

Generating E-Way Bill

When user selects the 'Generate e-way bill' sub-option under 'E-way bill' option, the following screen will be displayed allowing the user to enter the e-way bill request form. This option is used to generate the new e-way bill.

Before going for generating a new E-way bill, the user should have the Invoice/Bill/Challan document/details in his hand and user should know the, Transporter Id, through whom he/she is going to move the consignment or vehicle number through which the consignment will be moved.

In the E-way bill entry form, first the user needs to select the type of transaction - outward or inward. The outward indicates, user is supplying the goods and inward indicates the user is receiving the goods. Depending upon the type of transaction selected, the system will show the sub-type of transactions. The user needs to select the sub-type accordingly.


Now the user needs to select the type of document from the drop down menu as per the document in his hand. The user will enter the document number and select the date of document as given on the document (invoice, bill or challan) he is holding. The system will not allow user to enter the future date.

For an outward type of transaction, in the 'From' section, name, GSTIN and address of the supplier is auto populated with the user details. If he has the additional places of business, he will be allowed to select the place. Here in spite of auto update, the user is allowed to edit the address.

For an inward type of transaction, in the "From" section, name, GSTIN and address need to be filled by the user. It can be auto populated if the user has entered the consignor details in "Master → Suppliers" option (Refer: Chapter 7 Managing Masters). When user enters 2-3 characters of the consignor, the system allows the user to select the consignor name which was updated in the masters. All the other fields like GSTIN, from address are auto populated after selection. However, the system allows the user to edit. If the supplier master has not been entered by the user, the system will allow him to enter the name, GSTIN and address details. If the supplier is un-registered for GST, then the user has to enter the GSTIN as URP, indicating that the supplier is 'Unregistered Person'.

For an outward type of transaction, the user needs to enter the name, GSTIN, and address of the consignee in the 'TO' section. The consignee details can be auto populated if the user has entered the consignee details in the "Master → Client" option (Refer: Chapter 7 Managing Masters). When the user enters 2-3 characters of the consignee name, the system allows the user to select the consignee name which was updated in the masters. All the other fields like GSTIN; address is auto filled and is also editable by the user. If the master has not been entered for the consignee, the user shall enter the complete details. Here, also the user has to enter the URP in GSTIN column, if the consignee is un-registered person.

For an inward type of transaction in the 'TO' section, the name, GSTIN and address of the recipient is auto populated with the user details. If he has the additional places of business, he will be allowed to select the place. Here in spite of auto update, the user is allowed to edit the address.

Now, the user needs to enter the “Item Details”. Products details can be auto populated if the user has entered the product details in “Masters → Products” (Refer: Chapter 7 Managing Masters). By entering 2-3 characters of the product name, which is being transported, the system allows the user to select the product name which was updated in the masters. All other fields under this section like description, HSN, Unit, Tax rate are auto filled from the master. The user needs to enter the quantity and taxable value of the product mentioned in the document. The user shall add multiple products by clicking on  . Based on the taxable value and rate of tax, the system will calculate CGST, SGST, IGST and CESS amount. The user is allowed to edit this amount also. It may be noted that the system will show the CGST and SGST tax rate for intra-state movement and IGST tax rate for inter-state movement.

Now, the user needs to select the mode of transportation - road, rail, air or ship and range of travelling distance between selected supplier (source) to recipient (destination). If the goods are being moved directly by the user himself, then he can enter the Vehicle Number without entering the transporter details.

If a user is carrying out the transportation through third party, then he /she will generate the E-way bill by entering the, transporter id and transporter document number and date given by the transporter. The transporter ID can be auto populated, if the user has entered the transporters details in “Masters→Transporter” (Refer: Chapter 7 Managing Masters). By entering 2-3 characters of the transporter, the system will allow the user to select the transporter name which was entered in the master. If the transporter ID is entered, the generated E-Way will be forwarded to the concerned transporter login account, allowing the transporter to enter the vehicle number while goods are getting moved.

It may be noted that either transporter ID or Vehicle number is required to generate the e-way bill.

If a transporter is generating the e-way bill on behalf of the consignor/consignee, then the complete E-way bill entry form will be entered by him to generate the E-way bill. Here, the system allows him to enter both the consignor and consignee details without blocking any column.

Once a request for E-way bill is submitted, the system validates the entered values and pops up appropriate message if there is any error. Otherwise e-way bill with in the EWB-01 form will be shown with the unique 12 digit number.

This e-way bill will not be valid for movement of the goods without the vehicle entry in the e-way bill form. Once the vehicle number is entered, the system will show the validity of the e-way bill. This indicates the user to get the goods moved with that valid date and time. Otherwise the movement of goods becomes illegal. The user can take the print out of the E-way bill from there. (Refer Figure: Generated E-way bill).