eWay Bill & Gate Out Entry

Using *eWay Bill & Gate Out Entry* screen you can:

- Generate the e-Way bill for Invoice or Debit Note. In case of Invoice you can enter data for all interstate invoices and for debit note for all interstate return voucher. Under the GST regime, e-Way is an electronic generated document which is required to be generated for the transportation of goods from one place to other. The electronic document is required to be generated online for goods transportation irrespective of whether it is inter-state or intra-state.

- Maintain and track the details of material sold, necessary for GST reporting. Whenever goods sold are moved out from the warehouse you need to maintain the details of material moved depending upon the nature of the sale i.e. the information varies in case of Export, Annexure II and ARE 3.

- You can enter the eWay bill data in BatchMaster. You can enter data for the following transport options:

    o Road

    o Rail

    o Air

    o Ship

Go To: Sales→ GST → eWay Bill & Gate Out Entry.

eWay Bill & Gate Out Entry - Dashboard

You can manage e-Way bills and manage the details of sold materials from this dashboard. By default, the system displays all the existing e-Way bills for Invoice or Debit Note as maintained for your business / company. You can click on any of the record to view its details.

The *eWay Bill & Gate Out Entry* dashboard contains many elements that occupy 100% of the browser window. Resizing the window would resize the elements to fit. The elements can be rearranged, i.e., docked, resized, grouped, and stacked. The header and the side panel can't be rearranged.

Using the *Action* button from the dashboard you can:

- Delete selected record(s)

- Change status to *Uploaded* for selected multiple records

By default, this dashboard displays all status eWay Bill & Gate Out Entry records. You can click on any of the *Invoice/Debit Note/ Export/ uploaded e Way* button to filter the records accordingly.

After you select all the columns of the *eWay Bill & Gate Out Entry* dashboard, the middle grid displays the selected columns.

The *eWay Bill & Gate Out Entry* dashboard provides a clear vision of the created records in a read-only mode. You can view the eWay Bill & Gate Out Entry records as per the number of items per page specified.

eWay Bill & Gate Out Entry – Add Mode

Click *New* button on the *eWay Bill & Gate Out Entry* screen to create a new record, from where you create a new eWay bill against Invoice, or Debit Note.

eWay Bill & Gate Out Entry - Tab

Document Type: Select one of the option using the dropdown next to the field for generating e-way bill. The available options are:

- Invoice

- Debit Note

- Export

Document No: This field is used to specify the document number using the lookup next to the field. The lookup here obtains *Invoice No.* or *Voucher No.* based on the option as selected in the above *Document Type* field.

Customer Name/Vendor Name: This is the customer for whom the invoice was created. This is a read only field.

eWay Bill No.: This field is used to specify the eWay Bill number for the invoice uploaded.

You need to manually enter this number after processing the eWay Invoice uploaded to the website. This will be generated for each individual invoice uploaded to the eWay website.

Generated By: This field is used to specify the user who created the eWay Bill.

Generation Date: This is the date on which the eWay Bill is created by the user specified in the *Generated By* field.

Distance(km): This field is used to specify the distance which the material will be moved. In case of Debit Note you need to enter the field value manually for once against each vendor. The system would auto populate the value next time you reopen the screen.

Valid From: This is the starting date range from which the eWay Bill is applicable.

Ship Via Name: This is the Ship Via key associated with the Invoice. Using the lookup next to the field you can select the required Ship Via. If selected, the system will default the associated Trans Id and Transporter name on their respective fields. In case of Debit Note the field, value will be defaulted from Purchase Order.

Time: This field is defaulted with the current server time in Hour:Minute AM/PM format. This is the time when the material is moved out.

Status: This field displays the status of the eWay Bill. The possible statuses are:

- New

- Uploaded

Invoice/Debit Note Date: This field displays the Invoice / debit note number for which you want to create the eWay bill. Using the lookup next to the field, specify the invoice / debit note number that is to be uploaded for eWay Billing.

City: This is the city in which the material is supplied. This is a read only field defaulted from the Invoice.

eWay Bill Date: This is the date on which the eWay Bill is generated.

GSTIN Username: This is the GSTIN Number of the customer against whom the selected invoice exists.

Valid Till: This is the date up to which the eWay bill will be applicable.

Security Person: This field is defaulted with the logged in user.

Grid Fields:

Action **:** Click this button to delete a row from the grid.

Seq. No: The *Seq No.* is autogenerated, incremented each time you insert a row. This is a read-only field.

Mode: This field is used to define the mode of transport as one of Road, Rail, Air or Ship. Use the drop down next to the field to specify the mode. Depending upon the selection, you need to specify the following: GST No., Career Name, Vehicle No, Document No., and Document Date.

GST No.: This is the GSTN Number of the customer against whom the selected invoice exists.

Career Name: This field is used to enter the carrier name who is carrying the assignment.

Vehicle No: This field is used to enter the vehicle number of the vehicle used to move the sold material.

Document No: This field is used to specify the document number as per the selected mode.

Document Date: This field is used to specify the date on which the eWay document is created.

Packaging Information - Tab

Seq No. : The *Seq No.* is autogenerated, incremented each time you insert a row. This is a read-only field.

Item Key: This is the item sold and is defaulted from the line items tab of the sales order screen.

Qty Shipped: This is the quantity of the item sold and is defaulted from the sales order screen.

UOM: This is the sales unit of measure for the items sold.

Container No.: Container number can be entered here.

Packages No.: This is the number of packages created for the items.

Pallet Size: This field is used to enter the size of pallet.

Total Pkg: This is the total of packages moved.

Pallet UOM: UOM of palette sold is entered in this field.

No. & Desc of packaging: This is the description of the package.

Marks and Nos on packages: This is the identification number of the package.

Remarks: Any extra remarks or notes can be associated here.

Export Details - Tab

Pre Carriage By: Transporter detail can be entered in this field.

Place of Receipt By: This is the transporter used to move the material.

Origin Country: Use the lookup provided to associate the Country from where the goods originated.

Buyer if other than Consignee: This field is used to maintain a Buyer's name other than the consignee.

Bond Number: Bond number can be entered here.

Container No.: This is the number of the container in which material is kept.

Vessel/flight Number: Vessel Number can be entered in this field.

Port Of Discharge: This is the location where the item is discharged.

Other References: This field can be used to associate any extra references.

Recipient Country: Use the lookup provided to associate the Country where the goods will be finally discharged.

Govt Seal Number: This field can be used to note the Central Excise Seal number.

Bond Detail: Bond details can be maintained here.

Shipping Line Sr. No.: This field is used to note the serial no of the shipping line.

Port of Loading: This is the location from where the goods are loaded.

The information maintained here is necessary to print the Export Pack List and ARE-1 reports. I.e. these details will be fetched on the Export Pack List and ARE-1 reports.

Other Detail - Tab

Other Detail tab lets you associate extra details with the Gate Out related entry. Here, you can maintain the Other Details, as required.
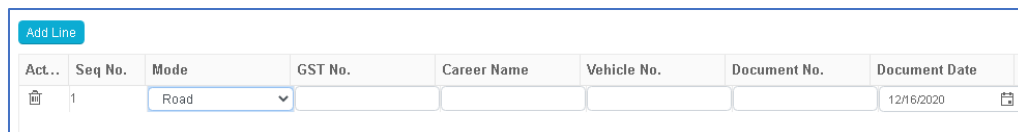

Seq No. : The *Seq No.* is autogenerated, incremented each time when you insert a row. This is a read-only field.

Description: Enter a description as required.

Value: This field is used to enter the amount.

Maintaining eWay Bill & Gate Out Entry

1. Click on the *New* button to create a new eWay Bill & Gate Out Entry.

2. Select one of the option as *Invoice / Debit Note/Export* using the dropdown next to the *Document Type* field.

3. Enter or select the Invoice Number / Voucher Number in the *Document No.* field. Use the lookup next to the field to select the required Invoice / Voucher Number. The lookup will obtain all the Invoices / Debit generated in the system having a date later than 31st January 2018. The system defaults *Vendor Name/Customer Name* and *City* fields accordingly.

4. Enter the *eWay Bill No.* and the date of creation in the *eWay Bill Date* field.

5. Specify the name of the person who is creating the eWay Bill in the *Generated By* field and the date of eWay Bill generation in the *Generation Date* field.

6. Enter the distance in kilometers for transportation in the *Distance(km)* field.

7. Enter the GSTIN Username in the respective field.

8. Enter the valid days range in the *Valid From* and *Valid To* fields. The eWay bill will be valid for the defined number of days.

9. Specify the Ship Via key using the lookup next to the *Ship Via Name* field.

10. Enter the required time in HH:MM AM/PM format in the *Time* field.

11. Click on the *Add Line* button to add a new line in the grid.

12. Select the Mode from the drop down next to the *Mode* field as one of *Road, Rail, Ship or Air*.

13. Enter the *GST No.* and *Career Name* in their respective fields

14. Enter the *Vehicle Number* of the vehicle which is used to move the material out.

15. Enter the *Document No.* and *Document Date* in their respective fields.

16. Switch to the *Packaging Information* tab to enter the various Item packaging details in their respective fields.

17. Switch to the *Export Details* tab.

18. Specify the origin country from where the goods originated using the lookup provided next to the *Origin Country* field.

19. Specify the recipient country where the goods will be discharged using the lookup provided to *Recipient Country* field.

20. Click on the button adjacent to the *Buyer if other than Consignee* field to open a popup window, wherein you can specify a Buyer's name if it is other than the consignee's name.

21. Enter the various export details such as *Pre Carriage By, Place Of Receipt By, Bond Number, Container No., Vessel/flight Number, Port Of Discharge, Other References, Govt Seal Number, Bond Detail, Shipping line Sr.No.*, and *Port of Loading* in their respective fields.

22. Switch to the *Other Details* tab.

23. On the *Other Details* tab, you can associate extra details related to the gate out entry.

24. Finally save and update the entry.