

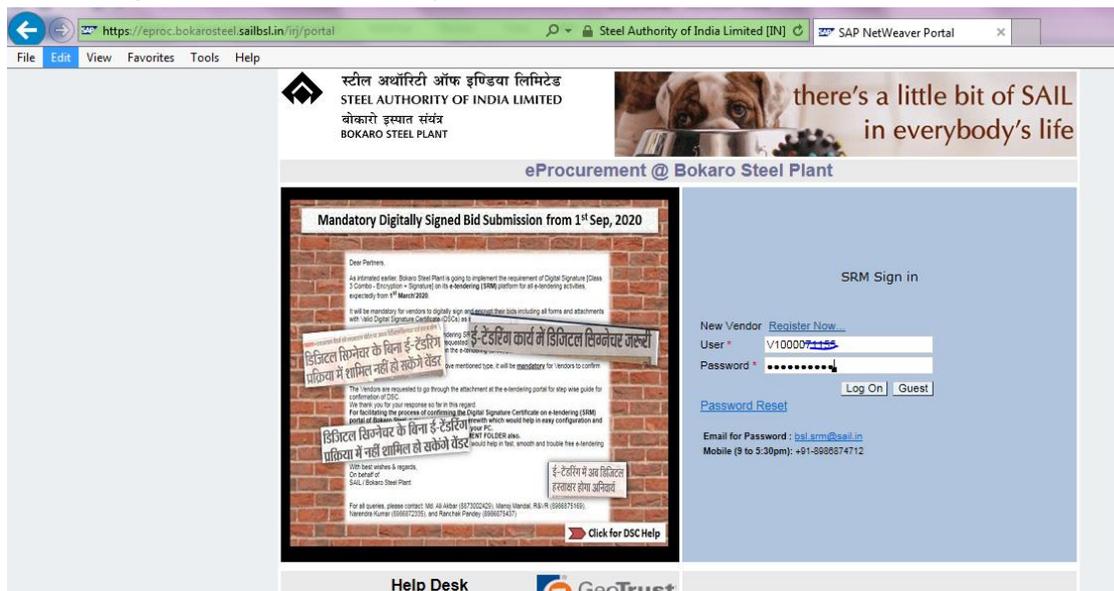
## Online Invoice Submission and Tracking Submitted Bills – For Materials PO only

### Salient Features:

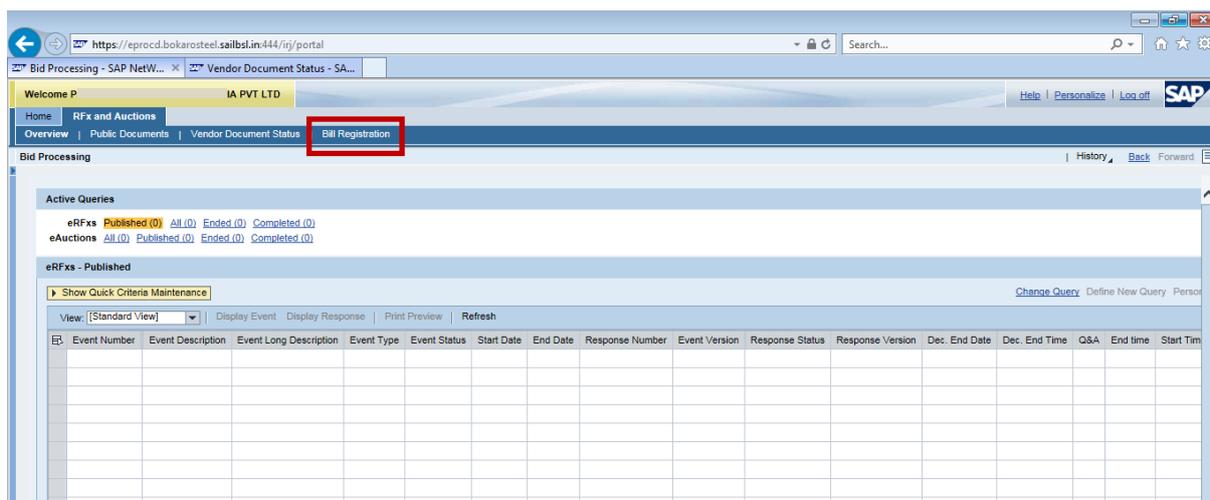
- ❖ Online Invoice submission is currently allowed for Materials Supply Purchase Order (PO)
- ❖ Invoice submission is to be done online through BSL SRM/e-tender portal
- ❖ On successful submission of invoice, vendor will get system generated mail of Online Bill Submission Reference No
- ❖ Online Submitted bill status can be tracked through Vendor Document Status – Bills link as available in BSL SRM

### Online Invoice Submission:

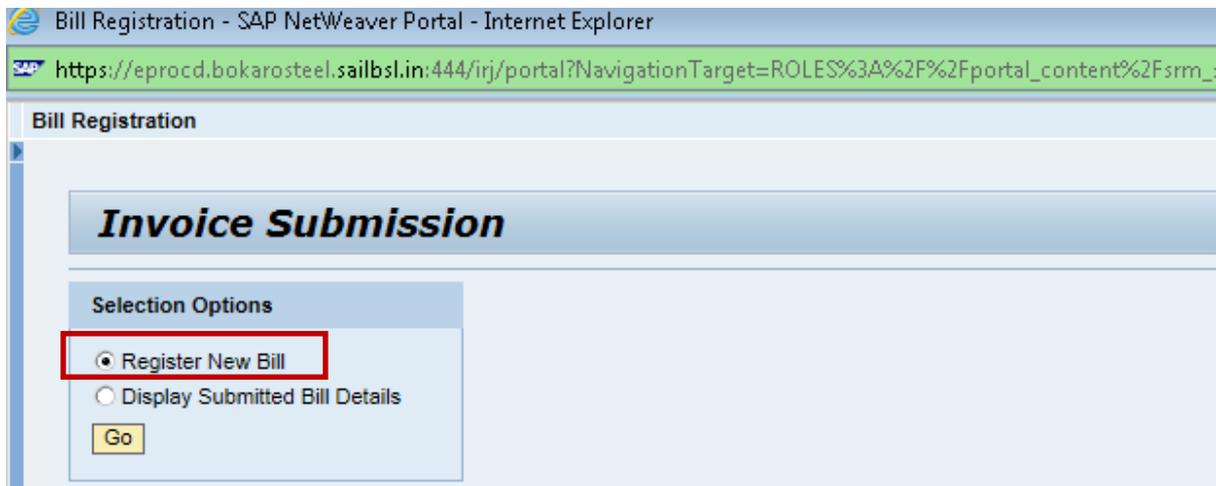
1. Open Google Chrom/MS Edge browser
2. Login to BSL SRM/e-tender portal



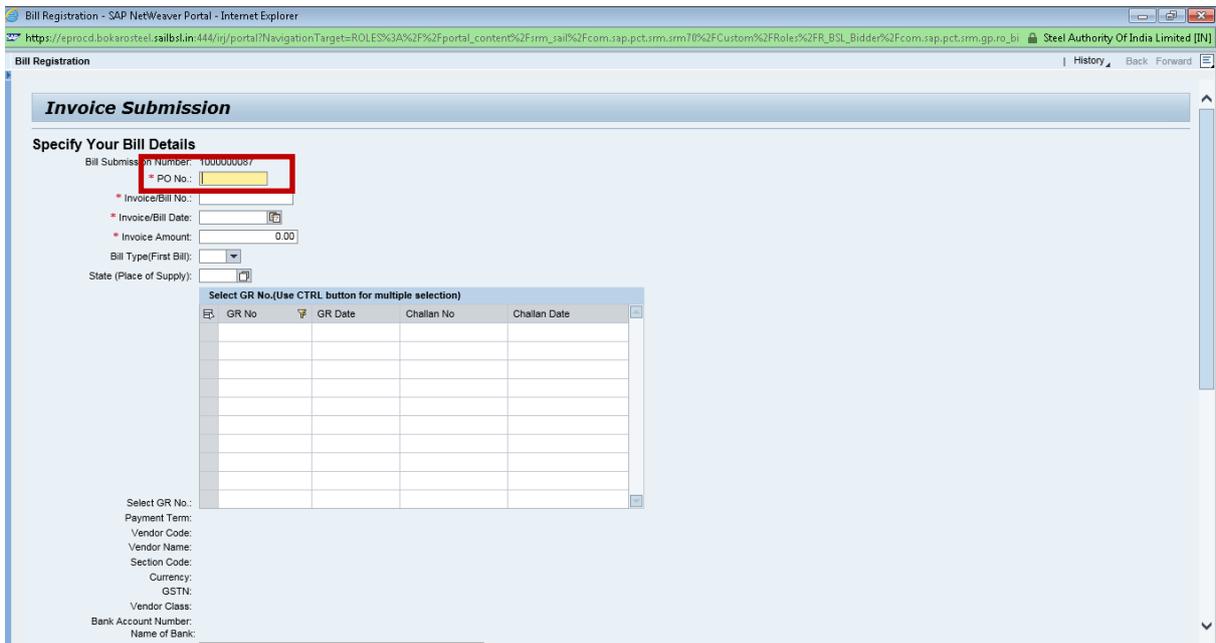
3. Click on “Bill Registration” link in RFX and Auctions screen



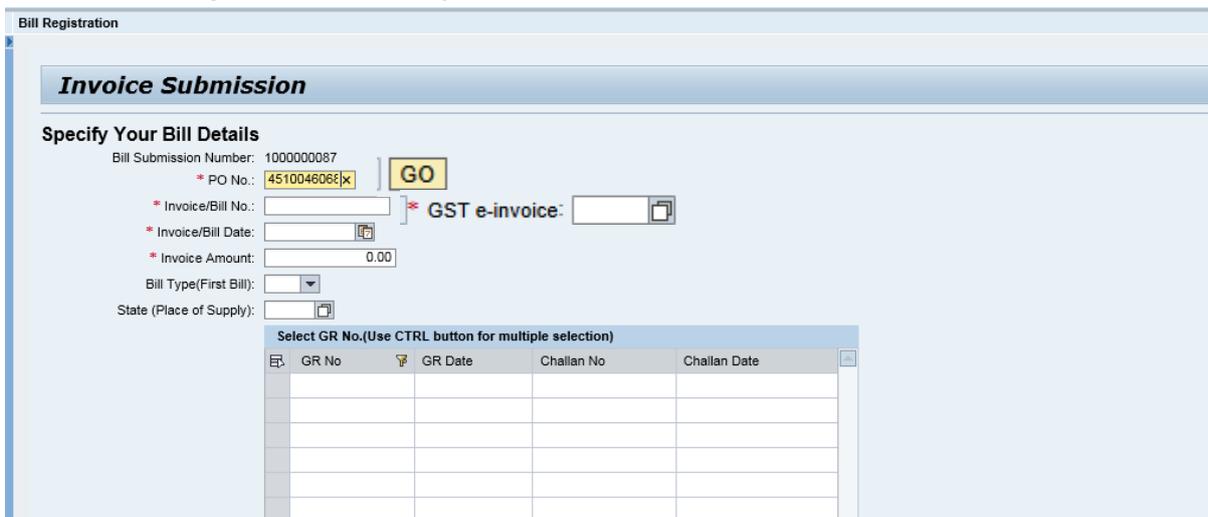
4. Bill Registration screen pop-up as a new window:  
Select/click Register New Bill option and then click “Go” button



5. In the Invoice Submission screen Purchase Order No is to be put in PO No field



6. Put 10 digit PO No and then press Enter button



A. Required PO relevant fields auto-populate in the screen along with the list of GRs of that PO

B. Following are to be filled:

a. Invoice/Bill No – Invoice no to be put here

- b. Invoice/Bill Date – Invoice Date to be put here (date format DD.MM.YYYY or date can be selected from Search option in Calendar there)
- c. Invoice Amount – Invoice Amount to be put here
- d. State (Place of Supply): To be selected from Search option there

**Invoice Submission**

**Specify Your Bill Details**

Bill Submission Number: 100000083  
 \* PO No.: 4510046068  
 \* Invoice/Bill No.: 8866872335  
 \* Invoice/Bill Date: 03.01.2022  
 \* Invoice Amount: 200,000.00  
 Bill Type(First Bill): Yes  
 State (Place of Supply): 01 Andhra Pradesh

GR No	GR Date	Challan No	Challan Date
5006153850	09.05.2018	WB5511000219	22.03.2018
5006060382	10.12.2018	001990000056	11.09.2018

Select GR No.:  
 Payment Term: M001 ( 100% against GR )  
 Vendor Code: 100007  
 Vendor Name: PRIL  
 Section Code: PURC  
 Currency: INR  
 GSTN: 27AA.....  
 Vendor Class:  
 Bank Account Number: 06.....  
 Name of Bank: DELICIOUS BANK  
 Remarks: TESTING REMARKS BY VENDOR

**C. Multiple selection of GRs:**

If the subject invoice relates to more than one GR then Multiple GRs can be selected using CTRL button

Sample screen:

GR No	GR Date	Challan No	Challan Date
5007425617	23.01.2020	JH.....	21.01.2020
5007425650	23.01.2020	JH.....	21.01.2020

D. Check following Vendor Info(as available in BSL Vendor master against given Vendor code) as showing in the screen:

- a. GSTN
- b. Bank Account Number
- c. Bank Name

Vendor Name: PRIL  
 Section Code: PURC  
 Currency: INR  
 GSTN: 27AA.....  
 Vendor Class:  
 Bank Account Number: 06.....  
 Name of Bank: DELICIOUS BANK

**Attaching Digitally signed Invoice pdf:**

- a. Digitally signed pdf of Invoice is to be attached mandatorily
- b. Other Documents, if required can be attached

**Create Attachment:**

- i) Click on Browse

- ii) Select required local file from your PC/Laptop (Name of file in your PC/Laptop to be done appropriately i.e Invoice document in your computer folder is to be named as Invoice)
- iii) Type File Brief Name
- iv) Click on Attach Button

Bank Account Number: 0003408000  
 Name of Bank: DEUTSCHE BANK  
 Remarks: TESTING REMARKS BY VENDOR

Create Attachment Description:  Browse...

**Attachment List**

File Name	Description	Created By	Created On	Created At	Changed By	Changed On	Changed At
<u>Invoice</u>	test-1	V1000071009	31.01.2022	16:24:20		31.01.2022	16:24:20
Certf	test-	V1000071009	31.01.2022	16:24:40		31.01.2022	16:24:40

**E. Confirm Declaration submission:**

Following Declarations are to be confirmed by checking the tick box,  
 Few of them are mandatory - To be ticked and confirmed (Bill will not be submitted without confirming these)  
 Few of them are optional - Required to be ticked and confirmed as per case

I declare that the Invoice submitted is true and correct as per best of my knowledge

I confirm that the TAX INVOICES are Digitally Signed

Tax Invoice No is same as Tax Invoice Number mentioned in GSTR-1

E-Mandate and Test Payment of Re.1 has been received

GSTIN in Invoice is same as GSTIN mentioned in PO

Same Tax Invoice no and Date uploaded in GSTR-2B as mentioned in Tax Invoice submitted for processing

SD/BG submitted to BSL as per PO (wherever applicable)

Performance certificate if applicable attached herewith

Third Party Test Certificate as Per PO if applicable attached herewith

Signed SES copy attached (If application / service invoice)

For Short quantity of GRN than Invoice, Credit Note submitted for short quantity

**F. Bill Submission:**

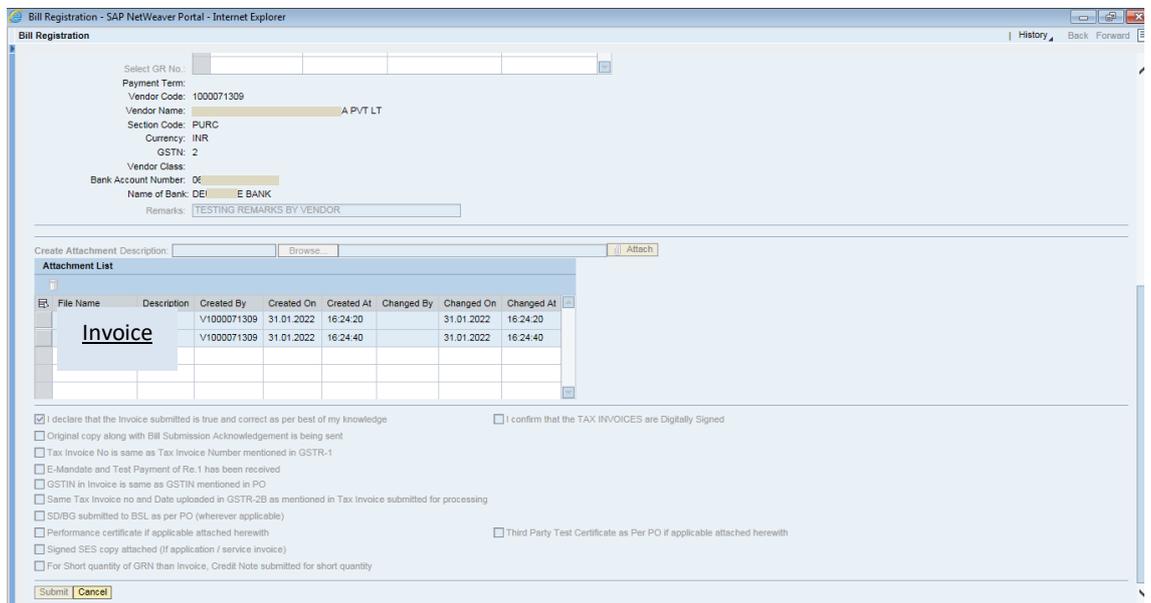
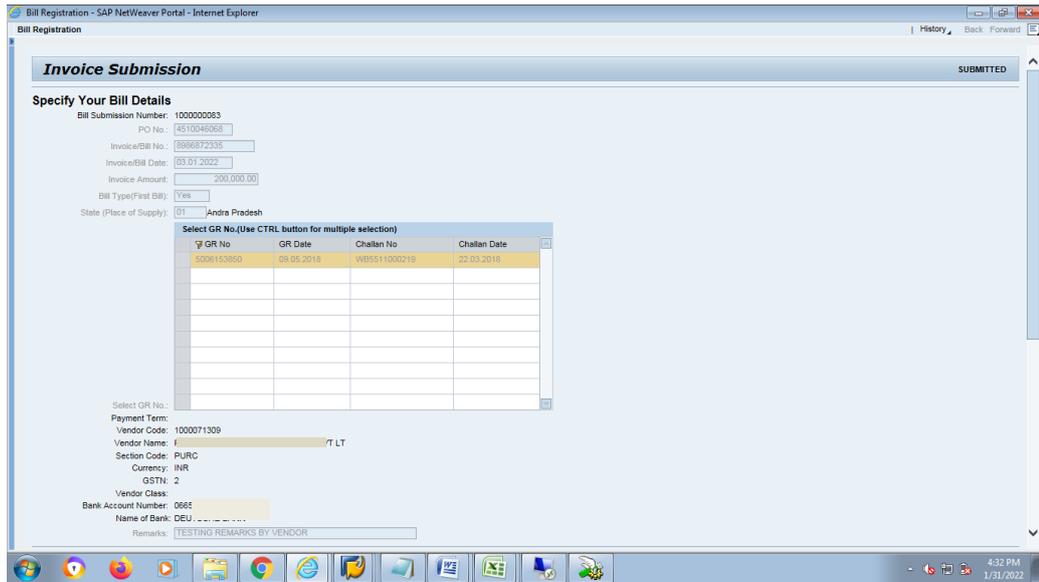
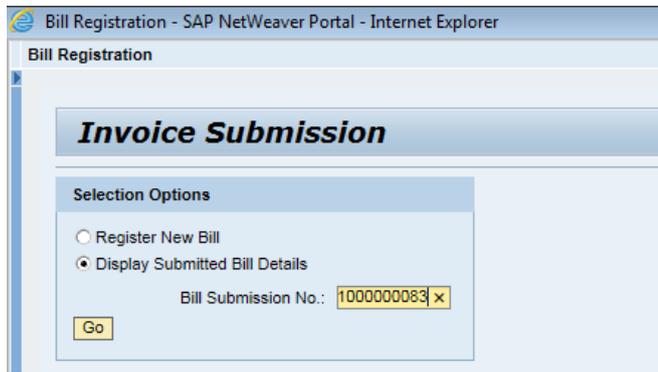
9.1 Click on Submit button after doing all above entries and confirming all required declarations

**G. Email alert :**

Once bill submission is completed you will also be informed through mail with following content  
 "You have successfully submitted your invoice and your bill submission no is 1000000083 .

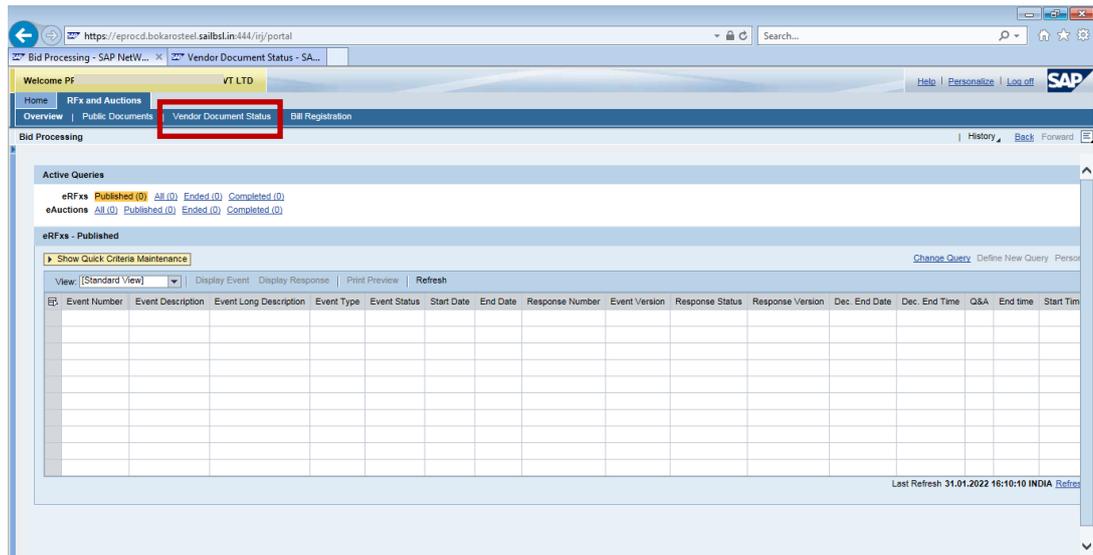
**H. Viewing Submitted Bill**

Select Display Submitted Bill In Bill registration selection screen and put Bill Submission No there

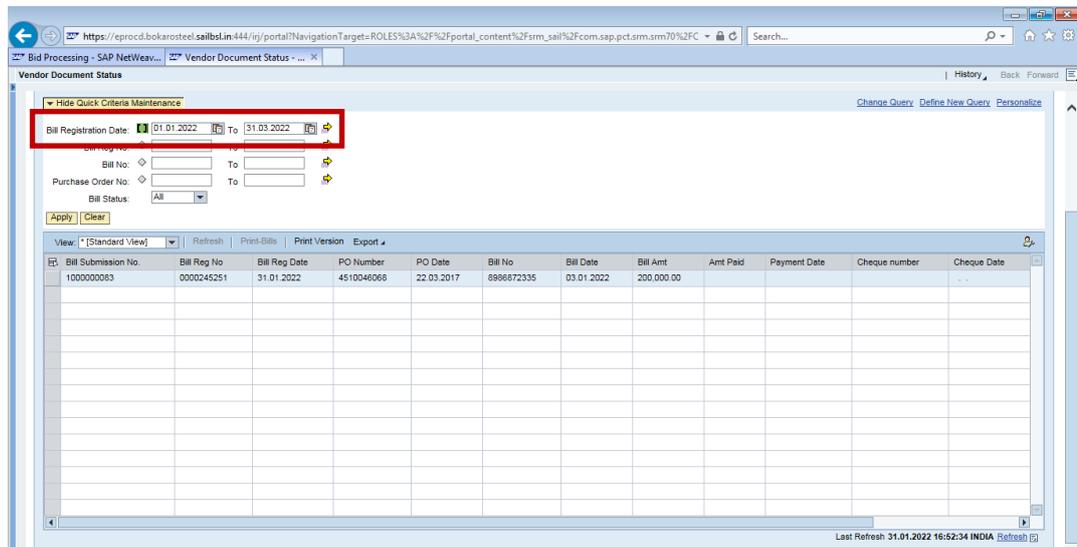


## TrackingBill status:

1. Click on **Vendor Document Status** link in RfX and Auctions screen



2. Click on Bills
  - a. Click on Show Quick Criteria Maintenance Button
  - b. Reset Bill Registration Date, if required and click on Apply
  - c. Bill Submission with its BSL Bill Registration No will display with its current status



\* For any issue/Query please mail to concerned Purchase Dealing officer