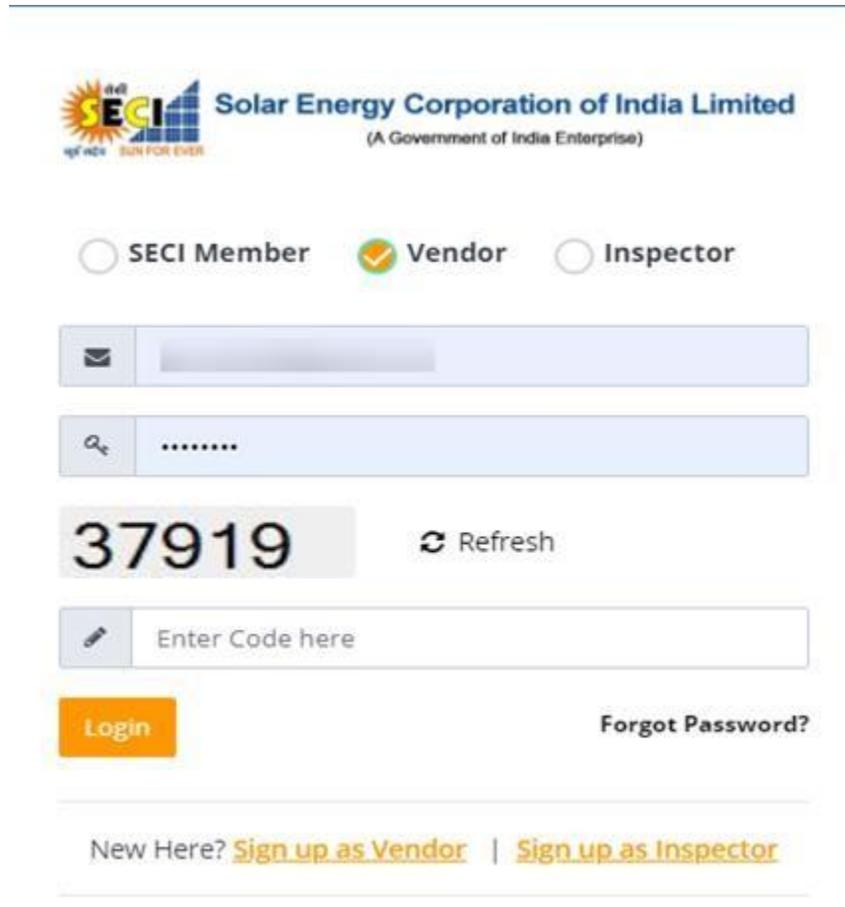


User Manual-Vendor Creation

Revision History

Date	Description	Author	Comments
12/11/2020	Version 1.0	Binoy Bishwakarma	
07/06/2021	Version 1.1	Binoy Bishwakarma	
24/01/2023	Version 1.2	Akhilesh Kumar	
04/05/2023	Version 1.3	Akhilesh Kumar	

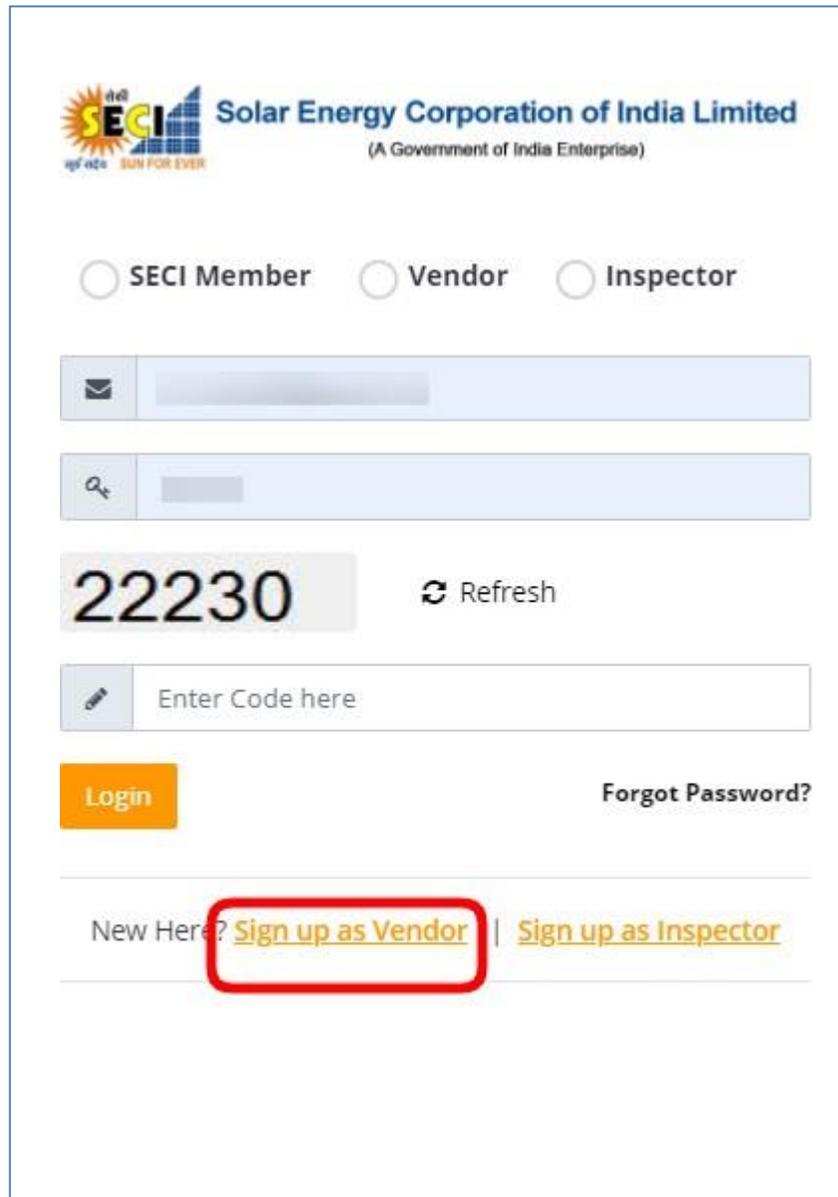
Step 1: Visit at Login Screen: <https://www.vms.seci.co.in/Login.aspx>



The screenshot shows the login interface for the Solar Energy Corporation of India Limited (SECI). At the top left is the SECI logo with the tagline 'SUN FOR EVER'. To the right, the text reads 'Solar Energy Corporation of India Limited (A Government of India Enterprise)'. Below this, there are three radio buttons for user roles: 'SECI Member', 'Vendor' (which is selected with a green checkmark), and 'Inspector'. There are three input fields: the first is for an email address, the second is for a password (masked with dots), and the third is for a CAPTCHA code. The CAPTCHA code '37919' is displayed in a grey box with a 'Refresh' button to its right. Below the CAPTCHA is an input field labeled 'Enter Code here'. An orange 'Login' button is positioned to the left of a 'Forgot Password?' link. At the bottom, there are links for 'New Here? Sign up as Vendor' and 'Sign up as Inspector'.

Screen 1

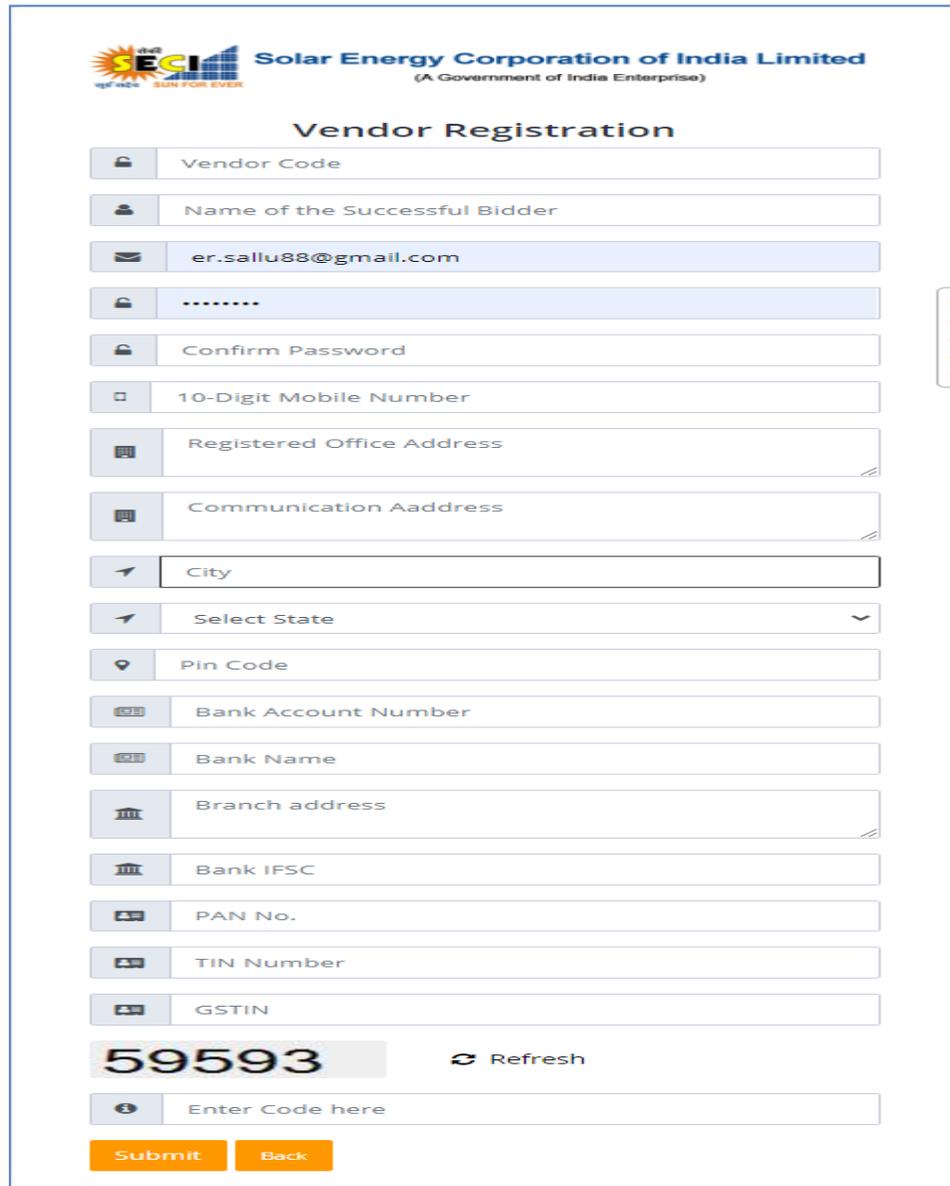
Step 2: Click on Sign up as a vendor.



The screenshot shows the SECI login interface. At the top left is the SECI logo with the tagline 'SUN FOR EVER'. To the right, it says 'Solar Energy Corporation of India Limited (A Government of India Enterprise)'. Below this are three radio buttons for user roles: 'SECI Member', 'Vendor', and 'Inspector'. There are two input fields for email and phone number. A CAPTCHA area displays the number '22230' with a 'Refresh' button. Below that is a text input field labeled 'Enter Code here'. An orange 'Login' button is on the left, and a 'Forgot Password?' link is on the right. At the bottom, there are links for 'New Here? Sign up as Vendor' and 'Sign up as Inspector'. The 'Sign up as Vendor' link is highlighted with a red rectangular box.

Screen 2

Step 3: Fill in all the attributes to create new log in as a vendor and click on submit button. When you enter vendor code some details will get fetched automatically.

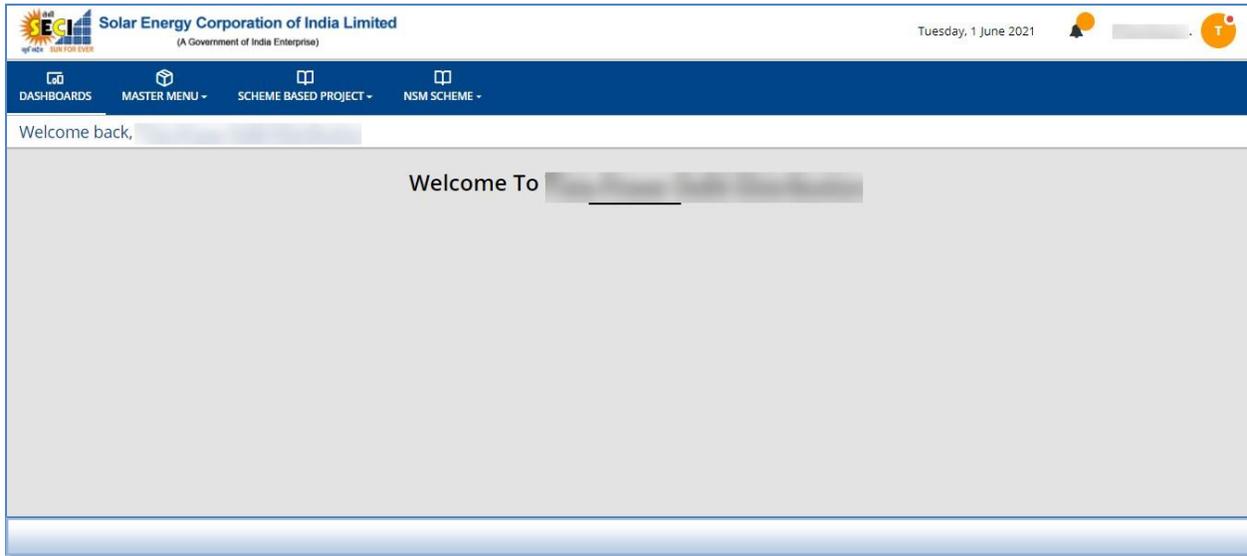


The screenshot shows the 'Vendor Registration' form for the Solar Energy Corporation of India Limited. The form includes the following fields and elements:

- SECI Logo and Name: Solar Energy Corporation of India Limited (A Government of India Enterprise)
- Title: Vendor Registration
- Fields:
 - Vendor Code (locked icon)
 - Name of the Successful Bidder (person icon)
 - er.sallu88@gmail.com (email icon)
 - (password icon)
 - Confirm Password (locked icon)
 - 10-Digit Mobile Number (phone icon)
 - Registered Office Address (map icon)
 - Communication Address (map icon)
 - City (location pin icon)
 - Select State (dropdown arrow)
 - Pin Code (location pin icon)
 - Bank Account Number (bank icon)
 - Bank Name (bank icon)
 - Branch address (bank icon)
 - Bank IFSC (bank icon)
 - PAN No. (ID card icon)
 - TIN Number (ID card icon)
 - GSTIN (ID card icon)
- Vendor Code Input: 59593 (with a Refresh button)
- Enter Code here (info icon)
- Submit and Back buttons

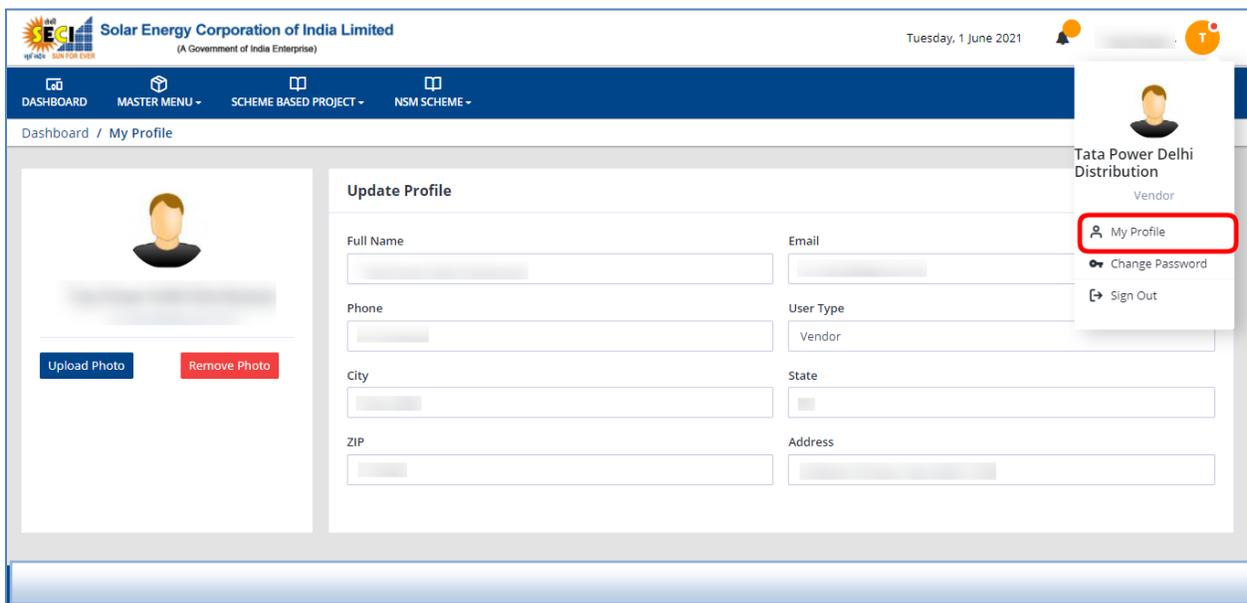
Screen 3

Step 4: Vendor can now view Dashboard. Here a vendor can see projects assigned to him by the admin.



Screen 4

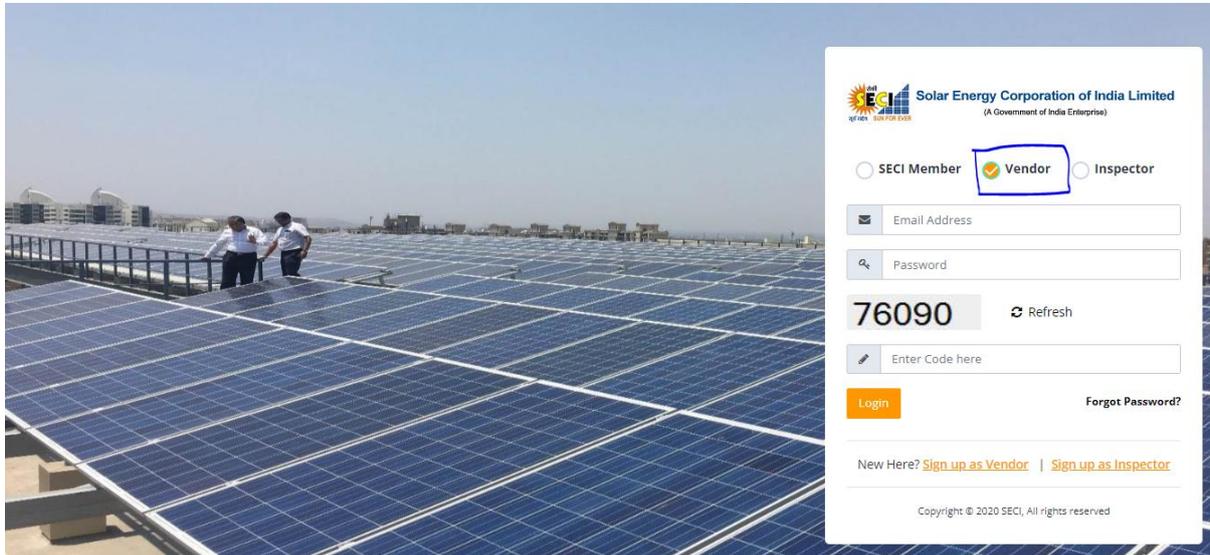
Step 5: At this screen, vendor can update his profile or change his password.



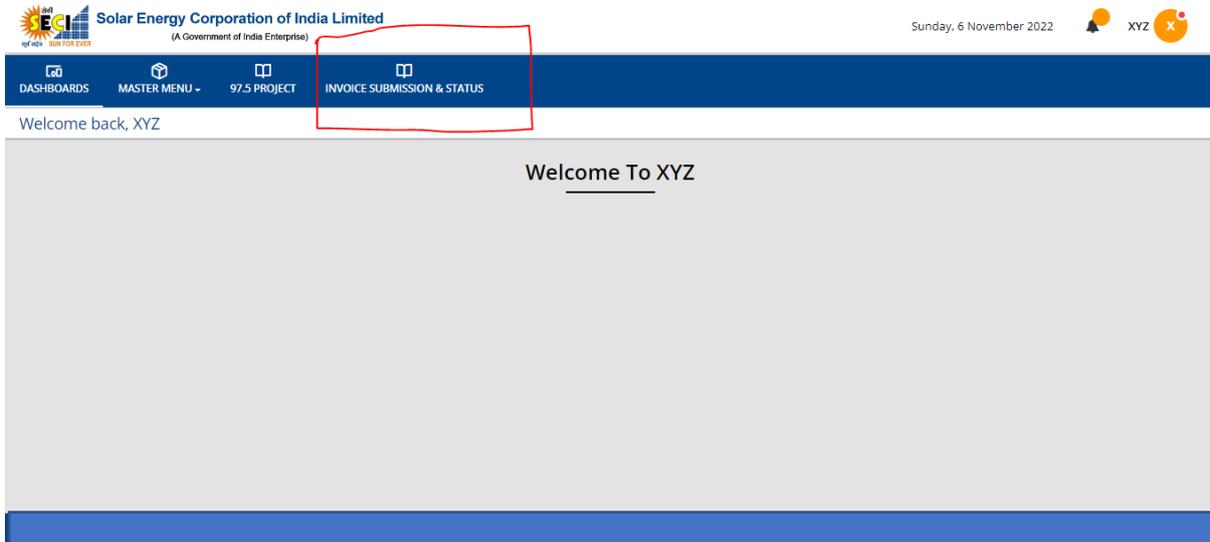
Screen 5

Manage Vendor Invoice

Step 1: Login to the vendor Portal. ([Solar Energy Corporation of India Ltd:Login \(seci.co.in\)](http://seci.co.in))



Step 2: After Login, Go to Option “Invoice Submission & Status” in menu section. Then Click.



Step 3: Summary of the invoice list. The following feature is available on this screen.

- List of previously entered invoices.
- Search option available.
- Add a new invoice.

Manage Invoice Status

VENDOR: --All Vendor-- CATEGORY: --All Category-- INVOICE UPLOAD FROM: DD/MM/YYYY INVOICE UPLOAD TO: DD/MM/YYYY ACTION: Search

Display: 25 Records Per Page Search:

SNO	VENDOR CODE	VENDOR NAME	CATEGORY	INVOICE NO	AMOUNT(INR)	INVOICE DATE	HARD COPY RECEIVED	RELEASE AMOUNT	AMOUNT RELEASE DATE	CURRENT STATUS	CREATION DATE
1	54000049	XYZ	Hybrid	555	1200.00	26 Oct 2022	29/10/2022	3406.00	04/04/2022	Paid	26 Oct 2022
2	54000049	XYZ	Solar	1234	1000.00	25 Oct 2022				Submitted	26 Oct 2022
3	54000049	XYZ	Third-Party	INV0001	10500.00	28 Oct 2022				Submitted	29 Oct 2022

Showing Page 1 of 1 Previous 1 Next

[Add Invoice](#)

List of invoices

Add Invoice

Search Button

Step 4: Click the add invoice button, where the vendor can add an invoice with the following fields.

- a) Select the Category
- b) Department.
- c) Invoice No
- d) Invoice date
- e) Invoice Amount.
- f) Invoice document.
- g) Invoice Description.

Add/Edit Invoice

Category* Department*

Invoice No.* Invoice Date*

Amount* Invoice Upload*

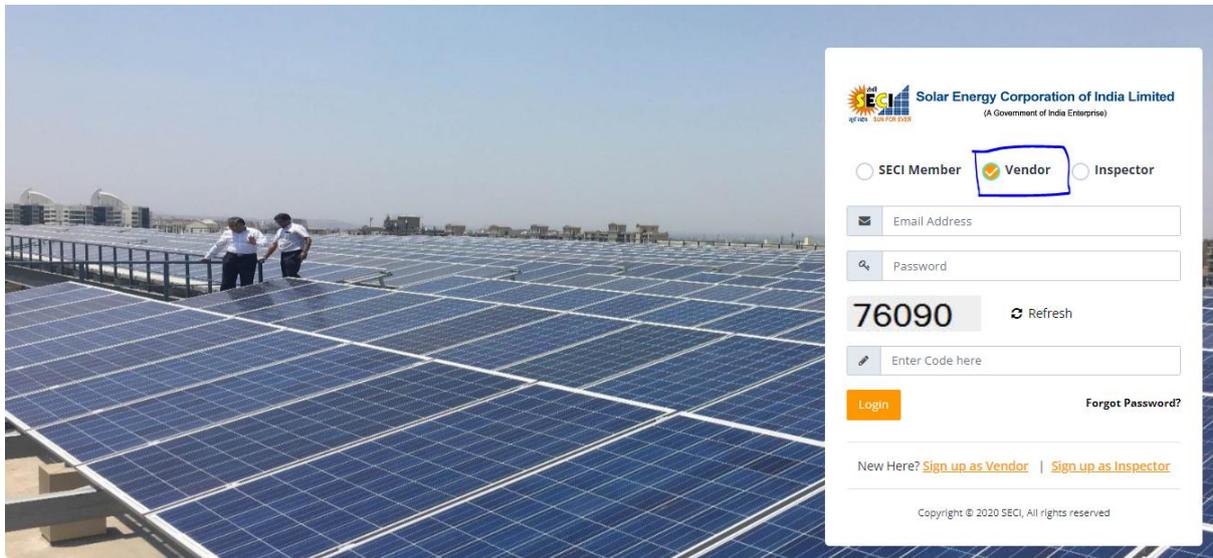
Description

[Submit](#) [Back](#)

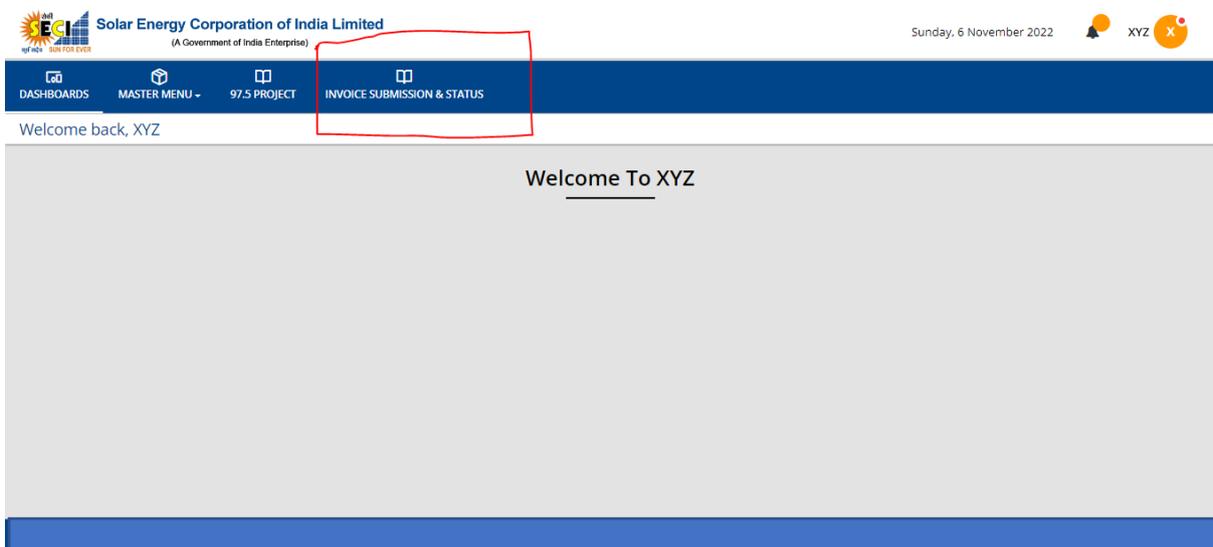
After entering all the details click on Submit.

View Invoice Status.

Step 1: Login to the vendor Portal. ([Solar Energy Corporation of India Ltd:Login \(seci.co.in\)](https://seci.co.in))



Step 2: After Login, Go to Option “Invoice Submission & Status” in menu section. Then Click.



Step 3. Click on the Action icon whose invoice you want to see.

DASHBOARD MASTER MENU - INVOICE STATUS GRID CONNECTED - SOLAR ISTS PROJECTS - CPSU SCHEME - PMC - WIND ISTS PROJECTS - HYBRID ISTS PROJECTS - OWN PROJECTS - DEFAULTER - REPORTS -

Master Menu / Manage Invoice Status

Manage Invoice Status

Vendor: --All Vendor-- Category: --All Category-- Invoice Upload From: DD/MM/YYYY Invoice Upload To: DD/MM/YYYY Search

Display: 25 Records Per Page Search:

Sno	Vendor Code	Vendor Name	Category	Invoice No	Amount(INR)	Invoice Date	Hard Copy Received	Release Amount	Amount Release Date	Current Status	Creation Date	Action
1	51000075	bhadla renewable power	Own Projects	210025179	55159527.00	04 May 2023	08/05/2023	0.00		In Process	08 May 2023	
2	51000075	bhadla renewable power	Hybrid	1002000293	21037657.00	03 May 2023	03/05/2023	21037657.00	09-03-2023	Paid	03 May 2023	
3	51000075	bhadla renewable power	Third-Party	SECI/22-23/12/FE	156038905.00	03 May 2023	04/05/2023	156038905.00	10-03-2023	Paid	03 May 2023	
4	51000075	bhadla renewable power	Wind	210025357	148806364.00	02 May 2023	03/05/2023	148806364.00	10-03-2023	Paid	02 May 2023	

Step 4. Check the Status of Invoice.

Add/Edit Invoice

Vendor Code* 51000075 Vendor Name* bhadla renewable power

Category* Hybrid Department* --Department--

Invoice No.* 1002000293 Invoice Date* 03/05/2023

Amount* 21037657.00 Invoice Upload* Download File

Description Description Hard Copy Received 03/05/2023

Status* Paid Processed Amount Date 09-03-2023

Processed Amount 21037657.00 Remarks Ok

Back