

## What is the process of uploading data into MTDVAT?

After the authorisation process, the next step for e-filing is to Upload data to MTDVAT for e-filing. Follow the steps :

### **RoadMap of Uploading Data in MTDVAT -**

**Step 1.** Click the **hamburger menu** on the top right corner of MTDVAT application.

**Step 2.** Click on **“Upload Data & Status”** sub menu.

**Step 3.** You will be redirected to a page with **“Download Template ” -> “Upload Data Status” and “Upload Data”**.

**Step 4.** Under "Download template" choose **"MTDVAT"**, which directs to a page with **" Download Spreadsheet"** and **"Download Instructions"** in it.

**Step 5.** After clicking on both of these, a **“spreadsheet”** file and an **“instruction manual”** will be downloaded

**Step 6.** Complete the downloaded spreadsheet with all the details of your VAT return and save it in "CSV format" .

**Step 7.** Now, go to **"Upload Data "** to upload the data to MTDvat.

**Step 8.** After uploading, to view the status of uploaded data . Click on **"MTDVAT"** under **'Upload Data Status'** . .

RoadMap of Uploading Data in MTDvat: **Click the hamburger menu of MTDvat -> Click on “Upload Data & Status” sub menu -> Choose "MTDvat" under "Download template" -> Fill the downloaded Spreadsheet -> Now, go to 'Upload Data' and Upload the file in CSV format -> To view the status of uploaded data . Click on "MTD VAT" under 'Upload Data Status'.**

Unique solution ID: #1077

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Last update: 2023-11-10 12:22