

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 register in the IGGL BTS Portal to submit Invoice online.

The screenshot shows the Vendor Registration form on the IGGL portal. The form is titled "Vendor Registration" and includes the following fields:

- Vendor Code* (text input)
- Vendor Name (text input)
- Vendor Address* (text input)
- Contact Person* (text input)
- Contact Designation* (text input)
- Contact Email* (text input)
- Contact Phone* (text input)
- Password* (text input)
- Confirm Password* (text input)
- Contact Address* (text input) with a checkbox "Same as vendor address"

At the bottom of the form, there is a section for MSME status with radio buttons for "Yes" (selected) and "No". Below this is a "Register" button and a link "Login as Vendor". The footer of the page shows "© Indradhanush Gas Grid Limited (IGGL)" and "© 2023".

Required Information for Vendor Registration

The following details must be provided by the vendor 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' interface of the IGGL BTS Portal. The header includes the IGGL logo and name in Hindi and English, a user profile icon labeled 'him', and a 'Log out' button. A left sidebar contains 'Submit Invoice' and 'Invoice Status' links. The main form area is titled 'Submit Invoice' and contains an 'Invoice Information' section. This section includes fields for 'Vendor Code' (pre-filled with 'V1100'), 'PO No*' (a dropdown menu currently showing 'Select' with options 'Non PO', 'IGGL900007 (Active)', and 'IGGL900008 (Active)'), 'PMC:' (radio buttons for 'Yes' and 'No', with 'No' selected), 'Invoice No*' (empty), 'Invoice Date*' (calendar icon, placeholder 'dd / mm / yyyy'), 'Amount' (empty), and 'Remark' (empty). At the bottom left of the form is an 'Add New Invoice' button, and at the bottom right is a blue 'Submit' button.

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.

The screenshot shows the 'Upload Invoice' page of the IGGL Vendor Portal. The header includes the IGGL logo and name in Hindi and English, a user profile 'him', and a 'Log out' button. The left sidebar contains 'Submit Invoice' and 'Invoice Status' links. The main content area is titled 'Upload Invoice' and contains a form with the following fields and elements:

- Reference No: 251100001
- PO No: IGGL900007
- Document Title: A text box containing 'Invoice1' and a 'Browse...' button next to it.
- Invoice No: A table with columns 'Invoice No', 'Amount', and 'Invoice Date'. It contains one row: 'inv/8787', '2000.00', and '20-11-2025'.
- Amount: A text box containing '2000.00'.
- Invoice Date: A text box containing '20-11-2025'.
- Buttons: 'Add More Document' and 'Upload'.

Required Information for Invoice Submission

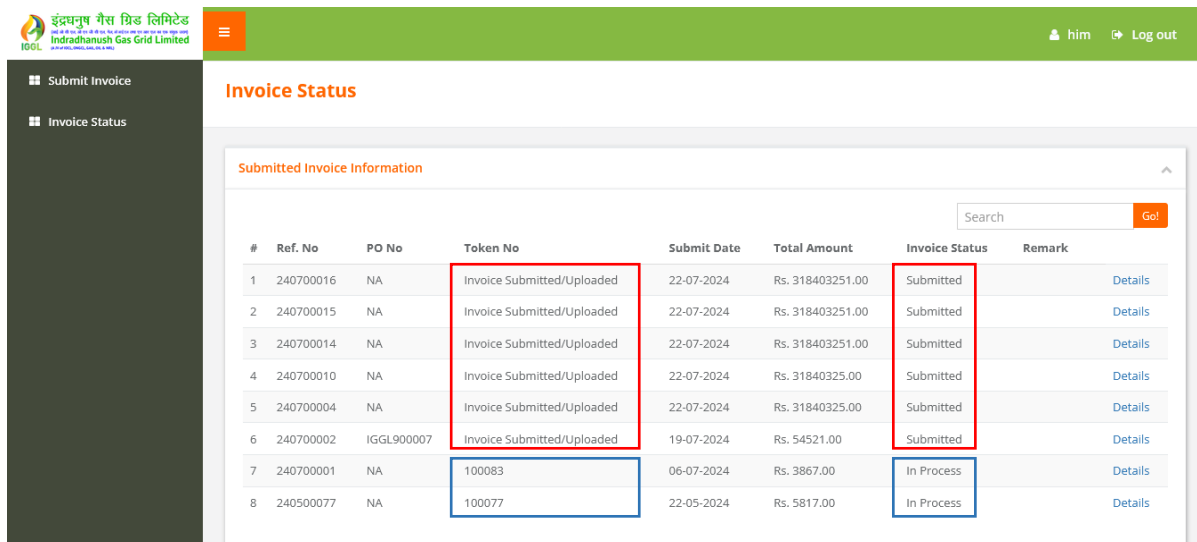
The following details must be provided by the registered vendor while uploading the Invoice documents:

- **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.

The screenshot displays the 'Invoice Details' page of the IGGL (Indradhamush Gas Grid Limited) system. The page header includes the IGGL logo and name in Hindi and English, along with a user profile 'him' and a 'Log out' button. The left sidebar contains 'Submit Invoice' and 'Invoice Status' options. The main content area shows the following details:

- Reference No:** 240700016
- PO No:** NA
- Upload Date:** 22-07-2024
- PMC:** Radio buttons for 'Yes' and 'No' (selected).
- Remark:** A text input field.
- Payment Status:** Pending
- Vendor:** Web (V1100)
- Total Amount:** Rs. 318403251.00
- Attachments:** A section for uploading documents.

At the bottom, there are four buttons: 'Edit Invoice' (blue), 'Upload Invoice' (blue), 'Delete' (red), and 'Back' (grey).

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.