

# DCR Verification Portal

User's Manual

## Contents

DCR Verification Portal .....	1
New Company Registration.....	3
Login.....	5
Home.....	6
Branch .....	8
Users .....	9
Items .....	10
Customer.....	11
General Guideline steps to follow.....	12
DCR – Bill of Entry .....	13
DCR – Solar Cell – Wafer to Cell Conversion .....	14
DCR – Solar Cell – Debit .....	15
DCR – Stock Transfer – Solar Cell / Solar Panels.....	16
DCR – Solar Panel - Cell to Module Conversion .....	17
DCR – Solar Panel – Debit .....	18
DCR – Solar Cell – Sell .....	19
DCR – Solar Panel – Sell.....	20
NDCR – Bill of Entry.....	21
NDCR – Solar Cell – Add Cell .....	22
NDCR – Solar Cell – Debit.....	23
NDCR – Stock Transfer – Solar Cell / Solar Panels .....	24
NDCR – Solar Panel - Cell to Module Conversion.....	25
NDCR – Solar Panel – Debit.....	26
NDCR – Solar Cell – Sell .....	27
NDCR – Solar Panel – Sell .....	28
DCR/NDCR.....	30
DCR/NDCR – Credit .....	32
Customer Support.....	33
Verify DCR .....	34

## New Company Registration

Registration of the Company in DCR Verification Portal.

Company Name	Company Type
<input type="text" value="Enter Your Company Name"/>	<input type="text" value="Select"/>
PAN Number	Address
<input type="text" value="ENTER YOUR COMPANY PAN"/>	<input type="text" value="Enter Your Company Address"/>
State	Pin Code
<input type="text" value="Select"/>	<input type="text" value="Enter Pin Code"/>
First Name of Company Admin	Last Name of Company Admin
<input type="text" value="Enter Your First Name"/>	<input type="text" value="Enter Your Last Name"/>
Mobile Number of Company Admin	Email Address of Company Admin
<input type="text" value="Enter Your Mobile Number"/>	<input type="text" value="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.



Login to access all the resourcess

Select Your Comapny

Select

Email

info@appuno.co

Password

.....

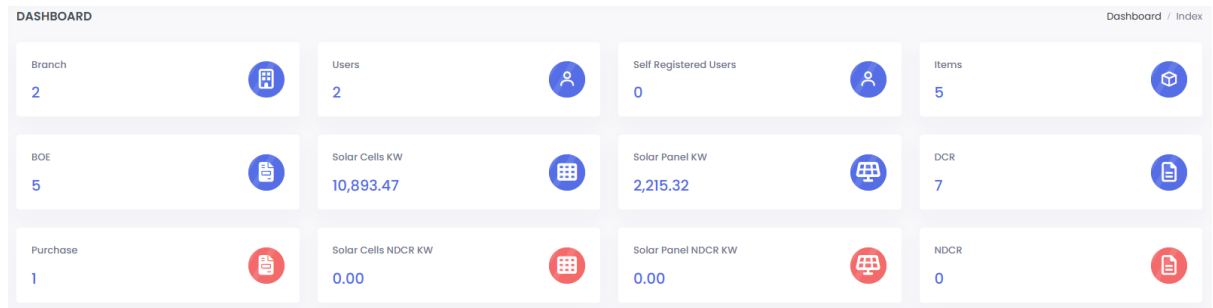
Log In

🔒 Forgot your password?

Don't have an account?, [Signup now](#)

Version : 2.0

## 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

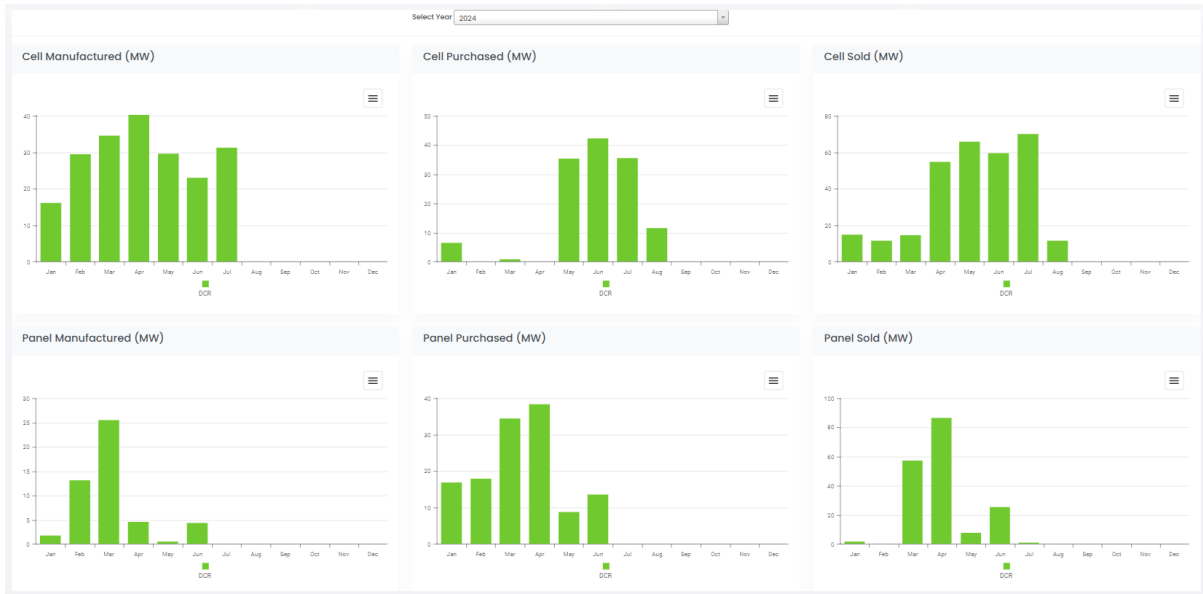
**Purchased:** Total Cell Purchased Invoice entry

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

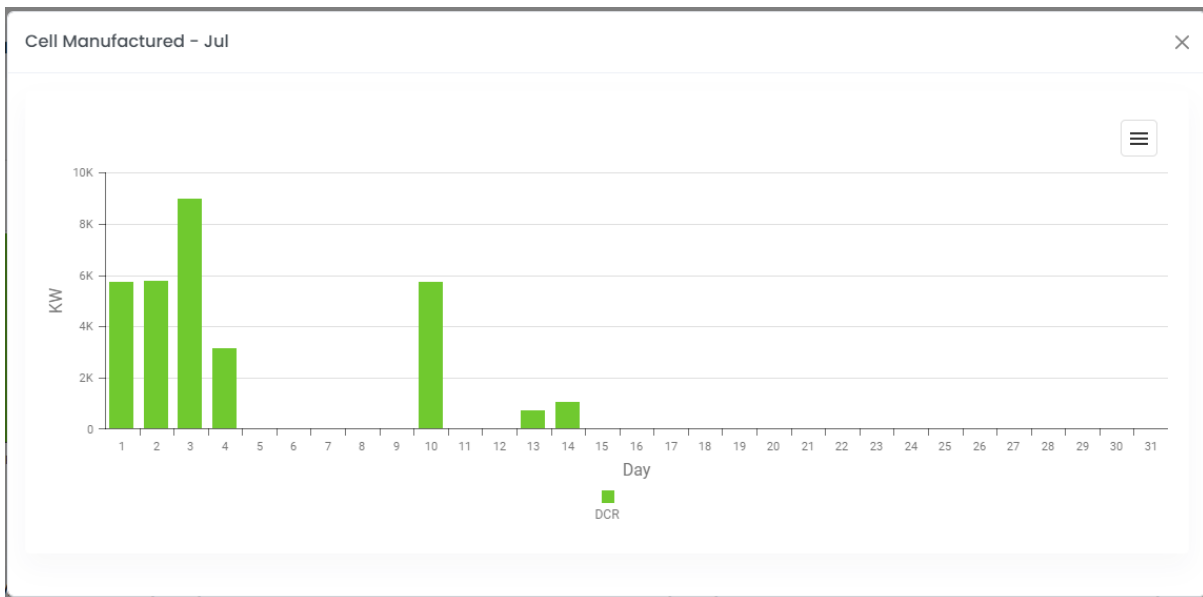
**NDCR Solar Panel KW:** Panel created and in stock

**NDCR:** Total NDCR generated

# DCR Verification Portal



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.

The screenshot shows a form for updating company details and DCR templates. It includes fields for Company Name (Comp), Company Type (Both Solar-Cells and Solar-Panels Manufacturer), PAN Number (ABAF5948A), and CIN (Company Identification Number). There is a section for Company Logo with a placeholder image. Below are two rich text editors for DCR Solar Cell Format and DCR Solar Panel Format, both containing placeholder text with tags like {CompanyName}, {CompanyType}, {CompanyAddress}, {CompanyState}, and {CompanyPinCode}. A 'Save' button is visible at the bottom right.

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

The screenshot shows a table with columns: State, Pin Code, GST Number, Address, and Action. There are two rows of data: Gujarat (Pin Code: 380015) and Telangana (Pin Code: 380012). An 'Add Branch' button is located in the top right corner. A search bar is also present above the table.

State	Pin Code	GST Number	Address	Action
Gujarat	380015		H-609, Titanium City Center, 100 Ft Road, Near Sachin Tower, Ahmedabad - 380 015	
Telangana	380012		H-609, Titanium City Center, 100 Ft Road, Near Sachin Tower, Ahmedabad - 380 015	

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

The screenshot shows a form for editing branch details. It includes a dropdown for State (Select...), input fields for GST Number (Enter GST Number) and Pin Code (Enter Pin Code), and a text area for Address (Enter Address).

**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.

A form for creating a user with the following fields: First Name, Last Name, Mobile, Email Address, and Is Admin? (checkbox). There are 'Save & Return' and 'Back' buttons at the bottom right.

**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.”

Name	Email	Mobile Number	Date	Action
Test2 Test3	test3@appuno.co	8511752290	26-Apr-2024 18:14	

Page 1 of 1 (1 Items)

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

**USER DETAILS** Users / Add User

First Name: Test2, Last Name: Test3, Mobile: 8511752290, Email Address: test3@appuno.co, Is Admin? (checkbox)

Details: test

Remarks: [Empty text area]

Status: Create User

Buttons: Save & Return, Back

## Items

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

[Add Item](#)

Drag a column header here to group by that column Q Search...

Item Code	Item Description	Item Type	Wp	Branch	Quantity	Action
001	Cell 1	Solar Cells	756	Telangana -> 380012	0	<a href="#">Edit</a> <a href="#">Delete</a>
001	Cell 1	Solar Cells	756	Gujarat -> 380015	2800	<a href="#">Edit</a> <a href="#">Delete</a>
002	Panel 1	Solar Panels	566	Telangana -> 380012	0	<a href="#">Edit</a> <a href="#">Delete</a>
002	Panel 1	Solar Panels	566	Gujarat -> 380015	0	<a href="#">Edit</a> <a href="#">Delete</a>

5 10 50 100 All Page 1 of 1 (4 items) < 1 >

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

**Item Type**

**Technology**

**Item Code**

**Wp**

**Efficiency**

**Glass Size**

**Cell Required**

**Item Description**

[Save & Return](#) [Back](#)

**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.

Drag a column header here to group by that column

📄

Customer Code	Customer Name	PAN	GST	Contact Person	Email	Action
<input type="text" value="Q"/>	<input type="text" value="Q"/>	<input type="text" value="Q"/>	<input type="text" value="Q"/>	<input type="text" value="Q"/>	<input type="text" value="Q"/>	
	Testing 1	ABAF5948A		123123123	mkpachal@appuno.co	<a href="#">✉</a>
	Testing 1	ABAF5948A		123123123	mkpachal@appuno.co	<a href="#">✉</a>

5 10 50 100 All Page 1 of 1 (2 items) < 1 >

<b>Customer Name</b> <input type="text" value="Enter Customer Code"/>	<b>Customer Name</b> <input type="text" value="Enter Customer Name"/>	<b>Customer PAN</b> <input type="text" value="ENTER CUSTOMER PAN"/>
<b>Customer GST</b> <input type="text" value="ENTER CUSTOMER GST"/>	<b>Customer Address</b> <input type="text" value="Enter Address"/>	<b>Customer State</b> <input type="text" value="Select..."/>
<b>Customer Pin Code</b> <input type="text" value="Enter Pin Code"/>	<b>Customer Contact Person</b> <input type="text" value="Enter Name"/>	<b>Customer Contact Email</b> <input type="text" value="Enter Email"/>

Save & Return Back

**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.

BOE LIST BOE / Index [Add BOE](#)

Drag a column header here to group by that column Q Search...

Branch	BOE	BOE Date	BOE Quantity	Quantity Balance	Action
Gujarat 380015	2345	01-Feb-2024	100000	80000	 


Page 1 of 1 (1 items) 1

### Wafer import/manufacturing Entry:

**Add BOE Data**

Branch:

Bill Of Entry / Manufacturer Reference #:

BOE / Manufacture Date:  

Wafers Qty:

Wafers Size:

Attachment:  No file chosen

Remarks:

[Save & Return](#) [Back](#)

**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.

DCR
DCR / Self Credit

Solar Cells KW <b>10,893.47</b>		Solar Cells <b>Wafer to Cell Conversion</b>		Solar Cells <b>Debit</b>		Solar Cells <b>Branch Transfer</b>	
Solar Panel KW <b>2,215.32</b>		Solar Panels <b>Cell to Module Conversion</b>		Solar Panels <b>Debit</b>		Solar Cells / Solar Panels <b>Stock Transfer</b>	

**Credit Solar Cells**

Branch

Select BOE

Posting Date

Item

Quantity

Add

Remarks

Credit Solar Cells
Back

Item	Quantity	Action
001 Cell	100	
Sum: 100		

5 10 50 100 All

Page 1 of 1 (1 Items) < 1 >

**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.

DCR		DCR / Sell Credit	
Solar Cells KW 10,893.47		Solar Cells Wafer to Cell Conversion	
Solar Cells Debit		Solar Cells Branch Transfer	
Solar Panel KW 2,215.32		Solar Panels Cell to Module Conversion	
Solar Panels Debit		Solar Cells / Solar Panels 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:

Posting Date:

Scrapped ?

Remarks:

**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

DCR		DCR / Self Credit	
Solar Cells KW 10,893.47		Solar Cells Wafer to Cell Conversion	
		Solar Cells Debit	
		Solar Cells Branch Transfer	
Solar Panel KW 2,215.32		Solar Panels Cell to Module Conversion	
		Solar Panels Debit	
		Solar Cells / Solar Panels 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 <input type="text" value="Select..."/>	Transfer Branch <input type="text" value="Select..."/>	Select Item From <input type="text" value="Select..."/>	Select Item To <input type="text" value="Select..."/>
Select Stock <input type="text" value="Select..."/>	Quantity <input type="text" value="0"/>	Posting Date <input type="text" value="Enter Posting Date"/>	
Remarks <input style="width: 100%;" type="text"/>			

**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

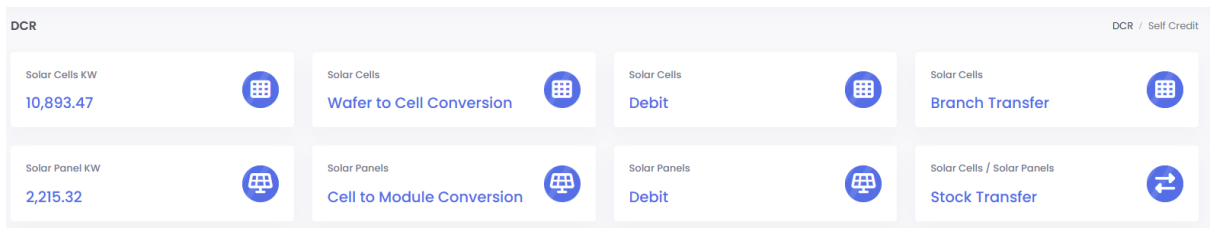
**Posting Date:** Select Posting Date

**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.

A screenshot of the 'Credit Solar Panels' form. The form has a title 'Credit Solar Panels' and several input fields: 'Branch' (dropdown), 'Item' (dropdown), 'Select Cell Transaction' (dropdown), and 'Quantity' (text input with '0'). Below these are 'Posting Date' (text input with 'Enter Posting Date') and 'Panel Numbers (Comma Separated Or One per line)' (text area). There is also a 'Remarks' text area. At the bottom right, there are 'Credit' and 'Back' buttons.

**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

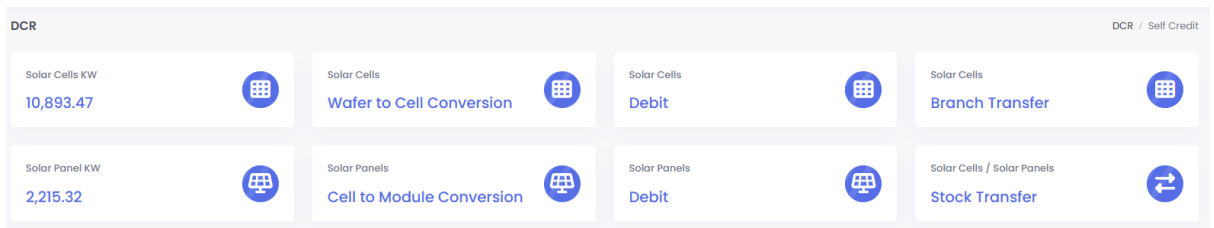
**Remarks:** Internal Remarks

**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.

The 'Debit Solar Panels' form includes the following fields and options:

- Branch:** A dropdown menu with 'Select...' as the placeholder.
- Select Panel Transaction:** A dropdown menu with 'Select...' as the placeholder.
- Quantity:** A text input field containing '0'.
- Posting Date:** A text input field with the placeholder 'Enter Posting Date' and a calendar icon.
- Panel Numbers (Comma Separated Or One per line):** A large text area for entering serial numbers.
- Scrapped?:** A checkbox labeled 'Scrapped?'.
- Remarks:** A large text area for entering notes.
- Buttons:** 'Debit' (blue) and 'Back' (grey) buttons at the bottom right.

**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

Drag a column header here to group by that column

Claim Status	DCR Sr No	State	Sold To	Project	Invoice	Date	Item	Quantity	Quantity Return	KW	Action
Un-Claimed	6384-3141-9302-8325	Gujarat->380015	Mundra Solar Energy Limited	Cell	CELL1	03-Feb-2024	Solar Cells	10000	0	7560	
Un-Claimed	6384-3141-8102-3884			Test	test001	07-Feb-2024	Solar Panels	100	0	56.6	

5 10 50 100 All Page 1 of 1 (2 items)

You can see DCR created earlier in history.

Branch

Item Type

PO Ref

Project Name

Select the Customer or company from the dropdown menu. If the Company is registered in this portal, then the DCR will automatically appear in the Credit list. Create the customer for frequent usage to avoid typing always. If the company is not yet registered here and you provide the PAN details, they can directly see the same DCR in the future when they register it.

Customer Name

Customer Name

Customer PAN

Customer GST

Customer Address

Customer State

Customer Pin Code

Customer Contact Person

Customer Contact Email

Invoice Number

Invoice Date

Item

Select Stock

Quantity  
 Add

Remarks

Back

**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

Drag a column header here to group by that column

Claim Status	DCR Sr No	State	Sold To	Project	Invoice	Date	Item	Quantity	Quantity Return	KW	Action
Un-Claimed	6384-3141-9302-8325	Gujarat->380015	Mundra Solar Energy Limited	Cell	CELL1	03-Feb-2024	Solar Cells	10000	0	7560	
Un-Claimed	6384-3141-8102-3884			Test	test001	07-Feb-2024	Solar Panels	100	0	56.6	

5 10 50 100 All

Page 1 of 1 (2 items) < 1 >

You can see DCR created earlier in history.

**Branch**

**Item Type**

**PO Ref**

**Project Name**

Select the Customer or company from the dropdown menu. If the Company is registered in this portal, then the DCR will automatically appear in the Credit list. Create the customer for frequent usage to avoid typing always. If the company is not yet registered here and you provide the PAN details, they can directly see the same DCR in the future when they register it.

**Customer Name**

**Customer Name**

**Customer PAN**

**Customer GST**

**Customer Address**

**Customer State**

**Customer Pin Code**

**Customer Contact Person**

**Customer Contact Email**

**Invoice Number**

**Invoice Date**

**Panel Numbers (Comma Separated Or One per line)**

**Quantity**

 Add

**Remarks**

Back

**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.

Drag a column header here to group by that column

🔍 Search...

Branch	Invoice	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	🔍 📄

🔍 10 50 100 All
Page 1 of 1 (2 items) < 1 >

### Wafer Purchased Entry:

**Add Purchase Data**

Branch:

Invoice Ref:

Invoice Date:

Invoice Qty:

Invoice Attachment:  No file chosen

Remarks:

**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

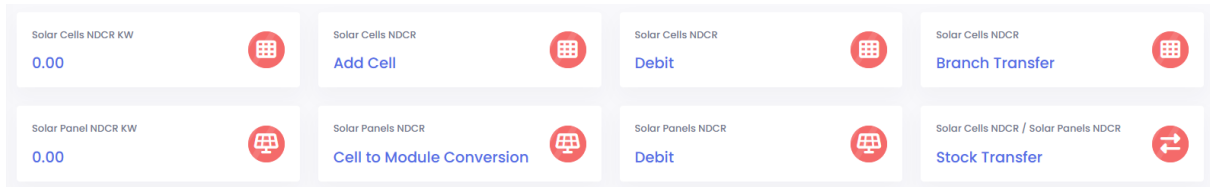
**Invoice Attachment:** You need to upload proof of document.

**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.



### Credit Solar Cells

Branch:  Select BOE:  Posting Date:  Item:

Quantity:   Remarks:

Item	Quantity	Action
001 Cell	100	<input type="button" value="Delete"/>
Sum: 100		

5 10 50 100 All Page 1 of 1 (1 Items) < 1 >

**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

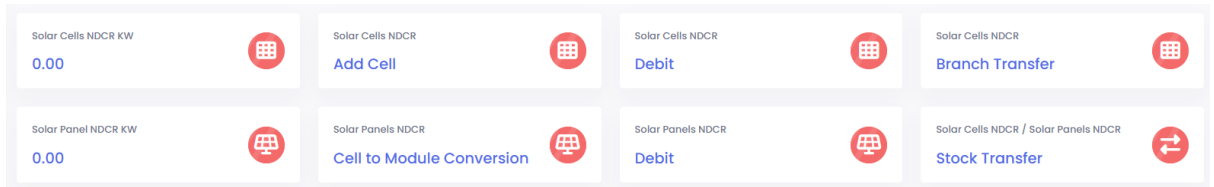
**Quantity:** Enter the Quantity

**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.



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

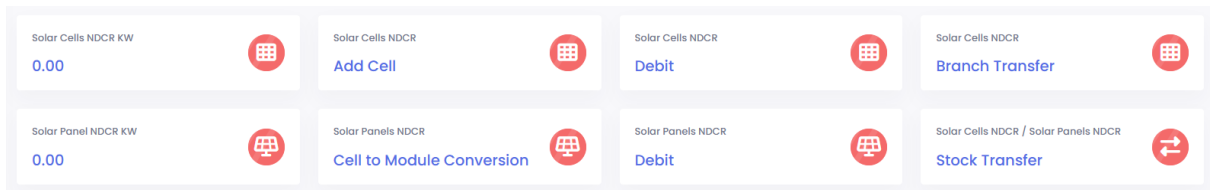
**Quantity:** Enter the Quantity; you can't enter the quantity more than its stock available on that transaction

**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.

## NDCR – 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

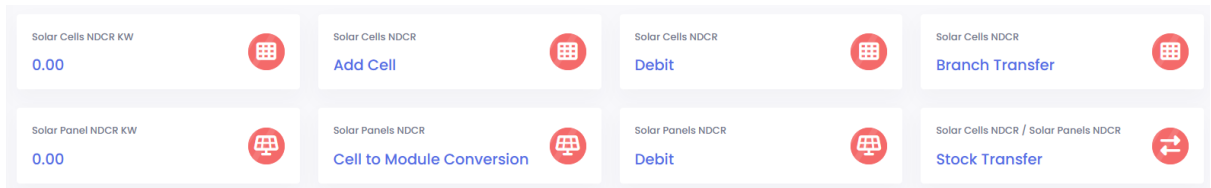
**Posting Date:** Select Posting Date

**Remarks:** Remarks for internal use.



## NDCR – Solar Panel- Cell to Module Conversion

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



### Convert Solar Cell to Module.

**Credit Solar Panels**

Branch <input type="text" value="Select..."/>	Item <input type="text" value="Select..."/>	Select Cell Transaction <input type="text" value="Select..."/>	Quantity <input type="text" value="0"/>
Posting Date <input type="text" value="Enter Posting Date"/>	Panel Numbers (Comma Separated Or One per line) <input type="text"/>	Remarks <input type="text"/>	

**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

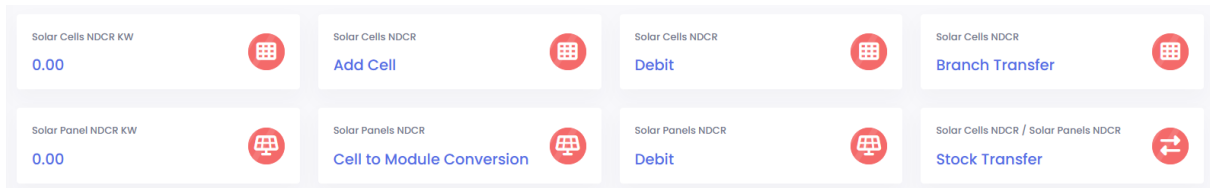
**Remarks:** Internal Remarks

**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.



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.

## NDCR – Solar Cell – Sell

Drag a column header here to group by that column

Claim Status	DCR Sr No	State	Sold To	Project	Invoice	Date	Item	Quantity	Quantity Return	KW	Action
Un-Claimed	6384-3141-9302-8325	Gujarat->380015	Mundra Solar Energy Limited	Cell	CELL1	03-Feb-2024	Solar Cells	10000	0	7560	 
Un-Claimed	6384-3141-8102-3884			Test	test001	07-Feb-2024	Solar Panels	100	0	56.6	 

5 10 50 100 All Page 1 of 1 (2 items)

You can see DCR created earlier in history.

Branch:

Item Type:

PO Ref:

Project Name:

Select the Customer or company from the dropdown menu. If the Company is registered in this portal, then the DCR will automatically appear in the Credit list. Create the customer for frequent usage to avoid typing always. If the company is not yet registered here and you provide the PAN details, they can directly see the same DCR in the future when they register it.

Customer Name:

Customer Name:

Customer PAN:

Customer GST:

Customer Address:

Customer State:

Customer Pin Code:

Customer Contact Person:

Customer Contact Email:

Invoice Number:

Invoice Date:

Item:

Select Stock:

Quantity:

Remarks:

**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

Drag a column header here to group by that column

Claim Status	DCR Sr No	State	Sold To	Project	Invoice	Date	Item	Quantity	Quantity Return	KW	Action
Un-Claimed	6384-3141-9302-8325	Gujarat->380015	Mundra Solar Energy Limited	Cell	CELL1	03-Feb-2024	Solar Cells	10000	0	7560	
Un-Claimed	6384-3141-8102-3884			Test	test001	07-Feb-2024	Solar Panels	100	0	56.6	

5 10 50 100 All

Page 1 of 1 (2 items) < 1 >

You can see DCR created earlier in history.

**Branch**

**Item Type**

**PO Ref**

**Project Name**

Select the Customer or company from the dropdown menu. If the Company is registered in this portal, then the DCR will automatically appear in the Credit list. Create the customer for frequent usage to avoid typing always. If the company is not yet registered here and you provide the PAN details, they can directly see the same DCR in the future when they register it.

**Customer Name**

**Customer Name**

**Customer PAN**

**Customer GST**

**Customer Address**

**Customer State**

**Customer Pin Code**

**Customer Contact Person**

**Customer Contact Email**

**Invoice Number**

**Invoice Date**

**Panel Numbers (Comma Separated Or One per line)**

**Quantity**

 Add

**Remarks**

Back

- 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.

**DCR Certificate Number:** 6384-3141-8102-8325 **Date:** 10-Feb-2024

**DCR (Domestic Content Requirement) Certificate**

To whomsoever it may concern

**To**  
Mundra Solar Energy Limited,  
Survey No 180 F, Co Mundra Solar Technopark Pvt Ltd, Electronics Manufacturing Cluster ISEC,  
Village Mandra and Tunda, Mundra, Kutch, Anjar Parks and Special Economic Zone, Kutch, Gujarat,  
370418  
State : Gujarat Pin Code : 370418  
PAN : AACSB180K, GST Number : 29AAJCM71242Z  
Purchase Order # Cell

**From**  
We, **Appuno IT Solutions** (Both Solar Cells and Solar Panels) Manufacturer having unit at **H-026, Thakur City Center, 100 Ft Road, Near Gadhwa Tower, Ahmedabad - 380 010 State: Gujarat, Pin Code: 380010** do hereby certify and declare the following:  
The manufacturing of the cells supplied for the Purchase Order # **Cell, Project : Cell** against the below mentioned license has taken place independently at our facilities registered in India.  
The manufacturing process has been carried out in India and we have not used any finished Solar cells in this process.  
The Solar cells comply with the Domestic Content Requirements as laid down by Ministry of New and Renewable Energy as incorporated in the guidelines for the CPSE Scheme Phase-I, being implemented by Solar Energy Corporation of India Limited.  
We shall maintain, and present upon request, to the Inspection committee of MNRE/SECI, further documentation necessary to support this certificate. Further, we shall not file the Inspection committee of MNRE/SECI from visiting our facilities/facilities in relation to the Agreement between our Company and SECI/MNRE or their representatives.

Invoice Ref	Invoice Date	KW (Kilowatt)	Quantity
cell001	07-Feb-2024	56.6	100

Item Description	Quantity	KW	Reference
cell 1	100	56.6	Appuno IT Solutions

Printed on: 10-Feb-2024 17:37 **102** Printed By: Mehul Paucal  
Please visit us @ [91pa.com/portal/verificationportal.com/verifydcr](http://91pa.com/portal/verificationportal.com/verifydcr) and key in the DCR certificate number in the search box to verify the details and content of this DCR transaction

---

**DCR Certificate Number:** 6384-3141-8102-8884 **Date:** 10-Feb-2024

**DCR (Domestic Content Requirement) Certificate**

**Panel Sr Numbers**

Appuno 1001, Appuno 1002, Appuno 1003, Appuno 1004, Appuno 1005, Appuno 1006, Appuno 1007, Appuno 1008, Appuno 1009, Appuno 1010, Appuno 1011, Appuno 1012, Appuno 1013, Appuno 1014, Appuno 1015, Appuno 1016, Appuno 1017, Appuno 1018, Appuno 1019, Appuno 1020, Appuno 1021, Appuno 1022, Appuno 1023, Appuno 1024, Appuno 1025, Appuno 1026, Appuno 1027, Appuno 1028, Appuno 1029, Appuno 1030, Appuno 1031, Appuno 1032, Appuno 1033, Appuno 1034, Appuno 1035, Appuno 1036, Appuno 1037, Appuno 1038, Appuno 1039, Appuno 1040, Appuno 1041, Appuno 1042, Appuno 1043, Appuno 1044, Appuno 1045, Appuno 1046, Appuno 1047, Appuno 1048, Appuno 1049, Appuno 1050, Appuno 1051, Appuno 1052, Appuno 1053, Appuno 1054, Appuno 1055, Appuno 1056, Appuno 1057, Appuno 1058, Appuno 1059, Appuno 1060, Appuno 1061, Appuno 1062, Appuno 1063, Appuno 1064, Appuno 1065, Appuno 1066, Appuno 1067, Appuno 1068, Appuno 1069, Appuno 1070, Appuno 1071, Appuno 1072, Appuno 1073, Appuno 1074, Appuno 1075, Appuno 1076, Appuno 1077, Appuno 1078, Appuno 1079, Appuno 1080, Appuno 1081, Appuno 1082, Appuno 1083, Appuno 1084, Appuno 1085, Appuno 1086, Appuno 1087, Appuno 1088, Appuno 1089, Appuno 1090, Appuno 1091, Appuno 1092, Appuno 1093, Appuno 1094, Appuno 1095, Appuno 1096, Appuno 1097, Appuno 1098, Appuno 1099, Appuno 1100, Appuno 1101

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

Drag a column header here to group by that column

Claim Status	DCR Sr No	State	Sold To	Project	Invoice	Date	Item	Quantity	Quantity Return	KW	Action
Un-Claimed	6384-3141-9302-8325	Gujarat->380015	Mundra Solar Energy Limited	cell	cell1	03-Feb-2024	Solar Cells	10000	0	7560	
Un-Claimed	6384-3141-8102-8884			Test	test001	07-Feb-2024	Solar Panels	100	0	56.6	

5 10 50 100 All Page 1 of 1 (2 items)

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.

DCR Details
✕

DCRSrNo

CompanyName

Branch

Invoice Number

Invoice Date

PO Ref

Project Name

ItemType

Remarks

Sell panel

Select Branch into which you wish to credit the DCR credits

▼

Item	Quantity	KW	
002 Panel 1	100	56.6	...
<b>Sum: 100</b>		<b>Sum: 56.6</b>	

5 **10** 50 100 All
Page 1 of 1 (1 items) < **1** >

Ref No	
Appuno-1001	...
Appuno-1002	...
Appuno-1003	...
Appuno-1004	...
Appuno-1005	...

5 **10** 50 100 All
Page 1 of 20 (100 items) < **1** 2 3 4 5 ... 20 >

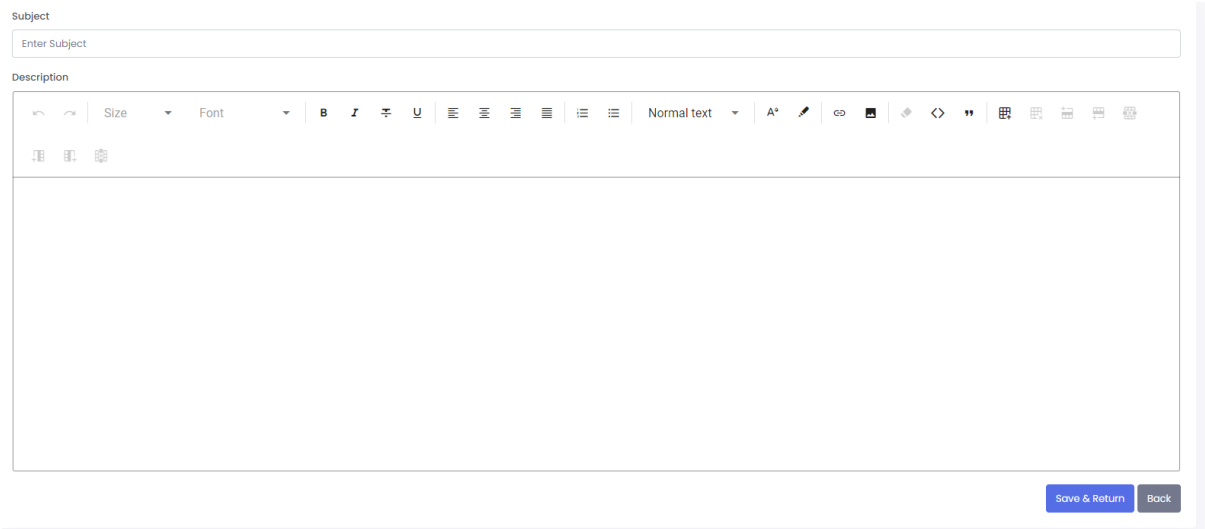
Claim DCR Credit

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.



The screenshot shows a web form for creating a support ticket. It features a 'Subject' field with a placeholder 'Enter Subject'. Below it is a 'Description' field with a rich text editor toolbar containing options for text color, size, font, bold, italic, underline, bulleted list, numbered list, indent, outdent, link, unlink, text color, background color, source code, undo, redo, and print. At the bottom right of the form are two buttons: 'Save & Return' and 'Back'.

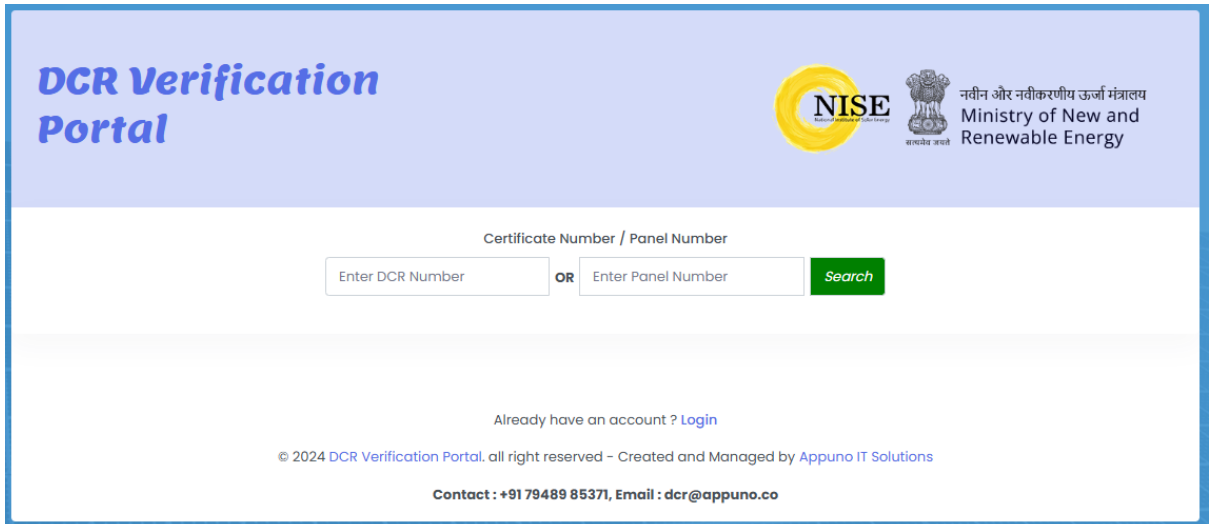
**Subject:** Enter the short heading to identify the issue.

**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.

Certificate Number			Panel Number		
<input type="text" value="6384-3141-9302-8325"/>			<input type="text" value="Appuno-1001"/>		
<input type="button" value="Search"/>			<input type="button" value="Search"/>		
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	

5 **10** 50 100 All Page 1 of 1 (3 items) < **1** >