LIST OF ADVISORIES OF ACES [CE & ST] ISSUED BY DIRECORATE OF SYSTEMS & DATA MANAGEMENT, GST & CENTRAL EXCISE, GST BHAVAN, 26/1, MAHATMA GANDHI ROAD, CHENNAI-34

- ADVISORY NO. 17/2019 ACES-GST INTEGRATION DATED 24.05.2019 ACES GST Integration – Login procedure for Existing Taxpayers of Central Excise and Service Tax in the integrated CBIC-GST Taxpayer portal
- ADVISORY NO. 26/2023 ACES (CE & ST) DATED 31.05.2023 Selection of proper Accounting Heads at the time of making e-payment of various duties of Central Excise
- 3. ANNEXURE TO ADVISORY 26/2023 ACES(CE & ST) DATED 31.05.2023







GOVERNMENT OF INDIA MINISTRY OF FINANCE / DEPARTMENT OF REVENUE OFFICE OF THE ADDITIONAL DIRECTOR GENERAL DIRECTORATE OF SYSTEMS

26/1, MAHATMA GANDHI ROAD, NUNGAMBAKKAM,, CHENNAH 600 034

C.No. IV/26/ /2018/Systems[S]

Date: 24.05.2019

ADVISORY NO. 17/2019 - ACES-GST INTEGRATION

Sub: ACES GST Integration-Login procedure for Existing Taxpayers of Central Excise and Service Tax in the integrated CBIC-GST Taxpayer portal – regarding.

Attention is invited to this office letter C.No. IV/28/74/2018 PF I Sys(S) dated 29.04.2019, the Central Excise Notification No.01/2019-CE(NT) dated 08.05.2019 and Board's Circular No. 1069/2/2019/2019-CX dated 08.05.2019 issued with regard to ACES-GST Integration[®] and change of name of tax payer portal for ACES (CE & ST) functionalities.

2. The migration and Integration of ACES functionalities with CBIC-GST Application has since been completed. Accordingly, the integrated CBIC Taxpayer portal for Central Excise, Service Tax and GST purpose will be <u>www.cbic-gst.gov.in</u> effective from 26.05.2019. The step by step procedure for Login and Migration for existing taxpayers registered under Central Excise and Service Tax in the integrated CBIC GST Taxpayer portal with screenshots is enclosed herewith.

3. The salient features of the procedure are highlighted as here under:

- The existing tax payer will access the integrated CBIC-GST tax payer portal namely the URL <u>https://cbic-gst.gov.in</u> and click on the link "ACES(CE&ST)" which leads to the relevant "Taxpayer Login".
- (ii) In the "Taxpayer Login" the existing taxpayer is required to provide their existing user id and password credentials (i.e. used by them to login to ACES portal).
- (iii) On successful authentication, the taxpayer will be mandated to change the password.
- (iv) On successful change of password to operate under the new taxpayer portal, the Taxpayers can login to the integrated system — i.e., <u>www.cbic-gst.gov.in</u> with their existing user id and the new changed password to do the transactions like e-filing

of Returns, Amendments to Registration, filing of refund claims etc. as carried out earlier.

(v) The above procedure may be widely circulated to sensitize the officers and trade.

(S. Thirunavukkarasu)

(S. Thirunavukkarasu) Additional Director General.

То

- 1. All the Pr. Chief Commissioner/ Chief Commissioners of GST Zones.
- 2. All the Pr. ADGs/ADG, DGGI/DGGST/DG(Audit)/DGT (TPS).
- 3. Principal Commissioner-Central Excise, CBIC
- 4. Commissioner-Service Tax, CBIC
- 5. Principal Commissioner, GST (Policy Wing), CBIC
- 6. The Principal Director General, Systems & Data Management, New Delhi.
- 7. All the Pr. Commissioners /Commissioners of Central Tax.
- 8. All the ADGs of DG Systems, New Delhi, Bengaluru & Kolkata.
- 9. All ACL Admn of Commissionerate / Division.

USER MANUAL FOR EXISTING CENTRAL EXCISE AND SERVICE TAX TAXPAYER FOR ACCESSING THE NEW CBIC-GST TAX PAYER PORTAL

(CBIC-ACES-GST INTEGRATED APPLICATION)

Attention is drawn to the existing ACES Portal namely <u>www.aces.gov.in</u>, the tax payer portal for online functionalities under Central Excise and Service Tax. The functionalities of ACES have been migrated and integrated with CBIC-GST Application now and available for tax payers under the CBIC-GST portal namely <u>www.cbic-gst.gov.in</u> with effective from 26th May 2019 vide Central Excise Notification No.01/2019-CE(NT) dated 08.05.2019 read with Board's Circular No. 1069/2/2019/2019-CX dated 08.05.2019 issued in this regard.

The procedure for existing tax payers to login and register under Central Excise is explained as follows:

1. The integrated CBIC Tax Payer portal for Central Excise, Service Tax and GST purpose is <u>www.cbic-gst.gov.in</u>



- 2. The existing tax payer applicant will access the CBEC-GST tax payer portal namely the URL <u>https://cbic-gst.gov.in</u> and click on the link for "ACES(CE&ST)" on the Horizontal Menu Bar on the Top. The link leads to the ACES(CE &ST) Taxpayer login page.
- 3. In the "Taxpayer Login", the applicant need to provide existing user id and password credentials (used by them to login to ACES portal) as illustrated below:

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4. On successful authentication, the user will be mandated to change the password.

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5. Thereafter, the taxpayers can login to the CBIC GST integrated portal i.e, <u>www.cbic-gst.gov.in</u> with user id and the new password to do the transactions, like Amendments to Registration, filing of returns, filing of refund claims etc. as carried out earlier in the ACES portal(www.aces.gov.in).





 If the Taxpayer is facing any issue while accessing the CBIC GST portal or changing the Password, the Taxpayer can contact the cbecmitra helpdeskeither through calling the toll free number-18001200232 or through <u>mail-cbecmitra.helpdesk@icegate.gov.in</u>for resolution.

	OFFICE OF THE PRINCIPAL ADDITIONAL GENERAL OF SYSTEMS & DATA MANAGEMENT	DIRECTOR
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वेगलेवाचे कारगीगा	GST & CENTRAL EXCISE, GST BHAVAN,	
	जीएसटी और केंद्रीय उत्पाद शुल्क, जीएसटी भवन	
	NO. 26/1, MAHATHMA GANDHI ROAD, NUNGAI	MBAKKAM,
	CHENNAI - 34	
	26/1 महात्मागाँधीरोड, नुगंबक्कम,चेन्नई-34	
	Tele: 044-29515378; Fax:044-2833110	4 Mail:
	dgschennai@icegate.gov.in	

ADVISORY NO. 26/2023 - ACES (CE & ST)

Sub:- Selection of proper Accounting Heads at the time of making e-payment of various duties of Central Excise-reg

Attention is invited to Advisory No 12/2022 dated 18.05.2022, read with Advisory no 16/2022 dated 03.08.22, wherein a procedure for Selection of Proper Accounting Head at the time of making e-payment of various duties of Central Excise was provided for the benefit of Central Excise taxpayers, so as to ensure that payment of various types of duties of Central Excise is made only under appropriate Accounting Head Codes as explained thereunder to maintain uniformity in accounting of revenue.

2. It was mentioned in Para 5 of the above said Advisory 12/2022 dated 18.05.22, that suitable changes in the CBIC Tax Payer portal <u>www.cbic-gst.gov.in</u> are being made to enable the Tax payers to choose the correct accounting head codes while making e-payment of various duties of Central Excise. Accordingly certain user facilitative features are incorporated as explained hereunder.

3.0 While generating Challan under the menu "CE > E-Payment > Generate Challan > Select Accounting Code for Central Excise" the following new options with "Radio buttons" are provided for selecting the appropriate accounting Codes.

O Payment of Central Excise Duties – Post-GST (Petroleum and Tobacco Products)

O Payment of Central Excise Duties – Pre-GST

3.1 The first option is applicable for current Central Excise Tax payers for payment of Central Excise duties applicable in respect of Goods specified under Fourth Schedule to the Central Excise Act, 1944 namely (i) All Tobacco & Tobacco

DGSYS/APP/CZU/AGST/1/2021-ACES/GST O/o-ADG-DGS-ZU-CHENNAI

1/1217354/2023

Products and (ii) Specified Petroleum Products in the post-GST regime w.e.f. 01.07.2017. Eight (8) current applicable duty heads are provided under this option.

3.2 The second option is applicable for legacy Central Excise Tax payers for payment of Central Excise duties of the Pre-GST regime. Forty eight (48) applicable duty heads are provided under this option which also includes (i). ADE on MS(Petrol) and (ii). ADE on HSD payable for the period upto 01.02.2018.

4. Tax payers can select any one of the above option only, by clicking the Radio button and proceed to select the appropriate accounting head codes while generating challan to make e-payment.

5. Screen shots explaining the above changes along with relevant List of Account Heads are enclosed as Annexure to this advisory for information and guidance.

s.k.N____ 31572

(S.K.VIMALANATHAN)

PRINCIPAL ADDITIONAL DIRECTOR GENERAL

Copy submitted to:

- 1. Member (IT), CBIC, New Delhi.
- 2. Member (Tax Policy), CBIC, New Delhi.
- 3. The Principal Director General, Systems & Data Management, New Delhi.
- 4. All the Pr. Chief Commissioner/ Chief Commissioners of CGST Zones.
- 5. The Pr. Chief Controller of Accounts, New Delhi

Copy to

- 6. All the Pr. ADGs/ADG, DGGI, DGGST, DG(Audit), DG (TPS).
- 7. All the Pr.Commissioners/Commissioners of Central Tax.
- 8. Joint Secretary (TRU-I), CBIC, New Delhi
- 9. Commissioner (Central Excise), CBIC, New Delhi
- 10. Sr AO, GST-IT, O/o Pr CCA, CBIC, Chennai

ANNEXURE TO ADVISORY 26/2023-ACES (CE&ST) DATED 31.05.2023:

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> While generating Challan for making e-payment of Central Excise duties under the menu "CE > E-Payment > Generate Challan > Select Accounting Code for Central Excise" the following new options with "Radio buttons" are provided for selecting the appropriate accounting Codes.

<u>OPTION-1 –</u> Payment of Central Excise Duties-Post-GST (Petroleum and Tobacco Products). This is a <u>default</u> option. The Tax payer can proceed to select any of the 8 accounting codes subject to a maximum of 6 codes.

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OPTION 2 : **Payment of Central Excise Duties - Pre-GST.** Forty Eight (48) accounting heads are available under this option.

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2.In case the CE Tax payer wants to make e-payment under "OPTION 2", they can click the "Re Button" to select the "OPTION 2". Once selected a popup screen will display the message "Do want to change the option? If "Yes" the selected data will be lost?".

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3.By clicking on "Yes", the system will close the popup message and come back to the selection of Radio button under "Select Accounting Code for Central Excise" under "OPTION 2".



4.By clicking on "No" button system will close the popup message and display the already selected accounting code based on earlier selection under "OPTION 1".

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5. After selection of accounting heads the Tax Payer will click "Submit" button and will mention the amount against each selected accounting head and click "NEXT" button.

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6. The challan will be successfully generated and a popup message "Challan Generated Successfully with CTIN" is displayed .

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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> 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.

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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**"



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

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(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).