



USER MANUAL MERA BILL MERA ADHIKAAR



AUGUST 18, 2023

Table of Contents

Mobile application	2
Downloading application	2
Android	2
iOS	3
Creation of user account - Android & iOS	3
Login - Android & iOS	6
Uploading of Invoices - Android & iOS	7
By Camera	7
By Gallery	10
By PDF	10
My Invoices - Android & iOS	11
Reports Available and access to reports	12
Grievances / Complaints	14
Consumer Web Portal	16
Access the web portal	16
Creation of user account	16
Login	17
Uploading of Invoices	18
My Invoices	20
Reports	21
Grievances / Complaints	22

Mobile application

Downloading application

Android Users:

To download the "Mera Bill Mera Adhikaar" application, follow one of these methods:

Option 1:

Scan the QR code below to directly download the application:



Option 2:

Follow these steps to download from the Google Play Store:

1. Open the Google Play Store app on your phone.
2. Tap on the search bar.
3. Enter "Mera Bill Mera Adhikaar" and search.
4. Tap on 'Install'. The app will be downloaded and installed.
5. Once installed, tap on the 'Mera Bill Mera Adhikaar' app icon to open the app.

Note: Please ensure your mobile device is running Android version 9 or above.

iOS Users:

To download the "Mera Bill Mera Adhikaar" application, follow one of these methods:

Option 1:

Scan the QR code below to directly download the application:



Option 2:

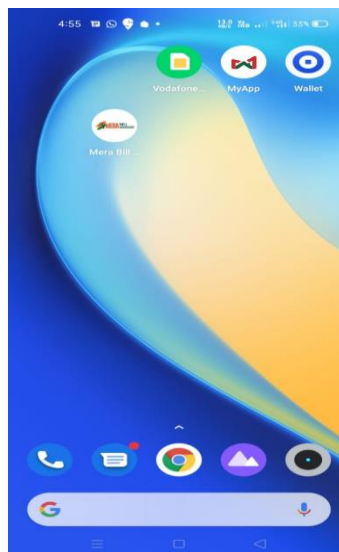
Follow these steps to download from the App Store:

1. Open the App Store on your iPhone.
2. Tap on the search bar.
3. Enter "Mera Bill Mera Adhikaar" and search.
4. Tap on 'GET'. The app will be downloaded and installed.
5. Once installed, tap on the 'Mera Bill Mera Adhikaar' app icon to open the app.

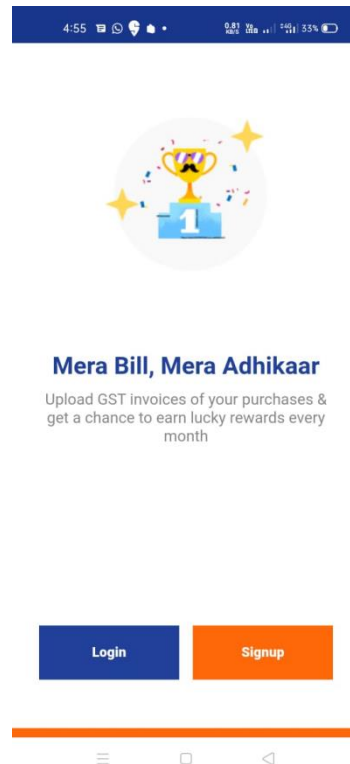
Note: Please ensure your mobile device is running iOS version 6 or above.

Creation of user account - Android & iOS

1. Click on the Mera Bill Mera Adhikaar app icon on your phone.

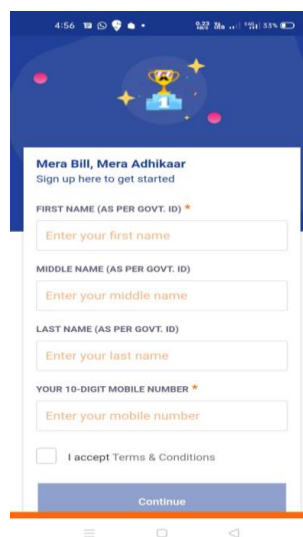


2. Click on the signup button.



3. Fill in the mandatory fields (First Name, Last Name, and Mobile Number).

Note: The details entered should match those on a government-approved ID.



4. Check the box to accept the Terms & Conditions, then tap 'Continue'. (User need to click scroll the Terms & conditions before you are allowed to continue.)

5:06 5G 51%
FIRST NAME (AS PER GOVT. ID)
karan
MIDDLE NAME (AS PER GOVT. ID)
kumar
LAST NAME (AS PER GOVT. ID)
yadav
YOUR 10-DIGIT MOBILE NUMBER *
901599379
 I accept Terms & Conditions
Continue
This app is protected by reCAPTCHA and the Google Privacy Policy and Terms of Service apply.
Already have an account? [Login here!](#)

5. Tap the 'Proceed' button to verify the details you have entered.

4:57 5G 55%
Confirm Details
Please verify that the details entered by you are CORRECT. These details cannot be changed later and would be required in case you win the prize. Proceed?
Proceed Cancel

6. Enter the OTP sent to the mobile number you provided during the signup process on the Mera Bill Mera Adhikaar App.

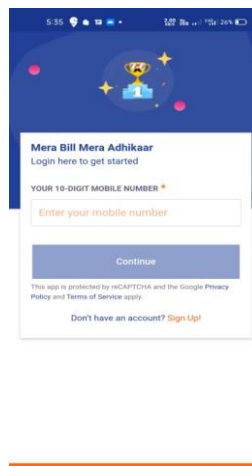
4:57 5G 52%
Verify Number
Enter the OTP that is sent to 7737511148
Resend OTP (43 sec)
Verify OTP
OTP sent successfully

Login - Android & iOS

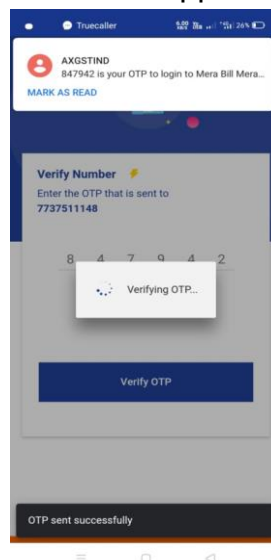
1. Click on the Mera Bill Mera Adhikaar app icon on your phone.
2. Click on login



3. Enter your Mobile Number and click on continue



4. Enter the OTP sent to the mobile number you provided during the signup process on the Mera Bill Mera Adhikaar App.

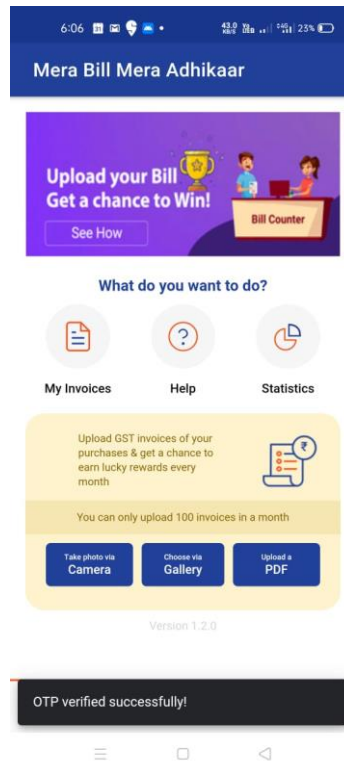


Uploading of Invoices - Android & iOS

User can upload invoices by any of three methods: i) By Camera, ii) By Gallery, iii) By PDF

By Camera

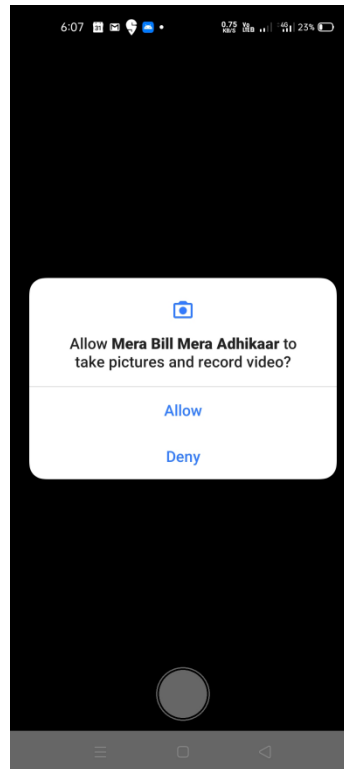
1. Tap on the "Take photo via Camera" to upload invoice through camera.



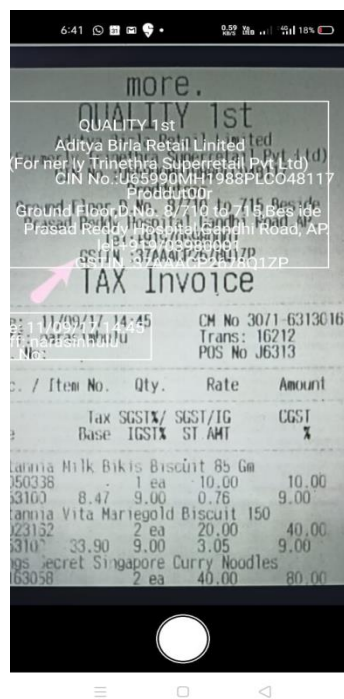
2. Tap on continue.



3. Tap 'Allow' when prompted to grant the Mera Bill Mera Adhikaar App permission to take pictures.



4. Take the photo of the invoice.



5. Review the invoice details, complete the mandatory fields (GST Number, Invoice Number, Date of Invoice, Total Amount, Mode of Payment), and then tap the "Submit Invoice" button.

Note: Please carefully verify the details of the invoices before submitting. In the event of winning a prize, you may be required to confirm these details with the physical invoice.

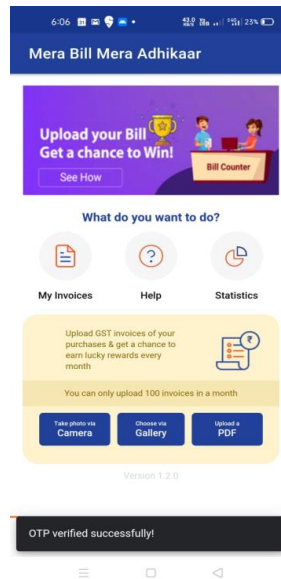
The screenshot shows a mobile application interface for submitting an invoice. At the top, there is a blue header with a back arrow, the text "Submit Invoice", and a "Cancel" button. Below the header, a message states: "We have tried to fetch the details automatically from the uploaded invoice. However, there may be some mistakes. Please review and update the invoice accordingly." A yellow warning banner below this message says "Keep the hard copy of the invoice safe with you!". The form is titled "INVOICE" and includes a "View Invoice" link. The fields are: "GST NUMBER" (37AAACP2678Q1ZP), "INVOICE NUMBER" (12345), "DATE OF INVOICE" (11-Sep-2017), "TOTAL AMOUNT (INCLUDING TAXES)" (₹ 2000), and "MODE OF PAYMENT" (Others). A section titled "IS TAX MENTIONED ON THIS INVOICE?" has "Yes" selected. Below that is a "TAX DETAILS" section with "CGST & SGST" selected. The "CGST" field is ₹ 3/ and the "SGST" field is ₹ 3/. At the bottom is a blue "Submit Invoice" button.

6. Upon successful upload of an invoice, an Acknowledgment Number will be generated by the system.

The screenshot shows the same mobile application interface as the previous one, but with a confirmation dialog box overlaid. The dialog box has a white background and a blue border. It contains the text "Invoice Uploaded!" in bold, followed by "Acknowledgement Number is" and a white box containing the number "20123710000001". Below this is a blue "OK" button. The background form is dimmed, showing the "TRANSACTION ID" field (123485887755) and the "IS TAX MENTIONED ON THIS INVOICE?" section with "Yes" selected. The "Submit Invoice" button is at the bottom.

By Gallery

1. Tap on the "Choose via gallery" button to upload invoices through the gallery.



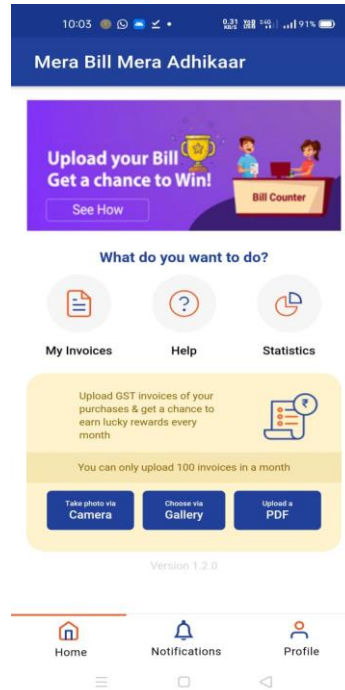
2. Choose the invoice image you wish to upload from your Gallery.
3. Adjust the image to fit the size of the invoice, then tap 'Done'.
4. Review the invoice details and complete the required fields: GST Number, Invoice Number, Date of Invoice, Total Amount, and Mode of Payment. Afterward, click the 'Submit Invoice' button.
5. Upon successful upload of the invoice, an Acknowledgment Number will be generated.

By PDF

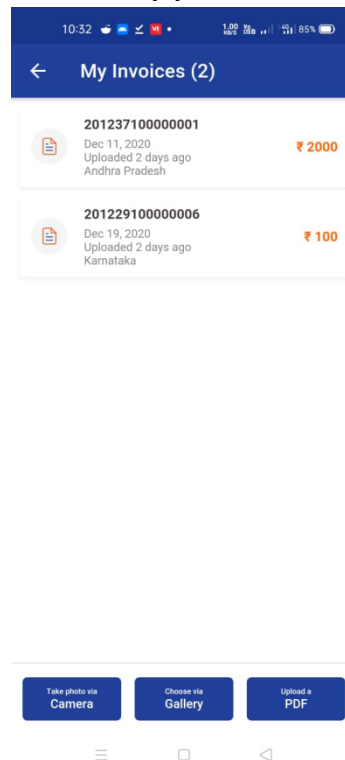
1. Tap the "Upload PDF" button to upload invoices via a PDF located in your File Manager.
2. Select and upload the desired PDF from your phone.
3. Review the invoice details and complete the required fields: GST Number, Invoice Number, Date of Invoice, Total Amount, and Mode of Payment. Then, click the "Submit Invoice" button.
4. Upon successful upload of the invoice, an Acknowledgment Number will be generated by the system.

My Invoices - Android & iOS

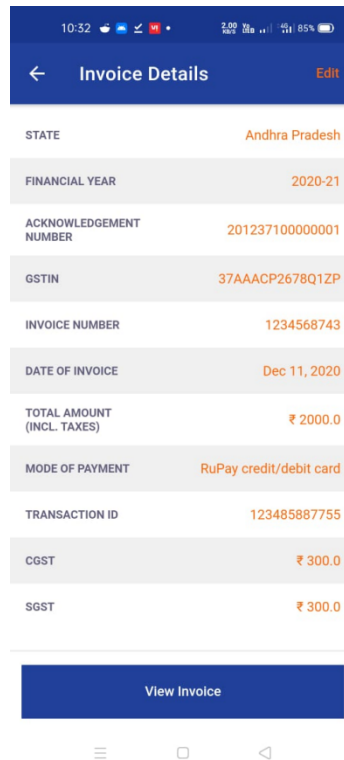
1. Tap on the “My Invoices” icon in the Home screen to view the invoices uploaded by you.



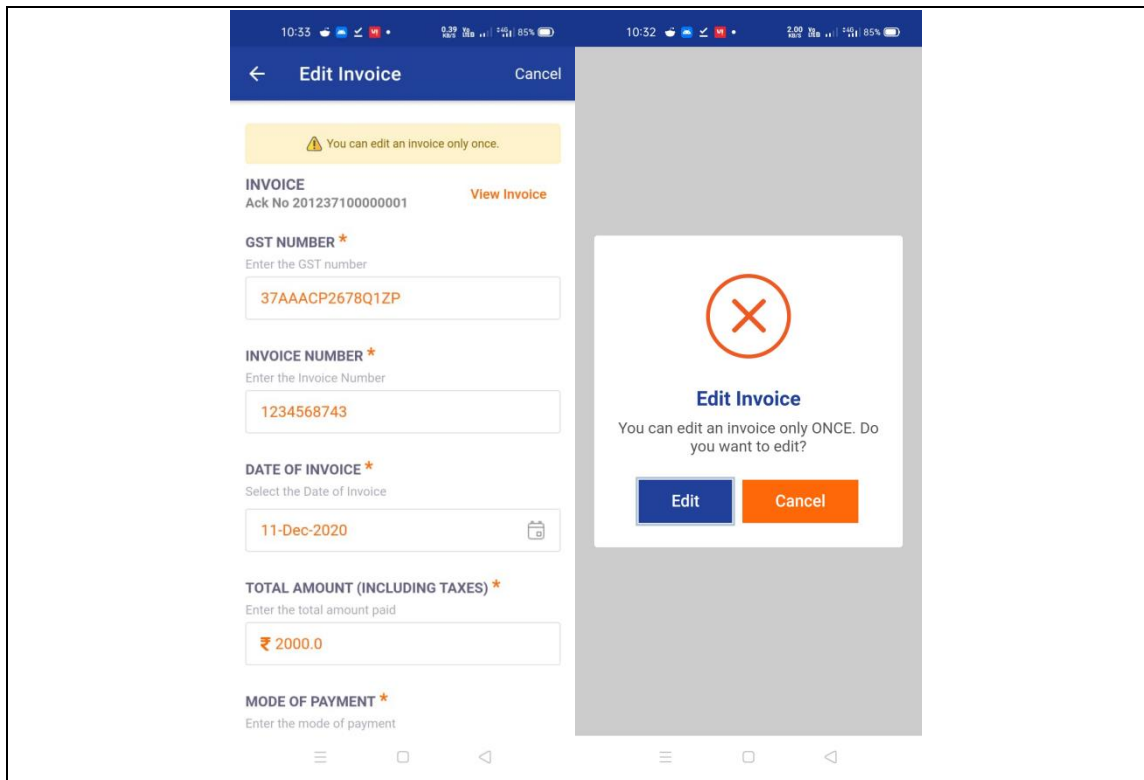
2. My invoice page will open where you can view all the invoices uploaded by you.



3. Click on the invoice and you can view the invoice details.



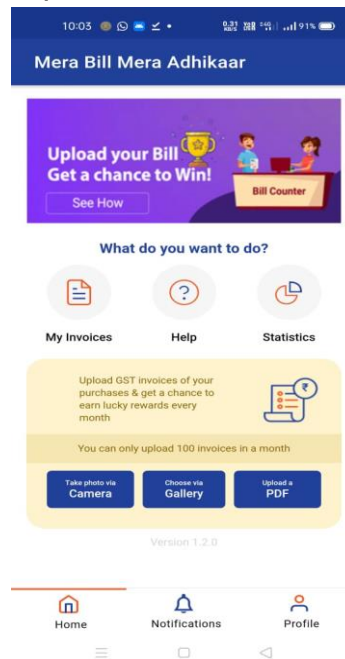
4. To edit the invoice details, if necessary, click the "Edit" button located at the top-right corner. (**Note:** You can edit the invoice only once.).



Note: You can click on the **View Invoice** button to view the image of the invoice you have uploaded.

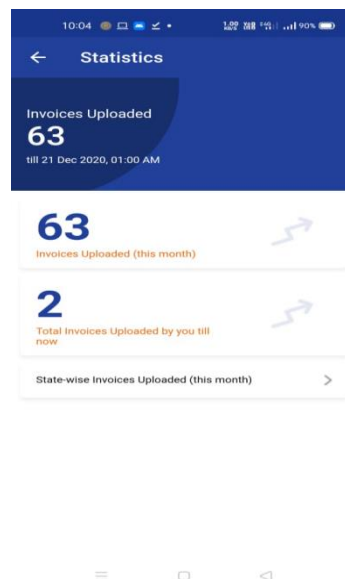
Reports Available and access to reports

1. To see the various reports, tap on the statistics icon on the home page.



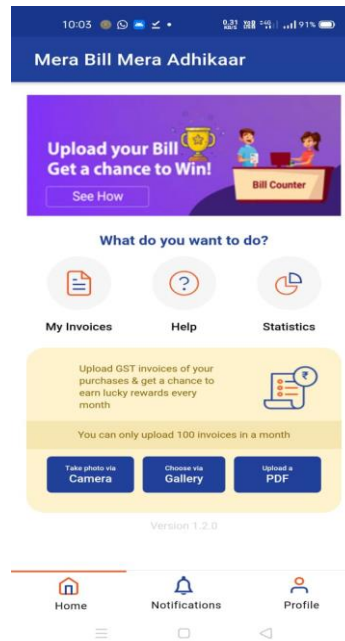
2. Statistics screen will display the following information:

- a. Invoices uploaded in the current month
- b. Total invoices you have uploaded to date
- c. State-wise breakdown of invoices uploaded in the current month.

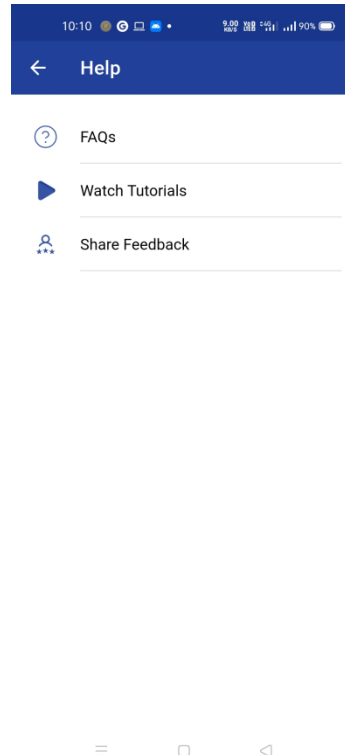


Grievances / Complaints

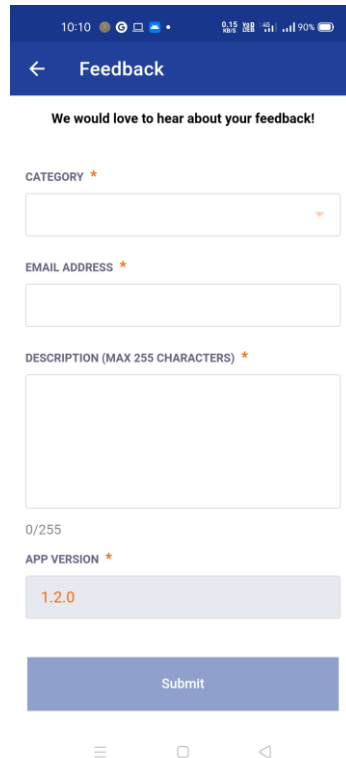
1. For any kind of help, tutorials and share feedback click on the help icon in the home screen.



2. Help screen will open three sections: FAQ, Watch tutorials and Share feedback

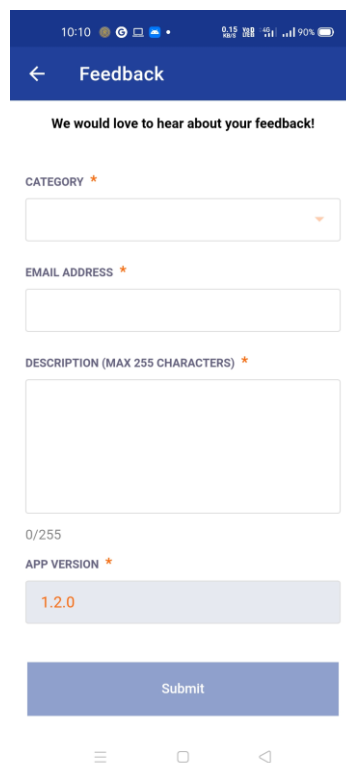


3. Tapping on the Share feedback section will open the feedback page.
You can share either the feedback or any issues/errors faced about the mobile App.



The screenshot shows a mobile application interface for providing feedback. At the top, there is a status bar with the time 10:10, signal strength, and battery level at 90%. Below the status bar is a blue header with a back arrow and the word "Feedback". The main content area has a blue background with the text "We would love to hear about your feedback!". There are four input fields: "CATEGORY *" (a dropdown menu), "EMAIL ADDRESS *" (a text input field), "DESCRIPTION (MAX 255 CHARACTERS) *" (a large text area), and "APP VERSION *" (a text input field with "1.2.0" entered). A "Submit" button is located at the bottom of the form. The bottom of the screen shows the Android navigation bar with three icons: a hamburger menu, a home button, and a back arrow.

4. Fill the mandatory fields(Category, Subcategory, Email address, Description)



This screenshot is identical to the one above, showing the mobile feedback form. The status bar at the top displays 10:10, signal strength, and 90% battery. The blue header contains a back arrow and the text "Feedback". The form title is "We would love to hear about your feedback!". The fields include "CATEGORY *" (dropdown), "EMAIL ADDRESS *" (text input), "DESCRIPTION (MAX 255 CHARACTERS) *" (text area), and "APP VERSION *" (text input with "1.2.0"). A "Submit" button is at the bottom. The Android navigation bar is visible at the very bottom.

5. Click on the **Submit** button

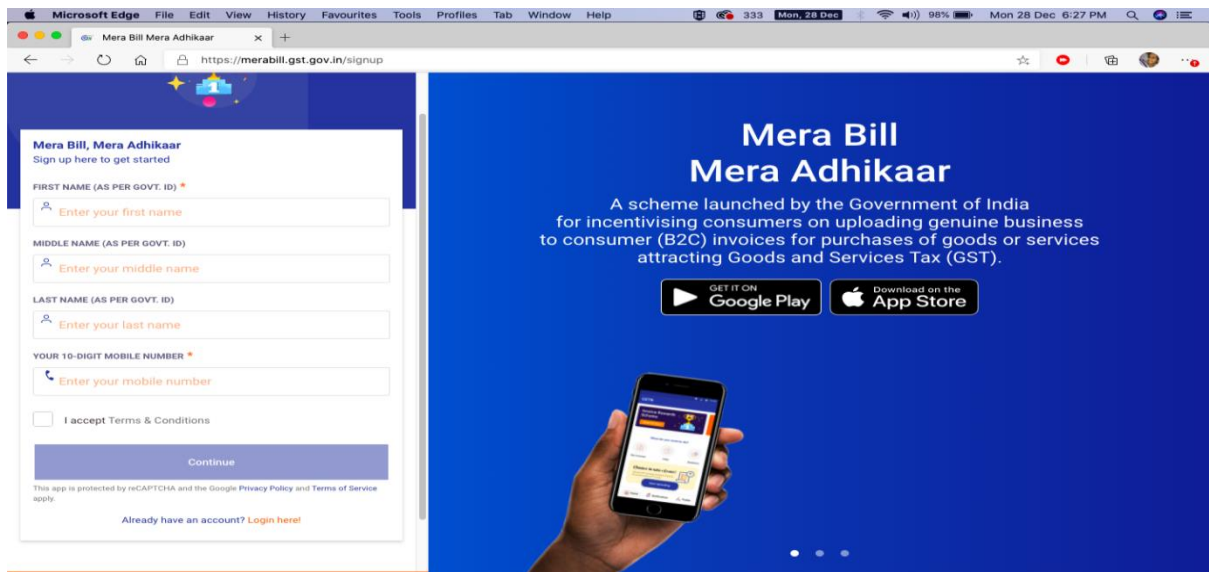
Consumer Web Portal

Access the web portal

1. Open the browser on your laptop/PC
2. Open the website <https://web.merabill.gst.gov.in/>

Create user account

1. Open the website <https://web.merabill.gst.gov.in/> and click on the signup portal button.



Mera Bill, Mera Adhikaar
Sign up here to get started

FIRST NAME (AS PER GOVT. ID) *

Enter your first name

MIDDLE NAME (AS PER GOVT. ID)

Enter your middle name

LAST NAME (AS PER GOVT. ID)

Enter your last name

YOUR 10-DIGIT MOBILE NUMBER *

Enter your mobile number

I accept Terms & Conditions

Continue

This app is protected by reCAPTCHA and the Google Privacy Policy and Terms of Service apply.

Already have an account? [Login here!](#)

**Mera Bill
Mera Adhikaar**

A scheme launched by the Government of India for incentivising consumers on uploading genuine business to consumer (B2C) invoices for purchases of goods or services attracting Goods and Services Tax (GST).

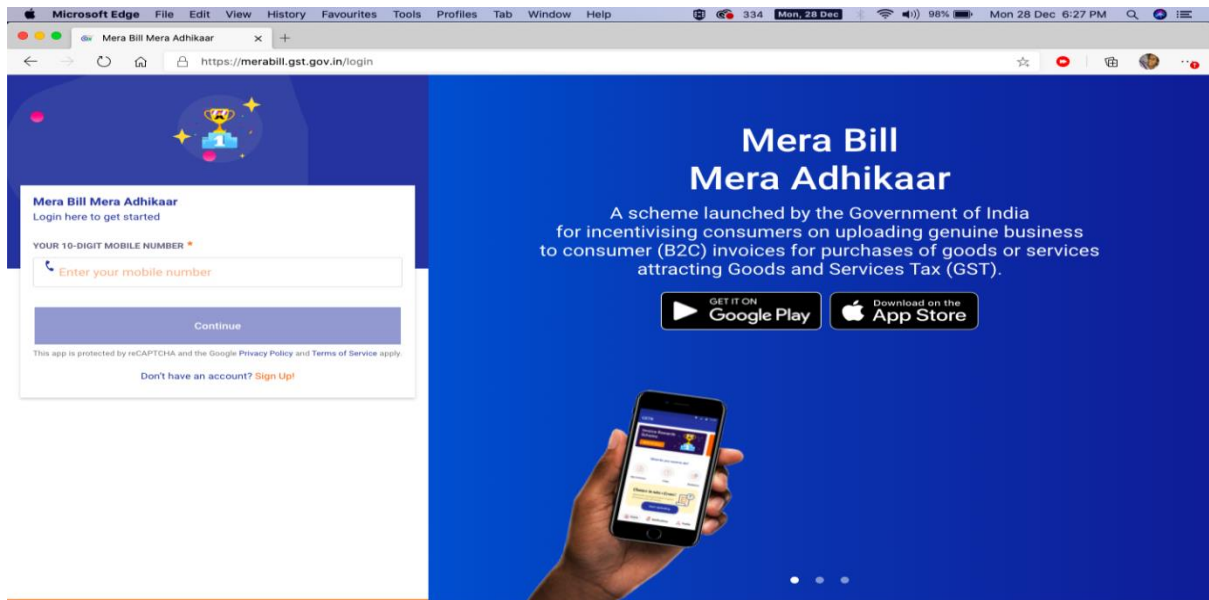
GET IT ON
Google Play

Download on the
App Store

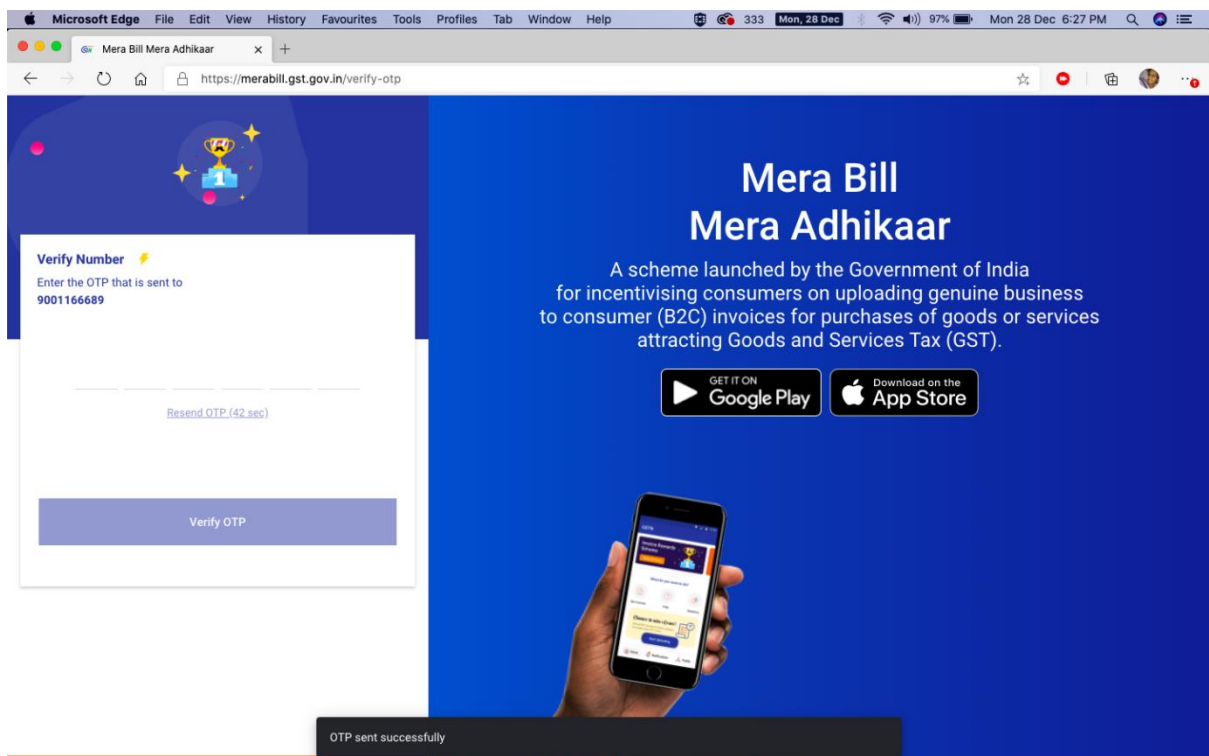
2. Open the form and complete the mandatory fields: First Name and Mobile Number.
3. Select the "Terms and Conditions" checkbox.
4. Tap the "Continue" button.
5. Enter the OTP sent to your registered mobile number on the app, and tap the "Verify OTP" button.

Login

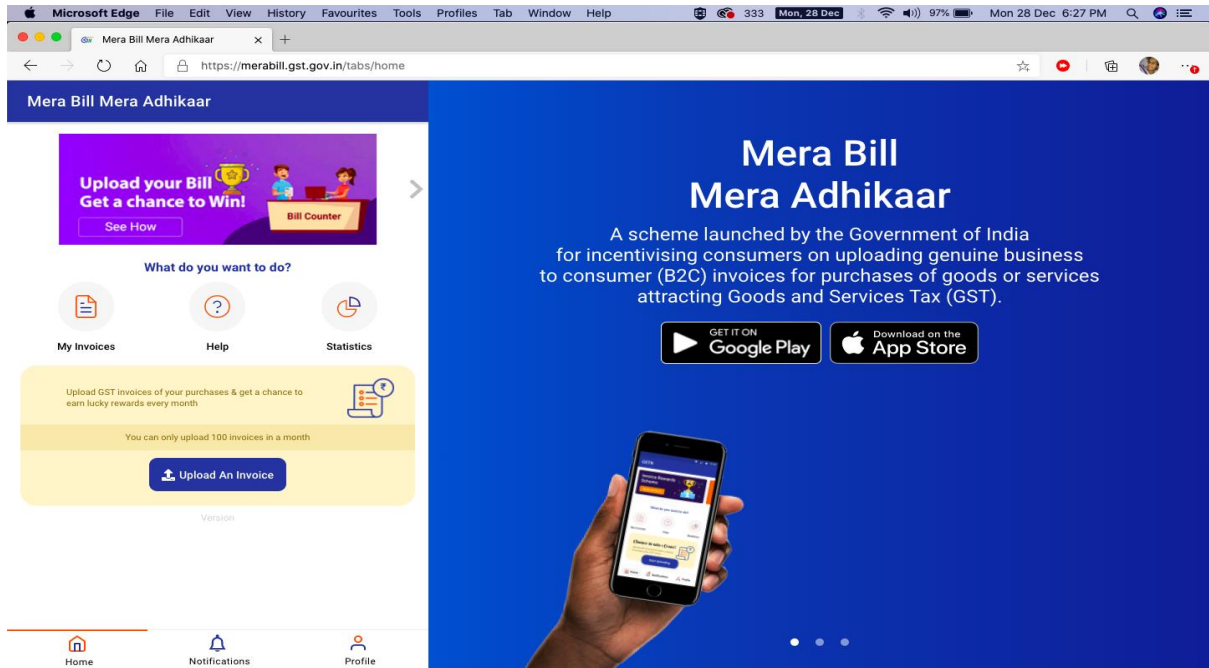
1. Open the website URL and enter your registered mobile number.
2. Tap "Continue" to receive an OTP on your registered mobile number.



3. Enter the OTP and click on verify OTP

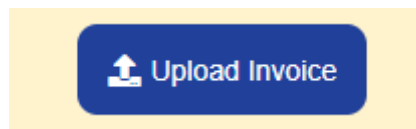


4. Access to Home Page

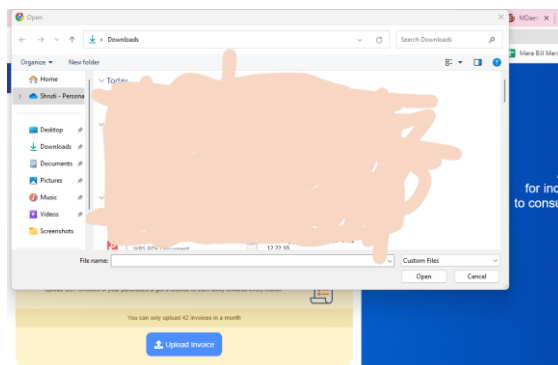


How to Upload Invoices

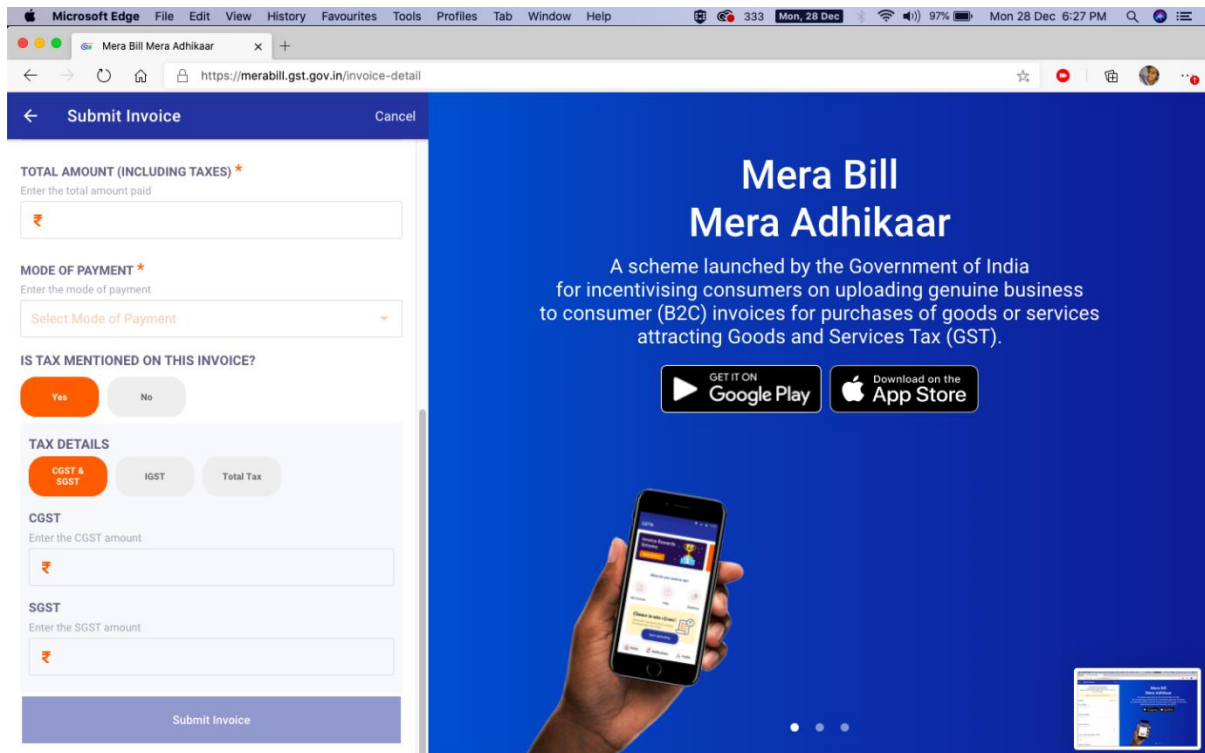
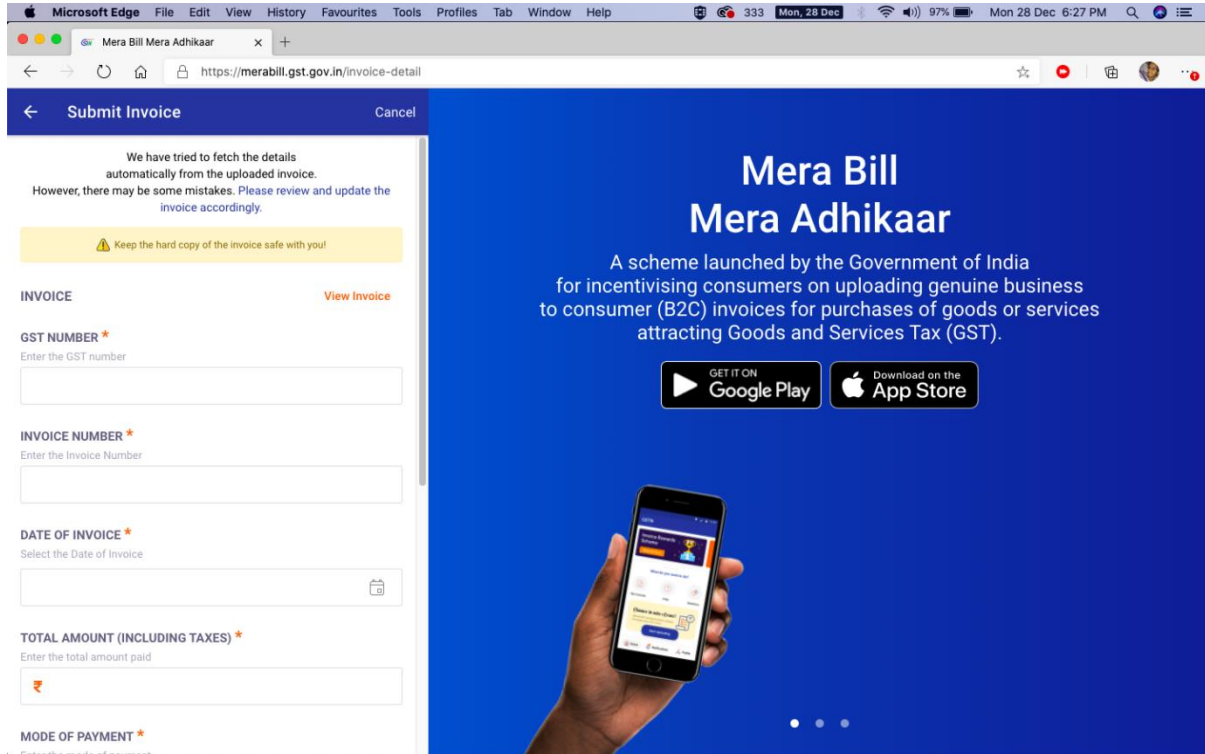
1. Click on the Invoice tab in the side menu, this will open the invoice page.
2. In the invoice page, click on the upload invoice button at the top.



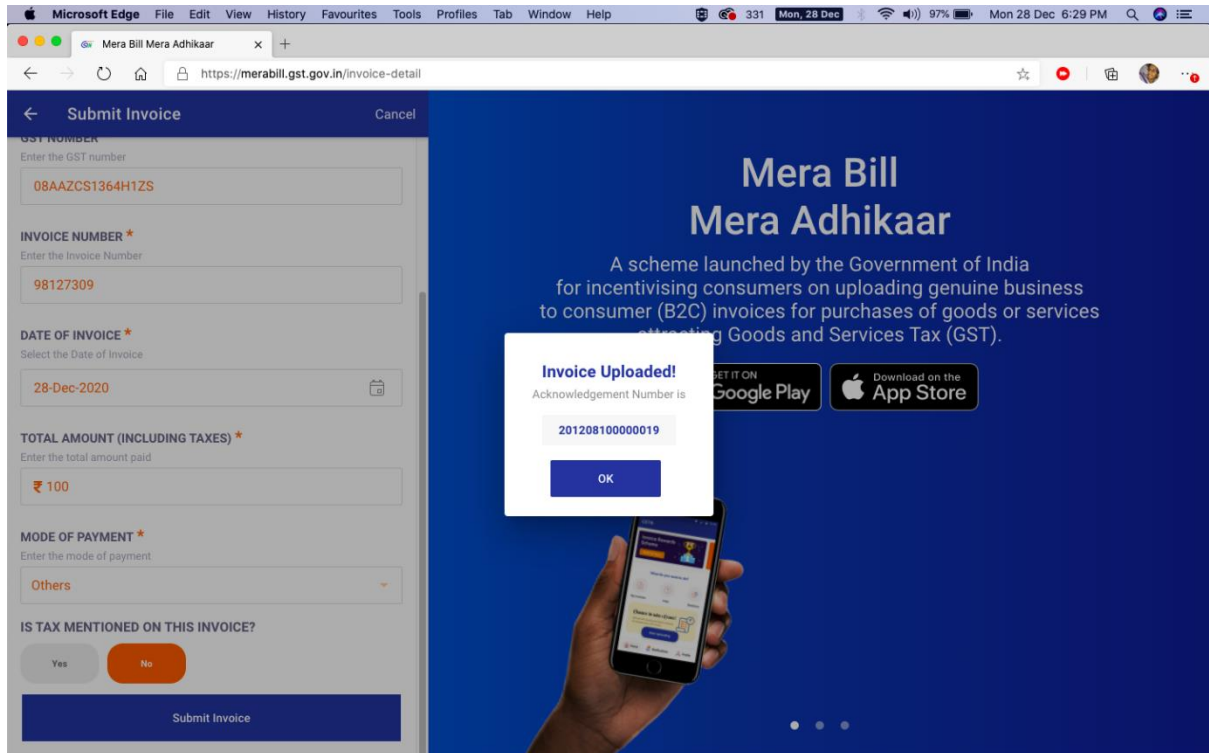
3. Click on the continue button.
4. A file window will open and select the file you want to upload.



5. Check the invoice details and fill the mandatory fields (GST Number, Invoice Number, Date of Invoice, Total Amount, and Mode of payment) then click on the “submit invoice” button. All the fields will be auto-filled after reading the uploaded picture.

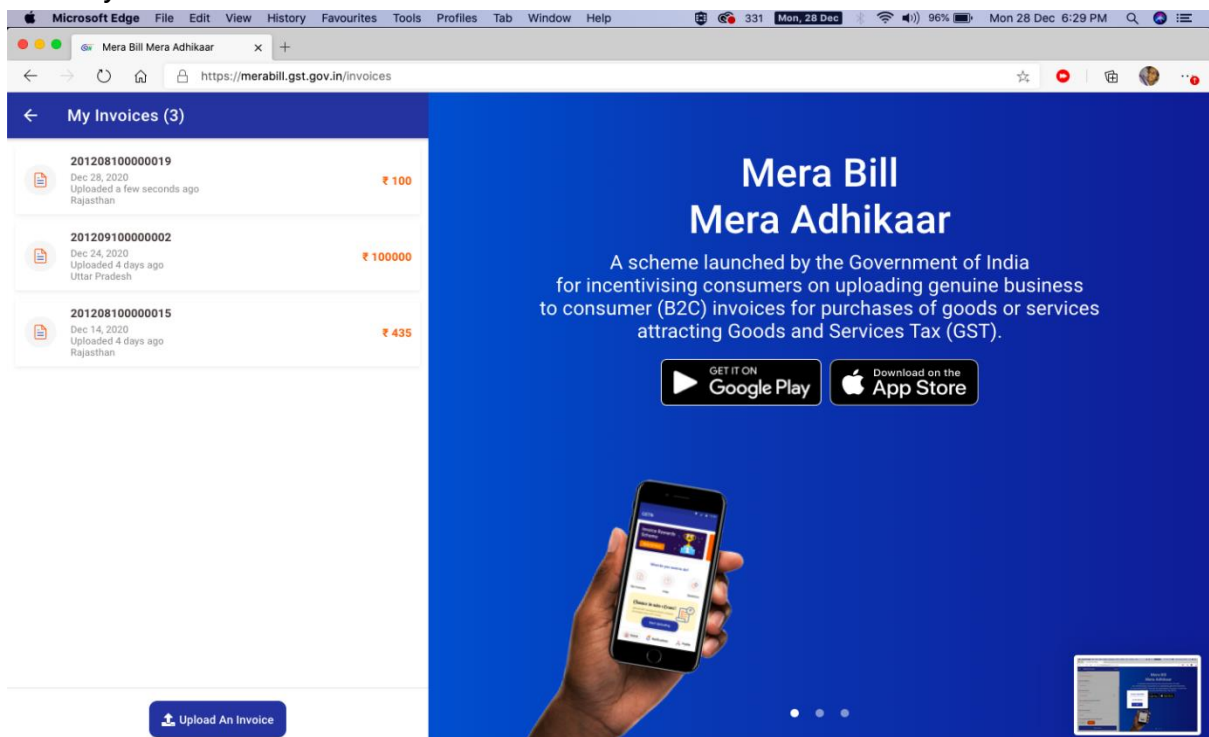


6. Acknowledgement Number is generated in case of successful upload of invoice.



My Invoices

1. Tap on the "My Invoices" icon in the Home screen.
2. My invoice page will open where you can view all the invoices uploaded by you.



3. Select an invoice to view its details.
4. Tap the "Edit" button to modify the invoice details (**Note:** you can edit the invoice only once).
5. Press the "View Invoice" button to see the image of the uploaded invoice.

Reports

1. To see the report, tap on the statistics icon on the home page.
2. Statistics screen will open where you can view the invoices uploaded in a month, total invoices uploaded by you till now, and state-wise invoices.

Statistics

Invoices Uploaded
63
till 28 Dec 2020, 01:00 AM

63
Invoices Uploaded (this month)

3
Total Invoices Uploaded by you till now

State-wise Invoices Uploaded (this month)

Mera Bill Mera Adhikaar

A scheme launched by the Government of India for incentivising consumers on uploading genuine business to consumer (B2C) invoices for purchases of goods or services attracting Goods and Services Tax (GST).

GET IT ON Google Play | Download on the App Store

3. Tap on the State-wise invoice you can see the invoices of a month.

State Wise Statistics

State Name	Invoice Uploaded
Andaman and Nicobar Islands	0
Andhra Pradesh	0
Arunachal Pradesh	0
Assam	0
Bihar	13
Chandigarh	0
Chhattisgarh	0
Dadra & Nagar Haveli and Daman & Diu	0
Delhi	2
Goa	0
Gujarat	10
Haryana	1
Himachal Pradesh	0

Mera Bill Mera Adhikaar

A scheme launched by the Government of India for incentivising consumers on uploading genuine business to consumer (B2C) invoices for purchases of goods or services attracting Goods and Services Tax (GST).

GET IT ON Google Play | Download on the App Store

Grievances / Complaints

1. For assistance, tutorials, or to share feedback, tap the "Help" icon on the home screen.
2. The Help screen will display three sections: FAQ, Watch Tutorials, and Share Feedback.
3. To provide feedback, tap the "Share Feedback" section. This will direct you to the feedback page.
4. Complete the required fields: Category, Subcategory, Email Address, and Description.
5. Click on the Submit button

Microsoft Edge File Edit View History Favourites Tools Profiles Tab Window Help 331 Mon, 28 Dec 96% Mon 28 Dec 6:29 PM

Mera Bill Mera Adhikaar x +

https://merabill.gst.gov.in/feedback

Feedback

We would love to hear about your feedback!

CATEGORY *
Suggestions

SUB-CATEGORY *
General Feedback

EMAIL ADDRESS *

DESCRIPTION (MAX 255 CHARACTERS) *

0/255

APP VERSION *

Submit

**Mera Bill
Mera Adhikaar**

A scheme launched by the Government of India for incentivising consumers on uploading genuine business to consumer (B2C) invoices for purchases of goods or services attracting Goods and Services Tax (GST).

GET IT ON Google Play Download on the App Store

Please refer the policy document or advisory for detailed information about the scheme.