



Smaller . Smarter . Speedier



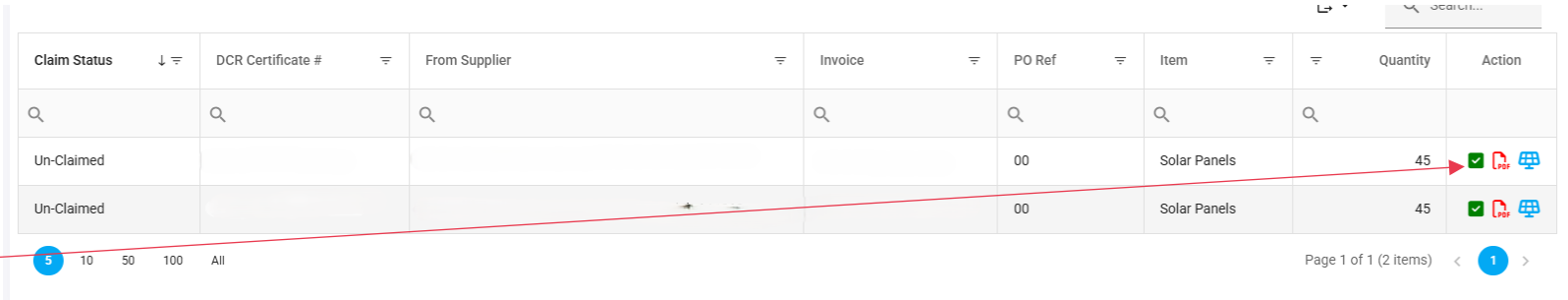
नवीन और नवीकरणीय ऊर्जा मंत्रालय
Ministry of New and
Renewable Energy

<https://solardcrportal.nise.res.in>

DCR Verification Portal FAQ

DCR Claim

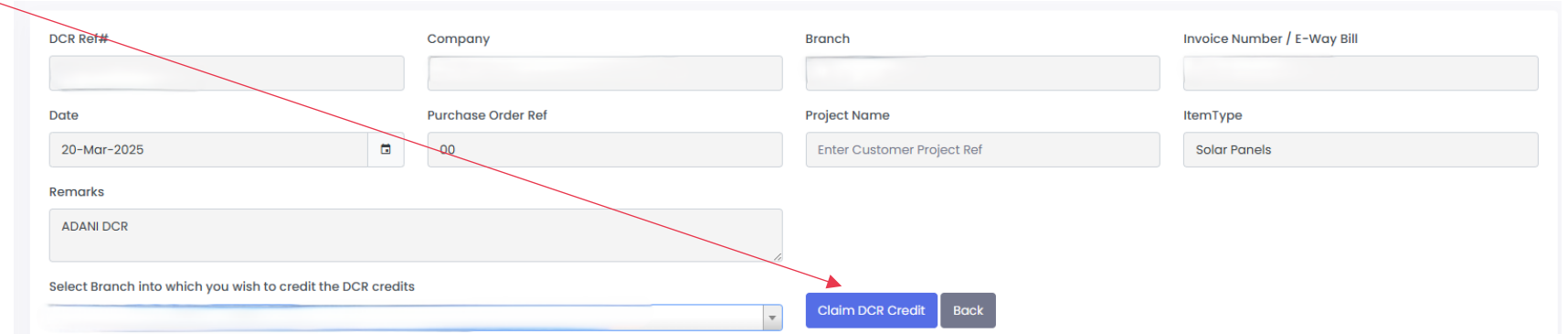
- DCR -> Un-claimed / Credit
- Get a list of Pending DCRs to be Claimed
- Click on the Credit DCR Button
- Select the Branch where you wish panel stock to be taken
- Claim DCR Credit



The screenshot shows a table with columns: Claim Status, DCR Certificate #, From Supplier, Invoice, PO Ref, Item, Quantity, and Action. There are search icons in the first six columns. The table contains two rows of 'Un-Claimed' items, both for 'Solar Panels' with a quantity of 45. The 'Action' column for each row contains three icons: a green checkmark, a red 'X', and a blue document icon. A red arrow points from the 'Credit DCR Button' in the list to the green checkmark icon in the first row. Below the table, there are pagination controls showing '5', '10', '50', '100', and 'All' items per page, and a page indicator 'Page 1 of 1 (2 Items)' with a blue circle containing the number '1'.

Claim Status	DCR Certificate #	From Supplier	Invoice	PO Ref	Item	Quantity	Action
Un-Claimed				00	Solar Panels	45	  
Un-Claimed				00	Solar Panels	45	  

Before claiming, please check the vendor name and the invoice belonging to you. Sometimes, you get a Certificate by mistake if the Vendor entered the wrong PAN details



The screenshot shows a form for claiming DCR credit. It includes input fields for: DCR Ref#, Company, Branch, Invoice Number / E-Way Bill, Date (20-Mar-2025), Purchase Order Ref (00), Project Name (Enter Customer Project Ref), and ItemType (Solar Panels). There is a Remarks section with a text area containing 'ADANI DCR'. Below the remarks, there is a dropdown menu labeled 'Select Branch into which you wish to credit the DCR credits'. At the bottom right, there are two buttons: 'Claim DCR Credit' (blue) and 'Back' (grey). A red arrow points from the 'Claim DCR Credit' button in the list to the 'Claim DCR Credit' button in the form.

DCR Ref# Company Branch Invoice Number / E-Way Bill

Date Purchase Order Ref Project Name ItemType

Remarks

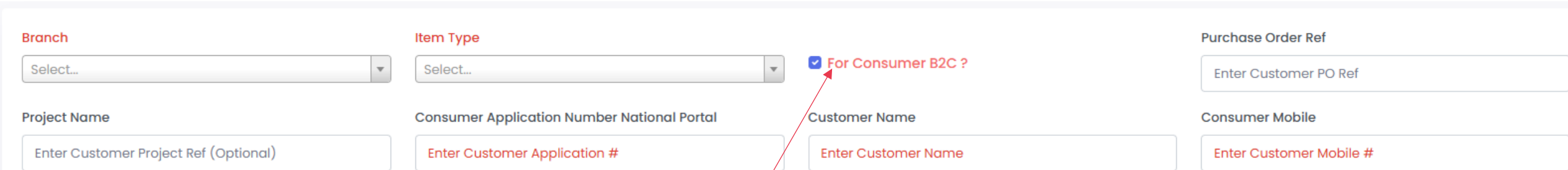
Select Branch into which you wish to credit the DCR credits

Not showing Certificate in Un-Claimed

- If you are not seeing the Certificate under unclaimed, issued by your Seller. Check the PAN number displayed in the certificate, and it's correct.
- If PAN is not displaying/wrong, ask your seller to edit the certificate and issue it against your correct PAN.

DCR Sell B2C

- DCR -> Sell
- Click on DCR Sell



The form contains the following fields and labels:

- Branch**: A dropdown menu with "Select..." as the placeholder.
- Item Type**: A dropdown menu with "Select..." as the placeholder.
- For Consumer B2C ?**: A checked checkbox.
- Purchase Order Ref**: A text input field with the placeholder "Enter Customer PO Ref".
- Project Name**: A text input field with the placeholder "Enter Customer Project Ref (Optional)".
- Consumer Application Number National Portal**: A text input field with the placeholder "Enter Customer Application #".
- Customer Name**: A text input field with the placeholder "Enter Customer Name".
- Consumer Mobile**: A text input field with the placeholder "Enter Customer Mobile #".

- Select the Branch from which you are selling, and stock must be available in that branch.
- Select the Item Type “Solar Panel”, If the item type does not show means you don’t have stock. You have forgotten the DCR Claim process. Complete the first DCR Claim Process.
- You need to select the Check Box “**For Consumer B2C?**”.
- Enter the Consumer Application number as per the National Portal. You can only generate a Single DCR Certificate against your Consumer Application Number.

DCR Sell B2C

Project Name Enter Customer Project Ref (Optional)	Consumer Application Number National Portal Enter Customer Application #	Customer Name Enter Customer Name	Consumer Mobile Enter Customer Mobile #
Customer Address Enter Customer Address (Optional)	Customer State Select...	Customer Pin Code Enter Pin Code (Optional)	Customer Contact Person Enter Contact Person (Optional)
Customer Contact Email Enter Contact Person Email	Invoice Number / E-Way Bill Enter Invoice / E-Way Bill Number	Date Enter Date	

- Enter Customer Name and Mobile number.
- Enter Address, State, Pin Code.
- Enter Customer Name, Email address.
- Enter your company **Sell Invoice** / E-way Bill, **don't enter your seller Invoice number**.

DCR Sell B2C

Panel Numbers (Enter Or Upload Via Excel)

Enter Panel Numbers

Upload Excel (Column A Row 2 Onwards Data Will Read)

Choose File

No file chosen

Quantity

0

Add

Remarks

Enter Remarks

- Enter Panel Numbers, or you can upload via an Excel File.
- Enter the Quantity
- Click on the “Add” Button
- System check entered Panel numbers are correct and in your stock. If any error system will display in Pop-Up box; otherwise system will remove all numbers that you entered and list them at the bottom.

- Error Messages

- Panel Not in Your Stock (Not Claimed / Sold it)
 - The system displays details about it.
- Panel Not in Your Stock On 12-Feb-2025, Stock Available on 15-Feb-2025.
 - You have purchased on 15-Feb-2025, so you can't sell before that date.
- Duplicate Numbers Found
 - If you enter the same numbers multiple times system displays which number you have entered multiple times.
- Quantity Entered: 5 Panel Numbers Entered: 4 Duplicate Number XXXX
 - You have entered 5 quantities, but only entered 4 Panel numbers system displays a message. If the System says Duplicate number, “ it means you are entering the same number twice, so check that number in your entry.”
- Panel Already Added Earlier
 - When you click “Add” the system removes the numbers; don't enter them again in the box.
- Wrong Serial Number (Not Manufactured / Typo Error)
 - The number you entered is unavailable on the DCR Portal. It's a typo error or the manufacturer has not uploaded data yet.

DCR Sell B2C

Confirm

Back

Item	Quantity	KW	Action
ASBT0002-575 ASBT-575-TOPCON-MODULE	1	0.57	
Sum: 1		Sum: 0.57	

5 10 50 100 All

Page 1 of 1 (1 items) < 1 >

Panel Number

5 10 50 100 All

Page 1 of 1 (1 items) < 1 >

- Now you will get the “**Confirm**” button to create a DCR Certificate
- Click Confirm to generate a DCR Certificate. Please check all data before confirming. After you create a certificate can't be changed / cancelled.
- A **16-digit certificate number** is generated in the format XXXX-XXXX-XXXX-XXXX

FAQ

The Item Type is not showing any data to select

- You have not yet claimed the DCR Certificate.

How to Convert B2B to B2C or B2C to B2B

- If your customer has not claimed the certificate, it can be edited via DCR -> Sell. Search the Certificate and you will see the “Edit” button. Change the customer details as required. If you unselect **For Consumer B2C?** It will convert to B2B you need to enter PAN.

The invoice number was entered wrong

- If your customer has not claimed the certificate, it can be edited via DCR -> Sell. Search the Certificate and you will see the “Edit” button. Change the customer details as required

The system is showing Invoice number already exists.

- You can't create a certificate on the same invoice number (1234). Earlier, if you had created a partial certificate, then you could create it by adding any Prefix or Suffix like “1234A”. Here you need to enter your company invoice numbers, not your seller's Invoice number.

The system is showing DCR Already Issued to this Consumer.

- You can't create multiple certificates on the same Consumer Application Number. On the National Portal, you can only upload a single certificate. To check the certificate number against your Application number visit DCR -> Sell

Getting Error Message “Certificate is not B2C”

- On the National Portal, only a B2C certificate can be uploaded. You can't upload your seller DCR Certificate to the National Portal. Claim a B2B certificate and create a B2C certificate for your Consumer.

Panel purchased in the year 2023. How to Create DCR?

- On the DCR portal, you can only create a DCR Certificate if you have got Certificate from your seller and Panel in stock. For older stock need to contact the National Portal.

Certificate Cancel

- The certificate will never be cancelled after it's generated. The certificate can be editable (Only Customer details, Invoice, Application Number) if it's not claimed.

Cannot create DCR Certificate after clicking “Confirm”

- Please check all the fields you have entered and see if any error messages are displayed in red text. Resolve the data input error, and after that, you can generate the certificate.

DCR Already Issued to this Consumer

- You have already created the certificate with the same consumer number. Check all created certificates and search for the consumer number; you can find it.

Dos and Don'ts

Don't create multiple certificates for the one consumer application.

- The National Portal only accepts one certificate.

Don't upload a Certificate without proper data checking

- Certificate once searched on the national portal, it is marked as Claimed on the DCR portal. After that, you can't edit the certificate.

Don't create a Single Certificate for multiple consumers

- If you create a single certificate and upload it to the national portal, all your numbers will be marked as Claimed, and the same certificate you can't upload to another consumer too. The national portal says message “**DCR Certificate is already used in another application.**”