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 May 7 2013 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.
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.
On clicking SUBMIT, it will take you to Preview page for reviewing filled information.

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

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

If you click “Prepare Application” on menu above, then first page of Application will be shown as below.
After submitting page 1 above, you can check the status in “Submit Application” link as shown below.
### Agency Details

<table>
<thead>
<tr>
<th>User ID</th>
<th>Name of firm/company</th>
<th>Equipment Type</th>
<th>Brand</th>
</tr>
</thead>
<tbody>
<tr>
<td>THRO04051861</td>
<td>Test Agency Pvt Limited</td>
<td>Distribution Transformer</td>
<td>PHARMOUNT</td>
</tr>
</tbody>
</table>

### Equipment Details

<table>
<thead>
<tr>
<th>Equipment ID</th>
<th>Model No.</th>
<th>Status</th>
<th>Vatable Status</th>
<th>Document Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>11441</td>
<td>model</td>
<td>Pending for verification</td>
<td>Complete Form</td>
<td></td>
</tr>
</tbody>
</table>
Similarly, Page-2 status
### Equipment Registration

**Agency Details**

<table>
<thead>
<tr>
<th>User ID</th>
<th>Name of the company</th>
<th>Equipment</th>
<th>Brand</th>
</tr>
</thead>
<tbody>
<tr>
<td>TORNAL@150MH</td>
<td>Test Agency Pvt Limited</td>
<td>Distribution Transformer</td>
<td>PARAMOUNT</td>
</tr>
</tbody>
</table>

**Application Status**

<table>
<thead>
<tr>
<th>Model No.</th>
<th>Status</th>
<th>WAP Tally</th>
<th>WAP User</th>
<th>Document Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-12527</td>
<td>testfailed</td>
<td>Page 3 is incomplete</td>
<td>Pending for verification</td>
<td>Complete Form 2</td>
</tr>
</tbody>
</table>

**Star Label Parameters**

<table>
<thead>
<tr>
<th>Star Label</th>
<th>4.5</th>
</tr>
</thead>
</table>

**Measurement Values**

- Top Oil Temperature rise (in Celsius between 0 to 75°C):
  - 15

  **Note:** Max Loss at 60% Loading must be less than or equal to 156 Watts.

- Transformer Winding Temperature rise (in Celsius between 0 to 80°C):
  - 12
  - 21

**Rated Values**

- Top Oil temperature rise (in Celsius between 0 to 75°C):
  - 25
  - 30

  **Note:** Max Loss At 60% Load must be less than or equal to 136 Watts.
Then, on proceeding further it will take you to Application Preview Page for verifying filled information.
## Equipment Registration Page 1

**Organizer:** Bureau of Energy Efficiency

### Equipment Registration Details

**Equipment Type:**

- **Type:** Electrical Auditors
- **Application:** A
- **Date:** 11-01-2014
- **Equipment:** Electrical Auditors
- **Brand:** Bureau of Energy Efficiency

**Location:**

- **Location:** New Delhi
- **City:** Delhi
- **State:** India

**Installation Details:**

- **Installation Date:** 11-01-2014
- **Installation Year:** 2013
- **Installation Month:** January
- **Installation Day:** 11

### Personnel Information

**Name:**

- **First Name:** John
- **Middle Name:** Doe
- **Last Name:** Doe

**Designation:**

- **Designation:** Manager

### Equipment Parameters

**Equipment Parameters:**

- **Parameter:**
  - **Value:**
  - **Unit:**

### Equipment Summary

**Equipment Summary:**

- **Equipment Summary:**
  - **Parameter:**
  - **Value:**
  - **Unit:**

---

**Notes:**

- **Notes:**
  - **Note:**
  - **Type:**
  - **Date:**

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**Other Information:**

- **Other Information:**
  - **Information:**
  - **Type:**
  - **Date:**

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**Additional Details:**

- **Additional Details:**
  - **Details:**
  - **Type:**
  - **Date:**

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**Contact Information:**

- **Contact Information:**
  - **Name:**
  - **Role:**
  - **Phone:**
  - **Email:**
  - **Address:**
  - **City:**
  - **State:**
  - **Country:**
  - **Zip Code:**

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**Security Information:**

- **Security Information:**
  - **Type:**
  - **Date:**

---

**Additional Notes:**

- **Additional Notes:**
  - **Note:**
  - **Type:**
  - **Date:**

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**Equipment Registration Page 2**

**Additional Information:**

- **Information:**
  - **Type:**
  - **Date:**

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**Other Equipment:**

- **Equipment:**
  - **Type:**
  - **Date:**

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**Contact:**

- **Contact:**
  - **Name:**
  - **Role:**
  - **Phone:**
  - **Email:**
  - **Address:**
  - **City:**
  - **State:**
  - **Country:**
  - **Zip Code:**

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**Security:**

- **Security:**
  - **Type:**
  - **Date:**

---

**Equipment Parameters:**

- **Parameters:**
  - **Parameter:**
  - **Value:**
  - **Unit:**
On Submit, you will be taken to “Application Payment Screen” where you have choice to “Pay by Demand Draft” or “Pay Online”

On selecting - Payment by DD

After Payment is done and application submission is complete with screen below.
Thank you!
Your payment and application details have been successfully submitted.

User ID: 7357357
Firm Name: Test Agency Pvt Limited
Equipment Name: Distribution Transformer
Brand: PARAMOUNT
Application ID: 71444
Model: 500kVA

View/Print Application Details
View/Print Company Registration Details
Click to Mandate Icon

Kindly submit hard copy of all the documents as per to below mentioned address:

The Director General,
E
c
c
c
New Delhi-110005, India

Time Periods to be submitted are:
1. Company Registration Form (For first time only)
2. Application Form (Only)
3. "How to..." (In the form of a Certificate)
4. Quality Sicon Certificate
5. A hard copy of the label
6. Demand Draft to be attached if payment is done by Demand Draft

Laboratory testing reports to be submitted:

Submit Application Status Page.
BEE Home page on new S&L Portal shown below

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