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

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

🥔 Bill Registration - SAP NetWeaver Porta	I - Internet Explorer
https://eprocd.bokarosteel.sailbsl.in:44	4/irj/portal?NavigationTarget=ROLES%3A%2F%2Fportal_content%2Fsrm_
Bill Registration	
Invoice Submissi	on
Selection Options	
Register New Bill Display Submitted Bill Details	
Go	

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

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- Invoice/Bill No							
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Bill Type(First Bill	.):						
State (Place of Supply):					_	
	Select G	R No.(Use C	RL button for n	nultiple selection)			
	ES GR N	V0 \P	GR Date	Challan No	Challan Date		
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Select GR No	.:						
Payment Terr	n:						
Vendor Code	e:						
Section Cod	e:						
Currence	y:						
GSTN	4:						
Vendor Class Bank Account Numbe	s: 						
Name of Ba	nk:						

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

Bill Registration						
Invoice Submiss	sio	n				
Specify Your Bill Details						
Bill Submission Number:	1000	0000087				
* PO No.:	451	0046068 ×	SO			
* Invoice/Bill No.:			GST e-invo	ice: 🗇		
* Invoice/Bill Date:		E 2				
* Invoice Amount:		0.00				
Bill Type(First Bill):		•				
State (Place of Supply):		D				
	Se	elect GR No.(Use C1	RL button for multi	ple selection)		
	₽	GR No 💡	GR Date	Challan No	Challan Date	

- 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 Submis	sion							
pecify Your Bill Details	;							
Bill Submission Number:	100000083							
* PO No.:	4510046068							
* Invoice/Bill No.:	8986872335							
* Invoice/Bill Date:	03.01.2022	D						
* Invoice Amount:	200	100.00						
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State (Place of Supply):		ra Prades	h					
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Payment Term:	M001 (100% a	nainst GR)					
Vendor Code:	100007	junior or c	,					
Vendor Name:	PRII							
Section Code:	PURC							
Currency:	INR							
Vendor Class:	21MA							
Bank Account Number:	066 30							
Name of Bank	: DEU . J.J. IE B/	NK						
Remarks	TESTING REM	ARKS 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:

	ED.	GR NO	GR Date	Challan No	Challan Date	
_ `		5007425617	23.01.2020	JHCCCCCCT	21.01.2020	
		5007425650	23.01.2020	AHCCOCCCCCC (21.01.2020	
		1	Multiple G	Rs are selecte	ed (here tw	o GRs)

- 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:	PRIME TECHNOLOGIES INDIA PVT LT
Section Code:	PURC
Currency:	INR
GSTN:	27A1ZF
Vendor Class:	
Bank Account Number:	06
Name of Bank:	DEGREGHE 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) Clic	k on Attao	ch Button											
	Dank Acc	Name of Bank: I	DEUTSCHE BAN	к										
	Remarks: TESTING REMARKS BY VENDOR													
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	Invoice	test-1	V100	31.01.2022	16:24:20		31.01.2022	16:24:20						
	Certf	test-	V1000077009	31.01.2022	16:24:40		31.01.2022	16:24:40						
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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 T	ax 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)	
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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 Bin Registration selection screen and put Bill Submission No there



Bill Registration - SAP NetWeaver Po	ortal - Internet Explorer										
Registration											
Invoice Submis	en - SAP NetWeaver Portal - Internet Explorer n										
pecify Your Bill Details	5										
Bill Submission Number:	100000083										
PO No.:	4510046068										
Invoice/Bill No.:											
Invoice/Bill Date:	03.01.2022										
Invoice Amount:	200,000.00										
State (Place of Supply):	01 Andra Pradesh										
crate (Frace of coppy).	Select GR No.(Use C	TRL button for mul	tiple selection)								
	W GR No	GR Date	Challan No	Challan Date							
	5006153850	09.05.2018	WB5511000219								
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Payment Term: Vendor Code:	1000071309										
Vendor Name:	1000011000	π	.т								
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GSTN:	2										
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1. Click on Vendor Document Status link in RFx and Auctions screen

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- 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

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