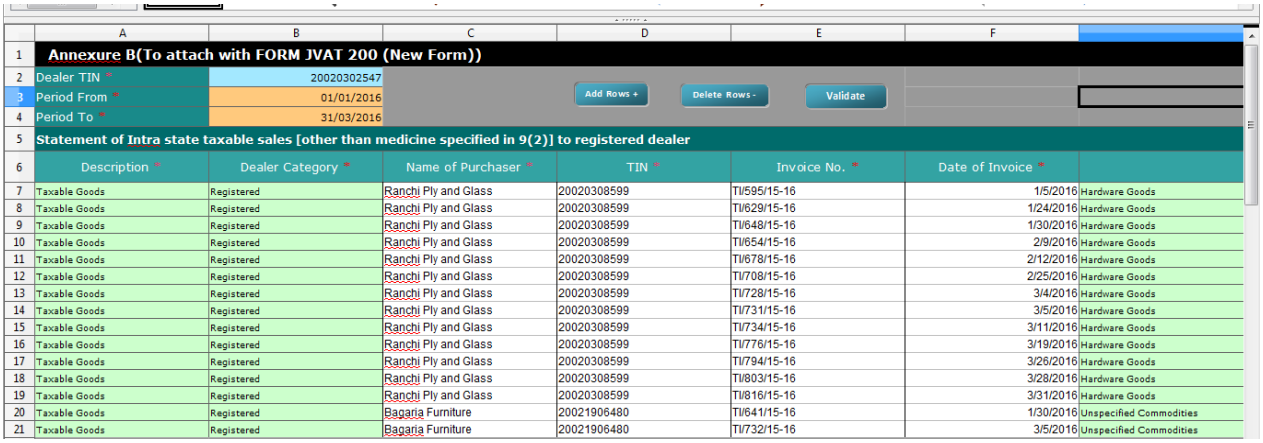
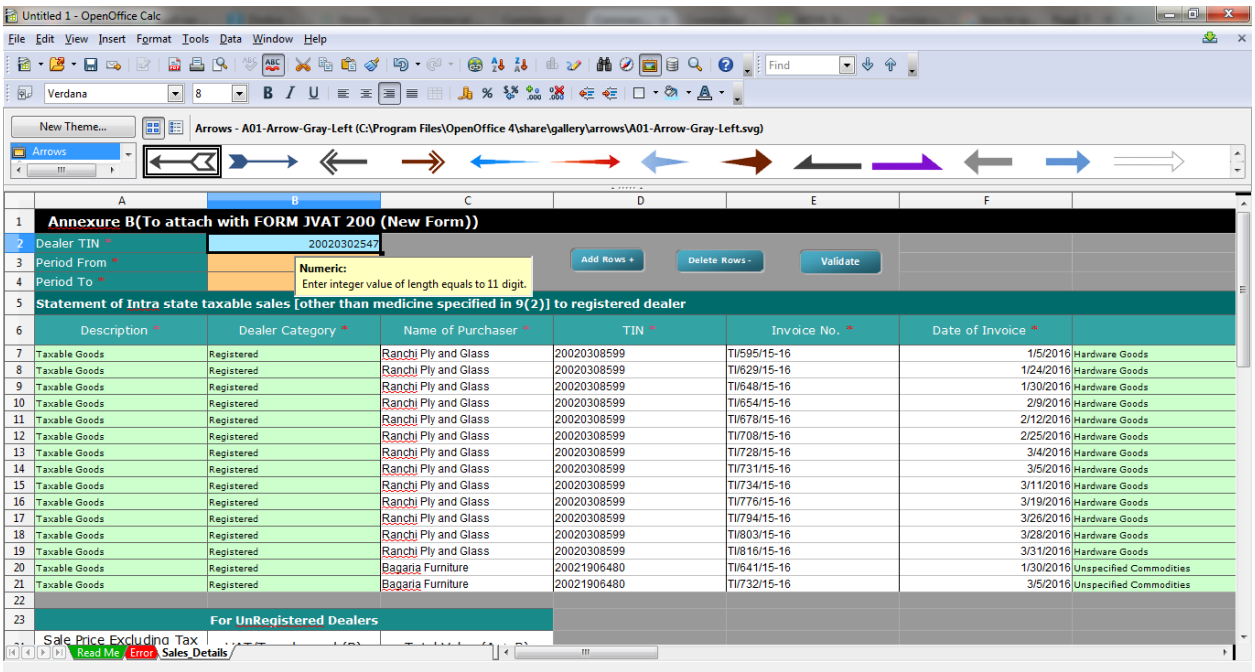
Steps to Copy Paste In ODS Sheet

1.For Example **“Source Data File”** is like below:-



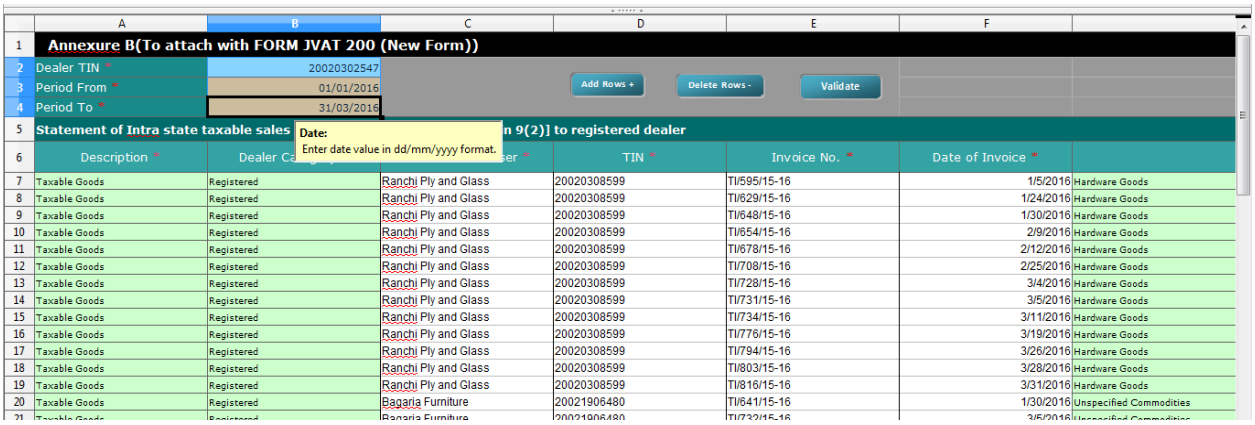
	A	B	C	D	E	F	
1	Annexure B(To attach with FORM JVAT 200 (New Form))						
2	Dealer TIN *	20020302547					
3	Period From *	01/01/2016		Add Rows +	Delete Rows -	Validate	
4	Period To *	31/03/2016					
5	Statement of Intra state taxable sales [other than medicine specified in 9(2)] to registered dealer						
6	Description *	Dealer Category *	Name of Purchaser *	TIN *	Invoice No. *	Date of Invoice *	
7	Taxable Goods	Registered	Ranchi Ply and Glass	20020308599	TI/595/15-16	1/5/2016	Hardware Goods
8	Taxable Goods	Registered	Ranchi Ply and Glass	20020308599	TI/629/15-16	1/24/2016	Hardware Goods
9	Taxable Goods	Registered	Ranchi Ply and Glass	20020308599	TI/648/15-16	1/30/2016	Hardware Goods
10	Taxable Goods	Registered	Ranchi Ply and Glass	20020308599	TI/654/15-16	2/9/2016	Hardware Goods
11	Taxable Goods	Registered	Ranchi Ply and Glass	20020308599	TI/678/15-16	2/12/2016	Hardware Goods
12	Taxable Goods	Registered	Ranchi Ply and Glass	20020308599	TI/708/15-16	2/25/2016	Hardware Goods
13	Taxable Goods	Registered	Ranchi Ply and Glass	20020308599	TI/728/15-16	3/4/2016	Hardware Goods
14	Taxable Goods	Registered	Ranchi Ply and Glass	20020308599	TI/731/15-16	3/5/2016	Hardware Goods
15	Taxable Goods	Registered	Ranchi Ply and Glass	20020308599	TI/734/15-16	3/11/2016	Hardware Goods
16	Taxable Goods	Registered	Ranchi Ply and Glass	20020308599	TI/776/15-16	3/19/2016	Hardware Goods
17	Taxable Goods	Registered	Ranchi Ply and Glass	20020308599	TI/794/15-16	3/26/2016	Hardware Goods
18	Taxable Goods	Registered	Ranchi Ply and Glass	20020308599	TI/803/15-16	3/28/2016	Hardware Goods
19	Taxable Goods	Registered	Ranchi Ply and Glass	20020308599	TI/816/15-16	3/31/2016	Hardware Goods
20	Taxable Goods	Registered	Bagaria Furniture	20021906480	TI/641/15-16	1/30/2016	Unspecified Commodities
21	Taxable Goods	Registered	Bagaria Furniture	20021906480	TI/732/15-16	3/5/2016	Unspecified Commodities

2. Select the first row of a column as shown below



	A	B	C	D	E	F	
1	Annexure B(To attach with FORM JVAT 200 (New Form))						
2	Dealer TIN *	20020302547					
3	Period From *			Add Rows +	Delete Rows -	Validate	
4	Period To *						
5	Statement of Intra state taxable sales [other than medicine specified in 9(2)] to registered dealer						
6	Description *	Dealer Category *	Name of Purchaser *	TIN *	Invoice No. *	Date of Invoice *	
7	Taxable Goods	Registered	Ranchi Ply and Glass	20020308599	TI/595/15-16	1/5/2016	Hardware Goods
8	Taxable Goods	Registered	Ranchi Ply and Glass	20020308599	TI/629/15-16	1/24/2016	Hardware Goods
9	Taxable Goods	Registered	Ranchi Ply and Glass	20020308599	TI/648/15-16	1/30/2016	Hardware Goods
10	Taxable Goods	Registered	Ranchi Ply and Glass	20020308599	TI/654/15-16	2/9/2016	Hardware Goods
11	Taxable Goods	Registered	Ranchi Ply and Glass	20020308599	TI/678/15-16	2/12/2016	Hardware Goods
12	Taxable Goods	Registered	Ranchi Ply and Glass	20020308599	TI/708/15-16	2/25/2016	Hardware Goods
13	Taxable Goods	Registered	Ranchi Ply and Glass	20020308599	TI/728/15-16	3/4/2016	Hardware Goods
14	Taxable Goods	Registered	Ranchi Ply and Glass	20020308599	TI/731/15-16	3/5/2016	Hardware Goods
15	Taxable Goods	Registered	Ranchi Ply and Glass	20020308599	TI/734/15-16	3/11/2016	Hardware Goods
16	Taxable Goods	Registered	Ranchi Ply and Glass	20020308599	TI/776/15-16	3/19/2016	Hardware Goods
17	Taxable Goods	Registered	Ranchi Ply and Glass	20020308599	TI/794/15-16	3/26/2016	Hardware Goods
18	Taxable Goods	Registered	Ranchi Ply and Glass	20020308599	TI/803/15-16	3/28/2016	Hardware Goods
19	Taxable Goods	Registered	Ranchi Ply and Glass	20020308599	TI/816/15-16	3/31/2016	Hardware Goods
20	Taxable Goods	Registered	Bagaria Furniture	20021906480	TI/641/15-16	1/30/2016	Unspecified Commodities
21	Taxable Goods	Registered	Bagaria Furniture	20021906480	TI/732/15-16	3/5/2016	Unspecified Commodities
22							
23	For UnRegistered Dealers						
	Sale Price Excluding Tax						

3.Click “**Shift + Down-arrow Button**” to select multiple row in a column and Copy the selected row (**Ctrl +C**).



	A	B	C	D	E	F	
1	**Annexure B(To attach with FORM JVAT 200 (New Form))**						
2	Dealer TIN *	20020302547					
3	Period From *	01/01/2016					
4	Period To *	31/03/2016					
5	**Statement of Intra state taxable sales**						
6	Description *	Dealer Ca		TIN *	Invoice No. *	Date of Invoice *	
7	Taxable Goods	Registered	Ranchi Ply and Glass	20020308599	TI/595/15-16	1/5/2016	Hardware Goods
8	Taxable Goods	Registered	Ranchi Ply and Glass	20020308599	TI/629/15-16	1/24/2016	Hardware Goods
9	Taxable Goods	Registered	Ranchi Ply and Glass	20020308599	TI/648/15-16	1/30/2016	Hardware Goods
10	Taxable Goods	Registered	Ranchi Ply and Glass	20020308599	TI/654/15-16	2/9/2016	Hardware Goods
11	Taxable Goods	Registered	Ranchi Ply and Glass	20020308599	TI/678/15-16	2/12/2016	Hardware Goods
12	Taxable Goods	Registered	Ranchi Ply and Glass	20020308599	TI/708/15-16	2/25/2016	Hardware Goods
13	Taxable Goods	Registered	Ranchi Ply and Glass	20020308599	TI/728/15-16	3/4/2016	Hardware Goods
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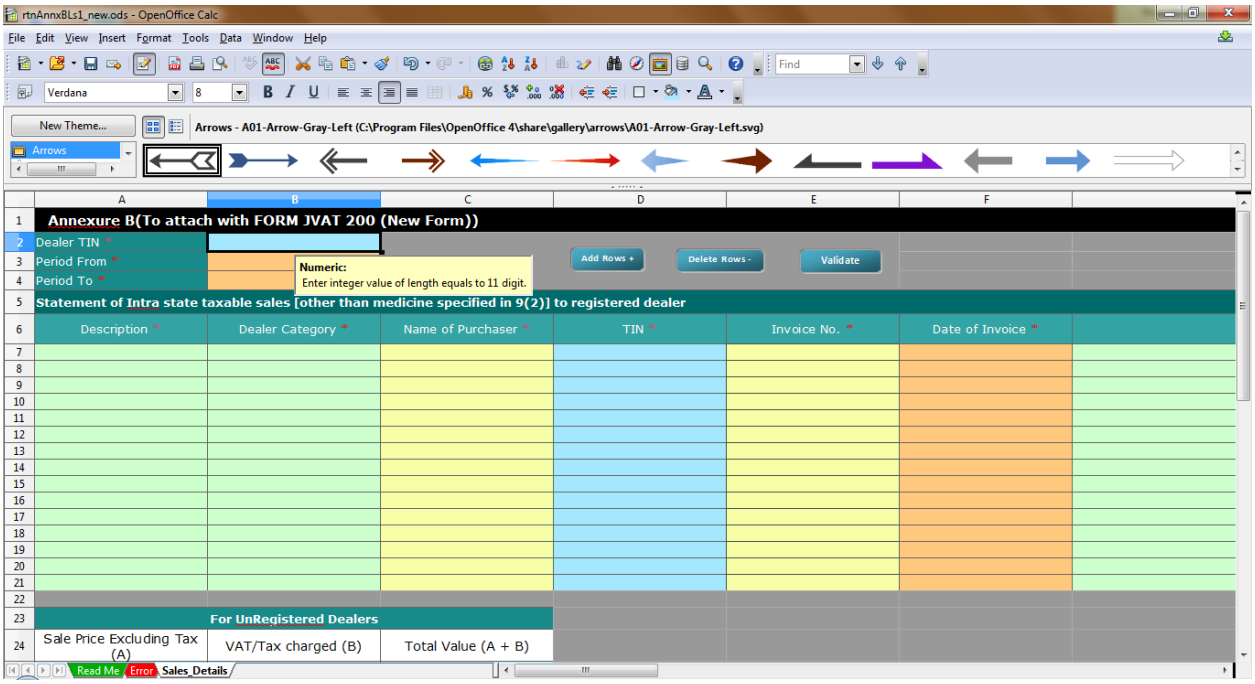
17	Taxable Goods	Registered	Ranchi Ply and Glass	20020308599	TI/794/15-16	3/26/2016	Hardware Goods
18	Taxable Goods	Registered	Ranchi Ply and Glass	20020308599	TI/803/15-16	3/28/2016	Hardware Goods
19	Taxable Goods	Registered	Ranchi Ply and Glass	20020308599	TI/816/15-16	3/31/2016	Hardware Goods
20	Taxable Goods	Registered	Bagaria Furniture	20021906480	TI/641/15-16	1/30/2016	Unspecified Commodities

Add Rows + | Delete Rows - | Validate

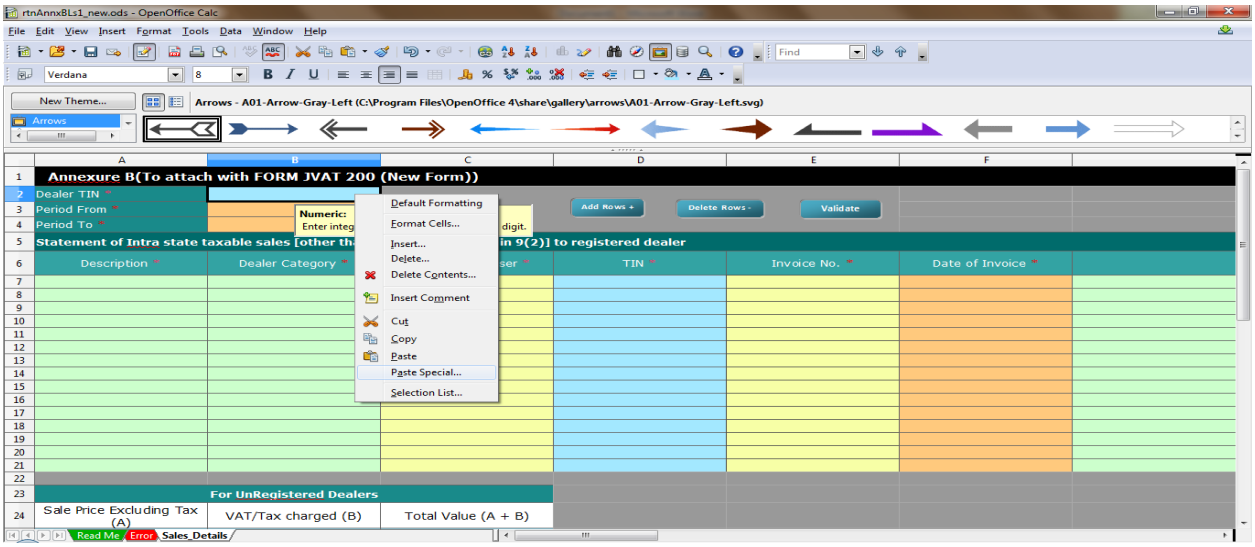
Date:
Enter date value in dd/mm/yyyy format.

4. Now select the first row of same column in **“New ods Sheet”** as shown below

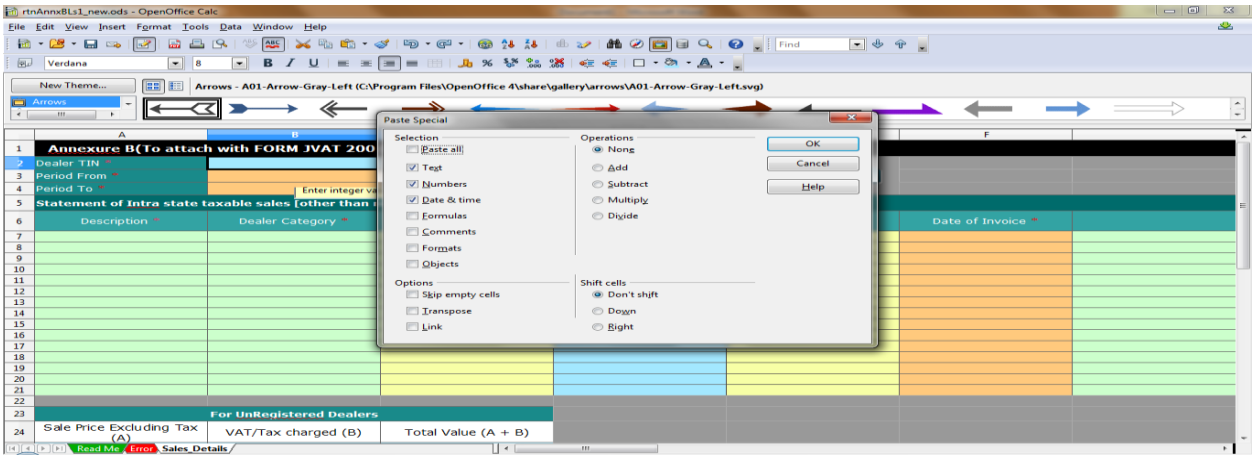


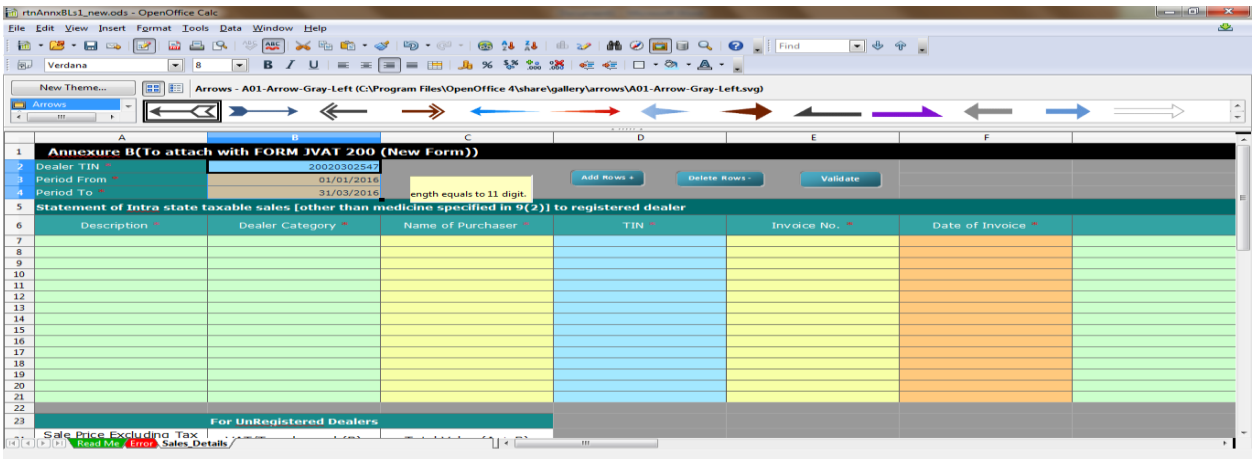
	A	B	C	D	E	F
1	**Annexure B(To attach with FORM JVAT 200 (New Form))**					
2	Dealer TIN *					
3	Period From *					
4	Period To *					
5	**Statement of Intra state taxable sales [other than medicine specified in 9(2)] to registered dealer**					
6	Description *	Dealer Category *	Name of Purchaser *	TIN *	Invoice No. *	Date of Invoice *
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23	**For UnRegistered Dealers**					
24	Sale Price Excluding Tax (A)	VAT/Tax charged (B)	Total Value (A + B)			

5.Right click from mouse and select “**Paste special**” as shown below



6. Select only **Text, Number and Date & time** then click “ok” as shown below





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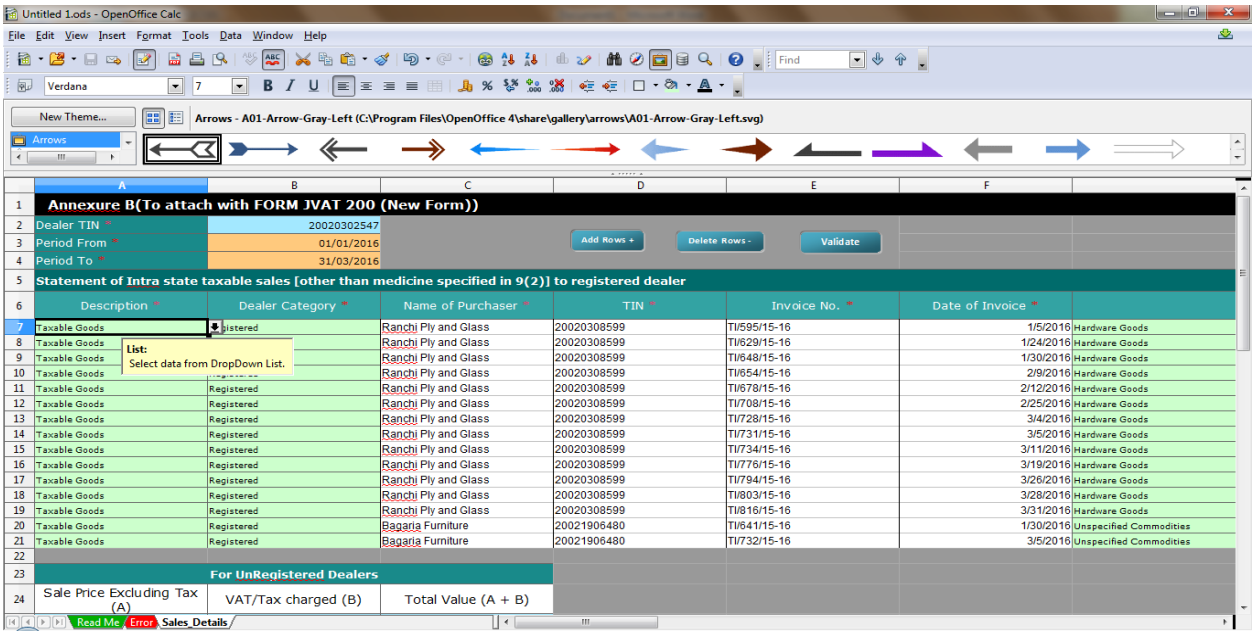
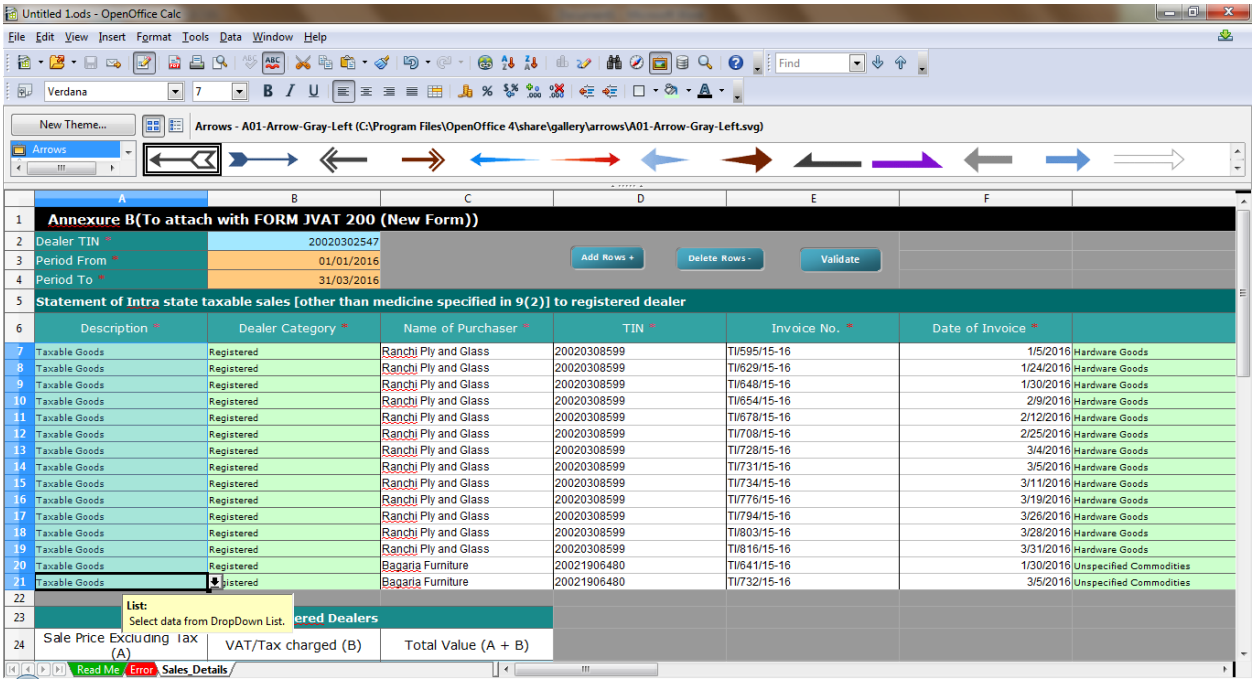
Another Example to Copy Paste the Data

1. For Example Source File Data,

Select the first row of a column (as Description) as shown below:-

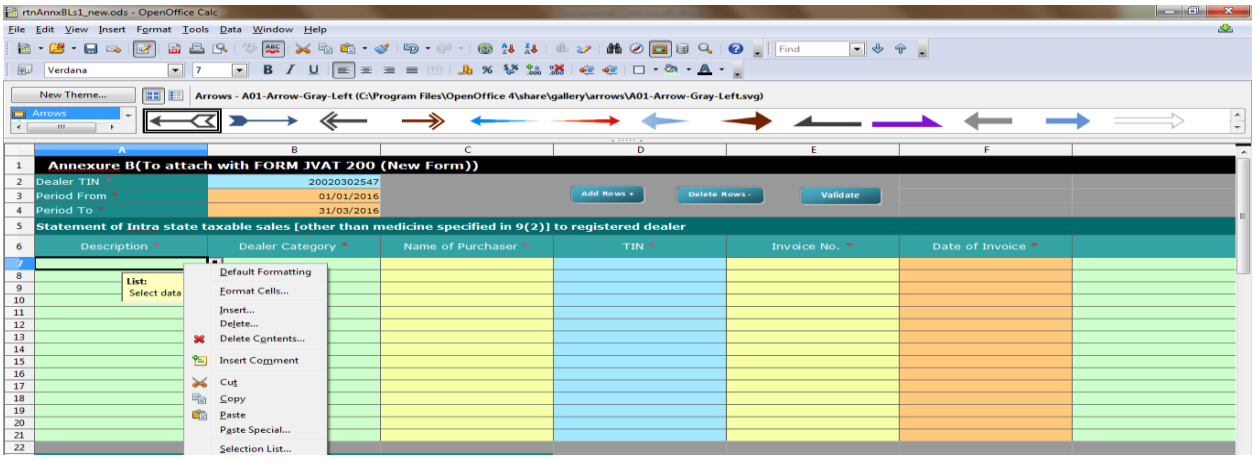
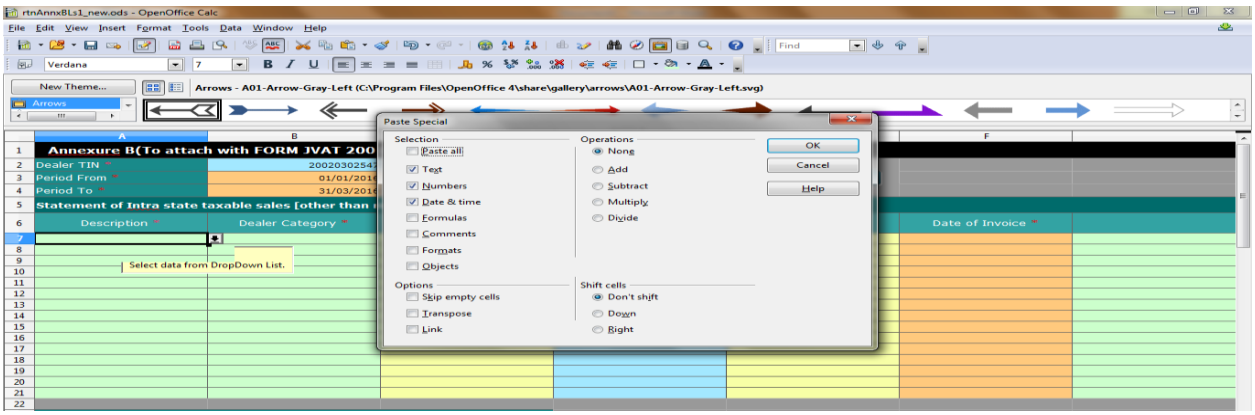
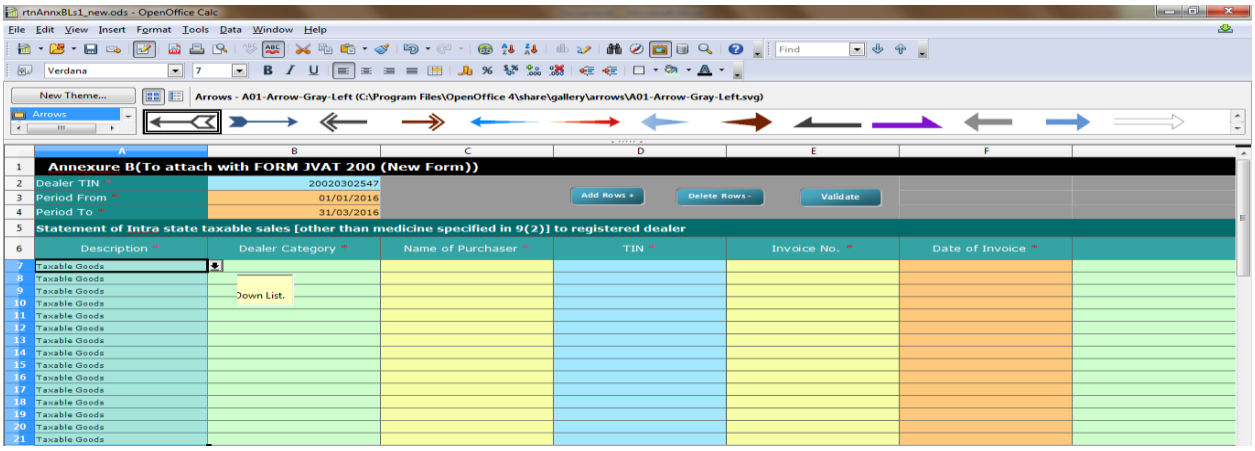


2.Click >> "**CTRL + Shift+ Down-Arrow Button**" to select multiple rows in a column:-



3. Copy the selected row (**Ctrl C**). Now select the first row of same column in new ods sheet,

Right click from mouse and select Paste special as shown below



6. Select only **Text, Number and Date & time** then click “ok” as shown below