

VENDOR MANUAL

BILL TRACKING SYSTEM (BTS) :

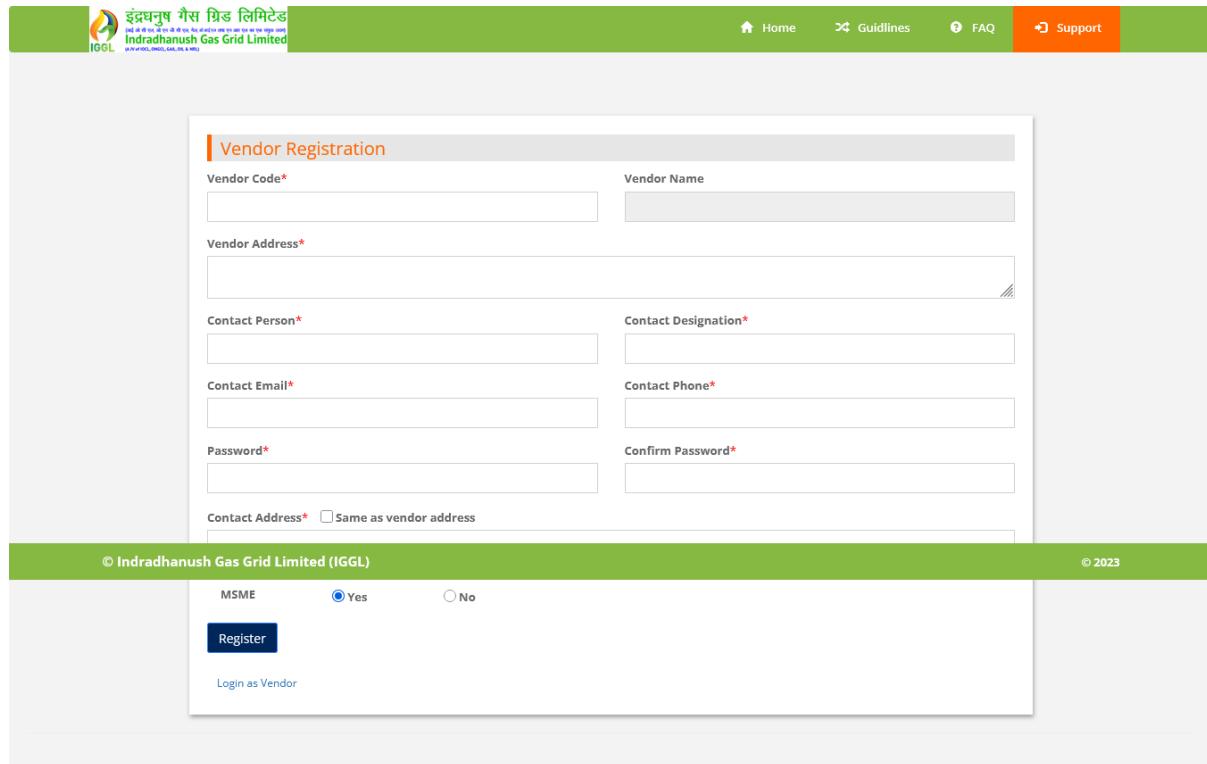
VENDOR GUIDE



1. Vendor Registration

Vendor Portal is accessible in the URL <https://vendor.iggl.co.in/>

Vendor Registration is the primary process and all registered vendors are required to register in the IGGL BTS Portal to submit Invoice online.



The screenshot shows the 'Vendor Registration' form. At the top, there is a green header bar with the IGGL logo and links for Home, Guidelines, FAQ, and Support. The main form area has fields for Vendor Code, Vendor Name, Vendor Address, Contact Person, Contact Designation, Contact Email, Contact Phone, Password, and Confirm Password. There is also a checkbox for 'Contact Address' and a 'Same as vendor address' option. At the bottom, there are MSME selection buttons ('Yes' and 'No'), a 'Register' button, and a 'Login as Vendor' link.

Required Information for Vendor Registration

The following details must be provided by the vendor to complete the registration process:

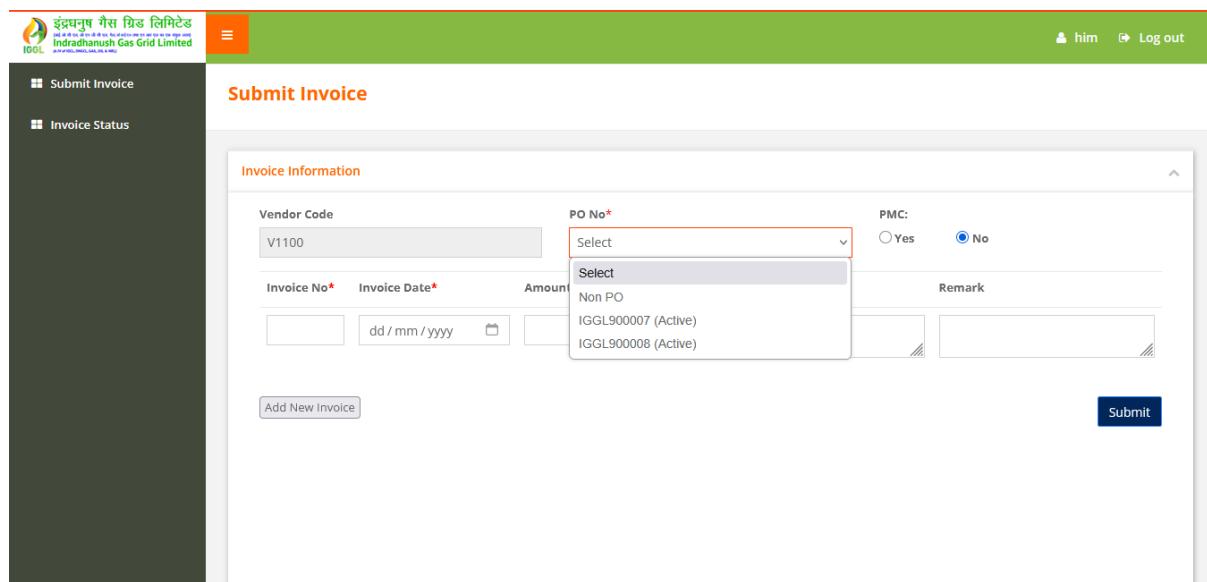
- **Vendor Code (Mandatory):** Vendor fills in the registered vendor code issued by IGGL.
- **Vendor Name. (Mandatory | Auto filled):** Vendor name is auto filled based on the Vendor Code.
- **Vendor Address(Mandatory):** Official Address of the Vendor.
- **Contact Person (Mandatory):** Name of the Contact Person of the Vendor.
- **Contact Designation (Mandatory):** Designation of the Contact Person of the Vendor.
- **Contact Email (Mandatory):** Email of the Contact Person of the Vendor.
- **Contact Phone (Mandatory):** Phone of the Contact Person of the Vendor.
- **Password (Mandatory):** Password to be set by the Vendor.
- **Confirm Password (Mandatory):** Confirmation Password to be set by the Vendor.
- **Contact Address (Mandatory):** Contact Address of the Vendor.
- **MSME(Mandatory):** Vendor is MSME, select the appropriate value.
- **Register:** Clicking **Register** button will update the Vendor information in the database.

Post-Registration

Upon successful registration, the system will update the Vendor about the successful registration.

2. Invoice Submission by Vendor

Once a Registered Vendor logs in to the **IGGL BTS Portal**, they can submit one or multiple invoices against a selected **PO** or **Non-PO**.



The screenshot shows the 'Submit Invoice' page of the IGGL BTS Portal. The top navigation bar includes the IGGL logo, a user icon, and 'Log out'. On the left, there are links for 'Submit Invoice' and 'Invoice Status'. The main form is titled 'Submit Invoice' and contains a section for 'Invoice Information'. It includes fields for 'Vendor Code' (V1100), 'PO No' (with a dropdown menu showing 'Select', 'Non PO', and two entries for 'IGGL900007 (Active)' and 'IGGL900008 (Active)'), 'PMC' (with radio buttons for 'Yes' and 'No'), and 'Remark'. At the bottom are buttons for 'Add New Invoice' and 'Submit'.

Required Information for Invoice Submission

The following details must be provided by the registered vendor:

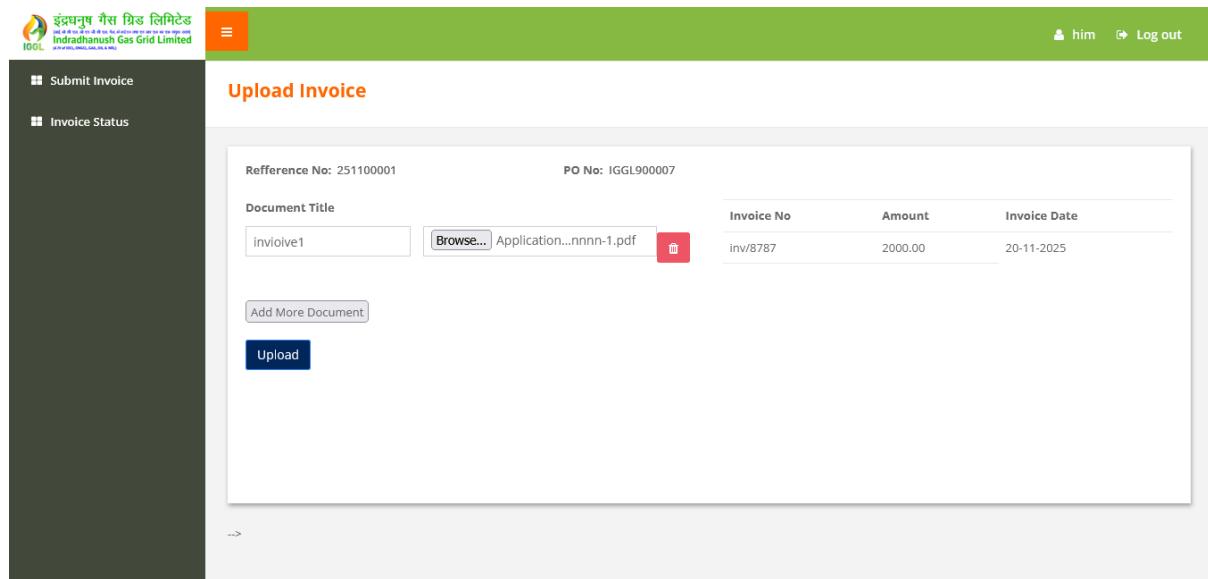
- **Vendor Code (Mandatory | Auto-filled):** Automatically populated based on the registered vendor's profile.
- **PO No. (Mandatory):** Vendor must select the appropriate Purchase Order from the dropdown list. For Non-PO invoice submissions, the vendor should select "**Non-PO**".
- **PMC (Optional):** To be selected only if the PO is related to a project. Default value: "**No**".
- **Invoice No. (Mandatory):** Enter the vendor's invoice number.
- **Invoice Date (Mandatory):** Enter the invoice date as per the vendor's invoice.
- **Invoice Amount (Mandatory):** Specify the total amount of the invoice.
- **Invoice Details (Mandatory):** Provide the detailed description or particulars of the invoice.
- **Remarks (Optional):** Vendors may enter any additional comments or information, if required.
- **Add New Invoice:** Allows the vendor to add and submit multiple invoices in one session.
- **Submit:** Clicking **Submit** will send the invoice(s) to the BTS system for further processing i.e. allowing the Vendor to Upload Scan copies of the invoices which the Vendor intends to submit to the IGGL.

Post-Submission

Upon successful submission, the system will generate a **Reference Number**. This reference number **must be quoted by the Vendor** when sending the corresponding hardcopy of the invoice to IGGL for processing.

3. Invoice Submission by Vendor : Uploading Invoice document

Vendors are required to upload the Invoice details in PDF format once the information defined in Step 2 is completed.



Reference No: 251100001 PO No: IGGL900007

Document Title: invoice1

File uploaded: Application...nnnn-1.pdf

| Invoice No | Amount | Invoice Date |
|------------|---------|--------------|
| inv/8787 | 2000.00 | 20-11-2025 |

Required Information for Invoice Submission

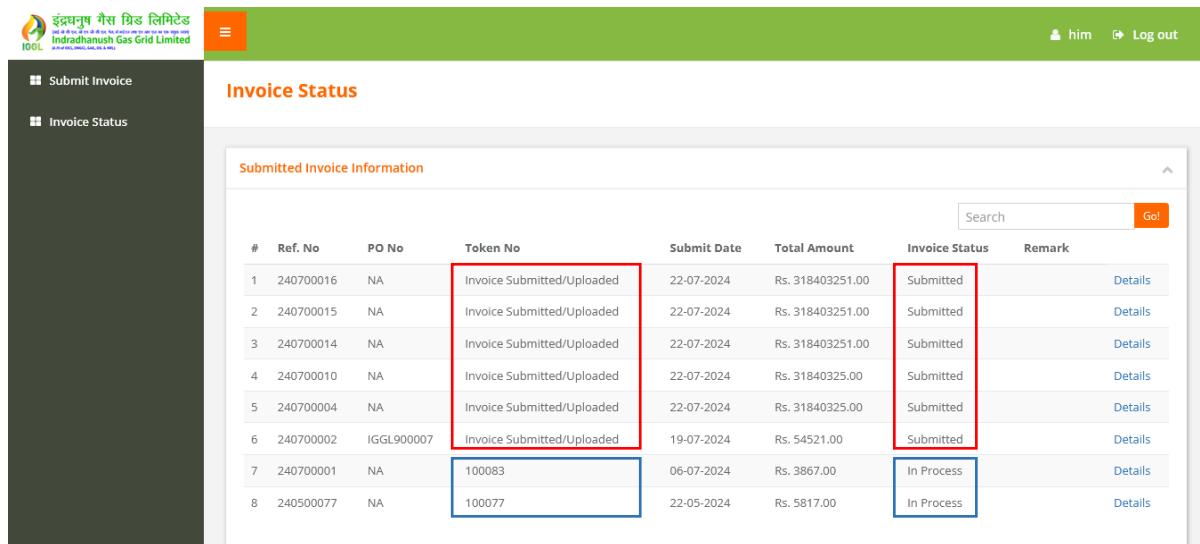
The following details must be provided by the registered vendor while uploading the Invoice documents:

- **Document Title (Mandatory):** Enter the name of the document
- **Browser (Mandatory):** Upload valid PDF file supporting the invoice. (Max Size : 1 MB)
- **Add More Documents:** Allows Vendor to upload multiple documents. Delete option available to delete a document selected for upload.

Note : The document(s) uploaded here should be submitted to IGGL in Hardcopy format for invoice processing.

Status of Invoice:

Vendors can view the current status of their submitted invoices by selecting “**Invoice Status**” from the left-hand menu.



| # | Ref. No | PO No | Token No | Submit Date | Total Amount | Invoice Status | Remark |
|---|-----------|------------|----------------------------|-------------|------------------|----------------|---------|
| 1 | 240700016 | NA | Invoice Submitted/Uploaded | 22-07-2024 | Rs. 318403251.00 | Submitted | Details |
| 2 | 240700015 | NA | Invoice Submitted/Uploaded | 22-07-2024 | Rs. 318403251.00 | Submitted | Details |
| 3 | 240700014 | NA | Invoice Submitted/Uploaded | 22-07-2024 | Rs. 318403251.00 | Submitted | Details |
| 4 | 240700010 | NA | Invoice Submitted/Uploaded | 22-07-2024 | Rs. 31840325.00 | Submitted | Details |
| 5 | 240700004 | NA | Invoice Submitted/Uploaded | 22-07-2024 | Rs. 31840325.00 | Submitted | Details |
| 6 | 240700002 | IGGL900007 | Invoice Submitted/Uploaded | 19-07-2024 | Rs. 54521.00 | Submitted | Details |
| 7 | 240700001 | NA | 100083 | 06-07-2024 | Rs. 3867.00 | In Process | Details |
| 8 | 240500077 | NA | 100077 | 22-05-2024 | Rs. 5817.00 | In Process | Details |

The invoice status provides real-time visibility into the processing stage of each submitted invoice.

The key status indicators are described below:

Status Definitions

- **Submitted:** Indicates that the vendor has successfully submitted the invoice through the IGGL BTS Portal. However, the **hardcopy of the invoice has not yet been received** at the IGGL office.
- **In Process:** Indicates that the invoice has been successfully submitted and the **hardcopy has been received** by IGGL. The invoice is currently undergoing internal processing.
- **Token No.:** A unique token number generated once the invoice is submitted online **and** the corresponding hardcopy is received at the IGGL office. This token number can be used by the vendor for future reference and tracking.

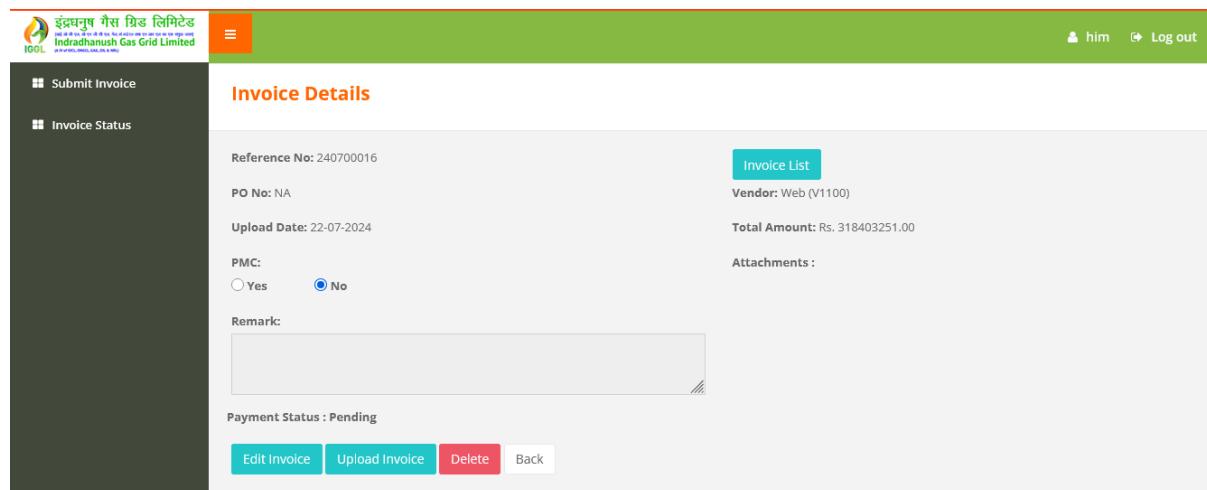
Editing / Deleting an Invoice

Vendors are allowed to edit or delete an invoice under specific conditions. The editing option ensures that vendors can correct any mistakes or provide additional information before the invoice proceeds further in the workflow.

Conditions for Editing an Invoice

A vendor can edit an invoice in the following situations:

- **Status: "Submitted" (Token Number not generated)**
 - o The hardcopy of the invoice has not yet been received by the IGGL office.
 - o Vendor can freely edit or delete the invoice.
- **Status: "In Process" (Token Number generated and invoice returned to vendor)**
 - o The invoice has been sent back to the vendor due to discrepancies or required corrections.
 - o Editing and re-uploading documents are permitted in this scenario.



Indradhanush Gas Grid Limited

him Log out

Invoice Details

Reference No: 240700016

PO No: NA

Upload Date: 22-07-2024

PMC:

Yes No

Remark:

Payment Status : Pending

Invoice List

Vendor: Web (V1100)

Total Amount: Rs. 318403251.00

Attachments:

Edit Invoice Upload Invoice Delete Back

Available Actions

- **Edit Invoice:** Allows the vendor to modify the invoice details.
- **Upload Invoice:** Enables the vendor to upload necessary attachments or supporting documents.
- **Delete:** Allows the vendor to permanently delete the invoice (available only when permitted under the above conditions).
- **Back:** Returns the vendor to the **Invoice Status** page.