User Manual for ENR-03

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

2. Upon selecting the option, the **ENR-03 enrolment screen** will be displayed.

3. The user must select their **State** and enter their **PAN details**, which will undergo verification.

4. The **type of enrolment** must be chosen, followed by entering the **address details** and **mobile number**, which will be verified through an **OTP-based authentication**.

5. The user is required to create a **username**, check its availability, and set a **password** before confirming the submission of details.

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

Enrolment No:	37LJ
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:	90144
Mail ID:	
Login ID:	
	Print Exit

7. To generate an **e-Way Bill**, the user must log in to the **E-Way Bill Portal** using their **username and password**.
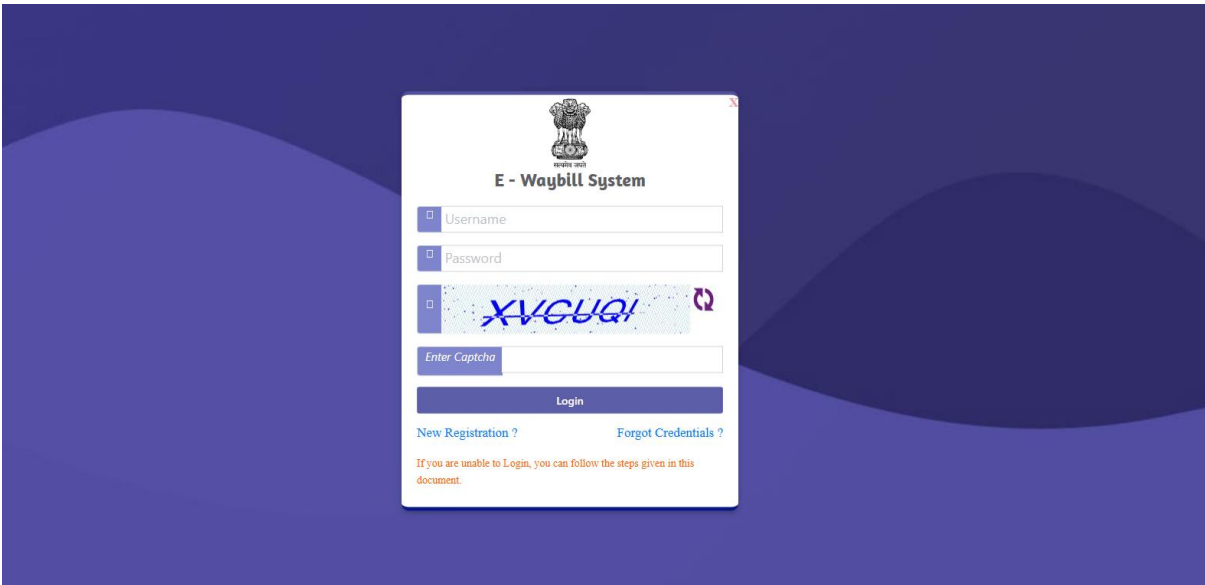
8. The user should select the **'Generate New'** option, where the **Enrolment ID** will be automatically populated as the **Supplier/Receipient**. After entering the required details, the **e-Way Bill** can be successfully generated.