

BILL TRACKING SYSTEM FOR VENDORS

Bill Tracking System for vendors has been hosted on WEB and can be accessed through the Vendor portal available in <https://associates.indianoil.co.in/Vendor/> . Vendor can access the site from anywhere and can submit the bills and check the status of the submitted bills online through the BTS Portal.

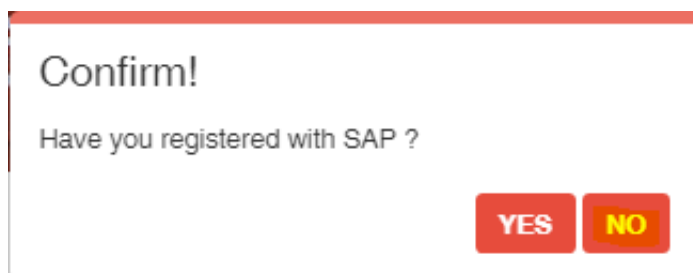
REGISTRATION FOR NEW VENDOR:

For new registration vendor has to click on “Register Here” link under heading BUSINESS PARTNERS as highlighted in the following screen.



On clicking the link a confirmation box opens as follows.

If the vendor is not registered with SAP, make sure to contact local IOC office and get the registration done before registering in the portal.



Alert!

Please contact local office to get your registration done in SAP.

OK

If the vendor has already registered with the SAP, then vendor registration can be continued by clicking on YES.

Confirm!

Have you registered with SAP ?

YES

NO

On click of 'YES' following screen will appear. Vendor has to put registered Vendor code also called as SAP code, SAP registered e- mail ID and SAP registered PAN no. for registration.



HOME



User Registration

Vendor(IOC SAP) Code:

PAN Number:

Valid Email ID:

EXISTING VENDOR LOGIN:

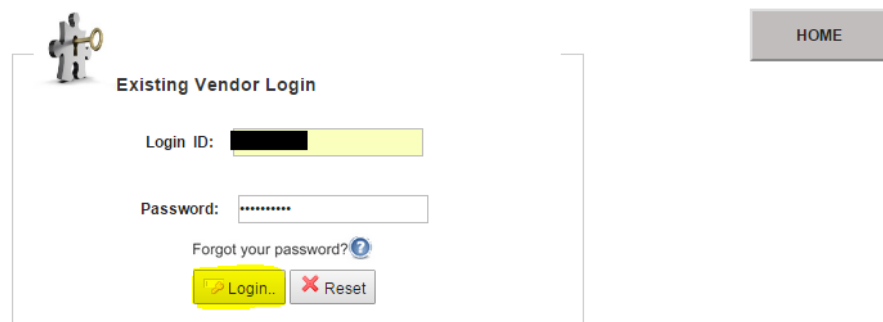
In case of existing users, vendor has to click on “Bill Tracking System” link under heading BUSINESS PARTNERS as highlighted in below.



Vendor has to login using the credentials sent to the vendor at the time of registration.



Bill Tracking System



Existing Vendor Login

Login ID:

Password:

[Forgot your password?](#)

[HOME](#)

FORGOT PASSWORD:

In case the password is forgotten, click on ‘Forgot your password ‘ link as highlighted in following screen. A mail containing the password will be sent to the registered email ID.



Bill Tracking System

Existing Vendor Login

Login ID:

Password:

[Forgot your password?](#)

HOME:

System will validate the user and display the following details of vendor like vendor code, vendor name, address etc.



Bill Tracking System

Home Welcome to the Bill Tracking System

[Enter Bill Details](#)

[Print Bill Entry Dets.](#)

[Resubmit Rej. Bills](#)

[View Bill Details](#)

[Change Password](#)

[User Manual](#)

[Logout](#)

User Profile..

Vendor Name:

Vendor Code:

Address:

PAN CARD No.:

Mail ID:

Please verify that you email id is correct.
Incase of any change , please contact the IOCL office where you last submitted your bill.

ENTER BILL DETAILS:

To create a new bill, vendor needs to click on “Enter Bill Details” link. The following screen appears. Vendor has to put PO (Purchase Order) number, Bill No. / Date, Bill Amount (INR), comments and Advance Payment. The vendor has to fill due date if Advance Payment is selected ‘Yes’. If advance payment is ‘No’, due date need not be filled. After filling all fields vendor needs to check the certification / declaration checkbox and click on ‘Save Details’ button. On successful submission of the details, the system returns a unique Bill Entry Number.

Also, a mail will be triggered to the registered email ID of the logged in vendor with the Bill Entry Number.

The screenshot shows the 'Enter Bill Details' page of the Bill Tracking System. On the left is a navigation menu with links: Home, Enter Bill Details (highlighted), Print Bill Entry Dets., Submission Details, Resubmit Rej. Bills, View Bill Details, Change Password, User Manual, and Logout. The main content area has a yellow header 'Enter Bill Details' and a form with the following fields: PO Number (text input), Bill No./ Date (text input with a calendar icon), Bill Amount(INR) (text input), Comments (text area), Advance Payment (dropdown menu with 'Yes' selected), and Due Date (text input with a calendar icon). At the bottom of the form is a checkbox labeled 'I certify that the service/material w.r.t bill entered is complete.' and a 'Save Details' button.


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PRINT BILL ENTRY DETAILS:

Once the details are submitted and unique Bill Entry Number is generated, vendor needs to click on “Print Bill Details” link to print the bill details. Vendor has to input the Bill Entry Number as below.

The screenshot shows the 'Bill Details' page of the Bill Tracking System. On the left is a navigation menu with links: Home, Enter Bill Details, Print Bill Entry Dets. (highlighted), Submission Details, Resubmit Rej. Bills, View Bill Details, Change Password, User Manual, and Logout. The main content area has a yellow header 'Bill Details' and a form with a 'Bill Entry Number' text input field and a 'DISPLAY PDF' button.

After clicking on DISPLAY PDF, PDF document opens. Vendor can download and print the document which can be sent to the concerned IOC office.



Bill Details

(Receipt Of Bill Entry)

Bill Entry Number: [REDACTED]	Entry Date: [REDACTED]
Vendor Code: [REDACTED]	Vendor Name: [REDACTED]
Purchase Order No.: [REDACTED]	Bill Number: [REDACTED]
Bill Date: [REDACTED]	Bill Amount: [REDACTED]
Due Date: [REDACTED]	Advance Payment: [REDACTED]

Certified that the service/material w.r.t. bill entered is complete.

Note: Once the bill is submitted to the Indian Oil employee, please fill the submission details in 'Submission Details' tab

This is a system generated receipt.

Once the bill has been submitted / sent to the concerned Indian Oil official/office, the vendor has to go to 'Submission Details' tab and enter the details about how the bill has been submitted/sent . The modes of submission can be 'By Handing Over', 'By Register Post' etc. The vendor has to input Bill Entry Number of the submitted bill, Mode of Submission, Submission Date, submitted to/Reference no. depending on the mode of submission chosen.

The screenshot shows the IndianOil Bill Tracking System interface. On the left is a navigation menu with options: Home, Enter Bill Details, Print Bill Entry Dets., Submission Details (highlighted), Resubmit Rej. Bills, View Bill Details, Change Password, User Manual, and Logout. The main content area is titled 'Bill Submission Details' and contains a form with the following fields: Bill Entry Number (text input), Date of Submission (calendar icon), Mode of Submission (dropdown menu with '-- Select Here --'), and a 'Save Details' button.

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This is a close-up of the 'Submission Details' form. The fields are: Bill Entry Number (text input), Date of Submission (calendar icon), Mode of Submission (dropdown menu with 'By Register Post' selected), Reference No. (text input), and a 'Save Details' button.

This is a close-up of the 'Submission Details' form. The fields are: Bill Entry Number (text input), Date of Submission (calendar icon), Mode of Submission (dropdown menu with 'By Handing Over' selected), Submitted To (text input), and a 'Save Details' button.

RESUBMIT REJECTED BILLS:

To resubmit the bills rejected in either SAP or the portal by the IOC official, vendor needs to click on “Resubmit Rej. bills” tab. The following screen appears. Vendor has to put valid PO(Purchase Order) number and Bill number to fetch the details of the bill.

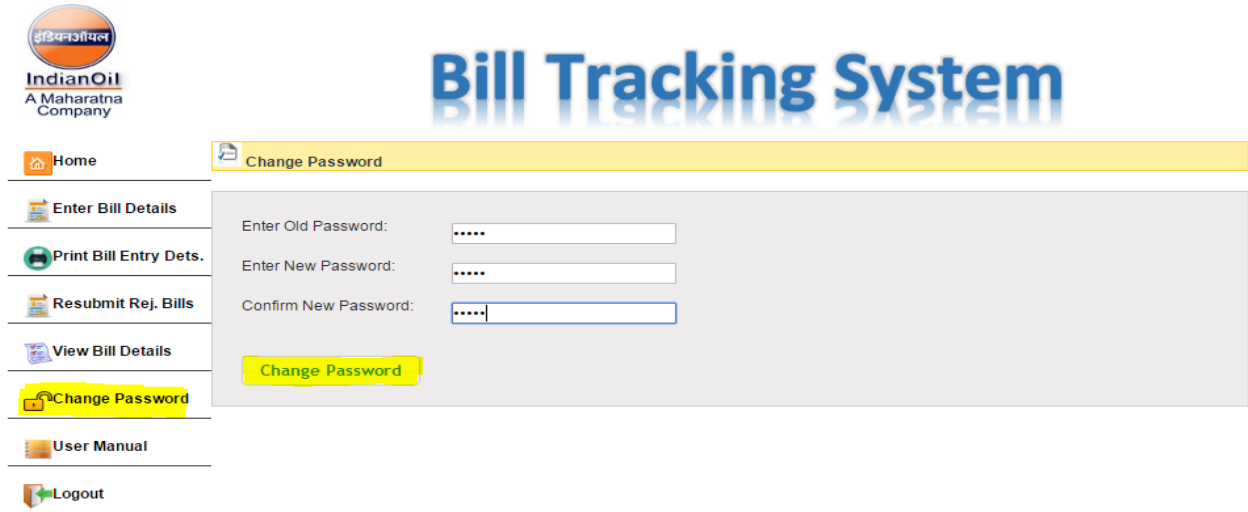
The screenshot shows the IndianOil Bill Tracking System interface. On the left is a navigation menu with options: Home, Enter Bill Details, Print Bill Entry Dets., Resubmit Rej. Bills (highlighted in yellow), View Bill Details, Change Password, User Manual, and Logout. The main content area is titled 'Resubmit rejected Bills' and contains two input fields: 'PO No.: [redacted]' and 'Bill Number: [redacted]', followed by a yellow 'Fetch' button.

On clicking the fetch button a tiny window opens with the bill details as shown below. On clicking the submit button, vendor can resubmit the rejected bill. The bill will now be pending with the IOC official for further action.

The screenshot shows a small window titled 'Bill Number : [redacted]'. It contains the following fields: Vendor Code: [redacted], PO Number: [redacted], Bill No./ Date: [redacted] [redacted], Bill Amount(INR): [redacted], Comments: [redacted], Adv Pay:(Yes/No) [redacted], Due Date:(only if Adv.Pay. is Yes) [redacted], and Rejection Remarks: [redacted]. A 'Submit' button is located at the bottom center of the window.

CHANGE PASSWORD:

To change the password, vendor needs to click on “Change Password” tab. The following screen will appear. Vendor needs to put old password, new password and confirm new password to change the password.



The screenshot displays the 'Change Password' interface of the IndianOil Bill Tracking System. The page features a header with the IndianOil logo and the system title 'Bill Tracking System'. A left-hand navigation menu includes options like Home, Enter Bill Details, Print Bill Entry Dets., Resubmit Rej. Bills, View Bill Details, Change Password (highlighted), User Manual, and Logout. The main content area contains three password input fields: 'Enter Old Password:', 'Enter New Password:', and 'Confirm New Password:'. A yellow 'Change Password' button is positioned below these fields.

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A Maharatna Company

Bill Tracking System

Home | Change Password

Enter Bill Details

Print Bill Entry Dets.

Resubmit Rej. Bills

View Bill Details

Change Password

User Manual

Logout

Enter Old Password:

Enter New Password:

Confirm New Password:

Change Password