2017

E-Way Bill System

User Manual – Offline Tool

National Informatics Centre

New Delhi

Table of Contents

List of Abbreviations

Abbreviation	Full Form
GSTIN	Goods and Services Tax Identification No
API	Application Program Interface
EBN No	e-way bill Number
EWB	e-way bill

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. The offline tool has been developed to generate the bulk e-way bills by the tax payers and transporters.

1.2 Purpose and Intended Audience

This document aims to explain the operational procedure on how to use offline tool to generate the bulk e-Way Bills.

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:

- Format and sample copy of the Bulk upload JSON file.
- Using offline tool to prepare the JSON file
- Process of uploading the generation of e-way biils.

1.4 URL or Web site address

http://ewaybill.nic.in

2. Offline method of e-way bill generation

This is one more method to generate the multiple e-way bills in one-go by the tax payers of transporters. This can be used by the two categories of tax payers. First, those tax payers who have automated their supplies but enable to use the API interface because of various reasons. Second, the tax payers/transporters who want to generate the e-way bills in one shot by entering the e-way bill details in one excel type of file as and when order comes. And after finalization of the entries, including may be vehicle number, generate the EWB number. This avoids entering one-by-one in the EWB system and generate the EWB Number.

In this process, the tax payer logs in to the E-Way Bill system and uploads the file containing the multiple requests for EWB as per the format. The system generates the EWB number for all these requests one-by-one and shows the result in table. Otherwise it shows error details. The table details can be cut and pasted into user's system for further use and action.

3. Bulk e-Way Bill Generation

3.1 Preparing Bulk EWB request file

There are two methods for generating the Bulk EWB requests. First, the tax payers can prepare the Bulk EWB request file as follows.

1. In the bulk EWB generation method, the request for e-way bill is accepted in the JSON format. Please refer to excel file for the format and parameters of the JSON request file.

2. Ensure the codes are included in the JSON for the parameters as specified in the code list. Please refer to the code list in the excel file.

3. JSON file with multiple requests are allowed. However, prepare the JSON file with around 500 requests to avoid uploading challenges.

4. Validate all the parameter value as per the format, codes and interlinked values before preparing the JSON file. Pl download the following files from the web site

   • EWB JSON Format.xlsx

• Sample EWB JSON Format.xlsx

OR

Second method is 'Bulk EWB converter tool'. This tool has been provided on the demand of the tax payers as alternative mechanism. This tool can be downloaded by the tax payer from the portal and 'instructions to use' has been provided in the tool itself. It is not necessary to use this tool. The tax payer can prepare similar tool or use first method and use.

Using the EWB bulk converter tool, the tax payer can prepare this JSON file. This tool will allow you to enter the requests in excel file and allow to validate and convert into JSON file. For this, download the following file from web-site.

   • EWB_Converter_tool.xlsx

3.2 Generating the EWB from bulk file

1. User logins to the e-way bill portal with his credentials.

2. Select the 'Generate Bulk' option in the 'Generate EWB' menu.

3. Upload the EWB request file.

4. On click of 'Choose file' button, the system will request to select the JSON file

5. Next on click of 'Upload & Generate' button, the system generates the EWB for error free requests and shows the EWB Number in the grid for them.

6. Now, the user can cut and paste the results from the grid into his system and use them. In case of error related requests, correct the error and generate the file again and process accordingly.

4. Bulk Consolidate EWB Generation

4.1 Preparing Consolidated Bulk EWB request file

There are two methods for generating the Consolidated Bulk EWB requests. First, the tax payers and transporters can prepare the Consolidated Bulk EWB request file as follows.

a. In Consolidated bulk EWB generation method, the request for trip sheet is accepted in the JSON format. Please refer to excel file for the format and parameters of the JSON request file.

b. Ensure the codes are included in the JSON for the parameters as specified in the code list. Please refer to the code list in the excel file.

c. JSON file with multiple requests are allowed. However, prepare the JSON file with around 200 requests to avoid uploading challenges.

d. Validate all the parameter value as per the format, codes and interlinked values before preparing the JSON file. Pl download the following files from the web site
   - Consolidated EWB JSON Format.xlsx
   - Sample Consolidated EWB JSON Format.xlsx

OR

Second method is 'Consolidated Bulk EWB converter tool'. This tool has been provided on the demand of the tax payers and transporters as alternative mechanism. This tool can be downloaded by the tax payer from the portal and 'instructions to use' has been provided in the tool itself. It is not necessary to use this tool. The tax payer/transporter can prepare similar tool or use first method and use.

Using the Consolidated EWB bulk converter tool, the tax payer/transporter can

prepare this JSON file. This tool will allow you to enter the requests in excel file and allow to validate and convert into JSON file. For this, download the following file from web-site.

- Consolidated_EWB_ConvertorTool.xlsx

4.2 Generating the Consolidated EWB from bulk file

➢ User logins to the e-way bill portal with his credentials.

➢ Select the 'Generate Bulk' option in the 'Consolidated EWB' menu.

➢ Upload the Consolidated EWB request file.

➢ On click of 'Choose file' button, the system will request to select the JSON file Next on click of 'Upload & Generate' button, the system generates the Consolidated EWB for error free requests and shows the EWB Number in the grid for them.

Now, the user can cut and paste the results from the grid into his system and use them.

Figure 2: Generating and Uploading Consolidated Bulk EWB.