# E-WAY BILL (PROCEDURAL PART)

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# **REGISTRATION ON E-WAY PORTAL**

- For working on E-way Bill portal, we have to separately registered on E-way portal, on which we can reach through
- http//: ewaybill.nic.in
- The screen would be displayed having following option
- 1) Login thru UserID & Password
- 2) Way Bill Registration
- 3) Enrolment for Transporter
- 4) Enrolment for Officers



#### Important Links

- Website Policy
- Security Policy
- Disclaimer

#### Other Links

- GST Common Portal
- Central Board of Excise
- State Tax Website
- National Portal
- Goods and Service Tax Network
- National Informatics Center

This site can be best viewed in Firefox 3.5 and above ,IE 10 and above,chrome 18 and above. To check your browser version click here

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### **REGISTRATION FORM**

#### E - WAY BILL SYSTEM

E-Way Bill Registration Form

nter GSTIN		29AAAAA0300L1Z8 Go Exit
Applicant Name		ABHYUDAYA CO OP BANK LTD
Trade Name		ABHYUDAYA CO OP BANK LTD
	Line 1	NULLShambhavi FortuneNULLbehind KSRTC Bus St
ii. Address	Line 2	Udupi
	City	Bengaluru (Bangalore) Urban
	PIN:	576101
Mabila		
Mobile		******8439 Send OTP

## **REGISTRATION FORM**

- After clicking "Send OTP"
- OTP will come on registered mobile, which you have to verify and then validated. After this validation System will ask you to put USER NAME and PASSWORD of your choice which can be 8-15 character of any combination of Alpha-numeric and may contain special character but should be a different from your existing USER Name & Password already used for GSTN portal. Now the Register person can work on this E-way Bill portal using his **USER ID and PASSWORD.**

# **REGISTRATION FORM**

- Before creating this USER ID and PASSWORD, please collect the following
- 1) GSTIN
- 2) Registered Mobile No. for OTP (No new mobile it would be the same as registered on GSTN portal)
- 3) USER ID (Which you want to create)
- 4) PASSWORD (Which you want to retain)
- Keep your USER ID & PASSWORD secured and can be used for this purpose.

#### **ENROLMENT FOR UNREGISTERED PERSON**

- The following persons are also required to work on E-way bill portal in spite of the facts that they are not required GSTIN and hence they are not registered on GSTN portal but required their Enrolment on the E-way Bill portal
- 1) Transporter
- 2) Warehouse operator
- 3) Godown owner
- 4) Cold Storage owner

## **Documents required by transporter**

- These specified person must collect the following for Enrolment on E-way Bill portal
- PAN Card
- Aadhar Card of the primary signatory
- Principle place of business (Ownership Proof / Rent Agreement / Consent letter, etc.)
- Valid Mobile Number for Registration (OTP)
- Valid E-mail ID for Registration (OTP)
- USER ID and PASSWORD ( which you want to create and retain for the purpose) of 8-15 Alpha Numeric Number with or without special character.
- For Enrolment he has to click the button "Enrolment for transporter" and screen would be seen as follow

E - WAY BIL	L SYSTEM
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	NATION
GST	TAX
_	IVIA TITLE I

		Application for Enro	llment u/s 35(2)	
1.	Select Your State •		KARNATAKA •	
	(a) Legal name (Enter Name as per P	AN) •		
	(b) Trade name, if any			
	(c) PAN •			Validate
	(d) Aadhar (applicable in case of prop	rietorship concerns only)		1
3.	Type of enrolment <sup>®</sup>			2
	Warehouse/Depot Godown	Cold Storage Transport servic	es	
4.	Constitution of Business (Please sele	ct the Appropriate) •	- Select Constitution -	
	Particulars of Principal Place of Busin	ess		2
	(a). Address			
	Building No./Flat No. •		Floor No. •	
	Name of the Premises/Building •		Road/Street •	
	City/Town/Locality/Village •		District •	
	Taluka/Block •			
	State	KARNATAKA •	PIN Code •	
	Latitude		Longitude	
	(b). Contact Information (the email ad	dress and mobile number will be used	for authentication)	
	Email Address •		STD	
			Telephone Number	
	Mobile Number*		Enter OTP	
		Send OTP		
	STD		Fax number	
1	(c). Nature of premises	Own <ul><li>Leased</li><li>Rented</li></ul>	●Consent ●Shared ●C	Others
	Login Details			
	User ID •		Check	
	Password •			
	Confirm Password •			
	Consent*			
	I on behalf of the holder of Aadhaa Network" to obtain my details from UII would only be used for validating iden authentication.	r number <pre-filled aadhaar<br="" based="" on="">DAI for the purpose of authentication. " tity of the Aadhaar holder and will be s</pre-filled>	number provided in the form> give Goods and Services Tax Network" hared with Central Identities Data F	e consent to "Goods and Services Tax has informed me that identity information Repository only for the purpose of
5.	Verification			
	I heareby solemnly affirm and decla been concealed therefrom.	are that the information given herein ab	oove is true and correct to the best	of my knowledge and belief and nothing has

211

## **TRANS ID**

• After submitting the Enrolment Form, the system will issue the 15 digit TRANS ID, which would be the Enrolment number of the transporter and he has to give this enrolment number to each and every registered person for whom he is working as transporter and this TRANS ID is required to be mention in Part A of the EWB-1 filed by the Registered person.

# **Forgot PASSWORD**

- In case PASSWORD is not remember then the same can be taken by clicking on requisite button on the Home page of the portal.
- On clicking "FORGOT PASSWORD" screen would be as follow which will ask for
- a) USER ID
- b) GSTIN / TRANS ID
- c) State
- d) Pincode of principle place
- e) Registered Mobile Number
- f) Catches
- Submit {GO} button, one time password would come on Registered Mobile, that can be used for creating New Password for the purpose.

# **Forgot USER ID**

- In case USER ID is not remember then the same can be taken by clicking on requisite button on the Home page of the portal.
- On clicking "FORGOT USER ID" screen would be as follow which will ask for
- a) GSTIN / TRANS ID
- b) State
- c) Pincode of principle place
- d) Registered Mobile Number
- e) Catches
- Submit {GO} button, USER ID would come on Registered Mobile Number. (Please note that USER ID can not be changed, so keep in mind while choosing USER ID.
- Please note that three wrong attempts would block the wrong USER ID or the wrong PASSWORD for a period of 15 minutes. So either use the correct user ID / PASSWORD or use the forgot User ID / Password {button on home page) of the portal.

## **Forgot password**

### E - WAY BILL SYSTEM

#### Forgot Password

	GJY3CQ Enter the code as shown above without spaces:
Registered Mobile No	
Pincode of Principal place of Business	
State	- Select State -
GSTIN	
User Name	

## **Forgot username**

### E - WAY BILL SYSTEM

Forgot Username

State	- Select State -	Ŧ
P <mark>incode of Princ</mark> ipal Place of Business		
Registered Mobile No		
	QLHKU Q Enter the code as shown above without spaces:	
	Go Exit	

# **LOGIN TO E-WAY PORTAL**

- Now using the USER ID and the PASSWORD, you can LOGIN on the portal for working on the following
- 1) E-way Bill (Generating/Updating/Cancel/Print)
- 2)Consolidate Eway Bill (Same as above)
- 3) Reject (If generated buy other and not acceptable to you then you can REJECT the same)
- 4) Report (Various kinds of reports are available)
- 5) Master ( Master can be created for buyers, suppliers, transporters, product details, etc.
- User Management ( sub users can be created, modified, freezed)
- Registration ( Option to register for SMS, Android App, API Facility, etc.)



#### **DOCUMENTS IN HAND FOR GENERATINGE-WAY BILL**

- For Generating NEW E-way Bill, the Registered person should be having
- 1) Valid Tax Invoice or Bill of supply or Delivery Challan.
- 2) Transporter ID
- 3) Document No. of GR / RR / AWB Bill / Shipping Bill
- 4) Vehicle No. if available (Otherwise transporter will fill it up before commencement for transportation)
- Please note that If Master is complete then requisite entries can be updated from masters.
- In case E-way bill generated by supplier then his details would be auto populated while clicking outward
- In case E-way bill generated by buyer then his details would be auto populated while clicking inward
- One entity having different place of business in the same states then option to enter the desired place of business is available at the appropriate place.
- Approximately distance of transportation to take from reliable source.
- Click on button "Generate" on the E-way Bill option and screen would be seen as follow

		ENTER	<mark>R TH</mark>	E DI	ETAILS	
				)		
		I	E - WAY BILI	SYSTEM		
1 4		29АААС	L2836L1Z8-LAWREL NAV		JS LTD	0 2 0
ranscation De	etails		e- waybli En	[• indic	ates mandatory fields for E-Way Bill and • indicates mandato	ry fields for GSTR-1]
Transaction T	Type• Outward O Inward	sub Type● ● Supply ○ Exp	ort  Job Work  SKD/C	KD © Receptent No	t Known O For Own Use Exhibition or Fairs O Line Sal	es 🔍 Others
Document Ty	/pe• Invoice •	Document	No•		Document Date • 😑 05/09/2017 💽	
rom						
Name GSTIN •	LAWREL NAVIGATION MAU 29AAACL2836L1Z8	JRITIUS LTD		Address Place Pincode •	Commerce Center,M/s Opal Asia 2nd Floor,Kulur-Kavoor Road, Kulur, Mangalore, 575013 KARNATAKA *	
O Name GSTIN •	Name			Shipping Address Place Pincode •	-State- ×	
em Details						
Pro	oduct Name	Description HSN•	Quantity Quantity	Unit Value/Taxabl	Value (Rs.) • Tax Rate(C+S+I+Cess) •	蕭
otal Amount/Tax	*ble Amount •	CGST Amount *	SGST Amount *	IGST An	ount* CESS Amount*	
ransporter De Mode •	etails ●Road ◯Rail ◯/	Air Ship			Approximate Distance (in KM)•	
Transporter N Transporter II	Name Name		OR		Part - B Vehicle No. •	-
Transporter L	Bot. No. a Date	05/09/2017				
			Submit Exit			

## **GENERATING E-WAY BILL**

- After submitting the requisite details in Part A, Now Part-B requires only the vehicle number which can be filed either by the generatring person or by the transporter from his LOGIN as after submitting part A it is visible with al three means buyer, seller, transporter
- Once vehicle No is filled either by generating person or transporter, a Valid E-way bill 12 Digits, would be generated on the common portal and time schedule will start from the time mention in the E-way Bill.
- See the following screens for the purpose



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#### E - WAY BILL SYSTEM

#### 29ckjpm7659c1Z0-test

#### Print e-Way Bill e-Way Bill



3 <u>a</u> 🙂

E-Way Bill No:	1810 0000 1348
E-Way Bill Date:	23/09/2017 02:25 PM
Generated By:	29ckj pm765 9c1Z0 - 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
nvoice /Challan No.	123
nvoice /Challan Date	23/09/2017
alue of Goods	₹1000
ISN Code	501
Reason for Transportation	Outward - Supply

Transport No. & Name

Transport Doc. No. & Date

Part - B					
Mode	Vehicle No	From	Entered Date	Entered By	7
Road	KA12AB1234	6A5S4D	23/09/2017 02:25 PM	test	

Print Detailed Print Exit

## **CHANGE IN VEHICLE NUMBER**

- Once E-way bill generated thereafter need may arise to change the vehicle due to break down or may be any oher reason, then needs to update the vehicle number before commencement of movement in new vehicle.
- Either the generator person or the transporter can update the new vehicle number in the existing e-way bill. This type of changes can be made in any numbers without any restriction.
- For this login to the portal select E-way bill and sub menu updating e-way bill, the screen will ask one of the three option --- Eway Bill No. Or Generated Date or Generator TIN but preferable to select from E-way Bill Number, The screen would be shown as follow
- The Latest vehicle number should be updated on the Eway bill which intercepted the vehicle by the proper officer.



### **CHANGE IN VEHICLE NUMBER**

#### E - WAY BILL SYSTEM

29BQSPA3829E1Z2-Tanuja

Selected	l e-Way Bill No is: 181000001322
From GSTIN & Place Information	29BQSPA3829E1Z2-Tanuja,,560079,KARNATAKA
To GSTIN & Place Information	29AAVCS2001D1ZG-CHITHRA B,,560064,KARNATAKA
Mode Of Transport.	●Road ◎Rail ◎Air ◎Ship
Enter Vehicle No.	(Format: AB12AB1234 or AB12A1234 OR AB121234)
Enter From Place	
Select From State	KARNATAKA *
Select Reason	- Select Reason -
Remarks	
	Submit Exit

#### ..: Vehicle Updation History :...

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

# **CANCELLATION OF E-WAY BILL**

- E-way Bill can be cancelled by the generating person in the following siutuaion
- 1) Mistake in the E-way Bill and already submitted
- 2) E-way generated but movement not commenced and unreasonable time already wasted
- E-way bill can be cancelled within 24 hours of its generation
- E-way bill can not be cancelled even mvement started and verified by the proper officer
- E-way Bill can be cancelled by selecting E-way Bill sub menu canceled Button and screen would be as follow



# **PRINT OF E-WAY BILL**

- Print of E- way Bill
- It can be printed by either of the party, buyer, supplier, transporter
- Put the E-way Bill number, which you wants to print, under the menu E-way Bill sub menu Print E-way Bill
- It can be printed in sumary manner in one page or in detailed version in multiple pages.
- Printing E-way bill screen would be as follow



### **PRINT E-WAY BILL**

		E-WAY	BILL SYSTEM	м	
		29ckjpn	n7659c1Z0-test		0 2 0
		Print	e-Way Bill		
		e-V	Vay Bill		
E	-Way Bill No:	1810 00	00 1348		
- NO	-Wav Bill Date:	23/09/201	7 02:25 PM		
G	enerated By:	29ckj pm	765 9c1Z0 - ARJUNWAD	PRIMARY AGRICULT	
×	alid From:	23/09/201	7 02:25 PM		
V	ali <mark>d T</mark> o:	08/10/201	7 02:25 PM		
P	art - A				
G	STIN of Recipient	GSTIN : ADARSI	29AAA AA412 1D1ZE HA PATTANA		
P	lace of Delivery	ASD4WR	KARNATAKA-560072	11	
in In	ivoice /Challan No.	123			
In	ivoice /Challan Dat	te 23/09/201	7		
V	alue of Goods	₹ 1000			
н	SN Code	501			
R	eason for Transpo	ortation Outward	Supply		
Т	ransport No. & Nar	me			
Т	ransport Doc. No. 8	& Date	301	305	
P	art - B				
	Mode Vehicle N	lo From	Entered Date	Entered By	
	Road KA12AB1	234 6A5S4D	23/09/2017 02:25 PM	test	

ENT	<b>RIES</b>	FOF	<mark>R CONSOL</mark>	<b>IDAT</b>	ED	E-WA	Y BILI	LS
			E - WAY BI	LL SYSTI	EM			
			29AAACL2836L1Z8-LAWREL	NAVIGATION MAU	IRITIUS LT	D		
			Consolidated E	-Way Bill Form	ı			
			Mode	Road	I ©Air	© Ship		
From State :	KARNATAKA	×	Vehicle Starts From :	Place		Vehicle No. :		
						(Format: AB12AB AB121234)	1234 or AB12A1234 C	R
E-Way Bill No.	E-Way Bill Date	Generated By	Inv. No. and Date	Inv. Amount		Source	Destination	Delete
ewb no.								Ê
+								
			Submit	Exit				

# **PRINT OF CONSOLIDATED BILL**

#### E - WAY BILL SYSTEM

29AAACL2836L1Z8-LAWREL NAVIGATION MAURITIUS LTD

Print Consolidated E-Way Bill Form

1. Consolidated E-Way Bill Details						
Consolidated E-Way Bill No	171000000115	U. Mar	Maria			
Date:	05/09/2017					
Transporter ID	29AAACL2836L1Z8					
Vehicle No	AB12AB1234					
From	BANGALORE-KARNATAKA	lin lin	lin 1			

#### 2. Item Details

S.No.	E-WayBill No. & Date	E-WayBill By	Document No. & Date	Value	То
1.	12100000839 - 05/09/2017	29AAACL2836L1Z8	123 - 05/09/2017	1000.00	ASDFG - KARNATAKA - 560064
2.	18100000840 - 05/09/2017	29AAACL2836L1Z8	1234 - 05/09/2017	1000.00	ASDFG - KARNATAKA - 560032

### **CANCELLATION OF CONSOLIDATED BILL**

# E - WAY BILL SYSTEM

### 29AAACL2836L1Z8-LAWREL NAVIGATION MAURITIUS LTD

# **Cons.eway Bill Cancellation**

Exit

G0

Enter Cons. e-Way Bill No.

## **PRINT OF CONSOLIDATED BILL**



29AAACL2836L1Z8-LAWREL NAVIGATION MAURITIUS LTD

Print Consolidated E-Way Bill Form

Enter Consolidated E-Way Bill No.



#### **UPDATE VEHICLE NUMBER FOR CONSOLIDATED E-WAY BILL**

# E - WAY BILL SYSTEM

### 29AAACL2836L1Z8-LAWREL NAVIGATION MAURITIUS LTD

### Consolidated Update Vehicle

Show Cons. e-way Bill Info By:

# Enter Cons.EWB No :



#### **UPDATE VEHICLE NUMBER FOR CONSOLIDATED E-WAY BILL**

#### E - WAY BILL SYSTEM

29BQSPA3829E1Z2-Tanuja

#### Consolidated Update Vehicle

BANGALORE
●Road ◎Rail ◎Air ◎Ship
(Format: AB12AB1234 or AB12A1234 OR AB121234)
KARNATAKA
- Select Reason -

#### ..: Vehicle Updation History :...

	Cons. EWB No/Date	Generated by	From Place	From State	Vehicle No
Select	181000006-21/09/2017	29BQ5PA3829E1Z2	BANGALORE	KARNATAKA	KA12AB1234



## **ENTRIES IN PRODUCT MASTER**

#### 29AAACL2836L1Z8-LAWREL NAVIGATION MAURITIUS LTD

	Product Master				
Basic Details					
Product Name *					
Measurement Unit *	Select				
Description*					
HSN Details					
HSN Code *					
HSN Name *					
Enter rate of tax as applicable for your business					
CGST* SG	ST* IGST* Cess*	Cess Advol*			
	Submit Exit				

#### **ENTRIES IN CUSTOMER MASTER** E = WAY BILL SYSTEM 29BQSPA3829E1Z2-Tanuja Customers Master GST Registered GST Unregistered Customer GSTIN Submit Enter GSTIN Mobile Address Line 1 Customer GSTIN Email-ID Address Line 2 Customer Name Place Pincode Number **DIVISION3** 9986673402 560079 29EHFPS5910D1Z2 9898989898 test@gmail.com bangalore unregcli bangalore bangalore 29989898989898 560013

## **CUSTOMER MASTER**

#### 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	DIVISION3	9986673402					560079
299898989898	unregdi	9898989898	test@gmail.com	bangalore	bangalore	bangalore	560013



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







29AMRPV8729L1Z1 - NIC123 - - Tax Payer

Reject E- Way Bill generated by others





#### 29AAACL2836L1Z8-LAWREL NAVIGATION MAURITIUS LTD

User Creation	
Suffix Login ID	MAdl
Login ID	LAWREL123_MADI
Name of the user	
Designation	
Mobile	
Email ID	
Enable the user to generate E-Way Bill for	All Offices      Particular Office
Select Office	- Select Office -
Enable E-Way Bill generation	Yes ONO
Enable Consolidated E-Way Bill generation	Yes ONO
Enable E-Way Bill rejection	Yes ONO
Enable report generation	Yes ONO
Enable updating masters	Yes O No
Submit	Exit

#### 29AAACL2836L1Z8-LAWREL NAVIGATION MAURITIUS LTD

Login ID	LAWREL123_MADI	•
Name of the user	MADI	
Designation	ASD	
Mobile	9898989898	
Email ID	ASD@EMAIL.COM	
Enable the user to generate E-Way Bill for	All Offices O Par	ticular Office
Select Office	- Select Office -	
Enable E-Way Bill generation	Yes O No	
Enable Consolidated E-Way Bill generation	Yes ONO	
Enable E-Way Bill rejection	Yes ONO	
Enable report generation	Yes ONO	
Enable updating masters	Yes O No	

29BQSPA3829E1Z2-Tanuja

#### Change Password

User Name	NIC123
Enter Existing Password	
Enter New Password	
Re-Enter New Password	

29ckjpm7659c1Z0-test

### SMS Registration

Mobile Number of main user	********28	Send OTP
Enter OTP		
	Verify OTP Exit	



#### Android Registration

Select User	Select User •	
Name		
Place		
Do you want to enable android app?	©Yes <sup>©</sup> No	
	Save	

User Name	Mobile	IMIE Number	Date of Registration	Status
test_usr1	8123775028			ACT
test_usr2	8123775028			ACT
test_usr3	8123775028			ACT

### **Transporter Registration**

Mobile Number of main user

Enter OTP



# **Any Question Please**

# SURESH AGGARWAL



SURESH AGGARWAL MOBILE NO.-9810032846 PPT Available on our website www.sureshtaxation.com