REGISTRATION STEPS E-WAY BILL PORTAL

How to register on E-Way bill portal ?

I.   With respect to e-Way Bills, three kinds of taxpayers/ users are involved:

   1.   Registered Suppliers or Receivers of Goods

   2.   Registered/ Unregistered Transporters

   3.   Unregistered Suppliers

II.   Registration on the e-way bill portal is compulsory to generate the e-Way Bills.

III.   In this note, we cover step-by-step process of how to register on the e-Way Bill system for the following users:

   1.   For taxpayers (Suppliers of Goods or Receivers of Goods / Registered Transporters)

   2.   For GST unregistered transporters

   3.   Steps in Registration for forgot Username/Password/Transaction ID

IV) Prerequisites for the Registration :

- GSTIN of the registered taxpayer/ transporter, if registered
- Registered Mobile number with the GST system

V) For Taxpayers (Suppliers of Goods and Receiver of Goods) /Registered Transporters

Here is the step-by-step process for registration on the e-Way Bill portal ::

a. **Step-1:** Visit the e-Way Bill portal.(ewaybill.nic.in)

http://www.ewaybill.nic.in

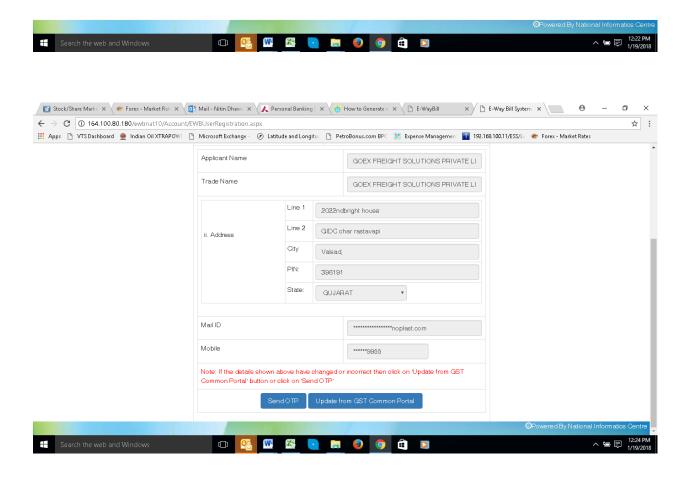## Steps in registration for registered person

02 Click on link 'e-Way Bills Registration Form'

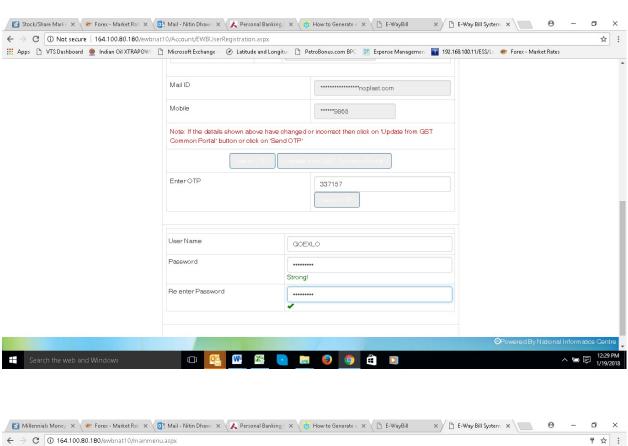Enter GSTIN & captcha to open GSTIN form - 2

03 GSTIN registration form - 2

- On the basis of valid GSTIN provided by user GST registration form – 2 will be auto populated which as follows:
  - ➢ Applicant Name
  - ➢ Trade Name
  - ➢ Address
  - ➢ Mobile number of authorised signatory – Without registered number user cannot registered on the portal
- User needs to click on 'Send OTP' to get the OTP on the registered mobile and enter the same in the system for verification
- After OTP verification user needs to provide User ID
  - ➢ The user name should be of at least 8 characters with a combination of alphabets (A-Z/a-z), number (0-9) and special characters (@,#,$,%,*,^) and cant exceed more than 15 characters
  - ➢ If User ID is valid as per the system, then said User ID and password will get registered on portal

E - WAY BILL SYSTEM

NATION TAX MARKET

E-Way Bill Registration Form

Enter GSTIN	24AALCS1097B1ZI

HK Q F Q

Enter the code as shown above   HKQFQ

Go   Exit

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E - WAY BILL SYSTEM

Applicant Name	GOEX FREIGHT SOLUTIONS PRIVATE LI
Trade Name	GOEX FREIGHT SOLUTIONS PRIVATE LI

ii. Address	Line 1	2022ndbright house
	Line 2	GIDC char rastavapi
	City	Valsad,
	PIN:	396191
	State:	GUJARAT

Mail ID	****************noplast.com
Mobile	******9955

Note: If the details shown above have changed or incorrect then click on 'Update from GST Common Portal' button or click on 'Send OTP'

Send OTP   Update from GST Common Portal

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Mail ID   ****************noplast.com

Mobile   ******9955

Note: If the details shown above have changed or incorrect then click on 'Update from GST Common Portal' button or click on 'Send OTP'

Send OTP   Update from GST Common Portal

Enter OTP   337157

Verify OTP

User Name   GOEXLO

Password   •••••••••
Strong!

Re enter Password   •••••••••

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E - WAY BILL SYSTEM

NATION TAX MARKET

GSTIN :24AALCS1097B1ZI - Legal Name : GOEX FREIGHT SOLUTIONS PRIVATE LIMITED - User : Tax Payer

Dash Board for Date 18/01/2018

- e-Waybill
- Consolidated EWB
- Reject
- Reports
- My Masters
- User Management
- Registration
- Update
- Grievance

EWBs generated by me — 0

EWBs cancelled by me — 0

EWBs rejected by me — 0

EWBs generated by other party on my GSTIN — 0

My EWBs rejected by other party — 0

Note: Android APK for Tax Payers has been released. Please go to Registration-->For Android and register your IMEI. You will receive a link as SMS to your mobile, download the APP by clicking that link and install on your mobile.

Notifications Panel

- General Alerts
- Specific Alerts
- E-WayBill Notifications
- GST Common Portal Alerts

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b. Steps in Registration for Unregistered Transporters

Steps in registration for unregistered transporters

01 Open EWB portal

http://www.ewaybill.nic.in

02 Click on link 'Enrolment for Transporters' link

03 Application for enrolment u/s 35(2)

- User has to select the State and enter legal name as given in PAN, PAN details & Aadhar number, applicable only in case of proprietorship concern

- User needs to validate the same by click on 'Validate' button

- After validation of above details, the User needs to provide its business and contact details & generate OTP and verify the mobile number

- After verification of mobile number, User can create username and password of its choice

- After submission of validation application, system will generate 15 digit TRANSID

- The above 15 digit TRANSID will enable the clients of transporters to enter in their EWB so as to enable the transporter to enter vehicle details for movement of goods

c. Steps in Registration : Forgot Username/password/TransID

Steps in registration forgot username/password/transid

Forgot Username
- Click on 'Forgot Username?' link
- Forgot Username window will open and User needs to provide details as follows:
  - GSTIN
  - State
  - Pin code of principal place of business
  - Registered mobile number
- System will generate OTP & send it on registered mobile
- After OTP verification system will send the Username on registered number via SMS

Forgot Trans ID
- Click on 'Forgot Trans ID?' link
- Forgot Trans ID window will open and Transporter needs to provide details as follows:
  - State
  - PAN
- System will generate OTP on registered mobile number provided at the time of enrolment
- After submitting of above information portal will send the Trans ID on registered number via SMS
- There is no separate link has been provided for forgot password for transporter, same option is available for transporters also

Forgot password
If the entered username & password is wrong for three times continuously then the system freezes the user for 5 minutes, after that user will be able to enter credentials
- Click on 'Forgot Password?' link
- Forgot Password window will open and Transporter needs to provide details as follows:
  - Username
  - GSTIN
  - State
  - Pin code of principal place of business
  - Registered mobile number
- System will generate OTP & send it on registered mobile
- After OTP verification User can login and create new password

Source : Cleartax.in