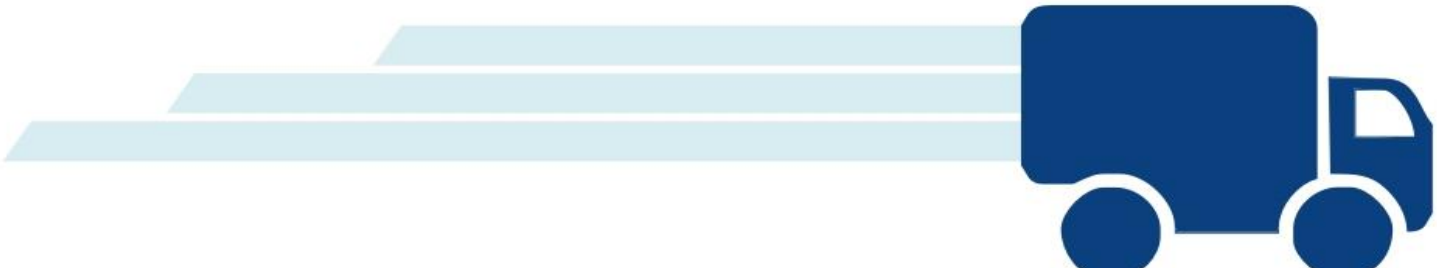
User Manual:

e-Raahi

Version: 1.03



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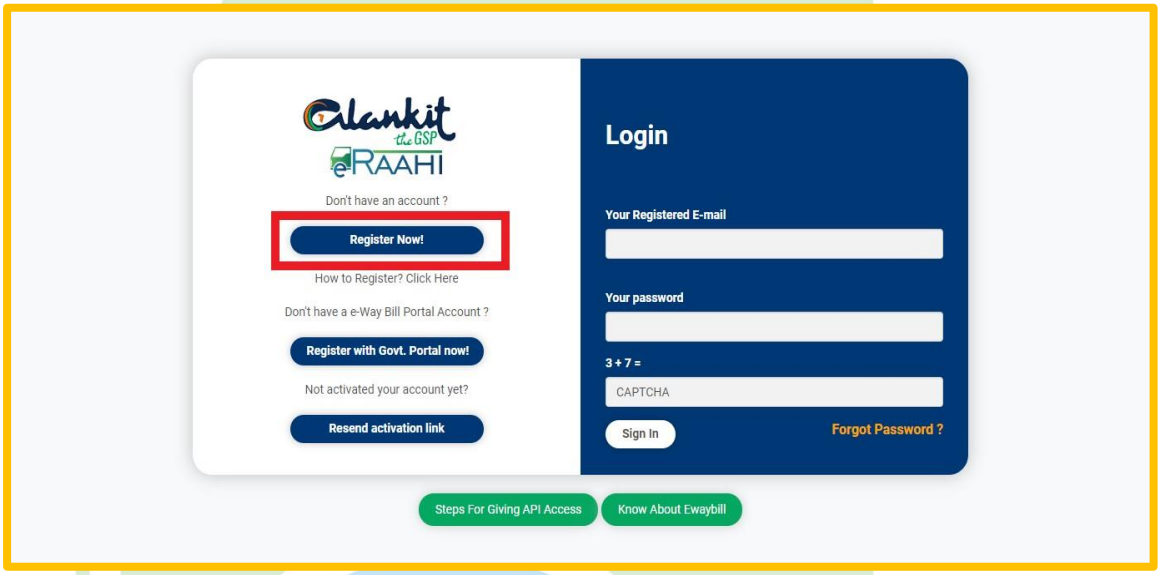
1. Login

1.1 Register on NIC portal (www.ewaybill.nic.in)

1.2 New User

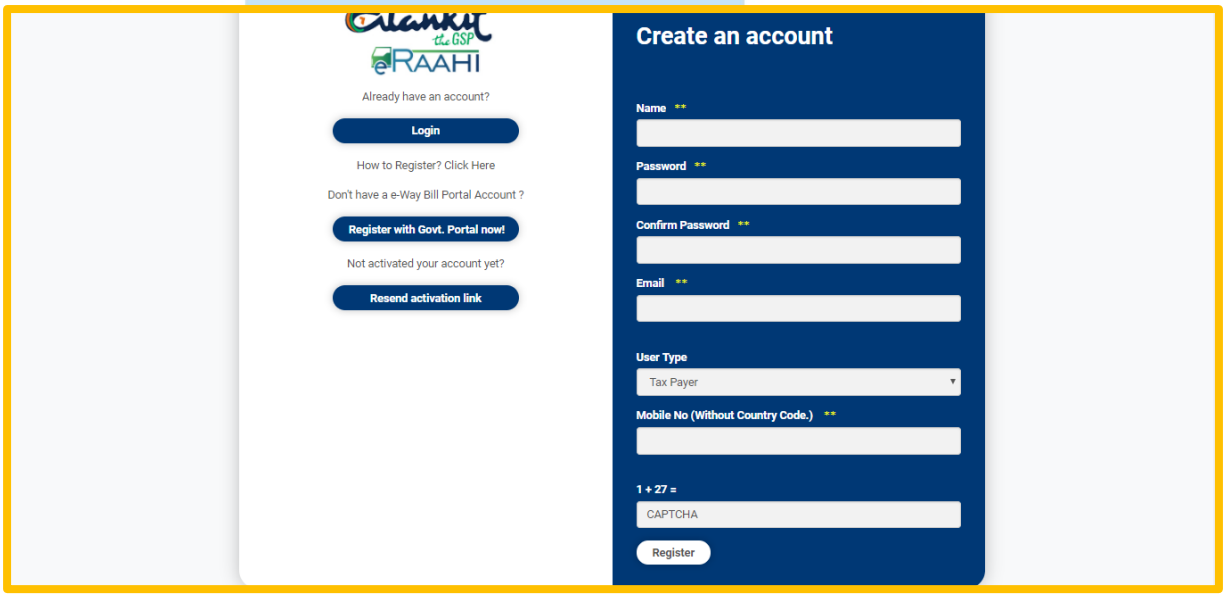
Follow the steps below for Registration onto e-Raahi.

a) Log on to http://www.alankitgst.com/ewaybill/ and Click Register Now

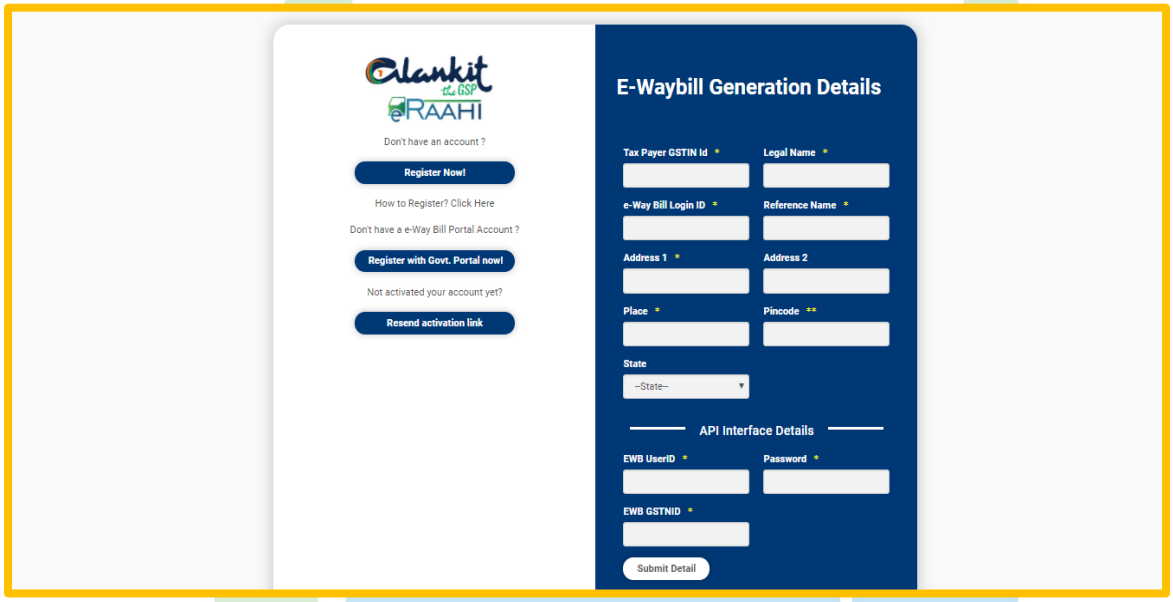


b) Now enter the details required:-

a. Name
b. Password
c. Email ID
d. Mobile Number



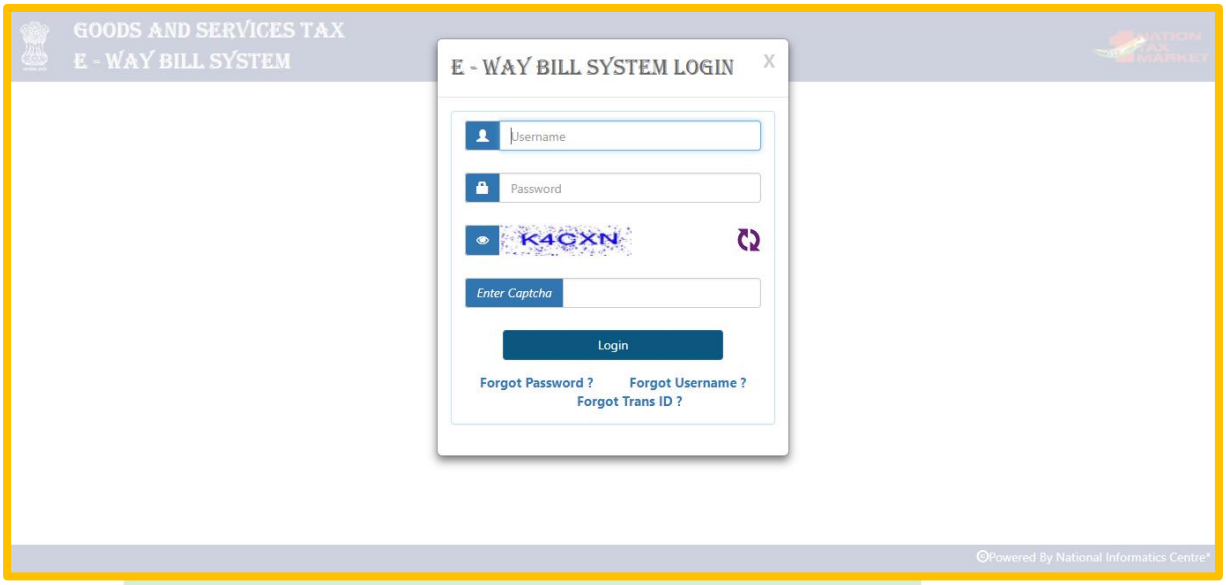
c) After this, you will receive a mail for activation of account, click on the same.
d) After this login into the software
e) Now, you will be asked for the following details:-
    a. Tax Payer GSTIN Id: Enter your GSTIN
    b. Legal Name: Enter name as per PAN
    c. E-way Bill Login ID: Enter the login ID used for logging onto E-way bill portal
    d. Reference Name: Enter the same to easily recognise your GSTIN
    e. Now, enter the address with State & Pin code
    f. After this, enter the API Details (refer steps for giving API Access) for the same:-
        i. API EWB User ID
        ii. API Password



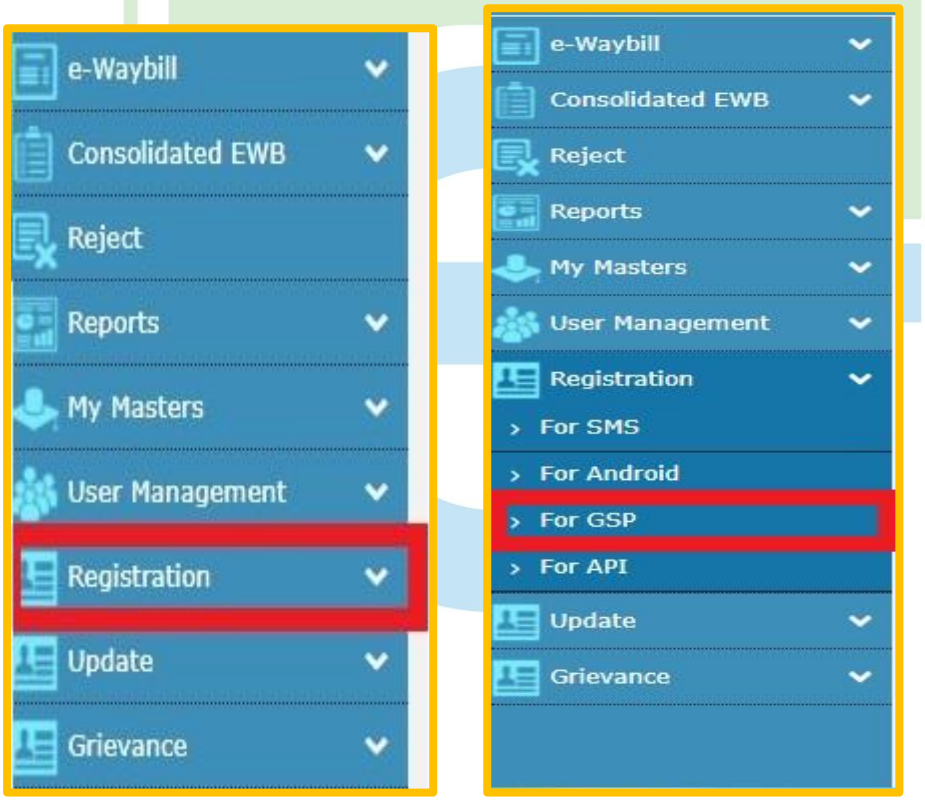
1.3 Steps for Giving API Access for E-Way Bill Generation

Every time a person wants to generate E-Way Bill by using application "E-Raahi" developed by Alankit, then, he will have to follow the steps given as follows:-

a) Login into the E-way Bill online using https://ewaybill.nic.in/

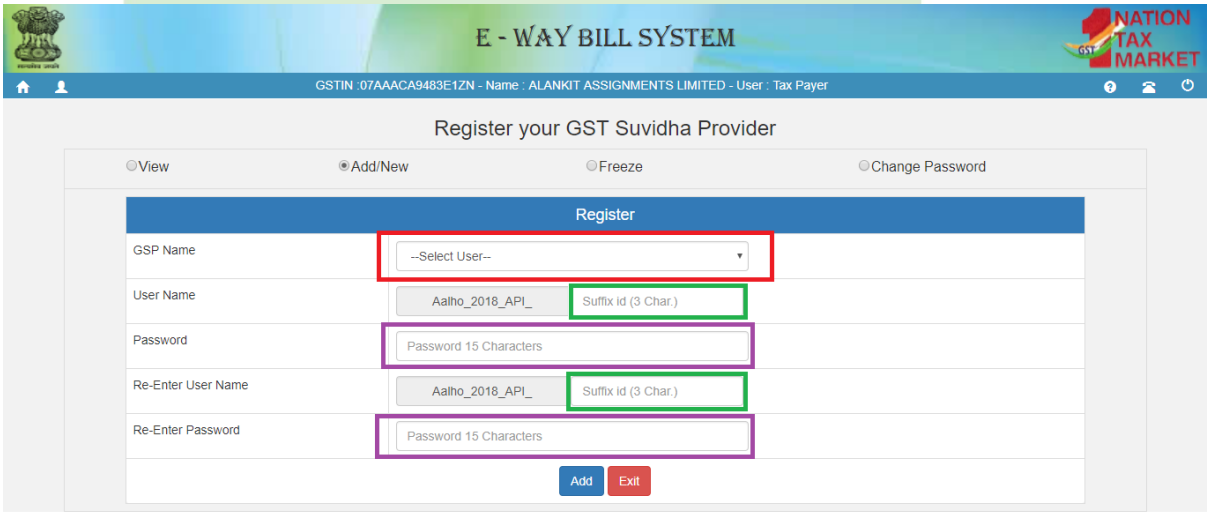


b) Next, on the side bar, Click on Registration button →For GSP as shown below:



c) Now, select the Add new GSP option

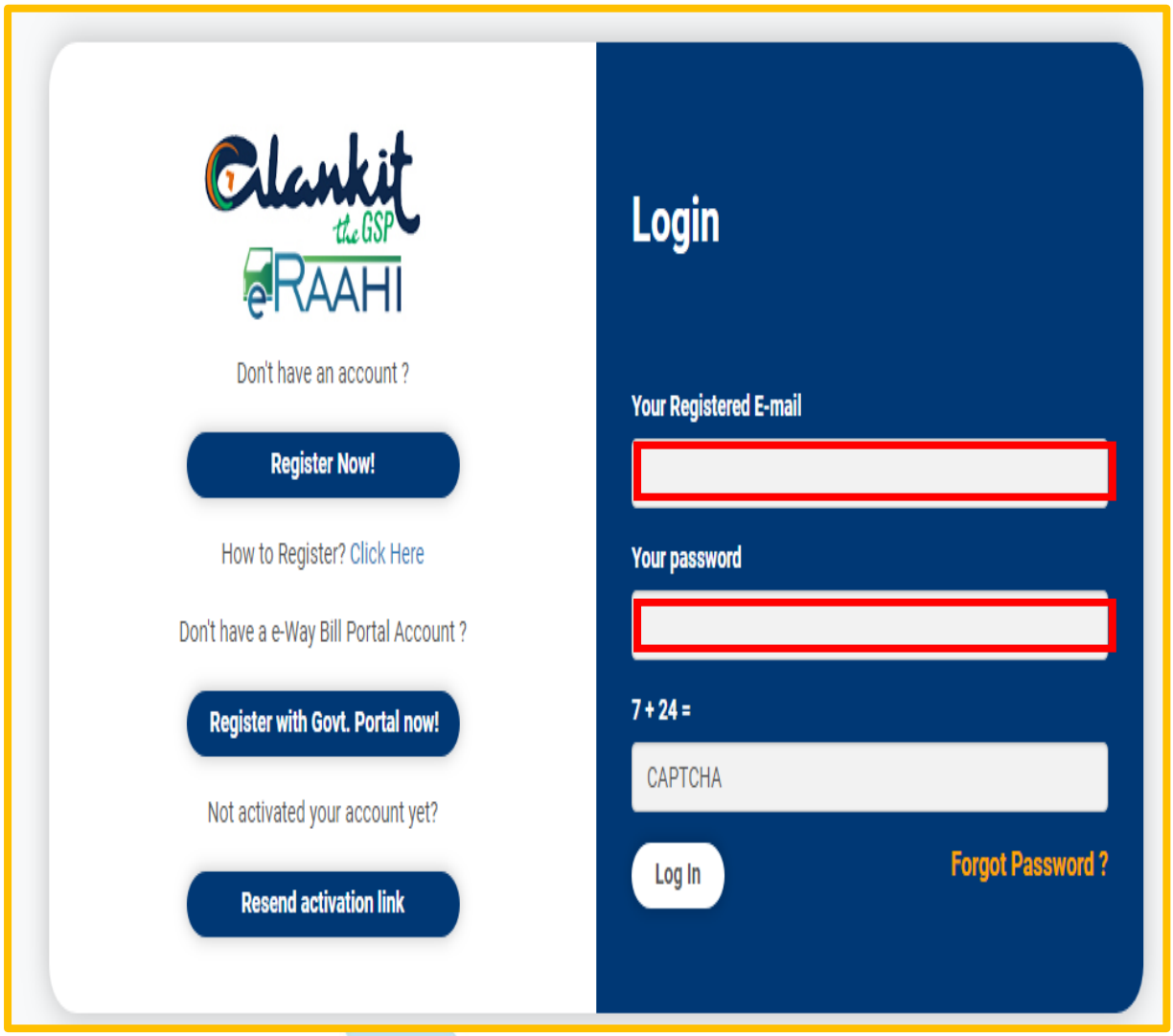
d) After this,
   a. Select Alankit Limited in the dropdown, as marked in red
   b. Enter a suffix, as marked in green
   c. Create a Password, as marked in purple



YOU CAN NOW START USING THE APPLICATION!

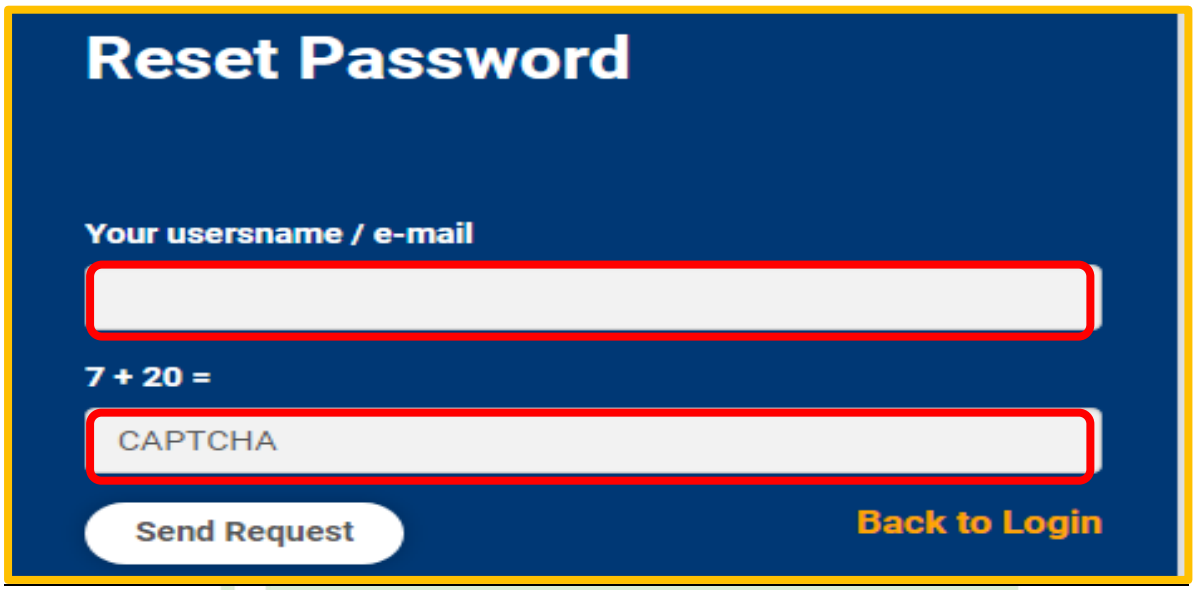
1.4 Existing User

Enter your Registered E-mail and password and mandatory fields as per the below screen.

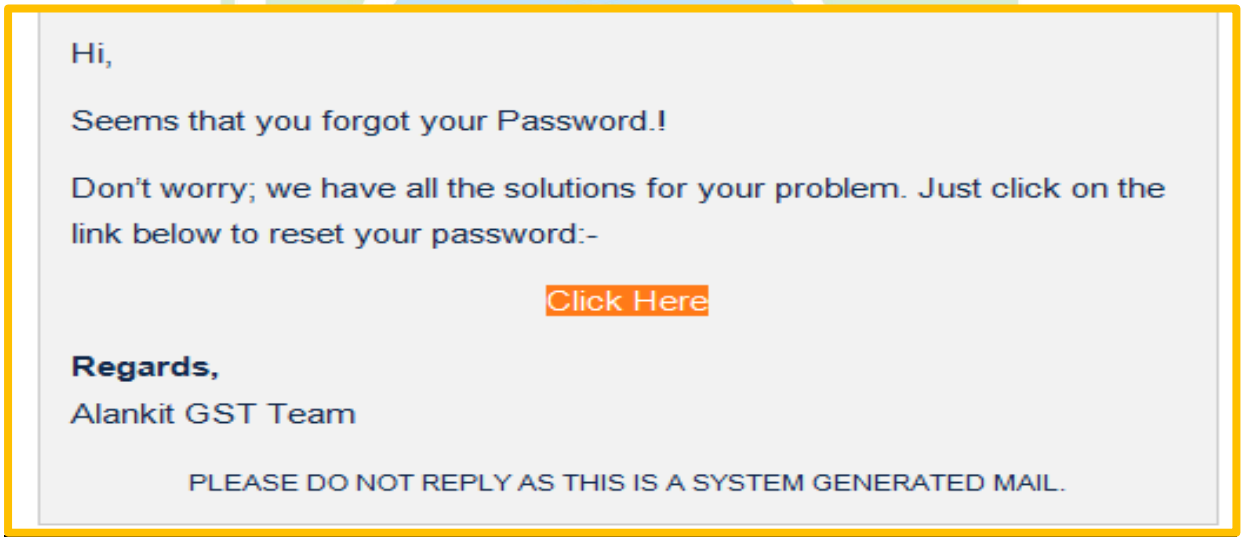


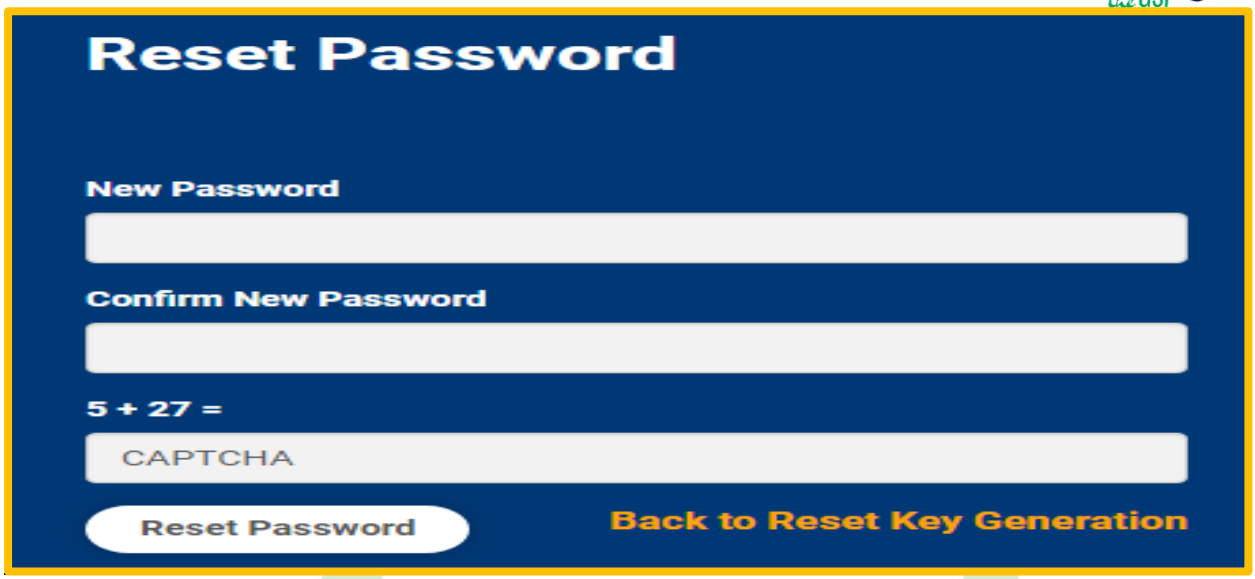
1.5 Forgot password

In case, the user forgets the password, he can reset the password. For that, the user has to click on Forgot Password? → fill email id and captcha code→ Send request→ Verification link would then be sent to one's email id.



User will receive the following mail, click on "Click Here" as shown below and this will route the user to reset password page, where the user will set a new password. After setting the new password, click on Reset Password.





2. Dashboard

After the successful login, the dashboard will look like this, as shown below, and the user can get a count of the Total Invoices Entered, e-Way bills generated, e-Way bills cancelled and e-Way bills rejected.

Through the **Settings** option, the user can add Multi GSTIN & Sub-User.

On the left side, 'Menu' bar is there, which has the following options:-

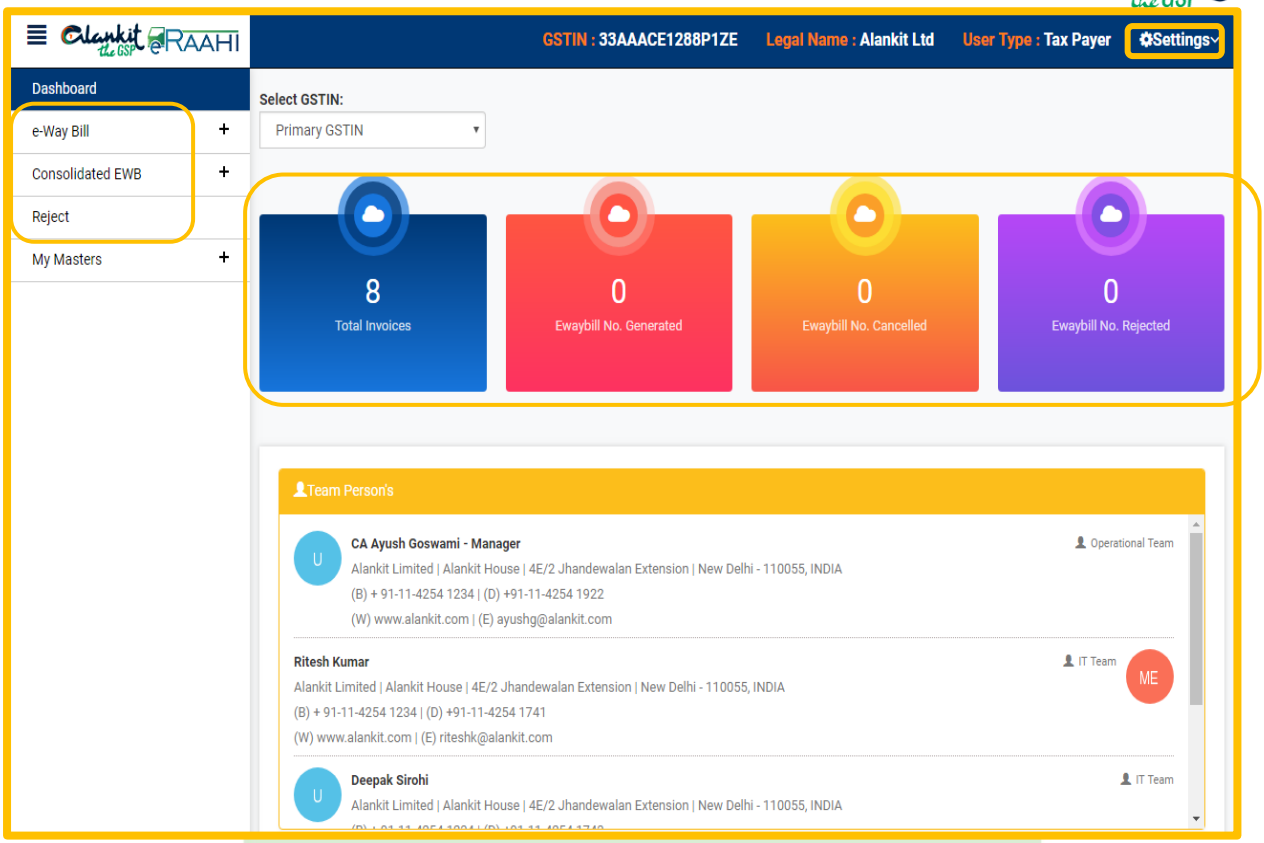
A. e-Way Bill
B. Consolidated EWB
C. Reject

In the e-Way bill option user can:

- Generate
- Update
- Cancel
- Print e-Way bill
- History is also available for the same

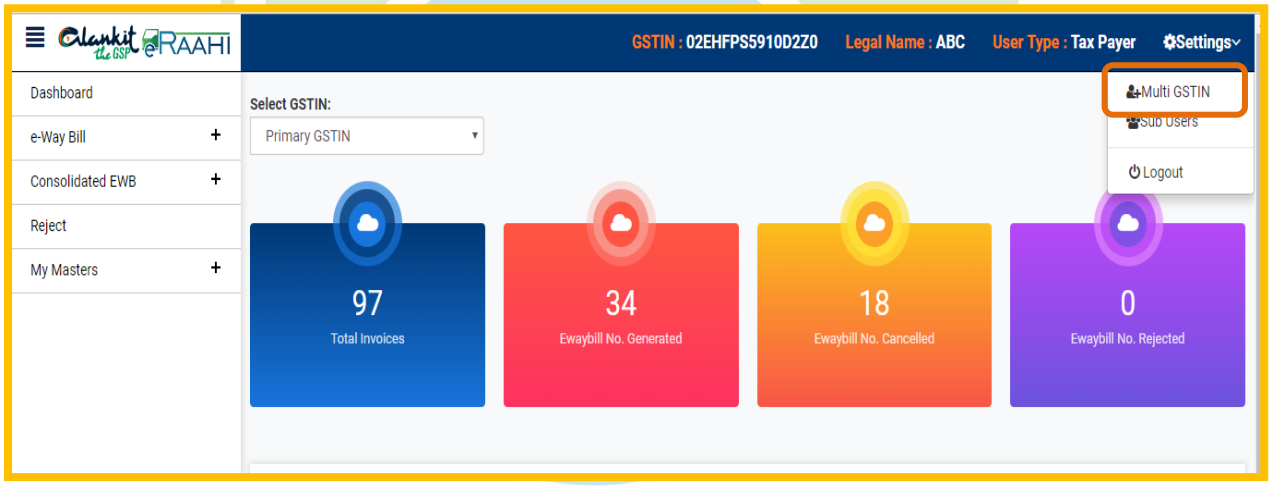
Under the Consolidated EWB option user can:

- Generate Consolidated EWB
- Re-Generate
- Print consolidated EWB
- History

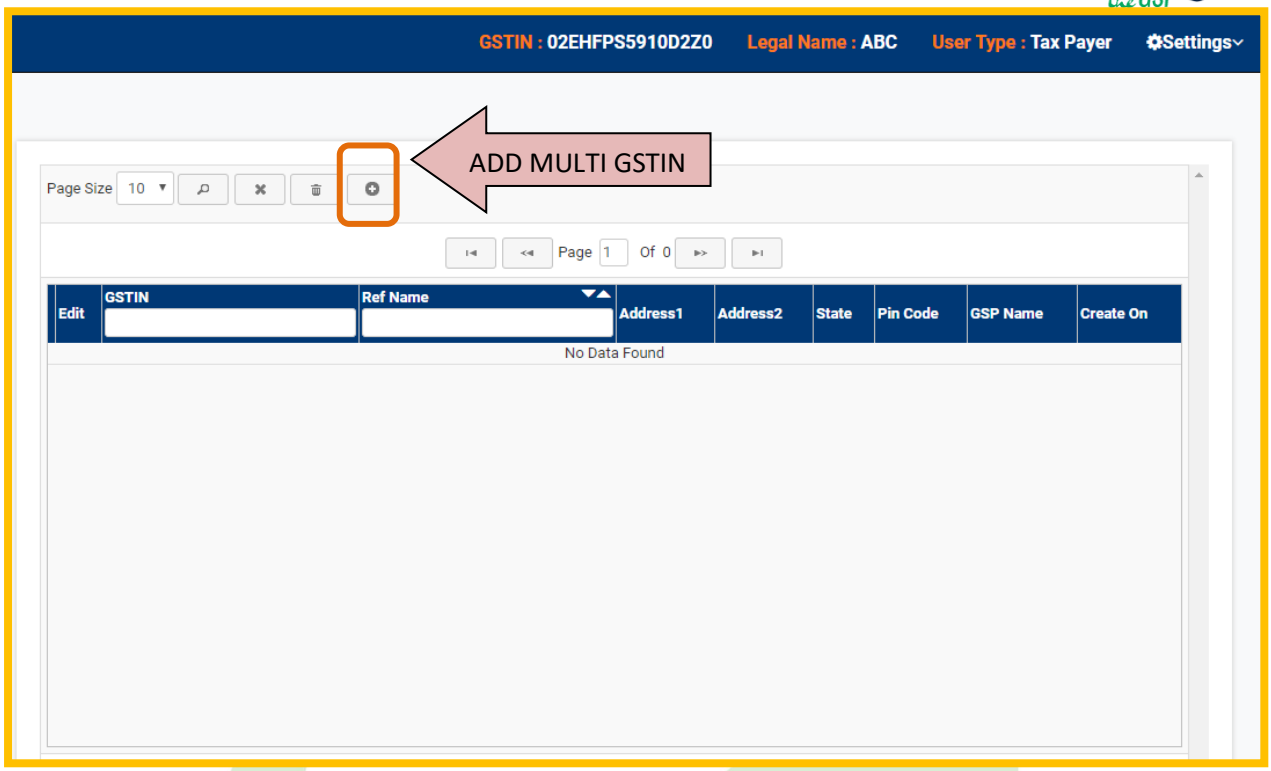


3. MULTI GSTIN

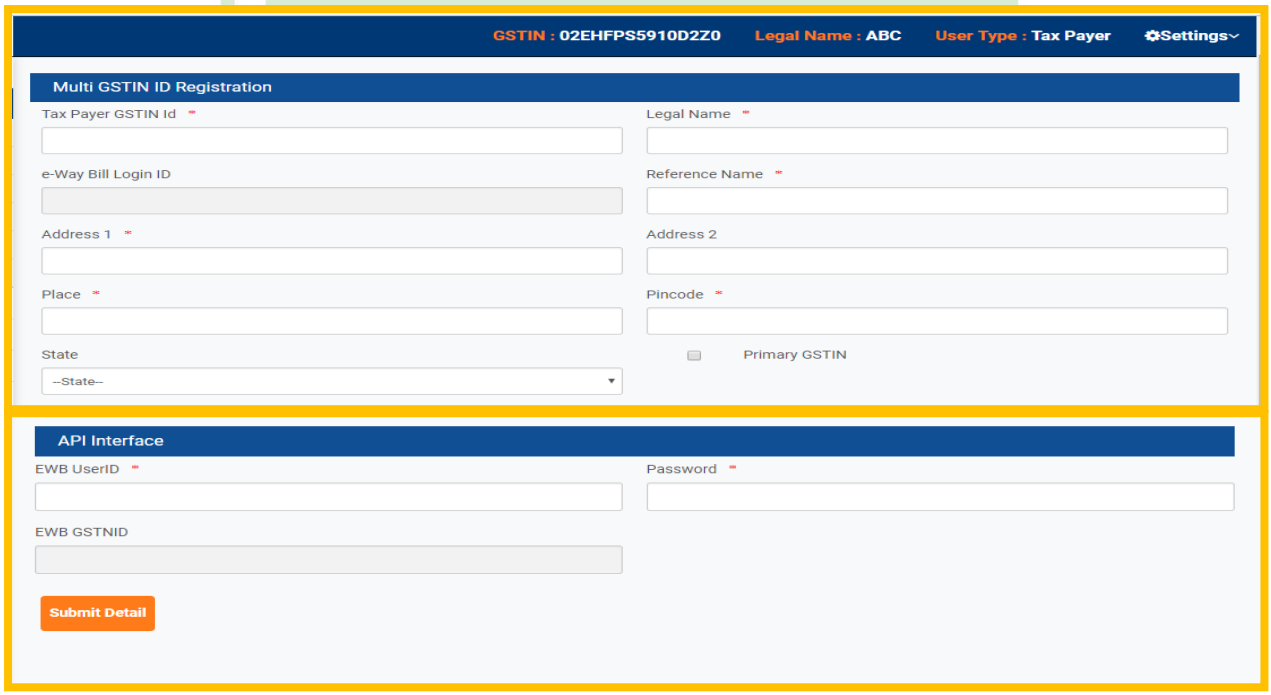
i. Click on Settings→ Multi GSTIN



ii. Multi GSTIN page shall appear on which Multi GSTIN can be added.
E-Way Bills can be generated for different GSTINs by adding GSTIN under Multi GSTIN without logging out for each GSTIN.

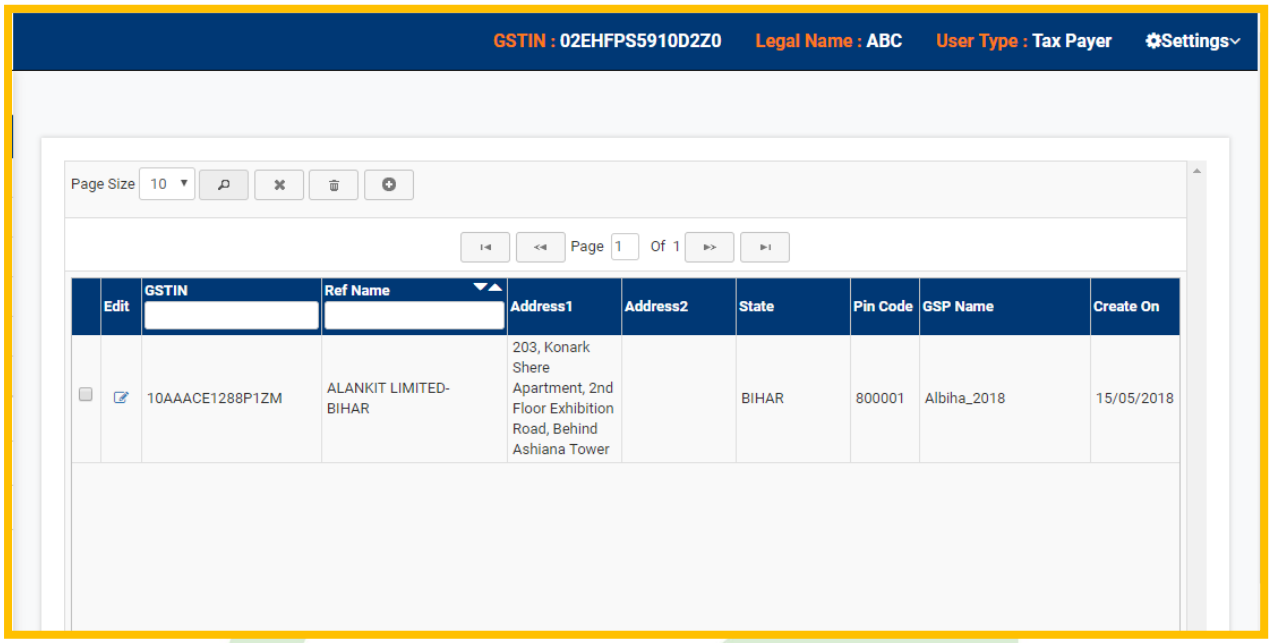


iii. Basic Details have to be filled for adding Multi GSTIN. After entering the required data, press 'Submit Detail'.

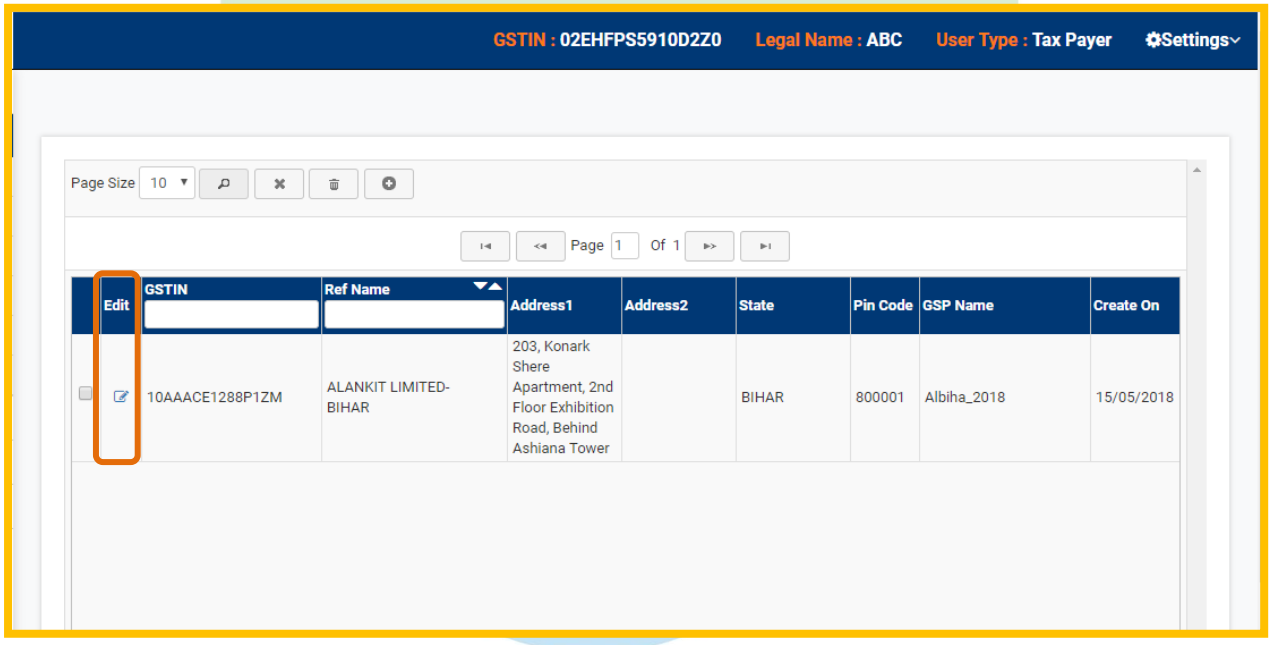


Tab Name	Description
Tax Payer GSTIN ID	User GSTIN
Legal name	Name as on PAN
e-Way bill Login ID	Login ID of NIC portal
Reference name	Any name as per users preference
EWB User ID	API Access User ID
Password	API Access Password

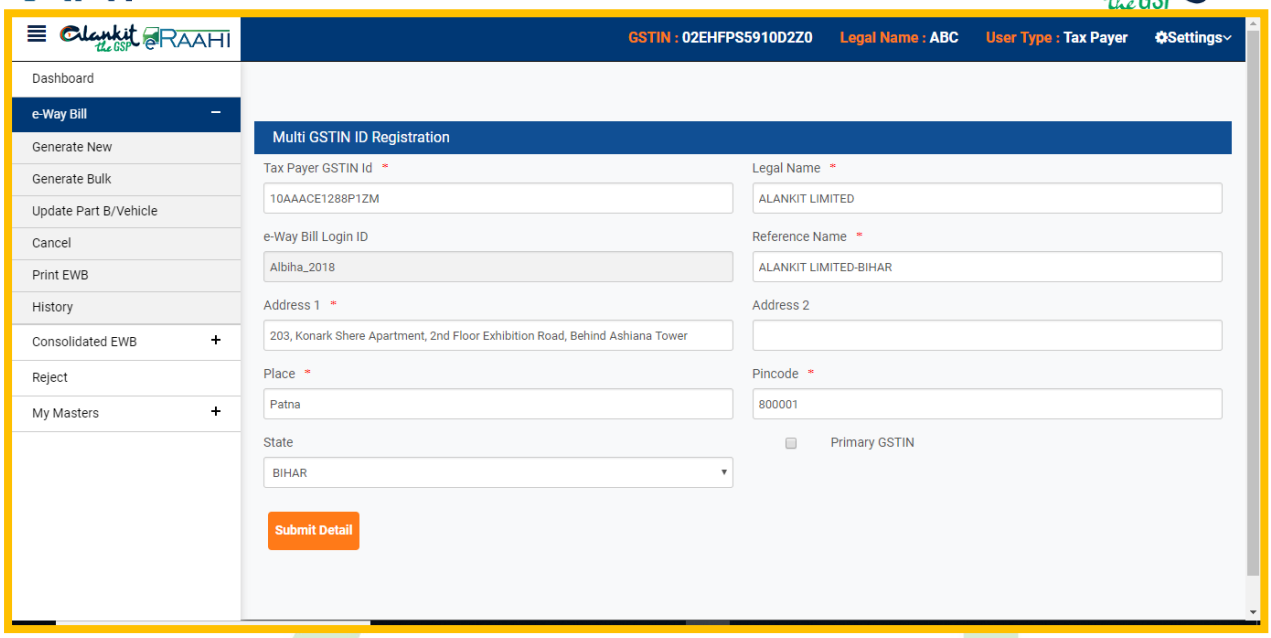
iv. Next, the Summary of the added Multi GSTIN shall appear.



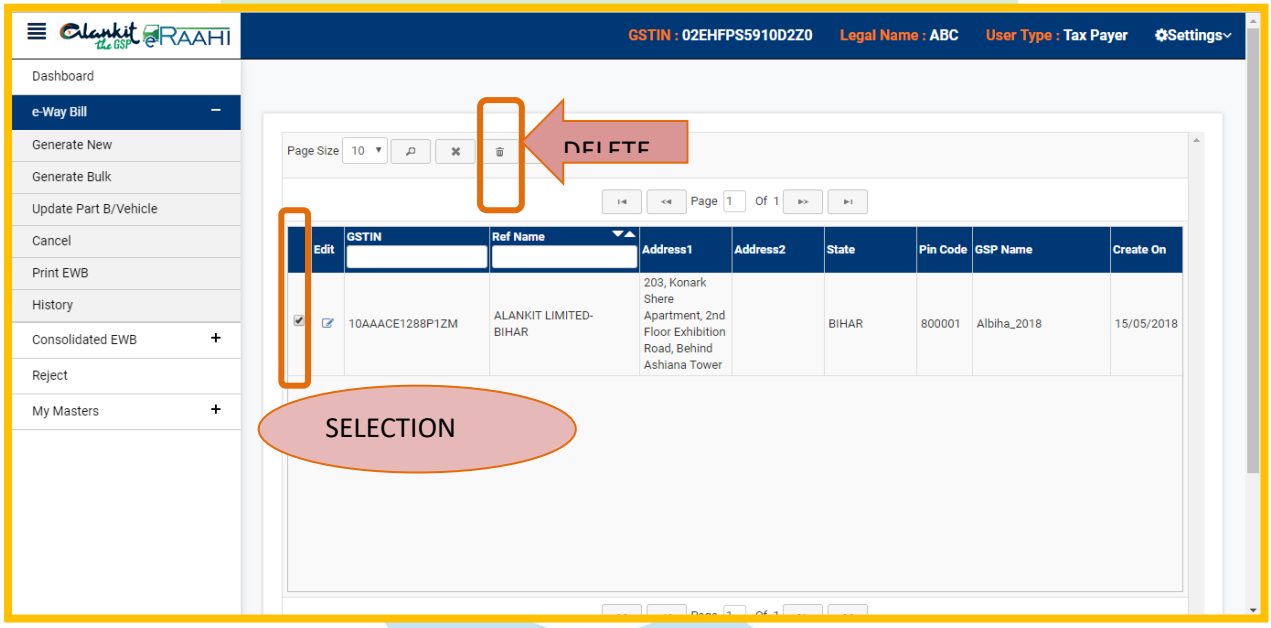
v. Further, the details added can be edited through 'Edit' tab by selecting the check box.



After clicking on 'Edit', the following screen shall appear:-

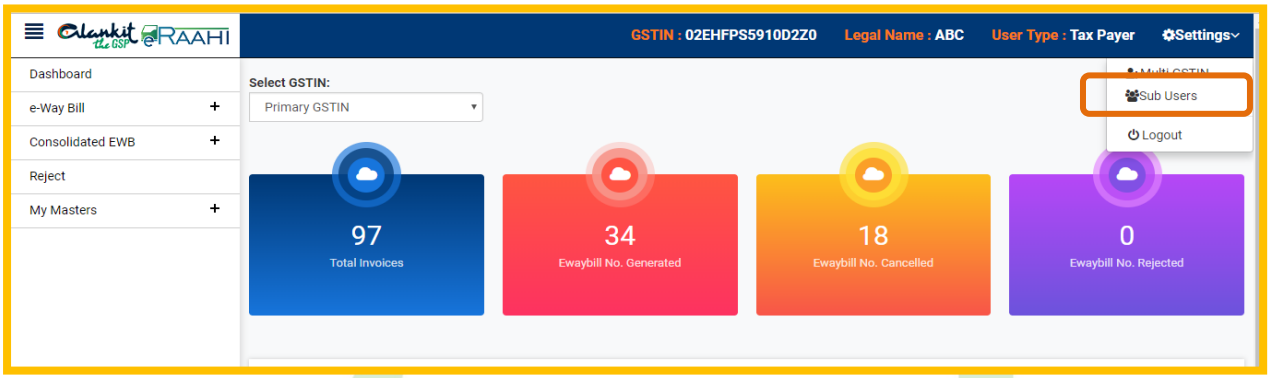


vi. GSTIN added can be deleted after selecting the added GSTIN and then clicking the 'Delete' option.

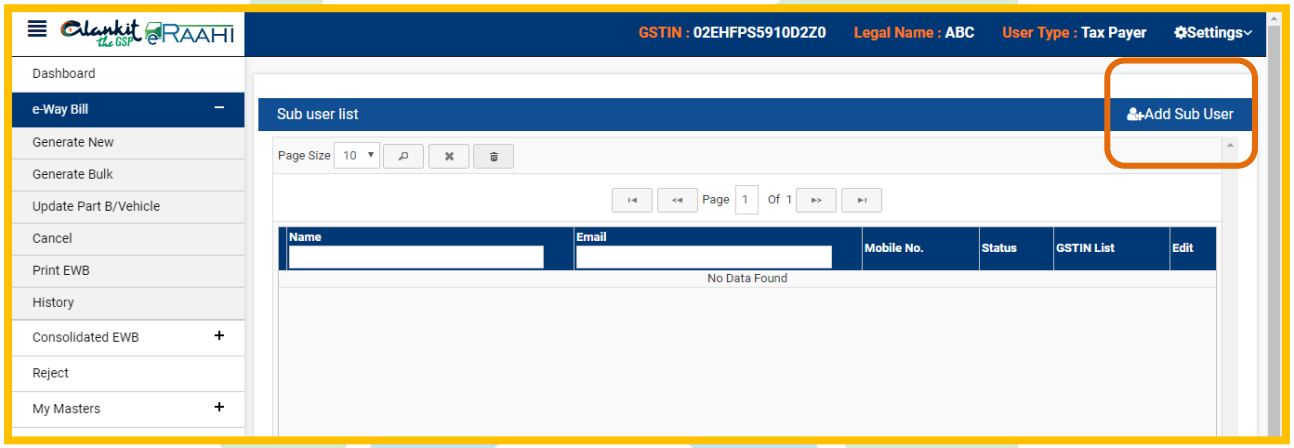


4. SUB USER

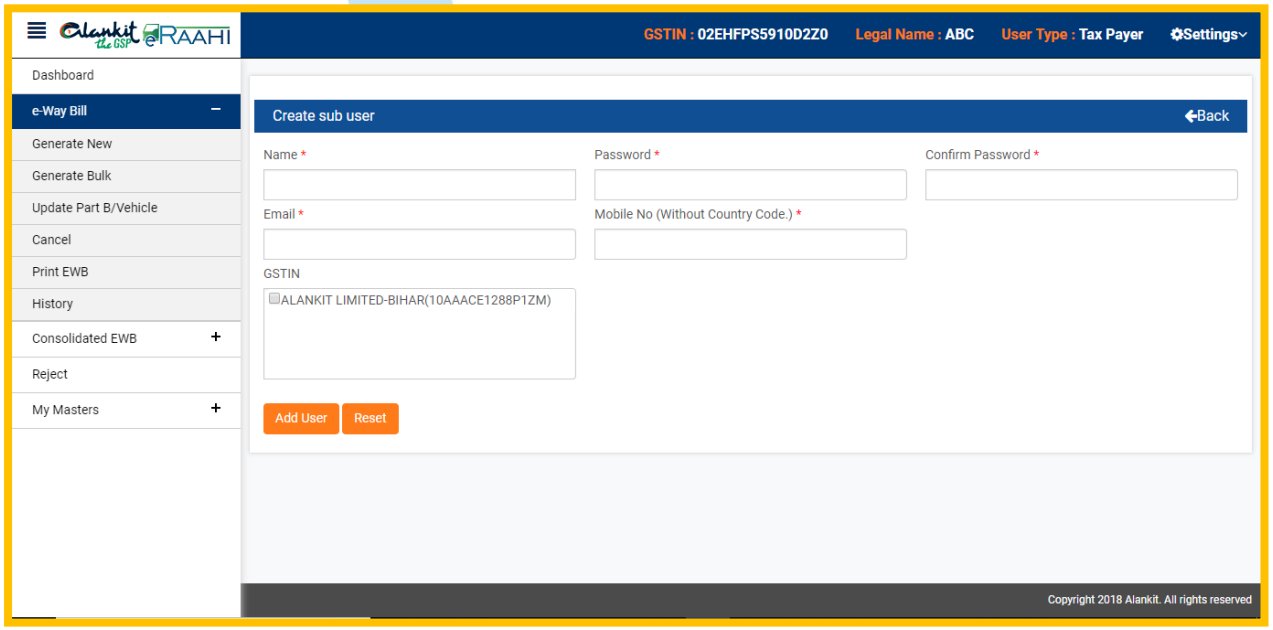
i. Click on Settings→ Sub Users



ii. Then, the Sub User page shall appear on which Sub User can be added.
Sub User's ID & Password shall be created by the admin & he shall be assigned GSTIN's by Admin for which the e-Way Bill can be generated.

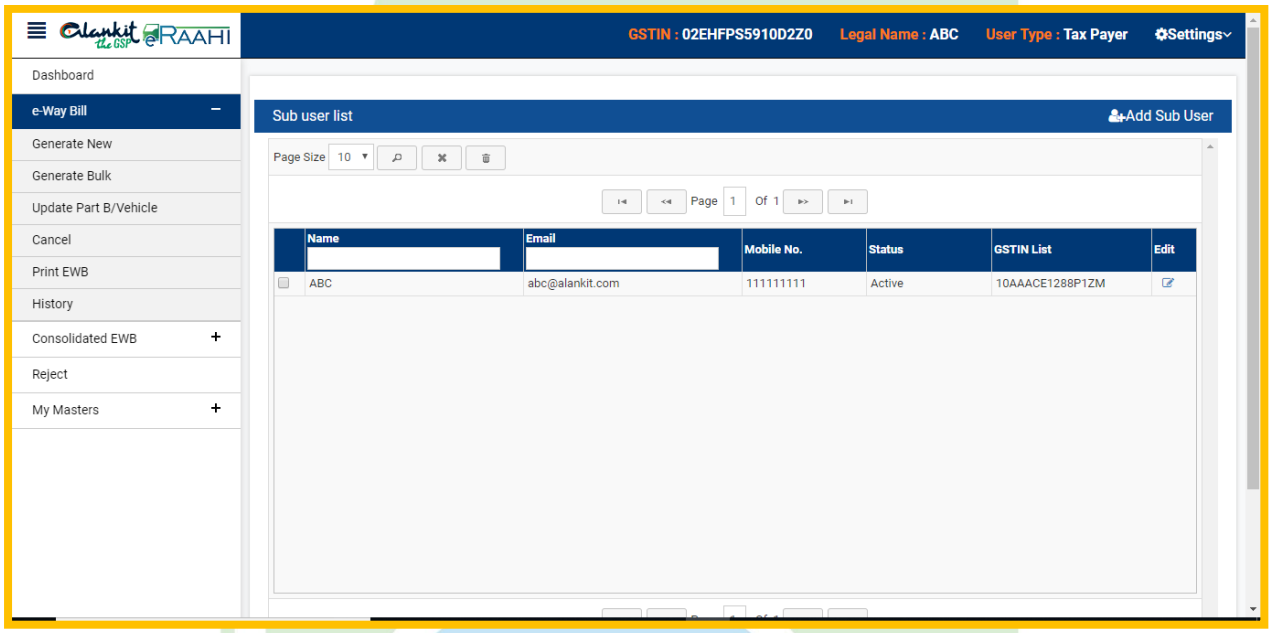


iii. Basic Details have to be filled for adding the Sub User. After entering the required data, press on 'Add User'.

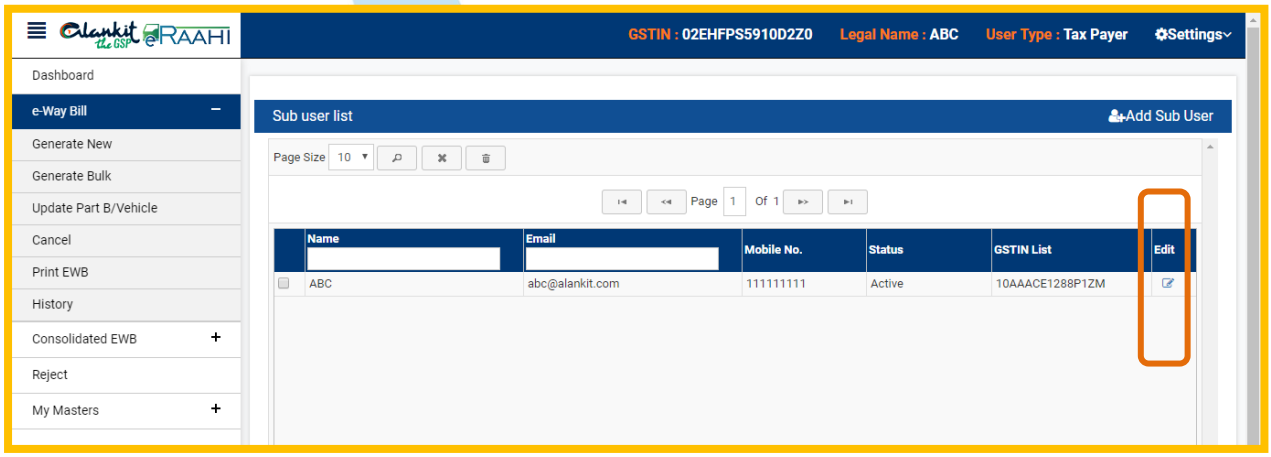


Tab Name	Description
Name	Admin will enter the name of the sub user to whom he want to assign the rights
Password	Admin will create password for sub user
Confirm Password	Confirm the above password
Email	Sub User's email ID
Mobile No.	Sub User's mobile no.
GSTIN	GSTIN- whose operation is to be assigned to the sub user

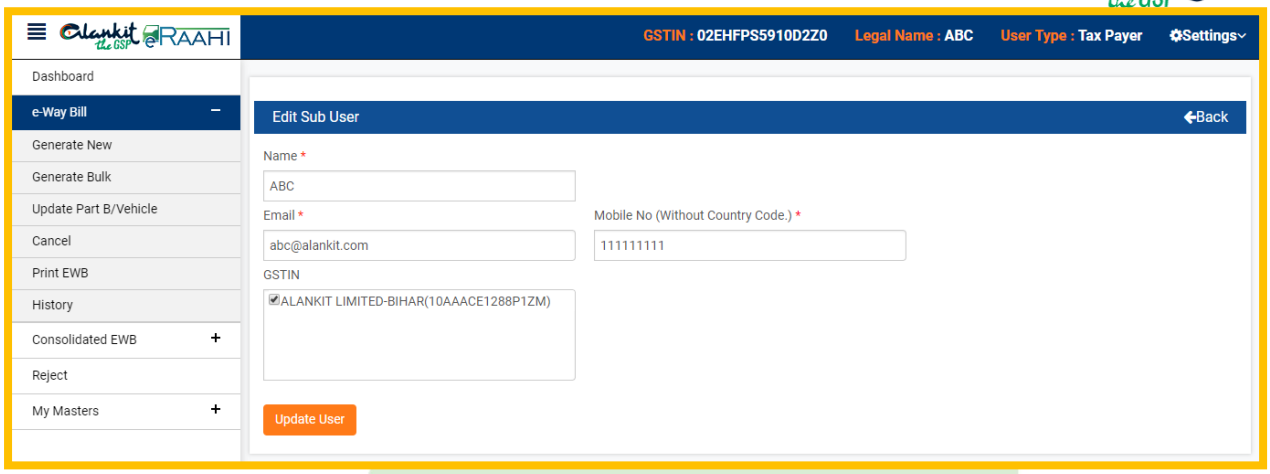
iv. Summary of added Sub User shall appear.



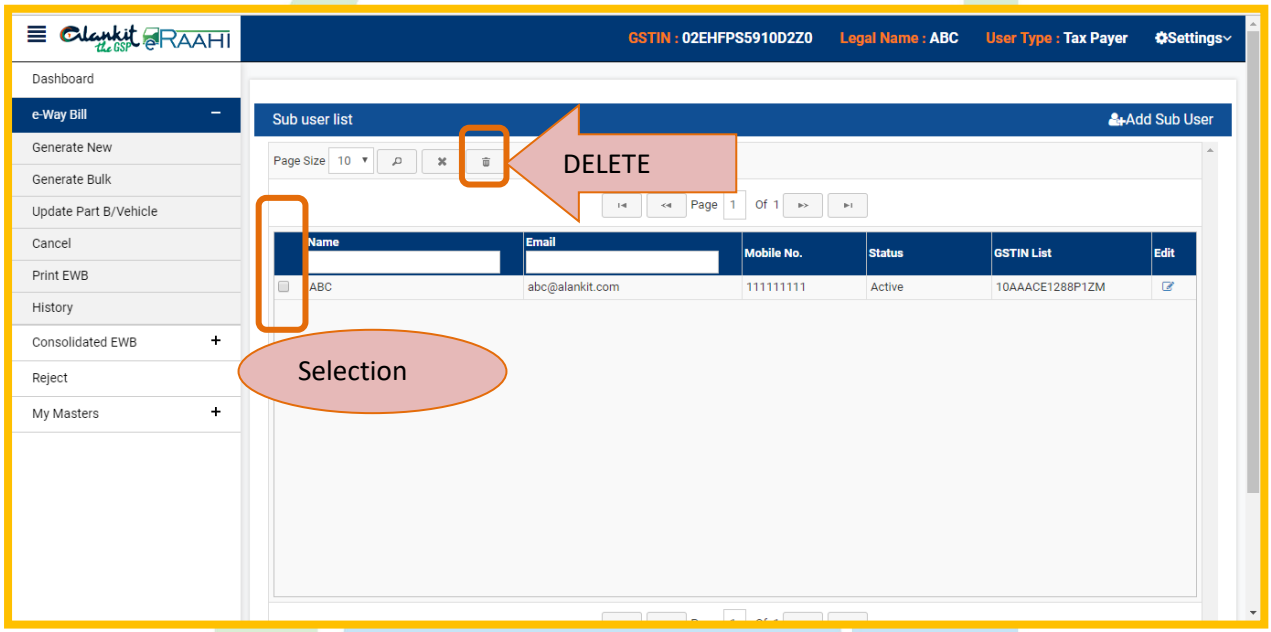
v. Details added can be edited through the 'Edit' tab.



After clicking on 'Edit', the following screen shall appear:-



vi. Sub User added can also be deleted, as shown below.



5. e-Way Bill

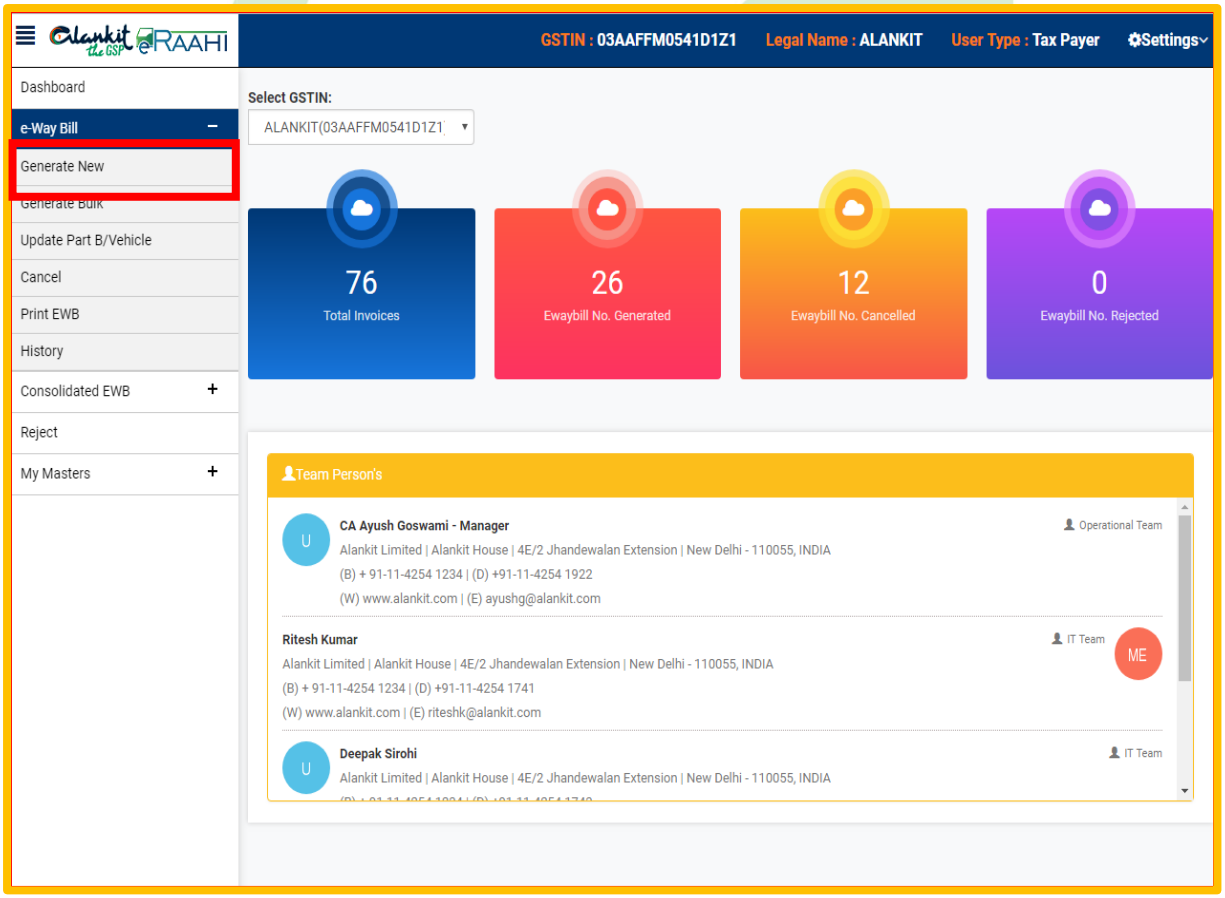
e-Way bill (FORM GST EWB-01) is an electronic document (available to supplier / recipient / transporter) which evidences the movement of goods (For speedy and hassle free movement of goods).

Every registered person who causes the movement of goods of consignment value exceeding Rs. 50,000/-

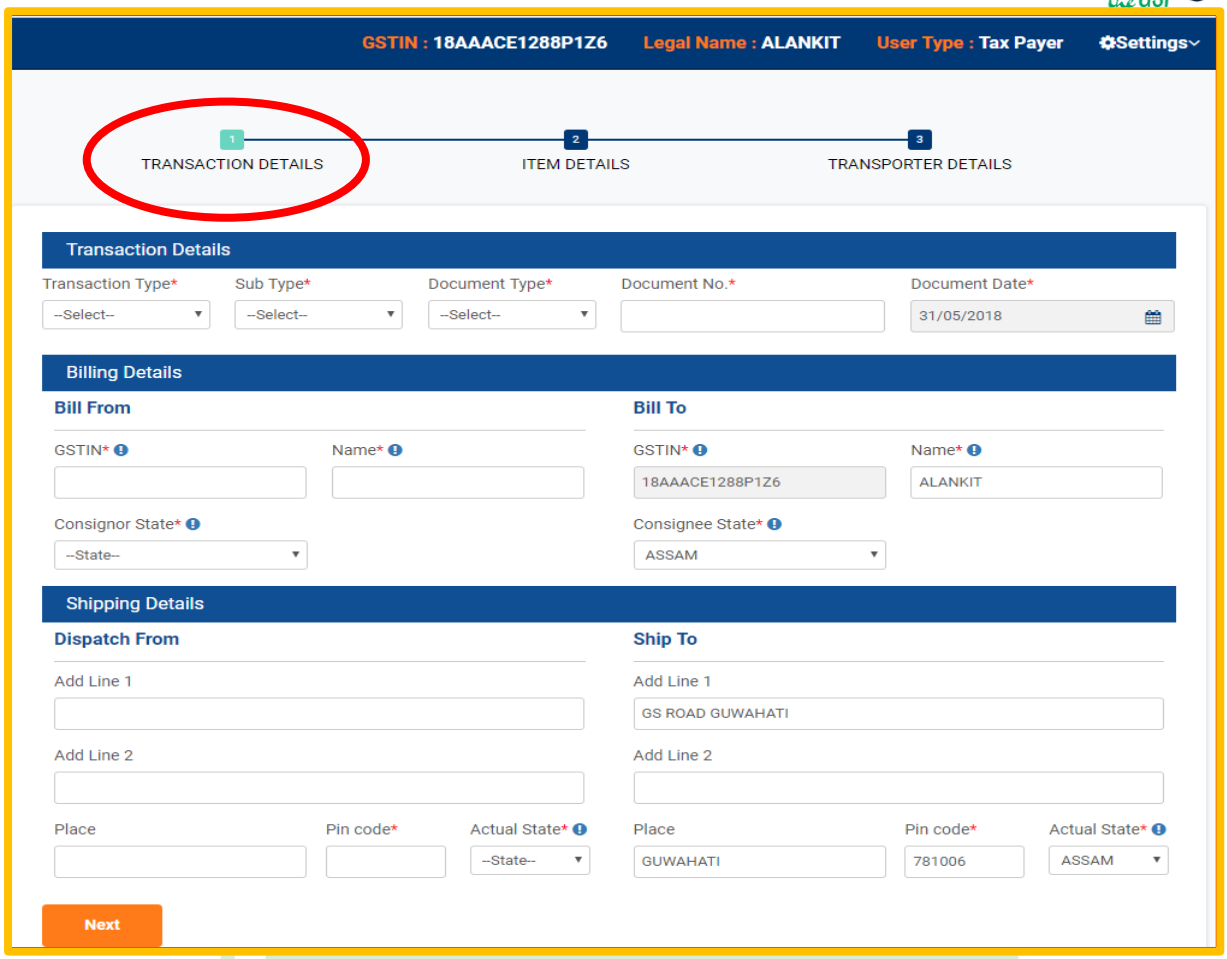
- In relation to a supply; or
- For reason other than supply; or
- Due to inward supply from an unregistered person.

5.1 Generate New

Through this option, user will be able to generate new e-Way Bill. For that, user has to Click e-Way Bill→ Generate New



Then, the following screen will be displayed, which allows the user to enter the required details to generate the e-Way bill.



Field Name	Description
Transaction Type	1. Outward: The outward indicates that the user is supplying the goods 2. Inward: Inward indicates that the user is receiving the goods.
In Sub Type (under Inward Transaction Type)	1. Supply 2. Import 3. Job Work Returns 4. Sales Return 5. Others 6. SKD/CKD 7. Exhibition or Fairs
In Sub Type (under Outward Transaction Type)	1. Supply 2. Export 3. Job Work 4. For Own Use 5. Others 6. SKD/CKD 7. Line Sales 8. Recipient Not Known 9. Exhibition or Fairs
Document Type	1. Tax Invoice: Tax Invoice is required to be selected in case of supply 2. Bill of Supply: Bill of Supply is required to be selected in case

	of Exempt supply and composite supply 3. Delivery Challan: Delivery Challan is required to be selected in case of job work, SKD/CKD, Exhibition or Fairs, for own use. 4. Credit Note: Credit Note is required to be selected in case of sales return 5. Bill of Entry: Bill of Entry is required to be selected in case of Import 6. Others
Document No.	1. Invoice No. 2. Bill of Supply No. 3. Delivery Challan No. 4. Credit Note No. 5. Bill of Entry No.
Document Date	Date of the document, on the basis of which user is generating EWB
Bill from : GSTIN	GSTIN of consignor/ sender
: Name	Consignor's Name
: State	Consignor's State
Bill to : GSTIN	GSTIN of consignee/ receiver
: Name	Consignee's Name
: State	Consignee's State
Dispatch from :	Address from where goods are to be sent
Ship to :	Address where goods are to be delivered.

Transaction type- Outward

For an outward type of transaction, in the 'Bill From' section, name, GSTIN and address of the supplier is auto populated with the user details in the 'Bill From' and 'Dispatch From' section. If the address of the place of dispatch of goods is different from the auto populated address in the 'Dispatch From' section, then, the user is allowed to edit the address accordingly.

In the 'Bill TO' section, GSTIN needs to be filled by the user and all other fields like name, address state etc. will get auto populated as the facility of 'search taxpayer' has been incorporated in it. The user has to enter the URP in GSTIN column, if the consignee is an un-registered person.

Transaction Type- Inward

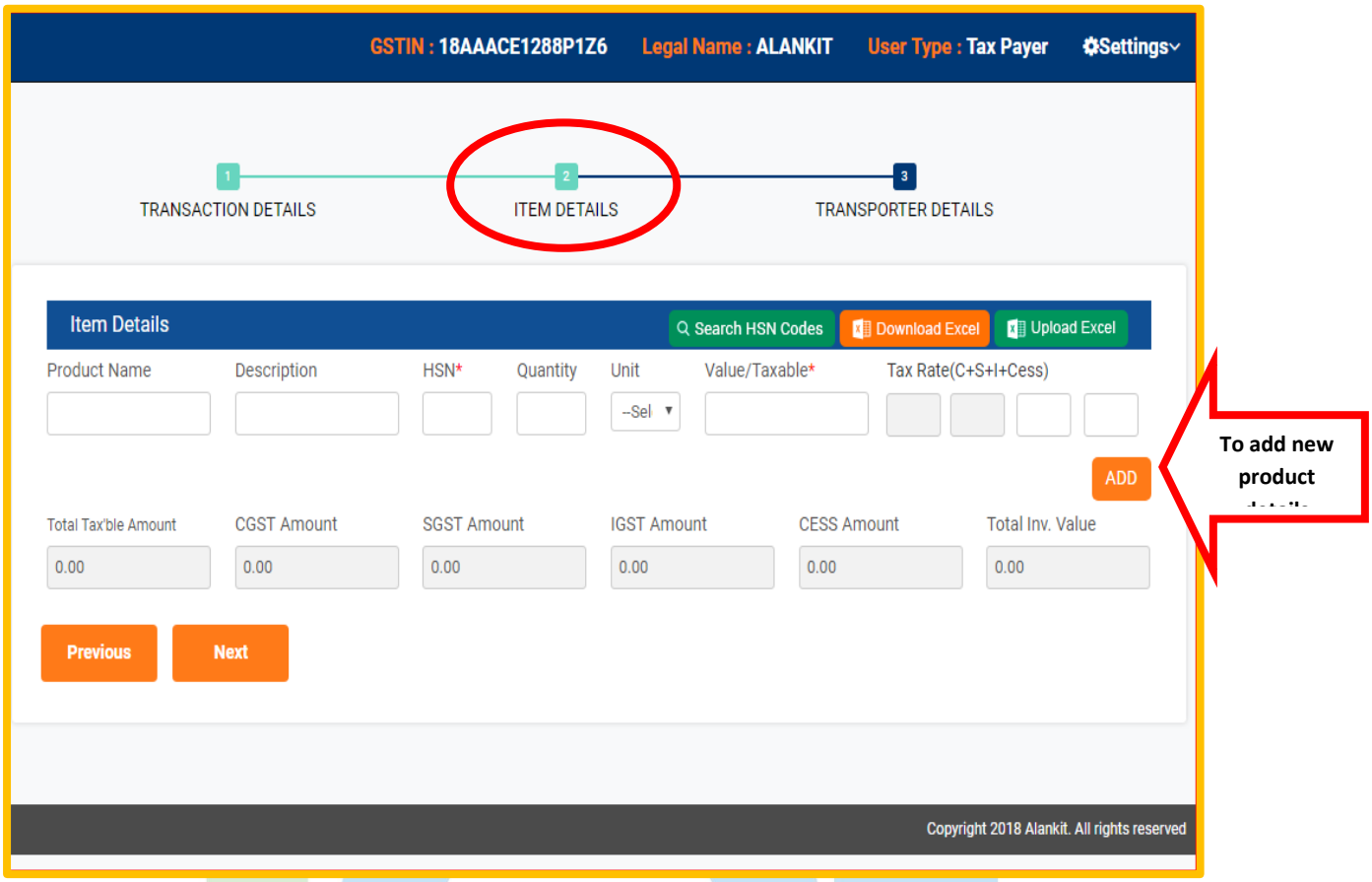
For an inward type of transaction in the 'Bill TO' section, the name, GSTIN and address of the recipient are auto populated with the user details. If he has the additional places of business, he will be allowed to select the place. Here, in spite of auto update, the user is allowed to edit the address.

In the 'Bill From' section, GSTIN needs to be filled by the user and all other fields like name, address state etc. will get auto populated as the facility of search taxpayer has been incorporated in it. If the supplier is unregistered for GST, then, the user has to enter the GSTIN as URP, indicating that the supplier is an 'Unregistered Person'.

In case of export or import, the GSTIN will be URP and Pin code and State will be 999999 and 'Outside Country'.

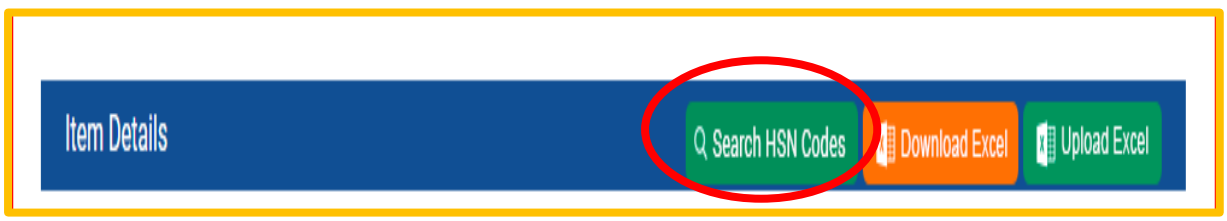
Step 2

In item details, user will be required to fill the relevant data.



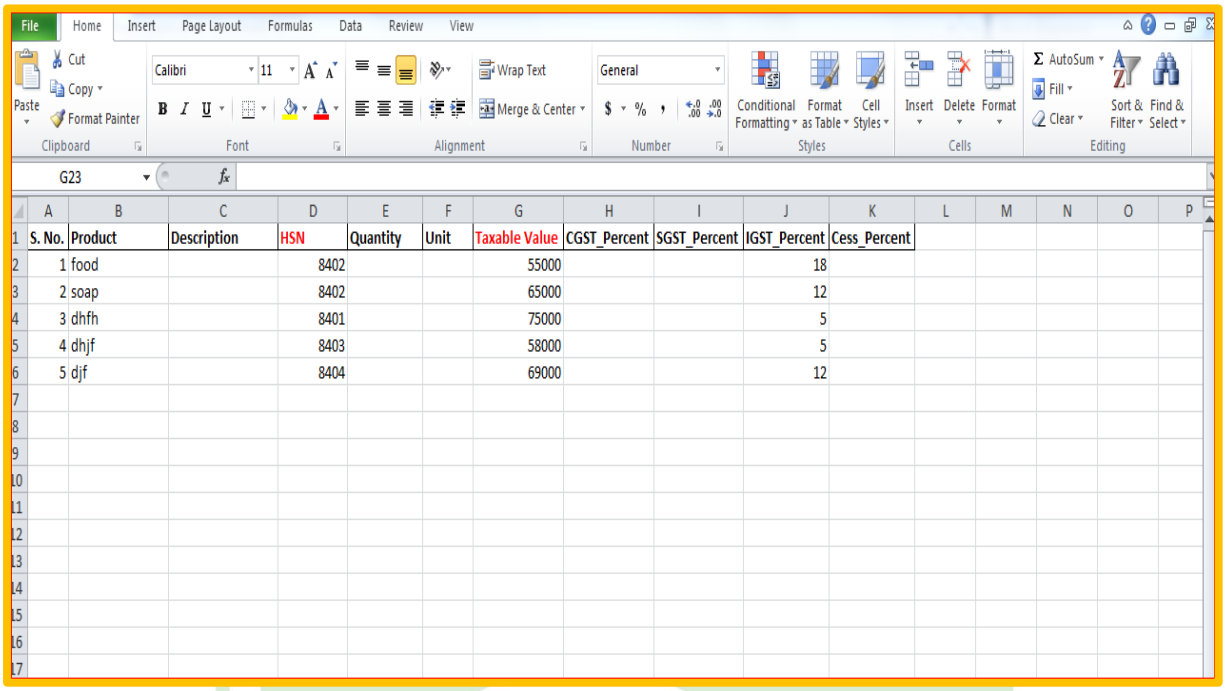
Field Name	Description
Product Name	Name of the product to be sent through EWB
Description	Description of the product
HSN	HSN code
Quantity	Total Quantity of the product
Unit	Unit of measurement
Value/ Taxable	Total value of the product to be sent
Tax rate	Tax rate applicable on the product

Search HSN Code will direct the user to Alankit GST website, on which the user will be able to search the HSN Code for its product.



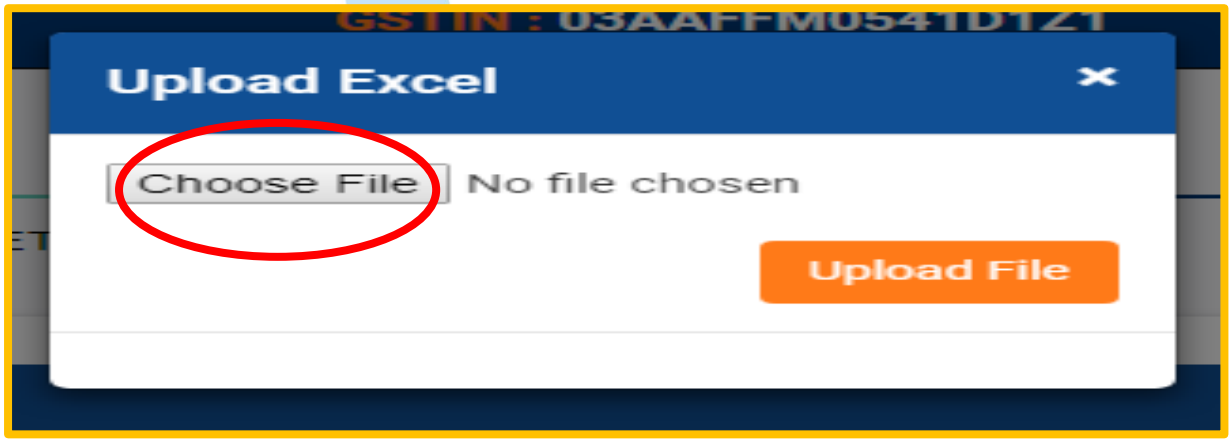
GST HelpDesk Number +91 9560686868
Registeration / Amendment Payment
Help
HOME
ABOUT US
PRODUCTS
KNOWLEDGE CAFE
LATEST NEWS
VIDEO
REGISTER NOW
SUBSCRIPTION
CONTACT US
HSN LOOKUP
840
Search
HSN CODE
HSN DESC
RATES
8401 Nuclear reactors; machinery and apparatus for isotopes separation 18%
8401 Fuel elements (cartridges), non-irradiated, for nuclear reactors 12%
8402 Steam or other vapour generating boilers (other than central heating hot water boilers capable also of producing low pressure steam); super- heated water boilers 18%
8403 Central heating boilers other than those of heading 8402 18%
8404 Auxiliary plant for use with boilers of heading 8402 or 8403 (for example, economisers, super-heaters, soot removers, gas recoverers); condensers for steam or other vapour power units 18%
8405 Producer gas or water gas generators, with or without their purifiers; acetylene gas generators and similar water process gas generators, with or without their purifiers 18%
8406 Steam turbines and other vapour turbines 18%
8407 Spark-ignition reciprocating or rotary internal combustion piston engine 28%
8408 Compression-ignition internal combustion piston engines (diesel or semi-diesel engines) 28%
8408 Fixed Speed Diesel Engines of power not exceeding 15HP 12%

If there are multiple line items in an invoice, then, the user will be able to upload the same in one go using Excel.



S. No.	Product	Description	HSN	Quantity	Unit	Taxable Value	CGST_Percent	SGST_Percent	IGST_Percent	Cess_Percent
1	food		8402			55000			18	
2	soap		8402			65000			12	
3	dhfh		8401			75000			5	
4	dhjf		8403			58000			5	
5	djf		8404			69000			12	

After entering the data in excel file available at e-Raahi, the user will be required to upload the excel.



Step 3

In Mode, the user will be required to select one of the following:

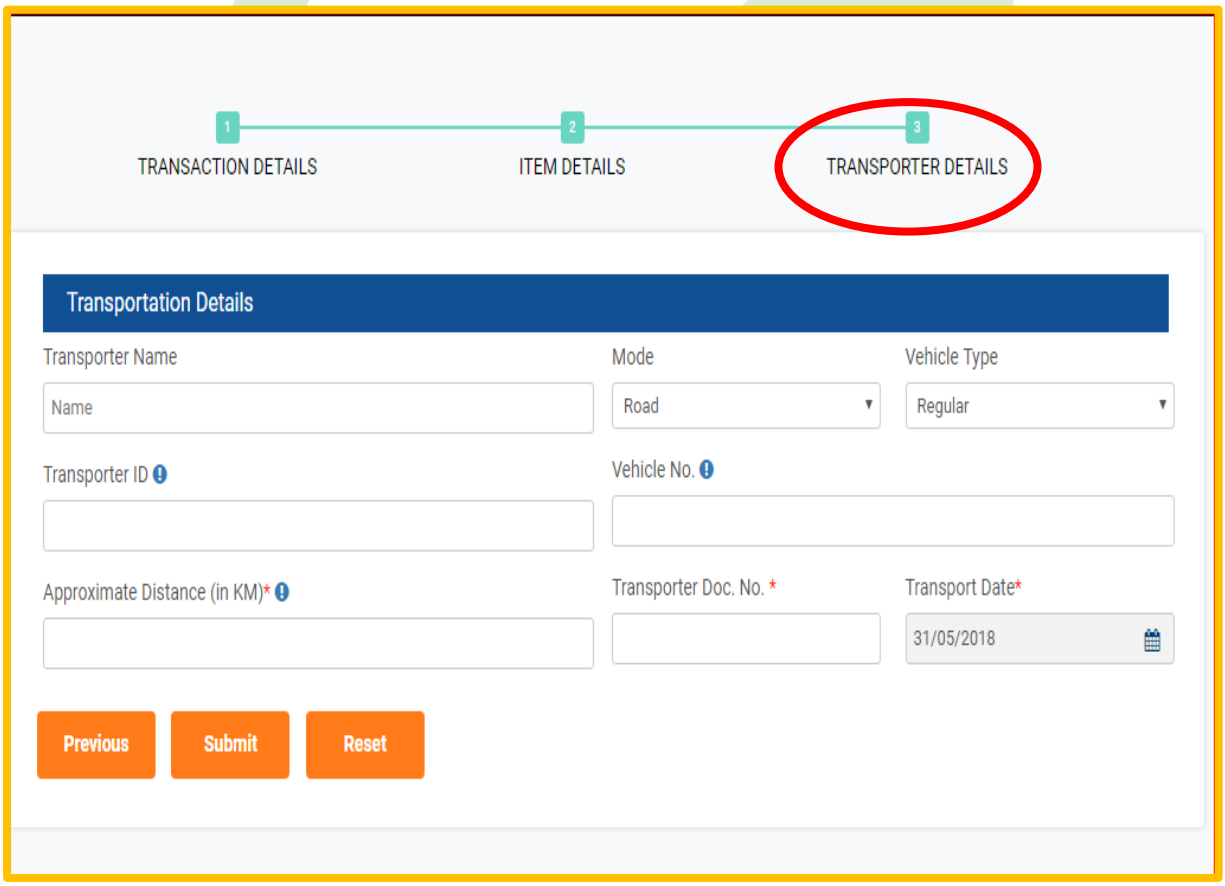
1. Road
2. Rail
3. Ship
4. Air

In Vehicle Type, user will be required to select one of the following:

1. Regular
2. Over Dimensional Cargo

If the goods are being moved directly by the user himself, then, he can enter the Vehicle Number without entering the transporter details. It may be noted that the approximate distance to be entered should not be more than 4000 Km and consignment is being moved within the country.

After filing relevant data, user will be required to submit the details.



Field Name	Description
Transporter Name	Name of the Transporter
Mode	5. Road 6. Rail 7. Ship 8. Air
Vehicle Type	3. Regular 4. Over Dimensional Cargo
Transporter ID	Unique 15 digits enrolment

	Transporter's ID
Vehicle No.	Vehicle No. should be in the prescribed format.
Approximate Distance	This will get auto populated by the software [Distance FROM pin code TO pin code].
Transporter Doc No.	Document no mentioned on the document issued by the transporter.
Transport Date	Date on which movement of goods is to be done.

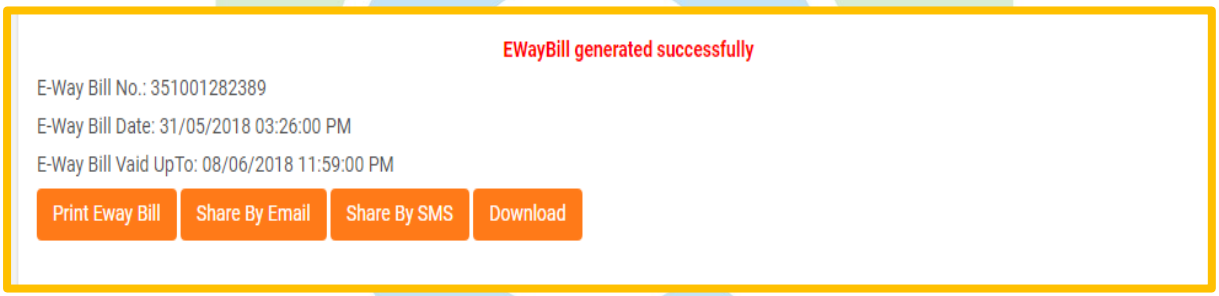
After submitting all the details, 12 digit EWB number gets generated.

Validity of E-Way Bill

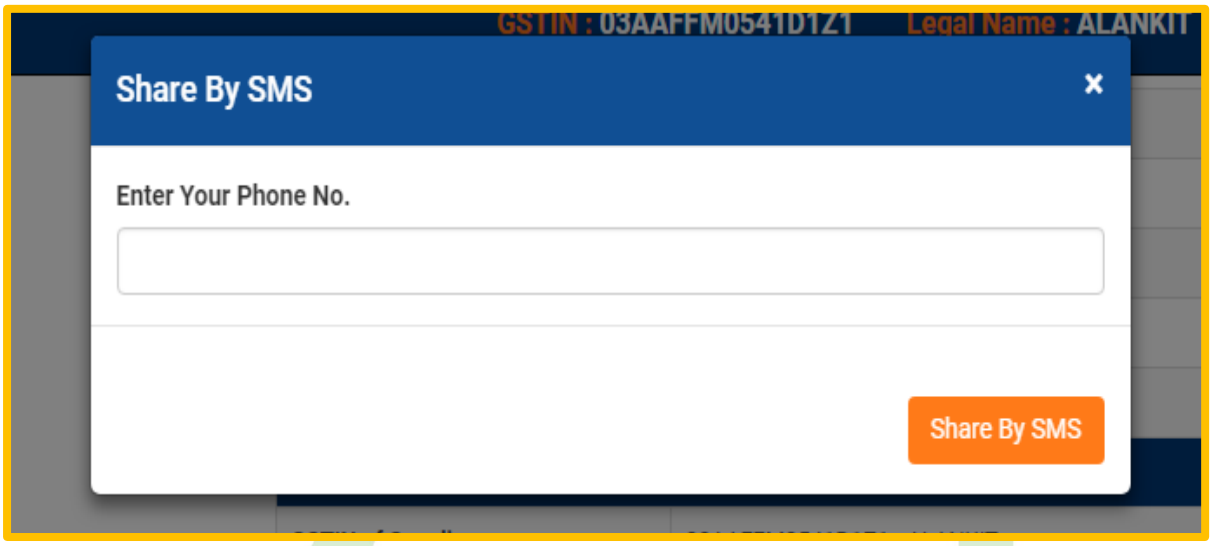
Nature of Conveyance	Distance
Over Dimensional Cargo	1 day for any distance up to 20 Kms and thereafter, additional one day for every 20 Kms or part, thereof
Other than Over Dimensional Cargo	1 day for any distance up to 100 Kms and thereafter, additional one day for every 100 Kms or part thereof

The user can share the e-Way Bill details through SMS, E-mail and can take the print out of the same.

User can also save the e-Way bill in PDF by using the Download option.



5.1.1 Share by SMS



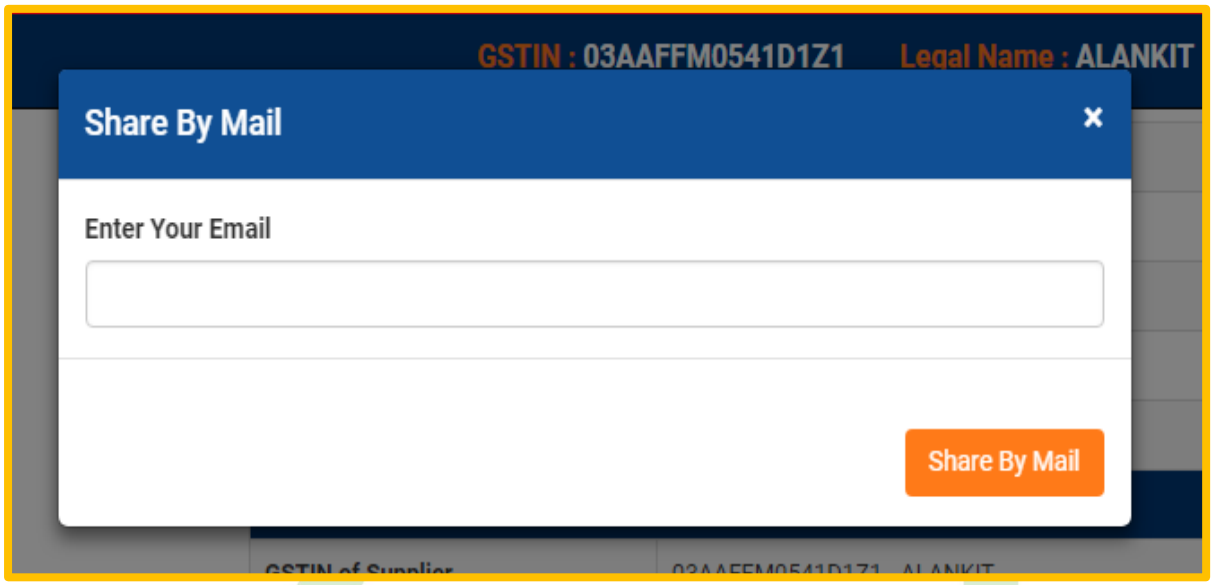
5.1.2 Print

e-Way Bill No	371001278917
e-Way Bill Date	31/05/2018 10:32:00
Generated By	03AAFFM0541D1Z1 - ALANKIT
Valid From	31/05/2018 10:32:00
Valid Until	08/06/2018 23:59:00
e-Way Bill Status	CANCELLED
Part-A	
GSTIN of Supplier	03AAFFM0541D1Z1 - ALANKIT
Place of Dispatch	DELHI, DELHI, 495119
GSTIN of Recipient	03AADCG9170H1ZO - G C THREADS PRIVATE LIMITED
Place of Delivery	, PUNJAB, 147101
Document No.	875
Document Date	31/05/2018 00:00:00
Value of Goods (₹)	354630
Reason for Transportation	Outward - Supply

Part-B

Mode	Vehicle / Trans Doc No & Dt.	From	Entered Date	Entered By
Road	DLN9511/845 & 31/05/2018 00:00:00	DELHI	31/05/2018	03AAFFM0541D1Z1
Road	DLN3276/864 & 31/05/2018 00:00:00	Himachal Pradesh	31/05/2018	03AAFFM0541D1Z1

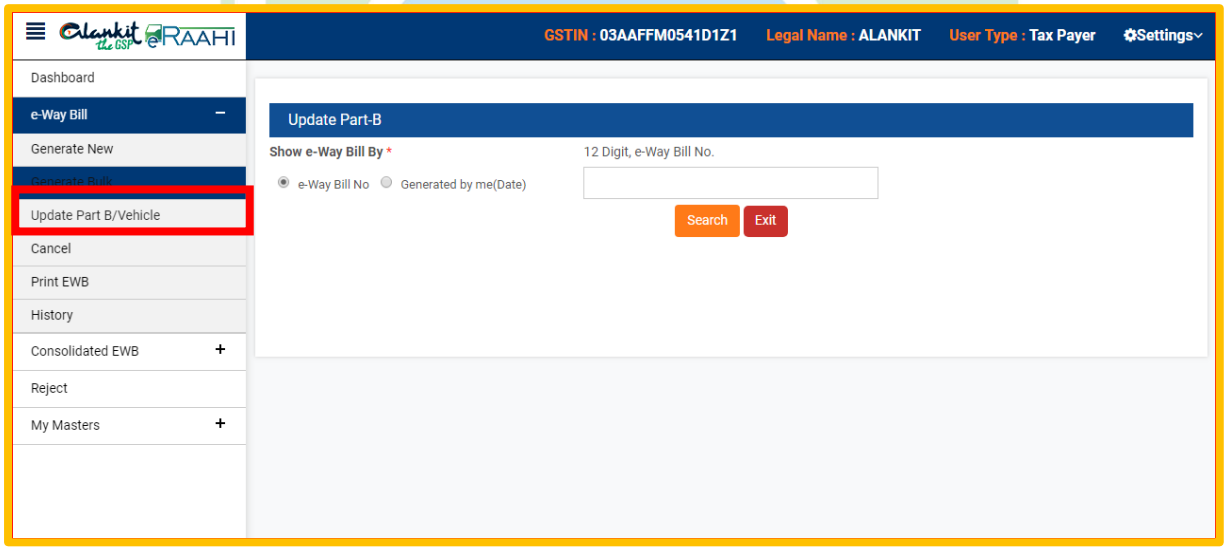
5.1.3 Share by Mail



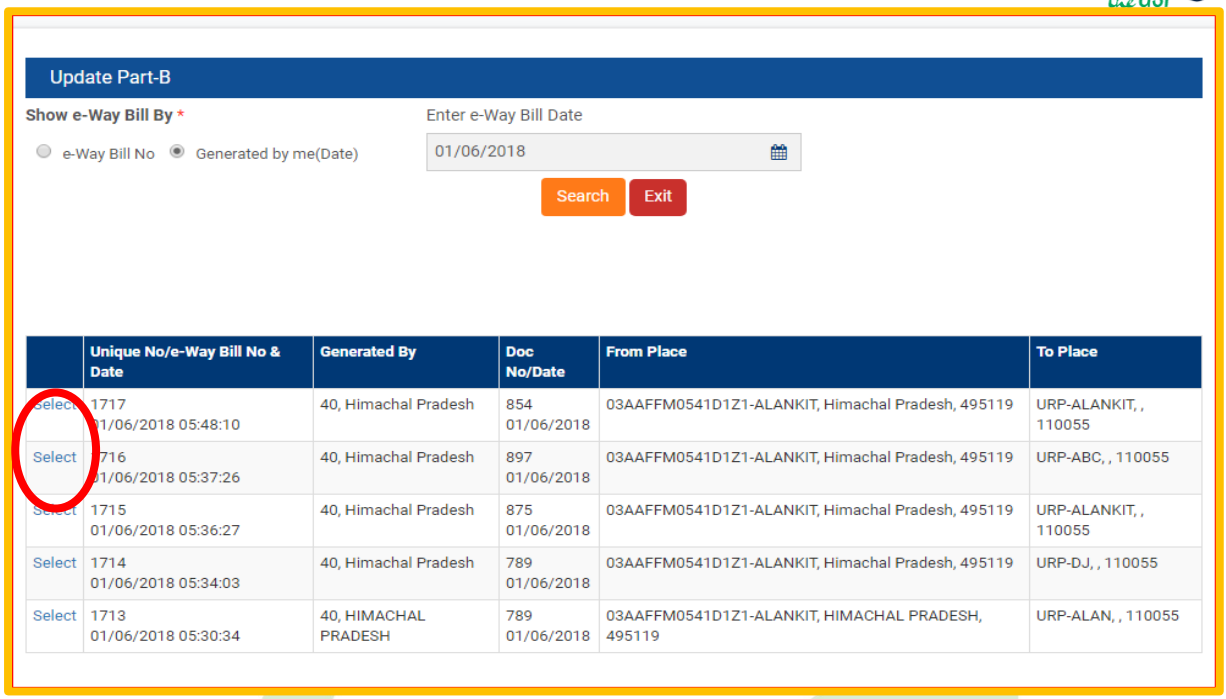
5.2 Update Part-B

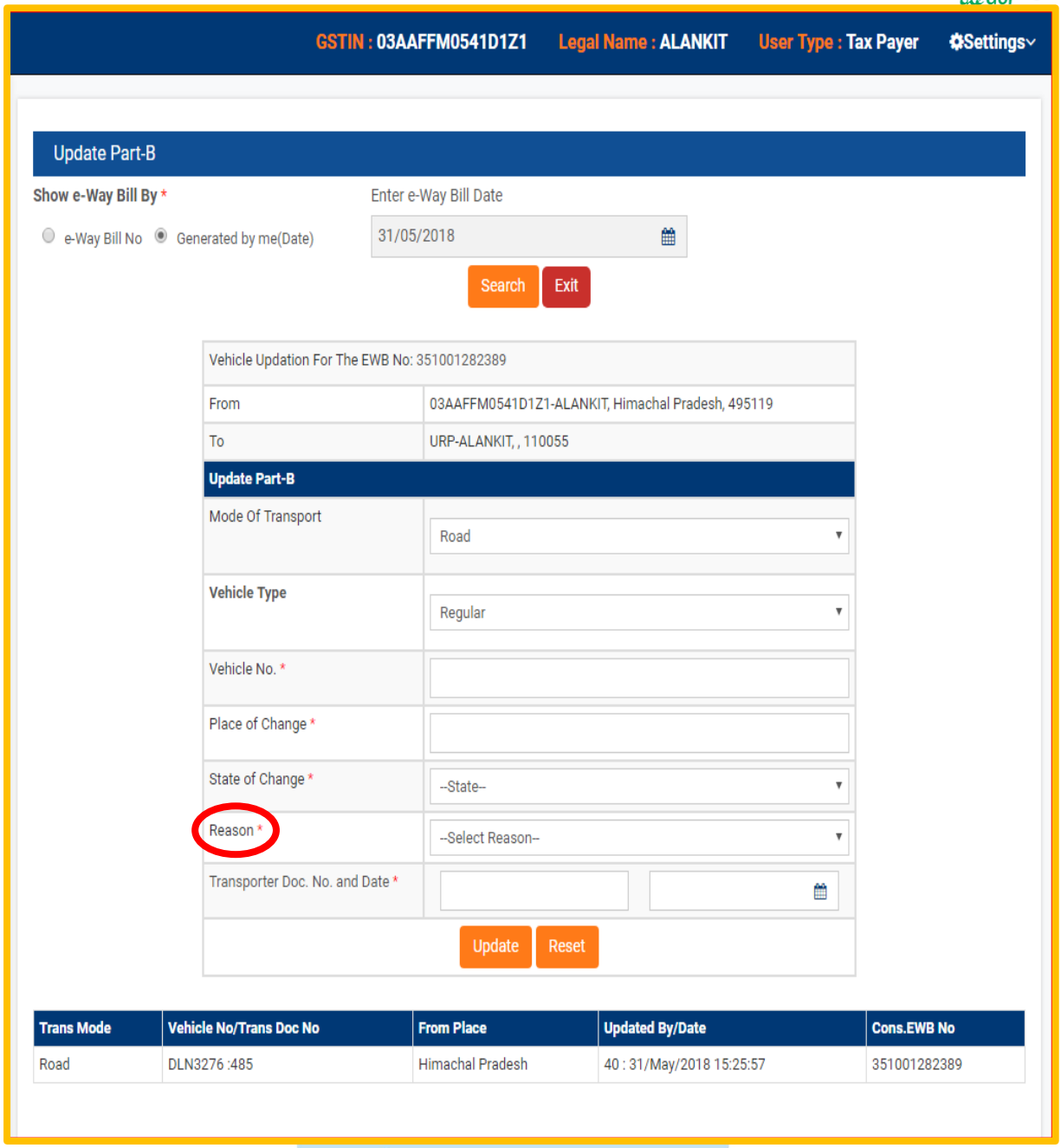
This option can be used to update the vehicle number of e-Way Bill, if it has not been entered while generating E-Way Bill or vehicle has been changed for moved goods because of various reasons like transit movement, vehicle breakdown etc.

Updation can be done either by entering EWB No. manually or can be selected from date filter.



Select the generated EWB from the list, which is required to be updated:


Update Part-B
Show e-Way Bill By *
e-Way Bill No
Generated by me(Date)
Enter e-Way Bill Date
01/06/2018
Search
Exit
Unique No/e-Way Bill No & Date
Generated By
Doc No/Date
From Place
To Place
Select
1717 01/06/2018 05:48:10
40, Himachal Pradesh
854 01/06/2018
03AAFFM0541D1Z1-ALANKIT, Himachal Pradesh, 495119
URP-ALANKIT, , 110055
Select
1716 01/06/2018 05:37:26
40, Himachal Pradesh
897 01/06/2018
03AAFFM0541D1Z1-ALANKIT, Himachal Pradesh, 495119
URP-ABC, , 110055
Select
1715 01/06/2018 05:36:27
40, Himachal Pradesh
875 01/06/2018
03AAFFM0541D1Z1-ALANKIT, Himachal Pradesh, 495119
URP-ALANKIT, , 110055
Select
1714 01/06/2018 05:34:03
40, Himachal Pradesh
789 01/06/2018
03AAFFM0541D1Z1-ALANKIT, Himachal Pradesh, 495119
URP-DJ, , 110055
Select
1713 01/06/2018 05:30:34
40, HIMACHAL PRADESH
789 01/06/2018
03AAFFM0541D1Z1-ALANKIT, HIMACHAL PRADESH, 495119
URP-ALAN, , 110055



Fields Name	Description
Mode of Transport	1. Road 2. Rail 3. Ship 4. Air
Vehicle Type	1. Regular 2. Over Dimensional Cargo
Vehicle No.	Vehicle no. is to be given in the prescribed formats
Place of Change	In case place, where goods are to be delivered, is changed then changed place is to be mentioned otherwise keep it same as before
State of Change	In case state, where goods are to be delivered is changed then changed state is to be mentioned otherwise keep it same as before

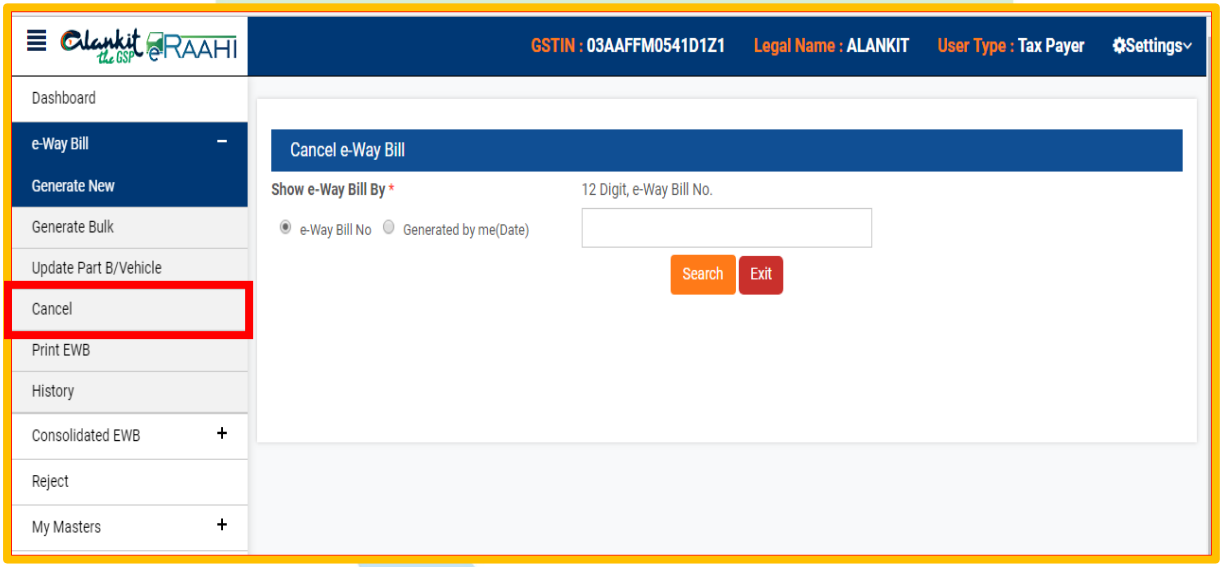
Reason	Reason for updating part B is to be selected:- 1. Due to Breakdown 2. Due to Transshipment 3. Others 4. First Time
Transporter Doc No. & Date	Document number mentioned on the document issued by the transporter & Date on which movement of goods is done to be mentioned

5.3 Cancel EWB

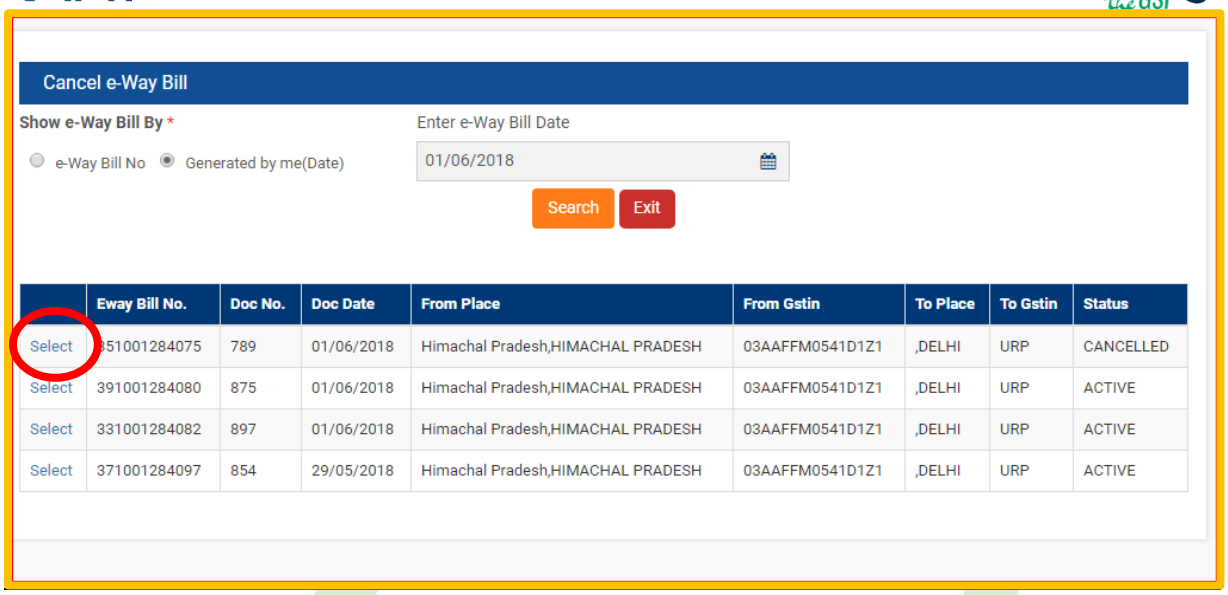
When user selects the 'Cancel' sub-option under the 'E-Way bill' option, the following screen will be displayed.

Cancellation can be done either by entering EWB No. manually or can be selected from date filter.

The e-Way Bill once generated cannot be deleted. However, it can be cancelled by the generator within 24 hours of generation.

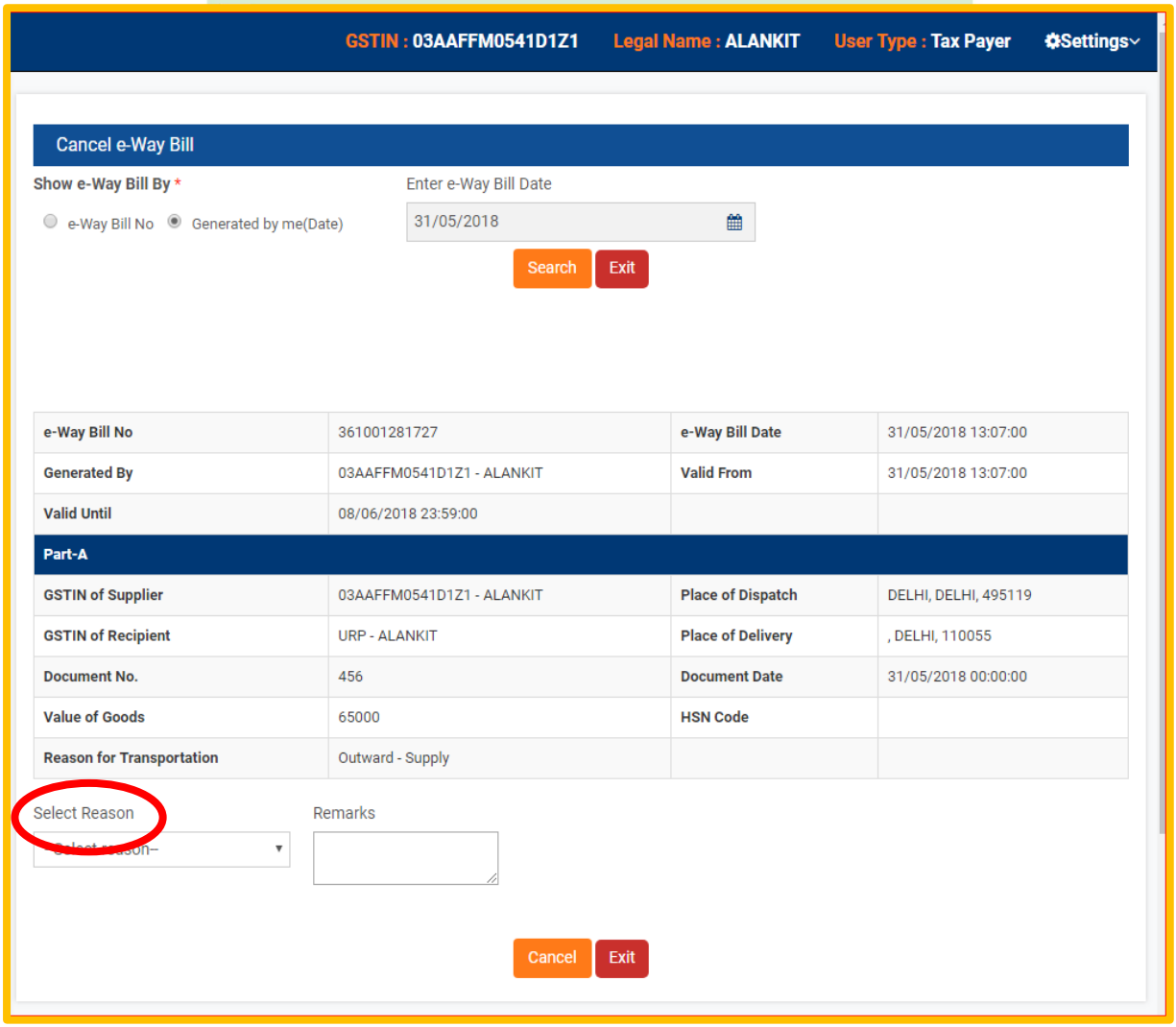


Select the Generated EWB from the list which is required to be cancelled:



After selecting the E-Way bill, the user will be required to select one of the following reasons to cancel the E-Way bill:

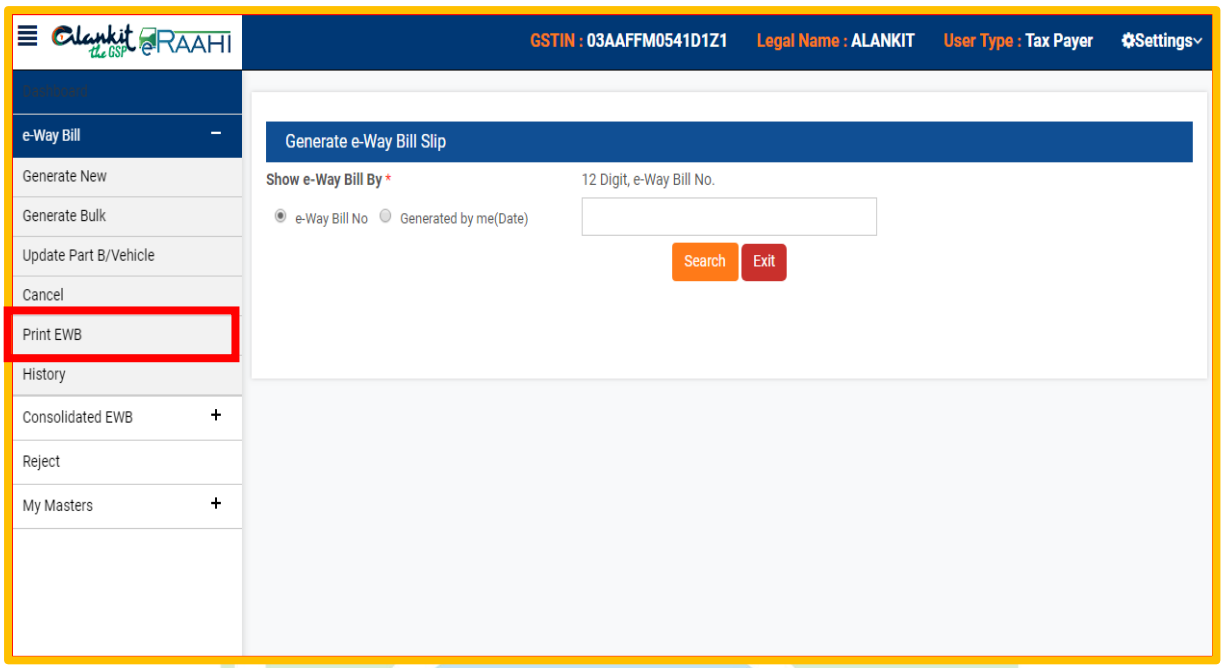
1. Data Entry Mistake
2. Duplicate
3. Others
4. Order Cancelled



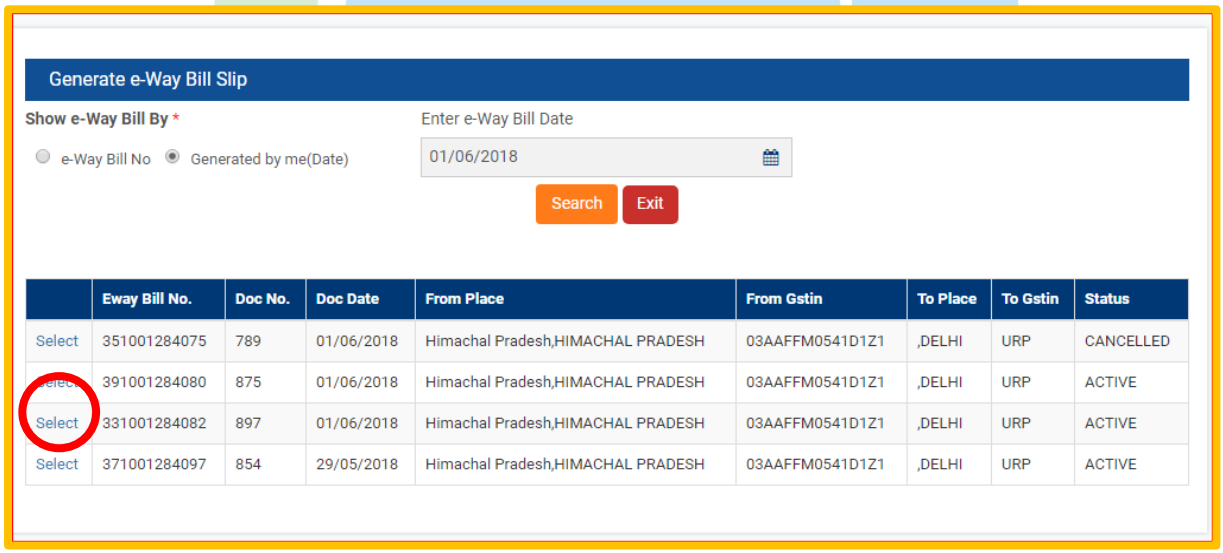
5.4 Print EWB

When the user selects 'Print EWB' sub option under 'E-Waybill' option, the following screen will get displayed. Print of E-Way Bill can be taken only by the generator and the transporter of the E-Way Bill.

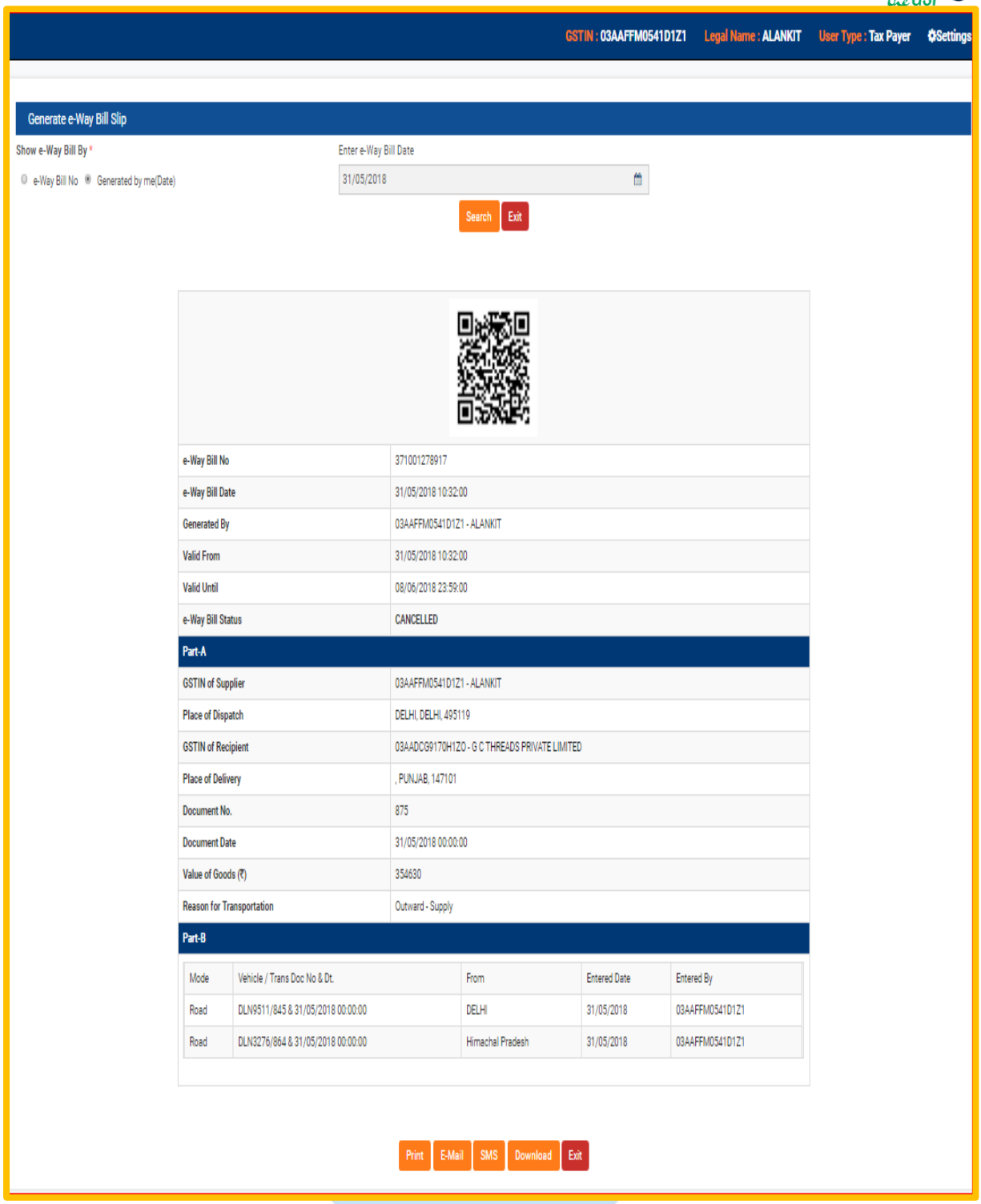
Selection for printing can be done either by entering EWB No. manually or can be selected from date filter.



Select the Generated EWB from the list which is required to be printed:



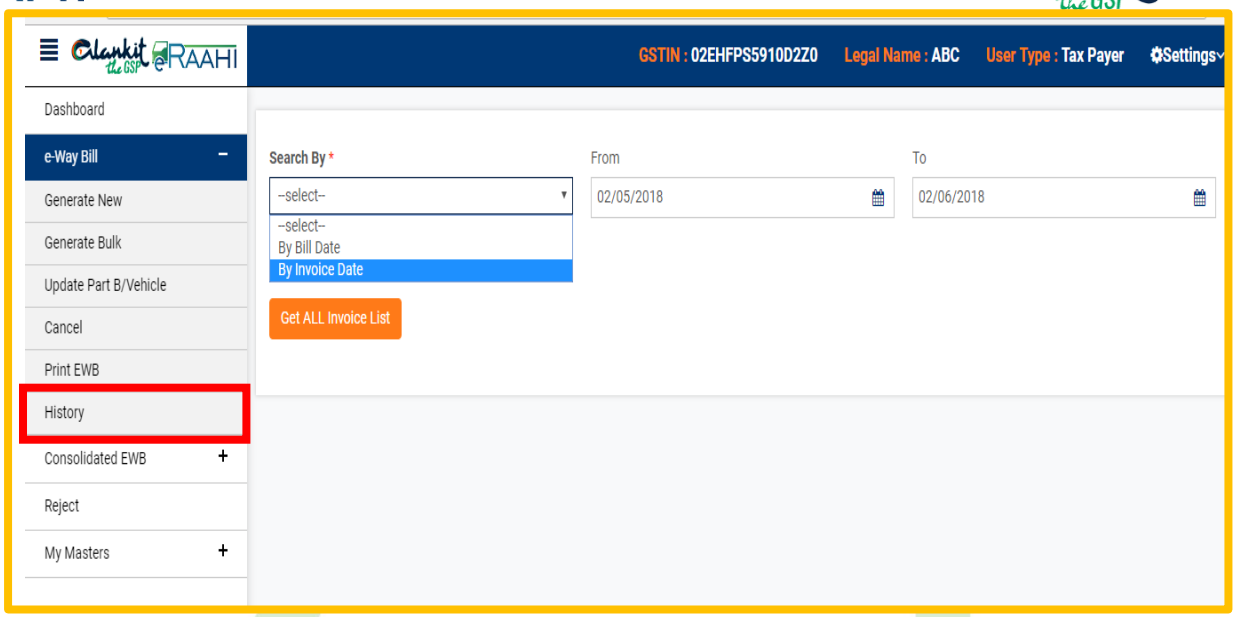
After selecting the E-Way Bill, the below mentioned form will get displayed and you can take print of the same.

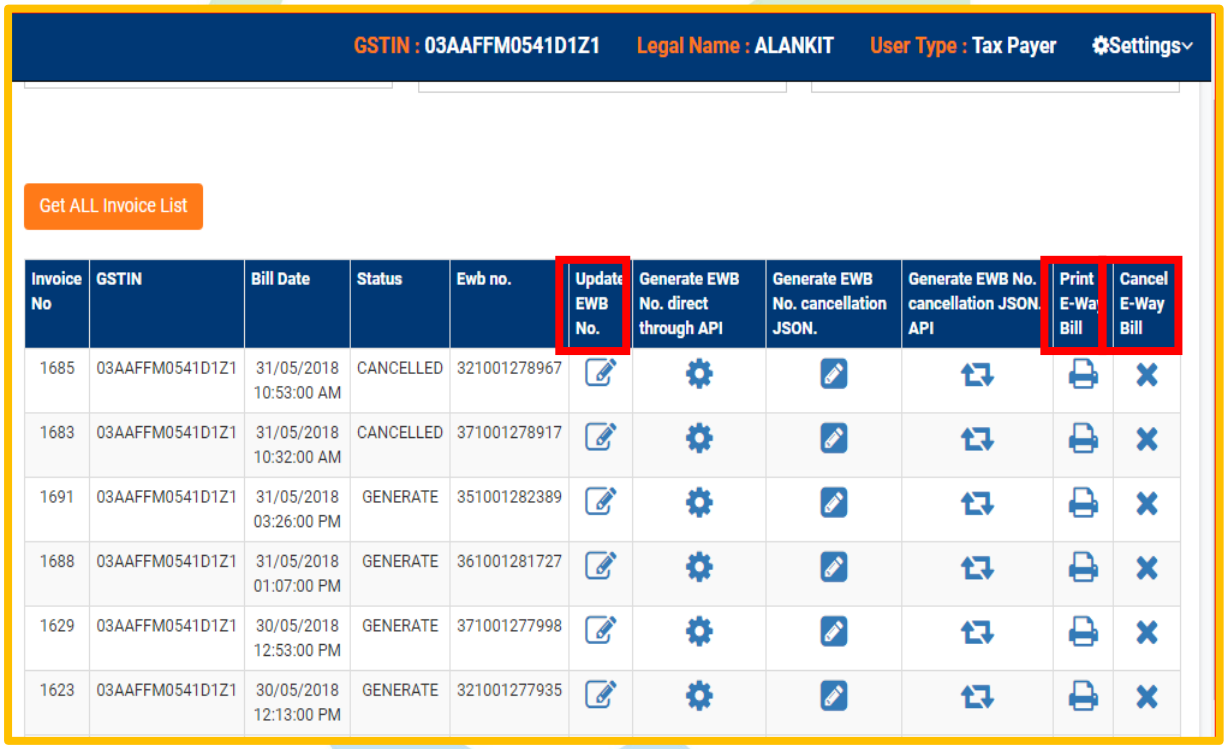


5.5 History of Generated EWB

Through “History Option” under E-Way Bill, user will be able to see the generated E-Way Bills. Further, he will be able to update, cancel and print the generated E-Way bill from the History option also.

User can filter the EWB selection using bill date and Invoice date.



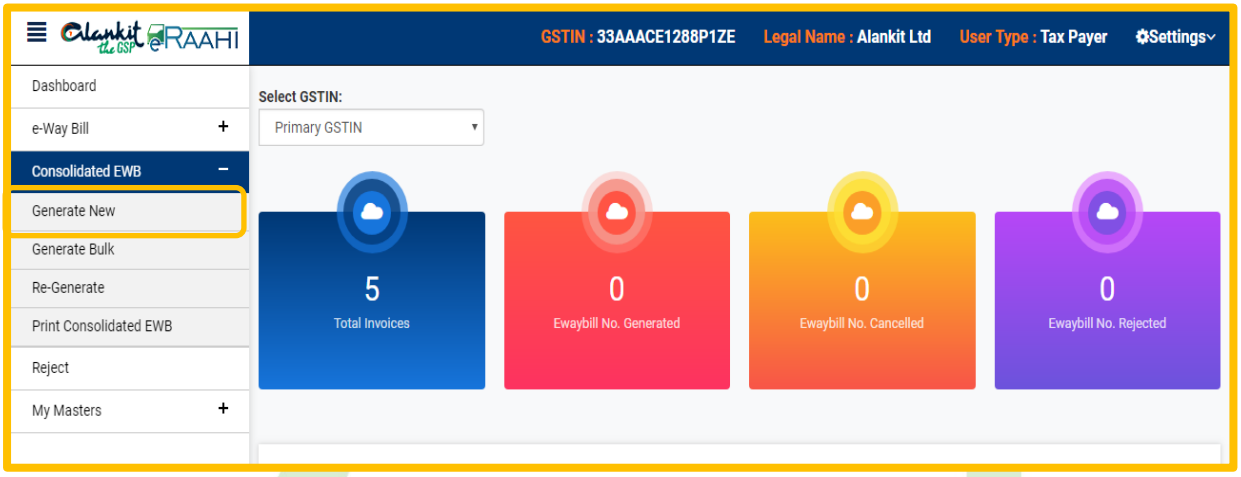


6. Consolidated EWB

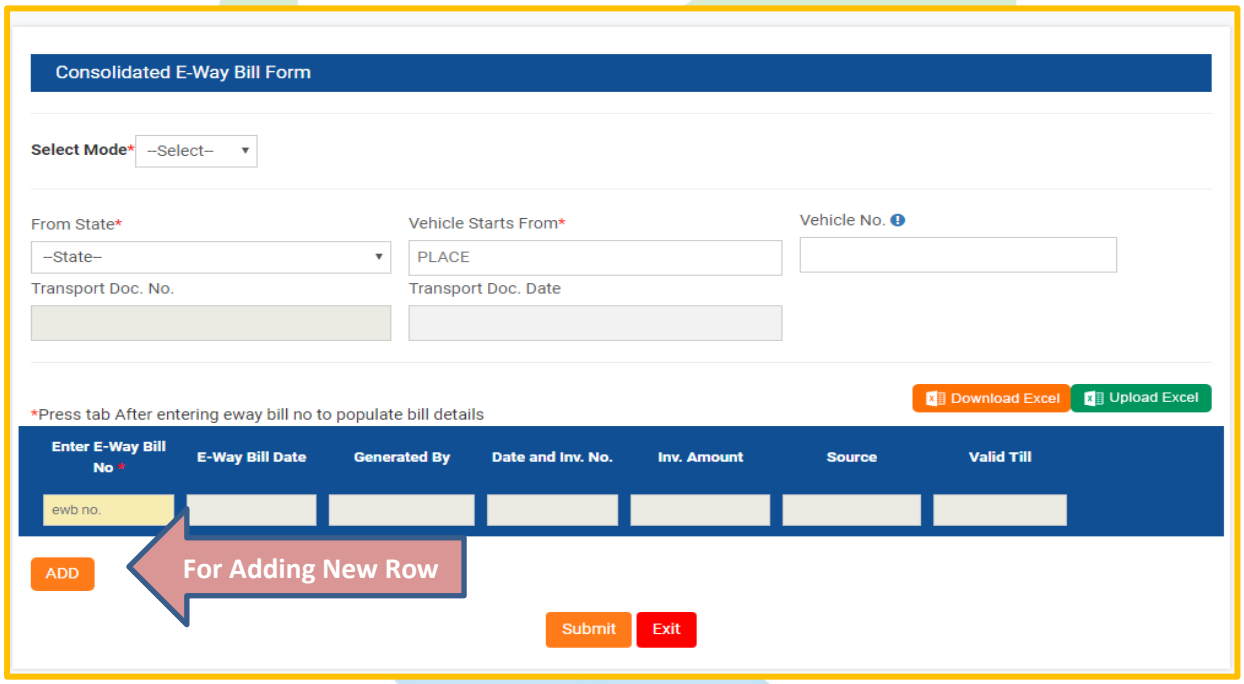
- When a supplier is sending multiple consignments in a single vehicle, then, a consolidated e-Way bill is generated which will have information of all the consignments.
- The transporter along with the serial number of consignments individually has to update the vehicle number as well in which transportation will happen. Every supplier is under the obligation of providing the vehicle number on the website as to get it printed on the e-Way bill.

6.1 Generate Consolidated e-Way bill

The user can generate New Consolidated e-Way bill by clicking on Consolidated EWB→ Generate New.



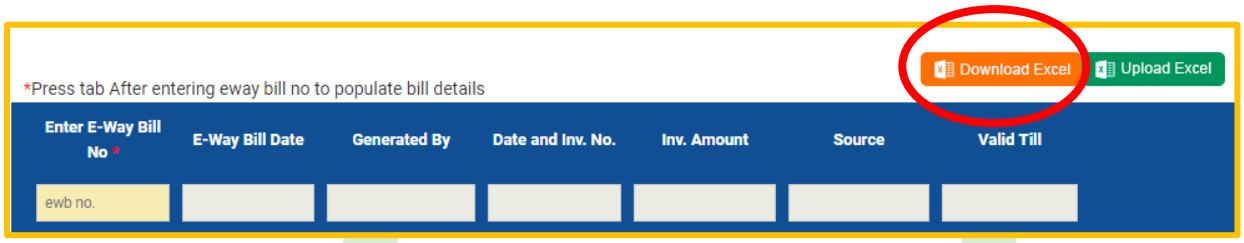
The user can fill all the necessary details and after entering all the details, press Submit.

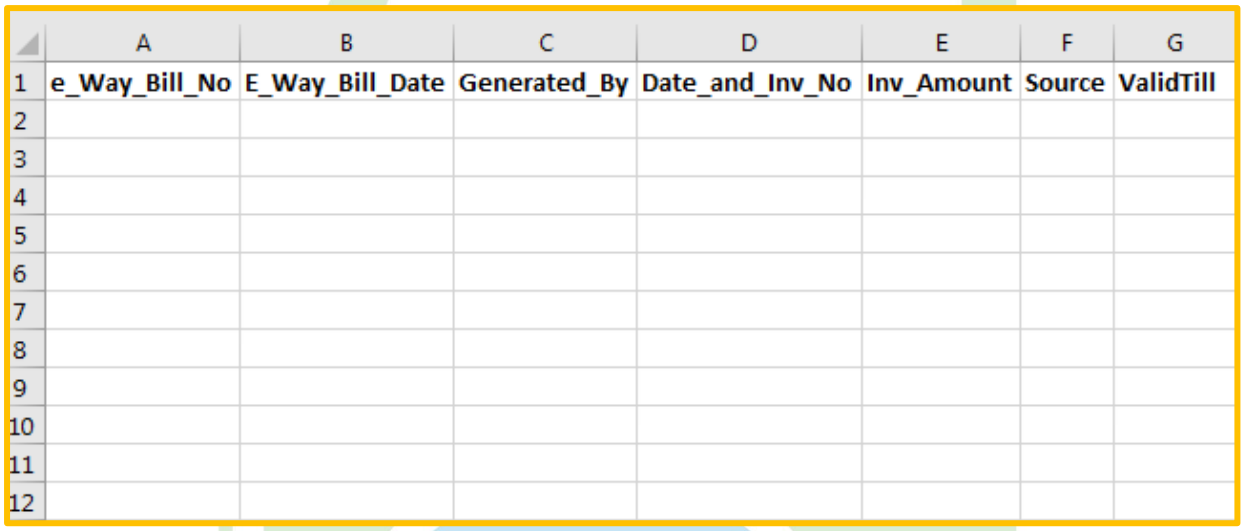


Fields Name	Description
Mode	1. Road 2. Rail 3. Ship 4. Air
From State	The state from where vehicle will start the journey.
Vehicle Starts from	The place from where vehicle will start the journey.
Vehicle No.	Vehicle number should be in the prescribed format.
Transport Doc. No.	Document number mentioned on the

	document issued by the transporter.
Transport Doc. Date	Date on which movement of goods is done to be mentioned.

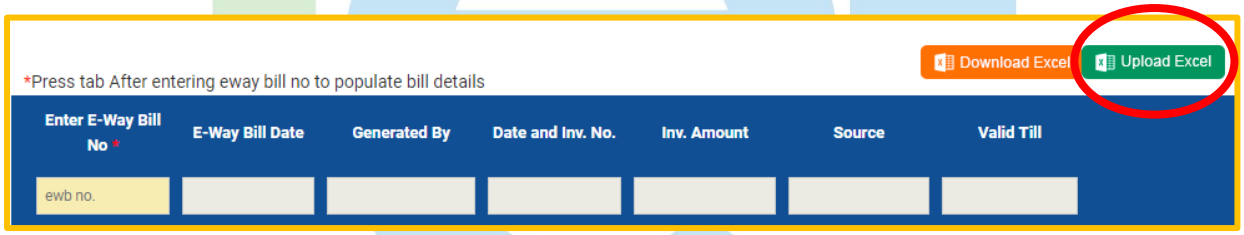
If there are multiple invoices, then, the user will be able to upload the same in one go using Excel.

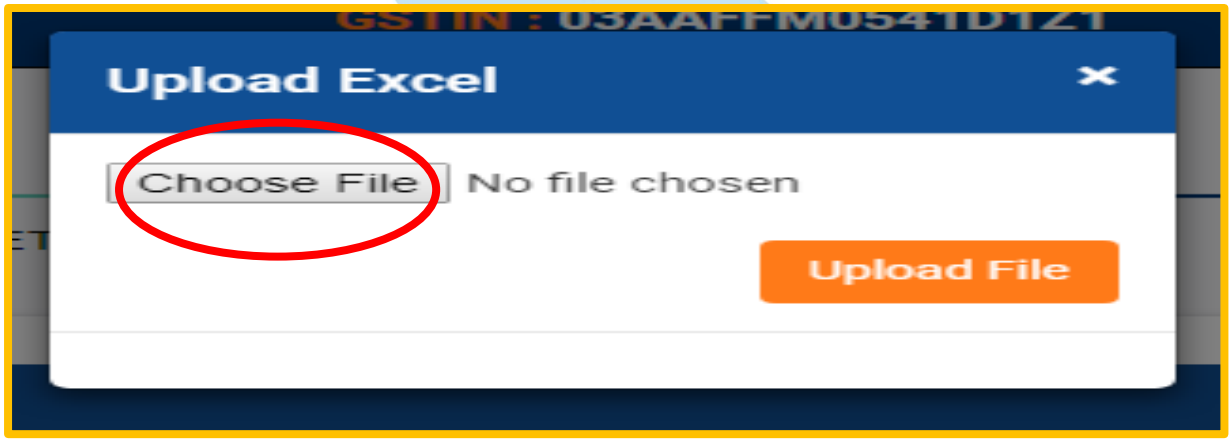




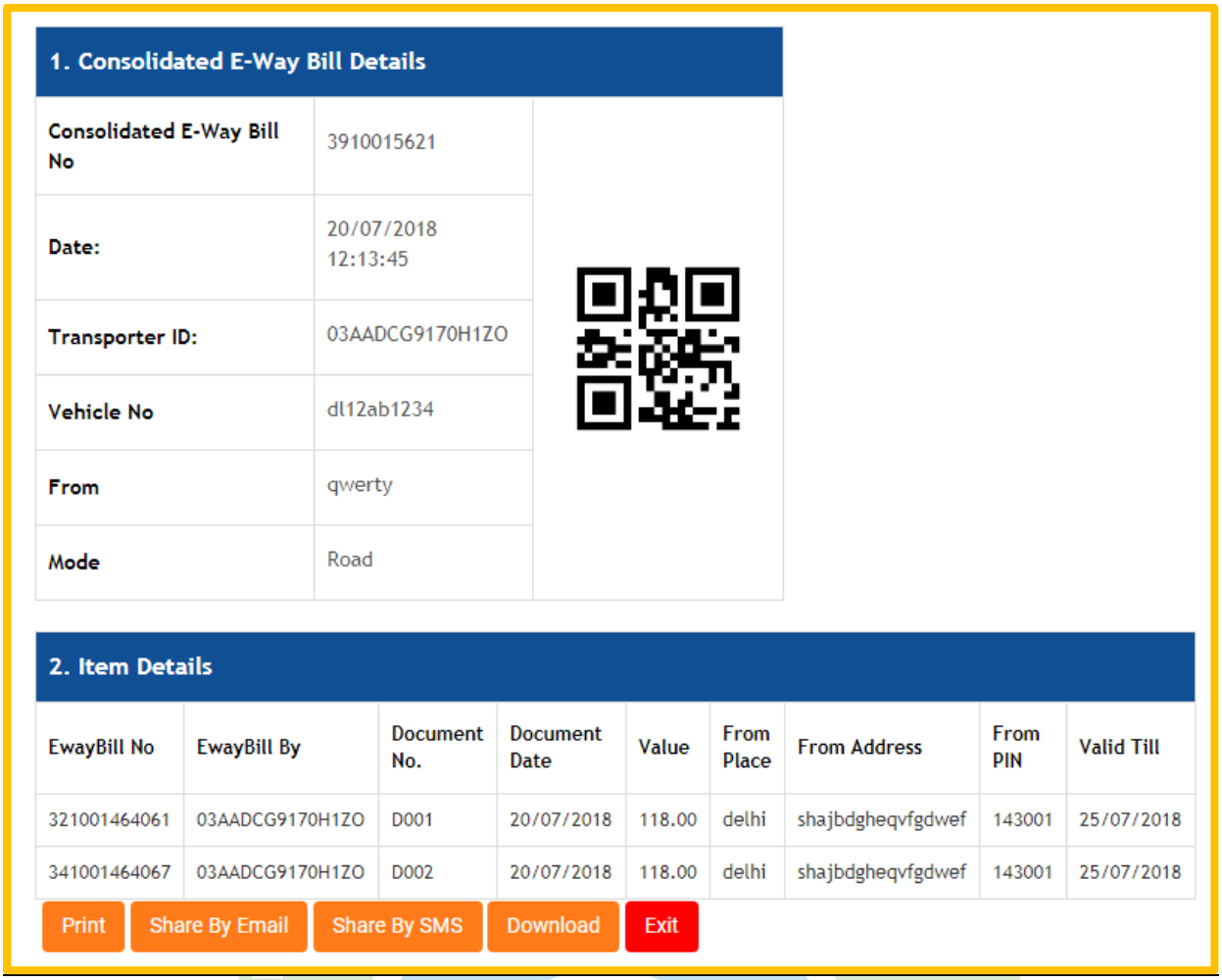
	A	B	C	D	E	F	G
1	e_Way_Bill_No	E_Way_Bill_Date	Generated_By	Date_and_Inv_No	Inv_Amount	Source	ValidTill
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							

After entering the data in excel file available at E-Raahi, the user will be required to upload the excel





After submitting all the details, 10-Digit Consolidated EWB number gets generated.



1. Consolidated E-Way Bill Details

Consolidated E-Way Bill No	3910015621
Date:	20/07/2018 12:13:45
Transporter ID:	03AADCG9170H1ZO
Vehicle No	dl12ab1234
From	qwerty
Mode	Road

2. Item Details

EwayBill No	EwayBill By	Document No.	Document Date	Value	From Place	From Address	From PIN	Valid Till
321001464061	03AADCG9170H1ZO	D001	20/07/2018	118.00	delhi	shajbdgheqvfgdwef	143001	25/07/2018
341001464067	03AADCG9170H1ZO	D002	20/07/2018	118.00	delhi	shajbdgheqvfgdwef	143001	25/07/2018

Print | Share By Email | Share By SMS | Download | Exit

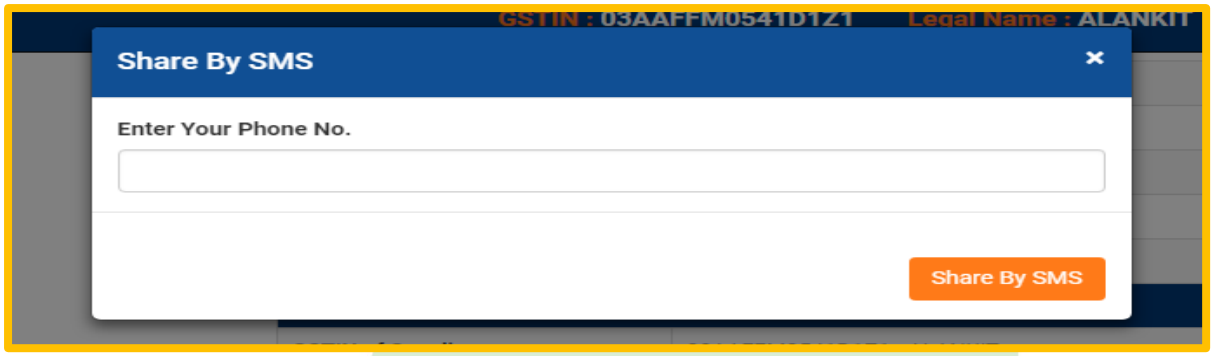
User can share the consolidated e-Way Bill details through SMS, E-mail and can take print out of the same.

User can also save the Consolidated E-Way bill in PDF by using Download option.

6.1.1 Share By Mail

6.1.2 Print

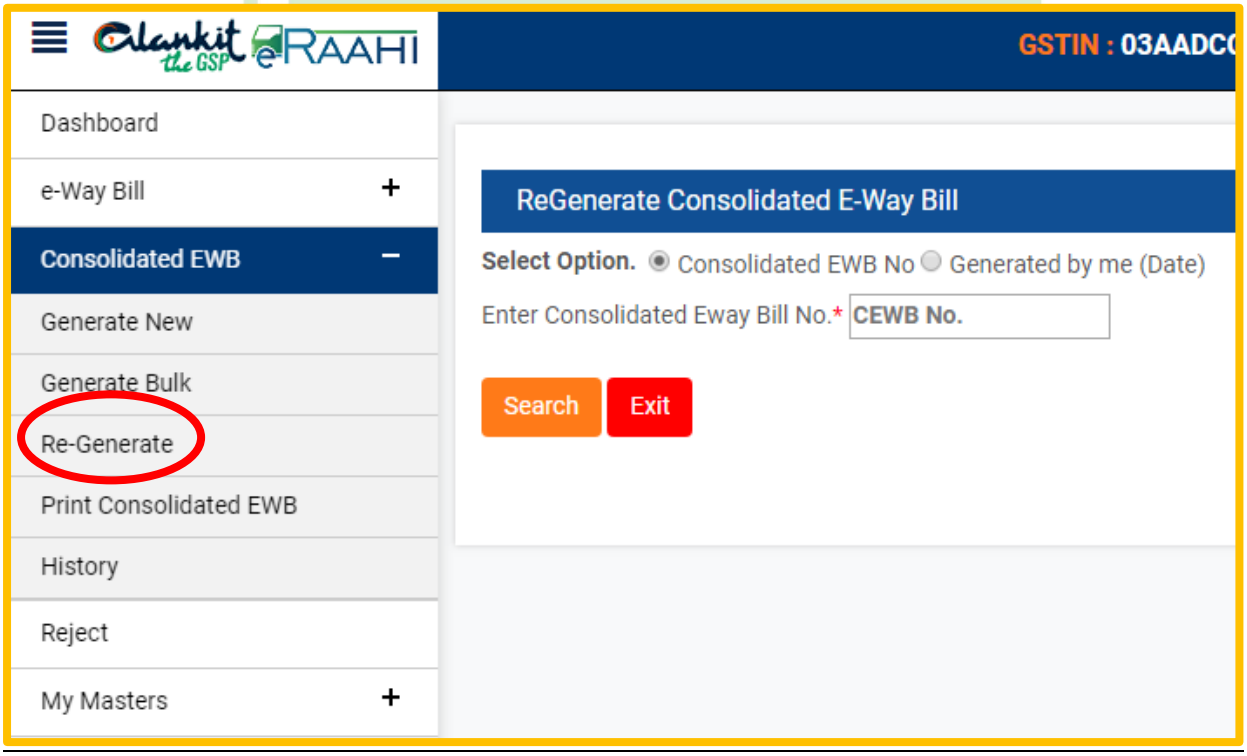
6.1.3 Share By SMS



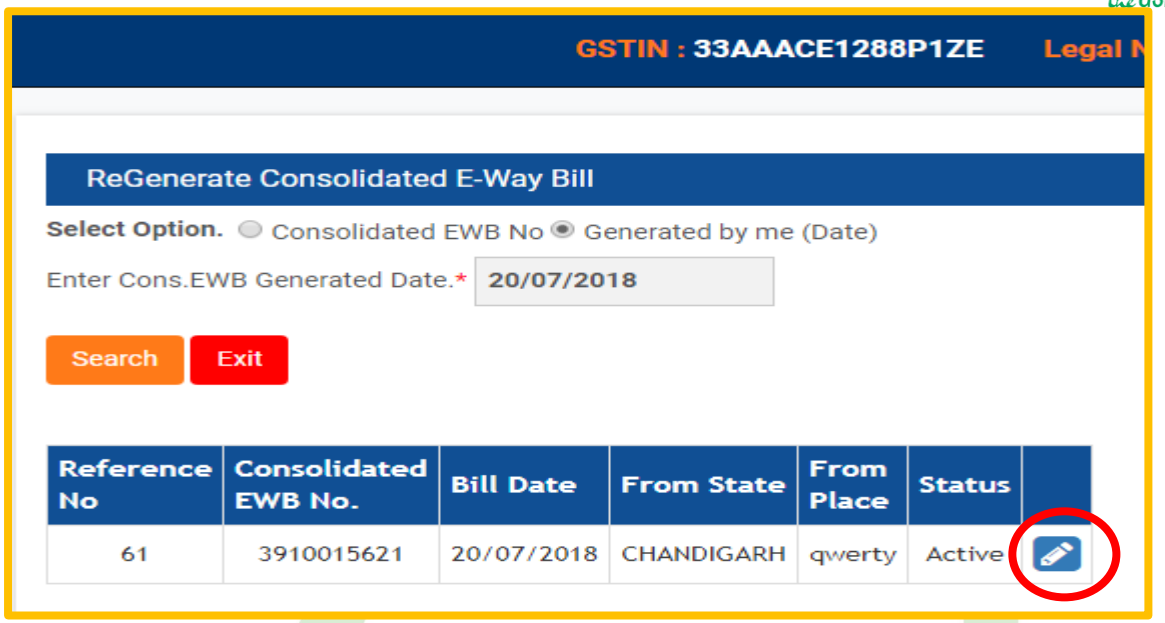
6.2 Re-Generate

The e-Way Bill system gives the user an option to update the transportation details for the consolidated EWB and re-generate the new Consolidated EWB (CEWB). A user can update the transportation or vehicle number for the consolidated EWB by selecting the sub option 'Re-Generate' under the option 'consolidated EWB'. The following screen is displayed.

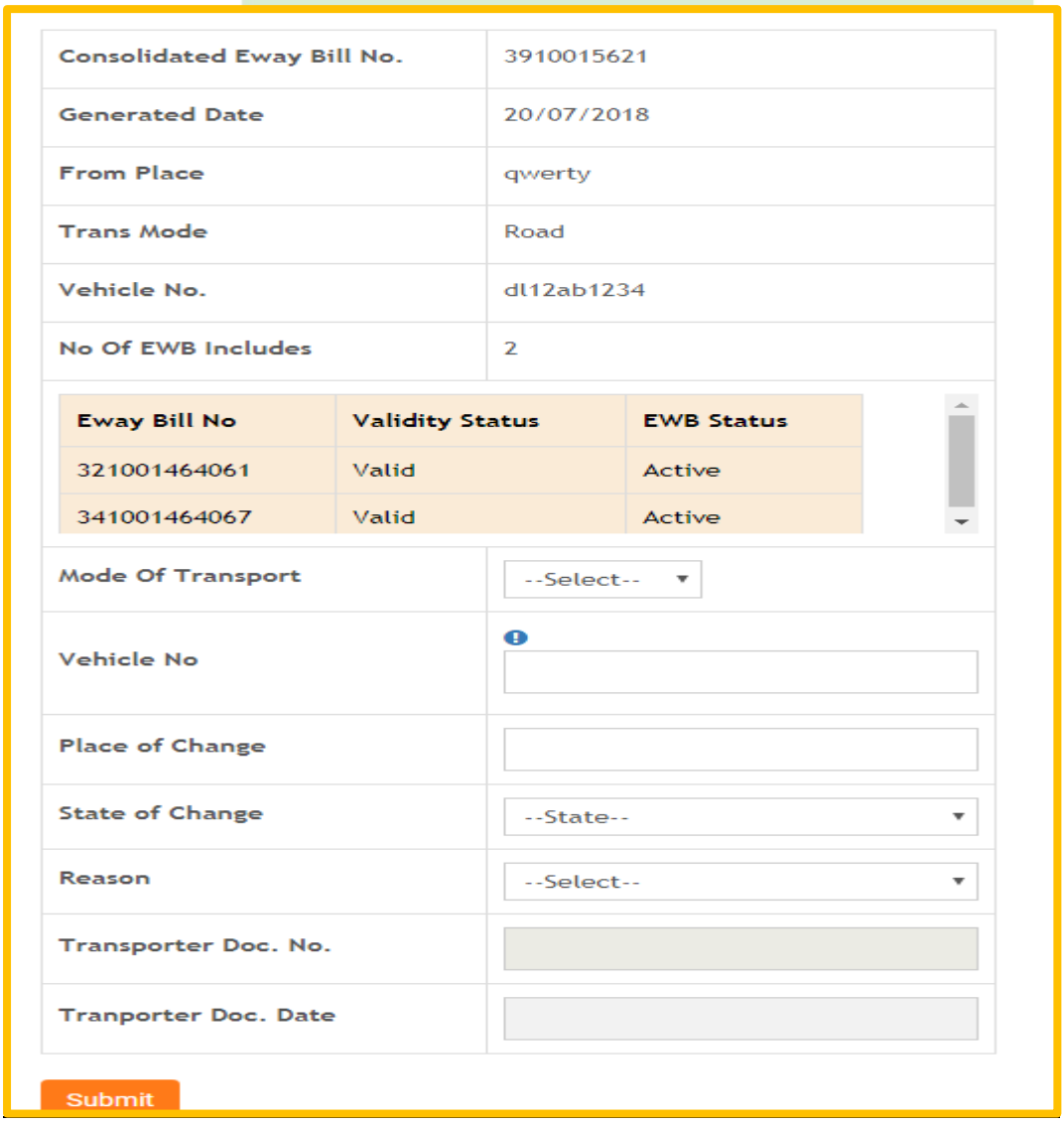
Updation can be done either by entering Consolidated EWB No. manually or can be selected from date filter.



On this screen, the user shall enter the 10-digit consolidated EWB or by selecting the date on which the consolidated EWB was generated. A list of consolidated EWB will be shown; the user shall select the particular consolidated EWB to update the vehicle number. The following screen will be displayed



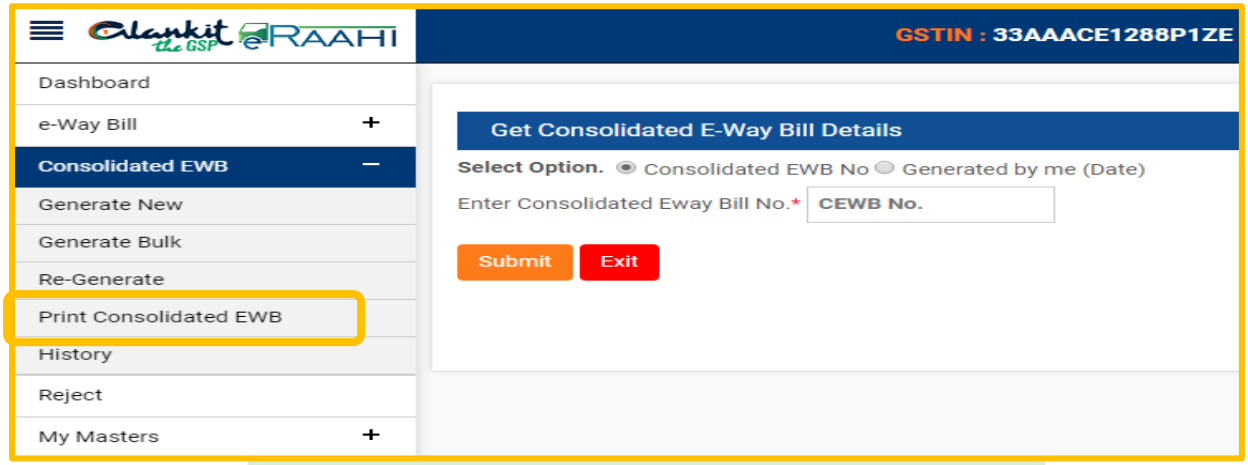
On the below form, the user needs to update the vehicle number along with the place, state, reason for the change in transportation and Transporter Doc. No. and Date. The system will pop up an error message, if any fields are entered wrongly, otherwise the vehicle number will get updated to that particular consolidated E-way bill number.



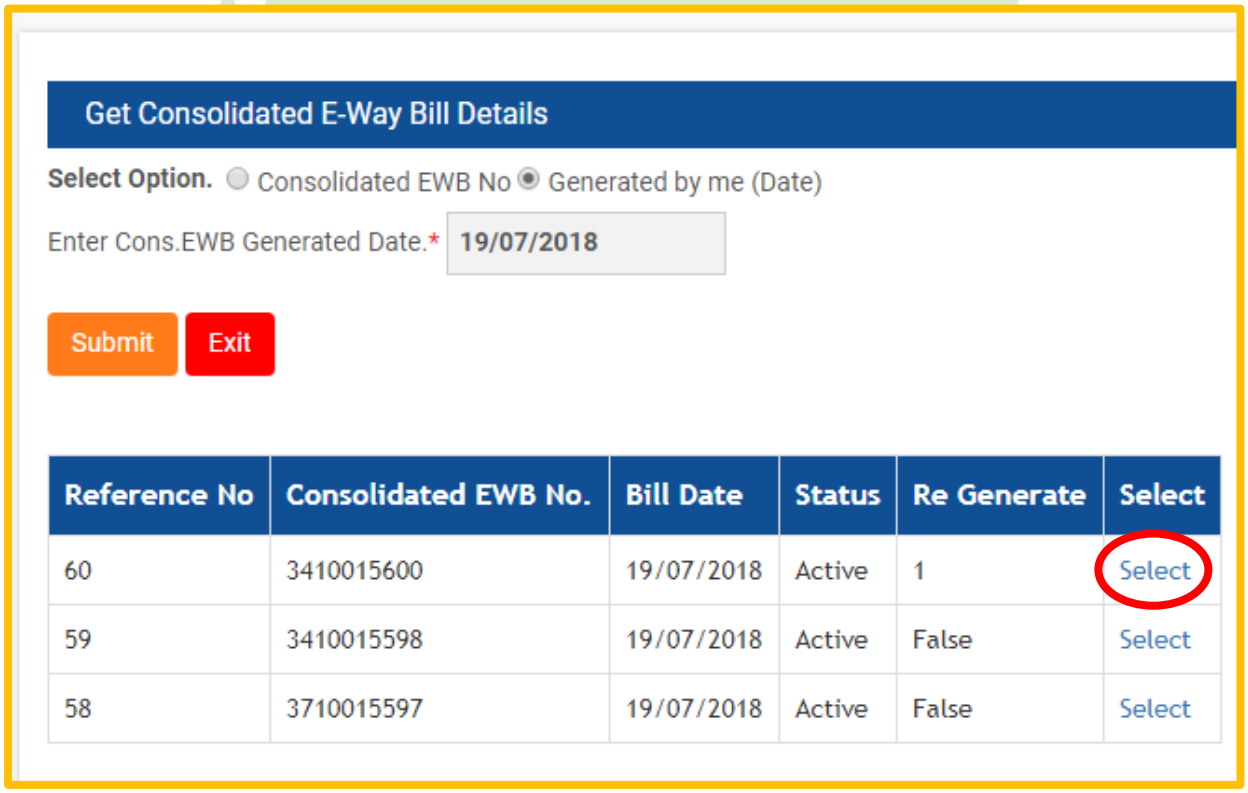
6.3 Print Consolidated EWB

When the user selects 'Print Consolidated EWB' sub option under 'Consolidated EWB' option, the following screen will get displayed. Print of E-Way Bill can be taken only by the generator and the transporter of the Consolidated E-Way Bill.

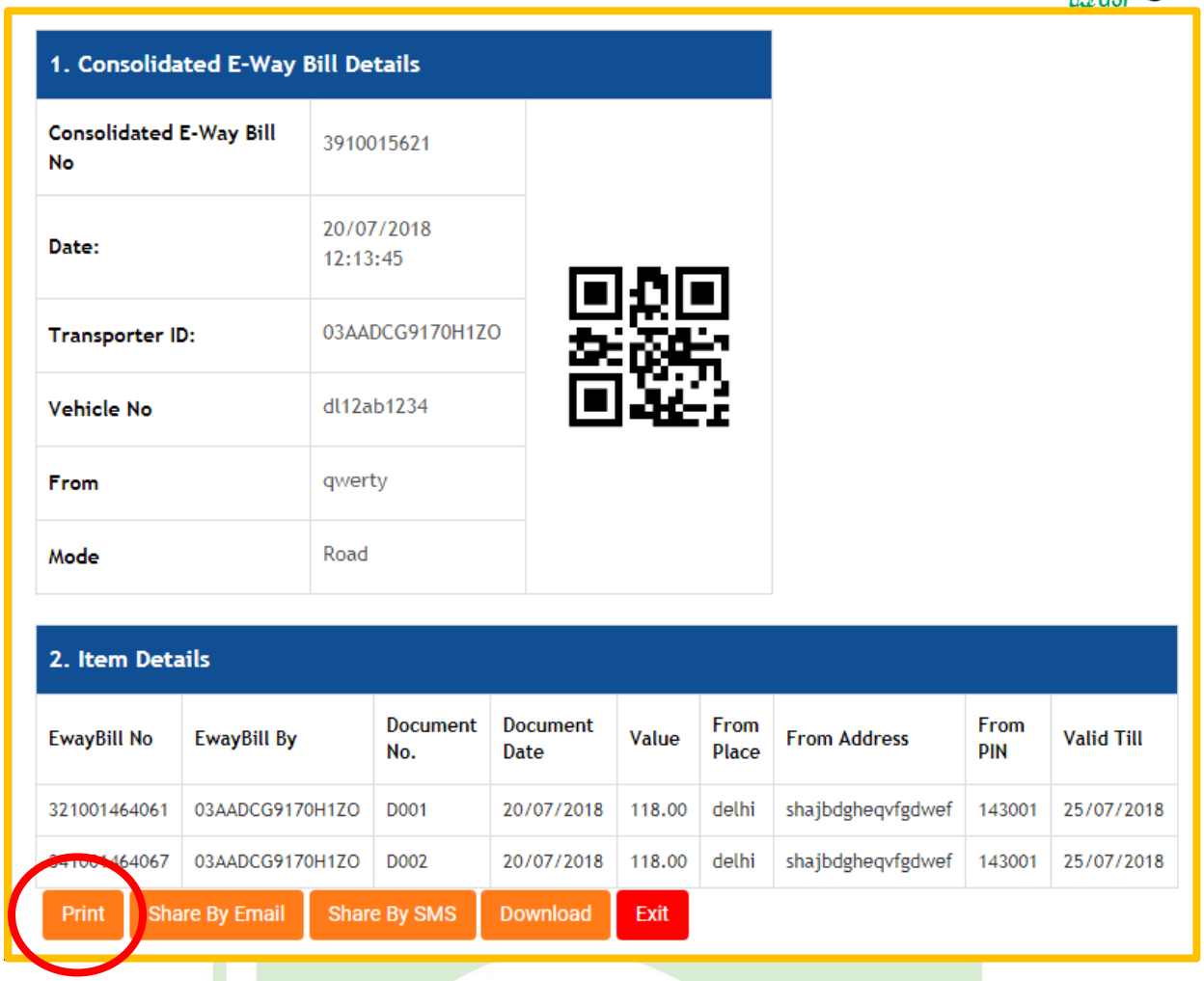
Selection for printing can be done either by entering Consolidated EWB No. manually or can be selected from date filter.



Select the Generated Consolidated EWB from the list which is required to be printed.



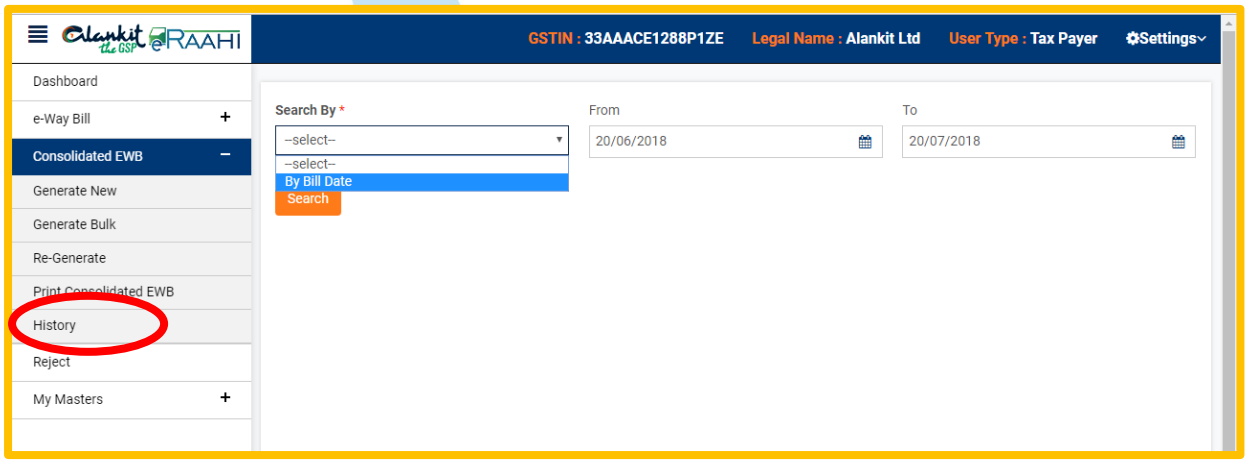
After selecting the Consolidated E-Way Bill, the below mentioned form will get displayed and you can take print of the same.

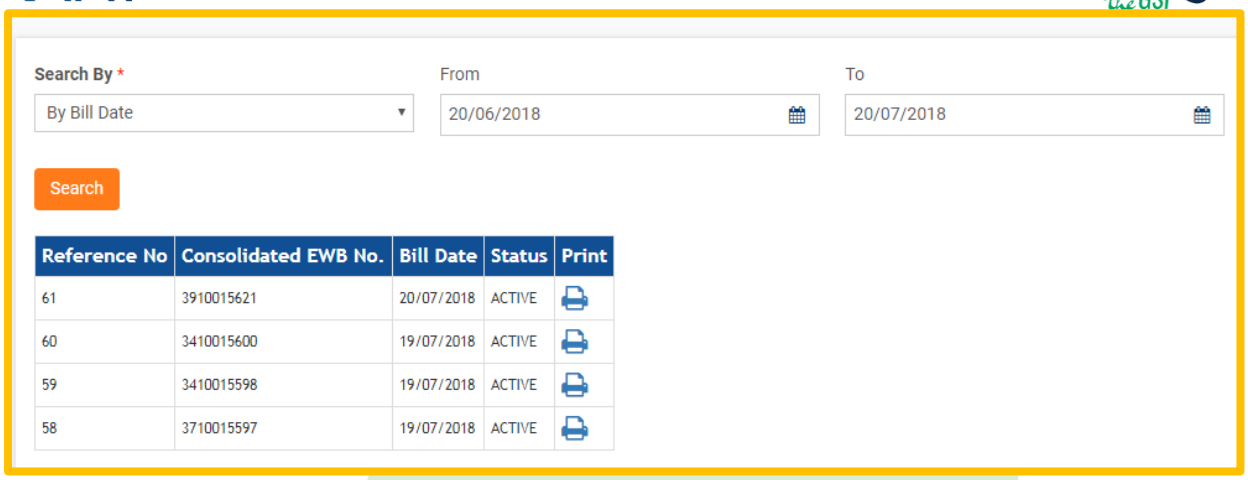


6.4 History of Generated Consolidated EWB

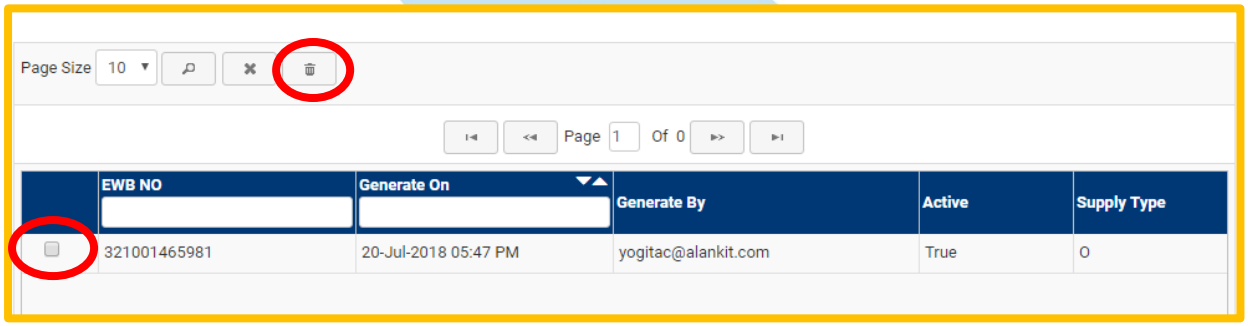
Through "History option" under Consolidated E-Way Bill user will be able to see the generated Consolidated E-Way Bills. Further he will be able to print the generated Consolidated E-Way bill from the History option also.

User can filter the EWB selection using Bill date.





7. Reject

The option is used by the taxpayer to watch the e-Way Bills generated by the other taxpayers against his / her GSTIN as the other party as recipient or supplier. If the recipient is not getting the consignment mentioned in the e-Way Bill, he/she can reject them using this option.

A user needs to the select the e-Way Bill number by selecting the date on which the e-Way Bill was generated and click submit button. The system will show all the e-way bills generated on that particular date, select the concern e-Way Bill and shall reject the e-Way Bill by clicking on the check box on the left side and then clicking on the delete option.