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**.

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.

1.	Select Your State*	- Select State -
2.	(a) Legal name (Enter Name as per PAN)*	
	(b) Trade name, if any	
	(c) PAN*	Validate

3. Type of enrolment *

○ Unregistered Supplier of Goods   ○ Unregistered Recipient of Goods   ○ Both 1 & 2

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 (the email address and mobile number will be used for authentication)

Email Address			
Mobile No		Send OTP Verify OTP	Verify OTP

5. Login Details

User Name*		Check
Password*		
Confirm Password*		

6. Verification *

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

Enter Captcha   D1HABY

Save   Exit

3. **State and PAN Details:**

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

4. **Enrolment Type and Address Details:**

   o 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:**

   o The user must **create a username**, check for its **availability**, and set a **password** before submitting the details.
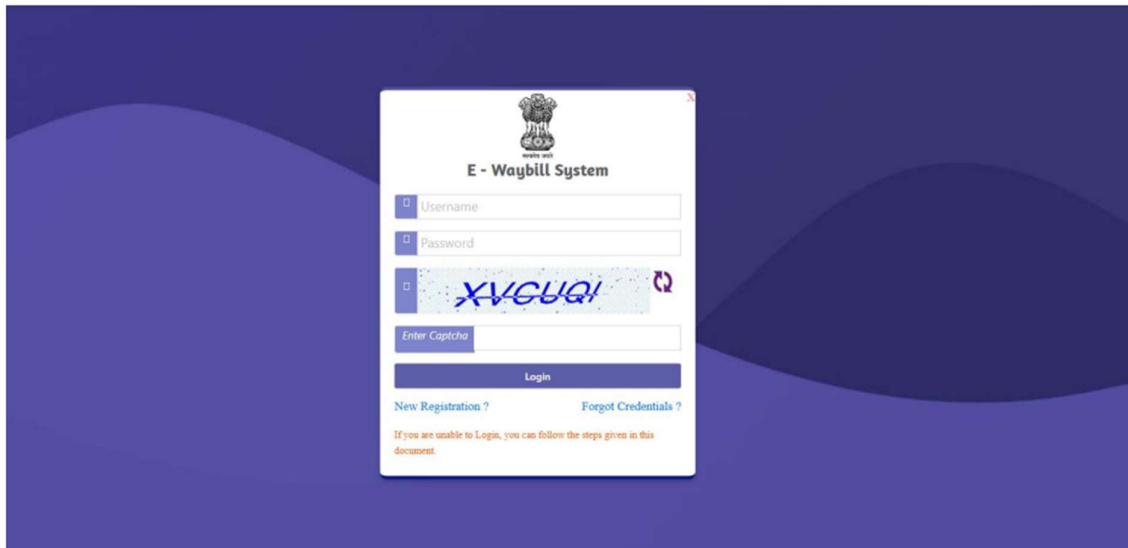
6. **Enrolment ID Generation:**

   o Upon successful submission, a **15-character Enrolment ID** will be generated, and an **acknowledgment** will be displayed.

   o This **Enrolment ID** can be used instead of **Supplier GSTIN** or **Recipient GSTIN** for generating **e-Way Bills**.

   o The enrolled URP can log in to the **E-Way Bill Portal** using the ID to **generate e-Way Bills**.

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**.