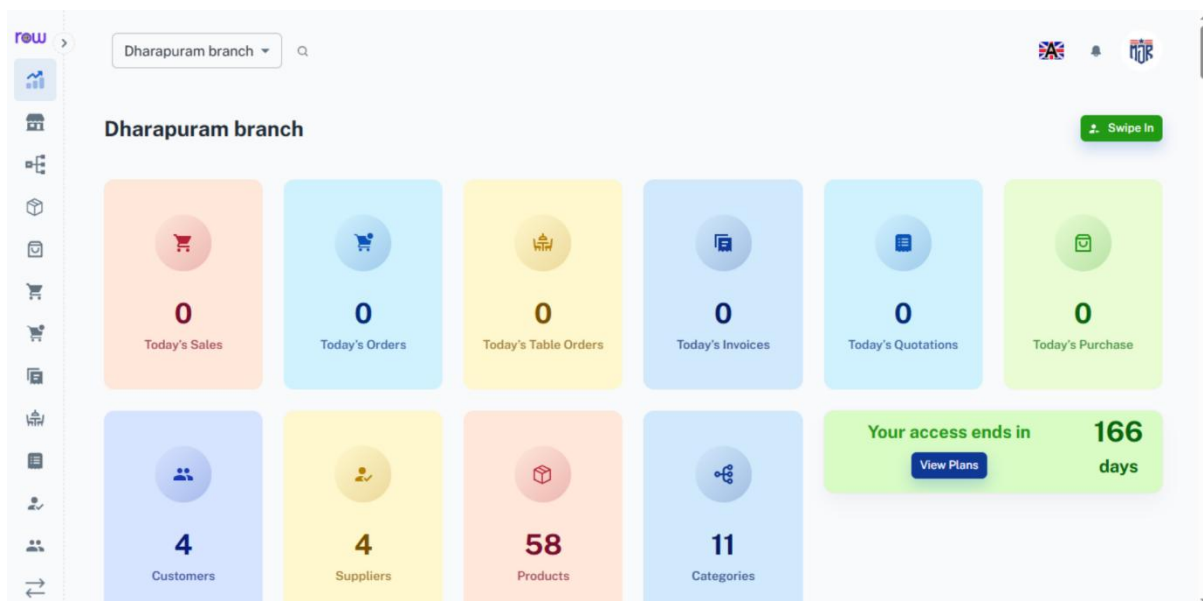


Generate An E-Invoice In Runonweb

Go to runonweb.com

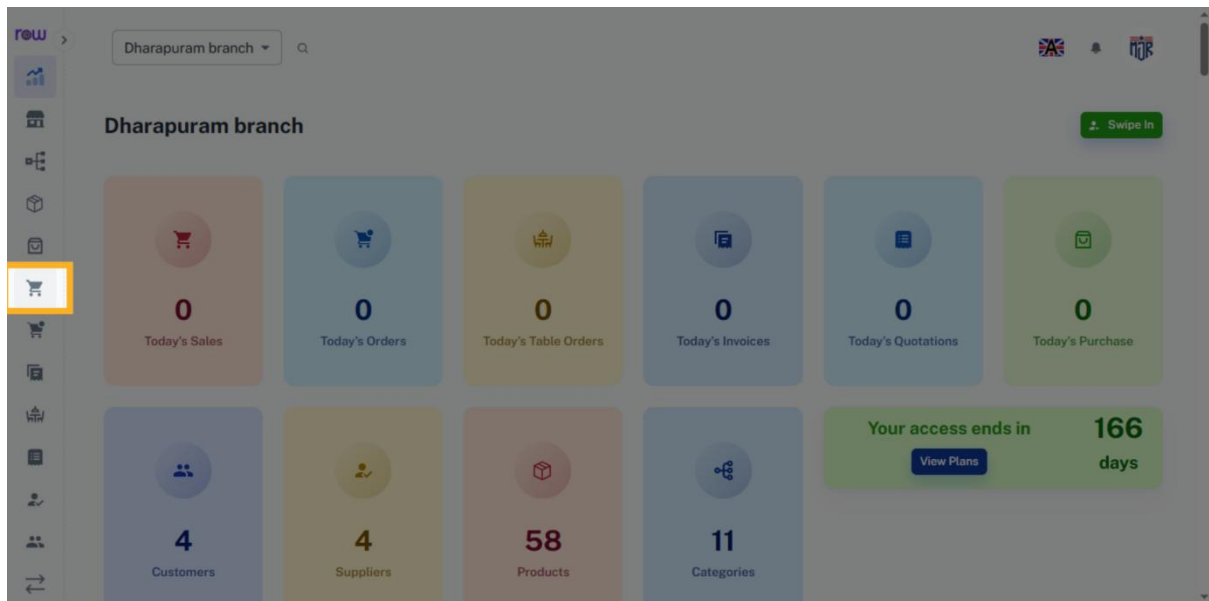
1. Introduction

In this tutorial, you will learn how to generate an e-invoice.



2. Click Sales

Click Sale to go to the sales list screen.



3. Sales List Screen

On the sales list screen, click the bill number to edit the sale.

The screenshot shows the 'Sales' screen with a table of sales records. The 'Print' button for bill number 3 is highlighted with a yellow box. The table includes columns for Print, Bill #, Sale Type, Sale Date, Customer, Product (Quantity), Discount, Tax, Total Amount, Payment Type, Amount Received, Balance Amount, and Profit Amount.

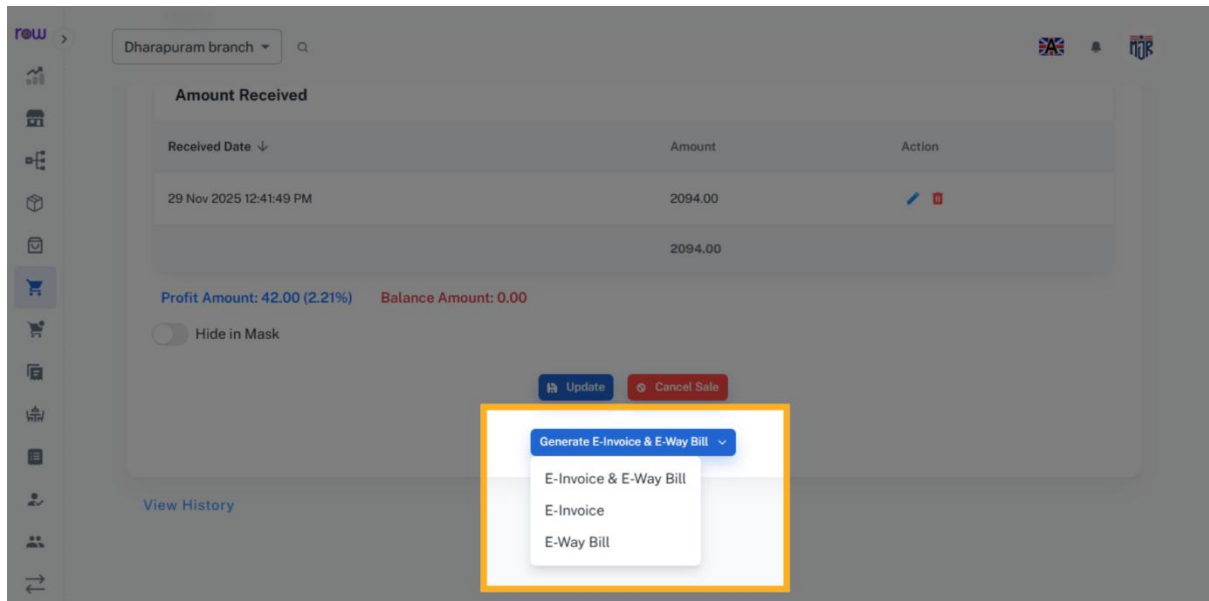
Print	Bill #	Sale Type	Sale Date	Customer	Product (Quantity)	Discount	Tax	Total Amount	Payment Type	Amount Received	Balance Amount	Profit Amount
Print	3	Retail	29 Nov 2025	Thamizhselvan	Almonds (Almonds - 500g) - 3.000 View All	161.00	0.00	2094.00	Cash	2094.00	0.00	42.00 (2.21%)
Print	2	Retail	24 Oct 2025	Arul	Almonds (KG) - 1.000	26.00	0.00	434.00	Cash	434.00	0.00	-6.00 (-2.50%)
Print	1	Retail	23 Oct 2025	Arul	Almonds (KG) - 1.000	26.00	0.00	234.00	Cash	0.00	234.00	-6.00 (-2.50%)

4. Sales Edit Screen

You can see the sales edit screen here.

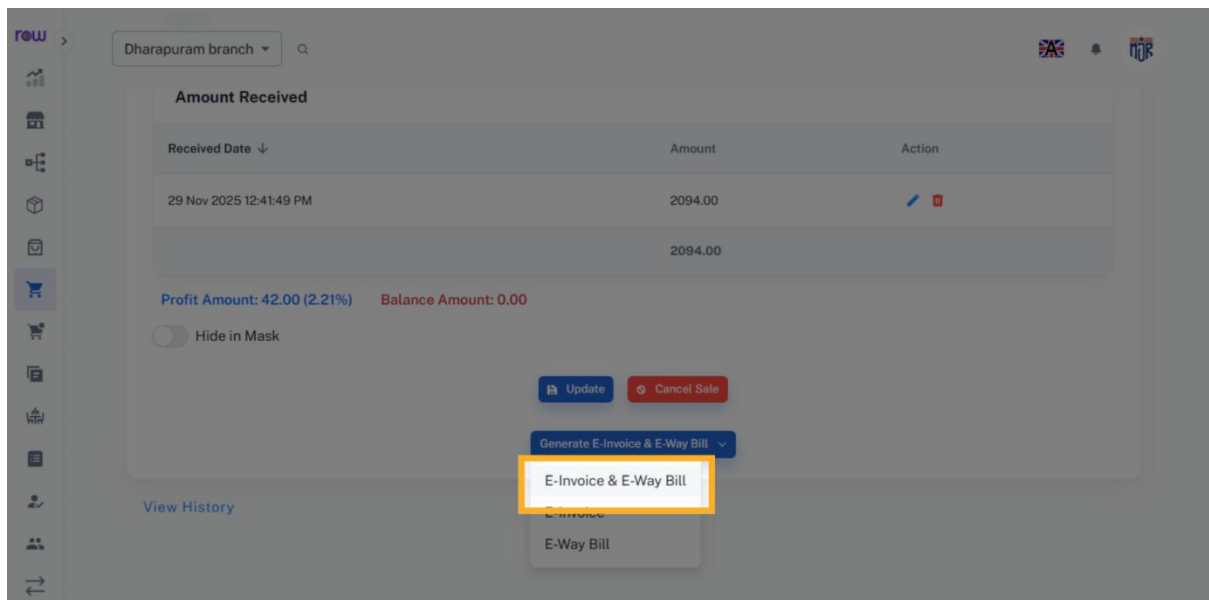
6. Bill Options

You can see the options to generate an e-invoice and an e-way bill here.



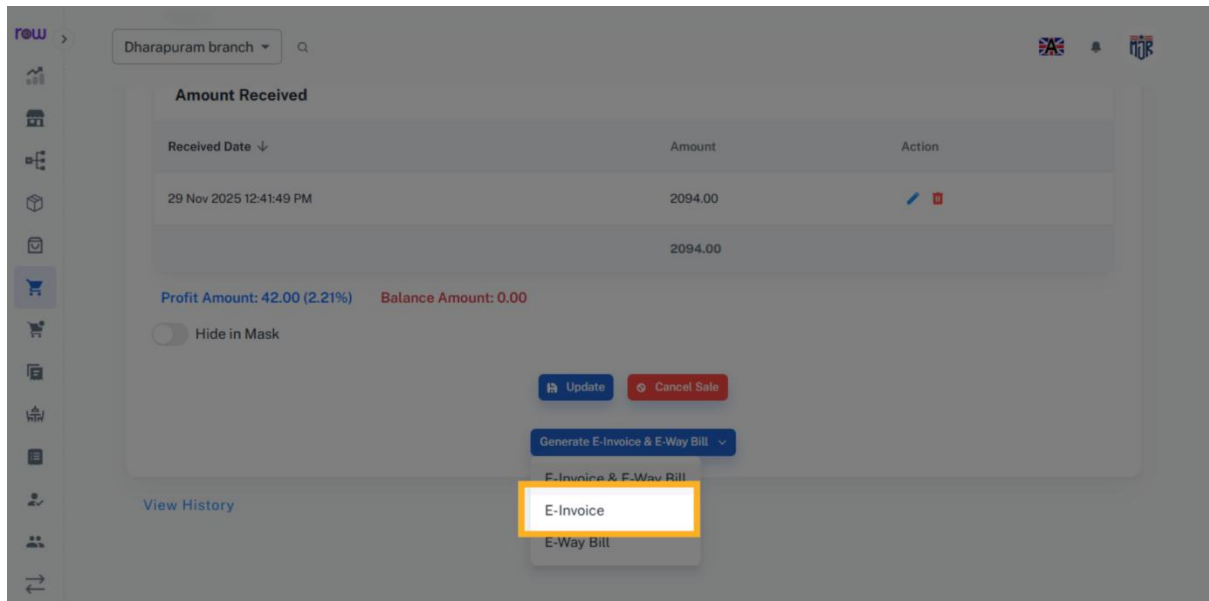
7. E-invoice and E-way Bill

If you want both an e-way bill and an e-invoice, click E-invoice and E-way Bill.



8. E-invoice

Click E-invoice to generate an E-Invoice.



9. E-Invoice

The e-invoice is generated for your sale. Likewise, you can generate an e-invoice for an order or an invoice using the same procedure.

05AAAPG7885R002
NV Sweets



1.e-Invoice Details		
IRN:459a2d6c0230623ff094c80c1e1fe2b16bc0c730487cb59242109b2131861272	Ack. No:132510074602128	Ack. Date:19-06-2025 12:14:12

2.Transaction Details	
Supply Type Code: B2B	Document No: INV-S-33
Place of Supply: UTTAR PRADESH	
Document Type: Tax Invoice	Document Date: 19/06/2025

3.Party Details	
Seller GSTIN : 05AAAPG7885R002 NV Sweets Sapthagiri Colony West Jaffarhanpeat Chennai 244713 UTTARAKHAND 919035624188 naveenmca033@gmail.com Dispatcher NV Sweets Sapthagiri Colony West Jaffarhanpeat Chennai 244713 UTTARAKHAND	Purchaser GSTIN : 09AAAPG7885R002 ABCD line 1 line 2 Chennai 211001 UTTAR PRADESH 919035624111 naveenmca00@gmail.com Shipping GSTIN : 09AAAPG7885R002 ABCD line 1 line 2 Chennai 211001 UTTAR PRADESH

4.Goods Details										
Sno	Product Description	HSN Code	Qty	Unit	Unit Price (Rs)	Discount (Rs)	Taxable Amount(Rs)	Tax Rate (GST+Cess State Cess+Cess Non.Advol)	Other Total Charges (Rs)	Total
1	Maltha	0803	1.0	KGS	76.19	0	76.19	5.0 + 0 0 + 0	0	80.0
Taxable Amt		CGST Amt	SGST Amt	IGST Amt	CESS Amt	State CESS Amt	Discount	Other Charges	Round off Amt	Total Inv.Amt
76.19		0	0	3.81	0	0	0	0	0	80.0

Generated By: 05AAAPG7885R002



Print Date: 19-06-2025 12:14:22

132510074602128

E-sign
Digitally Signed by NIC-IRP on:
19-06-2025 12:14:12



Thank You