

## 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**.

Goods and Services Tax  
E - Waybill System

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E-Way Bill Registration  
Enrolment For Transporters  
Enrolment For LRP **NEW**  
E-Way Bill For Citizens

Reporting of 4/6 digit HSN in e-Waybill from 1st February 2024. This is as per the Latest Updates

18 DEC 2024 Latest Advisory on E-WayBill and E-Invoice Systems **NEW**  
02 DEC 2024 Latest Advisory on FDIS RR No. entry in EWIB **NEW**  
07 OCT 2024 Latest Advisory on Railway RR No. entry in EWIB **NEW**  
18 JULY 2024 New features in E-Invoice and E-waybill APIs.

Previous Updates

**500 Crores of e-Waybills generated in 6 Years 3 Months**

THANKS TO ALL STAKEHOLDERS

**Top 10 States Generating e-Way bills (in Crores)**

State	No. of e-Way bills (in Crores)
MAHARASHTRA	75
GUJARAT	60
TAMIL NADU	50
KARNATAKA	48
HARYANA	45
UTTAR PRADESH	38
KERALA	32
DELHI	28
WEST BENGAL	25
TELANGANA	20

E-Way bill system is for GST registered person / enrolled transporter for generating the way bill (a document to be carried by the person in charge of conveyance) electronically on commencement of movement of goods exceeding the value of Rs. 50,000 in relation to supply or for reasons other than supply or due to inward supply from an unregistered person.

**Important Links**

- Central Board of Excise
- GST Common Portal
- National Informatics Centre
- National Portal
- Goods and Service Tax Network
- State Tax Websites
- Website Policies
- Help

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

Goods and Services Tax  
E - Way Bill System

Application for Enrolment of LRP

1. Select Your State\* - Selected State -

2. (A) Legal name (Enter Name as per PAN)\*  
(B) Trade name, if any  
(C) PAN\*

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.  Verify OTP

5. Login Details  
User Name\*   
Password\*  
Confirm Password\*

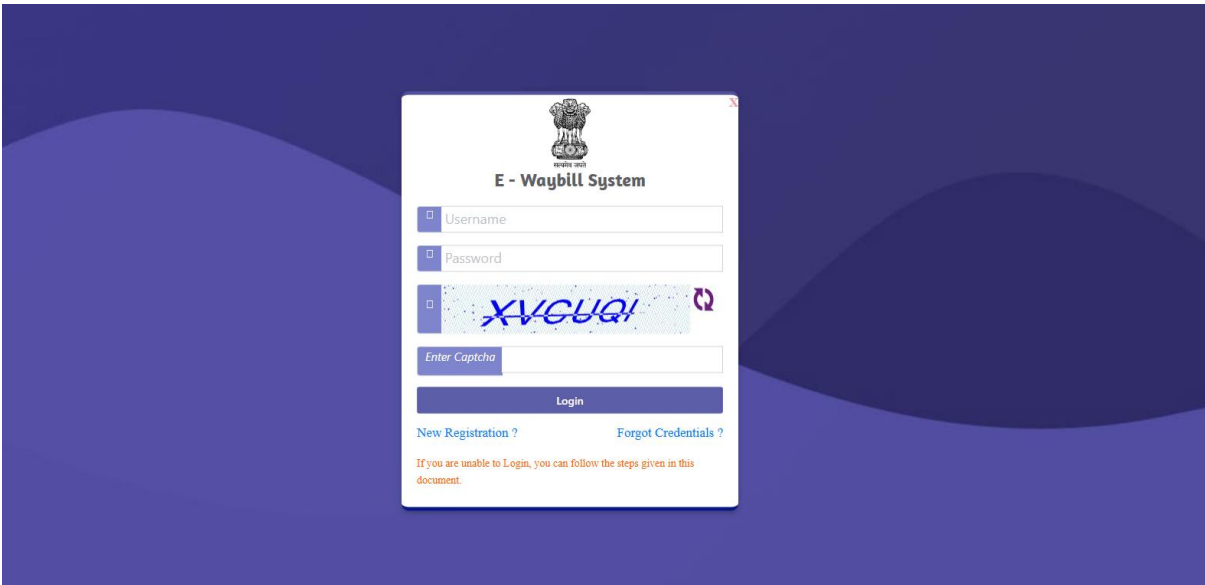
6. Verification  
 I hereby solemnly affirm and declare that the information given here in above is true and correct to the best of my knowledge and belief and nothing has been concealed therefrom.  
Enter Captcha **D1HABX**

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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
<b>Address:</b>	
Building No./Flat No , Floor No ,Name of the Premises/Building:	
Road/Street ,District ,Taluka/Block:	
Place:	
Pincode:	
State:	
<b>Contact Information:</b>	
Mobile No:	9014
Mail ID:	
Login ID:	
<input type="button" value="Print"/> <input type="button" value="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/Recipient**. After entering the required details, the **e-Way Bill** can be successfully generated.

Goods and Services Tax  
e - Way Bill System

URP ID: [ ] Name: User - Citizen

### E- WAYBILL ENTRY FORM

Transaction Details

Supply Type: Outward Inward Sub Type: Supply Export Job Work SKD/CKD/Lots Recipient Not Known For Own Use Exhibition or Fairs Line Sales Others

Document Type: Tax Invoice Document No: [ ] Document Date: 30/01/2025 Transaction Type: Regular

Bill From

Name: [ ] Address: 1, 1, 1 1, 1, 1, 1  
GSTIN: [ ] 12K Place: 1  
State: ANDHRA PRADESH Pincode: 342342 ANDHRA PRADESH

Dispatch From

Bill To

Name: [ ] Address: [ ]  
GSTIN: [ ] Place: [ ]  
State: -State- Pincode: [ ] -State-

Ship To

Item Details

Product Name	Description	HSN	Quantity	Unit	Value/Taxable Value (Rs.)	CGST + SGST Rate(%)	IGST Rate(%)	CESS Advol Rate(%)	CESS non Advol. Rate			
Name	Description	HSN	Quantity	Unit		-Select-	-Select-	-Select-	0			
Total Taxable Amount						CGST Amount	SGST Amount	IGST Amount	CESS Advol Amount	CESS Non Advol Amount	Other Amount(+)	Total Inv. Amount