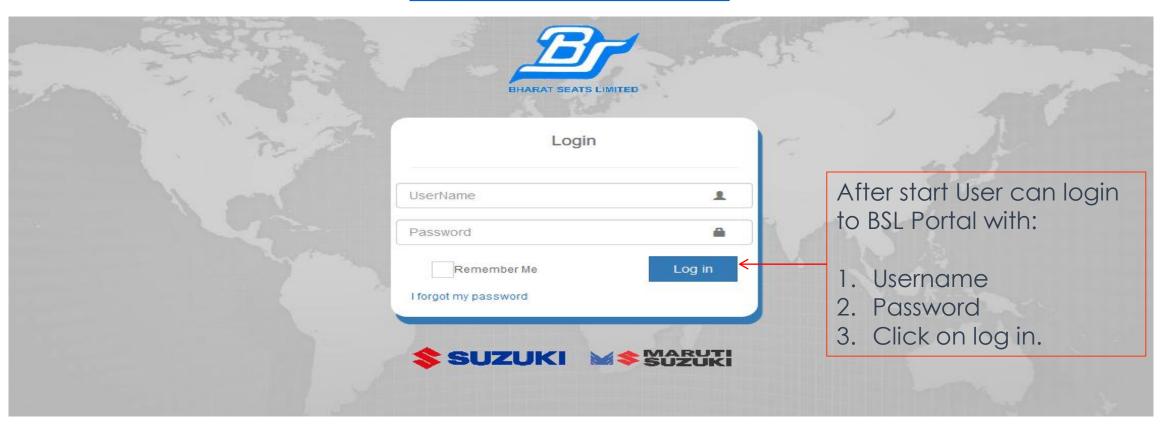
# Bharat Seats Ltd. Vendor Portal Supplier Guide





### LOGIN PANEL

IP address to start Vendor Portal: <a href="http://14.141.50.214:91">http://14.141.50.214:91</a>





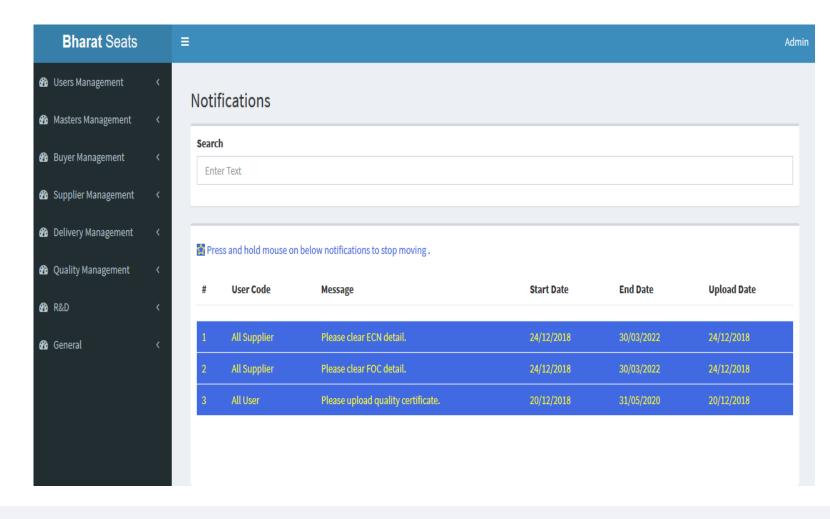


### SUPPLIER DASHBOARD VIEW

After login to BSL portal the user supplier dashboard contains:

- 1. PO & Schedule Management
- 2. Invoice Management
- 3. Stock Management
- 4. Supplier Management
- 5. Delivery Management
- 6. Quality Management
- 7. R & D
- 8. General

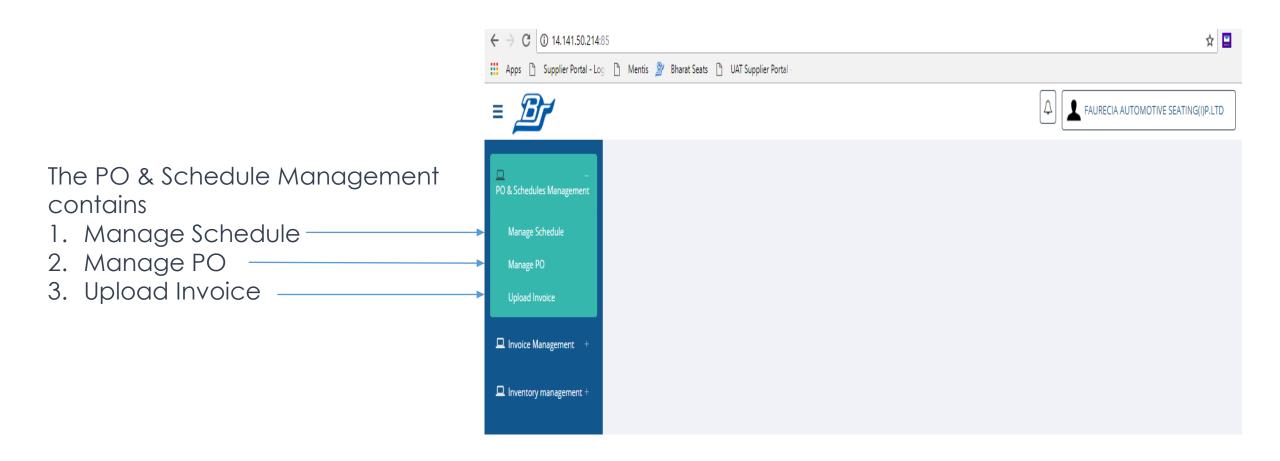
Also after login user get the notifications of any updates/changes in BSL.







### PO & SCHEDULE MANAGEMENT







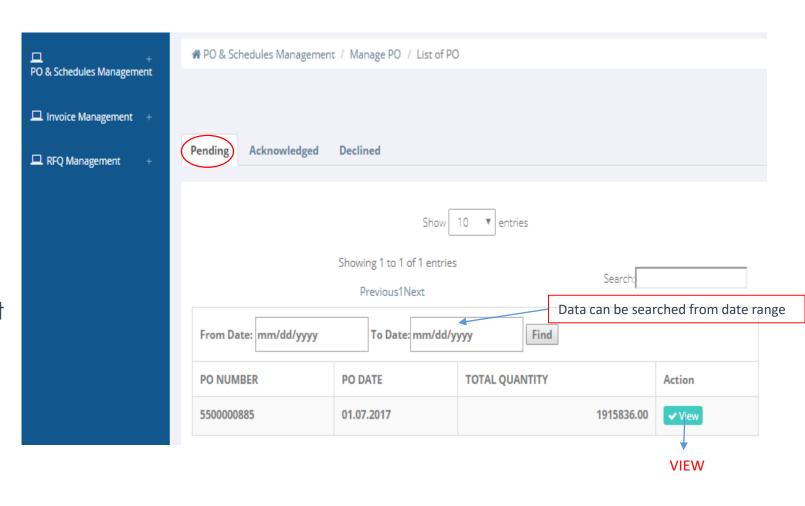
The Manage PO contains

- 1. Pending
- 2. Acknowledged
- 3. Declined

The Pending screen has one tab

1. View

On clicking the View we go to the next screen which will show all pending PO items.





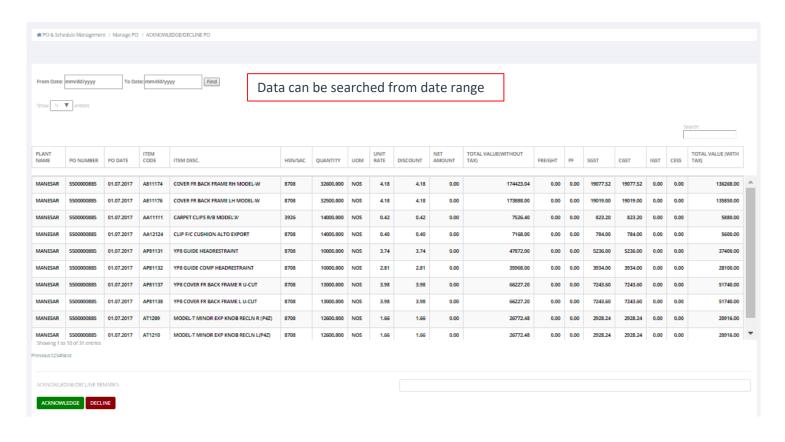


List of PO items is shown here which can be accepted or declined.

There are two tabs

- 1. Acknowledge
- 2. Decline

There is a remark field for giving reasons for the same.







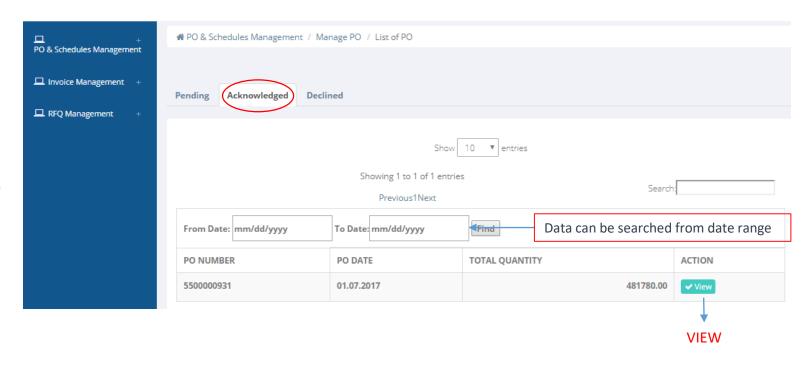
The Manage PO contains

- 1. Pending
- 2. Acknowledged
- 3. Declined

The Acknowledge screen has one tab

1. View

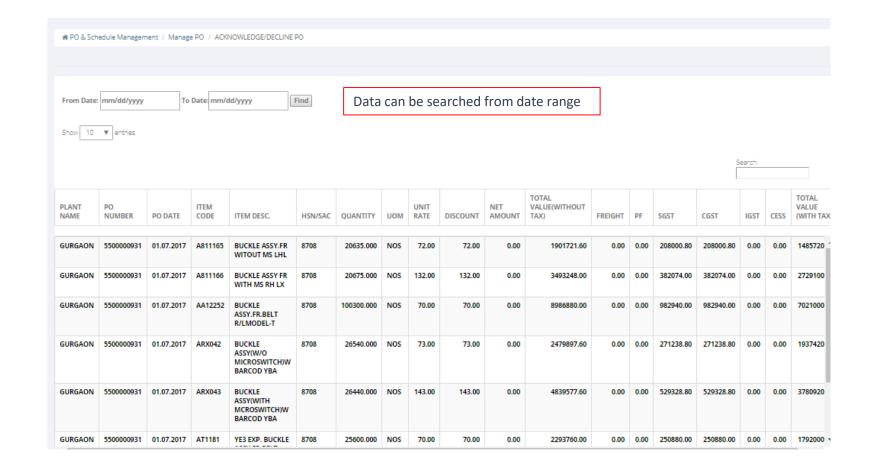
On clicking the View we go to the next screen which will show all PO items accepted / acknowledged.







List of PO items Acknowledged are shown in this screen







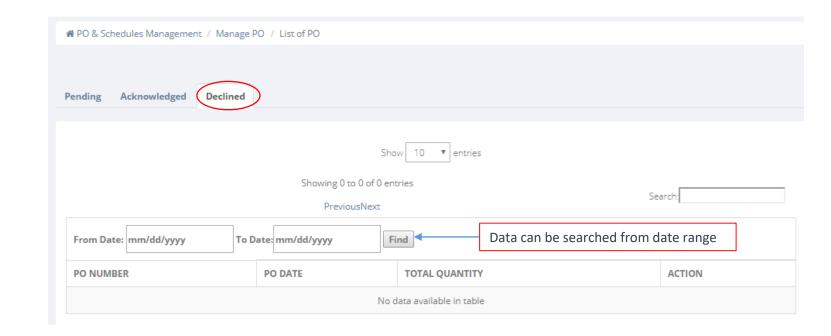
#### The Manage PO contains

- 1. Pending
- 2. Acknowledged
- 3. Declined

The Declined screen has one tab

1. View

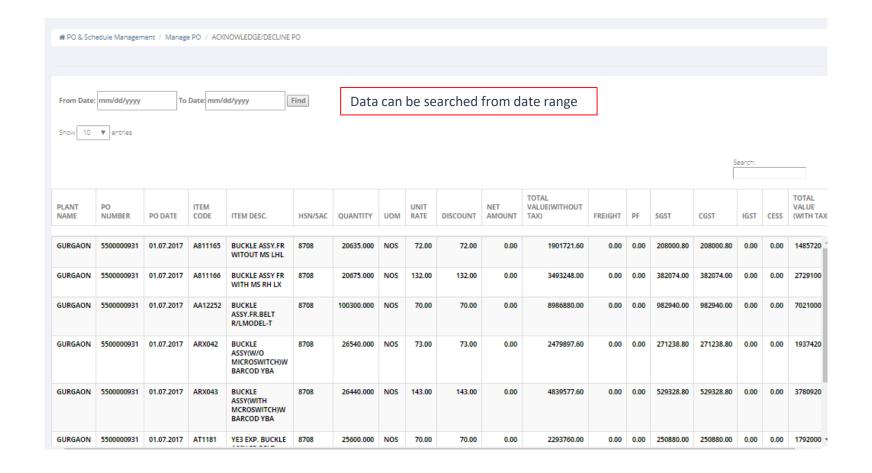
On clicking the View we go to the next screen which will show all PO items declined.







List of PO items Declined are shown in this screen.







The Manage Schedule contains

#### 1. Pending

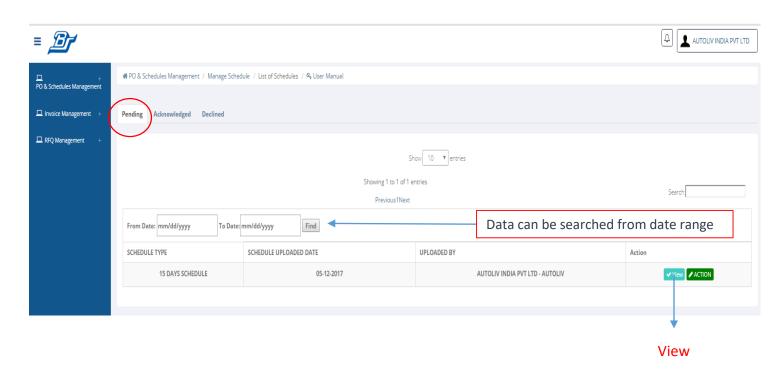
- 2. Acknowledged
- 3. Declined

The Pending screen has two tabs

#### 1. View

2. Action

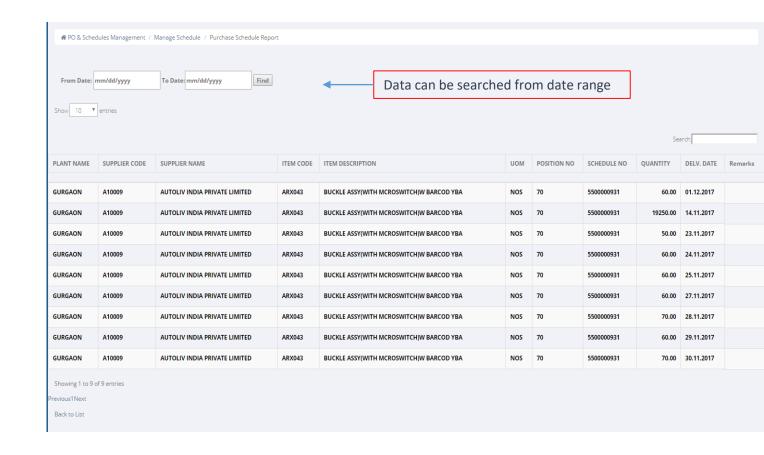
On clicking the View tab we go to the next screen which will show daily schedule of supplier.







In Schedule View screen we can view the daily supplier Schedule Report of all parts and supplier have to dispatch all parts as per the daily requirement.







The Manage Schedule contains

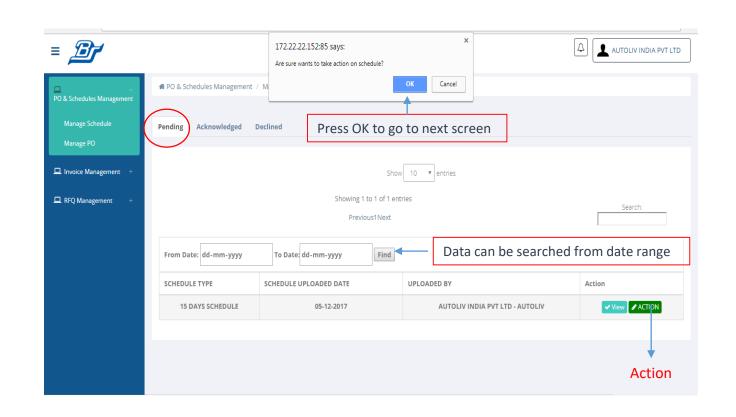
- 1. Pending
- 2. Acknowledged
- 3. Declined

The Pending screen has two tabs

1. View

2. Action

On clicking the Action tab, a pop-up window arise and on it press OK to move to next screen.



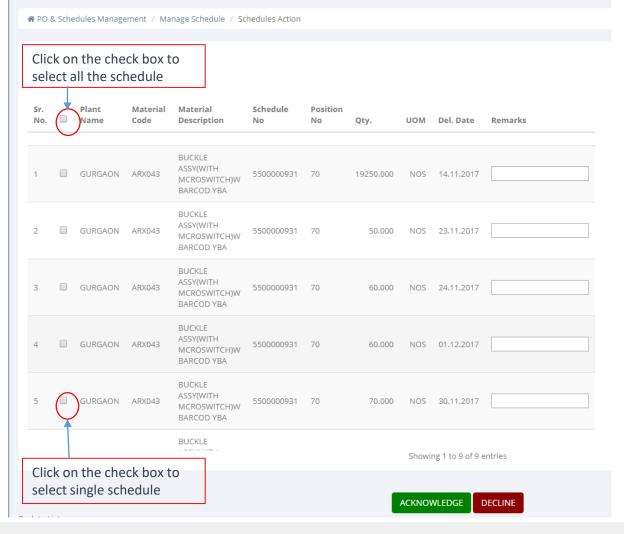




In Schedule Action screen we can

- 1. Acknowledge
- 2. Decline

All or individual schedule can be acknowledged or declined







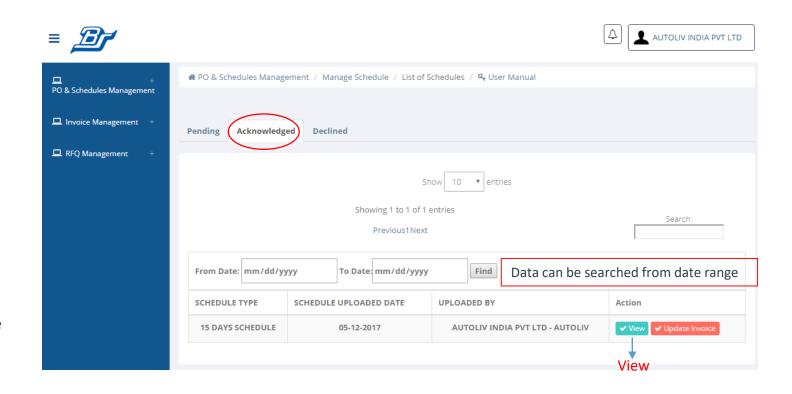
The Manage Schedule contains

- 1. Pending
- 2. Acknowledged
- 3. Declined

The Acknowledged screen has two tabs

- 1. View
- 2. Update Invoice

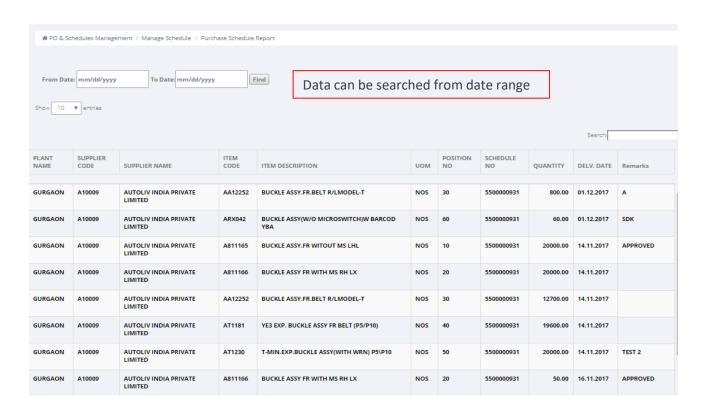
On clicking the View tab we go to the next screen.







In Schedule View screen we can view the complete Purchase Schedule Report which are acknowledged







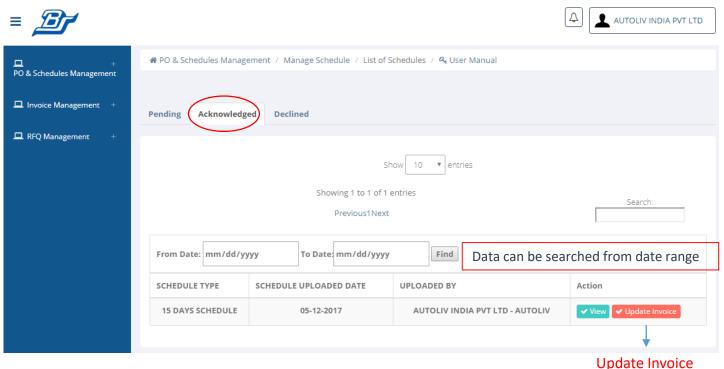
The Manage Schedule contains

- 1. Pending
- 2. Acknowledged
- Declined

The Acknowledged screen has two tabs

- 1. View
- 2. Update Invoice

On clicking the Update Invoice we go to the next screen.





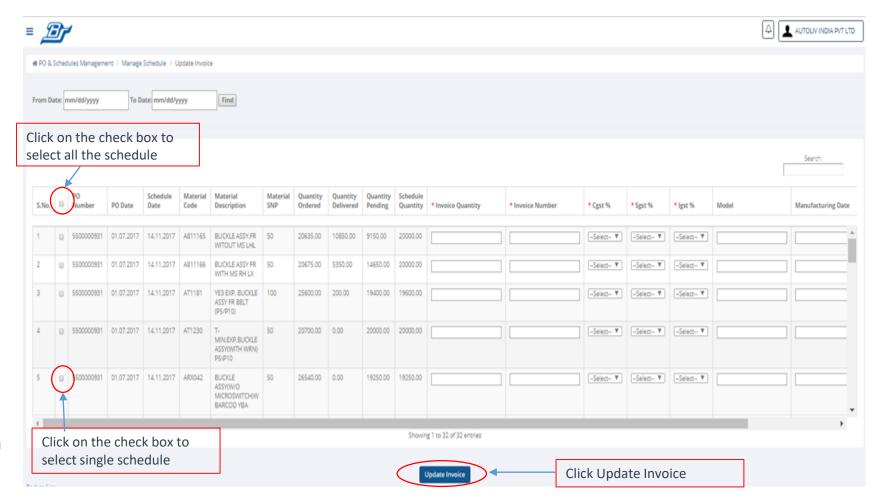




#### **Update Invoice:**

- 1. The most critical required fields for Suppliers in Vendor Portal.
- 2. We have to update complete details of invoice in this.(\*star mark are mandatory fields).
- Invoice Date
- Invoice No.
- Invoice Qty.
- CGST/ SGST / IGST tax %age value
- Model No.
- Manufacturing Date
- Batch Code

After updating all details click on Update Invoice and move to next screen.







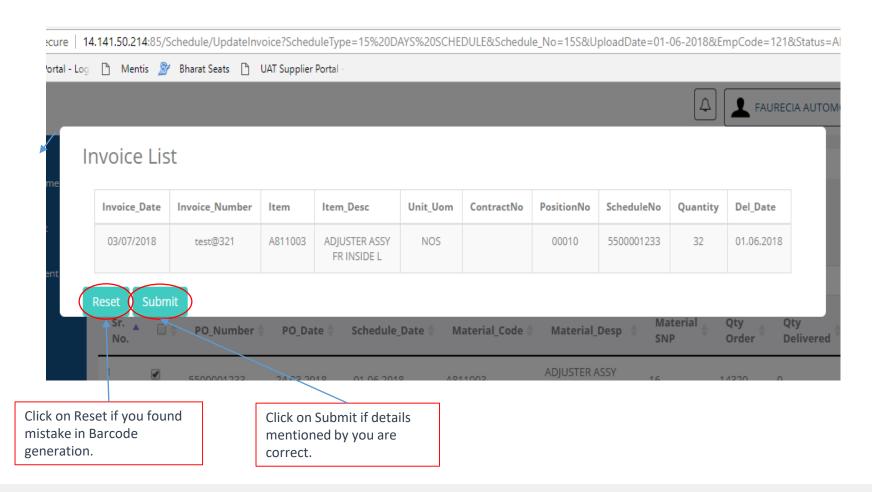
#### **Update Invoice:**

After clicking Update invoice, a pop-up window will come as a Check point and showing you the complete information of the invoice that you filled manually for creating barcode.

Now you have 2 options:

**Reset** – Click on reset button if details mentioned by you are incorrect or you find out any mistake while updating details.

**Submit** – Click on submit button if details shown are correct and once it's done your barcode invoice is generated and ready for print in manage invoice section.







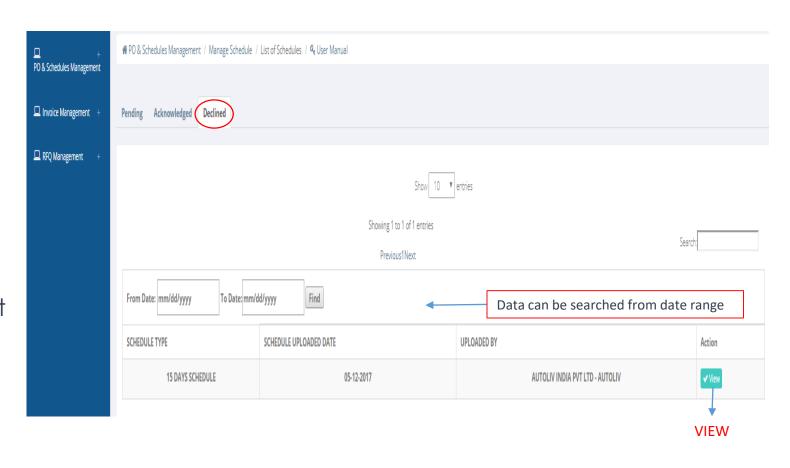
The Manage Schedule contains

- 1. Pending
- 2. Acknowledged
- 3. Declined

The Decline screen has one tab

1. View

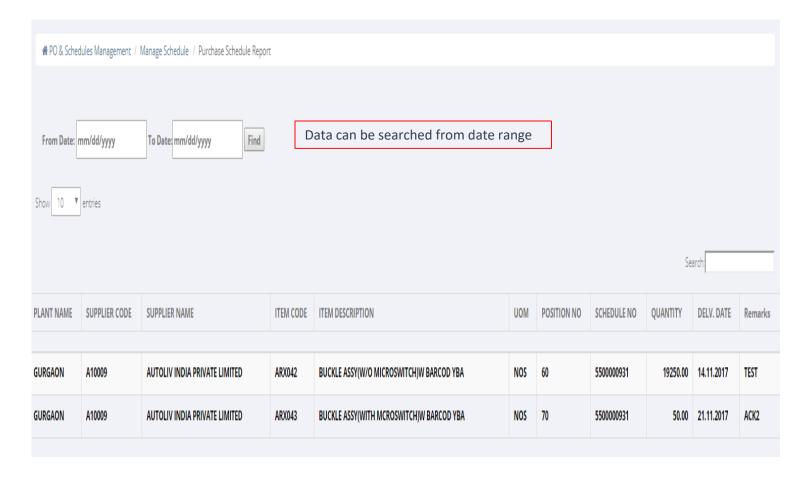
On clicking the View we go to the next screen.







In Declined View screen we can view the complete Report which are Declined schedule



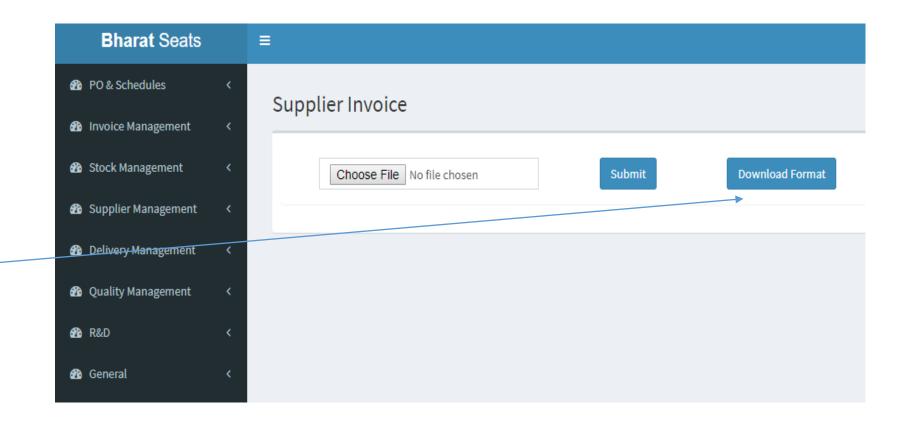




#### **Upload Invoice:**

# New feature added in vendor portal for direct upload of invoice.

- User have to click on PO &
   Schedules management tab
   followed by sub tab Upload Invoice
   for 'direct upload of invoices'
   in vendor portal.
- User have to download invoice format first with the help of Download format button.







#### **Upload Invoice:**

- 3. Downloaded format will look like this.
  User have to fill details manually in this
  format or develop a process / T. Code in its
  current software to generate a file in same
  format.
- 4. Invoice which is to be directly uploaded in system must follow below critical points:
  - \* Delivery date must contain schedule on portal.
  - \* Invoice No never repeated for same supplier.
  - \* Invoice date should be same with vendor physical invoice date.
  - \* Invoice quantity should be numeric and always in multiple of SNP (standard no packing) mentioned in portal.
  - \* CGST/IGST value should not be blank.

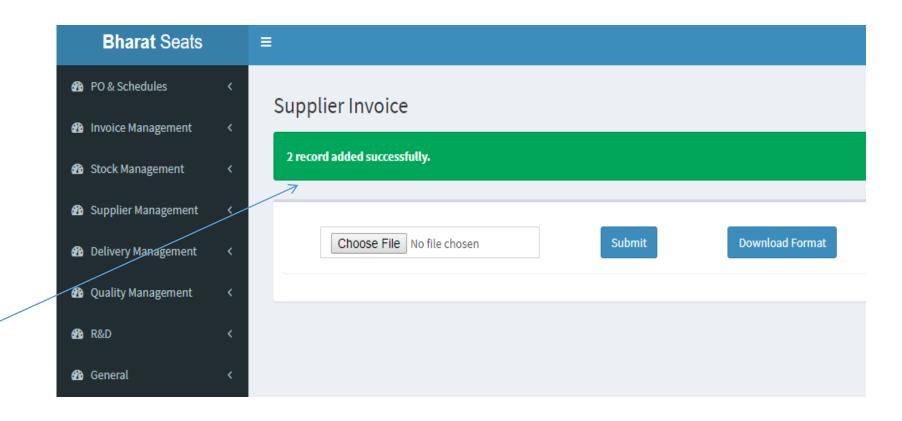
		Α	В	С	D	E	F	G	Н	1
	1	PONUMBER	MATERIALCODE	DelDATE	INVOICENUMBER	INVOICEDATE	INVOICEQTY	CGST	IGST	
	2	5500001233	AD11092	01.11.2018	test211	25.12.2018	120	14	0	
*	3	5500001233	AD11098	01.11.2018	test211	25.12.2018	160	14	0	
	4	5500001233	ARX060	01.11.2018	test211	25.12.2018	1400	0	28	
	5	5500001233	ARX129	01.11.2018	test211	25.12.2018	752	0	28	
	6									
	7									
	8									
	9									
	10									





#### **Upload Invoice**:

- Once Invoice get downloaded, user have to make necessary changes in the invoice format and upload it by browsing it by Choose File button which will appear on application as below.
- If all details mentioned in invoice format are correct then portal shows invoice upload successfully.

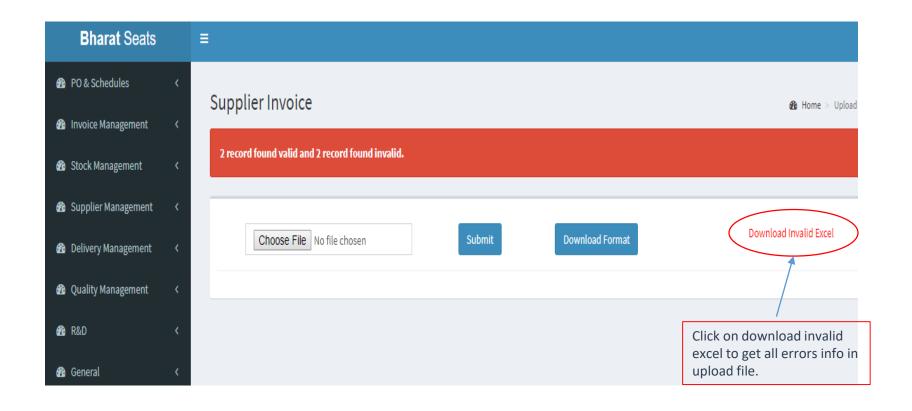






#### **Upload Invoice:**

7. If system gives you any error than you have to recheck the download invalid excel file and upload again until you get the same message of successful invoice generation.



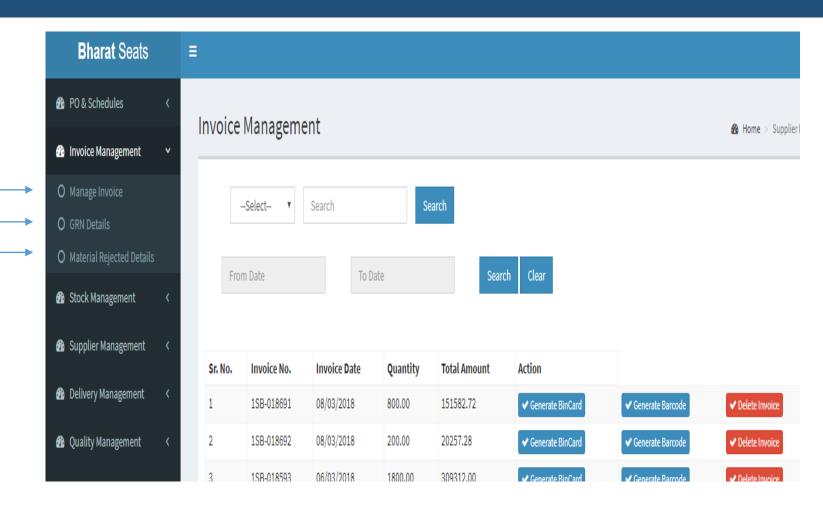




### INVOICE MANGEMENT

The Invoice Management contains:

- 1. MANAGE INVOICE
- 2. GRN DETAILS
- 3. MATERIAL REJECTION DETAILS







The Invoice Management contains

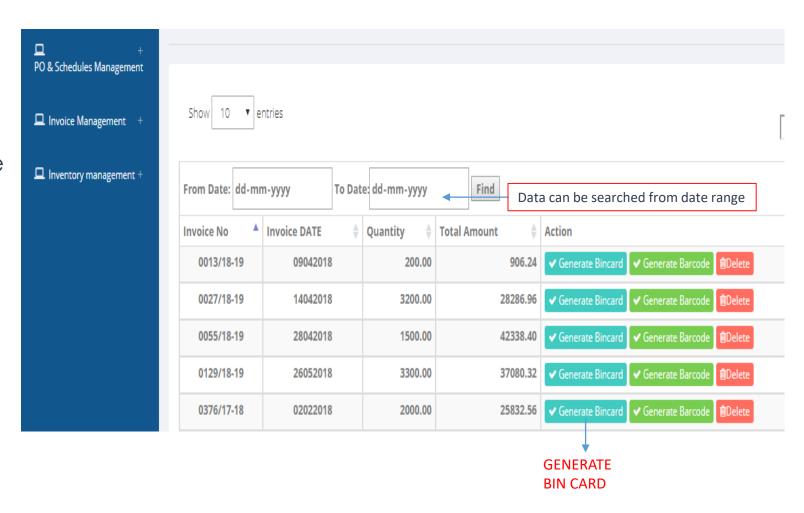
#### 1. Manage Invoice

The Manage Invoice screen has three tab

- 1. Generate Bincard
- 2. Generate Barcode
- 3. Delete

Here you can check all generated Invoices to BSL.

On clicking the Generate Bincard we go to the next screen







In this screen you can check details of all line items of a particular invoice.

To generate bin cards for all items in an invoice, you have to click generate bincard tab.

After clicking the generate bincard tab we go to the next screen

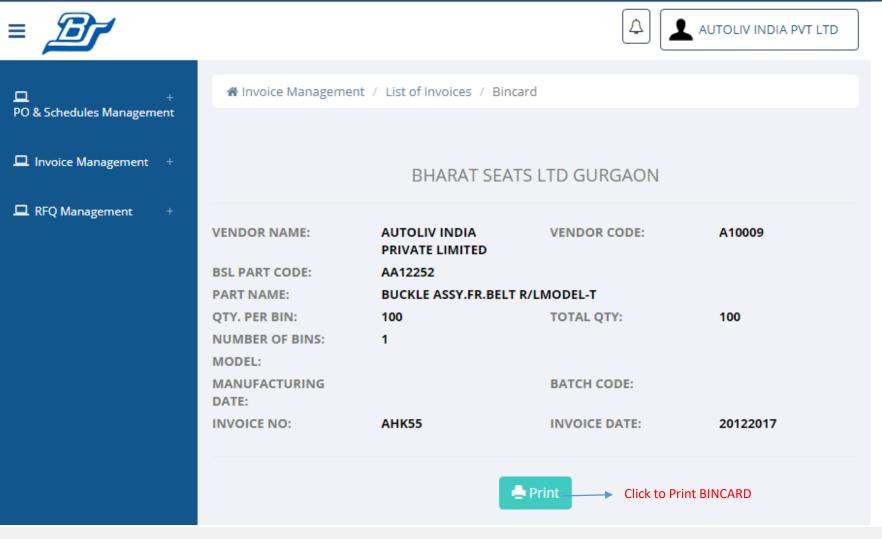
# Invo	oice Management / List of Invi	oices / Invoice Report															
howing	1 to 10 of 10 entries														Search		
.NO.	ACTION	Order NO	MAT NO	MAT DESC	HSN/SAC NO	QUANTITY	RATE	BASIC VAL	CGST %	CGST AMT	SGST %	SGST AMT	IGST %	IGST AMT	MODEL	MFG. DATE	BATCH
	✓ Generate Bincard	5500000931	A811165	BUCKLE ASSY.FR WITOUT MS LHL	8708	350.00	72	0	208000.8	52416201.600	208000.8	52416201.600	0	0			
	✓ Generate Bincard	5500000931	A811165	BUCKLE ASSY.FR WITOUT MS LHL	8708	50.00	72	0	208000.8	7488028.800	208000.8	7488028.800	0	0			
	✓ Generate Bincard	5500000931	A811166	BUCKLE ASSY FR WITH MS RH LX	8708	250.00	132	0	382074	126084420.000	382074	126084420.000	0	0			
	✓ Generate Bincard	5500000931	A811166	BUCKLE ASSY FR WITH MS RH LX	8708	50.00	132	0	382074	25216884.000	382074	25216884.000	0	0			
	✓ Generate Bincard	5500000931	AA12252	BUCKLE ASSY.FR.BELT R/LMODEL-T	8708	100.00	70	0	982940	68805800.000	982940	68805800.000	0	0			
	✓ Generate Bincard	5500000931	AA12252	BUCKLE ASSY.FR.BELT R/LMODEL-T	8708	200.00	70	0	982940	137611600.000	982940	137611600.000	0	0			
	✓ Generate Bincard	5500000931	AA12252	BUCKLE ASSY.FR.BELT R/LMODEL-T	8708	500.00	70	0	982940	344029000.000	982940	344029000.000	0	0			
	✓ Generate Bincard	5500000931	ARX042	BUCKLE ASSY(W/O MICROSWITCH)W BARCOD YBA	8708	50.00	73	0	271238.8	9900216.200	271238.8	9900216.200	0	0			
	✓ Generate Bincard	5500000931	AT1181	YE3 EXP. BUCKLE ASSY FR BELT (P5/P10)	8708	300.00	70	0	250880	52684800.000	250880	52684800.000	0	0			
)	✓ Generate Bincard	5500000931	AT1230	T-MIN.EXP.BUCKLE ASSY(WITH WRN) P5\P10	8708	150.00	111.6	0	323416.8	54139972.320	323416.8	54139972.320	0	0			

Click to generate BINCARD





On clicking the GENERATE BINCARD we go to the screen for printing.

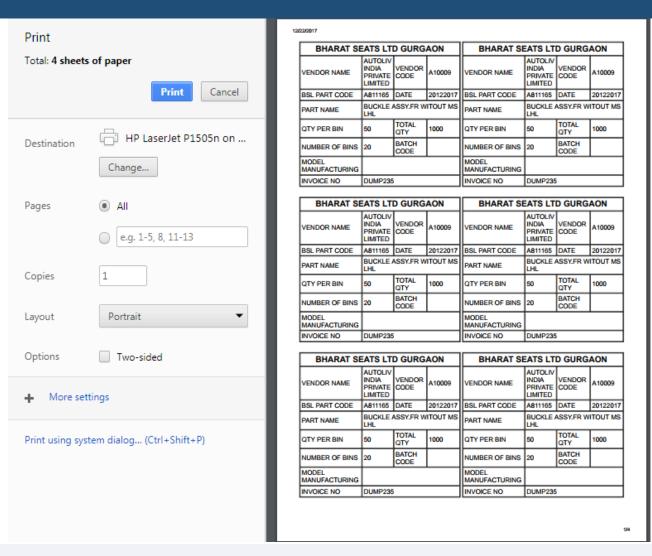






The BINCARD will be printed to the attached printer.

1 page containing 6 Bin cards, we have to separate this and place on every bin before dispatch to Bharat Seats plants.







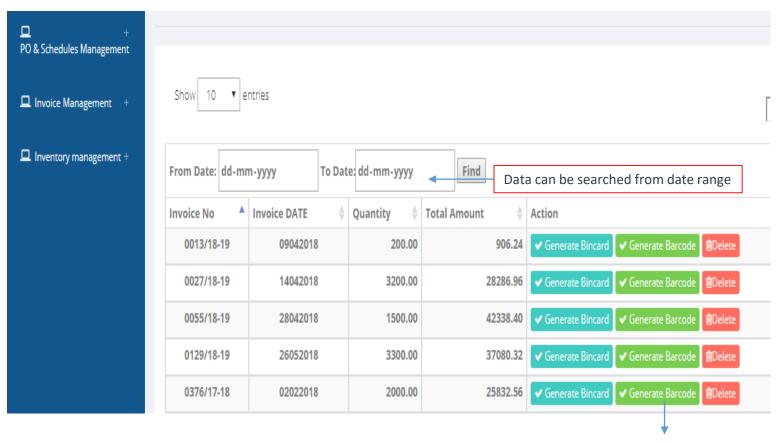
The Invoice Management contains

#### 1. Manage Invoice

The Manage Invoice screen has three tab

- 1. Generate Bincard
- 2. Generate Barcode
- 3. Delete

On clicking the GENERATE BARCODE we go to the next screen



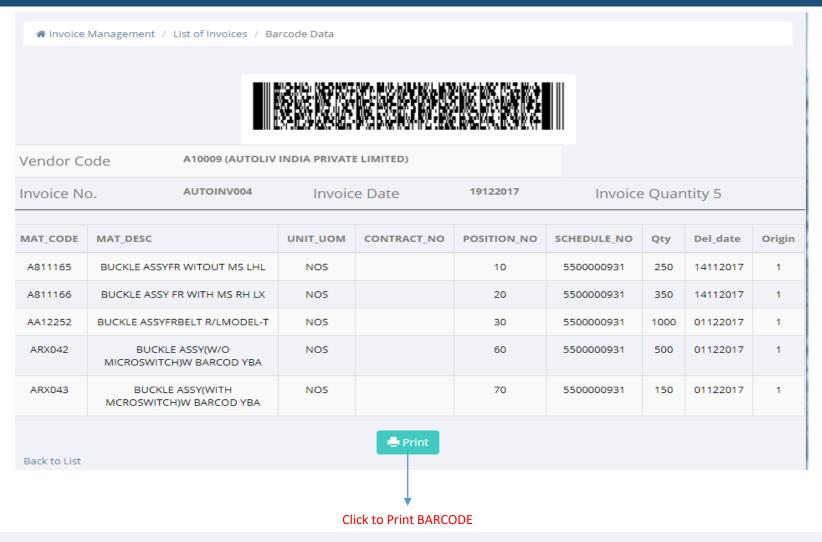






In this screen you can check details of complete barcode invoice.

On clicking the GENERATE BARCODE we go to the screen for printing.

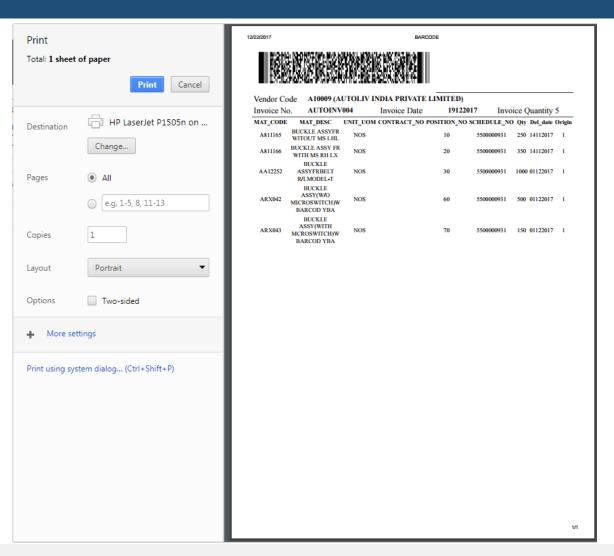






The BARCODE will be printed to the attached printer.

After printing attach this Barcode Invoice with your original supplier invoice, so that invoice will directly scan at the time of vehicle entry at BSL gate.







The Invoice Management contains

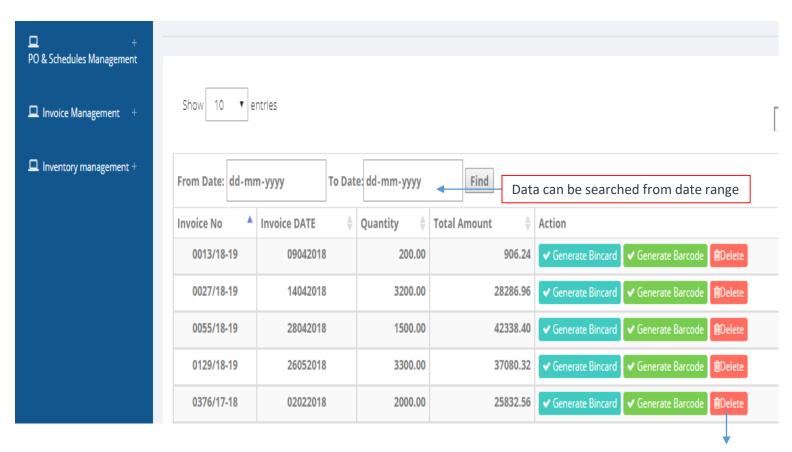
#### 1. Manage Invoice

The Manage Invoice screen has three tab

- Generate Bincard
- 2. Generate Barcode

#### 3. Delete

On clicking the DELETE we go to the next pop up screen.

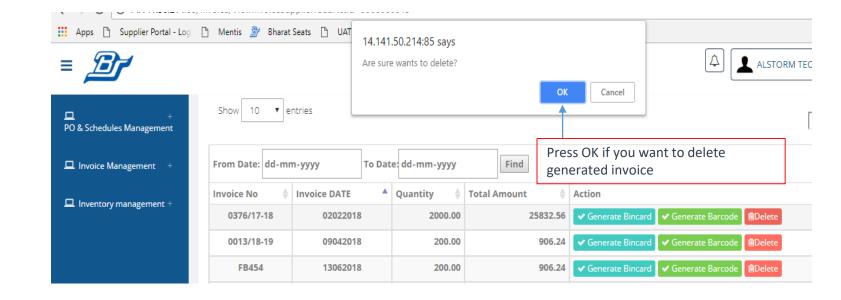








If the generated invoice have some errors or you find out any mistake then by clicking on DELETE option you can delete the generated invoice permanently and re create the same invoice again in manage schedule section.



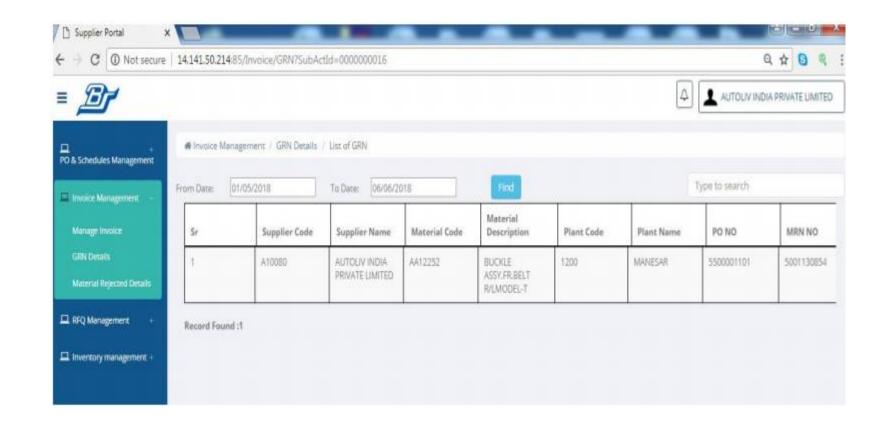




# INVOICE MANGEMENT - GRN DETAILS

#### **GRN Details**

- User can find GRN details in application where user have to go to tab invoice management and sub tab GRN Details.
- This report have the facility for date range with from date and to date. Once range has been select click on find button and record will be display.



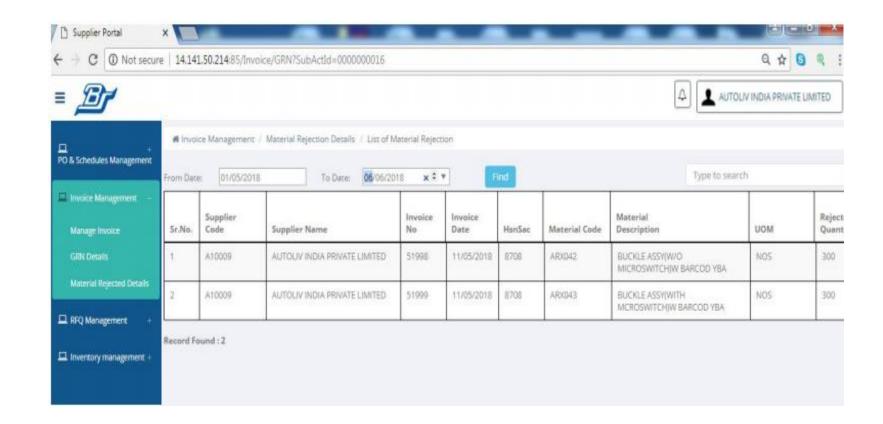




## INVOICE MANGEMENT - MATERIAL REJECTION DETAILS

#### **Material Rejected Details**

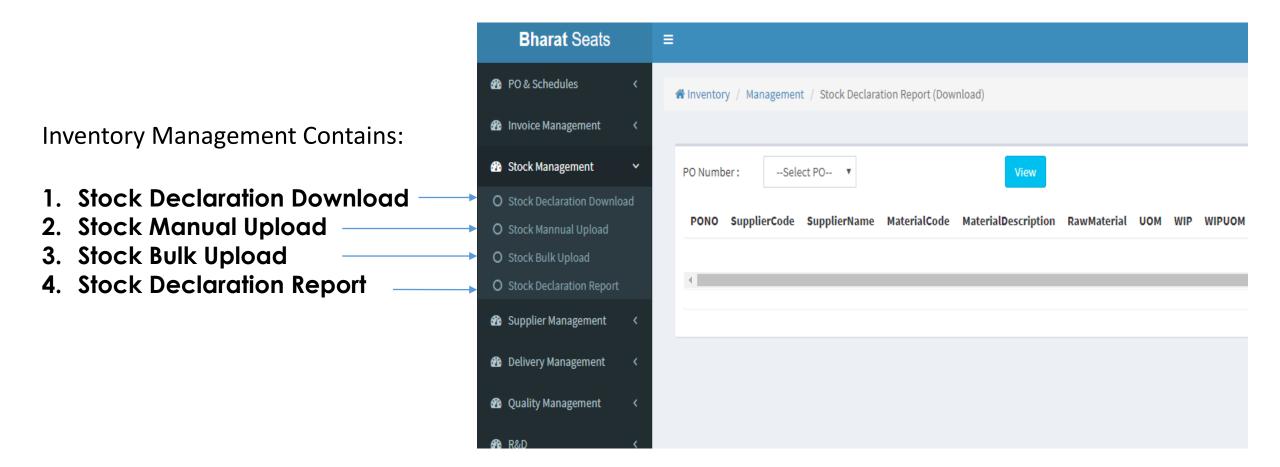
- User can find Material Rejected details in application where user have to go to tab invoice management and sub tab Material Rejected details.
- This report have the facility for date range with from date and to date. Once range has been select click on find button and record will be display.







#### STOCK MANGEMENT



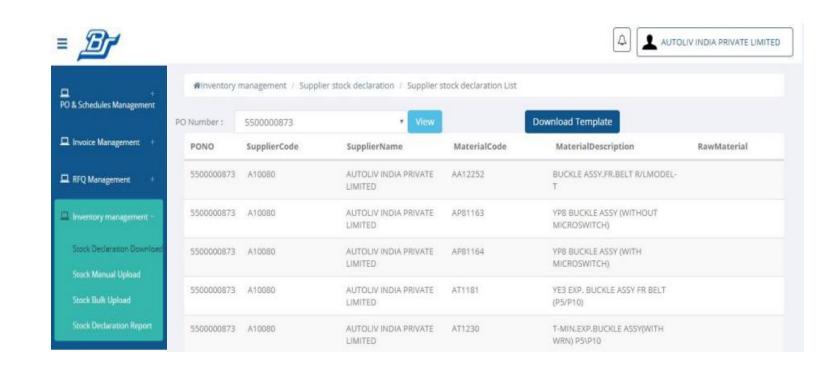




#### INVENTORY MANGEMENT - STOCK DECLARATION DOWNLOAD

#### **Stock Declaration Download**

- To declare the inventory at vendor end, user have to select Inventory management first followed by Stock Declaration Download.
- User have to select PO Number and should click on view button.
   Once user provided correct PO number it will appear in application with details.
- Once user confirmed the details, they have to click on Download template which will download same Template in your system.



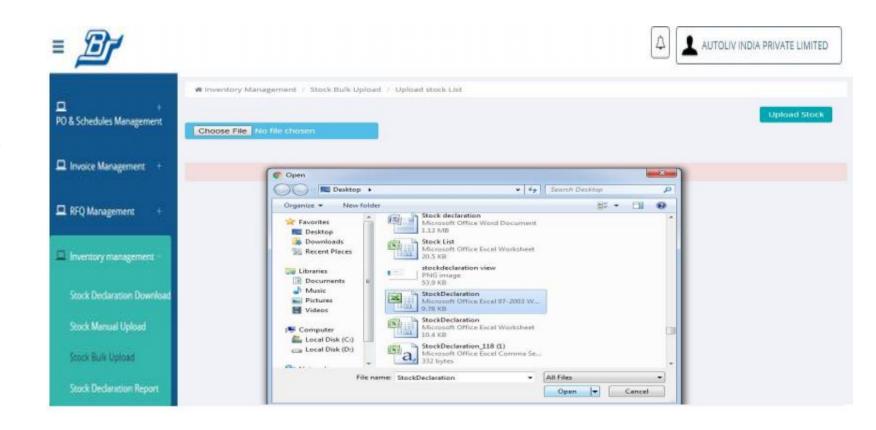




## INVENTORY MANGEMENT - STOCK BULK UPLOAD

#### **Stock Bulk Upload**

- To upload stock in bulk user have to select Inventory management option followed by the Stock Bulk Upload menu.
- 2. Stock bulk upload option gives opportunity to choose file option of downloaded template, where user can browse stock file from system.



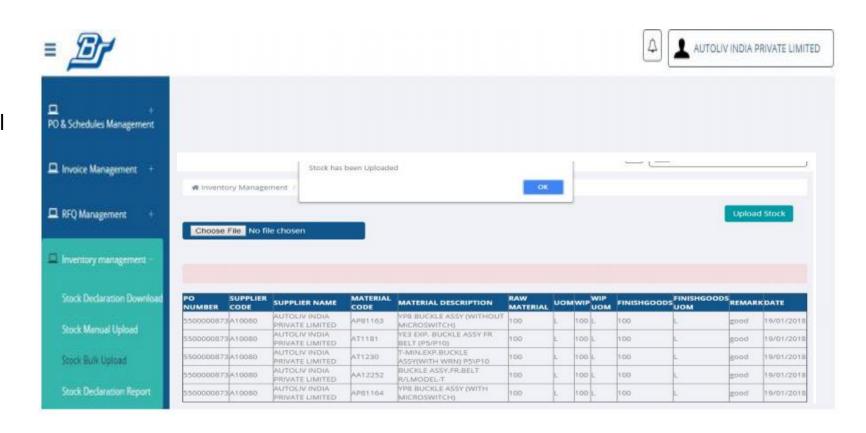




## INVENTORY MANGEMENT - STOCK BULK UPLOAD

#### **Stock Bulk Upload**

 Once file browse and uploaded using upload stock button user will get a message saying stock has been uploaded.



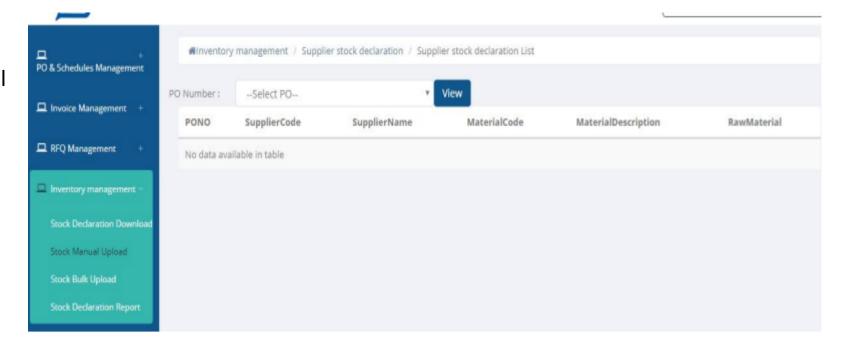




# INVENTORY MANGEMENT - STOCK MANUAL UPLOAD

#### **Stock Manual Upload**

 Stock upload can also be done through manual process. Where user have to select Stock Manual Upload button and PO Number should be selected.



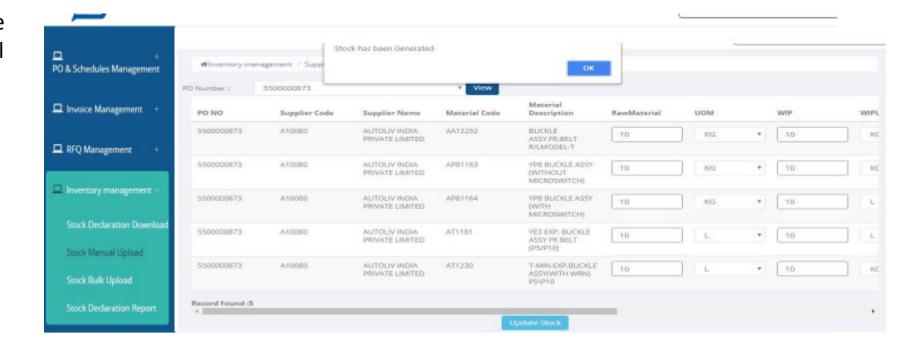




# INVENTORY MANGEMENT - STOCK MANUAL UPLOAD

#### **Stock Manual Upload**

2. Here user can work one by one on a record and can do manual process. Once data updated user have to click on update stock to save the record. This will gives a message as stock has been generated.



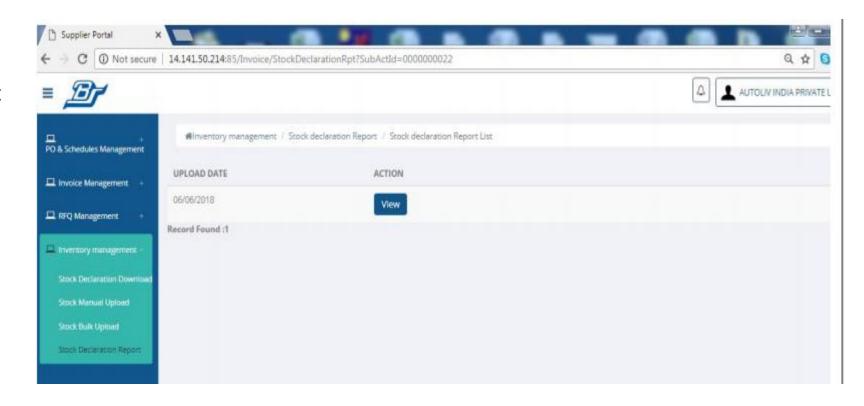




# INVENTORY MANGEMENT - STOCK DECLARATION REPORT

#### **Stock Declaration Report**

- To view stock declaration report user have to click on Inventory management followed by Stock Declaration Report.
- Here uploaded data will be available as per the upload date where user have to click on View button to see the report.



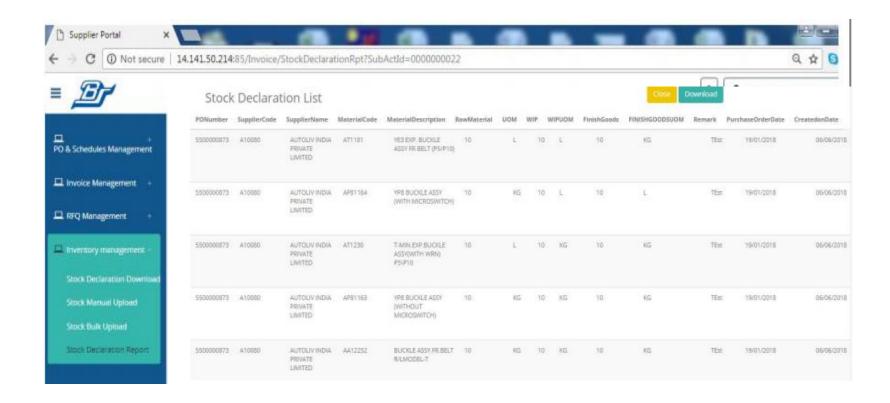




# INVENTORY MANGEMENT - STOCK DECLARATION REPORT

#### **Stock Declaration Report**

3. This window show the report where user can see the report with the facility to download same by clicking download button.







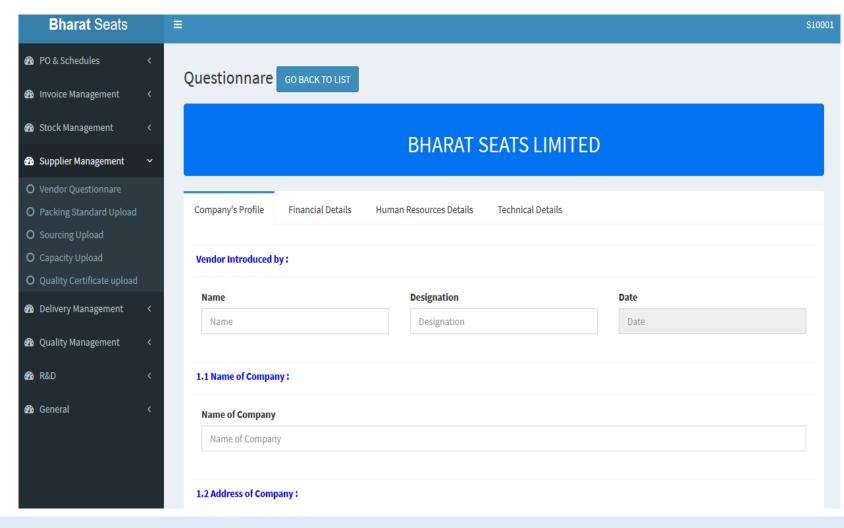
# SUPPLIER MANAGEMENT - VENDOR QUESTIONNAIRE

In this window vendor has to fill the complete information about his organization in portal.

Information required in this window are as follows:

- Company's Profile
- Financial Details
- Human Resource Details
- Technical Details

After this vendor has to submit all details on portal (\*star mark are mandatory fields).



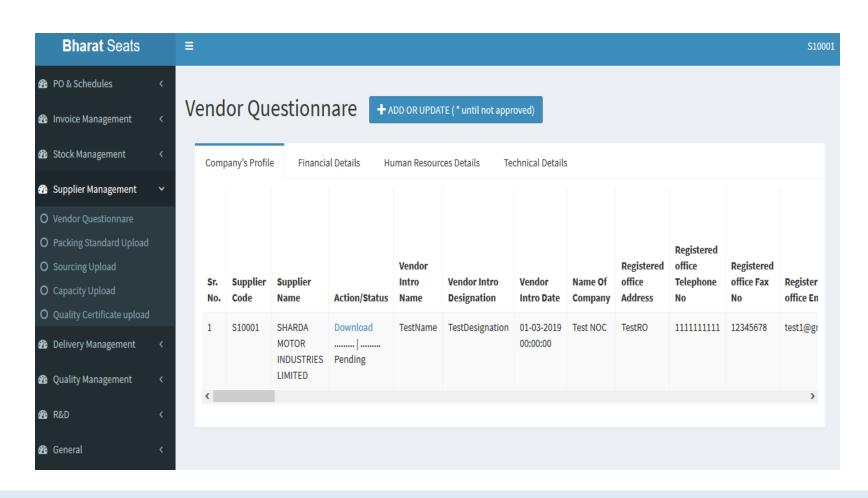




# SUPPLIER MANAGEMENT - VENDOR QUESTIONNAIRE

After submitting all the details vendor has options to download all his details.

After uploading the details status shows pending on portal & once approved from BSL side, status of the submitted file changes from Pending to Approved.



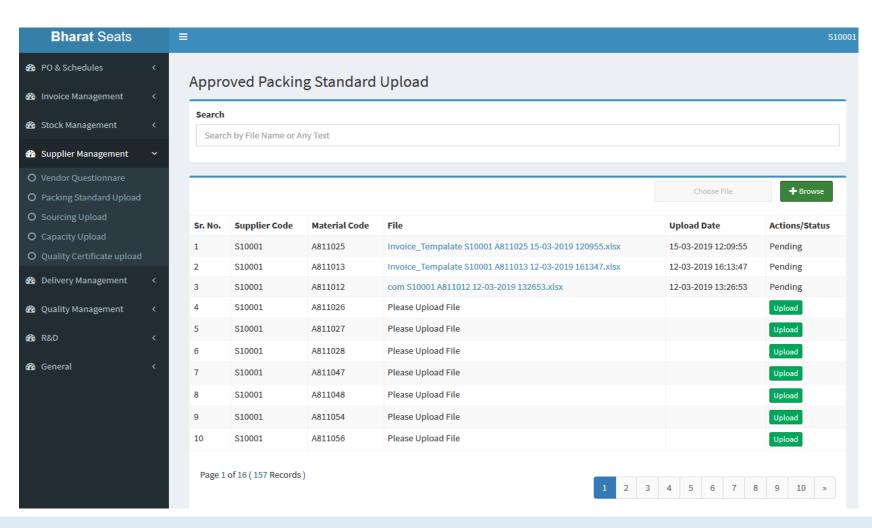




### SUPPLIER MANAGEMENT - PACKING STANDARD UPLOAD

Vendor has to upload all approved packing standard details of parts they are supplying to BSL on portal.

After uploading the details status shows pending on portal & once approved from BSL side, status of the submitted file changes from Pending to Approved.



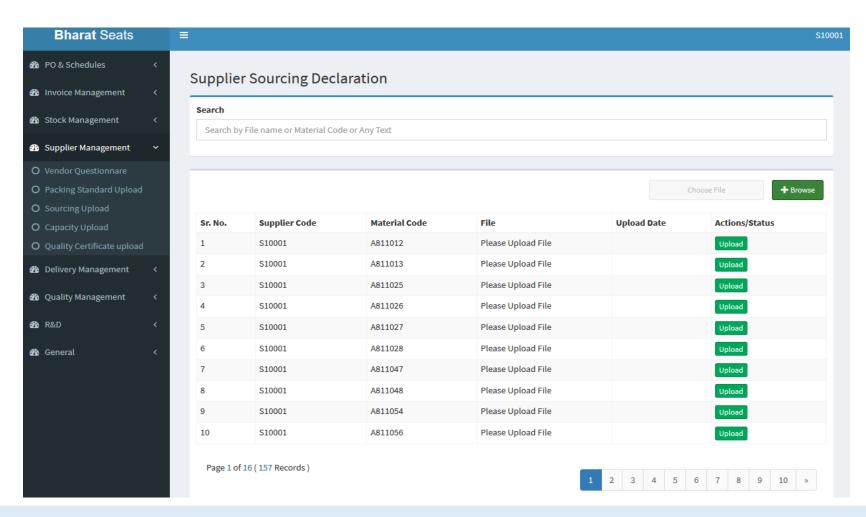




### SUPPLIER MANAGEMENT - SOURCING UPLOAD

Vendor has to upload all supplier sourcing details of material they are supplying to BSL on portal.

After uploading the details status shows pending on portal & once approved from BSL side, status of the submitted file changes from Pending to Approved.



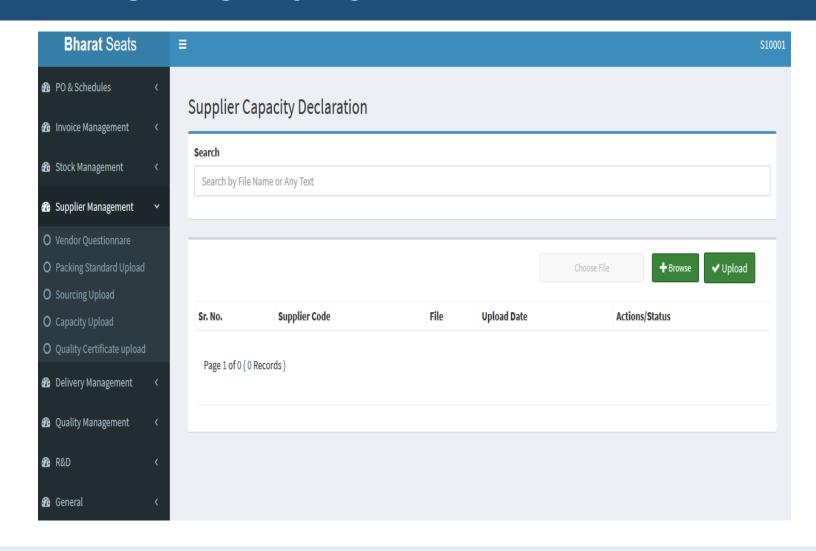




### SUPPLIER MANAGEMENT - CAPACITY UPLOAD

Vendor has to provide his plant capacity details to BSL on portal. They have to submit his current plant capacity and how much spare capacity they are having for future business with BSL.

After uploading the details status shows pending on portal & once approved from BSL side, status of the submitted file changes from Pending to Approved.





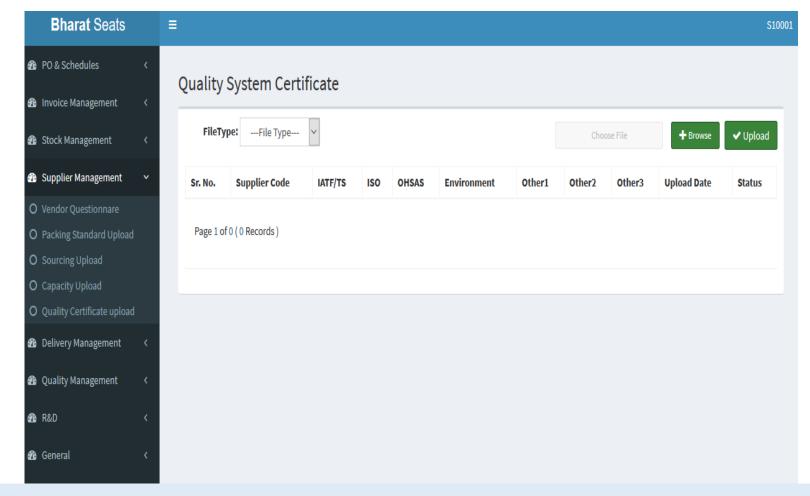


# SUPPLIER MANAGEMENT - QUALITY CERTIFICATE UPLOAD

Vendor has to upload his plant current QMS certificates (IATF, ISO, OHSAS, etc.) on portal.

If any vendor having other certification those are not in list then they can upload those documents in other 1,2,3 column.

After uploading the details status shows pending on portal & once approved from BSL side, status of the submitted file changes from Pending to Approved.



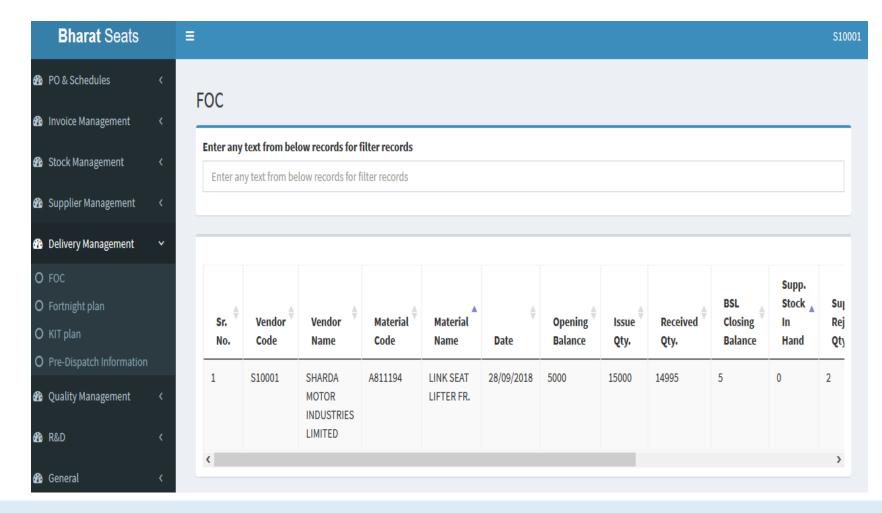




# DELIVERY MANAGEMENT - FOC (FREE OF COST)

This module valid for only those suppliers who received material from BSL on FOC basis and required reconciliation every month.

Supplier has to submit monthly closing stock of material they are getting on FOC and after reconciliation from BSL next month opening will shown to suppliers on portal.

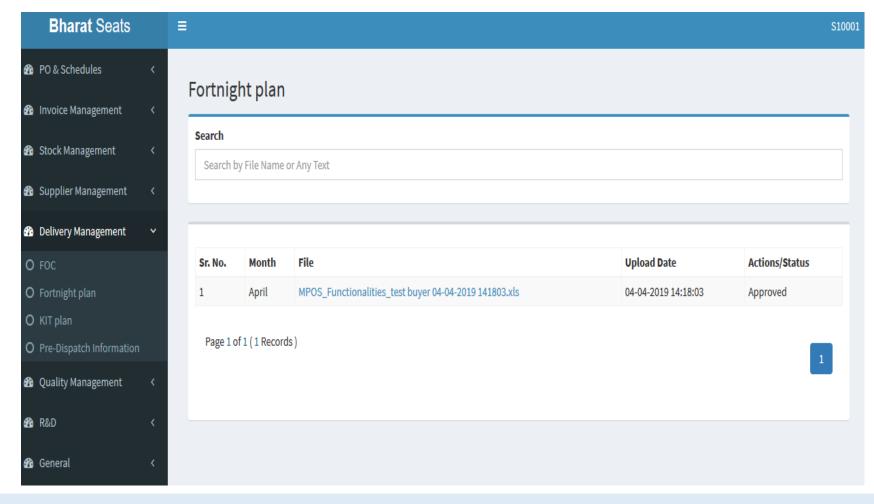






# DELIVERY MANAGEMENT - FORTNIGHT PLAN

In this module supplier gets the fortnight schedule (15 days) twice in a month and have an options to download it for their material planning.

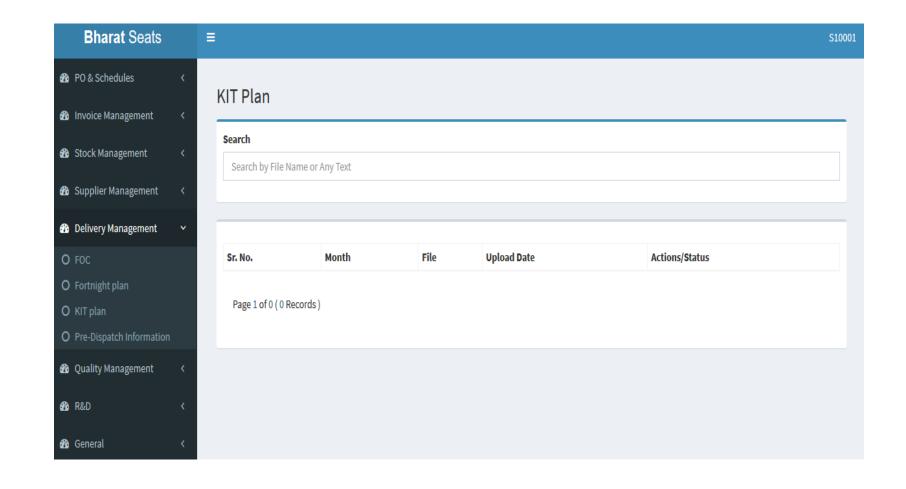






## DELIVERY MANAGEMENT - KIT PLAN

In this module supplier gets the KIT plan (06 months schedule) every month and have an option to download it for their material planning.



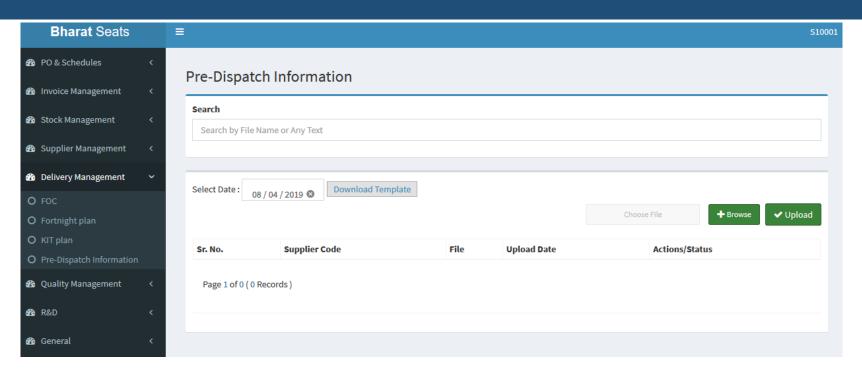




## DELIVERY MANAGEMENT - PRE-DISPATCH INFORMATION

In this module vendor has to provide the next day delivery information to BSL.

- Vendor has to select the date and click on download template first to download the pre-dispatch info file, downloaded file is already linked with the schedules given to you on selected date.
- Now after downloading the file vendor has to fill the next day delivery info (D1, D2,D3,D4, D5) on portal and upload back on portal to submit the dispatch details.



4	Α	В	С	D	Е	F	G	Н	1	J	
1	SUPPLIER_CODE	MAT_CODE	MaterialDescription	QUANTITY	DEL_DATE	D1	D2	D3	D4	D5	
2	A10001	AS11001	BUCKLE ASSY.RH MODEL-S	400	15-05-2018	200	200				
3	A10001	AS11001	BUCKLE ASSY.RH MODEL-S	450	15-05-2018	150	150	150			
4	A10001	AS11002	BUCKLE ASSY.LH MODEL-S	350	15-05-2018	100	250				
5	A10001	AS11002	BUCKLE ASSY.LH MODEL-S	400	15-05-2018	200	100	100			
6											

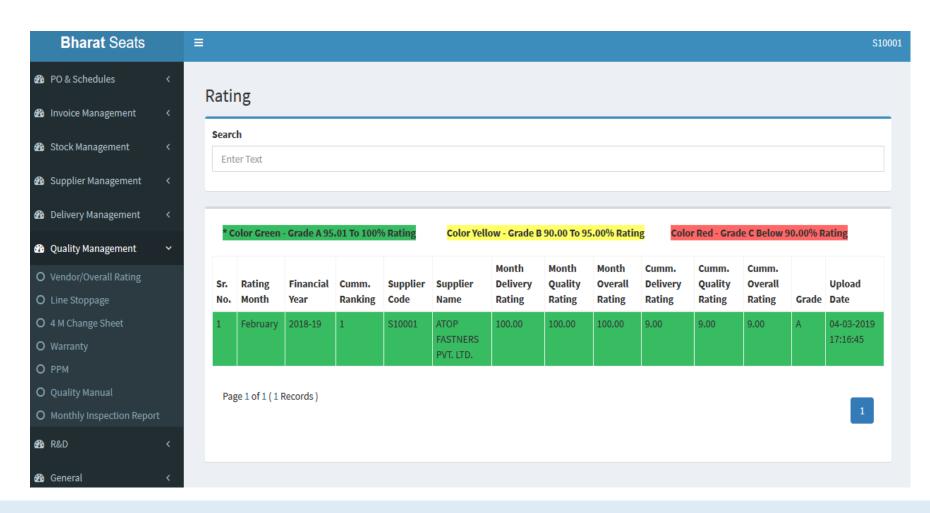




# QUALITY MANAGEMENT - VENDOR / OVERALL RATINGS

In this module supplier gets its monthly ratings (Quality, Delivery, Overall & Cumulative) and know the status where they stand in current month.

\*Note: As per the management if vendor ratings are continuously in Grade C and not improving then it must affect their future business with BSL.



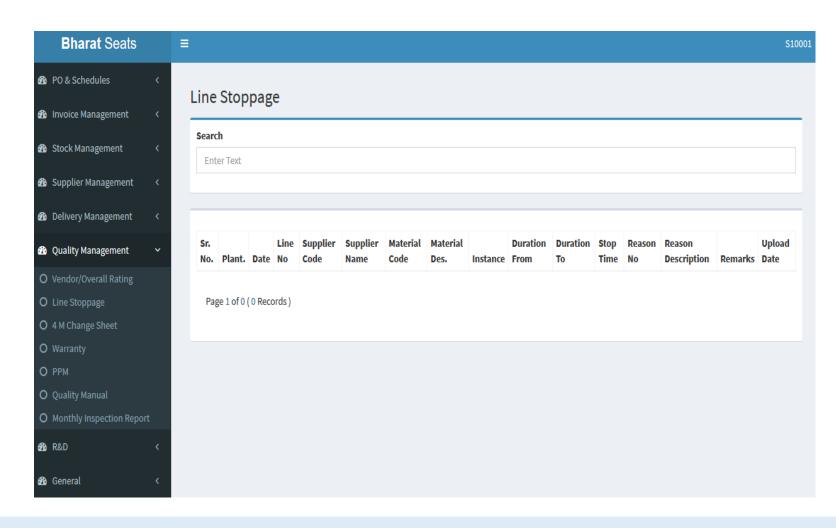




### QUALITY MANAGEMENT - LINE STOPPAGE

In this module, if any BSL line was stopped due to any fault by supplier (Quality issues or delivery failure) then supplier get the line stoppage information.

\*Note: Information related to debit note raised by BSL due to that particular fault is not available here.





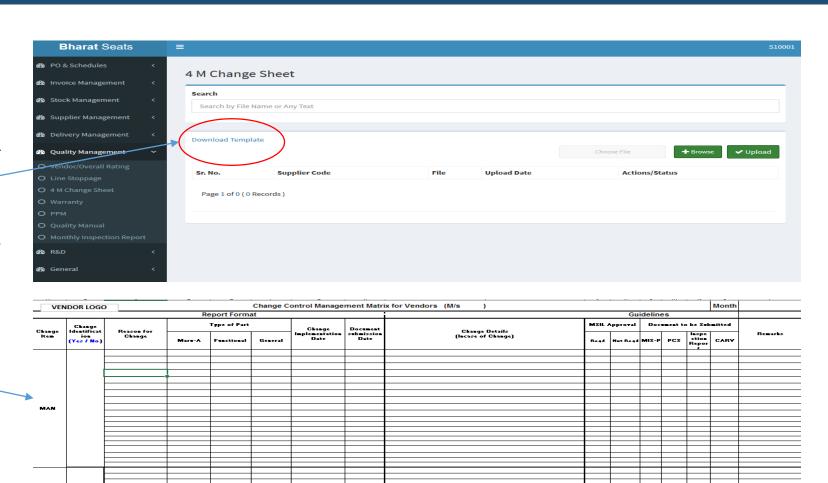


### QUALITY MANAGEMENT - 4 M CHANGE SHEET

In this module vendor has to submit 4 M change sheet on monthly basis to BSL.

- Firstly vendor has to download the BSL
   4 M change template by clicking on download link.
- 2. Now after downloading the file vendor has to fill all details required in 4 M change sheet and then after getting signed with their signatories upload back on portal.

\*Note: Dead line for vendors to submit his 4M change report to BSL is up to 5<sup>th</sup> of every month. After 5<sup>th</sup> data updated is in red category and affect on vendor ratings.



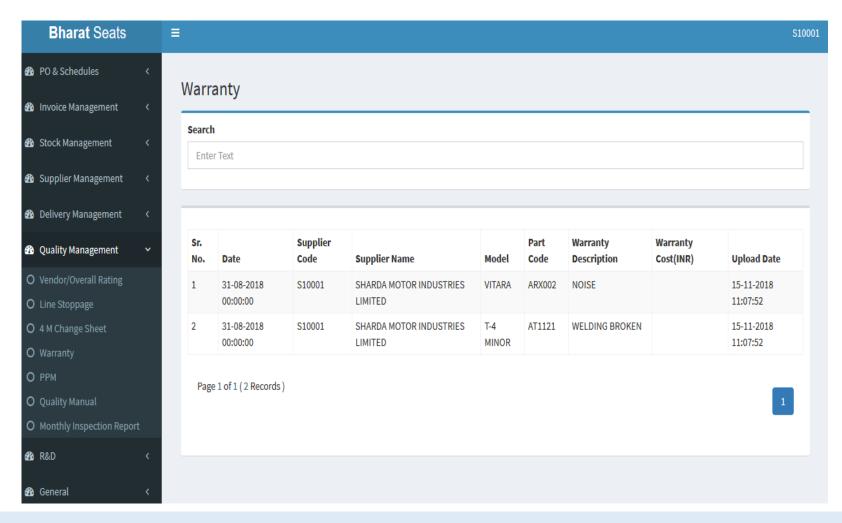




### QUALITY MANAGEMENT - WARRANTY

In this module, Warranty claim information shared with Vendors.

Vendors only get those parts info for which BSL quality team raised the warranty claim.



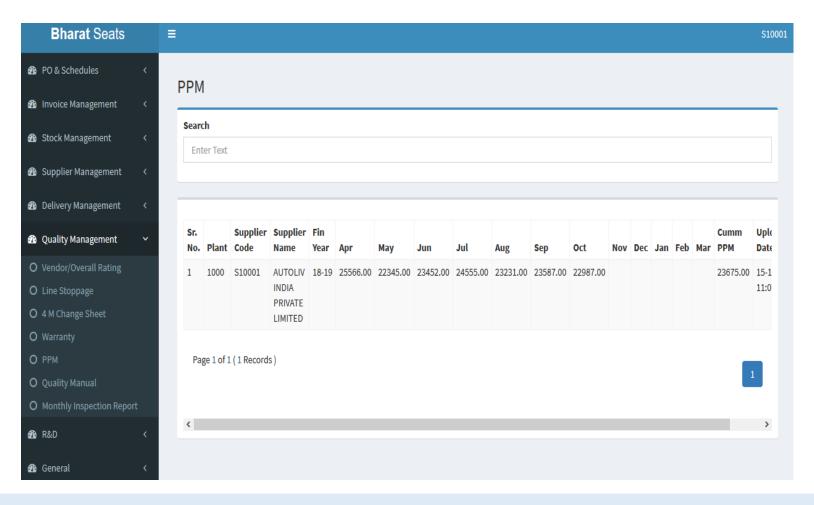




# QUALITY MANAGEMENT - PPM (PARTS PER MILLION)

In this module, Monthly PPM details shared with Vendors by BSL quality team.

Vendors get the complete monthly PPM info with Cumulative PPM details every month.



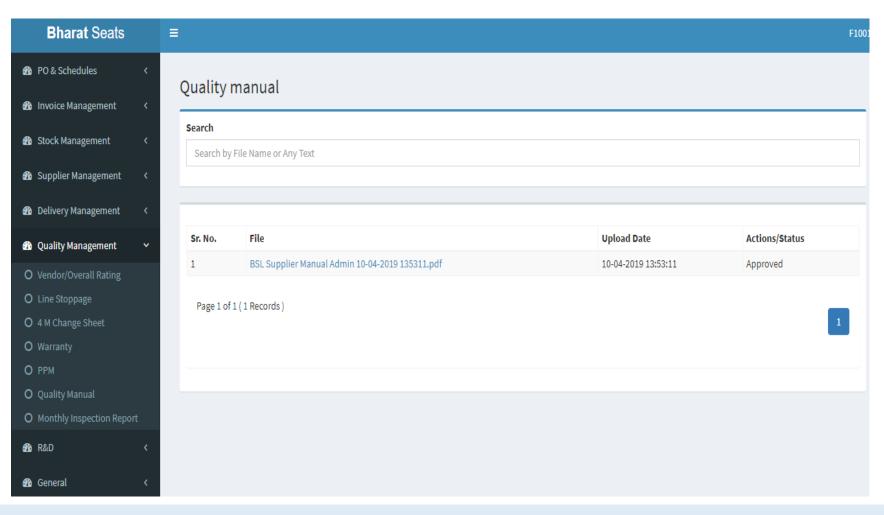




# QUALITY MANAGEMENT - QUALITY MANUAL

In this module, Vendor Quality Assurance Manual shared with Vendors.

Vendors have options to download this manual and work as per BSL guidelines.





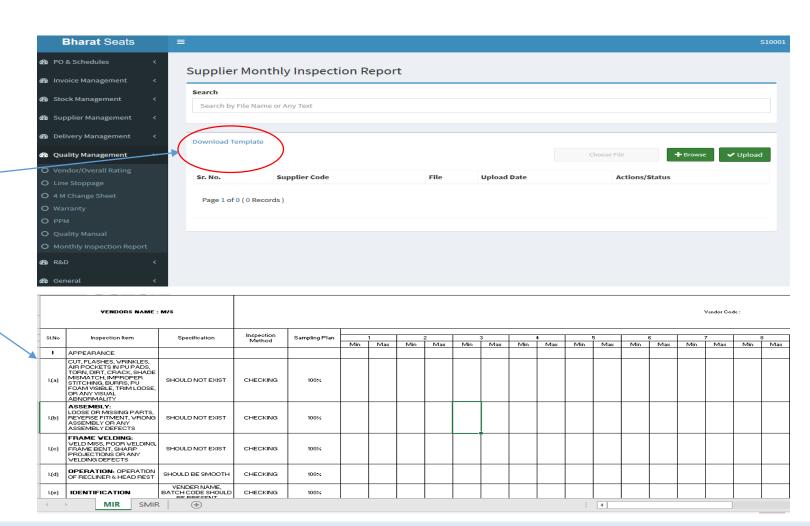


# QUALITY MANAGEMENT - SUPPLIER MONTHLY INSPECTION REPORTS (SMIR)

In this module vendor has to submit monthly inspection report to BSL Quality team.

- Firstly vendor has to download the BSL SMIR template by clicking on download link.
- 2. Now after downloading the file vendor has to fill all details required in Monthly inspection report and then after getting signed with their signatories upload back on portal.

\*Note: Dead line for vendors to submit his monthly inspection report to BSL is up to 5<sup>th</sup> of every month. After 5<sup>th</sup> data updated is in red category and affect on vendor ratings.



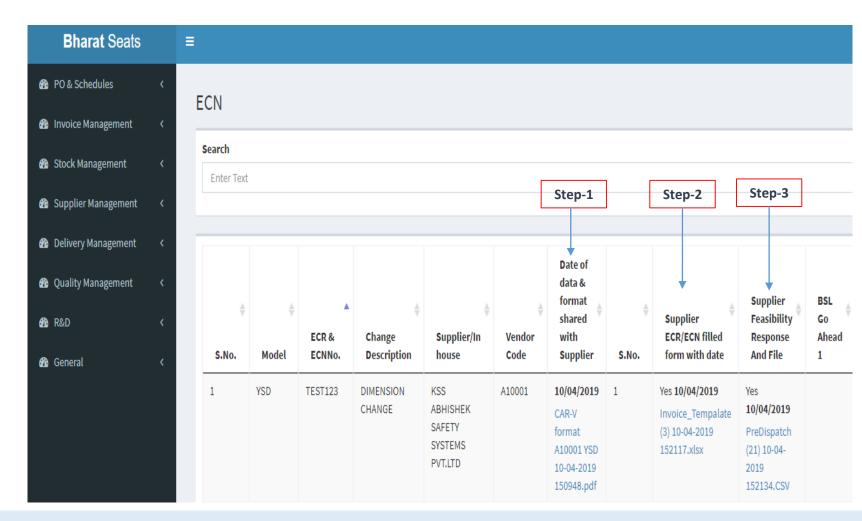




#### R & D - ECN (ENGINEERING CHANGE NOTE)

In this module vendor has to check is there any kind of ECN raised by BSL in portal.

- 1. Firstly vendor has to download the ECN data shared by BSL by clicking on download link (Step-1).
- 2. Now after downloading the ECN file vendor has to fill all required details in ECN format and then submit back on portal in Supplier ECR/ECN filled form tab (Step-2).
- Now next supplier has to submit the part feasibility report and update on portal (Step-3).



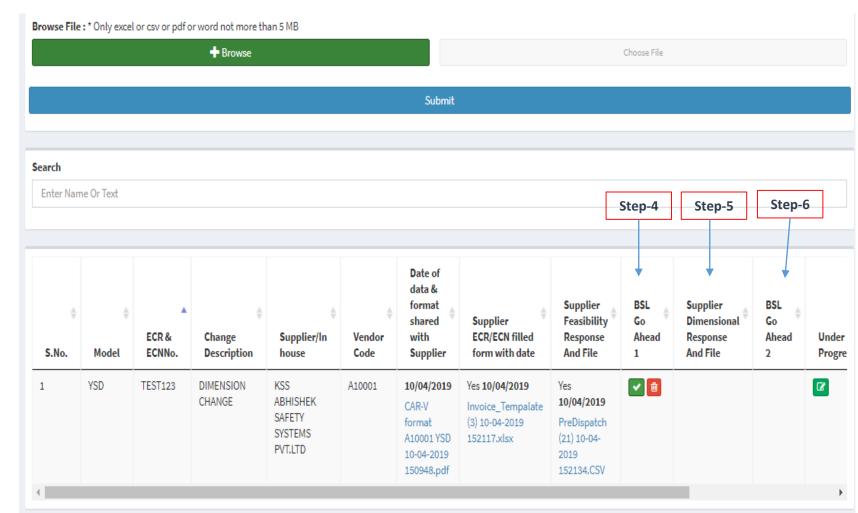




#### R & D - ECN (ENGINEERING CHANGE NOTE)

- 4. Now BSL R&D person will analyze the supplier feasibility report and if found ok then provide the first Go ahead (Step-4).
- 5. After getting BSL approval supplier has to start working on that ECN and after changes submit the dimensional report for verification and checking (Step-5).
- 6. Once part is dimensionally ok then again R&D person give his final Goahead on portal that ECN is implemented at vendor end successfully (Step-6).

\*Remarks: Options are available for vendors if they required any further data or help from R&D team then they can simply write in remarks column.



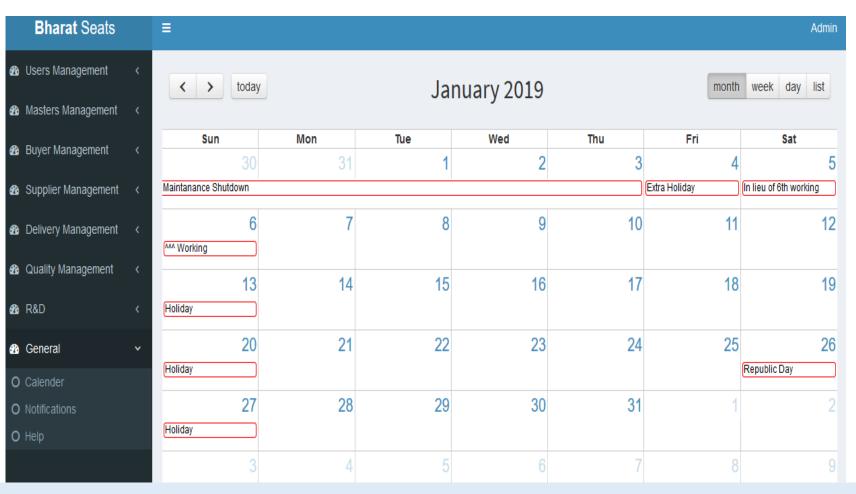




### GENERAL - CALENDAR

In this module, Vendor gets the yearly working calendar of BSL.

If any changes in working plan then vendors must get info through notifications.



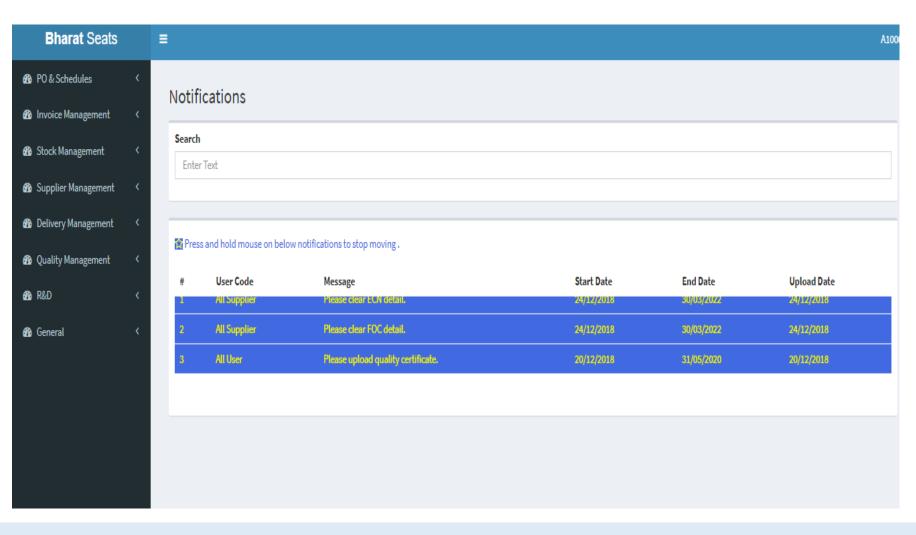




## GENERAL - NOTIFICATIONS

In this module, Vendor gets all notifications details in 1 window.

Any new changes info will be available to vendors through notifications on portal.



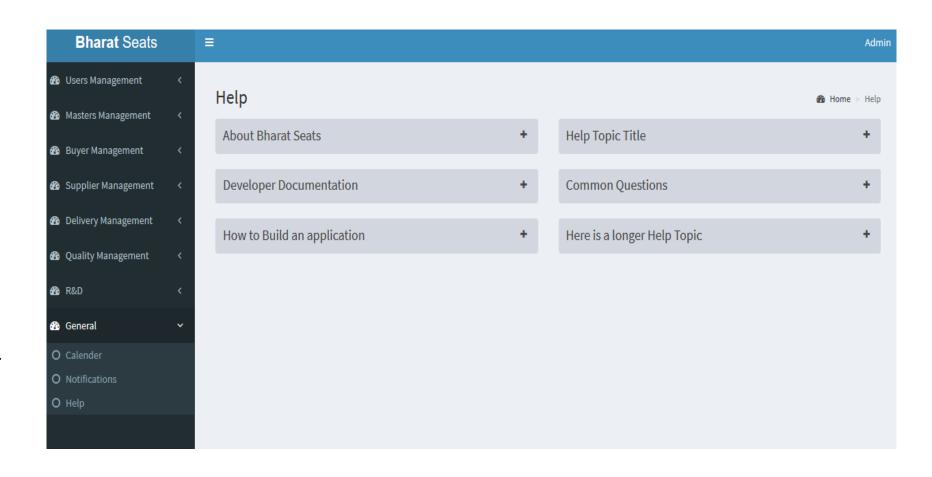




#### GENERAL - HELP

In this module, all working instructions and manuals related to portal will be available.

So if any vendor gets any issue while working then they can simply download the manuals and work as per the given instructions.







# Thanks



