

## Important Tips about e-way bill system

- E-way bill system web-site address is <http://ewaybill.nic.in>
- Please see the help desk contact details on this portal for your state and contact them in case of any difficulty.
- The tax payer, that is, GSTIN holder, has to register in the e-way bill system and generate his/her username and password to use the e-way bill system.
- The unregistered transporter, that is, the transporter not having GSTIN, can enrol by providing their PAN details, Aadhar details and generate his/her username and password to use the e-way bill system
- Please don't share your username and password with anybody so as to avoid mis-utilisation of your account and generation of e-way bills without your knowledge.
- Help desks or offices of GST and E-way bill will never requests you for the username and password through phone or e-mail or SMS.
- Please watch the dash board on the main menu of e-way bill system for the various activities on the e-way bill system on your GSTIN during last 3 days. It also shows the e-way bills generated by your supplier or recipient on your GSTIN and your e-way bills rejected by your recipient or supplier.
- Please watch out the pop-up alerts whenever you are generating the e-way bills and take appropriate action, if required.
- Please see the SMS alert sent to your registered mobile number every day about the activities carried out on your GSTIN in the e-way bill system and take appropriate action, in case of abnormalities in the figure, by checking details on the e-way bill site.
- For quick and easy generation of e-way bills, the tax payer can create his/her masters of customers, suppliers, products and transporters. One time creation of these details, help him to pull these data easily while generating the e-way bills without typing GSTIN, Name and addresses of the supplier or customer and product details like HSN code and tax rates.
- Before going to generate the e-way bill, please ensure that you have the proper document related to the goods in hand. This avoids the mistakes in generation of e-way bill.
- Please ensure that the Part-B or the vehicle details are updated as and when it is changed for movement of that e-way bill or consignment.
- If you are only moving the goods without the help of any transporters, then you can enter your GSTIN as the transporter id so that you can update the PART-B later.
- Please ensure that the consignment reaches the destination before the validity period expires.
- Please Visit 'Reject' option every day to see the e-way bills generated by the other parties on your GSTIN. If any of these e-way bills or consignment does not belong to you, reject them so that it will not be accounted on your name in the system.
- If you are carrying the multiple e-way bills in one vehicle, then generate One Consolidated e-way bill for all these e-way bills so that it becomes handy to carry by the driver of the vehicle.

- Please ensure that MIS reports are watched and downloaded on regular basis as the e-way bill system will not provide the e-way bills older than 15 days for the tax payers.
- If you have updated your business address and contact details on the GST Common Portal, please use the 'From GST Common Portal' in 'Update' option to pull these details to the e-way bill system.
- If the tax payer is transporter, then he/she can go to the 'as transporter' in 'Update' option and update his/her status as transporter so that the system can enable him/her to enter supplier and recipient details for generation of the e-way bills. Otherwise, the system limits to generate the e-way bill for his purpose.
- If the tax payer wants to use the SMS based e-way bill generation facility, then he can go to the 'For SMS' in 'Registration' option and register the username or sub-username, who has to be assigned this job so that user is enabled to generate the e-way bills through SMS. Please read the User Manual of SMS system for more details.
- If the tax payer wants to use the mobile app based e-way bill generation facility, then he can go to the 'For Mobile App' in 'Registration' option and register the username or sub-username, who has to be assigned this job, along with the IMEI number of the mobile, so that user is enabled to generate the e-way bills through APP. Please read the User Manual of Mobile App System for more details.
- If the tax payer has automated his invoice generation and has all the invoice related information on the system, then he can use the offline tool, bulk generation facility. Using this tool, he can cut and paste the multiple invoices related information, for which the e-way bills need to be generated, as per the format given in the tool and prepare the JSON file using the tool. Later upload into the e-way bill portal and generate in one go the e-way bills for all these invoices. Please read the Bulk generation User Manual for more details.
- If you are the tax payer, who is generating more than 1000 invoices per day, then you can register 'For API' in 'Registration' option and do the site-to-site integration using API interface of the e-way bill system for auto-generation of e-way bills.
- If the tax payer is running his business round the clock or has multiple branches, then he can create the sub users and assign the roles to them on the e-way bill system. Using these sub-user accounts, his staff or branches can generate e-way bills and the system records these details with their account names so that later tax payer can view.
- If your conveyance is detained unnecessary for more than half an hour by the department officer, you can raise the grievance using the detention report.