



USER MANUAL

E-Way Bill - Search, View & Download

Submitted to



Central Board of Indirect Taxes and Customs (CBIC) - Goods and Services Tax (GST)

Ву



Wipro Ltd.

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2724342/2022/E-WayBill-O/o ADG-DGS-ZU-Bengaluru



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1 Introduction

E-Way bill is an electronic document evidencing movement of goods. The e-Way Bill (Form GST EWB-01) has two Components-Part A comprising of details of supplier, recipient, consignment etc and Part B comprising of vehicle and transportation details.

A tax officer on proper authorization can intercept any conveyance to verify the e-Way bill or the e-Way bill number in physical form for all inter-State and intra-State movement of goods. A summary report of every inspection of goods in transit shall be recorded FORM GST EWB-03.

Form GST EWB-01 and Form GST EWB -03 are generated in the e-Way bill portal developed and maintained by NIC. CBIC is pulling and storing the e-Way bill data from NIC. The Bengaluru Zonal Unit of Directorate General of Systems and Data Management has integrated the ACES-GST application with the NIC's e-Way bill data. Accordingly, a functionality to Search the e-Way bill data using different parameters and View and Download the e-Way Bill data has been developed.

This user manual gives step-by-step procedure to be followed by the tax officers on how to search and view e-Way bill data and the tax payer profile on the CBIC-GST application.



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2 Salient Features of the Functionality

The Search, View and Download functionality has the following interfaces to search the e-Way bill data.

- 1. Search based on jurisdiction i.e., Zone, Commissionerate, Division and Range (ZCDR)
- 2. Search based on State.
- 3. Search based on various parameters like Supplier, Recipient, Transporter, Vehicle Number, Assessable value, Status, Tax Rates etc.
- 4. Search based on product details i.e. HSN Code, description of goods, etc.
- 5. Search EWB-03 based on IR number, name of the officer, state, period, place etc.

Further, the "Display Assesses Profile" feature allows the user to view the Identity card of the taxpayer that includes details like Legal Name, GSTIN, Principal Place of Business etc.





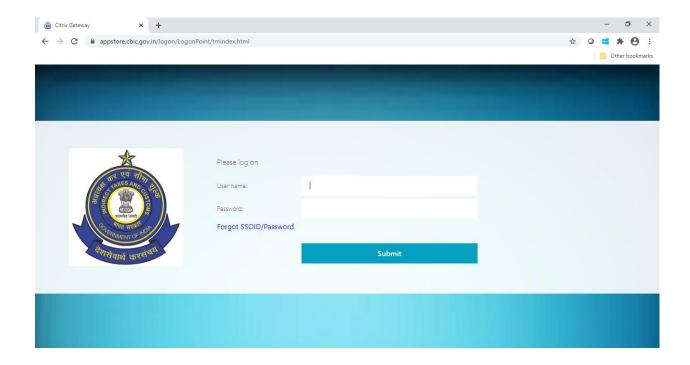
STEP BY STEP GUIDE

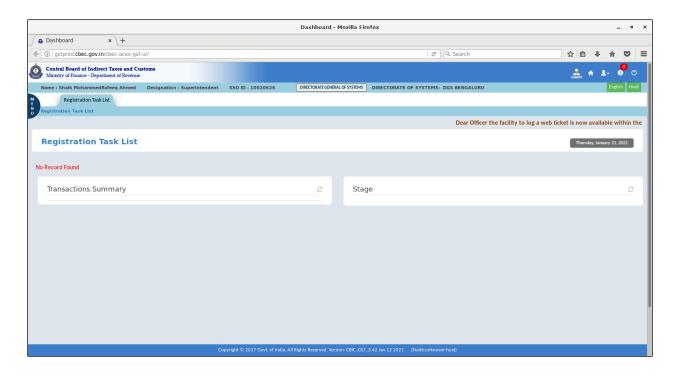


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3 Login to the GST application.



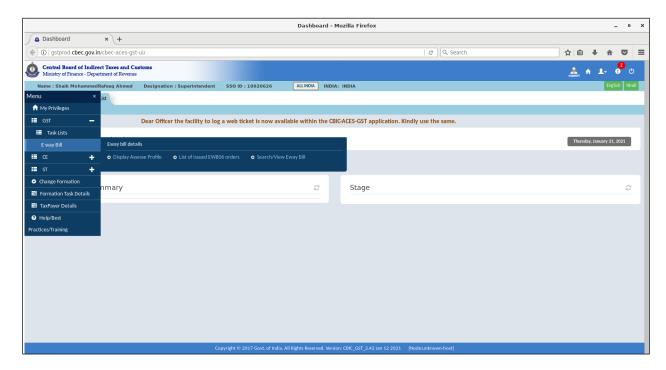




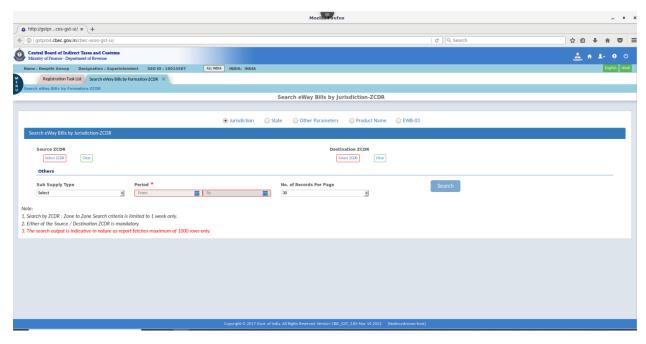
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- 4 Viewing the Search, View and Download functionality.
- 1. Click on MENU→GST→E-WAY BILL→SEARCH/VIEW E-WAY BILL



2. On clicking Search/View E-Way bill, the officer can view the main page of Search/View functionality.





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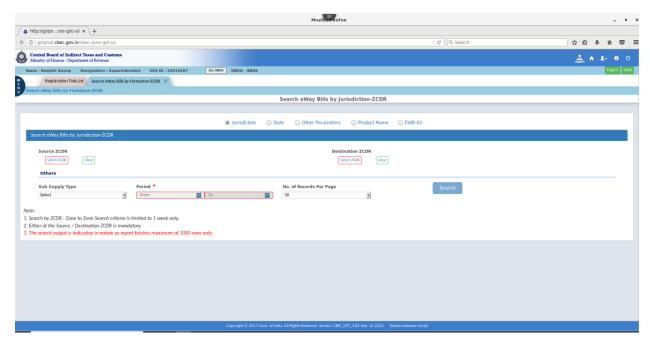
- 3. The main page is provided with five radio buttons for selecting the different search options. The officer can select any of the following Search options
 - 1. Search e-Way bills by Jurisdiction(ZCDR)
 - 2. Search e-Way bills by State
 - 3. Search e-Way Bills by Other Parameters
 - 4. Search e-Way Bills by Product Name
 - 5. Search EWB-03



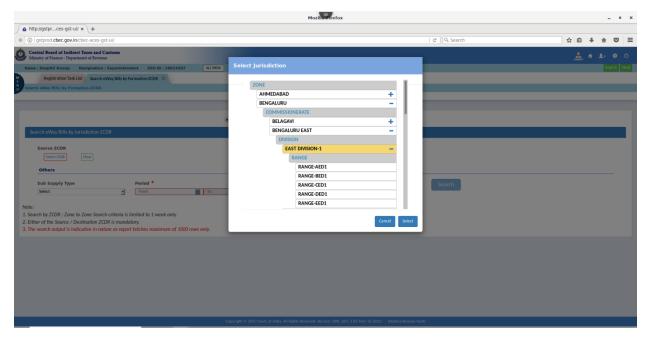
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- 5 Search e-Way bills by Jurisdiction (ZCDR)
- 1. Select "Jurisdiction" radio button on the main page



2. On clicking "Select ZCDR" tab for Source ZCDR and Destination ZCDR, the application will display the jurisdiction tree, where the officer can select the desired jurisdiction from Zone to Range.

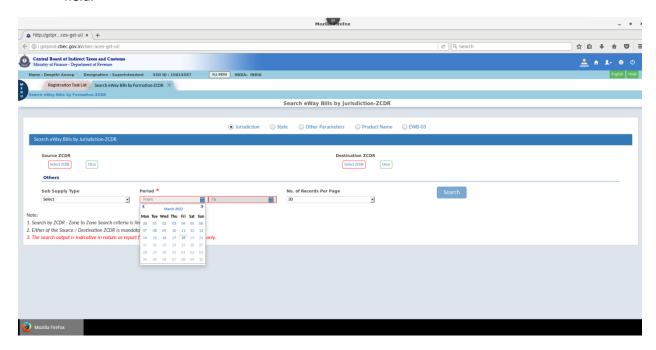




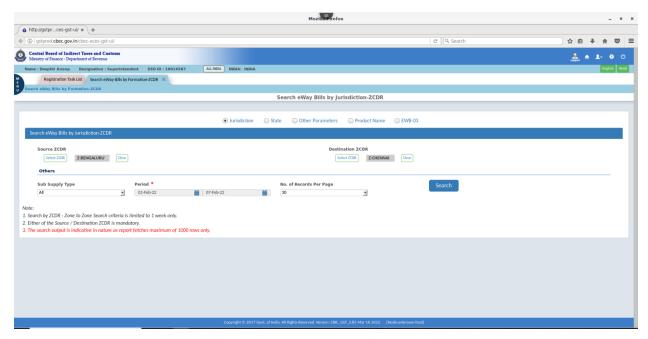
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3. The officer need to select the field "**Period**" (From date and To date) which is a mandatory field.



4. The officers can also select the preferred values for the fields "Sub Supply type" and "No of Records per Page".

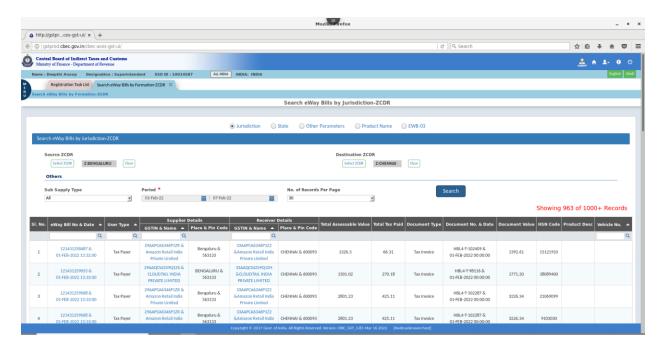




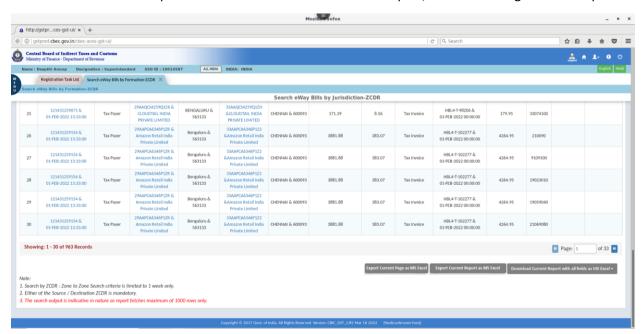
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5. Upon clicking the **Search** button the report would be generated and displayed.



6. There are three options available for the tax officer to export/download the generated report.





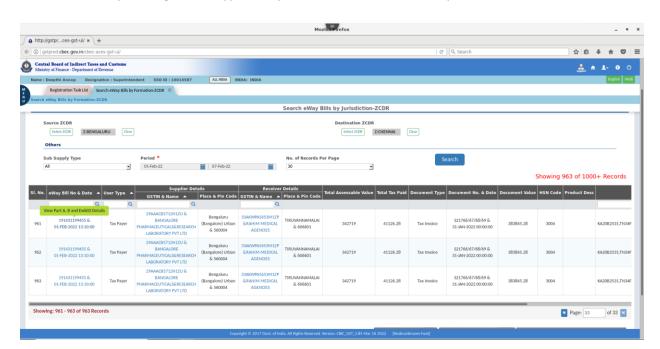
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- (i) Export Current Page as MS Excel (The displayed page will be exported as MS Excel)
- (ii) Export Current Report as MS Excel (All pages of the genrated report with the 15 fields displayed on screen will be exported as MS Excel)
- (iii) Download Current Report with all fields as MS Excel (1K records) (The report with all the 77 fields will be downloaded as MS Excel.)
- 7. Due to technical limitations, the report generated for any given search criteria will fetch only 1000 records. If an e-Way bill contains multiple commodities, the details of each commodity will be generated and displayed as different records with the same e-Way bill no. The report will display the entire details of an e-Way bill. If the details of the last e-Way bill cross the 1000 record mark, then the details of that particular e-Way bill will not be displayed. In such scenarios, the no of records in the generated report will be less than 1000.

5.1 View E-Way bill details and Supplier/Receiver details

1. The tax officer can view the details of the e-Way bill including the Part A, Part B and EWB-03 details by clicking on the hyper link provided on the onscreen report.



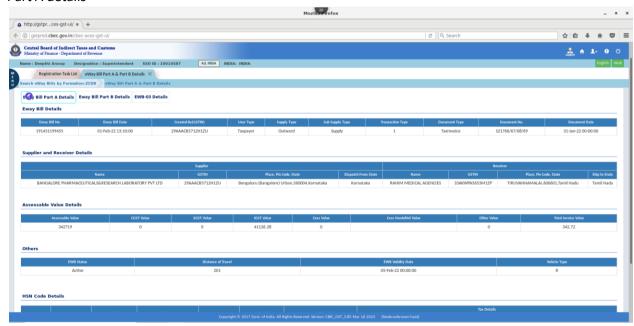
2. By clicking on the **e-Way Bill No & Date** hyper link , the e-Way bill details Part A, Part B and EWB-03 will be displayed in separate tabs.



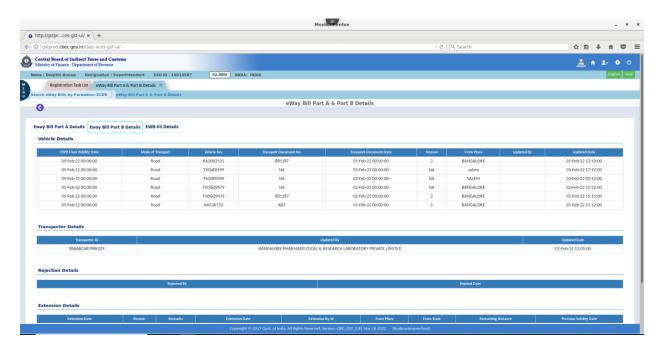
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Part A details



Part B details

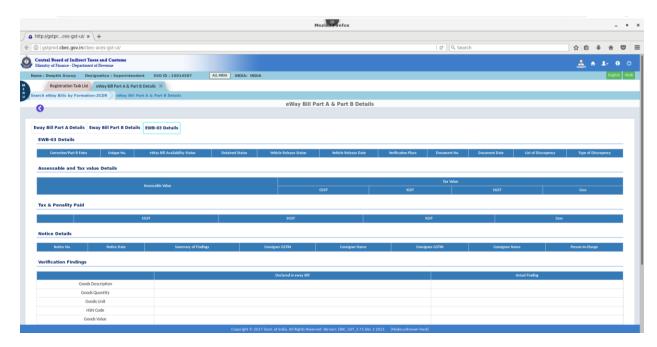




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EWB-03 details (if any)



3. By clicking the arrow mark • the tax officer can revert to the generated report.

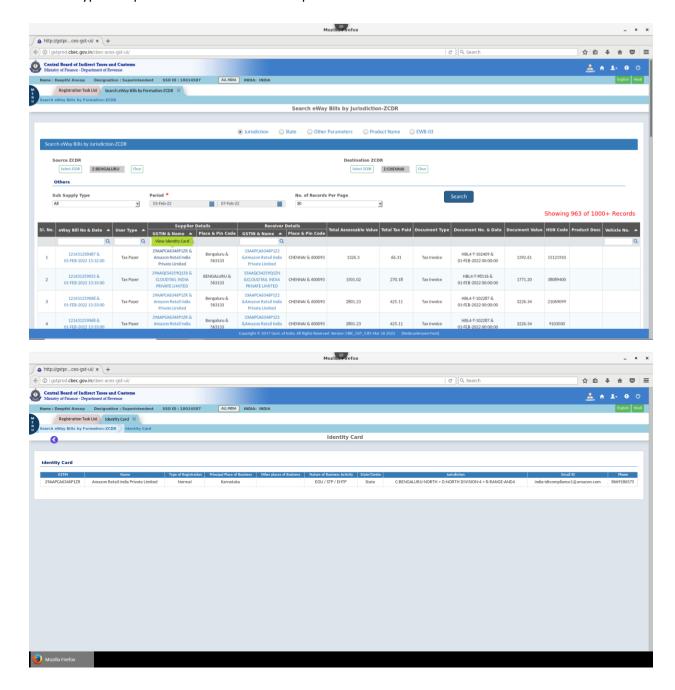


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5.2 View Supplier / Receiver Details

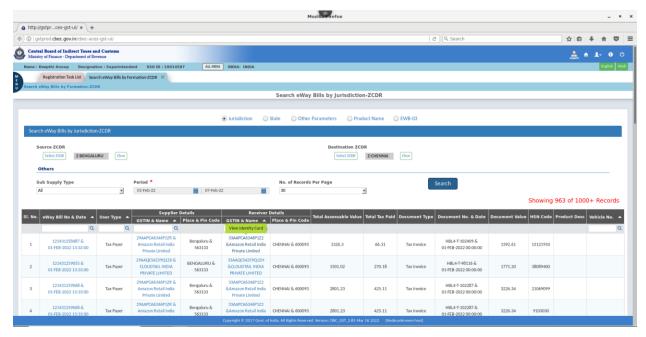
1. The tax officer can view the details of the Supplier /Receiver (Identity Card) by clicking on the hyperlink provided on the onscreen report.

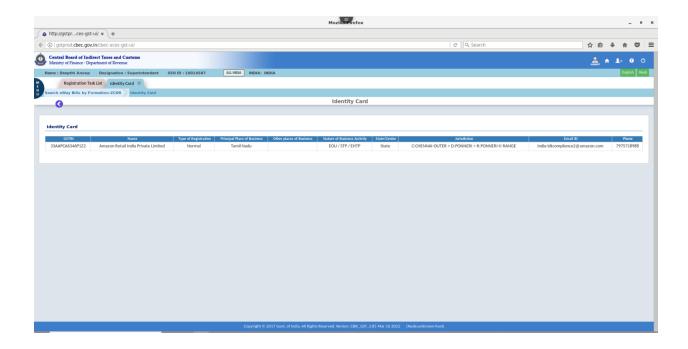




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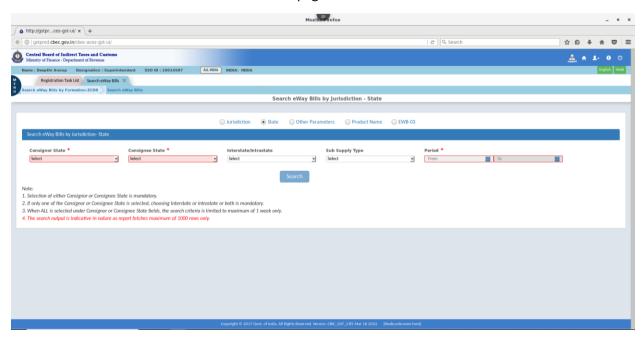




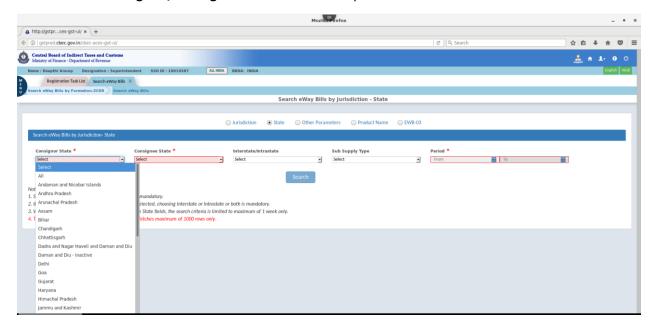
6 Search e-Way bills by State

The tax officer can search the e-Way bills generated based on Consignor State and Consignee State.

1. Select "State" radio button on the main page



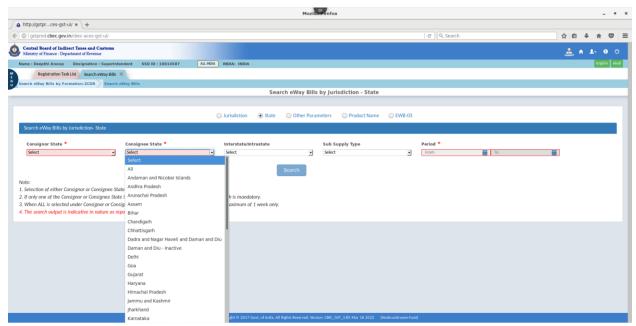
2. Select Consignor / Consignee State from the drop-down menu.



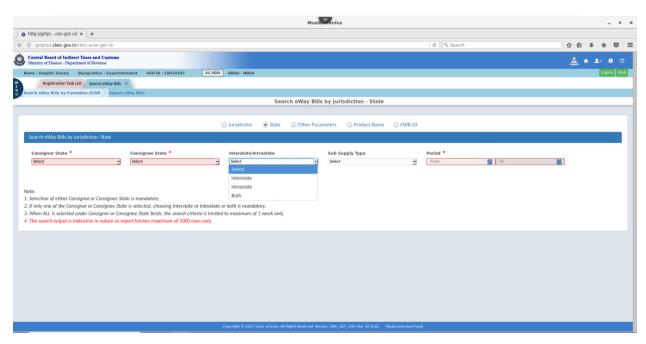


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- 3. The field "Interstate/ Intrastate" is auto selected based on the selection of "Consignor State" and "Consignee State".
- 4. The tax officer need to select the preferred value for the field "Interstate/Intrastate" from the drop down menu in scenarios where either "Consignor state" or "Consignee state" is only selected.

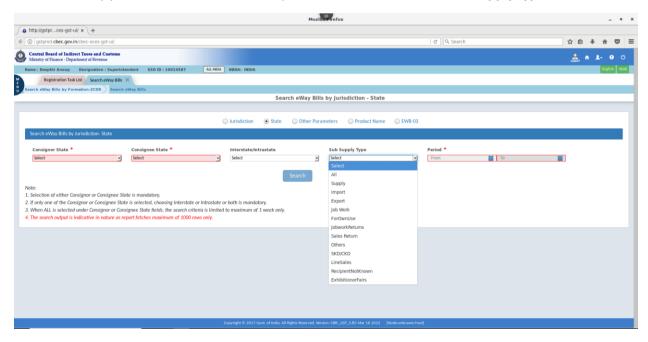




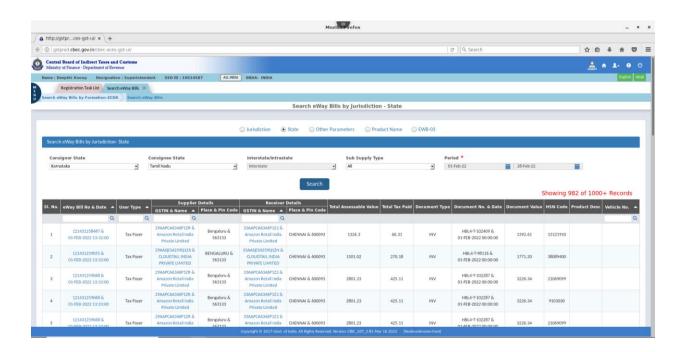
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5. The officer need to select the field "**Period"** (From date and To date) which is a mandatory field and any preferred value from the dropdown menu for the field "**Sub Supply type**".



6. Upon clicking the **Search** button the report would be generated and displayed.

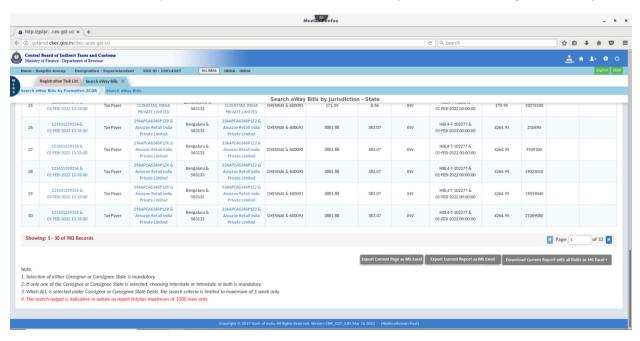




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7. There are three options available for the tax officer to export/download the generated report.



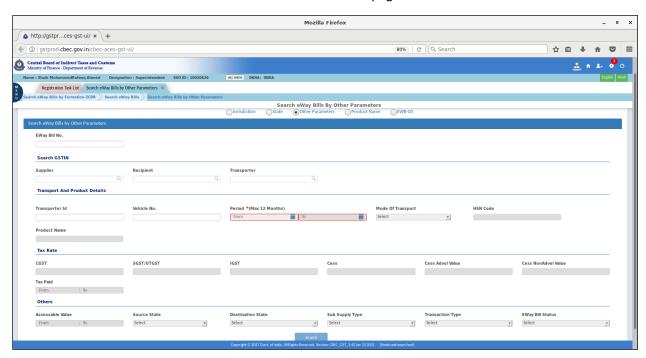
- (i) Export Current Page as MS Excel (The displayed page will be exported as MS Excel)
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- 8. Due to technical limitations, the report generated for any given search criteria will fetch only 1000 records. If an e-Way bill contains multiple commodities, the details of each commodity will be generated and displayed as different record with the same e-Way bill no. The report will display the entire details of an e-Way bill. If the details of the last e-Way bill cross the 1000 record mark, then the details of that particular e-Way bill will not be displayed. In such scenarios, the no of records in the generated report will be less than 1000.
- 9. The tax officer can view the details of the E-Way bill including the Part A, Part B and EWB-03 details by clicking on the hyper link provided on the onscreen report as elaborated in **Sec 5.1.**
- 10. The tax officer can view the details of the Supplier /Receiver (Identity Card) by clicking on the hyperlink provided on the onscreen report as elaborated in **Sec 5.2**.





7 Search e-Way bills by Other Parameters

1. Select "Other Parameters" radio button on the main page.

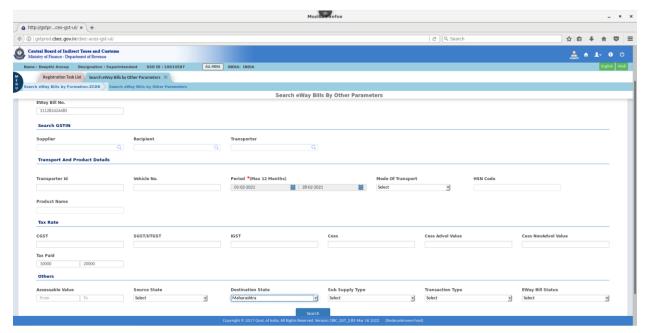


- 2. The tax officer can perform search with different search parameters like e-Way Bill Number, GSTIN of the Supplier, Recipient, Transporter, Transporter ID, Vehicle no etc. The field "Period" is the mandatory field in the search.
- 3. The other search parameters like Mode of Transport, HSN Code, Product Name, different search parameters under **Tax Rate** and **Others** will be allowed only when at least one search parameter mentioned at Sl.No. 2 above are selected along with the mandatory field "**Period**".

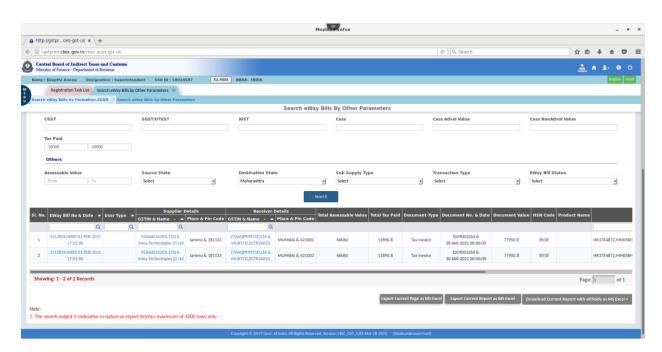


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4. Upon clicking the **Search** button the report would be generated and displayed.



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 - (i) Export Current Page as MS Excel (The displayed page will be exported as MS Excel)
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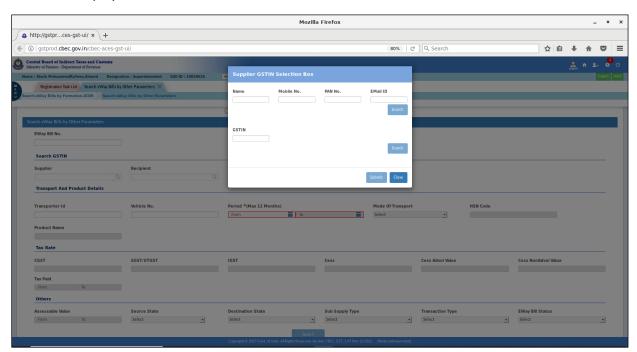
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- (iii) Download Current Report with all fields as MS Excel (1K records) (The report with all the 77 fields will be downloaded as MS Excel.)
- 6. Due to technical limitations, the report generated for any given search criteria will fetch only 1000 records. If an e-Way bill contains multiple commodities, the details of each commodity will be generated and displayed as different record with the same e-Way bill no. The report will display the entire details of an e-Way bill. If the details of the last e-Way bill cross the 1000 record mark, then the details of that particular e-Way bill will not be displayed. In such scenarios, the no of records in the generated report will be less than 1000.
- 7. The tax officer can view the details of the E-Way bill including the Part A, Part B and EWB-03 details by clicking on the hyper link provided on the onscreen report as elaborated in **Sec 5.1**.
- 8. The tax officer can view the details of the Supplier /Receiver (Identity Card) by clicking on the hyperlink provided on the onscreen report as elaborated in **Sec 5.2.**

7.1 Feature to search the GSTIN of the Supplier/Recipient/Transporter

- 1. Under "Search E-Way bill by Other Parameters", a feature for searching the GSTIN of the Supplier/ Recipient/Transporter has also been provided for the convinience of the tax officer.
- 2. On clicking the search icon on the Supplier, Recipient and Transporter field, a popup screen will be displayed. The fields available for search are Name, Mobile No, PAN No, Email Id and GSTIN.

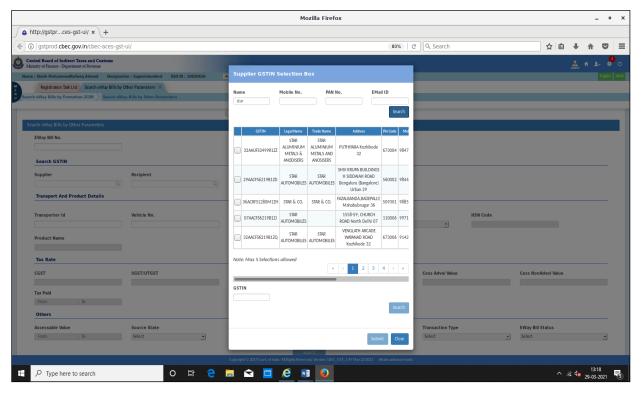


Name based search:

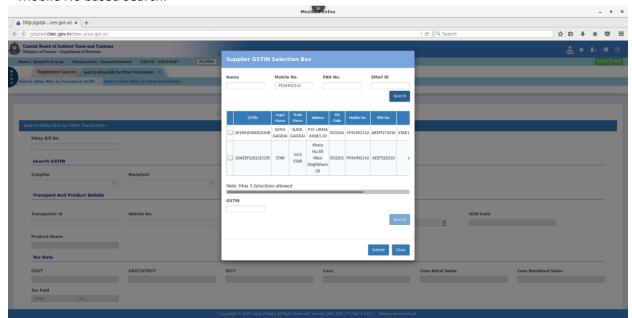


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Mobile No based Search:



PAN Number based search:

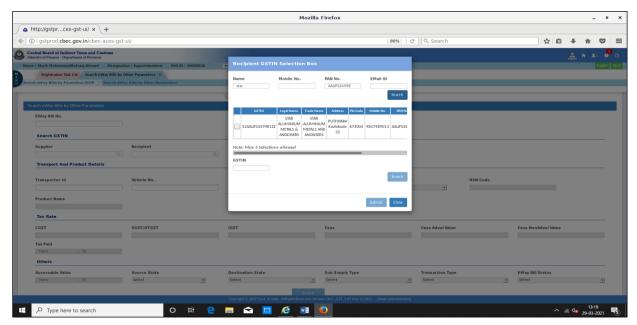
24 | Page

User-Manual/e-Way bill/Search, View and Download e-Way bill

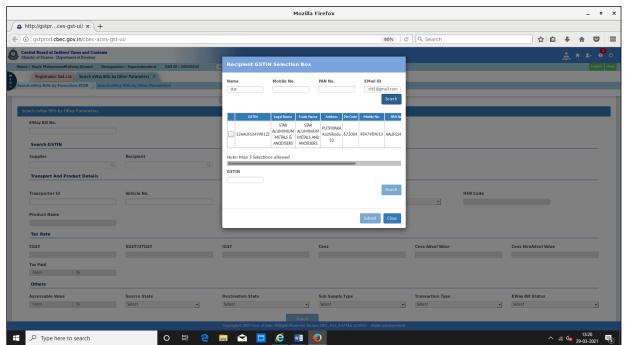


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Email ID based Search:

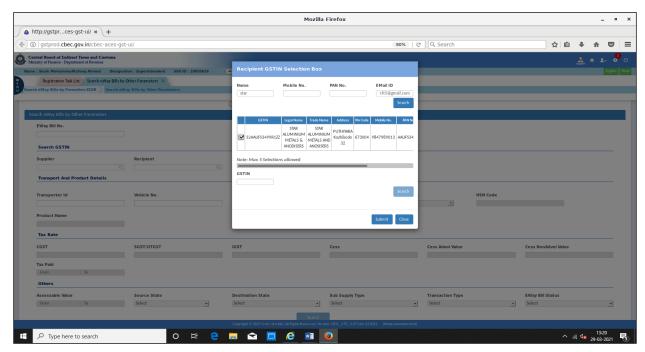


3. The search will fetch several muliple records from which the pertinent record can be selected by the tax officer by clicking on the check box.

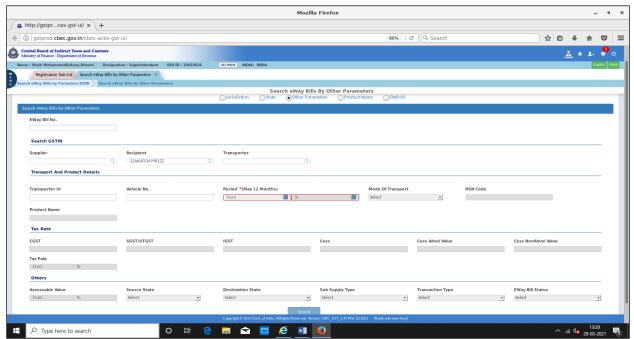


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4. Upon clicking the **Submit** button, the selected GSTIN would appear in the pertinent field of search.



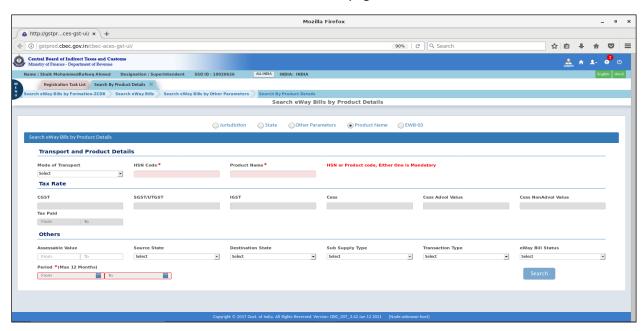




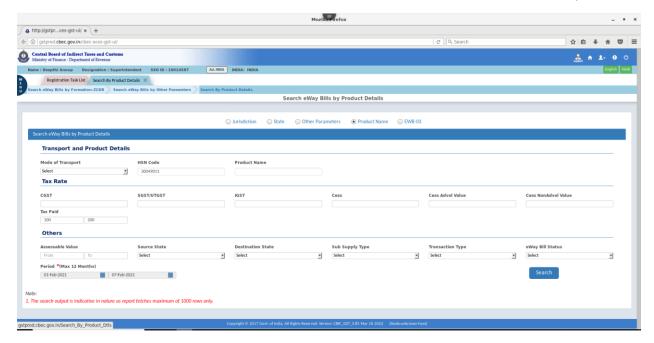
8 Search e-Way bills by Product Name

This search is intended for getting the details of eWay Bills pertaining to a particular HSN Code/Product Name for a given period of time.

1. Select "Product Name" radio button on the main page



2. In addition to the Period field, either the HSN Code or Product Name field is mandatory

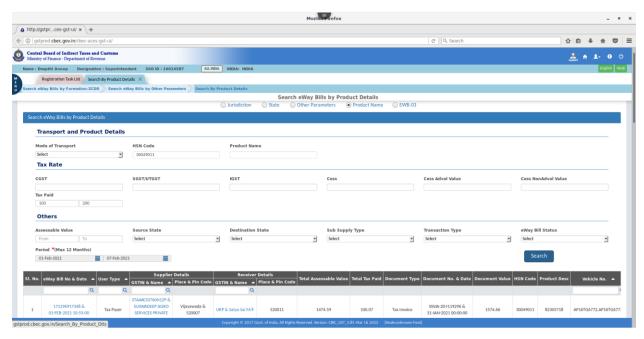


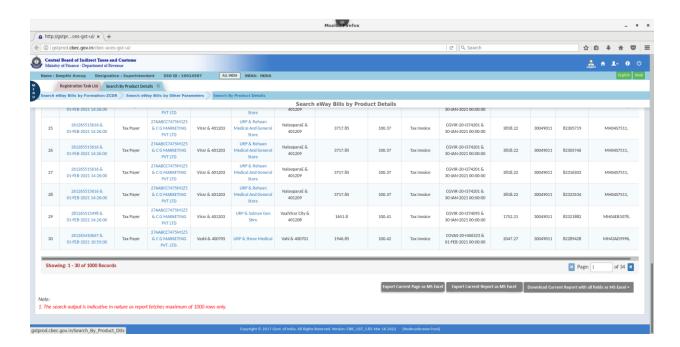


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3. Upon clicking the **Search** button the report would be generated and displayed.







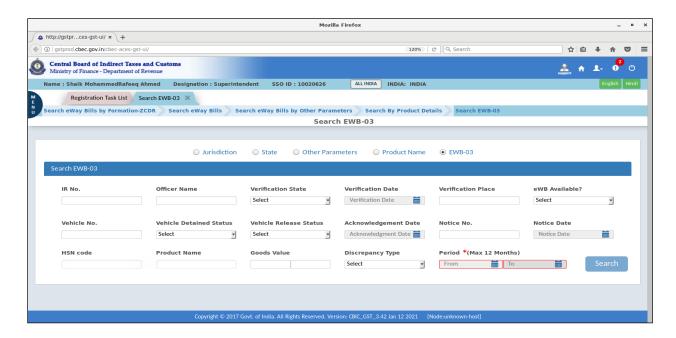
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- 4. There are three options available for the tax officer to export/download the generated report.
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- 6. The tax officer can view the details of the E-Way bill including the Part A, Part B and EWB-03 details by clicking on the hyper link provided on the onscreen report as elaborated in **Sec 5.1**.
- 7. The tax officer can view the details of the Supplier /Receiver (Identity Card) by clicking on the hyperlink provided on the onscreen report as elaborated in **Sec 5.2.**

9 Search EWB 03

1. Select "EWB-03" radio button on the main page.

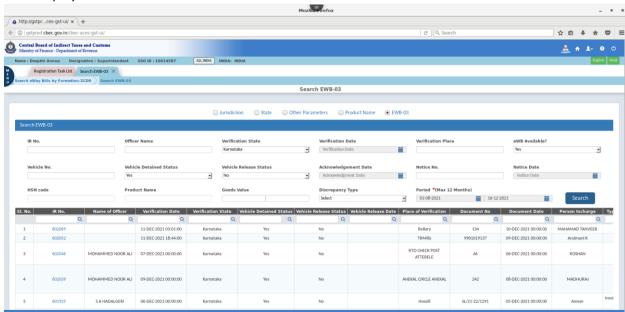


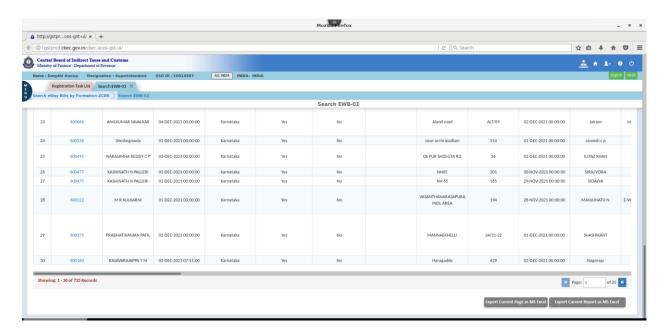


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- 2. The EWB-03 details can be searched based on parameters like IR No, Officer name, Verification State, Verification Date, Verification Place, Vehicle No, Vehicle detention/Release status, Notice No, HSN Code etc.
- 3. Upon clicking "Search "after filling in the preferred fields, the report will be generated and displayed.





4. There are two options available for the tax officer to export/download the generated report.



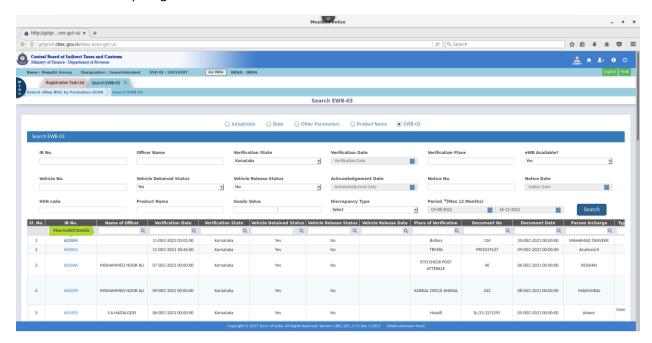
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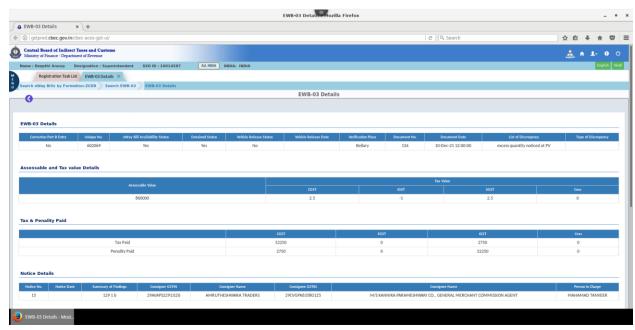


- (i) Export Current Page as MS Excel (The displayed page will be exported as MS Excel)
- (ii) Export Current Report as MS Excel- (All pages of the genrated report will be exported as MS Excel)

9.1 View EWB-03 details

1. The EWB-03 details can be viewed by clicking on the hyperlink provided for "IR No." field on the onscreen report generated.

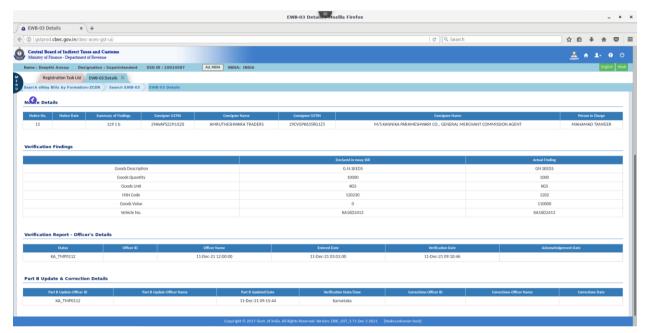






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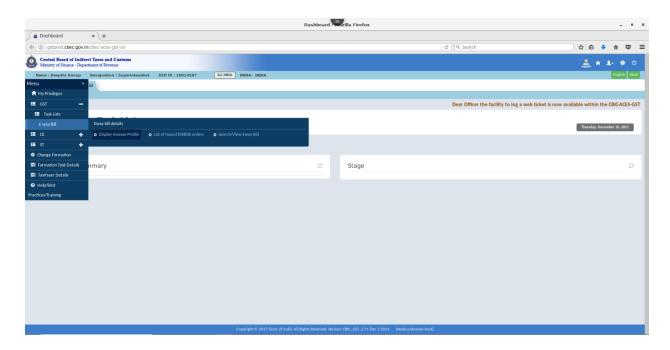




2. By clicking on the sack button the tax officer is directed back to the generated report.

10 Display Assesse Profile

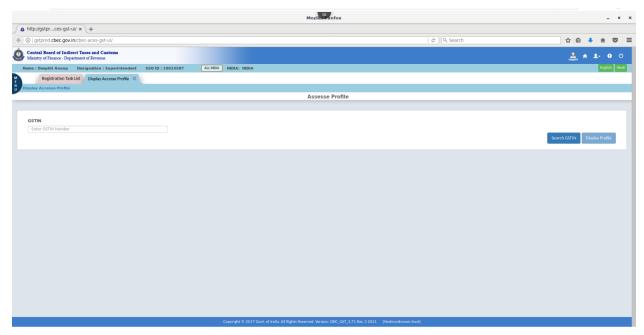
1. Click on MENU→GST→E-WAY BILL→DISPLAY ASSESSE PROFILE



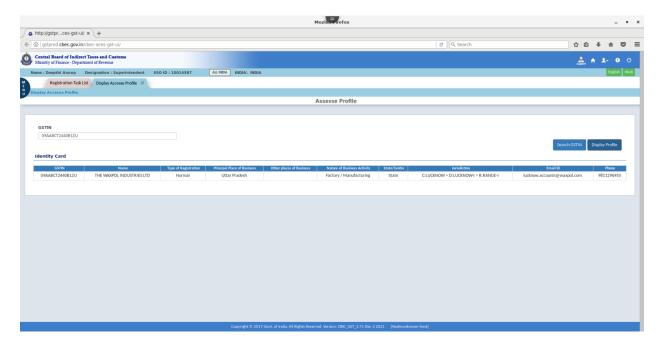


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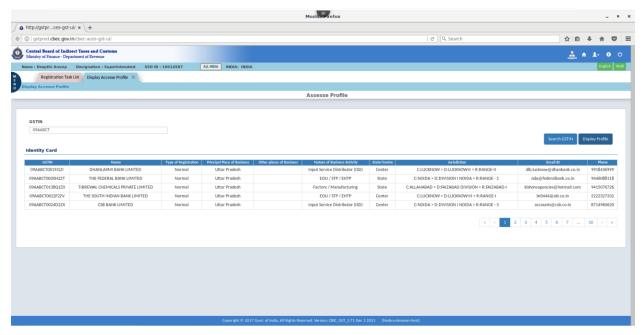
- 2. Enter the GSTIN or a part of the GSTIN in the **GSTIN** box and click the **Display Profile** button.
- 3.The profile of the assesse will be displayed on the screen.



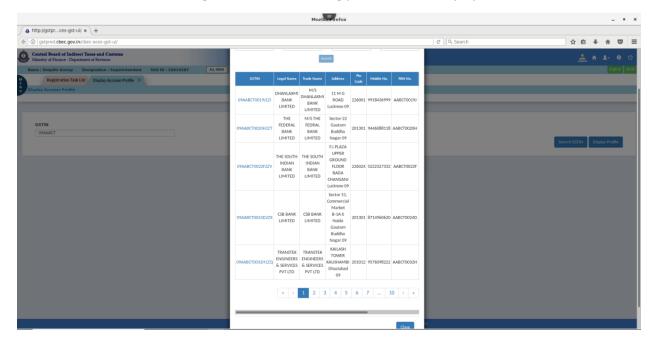


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- 4. Enter the GSTIN or a part of the GSTIN in the **GSTIN** box and click the **Search GSTIN** button.
- 5. The Search GSTIN dialog box, with all matching profiles will be displayed.

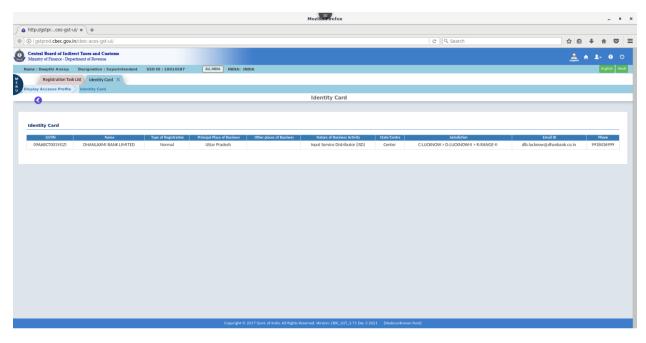




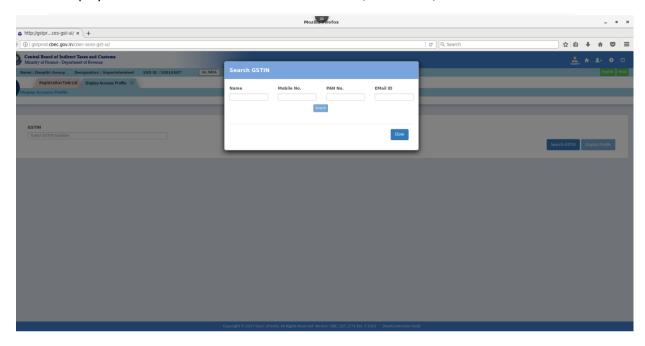
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6. Click on the GSTIN hyperlink to see the details of the GSTIN (Identity Card).



- 7. Click the (Back) icon to go back to the search results on the previous screen.
- 8. A feature for searching the GSTIN has also been provided for the convinience of the tax officer.
- 9. On clicking the "Search GSTIN" tab on the Display Assesse Profile page., a popup screen will be displayed. The fields available for search are Name, Mobile No, PAN No and Email id.

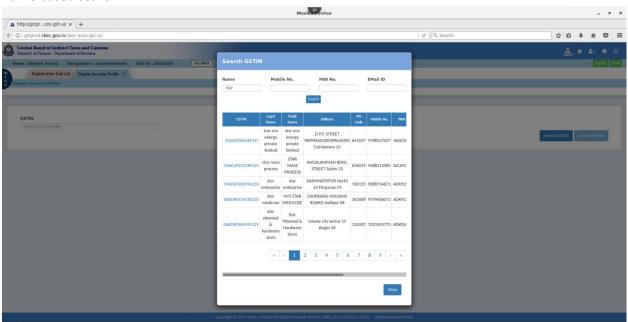




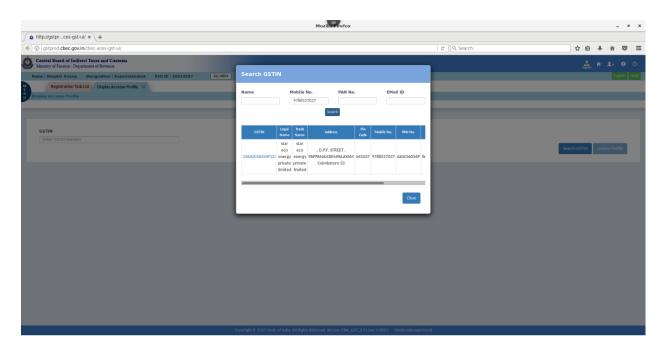
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Name based search:



Mobile No based Search:

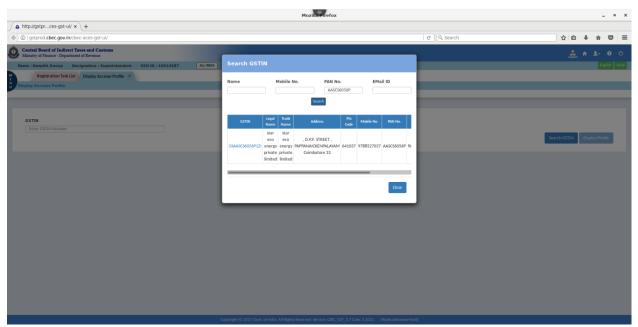


PAN Number based search:

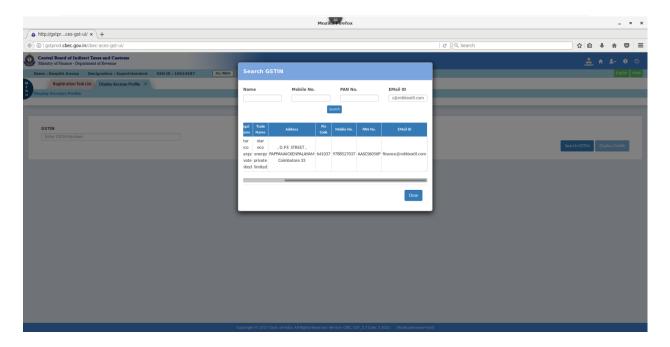


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Email ID based Search:

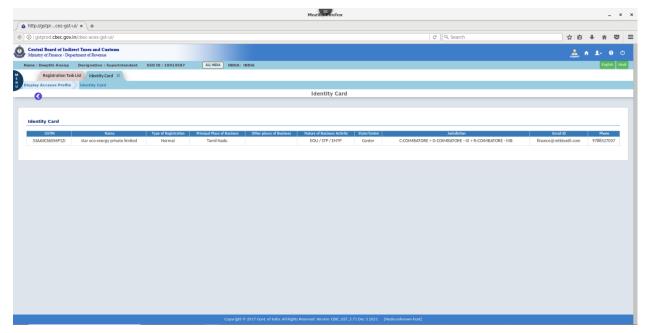


10. Click on the GSTIN hyperlink to see the details of the GSTIN (Identity Card).



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11. Click the (Back) icon to go back to the search results on the previous screen.