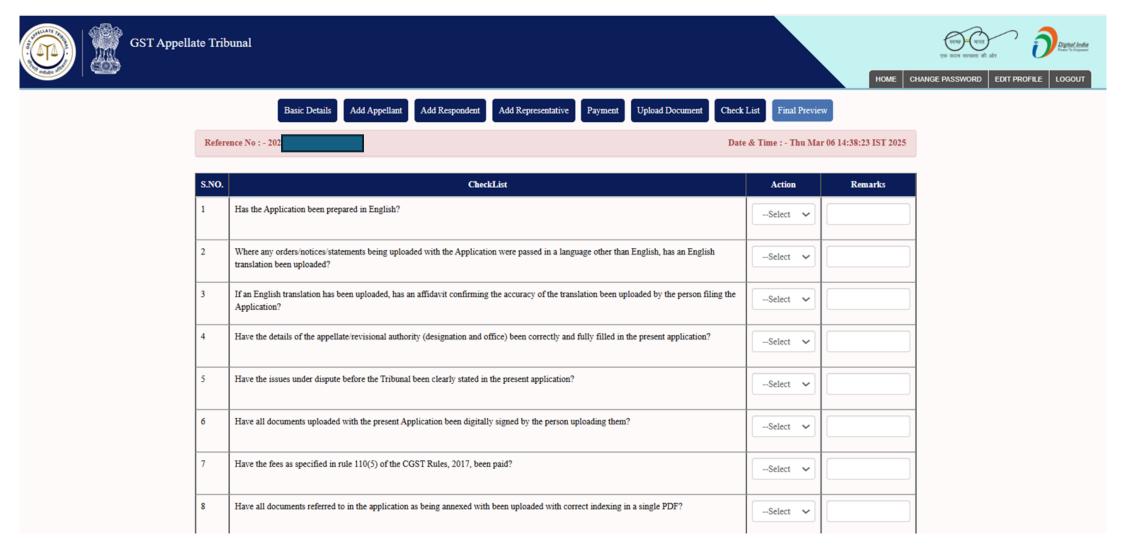
e-filing Workflow: Upload Document

When clicking on upload document then add document window will open in this user can add documents and submit.



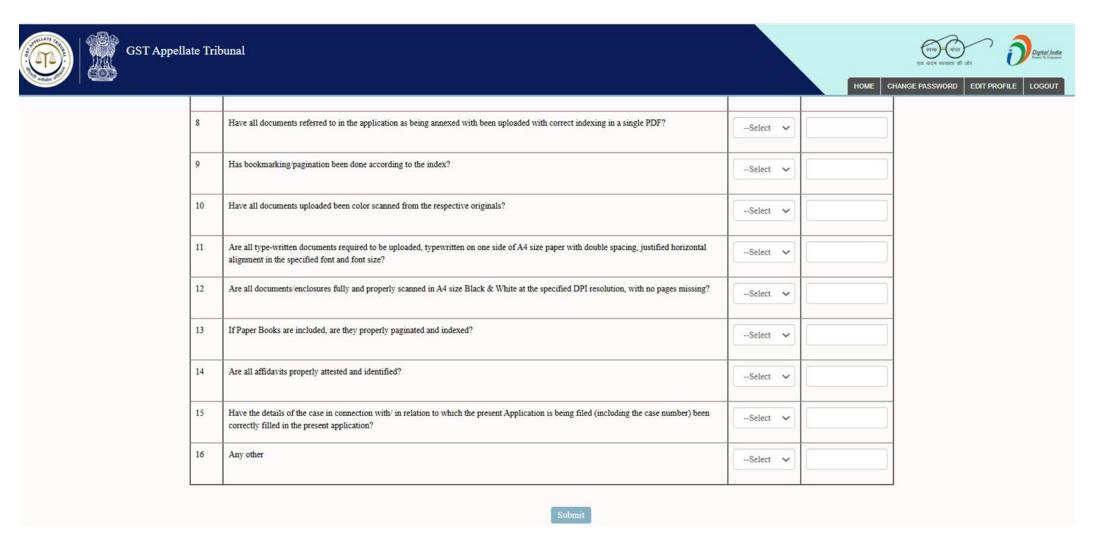
e-filing Workflow: Check List

After clicking on check list user selects "Yes" and Y in this window.



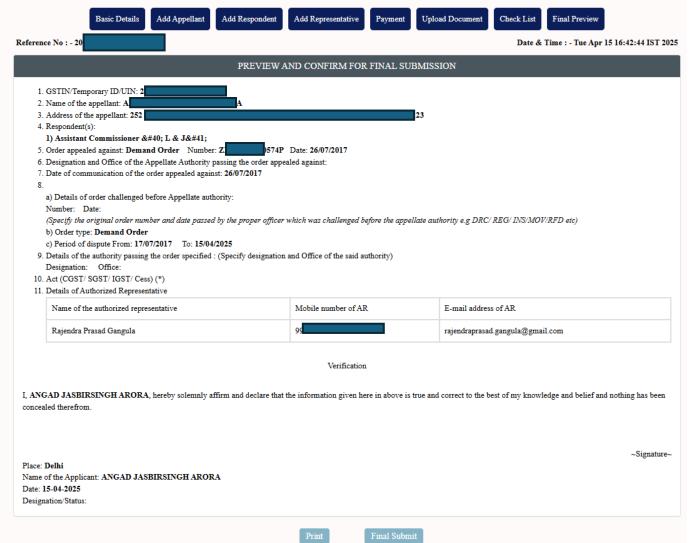
e-filing Workflow: Check List

After clicking on check list this window will appear below a submit button is available so that user can submit the checklist.



e-filing Workflow: Final Preview

A final preview window will appear including all details specified before till now and by clicking on print user can save the details and by clicking on final submit user can submit the form.



Ver: 2.7 Print Final Submit 16 of 17

e-filing Workflow: Application Submitted

The Acknowledgment for Submission of Application Window will appear like as shown below.

| GST Appellate Tribunal | | | Digital India Power to Empower |
|------------------------|---|---|--------------------------------|
| Tribunal | | | HOME CHANGE PASSWORD LOGOUT |
| | | GSTAT Form 01 | |
| | Acknowledgment for submission of Application | | |
| | Name of applicant: (A) GSTIN/Temp ID/UIN/Reference Number: () Date: (18-09-2025) | | |
| | Your Application has been successfully filed against (2 | | |
| | GSTIN/Temporary ID/UIN/ENR | : | |
| | Date of filing | : 18-09-2025 | |
| | Time of filing | : 02:48:42 PM | |
| | Filing Number | | |
| | Name of the person filing the app | plication : Al | |
| | Application Fees | : 5000 | |
| | Transaction ID | : 01 | |
| | Place | : Delhi | |
| | Date | : 18-09-2025 | |
| | Note: E-filling will be complete on | nly after successful payment and verification of payment by GST | |
| | | | |
| | | | |
| | | | |
| | | | |



Support & Resources Portal Access

- For assistance or queries, please utilize the 'Help', 'FAQ', or 'Contact Us' sections available on the GSTAT e-Filing portal.
- Utilize the "Forgot User ID / Password" and "Unlock Account" features on the login page, if needed.

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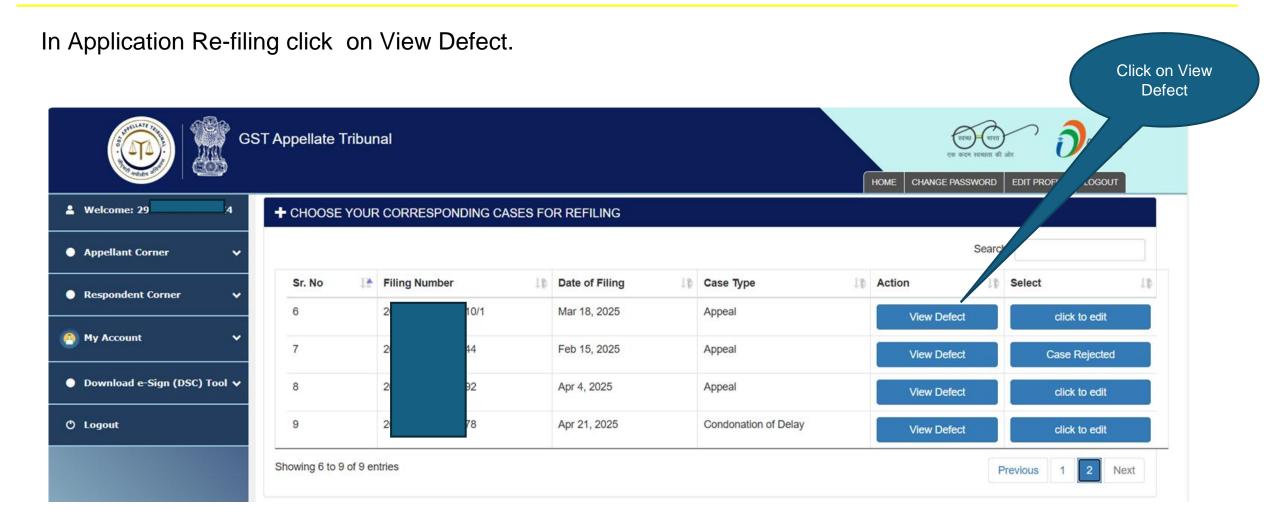
GSTAT e-Filing Portal User Manual | Application Re-Filing

Guide to Online Filing of Appeals and Applications

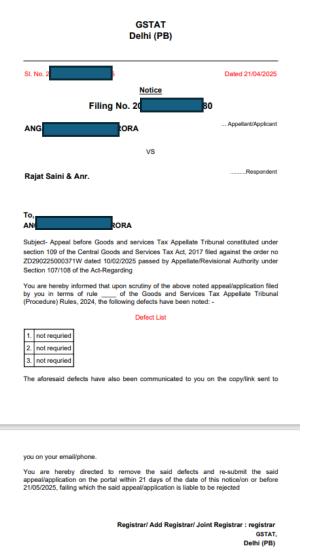
Issuing Authority: Goods and Services Tax Appellate Tribunal (GSTAT), Government of India

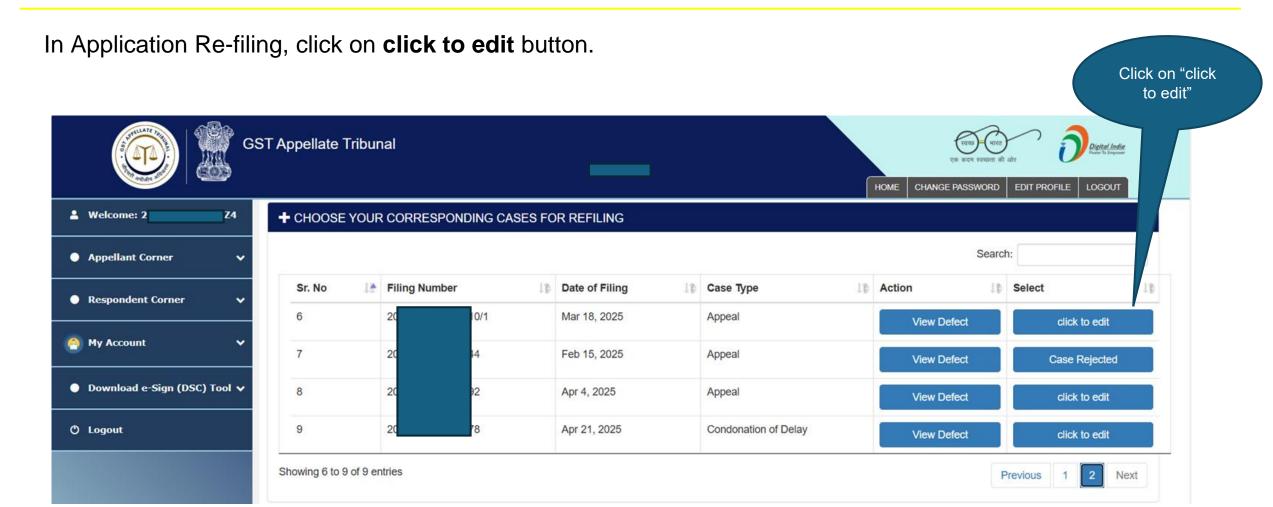
When User logs in, Appellant Corner is available on the sidebar menu, click on Re-filing option.



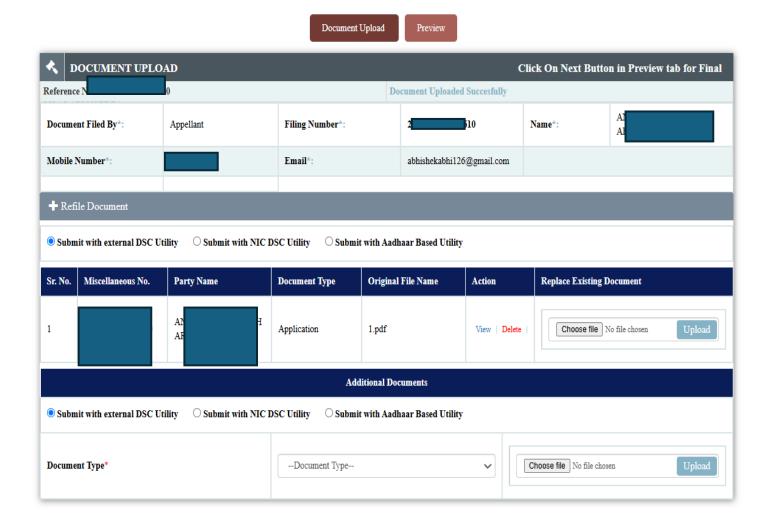


After clicking on View defect page, the generated defect- pdf will be appear here.





When uploading document select a document then click on upload button.



After clicking on preview button the full preview page will appear here.

| | PREVIEW AND CONFIRM | M FOR FINAL SUBMISSI | ON | |
|---|--------------------------|-----------------------|--|---------------------|
| | | | | |
| GSTIN/Temporary ID/UIN: Newsofths assortions. | | | | |
| Name of the appellant: Address of the appellant: | | | | |
| 4. Respondent(s): | | | | |
| Name of Respondent | | Address of Respondent | | |
| NA | | | | |
| 5. Details of application and against which appeal we are file. Act (CGST/SGST/IGST/Cess) (*) 1) CGST & SGST 7. Details of Authorized Representative Name of the outbesing appropriate in the control of the contr | | ampho of AD | E mail addens af A D | |
| 6. Act (CGST/ SGST/ IGST/ Cess) (*) 1) CGST & SGST | | number of AR | E-mail address of AR | |
| 6. Act (CGST/ SGST/ IGST/ Cess) (*) 1) CGST & SGST 7. Details of Authorized Representative | | | E-mail address of AR krishna21144@gmail.com | |
| 6. Act (CGST/ SGST/ IGST/ Cess) (*) 1) CGST & SGST 7. Details of Authorized Representative Name of the authorized representative | Mobile 93352- | 12104 | | |
| 6. Act (CGST/ SGST/ IGST/ Cess) (*) 1) CGST & SGST 7. Details of Authorized Representative Name of the authorized representative | Mobile 93352- | | | |
| 6. Act (CGST/ SGST/ IGST/ Cess) (*) 1) CGST & SGST 7. Details of Authorized Representative Name of the authorized representative Krishna Kumar Singh | Mobile 93352- Veri | #2104 fication | krishna21144@gmail.com | ng has baan concean |
| 6. Act (CGST/ SGST/ IGST/ Cess) (*) 1) CGST & SGST 7. Details of Authorized Representative Name of the authorized representative | Mobile 93352- Veri | #2104 fication | krishna21144@gmail.com | ng has been conceal |
| 6. Act (CGST/ SGST/ IGST/ Cess) (*) 1) CGST & SGST 7. Details of Authorized Representative Name of the authorized representative Krishna Kumar Singh NGAD JASBIRSINGH, hereby solemnly affirm and decle | Mobile 93352- Veri | #2104 fication | krishna21144@gmail.com | ng has been conceal |
| 6. Act (CGST/ SGST/ IGST/ Cess) (*) 1) CGST & SGST 7. Details of Authorized Representative Name of the authorized representative Krishna Kumar Singh NGAD JASBIRSINGH, hereby solemnly affirm and decle | Mobile 93352- Veri | #2104 fication | krishna21144@gmail.com | ng has been conceal |

After submitting, The final receipt will appear as shown below.





Support & Resources Portal Access

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- Utilize the "Forgot User ID / Password" and "Unlock Account" features on the login page, if needed.

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GSTAT e-Filing Portal User Manual | Cross Objection Filing

Guide to Online Filing of Appeals and Applications

Issuing Authority: Goods and Services Tax Appellate Tribunal (GSTAT), Government of India

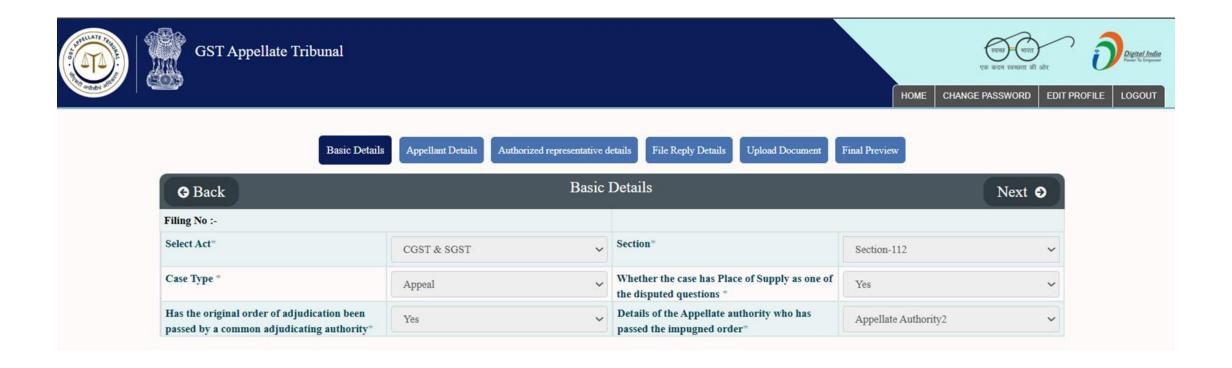
Cross Objection filing Workflow: Cross Objection Filling

After login, click on **Filling** option and then click on **File Reply/Cross Objections**. After clicking on proceed button user will be able to view the basic details.



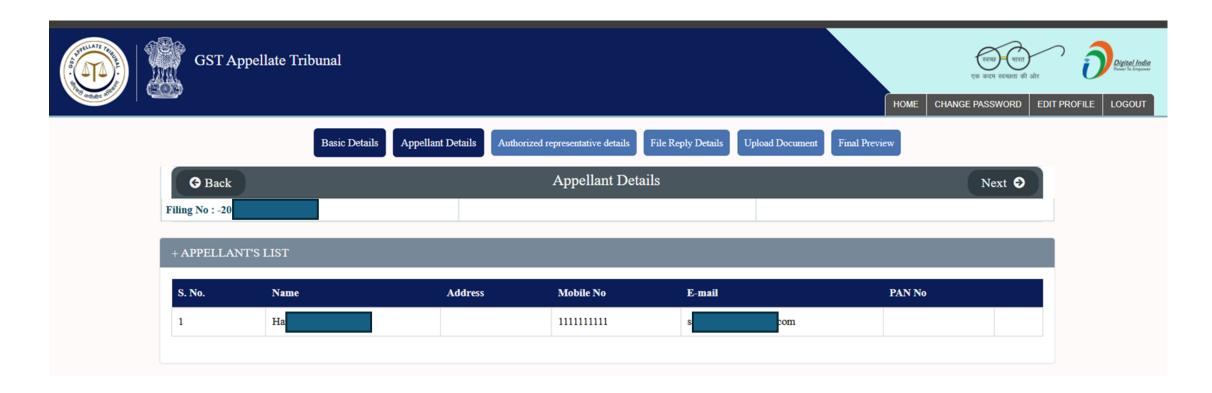
Cross Objection filing Workflow: Basic Details

The basic details window will appear as shown below.



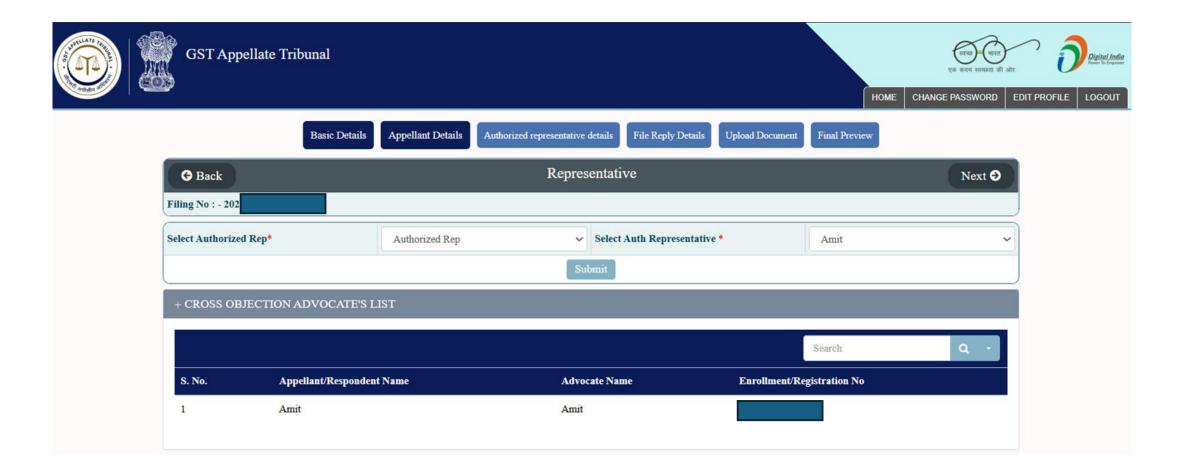
Cross Objection Filing Workflow: Appellant Details

Click on **Appellant Details** the details appear as shown below.



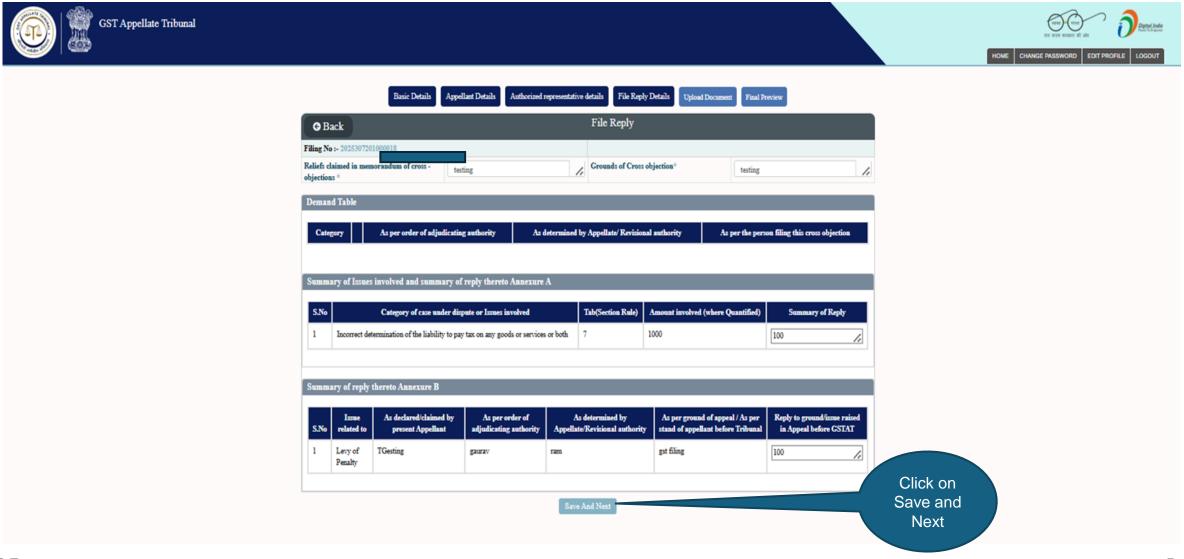
Cross Objection Filing Workflow: Authorized Representative Details

Click on Authorized representative details the details appear as shown below.



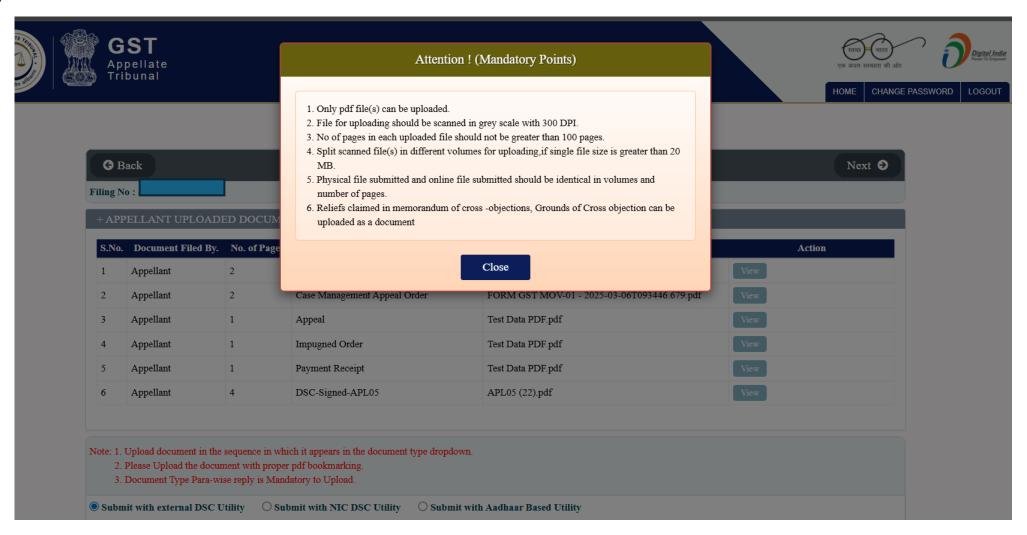
Cross Objection Filing Workflow: File Reply Details

Click on File Reply Details appear as shown below. Click on save and next to save and proceed further.



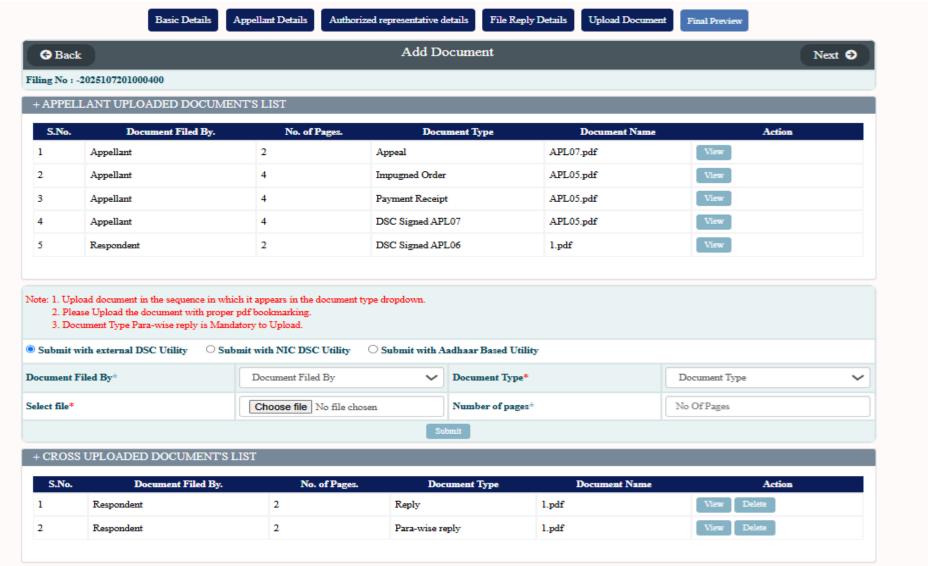
Cross Objection filing Workflow: File Reply Details

Click on **Document Upload** then a pop-up message will appear as shown below. Click on close to move further.



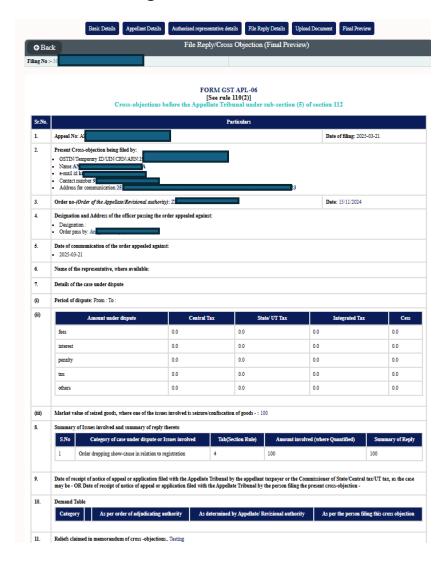
Cross Objection Filing Workflow: Upload Document

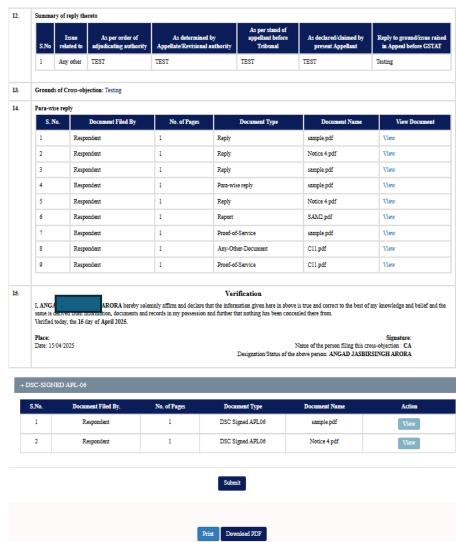
When clicking on **Uploaded Document** tab the details will appear like this as shown below.



Cross Objection Filing Workflow: Final Preview

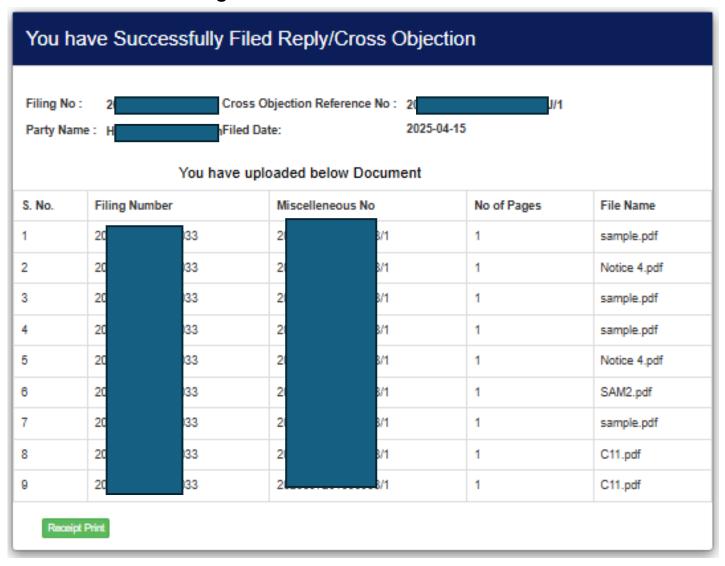
When clicking on Final Preview the details will appear like this as shown below.





Cross Objection Filing Workflow: Final Preview Receipt

A receipt will be generated after clicking on submit.





Support & Resources Portal Access

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- Utilize the "Forgot User ID / Password" and "Unlock Account" features on the login page, if needed.

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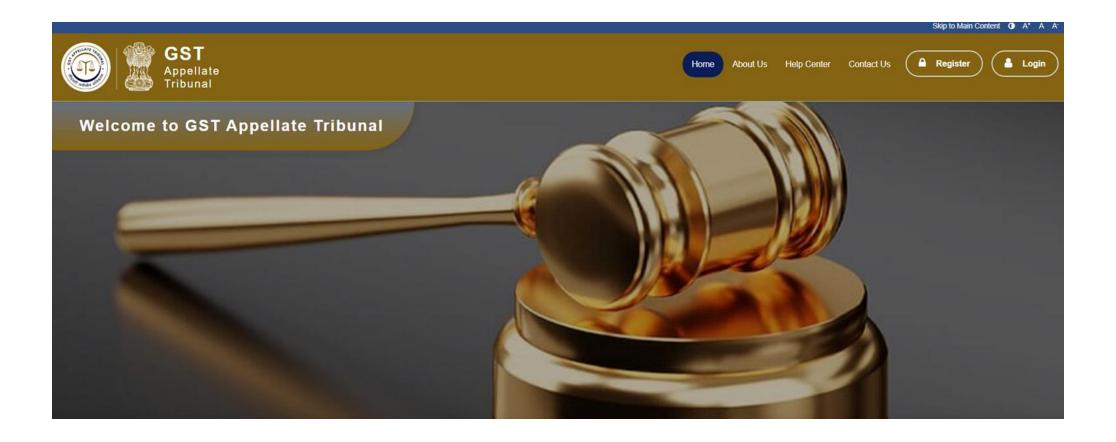


GSTAT e-Filing Portal User Manual | Cross Objection Refiling

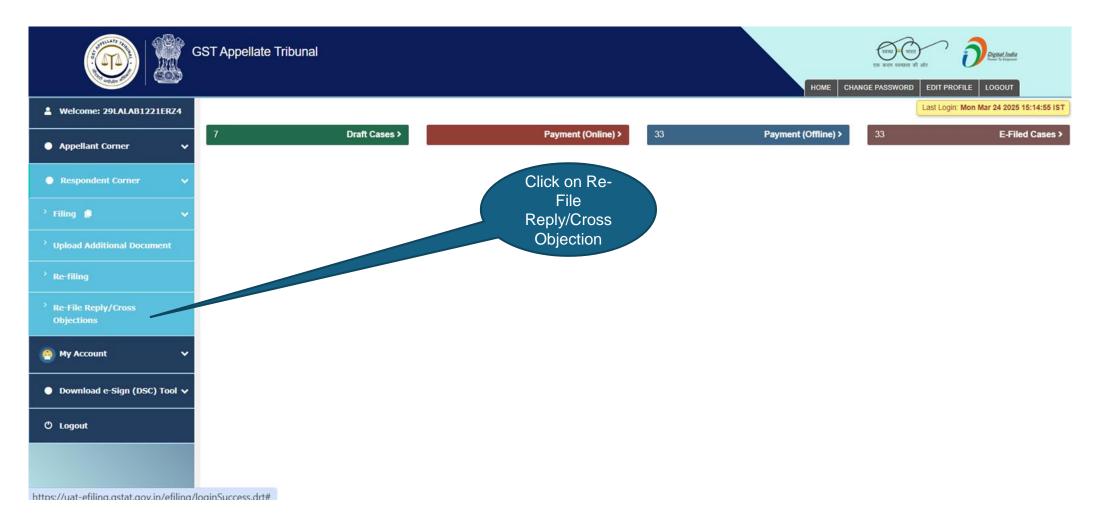
Guide to Online Filing of Appeals and Applications

Issuing Authority: Goods and Services Tax Appellate Tribunal (GSTAT), Government of India

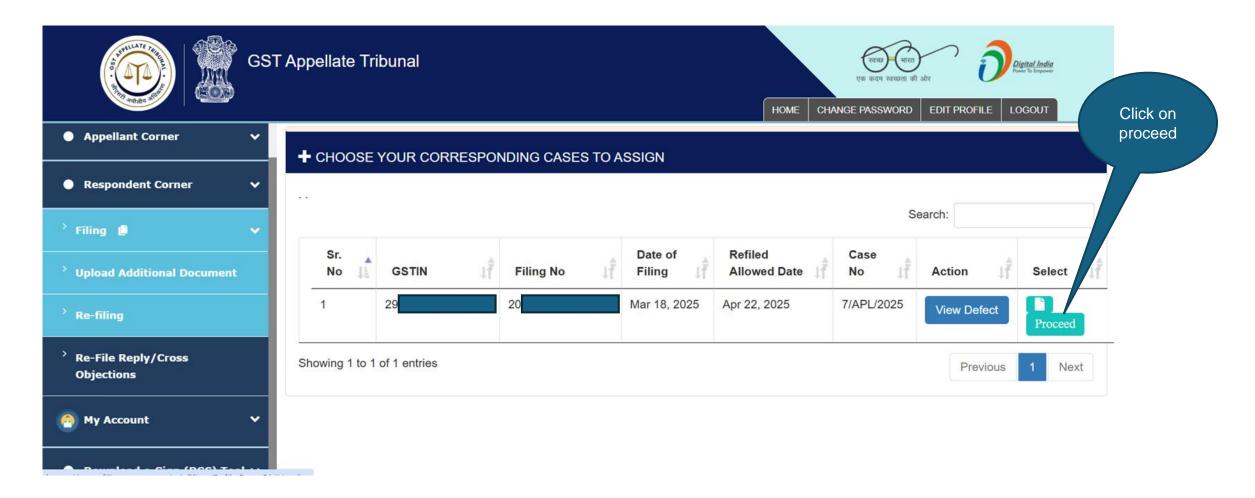
The Login page of the portal.



After login, go to **Respondent Corner** option and click on **Re-File Reply/Cross Objection** option, the dashboard page will appear as shown below.



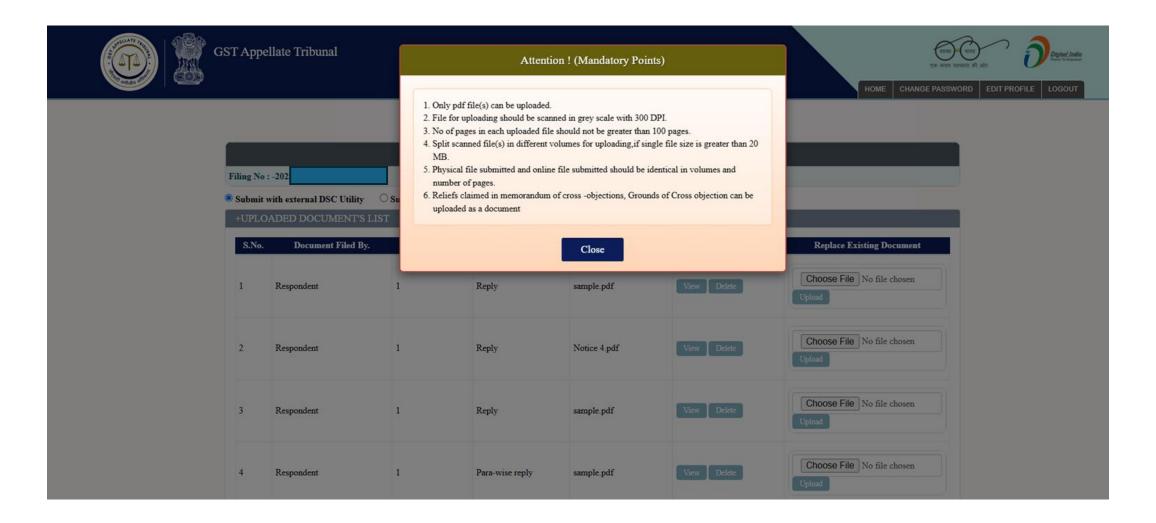
On this **Re-file Reply/Cross Objections** page the details will be as shown below after clicking on proceed button.



After clicking on "View Defect", a separate window will open which will show the PDF file of the Defect.

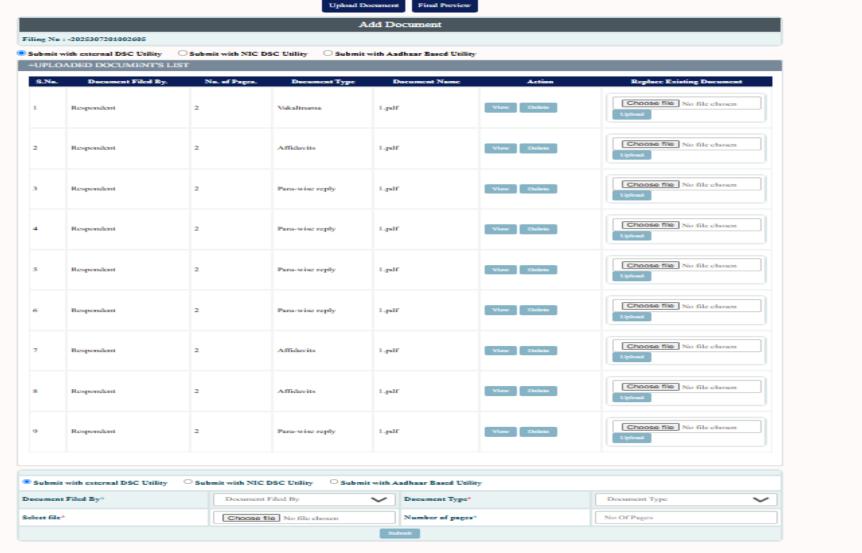
| $\equiv \mid \not \exists \lor \forall Draw \lor & \Diamond \mid \ \ \blacksquare \ \mid \ \ A^{\hspace{-0.5pt} \hspace{-0.5pt} \hspace{-0.5pt} \hspace{-0.5pt} \square}$ | - + ↔ 1 · | of 2 • [] | |
|---|--|---------------------------------------|--|
| | GSTAT | | |
| | SI. No. 20100/GSTAT//2025 | Dated 22/05/2025 | |
| | Notice | | |
| | Filing No. 2 | | |
| | | Appellant/Applicant | |
| | VS | | |
| | | Respondent | |
| | | | |
| | То, | | |
| | Subject- Appeal before Goods and services Tax section 109 of the Central Goods and Services Tax ated 22/05/2025 passed by Section 107/108 of the Act-Regarding | | |
| | You are hereby informed that upon scrutiny of the by you in terms of rule of the Goods a (Procedure) Rules, 2024, the following defects have | | |
| | Defect List 1. no | | |
| | | | |
| | The aforesaid defects have also been communic you on your email/phone. | cated to you on the copy/link sent to | |

The pop- message will appear like this as shown below.



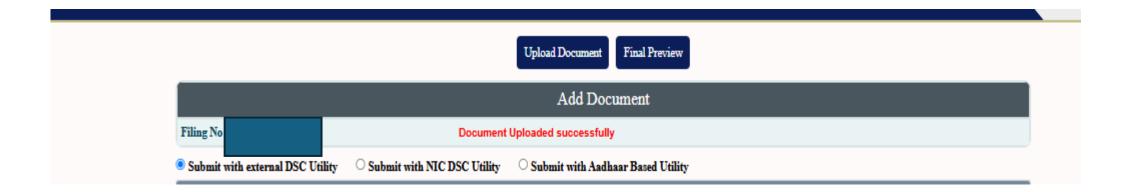
Cross Objection Re-filing Workflow: Upload Document

The Add Document page will display. Here all required details will be shown.



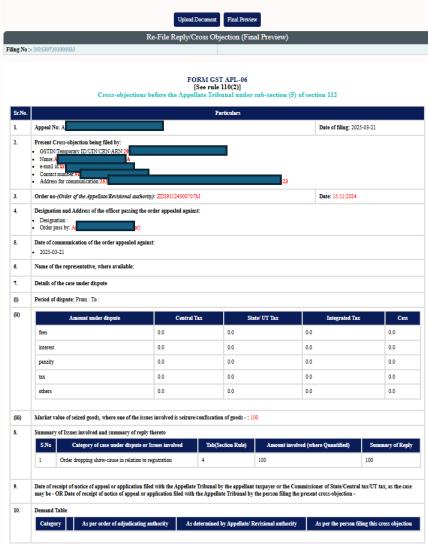
Ver: 2.7 5 of 10

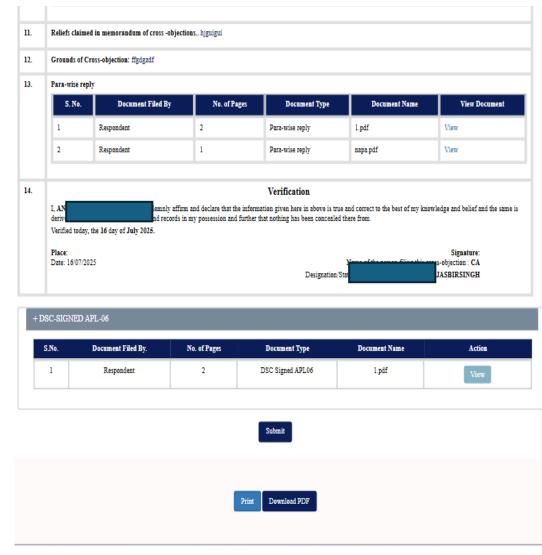
The Add Document is uploaded successfully then this window page will appear.



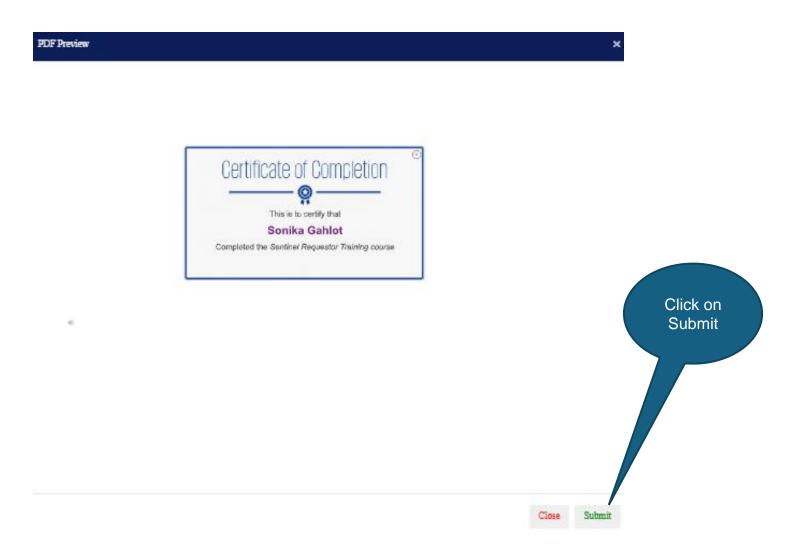
Cross Objection Re-filing Workflow: Final Preview

The Final preview window is shown below.

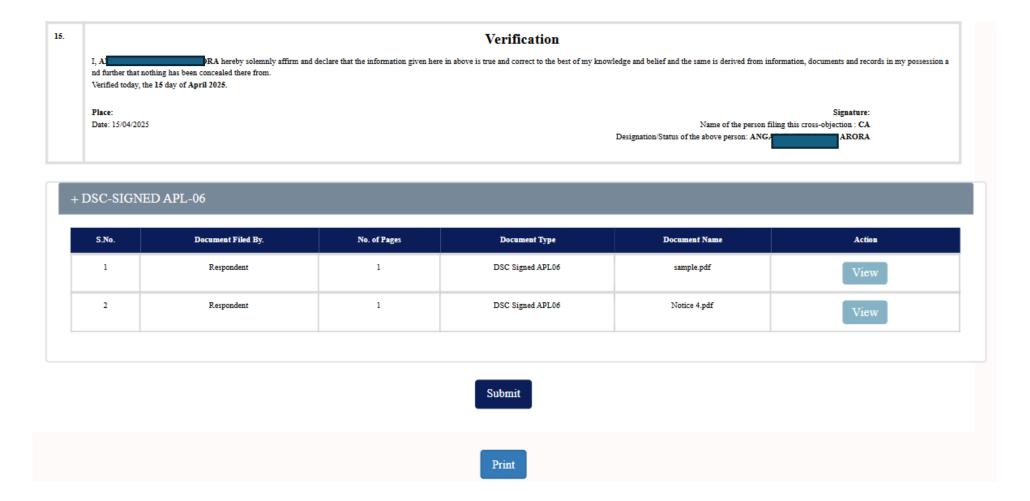




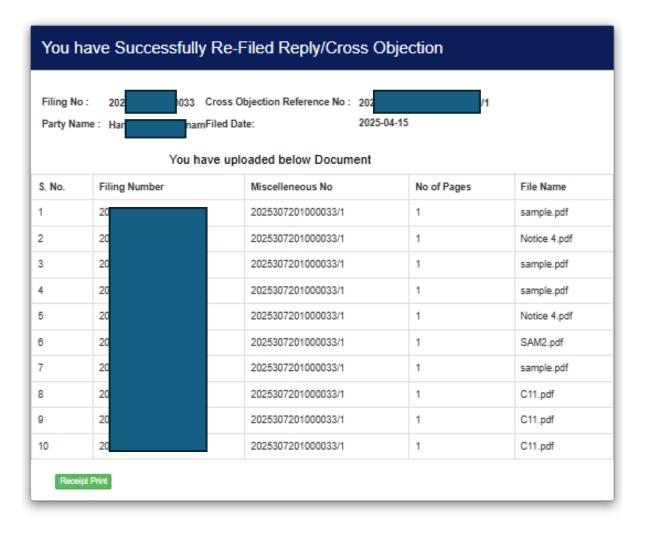
When clicking on download pdf button then choose the pdf file and upload and after clicking on submit button.



Click on submit button.



Re-filed Reply/ Cross Objection receipt is generated.





Support & Resources Portal Access

- For assistance or queries, please utilize the 'Help', 'FAQ', or 'Contact Us' sections available on the GSTAT e-Filing portal.
- Utilize the "Forgot User ID / Password" and "Unlock Account" features on the login page, if needed.

Goods and Services Tax Appellate Tribunal (GSTAT), Government of India

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User Manual Version – 2.8



GSTAT e-Filing Portal User Manual | Upload Additional Document

Guide to Online Filing of Appeals and Applications

Issuing Authority: Goods and Services Tax Appellate Tribunal (GSTAT), Government of India

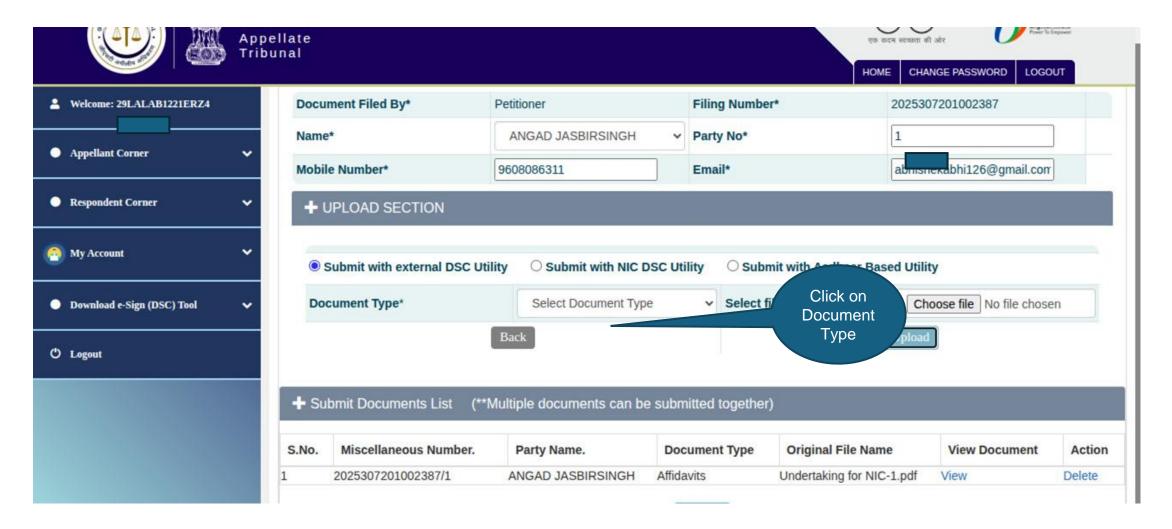
Upload Additional Document Workflow

After login, click on **Appellant Corner**, then click on **Upload Additional Document**. The user will be able to view the list of cases.



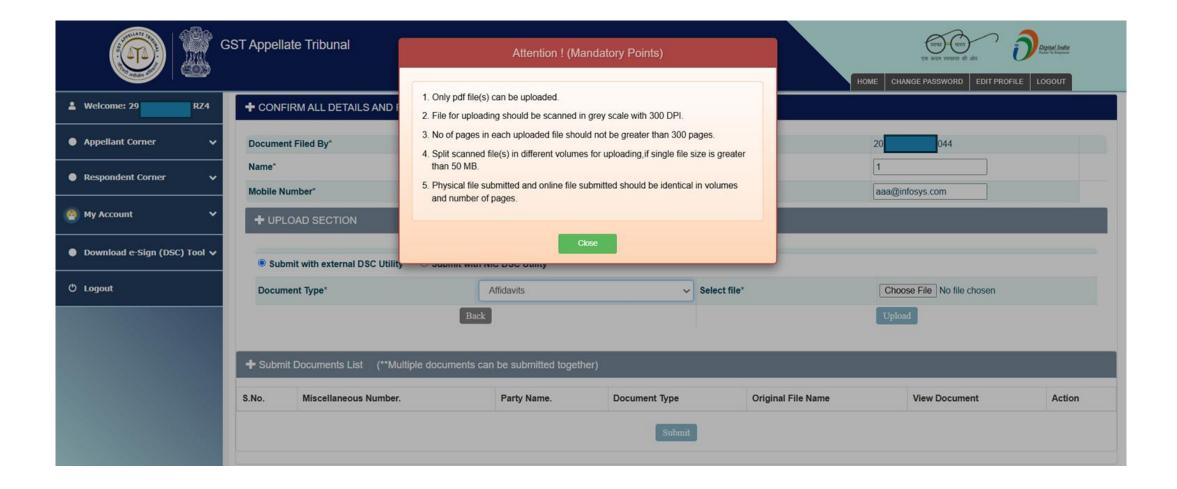
Upload Additional Document Workflow

Then click on upload button and the required details are need to be filled. Then click on document type and select the appropriate document type.



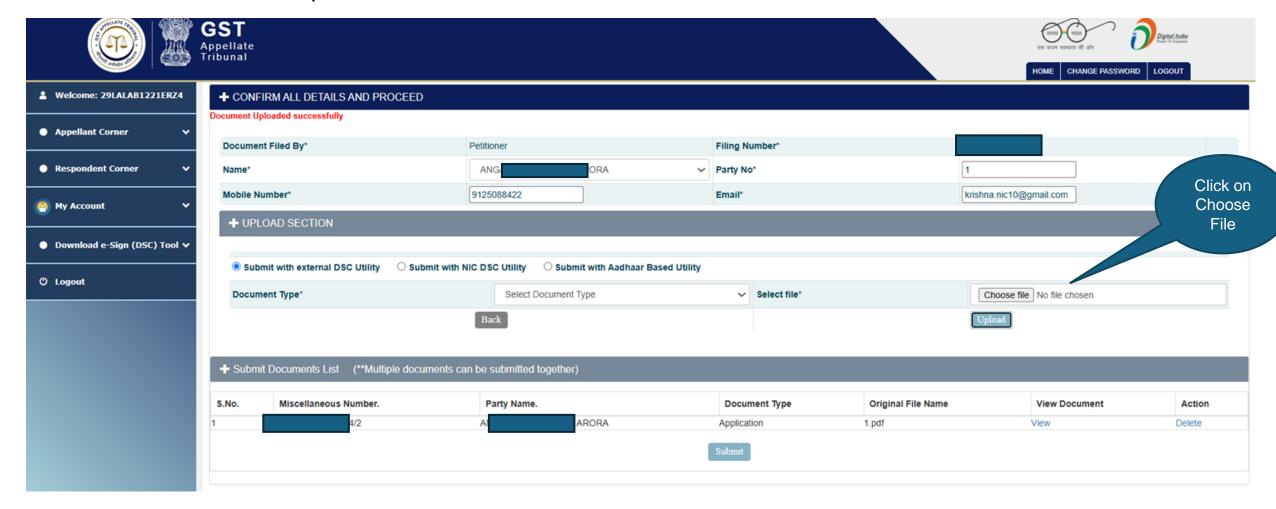
Upload Additional Document Workflow

After selecting document type then this pop-up message will appear.



Upload Additional Document Workflow

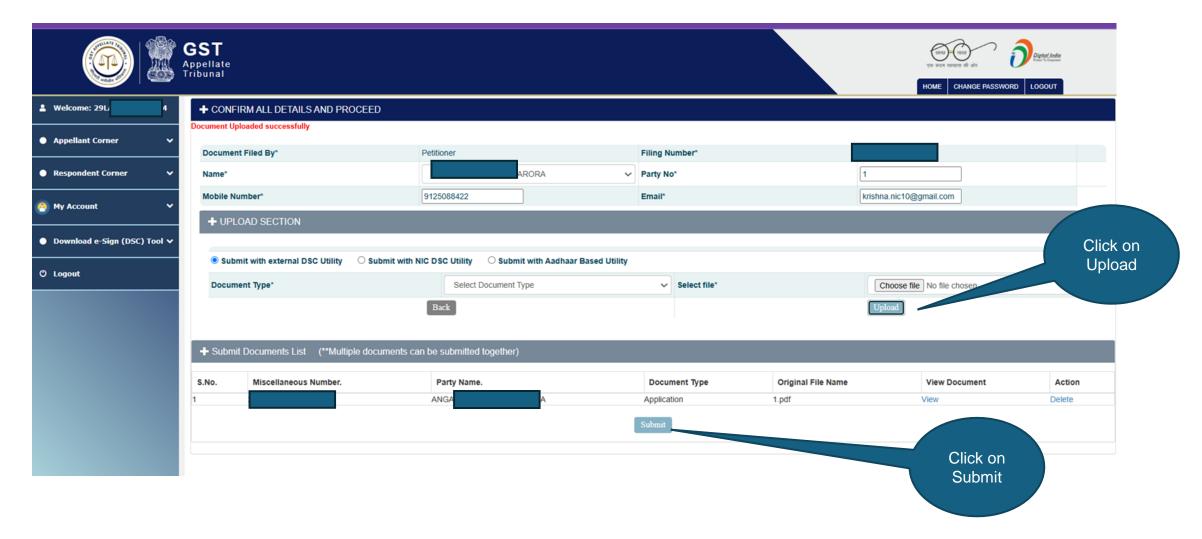
Click on **choose file** to upload the document.



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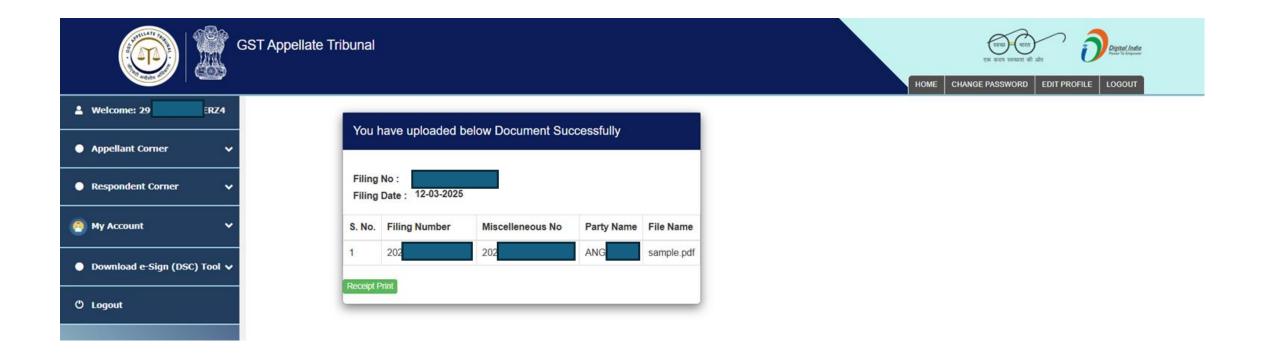
Upload Additional Document Workflow

After click on upload button, user will be able to upload the file. Then click on submit button.



Upload Additional Document Workflow

After submitting user will get the acknowledgment of submitted document(s).





Support & Resources Portal Access

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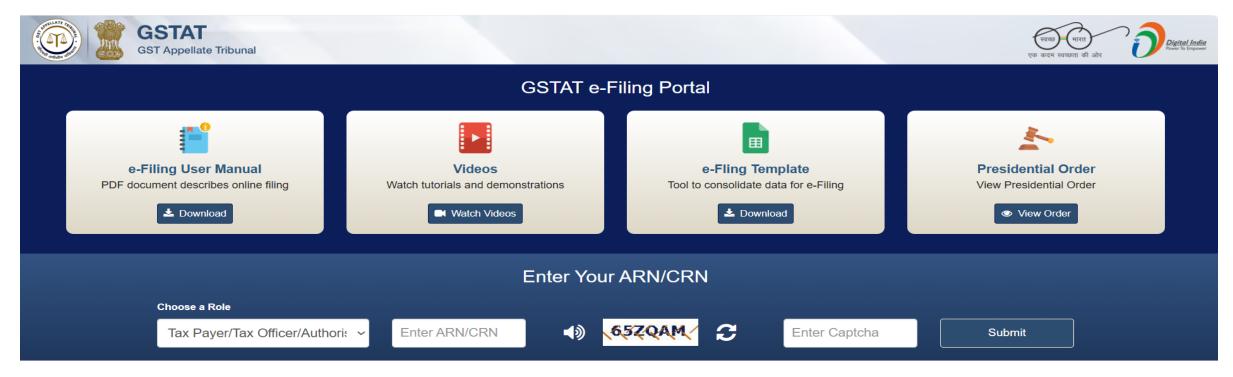
GSTAT e-Filing Portal User Manual | Help Center

Guide to Online Filing of Appeals and Applications

Issuing Authority: Goods and Services Tax Appellate Tribunal (GSTAT), Government of India

GSTAT e-Filing: Staggering Page

Once the user opens the E-Filing page, the user will have to choose the correct role and enter the ARN/CRN number. After entering the correct Captcha, the user shall proceed.

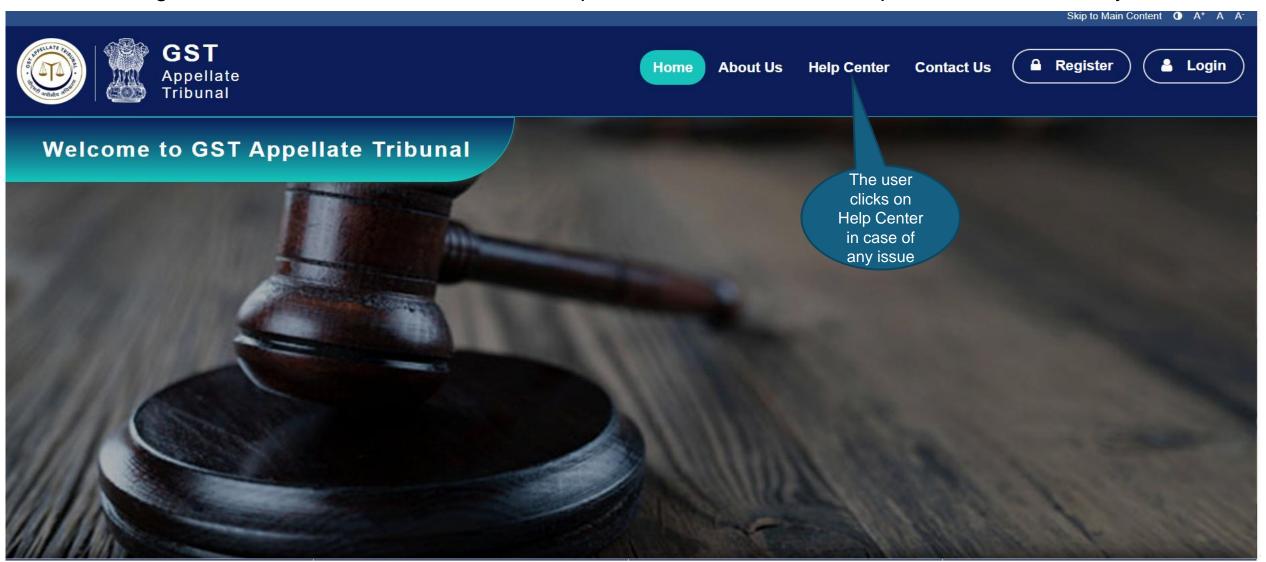


Disclaimer

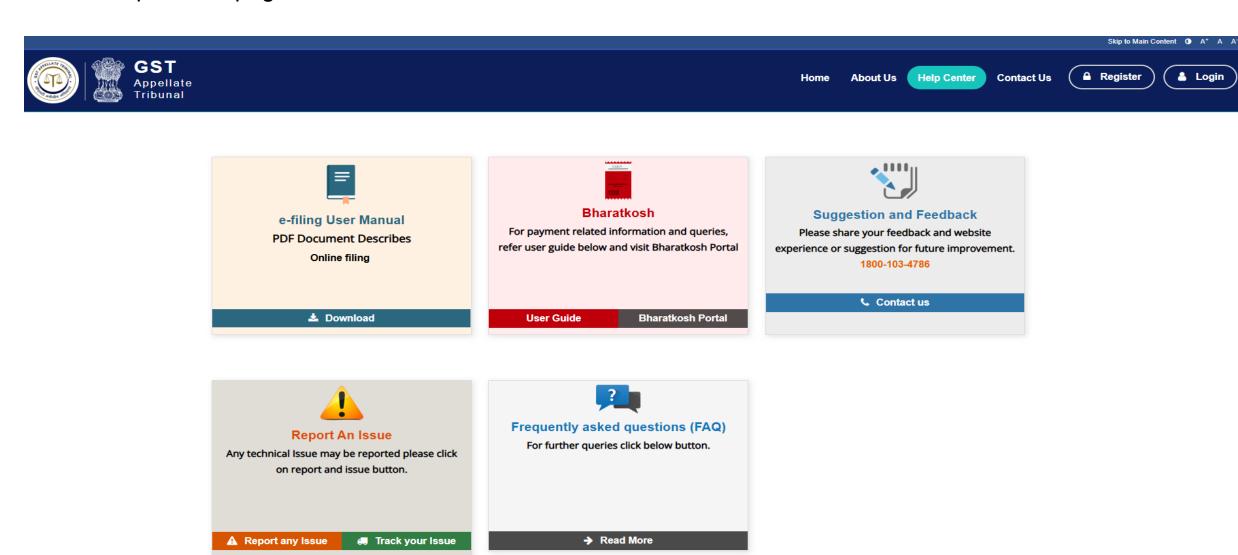
Users are hereby informed that as per order no. ------, dated ------ issued by the Hon'ble GSTAT, only cases in which the Appeals in Form APL-1/APL-3 or orders in notice in Form RVN-1 issued during the period from 01-01-2017 to 31-01-2022 as filed with/issued by with GST Appellate/Revisional Authorities shall be filed through GSTAT web application as specified in the said order.

e-filing Workflow: E-Filing Login Page

After entering the ARN/CRN Number and correct Captcha, the user clicks on Help Center in case of any issue.

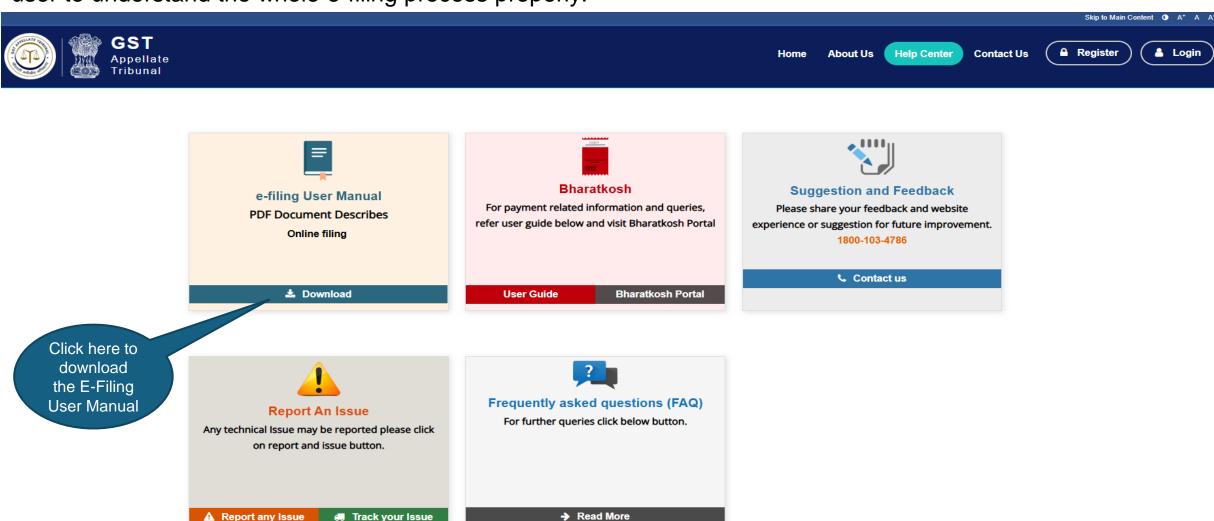


In the Help Center page, there are various tabs as shown below. The user shall select the relevant tab.



From the E-filing User Manual tab, the user will be able to download the e-filing user manual which will help the user to understand the whole e-filing process properly.

Login

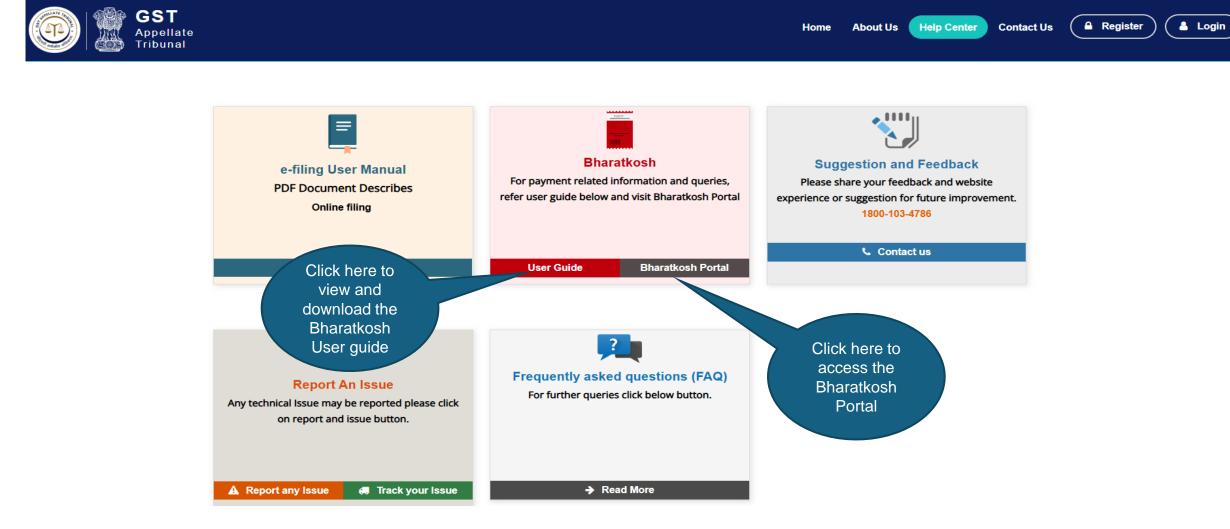


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From the Bharatkosh tab, the user will be able to view and download the Bharatkosh User Guide and will also be able to access the Bharatkosh Portal.

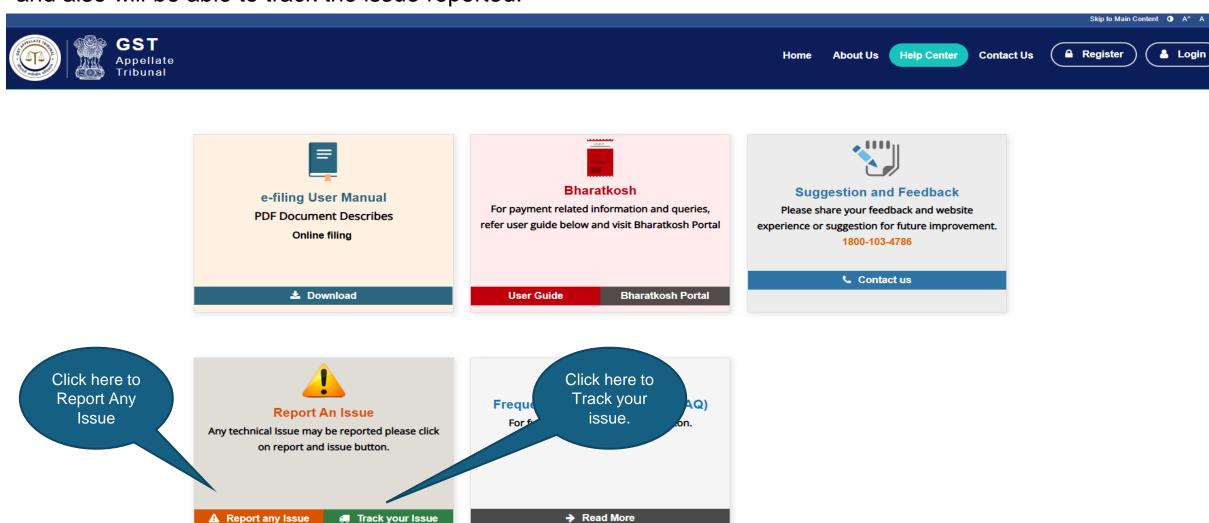
Skip to Main Content

A⁺ A A⁻



A Report any Issue

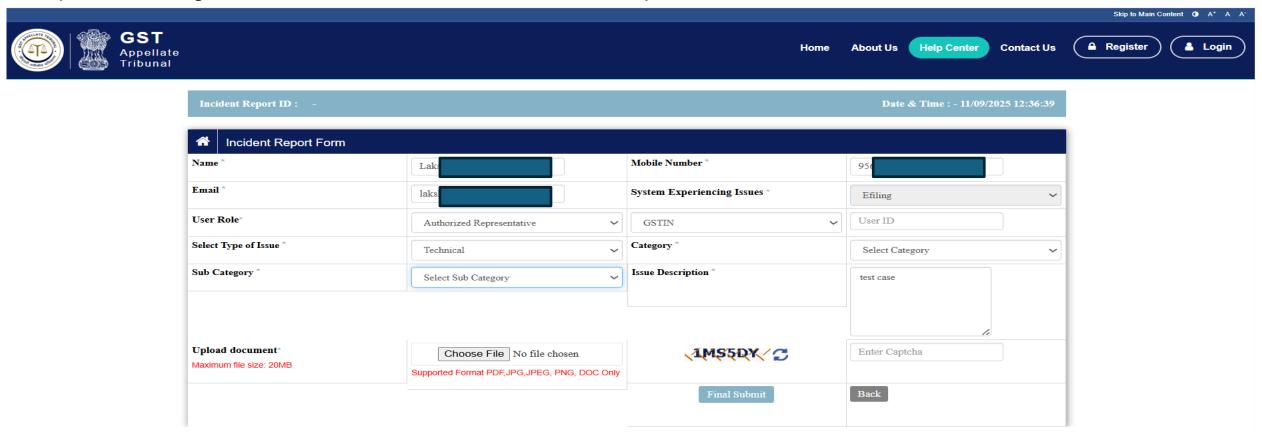
From the Report An Issue tab, the user will be able to report any issue he/she is facing in the e-filing process and also will be able to track the issue reported.



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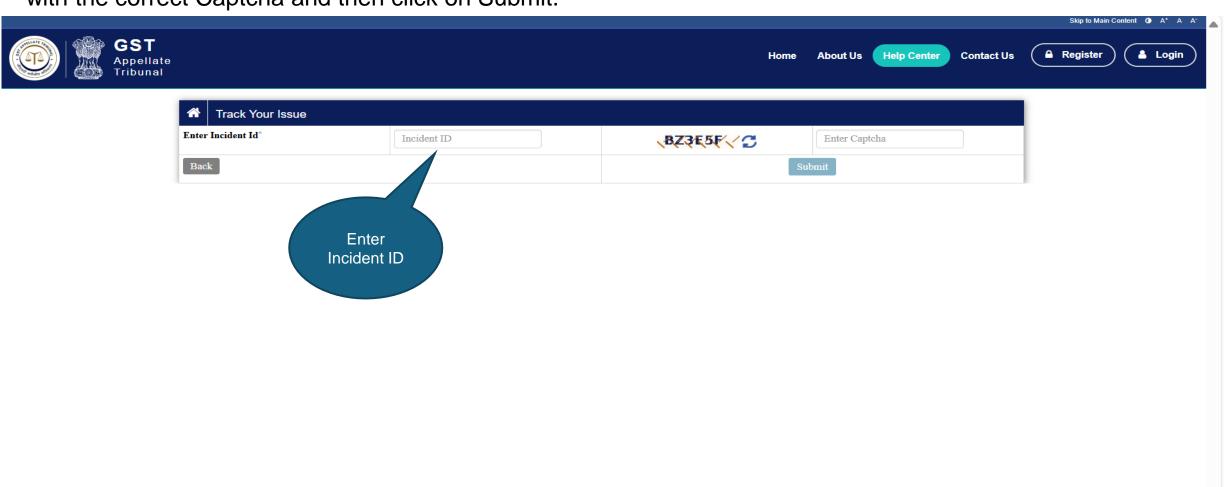
e-filing Workflow: Report An Issue Tab

After clicking on the "Report An Issue" tab, the user will land on the Incident Report Page where he/she will need to enter all the relevant details and upload the supporting documents related to the issue and click on Final Submit. After entering the correct Captcha and clicking on Final Submit, the user will get an Incident Report ID through which he/she will be able to track the reported issue.



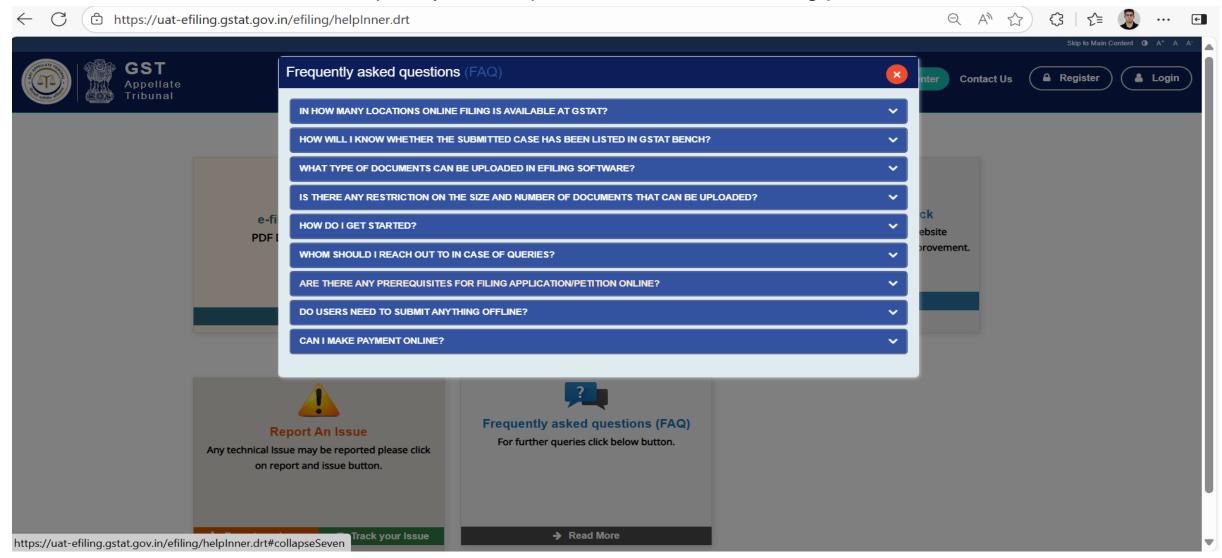
e-filing Workflow: Track Your Issue Tab

In "Track your Issue" tab, the user will have enter the Incident ID which was assigned at the time of reporting with the correct Captcha and then click on Submit.



e-filing Workflow: FAQ Tab

The FAQ tab shows the most frequently asked questions about the E-Filing process.





Support & Resources Portal Access

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