



**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

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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.

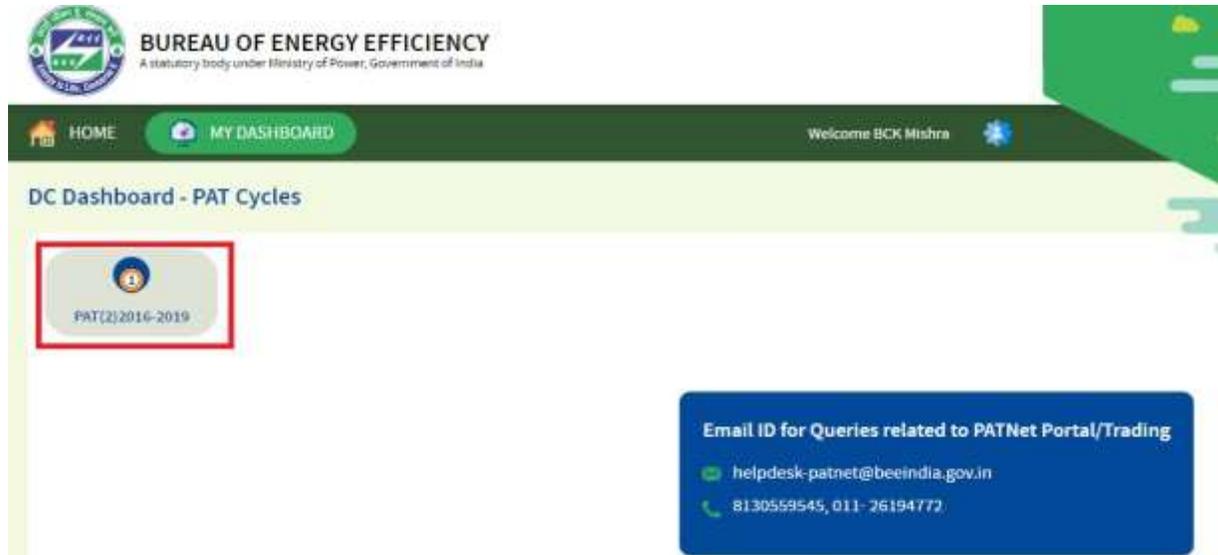


Figure 3: Click Running PAT Cycle

6. Select the **ESCerts Issuance** tab to view the ESCerts related and Eligible entity related information as shown below.
 - a. No. Of ESCerts(Claimed) is the number of ESCerts claimed by DC as per the 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 the registration status

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

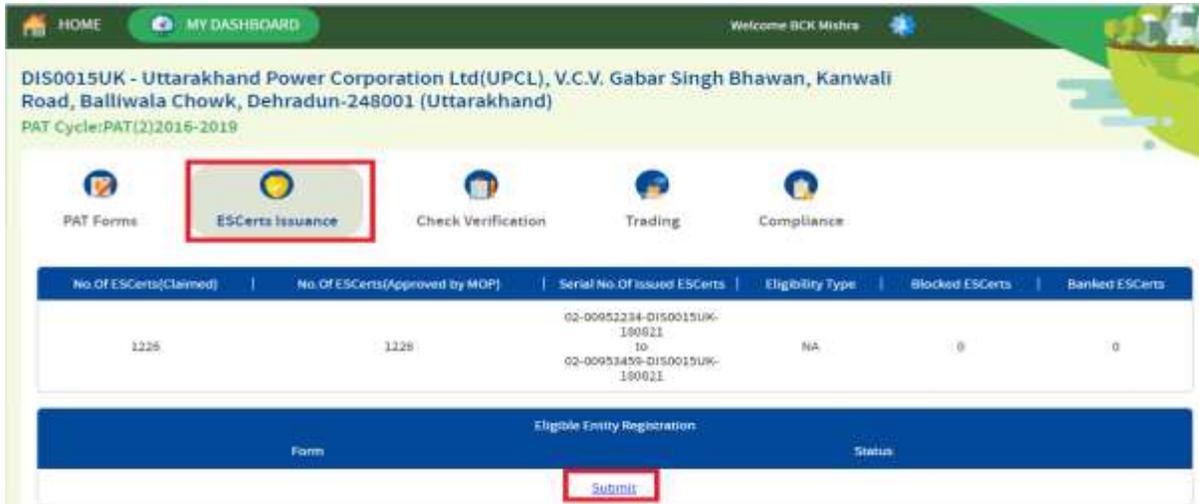


Figure 4: Fresh Eligible Entity-Submit

- b. **Participate In Trade:** In case of DC is already registered as an Eligible Entity and needs to trade only the paid banked ESCerts then the option will be Participate in Trade.



Figure 5: Participate in-Trade



- 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	02-00041033- CMT340031KA-171120 00 02-00065332- CMT340031KA-171120	NA	0	0

[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.

General Details	Description
PAT Cycle	PAT(2016-2019)
DC Registration Number	CMT02002KA
DC Name	Orlent Cement Jalgao KARNATAKA
Sector	Cement
State	Karnataka
Name of State Designated Agency	Karnataka Renewable Energy Development Limited (KREDL)
Plant Address	maple1, maple2, maple 3, Bangalore, Karnataka, 560002
Plant Hood Name	SoRa

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



REGISTRATION FORM
Eligible Entity Registration Form

ESCCerts, Payment Break-up Information

ESCerts Info

General Details	Description
No of ESCerts Issued	18532
Banked ESCerts	9032
Paid Banked ESCerts	3000
Un-paid Banked ESCerts	6032
Available ESCerts	24564
ESCerts Introduced	0
Opening Balance	0
Total Sold	0

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 DC who are registering for the first time.
- **ESCerts to be introduced for Trading:** The number of ESCerts which DC want to introduce for Trading.
- **ESCerts Fee:** Total value for the introduced ESCerts. Its system calculated the field.
- **Total Fee Basic Value:** This is the sum of the registration fee and ESCerts Fee. Its system calculated the field
- **TDS deducted by DC (%):** DC can enter the TDS deducted (Proof for the same to be uploaded at the final submission)
- **POSOCO's TDS share (50%):** Share for POSOCO after applying the TDS.
 - Its system calculated field
- **BEE's TDS Share (50%):** Share for BEE after applying the TDS. Its system calculated the field
- **Total TDS deducted by DC:** Total TDS deducted from the DC. Its system 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 decided based on the DC's state
 - **Total amount payable by DC:** The final amount to be paid by DC. Its system calculated the field.
 - **POSOCO's share:** Share of POSOCO from the total amount. Its system calculated 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.

The screenshot shows the 'REGISTRATION FORM' for 'Eligible Entity Registration Form'. On the left, a navigation menu lists four sections: Section A - PAT Cycle Details, Section B - Owner Details, Section C - Payment Break-Up Info, and Section D - Uploaded Files & Declaration. Section D is highlighted with a red box. The main content area is titled 'Uploaded Files & Declaration' and includes an 'Upload Documents' section with an 'Upload File' field and a 'Browse' button. A dropdown menu is open, showing document types: PAN, TAN, GSTIN, CIN, Others, TDS Proof, and Declaration. The 'PAN' option is selected and highlighted. Below this, there is a 'Section D: Declaration' section with a checkbox and text: 'I/We certify that all info... terms and conditions that... Exchange Mechanism from...'. Below that is an 'INDEMNIFICATION' section with text: 'The Designated Consumer... Authorized Signature... notified at all times and shall undertake to indemnify, defend and save the Registry harmless from any and all damages, losses, claims and actions, including those relating to injury to or death of any person or damage to property, demands, suits, recoveries, costs and expenses, court costs, attorney fees, and all other obligations by or to third parties, arising out of or resulting from the Registration/Exchange of ESCerts under ESCerts Exchange Mechanism. The Designated Consumer shall keep Registry indemnified at all times and shall undertake to indemnify, defend and save the Registry harmless from any and all damages, losses, claims and actions, arising out of disputes with Administrator, SDAs, as well as with Power Exchange(s), inclusive of confidentiality issues.'

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.

REGISTRATION FORM
Eligible Entity Registration Form

- Section A - PAT Cycle Details
- Section B - Owner Details
- Section C - Payment Break-Up Info
- Section D - Uploaded Files & Declaration**

Upload: patqa.escerts.gov.in says

Kindly confirm whether all the required documents have been furnished and correct no. of ESCerts have been introduced. Kindly click on OK to proceed?

OK Cancel

File Name	File Type	File Size	File Icon
Test.JPG	CIN	10.09 KB	[Icon]
Test.JPG	Declaration	10.09 KB	[Icon]
Test.JPG	Authorized Signature	10.09 KB	[Icon]

Section D: Declaration

I/We certify that all information furnished above is/are true to the best of my/our knowledge and belief. I/We shall abide by such terms and conditions that the Central Electricity Regulatory Commission may impose from time to time, to participate in the ESCerts Exchange Mechanism from time to time.

INDEMNIFICATION

The Designated Consumer shall keep each of the Registry indemnified at all times and shall undertake to indemnify, defend and save the Registry harmless from any and all damages, losses, claims and actions, including those relating to...

Prev Cancel **Submit and Pay**

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.

3

HOME MY DASHBOARD Welcome PARMESH

REGISTRATION FORM

Eligible Entity Registration Form

Registration Completed Successfully!

Registration Form For Designated Consumer to become Eligible Entity

Sector	Fertilizer
State	Karnataka
Name of State Designated Agency	Karnataka Renewable Energy Development Limited (KREDL)
Plant Address *	61/C, Chikkakallasandra, , Village, Subramanyapura, Bengaluru, Karnataka, Karnataka, 560061
Plant Head Name	PARMESH
Plant Head Contact Details	9741192764
Number of ESCerts Issued	700
Postal Address *	61/C, Chikkakallasandra, , Village, Subramanyapura, Bengaluru, Karnataka, Karnataka, 560061

Figure 14: EER Registration – Application Submission



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

The screenshot shows the 'REGISTRATION FORM' interface. On the left is a navigation menu with sections A through D. Section D, 'Uploaded Files & Declaration', is currently active. The main content area shows 'Uploaded Files & Declaration' with a table containing one entry: 'DIS0015UK_Declaration_Test.JPG' with a 'Declaration' label and a 'JPG' icon. Below this is an 'Upload Documents' section with an 'Upload File' button and a 'Select Document Type' dropdown menu. The 'Section D: Declaration' section contains a checkbox and a paragraph of text. Below the text is an 'INDEMNIFICATION' section with another paragraph. At the bottom of the form, there are four buttons: 'Print' (highlighted with a red box), 'Print' (disabled), 'Cancel' (disabled), and 'Submit Transaction'.

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.

This screenshot is similar to Figure 15 but shows the 'Select Document Type' dropdown menu open. The menu options are 'Select Document Type', 'Others', 'TDS Proof', and 'EER Application Print' (highlighted with a red box). The 'Submit Transaction' button at the bottom right is also highlighted with a red box.

Figure 16: EER Registration – Submit Transaction



On click of **Submit Transaction** button user will be directed 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.

General Details	Description
PAT Cycle	PAT(2018-2019)
DC Registration Number	RLX000400
Designated Consumer Name	
Net Amount Payable (in Rupees)	17711.80

Figure 17: EE Registration –Transaction Details

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

Payment Details

- Debit/Credit Card
- Internet Banking
- BHIM UPI
- NEFT
- POS
- PayPal

Please enter your card details

Card Number: [input field]

Expiry Date/Valid Thru: Month [dropdown] Year [dropdown]

CVV/CVC 4-DIGIT: [input field]

Name of the card holder: [input field]

Use your GSTIN for claiming input tax (Optional)

Pay Now Cancel

Order Summary

Order No.: 324324161623323

Merchant Name: sbiepayinfotech

Amount: 17711.80

Processing fee: GST:

Total: Activate Windows
Go to Settings to activate Windows.

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.

Details of Payment Transaction
Note: All Fields are mandatory with * are mandatory

Online Payment

Name of the Bank *	SBI
Transaction Status *	SUCCESS
Transaction Reference Number *	4510228731412
Transaction Date *	08-04-2023

I/We certify that all information furnished above is/are true to the best of my/our knowledge and belief. I/We shall abide by such terms and conditions that the Central Electricity Regulatory Commission may impose from time to time, to participate in the ESCerts Exchange Mechanism from time to time.

INDEMNIFICATION

The Designated Consumer shall keep each of the Registry indemnified at all times and shall undertake to indemnify, defend and save the Registry harmless from any and all damages, losses, claims and actions, including those relating to injury to or death of any person or damage to property, demands, suits, recoveries, costs and expenses, court costs, attorney fees, and all other obligations by or to third parties, arising out of or resulting from the Registration/Exchange of ESCerts under ESCerts Exchange Mechanism. The Designated Consumer shall have no claim, recourse or remedy against the Registry or its employees, agents or contractors.

Figure 19: EER Registration –Transaction Submission

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

FTZ0078623KA - AGRO INDUSTRIES KARNATAKA
PAT Cycle: PAT(2)2016-2019

PAT Forms | **ESCerts Issuance** | Check Verification | Trading | Compliance | ESCerts Banked

No. Of ESCerts(Claimed)	No. Of ESCerts(Approved by MOP)	Serial No. Of Issued ESCerts	Eligibility Type	Blocked ESCerts	Banked ESCerts
100	100	02-00177544-FTZ0078623KA-201020 02-00177743-FTZ0078623KA-201020	NA	0	0

Eligible Entity Registration

Form	Status
Submit	Draft

Partial Participation Details

Form	Status	Certificate	Invoice	Download	Activate Window	Advance Receipt	Refund Voucher

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.

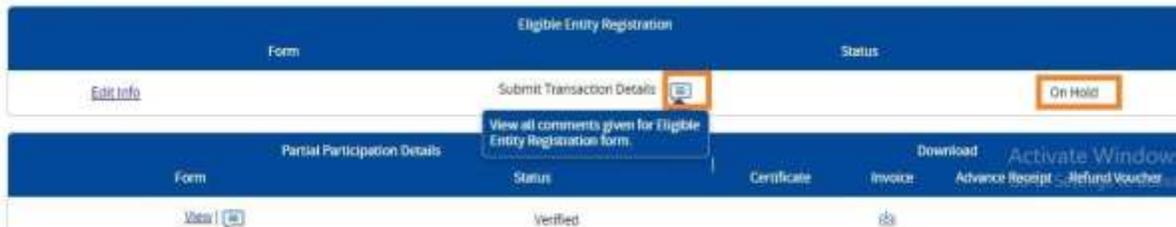


Figure 22: EER Registration –Application On-Hold by Registry



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.

The screenshot shows the 'REGISTRATION FORM' for 'Eligible Entity Registration'. On the left, there are four sections: Section A - PAT Cycle Details, Section B - Owner Details, Section C - Payment Break-Up Info, and Section D - Uploaded Files & Declaration. The 'Uploaded Files & Declaration' table lists three files: 'Di5000875_Others_EFF No.pdf' (Others, PDF), 'Di5000875_TDS Proof_TAN.pdf' (TDS Proof, PDF), and 'Di5000875_EER Application Print_EERReport.pdf' (EER Application Print, PDF). Below the table is a 'Comment' field. The 'Upload Documents' section has an 'Upload File' button and a dropdown menu for 'Select Document Type' with 'Others' selected. A declaration checkbox is present with the text: 'I/We certify that all information furnished above is/are true to the best of my/our knowledge and belief. I/We shall abide by such terms and conditions that the Central Electricity Regulatory Commission may impose from time to time, to participate in the ESCerts Exchange Mechanism from time to time.' At the bottom, there are buttons for 'Print', 'Cancel', 'View Transaction', and 'Update'.

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 thereason for rejecting the application.

The screenshot shows the 'Eligible Entity Registration' form. The 'Form' section has a 'Submit' button. The 'Status' section shows 'Rejected'.

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 anintimation 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 as shown below.

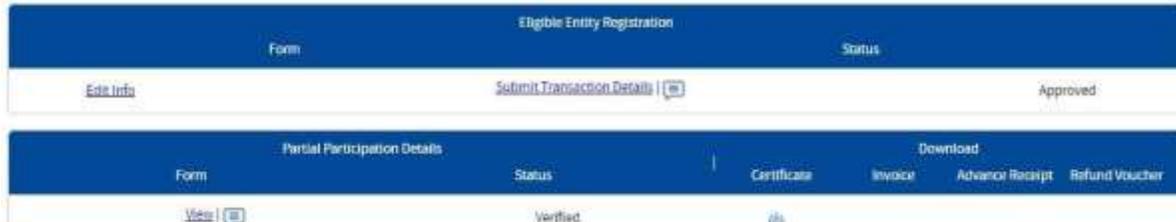


Figure 26: EER Registration –Approved application by Registry

2.7 Partial ESCerts Introduction

Partials ESCerts Introduction is the feature available for the DC who have valid ESCerts in 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.

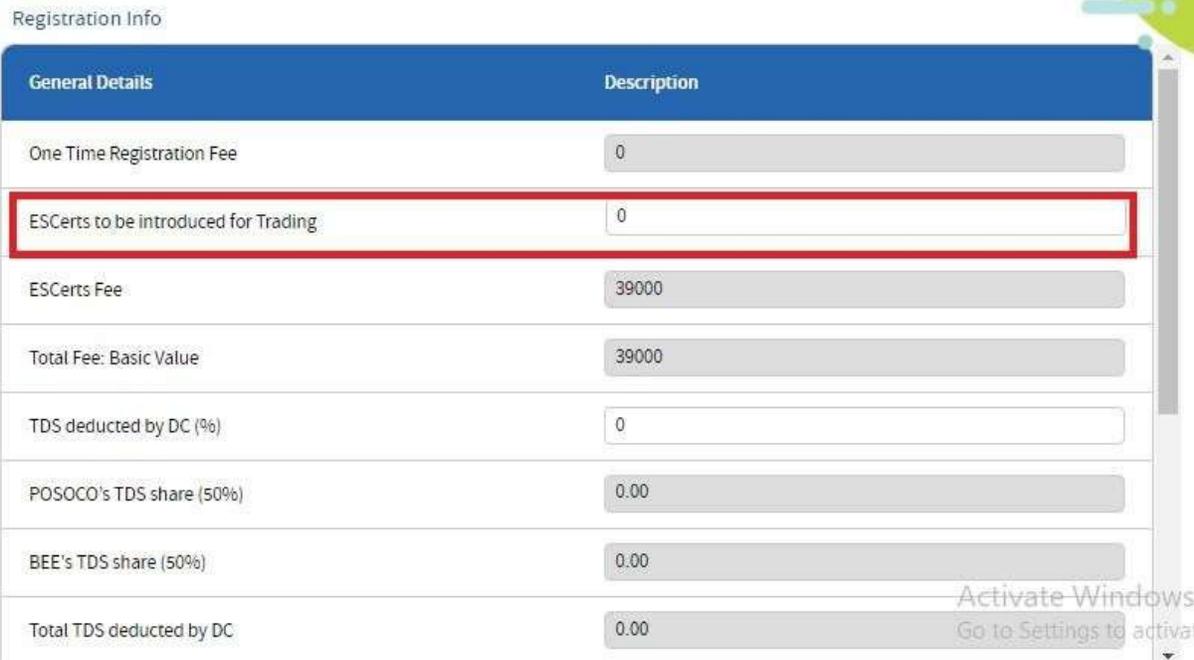


Figure 27: Partial ESCerts Introduction



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.

The screenshot shows two tables from a web application. The first table, titled 'Eligible Energy Registration', has columns for 'Form', 'Eligible Energy Registration', and 'Status'. It contains one row with 'Exit Info' under 'Form', 'Submit Transaction Details' under 'Eligible Energy Registration', and 'Approved' under 'Status'. The second table, titled 'Partial Participation Details', has columns for 'Form', 'Status', 'Certificate', 'Invoice', 'Advance Receipt', and 'Refund Voucher'. It contains three rows, each with 'View' and a dropdown arrow under 'Form', 'Verified' under 'Status', and download icons under 'Certificate' and 'Invoice'.

Eligible Energy Registration		Status
Form	Eligible Energy Registration	Status
Exit Info	Submit Transaction Details	Approved

Partial Participation Details		Status	Certificate	Invoice	Advance Receipt	Refund Voucher
Form	Status	Certificate	Invoice	Advance Receipt	Refund Voucher	
View	Verified					
View	Verified					
View	Verified					

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****