

## **Subject: Advisory on Introduction of Form ENR-03 for Enrolment of Unregistered Dealers/Persons in e-Way Bill Portal for generating e-way Bill.**

Feb 15th, 2025

Dear Stakeholders,

A new feature has been introduced in the E-Way Bill (EWB) system to facilitate the enrolment of unregistered dealers supplying goods, with effect from **11.02.2025**. In accordance with **Notification No. 12/2024 dated 10th July 2024**, **Form ENR-03** has been introduced for the enrolment of unregistered dealers.

2. Unregistered dealers engaged in the movement or transportation of goods can now generate e-Way Bills by enrolling themselves on the EWB portal and obtaining a unique **Enrolment ID**. This ID will serve as an alternative to the Supplier GSTIN or Recipient GSTIN for generating e-Way Bills.

### **User Guide for ENR-03 Enrolment**

#### **1. Accessing ENR-03:**

- a) As per the notification, an **Unregistered Person (URP)** can enrol using Form ENR-03.
- b) The option is available under the "**Registration**" tab in the main menu of the EWB portal.

#### **2. Filling Out the ENR-03 Form:**

- a) Upon selecting the option, the enrolment screen will be displayed.
- b) The applicant must select their **State** and enter their **PAN details**, which will be verified.
- c) The type of enrolment must be selected, and **address details** must be provided.
- d) A **mobile number** must be entered, which will be verified via OTP.

#### **3. Creating Login Credentials:**

- a) The user must create a **username**, check its availability, and set a **password** before submitting the details.
- b) Upon successful submission, a **15-character Enrolment ID** will be generated, and an acknowledgment will be displayed.
- c) This Enrolment ID can be used for generating e-Way Bills in place of a GSTIN.

#### **4. Generating an e-Way Bill:**

- a) The enrolled URP can log in to the EWB portal using the registered credentials.
- b) By selecting the '**Generate New**' option, the Enrolment ID will be auto-populated as the Supplier/Recipient.
- c) Other relevant details must be entered before proceeding with e-Way Bill generation.

For further assistance or queries related to this update, taxpayers may contact the GST Helpdesk or refer to the **detailed User Guide** attached.  
[https://tutorial.gst.gov.in/downloads/news/user\\_manual\\_for\\_enr\\_03\\_final.pdf](https://tutorial.gst.gov.in/downloads/news/user_manual_for_enr_03_final.pdf)

This advisory is issued for the information and compliance of all stakeholders.

Thank You,  
Team GSTN