SAIL-ISP BURNPUR-713325 W.B.

Material Online Integrated Billing System

Vendor User Manual for Material PO Acknowledgement, ASN & Bill Submission

Vendor User Manual/SOP for Integrated Online Bill Submission for Material PO (Updated on 10.10.2025)

*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, Please read it carefully before submission of bill:

1. The system allows bill submission only if the **Vendor's PAN Number** in the Purchase Order matches the **PAN Number of the SRM login vendor**.
2. Purchase Orders (POs) released after 22.07.2024 will be visible for PO Acknowledgement and Advance Shipping Notification.
3. 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.
4. A digitally signed tax invoice is essential; failure to include it will result in the rejection of your bill.
5. Missing documents, as required by the terms of the purchase order, may lead to the rejection of your bill.
6. 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.
7. Submitting a new bill against any GRN twice is strictly prohibited, regardless of whether the initial bill was rejected or not.
8. 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, Phone: 0341-2722118) to obtain them.
9. Carefully review the vendor user manual for the Integrated Billing System and submit the ASN/Bill accordingly.
10. 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.
11. For Raw Material where a penalty is applicable, the system does not allow bill submission until the test results are entered in the system by ISP.

12. For **Raw Material** and **Refractory**, the system allows submission of a **single invoice against multiple GRNs**, wherever applicable. Users can select multiple GRNs while submitting a single bill.

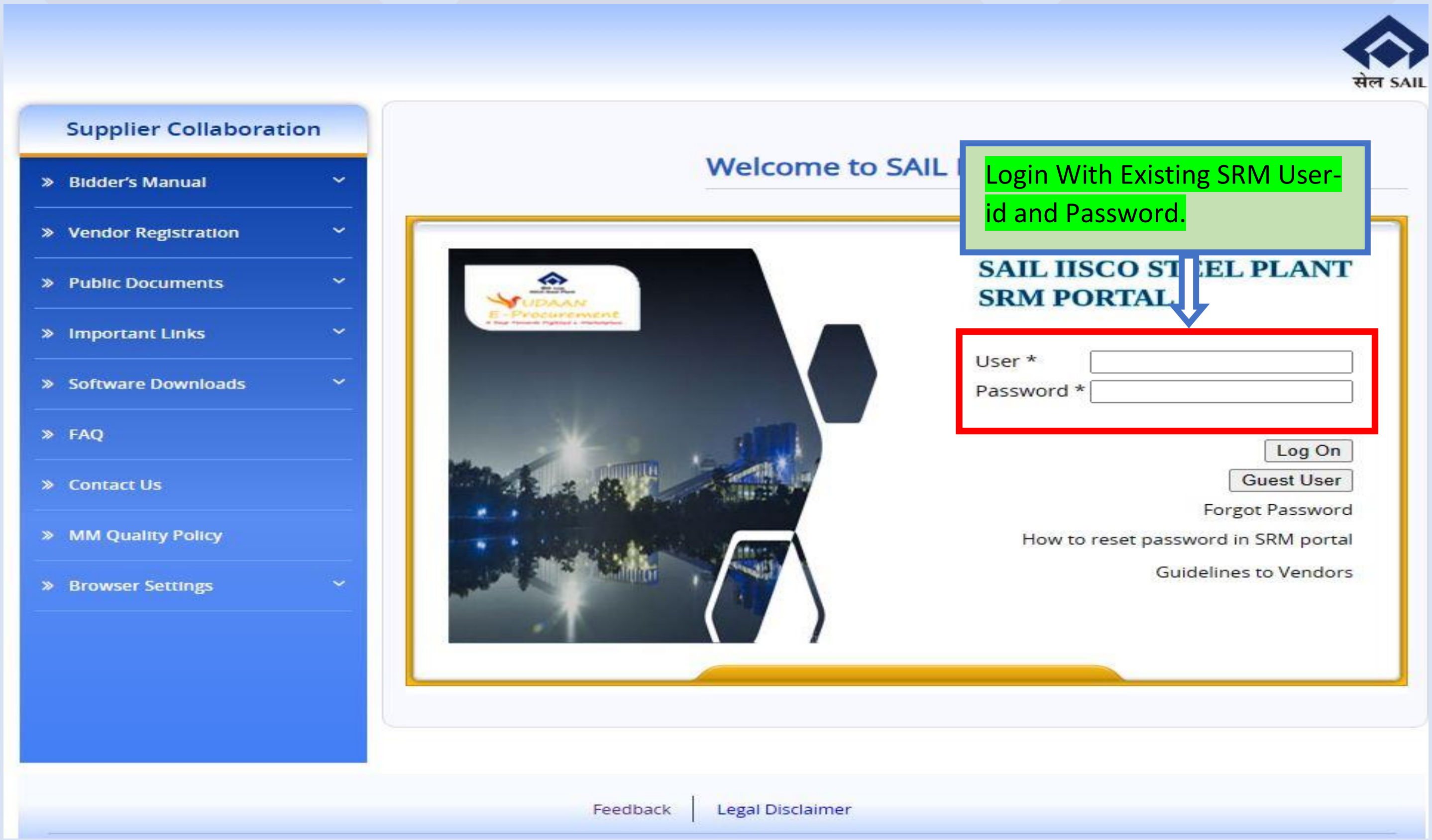
13. **In cases where a** Bank Guarantee (BG) **is applicable, the** bank confirmation **must be updated in the system. If the confirmation is not available, the system will** restrict bill submission**.**

PO Acknowledgment

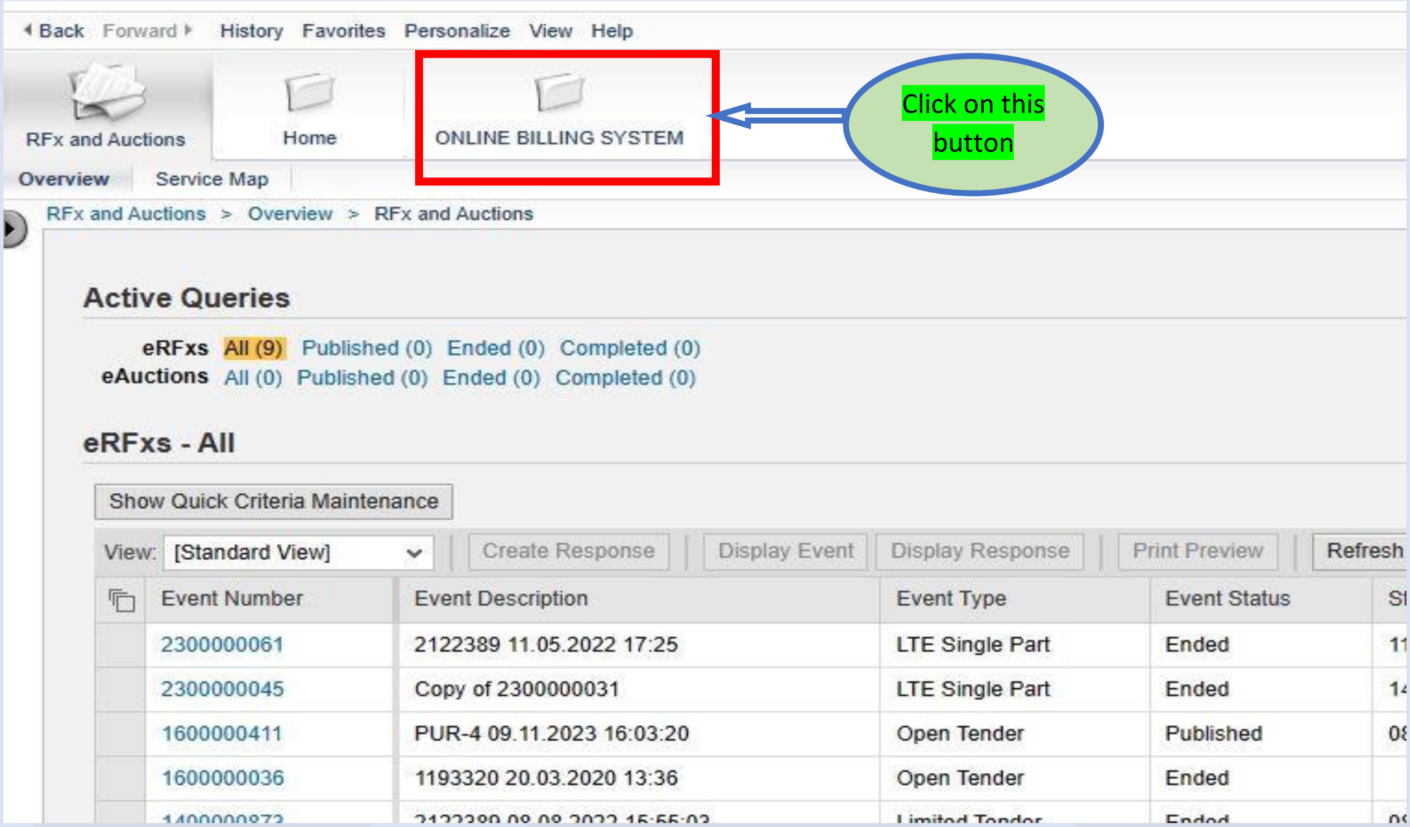
Upon receipt of a purchase order (PO) from SAIL ISP, vendors/suppliers are required to acknowledge it via the SRM portal. Here's the step-by-step process with Navigation:

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

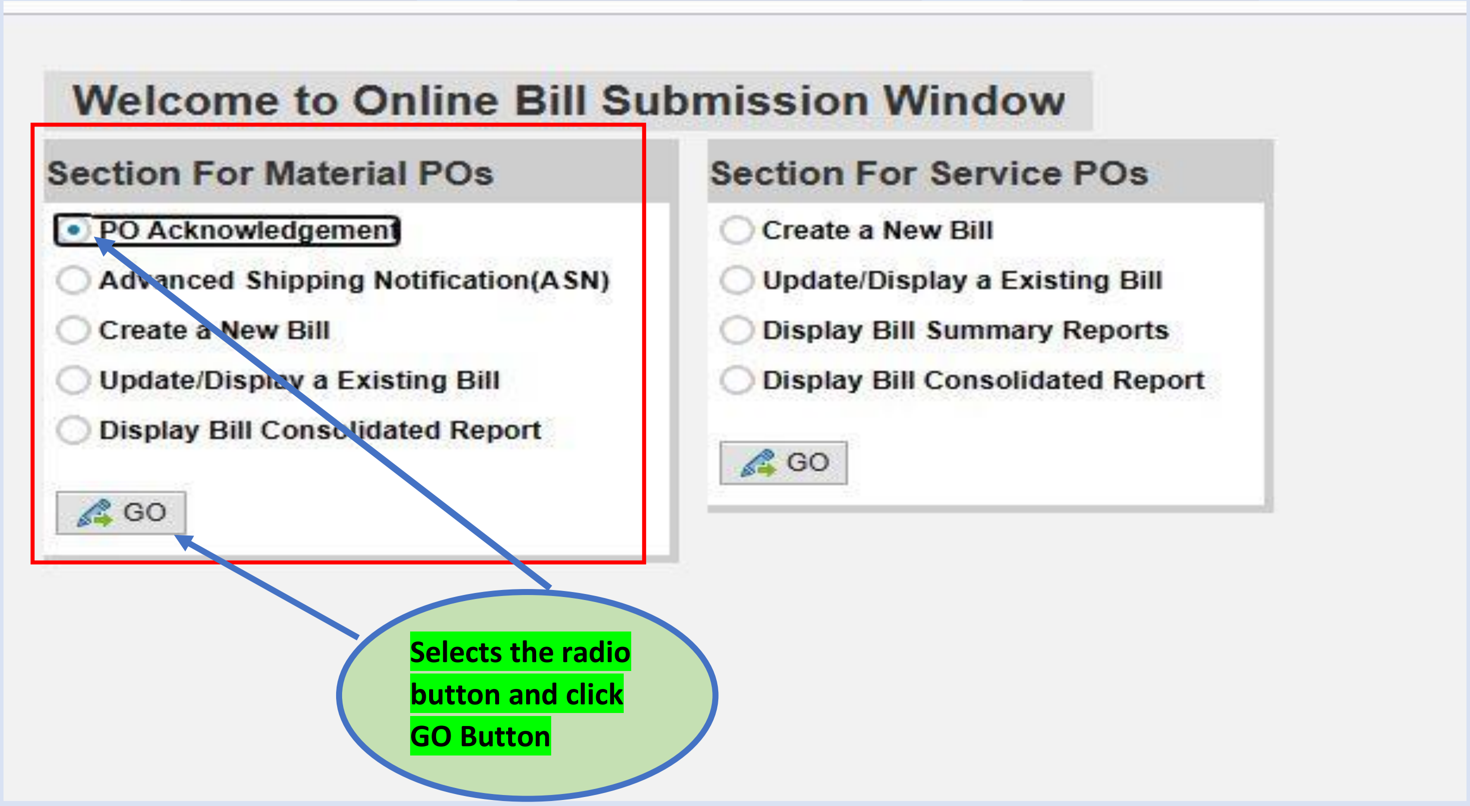
1. Log in to the SRM Portal using your credentials.



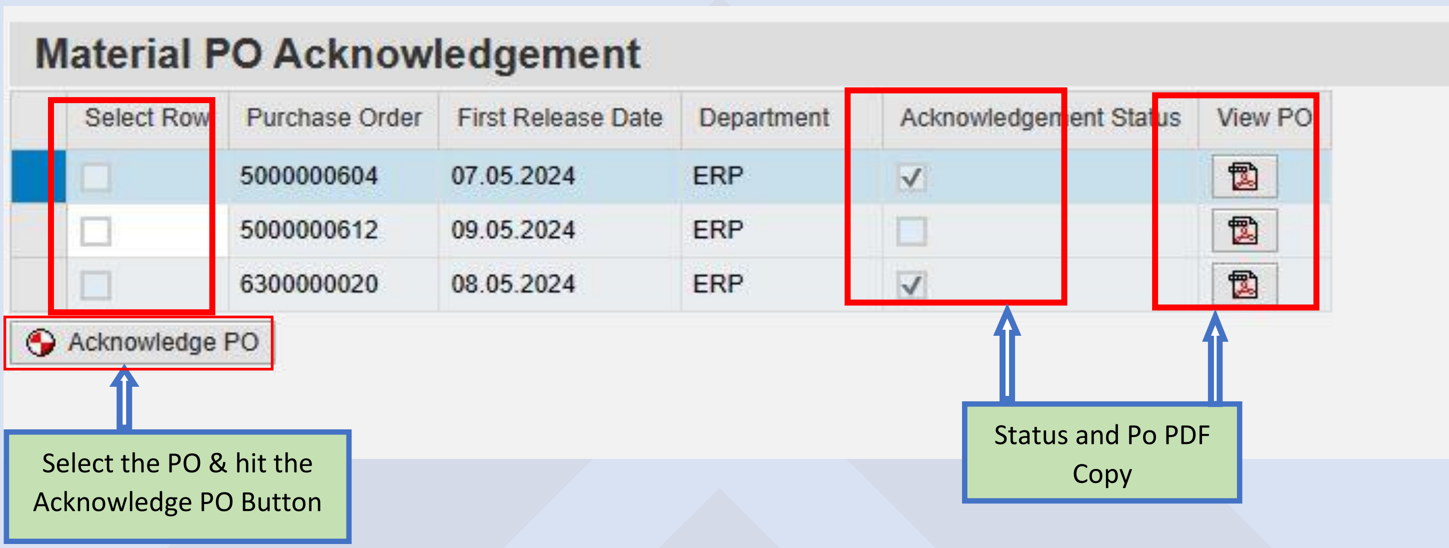
2. Access the "Online Billing System" section.



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



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.



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

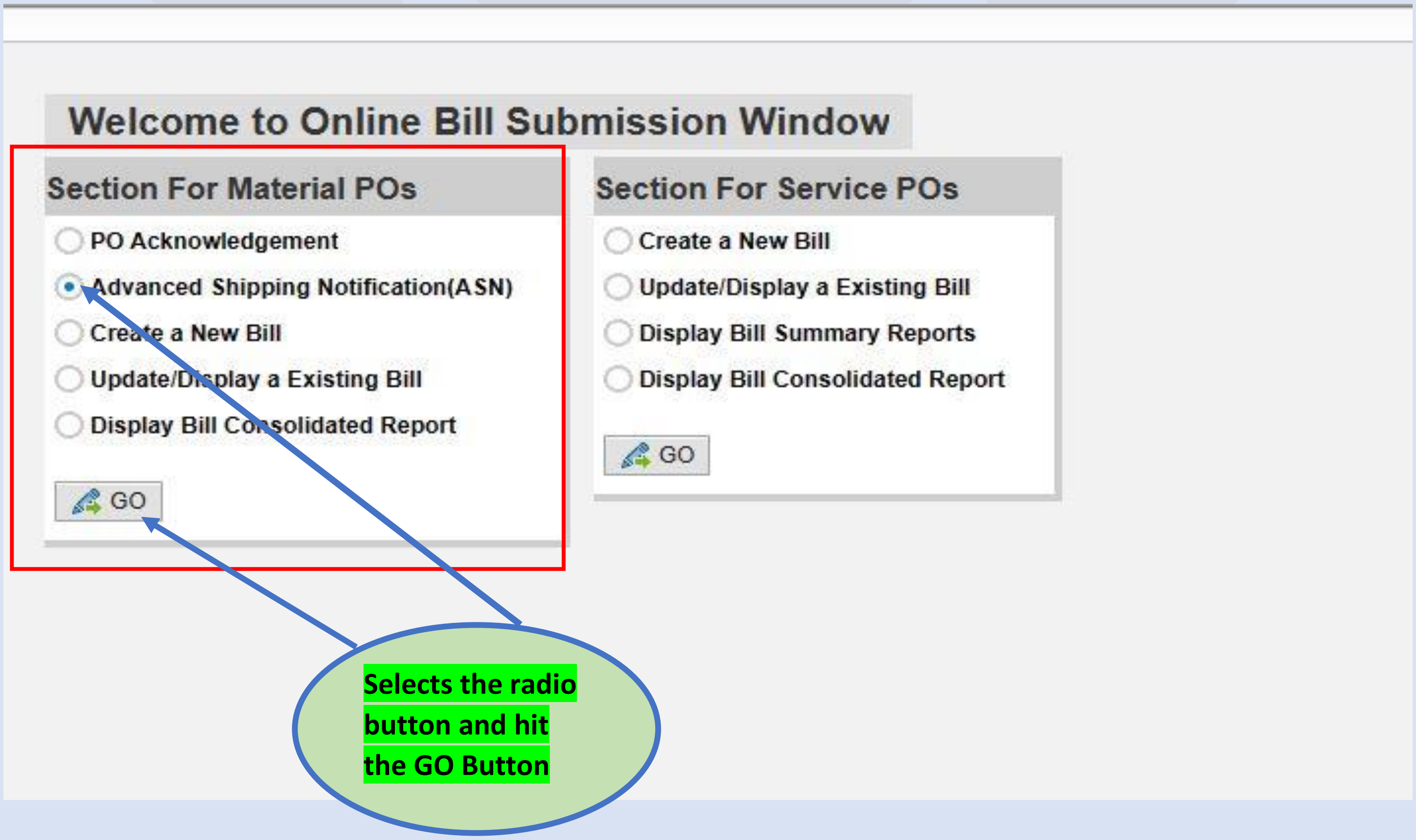
2. Save as Draft/Change ASN/Delete ASN

3. Display ASN/Print ASN

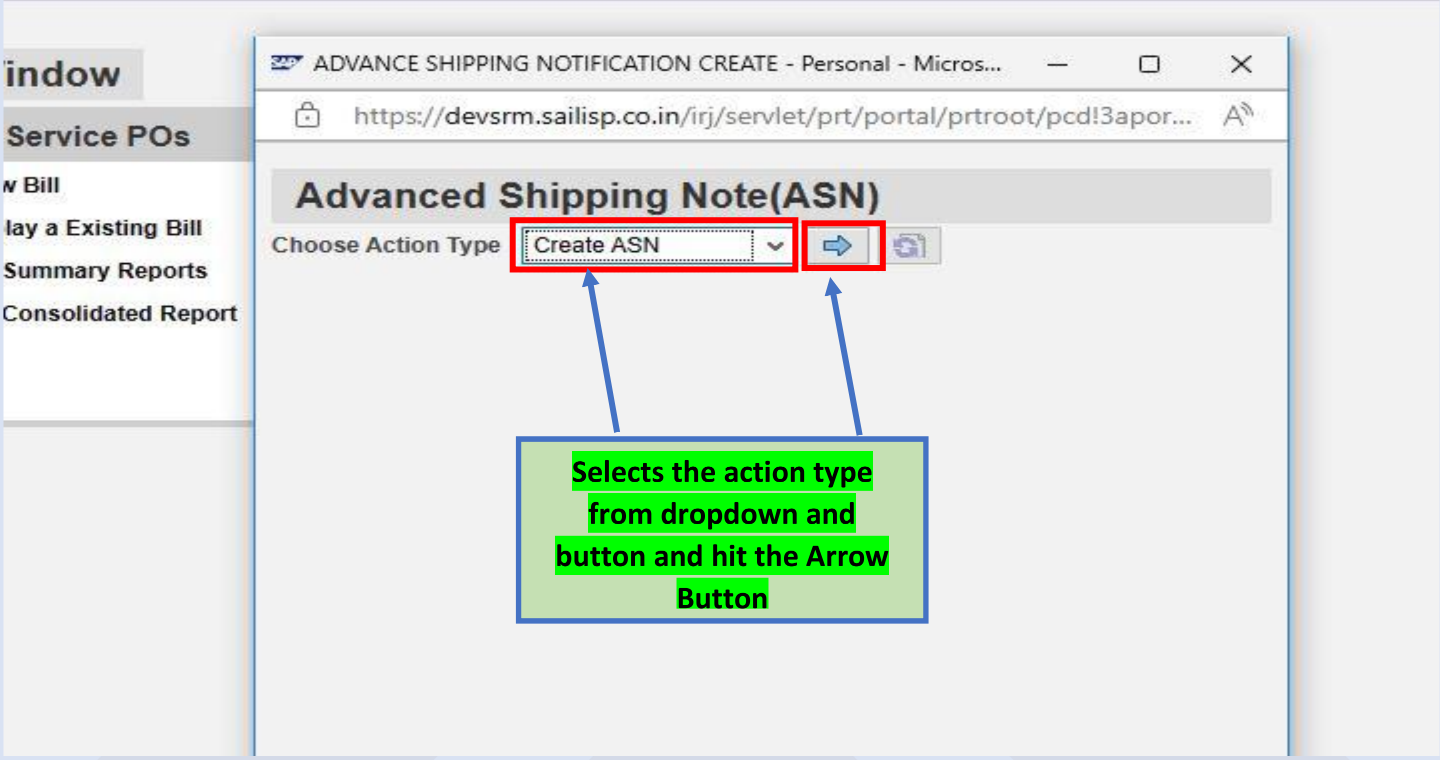
Once the ASN is successfully submitted, email notifications will be sent to your registered email address.

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

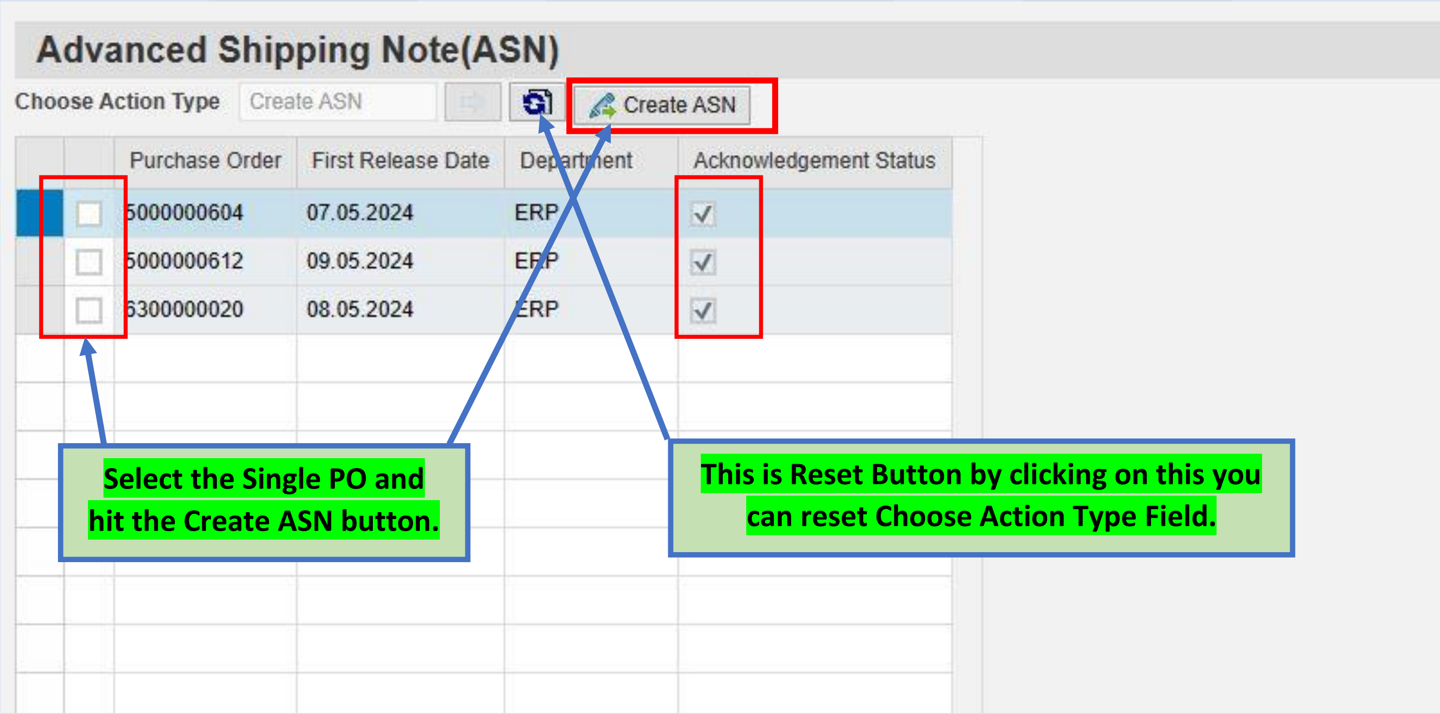
1. ASN Creation: Sign in to the SRM Portal with your credentials. Navigate to the "Online Billing System" section from the menu. Upon selection, a new screen will appear as shown below.



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



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

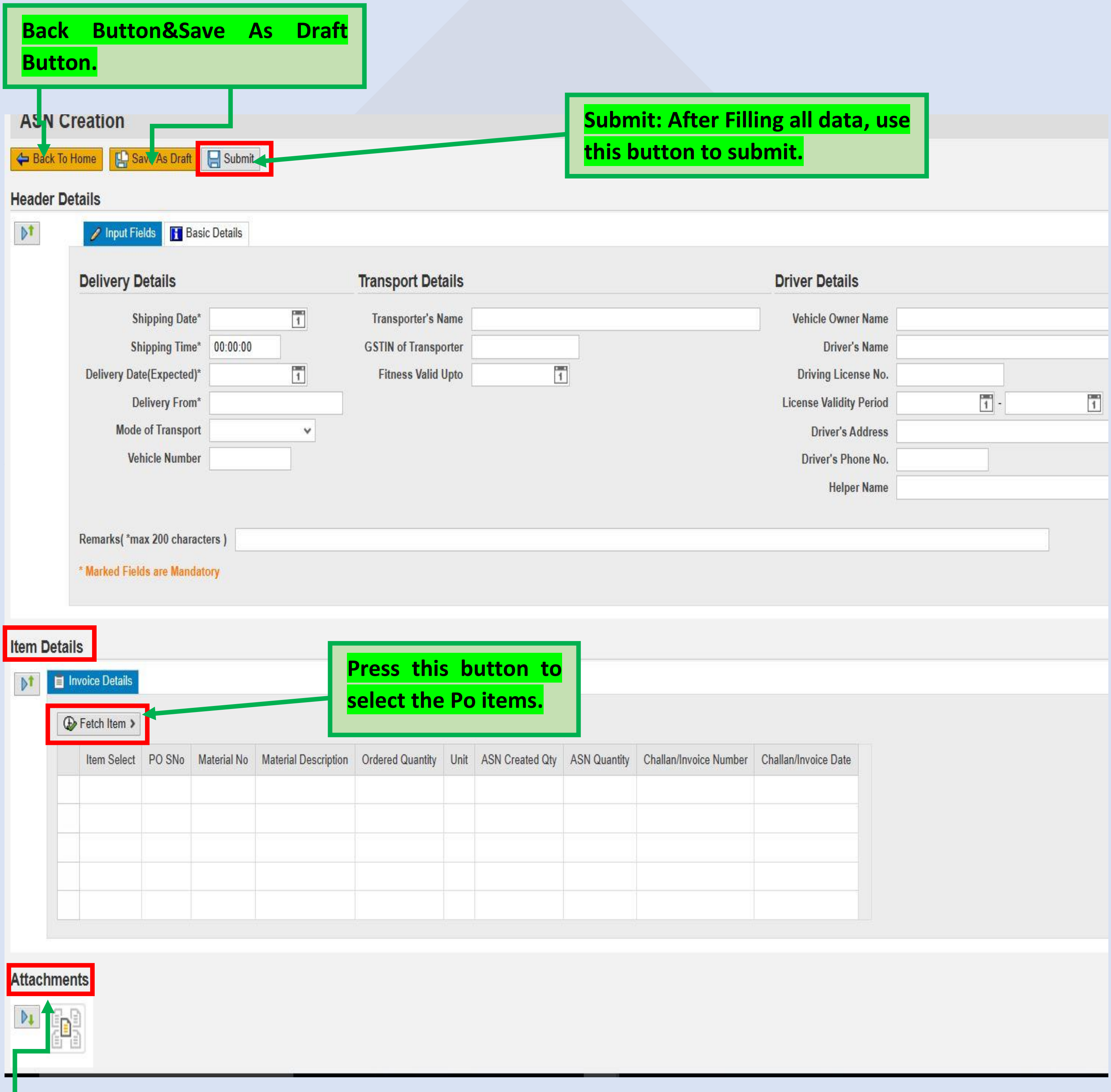


1.3. The ASN creation screen will open, and it is divided into three sections:

a. **Header Details:** Fill the header details. Fields marked with an asterisk (*) are mandatory.

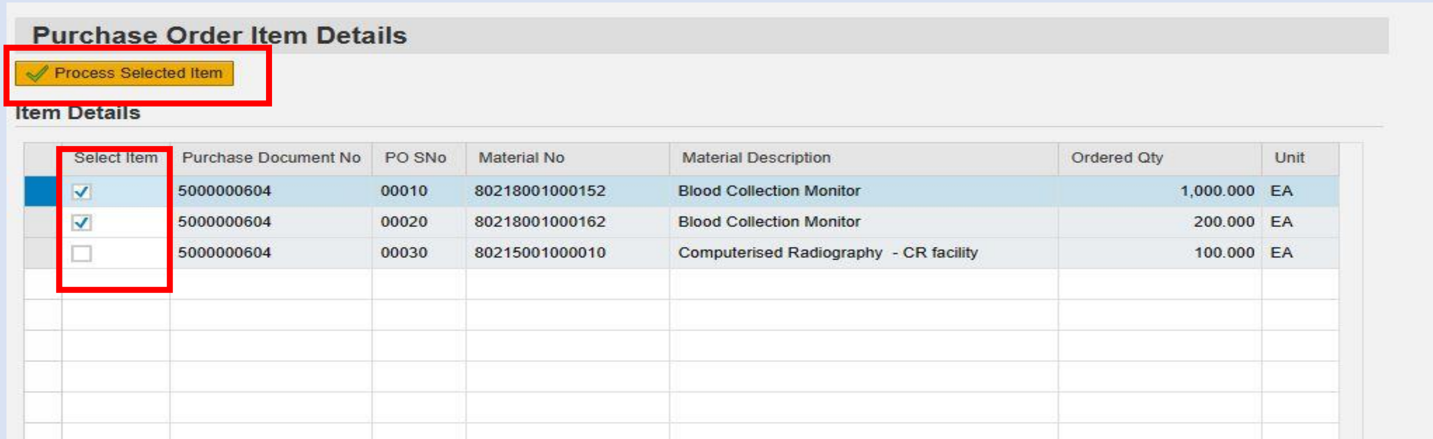
b. **Item Details:** Select the PO line item and enter the ASN quantity.

c**. Attachments:** Attach the documents required in PDF format as per the PO terms in the attachment section.

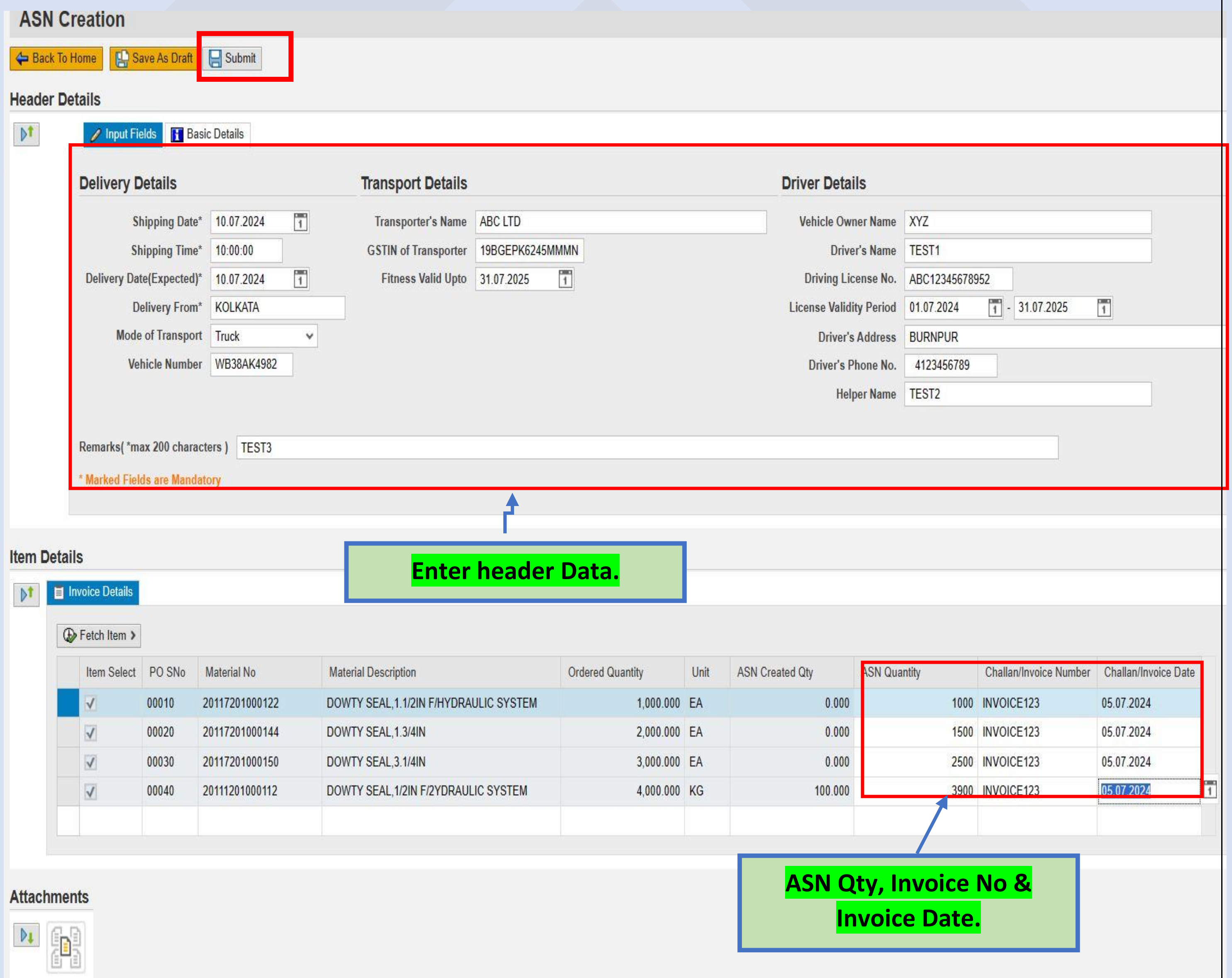


Press this to expand the attachments tab.

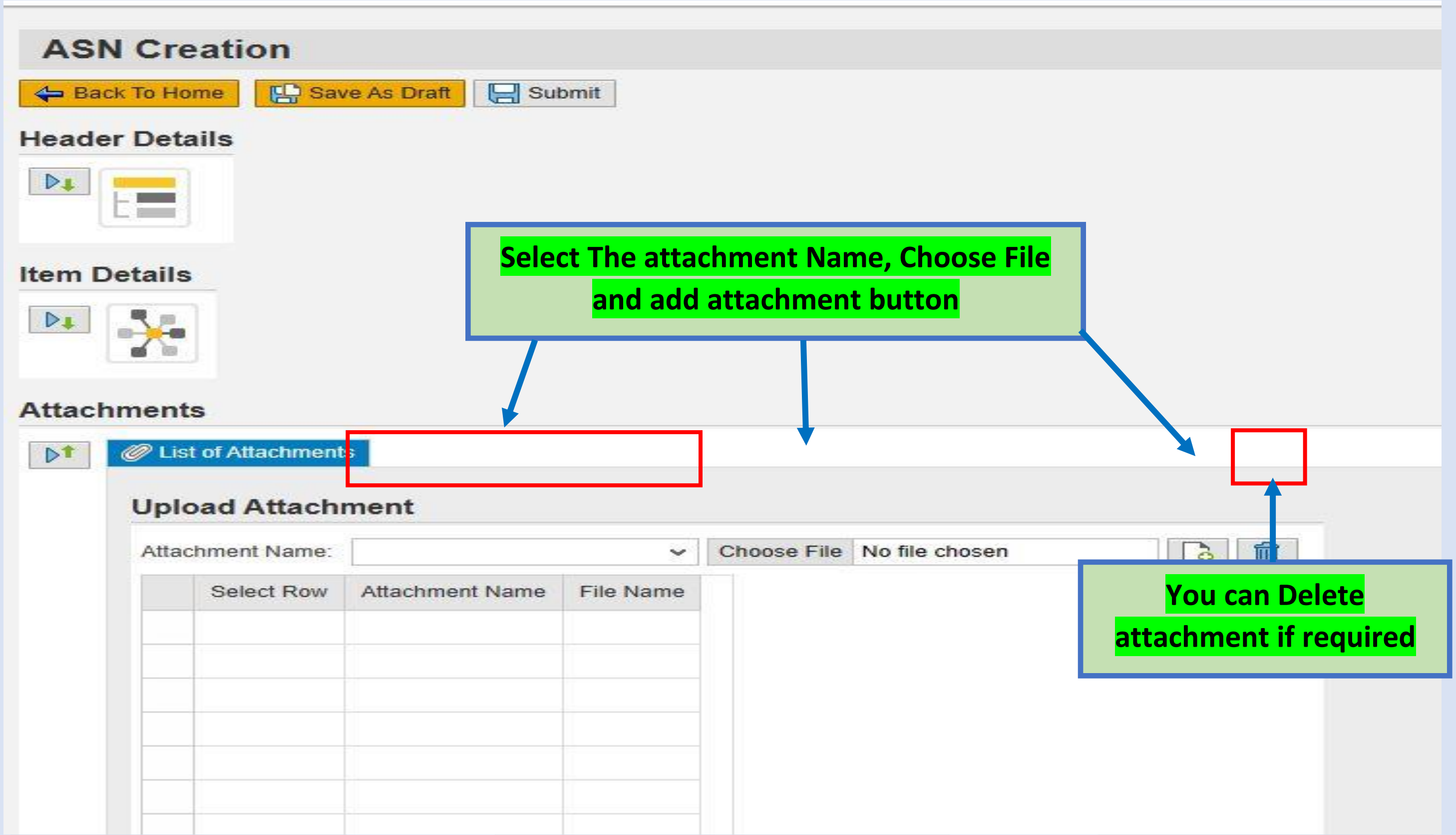
1.4. PO Item Selection Screen: Choose the PO item for which you wish to create an ASN, and then click on the "Process Selected Item" button.



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.



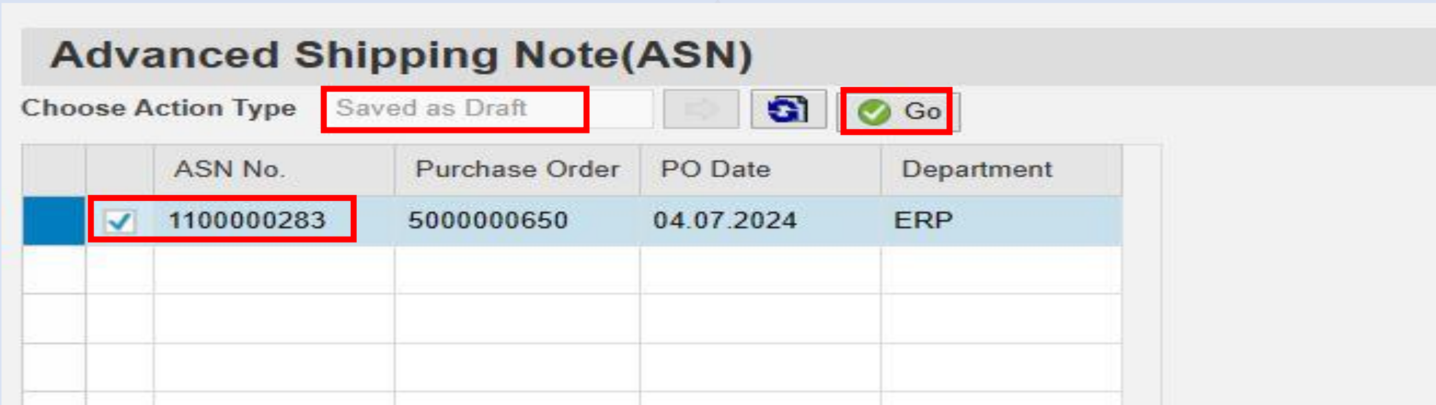
1.6. Attachments: As per PO term you have to upload attachments (in PDF format) in the attachment section.



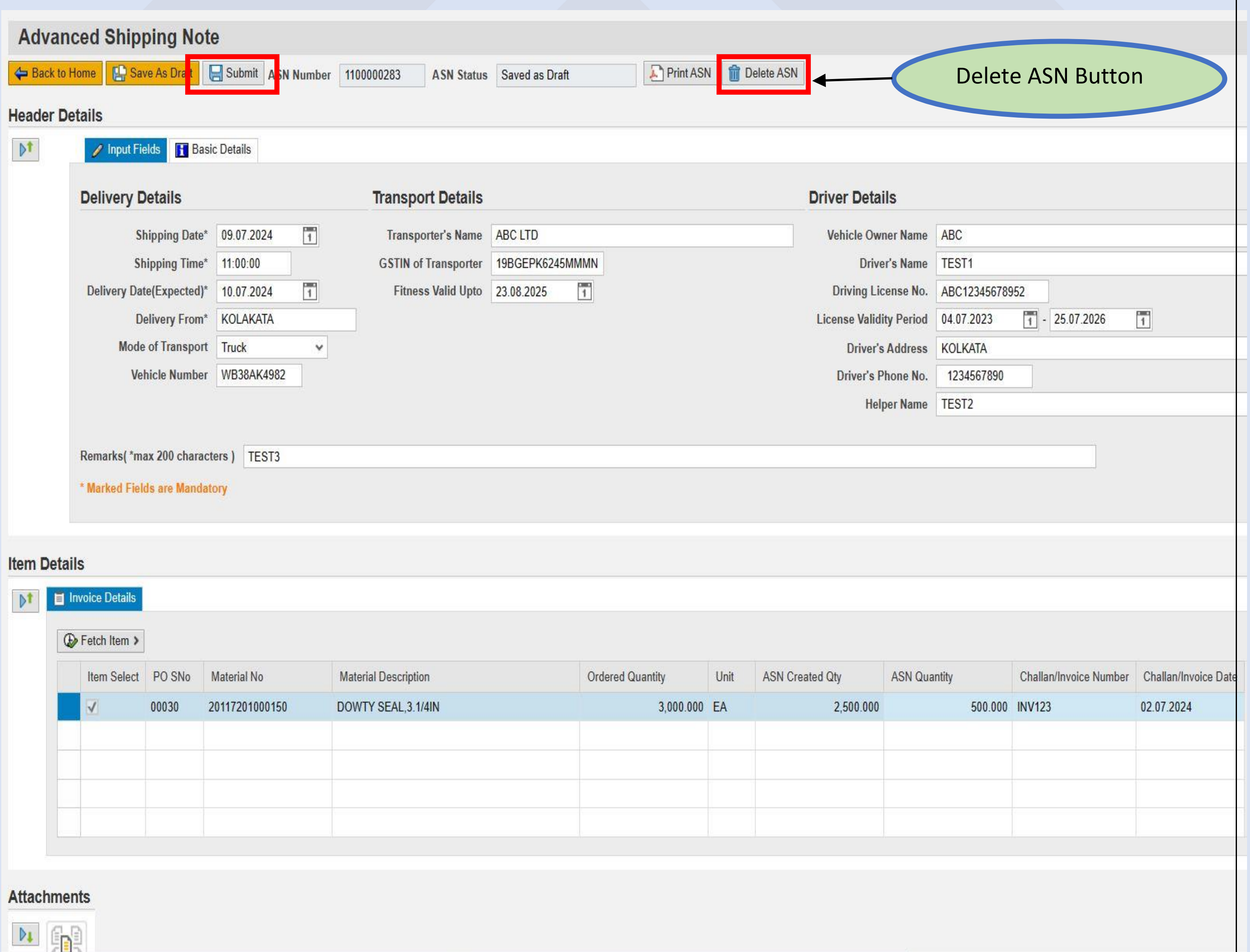
1.7 Submit: After filling all data please press Submit Button.

- 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.

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.

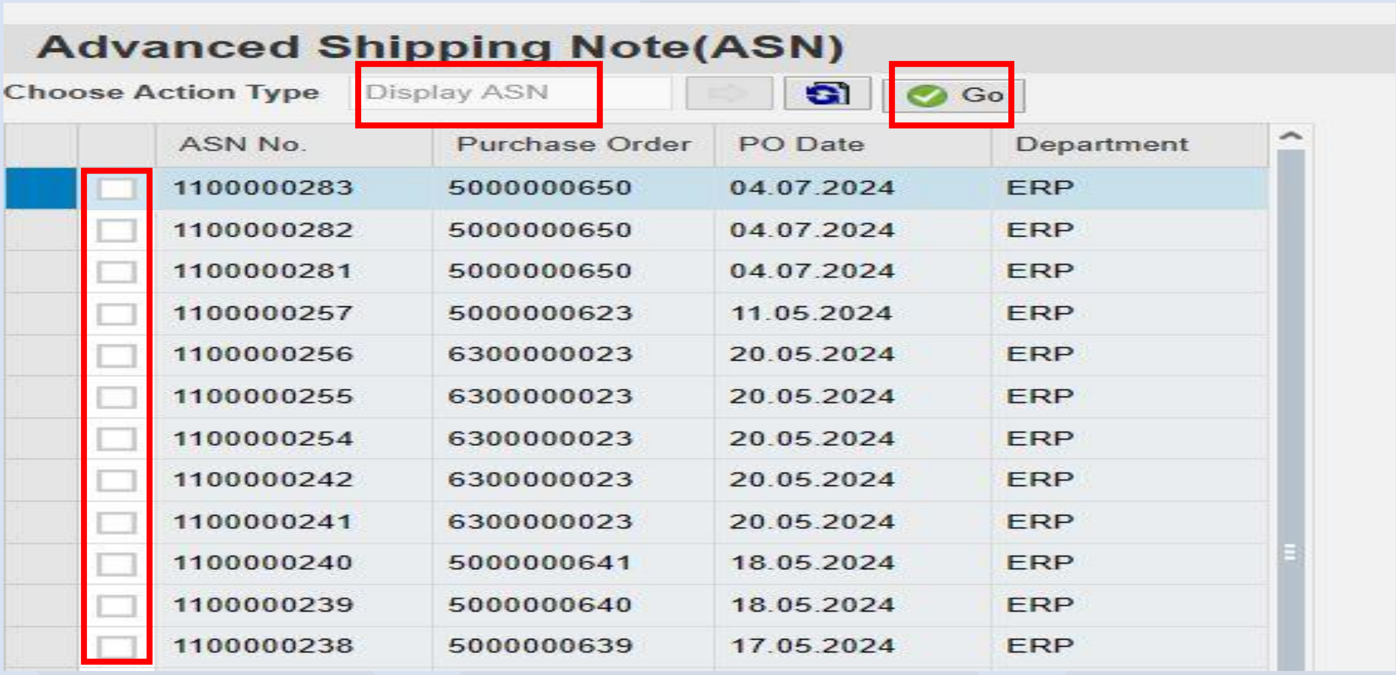


2.1. The new screen will be opened with the previously filled data, Now You can change the data then Submit the ASN or You can also delete the ASN if no longer needed.



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.

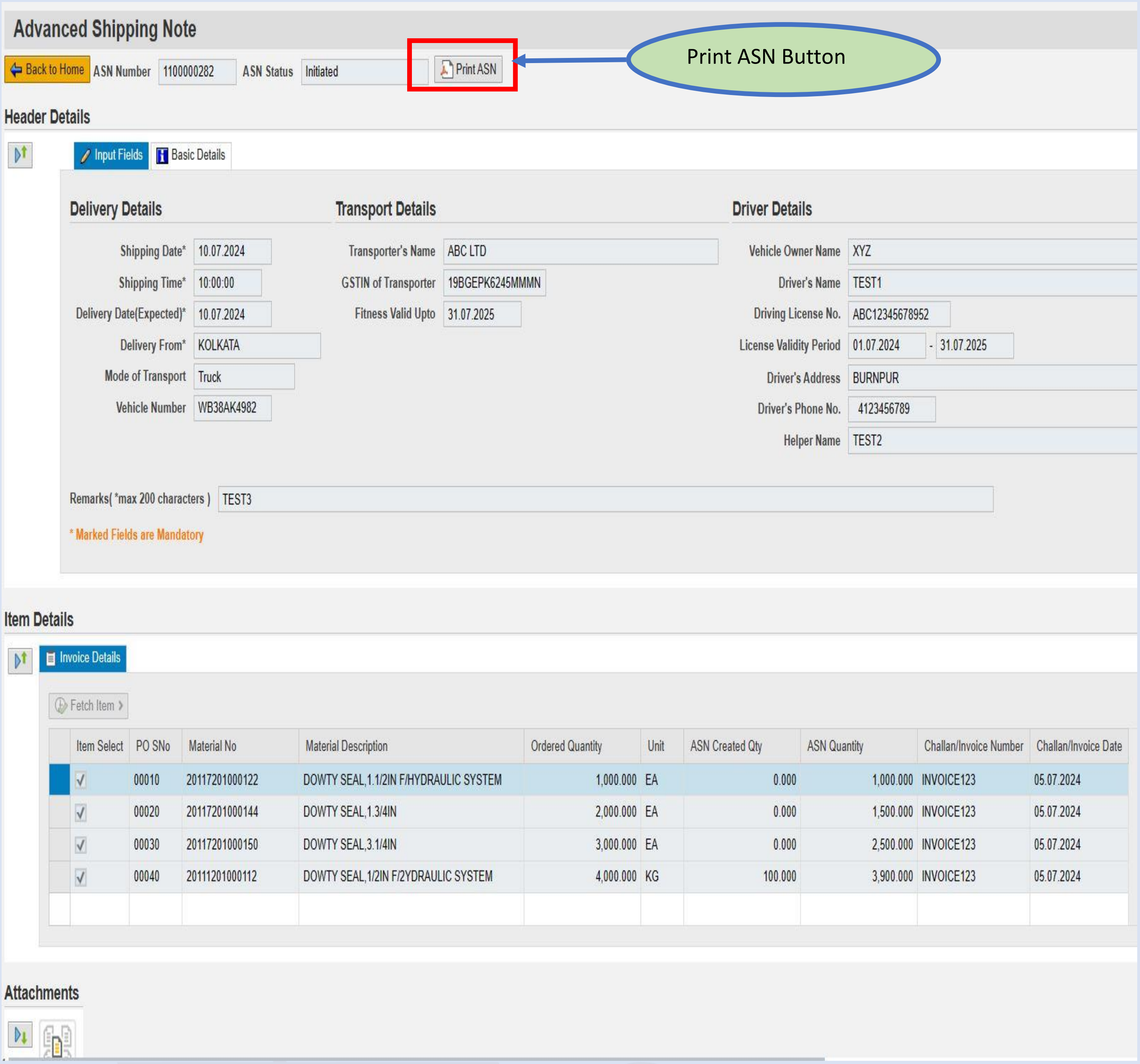

Advanced Shipping Note(ASN)

Choose Action Type: Display ASN | Go

	ASN No.	Purchase Order	PO Date	Department
☐	1100000283	5000000650	04.07.2024	ERP
☐	1100000282	5000000650	04.07.2024	ERP
☐	1100000281	5000000650	04.07.2024	ERP
☐	1100000257	5000000623	11.05.2024	ERP
☐	1100000256	6300000023	20.05.2024	ERP
☐	1100000255	6300000023	20.05.2024	ERP
☐	1100000254	6300000023	20.05.2024	ERP
☐	1100000242	6300000023	20.05.2024	ERP
☐	1100000241	6300000023	20.05.2024	ERP
☐	1100000240	5000000641	18.05.2024	ERP
☐	1100000239	5000000640	18.05.2024	ERP
☐	1100000238	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.

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.



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

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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:

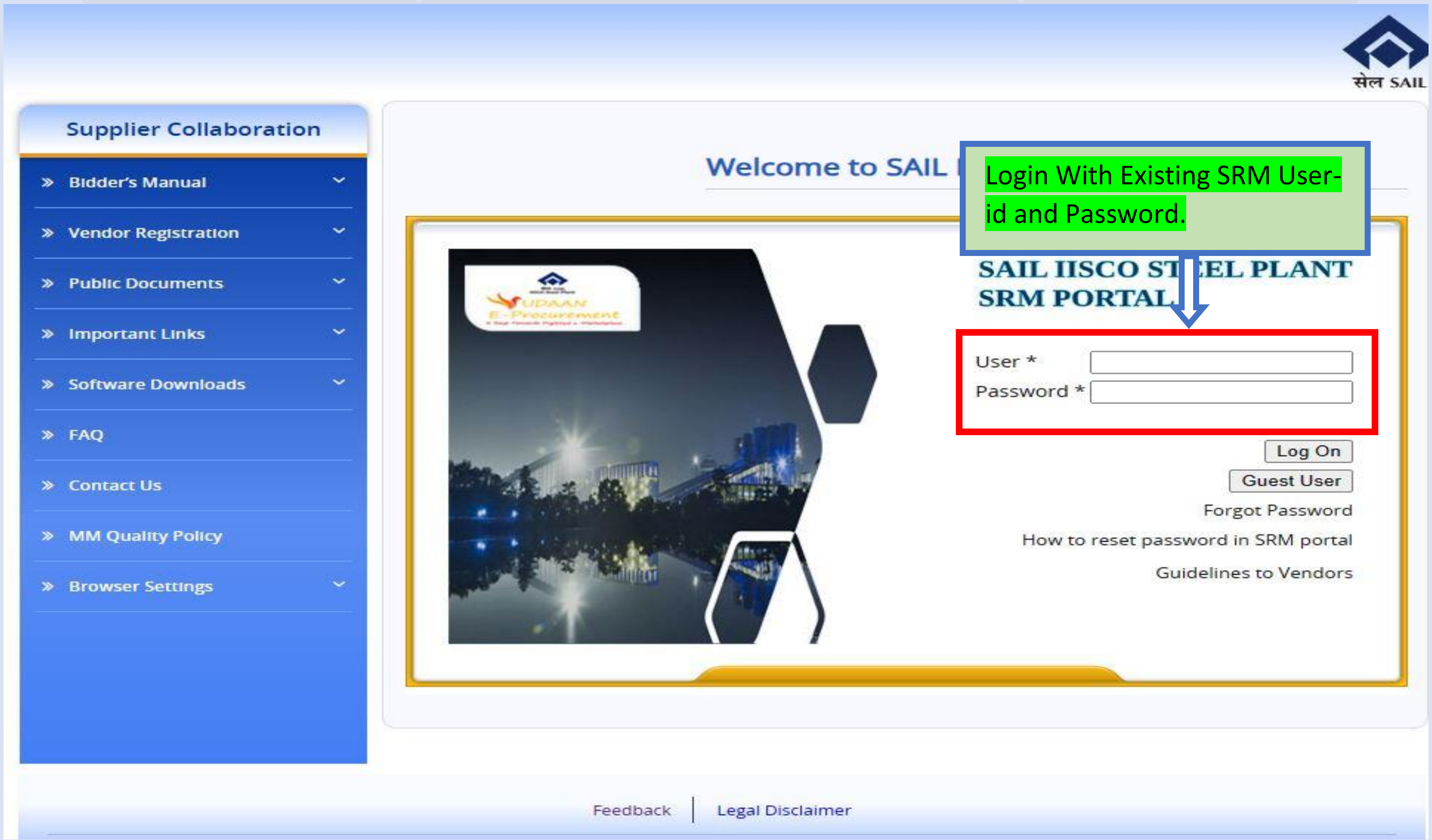
- The bill submission must be done exclusively through our SRM portal: Welcome to SAIL ISP SRM Portal.
- If you do not have login credentials, please contact our Vendor Registration Section. (Contact: In charge, Vendor Management Section, email: mmvendor.isp@sail.in, Phone: 0341-2722118).
- Only the 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:

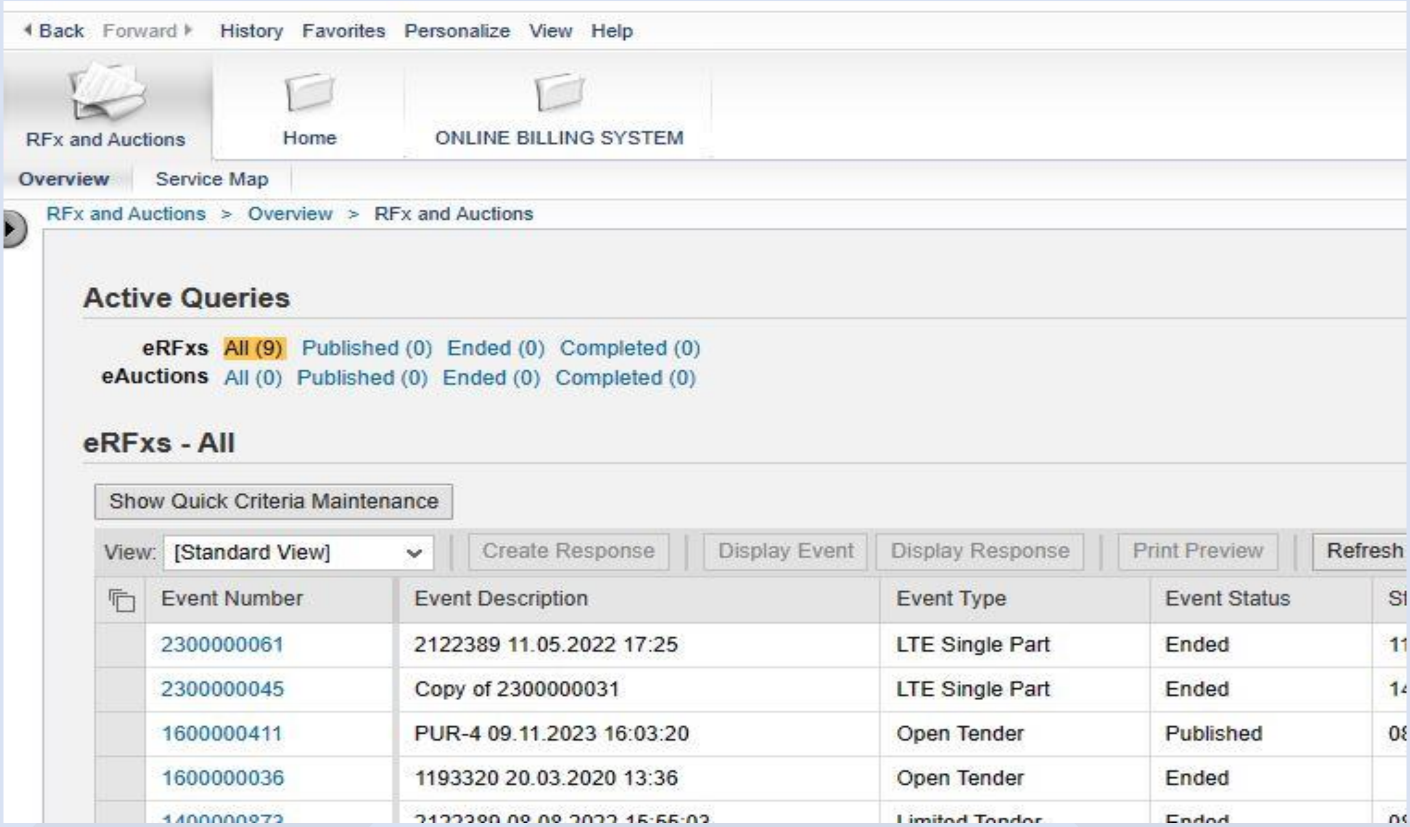
1. Digitally Signed Tax Invoice (Mandatory)
2. Inspection Certificates, wherever required
3. Performance Certificate, wherever required
4. Any other Document as per PO terms

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

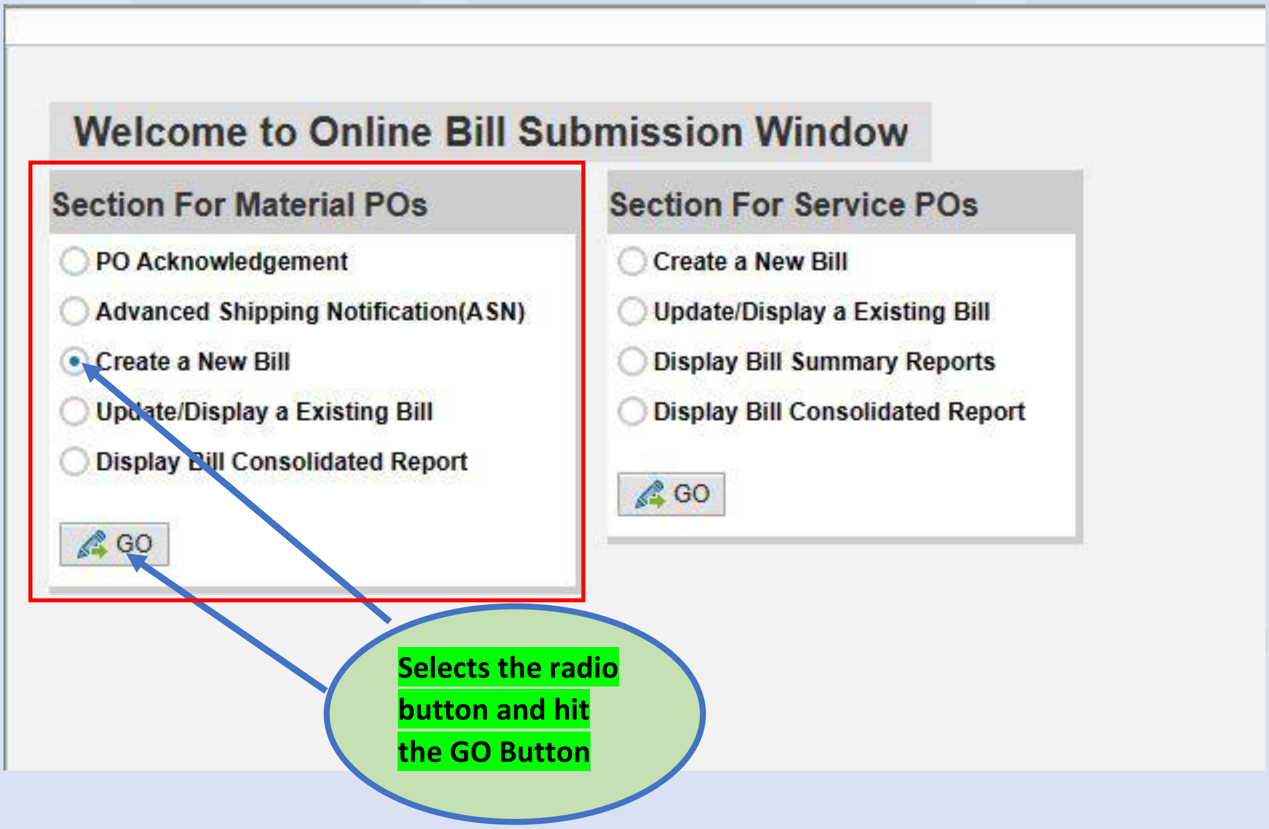
4.1 Log in to the SRM Portal using your credentials.



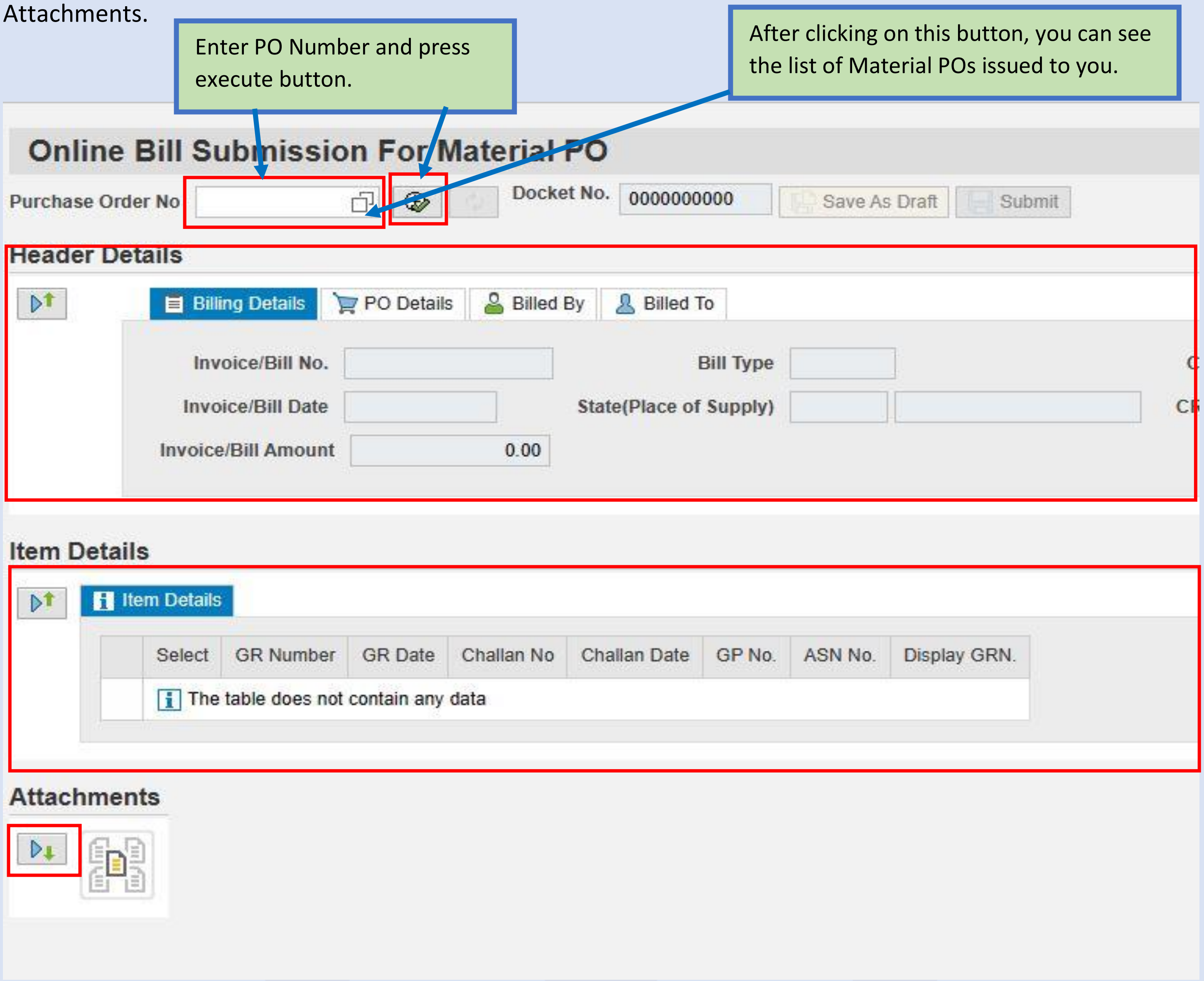
4.2 Access the "Online Billing System" section.

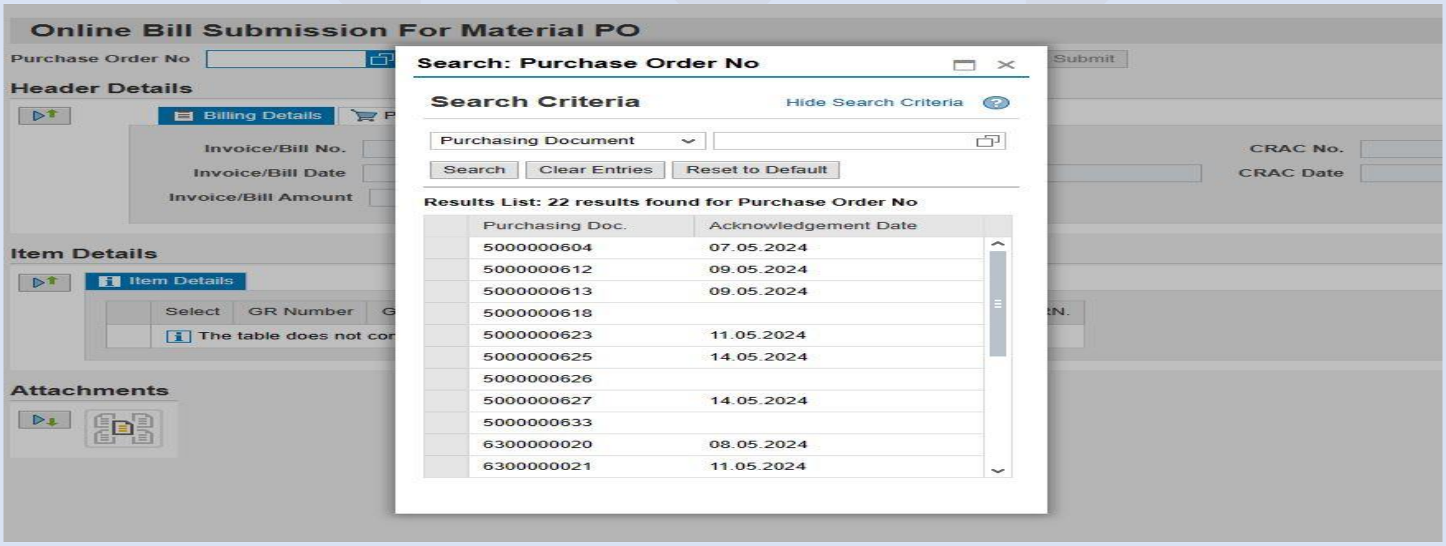


4.3 Select the Radio Button as below.



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





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.

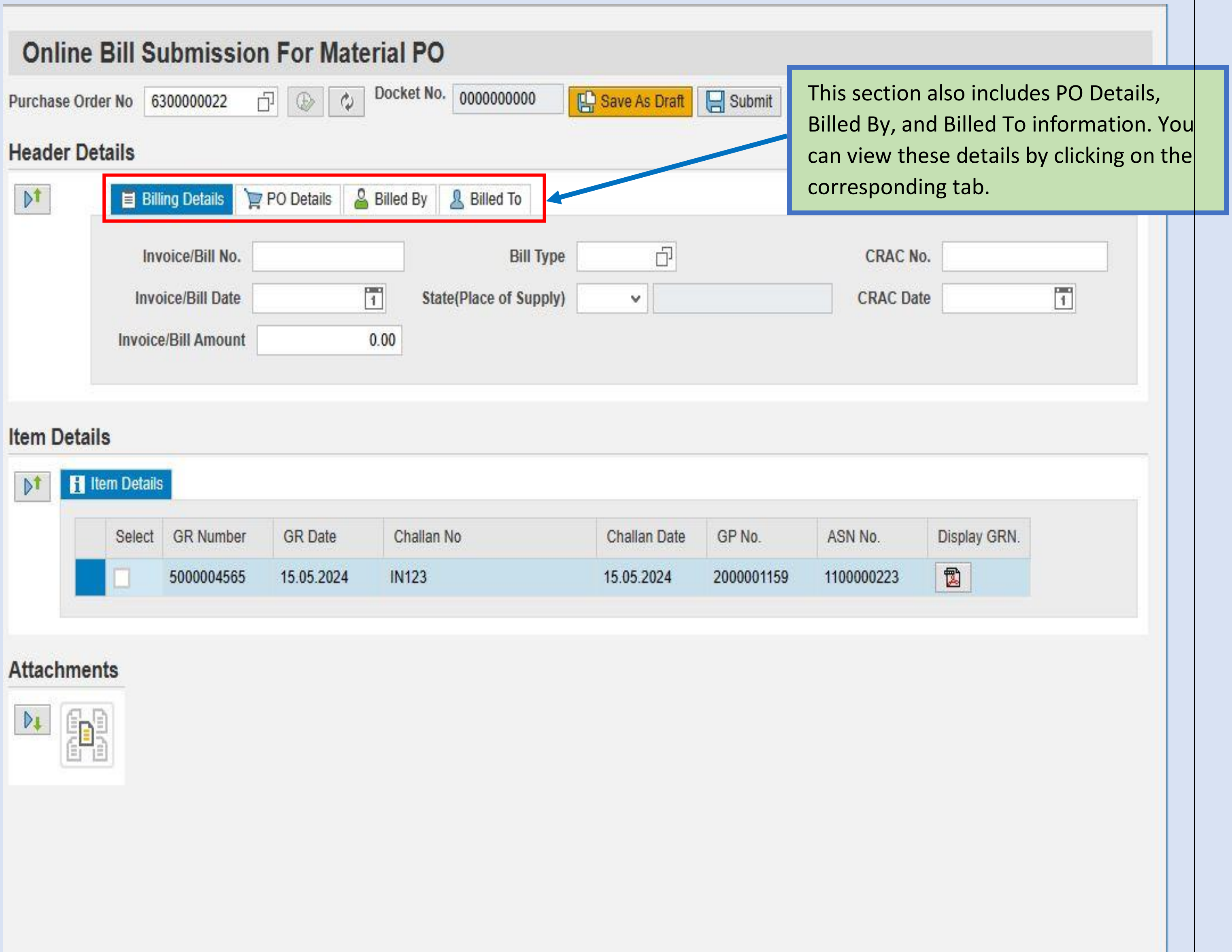
4. Attachment Section:

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

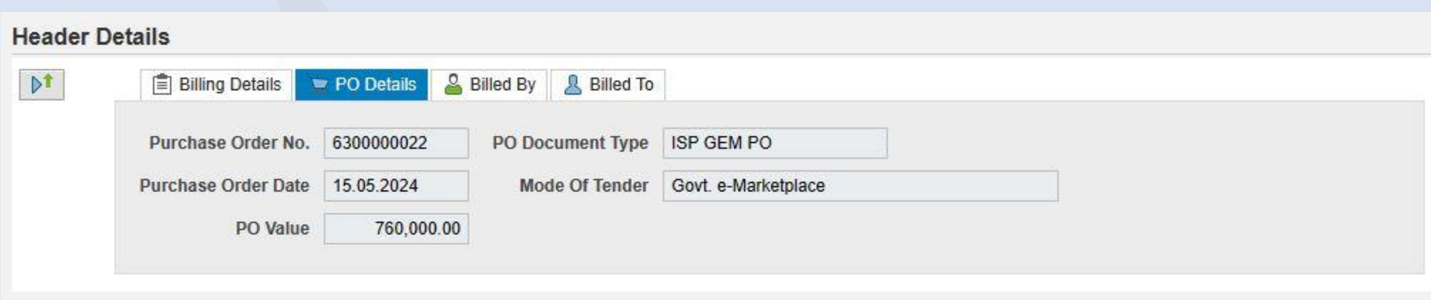
5. Declaration:

- 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.

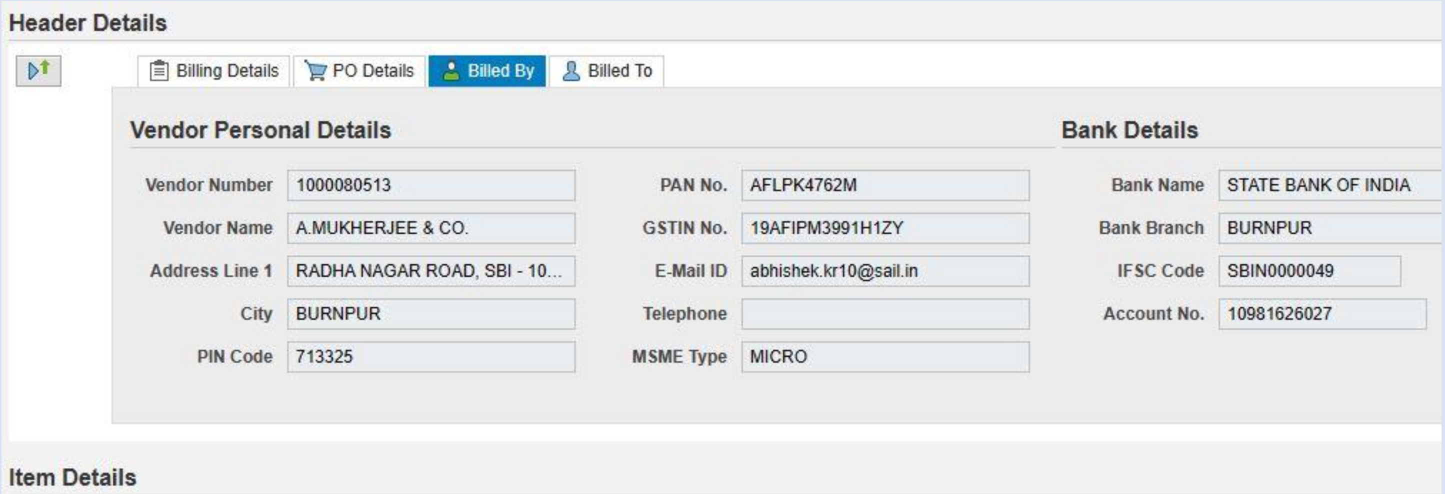
4.6 Enter Po Number:



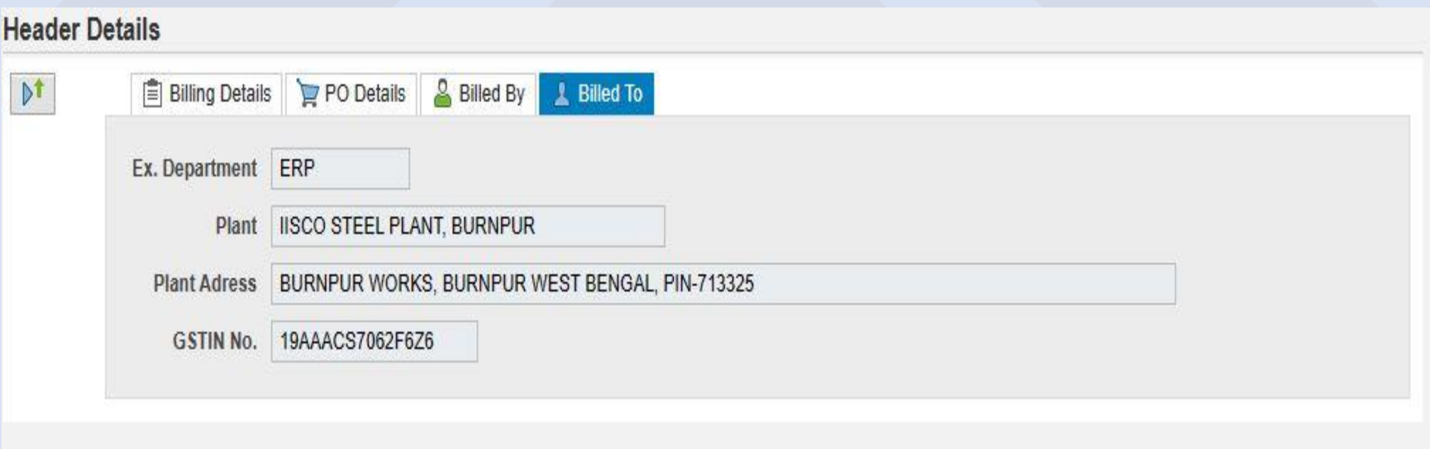
4.7 Po Details:



4.8 Billed By details:

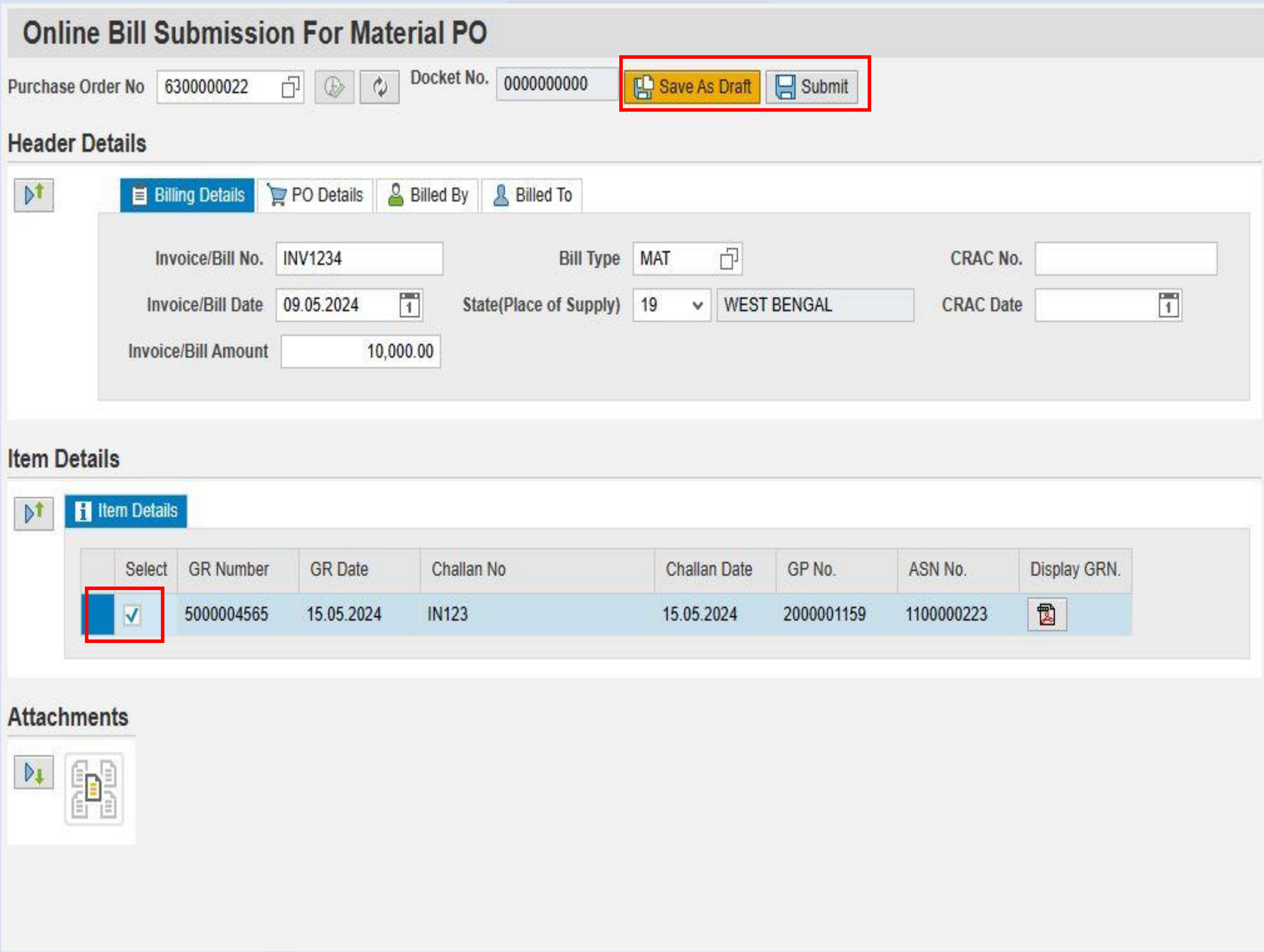


4.9 Billed To Details:

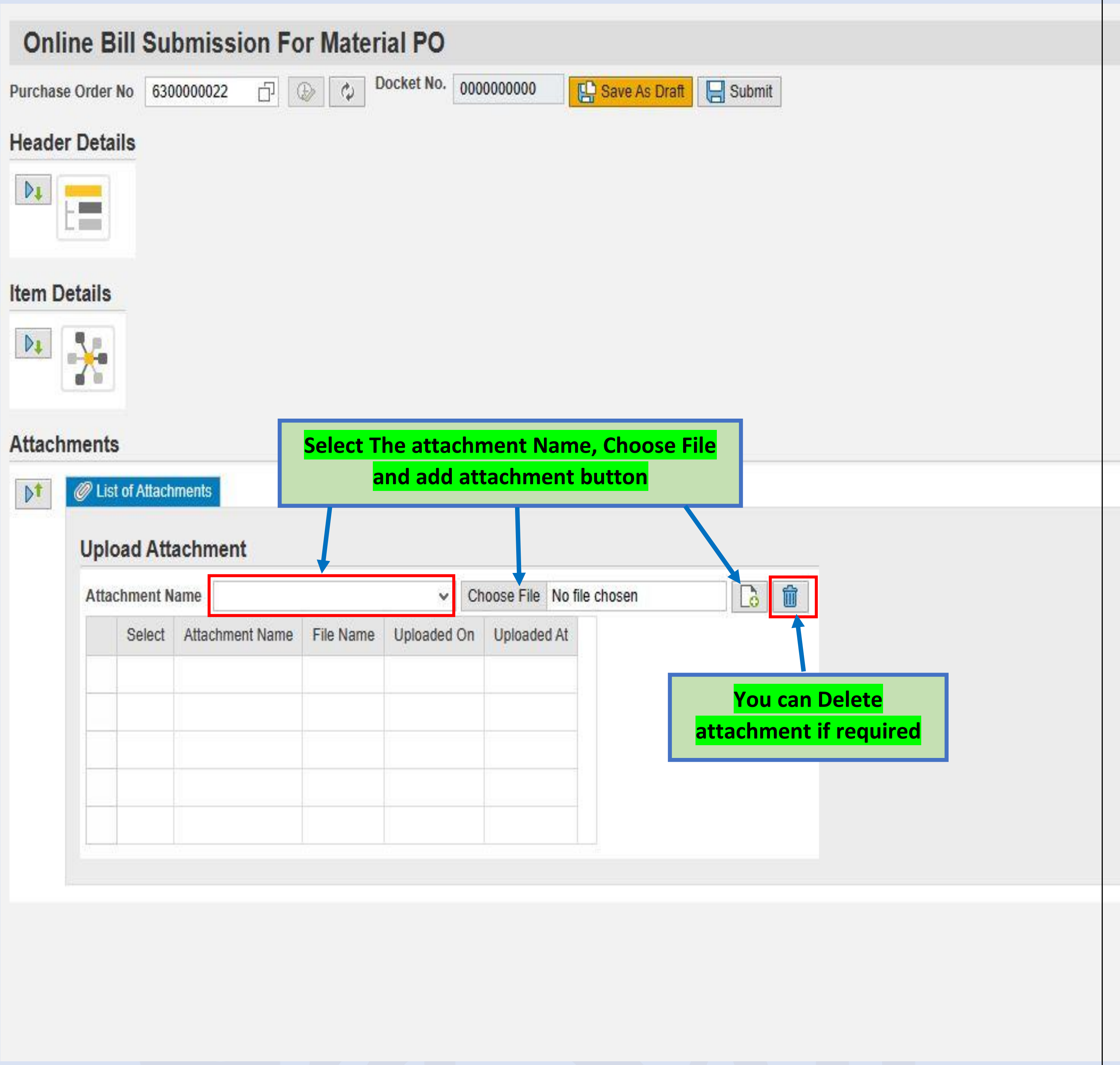


4.10 Save As Draft: This button saves the data in draft mode, generating a docket number and allowing you to make changes to the bill.

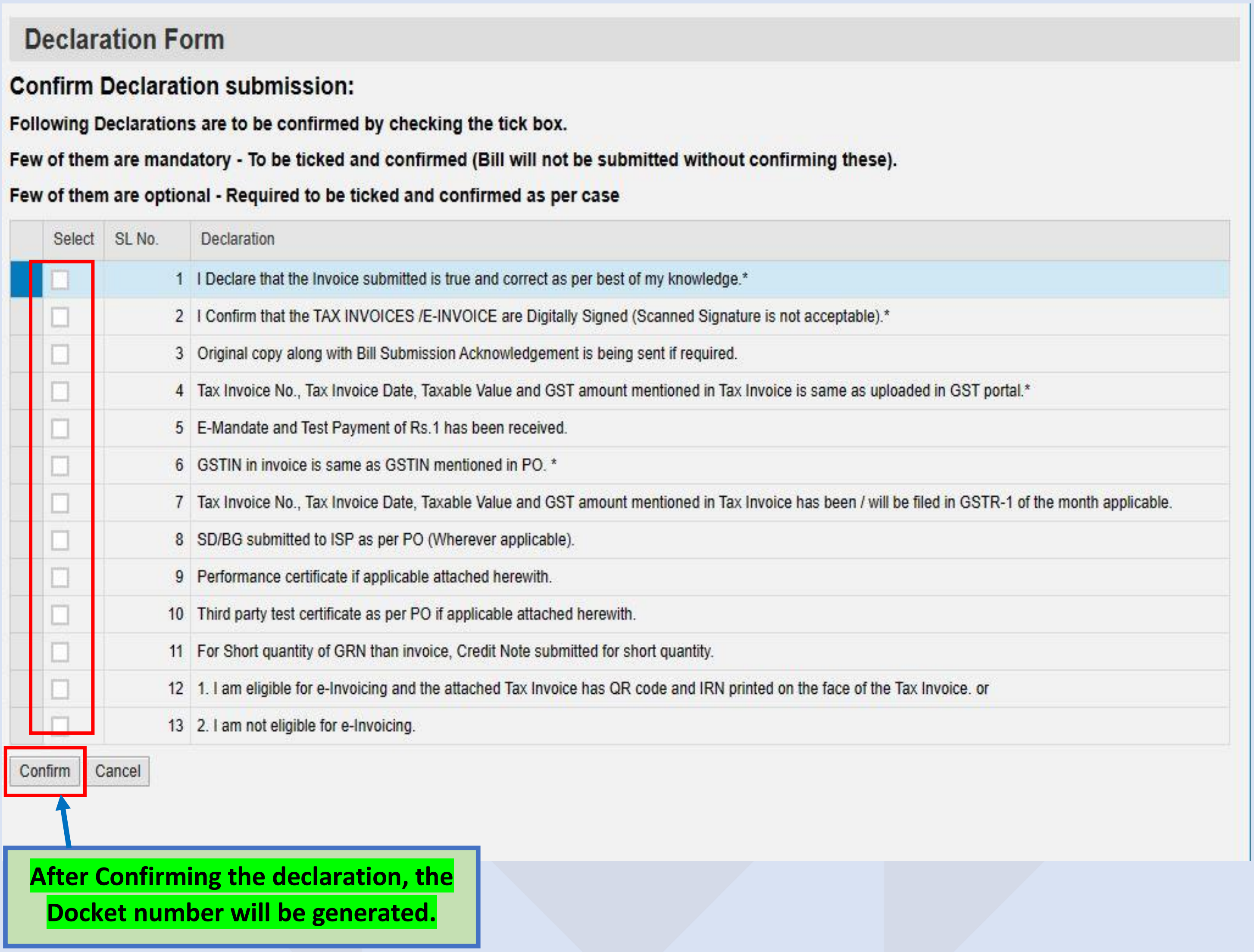
4.11 Submit Button: Once you submit the bill, it cannot be changed. The GRN will no longer appear in the pending grid for bill submission unless the bill is rejected by the ISP Finance Department.



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.



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).

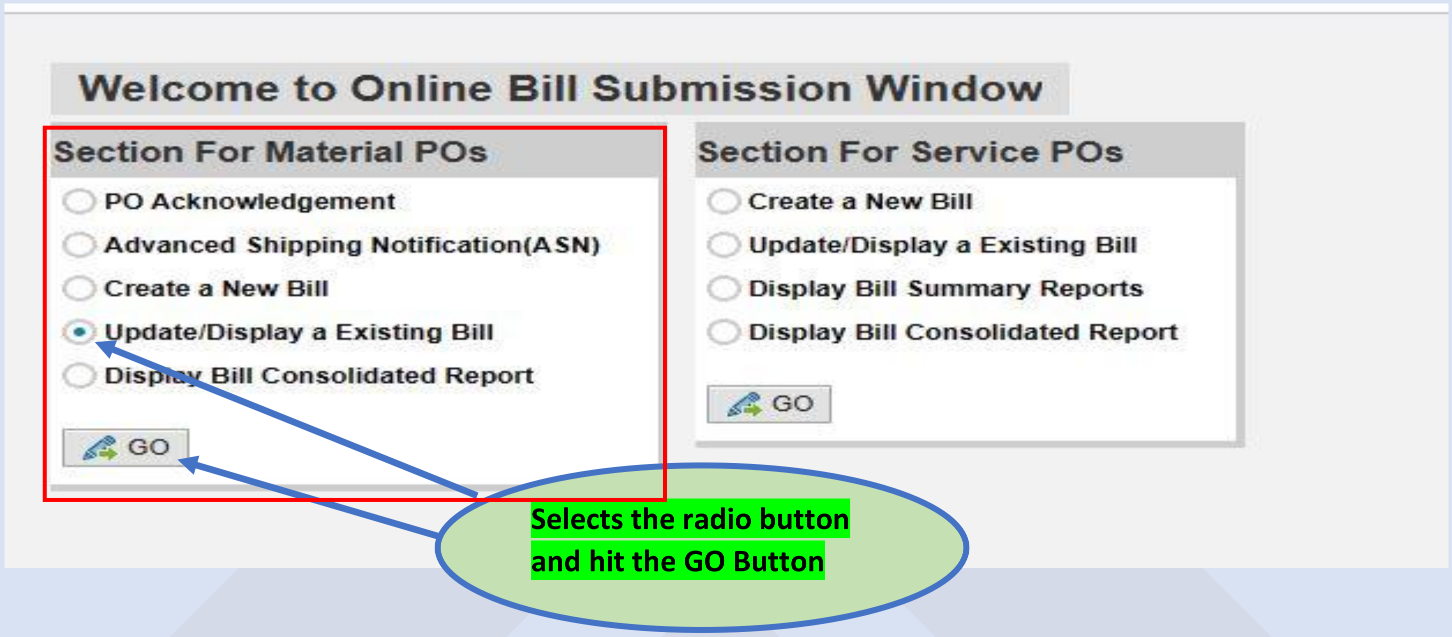
Few of them are optional - Required to be ticked and confirmed as per case

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

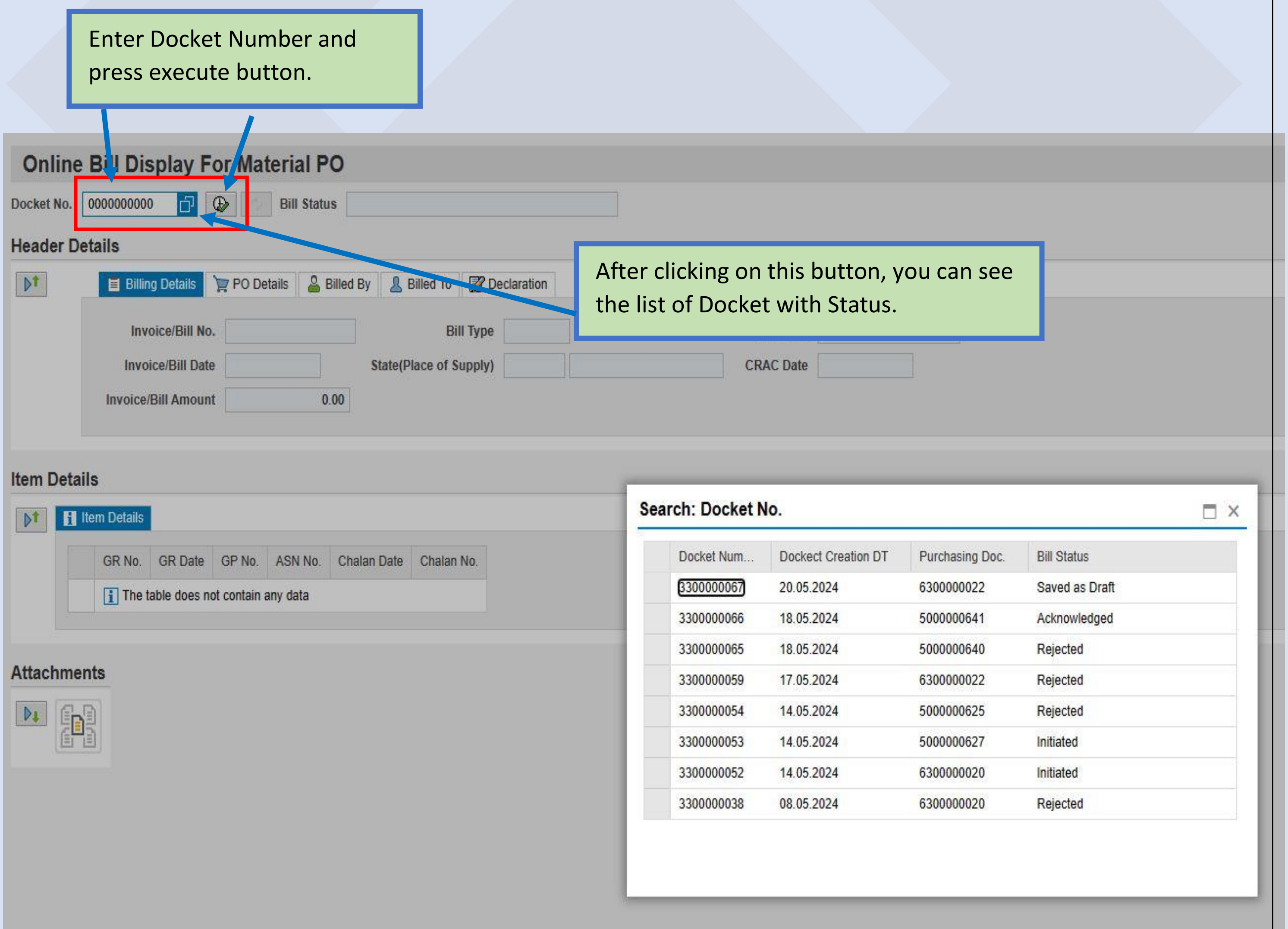
Confirm Cancel

- 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.

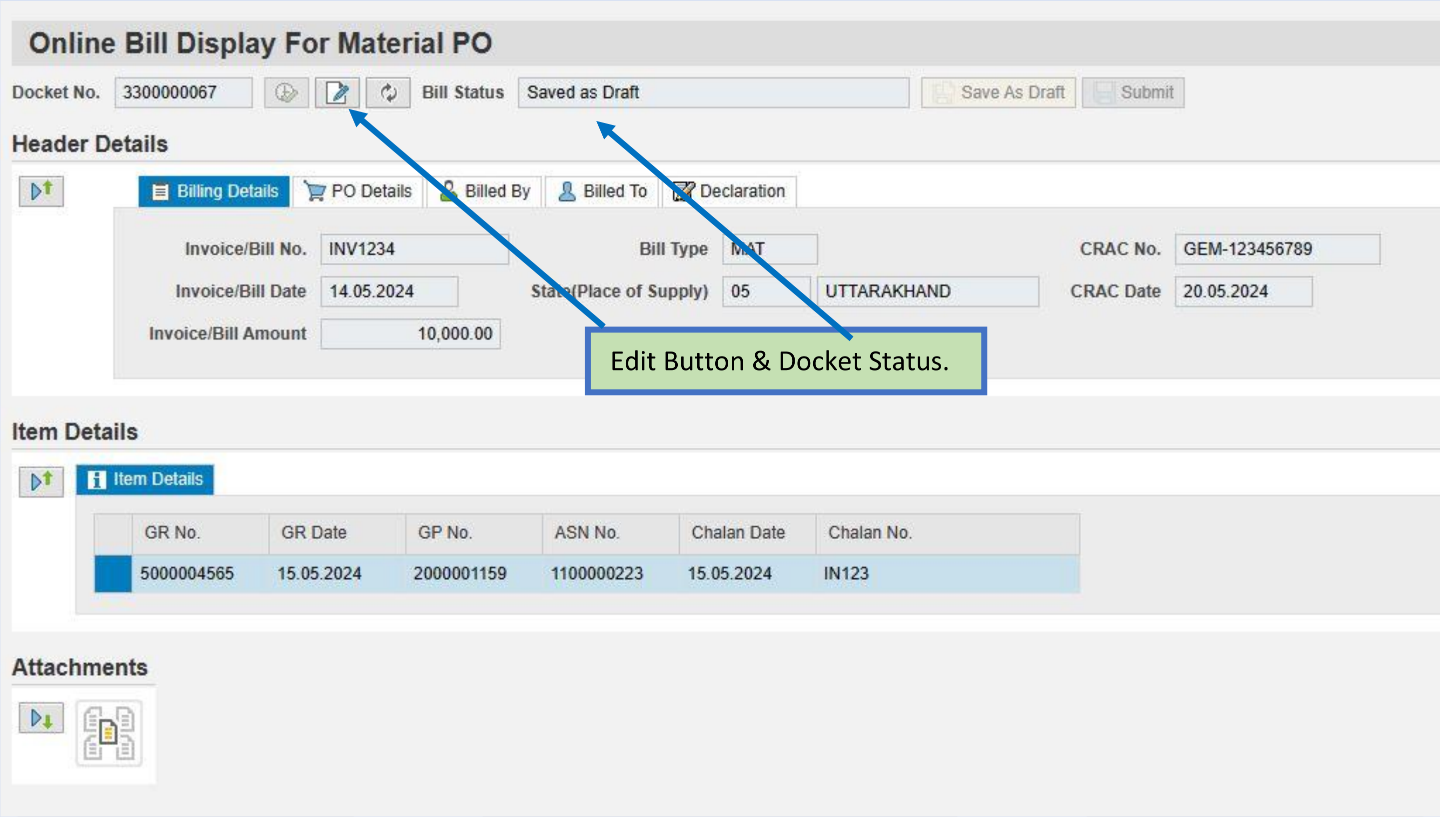
Change/Display Docket: You have the ability to modify/view any individual bill that you've either saved as a draft or submitted. If saved as a draft, you can still make changes.



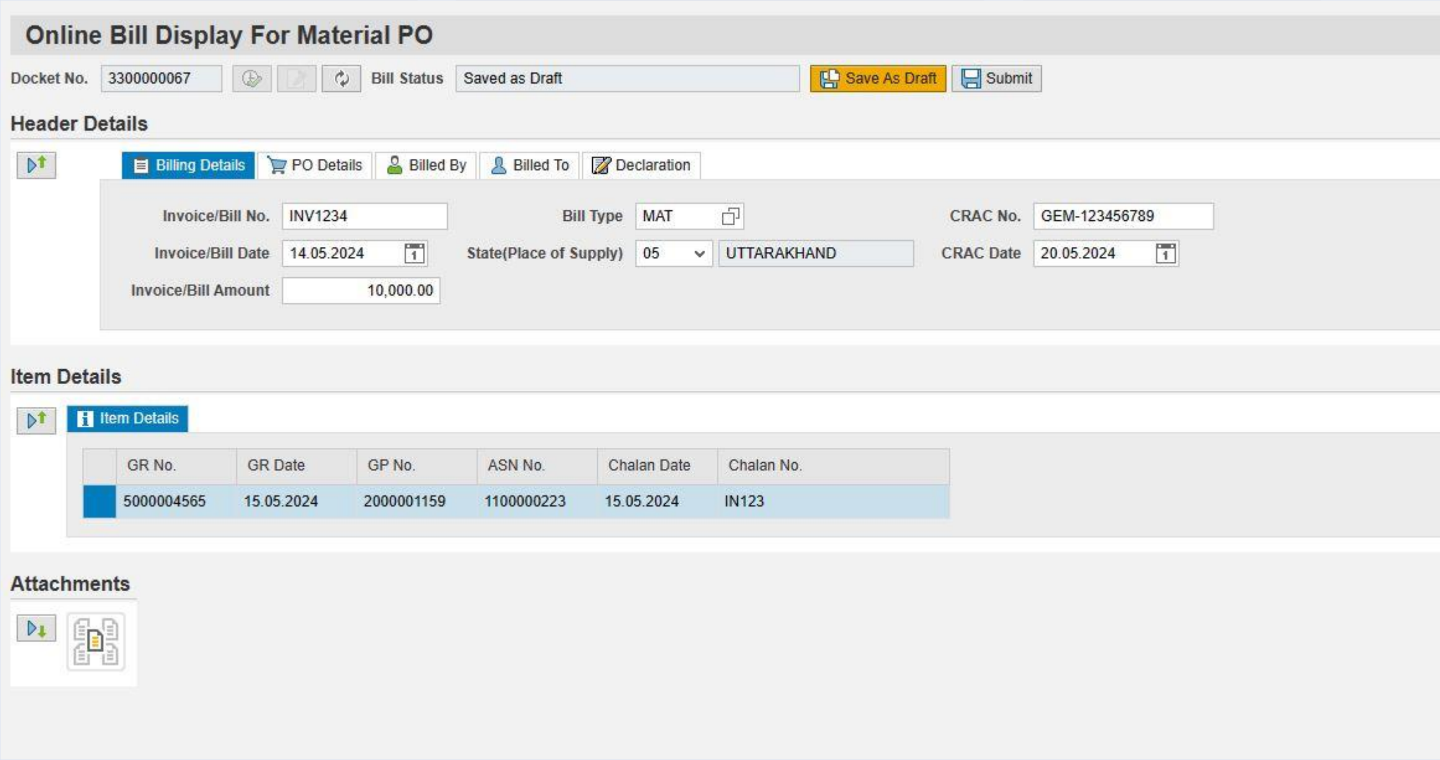
Enter or Select Docket Not



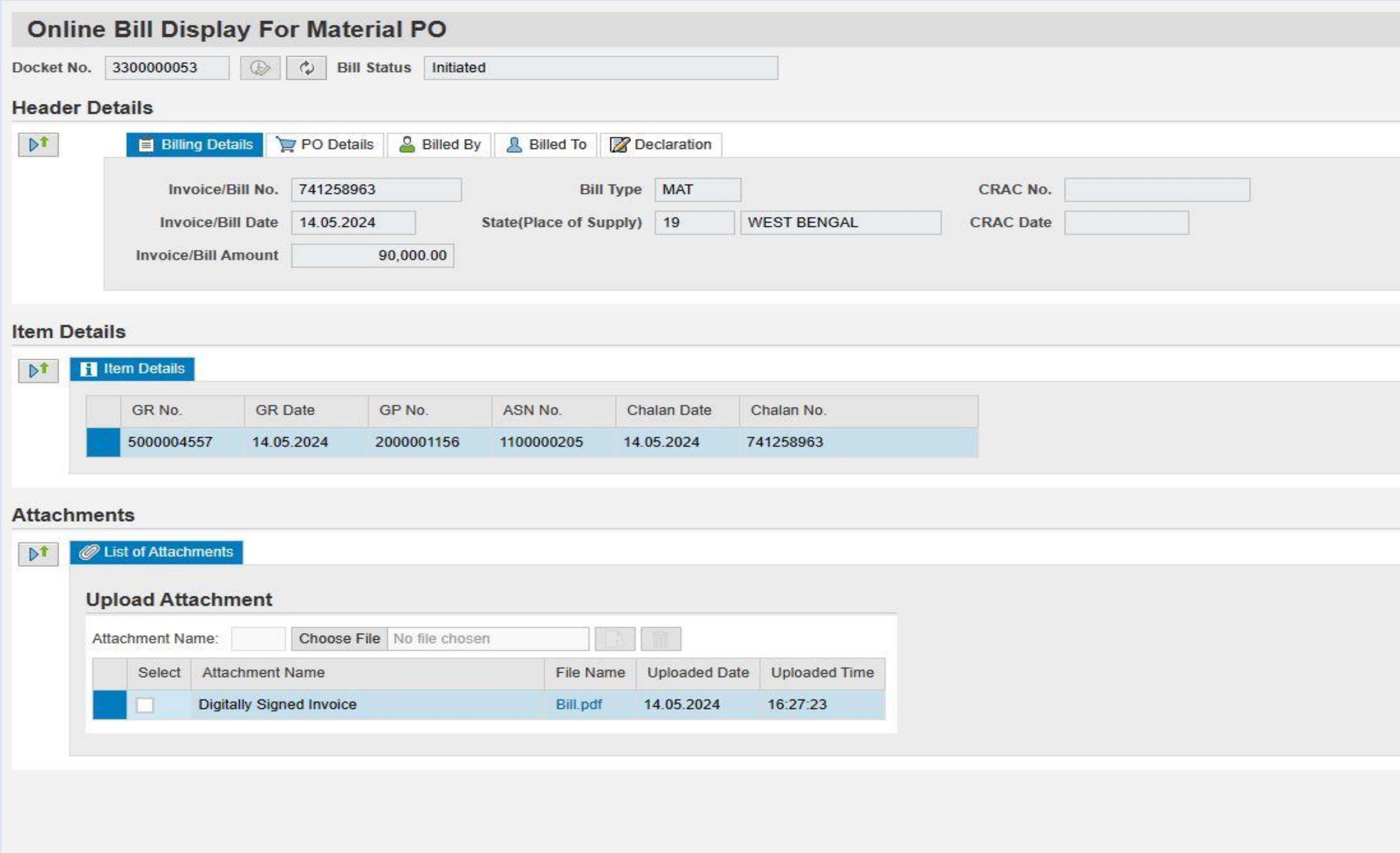
Upon selecting the specific Docket and pressing the "Execute" button, the data will be displayed as follows.



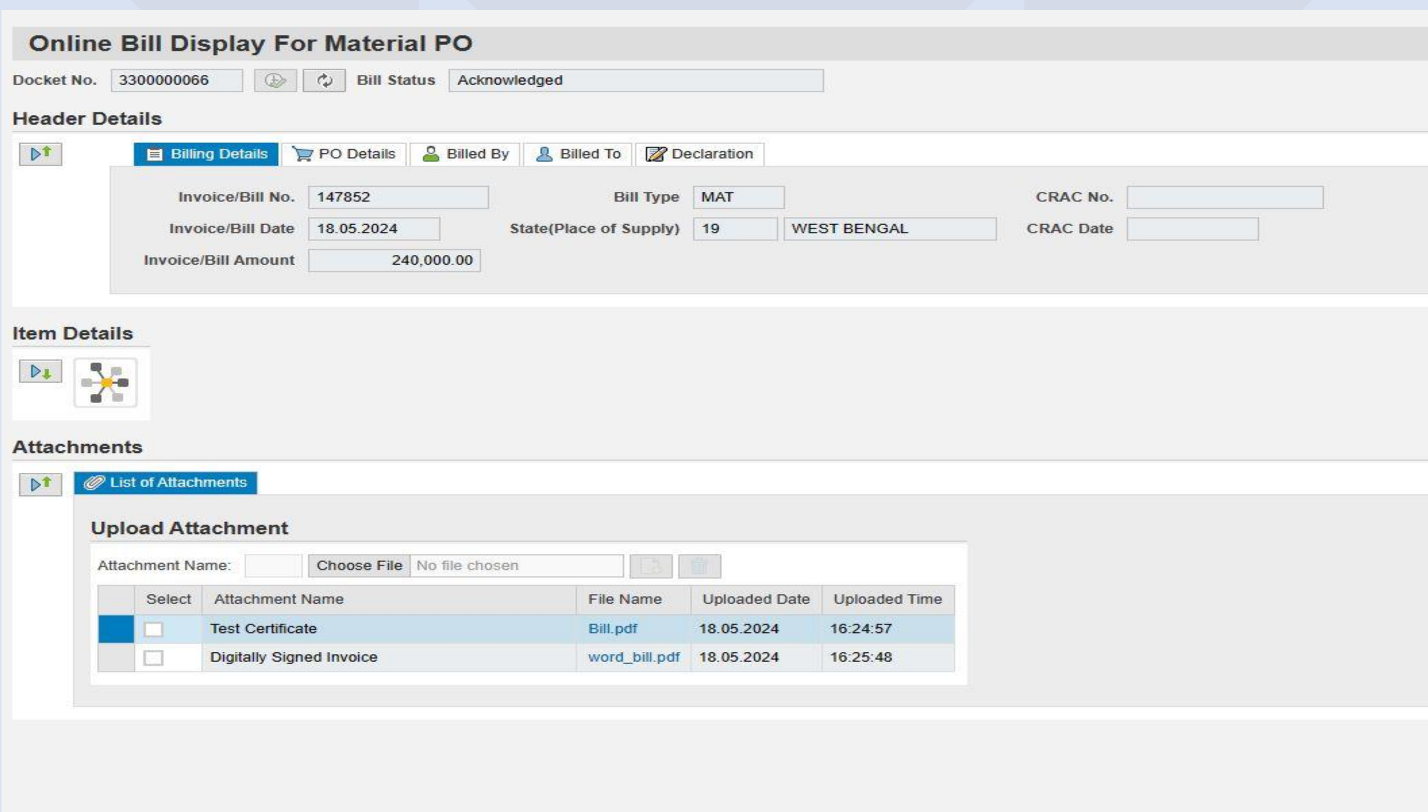
After changing the data, you can submit the bill.



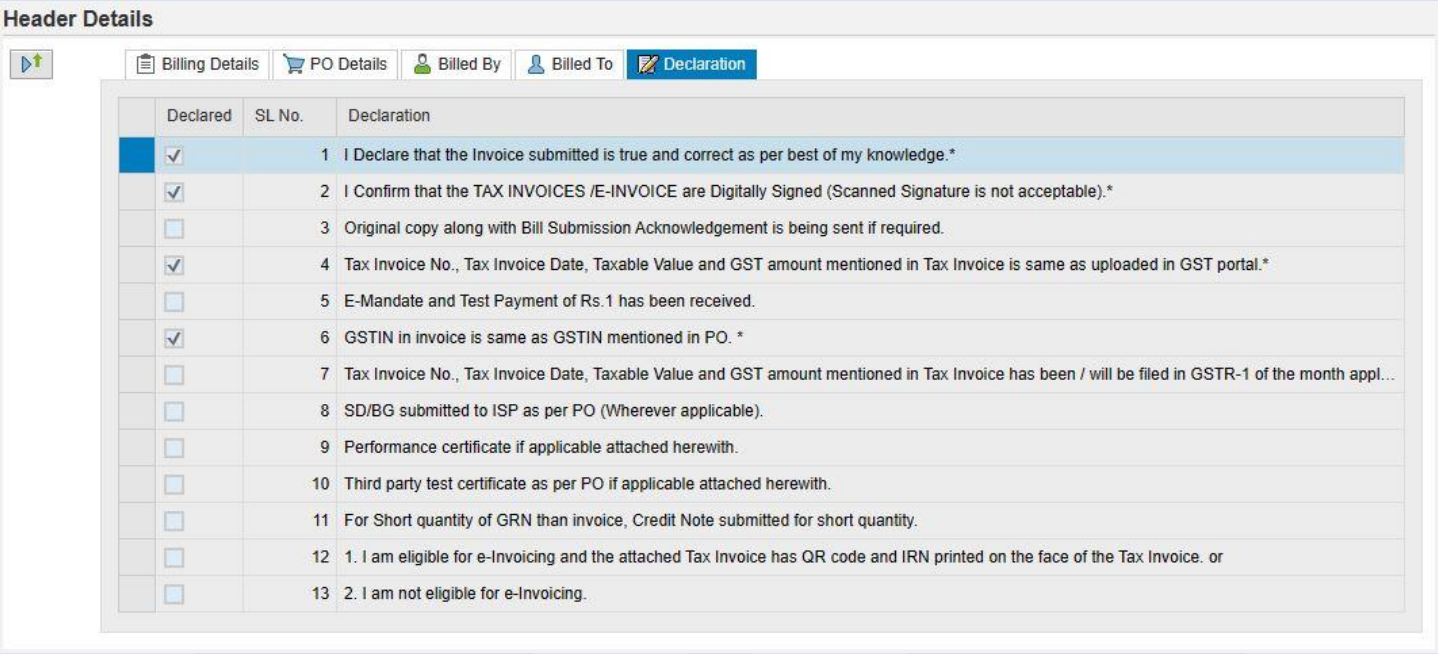
Submitted Bill Display with Bill Status as “Initiated”.



Submitted Bill Display with Bill Status as “Acknowledged”.



Declaration Display.



Header Details

Billing Details | PO Details | Billed By | Billed To | Declaration

Declared	SL No.	Declaration
✓	1	I Declare that the Invoice submitted is true and correct as per best of my knowledge.*
✓	2	I Confirm that the TAX INVOICES /E-INVOICE are Digitally Signed (Scanned Signature is not acceptable).*
☐	3	Original copy along with Bill Submission Acknowledgement is being sent if required.
✓	4	Tax Invoice No., Tax Invoice Date, Taxable Value and GST amount mentioned in Tax Invoice is same as uploaded in GST portal.*
☐	5	E-Mandate and Test Payment of Rs.1 has been received.
✓	6	GSTIN in invoice is same as GSTIN mentioned in PO. *
☐	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...
☐	8	SD/BG submitted to ISP as per PO (Wherever applicable).
☐	9	Performance certificate if applicable attached herewith.
☐	10	Third party test certificate as per PO if applicable attached herewith.
☐	11	For Short quantity of GRN than invoice, Credit Note submitted for short quantity.
☐	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
☐	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.

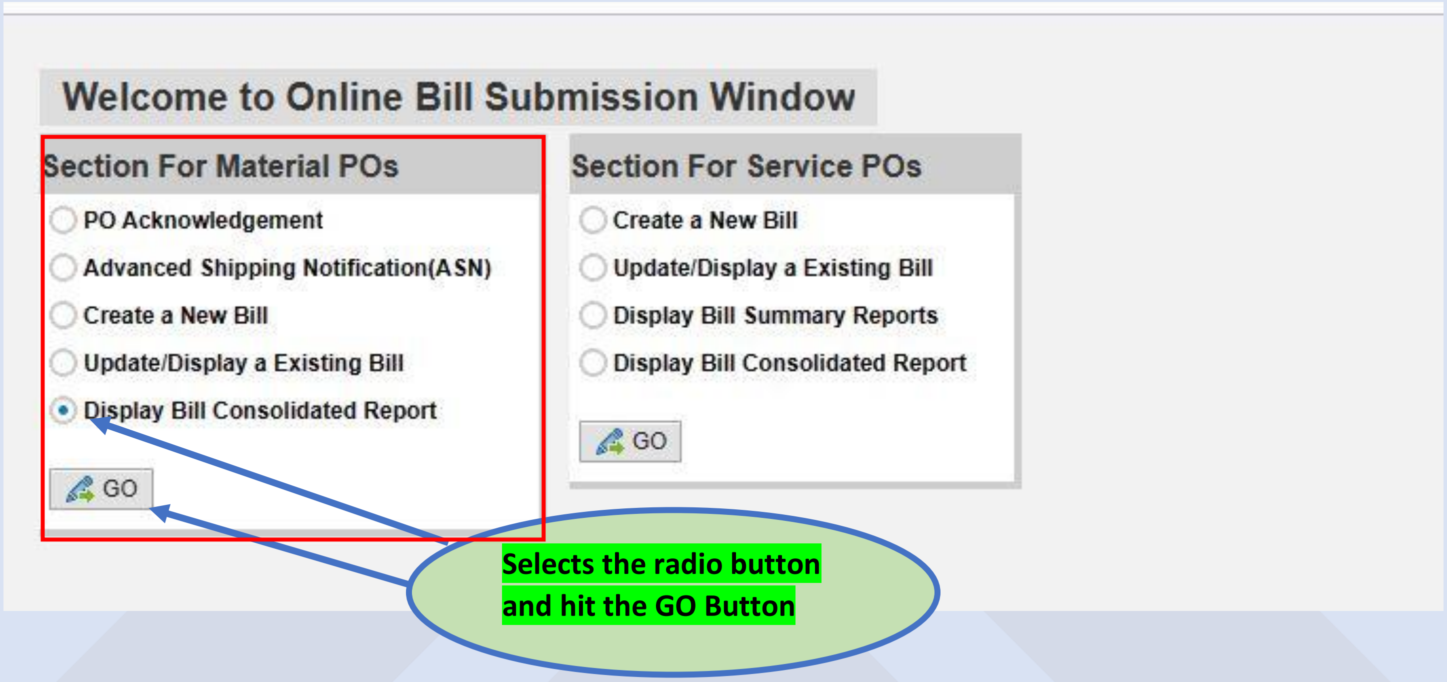
Acknowledged: Reflects initial acceptance and parking creation for the bill, although it may still be rejected upon further scrutiny and then changing the status to reject.

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.

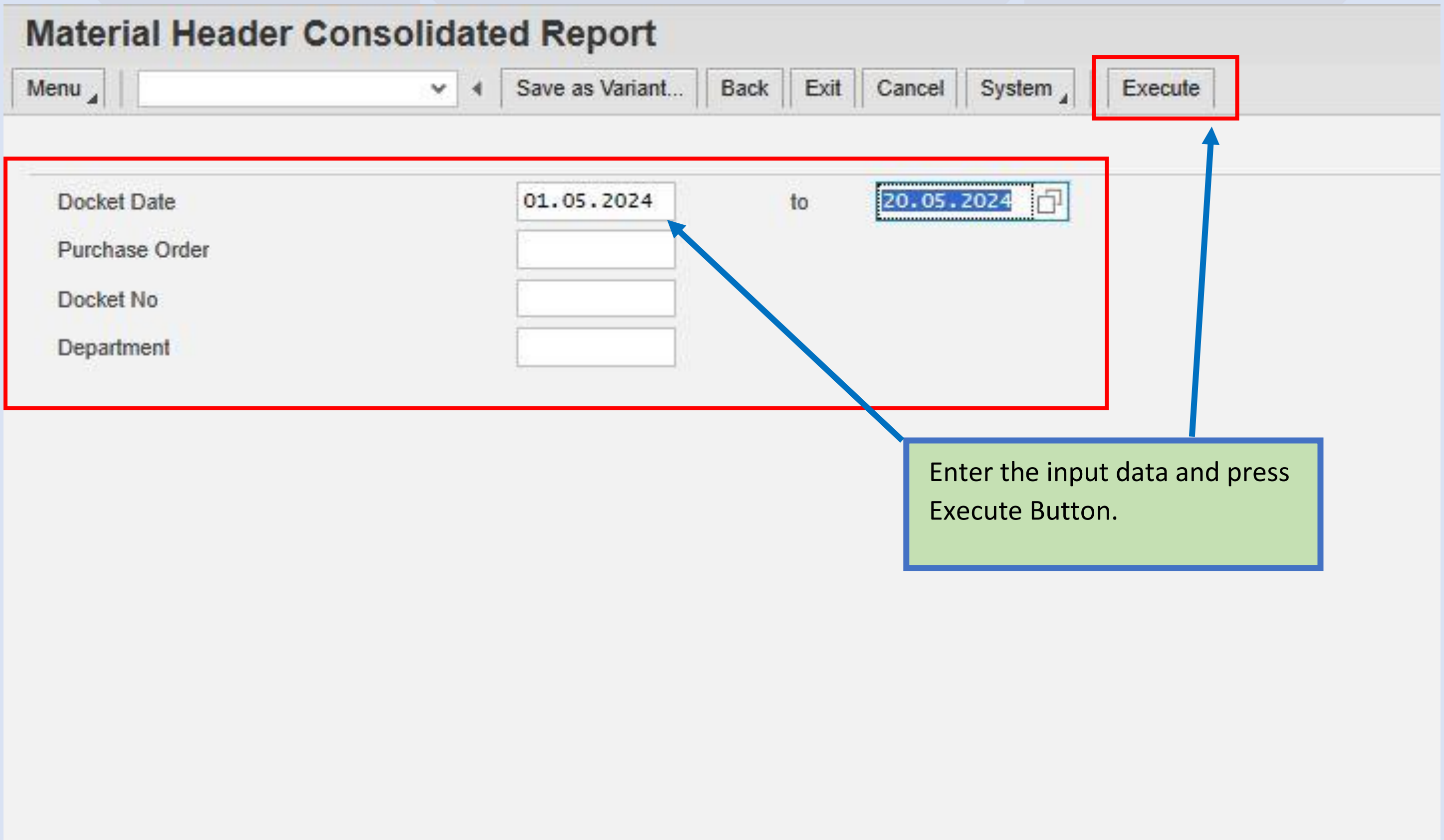
Notifications: Email updates will be sent to the registered ISP email address at each stage.

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

Step1:



Step2:



Step3:

Material Header Consolidated Report

Menu | Back | Exit | Cancel | System | Details | Call Up Report | Select all | Deselect all | Sort in Ascending Order | Sort in descending order | Set filter | Delete Filter | Total | Subtotals... | Expand | Collapse | Spreadsheet...

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		VIEW
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		VIEW
15.05.2024	1100000223	2000001159	5000004565	15.05.2024	IN123	15.05.2024					0.00		VIEW
18.05.2024	1100000239	2000001172	5000004594	18.05.2024	147852	19.05.2024					0.00		VIEW
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.