

### Instructions for filling the input forms:

1. You should have 2 sets of input forms – One for GSTR1 and One for GSTR 2. Each of these sets has multiple input formats inside it which you need to fill.
2. Each excel file has four tabs –
  - a. The first one is the input format itself
  - b. The second one explains how to fill the input format including explanations for individual fields along with specifications
  - c. The third tab contains sample data based on the format which you can refer to as examples.
  - d. The fourth contains a list of meta data codes that you will need to refer to while filling in some specific fields.
3. While filling the input format in each MS Excel file –
  - a. Please fill data in cell B1 (return period) and from row 4 onwards using as many rows as you need.
  - b. DO NOT TOUCH CELL B2 (return type, which has been already filled)
  - c. DO NOT ADD/DELETE any columns
  - d. Do not leave any blank rows in between the data, when you are filling the excel from Row 4 onwards
4. Once your data is filled, copy ONLY this first tab (**copy everything from first row until the end of your data, do not copy the instructions section below the data**), and paste it into a new MS Excel file. This is for the purpose of saving only your input data into CSV format so that it can be uploaded into our IRIS GST application.
5. Take note of the following:
  - a. When data is prepared in MS Excel then the initial 0 (for HSN and MMYYYY) may get removed while converting to CSV. To prevent this, please set these fields as text only fields.
  - b. Also, the zeros after decimal places also get removed when file is saved as CSV. But you need not worry about that. This is for your information only.
6. Once this is done, save the file as CSV (when you perform the File --> Save function, CSV appears as one of the options, choose that option).
7. You may upload this CSV file by itself or club it with your other CSV files for GSTR1, zip them together and upload.
8. You will have to follow the same process for filling your GSTR 2 set.
9. For more information on filling the data, please refer to the user guide on input formats.
10. If you need any help along the way or face any difficulties, please write to [support@irisgst.com](mailto:support@irisgst.com).