## Goods E Payment Process

## Vendor Activity:

-Vendor will submit the bills from SRM portal under "Goods E-payment System Tab". A unique 16digit number will be generated as reference number for each bill.

-Vendor can edit/delete the submitted bill until it is processed by NSPCL team

-Below is the initial screen of SRM Portal

-Click on Goods E – Payment Tab

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Add Below details and Correct PO number and Bill Amount.

Select correct Concerned store location.

Please select YES/NA option against each documents as mentioned below.

/endor Details		
Vendor Code:	110000009	
Vendor Name:	A.K. ENGG. WORKS	
Bill Type:	Main Bill	
Sub Bill Type:	Supply	
Vendor Invoice No.:	INV-12323	
Vendor Invoice Date:	11.04.2022	
Vendor Bill amount(Incl. Taxes):	11,0	00.00
Purchase order no:	4100005294	
E-Mail Address:	aman kaur@gmail.com	n
Store:	New Delhi (CC)	
Store Email ID:	CC.STORE@NSPCL.	CO.IN
Remarks:	for testing	
Submitted Documents Quest	ionaire	
Submitted Documents Quest	ionaire	
We have submitted the Guarante	ee/Warranty Certificate:	Yes
We have submitted the Test Certificate:		NA
We have submitted the Interchangeability Certificate:		NA
We have submitted the MDCC:		NA
We have submitted the Fitment Certificate:		NA
We have submitted the COC:		NA
We have submitted the MTC(Govt. approved labs):		NA
We have submitted the IBR certificate:		NA
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The relevant documents as per PO "Terms & Conditions" needs to be attached here. The signed "Invoice" shall have IRN number.

1 Upload File	
Uploaded Documents	
File Name Docun	nent Type

Vendor can view the documents uploaded by NSPCL in below section.

Uploaded Docu	ments By NSPCL		
File Name	Document Type		
Download			
Declaration			
I hereby decla	re that the informat	n furnished above is true, complete, and correct to the best of my knowledge	and belief.
Submit			
ept the Ackno	wledgment ar	d Submit the request.	
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Refer	ence No. 29	620229999000117 has been generated	
Back			

Vendor can See all the status in his portal mentioned below:

Returned to Vendor by Store Forwarded by Store Head to Store Executive Approved by Store Executive and Returned to Store Head Rejected by Store Executive and Forwarded to Store Head Forwarded by Store Head to Finance Head with Acceptance Forwarded by Finance Head to Finance Executive Rejected by Finance Head and Returned to Store Head Approved by Finance Executive and forwarded to Finance Head Approved by Finance Head (Payment Completed) Rejected by Finance Executive and Returned to Finance Head.