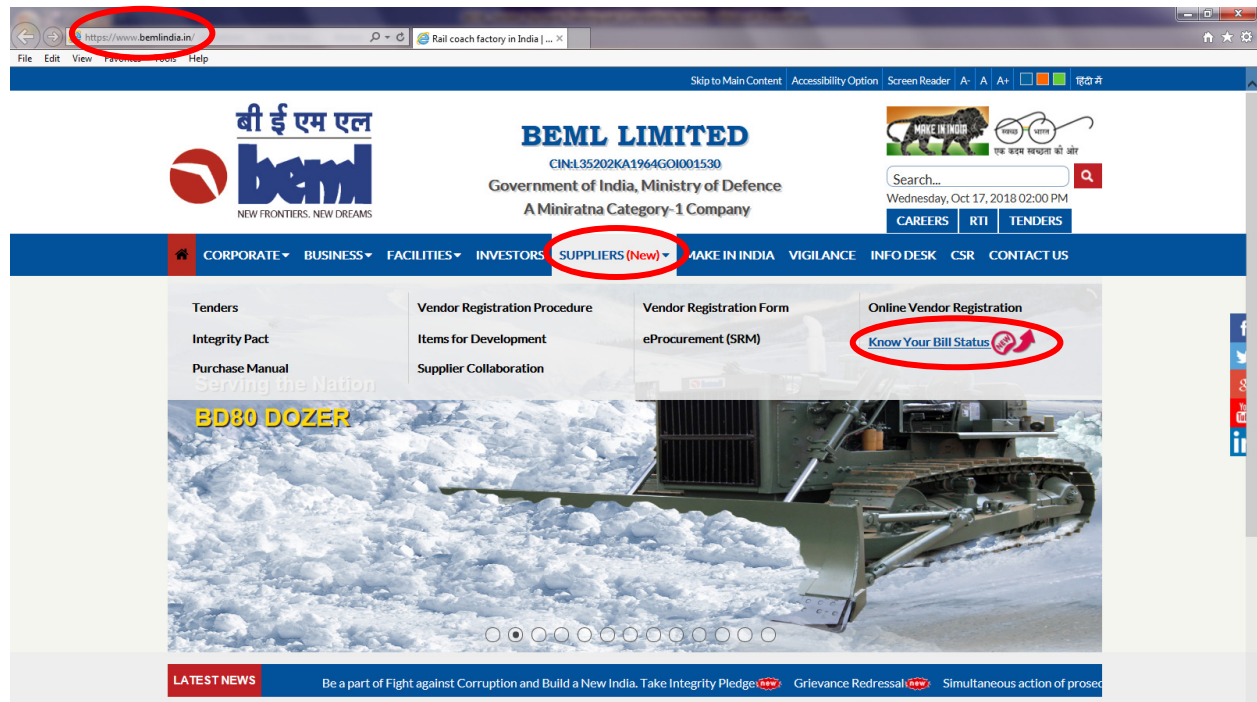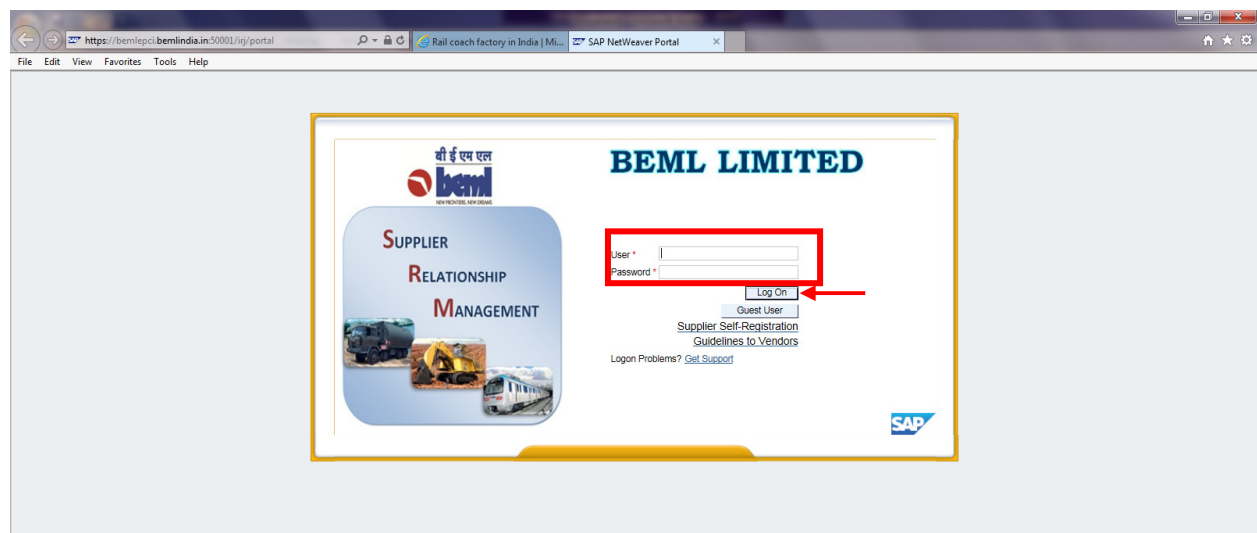# Manual for Online Vendor Payment Tracking
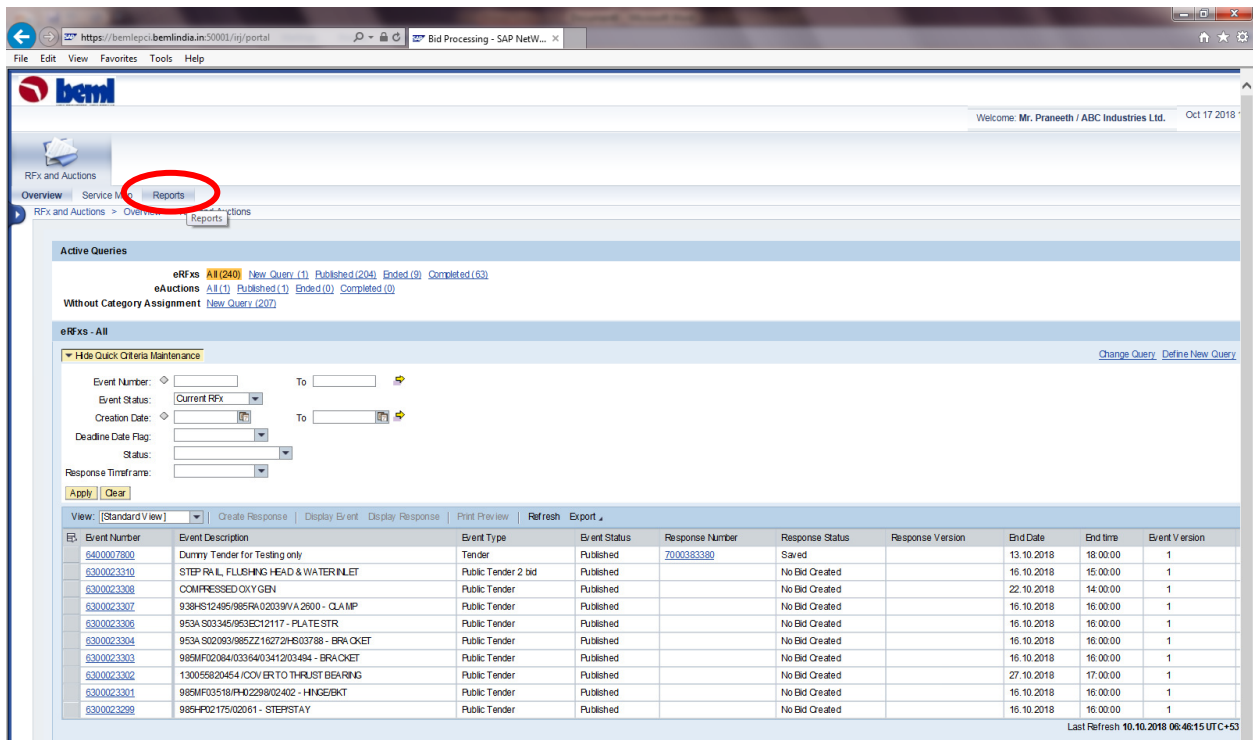
1. **Open BEML Website (www.bemlindia.in) in Internet Explorer Browser only and Click on "Suppliers – Know Your Bill Status"**

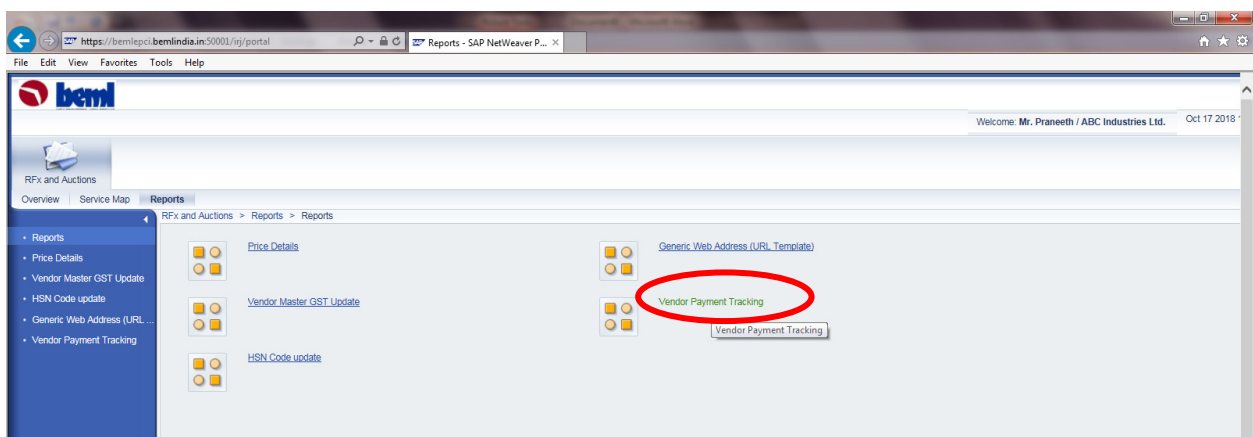2. **Once SRM Login page is opened, Enter User ID and Password and Click on "Log On"**

3. Once Logged onto SRM Portal, Click on "Reports"

4. Click on "Vendor Payment Tracking"

5. Enter Purchase Order No. (Mandatory Field) and click on "Submit". Entering Invoice Number is optional.

6. Status of payments for the items supplied against the PO is displayed as a table.

Vendor Payment Details

Po Number: 4610005718 Vendor: 605374 GOODWILL ENGINEERING COMPANY

Item	Material	Short Text	GR status	Inv. No.	Inv.Date	Supplied Qty.	Rejections	Invoice status	Cheq. No.	Cheq. Date	Amount	Curr.	Amt.Disallowed	Reason
00001	800915108	A TYPE LADDER 1	GR completed	964 DC 60	02.07.2011	1.000		Cheque Prepared	403318	19.07.2011	78,732.00	INR	0.00	
00002	800915110	WHEEL LADDER 12	GR completed	964 DC 60	02.07.2011	1.000		Cheque Prepared	403318	19.07.2011	78,732.00	INR	0.00	
00003	800915109	WHEEL LADDER 8F	GR completed	964 DC 60	02.07.2011	1.000		Cheque Prepared	403318	19.07.2011	78,732.00	INR	0.00	

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