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

The e-way bill (EWB) portal provides a seamless gateway to generate e-way bills (single and consolidated options), change vehicle number on the already generated EWB, cancel generated EWBs and many more…

E-way bills in EWB-01 can be generated by either of two methods:

1. On the Web
2. Via SMS

This topic covers the step-by-step process of generating the e-way bills on the E-way bill portal (web-based).

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

1. Registration on the EWB portal
2. The Invoice/ Bill/ Challan related to the consignment of goods must be in hand.
3. If transport is by road – Transporter ID or the Vehicle number.
4. If transport is by rail, air, or ship – Transporter ID, Transport document number, and date on the document.
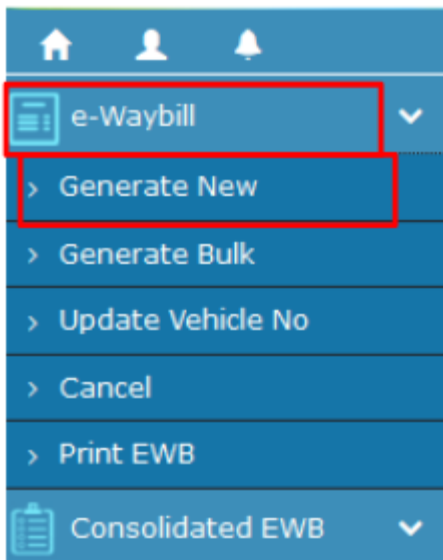
Here is a step by step Guide to Generate E-Way Bill (EWB-01) online:

Step 1: Login to e-way bill system.

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

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

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

1) Transaction Type:

Select 'Outward' if you are a supplier of consignment

Transcation Details

Transaction Type ●	◉ Outward ○ Inward	Sub Type ●	◉ Supply ○ Export ○ Job Work ○ SKD/CKD ○ Recepient Not Known ○ For Own Use ○ Exhibition or Fairs ○ Line Sales ○ Others
Document Type ●	Invoice ▼	Document No ●	Document Date ● [−] 05/09/2017 [+]

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

2) Sub-type: Select the relevant sub-type applicable to you:

If transaction type selected is Outward, following subtypes appear:

Sub Type ●	○ Supply ○ Export ○ Job Work ○ SKD/CKD ○ Recipient Not Known ○ For Own Use ○ Exhibition or Fairs ○ Line Sales ◉ Others

If transaction type selected is Inward, following subtypes appear:

Sub Type ●	○ Supply ○ Import ○ SKD/CKD ○ Job work Returns ○ Sales Return ○ Exhibition or Fairs ○ For Own Use ○ Others

Note: SKD/CKD- Semi knocked down condition/ Complete knocked down condition

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

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

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

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

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

From

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

TO

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

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

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

1. Product name
2. Description
3. HSN Code
4. Quantity,
5. Unit,
6. Value/Taxable value
7. Tax rates of CGST and SGST or IGST (in %)
8. Tax rate of Cess, if any charged (in %)

Note: On the implementation of E-way bills, Based on the details entered here, corresponding entries can also be auto-populated in the respective GST Return while filing on GST portal.

8) Transporter details: The mode of transport(Road/rail/ship/air) and the approximate distance covered (in KM) needs to be compulsorily mentioned in this part.

Apart from above, **Either** of the details can be mentioned:

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

OR

2. Vehicle number in which consignment is being transported.

Format: AB12AB1234 or AB12A1234 or AB121234 or ABC1234

Transporter Details

Mode • ○ Road ○ Rail ○ Air ○ Ship

Approximate Distance (in KM) •

Transporter Name   Name
Transporter ID •
Transporter Doc. No. & Date •   ─   05/09/2017   +

OR

Part - B

Vehicle No. •

(Format: AB12AB1234)

Submit   Exit

Note: For products, clients/customers, suppliers, and transporters that are used regularly, first update the 'My masters' section also available on the login dashboard and then proceed.

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

Otherwise, your request is processed and the e-way bill in Form EWB-01 form with a unique 12 digit number is generated.

The e-way bill generated looks like this:

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

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

Step-1: Click on 'Print EWB' sub-option under 'e-Waybill' option
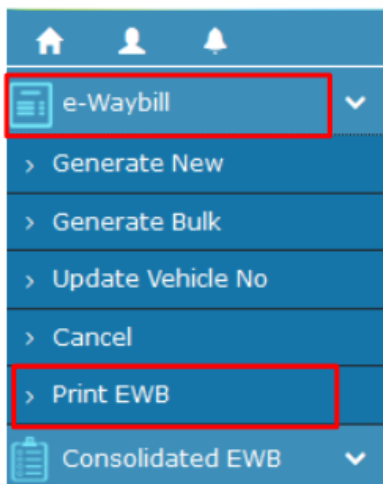
Step-2: Enter the relevant e-way bill number -12 digit number and click on 'Go'

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

Print e-Way Bill

e-Way Bill

E-Way Bill No:	**1810 0000 1348**
E-Way Bill Date:	**23/09/2017 02:25 PM**
Generated By:	**29ckj pm765 9c1Z0 - ARJUNWAD PRIMARY AGRICULT**
Valid From:	**23/09/2017 02:25 PM**
Valid To:	**08/10/2017 02:25 PM**

Part - A

GSTIN of Recipient	GSTIN : 29AAA AA412 1D1ZE ADARSHA PATTANA
Place of Delivery	**ASD4WR,KARNATAKA-560072**
Invoice /Challan No.	**123**
Invoice /Challan Date	**23/09/2017**
Value of Goods	**₹ 1000**
HSN Code	**501**
Reason for Transportation	**Outward - Supply**
Transport No. & Name	
Transport Doc. No. & Date	

Part - B

Mode	Vehicle No	From	Entered Date	Entered By
Road	KA12AB1234	6A5S4D	23/09/2017 02:25 PM	test

Print   Detailed Print   Exit