

Project Engineering Management, Noida

USER MANUAL

For

"FIRST TIME SUBMISSION"

Document Management System (Ver 2016.3.0.2)



<u>Step 1:</u> Login to <u>www.bhelpem.com</u> and click on **"VENDOR SECTION"** tab.



Step 2: Click on "DMS LOGIN".

← → C Bharat Heavy Electrical	s Limited [IN] https://www.bhelpem.com/Bhel_vender_sec	:tion.aspx	ର ☆
	PROJECT ENG	INEERING MANAGEMENT	
	Home About Us Tenders/EOI Vendor Se	ection User Services Careers Contact Us	
	For New Suppliers Vendor Enlistment Advertisement (English) Vendor Enlistment Advertisement (Hindi) Jaternsted suppliers Neve to submit Supplier Registration form at. Online Supplier Registration Portal (Mirror Link) Online Supplier Registration Portal (Mirror Link) Paciadelines and Suppliers of Business Dealing guidelines (www.bbel.com) BHEL consortium Bank Important Links to GCC BHEL Banker Supplier Registration Forms (For Reference Only) Indian Supplier (Ref)	Identification of a Potential Vendor: BHEL-FEM Noida procures Materials and Components on a regular basis from Suppliers spread all over the world. For this purpose, BHEL is backed by a strong supplier-base which is continually updated. To have a broad supplier base of reliable and quality conscious Suppliers on the FEM approved list for issue of enquiries for various systems / equipment products, FEH is intersted to identify potential Suppliers (including MEEs and MEEs owned by SC/STs) to consider the systems / equipment products, FEH is intersted to identify potential suppliers (including MEEs and MEEs owned by SC/STs) to consider the systems / equipment products, FEH is intersted to identify potential equipment products, an approach evaluation of the Supplier based competencies as a self-assess, summert, there is by the supplier is their for incurs their eligibility for enlisten thefers applying for registration. To identify the potential supplice, there is a pro-qualitying requirement / POLA. Before processing any application for evaluation of a vendor to consider for enlistent as an approved supplier, it is necessary for the vendor in question to fulfi PQA. BHEL intersto to register procycleve suppliers (including MEEs and MESE owned by SC/STS), interested Supplier may submit their application through the webside at the systemy including MEEs and MESE owned by SC/STS).	
	Consult asylonini David Documents desktist Items/Packages procured by PEM Noida List of items where Supplier are required on urgent basis Total list of items/packages procured by PEM Noida	Pall. PEN. CST Registration No. of BHELPEN, Noida is as below- GSTIN(Migneto)- 08AACB4146P22C State- Ultar Pradesh	
	For Existing Suppliers BHEL Fraud Prevention Policy and Nodal Officers	Combined Brancow	
	Important information for all our Business Associates	Shri Rajiv Nirman, AGM & DH/ VD Vendor Development Department, Phone: +91-120-4368825	
	Submission of all engineering documents, after the av	Shri Devendra Sharma, Sr. Mgr. Phone: +91-120-4368711 E-mail: DEVENDRASHARMA[at]bhel[dot]in	
	DMS Login DMS Manuals	Shri Pradeep Kumar, Dy Engineer Vendor Development Department Phone: +91-120-4368721 E-mail: pk/bagat(at)bhe(idd)in	
	Yendor Login Creation form	Office Address: Vendor Development Department BHEL, FEM, PPEI building, ESI & HRD complex BHEL, VEM, PPEI building, ESI & HRD complex Plot No25, Sector-16A, NOIDA-201301, INDIA	

<u>Step 3:</u> Login to **Wrench Web Access** with the credentials provided earlier.

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<u>Step 4</u>: Following home page will be displayed. Select **'Task workspace'**.

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<u>Step 5</u>: Click on the required task.

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After selecting the required task, following screen will appear.

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

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<u>Step 7</u>: Click on the **"Select a file"** to browse the document that is to be uploaded to DMS.

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

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

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

