

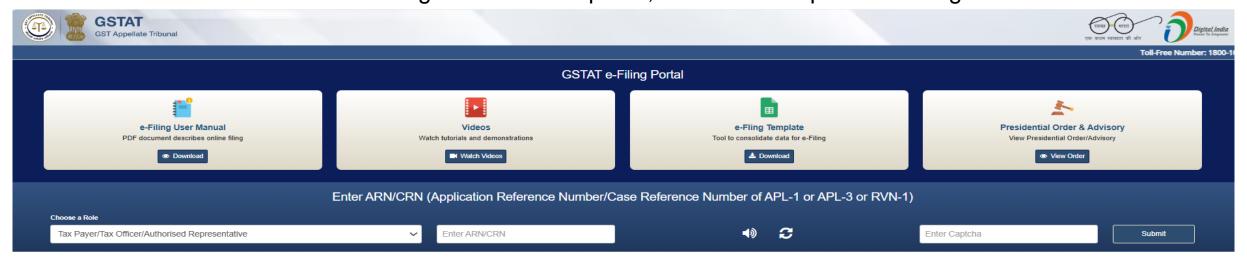
GSTAT e-Filing Portal User Manual | Appeal Filling

Guide to Online Filing of Appeals and Applications

Issuing Authority: Goods and Services Tax Appellate Tribunal (GSTAT), Government of India

GSTAT e-Filing: Staggering Page

Once the user opens the E-Filing page, the user will have to choose the correct role and enter the ARN/CRN number. After entering the correct Captcha, the user shall proceed to login.



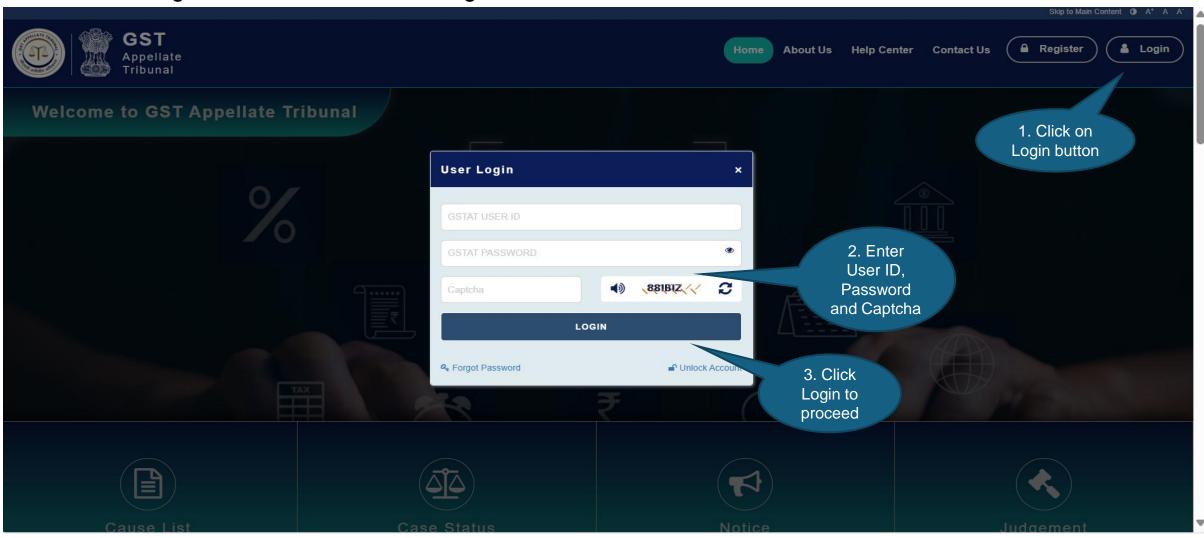
Important Information

Users are hereby informed that as per order no. GSTAT/Pr. Bench/Portal/125/25- 26, dated 24-09-2025 issued by the Hon'ble GSTAT, only cases in which the Appeals in Form APL-1/APL-3 or orders in notice in Form RVN-1 issued during the period before 31-01-2022 as filed with/issued by with GST Appellate/Revisional Authorities shall be filed through GSTAT web application as specified in the said order. Taxpayer/ Tax officer/ Authorized Representative are requested to proceed using ARN/CRN (Application Reference Number/Case Reference Number of APL-1 or APL-3 or RVN-1). For more information please follow Presidential Order & Advisory.



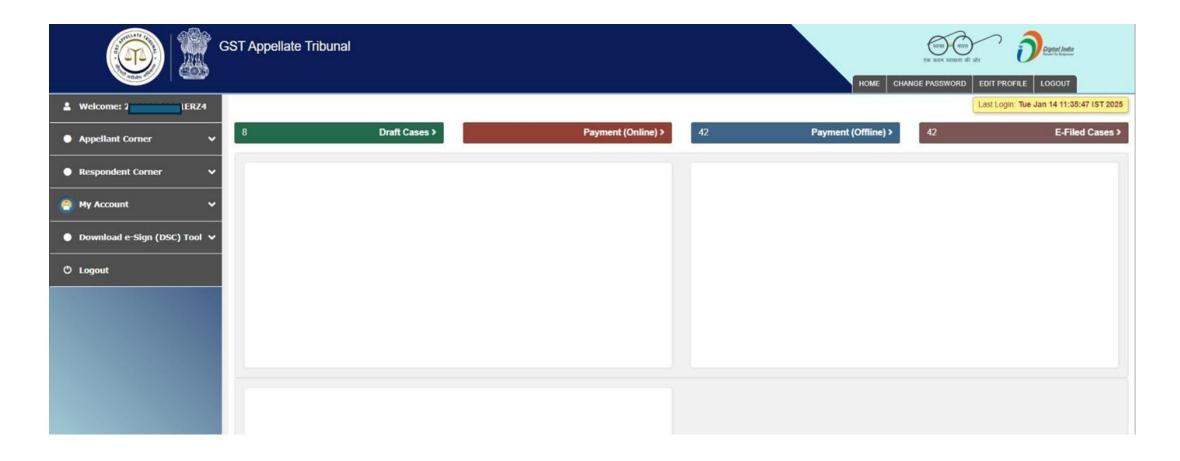
GSTAT e-Filing Nodal Login Page

Click on the Login button to access user login window.



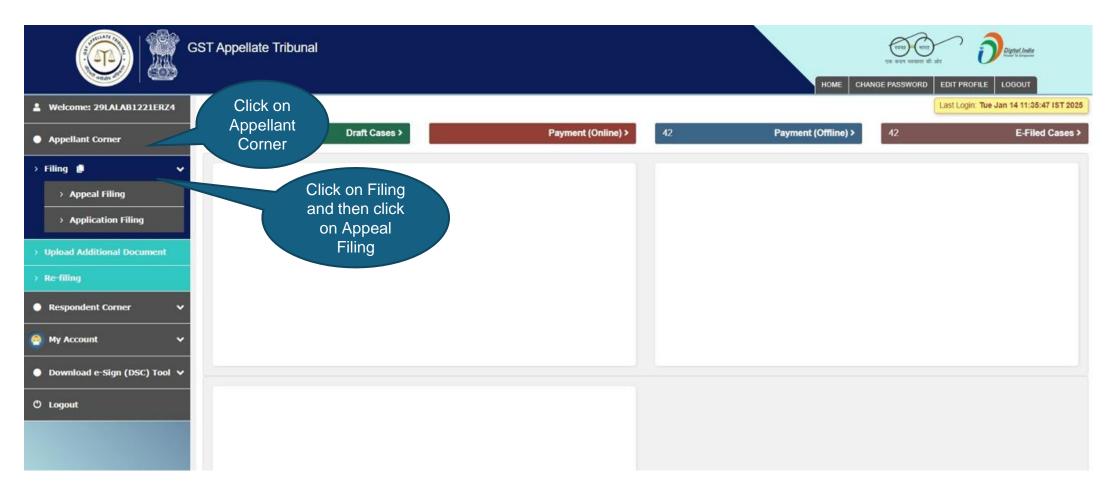
e-filing Workflow: Dashboard

Dashboard of GSTAT portal looks like below.



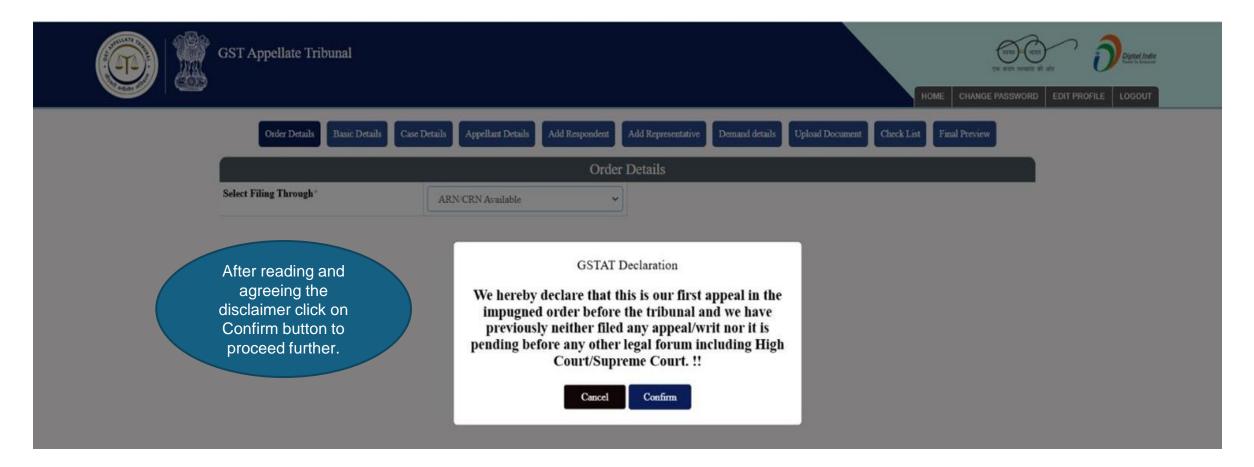
e-filing Workflow: Appeal Filing Navigation Menu

Sub menu will be shown with both the options – Appeal Filing & Application Filing.

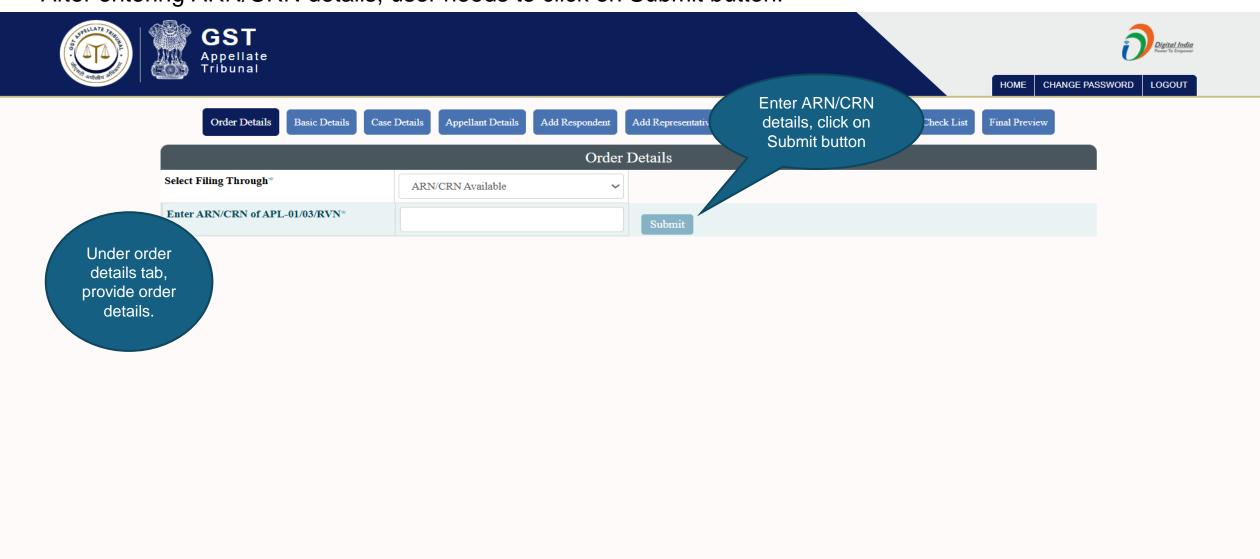


e-filing Workflow: Appeal Filing: Disclaimer

Applicant must agree with GSTAT declaration before proceeding further.



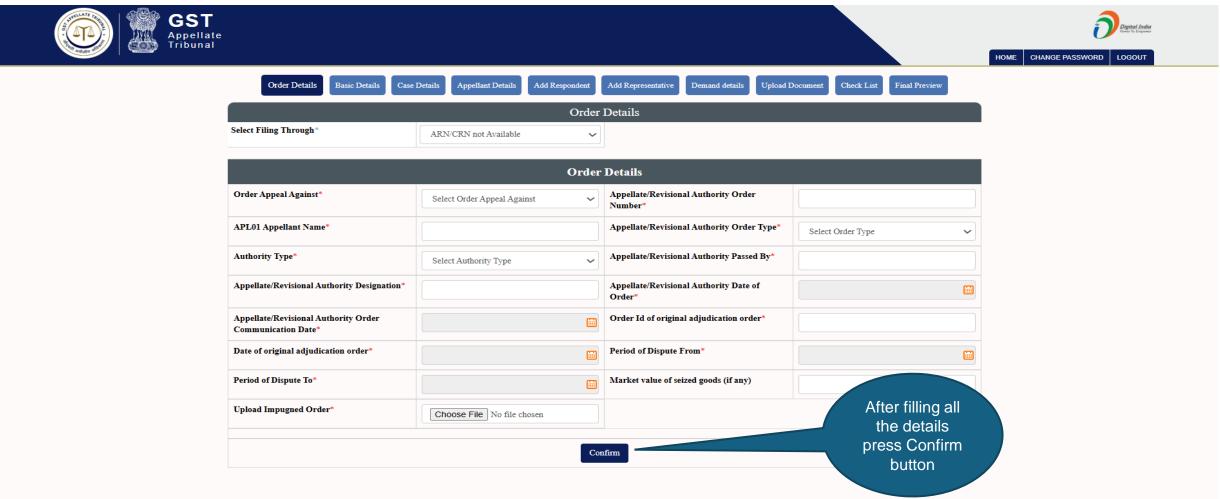
After entering ARN/CRN details, user needs to click on Submit button.



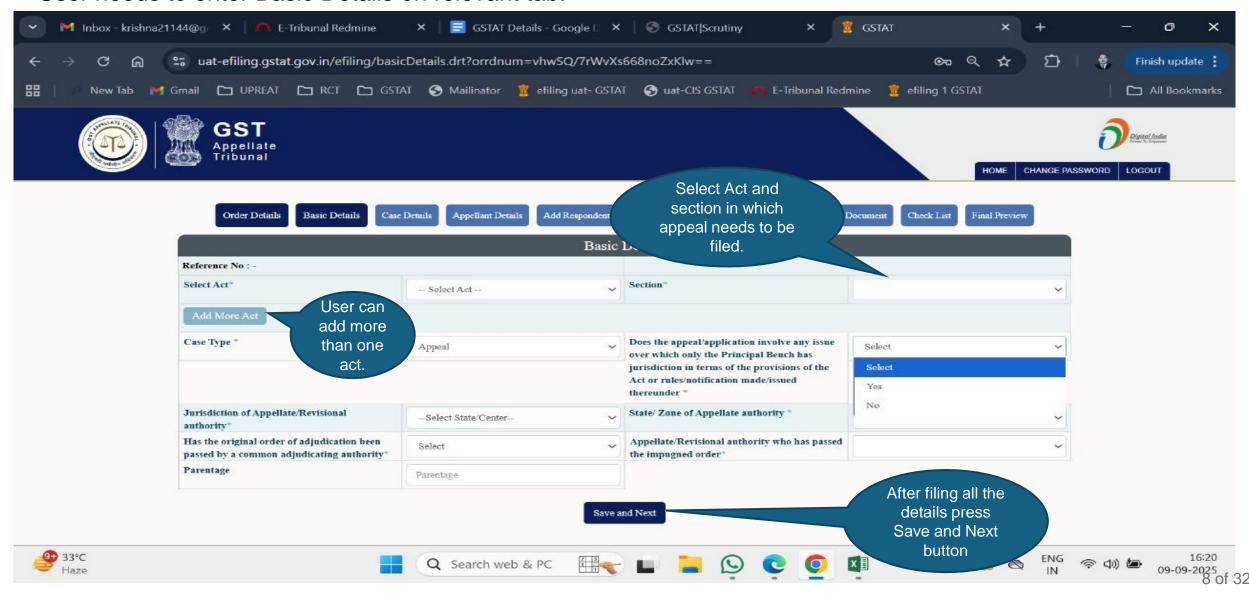
After entering ARN/CRN details, user needs to click on Submit button.



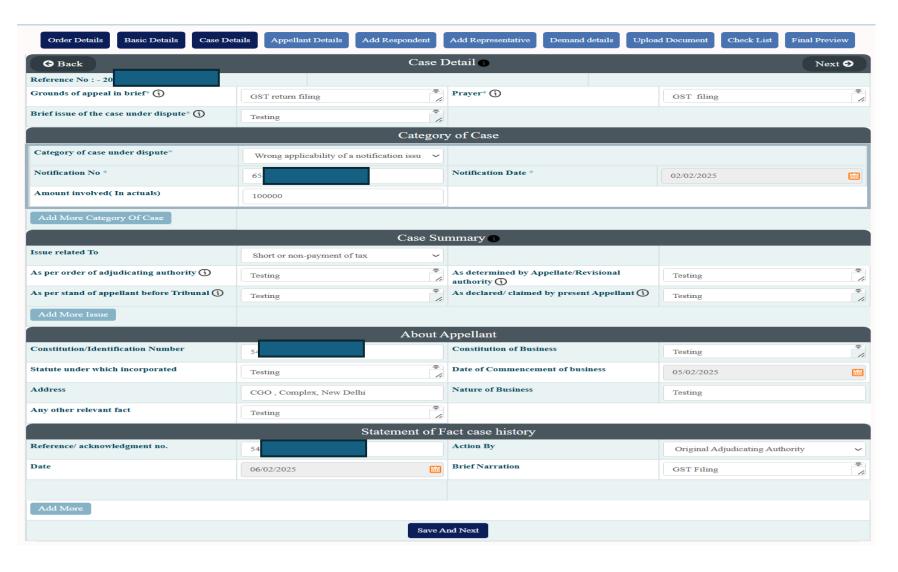
User will have to enter all the details if the user selects ARN/CRN not available. If the user selects ARN/CRN available, then the details are auto fetched and auto populated from GSTN.



User needs to enter Basic Details on relevant tab.

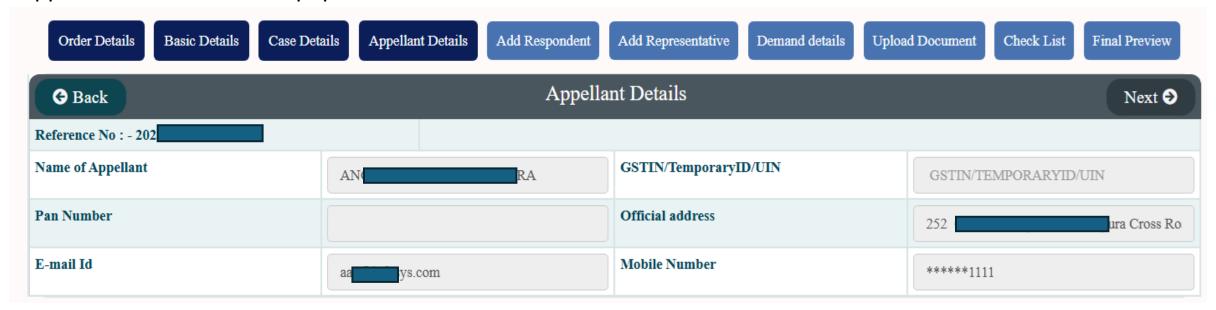


User needs to enter Case Details on this tab.



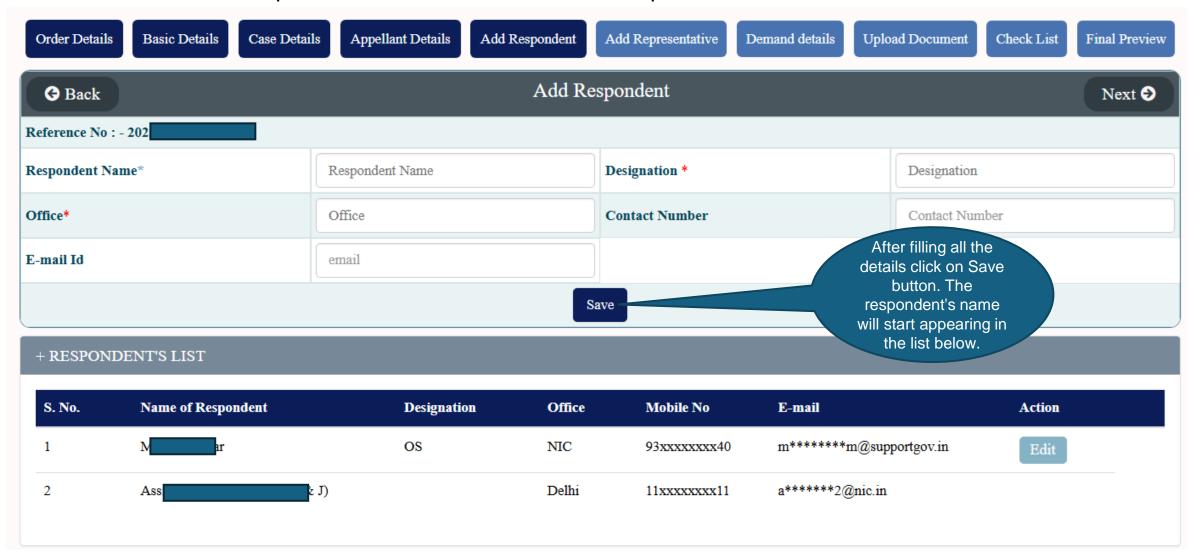
e-filing Workflow: Appeal Filing : Appellant Details

Appellant details are auto populated and shown to user.

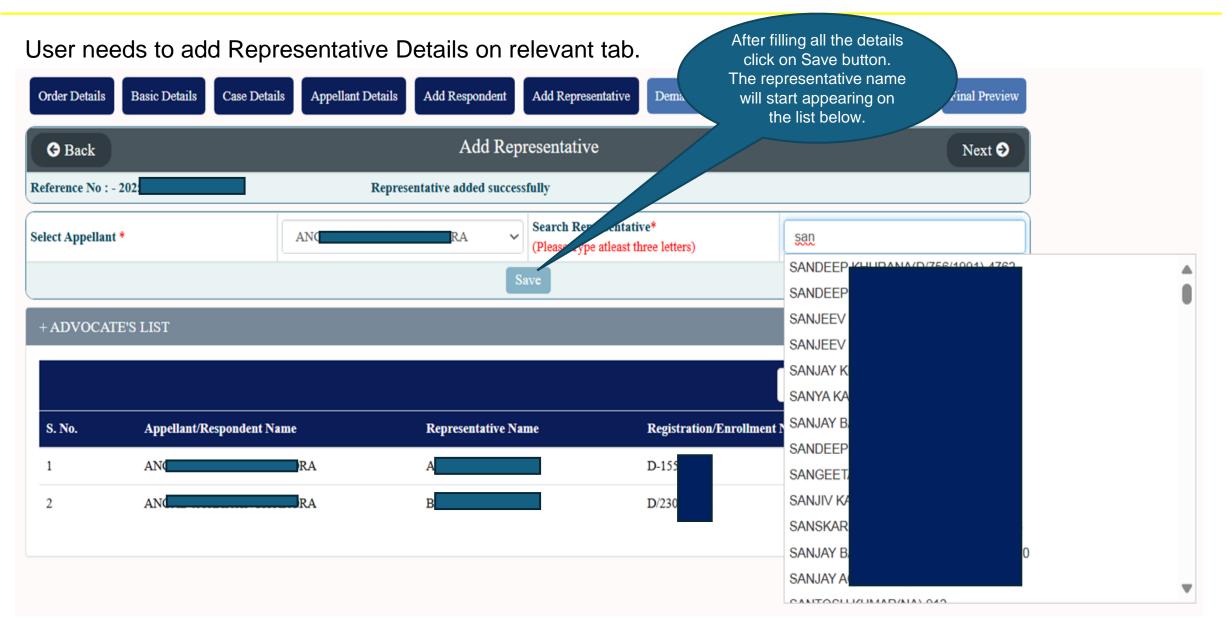


e-filing Workflow: Appeal Filing : Adding Respondent

User needs to enter Respondent Details. More than one respondents can be added.

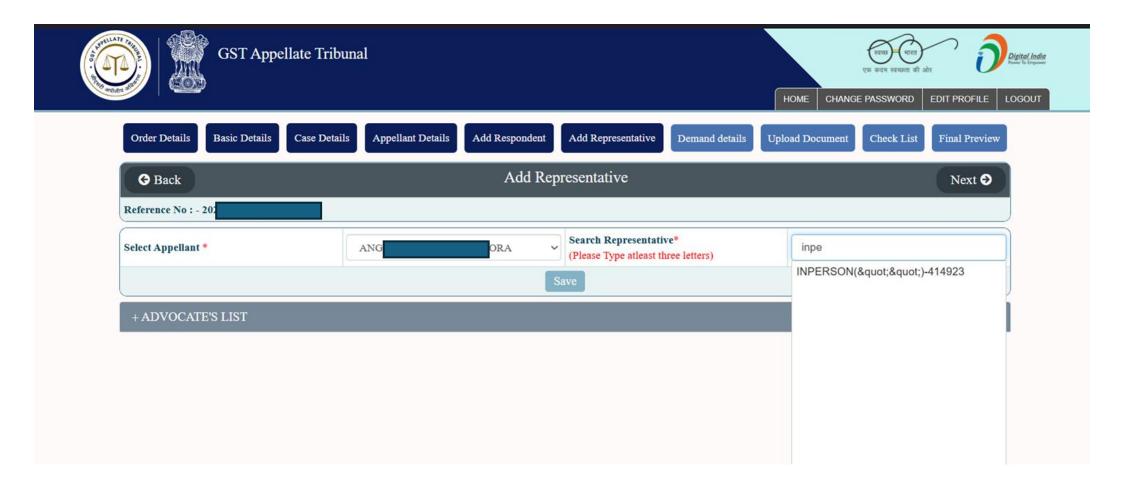


e-filing Workflow: Appeal Filing : Add Representative

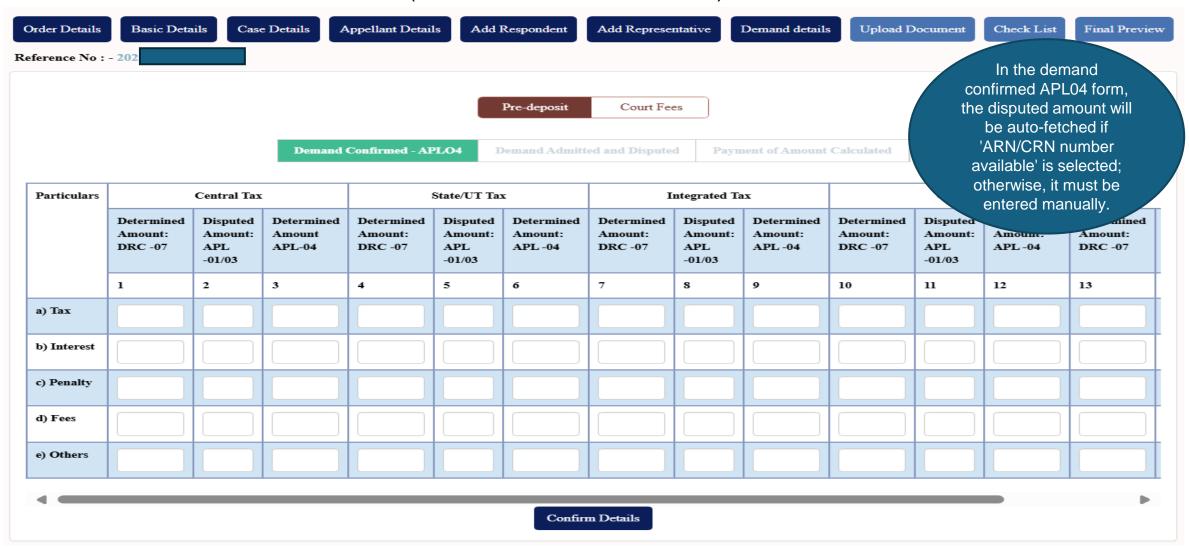


e-filing Workflow: Appeal Filing: Adding Representative

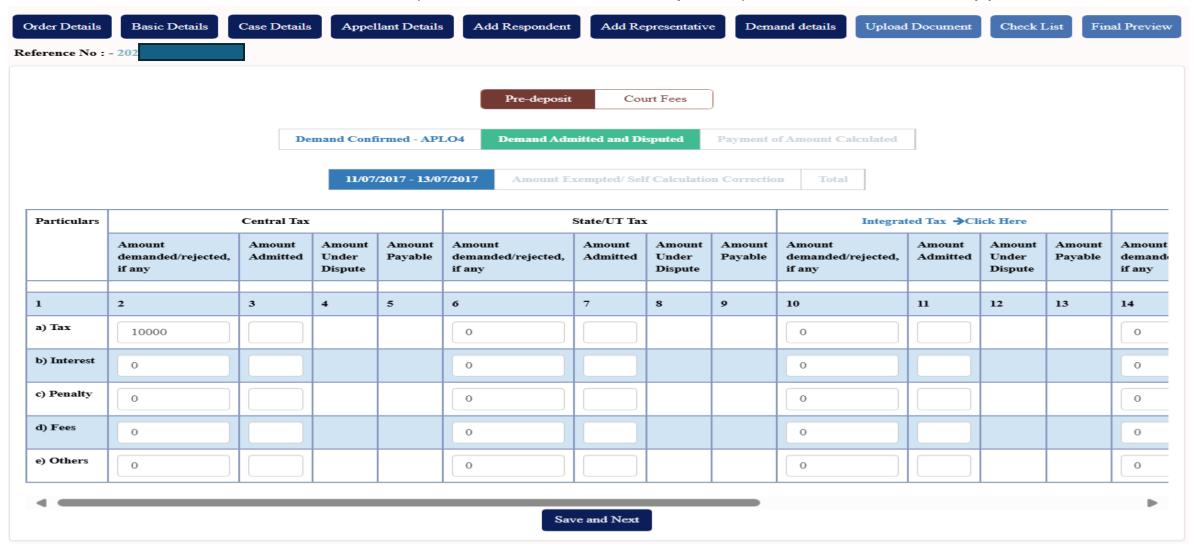
User needs to add Representative Details on relevant tab and select as IN-Person.



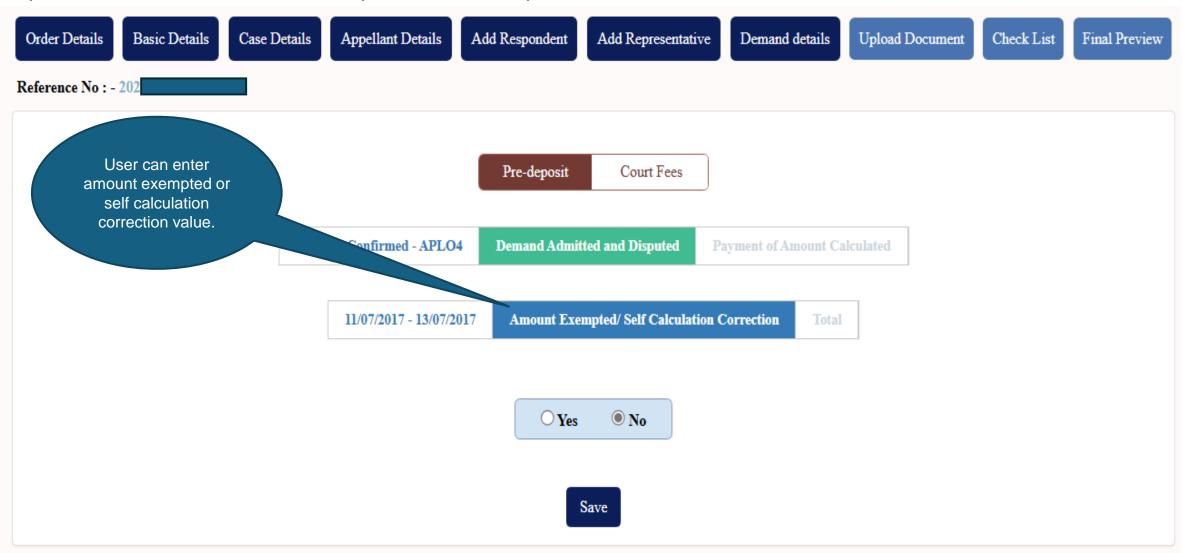
User needs to enter Demand Details (Demand Confirmed - APL04) on relevant tab.



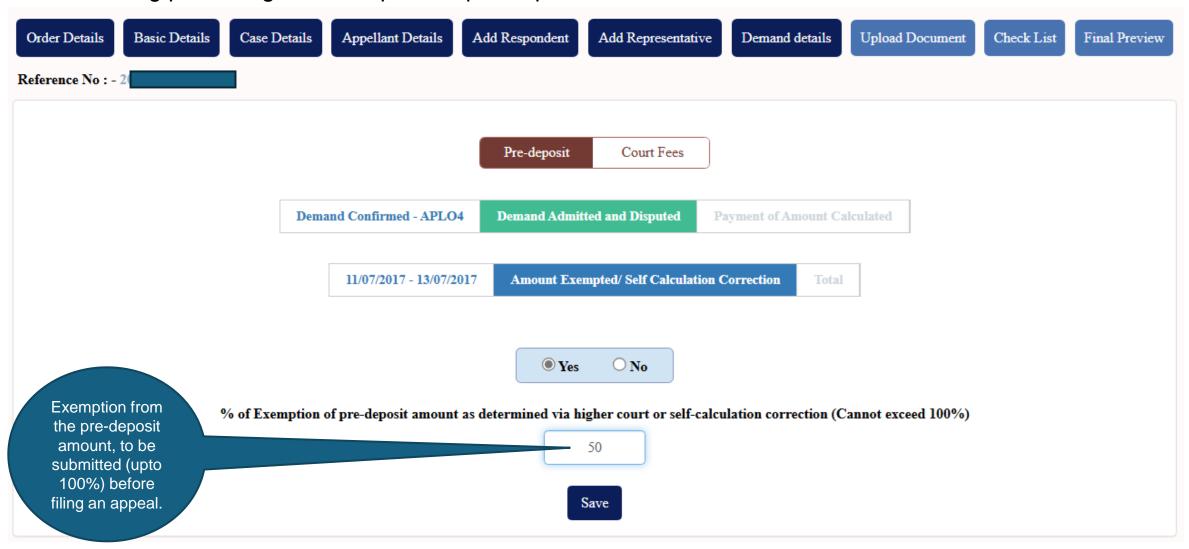
User needs to enter Demand Details (Demand Admitted & Disposed) on relevant tab, as applicable.



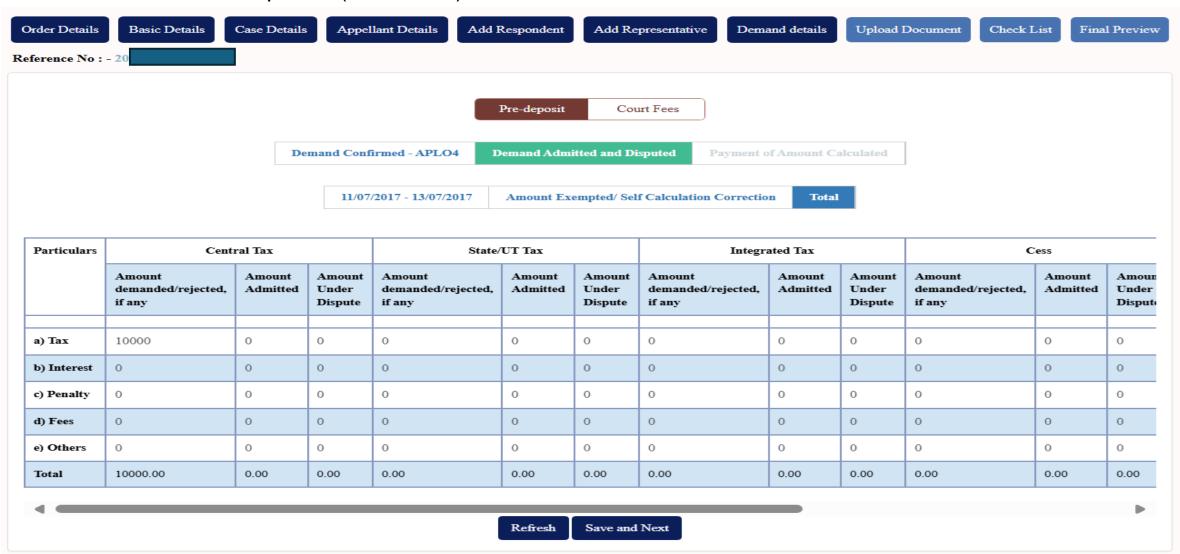
Option to allow user to claim/fill up amount exempted.



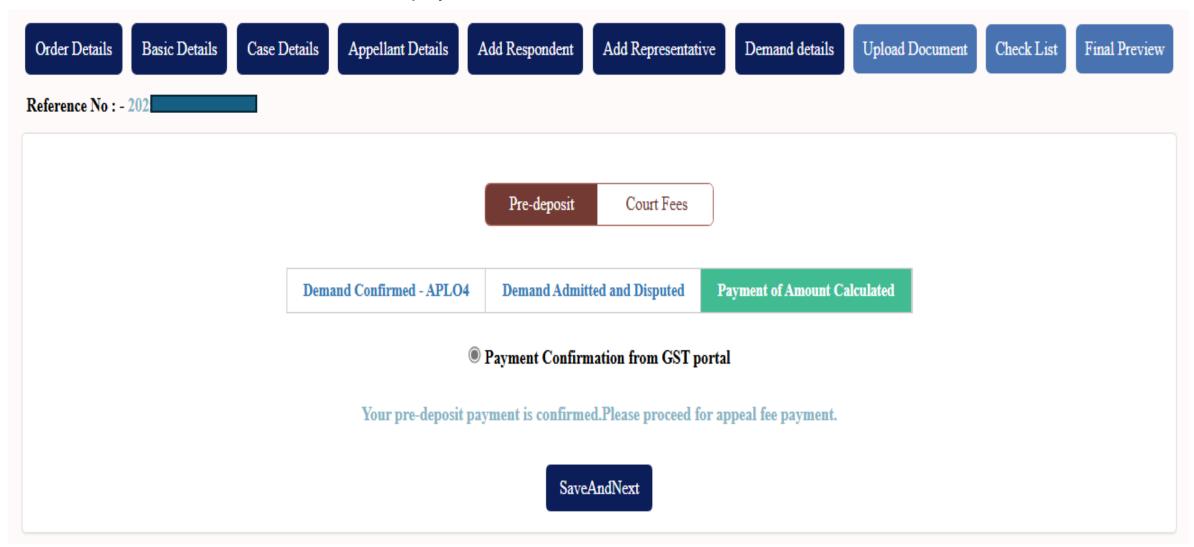
User entering percentage of exemption of pre-deposit amount.



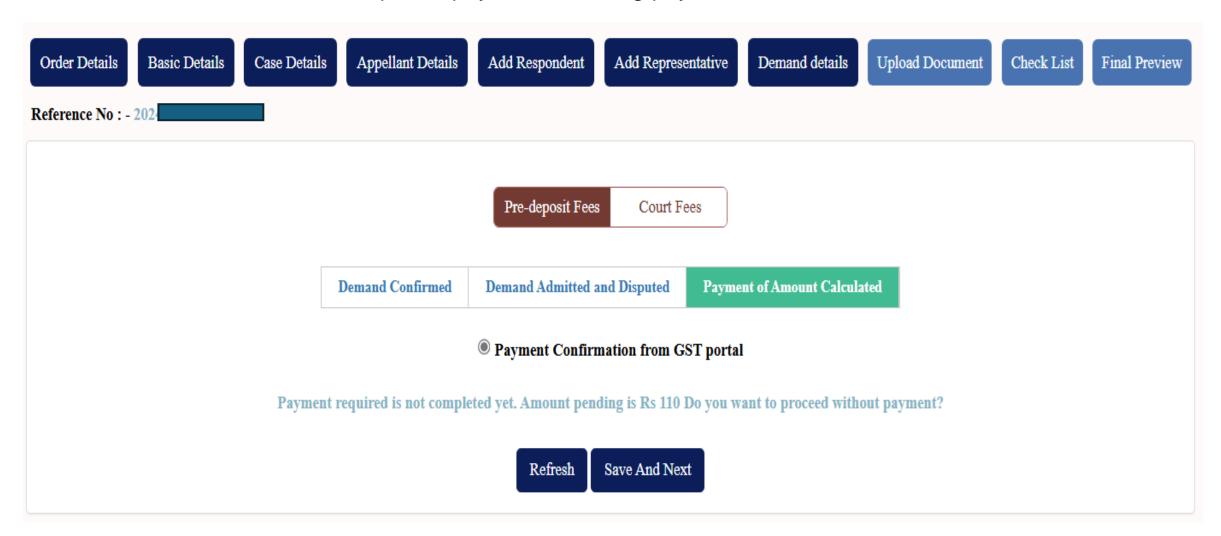
Demand Admitted & Disposed (Continued)

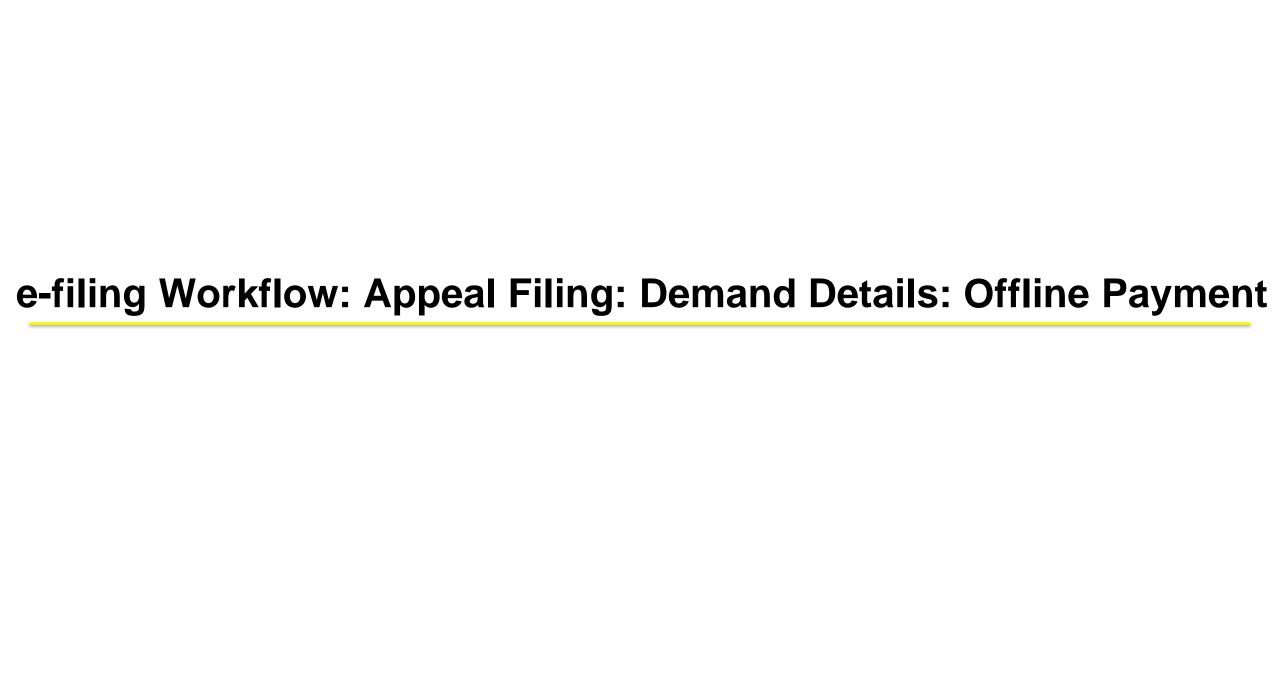


Scenario1: When user has made full payment.

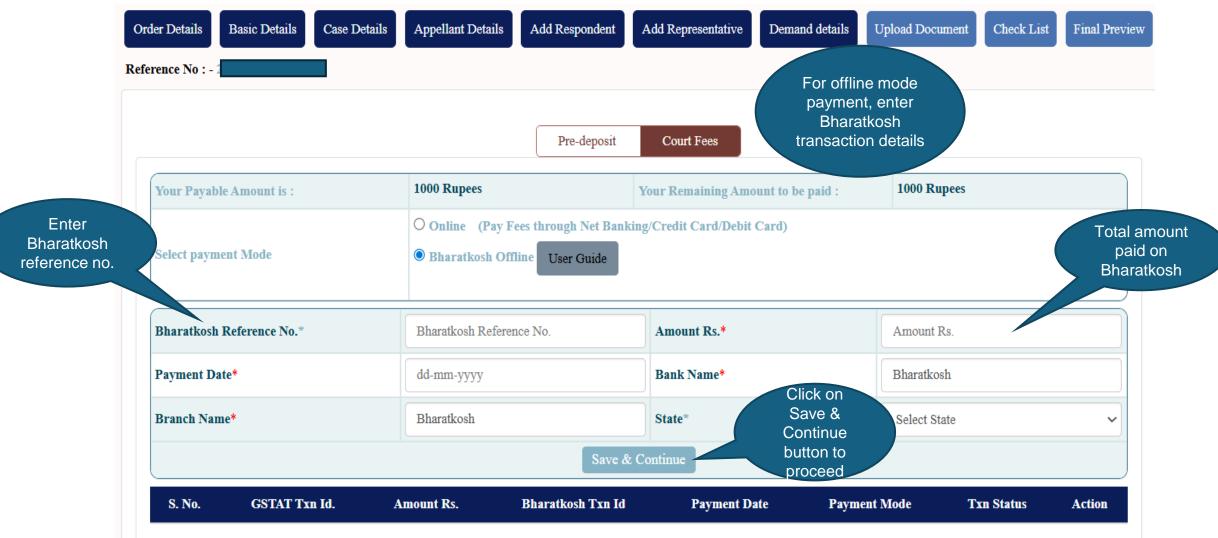


Scenario2: When user has made partial payment. Pending payment is shown to the user.

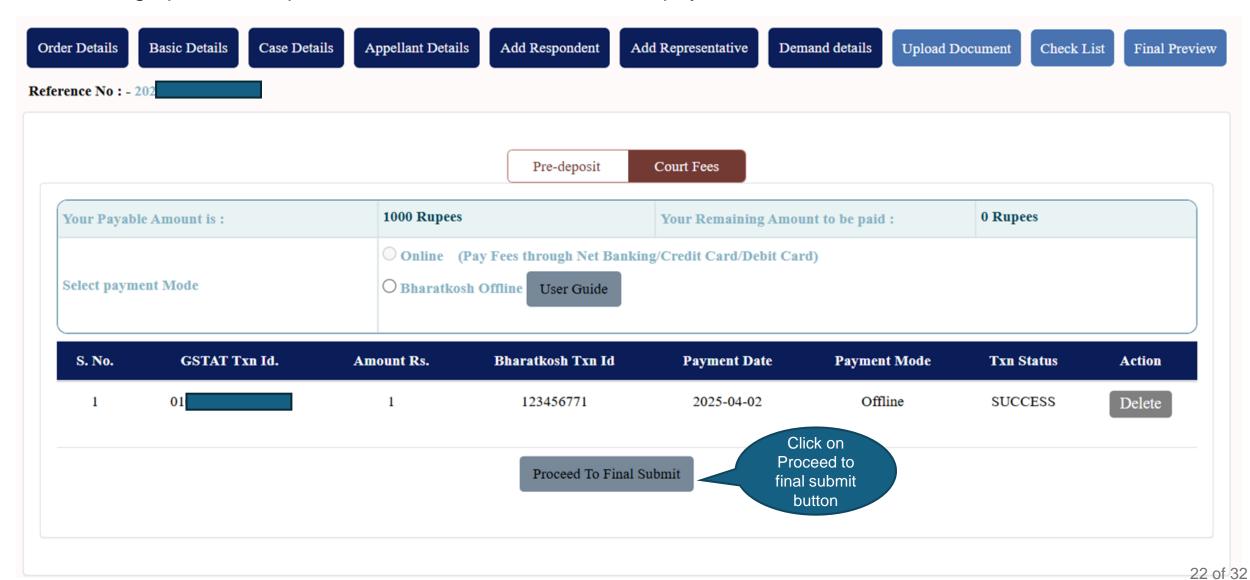




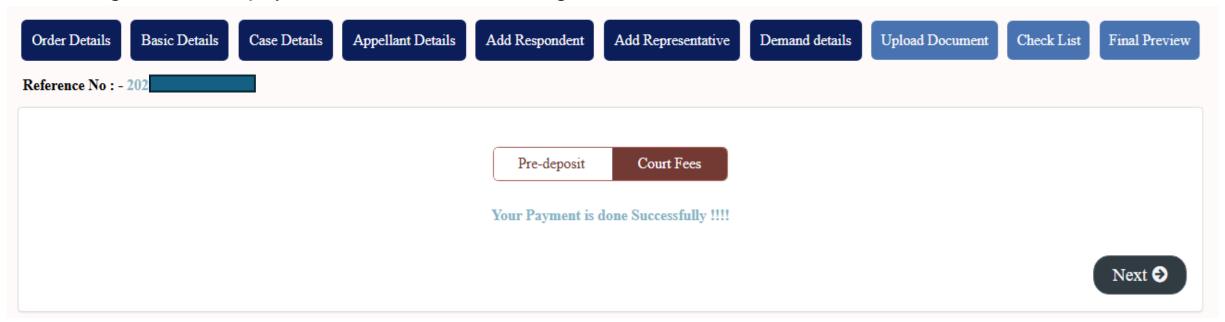
User filling up all the required details related to Bharatkosh payment.

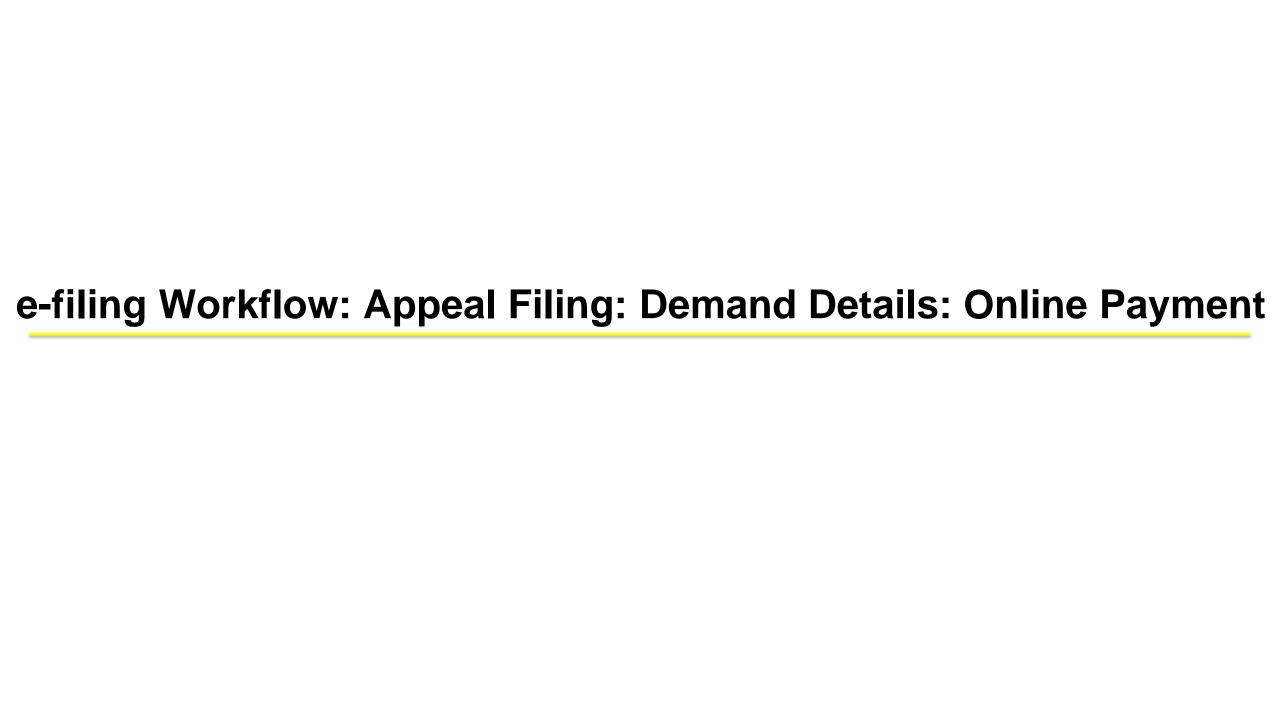


User filling up all the required details related to Bharatkosh payment.



Showing successful payment confirmation message to user.





User shall select the "Online" option and click on Continue to proceed for online payment. Time left: 20m 21s Digital India **CHANGE PASSWORD** LOGOUT HOME Case Details Add Respondent **Upload Document Order Details Basic Details Appellant Details** Add Representative Demand details Check List **Final Preview** Reference No: - 20 Pre-deposit **Court Fees** 1 Rupees 1 Rupees Your Payable Amount is: Your Remaining Amount to be paid: Online (Pay Fees through Net Banking/Credit Card/Debit Card) Select payment Mode O Bharatkosh Offline User Guide Continue **Payment Date** S. No. GSTAT Txn Id. Bharatkosh Txn Id **Payment Mode** Action Amount Rs. **Txn Status**

After clicking on Continue, the below window will appear with all the relevant details. The user shall click on "Proceed to Pay" to proceed further.



You will be redirected to Bharatkosh payment gateway with following particulars

Filing Ref No. : 2025307201006219

Party Name : ANGAD JASBIRSINGH

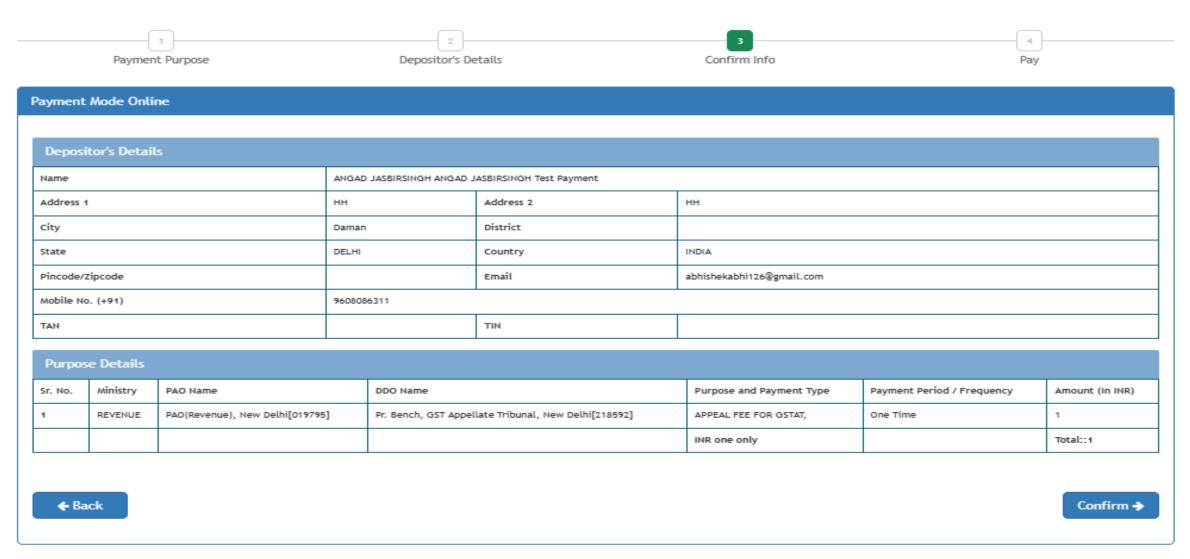
GSTAT Transaction No. : 0700110027232025

Total Fees : 1

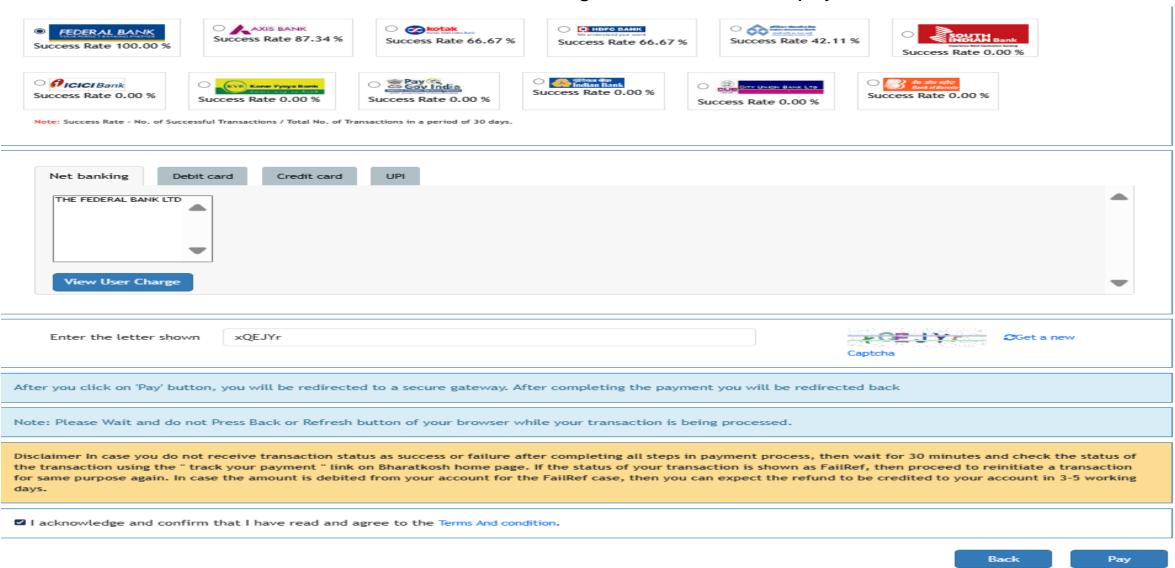
Date : 2025-09-04

Proceed to Pay

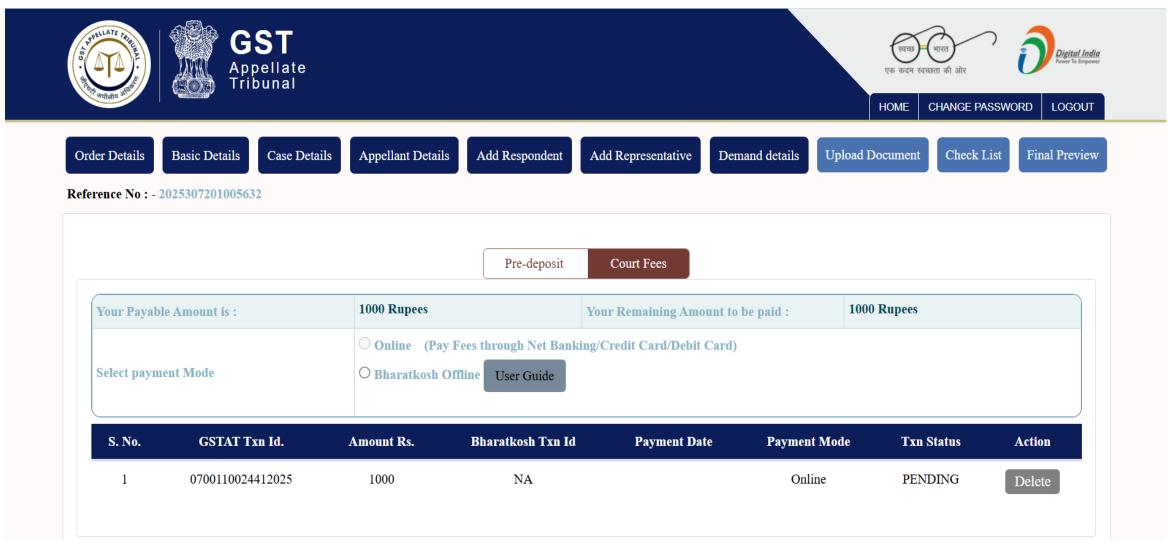
In this window, the user shall check all the details and click on "Confirm" to proceed further.



The user shall select the bank and tick the acknowledgement to make the payment.

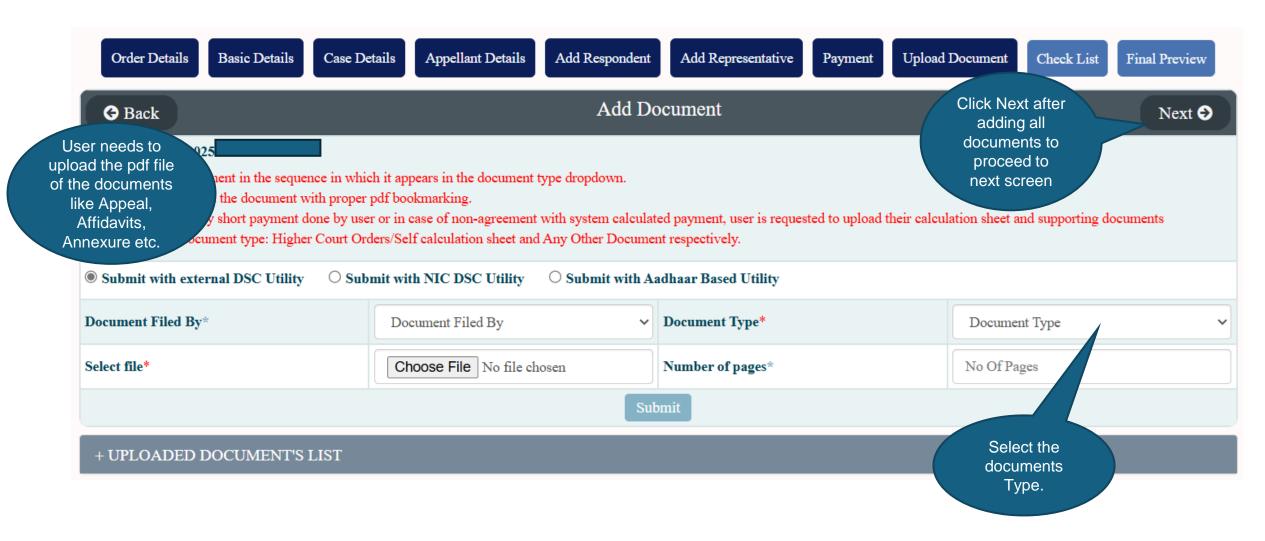


After successful payment user will be redirected back to GSTAT Portal, where a new row will be shown with payment details.



e-filing Workflow: Appeal Filing: Document Upload

Showing various options to upload documents.

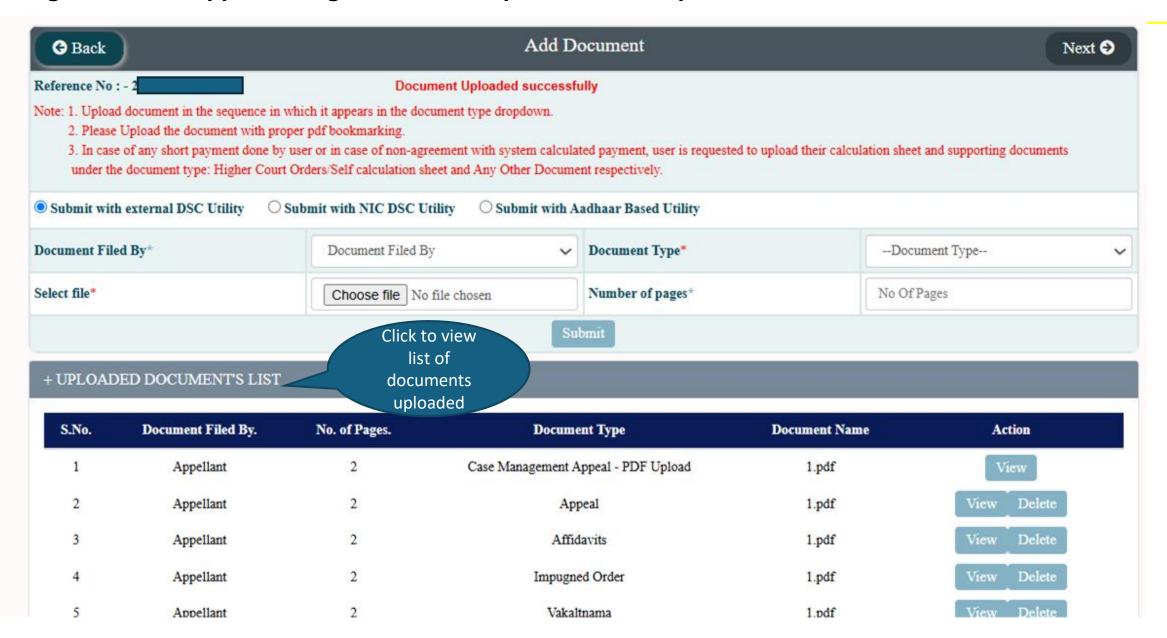


e-filing Workflow: Appeal Filing : Document Upload

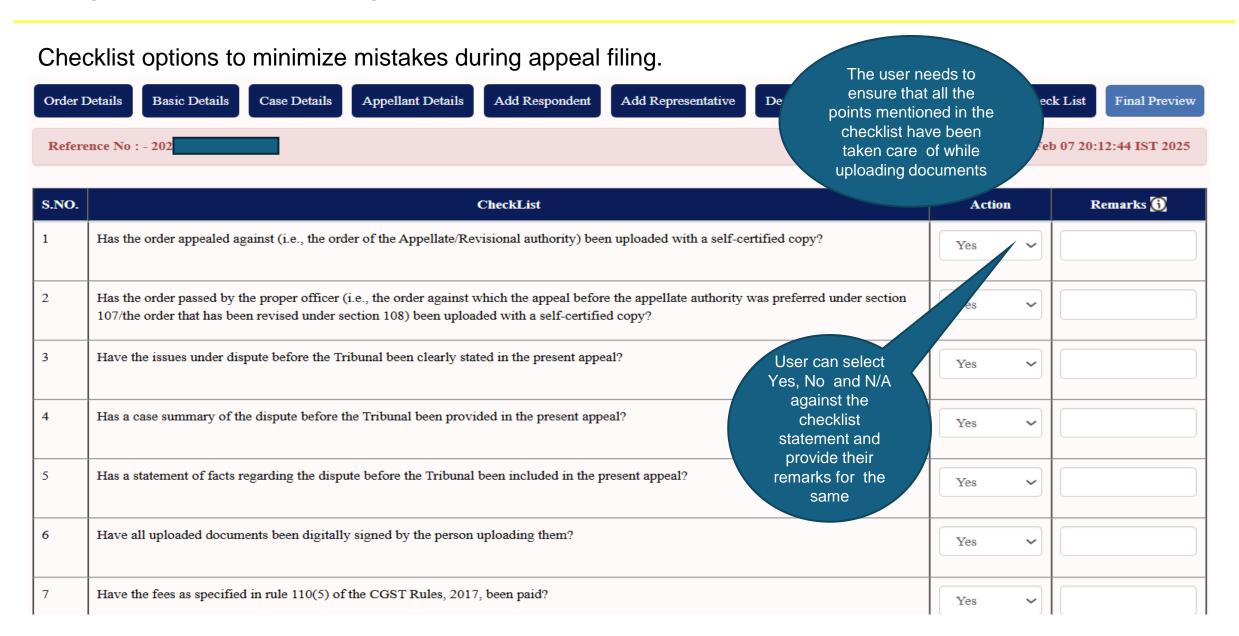
Showing pdf content to user before uploading to ensure accuracy.



e-filing Workflow: Appeal Filing: Document Upload: List of Uploaded Documents



e-filing Workflow: Appeal Filing : Check List



e-filing Workflow: Appeal Filing : Check List

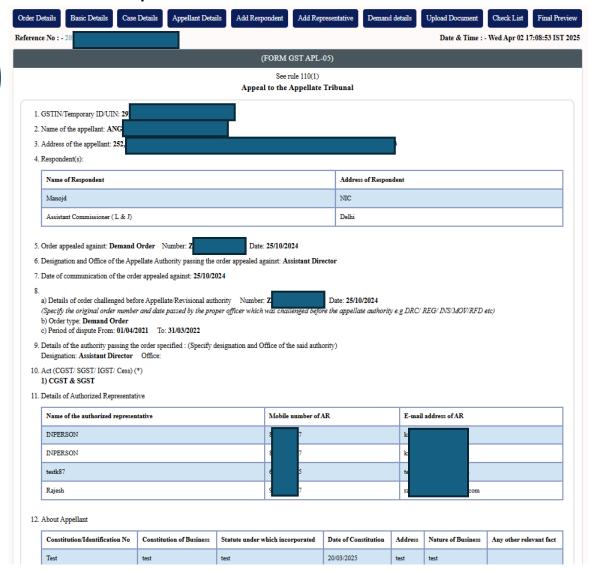
Allowing user to save all the information and move to next screen.

27	Whether the amount of demand as per the present appeal is in accordance with the order passed by the appellate authority under section 107	Yes	
28	Whether the amount admitted before the appellate authority under section 107 as declared in the present appeal is in accordance with the appeal filed before the said authority	Yes 🗸	
29	Any other	Yes	
	Save And Next	Click Save A after providi to proceed scree	ng details d to next

e-filing Workflow: Appeal Filing: Preview

Before final submission, preview of all the entered details is shown to user for confirmation

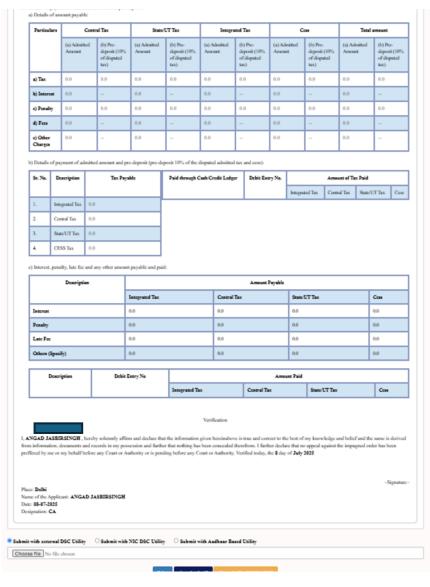
Complete
APL-05 form
is shown to
user for
confirmation.



		e under disp					ma									
	y of ca	se under disp se under H	oute:	Notificatio	n Not	ification	Section			Rule					_	Amount
_	spension of			Date of the second	•		CGST Section 13. Time of Supply of Services.			CGST Rule 11. Separate registration for mult within a State or a Union territory.				tiple places of business 1		
c) Market	value (of goods, who	ere good	ls have been	seized: 0											
Issue rela	Summary. e related A: per order of adjudicating A: determ authority authority													s declared/ claimed by present		
10										test				Appellant		
	Reference/acknowledgment No							Action By			Date B:			Brief Narration		
test						Appellate Authority								test		
a) Tax	1	Amount determined by Appellate/Revisional authority, if any		Amount Admitted	Amount Under Dispute	by		Amount Admitted	Amoun Under Dispute	by Appella	Appellate/Revisional authority, if any		Amoun Under Dispute	Amount determined by Appellate/Revisional authority, if any		Amour Admits
b) Intere	Interest 70.0 0.0		0.0	0.0	0.0		0.0	0.0	0.0	0.0		0.0	0.0		0.0	
c) Penalt	-	0.0			0.0	0.0		0.0	0.0	0.0			0.0	0.0		0.0
d) Fees e) Other Charges	-	0.0		0.0	0.0	0.0		0.0	0.0	0.0		0.0	0.0	0.0		0.0
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Particul				State/UT Tax Integrate			tegrated	Tax Cess			Total an		mount	runt		
			dep	osit (10% fisputed	(a) Admit Amount	de	Pre- posit (10% disputed	% Amount de		Pre- lossit (10% Amount Amount Amount)		depo	re- sit (10% sputed	(a) Admitted Amount	(b) Pre- deposit (10 of disputed tax)	
a) Tax		0.0	7.0	7.0 0.0		0.0	0.0		0.0		0.0	0.0		0.0	7.0	
b) Intere	est 0.0 - 0.0		-	0.0		-		0.0			0.0					
c) Penalt	у	0.0	0.0		0.0	0.0)	0.0	0.	0	0.0	0.0		0.0	0.0	
d) Fees		0.0	-		0.0			0.0			0.0			0.0		
e) Other					0.0			0.0			0.0			0.0		

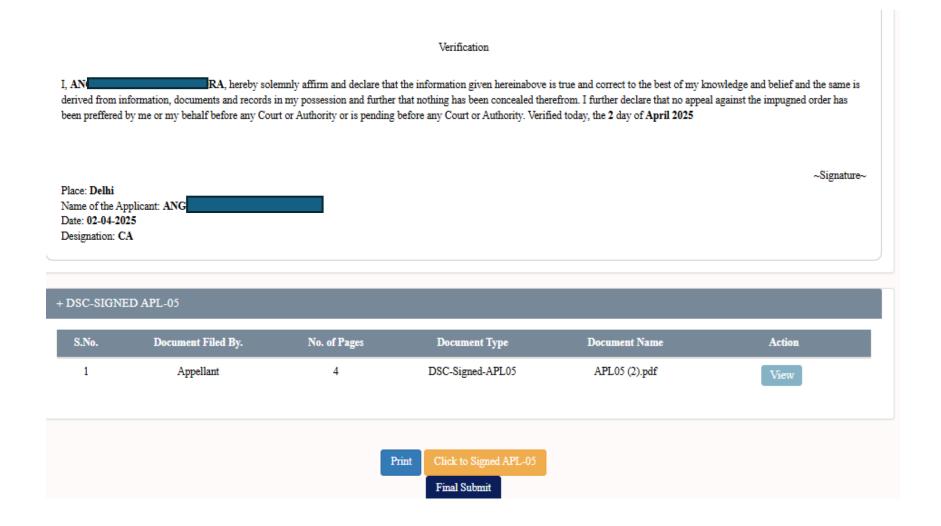
e-filing Workflow: Appeal Filing: Preview

Select document and then click on final submit.



e-filing Workflow: Appeal Filing: Submission: APL-02A Form

Verification Page



e-filing Workflow: Appeal Filing: Submission: APL-02A Form

After submission, displaying Provisional Acknowledgement form with print & download options.

Form GST APL-02 Part A

Acknowledgment for submission of Appeal

Part A- Provisional Acknowledgement

Name of applicant: (ANGAD JASBIRSINGH ARORA) -- GSTIN/Temp ID/UIN/Reference Number: (29LALAB1221ERZ4) -- Date: (26-03-2025)

Your appeal has been successfully filed against (AD291124000131W).

An Appeal/Application has been submitted on the GST Appellate Tribunal portal is provisionally acknowledged and its acceptance/admission is subject to scrutiny by the Registry/Bench. The Provisional Acknowledgement number is (2025251201000001)

GSTIN/Temporary ID/UIN/ENR

Date of filing

26-03-2025

Time of filing

03:58:29 PM

Filing/Provisional Acknowledgment Number

Name of the person filing the appeal

Appeal Fees

: 1000

Transaction ID

: 01

Place

: Delhi

Date

: 26-03-2025

Print & download options

ON Behalf of GST Appellate Tribunal

Receipt is generated with 16-digit

filing number, and this completes submission of Appeal i.e. e-filing.

Note: E-filling will be complete only after successful payment and verification of payment by GSTAT





Support & Resources Portal Access

- For assistance or queries, please utilize the 'Help', 'FAQ', or 'Contact Us' sections available on the GSTAT e-Filing portal.
- Utilize the "Forgot User ID / Password" and "Unlock Account" features on the login page, if needed.

Goods and Services Tax Appellate Tribunal (GSTAT), Government of India

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