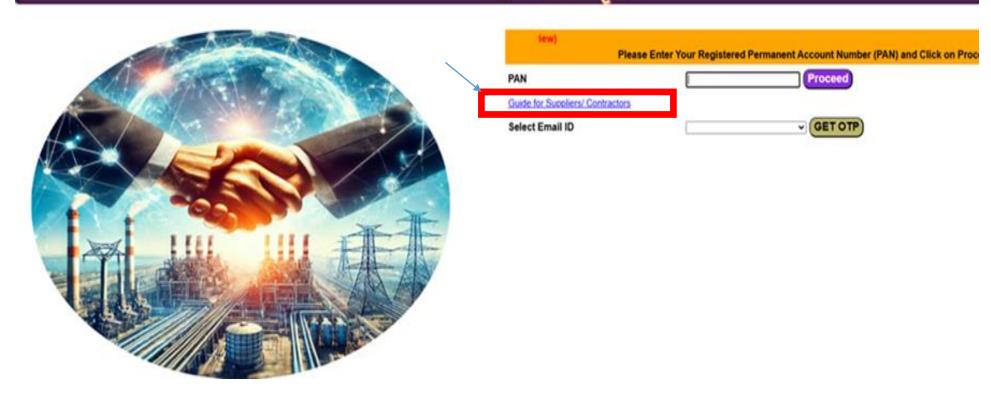


# Suvidha - Unified Supplier Portal

# सहयोगेन समृद्धिः





# Suvidha - Unified Supplier Portal



# सहयोगेन समृद्धिः



Please	Best Viewed in Chrome/Firefox/IE(9+ without compatibility view)  Enter Your Registered Permanent Account Number (PAN) and Click on Proceed
PAN	Proceed
Guide for Suppliers/ Contractors	
Select Email ID	
	Enter OTP as received on Selected Email ID
Enter OTP	
<b>X3ApBmu</b>	X3ApBmu
a) Please note, In the event of any disc	crepancies in the displayed data of Invoices, it is recommended to check with the respective Unit/Region/Division.
o) System-related suggestions may kir	ndly be shared using the 'Feedback' module.
6	opliers for tracking the status of invoices submitted by them to BHEL, raise request for Experience Certificate from BHEL and not be used in affidavits, court cases, lawsuits, subpoenas, or any other legal action.
I agree with above Terms & Condit	ions Log In



























BHEL has launched **SUVIDHA – Unified Supplier Portal** to streamline the processing of payments to all vendors.

The details are as follows:

#### 1. Mandatory Registration of Invoices

All invoices, regardless of the invoice amount, must be registered in the BHEL SUVIDHA portal.

#### • 2. For Net Invoice Amount Exceeding ₹5 Lakhs (Including Taxes):

- 1. Upload of Class 3 Digitally Signed Tax Invoice
  - (Class 3 Digital Signature Certificate issued by a licensed Certifying Authority) is mandatory.
- 2. All other documents as per the Purchase Order (PO) checklist must also be uploaded.
- 3. If any other digitally signed document is specified in the PO checklist, it must be uploaded with a Class 3 Digital Signature.

#### 3. For Net Invoice Amount Up to ₹5 Lakhs (Including Taxes):

- 1. Upload of all documents as per the PO checklist is mandatory.
- 2. Documents can be uploaded without a digital signature.
- 3. However, if a digitally signed document is specified in the PO checklist and a non-digitally signed version is uploaded, a hard copy must be submitted.
- This system has been enabled from **28.07.2025** onwards for MM in BHEL-Trichy.
- A detailed step-by-step procedure for uploading invoices and documents can be seen in the link provided in the Login screen
- Portal Link: <a href="https://suvidha.bhel.in/suvidha/index1.jsp">https://suvidha.bhel.in/suvidha/index1.jsp</a>

	OSB		OSB-Site despatch		OVM -Site/PC-Site	OVM -Shp		SCMC/PC-Shp		
Sno	Documents	Ink signed/DSC	Documents	Ink signed/DSC	Documents	Ink signed/DSC	Documents	Ink signed/DSC	Documents	Ink signed/DSC
1	Tax Invoice – Original for buyer (*GST E-invoice wherever appl)	DSC	Tax Invoice – Original for buyer (*GST E-invoice wherever appl)	DSC	Tax Invoice - Original for buyer - (Values to be checked with B2B tax invoice) *GST E-invoice wherever appl	DSC	Tax Invoice – Original for buyer (Values to be checked with B2B tax invoice) (*GST E-invoice wherever appl)	DSC	Tax Invoice – Original for buyer *GST E-invoice wherever appl	DSC
2	Online Invoice	DSC	Online Invoice & Invoice Annexures	DSC	Online Invoice & Invoice Annexures	DSC	Online Invoice & Invoice Annexures	DSC	Online Invoice	DSC
3	Online Invoice Annexures	DSC	Original LR – Quantity despatched as loose/Crates advnowledged by site official along with sign and name seal on the back side of LR	is*	Original LR – Quantity despatched as loose/Crates admowledged by site official along with sign and name seal on the back side of LR	is*	Original LR	is*	Online Invoice Annexures	DSC
4	Original Fabrication/HT/SB IRs – with relevant painting/HT/SB remarks - duly signed by BHEL QC inspector and vendor with seal		Original Fabrication/HT/SB IRs – with relevant painting/HT/SB remarks - duly signed by BHEL QC inspector and vendor with seal	is*	Original IRs – with relevant painting/SB remarks and ODC details (if applicable) - duly signed by BHEL QC inspector and vendor with seal	ıs*	Original IRs – with relevant painting/SB remarks and ODC details (if applicable) - duly signed by BHEL QC inspector and vendor with seal		Original IRs – with relevant HT/SB/crate/Joint remarks - duly signed by BHEL QC inspector and vendor with seal	is*
5	Original DCs – duly signed by BHEL shipping official and vendor with seal	is*	Original DCs – duly signed by BHEL shipping official and vendor with seal	IS*	Original DCs – duly signed by vendor with seal	IS*	Original DCs – duly signed by BHEL shipping official and vendor with seal	is*	Original DCs – duly signed by BHEL shipping official and vendor with seal	15*
6	Extra charges certificate (if applicable) - duly signed by all concerned BHEL officials and vendor along with seal	IS*	Extra charges certificate (if applicable) - duly signed by all concerned BHEL officials and vendor along with seal	is*					Form IIIB – Signed by QC (if applicable)	15*
7	IR "Annexure A" for Extra Charges (If applicable)	IS*	IR "Annexure A" for Extra Charges (If applicable)	IS*					IBR challan copy (if applicable)	is*
8	HT movement sheet (if applicable)	IS*	HT movement sheet (if applicable)	is*					HT movement sheet (if applicable)	IS*
9	E-way bill - Part B (if applicable)		E-way bill - Part B (if applicable)		E-way bill - Part B(if applicable)		E-way bill - Part B(if applicable)		E-way bill - Part B(if applicable)	

#### Screen 1

After Logging in – Vendor can see the status(Under process/Passed) for already booked Invoices

2. To add New Invoice - Vendor to select

Invoice details—Add New Invoice option from Drop down menu given in the top of the screen



Details of Invoices (with Invoice Date on or after 01st April 2023) raised by You as on 10-09-2025

Sno.	Unit	PO/ WO No. (Date)	LC No./ Bill Of Exchange No.	Invoice No.J Invoice Date	Invoice Amount (Equiv. in INR)	Supplier GST	Status	Invoice Location	Passed Amount (INR)	Remarks	Payment Details
1	HPBP, Trichy	7100189328 (23-Jul- 24)		UI/25-26/0247 19-Aug-25	949808	33AACFU2202N1ZE	Under Process	Finance			
2	HPBP, Trichy	7100189328 (23-Jul- 24)		UI/25-26/0248 19-Aug-25	217695	33AACFU2202N1ZE	Under Process	Finance			
3	HPBP, Trichy	7100189321 (23-Jul- 24)		UI/25-26/0246 19-Aug-25	949808	33AACFU2202N1ZE	Under Process	Finance			
4	HPBP, Trichy	7100189321 (23-Jul- 24)		UI/25-26/0245 19-Aug-25	1921517	33AACFU2202N1ZE	Under Process	Finance			
5	HPBP, Trichy	7100189321 (23-Jul- 24)		UI/25-26/0244 12-Aug-25	3909432	33AACFU2202N1ZE	Under Process	Finance			
6	HPBP, Trichy	7100194876 (02-Jan- 25)		126C1 09-Aug-25	8917	33AACFU2202N1ZE	Under Process	Finance			
7	HPBP, Trichy	7100194876 (02-Jan- 25)		127C1 09-Aug-25	7200	33AACFU2202N1ZE	Under Process	Finance			
8	HPBP, Trichy	7100194870 (02-Jan- 25)		114C1 01-Aug-25	10697	33AACFU2202N1ZE	Under Process	Finance			
9	HPBP, Trichy	7100194870 (02-Jan- 25)		113C1 01-Aug-25	6502	33AACFU2202N1ZE	Under Process	Finance			
10	HPBP, Trichy	7100194870 (02-Jan- 25)		112C1 01-Aug-25	-6502	33AACFU2202N1ZE	Under Process	Finance			
11	HPBP, Trichy	7100189342 (23-Jul- 24)		UI/25-26/0229 31-Jul-25	750853	33AACFU2202N1ZE	Passed				
12	HPBP, Trichy	7100189742 (01- Aug-24)		UI/25-26/0221 31-Jul-25	434213	33AACFU2202N1ZE	Under Process	Finance			
13	HPBP, Trichy	7100189320 (23-Jul- 24)		UI/25-26/0225 31-Jul-25	1468444	33AACFU2202N1ZE	Passed				
14	HPBP, Trichy	7100189740 (01- Aug-24)		UI/25-26/0235 31-Jul-25	213755	33AACFU2202N1ZE	Passed				



action.



















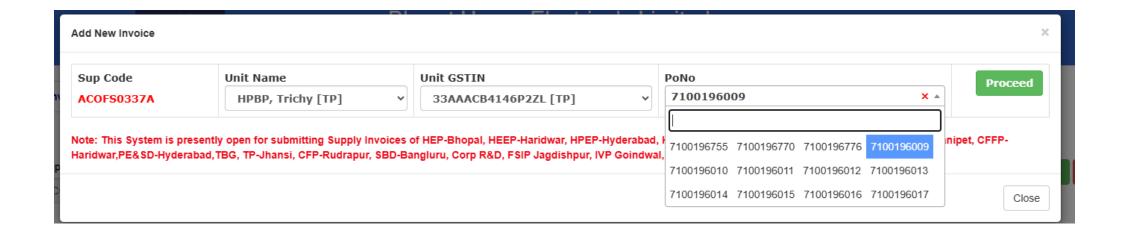




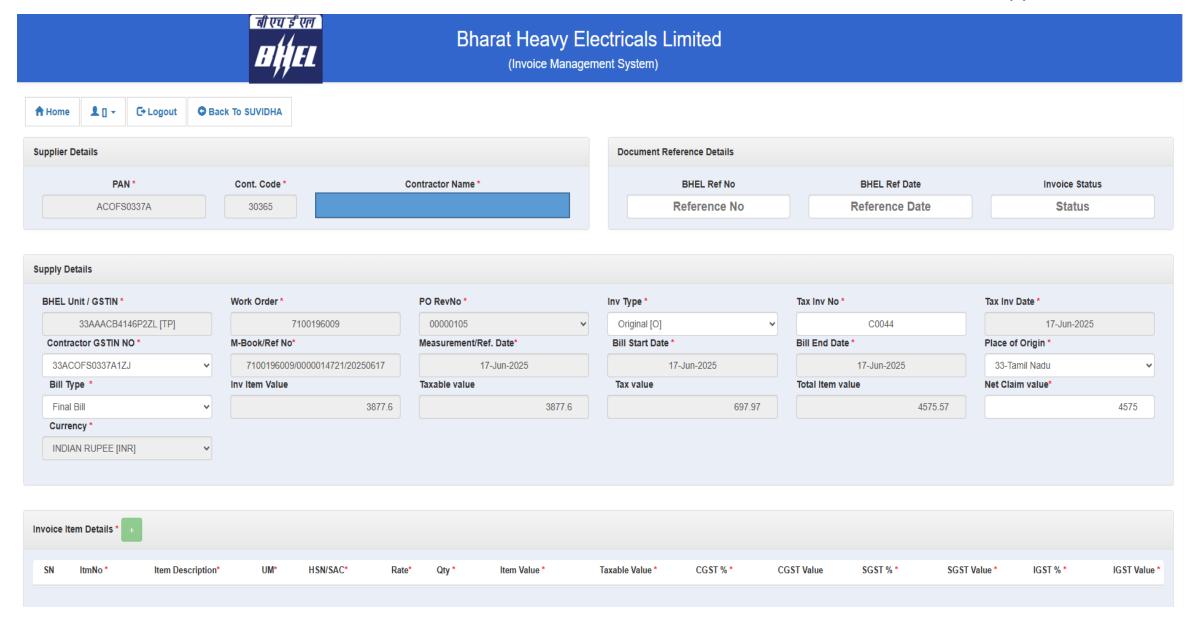
#### Click Add New Invoice



# Screen 2 – Choose Unit name, GSTIN & PO number & Click proceed



- 1. Vendor to update the Invoice type, Bill type, Place of origin, Tax Invoice no.
- 2. M-Book/Ref No to be clicked Another screen with list of Invoices that were booked in B2B will appear



# 1. Select the ID corresponding to the invoice no to be booked/Search the Invoice no. in the search tab provided in the top



#### M-Book Data of Contract / PO No: 7100196009 and Unit: TP

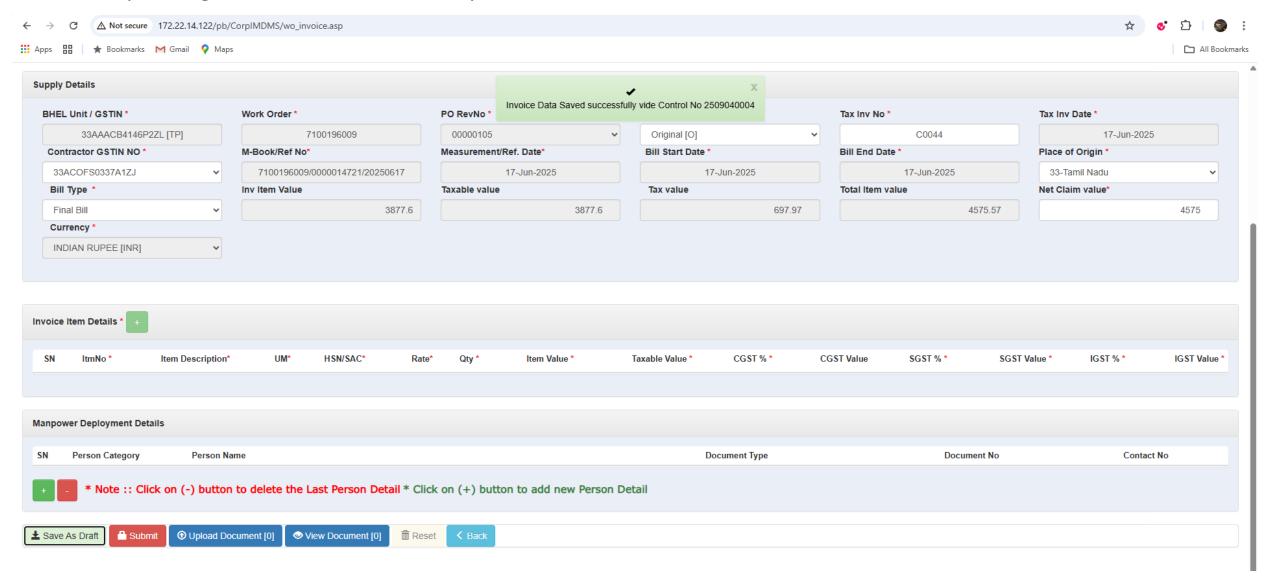
Search

Enter Invoice No

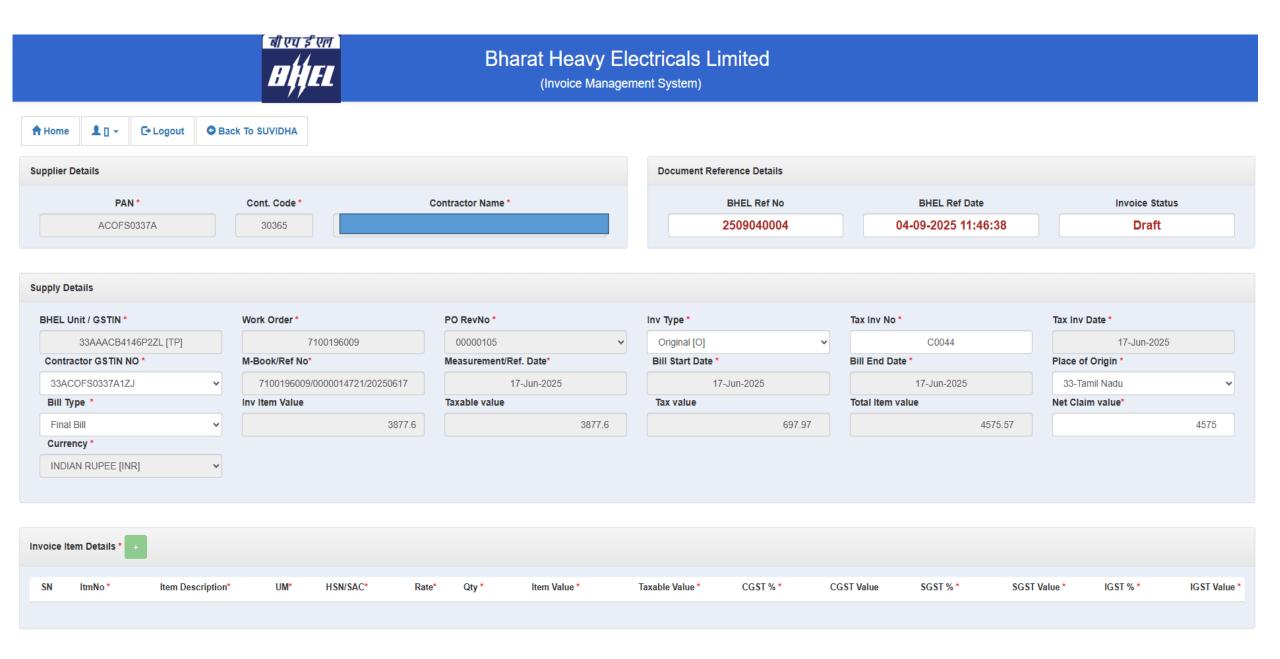
Show 10 ✓ entries Search: ID Invoice No | Invoice Date Invoice Value From Date | To Date - ♦ RAB No 7100196009/0000014460/20250611 11-Jun-2025 7100196009/0000014460/20250611 C0011 11-Jun-2025 11806.9 11-Jun-2025 7100196009/0000014721/20250617 3877.6 17-Jun-2025 C0044 17-Jun-2025 17-Jun-2025 7100196009/0000014721/20250617 7100196009/0000014729/20250617 C0027 3278.72 17-Jun-2025 7100196009/0000014729/20250617 7100196009/0000014766/20250620 C0035 20-Jun-2025 1064.99 7100196009/0000014766/20250620 7100196009/0000014775/20250620 C0019 20-Jun-2025 880.4 7100196009/0000014775/20250620 7100196009/0000014781/20250620 1942.62 C0052 20-Jun-2025 7100196009/0000014781/20250620 7100196009/0000015454/20250825 7100196009/0000015454/20250825 C0057 25-Aug-2025 19934.19 7100196009/5600000031/20250426 25-26/0009 106427 26-Apr-2025 7100196009/5600000031/20250426 7100196009/5600000035/20250510 25-26/0011 10-May-2025 380810 7100196009/5600000035/20250510 7100196009/5600000042/20250520 25-26/0035 20-May-2025 36317 7100196009/5600000042/20250520

Showing 1 to 10 of 17 entries 1 2 Next

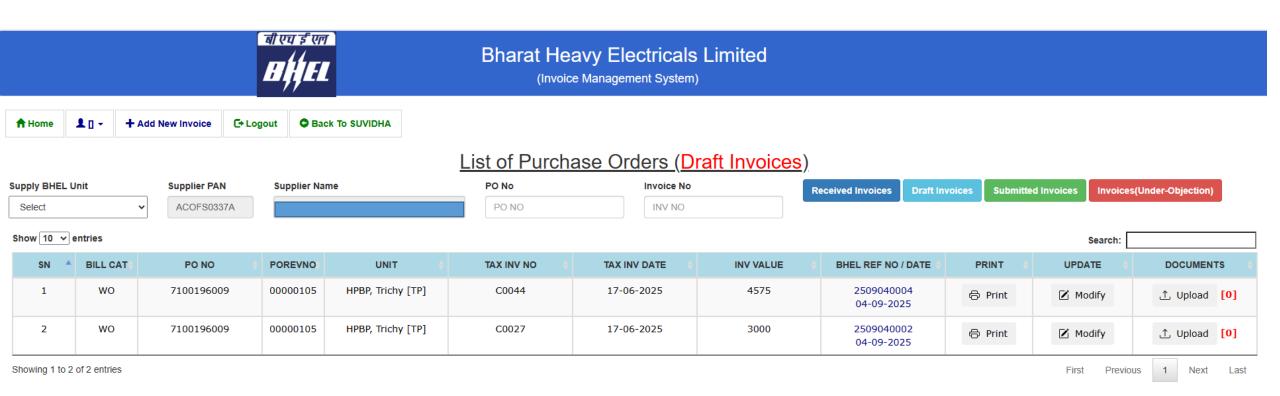
- 1. Once the M-Book/Ref No\* has been selected, other details like Bill dates, Inv Value will get auto populated
- 2. After checking the values, Vendor to enter Net Claim Value & Save as draft. Following message will appear.
- 3. For uploading documents, click on the Upload documents button



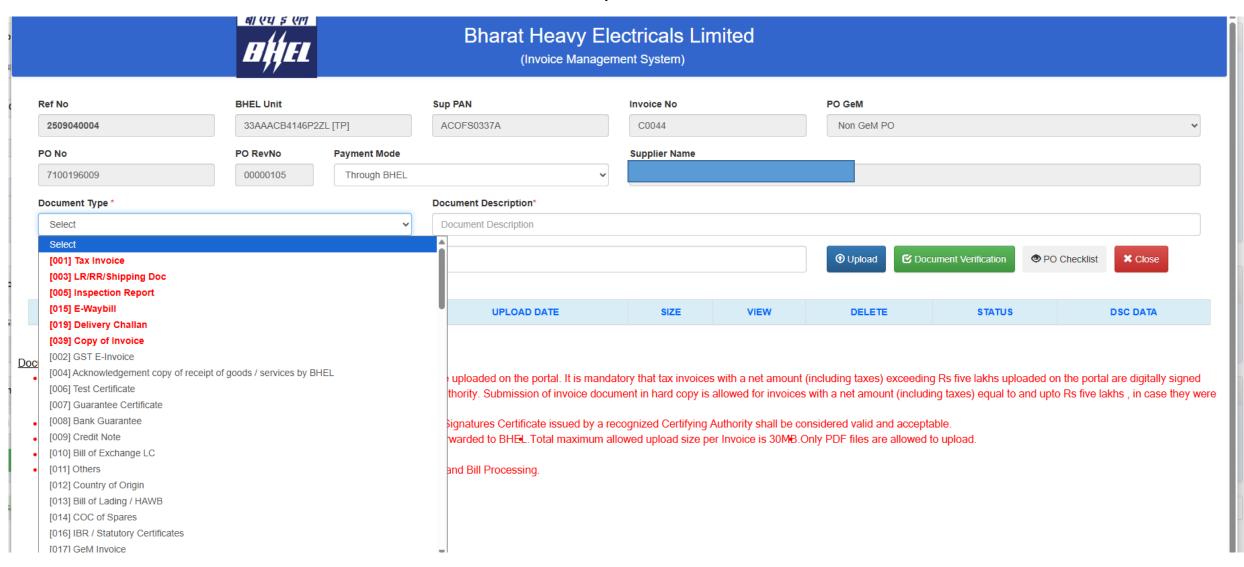
Reference number, Reference Date & Invoice status appear in the top right corner of the screen



- 1. Draft Invoices can be viewed in the Home screen
- 2. Vendor can modify/print using the options provided in the list
- 3. To upload documents, click on the upload button corresponding to the Invoice number



- 1. Following screen will appear. Vendor to select Payment mode, Document type, Document description & upload the relevant document
- 2. PO checklist button to be clicked to view the Mandatory documents list for the selected PO



# Mandatory list of documents & Doc format relevant to the selected PO can be viewed in this screen

# List of Mandatory Document(s) as per PO

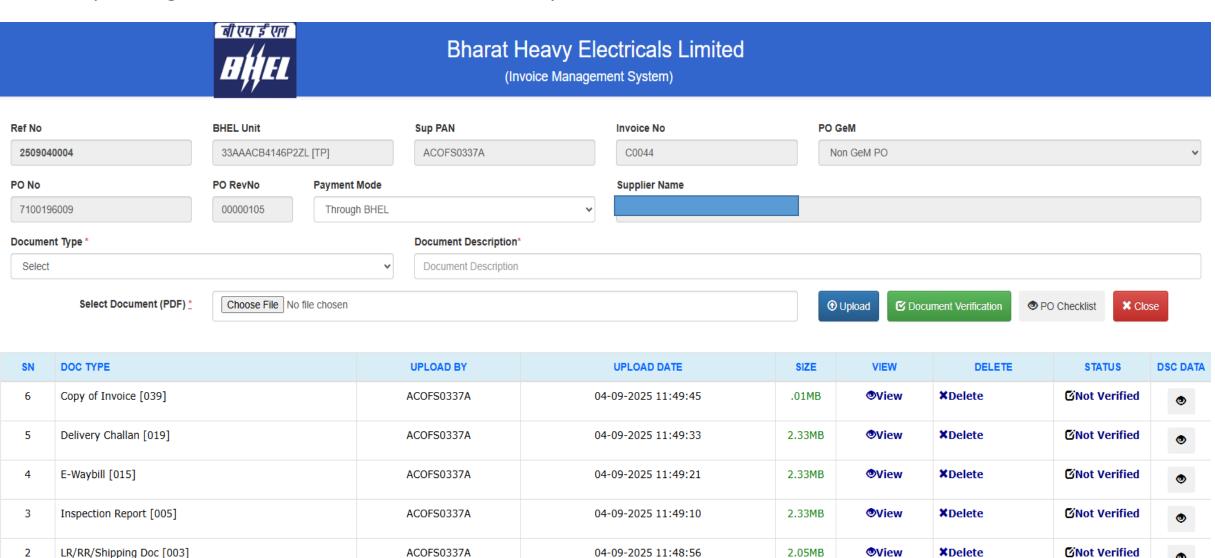
DOC ID	DOC DESCRIPTION	DOC TYPE	DOC FORMAT	DOC UPLOAD STATUS	DIGITAL SIGNATURE STATUS
001	Tax Invoice	PDF	Digitally Signed	•	
003	LR/RR/Shipping Doc	PDF	Original Signed Hardcopy	•	
005	Inspection Report	PDF	Hard copy ink signed & duly sealed	•	
015	E-Waybill	PDF	Original Signed Hardcopy or Digitally Signed	•	
019	Delivery Challan	PDF	Hard copy ink signed & duly sealed	•	
039	Copy of Invoice	PDF	Digitally Signed	•	

Clo

### After uploading all documents, vendor to view & verify the documents before final submission

ACOFS0337A

Tax Invoice [001]



04-09-2025 11:48:40

**(9)** 

**(3)** 

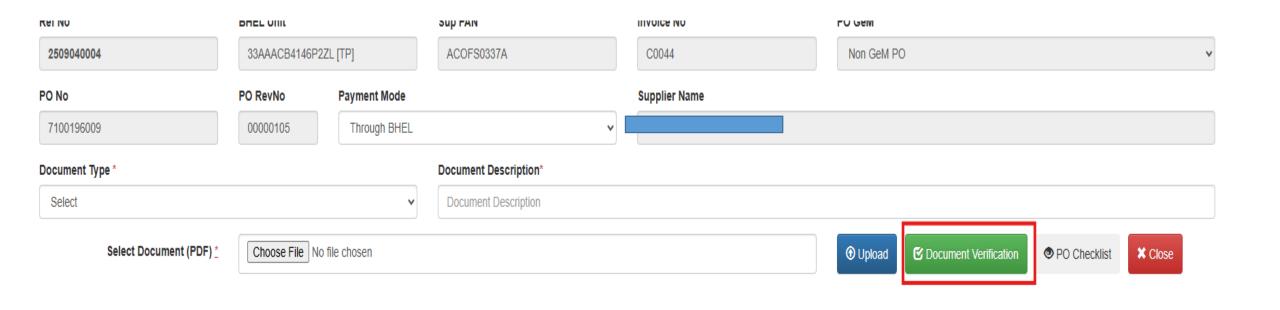
**©**Not Verified

View

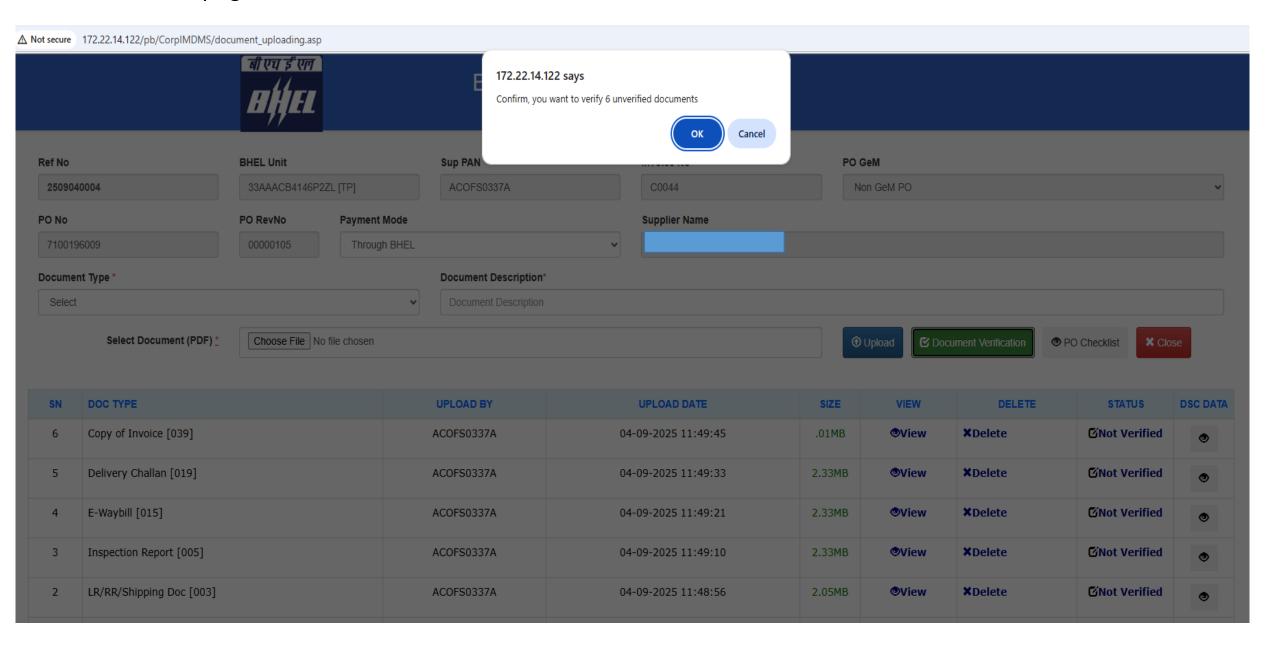
2.33MB

**X**Delete

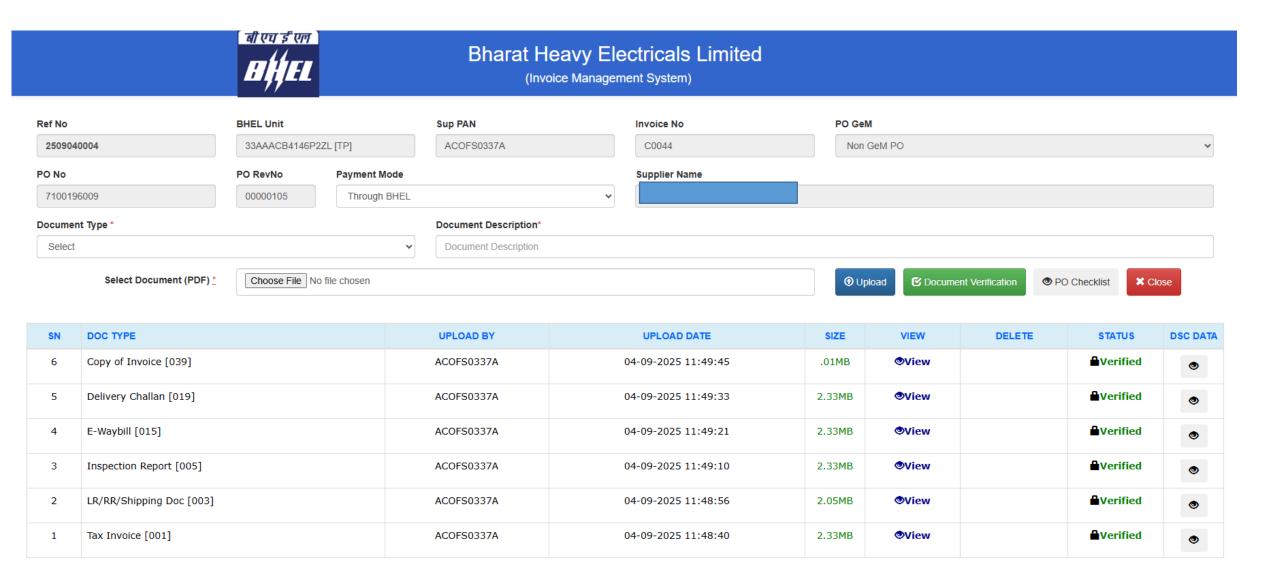
### **Document Verification**



## Click OK for verifying all the documents at once

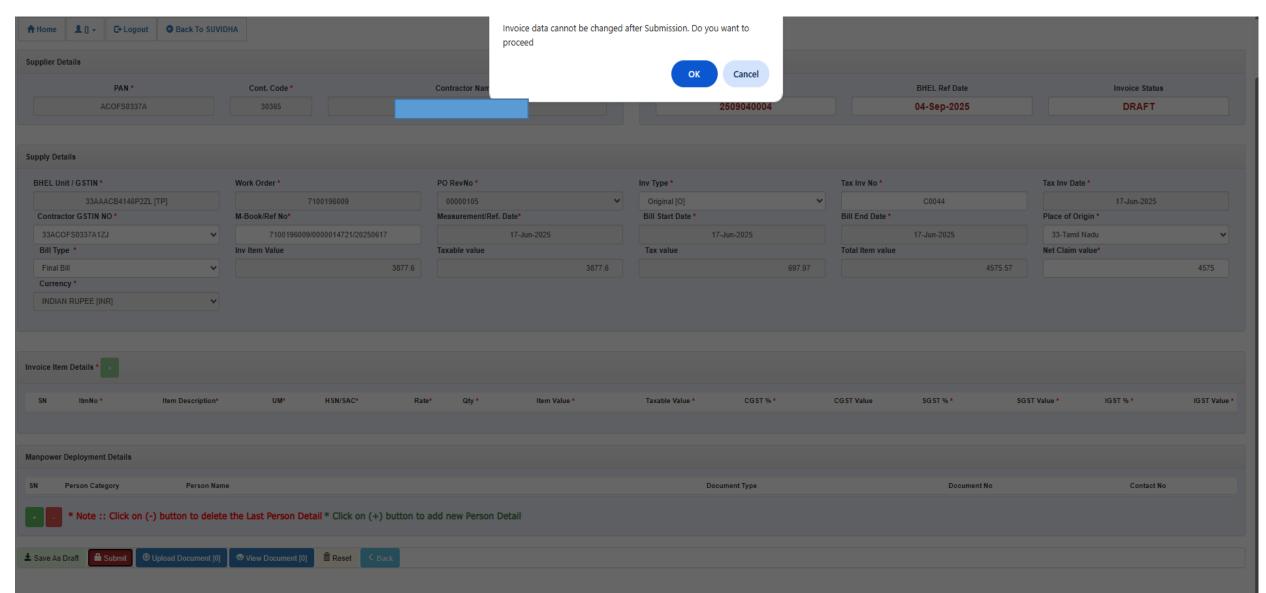


## Verified status updated. Click Close button to go back to Invoice data screen for Invoice submission

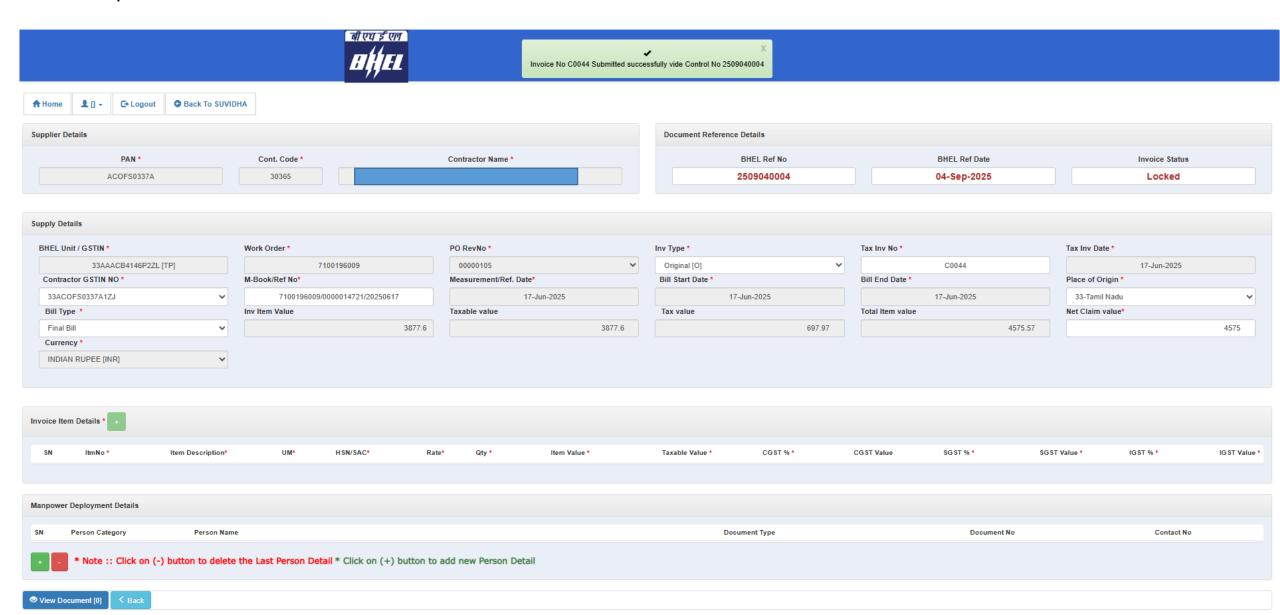


#### Back to the Invoice data screen & Final Invoice Submission

- 1. Click Submit button
- 2. Click OK to confirm submission



Following message will appear on the screen. Invoice has been submitted & relevant checklist documents have been uploaded



# Thank You