# 1. Home Page:-

This page shows the home page of the **<u>REC Registry System</u>**.





## Process for Registration of Electricity Trader:-

1) From the home page of the REC Registry System, select Electricity Trader.





#### Steps for first time registration of an authorised Electricity Trader:-

1) Select Trader Registration option.





| Category of license *                     | : Select License Category V   |
|---|---|
| Postal Address of the Electricity Trader* |   |
| City/Town/Suburb *                        |   |
| State Name *                              | : Select state  |
| Postal Code *                             | :   |
| Contact Details                           |   |
| Primary Contact Person Name *             |   |
| Position/Designation *                    |   |
| Contact Number (Phone No.) *              | : +91-  |
| Contact Number (Mobile No.) *             | : +91 -   |
| Fax Number                                | : +91 -   |
| Email ID*                                 |   |
| Website                                   |   |
| Upload Trader License Certificate *       | Choose File No file chosen . Note: Please upload only pdf file extension and file size: 500 KB. |
| Please enter security code *              | 2 <sup>A</sup> MxOh<br>Regenerate Security Code   |

3) After filling all the details <u>(specially the one marked with an \* symbol)</u> hit the <u>submit</u> button for storing the details.

| Note: Dieses unlead only off file systemation and file size: FOD VD |
|---|
| Regenerate Security Code  |
|   |

- 4) After hitting the submit button, application will be submitted to Central Agency.
- 5) Central agency will approve the trader after verification.

Submit Reset

6) After successful approval from Central Agency, trader will receive **login <u>credentials</u>** on the **<u>registered email</u>**.



7) Once the <u>username and one time password</u> is received on the <u>registered email</u> the <u>trader</u> can log in.



|    | Login Panel of Electricity Trader  |  |
|----|--|--|
|    | User Name  |  |
|    | Password   |  |
|    | Captcha Code Bg X PAP Colored Code Bg X PAP Code Code Bg X PAP Code Code Code Code Code Code Code Code |  |
| AR |  |  |
|    | ग्रेड-इडिर   |  |
|    |  |  |



# Process to Register Buyer :-

#### 1) Select Add Buyer Details option from Buyer Details tab.



| 2) A | new window will open co                              | n    | taining a form.   |
|------|--|------|---|
|      | भारतीय अक्षय ऊर्जा प्रम<br>RENEW BLE ENERGY CERTIFIC | TU   | ापत्र पंजीकरण<br>Registry of India  |
| Hom  | Buyer Details Trading Change Password System         | n Au | ıdit Trail  |
|      | Add Buyer Details                                    |      |   |
|      | Is Buyer Registered*                                 | :    | Select Buyer Registered V   |
|      | Name of the Buyer *                                  | :    |   |
|      | Entity Code *  | :    | Note: 6-digit Alphabet Code e.g. POSOCO for Power System Operation Corporation Ltd. |
|      | Facility Number *                                    | :    | Note: 2-digit Numeric Code like 01 for 1st Buyer.                                   |
|      | Buyer Category*                                      | 1    | Select Buyer Category V   |
|      | Mode of Participation*                               | :    | Select Mode of Participatior V  |
|      | State Name*  | 1    | Select State Name V   |
|      | Postal Code *  | 1    |   |
|      | Submit Reset   |      |   |

- a) If the buyer is <u>already registered</u> with any other trader or Power Exchange then the trader must select YES option for the same.
- b) The trader will also provide the <u>buyer code</u> registered with any <u>trader or</u> <u>Power Exchange</u> (The trader will get this information from buyer).



Note:- After providing the correct Buyer Code of any Trader or Power Exchange, all the details get filled automatically.

| Add Buyer Details Is Buyer Registered*  Ves Vote: If buyer already registered with Power Exchanges such like IEX, PXIL, HPX or other electricity traders. Please choose option   | Pe  |
|--|---|
| Is Buyer Registered*  Note: If buyer already registered with Power Exchanges such like IEX, PXIL, HPX or other electricity traders. Please choose option   |   |
| Is Buyer Registered*   |   |
| Note: If buyer already registered with Power Exchanges such like IEX, PXIL, HPX or other electricity traders. Please choose option   |   |
|  | 'yes'.  |
| Buyer Code * :   |   |
| Note: If buyer already registered with Power Exchanges such like IEX, PXIL, HPX or other electricity traders. If registered with mult<br>registered buyer code with any power exchange or electricity trader as provided by the buyer. (e.g. GJMARGDEFOTIE).   | tiple power exchanges or electricity t            |
| Name of the Buyer * :  |   |
| Ealth Code 1   |   |
| Entity Code<br>Note: 6-digit Alphabet Code e.g. POSOCO for Power System Operation Corporation Ltd.   |   |
|  |   |
| Note: 2-digit Numeric Code like 01 for 1st Buyer.  |   |
| Buyer Category* :Select Buyer Category   |   |
| Mode of Participation* :Select Mode of Participatior ~   |   |
| State Name* :Select State Name V   |   |
| Postal Code * :  |   |
| If the buyer is <u>not registered</u> with any other <u>trader or Power Exch</u><br>the trader must select <u>NO</u> option for the same and provide all th  | ange then<br>he fields to                         |
| If the buyer is <u>not registered</u> with any other <u>trader or Power Exch</u><br>the trader must select <u>NO</u> option for the same and provide all th<br>register the buyer with the <u>Trader</u> .   | ange then<br>tields to                            |
| If the buyer is <u>not registered</u> with any other <u>trader or Power Exch</u><br>the trader must select <u>NO</u> option for the same and provide all th<br>register the buyer with the <u>Trader</u> .   | ange then<br>te fields to                         |
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| If the buyer is <u>not registered</u> with any other <u>trader or Power Exch</u><br>the trader must select <u>NO</u> option for the same and provide all th<br>register the buyer with the <u>Trader</u> .<br>আ মাংবীয় এল্লায় জলা দ্র্যালামর মঁলীকংগ<br>মেংমিন্দ্র Energy Certific/Tre Registry or INDIA | ange then<br>the fields to                        |
| If the buyer is <u>not registered</u> with any other <u>trader or Power Exch</u><br>the trader must select <u>NO</u> option for the same and provide all th<br>register the buyer with the <u>Trader</u> .   | ange then<br>the fields to                        |
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| If the buyer is <u>not registered</u> with any other <u>trader or Power Exch</u><br>the trader must select <u>NO</u> option for the same and provide all th<br>register the buyer with the <u>Trader</u> .   | <b>ange</b> then<br>the fields to                 |
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| If the buyer is <u>not registered</u> with any other <u>trader or Power Exch</u><br>the trader must select <u>NO</u> option for the same and provide all th<br>register the buyer with the <u>Trader</u> .   | hange then<br>he fields to<br>Pending Ba          |
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**Note**:- After submitting the required details, buyer details will be forwarded to Central Agency for approval and once the Central Agency approve the details, buyer will be registered with the trader.



# Process to Register Seller :-

1) Select <u>Add Seller Code Request</u> option from <u>Seller Details tab to register</u> <u>seller.</u>

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|---|
|   |
|   |
| Home Buyer Details Seller Details Trading Change Password System Audit Trail    |
| Seller Code Request   |
| Pending Seller Code Request   |
| Approved Sellers Code   |
|   |
| Welcome Electricity Trader Dashboard  |
|   |
|   |
|   |
| 2) A new window will open containing a form to fill registration code of the RE |
| Generator and the corresponding seller name                                     |
| <u>echerator</u> and the corresponding <u>sener name.</u>                       |
|   |
| - भारतीय अक्षय ऊजा प्रमाणपत्र पंजाकरण   |
| RENEWABLE ENERGY CERTIFICATE REGISTRY OF INDIA                                  |
|   |
| Home Buyer Details Seller Details Trading Change Password System Audit Trail    |
|   |
| Add Seller Code Request   |
|   |
| Registration Code *   |
| Project Name *  |
|   |
| Submit Reset  |



 After providing the details click the submit button to <u>send request</u> for <u>seller</u> <u>code</u> to <u>Central Agency</u>.



| Show 10 | ▼ entries           | Search:           |                  |
|---------|---------------------|-------------------|------------------|
|         | Registration Code   |                   | Added Date       |
| 1       | XXXX-XXX-XXX        | ***************** | 0000-00-00 00:00 |
| Showing | 1 to 1 of 1 entries |                   | Previous 1 Next  |



 After successful approval by Central Agency the seller code will be visible in <u>Approved Seller Code List</u> under the <u>Seller Details tab</u>.

| भारतीय अक्षय ऊर्जा प्रमाण<br>Renewไble Energy Certificไหะ R | ात्र पंजीकरण<br>EGISTRY OF INDIA |                        |               |                    |
|---|----------------------------------|------------------------|---------------|--------------------|
| Home Buyer Details Seller Details Trading Change Password   | System Audit Trail               |                        |               |                    |
| Approved Sel<br>Pending Seller Code List                    |                                  |                        |               | Export: 🗐          |
| Approved Sellers Code<br>Search Sellers List                |                                  |                        |               |                    |
| Name of Entity Approved Sellers Cod                         | e List                           | Registration Code      |               |                    |
| Seller Code   |                                  | State Name             | Select States | ~                  |
| Seller Issued From Date                                     |                                  | Seller Issued To Date  |               |                    |
| Search  |                                  | ·                      |               |                    |
| Show 50 v entries   |                                  | Search:                |               |                    |
| Sr.No. Name of Entity                                       | Registration Code                | Seller Code            | State Name    | Date of Issue Code |
|   | No d                             | ata available in table |               |                    |
| Showing 0 to 0 of 0 entries                                 |                                  |                        |               | Previous Next      |

## 7) <u>Click the search</u> button to get <u>Approved Seller Code List</u>.

| REC R              | iरताय अक्षय ऊजा प्र<br>ENEWABLE ENERGY CERTIFIC  | TE REGISTRY OF INDIA       |                   |                      |             |               |                    |
|--------------------|--|----------------------------|-------------------|----------------------|-------------|---------------|--------------------|
| Home Buyer Details | Seller Details Trading Change P<br>ers Code List | assword System Audit Trail |                   |                      |             |               | Expo               |
| Search Sellers     | Code   |                            |                   |                      |             |               |                    |
| Name of Entity     |  |                            | R                 | egistration Code     |             |               |                    |
| Seller Code        |  |                            | s                 | tate Name            |             | Select States | ~                  |
| Seller Issued From | n Date   |                            | S                 | eller Issued To Date |             |               | 3                  |
| Search             |  |                            |                   |                      |             |               |                    |
| Show 50            | ✓ entries  |                            |                   | Search:              |             |               |                    |
| Sr.No.             | Name of Enti                                     | ty                         | Registration Cod  | le                   | Seller Code | State N       | Name Date of Issue |
|                    |  |                            | VVVV-VVVV-VVVV-VV |                      |             |               |                    |



# Process to Apply for Trade (Trade Application):-

1) First <u>seller</u> will <u>block</u> the <u>number of RECs</u> to be <u>traded</u> through its login.

2) The trader will provide the <u>Seller Code, Buyer Code and number of REC's</u> to be traded. Before applying for the trade request, the Trader must have back to back arrangement with the buyer and the seller.

| भारतीय अक्षय<br>Renew Kale Ener                | ग ऊर्जा प्रमाणपत्र पंजीकरण<br>Rgy Certific Tre Registry of India             |
|--|--|
| Home Buyer Details Trading Change I            | Password System Audit Trail  |
| Add Trading Details                            |  |
| Seller Code *                                  |  |
| Buyer Code *                                   | :  |
| Quantity *                                     |  |
| Submit Reset<br>3) The trade request w         | ill be forwarded to Seller for its consent.                                  |
| 4) After consent recei<br>Agency for trade app | ved from seller, application will be <b>transfered to Central</b><br>proval. |

