



Project Engineering Management, Noida

USER MANUAL
For
“FIRST TIME SUBMISSION”

Document Management System
(Ver 2016.3.0.2)



Step 1: Login to www.bhelpem.com and click on “VENDOR SECTION” tab.

The screenshot shows a web browser window with the URL <https://www.bhelpem.com>. The website header features the BHEL logo and the text "PROJECT ENGINEERING MANAGEMENT". A navigation menu includes "Home", "About Us", "Tenders/E", "Vendor Section" (highlighted with a red circle), "User Services", "Careers", and "Contact Us". Below the header, the text "PEM Vision: To Achieve Excellence & Global Leaders" is displayed. The main content area features a large image of a control room labeled "2X600 MW SINGARENI TPP, SCLL" and "PROJECT ENGINEERING MANAGEMENT (PEM)". To the right, there are three portrait photos of key personnel: Shri Atul Sobti (CMD), Shri Akhil Joshi (Director (Power)), and Shri K.K. Khurana. Below the photos, there is a paragraph describing the PEM Division as BHEL's power plant System Integrator, and another paragraph detailing its history from 1974 to 1984. The Windows taskbar at the bottom shows the date as 07/06/2018 and the time as 14:55.

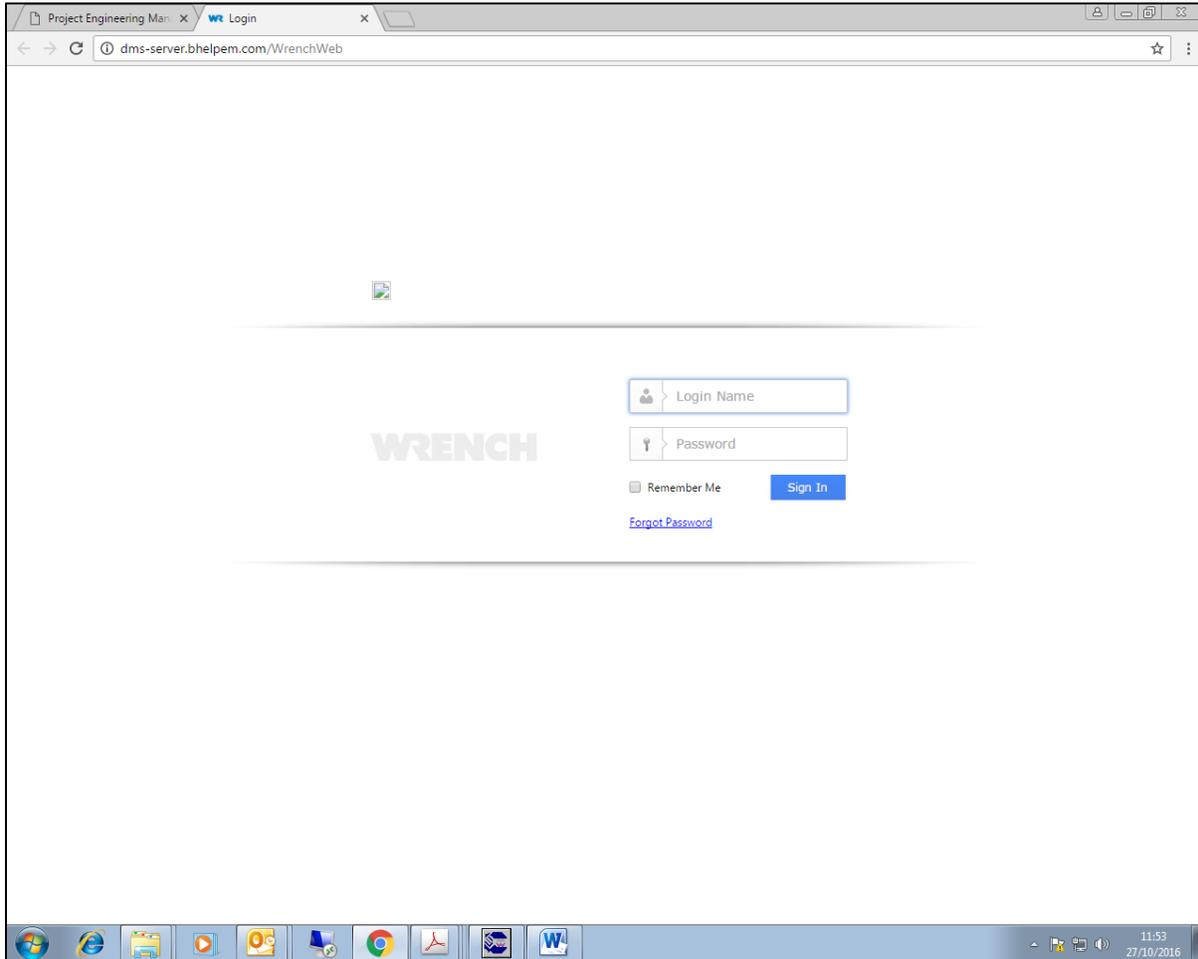
Step 2: Click on “DMS LOGIN”.

The screenshot shows a web browser window with the URL https://www.bhelpem.com/Bhel_vendor_section.aspx. The page header includes the BHEL logo and the text "PROJECT ENGINEERING MANAGEMENT". The main content area is divided into several sections:

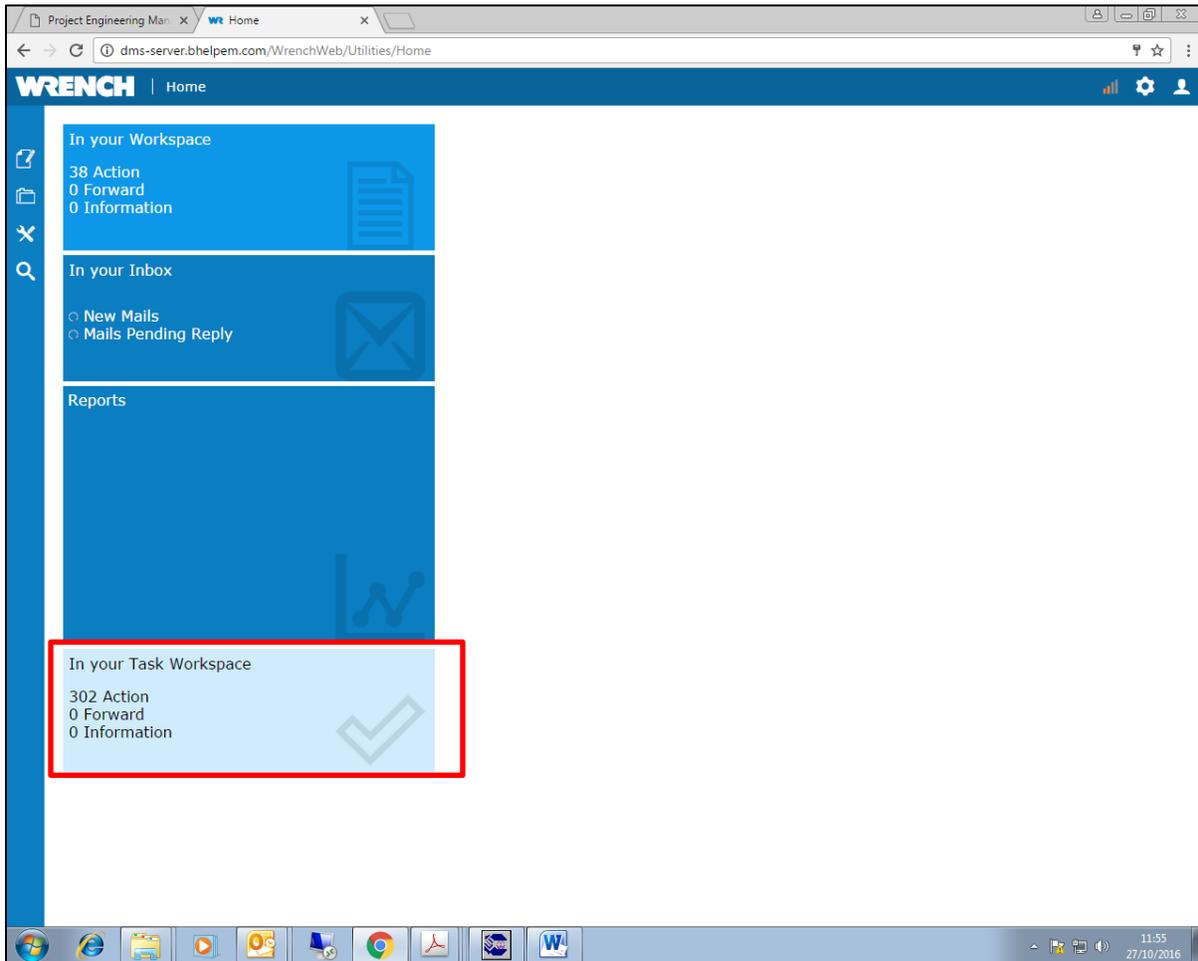
- For New Suppliers:** Contains links for "Vendor Enlistment Advertisement (English)", "Vendor Enlistment Advertisement (Hindi)", "Online Supplier Registration Portal", "Online Supplier Registration Portal (Mirror Link)", "Online Supplier Registration Portal (Mirror Link)", "RA Guidelines and Suspension of Business Dealing guidelines (www.bhel.com)", "BHEL consortium Bank", "Important Links to GCC", and "BHEL Banker".
- Supplier Registration Forms (For Reference Only):** Contains links for "Indian Supplier (SRF) - Documents checklist", "Foreign Supplier (SRF) - Documents checklist", "Items/Packages procured by PEM Noida", "List of items where Supplier are required on urgent basis", and "Total list of items/packages procured by PEM Noida".
- For Existing Suppliers:** Contains links for "BHEL Fraud Prevention Policy and Nodal Officers", "Important information for all our Business Associates", "Vendor Login" (with a red circle around the text), "DMS Manuals", and "Vendor Login Creation form".
- Identification of a Potential Vendor:** Contains text explaining BHEL-PEM Noida's procurement process and supplier requirements.
- Contact Persons:** Lists contact information for Shri Rajiv Nirman, Shri Devendra Sharma, Sr. Mgr., and Shri Pradeep Kumar, Dy Engineer.

The Windows taskbar at the bottom shows the system tray with the date and time: 14:56, 07/06/2018.

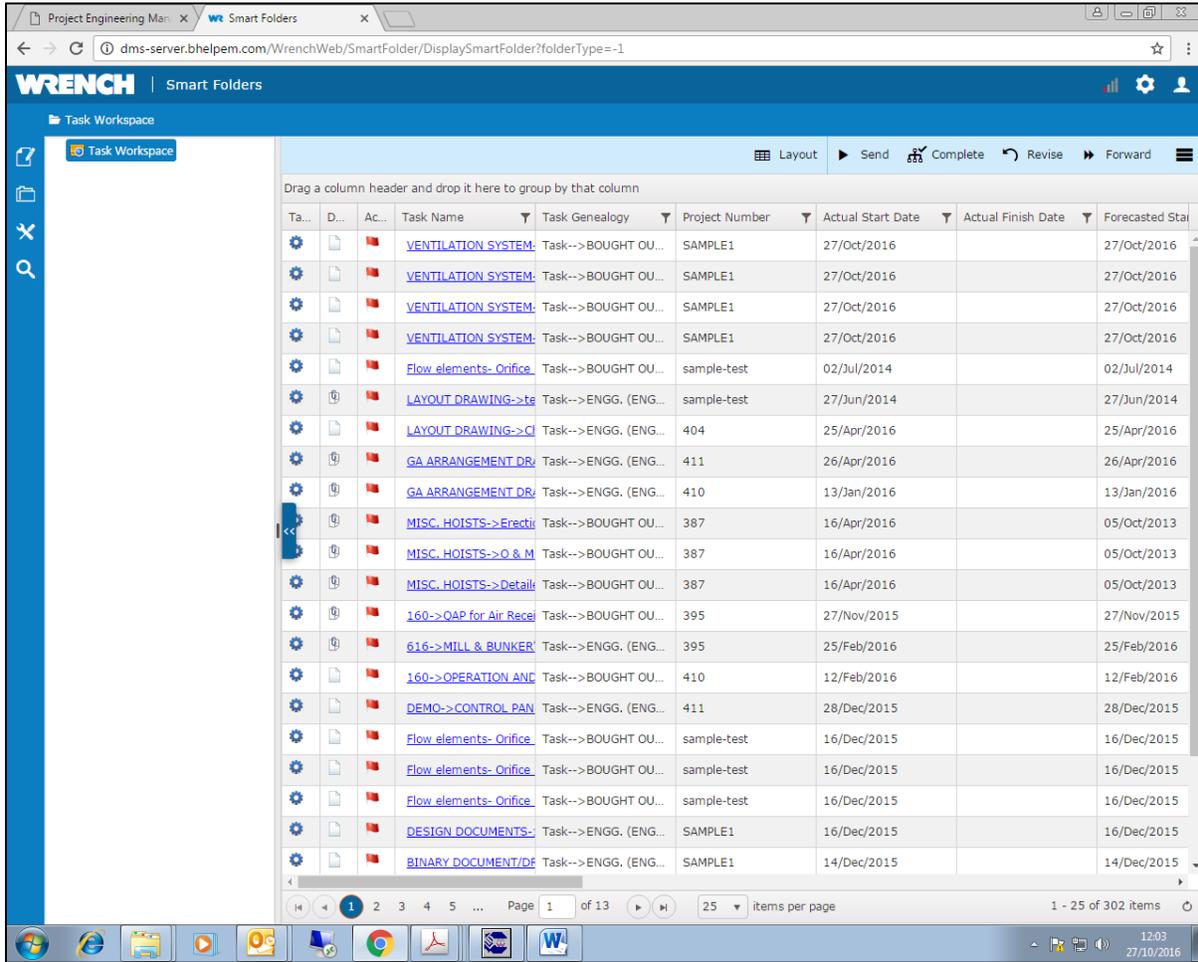
Step 3: Login to **Wrench Web Access** with the credentials provided earlier.



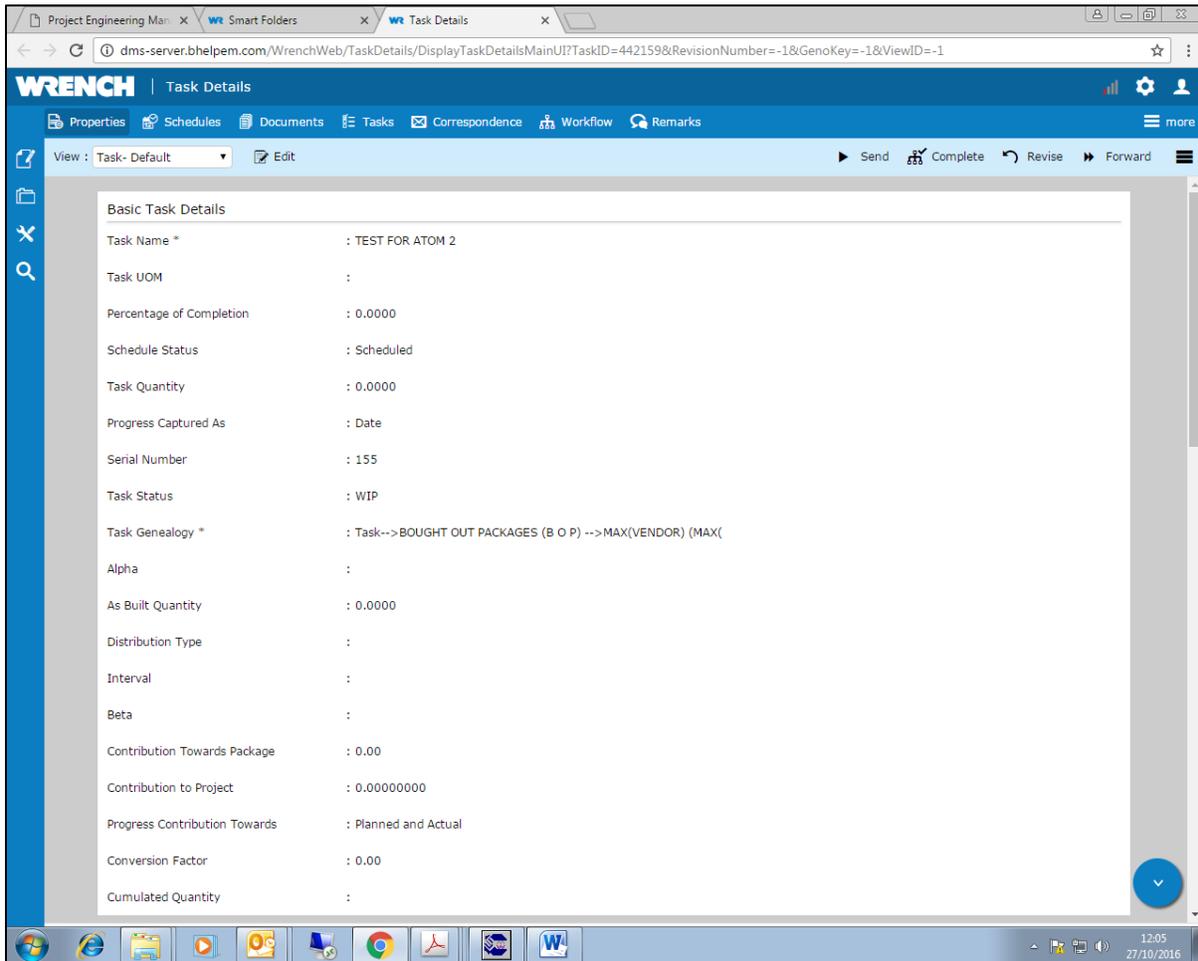
Step 4: Following home page will be displayed. Select 'Task workspace'.



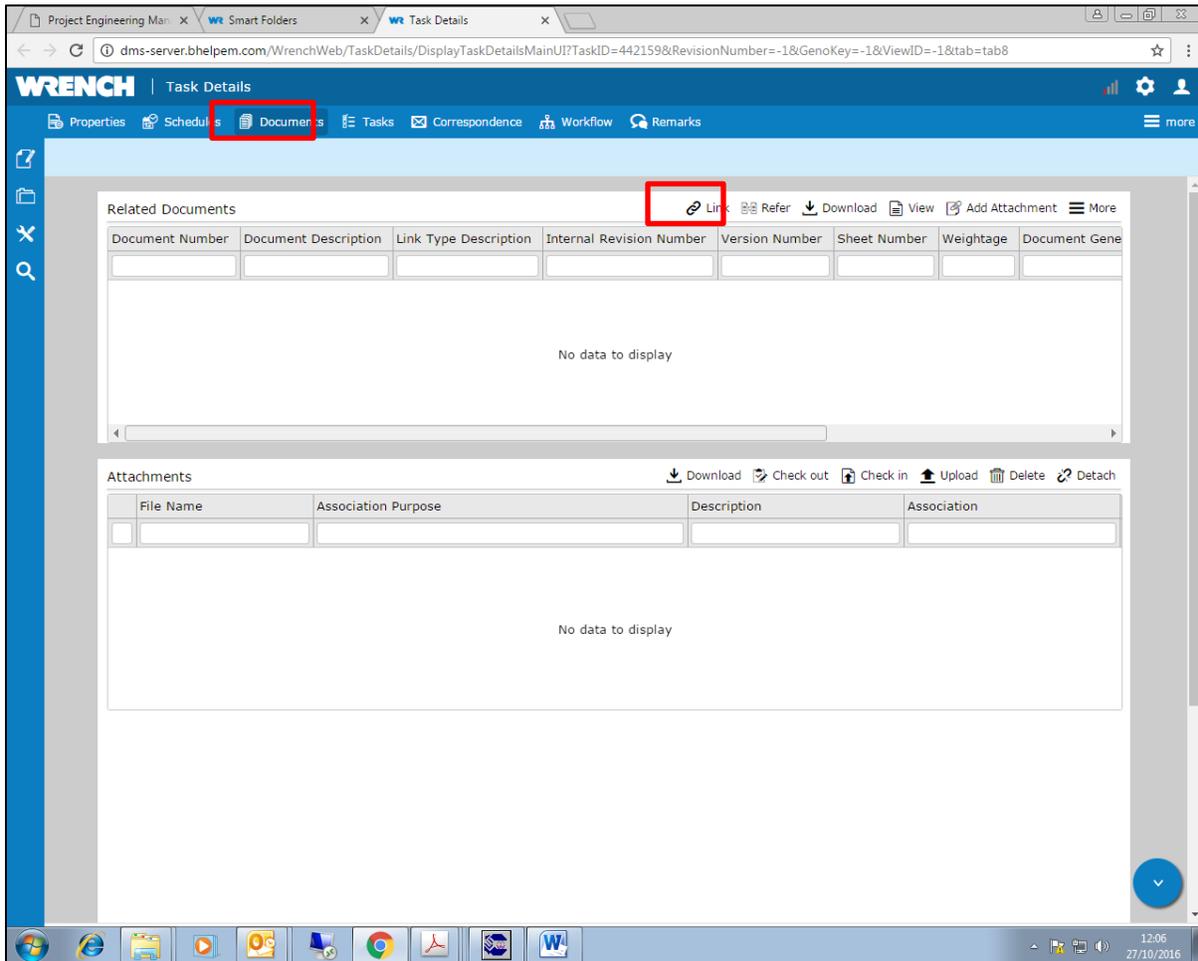
Step 5: Click on the required task.



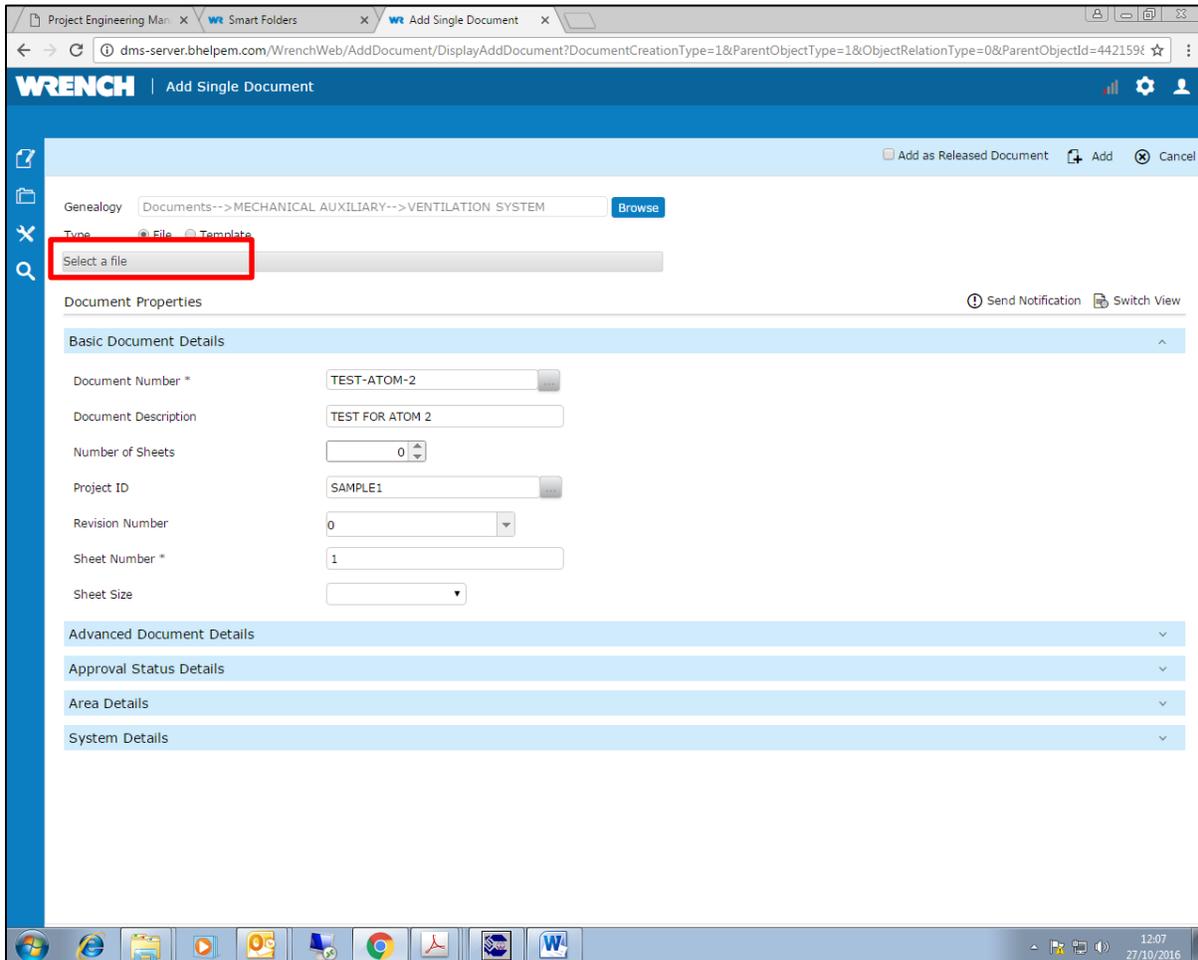
After selecting the required task, following screen will appear.



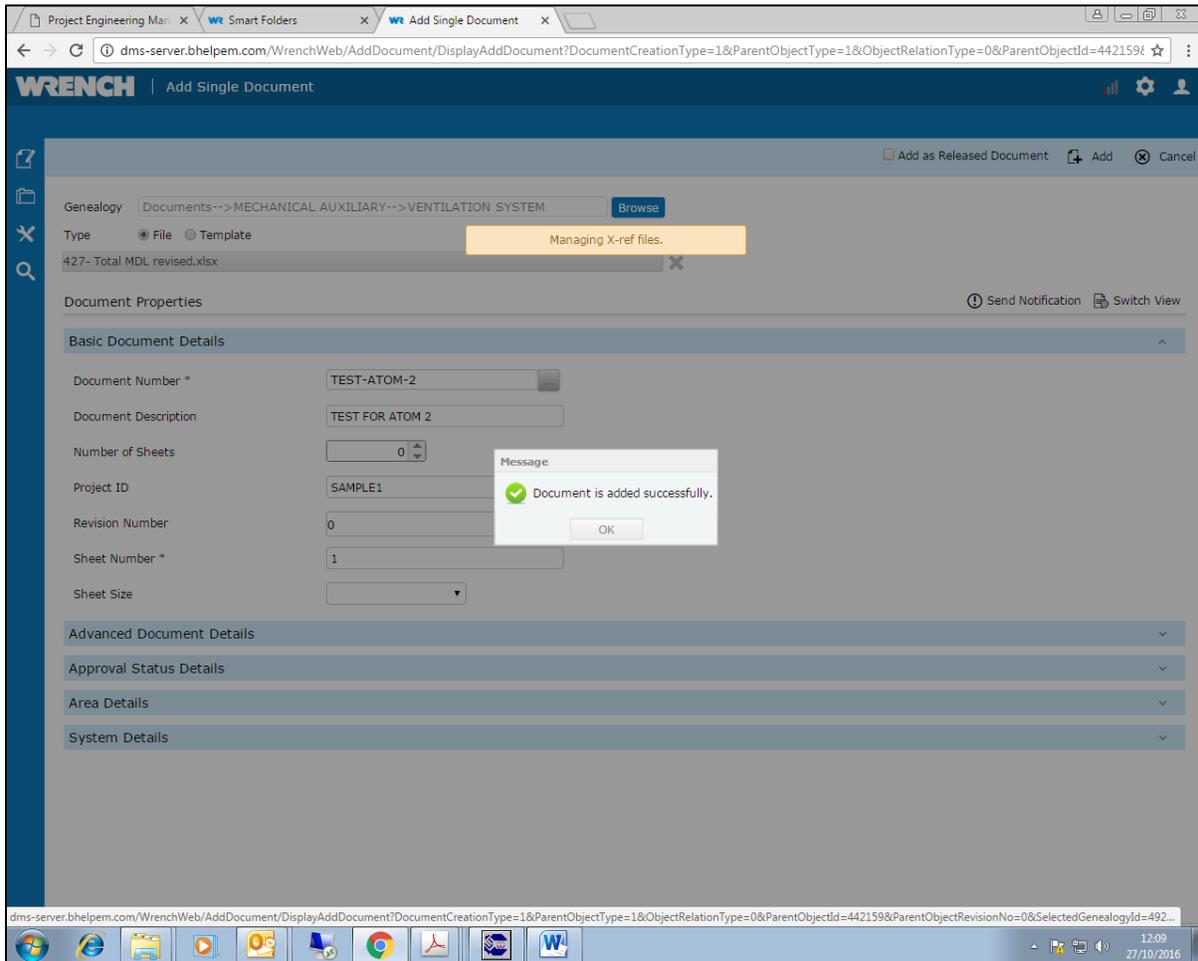
Step 6: Select 'Documents' tab and click on 'Link'.



Step 7: Click on the **“Select a file”** to browse the document that is to be uploaded to DMS.



Step 8: Select the file that is to be uploaded and click on **'Add'**.



The document has been added successfully into the system. Click on **'OK'**.

Step 9: Select **'Workflow'** tab and click on **'Send'** to route the document further.

The screenshot displays the WRENCH application interface for 'Task Details'. The browser address bar shows the URL: `dms-server.bhelpem.com/WrenchWeb/TaskDetails/DisplayTaskDetailsMainUI?TaskID=442159&RevisionNumber=-1&GenoKey=-1&ViewID=-1&tab=tab11`. The application header includes tabs for Properties, Schedules, Documents, Tasks, Correspondence, **Workflow**, and Remarks. The 'Workflow' tab is selected and highlighted with a red circle. Below the tabs, there is a 'Send' button, also highlighted with a red circle. The main content area shows a workflow diagram for 'VENDOR - ELE' with the next stage set to 'ENGG DE'. The diagram consists of several steps and decision points: 'ENGG DE' (diamond), 'PEM ENGG INTER DEPT CHECK' (rectangle), 'ENGG DE' (rectangle), 'ENGG CO' (diamond), 'RELEASE TO CUSTOMER' (rectangle), 'CUST APPROVAL' (diamond), 'FINAL ENGG DE CHECK' (diamond), and 'VAULT' (rectangle). The workflow starts with a decision point 'ENGG DE'. If 'NO', it loops back to the start. If 'YES', it proceeds to 'PEM ENGG INTER DEPT CHECK', then to another 'ENGG DE' step, and then to another 'ENGG DE' decision point. From this second decision point, a 'NO' path loops back to the start, and a 'YES' path leads to 'RELEASE TO CUSTOMER'. From 'RELEASE TO CUSTOMER', the flow goes to 'CUST APPROVAL', then 'FINAL ENGG DE CHECK', and finally to 'VAULT'. Below the diagram, there is a 'Hide Workflow' button and a message: 'Task Name:TEST FOR ATOM 2with Document Number:TEST-ATOM-2 is routed to your workspace'.