

# USER MANUAL

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Prepared for: Tangentia Gateway E-Invoicing application

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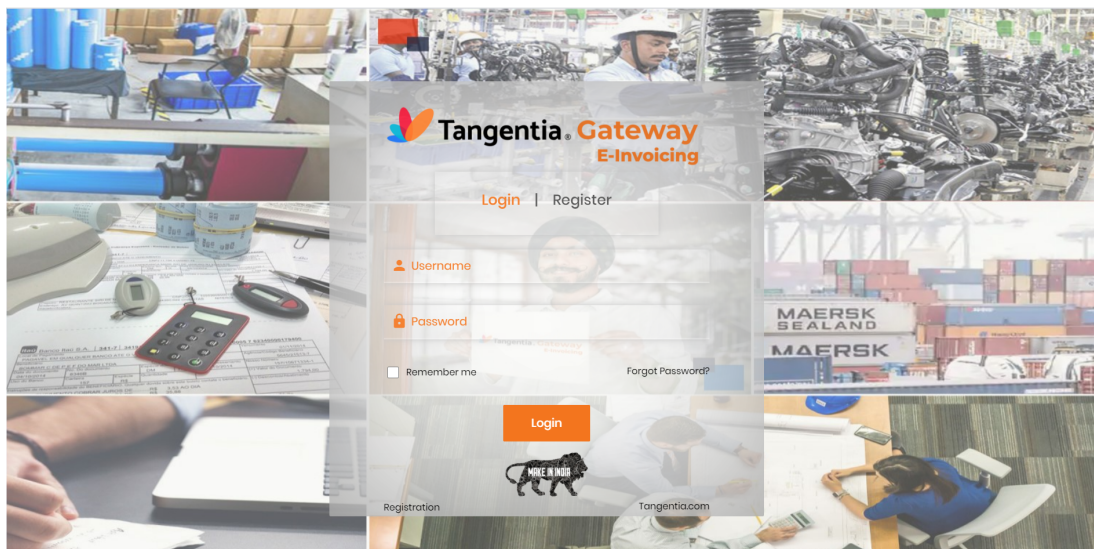
# 1. Tangentia Gateway E-Invoicing Portal

## 1.1. Login

E-Invoice can be accessed from Tangentia Gateway E-Invoicing Portal.

1. Navigate to the website <https://e invoicing.tangentia.com/login>(figure 1)
2. Click on the “Username” and type in the username.
3. Click on the password and type in the password.
4. Click on “Login” or press Enter key, to Log into the page.

Figure 1. login page of the E-Invoicing application.



## 1.2.Registration

Registration page can be accessed from Tangentia Gateway E-Invoicing Portal.

1. Navigate to the website <https://e invoicing.tangentia.com/login> (figure 2)
2. Click on the “Register” button to nabvigate to registration page.
3. Click on the “Register Now” button to start registration.(figure 3)
  - a. Once clicked on “Register Now” button, a page to select the plan appears.
4. Or scroll down the page and the plan selection page can be seen directly. (figure 4)

Figure 2. Home page of the E-Invoicing application.

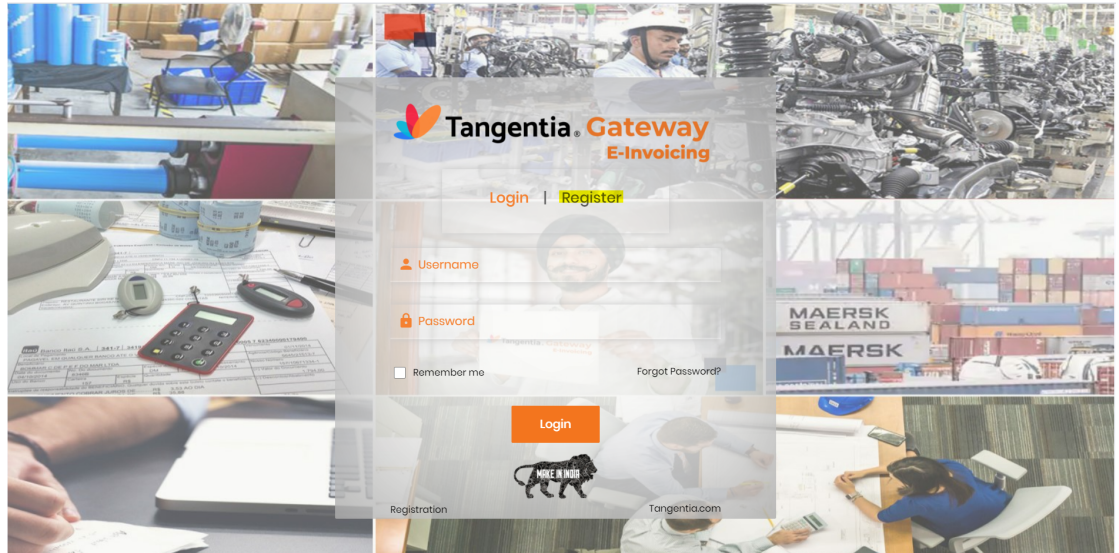


Figure 3. Registration page of the E-Invoicing application.

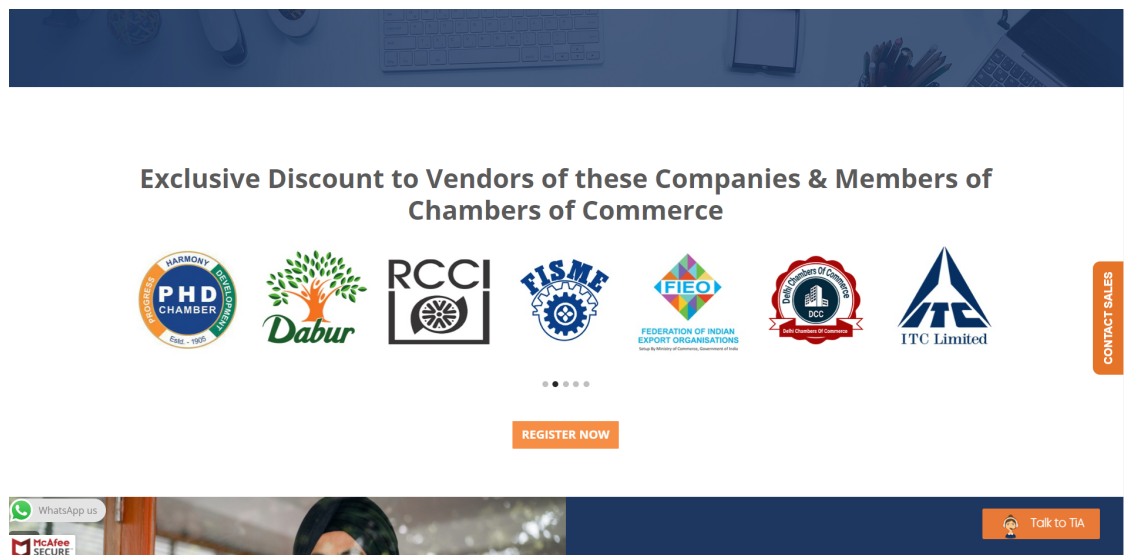
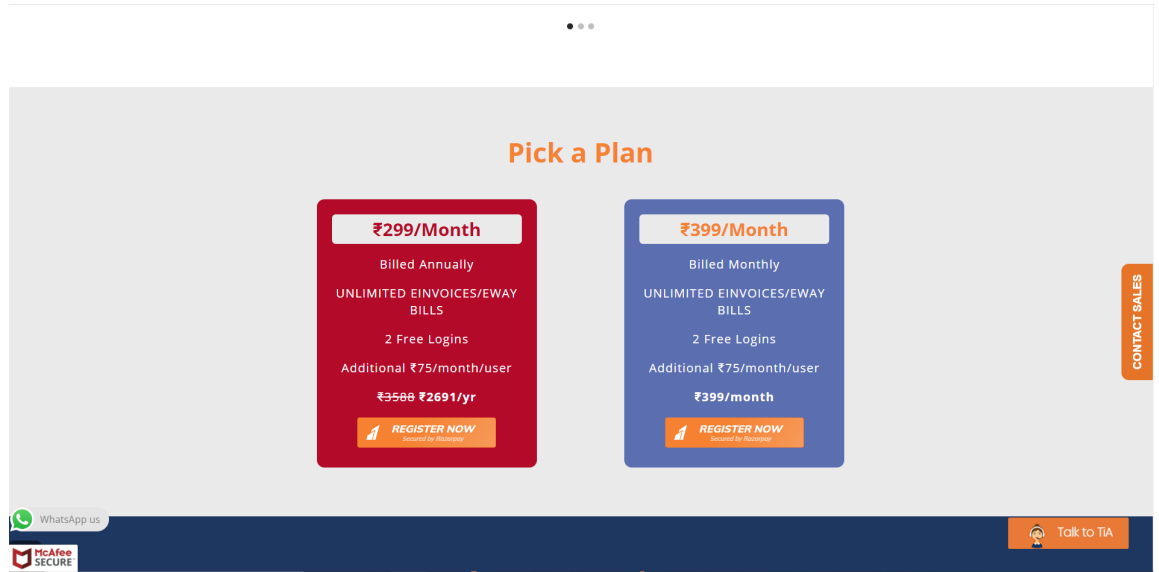


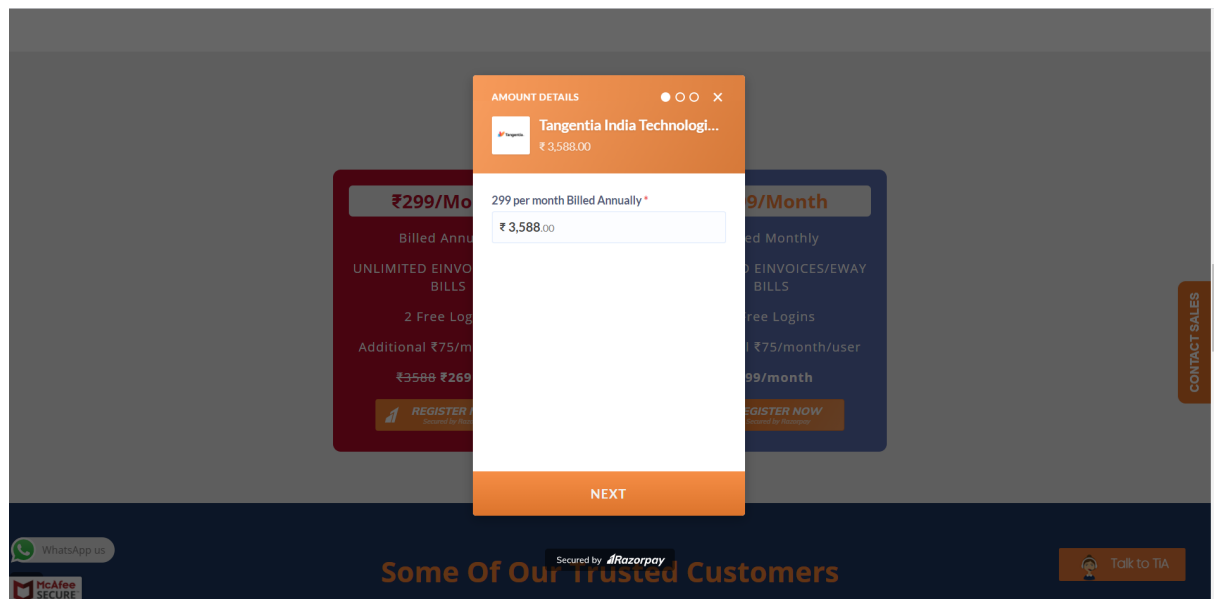


Figure 4. Registration page of the E-Invoicing application



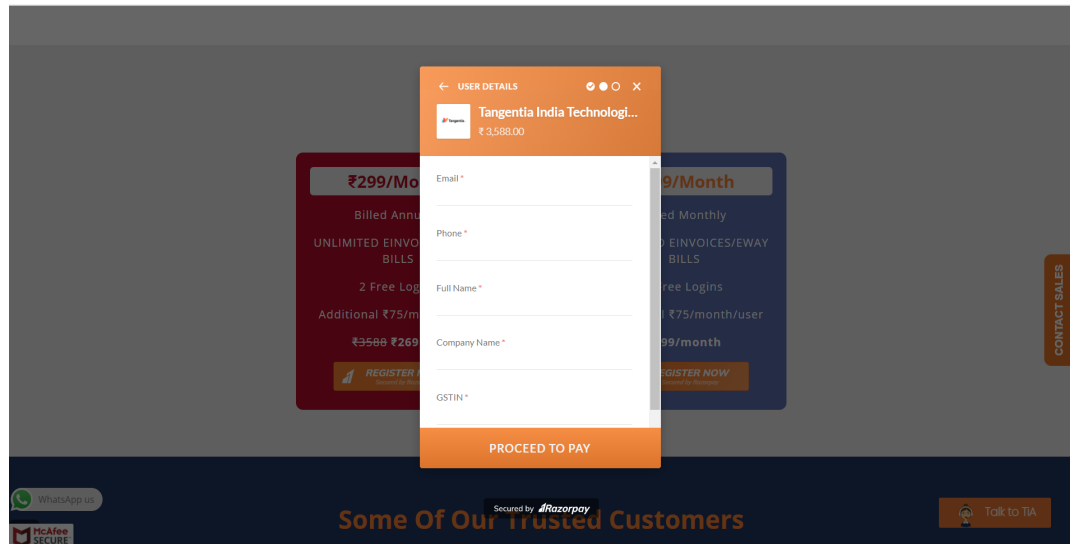
5. The page will ask the user to pick a plan. One plan is billed annually and the next one is billed monthly.
6. Select a plan and click on “Register Now”.
7. A Razorpay portal will be displayed which displays the amount details and click NEXT. (Figure 5)

Figure 5. Razorpay portal



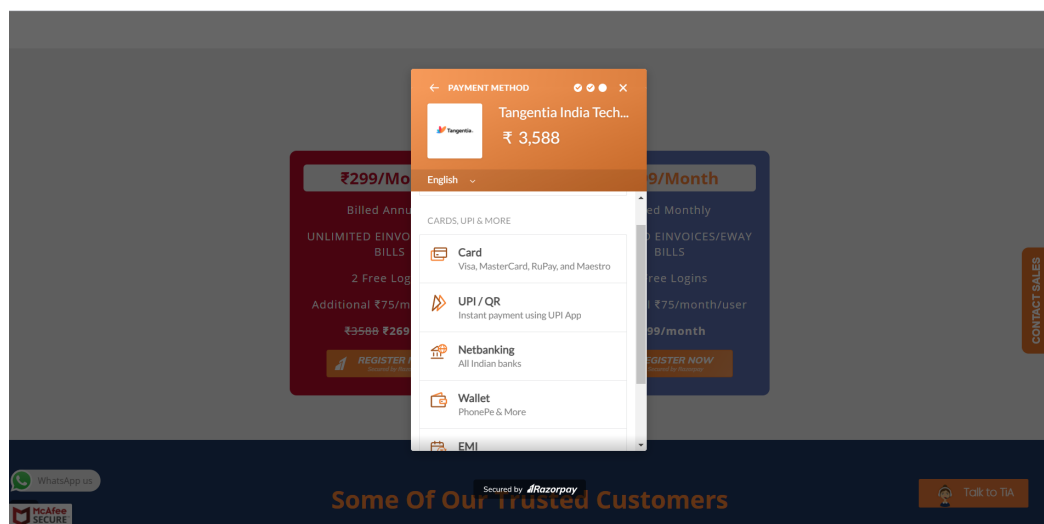
8. Fill in the user details and click “PROCEED TO PAY”.(figure 6)

Figure 6. User Details page.



9. Complete the payment by selecting the desired mode of payment.

Figure 7. Payment Method.



## 2. Manage organization, buyer & transporter information

- login to the Tangentia Gateway E-Invoicing portal.
- Click on the Settings menu.
- There will be three options: (Figure 8)
  - Manage Sub-Organization – To Add/Edit/Delete Sub-Organizations

- Manage Buyer - To Add/Edit/Delete Buyers
- Manage Transporter - To Add/Edit/Delete Transporters

Figure 8. Settings menu to manage organization, buyer & transporter information.



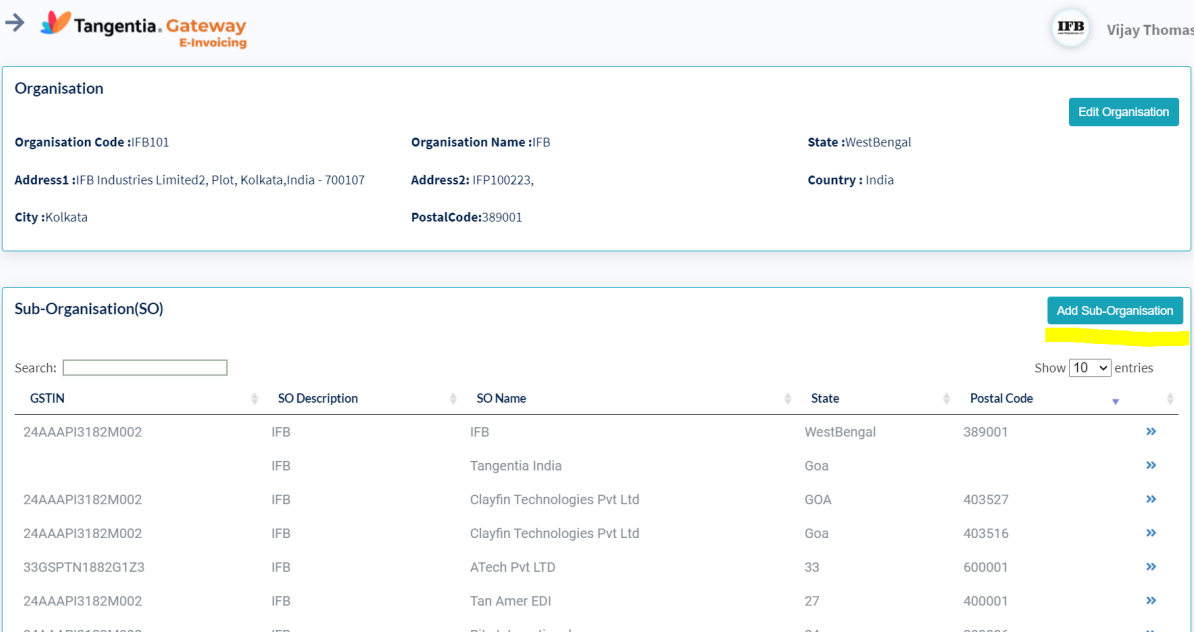
## 2.1. Manage Organization

You can create a new sub-organization and also edit a sub-organization under the Manage Sub-Organization tab.

### I. Adding a new sub-organization

- i. Click on “Manage Organization” under Settings.
- ii. Click on “Add Sub-Organization” under the “Sub Organization(SO) section. (Figure 9)
- iii. Click on Validate button after entering details in the “GSTIN” column. All the details of the particular organization will be auto-populated. (Figure 10)
- iv. Fill in the required details and click on the “Register” button. (Figure 11)

Figure 9. Manage Organization page.



The screenshot displays the 'Manage Organization' page in the Tangentia Gateway. At the top left, the logo 'Tangentia Gateway E-Invoicing' is visible. At the top right, the user 'Vijay Thomas' is logged in. The main content is divided into two sections: 'Organisation' and 'Sub-Organisation(SO)'.

**Organisation Details:**

- Organisation Code: IFB101
- Organisation Name: IFB
- State: WestBengal
- Address1: IFB Industries Limited2, Plot, Kolkata,India - 700107
- Address2: IFP100223,
- Country: India
- City: Kolkata
- PostalCode: 389001

An 'Edit Organisation' button is located in the top right corner of this section.

**Sub-Organisation(SO) List:**

A search bar is present above the table. The table shows a list of sub-organizations with columns for GSTIN, SO Description, SO Name, State, and Postal Code. A 'Show 10 entries' dropdown is also visible.

GSTIN	SO Description	SO Name	State	Postal Code	
24AAAPI3182M002	IFB	IFB	WestBengal	389001	>>
	IFB	Tangentia India	Goa		>>
24AAAPI3182M002	IFB	Clayfin Technologies Pvt Ltd	GOA	403527	>>
24AAAPI3182M002	IFB	Clayfin Technologies Pvt Ltd	Goa	403516	>>
33GSPTN1882G1Z3	IFB	ATech Pvt LTD	33	600001	>>
24AAAPI3182M002	IFB	Tan Amer EDI	27	400001	>>

An 'Add Sub-Organisation' button is located in the top right corner of this section.

Figure 10. Add Sub Organization section

**Add Sub-Organisation** ✕

GSTIN\* SubOrg Name\*

SubOrg Code\*

SubOrg Address Line1\*

SubOrg Description

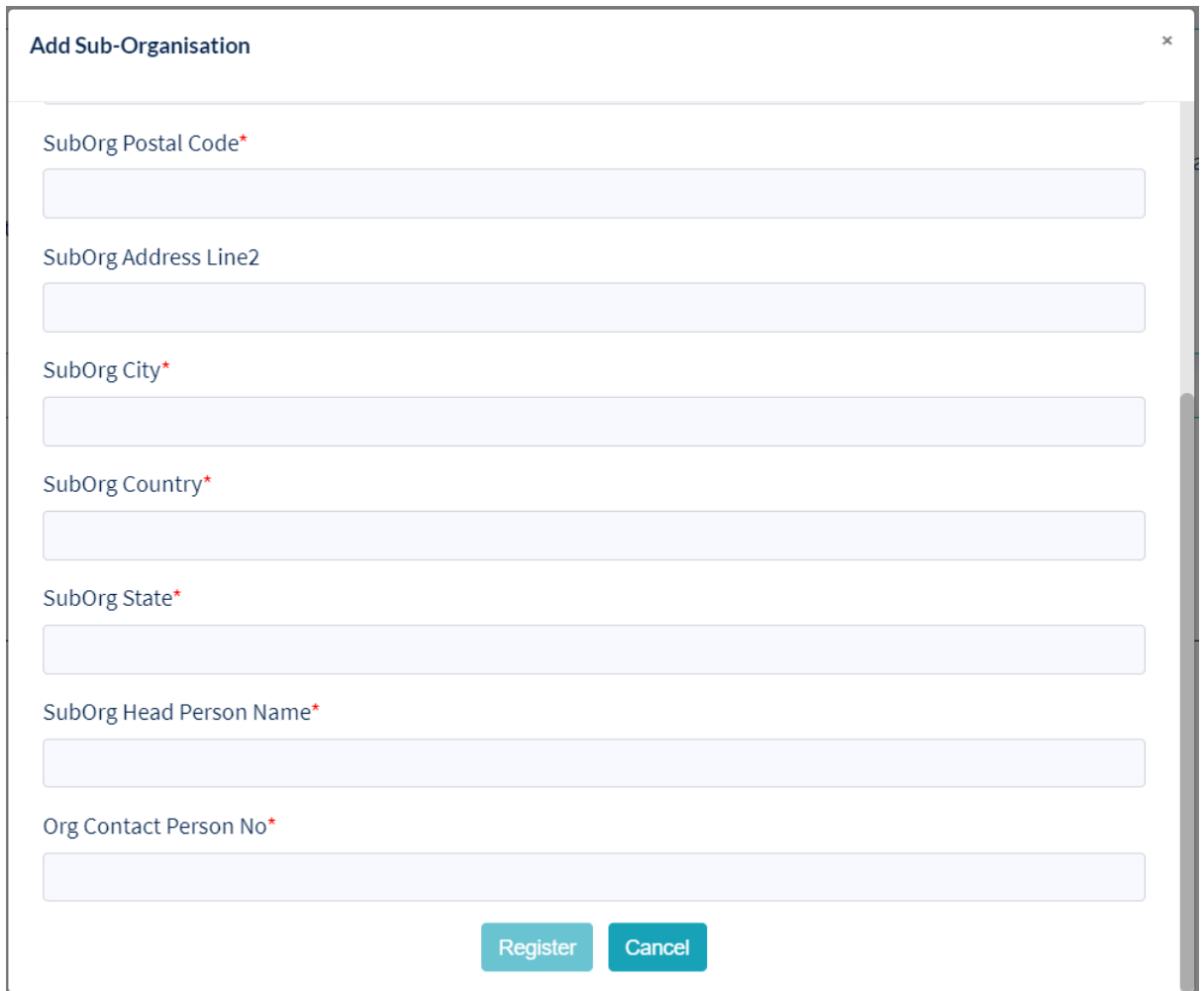
SubOrg Postal Code\*

SubOrg Address Line2

SubOrg City\*

SubOrg Country\*

Figure 11. Register Sub Organization



**Add Sub-Organisation** ×

SubOrg Postal Code\*

SubOrg Address Line2

SubOrg City\*

SubOrg Country\*

SubOrg State\*

SubOrg Head Person Name\*

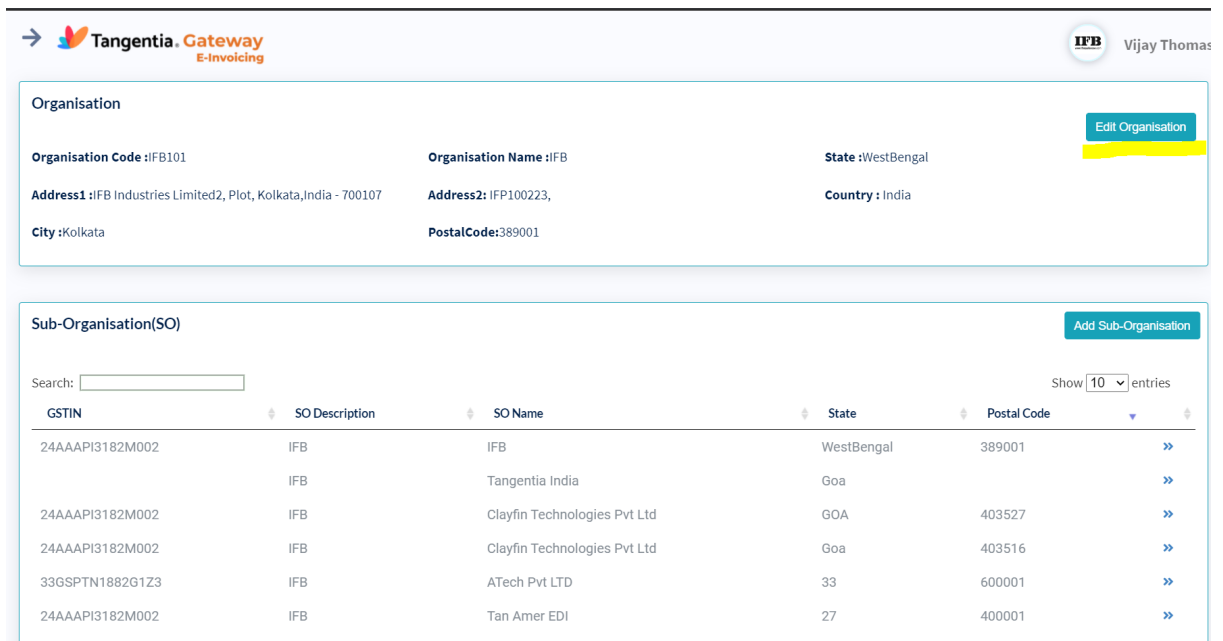
Org Contact Person No\*

## II. Editing a new sub-organization

- i. Click on “Manage Organization” under Settings.
- ii. Click on “Edit Organization” under the “Organization(SO) section. (Figure 12)
- iii. Edit all the required and click on the Save button. (Figure 13)
- iv. A pop up appears “Organization Edited Successfully”



Figure 12. Manage Organization page



The screenshot shows the 'Manage Organization' page in the Tangentia Gateway. The top navigation bar includes the Tangentia Gateway logo and the user's name 'Vijay Thomas'. The main content area is divided into two sections: 'Organisation' and 'Sub-Organisation(SO)'.

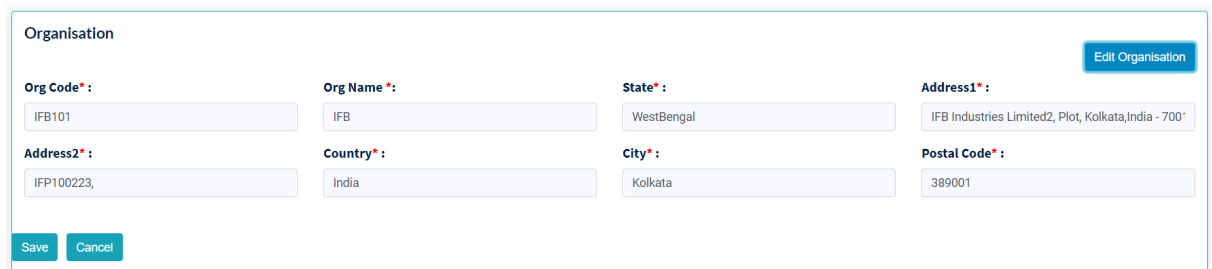
**Organisation Details:**

- Organisation Code: IFB101
- Organisation Name: IFB
- State: WestBengal
- Address1: IFB Industries Limited2, Plot, Kolkata,India - 700107
- Address2: IFP100223,
- Country: India
- City: Kolkata
- PostalCode: 389001

**Sub-Organisation(SO) Table:**

GSTIN	SO Description	SO Name	State	Postal Code	
24AAAPI3182M002	IFB	IFB	WestBengal	389001	»
	IFB	Tangentia India	Goa		»
24AAAPI3182M002	IFB	Clayfin Technologies Pvt Ltd	GOA	403527	»
24AAAPI3182M002	IFB	Clayfin Technologies Pvt Ltd	Goa	403516	»
33GSPTN1882G1Z3	IFB	ATech Pvt LTD	33	600001	»
24AAAPI3182M002	IFB	Tan Amer EDI	27	400001	»

Figure 13. Edit Organization section



The screenshot shows the 'Edit Organization' section in the Tangentia Gateway. The form contains the following fields:

- Org Code\*:** IFB101
- Org Name\*:** IFB
- State\*:** WestBengal
- Address1\*:** IFB Industries Limited2, Plot, Kolkata,India - 700107
- Address2\*:** IFP100223,
- Country\*:** India
- City\*:** Kolkata
- Postal Code\*:** 389001

Buttons for 'Save' and 'Cancel' are located at the bottom left, and an 'Edit Organisation' button is at the top right.

## 2.2. Manage Buyer

You can create a new buyer organization or sub-organization and also edit organization details under the Manage Buyer tab.

### I. Add a new buyer Organization or Sub-Organization

- i. Click on "Manage Buyer" under Settings.
- ii. Click on "Add Organization" or "Add Organization. (Figure 14)
- iii. Click on Validate button after entering details in the "GSTIN" column.

- iv. If the Organization details is not complete, a form will be displayed to fill in the missing details and all the available details will be auto-populated.
  - a. Fill in the required details and click on the “Register” button. (Figure 15)
- v. If the organization details are already present in the system, a screen with Organization list is displayed.
  - a. Click on the “Map” button to add the buyer Organization.

Figure 14. Add Buyer Organization section

**Buyer's Organisation**
Add Organisation

Search:

Show  entries

GSTIN	Organisation Code	Organisation Name	State	Postal Code	>>
24AAAPI3182M002	30	Clayfin Technologies Pvt Ltd India	24	380006	>>
24AAAPI3182M002	1443454	Ankit Traders	32321	403101	>>
24AAAPI3182M002	ORG1006	New Clayfin Technologies Pvt Ltd	Goa	403516	>>
27APWPP4795A1Z9	27APWPP4795A1Z9	VINOD BABULAL PRAJAPATI	27	400051	>>
URP	989990	Justin Traders and Sons	30	403101	>>
18AAACN0255D1ZX	18AAACN0255D1ZX	NTPC LIMITED	18	783369	>>
24AAAPI3182M002	24AAAPI3182M002	Clayfin Technologies Pvt Ltd	28	380007	>>
URP	TEST	TEST	TEST	TEST	>>

Showing 1 to 8 of 8 entries First Previous  Next Last

---

**Buyer's Sub-Organisation(SO)**
Add Sub-Organisation

Search:

Show  entries

GSTIN	SO Description	SO Name	State	Postal Code	>>
24AAAPI3182M002	Clayfin Technologies Pvt Ltd	Sub Clayfin Technologies Pvt Ltd	Goa	403516	>>

Figure 15. Register Organization section

**Add Organisation** x

---

Seller's Name
Org Name\*
GSTIN\*
Validate

Org Code\*

Org Address Line1\*

Org Address Line2

Org Country\*

Org State\*

Org City\*

Org PostalCode\*

Figure 16. Organization List page

**Organisation List for GSTIN Number : 37AAACZ1270E1ZI** Close

Search:  Show  entries

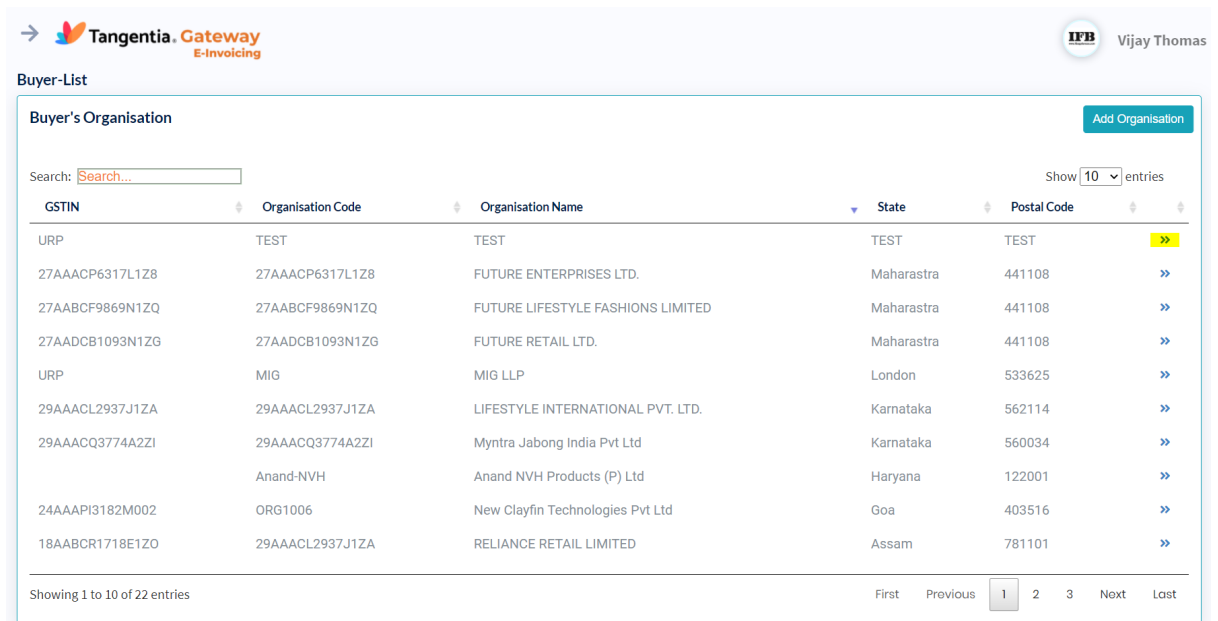
GSTIN	SO Name	SO Description	Address Line 1	Address Line 2	State	City	Postal Code	Map
37AAACZ1270E1ZI	ZUARI CEMENT LIMITED - YERRAGUNTLA	ZUARI CEM	Krishna N	Krishna N	YERRAGUNTLA	Andhra Pradesh	516311	<span style="background-color: #00a651; color: white; padding: 2px 5px; border-radius: 3px;">Map</span>

Showing 1 to 1 of 1 entries First Previous 1 Next Last

## II. Editing a buyer Organization or Sub-Organization

- i. Click on “Manage Buyer” under Settings.
- ii. Select the required Organization or Sub-Organization and click on the double ankle bracket(Figure 16)
- iii. Click on “Edit Organization” (Figure 17)
- iv. Edit all the required details and click on the Save button.
- v. A pop up appears “Organization Edited Successfully”

Figure 17. Manage Buyer section



Buyer-List

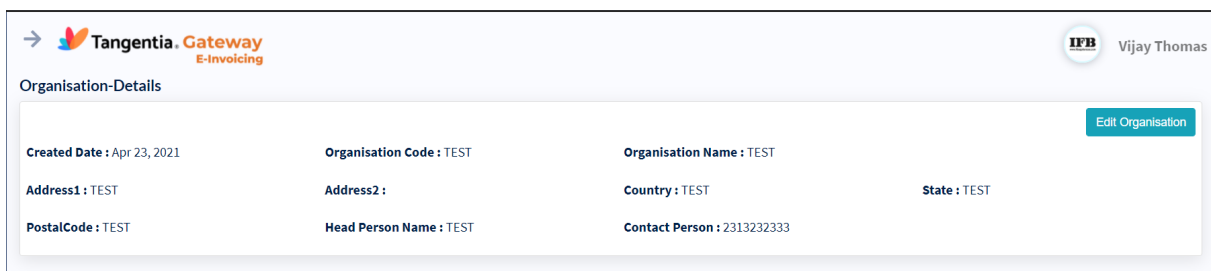
Buyer's Organisation Add Organisation

Search:  Show 10 entries

GSTIN	Organisation Code	Organisation Name	State	Postal Code	
URP	TEST	TEST	TEST	TEST	>>
27AAACP6317L1Z8	27AAACP6317L1Z8	FUTURE ENTERPRISES LTD.	Maharastra	441108	>>
27AABCF9869N1ZQ	27AABCF9869N1ZQ	FUTURE LIFESTYLE FASHIONS LIMITED	Maharastra	441108	>>
27AADCB1093N1ZG	27AADCB1093N1ZG	FUTURE RETAIL LTD.	Maharastra	441108	>>
URP	MIG	MIG LLP	London	533625	>>
29AAACL2937J1ZA	29AAACL2937J1ZA	LIFESTYLE INTERNATIONAL PVT. LTD.	Karnataka	562114	>>
29AAACQ3774A2ZI	29AAACQ3774A2ZI	Myntra Jabong India Pvt Ltd	Karnataka	560034	>>
	Anand-NVH	Anand NVH Products (P) Ltd	Haryana	122001	>>
24AAAPI3182M002	ORG1006	New Clayfin Technologies Pvt Ltd	Goa	403516	>>
18AABCR1718E1ZO	29AAACL2937J1ZA	RELIANCE RETAIL LIMITED	Assam	781101	>>

Showing 1 to 10 of 22 entries First Previous 1 2 3 Next Last

Figure 18. Edit Organization section



Organisation-Details Edit Organisation

Created Date : Apr 23, 2021	Organisation Code : TEST	Organisation Name : TEST
Address1 : TEST	Address2 :	Country : TEST
PostalCode : TEST	Head Person Name : TEST	Contact Person : 2313232333

## 2.3. Manage Transporter

You can add a new buyer transporter and edit or delete present transporter under Manage Transporter tab.

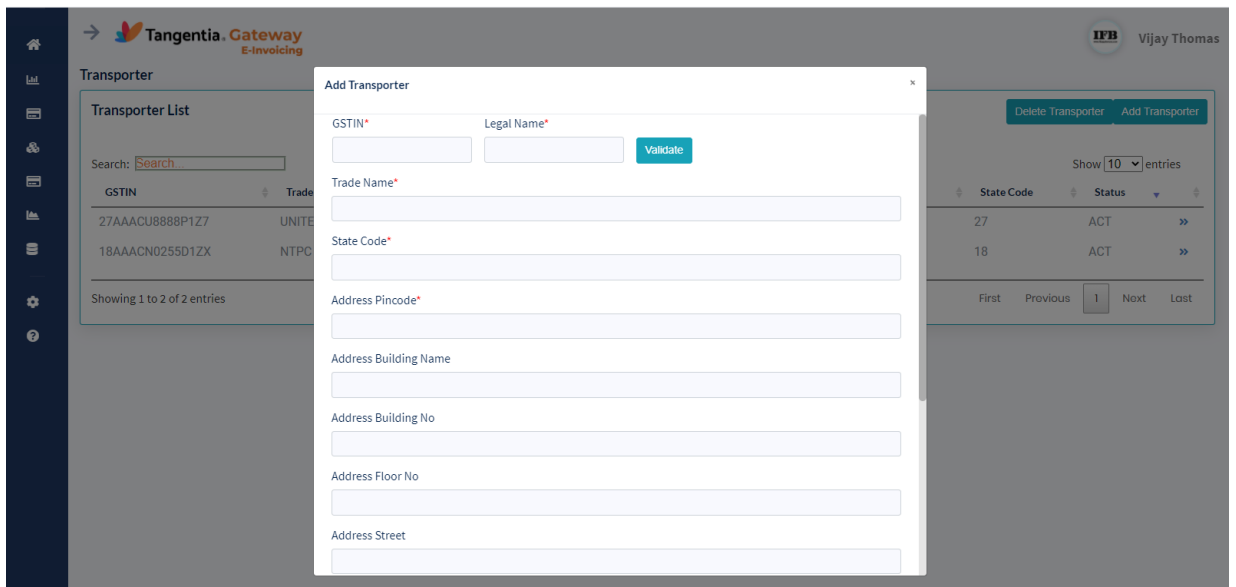
## I. Add a new Transporter

- i. Click on “Manage Transporter” under Settings.
- ii. Click on “Add Transporter (Figure 18)
- iii. Click on Validate button after entering details in “GSTIN” column. All the details of the particular organization will be auto populated. (Figure 19)
- iv. Fill in the required details and click on “Register” button.

Figure 19. Edit Organization section




Figure 20. Add Transporter section



## II. Edit a Transporter

- i. Click on “Manage Transporter” under Settings.
- ii. Select the required Transporter and click on double ankle bracket(Figure 20)
- iii. Click on “Edit Transporter” (Figure 21)
- iv. Edit all the required and click on Save button.(Figure 22)
- v. A pop up appears “Organization Edited Successfully”

Figure 21. Manage Transporter section



**Transporter**

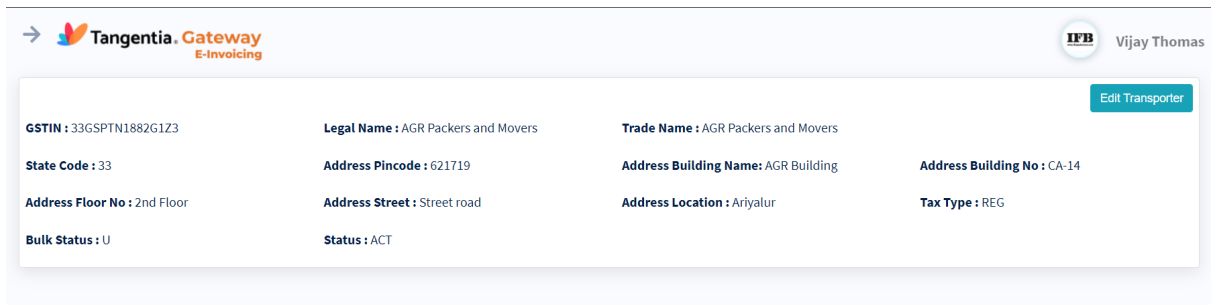
Transporter List Delete Transporter Add Transporter

Search:  Show 10 entries

GSTIN	Trade Name	Legal Name	State Code	Status	
33GSPTN1882G1Z3	AGR Packers and Movers	AGR Packers and Movers	33	ACT	>>
27AAACU8888P1Z7	UNITED TEXTILE MILLS PRIVATE LIMITED	UNITED TEXTILE MILLS PRIVATE LIMITED	27	ACT	>>
27GSPMH1881G1ZH	Fast Movers	Fast Movers	27	ACT	>>
27GSPMH1882G1ZG	Pro-Dart Tran	Pro-Dart Trans	27	ACT	>>
18AAACN0255D1ZX	NTPC LIMITED	NTPC LIMITED	18	ACT	>>

Showing 1 to 5 of 5 entries First Previous 1 Next Last

Figure 22. Edit Transporter section



**Edit Transporter**

**GSTIN :** 33GSPTN1882G1Z3 **Legal Name :** AGR Packers and Movers **Trade Name :** AGR Packers and Movers

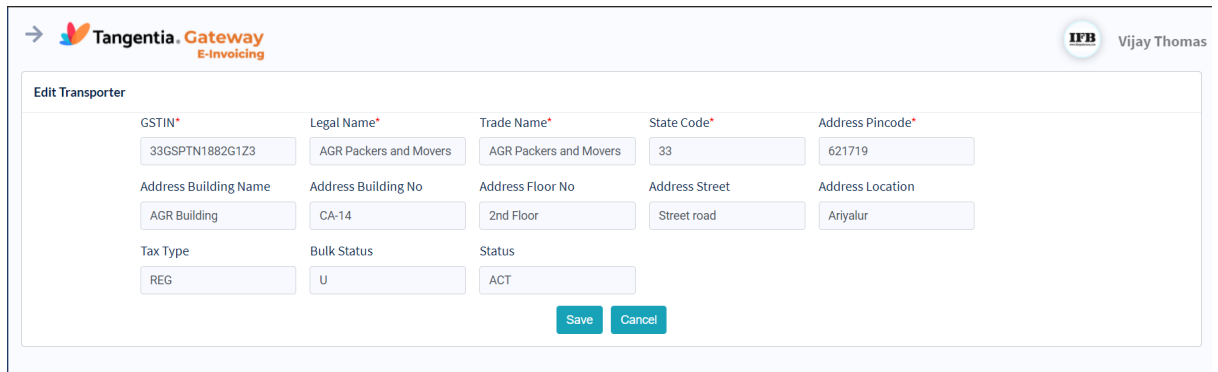
**State Code :** 33 **Address Pincode :** 621719 **Address Building Name:** AGR Building **Address Building No :** CA-14

**Address Floor No :** 2nd Floor **Address Street :** Street road **Address Location :** Ariyalur **Tax Type :** REG

**Bulk Status :** U **Status :** ACT

Figure 23. Edit Transporter details section





**Edit Transporter**

GSTIN\* 33GSPTN1882G1Z3    Legal Name\* AGR Packers and Movers    Trade Name\* AGR Packers and Movers    State Code\* 33    Address Pincode\* 621719

Address Building Name AGR Building    Address Building No CA-14    Address Floor No 2nd Floor    Address Street Street road    Address Location Ariyalur

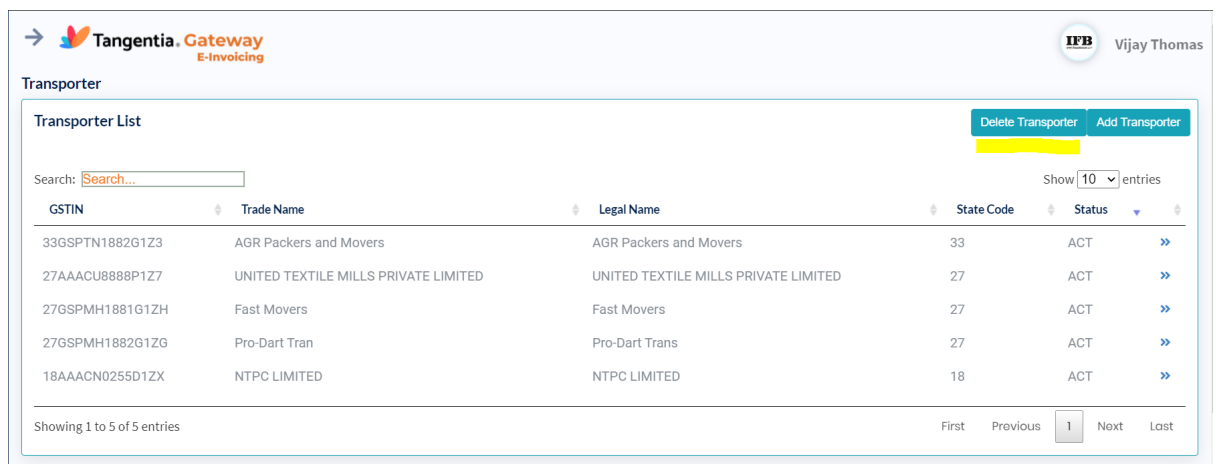
Tax Type REG    Bulk Status U    Status ACT

[Save](#) [Cancel](#)

### III. Delete a Transporter

- i. Click on “Manage Transporter” under Settings.
- ii. Select the Transporter to be deleted (Figure 23)
- iii. Click on “Delete Transporter” and click on OK to confirm. (Figure 24)

Figure 24. Delete Transporter section



**Transporter**

Transporter List [Delete Transporter](#) [Add Transporter](#)

Search:  Show 10 entries

GSTIN	Trade Name	Legal Name	State Code	Status	
33GSPTN1882G1Z3	AGR Packers and Movers	AGR Packers and Movers	33	ACT	»
27AAACU8888P1Z7	UNITED TEXTILE MILLS PRIVATE LIMITED	UNITED TEXTILE MILLS PRIVATE LIMITED	27	ACT	»
27GSPMH1881G1ZH	Fast Movers	Fast Movers	27	ACT	»
27GSPMH1882G1ZG	Pro-Dart Tran	Pro-Dart Trans	27	ACT	»
18AAACN0255D1ZX	NTPC LIMITED	NTPC LIMITED	18	ACT	»

Showing 1 to 5 of 5 entries First Previous 1 Next Last

Figure 25. Confirm Delete Transporter section

Are you Sure Want to Delete?

OK Cancel

Transporter

Transporter List

Search:

Show 10 entries

GSTIN	Trade Name	Legal Name	State Code	Status
33GSPTN1882G1Z3	AGR Packers and Movers	AGR Packers and Movers	33	ACT >>
27AAACU8888P1Z7	UNITED TEXTILE MILLS PRIVATE LIMITED	UNITED TEXTILE MILLS PRIVATE LIMITED	27	ACT >>
27GSPMH1881G1ZH	Fast Movers	Fast Movers	27	ACT >>
27GSPMH1882G1ZG	Pro-Dart Tran	Pro-Dart Trans	27	ACT >>
18AAACN0255D1ZX	NTPC LIMITED	NTPC LIMITED	18	ACT >>

Showing 1 to 5 of 5 entries

First Previous 1 Next Last

Delete Transporter Add Transporter

## 3. E-Invoice

### 3.1.E-Invoice Status

- **Yellow Dot** denotes that the E-Invoice has not been created or the IRN number/QR code for this particular invoice has not been generated.
- **Green Dot with tick mark** denotes that the E-Invoice has been created successfully with an IRN number and QR code.
- **Red Dot with hyphen sign** denotes that there is an error in the E-Invoice.



### 3.2.Creating a Sales E-Invoice

1. Click on “Billing & Payment” menu and select “E-Invoice” sub menu. (Figure 25)
2. Click on the “Create Invoice” button. A Create Invoice form opens. (Figure 26)

Figure 26. Billing and Payment menu

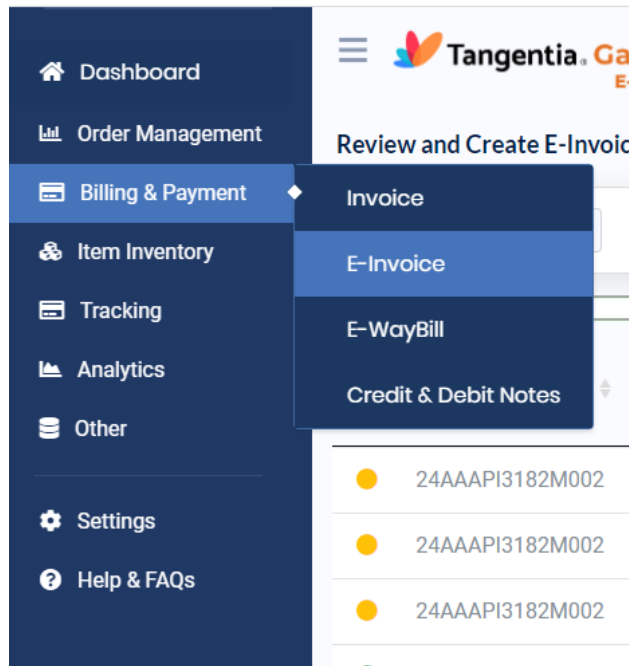
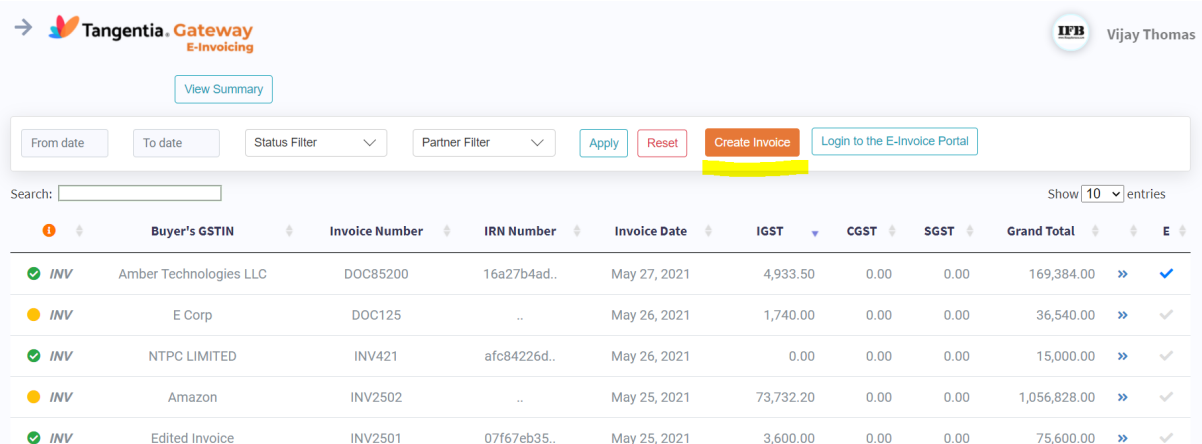


Figure 27. E-Invoice page



View Summary

From date To date Status Filter Partner Filter Apply Reset **Create Invoice** Login to the E-Invoice Portal

Search:  Show 10 entries

	Buyer's GSTIN	Invoice Number	IRN Number	Invoice Date	IGST	CGST	SGST	Grand Total	E
✓ INV	Amber Technologies LLC	DOC85200	16a27b4ad..	May 27, 2021	4,933.50	0.00	0.00	169,384.00	» ✓
● INV	E Corp	DOC125	..	May 26, 2021	1,740.00	0.00	0.00	36,540.00	» ✓
✓ INV	NTPC LIMITED	INV421	afc84226d..	May 26, 2021	0.00	0.00	0.00	15,000.00	» ✓
● INV	Amazon	INV2502	..	May 25, 2021	73,732.20	0.00	0.00	1,056,828.00	» ✓
✓ INV	Edited Invoice	INV2501	07f67eb35..	May 25, 2021	3,600.00	0.00	0.00	75,600.00	» ✓

- Fill in the details under Other Details. It contains following fields (\*This feature is applicable only for selected customers)
  - PO Number - Provide required details
  - PO Date - Select the date

- Type Of Service – Provide required details
- MSME CertificateNo – Provide required details
- Date of Removal – Select the date
- Place of Supply – Provide required details
- Invoice ReferenceNo – Provide required details
- Lr No – Provide required details
- Vendor Code – Provide required details
- ECCI No – Provide required details
- Payment Terms – Provide required details

Figure I. Other Details Page

Close

## Create Invoice

Expand/Collapse Other Details

### Other Details

<b>PO Number</b>	<b>PO Date</b>	<b>Type Of Service</b>	<b>MSME CertificateNo</b>	<b>Date of Removal</b>	<b>Place of Supply</b>
<input type="text" value="PO Number"/>	<input type="text" value="dd-mm-y"/> <span style="font-size: 0.8em;">📅</span>	<input type="text" value="Type Of Service"/>	<input type="text" value="MSME Certificatc"/>	<input type="text" value="dd-mm-y"/> <span style="font-size: 0.8em;">📅</span>	<input type="text" value="Place of Supply"/>
<b>Invoice ReferenceNo</b>	<b>Lr No</b>	<b>Vendor Code</b>	<b>ECCI No</b>	<b>Payment Terms</b>	
<input type="text" value="Invoice Referenc"/>	<input type="text" value="Lr No"/>	<input type="text" value="Vendor Code"/>	<input type="text" value="ECCI No"/>	<input type="text" value="Payment Terms"/>	

Figure 28. Billing and Payment menu

Close

## Create Invoice

### Transaction Details

<b>Seller's GSTIN*</b>	<b>Seller's Name*</b>	<b>Reg Rev</b>
<input type="text" value="24AAAPI3182M002"/>	<input type="text" value="IFB"/>	<input type="text" value="No"/> <span style="font-size: 0.8em;">▼</span>
<b>Buyer's GSTIN*</b>	<b>Buyer's Name*</b>	
<input type="text" value="Trading partner GSTIN"/>	<input type="text" value="Select Buyer's Name."/>	<span style="font-size: 0.8em;">▼</span>
<b>IGST On Intra</b>		
<input type="text" value="No"/> <span style="font-size: 0.8em;">▼</span>		

### Document Details

<b>Type*</b>	<b>Document No*</b>	<b>Document Date*</b>
<input type="text" value="INV"/> <span style="font-size: 0.8em;">▼</span>	<input type="text" value="Document Number"/>	<input type="text" value="dd-mm-yyyy"/> <span style="font-size: 0.8em;">📅</span>
<b>Tax Scheme*</b>	<b>Supplier Type*</b>	<b>ECM GSTIN</b>
<input type="text" value="GST"/> <span style="font-size: 0.8em;">▼</span>	<input type="text" value=""/>	<input type="text" value="ECM GSTIN"/>

### Dispatch Details

Same as Bill From Address

<b>Dispatch Name*</b>	<b>Dispatch Address Line 1*</b>	<b>Dispatch Address Line 2</b>	<b>Dispatch Location*</b>
<input type="text" value="Dispatch Name"/>	<input type="text" value="Dispatch Address Line 1"/>	<input type="text" value="Dispatch Address Line 2"/>	<input type="text" value="Dispatch Location"/>
<b>Dispatch PIN Code*</b>	<b>Dispatch State Code*</b>		
<input type="text" value="Dispatch Pin Code"/>	<input type="text" value="Dispatch State code"/>		

4. Fill in the details under Transaction Details. It contains following fields (Figure 27)
  - Seller's GSTIN - Auto populated
  - Seller's Name - Auto populated
  - Reg Rev – Select from the dropdown
  - Buyer's GSTIN – Auto populated once Buyer's Name is selected
  - Buyer's Name – Select from the dropdown provided
  - IGST On Intra – Select from the dropdown
  
5. Fill in the details under Document Details. It contains following fields (Figure 27)
  - Type - Select from the dropdown provided
  - Document No – Provide required details
  - Document Date – Select the date
  - Tax Scheme - Select from the dropdown provided
  - Supplier Type – Select “B2B” from the dropdown
  - ECM GSTIN – Provide Required details
  
6. Fill in the details under Dispatch Details. It contains following fields (Figure 27)
  - Same as Bill from address – Select the tick box if the address is same from bill and following fields need not be filled
  - Dispatch Name – Type in required details
  - Dispatch Address Line 1 – Type in required details
  - Dispatch Address Line 2 – Type in required details
  - Dispatch Location – Type in required details
  - Dispatch PIN Code – Type in required details
  - Dispatch State Code – Type in required details
  
7. Fill in the details under Ship Details. It contains following fields (Figure 28)
  - Same as Bill To Address – Select the tick box if the address is same from bill and following fields need not be filled
  - Select Bill To Address – If not the above method select Buyer Address from the dropdown and if found following fields need not be filled.
  - Ship To GSTIN – Type in required details
  - Ship To Legal Name – Type in required details
  - Ship To Trade Name – Type in required details

- Ship To Address Line 1 – Type in required details
- Ship To Address Line 2 – Type in required details
- Ship To Location – Type in required details
- Ship To PIN Code – Type in required details
- Ship To State Code – Type in required details

Figure 29. Ship Details

**Ship Details**  Same as Bill To Address Select Bill To Address ▼

<b>Ship To GSTIN*</b>	<b>Ship To Legal Name*</b>	<b>Ship To Trade Name</b>	<b>Ship To Address Line 1*</b>
<input type="text" value="Ship To GSTIN"/>	<input type="text" value="Ship To Legal Name"/>	<input type="text" value="Ship To Trade Name"/>	<input type="text" value="Ship To Address Line 1"/>
<b>Ship To Address Line 2</b>	<b>Ship To Location*</b>	<b>Ship To PIN Code*</b>	<b>Ship To State Code*</b>
<input type="text" value="Ship To Address Line 2"/>	<input type="text" value="Ship To Location"/>	<input type="text" value="Ship To Pin Code"/>	<input type="text" value="Ship To State Code"/>

8. Fill in the details under Item Details. It contains following fields (Figure 29)

- Service? – Do not check the checkbox, since it is a sales invoice
- Description – Type in required details
- HSN/SAC Code – Type in required details (minimum 6 digits)
- UOM – Select from the drop down
- Quantity – Type in required details
- Unit Price – Type in required details
- Discount (%) – Type in required details
- GST Rate (%) - Type in required details
- Other Charges – Add TCS amount in this field

Note: - Add the Freight and Package charges as a line items for which GST Rate will apply if needed.

Figure 30. Item Details

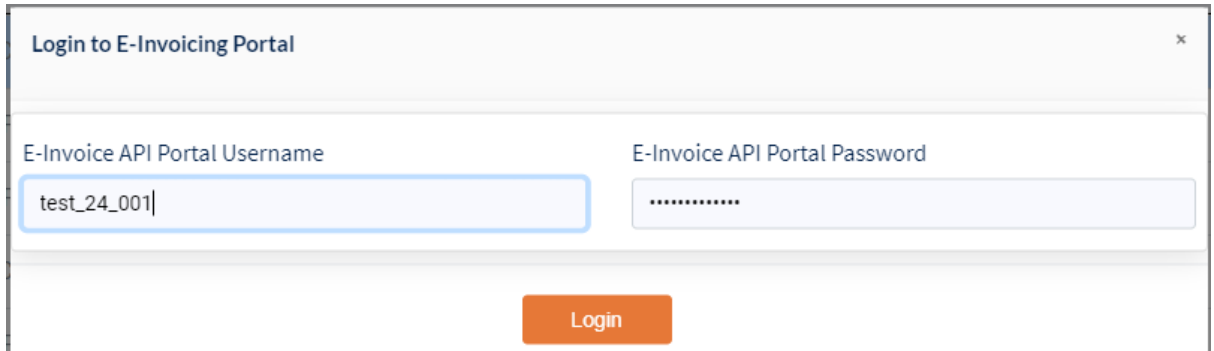
**Item Details** Other Charges

Action	Service?	Description	HSN/SAC Code	UOM	Quantity	Unit Price	Discount(%)	GST Rate(%)
	<input type="checkbox"/>	<input type="text" value="Description"/>	<input type="text" value="HSN Code"/>	<span style="font-size: 0.8em;">Select...▼</span>	<input type="text" value="Quantity"/>	<input type="text" value="Unit Price"/>	<input type="text" value="Discount(%)"/>	<span style="font-size: 0.8em;">Select...▼</span>



9. Click on the 'Save Invoice' button once all these details are filled.
10. Upload an invoice into the IRP portal to generate an E-Invoice
  - a. Login to the IRP portal (Figure 30)
  - b. Fill in your registered API portal credentials in 'E-Invoice API Portal Username' and 'E-Invoice API Portal Password'.
  - c. Select the 'Not Yet Created' status invoice by selecting the invoice (Multiple Invoices can be selected)
  - d. Click on the "Select Action" drop down and then "Upload E-Invoices". (Figure 31)

Figure 31. Item Details



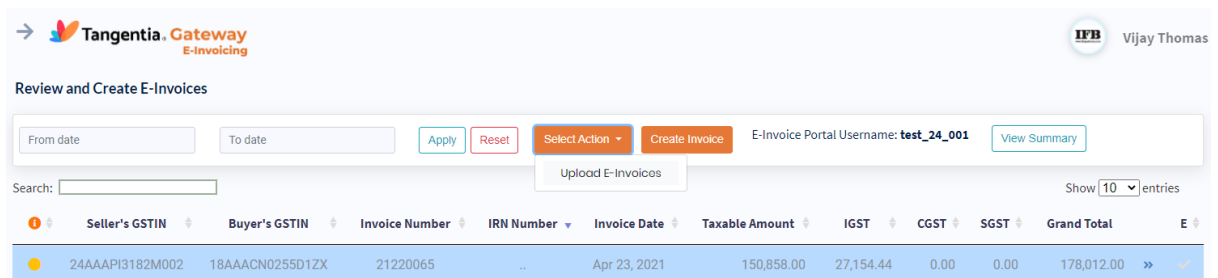
**Login to E-Invoicing Portal** ×

E-Invoice API Portal Username: test\_24\_001

E-Invoice API Portal Password: .....

Login

Figure 32. Upload E-Invoice



Tangentia Gateway E-Invoicing

Review and Create E-Invoices

From date: To date: Apply Reset Select Action Create Invoice E-Invoice Portal Username: test\_24\_001 View Summary

Search: Upload E-Invoices Show 10 entries

Seller's GSTIN	Buyer's GSTIN	Invoice Number	IRN Number	Invoice Date	Taxable Amount	IGST	CGST	SGST	Grand Total	E
24AAAP13182M002	18AAACN0255D1ZX	21220065	..	Apr 23, 2021	150,858.00	27,154.44	0.00	0.00	178,012.00	» ✓

### 3.3.Creating a Service E-Invoice

All the above steps written in 3.2 section should be followed to create a service E-Invoice. Only the below step is changed.

1. Select the checkbox “Service?” under the Item Details. Select the checkbox for all the line items. (Figure 32)

It contains following fields (Figure 29)

- Service? –check the checkbox, since it is a Service invoice
- Tax – Fill in the required details. (\*This feature is applicable only for selected customers)
- Description – Type in required details
- HSN/SAC Code – Type in required details (minimum 6 digits)
- UOM – Select from the drop down
- Quantity – Type in required details
- Unit Price – Type in required details
- Discount (%) – Type in required details
- GST Rate (%) - Type in required details
- Other Charges – Add TCS amount in this field

Figure 33. Item Details box

Action		Description	HSN/SAC Code	UOM	Quantity	Unit Price	Discount(%)	GST Rate(%)
	TAX	Tax 1	HSN Code	Select...	Quantity	312	Discount(%)	18.00X
	TAX	Tax 2	HSN Code	Select...	Quantity	Unit Price	Discount(%)	18.00X
	TAX	Tax 3	HSN Code	Select...	Quantity	Unit Price	Discount(%)	18.00X
	TAX	To & Fro Air Fare Chennai -	HSN Code	Select...	Quantity	4000	Discount(%)	0.00 X
	TAX	Taxi Charges (Kolkata -	HSN Code	Select...	Quantity	150	Discount(%)	0.00 X
	TAX	Boarding and Lodging	HSN Code	Select...	Quantity	2000	Discount(%)	0.00 X
	TAX	Local transportation	HSN Code	Select...	Quantity	1000	Discount(%)	0.00 X

### 3.4.Creating an Export E-Invoice

All the above steps written in 3.2 section should be followed to create a service E-Invoice. Only the below steps are changed.

1. Select the 'Supplier Type' under Document Details as "EXPWP or EXPWOP" i.e., "Export with payment or Export without payment".(Figure 33)

Figure 34. Document Details page

Close

**Transaction Details**

Seller's GSTIN\*  Seller's Name\*  Reg Rev

Buyer's GSTIN\*  Buyer's Name\*

IGST On Intra

**Document Details**

Type\*  Document No\*  Document Date\*

Tax Scheme\*  Supplier Type\*  ECM GSTIN

**Dispatch Details**  Same as Bill From Address

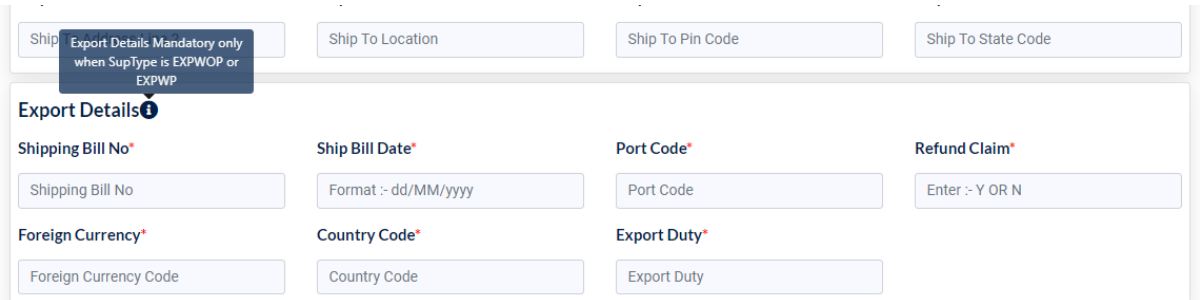
Dispatch Name\*  Dispatch Address Line 1\*  Dispatch Address Line 2  Dispatch Location\*

Dispatch PIN Code\*  Dispatch State Code\*

2. Fill in the following details in the Export Details section. (Figure 34)

- Shipping Bill No
- Ship Bill Date
- Port Code
- Refund Claim
- Foreign Currency
- Country Code
- Export Duty

Figure 35. Export Details



Ship Export Details Mandatory only when SupType is EXPWOP or EXPWP Ship To Location Ship To Pin Code Ship To State Code

**Export Details**

**Shipping Bill No\*** **Ship Bill Date\*** **Port Code\*** **Refund Claim\***

Shipping Bill No Format :- dd/MM/yyyy Port Code Enter :- Y OR N

**Foreign Currency\*** **Country Code\*** **Export Duty\***

Foreign Currency Code Country Code Export Duty

### 3.5. Print and Download of an E-Invoice

1. Click on “Billing & Payment” menu and select “E-Invoice” sub menu.
2. Select the required invoice and click on the double ankle bracket
3. User can print E-Invoice multiple ways: (Figure 35, Figure 36))
  - a. Select “Print Invoice” from the “Select Action” dropdown
  - b. Click on “Print Invoice” bottom at the bottom of the page
  - c. Click on “Download Invoice” bottom at the bottom of the page

Figure 36. Print Invoice

**TG Invoice Date :** May 27, 2021

**IRN Number #**  
16a27b4ad3dc836a5ca17ddfb401ca733b40088ad0e8020d578206b2e84b0b28

**Seller's GSTIN #** 24AAAPI3182M002

**Buyer's GSTIN #** 27AAAPI3182M002

<b>Document Number :</b> DOC85200	<b>Document Type :</b> INV	<b>Supplier Type :</b> B2B	<b>Document Date :</b> May 27, 2021	<b>Dispatch Name :</b> IFB	<b>Dispatch Location :</b> Kolkata
<b>Dispatch Pin Code :</b> 389001	<b>Dispatch State Code :</b> 24	<b>Dispatch Address :</b> IFB Industries Limited2, Plot, Kolkata,India - 700107IFP100223,		<b>Ship Legal Name :</b> Amber Technologies LLC	<b>Ship Location :</b> Mumbai
<b>Ship PIN Code :</b> 400001	<b>Ship State Code :</b> 27	<b>Ship Address :</b> Rajshree Towers Mahatma Gandhi Road,Apollo Bandar, Colaba			

Select Action ▾
List of E-way Bill ▾

- Edit Invoice
- Print Invoice**
- Delete Invoice
- Download Invoice
- Create E-Way Bill

Quantity	UOM	Unit Price	Discount(%)	Discount Amount	Taxable Amount	GST Rate(%)	GST Amount	Total Amount

Figure 37. Download Invoice

N	ATBW-4201-AT920-C-FL-PA-UT...	62064000	125	OTH	299	12%	4,485.00	32,890.00	3%	986.70	33,876.70
N	ATBW-4201-AT920-C-FL-PA-UT...	62064000	125	OTH	299	12%	4,485.00	32,890.00	3%	986.70	33,876.70
N	ATBW-4201-AT920-C-FL-PA-UT...	62064000	125	OTH	299	12%	4,485.00	32,890.00	3%	986.70	33,876.70
<b>Total</b>								<b>164,450.00</b>		<b>4,933.50</b>	<b>169,384.00</b>

**Total IGST Amount:4,933.50**  
**Total Tax Amount:4,933.50**  
**Taxable Amount:164,450.00**  
**Other Charges:0**  
**Round Off:0.50**  
**Grand Total: 169,384.00**

**Subtotal Amount ( In Words ) :** One Hundred Sixty-Four Thousand, Four Hundred Fifty  
**Total Tax Amount ( In Words ) :** Four Thousand, Nine Hundred Thirty-Three  
**Amount Chargeable ( In Words ) :** One Hundred Sixty-Nine Thousand, Three Hundred Eighty-Four

**Declaration**  
 We Declare To The Best Of Our Knowledge And Belief That The Particulars Stated Herein Are True And Correct And There Is No Additional Consideration Accruing To Us Either Directly Or Indirectly In Any Manner Other Than The Amounts Indicated Here.

Print Invoice
Download Invoice

### 3.6. Creating Credit Notes

All the above steps written in 3.2 section should be followed to create a Credit Note. Only the below steps are changed.

1. Navigate to “Document Details”
2. Click on ‘Type’ dropdown and select ‘CRN’ (Figure 37)

Figure 38. Credit Notes

Close

#### Transaction Details

**Seller's GSTIN\***

**Seller's Name\***

**Reg Rev**

**Buyer's GSTIN\***

**Buyer's Name\***

**IGST On Intra**

#### Document Details

**Type\***

**Document No\***

**Document Date\***

**Tax Scheme\***

**Supplier Type\***

**ECM GSTIN**

### 3.7. Creating Debit Notes

All the above steps written in 3.2 section should be followed to create a Credit Note. Only the below steps are changed.

3. Navigate to “Document Details”
4. Click on ‘Type’ dropdown and select ‘DBN’ (Figure 38)

Figure 39. Debit Notes

#### Transaction Details

**Seller's GSTIN\***

**Seller's Name\***

**Reg Rev**

**Buyer's GSTIN\***

**Buyer's Name\***

**IGST On Intra**

#### Document Details

**Type\***

**Document No\***

**Document Date\***

**Tax Scheme\***

**Supplier Type\***

**ECM GSTIN**



### 3.8.View Summary

1. Click on “Billing & Payment” menu and select “E-Invoice” sub menu
2. Click on ‘View Summary’ button (Figure 39)
3. Summary section will be displayed with required details. (Figure 40)

Figure 40. E-Invoice details page

The screenshot shows the 'View Summary' page in the Tangentia Gateway E-Invoicing system. At the top, there is a navigation bar with the Tangentia logo and the user's name 'Vijay Thomas'. Below this is a search and filter section with buttons for 'From date', 'To date', 'Status Filter', 'Partner Filter', 'Apply', 'Reset', 'Create Invoice', and 'Login to the E-Invoice Portal'. A search bar is also present. The main content is a table with the following columns: Buyer's GSTIN, Invoice Number, IRN Number, Invoice Date, IGST, CGST, SGST, Grand Total, and an 'E' status column. The table contains seven rows of invoice data.

	Buyer's GSTIN	Invoice Number	IRN Number	Invoice Date	IGST	CGST	SGST	Grand Total	E
✓ INV	Amber Technologies LLC	DOC85200	16a27b4ad..	May 27, 2021	4,933.50	0.00	0.00	169,384.00	✓
● INV	E Corp	DOC125	..	May 26, 2021	1,740.00	0.00	0.00	36,540.00	✓
✓ INV	NTPC LIMITED	INV421	afc84226d..	May 26, 2021	0.00	0.00	0.00	15,000.00	✓
● INV	Amazon	INV2502	..	May 25, 2021	73,732.20	0.00	0.00	1,056,828.00	✓
✓ INV	Edited Invoice	INV2501	07f67eb35..	May 25, 2021	3,600.00	0.00	0.00	75,600.00	✓
✓ INV	Amber Technologies LLC	JBL1111	bd4835502..	May 25, 2021	198,000.00	0.00	0.00	4,158,000.00	✓
✓ INV	E Corp	INV450	7c35b42b8..	May 25, 2021	36,600.00	0.00	0.00	768,600.00	✓

Figure 41. Summary

The screenshot shows the 'View Summary' page with a summary popup overlaid on the right side. The popup, titled 'Summary of EInvoices', displays the following statistics: Created Successfully: 145, Errored Out: 73, and Not Yet Created: 99. The total number of invoices is 317. The background table is dimmed but shows the same invoice data as in Figure 40.

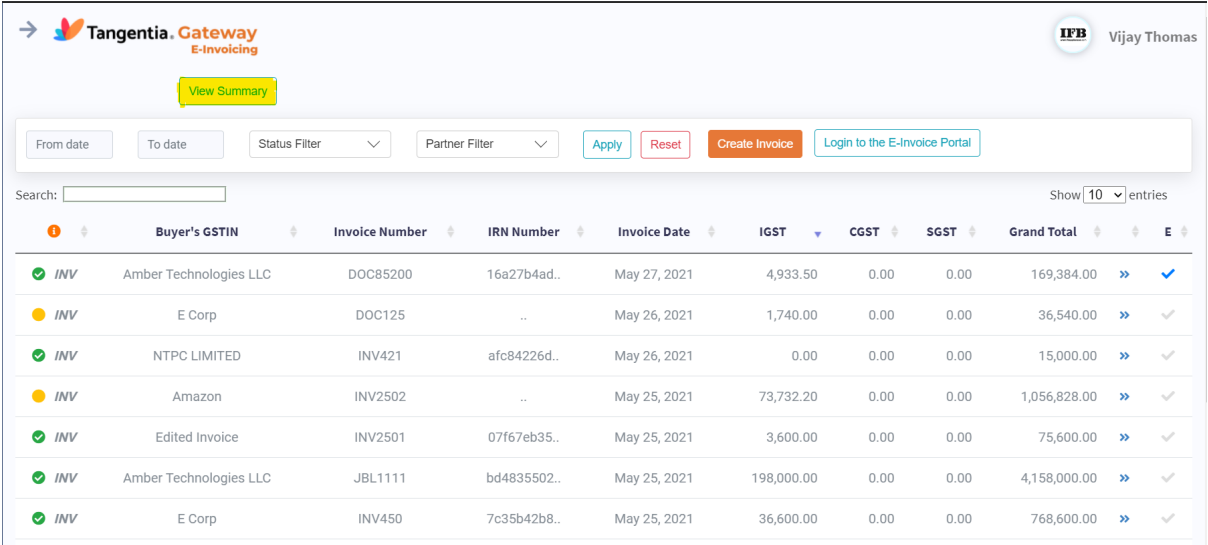
Summary of EInvoices									
✓ Created Successfully: 145									
● Errored Out: 73									
● Not Yet Created: 99									
Total No Of EInvoices: 317									

### 3.9. View E-Way Bill

You can view E-Invoice Bill through different ways.

1. Click on “Billing & Payment” menu and select “E-Invoice” sub menu
2. Select any invoice and click on the double ankle bracket.
3. Invoice details will be displayed. (Figure 41)

Figure 42. View Invoice



The screenshot shows the Tangentia Gateway E-Invoicing interface. At the top, there is a navigation bar with the Tangentia logo and the user name 'Vijay Thomas'. Below the navigation bar, there is a search bar and a 'View Summary' button. The main area contains a table of invoices with columns for Buyer's GSTIN, Invoice Number, IRN Number, Invoice Date, IGST, CGST, SGST, and Grand Total. The table is filtered to show 10 entries.

	Buyer's GSTIN	Invoice Number	IRN Number	Invoice Date	IGST	CGST	SGST	Grand Total		
✓ INV	Amber Technologies LLC	DOC85200	16a27b4ad..	May 27, 2021	4,933.50	0.00	0.00	169,384.00	»	✓
● INV	E Corp	DOC125	..	May 26, 2021	1,740.00	0.00	0.00	36,540.00	»	✓
✓ INV	NTPC LIMITED	INV421	afc84226d..	May 26, 2021	0.00	0.00	0.00	15,000.00	»	✓
● INV	Amazon	INV2502	..	May 25, 2021	73,732.20	0.00	0.00	1,056,828.00	»	✓
✓ INV	Edited Invoice	INV2501	07f67eb35..	May 25, 2021	3,600.00	0.00	0.00	75,600.00	»	✓
✓ INV	Amber Technologies LLC	JBL1111	bd4835502..	May 25, 2021	198,000.00	0.00	0.00	4,158,000.00	»	✓
✓ INV	E Corp	INV450	7c35b42b8..	May 25, 2021	36,600.00	0.00	0.00	768,600.00	»	✓

### 3.10. Edit an E-Invoice

You can edit an Invoice only if its status is in ‘Not Yet Created’ or in ‘Error’ status.

1. Navigate to E-Invoice details page
2. Click on “Select Action” dropdown and click on Edit Invoice (Figure 42)
3. Required details can be edited in this page

Figure 43. Edit E-Invoice

Invoice-Details

**TG Invoice Date :** May 27, 2021

**IRN Number #**  
16a27b4ad3dc836a5ca17ddf401ca733b40088ad0e8020d578206b2e84b0b28

**Seller's GSTIN #** 24AAAP13182M002

**Buyer's GSTIN #** 27AAAP13182M002

**Document Number :** DOC85200    **Document Type :** INV    **Supplier Type :** B2B    **Document Date :** May 27, 2021    **Dispatch Name :** IFB    **Dispatch Location :** Kolkata

**Dispatch Pin Code :** 389001    **Dispatch State Code :** 24    **Dispatch Address :** IFB Industries Limited2, Plot, Kolkata,India - 700107IFP100223,    **Ship Legal Name :** Amber Technologies LLC    **Ship Location :** Mumbai

**Ship PIN Code :** 400001    **Ship State Code :** 27    **Ship Address :** Rajshree Towers Mahatma Gandhi Road,Apollo Bandar, Colaba

Select Action ▾    List of E-way Bill ▾

- Edit Invoice
- Print Invoice
- Delete Invoice
- Download Invoice
- Create E-Way Bill

Quantity	UOM	Unit Price	Discount(%)	Discount Amount	Taxable Amount	GST Rate(%)	GST Amount	Total Amount
125	OTH	299	12%	4,485.00	32,890.00	3%	986.70	33,876.70

### 3.11. Delete an E-Invoice

You can delete an Invoice only if its status is in 'Not Yet Created' or in 'Error' status.

1. Navigate to E-Invoice details page
2. Click on "Select Action" dropdown and click on Delete Invoice or Delete E-Way Bill (Figure 43)
3. Bill can be deleted from this page.

Figure 44. Delete E-Invoice

Invoice-Details

**TG Invoice Date :** May 27, 2021

**IRN Number #**  
16a27b4ad3dc836a5ca17ddf401ca733b40088ad0e8020d578206b2e84b0b28

**Seller's GSTIN #** 24AAAP13182M002

**Buyer's GSTIN #** 27AAAP13182M002

**Document Number :** DOC85200    **Document Type :** INV    **Supplier Type :** B2B    **Document Date :** May 27, 2021    **Dispatch Name :** IFB    **Dispatch Location :** Kolkata

**Dispatch Pin Code :** 389001    **Dispatch State Code :** 24    **Dispatch Address :** IFB Industries Limited2, Plot, Kolkata,India - 700107IFP100223,    **Ship Legal Name :** Amber Technologies LLC    **Ship Location :** Mumbai

**Ship PIN Code :** 400001    **Ship State Code :** 27    **Ship Address :** Rajshree Towers Mahatma Gandhi Road,Apollo Bandar, Colaba

Select Action ▾    List of E-way Bill ▾

- Edit Invoice
- Print Invoice
- Delete Invoice
- Download Invoice
- Create E-Way Bill

Quantity	UOM	Unit Price	Discount(%)	Discount Amount	Taxable Amount	GST Rate(%)	GST Amount	Total Amount
125	OTH	299	12%	4,485.00	32,890.00	3%	986.70	33,876.70

## 4. E-Way Bill

### 4.1. Creating an E-Way Bill

You can create E-Way Bill in multiple ways.

#### 4.1.1. Creating an E-Way Bill under E-Invoice tab

1. Click on “Billing & Payment” menu and select “E-Invoice” sub menu. (Figure 44)
2. Click on the “Create Invoice” button. A Create Invoice form opens. (Figure 45)
3. Navigate to E-Way Bill Details
4. Click the checkbox under “E-Way Bill Details”

Figure 45. Billing and Payment menu

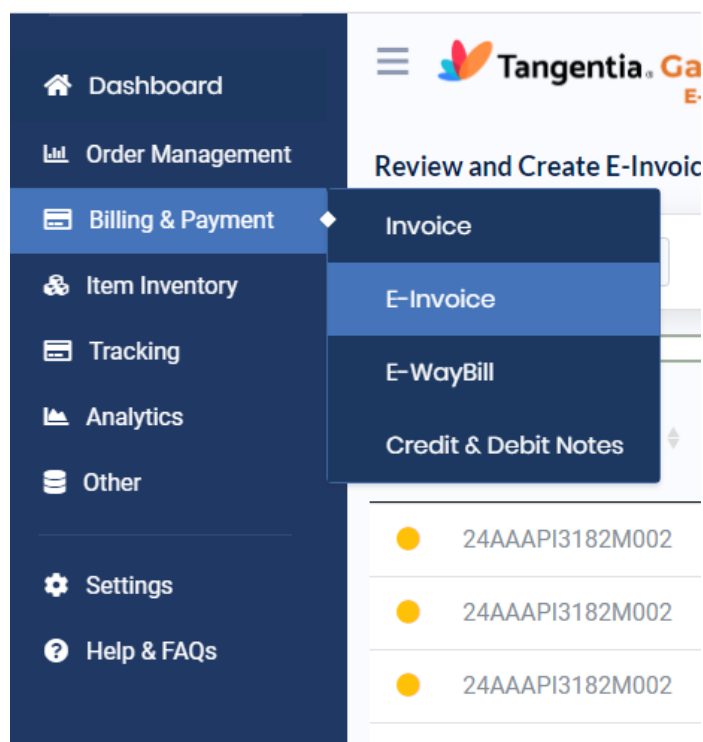


Figure 46. E-Invoice

Create Invoice
Close

<b>Transaction Details</b>			<b>Document Details</b>		
Seller's GSTIN*	Seller's Name*	Reg Rev	Type*	Document No*	Document Date*
<input type="text" value="24AAAPI3182M002"/>	<input type="text" value="IFB"/>	<input type="text" value="No"/>	<input type="text" value="INV"/>	<input type="text" value="Document Number"/>	<input type="text" value="dd-mm-yyyy"/>
Buyer's GSTIN*	Buyer's Name*		Tax Scheme*	Supplier Type*	ECM GSTIN
<input type="text" value="Trading partner GSTIN"/>	<input type="text" value="Select Buyer's Name."/>		<input type="text" value="GST"/>	<input type="text"/>	<input type="text" value="ECM GSTIN"/>
IGST On Intra					
<input type="text" value="No"/>					

**Dispatch Details**  Same as Bill From Address

Dispatch Name*	Dispatch Address Line 1*	Dispatch Address Line 2	Dispatch Location*
<input type="text" value="Dispatch Name"/>	<input type="text" value="Dispatch Address Line 1"/>	<input type="text" value="Dispatch Address Line 2"/>	<input type="text" value="Dispatch Location"/>
Dispatch PIN Code*	Dispatch State Code*		
<input type="text" value="Dispatch Pin Code"/>	<input type="text" value="Dispatch State code"/>		

5. Fill in the details under E-Way Bill Details. It contains following fields (Figure 46)

- Select Transporter Details – Select details from dropdown.
- Transporter ID(GSTIN) - Auto populated
- Transporter Name – Auto populated
- Transporter Document Number – Type in the document number
- Transporter Document Date – Auto populated
- Transporter Mode – Select from the dropdown
  - If the Transporter Mode is selected as “Road” fill in the details of “Vehicle Number” and “Vehicle Type”

Figure 47. E-Way Bill Details

**E-Way Bill Details**

UNITED TEXTILE MILLS PRIVATE LI  
**NTPC LIMITED**

Transaction ID	Transporter Name*	Transport Document Number*	Transport Document Date*
<input type="text" value="Transaction ID"/>	<input type="text" value="Name of the Transporter"/>	<input type="text" value="Transport Document Number"/>	<input type="text" value="26/04/2021"/>

Transport Mode\*

6. Upload E-Way Bill along with invoice into the IRP portal to generate an E-Invoice
  - a. Login to the IRP portal
  - b. Fill in your registered API portal credentials in 'E-Invoice API Portal Username' and 'E-Invoice API Portal Password' using. (Figure 47)
  - c. Click on the "Select Action" drop down and then "Upload E-Invoices". (Figure 48)

Figure 48. Item Details

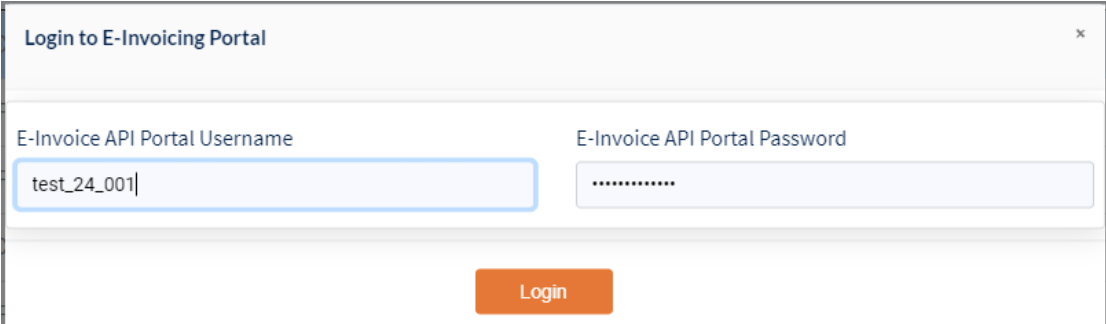
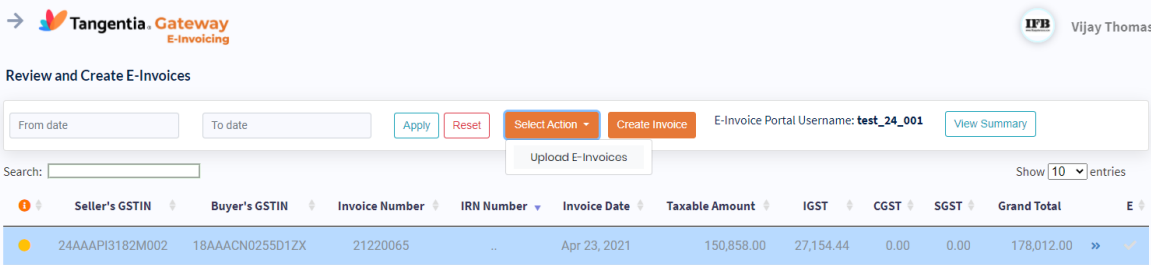


Figure 49. Upload E-Invoice



Seller's GSTIN	Buyer's GSTIN	Invoice Number	IRN Number	Invoice Date	Taxable Amount	IGST	CGST	SGST	Grand Total
24AAAPI3182M002	18AAACN0255D1ZX	21220065	..	Apr 23, 2021	150,858.00	27,154.44	0.00	0.00	178,012.00

#### 4.1.2. Creating an E-Way Bill under E-Invoice tab

1. Navigate to invoice details page
2. Select "Create E-Way Bill" under "Select Option" dropdown.
3. A pop up appears to fill in the details
4. Fill in the details and click on "Save"
5. E-Way bill is created
6. Upload E-Way Bill along with invoice into the IRP portal to generate an E-Invoice
  - a. Login to the IRP portal
  - b. Fill in your registered API portal credentials in 'E-Invoice API Portal Username' and 'E-Invoice API Portal Password' using.

- c. Click on the “Select Action” drop down and then “Upload E-Invoices”.

## 4.2.View E-Way Bill

You can view E-Way Bill through different ways.

### 4.2.1. View from E-Invoicing Listing page

1. Click on “Billing & Payment” menu and select “E-Invoice” sub menu
2. Check if there is a blue tick mark on the right-hand side of E-Invoice listed
3. Blue tick mark will be showed only if the E-Way Bill is attached with the E-Invoice.
4. Click on the blue mark
5. E-Way Bill details pops up on the screen (Figure 49)
6. E-Way Bill details pops up only if the Invoice is uploaded successfully to IRP portal.
7. Click on the E-Way bill number
8. You will be directed to the E-Way Bill details page

Figure 50. E-Way Bill Details

E-way Bill Date	Transport Number	Transport Document Date	E-way Bill ValidTill	E-way Bill No
Apr 19, 2021	9999823	19/04/2021	Apr 20, 2021	631009885053

24AAAPI3182M002	24AAAPI3182M002	23145	..	Apr 16, 2021	3.96	0.00	0.00	0.00	4.00	»	✓		
24AAAPI3182M002	24AAAPI3182M002								0.00	0.00	27,381.00	»	✓
24AAAPI3182M002	18AAACU8888P1Z7	testpriya2	..	Apr 20, 2021	142.56	0.14	0.00	0.00	143.00	»	✓		
24AAAPI3182M002	24AAACU8888P1Z7	testpriya1	..	Apr 20, 2021	22,014,754.00	214,968.19	0.00	0.00	22,229,722.00	»	✓		
24AAAPI3182M002	18AAACN0255D1ZX	4545454	b65479722..	Apr 20, 2021	1,999,500.00	99,975.00	0.00	0.00	2,099,475.00	»	✓		
24AAAPI3182M002	URP	2000231	96acc0a67..	Apr 19, 2021	2,081,000.00	249,720.00	0.00	0.00	2,330,720.00	»	✓		

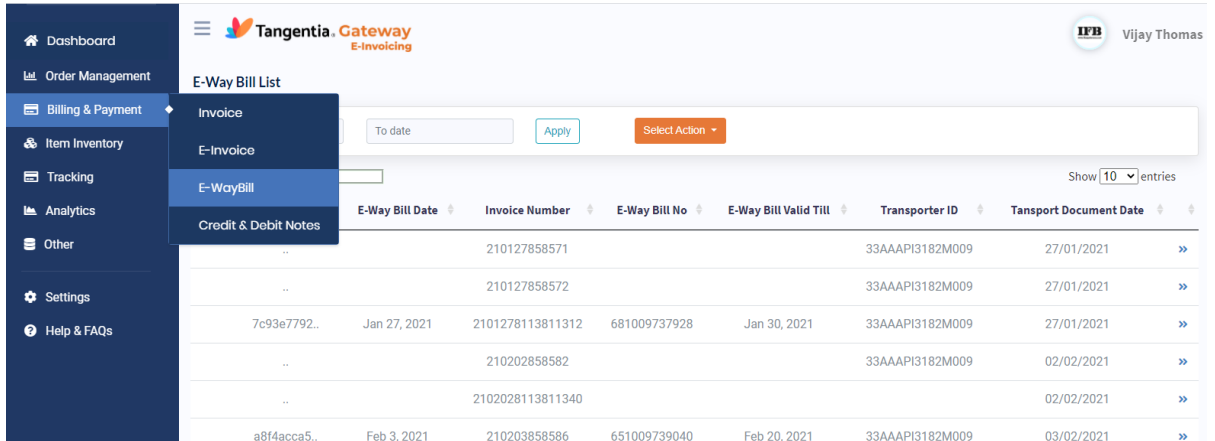
Showing 1 to 10 of 195 entries

First Previous 1 2 3 4 5 ... 20 Next Last

### 4.2.2. View from “E-Way” Bill tab

1. Click on “Billing & Payment” menu and select “E-Way Bill” sub menu. (Figure 50)
2. All details will be displayed in this page

Figure 51. View E-Invoice




E-Way Bill Date	Invoice Number	E-Way Bill No	E-Way Bill Valid Till	Transporter ID	Transport Document Date
..	210127858571			33AAAPI3182M009	27/01/2021
..	210127858572			33AAAPI3182M009	27/01/2021
7c93e7792.. Jan 27, 2021	2101278113811312	681009737928	Jan 30, 2021	33AAAPI3182M009	27/01/2021
..	210202858582			33AAAPI3182M009	02/02/2021
..	2102028113811340				02/02/2021
a8f4acca5.. Feb 3, 2021	210203858586	651009739040	Feb 20, 2021	33AAAPI3182M009	03/02/2021

#### 4.2.3. View from E-Invoice” tab

1. Click on “Billing & Payment” menu and select “E-Invoice” sub menu.
2. Click on “List of E-Way Bill” dropdown and select E-Way Bill number (Figure 51)
3. All details will be displayed in this page

Figure 52. View E-Invoice



**TG Invoice Date :** Apr 19, 2021

**IRN Number #** 96acc0a67235c86a078d050247bf7591002f80bd05a25dfc8bb007d5dedf1f21

**Seller's GSTIN #** 24AAAPI3182M002

**Buyer's GSTIN #** URP

**Document Number :** 2000231    **Document Type :** INV    **Supplier Type :** EXPWP    **Document Date :** Apr 19, 2021    **Dispatch Name :** IFB    **Dispatch Location :** Kolkata

**Dispatch Pin Code :** 400099    **Dispatch State Code :** 27    **Dispatch Address :** KolkataKolkata    **Ship Legal Name :** VINOD BABULAL PRAJAPATI    **Ship Location :** Pune

**Ship PIN Code :** 400051    **Ship State Code :** 27    **Ship Address :** 1-2 nayak chawjajprakash road    **Shipping Bill No :** SH000921    **Shipping Bill Date :** 12/05/2020

**Port Code :** INAIGG    **Claiming Refund :** N    **Foreign Currency Code :** INR    **Country Code :** IN    **Export Duty :** 0

Select Action ▾    List of E-way Bill ▾  
631009885053

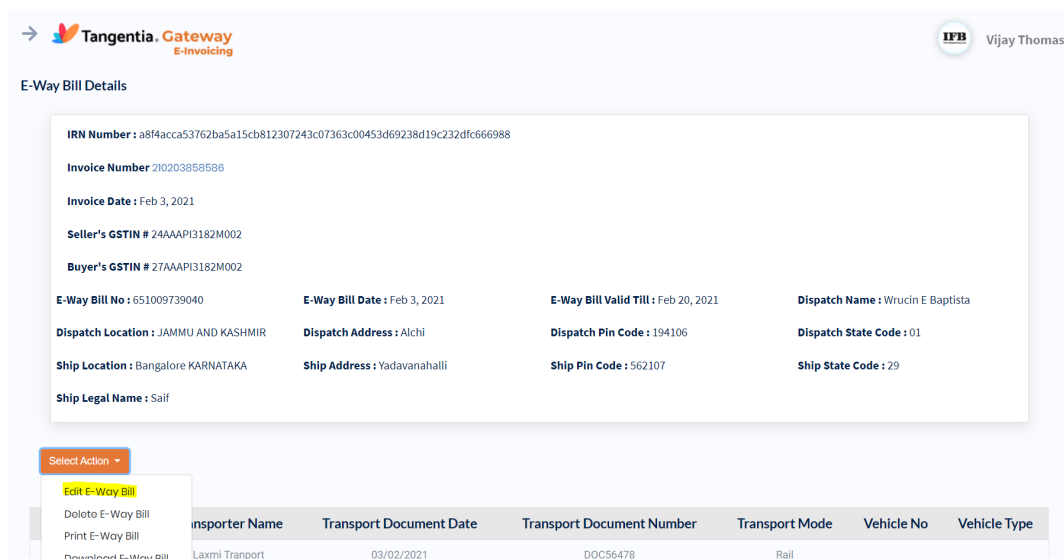


### 4.3. Edit an E-Way Bill

You can edit an E-Way Bill only if its status is in 'Not Yet Created' or in 'Error' status.

1. Navigate E-Way Bill details either from E-Invoice or E-Way Bill page
2. Click on "Select Action" dropdown and click on Edit Invoice or Edit E-Way Bill
3. Required details can be edited in this page

Figure 53. Edit E-Way Bill



The screenshot shows the 'E-Way Bill Details' page in the Tangentia Gateway E-Invoicing system. The page header includes the Tangentia Gateway logo and the user name 'Vijay Thomas'. The main content area displays the following details:

- IRN Number : a8f4acca53762ba5a15cb812307243c07363c00453d69238d19c232dfc666988
- Invoice Number : 210203858586
- Invoice Date : Feb 3, 2021
- Seller's GSTIN # : 24AAAP13182M002
- Buyer's GSTIN # : 27AAAP13182M002
- E-Way Bill No : 651009739040
- E-Way Bill Date : Feb 3, 2021
- E-Way Bill Valid Till : Feb 20, 2021
- Dispatch Name : Wrucin E Baptista
- Dispatch Location : JAMMU AND KASHMIR
- Dispatch Address : Alchi
- Dispatch Pin Code : 194106
- Dispatch State Code : 01
- Ship Location : Bangalore KARNATAKA
- Ship Address : Yadavanahalli
- Ship Pin Code : 562107
- Ship State Code : 29
- Ship Legal Name : Saif

Below the details, there is a 'Select Action' dropdown menu with the following options:

- Edit E-Way Bill (highlighted)
- Delete E-Way Bill
- Print E-Way Bill
- Download E-Way Bill

At the bottom, there is a table with the following columns: Transporter Name, Transport Document Date, Transport Document Number, Transport Mode, Vehicle No, and Vehicle Type.

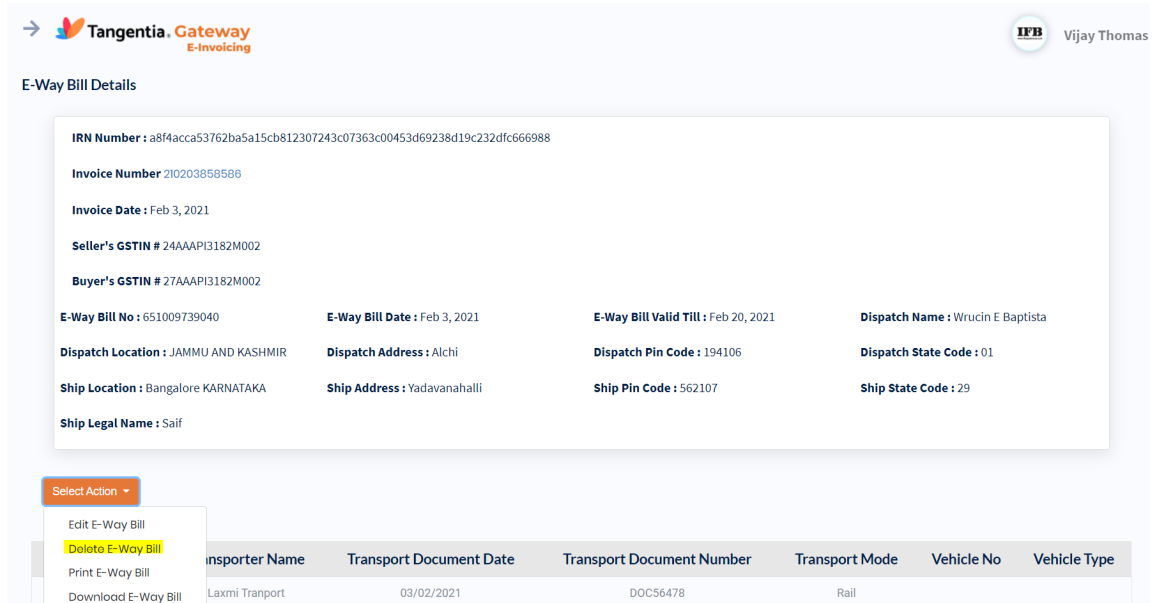
Transporter Name	Transport Document Date	Transport Document Number	Transport Mode	Vehicle No	Vehicle Type
Laxmi Transport	03/02/2021	DOC56478	Rail		

### 4.4. Delete an E-Way Bill

You can delete an E-Way Bill only if its status is in 'Not Yet Created' or in 'Error' status.

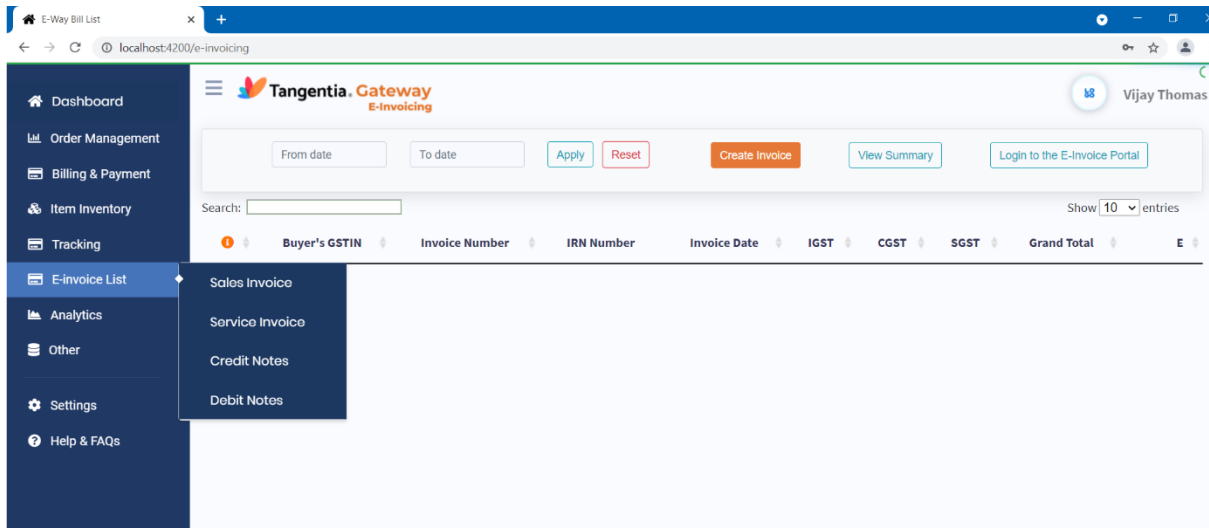
1. Navigate to E-Way Bill details page either from E-Invoice tab or E-Way Bill page
2. Select the E-Way Bill to be deleted
3. Click on "Select Action" dropdown and click on Delete E-Way Bill
4. Bill can be deleted from this page.

Figure 54. Delete E-Way Bill



## 5. E-Invoice List

Figure 55. Delete E-Way Bill



### 5.1.Sales Invoice

You can create and view all the Sales Invoice in this Sales Invoice section.

### 5.1.1. View Sales Invoice

1. Click on “Invoice List” menu and select “Sales Invoice” sub menu. (Figure 44)
2. All the sales invoices will be listed in this page
3. Click on double angle bracket of an Invoice listed to view it in details.

### 5.1.2. Create a Sales Invoice

4. Click on “Invoice List” menu and select “Sales Invoice” sub menu. (Figure 44)
5. Click on “Create Invoice” button
6. “Type” field will be automatically selected as “Inv” under “Document Details” section.
7. Fill in the rest of the fields as mentioned in the section 2.2. (Refer 2.2)

Figure 56. Sales Invoice

Close

#### Transaction Details

<b>Seller's GSTIN*</b>	<b>Seller's Name*</b>	<b>Reg Rev</b>
<input type="text" value="27AAACU8888P12"/>	<input type="text" value="UNITED TEXTILE IV"/>	<input type="text" value="No"/>
<b>Buyer's GSTIN*</b>		
<input type="text" value="Trading partner GSTIN"/>		

#### Document Details

<b>Type*</b>	<b>Document No*</b>	<b>Document Date*</b>
<input type="text" value="INV"/>	<input type="text" value="Document Number"/>	<input type="text" value="dd-mm-yyyy"/>
<b>Tax Scheme*</b>	<b>Supplier Type*</b>	<b>ECM GSTIN</b>
<input type="text" value="GST"/>	<input type="text"/>	<input type="text" value="ECM GSTIN"/>

## 5.2. Service Invoice

You can create and view all the Service Invoice in this Service Invoice section.

### 5.2.1. View Service Invoice

1. Click on “Invoice List” menu and select “Service Invoice” sub menu. (Figure 44)
2. All the Service invoices will be listed in this page
3. Click on double angle bracket of an Invoice listed to view it in details.

### 5.2.2. Create Service Invoice

1. Click on “Invoice List” menu and select “Service Invoice” sub menu. (Figure 44)
2. Click on “Create Invoice” button
3. “Type” field will be automatically selected as “Inv” under “Document Details” section.
4. “Service?” checkbox under the “Item Details” will be checked by default.
5. Fill in the rest of the fields as mentioned in the section 2.2. (Refer 2.2)

Figure 57. Service Invoice

Action		Description	HSN/SAC Code	UOM	Quantity	Unit Price	Discount(%)	GST Rate(%)
	<input type="checkbox"/> TAX	Tax 1	HSN Code	Select...	Quantity	312	Discount(%)	18.00X ▾
	<input type="checkbox"/> TAX	Tax 2	HSN Code	Select...	Quantity	Unit Price	Discount(%)	18.00X ▾
	<input type="checkbox"/> TAX	Tax 3	HSN Code	Select...	Quantity	Unit Price	Discount(%)	18.00X ▾
	<input type="checkbox"/> TAX	To & Fro Air Fare Chennai -	HSN Code	Select...	Quantity	4000	Discount(%)	0.00 X ▾
	<input type="checkbox"/> TAX	Taxi Charges (Kolkata -	HSN Code	Select...	Quantity	150	Discount(%)	0.00 X ▾
	<input type="checkbox"/> TAX	Boarding and Lodging	HSN Code	Select...	Quantity	2000	Discount(%)	0.00 X ▾
	<input type="checkbox"/> TAX	Local transportation	HSN Code	Select...	Quantity	1000	Discount(%)	0.00 X ▾

## 5.3.Credit Notes

You can create and view all the Credit Notes in this Credit Notes section.

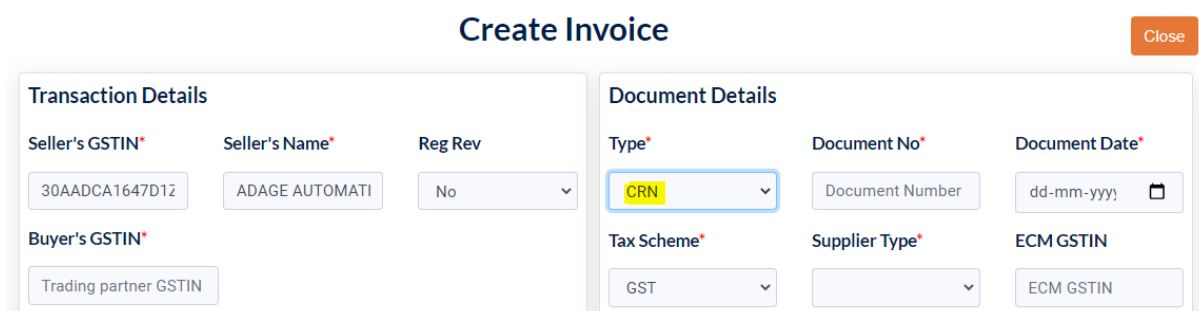
### 5.3.1. View Credit Notes

1. Click on “Invoice List” menu and select “Credit Notes” sub menu. (Figure 44)
2. All the Credit Notes will be listed in this page
3. Click on double ankle bracket of an Invoice listed to view it in details.

### 5.3.2. Credit Notes

1. Click on “Invoice List” menu and select “Credit Notes” sub menu. (Figure 44)
2. Click on “Create Invoice” button
3. “Type” field will be automatically selected as “CRN” under “Document Details” section.
4. Fill in the rest of the fields as mentioned in the section 2.2. (Refer 2.2)

Figure 58. Credit Notes



The screenshot shows the 'Create Invoice' form with two main sections: Transaction Details and Document Details. A 'Close' button is located in the top right corner.

Transaction Details			Document Details		
Seller's GSTIN*	Seller's Name*	Reg Rev	Type*	Document No*	Document Date*
30AADCA1647D1Z	ADAGE AUTOMATI	No	CRN	Document Number	dd-mm-yyyy
Buyer's GSTIN*			Tax Scheme*	Supplier Type*	ECM GSTIN
Trading partner GSTIN			GST		ECM GSTIN

## 5.4. Debit Notes

You can create and view all the Service Invoice in this Debit Notes section.

### 5.4.1. View Debit Notes

1. Click on “Invoice List” menu and select “Debit Notes” sub menu. (Figure 44)
2. All the Debit Notes will be listed in this page
3. Click on double angle bracket of an Invoice listed to view it in details.

### 5.4.2. Create Debit Notes

1. Click on “Invoice List” menu and select “Debit Notes” sub menu. (Figure 44)
2. Click on “Create Invoice” button
3. “Type” field will be automatically selected as “DBN” under “Document Details” section.
4. “Service?” checkbox under the “Item Details” will be checked by default.
5. Fill in the rest of the fields as mentioned in the section 2.2. (Refer 2.2)

Figure 59. Debit Notes

### Create Invoice Close

Transaction Details			Document Details		
<b>Seller's GSTIN*</b>	<b>Seller's Name*</b>	<b>Reg Rev</b>	<b>Type*</b>	<b>Document No*</b>	<b>Document Date*</b>
<input type="text" value="30AADCA1647D1Z"/>	<input type="text" value="ADAGE AUTOMATI"/>	<input type="text" value="No"/> ▼	<input type="text" value="DBN"/> ▼	<input type="text" value="Document Number"/>	<input type="text" value="dd-mm-yyyy"/> 📅
<b>Buyer's GSTIN*</b>			<b>Tax Scheme*</b>	<b>Supplier Type*</b>	<b>ECM GSTIN</b>
<input type="text" value="Trading partner GSTIN"/>			<input type="text" value="GST"/> ▼	<input type="text" value=""/> ▼	<input type="text" value="ECM GSTIN"/>