



**Indian Renewable Energy
Development Agency Limited
User Manual Document
Solar GBI User Manual Version 1.0**

About this Document

Purpose

This manual has been written to help the claimant navigate the RPSSGP Solar GBI module and complete the process of claim submission and answering queries raised by IREDA if any.

Intended Audience

The claimant using the Solar GBI portal

Typographical Conventions

The following table gives the details of the typographical conventions used in the document:



Formatting Convention	Type of Information
NAVIGATION	The Navigations in the process from one link to another is shown with “>” symbol.
Interactive Area	Important or Interactive areas where a user might need to interact with the system is highlighted with  “Red Boxes” in this manual
Interactive buttons	The Important buttons that need to be interacted with the system by the user are highlighted with  “Red Arrows” in this manual

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PROCESSES

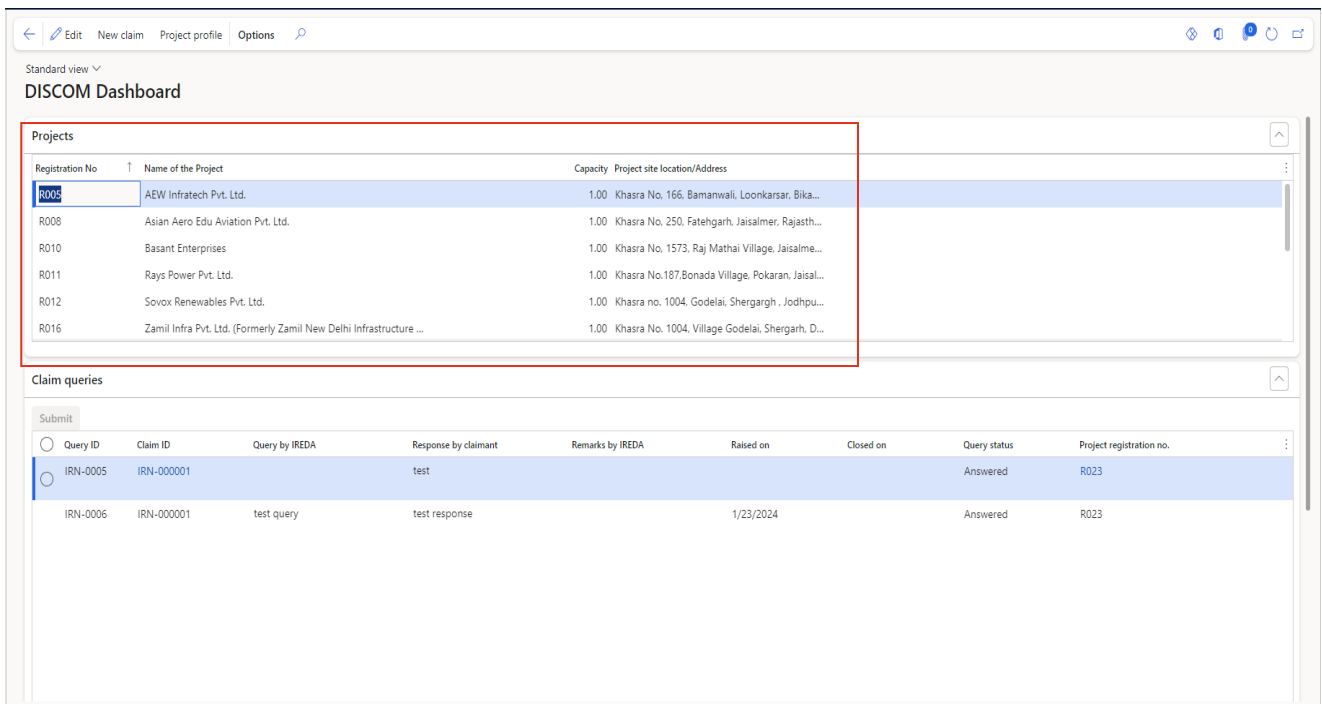
1. User Dashboard

Objective

User Dashboard is the GBI dashboard that user (i.e., Claimant), from which the claimant can apply for new claims or see their applied claims

Steps

1. After logging in the claimant see the Dashboard screen



The screenshot displays the DISCOM Dashboard interface. At the top, there are navigation options: Edit, New claim, Project profile, and Options. Below this, the 'Standard view' dropdown is set to 'Standard view'. The main content area is titled 'DISCOM Dashboard' and contains two primary sections: 'Projects' and 'Claim queries'.

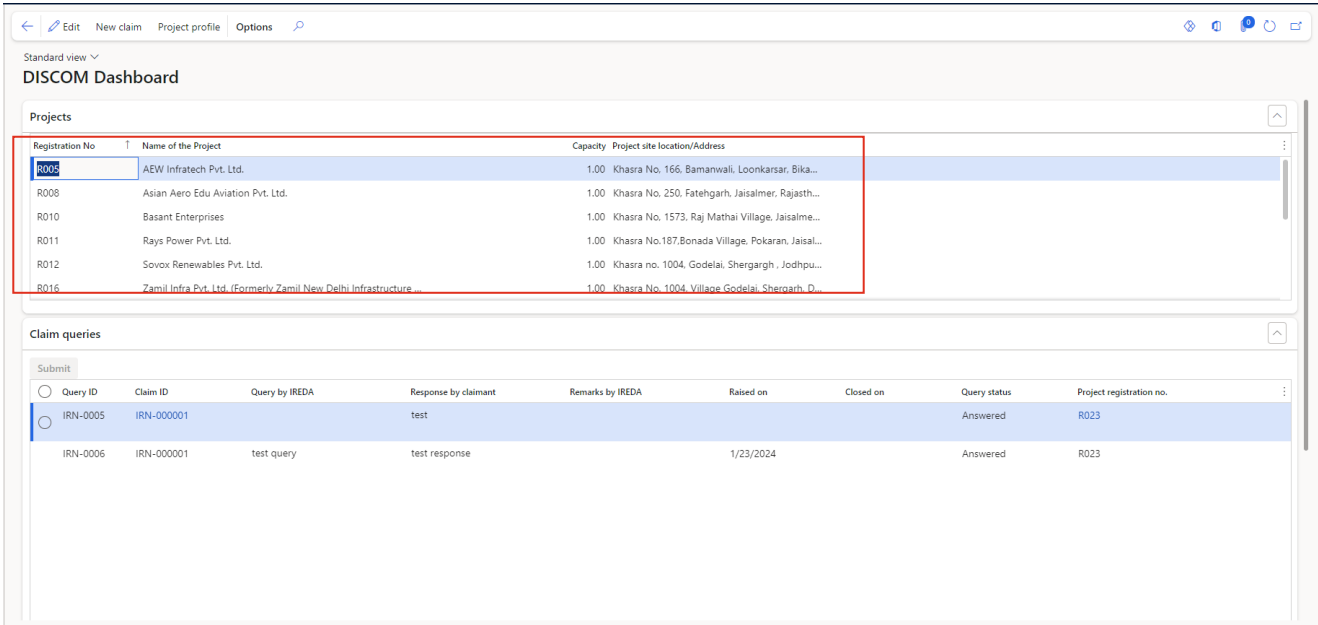
The 'Projects' section is a table with the following data:

Registration No	Name of the Project	Capacity	Project site location/Address
R005	AEW Infratech Pvt. Ltd.	1.00	Khasra No. 166, Bamanwali, Loonkarsar, Bika...
R008	Asian Aero Edu Aviation Pvt. Ltd.	1.00	Khasra No. 250, Fatehgarh, Jaisalmer, Rajasth...
R010	Basant Enterprises	1.00	Khasra No. 1573, Raj Mathai Village, Jaisalme...
R011	Rays Power Pvt. Ltd.	1.00	Khasra No.187,Bonada Village, Pokaran, Jaisal...
R012	Sovox Renewables Pvt. Ltd.	1.00	Khasra no. 1004, Godelai, Shergarh , Jodhpu...
R016	Zamil Infra Pvt. Ltd. (Formerly Zamil New Delhi Infrastructure ...	1.00	Khasra No. 1004, Village Godelai, Shergarh, D...

The 'Claim queries' section is a table with the following data:

Query ID	Claim ID	Query by IREDA	Response by claimant	Remarks by IREDA	Raised on	Closed on	Query status	Project registration no.
IRN-0005	IRN-000001		test				Answered	R023
IRN-0006	IRN-000001	test query	test response		1/23/2024		Answered	R023

2. This form will open it contains the all the details related to the User, and all the actions that he/she perform.



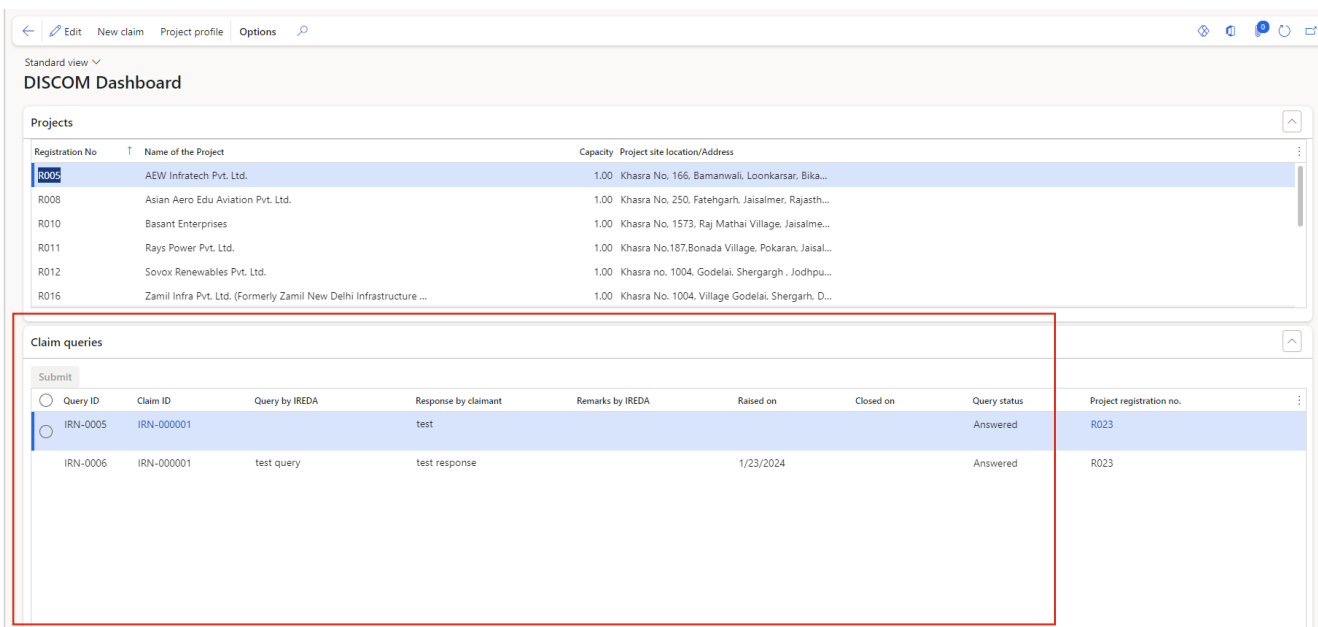
The screenshot shows the DISCOM Dashboard with two main sections: Projects and Claim queries. The Projects section is highlighted with a red box and contains the following data:

Registration No	Name of the Project	Capacity	Project site location/Address
R005	AEW Infrotech Pvt. Ltd.	1.00	Khasra No. 166, Bamanwali, Loonkarsar, Bika...
R008	Asian Aero Edu Aviation Pvt. Ltd.	1.00	Khasra No. 250, Fatehgarh, Jaisalmer, Rajasth...
R010	Basant Enterprises	1.00	Khasra No. 1573, Raj Mathai Village, Jaisalme...
R011	Rays Power Pvt. Ltd.	1.00	Khasra No.187,Bonada Village, Pokaran, Jaisal...
R012	Sovox Renewables Pvt. Ltd.	1.00	Khasra no. 1004, Godelai, Shergargh , Jodhpu...
R016	Zamil Infra Pvt. Ltd. (Formerly Zamil New Delhi Infrastructure ...	1.00	Khasra No. 1004, Village Godelai, Shergarh, D...

The Claim queries section contains the following data:

Query ID	Claim ID	Query by IREDA	Response by claimant	Remarks by IREDA	Raised on	Closed on	Query status	Project registration no.
IRN-0005	IRN-000001	test query	test				Answered	R023
IRN-0006	IRN-000001	test query	test response		1/23/2024		Answered	R023

3. The first fast tab is Project information, here user can see all the projects associated with the user. User can submit claims for these projects.



The screenshot shows the DISCOM Dashboard with two main sections: Projects and Claim queries. The Claim queries section is highlighted with a red box and contains the following data:

Query ID	Claim ID	Query by IREDA	Response by claimant	Remarks by IREDA	Raised on	Closed on	Query status	Project registration no.
IRN-0005	IRN-000001	test query	test				Answered	R023
IRN-0006	IRN-000001	test query	test response		1/23/2024		Answered	R023

4. The second fast tab is claim queries, it contains the details of all the claim queries raised by IREDA regarding the project(s) that has been associated with the customer. It Contains the details of the claim queries as in Claim ID, Query ID, Query by IREDA, Response by Claimant, Remarks by IREDA, Raise on date, Closed on date and query status of the project that is selected in the Project information Fast-tab.

Standard view

DISCOM Dashboard

Projects

Registration No	Name of the Project	Capacity	Project site location/Address
R005	AEW Infrotech Pvt. Ltd.	1.00	Khasra No. 166, Bamanwali, Loonkarsar, Bika...
R008	Asian Aero Edu Aviation Pvt. Ltd.	1.00	Khasra No. 250, Fatehgarh, Jaisalmer, Rajasth...
R010	Basant Enterprises	1.00	Khasra No. 1573, Raj Mathai Village, Jaisalme...
R011	Rays Power Pvt. Ltd.	1.00	Khasra No.187,Bonada Village, Pokaran, Jaisal...
R012	Sovox Renewables Pvt. Ltd.	1.00	Khasra no. 1004, Godelai, Shergarh , Jodhpu...
R016	Zamil Infra Pvt. Ltd. (Formerly Zamil New Delhi Infrastructure ...	1.00	Khasra No. 1004, Village Godelai, Shergarh, D...

Claim queries

Submit

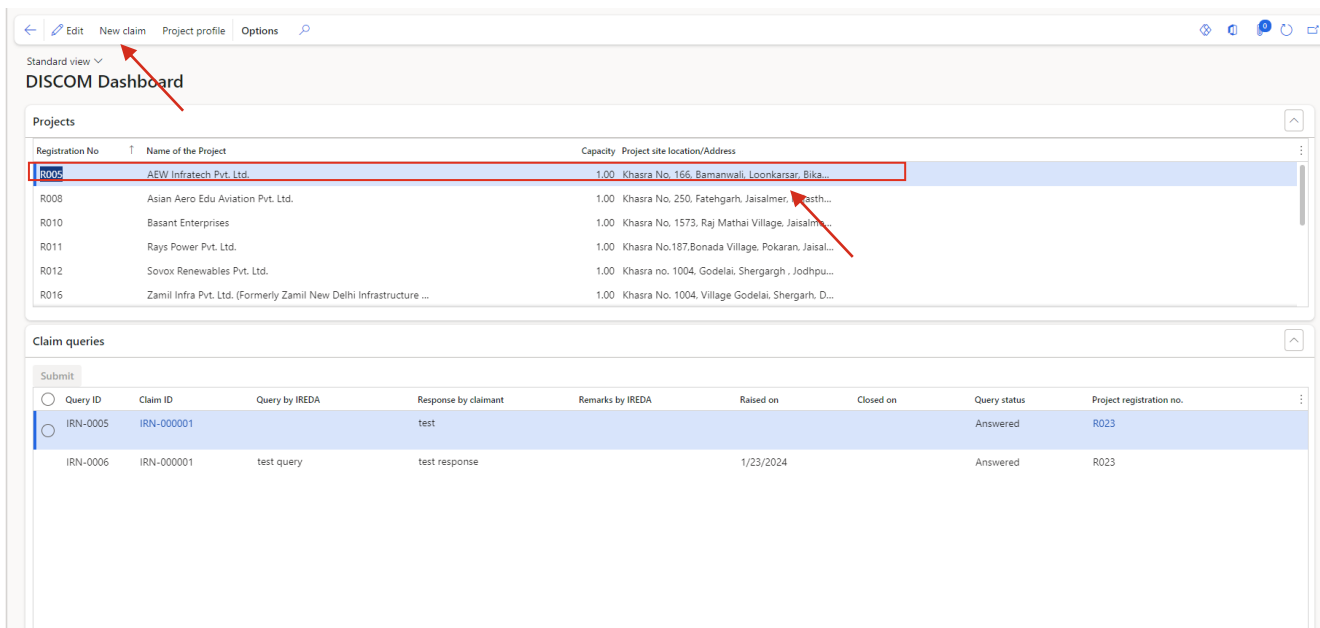
Query ID	Claim ID	Query by IREDA	Response by claimant	Remarks by IREDA	Raised on	Closed on	Query status	Project registration no.
IRN-0005	IRN-000001		test				Answered	R023
IRN-0006	IRN-000001	test query	test response		1/23/2024		Answered	R023

2. New claim submission

Claimant can perform several activities from the Dashboard as follows,

New Claim: A user can file for new claim from this page by clicking on the “New Claim” button.

a) Select the project ID against which one wants to file the claim and click on “New Claim” button.



The screenshot shows the DISCOM Dashboard interface. At the top, there is a navigation bar with a 'New claim' button highlighted by a red arrow. Below the navigation bar, the 'DISCOM Dashboard' title is visible. The main content area is divided into two sections: 'Projects' and 'Claim queries'. The 'Projects' section contains a table with the following data:

Registration No	Name of the Project	Capacity	Project site location/Address
R008	AEW Infratech Pvt. Ltd.	1.00	Khasra No. 166, Bamanwali, Loonkarsar, Bika...
R008	Asian Aero Edu Aviation Pvt. Ltd.	1.00	Khasra No. 250, Fatehgarh, Jaisalmer, Jodhpur...
R010	Basant Enterprises	1.00	Khasra No. 1573, Raj Mathai Village, Jaisalmer...
R011	Rays Power Pvt. Ltd.	1.00	Khasra No.187.Bonada Village, Pokaran, Jaisal...
R012	Sovox Renewables Pvt. Ltd.	1.00	Khasra no. 1004, Godelai, Shergarh, Jodhpur...
R016	Zamil Infra Pvt. Ltd. (Formerly Zamil New Delhi Infrastructure ...	1.00	Khasra No. 1004, Village Godelai, Shergarh, D...

The 'Claim queries' section contains a table with the following data:

Query ID	Claim ID	Query by IREDA	Response by claimant	Remarks by IREDA	Raised on	Closed on	Query status	Project registration no.
IRN-0005	IRN-000001		test				Answered	R023
IRN-0006	IRN-000001	test query	test response		1/23/2024		Answered	R023

b) Select Year and month you want to raise claim for.

Standard view

DISCOM Claim Submission

Project details

Project registration no.	DISCOM ID	Project name	Applicable GBI rate
R005	RUVNL	AEW Infratech Pvt. Ltd.	9.65

Fill new claim details below:

Claim ID: TEMP-59

Year: (Dropdown menu open showing 2021, 2022, 2023)

Month:

To date:

Final Unit Export	Initial Unit Export	Multiplying Factor(MF) export
0.00	0.00	0.00
Final Unit Import	Initial Unit Import	Multiplying Factor(MF) import
0.00	0.00	0.00
Net energy billed	Invoice Unit (kWh)	
0.00	0.00	
Invoice Amount	Payment against Invoice	
0.00		
GBI Unit Claimed (kWh)	GBI claimed (Rs.)	
0.00	0.00	

Schedule-3

Standard view

DISCOM Claim Submission

Project details

Project registration no.	DISCOM ID	Project name	Applicable GBI rate
R005	RUVNL	AEW Infratech Pvt. Ltd.	9.65

Fill new claim details below:

Claim ID: TEMP-59

Year:

From date: 1/2/1900

Energy export:

Energy import:

Net energy as per JMR:

Invoice Amount:

GBI Unit Claimed (kWh):

Month: (Dropdown menu open showing January to December)

Initial Unit Export	Multiplying Factor(MF) export
0.00	0.00
Initial Unit Import	Multiplying Factor(MF) import
0.00	0.00
Invoice Unit (kWh)	
0.00	

Schedule-3

c) Now fill in the remainder of the details. Once the details are filled, the Schedule 3 tab will be auto populated. GBI amount will be auto calculated by considering the minimum of Invoice Units and Net Energy as per JMR values.

← Save Submit Options

Standard view

DISCOM Claim Submission

From date: 1/2/1900 To date: [calendar icon]

Energy export: 0.00 Final Unit Export: 0.00 Initial Unit Export: 0.00 Multiplying Factor(MF) export: 0.00

Energy import: 0.00 Final Unit Import: 0.00 Initial Unit Import: 0.00 Multiplying Factor(MF) import: 0.00

Net energy as per JMR: 0.00 Net energy billed: 0.00

Invoice Amount: 0.00 Payment against Invoice: 0.00 Invoice Unit (kwh): 0.00

GBI Unit Claimed (kwh): 0.00 GBI claimed (Rs.): 0.00

Schedule-3

Name of the Project	Registration No	Capacity	PPA Date	Final Unit Export	Initial Unit Exp...	Multiplying Fa...	Energy import	Net energy as ...	Applicable CER...	Applicable SER...	Base Rate(Rs/k...	GBI amount (Rs.)
<input type="radio"/> AEW Infratech Pvt. Ltd.	R005	1.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.67	0.00

Document upload

d) Now go to Document upload Fast-Tab. The documents which are required to be submitted will be shown here. One can add further document(s) by clicking on “+New”. **Note:** Documents should be uploaded before submission

← Save Submit Options

Standard view

DISCOM Claim Submission

Document upload

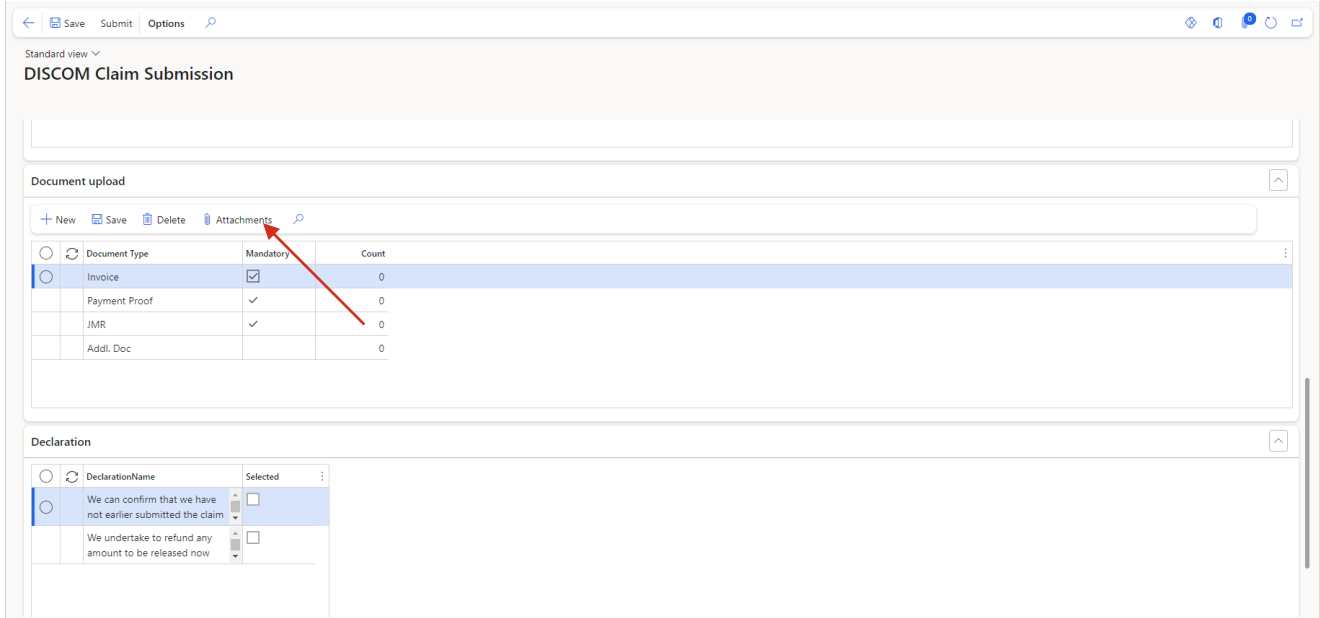
+ New Save Delete Attachments

Document Type	Mandatory	Count
<input type="radio"/> Invoice	<input checked="" type="checkbox"/>	0
<input type="radio"/> Payment Proof	<input checked="" type="checkbox"/>	0
<input type="radio"/> JMR	<input checked="" type="checkbox"/>	0
<input type="radio"/> Addl. Doc	<input type="checkbox"/>	0

Declaration

DeclarationName	Selected
<input type="radio"/> We can confirm that we have not earlier submitted the claim	<input type="checkbox"/>
<input type="radio"/> We undertake to refund any amount to be released now	<input type="checkbox"/>

e) Select the line and click on “Attachments” to attach a document.



Standard view

DISCOM Claim Submission

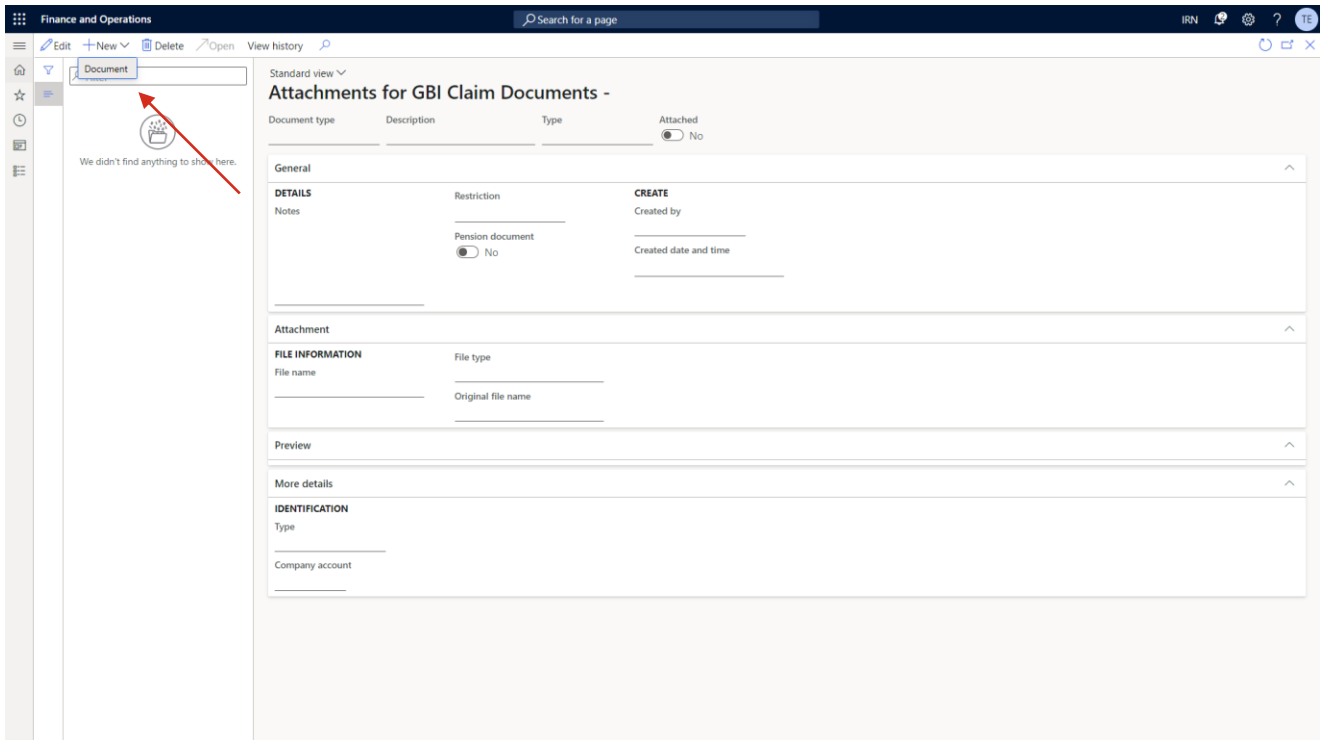
Document upload

+ New Save Delete Attachments

Document Type	Mandatory	Count
Invoice	<input checked="" type="checkbox"/>	0
Payment Proof	<input checked="" type="checkbox"/>	0
JMR	<input checked="" type="checkbox"/>	0
Addl. Doc	<input type="checkbox"/>	0

Declaration

DeclarationName	Selected
We can confirm that we have not earlier submitted the claim	<input type="checkbox"/>
We undertake to refund any amount to be released now	<input type="checkbox"/>



Finance and Operations

Search for a page

Standard view

Attachments for GBI Claim Documents -

Document type Description Type Attached No

General

DETAILS

Restriction **CREATE**

Notes

Created by

Pension document No

Created date and time

Attachment

FILE INFORMATION

File type

File name

Original file name

Preview

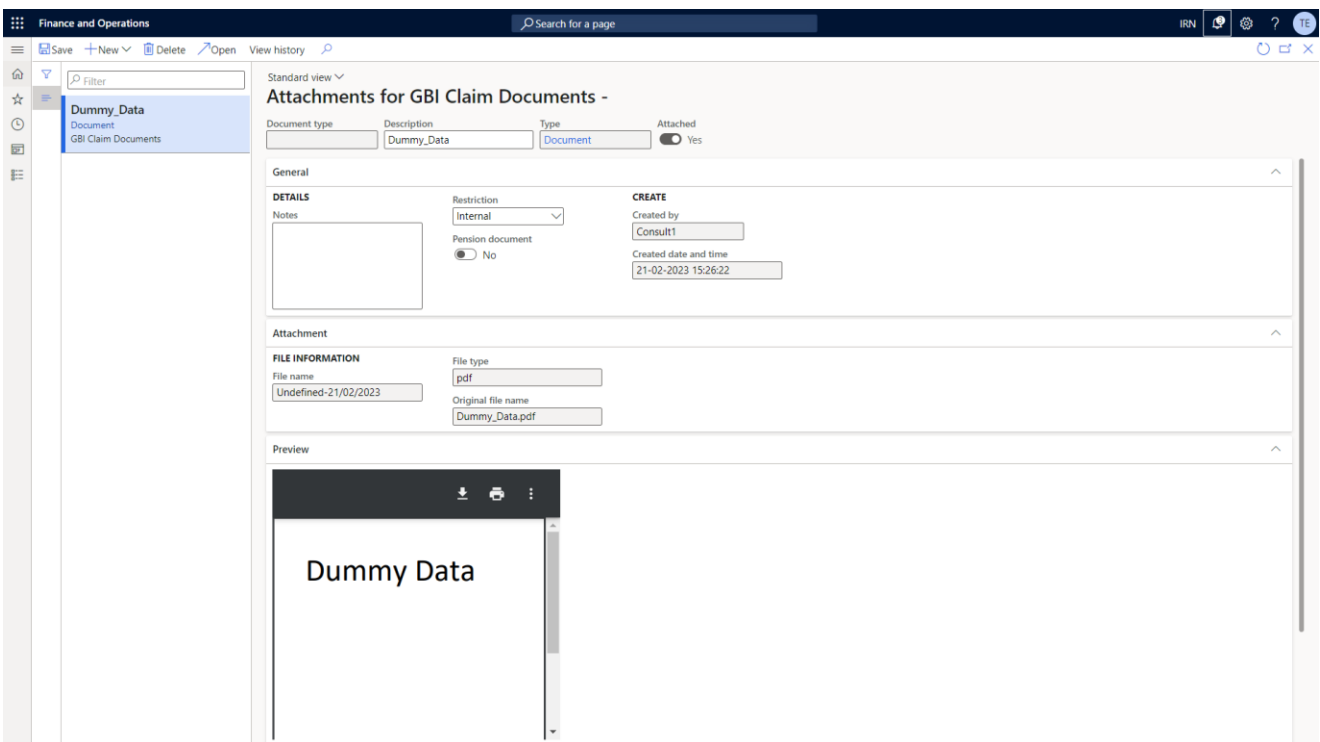
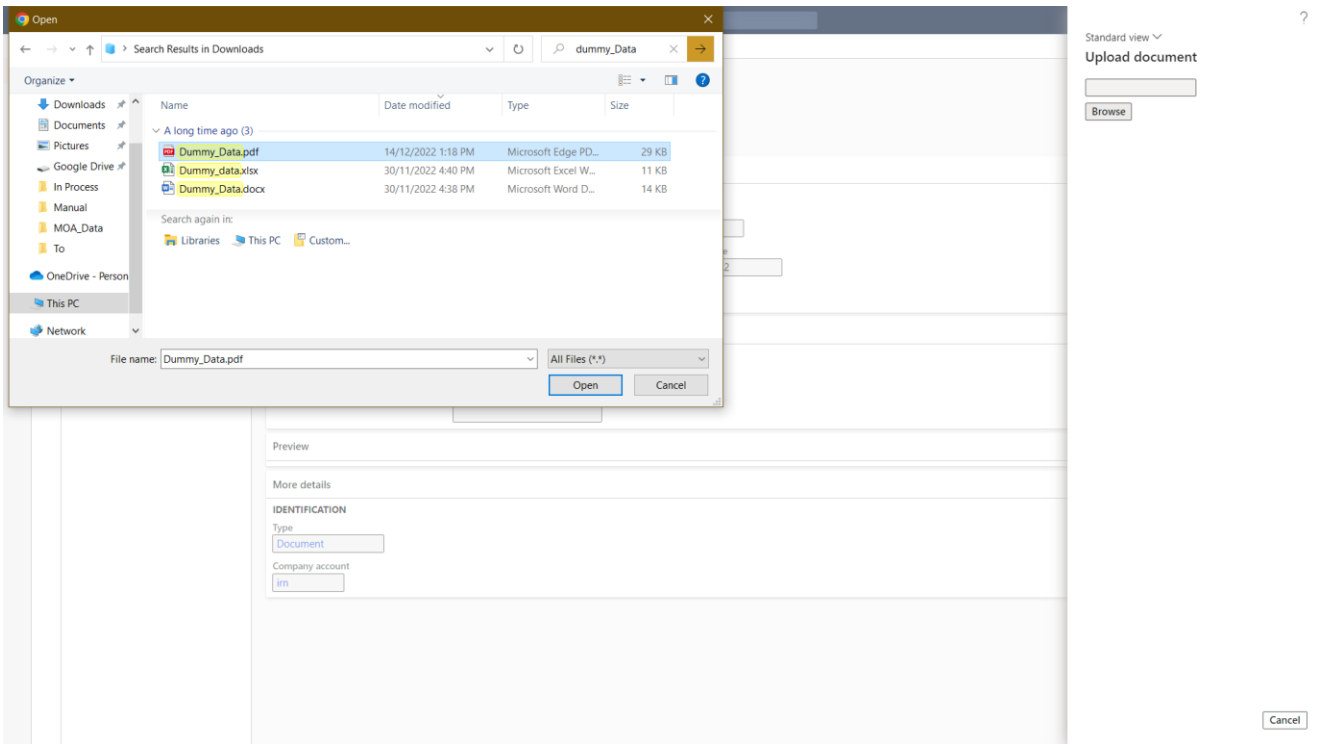
More details

IDENTIFICATION

Type

Company account

f) Go to New and click on “Document”.



g) Save and exit. Now we can see that the document has been attached by checking the number of documents in count field.

Standard view

DISCOM Claim Submission

+ New Save Delete Attachments

Document Type	Mandatory	Count
Invoice	<input checked="" type="checkbox"/>	1
Payment Proof	<input checked="" type="checkbox"/>	0
JMR	<input checked="" type="checkbox"/>	0
Addl. Doc		0

Declaration

DeclarationName	Selected
We can confirm that we have not earlier submitted the claim	<input type="checkbox"/>
We undertake to refund any amount to be released now	<input type="checkbox"/>

h) Perform the same for all the required documents.

i) Now go to Declarations fast tab. Fill all the checklist lines as Yes, as a declaration that one has read and accept the same.

Standard view

DISCOM Claim Submission

+ New Save Delete Attachments

Document Type	Mandatory	Count
Invoice	<input checked="" type="checkbox"/>	1
Payment Proof	<input checked="" type="checkbox"/>	0
JMR	<input checked="" type="checkbox"/>	0
Addl. Doc		0

Declaration

DeclarationName	Selected
We can confirm that we have not earlier submitted the claim	<input checked="" type="checkbox"/>
We undertake to refund any amount to be released now	<input checked="" type="checkbox"/>

j) Click on submit.

Save Submit Options

Standard view

DISCOM Claim Submission

+ New Save Delete Attachments

Document Type	Mandatory	Count
Invoice	<input checked="" type="checkbox"/>	1
Payment Proof	<input checked="" type="checkbox"/>	0
JMR	<input checked="" type="checkbox"/>	0
Addl. Doc		0

Declaration

DeclarationName	Selected
We can confirm that we have not earlier submitted the claim	<input checked="" type="checkbox"/>
We undertake to refund any amount to be released now	<input checked="" type="checkbox"/>

k) The Claim has been submitted.

l) As we can see the application that we submitted is visible here.

Edit New claim Project profile Options

Standard view

DISCOM Dashboard

Submit

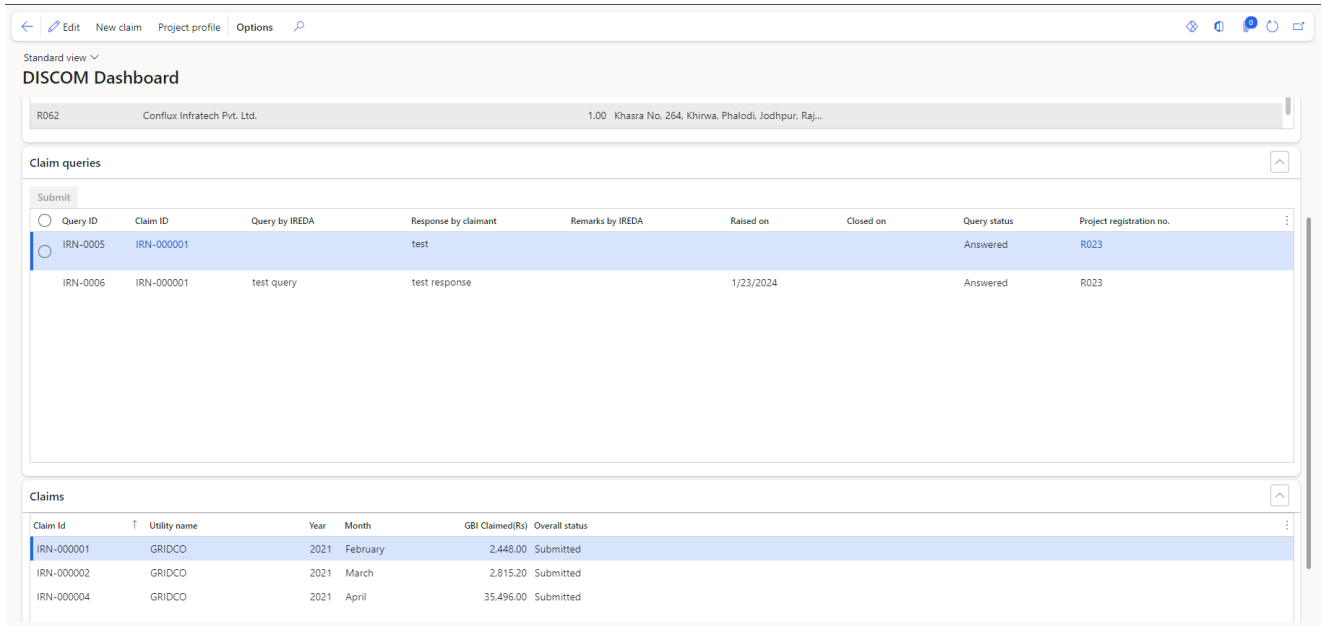
Query ID	Claim ID	Query by IREDA	Response by claimant	Remarks by IREDA	Raised on	Closed on	Query status	Project registration no.
IRN-0005	IRN-000001		test				Answered	R023
IRN-0006	IRN-000001	test query	test response		1/23/2024		Answered	R023

Claims

Claim Id	Utility name	Year	Month	GBI Claimed(Rs)	Overall status
IRN-000001	GRIDCO	2021	February	2,448.00	Submitted
IRN-000002	GRIDCO	2021	March	2,815.20	Submitted
IRN-000004	GRIDCO	2021	April	35,496.00	Submitted

3. Query

1. To answer Queries raised by IREDA the user will be required to go to “Claim queries” Dashboard.



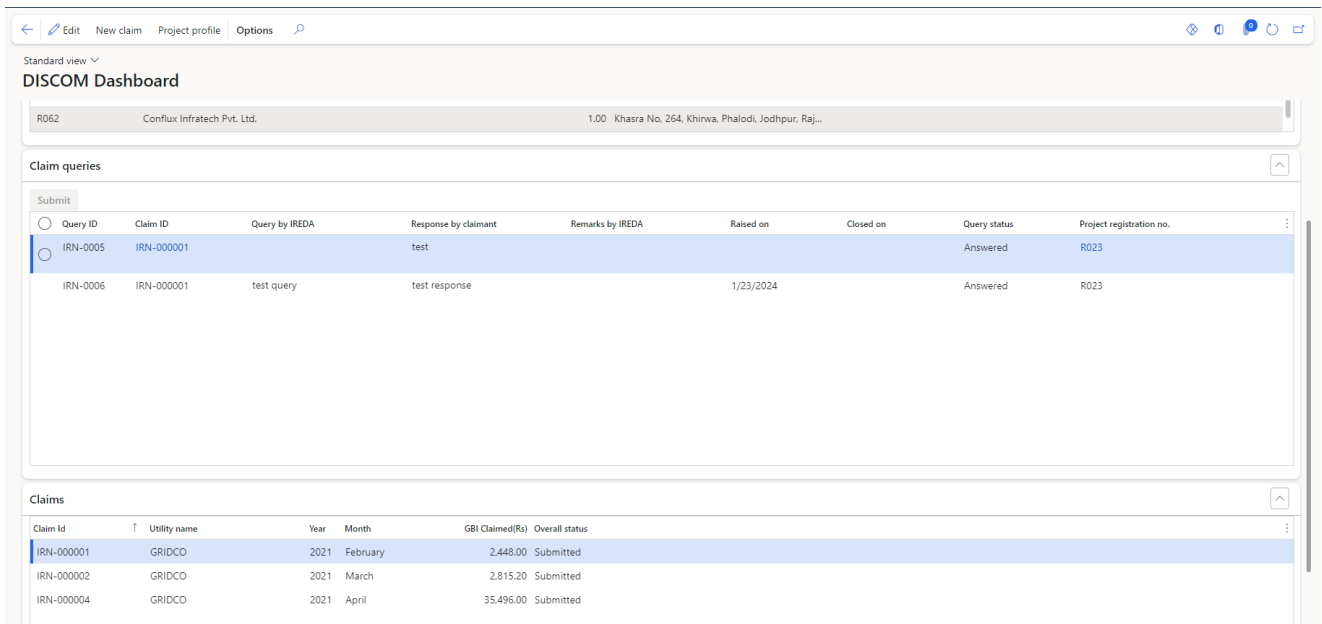
The screenshot shows the DISCOM Dashboard for user R062 at Conflux Infratech Pvt. Ltd. The 'Claim queries' section contains a table with the following data:

Query ID	Claim ID	Query by IREDA	Response by claimant	Remarks by IREDA	Raised on	Closed on	Query status	Project registration no.
IRN-0005	IRN-000001		test				Answered	R023
IRN-0006	IRN-000001	test query	test response		1/23/2024		Answered	R023

The 'Claims' section contains a table with the following data:

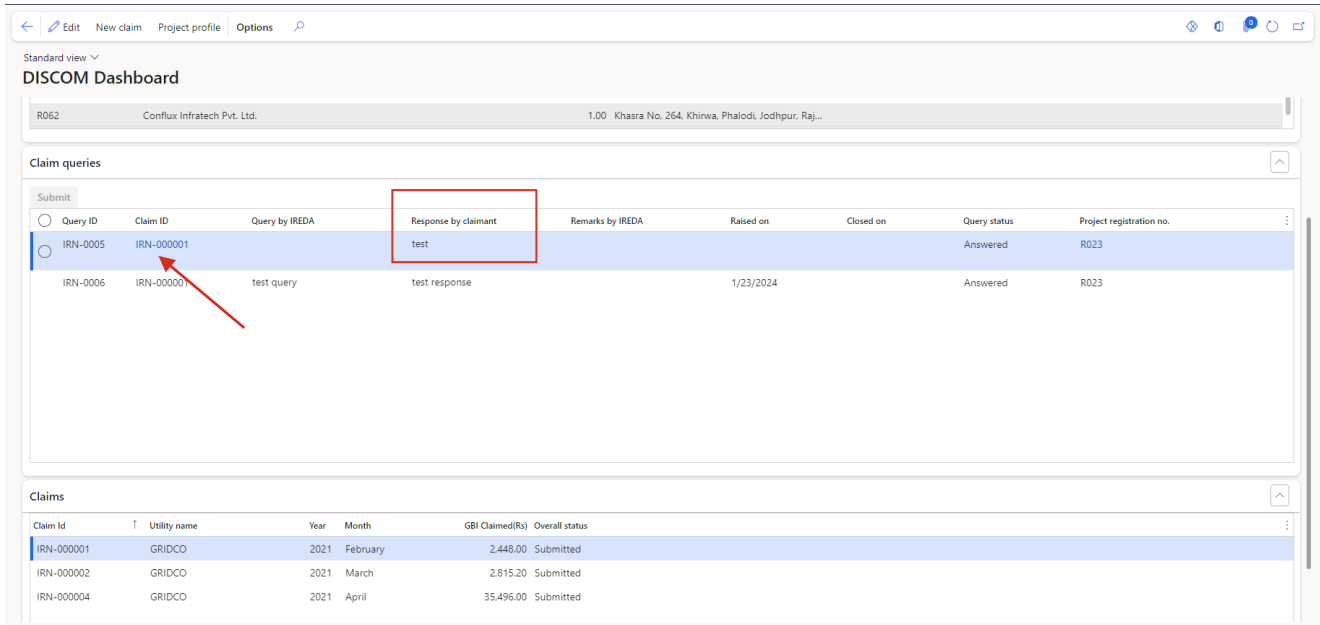
Claim Id	Utility name	Year	Month	GBI Claimed(Rs)	Overall status
IRN-000001	GRIDCO	2021	February	2,448.00	Submitted
IRN-000002	GRIDCO	2021	March	2,815.20	Submitted
IRN-000004	GRIDCO	2021	April	35,496.00	Submitted

2. The queries raised by IREDA will be shown here as here we can see; the user is asked to resubmit the document by IREDA here the user can resubmit the document against the claim ID first then, fill the response by claimant in accordance.



This screenshot is identical to the one above, showing the DISCOM Dashboard with the same 'Claim queries' and 'Claims' tables.

3. Fill the Response by claimant section.

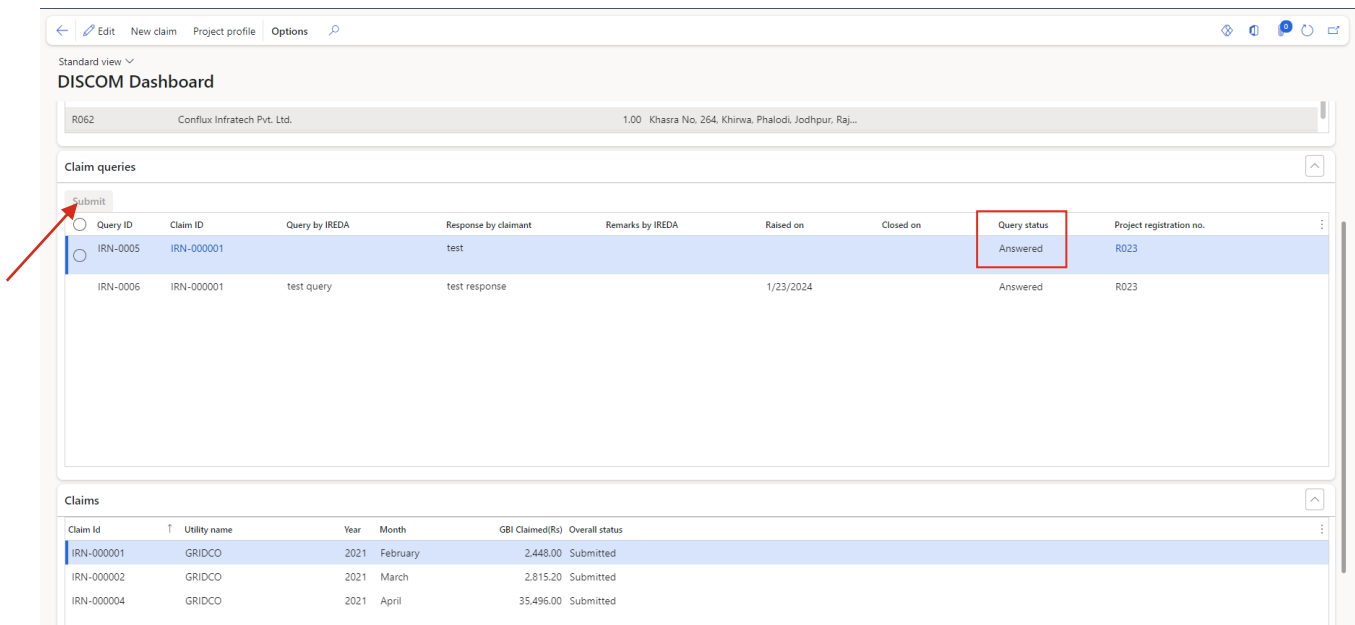


The screenshot shows the DISCOM Dashboard interface. At the top, there are navigation links: Edit, New claim, Project profile, and Options. Below this is the 'Standard view' dropdown and the 'DISCOM Dashboard' title. The main content area displays 'Claim queries' with a table. The table has columns: Query ID, Claim ID, Query by IREDA, Response by claimant, Remarks by IREDA, Raised on, Closed on, Query status, and Project registration no. The first row is highlighted in blue and has a red box around the 'Response by claimant' cell containing the text 'test'. A red arrow points from the 'Claim ID' cell 'IRN-00001' to the 'Response by claimant' cell. Below the table is a 'Claims' section with a table showing Claim Id, Utility name, Year, Month, GBI Claimed(Rs), and Overall status.

Query ID	Claim ID	Query by IREDA	Response by claimant	Remarks by IREDA	Raised on	Closed on	Query status	Project registration no.
IRN-0005	IRN-00001		test				Answered	R023
IRN-0006	IRN-00001	test query	test response		1/23/2024		Answered	R023

Claim Id	Utility name	Year	Month	GBI Claimed(Rs)	Overall status
IRN-000001	GRIDCO	2021	February	2,448.00	Submitted
IRN-000002	GRIDCO	2021	March	2,815.20	Submitted
IRN-000004	GRIDCO	2021	April	35,496.00	Submitted

4. Now after filling response by claimant, click on submit.



The screenshot shows the DISCOM Dashboard interface after the 'Submit' action. The 'Claim queries' table is the same as in the previous screenshot, but the 'Response by claimant' cell for the first row is now empty. A red box highlights the 'Query status' cell, which now contains the text 'Answered'. A red arrow points from the 'Submit' button in the table header to the 'Submit' button in the interface.

Query ID	Claim ID	Query by IREDA	Response by claimant	Remarks by IREDA	Raised on	Closed on	Query status	Project registration no.
IRN-0005	IRN-00001						Answered	R023
IRN-0006	IRN-00001	test query	test response		1/23/2024		Answered	R023

Claim Id	Utility name	Year	Month	GBI Claimed(Rs)	Overall status
IRN-000001	GRIDCO	2021	February	2,448.00	Submitted
IRN-000002	GRIDCO	2021	March	2,815.20	Submitted
IRN-000004	GRIDCO	2021	April	35,496.00	Submitted

5. On submitting the submit button will get deactivated as well as the query status will change to answered.