# **USER MANUAL FOR WAY BILL MODULE**

## **Step 1: e-services online link**

The user can access the link to e-services site from the official website of the Department of Taxes, Nagaland, and <u>www.nagalandtax.nic.in</u>

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| Government of Nagaland<br>Department of Taxes  |  |               |
|  |  | Click on e-   |
| About US   | e-Services                                     | services link |
| History  | Officers Login                                 |               |
| Organisation Chart   | e-Registration                                 |               |
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| Who's Who  | 📮 eWayBill                                     |               |
| RTI ACT  | ePayment                                       |               |
| AAR  | Form Verification                              |               |
| Tenders     Deduction of 1% TAX on MP / MLA LADP fund-reg                            | TDS Authority                                  |               |
|  | TDS Authority                                  |               |
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| Acts & Rules   |  |               |
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| Acts Compulsory filing of Online Return for dealer having Turnover more than 40 Lakh | s Dealer Services                              |               |
| Amendments   | - The Caluation                                |               |
| Notifications  | Tax Calendar                                   |               |
| Rules e-Service Demo   | Tax Awareness capsule                          |               |
| Gazette  | User Manuals for Dealers                       |               |
| e-Registration   | <ul> <li>Dealer Facilitation Center</li> </ul> |               |
| Othicers Login   |  |               |
| Transit Pass   |  |               |
| eWayBill   |  |               |

## **Step 2: Dealer Login**

On clicking on the link for e-services the login page is displayed. The user has to login using the user id and password allotted against his TIN by the Department of Taxes.

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### **Step 3: Welcome page for first time users**

On login in for the first time, a welcome screen is displayed. Press 'Next' to proceed to the next page.



#### Step 4: Username and password change options page

The user gets an option to change the default username and password. Enter the desired username and password and press the 'Create' button. The system confirms the creation of the new password through a pop-up box. On Successful creation of the username and password press the 'Exit' button to go back to the dealer login page.

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|                                      | Confirm New Password:   | Aggaland<br>Taxes<br>Ling System |       |

#### Step 5: Login using the new username and password

The user can now login using the new username and password created by him.



#### **Step 6: e-services page**

On successfully login in, the user can access various e-services from the website page.

For requesting new waybill, the user has to select 'New Entry' option Under WAY BILL .

'Update and Submit' option can be used for editing previously submitted details.



### Step 7: Link to add commodities to the commodities master

First time users will have to add commodities in the commodities master for his TIN. To do that click on the link 'Click here to add Commodities'.



#### Step 8: e-waybill commodities list

Select the desired commodity from the drop down list and then press the 'Save' button to add the commodity to the commodities master list of his TIN. On Successful saving of the commodities to the commodities master's list, the system displays the message 'Saved successfully' confirming the same. Click on the 'Exit' button to move to the next page.

#### Step 9: e-waybill new entry form

The user can now fill up the e-waybill new entry form. Asterisk marks in red are compulsory fields/entry.

Press 'Save' button to save only and not submit the form.

Press the 'Save and submit' button to submit the form to the Department of Taxes.

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| Government of Nagaland<br>Department of Taxes<br>VATSoft - VAT e-Filing System<br>Prop/Comp. Name: M/S DIMAPUR ENTERPRISE<br>Login: 13500176070   | ^           |
| e-way Bill New Entry Form   |             |
| Dealer Details * indicates compulsory fields/entry  |             |
| WayBill Type Form 24 🗹 Unit Office Office of the Dimapur Ward A   |             |
| Place of Origin DIMAPUR Destnation GUWAHATI   |             |
| Commodity Type Electrical energy Commodity Desc   | 1           |
| Quantity 900 Unit KGS   |             |
| Value (Rs)  |             |
| Catagory © Within State O Inter State<br>© AFTER SALES O TO HIS SHOP/GODOWN/STORAGE O TO HIS PRINCIPAL O CONSIGNMENT SALES (DESPATCH) O STOCK<br>TRANSFER (DESPATCH)  |             |
| Seller/Purchaser Details  |             |
| Seller TIN 13500176070 Name & Address M/S DIMAPUR ENTERPRISE  |             |
| Document Type Strivoice   |             |
| Invoice No. 560 Dated 01/01/2011  |             |
| Other Doc. No.  |             |
| Save Save & Submit Exit   | -           |
| @National Informatics Centre(Ver.1.15 R03092011)  | ×           |

### Step 10: Generation of password for invoice update by the system

On successful submission of the entry form, the system generates a password (one time usage) for invoice update for the given waybill. Waybill will be printable only after the updation of invoice details. Press 'Exit' the exit the page.

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**Step 11: Invoice details update for Waybill (Transporters/selling dealer login)** Click on the 'e-way bill' link from department website.

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| Government of<br>Departmen   | Nagaland<br>t of Taxes   |  |                  |
|  |  |  | Click on e-      |
| About US History Organisation Chart Statistics Tax Payer's Charter Who's Who   | BUU AND                                      | Officers Login     Officers Login     o.Registration     o.Services     Transit Pass     o'WayBill   | Waybill link     |
| RTI ACT  | Latest News:   | ePayment   |                  |
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|  | Nagaland Gazette on Amendment in VAT Return dated 30 august 2012                 |  |                  |
| Acts & Rules   | Compulsory filing of Online Return for dealer having Turnover more than 40 Lakhs | Dealer Services  |                  |
| Notifications<br>Rules<br>Gazette  | e-Service Demo   | <ul> <li>Tax Catendar</li> <li>Tax Rates</li> <li>Tax Awareness capsule</li> <li>User Manuals for Dealers</li> <li>Dealer Facilitation Center</li> </ul> |                  |
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Login using the TIN and the system generated one time password(OTP).

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|   | Name I                              | 13500176070                 |          |             |       |  |
| 6   | Tin No.                             |                             |          |             |       |  |
| 1   | Password                            | ••••••                      |          |             | t     |  |
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| A N H A                                   | ©National Informatics               | Centre                      | Ver 1.15 |             | ~     |  |

## **Step 12: Filling of Transporter details**

After successfully login in, enter the Transporter details including Name and Address. Next, enter the sl. No., Manifest number, Vehicle number, Quantity and Transportation date. Press the 'Add' button. If the user decides to part transport the quantity, the system will display the remaining quantity left in the row above. The user needs to enter the manifest number and other details for the remaining quantity. Press 'Select' against the desired serial number and then press 'Update'. Then press 'Save' to save the details. Once updated successfully, the system generates a 'consignment saved successfully' message.

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| Commodity Type           | Electrical energy            | *                               | Commodit          | ty Desc 🛛       |                    |                        | -     |
| Quantity                 | 300                          |                                 | Unit              | KG              | \$ .               |                        |       |
| Value (Rs)               | 200                          | D                               |                   |                 |                    |                        |       |
| Catagory                 | Within State                 | Inter State                     |                   |                 |                    |                        |       |
|                          | ● AFTER SALES ○              | TO HIS SHOP/GODOWN/ST           | TORAGE O TO HI    | IS PRINCIPAL    | CONSIGNMENT SA     | LES (DESPATCH) O STOCK |       |
| -                        | TRANSFER (DESPAT             | сн)                             |                   |                 |                    |                        |       |
| Seller/Purchaser         | Details                      |                                 |                   |                 |                    |                        |       |
| Seller TIN               | 13500176070                  |                                 | Name & A          | Address M       | 5 DIMAPUR ENTERPRI | SE                     |       |
| Document Type            | <ul> <li>Invoice</li> </ul>  |                                 |                   |                 |                    |                        |       |
| Invoice No.              | 700                          |                                 | Dated             | 01.             | 01/2011            |                        |       |
| Other Doc. No.           |                              |                                 |                   |                 |                    |                        |       |
| Transporter Detai        | ls                           |                                 |                   |                 |                    |                        |       |
| Name & Address           | BUU                          |                                 |                   |                 |                    |                        |       |
|                          |                              | Remain                          | ning Quantity:    | 0               |                    |                        |       |
| SI No. Ma                | nifest No.                   | Vehicle                         | No.               | Quantity        | Transportation     | n Date                 |       |
| 3                        |                              |                                 |                   | 0               |                    |                        |       |
| 100                      |                              |                                 |                   |                 |                    | Add [+] Reset          |       |
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| 1 34                     |                              | NL2345                          | 67                | 200.00          | 06/09/2011         | Select                 |       |
| 2 45                     |                              | NL345                           |                   | 100.00          | 06/09/2011         | Select                 |       |
|                          |                              |                                 |                   |                 |                    |                        |       |

## Step 13: Print Waybill/Challan Inward/ Bill of sale

To view the desired waybill, press 'Select' against the desired manifest no. from the table and then press the 'View Way Bill' button. On pressing 'View Way Bill', the system prompts the message 'Once you print the Way Bill, you cannot modify or delete it. Are you sure you want to print this waybill." Press 'yes' if you want to print the waybill.

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| value (RS)            | 200  |  |                   |                          |   |   |
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| Seller TIN            | 13500176070  | e page at http://web4.kar  | .nic.in says:     | ERPRISE                  |   |   |
| Document Type         | ③ Invoice  | Once you print the WayB  | you cannot modify | or delete it.            |   |   |
| Invoice No.           | 700  |  | Canal             |                          |   |   |
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| Transporter Det       | alls   |  |                   |                          |   |   |
| Name & Address        | BNU  |  |                   |                          |   |   |
|                       |  | Remaining Quantity: :  | 200               |                          |   |   |
| SI No. M              | anifest No.  | Vehicle No.  | Quantity          | Transportation Date      |   |   |
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|                              | OFFICE OF THE COMMISSIO<br>e - Form VAT -<br>See Rule 65 (3<br>CHALLAN INWARD: BIL | INER OF TAXES<br>24<br>I)<br>L OF SALE        | ^     |
|                              | SL. No.: 10670000055   |   |       |
|                              | Issuing Office   | Office of the Dimapur Ward A                  |       |
|                              | Date of Issue  | 05/09/2011                                    |       |
|                              | Consignor Details  |   |       |
|                              | TIN  | 13500176070                                   |       |
|                              | Name & Address   | M/S DIMAPUR ENTERPRISE<br>MEREN CHUBA, DIMPUR |       |
|                              | Consignee Details  |   |       |
|                              | TIN  | 13500176070                                   |       |
|                              | Name & Address   | M S DIMAPUR ENTERPRISE                        |       |
|                              | Goods Description  |   |       |
|                              | Name or Class of Goods Consigned   | -   |       |
|                              | Quantity or Weight   | 200 KGS                                       |       |
|                              | value of Goods   | Rs. 200/-                                     |       |
|                              | Vehicle Details  |   |       |
|                              | Name and Address of Owner of Goods Vehicle   | BIJU  |       |
|                              | Registration No. of Goods Vehicle  | NL234567                                      |       |
|                              | Manifest No.   | 34  |       |
|                              | Destination  | GUWAHATI                                      |       |
|                              | Document Details   |   |       |