Manual > Importing Invoices Declared in e-Way Bill System into Form GSTR-1

How can I import invoices, declared in e-Way Bill System, into Form GSTR-1?

To import invoices, declared in e-Way Bill System, into Form GSTR-1; perform following steps:

1. [Login, navigate to GSTR-1 page and generate GSTR-1 Summary](#)
2. Import invoices, declared in e-Way Bill System**,** into the following three tiles of the generated GSTR-1 Summary page:

I. [4A, 4B, 4C, 6B, 6C - B2B Invoices](#) *(To import invoices for taxable outward supply transactions between registered taxable entities/persons)*

II. [5A, 5B - B2C (Large) Invoices](#) *(To import invoices* for taxable outward inter-State supply transactions between a Registered Supplier and an Unregistered Buyer, where the invoice value is more than Rs 2.5 lakh)*

III. [12 - HSN-wise-summary of outward supplies](#) *(To download the summarized HSN-wise invoices of all outward supplies)*

Click each hyperlink to know more.

| Dashboard | Services ▾ | GST Law | Search Taxpayer ▾ | Help ▾ | e-Way Bill System |

Dashboard › Returns › GSTR1   🌐 English

GSTR-1 - Details of outward supplies of goods or services   ⟳

● Indicates Mandatory Fields

GSTIN - 08AACCS8796G1ZR   Legal Name - MxWeb Infotech48   Trade Name - GSTN
FY - 2018-19   Return Period - November   Status - Not Filed   Due Date - 11/12/2018

✔ The summary displayed as on 07/01/2019 10:48:53.For update click on Generate GSTR1 summary

GSTR-1 - Invoice Details

** Important Notice: If the invoices are more than 500 . Please check here

4A, 4B, 4C, 6B, 6C - B2B Invoices	**1**
Total Value	Total Taxable Value
₹ 7,94,644.32	₹ 45,646.32
Total Tax Liability	
₹ 2,417.64	

"Total tax liability" includes tax payable by r

IMPORT EWB DATA ℹ

5A, 5B - B2C (Large) Invoices	**0**
Total Value	Total Taxable Value
₹ 0.00	₹ 0.00
Total Tax Liability	
₹ 0.00	

IMPORT EWB DATA ℹ

9B - Credit / Debit Notes (Registered)	**0**
Total Taxable Value	Total Tax Liability
₹ 0.00	₹ 0.00

9B - Credit / Debit Notes (Unregistered)	**0**
Total Taxable Value	Total Tax Liability
₹ 0.00	₹ 0.00

6A - Exports Invoices	**0**
Total Value	Total Taxable Value
₹ 0.00	₹ 0.00
Total Tax Liability	
₹ 0.00	

9A - Amended B2B Invoices	**0**
Total Value	Total Taxable Value
₹ 0.00	₹ 0.00
Total Tax Liability	
₹ 0.00	

9A - Amended B2C (Large) Invoices	**0**	**9A - Amended Exports Invoices**	**0**	**9C - Amended Credit/Debit Notes (Registered)**	**0**

Total Value	Total Taxable Value	Total Value	Total Taxable Value	Total Taxable Value	Total Tax Liability
₹ 0.00	₹ 0.00	₹ 0.00	₹ 0.00	₹ 0.00	₹ 0.00
Total Tax Liability		Total Tax Liability			
₹ 0.00		₹ 0.00			

9C - Amended Credit/Debit Notes (Unregistered)	**0**

Total Taxable Value	Total Tax Liability
₹ 0.00	₹ 0.00

GSTR-1 - Other Details

7 - B2C (Others)	**0**	**8A, 8B, 8C, 8D - Nil Rated Supplies**	**0**	**11A(1), 11A(2) - Tax Liability (Advances Received)**	**0**

Total Taxable Value	Total Tax Liability	Total Nil Amt	Total Exempted Amt	Gross Advance Received	
₹ 0.00	₹ 0.00	₹ 0.00	₹ 0.00	₹ 0.00	
		Total Non-GST Amt		Total Tax Liability	
		₹ 0.00		₹ 0.00	

11B(1), 11B(2) - Adjustment of Advances	**0**	**12 - HSN-wise summary of outward supplies**	**0**	**13 - Documents Issued**	**0**

Gross Advance Adjusted		Total Value	Total Taxable Value	Total Docs	Cancelled Docs
₹ 0.00		₹ 0.00	₹ 0.00	0	0
Total Tax Liability		Total Tax Liability		Net Issued Docs	
₹ 0.00		₹ 0.00		0	
		IMPORT EWB DATA ⓘ			

11A - Amended Tax Liability (Advance Received)	**0**	**11B - Amendment of Adjustment of Advances**	**0**	**10 - Amended B2C(Others)**	**0**

Gross Advance Received		Gross Advance Adjusted		Total Taxable Value	
₹ 0.00		₹ 0.00		₹ 0.00	
Total Tax Liability		Total Tax Liability		Total Tax Liability	
₹ 0.00		₹ 0.00		₹ 0.00	

GENERATE GSTR1 SUMMARY

☐   I acknowledge that I have reviewed the details of the preview and the information is correct and would like to submit the details. I am aware that no changes can be made after submit.

BACK   PREVIEW   SUBMIT   FILE RETURN

I. 4A, 4B, 4C, 6B, 6C - B2B Invoices

To import B2B EWB invoices in the Form GSTR-1, perform following steps:

1. Click the **IMPORT EWB DATA** button in the "4A, 4B, 4C, 6B, 6C - B2B Invoices" tile.

Note: EWB details shall be available in GST portal based on the e-Way bills raised during the relevant tax period.

2. Based on the number of invoices of current tax period present in the EWB System, a page will be displayed. Click the following hyperlinks to know what happens in each case:

2a. If the number of invoices are less than 50

2b. If the number of invoices are more than 50 but less than 500

2c. If the number of invoices are more than 500

2a. If the number of B2B EWB invoices are less than 50

If the number of invoices are less than 50, following page gets displayed. Perform the steps as mentioned below or click the **BACK** button to go to the previous page.

2a(i). If required, click the **DOWNLOAD** button to download the invoices in CSV format.

2a(ii). Select all the invoices by selecting the **All** selection box or select the selection boxes against the invoices to be imported. As you make your selection, the "IMPORT" button gets enabled. Click the **IMPORT** button.

2a(iii). An Information popup is displayed. Click the **OK** button.

2a(iv). A Success popup is displayed. Click the **CLOSE** button.
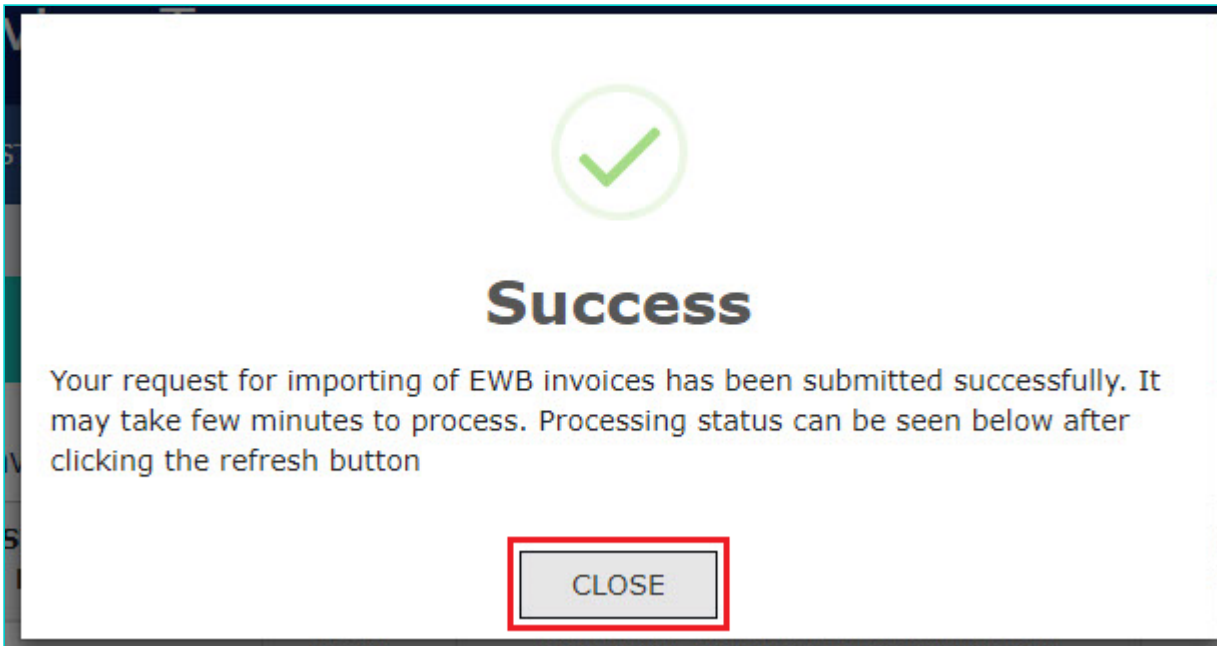
2a(v). After a few minutes, click the refresh button on the top and processing Status gets displayed in the "Import History" table.

Note: In case the invoices are processed with error, error report gets generated in JSON format, which can be viewed in the Offline tool to correct the same. Please click here. to view the step-by-step instructions on how to do this in the "Open Downloaded Error File – GSTR1" section of the Offline Tool Manual.

2a(vi). Click BACK and the imported B2B EWB invoice details would be reflected in the tile.

2a(vii). Click the tile to cross-check all the processed invoices. The imported B2B EWB invoice would be listed on the top of the "Processed Invoices" list.

2a(viii). To edit the imported B2B EWB processed invoice, click its hyperlink in the **"Receiver Details"** column.

2a(ix). The B2B Invoices-Summary page is displayed. Click the Edit button in the "Actions" column or the hyperlink in the "Invoice No." column to make changes to the invoice.

[Go back to the Main Menu](#)

2b. If the number of B2B EWB invoices are more than 50 but less than 500

If the number of invoices are more than 50 but less than 500, following page gets displayed. Perform the steps as mentioned below or click the **BACK** button to go to the previous page.

2b(i). Click the **DOWNLOAD** button. A "b2b.csv" file gets downloaded as shown below.

2b(ii). To view the downloaded B2B EWB invoices, click on the downloaded **b2b.csv** sheet to open it. To upload these B2B EWB invoices using the offline utility, please follow the steps mentioned [here](#).

[Go back to the Main Menu](#)

2c. If the number of B2B EWB invoices are more than 500

If the number of invoices are more than 500, following page gets displayed. Perform the steps as mentioned below or click the **BACK** button to go to the previous page.

2c(i). Click the **GENERATE FILE TO DOWNLOAD** button.

2c(ii). A message asking you to wait for 20 minutes gets displayed.

2c(iii). After 20 minutes, another message is displayed and a download link is also provided below the **GENERATE FILE TO DOWNLOAD** button. Click the link to download a zipped folder containing the B2B EWB invoices in excel format.

2c(iv). Right-click on the zipped folder and click **Extract All**.

2c(v) Unzipped Excel File gets displayed. Click it to open it.
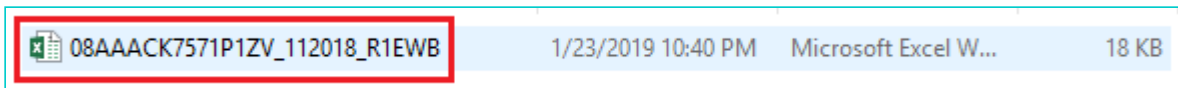
2c(vi). The downloaded B2B EWB invoices get displayed. To upload these invoices using the offline utility, follow the steps mentioned here.

[Go back to the Main Menu](#)

II. 5A, 5B - B2C (Large) Invoices

To import B2CL EWB invoices in Form GSTR-1, perform the following steps:

1. Click the **IMPORT EWB DATA** button in the "5A, 5B - B2C (Large) Invoices" tile.

Note: EWB details shall be available in GST portal based on the e-Way bills raised during the relevant tax period.

GSTR-1 - Invoice Details

** Important Notice: If the invoices are more than 500 . Please check here

Help

4A, 4B, 4C, 6B, 6C – B2B Invoices	**2**

Total Value	Total Taxable Value
₹ 8,48,404.32	₹ 93,646.32

Total Tax Liability

₹ 8,177.64

liability" includes tax payable by recipient on :

IMPORT EWB DATA ℹ️

5A, 5B – B2C (Large) Invoices	**0**

Total Value	Total Taxable Value
₹ 0.00	₹ 0.00

Total Tax Liability

₹ 0.00

IMPORT EWB DATA ℹ️

9B – Credit / Debit Notes (Registered)	**0**

Total Taxable Value	Total Tax Liability
₹ 0.00	₹ 0.00

2. Based on the number of invoices of current tax period present in the EWB System, a page will be displayed. Click the following hyperlinks to know what happens in each case:

2a. If the number of invoices are less than 50

2b. If the number of invoices are more than 50 but less than 500

2c. If the number of invoices are more than 500

2a. If the number of invoices are less than 50

If the number of invoices are less than 50, following page gets displayed. Perform the same steps you would have performed to import B2B invoices, as mentioned here.

Dashboard > Returns > EWBGSTR-1   🌐 English
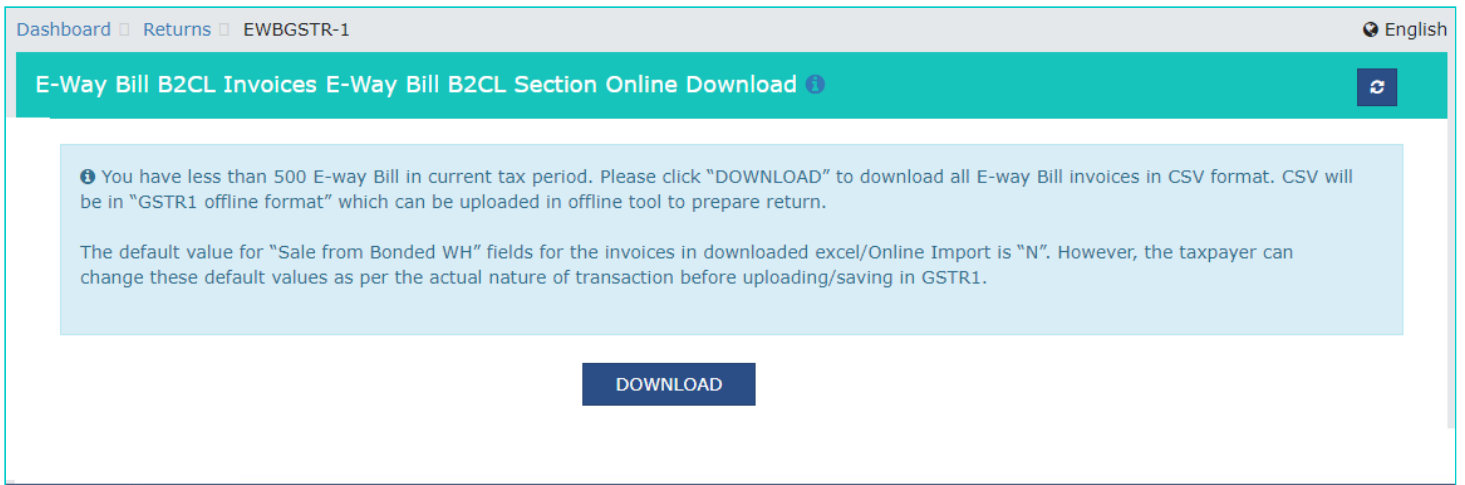
E-Way Bill B2CL Invoices ℹ️

Select All ☐	Invoice No.	Invoice date	Place Of Supply	Total Taxable Value (₹)
☐	1599	16-11-2018	Madhya Pradesh	2,14,190.01

BACK   IMPORT   DOWNLOAD

Go back to the Main Menu

2b. If the number of B2CL EWB invoices are more than 50 but less than 500

If the number of invoices are more than 50 but less than 500, following page gets displayed. Perform the steps as mentioned below.
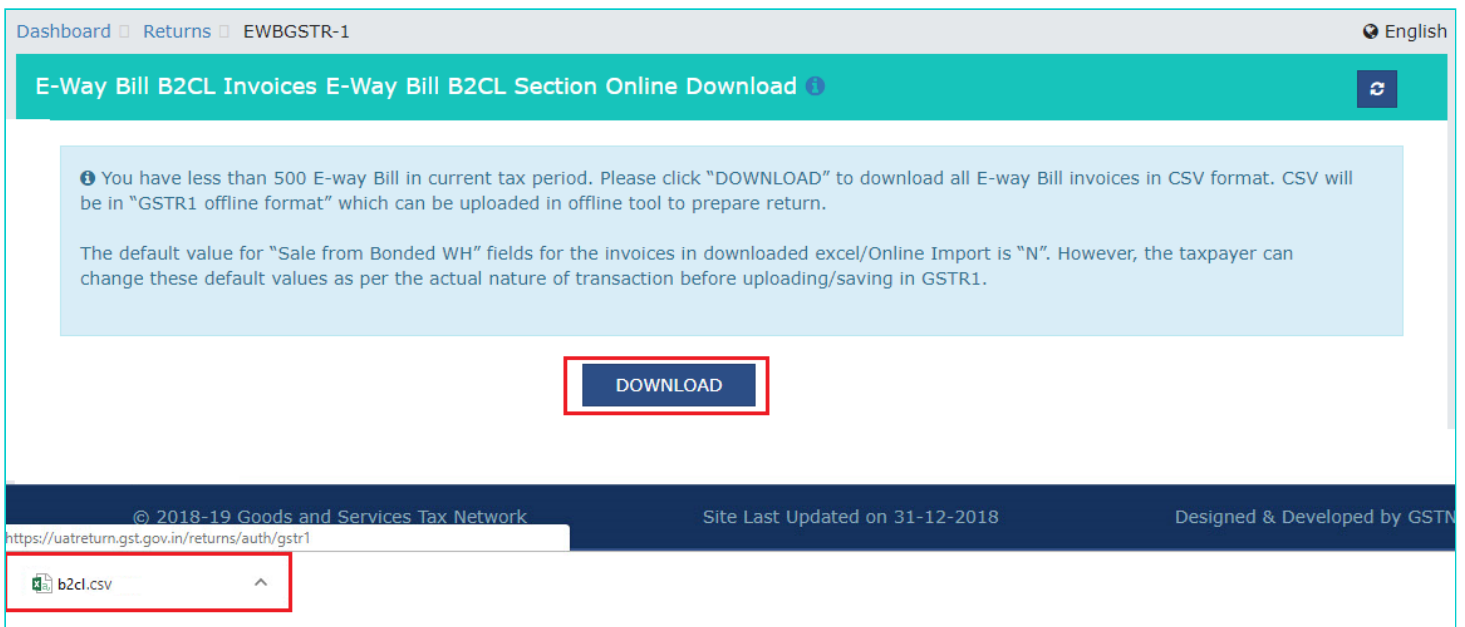
2b(i). Click the **DOWNLOAD** button. A "b2cl.csv" file gets downloaded as shown below.

2b(ii). To view the downloaded B2Cl EWB invoices, click on the downloaded **b2cl.csv** sheet to open it. To upload these B2CL EWB invoices using the offline utility, please follow the steps mentioned here.

[Go back to the Main Menu](#)

2c. If the number of B2CL EWB invoices are more than 500

If the number of B2CL EWB invoices are more than 500, following page gets displayed. Perform the same steps you would have performed to import B2B invoices, as mentioned [here](#).

[Go back to the Main Menu](#)

III. 12 - HSN-wise-summary of outward supplies

To import HSN-wise EWB invoices in the Form GSTR-1, perform the following steps:

1. Click the **IMPORT EWB DATA** button in the "12 - HSN-wise-summary of outward supplies" tile.

Note: EWB details shall be available in GST portal based on the e-Way bills raised during the relevant tax period.

2. Based on the number of invoices of current tax period present in the EWB System, a page will be displayed. Click the following hyperlinks to know what happens in each case:

2a. If the number of invoices are less than 50

2b. If the number of invoices are more than 50 but less than 500

2c. If the number of invoices are more than 500

2a. If the number of HSN-wise EWB invoices are less than 50

If the number of HSN-wise EWB invoices are less than 50, following page gets displayed. Perform the steps as mentioned below or click the **BACK** button to go to the previous page.

2a(i). Click the **DOWNLOAD** button. An "hsn.csv" file gets downloaded as shown below.
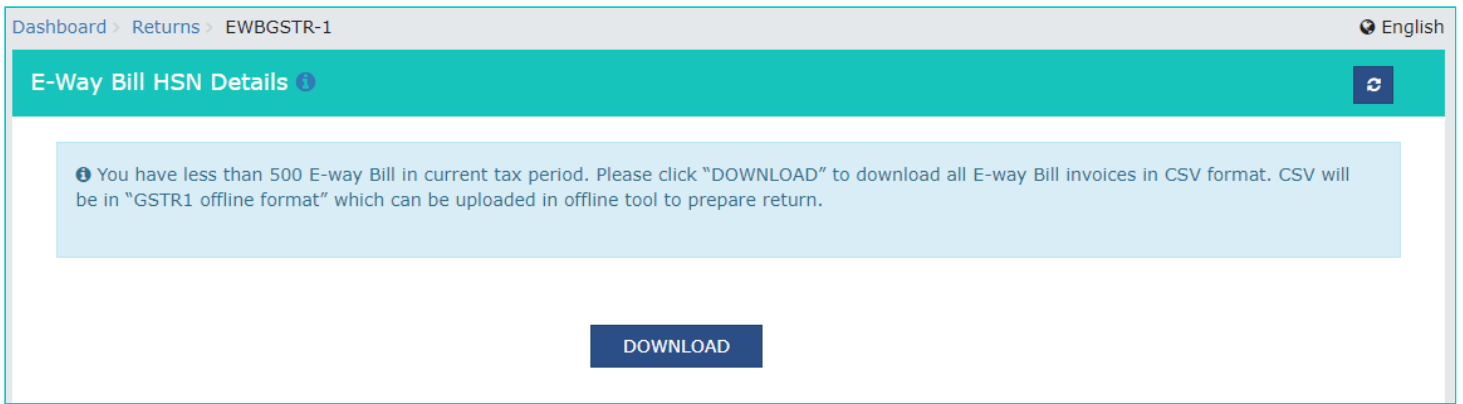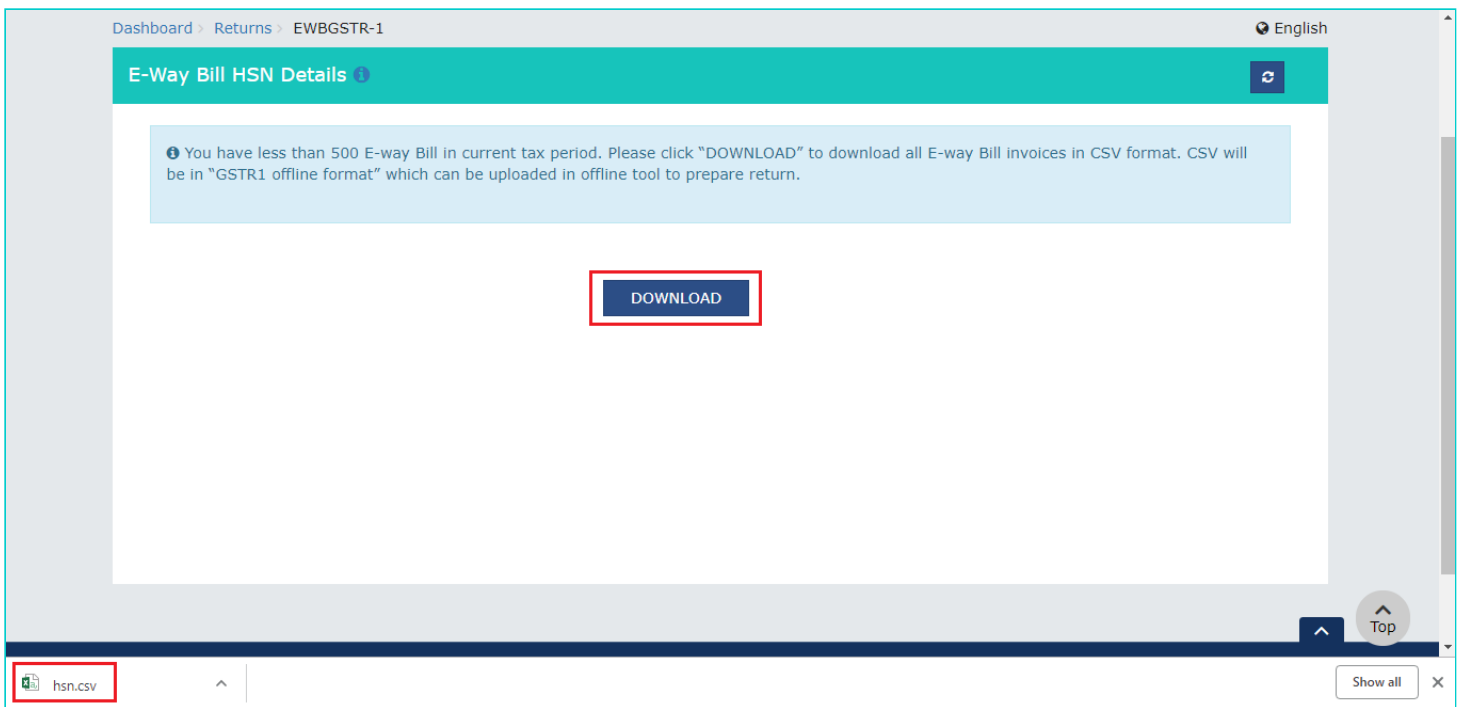
2a(ii). To view the downloaded HSN-wise EWB invoices, click on the downloaded **hsn.csv** sheet to open it. To upload these invoices using the offline utility, please follow the steps mentioned [here](#).

[Go back to the Main Menu](#)

2b. If the number of HSN-wise EWB invoices are more than 50 but less than 500

If the number of HSN-wise EWB invoices are more than 50 but less than 500, following page gets displayed. Perform the steps as mentioned below.

2b(i). Click the **DOWNLOAD** button. An "hsn.csv" file gets downloaded as shown below.

2b(ii). To view the downloaded HSN-wise EWB invoices, click on the downloaded **hsn.csv** sheet to open it. To upload these invoices using the offline utility, please follow the steps mentioned here.

Go back to the Main Menu

2c. If the number of HSN-wise EWB invoices are more than 500

If the number of HSN-wise EWB invoices are more than 500, following page gets displayed. Perform the same steps you would have performed to import B2B invoices, as mentioned here.

Go back to the Main Menu