Annexure II to Advisory No. 14 /2023 dated 30.03.2023

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

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

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

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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

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

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

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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'.

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

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Step 9: To make Payment Click "Make Payment"

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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.

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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**"

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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**".

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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

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



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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



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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

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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**"

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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.

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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**".

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	a constraint.		Details of Taxpay	er Summary Viev	N						
CE/ST Regularation Number	Email Address	Mabile Nervicet	Assesses Norm		Address			CTIN	CTH D	yky Date	ñ
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Step 24: The pdf copy of e-Receipt is downloaded as below.

CTIN Humber (CTIN Date	1325 4:00 PM	CTIN Expiry Date	N 16/1/23 12:00 At
Payment Perticulars		- Collin	de la companya de la		
ansaction Acknowledgement	Number :	10/20001202304092537	28902238340		
Reference Number :		002000CE18.02053012	023941956136		
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lame of the Bank ;	mie of the Bank ;			BSR Code :	
Intelle Of the Assesses				International Contractor	
Registration Number :	U:		Assessoe Name :	8	
Address (
Mobile Number :			Email ki :		
Commissioneralis :	CHENNAL-NOIT	TH Commissionerate Cod	le : TK	1	
Division :	MADHAV ARAM	Division Code ;	62		
Range:	RANGE V	Range Code :	65	Location Code :	TK0205
		Detail	s of Cepcella		
Central Exclose Service	e Tao	Description of Duty	Account	ting Code	Amount Tendered
CE		Basic Excise Duties	0	603	4015
fotal Amount (in Ra.)	401	15			
Total Amount (In Words.)	Re	pees Four Thousand and Filteen O	inty		
Personal Made :	offic	• · · ·	Payment Channel :	N	e

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