



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



About this Document

Purpose

This manual has been written to help the claimant navigate the Wind GBI II module and complete the process of claim submission, Financial document submission and answering queries raised by IREDA if any.

Intended Audience

The claimant using the Wind GBI II 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

| Edit | New Claim Fina | ncial Document Submiss | ion All clai | ms Project d | etails R | | Search for a page | | | | | IRN 🧐 | |
|------|--------------------|------------------------|----------------------|--------------|-----------------|--------------------------|-------------------|--------------|------------|------------|--------------|-------|---|
| | lomasha 🗸 | | | | | | | | | | | | |
| ι | Jser dashl | board | | | | | | | | | | | |
| 1 | Project Informatio | on | | | | | | | | | | | ~ |
| ſ | Project ID | Company name | Pre | WTG No Capa | ity R., B | igible Ca Groupv | ise Machinewise | | | | | | 1 |
| | NG80117 | Bothe Windfarm De | velop_ | 32.00 | 119.70 | 119.70 | ~ | | | | | | |
| | NGB0121 | D. J. Malpani | | 10.00 | 15.00 | 15.00 | × | | | | | | |
| | NGB0127 | CLP Wind Farms (Inc | tia) Pv | 63.00 | 50.40 | 50.40 | ~ | | | | | | |
| | NGB0202 | Mytrah Vayu Krishna | Pvt L | 4.00 | 17.85 | 17.85 🛩 | | | | | | | |
| | NG80210 | Parmarth Wind Ener | | 12.00 | 10.20 | 10.20 | - | | | | | | |
| | NGB0226 | Bhoruka Power Corp | oorati | 29.00 | 49.30 | 4.20 🗸 | | | | | | | |
| | Claim queries | | | | | | | | | | | | ~ |
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| | IRN-0056 | IRN-0213 | Resubmit de | ocument | Submit | tted | | 13-02-2023 | | Open | | | _ |
| | IRN-0070 | IRN-0214 | Resubmit JN clear | IR. JMR not | Submit | tted | Ended | 13-02-2023 | 13-02-20 | 023 Closed | | | |
| | IRN-0072 | IRN-0214 | Resubmit J# | /R | Docum | ent uploaded | accepted | 14-02-2023 | 14-02-20 | 023 Closed | | | |
| | IRN-0075 | IRN-0216 | JMR not cle | ar. Reupload | Docum | ent reuploaded | | 14-02-2023 | 14-02-20 | 023 Closed | | | |
| | IRN-0090 | IRN-0211 | Test | | | | | 15-02-2023 | | Open | | | |
| | Financial gueries | | | | | | | | | | | | ~ |
| | Submit | | | | | | | | | | | | |
| | Query ID | FY Particular ID | | Query by IRE | DA | Response by | claimant Remar | rks by IREDA | Raised on | | Query status | | |
| | IRN-0065 | 2019 Certified copy | | | | | | | 13-02-2023 | | Open | | |

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



| Edit | New Claim Fina | incial Document Submiss | ion All claims Project (| details Raise | Request Option | is 🔑 | | | | | 0 | 00 |
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| | User dash | board | | | | | | | | | | |
| | Project Informati | on | | | | | | | | | | ~ |
| | Project ID | Company name | Pre WTG No Cap | city R., Eligible | e Ca Groupwise | Machinewise | | | | | | 1 |
| | NG80117 | Bothe Windfarm De | elop 32.00 | 119.70 1 | 119.70 | 4 | | | | | | |
| | NG80121 | D. J. Malpani | 10.00 | 15.00 | 15.00 | <i></i> | | | | | | |
| | NG80127 | CLP Wind Farms (Inc | lia) Pv 63.00 | 50.40 | 50.40 | 4 | | | | | | |
| | NG80202 | Mytrah Vayu Krishna | Pvt L 4.00 | 17.85 | 17.85 🛩 | | | | | | | |
| | NG80210 | Parmarth Wind Ener | gy Pv 12.00 | 10.20 | 10.20 | 3 | | | | | | |
| | NG80226 | Bhoruka Power Corp | iorati 29.00 | 49.30 | 4.20 🗸 | | | | | | | |
| | Claim queries | | | | | | - | | | | | ~ |
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| | Query ID | Claim ID | Query by IREDA | Response by | claimant | Remarks by IREDA | Raised on | | Query status | | | 1 |
| | IRN-0055 | IRN-0203 | Resubmit the document | Document i against clair | | | 09-02-2023 | | Open | | | |
| | IRN-0056 | IRN-0213 | Resubmit document | Submitted | | | 13-02-2023 | | Open | | | |
| | IRN-0070 | IRN-0214 | Resubmit JMR. JMR not clear | Submitted | | Ended | 13-02-2023 | 13-02-2023 | Closed | | | |
| | IRN-0072 | IRN-0214 | Resubmit JMR | Document | uploaded | accepted | 14-02-2023 | 14-02-2023 | Closed | | | |
| | IRN-0075 | IRN-0216 | JMR not clear. Reupload | Document | reuploaded | | 14-02-2023 | 14-02-2023 | Closed | | | |
| | IRN-0090 | IRN-0211 | Test | | | | 15-02-2023 | | Open | | | |
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| | IRN-0065 | 2019 Certified copy | | | | | | 13-02-2023 | |)pen | | |

3. The first fast tab is Project information, here user can see all the projects associated with the user. In this tab we can see the details of these projects with fields like Project ID, Company Name, Pre WTG-No., Capacity Registered for GBI (MW), Eligible Capacity (MW) and whether machine or group-wise.

| 7 | Romasha ∨ User dashl | board | | | | | | | | | | | |
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| | Project ID | Company name | Pre 1 | NTG No Capa | ity R., El | igible Ca Groupwis | e Machinewis | . | | | | | |
| | NG80117 | Bothe Windfarm De | evelop | 32.00 | 119.70 | 119.70 | ~ | | | | | | |
| | NG80121 | D. J. Malpani | | 10.00 | 15.00 | 15.00 | ~ | | | | | | |
| | NG80127 | CLP Wind Farms (In | idia) Pv | 63.00 | 50.40 | 50.40 | 4 | | | | | | |
| | NG80202 | Mytrah Vayu Krishr | a Pvt L | 4.00 | 17.85 | 17.85 🛩 | | | | | | | |
| | NG80210 | Parmarth Wind Ene | rgy Pv | 12.00 | 10.20 | 10.20 | 3 | | | | | | |
| | NG80226 | Bhoruka Power Cor | rporati | 29.00 | 49.30 | 4.20 🗸 | | | | | | | |
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| | IRN-0056 | IRN-0213 | Resubmit do | cument | Submit | ted | | 13-02-2023 | | Open | | | |
| | IRN-0070 | IRN-0214 | Resubmit JM clear | R. JMR not | Submit | ted | Ended | 13-02-2023 | 13-02-20 | 023 Closed | | | |
| | IRN-0072 | IRN-0214 | Resubmit JM | R | Docum | ent uploaded | accepted | 14-02-2023 | 14-02-20 | 023 Closed | | | |
| | IRN-0075 | IRN+0216 | JMR not clea | r. Reupload | Docum | ent reuploaded | | 14-02-2023 | 14-02-20 | 023 Closed | | | |
| | IRN-0090 | IRN+0211 | Test | | | | | 15-02-2023 | | Open | | | |
| | Financial queries | | | | | | | | | | | | |
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| | Query ID | FY Particular ID | | Query by IRE | DA | Response by o | daimant | Remarks by IREDA | Raised on | | Query status | | |
| | IRN-0065 | 2019 Certified cop | y of co | | | | | | 13-02-2023 | | Open | | |
| | | | | | | | | | | | | | |



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 Finan | cial Document Subr | nission All clain | ns Project details | Raise Reques | t Options 🔎 | | | | | | ۵ | 0 00 |
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| | User dashb | oard | | | | | | | | | | | |
| | IRN-0110 | IRN-0217 | query2 | | | | | 16-02-2023 | | Open | | | |
| | | | | | | | | | | | | | |
| | IRN-0111 | IRN-0241 | test | dor | e | testing | remarks | 16-02-2023 | 16-02-2 | 2023 Closed | | | |
| [| IRN-0112 | | 16-02-2023 16-02-2023 Closed | | | | | | | | | | |
| | Financial gueries | | | | | | | | | | | | 2 |
| | Submit | | | | | | | | | | | | |
| | Query ID | PY Particular I | p | Query by IREDA | Res | onse by claimant | Remarks b | V IREDA | Raised on | √ Closed on | Query status | | |
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| | IRN-0067 | 2019 Certified o | opy of co | Resubmit | | | | | 13-02-2023 | | Open | | |
| | IRN-0068 | 2019 Certified o | opy of co | | | | | | 13-02-2023 | | Open | | |
| | IRN-0073 | 2020 Audited A | nnual Report at | Resubmit the docu not clear | ment. Doo | ument submitted | Accepted | | 14-02-2023 | 14-02-2023 | Closed | | |
| | IRN-0078 | 2021 Audited A | nnual Report at | Reupload | Reu | ploaded | | | 14-02-2023 | | Answered | | |
| | Past claims | | | | | | | | | | | | ~ |
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| | IRN-0203 | January | 2019 | 09-02-2023 | 1,41,120.00 | 1,34,120.00 | 0.00 | Reje | ted | | | | |
| | IRN-0205 | February | 2019 | 09-02-2023 | 17,155.00 | 0.00 | 0.00 | Reje | ted | | | | |
| | IRN-0213 | May | 2019 | 13-02-2023 | 15,000.00 | 15,600.00 | 0.00 | Reje | ted | | | | |
| | IRN-0214 | July | 2019 | 14-02-2023 | 2,150.00 | 2,150.00 | 0.00 | Reje | ted | | | | |

5. The third fast tab is Financial queries; the queries raised by IREDA against the financial documents submitted by the user will appear here. It contains the details like Query ID, FY, Particular 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.

Page 6 | 29



2. New claim submission

Claimant can perform several activities from the Dashboard as follows,

i) 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.

| | Operations | | | ∫O Search | | | IRN 🤩 🍈 |
|---------|-----------------------------------|----------------------------|----------------|----------------------------------|----------------------------------|------------------------------------|---------|
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| | asha * 🗸 | | | | | | |
| Use | er dashb | oard | | | | | |
| Proj | ect ID | Company name | Pre WTG No | Capacity Registered for GBI (MW) | Eligible Capacity (MW) Groupwise | Machinewise Project Location State | |
| NG | 5B0409 | Ahalia Alemate Energy Pv | 4.00 | 8.40 | 8.40 | ✓ Kerala | |
| NO | 380436 | Sun Photo Voltaic Energy | 14.00 | 60.00 | 44.00 🗸 | Karnataka | |
| NG | 3B0441 | Green Infra Wind Power G | 22.00 | 44.00 | 98.70 🗸 | Karnataka | |
| NG | 380460 | Ostro AP Wind Pvt Ltd | 47.00 | 98.70 | 4.20 🗸 | Andhra Pradesh | |
| NG | SB0467 | Nutrix India Pvt Ltd | 2.00 | 4.20 | 16.80 | ✓ Gujarat | |
| NG | GB0470 | Narmada Wind Energy Pv | 4.00 | 8.00 | 26.00 🗸 | Madhya Pradesh | |
| | | | | | | | |
| Clair | im queries | | | | | | |
| Su | ibmit | | | | | | |
| Que | ery ID | Claim ID Query I | by IREDA | Response by claimant Rema | rks by IREDA Raised on | | |
| | | | | | | | |
| Su | ancial queries abmit ery ID | PY Particular ID | Query b | y IREDA Response by claimant | Remarks by IREDA | Raised on 🏾 Closed on Query status | |
| | | | | | (A) | | |



b) The project that we selected is of Machine-wise type.

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| ave Submit Options ,P | | | | ⊗ 0 ₽0 => |
| Standard view ~ Machine Claim | | | | |
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| Machine wise claim details for the project | | | | ~ |
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| Energy Fed to Grid as per JMR/OEM | | | | ^ |
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| Energy details as per Invoice | | | | ^ |
| Energy Export (kWh) Energy Import (kW 0.00 0.00 GBI unit claimed (kWh) GBI Amount(Rs.) 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0 | h) Net Energy Billed as per Invoice (| | | |
| Document Upload | | | | ~ |
| + New Save Selete Attachments | | | | |

c) Thus, this form will open with heading as "Machine Claim"

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

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|) | Project details | | | | | ~ | | | | | | |
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| | Machine | wise claim details for | the project | | | | | | |
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g) Location and Capacity will auto-populate.

| Project details | | | | | |
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8. Here we can see the Project registration number of the project selected and its details that is Company details, Project details and GBI account details.

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9. Select a project and Click On "All claims" button to see all the claims under the project submitted by user.

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10. This page will open, where we can see the *Claim ID*, *Project ID*, *Company name*, *Month*, *Year*, *Submission date*, *GBI Claimed and Status of the Claims*.



11. Now click on the "Claim ID" of the claim you want to see further details of.

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12. This page will open, where we can see the details of the claim selected.



4. Query

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

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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.

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3. Fill the Response by claimant section.

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4. As of now we can see, the query status is open. Now after filling response by claimant, click on submit.

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



6. The same is the case with Financial Queries.

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| | NGB0121 | D. J. Malpani | 10.00 | 15.00 | 15.00 | ~ | | | | | |
| | NG80127 | CLP Wind Farms (India) Pv | 63.00 | 50.40 | 50.40 | ~ | | | | | |
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7. In accordance with the project selected, the Financial queries against that project will reflect in the "Financial queries" fast tab.

8. The user will view the "Financial query(s)", the financial queries are related to the Financial documents submitted thus, user will view the query by IREDA and will according to the ask in "Financial Document Submission" part.



9. After doing the required work, the user will fill the "Response by claimant" section and click "submit" to submit the query.

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| 7 | Standard view ∽ User dashboard | | | | | | | | | | | | |
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10. After clicking the "Submit" button, the query status will change to "*Answered*" from "*Open*". The submit button will also get deactivated.

| V | Standard view V | board | | | | | | | | | |
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