

E-way Bill

User Manual

Commercial Taxes
Department, Govt. of
Jharkhand

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Enter URL in Address bar for test environment:
http://164.100.80.111/ewaybill_nat1/Login.aspx



1. How to get Registration

The registration mechanism for the GST taxpayers for the e-Way Bill system is a simple process. One time GST taxpayer need to register on this system. To do that the taxpayer need to have the GSTIN issued under GST system and mobile number registered with the GST system with him.

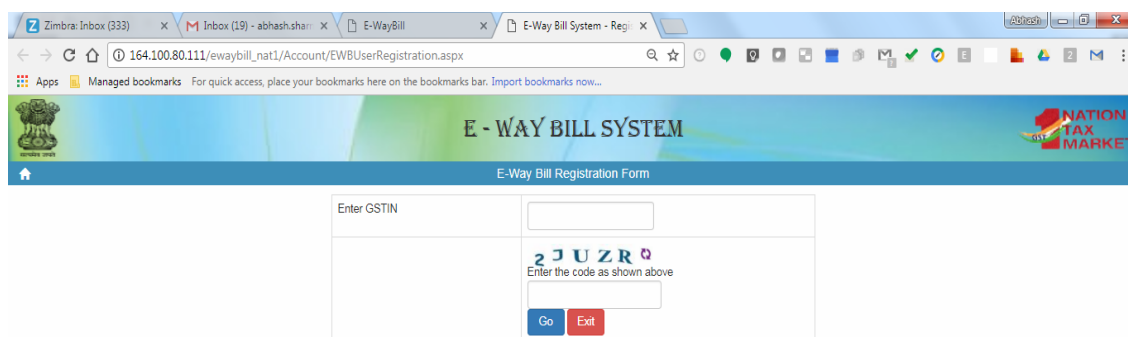
Once a user enters into the URL address of the E-Way Bill System in his browser, the following screen will be displayed.

a. Click on e-Way bill registration

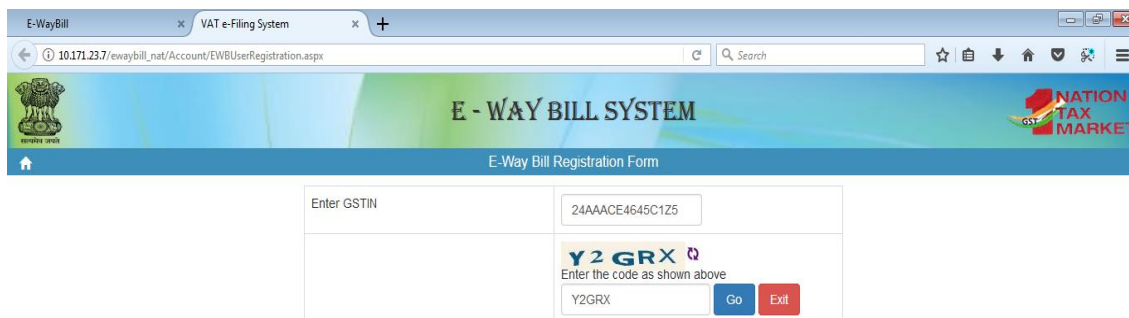


On the e-Way Bill portal, a first time user of registered person type can register by clicking on the 'e-way bill Registration' link. Then the user will be redirected to the 'e-Way Bill Registration Form'. The registration form is shown below.

b. Enter GSTIN No. with following captcha details



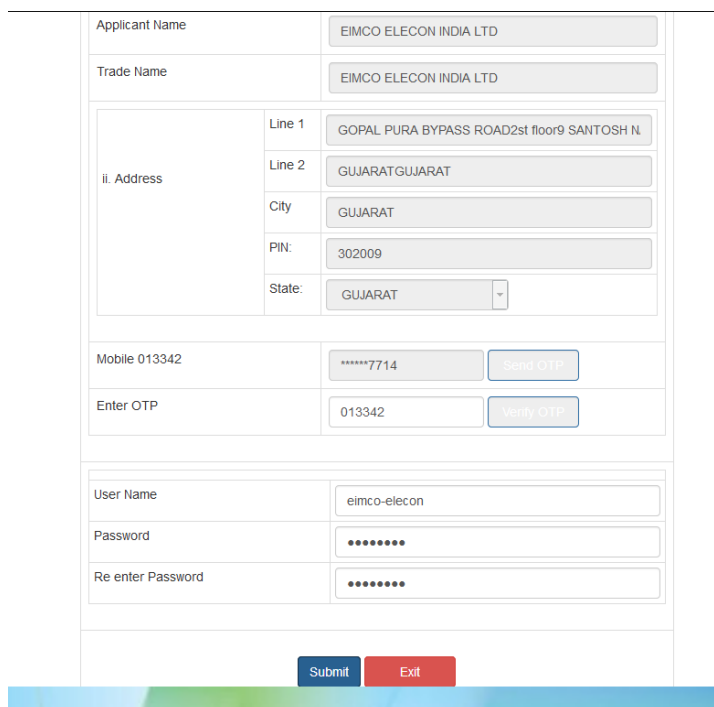
The user needs to enter the GSTIN number of a registered tax payer and shall click 'Go' to submit the request. Once the request is submitted the user will be redirected to the following page.



The screenshot shows a web browser window with the URL 10.171.23.7/ewaybill_nat/Account/EWBUserRegistration.aspx. The page title is "E - WAY BILL SYSTEM" and the subtitle is "E-Way Bill Registration Form". The form includes a field for "Enter GSTIN" with the value "24AAACE4645C1Z5". Below this is a CAPTCHA image showing "Y2 GRX" and the text "Enter the code as shown above". The CAPTCHA input field contains "Y2GRX". There are "Go" and "Exit" buttons.

c. Verify identity with OTP sent on register mobile no.

Enter OTP



The screenshot shows the "E-Way Bill Registration Form" with the following fields and values:

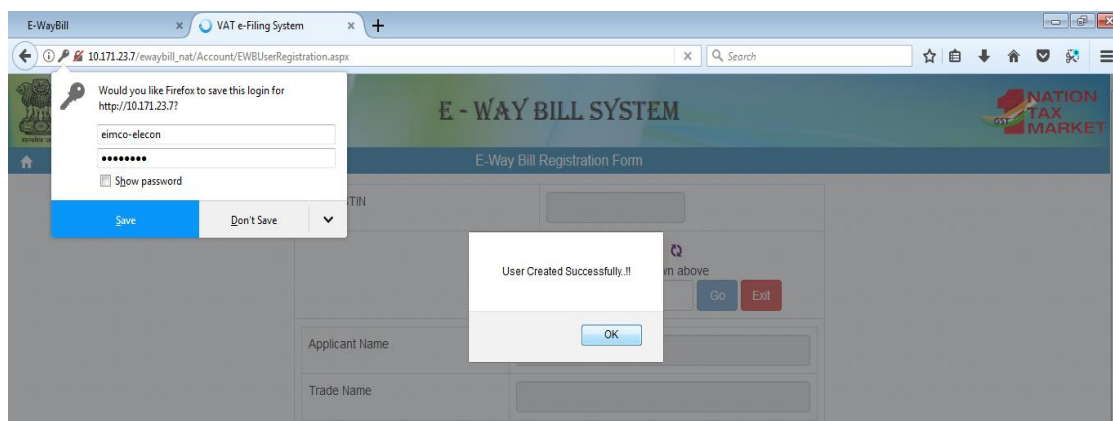
| | | | |
|-------------------|------------------------|---|--|
| Applicant Name | EIMCO ELECON INDIA LTD | | |
| Trade Name | EIMCO ELECON INDIA LTD | | |
| ii. Address | Line 1 | GOPAL PURA BYPASS ROAD2st floor9 SANTOSH N. | |
| | Line 2 | GUJARAT GUJARAT | |
| | City | GUJARAT | |
| | PIN: | 302009 | |
| | State: | GUJARAT | |
| Mobile 013342 | *****7714 | Send OTP | |
| Enter OTP | 013342 | Verify OTP | |
| User Name | eimco-elecon | | |
| Password | ***** | | |
| Re enter Password | ***** | | |

At the bottom, there are "Submit" and "Exit" buttons.

In the above mentioned form Applicant name, Trade name, Address and Mobile Number is auto populated. User needs to click on 'Send OTP' to get the OTP on the registered mobile. Once OTP is received on the registered mobile number, user needs to enter the OTP and verify the same in the system. After that he/she has to click on verify OTP to verify the same and validate.

Next, the user needs to provide a User ID or username, which he/she plans to use to open his account on the system. Username should be of 6 to 15 characters can include special characters. Unique user name should be given by the user, which is not there in the system. Once a request for registration is submitted, the system validates the entered values and pops up the appropriate message if there is any error. Otherwise the username with password is registered in e-Way Bill System and in future the registered id and password can be used.

d. Create User Name and Password and submit application



e. Enrolment by GST un-registered transporters

As explained previously, the un-registered person under GST cannot register using the previous option. He needs to enrol on this system by providing his business details. After authenticating these details, the system generates the Transporter ID and user credentials for him. The enrolment form asks for his PAN details, business type, business place, Aadhar authentication.

For enrolling, the un-registered transporter has to open the e-Way Bill portal and select the Enrolment for Transporters' option. On selection of the same, the system shows the following screen.

The user has to select the State and enter his legal name as given in his PAN and PAN number. The user gets it validated by clicking 'Validate' button. After that he will enter his business details and contact details. When the click 'Send OTP' is clicked, OTP is sent to his mobile. He can enter his choice of username and password. After that he has to give the consent to use Aadhar details and declaration of enrolment. Once he clicks the 'Submit' button, the system generates the 15 digits TRANS ID and shows him. This he has to provide his clients to provide in the e-way bill to allow him to move their goods by entering the vehicle number.

Application for Enrollment (MS-552)

- Select Your State:
- (i) Legal name (Enter Name as per PAN)
 (ii) Trade name, if any
 (iii) PAN
 (iv) Aadhar (applicable in case of proprietorship concerns only)
- Type of enrollment: ☐ Warehouse/Depot ☐ Godown ☐ Cold Storage ☐ Transport services
- Constitution of business (please select the Appropriate):
- Particulars of Principal Place of business:

| | | | |
|--|--|---|-------------------------------|
| (i) Address | | Floor No. <input type="text"/> | |
| Building No./Flat No. <input type="text"/> | | Road/Street <input type="text"/> | |
| Name of the Premises/Building <input type="text"/> | | City/Town/Locality/Village <input type="text"/> | |
| City/Town/Locality/Village <input type="text"/> | | District <input type="text"/> | |
| Taluka/Block <input type="text"/> | | State <input type="text" value="KARNATAKA"/> | PIN Code <input type="text"/> |
| Latitude <input type="text"/> | | Longitude <input type="text"/> | |
- Contact Information (The email address and mobile number will be used for authentication):

| | |
|------------------------------------|---------------------------------------|
| Email Address <input type="text"/> | STD <input type="text"/> |
| | Telephone Number <input type="text"/> |
| Mobile Number <input type="text"/> | Enter OTP <input type="text"/> |
| STD <input type="text"/> | Pin number <input type="text"/> |
- Nature of premises: ☒ Own ☐ Leased ☐ Rented ☐ Consent ☐ Shared ☐ Others
- Login Details:

| | |
|---------------------------------------|--------------------------------------|
| User ID <input type="text"/> | <input type="button" value="Check"/> |
| Password <input type="text"/> | |
| Confirm Password <input type="text"/> | |
- Consent:

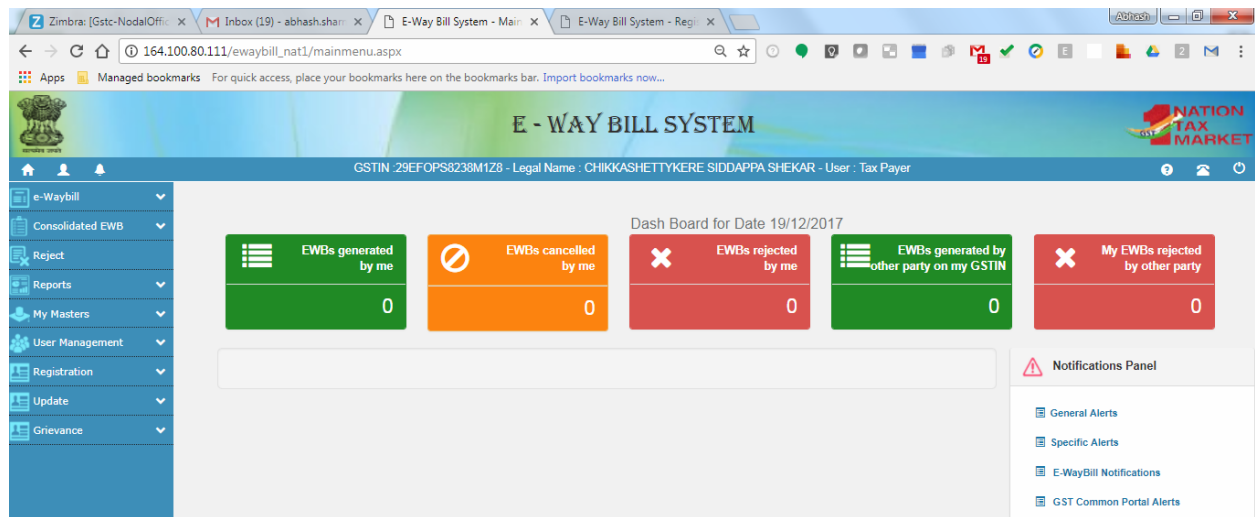
☐ I, on behalf of the holder of Aadhar number <pre-filled based on Aadhar number provided in the form> give consent to "Goods and Services Tax Network" to obtain my details from UIDAI for the purpose of authentication. "Goods and Services Tax Network" has informed me that identity information would only be used for validating identity of the Aadhar holder and will be shared with Central Identity Data Repository only for the purpose of authentication.
- Verification:

☐ I hereby solemnly affirm and declare that the information given herein above is true and correct to the best of my knowledge and belief and nothing has been concealed therefrom.

- f. After creating login and password, user enter these details to login in e-way bill portal



g. After login in e-way bill portal, dashboard will display



2. Main Menu

The main menu lists the options available to a user to operate on the e-Way Bill.

1. e-Way bill – It has sub-option for generating, updating, cancelling and printing the e-way bill.
2. Consolidated E-way bill – It has sub-option to consolidate the e-way bills, updating and cancelling them.
3. Reject – It has option to reject the e-Way Bill generated by others, if it does not belong to the user.
4. Reports – It has options to generating various kinds of reports.
5. Masters – It has options to create the users' masters like customers, suppliers, products, transporters.
6. User Management – It has options for the users to create, modify and freeze the sub-users to his business.
7. Registration – It has options to register for SMS, Android App and API facilities to use.



3. Creating e-waybill

- a. for creating new e-waybill, click on sub menu Generate new under e-waybill

- b. Fill all the details as per requirements

c. After filling all the details e-way bill generated

Print e-Way Bill

e-Way Bill



E-Way Bill No: 3210 0060 8967
E-Way Bill Date: 11/11/2017 11:36 AM
Generated By: 24AAA CE484 5C125 - SIMCO ELECON INDIA LTD
Valid From: 11/11/2017 11:36 AM
Valid To: 12/11/2017 11:36 AM

Part - A

GSTR of Recipient: GSTR IN : 24AAA CE577 8N126
AND Eveready Industries India Ltd. GUJARAT

Place of Delivery: GUJARAT, GUJARAT 382009
Invoice /Challen No: 12112
Invoice /Challen Date: 11/11/2017
Value of Goods: ₹ 5999
HSN Code: 2508
Reason for Transportation: Outward - Supply
Transport No. & Name:
Transport Doc. No. & Date:

Part - B

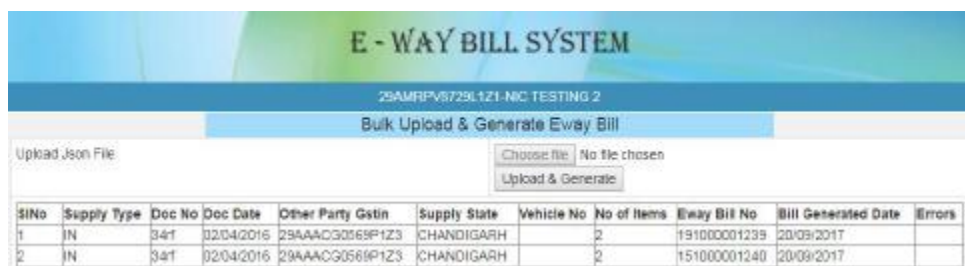
| Sl. No. | Vehicle No. | From | Entered Date | Entered By |
|---------|-------------|---------|---------------------|-----------------|
| 1 | 10AT281235 | GUJARAT | 11/11/2017 11:36 AM | SIMCO ELECON IN |

4. Bulk e-way bill generation

- a. Pre-requisite: For generating a Bulk e-Way Bill the user needs to have the EWB bulk convertor or the excel file, which helps the user to convert the multiple e-Way Bills excel file into a single JSON file.
- b. To generate a Bulk e-Way Bill, user needs to select the sub option 'Generate Bulk' under the option 'e-Waybill'. The following screen will be displayed.



- c. The user needs to enter the multiple e-Way Bills with all the particulars into the excel file and shall convert into a JSON file. Please check e-Way Bill portal on how to validate and convert excel file into JSON file.
- d. Once a JSON file is saved in the user's system, the user needs to upload the same JSON file in the e-Way Bill portal and can use the file to generate bulk e-Way Bill.



| SIno | Supply Type | Doc No | Doc Date | Other Party Gstin | Supply State | Vehicle No | No of Items | Eway Bill No | Bill Generated Date | Errors |
|------|-------------|--------|------------|-------------------|--------------|------------|-------------|--------------|---------------------|--------|
| 1 | IN | 341 | 02/04/2016 | 29AAAG0569P1Z3 | CHANDIGARH | | 2 | 191000001239 | 20/09/2017 | |
| 2 | IN | 341 | 02/04/2016 | 29AAAG0569P1Z3 | CHANDIGARH | | 2 | 151000001240 | 20/09/2017 | |

5. Update vehicle no.

- a. To update vehicle no., select e-way bill either by date or by e-waybill no.

E - WAY BILL SYSTEM

24AAACE4645C1Z5 - eimco-elecon - EIMCO ELECON INDIA LTD - Tax Payer

Update Vehicle Number

Show e-Way Bill By: ☐ e-Way Bill No ☒ Generated Date

Enter EWB Generated Date: 11/11/2017 [Go] [Exit]

| Eway Bill No/Date | Generated By | Doc No/Date | From Place | To Place |
|----------------------------------|-----------------|--------------------------------|--|--|
| Select 321000608967 : 11/11/2017 | EIMCO ELECON IN | 12/12 - 11/11/2017 12:00:00 AM | 24AAACE4645C1Z5-EIMCO ELECON INDIA LTD. GOPAL PURA BYPASS ROAD 2nd floor 9 SANTOSH NAGAR, GUJARAT, GUJARAT, 302009 | 24AAACE5778H1Z6-AHD Eveready Industries India Ltd, GUJARAT, 9 SANTOSH NAGAR, GUJARAT, 302009 |

- b. Enter mode of transport, place and updated vehicle no. with reason

E - WAY BILL SYSTEM

24AAACE4645C1Z5 - eimco-elecon - EIMCO ELECON INDIA LTD - Tax Payer

Update Vehicle Number

Show e-Way Bill By: ☐ e-Way Bill No ☒ Generated Date

Enter EWB Generated Date: 11/11/2017 [Go] [Exit]

Vehicle Update For The EWB No:321000608967

From GSTIN & Place Information: 24AAACE4645C1Z5, GOPAL PURA BYPASS ROAD 2nd floor 9 SANTOSH NAGAR, GUJARAT, GUJARAT, 302009, MANIPUR

To GSTIN & Place Information: 24AAACE5778H1Z6, 9 SANTOSH NAGAR, GOPAL PURA BYPASS ROAD, 2nd floor, GUJARAT, GUJARAT, 302009, GUJARAT

Mode Of Transport: ☐ Road ☒ Rail ☐ Air ☐ Ship

Enter From Place: GUJARAT

Select From State: MANIPUR

Select Reason: Due To Break Down

Trans Doc.No: doc121/12

[Exit]

Saved successfully. !!

Vehicle Update History

| Updated By/Date | Vehicle No | Cons.EWB No. | From Place | Trans Mode |
|------------------------------|------------|--------------|------------|------------|
| EIMCO ELECON IN : 11/11/2017 | KA12AB1234 | 0 | GUJARAT | Road |

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6. Consolidated e-waybill

a. Click on consolidated e-waybill tab

The screenshot shows the 'E-WAY BILL SYSTEM' main menu. The left sidebar contains navigation options: e-Waybill, Consolidated EWB, Generate New, Generate Bulk, Cancel, Print Consolidated EWB, Vehicle Update, Reject, Reports, Masters, User Management, and Registration. The main content area displays an 'Alert Message !!! Mistakes in E-Way Bills' with a list of common errors and 'Best Practices to follow' to avoid them. The right sidebar shows a 'Notifications Panel' with links to General Alerts, Specific Alerts, E-WayBill Notifications, and GST Common Portal Alerts. The bottom status bar indicates 'Over 1.0 0817' and 'Powered By National Informatics Centre'.

**Alert Message !!!
Mistakes in E-Way Bills**

It has been observed that some of the Tax Payers and Transporters are making the mistakes while generating the E-Way Bills. These mistakes may be happening as operators want to generate the e-Way Bills fast. The followings are some of the general mistakes.

- In some cases, 'Total of Tax Values of SGST, CGST, IGST and Cess' is being entered more than 'Value/Taxable Value' of the product.
- In some cases, abnormal value is being entered for 'Value / Taxable Value', that is, more than Rs. 50.00 Crores and so.
- In some cases, GSTIN of the other party is being entered wrongly.
- In some cases, PIN Codes are being entered wrongly.
- In some cases, the HSN codes are being entered wrongly.

This may result in cancellation of e-Way Bill by the tax payers himself or rejection by the other party.

Best Practices to follow

To overcome these mistakes, the following actions may be taken by the Tax Payers/Operators.

- Enter your Clients/Customers and Suppliers master in the master menu – The tax payer has been facilitated on the e-Way Bill system to create onetime master details of his/her customers and suppliers by just entering the GSTIN. This helps in easily populating the customers and suppliers details by the system, just by typing his/her name at name field while generating the e-Way Bills. This avoids the mistakes in GSTIN, Place, State and PIN codes of customers or suppliers.
- Enter your products master in the master menu – The tax payer can create his/her product masters by entering the product details like name, HSN, rate of tax, etc. so that the product details are populated by the system by just typing the 2-3 chars of product name. This avoids the mistakes in HSN code, rate of tax, UQC, etc.
- Verify before submission- The operators can cross-check the values of parameters entered before submitting.
- API Interface- The best method for the large tax payers, who generate the large number of e-Way Bills, is API interface. This is site-to-site integration of the systems for e-way Bill generation. In this method, the tax payer system will directly request the E-way Bill system while generating invoice in his system and get the e-Way Bill number. This can be printed on the invoice document and movement of the goods can be started. This avoids duplicate data entry and eliminates complete data entry mistakes. To use this facility, the tax payers have to

Over 1.0 0817 ©Powered By National Informatics Centre

b. Fill the e-waybill no. and click on tab button, click plus icon and submit all the e-waybill nos. to generate consolidated e-way bill

The screenshot shows the 'Consolidated E-Way Bill Form' in the 'E-WAY BILL SYSTEM'. The form includes a 'Mode' selection (Road, Rail, Air, Ship) and a 'From State' dropdown (KARNATAKA). The 'Vehicle Starts From' field is set to 'BANGALORE'. Below these fields is a table with columns: E-Way Bill No., E-Way Bill Date, Generated By, Inv. No. and Date, Inv. Amount, Source, Destination, and Delete. The table contains one row with the following data: E-Way Bill No. 111000003835, E-Way Bill Date 08/11/2017, Inv. No. and Date ff - 08/11/2017, Inv. Amount 59.40, Source Mangalore, and Destination Mangalore. A plus icon (+) is visible below the table, and 'Submit' and 'Exit' buttons are at the bottom.

E - WAY BILL SYSTEM

29AAFFG0097E1ZG - d_test - - Tax Payer

Consolidated E-Way Bill Form

Mode: ☐ Road ☒ Rail ☐ Air ☐ Ship

From State: KARNATAKA Vehicle Starts From: BANGALORE

| E-Way Bill No. | E-Way Bill Date | Generated By | Inv. No. and Date | Inv. Amount | Source | Destination | Delete |
|----------------|-----------------|--------------|-------------------|-------------|-----------|-------------|--------|
| 111000003835 | 08/11/2017 | | ff - 08/11/2017 | 59.40 | Mangalore | Mangalore | |

+

Submit Exit

c. Consolidated e-waybill generated

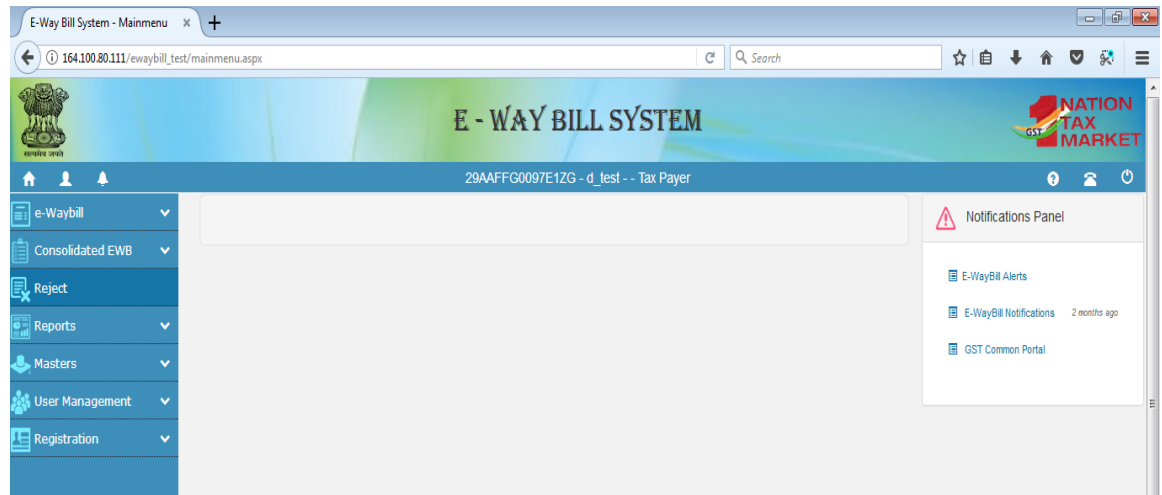
The screenshot displays the 'E - WAY BILL SYSTEM' interface. At the top, there is a header with the system name and a 'NATION TAX MARKET' logo. Below the header, a navigation bar shows the user's role as 'Tax Payer' and a session ID '29AAFFG0097E1ZG - d_test'. A button labeled 'Print Consolidated E-Way Bill' is visible. The main content area is divided into two sections: '1. Consolidated E-Way Bill Details' and '2. Item Details'. The first section lists key information: Consolidated E-Way Bill No (1110000203), Date (11/11/2017), Transporter ID (29AAFFG0097E1ZG), Vehicle No, and From (BANGALORE-KARNATAKA). The second section, '2. Item Details', contains a table with one row of item information.

| S.No. | E-WayBill No. & Date | E-WayBill By | Document No. & Date | Value | To |
|-------|---------------------------|-----------------|---------------------|-------|--------------------------------|
| 1. | 111000003835 - 08/11/2017 | 29AAFFG0097E1ZG | ff - 08/11/2017 | 55.00 | Mangalore - KARNATAKA - 575003 |

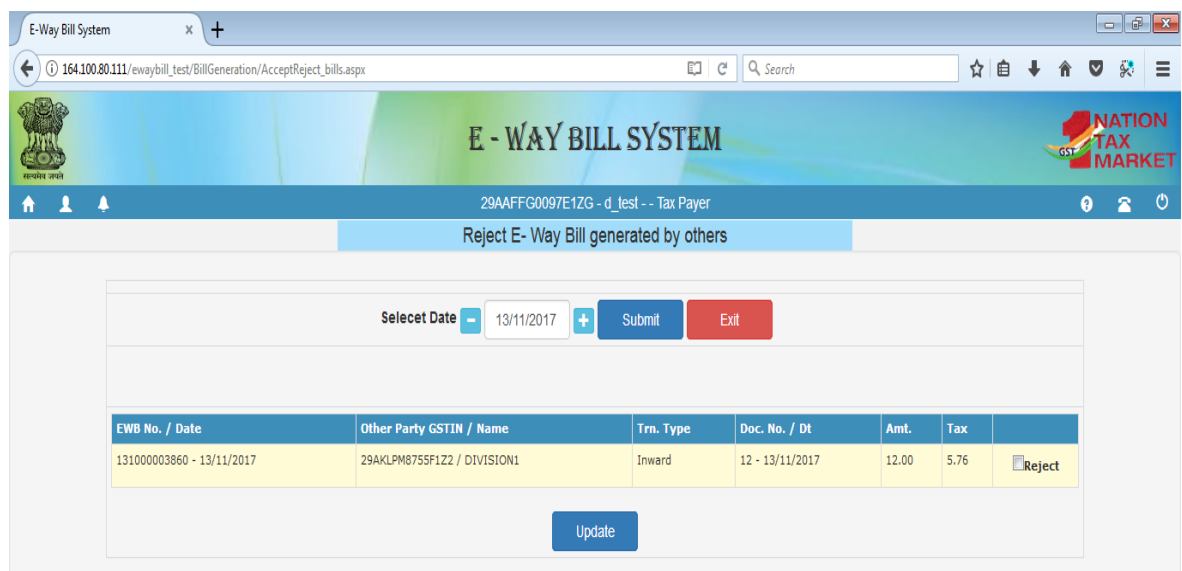
At the bottom of the interface, there are 'Print' and 'Exit' buttons.

7. Reject

- a. In case to reject, generated e-way bills, receiver has to click on reject tab



- b. Select the e-waybill either date wise or e-waybill no. wise

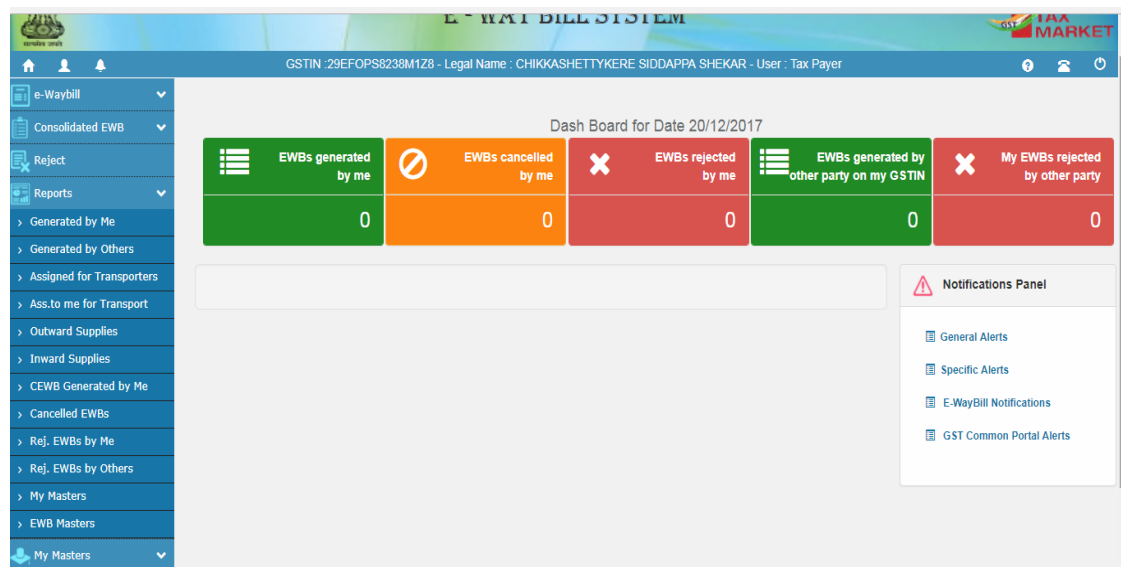


8. Reports

There is an option to user to generate the various reports to manage his business – some are detailed and others are summary. The system also helps him to generate action based reports. The following reports are available:

- EWB generated by me – This will give the list of e-way bills generated by the user for a particular date.
- EWB generated by others - This will give the list of e-way bills generated by the others against the user as the other party for a particular date.
- Outward Supplies - This will generate the list of e-way bills which have been shown as outward supplies from the user for a particular date.
- Inward Supplies - This will generate the list of e-way bills which have been shown as inward supplies to the user for a particular date.
- Rejected EWBs – This will list the e-way bills rejected by the other party.
- Cancelled EWBs – This will list the e-way bills cancelled by the user.
- Verified EWBs – This will list the e-way bills verified by the tax officers.
- Masters – This generates the list of master entries under different categories.

a. Click on the reports and it will open sub menu under reports category



b. e-waybill generated by me



The screenshot shows a web browser window with the URL 164.100.80.111/ewaybill_nat1/Reports/CommomReport.aspx?CommomReport.aspx%3fencrypt=8&id=1. The page title is "Generated by Me". Below the title, there is a search bar with the text "Select EWB Generated Date" and a date picker set to "20/12/2017". A "Go" button is next to the date picker. The main content is a table with the following columns: "EWB.No & Date", "Supply Type", "Doc. No & Date", "Other Party GSTIN", "Transporter Details", "TO GSTIN Info", and "Status & Other Party Rejected Status". The table contains five rows of data.

| EWB.No & Date | Supply Type | Doc. No & Date | Other Party GSTIN | Transporter Details | TO GSTIN Info | Status & Other Party Rejected Status |
|---|------------------------|-------------------|-------------------|---------------------|--|--------------------------------------|
| 181000610847 20/12/2017 16:14:00 PM | Outward Supply | 112 20/12/2017 | 29AGXPM4186A1ZX | | 29AGXPM4186A1ZX-madhu prakash, XYZ, Bangalore, 572221 | Cancelled & - |
| 111000610862 20/12/2017 16:20:00 PM | Outward Job Work | 22 18/12/2017 | | | 29AAFA6117N1ZC-sfff, wer, gg, 834001 | Active & - |
| 141000610861 20/12/2017 16:20:00 PM | Outward Export | 112 18/12/2017 | | | 29ABEFA2002K1ZR-gdfig, gdfig, raipur, 492001 | Active & - |
| 171000610860 20/12/2017 16:20:00 PM | Inward Supply | 11 14/12/2017 | | | 29EFOPS8238M1Z8-CHIKKASHETTYKERE SIDDAPPA SHEKAR, Ranchi, Ranchi, 834001 | Active & - |
| 181000610863 | Outward | 7 | | | 29AGXPM4186A1ZX-abc, | Active & |

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9. Master

The e-Way Bill system allows the user to create his own business related Masters. Masters data simplifies the data entry of these details while generating the e-Way Bill. It helps user to generate e-Way Bill easily and quickly without any errors. The master consists of Products, Clients, Suppliers, and Transporters.

a. Product

When the user selects sub option 'Product' under option 'Masters', the following screen will be displayed.

The user needs to start entering with the basic details like the product name; measurement unit of the product in which he sells and a brief description about the product shall be entered by the user.

Next, the user needs to enter the HSN code. If the user doesn't know the HSN code, the system allows the user to select the HSN code from the search options and HSN name accordingly.

| Product Master | | | | | | | | | |
|---|---|---------------------------------------|--------------------------------|-------|-------------------------------------|-------|--------------------------------|----------------------|--------------------------------|
| Basic Details | | | | | | | | | |
| Product Name * | <input type="text" value="steel"/> | | | | | | | | |
| Measurement Unit * | <input type="text" value="TONNES"/> | | | | | | | | |
| Description* | <input type="text" value="steel"/> | | | | | | | | |
| HSN Details | | | | | | | | | |
| HSN Code * | <input type="text" value="2608"/> | <input type="button" value="Search"/> | | | | | | | |
| HSN Name * | <input type="text" value="ZINC ORES AND CONCENTRATES"/> | | | | | | | | |
| Enter rate of tax as applicable for your business | | | | | | | | | |
| CGST* | <input type="text" value="9"/> | SGST* | <input type="text" value="9"/> | IGST* | <input type="text" value="18"/> | Cess* | <input type="text" value="0"/> | Cess Advol* | <input type="text" value="0"/> |
| <input type="button" value="Submit"/> | | | | | <input type="button" value="Exit"/> | | | | |
| | | | | | | | | | |
| Product Name | Measurement Unit | HSN Code | CGST | SGST | IGST | CESS | Advol | | Delete |
| steel | TON | 2608 | 9.000 | 9.000 | 18.000 | 0.000 | 0.00 | Edit | Delete |

Next, the user needs to enter the rate of tax as applicable for the product - CGST, SGST, IGST, Cess, and Cess Advolerum. Once a request for product details are submitted, the system validates the entered values and saves. Otherwise pops up appropriate message

if there is any error. The user can repeat this for all his products. User can do multiple entries for the same product, if the unit of measurement and rate of tax is in multiple for the same product. Accordingly, he can give the product name for his understanding and remembering.

b. Clients/Customers

A user shall select the sub option 'Clients' under option 'Masters' to enter the client details into the masters, the following screen is shown when clients tab is selected.

Customers Master

☒ GST Registered ☐ GST Unregistered

Customer GSTIN

24AAACE5778N1Z6

Submit

Legal Name

AHD Eveready Industries India Ltd

Business Place

Approximate Distance (in KM)

Delete

Principal Place - ,9 SANTOSH NAGARGOPAL

40

+

Submit

Exit

| Customer GSTIN | Customer Name | Mobile Number | Email-ID | Address Line 1 | Address Line 2 | Place | P |
|-----------------|--|---------------|-------------------------------|---------------------------------------|------------------|---------|---|
| 24AAACE5238K1ZP | WEENER EMPIRE PLASTICS PVT LTD UMBERGAON | 9946104023 | rana.jitendra@ardexendura.com | 9 SANTOSH NAGARGOPAL PURA BYPASS ROAD | 2st floorGUJARAT | GUJARAT | 3 |

Customers Master

☒ GST Registered ☐ GST Unregistered

Customer GSTIN

Enter GSTIN

Submit

| Customer GSTIN | Customer Name | Mobile Number | Email-ID | Address Line 1 | Address Line 2 | Place | P |
|-----------------|--|---------------|-------------------------------|---------------------------------------|------------------|---------|---|
| 24AAACE5238K1ZP | WEENER EMPIRE PLASTICS PVT LTD UMBERGAON | 9946104023 | rana.jitendra@ardexendura.com | 9 SANTOSH NAGARGOPAL PURA BYPASS ROAD | 2st floorGUJARAT | GUJARAT | 3 |
| 24AAACE5778N1Z6 | AHD Eveready Industries India Ltd | 7259025464 | rana.jitendra@ardexendura.com | 9 SANTOSH NAGARGOPAL PURA BYPASS ROAD | 2st floorGUJARAT | GUJARAT | 3 |

c. Suppliers

The user can add the suppliers also like the customer entry. Please see the procedure for the entry of customer in masters.

Suppliers Master

☒ GST Registered ☐ GST Unregistered

Customer GSTIN

Submit

| Supplier GSTIN | Supplier Name | Mobile Number | Email-ID | Address Line 1 | Address Line 2 | Place | Pincode | Delete |
|-----------------|-----------------------------------|---------------|-------------------------------|---------------------------------------|------------------|---------|---------|--------|
| 24AAACE5778N1Z6 | AHD Eveready Industries India Ltd | 7259025464 | rana.jitendra@ardexendura.com | 9 SANTOSH NAGARGOPAL PURA BYPASS ROAD | 2st floorGUJARAT | GUJARAT | 302009 | Delete |

d. Transporters

A user can enter details of a registered transporter into the masters; the user needs to have the transporter number. Once the transporter number is entered, the system allows user to select and submit the same. This is used to enable the registered person to allow the transporter to update the vehicle number in the e-way bill whenever, it is required.

Transporters Master

Transporters No.

Submit

Legal Name

Business Place

Delete

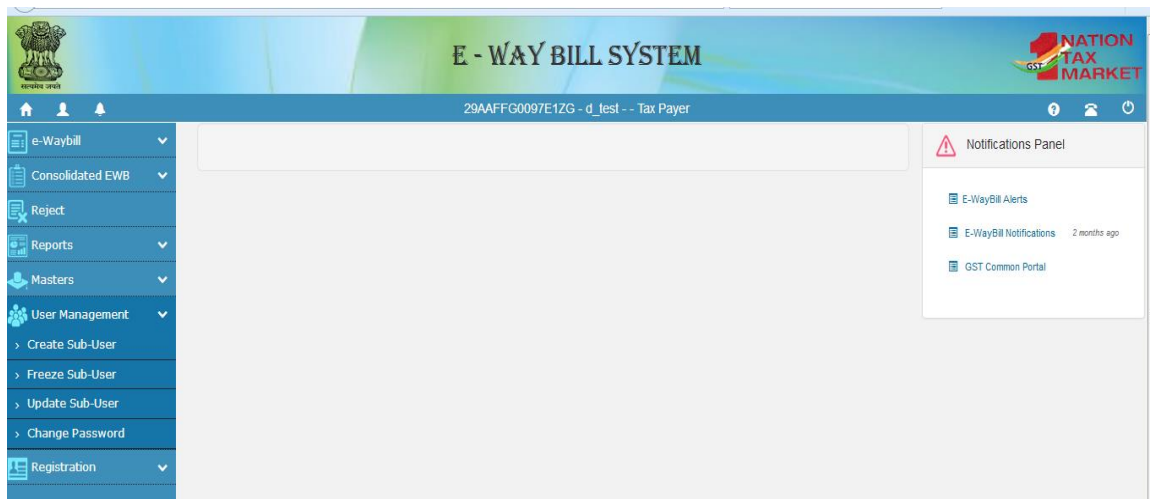
+

Submit

Exit

10. User Management

Some of the users or taxpayer's needs to generate the e-Way Bill from multiple business places or in 2-3 shifts or many number of e-Way Bills under his account. Also some of the users do not want to manage all the activities under one username or account. Under this circumstance, he/she may not be able to manage this with one user name. These users can use the user management option to create multiple sub-users and assign them different roles. The following sub-options explain the user how to manage the sub-users.



a. Create Sub-User

The system enables the user to create a sub user.

Once the user clicks on the sub option Create Sub user under the option user management, the system asks the user to enter the mobile number and validates the same via the OTP. Once correct OTP is entered the following screen is displayed.

In this form the user can create the sub-user by enter a suffix user id for the sub user and shall check the availability of the user id.

Then the user needs to enter the name, destination, mobile number, email id, enabling the user to generate the EWB for all the offices or for a particular office.

Shall give the authority to the sub user to generate EWB, consolidated EWB, rejection of EWB, report generation of EWB and updating the masters from the check boxes given in the system.

The system will pop up an error if the fields entered are incorrect otherwise the system will create a sub-user and pop up a message with password for the sub-user.

Note: Please remember the user id and password for the sub user.

| E - WAY BILL SYSTEM | |
|--|---|
| 29AAFP00097E120 - d_test - Tax Payer | |
| User Creation | |
| Suffix Login ID | <input type="text" value="121"/> <small>This user ID is available for create your sub user</small> <input type="button" value="Check"/> |
| Login ID | d_test_121 |
| Name of the user | <input type="text" value="Ambika"/> |
| Designation | <input type="text" value="assistant"/> |
| Mobile | <input type="text" value="9999999999"/> |
| Email ID | <input type="text" value="amb@gmail.com"/> |
| Enable the user to generate E-Way Bill for | <input checked="" type="radio"/> All Offices <input type="radio"/> Particular Office |
| Select Office | <input type="text" value="- Select Office -"/> |
| Enable E-Way Bill generation | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| Enable Consolidated E-Way Bill generation | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| Enable E-Way Bill rejection | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| Enable report generation | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| Enable updating masters | <input checked="" type="radio"/> Yes <input type="radio"/> No |

b. Freeze Sub-User

The system gives an option to the user to freeze the sub user.

Once the user selects freeze sub-user under the option user management. The following screen is displayed.

| User Freeze | |
|---|--|
| Login ID | <input type="text" value="d_test_101"/> |
| Name of the user | <input type="text" value="DEEP TEST"/> |
| Designation | <input type="text" value="TEST"/> |
| Mobile | <input type="text" value="8095901450"/> |
| Email ID | <input type="text" value="thanu@gmail.com"/> |
| Enable the user to generate E-Way Bill for | <input checked="" type="radio"/> All Offices <input type="radio"/> Particular Office |
| Select Office | <input type="text" value="- Select Office -"/> |
| Enable E-Way Bill generation | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| Enable Consolidated E-Way Bill generation | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| Enable E-Way Bill rejection | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| Enable report generation | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| Enable updating masters | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| <input type="button" value="Freeze"/> <input type="button" value="Exit"/> | |

The user shall select the freeze tab to freeze a sub user. Once a sub-user is frozen he/she won't be able to login E-way bill portal.

11. Registration

E-Way Bill system provides the users to generate the e-Way Bills from different modes. One of them is the web based mode, which has been explained in chapter 5. There are other modes like SMS based, android app based, API based and Suvidha based. For all these modes, the user needs to register on the web based system with other details for these modes. The following options explain the registration for these modes.

1. For SMS
2. For Android
3. For API
4. For GSP

12. Feedback on e-waybill

Taxpayers can give their feedback after clicking on below link on e-waybill

<https://docs.google.com/forms/d/e/1FAIpQLSfUhhtBAQKH0AaFa4HQ74xtMio2JJJM0w4y9ev2BXEBGvVRgQ/viewform?c=0&w=1>

Sample screens are shown below:

e-Waybill

e-Waybill

*** Required**

Email address *

Your email

From which link new user can do the Signup on Test URL of e-Waybill *

- ☐ e-Waybill Registration
- ☐ Enrollment for Transporter
- ☐ Forgot User Name

To Generate new e-Waybill which option to Select. *

- ☐ e-Waybill -> Generate New
- ☐ Consolidated e-Waybill- >
- ☐ Consolidated EWB -> Generate New

In Item Details Section - How can multiple Items can be added in Web Form. *

- ☐ One Item can be added for one Invoice
- ☐ Click on " + " icon to add the multiple items.

Any Suggestion on the e-waybill generation using webform. *

Your answer

Which option to use for Auto Filling of Client / Supplier / Transporter and Item Details *

- ☐ Need to Add the details every time
- ☐ Use option under the Master to create the profile. for easiness of data entry

What is the purpose of Consolidated eWaybill

Your answer

From Which Option Consolidated e-waybill can be generated.

- ☐ e-Waybill -> Generate New
- ☐ Consolidated e-Waybill -> Generate New

13. Annexures

Annexure 1: Short Forms of Unit to be used for e-waybill generation

In case of e-waybill generation, short form of the unit used as below:

| | |
|-----|------------------------|
| BGS | BAGS |
| BND | BUNDLES |
| BOX | BOXES |
| CMS | CENTI METERS |
| DZN | DOZENS |
| GMS | GRAMS |
| HKM | HUNDRED KILOMETERS |
| HNO | HUNDRED NUMBERS/UNITS |
| KGS | KILO GRAMS |
| KMS | KILO METERS |
| LTS | LITRES |
| MLS | MILLI LITRES |
| MTR | METERS |
| MTS | METRIC TONNES |
| NOS | NUMBERS/UNITS |
| PAR | PAIRS |
| QTS | QUINTALS |
| SNO | THOUSAND NUMBERS/UNITS |
| TKM | THOUSAND KILOMETERS |
| TLT | THOUSAND LITRES |
| TNO | TEN NUMBERS/UNITS |
| TON | TONNES |

Annexure 2: Offline converter tools

1) In case of Bulk e-waybill generation



EWB_Convertor_Tool.xlsm

2) In case of consolidated e-waybill generation



Consolidated_EWB
_Convertor Tool.xlsm