

Manual > Viewing Form GSTR-2B

How can I view and download Form GSTR-2B?

Form GSTR-2B is an auto-drafted ITC statement which will be generated for every registered person on the basis of the information furnished by his/her suppliers in their respective Form GSTR-1 & Form GSTR-5 and ITC received through Form GSTR-6. The statement will indicate availability of Input Tax Credit to the registered person against each document filed by his/her suppliers and the Input Service Distributor (ISD).

To view and download Form GSTR-2B on GST Portal, perform following steps:

1. Access the <https://www.gst.gov.in/> URL. The GST Home page is displayed. Login to the GST Portal with valid credentials. Click the **Services > Returns > Returns Dashboard** option.

Note: Alternatively, you can also click **Return Dashboard**.

2. The **File Returns** page is displayed. Select the **Financial Year & Return Filing Period** (Month) for which you want to view Form GSTR-2B from the drop-down list. Click the **SEARCH** button. Form GSTR-2B tile is displayed.

Dashboard Services GST Law Downloads Search Taxpayer Help and Taxpayer Facilities E-Invoice

Dashboard > Returns English

File Returns

Indicates Mandatory Fields

Financial Year • 2020-21

Return Filing Period • May

SEARCH

Details of outward supplies of goods or services

GSTR1

Status- Filed

VIEW GSTR1 DOWNLOAD

Auto - drafted ITC Statement

GSTR2B

VIEW DOWNLOAD

[3. Download GSTR-2B](#)

[4. View GSTR-2B](#)

3. Download GSTR-2B

3.1. If number of documents across all tables of Form GSTR-2B is more than 1000, then you can either use the advance search option of download the document details in excel/JSON format from the download page of Form GSTR-2B. Click the **DOWNLOAD** button to navigate to download page of Form GSTR-2B.

Auto - drafted ITC Statement

GSTR2B

VIEW

DOWNLOAD

3.2. Click the **GENERATE JSON FILE TO DOWNLOAD** button to generate data in the JSON format to view in Offline Matching Tool or click the **GENERATE EXCEL FILE TO DOWNLOAD** button to generate data in the excel format.

Offline Download for GSTR-2B

Help

FORM GSTR-2B has been generated on the basis of the information furnished by the suppliers in their respective FORMS GSTR-1,5 and 6. It also contains information on imports of goods from the ICEGATE system. It can be downloaded as either JSON file to view in offline tool or can be downloaded as Excel file.

Download data for GSTR-2B

Note: Please refer help section for more details.

[GENERATE JSON FILE TO DOWNLOAD](#)
[GENERATE EXCEL FILE TO DOWNLOAD](#)

GSTR-2B Summary	Download here
GSTR-2B Details - Part 1	Download here
GSTR-2B Details - Part 2	Download here
GSTR-2B Details - Part 3	Download here
GSTR-2B Details - Part 4	Download here
GSTR-2B Details - Part 5	Download here
GSTR-2B Details - Part 6	Download here
GSTR-2B Details - Part 7	Download here

[BACK](#)

4. View GSTR-2B

4.1. In the **Form GSTR-2B** tile, click the **VIEW** button.

Note: If number of documents across all tables of Form GSTR-2B is less than 1000, then you can view the document details directly on GST Portal.

Auto - drafted ITC Statement
GSTR2B

VIEW

DOWNLOAD

4.2. The **Form GSTR-2B – AUTO DRAFTED ITC STATEMENT** page is displayed. Form GSTR-2B has two tabs as **SUMMARY** and **ALL TABLES**.

GSTR-2B- AUTO-DRAFTED ITC STATEMENT



GSTIN- 24AAFCK2304M1ZP
Financial Year - 2020-21

Legal Name - MxWeb Infotech80
Return Period - May

Trade Name - GSTN
Generation date - 12/06/2020

SUMMARY

ALL TABLES

[View Advisory](#)

ITC available

ITC not available

S.NO.	Heading [Expand All ▼]	GSTR-3B table	Integrated Tax (₹)	Central Tax (₹)	State/UT Tax (₹)	Cess (₹)
Part A ITC Available - Credit may be claimed in relevant headings in GSTR-3B						
I	All other ITC - Supplies from registered persons ▼	4A(5) ⓘ	33,320.00	0.00	0.00	150.00
II	Inward Supplies from ISD ▼	4A(4) ⓘ	0.00	0.00	0.00	0.00
III	Inward Supplies liable for reverse charge ▼	3.1(d) 4A(3) ⓘ	16,225.00	0.00	0.00	85.00
IV	Import of Goods ▼	4A(1) ⓘ	0.00	0.00	0.00	0.00
Part B ITC Reversal - Credit may be reversed in relevant headings in GSTR-3B						
I	Others ▼	4B(2) ⓘ	23,195.00	0.00	0.00	180.00

[BACK TO DASHBOARD](#)[DOWNLOAD GSTR-2B SUMMARY \(PDF\)](#)[DOWNLOAD GSTR-2B DETAILS \(EXCEL\)](#)

SUMMARY TAB

4.3. The Summary tab is divided into 2 parts:

- **Part A (ITC Available):** A summary of ITC available as on the date of its generation and is divided into credit that can be availed and credit that is to be reversed (Table 3)
- **Part B (ITC not Available):** A summary of ITC not available and is divided into ITC not available and ITC reversal (Table 4)

SUMMARY | [ALL TABLES](#) [View Advisory](#)

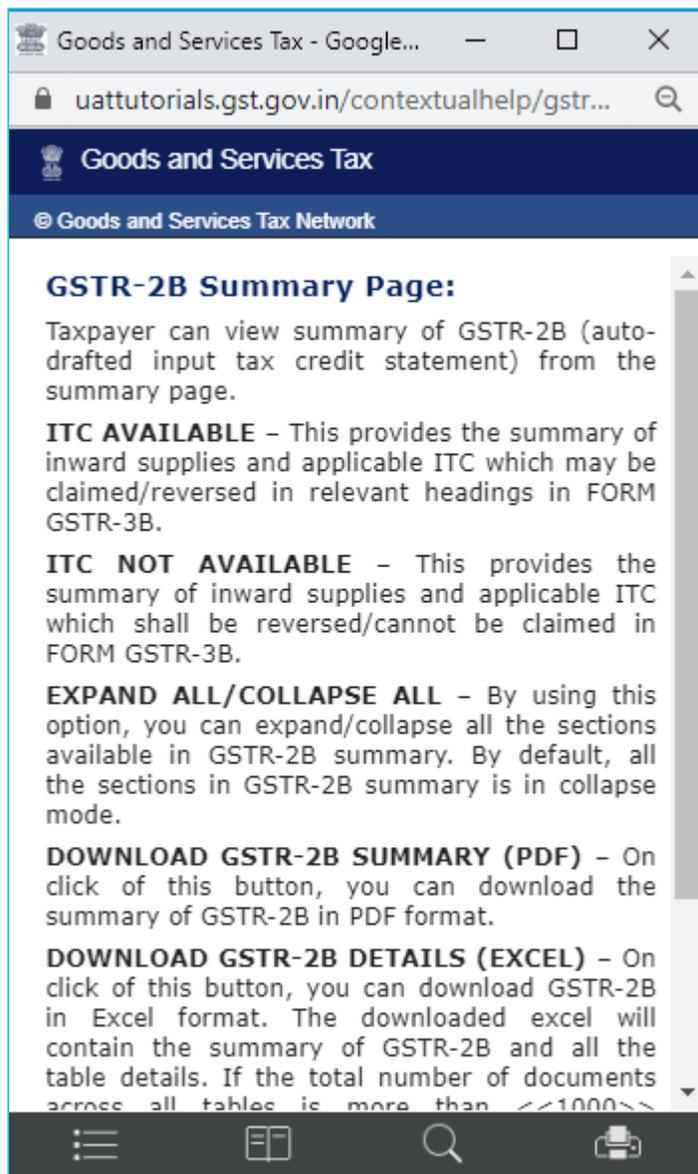
ITC available | ITC not available

S.NO.	Heading [Expand All ▼]	GSTR-3B table	Integrated Tax (₹)	Central Tax (₹)	State/UT Tax (₹)	Cess (₹)
Part A ITC Available - Credit may be claimed in relevant headings in GSTR-3B						
I	All other ITC - Supplies from registered persons ▼	4A(5) ⓘ	33,320.00	0.00	0.00	150.00
II	Inward Supplies from ISD ▼	4A(4) ⓘ	0.00	0.00	0.00	0.00
III	Inward Supplies liable for reverse charge ▼	3.1(d) 4A(3) ⓘ	16,225.00	0.00	0.00	85.00
IV	Import of Goods ▼	4A(1) ⓘ	0.00	0.00	0.00	0.00
Part B ITC Reversal - Credit may be reversed in relevant headings in GSTR-3B						
I	Others ▼	4B(2) ⓘ	23,195.00	0.00	0.00	180.00

[BACK TO DASHBOARD](#)
[DOWNLOAD GSTR-2B SUMMARY \(PDF\)](#)
[DOWNLOAD GSTR-2B DETAILS \(EXCEL\)](#)

Note:

- You can click the **DOWNLOAD GSTR-2B SUMMARY (PDF)** or **DOWNLOAD GSTR-2B SUMMARY (EXCEL)** button to view the Form GSTR-2B details in PDF or Excel format. The downloaded excel will contain the summary of Form GSTR-2B and all the table and document details. If the total number of documents across all tables is more than 1000, then **DOWNLOAD GSTR-2B SUMMARY (EXCEL)** button will be disabled. However, you may download the excel from Form GSTR-2B download page (refer step 3), by using the link given in information message below the summary table.
- You can click the **Expand All** to expand/collapse all the sections available in Form GSTR-2B summary. By default, all the sections in Form GSTR-2B summary is in collapse mode.
- Click the **Help** button to view the details related to this particular screen.



- Click the **View Advisory** link to view and download the advisory. You can view the cut-off dates considered for Form GSTR-2B from the pop-up page. You can click the **DOWNLOAD ADVISORY** button to download Form GSTR-2B advisory in PDF format.

Cut-off dates considered for GSTR-2B	
Supplies from/type	Criteria
Normal taxpayer filing at monthly frequency	All GSTR-1 filed between 12-May-2020 to 11-Jun-2020
Normal taxpayer filing at quarterly frequency	All GSTR-1 filed between 14-May-2020 to 13-Jun-2020
Non Resident Taxpayer	All GSTR-5 filed between 14-May-2020 to 13-Jun-2020
Input service distributor	All GSTR-6 filed between 14-May-2020 to 13-Jun-2020
Import from overseas	NA
Import from SEZ	NA

[Back](#)
[DOWNLOAD ADVISORY](#)

4.4. On click of the hyperlinks provided in the headings column of Form GSTR-2B summary, you can navigate in details in the GSTR-2B table and view pre-filtered document details.

Dashboard > Returns > GSTR-2B English

GSTR-2B- AUTO-DRAFTED ITC STATEMENT

GSTIN- 24AAFCK2304M1ZP Legal Name - MxWeb Infotech80 Trade Name - GSTN
 Financial Year - 2020-21 Return Period - May Generation date - 10/08/2020

SUMMARY [ALL TABLES](#) [View Advisory](#) [HELP](#)

ITC available [ITC not available](#)

S.NO.	Heading [Expand All]	GSTR-3B table	Integrated Tax (₹)	Central Tax (₹)	State/UT Tax (₹)	Cess (₹)
Part A ITC Available - Credit may be claimed in relevant headings in GSTR-3B						
I	All other ITC - Supplies from registered persons	4(A)(5)	33,320.00	0.00	0.00	150.00
II	Inward Supplies from ISD	4(A)(4)	0.00	0.00	0.00	0.00
III	Inward Supplies liable for reverse charge	3.1(d) 4(A)(3)	16,225.00	0.00	0.00	85.00
IV	Import of Goods	4(A)(1)	0.00	0.00	0.00	0.00
Part B ITC Reversal - Credit may be reversed in relevant headings in GSTR-3B						
I	Others	4(B)(2)	23,195.00	0.00	0.00	180.00

The number of records in GSTR-2B are more than 1000. Please click [here](#) to download either GSTR-2B JSON/Excel.

[BACK TO DASHBOARD](#)
[DOWNLOAD GSTR-2B SUMMARY \(PDF\)](#)
[DOWNLOAD GSTR-2B DETAILS \(EXCEL\)](#)

4.5. Click **B2B Invoices** hyperlink available under Part A Section I of ITC Available summary to navigate to **Taxable inward supplies received from registered person - B2B** table.

SUMMARY		ALL TABLES		View Advisory		
ITC available		ITC not available		HELP ?		
S.NO.	Heading [Expand All ▼]	GSTR-3B table	Integrated Tax (₹)	Central Tax (₹)	State/UT Tax (₹)	Cess (₹)
Part A	ITC Available - Credit may be claimed in relevant headings in GSTR-3B					
I	All other ITC - Supplies from registered persons ^	4(A)(5) ⓘ	33,320.00	0.00	0.00	150.00
	B2B - Invoices		9,600.00	0.00	0.00	80.00
	B2B - Debit notes		7,200.00	0.00	0.00	67.00
	B2B - Invoices (Amendment)		2,250.00	0.00	0.00	0.00
	B2B - Debit notes (Amendment)		14,270.00	0.00	0.00	3.00
II	Inward Supplies from ISD ▼	4(A)(4) ⓘ	0.00	0.00	0.00	0.00
III	Inward Supplies liable for reverse charge ▼	3.1(d) 4(A)(3) ⓘ	16,225.00	0.00	0.00	85.00
IV	Import of Goods ▼	4(A)(1) ⓘ	0.00	0.00	0.00	0.00

4.6. You will be navigated to **Documents Details** under **ALL TABLES** tab for that particular section. You can view pre-filtered document details of inward supplies received from registered persons which is Other than reverse charge and ITC availability is yes.

SUMMARY		ALL TABLES		View Advisory				
Select table to view details ▼		Taxable inward supplies received from registered person - B2B						
Supplier wise Details		Document Details		Download Excel ⬇				
Display/Hide Columns: +1 ▼		Records Per Page: 10 ▼		Apply filter ▼		Search... Q		
S.NO.	GSTIN of supplier ^	Trade/legal name ^	Invoice number ^	Invoice type ^	Invoice Date ^	Invoice Value (₹) ^	Place of supply ^	Supply Reverse
1	25AACCA3211E1ZH		1A ▼	Regular	09/04/2019	10,000.00	Gujarat	Y
2	25AACCA3211E1ZH		1B ▼	Regular	09/04/2019	10,000.00	Gujarat	Y
3	25AACCA3211E1ZH		1C ▼	Regular	10/04/2019	10,000.00	Gujarat	Y
4	25AACCA3211E1ZH		2A ▼	Regular	10/04/2019	10,000.00	Gujarat	Y
5	25AACCA3211E1ZH		2B ▼	Regular	09/04/2019	10,000.00	Gujarat	Y
6	25AACCA3211E1ZH		2C ▼	Regular	18/04/2019	10,000.00	Gujarat	Y
7	25AACCA3211E1ZH		5A ▼	Regular	15/04/2019	10,000.00	Gujarat	Y
8	25AACCA3211E1ZH		5B ▼	Regular	16/04/2019	10,000.00	Gujarat	Y

Note: On click of amendment hyperlinks available in GSTR-2B summary, you will be navigated to the Document Details under **ALL TABLES** tab for the respective amendment table. You can view document details of all the amended documents.

4.7. If you have more than 1000 documents across all tables of Form GSTR-2B, document details table will not be displayed online. You can download GSTR-2B statement through excel/JSON by clicking on **Download** link as available in the information message (refer to step no.3).

Note:

- Click **Download Excel** to download the details in an excel format.
- **Display/Hide Columns** – Using this option, you can select columns to hide or show.
- **Records Per Page** – This is an option available to fix the pagination. Taxpayer can use this option to view number of records per page.
- **Apply Filter** – You can use the filter option and view auto-drafted documents as per the applied filter.
- **Search** – This is a general search functionality which is applicable across all columns for the table being viewed. By using this functionality, you can search required details.
- **Sorting** – Using this option , you can sort the column details.

Note: If the number of records across all tables of Form GSTR-2B is more than 1000 documents, then advance search option will be enabled. By using this option, taxpayers can view a particular document. You can use Advance search option to search for any document online as shown below.

Select table to view details ▼

Taxable inward supplies received from registered person - B2B

HELP ⓘ

Supplier wise Details

Document Details

*Indicate mandatory fields

You have more than 1000 record; to view details please download either the GSTR-2B excel/JSON. You may search for a record online using 'Advance search option' here. ✕

GSTIN of Supplier*

Invoice Number*

Invoice Date*

Search

Back to Summary

4.8. Click the **Invoice number** hyperlink to view the details of tax. The **Tax details** are displayed.

Select table to view details ▼

Taxable inward supplies received from registered person - B2B

HELP ⓘ

Supplier wise Details

Document Details

Download Excel ⬇

Display/Hide Columns:

Records Per Page:

Apply filter ▼

S.NO.	GSTIN of supplier ^	Trade/legal name ^	Invoice number ^	Invoice type ^	Invoice Date ^	Invoice Value (₹) ^	Place of supply ^	Supply Reverse
1	25AACCA3211E1ZH	GSTN	1A ^	Regular	09/04/2019	10,000.00	Gujarat	M
			Tax Rate (%)	Taxable Value (₹)	Integrated Tax (₹)	Central Tax (₹)	State/UT Tax (₹)	Cess (₹)
			12	10,000.00	1,200.00	0.00	0.00	10.00

4.9. Click **Back to Summary** button to go back to summary page.

SUMMARY ALL TABLES View Advisory

Select table to view details ▼ Taxable inward supplies received from registered person - B2B

Supplier wise Details Document Details Download Excel 📄

Display/Hide Columns: +1 ▼ Records Per Page: 10 ▼ Apply filter ▼ Search... 🔍

S.NO.	GSTIN of supplier ^	Trade/legal name ^	Invoice number ^	Invoice type ^	Invoice Date ^	Invoice Value (₹) ^	Place of supply ^	Supply Reverse
1	25AACCA3211E1ZH		1A ▼	Regular	09/04/2019	10,000.00	Gujarat	M
2	25AACCA3211E1ZH		1B ▼	Regular	09/04/2019	10,000.00	Gujarat	M
3	25AACCA3211E1ZH		1C ▼	Regular	10/04/2019	10,000.00	Gujarat	M
4	25AACCA3211E1ZH		2A ▼	Regular	10/04/2019	10,000.00	Gujarat	M
5	25AACCA3211E1ZH		2B ▼	Regular	09/04/2019	10,000.00	Gujarat	M
6	25AACCA3211E1ZH		2C ▼	Regular	18/04/2019	10,000.00	Gujarat	M
7	25AACCA3211E1ZH		5A ▼	Regular	15/04/2019	10,000.00	Gujarat	M
8	25AACCA3211E1ZH		5B ▼	Regular	16/04/2019	10,000.00	Gujarat	M

« Previous 1 Next »

Back to Summary

Note: Similarly, you can view details for other tables.

ALL TABLES TAB

4.10. Click **ALL TABLES** tab to select an appropriate table from the drop-down list to view details.

SUMMARY ALL TABLES View Advisory

Select table to view details ▼ Taxable inward supplies received from registered person - B2B HELP ⓘ

Taxable inward supplies received from registered person - B2B

Amendments to previously filed invoices by supplier - B2BA

Debit/Credit notes(Original) - B2B CDNR

Amendments to previously filed Credit/Debit notes by supplier - B2B CDNRA

ISD Credits

Amendments ISD Credits received - ISDA

Import of goods from overseas on bill of entry - IMPG

Import of goods from SEZ units/developers on bill of entry - IMPGSEZ

Back to Summary

- **B2B Table of GSTR-2B:** Taxpayer can view auto-drafted inward supplies received from registered persons (including inward supplies attracting reverse charge) in this table.
- **B2BA Table of GSTR-2B:** Taxpayer can view auto-drafted details of amendment to inward supplies received from registered persons (including inward supplies attracting reverse charge) in this table.

- **B2B CDNR Table of GSTR-2B:** Taxpayer can view auto-drafted debit or credit notes received from registered persons in this table.
- **B2B CDNRA Table of GSTR-2B:** Taxpayer can view auto-drafted of amendment debit or credit notes received from registered persons in this table.
- **ISD Table of GSTR-2B:** Taxpayer can view auto-drafted details of input tax credit received from input service distributors/ ISD.
- **ISDA Table of GSTR-2B:** Taxpayer can view auto-drafted details of amendment to input tax credit received from input service distributors/ ISDA.
- **IMPG Table of GSTR-2B:** Taxpayer can view auto-drafted details of import of goods from overseas on bill of entry.
- **IMPGSEZ Table of GSTR-2B:** Taxpayer can view auto-drafted details of inward supply received from SEZ units / developers on bill of entry.

4.11. On selecting a table, you can view the documents details of that table.

The screenshot shows the 'Document Details' tab for the 'ISD Credits' table. The table contains the following data:

S.NO.	GSTIN of ISD ^	Trade/legal name ^	ISD Document type ^	ISD Document number ^	ISD Document date ^	Original Invoice Number ^	Original invoice date ^	In T
1	27AZEPA7151R9ZR	MOHD HAMID ALAM	Invoice	INV001	09/01/2019			
2	27AZEPA7151R9ZR	MOHD HAMID ALAM	Invoice	INV002	09/01/2019			
3	27AZEPA7151R9ZR	MOHD HAMID ALAM	Invoice	INV003	09/01/2019			
4	27AZEPA7151R9ZR	MOHD HAMID ALAM	Credit Note	INV001C	09/01/2019	INV001	09/01/2019	
5	27AZEPA7151R9ZR	MOHD HAMID ALAM	Credit Note	INV002C	09/01/2019	INV002	09/01/2019	
6	27AZEPA7151R9ZR	MOHD HAMID ALAM	Invoice	INV012ITC	09/01/2019			
7	27AZEPA7151R9ZR	MOHD HAMID ALAM	Credit Note	INV012CITC	09/01/2019	INV012ITC	09/01/2019	
8	27AZEPA7151R9ZR	MOHD HAMID ALAM	Invoice	INV013ITCN	09/01/2019			
9	27AZEPA7151R9ZR	MOHD HAMID ALAM	Credit Note	INV013CITCN	09/01/2019	INV013ITCN	09/01/2019	

4.12. You can select **Supplier wise Details** tab, to view supplier wise details of the documents available in the said table.

SUMMARY ALL TABLES View Advisory

Select table to view details ISD Credits HELP

Supplier wise Details Document Details

Records Per Page: 10 Search... Q

S.NO.	GSTIN of ISD ^	Trade/legal name ^	Number of records ^	ISD Document type ^	Integrated Tax (₹) ^	Central Tax (₹) ^	State/UT Tax (₹) ^	Cess (₹) ^	ISD GSTR-6 Period ^
1	27AZEPA7151R9ZR	MOHD HAMID ALAM	4	Credit Note	2,936.00	0.00	0.00	330.00	Jan'19
2	27AZEPA7151R9ZR	MOHD HAMID ALAM	5	Invoice	4,634.00	0.00	0.00	850.00	Jan'19

< Previous 1 Next >

Back to Summary

4.13. On Click of **GSTIN** hyperlink, you can navigate to **Document details** tab and view documents received only from the said supplier.

SUMMARY ALL TABLES View Advisory

Select table to view details ISD Credits HELP

Supplier wise Details Document Details Download Excel

Display/Hide Columns: +1 Records Per Page: 10 Apply filter Search... Q

27AZEPA7151R9ZR MOHD HAMID ALAM

S.NO.	ISD Document type ^	ISD Document number ^	ISD Document date ^	Original Invoice Number ^	Original invoice date ^	Integrated Tax (₹) ^	Central Tax (₹) ^	State/UT Tax (₹) ^	Cess (₹) ^
1	Credit Note	INV001C	09/01/2019	INV001	09/01/2019	2,160.00	0.00	0.00	3
2	Credit Note	INV002C	09/01/2019	INV002	09/01/2019	650.00	0.00	0.00	5
3	Credit Note	INV012CITC	09/01/2019	INV012ITC	09/01/2019	112.00	0.00	0.00	3
4	Credit Note	INV013CITCN	09/01/2019	INV013ITCN	09/01/2019	14.00	0.00	0.00	22

< Previous 1 Next >

Back to Summary

Note:

- Similarly, you can view details for other tables.
- For **Import of goods from overseas on bill of entry - IMPG** table, only document details are available and no supplier wise details are available.