Managing Masters

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 masters consist of Products, Clients, Suppliers, and Transporters.

Products

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.

Next, the user needs to enter the rate of tax as applicable for the product - CGST, SGST, IGST, Cess, and Cess Non-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. He can do multiple entries for the same product, if the unit of measurement and rate of tax are in multiple for the same product. Accordingly, he can give the product name for his understanding and remembering.

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.

The user can enter the GST registered or GST un-registered customers. When the GST registered option is selected, the user has to enter the GSTIN of the customer. Once the GSTIN is entered, the system shows the customer details in the combo box. If the GSTIN holder has the additional place of the business, then the combo will show main and additional places of business. The user has to select whichever is required. If multiple places have to be selected, click button and select. Once submit is clicked, the system saves the details. If the user selects the GST un-registered option, the following screen is displayed.

The user needs to enter the state, name, client address, place, pin code, mobile number and email of the client and select submit.

Once a request for client details are submitted, the system validates the entered values and pops up appropriate message if there is any error. Otherwise the client details are captured into the masters.

Suppliers

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

Transporters

To enter the transporters masters, the user need to have the Transporter Id. Once the transporter id 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.