

Reply Filing

Standard Operating Procedure

1. Purpose & Scope

This document defines the standard operating procedure for respondents to file a reply, if needed, to an appeal filed against them.

2. Process

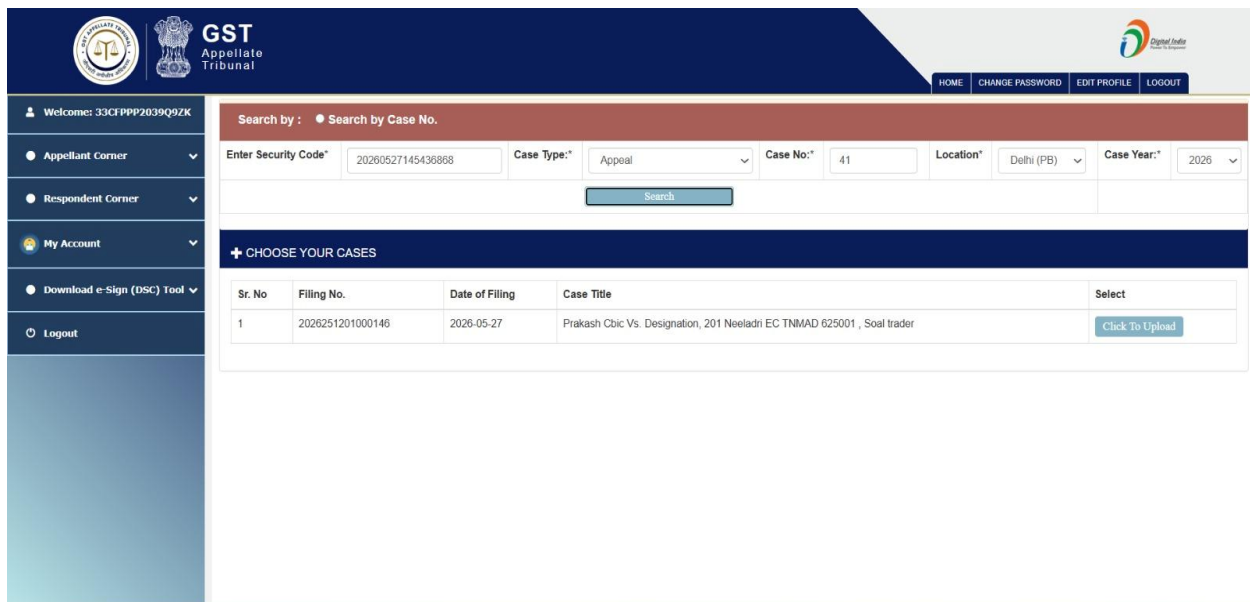
Step 1: Login to GSTAT portal, then go to the Respondent Corner → File Reply.

The screenshot shows the GST Appellate Tribunal portal. The header includes the GST Appellate Tribunal logo and navigation links: HOME, CHANGE PASSWORD, EDIT PROFILE, and LOGOUT. A user is logged in as '33CFPPP2039Q92K'. The main dashboard displays four cards: Draft Cases (103), Payment (Online) (0), Payment (Offline) (173), and E-Filed Cases (190). On the left sidebar, under the 'Respondent Corner' section, the 'File Reply' option is highlighted with a red box. Other options in the sidebar include 'File Cross Objections', 'Application Filing', 'Upload Additional Document', 'Re-filing', 'Resend Security Code', 'Re-File Reply/Cross Objections', and 'My Account'.

Step 2: Select “Search by Case No.” and enter the required details such as Security Code, Case Type, Case No., Location, Case Year.

The screenshot shows the search interface on the GST Appellate Tribunal portal. The header is the same as the previous screenshot. The main area is titled 'Search by : Search by Case No.'. Below this, there are input fields for 'Enter Security Code*', 'Case Type:*' (a dropdown menu), 'Case No.*', 'Location*' (a dropdown menu), and 'Case Year:*' (a dropdown menu). A 'Search' button is located below the input fields. The left sidebar shows the 'Respondent Corner' section with options for 'Download e-Sign (DSC) Tool' and 'Logout'.

Step 3: After entering the required details, click on Search. The case will be displayed in the list below. Click on “Click to Upload” from the right most column.



Search by : ● Search by Case No.

Enter Security Code* 20260527145430868 Case Type* Appeal Case No.* 41 Location* Delhi (PB) Case Year* 2026

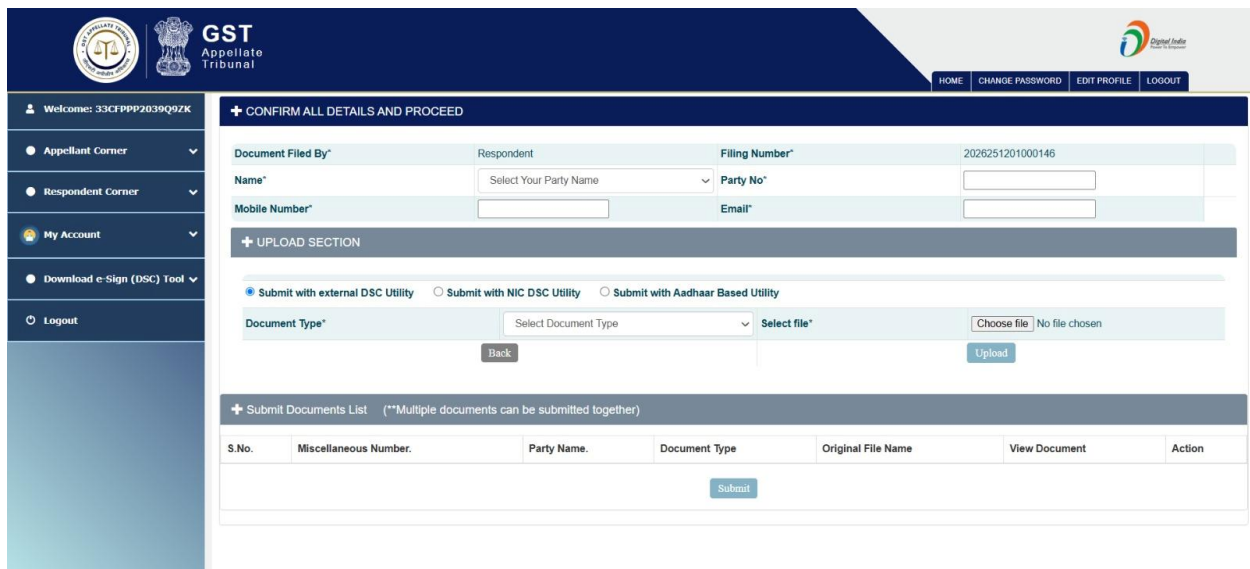
Search

+ CHOOSE YOUR CASES

Sr. No	Filing No.	Date of Filing	Case Title	Select
1	2026251201000146	2026-05-27	Prakash Cbic Vs. Designation, 201 Neeladri EC TNMAD 625001, Soal trader	Click To Upload

Step 4:

A new window will open where the document must be uploaded.



+ CONFIRM ALL DETAILS AND PROCEED

Document Filed By* Respondent Filing Number* 2026251201000146

Name* Select Your Party Name Party No*

Mobile Number* Email*

+ UPLOAD SECTION

☒ Submit with external DSC Utility ☐ Submit with NIC DSC Utility ☐ Submit with Aadhaar Based Utility

Document Type* Select Document Type Select file* Choose file | No file chosen

Back Upload

+ Submit Documents List (**Multiple documents can be submitted together)

S.No.	Miscellaneous Number.	Party Name.	Document Type	Original File Name	View Document	Action
Submit						

Step 5: The user will select his name from the dropdown. After that, all the other details will be auto populated. In the Upload Section, the user will select one of the E-Sign Utility.

Welcome: 33CFPPP2039Q9ZK

CONFIRM ALL DETAILS AND PROCEED

Document Filed By* Respondent Filing Number* 2026251201000146

Name* Soal trader Party No* 1

Mobile Number* *****7796 Email* *****@gmail.com

UPLOAD SECTION

☒ Submit with external DSC Utility ☐ Submit with NIC DSC Utility ☐ Submit with Aadhaar Based Utility

Document Type* Select Document Type Select file* Choose file No file chosen

Select Document Type

Reply

Submit Documents List (**Multiple documents can be submitted together)

S.No.	Miscellaneous Number.	Party Name.	Document Type	Original File Name	View Document	Action
Submit						

Once the user selects Document Type (Reply is this case), a pop-up will appear showing all the mandatory requirements to upload the document. After that the user will choose file from his system and Click on the Upload button.

Attention ! (Mandatory Points)

1. Only pdf file(s) can be uploaded.
2. File for uploading should be scanned in grey scale with 300 DPI.
3. No of pages in each uploaded file should not be greater than 300 pages.
4. Split scanned file(s) in different volumes for uploading, if single file size is greater than 20 MB.

Close

Document Type* Reply Select file* Choose file No file chosen

Back Upload

Submit Documents List (**Multiple documents can be submitted together)

S.No.	Miscellaneous Number.	Party Name.	Document Type	Original File Name	View Document	Action
Submit						

Step 6:

Once the document is uploaded, a message will appear confirming that the upload has been successfully uploaded. Also, the uploaded document will be displayed below in the “Submit Document List” section with other details such as Party Name, Document Type, etc.

An option to view the document and delete the document will also be given in the same section.

The User will now be able to submit the document by clicking on the **Submit** button



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Welcome: 33CFPPP2039Q9ZK

+ CONFIRM ALL DETAILS AND PROCEED
 Document Uploaded successfully

Document Filed By*	Respondent	Filing Number*	2026251201000146
Name*	Soal trader	Party No*	1
Mobile Number*	*****7786	Email*	vi*****@gmail.com

+ UPLOAD SECTION

☒ Submit with external DSC Utility
 ☐ Submit with NIC DSC Utility
 ☐ Submit with Aadhaar Based Utility

Document Type*	Select Document Type	Select file*	Choose file No file chosen
Back		Upload	

+ Submit Documents List (**Multiple documents can be submitted together)

S.No.	Miscellaneous Number.	Party Name.	Document Type	Original File Name	View Document	Action
1	2026251201000146/18	Soal trader	Reply	REPLY.pdf	View	Delete

Submit

Step 7:

After clicking on submit, a message will be displayed confirming that your document has been submitted successfully with an option of Print Receipt.



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[HOME](#)
[CHANGE PASSWORD](#)
[EDIT PROFILE](#)
[LOGOUT](#)

Welcome: 33CFPPP2039Q9ZK

You have uploaded below Document Successfully

Filing No : 2026251201000146
 Filing Date : 23-09-2026

S. No.	Filing Number	Miscellaneous No	Party Name	File Name
1	2026251201000146	2026251201000146/18	Soal trader	REPLY.pdf

Receipt Print