**iBidLogistics**
Simplified Way to Procure

# Billing guide

How to bill a loaded vehicle, watch e-way bills, and approve and pay transporter invoices.

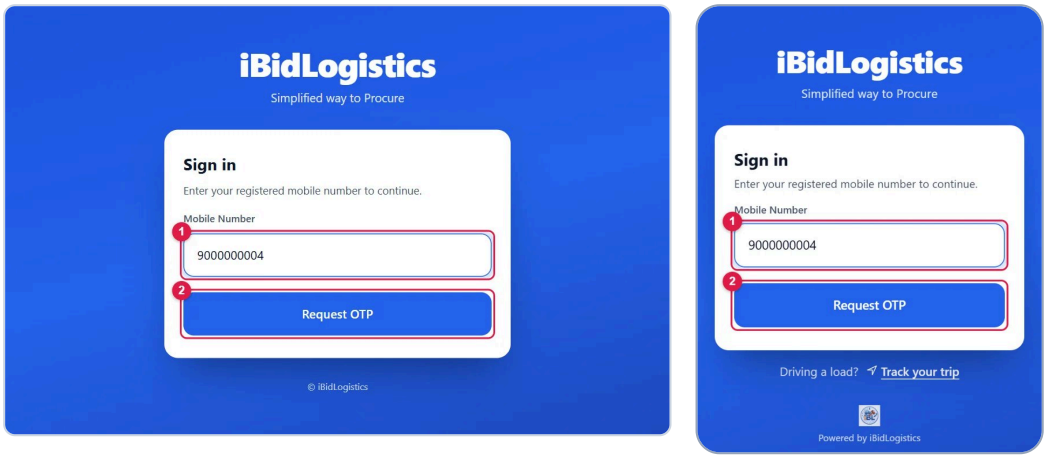

Your work at a glance
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2. Your screen
3. Bill the load
4. More than one invoice
5. E-way bills
6. Transporter invoices
7. Dashboard
8. Messages and what to do


## Your work at a glance

1. **To bill:** the vehicle is loaded, approved and weighed.
2. **Fill the bill:** invoice, LR and e-way bill.
3. **Save bill:** the gate can now send the vehicle out.
4. **E-way bills:** extend them before they expire.
5. **Transporter invoices:** approve and mark paid.

## 1. Sign in

1. Open **ibidlogistics.com/login** on the computer, or the **iBidLogistics** app on the phone.
2. Enter your registered mobile number and press **Request OTP**.
3. Enter the OTP that comes by SMS and press **Login**.

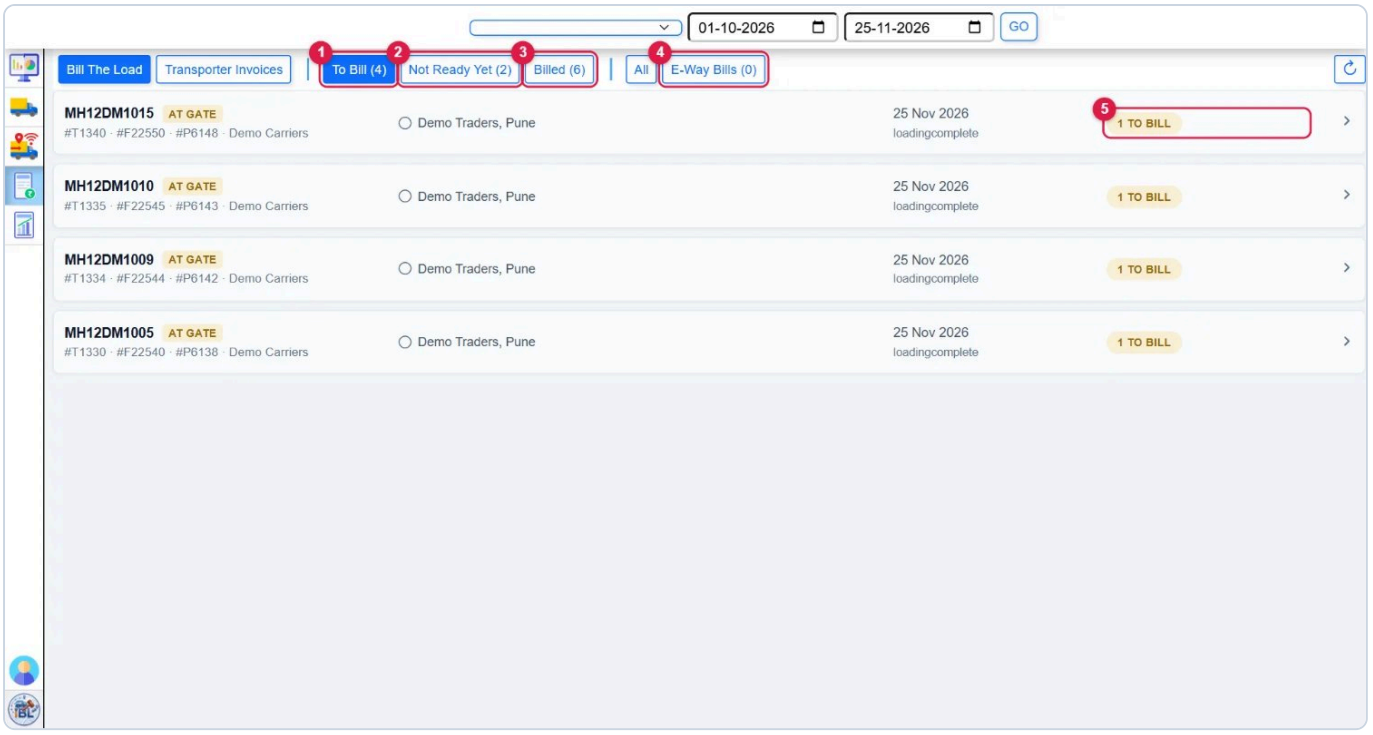



Sign in on the website and on the phone: (1) mobile number, (2) Request OTP

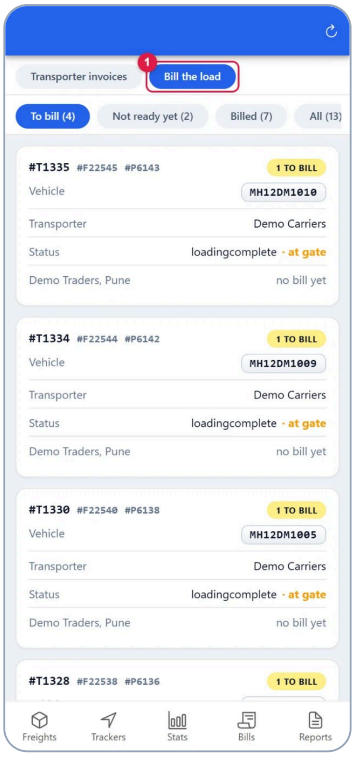
> You stay signed in. Do not share your OTP with anyone.

## 2. Your screen

You land on **Bill the Load**.

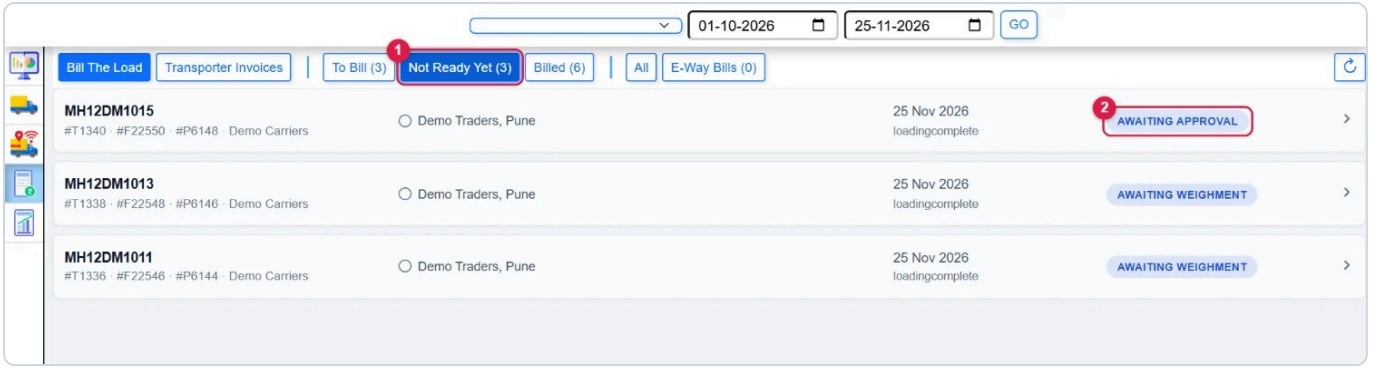



(1) To bill, (2) Not ready yet, (3) Billed, (4) E-way bills, (5) how many are left




On the phone: the **Bills** tab, then Bill the load

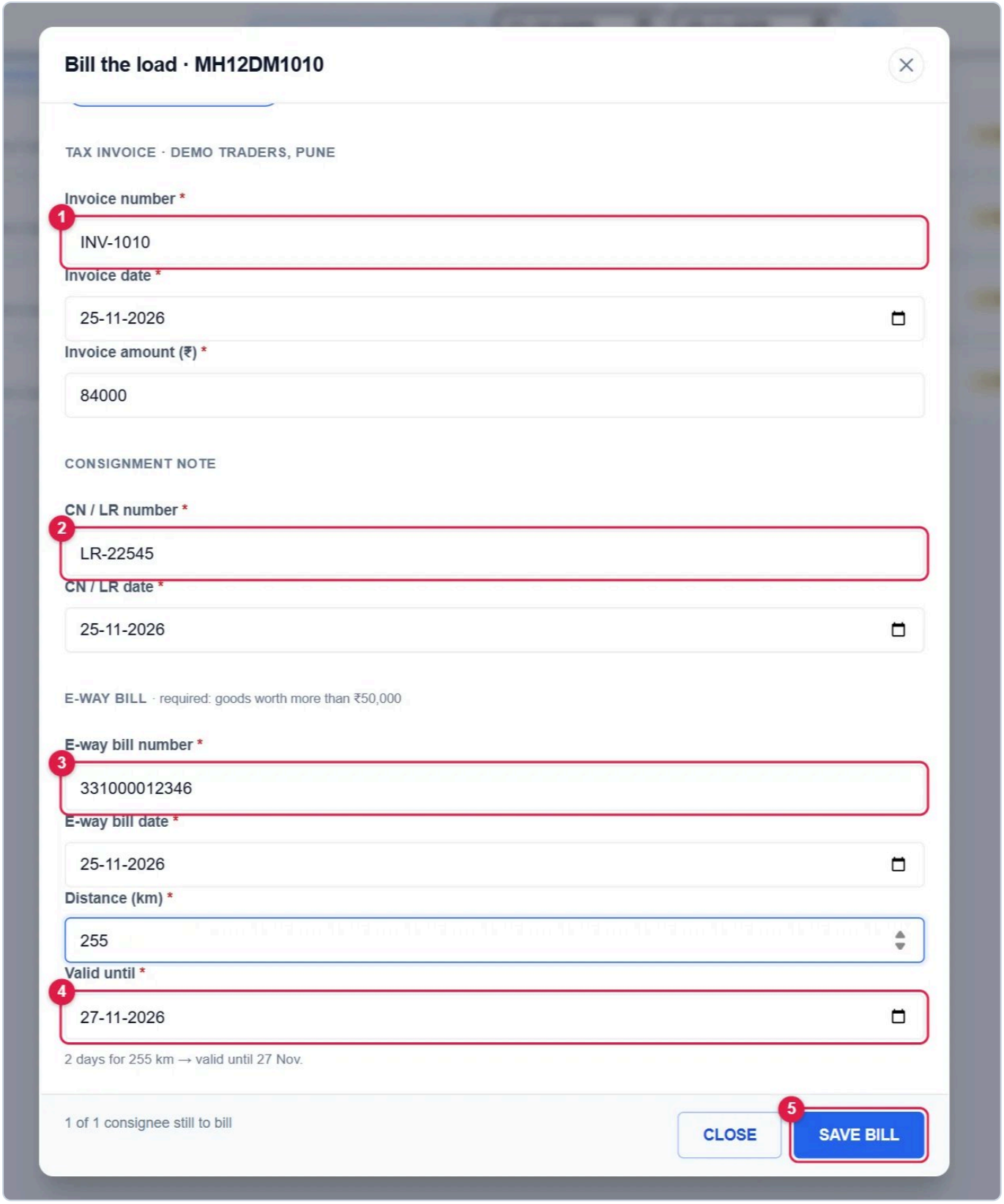
**Not ready yet** shows what the vehicle is waiting for: loading, approval or weighing.



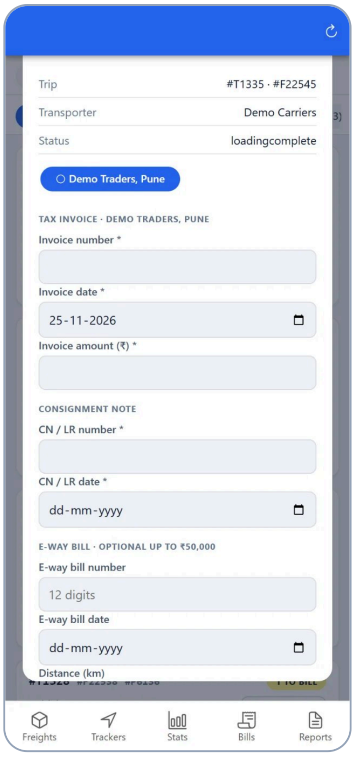

(1) Not ready yet, (2) the reason

## 3. Bill the load

1. Open a vehicle under **To bill**. If it has more than one customer, choose the customer.
2. Fill the invoice number, date and amount.
3. Fill the LR number and date.
4. Fill the e-way bill number, date and distance. It is required above 50,000 rupees. The app fills **Valid until**.
5. Press **Save bill**.




(1) invoice, (2) LR, (3) e-way bill, (4) valid until, (5) Save bill

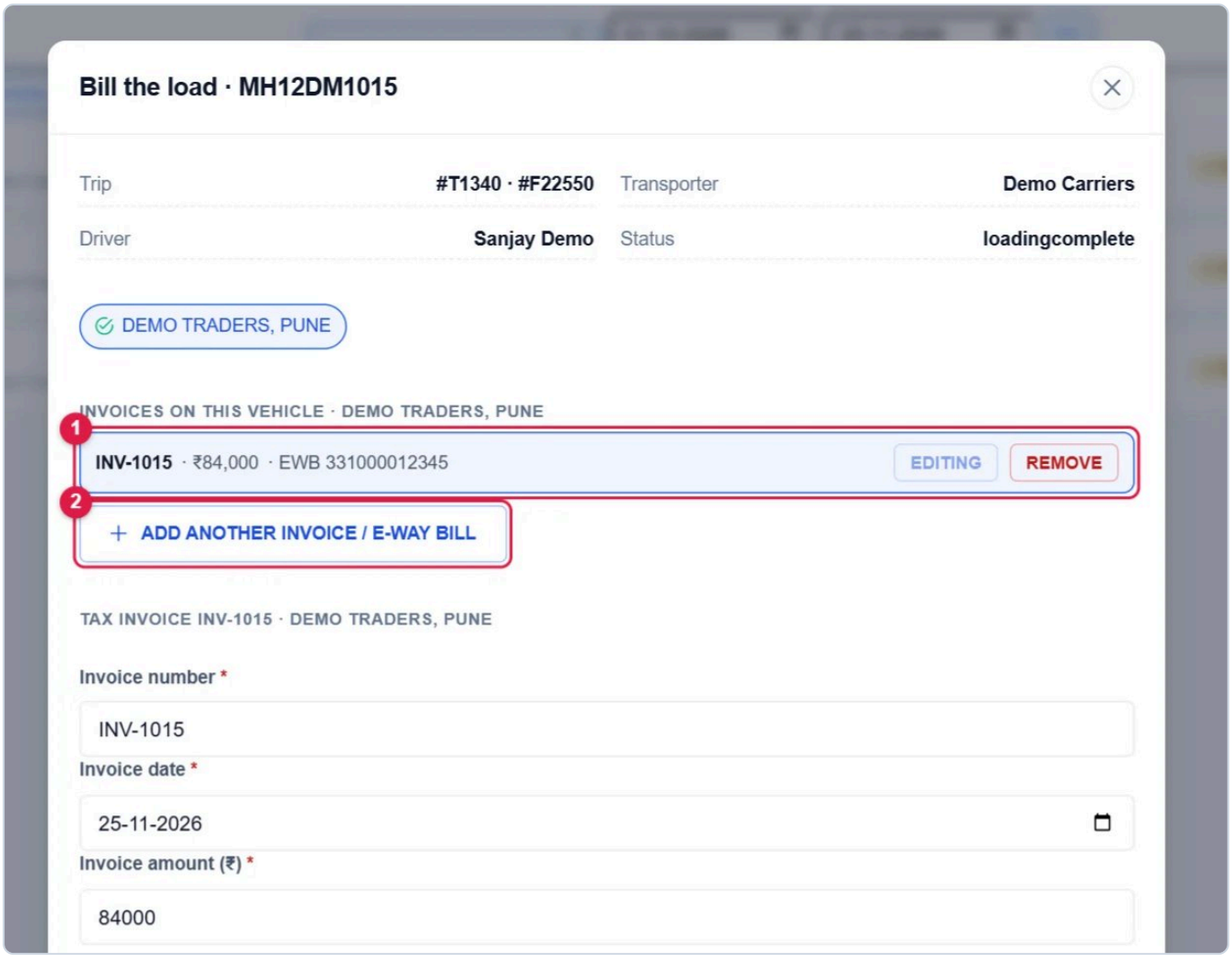



The same on the phone

> The gate cannot send the vehicle out until every customer on it is billed.

## 4. More than one invoice

For a second invoice or e-way bill on the same vehicle, open the bill and press **Add another invoice**. **Remove** deletes a wrong one.



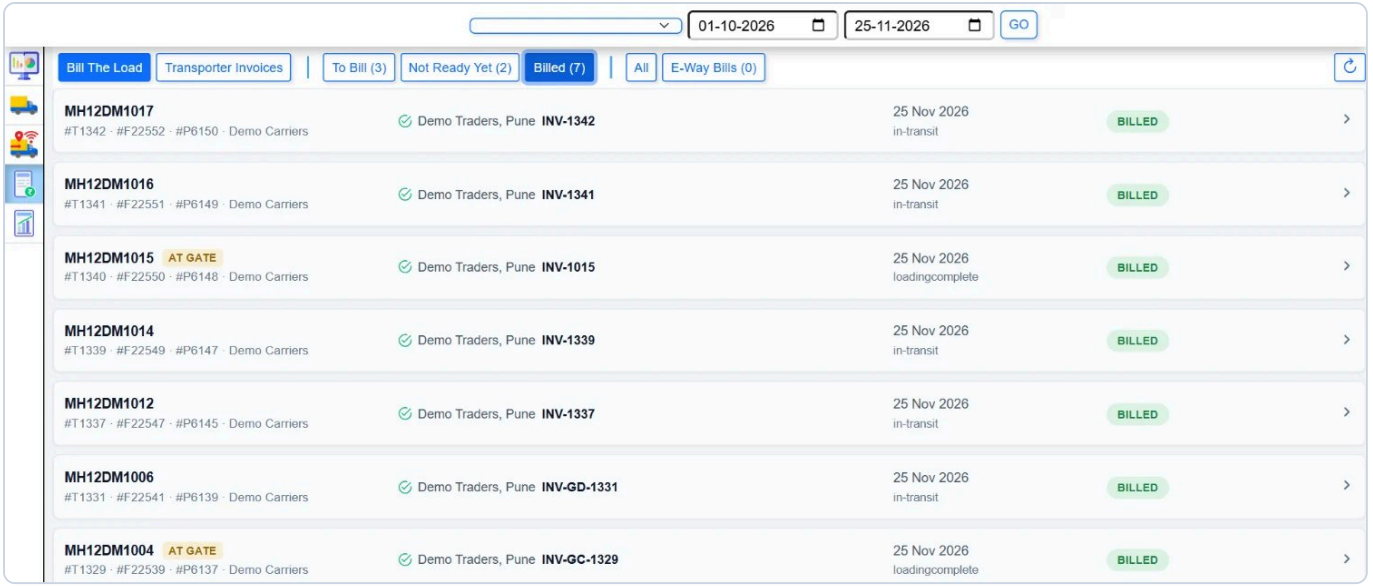

(1) the saved bill, (2) Add another invoice

> If goods are added after billing, the bill says **revise**. Update it and save again.

## 5. E-way bills

**E-way bills** lists every bill that is about to expire on a loaded or moving vehicle.

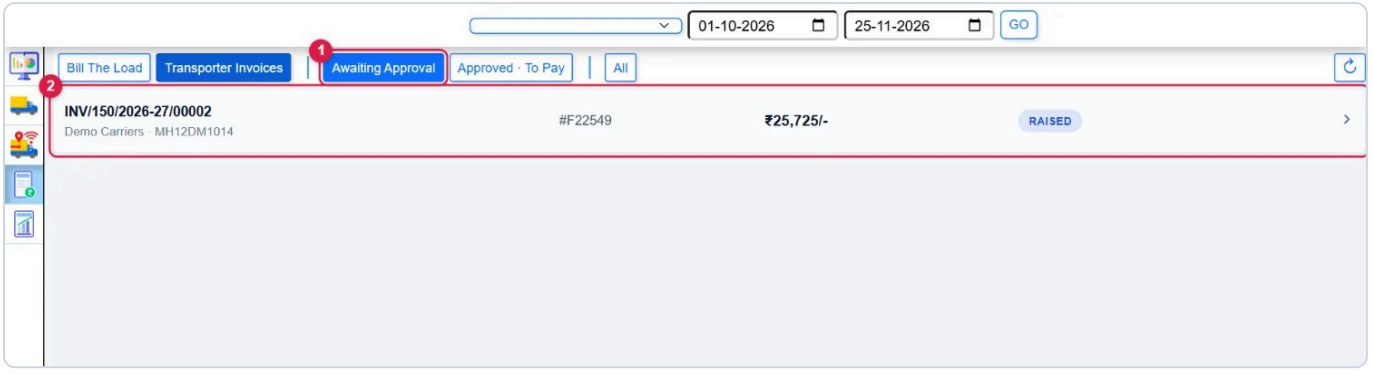
1. Extend the bill on the GST portal first.
2. Then press **Record extension** and enter the reason and the new date.



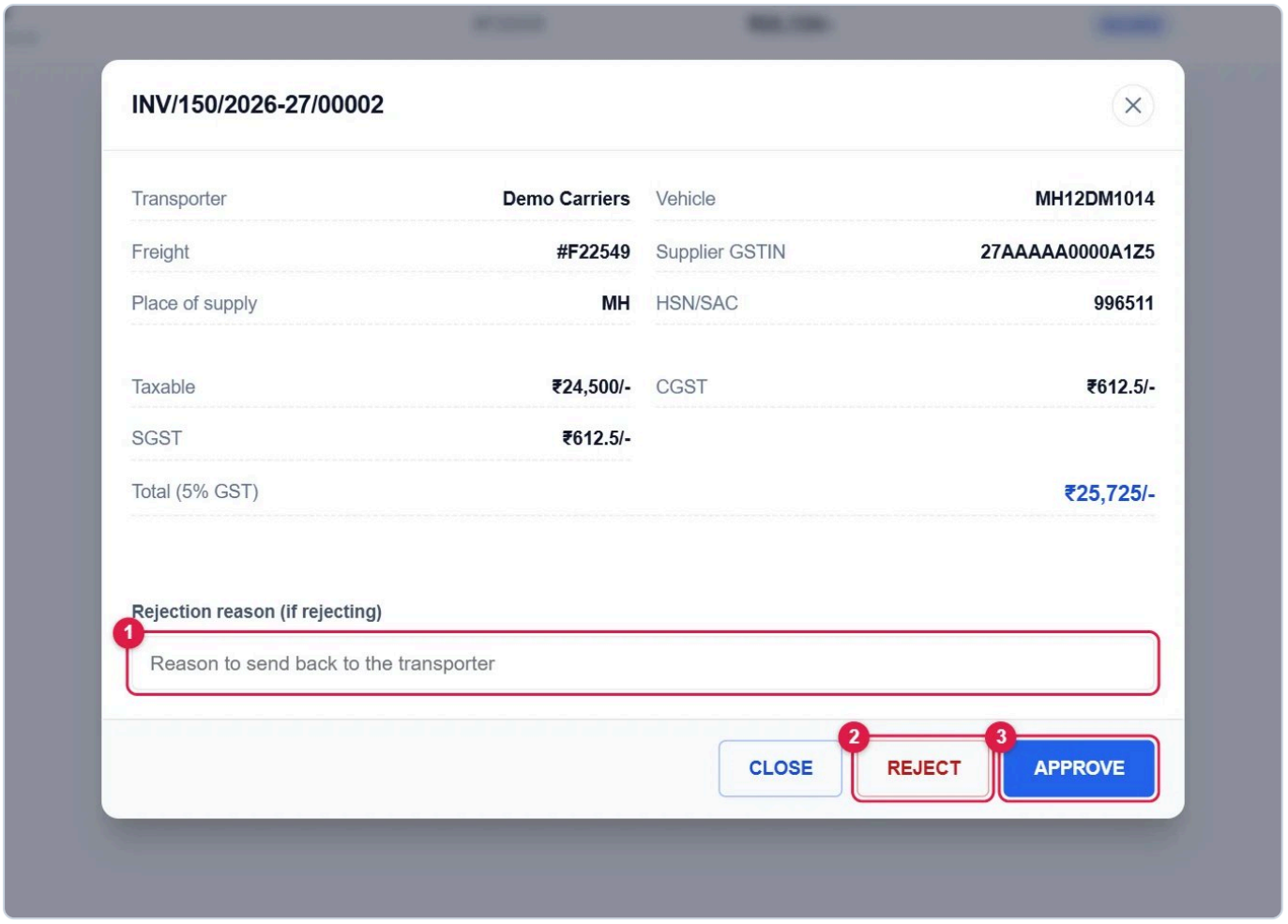

Billed vehicles

## 6. Transporter invoices

1. Open **Transporter Invoices**. **Awaiting approval** shows the new ones.
2. Open the invoice and check the amount, the vehicle and the tax.
3. Press **Approve**. To send it back, write the reason and press **Reject**.

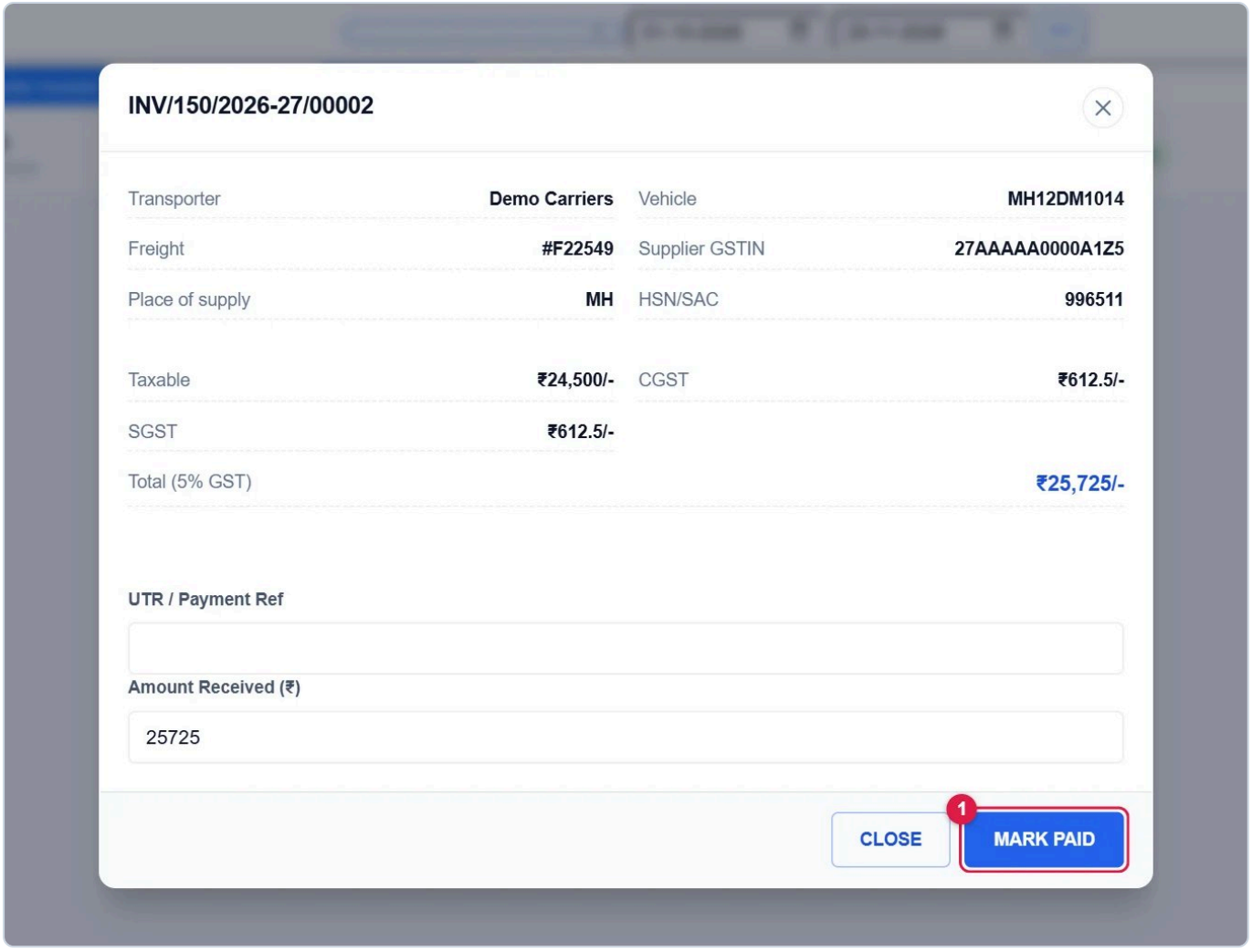



Invoices waiting for approval

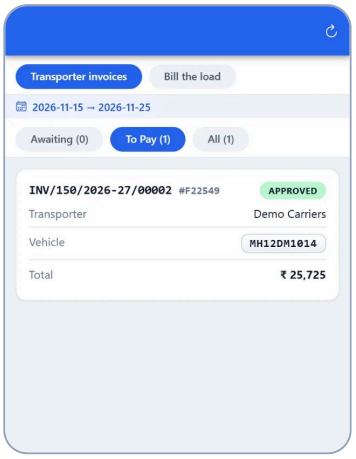



(1) reason if rejecting, (2) Reject, (3) Approve

4. After paying, open it under **To Pay**, enter the payment reference and press **Mark paid**.




Mark paid

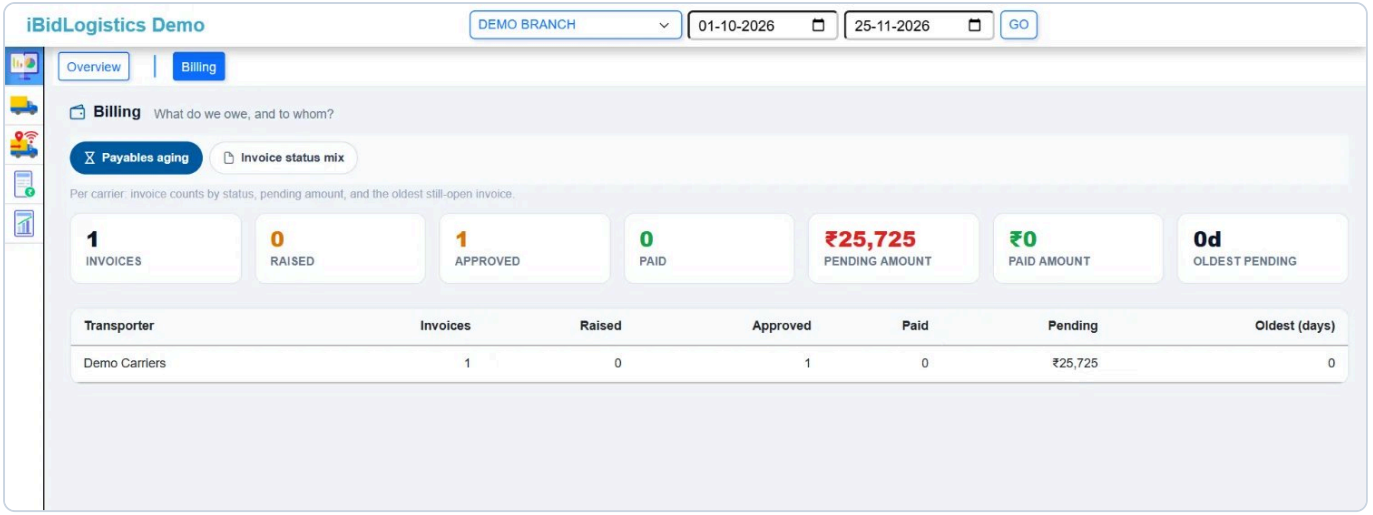



The same on the phone

> **Mark paid** only records the payment. It does not send money.

## 7. Dashboard

**Dashboard** shows what you owe to each transporter and the oldest unpaid invoice.




Payables

## 8. Messages and what to do

| Message or problem | What to do |
|---|---|
| The vehicle is not under To bill | See **Not ready yet** for the reason. |
| Save bill does not work | Fill every box with a star. The message says which one is missing. |
| Number not registered | Your mobile number is not active. Ask your Admin. |

To sign out: **Settings**, then **Log out**.

Need help? Write to info@ibidlogistics.com