

Procedure for Generating e-Way Bill



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Registering by Taxpayers on the e-Way Bill System

- The registration mechanism for the GST taxpayers for the e-Way Bill system is a simple process. One time GST taxpayer needs to register on this system. To do that the taxpayer needs to have the GSTIN issued under the GST system and mobile number registered with the GST system with him.
- Once a user enters into the URL address www.ewaybill.nic.in of the e-Way Bill System in his browser, the following screen will be displayed.

The screenshot displays the homepage of the E-Way Bill System. At the top, there is a navigation bar with links for HOME, LAWS, HOW TO USE, SEARCH, and CONTACT US. The main header features the text "E - WAY BILL SYSTEM" and the "NATION TAX MARKET" logo. Below the navigation bar is a large banner image showing a yellow truck on a highway. To the right of the banner is a login section with fields for "AMBUJACEMENTS" and "Password", a "Login" button, and links for "Forgot Password?" and "Forgot Username?". Below the login section are links for "e-Way Bill Registration", "Enrollment for Transporters", and "Enrollment for Citizens". At the bottom, there are two columns of links: "Important Links" (Website Policy, Security Policy, Disclaimer) and "Other Links" (GST Common Portal, Central Board of Excise, State Tax Website, National Portal, Goods and Service Tax Network, National Informatics Center). The footer contains a browser compatibility notice and the copyright information: "© 2017 - Powered By National Informatics Centre".



- On the e-Way Bill portal, a first time GSTIN 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.

E - WAY BILL SYSTEM

E-Way Bill Registration Form

Enter GSTIN

- The user needs to enter his/her GSTIN number and shall click 'Go' to submit the request. Once the request is submitted the user will be redirected to the following page.



E - WAY BILL SYSTEM	
E-Way Bill Registration Form	
Enter GSTIN	<input type="text" value="29AAAAA0300L1Z8"/> <input type="button" value="Go"/> <input type="button" value="Exit"/>
Applicant Name	<input type="text" value="ABHYUDAYA CO OP BANK LTD"/>
Trade Name	<input type="text" value="ABHYUDAYA CO OP BANK LTD"/>
ii. Address	Line 1 <input type="text" value="NULLShambhavi FortuneNULLbehind KSRTC Bus St"/>
	Line 2 <input type="text" value="Udupi"/>
	City <input type="text" value="Bengaluru (Bangalore) Urban"/>
	PIN: <input type="text" value="576101"/>
Mobile	<input type="text" value="*****8439"/> <input type="button" value="Send OTP"/>



Tips for Registration

1. GSTIN number should be in hand.
2. Registered mobile number should be with the user.
3. The username should be of at least 8 characters with a combination of alphabets (A-Z/a- z), numerals (0-9) and special characters (@, #, \$, %, &, *, ^) and can't exceed more than 15 characters.
4. The password should be of at least 8 characters.
5. Keep your Username and Password securely.



Enrolment for Transporters : Un-registered

- The transporter, who is un-registered in GST system, cannot register using the previous option. He/she needs to enroll on this system by providing his business details. After authenticating these details, the system generates the 15 characters of 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.

Enrolment for Transporters : Un-registered



E - WAY BILL SYSTEM NATION TAX MARKET

Application for Enrolment u/s 35(2)

1. Select Your State •

2. (a) Legal name (Enter Name as per PAN) •

(b) Trade name, if any

(c) PAN •

(d) Aadhar (applicable in case of proprietorship concerns only)

3. Type of enrolment •
 Warehouse/Depot Godown Cold Storage Transport services

4. Constitution of Business (Please select the Appropriate) •

5. Particulars of Principal Place of Business

(a). Address

Building No./Flat No. •	<input type="text"/>	Floor No. •	<input type="text"/>
Name of the Premises/Building •	<input type="text"/>	Road/Street •	<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"/>

(b). 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"/>
	<input type="button" value="Send OTP"/>		
STD	<input type="text"/>	Fax number	<input type="text"/>

(c). Nature of premises Own Leased Rented Consent Shared Others

6. Login Details

User ID •	<input type="text"/>	<input type="button" value="Check"/>
Password •	<input type="text"/>	
Confirm Password •	<input type="text"/>	

7. Consent •
 I on behalf of the holder of Aadhaar number <pre-filled based on Aadhaar 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 Aadhaar holder and will be shared with Central Identities Data Repository only for the purpose of authentication.

8. 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.

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- The user has to select the State and enter his legal name as given in his PAN and PAN number. The system user gets it validated by on click of '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 TRANS ID, he can provide to his clients to enter in the e-Way bill so as to enable the transporter to enter the vehicle number for movements of goods.

Forgot Password



- If the e-Way Bill user forgets his password for his username, he can use this option to get the new one time password through SMS to his mobile. Using this password, he can login and create his new password.

Note- If the entered username and password is wrong for three times continuously then the system freezes the user for 5 minutes, after 5 minutes he/she will be able to enter his credentials.

The screenshot shows a web form titled "E - WAY BILL SYSTEM" with a sub-header "Forgot Password". The form contains the following fields:

User Name	<input type="text"/>
GSTIN	<input type="text"/>
State	<input type="text" value="- Select State -"/>
Pincode of Principal place of Business	<input type="text"/>
Registered Mobile No	<input type="text"/>
	<p>G J Y 3 C </p> <p>Enter the code as shown above without spaces:</p> <input type="text"/>
	<input type="button" value="Go"/> <input type="button" value="Exit"/>

Forgot User Name



- If the user of the e-Way Bill system has forgotten his username, he can use this option to get his user name. On entry of his GSTIN, the system will send the username to his mobile number through SMS.

E - WAY BILL SYSTEM

Forgot Username

Enter GSTIN	<input type="text"/>
State	<input type="text" value="- Select State -"/>
Pincode of Principal Place of Business	<input type="text"/>
Registered Mobile No	<input type="text"/>
	<p>QLHKU</p> <p>Enter the code as shown above without spaces:</p> <input type="text"/>
	<input type="button" value="Go"/> <input type="button" value="Exit"/>



Modes of Generation of e-Way Bill

- Web-Online using browser on laptop or desktop or phone etc.
- Android based Mobile App on mobile phones
- Via SMS through registered Number.
- Via API (Application Program Interface) i.e. integration of IT system of user with e-Way Bill system for generation of e-Way Bill.
- Tool-based bulk generation of e-Way Bills.
- Third party based system of Suvidha Providers

These are the step Guide to Generate e-Way Bill (EWB-01) online:



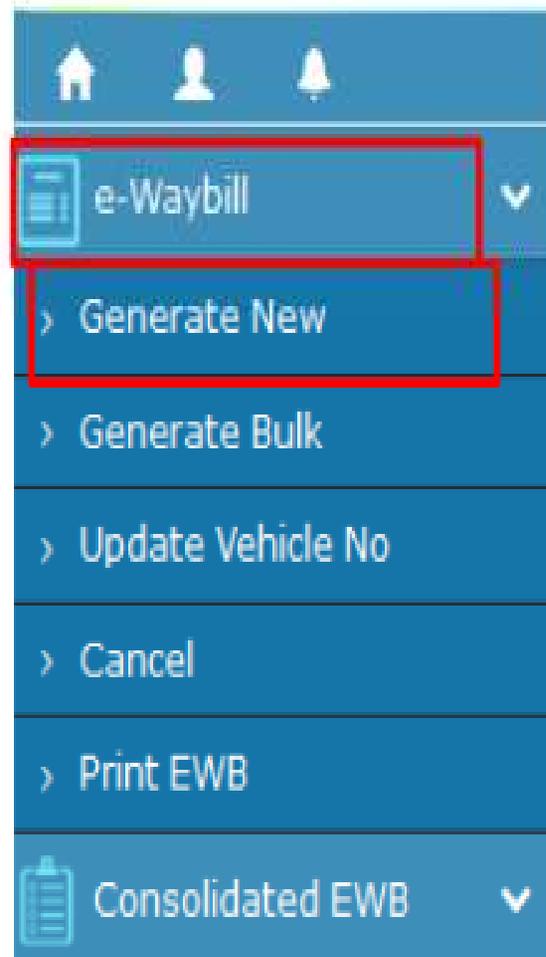
Step 1: Login to www.ewaybill.nic.in

Enter the Username, password and Captcha code, Click on 'Login'

The screenshot shows the homepage of the E-Way Bill System. The header includes the Government of India logo, the text 'E - WAY BILL SYSTEM', and the 'NATION TAX MARKET' logo. A navigation menu contains links for HOME, LAWS, HOW TO USE, SEARCH, and CONTACT US. The main content area features a welcome message for Uttarakhand and a notice about e-way bills for Karnataka, Rajasthan, and Uttarakhand. On the right, there is a 'Login' section with input fields for Username and Password, a Captcha image (8XY8H), and a 'Login' button. Below the login section are links for 'Forgot Password?', 'Forgot Username?', 'e-Way Bill Registration', 'Enrolment for Transporters', and 'Enrolment for Citizens' / 'Forgot Trans ID'. A 'Latest Updates - 20/12/2017' box contains two bullet points: 'Uttarakhand Govt. has issued notification for e-waybill system from 01/01/2018' and 'Rajasthan Govt. has issued notification for...'. The footer section, titled 'Important Links', includes links for 'Website Policy', 'GST Common Portal', and 'National Portal'.



Step 2: Click on 'Generate new' under 'e-Waybill' option appearing on the left-hand side of the dashboard.





Step 3: Enter the following fields on the screen that appears:

e- WayBill Entry Form

[• indicates mandatory fields for E-Way Bill and • indicates mandatory fields for GSTR-1]

Transaction Details

Transaction Type •	<input checked="" type="radio"/> Outward <input type="radio"/> Inward	Sub Type •	<input checked="" type="radio"/> Supply <input type="radio"/> Export <input type="radio"/> Job Work <input type="radio"/> SKD/CKD <input type="radio"/> Receptient Not Known <input type="radio"/> For Own Use <input type="radio"/> Exhibition or Fairs <input type="radio"/> Line Sales <input type="radio"/> Others
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Document Type • Invoice ▼ Document No • Document Date • - 05/09/2017 +



1. Transaction Type:
Select 'Outward' if you are a supplier of consignment
Select 'Inward' if you are a recipient of consignment.
2. Sub-type:
Select the relevant sub-type applicable to you:

If transaction type selected is Outward, following subtypes appear:

Sub Type Supply Export Job Work SKD/CKD Recipient Not Known For Own Use Exhibition or Fairs Line Sales Others

If transaction type selected is Inward, following subtypes appear:

Sub Type Supply Import SKD/CKD Job work Returns Sales Return Exhibition or Fairs For Own Use Others

Note: SKD/CKD- Semi knocked down condition/ Complete knocked down condition

3. Document type: Select either of Invoice / Bill/ challan/ credit note/ Bill of entry or others if not Listed
4. Document No. : Enter the document/invoice number
5. Document Date: Select the date of Invoice or challan or Document.

Note: The system will not allow the user to enter the future date.



6. From/ To: Depending on whether you are a supplier or a recipient, enter the To / From section details.

A screenshot of a web-based bill form. The form is divided into four main sections: 'Bill From', 'Despatch From', 'Bill To', and 'Ship To'. The 'Bill From' section is pre-filled with 'ACCURATE SERVICES' for the name and 'GUJARAT' for the state. The 'Despatch From' section is empty. The 'Bill To' and 'Ship To' sections are highlighted with red boxes and contain placeholder text: 'Name', 'GSTIN*', and '-State-' for the 'Bill To' section; and 'Address', 'Place', and 'Pincode*' for the 'Ship To' section. The 'Pincode*' field in the 'Ship To' section also shows '-State-' as a placeholder. Information icons are present next to several fields.

Note: If the supplier/client is unregistered, then mention 'URP' in the field GSTIN, indicating that the supplier/client is an 'Unregistered Person'.



7. Item Details: Add the details of the consignment (HSN code-wise) in this section:
1. Product name
 2. Description
 3. HSN Code
 4. Quantity,
 5. Unit,
 6. Value/Taxable value
 7. Tax rates of CGST and SGST or IGST (in %)
 8. Tax rate of Cess, if any charged (in %)

Item Details										
Product Name	Description	HSN *	Quantity	Unit	Value/Taxable Value (Rs.) *	Tax Rate(C+S+I+Cess) *				
<input type="text" value="Name"/>	<input type="text" value="Description"/>	<input type="text" value="HSN"/>	<input type="text" value="Quantity"/>	<input type="text" value="Unit"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="button" value="+"/>										
Total Amount/Tax'ble Amount *	<input type="text"/>	CGST Amount *	<input type="text"/>	SGST Amount *	<input type="text"/>	IGST Amount *	<input type="text"/>	CESS Amount *	<input type="text"/>	

Note: On the implementation of e-Way bills, Based on the details entered here, corresponding entries can also be auto-populated in the respective GST Return while filing on GST portal.



8. Transporter details: The mode of transport(Road/rail/ship/air) and the approximate distance covered (in KM) needs to be compulsorily mentioned in this part.

Apart from above, **Either** of the details can be mentioned:

1.Transporter name, transporter ID, transporter Doc. No. & Date.

OR

2.Vehicle number in which consignment is being transported.

Format: AB12AB1234 or AB12A1234 or AB121234 or ABC1234

The screenshot shows a web form titled "Transporter Details". At the top, there is a blue header bar with the text "Transporter Details". Below the header, there is a "Mode" section with radio buttons for "Road", "Rail", "Air", and "Ship". To the right of this is a field for "Approximate Distance (in KM)". Below the mode section, there are two main input areas. The left area is for "Transporter Name", "Transporter ID", and "Transporter Doc. No. & Date" (with a date field showing "05/09/2017" and minus/plus buttons). The right area is labeled "Part - B" and contains a "Vehicle No." field with a format instruction "(Format: AB12AB1234)". At the bottom of the form, there are "Submit" and "Exit" buttons.

Note: For products, clients/customers, suppliers, and transporters that are used regularly, first update the 'My masters' section also available on the login dashboard and then proceed.

Step 4: Click on 'Submit'. The system validates data entered and throws up an error if any.



Otherwise, your request is processed and the e-Way bill in Form EWB-01 form with a unique 12 digit number is generated.

The e-Way bill generated looks like this:

Print and carry the e-Way bill for transporting the goods in the selected mode of transport and the selected conveyance.

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, there is a 'Print e-Way Bill' button and a QR code. The main content area shows the following details:

E-Way Bill No: 1810 0000 1348
E-Way Bill Date: 23/09/2017 02:25 PM
Generated By: 29ckj pm765 9c120 - ARJUNWAD PRIMARY AGRICULT
Valid From: 23/09/2017 02:25 PM
Valid To: 08/10/2017 02:25 PM

Part - A

GSTIN of Recipient: 29AAA AA412 1D1ZE
ADARSHA PATTANA

Place of Delivery: ASD4WR_KARNATAKA-560072
Invoice /Challan No: 123
Invoice /Challan Date: 23/09/2017
Value of Goods: ₹ 1000
HSN Code: 501
Reason for Transportation: Outward - Supply
Transport No. & Name:
Transport Doc. No. & Date:

Part - B

Mode	Vehicle No	From	Entered Date	Entered By
Road	KA12AB1234	6A554D	23/09/2017 02:25 PM	test

At the bottom, there are buttons for 'Print', 'Detailed Print', and 'Close'. The footer indicates 'Powered By National Informatics Centre'.

Print and carry the e-Way bill for transporting the goods in the selected mode of transport and the selected conveyance.



Validity of e-Way Bill

Validity is calculated from the date and time of generation of e-Way bill

	Distance	Validity of EWB
Other than Over dimensional cargo	Less Than 100 Kms	1 Day
	For every additional 100 Kms or part thereof	Additional 1 Day
For Over dimensional cargo	Less Than 20 Kms	1 Day
	For every additional 20 Kms or part thereof	additional 1 Day

Updating Vehicle Number



E - WAY BILL SYSTEM

29AAACG0569P1Z3-AMBUJA CEMENTS LIMITED

Show e-Way Bill By:

e-Way Bill No. Generated Date. Generator GSTIN.

Enter e-Way Bill No.

Go

Exit

Updating Vehicle Number



E - WAY BILL SYSTEM

29BQSPA3829E1Z2-Tanuja

Selected e-Way Bill No is: 181000001322

From GSTIN & Place Information	29BQ SPA3829E1Z2-Tanuja,,560079,KARNATAKA
To GSTIN & Place Information	29AAVC S2001D1ZG-CHITHRA B,,560064,KARNATAKA
Mode Of Transport.	<input checked="" type="radio"/> Road <input type="radio"/> Rail <input type="radio"/> Air <input type="radio"/> Ship
Enter Vehicle No.	<input type="text"/> (Format: AB12AB1234 or AB12A1234 OR AB121234)
Enter From Place	<input type="text"/>
Select From State	KARNATAKA ▼
Select Reason	- Select Reason - ▼
Remarks	<input type="text"/>

..: Vehicle Updation History :..

e-Way Bill No	Cons. EWB No	Updated By/Date	Vehicle No	From Place	From State	Trans. Mode
181000001322		TANUJA/2017-09-21 16:36:00.	KA12AB1234)		KARNATAKA	



Cancelling e-Way bill

E - WAY BILL SYSTEM

29AMRPV8729L1Z1-NIC TESTING 2

e-Way Bill Cancellation

Enter e-Way Bill No.

Go **Exit**



Points to Remember

Step-1: User needs to select the 'Cancel' sub-option under 'e-Way bill' .

Step-2: User needs to enter the 12 digit e-Way Bill number and select go.

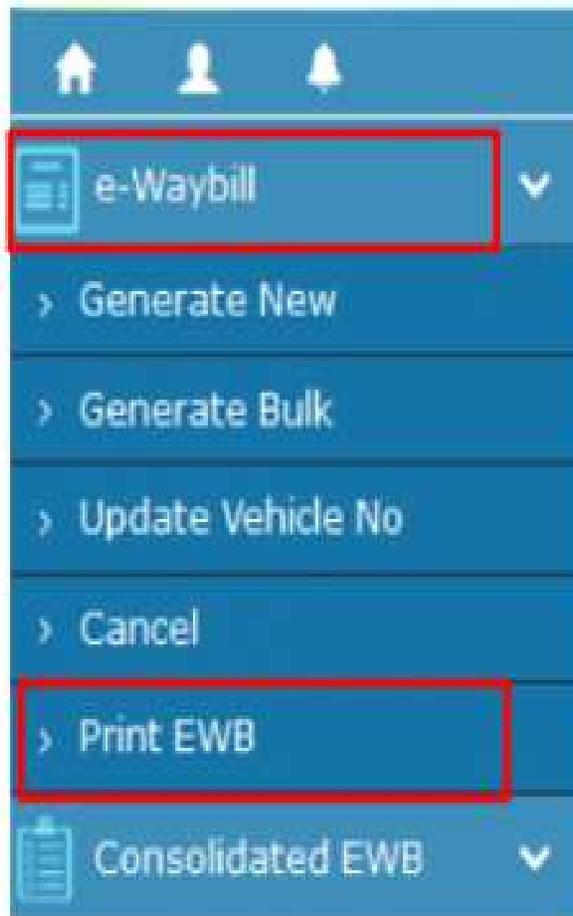
Step-3: User needs to give a suitable reason for the cancellation of e-Way Bill, than the user can cancel the e-Way bill.

Note: The e-Way Bill once generated cannot be deleted. However, it can be cancelled by the generator within 24 hours of generation. If it has been verified by any empowered officer, then it cannot be cancelled.

Print the e-Way bill anytime



Step-1: Click on 'Print EWB' sub-option under 'e-Waybill' option





Step-2: Enter the relevant e-Way bill number -12 digit number and click on 'Go'

Print e-Way Bill

Enter e-WayBill No.



Step-3: Click on 'Print' or 'detailed print' button on the EWB that appears:

E - WAY BILL SYSTEM

29ckjpm7659c120-test

Print e-Way Bill

e-Way Bill



E-Way Bill No: 1810 0000 1348
E-Way Bill Date: 23/09/2017 02:25 PM
Generated By: 29ckj pm765 9c120 - ARJUNWAD PRIMARY AGRICULT
Valid From: 23/09/2017 02:25 PM
Valid To: 08/10/2017 02:25 PM

Part - A

GSTIN of Recipient: GSTIN : 29AAA AA412 1D1ZE
ADARSHA PATTANA

Place of Delivery: ASD4WR.KARNATAKA-560072
Invoice /Challan No: 123
Invoice /Challan Date: 23/09/2017
Value of Goods: ₹ 1000
HSN Code: 501
Reason for Transportation: Outward - Supply
Transport No. & Name:
Transport Doc. No. & Date:

Part - B

Mode	Vehicle No	From	Entered Date	Entered By
Road	KA12AB1234	6ASS4D	23/09/2017 02:25 PM	test

Print Detailed Print Exit

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Managing Masters

The e-Way Bill system allows the user to create his own business related Masters. Masters data simplifies the data entry 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.

Products



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

29AAACL2836L1Z8-LAWREL NAVIGATION MAURITIUS LTD

Product Master

Basic Details	
Product Name *	<input type="text"/>
Measurement Unit *	Select ▼
Description*	<input type="text"/>

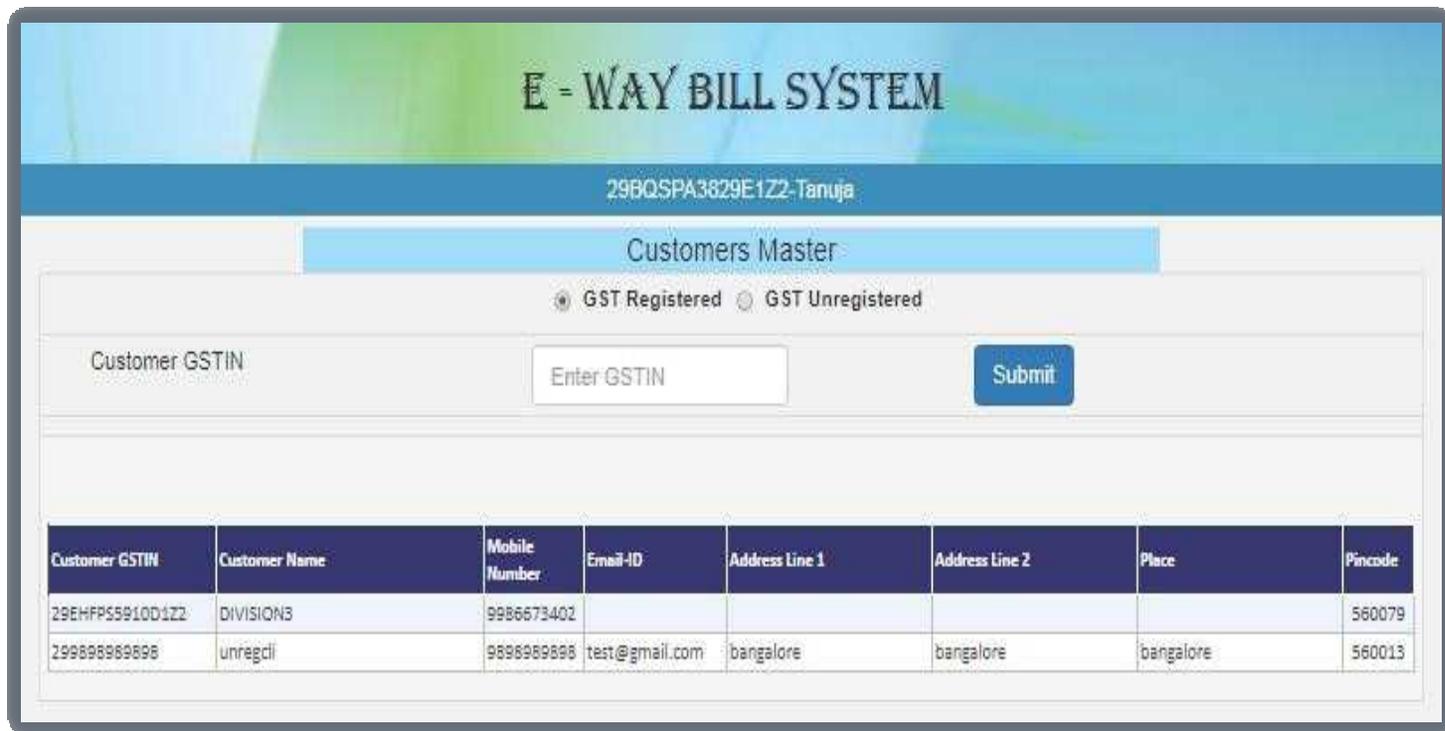
HSN Details	
HSN Code *	<input type="text"/>
HSN Name *	<input type="text"/>

Enter rate of tax as applicable for your business

CGST*	<input type="text"/>	SGST*	<input type="text"/>	IGST*	<input type="text"/>	Cess*	<input type="text"/>	Cess Advol*	<input type="text"/>
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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 the clients tab is selected.



The screenshot displays the 'E - WAY BILL SYSTEM' interface. At the top, the system ID '29BQSPA3829E1Z2-Tanuja' is shown. Below this is the 'Customers Master' section, which includes radio buttons for 'GST Registered' (selected) and 'GST Unregistered'. A form field for 'Customer GSTIN' contains the placeholder text 'Enter GSTIN', with a 'Submit' button to its right. Below the form is a table listing customer details.

Customer GSTIN	Customer Name	Mobile Number	Email-ID	Address Line 1	Address Line 2	Place	Pincode
29EHFP55910D1Z2	DIVISION3	9986673402					560079
298898989898	unregcl	9898989898	test@gmail.com	bangalore	bangalore	bangalore	560013



- If the user selects the GST un-registered option, the following screen is displayed.

E - WAY BILL SYSTEM

29BQSPA3829E1Z2-Tanuja

Customers Master

GST Registered GST Unregistered

State	-State- ▼
Name	Name
Address	Line 1
	Line 2
Place	Place
PIN Code:	PIN Code
Mobile Number:	Mobile No.
Email	Email
Approximate Distance (in KM)	

Customer GSTIN	Customer Name	Mobile Number	Email-ID	Address Line 1	Address Line 2	Place	Pincode
29EHFP55910D1Z2	DIVISIONS	9986673402					560079
299898989898	unregcli	9898989898	test@gmail.com	bangalore	bangalore	bangalore	560013



Suppliers

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

E - WAY BILL SYSTEM

29AMRPV8729L1Z1-NIC TESTING 2

Suppliers Master

GST Registered GST Unregistered

Customer GSTIN

Supplier GSTIN	Supplier Name	Mobile Number	Email-ID	Address Line 1	Address Line 2	Place	Pincode
29AAACG0569P1Z3	AMBUJA CEMENTS LIMITED	9620315134	dc.natarajan@ambujacement.com	NEW MANGALORE PORT TRUSTNO. 35	NULLPANAMBUR BEACH ROAD, PANAMBUR	MANGALORE	575010



Transporters

- A user can enter the 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 the 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.

E - WAY BILL SYSTEM

29AMRPV8729L1Z1-NIC TESTING 2

Transporters Master

Transporters No.

Legal Name

Business Place	Delete
<input type="text" value="Select"/>	



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