

SAIL-ISP BURNPUR-713325 W.B.

Material Online Integrated Billing System

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

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

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***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.

The screenshot displays the SAIL IISCO STEEL PLANT SRM PORTAL login interface. On the left, a blue sidebar titled 'Supplier Collaboration' contains a list of links: Bidder's Manual, Vendor Registration, Public Documents, Important Links, Software Downloads, FAQ, Contact Us, MM Quality Policy, and Browser Settings. The main content area is white with a blue header 'Welcome to SAIL'. Below this, a large image of a steel plant at night is shown. To the right of the image, the text 'SAIL IISCO STEEL PLANT SRM PORTAL' is displayed. A green box with the text 'Login With Existing SRM User-id and Password.' has a blue arrow pointing to a red-bordered box containing two input fields: 'User *' and 'Password *'. Below these fields are buttons for 'Log On' and 'Guest User', and links for 'Forgot Password', 'How to reset password in SRM portal', and 'Guidelines to Vendors'. The footer of the page includes 'Feedback' and 'Legal Disclaimer' links.

2. Access the "Online Billing System" section.

Back Forward History Favorites Personalize View Help

RFx and Auctions Home **ONLINE BILLING SYSTEM**

Overview Service Map

RFx and Auctions > Overview > RFx and Auctions

Active Queries

eRFxs **All (9)** Published (0) Ended (0) Completed (0)
eAuctions All (0) Published (0) Ended (0) Completed (0)

eRFxs - All

Show Quick Criteria Maintenance

View: [Standard View] Create Response Display Event Display Response Print Preview Refresh

Event Number	Event Description	Event Type	Event Status	SI
2300000061	2122389 11.05.2022 17:25	LTE Single Part	Ended	11
2300000045	Copy of 23000000031	LTE Single Part	Ended	14
1600000411	PUR-4 09.11.2023 16:03:20	Open Tender	Published	08
1600000036	1193320 20.03.2020 13:36	Open Tender	Ended	
1400000872	2122389 08.08.2022 15:55:03	Limited Tender	Ended	06

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

Welcome to Online Bill Submission Window

Section For Material POs

- ☒ **PO Acknowledgement**
- ☐ Advanced Shipping Notification(ASN)
- ☐ Create a New Bill
- ☐ Update/Display a Existing Bill
- ☐ Display Bill Consolidated Report

GO

Section For Service POs

- ☐ Create a New Bill
- ☐ Update/Display a Existing Bill
- ☐ Display Bill Summary Reports
- ☐ Display Bill Consolidated Report

GO

Selects the radio button and click GO Button

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.

Material PO Acknowledgement

Select Row	Purchase Order	First Release Date	Department	Acknowledgement Status	View PO
☐	5000000604	07.05.2024	ERP	☒	
☐	5000000612	09.05.2024	ERP	☐	
☐	6300000020	08.05.2024	ERP	☒	

 Acknowledge PO

Select the PO & hit the Acknowledge PO Button

Status and Po PDF Copy

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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.

Welcome to Online Bill Submission Window

Section For Material POs

- ☐ PO Acknowledgement
- ☒ Advanced Shipping Notification(ASN)
- ☐ Create a New Bill
- ☐ Update/Display a Existing Bill
- ☐ Display Bill Consolidated Report

GO

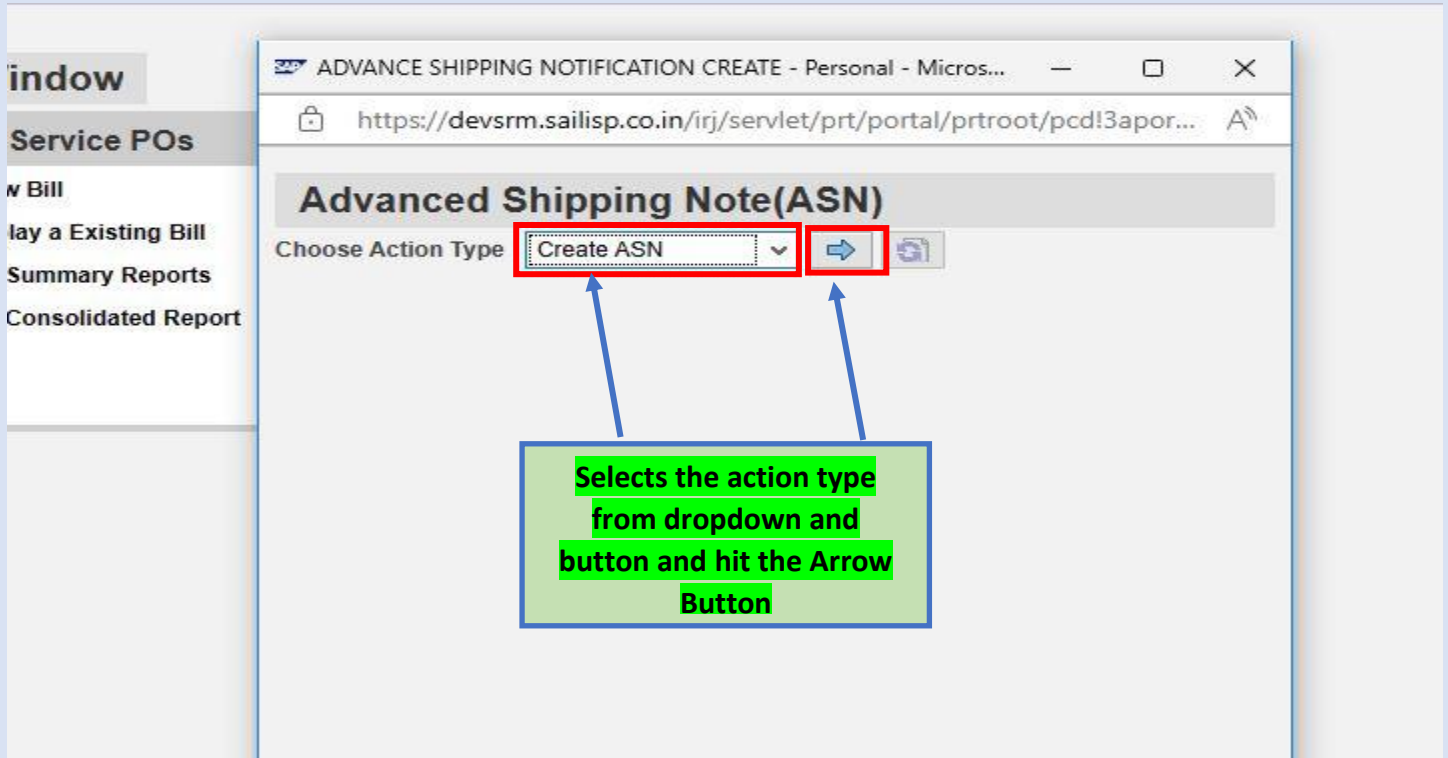
Section For Service POs

- ☐ Create a New Bill
- ☐ Update/Display a Existing Bill
- ☐ Display Bill Summary Reports
- ☐ Display Bill Consolidated Report

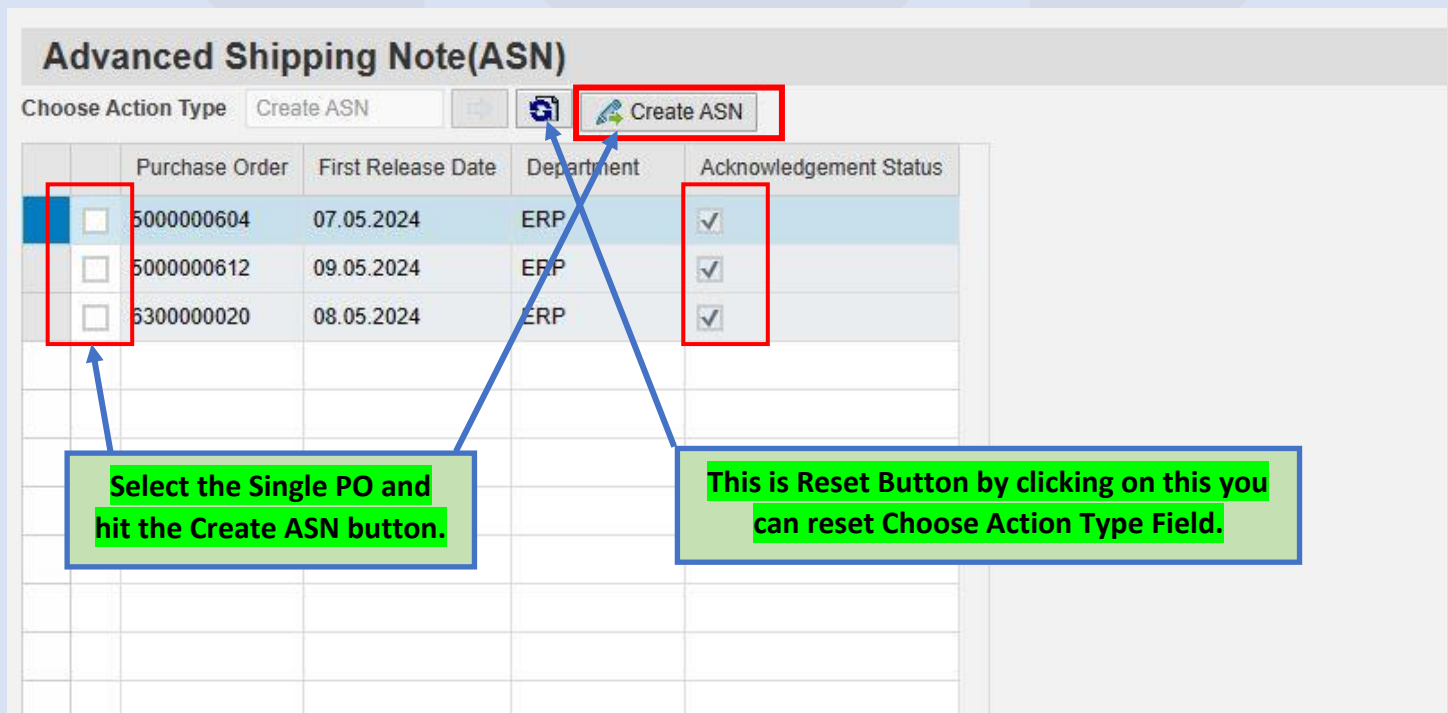
GO

Selects the radio button and hit the GO Button

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:

- Header Details:** Fill the header details. Fields marked with an asterisk (*) are mandatory.
- Item Details:** Select the PO line item and enter the ASN quantity.
- Attachments:** Attach the documents required in PDF format as per the PO terms in the attachment section.

ASN Creation

Back Button & Save As Draft Button. Submit: After Filling all data, use this button to submit.

Back To Home Save As Draft Submit

Header Details

Input Fields Basic Details

Delivery Details	Transport Details	Driver Details
Shipping Date*	Transporter's Name	Vehicle Owner Name
Shipping Time* 00:00:00	GSTIN of Transporter	Driver's Name
Delivery Date(Expected)*	Fitness Valid Upto	Driving License No.
Delivery From*		License Validity Period -
Mode of Transport		Driver's Address
Vehicle Number		Driver's Phone No.
		Helper Name

Remarks(*max 200 characters)

* Marked Fields are Mandatory

Item Details

Invoice Details

Fetch Item

Press this button to select the Po items.

Item Select	PO SNo	Material No	Material Description	Ordered Quantity	Unit	ASN Created Qty	ASN Quantity	Challan/Invoice Number	Challan/Invoice Date

Attachments

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.

Purchase Order Item Details



Item Details

Select Item	Purchase Document No	PO SNo	Material No	Material Description	Ordered Qty	Unit
☒	5000000604	00010	80218001000152	Blood Collection Monitor	1,000.000	EA
☒	5000000604	00020	80218001000162	Blood Collection Monitor	200.000	EA
☐	5000000604	00030	80215001000010	Computerised Radiography - CR facility	100.000	EA

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.

ASN Creation

Header Details

Delivery Details

Shipping Date* 10.07.2024 

Shipping Time* 10:00:00

Delivery Date(Expected)* 10.07.2024 

Delivery From* KOLKATA

Mode of Transport Truck 

Vehicle Number WB38AK4982

Transport Details

Transporter's Name ABC LTD

GSTIN of Transporter 19BGEPK6245MMM

Fitness Valid Upto 31.07.2025 

Driver Details

Vehicle Owner Name XYZ

Driver's Name TEST1

Driving License No. ABC12345678952

License Validity Period 01.07.2024  - 31.07.2025 

Driver's Address BURNPUR

Driver's Phone No. 4123456789

Helper Name TEST2

Remarks(*max 200 characters) TEST3

* Marked Fields are Mandatory

Item Details





Item Select	PO SNo	Material No	Material Description	Ordered Quantity	Unit	ASN Created Qty	ASN Quantity	Challan/Invoice Number	Challan/Invoice Date
☒	00010	20117201000122	DOWTY SEAL,1.1/2IN F/HYDRAULIC SYSTEM	1,000.000	EA	0.000	1000	INVOICE123	05.07.2024
☒	00020	20117201000144	DOWTY SEAL,1.3/4IN	2,000.000	EA	0.000	1500	INVOICE123	05.07.2024
☒	00030	20117201000150	DOWTY SEAL,3.1/4IN	3,000.000	EA	0.000	2500	INVOICE123	05.07.2024
☒	00040	20111201000112	DOWTY SEAL,1/2IN F/2YDRAULIC SYSTEM	4,000.000	KG	100.000	3900	INVOICE123	05.07.2024 

Attachments

Enter header Data.

ASN Qty, Invoice No & Invoice Date.

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

The screenshot displays the 'ASN Creation' interface. At the top, there are buttons for 'Back To Home', 'Save As Draft', and 'Submit'. Below these are sections for 'Header Details', 'Item Details', and 'Attachments'. The 'Attachments' section includes a 'List of Attachments' table and an 'Upload Attachment' form. Annotations highlight key features: a green box points to the 'List of Attachments' table with the text 'Select The attachment Name, Choose File and add attachment button'; another green box points to the 'Upload Attachment' form with the text 'You can Delete attachment if required'.

ASN Creation

Back To Home Save As Draft Submit

Header Details

Item Details

Attachments

List of Attachments

Upload Attachment

Attachment Name: Choose File No file chosen

Select Row	Attachment Name	File Name

You can Delete attachment if required

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.

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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.

Advanced Shipping Note(ASN)

Choose Action Type Saved as Draft Go

	ASN No.	Purchase Order	PO Date	Department
☒	1100000283	5000000650	04.07.2024	ERP

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.

Advanced Shipping Note

[Back to Home](#)
[Save As Draft](#)
Submit
ASN Number 1100000283
ASN Status Saved as Draft
[Print ASN](#)
Delete ASN
Delete ASN Button

Header Details

[Input Fields](#)
[Basic Details](#)

Delivery Details	Transport Details	Driver Details
Shipping Date* 09.07.2024	Transporter's Name ABC LTD	Vehicle Owner Name ABC
Shipping Time* 11:00:00	GSTIN of Transporter 19BGEPK6245MMMN	Driver's Name TEST1
Delivery Date(Expected)* 10.07.2024	Fitness Valid Upto 23.08.2025	Driving License No. ABC12345678952
Delivery From* KOLAKATA		License Validity Period 04.07.2023 - 25.07.2026
Mode of Transport Truck		Driver's Address KOLKATA
Vehicle Number WB38AK4982		Driver's Phone No. 1234567890
		Helper Name TEST2
Remarks(*max 200 characters) TEST3		

* Marked Fields are Mandatory

Item Details

[Invoice Details](#)

[Fetch Item](#)

Item Select	PO SNo	Material No	Material Description	Ordered Quantity	Unit	ASN Created Qty	ASN Quantity	Challan/Invoice Number	Challan/Invoice Date
☒	00030	20117201000150	DOWTY SEAL,3.1/4IN	3,000.000	EA	2,500.000	500.000	INV123	02.07.2024

Attachments

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.

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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.

Advanced Shipping Note

[Back to Home](#)
ASN Number
ASN Status

Print ASN

Header Details

Input Fields

Basic Details

Delivery Details

Shipping Date*
Shipping Time*
Delivery Date(Expected)*
Delivery From*
Mode of Transport
Vehicle Number

Transport Details

Transporter's Name
GSTIN of Transporter
Fitness Valid Upto

Driver Details

Vehicle Owner Name
Driver's Name
Driving License No.
License Validity Period -
Driver's Address
Driver's Phone No.
Helper Name

Remarks(*max 200 characters)

* Marked Fields are Mandatory

Item Details

Invoice Details

Fetch Item

	Item Select	PO SNo	Material No	Material Description	Ordered Quantity	Unit	ASN Created Qty	ASN Quantity	Challan/Invoice Number	Challan/Invoice Date
☒	00010	20117201000122	DOWTY SEAL, 1.1/2IN F/HYDRAULIC SYSTEM	1,000.000	EA	0.000	1,000.000	INVOICE123	05.07.2024	
☒	00020	20117201000144	DOWTY SEAL, 1.3/4IN	2,000.000	EA	0.000	1,500.000	INVOICE123	05.07.2024	
☒	00030	20117201000150	DOWTY SEAL, 3.1/4IN	3,000.000	EA	0.000	2,500.000	INVOICE123	05.07.2024	
☒	00040	20111201000112	DOWTY SEAL, 1/2IN F/2YDRAULIC SYSTEM	4,000.000	KG	100.000	3,900.000	INVOICE123	05.07.2024	

Attachments

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

Page 1 of 1

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.

The screenshot displays the SAIL IISCO STEEL PLANT SRM PORTAL login interface. On the left, a 'Supplier Collaboration' sidebar lists various resources. The main area shows a login form with a highlighted instruction to use existing credentials. The form includes input fields for the user ID and password, a 'Log On' button, and links for guest users, password recovery, and vendor guidelines.

4.2 Access the "Online Billing System" section.

The screenshot shows the 'Online Billing System' interface. At the top, there is a navigation bar with links: Back, Forward, History, Favorites, Personalize, View, and Help. Below this is a menu bar with 'RFx and Auctions', 'Home', and 'ONLINE BILLING SYSTEM'. The 'Overview' tab is selected. The breadcrumb trail reads: RFx and Auctions > Overview > RFx and Auctions.

Active Queries

eRFxs **All (9)** Published (0) Ended (0) Completed (0)
 eAuctions All (0) Published (0) Ended (0) Completed (0)

eRFxs - All

Show Quick Criteria Maintenance

View: [Standard View] Create Response Display Event Display Response Print Preview Refresh

Event Number	Event Description	Event Type	Event Status	SI
2300000061	2122389 11.05.2022 17:25	LTE Single Part	Ended	11
2300000045	Copy of 2300000031	LTE Single Part	Ended	14
1600000411	PUR-4 09.11.2023 16:03:20	Open Tender	Published	08
1600000036	1193320 20.03.2020 13:36	Open Tender	Ended	
1400000872	2122389 08.08.2022 15:55:03	Limited Tender	Ended	06

4.3 Select the Radio Button as below.

Welcome to Online Bill Submission Window

Section For Material POs

- ☐ PO Acknowledgement
- ☐ Advanced Shipping Notification(ASN)
- ☒ Create a New Bill
- ☐ Update/Display a Existing Bill
- ☐ Display Bill Consolidated Report

GO

Section For Service POs

- ☐ Create a New Bill
- ☐ Update/Display a Existing Bill
- ☐ Display Bill Summary Reports
- ☐ Display Bill Consolidated Report

GO

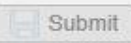
Selects the radio button and hit the GO Button

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

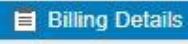
Enter PO Number and press execute button.

After clicking on this button, you can see the list of Material POs issued to you.

Online Bill Submission For Material PO

Purchase Order No.   Docket No.  

Header Details

Invoice/Bill No.

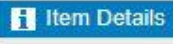
Bill Type

Invoice/Bill Date

State(Place of Supply)

Invoice/Bill Amount

Item Details

Select	GR Number	GR Date	Challan No	Challan Date	GP No.	ASN No.	Display GRN.
 The table does not contain any data							

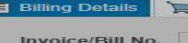
Attachments

Online Bill Submission For Material PO

Purchase Order No.   

Header Details

Invoice/Bill No.

Invoice/Bill Date

Invoice/Bill Amount

Item Details

Select	GR Number	GR Date	Challan No	Challan Date	GP No.	ASN No.	Display GRN.
 The table does not contain any data							

Attachments

Search: Purchase Order No

Search Criteria 

Purchasing Document

Results List: 22 results found for Purchase Order No

Purchasing Doc.	Acknowledgement Date
5000000604	07.05.2024
5000000612	09.05.2024
5000000613	09.05.2024
5000000618	
5000000623	11.05.2024
5000000625	14.05.2024
5000000626	
5000000627	14.05.2024
5000000633	
6300000020	08.05.2024
6300000021	11.05.2024

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.

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4.6 Enter Po Number:

Online Bill Submission For Material PO

Purchase Order No.6300000022

Docket No.0000000000

Save As Draft

Submit

Header Details

Billing Details

PO Details

Billed By

Billed To

Invoice/Bill No.

Bill Type

CRAC No.

Invoice/Bill Date

State(Place of Supply)

CRAC Date

Invoice/Bill Amount

0.00

Item Details

Item Details

Select	GR Number	GR Date	Challan No	Challan Date	GP No.	ASN No.	Display GRN.
☐	5000004565	15.05.2024	IN123	15.05.2024	2000001159	1100000223	

Attachments

This section also includes PO Details, Billed By, and Billed To information. You can view these details by clicking on the corresponding tab.

4.7 Po Details:

Header Details

Billing Details

PO Details

Billed By

Billed To

Purchase Order No.6300000022

PO Document TypeISP GEM PO

Purchase Order Date15.05.2024

Mode Of TenderGovt. e-Marketplace

PO Value760,000.00

4.8 Billed By details:

Header Details



Billing Details

PO Details

Billed By

Billed To

Vendor Personal Details

Vendor Number 1000080513
 Vendor Name A.MUKHERJEE & CO.
 Address Line 1 RADHA NAGAR ROAD, SBI - 10...
 City BURNPUR
 PIN Code 713325

PAN No. AFLPK4762M
 GSTIN No. 19AFIPM3991H1ZY
 E-Mail ID abhishek.kr10@sail.in
 Telephone
 MSME Type MICRO

Bank Details

Bank Name STATE BANK OF INDIA
 Bank Branch BURNPUR
 IFSC Code SBIN0000049
 Account No. 10981626027

Item Details

4.9 Billed To Details:

Header Details



Billing Details

PO Details

Billed By

Billed To

Ex. Department ERP
 Plant IISCO STEEL PLANT, BURNPUR
 Plant Address BURNPUR WORKS, BURNPUR WEST BENGAL, PIN-713325
 GSTIN No. 19AAACS7062F6Z6

सेल SAIL

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.

Online Bill Submission For Material PO

Purchase Order No. 6300000022    Docket No. 0000000000  

Header Details

 **Billing Details**  PO Details  Billed By  Billed To

Invoice/Bill No. INV1234 Bill Type MAT  CRAC No.

Invoice/Bill Date 09.05.2024  State(Place of Supply) 19  WEST BENGAL CRAC Date 

Invoice/Bill Amount 10,000.00

Item Details

 **Item Details**

Select	GR Number	GR Date	Challan No	Challan Date	GP No.	ASN No.	Display GRN.
☒	5000004565	15.05.2024	IN123	15.05.2024	2000001159	1100000223	

Attachments

सेल SAIL

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.

Online Bill Submission For Material PO

Purchase Order No

6300000022

Docket No.

0000000000

Save As Draft

Submit

Header Details

Item Details

Attachments

List of Attachments

Select The attachment Name, Choose File and add attachment button

Upload Attachment

Attachment Name

Choose File

No file chosen

Select	Attachment Name	File Name	Uploaded On	Uploaded At

You can Delete attachment if required

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.

After Confirming the declaration, the Docket number will be generated.

- 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.

Welcome to Online Bill Submission Window

Section For Material POs

☐ PO Acknowledgement

☐ Advanced Shipping Notification(ASN)

☐ Create a New Bill

☒ Update/Display a Existing Bill

☐ Display Bill Consolidated Report



Section For Service POs

☐ Create a New Bill

☐ Update/Display a Existing Bill

☐ Display Bill Summary Reports

☐ Display Bill Consolidated Report



Selects the radio button and hit the GO Button

Enter or Select Docket Not

Enter Docket Number and press execute button.

Online Bill Display For Material PO

Docket No.



Bill Status

Header Details

Billing Details

PO Details

Billed By

Billed to

Declaration

Invoice/Bill No.

Bill Type

Invoice/Bill Date

State(Place of Supply)

CRAC Date

Invoice/Bill Amount

After clicking on this button, you can see the list of Docket with Status.

Item Details

Item Details

GR No.	GR Date	GP No.	ASN No.	Chalan Date	Chalan No.
The table does not contain any data					

Attachments

Search: Docket No.

Docket Num...	Docket Creation DT	Purchasing Doc.	Bill Status
6300000067	20.05.2024	6300000022	Saved as Draft
3300000066	18.05.2024	5000000641	Acknowledged
3300000065	18.05.2024	5000000640	Rejected
3300000059	17.05.2024	6300000022	Rejected
3300000054	14.05.2024	5000000625	Rejected
3300000053	14.05.2024	5000000627	Initiated
3300000052	14.05.2024	6300000020	Initiated
3300000038	08.05.2024	6300000020	Rejected

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

Online Bill Display For Material PO

Docket No. 3300000067    Bill Status Saved as Draft  

Header Details

 **Billing Details**  PO Details  Billed By  Billed To  Declaration

Invoice/Bill No. INV1234 Bill Type MAT CRAC No. GEM-123456789
 Invoice/Bill Date 14.05.2024 State(Place of Supply) 05 UTTARAKHAND CRAC Date 20.05.2024
 Invoice/Bill Amount 10,000.00

Edit Button & Docket Status.

Item Details

 **Item Details**

GR No.	GR Date	GP No.	ASN No.	Chalan Date	Chalan No.
5000004565	15.05.2024	2000001159	1100000223	15.05.2024	IN123

Attachments

After changing the data, you can submit the bill.

Online Bill Display For Material PO

Docket No. 3300000067    Bill Status Saved as Draft  

Header Details

 **Billing Details**  PO Details  Billed By  Billed To  Declaration

Invoice/Bill No. INV1234 Bill Type MAT CRAC No. GEM-123456789
 Invoice/Bill Date 14.05.2024 State(Place of Supply) 05 UTTARAKHAND CRAC Date 20.05.2024
 Invoice/Bill Amount 10,000.00

Item Details

 **Item Details**

GR No.	GR Date	GP No.	ASN No.	Chalan Date	Chalan No.
5000004565	15.05.2024	2000001159	1100000223	15.05.2024	IN123

Attachments

Submitted Bill Display with Bill Status as “Initiated”.

Online Bill Display For Material PO

Docket No.

3300000053

Bill Status

Initiated

Header Details

Billing Details

PO Details

Billed By

Billed To

Declaration

Invoice/Bill No.

741258963

Bill Type

MAT

CRAC No.

Invoice/Bill Date

14.05.2024

State(Place of Supply)

19

WEST BENGAL

CRAC Date

Invoice/Bill Amount

90,000.00

Item Details

Item Details

GR No.	GR Date	GP No.	ASN No.	Chalan Date	Chalan No.
5000004557	14.05.2024	2000001156	1100000205	14.05.2024	741258963

Attachments

List of Attachments

Upload Attachment

Attachment Name:

Choose File

No file chosen

Select	Attachment Name	File Name	Uploaded Date	Uploaded Time
☐	Digitally Signed Invoice	Bill.pdf	14.05.2024	16:27:23

Submitted Bill Display with Bill Status as “Acknowledged”.

Online Bill Display For Material PO

Docket No.

3300000066

Bill Status

Acknowledged

Header Details

Billing Details

PO Details

Billed By

Billed To

Declaration

Invoice/Bill No.

147852

Bill Type

MAT

CRAC No.

Invoice/Bill Date

18.05.2024

State(Place of Supply)

19

WEST BENGAL

CRAC Date

Invoice/Bill Amount

240,000.00

Item Details

Attachments

List of Attachments

Upload Attachment

Attachment Name:

Choose File

No file chosen

Select	Attachment Name	File Name	Uploaded Date	Uploaded Time
☐	Test Certificate	Bill.pdf	18.05.2024	16:24:57
☐	Digitally Signed Invoice	word_bill.pdf	18.05.2024	16:25:48

Declaration Display.

Header Details

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:

Welcome to Online Bill Submission Window

Section For Material POs

- ☐ PO Acknowledgement
- ☐ Advanced Shipping Notification(ASN)
- ☐ Create a New Bill
- ☐ Update/Display a Existing Bill
- ☒ Display Bill Consolidated Report

GO

Section For Service POs

- ☐ Create a New Bill
- ☐ Update/Display a Existing Bill
- ☐ Display Bill Summary Reports
- ☐ Display Bill Consolidated Report

GO

Selects the radio button and hit the GO Button

Step2:

Material Header Consolidated Report

Menu | [Dropdown] | Save as Variant... | Back | Exit | Cancel | System | **Execute**

Docket Date: 01.05.2024 to 20.05.2024

Purchase Order: [Input Field]

Docket No: [Input Field]

Department: [Input Field]

Enter the input data and press Execute Button.

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.