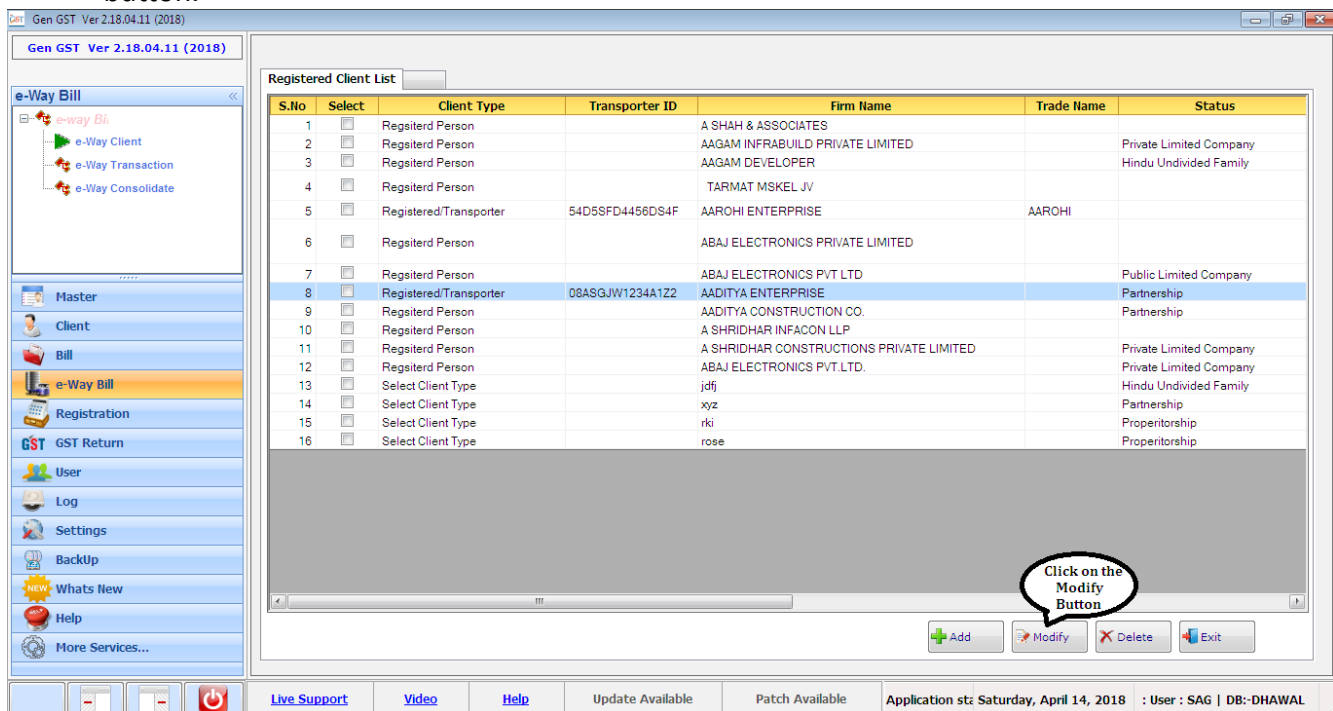# GST SOFTWARE

E-Way Bill

- E-Way Bill is an electronic way bill for movement of goods which can be generated on the e-Way Bill Portal. Transport of goods of more than Rs.50,000 (Single Invoice/bill/delivery challan) in value in a vehicle cannot be made by a registered person without an e-way bill.
- Click on **E-Way Bill** and you will be reached at E-Way Bill Page. This section shows the list of e-way Bill details like e-way client, e-way Transaction, e-way consolidated.
- Now click on e-way Client tab then a new window will be opened where registered client details is displayed.
- For Modifying the Registered client first select the client from the grid then click on the Modify button.

- After that a new window will be opened where user is able to modify the registered client details like-Transporter ID, Trade Name, User details.
- After modifying the details click on save button as shown below.

Add

- For adding the new client details click on the add button then a new window will be opened, where we have provided the facility of import and add new client.
- For importing the data simply select the client from the grid and click on import button as shown below.
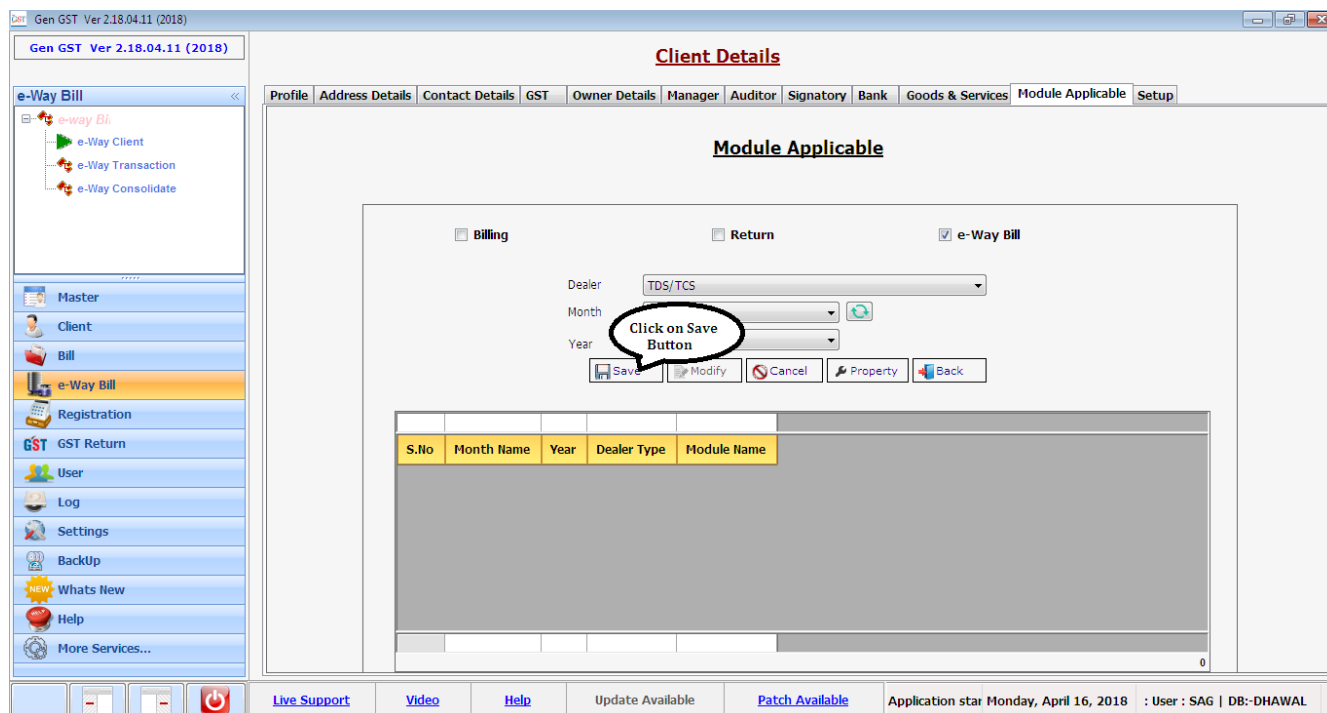
- For adding the new client details then select the add radio button.
- A new window will be opened where user has to fill all the details as we mention earlier in the Client Creation.
- After filling all the details click on the Module Applicable tab then a new window will be opened. Here user has to click on the E-way bill checkbox.
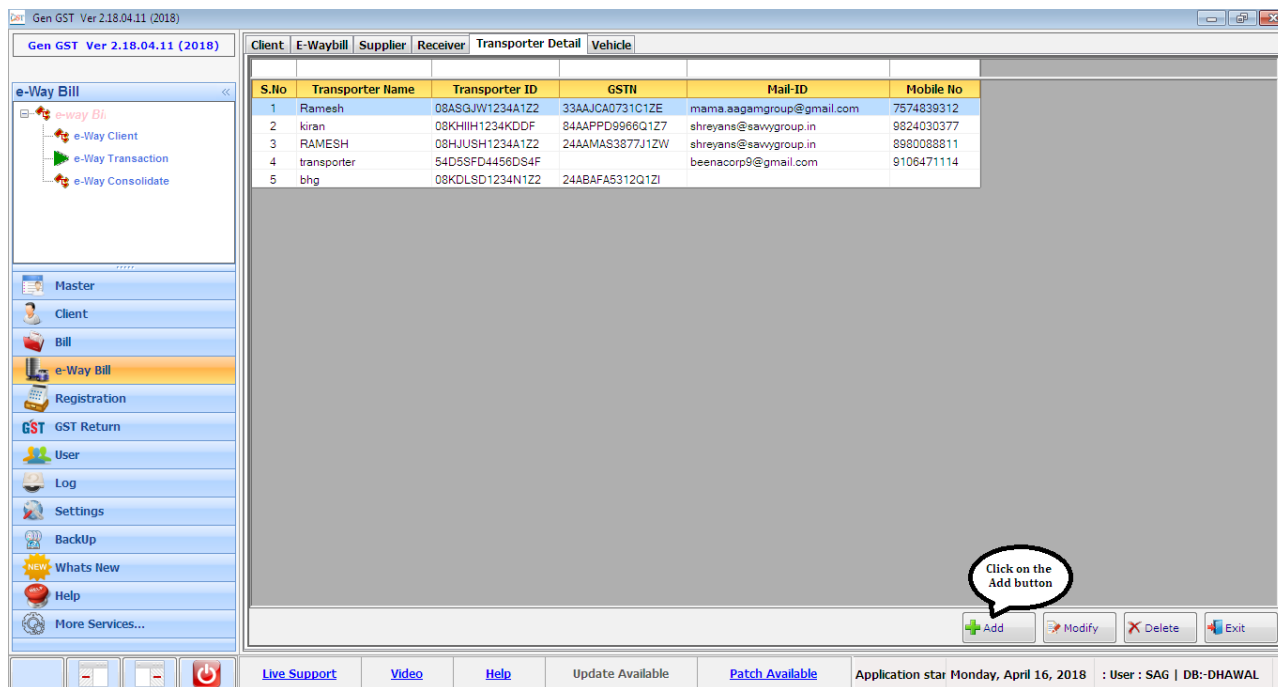
E-way Transaction

- When user click on the e-way bill Transaction then a new window will be opened from where Bill detail are displayed if you want to add the new bill detail than simply click on the add button.
- Before adding the new client details, first of all user has to create the supplier and Receiver as we done earlier.

Transporter Details

- After that add the Transporter details then click on Transporter detail tab then a new window will be opened where transporter details are shown for adding the new transporter detail click on the Add button as shown below.

- When user click on Add button them a new window will be opened where user has to add Transporter name, GSTIN, Transporter ID, Address country etc.
- After adding all the details click on the save Button.
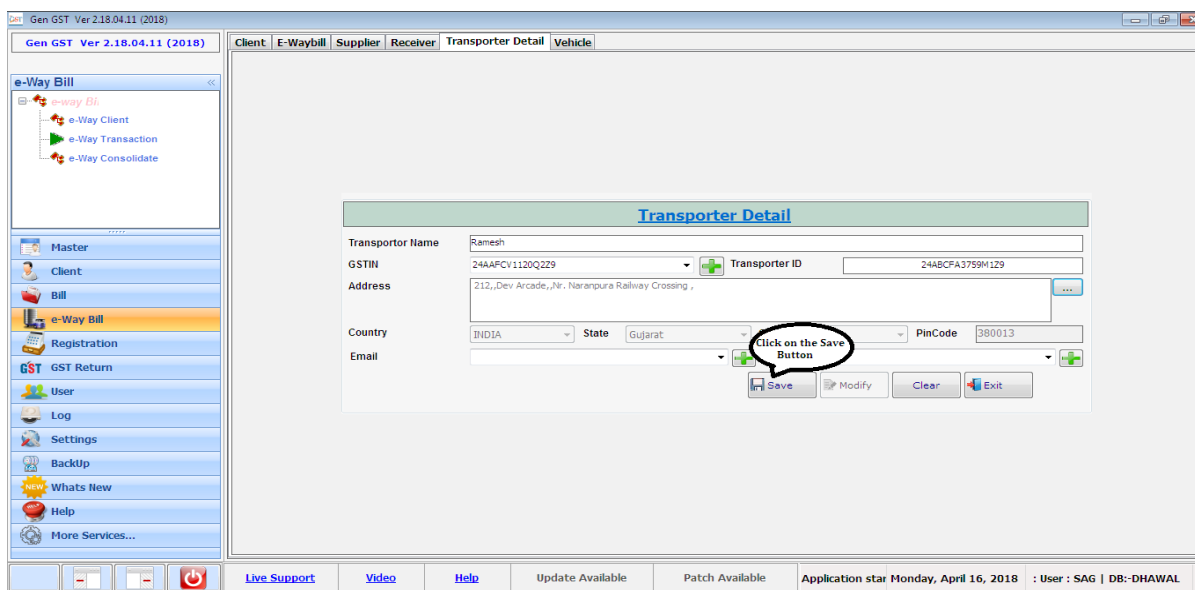
Vehicle

- Now add the vehicle detail then click on Vehicle tab then a new window will be opened where vehicle details are shown for adding the new vehicle detail click on the Add button as shown below.
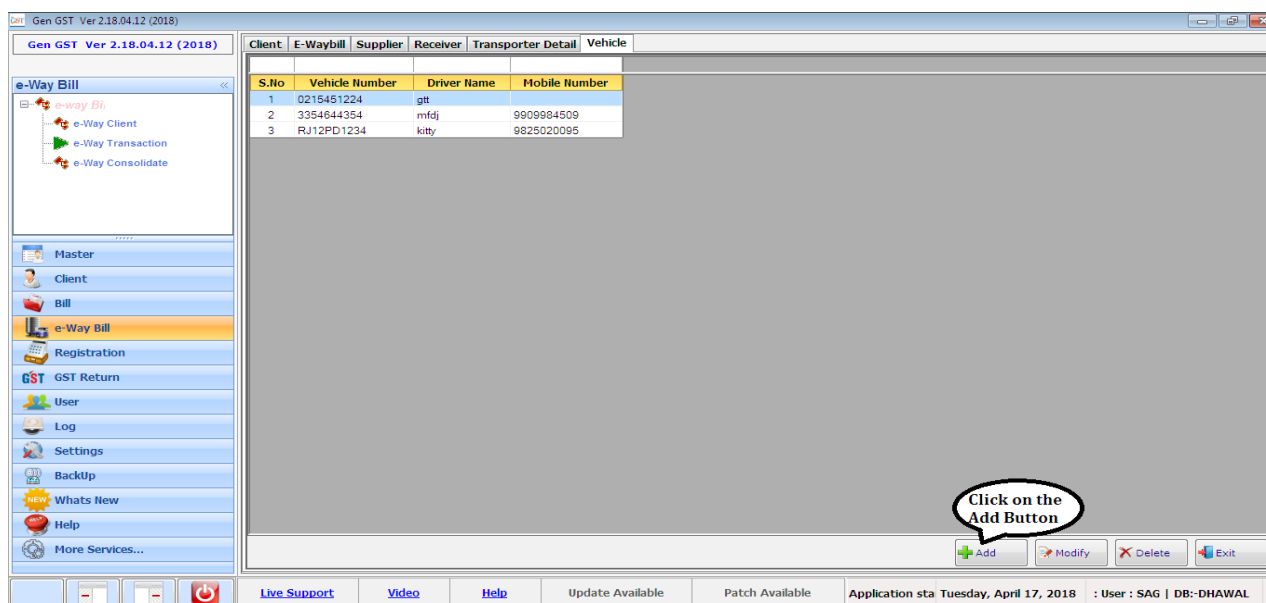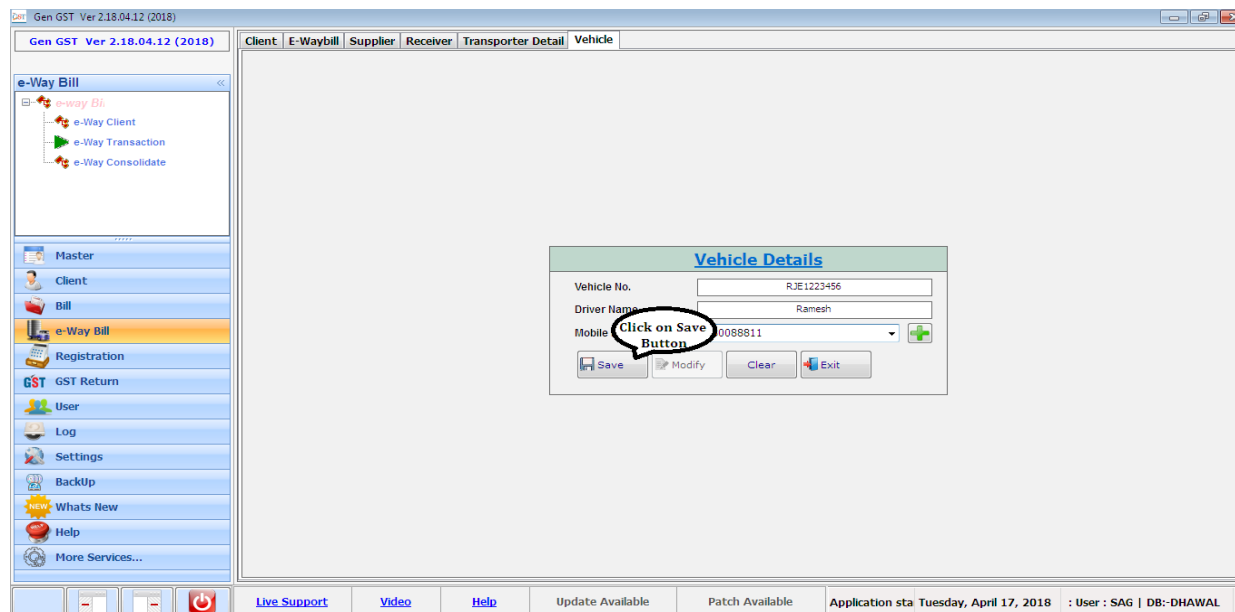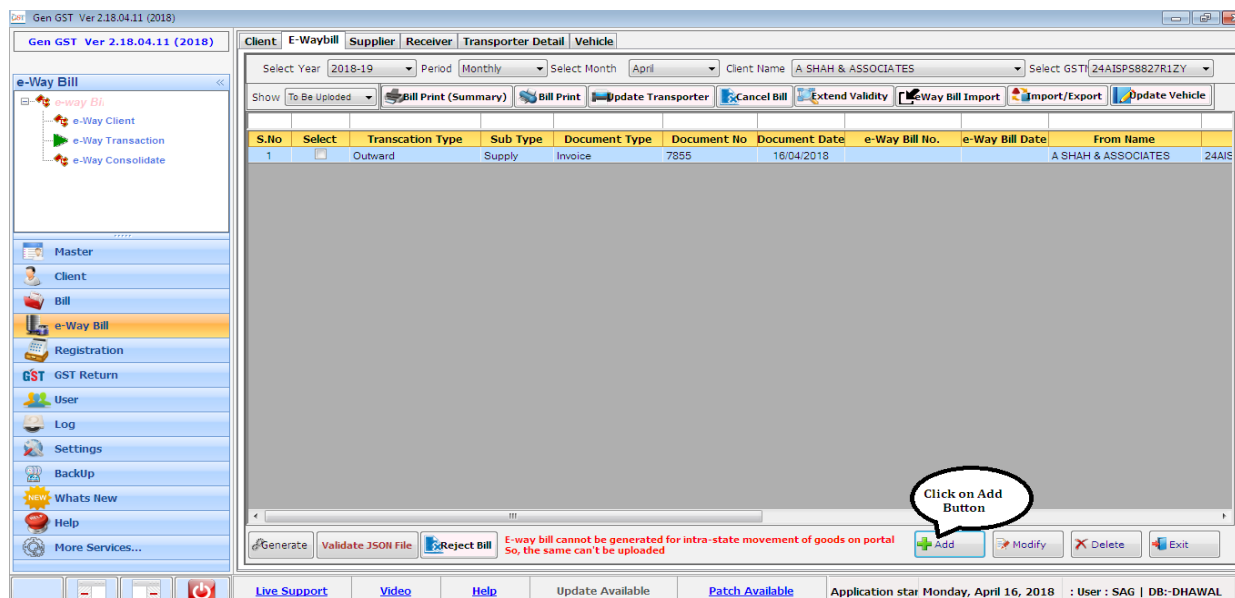
- When user click on Add button them a new window will be opened where user has to add Vehicle No, Driver Name, and Mobile No.
- After adding all the details click on the save Button.

E-Way bill

- Now move to the E-way bill tab where all the created bill details are shown for adding the new bill click on Add button.

- After that a new window will be opened where user has to select the transaction type either Outward or Inward.
- If transaction type is outward then the **from** details are automatically filled and if it is inward type then the **to** details are automatically filled as shown below.

- After that fill all the mandatory details and click on save button as shown below.

- We have provided the facility for the user convenience where user can view the active, inactive, Canceled, Rejected and all the client as per his/her selection.
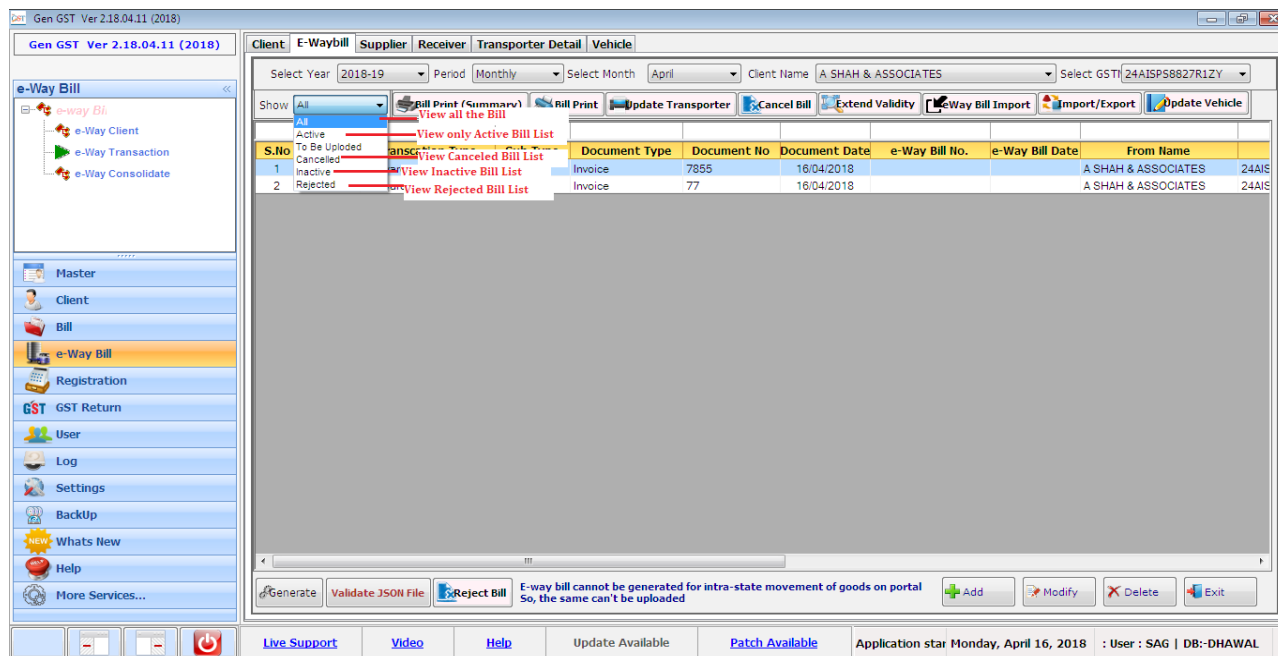
- For Generating the JSON file user has to click on the generate Button then a pop up box will be opened where it will mention that Please Select the option for upload bill "To be Uploaded".
- For the selection click on the All drop down button and select the "To Be Uploaded" tab as shown below.
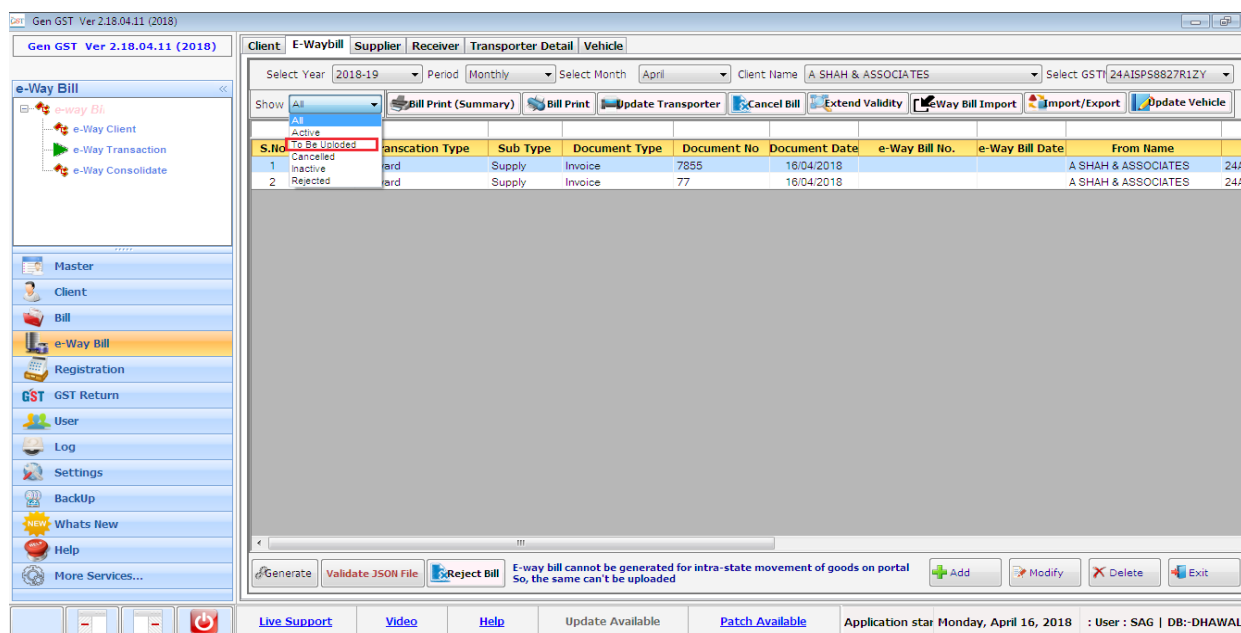
- Now again click on the generate button then a new window will be opened for generating the JSON file.
- Now click on Save button for saving the file.
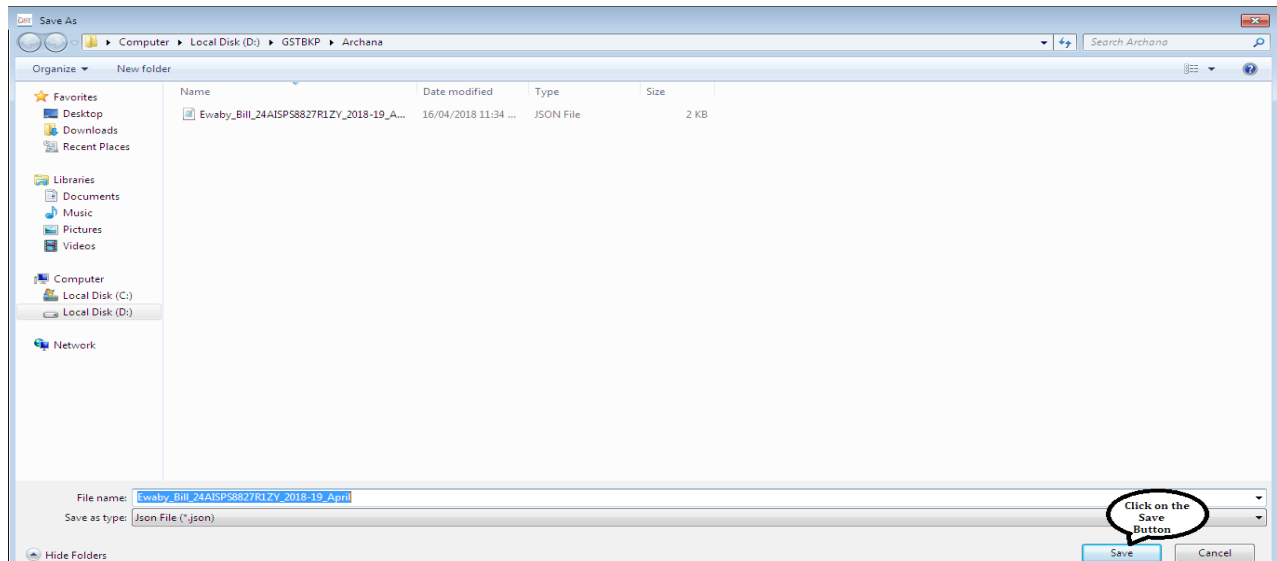
- After that a new pop-up window will be appear where user has to click on the validate button for validating the JSON file.
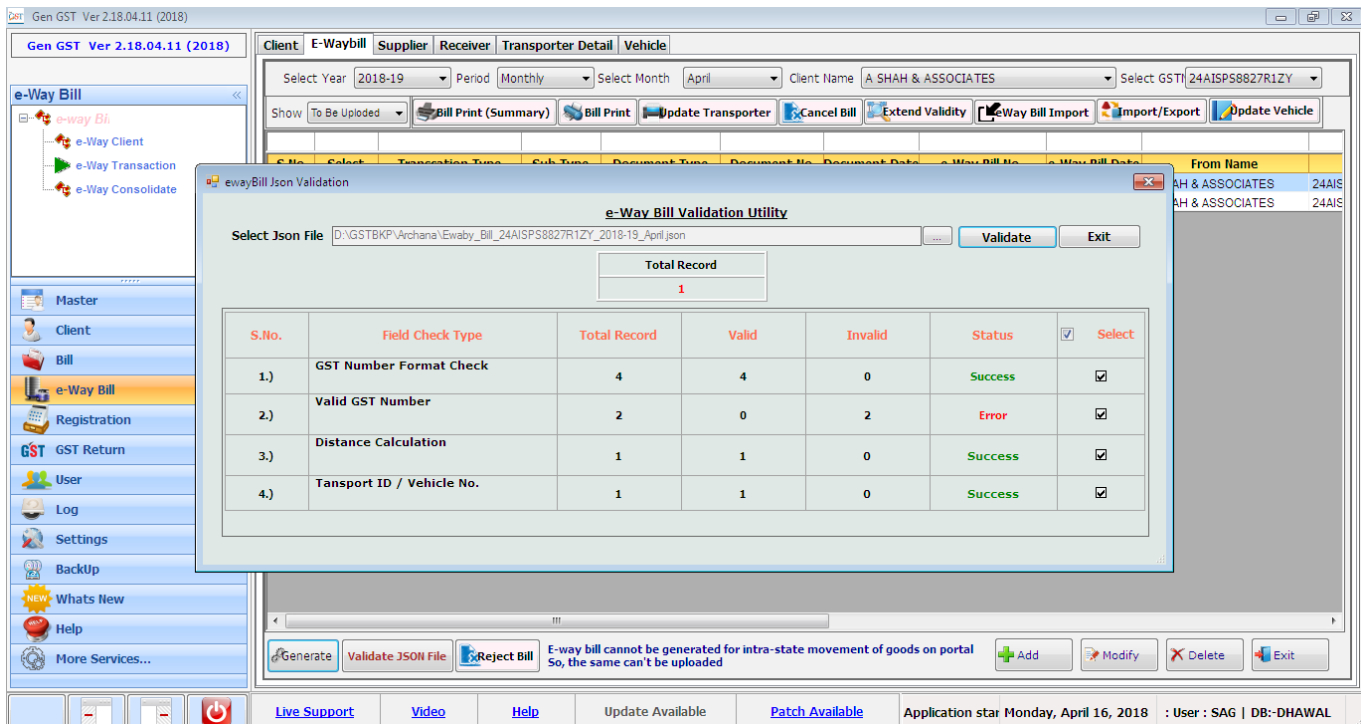
- For viewing the error double click on the error, then error log window will be opened.
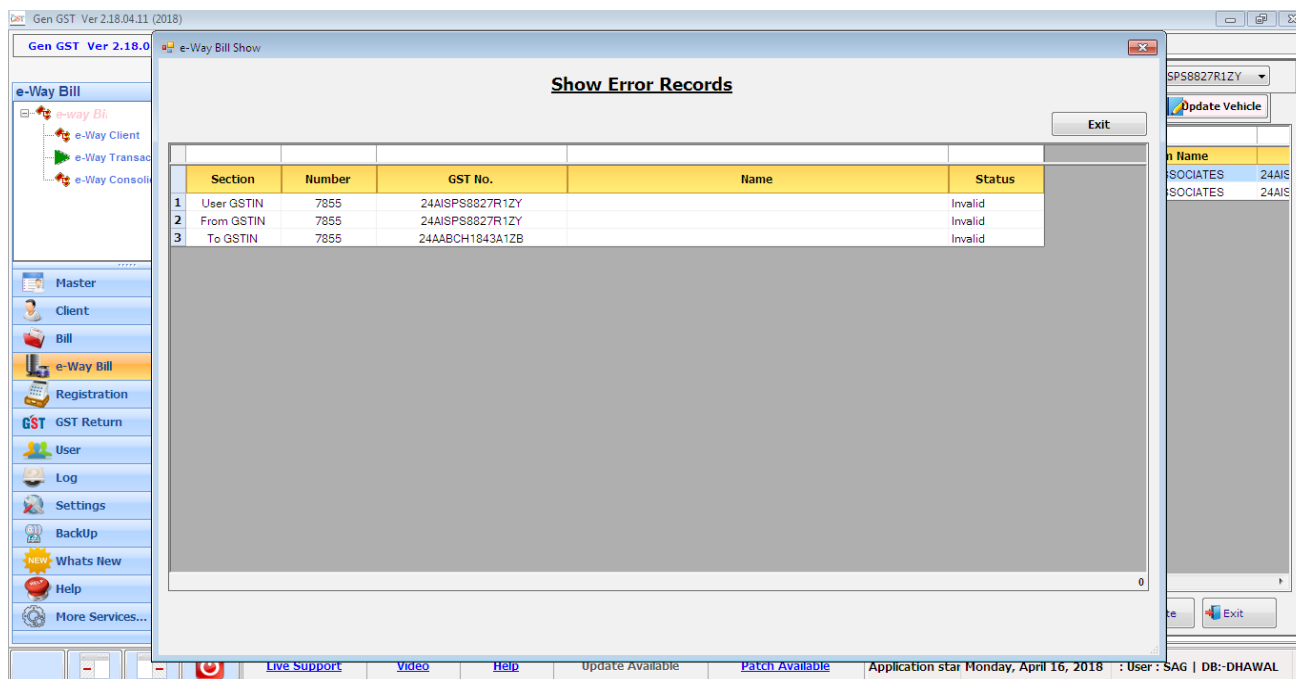
- After that a new pop up window will be appear where it will ask to Upload JSON file or not. If you want to upload the JSON file then click on Yes button otherwise click on No button.

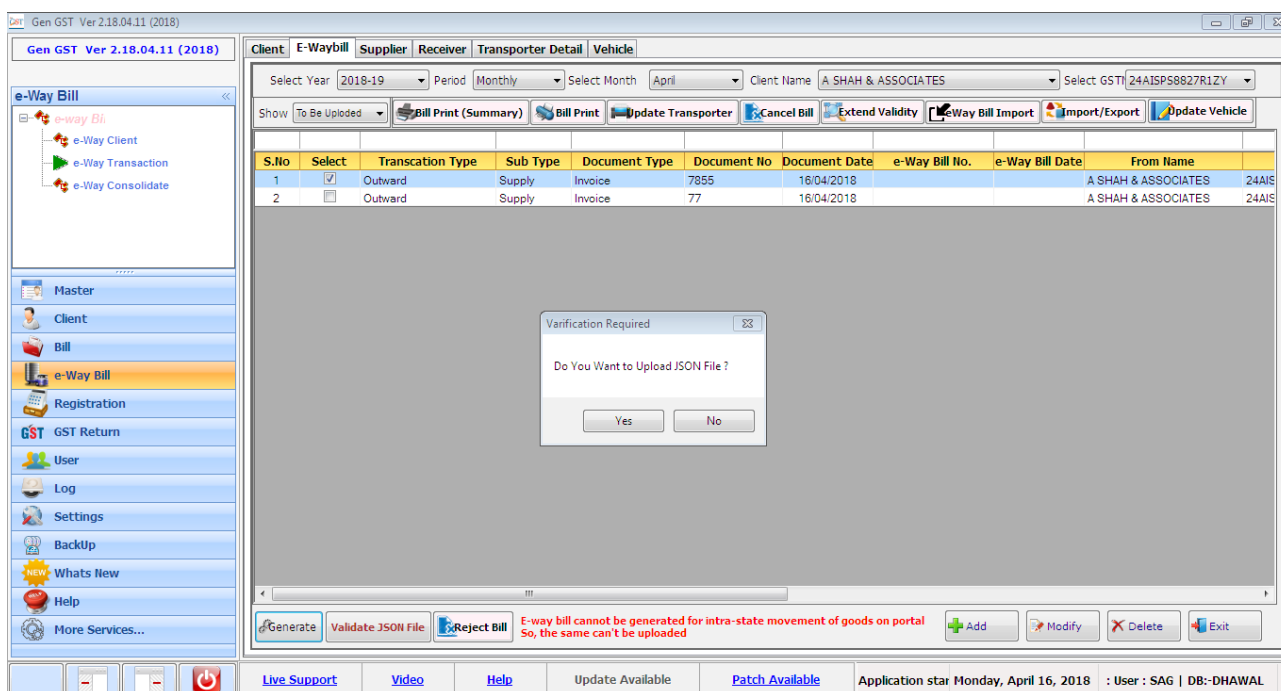- When user click on Yes button then a new window will be opened where user has to enter the captcha and credential details as shown below.
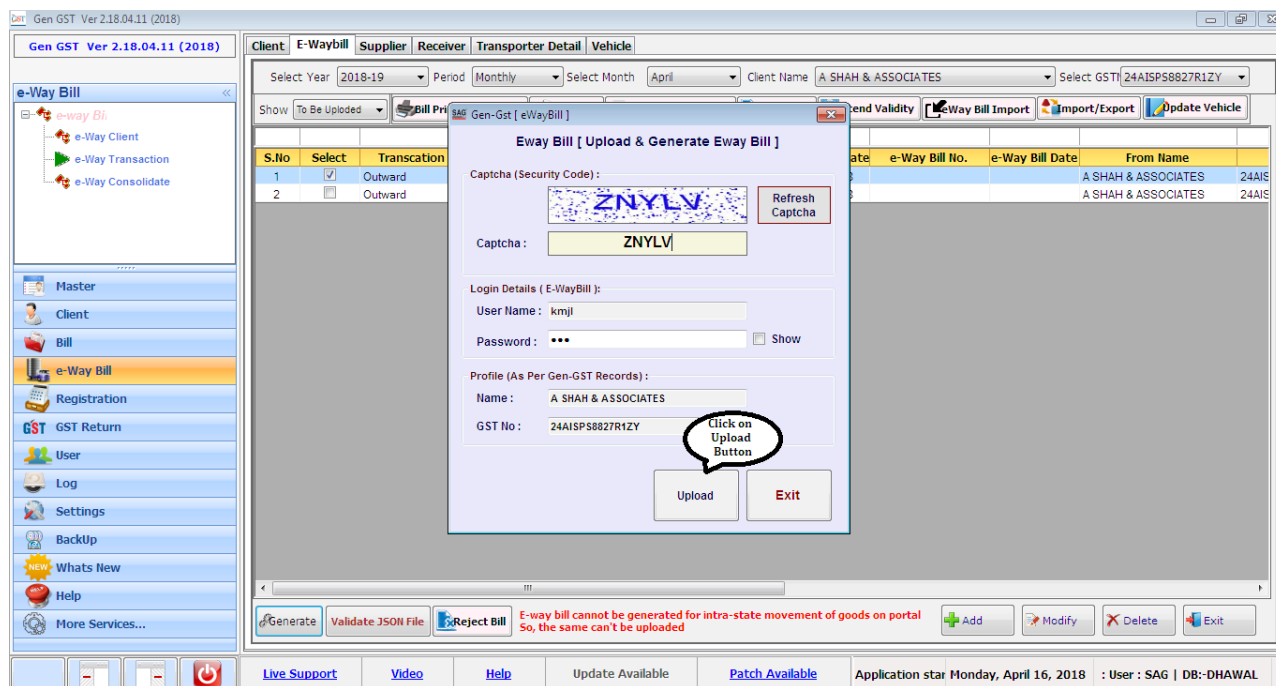
- After that another pop-up window will opened which will display the message that is are you sure to upload the data on E-way Bill portal.
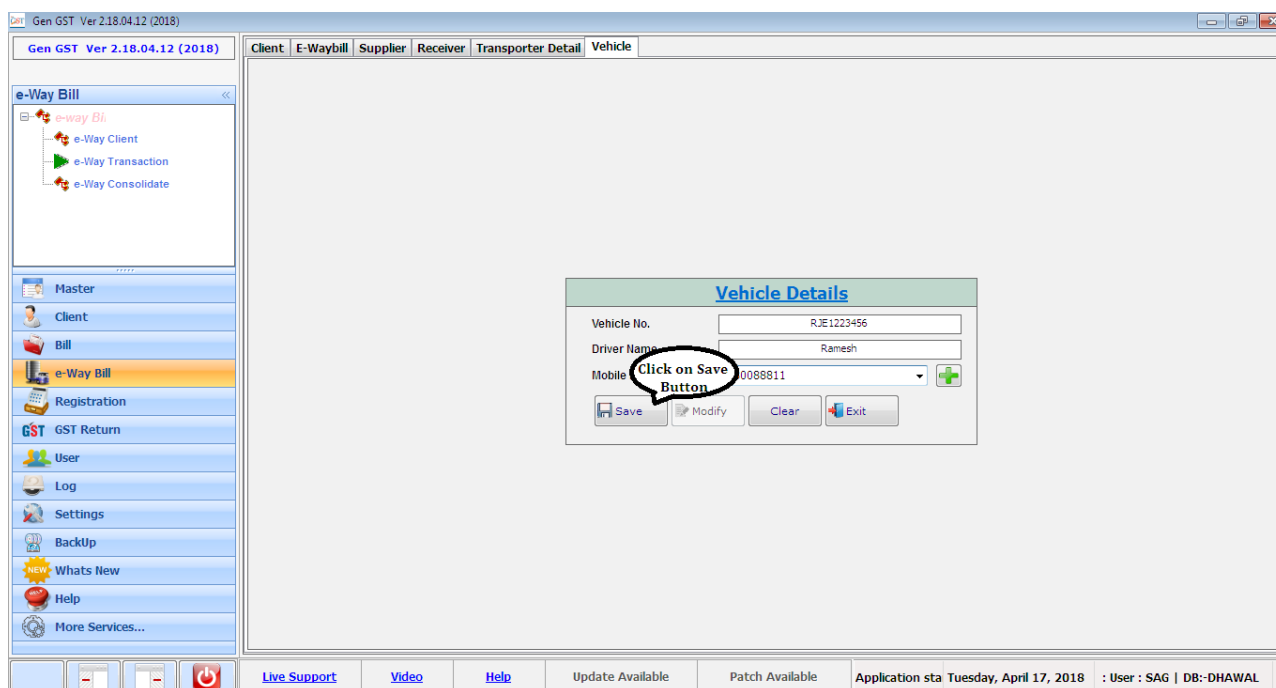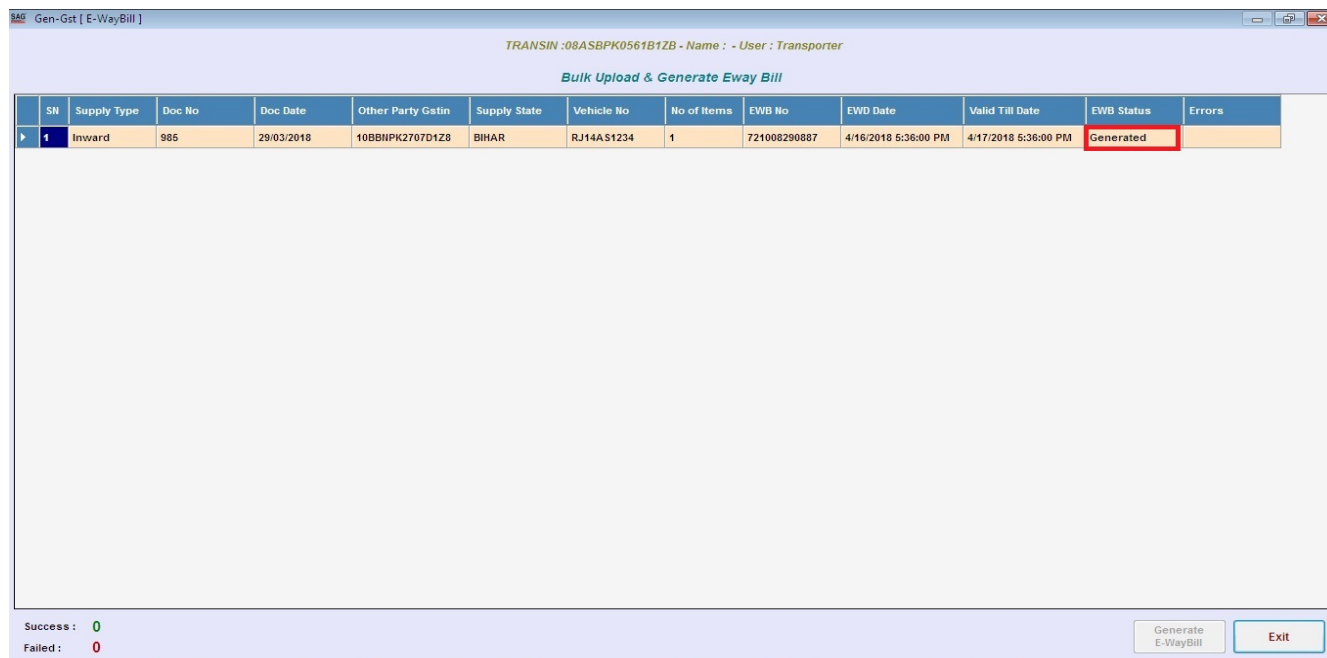
- When user click on the yes button then a new window will be opened where bill details are shown.
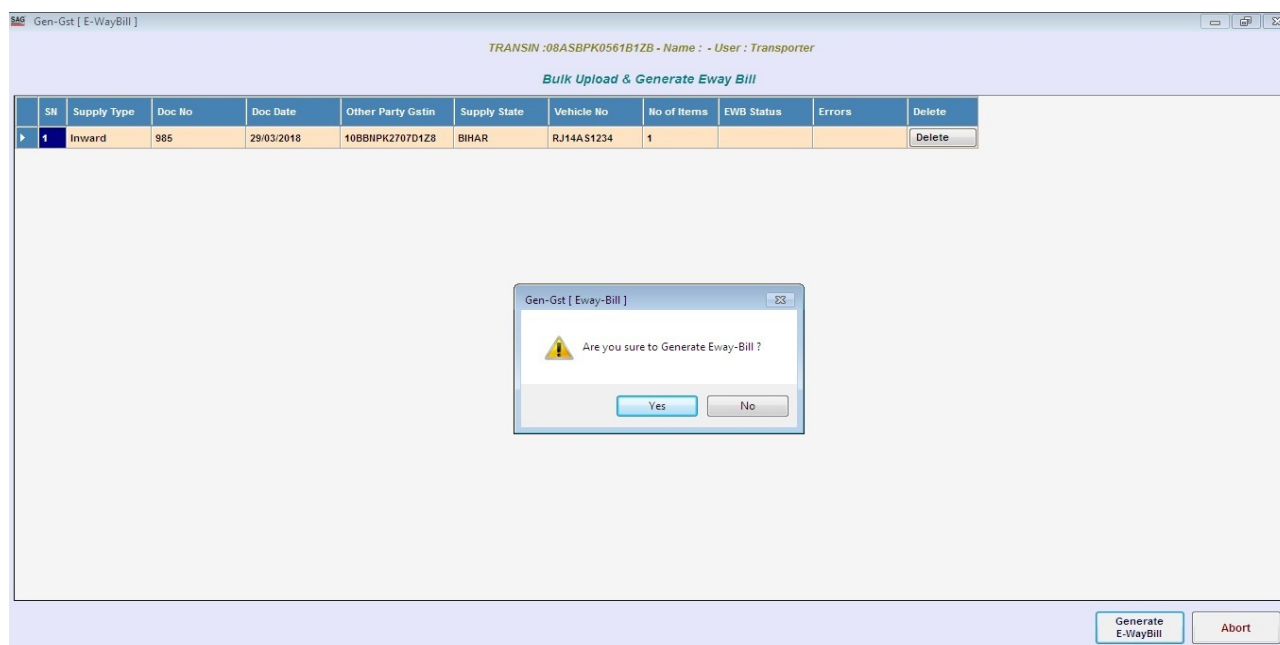- For generating the e-way bill click on the Generate E-way Bill Button.

- Then another pop-up window will be shown which will display that are you sure you want to Generate the E-way bill.
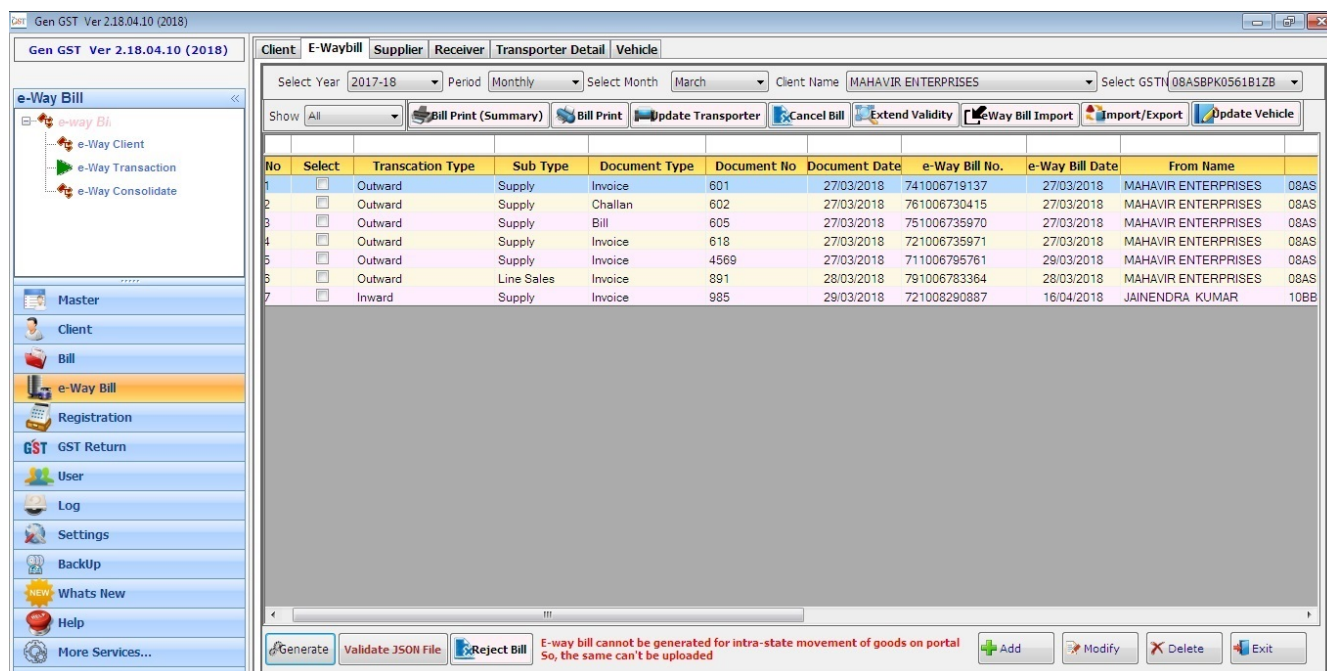
- When user click on the Yes button then e-way bill is generated.

- After generating the bill details then bill no. are displayed as shown below.

Reject Bill

- Taxpayer can reject E-way bill generated by other taxpayer. The bills generated by own cannot be rejected. For rejection first select the client, then click on reject button then a pop up window will be opened where user has to enter the date and click on the submit button.
- Then according to date the bill details are shown and select the bill which you want to reject and click on reject bill Button.
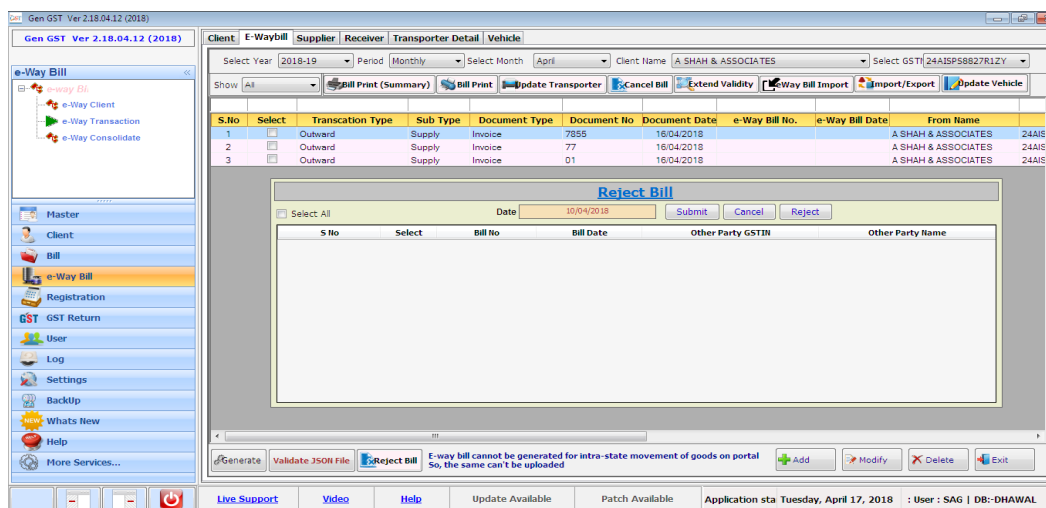
Bill Print (Summary)

- We have also provided the facility of Print. User is able to take the print of only active bill details.
- Print from which you can see the summarized details of Part-A and Part-B filled in e-way bill. When user click on the print button then a pop up box will be appeared where user has to enter the credential details as well as captcha.
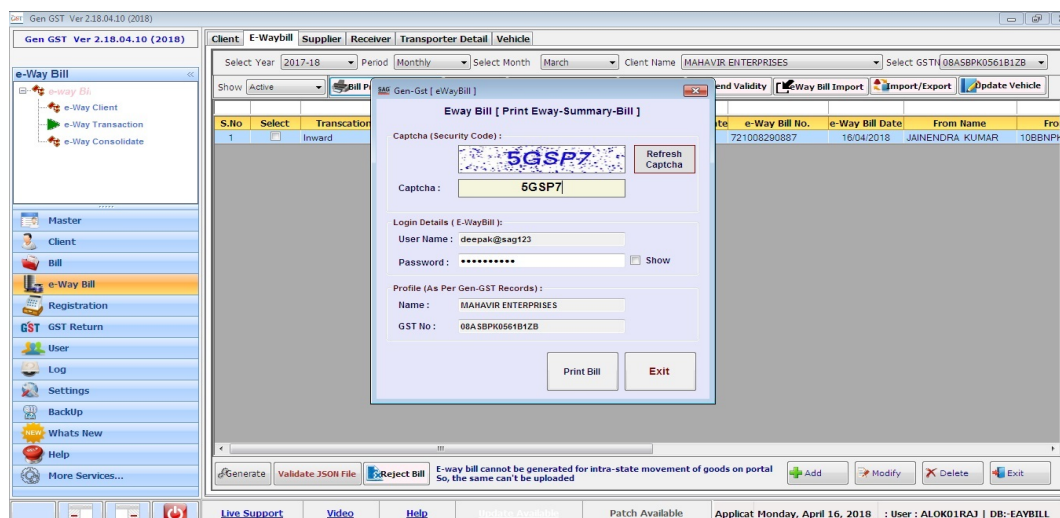
- Then next window will be opened where it will display the message Are you sure you want to print E-way Bill.
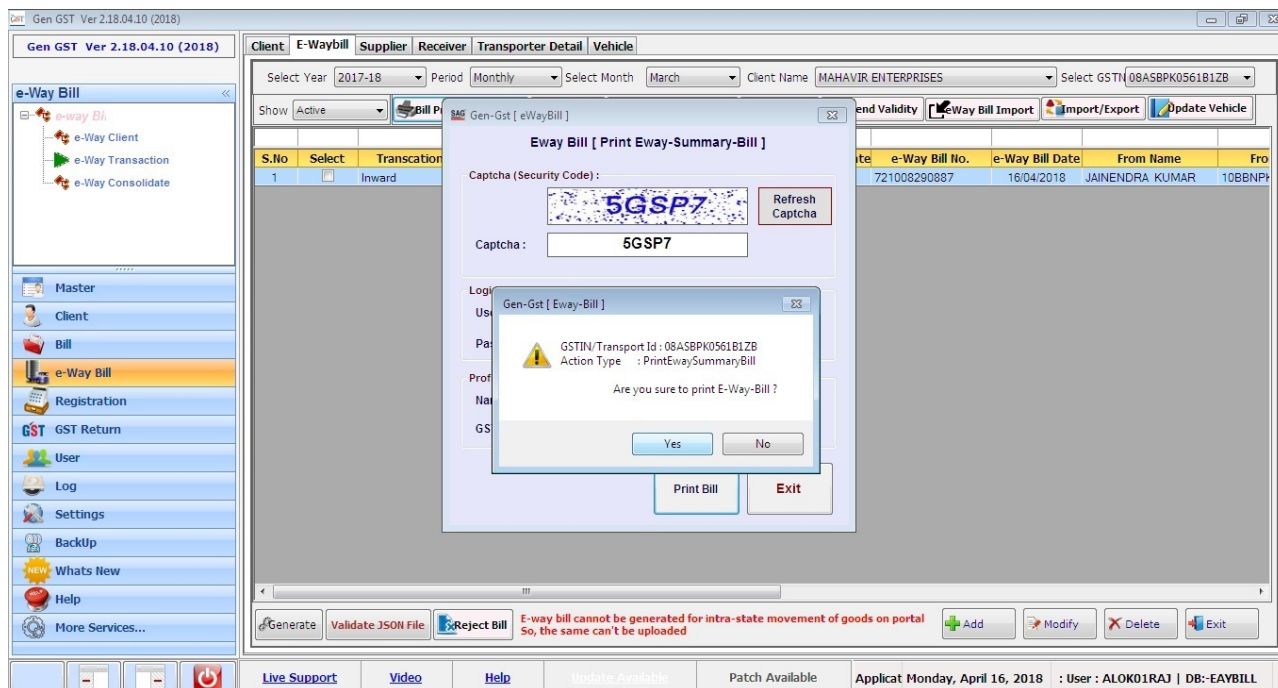
- After that print preview is displayed in the new tab as shown below.

Bill Print

- Next tab is Print from where you can see the whole e-way bill entry which is print with complete details. When user click on the bill print button then a pop up box will be appeared where user has to enter the credential details as well as captcha.

- Then next window will be opened where it will display the message Are you sure you want to print E-way Bill.
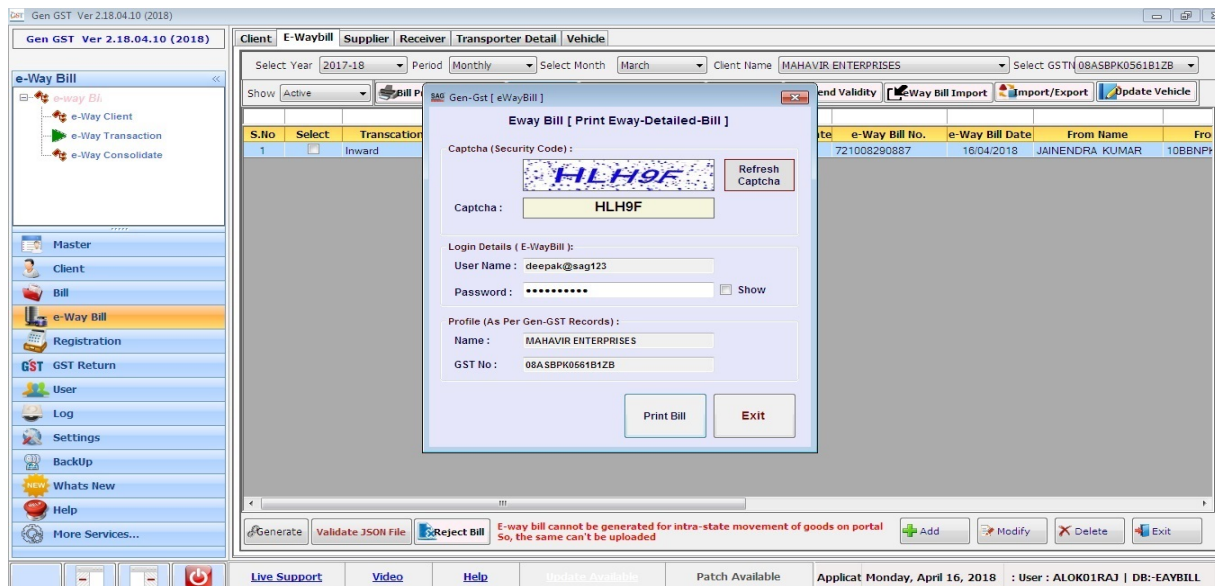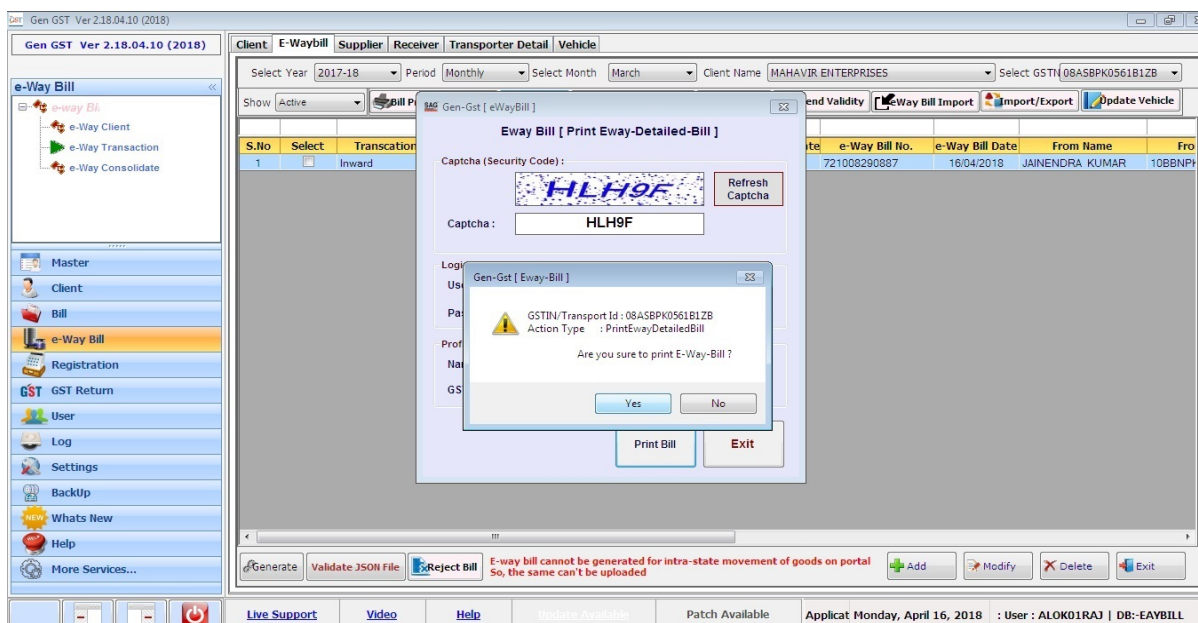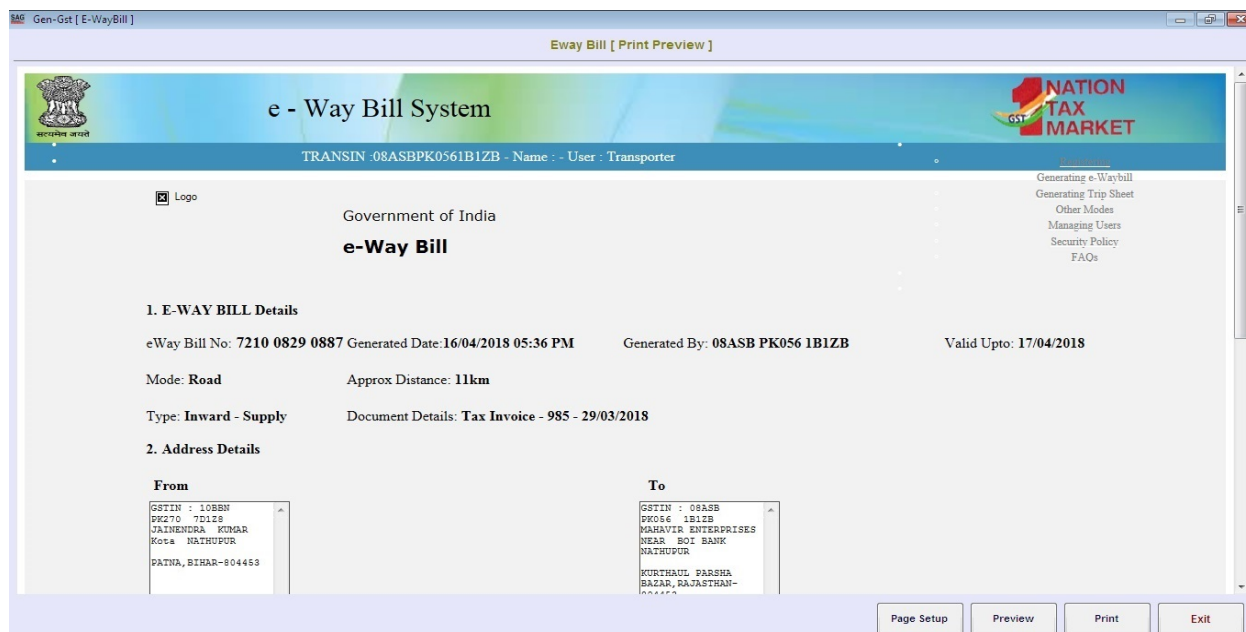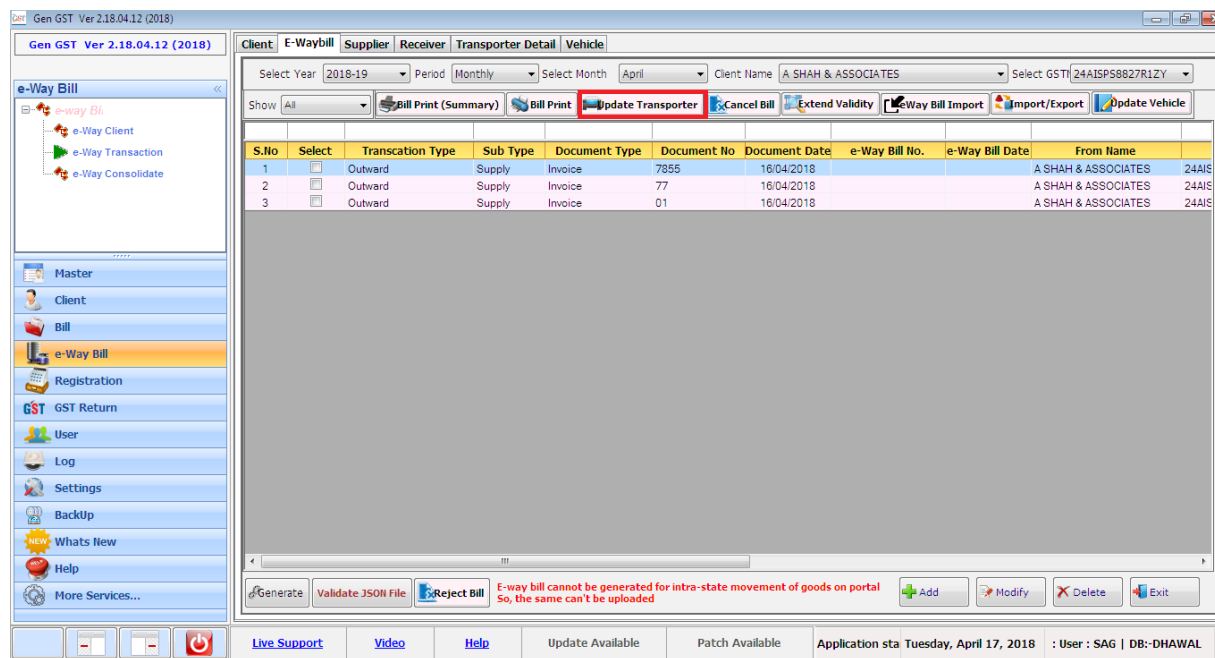
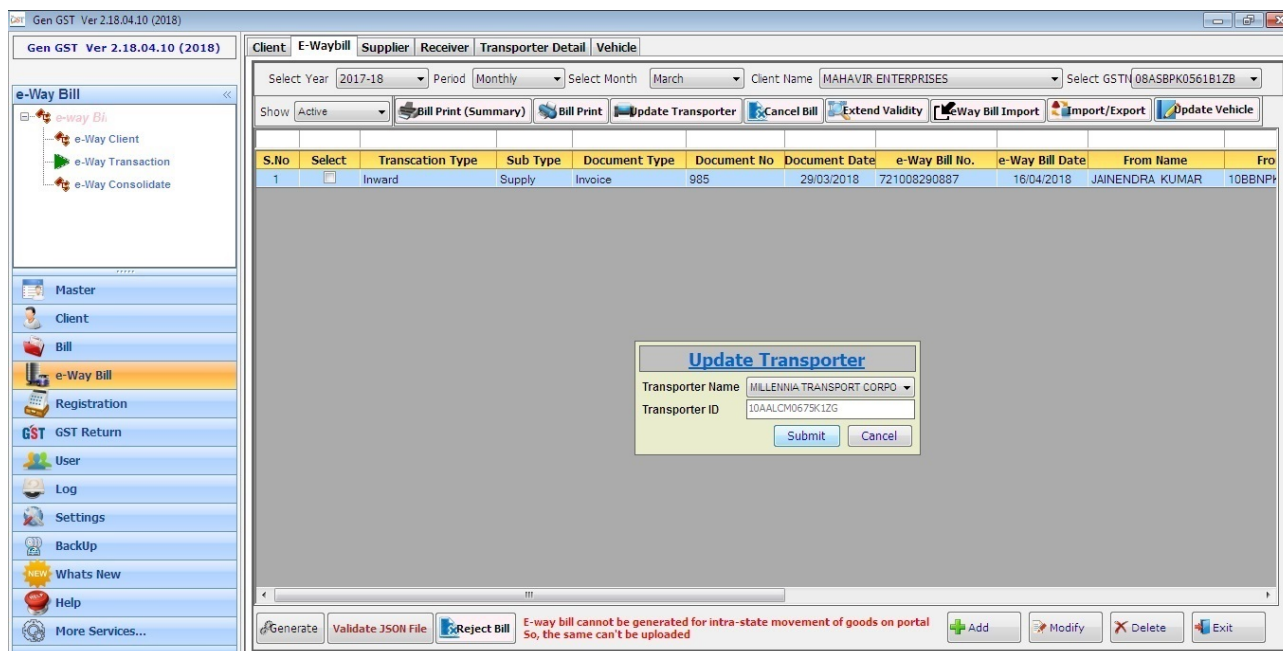- After that print preview is displayed in the new tab as shown below.
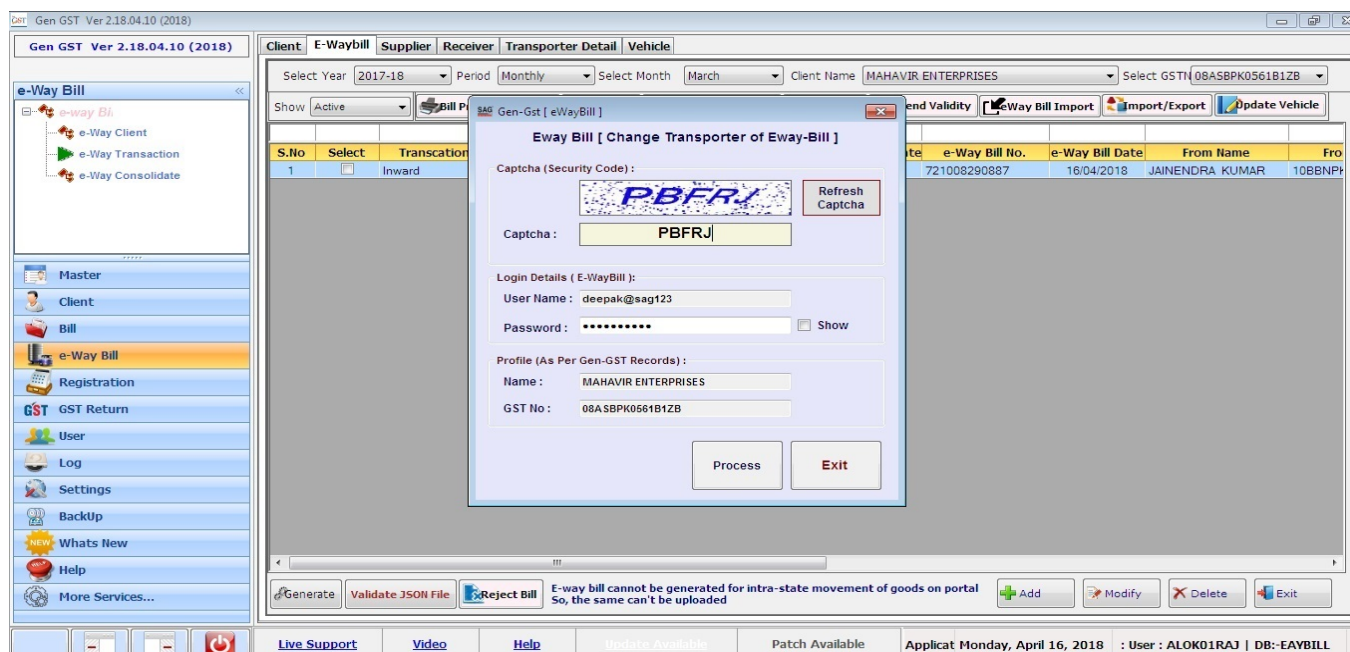

Update Transporter

- For updating the transporter first select the active client and click on the Update transporter button.

- After that a pop up window will be opened where user has to select the Transporter Name from the drop down menu.
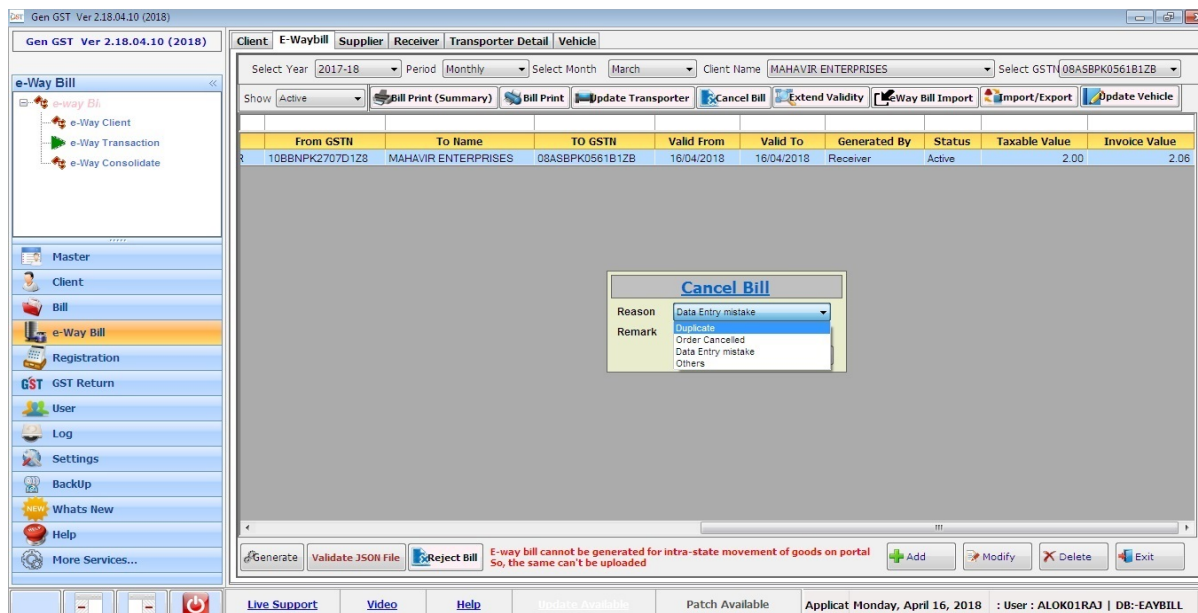

- After that a new window will be opened where user has to enter the credential details and captcha.
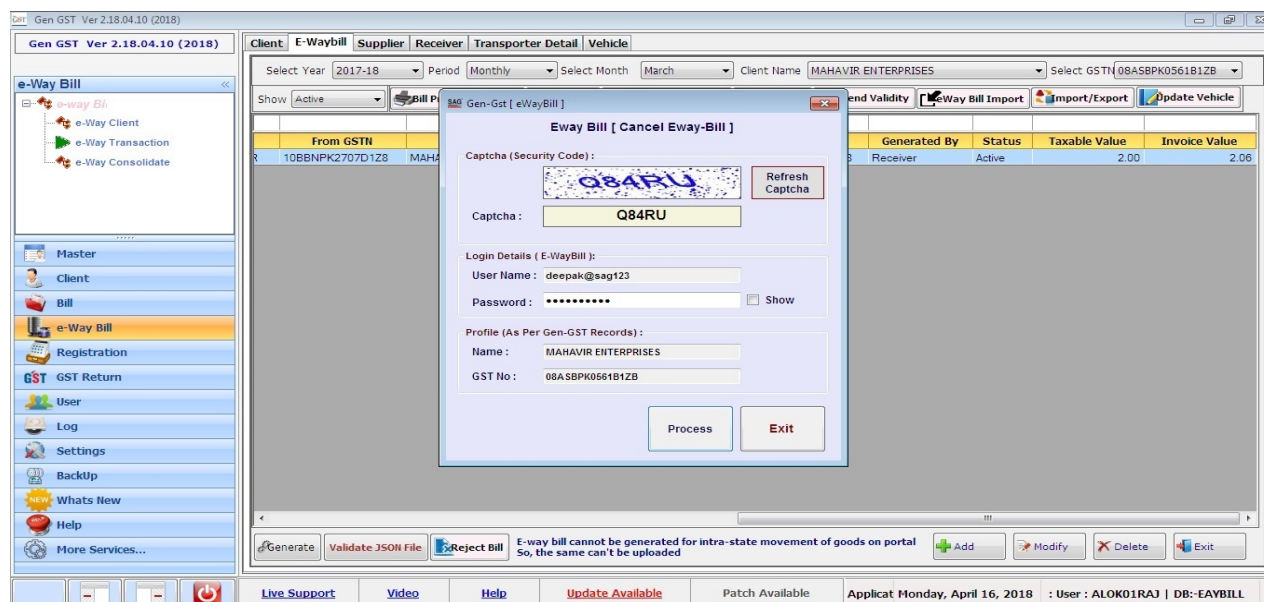
Cancel Bill

- When user click on the cancel bill then a pop-up window will be appear where user has to select the reason for canceling the bill like-Duplicate, Ordered cancel, Data entry mistake, others.
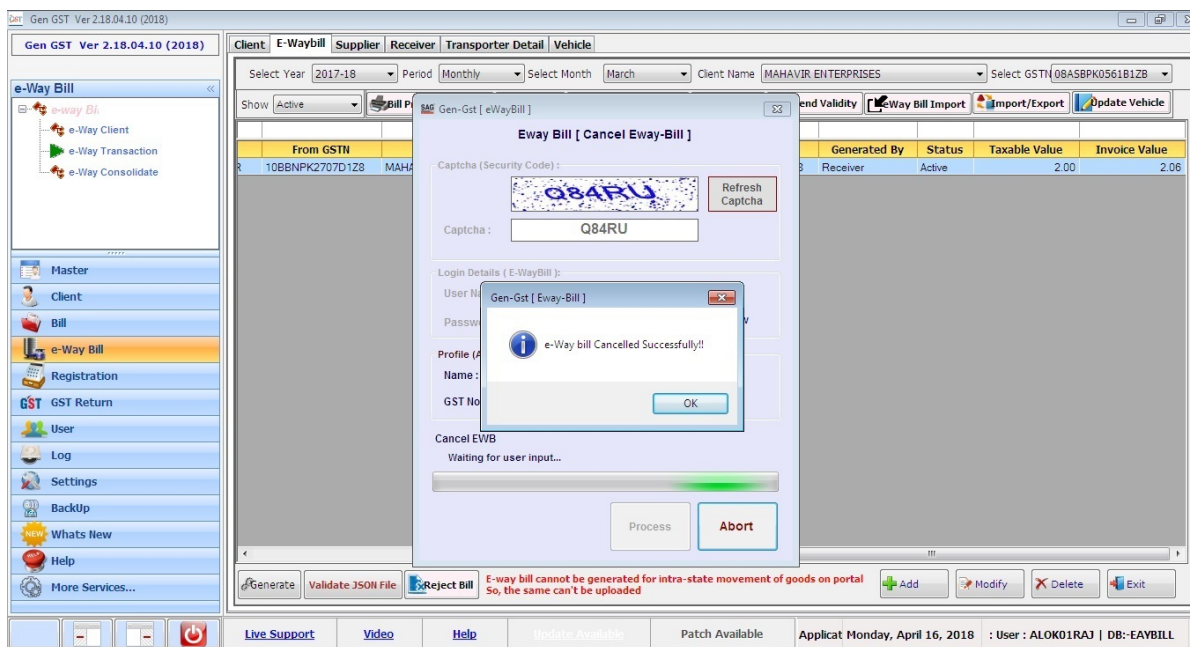

- After selecting the reason next pop-up window will be appear where user has to enter the credential details and captcha.

- After that next pop up window will be displayed where it will display are you sure you want to cancel the e-way bill.
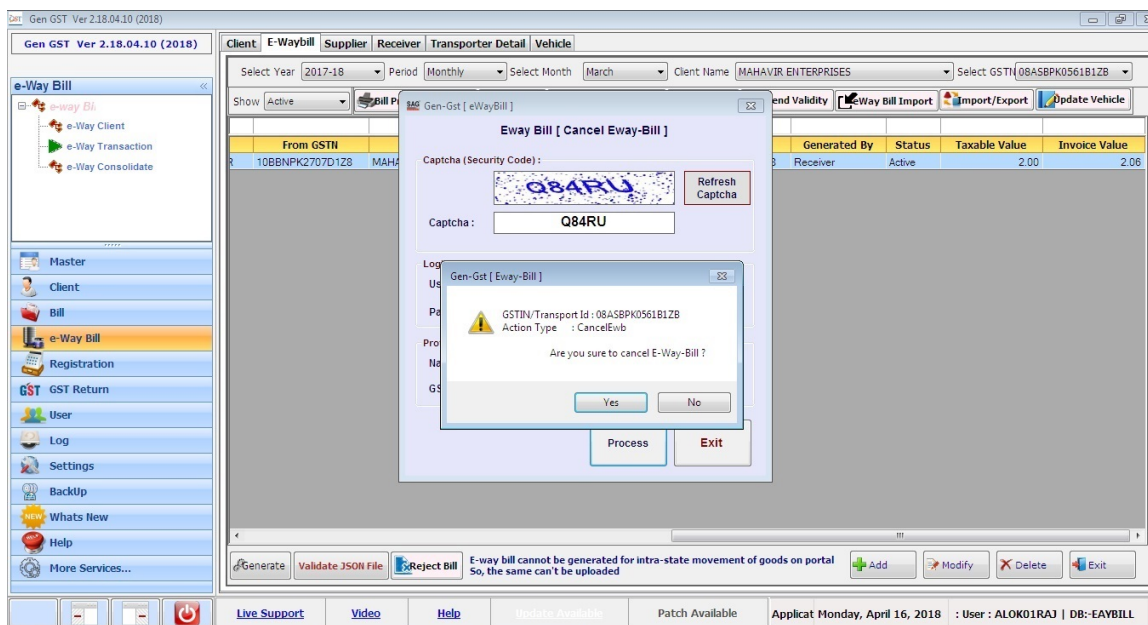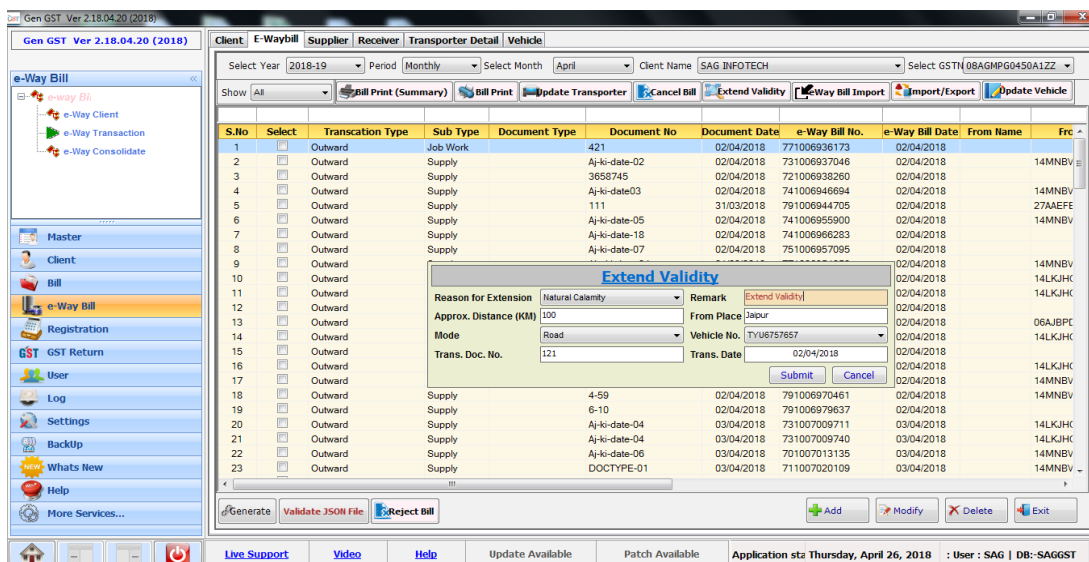

- When user click on the Yes button then it will display the message e-way bill cancel successfully.

Extend Validity

- When user click on the Extend Validity button then a pop-up window will be opened where user has to enter the Reason for extension, Remark, approx distance, From Place Vehicle no etc.
- After filling all the details click on the submit button.
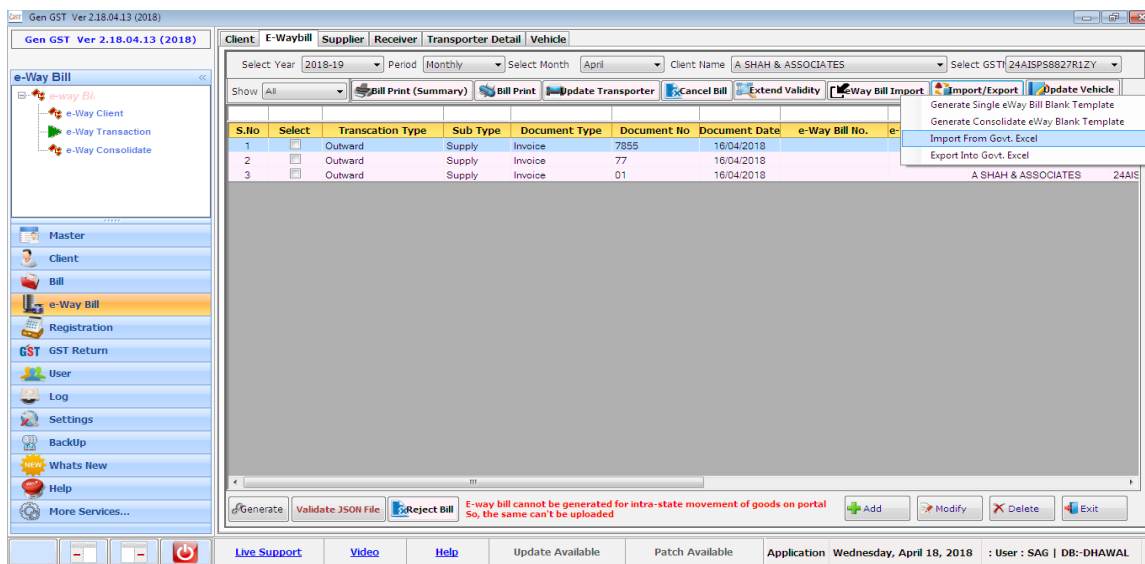

E-way Bill Import

- When user click on the e-way bill Import button then a new pop up window will be opened where user has to enter the credential details and captcha as shown below.
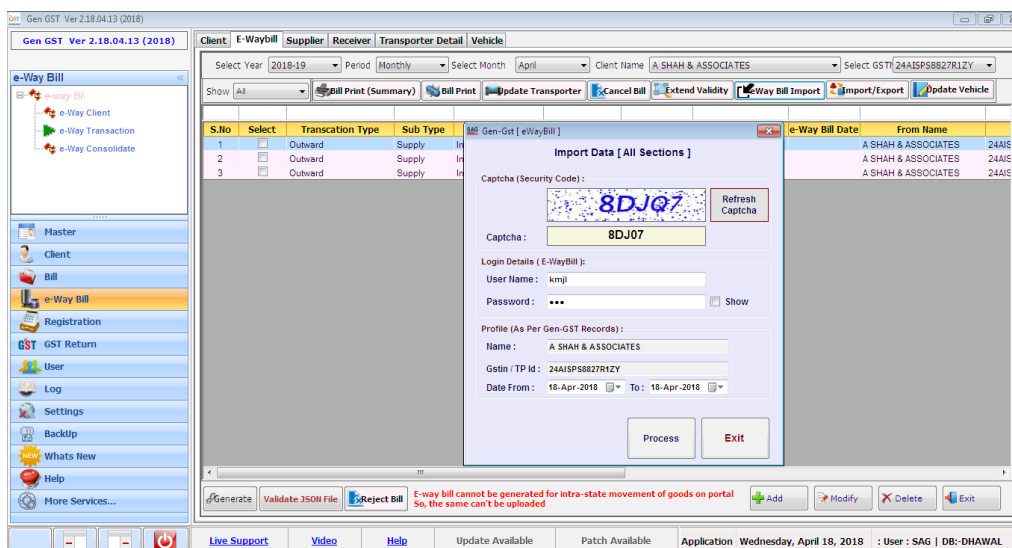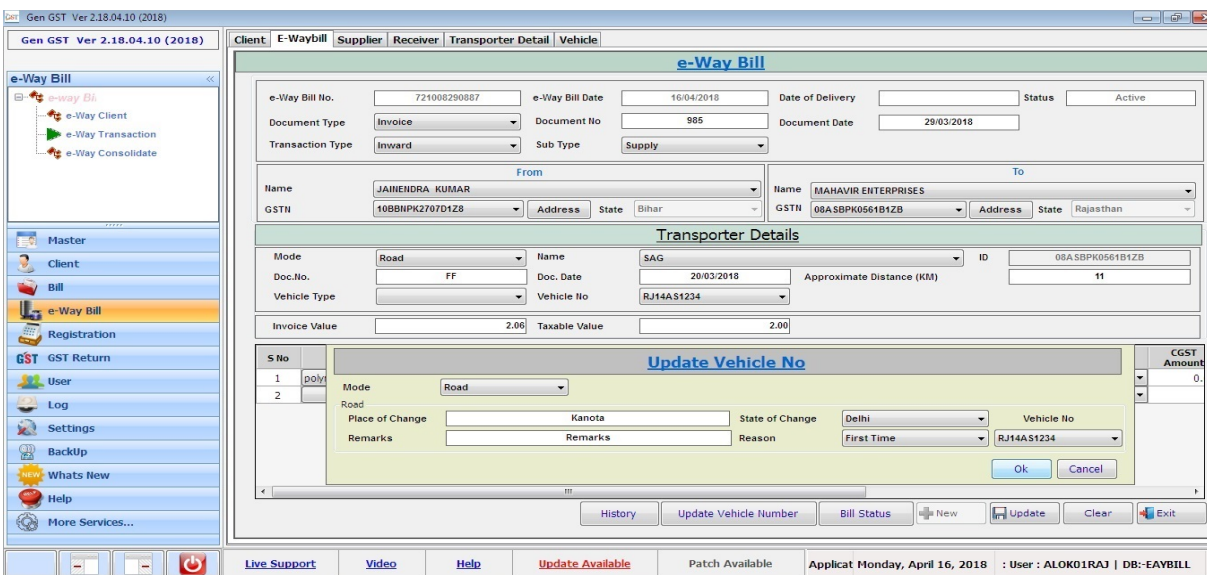
Import/Export

- Next tab is import and Export where user can import the Govt excel and as well as Export the data into Govt Excel as shown below.
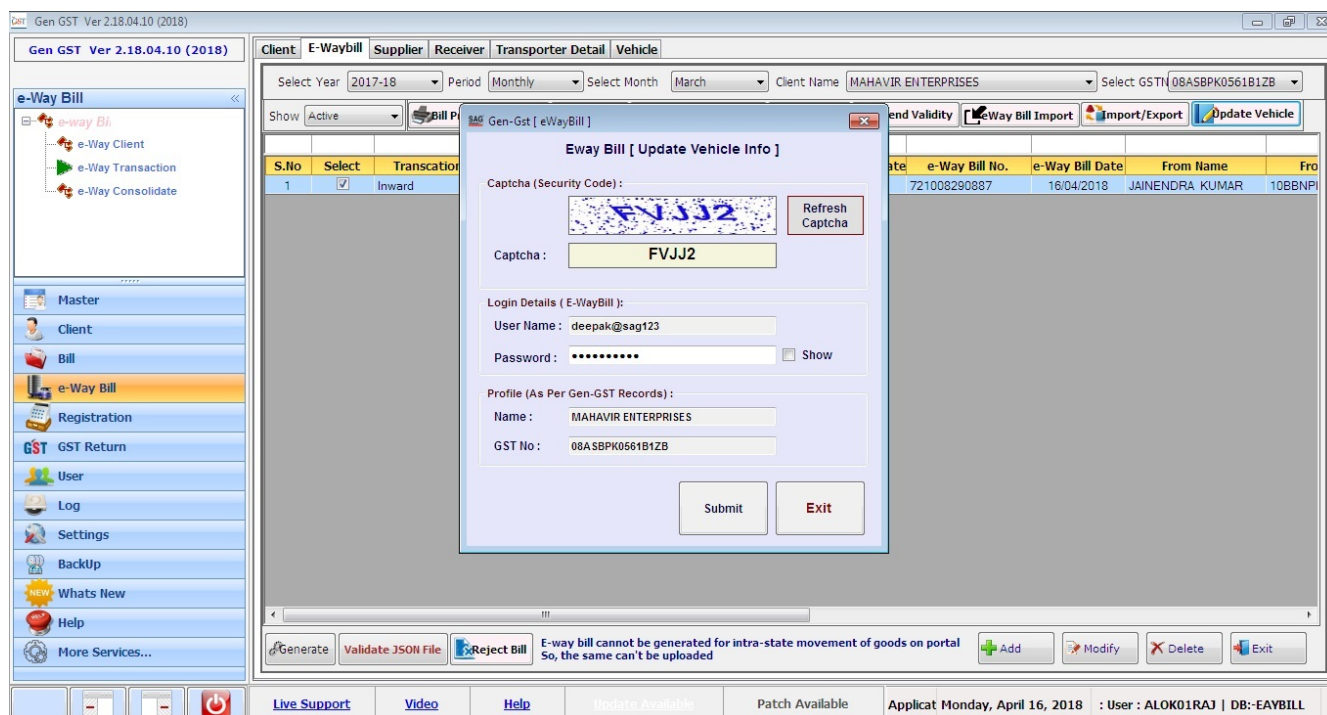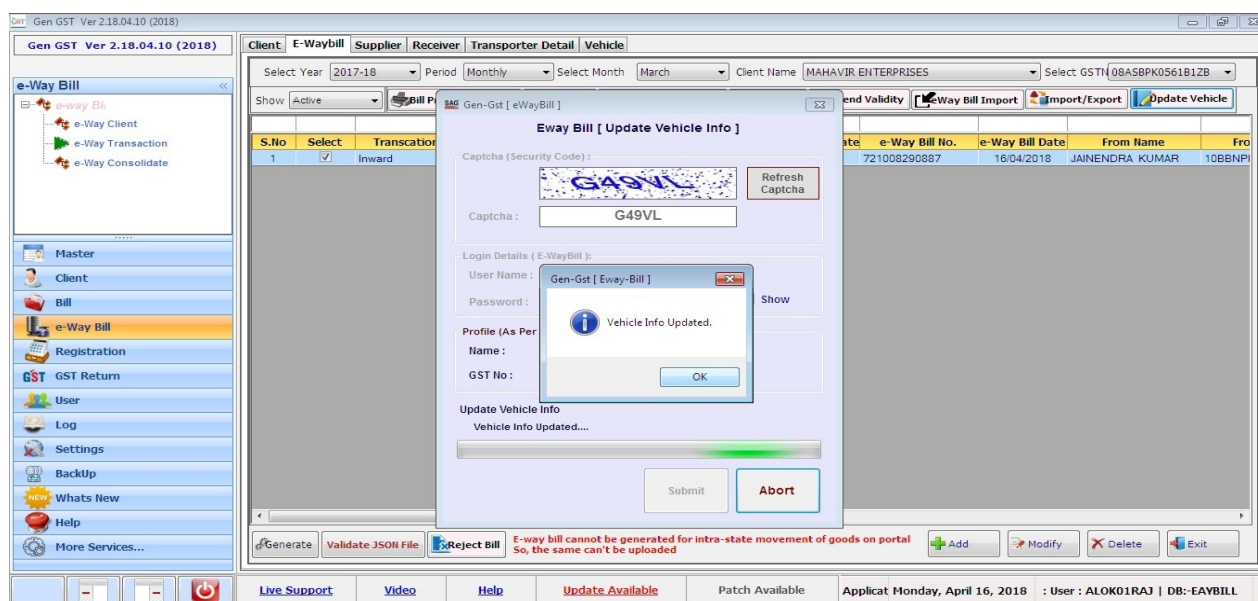

Update Vehicle

- Next tab is update vehicle where user has to select the mode after that select the place of change, state of change, Reason, Vehicle No as shown below.

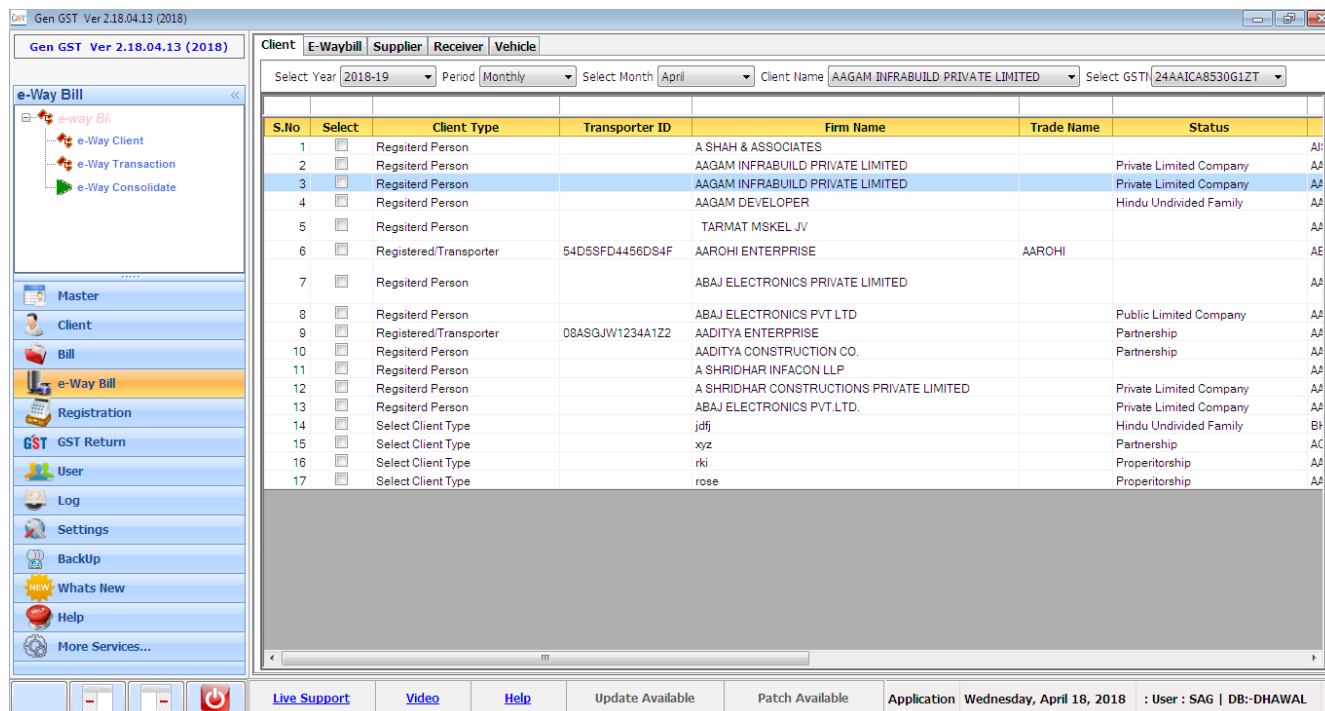- After that a pop-up window will be appear where user has to enter that credential details and captcha.

- After that pop-up message will be appear which indicate that the Vehicle info Updated successfully.

E-way Bill Consolidate

- Consolidated e-way bill is a document containing the multiple e-way bills for multiple consignments being carried in one conveyance (goods vehicle). That is, the transporter, carrying the multiple consignments of various consignors and consignees in one vehicle is required to carry one consolidated e-way bill instead of carrying multiple e-way bills for those consignments.
- Now click on the Consolidated E-way Bill tab then a new window will be opened where user has to first select the client then click on E-way Bill tab as shown below.
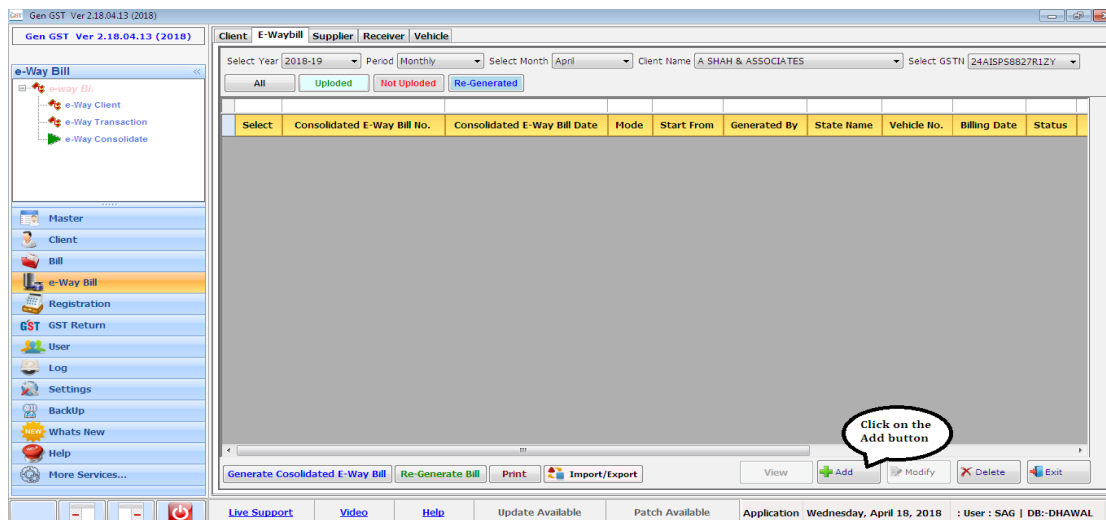

- For adding the New Bill details user has to add the Respective supplier, receiver and vehicle details.

ADD

- After adding all the details again come to e-way bill tab and click on the add button as shown below.

- After that a new window will be opened where user has to select the mode like:-Road, Rail, Air and Ship.
- Now select the from State from the drop down menu, after that enter the location from where vehicle starts from and enter the vehicle No.
- After that click on the add button then a new window will be opened where the Bill details are shown in a grid select the multiple bills from the grid then click on select button as shown below.
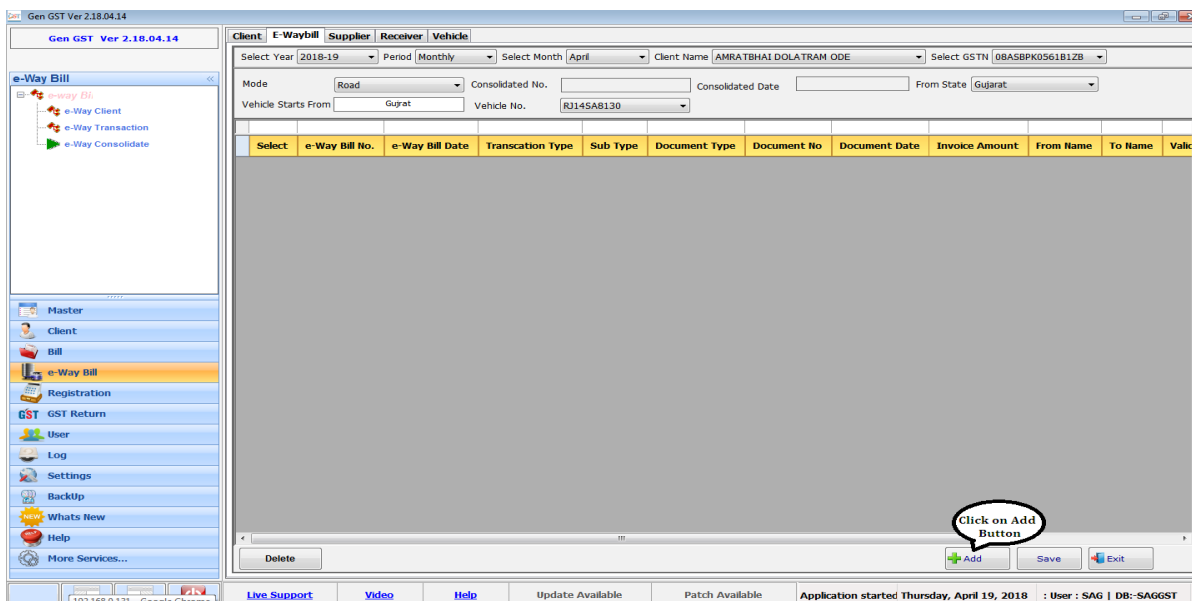
- When user click on the add button then add window bill be opened where user can add multiple e-way bill to generate the consolidate e-way bill.
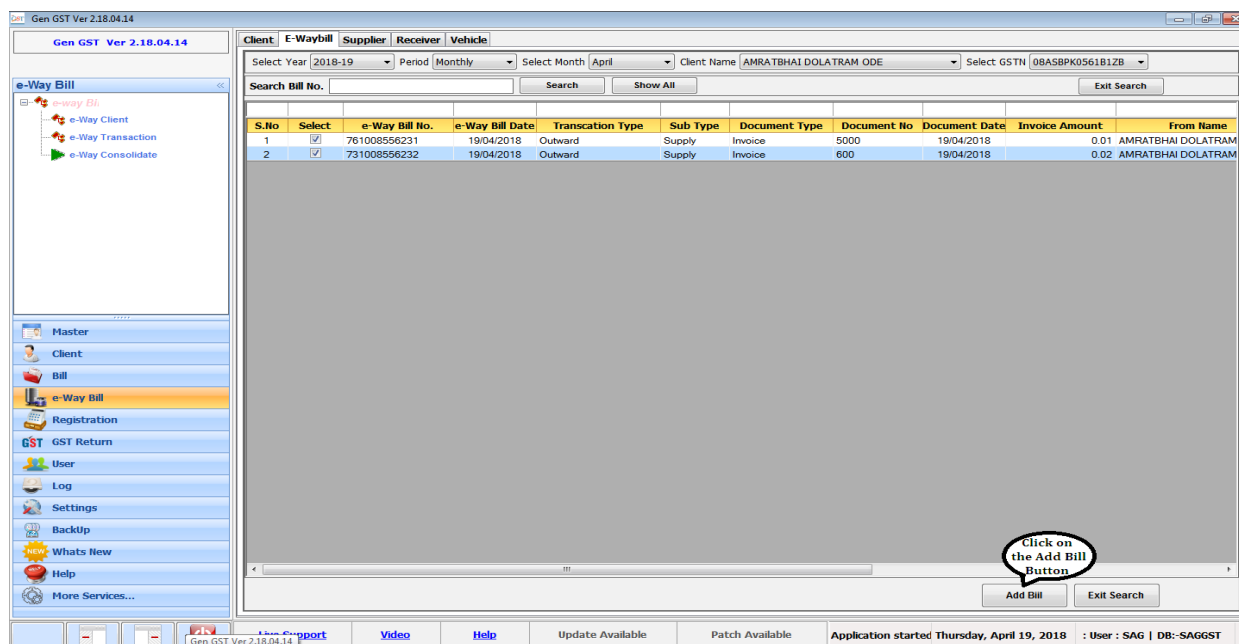
- Then selected bills are added to the e-way bill list as shown below.
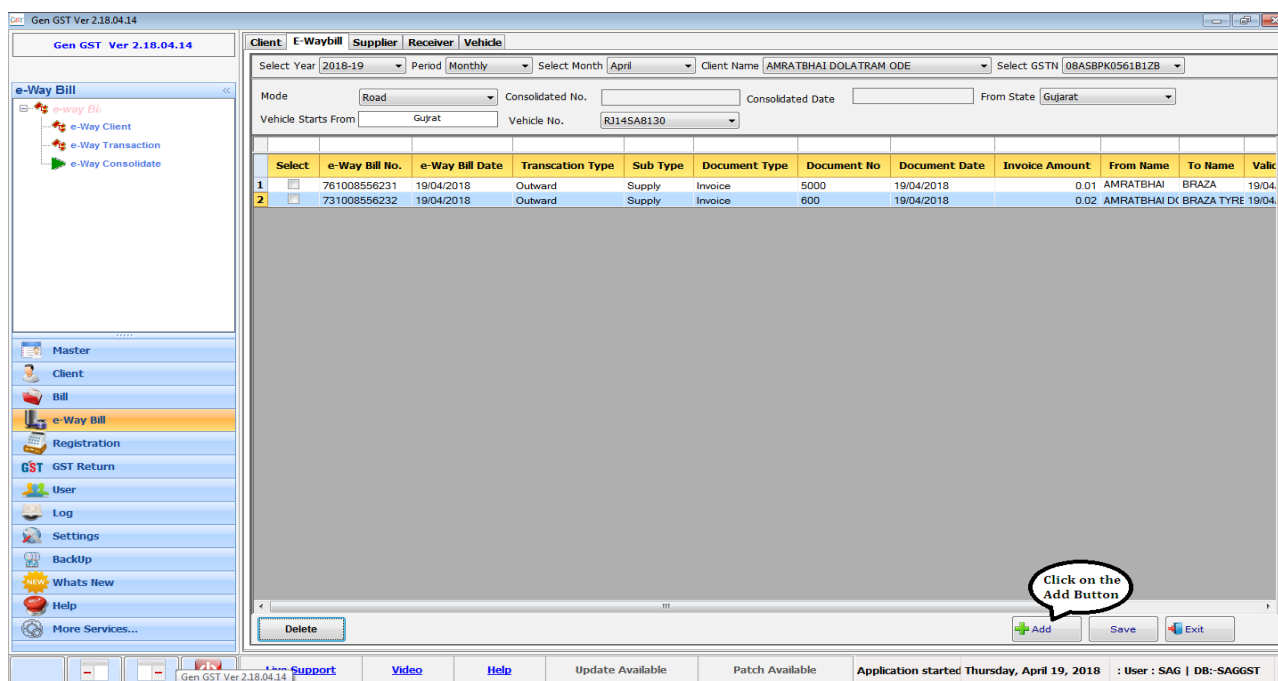
- After adding all the relevant information click on the save button for saving the data as shown below.
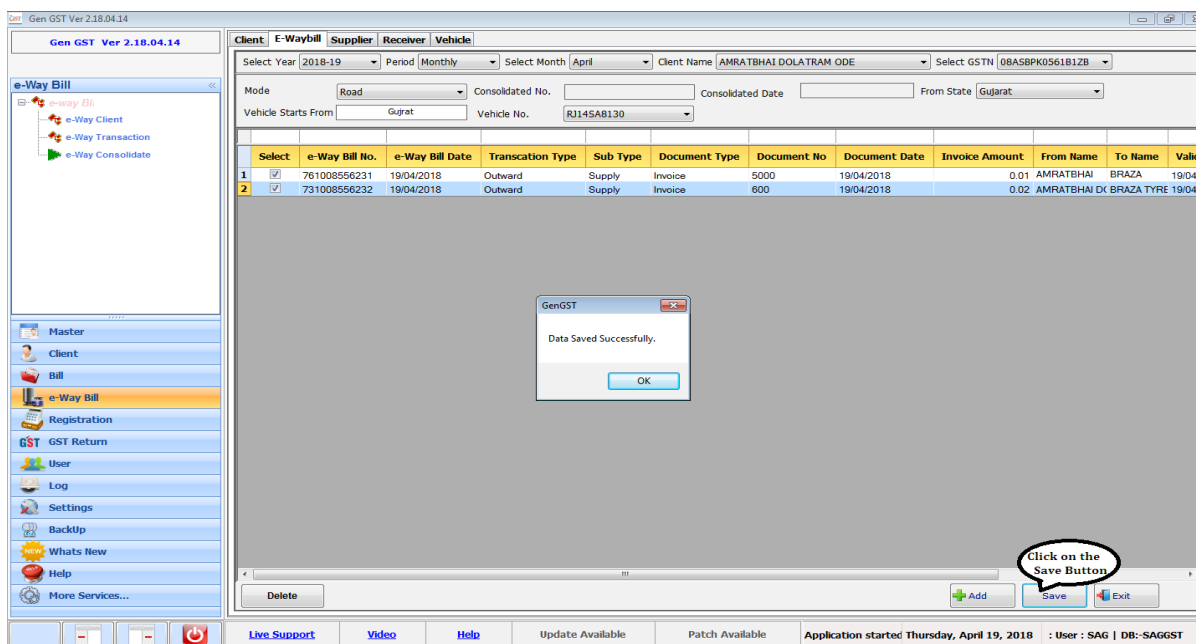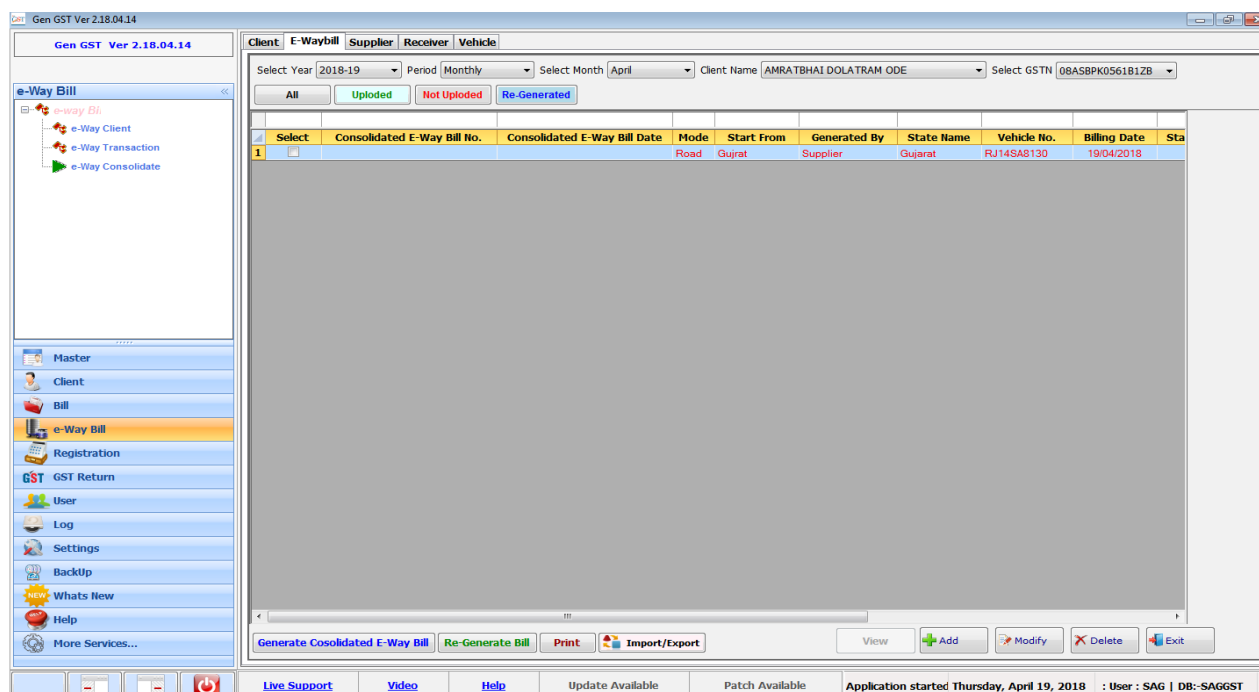

- After saving the details it is shown in red color which indicate that it is not uploaded as shown below.

- For Uploading the Generated e-way bill first of all user has to click on Generate Consolidate E-way Bill button then a pop up window will be opened for saving the JSON file as shown below.
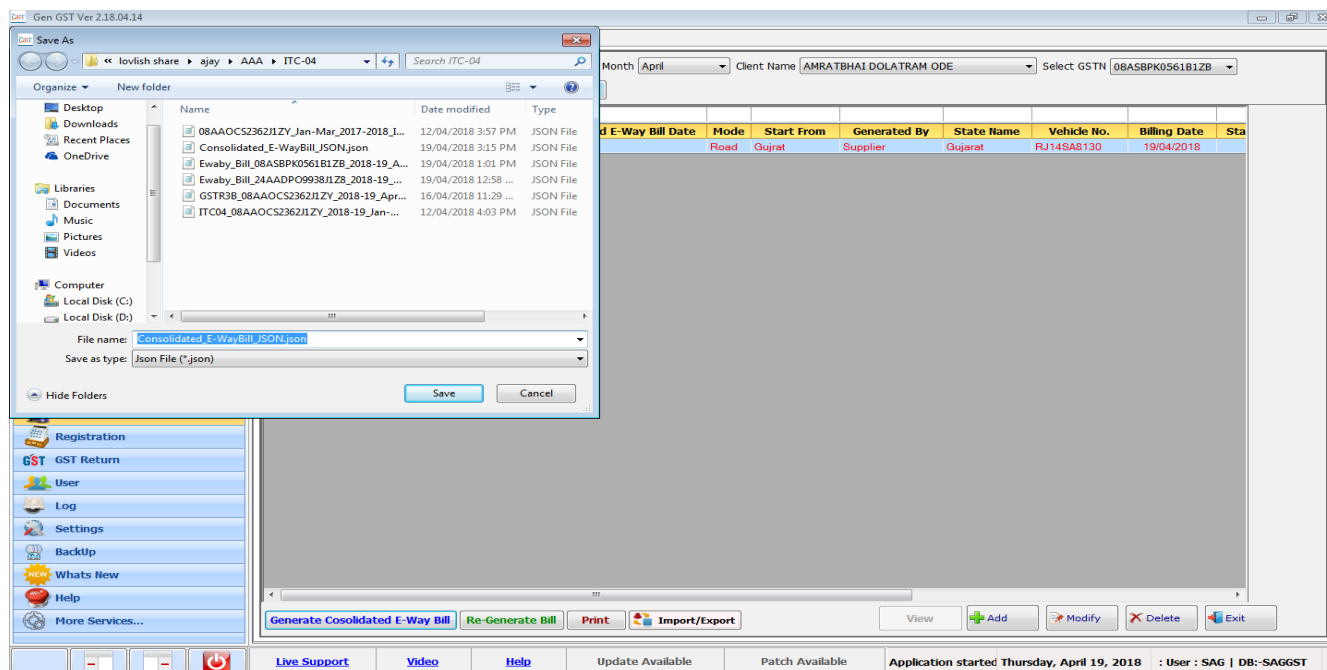
- After that a new pop up window will be opened where it will indicate that successfully generated.

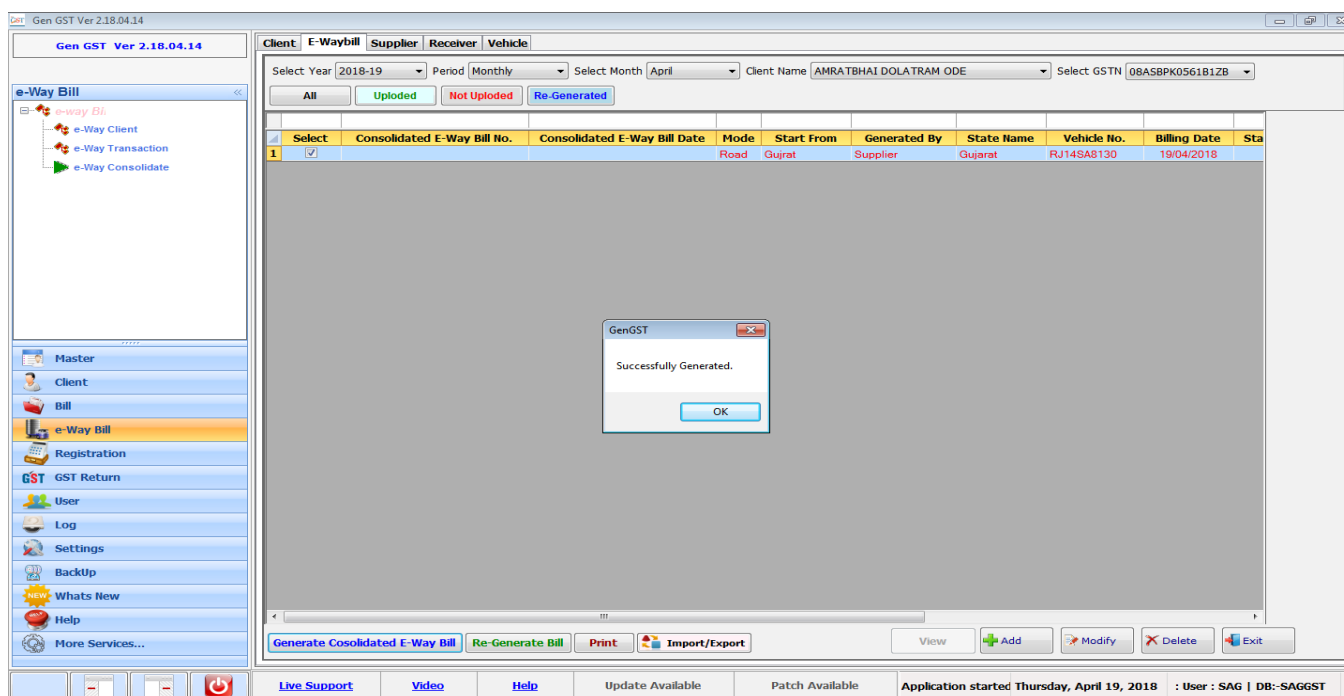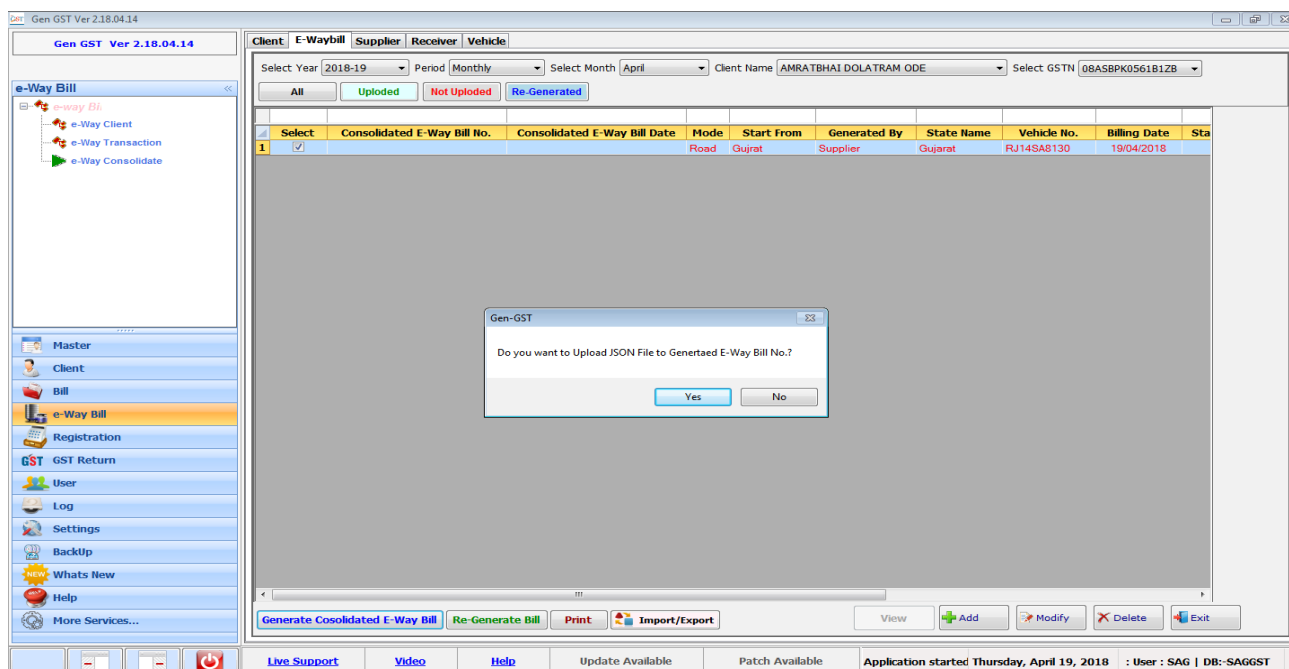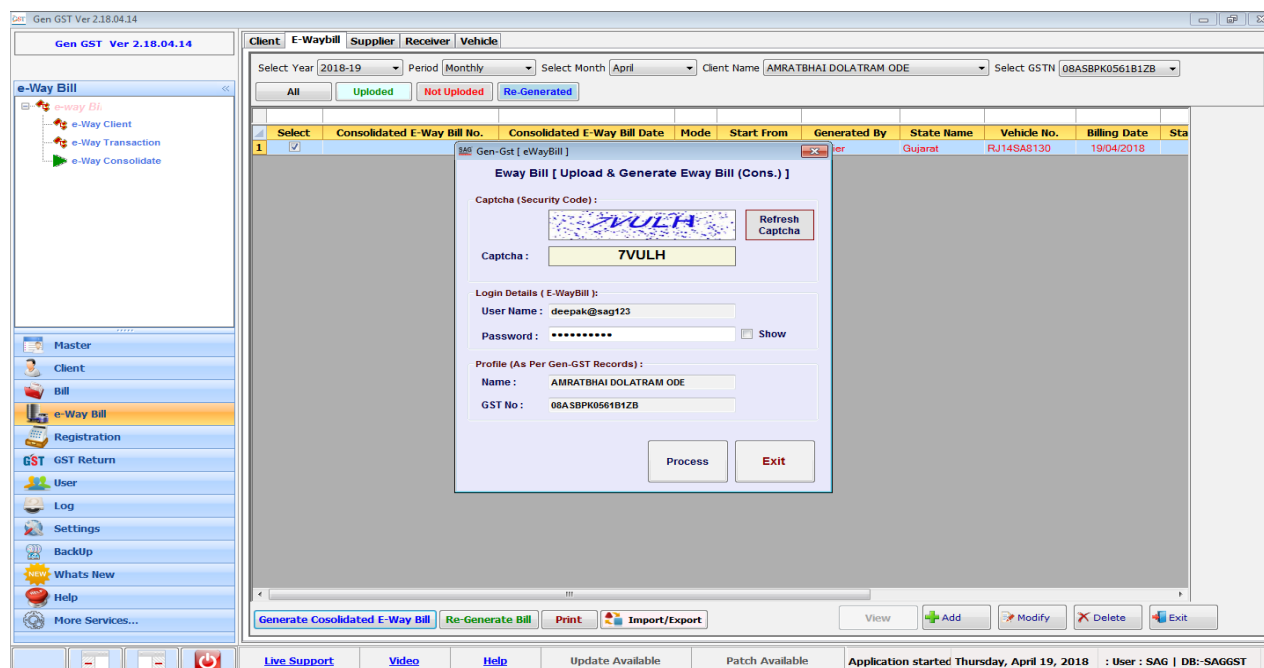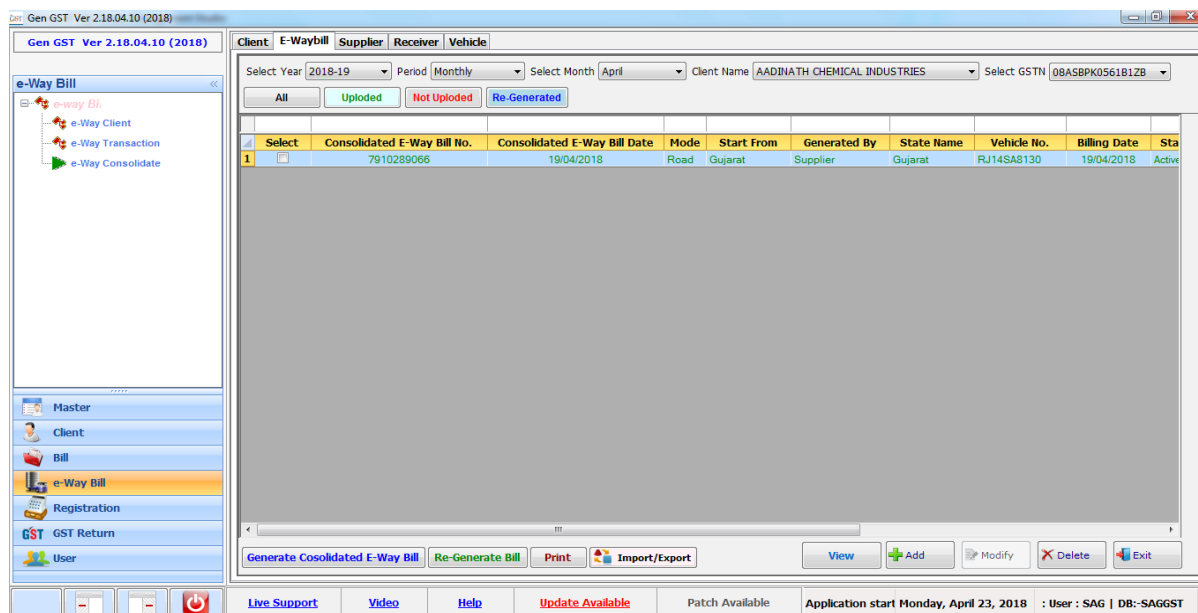- After that another pop-up window will be opened where it will display the message do you want to upload the JSON.

- When user click on the yes button then a new window will be opened where user has to enter the credential details and captcha as shown below.

- After doing all the process successfully then e-way bill is uploaded successfully and it is displayed in the Green Color.
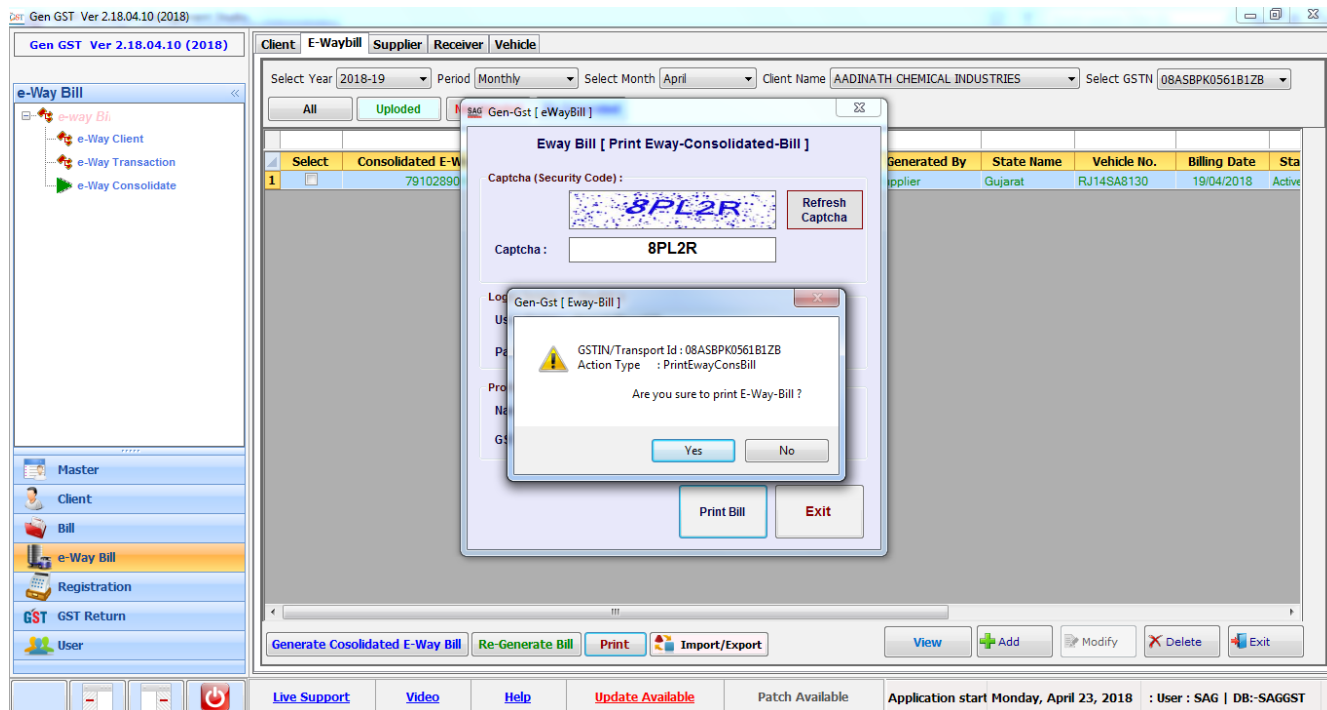

PRINT

- We have also provided the facility of Print. User is able to take the print of only uploaded bill details.
- For that first of all click on the Print Button then a pop up box will be opened where user has to enter the credential details and captcha.
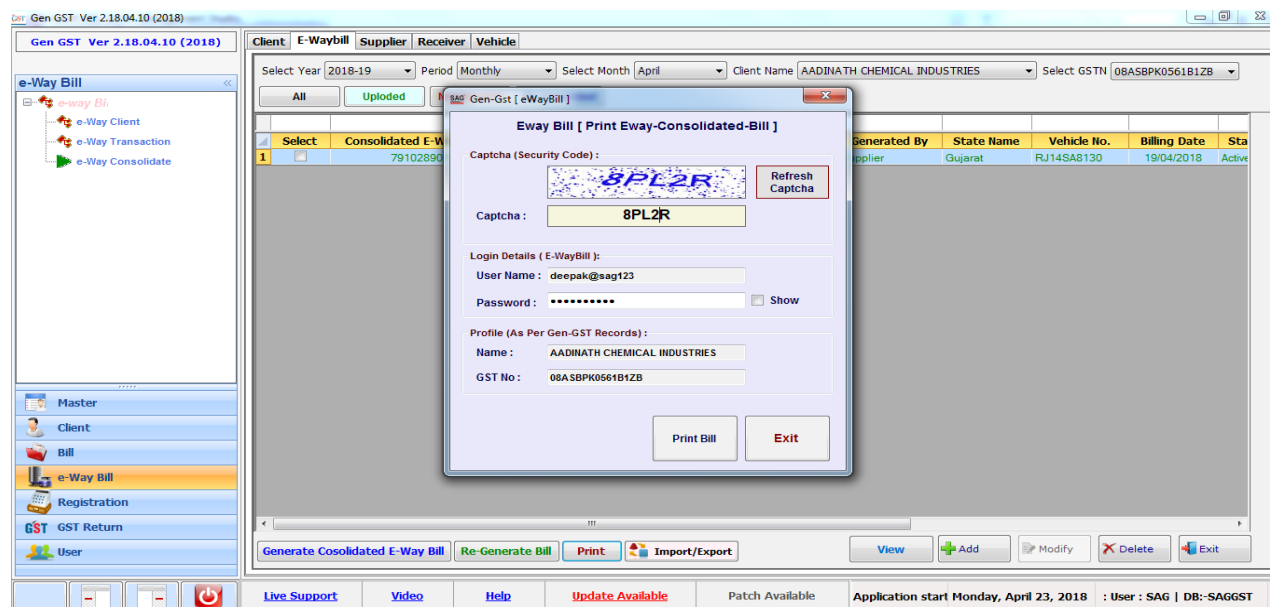
- After that a pop up box will be open where it will display a message as shown below.

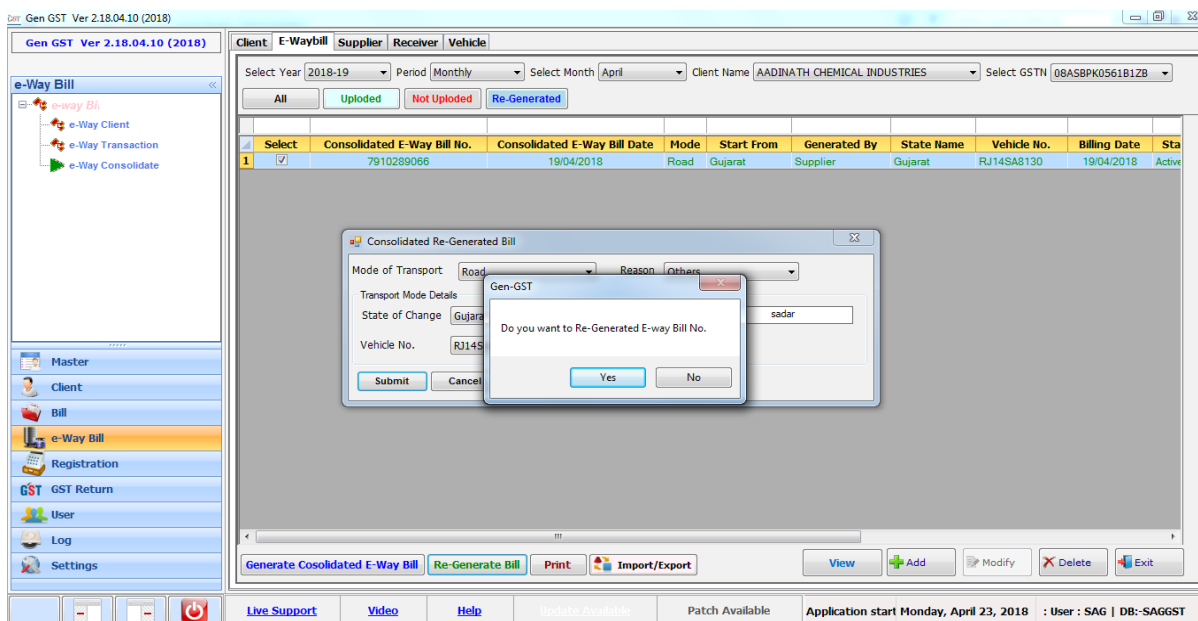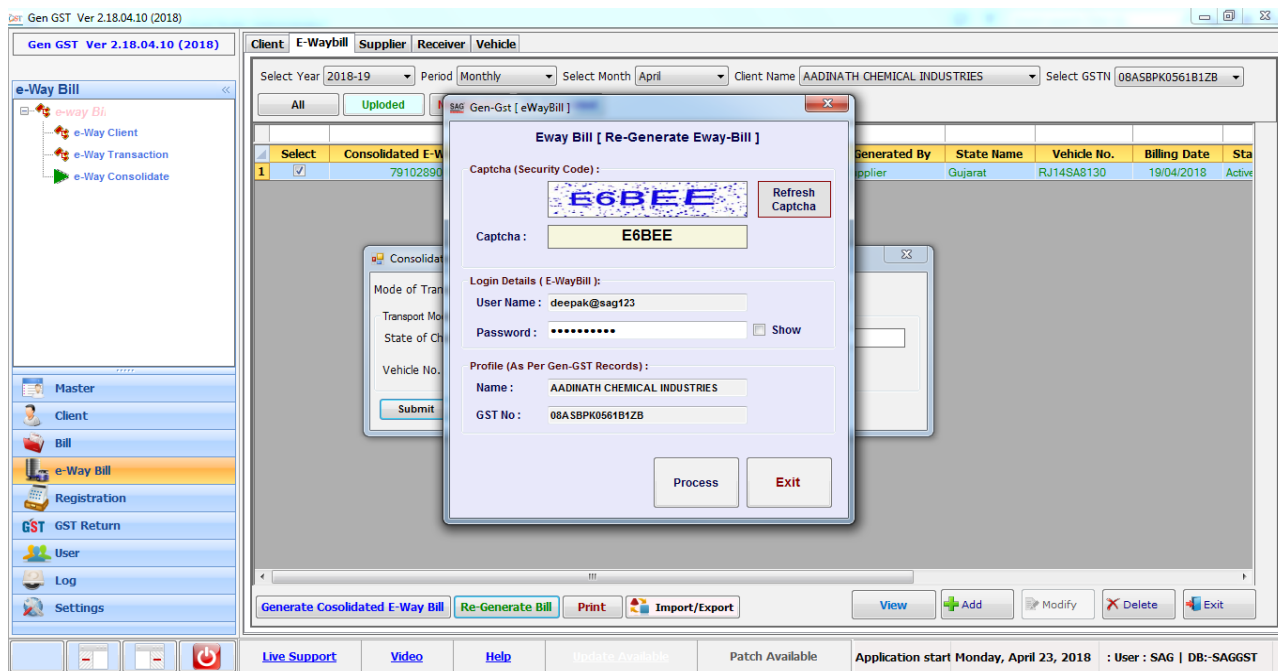- When user click on the Yes button then print preview is displayed.

Re-Genrated

- When user click on the Re-Genrated button then a new pop up window will be opened where user has to select the mode, Reasons like:-Due to breakdown, Due to Transhipment, Others, after that enter the State of change, Vehicle No etc.
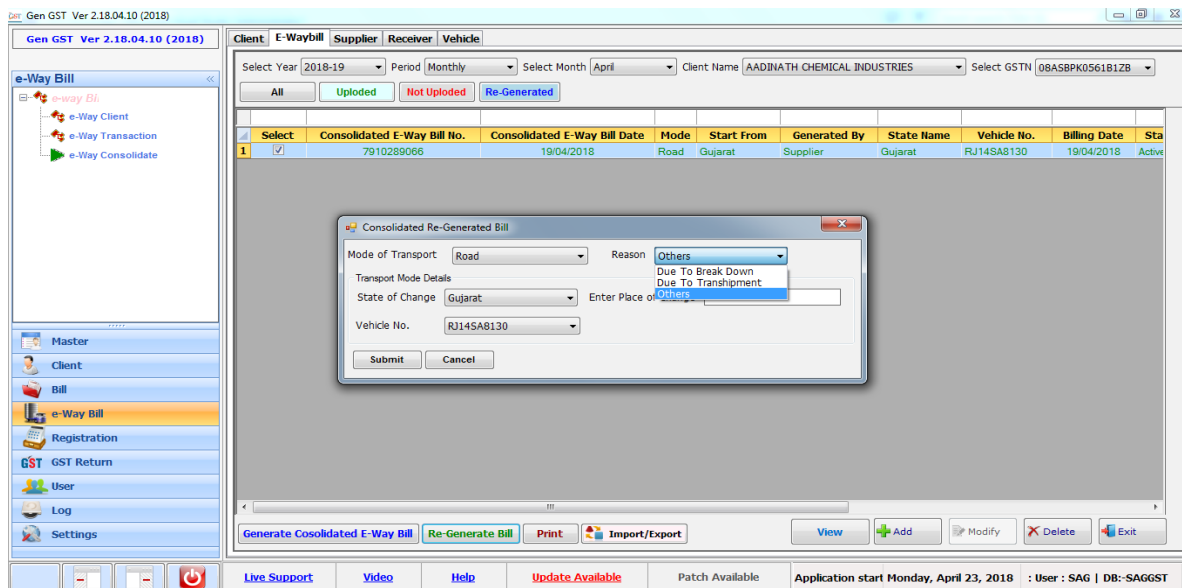

- When user click on the submit button then a new window will be opened which indicate that do you want to re-generate the e-way bill.

- When user click on the Yes button then a pop-up window will be opened where user has to enter the credential details and captcha as shown below.

- When user click on the process button then a new window will be opened which indicate that Are you sure to Re-Generate Cons. EWB on Eway-Bill Portal
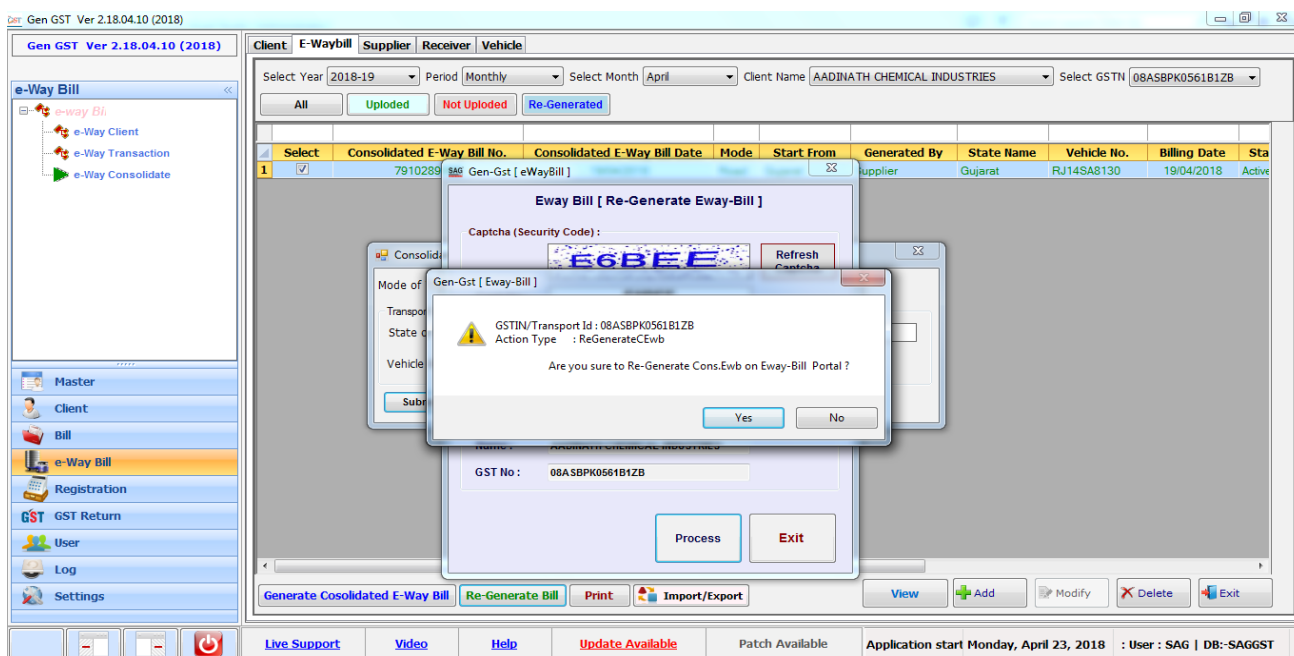
- After doing all the process successfully then print preview of re-generated bill is displayed.

- After that re-generated bill is displayed in blue color in the grid.