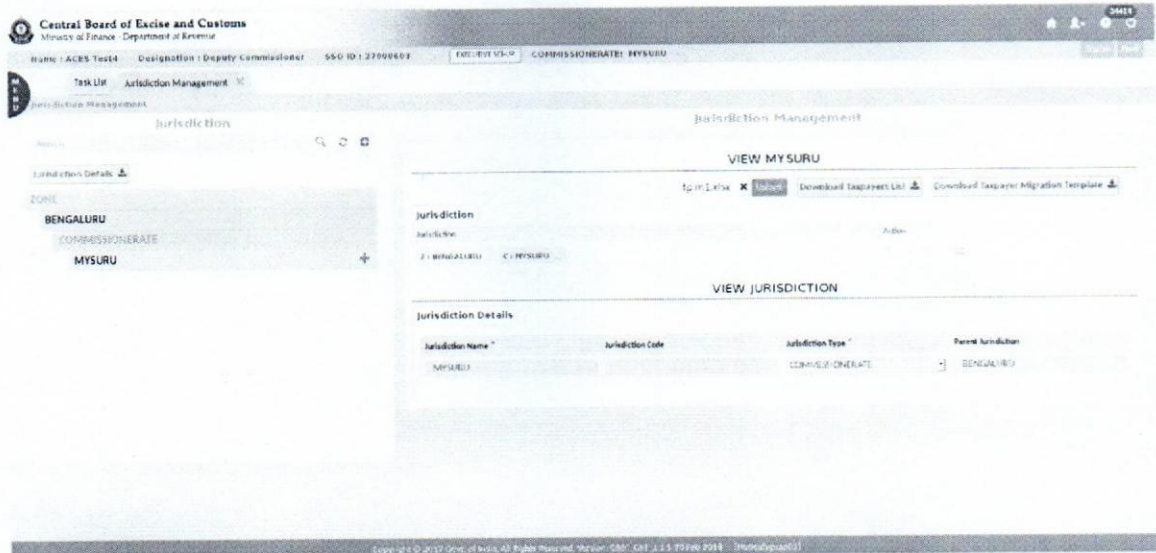
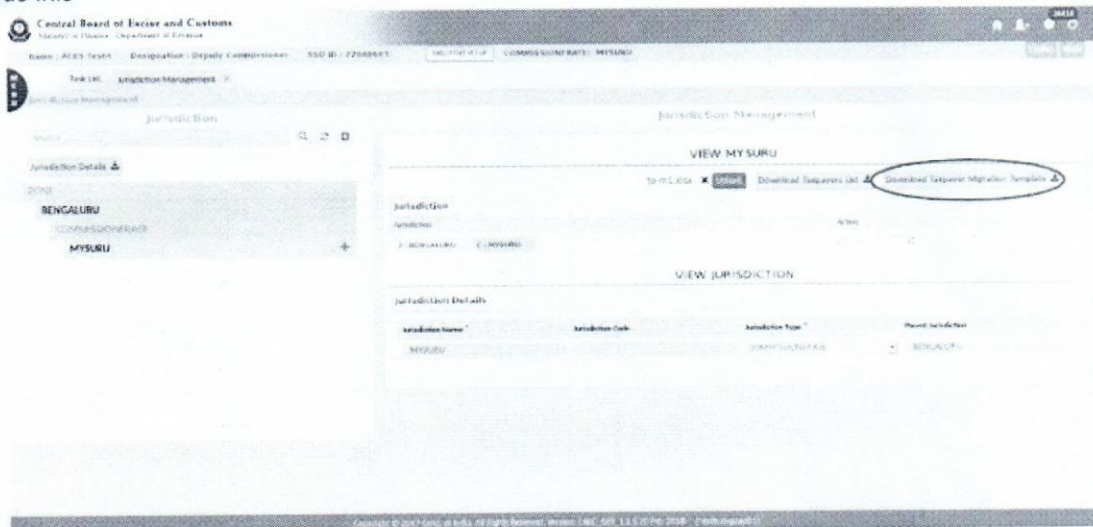
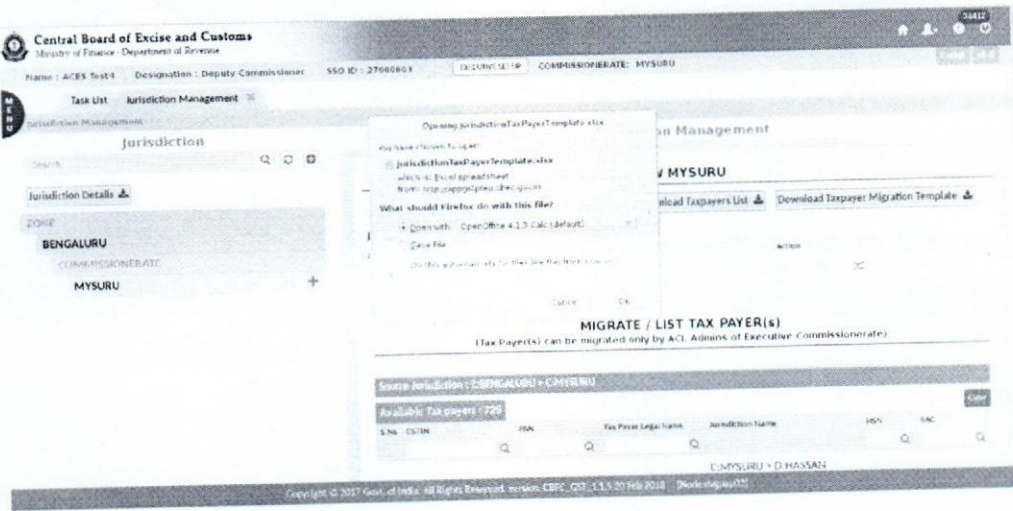


1. Login with your SSOID and Password and click on GST icon to invoke the application.
2. Click on the "Menu" and go to Access Control → "Jurisdiction Management" and click on the jurisdiction tree (left side panel) to select the Formation. This will enable right side panel.

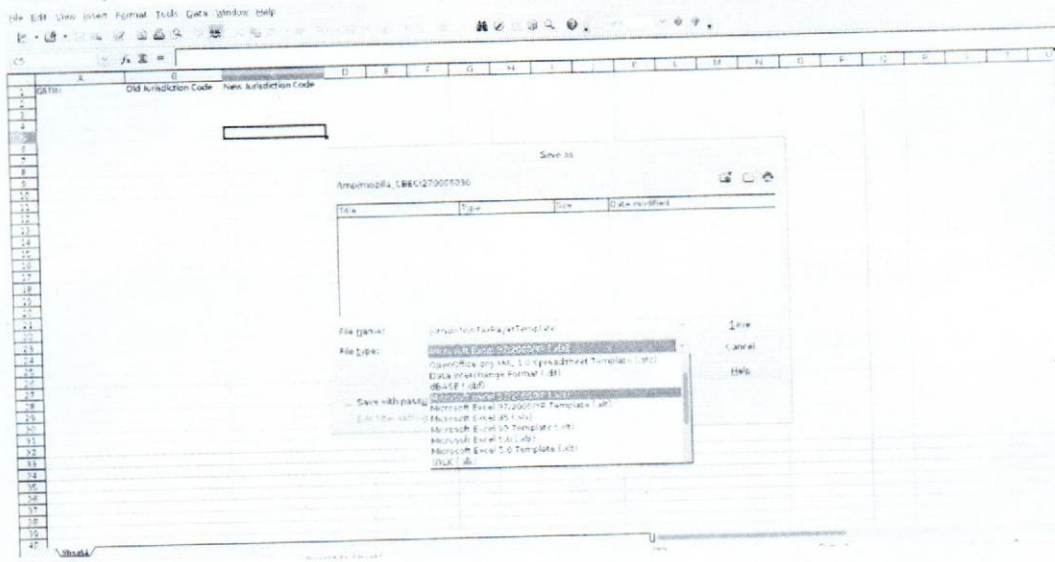


3. Now, download the "Taxpayer Migration Template" open the Excel Sheet and save the same as .xls

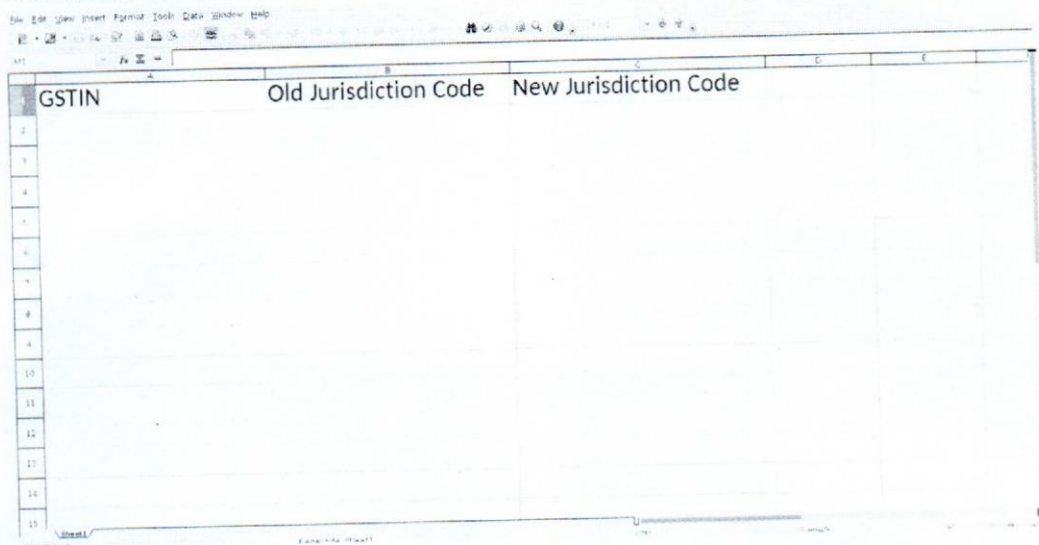




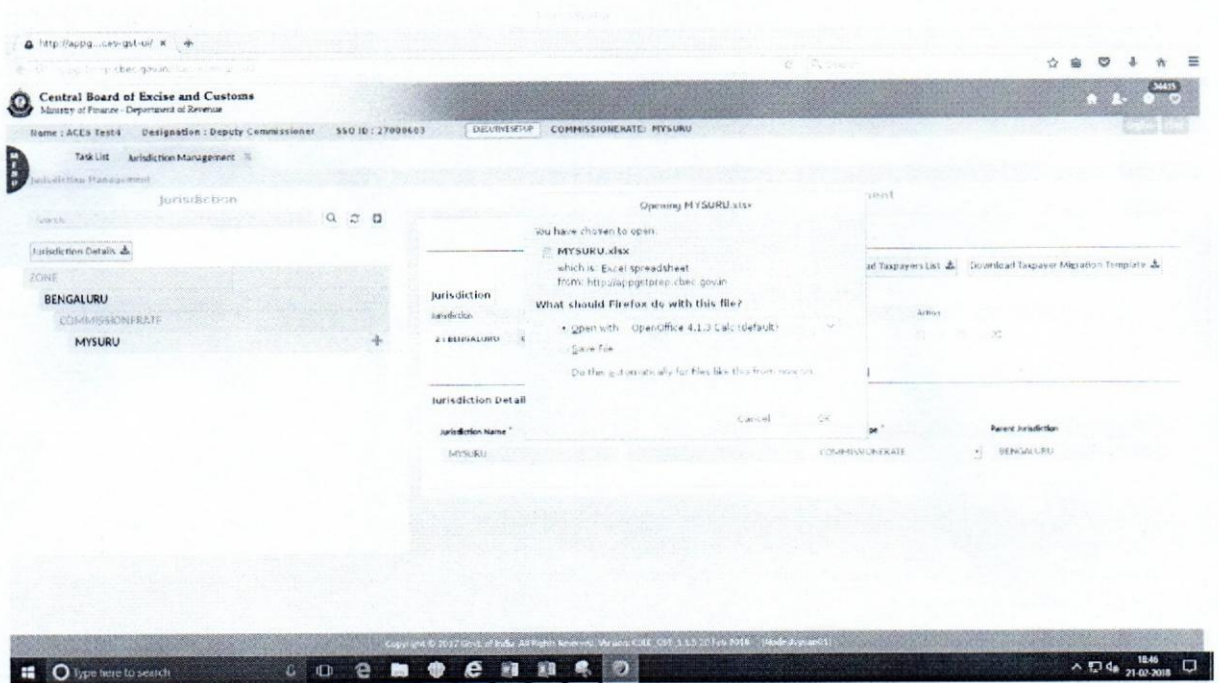
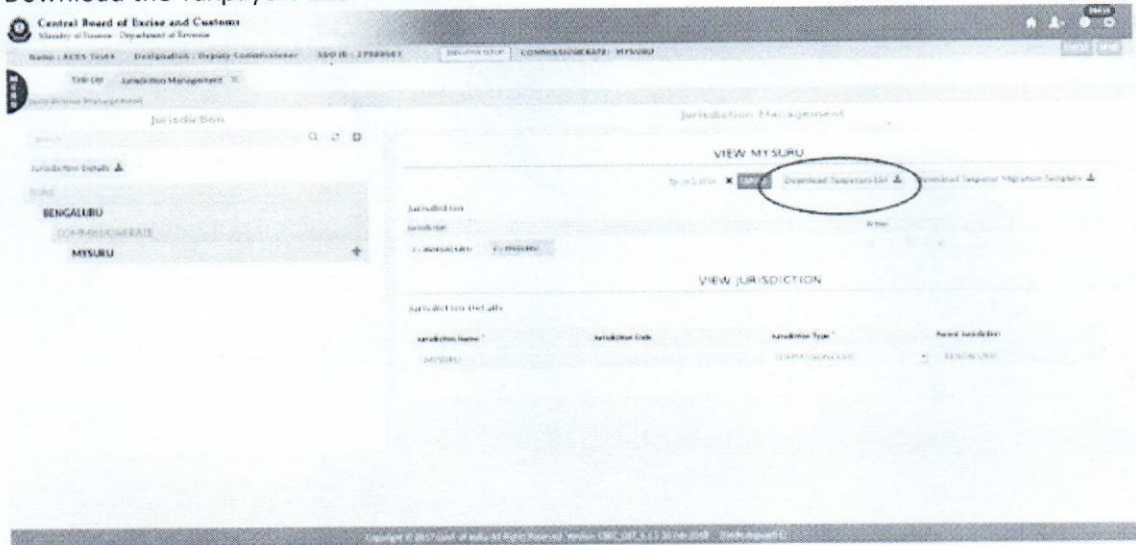
4. From 'Open Office' Format to....



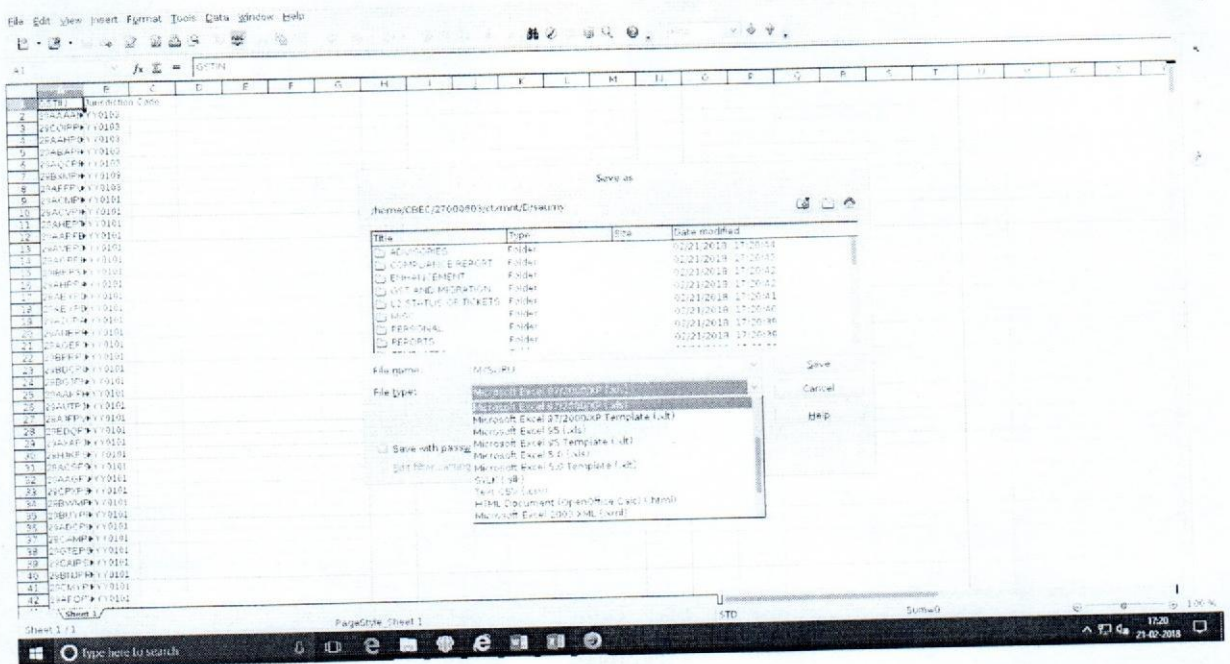
5. ... Excel file in the format:



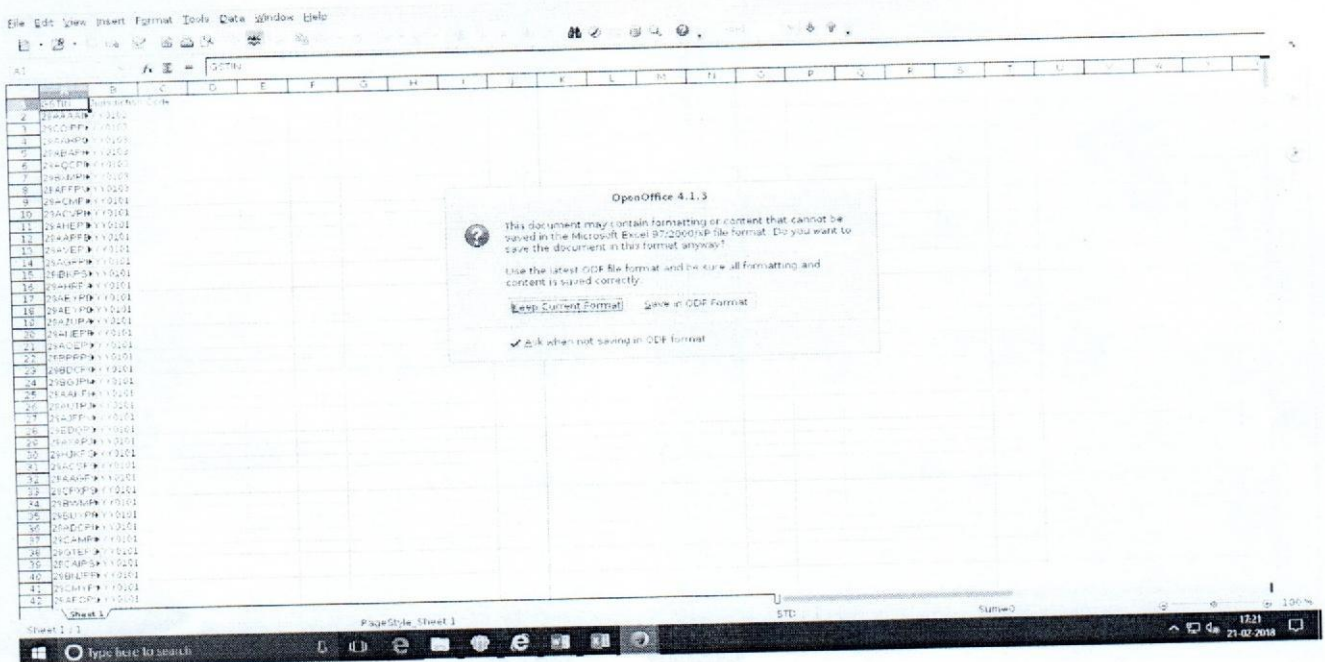
6. Download the Taxpayers List:



7. Save Open Office file in Excel Format:

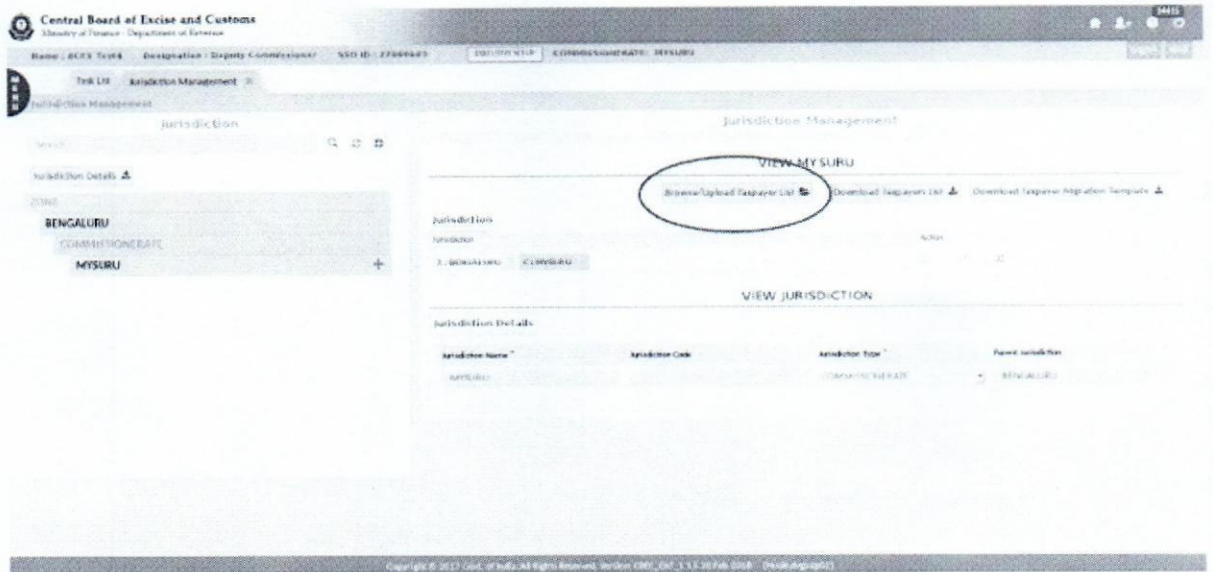


8. Click on the "Keep Current Format" option and save the file.

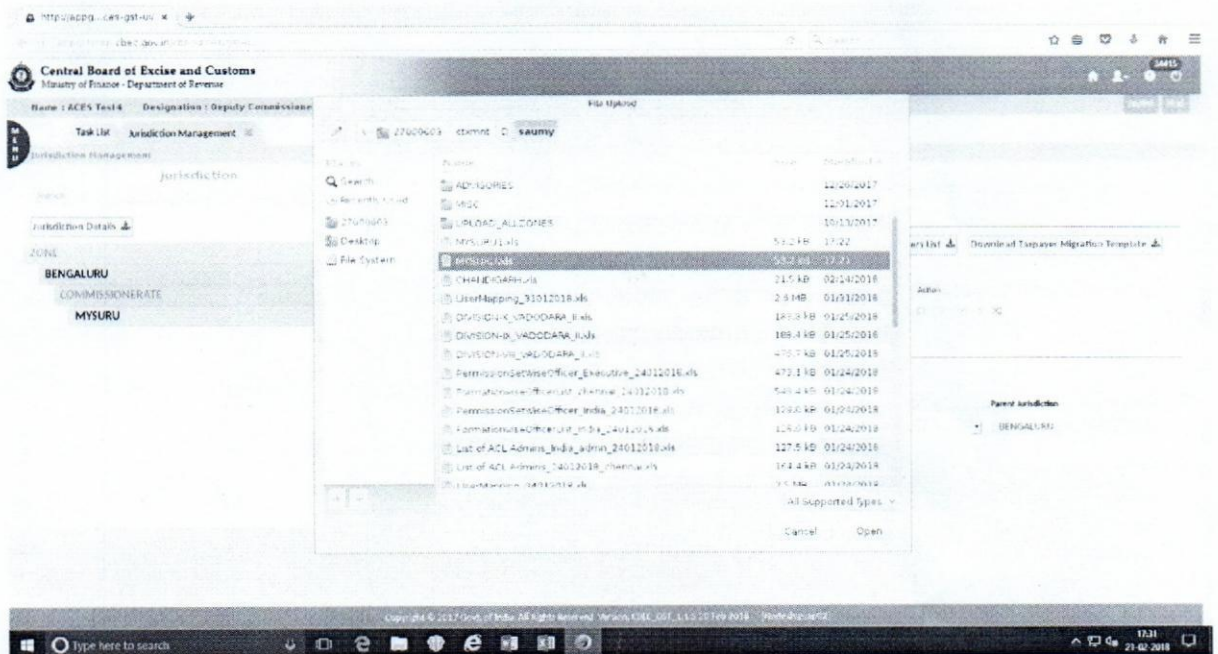


9. Copy the first two columns i.e. GSTIN and Jurisdiction Code from the Taxpayer list and paste it against the columns GSTIN and Old Jurisdiction Code in the downloaded template.
10. Fill the New Jurisdiction Code against each Taxpayer and Save the file.
11. Confirm that there are no duplicate entry, length of all fields should be proper without spaces at either ends and old-new jurisdictions should be different.

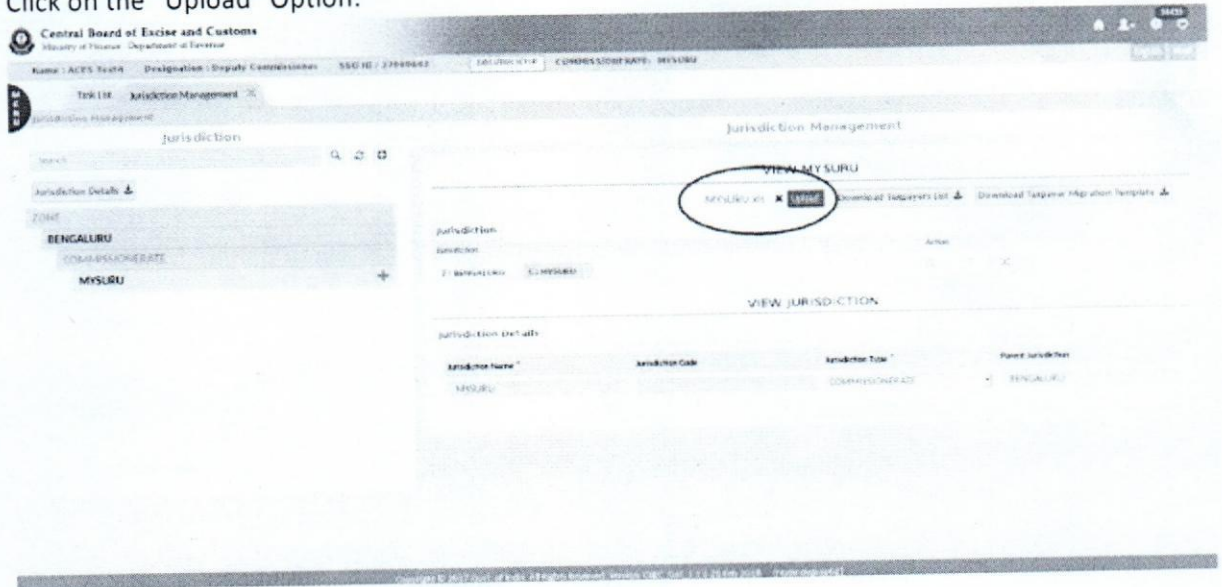
- Click on the Tab "Browse/Upload Taxpayer List" option to Upload the Excel file to Bulk Migrate the Taxpayers.



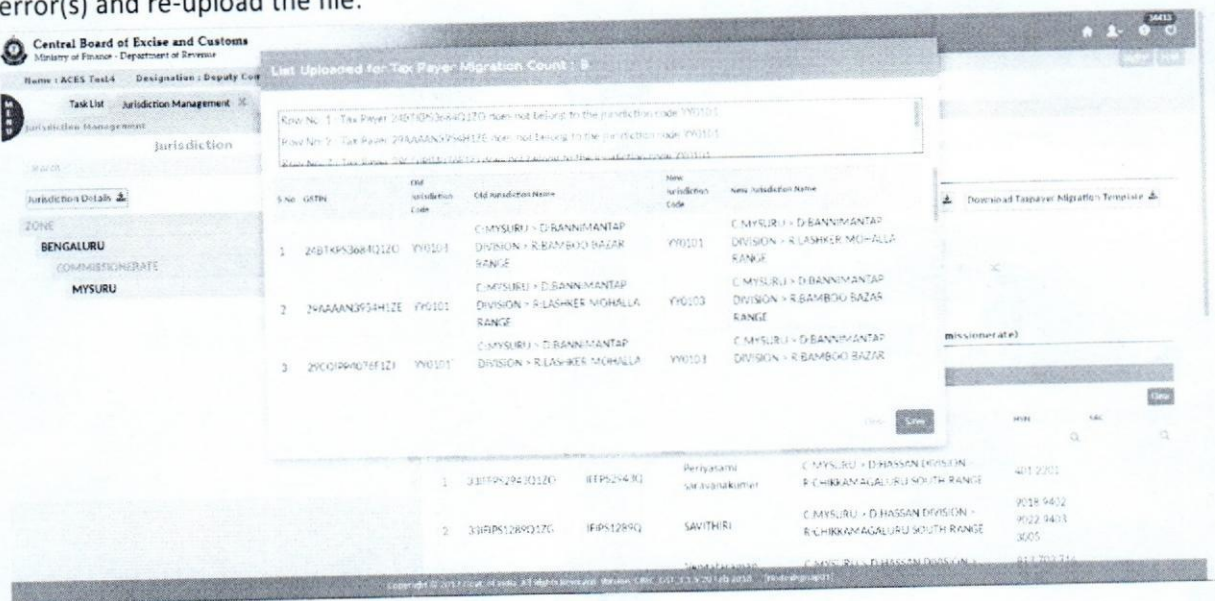
- Browse and select the file for 'Upload':



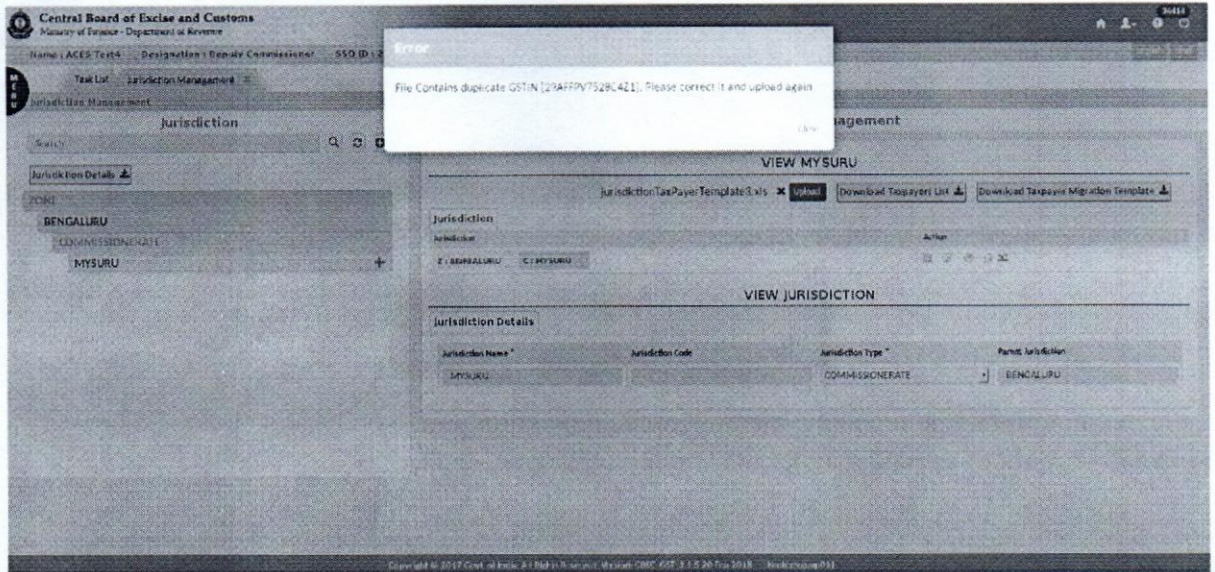
14. Click on the "Upload" Option:



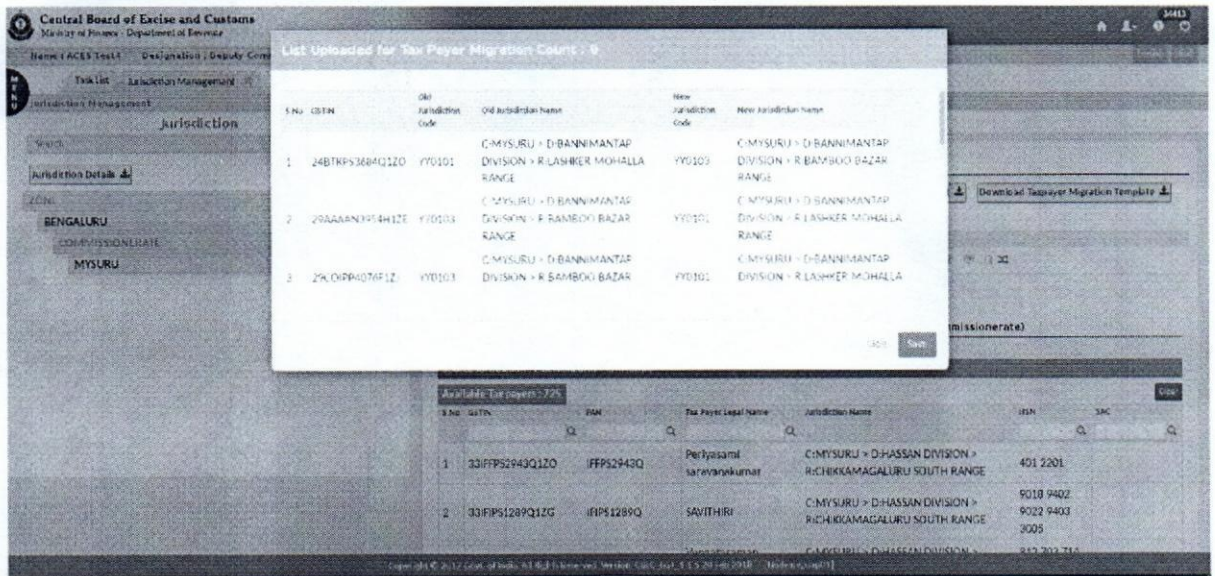
15. The details of the uploaded Taxpayers will be displayed along with errors, if any. Correct the error(s) and re-upload the file.



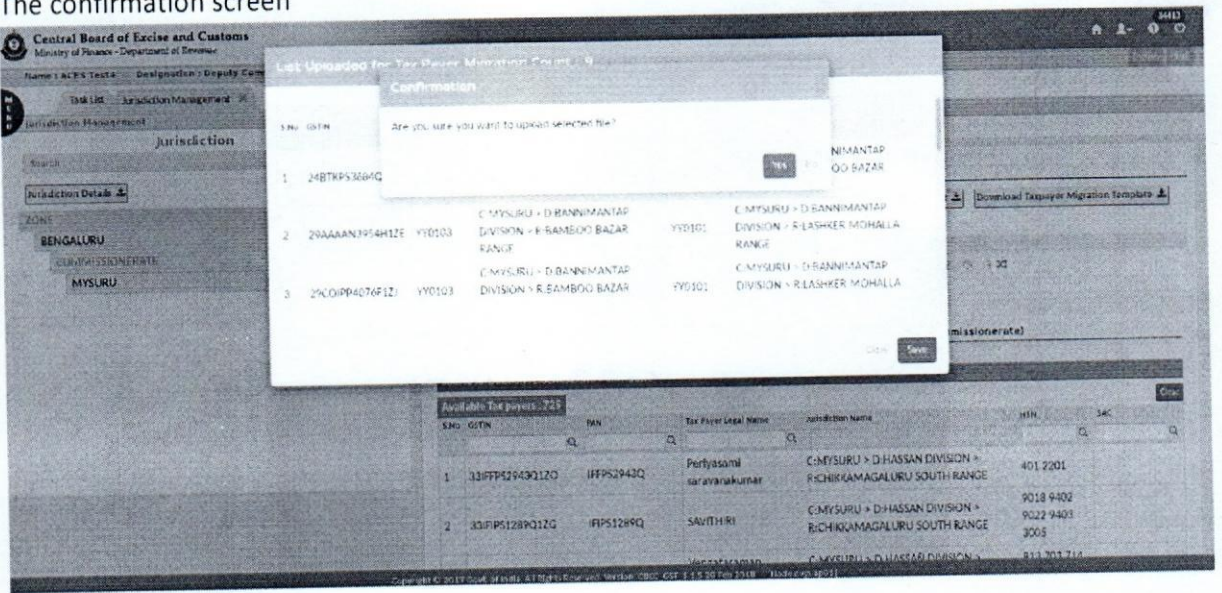
16. The System prompts for Duplicate records and other discrepancies.



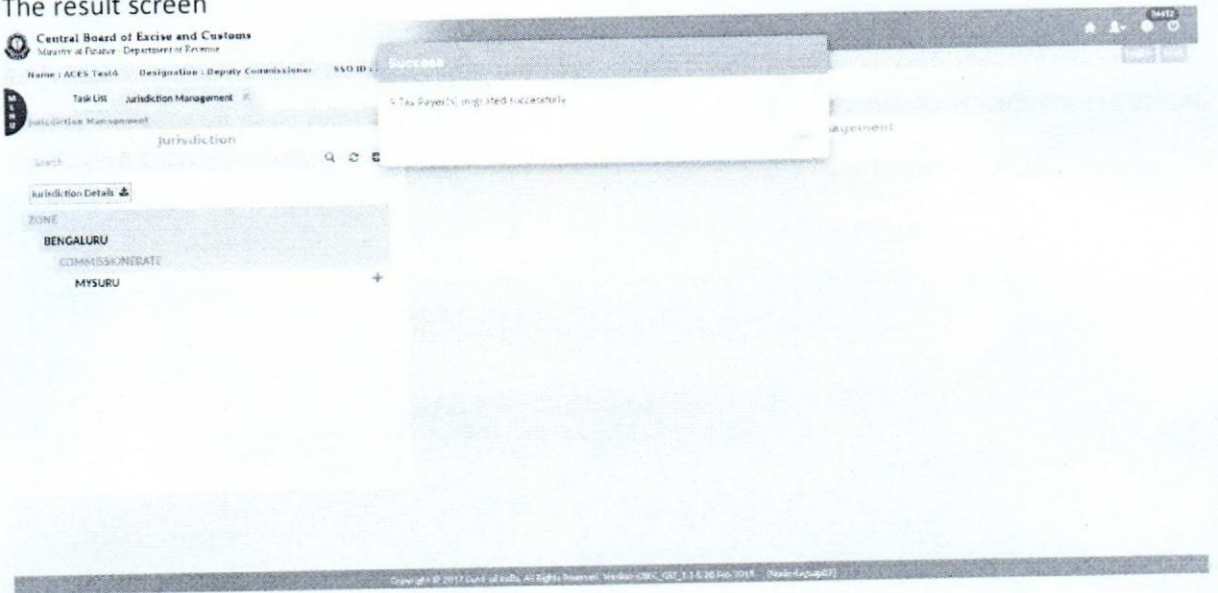
17. Once all the errors are rectified, the file can be saved and uploaded.



18. The confirmation screen



19. The result screen



20. Check the list of taxpayer for reverification at your end.