

# Instruction sheet for Annual/Quarterly Return filing for Recyclers

## Step: 1

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

The screenshot shows the 'E-Waste Management System' interface. On the left is a 'Recycler' sidebar with a 'Return' button. The main window is titled 'ANNUAL RETURN FILING' for the year '2023-2024'. It contains a 'Generate Report' section with a 'Note' and a 'Select Report' dropdown menu. Below this is a 'Submitted Reports' table.

**Generate Report**

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

Select Report  
Select Report

Generate PDF

Report	Year	Date of Submission	Action
No data found			

## Step:2

In the 'Generate Report' window the Producer will select the quarter for the further process and the user can generate the PDF of Quarter 1.

This screenshot is similar to the previous one, but the 'Select Report' dropdown menu now shows 'Quarter 1' selected. A 'Save & Next' button is visible at the bottom right of the main window.

**Generate Report**

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

Select Report  
Quarter 1

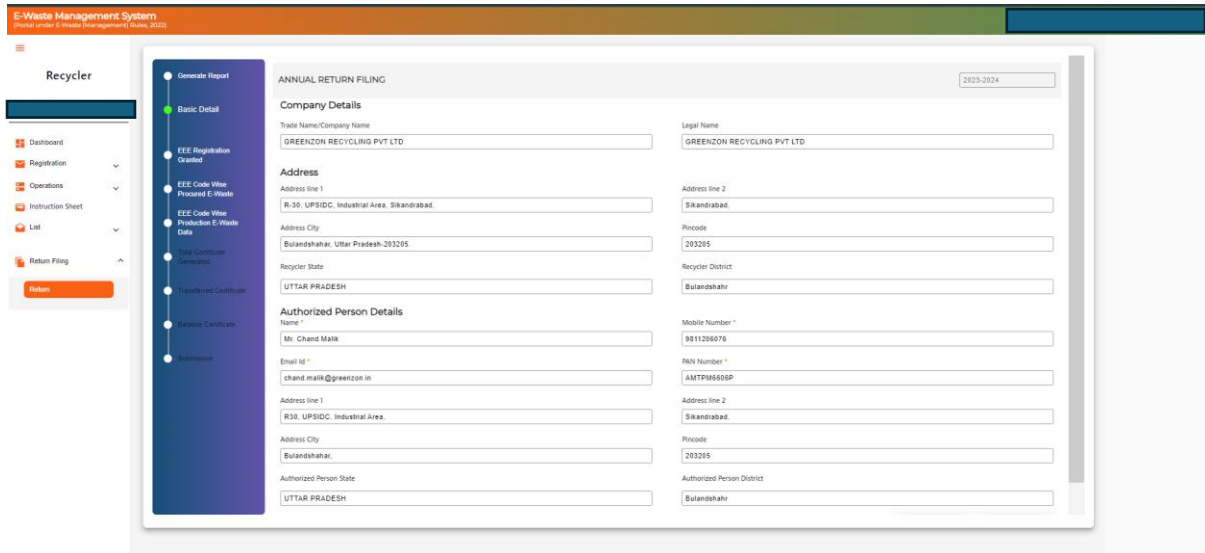
Generate PDF

Report	Year	Date of Submission	Action
No data found			

Save & Next

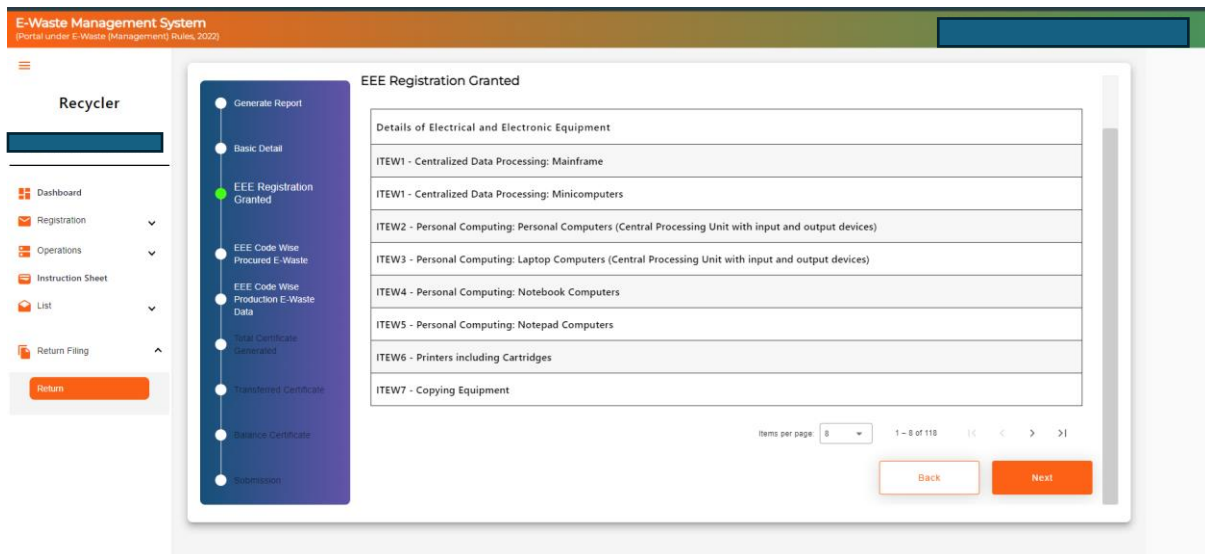
### Step:3

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



### Step: 4

In the EEE Registration Granted tab, the user will view and click the next button to navigate to the next tab.



## Step: 5

In the 'EEE Code Wise Procured E-Waste' window, the Recycler will view the procured Items with their procured E-Waste quantity and click the next button to navigate to the next tab.

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

**Recycler**

**EEE Code Wise Procured E-Waste**

Procured Items	Quantity (MT)
CEEW1 - Television sets (including sets based on Liquid Crystal Display and Light Emitting Diode technology)	35.132000
CEEW10 - Video Recorders	0.000200
CEEW2 - Refrigerator	8.840000
CEEW4 - Air-conditioners excluding Centralized Air Conditioning Plants	4.100000
CEEW6 - Screen, Electronic Photo Frames, Electronic Display Panel, Monitors	60.332180
EETW4 - Equipment for turning, milling, sanding, grinding, sawing, cutting, shearing, drilling, making holes, punching, folding, bending or similar processing of wood, metal and other materials	3.200000
EETW6 - Tools for welding, soldering, or similar use	2.000000
ITEW1 - Centralized Data Processing: Mainframe	0.084000

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## Step: 6

In the 'EEE Code Wise Production E-Waste' window, the Recycler will view the procured Items with their procured E-Waste and End-Product wise production with quantity and click the next button to navigate to the next tab.

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

**Recycler**

**ANNUAL RETURN FILING** 2023-2024

**EEE Code Wise Production E-Waste Data**

Procured Item	Quantity (Kg)	End-Product Wise Quantity (Kg)				Other End-Product Material	Percentage loss for the other product
		Iron	Copper	Aluminium	Gold		
LSEEW2	21,103.462	20037.9	785.8	279.762	0	Au, Cu & MS, Plastic	
LSEEW30	0.425	0.225	0.1	0.1	0	Al, Plastic	
CEEW1	428.925256	421.127226	7.79803	0	0	Cu & Fe, Plastic	
ITEW24	1,238.84	0	1238.84	0	0	Cu & Plastic	
ITEW21	0.4807	0.4803	0.0004	0	0	Cu & Plastic	
CEEW2	2,424.023176	2007.519368	66.500608	350.0032	0	Cu & Fe, Plastic	
ITEW22	12.18	0	12.18	0	0	Cu & Plastic	
ITEW16	173.5	170	3.5	0	0	Cu & Fe, Plastic	
ITEW8	46.5	45	1.5	0	0	Cu & Fe, Plastic	
ITEW17	31.23	20.82	10.41	0	0	Cu & Fe, Plastic	

## Step: 7

In the 'Total Certificate Generated' window, the Recycler will view the Number of certificates of End Products and the certificate value in Kg and click the next button to navigate to the next tab.

The screenshot displays the 'E-Waste Management System' interface. On the left, a sidebar menu for 'Recycler' includes options like Dashboard, Registration, Operations, Instruction Sheet, List, and Return Filing. The main content area is titled 'ANNUAL RETURN FILING' for the period '2023-2024'. Below this, the 'Total Certificate Generated' section features a table with the following data:

Number of Certificates	End Product	Certificate Value (Kg)	Actions
14	Iron	37011.857865	
17	Copper	1301.140797	
14	Aluminium	2059.185300	

At the bottom right of the table, there are 'Back' and 'Next' buttons.

## Step: 8

In the 'Transferred Certificates' window, the Recycler will view the Number of certificates of End Products and the transferred certificate value in Kg and click the next button to navigate to the next tab.

The screenshot displays the 'E-Waste Management System' interface. On the left, a sidebar menu for 'Recycler' includes options like Dashboard, Registration, Operations, Instruction Sheet, List, and Return Filing. The main content area is titled 'ANNUAL RETURN FILING' for the period '2023-2024'. Below this, the 'Transferred Certificates' section features a table with the following data:

S. No.	Number of Certificates	End Product	Certificate Value (Kg)	Actions
1	13	Aluminium	2059.184300	
2	14	Copper	1243.032800	
3	13	Iron	37011.835100	

At the bottom right of the table, there are 'Back' and 'Next' buttons.

## Step: 9

In the 'Balance Certificate' window, the Recycler will view the Number of balanced certificates of End Products and the balanced certificate value in Kg and click the next button to navigate to the next tab.

The screenshot displays the 'E-Waste Management System' interface. On the left, a sidebar menu for 'Recycler' includes options like Dashboard, Registration, Operations, Instruction Sheet, List, Return Filing, and Return. The main content area is titled 'ANNUAL RETURN FILING' with a dropdown for the year '2023-2024'. Below this, the 'Balance Certificate' section contains a table with the following data:

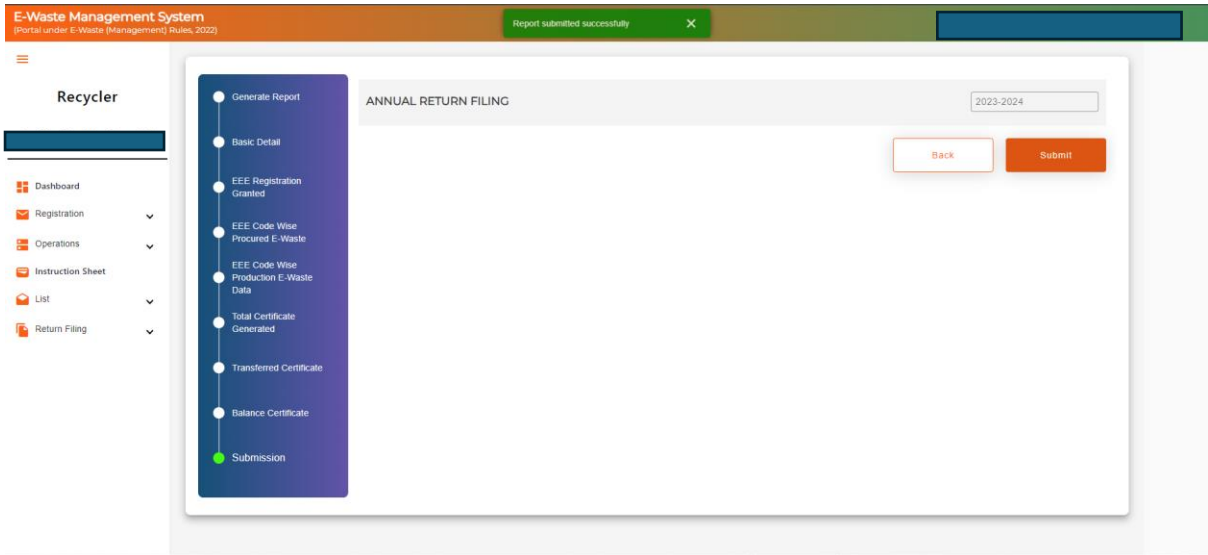
Number of Balanced Certificates	End Product	Certificate Value (Kg)	Actions
1	Iron	0.022765	
3	Copper	58.107997000000005	
1	Aluminium	0.001	

At the bottom right of the table, there are 'Back' and 'Next' buttons. A vertical progress bar on the left side of the main content area shows the current step 'Balance Certificate' highlighted in green.

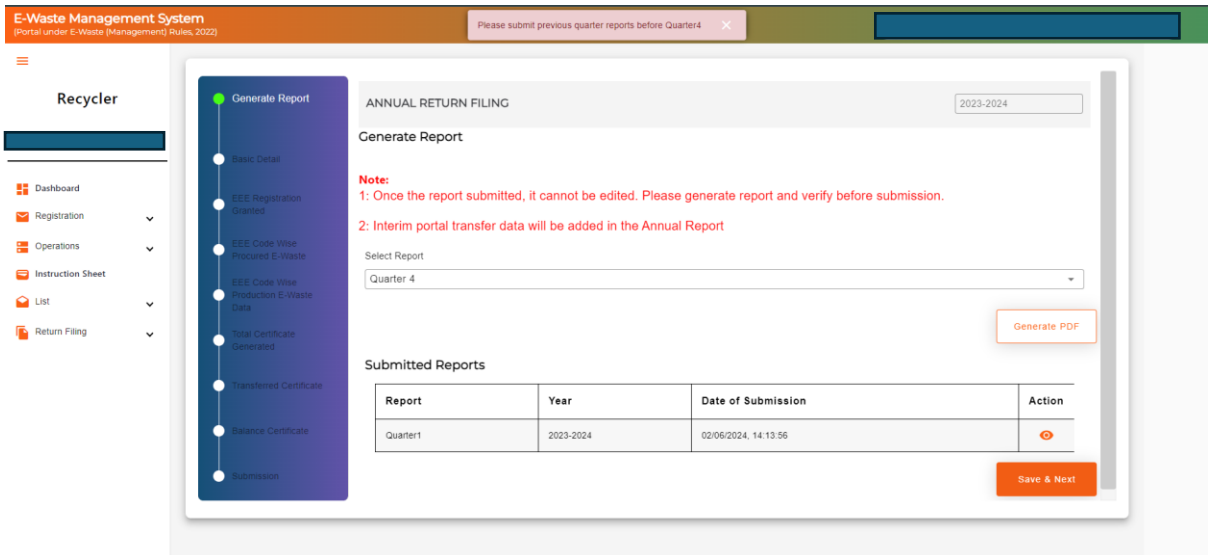
## Step: 8

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

The screenshot shows the same 'E-Waste Management System' interface as in Step 9, but with a 'Confirm' dialog box overlaid in the center. The dialog box asks 'Do you want to submit the report?' and has 'No' and 'Yes' buttons. The 'Submit' button in the background is visible, indicating the user has just clicked it. The progress bar on the left side of the main content area now shows the 'Submission' step highlighted in green.



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



## Annual Return Filing

**Step: 1** Click on the 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.

The screenshot shows the 'Generate Report' page in the E-Waste Management System. The page title is 'ANNUAL RETURN FILING' with a dropdown menu set to '2023-2024'. A sidebar on the left lists various system modules, with 'Return Filing' selected. The main content area includes a 'Generate Report' section with a 'Select Report' dropdown menu currently set to 'Annual Report'. Below this is a 'Submitted Reports' table with the following data:

Report	Year	Date of Submission	Action
Quarter1	2023-2024	02/06/2024, 14:13:56	
Quarter2	2023-2024	02/06/2024, 14:16:07	
Quarter3	2023-2024	02/06/2024, 14:16:33	
Quarter4	2023-2024	02/06/2024, 14:16:53	

Buttons for 'Generate PDF' and 'Save & Next' are visible at the bottom right of the main content area.

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

The screenshot shows the 'Submission' page in the E-Waste Management System. The page title is 'ANNUAL RETURN FILING' with a dropdown menu set to '2023-2024'. The sidebar on the left shows 'Submission' as the active tab. The main content area has 'Back' and 'Submit' buttons. A 'Confirm' dialog box is displayed in the center, asking 'Do you want to submit the report?' with 'No' and 'Yes' buttons.

- Recycler
- Dashboard
- Registration
- Operations
- Instruction Sheet
- List
- Return Filing

- Generate Report
- Basic Detail
- EEE Registration Granted
- EEE Code Wise Procured E-Waste
- EEE Code Wise Production E-Waste Data
- Total Certificate Generated
- Transferred Certificate
- Balance Certificate
- Submission

ANNUAL RETURN FILING

2023-2024

Back Submit