

2018

E-Way Bill System

User Manual – Offline Tool



National Informatics Centre
New Delhi





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List of Abbreviations

Abbreviation	Full Form
API	Application Program Interface
EBN No	e-Way Bill Number
EWB	e-Way Bill
CEWB	Consolidated e-Way Bill
GSTIN	Goods and Services Tax Identification No

1. Introduction

1.1 Background

Introduction of Goods and Services Tax (GST) across India with effect from 1st of July 2017 is a very significant step in the field of indirect tax reforms in India. For quick and easy movement of goods across India without any hindrance, all the check posts across the country are abolished. The GST system provides a provision of e-Way Bill, a document to be carried by the person in charge of conveyance, generated electronically from the common portal. To implement the e-Way Bill system, ICT based solution is required. Hence, as approved by the Goods and Services Tax (GST) Council, a web based solution has been designed and developed by National Informatics Centre and it is being rolled out for the use of taxpayers and transporters. The offline tool has been developed to generate the bulk e-way bills by the tax payers and transporters.

1.2 Purpose and Intended Audience

This document aims to explain the operational procedure on how to use offline tool to generate the bulk e-Way Bills.

This document is intended for registered taxpayers under GST and un-registered transporters, who are the main stakeholders of e-Way Bill system under GST.

1.3 Scope

The scope of this document covers:

- Format and sample copy of the Bulk upload JSON file.
- Using offline tool to prepare the JSON file.
- Process of uploading the generation of e-way bills.

1.4 URL or Web site address

<https://ewaybillgst.gov.in>

2. Offline Method of e-Way Bill Generation

The e-Way Bill system provides a provision of offline method to generate the multiple e-way bills in one-go by the tax payers or transporters. This can be used by the two categories of tax payers. First, those tax payers who have automated their supplies but unable to use the API interface because of various reasons. Second, the tax payers/transporters who want to generate the e-way bills in one shot by entering the e-way bill details in one excel file as and when order comes. And after finalization of the entries, including may be vehicle number, generate the EWB number. This avoids making separate entries for each order in the EWB system to generate the EWB Number.

In this process, the taxpayer or transporter opens the EWB portal and downloads the formats provided under 'Bulk Generation Tools'. This tool has been provided on the demand of the tax payers as alternative mechanism. This tool can be downloaded by the tax payer from 'Help-> Tools-> Bulk Generation Tools' option provided in EWB portal as shown below.



Figure 1: Bulk Generation Tool.

The taxpayer or transporter can download the excel file formats from Bulk Generation Tools for bulk upload of Bulk EWB Generation, Bulk Consolidated EWB Generation, Bulk Master

Generation and Bulk Vehicle Number updation as shown below under ‘JSON Preparation Tools’ option. EWB Bulk Generation Tool allows the user to enter the requests in excel file offline, validate and convert the same into JSON file for bulk upload in the system.

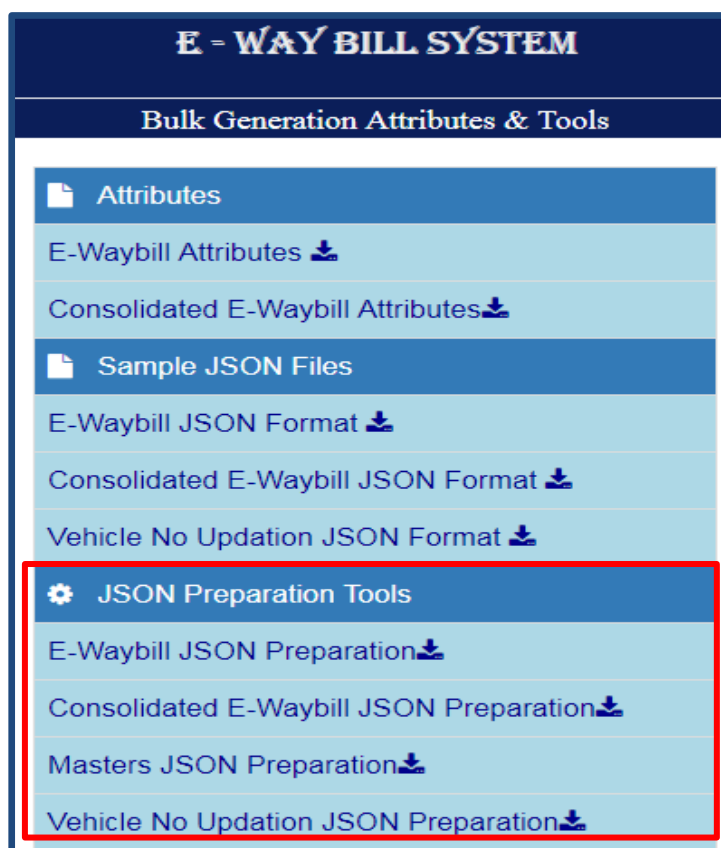


Figure 2: Bulk Generation Tool- Attributes.

Note: Bulk Generation instructions have been provided in the tool itself.

After entering the required data in the downloaded formats provided in ‘Bulk Generation Tools’ module, the tax payer or transporter logs in to the E-Way Bill system and uploads the file containing the multiple requests for EWB . The system then generates the EWB number for all these requests one-by-one and shows the result in table. Otherwise it shows error details. The table details can be cut and pasted into user’s system for further use and action.

3. Bulk e-Way Bill Generation

3.1 Preparing Bulk EWB request file

There are two methods for generating the Bulk EWB requests. First, the tax payers can prepare

the Bulk EWB request file as follows.

- a. In the bulk EWB generation method, the request for e-way bill is accepted in the JSON format.
- b. Ensure the codes are included in the JSON for the parameters as specified in the code list. Please refer to the code list in the excel file.
- c. JSON file with multiple requests are allowed. However, prepare the JSON file with around 2000 requests to avoid uploading challenges.
- d. Validate all the parameter value as per the format, codes and interlinked values before preparing the JSON file. . Pl refer the following files from the web site:
 - [EWB JSON Format.xlsx](#)
 - [Sample EWB JSON Format.xlsx](#)

OR

Second method is 'EWB Preparation Tool'. This tool can be downloaded by the user from Help-> Tools-> Bulk Generation Tools option provided in EWB portal as shown in Figure 2 above. Please download the following file from Bulk Generation module (JSON Preparation Tools->E-Waybill JSON Preparation).

- [EWB_Preparation_Tool_.xlsx](#)

This tool will allow you to enter the requests in excel file and allow to validate and convert into JSON file.

It is not necessary to use this tool. The user can prepare similar tool or use first method and use.

Sample for preparing Bulk EWB request file for generation of JSON file is given below for user reference.

Are you a		E - WAY BILL SYSTEM											
<input type="radio"/> Taxpayer <input type="radio"/> Transporter		GSTIN/Transporter ID: 29BQSPA3829E124		Legal Name: ABC PVT LTD				Address: OLD AIRPORT ROAD				Place: BANGALORE	
Supply Type	Sub Type	Doc Type	Doc No	Doc Date	From_OtherPartyName	From_GSTIN	From_Address1	From_Address2	From_Place	From_Pin Code	From_State	To_OtherPartyName	To_GSTIN
Outward	Supply	Tax Invoice	1234	04/03/2017	ABC PVT LTD	29BQSPA3829E124	OLD AIRPORT ROAD	OLD AIRPORT R	BANGALORE	560090	KARNATAKA	AMBUJA PVT LTD	29AAACG0569P1Z3
Inward	SKD/CKD	Bill of Suppl	6789	04/03/2017	XYZ PVT LTD	29AAACG0569P1Z3	MG ROAD	MG ROAD	BANGALORE	560090	KARNATAKA	HUKKERI PVT LTD	29BQSPA3829E124
Outward	Job Work	Challan	560099	03/03/2017	ABC PVT LTD	29BQSPA3829E124	OLD AIRPORT ROAD	OLD AIRPORT R	BANGALORE	560090	KARNATAKA	SRI SAI SUPER MARKI	29ACEFS6707L1ZL
Outward	Job Work	Challan	560099	03/03/2017	ABC PVT LTD	29BQSPA3829E124	OLD AIRPORT ROAD	OLD AIRPORT R	BANGALORE	560090	KARNATAKA	SRI SAI SUPER MARKI	29ACEFS6707L1ZL

Figure 3(a): Sample for EWB JSON Preparation (Part 1).

State: KARNATAKA		Pin Code: 560090										
To_Address1	To_Address2	To_Place	To_Pin Code	To_State	Product	Description	HSN	Unit	Qty	Assessable Value	Tax Rate (S+C+H+Cess)	CGST Amount
MG ROAD	MG ROAD	BANGALORE	560090	KARNATAKA	STEEL	STEEL	26180000	KILO GRAMS	56.000	678.000	9+9+0+0	6102.000
OLD AIRPORT ROAD		BANGALORE	560090	KARNATAKA	STEEL	STEEL	26180000	KILO GRAMS	56.000	678.000	9+9+0+0	6102.000
BY ROAD	BY ROAD	BANTWAL	456765	KERALA	IRON	IRON	26011112	KILO GRAMS	67.000	345.000	0+0+18+0	0.000
BY ROAD	BY ROAD	BANTWAL	456765	KERALA	IRON PYRITES	IRON PYRITES	26011290	KILO GRAMS	67.000	345.000	0+0+18+0	0.000

Figure 3(b): Sample for EWB JSON Preparation (Part 2).

CGST Amount	SGST Amount	IGST Amount	CESS Amount	Trans Mode	Distance level (Km)	Trans Name	Trans ID	Trans DocNo	Trans Date	Vehicle No	Errors List
6102.000	6102.000	0.000	0.000	Road	567					KA12KA1234	
6102.000	6102.000	0.000	0.000	Road	567					KA12KA1234	
0.000	0.000	6210.000	0.000	Road	456	BKP LTD	29AAACG8723H1ZG	4567898	15/11/2017	KA123456	
0.000	0.000	6210.000	0.000	Road	456	BKP LTD	29AAACG8723H1ZG	4567898	15/11/2017	KA123456	

Figure 3(c): Sample for EWB JSON Preparation (Part 3).

3.2 Generating the EWB from bulk file

- User logs in to the e-way bill portal with his credentials.
- Select the 'Generate Bulk' option in the 'e-Waybill' menu.
- On click of 'Choose file' button, the system will request to select the JSON file
- Upload the EWB request file.
- Next on click of 'Generate' button, the system generates the EWB for error free requests and shows the EWB Number in the grid for them.
- Now, the user can export the results in an excel file by clicking 'Export to Excel' and use them. In case of error related requests, correct the error and generate the file again and process accordingly.

E - WAY BILL SYSTEM

GSTIN :29BQSPA3829E1ZG - Legal Name : NAT TEST_LOGIN1 - User : Tax Payer

Bulk Upload & Generate Eway Bill

Upload Json File (Max 5MB)

No file selected.
E-WayBill_JSON.json Uploaded Successfully

SINo	Supply Type	Doc No	Doc Date	Other Party Gstin	Supply State	Vehicle No	No of Items	EWB Status	Errors	Delete
1	Inward	12	24/03/2018	URP	ANDHRA PRADESH	KA12AS1212	1			

E - WAY BILL SYSTEM

GSTIN :29BQSPA3829E1ZG - Legal Name : NAT TEST_LOGIN1 - User : Tax Payer

Bulk Upload & Generate Eway Bill

Upload Json File (Max 5MB)

No file selected.
E-WayBill_JSON.json Uploaded Successfully

SINo	Supply Type	Doc No	Doc Date	Other Party Gstin	Supply State	Vehicle No	No of Items	EWB No	EWD Date	Valid Till Date	EWB Status	Errors
1	Inward	12	24/03/2018	URP	ANDHRA PRADESH	KA12AS1212	1	161029146088	3/28/2018 1:06:00 PM	3/29/2018 1:06:00 PM	Generated	

Figure 4: Uploading and Generating Bulk EWB

4. Bulk Consolidate EWB Generation

4.1 Preparing Consolidated Bulk EWB request file

There are two methods for generating the Consolidated Bulk EWB requests. First, the tax payers and transporters can prepare the Consolidated Bulk EWB request file as follows:

- a. In Consolidated bulk EWB generation method, the request for trip sheet is accepted in the JSON format.
- b. Ensure the codes are included in the JSON for the parameters as specified in the code list. Please refer to the code list in the excel file.
- c. JSON file with multiple requests are allowed. However, prepare the JSON file with around 2000 requests to avoid uploading challenges.
- d. Validate all the parameter value as per the format, codes and interlinked values before preparing the JSON file. PI refer the following files from the web site
 - Consolidated EWB JSON Format.xlsx
 - Sample Consolidated EWB JSON Format.xlsx

OR

Second method is 'CEWB Preparation Tool'. This tool can be downloaded by the user from Help-> Tools-> Bulk Generation Tools option provided in EWB portal as shown in Figure 2 above. User can download the following file from Bulk Generation module (JSON Preparation Tools-> Consolidated E-Waybill JSON Preparation).

- [CEWB_Preparation_Tool.xlsx](#)

This tool will allow the user to enter the requests in excel file and allow to validate and convert into JSON file.

It is not necessary to use this tool. The user can prepare similar tool or use first method and use.

Sample for preparing Bulk Consolidated EWB request file for generation of JSON file is given below for user reference.

CONSOLIDATED E-WAY BILL FORM							
GSTIN: 29AAACG0569P1Z3		Name: ABC LIMITED			Place: BANAGLORE		Pin Code: 560090
Vehicle No	Place*	Trans Mode*	State*	E-Way Bill No*	Trans DocNo	Trans Date	
KA12KA1234	BANGALORE	Road	KARNATAKA	121000000040			
KA12KA1234	BANGALORE	Road	KARNATAKA	191000000041		02/03/2018	

Figure 5: Consolidated EWB Sample Form

4.2 Generating the Consolidated EWB from bulk file

- User logs in to the e-way bill portal with his credentials.
- Select the 'Generate Bulk' option in the 'Consolidated EWB' menu.
- On click of 'Choose file' button, the system will request to select the JSON file.
- Upload the Consolidated EWB request file.
- Next on click of 'Upload & Generate' button, the system generates the Consolidated EWB for error free requests and shows the EWB Number in the grid for them.
- Now, the user can export the results in an excel file by clicking 'Export to Excel' and use them. In case of error related requests, correct the error and generate the file again and process accordingly.

E - WAY BILL SYSTEM

GSTIN :30EHFPS5910D9B1 - Legal Name : NAT_TAXPAYER - User : Tax Payer

Upload Json File

Consolidate...I_JSON.json

[Error Description](#)

E - WAY BILL SYSTEM

GSTIN :30EHFPS5910D9B1 - Legal Name : NAT_TAXPAYER - User : Tax Payer

Bulk Upload & Generate Eway Bill

Upload Json File (Max 5MB)

No file chosen

E-WayBill_JSON.json Uploaded Successfully

SINo	Supply Type	Doc No	Doc Date	Other Party Gstin	Supply State	Vehicle No	No of Items	EWB No	EWB Date	Valid Till Date	EWB Status	Errors
1	Inward	123	02/03/2018	URP	ANDAMAN AND NICOBAR	KA12KA1234	1	131028435988	3/24/2018 12:49:00 PM	3/25/2018 12:49:00 PM	Generated	
2	Outward	123	02/03/2018	30EHFPS5910D9B1	GOA		1	101028435989	3/24/2018 12:49:00 PM	3/25/2018 12:49:00 PM	Generated	

Figure 6: Uploading and Generating Consolidated Bulk EWB.

5. Bulk Masters Generation

5.1 Preparing Bulk Masters request file

There are two methods for generating the Bulk Master requests. First, the tax payers and transporters can prepare the Bulk Master request file as follows:

- a. In bulk Master generation method, the request for trip sheet is accepted in the JSON format.
- b. Ensure the codes are included in the JSON for the parameters as specified in the code list. Please refer to the code list in the excel file.
- c. JSON file with multiple requests are allowed. However, prepare the JSON file with around 2000 requests to avoid uploading challenges.
- d. Validate all the parameter value as per the format, codes and interlinked values before preparing the JSON file.

OR

Second method is 'Master Preparation Tool'. This tool can be downloaded by the user from Help-> Tools-> Bulk Generation Tools option provided in EWB portal as shown in Figure 2 above.

Please download the following file from web-site (JSON Preparation Tools-> Masters JSON Preparation).

- [Masters_Preparation_Tools .xlsx](#)

It is not necessary to use this tool. The tax payer/transporter can prepare similar tool or use first method and use.

This tool will allow the user to enter the requests in excel file and allow to validate and convert into JSON file.

Samples for preparing Bulk Master request file for generation of JSON file is given below for user reference.

E - WAY BILL PRODUCTS									
GSTIN : <input type="text" value="29AAACG0569P1Z3"/>									
Product Name	Measuring Unit	Description	HSN Code	CGST Rate	SGST Rate	IGST Rate	CESS	Cess Advol	
STEEL	KILO GRAMS	STEEL	10063020	1.000	1.000	2.000	2.000	2.000	
IRON	KILO GRAMS	IRON	10063010	1.000	1.000	2.000	2.000	2.000	
COTTON	KILO GRAMS	COTTON	10063022	1.000	1.000	2.000	2.000	2.000	

E - WAY BILL CLIENTS										
GSTIN : <input type="text" value="29AAACG0569P1Z3"/>										
Reg/UnReg	GSTIN	Legal Name	Address1	Address2	Place	PinCode	Mobile No	Email Id	State	Approximate Distance
Reg	29AMRPV8729L1Z1									789
UnReg		ABC PRIVATE LIMITED	NEW BEL ROAD	NEW BEL ROAD	BANGALORE	560090	9898989898	test@gmail.com	KARNATAKA	456

E - WAY BILL SUPPLIERS										
GSTIN : <input type="text" value="29AAACG0569P1Z3"/>										
Reg/UnReg	GSTIN	Legal Name	Address1	Address2	Place	PinCode	Mobile No	Email Id	State	Approximate Distance
Reg	29AMRPV8729L1Z1									789
UnReg		ABC PRIVATE LIMITED	NEW BEL ROAD	NEW BEL ROAD	BANGALORE	560090	9898989898	test@gmail.com	KARNATAKA	456

E - WAY BILL TRANSPORTERS								
GSTIN : 29AAACG0569P1Z3								
Transporter ID	Transporter Name	Mobile No	Email id	Address1	Address2	Place	Pincode	State
29AMRPV8729L1Z1	ABC PRIVATE LIMITI	9898989898	test1@gmail.com	NEW BEL ROAD	NEW BEL ROAD	BANGALORE	560090	KARNATAKA
29AADCA8455F1Z1	XYZ EXPORTS	9879879878	test2@gmail.com	OLD AIRPORT ROA	OLD AIRPORT ROAE	BANGALORE	560090	KARNATAKA

Figure 7: Samples for Bulk Masters.

5.2 Generating Masters from Bulk file

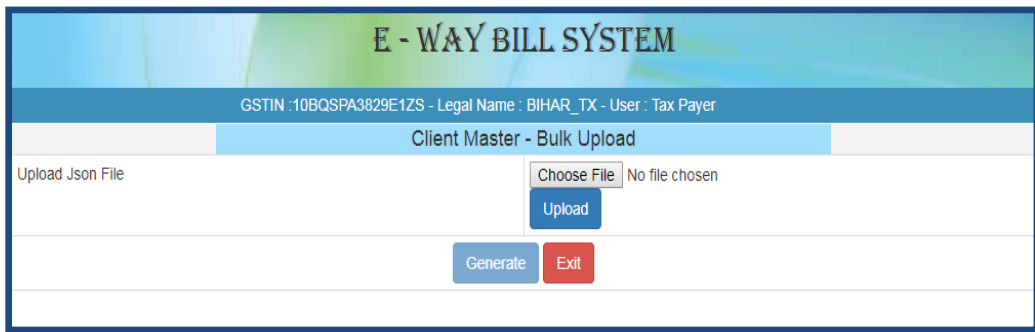
- User logs in to the e-way bill portal with his credentials.
- Select the 'Bulk Upload' option in the 'My Masters' menu.
- The user can then upload the JSON file for the selected option and generate the respective Master accordingly.
- Now, the user can export the results in an excel file by clicking 'Export to Excel' and use them. In case of error related requests, correct the error and generate the file again and process accordingly.

E - WAY BILL SYSTEM

GSTIN : 10BQSPA3829E1ZS - Legal Name : BIHAR_TX - User : Tax Payer

Bulk Masters

Select Option Product Client Supplier Transporter



E - WAY BILL SYSTEM

GSTIN :10BQSPA3829E1ZS - Legal Name : BIHAR_TX - User : Tax Payer

Client Master - Bulk Upload

Upload Json File

Choose File No file chosen

Upload

Generate Exit

Figure 8: Uploading and Generating Bulk Master.

6. Bulk Vehicle No Updation

6.1 Preparing Bulk Vehicle No Update request file

There are two methods for generating the Bulk Vehicle No update requests. First, the transporter can prepare the Bulk Vehicle No update request file as follows.

- a. In the bulk Vehicle No update method, the request for vehicle is accepted in the JSON format.
- b. Ensure the codes are included in the JSON for the parameters as specified in the code list. Please refer to the code list in the excel file.
- c. JSON file with multiple requests are allowed. However, prepare the JSON file with around 2000 requests to avoid uploading challenges.
- d. Validate all the parameter value as per the format, codes and interlinked values before preparing the JSON file. . PI refer the following files from the web site:
 - Veh_Update JSON Format.xlsx
 - Sample EWB Vehicle Update JSON Format.xlsx

OR

Second method is 'Vehicle No Updation Tool'. This tool can be downloaded by the user from Help-> Tools-> Bulk Generation Tools option provided in EWB portal as shown in Figure 2 above. Please download the following file from Bulk Generation module (JSON Preparation Tools->Vehicle No Updation JSON Preparation).

- [VehicleNo_Updation Tool.xlsx](#)

This tool will allow the user to enter the requests in excel file and allow to validate and convert into JSON file.

It is not necessary to use this tool. The tax payer/transporter can prepare similar tool or use first method and use.

Sample for preparing Bulk EWB request file for generation of JSON file is given below for user reference.

UPDATION OF EWAYBILL VEHICLE NUMBER (VER 1.0.0126)								
GSTIN/Trans in: <input type="text" value="29AAACG0569P1Z3"/>		Name: <input type="text" value="ABC LTD"/>		Place: <input type="text" value="BANGALORE"/>		Pin Code: <input type="text" value="560090"/>		State: <input type="text" value="KARNATAKA"/>
E-Way Bill No *	Trans Mode *	Vehicle No	Trans Doc No	Trans Doc Date	From Place *	From State	Reason for Updation *	Remarks
123456789878	Road	KA12KA1234	345	03/01/2018	BANGALORE	KARNATAKA	Due To Break Down	Due to breakdown we are updating the vehicle number
987678765676	Rail		76567	06/01/2018	BANGALORE	KARNATAKA	Due To Transhipment	Due to Transhipment we are updating the vehicle number
100987650923	Ship		330-3456	13/01/2018	BANGALORE	KARNATAKA	First Time	
100045234388	Air		123478	13/01/2018	BANGALORE	KARNATAKA	Others	We are updating the vehicle number for other conditions

Figure 9: Samples for Bulk Vehicle No Update.

6.2 Generating Vehicle No Update from Bulk file

- User logs in to the e-way bill portal with his credentials.
- Select the 'Update Vehicle Bulk' option in the 'e-Waybill' menu.
- The user can then upload the JSON file and generate the bulk Vehicle No updates accordingly.
- Now, the user can export the results in an excel file by clicking 'Export to Excel' and use them. In case of error related requests, correct the error and generate the file again and process accordingly.

E - WAY BILL SYSTEM

GSTIN : 10BQSPA3829E1ZS - Legal Name : BIHAR_TX - User : Tax Payer

Update vehicle Details - Bulk Upload

Upload File containing Update Vehicle details

No file chosen

E - WAY BILL SYSTEM

GSTIN : 30EHFPS5910D9B1 - Legal Name : NAT_TAXPAYER - User : Tax Payer

Update vehicle Details - Bulk Upload

Upload File containing Update Vehicle details

No file chosen
VehicleUpdate_JSON.json Uploaded Successfully

SINo	E-Way Bill No.	Transportation Mode	Vehicle No.	Document No.	Document Date	From Place	From State	Reason	Remark	Errors	Delete
1	171028428894	Road	KA123456			bng		Due To Break Down	Due To Break Down		<input type="button" value="Delete"/>

Figure 10: Uploading and Generating Bulk Vehicle Upload.