Subject: Advisory on Introduction of Form ENR-03 for Enrolment of Unregistered Dealers/Persons in e-Way Bill Portal for generating e-way Bill.

Feb 15th, 2025

Dear Stakeholders,

A new feature has been introduced in the E-Way Bill (EWB) system to facilitate the enrolment of unregistered dealers supplying goods, with effect from **11.02.2025.** In accordance with **Notification No. 12/2024 dated 10th July 2024, Form ENR-03** has been introduced for the enrolment of unregistered dealers.

2.Unregistered dealers engaged in the movement or transportation of goods can now generate e-Way Bills by enrolling themselves on the EWB portal and obtaining a unique **Enrolment ID**. This ID will serve as an alternative to the Supplier GSTIN or Recipient GSTIN for generating e-Way Bills.

User Guide for ENR-03 Enrolment

1.Accessing ENR-03:

a)As per the notification, an **Unregistered Person (URP)** can enrol using Form ENR-03.

b)The option is available under the **"Registration"** tab in the main menu of the EWB portal.

2.Filling Out the ENR-03 Form:

a)Upon selecting the option, the enrolment screen will be displayed.

b)The applicant must select their **State** and enter their **PAN details**, which will be verified.

c)The type of enrolment must be selected, and **address details** must be provided.

d)A **mobile number** must be entered, which will be verified via OTP.

3.Creating Login Credentials:

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

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

c)This Enrolment ID can be used for generating e-Way Bills in place of a GSTIN.

4.Generating an e-Way Bill:

a)The enrolled URP can log in to the EWB portal using the registered credentials.

b)By selecting the **'Generate New'** option, the Enrolment ID will be auto-populated as the Supplier/Recipient.

c)Other relevant details must be entered before proceeding with e-Way Bill generation.

For further assistance or queries related to this update, taxpayers may contact the GST Helpdesk or refer to the detailed User Guide attached. https://tutorial.gst.gov.in/downloads/news/user_manual_for_enr_03_final.pdf

This advisory is issued for the information and compliance of all stakeholders.

Thank You,
Team GSTN

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.

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.