DCR Verification Portal

User's Manual

Contents

New Company Registration

Registration of the Company in DCR Verification Portal.

Company Name	Company Type
Enter Your Company Name	Select ▼

PAN Number	Address
ENTER YOUR COMPANY PAN	Enter Your Company Address

State	Pin Code
Select ▼	Enter Pin Code

First Name of Company Admin	Last Name of Company Admin
Enter Your First Name	Enter Your Last Name

Mobile Number of Company Admin	Email Address of Company Admin
Enter Your Mobile Number	enter your email address

Company Name:

Enter the registered Company Name

Company Type:

Select the Company type from the available dropdown list per your company process.

1. Solar-Cells Manufacturer Only
2. Solar-Panels Manufacturer Only
3. Both Solar-Cells and Solar-Panels Manufacturer
4. Reseller of Solar-Cells Only
5. Reseller of Solar-Panels Only
6. Reseller of Both Solar-Cells and Solar-Panels

PAN Number:

Company PAN number to be entered.

Address:

The address of the Factory registered will be printed during the sale of DCR. If you have multiple branches, they can be added later.

State:

Select the State

Pin Code:

Enter the PIN Code

First Name & Last Name:

Enter the Administrator of the company.

Mobile Number:

Enter the mobile number; an OTP will be received via call at this number for the registration verification process.

Email Address:

Enter the email address to which the OTP and the password will be received after the account is approved.

GST No: (Optional)

Enter the Company GST number for the address entered in the previous screen.

CIN: (Optional)

Enter the Company Identification number.

PAN Document to Upload:

Upload the PAN copy for the Company's verification. This is required to avoid fraud registration.

GST Document Upload: (Optional)

Upload the GST certificate.

CIN Document Upload: (Optional)

Upload the CIN document.

Remarks: (Optional)

Enter the remarks for registration of the company details.

After completing the above two steps, you will receive an OTP via email and mobile for verification. Finally, accept the terms and conditions.

Once your registration is approved, you will receive a follow-up email containing your account details and instructions on how to get started. If additional information is required, we will reach out to you promptly.

Login

Select your Company and enter your login credentials to access the portal.

Home
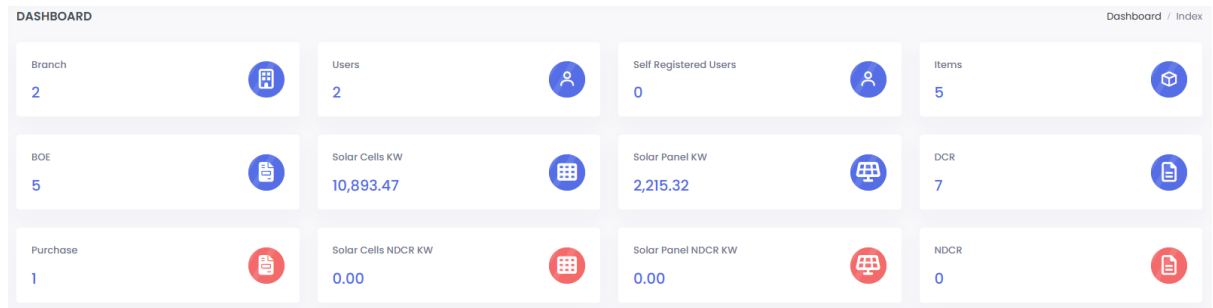
Summary of the company dashboard.

Branch: Total branches in your company registered

Users: Total users in your company who are using this application

Self-Registered Users: Total users who have registered directly from the portal and are waiting for approval to log in.

Items: Total items created

BOE: Total BOE entry created

DCR Solar Cell KW: KW available to cell/convert to module

DCR Solar Panel KW: Panel created and in stock
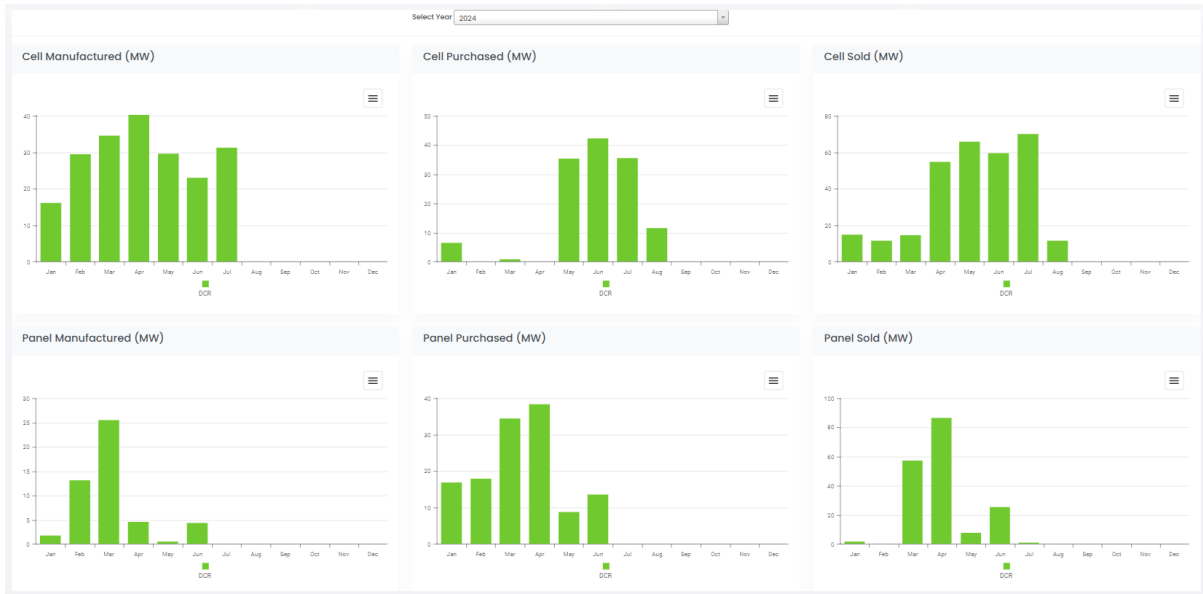
DCR: Total DCR generated

Purchased: Total Cell Purchased Invoice entry

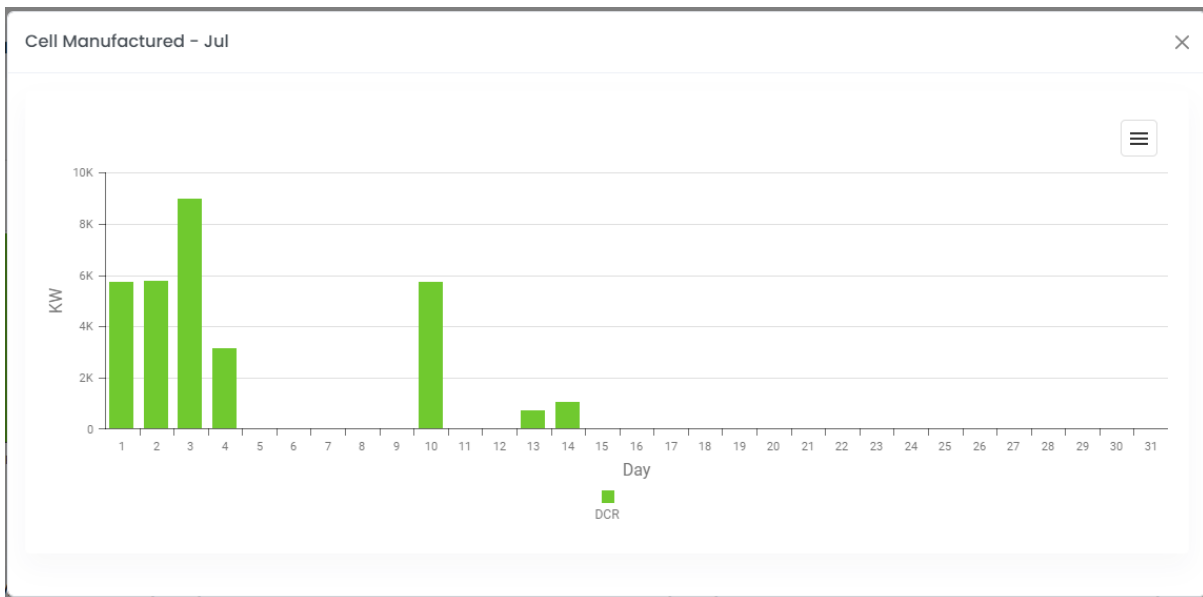**NDCR Solar Cell KW:** KW available to cell/convert to module

NDCR Solar Panel KW: Panel created and in stock

NDCR: Total NDCR generated

A chart is displayed for each month's production/Sale. If you click on the Month Bar system, day-wise data is displayed.

Branch

Update your company details and set the DCR template for the Solar Cell / Module. You can also update the Logo that will be printed on the DCR Certificate.

You can update the DCR Certificate contents on this screen. Please don't change the Place Holder Tags like {CompanyName}. This will populate actual data in the form.

Add / Edit Branch

Select the Branch to Edit Address / GST details or add multiple branches.

State: Select a state from the dropdown
GST Number: Enter details will be checked with PAN and the state-selected combination.
Pin Code: Enter Pin Code
Address: Enter the address

Users

To give access to company users, we can create via this module. You can turn off login also.

First Name & Last Name: Enter user Name
Mobile: Mobile number of the user
Email Address: The user's login ID. The system will generate a random password for the user's first login.
Is Admin: If the user is an admin, they can Add a user, Add a Branch, and approve a Self-Registered user login.

If any user is self-registered from the sign-up process and selects your company, this user list is displayed as "Self-Registered User."

After approval of his request, the user will get a login ID and Password.

Items

Add/edit the items that will be used for all further transactions.

Items will be created company-wise, and stock will be maintained branch-wise.

Item Type: Select item type as Solar Cells, Solar Cells NDCR, Solar Panels, or Solar Panels NDCR

Item Code: Enter the Item code

WP: Enter the Wattage of the Cell / Panels. Total KW will be calculated on this.

Description: Item detail description that can be printed in DCR

Efficiency: Enter the Efficiency

Cell/Glass Size: Enter the size in mm

Technology: Select the Technology

Cell Required: If the Item is a solar panel, the system will ask you to enter the number of cells required to manufacture it**.**

If you Credit DCR, the system will automatically create the Item Master depending on the Seller's Item Code, WP, Cell Required, and Description.

Customer

Create the customers to whom they will be selling. This customer list will be available in the DCR/NDCR Module. You can enter the Customer data directly in the DCR Sell.

Customer Code: Customer Code
Customer Name: Name of the Customer
Customer PAN: Pan Number
Customer GST: GST Number
Customer Address: Address of the customer
Customer State: State
Customer Pin Code: Pin Code
Customer Contact Person: Contact person name
Customer Email Address: The email address to which the DCR certificate email notification will be sent.

General Guideline steps to follow

Solar Cell Manufacturer Only

    a.   DCR/NDCR – Bill of Entry / Cell Purchase
    b.   DCR/NDCR -> Self Credit – Wafer to Cell Conversion / Add Cell
    c.   DCR/NDCR -> Sell – Create DCR / NDCR for Cell

Solar Panel Manufacturer Only

    a.   DCR/NDCR -> Credit – Claim DCR Cell Stock
    b.   DCR/NDCR -> Self Credit – Cell to Module Conversion
    c.   DCR/NDCR -> Sell – Create DCR / NDCR for Panel

Both Solar-Cells and Solar-Panels Manufacturer

    a.   DCR/NDCR – Bill of Entry / Cell Purchase
    b.   DCR/NDCR -> Self Credit – Wafer to Cell conversion
    c.   DCR/NDCR -> Sell – Create DCR/NDCR for Cell
    d.   DCR/NDCR -> Cell to Module Conversion
    e.   DCR/NDCR -> Sell – Create DCR/NDCR for Panel

Reseller of Solar-Cells Only

    a.   DCR/NDR - > Credit – Claim the Cell Stock
    b.   DCR/NDCR -> Sell – Create DCR/NDCR for Cell

Reseller of Solar-Panels Only

    a.   DCR/NDR - > Credit – Claim the Panel Stock
    b.   DCR/NDCR -> Sell – Create DCR/NDCR for Panel

Reseller of Both Solar-Cells and Solar-Panels

    a.   DCR/NDR - > Credit – Claim the Cell Stock
    b.   DCR/NDCR -> Sell – Create DCR/NDCR for Cell
    c.   DCR/NDR - > Credit – Claim the Panel Stock
    d.   DCR/NDCR -> Sell – Create DCR/NDCR for Panel

DCR – Bill of Entry

If you are a Solar Cell Manufacturer, this module will be visible.

Wafer import/manufacturing Entry:

Branch: Select the branch where you imported the wafer / Manufacture the wafer.
Bill of Entry: Enter the BOE / manufacturing reference number
Bill of Entry Date: Enter the BOE / manufacturing Date
Bill of Entry Qty: Need to enter Quantity of Wafer
Wafers Size: Enter the Size of Wafers
Bill of Entry Attachment: You need to upload proof of document.
Remarks: Enter remarks for your internal use

The system automatically deducts the wafer Quantity when you produce a cell. You can only create cells according to the Quantity entered here.

DCR – Solar Cell – Wafer to Cell Conversion

If you are a Solar Cell Manufacturer, this module will be visible. It is for Converting Wafers to Cells.

Branch: Select the branch on which wafers were purchased/manufactured.

Select BOE: The system will show all entry which has stock available (Pending to convert to cell)

Posting Date: You can select the date it was produced; you can't select a date before the purchased/manufactured date.

Item: Select Item to credit stock

Quantity: Enter the Quantity

Add: Click on Add to convert the wafer to a cell. You can credit multiple items simultaneously. After adding any Item, the system will display the Credit Solar Cell Button.

Remarks: This is for your internal reference

DCR – Solar Cell – Debit

If you are a Solar Cell Manufacturer, this module will be visible.

If you have credited any items by mistake and realize later that you need to reverse the transaction, you can do the same from this module.

Branch: Select the branch on which you need to reverse the transaction
Item: Select the Item on which stock you want to debit
Select Credit Transaction: Select the Transaction on which the wrong entry created
Quantity: Enter the Quantity; you can't enter the quantity more than its stock available on that transaction
Posting Date: Enter the date
Scrapped: If you want to reverse the transaction back to wafers, don't tick mark it; otherwise, ticking it will not reverse the transaction from solar cell to wafer; only the quantity got scrapped.
Remarks: Remarks for internal use.

DCR – Stock Transfer – Solar Cell / Solar Panels

You can transfer the stock to internal numbers. This is usually useful if you have received DCR credit from the supplier for a new item number and want to transfer it to your company item number.

From Branch: Select the branch on which stock is available

Transfer Branch: Select the branch on which stock needs to transfer

Select Item From: Select the Item on which stock is available

Select Item to: Select the item on which stock needs to transfer

Select Stock: Select the transaction
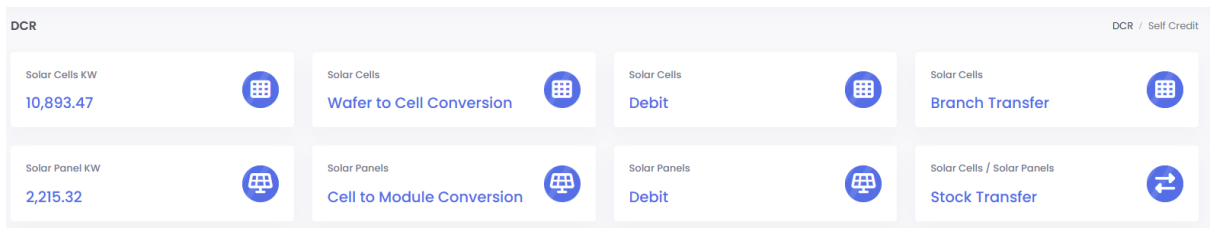
Quantity: Enter the Quantity

Posting Date: Select Posting Date

Remarks: Remarks for internal use.

DCR – Solar Panel- Cell to Module Conversion

If you are a solar panel manufacturer, this module will be visible.

Convert Solar Cell to Module.

Branch: Select the branch on which Solare Cell stock is available
Item: Select the Solar panel Items to be created
Select Cell Transaction: We must select the cell credit transaction to track its traceability in the BOE / credit records.
Quantity: Enter the Quantity
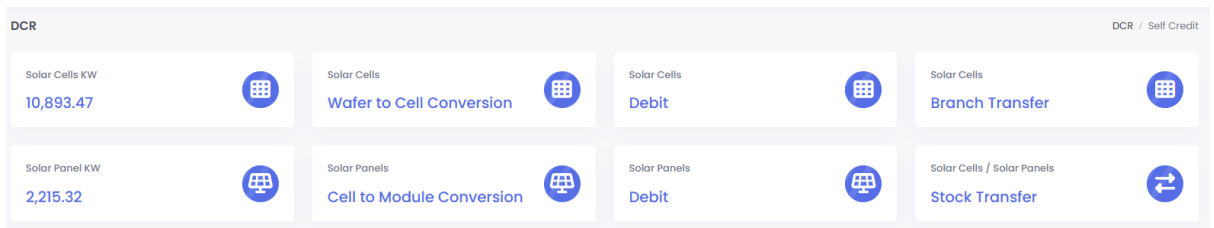**Posting Date:** Select Posting Date
Remarks: Internal Remarks
Panel Number: Enter the Panel Serial Number. The system will match the serial number not previously used; its quantity should match the Serial number.

After upload, the system registers the Panel serial number in a system with its tracking backward traceability system.

DCR – Solar Panel – Debit

If you are a solar panel manufacturer, this module will be visible.

You can reverse the same transaction if you have created the wrong serial number and have not sold it yet.

Branch: Select the Branch

Select Panel Transaction: Select the transaction on which the panel was created and the stock available.

Quantity: Enter the Quantity

Posting Date: Select Posting Date

Scrapped: If you want to reverse the transaction back to Cell, don't tick mark it; otherwise, ticking it will not reverse the transaction from solar panel to cell; only the quantity got scrapped.

Remarks: Enter Remarks

Upload Panel Number: Enter the Panel Serial number, which needs to be reversed.

DCR – Solar Cell – Sell

You can see DCR created earlier in history.

Branch: Select the branch on which stock is available
Item Type: Select Solar Cells
PO Ref: Enter customer PO Ref if any
Project Name: Enter the project name
Customer Name: You can select existing companies registered in this portal or your created customers. If it's not on the list, you can enter details if it is only a one-time transaction, or you can make a customer master.
Customer Details: System display details are available if selected from the list.
Invoice Date: Select Invoice Date
Item: Select Item to Sell
Select Stock: You need to select Transaction for backward traceability of items.
Quantity: Enter the Quantity
Add: Click add to multiple items in one DCR
Remarks: Enter remarks for internal use.

The system will generate the DCR with a unique Serial Number. The Customer can claim the same.

DCR – Solar Panel – Sell

You can see DCR created earlier in history.

Branch: Select the branch on which stock is available
Item Type: Select Solar Panels
PO Ref: Enter customer PO Ref if any
Project Name: Enter the project name
Invoice Date: Select Invoice Date
Quantity: Enter the Quantity
Panel Sr. No: Need to Enter panel serial number selling
Add: Click add to multiple items in one DCR
Remarks: Enter remarks for internal use.

If the Entered Panel Serial number is not in stock, the system will show a warning message; you can refer to the message in the file.

The system will generate the DCR with a unique Serial Number. The Customer can claim the same.

NDCR – Bill of Entry

If you are a Solar Cell Manufacturer, this module will be visible.

Branch ↑1	Invoice ↑2	Invoice Date		Quantity		Quantity Balance	Action
Andhra Pradesh New 123123	234	09-Apr-2024		2,222		222	🔲 📄
Andhra Pradesh New 123123	dsfdf	09-Apr-2024		233		233	🔲

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Wafer Purchased Entry:

Add Purchase Data

Branch: Select...
Invoice Ref: Enter Invoice Ref
Invoice Date: Enter Invoice Date
Invoice Qty: 0
Invoice Attachment: Choose File — No file chosen
Remarks:

Save & Return | Back

Branch: Select the branch where you imported the wafer / Manufacture the wafer.
Invoice Ref: Enter the Invoice reference number
Invoice Date: Enter the Invoice Date
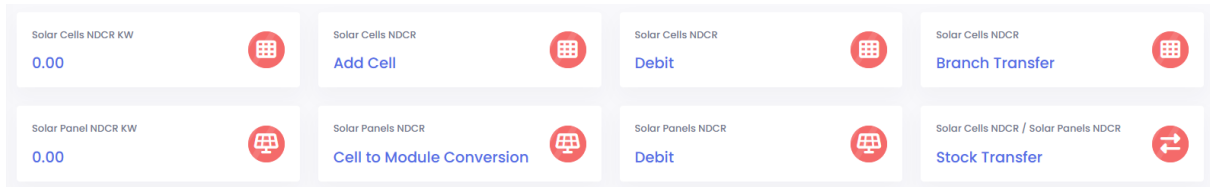**Invoice Qty:** Need to enter Quantity of Wafer
Invoice Attachment: You need to upload proof of document.
Remarks: Enter remarks for your internal use

The system automatically deducts the wafer Quantity when you produce a cell. You can only create cells according to the Quantity entered here.

NDCR – Solar Cell – Add Cell

If you are a Solar Cell Manufacturer, this module will be visible. It is for Converting Wafers to Cells.

Branch: Select the branch on which wafers were purchased/manufactured.

Select BOE: The system will show all entry which has stock available (Pending to convert to cell)

Posting Date: You can select the date it was produced; you can't select a date before the purchased/manufactured date.
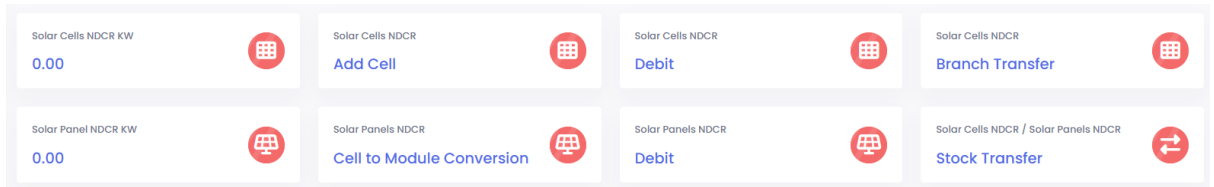
Item: Select Item to credit stock

Quantity: Enter the Quantity

Add: Click on Add to convert the wafer to a cell. You can credit multiple items simultaneously. After adding any Item, the system will display the Credit Solar Cell Button.

Remarks: This is for your internal reference

NDCR – Solar Cell – Debit

If you are a Solar Cell Manufacturer, this module will be visible.

Solar Cells NDCR KW 0.00	Solar Cells NDCR Add Cell	Solar Cells NDCR Debit	Solar Cells NDCR Branch Transfer
Solar Panel NDCR KW 0.00	Solar Panels NDCR Cell to Module Conversion	Solar Panels NDCR Debit	Solar Cells NDCR / Solar Panels NDCR Stock Transfer

If you have credited any items by mistake and realize later that you need to reverse the transaction, you can do the same from this module.

Debit Solar Cells

Branch	Item	Select Credit Transaction	Quantity
Select...	Select...	Select...	0

Posting Date | Scrapped ? | Remarks

Enter Posting Date

[Debit] [Back]

Branch: Select the branch on which you need to reverse the transaction
Item: Select the Item on which stock you want to debit
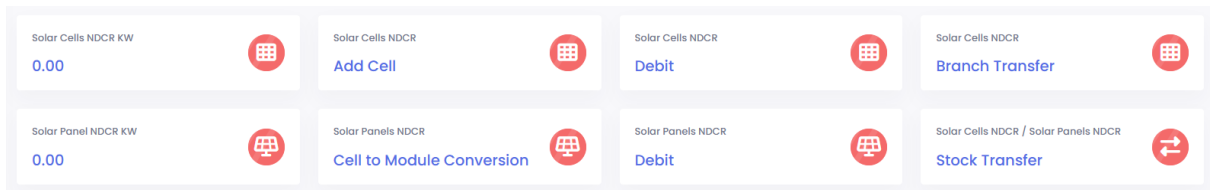**Select Credit Transaction:** Select the Transaction on which the wrong entry created
Quantity: Enter the Quantity; you can't enter the quantity more than its stock available on that transaction
Posting Date: Enter the date
Scrapped: If you want to reverse the transaction back to wafers, don't tick mark it; otherwise, ticking it will not reverse the transaction from solar cell to wafer; only the quantity got scrapped.
Remarks: Remarks for internal use.

NDCR – Stock Transfer – Solar Cell / Solar Panels

Solar Cells NDCR KW	Solar Cells NDCR	Solar Cells NDCR	Solar Cells NDCR
0.00	Add Cell	Debit	Branch Transfer

Solar Panel NDCR KW	Solar Panels NDCR	Solar Panels NDCR	Solar Cells NDCR / Solar Panels NDCR
0.00	Cell to Module Conversion	Debit	Stock Transfer

You can transfer the stock to internal numbers. This is usually useful if you have received DCR credit from the supplier for a new item number and want to transfer it to your company item number.

Stock Transfer

From Branch	Transfer Branch	Select Item From	Select Item To
Select...	Select...	Select...	Select...

Select Stock	Quantity	Posting Date	
Select...	0	Enter Posting Date	

Remarks

Transfer   Back

From Branch: Select the branch on which stock is available
Transfer Branch: Select the branch on which stock needs to transfer
Select Item From: Select the Item on which stock is available
Select Item to: Select the item on which stock needs to transfer
Select Stock: Select the transaction
Quantity: Enter the Quantity
Posting Date: Select Posting Date
Remarks: Remarks for internal use.

NDCR – Solar Panel- Cell to Module Conversion

If you are a solar panel manufacturer, this module will be visible.

Solar Cells NDCR KW 0.00	Solar Cells NDCR **Add Cell**	Solar Cells NDCR **Debit**	Solar Cells NDCR **Branch Transfer**
Solar Panel NDCR KW 0.00	Solar Panels NDCR **Cell to Module Conversion**	Solar Panels NDCR **Debit**	Solar Cells NDCR / Solar Panels NDCR **Stock Transfer**

Convert Solar Cell to Module.

Credit Solar Panels

Branch	Item	Select Cell Transaction	Quantity
Select...	Select...	Select...	0

Posting Date	Panel Numbers (Comma Seperated Or One per line)	Remarks
Enter Posting Date		

Credit | Back

Branch: Select the branch on which Solare Cell stock is available

Item: Select the Solar panel Items to be created

Select Cell Transaction: We must select the cell credit transaction to track its traceability in the BOE / credit records.

Quantity: Enter the Quantity

Posting Date: Select Posting Date

Remarks: Internal Remarks

Panel Number: Enter the Panel Serial Number. The system will match the serial number not previously used; its quantity should match the Serial number.

After upload, the system registers the Panel serial number in a system with its tracking backward traceability system.

NDCR – Solar Panel – Debit
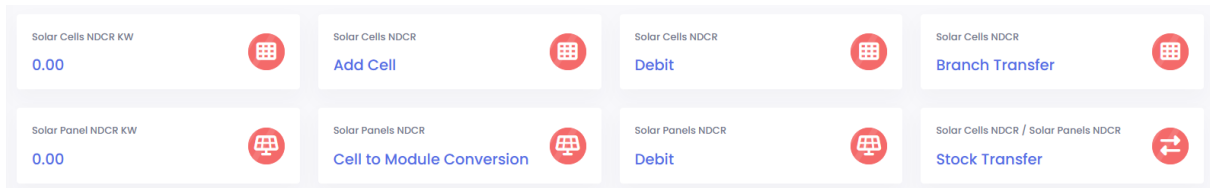
If you are a solar panel manufacturer, this module will be visible.

Solar Cells NDCR KW 0.00	Solar Cells NDCR Add Cell	Solar Cells NDCR Debit	Solar Cells NDCR Branch Transfer
Solar Panel NDCR KW 0.00	Solar Panels NDCR Cell to Module Conversion	Solar Panels NDCR Debit	Solar Cells NDCR / Solar Panels NDCR Stock Transfer

You can reverse the same transaction if you have created the wrong serial number and have not sold it yet.

Debit Solar Panels

Branch
Select...

Select Panel Transaction
Select...

Quantity
0

Posting Date
Enter Posting Date

Panel Numbers (Comma Seperated Or One per line)

☐ Scrapped ?

Remarks

Debit   Back

Branch: Select the Branch
Select Panel Transaction: Select the transaction on which the panel was created and the stock available.
Quantity: Enter the Quantity
Posting Date: Select Posting Date
Scrapped: If you want to reverse the transaction back to Cell, don't tick mark it; otherwise, ticking it will not reverse the transaction from solar panel to cell; only the quantity got scrapped.
Remarks: Enter Remarks
Upload Panel Number: Enter the Panel Serial number, which needs to be reversed.

NDCR – Solar Cell – Sell

You can see DCR created earlier in history.

Branch: Select the branch on which stock is available

Item Type: Select Solar Cells

PO Ref: Enter customer PO Ref if any

Project Name: Enter the project name

Customer Name: You can select existing companies registered in this portal or your created customers. If it's not on the list, you can enter details if it is only a one-time transaction, or you can make a customer master.

Customer Details: System display details are available if selected from the list.

Invoice Date: Select Invoice Date

Item: Select Item to Sell

Select Stock: You need to select Transaction for backward traceability of items.

Quantity: Enter the Quantity

Add: Click add to multiple items in one DCR

Remarks: Enter remarks for internal use.

The system will generate the DCR with a unique Serial Number. The Customer can claim the same.

NDCR – Solar Panel – Sell

You can see DCR created earlier in history.

Branch: Select the branch on which stock is available
Item Type: Select Solar Panels
PO Ref: Enter customer PO Ref if any
Project Name: Enter the project name
Invoice Date: Select Invoice Date
Item: Select Item to Sell
Select Stock: You need to select Transaction for backward traceability of items.
Quantity: Enter the Quantity
Panel Sr. No: Need to Enter panel serial number selling
Add: Click add to multiple items in one DCR
Remarks: Enter remarks for internal use.

If the Entered Panel Serial number is not in stock, the system will show a warning message; you can refer to the message in the file.

The system will generate the DCR with a unique Serial Number. The Customer can claim the same.

DCR/NDCR

The system creates the DCR Certificate For solar Cells and Solar panels as per the sample below.

With a QR Code, anyone can self-check the DCR Certificate on-site.

System Keep the status of DCR (Claimed / Un-claimed) if DCR, once claimed, can't be reclaimed. Please don't share the DCR number with an unauthorized person. Solar

Cell DCR can be claimed only by the person you have sold it to, but anyone can claim Solar panel DCR if they have the DCR Number.

DCR/NDCR – Credit

DCRs can be claimed by entering their serial numbers. If you are the buyer, the system will display them in the list with the status unclaimed. You can claim the same DCR.
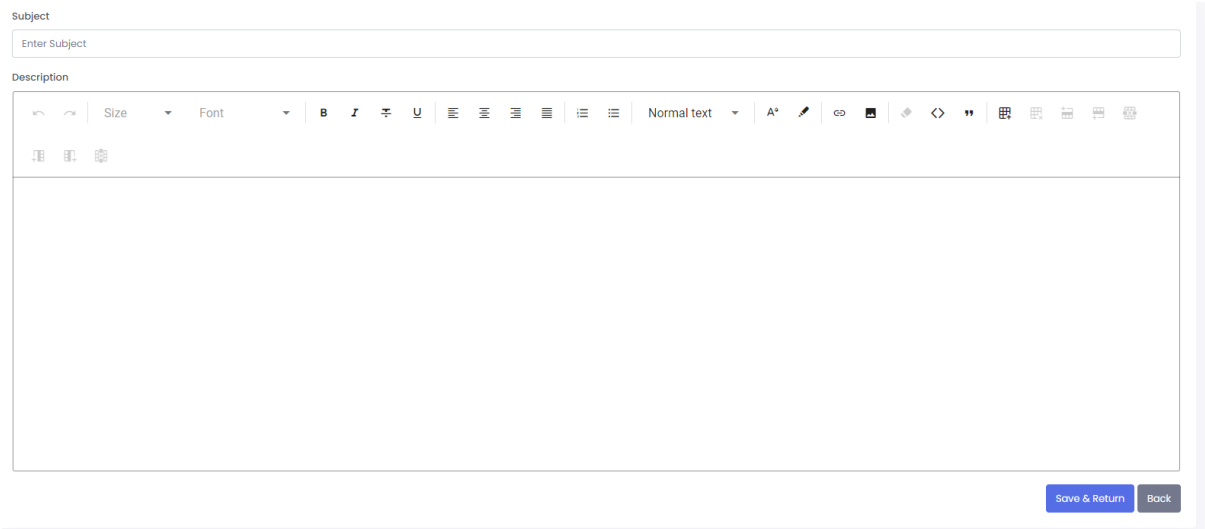

Select the Branch on which you need to Claim / Credit the DCR.

Customer Support

DCR Verification portal: The system provides support. If you have a query, issue, or suggestion, you can create a ticket by entering details and receiving a prompt resolution.
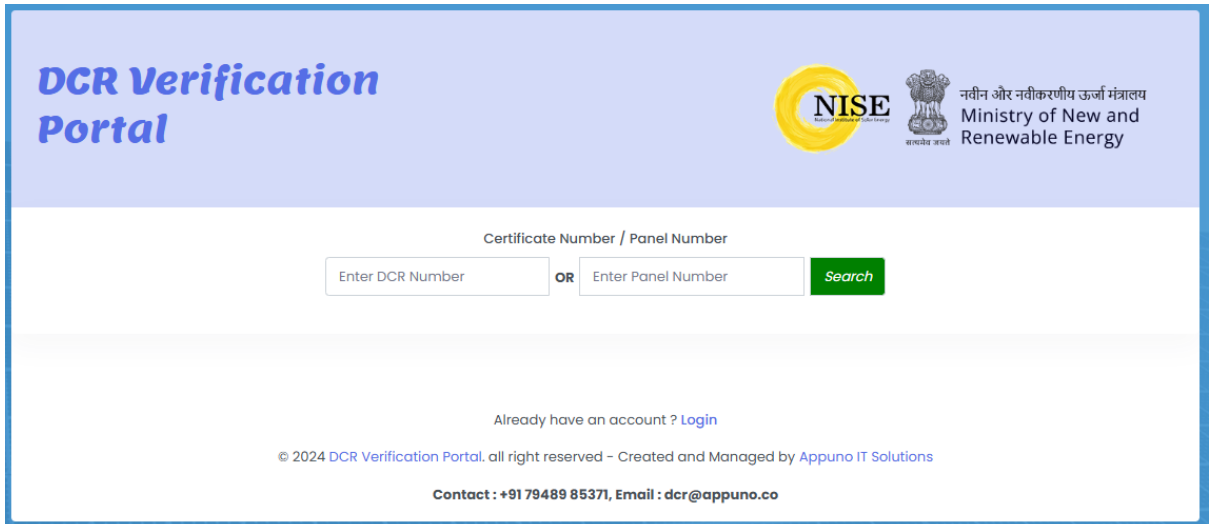

Subject: Enter the short heading to identify the issue.
Description: Enter the details as much as you can provide to get faster resolution. You can also attach the Image to describe the issue/suggestion better.

After you submit the ticket, the system will send you an Email. If you receive a response, you will also get an email to log in and check its status.

Verify DCR

If you have received the DCR Serial number or Panel Serial number and need to check its traceability, go to the site https://dcrverificationportal.com/, click on DCR Verification or https://dcrverificationportal.com/verifydcr can directly access it.

You can enter the DCR Number or Panel Module Number.

Date	Item	Transaction Type	Remarks	Company	BOE
03-Feb-2024	Solar Cells	Self Credit	Cell Created 20000	Appuno It Solutions Gujarat	2345
05-Feb-2024	Solar Panels	Solar Panels Conversion	100 Qty	Appuno It Solutions Gujarat	
07-Feb-2024	Solar Panels	DCR Created	6384-3141-8102-3884	Appuno It Solutions Gujarat	