

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**.

The screenshot shows the E-Way Bill System portal. The main navigation menu includes Home, Laws, Help, Search, Registration, Statistics, and Contact Us. The Registration menu is expanded, showing options for E-Way Bill Registration, Enrolment For Transporters, Enrolment For LRP (highlighted with a red arrow), and E-Way Bill For Citizens. The central banner features a large 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 (in Crores)'. The chart lists the following states and their respective values in crores: Maharashtra (75), Gujarat (60), Tamil Nadu (50), Karnataka (45), West Bengal (40), Uttar Pradesh (35), Rajasthan (25), Kerala (20), West Bengal (15), and Telangana (10). The right sidebar displays 'Reporting of 4 digit HSN in e-Waybill from 1st February 2024. This is as per the Latest Updates' and a list of news items, including 'Latest Advisory on E-WayBill and E-Invoice Systems' and 'Latest Advisory on FDIS RR No. entry in EWIB'. The footer contains 'Important Links' such as Central Board of Excise, GST Common Portal, National Informatics Centre, National Portal, Goods and Service Tax Network, State Tax Websites, Website Policies, and Help. The version information at the bottom left is 'Ver 1.3.0 (Rev 1218)' and at the bottom right is '© 2022 - Powered By National Informatics Centre'.

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

The screenshot shows the 'Application for Enrolment of LRP' form. The form is divided into several sections:

- 1. Select Your State***: A dropdown menu to select the state.
- 2. (A) Legal name (Enter Name as per PAN)***: A text input field.
- (B) Trade name, if any**: A text input field.
- (C) PAN***: A text input field with a 'validate' button.
- 3. Type of enrolment***: Radio buttons for 'Unregistered Supplier of Goods', 'Unregistered Recipient of Goods', and 'Both 1 & 2'.
- 4. Particulars of Principal Place of Business**: A section with multiple fields for address details: (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, and Longitude.
- (B) Contact Information (the email address and mobile number will be used for authentication)**: Fields for Email Address, Mobile No., Send OTP, and Verify OTP.
- 5. Login Details**: Fields for User Name*, Password*, and Confirm Password*, with a 'Check' button.
- 6. Verification**: A checkbox for '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.', a CAPTCHA image, and 'Save' and 'Exit' buttons.

The footer of the page includes 'Ver 1.4.8 (Rev 0728)' on the left and '© 2022 Powered By National Informatics Centre' on the right.

- The user must select their **State** and enter their **PAN details**, which will undergo verification.
- 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**.
- The user is required to create a **username**, check its availability, and set a **password** before confirming the submission of details.
- 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:	
Road/Street ,District ,Taluka/Block:	
Place:	
Pincode:	
State:	
Contact Information:	
Mobile No:	9014
Mail ID:	
Login ID:	

Print Exit

- To generate an **e-Way Bill**, the user must log in to the **E-Way Bill Portal** using their **username and password**.

