

2025

E-Way Bill System

User Manual for Tax Payers



FOIS



PARCEL MANAGEMENT
SYSTEM
(PMS)



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List of Abbreviations

Abbreviation	Full Form
API	Application Program Interface
CGST	Central Goods and Service Tax
CKD	Completely Knocked Down
EBN	e-way Bill Number
EWB	e-Way Bill
FOIS	Freight Operations Information System
GSP	Goods and Services Tax Suvidha Provider
GST	Goods and Services Tax
GSTIN	Goods and Services Tax Identification No.
GSTN	Goods and Services Tax Network
GSTR-1	Goods and Services Tax Form -1
HSN	Harmonized System of Nomenclature
ICT	Information and Communication Technology
IGST	Integrated Goods and Services Tax
IT	Information Technology
MIS	Management Information System
NIC	National Informatics Centre
OTP	One Time Password
PAN	Permanent Account Number
PMS	Parcel Management System
QR	Quick Response
RFID	Radio-Frequency Identification Device
SGST	State Goods and Services Tax
SKD	Semi Knocked Down
SMS	Short Message Service
URL	Uniform Resource Locator
VAT	Value Added Tax

1. Introduction

1.1 Background

Introduction of Goods and Services Tax (GST) across India with effect from 1st of July 2017 is a very significant step in the field of indirect tax reforms in India. For quick and easy movement of goods across India without any hindrance, all the check posts across the country are abolished. The GST system provides a provision of e-Way Bill, a document to be carried by the person in charge of conveyance, generated electronically from the common portal. To implement the e-Way Bill system, ICT based solution is required. Hence, as approved by the Goods and Services Tax (GST) Council, a web-based solution has been designed and developed by National Informatics Centre and it is being rolled out for the use of taxpayers and transporters.

1.2 Purpose and Intended Audience

This document aims to explain the operational procedure on how to use web-based e-Way Bill system. It also explains the features of e-Way Bill system and role of the stakeholders involved in the system.

This document is intended for registered taxpayers under GST and un-registered transporters, who are the main stakeholders of e-Way Bill system under GST.

1.3 Scope

The scope of this document covers:

1. Explaining the features of the e-Way Bill system.
2. Activities of various stake holders.
3. Registering and enrolling for the e-Way Bill system.
4. Processes involved in generation of web-based e-Way Bill.
5. Enabling the various modes of the e-Way Bill generation.
6. Managing the sub-users by the stake holders.

1.4 URL or Web site address

<https://ewaybillgst.gov.in>
<https://ewaybill2.gst.gov.in>

2. E-Way Bill System

2.1 Waybill under Earlier VAT system

In order to monitor the bulk trade which necessarily takes place through trucks, it was mandated under VAT that each such consignment shall be accompanied by a 'Delivery Note' which were issued from the VAT offices to the taxpayers. At the end of every month the taxpayer had to submit an utilisation statement of the forms issued. The intention of the tax office was that to control the tax evasion being done by few of the tax payers. The taxpayer also used to face a great deal of hardship while seeking the blank Delivery Notes as he/she would have to make several visits to the tax office. At check-posts the trucks, would get detained for a long time on frivolous grounds. Thus, it was a lose-lose situation for the trade as well as the government. In order to overcome these challenges, a new idea/system was introduced. In the new system, the taxpayer could upload the details of each transaction to the departmental 'Server' through the internet, and once uploaded the 'Server' would automatically generate a Delivery Note with a unique number, then this unique number could accompany the goods vehicle as a proof of having uploaded the transaction. Such a system would by itself ensure that once the Delivery Note is issued there could be no possibility of tax evasion. It was one of the most successful and efficient system of prevention of tax evasion on one hand and an e-Governance initiative that provided the speedy and efficient services to the taxpayers on the other hand. This system was introduced and used by number of states.

2.2 E-Way Bill System under GST

Unique Selling Proposition (USP) of Goods and Services Tax is One Nation- One Tax – One Market. Introducing a separate e-way bill for each State under the GST system would definitely complicate the compliance and in turn affect the business of the taxpayers and transporters. Such a system of separate e-Way Bill for each State would result in hindrance of movement of goods and free trade from one state to another. The State and Central Government officers will also find it difficult to cross-verify such e-Way Bills if generated independently by each State. A new process is thus required which would ensure that a taxpayer, prior to movement of goods via a conveyance, would inform each transaction's details to the tax department, obtain an acknowledgement number for having thus informed, and then use this acknowledgement number as a valid document accompanying the truck. The idea is that the taxpayer be made to upload the details of each transaction to a common portal through the Internet, and once uploaded, the common portal would automatically generate a document which can be tracked and verified easily by any stakeholder.

E-Way Bill in GST Rule

1. Information to be furnished by every registered person prior to commencement of the movement of goods and generation of e-Way Bill.
2. Upon generation of the e-Way Bill on the common portal, a unique e-Way Bill number (EBN) shall be made available to the supplier, the recipient and the transporter on the common portal.
3. The person in charge of a conveyance shall carry — (a) the invoice or bill of supply or delivery challan, as the case may be; and (b) a copy of the e-Way Bill or the e-Way Bill number.

4. The details of e-Way Bill generated shall be made available to the recipient, if registered, on the common portal, who shall communicate his acceptance or rejection of the consignment covered by the e-Way Bill.
5. The information furnished while generating e-Way Bill such as 1) GSTIN of recipient 2) Place of delivery 3) Invoice Number 4) invoice date 5) Value of goods 6) HSN code etc. shall be made available to the registered supplier on common portal who may utilize the same for furnishing details in FORM GSTR-1.
6. An officer authorized by the State can intercept any conveyance to verify the e-Way Bill or the e-Way Bill number in physical form for all inter-State and intra-State movement of goods.
7. A summary report of every inspection of goods in transit shall be recorded online by the proper officer in specified format within twenty-four hours of inspection and the final report in specified format shall be recorded within three days of the inspection.
8. Where a vehicle has been intercepted and detained for a period exceeding thirty minutes, the transporter may upload the said information in a specified format on the common portal.

i. Objectives

1. Single e-Way Bill for movement of the goods throughout the country.
2. To prevent the evasion of tax.
3. Hassle free movement of goods across India.
4. Tracking the movement of goods with e-Way Bill number.
5. Easier verification of the e-Way Bill by the officers.

ii. Stakeholders

The objective behind introducing e-Way Bill is to effectively address the expectations and concerns of the stakeholders by leveraging the use of ICT.

The following are four key stakeholders of the e-Way Bill:

1. **Suppliers** – Generate the e-Way Bills and reject the e-Way Bills generated by other party against his/her name, if it does not belong to him/her.
2. **Recipients** - Generate the e-Way Bills and reject the e-Way Bills generated by other party against his/her name, if it does not belong to him/her.
3. **Transporters** - Generate the e-Way Bills, consolidated e-Way Bills and update the vehicle numbers for the e-Way Bills assigned to him for transportation by the taxpayers.
4. **Department Officers** – Verify the e-Way Bills and consignments carried with the e-Way Bills.

iii. Benefits of e-Way Bill system

The major benefits of e-Way Bill system are as follows:

1. The traders need not visit tax offices to collect and submit the Way Bill forms as used to be done in

VAT regimes in some states.

2. Average waiting time at mobile squad reduces drastically – As the verification of the e-Way Bill is done with the common portal, it will speed up the process of verification and allowing the vehicle to pass faster.
3. Self-policing by traders- A trader while uploading gives the identification of the buying trader who will also account the transaction automatically.
4. Environment friendly – The need of the paper form of the multiple copies of way bill is eliminated. Hence, the tons of paper are saved per day.
5. Generation of GSTR-1 returns – GSTR-1 return of the supplier is auto prepared; hence he need not have to upload the same.
6. Officials saved of monotonous work collecting and matching the manual way bill with the returns of the taxpayers.

iv. Following are the enhancements in e-Way Bill System:

1. Auto calculation of distance based on PIN Codes for generation of e-Way Bill.
2. Blocking the generation of multiple e-Way Bills on one Invoice/Document.
3. Extension of e-Way Bill in case the consignment is in Transit/Movement.
4. Report on list of e-Way Bills about to expire.
5. Registration of Transporters in Common Enrolment: Registered Transporters, which are having GSTIN in multiple states with same PAN, can use the common enrolment process, de-registration of enrolment
6. Generation of e-Way Bill for gold and precious items
7. Enrolment by citizen
8. Two Factor Authentication for safety of the user accounts

v. Features of the e-Way Bill system

1. **User friendly System** – The system is user friendly with lots of easy to use operations by the users.
2. **Easy and quick generation of methods** – There are a number of methods are provided using which the users can easily and quickly generate the e-Way Bills.
3. **Checks and balances** – The number of checks and balances have been introduced as per the requirements so that errors/mistakes of the users are eliminated.
4. **Multiple modes for e-Way Bill generation** – This system support different modes of e-Way Bill generation. The user can register the mode of e-Way Bill generation and use them for e-Way Bill generation.
5. **Creating own masters** – The user has a provision to create his own masters like customers, suppliers, products and transporters. The system facilitates to use them while generating the e-Way Bill.
6. **Managing sub-users** – The taxpayer or registered person can create, modify and freeze the sub-users for generation of the e-Way Bill and assign them to his employees or branches as per need. This system also facilitates him to assign the roles/activities to be played by the sub-user on the system.
7. **Monitoring the e-Way Bills generated against me** – The system facilitates the registered person to know the number of e-Way Bills, generated by other registered persons, against him/her. There is an option to user to reject these e-Way Bills, if they do not belong to him.

8. **Generating the GSTR-1 from the e-Way Bills** – Based on the e-Way Bills generated, the system pulls the GSTR-1 related information and pushes it to the taxpayers GSTR-1 returns. This avoids the taxpayers in uploading these transaction details.
9. **Consolidated e-Way Bill** – The system supports the transporters to prepare the consolidated e-Way Bill and hand over to the person in charge of the conveyance instead of giving the multiple e-Way Bills for movement of multiple consignments like parcel in one vehicle.
10. **Enabling the unregistered transporters to use e-Way Bill** – There is a provision for unregistered transporters to enroll and create a user for him to generate the e-Way Bills and update the vehicle numbers.
11. **Common Enrolment** – The system allows transporters who are GST registered to generate a Common Enrolment number which will allow them to generate one registration number for generating the e-way bills and updating Part-B throughout the country.
12. **Alerting the taxpayers** – The system alerts and notifies the users through the web and SMS about the various activities like new notifications, rejected EWB, verified EWB, etc.
13. **QR bar code on the e-Way Bill** – The QR code on the e-way bill helps for easier and faster verification of the e-Way Bill by the tax officers.
14. **Integrating with RFID for tracking the movement of the e-Way Bill** – The provision has been made to integrate with the RFID for tracking the movement of e-Way Bill by the tax officers, without stopping the vehicle on the road.
15. **Integrated with the Railways - Parcel Management System (PMS) and Freight Operations Management Systems (FOIS)** for linking the e-Way Bills with RR number and validation.
16. **Enrolment by Citizen** – The unregistered persons have to enroll themselves on the e-Way Bill portal, get a user account created and then use the portal to generate the e-Way Bills

2.3 Registering and enrolling for e-Way Bill System

There are four stakeholders who have some stake in the movement of the consignment from one place to another and hence on the e-Way Bill. They are suppliers, recipients, transporters and tax officers. The suppliers, recipients and transporters want to see that the consignment moves from source to destination without any hurdles and tax officers want to see that the consignment is accounted by the supplier and recipient.

The provision has been made for all the above-mentioned stakeholders to access the system. The GST registered person can register on the e-way bill portal and create his user credentials to use the system. GST registered person can be a supplier, recipient or transporter. In case the transporter is small operator and not registered under the GST, then this system provides the mechanism to enroll and create his user credentials to operate the EWB system. Similarly, GST unregistered persons (URP) can get enrolled and use the system.

2.3.1 Registering by Taxpayers on the e-Way Bill System

The registration mechanism for the GST taxpayers for the e-Way Bill system is a simple process. One-time GST taxpayer needs to register on the EWB system. To do that the taxpayer needs to have the GSTIN issued under the GST system and mobile number registered with the GST system with him.

Once a user enters the URL address of the E-Way Bill System in his browser, the following screen will be displayed.

Goods and Services Tax E - Waybill System

Home Laws Help Search Registration Statistics Contact Us Login

2 Factor Authentication (2FA) is mandatory for all Taxpayers and Transporters from the 1st of April 2025.

E Way Bill Integration with FASTag & Vahan

E Way Bill
Linking of e-Way Bill with vehicle movement

Fastag
Data from automated toll plazas on movement of vehicles

RFID
Data from State checkpoints on movement of vehicles

Vahan
Validation of vehicle details

Near Real Time Tracking of Vehicles & E Way Bills

Objective checking of vehicle by the officers

Tracing of movement of vehicles on the map using mobile app.

Analysis of data for fraud detection

Win-Win-Win for all stake holders

Reduced inconvenience to logistics

No unnecessary stopping of vehicles for verification

Detection of recycling, bill trading & other frauds

Latest Updates

- 26 MAR 2025 • 2 Factor Authentication (2FA) is mandatory for all Taxpayers and Transporters from the 1st of April 2025.
- 18 DEC 2024 • Latest Advisory on E-WayBill and E-Invoice Systems
- 02 DEC 2024 • Latest Advisory on FOS RR No. entry in EWB
- 07 OCT 2024 • Latest Advisory on Railway RR No. entry in EWB
- 10 JULY 2024 • New features in E-Invoice and E-waybill APIs

[Previous Updates](#)

Important Links

- Central Board of Excise
- GST Common Portal
- National Informatics Centre
- National Portal
- Goods and Service Tax Network
- State Tax Websites
- Website Policies
- Help

Ver.1.3.0 Rel.1218 This site can be best viewed in Firefox 43.5 and above, IE 11 and above, chrome 45 and above. Check your browser version © 2022 - Powered By National Informatics Centre

Figure: e-Way Bill Portal

On the e-Way Bill portal, a first time GSTIN can register by clicking on the ‘e-way bill Registration’ link under registration option. Then the user will be redirected to the ‘e-Way Bill Registration Form’.

The registration form is shown below.

Goods and Services Tax e - Way Bill System

E-Way Bill Registration Form

Enter GSTIN*

Enter the Captcha

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Figure: e-Way Bill Registration form 1.

The user needs to enter his/her GSTIN number along with the displayed captcha and shall click ‘Go’ to submit the request. Once the request is submitted the user will be redirected to the following page.

Figure: e-Way Bill Registration, form2.

In the above-mentioned form, Applicant name, Trade name, Address, Mail ID and Mobile Number are auto populated once the user enters his/her GSTIN number along with displayed captcha. If the details have been changed or are incorrect, the user needs to click ‘Update from GST Common Portal’ to pull the latest data from the GST Common Portal. User needs to click on ‘Send OTP’ to get the OTP. Once OTP is received on the registered mobile number, user needs to enter the OTP and click on ‘verify OTP’ to verify the same and validate.

Next, the user needs to provide his choice of User ID or username, which he/she plans to use to operate his account on this system. Username should be about 8 to 15 alphanumeric characters and can include special characters. A Unique username should be given by the user, which is not there in the system. Once a request for registration is submitted, the system validates the entered values and pops up the appropriate message if there is any error. Otherwise, the username with password is created and registered with e-Way Bill System. The taxpayer can use this registered username and password to work on the system.

2.3.2 Enrolling by GST un-registered transporters

As explained previously, the transporter, who is un-registered in GST system, cannot register using the previous option. He/she needs to enroll on this system by providing his business details. After authenticating these details, the system generates the 15 characters of Transporter ID and user credentials for him. The enrolment form asks for his PAN details, business type, business place etc.

For enrolling, the un-registered transporter has to open the e-Way Bill portal and select the ‘Enrolment for Transporters’ option.

1. The user has to select the State and enter his legal name as given in his PAN and PAN number. The system gets it validated by on click of ‘Validate’ button.
2. The user has to then select the type of enrolment and constitution of business (Partnership, Proprietorship, Public/Private Limited etc.)

3. After that he will enter his business details and contact details.
4. The user can then upload the Address and ID proofs (PoA and PoI) by clicking on respective 'Upload' buttons.
5. After this user has to create username and password based on his choice and rules mentioned for username and password creation.
6. The user has to then provide his declaration regarding the correctness of the given information by clicking on the checkbox.
7. Once the user clicks the 'Save' button, the system generates the 15 digits TRANS ID and shows him. This TRANS ID, he can provide to his clients to enter in the e-way bill so as to enable the transporter to enter the vehicle number for movements of goods.

For enrolling, the un-registered transporter has to open the e-Way Bill portal and select the 'Enrolment for Transporters' option. On selection of the same, the system shows the following screen.

Figure: e-Way Bill Enrolment.

2.3.3 Enrolment for URP

This option is used to allow GST unregistered persons (URPs) to enroll themselves in the e-Way Bill system and generate an enrolment number.

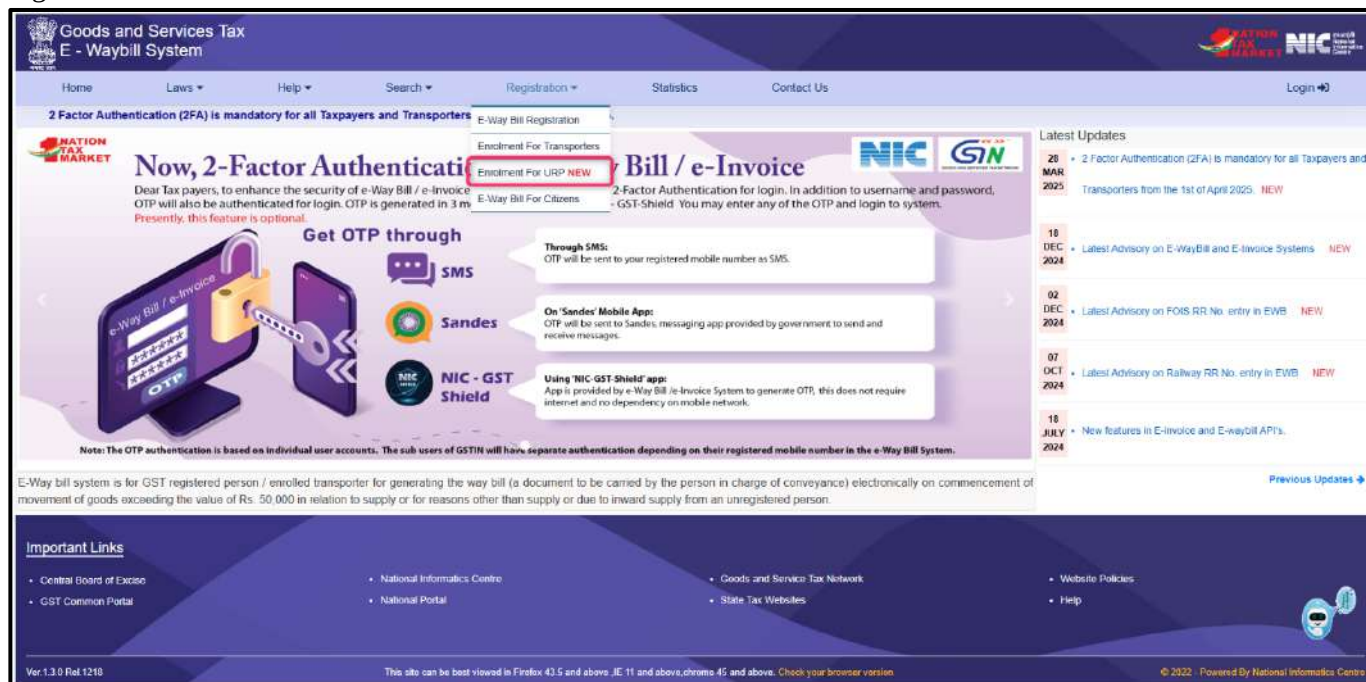


Figure: URP Enrollment Main Page

To enroll in the e-Way Bill system as an **unregistered person**, can follow these steps:

Step 1: Access the Portal

1. Visit the official **e-Way Bill portal**: <https://ewaybillgst.gov.in>
2. Click on the **“Registration”** menu.
3. Select **“Enrolment for URP”** (Unregistered Person).

Upon selection, the **URP Enrolment** screen will appear.

The screenshot shows the 'Application for Enrolment of URP (ENR 03)' form. It includes fields for:

- 1. Select Your State* (Dropdown menu showing KARNATAKA)
- 2. (a) Legal name (Enter Name as per PAN)*
- (b) Trade name, if any
- (c) PAN*
- 3. Type of enrolment* (Radio buttons: Unregistered Supplier of Goods, Unregistered Recipient of Goods, Both 1 & 2)
- 5. Particulars of Principal Place of Business
 - (a) Address: Building No./Flat No.*, Floor No.*, Name of the Premises/Building*, Road/Street*, City/Town/Locality/Village*, District*, State*, Latitude, Longitude.
 - (b) Contact Information (the email address and mobile number will be used for authentication): Email Address*, Mobile No*.

 Buttons for 'Validate', 'Send OTP', and 'Verify OTP' are present at the bottom.

Figure: Application form for Enrollment of URP.

Procedure for URP Enrolment

1. Enter Basic Details:

- Select your **State** from the dropdown.
- Enter your **Legal Name** (as per PAN), **Trade Name** (if any), and **PAN number**.
- Click the '**Validate**' button to confirm your entered PAN and name details.

2. Choose Enrolment Type:

- Select one of the following options, based on your role:
 - **Unregistered Supplier of Goods**
 - **Unregistered Recipient of Goods**
 - **Both 1 & 2**

3. Enter Address and Contact Details:

- Provide your **Business Address**.
- Enter a valid **Email ID** and **Mobile Number** for communication.

4. Mobile Verification:

- Click on the '**Send OTP**' button to receive a One-Time Password on your registered mobile number.
- Enter the OTP received and click '**Verify OTP**'.

After verification of OTP, your enrolment will be processed, and the system will generate User ID and Password for the enrolled URP. Use these credentials to log in and generate e-Way Bills as required.

On successfully saving the details, Enrollment id will be created and the details will be shown in the Acknowledgement.

Acknowledgement for Enrolment(ENR 03)	
Enrolment No:	
Trade Name:	NIC TEST
PAN No:	
Legal Name:	
Address:	
Building No./Flat No. , Floor No. ,Name of the Premises/Building:	10 ,10 ,samrudhi
Road/Street , District ,Taluka/Block:	Gandi nagar ,Bangalore ,Bangalore
Place:	Bangalore
Pincode:	518001
State:	ANDHRA PRADESH
Contact Information:	
Mobile No:	
Mail ID:	maresh@gmail.com
Login ID:	
Print Exit	

Figure: URP Enrollment Acknowledgement.

3. Forgot User Name

If the user of the e-Way Bill system has forgotten his username, he needs to enter the basic information of GSTIN in the following screen. On successful verification, he can use this option to get his user name. On entry of his GSTIN, the system will send the username to his mobile number through SMS and mail on his email address.

Figure: Forgot Username.

If the details entered are not matching with the GSTIN data available in the system, the system pops up message saying so. If the taxpayer has updated his details in GST Common Portal but is not being reflected in the e-way bill system, he can select 'Update details from GST CP'. Now, the system pulls the latest data from the Common Portal and updates, and he can try again the same so that he can get the SMS to his new mobile and mail on his email address.

3.1. Forgot Password

If the e-Way Bill user forgets his password for his username, he needs to enter the basic information of GSTIN in the following screen. On successful verification, he can use this option to get the new one-time password through SMS to his mobile or mail on his email address. Using this password, he can login and create his new password.

Figure: Forgot Password.

If the details entered are not matching with the GSTIN data available in the system, the system pops up message saying so. If the taxpayer has updated his details in GST Common Portal but is not being reflected in the e-way bill system, he can select 'Update details from GST CP'. Now, the system pulls the latest data from the Common Portal and updates, and he can try again the same so that he can get the SMS to his new mobile.

4. Forgot Transin ID

In case the transporter has forgotten his TRANSIN ID, then he can fetch the same by using the “Forgot TRANSIN ID” option available under “Forgot credential” module in the E-way bill system. The user has to select the respective state, enter the valid PAN number, mentioned captcha and receives a one-time password to the registered mobile number. On successful verification, User Id, Transin id, e-mail address along with the basic details like address, place and pin code will be displayed.

The screenshot shows the 'FORGOT CREDENTIALS' interface. At the top, there are four radio buttons: 'FORGOT USER NAME', 'FORGOT PASSWORD', 'FORGOT TRANSIN ID' (which is selected), and 'FORGOT URP ID'. Below this, the 'FORGOT TRANSIN ID' form is displayed. It contains three input fields: 'Select State' with a dropdown menu showing 'KARNATAKA', 'PAN Number' with a masked input '*****', and a captcha field with the image 'ZDGMJ3' and the text 'Enter the Captcha:'. A 'Send OTP' button is located at the bottom of the form. The footer of the page indicates 'Ver 1.4.0 Rel 0720' and '©2022 Powered By National Informatics Centre'.

Figure: Forgot TRANSIN ID.

If the details entered are not matching with the GSTIN data available in the system, the system pops up message saying so. Make sure selected state, PAN details are entered correctly or PAN may not be registered in that respective state so verify the state in which the PAN is registered.

4.1. Forgot URP ID

In case the un-registered person has forgotten their URP ID then the same can be fetched by using 'Forgot URP ID' option available under "Forgot credential" module in the E-way bill system. The user has to select the respective state, enter the valid PAN number, mentioned captcha and receives one-time password through SMS to his registered mobile number. On successful verification, User ID, URP Id, e-mail address along with the basic details like address, place and pin code will be displayed.

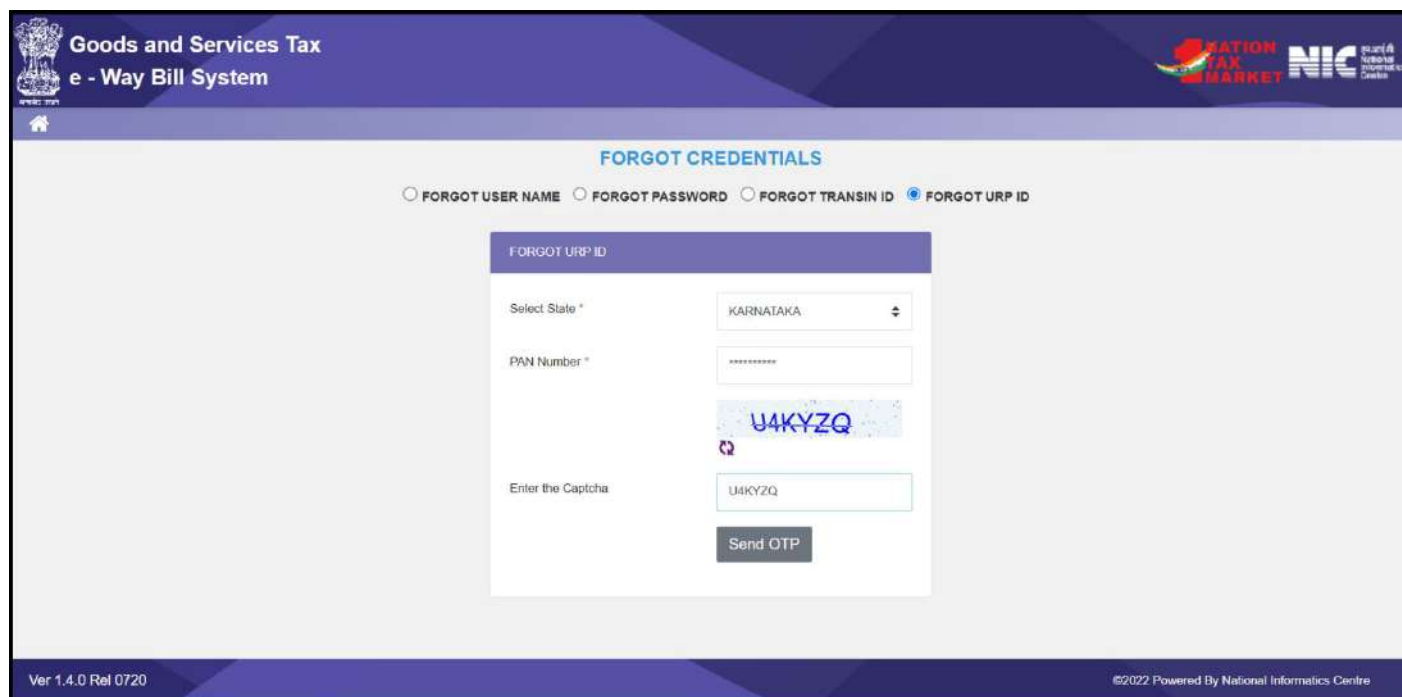


Figure: Forgot URP ID

If the details entered are not matching with the GSTIN data available in the system, the system pops up message saying so. Make sure selected state, PAN details are entered correctly or PAN may not be registered in that respective state so verify the state in which the PAN is registered.

5. Opening the e-Way Bill System

5.1 Logging into e-Way Bill System

To open or login to the e-Way Bill system, user should have registered in the e-Way Bill system. The user can read the chapter 3 to know how to register or enroll into the e-Way Bill system.

The user has to open the e-Way Bill portal and enter his username and password along with the displayed captcha. On successful authentication, the system shows him the main menu of the e-Way Bill System.

5.2 Main Menu

The main menu lists the options available to a user to operate on the e-Way Bill.

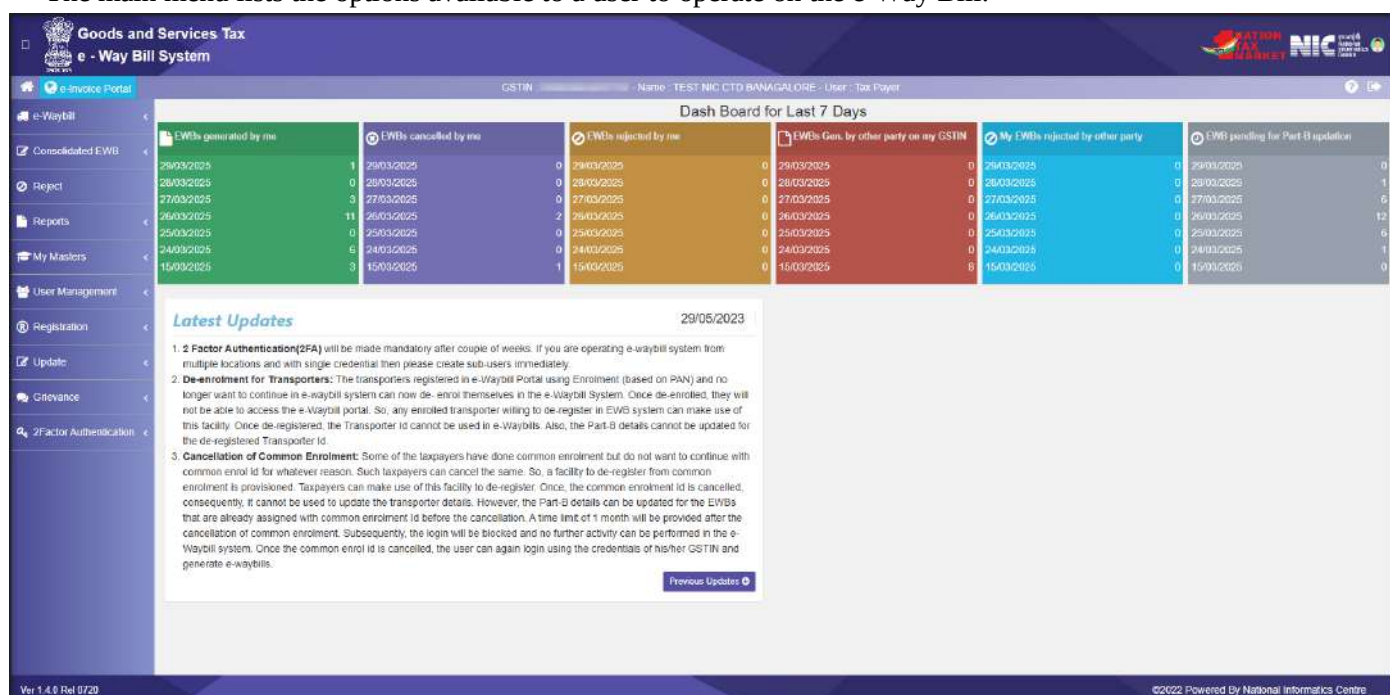


Figure: Main Menu screen.

In the middle, the system shows the dashboard for last 7 days for EWB activities pertaining to the user.

Just below the dashboard, system displays the latest updates done in EWB system along with the link of previous updates.

On the left-hand side, the system shows the main menu options which are explained in detail in subsequent sections.

5.3 Options under e-Way Bill

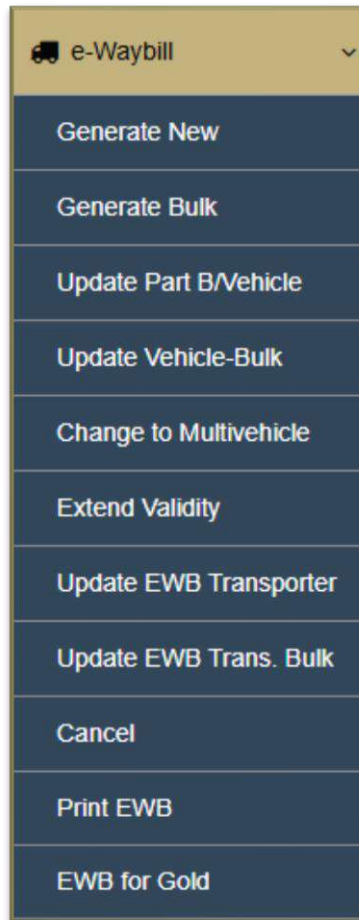


Figure: Options under e-Way Bill.

5.4 Generate New

This option is used to generate the new e-Way Bill.

When the user clicks the ‘Generate New’ sub-option under ‘e-waybill’ option, the following EWB Entry Form will be displayed, allowing the user to enter the e-way bill generation details.

Goods and Services Tax

e - Way Bill System

NIC

NATIONAL INFORMATION CENTRE

INDIA

GOVERNMENT OF INDIA

e-Invoice Portal

GSTIN

Name : TEST NIC CTD BANAGALORE - User : Tax Payer

E- WAYBILL ENTRY FORM

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

Transaction Details

Supply Type *
☒ Outward ☐ Inward
Sub Type *
☐ Supply ☐ Export ☐ Job Work ☐ SKD/CKD/Lab ☒ Recipient Not Known ☐ For Own Use ☐ Exhibition or Fair ☐ Live Sales ☐ Others

Document Type *
Delivery Challan
Document No *
2424242
Document Date *
30/03/2025
Transaction Type *
Regular

Bill From

Dispatch From

Name
TEST NIC CTD BANAGALORE
GSTIN *
State *
WEST BENGAL

Address
#147/3rd floor, lakshmi Para Banagore/Kempegowda Rd
Place
Banagore
Pincode *
730001 WEST BENGAL

Name
TEST NIC CTD BANAGALORE
GSTIN *
State *
WEST BENGAL

Address
Lakshmi Paradise #147 3rd floor Banagore
Place
Kempegowda Road
Pincode *
730001 WEST BENGAL

Item Details

Product Name	Description	HSN *	Quantity	Unit	Value/Taxable Value (Rs) *	COST+ GST Rate(%) *	IGST Rate(%) *	CESS Advtl Rate(%) *	CESS Non Advtl. Rate *
Name	Description	100110	Quantity	Unit	0	Select	Select	Select	0
Total Taxable Amount *	COST Amount *	IGST Amount *	IGST Amount *	CESS Advtl Amount *	CESS Non Advtl Amount *	Other Amount (*)	Total Tax Amount *		
0.00	0.00	0.00	0.00	0.00			0.00		

Transportation Details

Transporter ID
Transporter Name
Name
Auto Calculated PIN to PIN (in KM)
100
Approximate Distance (in KM) *
100

PART-B

Mode
☒ Road ☐ Rail ☐ Air ☐ Ship or Ship-Cum-Road/Rail
Vehicle No.
TM1234
Vehicle Type
☒ Regular ☐ Over Dimensional Cargo
Transporter Doc. No. & Date
30/03/2025

Preview

Submit

Exit

Ver 1.4.0 Rel 0720

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Figure : Generating New e-Way Bill.

When user selects the 'Generate New' sub-option under 'e-way bill' option, system displays the e-way bill entry form which is used to generate the new e-way bill (EWB).

Before initiating a new EWB generation, the user should have the Invoice/Bill/Challan document/details in his hand and he should know the, Transporter Id of the transporter, through whom he is going to move the consignment or vehicle details (Part-B) through which the consignment will be moved.

In the EWB Entry Form, first the user needs to select the type of transaction i.e., Outward or Inward. The outward transaction indicates that the user is supplying the goods and inward indicates that the user is receiving the goods. Depending upon the type of transaction selected, the system will show the sub-type of

transactions. The user needs to select the sub-type accordingly.

Once the user selects the type of transaction and Sub Type in 'Transaction Details' section, system will display only the relevant document types in 'Document Type' dropdown pertaining to the selected sub type as shown in below tables.

Case I: Outward Transactions

S No.	Transaction Sub-Type	Document Type	To GSTIN (Bill To)	Description
1	Supply	Tax Invoice	Other GSTIN/URP	This is used for the regular sale transactions, where sale has taken place based on 'Tax Invoice', 'Bill of Supply'.
		Bill of Supply	Other GSTIN/URP	
2	Export	Tax Invoice	URP	This is used for the export transactions, where sale/export has taken place based on 'Tax Invoice', 'Bill of Supply'.
		Bill of Supply	URP	
3	Job Work	Delivery Challan	Other GSTIN/URP	This is used when the goods are moved for job work with 'Delivery Challan'.
4	SKD/ CKD/Lots	Tax Invoice	Other GSTIN/URP	This is used when the goods are moved in completely or semi knocked down condition or in lots. Under this condition, the tax payer will move the parts of the goods along with the 'Delivery Challan' and copy of the 'Tax Invoice' and last consignment with 'Delivery Challan' and original Invoice.
		Bill of Supply	Other GSTIN/URP	

		Delivery Challan	Other GSTIN/URP	
5	Recipient Not Known	Delivery Challan	Self	This is used when the goods are taken out from the premises of the tax payers for the sales at the door steps of the clients. The goods are taken out with the 'Delivery Challan'.
		Others	Self	
6	For Own Use	Delivery Challan	Self	This is used when the goods are moved between the business places of the tax payers. Generally, it is moved with 'Delivery Challan'.
7	Exhibition or Fairs	Delivery Challan	Self	This is used when the goods are taken out from the premises of the tax payers to the premises of the Exhibitions or Fairs. The goods are taken out with the 'Delivery Challan'.

8	Line Sales	Delivery Challan	Self	This is used when the goods are taken out from the premises of the tax payers for the sales at the door steps of the clients. The goods are taken out with the 'Delivery Challan' and whenever the sales are made to the clients, the 'Taxable Invoice' or 'Bill of Supply' is issued to the amount of the sale taken place.
9	Others	Delivery Challan	Self/ Other GSTIN/ URP	This is used when the goods taken on another type of supply. It is necessary to the tax payers to specify the sub-supply type.
10	Others	Delivery Challan	Self/ Other GSTIN/ URP	If the sub type is selected as other then it is mandatory to enter the description in box

Case II: Inward Transactions

S No.	Transaction Sub-Type	Document Type	To GSTIN (Bill From)	Description
1	Supply	Tax Invoice	Other GSTIN/ URP	This is used for the regular purchase transactions, where purchase has taken place based on 'Tax Invoice', 'Bill of Supply'.
		Bill of Supply	Other GSTIN/ URP	
2	Import	Bill of Entry	URP	This is used for the import transactions, where purchase/import has taken place based on 'Bill of Entry'.

3	SKD/ CKD/ Lots	Bill of Entry	URP	This is used when the goods are purchased and moved in completely or semi knocked down condition or in lots. Under this condition, the tax payer will move the parts of the goods along with the 'Delivery Challan' and copy of the 'Tax Invoice' or 'Bill of Entry' and last consignment with 'Delivery Challan' and original Invoice/Bill of Entry.
		Tax Invoice	Other GSTIN/ URP	
		Bill of Supply	Other GSTIN/ URP	
		Delivery Challan	Other GSTIN/ URP	
4	Job Work Returns	Delivery Challan	Other GSTIN/ URP	This is used when the goods are moved for job work with 'Delivery Challan'.
5	Sales Return	Delivery Challan	Other GSTIN/ URP	This is used when the goods are brought back from the client premises because of rejection of the goods or not ready to accept the goods.
6	Exhibition or Fairs	Delivery Challan	Self	This is used when the goods are taken out from the premises of the tax payers to the premises of the Exhibitions or Fairs. The goods are taken out with the 'Delivery Challan'.
7	For Own Use	Delivery Challan	Self	This is used when the goods are moved between the business places of the tax payers. Generally, it is moved with 'Delivery Challan'.
8	Others	Delivery Challan	Self/ Other GSTIN/ URP	This is used when the goods taken on another type of supply. It is necessary to the tax payers to specify the sub-supply type.
		Others	Self/ Other GSTIN/ URP	

Now the user has to select the type of document from the drop-down menu as per the document in his hand. The user will enter the document number and select the date of document as given on the document (invoice, bill, challan etc.) he is holding. The Document No. should be unique for all EWB supposed to be generated by a user. Document Date should be less than or equal to current date.

For an outward type of transaction, in the 'Bill From' section, Name, GSTIN If the user has additional

places of business, the system will allow him/her to edit the address in ‘Dispatch From’ section.

For an inward type of transaction, in the “Bill From” section, Name, GSTIN, State and Address are required to be filled by the user. These can be auto populated if the user has already entered the consignor details in Supplier Master. Here when user enters 2-3 characters of the consignor, the system displays the related consignor name based on the Supplier Master and allows the user to select the concerning consignor name. All the other fields like GSTIN, State etc. are auto populated after selection. However, the system allows the user to edit the auto- populated details.

If the supplier master is not created by the user, the system will allow him to manually enter the Name, GSTIN and Address details. If the supplier is un-registered for GST, then the user has to enter the GSTIN as URP, indicating that the supplier is ‘Unregistered Person’.

For an outward type of transaction, the user needs to enter the name, GSTIN, and Address of the consignee in the ‘Bill To’ section. The consignee details can be auto populated if the user has entered the consignee details in the Client Masters. When the user enters 2-3 characters of the consignee name, the system displays the related consignee name and allows the user to select the consignee name which was updated in the masters. All the other fields like GSTIN, State, and Address are auto filled and are also editable by the user. If the master has not been entered for the consignee, the user shall enter the complete details manually. Here, also the user has to enter the URP in GSTIN column if the consignee is un-registered person.

For an inward type of transaction in the ‘Bill To’ section, the Name, GSTIN and address of the recipient is auto populated with the user details. If he has the additional places of business, he will be allowed to select the place. Here in spite of auto update, the system allows the user to edit the address.

Now, the user needs to enter the details of products to be shipped under “Item Details” section. Products details can be auto populated if the user has entered the product details in the Product Masters. By entering

2-3 characters of the product name, which is being transported, the system allows the user to select the product name which was updated in the masters. All other fields under this section like description, HSN, Unit, Tax rate are auto filled from the master.

E-Way Bill cannot be generated with only SAC codes (99) for Services, minimum one HSN code belonging to Goods is mandatory.

The user needs to then enter the quantity and total taxable value. Standard rates of tax (%) are auto populated in the dropdown while entering the HSN code. Taxpayer has to select the applicable tax rate slab (in %) from the dropdown of respective tax categories. However, for “CESS Non Advol Rate”, taxpayer has to select the applicable tax rate in Rupees instead of % like in other tax rate fields.

The user can add multiple products by clicking on  button.

Based on the taxable value and tax rates, the system will calculate CGST, SGST, IGST and CESS amount. The user is allowed a flexibility to edit the auto-populated amount if required. However, system will not auto-populate the CESS Non Advol amount as it depends upon the quantity and unit. Hence the taxpayer has to manually enter the same in ‘CESS non-Advol. Amount’ field.

It may be noted that the system will show the CGST and SGST tax rate for intra-state movement and IGST tax rate for inter-state movement.

Now, the user has to enter the details of transportation under ‘Transportation Details’ section.

Here the user will first enter the transporter name, transporter ID and approximate distance (km) to be covered by the shipment.

The e-waybill system will Auto - calculate and display the estimated motor able distance between the supplier and recipient addresses as per the PIN codes entered in “Bill From & Bill To” Section. User is also allowed to enter the actual distance as per the movement of goods. However, it will be limited to +/- 10% more than the auto calculated distance displayed. In case, the PIN Code of both source and destination are same, the user is allowed to enter distance up to a maximum of 100KMs only. The user has to update the Part-B and select the mode of transportation - road, rail, air or ship/road cum ship and vehicle type. Next, he has to update the vehicle no. and transporter doc no. and date. If the goods are being moved directly by the user himself, then he can enter the vehicle no. without entering the transporter details.

Mode of transport Ship is now updated as Ship / Road cum Ship

- If the mode is ship/road cum ship, then vehicle type should be ODC (Over Dimensional Cargo) and regular shall not be allowed.
- If the mode is ship/road cum ship, either vehicle number or trans doc/date is mandatory.
- If the mode is ship/road cum ship, in case user wants to generate part A e-waybill transporter id is mandatory and vehicle number or trans doc/date not necessary.

If a user is carrying out the transportation through third party, then he will generate the EWB by entering the, transporter id and transporter document number and date given by the transporter. The transporter ID can be auto populated, if the user has entered the transporters details in “Transporter Master”. By entering 2-3 characters of the transporter, the system will allow the user to select the

transporter name which was entered in the master. If the transporter ID is entered, the generated EWB will be forwarded to the concerned transporter login account, allowing the transporter to enter the vehicle number while goods are getting moved.

If user is not having the Part-B details and transporter is going to update the Part-B, then he/she has to compulsorily enter the transporter id to generate the ‘Part-A Slip’.

It may be noted here that either transporter ID or Vehicle number is required to generate the EWB.

If a transporter is generating the e-way bill on behalf of the consignor/consignee, then the complete EWB entry form will be entered by him to generate the EWB. Here, the system allows him to enter both the consignor and consignee details without blocking any column.

Once a request for EWB is submitted, the system validates the entered values and pops up appropriate message if there is any error. Otherwise, the system generates the EWB with unique 12-digit number.

This EWB will not be valid for movement of the goods without Part-B updates in the EWB form. Once the Part-B details are entered, the system will show the validity of the e-way bill calculated based on the approximate distance to be covered by the shipment. This indicates the user to get the goods moved with that valid date and time. Otherwise, the movement of goods becomes illegal.

The user can take the printout of the EWB using the ‘Print’ option provided as shown in below figure.

e-Way Bill



E-Way Bill No:	8515 1453 7193
E-Way Bill Date:	29/03/2025 05:25 PM
Generated By:	- TEST NIC CTD BANAGALORE
Valid From:	29/03/2025 05:25 PM [100Kms]
Valid Until:	30/03/2025

Part - A

GSTIN of Supplier:	- TEST NIC CTD BANAGALORE
Place of Dispatch	Bangalore, WEST BENGAL-700001
GSTIN of Recipient	- TEST NIC CTD BANAGALORE
Place of Delivery	Kempegowda Road, WEST BENGAL-700001
Document No.	3453354
Document Date	29/03/2025
Transaction Type:	Regular
Value of Goods	0
HSN Code	100110 -
Reason for Transportation	Outward - Recipient not known
Transporter	

Part - B

Mode	Vehicle / Trans Doc No & Dt.	From	Entered Date	Entered By	CEWB No. (If any)	Multi Veh. Info (If any)
Road	TM1234	Bangalore	29/03/2025 05:25 PM		-	-



851514537193

Print
Detailed Print
Exit

Note*: If any discrepancy in information please try after sometime.

Figure: EWB Printout.

Tips for easy and quick generation of e-way bill

1. Mandatory fields are indicated by
2. Mandatory fields for GSTR-1 are indicated with, it is advisable to enter these fields so that automatically GSTR-1 is prepared for next month.
3. Please ensure that you have the document details of the goods, to be moved, in hand before starting the data entry.
4. Please ensure that you have vehicle number in hand for road and transporter id, document number and date for movement by rail, air, or ship before starting the data entry.
5. Please ensure that your regular clients, suppliers, products and transporters details are entered in the master's option for easier, quick and accurate generation of e-way bill.
6. Please ensure that document number is entered with alphanumeric value.
7. If the trans mode is ship and road cum ship then ODC is mandatory and Regular will not be allowed and also either vehicle number or trans doc/date is mandatory.
8. Taxpayers whose annual turnover is less than 5 crores have to provide minimum 4 digit HSN code and above 5 crores 6 digit HSN is mandatory.
9. While generating e-way bills document date accepts up to 180 days from the current date but date prior to 180 days will not be considered.

5.4.1 Transaction Details

a) Duplicate Invoice

Checking of duplicate generation of e-way bills based on same invoice number. The e-way bill system is enabled not to allow the consignor/supplier to generate the duplicate e-way bills based on his one document. Here, the system checks for duplicate based on the **consignor GSTIN, document type and document number**. That is, if the consignor has generated one e-way bill on the particular invoice, then he will not be allowed to generate one more e-way bill on the same invoice number. Even the transporter or consignee is not allowed to generate the e-way bill on the same invoice number of that consignor, if already one has been generated by the consignor.

Similarly, if the transporter or consignee has generated one e-way bill on the consignor's invoice, then any other party (consignor, transporter, or consignee) tries to generate the e-way bill, the system will alert that there is already one e-way bill for that invoice, and further it allows him to continue, if he wants.

b) Transaction Type

There are four types of transactions - These types depend upon the number of parties involved in the billing and movement of the goods.

The following paras explain the same.

1. **Regular:** This is a regular or normal transaction, where Billing and goods movement are happening between two parties - consignor and consignee. That is, the Bill and goods movement from consignor to Consignee takes place directly.
2. **Bill to – Ship To:** In this type of transaction, three parties are involved. Billing takes places between consignor and consignee, but the goods move from consignor to the third party as per the request of the consignee.
3. **Bill from – Dispatch From:** In this type of transaction also, three parties are involved. Billing takes places between consignor and consignee, but the goods are moved by the consignor from the third party to the consignee.
4. **Combination of both:** This is the combination of above two transactions and involves four parties. Billing takes places between consignor and consignee, but the goods are moved by the consignor from the third party to the fourth party, as per the consignee's request.

Bill From		Dispatch From	
Name	TEST NIC CTD BANAGALORE	Address	#1473rd floorLakshmi Para BanagloreKempagowda Ro
GSTIN *		Place	Bangalore
State *	WEST BENGAL	Pincode *	700001 WEST BENGAL
Bill To		Ship To	
Name	TEST NIC CTD BANAGALORE	Address	Lakshmi Paradise #147 3rd floor Banaglore
GSTIN *		Place	Kempagowda Road
State *	WEST BENGAL	Pincode *	700001 WEST BENGAL

Figure: Type of Transaction.

c) Document Number

Document Number field under Transaction Details tab is case sensitive which accepts alphanumeric value with special characters / or –

Note: Any special character other than / or – will not be accepted in Documents Number field.

Goods and Services Tax e - Way Bill System

GSTIN : (blank) - Name : TEST NIC CTD BANAGALORE - User : Tax Payer

E-WAYBILL ENTRY FORM

Transaction Details

Supply Type * ☒ Outward ☐ Inward Sub Type * ☐ Supply ☐ Export ☐ Job Work ☐ SKD/CKD/Lots ☒ Recipient Not Known ☐ For Own Use ☐ Exhibition or Fairs ☐ Line Sales ☐ Others

Document Type * Delivery Challan Document No. * **DOC123456** Document Date * 31/03/2025 Transaction Type * Regular

Bill From

Name: TEST NIC CTD BANAGALORE
GSTIN * (blank)
State * WEST BENGAL

Dispatch From

Address: #1473rd floor,Lakshmi Para BanagoreKampegowda Ro
Place: Banagore
Pincode * 700001 WEST BENGAL

Bill To

Name: TEST NIC CTD BANAGALORE
GSTIN * (blank)
State * WEST BENGAL

Ship To

Address: Lakshmi Paradise #147 3rd floor Banagore
Place: Kampegowda Road
Pincode * 700001 WEST BENGAL

Figure: Document Number.

a) For Own Use

On selection of option “For Own Use” as Sub Type, the pin codes of ‘Bill from’ & ‘Bill to’, will be same and auto calculated pin to pin distance will be displayed as 100km.

Goods and Services Tax e - Way Bill System

GSTIN : (blank) - Name : TEST NIC CTD BANAGALORE - User : Tax Payer

E-WAYBILL ENTRY FORM

Transaction Details

Supply Type * ☒ Outward ☐ Inward Sub Type * ☐ Supply ☐ Export ☐ Job Work ☐ SKD/CKD/Lots ☒ Recipient Not Known ☒ For Own Use ☐ Exhibition or Fairs ☐ Line Sales ☐ Others

Document Type * Delivery Challan Document No. * 123456789 Document Date * 31/03/2025 Transaction Type * Regular

Bill From

Name: TEST NIC CTD BANAGALORE
GSTIN * (blank)
State * WEST BENGAL

Dispatch From

Address: #1473rd floor,Lakshmi Para BanagoreKampegowda Ro
Place: Banagore
Pincode * 700001 WEST BENGAL

Bill To

Name: TEST NIC CTD BANAGALORE
GSTIN * (blank)
State * WEST BENGAL

Ship To

Address: Lakshmi Paradise #147 3rd floor Banagore
Place: Kampegowda Road
Pincode * 700001 WEST BENGAL

Item Details

Product Name	Description	HSN *	Quantity	Unit *	Value/Taxable Value (Rs.) *	GST+ SGST Rate(%) *	IGST Rate(%) *	CESS Advtl Rate(%) *	CESS non Advtl. Rate *
Name	Description	HSN	Quantity	Unit		Select	Select	Select	0

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Figure : For Own User.

b) Line Sales

When users select “Line Sales” as Sub Type, the maximum distance allowed is 300 KMS

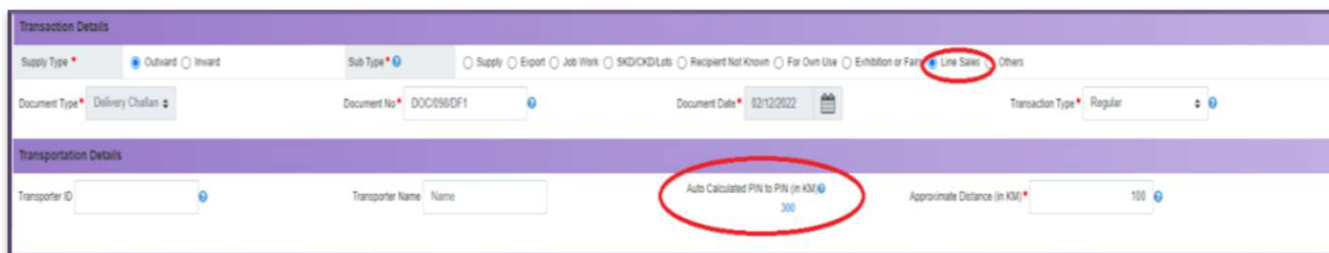


Figure: Line Sales.

a) Vehicle Number

On entering Vehicle number, first system checks the vehicle format and then checks vehicle number if it is available in the Vahan system. If available, the system shows the vehicle class details. If not, it alerts the user that the vehicle is not available.

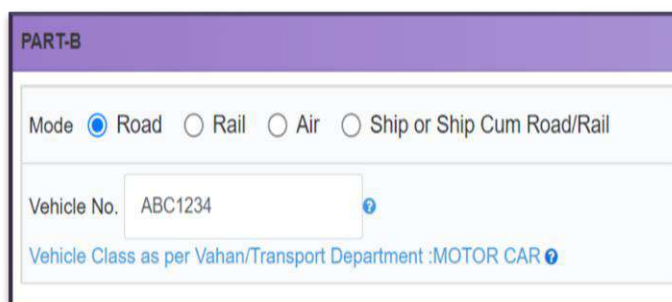


Figure: Vehicle Number Confirmation Message

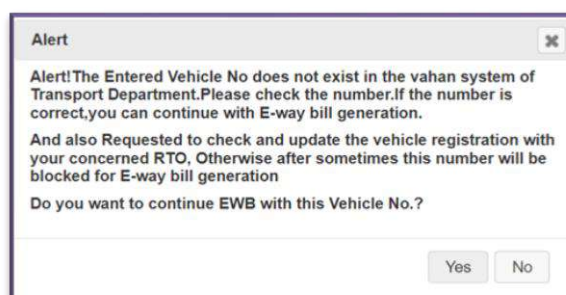


Figure: Vehicle Number Alert Message

Note: Temporary vehicle number can also be inserted as vehicle number for the purpose of E-Way Bill generation.” Vehicle number format for Temporary RC Vehicle in e-Way Bill is shown below

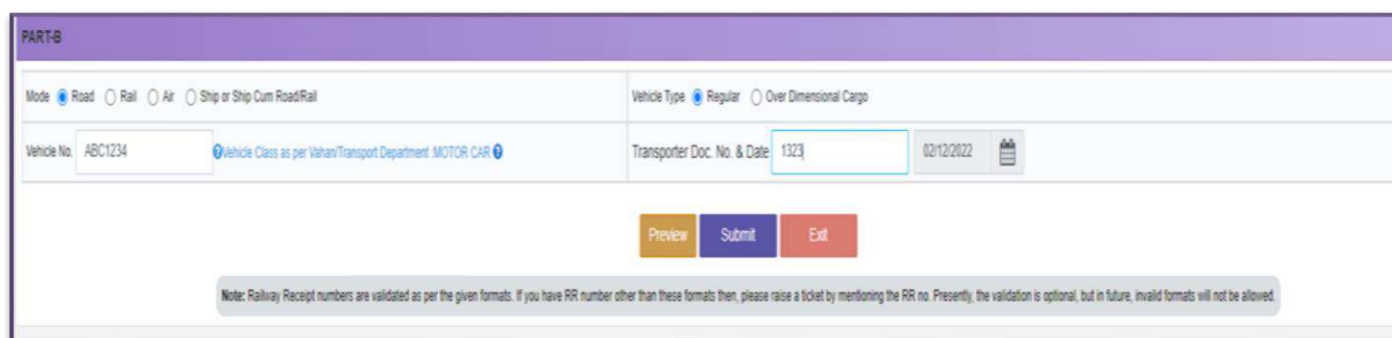


Figure: Format for Temporary Vehicle Number

b) Rail

In Part - B Details Valid Rail number is mandatory while generating E way Bill for the transportation mode Rail. The E Way Bill system is now linked with railways for verification, so RR number are verified with PMS and FOIS system of railways, this integration enhances the accuracy and tracking of goods transported via rail.

RR number should be entered in the below given format only: -

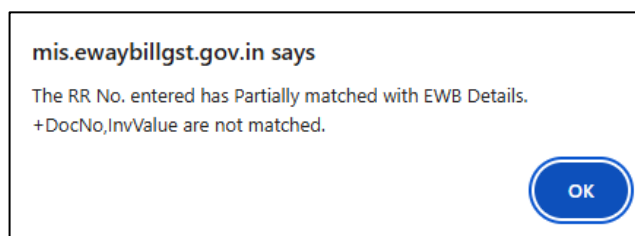
Instructions for entering RR number		
Goods may be sent in Railways under Parcel system , FOIS system or Leased wagons		
Category	Format	Example
Parcel System	P<station code><PWB>	PSBC1234567890, where SBC is the station code
FOIS System	F<station code><RR>	FSBC123456789, where SBC is the station code
Leased Wagon	L< RR No.>	L123456789

Note:

- If RR number is invalid E Way bills cannot be generated and error message will be displayed as 'Error! Invalid RR format. Please click on Help on RR no. for more details'
- The RR Number, Document Date, Document Number, From GSTIN, To GSTIN, Invoice Value will be validated against the database, displaying one of these two statuses like Fully Matched or **Partially matched while submitting the form.
 - In case of Fully Matched-** A popup message will be displayed as RR number has matched with E Way Bill details.



- In case of Partially matched** – A popup message will be displayed as RR number has Partially Matched with E Way Bill Details.



5.4.2 IRN Info at Print Page

If e-waybill is generated from the e-Invoice portal, then IRN information is also shown in the e-waybill print.

[illegible]

Figure: IRN Info

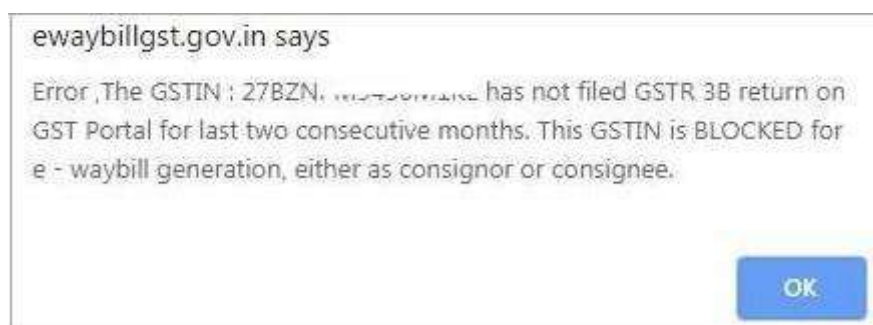
5.5 The Blocking/Unblocking of E-Way Bill Generation

E-Way Bill system has a new feature of blocking/unblocking of the taxpayer's GSTIN, as per the rule. That is, if the GST registered taxpayer has not filed Return 3B for the last two successive months in GST Common portal, then that GSTIN (as Supplier) will be blocked for further generation of e-way bill.

5.5.1 Blocking

In this case, the taxpayers can come across the following two situations:

- a.) A pop-up message (refer below),
- b.) Will appear every single time the blocked taxpayer tries to generate new e-way bill or goes for bulk generation.



5.5.2 Unblocking

Once the Return-3B is filed in the GST Common Portal, the blocked GSTIN will get automatically updated as '**Unblocked**' within a day in the e-Waybill system and the tax payer can continue with e-way bill generation.

However, if the status is not updated in e-waybill system, then the taxpayer can do it immediately by going to the e-Waybill portal and clicking on the option **Search-> Update Block Status**. Enter the GSTIN, followed by the CAPTCHA and click on GO.

**Goods and Services Tax
E - Waybill System**

Home Laws Help Search Registration Statistics Contact Us Login

Check Block/Unblock Status of GSTIN

Enter GSTIN *

GRUP10

Enter Captcha as shown above *

1GV14I

GO EXIT RESET

GSTIN	Trade Name	GSTIN Status	Blocked Status
	TEST NIC CTD BANAGALORE	Active	Blocked.

This has not filed the returns for last two successive months.
If the latest returns for this GSTIN has been filed in the common portal, please click the following button to update the status

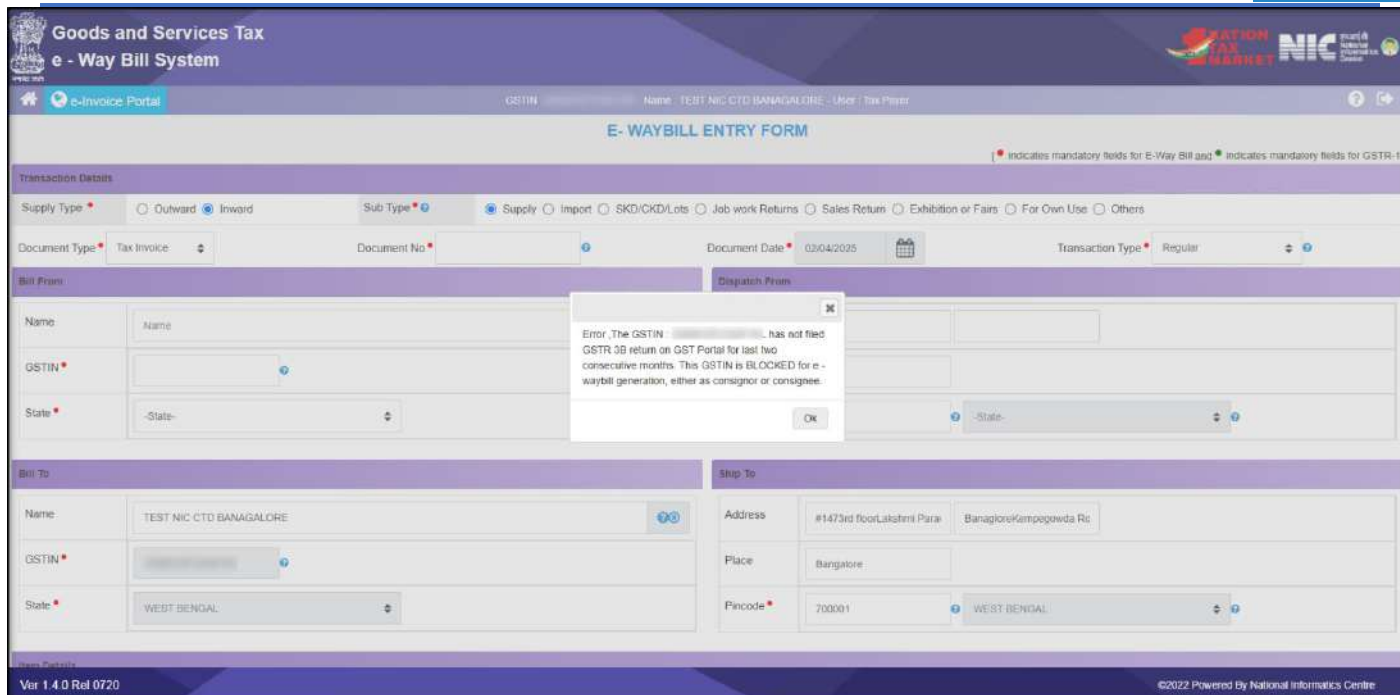
UPDATE UNBLOCK STATUS FROM GST COMMON PORTAL

Important Links

- Central Board of Excise
- National Informatics Centre
- Goods and Service Tax Network
- Website Policies
- GST Common Portal
- National Portal
- State Tax Websites
- Help

As shown in the *Figure*, the GSTIN and the blocked status will be displayed.

The user must now click on the button. This will fetch the status of filing from the GST Common Portal and if filed, the status in e-Waybill system will subsequently get updated.



5.6 Generate Bulk

The system also enables the user to generate bulk e-way bills. A bulk e-Way bill is used when a user needs to generate multiple e-Way Bills at one shot.

For generating a Bulk e-Way Bill the user needs to have the EWB bulk convertor or the excel file, which helps the user to convert the multiple e-Way Bills excel file into a single JSON file.

To generate a Bulk e-Way Bill, user needs to select the sub option 'Generate Bulk' under the option 'e-Waybill'. On clicking this option, the following screen will be displayed.

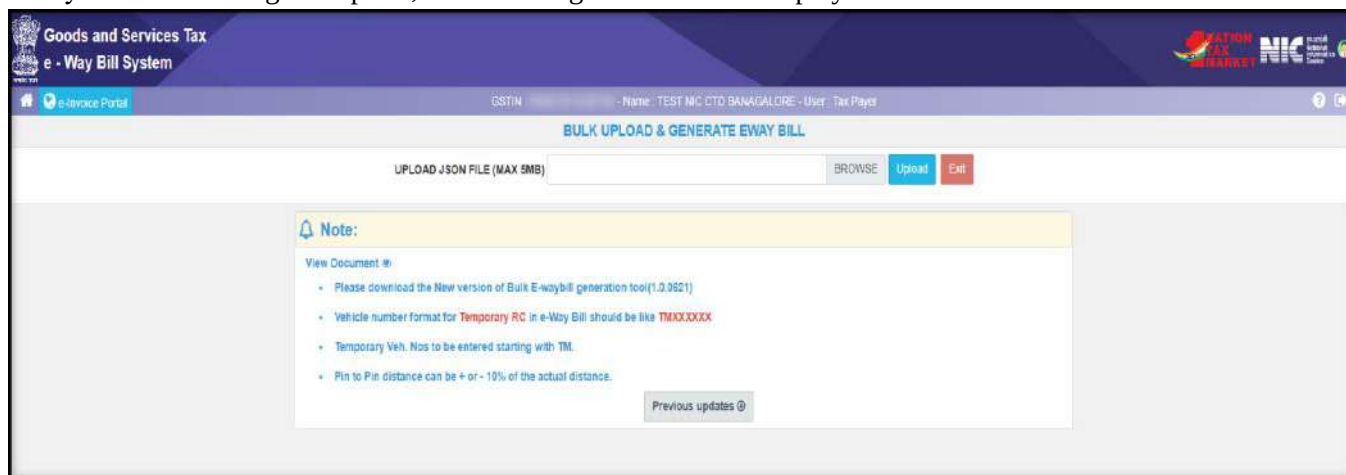
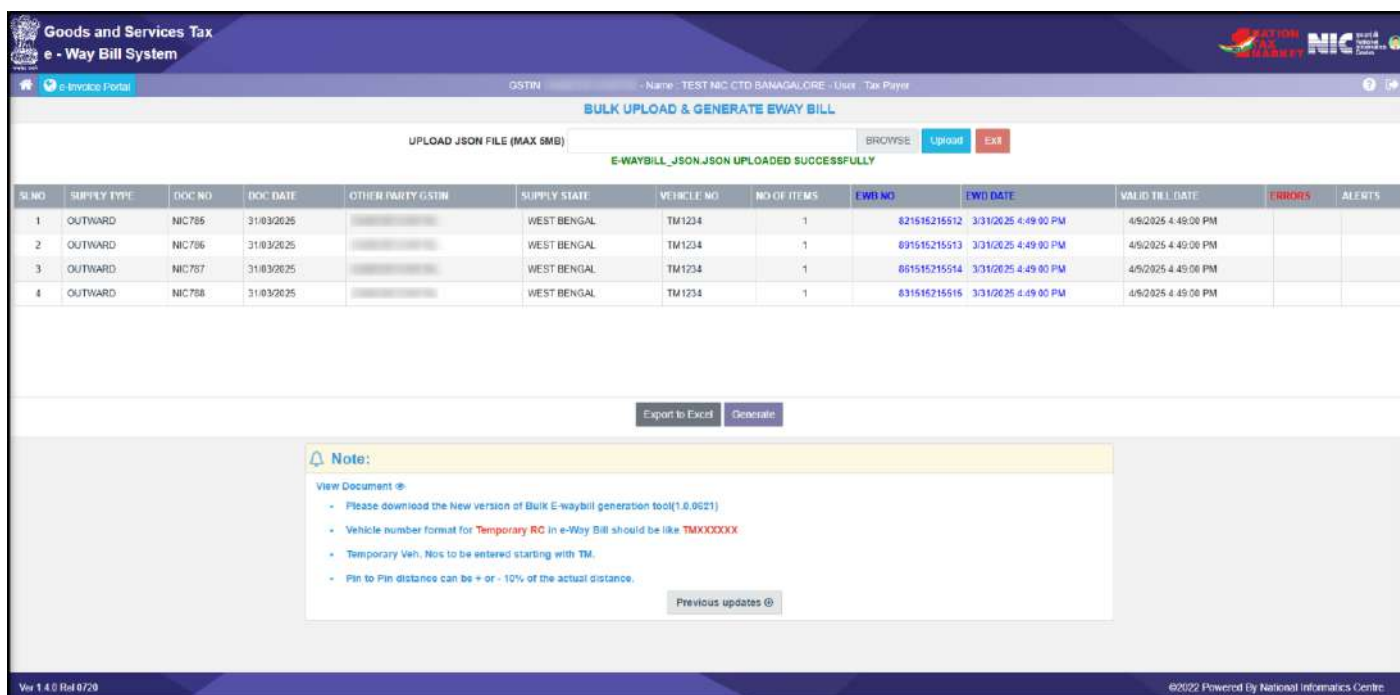


Figure: Generate Bulk

The user has to choose file and select the JSON to be uploaded (maximum allowed file size for upload is 5 MB). Once a JSON file is from the user's system, the user needs to upload the same JSON file in the e-Way Bill portal and can use the file to generate bulk e-Way Bill.



SL NO	SUPPLY TYPE	DOC NO	DOC DATE	OTHER PARTY GSTIN	SUPPLY STATE	VEHICLE NO	NO OF ITEMS	EWB NO	EWB DATE	VALID TILL DATE	ERRORS	ALERTS
1	OUTWARD	NIC765	31/03/2025		WEST BENGAL	TM1234	1	821515215512	3/31/2025 4:49:00 PM	4/9/2025 4:49:00 PM		
2	OUTWARD	NIC766	31/03/2025		WEST BENGAL	TM1234	1	891515215513	3/31/2025 4:49:00 PM	4/9/2025 4:49:00 PM		
3	OUTWARD	NIC767	31/03/2025		WEST BENGAL	TM1234	1	861515215514	3/31/2025 4:49:00 PM	4/9/2025 4:49:00 PM		
4	OUTWARD	NIC768	31/03/2025		WEST BENGAL	TM1234	1	831515215515	3/31/2025 4:49:00 PM	4/9/2025 4:49:00 PM		

Figure: Generating and Uploading Bulk EWB.

After processing the JSON file, the system generates the E-Way Bills and shows the EWB for each request. If it is not possible it will show the appropriate error for each request.

Note: Please refer Bulk E-way Bill generation manual for detailed information and procedure to generate bulk

5.7 Update Part B/Vehicle

This option is used to update the vehicle number of the e-Way Bill, if it has not been entered while generating e-Way Bill or vehicle has been changed for moved goods because of various reasons like transit movement, vehicle breakdown etc.

The present transporter is enabled to update the Part-B. If the transporter has not been assigned to the e-way bill, the generator can update the Part-B.

When the user selects the 'Update Part B/Vehicle' sub-option under 'e-Waybill' option, the following screen will be displayed. In this form the user needs to select one option from e-Way Bill No and Generated Date.

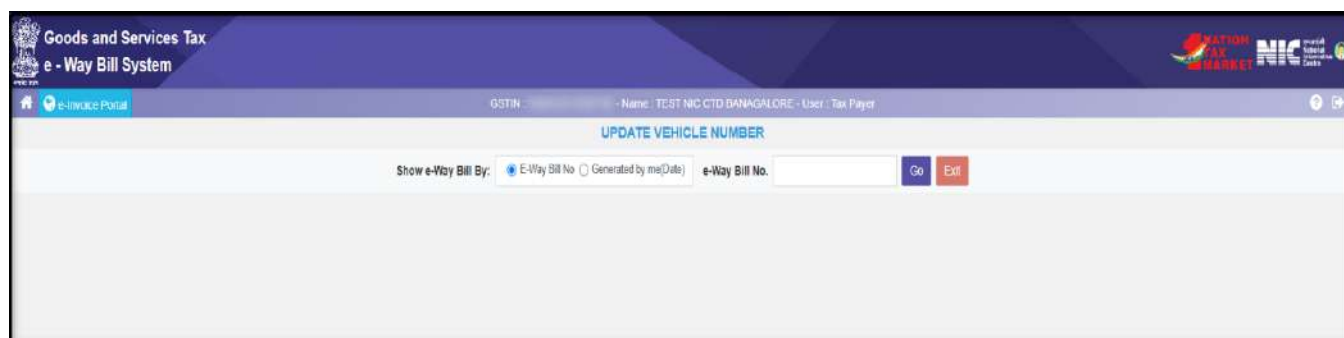


Figure: Updating of Vehicle No, form 1.

After entering the corresponding parameter, the system will show the list of related E-way bills for those parameters. Here, the user will click on the select for the corresponding e-way bill for the vehicle update. Next, the user will be redirected to the following form.

**Goods and Services Tax
e - Way Bill System**

NAME: TEST NIC CTO BANAGALORE - User: Tax Payer

UPDATE VEHICLE NUMBER

Show e-Way Bill By: ☒ E-Way Bill No ☐ Generated by me(Date)

Vehicle Updation For The EWB No:881515127260

From: #147/3rd floor,Lakshmi Paradise,Banagalore,Kempegowda Road,Banagalore,700001,WEST BENGAL To: Lakshmi Paradise #147/3rd floor Banaglore,Kempegowda Road,700001,WEST BENGAL

Update Part-B

Mode Of Transport: ☒ Road ☐ Rail ☐ Air ☐ Ship or Ship Cum Road/Rail

Vehicle No*: TM1234

Place of Change*: HANGAL

Reason*: Due To Break Down

Transporter Doc. No. & Date: 123456 31/03/2025

Vehicle Updation History

Trans Mode	Vehicle No/Trans Doc No	From Place	Updated By/Date	Cons.EWB No.
Road	TM1234	Banaglore	31/03/2025 13:54:00	NA

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Figure: Updating Vehicle No, Form 2.

Before going for updating vehicle number, the user should have the E- Way Bill for which the user wants to update vehicle number and the new vehicle number in hand for the data entry.

In the vehicle updating form, the user needs to first select the mode of transport. He has to then enter the vehicle number through which the transportation is being done, next the user enters the From Place, From State, from where the transportation is being done.

The user also needs to give the reason for which the vehicle is being changed. The system allows the user to select the reason for the transport change from the dropdown list. Next, the user needs to enter the appropriate remark supporting the select reason. If the mode of transportation is rail, air, or ship/road cum ship, then the user needs to enter the transporter document number instead of the vehicle number.

For ship/road cum ship, vehicle type should be ODC. Regular should not be allowed.

- For ship/road cum ship, either vehicle number or trans doc/date must be mandatory.
- For ship/road cum ship, in case user want to generate part A e-waybill transporter id is mandatory. vehicle number or trans doc/date not necessary.

Once a request for updating of vehicle number is submitted, the system validates the entered values and pops up appropriate message if there is any error. Otherwise, the vehicle no is updated instantly and will be aligned with the concern e-Way Bill.

Tips to remember

1. E-way bill is not valid for movement of goods without vehicle number on it.
2. Once E-way bill is generated, it cannot be edited for any mistake. However, it can be cancelled within 24 hours of generation.
3. E- Way Bill may be updated with vehicle number any number of times.
4. The latest vehicle number should be available on e-way bill and should match with the vehicle carrying it in case checked by the dept.

5.8 Update Vehicle-Bulk

The system enables the user to update vehicle details in bulk for multiple e-way bills in one go. For updating Part-B in Bulk, the user needs to have the EWB bulk convertor or the excel file, which helps the user to convert the multiple Part-B of e-Way Bills excel file into a single JSON file update a Bulk Part-B of e-Way Bills, user needs to select the sub option 'Update Vehicle Bulk' under the option 'e-Waybill'.

The user has to select and upload the JSON (maximum allowed file size for upload is 5 MB) and upload the same in the e-Way Bill portal and can use the file to update bulk Part-B of e-Way Bills.

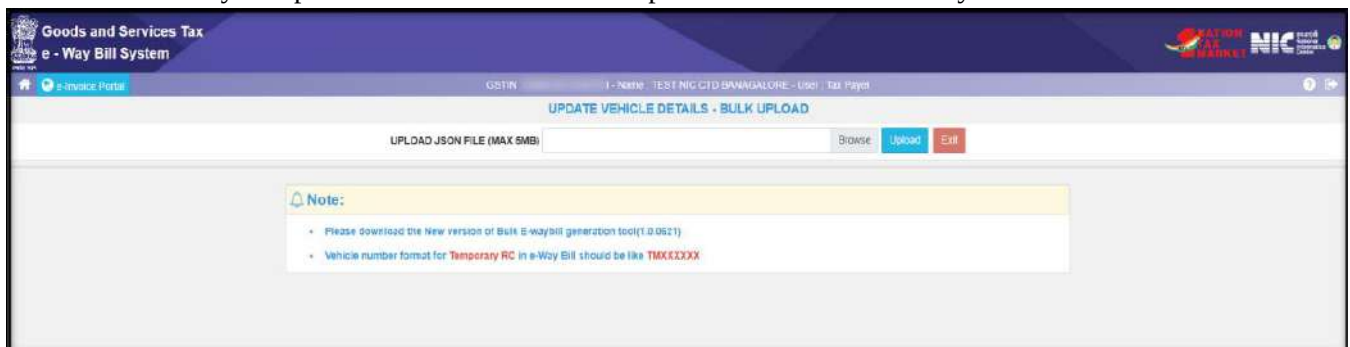


Figure: Bulk vehicle update.

After processing the JSON file, the system shows the list of e-way bills updated with Part-B for each request.


Goods and Services Tax
e - Way Bill System



e-Invoice Portal
GSTIN:
Name: TEST NIC CTD BANGALORE
User: Tax Payer

UPDATE VEHICLE DETAILS - BULK UPLOAD

UPLOAD JSON FILE (MAX 5MB)
Browse
Upload
Exit

VehicleUpdate_JSON.json Uploaded Successfully

SNo.	E-Way Bill No.	Transportation Mode	Vehicle No.	Document No.	Document Date	From Place	EWB Status	Reason	Remark	Errors	Status	Alert
1	031515215515	Air		123456	31/03/2025	hubli	Generated	Others	NIC CTD		Generated	
2	061515215514	Rail		PSBC123456789	31/03/2025	hubli	Generated	Due To Transhipment			Generated	
3	091515215513	Road	TM1234		31/03/2025	hubli	Generated	Due To Break Down			Generated	

Note:

- Please download the New version of Bulk E-waybill generation tool(1.0.0621)
- Vehicle number format for **Temporary RC** in e-Way Bill should be like **TMXXXXXX**

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Figure: Bulk vehicle update.

5.9 Change to Multi Vehicle

This option allows consignment of one e-way bill to move in multiple vehicles. This option is used when the good have moved to some place in a bigger vehicle and further it is not possible to move in same mode of transport or vehicle. So, the goods are moved further in smaller vehicles.

For example, an e-way bill is generated and needs to be moved from A to C. Here, the consignment moves from A to B via Rail or bigger vehicle. Now, it is not possible to move the consignment from B to C in the same mode of transportation due to unavailability of that mode or may be due to hilly region where big vehicles cannot be used. In such cases, the consignment needs to be moved in multiple smaller vehicles.

When the user clicks this option, system prompts the user to enter the EWB No. Once the user enters the EWB no and clicks “Go”, system displays the following screen.

Goods and Services Tax
e - Way Bill System

Multiple Vehicle Update

E-WAY BILL NO: 821515215515

NOTE: THIS OPTION WILL ALLOW YOU TO MOVE THE GOODS IN MULTIPLE VEHICLES FOR THE SELECTED EWAYBILL. THE TOTAL QUANTITY TO BE MOVED IN ALL VEHICLES CANNOT EXCEED QUANTITY MENTIONED IN THIS FORM.

1. Transaction Details

Supply Type: Outward Sub Type: Supply

Document Type: Tax Invoice Document No: NICT88 Document Date: 31/03/2025 Transaction Type: Regular

From: GSTIN: Name: N/C TEST Address: RT NAGAR Place: BHAGLORE Pincode: 700001 WEST BENGAL

To: GSTIN: Name: Address: Place: Pincode: 852002 BHADRA PRADESH

Item No	Product Name	Description	HSN	Quantity	Unit	Value/Taxable Value (Rs.)	CGST Tax Rate	SGST Tax Rate	IGST Tax Rate	CESS Tax Rate	CESS Non Advol
1	RICE	RICE BAG	71171990	0.00	BAG	0.00	0.000	0.000	0.000	0.000	0.00

Total Amount/Taxable Amount: 0.00 CGST Amount: 0.00 SGST Amount: 0.00 IGST Amount: 0.00 CESS Amount: 0.00 CESS Non Advol Amount: 0.00 Other: 0.00 Total Inv. Value: 0.00

EWB Valid Till: 06/04/2025

Do you wish to move the goods in Multiple Vehicles? ☐ Yes ☐ No

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Figure: Multi vehicle update- Screen

The user has to then select the “Yes” option and system displays the following screen.

Goods and Services Tax
e - Way Bill System

Multiple Vehicle Update

E-WAY BILL NO: 821515215515

NOTE: THIS OPTION WILL ALLOW YOU TO MOVE THE GOODS IN MULTIPLE VEHICLES FOR THE SELECTED EWAYBILL. THE TOTAL QUANTITY TO BE MOVED IN ALL VEHICLES CANNOT EXCEED QUANTITY MENTIONED IN THIS FORM.

1. Transaction Details

Supply Type: Outward Sub Type: Supply

Document Type: Tax Invoice Document No: NICT88 Document Date: 31/03/2025 Transaction Type: Regular

From: GSTIN: Name: N/C TEST Address: RT NAGAR Place: BHAGLORE Pincode: 700001 WEST BENGAL

To: GSTIN: Name: Address: Place: Pincode: 852002 BHADRA PRADESH

Item No	Product Name	Description	HSN	Quantity	Unit	Value/Taxable Value (Rs.)	CGST Tax Rate	SGST Tax Rate	IGST Tax Rate	CESS Tax Rate	CESS Non Advol
1	RICE	RICE BAG	71171990	0.00	BAG	0.00	0.000	0.000	0.000	0.000	0.00

Total Amount/Taxable Amount: 0.00 CGST Amount: 0.00 SGST Amount: 0.00 IGST Amount: 0.00 CESS Amount: 0.00 CESS Non Advol Amount: 0.00 Other: 0.00 Total Inv. Value: 0.00

EWB Valid Till: 06/04/2025

Do you wish to move the goods in Multiple Vehicles? ☒ Yes ☐ No

Multiple Vehicle Movement Details

Mode Of Transport: ☒ Road ☐ Rail ☐ Air ☐ Ship

From Place: ABCD To Place: ABCD

Total Quantity: 10 Unit: BAGS

Reason: Break Down Remarks: N/C CTD

Submit Exit

Note: After submission enter the vehicle details in "Update PART B/Vehicle" option.

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Figure: Multi vehicle update- Screen 2

Note: The total quantity of goods to be moved in vehicles cannot exceed quantity mentioned in this form

User has to then click “Submit” button and update the vehicle details through “Update Part-B/Vehicle” option by selecting the corresponding group as shown below

Goods and Services Tax
e - Way Bill System

GSTIN: - Name: TEST NIC CTD BANAGALORE - User: Tax Payer

UPDATE VEHICLE NUMBER

Show e-Way Bill By: ☒ E-Way Bill No ☐ Generated by me(Date) Go Exit

Vehicle Updation For The EWB No:831515215515

Multiple Vehicle Updations

Select Group: ABCD - ABCD, 10.00 BAG New Vehicle Entry

From: ABCD To: ABCD

Update Part-B

Mode Of Transport: ☒ Road ☐ Rail ☐ Air ☐ Ship or Ship Cum Road/Rail

Vehicle No: TM1234 Place of Change: ABCD

Reason: Due To Break Down Transporter Doc. No. & Date: 123456 31/03/2025

Quantity in Vehicle: 10 BAG Submit Exit

Vehicle Updation History

Trans Mode	Vehicle No/Trans Doc No	From Place	Updated By/Date	Cons.EWB No.
Road	TM1234	BANGALORE	31/03/2025 16:49:00	NA

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Figure: Update Vehicle No in case of Multi vehicle

Goods and Services Tax
e - Way Bill System

GSTIN: - Name: TEST NIC CTD BANAGALORE - User: Tax Payer

e-Way Bill

QR Code

E-Way Bill No: 8815 1523 5039

E-Way Bill Date: 31/03/2025 09:28 PM

Generated By: TEST NIC CTD BANAGALORE

Valid From: 31/03/2025 09:28 PM (Urgent)

Valid Until: 01/04/2025 (Ward/Week)

Part - A

GSTIN of Supplier: TEST NIC CTD BANAGALORE

Place of Dispatch: Bangalore (WEST BENGAL 700001)

GSTIN of Recipient: TEST NIC CTD BANAGALORE

Place of Delivery: Kempapura Road, NIC CTD BENGAL 700001

Document No.: 8062853

Document Date: 31/03/2025

Transaction Type: Regular

Value of Goods: 0

HSN Code: 100101

Reason for Transportation: Outward - Recipient not known

Part - B

Vehicle / Trans Doc No & Dt.	From	Entered Date	Entered By	CEWS No. (Party)	Multi Veh. Info (If any)
Road TM1234 & 31/03/2025	ABCD	31/03/2025 09:28 PM			ABCD-XYZ (10.00 BAG)
Road TM1234	Bangalore	31/03/2025 09:28 PM			

Barcode

Print Certified Print Exit

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Figure: Generated Multi vehicle e-Way Bill

5.10 Extend Validity

The provision has been provided to the taxpayer to extend the validity of E-way bill if the consignment is delayed and cannot reach the destination before the expiry of the validity of e-way bill. The user can extend the e-way Bill eight hours before or within eight hours after the existing validity time of EWB. The present transporter of the e-way bill can only extend the validity. **Currently the validity of the e-way bill can be extended up to 360 days from the generated date.**



Figure: e-way Bill validity extension, Form 1.

To avail this option, one must go to the form of extension validity and choose “Yes” for extension in the e-Way Bill.

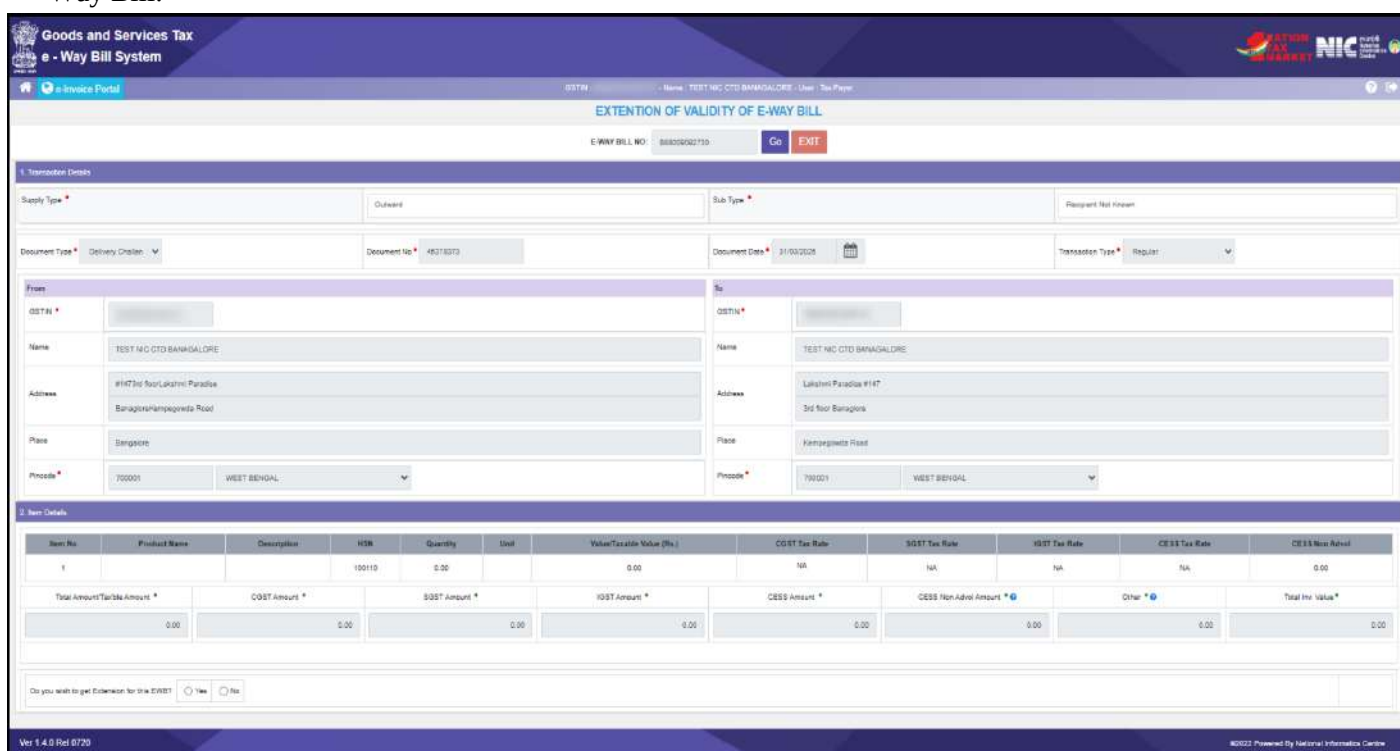


Figure: e-way Bill validity Extension, Form 2

If the user says he wants to extend the validity, the system prompts him to select the appropriate reason from the dropdown and explain the reason in detail in the reason description/remarks field.

Transportation Details (Part -B) will appear in the form where the user needs to select the position of the consignment as In Transit / In Movement.

**Goods and Services Tax
e - Way Bill System**

ISTIN: TEST NIC CTD BANAGALORE User: Tax Payer

EXTENSION OF VALIDITY OF E-WAY BILL

E-WAY BILL NO: 8000000733 **File** **Print**

1. Transaction Details

Supply Type: Outward Sub Type: Recipient Not Known

Document Type: Delivery Chalan Document No: 45376373 Document Date: 31/03/2025 Transaction Type: Regular

From

GSTIN: Name: TEST NIC CTD BANAGALORE

Address: #1473rd Floor/Landmark Paradise Banagore/Kanagowda Road

Pincode: 700001 WEST BENGAL

To

GSTIN: Name: TEST NIC CTD BANAGALORE

Address: Landmark Paradise #147 3rd Floor Banagore

Pincode: 700001 WEST BENGAL

2. Item Details

Item No	Product Name	Description	HSN	Quantity	Unit	Value/Taxable Value (Rs.)	CGST Tax Rate	SGST Tax Rate	IGST Tax Rate	CESS Tax Rate	CESS Non Advol
1			100110	0.00		0.00	NA	NA	NA	NA	0.00
Total Amount/Taxable Amount *		CGST Amount *	SGST Amount *	IGST Amount *	CESS Amount *	CESS Non Advol Amount *	Other *	Total Inv. Value *			
0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00			

Do you wish to get Extension for this EWB? ☒ Yes ☐ No Reason For Extension: Remarks:

3. Transportation Details (Part B)

EVB Valid Till: 31/03/2025

Current Place: HUBLI

Current Pincode: 560025 Destination Pincode: 700001

Current State: KARNATAKA

Auto Calculated PIN to PIN (in KM): 1920

Approximate Distance (in KM): 1920

Consignment is: ☐ In Transit ☒ In Movement

Mode: ☒ Road ☐ Rail ☐ Air ☐ Ship

Vehicle Type: ☒ Regular ☐ ODC

Vehicle No: TM 1234

Transporter Doc. No. & Date: 123456 31/03/2025

Submit **File**

Note: Vehicle number format for Temporary RC, Vehicle Number is e-Way Bill has changed to new 16DIGIT

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Figure: e-way Bill validity extension, Form 3

a) In Movement:

On selection of “In Movement” the system will prompt the user to select the “Mode” and “Vehicle details”.

b) In Transit:

On selection of “In Transit”, user needs to select the “Transit type” i.e. On Road, Warehouse or Others followed by the Address details of the transit place.

Subsequently, the user has to update Transportation Details-Part B as shown in above figure including the approximate remaining distance to be covered from the present place of conveyance carrying the consignment till the destination.

On click of the “Submit” button and subsequent validation of entered details by the system, validity of the EWB is extended depending upon the distance to travel as per the defined EWB rules.

Note: By default, the validity of the extended EWB in the system is kept till midnight of the extended day.

5.11 Update EWB Transporter

The system enables the user to update the Transporter details against a particular EWB, if the transporter is getting changed for the further movement of the goods. Here, the present transporter can only update the next transporter and subsequently, the next transporter is enabled to update the Part-B till he has been changed. If the transporter is not there, then the generator of the e-way bill can update the transporter.

To begin with, the user has to enter the EWB number and click 'Go' as shown in the screen below.

Figure : Update Transporter Details, Form 1.

The Transporter details can then be updated by the user as shown in below screen

Item No	Product Name	Description	HSN	Quantity	Unit	Value/Taxable Value (Rs.)	CGST Tax Rate	SGST Tax Rate	IGST Tax Rate	CESS Tax Rate	CESS Non Advol
1			100110	0.00		0.00	NA	NA	NA	NA	0.00
Total Amount/Taxable Amount*		CGST Amount*		SGST Amount*		IGST Amount*		CESS Amount*		CESS Non Advol Amount*	
0.00		0.00		0.00		0.00		0.00		0.00	

Figure: Update Transporter Details, Form 2.

5.12 Update EWB Trans.-Bulk

Using this option, the user can update Transporter ID in bulk for multiple e-way bills in one go to reduce large amount of data entries and save time.

When the user clicks this option, system displays the following screen.



Figure: Bulk Transporter Upload

User has to then choose and upload the JSON file in a specified format having the Transporter ID details.

After successful upload of the JSON file, user has to click “Update” and system will then update the Transporter IDs in multiple EWBs as per respective entries in JSON file.

5.13 Cancel

The provision has been provided to the taxpayer to cancel the E-way bill for various reasons like goods are not being moved, incorrect entry in the E-way bill entered by him etc.

When user selects the ‘Cancel’ sub-option under ‘E-way bill’ option, the following screen will be displayed.



Figure: Cancelling e-Way Bill.

Before going for e-Way Bill Cancellation, the user should have the e-Way Bill number in hand which he intends to cancel.

Next, the user needs to enter the 12digit e-Way Bill number and select go. That particular e-way bill will be displayed, and after giving a suitable reason for the cancellation of e-Way Bill, the user can cancel the e-way bill.

Once the e-Way Bill is cancelled it’s illegal to use the same.

Figure: Cancelled EWB Print Page.

Note: The e-Way Bill once generated cannot be deleted. However, it can be cancelled by the generator within 24 hours of generation. If it has been verified by any empowered officer, then it cannot be cancelled. E-Way Bill can be cancelled if either goods are not transported or are not transported as per the details furnished in the e-Way Bill

5.14 Print EWB

When the user selects the 'Print EWB' sub option under 'e-Waybill' option, the following screen will be displayed; the print of an e-Way Bill can be taken only by the generator and the transporter of the e-Way Bill.

Figure : Print EWB.

After entering the e-Way Bill number, the below mentioned form will be displayed. The system shows the e-Way Bill with an option to take the print. A user can take a detailed print as well by clicking "Detailed Print" option.

Goods and Services Tax
e - Way Bill System

GSTIN : - Name : TEST NIC CTD BANAGALORE - User : Tax Payer

e-Way Bill



E-Way Bill No:	8115 1595 1176
E-Way Bill Date:	02/04/2025 05:23 PM
Generated By:	TEST NIC CTD BANAGALORE
Valid From:	02/04/2025 05:23 PM [100Kms]
Valid Until:	03/04/2025

Part - A

GSTIN of Supplier:	TEST NIC CTD BANAGALORE
Place of Dispatch:	Bangalore, WEST BENGAL-700001
GSTIN of Recipient:	TEST NIC CTD BANAGALORE
Place of Delivery:	Kempegowda Road, WEST BENGAL-700001
Document No:	424325453
Document Date:	02/04/2025
Transaction Type:	Regular
Value of Goods:	0
HSN Code:	100119 -
Reason for Transportation:	Outward - Recipient not known
Transporter:	

Part - B

Mode	Vehicle / Trans Doc No & Dt.	From	Entered Date	Entered By	CEWB No. (If any)	Multi Veh. Info (If any)
Road	TM1234	Bangalore	02/04/2025 05:23 PM		-	-



811515951176

[Print](#) [Detailed Print](#) [Exit](#)

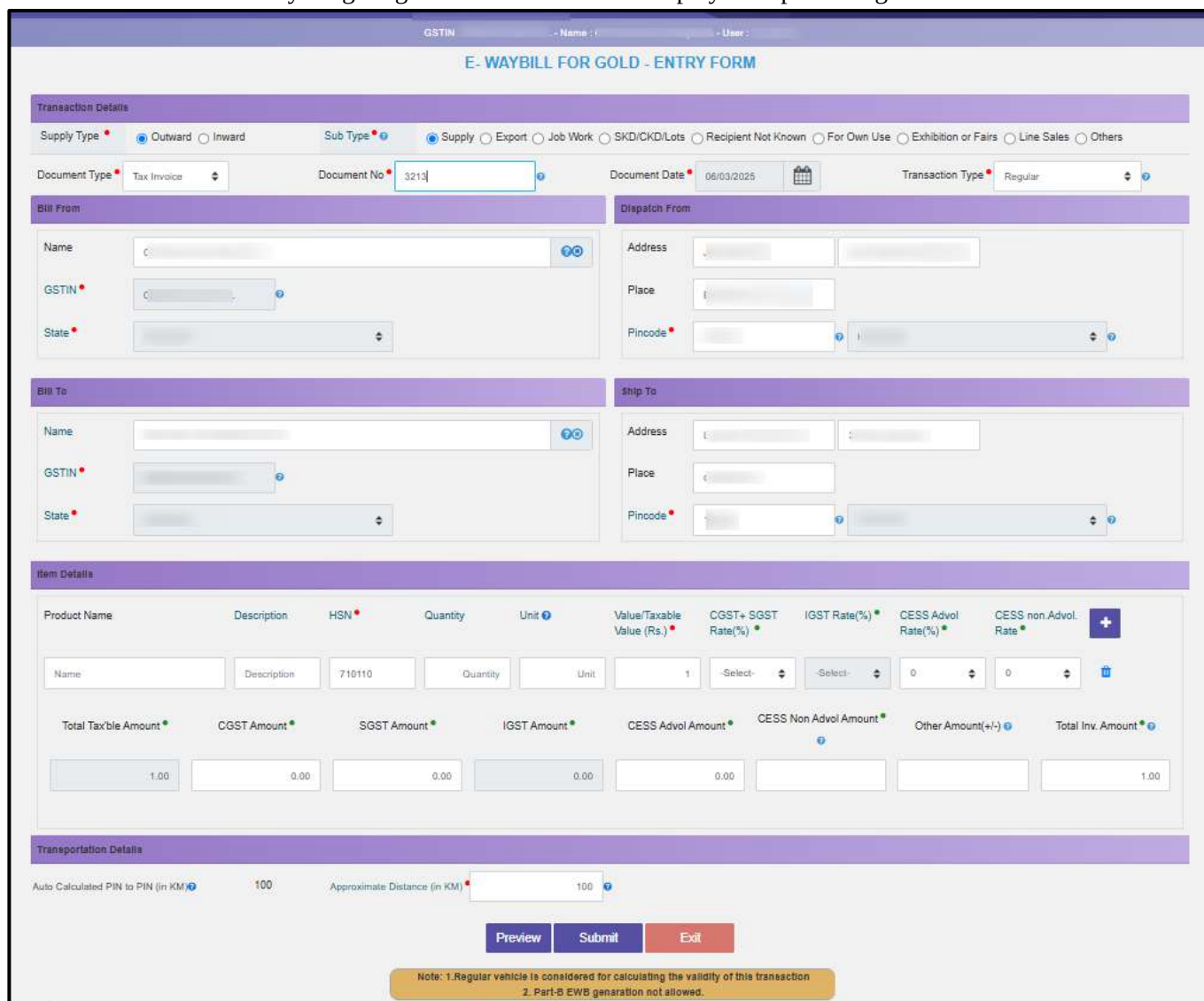
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Figure: Print EWB.

5.15 Gold e-Way Bill:

Gold e-Way Bill option can be used for generating e-Way Bills specific to HSN code starting with 71 only, whereas for all other HSN codes e-Way Bills can be generated using 'Generate New' option. E-waybill Gold can be generated for intra state transactions only and Part-B details is not required to e-Waybill gold. The user can follow the same instructions provided in '[Chapter 5.4 Generate New](#)' and providing details accordingly.

E-waybill gold generation form will be displayed as per the figure below



The screenshot displays the 'E-WAYBILL FOR GOLD - ENTRY FORM' interface. The form is divided into several sections:

- Transaction Details:** Includes fields for Supply Type (Outward/Inward), Sub Type (Supply/Export/Job Work/SKD/CKD/Lots/Recipient Not Known/For Own Use/Exhibition or Fairs/Line Sales/Others), Document Type (Tax Invoice), Document No. (321), Document Date (06/03/2025), and Transaction Type (Regular).
- Bill From:** Fields for Name, GSTIN, and State.
- Dispatch From:** Fields for Address, Place, and Pincode.
- Bill To:** Fields for Name, GSTIN, and State.
- Ship To:** Fields for Address, Place, and Pincode.
- Item Details:** A table with columns for Product Name, Description, HSN, Quantity, Unit, Value/Taxable Value (Rs.), CGST+ SGST Rate(%), IGST Rate(%), CESS Advol Rate(%), CESS non-Advol. Rate, and a plus icon. Below the table, there are summary fields for Total Taxable Amount, CGST Amount, SGST Amount, IGST Amount, CESS Advol Amount, CESS Non Advol Amount, Other Amount(+/-), and Total Inv. Amount.
- Transportation Details:** Fields for Auto Calculated PIN to PIN (in KM) and Approximate Distance (in KM).
- Buttons:** Preview, Submit, and Exit.
- Note:** 1.Regular vehicle is considered for calculating the validity of this transaction. 2. Part-B EWB generation not allowed.

Figure: Generating New Gold EWB.

GSTIN : - Name : - User :

e-Way Bill



E-Way Bill No:	3019 5296 0456
E-Way Bill Date:	06/03/2025 12:24 PM
Generated By:	
Valid From:	06/03/2025 12:24 PM [8Kms]
Valid Until:	07/03/2025 [Gold]
IRN:	86cfd0e37bcb694e4cbc666788517c0237ed433523c75db5d6f179cba587f713

Part - A

GSTIN of Supplier	
Place of Dispatch	
GSTIN of Recipient	
Place of Delivery	
Document No.	156183
Document Date	05/03/2025
Transaction Type:	Regular
Value of Goods	1
HSN Code	710110 - JINGLE BELLS
Reason for Transportation	Outward - Supply
Transporter	Not Required

Part - B

Part-B details are not required for this e-way bill as it is generated for Gold


301952960456

Print
Detailed Print
Exit

Figure: Print Gold EWB.

6. Consolidated EWB

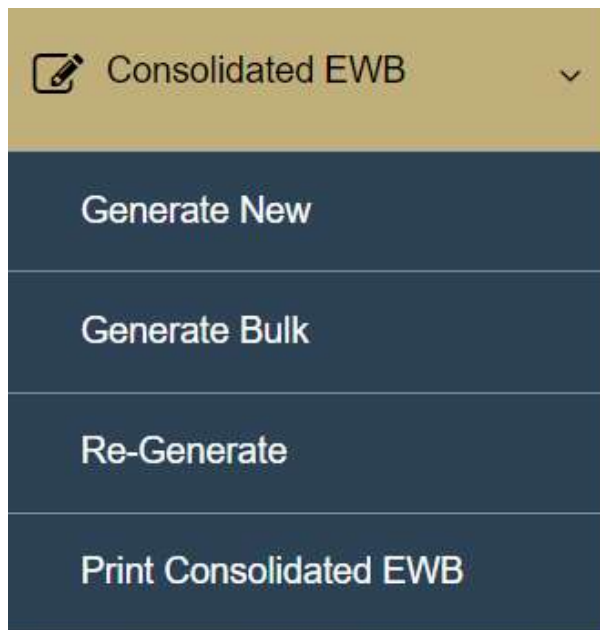


Figure: Options under Consolidated EWB

6.1 Generate New

A consolidated E-way bill is generated when the transporter is carrying multiple consignments in a single vehicle. Consolidated E-way bill allows the transporter to carry a single document, instead of a separate document for each consignment in a conveyance.

A user should have all the e-Way Bill numbers of the consignments, which the transporter shall transport in one conveyance.

When the user selects the 'Generating New' sub-option under 'Consolidated EWB' option, the following screen will be displayed.

The screenshot shows the 'Consolidated E-WAY BILL' form in the 'e-Invoice Portal'. The header includes the Government of India logo, 'Goods and Services Tax e - Way Bill System', and the 'NATION TAX MARKET' logo. The user is logged in as 'TEST NIC CTD BANAGALORE - User : Tax Payer'. The form has a 'Mode' section with radio buttons for Road (selected), Rail, Air, and Ship or Ship Cum Road/Rail. Below this is a 'From State' dropdown set to 'WEST BENGAL' and a 'Vehicle No.' field. The main table has columns: 'E-Way Bill No', 'E-Way Bill Date', 'Generated By', 'Inv. No. and Date', 'Inv. Amount', 'Source', 'Valid Untill', and 'Delete'. The 'E-Way Bill No' column has a sub-header '(Press tab after entering eway bill no to populate bill details)'. There is a '+' button to add new rows. At the bottom, there are 'Submit' and 'Exit' buttons. A note at the bottom states: 'Note: Vehicle number format for Temporary RC Vehicle in e-Way Bill has changed, it is now TMXXXXXX'. The footer shows 'Ver 1.4.0 Rel 0720' and '©2022 Powered By National Informatics Centre'.

Figure: Consolidated E-way bill Form.

In this form the user needs to check the mode of transportation from the given options, Road/Rail/Air/Ship/road cum ship. Then the user enters the 'From State', 'Vehicle Starts From' where the vehicle is starting and 'vehicle no'.

Now, the user needs to enter the e-Way Bill Number. Once the EBN is entered the rest of the fields in the form are auto populated. The user can add multiple consignments by clicking on **+**. It may be noted that user should be the generator or the transporter of the selected e-way bill to use in consolidated EWB.

Otherwise, it will not allow him to update the details. Then click on submit. The system will display a consolidated e-Way Bill with the consolidated EBN as given below.

The screenshot displays the 'e-Way Bill System' interface. At the top, there's a header with 'Goods and Services Tax' and 'e - Way Bill System'. Below this, a navigation bar includes 'e-Invoice Portal' and 'PRINT CONSOLIDATED E-WAY BILL'. The main content area shows a 'Consolidated E-Way Bill' form. This form is divided into two sections: '1. Consolidated E-Way Bill Details' and '2. Item Details'. The first section contains fields for 'Consolidated E-Way Bill No' (8671658375), 'Date' (31/03/2025), 'Transporter ID', 'Vehicle No' (TM1234), 'From' (HUBLI-WEST BENGAL), and 'Mode' (Road). A QR code is also present. The second section, '2. Item Details', is a table with columns: S.No., E-WayBill No. & Date, E-WayBill By, Document No. & Date, Value, To, and Valid Till Date. It contains one row of data. At the bottom of the form, there are 'Print' and 'Exit' buttons. The footer of the interface shows 'Ver 1.4.0 Rel 0720' and '©2022 Powered By National Informatics Centre'.

Consolidated E-Way Bill						
1. Consolidated E-Way Bill Details						
Consolidated E-Way Bill No		8671658375				
Date		31/03/2025				
Transporter ID						
Vehicle No		TM1234				
From		HUBLI-WEST BENGAL				
Mode		Road				
2. Item Details						
S.No.	E-WayBill No. & Date	E-WayBill By	Document No. & Date	Value	To	Valid Till Date
1	891515282294 - 31/03/2025		656848876 - 31/03/2025	0.00	Kempegowda Road - WEST BENGAL - 700001	01/04/2025

Figure: Generated Consolidated E-way bill

6.2 Generate Bulk

The e-way bill system enables the user to generate consolidated bulk e-way bills. A consolidated bulk e-Way bill is used when a user needs to generate multiple consolidated e-Way Bills at one shot.

For generating a consolidated Bulk e-Way Bill the user needs to have the EWB bulk convertor or the excel file, which helps the user to convert the multiple consolidated e-Way Bills excel file into a single JSON file.

To generate a consolidated Bulk e-Way Bill, user needs to select the sub option ‘Generate Bulk’ under the option ‘Consolidated EWB’. The following screen will be displayed.

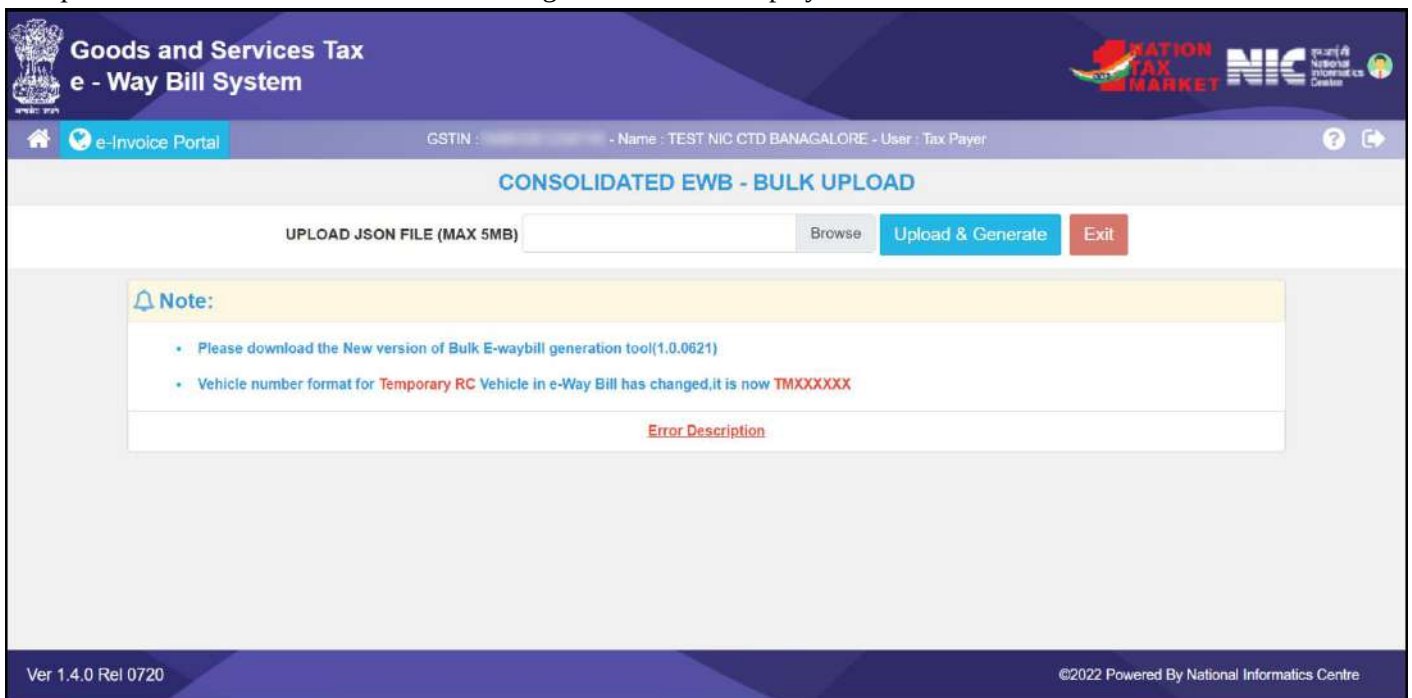
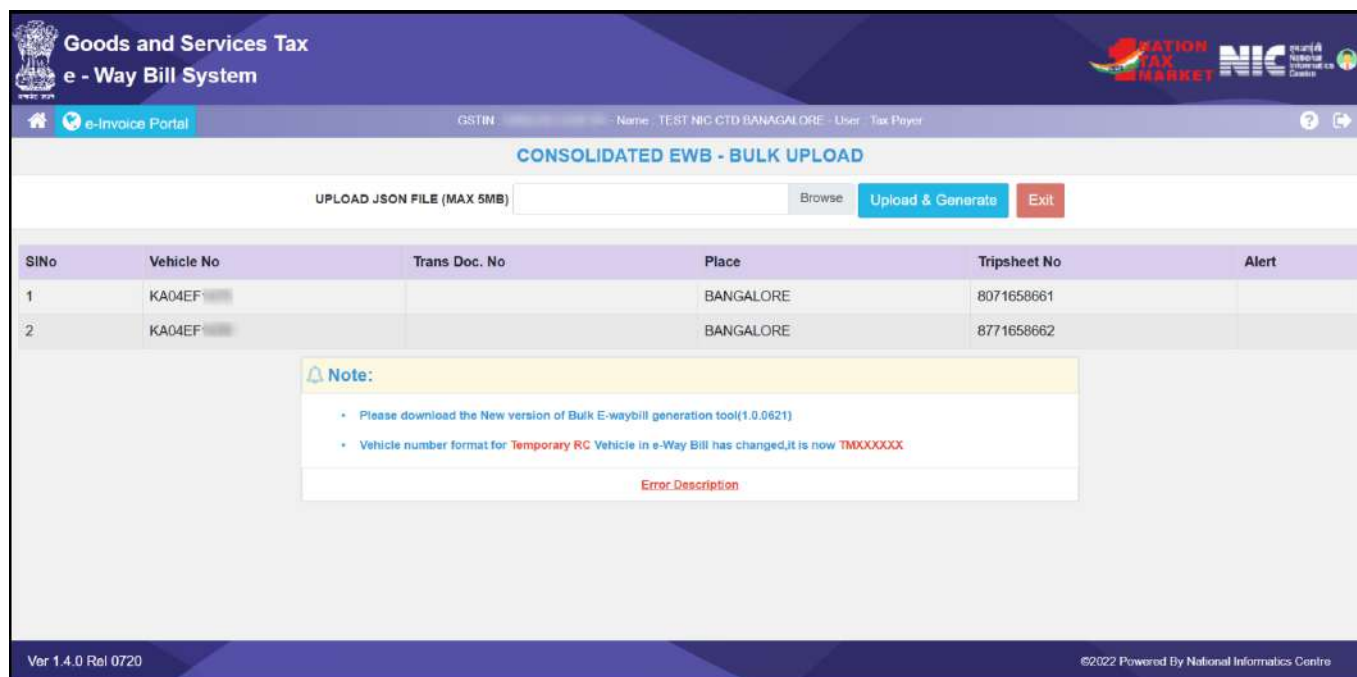


Figure: Consolidated Bulk e-way Bill, Form 1.

The user has to choose file and select the JSON to be uploaded. Once a JSON file is from the user's system, the user needs to upload the same JSON file in the e-Way Bill portal and can use the file to generate consolidated bulk e-Way Bill.



SINO	Vehicle No	Trans Doc. No	Place	Tripsheet No	Alert
1	KA04EF		BANGALORE	8071658661	
2	KA04EF		BANGALORE	8771658662	

Note:

- Please download the New version of Bulk E-waybill generation tool(1.0.0621)
- Vehicle number format for Temporary RC Vehicle in e-Way Bill has changed,It is now TMOXXXXX

Error Description

Figure: Consolidated Bulk e-way Bill, Form 2.

After processing the JSON file, the system generates the E-Way Bills and shows the consolidated EWB for each request. If it is not possible it will show the error for each request.

Note: Please refer Bulk E-way Bill generation manual for detailed information and procedure to generate the bulk e-Way Bills.

6.3 Re-Generate

The E-Way Bill system gives the user an option to update the transportation details for the consolidated EWB and re-generate the new Consolidated EWB (CEWB).

A user can update the transportation or vehicle number for the consolidated EWB by selecting the sub option 're-generate' under the option 'consolidated EWB'. The following screen is displayed on clicking this option

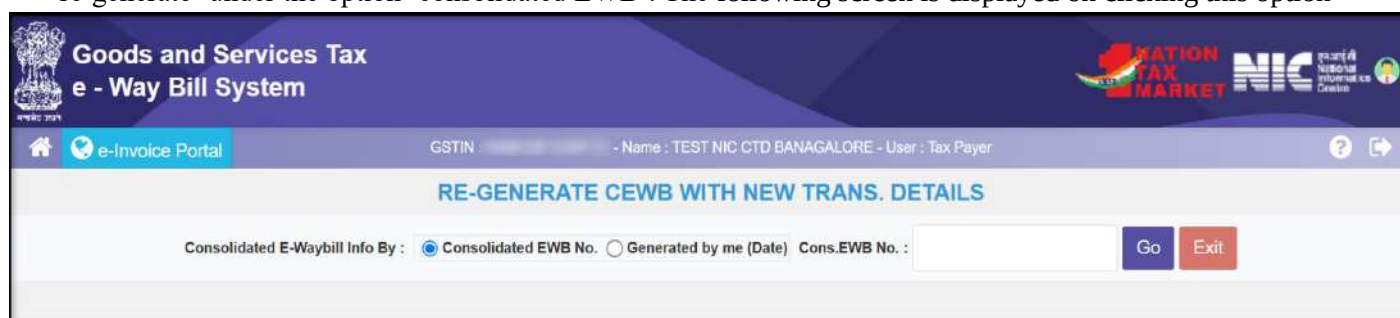
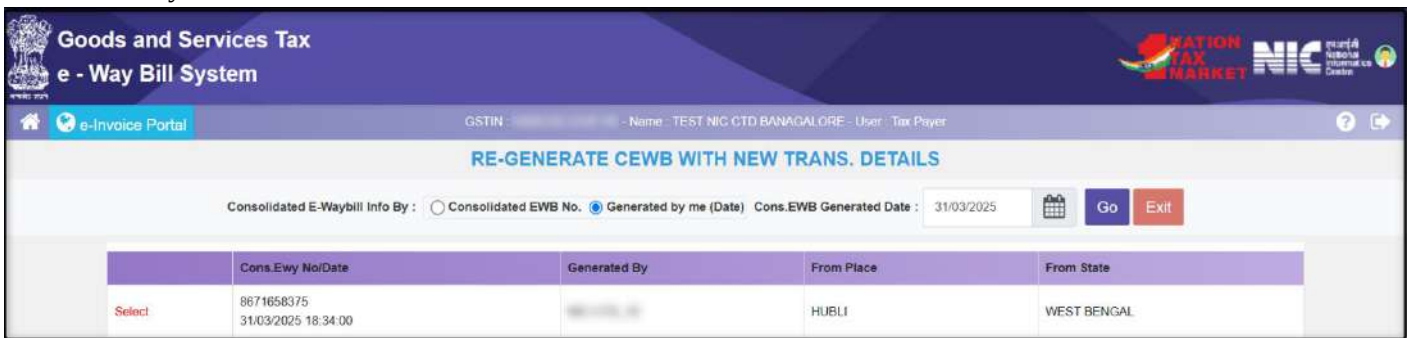


Figure: Regenerate CEWB (based on CEWB No.)

On this screen, the user shall enter the 10digit consolidated EWB or by selecting the date on which the consolidated EWB was generated. A list of consolidated EWB will be shown as shown in below figure; the user shall select the particular consolidated EWB to update the vehicle number. The following screen will be displayed.

After processing the JSON file, the system generates the E-Way Bills and shows the consolidated EWB for each request. If it is not possible it will show the error for each request.

Note: Please refer Bulk E-way Bill generation manual for detailed information and procedure to generate the bulk e-Way Bills.



Goods and Services Tax
e - Way Bill System

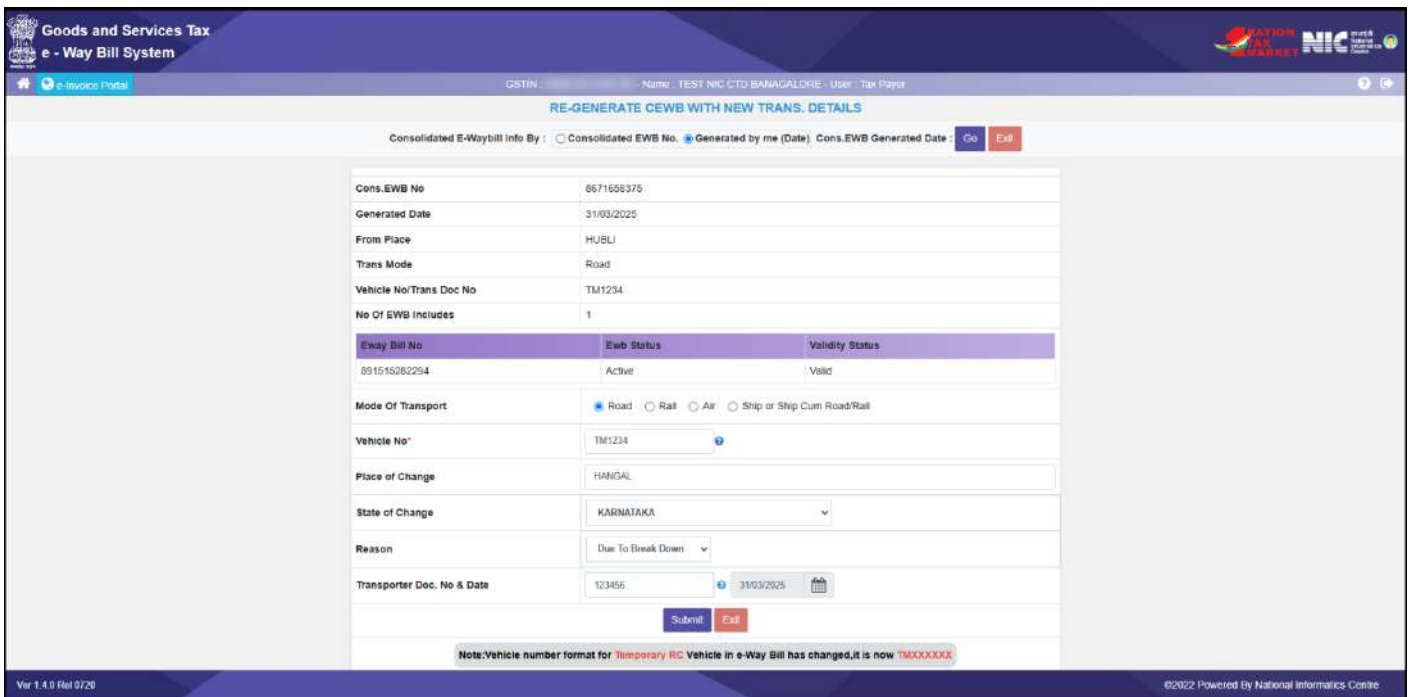
e-Invoice Portal

RE-GENERATE CEWB WITH NEW TRANS. DETAILS

Consolidated E-Waybill Info By : ☐ Consolidated EWB No. ☒ Generated by me (Date) Cons.EWB Generated Date : 31/03/2025

Cons.Ewb No/Date	Generated By	From Place	From State
8671658375 31/03/2025 18:34:00		HUBLI	WEST BENGAL

Figure: Regenerate CEWB (based on Date).



Goods and Services Tax
e - Way Bill System

e-Invoice Portal

RE-GENERATE CEWB WITH NEW TRANS. DETAILS

Consolidated E-Waybill Info By : ☐ Consolidated EWB No. ☒ Generated by me (Date) Cons.EWB Generated Date : 31/03/2025

Cons.EWB No	8671658375
Generated Date	31/03/2025
From Place	HUBLI
Trans Mode	Road
Vehicle No/Trans Doc No	TM1234
No Of EWB Includes	1
Eway Bill No	891515282294
Ewb Status	Active
Validity Status	Valid
Mode Of Transport	☒ Road ☐ Rail ☐ Air ☐ Ship or Ship Cum Road/Rail
Vehicle No	TM1234
Place of Change	HANGAL
State of Change	KARNATAKA
Reason	Due To Break Down
Transporter Doc. No & Date	123456 31/03/2025

Note: Vehicle number format for Temporary RC Vehicle in e-Way Bill has changed, it is now TMXXXXXX

Figure: Update Vehicle Number.

On this form the user needs to update the vehicle number along with the place, state, reason for the change in Transportation and Transporter Doc. No. and Date. The system will pop up an error message if any fields are Entered wrongly, otherwise the vehicle number will get updated to that particular consolidated E-way bill no.

6.4 Print Consolidated EWB

A user can take the print of consolidated EWB by selecting sub option 'Print Consolidated EWB' under the option consolidated EWB. On clicking this option, following screen is displayed.

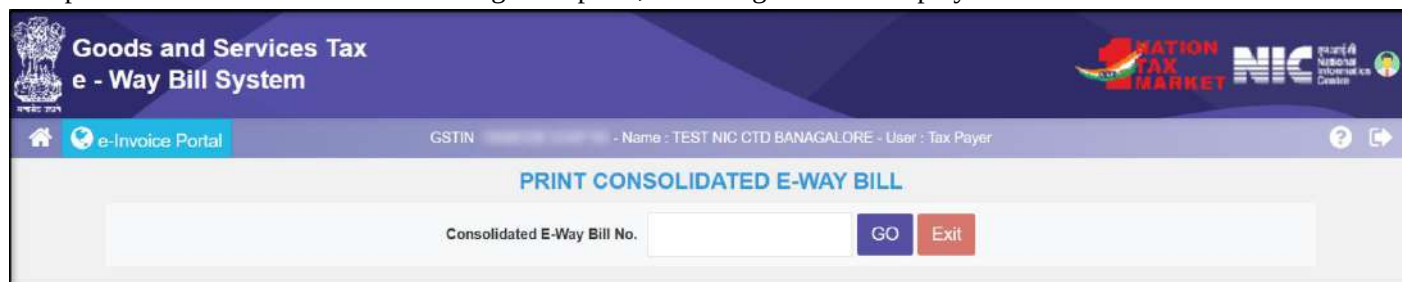


Figure: Print Consolidated EWB

Once the user enters the consolidated EWB number and clicks 'GO', the system will display the requested consolidated EWB and the user can take the print out of the same.

7. Rejecting EWBs

This option is used by the taxpayer to watch the e-Way Bills generated by the other taxpayers against his / her GSTIN as the other party as recipient or supplier and if the recipient is not getting the consignment mentioned in the e-Way Bill, he/she can reject them using this option.

The user needs to have the e-Way Bill number which he/she wants to reject. The following screen is shown once 'Reject' is selected from the main menu options.

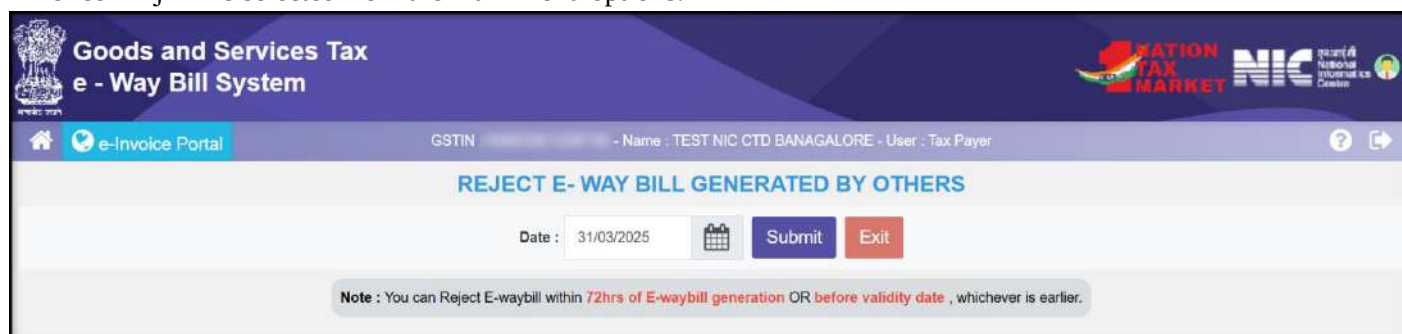


Figure: Rejecting E-way bill.

The user needs to select the date on which the e-Way Bill which he wants to reject, was generated and click 'Submit' button. The system will show all the e-way bills generated on that particular date. The user has to then select the concern EWB by checking the check box on the right side of the e-Way Bill as illustrated in Figure 47.

**Goods and Services Tax
e - Way Bill System**

REJECT E-WAY BILL GENERATED BY OTHERS

Date: 31/03/2025

Note : You can Reject E-waybill within 72hrs of E-waybill generation OR before validity date , whichever is earlier.

Select For Reject	EWB No. / Date	Generated By	From GSTN Info	To GSTN Info	Doc. No. / Dt	Total Value	Main HSN Code / Desc.	Valid Till Date.
☒	811515298536 31/03/2025 19:00:00 PM		TEST NIC CTD BANAGALORE	TEST NIC CTD BANAGALORE	537434 - 31/03/2025	0.00	100110/	09/04/2025
☐	821515215512 31/03/2025 16:49:00 PM		NIC TEST		NIC785 - 31/03/2025	0.00	71171990/RICE BAG	09/04/2025
☐	831515117352 31/03/2025 13:32:00 PM		-XYZ	MANIT	2147442 - 31/03/2025	1.00	100110/BAGS	09/04/2025
☐	831515215515 31/03/2025 16:49:00 PM		NIC TEST		NIC786 - 31/03/2025	0.00	71171990/RICE BAG	09/04/2025
☐	861515215514 31/03/2025 16:49:00 PM		NIC TEST		NIC787 - 31/03/2025	0.00	71171990/RICE BAG	09/04/2025
☐	891515215513 31/03/2025 16:49:00 PM		NIC TEST		NIC786 - 31/03/2025	0.00	71171990/RICE BAG	09/04/2025

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Figure: Rejecting E-way bill.

Note: As the other party, one can communicate the acceptance or rejection of such consignment specified in the e-Way Bill. If the acceptance or rejection is not communicated within 72 hours from the time of generation of e-Way Bill, it is deemed that he has accepted the details.

8. Generating Reports



Figure: Options under Reports.

There is an option for the user to generate various reports to manage his business – some are detailed and others are summarized. The system also helps the user to generate action-based reports. The following reports are available under this option:

Above options are explained in detail below for user's understanding.

8.1 My EWB Reports



Figure: Options under My EWB Report.

This will give the list of e-Way Bills generated by the user for a particular date which includes the following:

- 8.1.1 **Outward Supplies-** This will generate the list of e-Way Bills which have been shown as outward supplies from the user for a particular date and additional column for mode of generation (web,excel) is provided.
- 8.1.2 **Inward Supplies-** This will generate the list of e-Way Bills which have been shown as inward supplies to the user for a particular date.
- 8.1.3 **CEWB Generated by Me-** This will show the list of all consolidated e-Way Bills generated by the user for a particular date.
- 8.1.4 **Cancelled EWBs-** This will list the e-Way Bills cancelled by the user for a particular date.
- 8.1.5 **Rejected EWBs by Me-** This will list the e-Way Bills rejected by the user for a particular date.
- 8.1.6 **Assigned for Transporters-** This will list the e-Way Bills assigned by the user for Transporters for a particular date.
- 8.1.7 **Part-A EWBs-** This will show the list of all the EWBs with Part-A updated but Part-B pending for updating for the selected date range.
- 8.1.8 **Doc No. Info-** This will show Report on EWB's Generated based on Doc. Type and Doc No.
- 8.1.9 **EWB about to Expire-** Taxpayers or transporters can view the list of e-Way Bills about to expire in a time period of 4 days (From current date (T) then (T)-1, (T)+1, (T)+2). They can keep track of expiry dates for each of the consignments generated and now download excel is available which stores the data
- 8.1.10 **Month wise download EWB:** This will allow user to download E-waybills for selected month and the report will be available from 8 am to 12 pm.

8.2 Others EWB Reports



Figure: Options under Others EWB Reports.

This option will give the list of e-Way Bills generated by the others against the user as the other party for a particular date under various categories which are as follows:

- 8.2.1 **Generated by Others-** This will list the e-Way Bills generated by others for the user.
- 8.2.2 **Rejected EWBs by others-** This will list the e-Way Bills assigned to others by the user but rejected by them.
- 8.2.3 **Assigned to me for Transport-** This will list the e-Way Bills assigned for transport to the user by others. There are two different ways to search e-Way Bill assignment
 - i) **EWB Date:** This option provides list of e-waybills based on EWB date.

- ii) **Assign Date:** This option provides list of e-waybills based on assign date. (Note: Date range shouldn't be more than 5 days)

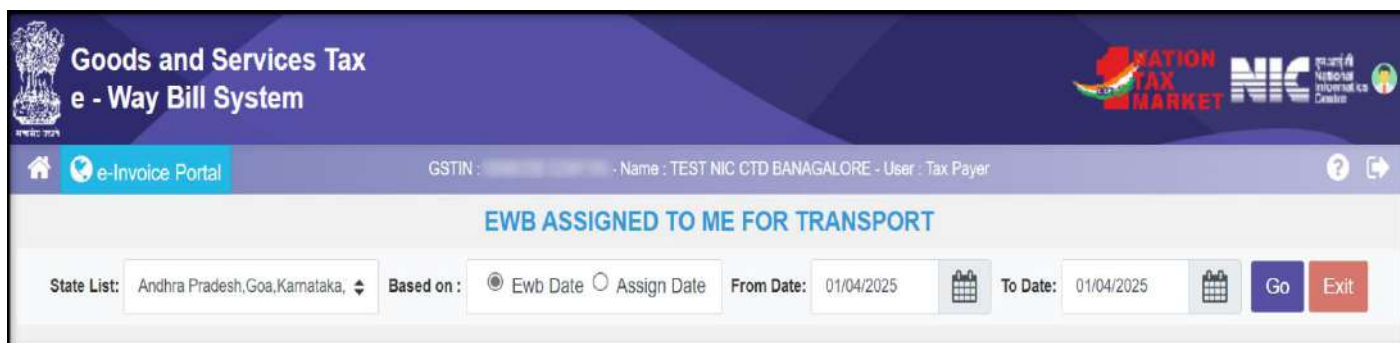


Figure: EWB Assigned to me for transport

8.3 Master Reports



Figure: Options under Master Reports.

Following reports are available under this option:

- 8.3.1 **My Masters** – This generates the list of master entries created by the user under different categories namely Clients, Suppliers, Transporters and Products as shown below.



Figure: Generating Master Reports

- 8.3.2 **EWB Masters** – This will list the e-Way Bills based on Unit Quantity Code and State Code as shown in below figure.

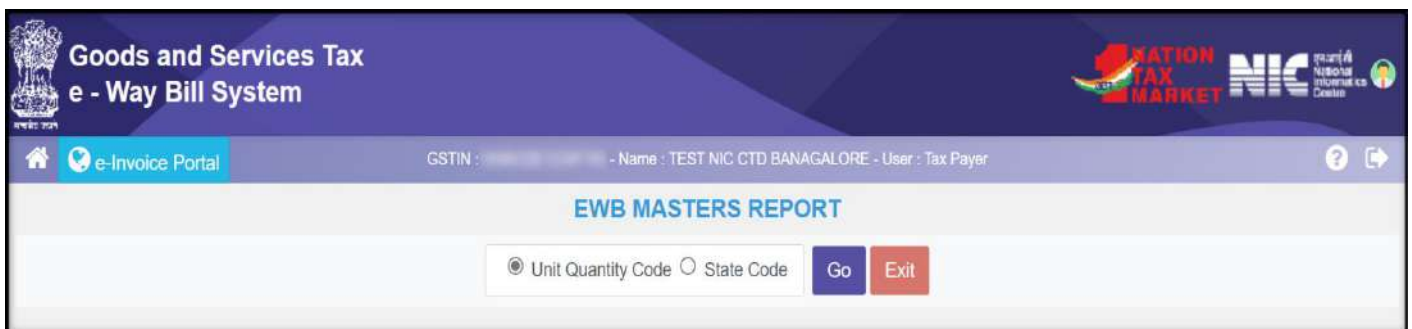


Figure: Generating EWB Master Reports.

8.4 Summary Reports



Figure: Summary Reports

Using this option user can view the list all the EWBs generated by the user on a selected date along with relevant parameters. The user can export the report in an excel by clicking on ‘Export to Excel’ tab as shown in below figure.

Goods and Services Tax
e - Way Bill System

GSTIN: - Name: TEST NIC CTD BANAGALORE - User: Tax Payer

OUTWARD SUPPLIES

EWB Generated Date: 02/04/2025 To: 02/04/2025 Subuser: NIC-CTD_19 [Go](#) [Exit](#)

Note: This Report Excludes EWBs which are not having PART-B Entry

Show 10 entries Search:

EWB No	EWB Date	Supply Type	Doc. No	Doc. Date	Doc. Type	Other Party GSTIN	Transporter Details	From GSTIN	From GSTIN Info	TO GSTIN	TO GSTIN Info	Status & Other Party Rejected Status	No of Items	Main HSN Code	HSN Desc	Assessable Value
841515837578	02/04/2025 13:19:00	Outward Recipient Not Known	227273	02/04/2025	Delivery Challan				TEST NIC CTD BANAGALORE #1473rd floor Lakshmi Paradise, Bangalore, 700001		TEST NIC CTD BANAGALORE, Lakshmi Paradise #147, Kempegowda Road, 700001	Active & -	1	100110		0.00
841515890681	02/04/2025 15:34:00	Outward Recipient Not Known	3653174	02/04/2025	Delivery Challan				TEST NIC CTD BANAGALORE #1473rd floor Lakshmi Paradise, Bangalore, 700001		TEST NIC CTD BANAGALORE, Lakshmi Paradise #147, Kempegowda Road, 700001	Active & -	1	100110		0.00
861515898980	02/04/2025 15:48:00	Outward Supply	4534534	02/04/2025	Tax Invoice				TEST NIC CTD BANAGALORE #1473rd floor Lakshmi Paradise, Bangalore, 700001		TEST NIC CTD BANAGALORE, Lakshmi Paradise #147, Hazur, 462001	Active & -	1	100110		0.00

Showing 1 to 3 of 3 entries

[Export To Excel](#)

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Figure : Generated by Me Report

9. Masters

The e-Way Bill system allows the user to create his own business-related Masters. Master's data simplifies the data entry while generating the e-Way Bill. It helps user to generate e-Way Bill easily and quickly without any errors. The master consists of Products, Clients, Suppliers, and Transporters.

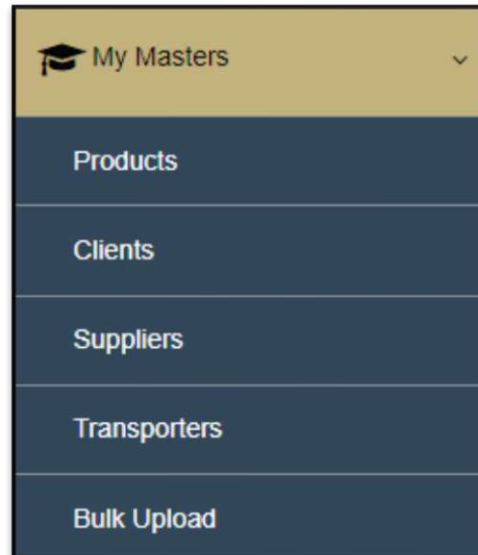


Figure: Options under My Masters.

9.1 Products

When the user selects sub option 'Product' under option 'Masters', the following screen will be displayed.

The screenshot shows the 'PRODUCT MASTER' form in the e-Way Bill System. The form is divided into sections: Basic Details, HSN Details, and Tax Details. The Basic Details section includes fields for Product Name, Measurement Unit, and Description. The HSN Details section includes fields for HSN Code and HSN Name. The Tax Details section includes fields for CGST & SGST, IGST, Cess, and Cess Non Advol. Below the form is a table showing the list of products.

Product Name	Measurement Unit	HSN Code	CGST	SGST	IGST	CES	CES Non Advol	Edit	Delete
COFFEE	BAG	901111	9.000	9.000	18.000	0.000	0.00		
LIVE	BAG	1011090	9.000	9.000	18.000	0.000	0.00		

Figure : Product Master.

The user needs to start entering with the basic details like the product name; a 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-ad valorem. Once a request for product details is submitted, the system validates the entered values and saves. Otherwise, the system pops up appropriate message if there is any error. The user can repeat this for all his products. User can make multiple entries for the same product, if the unit of measurement and rate of tax is in multiple for the same product. Accordingly, he can give the product name for his understanding and remembering.

9.2 Clients

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 the clients tab is selected.

**Goods and Services Tax
e - Way Bill System**

CLIENTS MASTER

☒ GST Registered ☐ GST Unregistered

Client's GSTIN: **Submit** **Exit**

Show 10 entries

Customer GSTIN	Customer Name	Address	Address	Place	Pincode	Delete
	TEST NIC CTD BANAGALORE	Lakshmi Paradise#147	3rd floor gorakhpur	Huzur	462001	
	MAHESH	Gandhi Nagar	Bangalore	hulbi	560009	

Showing 1 to 2 of 2 entries

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Figure: Customers Master, Form 01.

The user can enter the customer details as a GST registered or GST un-registered customer. 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 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 given, the system saves the details of that particular customer in the masters.

If the user selects the GST un-registered option, the following screen is displayed.

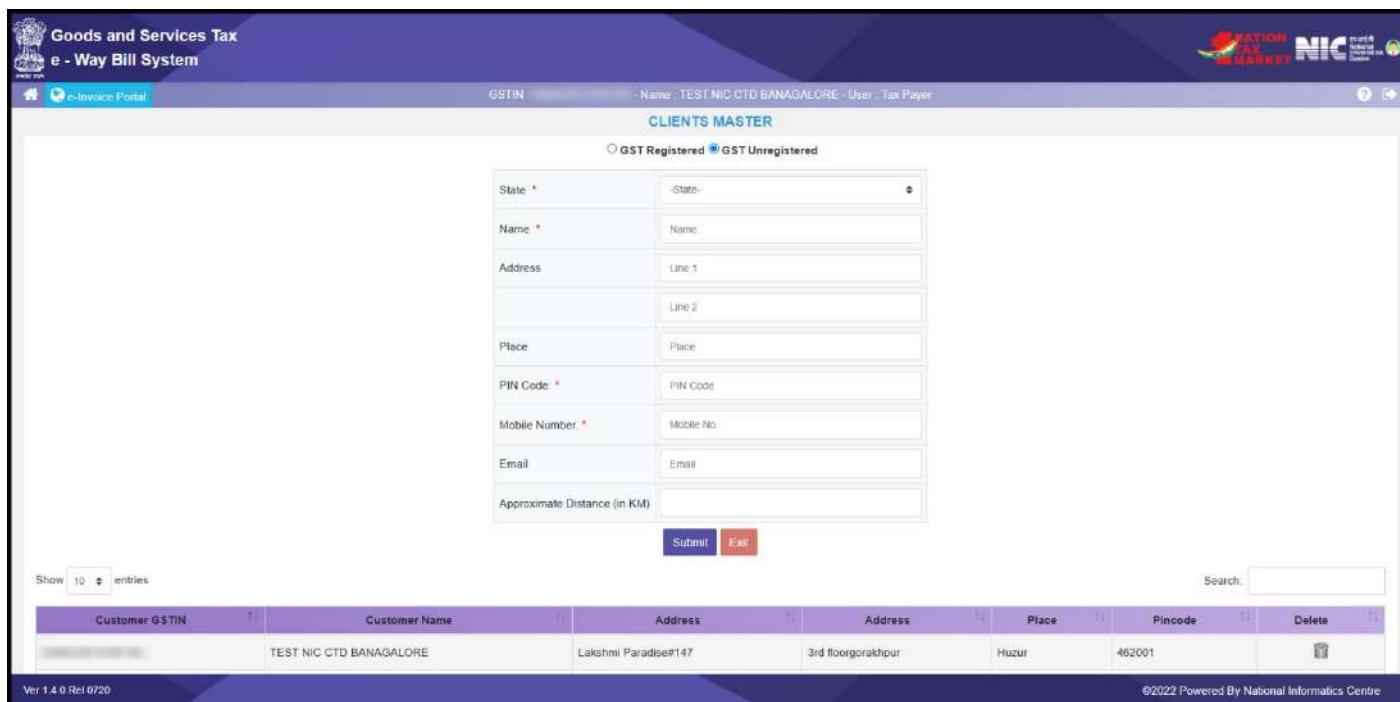


Figure : Masters Customers Master, Form 02.

The user needs to enter the state, name, client address, place, pin code, mobile number, email of the client along with approximate distance and click ‘Submit’.

Once a request for client details is 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 and will be available to use while generating e-Way Bill.

9.3 Suppliers

The user can also add the suppliers by selecting sub option ‘Supplier’ in the same manner like clients are added. Please see the procedure for the entry of customer in masters in above section.

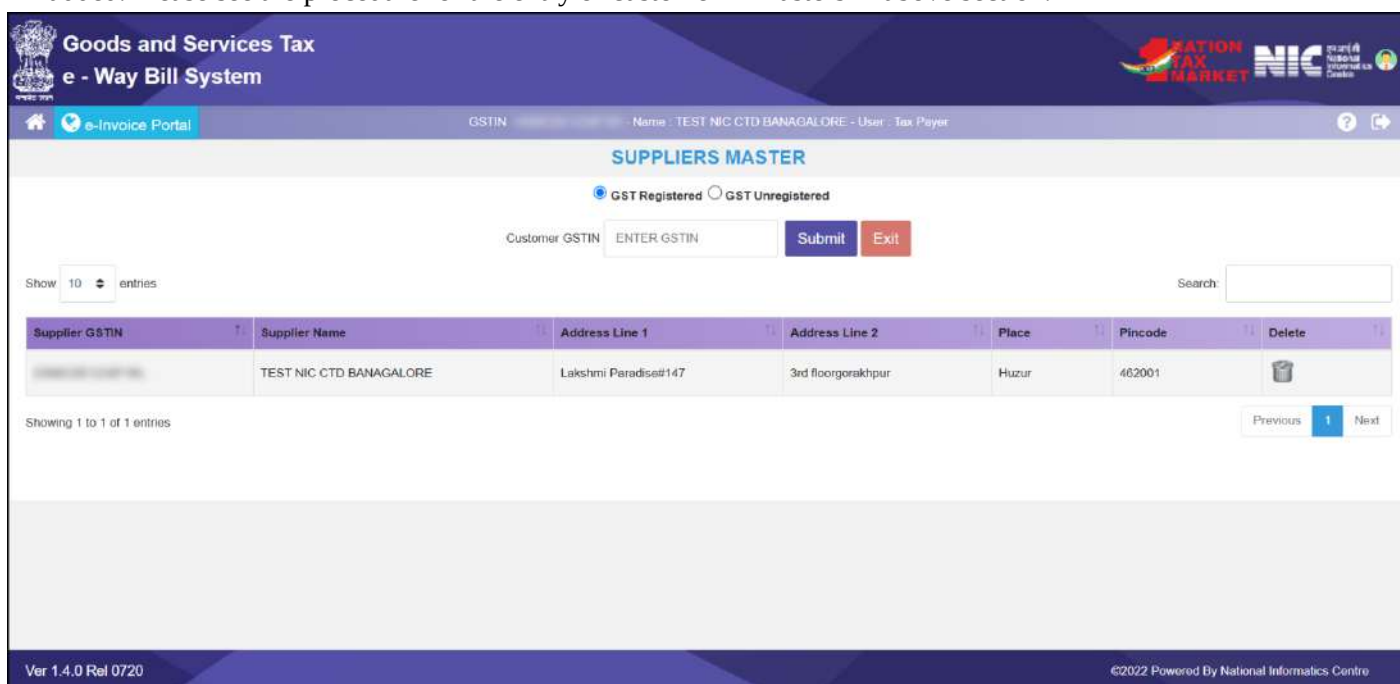


Figure : Suppliers Master.

9.4 Transporters

Similarly, a user can enter the details of a registered transporter into the masters based on transporter number. Once the transporter number is entered, the system allows the 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.

Goods and Services Tax
e - Way Bill System

e-Invoice Portal

GSTIN: - Name: TEST NIC CTD BANAGALORE - User: Tax Payer

TRANSPORTERS MASTER

Transporters No.

Show: 10 entries Search:

Transporter GSTIN	Transporter Name	Address	Place	Pincode	Delete
	mahesh ravindra iliger	01 ,10 ,samrudhi	Gendi nagar ,Bangalore ,Bangalore	Bangalore	560009

Showing 1 to 1 of 1 entries

Previous 1 Next

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Figure: Transporters Master.

9.5 Bulk Upload

The system enables the user to upload bulk Masters for Product, Client, Supplier and Transporter. For generating a Bulk e-Way Bill the user needs to have the EWB bulk convertor or the excel file, which helps the user to convert the multiple e-Way Bills excel file into a single JSON file.

To upload a Bulk Master, user needs to click the 'Bulk upload' under 'My Masters' module and then select the option for Bulk Master as shown in screen below.

Goods and Services Tax
e - Way Bill System

e-Invoice Portal

GSTIN: - Name: TEST NIC CTD BANAGALORE - User: Tax Payer

BULK MASTERS

Option: ☐ Product ☐ Client ☐ Supplier ☐ Transporter

Figure: Bulk Master upload, Form 1.

The user can then upload the JSON file for the selected option and generate the respective Master accordingly.

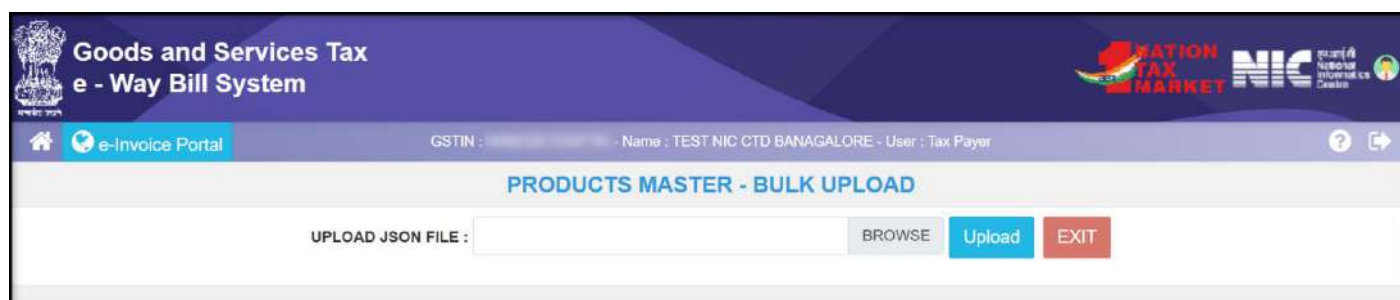


Figure: Bulk Master upload, Form 2.

10. User Management

Some of the users or taxpayers need to generate the e-Way Bill from multiple business places or in 2-3 shifts or many numbers of e-Way Bills under his account. Also, some of the users do not want to manage all the activities under one username or account. Under these circumstances, he/she may not be able to manage this with one user name and such tax payers can use the user management option to create multiple sub-users and assign them different roles. The following sub-options help the user to manage the sub-users.

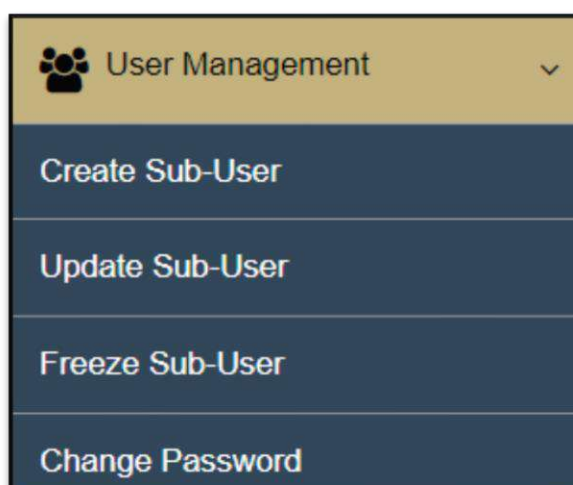


Figure: Options under User Management.

10.1 Create Sub-User

The system enables the user to create a sub user.

Once the user clicks on the sub option 'Create Sub user' under the option user management, the system asks the user to enter the mobile number and validates the same via the OTP. Once correct OTP is entered the following screen is displayed.

Figure: Creating Sub-User.

In this form, the user can create the sub-user by entering a 'suffix user id' for the sub user and shall check the availability of the user id. That is, if the tax payer's username is 'abide' and he is giving suffix as 'rvk', then the sub user id will be 'abcdef_rvk' is created.

Then the user needs to enter the name, destination, and mobile number, email id, enabling the user to generate the EWB for all the offices or for a particular office.

The user can authorize the sub user to generate EWB, consolidated EWB, rejection of EWB, report generation of EWB and updating the masters from the check boxes as illustrated in above figure.

The system will pop up an error if the entered fields are incorrect otherwise the system will create a sub-user and send SMS pop up a message with password to the sub-user.

10.2 Freeze Sub-User

The system gives an option to the user to freeze the sub user so that he cannot login in the EWB portal. Once the user selects 'Freeze sub-user' under the option user management the following screen is displayed.

**Goods and Services Tax
e - Way Bill System**

USER FREEZE

Login ID *

Name of the user *

Designation *

Mobile *

Email ID *

Enable E-Way Bill generation ☒ Yes ☐ No

Enable Consolidated E-Way Bill generation ☒ Yes ☐ No

Enable E-Way Bill rejection ☒ Yes ☐ No

Enable report generation ☒ Yes ☐ No

Enable updating masters ☒ Yes ☐ No

Freeze **Exit**

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Figure: Freezing Sub-User.

The user shall select the freeze button to freeze a sub user. Once a sub-user is frozen, he/she won't be able to login E-way bill portal.

10.3 Update Sub-User

In the same manner explained under [chapter 10.1](#) create sub user, a user can update a sub-user after successful validation of the OTP sent on users mobile by the system.

10.4 Change Password

A user can change his login password using this option. Once the user clicks on 'Change Password' sub-option under the option 'User Management' option, the following screen is displayed.

**Goods and Services Tax
e - Way Bill System**

Change Password

User Name

Enter Existing Password *

Enter New Password *

Re-Enter New Password *

Submit **Exit**

Note: A new password must not be one of 5 previous passwords. So change your password with a new password.

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Figure: Change Password.

In this form the user needs to first enter his existing password and then the new password which he wants to use and click 'Submit'. The system will then validate the entered details and change the login password of the user with new entered password.

Note: Remember the new password entered. Don't share your password with others and regularly change your password.

11. Registration

E-Way Bill system provides the users to generate the e-Way Bills from different modes. One of them is the web-based mode, which has been explained in [chapter 5](#). There are other modes like SMS based, android app based, API based and Suvidha based. For all these modes, the user needs to register on the web-based system with other details for these modes. The following options explain the registration for these modes.

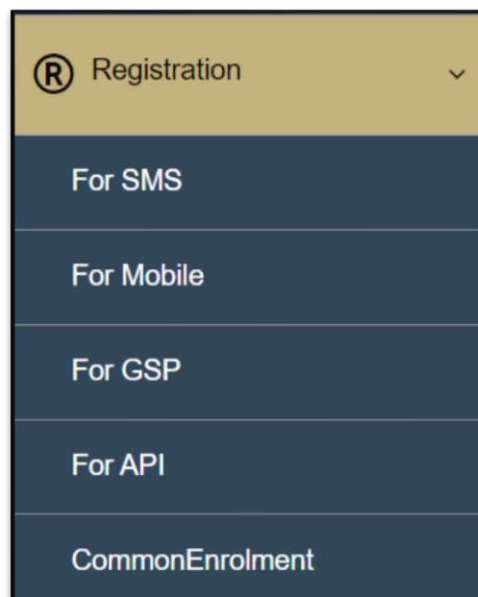


Figure: Options under Registration.

11.1 For SMS

User needs to have the registered mobile number which he/she used for registration on the e- Way Bill portal. Once user selects option 'For SMS' under main option 'Registration', following screen is displayed

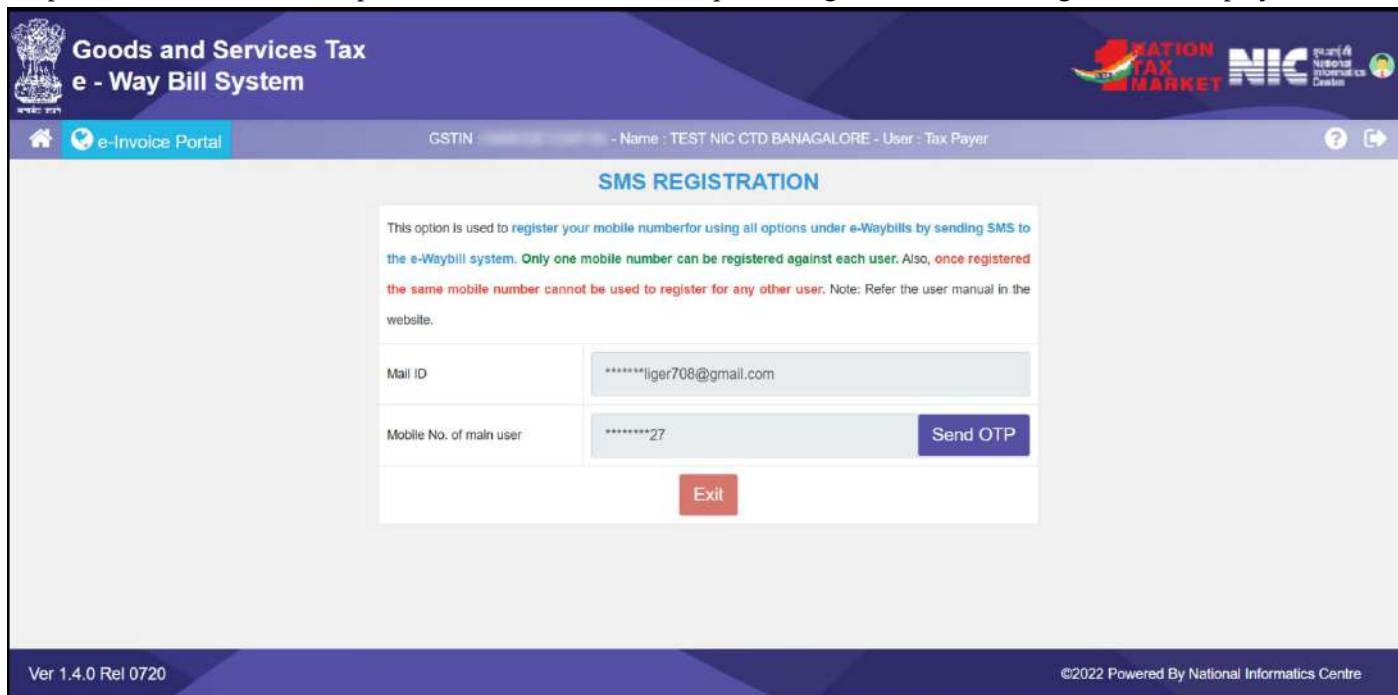


Figure: SMS registration, Form 1.

The user needs to verify the OTP received on his/her registered mobile number and email ID. The system validates the OTP and directs the user to the following screen.

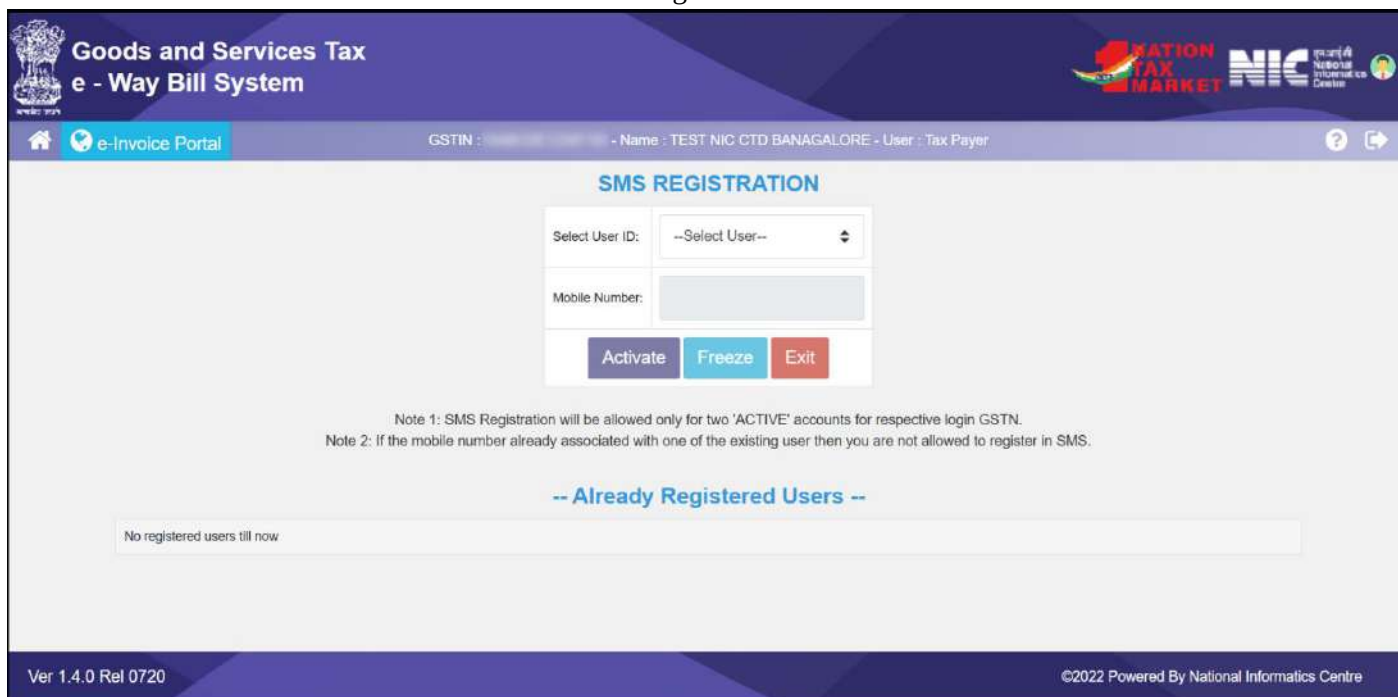


Figure: SMS Registration, Form 2.

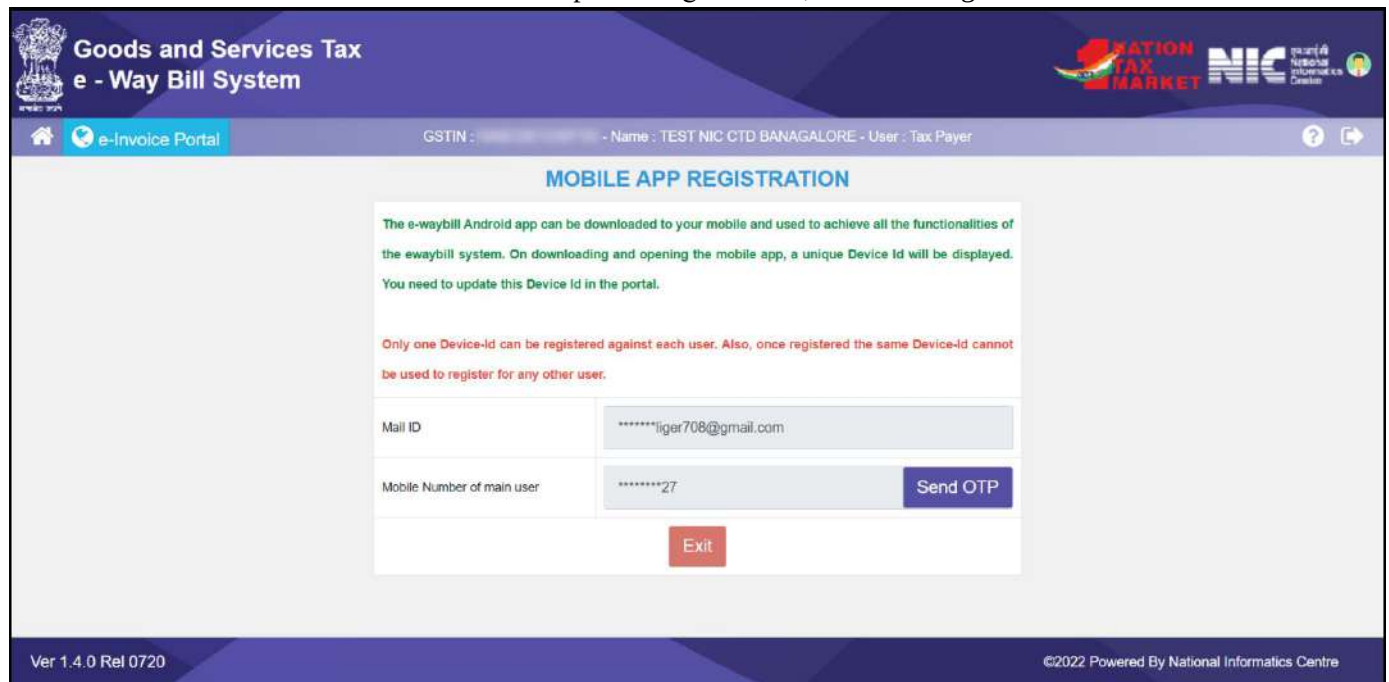
Next, the user needs to select the User id from the drop-down menu, the mobile number of the selected user will be auto populated by the system. Once the user gives the submit request the particular user can generate e-Way Bill

through SMS system.

Note: Please refer user manual on SMS system to generate e-Way Bill through SMS. A tax payer can register maximum 2 mobile numbers for the e-Way Bill purpose.

11.2 For Mobile

The e-Way Bill system enables the user to generate an e -Way bill through android application as well. Once a user selects 'For Android' under the option 'Registration', the following screen is shown.



MOBILE APP REGISTRATION

The e-waybill Android app can be downloaded to your mobile and used to achieve all the functionalities of the e-waybill system. On downloading and opening the mobile app, a unique Device Id will be displayed. You need to update this Device Id in the portal.

Only one Device-Id can be registered against each user. Also, once registered the same Device-Id cannot be used to register for any other user.

Mail ID: *****tiger708@gmail.com

Mobile Number of main user: *****27

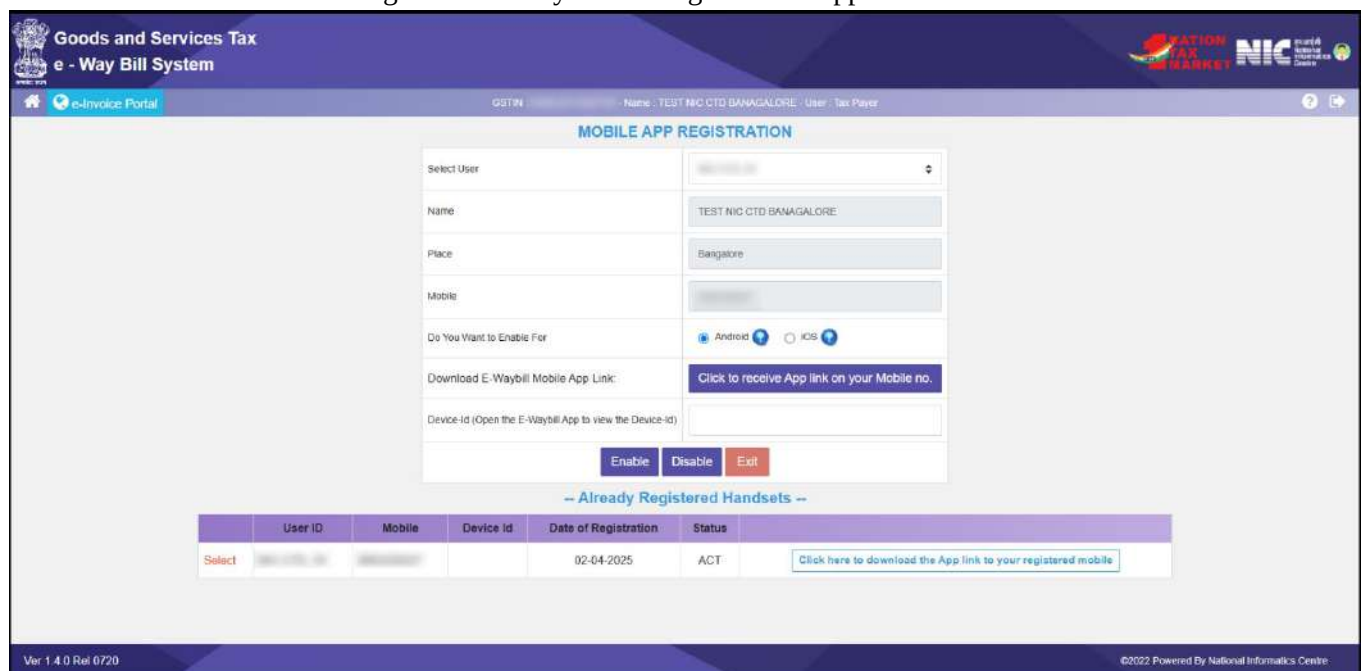
[Send OTP](#)

[Exit](#)

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Figure: Android Registration, Form 1.

The user needs to select the concern user from the drop-down list. Once the user is selected, name and place will be auto populated by the system. In order to enable the concern user with android app, user needs to enter the IMIE Number of the concern user and save the details in the e-Way Bill system. Once saved the concerned user will be able to generate e-Way Bill through android applications.



MOBILE APP REGISTRATION

Select User: [Dropdown]

Name: TEST NIC CTD BANAGALORE

Place: Bangalore

Mobile: [Text]

Do You Want to Enable For: ☒ Android ☐ iOS

Download E-Waybill Mobile App Link: [Click to receive App link on your Mobile no.](#)

Device-Id (Open the E-Waybill App to view the Device-Id): [Text]

[Enable](#) [Disable](#) [Exit](#)

-- Already Registered Handsets --

	User ID	Mobile	Device Id	Date of Registration	Status	
Select	*****	*****		02-04-2025	ACT	Click here to download the App link to your registered mobile

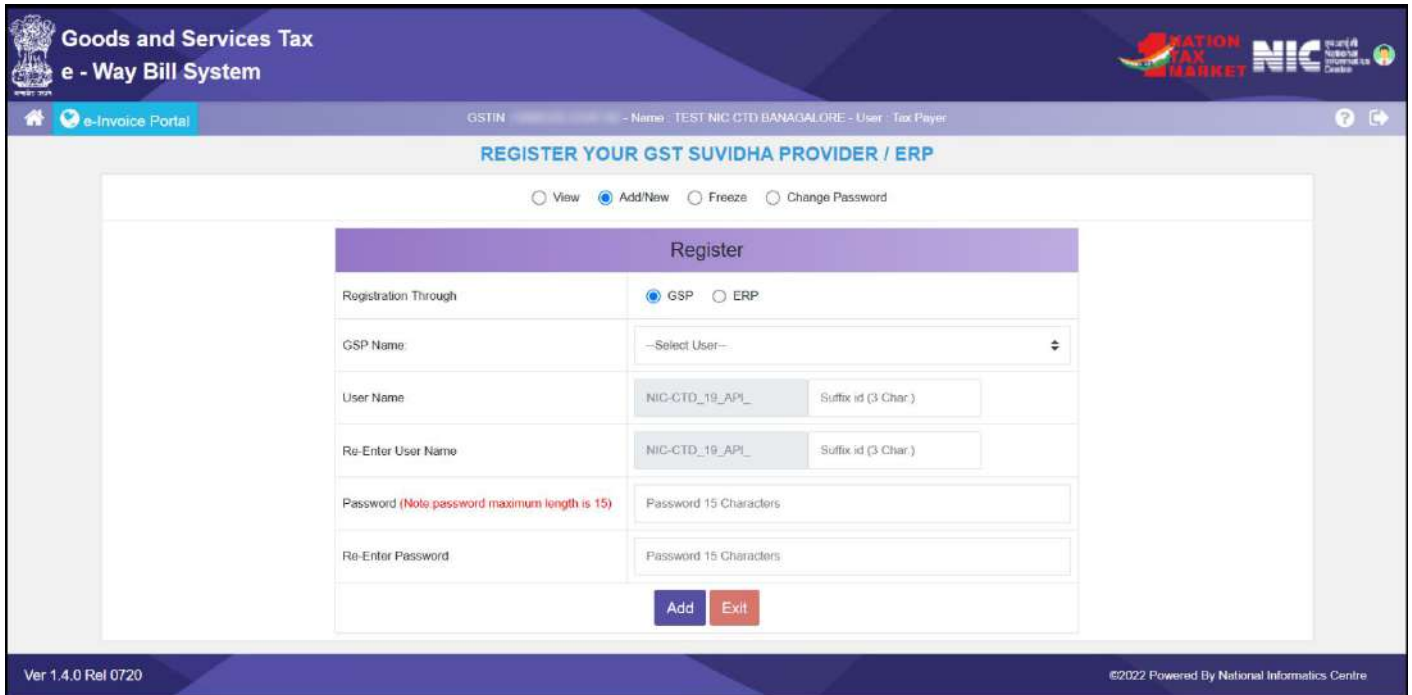
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Figure: Android Registration, Form 2.

11.3 For GSP

Similarly, user can also register their GSP's in the system using this option. After successful validation of the

OTP, system will display the following screen.



The screenshot shows the 'REGISTER YOUR GST SUVIDHA PROVIDER / ERP' form. The form has a header with 'Register' and a sub-header with 'View', 'Add/New', 'Freeze', and 'Change Password'. The form fields are as follows:

Register	
Registration Through	☒ GSP ☐ ERP
GSP Name	--Select User--
User Name	NIC-CTD_19_API_ Suffix id (3 Char.)
Re-Enter User Name	NIC-CTD_19_API_ Suffix id (3 Char.)
Password (Note: password maximum length is 15)	Password 15 Characters
Re-Enter Password	Password 15 Characters
Add Exit	

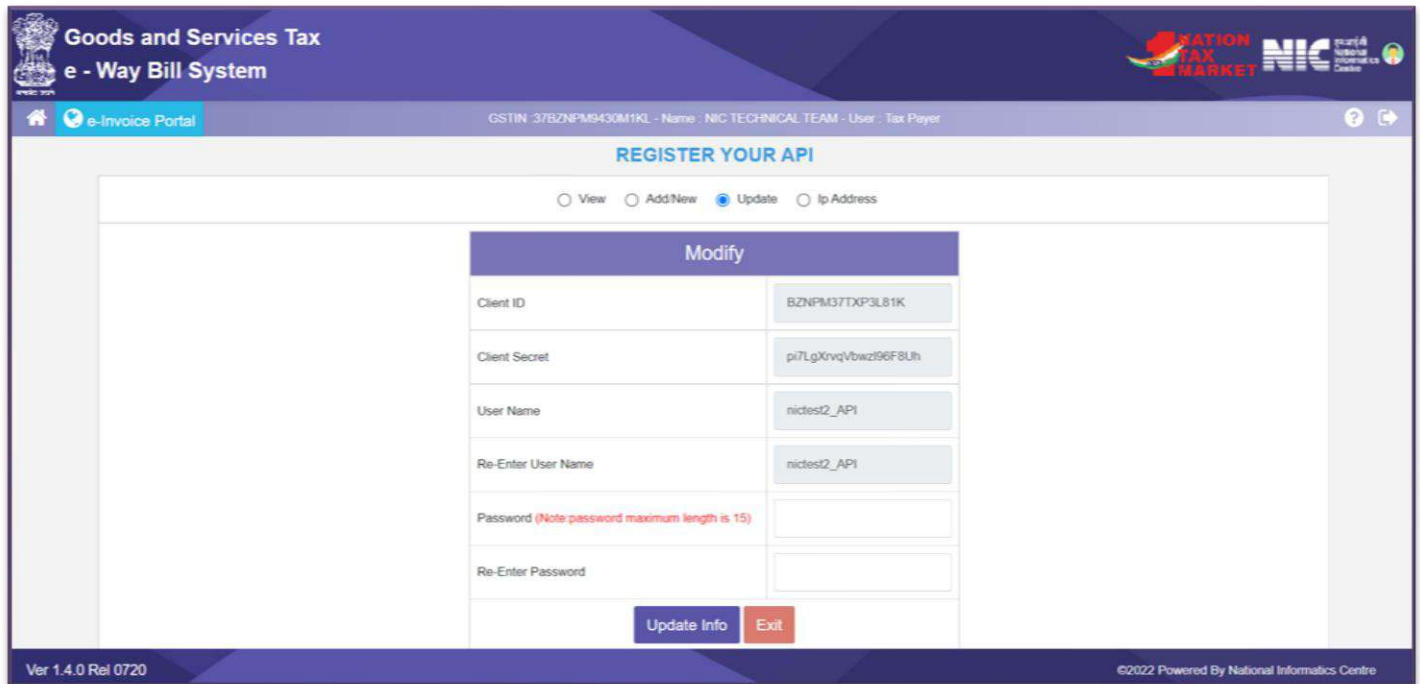
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Figure: GSP Registration.

Once the user enters the required GSP details in the form and clicks “Add”, system registers the selected GSP for the user.

11.4 For API

Using this, the user can enable API based generation of the e-way bills for his firm.
Please refer the API User Manual for detailed information in this regard.



Goods and Services Tax
e - Way Bill System

GSTIN : 37BZNP9430M1KL - Name : NIC TECHNICAL TEAM - User : Tax Player

REGISTER YOUR API

View Add/New Update Ip Address

Modify

Client ID	BZNP37TXP3L81K
Client Secret	pi7LgXrvqVbwz96F8Uh
User Name	nictest2_API
Re-Enter User Name	nictest2_API
Password (Note password maximum length is 15)	
Re-Enter Password	

Update Info Exit

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Figure: API Registration, Form 1.

11.5 Common Enrolment

Using this, the transporters who are GST registered can generate a Common Enrolment number which will allow him to use one registration number for generating the e-way bills and updating Part-B throughout the country. Only Registered Transporters, which are having GSTIN in multiple states with same PAN number, can register in common enrolment process.

User logs into the e-way bill system and selects ‘Common Enrolment’ option in the Registration menu.

System displays details, such as the GSTIN, Tradename, Address, e-Mail id and Mobile no. Also, the GSTINs registered with the same PAN are also displayed. If Applicant details are Correct, User enters the OTP received to his mobile and clicks “Verify SMS OTP”

Register your API

View

Add/New

Update

List of GSP Registered

Name	GSTIN	User Name	Status	Registered By	Registered Date
TEST	29AAACY2068D1ZC	YESBANK_API	Active	YESBANK	6/14/2016 3:11:00 PM

**Goods and Services Tax
e - Way Bill System**

GSTIN: Name: TEST NIC CTD BANAGALORE User: Tax Payor

Legal Name: TEST NIC CTD BANAGALORE Trade Name: TEST NIC CTD BANAGALORE

Address:

Line 1: #1473rd SoolLakshmi Paradise Line 2: BanagloreKempgowda Road

City: Bangalore PIN: 700001

State: WEST BENGAL

Mail ID: *****ger700@gmail.com Mobile: *****8221

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

[Resend OTP](#) [Update from GST Common Portal](#)

Enter OTP send to your Mobile: Verify SMS OTP:

[Continue](#) [Exit](#)

Details of Registration with same PAN

S.No.	GSTIN	Trade Name	State
1		GS Electronics ENTERPRISES	HARYANA
2		TEST NIC CTD UTTAR PRADESH	UTTAR PRADESH
3		VV Electronics ENTERPRISES	UTTAR PRADESH
4			WEST BENGAL
5		TEST NIC CTD BANAGALORE	WEST BENGAL

☒ I hereby solemnly declare that the above GSTINs belong to me and a Common Enrolment Number be generated in lieu of these GSTINs and e-waybill generation be stopped for the GSTINs having same PAN.

User Name:

Password: **Strong!**

Re enter Password:

[Submit](#) [Exit](#)

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Figure: Common Enrolment Registration.

Next, the system will open Common Enrolment form displaying all GSTIN's registered under same PAN & allow user to create Username & Password for Common Enrolment Login & click "Submit".

System shows a message stating that "Registered successfully" and generates a unique Common Enrolment number of 15 digits starting with 88 & displays the complete details.

**Goods and Services Tax
e - Way Bill System**

Acknowledgement for Common Enrolment Form (GST ENR-02)

Enrolment No: 88APCDE

Trade Name: TEST NIC CTD BANAGALORE

PAN No:

Legal Name: TEST NIC CTD BANAGALORE

Address:

Building No./Flat No., Floor No., Name of the Premises/Building: #1473rd SoolLakshmi Paradise

Road/Street, District, Taluka/Bloc: BanagloreKempgowda Road

Place: Bangalore

Pincode: 700001

State:

Contact Information:

Mobile No:

Mail ID: *****ger700@gmail.com

Login ID: NIC-CTD_88

[Print](#) [Exit](#)

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Figure: Common Enrolment Registration.

12. Update

Following options are available under Update module.

Taxpayer Login	Transporter Login
 Update As Transporter/Tax Payer My GSTIN from CP	 Update As Transporter/Tax Payer Update My Profile Update Additional Place Reg.Details with GSTIN

Figure: Options under Update.

12.1 As Transporter/Taxpayer

The E-Way Bill system allows a user to generate an e-way bill for other parties as a Transporter/Taxpayer. By using this option, a user can change himself into a Transporter/Taxpayer, which enables him to generate e-way Bill for other parties.

Any time, the user can change between tax payer and transporter.

A user needs to select 'For Transporter/Taxpayer' under the option 'Registration'. On clicking this option, following screen will be displayed:

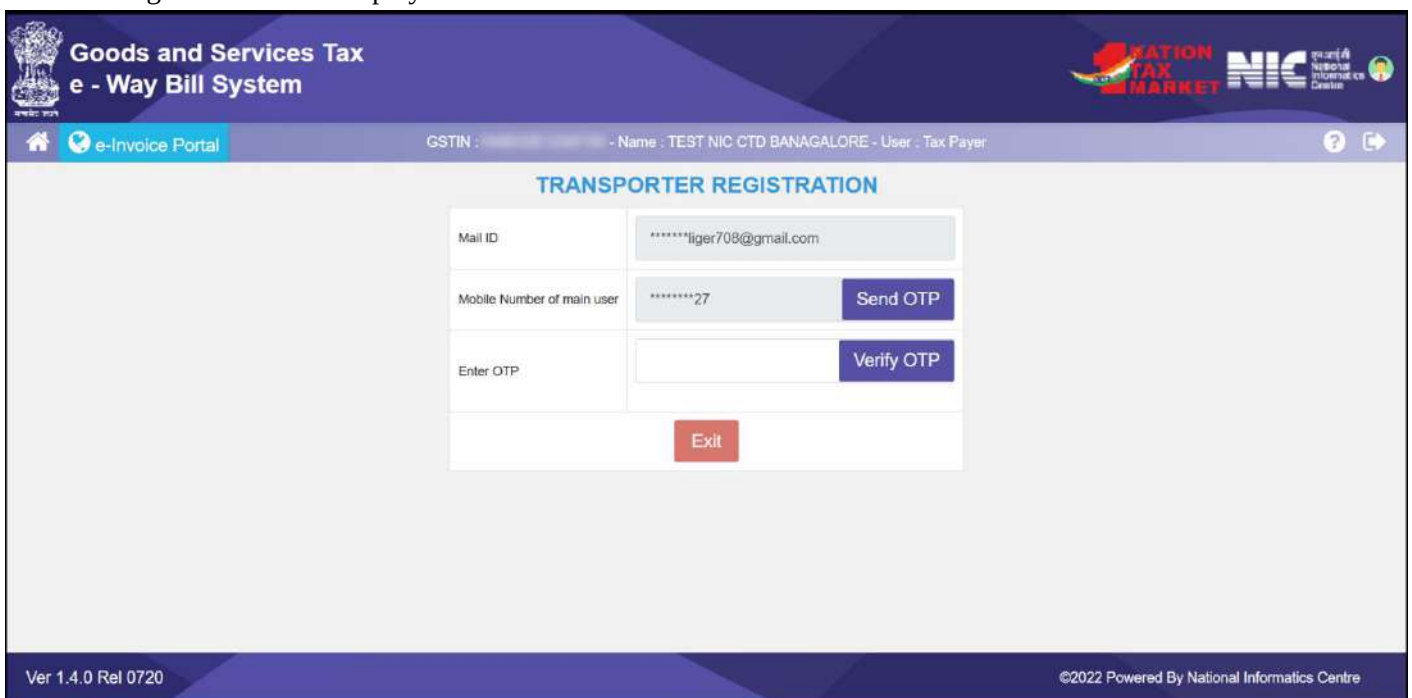


Figure: Transporter Registration.

Here the user needs to 'verify OTP' by entering the OTP received in his registered mobile number and mailID.

Once the OTP is verified, the system asks the user whether he/she wants to be register as a transporter so that he can generate e-way bills for his clients. The user has to select the yes option to do the same, again if the user wants to be a registered tax payer can check the no box and can save the details by clicking on 'Save'.

**Goods and Services Tax
e - Way Bill System**

TRANSPORTER REGISTRATION

You are currently registered as : **Tax Payer**

Do you want to register as a transporter, so that you can generate e-way bill for your clients ? ☐ Yes ☐ No

Save **Exit**

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Figure: Transporter Registration, Form 2.

12.2 My GSTIN from Common Portal (CP)

The E-Way Bill system allows a user to update their business details from the GST common portal. Once updated successfully, these details can be auto populated in various e-Way bill modules based on GSTIN as and when required.

**Goods and Services Tax
e - Way Bill System**

E-WAY BILL USER UPDATION FORM

Enter GSTIN: [Text Field]

Applicant Name: TEST NIC CTD BANAGALORE

Trade Name: TEST NIC CTD BANAGALORE

Address :

- Line 1: Lakshmi Paradise 1473rd floor Bangalore
- Line 2: Kempegowda Road
- City: Bangalore
- PIN: 700001

email: [Text Field]

Mobile: [Text Field]

Is SEZ: No

State Office Code: [Text Field]

Central Office Code: [Text Field]

Registration Date: [Text Field]

Update **Exit**

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Figure : GSTIN Update Form

12.3 Update My Profile

The E-Way Bill system allows a user to update their latest details through Update my profile option. Once updated successfully, these details can be auto populated in various e-Way bill modules.

**Goods and Services Tax
e - Way Bill System**

TRANSMISSION Name: NIC CTD - User : Transporter

UPDATE TRANSPORTER PROFILE

1 Trade Name Updation

Trade name: NIC CTD

2 Particulars of Principal Place of Business

(a) Address

Building No./Flat No.: 01 Floor No.: 10

Name of the Premises/Building: samrudhi Road/Street: Gand nagar

City/Town/Locality/Village: Bangalore Taluka/Block: Bangalore

District: Bangalore PIN Code: 560009

Latitude: Longitude:

(b) Contact Information (the email address and mobile number will be used for authentication)

Email Address: mahesh@gmail.com Telephone Number with STD: STD: 63758227

Fax number with STD: STD: Office fax:

(c) Nature of premises: ☒ Own ☐ Leased ☐ Rented ☐ Consent ☐ Shared ☐ Others

Name of the Proprietor or Main person of Company / Firm: NIC CTD

Mobile No: Verify OTP: Verify OTP

Documents Uploaded:

ID & Address Proof: ID Proof Address Proof

Update Exit

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Figure : Update Transporter Profile

12.4 Update Additional Place

The E-Way Bill system allows a user to update/add their Additional places. Once details are updated successfully, these details can be auto populated in various e-Way bill modules and use it accordingly.

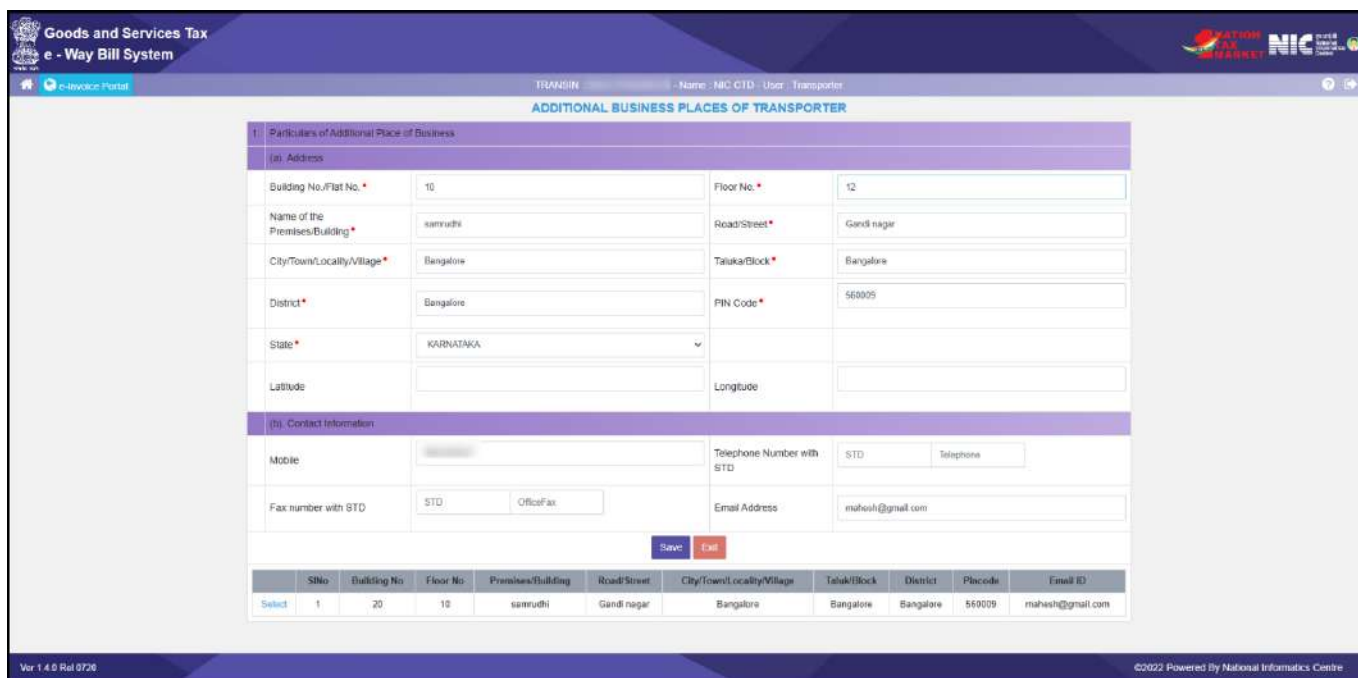


Figure : Updation of Additional Business Places

12.5 Reg. Details with GSTIN

Upgrading from Enrolled Transporter/URP to Registered Taxpayer on the e-Waybill Portal

If you are already using a **transporter/enrolled URP account**, and you receive a prompt to "Register GSTIN" which matches your **Enrolment Trans ID / Enrolled URP ID**, please follow these steps to update your login with your GSTIN details:

1. Log in to the [e-Waybill Portal](#) using your **enrolled transporter/enrolled URP credentials**.
2. Navigate to: **Update → REG Details with GSTIN**.
3. Register your account with your GSTIN details.

Once successfully registered, your account will be converted into a **Registered Taxpayer Account**.

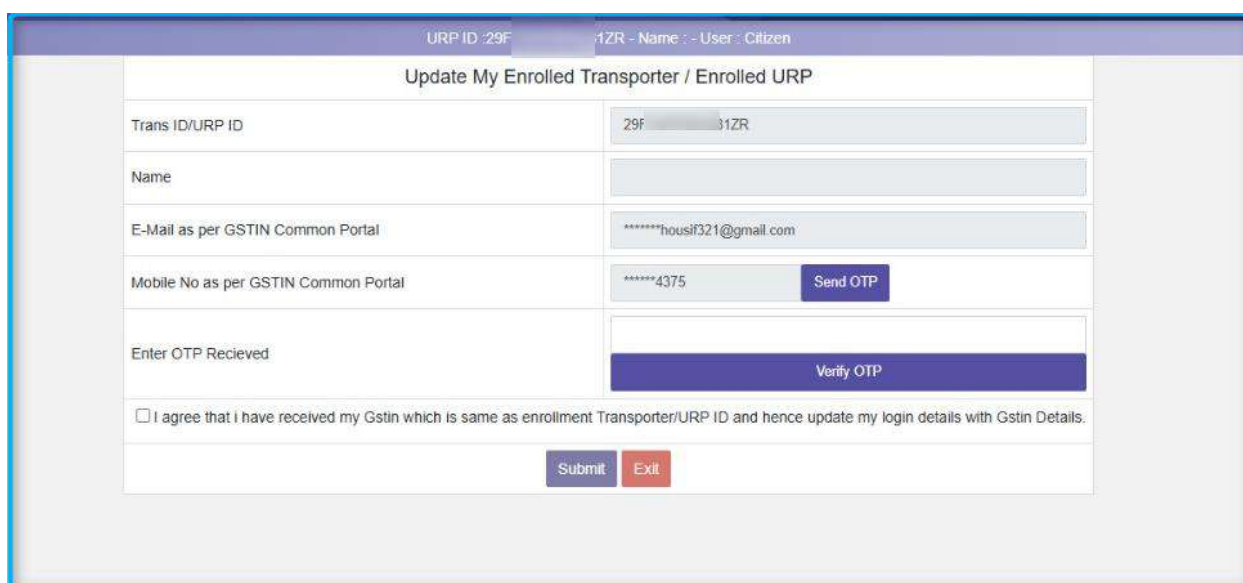


Figure: Update My Transporter.

13. Grievance

The system has a provision that allows the tax payers/ transporter to file a grievance for cases where a vehicle has been intercepted by the officers and detained for a period exceeding thirty minutes unnecessarily.

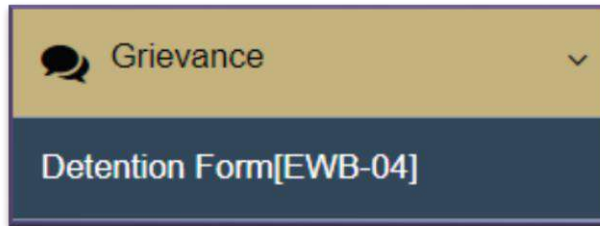


Figure: Options under Grievance.

On clicking the 'Detention Form [04]' option, system opens the detention entry form and prompts the user to enter the EWB number as shown below.

Figure : Detention Entry, Form 1

When user enters the EWB no. and clicks “Go”, system displays the following screen.

**Goods and Services Tax
e - Way Bill System**

DETENTION ENTRY FORM

E-Way Bill Number : 941515637578 **Go** **Exit**

Detention Details	
Date	02/04/2025
Time	HHMM AM/PM
Approximate location of detention	Period of detention (in Minutes)
State of detention	- Select State -
Verifying Officer Details	
Authority	☒ State ☐ Central ☐ Don't Know
Officer Name	Mobile No.
Office Vehicle No. (if available)	
Reason/Remarks for detention	

Submit **Exit**

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Figure : Detention Entry, Form 2.

14. E-Way Bill System for Citizens

A person who wants to **generate** e-way bills to move goods but is not registered under the GST system can use this option.

**Goods and Services Tax
e - Way Bill System**

E-WAY BILL FOR CITIZEN

Generate New EWB **Update Vehicle Details** **Print EWB** **Cancel EWB**

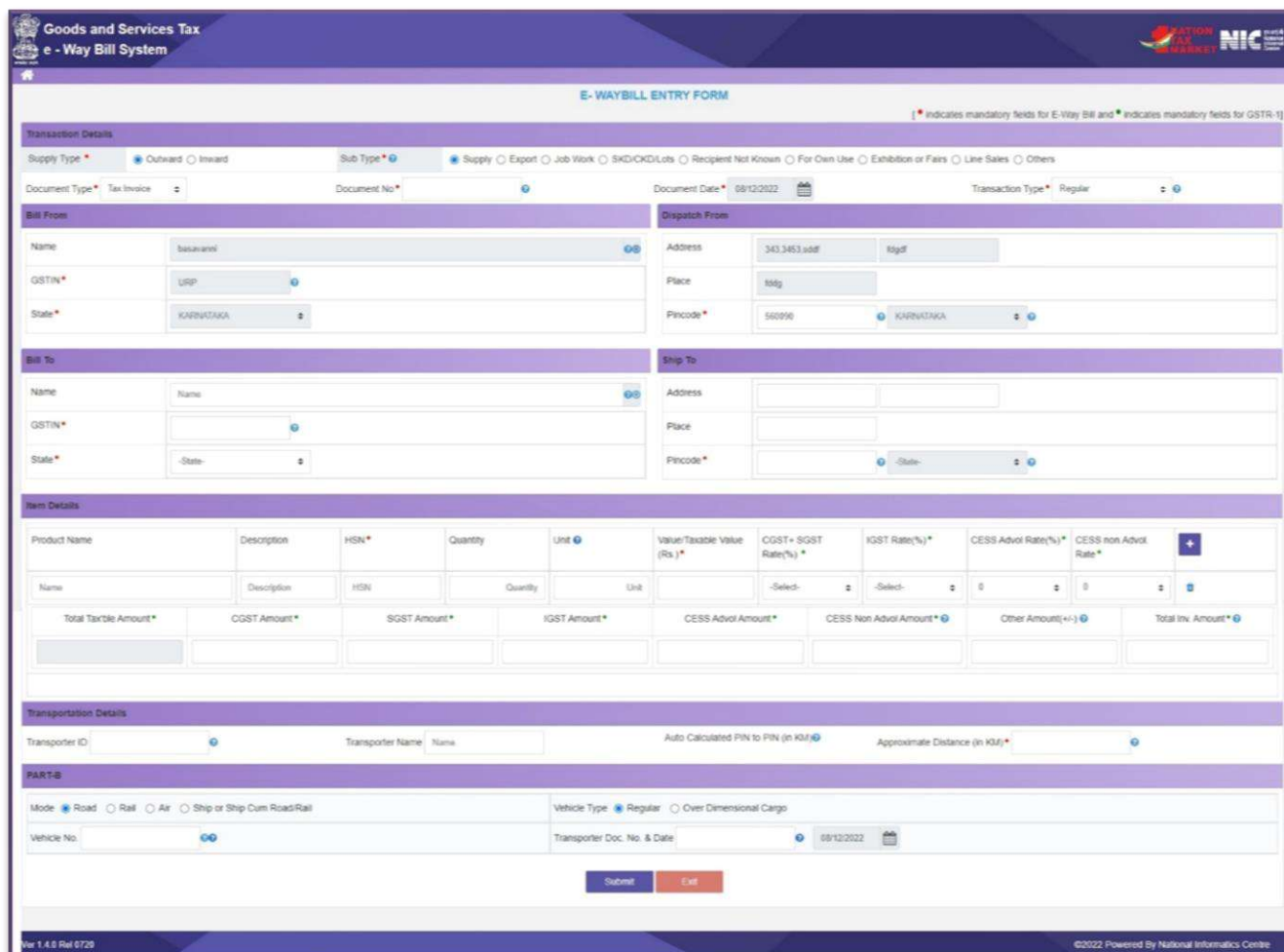
e-Waybill Portal

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Figure : EWB Enrolment for Citizen

14.1 Generate New EWB

To generate an EWB, a person who is not registered on the GST System has to enroll himself on the EWB Portal. For enrolling the same, the unregistered person has to open the e-Way Bill portal and select the 'Enrolment for Citizen' option under Registration. Then the user will be redirected to the 'Enrolment Application form'.



The screenshot displays the 'E-WAYBILL ENTRY FORM' with the following sections:

- Transaction Details:** Includes fields for Supply Type (Outward/Inward), Sub Type (Supply, Export, Job Work, SKD/CKD/Lots, Recipient Not Known, For Own Use, Exhibition or Fairs, Line Sales, Others), Document Type (Tax Invoice), Document No., Document Date (08/12/2022), and Transaction Type (Regular).
- Bill From:** Fields for Name (bharanvi), GSTIN (URP), State (KARNATAKA), Address (343,343,343), Place (bldg), and Pincode (560096).
- Bill To:** Fields for Name, GSTIN, and State.
- Ship To:** Fields for Address, Place, and Pincode.
- Item Details:** A table with columns for Product Name, Description, HSN, Quantity, Unit, Value/Taxable Value (Rs.), CGST+SGST Rate(%), IGST Rate(%), CESS Advol Rate(%), CESS non Advol Rate, and Total Inv. Amount. Below the table are summary fields for Total Taxable Amount, CGST Amount, SGST Amount, IGST Amount, CESS Advol Amount, CESS Non Advol Amount, Other Amount, and Total Inv. Amount.
- Transportation Details:** Fields for Transporter ID, Transporter Name, Auto Calculated PIN to PIN (in KM), and Approximate Distance (in KM).
- PART-B:** Fields for Mode (Road, Rail, Air, Ship or Ship Cum Road/Rail), Vehicle Type (Regular, Over Dimensional Cargo), Vehicle No., and Transporter Doc. No. & Date (08/12/2022).

Buttons for 'Submit' and 'Exit' are located at the bottom right of the form.

Figure: User Details Entry

The user has to select the State and enter his name along with the PAN number, followed by Address and contact information.

For the purpose of authentication system will ask users to enter their Mobile Number and click on "Send OTP". The system validates the OTP. User enters the OTP received to his mobile and clicks "Verify OTP". User verifies the entered details & clicks "Continue to Bill Generation" which will redirect user to E-Way Bill Entry Form.

The user has to update the Part-B and select the mode of transportation - road, rail, air or ship/road cum ship and vehicle type. Next, he has to update the vehicle no. and transporter doc no. and date. If the mode is ship/road cum ship, then vehicle type should be ODC (Over Dimensional Cargo) and regular should not be allowed and if the mode is ship/road cum ship, either vehicle number or trans doc/date must be mandatory.

14.2 Update Vehicle for Generated EWB

This option is used to update the vehicle number of the e-Way Bill, if it has not been entered while generating e-Way Bill or vehicle has been changed for moved goods because of various reasons like transit movement, vehicle breakdown etc.

The present transporter is enabled to update the Part-B. If the transporter has not been assigned to the e-way bill, the generator can update the Part-B.

When the user selects the 'Update Vehicle for Generated EWB' option under "E-Way bill for Citizens". On clicking this option, the following screen will be displayed.

The user has to enter registered mobile number and the E-way bill number to Get OTP and proceed with Verification to enter the Vehicle details in Part B of generated E-way Bill.

Figure 90: Updating of Vehicle No.

Trans Mode	Vehicle/Trans Doc No & Date	From Place	Updated By/Date	Cons.EWB No.
Road	KA02EF2154 / 03-04-2025 15:03:00	Gandhi nagar	: 03-04-2025 15:03:00	NA

Figure: Updating of Vehicle No.

In the vehicle updating form, the user needs to first select the mode of transport. He has to then enter the vehicle number through which the transportation is being done, next the user enters the From Place, From State, from where the transportation is being done.

The user also needs to give the reason for which the vehicle is being changed. The system allows the user to select the reason for the transport change from the dropdown list.

Once a request for updating of vehicle number is submitted, the system validates the entered values and pops up appropriate message if there is any error. Otherwise, the vehicle no is updated instantly and will be aligned with the concern e-Way Bill.

14.3 Print EWB

User wants to take print out of an e-way for many purposes like to provide a copy of EWB to the in-charge of the conveyance or wants to keep one for his reference etc.

When user selects the “Print EWB” option under ‘E-Way bill for Citizens’, the following screen with

Figure 92: Print EWB

The user has to enter their registered mobile number and 12digit E-way bill numbers to Get OTP and proceed with Verification. The system will show the requested EWB. From this page the user can take the print out for the EWB. System also gives an option to take a detailed print as well.

**Goods and Services Tax
e - Way Bill System**

PRINT E-WAY BILL

E-Way Bill No:	1720 8187 4206
E-Way Bill Date:	03/04/2025 02:38 PM
Generated By:	29966 32582 27C1Z - mahesh ravindra iliger
Valid From:	03/04/2025 02:38 PM [1920Kms]
Valid Until:	23/04/2025

Part - A

GSTIN of Supplier	URP_mahesh ravindra iliger
Place of Dispatch	Gandhi nagar,KARNATAKA-560009
GSTIN of Recipient	GSTIN : TEST NIC CTD BANAGALORE
Place of Delivery	Kempegowda Road,WEST BENGAL-700001
Document No.	46496562
Document Date	03/04/2025
Transaction Type	Regular
Value of Goods	0
HSN Code	100110 -
Reason for Transportation	Outward - Supply
Transporter	

Part - B

Mode	Vehicle / Trailer (Doc No & IS)	From	Entered Date	Entered By	CTD No. (if any)	Must Vehicle (if any)
Road	KU11E72541	Gandhi nagar	03-04-2025 02:38 PM	29966325827C1Z	-	-

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Figure: EWB Printout.

14.4 Cancel EWB

The provision has been provided to the user to cancel the E-way bill for various reasons like goods are not being moved, incorrect entry in the E-way bill entered by him etc.

When user selects the “Cancel EWB” option under ‘E-Way bill for Citizens’, the following screen will be displayed.

**Goods and Services Tax
e - Way Bill System**

CANCEL E-WAY BILL

Enter Mobile No.	
Enter e-Way Bill No.	152081895511
Get OTP	
Verify OTP	Exit

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Figure 93: Cancel EWB form 1.

Before going for e-Way Bill Cancellation, the user should have the e-Way Bill number in hand which he intends to cancel.

Next, the user needs to enter the registered Mobile Number along with the 12digit e-Way Bill number and select “Get OTP”. User enters the OTP received to his mobile and clicks “Verify OTP”.

That particular e-way bill will be displayed, and after giving a suitable reason for the cancellation of e-Way Bill, the user can cancel the e-way bill.

Once the e-Way Bill is cancelled it’s illegal to use the same.

Note: The e-Way Bill once generated cannot be deleted. However, it can be cancelled by the generator within 24 hours of generation. If it has been verified by any empowered officer, then it cannot be cancelled. e-Way Bill can be cancelled if either goods are not transported or are not transported as per the details furnished in the e-Way Bill.

**Goods and Services Tax
e - Way Bill System**

CANCEL E-WAY BILL
PRINT E-WAY BILL

E-Way Bill No.: 1720 8187 4206

E-Way Bill Date: 03/04/2025 02:38 PM

Generated By: 29956 32162 27CTE - mathesh varadha ilger

Valid From: 03/04/2025 02:38 PM (1920Kms)

Valid Until: 23/04/2025

Part - A

GSTIN of Supplier: URP mathesh varadha ilger

Place of Dispatch: Gandhi nagar,KARNATAKA-560005

GSTIN of Recipient: TE ST NIC CTD BANAGALORE

Place of Delivery: Kempaswadi Road,WEST BENGAL-700011

Document No.: 46436562

Select Reason: - Select Reason -

Remarks:

Cancel **Exit**

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Figure: Cancelling E-Way Bill form 2

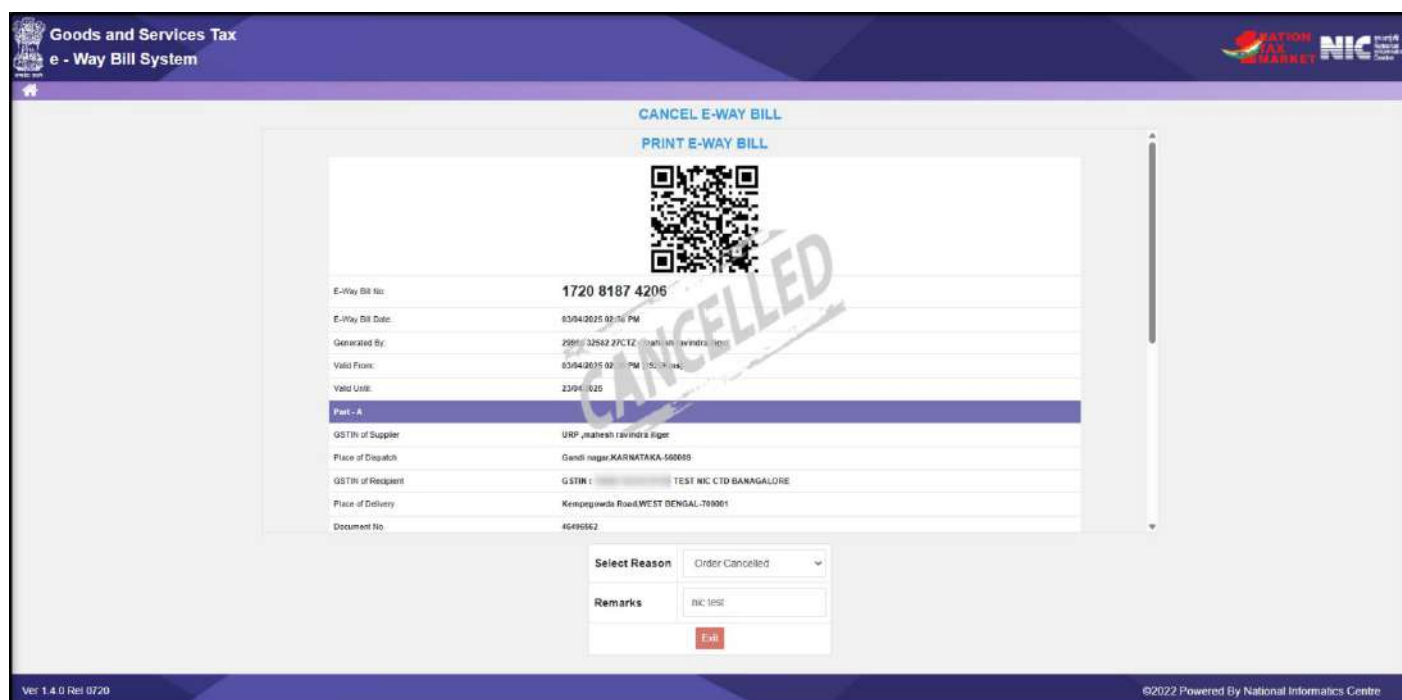


Figure: Cancelled E-Way Bill

15. Best Practices to follow

15.1 Mistakes while generating e-Way Bills

It has been observed that some of the Tax Payers and Transporters are making the mistakes while generating the E-Way Bills. These mistakes may be happening as operators want to generate the e-Way Bills fast. The followings are some of the general mistakes.

- In some cases, 'Total of Tax Values of SGST, CGST, IGST and Cess' are being entered more than 'Value/Taxable Value' of the product.
- In some cases, abnormal value is being entered for 'Value / Taxable Value', that is, more than ₹ 10.00 Crores and so.
- In some cases, GSTIN of the other party is being entered wrongly.
- In some cases, PIN Codes are being entered wrongly
- In some cases, the HSN codes are being entered wrongly.

This may result in cancellation of e-Way Bill by the tax payers himself or rejection by the other party.

15.2 Best Practices to overcome these mistakes

To overcome these mistakes, the following actions may be taken by the Tax Payers/Operators.

- **Enter your Clients/Customers and Suppliers master in the master menu** – The tax payer has been facilitated on the e-Way Bill system to create onetime master details of his/her customers and suppliers by just entering the GSTIN. This helps in easily populating the customers and supplier's

details by the system, just by typing his/her name at name field while generating the e-Way Bills. This avoids the mistakes in GSTIN, Place, State and PIN codes of customers or suppliers.

- **Enter your products master in the master menu** – The tax payer can create his/her product masters by entering the product details like name, HSN, rate of tax, etc. So that the product details are auto populated by the system by just typing the 2-3 chars of product name. This avoids the mistakes in HSN code, rate of tax, UQC, etc.
- **Verify before submission** - The operators can cross-check the values of parameters entered before submitting.
- **Manage sub-users carefully** – Some of the tax payers may not operate directly themselves always and also they may have multiple additional places from where they need to generate the e-way bills for movement of goods. To achieve this, the tax payers can create the sub-users to manage the e-way bill system depending upon the requirements. The different roles can also be assigned to these users. However, the tax payers should take care while generating these users. Whenever, the employees/operators/managers change, he/she should change the password or freeze the account from miss-utilizing the same.
- **Register for other facilities carefully** – There are other facilities to register. They are SMS based and Android based e-Way Bill management and registration to work as a transporter. The utmost care should be taken while using these facilities to avoid miss-utilization. SMS based E-way Bill has to be generated carefully to avoid mistakes while typing the parameters. The registration as transporter facilitates the tax payers to generate the e-Way Bill for other parties as a transporter.
- **API Interface** - The best method for the large tax payers/transporters, who generate the large number of e-Way Bills, is API interface. This is site-to-site integration of the systems for e-way Bill generation. In this method, the tax payer system will directly request the E-way Bill system while generating invoice in his system and get the e-Way Bill number. This can be printed on the Invoice document and movement of the goods can be started. This avoids duplicate data entry and eliminates complete data entry mistakes. To use this facility, the tax payers have to request the department for this service. This facility is available only for the selected large tax payers or transporters, who generate the more than the defined invoices in a month. These defined invoices in a month will be changed as per the required by the government time-to-time.

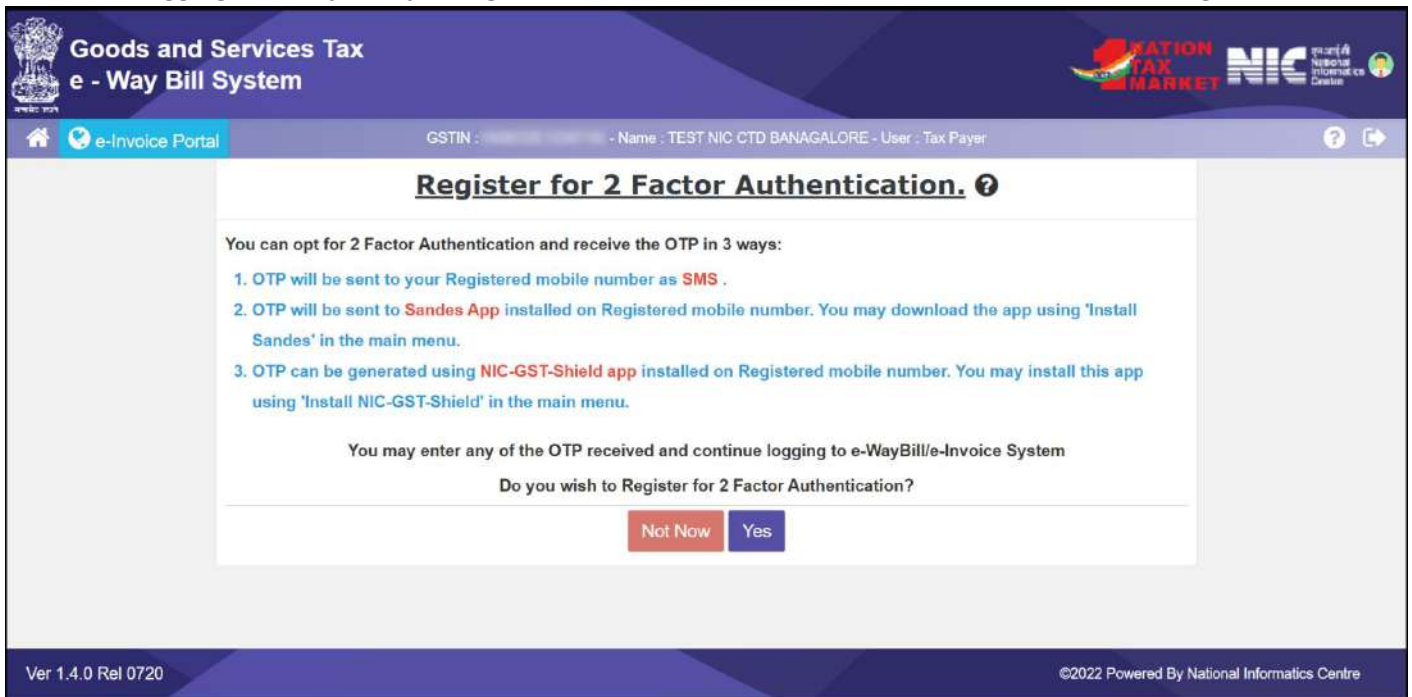
16. 2Factor Authentication for E-way bill

To enhance the security of e-Way Bill System, NIC is introducing 2- Factor Authentication for logging in to e-Way Bill system. In addition to username and password, OTP will also be authenticated for login. There are 3 different ways of receiving the OTP. You may enter any of the OTP and login to system. The various modes of generating OTP are explained below:

1. SMS: OTP will be sent to your registered mobile number as SMS.
2. On 'Sandes' app: Sandes is a messaging app provided by government so that you can send and receive messages. You may download and install the Sandes app on your registered mobile number and receive the OTP in it.
3. Using 'NIC-GST-Shield' app: 'NIC-GST-Shield' is a mobile app provided by eWay Bill System, so that OTP can be generated by using the app. This app can be downloaded only from the e-Waybill portal from the link 'Main Menu 2-Factor Authentication Install NIC-GST-Shield'. Download, install and register this app on your registered mobile number. You should ensure the time displayed in the app should be in sync with ewaybill system. On opening the app, OTP is displayed. You may enter this OTP and continue the authentication. The OTP gets refreshed after every 30 seconds. You will not require internet or any dependency on mobile network for generating the OTP on this app.

16.1 Registration

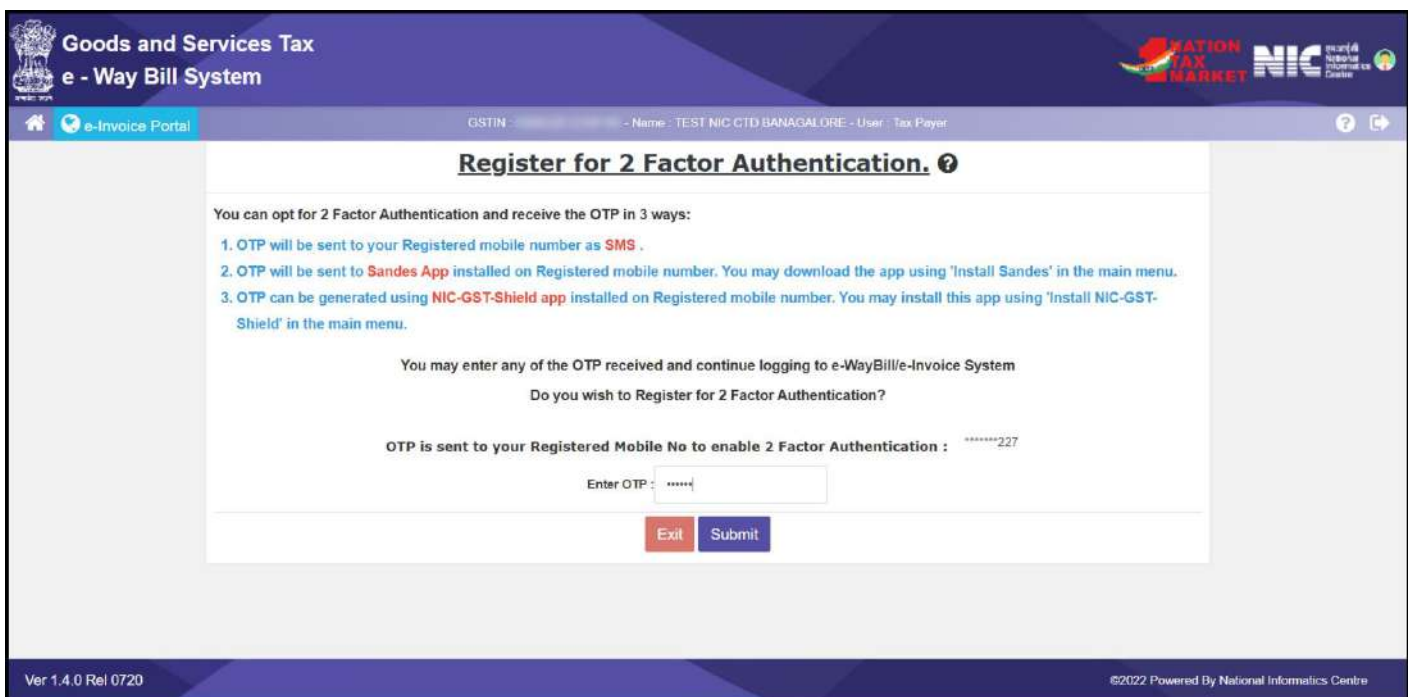
On logging to e-Waybill System go to Main Menu 2 Factor Authentication and confirm the registration.



The screenshot shows the 'Register for 2 Factor Authentication' form in the e-Way Bill System. The header includes the Government of India logo, 'Goods and Services Tax e - Way Bill System', and the 'NATION TAX MARKET' and 'NIC' logos. The user is logged in as 'TEST NIC CTD BANAGALORE' with the role of 'Tax Payer'. The form title is 'Register for 2 Factor Authentication. ?'. It lists three methods for receiving an OTP: SMS, Sandes App, and NIC-GST-Shield app. Below the list, it asks if the user wishes to register for 2 Factor Authentication, with 'Not Now' and 'Yes' buttons. The footer shows 'Ver 1.4.0 Rel 0720' and '©2022 Powered By National Informatics Centre'.

Figure: Registration for 2-Factor Authentication form 1

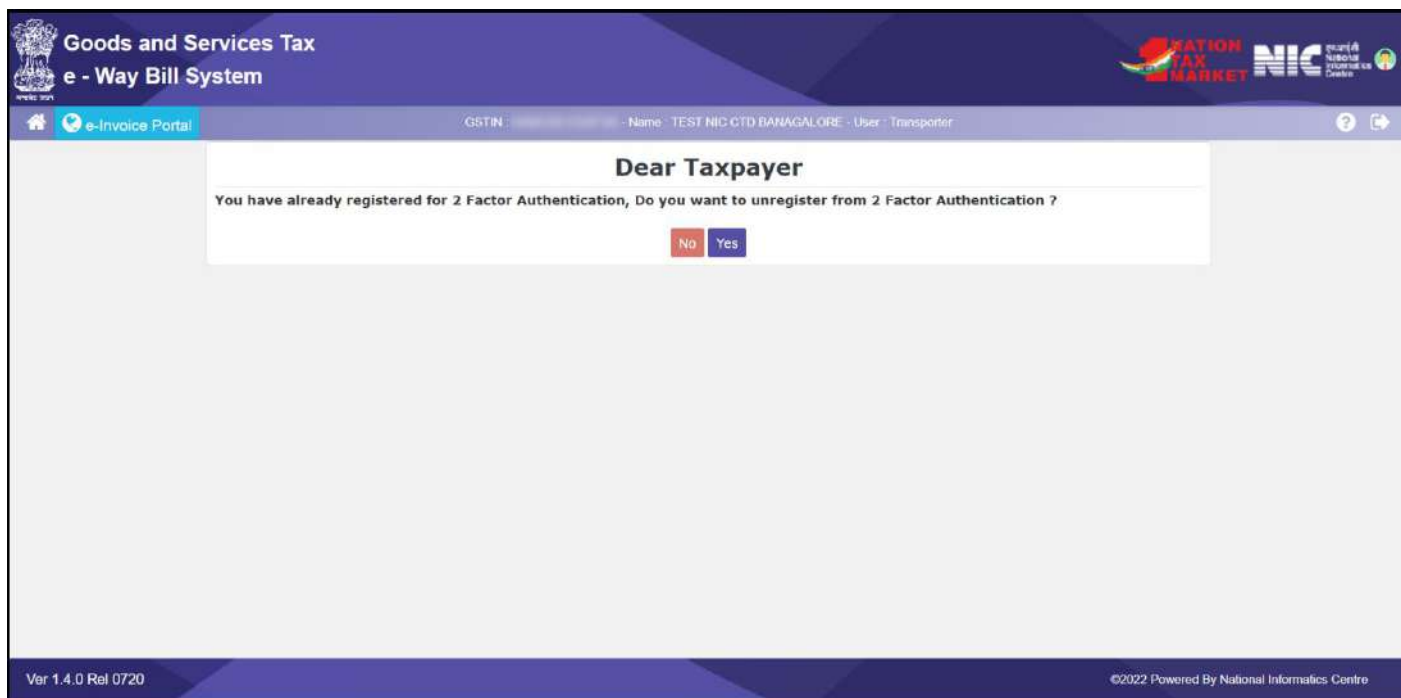
Once confirmed, the system will ask OTP along with username and password. The OTP authentication is based on individual user accounts. The sub users of GSTIN will have separate authentication depending on their registered mobile number in the e-Way Bill/ e- Invoice System. Once you have registered for 2 Factor authentication, then the same is applicable for both e-Way bill and e-Invoice system.



This screenshot shows the next step in the 'Register for 2 Factor Authentication' process. It repeats the three methods for receiving an OTP. Below, it states 'You may enter any of the OTP received and continue logging to e-WayBill/e-Invoice System' and asks 'Do you wish to Register for 2 Factor Authentication?'. A message indicates 'OTP is sent to your Registered Mobile No to enable 2 Factor Authentication : *****227'. There is an 'Enter OTP : *****' input field with 'Exit' and 'Submit' buttons. The footer remains the same as the previous form.

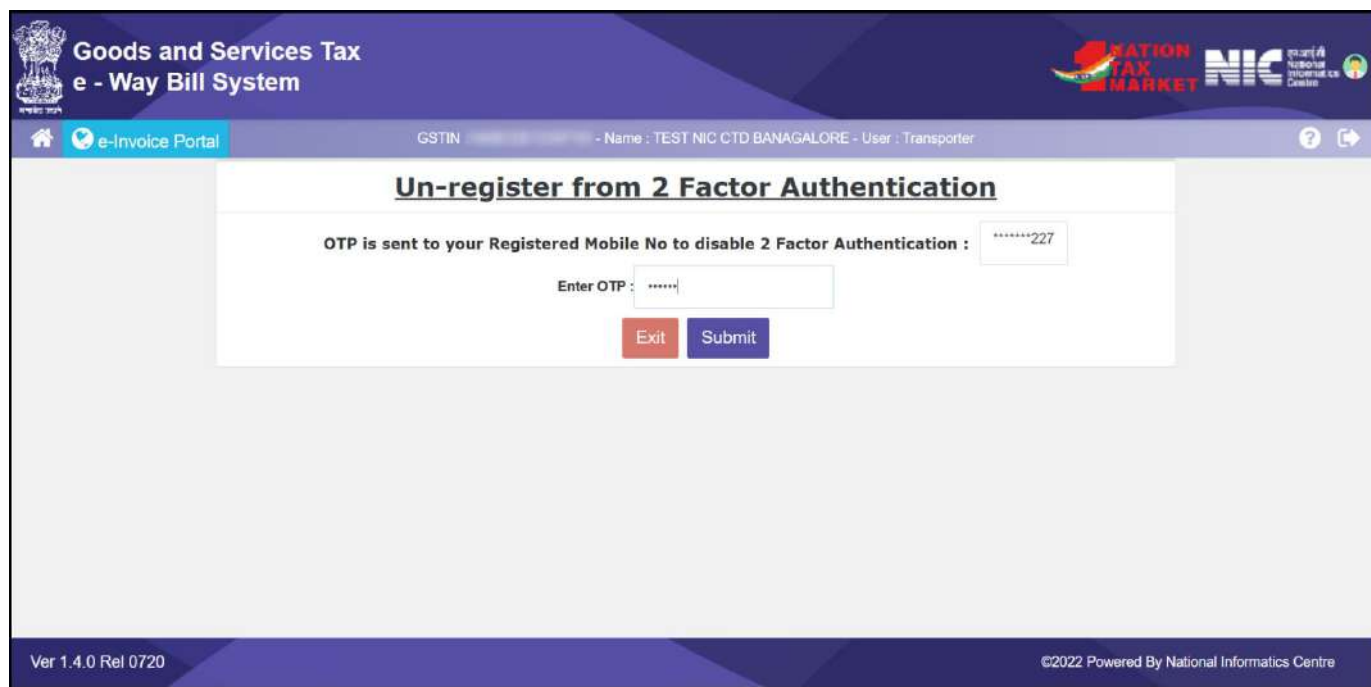
Figure: Registration for 2-Factor Authentication form 2

You may de-register this facility anytime using the link '2 Factor Authentication Registration / Deregistration'. This facility is presently being introduced on optional basis; however, in future it will be made mandatory. Please refer below screen shot.



The screenshot shows the 'Goods and Services Tax e - Way Bill System' interface. The header includes the 'NATION TAX MARKET' logo and the 'NIC' logo. The user is logged in as 'TEST NIC CTD BANAGALORE' with the role of 'Transporter'. The main message reads: 'Dear Taxpayer. You have already registered for 2 Factor Authentication, Do you want to unregister from 2 Factor Authentication ?'. Below the message are two buttons: 'No' and 'Yes'.

Figure: De-Registration for 2-Factor Authentication form 1



The screenshot shows the 'Un-register from 2 Factor Authentication' form. The header is the same as the previous form. The main message reads: 'Un-register from 2 Factor Authentication. OTP is sent to your Registered Mobile No to disable 2 Factor Authentication : *****227'. Below the message is an input field for 'Enter OTP : *****' and two buttons: 'Exit' and 'Submit'.

Figure: De-Registration for 2-Factor Authentication form 2

16.1.1 Undertaking for Deferment of 2 Factor Authentication.

It is important for users to understand the need for securing their login credentials and password to protect their access to the e-Way Bill system. However, if due to administrative challenges, users are unable to complete the **2-Factor Authentication (2FA)** registration, they can opt for a **deferment** of the process.

What is Deferment?

- Users can choose to defer the **2FA registration** by submitting an **undertaking**.
- This deferment allows the user to **extend the registration period for up to 2 months** from the date of deferment.
- During this period, users can continue accessing the e-Way Bill system without needing to complete **OTP-based authentication**.

How to Defer 2FA Registration:

1. **Access the e-Way Bill Portal:**
 - Log in to your account on the **e-Way Bill portal**.
2. **Select the “Undertaking” Option:**
 - In the **2FA registration screen**, select the ‘**Undertaking**’ option.
3. **Submit the Undertaking:**
 - Fill in the required details and submit the undertaking form.
 - By submitting, users can defer the **2FA** requirement for up to **2 months** from the deferment date.
4. **Continued Access Without OTP:**
 - During the **2-month deferment period**, you can continue to access the system without the need for **OTP authentication**.
5. **Post-Deferment Actions:**
 - After the **2-month deferment period**, users will need to complete the **2FA registration** process to continue using the system.

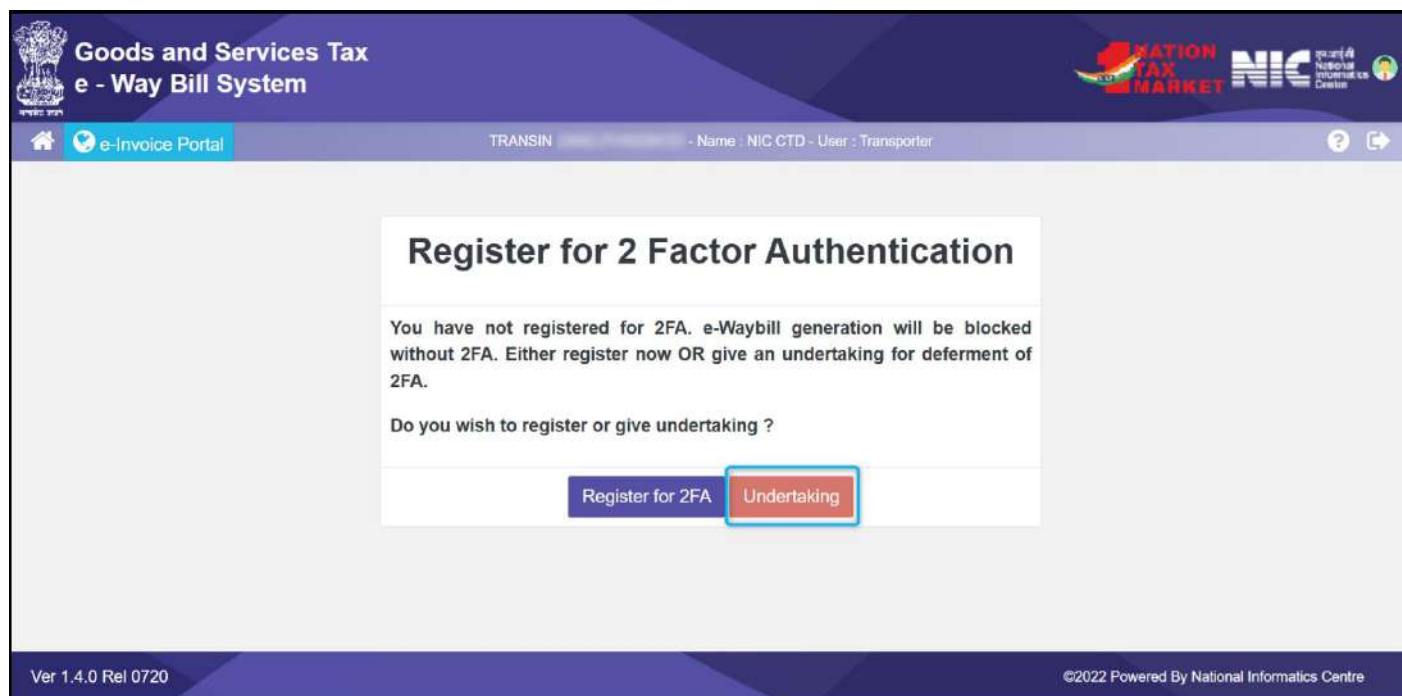
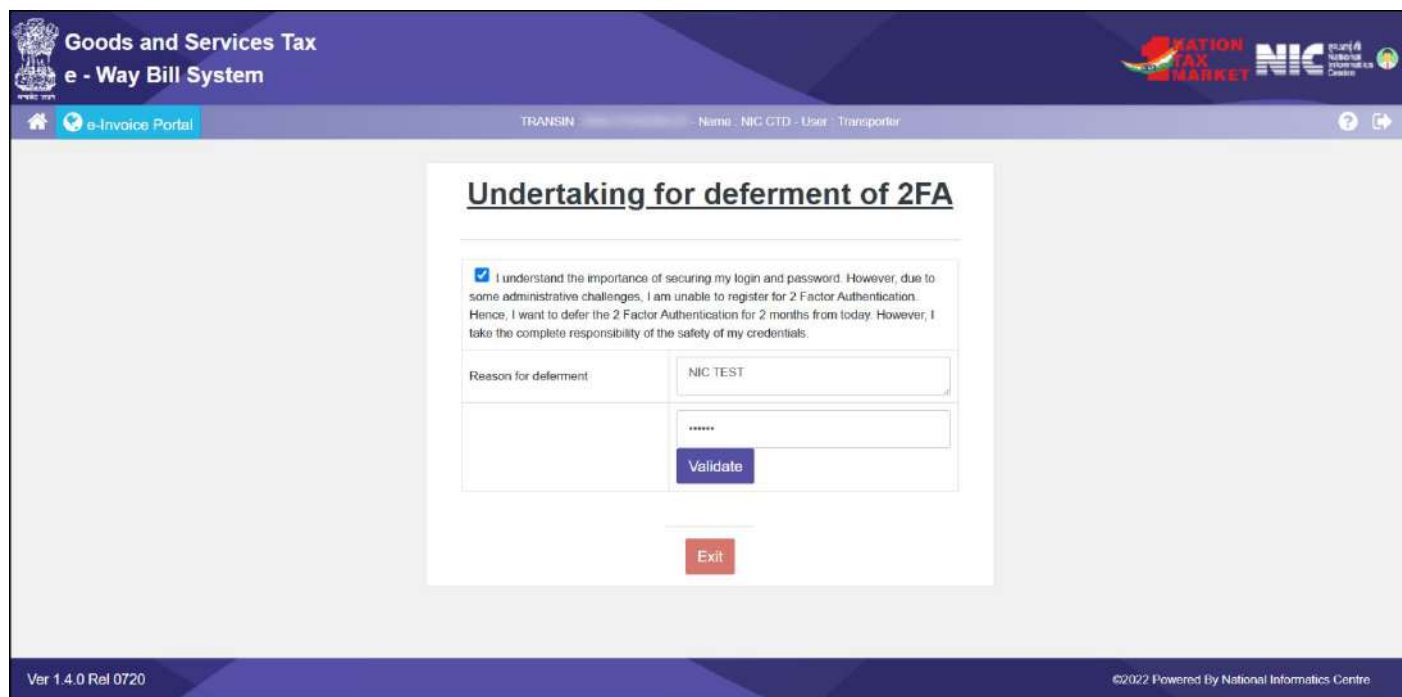


Figure: Undertaking for Deferment of 2FA.

Mention the reason and enter OTP sent to the user while opting for deferment of 2FA, click on 'Validate' button.



The screenshot shows the 'Undertaking for deferment of 2FA' form within the e-Way Bill System. The form includes a checkbox for understanding the importance of securing login and password, a text area for the reason for deferment (containing 'NIC TEST'), and a password field (containing '*****'). A 'Validate' button is present, along with an 'Exit' button at the bottom. The interface also displays the 'Goods and Services Tax e - Way Bill System' header and the 'e-Invoice Portal' link.

Figure: Undertaking for Deferment of 2FA.

Below popup message will be displayed on successful deferment of 2FA



16.2 Install Sandes

On 'Sandes' app: Sandes is a messaging app provided by government so that you can send and receive messages. You may download and install the Sandes app on your registered mobile number and receive the OTP in it.

When user selects the "Install Sandes" option under '2-Factor Authentication', the following screen will be displayed.

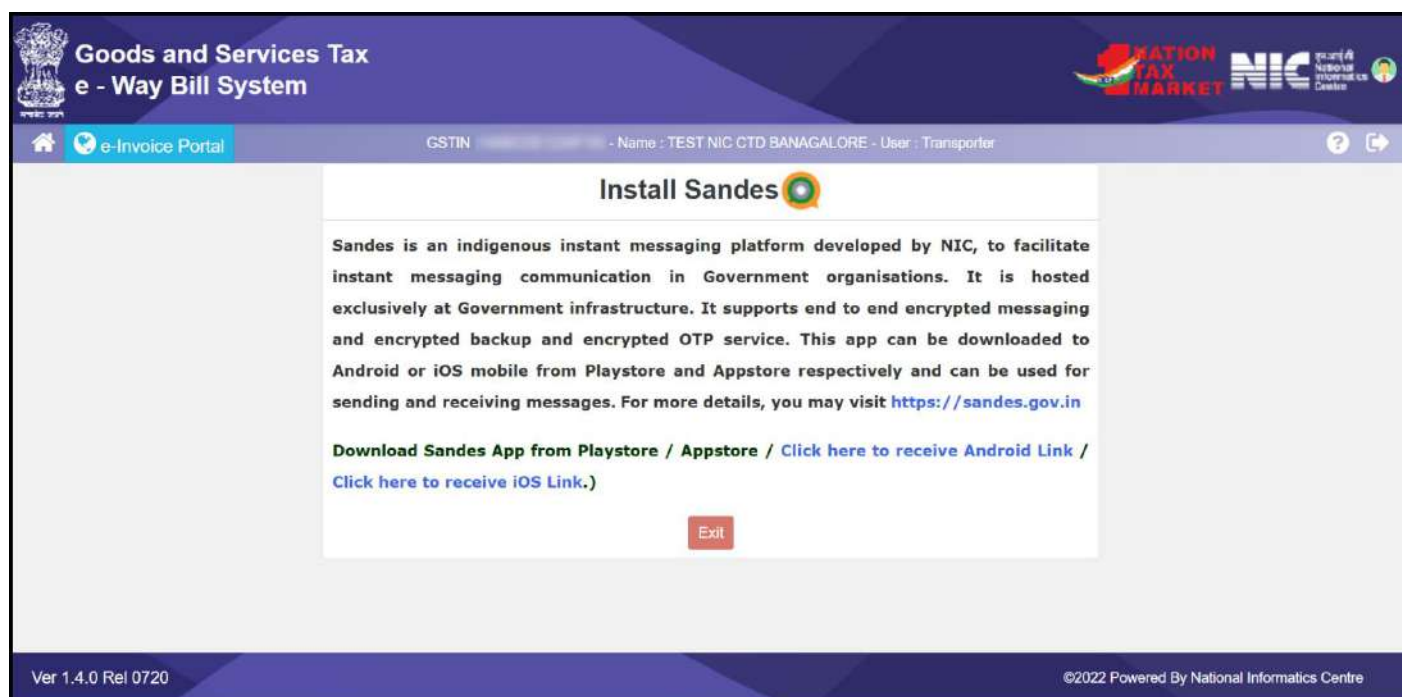


Figure: Install- Sandes App

16.3 Install NIC-GST-Shield

‘NIC-GST-Shield’ is a mobile app provided by eWay Bill System, so that OTP can be generated by using the app. This app can be downloaded only from the e-Waybill portal from the link ‘Main Menu 2-Factor Authentication Install NIC-GST-Shield’. Download, install and register this app on your registered mobile number. You should ensure the time displayed in the app should be in sync with ewaybill system. On opening the app, OTP is displayed. You may enter this OTP and continue the authentication. The OTP gets refreshed after every 30 seconds.

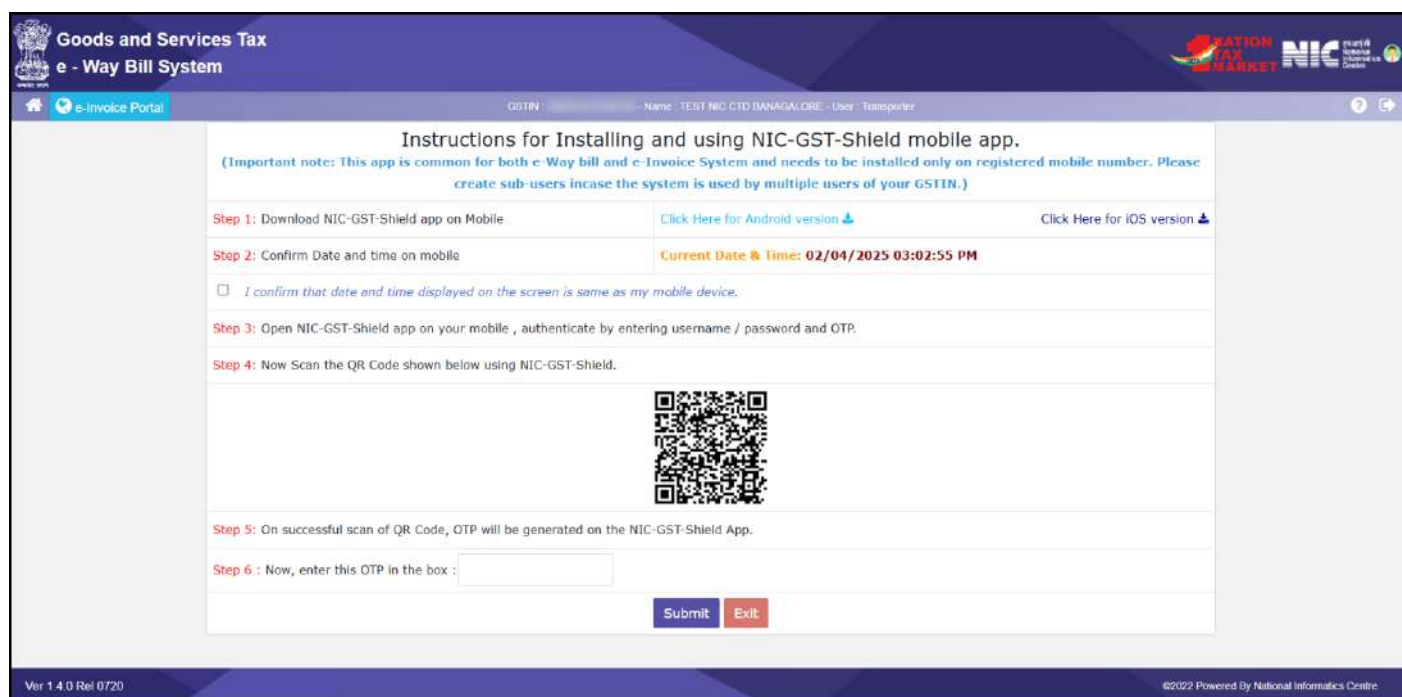


Figure: Install- NIC-GST-Shield App

NOTE: You will not require internet or any dependency on mobile network for generating the OTP on this app

17. Single Sign-On (SSO)

Single sign-on (SSO) is a facility by which the user can login to the e-Way bill system using his/her credentials and click on the e-Invoice link to access e-Invoice system directly without logging again and vice versa.

When user selects the “E-invoice Portal” option in the top of the Dashboard, the following screen will be displayed.

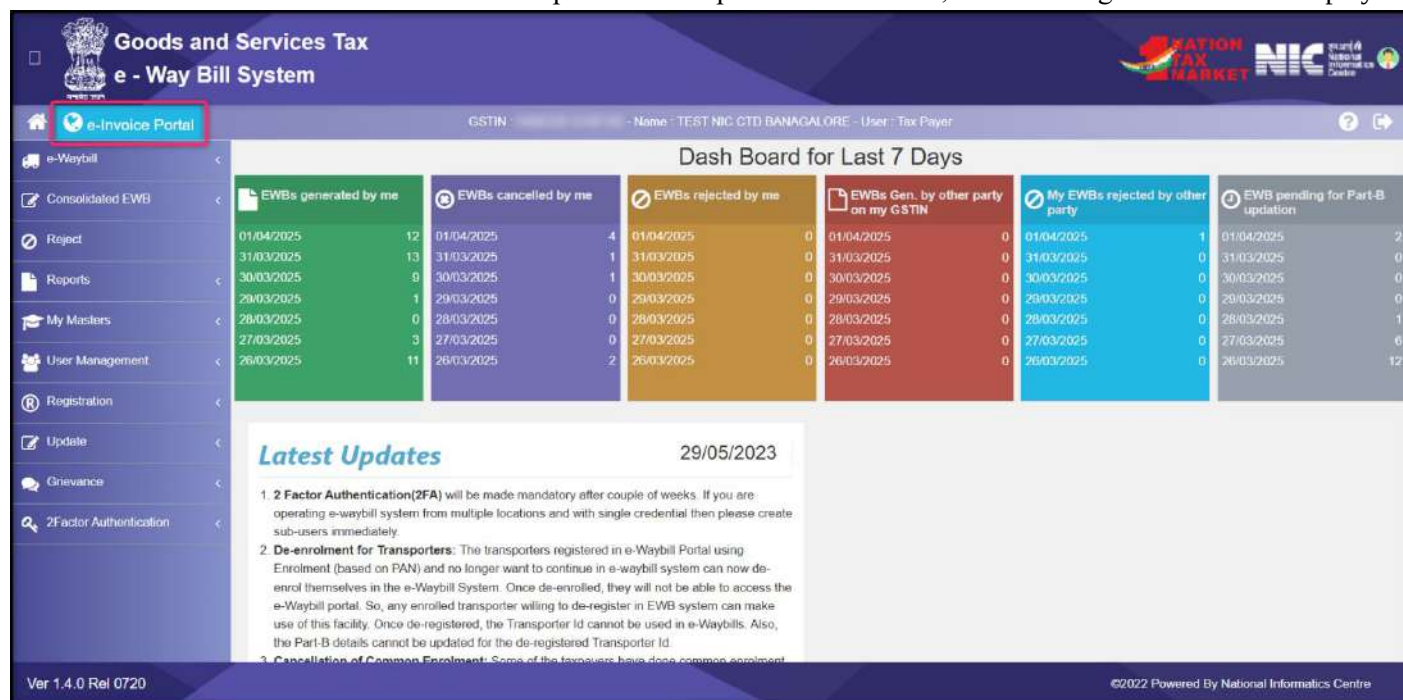


Figure: Single Sign-On

18. De-Registration of Transporter

This option allows a **transporter** already enrolled in the e-Way Bill system to de-enroll at any time.

Important Note:

- Before proceeding with de-enrolment, the transporter must **download and save all e-Way Bill generation details** for future reference, as access to the system will be limited after de-enrolment.

Steps to De-enroll a Transporter:

1. Login

- Go to the official [e-Way Bill portal](#).
- Log in using your **enrolled transporter credentials**.

2. Access De-Registration Option

- Navigate to the “**De-registration**” option from the dashboard or menu.

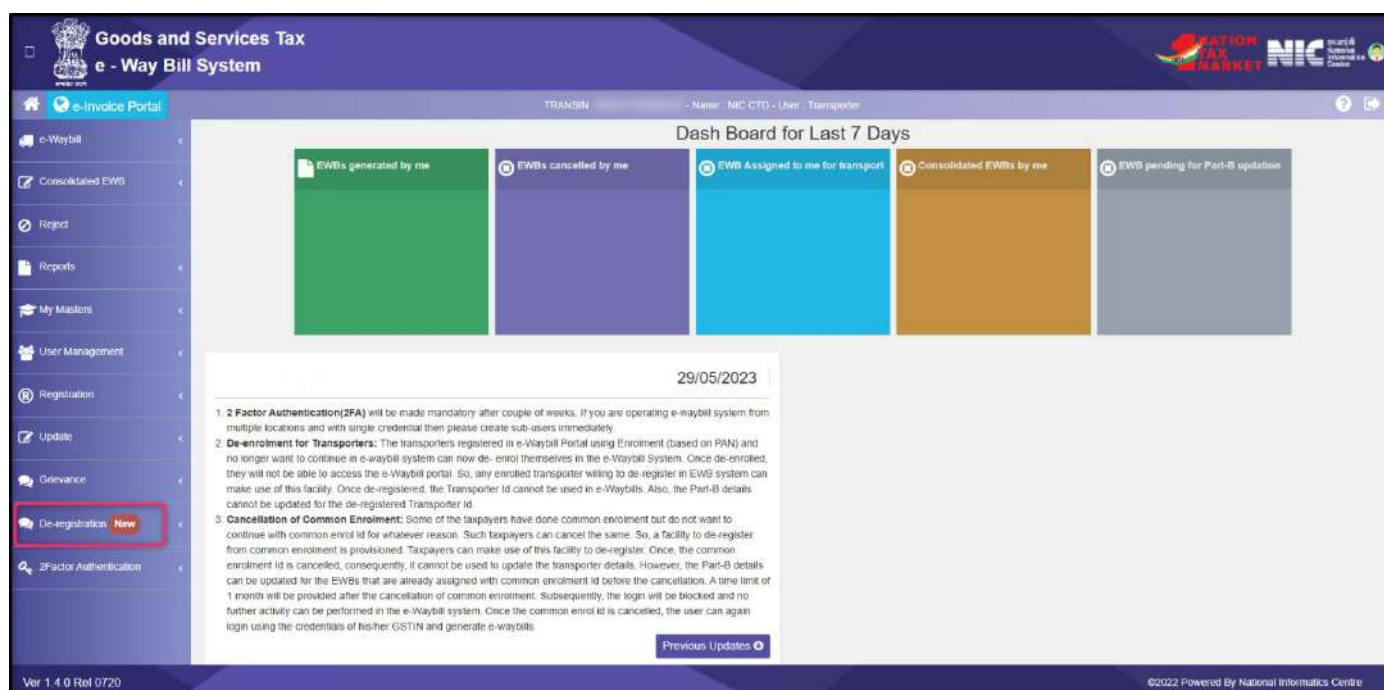
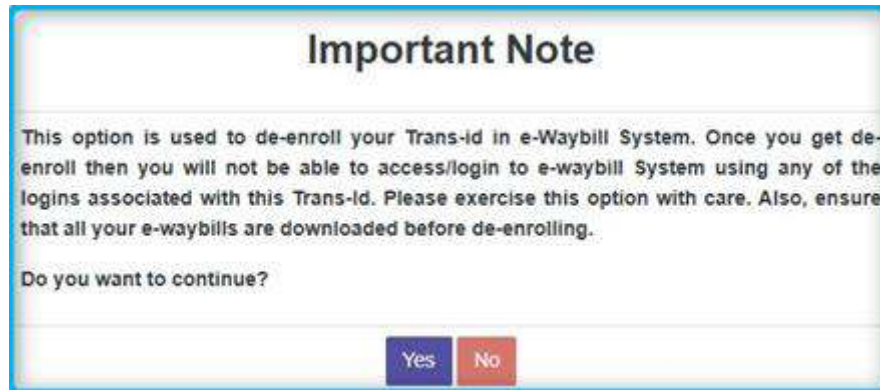


Figure: De-registration of Transporter

3. View Warning Message

- The system will display an **information/warning message** summarizing the implications of de-enrolment.
- Read the message carefully and click ‘**Yes**’ to proceed if you want to continue with de-enrolment.



4. Confirmation and Deactivation

- Upon confirmation, the system will complete the de-enrolment process.
- A success message will be displayed.



De-Registration of Common enrolment.

This option is available to users who have previously registered for Common Enrollment but later wish to discontinue using it.

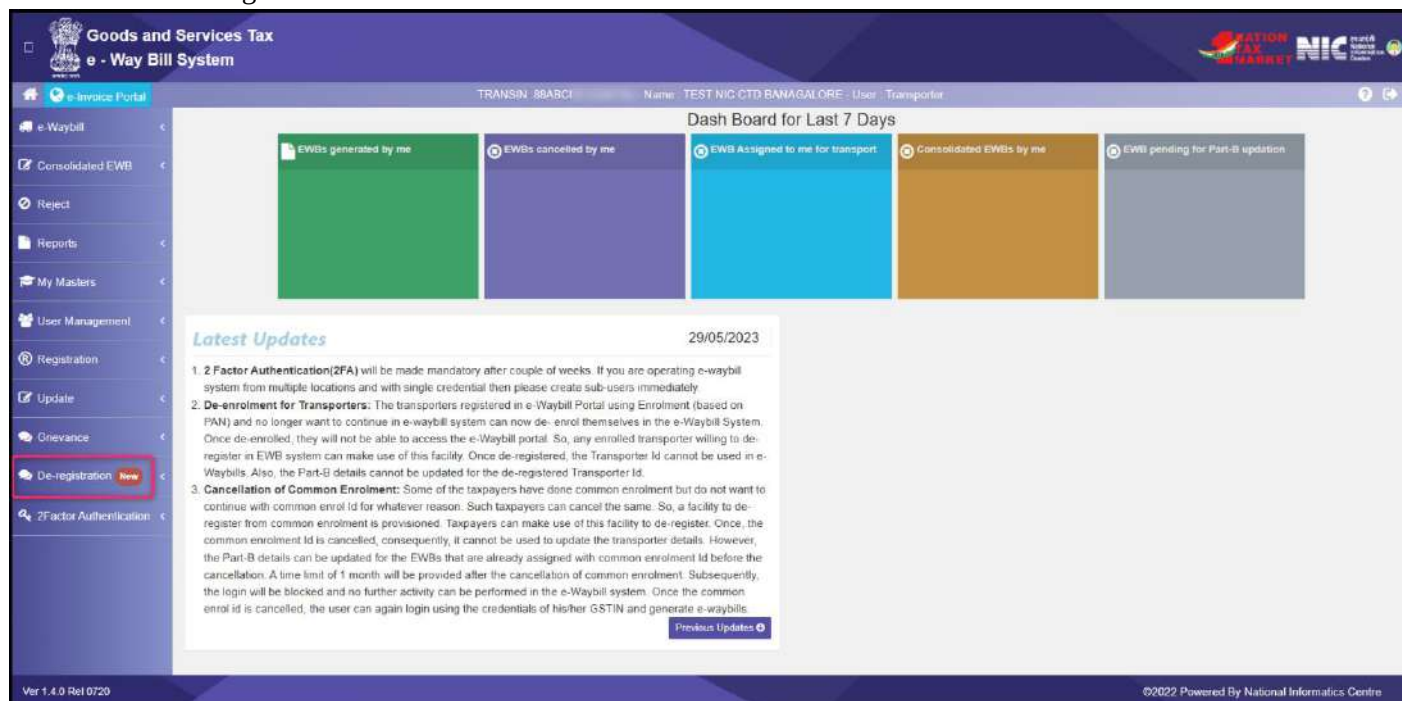


Figure: De-Registration of common enrolment.

Important Points to Note:

1. **Effect of De-registration:**
 - a. De-registration will **cancel the common enrolment ID**, and it **can no longer be used to generate e-Way Bills**. Your **login will remain active for one month** after de-registration.
 - b. During this one-month period:
 - i. You **can update Part-B/transporter details**.
 - ii. You **cannot generate new e-Way Bills**.
 - c. It is advised to **download all previously generated e-Way Bills** for future reference, as your account will become **inactive after one month**.
2. **Restriction on Re-registration:**
 - a. After de-registering from common enrolment, you **cannot re-register using the same "Registration of Common Enrolment" option**.
3. **Limitations on Use of De-Registration Option:**
 - a. **De-registration can be done only once**.
 - b. If you attempt to de-register **more than once**, the e-Way Bill system **will not allow it**.
4. **Post De-Registration Usage:**
 - a. After de-registration, users must **use their original GSTIN login credentials** to generate e-Way Bills.

Follow the mentioned steps to De-register from common enrolment:

On click of 'De-registration' menu below warning message will be displayed and select 'Yes' if user wants to proceed further.

**Goods and Services Tax
e - Way Bill System**

TRANSLIN : 88ABC - Name : TEST NIC CTD BANAGALORE - User : Transporter

Important Note

Warning! This option will deregister the Common Enrolment Id and it cannot be used for generating e-waybills. Once your Common enrolment Id is deregistered , your login will still be active for one month. You can login to the system to update the Part-B / Transporter details, however you cannot generate new e-Waybills. Also, please download the e-waybills for future reference as after one month, your account will be in-active.

Do you really wish to continue for de-registration of Common Enrolment ?

Yes No

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Figure: De-Registration of common enrolment, form 1.

User has to click on the check box and select 'De-Register' button.

**Goods and Services Tax
e - Way Bill System**

TRANSLIN : 88ABC - Name : TEST NIC CTD BANAGALORE - User : Transporter

List of sub users linked with Common Enrolment Id that will be deactivated for awaybill generation

SL.No.	User Category	User ID	User Name	Mobile No
1	Main User	nicetw5	TEST NIC CTD BANAGALORE	

List of GSTINs linked with Common Enrolment Id that will be activated for awaybill generation

SL.No.	GSTIN	Trade Name	State Name
1		CS Electronics ENTERPRISES	HARYANA
2		TEST NIC CTD UTTAR PRADESH	UTTAR PRADESH
3		VV Electronics ENTERPRISES	UTTAR PRADESH
4			WEST BENGAL
5		TEST NIC CTD BANAGALORE	WEST BENGAL
6		TEST NIC CTD BANAGALORE	MADHYA PRADESH
7		TEST NIC CTD BANAGALORE	KARNATAKA
8		TEST NIC CTD BANAGALORE	KARNATAKA
9		TEST NIC CTD BANAGALORE	KARNATAKA
10		TEST NIC CTD BANAGALORE	KARNATAKA
11		TEST NIC CTD BANAGALORE	KARNATAKA
12		TEST NIC CTD BANAGALORE	KARNATAKA
13		TESTING ASSESSEETH	ANDHRA PRADESH

☒ I hereby agree to de-register my Common Enrolment Id and use instead my GSTINs and the corresponding login Id for e-Waybill System.

Note: Once your Common enrolment Id is deregistered , it will still be active for one month. You can login to the system to update the Part-B / Transporter details, however you cannot generate new e-Waybills. Also, please download the e-waybills for future reference as after one month, your account will be in-active.

De-Register Exit

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Figure: Conformation for De-Registration of Common enrolment.

On successful deregistration from common enrolment below pop-up message will be displayed.

ewaybillgst.gov.in says

De-registered successfully

OK