

CORPORATE ACCOUNTS SECTION
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भारतसंचारनिगमलिमिटेड
(भारतसरकारकाउद्यम)
Bharat Sanchar Nigam Limited
(A Govt. of India Enterprise)

No.:BSNLCO-CA/25/4/2020/CA-ERP-FICO

Dated: 18/08/2022

To

The CGMs
All Telecom Circles
BSNL.

Sub: Implementation of Invoice Submission and Tracking System (BillSuidha)- Reg.

During the past two years BSNL has been focusing on automation of various activities particularly in the area of Bill processing and payments in order to create an environment which is transparent and promote ease of doing business. Such initiatives are namely: Implementation of Oorja Project, Franchisee Management System, Service Verification Portal, Centralization of Payments etc. where ITPC and ERP Core Team have worked hand in hand to make them successful

2. On the similar lines, a project was envisaged by the Management of BSNL where IT interface is to be deployed in order to facilitate submission bills by various vendors and also keeping the vendors updated about the status of their invoices at any given point of time. The project has been executed by ITPC and the application is interfaced with the SAP ERP System to update relevant information for vendors with regard to the bills and invoices submitted by them.

3. Features of the System:

(a) The Portal namely "Invoice Submission and Tracking System (BillSuidha)" will work as a single window facility where BSNL vendors of all Circles can submit and track the status of their invoices in real time.

(b) The vendors can register on BillSuidha Portal by registering their Purchase Order and PAN Number. Following the registration they can both submit and track the status of the invoices upto the payment stage.

(c) The vendors shall upload the soft copy (PDF or Image Format) of invoices together with supporting documents.

(d) Once the vendors have uploaded a bill for part of the goods delivered or services rendered, the second and subsequent bills can be uploaded only for the balance quantities.

(e) The invoices submitted by the vendors are assigned to the MM user of the Circle nominated for the purpose. Circle Nodal Officer shall further create business area level users. The MM users shall process these invoices and approve the same. The portal shall

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automatically create the Service Entry Sheet (SES) for service related purchase order. The MM user will have to select the official(s) who shall be responsible for processing of SES in SAP.

(f) The SES approval and invoice posting shall be done in the SAP as per existing process. Similarly in respect of goods receipts/MIGO, invoices approval work flow shall be done in SAP ERP only. The relevant invoice acceptance and processing will be through Billsuvidha.

(g) As and when the SES/MIGO and thereafter the payment is completed, in every stage the actual status of the invoices from SAP ERP will get automatically updated in the Billsuvidha Portal.

(h) The portal will also allow generation of internal reports about the pendency of invoices in any applicable SAP ERP user position.

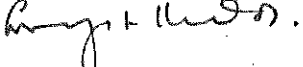
(i) The existing processing of invoice submission in Service Verification Portal (SVP) and Franchisee Management System (FMS) will continue to work separately.

For the detailed process flow may kindly refer to the attached Annexure drafted by ITPC.

4. It is clarified that **at this stage the physical submission of the bills is not dispensed with**. The vendors will still be required to submit their invoices in physical form together with supporting documents for the purpose of accounting, auditing, tax compliance. Nevertheless, the concerned unit must be vigilant with regard to the invoices uploaded by the vendors and take necessary action to ensure physical submission of the invoices. Processing of the bills in SAP ERP shall not be held up merely on the ground that the invoices are yet to be received. Physical receipt of the invoices must be ensured before the MIRO stage.

5. It is pointed out that the implementation of the system was discussed during the HOCC held in August, 2022. Accordingly, the Head of Circles shall ensure that the Nodal and Business Area user required for processing of invoices are created without any further delay. Suitable efforts must also be made to familiarize the vendors and facilitate their on-boarding on Billsuvidha Portal. It is also mentioned that ITPC team has already conducted Circle-wise Training Programmes in this regard.

For further operational guidance, Circles may kindly contact GM (Development), ITPC Hyderabad.


(Surajit Mandol)
Sr. GM (CA & ERP-FICO)

Copy to:

1. PPS to CMD, BSNL for kind information.
2. All Directors, BSNL Board (HR/CM/CFA/EB/Fin).
3. CGM, ITPC Hyderabad
4. PGM (CBB), BSNL Corporate Office.
5. GM (MM), BSNL Corporate Office.
6. GM (R&P), BSNL Corporate Office.

INVOICE SUBMISSION AND TRACKING SYSTEM

<https://billsuvidha.bsnl.co.in>

Scope:

To facilitate the vendor to submit the invoice and Track the status of the Invoice Submitted

User Types:


- ❖ Vendor code : OTP Based authentication , OTP will be sent to registered mobile Number
- ❖ PAN No : Vendor with multiple vendor codes having same PAN No can login with PAN Number and password
- ❖ BSNL Officer : BSNL Officer will login with username and Password.

User Registration:

- ❖ Vendor can register through vendor code and PAN no with Mobile and Email OTP validation
- ❖ BSNL user will be created by the circle users of respective circles



INVOICE SUBMISSION AND TRACKING SYSTEM

Register - New Vendor Registration 

Login As Vendor (with Vendorcode) Vendor (with PAN NO) BSNL Officer

Vendorcode OTP

Remember Me

[FAQ](#)
[User Manual](#)

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- Vendor can login with Vendor code and OTP , to operate on POs and Invoices of individual vendor**
- Vendor can login with PAN No and password, to operate on POs and Invoices of all vendors having same PAN no**
- BSNL Officer can login with username and password**

VENDOR:

- Registration
- Add Purchase Order
- Submit Invoice against Purchase Order
- Track Submitted Invoices

New Vendor can be registered, by clicking [Register - New Vendor Registration](#)

Following modal will appear

NEW VENDOR REGISTRATION

Vendor Code as per BSNL ERP * PAN NO *

0001201762 AEAPA8734M CHECK

CANCEL >

Click on **CHECK** to validate Vendor code and PAN No combination.

If vendor code exists with this PAN No, and user is not created in ISaTS Portal, then following fields will appear as below

NEW VENDOR REGISTRATION

Vendor Code as per BSNL ERP * PAN NO * CHECK

0001201782 AEAPA8734M

Name of the User * Firm Name *

MH AND SONS MH AND SONS

E Mail

CANCEL > VALIDATE >

Please fill valid email ID, and click on **VALIDATE >** , OTP will be sent to Registered mobile as well as Email Id which is entered above. User has to fill the OTP as following

NEW VENDOR REGISTRATION

Vendor Code <i>as per BSNL ERP</i> *	PAN NO *
<input type="text" value="0001201782"/>	<input type="text" value="AEAPAS734M"/> CHECK
Name of the User *	Firm Name *
<input type="text" value="MH AND SONS"/>	<input type="text" value="MH AND SONS"/>
E Mail	
<input type="text" value="sdenwitpc@gmail.com"/>	
Mobile OTP	Email OTP
<input type="text" value="708"/>	<input type="text" value="504"/>
CANCEL >	SUBMIT >

And click on **SUBMIT >** , to create Vendor.

Dashboard	
Vendor List	
Purchase Orders	Manage PO
Invoices	Submit Invoice

Addition of Vendor Purchase Order

Click on Menu item (Purchase Orders → Manage PO), Page will appear as shown below

PURCHASE ORDERS



NOTE 1 - ERP will confirm the PO Details in the next Day.

PO ADDITION - PENDING PO ADDITION - SUCCESS

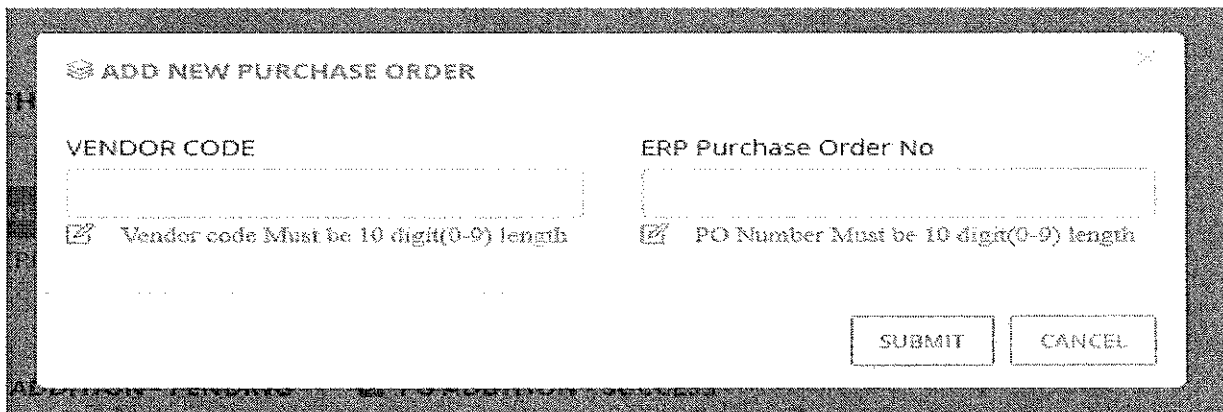
5 records

Search:

Vendor CODE	PO No	REQ_DATE	#STATUS
1142176	4700904278	10-06-22	PENDING WITH ERP FOR PO DATA
1215865	4782102124	29-06-22	PENDING WITH ERP FOR PO DATA
1215865	2379002451	08-07-22	PENDING WITH ERP FOR PO DATA

Showing 1 to 3 of 3 entries

To add New Purchase Order, click on , Pop up window will appear as below



If vendor Login with PAN No, then vendor needs to enter Vendor code & Purchase Order No

If Vendor login with Vendor code hen vendor need to enter Purchase Order No only

And click on

- Purchase Orders which are already added by Vendor will appear in the above Table
- POs added successfully into I Sa Ts system, will appear in "PO ADDITION – SUCCESS" Tab
- POs which are pending to get data from ERP will appear in "PO ADDITION – PENDING" Tab

Invoice Submission

Click on Menu item (Purchase Orders → Submit Invoice), Page will appear as shown below

PURCHASE ORDERS for VENDOR CODE : 0001142176

5 records Search:

PO No	PO Date	PO AMOUNT	#VIEW /EDIT INVOICE ENTRIES	#SUBMIT INVOICE
4700904278	31-12-21	0		
4700913550	10-03-22	562500		Invoice Already Inprogress for this PO Number. Please check in Submitted Invoice Menu to Complete old Invoice....

Showing 1 to 2 of 2 entries

Vendor can submit Invoice against registered purchase orders , vendor can submit at a time one invoice and can raise another invoice once first invoice approval process completed.

Before Invoice Submission, vendor has to

- View / Edit PO Line Items as per the Invoice, for this click on
- Upload Supporting documents for the Invoice, click on
- Upload Invoice and submit , for this click on

VIEW / EDIT INVOICE ENTRIES

click on , Page will appear as below

VIEW / EDIT INVOICE ENTRIES

PO Line Item No

• VENDOR CODE :	0001142176
• PO NO :	4700904278
• PO DATE :	31-12-21
• PO VALUE :	0 Rs.

PO ITEM NO	SERVICE ITEM NO	SERVICE ITEM DESC	SERVICE ITEM QTY			
			Total Quantity as per PO	Quantity Already Invoiced	Balance Quantity	Invoice Quantity

Select PO Line items, from **SELECT PO LINE ITEM NO**, as below

PO Line Item No

SELECT PO LINE ITEM NO

|

Select PO Line Item NO

10

ALL

Vendor can edit each line item wise or ALL line items at once based on the selection, will appear as below

VIEW / EDIT INVOICE ENTRIES

BACK

PO Line Item No

ALL

• VENDOR CODE : 0001142176
 • PO NO : 4700904278
 • PO DATE : 31-12-21
 • PO VALUE : 0 Rs.

PO ITEM NO	SERVICE ITEM NO	SERVICE ITEM DESC	SERVICE ITEM QTY			
			Total Quantity as per PO	Quantity Already Invoiced	Balance Quantity	Invoice Quantity
10	10	CFA CAF ONBOARDING 01102021 TO 31122021	100000	10000	90000	
TOTAL INVOICE AMOUNT FOR PO ITEM NO : ALL						0.000

SAVE DRAFT FOR PO ITEM

Input Invoice quantity against each service item as per the Invoice,

and click on **SAVE DRAFT FOR PO ITEM**, to save the entries.

After completion of all entries as per Invoice, click on **BACK** to return to Invoice Submission page

UPLOAD SUPPORTING DOCUMENTS

click on **UPLOAD SUPPORTING DOCUMENTS**, to upload all required documents needed for Invoice approval, Page will appear as below

ADD INVOICE SUPPORTING DOCUMENTS

BACK

PO NO : 4700904278
 PO DATE : 31-12-21
 PO VALUE : 0 Rs.

Document Type *

Select Document Type

+ ADD SUPPORTING DOCUMENT

Max 10 lower case Alphabets allowed

Document TYPE	Document NAME (Document size < 2 MB)	VIEW / UPLOAD	#DELETE ROW
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Click on "Select Document Type", Vendor can select type of document from dropdown or can type own document type and click on **+ ADD SUPPORTING DOCUMENT**

Document Type *

Select Document Type

Select Document Type

SLA Report

Delivery Challan

Documents Uploaded will appear as below

Document Type *

SLA Report

+ ADD SUPPORTING DOCUMENT

Max 10 lower case Alphabets allowed

Document TYPE	Document NAME (Document size < 2 MB)	VIEW / UPLOAD	#DELETE ROW
sla	SELECT FILE	UPLOAD DOCUMENT	X

Attach document by clicking on "SELECT FILE" and click on **UPLOAD DOCUMENT**, and to delete entry click on **X**

Documents uploaded will appear as follows

Document Type *

SLA Report *

Max 10 lower case Alphabets allowed

Document TYPE	Document NAME (Document size < 2 MB)	VIEW / UPLOAD	#DELETE ROW
sla	sla_00011421764700904278_0801.pdf	<input type="button" value="VIEW"/> <input type="button" value="DELETE"/>	

To view the Document Click on , To delete Document click on

After completion of Documents upload, click on to return to Invoice Submission page

SUBMIT INVOICE

click on , Page will appear as below

<p>VENDOR CODE : 0001142176 PO NO : 4700904278 PO DATE : 31-12-21 PO VALUE : 0 Rs.</p>	<p>Intense Technologies Ltd Mobile :9441404949 E-Mail :</p>
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PO ITEM NO	SERVICE ITEM NO	SERVICE ITEM DESC	INVOICE QTY	SERVICE ITEM RATE (Rs.)	INVOICE VALUE (Rs.)
10	10	CFA CAF ONBOARDING 01102021 TO 31122021	42000	2.500	105000
TOTAL INVOICE AMOUNT (Rs.)					105000

INVOICE DETAILS

Invoice Date should not be 30 days old

Check all the Entries made, fill the form and upload Invoice document and click on to submit the Invoice

Note:

- > Invoice Date must be not older than 30 days
- > GST Registered vendor has to upload GST Invoice only

INVOICE STATUS & TRACK INVOICE



To view all the Submitted Invoices, click on (Invoice → Submitted Invoices), Page will be as shown below

SUBMITTED INVOICES For VENDOR CODE : 0001142176

INBOX - INVOICE PENDING FOR VENDOR ACTION OUTBOX - INVOICES SUBMITTED BY VENDOR

5 records

Search:

PO NO	INVOICE NO	INVOICE AMOUNT in Rs.	SUBMITTED INVOICE DOCUMENTS	SUBMITTED INVOICE DATA
	sdc/inv	5000	SUPPORTING DOCUMENTS	VIEW DATA

Showing 1 to 1 of 1 entries

- Invoices which needs Vendor action will appear in "INBOX"
- Invoices which are successfully submitted to MM Officer will appear in "OUTBOX"
- To view History of Invoice, click on PO NO [0001142176](#)

Invoice History for Invoice No : sdc/inv			
USERNAME	USER TYPE	USER REMARKS	TIME STAMP
0001142176	VENDOR	NEW INVOICE GENERATED	17-06-2022

[CLOSE](#)

- To View Invoice Data click on [VIEW DATA](#)
- To view Invoice Supporting documents, click on [SUPPORTING DOCUMENTS](#)
- To view Invoice Document, click on [INVOICE DOCUMENT](#)

TRACK INVOICE

To view all the Invoices against a PO, click on (Invoice → Track Invoice), Page will be as shown below.

TRACK INVOICE

ERP PO Number *

Select PO NO

Select PO NO

4700904278

4700913550

Vendor can select a PO or Enter PO Number and click on , all the Invoices against the PO in ERP will appear as below

TRACK INVOICE

ERP PO Number *

4700913550

Exact 10 Numeric digits required

5 records

Search:

PO NO	INV NO	INV AMT (in Rs.)	INV SUBMITTED DATE	INV APPROVAL DATE	PASSED & PAYMENT DATE	INV STATUS
4700913550	580/2021-22	492175.05	27-05-22	27-05-22		Payment in Process : 492175.05 Rs.

Showing 1 to 1 of 1 entries



BSNL User

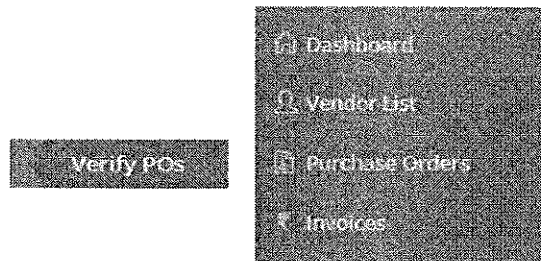
- Circle level User : This User will be created by ITPC Team, based on requirement and template Submitted
- BA Level / SSA Level / MM User will be created / Deleted by Circle User
- Circle User will map vendor to corresponding MM Officer

MM OFFICER

- Update Purchase Order Details and Upload PO Document
- View and act on Invoices submitted by Vendor
- Track Vendor Invoices against vendor PO

UPDATE PO

To update PO Details ,



Click on , Purchase Orders → Verify POs , Page will appear as follows

PURCHASE ORDERS - VERIFY PO DETAILS

5 records

Search:

Vendor Code ^A	PO No	PO Date	From Date	To Date	View / Upload PO COPY	VERIFY PO DETAILS
0001142176	4700913550	10-03-22	14-06-22	14-06-22		
0001142176	4700904278	31-12-21	05-07-22	21-07-22		
0001215865	4700916109	25-03-22				

Showing 1 to 3 of 3 entries



- To Upload PO, click on **UPLOAD**, pop up window will appear as below

PO NO	PO DATE	PO TO DATE
4700904278	31-12-21	05-07-22

Click on **SELECT FILE**, to attach PO document and Upload

- To View PO Document already uploaded, click on **VIEW**
- To Update PO Details, click on **VERIFY**, a Pop up window appear as below

Purchase Order Details for PONO : 4700916109

P.O. Date: 28-03-22

P.O From Date:

P.O To, Date:

Region: SELECT REGION

Storage Location:

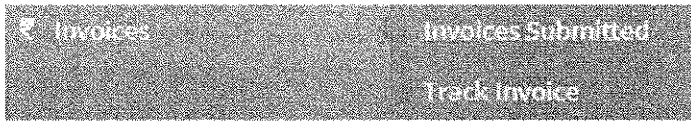
Business Place: SELECT BUPLA

SES Initiating Authority: 00000HAN-HRMS NO

UPDATE PO CANCEL

Fill all Details and Click on **UPDATE PO**, to submit the changes

VENDOR SUBMITTED INVOICES



To view all the Submitted Invoices by Vendor, click on (Invoices → Submitted Invoices), Page will be as shown below

VENDOR SUBMITTED INVOICES

INBOX - INVOICE PENDING FOR MM ACTION OUTBOX - INVOICES REVIEWED BY MM

5 records Search:

VENDOR CODE	PO NO	INVOICE NO	INVOICE AMOUNT in Rs.	SUBMITTED INVOICE DOCUMENTS	SUBMITTED INVOICE DATA	#ACTION
0001215865		test	44000	INVOICE DOCUMENT SUPPORTING DOCUMENTS	VIEW DATA	INVOICE HISTORY EDIT

Showing 1 to 1 of 1 entries


- Invoices which needs MM Officer action will appear in "INBOX"
- Invoices which are Processed / Rejected by MM Officer will appear in "OUTBOX"
- To view History of Invoice, click on PO NO [0001215865](#)


Invoice History for Invoice No : sdc/Inv

USERNAME	USER TYPE	USER REMARKS	TIME STAMP
0001142176	VENDOR	NEW INVOICE GENERATED	17-06-2022

[CLOSE](#)

- To View Invoice Data click on [VIEW DATA](#)
- To view Invoice Supporting documents, click on [SUPPORTING DOCUMENTS](#)
- To view Invoice Document, click on [INVOICE DOCUMENT](#)

➤ To Recommend the Invoice for Processing, Click on 


➤ To Reject the Invoice and send it back to Vendor for Resubmission, Click on 

TRACK INVOICE

To view all the Invoices against a Mapped Vendor PO, click on (Invoices → Track Invoice), Page will be as shown below.

TRACK INVOICE


ERP PO Number *

Select PO NO 

Select PO NO

4700904278

4700913550

MM Officer can select a PO (or) Enter PO Number which belongs to Vendor mapped to MM Officer and click on , all the Invoices against the PO in ERP will appear as below

TRACK INVOICE



ERP PO Number *

4700913550 

Exact 10 Numeric digits required

5 records

Search:

VENDOR NAME	INV NO	INV AMT (in Rs.)	INV SUBMITTED DATE	INV APPROVAL DATE	PASSED & PAYMENT DATE	INV STATUS	MIRO WORK FLOW
 Intense Technologies Ltd	580/2021-22	492175.05	27-05-22	27-05-22		Payment In Process : 492175.05 Rs.	

Showing 1 to 1 of 1 entries



Click on MIRO Work flow Button , to get the MIRO work flow of the Invoice

MIRO Work Flow Document						
INVOICE NO	INVOICE DOC DATE	MIRO DOCUMENT NO	HRMS NO	EMPLOYEE NAME	DESIGNATION	STATUS
580/2021-22	31-03-22	5107030259	99802478	MANOJ KUMAR K	Accounts Officer (Regular)	FORWARDED ON: 23-08-21
580/2021-22	31-03-22	5107030259	00401158	SYAMSUNDAR E A	Chief Accounts Officer (L / A)	REDIRECTED ON: 23-08-21
580/2021-22	31-03-22	5107030259	99801973	AMBIKA T R	Asst. General Manager (L / A)	FORWARDED ON: 23-08-21
580/2021-22	31-03-22	5107030259	99103953	BENZY TA	Deputy General Manager (L / A)	APPROVED ON: 24-08-21
580/2021-22	31-03-22	5107030259	99103953	BENZY TA	Deputy General Manager (L / A)	APPROVED ON: 25-08-21