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 spredsheet 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**'. .

<u>RoadMap of Uploading Data in MTDvat</u>: 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 Uplaod the file in CSV format -> To view the status of uploaded data . Click on "MTD VAT" under 'Upload Data Status'.

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