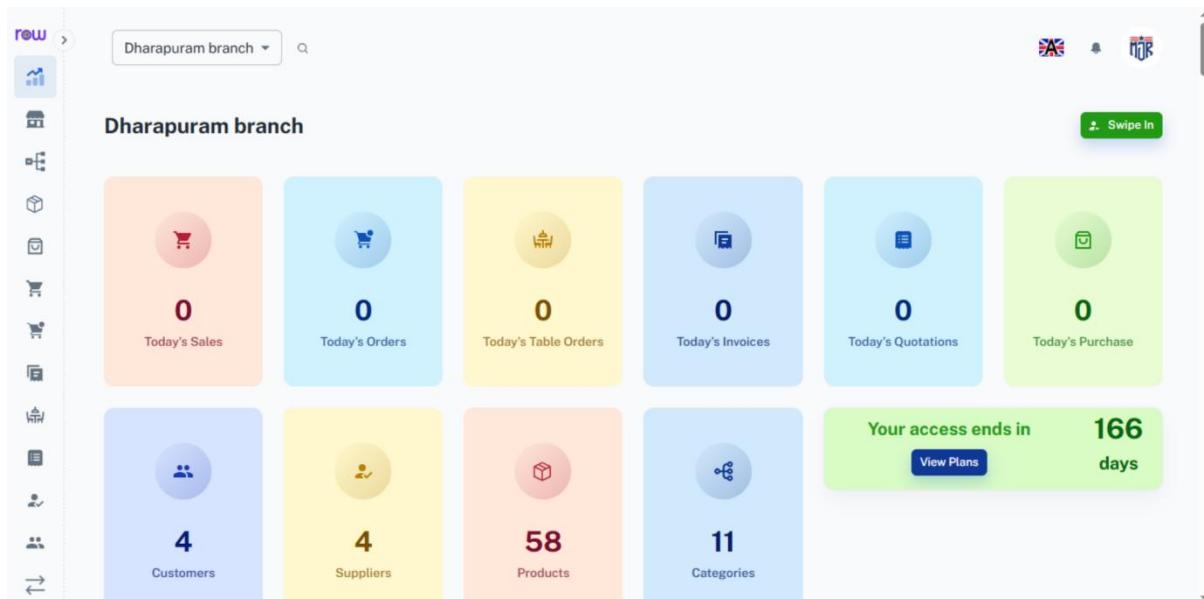


Generate An E-Invoice In Runonweb

Go to runonweb.com

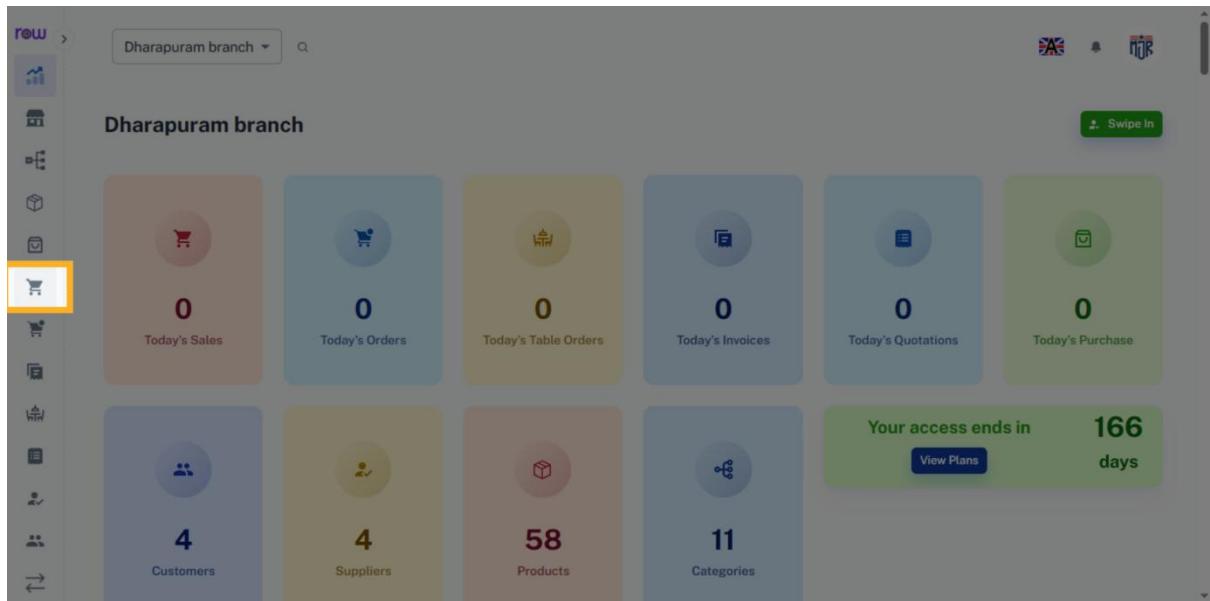
1. Introduction

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



2. Click Sales

Click Sale to go to the sales list screen.



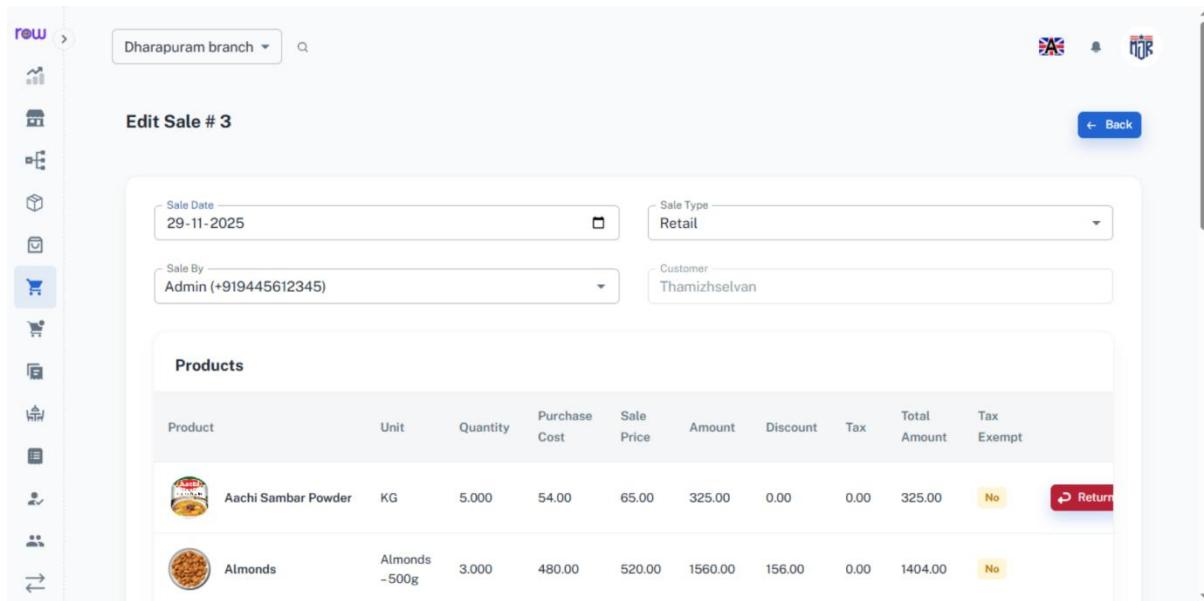
3. Sales List Screen

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

| Sales | | | | | | | | | | | | |
|-------|--------|-----------|-------------|---------------|----------------------------------|----------|------|--------------|--------------|-----------------|----------------|----------------|
| 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 | 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

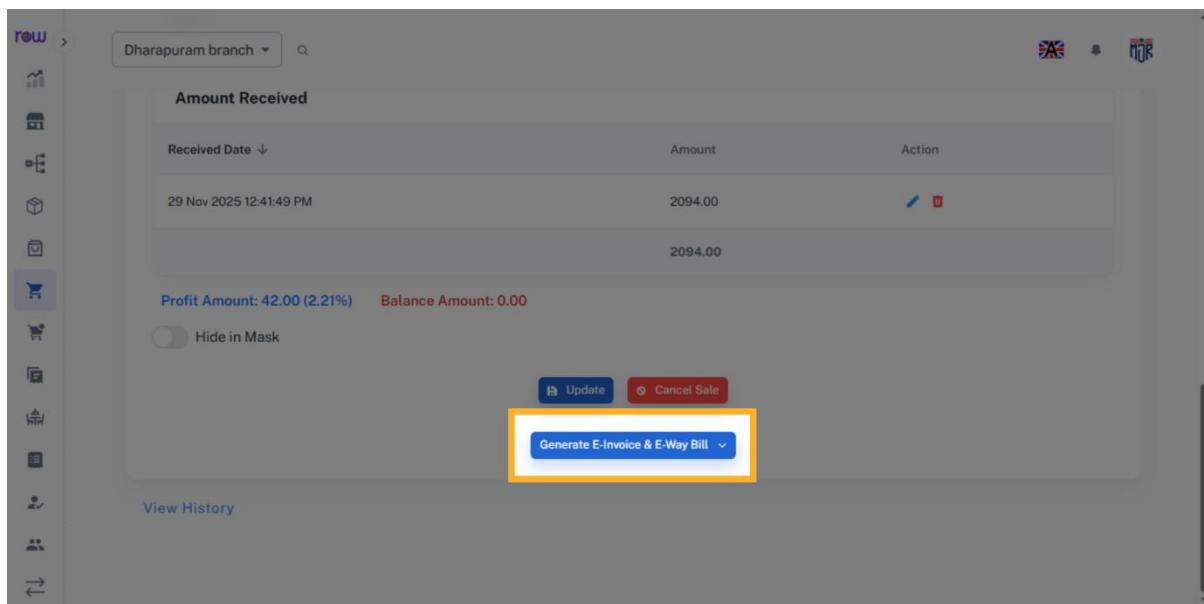
You can see the sales edit screen here.



The screenshot shows the 'Edit Sale # 3' screen. On the left, a vertical sidebar displays icons for various functions: Row (highlighted), Sale, Report, Inventory, Purchase, Sales, Customer, Supplier, and User. The main content area is titled 'Edit Sale # 3' with a 'Back' button. It includes fields for 'Sale Date' (29-11-2025), 'Sale Type' (Retail), 'Sale By' (Admin +919445612345), and 'Customer' (Thamizhselvan). Below these, a 'Products' section lists two items: 'Aachi Sambar Powder' (5.000 KG) and 'Almonds -500g' (3.000). The table includes columns for Product, Unit, Quantity, Purchase Cost, Sale Price, Amount, Discount, Tax, Total Amount, and Tax Exempt. Buttons for 'Return' and 'No' are visible for each product row.

5. Sales Edit Screen

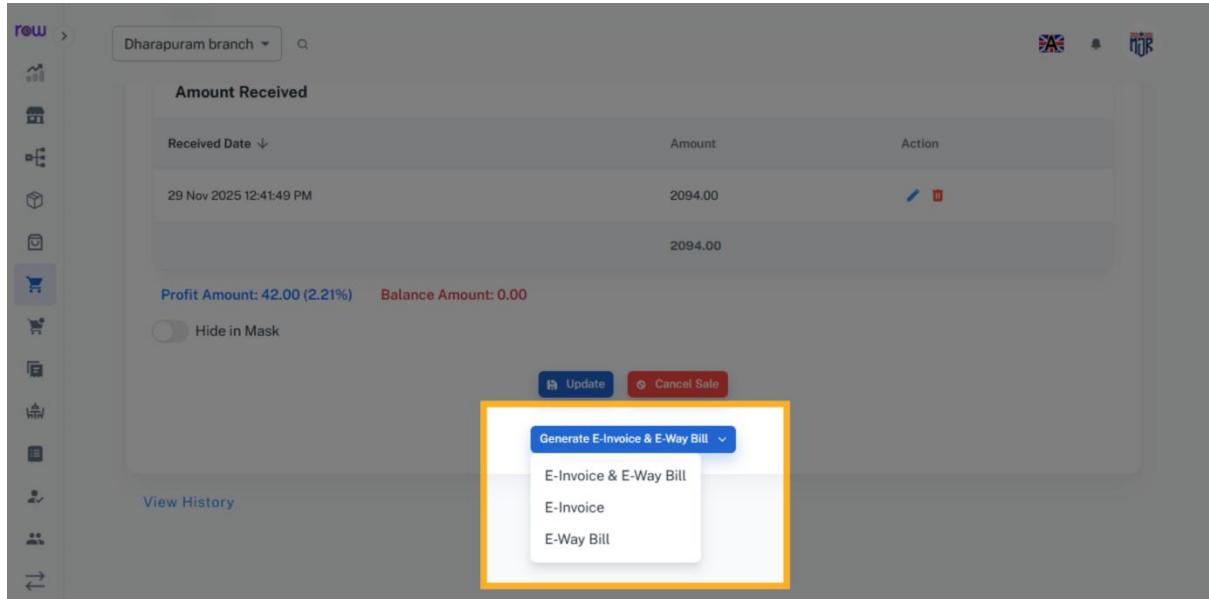
Scroll down on the sale edit screen to see the Generate E-invoice & E-way Bill button, and click it to view the options.



The screenshot shows the 'Sales Edit' screen. The sidebar on the left is identical to the previous screenshot. The main area is titled 'Amount Received' and shows a table with a single row for '29 Nov 2025 12:41:49 PM' with an amount of '2094.00'. Below the table, text indicates 'Profit Amount: 42.00 (2.21%)' and 'Balance Amount: 0.00'. A toggle switch for 'Hide in Mask' is present. At the bottom, there are 'Update' and 'Cancel Sale' buttons, and a prominent blue button with a yellow border labeled 'Generate E-Invoice & E-Way Bill'.

6. Bill Options

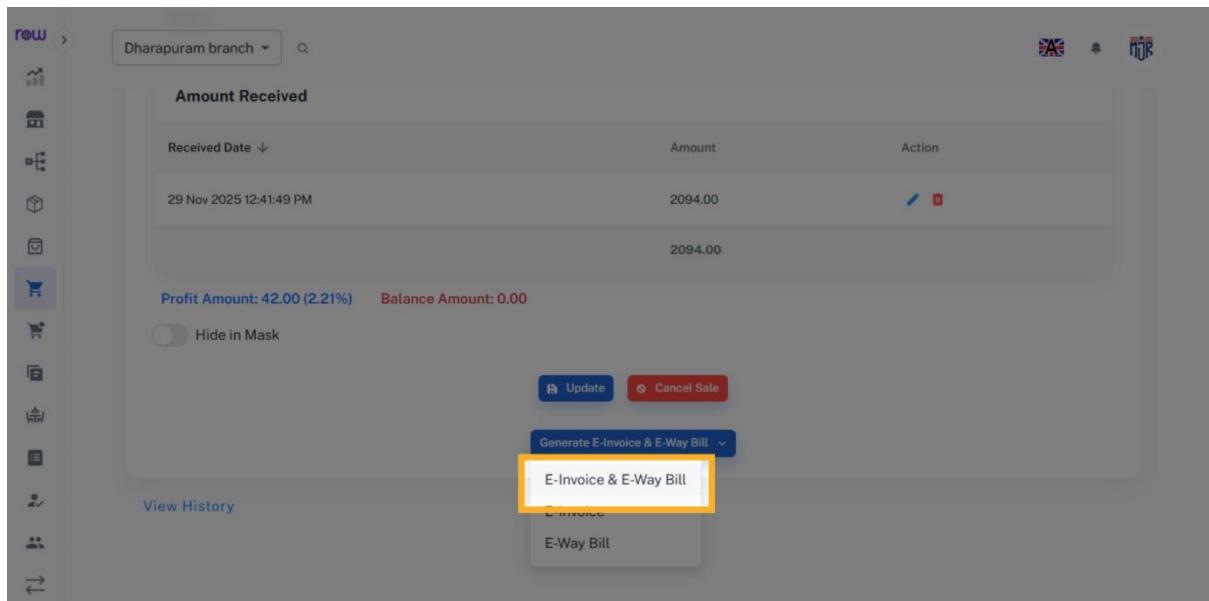
You can see the options to generate an e-invoice and an e-way bill here.



The screenshot shows a POS software interface for 'Dharapuram branch'. The main area displays an 'Amount Received' table with one entry: '29 Nov 2025 12:41:49 PM' with an amount of '2094.00'. Below the table, it says 'Profit Amount: 42.00 (2.21%)' and 'Balance Amount: 0.00'. A 'Hide in Mask' toggle switch is present. At the bottom right, there are 'Update' and 'Cancel Sale' buttons. A dropdown menu titled 'Generate E-Invoice & E-Way Bill' is open, showing three options: 'E-Invoice & E-Way Bill' (selected and highlighted with a yellow box), 'E-Invoice', and 'E-Way Bill'.

7. E-invoice and E-way Bill

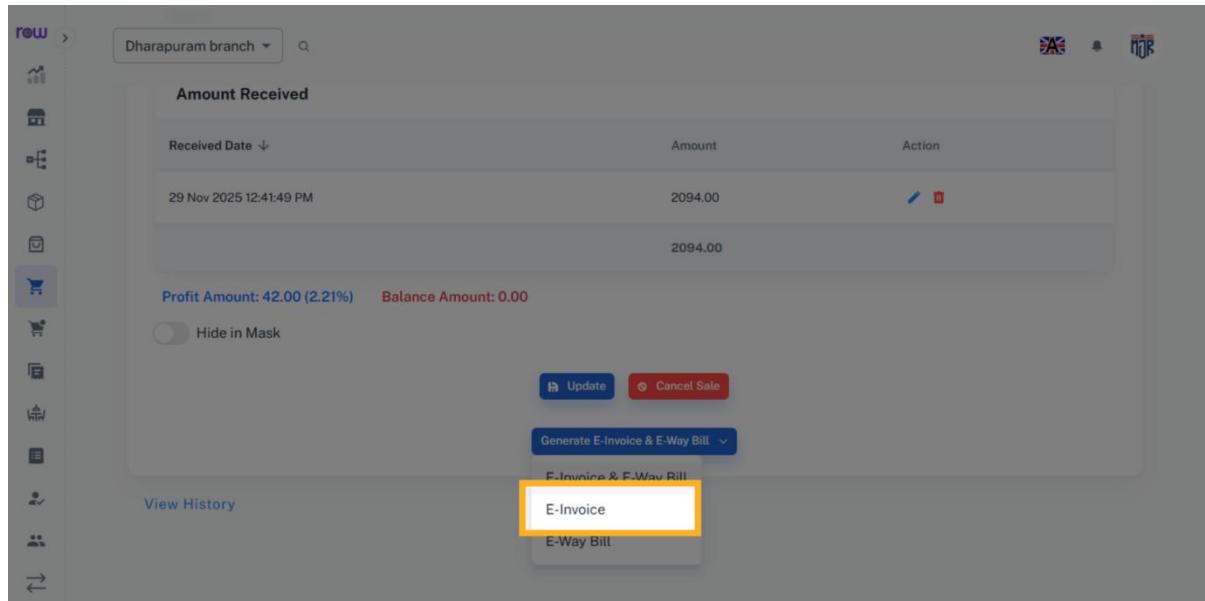
If you want both an e-way bill and an e-invoice, click E-invoice and E-way Bill.



The screenshot shows the same POS software interface as the previous one. The 'Generate E-Invoice & E-Way Bill' dropdown menu is open, and the 'E-Invoice & E-Way Bill' option is selected and highlighted with a yellow box, while the other two options ('E-Invoice' and 'E-Way Bill') are not selected.

8. E-invoice

Click E-invoice to generate an E-Invoice.



The screenshot shows a POS software interface for 'Dharapuram branch'. The 'Amount Received' section displays a single entry: '29 Nov 2025 12:41:49 PM' with an amount of '2094.00'. Below this, the text 'Profit Amount: 42.00 (2.21%)' and 'Balance Amount: 0.00' is shown. A 'Hide in Mask' toggle switch is present. At the bottom, there are 'Update' and 'Cancel Sale' buttons. A dropdown menu titled 'Generate E-Invoice & E-Way Bill' is open, with the 'E-Invoice' option highlighted by a yellow box. Other options in the dropdown include 'E-Invoice & E-Way Bill' and 'E-Way Bill'.

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.

05AAPG7885R002
NV Sweets



1.e-Invoice Details

IRN:459a2d6c0230623ff094c80c1e1fe2b16bc0 **Ack. No:**132510074602128 **Ack. Date:**19-06-2025 12:14:12
c730487cb59242109b2131861272

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 : 05AAPG7885R002 NV Sweets Sapthagiri Colony West Jaffarhanpeat Chennai 244713 UTTARAKHAND 919035624188 naveenmca033@gmail.com | Purchaser GSTIN : 09AAPG7885R002 ABCD line 1 line 2 Chennai 211001 UTTAR PRADESH 919035624111 naveenmca00@gmail.com |
|---|---|
| Dispatcher NV Sweets Sapthagiri Colony West Jaffarhanpeat Chennai 244713 UTTARAKHAND | Shipping GSTIN : 09AAPG7885R002 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 | Maitha | 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 |

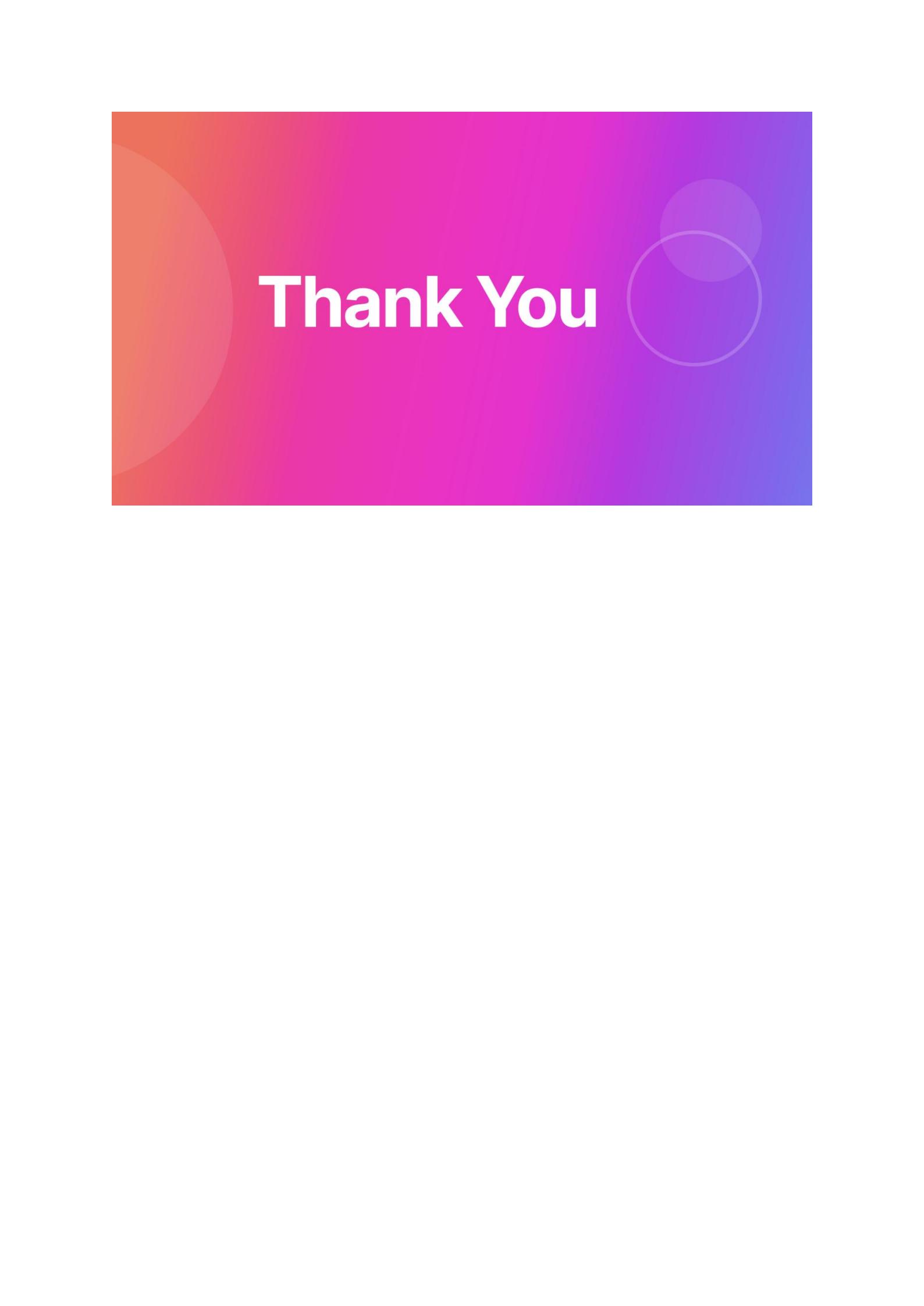
Generated By: 05AAPG7885R002



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

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

132510074602128



Thank You