

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.

The screenshot shows the 'E-Waste Management System' interface. The left sidebar is titled 'Producer' and contains a 'Return' button. The main content area is titled 'ANNUAL RETURNS FILING' with a dropdown menu set to '2023-2024'. A vertical progress bar on the left indicates the current step is 'Generate Report'. The main panel has a 'Generate Report' section with a note: '1: Once the report submitted, it cannot be edited. Please verify before submission. 2: Interim portal transfer data will be added in the Annual Report'. Below this is a 'Select Report' dropdown menu. A 'Submitted Reports' table is shown with columns 'Report', 'Year', 'Date of Submission', and 'Action', and a message 'No data found'. A 'Save & Next' button is at the bottom right.

Step:2

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

This screenshot is similar to the previous one but shows the 'Select Report' dropdown menu open. The menu options are 'Quarter 1', 'Quarter 2', 'Quarter 3', 'Quarter 4', and 'Annual Report'. The rest of the interface, including the sidebar, progress bar, and 'Submitted Reports' table, remains the same.

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.

E-Waste Management System
Portal under E-Waste Management Rules, 2022

Producer

ANNUAL RETURNS FILING 2023-2024

Basic Detail

Company Details

Trade Name/Company Name: Legal Name:

Address

Address line 1: Address line 2:

Address City: Pincode:

Producer State: Producer District:

Authorized Person Details

Name: Mobile Number:

Email id: PAN Number:

Address line 1: Address line 2:

Address City: Pincode:

Authorized Person State: Authorized Person District:

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

Step:4

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

E-Waste Management System
Portal under E-Waste Management Rules, 2022

Producer

ANNUAL RETURNS FILING 2023-2024

Compliance Status

Financial Year : 2023-2024
EPR ID : 2023-10-11777

EEE Code	Obligation (MT)	Iron(MT)	Aluminium(MT)	Copper(MT)	Gold(Kg)
LIW2	0	0	0	0	0
ITEW25	0	0	0	0	0
ITEW25	0	0	0	0	0
Total EPR Obligation	0	0	0	0	0
Achieved Obligation Q1	0	0	0	0	0
Balance Obligation	0	0	0	0	0
Extra Obligation	0	0	0	0	0

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

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.

The screenshot shows the 'ANNUAL RETURNS FILING' page for the year 2023-2024. The left sidebar is titled 'Producer' and contains a vertical menu with the following items: Generate Report, Basic Detail, Producer Obligation, Recycler Name and Quantity of End Product, Awareness (highlighted in green), Awareness Documents, Storage target of the solar panel, and Submission. The main content area is titled 'Details of Awareness Programs' and includes the following sections:

- Details of Awareness Programs**: A text input field for 'Details of seminars (maximum 20000 characters)', a dropdown for 'Targetted audience type for seminar', and a large text area.
- Frequency of conducting seminars per year**: A text input field.
- Details of Workshops (maximum 20000 characters)**: A text input field, a dropdown for 'Targetted audience type for workshop', and a large text area.
- Frequency of conducting Workshops per year**: A text input field.
- Proposed Advertisement**: A row of checkboxes for Newspaper, TV, Radio, Pamphlets, Booklets, and Other.

At the bottom right of the form, there are two buttons: 'Back' and 'Save & Next'.

Step: 6

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

The screenshot shows the 'ANNUAL RETURNS FILING' page for the year 2023-2024. The left sidebar is titled 'Producer' and contains a vertical menu with the following items: Generate Report, Basic Detail, Producer Obligation, Recycler Name and Quantity of End Product, Awareness, Awareness Documents (highlighted in green), Storage target of the solar panel, and Submission. The main content area is titled 'Awareness Documents' and includes the following sections:

- Awareness Documents**: A list of document types with corresponding 'choose a file' upload buttons: Awareness Documents, Logos on packaging, Booklet for Collection, Brochures for collection, and Other Documents.

At the bottom right of the form, there are two buttons: 'Back' and 'Save & Next'.

Step: 7

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

The screenshot displays the 'ANNUAL RETURNS FILING' interface for the year 2023-2024. The left sidebar shows the navigation menu with 'Return Filing' selected. The main content area is titled 'Storage Target Solar Panel' and includes an 'Add' button and a search bar. Below these is a table with the following structure:

EEE Code	Storage target given by CPCB	Storage target completed	Balance storage target	Actions
No data found				

At the bottom of the table area, there are 'Back' and 'Save & Next' buttons. A vertical progress indicator on the left shows the current step as 'Storage target of the solar panel'.

Step: 8

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

The screenshot shows the 'ANNUAL RETURNS FILING' interface with the 'Submission' step selected in the progress indicator. A 'Confirm' dialog box is displayed in the center, asking 'Do you want to submit the report?' with 'No' and 'Yes' buttons. The 'Submit' button is visible in the top right corner of the main interface.

E-Waste Management System
(Portal under E-Waste (Management) Rules, 2022)

Report submitted successfully

2023-2024

Producer

- Dashboard
- EPR Registration
- List
- Return Filing
- Sales Data Entry

ANNUAL RETURNS FILING

- Generate Report
- Basic Detail
- Producer Obligation
- Recycler Name and Quantity of End Product
- Awareness
- Awareness Documents
- Storage target of the solar panel
- Submission

Back Submit

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

E-Waste Management System
(Portal under E-Waste (Management) Rules, 2022)

Please submit previous quarter reports before Quarter3

2023-2024

Producer

- Dashboard
- EPR Registration
- List
- Return Filing
- Sales Data Entry

ANNUAL RETURNS FILING

- Generate Report
- Basic Detail
- Producer Obligation
- Recycler Name and Quantity of End Product
- Awareness
- Awareness Documents
- Storage target of the solar panel
- Submission

Generate Report

Note:
 1: Once the report submitted, it cannot be edited. Please verify before submission.
 2: Interim portal transfer data will be added in the Annual Report

Select Report
 Quarter 3

Submitted Reports

Report	Year	Date of Submission	Action
Quarter1	2023-2024	25/05/2024, 13:40:18	

Save & Next

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.

E-Waste Management System
Portal under E-Waste (Management) Rules, 2022

Producer

ANNUAL RETURNS FILING 2023-2024

Generate Report

Note:
1: Once the report submitted, it cannot be edited. Please verify before submission.
2: Interim portal transfer data will be added in the Annual Report

Select Report

Annual Report

Quarter 1
Quarter 2
Quarter 3
Quarter 4
Annual Report

Quarter3	2023-2024	25/05/2024, 13:41:25	
Quarter4	2023-2024	25/05/2024, 13:43:58	

Save & Next

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

E-Waste Management System
Portal under E-Waste (Management) Rules, 2022

Producer

ANNUAL RETURNS FILING 2023-2024

Awareness

Details of Awareness Programs

Note: At least 1 detail either of Seminar or Workshop is required.
At least 1 detail either of Seminar or Workshop is required.

Details of seminars (maximum 20000 characters)

Enter Here

Targeted audience type for seminar

Frequency of conducting seminars per year

Enter Here

Details of Workshops (maximum 20000 characters)

Enter Here

Targeted audience type for workshop

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

