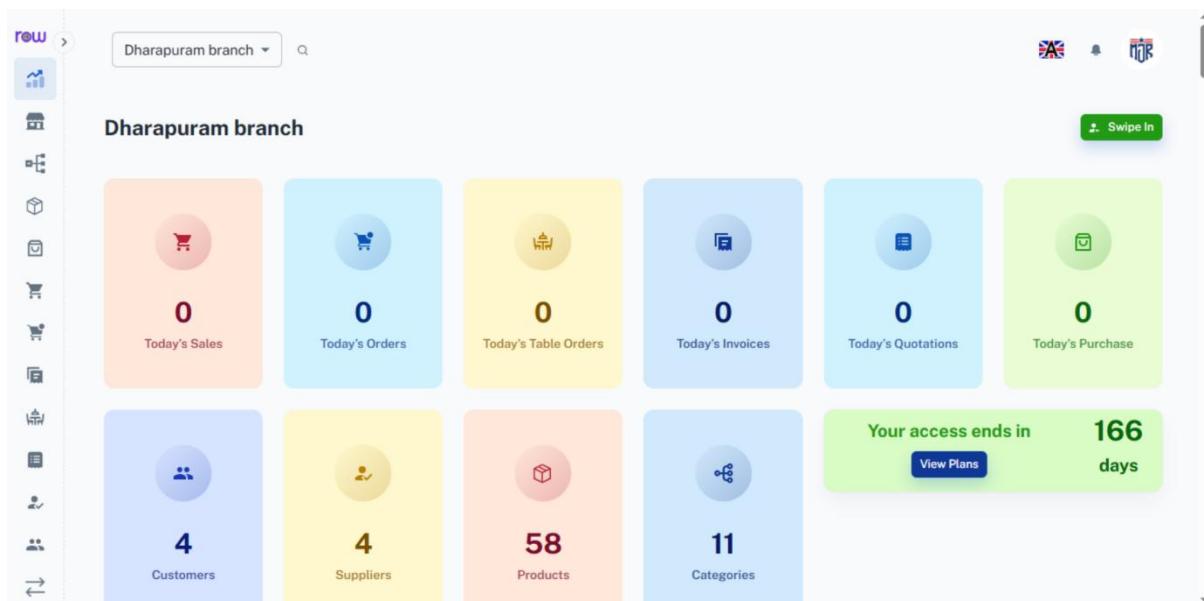


Generate an E-Way Bill in Runonweb

Go to runonweb.com

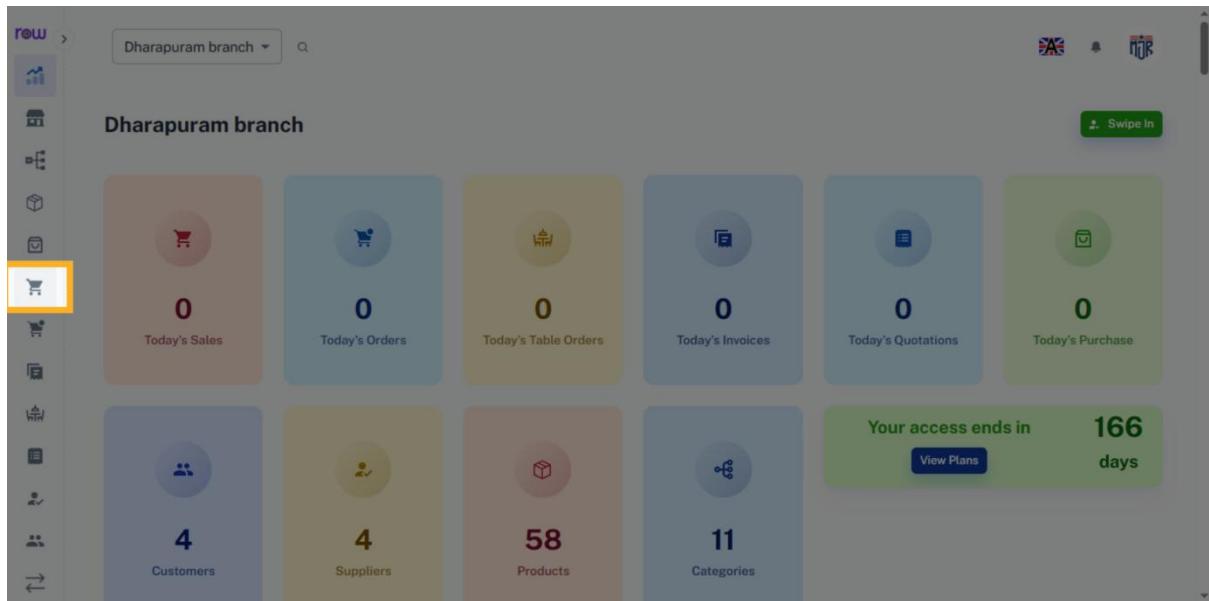
1. Introduction

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



2. Click Sales

Click Sale to go to the sales list screen.



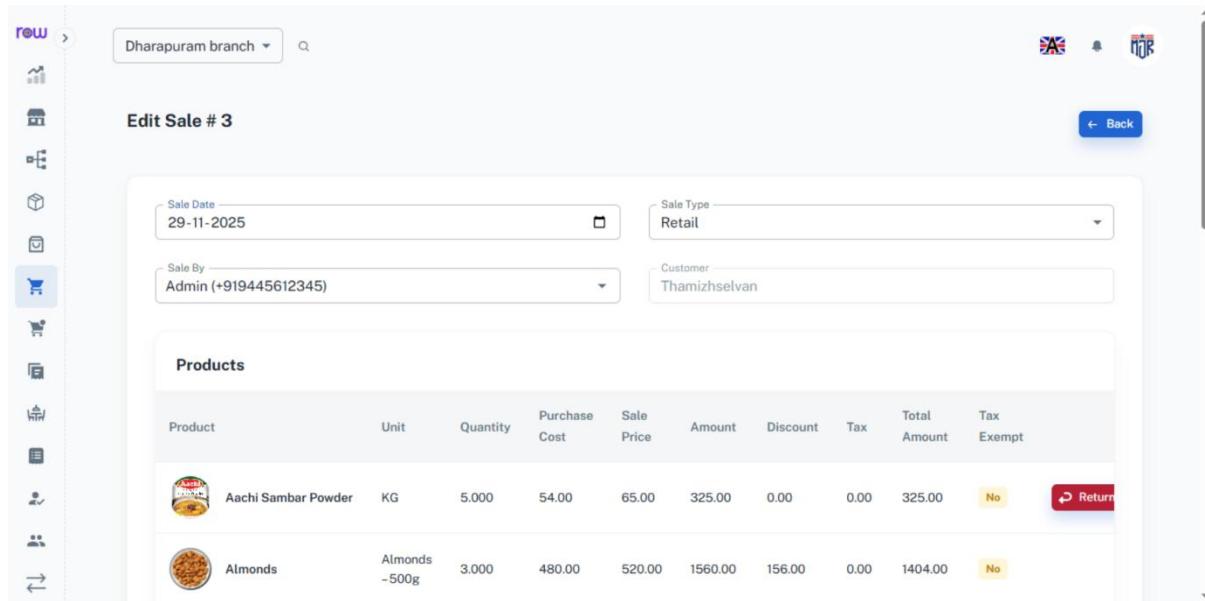
3. Sales List Screen

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 menu is visible with icons for Home, Sales, Purchase, Inventory, Reports, and Settings. The main area displays the following details:

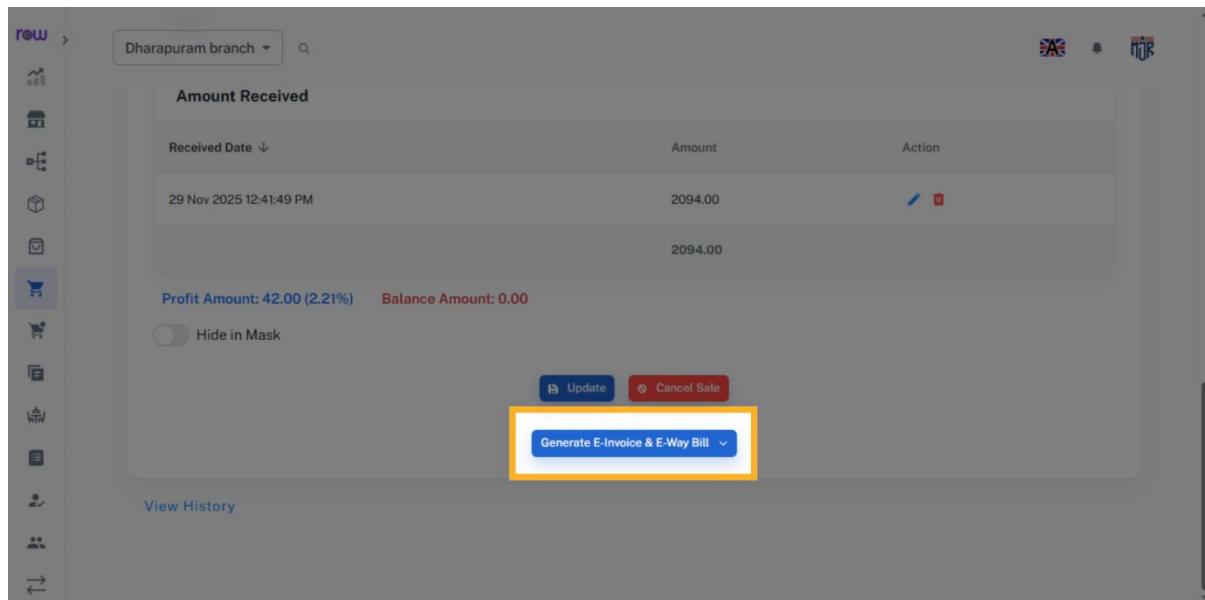
Sale Date	29-11-2025	Sale Type	Retail
Sale By	Admin (+919445612345)	Customer	Thamizhselvan

Products

Product	Unit	Quantity	Purchase Cost	Sale Price	Amount	Discount	Tax	Total Amount	Tax Exempt
Aachi Sambar Powder	KG	5.000	54.00	65.00	325.00	0.00	0.00	325.00	No
Almonds	Almonds -500g	3.000	480.00	520.00	1560.00	156.00	0.00	1404.00	No

5. Sales Edit Screen

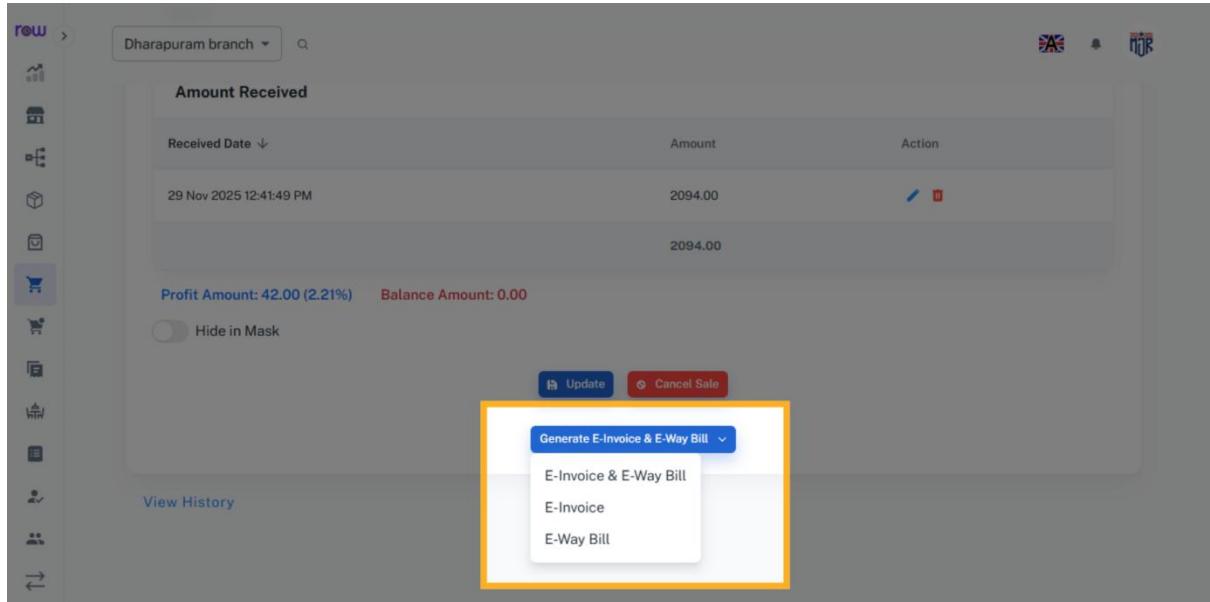
Scroll down on the sale edit screen to see the Generate E-invoice & E-way Bill button, and click it to view the options.



The screenshot shows the 'Amount Received' section of the sales edit screen. At the bottom of this section, there is a button labeled 'Generate E-Invoice & E-Way Bill' with a dropdown arrow. This button is highlighted with a yellow box.

6. Bill Options

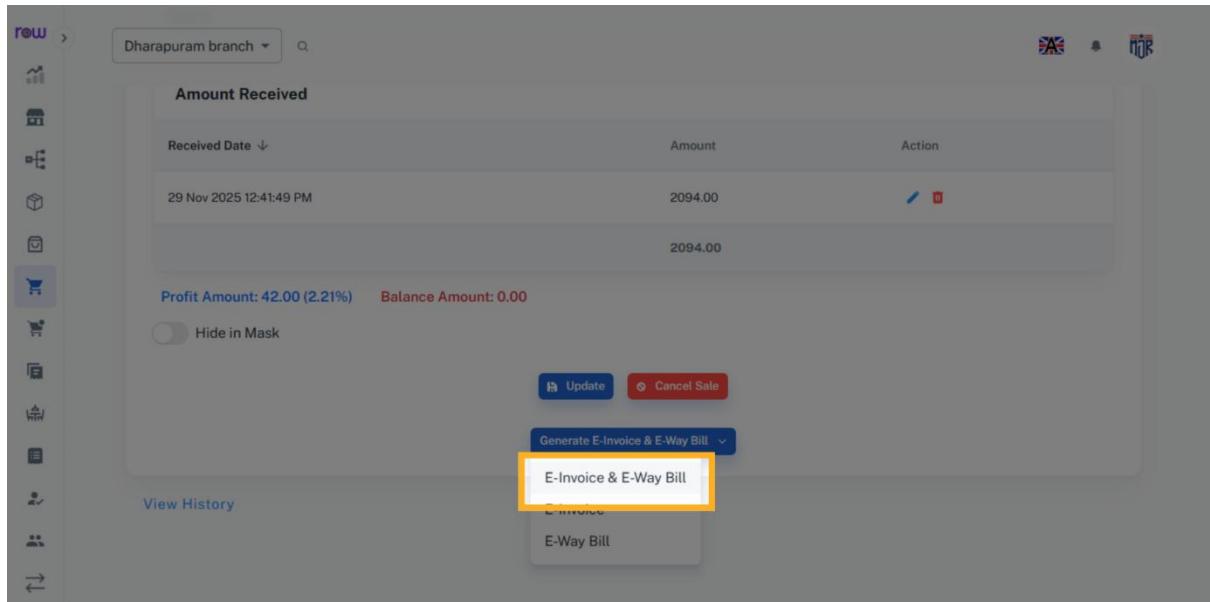
You can see the options to generate an e-invoice and an e-way bill here.



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

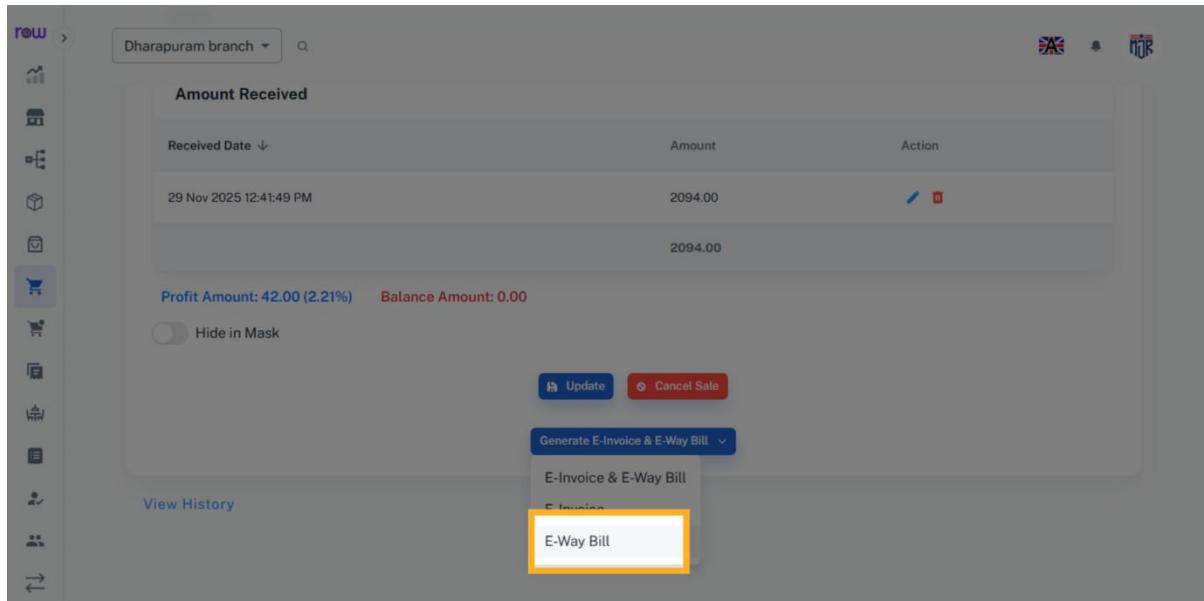
If you want both an e-way bill and an e-invoice, click E-invoice and E-way Bill.



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 highlighted with a yellow box. The other two options, 'E-Invoice' and 'E-Way Bill', are visible but not selected.

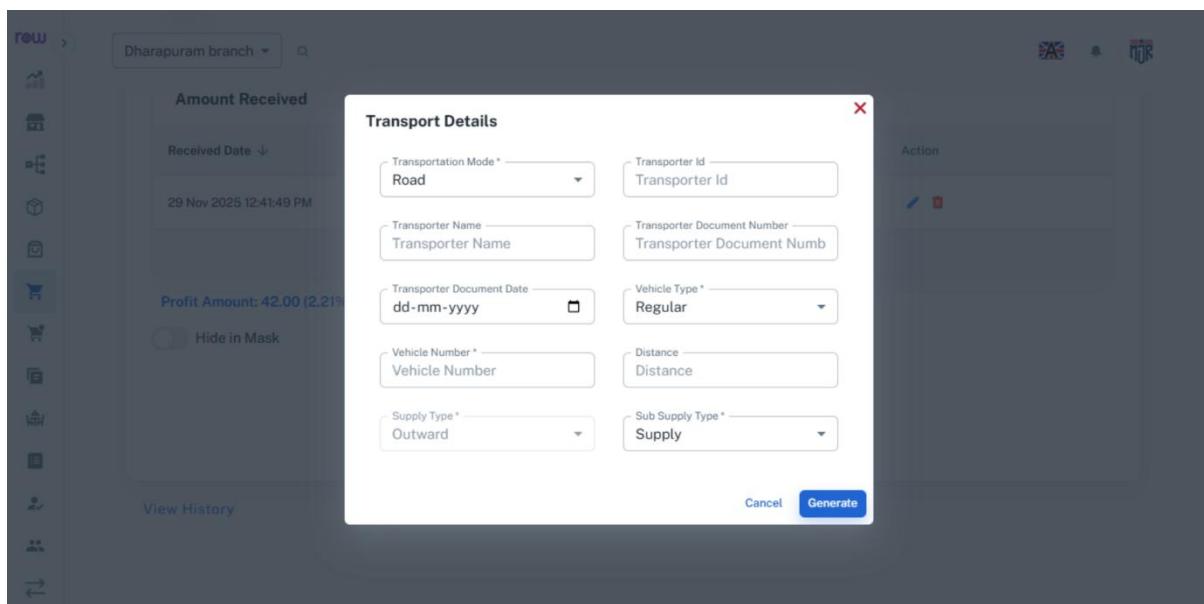
8. E-Way Bill

Click E-way Bill to generate an e-way bill.



9. E-Way Bill

Fill in the necessary details and click generate to generate the E-way Bill.



10. E-Way Bill

The e-way bill generated for sale. Likewise You can generate an e-way bill for purchase, order, and invoice using the same procedure.

e-Way Bill



1- E-way Bill Details

E-way Bill No. : 381010389175 Generated Date : 19/06/2025 12:17 PM Generated By : 05AAABC0181E1ZE Valid Upto : 22/06/2025
Mode : Road Approx Distance : 401 km
Type : Outward-Supply Document Details : Tax Invoice-EWB-S-8-19/06/2025 Transaction Type : Regular

2- Address Details

From	To
GSTIN : 05AAABC0181E1ZE NV Sweets UTTARAKHAND ::Dispatch From:: branch 2, b2, line 2 Dharapuram, UTTARAKHAND, 244713	GSTIN : 09AAAPG7885R002 XYZ UTTAR PRADESH ::Ship To:: UP Line 1, UP Line 2 UPPP, UTTAR PRADESH, 226001

3- Goods Details

HSN Code	Product Name & Desc.	Quantity	Taxable Amount Rs.	Tax Rate (C+S+I+Cess+Cess Non.Advo)
0803	Maitha	1.00 KGS	76.19	0.00+0.00+5.00+0.00+0.00

Tot. Taxable Amt : ₹ 80.00 CGST Amt : ₹ 0.00 SGST Amt : ₹ 0.00 IGST Amt : ₹ 3.81 CESS Amt : ₹ 0.00

CESS Non.Advo Amt : ₹ 0.00 Other Amt : ₹ 0.00 Total Inv. Amt : ₹ 0.00

4- Transportation Details

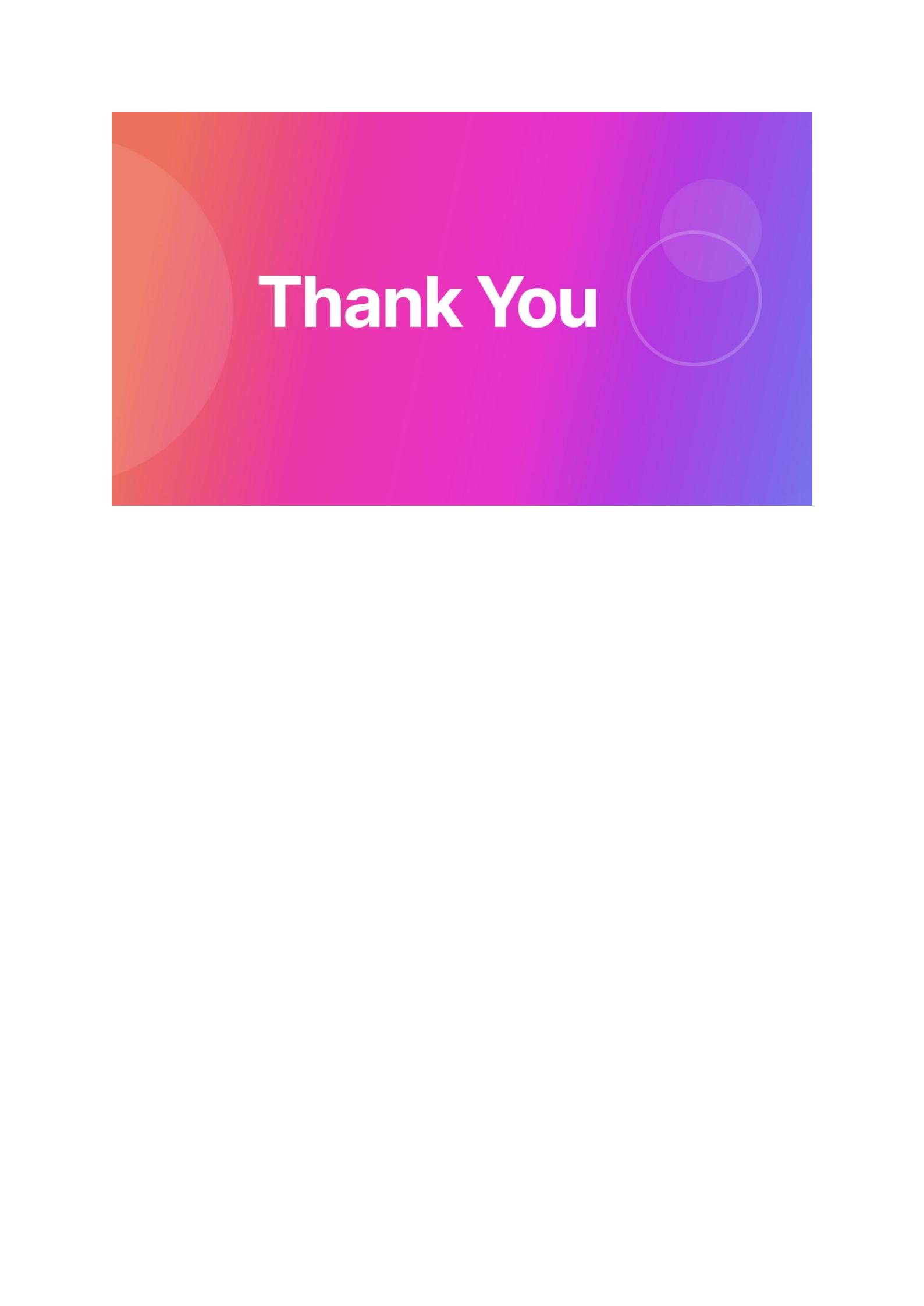
Transporter Id & Name: 09AAAPG7885R002 & AAA TRANSPORT Transporter Doc. No. & Date: 09AAAPG7885R002

5- Vehicle Details

Mode	Vehicle / Trans Doc No & Dt.	From	Entered Date	Entered By	CEWB NO. (if any)	Multi Veh.info (if any)
Road	UK07AcB111 & 09AAAPG7885R002	Dharapuram	19/06/2025 12:17 PM	05AAABC0181E1ZE	-	-



381010389175



Thank You