





REFERENCE MANUAL FOR EXISTING AGENCIES MIGRATED TO NEW BEE S&L WEB PORTAL

JUNE, 2013





The Reference Manual contains following information with intent to help the BEE S&L E-filing website users:

- Workflow Summary
- Process Diagram
- Help Screens

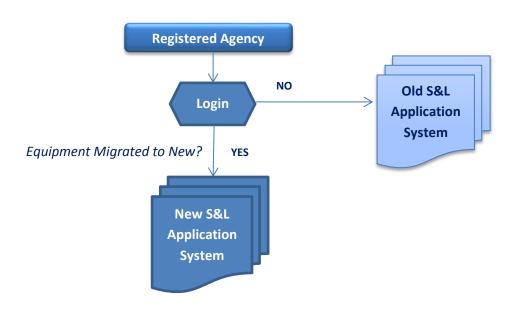
Bureau of Energy Efficiency, hereby referred to as BEE, is in the process of migrating registered agencies gradually to new system developed for S&L scheme. Also, all new agency registrations effective <u>May 7 2013</u> are being processed in the new S&L application server.

This document has been prepared to guide all registered agencies which have been migrated to new Web Portal for BEE Standard & Labelling Programme from old system. Please refer to Equipment migrated list available on login screen to check whether your agency have been migrated or not.

If the equipment for which your agency was registered initially does not exist yet in that list, then it's under process of migration and for now, as before, you will be automatically re-directed to old BEE S&L application system on login.

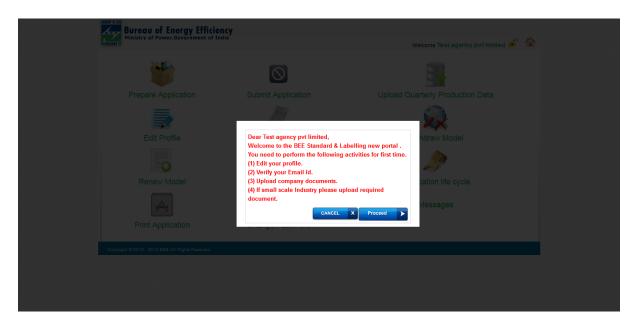






Work Flow Summary & Process Diagram

On Login, if your equipment is migrated to New S&L, you'll see similar message as shown below.



On clicking "PROCEED", it will navigate to AGENCY DETAILS (as shown below) where you'll need to verify the information migrated on the New S&L system





and submit the requested documents. If you'll click "CANCEL" it will take you to login page.

Edit Agency Details							gency pvt limited 📫
Company Details	es allowed, please up	lioad correct f	lle or else you	will not able to submi	t the a	pplication	
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Category •		Manufacturer		•			
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State *	Gujarat	•		District *	Ahme	dabad 🔹	
Pincode *	38023						
Phone Details							
State Code-Phone No. *	01111 - 123456789			Mobile No. •	123456	67891	
Fax No.	01111 - 12345679			Website	www.te	est.com	
Email *	test@test.com						
	lesteries.com						
Manufacturing Facility I	Details						
Click here if same as E							
Name of the Company *	Test agency p	vt limited					
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State *	Gujarat	-		District *		Ahmedabad	•
Pincode *	38023			State code-Phon	e no. *	01111 - 1234567	789
Mobile No. *	1234567891			Fax No.		01111 - 1234567	
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Designation *	Manager			Email *		est.com change your email id	Check here if you
Phone No. *	- 1234567895			Mobile No. *	123456		
Fax No.	- 12345677						
Company Registration/F	inancial Details						
Company Reg No. *	4263			Company Reg Date *		10-04-1981	(DD/MM/YYYY)
Company's PAN •	aaa12345567			Annual Turnover(in Lacs)	•	₹ 16000	
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On clicking SUBMIT, it will take you to Preview page for reviewing filled information.

Review Agency Information			Welcome Test agency pvt limited 🚅 🏠
Company Details			
Name of the Firm	Test agency pvt limited		
Category	Manufacturer		
Industry Type	Large Scale Industry - Security De	posite : Rs 1,00,000 (One lakh only)	
Business Address			
Address Line 1	test address	Address Line 2	N/A
City/Town	AHMEDABAD	District	Ahmedabad
State	Gujarat	Country	India
Pincode	380235	State Code-Phone No.	01111-123456789
Mobile No.	1234567891	Fax No.	01111-12345679
Email	test@test.com	Website	www.test.com
	0		
Manufacturer Facility Details			
Name of the Company	Test agency pvt limited		
Address Line 1	test address	Address Line 2	N/A
City/Town	AHMEDABAD	District	Ahmedabad
State	Gujarat	Country	India
Pincode	380236	State code-Phone no.	01111-123456789
Mobile No.	1234567891	Fax No.	01111 - 12345679
Email	test@test.com	ISO Certificate	View Documents
Valid Till Date	01-07-2017	Website	www.test.com
Contact Person Details			
Name	Mr Test first name Test middle nar	ne Test last name	
Designation	Manager	Email	test@test.com
Phone No.	0111-1234567895	Mobile No.	1234567891
Fax No.	01111-12345677	mobile No.	1234307031
	01111-12343077		
Company Registration Details	/Financial Details		
Company Reg No.	4263	Company Reg Date	10-04-1981
Company's PAN	aaa1234556	Annual Turnover(in Lacs)	₹ 16000 (sixteen thousand rupees only)
Equipment Details			
Equipments	TFL	Brand Name	test brand
Equipments	IFL	Di alla Marile	test brand
Company documents Details			
Trade Mark/Company Registration certificate	View Documents	Valid Till Date	09-07-2015
Quality System Certificate ISO 9001	View Documents	Valid Till Date	10-07-2017
Authorized Letter for Signatory	View Documents		

You have an option to edit the information by clicking EDIT button OR Click SUBMIT to proceed. On SUBMIT, you'll receive an email on contact provided for email verification.



Email with subject line –"BEE S&L Email Verification Required" will be received at registered email address. If you do not see the above email in INBOX, please check your spam/junk folder. You will be allowed to access BEE S&L once you have verified your email by visiting the link sent in above email.





12:32 PM (2 minutes ago) 📩 🔸 💌

BEE S&L Email Verification Required Definition X

noreplybee@gmail.com to test, noreply 🗨

> Dear Test first name Test middle name Test last name, Test agency pvt limited.

Please verify your e-mail by clicking the link mentioned below

http://localhost:52824/Manufacturer/emailverified?ID=MTQ1MTc=

Reference Id 14517 Equipment TFL Brand test brand

In case it doesn't work, you may need to copy and paste the above link into the address bar of browser.

Regards,

Bureau of Energy Efficiency

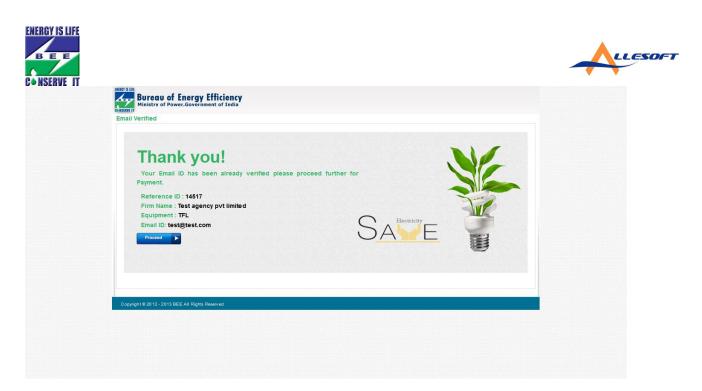


Please note that it is an auto generated e-mail; please do not reply to it.

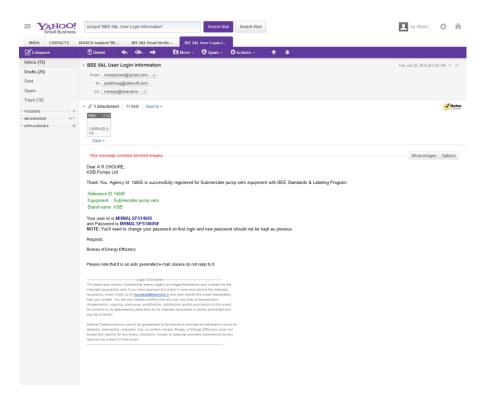
-Legal Disolaimer-This email may contain Confidential and/or legally privileged Infomation and is meant for the intended recipient(s) only. If you have received this e-mail in emor and are not the intended recipient's, kindly notify us at <u>Budgets@beendia</u> in and then delete this e-mail immediately from your system. You are also hereby notified that any use, any form of reproduction, dissemination, copying, disclosure, modification, distribution and/or publication of this e-mail, its contents or its attachment's other than by its intended recipient's is strictly prohibited and may be unlawful.

Internet Communications cannot be guaranteed to be secure or enor-free as information could be delayed, intercepted, compted, lost, or contain viruses. Eureau of Energy Efficiency does not accept any liability for any erora, amissions, viruses or computer problems experienced by any recipient as a result of this e-mail. Jobs in Railway

On clicking on the link provided in the mail following page will appear.



After proceeding a mail will be sent regarding new user id and password.



Then, you need to login again with given User-id and Password.

ENERGY IS LIFE		
CONSERVE IN Initiative of Power, Government of India Manufacturer Login Panel Members Log in USER HAME THMALDTRI5041 Pass try gain. Check your UserID & Password along with status and group assigned.	Register New Agency Agency Search Pay Registration Fee [Before proceed for payment, kindly verify contact person's Email Id.]	
Copyright © 2012-2013 BEE All Rights Reserved		

You will be asked to change the password at first time login on this new portal. Kindly note the new password before proceeding further.

Change Password Welcome test test test Velcome test test test Velcome test test test Vent well be automatically redirect to the login page to login with your new changed password. After that you will be automatically redirect to the login page to login with your new changed password. User [D* TMMALDTR15041 Current Password* Continue Password* Continue	Bureau of Energy Efficien Ministry of Power, Government of Ind	cy	Welcome Test Agency Pvt Limited 🗳 🔺 🏠
You have logged in for the First time, now you need to change your password. After that you will be automatically redirect to the login page to login with your new changed password. User ID* User ID* TNMALDTR15041 Current Password* Confirm Password* Confirm Password* Continue	Change Password		
After that you will be automatically redirect to the login page to login with your new changed password. User ID* TNMALDTR15041 Current Password* Confirm Password* Confirm Password* Confirm Password* Continue C			
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New Password* Confirm Password* Confirm Password* CONTINUE CANCEL X	User ID*	TNMALDTR15041	
Confirm Password*	Current Pas sword*		
	New Password*		
	Confirm Password*		
	Copyright © 2012 - 2013 BEE All Rights Reserved		CONTINUE CANCEL X

After password has been changed, you will be redirected to login screen again. You will need to login with new user id and new changed password.

ENERGY IS LIFE B E E Conserve It			
Construc II	Ministry of Power, Government of India		
	Manufacturer Login Panel	Register New Agency Agency Search Pay Registration Fee [Before proceed for payment, kindly verify contact person's Email Id.]	
	Copyright © 2012 - 2013 BEE All Rights Reserved		

On successful login, you'll be taken to new Dashboard of this S&L system with options available as below

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Print Application Change Password Messages	Edit Profile	Generate Invoice	Withdraw Model
Print Application Change Password			
Print Application Change Password	Renew Model	Pay Labelling Fee	Application life cycle
	-		Messages
Copyright © 2012 - 2013 BEE All Rights Reserved	Print Application	Change Password	
	Copyright © 2012 - 2013 BEE All Rights Reserved		

If you click "Prepare Application" on menu above, then first page of Application will be shown as below.





						Welcome Test A	gency Pvt Limited 🚅 🏠
Equipment R	egistration Page	e 1					
Agency Detail	8						
Agency ID		15041			Name of firm/company	Test Agency P	vt Limited
Equipment nan	ie	Distribution Tran	nsformer		Brand	PARAMOUNT	
View ISO Docu	ments View Gene	aral Documents					
Equipment De	tails						
Model No*					Туре•	Select	•
Year of Manufa	cturing•	Select -			Date of Commencement*		(DD/MM/YYYY)
Relevant IS Sta	ndards*				Transformer Serial No.*		
Lab Details							
Test Details (Te	est Procedures/Na	me/Number)*					
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After submitting page 1 above, you can check the status in "Submit Application" link as shown below.





Page 2 of "Equipment Registration"





Agency Details User Id Equipment Lab Address Details Address 1 to the set of	natory		Address 2 State*	Appliction Id Brand	11441 PARA MOI City• Distric	test	
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Email Id							
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Number of Labels Applied For	BEE						
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Similarly, Page-2 status

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Agency Details							
UserID		Name of firm/company		Equipment		Brand	
TNMALDTR15041		Test Agency Pvt Limited		Distribution Tra	nsformer	PARAMOUNT	
Application Status							
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Page 3 of "Equipment Registration"

quipment Registration	n Page 3			Welcome Test Agency Pvt Limited 🗳 🏠
Agency Details				
Userld	TNMALDTR15041		Application Id	11441
Equipment	Distribution Transf	ormer	Brand	PARAMOUNT
Star Label Parameters				
Star Label*		4 •		
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Total Loss at 100% Loading	(in Watts) *		4	
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Then, on proceeding further it will take you to Application Preview Page for verifying filled information.

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CONSERVE IT



Agency Details							gency Pvt Limited	
l ser lid quipment	TNMALDTR15841 Distribution Tran	sformer		Application Brand	n Id	15441 PARAMOUNT		
quipment Registration P	age 1 Preview							
quipment Details	testmodel			Туре		Oil natural and		
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elevant IS Standards	rtyuio							
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On Submit, you will be taken to "Application Payment Screen" where you have choice to "Pay by Demand Draft" or "Pay Online"

Details User ID TNMALDTR15041 Application ID 11441 Firm Name Test Agency Pvt Limited Model testmodel	
Firm Name Test Agency Pvt Limited Model testmodel	
Equipment Name Distribution Transformer Brand Name PARAMOUNT	
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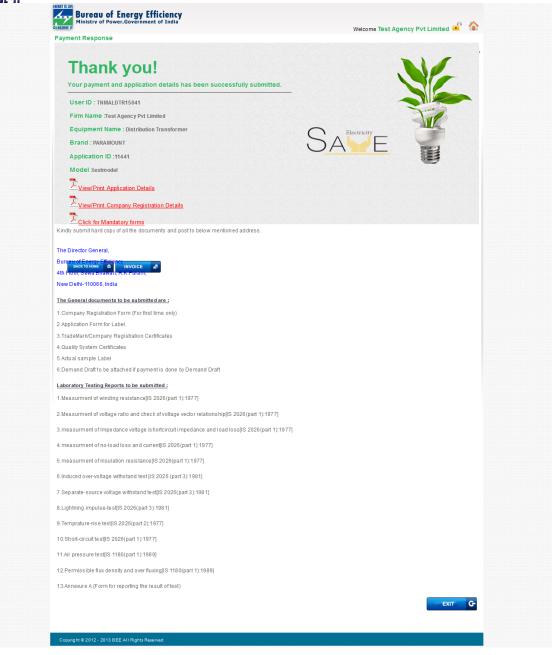
On selecting - Payment by DD

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Details			
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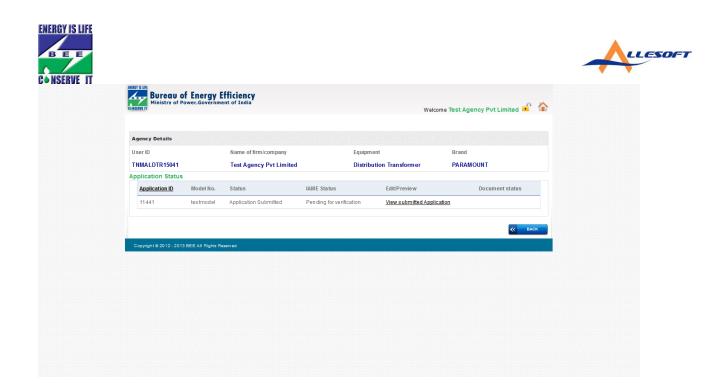
After Payment is done and application submission is complete with screen below.







Submit Application Status Page.



BEE Home page on new S&L Portal shown below



Manufacturer will now login through manufacturer button on top-right.



