



E-MAIL & SMS

• Click on the E-mail and SMS tab in the Return menu.

E-MAIL

• Then a new window will be opened where user has to select the client and select the month as shown below.



• Here we have also provided the facility to select the client type from the drop down menu whether it is regular or composition.

•	According to	the client type	client list will be	displayed.
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ien GST Ver 2.18.07.02 (2018)	Email	SMS							
	Sele	ct Year 2018-19	- Sele	ect Client SAG INF	OTECH PRIVATE LIMITED (SA	G INFOTECH - Select G	ST No. 08AA0CS2362J1ZY -		Exit
TReturn «		t Type Regular		ver Name mafar	• · · · · · · · · · · · · · · · · · · ·				
🔩 GSTR4		Regular	• Ser		•				
E- tedgers		Select Composit	on						
GSTR4A			t Code		Firm Name	GSTN No.	Mail Id	Dealer Type	Atta
	1	GST12		HRAL ENTERPRISE		24AJEPK7925M1ZV	SHARMADAUGHTER35@GMAIL.COM	Regular	В
Reconciliation	2	V		M/S U.P. STATE TOUR	RISM DEVELOMENT	09AAACU4990N1ZM	upstdc@up-tourism.com	Regular	В
🖶 🏘 Challan	3	×.		PUJA COSMETICS		24ABPPK0083K1ZI	PRAKASH@GENMAIL.IN	Regular	В
🗈 🔩 ПС	4	V		SAG INFOTECH		08AGMPG0450A1ZZ	info@saginfotech.com	Regular	B
E-mail & SMS	5	111		BAG INFOTECH PRIV		08AAOCS2362J1ZY	info@saginfotech.com	Regular	Bi
	- 6			ATA POWER SOLAR		29AAACT4660J1Z2	taxation.tpssl@tatapower.com	Regular	B
Master	7	C44	V	IKRAM MANPOWER	SERVICES (PROP MANJU	27ANMPS9230P1Z1	ABC@GMAIL.COM	Regular	B
Client Bill e-Way Bill Registration									
Bill C-Way Bill Registration GST Return User Log Settings									
Bill e-Way Bill e-Way Bill Gestration GST Return User Log Settings Settings BackUp					11				
Bill C-Way Bill Registration GST Return User Log Settings									
Bill e-Way Bill e-Way Bill Gestration GST Return User Log Settings Settings BackUp	Sele	ct Month Here to Select M		ct Module K Here to Select	" Select Send Item Click Here to Select Sen	d] A [Get Return Sta	ns Press F2 for	r Due Date Type Mes	sage
Bill e-Way Bill Registration GST Return User Log Settings BackUp Whats New	Sele			Here to Select	Select Send Item	d ↑ Get Return Sta + Download PDF	tus	r Due Date Type Mes ID of selected Row Send e	-

• Next drop down menu is used for setting the server name. Server name is used to store the mail details like from which mail id you are sharing information.

There is some steps for setting server name.

•First of all click on the Setting menu from the software as shown below.

GST Ver 2.18.07.02 (2018)	mail SM	5						
	Select Yea	2018-19	Select Client	SAG INFOTECH PRIVATE LIMITED (SA	AG INFOTECH - Select (GST No. 08AA0CS2362J1ZY -		Exit
ngs «	Client Type	Regular	Server Name	-				
Settings	chefte Typ	- Regular	J Server Hame	moron				
🔩 Mail Server Master	Select							
🏘 SMS Server Master	4	Client Cod	2	Firm Name	GSTN No.	Mail Id	Dealer Type	Atta
🔩 Message Designer	1	GST12	HIRAL ENTE	RPRISE	24AJEPK7925M1ZV	SHARMADAUGHTER35@GMAIL.COM	Regular	В
	2 🗸		M/S U.P. ST	ATE TOURISM DEVELOMENT	09AAACU4990N1ZM	upstdc@up-tourism.com	Regular	В
	3 🗸		PUJA COSN	IETICS	24ABPPK0083K1ZI	PRAKASH@GENMAIL.IN	Regular	В
	4 🔍		SAG INFOTE	ЕСН	08AGMPG0450A1ZZ	info@saginfotech.com	Regular	E
	5 🗸	111	SAG INFOTE	CH PRIVATE LIMITED	08AAOCS2362J1ZY	info@saginfotech.com	Regular	E
	6		TATA POWE	R SOLAR SYSTEMS LIMITED	29AAACT4660J1Z2	taxation.tpssl@tatapower.com	Regular	E
Master	7	c44	VIKRAM MA	NPOWER SERVICES (PROP MANJU	27ANMPS9230P1Z1	ABC@GMAIL.COM	Regular	E
Client Bill e-Way Bill								
Bill								
Bill e Way Bill Registration GST Return User Log								
Bill e-Way Bill Registration GST Return User Log Settings BackUp	<			ß				
Bill e-Way Bill GST Return GST Return User Log Settings BackUp Whats New Leb	Select Mon	th o Select Honth	Select Module	Select Send Item	d م Get Return Sta	Press F2 for I	Due Date Type Mes	ssage



•After clicking on the settings click on Mail Server Master Tab from the Settings menu.

•Then a pop-up window will be opened where you have to click on the new button as shown below.

Gen GST Ver 2.18.07.02 (2018)										-	
Gen GST Ver 2.18.07.02 (2018)	Email §	SMS	C C	iST Messei							
	Select Y	/ear 2018		151 Messel	nger				S2362J1ZY -	ſ	Exit
iettings «	Client T	ype Regu	la.			Mail Server Profile M	laster				
Settings			10			man oorvor riomo m	43101				
🍺 Mail Server Master	🗆 Sel	lect									
🔩 SMS Server Master			CI S.N.	Account	t	Email Server Details :			Mail Id	Dealer Type	Attach
🏘 Message Designer	1	GS	T 1	mafar		Service Provider :	0.0		TER35@GMAIL.COM	Regular	Brov
		v				Service Provider :	Other	~	m.com	Regular	Brov
	3	v				Account Name :			MAIL.IN	Regular	Brov
	4	1							.com	Regular	Brov
	5	√ 11				Display Name :			.com	Regular	Brov
	6					E-Mail ID / User Name :			apower.com	Regular	Brov
Master	7 🛙	c44				E-Mail ID / User Name :			м	Regular	Brov
Client						Password :					
						SMTP Server :					
Bill						B (1)					
e-Way Bill						Port No					
Registration							Use Encryption (SSL)				
GST Return						Click on Net					
🔽 User						Button)				
Log						🛉 New 🕞 M	odify X Delete	Exit			
Settings								_			
BackUp											
Whats New	•		_								
Help Help	Select M	Month re to Selec	+						Press F2 for D	ue Date Type Mes	ssage
More Services									Modify e-Mail ID	of selected Row Send	Exit 📦
	Live St	upport	VI	ideo	<u>Help</u>	Update Available	Patch Available	Application s	Thursday, July 05, 2018	: User : SAG DB:-SAG	GST1

•When user click on the new button then all the text box is enabled for filling the details.

- First of all user has to select the service provider from the drop down menu like:-Gmail, Yahoo Mail, Hot Mail.
- After that you have to enter the account name, display name, Email Id (From which you want to send the email to the client) and Password (Your Gmail account Password).
- At last click on the use encryption checkbox as shown below.

🖳 Gen GST Ver 2.18.07.02 (2018)						_	
Gen GST Ver 2.18.07.02 (2018)	Email SMS	Gen-GST Messenger					
	Select Year 2018-				S2362J1ZY -		Exit
Settings «	Client Type Regula		Mail Server Profile M	lactor			
🖃 🏘 Settings	Client Type Regul	a	man Joivor Fromom	<u>asioi</u>			
Mail Server Master	Select						
SMS Server Master	C	S.N. Account	Email Server Details :		Mail Id	Dealer Type	Attach
🔩 Message Designer	1 🔲 GST	1 mafar	Service Provider :		TER35@GMAIL.COM	Regular	Brow
	2 🗸		Service Provider :	GMail	m.com	Regular	Brow
	3 🗸		Account Name :	Sag	MAIL.IN	Regular	Brow
	4 🔍				.com	Regular	Brow
	5 🗹 111		Display Name :	GST	.com	Regular	Brow
	6		E-Mail ID / User Name :		apower.com	Regular	Brow
Master	7 044		E-Mail ID / User Maille .	sag@gmail.com	м	Regular	Brow
	-		Password :	•••••			
3 Client							
Bill			SMTP Server:	smtp.gmail.com			
e-Way Bill			Port No	587			
Registration				Use Encryption (SSL)			
GST GST Return					-		
Luser User			Click on Save Button				
🗳 Log			Save M	odify 🚫 Cancel 📲 Exit			
Settings							
BackUp BackUp							
Whats New	•						F.
💮 Help	Select Month	-			Press F2 for I	Due Date Type Mes	isage
More Services	Click Here to Select						
W HOLE SELVICES					Modity e-Mail IL	of selected Row Send 🖂	
	Live Support	Video Help	Update Available	Patch Available Applicatio	on s Thursday, July 05, 2018	: User : SAG DB:-SAG	GST1



• After saving the server detail again move to the Email and SMS tab and select the server name from the drop down menu.

	Solo	ct Year 2018-1		elect Client HIRAL ENTERPRISE (VAKUBE		GST No. 24AJEPK7925M1ZV V	[Exit
T Return		nt Type Regula			Selecc	031 NO. 24A0EPR/925M12V *		LAIL
	^ <u>Clief</u>	it Type Regula	• 5	erver Name Sag • mafar				
E dgers		Select		Sag				
GSTR4A		Cli	ent Code	Firm Name	GSTN No.	Mail Id	Dealer Type	Atta
•	1	GST1	2	HIRAL ENTERPRISE	24AJEPK7925M1ZV	SHARMADAUGHTER35@GMAIL.COM	Regular	E
	2			M/S U.P. STATE TOURISM DEVELOMENT	09AAACU4990N1ZM	upstdc@up-tourism.com	Regular	E
🗈 🔩 Challan	≡ 3			PUJA COSMETICS	24ABPPK0083K1ZI	PRAKASH@GENMAIL.IN	Regular	E
🕂 🔁 ПС				SAG INFOTECH	08AGMPG0450A1ZZ	info@saginfotech.com	Regular	В
E-mail & SMS	5	111		SAG INFOTECH PRIVATE LIMITED	08AAOCS2362J1ZY	info@saginfotech.com	Regular	В
E-mail & SWS	- 6			TATA POWER SOLAR SYSTEMS LIMITED	29AAACT4660J1Z2	taxation.tpssl@tatapower.com	Regular	E
	7	C44		VIKRAM MANPOWER SERVICES (PROP N	IANJU 27ANMPS9230P1Z1	ABC@GMAIL.COM	Regular	E
Master Client Bill e-Way Bill Registration								
Client Bill e-Way Bill Registration GST Return								
Client Bill e-Way Bill Registration GST Return User								
Client Bill e-Way Bill Registration GST Return User								
Client Bill e-Way Bill Registration GST Return User Log Settings								
Client Bill e-Way Bill Registration GST Return User Log Settings BackUp					1			
Client Bill e-Way Bill Registration GST Return User Log Settings BackUp	Sele	ct Month		iect Module Select Send Click Here to Select	em	Press F2 for	Due Date Type Mes	sage

- We have also provided the facility for the multiple selection of month, Module and ITEM (Which file you want to share with the clients).
- For the Multiple selection of the Month click on the select month at the bottom of the corner as shown below.

er 2.18.07.02 (2018) Email							
	ear 2018-19 👻	Select Client	SAG INFOTECH (SURABHI AMIT GUPT	A) • Select G	GST No. 08AGMPG0450A1ZZ -		Exit
Client T	rpe Regular 👻	Server Name	Sag 👻				
	ect						
Igers	Client Code		Firm Name	GSTN No.	Mail Id	Dealer Type	Attac
1		HIRAL ENTE		24AJEPK7925M1ZV	SHARMADAUGHTER35@GMAIL.COM	Regular	Broy
2			ATE TOURISM DEVELOMENT	09AAACU4990N1ZM	upstdc@up-tourism.com	Regular	Brov
3		PUJA COSM	IETICS	24ABPPK0083K1ZI	PRAKASH@GENMAIL.IN	Regular	Broy
4]	SAG INFOTE	ECH	08AGMPG0450A1ZZ	info@saginfotech.com	Regular	Brov
5	111	SAG INFOTE	ECH PRIVATE LIMITED	08AAOCS2362J1ZY	info@saginfotech.com	Regular	Brov
		Select Month	R SOLAR SYSTEMS LIMITED	29AAACT4660J1Z2	taxation.tpssl@tatapower.com	Regular	Brov
Sele	t All	Seleccitionen	NPOWER SERVICES (PROP MANJU	27ANMPS9230P1Z1	ABC@GMAIL.COM	Regular	Brov
1 2 3	Select Montl April April May June						
2	April May	Click on OK & Ex Button	kit 】				
2 3 4 5 6 7 8 9 10 11 11 12	April April May May June June August September October November December January February March	OK & Ex	kit 】				



- In the same way you can also select the Module and Select the Multiple Item.
- If PDF file is not downloaded in the system then we have also provided the facility for downloading the PDF file.
- Here user has to click on the Download PDF file button at the bottom of the window, where he/she has to enter the credential details and captcha (this process is repeated for all the client which is selected for downloading the details) then pdf file is downloaded for the selected client.

Gen GST Ver 2.18.07.02 (2018)				
Gen GST Ver 2.18.07.02 (2018)	Email SMS			
	Select Year 2018-19 - Select	elect Client SAG INFOTECH (SURABHI AMIT GUPTA) Select GS	T No. 08AGMPG0450A1ZZ 🔻	Exit
ST Return «				EXIL
GSTR4	Client Type Regular Ser	SAG Gen-GST		
E Ledgers	Select			
	Client Code	Import Data [GSTR3B PDF Documents]	Mail Id	Dealer Type Attack
GSTR4A		HIF :	SHARMADAUGHTER35@GMAIL.COM	Regular Brow
Reconciliation		M/S DOOR HIS	upstdc@up-tourism.com	Regular Brow
🗣 Challan 🔤		PU	PRAKASH@GENMAIL.IN	Regular Bro
💏 ПС		SAI Enter text shown above : 2	info@saginfotech.com	Regular Brow
E-mail & SMS		SAI Enter text shown above : 💝	info@saginfotech.com	Regular Brow
E-ITIAII & SWS	6 🗖 T		taxation.tpssl@tatapower.com	Regular Brow
Master	7 🗖 c44 V		ABC@GMAIL.COM	Regular Brow
Plaster		Login Details		
Client		User Name : HIRAL_ENTERPRIS Update		
Bill		Password: Show		
e-Way Bill		User Profile		
Registration		Firm Name : HIRAL ENTERPRISE		
GST Return		Gstin No: 24A Click on Proceed		
User		Button		
Log		Proceed V Cancel		
Settings				
BackUp				
Whats New	•	m		,
Help		ect Module Select Send Item	Press F2 for Due	Type Message
, -	April,May,June,July GSTI	TR1,GSTR2A PDF,Reconciliation Excel- GSTR1 and GSTR3B Get Return State	IS	
More Services		Download PDF F	ile Modify e-Mail ID of	selected Row Send 😡 Exit 🔖
	Live Support Video	Help Update Available Patch Available	Application s Thursday, July 05, 2018 : 0	User : SAG DB:-SAGGST1

• If user want to Get the return status of the selected client then click on GET return Status Button then a pop up window will be opened where user has to enter the captcha and credential details (this process is repeated for all the client) then return status is get for the all selected client.

🖳 Gen GST Ver 2.18.07.02 (2018)								r 🕺 🕅
Gen GST Ver 2.18.07.02 (2018)	Email SMS							
	Select Year 2	018-19 • Sele	ct Client SAG INFO	TECH (SURABHI AMIT GUPT	Select G	ST No. 08AGMPG0450A1ZZ -	[Exit
GST Return «	Client Type				, Journey			Ente
	Client Type	egular • Serv	SAG Gen-GST		\mathbf{X}			
E- Stedgers	Select				_	1		
		Client Code	-	port Data [ReturnDashl	Board]	Mail Id	Dealer Type	Attach
		GST12 H				SHARMADAUGHTER35@GMAIL.COM	Regular	Brow
Reconciliation	2	м	-	74 - 1745, i 🛋 Va 🕯		upstdc@up-tourism.com	Regular	Brow
🕮 📲 Challan	3 🗸 4 V	PI				PRAKASH@GENMAIL.IN	Regular	Brow
🕮 🔩 ПС		S/		Enter text shown above :	2	info@saginfotech.com	Regular	Brow
E-mail & SMS		111 S/			~	info@saginfotech.com	Regular	Brow
	6			457204		taxation.tpssl@tatapower.com	Regular	Brow
Master		c44 VI	Login Details			ABC@GMAIL.COM	Regular	Brow
3 Client			User Name :	HIRAL_ENTERPRIS	Update			
📦 Bill			Password :	•••••	Show			
📙 e-Way Bill			User Profile					
Registration			Firm Name :	HIRAL ENTERPOISE				
GST GST Return			Gstin No :	24AJE Click on the Proceed				
Luser 💷				Button				
😂 Log				Proceed V Canc	el 🛶			
Settings								
BackUp			\mathcal{L}					
Whats New	•			m				F.
🚔 Help	Select Month		t Module	Select Send Item		Drees 52.6	or Due Date Type Mes	ssage
	Click Here to S	elect Month Click Modu	Here to Select	Click Here to Select Send	Get Return Sta	tus	or bace bate (
More Services		Modu	iie	Liem	+ Download PDF	File Modify e-Ma	ail ID of selected Row Send 🖂	Exit 🕪
	Live Support	<u>t Video</u>	Help	Update Available	Patch Available	Application s Thursday, July 05, 2018	B : User : SAG DB:-SAG	GST1



• We have also provided the facility for checking the Due date of the selected client, for that user has to simply press the F2 then a pop-up window will be opened.

		SMS													
	Sele	ct Year	2018-19	• Sel	ect Client	M/S U.P. STAT	E TOURISM	DEVELOM (JP STATE	Select GST	r No. 09A	AACU4990N1ZM	•		Exit
Return «	Clier	nt Type	Regular	▼ Ser	ver Name	mafar		•							
- 🔁 GSTR4 🔷		Select													
- 🏘 Ledgers		Select	Client Co	do		Firm Na	mo		GSTN No			Mail Id		Dealer Type	Attac
🔩 GSTR4A	1		GST12		IRAL ENTE		inc		24AJEPK7925N			JGHTER35@GMAIL.	COM	Regular	Br
Reconciliation	2	V	00112			ATE TOURISM D	EVELOMEN	T	09AAACU4990N			ourism.com		Regular	Br
🔩 Challan	3	v		F	UJA COSM	ETICS			24ABPPK0083H			GENMAIL.IN		Regular	Bri
te ITC	4				AG INFOTE				08AGMPG0450	DA1ZZ in	nfo@saginfo	tech.com		Regular	Bro
E-mail & SMS	5		111	5	ACINICATA	CU4990N1ZM			0044000000000	117V :-				Regular	Bro
E-mail & SWS	6				AT			OM (UD ST				DRATION LIMITED)		Regular	Bro
Master	7		c44	\	IK M/S U. Ye		Month		Due Date		led Date	Return status		Regular	Br
Client					2018-1		April	GSTR2	Due Duce	Execute		Pending	-		
Clienc					2018-	19 Monthly	May	GSTR2				Pending			
Bill					2018-1	19 Monthly	June	GSTR1				Pending			
e-Way Bill					2018-	19 Monthly	June	GSTR2				Pending	_		
Registration															
Registration															
GST Return															
User															
Log															
Settings															
BackUp															
Whats New	•							111							
Help		ect Month	select Month.		t Module		elect Send	Item Select Send	A		_	Pr	ress Esc t	o Hide the Details ª Me	ssage
More Services		chere to	Select Holdli.	Mod			iem	, solest adlit	Gernen	urn Statu ad PDF Fi	=	_		il ID of selected Row Send 💽	

• We have also provide the facility of typing the message for that, user has to click on the type message button then a pop-up window will be opened where he/she has to type the message according to his/her convenience as shown below.

en GST Ver 2.18.07.02 (2018)	mail SM	5							
	Select Yea	2018-19	▼ Select Cli	ient M/S U.P. ST.	TATE TOURISM DEVELON	I (UP STATE ' Select (ST No. 09AAACU4990N1ZM	•	Exit
T Doturn //	Client Typ		=	ame mafar	_				
			- ocreating						
Ledgers	Selec								
🕂 🕂 GSTR4A	4	Client Co			n Name	GSTN No.	Mail Id	Dealer Type	
	1 🗸	GST12		ENTERPRISE P. STATE TOURISM		24AJEPK7925M1ZV	SHARMADAUGHTER35@GMAIL		Br
E Challan	3 🗸			OSMETICS	MIDEVELOMENT	09AAACU4990N1ZM 24ABPPK0083K1ZI	upstdc@up-tourism.com PRAKASH@GENMAIL.IN	Regular Regular	Br
	4			FOTECH		08AGMPG0450A1ZZ	info@saginfotech.com	Regular	Br
		111		FOTECH PRIVA		0000111 004000122	.com	Regular	Br
	6				Hellooo		apower.com	Regular	Br
Master	7	c44		MANPOWER (nellooo		Î 1	Regular	Br
at a									
Client									
Bill e-Way Bill									
Bill e-Way Bill Registration									
Bill e-Way Bill						_			
Bill e-Way Bill Registration						_			
Bill e-Way Bill Registration GST Return									
Bill e-Way Bill Registration GST Return User									
Bill e-Way Bill Registration GST Return User Log									
Bill e-Way Bill Registration GST Return User Log Settings BackUp	<						*		
Bill e-Way Bill Registration GST Return User Log Settings BackUp Whats New	Select Mo		Select Hod		Select Send Item			tracs F3 for Due Date Type M	essage
Bill e-Way Bill Registration GST Return User Log Settings BackUp Whats New	Select Mo	th o Select Month-	Select Mod			end * Get Return Sta	atus	rress F2 for Due Date Type M Modfy e-Mai ID of selected Row Send	



• If user want to modify the email id of the selected client then click on the modify email id button then a pop-up window will be opened where Existing mail id is already filled and enter the new mail id after that click on the save button as shown below.

Gen GST Ver 2.18.07.02 (2018)	Email	MS						
	Select Y	ear 2018-19	Select Client M/S I	U.P. STATE TOURISM DEVELOM	(UP STATE - Select C	GST No. 09AAACU4990N1ZM -	[Exit
ST Return «	Client T	pe Regular	Server Name mafar	r 🗸				
🕮 🔩 Ledgers	📄 Sel							
GSTR4A		Client Co		Firm Name	GSTN No.	Mail Id	Dealer Type	Atta
Reconciliation	1		HIRAL ENTERPRIS	SE DURISM DEVELOMENT	24AJEPK7925M1ZV	SHARMADAUGHTER35@GMAIL.COM	Regular	В
E Challan	2 v 3 v				09AAACU4990N1ZM	upstdc@up-tourism.com	Regular	B
	4		PUJA COSMETICS		24ABPPK0083K1ZI	PRAKASH@GENMAIL.IN	Regular	В
∎•¶⊈ <i>ITC</i>	5		SAG INFOTECH		08AGMPG0450A1ZZ	info@saginfotech.com	Regular	B
E-mail & SMS	6		SAG INFOTECH PF		08AAOCS2362J1ZY	info@saginfotech.com	Regular	B
	7			AR SYSTEMS LIMITED	29AAACT4660J1Z2 27ANMPS9230P1Z1	taxation.tpssl@tatapower.com ABC@GMAIL.COM	Regular Regular	B
Master	-				2781411 052501 121	Abole dimate.com	riegular	
Client Bill e-Way Bill								
Bill e-Way Bill Registration								
Bill e-Way Bill Registration							_	
Bill e-Way Bill Registration GST Return						Click Save		
Bill e-Way Bill Registration ST GST Return User Log			Exsting e-Mail II) upstide@up-tourism.com	New e-Hal ID	Save	Button	
Bill e-Way Bill Registration GT GST Return User Log Log			Exsting e-Mail ID	D upstdc@up-tourism.com	New e-Mai ID	Save	Button	
Bill e-Way Bill Registration ST GST Return User Log Settings	4			D[upstdc⊜up-tourism.com ™	New e-Hai ID	Save	Button	
Bill e-Way Bill Registration ST SEturn User Log Settings BackUp	Select M	onth e to Select Honth.	Exsting e-Mail II Select Module			sag Bgnal.com	Button	ssage

• If user want to attach any other file with the documentation then he/she has to simply click on the browse button then a pop-up window will be opened where he/she has to select the path.

n GST Ver 2.18.07.02 (2018)	Email 9	SMS						
	Select Y	/ear 2018-19 -	Select Client M/S U.P. ST	ATE TOURISM DEVELOM (U	STATE - Select GST No	. 09AAACU499	ON1ZM -	Ex
Return		ype Regular 👻				L		
GSTR4		ype (Regular +		•				
- 🔁 Ledgers	Sel	lect						
GSTR4A		Client Code					ttachment	Attachment Path
Reconciliation		GST12	HIRAL ENTERPRISE			gular	Browse	
•			M/S U.P. STATE TOURISM	I DEVELOMENT		gular	Browse	
🗝 😌 Challan	4		PUJA COSMETICS			gular	Browse	
н 🔁 ПС			SAG INFOTECH	UNITED		gular	Browse	
		111	SAG INFOTECH PRIVATE TATA POWER SOLAR SYS			gular	Browse	
			VIKRAM MANPOWER SEI			gular gular	Browse Browse	
Master		044	in the many offert de		ne;	Jular	browse	
e-Way Bill Registration GST Return User								
Log								
Settings								
Settings	-				п	1		
Settings BackUp	Select M	Yonth	Select Module	Select Send Item	" Get Return Status	1	Press F2 fr	yr Due Date Type Messag



• After saving all the required information at last click on the send button for sending the mail as shown below.

Gen GST Ver 2.18.07.02 (2018)	Email SMS						
	Select Year	2018-19 👻	Select Client M/S U.P. STATE TOURISM DEVE	OM (UP STATE - Select (GST No. 09AAACU4990N1ZM -		Exit
ST Return «	Client Type		Server Name mafar				
🗈 🔩 Ledgers	Select						
		Client Code		GSTN No.	Mail Id	Dealer Type	Atta
Reconciliation	1	GST12	HIRAL ENTERPRISE	24AJEPK7925M1ZV	SHARMADAUGHTER35@GMAIL.COM	Regular	Br
•	2		M/S U.P. STATE TOURISM DEVELOMENT	09AAACU4990N1ZM	SAG@GMAIL.COM	Regular	Br
🕮 📲 Challan	3		PUJA COSMETICS	24ABPPK0083K1ZI	PRAKASH@GENMAIL.IN	Regular	Br
ни тс			SAG INFOTECH	08AGMPG0450A1ZZ	info@saginfotech.com	Regular	Br
E-mail & SMS	5	111	SAG INFOTECH PRIVATE LIMITED	08AAOCS2362J1ZY	info@saginfotech.com	Regular	Br
- C-IIIII G OIIIO	6		TATA POWER SOLAR SYSTEMS LIMITED	29AAACT4660J1Z2	taxation.tpssl@tatapower.com	Regular	Br
Master	7 🗖	c44	VIKRAM MANPOWER SERVICES (PROP MAN	U 27ANMPS9230P1Z1	ABC@GMAIL.COM	Regular	Br
 Bill e-Way Bill Registration 							
e-Way Bill Registration GST Return							
e-Way Bill Registration GST Return User Log							
e-Way Bill Registration GST Return User Log Settings							
e-Way Bill Registration GST Return User Log Settings			11			Click of	
e-Way Bill Registration GST Return User Log Settings BackUp	۲ Select Hont April,Hay,Ju		Select Hodule Select Seconciliation GSTR1	ixcel- + <u>Get Return Sta</u>		the Ser	

<u>SMS</u>

- Follow the same step as done in Email
- Where for the Server name set the SMS Server as we done earlier for the Email Server.