



E-Way Bill Generation Process in Odoo

This document provides a comprehensive, step-by-step guide to generating E-Way Bills directly within Odoo. From setting up the transporter contact to downloading the final bill, each stage is clearly outlined to ensure a smooth and compliant process for your GST-registered business operations.

Step 1: Create the Transporter Contact

The first step in the E-Way Bill generation process is to set up the transporter's contact record in Odoo. If the transporter is registered under GST and holds a valid GSTIN, you must create a dedicated Contact entry for them within the system.

Once the contact is created, it is essential to assign the **Transporter tag** to that contact. This tag ensures that Odoo correctly identifies and categorises the party as a **transporter**, making them available for selection during the E-Way Bill filling process. Accurate contact setup at this stage prevents errors in subsequent steps and ensures the bill reflects the correct transporter details.

Step 2: Open the Customer Invoice

Navigation Path

Go to **Accounting > Customers > Invoices** from the main Odoo menu to locate your invoices.

Select the Invoice

From the list of customer invoices, open the relevant invoice for which the E-Way Bill needs to be generated. Ensure the invoice is accurate and complete before proceeding to fill in E-Way Bill details.

It is important to verify that all invoice line items, customer details, and tax information are correctly entered before moving to the E-Way Bill tab. Any discrepancies at this stage may result in an incorrect or rejected E-Way Bill during generation.

Step 3: Fill in E-Way Bill Details

Once the relevant customer invoice is open, navigate to the **E-Way Bill** tab within the invoice form. This tab contains all the fields required to capture transportation and document information necessary for generating a valid E-Way Bill.

1

Transporter Name

Select the transporter contact created in Step 1 from the dropdown list.

2

Vehicle Number

Enter the vehicle registration number being used for the transportation of goods.

3

Transportation Mode

Specify the mode of transport – Road, Rail, Air, or Ship – as applicable.

4

Distance (in KM)

Enter the approximate distance in kilometres between the origin and destination.

5

Document Number & Date

Provide the relevant document number and its corresponding date for the shipment.

Step 4: Generate the E-Way Bill

After all the required details have been accurately filled in under the E-Way Bill tab, you are ready to initiate the generation process. Click the **Generate E-Way Bill** button available on the invoice form.

Odoo will communicate with the GST portal in the background and process the submitted information. It is important to ensure that your internet connection is stable and that your Odoo instance is properly configured with the correct GST API credentials before clicking this button. Any configuration issues may result in a failed generation attempt.

- ⓘ Ensure all mandatory fields are filled correctly before clicking **Generate E-Way Bill**. Incomplete or incorrect data may cause the request to fail or result in an invalid bill.

Step 5 & 6: Verify, Download & Print

Once the E-Way Bill is successfully generated, Odoo will display the **E-Way Bill Number (EBN)** directly on the invoice. You should carefully verify all the details and the status of the E-Way Bill to confirm it has been accepted by the GST portal without any errors.

Verify the EBN

Check the generated E-Way Bill Number and confirm the status shown on the invoice is valid and accepted.

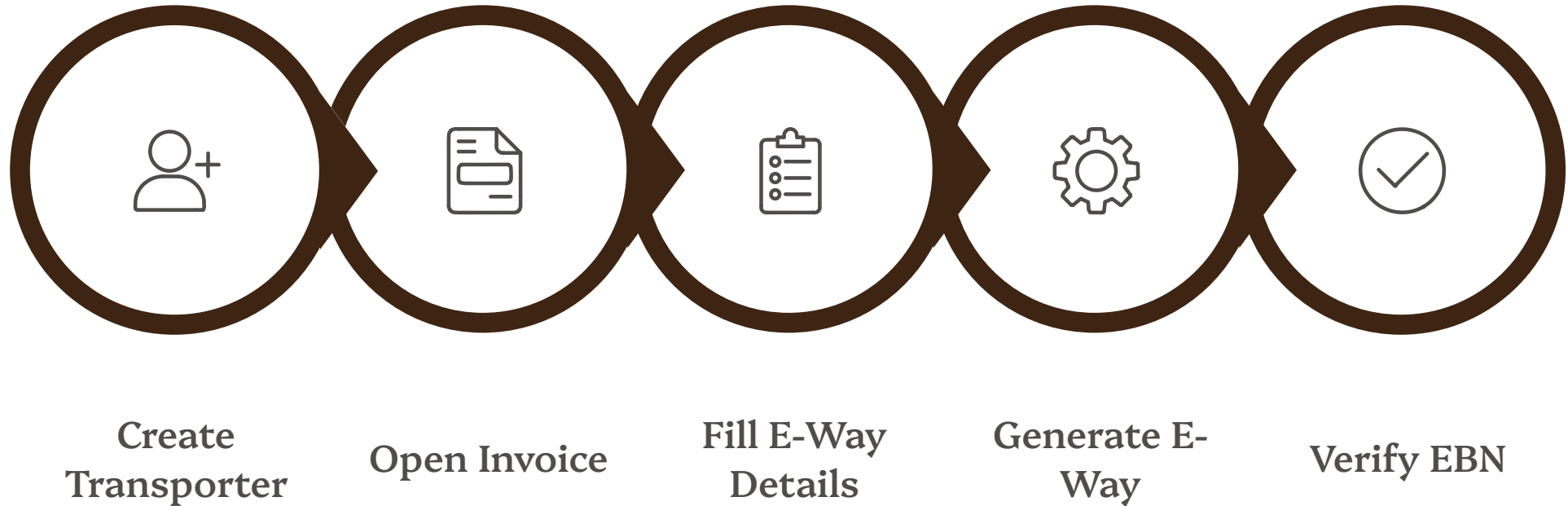
Download the Bill

Use the download option in Odoo to save a digital copy of the E-Way Bill for your records and compliance purposes.

Print for Transport

Print the generated E-Way Bill directly from Odoo. The printed copy must accompany the goods during transportation as required by GST regulations.

End-to-End Process at a Glance



The six-step process ensures full compliance with GST E-Way Bill regulations while leveraging Odoo's integrated accounting and logistics capabilities. Each step builds upon the previous one, making the workflow logical, efficient, and easy to follow for accounting teams.

Key Information Required for E-Way Bill

Accurate data entry is critical to generating a valid E-Way Bill. The following table summarises all the key fields required under the E-Way Bill tab in Odoo, along with a brief description of each field to guide data entry.

Field	Description	Where to Find
Transporter Name	GST-registered transporter with valid GSTIN	Contacts (with Transporter tag)
Vehicle Number	Registration number of the transport vehicle	Transporter / Driver
Transportation Mode	Road, Rail, Air, or Ship	Logistics arrangement
Distance (KM)	Approximate distance between origin and destination	Maps / Logistics team
Document Number	Reference document number for the shipment	Shipping documents
Document Date	Date of the reference document	Shipping documents

Important Compliance Notes

GSTIN Mandatory for Transporter

Only transporters with a valid GST registration and GSTIN should be created as contacts and tagged as Transporter in Odoo. Unregistered transporters require a different handling process.

E-Way Bill Must Travel with Goods

As per GST regulations, the printed or digital copy of the E-Way Bill must accompany the consignment throughout the transportation journey until delivery.

Validity Period

E-Way Bills have a validity period based on the distance entered. Ensure the distance is accurate to avoid expiry during transit, which can lead to penalties.

Summary & Next Steps

Generating E-Way Bills through Odoo is a streamlined, integrated process that eliminates the need to visit the GST portal separately. By following the six steps – creating the transporter contact, opening the invoice, filling in the required details, generating the bill, verifying the EBN, and downloading or printing – your team can ensure full GST compliance with minimal effort.

01

Set Up Contacts

Ensure all GST-registered transporters are created in Odoo with the Transporter tag assigned.

03

Train Your Team

Ensure your accounting team is familiar with the E-Way Bill tab fields and the generation workflow in Odoo.

02

Configure API Credentials

Verify that your Odoo instance is correctly configured with GST portal API credentials for seamless bill generation.

04

Maintain Records

Download and archive all generated E-Way Bills for audit and compliance purposes as required under GST law.

- ✔ With Odoo's integrated E-Way Bill generation, your business can achieve full GST compliance efficiently, reducing manual effort and the risk of errors in transportation documentation.