Bureau of Energy Efficiency
Ministry of Power, Government of India

User Manual

for

Online Payment Process

for the

Designated Consumers

Bureau of Energy Efficiency

Version 1.0

Contents

1. About this Document

The purpose of this document is to describe how **Designated Consumers (DC)** can use the PAT NET Portal for the online payment of Eligible Entity Registration & ESCerts Introduction.

Intended Audience

This document is intended for the following list of users.

- Energy Manager/Energy Auditor – EM/EA
- Plant Head - PH

2. Eligible Entity Registration Process

2.1. Login to the New PATNET Portal

1. Open the e-filing portal by clicking the link (https://escerts.gov.in).
   (The BEEPATNET Portal Login page appears).

2. Login with Plant Head credentials for Eligible Entity Registration Process.

3. On the successful login Plant Head will redirect to the 'Home' page as shown in the below image.

Figure 1: BEE Plant Head Home Page

2.2. Eligible Entity Registration and ESCerts Information

1. On the Home page click **My Dashboard** button to list out all dashboard options

Figure 2: Click My Dashboard

2. Click the **Dashboard** link as shown below.

Figure 2: Click Dashboard Function

3. In the Dashboard DC can see all the PAT Cycle which DC is part of it.

4. PAT Cycle which DC is currently participating will be highlighted as shown below.

5. Click on the PAT Cycle image to get that PAT Cycle related information.
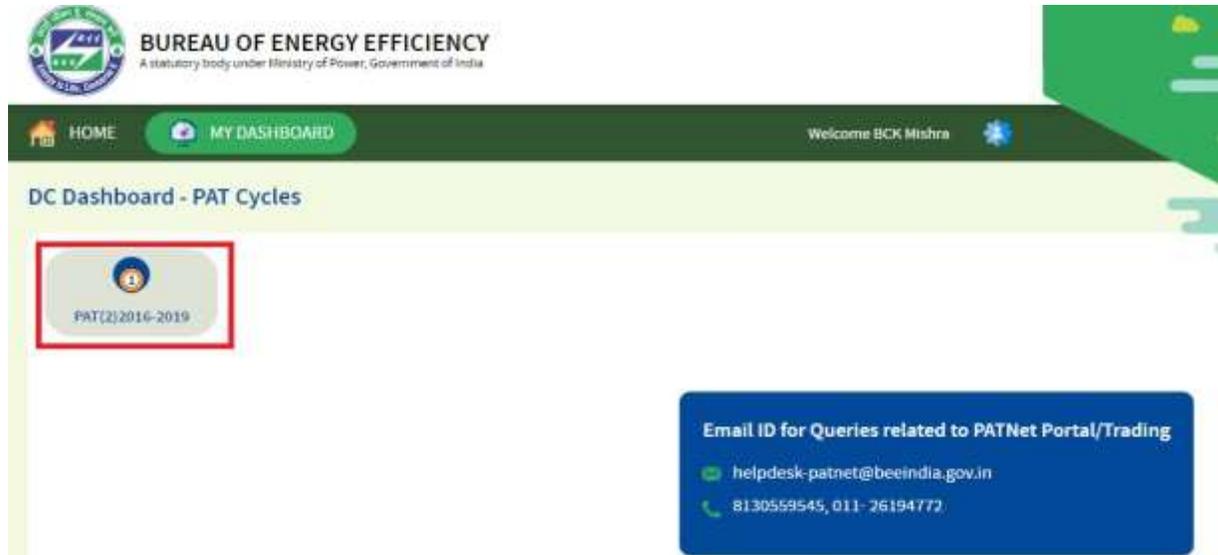

Figure 3: Click Running PAT Cycle

6. Select the **ESCerts Issuance** tab to view the ESCerts related and Eligible entityrelated information as shown below.

   a. No. Of ESCerts(Claimed) is the number of ESCerts claimed by DC as perthe M&V

   b. No. Of ESCerts (Approved by MOP) is the final number of ESCerts approved by MoP

   c. Serial No. Of Issued ESCerts: This will be the serial number of the ESCerts in case MOP issues ESCerts. In case DC is Entitled to be Purchased then it will show as 'NA'.

   d. Eligibility Type: Eligibility type of the DC for that PAT Cycle. This will be decided based on the EER approval from the POSOCO.

   e. Blocked ESCerts: Number of ESCerts Blocked to meet the compliance from the banked ESCerts in case the DC is a Buyer.

   f. Banked ESCerts: Number of ESCerts Banked in the current Cycle.

7. Eligible Entity Registration section will have different links based on theregistration status

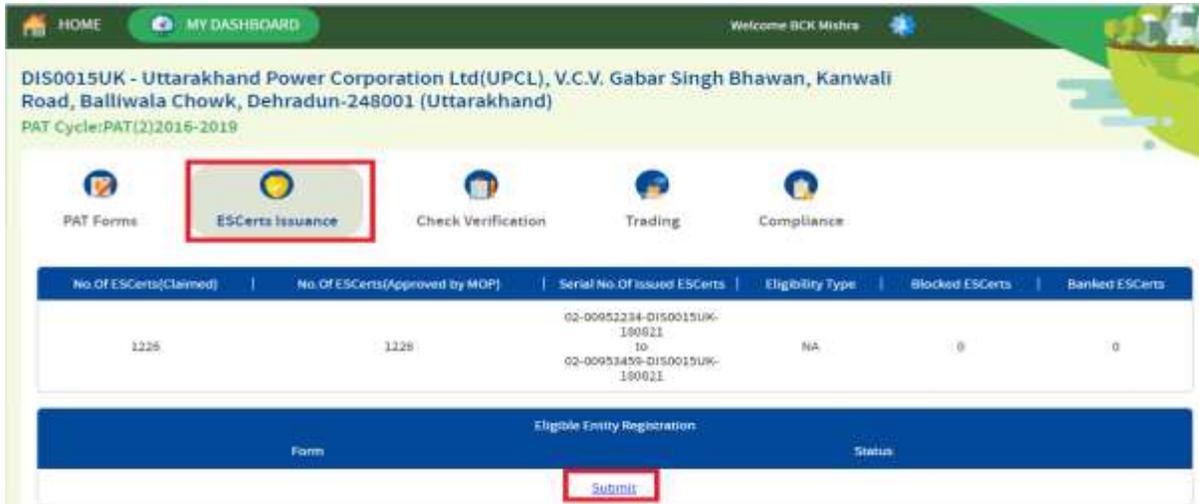a. **Submit:** In case the DC is registering for the first time as an eligible entity then the link will be "Submit".

Figure 4: Fresh Eligible Entity-Submit

b. **Participate In Trade:** In case of DC is already registered as an EligibleEntity and needs to trade only the paid banked ESCerts then the optionwill be Participate in Trade.

Figure 5: Participate in-Trade

Ministry of Power, Government of India

c. **Submit Transaction:** In case DC is already registered as an Eligible Entity and needs to trade the un-paid banked ESCerts (Both Banked / New ESCerts) then the option will be Participate in Trade.

No.Of ESCerts(Claimed)	No.Of ESCerts(Approved by MOP)	Serial No.Of Issued ESCerts	Eligibility Type	Blocked ESCerts	Banked ESCerts
23400	23400	02-00041833-CMT340031KA-171120 00 02-00065332-CMT340031KA-171120	NA	0	0

Eligible Entity Registration	
Form	Status
Edit Info	Submit Transaction Details

Figure 6: Submit Transaction

2.3. New Eligible Entity Registration

DCs who are coming for the first time to register as an eligible entity the link available will be "Submit". Click on the link to start the New Eligible Entity registration. The process is explained below.

Application contains mainly 4 sections as explained below

1. **Section A- PAT Cycle Details:** This section contains the details of the PAT Cycle and DC information as shown below. Users do not need to fill in any information in this section all information is read only here. Click on the Next button to move to the next section.

Figure 7: EE Registration - Section A- PAT Cycle Details

2. **Section B – Owner Details:** In this section DC needs to fill in the details of primary and secondary contact details and also needs to fill in the details of the mandatory document which is required for the Eligible Entity registration as per the Registry. Click on the Next button to move to the next section.

Figure 8: EE Registration - Section B- Owner Details

3. **Section C – Payment Break-Up Info:** This section contains two sections as explained below

   a. **ESCerts Info:** This section explains the details of the information about the ESCerts as shown below.

   - **No. Of ESCerts Issued:** Number of ESCerts issued in that PAT Cycle if DC is a seller. For Buyer, it will be 0
   - **Banked ESCerts:** Total number of ESCerts carried from the previous cycle
   - **Paid Banked ESCerts:** ESCerts fee paid ESCerts from the Banked ESCerts.
   - **Un-Paid Banked ESCerts**: ESCerts fee not paid ESCerts from the Banked ESCerts.
   - **Available ESCerts:** Number of ESCerts available to introduce for trading
   - **ESCerts Introduced:** Total Number of ESCerts Introduced for Trading.
   - **Opening Balance:** Number of ESCerts available in the trading account.
   - **Total Sold:** Number of ESCerts Sold by that particular DC

Figure 9: EE Registration - Section C- Payment Break-Up Info

b. **Registration Info:** This section explains the fee details of the Introducing ESCerts as shown below.

- **One-Time Registration Fee:** This fee applies only to the new DCwho are registering for the first time.
- **ESCerts to be introduced for Trading:** The number of ESCertswhich DC want to introduce for Trading.
- **ESCerts Fee:** Total value for the introduced ESCerts. Its systemcalculated the field.
- **Total Fee Basic Value:** This is the sum of the registration fee andESCertsFee. Its system calculated the field
- **TDS deducted by DC (%):** DC can enter the TDS deducted (Prooffor the same to be uploaded at the final submission)
- **POSOCO's TDS share (50%):** Share for POSOCO after applying theTDS.
- Its system calculated field
- **BEE's TDS Share (50%):** Share for BEE after applying the TDS. Itssystem calculated the field
- **Total TDS deducted by DC:** Total TDS deducted from the DC. Itssystem calculated the field
- **Central GST (9.00%):** Its system calculated field will be decided based on the DC's state.
- **State GST (9.00%):** Its system calculated field will be decided based

on the DC's state

- **Integrated GST (18.00%):** Its system calculated field will be decidedbased on the DC's state
- **Total amount payable by DC:** The final amount to be paid by DC. Itssystem calculated the field.
- **POSOCO's share:** Share of POSOCO from the total amount. Its systemcalculated the field.
- **BEE's share:** Share of BEE from the total amount. Its system calculated the field.

General Details	Description
One Time Registration Fee	15000
ESCerts to be introduced for Trading	24564
ESCerts Fee	122820
Total Fee: Basic Value	137820
TDS deducted by DC (%)	0
POSOCO's TDS share (50%)	0
BEE's TDS share (50%)	0
Total TDS deducted by DC	0

Figure 10: EER Registration – Calculation

Central GST (9.00%)	0
State GST (9.00%)	0
Integrated GST (18.00%)	24807.6
Total amount payable by DC	162627.6
POSOCO's share	68910.0
BEE's share	68910.0

Prev   Cancel   Next

Figure 11: EER Registration – Calculation

Note: Central GST and State GST calculation will be applicable only for Delhistate.

Figure 12: EER Registration – Section D- Upload Mandatory Documents

4. **Section D – Upload Files & Declaration:** The mandatory documents required to complete the Eligible Entity Registration should be uploaded here. All mandatory documents will be listed out in the Upload File drop down list. Select the document from the list and click on the browse button to upload the document.

Figure 13: EER Registration – Section D- Uploaded Files and Selected the Declaration

After uploading all documents accept the declaration by selecting the check box and clicking on **Submit and Pay** button to submit the Eligible Entity Registration. On successful registration, the user will receive the success message as shown below.

Figure 14: EER Registration – Application Submission

After successful registration, there will be a Print button available to take the print of the submitted application.

Figure 15: EER Print Button

The printed application should be uploaded back to complete the EER registration process. Select the "EER Application Print" option to upload the printed application. Click on **Submit Transaction** button to submit the payment details.

Figure 16: EER Registration – Submit Transaction

On click of **Submit Transaction** button user will re direct to the payment details page as shown below. Verify the details populated on this page and click on Submit button by selecting the self-declaration check box so that system will redirect the user onto the Payment Gateway window to complete the transaction.

Figure 17: EE Registration –Transaction Details

Users can opt for payment mode as per their requirement & complete the transaction.

Figure 18: EE Registration –Payment Gateway

On a successful transaction, the user will receive the successful message along with the transaction details as shown below.

Figure 19: EER Registration –Transaction Submission

The status of the Eligible Entity Application will be shown in the dashboard as shown below.

Figure 20: EER Registration –Application Status

If the Payment is successful from the gateway, then the system verifies it automatically & DC can see the status as verified and also can download the Advance receipt.

The invoice can be downloaded once the QR Code for payment is generated by Registry.

Figure 21: EER Registration –Auto-Verification of Payment

2.4 On-Hold Eligible Entity Registration

For some of the cases, Registry may require some additional information required to process to application. In such cases, Registry will keep that application on On-Hold with their comments. Once the registry kept the application On-Hold DC can see the status as On-Hold in the PAT Net portal as shown below. Also, DC can see the reason for keeping the application On-Hold.
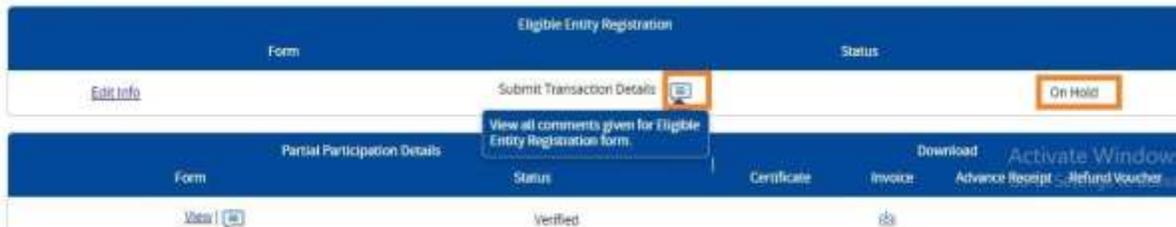

Figure 22: EER Registration –Application On-Hold by Registry

Click on the comment box to view the comment button to view the
comments given by the Registry as shown below.

Figure 23: EER Registration –Comments on the application by Registry

In this case, DC needs to update the application by uploading the necessary documents by selecting the **Others** option under the Upload file dropdown as per the comments provided by the Registry. DC has to give the comment at the time of uploading the documents. And finally, click on the Update button to submit it back to Registry.

Figure 24: EER Registration –Application Resubmission

2.5 Rejected Eligible Entity Registration

In some cases, Registry may reject the application. Once the registry Reject the application DC can see the status as rejected in the PAT Net portal. Also, DC can see the reason for rejecting the application.

Figure 25: EER Registration –Application Rejected by Registry

Once the application is Rejected DC will contact with Registry (offline) to request the Refund for the money paid for the ESCerts. Once the refund is successful DC will get an intimation via Email.

2.6 Approved Eligible Entity Registration

Once the Registry Approves the application DC can see the status as approved in the PAT Net portal. Once the application is approved DC can download EER Certificate asshown below.
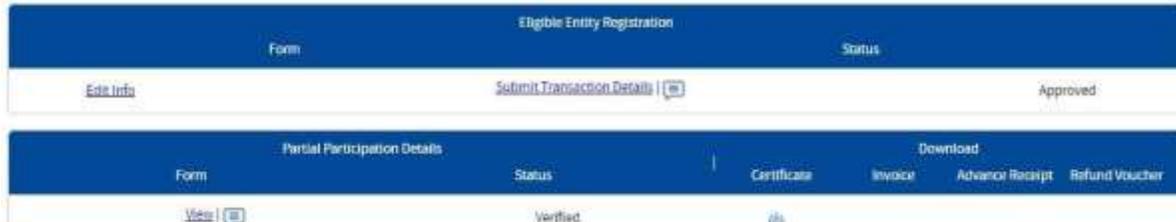

Figure 26: EER Registration –Approved application by Registry

2.7 Partial ESCerts Introduction

Partials ESCerts Introduction is the feature available for the DC who have valid ESCertsin hand. This feature gives the provision to DC to introduce their ESCerts as batches.

DC can decide on the number of ESCerts to introduce for trading. The number of ESCerts DC wants to introduce needs to mention at the time of registration in the Payment Section.
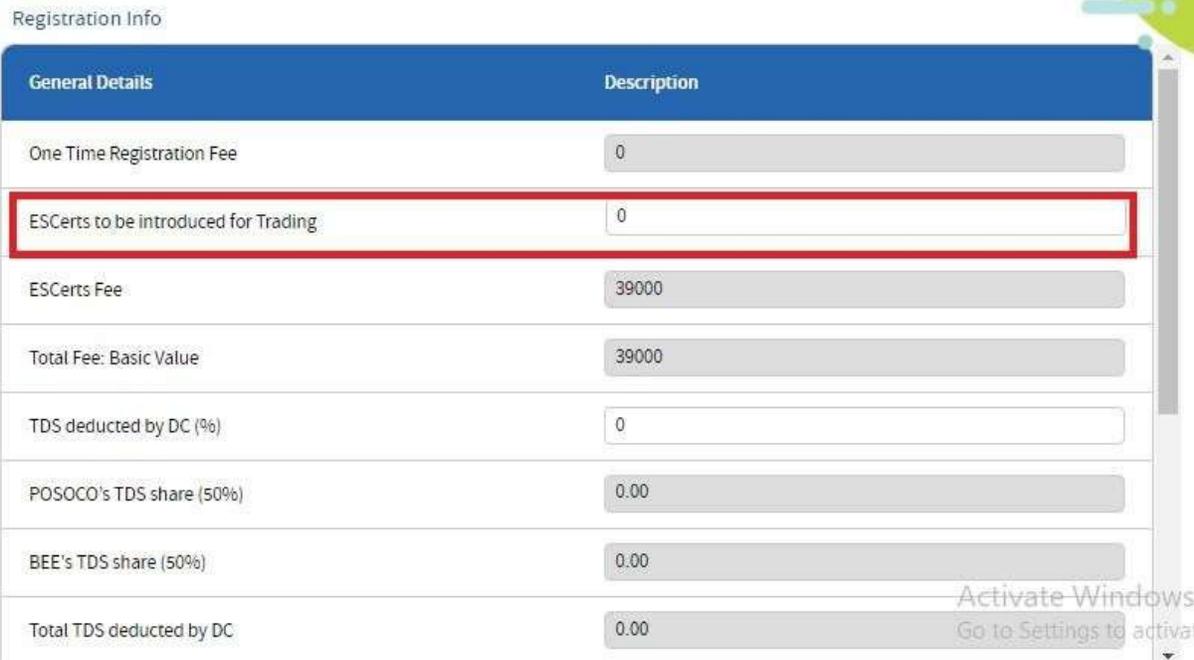

Figure 27: Partial ESCerts Introduction

If DC wants to introduce some more ESCerts for trading then the same process has to be carried out again after clicking on the Submit Transaction link available in the dashboard.

For every payment which DC is making, the system will generate the advance receipt automatically on the success of payment and the invoice will be generated as per the desired flow, the same is shown below for your reference.

Figure 28: Partial ESCerts Introductions

3. Payment Scenarios

3.1 Payment Success from the Payment Gateway

When the PAT portal receives a response from the payment gateway as **SUCCESS** then the system will automatically **VERIFY** the payment & generates an Advance Receipt, which can be accessed by the PAT users through their respective dashboard.

3.2 Payment Failure from the SBI Payment Gateway

When the PAT portal receives a response from the payment gateway as **FAILED** then the system will hold the entry in **DRAFT** mode & automatically change its status to FAILED within 2 minutes. PAT user will again get an option to submit the transaction for proceeding further.

3.3 Payment Failure due to not being able to access Payment Gateway

When the PAT portal doesn't receive any such response from the payment gateway due to reasons such as firewall blockage, canceling the transaction, etc. In such a scenario, the system will hold the transaction for 10 minutes & automatically mark it as **FAILED**. PAT user will again get an option to submit the transaction for proceeding further.

END OF DOCUMENT