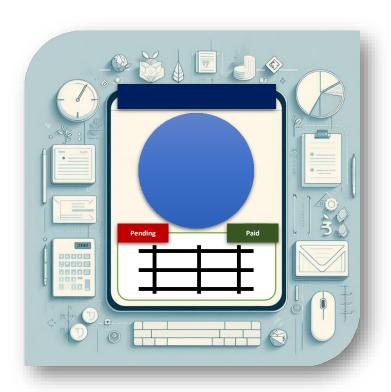


Suvidha - UNIFIED SUPPLIER Portal Guide to Suppliers/ Contractors



Enterprise Resource Planning BHEL Corporate Office



Doc No:	AA:ERP:SUSP:REF:24-25	
Revision 03	Version 00	

1. Introduction to Suvidha - Unified Supplier Portal

Suvidha Portal is a one in all Portal for BHEL's success partners offering a comprehensive overview of various invoices submitted by them, registering new Invoices online, filing Grievances with us and registering Experience Certificate for completed PO's. It also provides status on payments with bank reference details, deductions (if any) with reasons, if under Process, any objections, if invoices rejected, etc. Furthermore, the portal provides the information across BHELUnits/ Regions/ Divisions.

2. User Access

- 2.1 The Suvidha Portal can be accessed via the URL suvidha.bhel.in
- 2.2 The supplier/ contractor has to login using their Permanent Account Number (PAN).
- 2.2 Login is facilitated through a One-Time Password (OTP), which can be received on any of the registered Email IDs of the supplier (available in BHEL database) which is linked with the registered PAN.
- 2.3 If the PAN or email ID is not registered, the supplier/ contractor can contact the concerned Unit/ Region/ Division where any invoice was submitted for updation in database.
- 2.4 In case of any login issues, you may contact us at <u>usdc@bhel.in</u>.



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Suvidha - Unified Supplier Portal



सहयोगेन समृद्धिः



Please Enter Your Registered Permanent Account Number (PAN) and Click on Proceed
PAN

Guide for Suppliered Contractors

Select Email ID

A'CTU

A'KT

B'AY

M'RT

O'A'

S'FP'

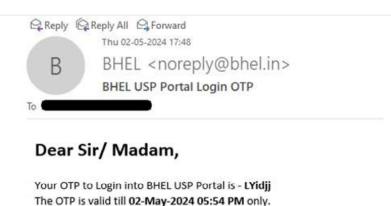
V'N'C

The Supplier can select any of the registered email id in BHEL database for receipt of OTP



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This is for your information.

Please do not reply as this is an auto-generated email.

The OTP is valid for 10 minutes only



Suvidha - Unified Supplier Portal



सहयोगेन समृद्धिः



PAN	Proceed
Guide for Suppliers/ Contra	actors
Select Email ID	B'A
	Enter OTP as received on Selected Email ID
Enter OTP	
D 3 L Y 3 w:	Text is Case Sensitive
a) Please note, In the event of	of any discrepancies in the displayed data of Invoices, it is recommended to check with the respective
	ns may kindly be shared using the 'Feedback' module.
-, -,	pess to suppliers for tracking the status of invoices submitted by them to BHEL, raise request for Experience
c) This platform provides acc	

Login steps:

- 1. OTP (received via email) and captcha to be entered correctly
- 2. Acceptance to the terms and conditions before login is mandatory



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1. Invoice Details

After Logging in, the homepage displays all the invoices raised by the supplier/ contractor. The list of accessible information is as under:

- Name of BHEL Unit/ Region/ Division
- PO/ WO No and Date
- Supplier/ Contractor Invoice No and Date
- Invoiced Amount [INR]
- Invoice Acknowledgement No [BHEL's internal reference no.]
- Invoice Status:
 - a. Paid [Invoices Paid along with Deductions, if any]
 - b. Under Process [Invoices under process with BHEL]
 - c. Documents pending from supplier/ contractor [Invoices having objections]
 - d. Rejected [Invoices rejected]
- Deduction details and Bank Transaction details in case of Paid Invoices.

2. Experience Certificates

- Suppliers/ Contractors can apply for Digital Experience Certificate from BHEL from the Experience Certificate Island.
- Suppliers/ Contractors has to select BHEL Unit/ Division for which they are registering the certificate request.
- Only those Units/ Divisions will be visible for which Suppliers/ Contractors have been placed PO/ WO.
- PO/ WO details (Number, Date, Currency and Value) for selected Units/ Divisions is taken from database.
- Executed Value of PO/ WO has to be entered which cannot be greater than PO/ WO Value fetched from database.
- After Submitting the request form, Supplier has to attach a .pdf file as supporting documents.
- The request will be raised after submission of supporting document.
- Experience Certificate will be generated digitally and emailed to the concerned Organization Email id and the email ID of Supplier which was selected during login.



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 Suppliers/ Contractors can view all their requests under View Certificates Tab.

3. Grievances

- Suppliers/ Contractors can file for any Grievances with BHEL from Grievances Island.
- Reply of the Grievances will be given by the concerned Unit.
- All the Grievances and their replies can be viewed under View Grievances Tab.

4. Other features:

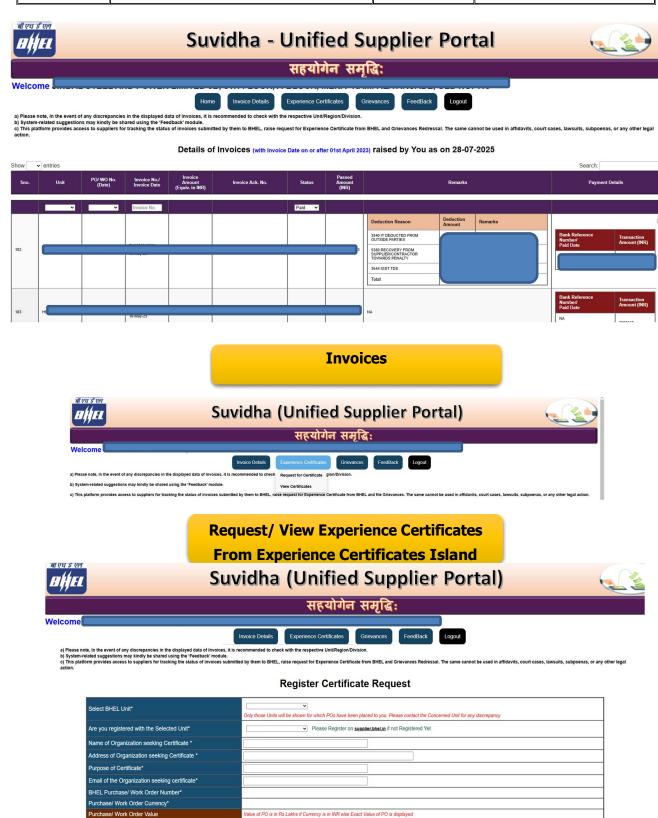
- Dropdowns to filter the applicable information w.r.t. Unit, PO No./ WO No. and Status.
- Advanced search option to search across all invoices.
- Form for providing online feedback.



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scription of items/materials supplied or Work Executed*



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Suvidha (Unified	Supplier Portal)				
सहयोगेन समृद्धिः					
Welcome					
Invoice Details Experience Certificates	Grievances FeedBack Logout				
a) Please note, in the event of any discrepancies in the displayed data of invoices, it is recommended to check with the respective Unit/Region/I	Register Grievance				
b) System-related suggestions may kindly be shared using the 'Feedback' module.	View Grievance				
c) This platform provides access to suppliers for tracking the status of invoices submitted by them to BHEL, raise request for Experience Certification	cate from BHEL and file Grievances. The same cannot be used in affidavits, court cases, lawsuits, subpoenas, or any other legal action.				

Register your Grievances from Greivances Island.

बी एच ड एन		
BHE Suvi	dha (Unified Supplier Portal)	
	सहयोगेन समृद्धिः	
Welcome		
Inv	roice Details	
a) Please note, in the event of any discrepancies in the displayed data of invoices, it is recom	nmended to check with the respective Unit/Region/Division.	
o) System-related suggestions may kindly be shared using the 'Feedback' module.		
This platform provides access to suppliers for tracking the status of invoices submitted by	r them to BHEL, raise request for Experience Certificate from BHEL and file Grievances. The same cannot be used in affidavits,	court cases, lawsuits, subpoenas, or any other legal ac
	Register Grievance	
Select BHEL Unit*		
Grievance Regarding*		
Supplier/ Contractor Code		
Select Grievance Type*		
Grievance Details*	Max 1000 characters	
Past Reference Details	Max 500 characters	
	Next	
BHEL- U	nified Supplier Payment Portal	
	सहयोगेन समृद्धि:	
Welcome D.	Home FeedBack Logout	
	Enter Your Feedback	
Select Unit	v	
Enter Your FeedBack	Characters allowed	
	Submit Feedback	

Feedback from supplier/ contractor



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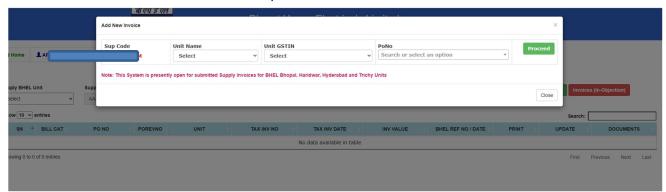
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Invoice Registration

Supplier/ Contractor can register their Invoices online from Invoice Island



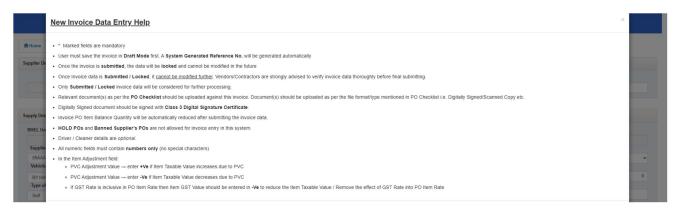
Select BHEL Unit, GSTIN and PO Number to continue



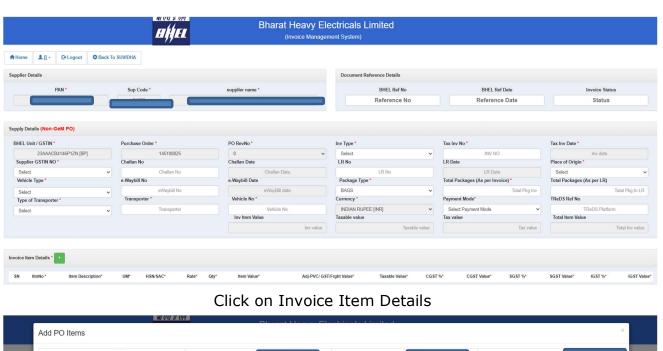


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Basic Details to be filled for Supply Invoices



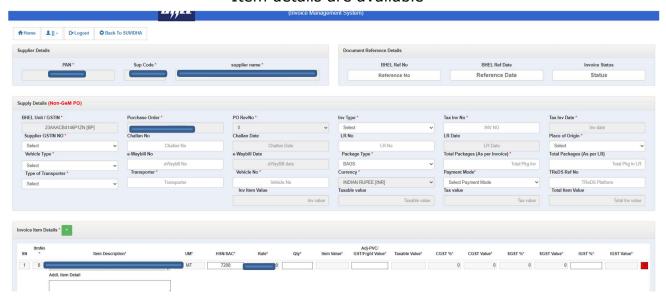




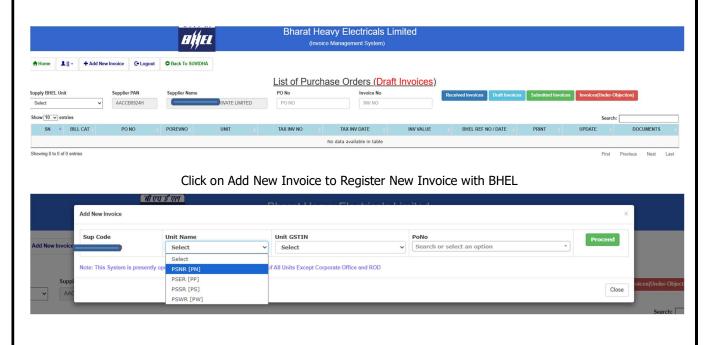
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Item details are available



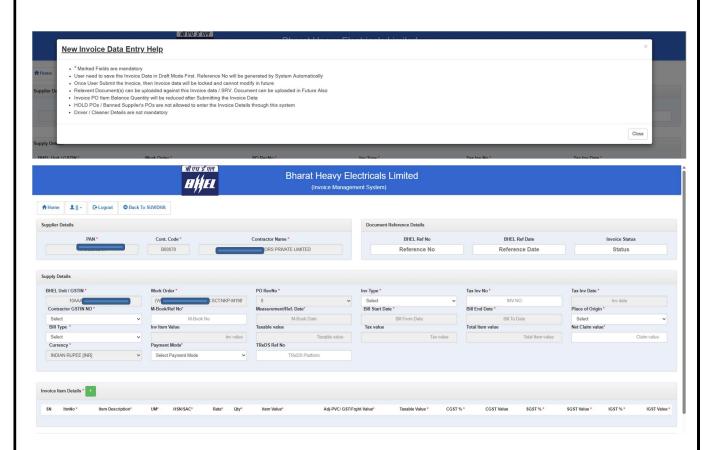
Basic Details to be filled for Service/ Works/ Sub Contracts Invoices





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Click on Invoice Item Details to add PO Items





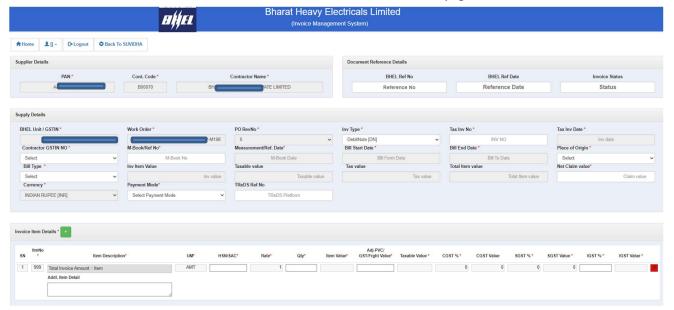
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Click on Add & the Items are added to Invoice page



M-Book Data Created in SDD (Site Data Digitalization)/ Trichy Sub Contracts Systems

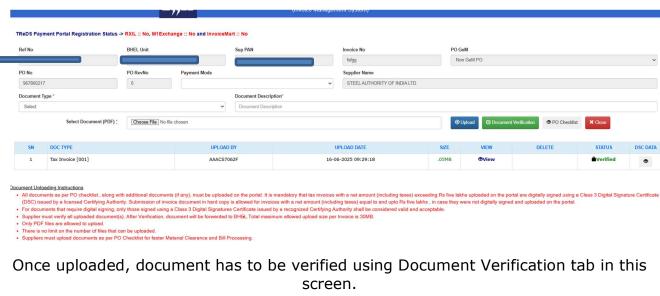


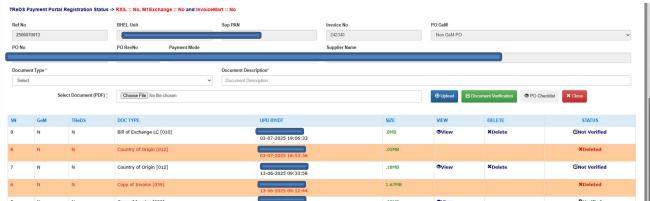


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Click on Upload Documents to upload all the documents



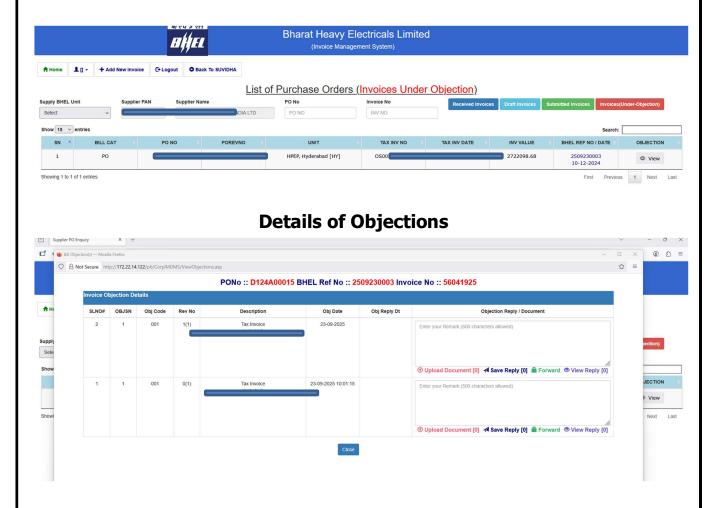




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View Your Objections Details on Clicking Invoices (Under- Objection)



- After submission of data and verification of document, submit button has to be clicked for final submission of Invoice.
- Invoices can be viewed clicking on different tabs Draft, New, Submitted, Under Objection.
- For any issues in Invoice registration please contact the concerned Unit or write to usdc@bhel.in