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

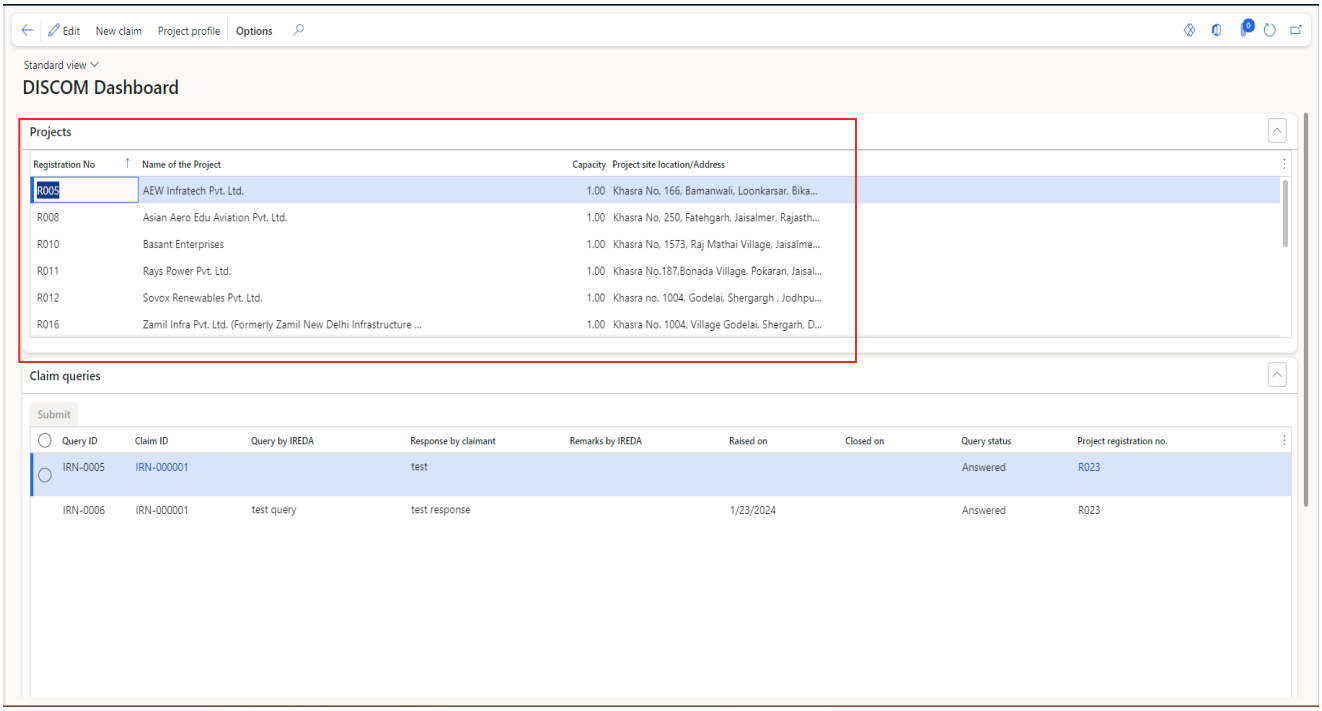
1. User Dashboard

Objective

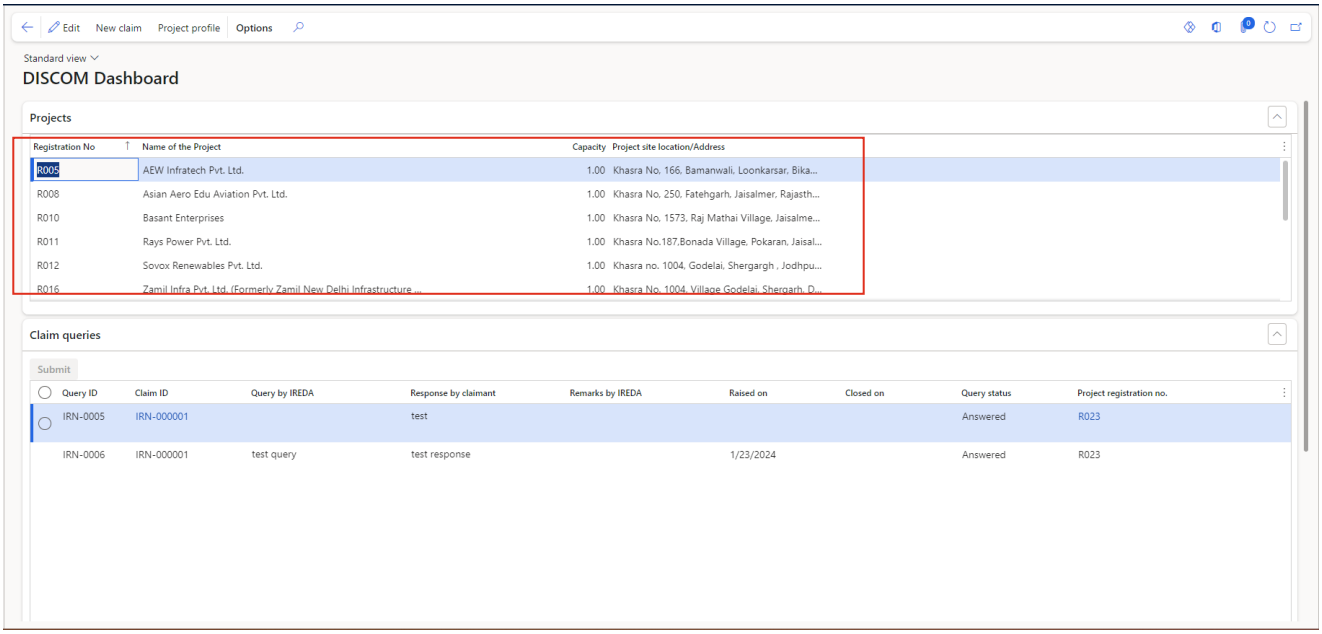
User Dashboard is the GBI dashboard that user (i.e., Claimant), from which the claimant can apply for new claims or see their applied claims

Steps

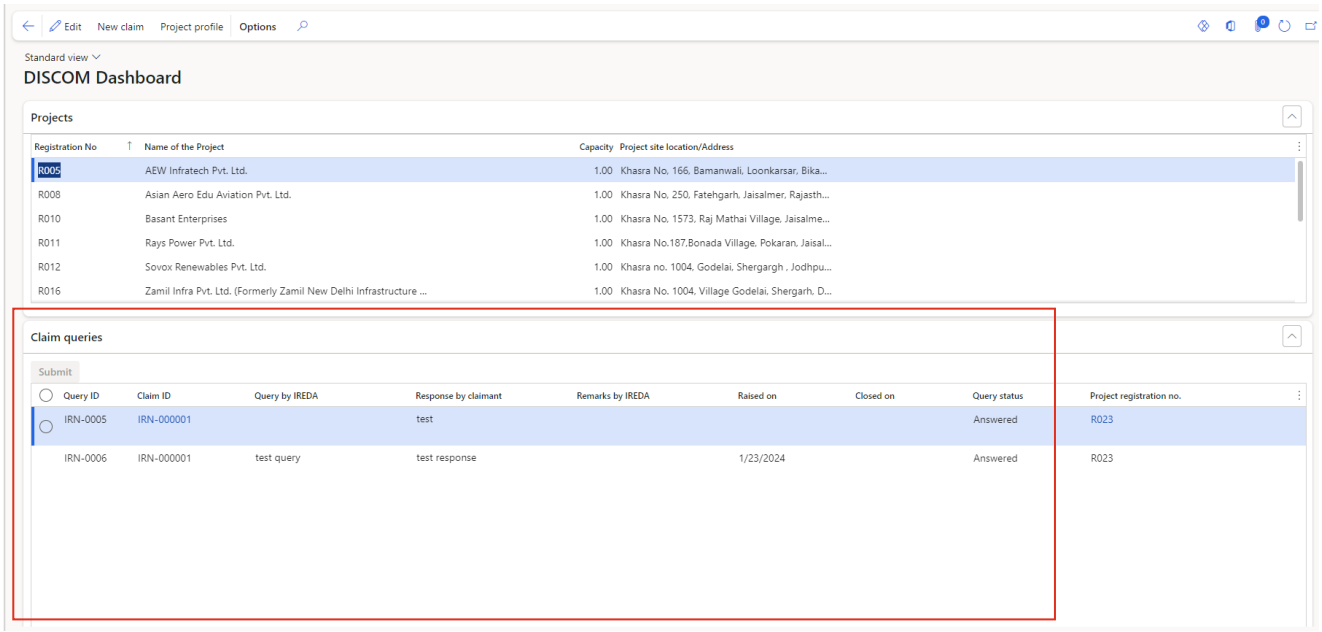
1. After logging in the claimant see the Dashboard screen



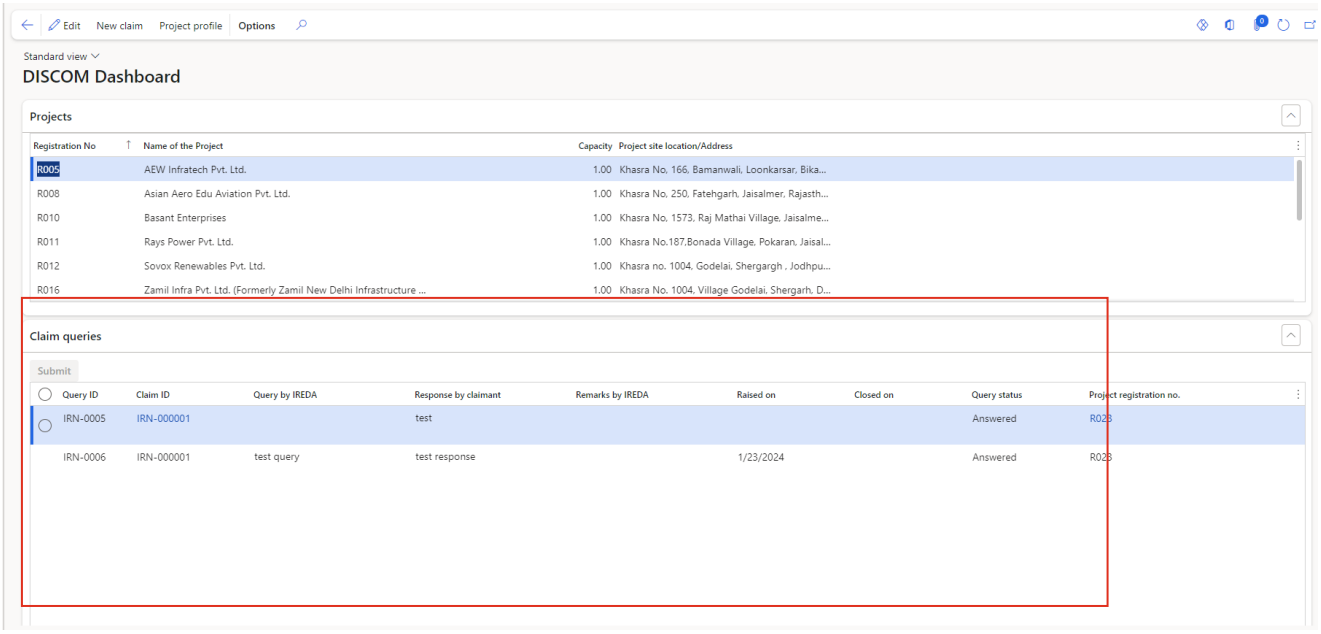
2. This form will open it contains the all the details related to the User, and all the actions that he/she perform.



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.



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.

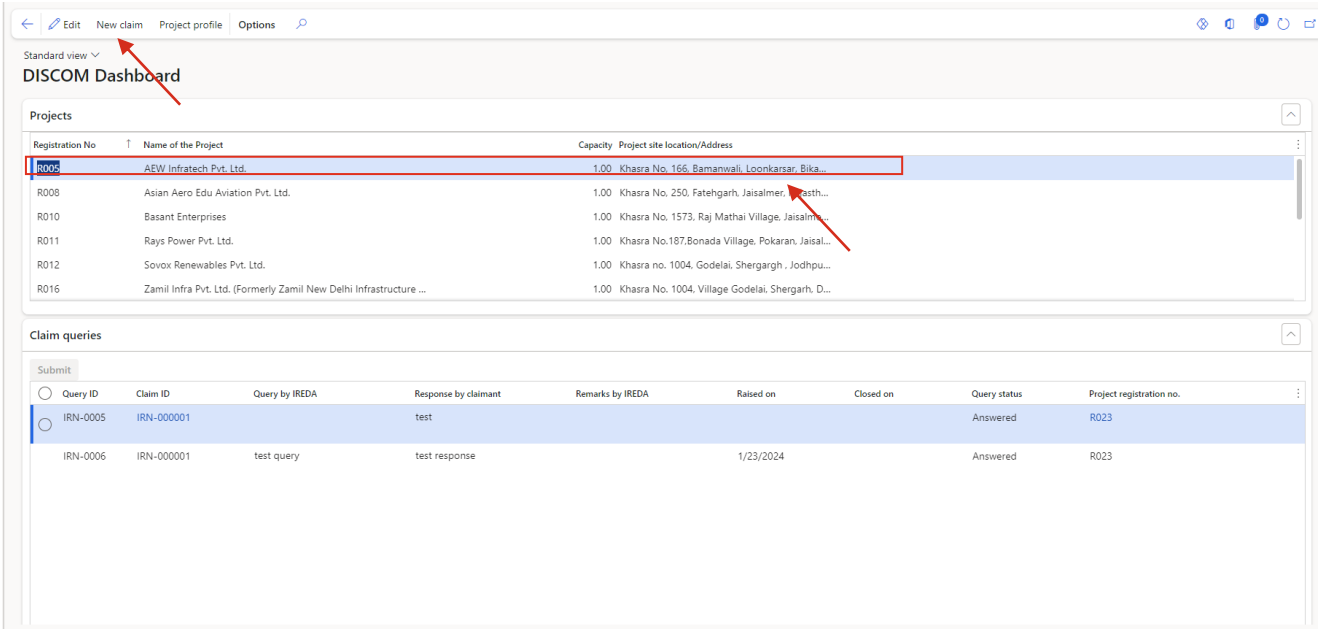

Edit
New claim
Project profile
Options
Standard view
DISCOM Dashboard
Projects
Registration No
Name of the Project
Capacity
Project site location/Address
R005
AEW Infratech Pvt. Ltd.
1.00
Khasra No. 166, Bamanwali, Loonkarsar, Bika...
R008
Asian Aero Edu Aviation Pvt. Ltd.
1.00
Khasra No. 250, Fatehgarh, 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, Shergargh , 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

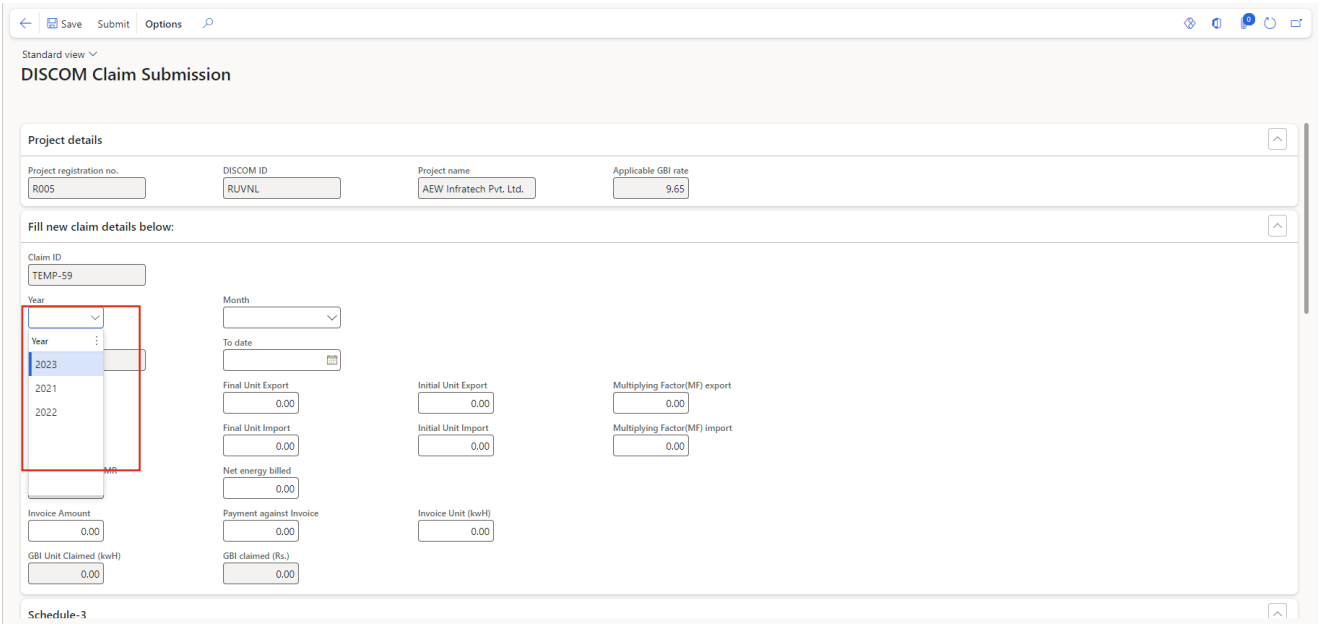
Claimant can perform several activities from the Dashboard as follows,

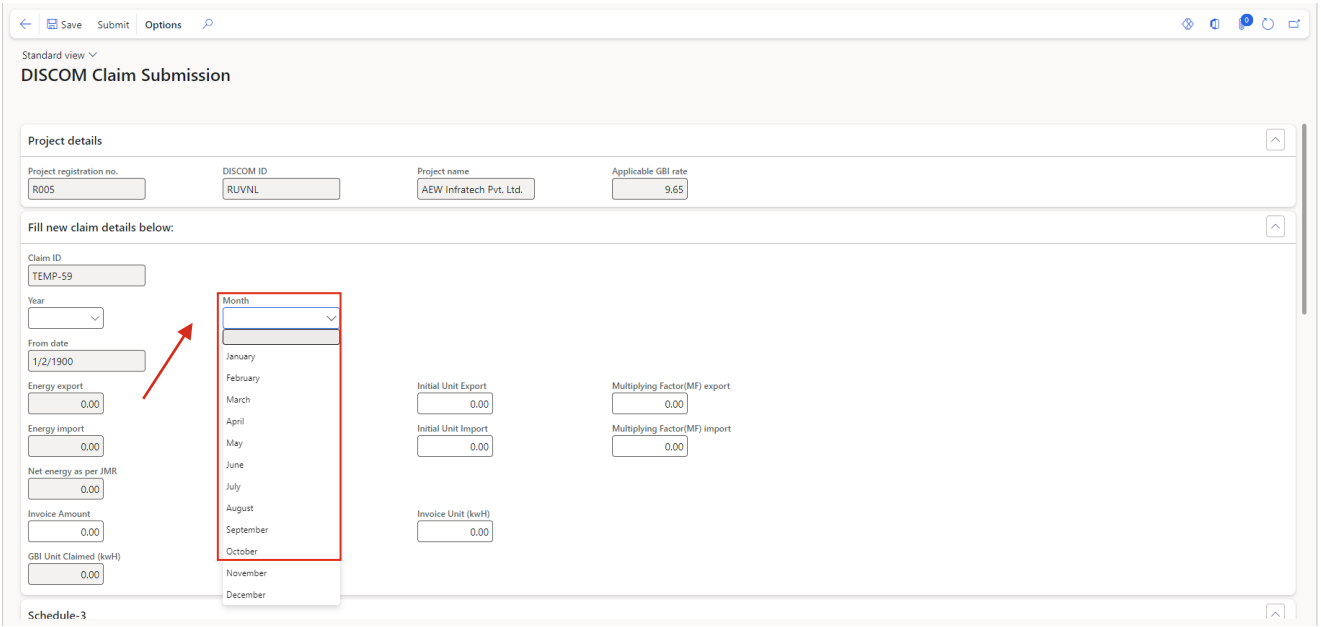
New Claim: A user can file for new claim from this page by clicking on the “New Claim” button.

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

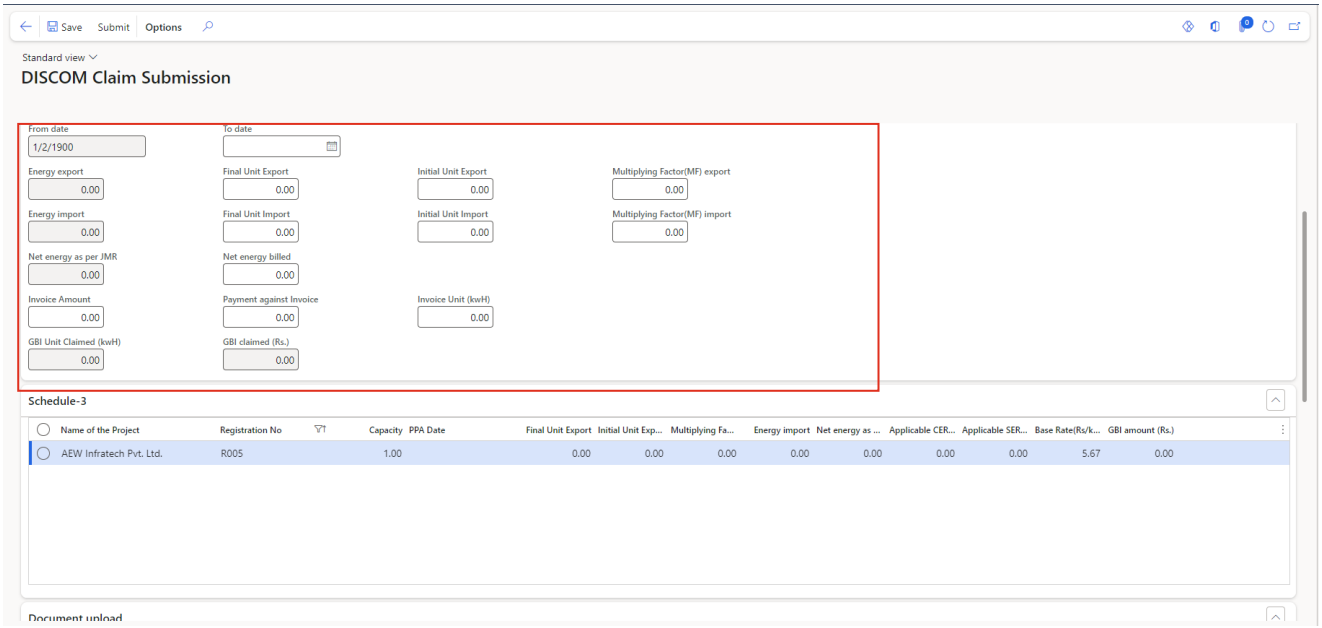


b) Select Year and month you want to raise claim for.

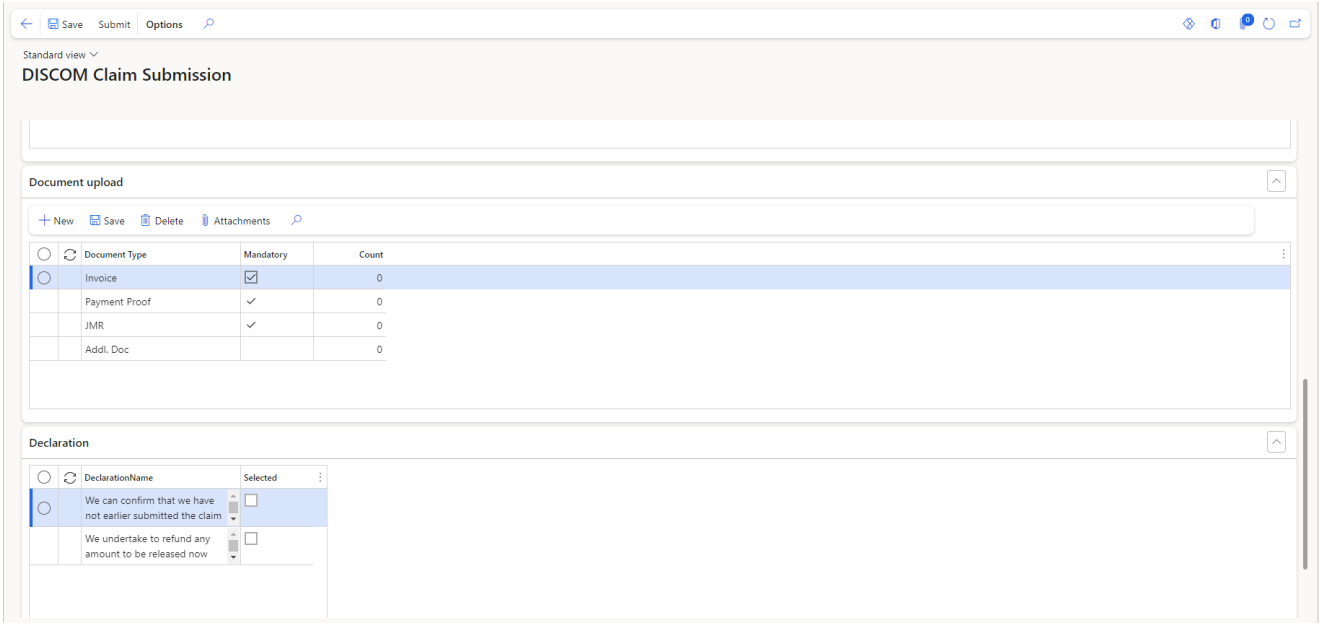




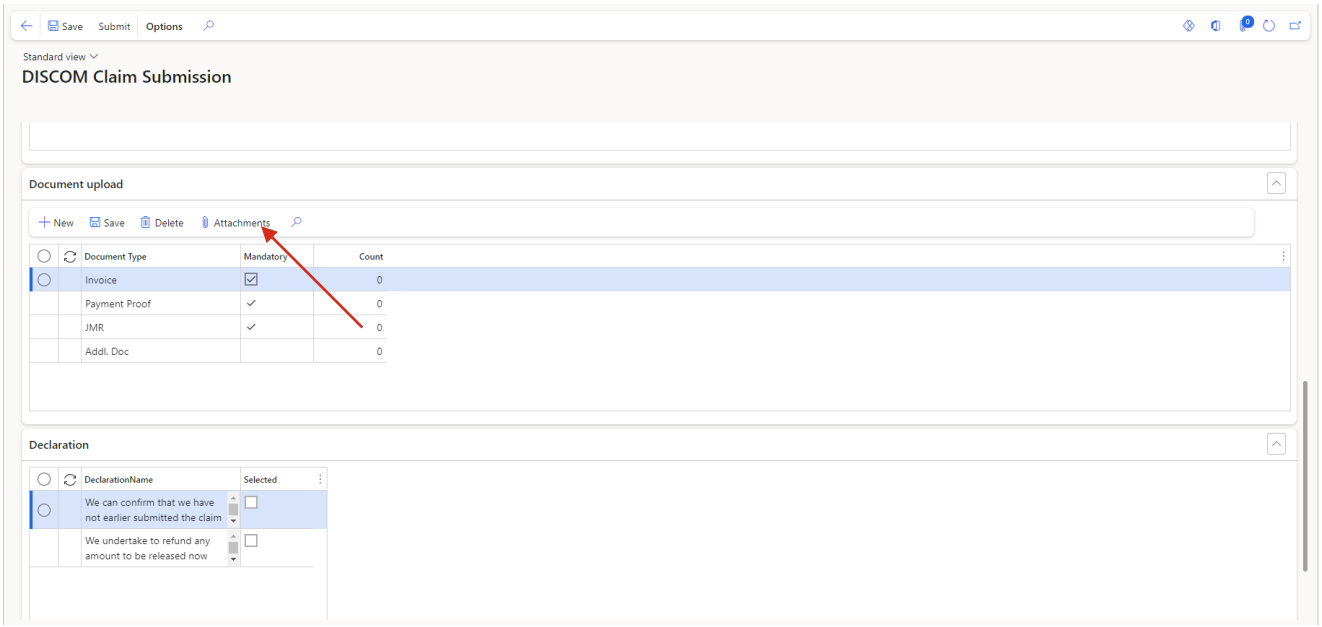
c) Now fill in the remainder of the details. Once the details are filled, the Schedule 3 tab will be auto populated. GBI amount will be auto calculated by considering the minimum of Invoice Units and Net Energy as per JMR values.

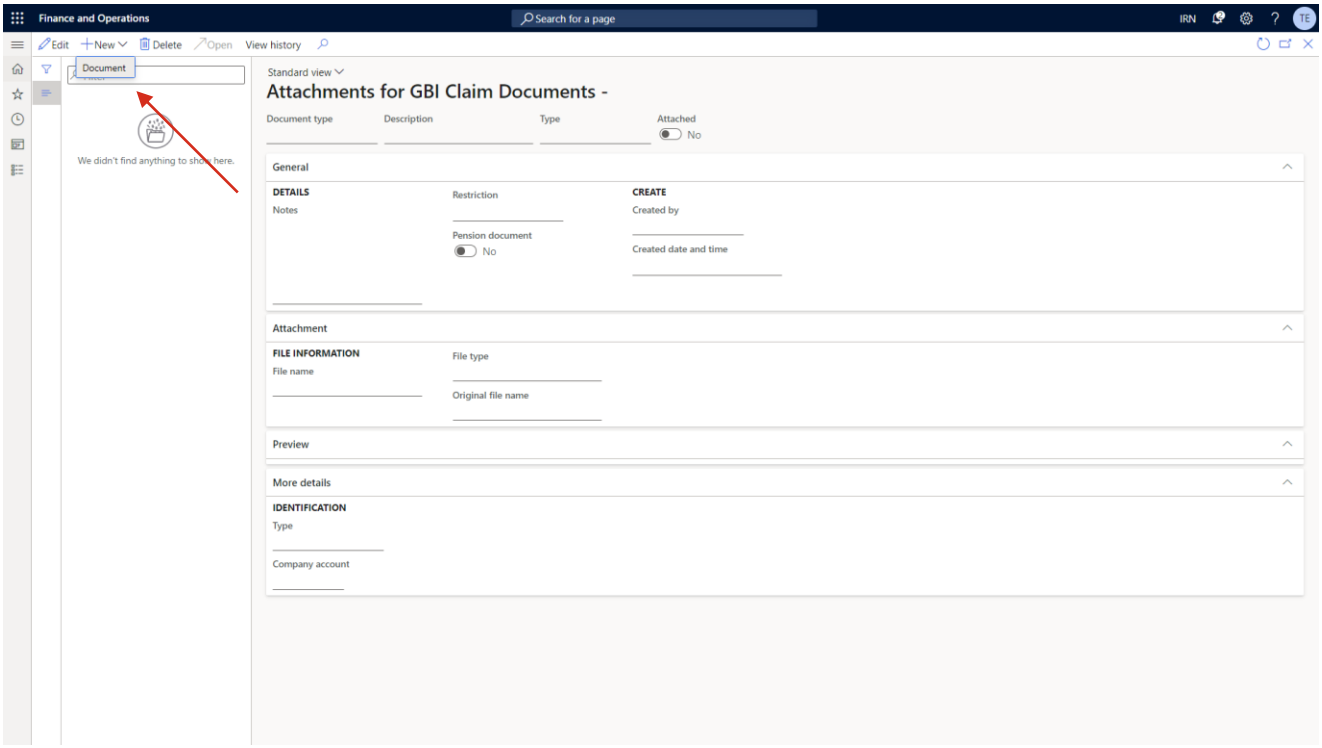


d) Now go to Document upload Fast-Tab. The documents which are required to be submitted will be shown here. One can add further document(s) by clicking on "+New". Note: Documents should be uploaded before submission

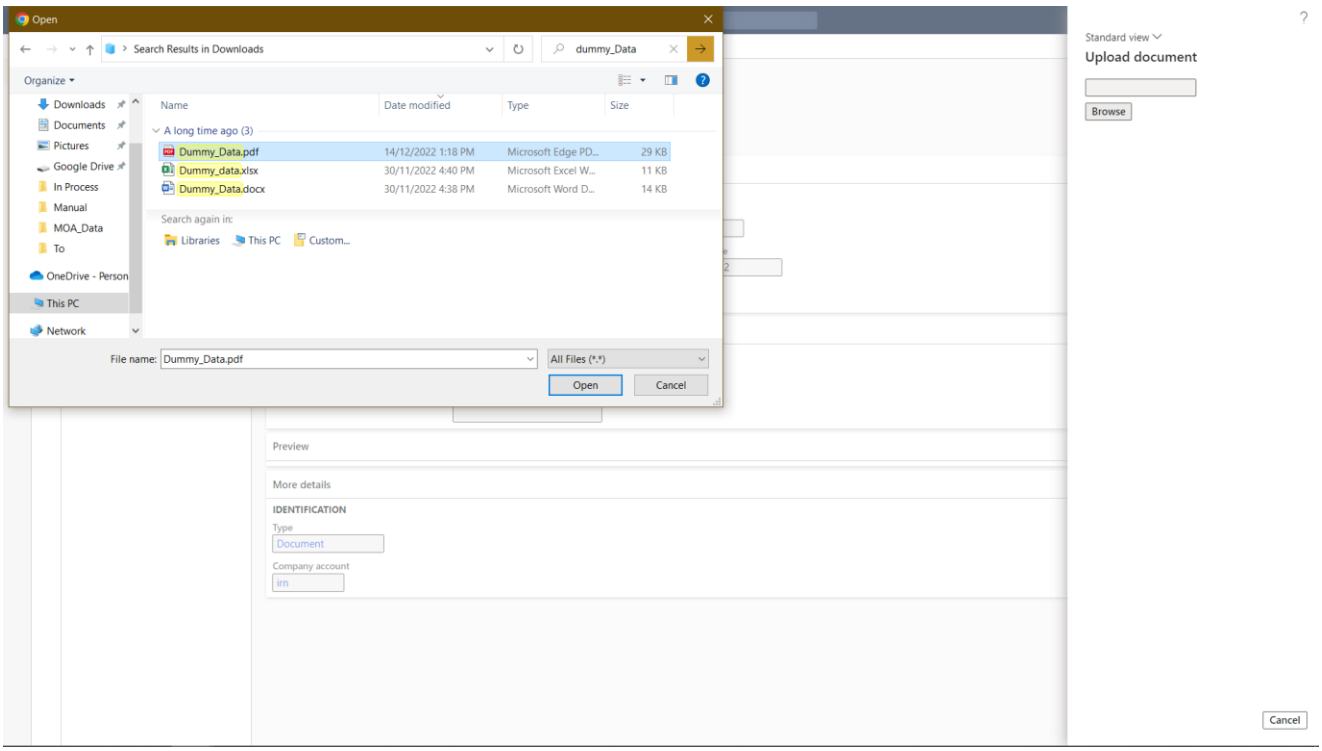


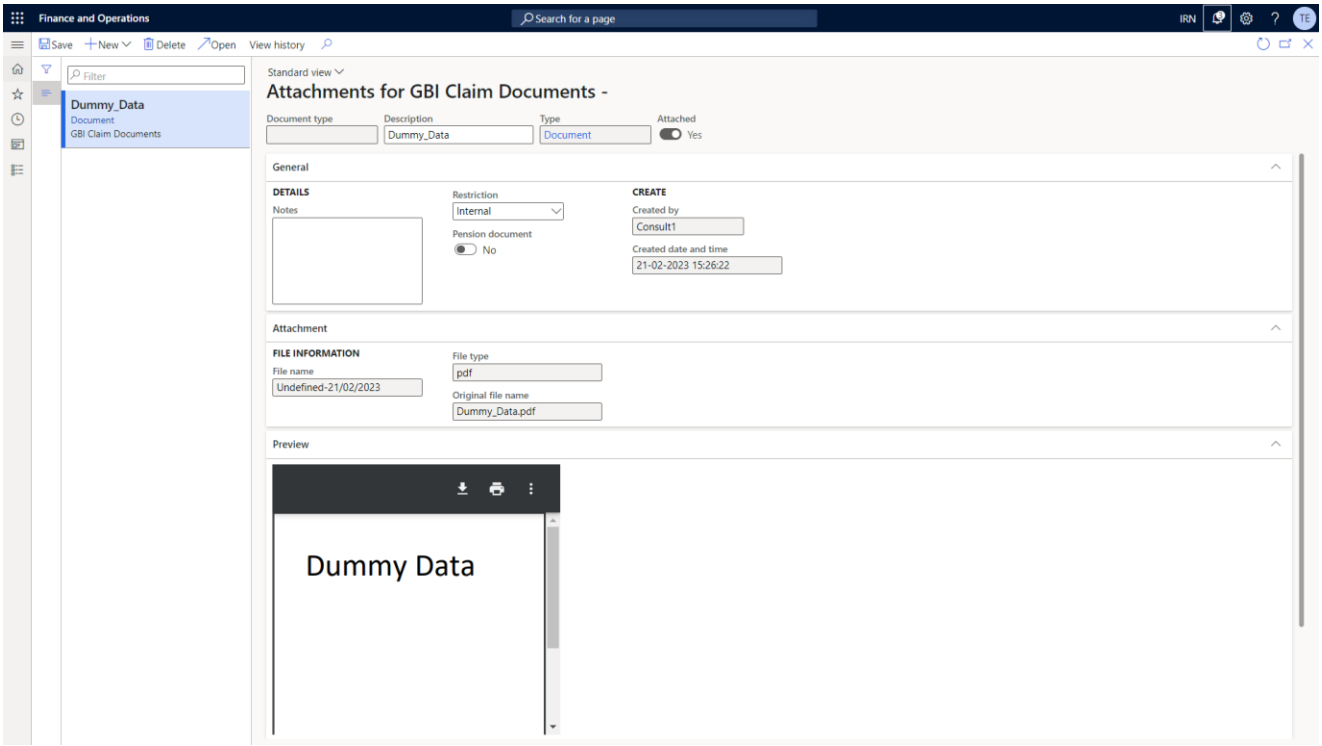
e) Select the line and click on “Attachments” to attach a document.



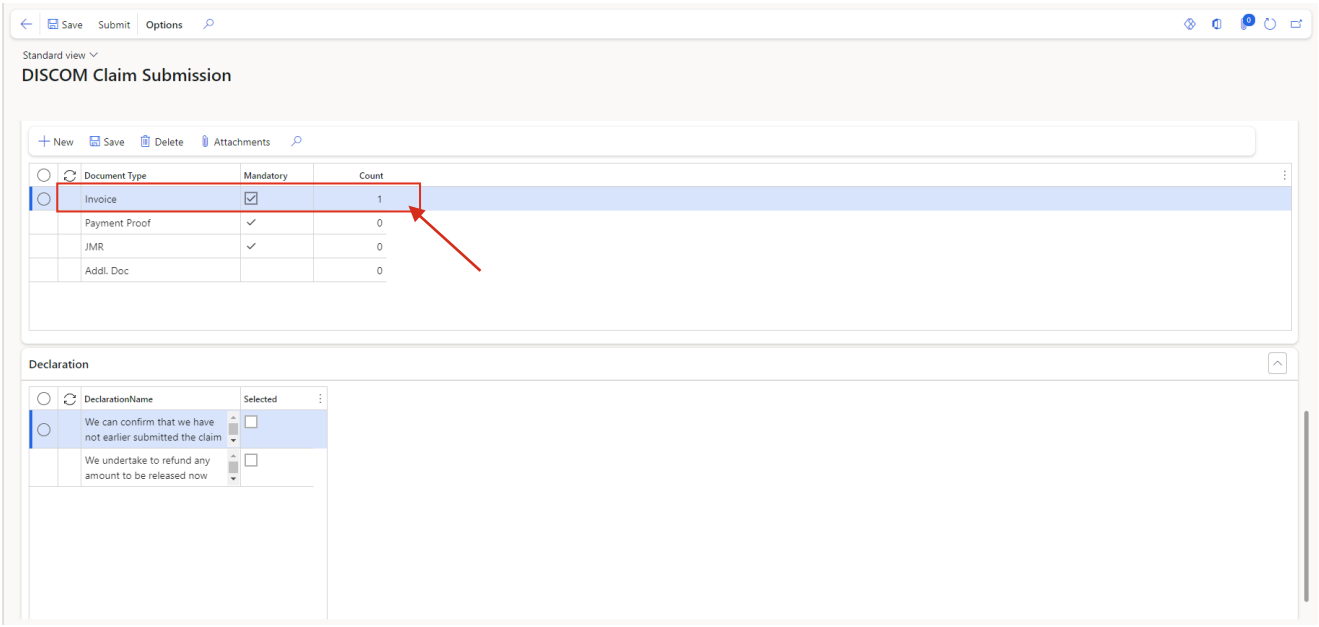


f) Go to New and click on “Document”.



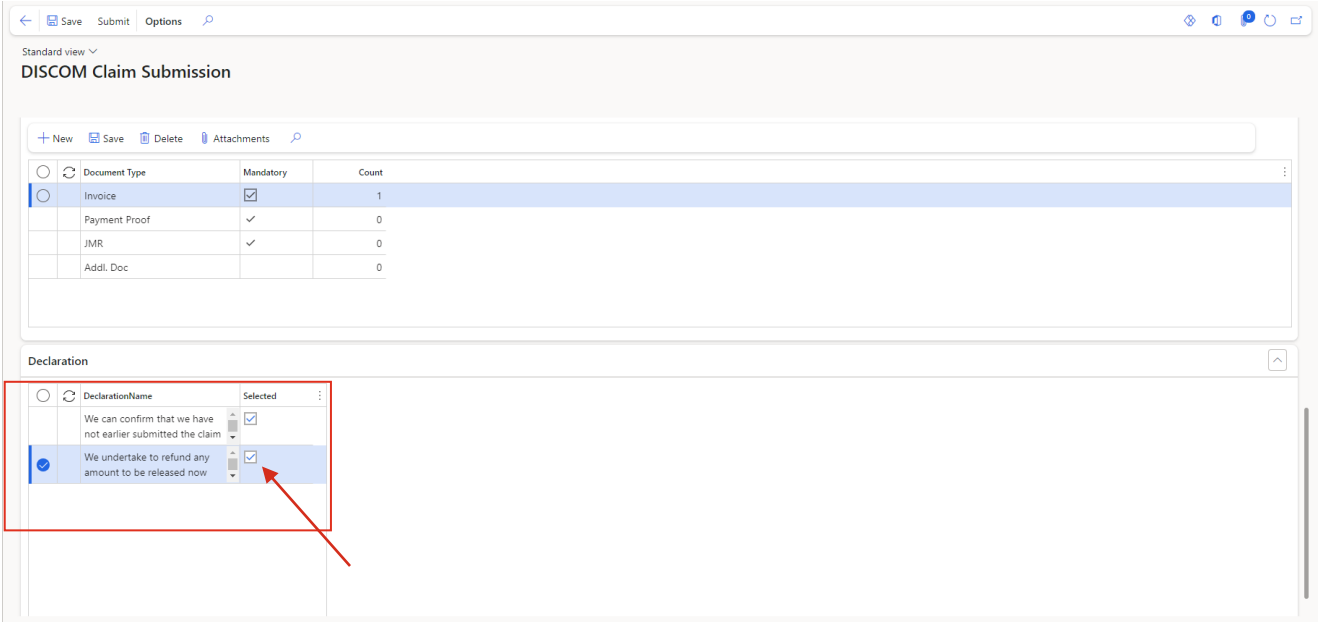


g) Save and exit. Now we can see that the document has been attached by checking the number of documents in count field.

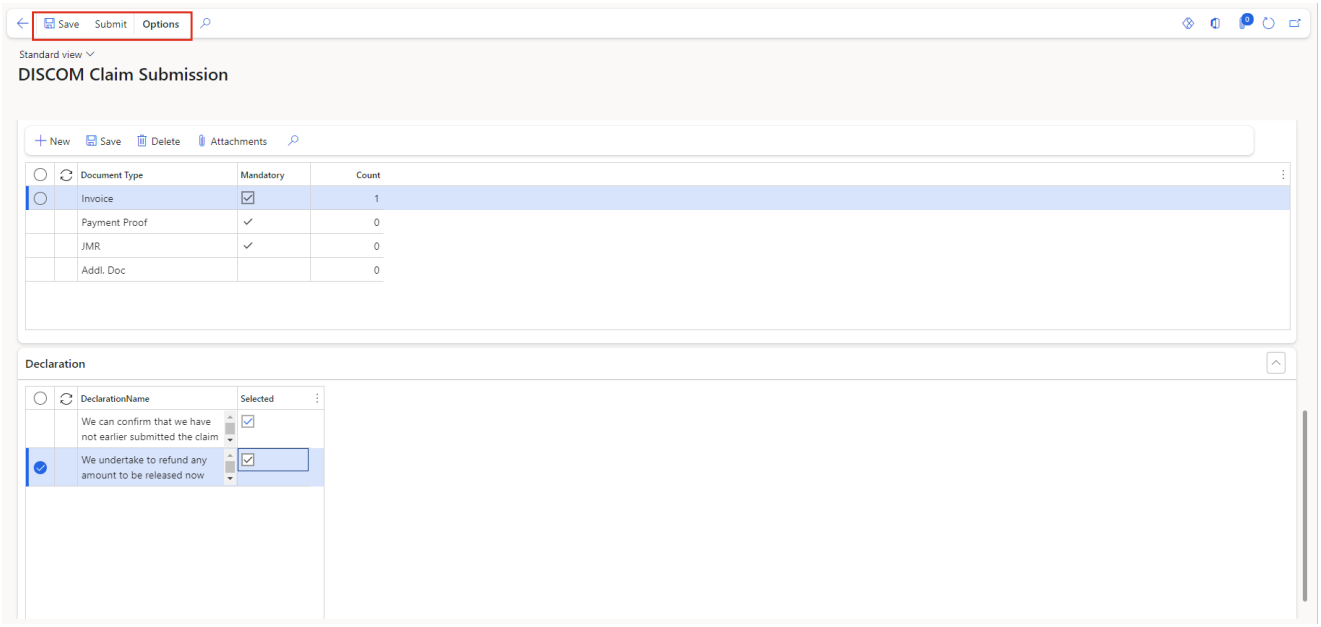


h) Perform the same for all the required documents.

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.

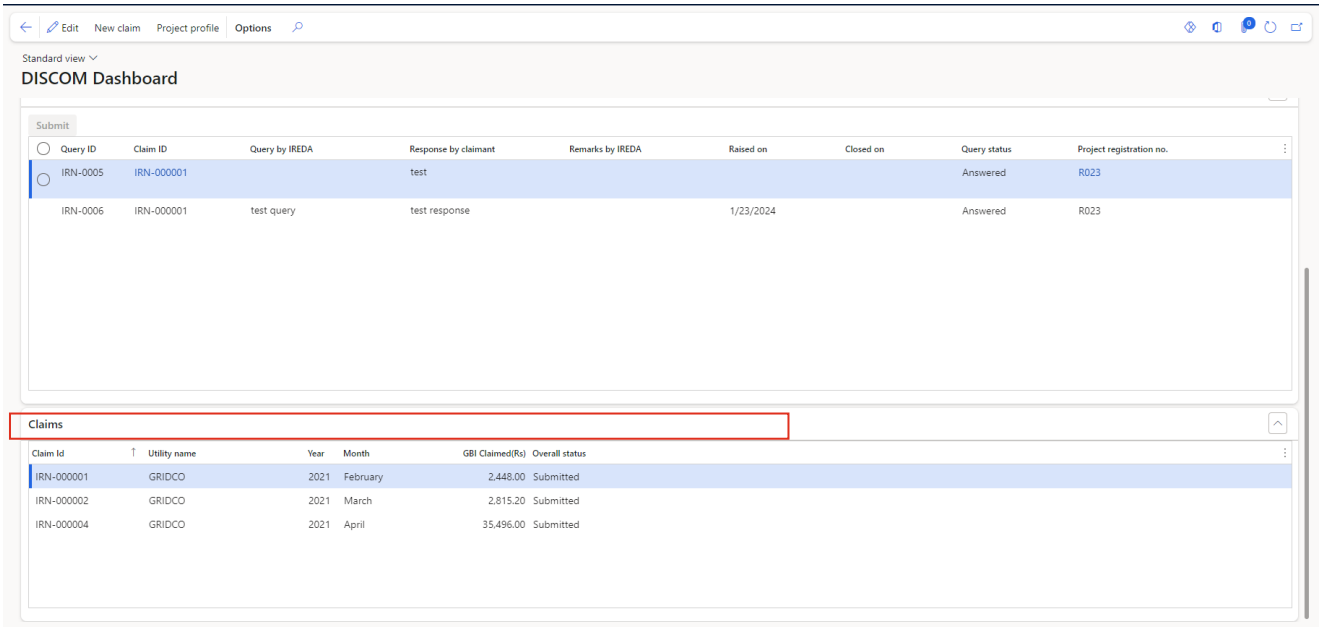


j) Click on submit.



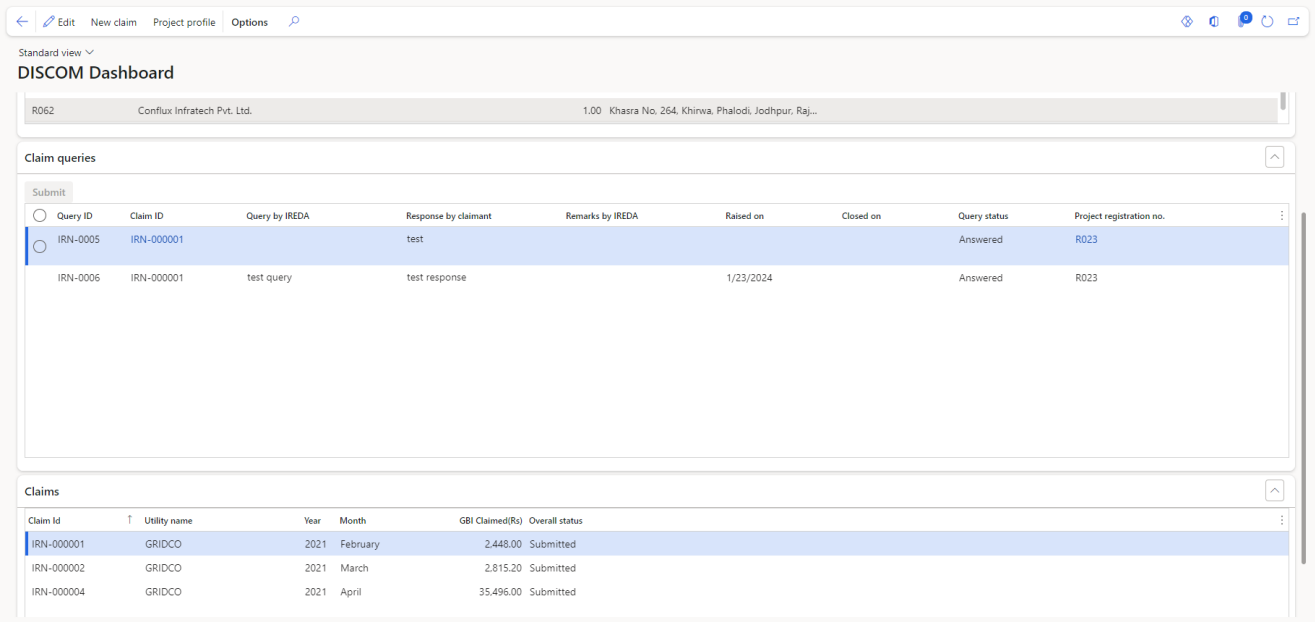
k) The Claim has been submitted.

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

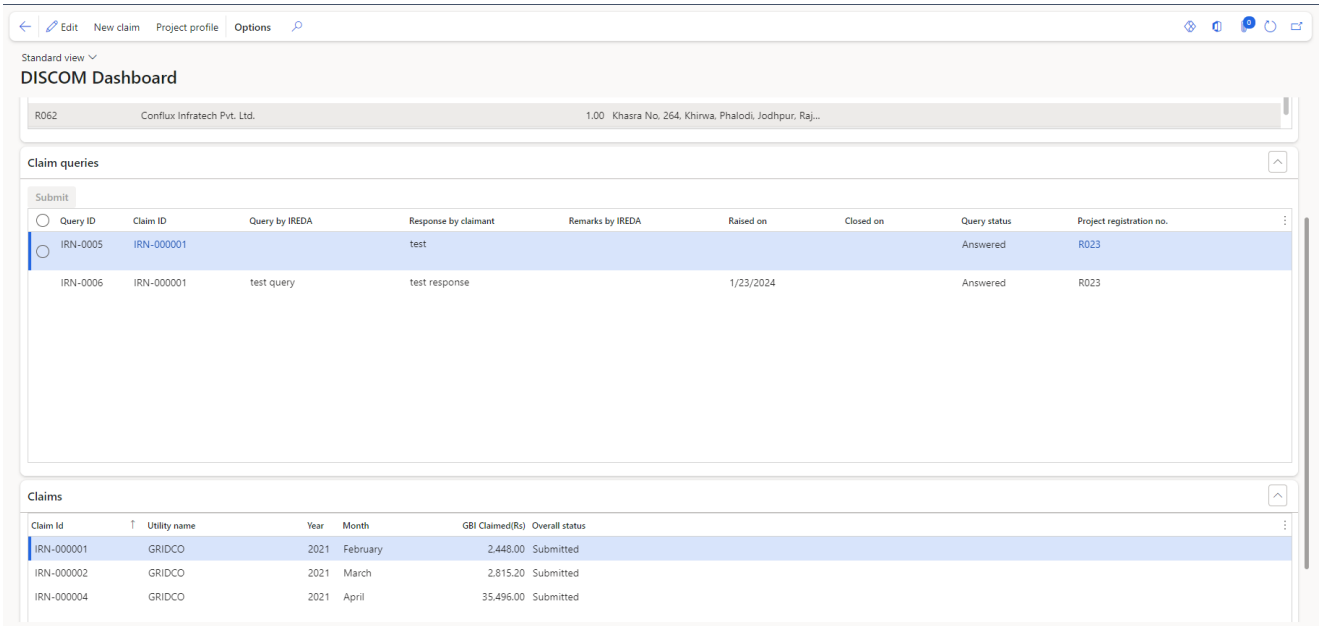


3. Query

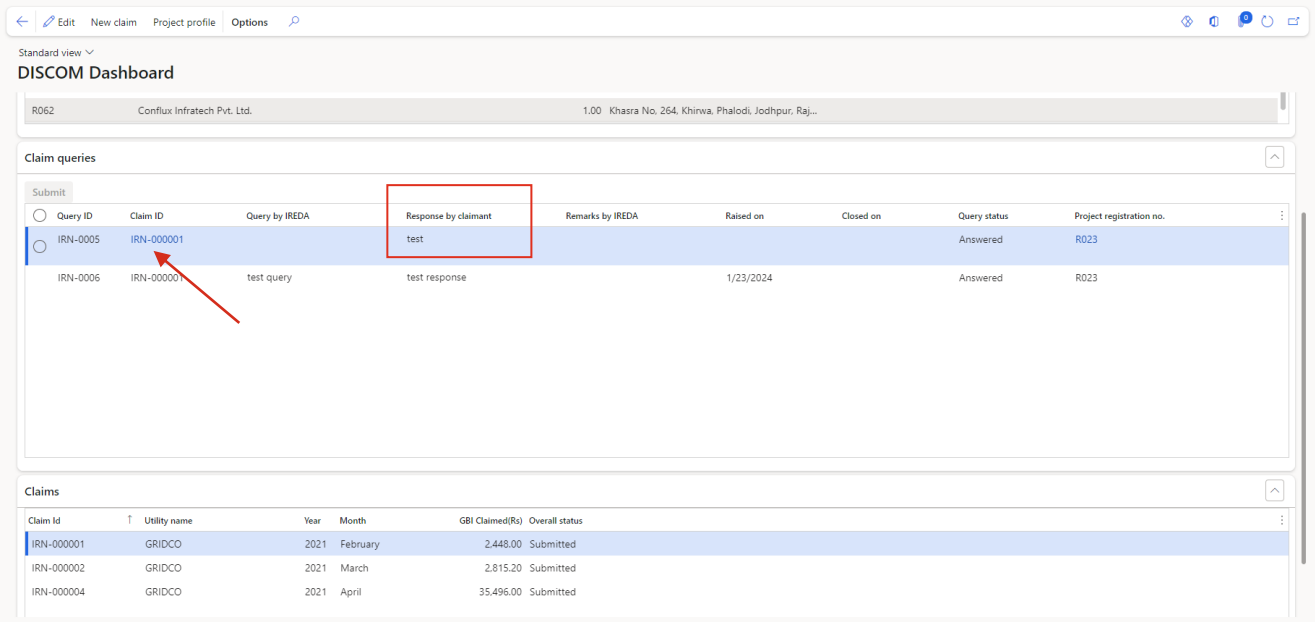
1. To answer Queries raised by IREDA the user will be required to go to “Claim queries” Dashboard.



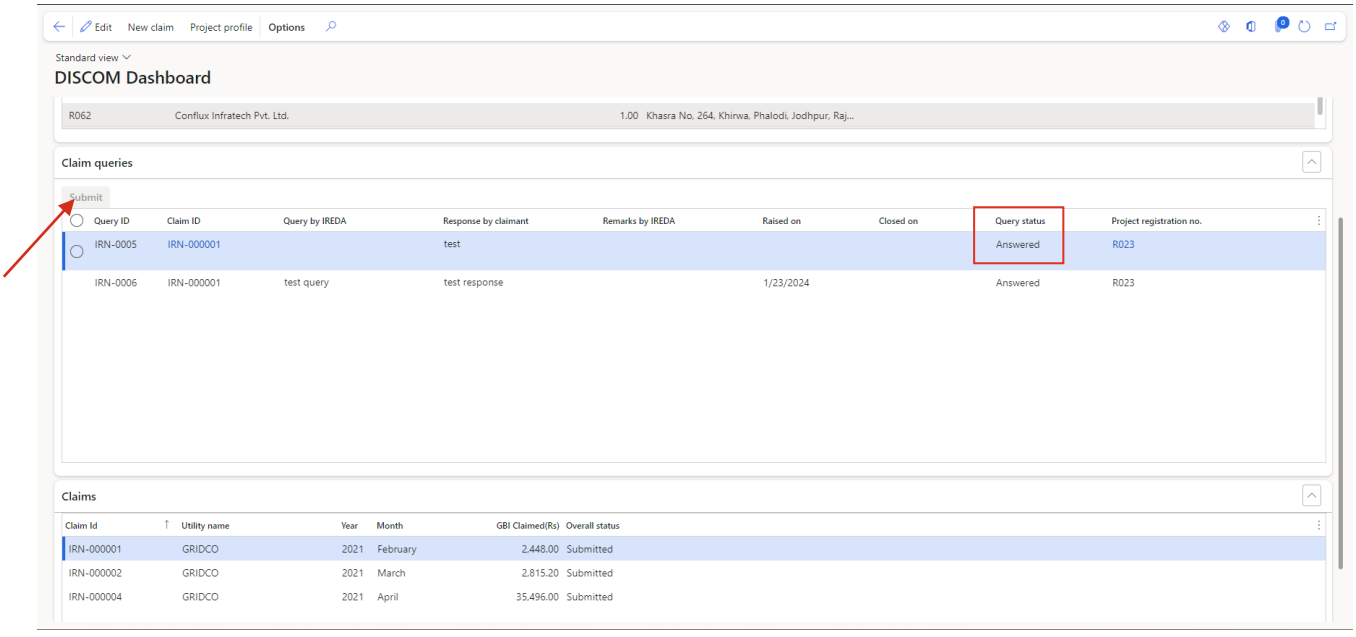
2. The queries raised by IREDA will be shown here as here we can see; the user is asked to resubmit the document by IREDA here the user can resubmit the document against the claim ID first then, fill the response by claimant in accordance.



3. Fill the Response by claimant section.



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



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