

Manual for Online Vendor Payment Tracking

1. Open BEML Website (<u>www.bemlindia.in</u>) in <u>Internet Explorer Browser only</u> and Click on "Suppliers – Know Your Bill Status"



2. Once SRM Login page is opened, Enter User ID and Password and Click on "Log On"





3. Once Logged onto SRM Portal, Click on "Reports"

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4. Click on "Vendor Payment Tracking"

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5. Enter Purchase Order No. (Mandatory Field) and click on "Submit". Entering Invoice Number is optional.

Vendor Payment Tracking			
Purchase Order No.: 461 Invoice Number:	0005718	Submit 🔁 🗄 Ex	<u>kport</u>

6. Status of payments for the items supplied against the PO is displayed as a table.

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°o Num	ber: 461000	5718 Vendor: 605374	GOODWILL ENG	INEERING C	OMPANY									
Item	Material	Short Text	GR status	Inv. No.	Inv.Date	Supplied Qty.	Rejections	Invoice status	Cheq. No.	Cheq. Date	Amount	Curr.	Amt.Disallowed	R
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