

An Offline Tool for entering invoices
using a simple and user friendly form
and generating IRNs

GePP

GST e-Invoice Preparing and
Printing tool

National Informatics Centre

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List of Abbreviations

Abbreviation	Full Form
IRP	Invoice Registration Portal
IRN	Invoice Reference Number
GSTIN	Goods and Services Tax Identification No
B2B	Business To Business
SEZ	Special Economic Zone
ITC	Input Tax Credit
EWB	e-Way Bill
GSP	Goods and Services Tax Suvidha Provider
GST	Goods and Services Tax
QR Code	Quick Response Code
NIC	National Informatics Centre

1. Introduction

1.1 Background

The GST Council has approved introduction of 'E-invoicing' or 'electronic invoicing' in a phased manner for reporting of business to business (B2B) invoices to GST System.

Since there was no standard for e-invoice existing in the country, standard for the same has been finalized after consultation with trade/industry bodies after keeping the draft in public place. Having a standard is a must to ensure complete inter-operability of e-invoices across the entire GST eco-system so that e-invoices generated by one software can be read by any other software, thereby eliminating the need of fresh data entry – which is a norm and standard expectation today. The machine readability and uniform interpretation is the key objective. This is also important for reporting the details to GST System as part of Return. Apart from the GST System, adoption of a standard will also ensure that an e-invoice shared by a seller with his buyer or bank or agent or any other player in the whole business eco-system can be read by machines and obviate and hence eliminate data entry errors.

E-invoicing in India will be a big move, due to the volume of business transactions undertaken every day, as well as the plethora of different, non-standardized formats used in invoice generation. The main objective is to enable interoperability across the entire GST eco-system i.e. an e-invoice generated by one software should be capable of being read by any other software. Basically, through machine readability, an invoice can be uniformly interpreted.

1.2 Purpose and Intended Audience

This document aims to explain the operational procedure on how to use E-Invoice Form based offline tool to generate the e-invoices. It is expected that the document will also be useful for the taxpayers, tax consultants and the software companies to adopt the designed standard.

This document aims to explain the operational procedure on how to use offline tool to generate the single e-invoices. This document is intended for registered taxpayers under GST, who are the main stakeholders of e-invoice system under GST.

1.3 Scope

The scope of this document covers:

- What is E-invoice
- Using Single Invoice Upload tool
- Bulk EWB Generation

1.4 URL or Web site address

<https://einvoice1.gst.gov.in>

2. What is E-invoice?

E-Invoicing is a process in which all the invoices created by accounting software will be authenticated electronically by GSTN for further use (like return preparation, E-way bill creation).

There are lots of myths or misconception about e-invoice. E-Invoice does not mean generation /creation of invoice from central portal or tax department because practically it is not possible it will create unnecessary restrictions on trade and industry and different industry have different business requirement, which cannot be met out by software.

E-Invoice is a submission of already generated Invoices from accounting software to GST Portal and we all are aware that there are hundreds of accounting & billing software, which generate invoices, but they all use their own formats to store information electronically and data in such different-different formats cannot understand by the GST System, hence it was not possible to submit the data from accounting software to GST System.

So, need was felt to issue a standard format (Schema) in which data will be shared with other systems, although from user prospective it's same as earlier, there would not any change in print or electronically creation of invoice. Only standard schema needs to be implemented by all the accounting and billing software so that it can generate JSON of each invoice in such format which can be uploaded on GST Portal for further authentication and approval.

2.1 Benefits on E-Invoicing System

The major benefits of e-Way Bill system are as follows:

- **Standardization:** One time reporting on B2B invoice data in the form it is generated to reduce reporting in multiple formats (one for GSTR-1 and the other for e-way bill).
- **Automation:** Auto-generation of Sales and Purchase Registers (ANX-1 and ANX-2). To generate Sales and purchase register (ANX-1 and ANX-2) from this data to keep the Return (RET-1 etc.) ready for filing under New Return. e-Way bill can also be generated using e-Invoice data
- **Seamless Reconciliation:** Reconciliation and data verification between suppliers and recipient will be seamless and thus provide better control over input tax credit computation and claim.

- **Lesser Compliance:** Reduction in overall compliance burden. Substantial reduction in input credit verification issues as same data will get reported to tax department as well to buyer in his inward supply (purchase) register.
- **Elimination of fake invoices:** Reduction of tax evasion, System level matching of input credit and output tax.
- **Information Availability:** Near real-time availability of information to all the relevant participants in the supply chain.
- On receipt of information through GST System as buyer can do reconciliation with his Purchase Order and accept/reject in time under New Return
- **Environment friendly:** The need of the paper form of the multiple copies of way bill is eliminated. Hence, the tons of paper are saved per day.
- Officials saved of monotonous work collecting and matching the manual work with the returns of the taxpayers.

2.2 Objective

E-invoicing in India will be a big move, due to the volume of business transactions undertaken every day, as well as the plethora of different, non-standardized formats used in invoice generation. The main objective is to enable interoperability across the entire GST eco-system i.e. an e-invoice generated by one software should be capable of being read by any other software. Basically, through machine readability, an invoice can be uniformly interpreted.

In addition to the above, this new system of e-invoicing aims to make invoice reporting an integral part of a business process and remove the tedious task of invoice-compilation at the end of a return period. Claiming fictitious Input Tax Credit (ITC) by raising fake invoices is also one of the biggest challenges currently faced by tax authorities. The e-invoice system will help to curb the actions of unscrupulous taxpayers and reduce the number of fraud cases as the tax authorities will have access to data in real-time.

2.3 Stakeholders

The objective behind introducing e-invoice is to effectively address the expectations and concerns of the stakeholders by leveraging the use of ITC (Input Tax Credit).

3. Form based Method of IRN Generation

The sheet number of invoices raised by large businesses can be staggering and tedious for the taxpayer to generate Invoice Reference Number (IRN). Form based IRN generation facility is provided by the Invoice Registration Portal (IRP) where invoices can be entered using simple and user friendly form based and uploaded in the Invoice Portal. Generation of IRN is the responsibility of the supplier who will be required to report the same to Invoice Registration Portal (IRP) for authentication, After successful verification, the portal will generate a unique Invoice reference number (IRN) and return a digitally signed e-invoice and a QR code.

The e-invoice system being implemented by tax departments across the globe consists of two important parts namely,

- a) Generation of invoice in a standard format so that invoice generated on one system can be read by another system.
- b) Reporting of e-invoice to a central system.

3.1 Process to Generate Invoice reference number

The e-invoice system provides a provision of offline method to generate the multiple Invoice reference number in one-go by the tax payers.

In order to download this tool, visit the trial e-invoice portal. Go to **Help> Tools > Bulk Generation Tools** option provided in E-Invoice portal as shown below. Please make sure you are using 2010, or higher version of MS office.

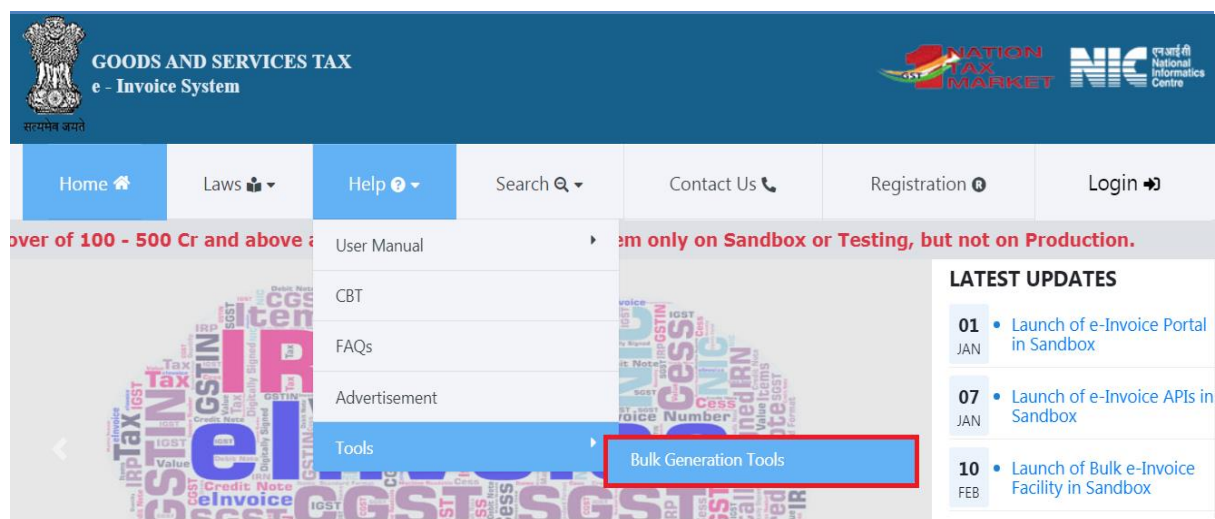


Figure 1: Bulk Generation Tool

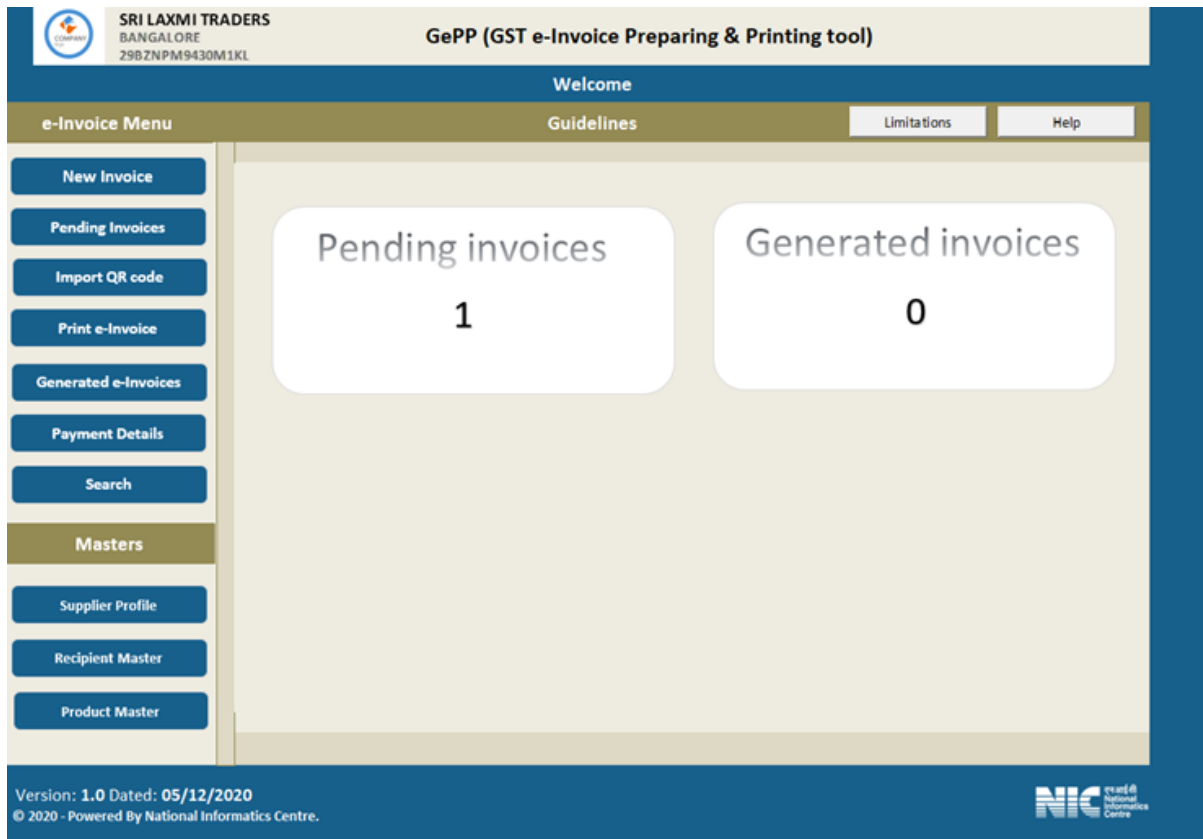
E-invoicing system will display Form based Tool. Download this tool.

The screenshot shows the 'Bulk Generation Tools' section of the Goods and Services Tax e-Invoice System. The page header includes the Government of India logo, the text 'GOODS AND SERVICES TAX e - INVOICE SYSTEM', and logos for 'NATION TAX MARKET' and 'NIC National Informatics Centre'. The main content area is titled 'Bulk Generation Tools' and contains several sections: 'Attributes' with a link to 'E-Invoice Attributes, JSON Schema & Sample JSON File'; 'JSON Preparation Tools (Version-1.01)' with links for 'E-Invoice JSON Preparation - Form A', 'Form B', 'Form C', 'Form D', and 'E-Invoice Cancel by IRN - JSON Preparation'; and a 'Video' section. The footer shows 'Version 1.01' and '© 2020 - Powered By National Informatics Centre.'

Figure 2: Bulk Generation Tool- Attributes.

3.2 Main Menu

The main menu lists the options available to a user to operate on the e-Invoice Form based tool. There are two sets of menus available. One is the 'e-Invoice' Menu and the other is the 'Masters' menu. The guidelines consist of step-by-step procedure for entering the e-Invoices and generating IRN.



The options under e-Invoice menu are explained below :

New Invoice: The user can enter the invoice details using this option.

Pending Invoices: These are the invoices for which IRNs have not been generated.

Import QR code: The QR code file generated can be imported and updated in the tool.

Print e-Invoice: This option may be used to print the e-Invoice

Generated e-Invoices: This contains all the e-Invoices for which IRNs have been generated so far and acts like a repository of all IRNs.

Payment details: This option can be used to update the payment details for all the invoices including for which IRNs have been generated.

Search: This option is used to search e-Invoices based on some criteria.

The Master menu consists of options to update the Seller profile, Recipient information and product information.

Important: It is mandatory to first update the Seller details, Recipient and Product master before entering the invoices

Limitations:

The screenshot displays the GePP (GST e-Invoice Preparing & Printing tool) interface. The header includes the user's name 'SRI LAXMI TRADERS', location 'BANGALORE', and GSTIN '29BZNPMS9430M1XL'. The main title is 'GePP (GST e-Invoice Preparing & Printing tool)'. Below the header, there is a 'Welcome' message and a navigation bar with 'Guidelines', 'Limitations', and 'Help' tabs. The 'Limitations' tab is active, showing a list of six limitations. On the left, there is an 'e-Invoice Menu' with buttons for 'New Invoice', 'Pending Invoices', 'Import QR code', 'Print e-Invoice', 'Generated e-Invoices', 'Payment Details', and 'Search'. Below the menu is a 'Masters' section with buttons for 'Supplier Profile', 'Recipient Master', and 'Product Master'. The footer contains the version '1.0 Dated: 05/12/2020', copyright '© 2020 - Powered By National Informatics Centre.', and the NIC logo.

GePP (GST e-Invoice Preparing & Printing tool)

Welcome

e-Invoice Menu Guidelines Limitations Help

Limitations

1. Entry of profile details is mandatory before entering the invoices
2. Entry of Recipient master and Product master with atleast one record is mandatory before entering invoices
3. Only 10 items per invoices can be entered using this tool
4. Maximum of 10 invoices can be kept pending for IRN generations
5. To print e-invoice import of IRN details is mandatory
6. GSTINs and HSN codes will not be validated in this tool

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Help:

SRI LAXMI TRADERS
BANGALORE
298ZNP9430M1KL

GePP (GST e-Invoice Preparing & Printing tool)

Welcome

e-Invoice Menu Guidelines Limitations Help

New Invoice

Pending Invoices

Import QR code

Print e-Invoice

Generated e-Invoices

Payment Details

Search

Masters

Supplier Profile

Recipient Master

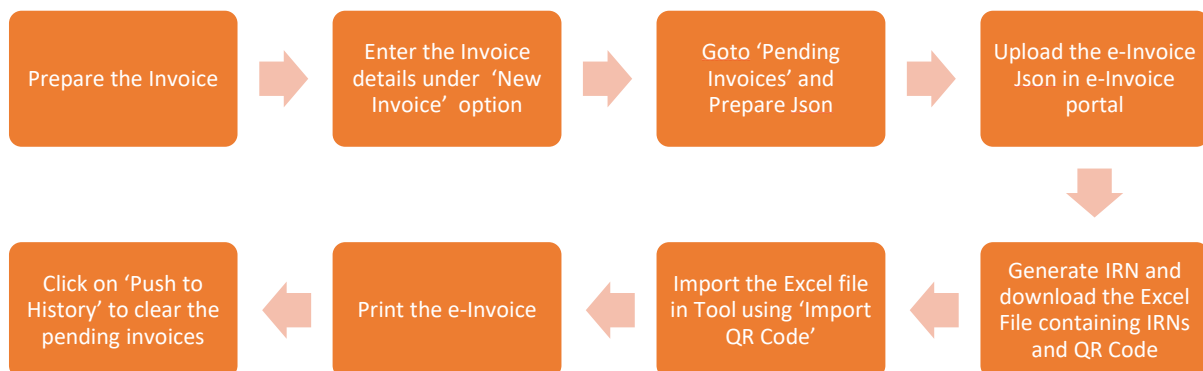
Product Master

1. The E-Invoice Tool can be used to enter the Invoices one by one using a user friendly form and IRNs can be generated.
2. Firstly, go to the Supplier Profile option in the main menu to enter your business details. This is a onetime entry form and the details entered here will be used in place of Supplier details while preparing the invoices. You can also upload your business logo which will be printed on the invoice.
3. The Recipient Master can be created by entering the details of the Recipient details. Atleast one entry is mandatory in the Master list. Similarly, Product master can be created by entering Product details. Atleast one entry is mandatory in the Master list
- 3.Next, go-to the New Invoice. Enter the document details and Item details.
- 4.Select the option 'Pending Invoices'. Click on Validate to complete the validation process. If any errors are identified, correct these errors and re-validate.
- 5.Next, click 'Prepare JSON'. A .JSON file is generated in the same directory where thistool exists.
- 6.Now, login to the e-Invoice portal <https://einvoice1.gst.gov.in> with your credentials (if you have registered else register using your GSTIN).
- 7.Select e-Invoice->Bulk Upload option. Upload the .JSON file prepared and IRN can be generated. The IRNs are available in the Excel file which can be downloaded.
- 8.Next, open the tool, click on 'Import QR code' and select thedownloaded Excel file. The IRNs generated are updated against the invoices.
- 9.To print the e-invoice, select the row and click 'Print' option. Your e-Invoice is printed with all details including QR Code.

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Process of generating IRN using GePP



3.3. Seller Profile

This is one time entry form for entering the seller details. Details entered here will be used for preparation of JSON file. If more than one business address exists then separate Tools may be used. You may also upload your business logo which will be printed on the invoice as required in the 'Supplier Profile' sheet.

Step 1 : Enter Seller Profile Details

The screenshot shows a web interface for entering supplier details. At the top, there is a header with the company name 'SRI LAXMI TRADERS', location 'BANGALORE', and GSTIN '29BZNP9430M1KL'. The main title is 'Supplier Profile'. The form contains the following fields:

Seller Gstin :*	29BZNP9430M1KL	Legal Name :*	SRI LAXMI TRADERS
Trade Name :	SRI LAXMI TRADERS	Seller Address 1 :*	NO 10.
Seller Address 2 :	K G ROAD, 3RD BLOCK	Seller Location :*	BANGALORE
State :*	KARNATAKA	Pincode :*	560009
Phone Number :	8553544565	Email ID :	laxmi.traders@gmail.com

At the bottom, there is a 'Company Logo' section with 'Upload' and 'Remove' buttons. The GePP logo and 'National Informatics Centre' are visible in the bottom right corner.

3.4. Recipient Master

You may enter the details of your clients using this option. Details of the recipient such as GSTIN, Tradename and address details may be entered using this option. This master will help you in quickly entering the purchaser details in the invoice entry form. That is, a list of the recipients will be shown so that you can select the purchaser and the other details are automatically populated.

Step 2 : Enter Recipient Master

SRI LAXMI TRADERS
Bangalore
29BZNP9430M1KL

GePP

Menu

Recipient Masters

GSTIN: 29ADXPC2022N127 Legal Name: Vijaya Traders Trade Name: Vijaya Traders

Address1: 1st Cross, 3rd Main, Gandhi nagar Address2: Kalidasa Marq Road Location: Bangalore

State: KARNATAKA Pincode: 560009 Email: hosmani.vijaya@gmail.com

Phone: 8554566567

Update Clear

GSTIN	Legal Name	Trade Name	Address1	Address2	Location	State	Pincode	Phone
29ADXPC2022N127	Vijaya Traders	Vijaya Traders	1st Cross, 3rd Main	Kalidasa Marq Road	Bangalore	KARNATAKA	560009	8554566567
03BZNP9430M1KL	Mahalaxmi Pvt Ltd	Mahalaxmi Pvt Ltd	#101, 2nd Floor	MG Road	Amritsar	PUNJAB	140118	

Delete Select/Update

3.5. Product Master

You may enter the details of your product using this option. Details of the products such as HSN code, description, units, price and tax rates can be entered. This master will help you in quickly entering the product details in the invoice entry form. That is, a list of the products will be shown so that you can select the product and the other details are automatically populated.

Step 3 : Enter Product Master

SRI LAXMI TRADERS
Bangalore
29BZNP9430M1KL

GePP

Menu

Product Masters

Product Description: Steel Pipes

HSN: 7216

Unit: NUMBERS

Unit Price: 1000

GST Rate(%): 18

CESS Ad Rate(%): 0

CESS Non-Ad Amt: 0

State CESS Rate(%): 0

Update Clear

Product Descript	HSN	Unit	Unit Price	GST Rate	CESS Ad Rate	CESS Non-Ad Rat	State CESS
Steel Pipes	7216	NUMBERS	1000	18	0	0	0
Steel Sheets	7216	KILOGRAMS	2000	18	0	0	0

Delete Select/Update

3.6. New Invoice

This is the main form and is used to enter the Invoice details. When user selects the 'New E-invoice'

system displays the New E-Invoice entry form which is used to generate the new e-invoice (ENV). Before initiating a new E-Invoice generation, the user should have the Invoice in his hand. Firstly, the document details can be entered.

- Category can be B2B/ SEZ / Exports
- The document type can be Tax Invoice/Credit Note/ Debit Note as per the business requirements
- Document No. should be unique for all the documents of the financial year
- Document Date should be less than or equal to current date.

Step 4 : Enter Invoice Details

SRI LAXMI TRADERS
 Bangalore
 29BZNP9430M1KL

GePP

Menu

e-Invoice Entry

Document Details

Bill To Details

Transaction Details

Category: B2B
 Reverse Charge: No
 Document Type: Tax Invoice
 Document No: 5465
 Document Date: 07/12/2020

Legal Name: Vijaya Traders
 Address1: 1st Cross, 3rd Main, Gandhi na
 Location: Bangalore
 Pincode: 560009
 Phone No: 8554666567

GSTIN: 29ADXP2022N1Z7
 Address2: Kalidasa Marg Road
 State: KARNATAKA
 Email: hosmani.vijaya@gmail.com
 Place of Supply: KARNATAKA

Igst On Intra: No
 Transaction Type: Regular

Item Details

Add New Item

Delete

Clear All Items

SL No	Product Description	HSN	Quantity	Unit Price	Discount	Taxable Value	GST Rate	IGST	SGST	CGST	Total CESS	Other Charge	Item Total
1	Steel Pipes	7216	85	1000		85000	18	0	7650	7650	0		100300
2	Steel Sheets	7216	50	2000		100000	18	0	9000	9000	0		118000

Total Taxable Value	IGST Value	SGST Value	CGST Value	CESS Advol Value	CESS Non-Ad Value	Total State CESS Amount	Total of Items:
185000	0	16650	16650	0	0	0	218300

Other Charges:	0
Discount:	0
Round Off:	0
Grand Total:	218300

Payment Details
 Payment Received: 0 Payment date: Balance: 218300

Depending upon the type of Category selected, the system will show the sub-Category of transactions. The user may refer the below table to know the sub – categories used :

Category	Reverse charge	Igst on Intra	Sub category
B2B	Yes	Yes	-
SEZ	Yes	Not Applicable	SEZWP/SEZWOP
EXPORT	Not Applicable	Not Applicable	EXPWP/EXPWOP
Deemed EXPORT	Not Applicable	Not Applicable	-

Next is the **Bill To Details**. The recipient details may be auto populated if the user has already entered the consignor details in Recipient Master. You can enter first 3 characters of the Purchaser name and the list is shown. Now select the purchaser, the other details are auto populated. All the other fields like GSTIN, State etc. are auto populated after selection. However, the system allows the user to edit the auto populated details. If the Recipient master is not created by the user, the system will allow him to manually enter the Name, GSTIN and Address details.

Transaction type can be selected as 1) Regular 2) Bill From-Dispatch from 3) Bill to-Ship To 4) Combination and details may be entered accordingly.

The screenshot shows the 'e-Invoice Offline Tool' interface. At the top left, there is a logo and user information: 'KAVYA ANDRAA 37BTNP6274K1ZK'. The main title is 'e-Invoice Entry'. The form is divided into three main sections: 'Document Details', 'Bill To Details', and 'Transaction Details'.
 - **Document Details:** Includes fields for Category (B2B), Reverse Charge (Choose), Document Type (Choose), Document No., and Document Date (30/11/2020).
 - **Bill To Details:** Includes fields for Legal Name, GSTIN, Address1, Address2, Location, State, Pincode, Email, Phone No., and Place of Supply.
 - **Transaction Details:** Includes 'Igst On Intra' (No) and 'Transaction Type' (Bill From - Dispatch, Regular, Bill From - Dispatch, Bill To - Ship To, Combination of 2 & 3).
 At the bottom, there is an 'Item Details' table with buttons for 'Add New Products', 'Delete', and 'Clear All Products'.

Transaction Type "Regular": System will select by default option as "Regular". Transaction Type "Bill From-Dispatch from": Once select this option, System will display the Dispatch details form and the user may fill the mandatory fields and submit.

The screenshot shows a modal window titled 'Dispatch From'. It contains the following fields:
 - Legal Name:* (text input)
 - Address1:* (text input) and Address2: (text input)
 - Location:* (text input)
 - Pincode* (text input) and State* (dropdown menu)
 At the bottom, there are two buttons: 'Clear All' and 'Submit'.

Transaction Type “Bill To- Ship To”: System will display the shipping details form which may be filled

Ship To Details

GSTIN: Legal Name:*

Address1:* Address2:

Location: *

Pincode * State:*

Clear All Submit

Transaction Type “Combination if 2&3”: Once select this option, System will display the Dispatch &Shipping details form, then need to fill all the mandatory fields and submit.

Next , you may click on the Add new product tab.

KAVYA ANDRAA 37BTNP6274K1ZK e-Invoice Offline Tool Menu

e-Invoice Entry

Document Details Bill To Details Transaction Details

Category:* B2B Reverse Charge No Document Type:* Credit Note Document No:* 23 Document Date:* 30/11/2020

Legal Name:* karthik Address1:* address Location:* andra Pincode:* 518001 Phone No:

GSTIN:* 37BZNP6274K1ZK Address2: State:* ANDHRA PRADESH Email: Place of Supply:* ANDHRA PRADESH

Igst On Intra No Transaction Type: Regular

Item Details Add New Products Delete Clear All Products

Next, enter the SI No and Products details. In the Product name, enter first 3 letters and the list is displayed from the Product master. Select the product and other details like description, HSN, Unit, Tax rate etc. are auto filled from the master. These may be changed if required. All the validations are performed.

Add New Product

Sl No: *

Product Description: HSN: * Unit: *

Quantity: Unit Price: * Free Qty:

Gross Amt: * Discount: Taxable Value: *

GST Rate(%): * SGST Value: CGST Value: IGST

CESS Rate(%): CESS Ad Value: CESS Non-Ad Value:

State CESS(%): State CESS Value: State CESS Non-Ad Value:

Other Charges: Total Item * Amount:

The user can add multiple products by clicking on Add New Product button.

- For one invoice only 10 items can be added.
- Serial Number must be unique
- System will automatically show the CGST and SGST tax rate for intra-state movement and IGST tax rate for inter-state movement based on the Consignor state and POS
- All the totals are automatically calculated and displayed.

SL No	Product Description	HSN	Quantity	Unit Price	Discount	Taxable Value	GST Rate	IGST	SGST	CGST	Total CESS	Other Charge	Item Total
1	bag	1001	2	100		200	5	0	5	5	44	1	255
2	bag	1001	3	100		300	5	0	7.5	7.5	44	2	361
3	wheat	1001	2	178		356	12	0	21.36	21.36	97.44		496.16
4	bag	1001	2	100		200	5	0	5	5	32		242
5	bag	1001	4	100		400	5	0	10	10	52		472
6	wheat	1001	2	178		356	12	0	21.36	21.36	97.44		496.16
7	bag	1001	4	100		400	5	0	10	10	52	3	475
8	bag	1001	12	100		1200	5	0	30	30	132		1392
9	bag	1001	2	100		200	5	0	5	5	32		242
10	wheat	1001	12	178		2136	12	0	128.16	128.16	536.64	2	2930.96
Total Taxable						5748					512.76		7362.28
	IGST Value					0							
	SGST Value					243.38							
	CGST Value					243.38							
	CESS Advol Value					486.76							
	CESS Non-Ad Value					120							
	Total State CESS					512.76							
	Total of Items:												7362.28

Payment Details

Payment Received: Payment date: Balance:

Other Charges:
Discount:
Round Off:
Grand Total:

3.7 Payment details:

User can enter the payment details for which the balance amount will be calculated automatically. The payment details may also be updated at a later point of time as when the payments are received.

The screenshot displays the National e-Waybill system interface, divided into three main sections: Document Details, Bill To Details, and Transaction Details.

Document Details: Category: B2B, Reverse Charge: No, Document Type: Credit Note, Document No.: 23, Document Date: 30/11/2020.

Bill To Details: Legal Name: karthik, Address: address, Location: andra, Pincode: 518001, State: ANDHRA PRADESH, Place of Supply: ANDHRA PRADESH.

Transaction Details: Igst On Intra: No, Transaction Type: Regular.

SL No	Product Description	HSN	Quantity	Unit Price	Discount	Taxable Value	GST Rate	IGST	SGST	CGST	Total CESS	Other Charges	Item Total
1	bag	1001	2	100		200	5	0	5	5	44	1	255
2	bag	1001	3	100		300	5	0	7.5	7.5	44	2	361
3	wheat	1001	2	178		356	12	0	21.36	21.36	97.44		496.16
4	bag	1001	2	100		200	5	0	5	5	32		242
5	bag	1001	4	100		400	5	0	10	10	52		472
6	wheat	1001	2	178		356	12	0	21.36	21.36	97.44		496.16
7	bag	1001	4	100		400	5	0	10	10	52	3	475
8	bag	1001	12	100		1200	5	0	30	30	132		1392
9	bag	1001	2	100		200	5	0	5	5	32		242
10	wheat	1001	12	178		2136	12	0	128.16	128.16	536.64	2	2930.96

Summary Values: Total Taxable: 5748, IGST Value: 0, SGST Value: 243.38, CGST Value: 243.38, CESS Advol Value: 486.76, CESS Non-Ad Value: 120, Total State CESS: 512.76, Total of Items: 7362.28.

Payment Details: Payment Received: 100, Payment date: 01/12/2020, Balance: 7261.29.

Other Charges: Other Charges: 10, Discount: 10, Round Off: -0.99, Grand Total: 7361.29.

Buttons: E-Waybill Details, Clear All, Submit.

3.8 E-Waybill details

- E-way Bill can be generated for document types of Invoice only.
- If e-Way bill is required, the details may be entered as given below:
- Distance is mandatory.
- User needs to Enter Transporter ID, Transporter name and Transporter mode.
- If only Transporter Id is provided, then only Part-A is generated. If mode of transportation is "Road", then the Vehicle number and vehicle type should be entered. If mode of transportation is Ship, Air, Rail, then the transport document number and date should be entered.
- If supplier and buyer pin code is same then Distance is allowed only 0 to 100km.
- The distance of transportation is validated against the auto-calculated PIN-PIN distance stored in the system. The allowed distance for transportation should be between +/- 10 % of auto-calculated PIN-PIN distance. If the auto-calculated distance is less than 100 KMS, then the allowed distance for transportation should be between 1 and +10 % of auto-calculated PIN-PIN distance.

- If the PIN-PIN distance is not available in the system, the passed value of distance will be taken for generation of e-way bill and distance value cannot be more than 4000.

- On completion of entry of data , click on 'Submit' to see the preview of e-Invoice. You may confirm the entry or edit if required.

Step 5 : Preview and Confirmation

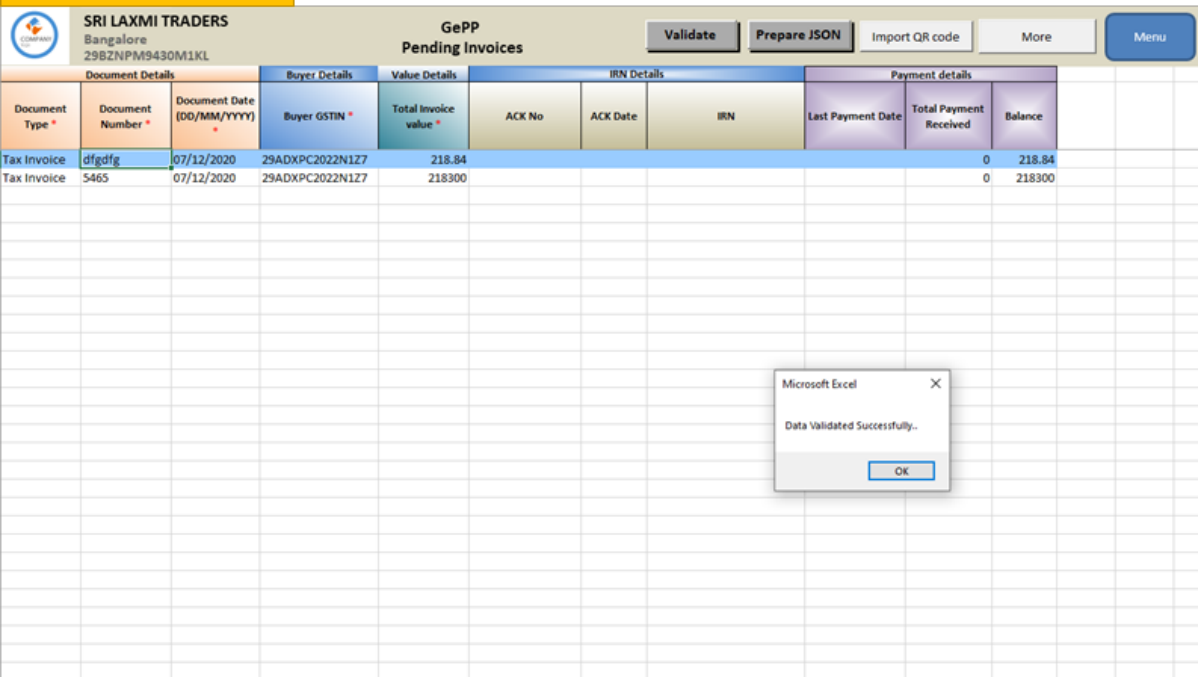
- On Confirmation, the Invoice details are available in the 'Pending Invoices'. You may complete

entering all the invoices. A maximum of 10 invoices can be entered and kept pending for IRN generation. Next, click on 'Pending Invoices'

3.9 Pending Invoices :

This contains the invoices for which IRNs have not been generated. There can be only 10 invoices kept pending. After which, you need to generate IRNs. Click on 'Validate' to validate the data and click on 'Prepare JSON'. The JSON file will be generated in the same folder where the tool is copied. If any errors are identified, correct the errors and re-validate it. The JSON file prepared will contain all the invoice details.

Step 6 : Validation



The screenshot displays the 'GePP Pending Invoices' interface. At the top, there's a header for 'SRI LAXMI TRADERS' with a logo and address 'Bangalore 29BZNP9430M1KL'. The main title is 'GePP Pending Invoices'. Action buttons include 'Validate', 'Prepare JSON', 'Import QR code', 'More', and 'Menu'. Below this is a table with columns: Document Details, Buyer Details, Value Details, IRN Details, and Payment details. The table contains two rows of invoice data. A 'Microsoft Excel' dialog box is open in the foreground, displaying the message 'Data Validated Successfully.' with an 'OK' button.

Document Details			Buyer Details	Value Details	IRN Details			Payment details		
Document Type *	Document Number *	Document Date (DD/MM/YYYY) *	Buyer GSTIN *	Total Invoice value *	ACK No	ACK Date	IRN	Last Payment Date	Total Payment Received	Balance
Tax Invoice	dfgdfg	07/12/2020	29ADXPC2022N1Z7	218.84					0	218.84
Tax Invoice	5465	07/12/2020	29ADXPC2022N1Z7	218300					0	218300

Step 7 : Generation of JSON File

SRI LAXMI TRADERS Bangalore 29BZNP9430M1KL										
GePP Pending Invoices										
Document Details			Buyer Details	Value Details	IRN Details			Payment details		
Document Type *	Document Number *	Document Date (DD/MM/YYYY) *	Buyer GSTIN *	Total Invoice value *	ACK No	ACK Date	IRN	Last Payment Date	Total Payment Received	Balance
Tax Invoice	dfgdfg	07/12/2020	29ADKPC2022N1Z7	218.84					0	218.84
Tax Invoice	5465	07/12/2020	29ADKPC2022N1Z7	218300					0	218300

Microsoft Excel

JSON created in...
C:\Users\NIC-DELL3\Documents\zajay\excel1\MDL1E-invoice_v2_JSON

OK

The JSON file thus generated shall be uploaded in the e-Invoice Portal. If you have already registered in the e-Invoice Portal, then login to the system using your credentials. Otherwise, you may complete the registration process and login to the system.

The JSON file cannot be more than 2MB. The system then generates the IRN for all these requests one-by-one and shows the result in table. A summary of the contents of the JSON file will be displayed. Otherwise it shows error details. The table details can be downloaded into user's system for further use and action.

3.10 Login To E-Invoice Portal:

Now, login to the e-Invoice portal and click on login button then enter your username, password and captcha. Click on the submit button for your successful Login.

Step 8: Login to e-Invoice Portal

GOODS AND SERVICES TAX
e - Invoice System

Home | Laws | Help | Search | Contact Us | Registration | **Login**

IMPORTANT: THIS PORTAL IS ONLY A TRIAL SITE FOR IRN AND E-WAYBILL GENERATION
Please do not use the e-invoices and e-waybills generated in this portal for any purpose.

LATEST UPDATES

21 NOV	Latest Bulk generation tools are deployed.
21 NOV	Improvements have been made in the validations of 'Generate IRN' & 'Generate e-Waybill by IRN'.
12 NOV	From 01-01-2021, e-invoicing mandatory for taxpayers with aggregate turnover more than Rs. 100 Cr.
06 NOV	Trial sites for taxpayers with PAN based turnover more than Rs. 100 Cr. in a financial year are enabled for e-invoicing System.

[Previous Updates](#)

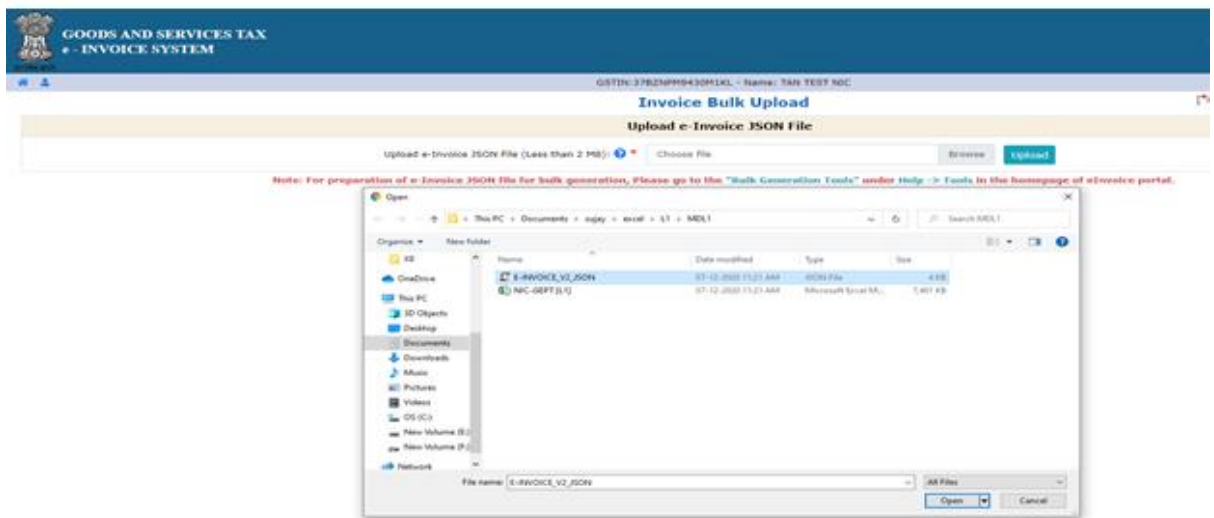
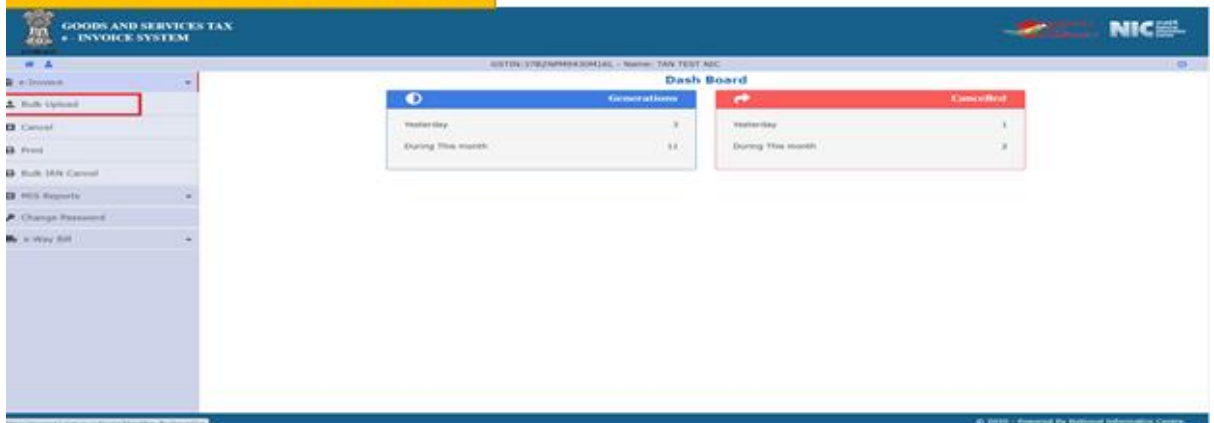
IMPORTANT LINKS

- Website Policies
- Terms and Conditions
- Disclaimer
- Sitemap
- GST Common Portal
- Central Board of Indirect Taxes and Customs
- State Tax Websites
- Help
- National Portal
- National Informatics Centre
- Goods and Services Tax Network
- Last Updated: 21-11-2020

3.11 Generating Bulk IRN

Next, select the option Bulk Upload. On clicking this option, the following screen will be displayed.

Step 9: Choose Bulk Upload



On click of 'Browse' button, the system will request to select the JSON file. User has to upload the IRN request file (maximum allowed file size for upload is 2 MB) to the e-invoice system. After IRN request file is uploaded the system processes the JSON file and generates the e-invoices and displays the **64 character length Invoice reference number** for each request.

Once JSON is uploaded successfully, the IRNs are generated. Then, user can download the response file which is an Excel file.

Step 10: Upload and generate IRN

SL No	Invoice No	Invoice Date	Buyer GSTIN	Invoice Value	Ack No	Ack Date	IRN	EWB No./ If Any Errors While Creating EWB.
1	5465	07/12/2020	29ADKPC2022N127	218300	11201003397596	12/7/2020 10:44:00 AM	4ee752337a79f725d42b34086e873a488de410baaa2e7bb5af8b61a5fbc653	

3.12 IMPORT IRNs

The e-Invoice Tool has a facility where-in the IRNs generated may be imported in the tool. This will help in updating the details and printing the e-Invoice from the tool itself.

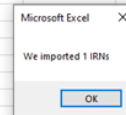
Step 11: Download the Response Excel File and Import into GePP

Payment Date	Total Payment Received	Balance
	0	14160

Once imported successfully, ACK No, ACK Date and IRN will auto populate from the E-Invoice details file. Please ref below Image.

Step 12: Imported IRNs in GePP

SRI LAXMI TRADERS Bangalore 29BZNPMS9430M1KL										
GePP Pending Invoices										
Document Details			Buyer Details	Value Details	IRN Details			Payment details		
Document Type *	Document Number *	Document Date (DD/MM/YYYY) *	Buyer GSTIN *	Total Invoice value *	ACK No	ACK Date	IRN	Last Payment Date	Total Payment Received	Balance
Tax Invoice	5465	07/12/2020	29ABCDE1234F1U	218300	112010033975596	2020-12-07	4aecf52337a79f725ab42b34c86e873a4a8de4108aa2		0	218300

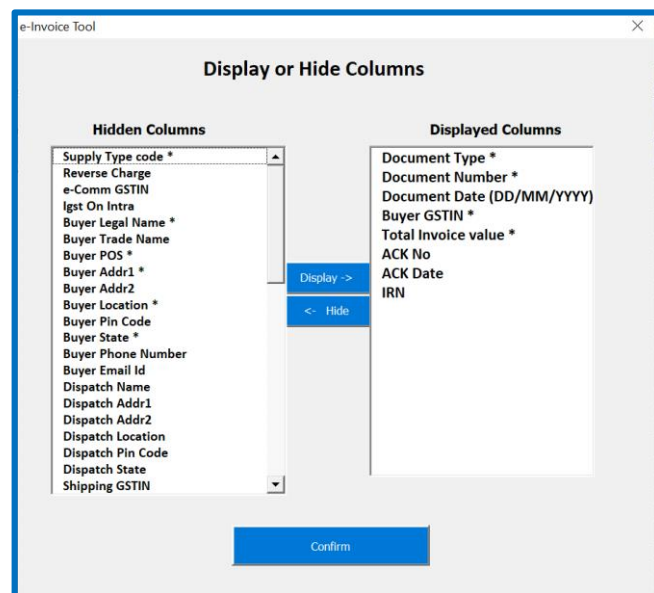


There are other options under 'More' such as 'Print', 'Push To History' and 'Hide/Unhide' columns.

Print – User can take complete print copy of this e-invoice.

Details Brief – All columns are displayed to see the details.

Hide/Unhide columns – User can choose the required options to display in columns as shown below.



- Push To History option: This will transfer all details to IRN Generated sheet. Once push Invoices containing IRNs to history, All the details like Doc type, Doc No, Doc date, IRN No etc. will be displayed in the Invoice with IRN sheet.

Step 13: Push IRNs to History

SRI LAXMI TRADERS
Bangalore
29BZNP9430M1KL

GePP Pending Invoices

Validate Prepare JSON Import QR code More Menu

Document Details			Buyer Details	Value Details	IRN Details			Payment details		
Document Type *	Document Number *	Document Date (DD/MM/YYYY) *	Buyer GSTIN *	Total Invoice value *	ACK No	ACK Date	IRN	Last Payment Date	Total Payment Received	Balance
Tax Invoice	5465	07/12/2020	29ABCDE1234F1U	218300	112010033975596	2020-12-07	4aecf52337a79f725ab42b34c86e873a4a8de4108aaa2		0	218300

UserForm2

Please Push invoices containg IRNs to history

Cancel Push

3.13 Print E-invoice

Print E-invoice– If the IRN is present in the Invoice, then those Invoices has to be pushed to history by using a menu push history. Once it is done all details will be stored in the print E-invoice sheet. Now User can take the complete print copy of the selected e-invoice.

Note: Please select the e-Invoice which has to be pushed and then click on the Push to history button.

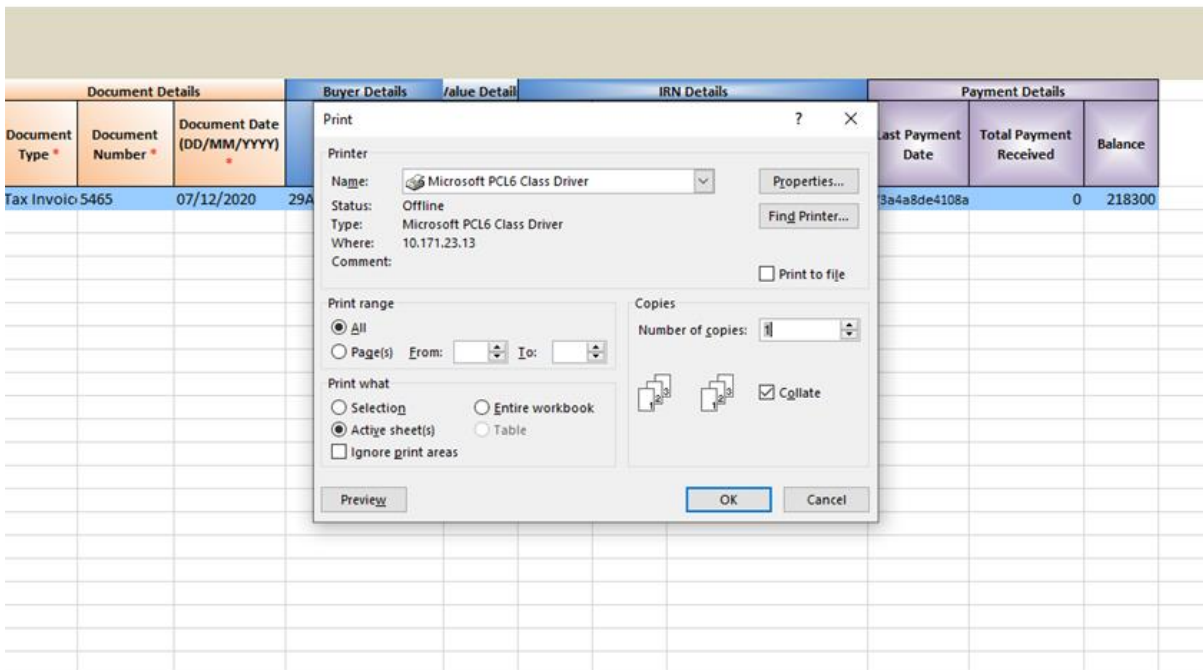
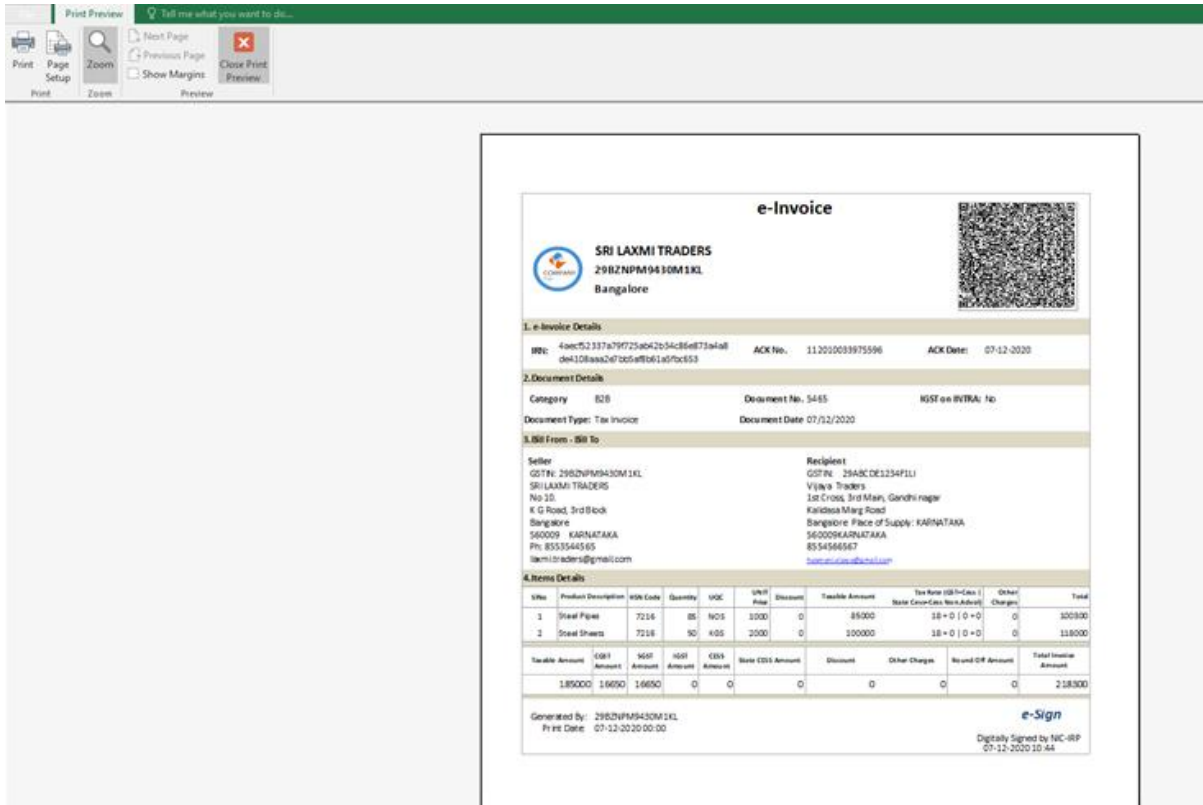
Step 14: Print e-Invoice

SRI LAXMI TRADERS
Bangalore
29BZNP9430M1KL

GePP Generated e-Invoices

Details Brief Print Update Payment Details Menu

Document Details			Buyer Details	Value Detail	IRN Details			Payment Details		
Document Type *	Document Number *	Document Date (DD/MM/YYYY) *	Buyer GSTIN *	Total Invoice value *	ACK No	ACK Date	IRN	Last Payment Date	Total Payment Received	Balance
Tax Invoice	5465	07/12/2020	29ABCDE1234F1U	218300	112010033	2020-12-0	4aecf52337a79f725ab42b34c86e873a4a8de4108a		0	218300



3.14 Update Payment Details

- This option used to updating of payment details

Additional Features : Updation of Payment details

SRI LAXMI TRADERS
Bangalore
29BZNP9430M1KL

GePP
Generated e-Invoices

Details Brief | Print | Update Payment Details | Menu

Document Details			Buyer Details	Value Details	IRN Details			Payment Details		
Document Type *	Document Number *	Document Date (DD/MM/YYYY) *	Buyer GSTIN *	Total Invoice value *	ACK No	ACK Date	IRN	Last Payment Date	Total Payment Received	Balance
Tax Invoice	5465	07/12/2020	29ABCDE1234F1U	218300	112010033	2020-12-0	4aecf52337e79f725ab42b34c86e873a4a8de4108a		0	218300

Payment

Payment Details

Doc No: Doc Date: Doc Type:

Recipient Gstin: Trade Name: Tot Invoice:

Payment Received: Last Paid Date: Balance:

Additional Payment Received:

Payment Date:

3.15 Search

- This option may be used to query Invoices based on Document No., Document Date, particular month etc.

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29BZNP9430M1KL

GePP

Menu

Search Facility

Document No: Document Type:

Document Date: Document Period:

Recipient GSTIN:

Search Result

Doc. Type	Doc. No	Doc.Dt	Recipient Gstin	Assessable Vlaue	SGST	CGST	IGST	Total cess	Invoice Value	Payment Made	IRN No.	Signed QR code
Tax Invoice	5465	07/12/2020	29ABCDE1234F1U	185000	16650	16650	0	0	218300	0	4aecf52337e7	true
