Instruction sheet for Annual/Quarterly Return filing for Producers

Step: 1

The Producer will click on the Return, a new window of Generate report will open.

Step:2

In 'Generate Report' window the Producer will select the quarter for the further process.

Step:3

A new Window for the selected quarter will open. In this window, the producer will check the details and click the 'save and next' button to navigate to the next pages.

Step:4

In this window, the Producer will check their obligation and click the save and next button.

Step:5

The producer can fill in the awareness details in the Awareness tab, but it's not a mandatory field (in case of quarterly returns) . He can move forward without completing the details.

Step: 6

In this tab, the User can upload their Awareness documents.

Step: 7

If the user is having registration for solar panel (CEEW14), This field is mandatory otherwise he can move forward.

Step: 8

In the submission tab user will click the submit button and confirm to complete the submission.

Note: Submission of quarterly reports is allowed only in sequence.

Annual Return Filing

Step: 1 Click on Return tab

Step: 2 Select annual return from the dropdown list.

The user is required to click the save and next button to complete the Generate report to submission.

Note: The Awareness tab is compulsory for producers in the Annual return filing.

Final Step: In the submission tab user will click the submit button and confirm to complete the submission.