

GePP
GST e-Invoice Preparing and Printing tool
User Manual

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List of Abbreviations

Abbreviation	Full Form
IRP	Invoice Registration Portal
IRN	Invoice Reference Number
GSTIN	Goods and Services Tax Identification No
B2B	Business to Business
SEZ	Special Economic Zone
ITC	Input Tax Credit
EWB	e-Way Bill
GSP	Goods and Services Tax Suvidha Provider
GST	Goods and Services Tax
QR Code	Quick Response Code
NIC	National Informatics Centre

1. Introduction:

1.1 Purpose and Intended Audience

This document aims to explain the operational procedure on how to use the online application for entering the invoice details and generating the IRN (Invoice Reference Number). This document is intended for registered taxpayers under GST, who are the main stakeholders of e-invoice system under GST.

The present document is an attempt to explain the concept of e-invoice, how it operates and basics of standards. It is expected that the document will be useful for the taxpayers, tax consultants and the software companies to adopt the designed standard.

1.2 Scope

- The scope of this document covers:
- Overview of Online GePP application.
- GePP Login process.
- Process of entering invoice details and generation of IRN.
- Printing of e-Invoice using IRN

1.3 URL or Web site address

<https://einv-apisandbox.nic.in/gepp/#/>

2. "Gepp-Online"

2.1 What is "Gepp-Online"

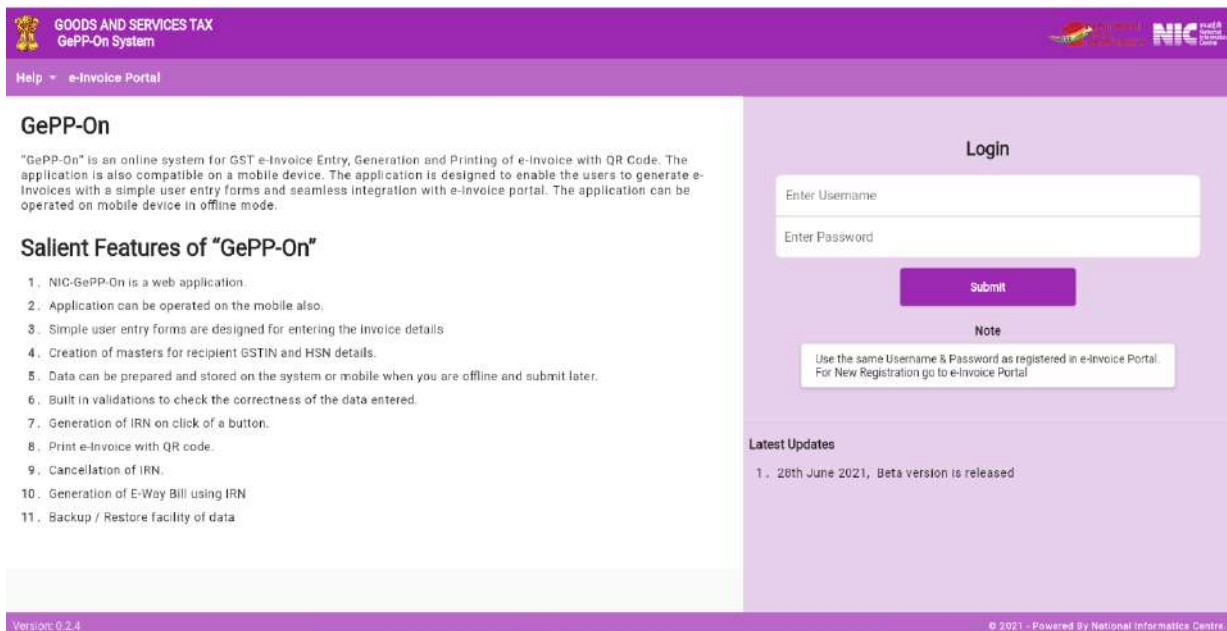
"GST e-Invoice Preparing and Printing-Online" is an online application for GST Invoice Entry, generation of IRN and printing of invoice. The application can be extended to a mobile device and also can be operated in offline mode. The application is designed to enable the users to enter invoice details using simple forms and generate IRN on click of a button. The seamless integration of GePP Online with e-Invoice portal will help the taxpayers with few invoices, in generating IRN without API Integration or using bulk upload option in the portal.

2.2 Salient Features of "Gepp-Online"

1. NIC-GePP Online is a web application.
2. Application can be downloaded on the mobile also and can be worked in the offline mode.
3. Application has simple forms for entering the invoice details.
4. Creation of masters for recipient GSTINs, and HSNs details.
5. Data can be prepared and stored on the system or mobile when you are offline and can later submit to the portal when online.
6. Built-in validations to check the correctness of the data entered.
7. Generation of IRN.
8. Customization of invoice print.
9. Print e-Invoice with QR code.
10. Cancellation of IRN.
11. Generation of E-Way Bill.
12. Export and Import facility of the data entered.

3. Login to Gepp-Online:

The GePP online application shares the same credentials as that of the e-Invoice portal. The taxpayers registered in the e-Invoice portal can use the same username and password to login to the GePP-Online system. No separate registration is required. However, taxpayers who are still not registered in e-Invoice portal, need to first register in e-Invoice portal and use the same credentials in GePP-Online system.



GOODS AND SERVICES TAX
GePP-On System

Help e-Invoice Portal

GePP-On

"GePP-On" is an online system for GST e-Invoice Entry, Generation and Printing of e-Invoice with QR Code. The application is also compatible on a mobile device. The application is designed to enable the users to generate e-Invoices with a simple user entry forms and seamless integration with e-Invoice portal. The application can be operated on mobile device in offline mode.

Salient Features of "GePP-On"

1. NIC-GePP-On is a web application.
2. Application can be operated on the mobile also.
3. Simple user entry forms are designed for entering the Invoice details
4. Creation of masters for recipient GSTIN and HSN details.
5. Data can be prepared and stored on the system or mobile when you are offline and submit later.
6. Built in validations to check the correctness of the data entered.
7. Generation of IRN on click of a button.
8. Print e-Invoice with QR code.
9. Cancellation of IRN.
10. Generation of E-Way Bill using IRN
11. Backup / Restore facility of data

Login

Enter Username

Enter Password

Submit

Note

Use the same Username & Password as registered in e-Invoice Portal.
For New Registration go to e-Invoice Portal

Latest Updates

1. 28th June 2021, Beta version is released

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4. Home Page

The main menu consists of a simple dashboard which displays the total number of e-Invoices generated, number of invoices pending for IRN generation, the recipient GSTIN details and HSN details that are added in the masters.

The main menu lists the options available to a taxpayer to operate on the GePP online system.

The options available under main menu are explained below:

Create e-invoice: A simple form for inputting the invoice details is displayed. The user can enter all the details and proceed to generate IRN.

Pending invoices: These are the invoices for which IRNs have not been generated. The taxpayer may select the invoice and generate the IRN.

Cancel IRN: User can cancel the e-Invoice using IRN number or document details.

EWB by IRN: User can generate the e-Waybill using IRN number or document details.

Generated e-invoices: This contains all the e-Invoices for which IRNs have been generated.

Recipient Master: User can enter all the details of recipient GSTINs that are more frequently used, in the masters. This is a one-time entry and while entering the invoice details, the GSTIN of the recipient can be picked from the master and subsequently other details are auto-populated. This reduces the

time and burden of entering all the details of the same GSTIN for all the transactions.

Product Master: Similarly, the User can do a one-time entry of all the frequently used HSN codes. On entering the invoice details, the HSN details may be picked from the master.

Export Data: To export the data entered in one browser or system to another.

Import Data: The import functionality is used to update/store the data or a set of data that been added/modified in one browser and need to add in another browser under same login credential.

5. Pending Invoices:

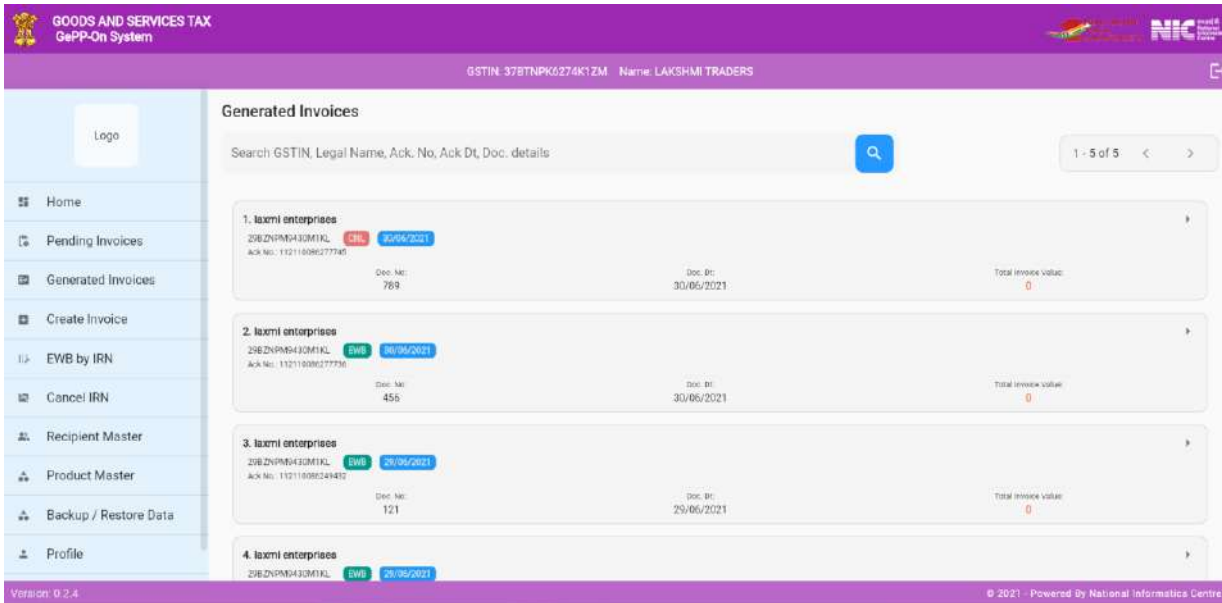
This contains the invoices for which IRNs have not been generated. There can be only 10 invoices kept pending. The user needs to generate the IRNs from this so that he can save more invoices.

The screenshot displays the 'Pending Invoices' section of the GePP-On System. The header shows 'GOODS AND SERVICES TAX GePP-On System' and 'GSTIN: 37ETNPK6274K1ZM Name: LAKSHMI TRADERS'. A search bar is present with the text 'Search by GSTIN, legal, trade name, doc details..'. Below the search bar, there are four invoice entries for 'LAXMI ENTERPRISES' (GSTIN: 29E2NPM94G0M1K1). Each entry shows the document number, document date (29/06/2021), and total invoice value (120). A sidebar on the left contains navigation options: Home, Pending Invoices, Generated Invoices, Create Invoice, EWB by IRN, Cancel IRN, Recipient Master, Product Master, Backup / Restore Data, and Profile. The footer indicates 'Version: 0.2.4' and '© 2021 - Powered By National Informatics Centre'.

Invoice No.	Doc. No.	Doc. Dt.	Total Invoice Value
1. LAXMI ENTERPRISES	121	29/06/2021	120
2. LAXMI ENTERPRISES	123	29/06/2021	120
3. LAXMI ENTERPRISES	12	29/06/2021	120
4. LAXMI ENTERPRISES	123	29/06/2021	120

6. Generated e-Invoices:

This contains all the e-Invoices for which IRNs have been generated so far and acts like a repository of all IRN. If the ewb is generated through IRN it will show EWB mark.



7. Create E – invoice

This is the main form and is used to enter the Invoice details. When user selects the 'Create E-invoice' system displays the invoice entry form which is used to generate the e-invoice. Before initiating a new E-Invoice generation, the user should have the Invoice in his hand. Firstly, the document details can be entered.

7.1 Document Details:

- Supply type can be B2B, SEZ (With Payment or Without Payment), Exports (With Payment or Without Payment) and Deemed Exports.
- Document type can be Tax Invoice/Credit Note/ Debit Note as per the business requirements
- Document No. should be unique for all the documents of the financial year
- Document Date should be less than or equal to current date.
- IGST on Intrastate can be selected if the transaction is intrastate but IGST needs to be considered.
- Reverse Charge can be selected if the supplier is generating invoice on a reverse charge basis.

GOODS AND SERVICES TAX
GePP-On System

GSTIN: 378TNP6274K1ZM Name: LAKSHMI TRADERS

Logo

Home
Pending Invoices
Generated Invoices
Create Invoice
EWB by IRN
Cancel IRN
Recipient Master
Product Master
Backup / Restore Data

Create Invoice

Document Details Recipient Details Item Details Total Values Eway Bill Preview

Document Details

Supply type:
B2B SEZ Export Deemed Exp.

IGST on Intra-state
Yes No

Reverse Charge:
Yes No

Document type:
Tax Invoice Debit Note Credit Note

Document Number *
Enter Document Number

Document Date *
01/07/2021

Next

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7.2 Recipient Details:

GOODS AND SERVICES TAX
GePP-On System

GSTIN: 378TNP6274K1ZM Name: LAKSHMI TRADERS

Logo

Home
Pending Invoices
Generated Invoices
Create Invoice
EWB by IRN
Cancel IRN
Recipient Master
Product Master
Backup / Restore Data

Create Invoice

Document Details Recipient Details Item Details Total Values Eway Bill Preview

Recipient Details

Search by GSTIN, Legal Name, Trade Name...

Bill To Details Edit Remove

LAXMI ENTERPRISES
29BZNP6430M1KL
1st main road
kometaka POS: kometaka

Choose Transaction type
Regular

Previous Next

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Details of the recipient such as GSTIN, Tradename and address details may be entered using this option. User may also select the recipient GSTIN from the master so that all the details are auto populated.

Transaction type can be selected as 1) Regular 2) Bill From-Dispatch from 3) Bill to-Ship To 4) Combination and details may be entered accordingly. Transaction Type "**Regular**": System will select by default option as "Regular"

When the transaction type is "**Bill From-Dispatch from**" then system will display the Dispatch details form and the user may fill the mandatory fields and click on save.

The screenshot displays the 'Dispatch Details' form within the Gepp Tool interface. The form is titled 'Dispatch Details' and has a 'Save' button. The fields are as follows:

- Name: _____
- Address1: _____
- Address2: _____
- Location: _____
- Pincode: _____
- Choose State: _____

The interface also shows the header 'GOODS AND SERVICES TAX GePP-On System' and 'NIC', and the footer 'Version: 0.2.4' and '© 2021 - Powered By National Informatics Centre'.

When the transaction type is "**Bill To- Ship To**" then system will display the Dispatch details form and the user may fill the mandatory fields and click on save.

The screenshot displays the 'Ship To Details' form within the Gepp Tool interface. The form is titled 'Ship To Details' and has a 'Save' button. The fields are as follows:

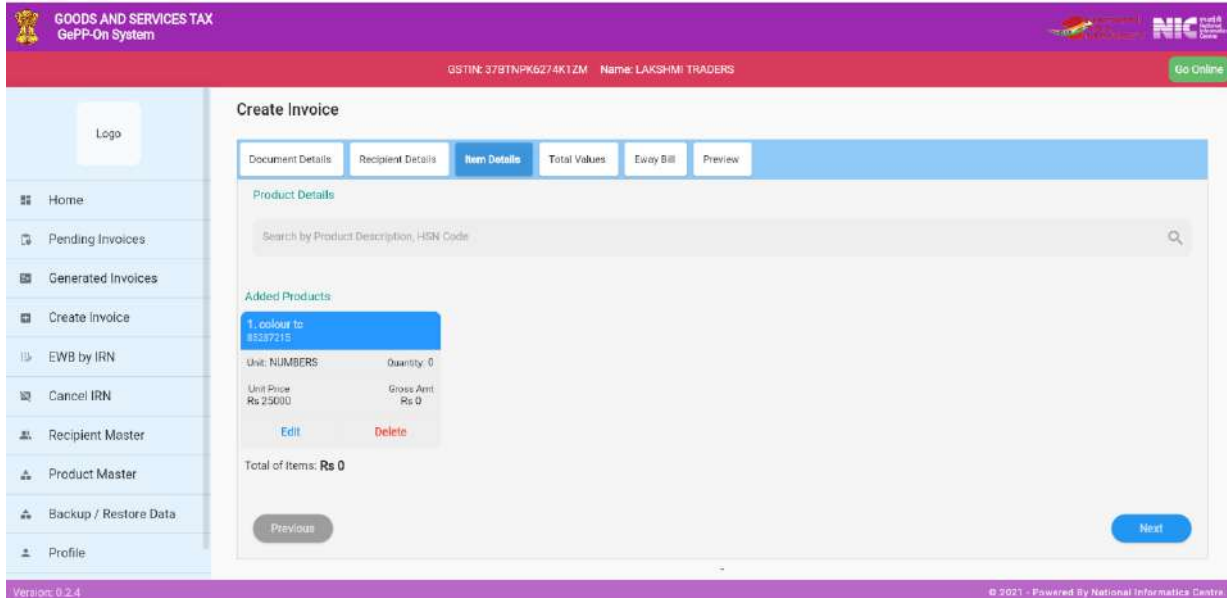
- GSTIN: _____
- Legal Name: _____
- Trade name: _____
- Address1: _____
- Address2: _____
- Location: _____
- Pincode: _____
- Choose State: _____

The interface also shows the header 'GOODS AND SERVICES TAX GePP-On System' and 'NIC', and the footer 'Version: 0.2.4' and '© 2021 - Powered By National Informatics Centre'.

Transaction Type "**Combination of 2&3**": On selecting this option, System will display the Dispatch &Shipping details form which can be entered.

7.3 Item Details:

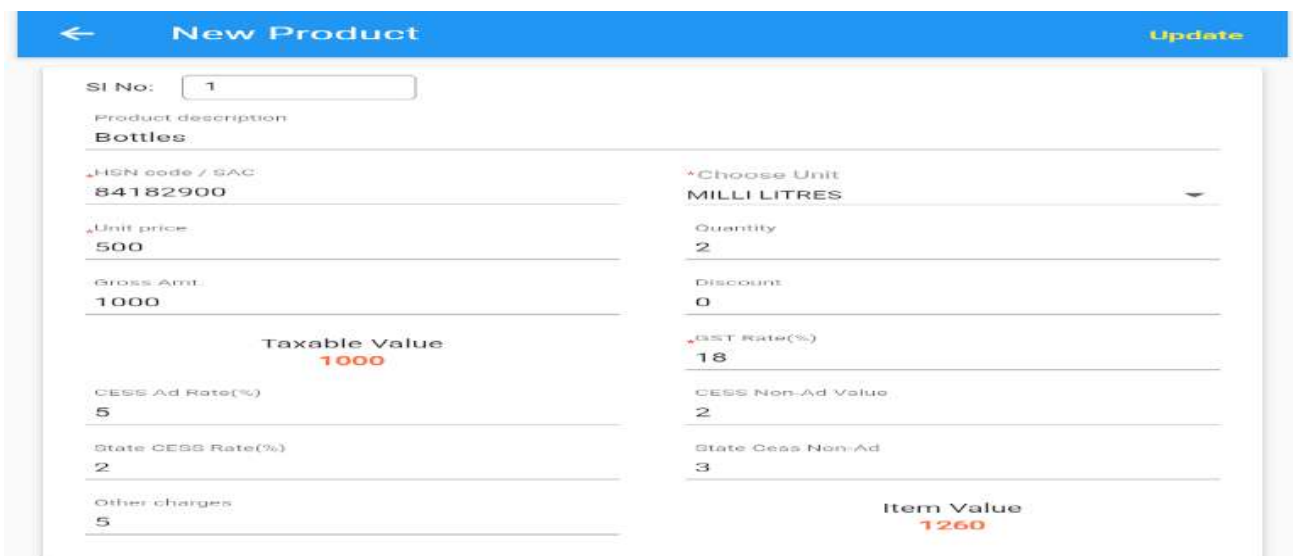
User may select the HSN details from product master. The products may be selected based on HSN code or name from the master list. This will help you in quickly entering the product details in the invoice entry form. That is, a list of the product will be shown so that you can select the product and the other details are automatically populated.



After selecting the product details, user can view product details as shown in and can also edit the product details or delete the product.

When user clicks on edit button, a page will open where user can edit the details such as product description, HSN code, unit quantity code, unit price, quantity, gross amount, discount, tax rate and click on update, the product details get updated

If user clicks on delete icon, the selected product will get deleted.



7.4 Total Values:

In total values User can edit the prefilled field such as total taxable value, IGST, CESS Advol, CESS Non-Ad, State CESS, State CESS Non Ad, Total of items, other charges, Discount, grand total and click on next.

The screenshot shows the 'Create Invoice' interface with the 'Total Values' tab selected. The form contains the following fields and values:

Total of all items		
Total Taxable value	IGST	IGST
120	0	0
IGST	CESS Advol	CESS Non-Ad
0	0	0
State CESS	State CESS Non-Ad	Total of items
0	0	120
Total Invoice Details		Discount
Other Charges	Round off	0
0	0	Grand total
		120

7.5 e-Way Bill details:

If the user needs to generate e-Way Bill along with e-Invoice then the Part-B details of the e-Way Bill can be entered. The user can enter details such as Transporter Id, Transporter name, Mode of transport, Distance, Trans. Doc no, Trans. Doc. date, vehicle number.

The screenshot shows the 'Create Invoice' interface with the 'Eway Bill' tab selected. The form includes the following fields and values:

- Do you want to generate e-Way Bill? Yes
- Trans. Id:
- Trans. Name:
- Trans. Mode:
- Distance*:
- Trans. Doc. No:
- Trans. Doc. Date*:
- Vehicle No:
- Vehicle Type:

7.6 Preview

On entering all the details, the user can verify by clicking Preview tab. All details of the invoice such as document details, Recipient Details, Item detail, total value details and e-waybill details are displayed.

If user clicks on Generate, e-invoice will be generated successfully and IRN details are displayed. On click of Save, the details are saved so that IRN can be generated later and will be available in the Pending Invoices list.

8. EWB by IRN

EWB can be generated in three ways namely- based on IRN, based on document Details, or by selecting from IRN Generated list.

8.1 Generated:

When user clicked on generated, then it will display list of IRNs with IRN number, Ack. No., Ack date and total invoice value. User can select any IRN from the list and enter the Part-B details such as Trans ID, Trans Name, Trans. Doc No and Date Vehicle No, Trans Mode, Vehicle Type and click on submit button and e-Way Bill is generated.

8.2 IRN:

After entering the IRN number and click on submit, In the next page it will display all the details of the IRN. The user can enter the Part-B details such as

Trans ID, Trans Name, Trans. Doc No and Date Vehicle No, Trans Mode, Vehicle Type and click on submit button and e-Way Bill is generated.

8.3 Doc Details:

If the user knows the document details such as document number and date then these can be entered and the system displays the IRN details. The user may enter Part-B details such as Trans ID, Trans Name, Trans. Doc No and Date Vehicle No, Trans Mode, Vehicle Type and click on submit button and e-Way Bill is generated.

9 Cancel by IRN

e-Invoice or IRN can be cancelled by three ways i.e., based on IRN number, document details, or by selecting from generated list.

9.1 IRN:

After entering the IRN number and click on submit, in the next page it will display all the details of the transaction details or the IRN. The user needs to enter the cancel reason and remarks and click on submit. If e-Way Bill is generated, then the IRN cannot be cancelled.

10. Recipient Master

User can enter the details of recipient such as GSTIN, Tradename and address details in the master list. This master will help in quickly entering the purchaser details in the invoice entry form. That is, a list of the recipients will be shown so that you can select the purchaser and the other details are automatically populated.

GOODS AND SERVICES TAX
GePP-On System

GSTIN: 378TNP6274K1ZM Name: LAKSHMI TRADERS

Go Online

Recipient Masters

Search by GSTIN, Legal, Trade name, State, pincode..

1 - 5 of 5 < > + Add

GSTIN	Legal Name	Location	State	Pin	Action
29BZNP9430M1KL	nic test	gandhinagar	karnataka	560039	
29BZNP9430M1KL	nic test	gandhinagar	karnataka	560039	
29BZNP9430M1KL	nic test	gandhinagar	karnataka	560039	
29BZNP9430M1KL	nic test	gandhinagar	karnataka	560039	
29BZNP9430M1KL	laxmi enterprises	gandhinagar	karnataka	560039	

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GOODS AND SERVICES TAX
GePP-On System

GSTIN: 378TNP6274K1ZM Name: LAKSHMI TRADERS

Go Online

← Add Recipient Save

GSTIN: URP

Legal name

Trade name

Location

State: OTHER COUNTRIES

Address1

Address2

Phone: 999999



Phone: Email

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11. Product Master

User can enter the details of your product using this option. Details of the products such as HSN code, description, units, price and tax rates can be entered. This master will help you in quickly entering the product details in the invoice entry form. A list of the products will be shown so that user can select the product and the other details are automatically populated.

The screenshot displays the 'Product Masters' section of the GePP-On System. At the top, it shows the GSTIN (37BTNPK6274K1ZM) and the user name (LAKSHMI TRADERS). A search bar is available with the text 'Search by Description, HSN, Unit, Unit price...'. Below the search bar, there is a table with the following data:

Description	HSN	Unit	Unit Price	GST Rate	Action
colour to	85287215	numbers	25000	18	 

The sidebar menu on the left includes options like Home, Pending Invoices, Generated Invoices, Create Invoice, EWB by IRN, Cancel IRN, Recipient Master, Product Master, Backup / Restore Data, and Profile. The footer indicates the version is 0.2.4 and is powered by the National Informatics Centre.

12. Backup/Restore data

The data entered by the user in GePP-On system such as master details of Recipient GSTIN, HSN details and the pending invoices are stored locally in the user's system. If the user logs into the GePP-On using a different system, these details may not be available. Similarly if the user re-installs the OS, these details will not be available. Hence, a regular backup of the data is recommended. However, the IRN details generated are stored on the server of the e-Invoice system. Hence, it is always recommended to take regular backup so that you can retrieve the data whenever you work on a different browser or different system.

Below are the steps to execute or carry out the Backup and Restore functionality:

Step1: Open a browser-1 (say Google chrome)

Step2: Login to GePP tool with valid login credential

Step3: Create/Add one or multiple e-invoice, recipients or product

Step4: Save the newly added data

Step5: Now click on Export, a JSON file with name "einv_backup" will be downloaded automatically.

Step6: Now, open different browser i.e., browser-2 (Mozilla).

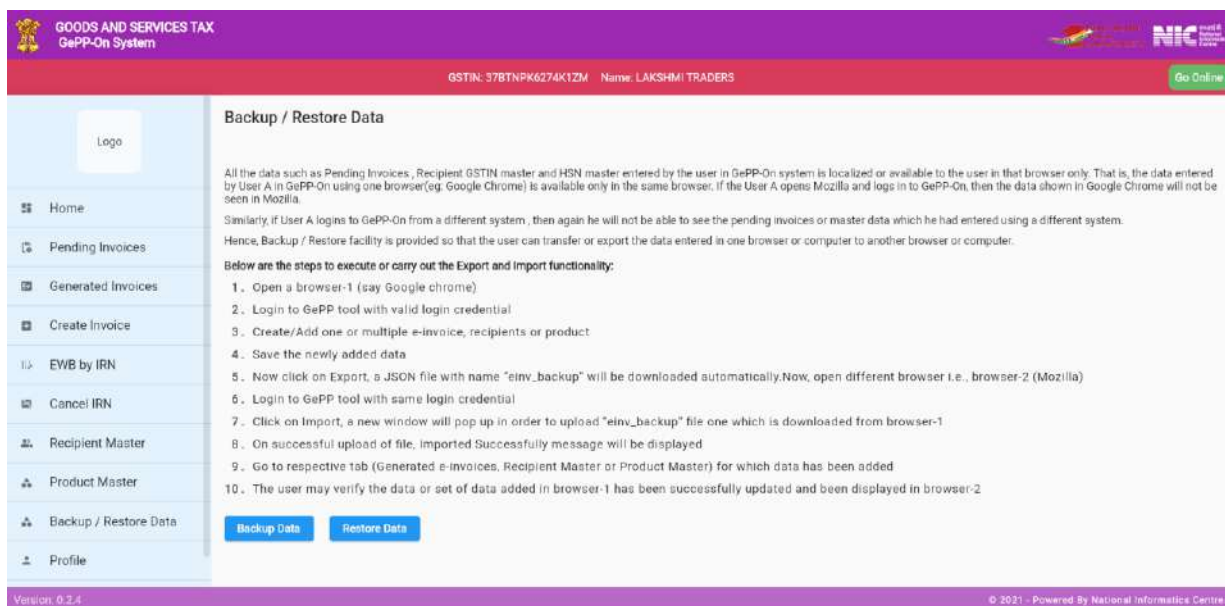
Step7: Login to GePP tool with same login credential

Step8: Click on Import, a new window will pop up in order to upload "einv_backup" file one which is downloaded from browser-1

Step9: On successful upload of file, Imported Successfully message will be displayed

Step10: Go to respective tab (Generated e-invoices, Recipient Master or Product Master) for which data has been added

Step11: The user may verify the data or set of data added in browser-1 has been successfully updated and been displayed in browser-2



**GOODS AND SERVICES TAX
GePP-On System**

GSTIN: 37BTNPK6274K1ZM Name: LAKSHMI TRADERS [Go Online](#)

Backup / Restore Data

All the data such as Pending Invoices, Recipient GSTIN master and HSN master entered by the user in GePP-On system is localized or available to the user in that browser only. That is, the data entered by User A in GePP-On using one browser (eg. Google Chrome) is available only in the same browser. If the User A opens Mozilla and logs in to GePP-On, then the data shown in Google Chrome will not be seen in Mozilla.

Similarly, if User A logs in to GePP-On from a different system, then again he will not be able to see the pending invoices or master data which he had entered using a different system. Hence, Backup / Restore facility is provided so that the user can transfer or export the data entered in one browser or computer to another browser or computer.

Below are the steps to execute or carry out the Export and Import functionality:

1. Open a browser-1 (say Google chrome)
2. Login to GePP tool with valid login credential
3. Create/Add one or multiple e-invoice, recipients or product
4. Save the newly added data
5. Now click on Export, a JSON file with name "einv_backup" will be downloaded automatically. Now, open different browser i.e., browser-2 (Mozilla)
6. Login to GePP tool with same login credential
7. Click on Import, a new window will pop up in order to upload "einv_backup" file one which is downloaded from browser-1
8. On successful upload of file, Imported Successfully message will be displayed
9. Go to respective tab (Generated e-invoices, Recipient Master or Product Master) for which data has been added
10. The user may verify the data or set of data added in browser-1 has been successfully updated and been displayed in browser-2

[Backup Data](#) [Restore Data](#)

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