

COMMERCIAL TAXES DEPARTMENT TELANGANA

HELP DOCUMENT FOR GST WAYBILLS

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REGISTRATION FOR GENERATING WAYBILL

1) Please enter tgct.gov.in in address bar of your browser.

The screenshot displays the TGCT website dashboard with several navigation panels. The 'Online Dealer Services' panel is highlighted in green and contains the following links: 'GST info for Dealer', 'Statutory Forms', 'New Dealer', and 'Existing Dealer'. The 'Statutory Forms' section is further expanded to show 'Cost of Forms/Services', 'Eligibility for Statutory Forms', and 'Others'. The 'New Dealer' section includes 'E-registration' and 'Track registration Status'. The 'Existing Dealer' section includes 'VAT/CST/TOT Dealer Login', 'PTax Login', 'ETax Login', and 'LTax Login'. A red box highlights the 'Registration for GST Waybill' link under the 'GST info for Dealer' section, with a red arrow pointing to it. Other panels include 'Verification' (Verify TIN, Search TIN, Verify Paper based Forms, Cancelled Dealers, Check your e-mail ID, Check GST Status), 'Gos & Notifications' (Telangana Goods and Services Tax Rules, 2017 - Notification - Orders - Issued, Gono:122,DT:30-06-2017 The Telangana Goods and Services Tax Act, 2017 - Notification on Interest Rates under the Act-Orders-Issued), and 'Circulars' (Issuance - Regarding, Cir:90,Date:26-07-2017 TGST Act, 2017 - Notification on HSN Codes - Issuance - Regarding, Cir:72,Date:24-06-2017 Goods and Service Tax-transition relief - scenario and Guidelines- Issuance of certain instructions - Reg., Cir:03,Date:24-06-2017 GST - Registration of new dealers from 25.06.2017 - Issue of certain guidelines - Res, Cir:27, Dt:02-08-2017 Goods and Service Tax - GST).

2) Click on “**Registration for GST Waybill**” link to register for GST Waybills then enter your GSTIN and press Enter.

Registration for GST eWaybill Services

Please enter your GSTIN

For any queries please mail us to tg_ctdhelpdesk@tgct.gov.in
or call to 040-24600173

new Webinar on Filing of "GST TRAN-1 Return In Telugu at 04:00 PM on 24-08-2017" **new**

GST Waybill Login

GSTIN

Password

Verification Code

3f17

Enter the text from Image

Login

[GSTIN Registration for Online eWaybill Services](#)

For any queries please mail us to tg_ctdhelpdesk@tgct.gov.in
or call to 040-24600173

- 6) Now, enter your GSTIN, Password, verification code and click on “**Login**” button.
- 7) After succuessfull login you will be redirected to the following page.

GENERATING WABILL

COMMERCIAL TAXES DEPARTMENT
Government of Telangana

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PID / GSTIN / UID : 36TESTING09D1ZZ

TIN/GRN : N/A

Enterprise Name / Trade Name : TEST

Division : TEST

Phone Number : 9999955555

Circle : TESTCIRCLE1

eMailId : TEST@TEST.COM

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<https://202.65.144.14/tgportal/DirServices/GSTHome.aspx#>

8) Klik on “**Generate Wabills**” link under **EWAYBILLS** section in menu.

WAYBILLS Download Excel Template			
GST Number	36TESTING09D1ZZ	Enterprise	TEST
Generating Waybill as *	<input checked="" type="radio"/> Supplier <input type="radio"/> Recipient	Type of Transaction *	<input type="radio"/> Intra State <input checked="" type="radio"/> Inter State
Transaction & Vehicle Details			
Place From *	<input type="text"/>	State *	--SELECT--
Place To *	<input type="text"/>	State *	--SELECT--
Mode of Transport *	<input type="radio"/> Rail <input checked="" type="radio"/> Road <input type="radio"/> Air		
Vehicle Number Known *	<input type="radio"/> Yes <input type="radio"/> No		
Nature of Transaction (Purpose) *	SELECT		
Supplier / Recipient Details			
GSTIN *	<input type="text"/> (For unregistered dealers please enter as 999-999-999)	Legal Name *	<input type="text"/>
Trade Name *	<input type="text"/>	Principal place of Business:	<input type="text"/>
Tax Office :	<input type="text"/>		
Excel File *	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload File"/>	

9) Enter details

- i) GSTIN and Enterprise details are autopopulated.
- ii) Generating Waybill as: *select supplier or recipient.*
- iii) Type of Transaction: *select Intra State or Inter State.*

Transaction & Vehicle Details

- i) Place From: *enter name of the place where goods are being transported from.*
- ii) State: *Select state of the place where goods are being transported from.*
- iii) Place To: *enter name of the place where goods are being transported To.*
- iv) State: *Select state of the place where goods are being transported To.*
- v) Mode of Transport: *Select Rail or Road or Air.*
- vi) Vehicle Number Known: *if you know vehicle number select **Yes** and enter vehicle No, Vehicle owner name, Vehicle owner Address else select **No** and enter Transporter name and Transporter Address.*
- vii) Nature of Transaction: *select nature of transaction.*

Supplier / Recipient Details

- i) GSTIN: *enter gstin number of the party.*
- ii) Legal Name: *enter legal name of the party.*
- iii) Trade Name: *enter trade name of the party.*
- iv) Principle Place of Business: *enter principle place of business of the party.*
- v) Tax office: *enter tax office of the party (optional).*

10) Now download the excel template from top left corner of the same page.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
Supplier / Recipient GSTIN										GST Waybill							
Document Type	Taxable Value	SGST(%)	SGST Value	CGST(%)	CGST Value	IGST(%)	IGST Value	CESS	Value (Rs.)	Document No	Document Dt (dd-mm-yyyy)	HSN CODE	Commodity	Other Commodity	Quantity	UOM (Units of Measurement)	

11) Now, Enter data in Excel sheet1.

- a. Supplier / Recipient GSTIN: enter your GSTIN number(GSTIN of the dealer who is generating this waybill).
- b. Document Type: Select from given values.
- c. Taxable Value: enter taxable amount.

Incase of Intra State:

- d. SGST(%): select from the given values.
- e. SGST Value: enter SGST value.
- f. CGST(%): select from the given values.
- g. CGST Value: enter CGST value.

Incase of Inter State:

- h. IGST(%): select from the given values.
- i. IGST Value: enter IGST value.

- j. CESS: enter cess.
- k. Value(Rs.): enter value.
- l. Document No: enter document number.
- m. Document Date: enter document date.
- n. HSN CODE: enter hsn code(optional for any commodity except others).
- o. Commodity: select from given values.
- p. Other commodity: enter other commodity if you have selected “**other**” for Commodity column.
- q. Quantity: enter quantity.
- r. UOM(Units of Measurment): select from the given values.

12) Save the data in the excel Template.

13) Click on “**choose file**” button and locate your excel template then click on “**Upload File**” button.

GSTIN	Issued	IssueDate	Supplier / Recipient GSTIN	Legal Name	Trade Name	Principal Place of Business	Tax Office	Type of Transaction
36TESTING99D1ZZ	70038715	31-08-2017	asf	ASf	asdf	asdf	asf	Inter State

Issued	Document No	Document Date	Commodity	qty	UNIT NAME	Taxable Value	Tax Rate(%)	CGST	SGST	IGST	val
70038715	235	01-08-2017	AAA CONDUCTOR (ALL ALUMINUM ALLOY CONDUCTOR)	12.00	BOXES	23				12.00	51541.00

Please Check whether the uploaded data is Correct or Not!!

If you found any data is wrong, Click Cancel to delete the Uploaded Data.

You want to proceed further click Submit button

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- 14) Check your uploaded details once, if everything seems correct click on **“Submit”** button to generate waybill else click on **“Cancel”** button to reupload details.
- 15) Once you submit, Waybill will be generated in the form of PDF. Make sure your browser allows pop-ups.
- 16) Download and Print the generated waybill.

REPRINT WAYILL

COMMERCIAL TAXES DEPARTMENT
Government of Telangana

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PID / GSTIN / UID : 36TESTING99D1Z2

TIN/GRN : N/A

Enterprise Name / Trade
Name : TEST

Division : TEST

Phone Number : 9999955555

Circle : TESTCIRCLE1

eMailId : TEST@TEST.COM

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17) Klik on **“Re-PrintWaybill”** link under **EWAYBILLS** section in menu.

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Re Print Form

Form Type *	<input type="text" value="GST"/>	Form No	<input type="text"/>
From Date	<input type="text"/> (ddmmyyyy)	To Date	<input type="text"/> (ddmmyyyy)
Invoice Number	<input type="text"/>		
<input type="button" value="Submit"/>			

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18) Enter any input like Form No or From date and To Date or Invoice Number and click on “**Submit**” button.

SNo	Form No	Legal Name	Date
1	TSWB17081049044	kkiso	30-08-2017
2	TSWB17081306980	asd	24-08-2017
3	TSWB17081463990	test	29-08-2017
4	TSWB17080158428	ewrtwert	29-08-2017
5	TSWB17083026407	safo	24-08-2017
6	TSWB17083046968	ewywey	29-08-2017
7	TSWB17083570069	asf	29-08-2017
8	TSWB17084386970	sdgsdfg	23-08-2017
9	TSWB17084305800	sfd	30-08-2017
10	TSWB1708510359	test	29-08-2017
11	TSWB17085408022	wertgqrt	29-08-2017
12	TSWB17086057566	dg	29-08-2017
13	TSWB17086081715	SAF	24-08-2017
14	TSWB17086737414	ewtywey	29-08-2017
15	TSWB17087869044	asf	24-08-2017
16	TSWB17088616020	asdfasdf	29-08-2017
17	TSWB17089330449	test	30-08-2017
18	TSWB17089369380	af	30-08-2017
19	TSWB17089365945	ASF	29-08-2017
20	TSWB17089365945	ery	19-08-2017

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19) Now, click on any Form No to print Waybill.

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Waybill Form Cancellation

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PID / GSTIN /UID : 38TESTING99D1Z2	TIN/GRN : N/A
Enterprise Name / Trade Name : TEST	
Division : TEST	Circle : TESTCIRCLE1
Phone Number : 9999955555	eMailId : TEST@TEST.COM

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<https://202.65.144.14/tgportal/DirServices/GSTHome.aspx#>

- 20) Klik on “**Waybill Form Cancellation**” link under **EWAYBILLS** section in menu.

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Waybill Form Cancellation Request

GSTIN :	38TESTING99D1Z2
Dealer Name	TEST
Select Series *	GST
Form No *	<input type="text"/> (Ex : 11111111111)
Reasons *	<input type="text"/> (Special Characters like *, ", & etc are not allowed)
<input type="button" value="Submit"/>	

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- 21) Enter Form No, Reasons and click on submit.
- 22) Waybill can't be cancelled after 24 hours it was generated.

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