



## **Tutorial**

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### **How to Start:**

- 1) Login to <https://shipandsmile.com>
- 2) If you are a first-time user go to “Register” and complete the New “Domain” Registration.
- 3) If you have created the Domain, then proceed to “Login”

### **Register Domain:**

- a) Create your domain by providing the details. The Domain must be unique and shall be the umbrella for all your entities and GSTIN numbers.
- b) Email and Mobile Numbers should be accurate as confirmation emails and OTP shall be sent by the system.
- c) Criteria for domain and password creation is given in the relevant boxes.
- d) The details of the Super User (Admin) shall be given while creating the Domain.
- e) Please note that the Super User can create additional users in the system.
- f) After successful creation of the Domain you need to select the subscription package from the available options (Monthly or Annual) and post that provide the details of your company on whom the Tax Invoice needs to be raised.
- g) After verifying the draft tax invoice, you may proceed to pay the amount and activate your Domain.

### **Login:**

- a) You need to enter the Domain, Email Id and the Password to login.
- b) If you forgotten your password or would like to change your password, you may select the “Forgot Password” button and create a new password.
- c) Post Logging in, you need to select the Entity and the GSTIN Number for which the E-way Bill Management is to be done.

### **Create Users:**

- a) Only the Admin or the Super User can create the new users.
- b) Post login Go to Administration → User Management → Create.
- c) The new user will be intimated by way of an email.



### **Create Entities:**

- a) Post login Go to Administration → Manage Entity → Create.

### **Create GSTIN:**

- a) If you have created an Entity / Entities, you may post login Go to Administration → Manage GSTIN / TRANSIN → Create.
- b) You will be able to manage E-way Bills for only those GSTIN's where you have registered us as your GSP (GST Suvidha Provider) on the <https://ewaybillgst.gov.in/> website. The detailed process is given in the form of a PPT file (Help → Register GSP).

### **Create Addresses:**

- a) Post Login, having created an Entity / Entities and GSTIN / GSTIN's you may create the Bill from and Ship from Addresses for a GSTIN.

*You are not ready to generate an e-waybill!!!...You may go to the chapter Outward Supply or Inward Supplies.*

However, if you need to make the working smoother then you may create masters as explained below:

### **Products:**

- a) To create products, Go to → Masters → Manage Products → Create. You may create Products one at a time or in Bulk.
- b) To manage created products, Go to → Masters → Manage Products → View, edit or Delete.

### **Clients:**

- a) To create Clients, Go to → Masters → Manage Clients → Create. You may create Clients one at a time or in Bulk.
- b) To manage created clients, Go to → Masters → Manage Clients → View, edit or Delete.
- c) To create Bill to and Ship to addresses of clients Go to → Masters → Manage Clients → Manage Addresses → Create.
- d) To manage Bill to and Ship to addresses of clients Go to → Masters → Manage Clients → Manage Addresses → View, edit or Delete.

### **Suppliers:**

- a) To create Suppliers, Go to → Masters → Manage Suppliers → Create. You may create Suppliers one at a time or in Bulk.
- b) To manage created Suppliers, Go to → Masters → Manage Suppliers → View, edit or Delete.
- c) To create Bill from and Ship from addresses of Suppliers Go to → Masters → Manage Suppliers → Manage Addresses → Create.
- d) To manage Bill from and Ship from addresses of Suppliers Go to → Masters → Manage Suppliers → Manage Addresses → View, edit or Delete.

### **Transporters:**

- a) To create Transporters, Go to → Masters → Manage Transporters → Create. You may create Transporters one at a time or in Bulk.
- b) To manage created Transporters, Go to → Masters → Manage Transporters → View, edit or Delete.



### **Vehicles:**

- a) To create Vehicles, Go to → Masters → Manage Vehicles → Create. You may create Vehicles one at a time or in Bulk.
- b) To manage created Vehicles, Go to → Masters → Manage Vehicles → View, edit or Delete.

### **Outward Supply:**

- a) To Generate an outward E-Waybill Go to → Outward Supply → Generate Ewaybill. You may create Ewaybill one at a time or in Bulk.
- b) You may view the Generated Ewaybills by going to → Outward Supply → View Ewaybill and selecting the appropriate option. You may view by Date, by number, by document number, cancelled way bills, rejected way bills etc
- c) To Extend the validity of Eway bill Go to → Outward Supply → Extend Ewaybill
- d) To Cancel the outward Eway bill Go to → Outward Supply → Cancel Ewaybill
- e) To Update the Vehicle Details Go to → Outward Supply → Update Vehicle
- f) To Update the Transporter ID Go to → Outward Supply → Update Transporter
- g) To Consolidate, regenerate Consolidated Eway bills, View them and print Go to → Outward Supply → Consolidation
- h) To Print Eway bills Go to → Outward Supply → Print Eway Bill

### **Inward Supplies:**

- a) To Generate an inward E-Waybill Go to → Inward Supplies → Generate Ewaybill.
- b) You may view the Generated Eway bills by going to → Inward Supplies → View Ewaybill and selecting the appropriate option. You may view by Date, by number or generated by others.
- c) To Reject the inward Eway bill Go to → Inward Supplies → Reject Ewaybill

### **Reports:**

Essential reports based on the data collated while carrying out E-way bill management is available as follows:

- a) All E-way bill entries in the form of a dump.
- b) Outward E-way bill report
- c) Inward E-way bill report
- d) GSTR1 data from the E-way bills generated.

### **Tools:**

Some very useful tools have been provided without any additional cost to you. These tools may be used even without logging in or opening an account with us.

Important information like HSN Code search, tax rate search, Party details by GSTIN, Return filing details by GSTIN, Latest notifications and circulars, Place of supply and time of supply rules are available. We shall keep improving this section.