

User Manual for ENR-03: Enrolment of Unregistered Persons (URPs) in the E-Way Bill System

1. Enrolment of Unregistered Persons (URPs):

- As per the notification, **Unregistered Persons (URPs)** can now **enrol** in the **E-Way Bill system** using **Form ENR-03**.
- To enrol, the option is available under the "**Registration**" section in the main menu of the **E-Way Bill Portal**.

The screenshot displays the E-Way Bill Portal homepage. The top navigation bar includes 'Home', 'Laws', 'Help', 'Search', 'Registration', 'Statistics', and 'Contact Us'. The 'Registration' dropdown menu is open, showing 'E-Way Bill Registration', 'Enrolment For Transporters', 'Enrolment For URP NEW' (highlighted with a red arrow), and 'E-Way Bill For Citizens'. The main content area features a large circular graphic stating '500 Crores of e-Waybills generated in 6 Years 3 Months' and a bar chart titled 'Top 10 States Generating e-Way bills : No. of e-Way bills (in Crores)'. The chart lists states with their respective values: MAHARASHTRA (75), GUJARAT (60), TAMIL NADU (58), KARNATAKA (48), HARYANA (45), UTTAR PRADESH (38), RAJASTHAN (32), DELHI (28), WEST BENGAL (25), and TELANGANA (20). The right sidebar shows 'Latest Updates' with several advisories. The footer contains 'Important Links' and version information.

State	No. of e-Way bills (in Crores)
MAHARASHTRA	75
GUJARAT	60
TAMIL NADU	58
KARNATAKA	48
HARYANA	45
UTTAR PRADESH	38
RAJASTHAN	32
DELHI	28
WEST BENGAL	25
TELANGANA	20

2. Accessing the ENR-03 Enrolment Screen:

- After selecting the **ENR-03** option under the "**Registration**" section, the **ENR-03 enrolment screen** will be displayed.
- This screen allows you to enter the required details to complete the enrolment process.

Goods and Services Tax e - Way Bill System

Application for Enrolment of UPP

1. Select Your State *

2. (a) Legal name (Enter Name as per PAN) *

(b) Trade name, if any

(c) PAN *

3. Type of enrolment *

4. Particulars of Principal Place of Business

(a) Address

Building No./Flat No. * Floor No. *

Name of the Premises/Building * Road/Street *

City/Town/Locality/Village * Taluka/Block *

District * PIN Code *

State * Latitude Longitude

(b) Contact Information (for email address and mobile number will be used for authentication)

Email Address

Mobile No. Send OTP Verify OTP

5. Login Details

User Name * Check

Password *

Confirm Password *

6. Verification *

I hereby solemnly affirm and declare that the information given here in above is true and correct to the best of my knowledge and belief and nothing has been concealed therefrom.

Enter Captcha

Save Exit

Ver 1.4.8 Rel 8726 ©2022 Powered By National Informatics Centre

3. State and PAN Details:

- The user must **select their State** and **enter their PAN details**, which will be verified during the process.

4. Enrolment Type and Address Details:

- The user should **select the type of enrolment**, then provide **address details** and a **mobile number**. The mobile number will undergo **OTP-based verification**.

5. Creating Login Credentials:

- The user must **create a username**, check for its **availability**, and set a **password** before submitting the details.

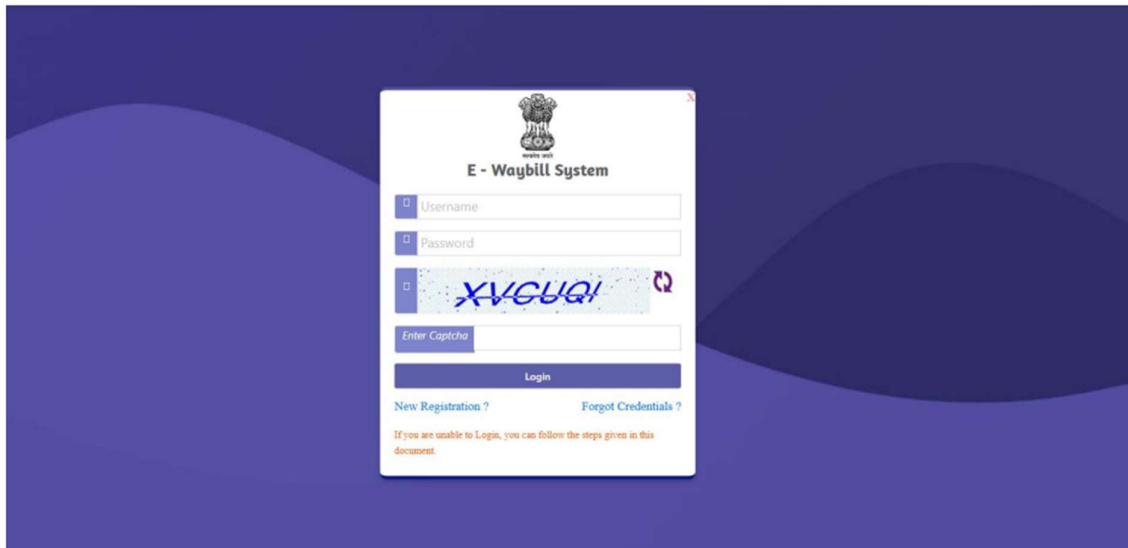
6. Enrolment ID Generation:

- Upon successful submission, a **15-character Enrolment ID** will be generated, and an **acknowledgment** will be displayed.
- This **Enrolment ID** can be used instead of **Supplier GSTIN** or **Recipient GSTIN** for generating **e-Way Bills**.
- The enrolled URP can log in to the **E-Way Bill Portal** using the ID to **generate e-Way Bills**.

Enrolment No:		37L
Trade Name:		
PAN No:		LJ
Legal Name:		G
Address:		
Building No./Flat No. , Floor No. ,Name of the Premises/Building:		2
Road/Street ,District ,Taluka/Block:		
Place:		
Pincode:		
State:		
Contact Information:		
Mobile No:		9014
Mail ID:		
Login ID:		
		<input type="button" value="Print"/> <input type="button" value="Exit"/>

7. Generating an e-Way Bill:

- To generate an **e-Way Bill**, the user must **log in** to the **E-Way Bill Portal** using their **username** and **password**.
- Once logged in, they can proceed with generating e-Way Bills using their **Enrolment ID** instead of the GSTIN.



8. Generating the e-Way Bill:

- The user should select the **'Generate New'** option on the E-Way Bill Portal.
- The **Enrolment ID** will be automatically populated as the **Supplier/Recipient**.
- After entering all the **required details**, the user can proceed to **successfully generate the e-Way Bill**.