

GSTR3B FILING FROM FACE

Step 1: Go to FACE application- Returns- GSTR3B- select period- Load Data

Screen as below will appear. Select export option and save the JSON file on desired location

The screenshot shows the GSTR3B application window. At the top, there are tabs for 'Type' (Monthly, Yearly) and a 'Return Period (MM-YYYY)' dropdown set to '09-2020'. Below this, there are buttons for 'Load Data (F5)', 'Save', 'JSON Export', 'Help', and 'Close'. A red text prompt says '<Press Enter / Dbl click in grid for drill down (only for logged in Branch) to entry>'. The main section is titled 'Actual Data' and contains a table for 'Section 3.1' with columns: Description, Taxable Value, Integrated Tax, Central Tax, State / UT Tax, and CESS. The table lists five categories of supplies with their respective values. Below this is a 'Voucher' table with columns: Type, Date, No, Supply Type, Name, Taxability, Qty, Rate, Taxable Value, GST Rate, IGST, and CGST. The first row shows 'Type : Sales' with a quantity of 16.00 and a taxable value of 5,072,200.00.

Description	Taxable Value	Integrated Tax	Central Tax	State / UT Tax	CESS
(a) Outward taxable supplies (other than zero rated, nil rated and exempted)	5,072,200.00	647,940.00	115,038.00	115,038.00	
(b) Outward taxable supplies (zero rated)	240,260.00	18,844.80			
(c) Other outward supplies (Nil rated, exempted)	1,673,000.00				
(d) Inward supplies (liable to reverse charge)	270,525.00	48,694.50			
(e) Non-GST outward supplies					

Type	Date	No	Supply Type	Name	Taxability	Qty	Rate	Taxable Value	GST Rate	IGST	CGST
Type : Sales						16.00		5,072,200.00		647,940.00	115,038.00

Step 2: Login to <https://services.gst.gov.in/services/login> with your username & password.

The screenshot shows the GST login page. At the top, there is a navigation bar with links for 'Home', 'Services', 'GST Law', 'Downloads', 'Search Taxpayer', and 'Help and Taxpayer Facilities'. The main content area is titled 'Login' and contains a form with the following fields: 'Username' (with a red asterisk indicating a mandatory field), 'Password' (with a red asterisk), and a CAPTCHA image. Below the CAPTCHA is a 'LOGIN' button. There are also links for 'Forgot Username' and 'Forgot Password'. A note at the bottom states: 'First time login: If you are logging in for the first time, click here to log in.'

Goods and Services Tax

Home Services GST Law Downloads Search Taxpayer Help and Taxpayer Facilities

Home Login

Login

Username * indicates mandatory fields

Bonny6308

Password *

.....

Type the characters you see in the image below *

285027

LOGIN

[Forgot Username](#) [Forgot Password](#)

First time login: If you are logging in for the first time, click [here](#) to log in.

Step 3: Go to Return Dashboard

The screenshot shows the 'Goods and Services Tax' Common Portal dashboard. At the top, there's a header with the portal name and a navigation bar with links like 'Dashboard', 'Services', 'GST Law', 'Downloads', 'Search Taxpayer', and 'Help and Taxpayer Facilities'. The user is logged in as 'DEEPAK DEVRAJBHAI BAHIRWANI' with ID '24ADTPB9357R2ZL'. The dashboard displays a welcome message and a navigation panel with buttons for 'RETURN DASHBOARD', 'CREATE CHALLAN', 'VIEW NOTICE(S) AND ORDER(S)', and 'ANNUAL RETURN'. There are also 'Quick Links' for 'Check Cash Balance', 'Liability ledger', and 'Credit ledger'. The footer contains copyright information and the date of the last update.

Goods and Services Tax

DEEPAK DEVRAJBHAI BAHIRWANI
24ADTPB9357R2ZL

RETURN DASHBOARD > CREATE CHALLAN > VIEW NOTICE(S) AND ORDER(S) >

ANNUAL RETURN >

CONTINUE TO DASHBOARD >

Step 4: Select the period for filing

The screenshot shows the 'File Returns' section of the portal. It includes a message stating that returns will now be filed through SMS. There are two dropdown menus: 'Financial Year' set to '2020-21' and 'Return Filing Period' set to 'September'. A 'SEARCH' button is located next to these fields. A red dot indicates mandatory fields.

File Returns

now be filed through SMS.

Financial Year * 2020-21

Return Filing Period * September

SEARCH

Step 5: For GSTR3B Select "Prepare Offline"

Financial Year Indicates Mandatory Fields
2020-21

Return Filing Period
November

SEARCH

Details of outward supplies of goods or services
GSTR1

Due Date - 31/01/2021
PREPARE ONLINE PREPARE OFFLINE

Auto Drafted details (For view only)
GSTR2A

VIEW DOWNLOAD

Auto - drafted ITC Statement
GSTR2B

VIEW DOWNLOAD

Monthly Return
GSTR-3B

Due Date - 20/12/2020
PREPARE ONLINE PREPARE OFFLINE

Top

Step 6: Select the JSON file extracted from FACE

Goods and Services Tax

Skip to Main Content
A+ A-

Dashboard Services GST Law Downloads Search Taxpayer Help and Taxpayer Facilities

Dashboard > Returns > GSTR
English

Offline Upload and Download for GSTR1

Upload Download

No offline transaction for the given return period

In case uploaded data (invoice data or other record) fails validation, an Error File will be created on the online portal for only those rec

Invoice Upload

Choose File No file chosen

BACK TO FILE RETURNS