

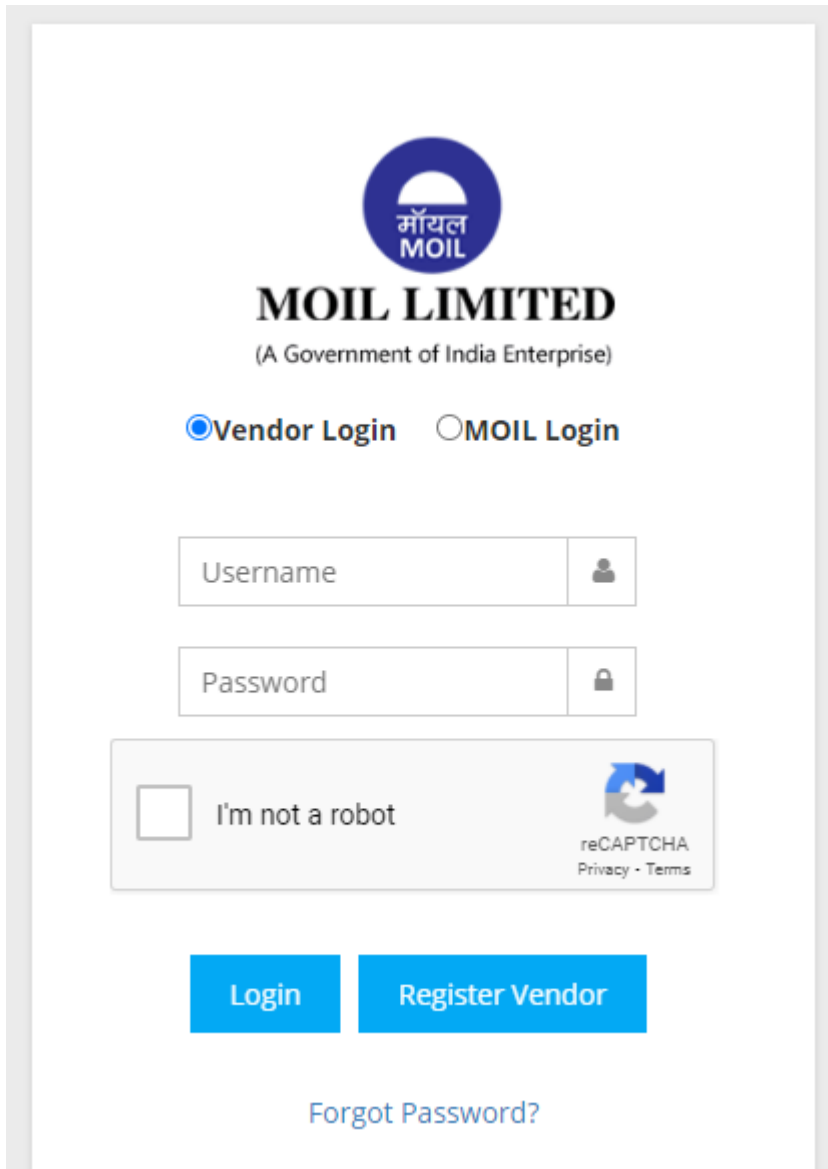
MOIL Vendor Portal

USER MANUAL

Contents

Vendor Registration	3
Forgot Password	5
Uploading Invoice.....	6
Invoice Approval (for MOIL users).....	10

Vendor Registration



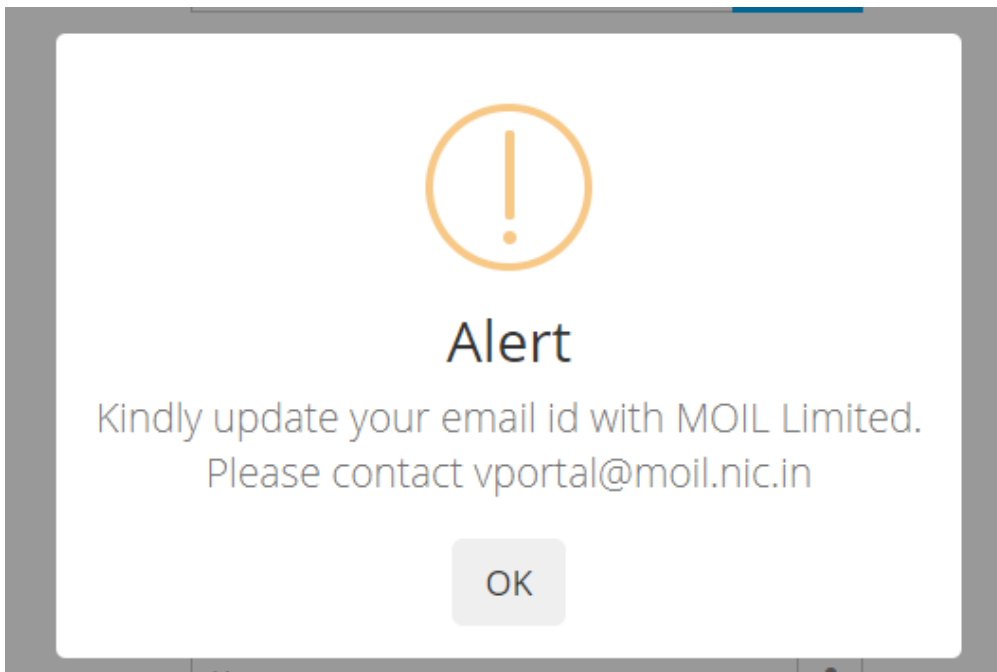
The image shows a login and registration page for MOIL Limited. At the top center is the MOIL logo, which consists of a blue circle with a white semi-circle inside, and the text 'मॉयल MOIL' below it. Below the logo is the text 'MOIL LIMITED' in a bold, black, serif font, followed by '(A Government of India Enterprise)' in a smaller, black, sans-serif font. Below this, there are two radio buttons: 'Vendor Login' (which is selected) and 'MOIL Login'. Below the radio buttons are two input fields: 'Username' with a user icon on the right, and 'Password' with a lock icon on the right. Below the input fields is a reCAPTCHA box containing a checkbox labeled 'I'm not a robot' and the reCAPTCHA logo with the text 'reCAPTCHA Privacy - Terms'. Below the reCAPTCHA box are two blue buttons: 'Login' and 'Register Vendor'. Below the buttons is a link that says 'Forgot Password?'.

1. To Register a new Vendor, click on “Register Vendor” from Login page.

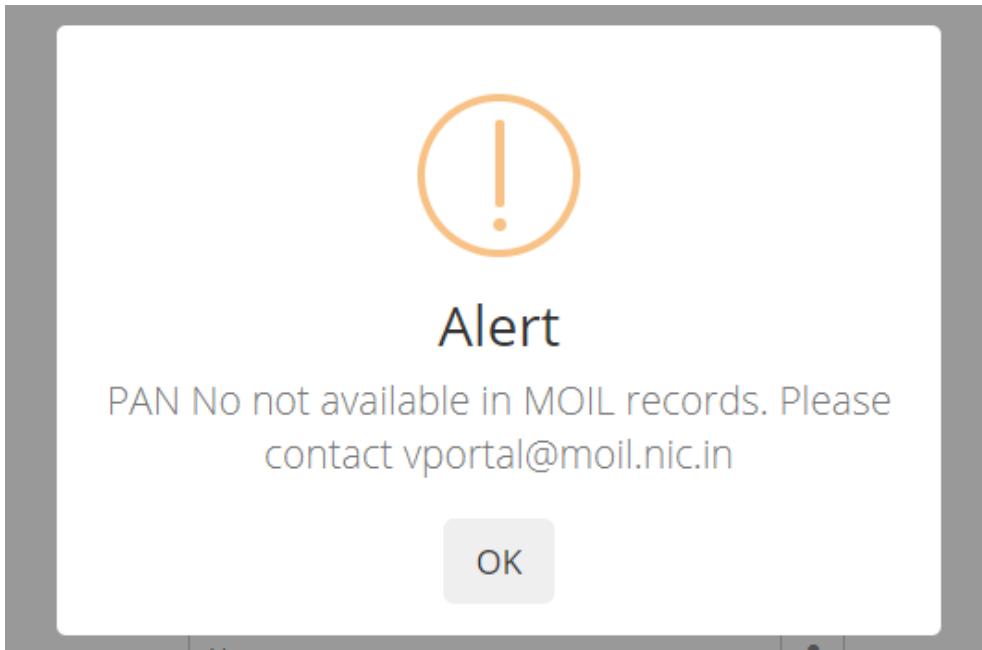
Vendor Registration

Login details will be sent to this email

2. Enter Vendor PAN No and click “GO”.
3. Update the Contact Name and Mobile Number if required.
4. Enter Username and click “Register”.
5. The username and password will be sent to the email entered above.
6. If the entered Email does not match with the Email in the MOIL records, the Vendor Registration is not possible and shows an alert as shown below. Please contact vportal@moil.nic.in to update your email id in MOIL records.



7. If the Vendor PAN No is not registered with MOIL Limited, it will show an alert as shown below. Please contact vportal@moil.nic.in to update your PAN No in MOIL records.



Forgot Password

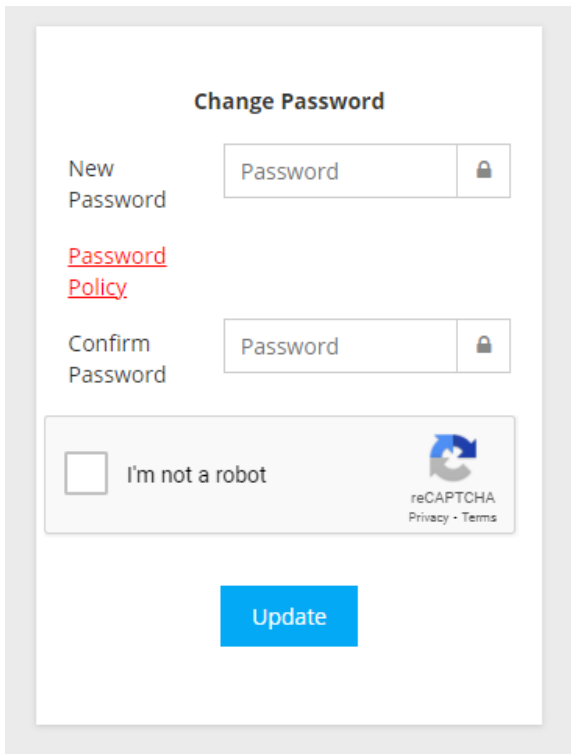
If a user forgets his/her login password, it can be reset following the steps below.

1. Click on "Forgot Password" from the Login Page.

A "Forgot Password" form with a white background and a grey border. It features three input fields on the left and three buttons on the right. The first field is labeled "Enter Username" and has a user icon on its right side. The second field is a dropdown menu with the text "-Select-" and a downward arrow. The third field is labeled "Enter OTP". The buttons are blue with white text: "Submit" (aligned with the Username field), "Send OTP" (aligned with the dropdown), and "Login" (aligned with the OTP field). Below the input fields, there is a red text instruction: "Enter Username and click Submit." At the bottom center, there is a blue button with the text "Cancel".

2. Enter the Username registered with MOIL Limited and click Submit.

3. If an email address is available for the Username, it will be populated into the dropdown. Then click “Send OTP”. The OTP will be sent to the email. If the account has a mobile no. registered, the OTP will be sent to the mobile also.
4. Enter the OTP and click “Login”.
5. User will be prompted to change the password after login.




Change Password

New Password

[Password Policy](#)

Confirm Password

I'm not a robot  reCAPTCHA
Privacy - Terms

Update

6. Enter a new password and “Update”.

Note: Please select a strong password according to the password policy. Click on Password Policy to know the password requirements.

Uploading Invoice

1. Login to the Portal with the username and password.
2. Click “New Invoices” menu.

VENDOR PORTAL

New Invoices
 Settled Invoices

5	456789	BG20210013	20/03/2021	9100001967	22/03/2021	Invoice Submitted
6	1001	BG20210012	10/03/2021	9100001967	10/03/2021	Invoice Submitted
7	20012021	BG20210010	04/03/2021	9100001967	04/03/2021	Approved for Payment
8	20042021	BG20210009	02/03/2021	9100001967	02/03/2021	Approved for Payment
9	1002021	BG20210008	26/02/2021	9100001967	26/02/2021	Approved for Payment
10	A000000000002045	BG20210007	09/02/2021	9100001967	09/02/2021	Approved By BGFI & Sent to BGMM

Show 10 entries

Previous 1 2 Next

Add New Invoice

3. Click “Add New Invoice”.

Invoice Details

Vendor Code:

Vendor Name:

Purchase / Work Order Number:

Purchase / Work / Service Name:

Short Text of Work:

Company:

Mine / Plant:

State:

Invoice Number:

- Select the Vendor Code, Purchase/Work Order No, Company and Mine/Plant.
- Enter Invoice No, Invoice Date and Invoice Amount.
- Select the Department to which the Invoice should be sent.
- Enter Reason for Delayed Submission if the gap between Work Completion Date and Invoice Date is more than 180 days.
- 8. For Service Orders on MOIL Premises:**
 In case of service orders carried out on MOIL premises, EPF details need to be uploaded. Select “Service Type”.
 If the Service Type is on MOIL premises, click “Add EPF Details”.

Invoice Amount
(Gross Value Inc. All Taxes)

Department

Work Completion Date

Delay in submission of Invoice, Please attach application for delay with valid reason

Service Type On MOIL Premises Off MOIL Premises

EPF Details

EPF Details *For Service Type WO's only.*

Number of Workers

Total Wages Amount

Month

EPF Deposit Amount

Challan Amount

TRN

CRN

Enter the details in the popup and click “Add”.

To add EPF details for various months, click “Add EPF Details” again and select a different month in the popup.

9. Upload Tax Invoice copy and other relevant files from the Files section.

10. Select the “I Agree” checkbox and click “Upload Files & Submit”.

Files

Upload Tax Invoice Copy No file chosen

Other Documents

No file chosen

No file chosen

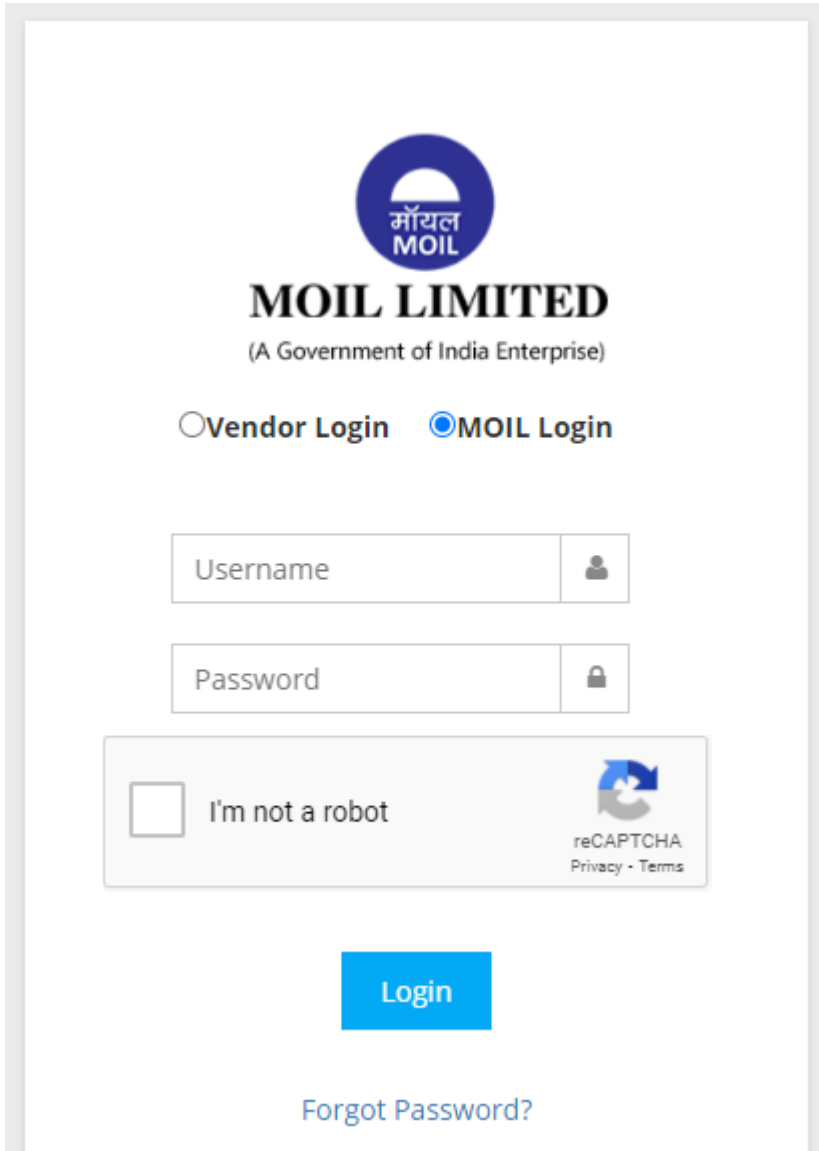
No file chosen

Please Ensure the Invoice is Addressed To Mine Manager / Plant Incharge of CHIKLA GSTIN:

I Agree

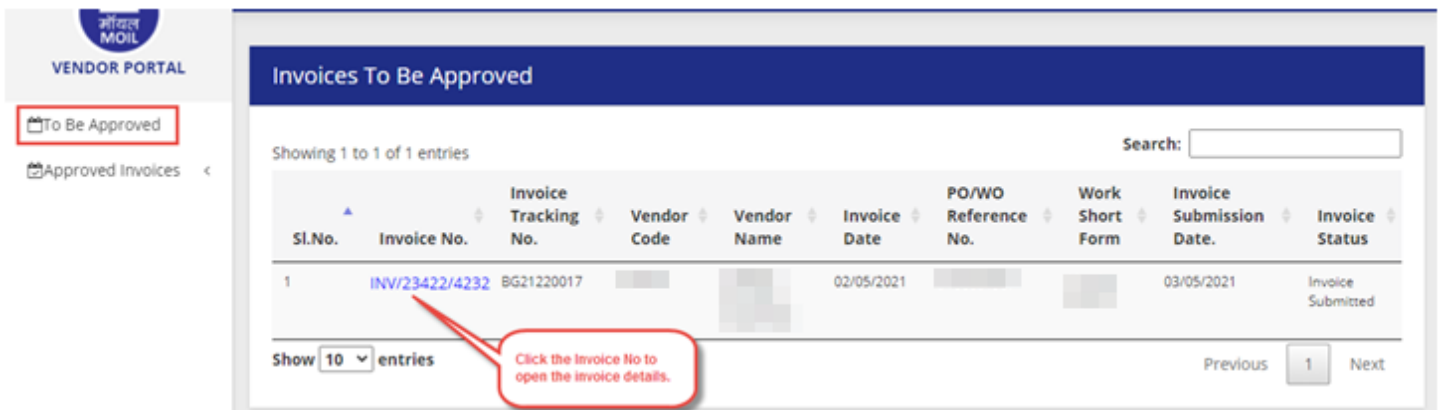
Invoice Approval (for MOIL users).

1. Select the “MOIL Login” radio button on the login page and login with the username and password.



The image shows the MOIL Limited login page. At the top is the MOIL logo with the text 'मॉयल MOIL' and 'MOIL LIMITED (A Government of India Enterprise)'. Below the logo are two radio buttons: 'Vendor Login' (unselected) and 'MOIL Login' (selected). There are two input fields: 'Username' with a user icon and 'Password' with a lock icon. Below these is a reCAPTCHA box with the text 'I'm not a robot' and a 'reCAPTCHA Privacy - Terms' link. A blue 'Login' button is centered below the reCAPTCHA box. At the bottom, there is a link for 'Forgot Password?'.

2. The Dashboard shows Invoices waiting for approval as shown below.



The image shows a screenshot of the Vendor Portal dashboard. The left sidebar has a navigation menu with 'To Be Approved' highlighted in a red box and 'Approved Invoices' below it. The main content area is titled 'Invoices To Be Approved' and shows a table with one entry. A red callout box points to the 'Invoice No.' column with the text 'Click the Invoice No to open the invoice details.' The table has columns for SI.No., Invoice No., Invoice Tracking No., Vendor Code, Vendor Name, Invoice Date, PO/WO Reference No., Work Short Form, Invoice Submission Date, and Invoice Status.

SI.No.	Invoice No.	Invoice Tracking No.	Vendor Code	Vendor Name	Invoice Date	PO/WO Reference No.	Work Short Form	Invoice Submission Date.	Invoice Status
1	INV/23422/4232	BG21220017			02/05/2021			03/05/2021	Invoice Submitted

3. Check the invoice details and check the checkbox next to the fields if they are appropriate. (this action needs to be performed by the first level approver only.)

Mine / Plant	BALAGHAT	<input type="checkbox"/>
Vendor Name		<input type="checkbox"/>
Short Text of Work		<input type="checkbox"/>
Invoice Number	INV/23422/4232	<input type="checkbox"/>
Invoice Date	02-05-2021	<input type="checkbox"/>
Invoice Amount <i>(Gross Value Inc. All Taxes)</i>	4500000.000	<input type="checkbox"/>
Department	MINING	<input type="checkbox"/>
Work Completion Date	01-05-2020	<input type="checkbox"/>
Reason for Delayed Submission with Application	INvoice delay	<input type="checkbox"/>

Verify the details and check each check box.

4. Click "Check and Submit".

Department	
Work Completion Date	01-05-2020
Reason for Delayed Submission with Application	INvoice delay <input checked="" type="checkbox"/>
GST	
Vendor Mobile Number	
Vendor Email	
Invoice Tracking Number	BG21220017
<input type="button" value="Check & Submit"/>	

5. The Files section shows the files uploaded by the Vendor under "Vendor Uploads". The approver can upload other relevant files from the "Departmental Uploads" section.

Vendor Uploads

Tax Invoice 802279_INV_23422_4232_TaxInvoice_210503163221.pdf

◀ ▶

Departmental Uploads

Goods Receipt Note / SES No.

Bill Form No file chosen

No Departmental Uploads

◀ ▶

Other Documents

Vendor Uploads

Delay Application 802279_INV_23422_4232_DelayApplication_210503163221.pdf

◀ ▶

Departmental Uploads

Service Documents No file chosen

Service Documents No file chosen

Service Documents No file chosen

6. Whenever a GRN or SES No is generated against an invoice in the MOIL SAP records, the same will reflect in the “Goods Receipt Note/SES No” field. The user can select the relevant values from the dropdown.

Departmental Uploads

Goods Receipt Note / SES No.

Bill Form No file chosen

No Departmental Uploads

◀ ▶

Departmental Uploads

Goods Receipt Note / SES No.

Bill Form No file chosen

No Departmental Uploads

◀ ▶

7. The first approver has to choose the relevant Invoice Approval Flow from the following four options.

Invoice Approval Flow

Choose the invoice approval flow.

1. **Mines** *(Bill Submission & Payment at Mines Level)*
2. **Agent** *(Bill Submission & Payment at Agent Level of Mines)*
3. **Mine to HO** *(Bill Submission at Mines & Payment at HO)*
4. **HO to HO** *(Bill Submission & Payment at HO)*

8. The “Decision” section provides options to submit a decision.
- a. **Accept and Proceed to next Level:** If the invoice is satisfactory and the approver wants to process it to the next level.
 - b. **Withhold:** If the approver wants to withhold the processing of the invoice.
 - c. **Return To:** If the approver wants to return the invoice back to the Vendor or a previous approver in the chain. Select the radio button and the relevant entry from the dropdown.
 - d. **Request Missing Information:** If some information is missing in the invoice, the approver can return it to the Vendor or a previous approver in the chain. Select the radio button and the relevant entry from the dropdown. Enter the remarks related to the decision.

Decision

Accept & Proceed to Next Level

Withhold

Enter Reason for Withholding

Return To

Return To ▼

Request Missing Information

Return To ▼

Enter Remarks for Missing Information

9. Select the relevant decision and click “Submit”.

The options in the “Decision” section will look slightly different depending on the approver’s department as shown below.

1. **Personnel:**

The screenshot shows a 'Decision' section for 'PF / Personnel Departments'. The text reads: 'Verified the PF Amount with Challan and found satisfactory with work done.' Below this, there are four radio button options: 'Accept & Proceed to Next Level', 'Withhold', 'Return To', and 'Request Missing Information'. The 'Withhold' option is selected, and a text box labeled 'Enter Reason for Withholding' is visible. The 'Return To' and 'Request Missing Information' options each have a dropdown menu currently set to 'Return To'. A text box labeled 'Enter Remarks for Missing Information' is also present.

2. **Mines Finance:** The Mines Finance department be able to see the MIRO No, FI No, Security Deposit Note No, and Penalty Deposit Note No when they are synchronized from the SAP records. The MIRO No is mandatory for the invoice to proceed to the next level.

The screenshot shows a 'Decision' section for 'Mines Finance Department'. The text reads: 'Bill Verified, checked and MIRO posted.' Below this, there are four radio button options: 'Accept & Proceed to Next Level', 'Withhold', 'Return To', and 'Request Missing Information'. The 'Accept & Proceed to Next Level' option is selected. The 'Withhold' option is also present with a text box labeled 'Enter Reason for Withholding'. The 'Return To' and 'Request Missing Information' options each have a dropdown menu currently set to 'Return To'. A text box labeled 'Enter Remarks for Missing Information' is also present. Above the radio buttons, there are four fields with redacted values: 'MIRO No:', 'FI No:', 'Security Deposit Doc No:', and 'Penalty Deposit Note No:'.

3. Head Office Finance:

Decision

HO Finance Department
Invoice checked and passed.

Proceed to Next Level

Withhold
Enter Reason for Withholding

Return To Return To ▼

Request Missing Information Return To ▼

Enter Remarks for Missing Information

4. Head Office Finance (final approver):

Decision

HO Finance Department
Invoice checked and passed.

Passed & Approved for Payment

Withhold
Enter Reason for Withholding

Return To Return To ▼

Request Missing Information Return To ▼

Enter Remarks for Missing Information

5. **Treasury:** The Treasury department has only one action to perform. Whenever a Payment Docket No is generated in the SAP records, the same will reflect in the treasury approver's decision section.
6. Click the "Payment Initiated" checkbox and submit.

Decision

Payment Docket No:

Payment Initiated