

**SAIL-ISP BURNPUR-713325 W.B.**

# **Material Online Integrated Billing System**

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# Vendor User Manual/SOP for Integrated Online Bill Submission for Material PO

- **Important Note/Instructions.** Page No 3.
  
- **PO Acknowledgment**
  - PO Acknowledgement Flow chart Page No 4 -6
  
- **Advance Shipping Notification (ASN)**
  - Create ASN Page No 7 -11
  
  - Modify/Delete ASN Page No 12 -13
  
  - Display/Print ASN Page No 14 -15
  
- **Online Bill Submission**
  - Create Bill Page No 16 -24
  
  - Modify/Display Bill Page No 25 -28
  
  - Tracking Bill Page No 29 -30

**\*All these functionalities will be available exclusively on the SAIL-ISP SRM Portal. \***

Visit [SAIL-ISP SRM Portal] Link:

<https://srm.sailisp.co.in/irj/go/km/docs/documents/Sail1/index.html>

If you are a registered material supplier for ISP and have been awarded a purchase order but do not have login credentials for our SRM Portal, please contact our Vendor Registration Section to obtain it. Reach out to the In-Charge of the Vendor Management Section at mmvendor.isp@sail.in or call 0341-2722118.

**Important Note/Instructions:**

1. Purchase Orders (POs) released after 22.07.2024 will be visible for PO Acknowledgement and Advance Shipping Notification.
2. Goods Receipt Notes (GRNs) created after 01.04.2023 and bill is not submitted against that GRN in offline mode will be visible for bill submission.
3. A digitally signed tax invoice is essential; failure to include it will result in the rejection of your bill.
4. Missing documents, as required by the terms of the purchase order, may lead to the rejection of your bill.
5. If you have already submitted a bill against any GRN/Daybook offline, do not resubmit it online, even if the GRN appears during the online bill submission process.
6. Submitting a new bill against any GRN twice is strictly prohibited, regardless of whether the initial bill was rejected or not.
7. If you are a registered supplier at ISP and have been awarded a purchase order to supply materials but lack login credentials for our SRM Portal, please contact our Vendor Registration Section (In charge: Vendor Management Section, email: [mmvendor.isp@sail.in](mailto:mmvendor.isp@sail.in), Phone: 0341-2722118) to obtain them.
8. Carefully review the vendor user manual for the Integrated Billing System and submit the ASN/Bill accordingly.
9. During the initial phase of the system's go-live, please report or inform any bugs related to ASN submission or billing submission & it's tracking to the respective dealing officer or store officer.

## PO Acknowledgment

Upon receipt of a purchase order (PO) from SAIL ISP, vendors/suppliers are required to acknowledge it via the SRM portal. Here's the step-by-step process with Navigation:

Note: Any POs issued by ISP before online billing system implementation will not be visible for acknowledgment through this portal.

### 1. Log in to the SRM Portal using your credentials.

The screenshot shows the SAIL IISCO STEEL PLANT SRM PORTAL login page. On the left, there is a blue navigation menu titled "Supplier Collaboration" with the following items: Bidder's Manual, Vendor Registration, Public Documents, Important Links, Software Downloads, FAQ, Contact Us, MM Quality Policy, and Browser Settings. The main content area features a "Welcome to SAIL" message and the "SAIL IISCO STEEL PLANT SRM PORTAL" logo. A login form is highlighted with a red box, containing "User \*" and "Password \*" input fields. A green box above the form contains the text "Login With Existing SRM User-id and Password." with a blue arrow pointing to the form. Below the form are buttons for "Log On" and "Guest User", and links for "Forgot Password", "How to reset password in SRM portal", and "Guidelines to Vendors". The footer includes "Feedback" and "Legal Disclaimer".

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## 2. Access the "Online Billing System" section.

Back Forward History Favorites Personalize View Help

RFX and Auctions Home **ONLINE BILLING SYSTEM**

Overview Service Map

RFX and Auctions > Overview > RFX and Auctions

### Active Queries

eRFxs **All (9)** Published (0) Ended (0) Completed (0)  
 eAuctions All (0) Published (0) Ended (0) Completed (0)

### eRFxs - All

Show Quick Criteria Maintenance

View: [Standard View] Create Response Display Event Display Response Print Preview Refresh

Event Number	Event Description	Event Type	Event Status	SI
2300000061	2122389 11.05.2022 17:25	LTE Single Part	Ended	11
2300000045	Copy of 2300000031	LTE Single Part	Ended	14
1600000411	PUR-4 09.11.2023 16:03:20	Open Tender	Published	08
1600000036	1193320 20.03.2020 13:36	Open Tender	Ended	
1400000872	2122389 08.08.2022 15:55:03	Limited Tender	Ended	06

## 3. Select the "PO Acknowledgement Radio Button" and click on the "GO" button. This action will open a new screen.

### Welcome to Online Bill Submission Window

#### Section For Material POs

**PO Acknowledgement**

Advanced Shipping Notification(ASN)

Create a New Bill

Update/Display a Existing Bill

Display Bill Consolidated Report

#### Section For Service POs

Create a New Bill

Update/Display a Existing Bill

Display Bill Summary Reports

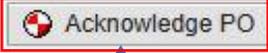
Display Bill Consolidated Report

Selects the radio button and click GO Button

4. Choose the appropriate PO from the list displayed on the new screen and proceed to acknowledge it. An email notification will be sent to your registered email address. You can also verify the Acknowledgment Status and download a copy of the PO from the column highlighted in red.

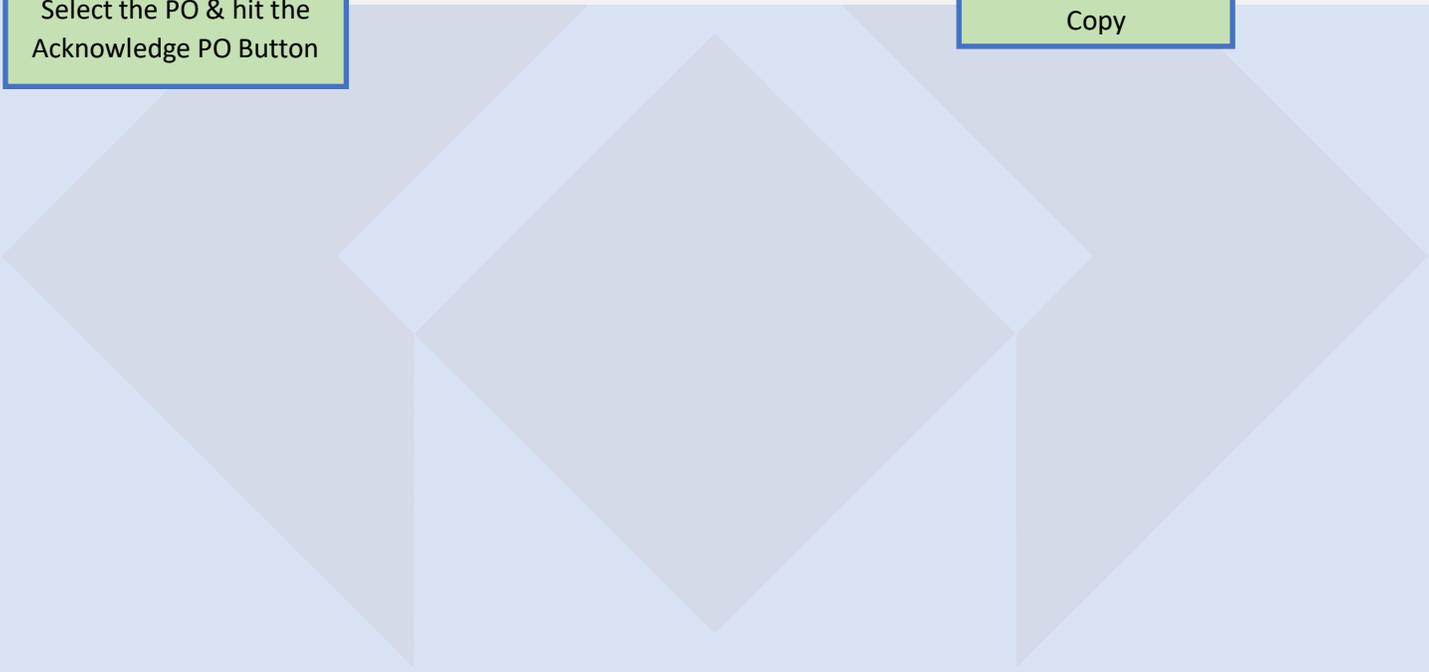
### Material PO Acknowledgement

Select Row	Purchase Order	First Release Date	Department	Acknowledgement Status	View PO
<input type="checkbox"/>	5000000604	07.05.2024	ERP	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	5000000612	09.05.2024	ERP	<input type="checkbox"/>	
<input type="checkbox"/>	6300000020	08.05.2024	ERP	<input checked="" type="checkbox"/>	

 Acknowledge PO

Select the PO & hit the Acknowledge PO Button

Status and Po PDF Copy



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## Advance Shipping Notifications (ASN)

After successfully acknowledging the PO, you can move forward to create the Advance Shipping Notifications (ASN) prior to supply of material against the acknowledged PO.

You'll be required to provide various consignment-related details, such as the shipping date, shipping time, expected delivery date, vehicle number, delivery location, mode of transport, transporter name, transporter's GSTIN, vehicle fitness expiry date, ASN quantity for each PO item to be shipped, mandatory attachments as per PO terms, and driver-related information.

Fields marked with an asterisk (\*) are mandatory and must be filled out and other fields are optional.

You can use ASN facility for the following:

1. Create ASN
2. Save as Draft/Change ASN/Delete ASN
3. Display ASN/Print ASN

Once the ASN is successfully submitted, email notifications will be sent to your registered email address.

Here's the step-by-step navigation process:

**1. ASN Creation:** Sign in to the SRM Portal with your credentials. Navigate to the "Online Billing System" section from the menu. Upon selection, a new screen will appear as shown below.

**Welcome to Online Bill Submission Window**

**Section For Material POs**

- PO Acknowledgement
- Advanced Shipping Notification(ASN)
- Create a New Bill
- Update/Display a Existing Bill
- Display Bill Consolidated Report

**Section For Service POs**

- Create a New Bill
- Update/Display a Existing Bill
- Display Bill Summary Reports
- Display Bill Consolidated Report

**Selects the radio button and hit the GO Button**

### 1.1. Choose action type and hit Arrow button to proceed further.

The screenshot shows a web browser window titled "ADVANCE SHIPPING NOTIFICATION CREATE - Personal - Micros...". The URL is "https://devsrm.sailisp.co.in/irj/servlet/prt/portal/prtroot/pcd!3apor...". The page displays the "Advanced Shipping Note(ASN)" form. Under the heading "Choose Action Type", there is a dropdown menu with "Create ASN" selected and an arrow button to its right. A red box highlights both the dropdown and the arrow button. A blue callout box with a green background contains the text: "Selects the action type from dropdown and button and hit the Arrow Button".

### 1.2. Choose only the POs that have been acknowledged, as these are the ones that allow ASN creation.

The screenshot shows the "Advanced Shipping Note(ASN)" form with a table of Purchase Orders. The "Choose Action Type" dropdown is set to "Create ASN". A red box highlights the "Create ASN" button. A blue callout box with a green background contains the text: "This is Reset Button by clicking on this you can reset Choose Action Type Field." Another blue callout box with a green background contains the text: "Select the Single PO and hit the Create ASN button." The table below shows three rows of Purchase Orders, all with "Acknowledgement Status" checked.

	Purchase Order	First Release Date	Department	Acknowledgement Status
<input type="checkbox"/>	5000000604	07.05.2024	ERP	<input checked="" type="checkbox"/>
<input type="checkbox"/>	5000000612	09.05.2024	ERP	<input checked="" type="checkbox"/>
<input type="checkbox"/>	5300000020	08.05.2024	ERP	<input checked="" type="checkbox"/>

### 1.3. The ASN creation screen will open, and it is divided into three sections:

- Header Details:** Fill the header details. Fields marked with an asterisk (\*) are mandatory.
- Item Details:** Select the PO line item and enter the ASN quantity.
- Attachments:** Attach the documents required in PDF format as per the PO terms in the attachment section.

**Back Button & Save As Draft Button.**

**Submit: After Filling all data, use this button to submit.**

#### ASN Creation

← Back To Home
📄 Save As Draft
📄 Submit

#### Header Details

**Delivery Details**

Shipping Date\*

Shipping Time\* 00:00:00

Delivery Date(Expected)\*

Delivery From\*

Mode of Transport

Vehicle Number

**Transport Details**

Transporter's Name

GSTIN of Transporter

Fitness Valid Upto

**Driver Details**

Vehicle Owner Name

Driver's Name

Driving License No.

License Validity Period  -

Driver's Address

Driver's Phone No.

Helper Name

Remarks( \*max 200 characters )

\* Marked Fields are Mandatory

**Press this button to select the Po items.**

#### Item Details

📄 Invoice Details
📄 Fetch Item

Item Select	PO SNo	Material No	Material Description	Ordered Quantity	Unit	ASN Created Qty	ASN Quantity	Challan/Invoice Number	Challan/Invoice Date

#### Attachments

Press this to expand the attachments tab.

**1.4. PO Item Selection Screen:** Choose the PO item for which you wish to create an ASN, and then click on the “Process Selected Item” button.

**Purchase Order Item Details**

**Item Details**

Select Item	Purchase Document No	PO SNo	Material No	Material Description	Ordered Qty	Unit
<input checked="" type="checkbox"/>	500000604	00010	80218001000152	Blood Collection Monitor	1,000.000	EA
<input checked="" type="checkbox"/>	500000604	00020	80218001000162	Blood Collection Monitor	200.000	EA
<input type="checkbox"/>	500000604	00030	80215001000010	Computerised Radiography - CR facility	100.000	EA

**1.5. Enter Header & Item Details:** Please enter the Header and Item data in the red marked area in the below Fields marked with an asterisk (\*) are mandatory.

**ASN Creation**

**Header Details**

Delivery Details	Transport Details	Driver Details
Shipping Date* 10.07.2024	Transporter's Name ABC LTD	Vehicle Owner Name XYZ
Shipping Time* 10:00:00	GSTIN of Transporter 19BGEPK6245MMMN	Driver's Name TEST1
Delivery Date(Expected)* 10.07.2024	Fitness Valid Upto 31.07.2025	Driving License No. ABC12345678952
Delivery From* KOLKATA		License Validity Period 01.07.2024 - 31.07.2025
Mode of Transport Truck		Driver's Address BURNPUR
Vehicle Number WB38AK4982		Driver's Phone No. 4123456789
		Helper Name TEST2

Remarks( \*max 200 characters ) TEST3

\* Marked Fields are Mandatory

**Item Details**

Item Select	PO SNo	Material No	Material Description	Ordered Quantity	Unit	ASN Created Qty	ASN Qty	Challan/Invoice Number	Challan/Invoice Date
<input checked="" type="checkbox"/>	00010	20117201000122	DOWTY SEAL,1.1/2IN F/HYDRAULIC SYSTEM	1,000.000	EA	0.000	1000	INVOICE123	05.07.2024
<input checked="" type="checkbox"/>	00020	20117201000144	DOWTY SEAL,1.3/4IN	2,000.000	EA	0.000	1500	INVOICE123	05.07.2024
<input checked="" type="checkbox"/>	00030	20117201000150	DOWTY SEAL,3.1/4IN	3,000.000	EA	0.000	2500	INVOICE123	05.07.2024
<input checked="" type="checkbox"/>	00040	20111201000112	DOWTY SEAL,1/2IN F/2YDRAULIC SYSTEM	4,000.000	KG	100.000	3900	INVOICE123	05.07.2024

**Attachments**

**Enter header Data.**

**ASN Qty, Invoice No & Invoice Date.**

**1.6. Attachments:** As per PO term you have to upload attachments (in PDF format) in the attachment section.

The screenshot displays the 'ASN Creation' interface. At the top, there are navigation buttons: 'Back To Home', 'Save As Draft', and 'Submit'. Below this, there are sections for 'Header Details', 'Item Details', and 'Attachments'. The 'Attachments' section contains a 'List of Attachments' table and an 'Upload Attachment' form. The 'List of Attachments' table has columns for 'Select Row', 'Attachment Name', and 'File Name'. The 'Upload Attachment' form includes an 'Attachment Name' dropdown menu, a 'Choose File' button, and a 'No file chosen' status. A green callout box with a blue border points to the 'Attachment Name' dropdown, the 'Choose File' button, and the 'Delete' icon in the table, with the text: 'Select The attachment Name, Choose File and add attachment button'. Another green callout box with a blue border points to the 'Delete' icon, with the text: 'You can Delete attachment if required'.

**1.7 Submit:** After filling all data please press Submit Button.

- Once you've filled in all the required data and attached the necessary documents, you have the option to either save your ASN as a draft or submit it.
- If you choose to submit the ASN the submission e-mail along with ASN Number will be send to your registered e-mail id,
- If you opt to save it as a draft, you will still be able to make changes.

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**2.0. Modifying/Delete ASN:** While in draft mode, you can modify or delete the ASN by selecting "Saved as Draft" in the Choose Action Type, then select the respective ASN and click the "GO" button. In this mode, you have the option to delete the ASN if it's no longer needed. However, once the ASN is submitted, the system will not permit its deletion.

### Advanced Shipping Note(ASN)

Choose Action Type

	ASN No.	Purchase Order	PO Date	Department
<input checked="" type="checkbox"/>	1100000283	5000000650	04.07.2024	ERP

**2.1.** The new screen will be opened with the previously filled data, Now You can change the data then Submit the ASN or You can also delete the ASN if no longer needed.

### Advanced Shipping Note

ASN Number 
 ASN Status 


Delete ASN Button

**Header Details**

Delivery Details	Transport Details	Driver Details
Shipping Date* <input type="text" value="09.07.2024"/>	Transporter's Name <input type="text" value="ABC LTD"/>	Vehicle Owner Name <input type="text" value="ABC"/>
Shipping Time* <input type="text" value="11:00:00"/>	GSTIN of Transporter <input type="text" value="19BGEPK6245MMMN"/>	Driver's Name <input type="text" value="TEST1"/>
Delivery Date(Expected)* <input type="text" value="10.07.2024"/>	Fitness Valid Upto <input type="text" value="23.08.2025"/>	Driving License No. <input type="text" value="ABC12345678952"/>
Delivery From* <input type="text" value="KOLAKATA"/>		License Validity Period <input type="text" value="04.07.2023"/> - <input type="text" value="25.07.2026"/>
Mode of Transport <input type="text" value="Truck"/>		Driver's Address <input type="text" value="KOLKATA"/>
Vehicle Number <input type="text" value="WB38AK4982"/>		Driver's Phone No. <input type="text" value="1234567890"/>
		Helper Name <input type="text" value="TEST2"/>

Remarks( \*max 200 characters )

\* Marked Fields are Mandatory

**Item Details**

Item Select	PO SNo	Material No	Material Description	Ordered Quantity	Unit	ASN Created Qty	ASN Quantity	Challan/Invoice Number	Challan/Invoice Date
<input checked="" type="checkbox"/>	00030	20117201000150	DOWTY SEAL,3.1/4IN	3,000.000	EA	2,500.000	500.000	INV123	02.07.2024

**Attachments**

### 3.0. Display/Print ASN:

You can Display ASN by selection the “Choose Action Type” as “Display ASN”. ASN list will be displayed as below, select individual ASN and press Go Button.

Advanced Shipping Note(ASN)					
Choose Action Type		Display ASN			Go
	ASN No.	Purchase Order	PO Date	Department	
<input type="checkbox"/>	110000283	5000000650	04.07.2024	ERP	
<input type="checkbox"/>	110000282	5000000650	04.07.2024	ERP	
<input type="checkbox"/>	110000281	5000000650	04.07.2024	ERP	
<input type="checkbox"/>	110000257	5000000623	11.05.2024	ERP	
<input type="checkbox"/>	110000256	6300000023	20.05.2024	ERP	
<input type="checkbox"/>	110000255	6300000023	20.05.2024	ERP	
<input type="checkbox"/>	110000254	6300000023	20.05.2024	ERP	
<input type="checkbox"/>	110000242	6300000023	20.05.2024	ERP	
<input type="checkbox"/>	110000241	6300000023	20.05.2024	ERP	
<input type="checkbox"/>	110000240	5000000641	18.05.2024	ERP	
<input type="checkbox"/>	110000239	5000000640	18.05.2024	ERP	
<input type="checkbox"/>	110000238	5000000639	17.05.2024	ERP	

**Please Note:** In the event of multiple purchase order items being dispatched together in the same vehicle, you are required to create individual Advance Shipping Notices (ASN) for each purchase order. Ensure that you enter the same header details in each ASN and attach copies of all ASNs to the consignment.

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**3.1 Print ASN:** If you want to see the details of ASN or Print ASN for any individual ASN Number, then you have to select individual ASN and Hit in the “GO” button.

### Advanced Shipping Note

Back to Home
ASN Number: 1100000282
ASN Status: Initiated

Print ASN

Print ASN Button

#### Header Details

Input Fields
Basic Details

#### Delivery Details

Shipping Date\* 10.07.2024

Shipping Time\* 10:00:00

Delivery Date(Expected)\* 10.07.2024

Delivery From\* KOLKATA

Mode of Transport Truck

Vehicle Number WB38AK4982

#### Transport Details

Transporter's Name ABC LTD

GSTIN of Transporter 19BGEPK6245MMMN

Fitness Valid Upto 31.07.2025

#### Driver Details

Vehicle Owner Name XYZ

Driver's Name TEST1

Driving License No. ABC12345678952

License Validity Period 01.07.2024 - 31.07.2025

Driver's Address BURNPUR

Driver's Phone No. 4123456789

Helper Name TEST2

Remarks ( \*max 200 characters ) TEST3

\* Marked Fields are Mandatory

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#### Item Details

Invoice Details

Fetch Item

Item Select	PO Sno	Material No	Material Description	Ordered Quantity	Unit	ASN Created Qty	ASN Quantity	Challan/Invoice Number	Challan/Invoice Date
<input checked="" type="checkbox"/>	00010	20117201000122	DOWTY SEAL, 1.1/2IN F/HYDRAULIC SYSTEM	1,000.000	EA	0.000	1,000.000	INVOICE123	05.07.2024
<input checked="" type="checkbox"/>	00020	20117201000144	DOWTY SEAL, 1.3/4IN	2,000.000	EA	0.000	1,500.000	INVOICE123	05.07.2024
<input checked="" type="checkbox"/>	00030	20117201000150	DOWTY SEAL, 3.1/4IN	3,000.000	EA	0.000	2,500.000	INVOICE123	05.07.2024
<input checked="" type="checkbox"/>	00040	20111201000112	DOWTY SEAL, 1/2IN F/2YDRAULIC SYSTEM	4,000.000	KG	100.000	3,900.000	INVOICE123	05.07.2024

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#### Attachments

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### 3.2. Sample Copy of ASN Print: Please send Printout of only approved ASN.

#### Advance Shipping Notification(ASN) - Printout

ASN No & Date	1100000282	PO No & Date	5000000650 & 04.07.2024
Vendor Code	1000080513	Vendor Name	A.MUKHERJEE & CO.

Driver Name	TEST1			Shipping Date	10.07.2024
DL Number	ABC12345678952	Vehicle Number	WB38AK4982	Shipping Time	10:00:00
Mode of Transport	TRUCK	DL Valid Till	31.07.2025	Vehicle Fitness	31.07.2025
Transporter Name	ABC LTD	Vehicle Owner Name	XYZ	Delivery Date(Expected)	10.07.2024
GSTIN of Transporter	19BGEPK6245MMMN	Driver Phone	4123456789	Helper Name	TEST2
Driver Address	BURNPUR				
Remarks:	TEST3				

SL No.	PO Line Item	Material Code	Material Description	ASN Qty	UoM	Ordered Qty	Invoice No.	Invoice Date
1	10	20117201000122	DOWTY SEAL,1.1/2IN F/HYDRAULIC SYSTEM	1,000.000	EA	1,000.000	INVOICE123	05.07.2024
2	20	20117201000144	DOWTY SEAL,1.3/4IN	1,500.000	EA	2,000.000	INVOICE123	05.07.2024
3	30	20117201000150	DOWTY SEAL,3.1/4IN	2,500.000	EA	3,000.000	INVOICE123	05.07.2024
4	40	20111201000112	DOWTY SEAL,1/2IN F/2YDRAULIC SYSTEM	3,900.000	KG	4,000.000	INVOICE123	05.07.2024

Signature of Signing Authority

Page 1 of 1

#### Please Note:

- In the event of multiple purchase order items being dispatched together in the same vehicle, you are required to create individual Advance Shipping Notices (ASN) for each purchase order. Make sure to input identical header details in every ASN and attach copies of all ASNs to the consignment.
- Currently is no approval system for ASN, It is just notification information for us to create Gate Pass at ISP.

## Online Bill (Docket) Submission for material PO

You can submit your bill against your material purchase order for the accepted Goods Receipt Note (GRN). This process can be done once the material is accepted at ISP and a GRN is created.

### Please note the following key points:

- The bill submission must be done exclusively through our SRM portal: Welcome to SAIL ISP SRM Portal.
- If you do not have login credentials, please contact our Vendor Registration Section. (Contact: In charge, Vendor Management Section, email: mmvendor.isp@sail.in, Phone: 0341-2722118).
- Only the Main Purchase Order vendor can submit the bill. There is currently no provision for other vendors to submit the bill.

### Following PDF documents are required to be available with vendor for online invoice submission:

1. Digitally Signed Tax Invoice (Mandatory)
2. Inspection Certificates, wherever required
3. Performance Certificate, wherever required
4. Any other Document as per PO terms

Here's the step-by-step process with Navigation:

#### 4.1 Log in to the SRM Portal using your credentials.

The screenshot shows the login interface for the SAIL IISCO STEEL PLANT SRM PORTAL. On the left, there is a blue navigation menu titled 'Supplier Collaboration' with various options. The main content area has a white background with a blue header 'Welcome to SAIL' and the portal title 'SAIL IISCO STEEL PLANT SRM PORTAL'. A login form is highlighted with a red border, containing 'User \*' and 'Password \*' input fields, and 'Log On' and 'Guest User' buttons. A green box with a blue arrow points to the login form, containing the text 'Login With Existing SRM User-id and Password.' Below the login form are links for 'Forgot Password', 'How to reset password in SRM portal', and 'Guidelines to Vendors'. The SAIL logo is in the top right corner, and 'Feedback | Legal Disclaimer' is at the bottom.

## 4.2 Access the "Online Billing System" section.

The screenshot shows a web application interface with a navigation bar at the top containing 'Back', 'Forward', 'History', 'Favorites', 'Personalize', 'View', and 'Help'. Below the navigation bar are three main sections: 'RFx and Auctions', 'Home', and 'ONLINE BILLING SYSTEM'. The 'ONLINE BILLING SYSTEM' section is active, showing 'Overview' and 'Service Map' tabs. The breadcrumb trail is 'RFx and Auctions > Overview > RFx and Auctions'. The main content area is titled 'Active Queries' and includes filters for 'eRFxs' (All (9), Published (0), Ended (0), Completed (0)) and 'eAuctions' (All (0), Published (0), Ended (0), Completed (0)). Below this is the 'eRFxs - All' section, which has a 'Show Quick Criteria Maintenance' button and a 'View: [Standard View]' dropdown. There are also buttons for 'Create Response', 'Display Event', 'Display Response', 'Print Preview', and 'Refresh'. A table of eRFxs is displayed with the following data:

Event Number	Event Description	Event Type	Event Status	SI
2300000061	2122389 11.05.2022 17:25	LTE Single Part	Ended	11
2300000045	Copy of 2300000031	LTE Single Part	Ended	14
1600000411	PUR-4 09.11.2023 16:03:20	Open Tender	Published	08
1600000036	1193320 20.03.2020 13:36	Open Tender	Ended	
1400000872	2122389 08.08.2022 15:55:03	Limited Tender	Ended	06

## 4.3 Select the Radio Button as below.

The screenshot shows the 'Welcome to Online Bill Submission Window' with two main sections:

- Section For Material POs:**
  - PO Acknowledgement
  - Advanced Shipping Notification(ASN)
  - Create a New Bill
  - Update/Display a Existing Bill
  - Display Bill Consolidated Report
- Section For Service POs:**
  - Create a New Bill
  - Update/Display a Existing Bill
  - Display Bill Summary Reports
  - Display Bill Consolidated Report

Both sections have a 'GO' button at the bottom. A red box highlights the 'Section For Material POs' and its 'GO' button. A blue arrow points from the 'Create a New Bill' radio button to a green oval containing the text: 'Selects the radio button and hit the GO Button'.

4.4 A new screen will open, which is divided into three sections: Header Details, Item Details, and Attachments.

Enter PO Number and press execute button.

After clicking on this button, you can see the list of Material POs issued to you.

### Online Bill Submission For Material PO

Purchase Order No    Docket No.

---

#### Header Details

 **Billing Details**  PO Details  Billed By  Billed To

Invoice/Bill No.  Bill Type

Invoice/Bill Date  State(Place of Supply)

Invoice/Bill Amount

---

#### Item Details

 **Item Details**

Select	GR Number	GR Date	Challan No	Challan Date	GP No.	ASN No.	Display GRN.
 The table does not contain any data							

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#### Attachments

### Online Bill Submission For Material PO

Purchase Order No

---

#### Header Details

 **Billing Details**  PO Details

Invoice/Bill No.

Invoice/Bill Date

Invoice/Bill Amount

---

#### Item Details

 **Item Details**

 The table does not contain any data

---

#### Attachments

**Search: Purchase Order No**

**Search Criteria** Hide Search Criteria

Purchasing Document

**Results List: 22 results found for Purchase Order No**

Purchasing Doc.	Acknowledgement Date
5000000604	07.05.2024
5000000612	09.05.2024
5000000613	09.05.2024
5000000618	
5000000623	11.05.2024
5000000625	14.05.2024
5000000626	
5000000627	14.05.2024
5000000633	
6300000020	08.05.2024
6300000021	11.05.2024

## 4.5 Process for Submitting the Bill

### 1. Execute Pending GRNs:

After pressing the "Execute" button, the pending GRNs (those against which the bill has not been submitted either online or offline) will be populated in the Item Details section.

### 2. Header Details:

-Enter the following information:

- Invoice No
- Invoice Date
- Invoice Amount
- Select Bill Type
- Enter State Code (Place of Supply)
- Note: CRAC No and CRAC Date are mandatory for bill submissions against GeM Orders.

### 3. Item Details:

- Select the GRN against which you want to submit the bill.
- Note: Ensure that the bill has not been submitted against the selected GRN in offline mode.

### 4. Attachment Section:

- Only PDF copies are allowed.
- A digitally signed tax invoice copy is mandatory.
- Include all other attachments as required by the purchase order terms.

### 5. Declaration:

- When pressing the "Submit" button, the system will prompt you to check some mandatory and optional declarations.
- Ensure you check the necessary declarations before submitting.

## 4.6 Enter Po Number:

### Online Bill Submission For Material PO

Purchase Order No.    Docket No.   Save As Draft  Submit

**Header Details**

Billing Details
PO Details
Billed By
Billed To

Invoice/Bill No.  Bill Type   CRAC No.

Invoice/Bill Date   State(Place of Supply)   CRAC Date  

Invoice/Bill Amount

**Item Details**

Item Details

Select	GR Number	GR Date	Challan No	Challan Date	GP No.	ASN No.	Display GRN.
<input type="checkbox"/>	5000004565	15.05.2024	IN123	15.05.2024	2000001159	1100000223	

**Attachments**

This section also includes PO Details, Billed By, and Billed To information. You can view these details by clicking on the corresponding tab.

## 4.7 Po Details:

### Header Details

Billing Details
PO Details
Billed By
Billed To

Purchase Order No.  PO Document Type

Purchase Order Date  Mode Of Tender

PO Value

## 4.8 Billed By details:

### Header Details

Vendor Personal Details		Bank Details	
Vendor Number	1000080513	PAN No.	AFLPK4762M
Vendor Name	A.MUKHERJEE & CO.	GSTIN No.	19AFIPM3991H1ZY
Address Line 1	RADHA NAGAR ROAD, SBI - 10...	E-Mail ID	abhishek.kr10@sail.in
City	BURNPUR	Telephone	
PIN Code	713325	MSME Type	MICRO
		Bank Name	STATE BANK OF INDIA
		Bank Branch	BURNPUR
		IFSC Code	SBIN0000049
		Account No.	10981626027

### Item Details

## 4.9 Billed To Details:

### Header Details

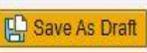
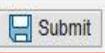
Billed To Details	
Ex. Department	ERP
Plant	IISCO STEEL PLANT, BURNPUR
Plant Address	BURNPUR WORKS, BURNPUR WEST BENGAL, PIN-713325
GSTIN No.	19AAACS7062F6Z6

सेल SAIL

**4.10 Save As Draft:** This button saves the data in draft mode, generating a docket number and allowing you to make changes to the bill.

**4.11 Submit Button:** Once you submit the bill, it cannot be changed. The GRN will no longer appear in the pending grid for bill submission unless the bill is rejected by the ISP Finance Department.

### Online Bill Submission For Material PO

Purchase Order No. 6300000022   Docket No. 0000000000  

#### Header Details

 **Billing Details**  PO Details  Billed By  Billed To

Invoice/Bill No. INV1234 Bill Type MAT  CRAC No.

Invoice/Bill Date 09.05.2024  State(Place of Supply) 19 WEST BENGAL CRAC Date  

Invoice/Bill Amount  10,000.00

#### Item Details

 **Item Details**

Select	GR Number	GR Date	Challan No	Challan Date	GP No.	ASN No.	Display GRN.
<input checked="" type="checkbox"/>	5000004565	15.05.2024	IN123	15.05.2024	2000001159	1100000223	

#### Attachments

सेल SAIL

**4.12 Attachment Section:** Only PDF copies are allowed. A digitally signed tax invoice is mandatory, along with any other attachments required by the purchase order terms.

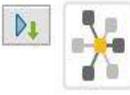
### Online Bill Submission For Material PO

Purchase Order No. 6300000022    Docket No. 0000000000  

#### Header Details



#### Item Details



#### Attachments

 List of Attachments

**Select The attachment Name, Choose File and add attachment button**

#### Upload Attachment

Attachment Name  Choose File No file chosen  

Select	Attachment Name	File Name	Uploaded On	Uploaded At

**You can Delete attachment if required**

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**4.13 Declaration Section:** When pressing the submit button, the system will prompt you to review some mandatory and optional declarations. After reviewing and checking the necessary declarations, the system will allow you to submit the bill.

### Declaration Form

#### 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

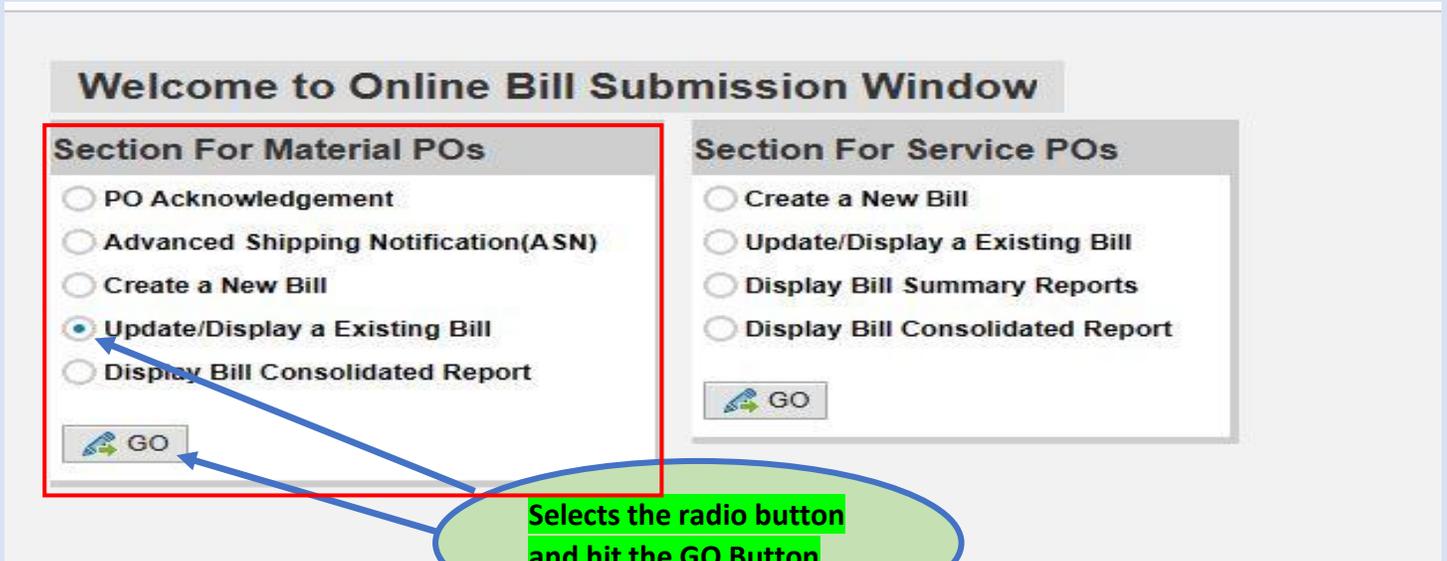
Select	SL No.	Declaration
<input type="checkbox"/>	1	I Declare that the Invoice submitted is true and correct as per best of my knowledge.*
<input type="checkbox"/>	2	I Confirm that the TAX INVOICES /E-INVOICE are Digitally Signed (Scanned Signature is not acceptable).*
<input type="checkbox"/>	3	Original copy along with Bill Submission Acknowledgement is being sent if required.
<input type="checkbox"/>	4	Tax Invoice No., Tax Invoice Date, Taxable Value and GST amount mentioned in Tax Invoice is same as uploaded in GST portal.*
<input type="checkbox"/>	5	E-Mandate and Test Payment of Rs.1 has been received.
<input type="checkbox"/>	6	GSTIN in invoice is same as GSTIN mentioned in PO. *
<input type="checkbox"/>	7	Tax Invoice No., Tax Invoice Date, Taxable Value and GST amount mentioned in Tax Invoice has been / will be filed in GSTR-1 of the month applicable.
<input type="checkbox"/>	8	SD/BG submitted to ISP as per PO (Wherever applicable).
<input type="checkbox"/>	9	Performance certificate if applicable attached herewith.
<input type="checkbox"/>	10	Third party test certificate as per PO if applicable attached herewith.
<input type="checkbox"/>	11	For Short quantity of GRN than invoice, Credit Note submitted for short quantity.
<input type="checkbox"/>	12	1. I am eligible for e-Invoicing and the attached Tax Invoice has QR code and IRN printed on the face of the Tax Invoice. or
<input type="checkbox"/>	13	2. I am not eligible for e-Invoicing.

Confirm Cancel

After Confirming the declaration, the Docket number will be generated.

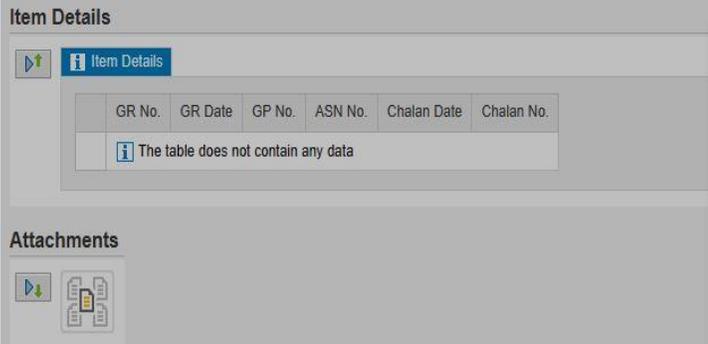
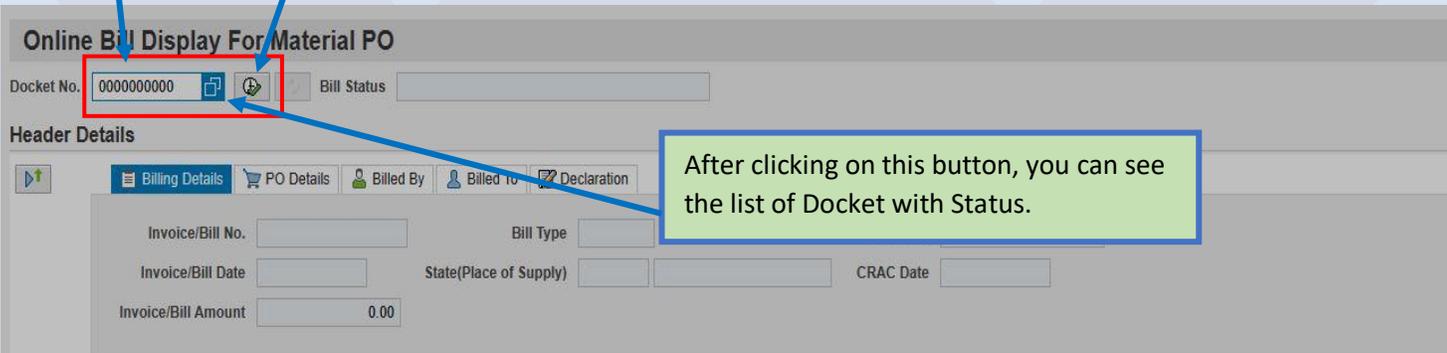
- After completing all required fields and attaching necessary documents, you can either save your ASN as a draft or submit it.
- If you decide to submit, the submission email along with the Docket Number will be sent to your registered email address.
- The submitted Docket number will then be accessible for further processing by the finance section.
- Opting to save it as a draft allows you to make changes later.
- Please remember, for the Docket to undergo bill registration processing, it must be in the submitted mode.

**Change/Display Docket:** You have the ability to modify/view any individual bill that you've either saved as a draft or submitted. If saved as a draft, you can still make changes.



**Enter or Select Docket Not**

Enter Docket Number and press execute button.



Search: Docket No.

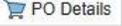
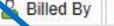
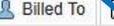
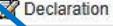
Docket Num...	Docket Creation DT	Purchasing Doc.	Bill Status
3300000067	20.05.2024	6300000022	Saved as Draft
3300000066	18.05.2024	5000000641	Acknowledged
3300000065	18.05.2024	5000000640	Rejected
3300000059	17.05.2024	6300000022	Rejected
3300000054	14.05.2024	5000000625	Rejected
3300000053	14.05.2024	5000000627	Initiated
3300000052	14.05.2024	6300000020	Initiated
3300000038	08.05.2024	6300000020	Rejected

Upon selecting the specific Docket and pressing the "Execute" button, the data will be displayed as follows.

### Online Bill Display For Material PO

Docket No. 3300000067    Bill Status Saved as Draft  

#### Header Details

Invoice/Bill No. INV1234 Bill Type MAT CRAC No. GEM-123456789  
 Invoice/Bill Date 14.05.2024 State(Place of Supply) 05 UTTARAKHAND CRAC Date 20.05.2024  
 Invoice/Bill Amount 10,000.00

**Edit Button & Docket Status.**

#### Item Details

GR No.	GR Date	GP No.	ASN No.	Chalan Date	Chalan No.
5000004565	15.05.2024	2000001159	1100000223	15.05.2024	IN123

#### Attachments

After changing the data, you can submit the bill.

### Online Bill Display For Material PO

Docket No. 3300000067    Bill Status Saved as Draft  

#### Header Details

Invoice/Bill No. INV1234 Bill Type MAT CRAC No. GEM-123456789  
 Invoice/Bill Date 14.05.2024 State(Place of Supply) 05 UTTARAKHAND CRAC Date 20.05.2024  
 Invoice/Bill Amount 10,000.00

#### Item Details

GR No.	GR Date	GP No.	ASN No.	Chalan Date	Chalan No.
5000004565	15.05.2024	2000001159	1100000223	15.05.2024	IN123

#### Attachments

## Submitted Bill Display with Bill Status as "Initiated".

**Online Bill Display For Material PO**

Docket No.  Bill Status

**Header Details**

Invoice/Bill No.  Bill Type  CRAC No.

Invoice/Bill Date  State(Place of Supply)   CRAC Date

Invoice/Bill Amount

**Item Details**

GR No.	GR Date	GP No.	ASN No.	Chalan Date	Chalan No.
5000004557	14.05.2024	2000001156	1100000205	14.05.2024	741258963

**Attachments**

**Upload Attachment**

Attachment Name:   No file chosen

Select	Attachment Name	File Name	Uploaded Date	Uploaded Time
<input type="checkbox"/>	Digitally Signed Invoice	Bill.pdf	14.05.2024	16:27:23

## Submitted Bill Display with Bill Status as "Acknowledged".

**Online Bill Display For Material PO**

Docket No.  Bill Status

**Header Details**

Invoice/Bill No.  Bill Type  CRAC No.

Invoice/Bill Date  State(Place of Supply)   CRAC Date

Invoice/Bill Amount

**Item Details**

**Attachments**

**Upload Attachment**

Attachment Name:   No file chosen

Select	Attachment Name	File Name	Uploaded Date	Uploaded Time
<input type="checkbox"/>	Test Certificate	Bill.pdf	18.05.2024	16:24:57
<input type="checkbox"/>	Digitally Signed Invoice	word_bill.pdf	18.05.2024	16:25:48

## Declaration Display.

### Header Details

Declared	SL No.	Declaration
<input checked="" type="checkbox"/>	1	I Declare that the Invoice submitted is true and correct as per best of my knowledge.*
<input checked="" type="checkbox"/>	2	I Confirm that the TAX INVOICES /E-INVOICE are Digitally Signed (Scanned Signature is not acceptable).*
<input type="checkbox"/>	3	Original copy along with Bill Submission Acknowledgement is being sent if required.
<input checked="" type="checkbox"/>	4	Tax Invoice No., Tax Invoice Date, Taxable Value and GST amount mentioned in Tax Invoice is same as uploaded in GST portal.*
<input type="checkbox"/>	5	E-Mandate and Test Payment of Rs.1 has been received.
<input checked="" type="checkbox"/>	6	GSTIN in invoice is same as GSTIN mentioned in PO. *
<input type="checkbox"/>	7	Tax Invoice No., Tax Invoice Date, Taxable Value and GST amount mentioned in Tax Invoice has been / will be filed in GSTR-1 of the month appl...
<input type="checkbox"/>	8	SD/BG submitted to ISP as per PO (Wherever applicable).
<input type="checkbox"/>	9	Performance certificate if applicable attached herewith.
<input type="checkbox"/>	10	Third party test certificate as per PO if applicable attached herewith.
<input type="checkbox"/>	11	For Short quantity of GRN than invoice, Credit Note submitted for short quantity.
<input type="checkbox"/>	12	1. I am eligible for e-Invoicing and the attached Tax Invoice has QR code and IRN printed on the face of the Tax Invoice. or
<input type="checkbox"/>	13	2. I am not eligible for e-Invoicing.

### Different type of Bill/Docket status you can read as

**Draft Mode:** This allows for modifications to the bill, except for the GRN number, which remains fixed once selected during bill creation.

**Initiated:** Indicates successful bill submission, awaiting acknowledgment from the Bill section.

**Acknowledged:** Reflects initial acceptance and parking creation for the bill, although it may still be rejected upon further scrutiny and then changing the status to reject.

**Rejected:** Denotes bill rejection with reasons detailed in the consolidated report. A new submission is required, as changes to the rejected bill are not permitted, though the GRN becomes available for resubmission.

**Notifications:** Email updates will be sent to the registered ISP email address at each stage.

**Bill/Docket Tracking:** Utilize this feature to monitor your Bill/Docket. Simply follow the subsequent steps for navigation.

Step1:

**Welcome to Online Bill Submission Window**

**Section For Material POs**

PO Acknowledgement

Advanced Shipping Notification(ASN)

Create a New Bill

Update/Display a Existing Bill

Display Bill Consolidated Report

**Section For Service POs**

Create a New Bill

Update/Display a Existing Bill

Display Bill Summary Reports

Display Bill Consolidated Report

Selects the radio button and hit the GO Button

Step2:

**Material Header Consolidated Report**

Menu | [Dropdown] | Save as Variant... | Back | Exit | Cancel | System | Execute

Docket Date: 01.05.2024 to 20.05.2024

Purchase Order: [Input Field]

Docket No: [Input Field]

Department: [Input Field]

Enter the input data and press Execute Button.

## Step3:

## Material Header Consolidated Report

Docketing Number	Docketing date	Docket Status	Vendor Invoice No	Vendor Invoice Date	Vendor Inv Amount	PO Number	PO Date	PO Type	Vendor Code	Vendor Name	MSME Type Desc	Department	Ackw Status
3300000038	08.05.2024	REJECTED	ABC12345	02.05.2024	10,000.00	6300000020	08.05.2024	ISP GEM PO	1000080513	A.MUKHERJEE & CO.	MICRO	ERP	Y
3300000052	14.05.2024	INITIATED	OBS123	07.05.2024	10,000.00	6300000020	08.05.2024	ISP GEM PO	1000080513	A.MUKHERJEE & CO.	MICRO	ERP	Y
3300000053	14.05.2024	INITIATED	741258963	14.05.2024	90,000.00	5000000627	14.05.2024	ISP NORM MATERIAL PO	1000080513	A.MUKHERJEE & CO.	MICRO	ERP	Y
3300000054	14.05.2024	REJECTED	123456789	14.05.2024	16,000.00	5000000625	14.05.2024	ISP NORM MATERIAL PO	1000080513	A.MUKHERJEE & CO.	MICRO	ERP	Y
3300000059	17.05.2024	REJECTED	INV1234	09.05.2024	10,000.00	6300000022	15.05.2024	ISP GEM PO	1000080513	A.MUKHERJEE & CO.	MICRO	ERP	Y
3300000065	18.05.2024	REJECTED	147852	18.05.2024	10,000.00	5000000640	18.05.2024	ISP NORM MATERIAL PO	1000080513	A.MUKHERJEE & CO.	MICRO	ERP	Y
3300000066	18.05.2024	ACKNOWLEDGED	147852	18.05.2024	240,000.00	5000000641	18.05.2024	ISP NORM MATERIAL PO	1000080513	A.MUKHERJEE & CO.	MICRO	ERP	Y
3300000067	20.05.2024	SAVED AS DRAFT	INV1234	14.05.2024	10,000.00	6300000022	15.05.2024	ISP GEM PO	1000080513	A.MUKHERJEE & CO.	MICRO	ERP	Y

Ackw Date	ASN No	GP No	GRN No	Posting Date	challan No	Challan Date	Parking No	Payment Document	Payment Date	Payment Year	Net Amount	UTR No.	Rejection Reason
08.05.2024	1100000114	2000001114	5000004512	08.05.2024	ABC123	08.05.2024					0.00		<a href="#">VIEW</a>
08.05.2024	1100000114	2000001114	5000004512	08.05.2024	ABC123	08.05.2024					0.00		NA
14.05.2024	1100000205	2000001156	5000004557	14.05.2024	741258963	14.05.2024					0.00		NA
14.05.2024	1100000216	2000001157	5000004559	14.05.2024	123455	14.05.2024					0.00		<a href="#">VIEW</a>
15.05.2024	1100000223	2000001159	5000004565	15.05.2024	IN123	15.05.2024					0.00		<a href="#">VIEW</a>
18.05.2024	1100000239	2000001172	5000004594	18.05.2024	147852	19.05.2024					0.00		<a href="#">VIEW</a>
18.05.2024	1100000240	2000001174	5000004596	18.05.2024	147852	18.05.2024	5500000416				0.00		NA
15.05.2024	1100000223	2000001159	5000004565	15.05.2024	IN123	15.05.2024					0.00		NA

- Bill Acceptance:** Upon acceptance of a bill, a parking number will be generated. After the payment document is created, this number and date will be displayed in the grid.
- Net Amount:** The net amount refers to the amount due against the Goods Received Note (GRN), calculated after deductions have been applied to this GRN only. This is indicative amount; for more details please refer to Payment voucher received on your registered email.
- Bill Rejection:** If a bill is rejected, you can view the reason for rejection by selecting the VIEW link corresponding to the submitted bill.