**Weekly Refund Report Step by Step Guide**

1. **For Divisional Users (Uploading):**
   Step 1. Go to the URL (www.cbecddm.gov.in) and click the link “MIS LOGIN”. Following screen will appear:

   ![MIS Login Screen](image1)

   Step 2. Fill in your User ID and Password and login to Post GST link. Following screen will appear:

   ![Weekly Refund Report Screen](image2)
Step 3. On clicking “Upload” button, following screen will appear:

Step 4. Click the “GST-WRR” link. Following screen will appear:

Find the reporting template row by row from Serial No. 1 to 9. Enter the relevant data in the fields below the prescribed columns one by one moving from 1st row to the last (9th) row. Some of the fields in some of the rows have been intentionally blocked wherein data cannot be entered.
Step 5. Click on the “Validate” link. Following screen will appear:

On clicking “GST-WRR” button, Temporary Report will appear to the Divisional User who can check the accuracy thereof. At this stage, if there has been error in entering data, the same can be modified. The Temporary Report is now in the queue of Commissionerate User for validation.

2. Commissionerate User (Validation)

Step 1. Login to the MIS link with credentials allocated to you for MIS/MPR uploading. The home page will appear in which, in the left margin, the link “WEEKLY REFUND REPORT” will be visible.

Step 2. Click to the said link, following Dashboard screen will appear:
Click the validate link appearing in the left. Following screen will appear:

Choose the Division from the right dropdown and view the Temporary Report by clicking the “GST-WRR” button. If you find the report in order, click the Validate button. The Temporary Report will get converted into main report which can be viewed by all MIS Users. Important point to note is that the Commissionerate User has to validate the reports of all Divisions under his jurisdiction one by one get the main Report generated.
3. **MIS Users for viewing**
Step 1. Login to the MIS page of DDM with credentials already allocated to you. Home page of MIS will appear in which “WEEKLY REFUND REPORT” will appear in the left side margin.

Step 2. Click the said link to find “Dashboard” for the Weekly Refund Report.

Step 3. Click to the “Report” link, following screen will appear:
Step 4. Select the type of formation (All India/Zone/Commissionerate/Division) as per the CBIC matrix and the Date (Friday of any week) and view the report by clicking “GST-WRR” button.

The report page will appear as follows: