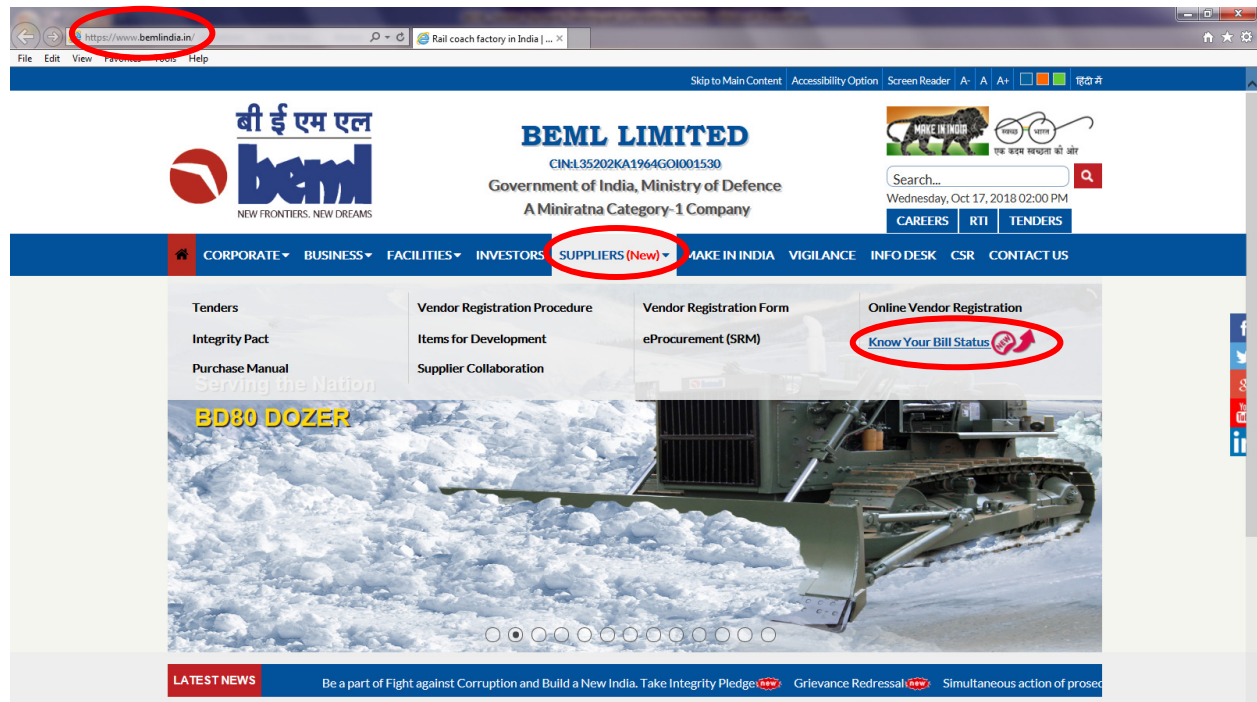
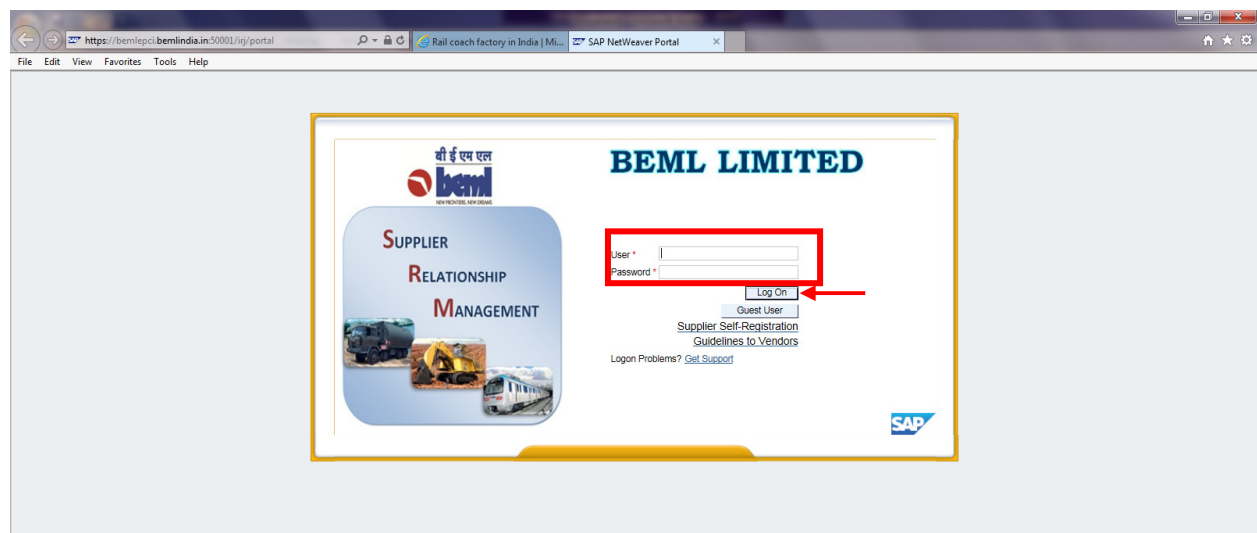


Manual for Online Vendor Payment Tracking

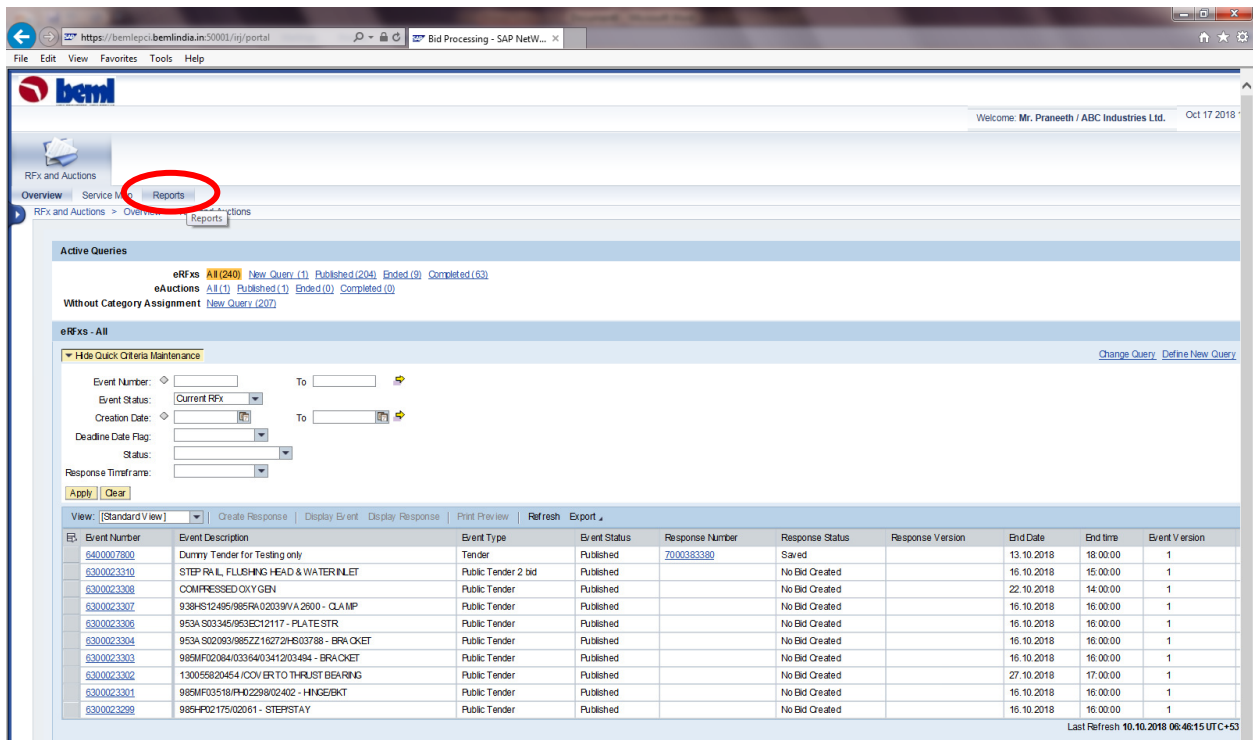
1. Open BEML Website (www.bemlindia.in) in Internet Explorer Browser only and Click on **“Suppliers – Know Your Bill Status”**



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



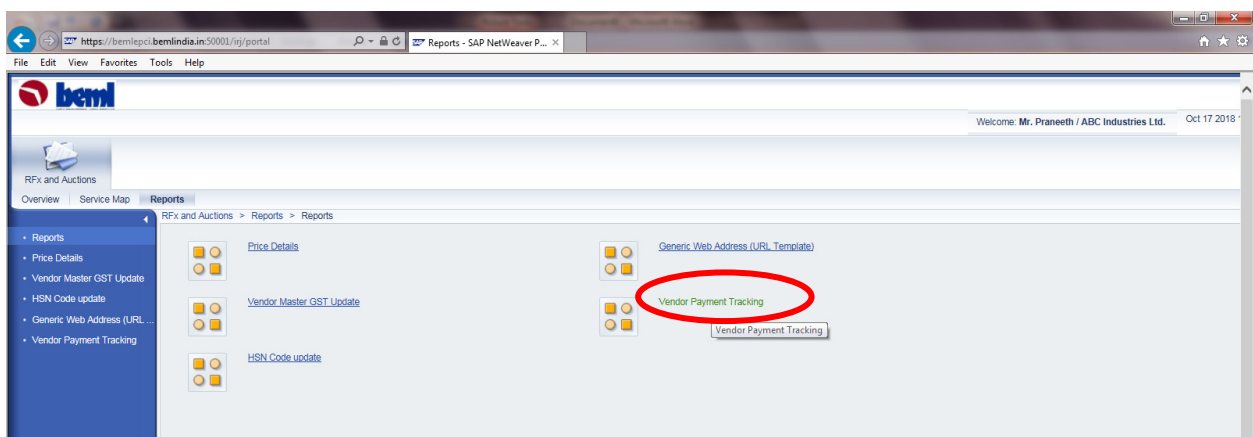
3. Once Logged onto SRM Portal, Click on "Reports"



The screenshot shows the SRM Portal interface. The 'Reports' menu item is circled in red. Below the navigation bar, there are sections for 'Active Queries' and 'eRFxs - All'. The 'eRFxs - All' section contains a filter form and a table of RFx events.

Event Number	Event Description	Event Type	Event Status	Response Number	Response Status	Response Version	End Date	End time	Event Version
5400007800	Dummy Tender for Testing only	Tender	Published	7000383380	Saved		13.10.2018	18:00:00	1
6300023310	STEP RAIL, FLUSHING HEAD & WATER INLET	Public Tender 2 bid	Published		No Bid Created		16.10.2018	15:00:00	1
6300023308	COMPRESSED OXY GEN	Public Tender	Published		No Bid Created		22.10.2018	14:00:00	1
6300023307	938HS12495/965FR02039VA2500 - CLAMP	Public Tender	Published		No Bid Created		16.10.2018	16:00:00	1
6300023306	953A S02093/965Z216272H030788 - BRACKET	Public Tender	Published		No Bid Created		16.10.2018	16:00:00	1
6300023304	953A S02093/965Z216272H030788 - BRACKET	Public Tender	Published		No Bid Created		16.10.2018	16:00:00	1
6300023303	985MF02084/033640341203484 - BRACKET	Public Tender	Published		No Bid Created		16.10.2018	16:00:00	1
6300023302	130055820454 /COVERTO THRUST BEARING	Public Tender	Published		No Bid Created		27.10.2018	17:00:00	1
6300023301	985MF03518/IF02298/02402 - HINGE/BKT	Public Tender	Published		No Bid Created		16.10.2018	16:00:00	1
6300023299	985HF02175/02061 - STEPFSTAY	Public Tender	Published		No Bid Created		16.10.2018	16:00:00	1

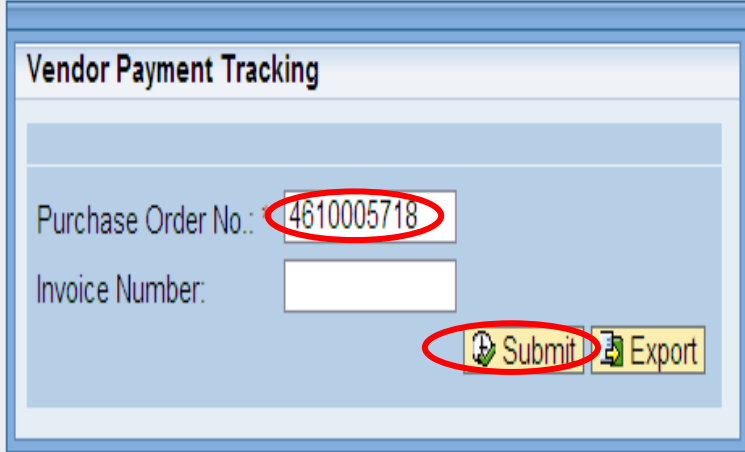
4. Click on "Vendor Payment Tracking"



The screenshot shows the SRM Portal interface with the 'Reports' menu selected. The 'Vendor Payment Tracking' option is circled in red. The left sidebar contains a list of reports, and the main content area shows a grid of report icons.


- Price Details
- Generic Web Address (URL Template)
- Vendor Master GST Update
- Vendor Payment Tracking
- HSN Code update

- Enter **Purchase Order No.** (Mandatory Field) and click on **“Submit”**. Entering Invoice Number is optional.



The screenshot shows a web form titled "Vendor Payment Tracking". It contains two input fields: "Purchase Order No." with the value "4610005718" and "Invoice Number" which is empty. Below the fields are two buttons: "Submit" and "Export". The "Purchase Order No." and "Submit" buttons are circled in red in the image.

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



The screenshot shows a table titled "Vendor Payment Details" with the following data:

Po Number: 4610005718 Vendor: 805374 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	984 DC 80	02.07.2011	1.000		Cheque Prepared	403318	19.07.2011	78,732.00	INR	0.00	
00002	800915110	WHEEL LADDER 12	GR completed	984 DC 80	02.07.2011	1.000		Cheque Prepared	403318	19.07.2011	78,732.00	INR	0.00	
00003	800915109	WHEEL LADDER 8F	GR completed	984 DC 80	02.07.2011	1.000		Cheque Prepared	403318	19.07.2011	78,732.00	INR	0.00	

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