

## How to Generate e-Way Bills on E-Way Bill Portal?

This note covers the step-by-step process of

- Generating the e-way bills on the E-way bill portal (web-based: [ewaybill.nic.in](http://ewaybill.nic.in)).
  - Printing of E-way Bill on the portal.
- I) There are some pre-requisites for generating an e-way bill (for any method of generation):
- i) Registration on the [EWB portal](#) ( we need User id and password)
  - ii) The Invoice/ Bill/ Challan related to the consignment of goods must be in hand.
  - iii) If transport is by road – Transporter ID or the Vehicle number.
  - iv) If transport is by rail, air, or ship – Transporter ID, Transport document number, and date on the document.
- II) We give below a step by step Guide to Generate E-Way Bill (in form EWB-01) online

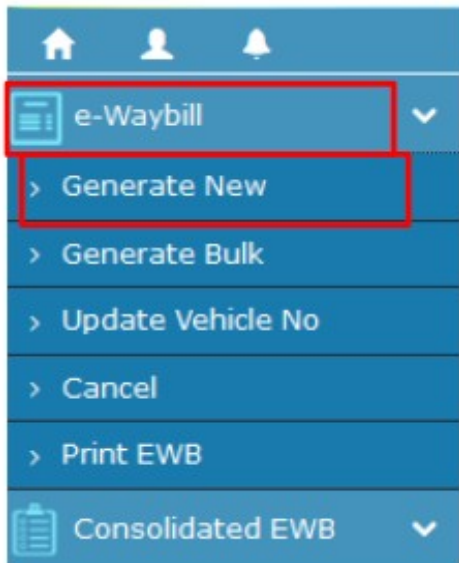
**(a) Step 1:** [Login to e-way bill system](#). (User ID & Password)

**(b)** Enter the Username, password and Captcha code, Click on 'Login'

The screenshot displays the 'E-WAY BILL SYSTEM' interface. The header includes the Government of India logo and the 'NATION TAX MARKET' logo. The navigation menu contains 'HOME', 'LAWS', 'HOW TO USE', 'SEARCH', and 'CONTACT US'. The main content area features a banner with the text: 'Welcome to Tax Payers and Transporters of UTTARAKHAND. Have a nice e-waybill operations' and 'Now, One e-way bill for movement of goods between Tax Payers of Karnataka, Rajasthan and Uttarakhand'. To the right, a 'Login' section contains input fields for 'Username', 'Password', and a captcha code '8 X Y 8 H'. Below these are 'Login', 'Forgot Password?', and 'Forgot Username?' buttons. Further down are links for 'e-Way Bill Registration', 'Enrolment for Transporters', and 'Enrolment for Citizens'. A 'Latest Updates - 20/12/2017' box lists two notifications: 'Uttarakhand Govt. has issued notification for e-waybill system from 01/01/2018' and 'Rajasthan Govt. has issued notification for...'. The footer contains an 'Important Links' section with links to 'Website Policy', 'GST Common Portal', and 'National Portal'.

**(c) Step 2:**

Click on 'Generate new' under 'E-waybill' option appearing on the left-hand side of the dashboard. See below screen



**(d) Step 3:**

Enter the following fields on the screen that appears:

A screenshot of the 'e-WayBill Entry Form' interface. The title bar is light blue and says 'e-WayBill Entry Form'. Below the title bar, there is a legend: a red dot indicates mandatory fields for E-Way Bill, and a green dot indicates mandatory fields for GSTR-1. The form is divided into sections. The first section is 'Transaction Details' with a blue header. Below this, there are two rows of radio button options. The first row has 'Transaction Type' with 'Outward' and 'Inward' options. The second row has 'Sub Type' with 'Supply', 'Export', 'Job Work', 'SKD/CKD', 'Receptient Not Known', 'For Own Use', 'Exhibition or Fairs', 'Line Sales', and 'Others' options. Below these are three input fields: 'Document Type' (a dropdown menu showing 'Invoice'), 'Document No' (an empty text box), and 'Document Date' (a date picker showing '05/09/2017').

**(i) Transaction Type:**

Select 'Outward' if you are a supplier of consignment

Select 'Inward' if you are a receiver of consignment.

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**(ii) 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

(iii) 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

(iv) Document type: Select either of Invoice / Bill/ challan/ credit note/ Bill of entry or others if not Listed

(v) Document No. : Enter the document/invoice number

(vi) Document Date: Select the date of Invoice or challan or Document.

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

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

➔ From

Name	LAWREL NAVIGATION MAURITIUS LTD	Address	Commerce Center,M/s Opal Asia
GSTIN *	29AAACL2836L1Z8		2nd Floor,Kulur-Kavoor Road,
		Place	Kulur, Mangalore,
		Pincode *	575013 KARNATAKA ▼

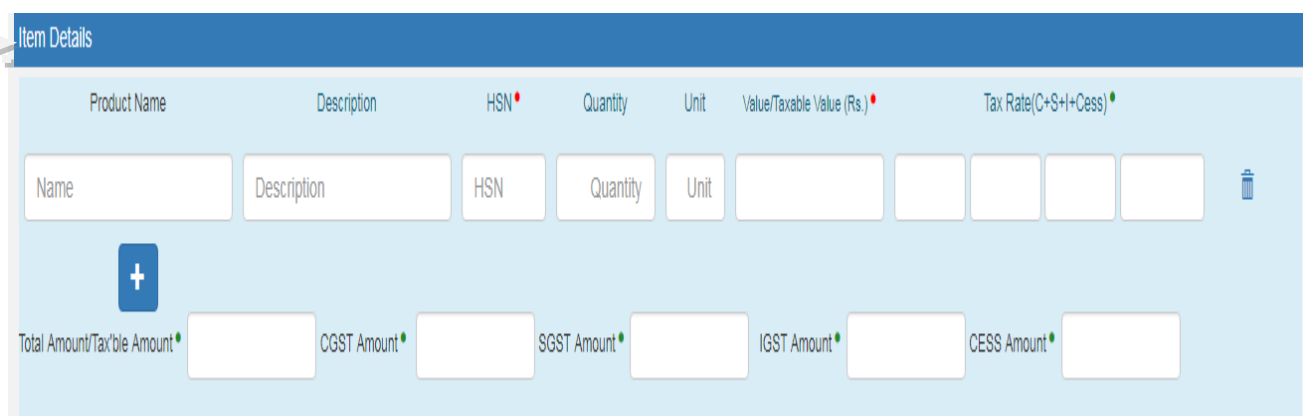
➔ TO

Name	Name	Shipping	
GSTIN *		Address	
		Place	
		Pincode *	-State- ▼

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

(ix) 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 %)



The screenshot shows a form titled "Item Details" with the following fields:

Product Name	Description	HSN	Quantity	Unit	Value/Taxable Value (Rs.)	Tax Rate(C+S++Cess)			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
+									
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"/>

(x) 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.

(xi) 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.

(xii) Apart from above, **Either** of the following details can be mentioned:

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

**OR**

2. Vehicle number in which consignment is being transported.

Format: For Example

GJ15X5070

MH06AQ9667

CG04G1769

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 is a "Transporter Name" field with a sub-label "Name". Below that is a "Transporter ID" field. Below the ID field is a "Transporter Doc. No. & Date" field with a date picker showing "05/09/2017" and minus/plus buttons. To the right of the date field is a small square button with a circle icon. Below these fields are two buttons: "Submit" (blue) and "Exit" (red). On the right side of the form, there is a "Part - B" section with a "Vehicle No." field and a note "(Format: AB12AB1234)". Three black arrows point to the "Transporter Details" header, the "Transporter Name" field, and the "Approximate Distance (in KM)" field.

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.

**(e) Step 4:**

(i) Click on 'Submit'. The system validates data entered and throws up an error if any.

(ii) 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 looks like this (see below)



# E - WAY BILL SYSTEM



29ckjpm7659c1Z0-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 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

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	6A5S4D	23/09/2017 02:25 PM	test

Print Detailed Print Exit

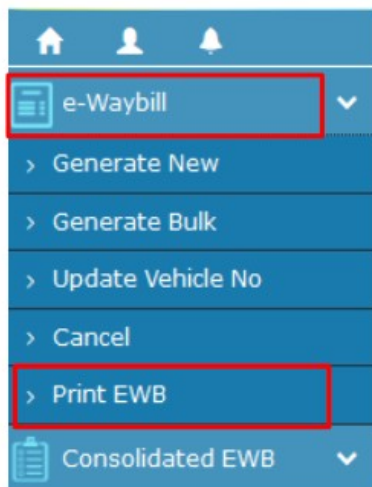
- (i) Print and carry the e-way bill for transporting the goods in the selected mode of transport and the selected conveyance.

**(III) PRINTING OF E-WAY BILL:**

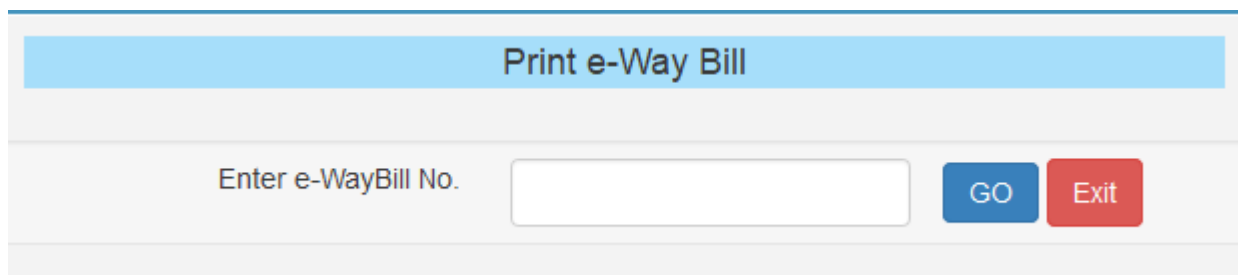
a. We give below the process of printing of E-Way Bill.

(b) You can print the e-way bill anytime as follows:

**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'

A screenshot of a web form titled 'Print e-Way Bill'. The form has a light blue header bar with the title. Below the header, there is a text input field labeled 'Enter e-WayBill No.'. To the right of the input field are two buttons: a blue 'GO' button and a red 'Exit' button.

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

Source : Cleartax.in