

USER MANUAL FOR REPORTING OF FREIGHT ADVANCE COLLECTION AND GENERATION OF TAX INVOICE IN FOIS/TMS APPLICATION

Disclaimer: The User Manual is only to be used for general purpose and for reporting in FOIS/TMS Application and is not authorised by Railway Board. In case of any conflict, or policy issues, the concerned Rate Circulars along with related instructions issued by Railway Board/ Competent Authorities from time to time shall take precedence.

Zonal Users shall now be able to report the Freight Advance collected by their respective Zones from freight customers and generate tax invoice in FOIS/TMS Application. The facility has been given in FOIS/TMS Zonal Query where the authorized Zonal Users having the FOIS User Role as **“ZONL-ADMN”** shall login with their credentials and report the same. In case the nominated Zonal User is not authorized in FOIS for the above role against their FOIS ID, they may contact Central OCC to assign the Role through FOIS Message option along with approval from Competent Authority.

The module is available on FOIS Website at the address mentioned below for reporting.

FOIS Network

<http://10.60.200.54:50014/>

Public Network

www.fois.indianrail.gov.in

Zonal Users shall select the following menu after login in FOIS/TMS Zonal Queries to report the collected Freight Advance amount and generate tax invoice for the advance collection.
"Administration → Advance Freight Collection → Generate GST Tax Invoice For Advance Freight Payment"



On selecting the above menu option, the following screen shall be shown to the user:

The screenshot shows the 'GENERATE GST TAX INVOICE FOR ADVANCE FREIGHT PAYMENT' form. The form is divided into several sections:

- Input Details:** Station: HDCB, Date: 06-09-2021
- Railway:** Code: RLY, Name: RAILWAYS_WB, GSTIN: 19AAAGM0289C1ZG, State Number: 19, State Name: WEST BENGAL, Address: 17, EASTERN RAILWAY HQ, FAIRLIE PLACE, KOLKATA, Email ID: , Mobile Number: 9002020101
- Customer:** Code: SAIL, Name: , GSTIN: 19AAACS7062F6Z6, State Number: 19, State Name: WEST BENGAL, Address: SPAT BHAWAN-G T ROAD-WEST BENGAL-DURGAPUR, Email ID: , Mobile Number: 7171717177
- Payments:** Advance Amount: 987654321, Taxable Amount: 940623162.86, Total Tax: 47031158.14, Tax Details: SST AMOUNT RS 47031158.14/CGST@2.5%+RS 23515, Authority By: CCM, Authority Number: 101, Authority Date: 06-09-2021, Remarks: FREIGHT ADVANCE COLLECTION

Buttons for 'SAVE' and 'RESET' are located at the bottom of the form.

Steps

- User shall report the Station Code of their respective Zone with the help available.
- Freight Advance Collection and Generation of Tax Invoice shall be done on current date only.
- GSTIN details of Railways shall automatically be populated based on the State of the reported Station.
- User shall enter the Code of the Customer from whom the freight advance has been collected. User should select the customer code and name from the available help list only.

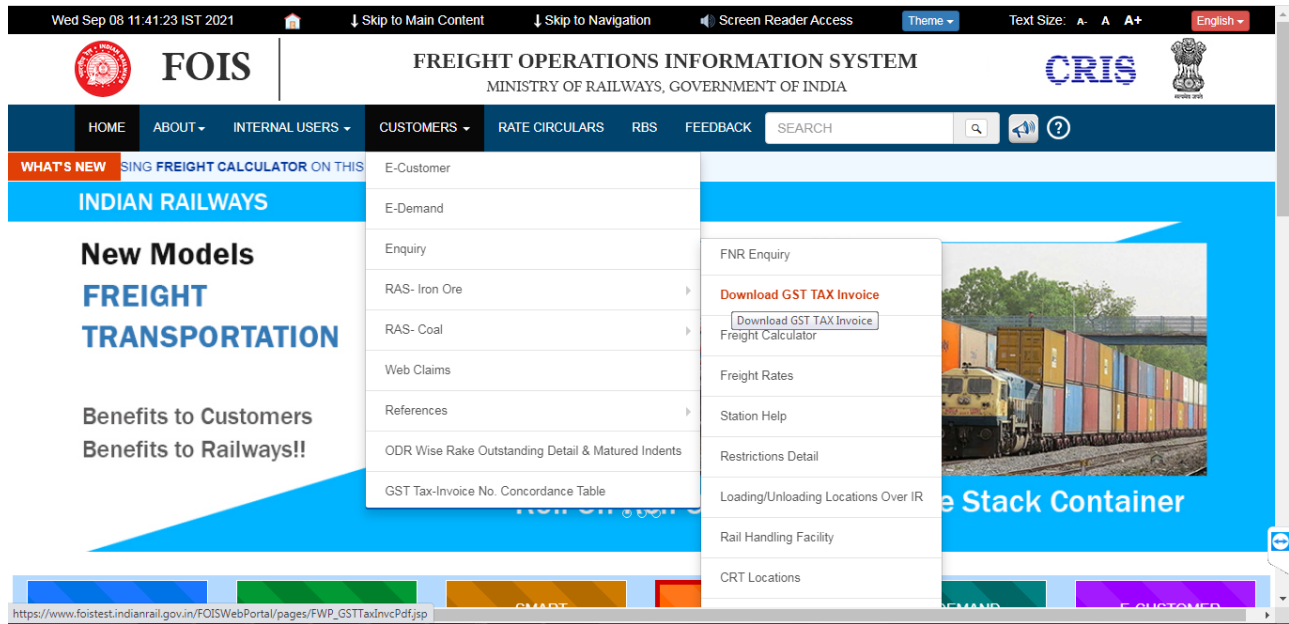
- Available GSTIN Numbers of the customer shall be listed, user shall select the appropriate GSTIN from the List. GSTIN Details shall be populated accordingly.
- In case of unregistered customer or if GSTIN details are not reported earlier in customer profile, GSTIN number shall not be listed. User shall act accordingly on the same.
- User shall report the total advance amount collected. System shall automatically calculate the Freight and GST Part of the amount. GST components shall be calculated based on the GSTINs of Railway and Customer as reported above. GST Remark shall be displayed to view verify the GST Components.
- Authority Details are to be reported essentially by the Zonal Users.
- After verification of the entries, user shall click on **"SAVE"**. The following screen shall appear before the user on successful save.

The screenshot displays the 'GENERATE GST TAX INVOICE FOR ADVANCE FREIGHT PAYMENT' form in the Terminal Management System Zonal Queries interface. The form is divided into several sections:

- Input Details:** Station: HCCB, Date: 06-09-2021
- Railway:** Code: RLY, Name: RAILWAYS_WB, GSTIN: 19AAAGM0289C1ZG, State Number: 19, State Name: WEST BENGAL, Address: T, EASTERN RAILWAY HQ, FAIRLIE PLACE, KOLKATA, Email ID: [blank], Mobile Number: 9002020101
- Customer:** Code: SAIL, Name: [blank], GSTIN: 19AAACS7052F6Z6, State Number: 19, State Name: WEST BENGAL, Address: SPAT BHAWAN-G T ROAD-WEST BENGAL-DURGAPUR, Email ID: [blank], Mobile Number: 7171717177
- Payments:** Advance Amount: 987654321, Taxable Amount: 940623162.86, Total Tax: 47031158.14, Tax Details: GST AMOUNT RS.47031158.14/CGST@2.5%=RS.23515, Authority By: CCM, Authority Number: 101, Authority Date: 06-09-2021, Remarks: FREIGHT ADVANCE COLLECTION

A green banner at the bottom of the form indicates: Record Saved Successfully ! Tax Invoice ID :- 9921091955780001

- User may record the Tax Invoice ID generated for future reference.
- User and customer can also download the tax invoice generated above for freight advance collection from the menu available in FOIS web site as show in the screen below:



- A sample copy of Tax Invoice generated against Freight Advance Collection is shown in the screen below.

Government of India					
Ministry of Railways					
Goods and Service Tax Invoice					
Tax Invoice No.:	9921091955780001	Tax Invoice Date:	06-09-2021		
RR/MR No.:		RR/MR Date:	06-09-2021		
Zone:	SE	Division:	KGP		
Station Code/Name:	HDCB-HALDIA DOCK COMPLEX BULK				
Collection Purpose:	COLLECTION OF FREIGHT ADVANCE				
Goods and Service Description:	TRANSPORTATION OF GOODS BY RAIL	HSN Code:	995512		
Details of Supplier (Railways)					
GSTIN:	19AAAGMD289C1ZG	State:	WEST BENGAL-19		
Name:	RAILWAYS_WB				
Address:	17, EASTERN RAILWAY HQ, FAIRLIE PLACE, KOLKATA, WB, 700001				
Mobile:	9002020101				
Email Id:					
Details of Recipient (REGISTERED)					
GSTIN:	19AAACS7062F6Z6	State:	WEST BENGAL-19		
Name:					
Address:	ISPAT BHAWAN-G T ROAD-WEST BENGAL-DURGAPUR-713203				
Mobile:	7171717177				
Email Id:					
Goods and Service Tax Details					
Transaction Category:	REGULAR	Reverse Charge:	NO		
Inter/Intra State:	INTRA STATE TRADE	State of Place of Supply:	WEST BENGAL-19		
Supply Value (In Rs.):	940623162.86	Taxable Value (In Rs.):	940623162.86	Collected Value (In Rs.):	987654321
Tax Components					
GST Rates(In %)			GST Rates(In Rs.)		
IGST	0	IGST	0		
CGST	2.5	CGST	23515579.07		
SGST	2.5	SGST	23515579.07		
UGST	0	UGST	0		
CESS	0	CESS	0		
Total GST:		47031158.14			

Note: Original GST Tax Invoice.

Date _____

Signature _____

Name of the Railway Official _____

Designation(with Stamp)

Disclaimer: This is a computer generated Tax Invoice. It is valid only for Tax Invoice/ITC Claim Purpose if signed by the authorized Railway Official with Stamp and Date.

- Zonal user can also view all the advances collected at one place. This option is given under the menu shown in the screen below.



- On selecting the above menu, this shall list all the Freight Advances Collected in the respective zone as shown in the screen below.

ZONE	EDV	SN	STTN	RLY GSTIN	CODE	CUST GSTIN	TAX INVCID	INVCDATE	TOTL AMNT	FRGT AMNT	GST AMNT	GST	GST AMNT	GST AMNT	NUMB	BY	DATE	REMARKS
NR	UMB	CDG	04AAAGM028	ACC	09BBBP59848F123	9921090442780002	03-09-2021	2000	1904.76	95.24	GST AMOUNT RS.95.24(IGST-5%=RS.95.24)	101	CCM	03-09-2021 00:00	FREIGHT ADVANCE COLLECTION			
NR	MB	SEO	09AAAGM028	ACC	07AAACC1205A1ZP	9921090941780001	03-09-2021	60000000	57142857.14	2857142.86	GST AMOUNT RS.2857142.86(IGST-5%=RS.2857142.86)	11	1	03-09-2021 00:00	1111			
NR	DLI	TICD	07AAAGM028	SAIL	19AAACS7062F6Z6	9921090738780001	06-09-2021	987654321	940623162.86	47031158.14	GST AMOUNT RS.47031158.14(IGST-5%=RS.47031158.14)	101	CCM	06-09-2021 00:00	FREIGHT ADVANCE COLLECTION			

- The Tax Invoices thus generated, shall be uploaded to GSP for further proceedings.
