



Process of Eway Bill

EXIM MANAGEMENT SERVICES

HEAD OFFICE - OFFICE # 5, ARAHANT BUILDING, KARVE ROAD, PUNE 411004

OUR BRANCHES – MUMBAI, NASIK & AHMEDABAD





Prerequisites for e-Way Bill Generation

There are some prerequisites for generating an e-way bill (for any method of generation)

1. Registration on the [EWB portal](#)
2. The Invoice/ Bill/ Challan related to the consignment of goods must be in hand.
3. If transport is by road – Transporter ID or the Vehicle number.
4. If transport is by rail, air, or ship – Transporter ID, Transport document number, and date on the document



Steps to generate e-Way Bill on the e-Way Bill portal

Step 1: Login to the [eway bill system](#).

Enter the Username, password and Captcha code, Click on 'Login'.

The screenshot shows the e-Way Bill System portal. The main header includes the Government of India logo, the text 'Goods and Services Tax e - Way Bill System', and a 'NATION TAX MARKET' logo. The navigation menu contains: Home, Laws, Help, Search, Contact Us, Registration, Statistics, and Login. The main content area features an infographic titled 'THREE YEARS JOURNEY OF E-WAY BILL' with a winding road and three milestones:

Year	E -Way Bills (Crores)
2018 - 19	55.8 Crores
2019 - 20	62.9 Crores
2020 - 21	61.7 Crores

Below the infographic is an 'IMPACT' section with the following points:

- One Nation, One Tax, One Market and One E-Waybill
- Faster movement of Goods
- Encouragement to self reporting
- Increase in Tax compliance
- Boost in GST Revenue Collections
- Ease of doing business

On the right side, there is a 'Latest Updates: 17/03/2021' section with the following updates:

- e-Way Bill cannot be generated with only SAC codes(99) for Services, minimum one HSN code belonging to Goods is mandatory.
- Vehicle type ODC is provisioned for transport mode 'Ship'
- Transporters are provided with Report of e-Waybills based on assigned Date

Below this is a 'Previous Updates' section with the following update:

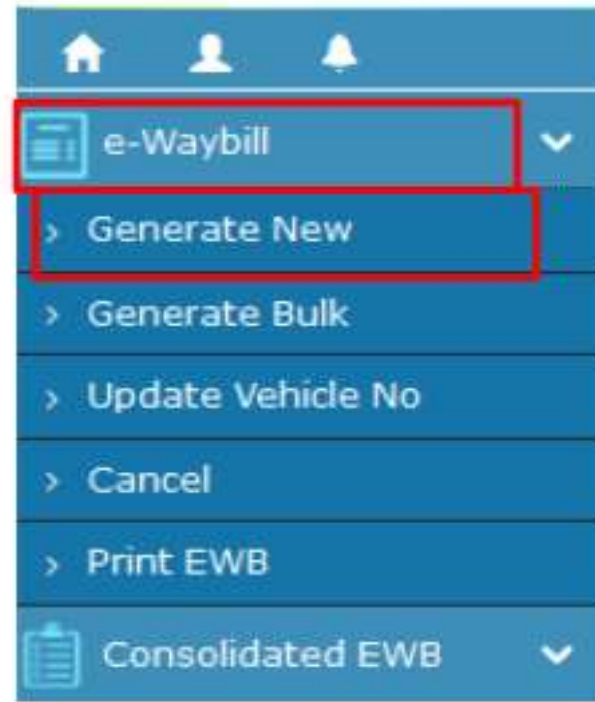
01/01/2021

- As per the notification dated 22 December 2020, No. 94 /2020, the validity period of e-waybill will be changed from 100 KM per day to 200 KM per day from 01/01/2021.

The bottom of the page has an 'Important Links' section.

Steps to generate e-Way Bill on the e-Way Bill portal

Step 2: Click on 'Generate new' under 'E-waybill' option appearing on the left-hand side of the dashboard.





Steps to generate e-Way Bill on the e-Way Bill portal

Step 3: Enter the following fields on the screen that appears:

e- WayBill Entry Form

[• indicates mandatory fields for E-Way Bill and • indicates mandatory fields for GSTR-1]

Transaction Details

Transaction Type •	<input checked="" type="radio"/> Outward <input type="radio"/> Inward	Sub Type •	<input checked="" type="radio"/> Supply <input type="radio"/> Export <input type="radio"/> Job Work <input type="radio"/> SKD/CKD <input type="radio"/> Receptient Not Known <input type="radio"/> For Own Use <input type="radio"/> Exhibition or Fairs <input type="radio"/> Line Sales <input type="radio"/> Others					
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Document Type • Invoice ▼ Document No • Document Date • 05/09/2017



Steps to generate e-Way Bill on the e-Way Bill portal

1) **Transaction Type:** Select 'Outward' if you are a supplier of consignment Select 'Inward' if you are a recipient of consignment.

2) **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

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



Steps to generate e-Way Bill on the e-Way Bill portal

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

4) **Document No. :** Enter the document/invoice number.

5) **Document Date:** Select the date of Invoice or challan or Document. Note: The system will not allow the user to enter the future date.

Steps to generate e-Way Bill on the e-Way Bill portal

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

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

TO	
Name	Name
GSTIN •	
Shipping	
Address	
Place	
Pincode •	-State- ▼

Steps to generate e-Way Bill on the e-Way Bill portal

7) **Item Details:** Add the details of the consignment (HSN code-wise) in this section:

Product name

Description

HSN Code

Quantity,

Unit,

Value/Taxable value

Tax rates of CGST and SGST or IGST (in %)

Tax rate of Cess, if any charged (in %)

Item Details

Product Name	Description	HSN*	Quantity	Unit	Value/Taxable Value (Rs.)*	Tax Rate(C+S+I+Cess)*				
Name	Description	HSN	Quantity	Unit						
+										
Total Amount/Tax'ble Amount*		CGST Amount*	SGST Amount*	IGST Amount*	CESS Amount*					



Steps to generate e-Way Bill on the e-Way Bill portal

8) **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. Apart from above, **either** of the details can be mentioned:

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

OR Vehicle number in which consignment is being transported.

Transporter Details

Mode • Road Rail Air Ship

Approximate Distance (in KM) •

Transporter Name	<input type="text" value="Name"/>
Transporter ID •	<input type="text"/>
Transporter Doc. No. & Date •	<input type="text"/> <input type="button" value="-"/> 05/09/2017 <input type="button" value="+"/>

OR

Part - B

Vehicle No. •

(Format: AB12AB1234)



Steps to generate e-Way Bill on the e-Way Bill portal

Step 4: Click on 'Submit'. The system validates data entered and throws up an error if any.

The screenshot shows the "E - WAY BILL SYSTEM" interface. At the top, there is a header with the system name and a "NATION TAX MARKET" logo. Below the header, there is a "Print e-Way Bill" button and a QR code. The main content area displays the following details:

E-Way Bill No: **1810 0000 1348**
E-Way Bill Date: **23/09/2017 02:25 PM**
Generated By: **29ckj pm765 9c120 - 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	KAT2AB1234	645540	23/09/2017 02:25 PM	test

At the bottom, there are buttons for "Print", "Detailed Print", and "Exit". The footer text reads "© Powered By National Informatics Centre".



Thank You

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For Business Inquiries Write to us at:- eximpune@eximmanagementservices.com and
export@eximmanagementservices.com

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Office No. 5, 2nd Floor, Arihant Complex, Opp. Ayurvedic Rasashala, Karve Road, Pune 411004