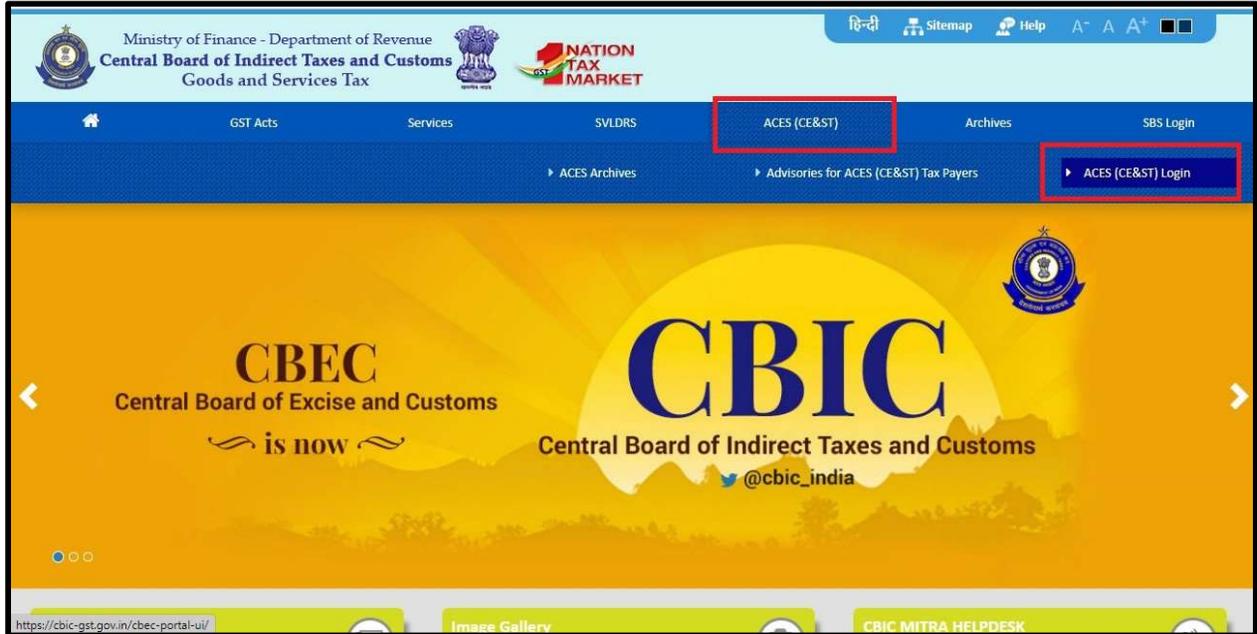


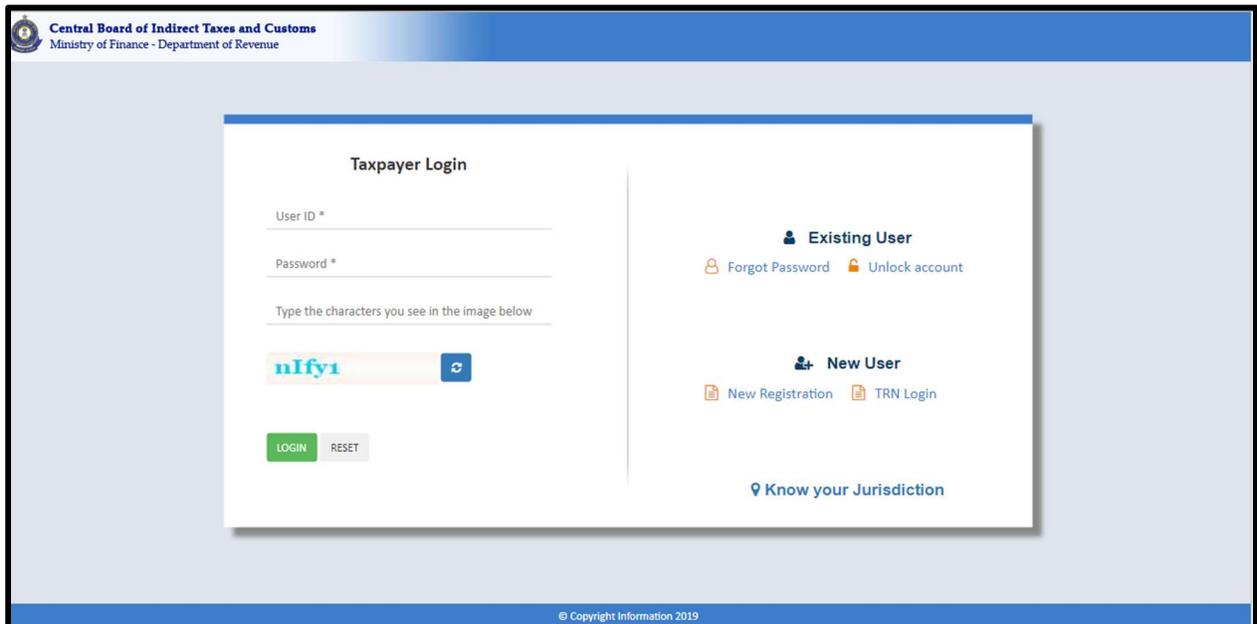
Annexure II to Advisory No. 14 /2023 dated 30.03.2023

User Manual - step-by-step procedure to be followed by CE&ST Tax Payers to make e-payment through online internet banking channel:

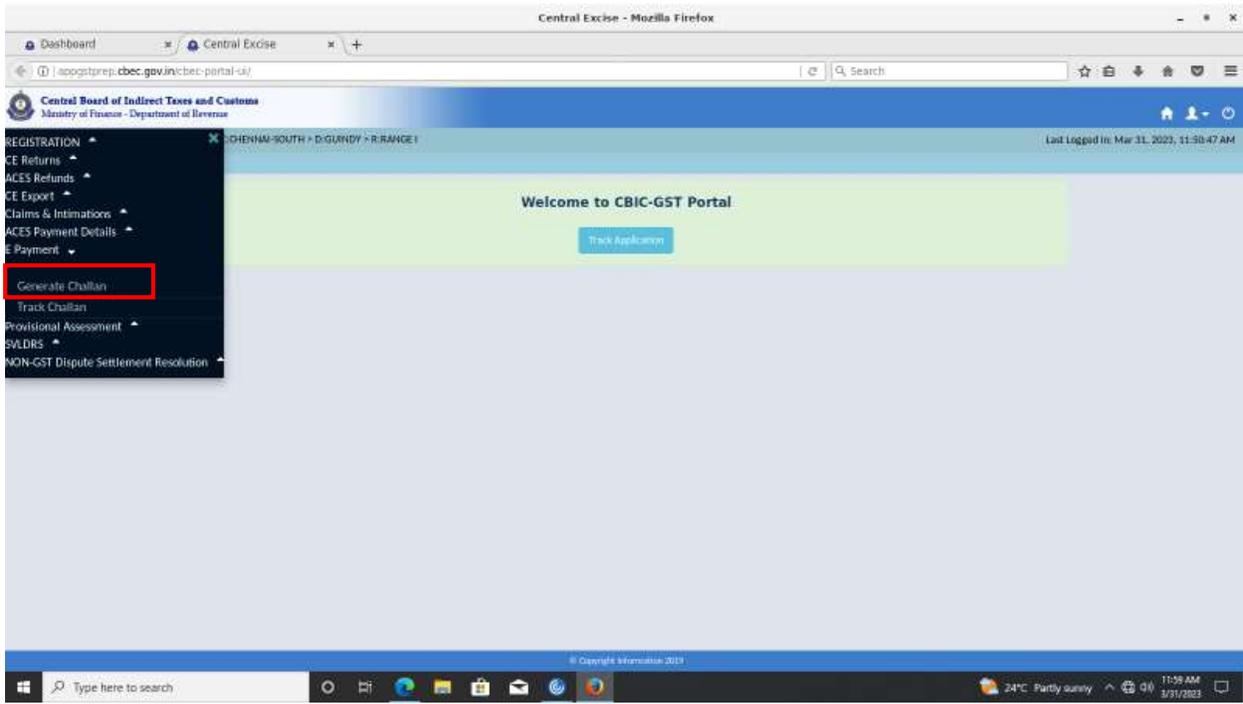
Step 1: Access CBIC-GST Portal- <https://cbic-gst.gov.in/> and click on **ACES(CE&ST) Login**



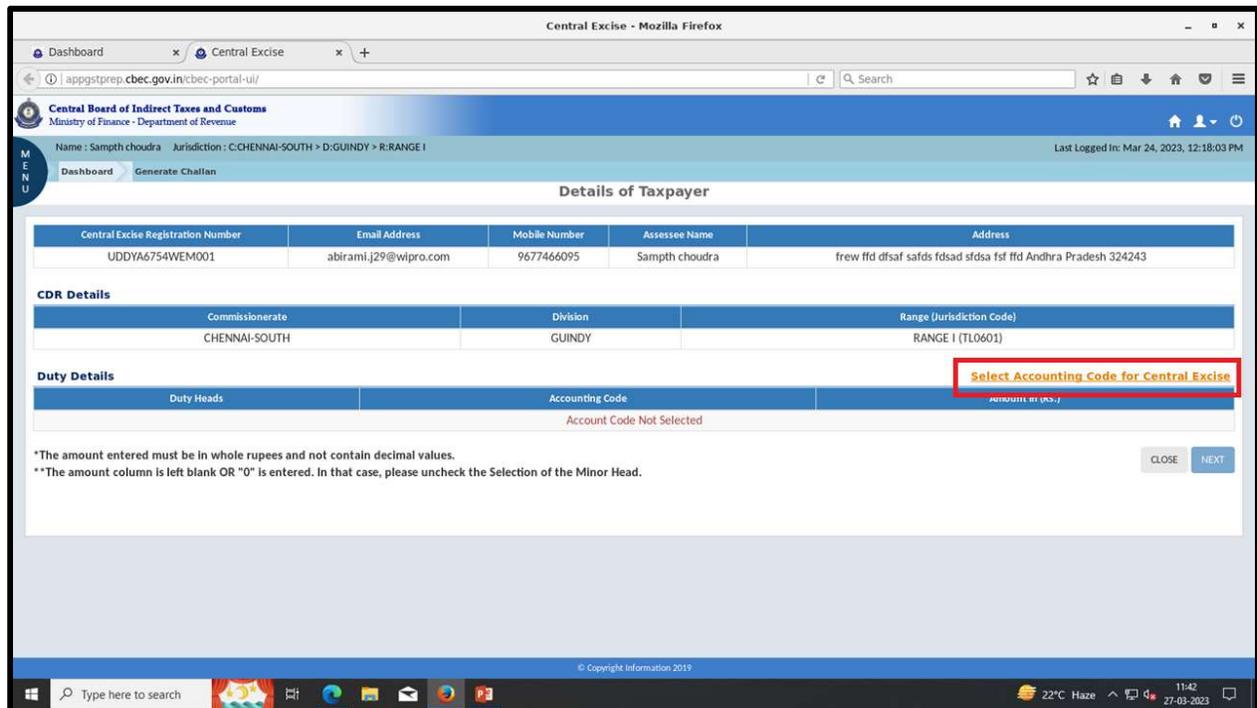
Step 2: Taxpayer can Login with their existing User ID and password and enter Captcha.



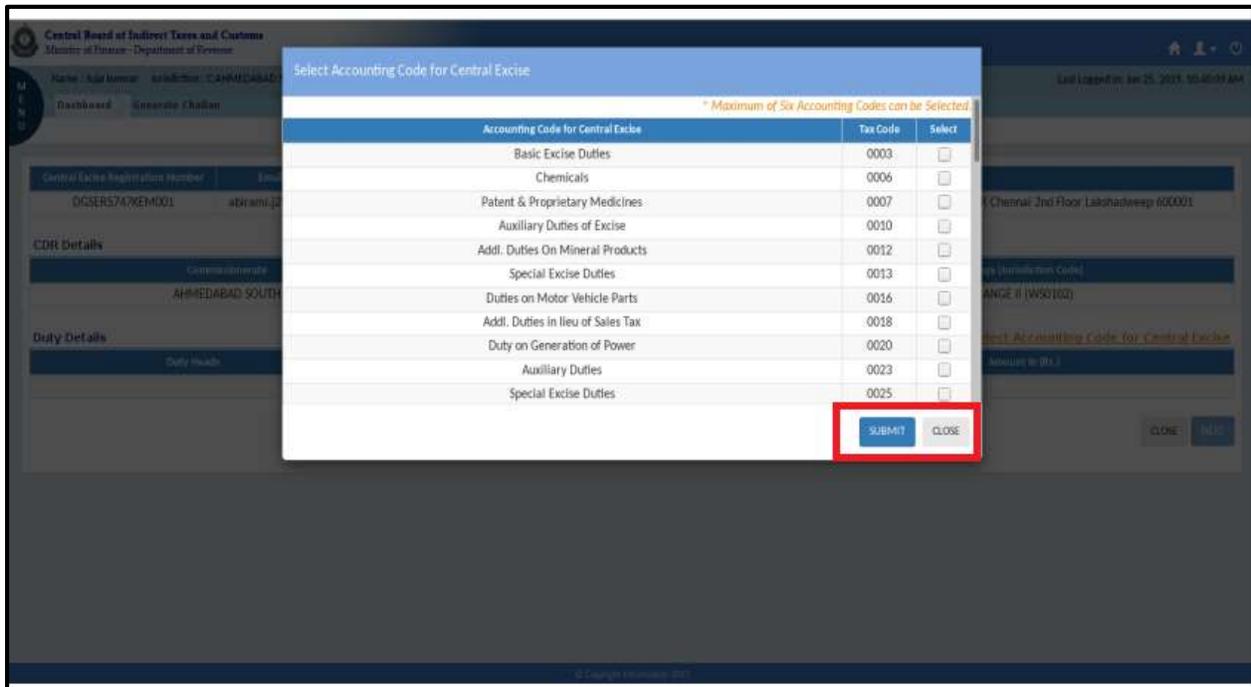
Step 3: Click on the Menu and Click “E-Payment” -> “Generate Challan”



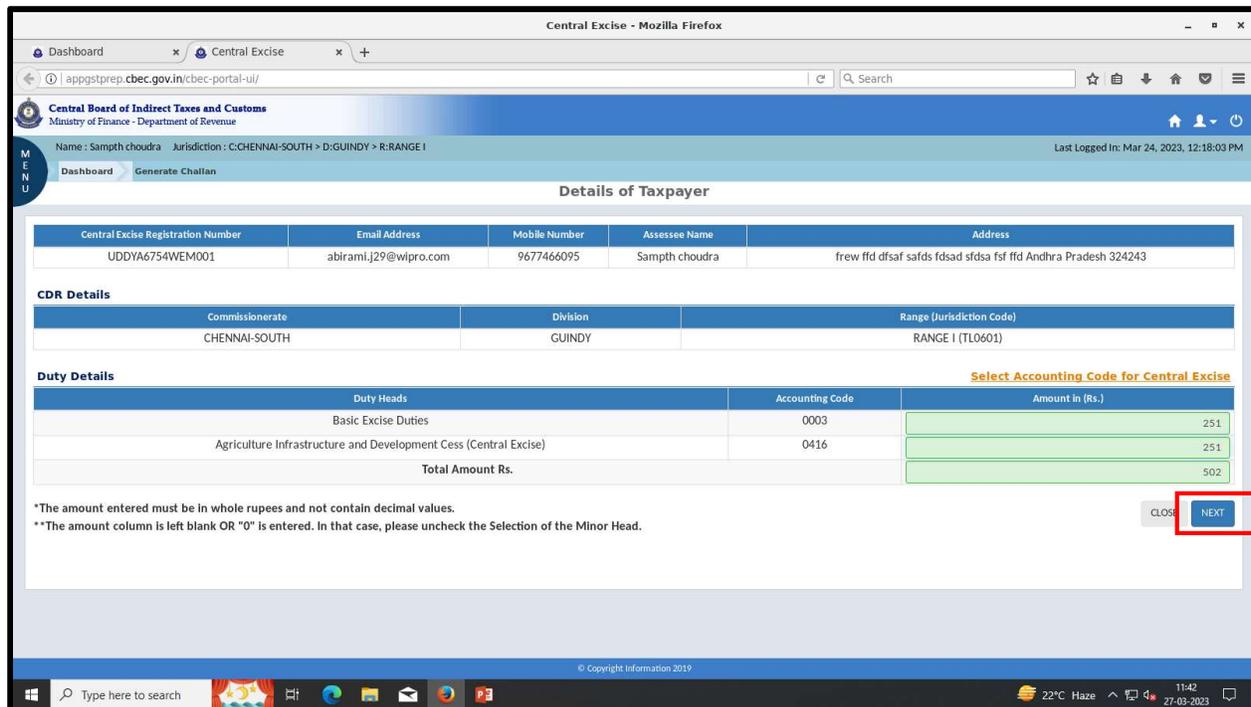
Step 4: Details of Taxpayer is displayed. Check the details and then Click to Select Accounting Codes



Step 5: List of Duty Heads and Accounting Codes are displayed. Tax Payer can select a maximum of **Six Accounting Codes**



Step 6: Enter the amount and click **NEXT**



Step 7: Total Challan amount is displayed in words and figures. Taxpayer has to verify and click **“GENERATE CHALLAN”**. A dialog box will be displayed - ‘Challan Status’ – ‘Please wait for Challan Generation will complete in 30 seconds’.

The screenshot shows the 'Details of Taxpayer' page on the Central Excise portal. The page is divided into several sections:

- Registration Details:** Central Excise Registration Number (UDDYA6754WEM001), Email Address (abirami.j29@wipro.com), Mobile Number (9677466095), Assessee Name (Samph choudra), and Address (frew ffd dfsaf safds fdsad sfdsa fsf ffd Andhra Pradesh 324243).
- CDR Details:** Commissionerate (CHENNAI-SOUTH), Division (GUINDY), and Range (RANGE I (TL0601)).
- Duty Details:** A table showing duty heads, accounting codes, and amounts. The total amount is 502 Rupees.

The 'Total Challan Amount (In words)' is displayed as 'Rupees Five Hundred and Two Only'. A red box highlights the 'GENERATE CHALLAN' button.

Step 8: ‘Challan Generated Successfully with CTIN Number.’ is displayed.

The screenshot shows the 'Challan Status' dialog box displayed over the 'Details of Taxpayer' page. The dialog box contains the following text:

Challan Status
Challan Generated Successfully with CTIN: 2303000738

A 'CLOSE' button is visible in the bottom right corner of the dialog box. A red box highlights the 'GENERATE CHALLAN' button in the background page.

Step 9: To make Payment Click “Make Payment”

Central Excise - Mozilla Firefox

Dashboard Central Excise

appgstprep.cbec.gov.in/cbec-portal-uj/

Central Board of Indirect Taxes and Customs
Ministry of Finance - Department of Revenue

Name : Sampth choudra Jurisdiction : C:CHENNAI-SOUTH > D:GUINDY > R:RANGE I Last Logged In: Mar 31, 2023, 3:16:39 PM

Dashboard Generate Challan

Details of Taxpayer

Central Excise Registration Number	Email Address	Mobile Number	Assessee Name	Address	CTIN	CTIN Expiry Date
UDDYA6754WEM001	abiramij29@wipro.com	9677466095	Sampth choudra	frew ffd dfsaf safds fdsad sfdsa fsf ffd Andhra Pradesh 324243	2303000758	15/04/2023

CDR Details

Commissionerate	Division	Range (Jurisdiction Code)
CHENNAI-SOUTH	GUINDY	RANGE I (TL0601)

Duty Details

Duty Heads	Accounting Code	Amount In (Rs.)
Basic Excise Duties	0003	251
Agriculture Infrastructure and Development Cess (Central Excise)	0416	251
Total Amount Rs.		502
Total Challan Amount (In words)		Rupees Five Hundred and Two Only

*The amount entered must be in whole rupees and not contain decimal values.
**The amount column is left blank OR "0" is entered. In that case, please uncheck the Selection of the Minor Head.

MAKE PAYMENT

© Copyright, Information 2019

Type here to search 23°C Mostly cloudy 15:39 31-03-2023

Step 10: Once the Taxpayer clicks on “MAKE PAYMENT” at ACES GST portal, the taxpayer is redirected to the ICEGATE e Payment portal, where four inputs are required to be entered as shown below.

Welcome To Icegate Payment Gateway - Mozilla Firefox

Dashboard Central Excise Welcome To Icegate ...

https://uatcbicpay.icegate.gov.in/iceepay/

Home Enquiry Advisory

Icegate e-payment

Duty Type
Select Duty Type

Document Type
Select Document Type

Location
Select Location

Identification Number
Identification Number

Captcha
Enter Captcha

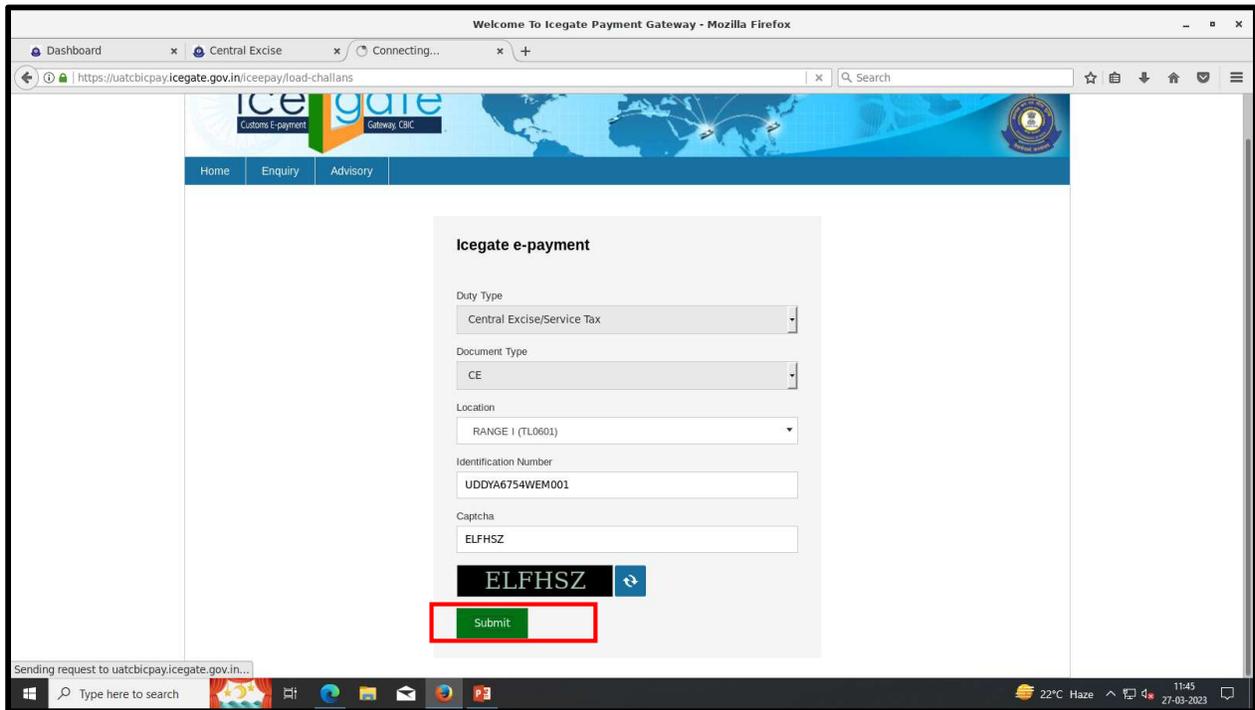
ELFHSZ

Submit

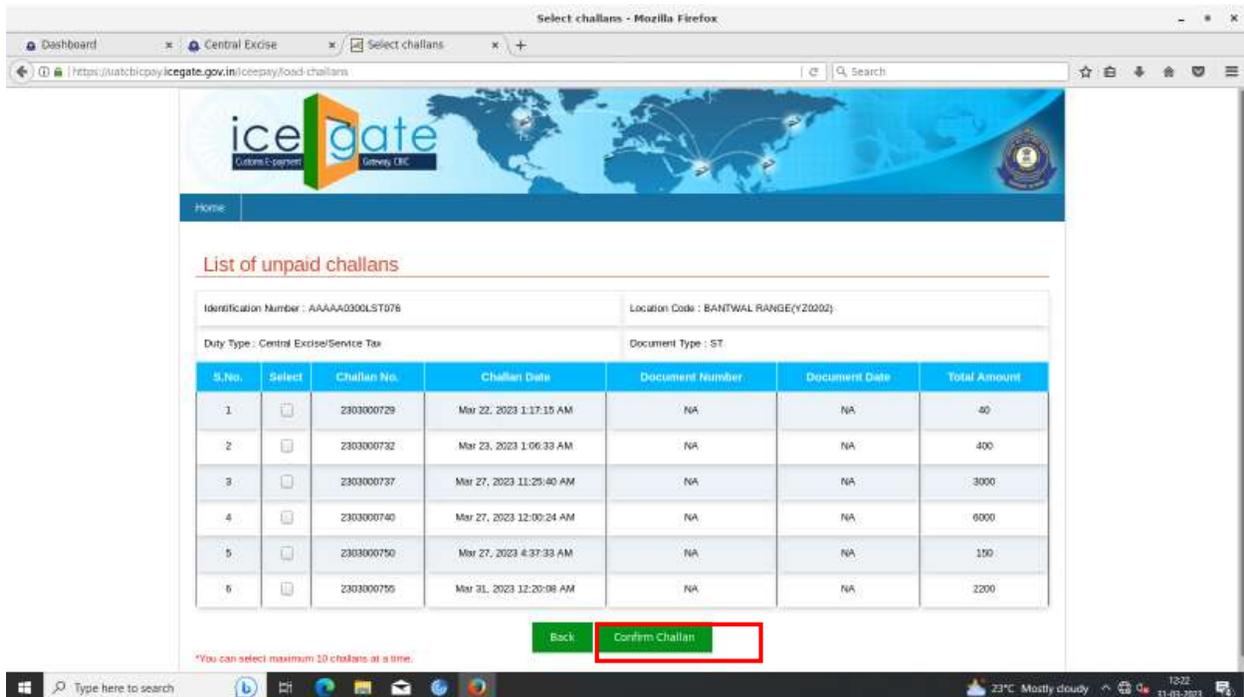
Transferring data from uatcbicpay.icegate.gov.in...

Type here to search 22°C Haze 11:43 27-03-2023

Step 11: Select “Central Excise/ Service Tax” for Duty Type, “CE” or “ST” for Document Type, Location Code of the Range for Location, enter the CE or ST Registration Number for Identification Number and Click on “Submit”



Step 12: On clicking Submit, the Taxpayer is directed to a page displaying the list of unpaid challans. On the List of unpaid challans page, the Taxpayer can select up to a maximum of 10 Challans and confirm the challans for payment by clicking “Confirm Challan”.



Step 13: On clicking Confirm Challan, the Taxpayer is directed to List of selected challans page showing the details of selected challans. To make the payment of the total amount, click “Pay Now” or “Back” to select another group of challans

The screenshot shows the 'List of selected challans' page on the ICEGATE portal. The page displays a table with the following data:

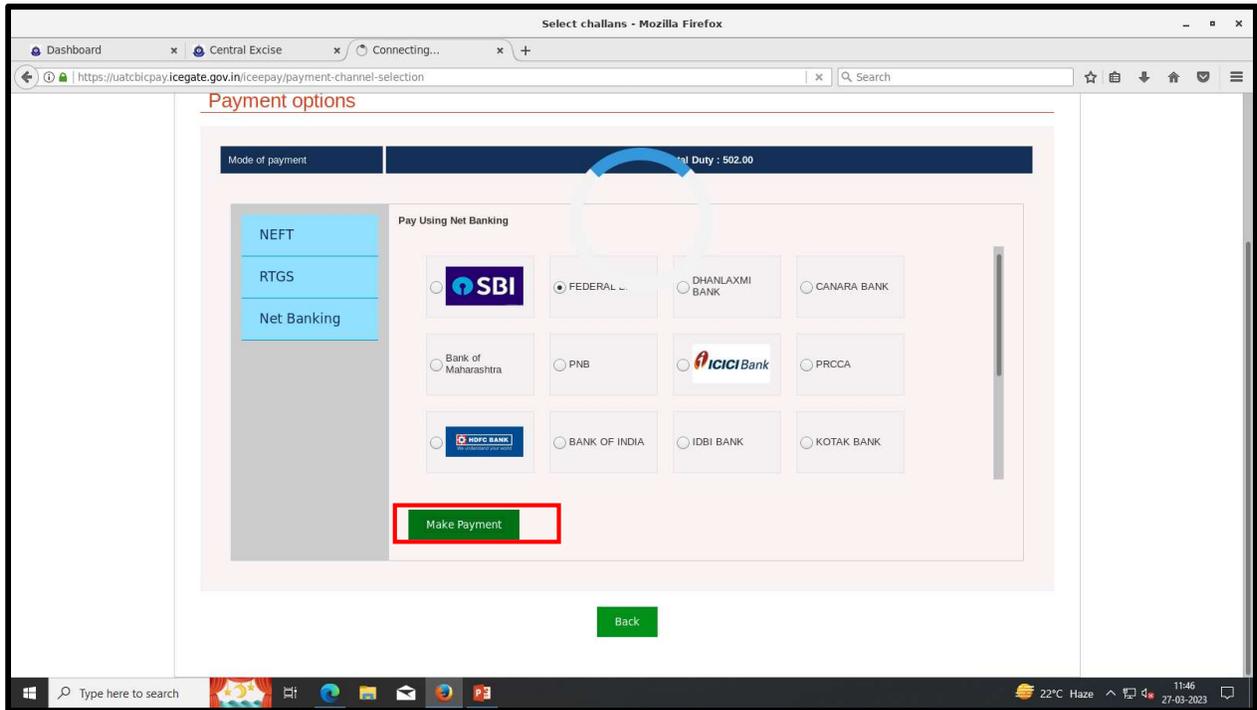
S.No.	Challan No.	Challan Date	Document Number	Document Date	Total Amount
1	2303000729	Mar 22, 2023 1:17:15 AM	NA	NA	40
2	2303000732	Mar 23, 2023 1:06:33 AM	NA	NA	400
3	2303000737	Mar 27, 2023 11:25:40 AM	NA	NA	3000
4	2303000740	Mar 27, 2023 12:00:24 AM	NA	NA	6000
5	2303000750	Mar 27, 2023 4:37:33 AM	NA	NA	150
6	2303000755	Mar 31, 2023 12:20:08 AM	NA	NA	2200
7	2303000756	Mar 31, 2023 1:24:37 AM	NA	NA	303

At the bottom of the page, there are two buttons: 'Back' and 'Pay Now'. The 'Pay Now' button is highlighted with a red box.

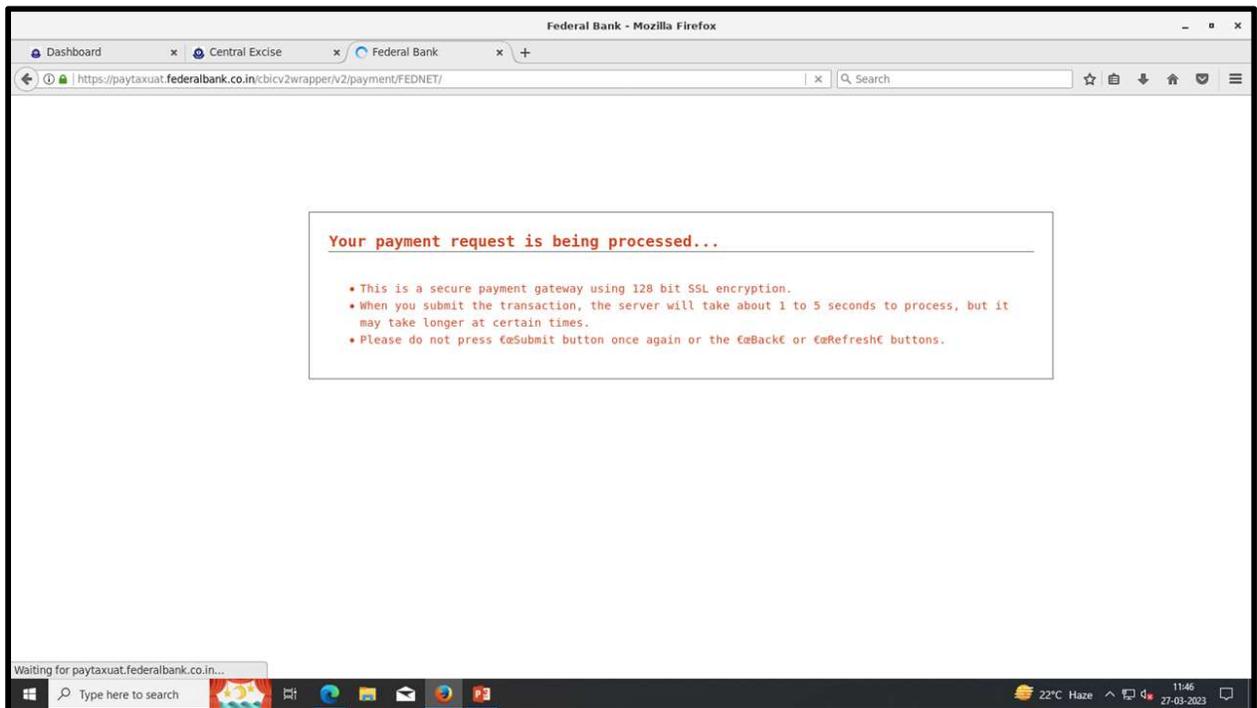
Step 14: On clicking Pay now, the Taxpayer is directed to Payment Options page showing the channels of payment. To make **online internet e-payment** the Taxpayer can select “Net Banking” and the list of authorized banks will be displayed.

The screenshot shows the 'Payment options' page on the ICEGATE portal. The page displays a list of payment modes: NEFT, RTGS, and Net Banking. The 'Net Banking' option is highlighted with a red box. Below it, a grid of authorized banks is displayed, including SBI, FEDERAL BANK, DHANLAXMI BANK, CANARA BANK, Bank of Maharashtra, PNB, ICICI Bank, PRCCA, HDFC BANK, BANK OF INDIA, IDBI BANK, and KOTAK BANK.

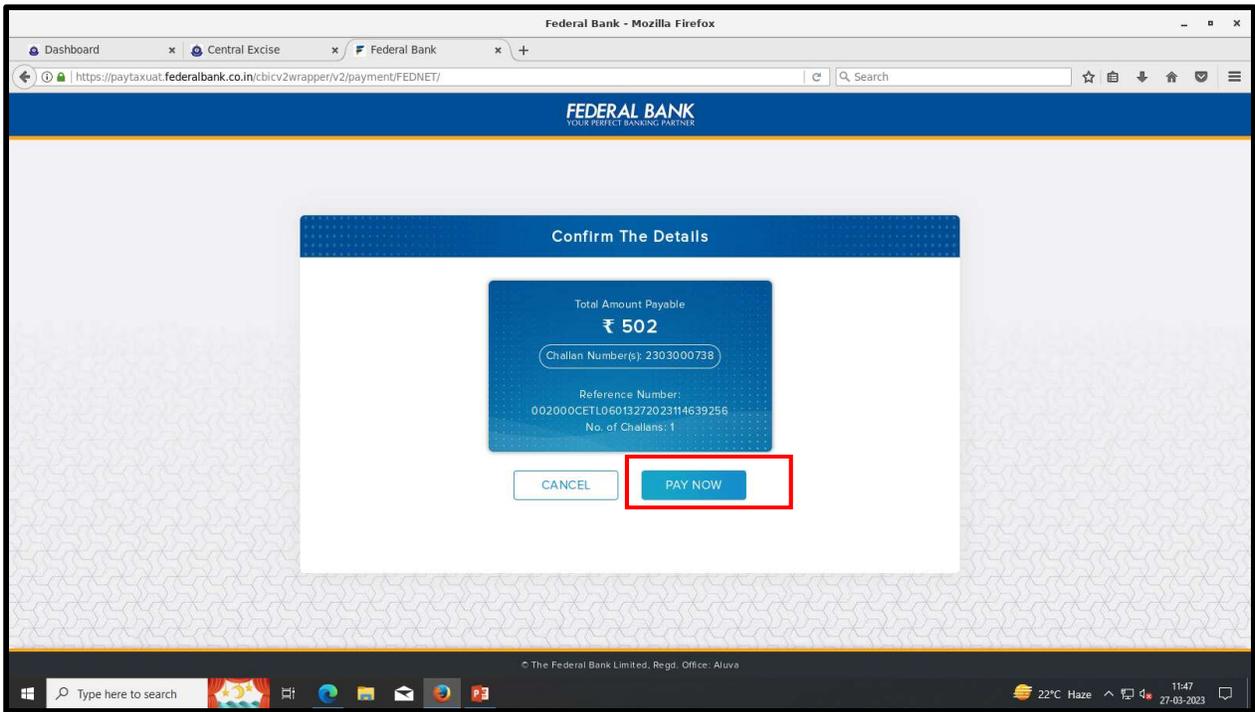
Step 15: Once Taxpayer selects the bank, Click on “Make payment”



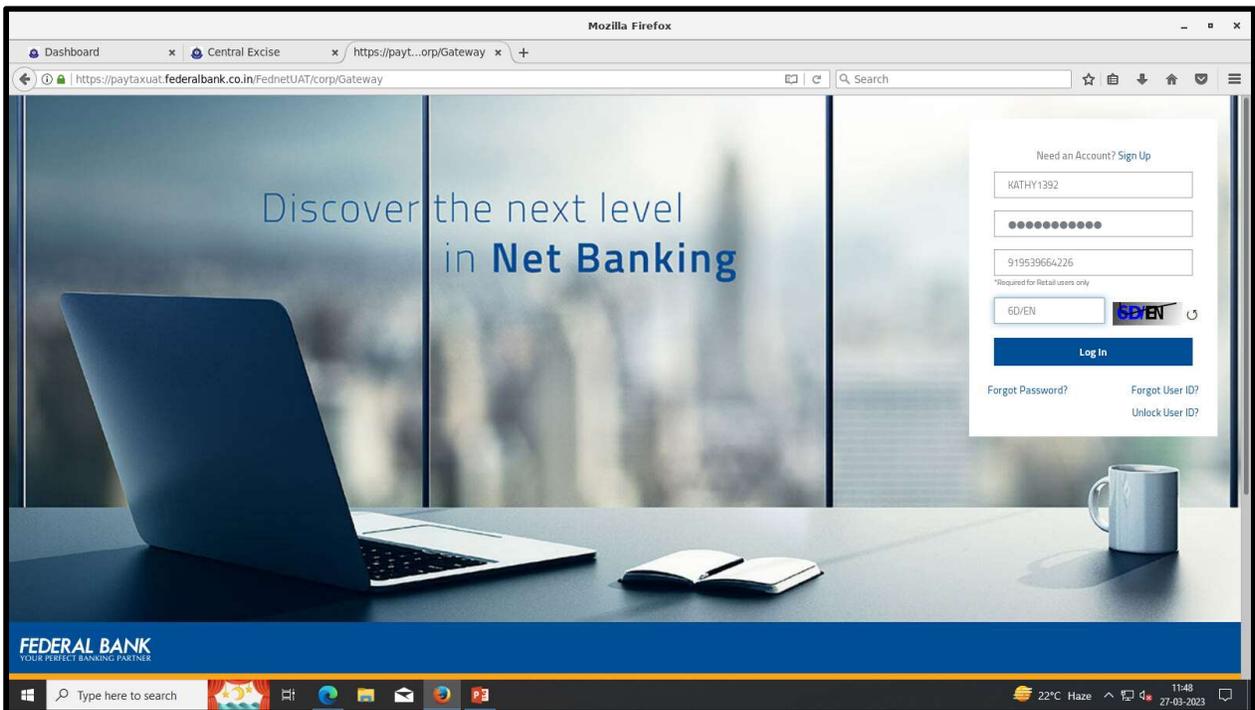
Step 16: The taxpayer will be redirected to the selected bank’s internet banking website



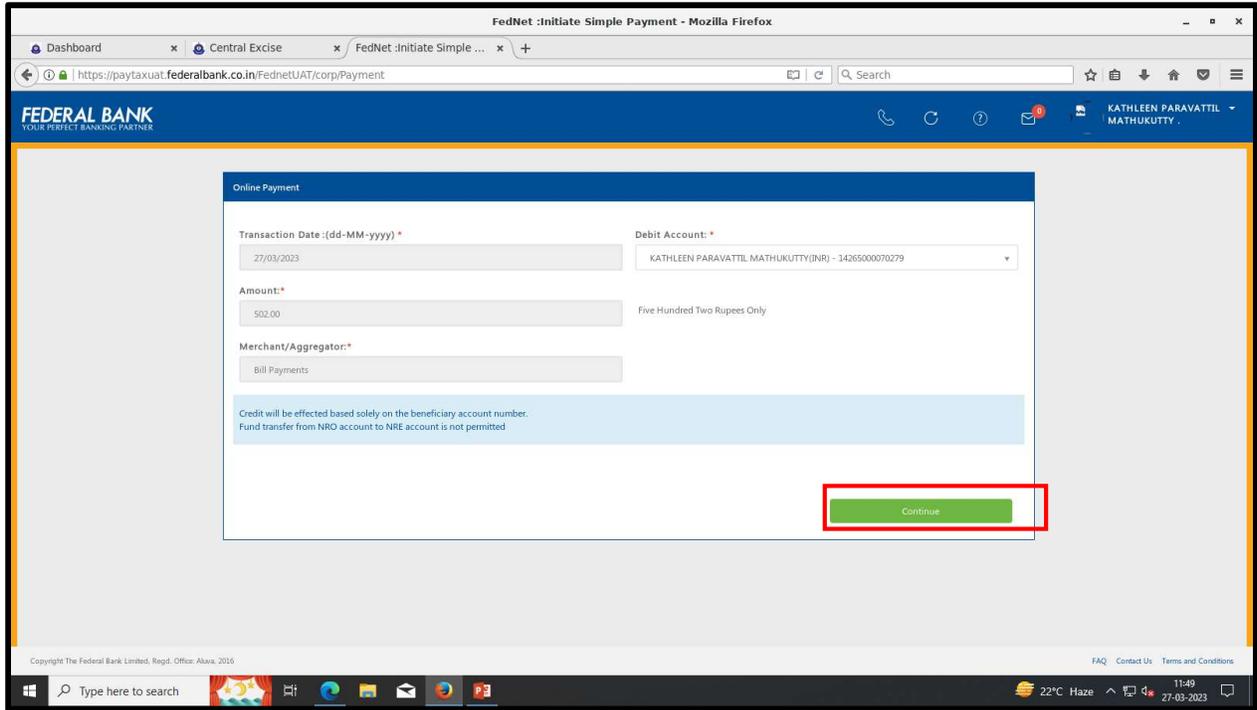
Step 17: The taxpayer needs to Confirm the payment details and click the button “Pay Now”



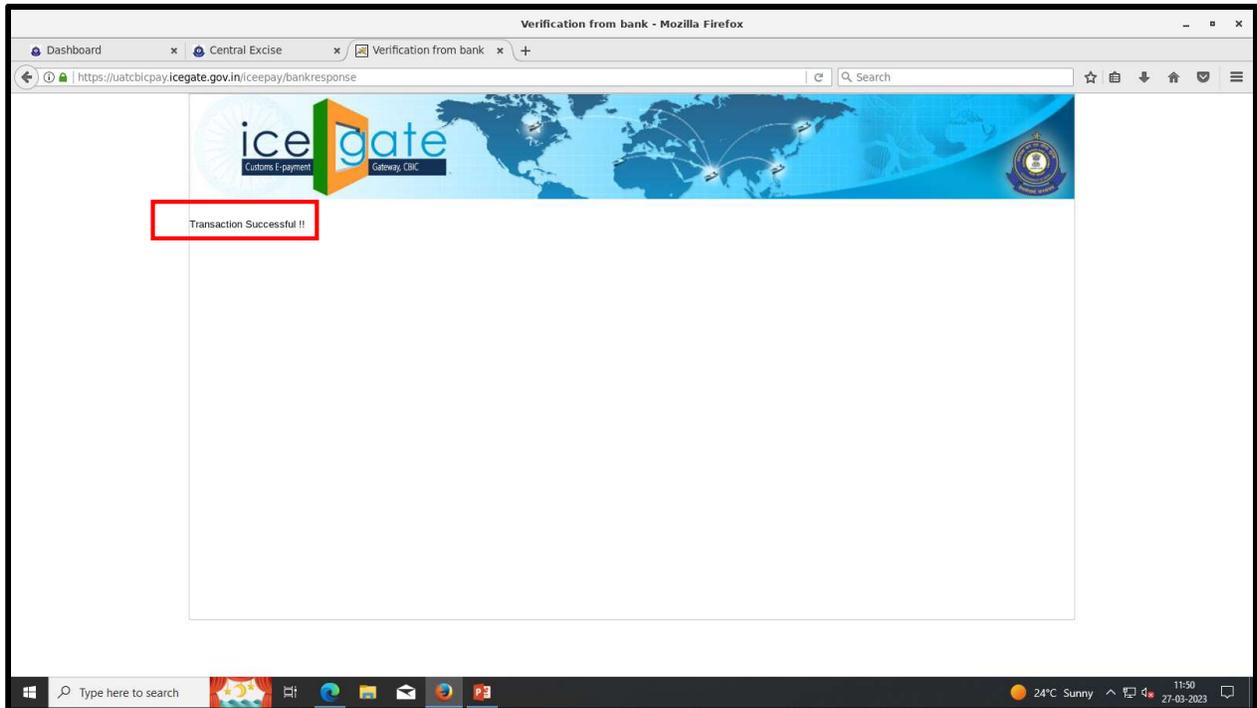
Step 18: Login to the Bank’s portal with the Tax Payer’s internet banking credentials



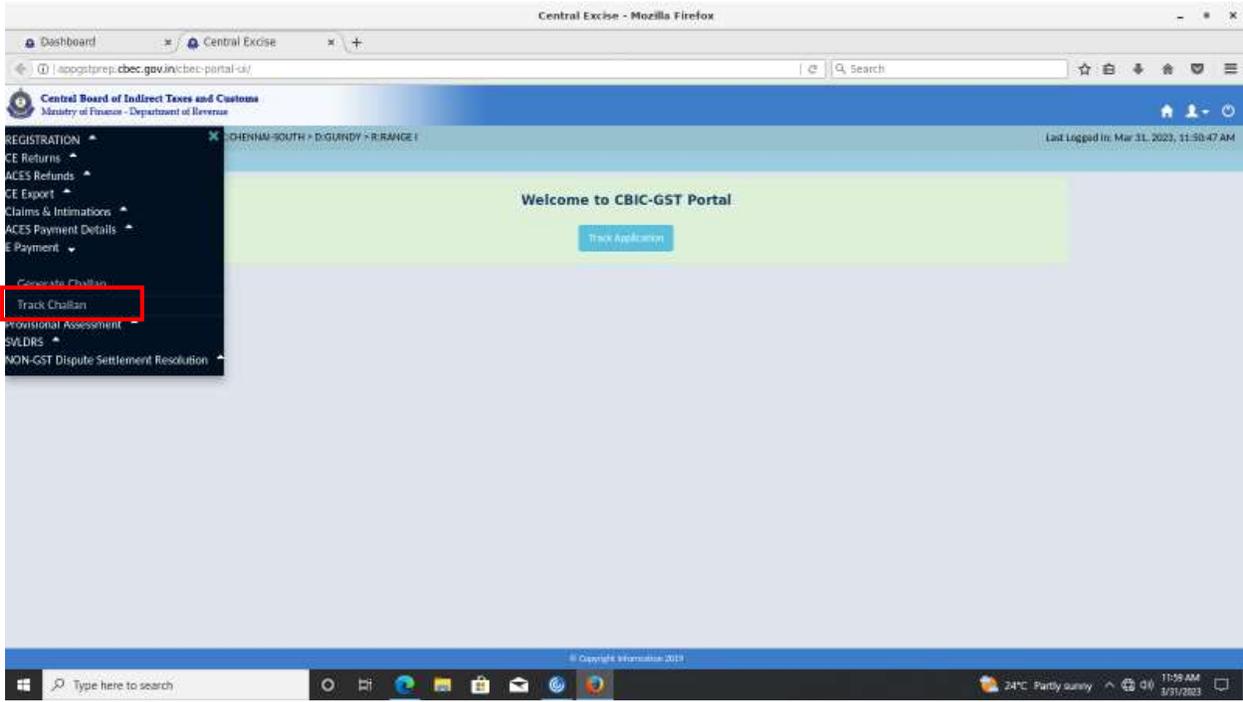
Step 19: The taxpayer will be redirected to online payment gateway. Confirm the details and click “continue” button



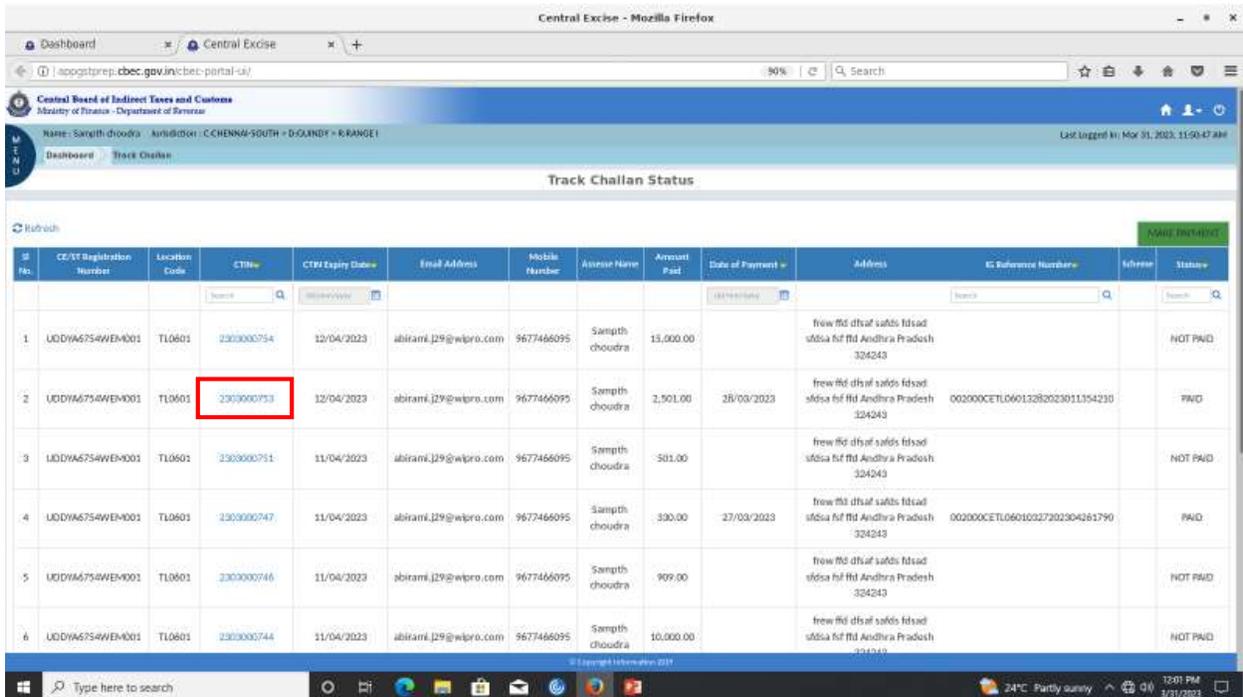
Step 20: If the Transaction is successful, the taxpayer can see the success message on the portal



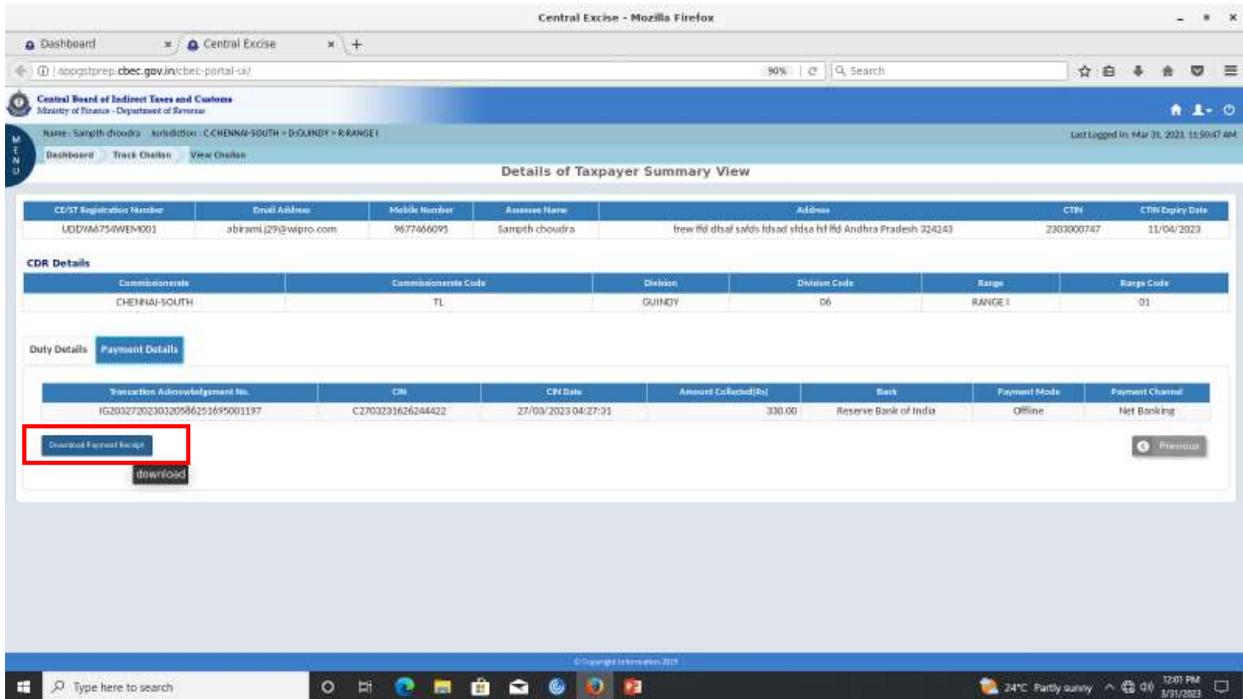
Step 21: The Taxpayer can check the payment status in the CBIC ACES-GST Application in the Tax Payer’s dashboard by clicking **“Track challan”**



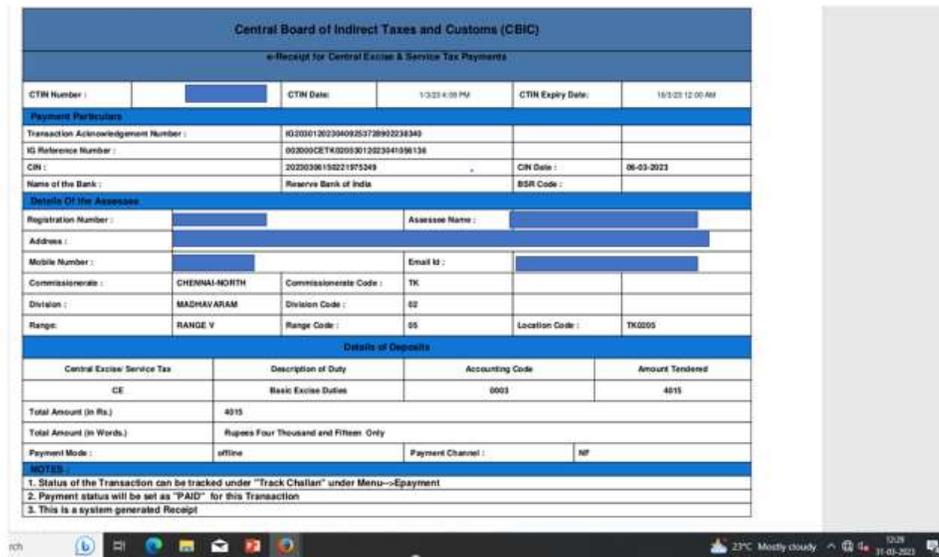
Step 22: On clicking Track Challan, the system will display challan status. The Taxpayer can select the paid challan and click **“CTIN”** to view the challan details.



Step 23: On clicking the CTIN number, the challan details are displayed. Under **“Payment Details”** Tab, the taxpayer can download the e-Receipt by clicking, **“Download Payment Receipt”**.



Step 24: The pdf copy of e-Receipt is downloaded as below.



(For User manual to make NEFT/RTGS channel of payment, please refer to Advisory dated 01.07.2019 available under <http://cbic-gst.gov.in/> Home Page>ACES(CE&ST)>Advisories for ACES(CE&ST) Tax Payers).