

TAX INFO

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Latest update on GST Law: Information regarding **Adding Profile in Matching Offline Tool** based on the **Availability on Portal**.

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Offline Matching Tool

Matching Offline Tool is an offline tool to view Form GSTR 2B and match the auto drafted details in Form GSTR-2B with the purchase register. You can access Matching Offline tool after creating a profile in it.

To create a profile in the Matching tool, perform the following steps:

1. On the Goods and Services Tax Matching Tool (Form GSTR-2B with purchase register) screen, click the Manage Profile option.
2. Select the Add Profile option from the list displayed.
3. The Add Profile page is displayed.
4. In the **GSTIN of taxpayer** field, enter GSTIN.
5. In the **Trade/Legal Name** field, enter Trade Name or Legal Name.
6. In the **SEZ unit/developer** field, select the relevant option from the drop-down list.
7. Click the Add “+” symbol to add details in the Matching tool.
8. Details get added in the Matching tool and another blank row appears to add more details. If required, you can delete the row using the delete icon.
9. Click SAVE.
10. A confirmation message, “**Profile is saved successfully**” is displayed.
11. Click **BACK** to go back to the Matching Tool home page.
12. To modify or view a profile, select the **Modify** option from the **Manage Profile** list on the Good and Service Tax Matching Tool page.
13. List of taxpayer profiles is displayed.

Note:

- a) The DELETE button enables you to delete the selected profile from the system and not a specific record.
- b) You can delete multiple records by first selecting profiles and then clicking the delete icon.

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