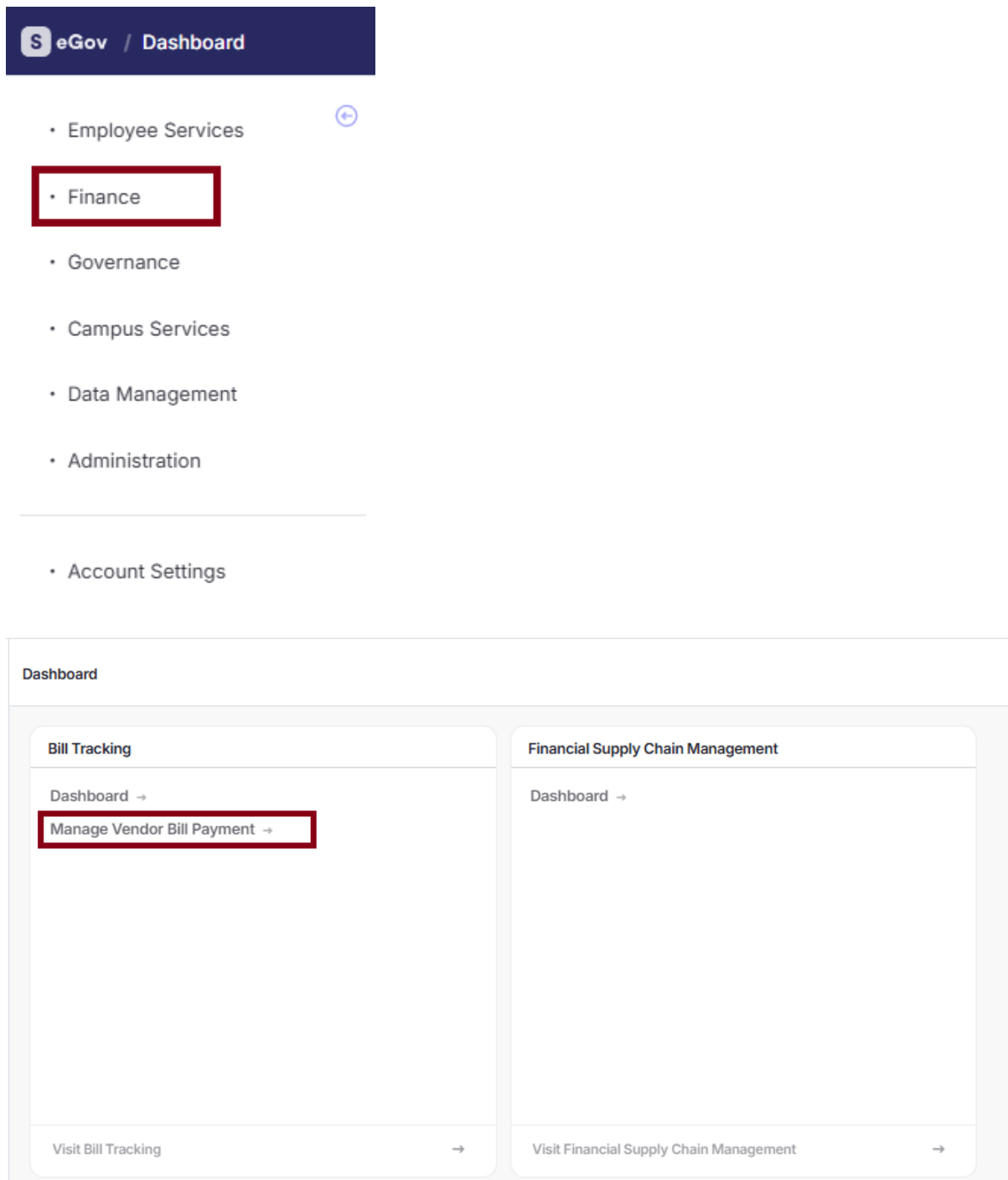


✓ **समर्थ पोर्टल में Vendor जोड़ना और Vendor Bill सबमिट करना (Adding Vendor & Submitting Vendor Bill in Samarth Portal)**

Step 1: Finance Module खोलें (Access Finance Module)

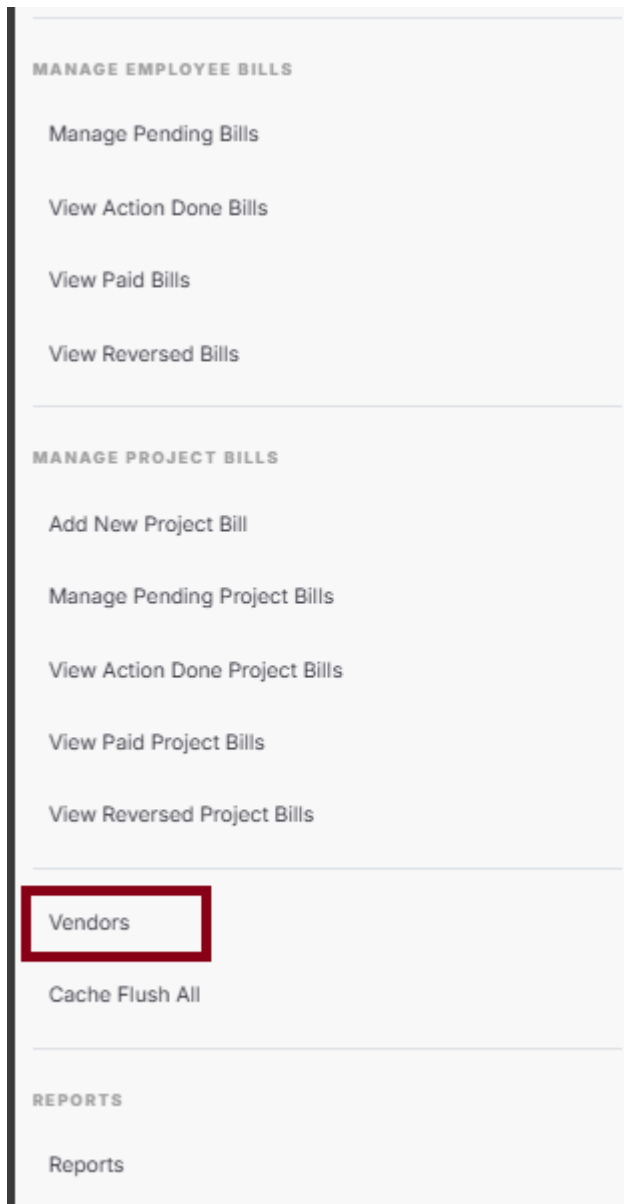
👉 Samarth Portal में लॉगिन करें (Login to the Samarth Portal.)

👉 बाएँ साइड मेन्यू से Finance > Bill Tracking > Manage Vendor Bill Payments पर क्लिक करें (From the left side menu, click Finance > Bill Tracking > Manage Vendor Bill Payments.)



Step 2: Vendor Details चेक करें (Check Vendor Details)

👉 बाएँ मेन्यू से Vendors पर क्लिक करें (Click Vendors on the left menu.)



👉 सर्च बार में Vendor Name डालकर सर्च करें (Use the search bar to search for the Vendor Name.)

✗ अगर Vendor नहीं मिलता है, तो नया Vendor मैनुअली जोड़ें (If the vendor does not appear, add the vendor manually.)

Step 3: नया Vendor जोड़ें (Add New Vendor)

▲ स्क्रीन के टॉप-राइट कॉर्नर में Add Vendor पर क्लिक करें (Click “Add Vendor” at the top-right corner of the screen.)

Bulk Upload Vendors


Add Vendor

GST Number	PAN Number	Account Number

Add Vendor

Search The Vendor By GST Number Or PAN Number Before Creating A New Vendor [Click To Search](#)

Do you have PFMS Unique Id ? *	Select
Vendor Name *	
Office Email *	
Office Contact Number *	<div><div></div>9999999999</div>
Office Address *	
Vendor Type *	Select
Is GST Number Available ? *	Select
TIN Number	
PAN Number *	
Do you have Account Details ? *	Select
Status *	Select
Upload	<div>Choose FileNo file chosen</div>
<div><div>Save</div><div>Cancel</div></div>	

 फॉर्म में जरूरी डिटेल्स भरें (Fill out all required fields in the form):

- Vendor Name (वेंडर नाम)
- Office Email (ऑफिस ईमेल)
- Contact Number (संपर्क नंबर)
- Office Address (ऑफिस पता)
- Vendor Type (वेंडर टाइप)

- GST Availability – Yes/No (GST उपलब्ध है या नहीं)

⚠ अगर GST नहीं है तो Vendor Declaration अपलोड करें (If GST is NOT available, attach Vendor Declaration in the prescribed format.)

📄 Vendor Type सेलेक्ट करें (Select Vendor Type):

- अगर PAN है → 'Others' चुनें (If PAN is available → Select 'Others')
- अगर PAN नहीं है → 'PAN NA' चुनें (If PAN is not available → Select 'PAN NA')
- अगर Vendor defaulter है → 'Bank Defaulter' चुनें (If vendor is a defaulter → Select 'Bank Defaulter')

The screenshot shows a web form with the following fields and a dropdown menu:

- Vendor Type ***: A dropdown menu with the text "Select" and a search icon. The dropdown is open, showing three options: "OTHER" (highlighted in blue), "BULK DEFAULT VENDOR", and "PAN NA".
- Is GST Number Available ? ***: A text input field.
- TIN Number**: A text input field.
- PAN Number ***: A text input field.

🏦 बैंक डिटेल्स भरें (Enter Bank Details):

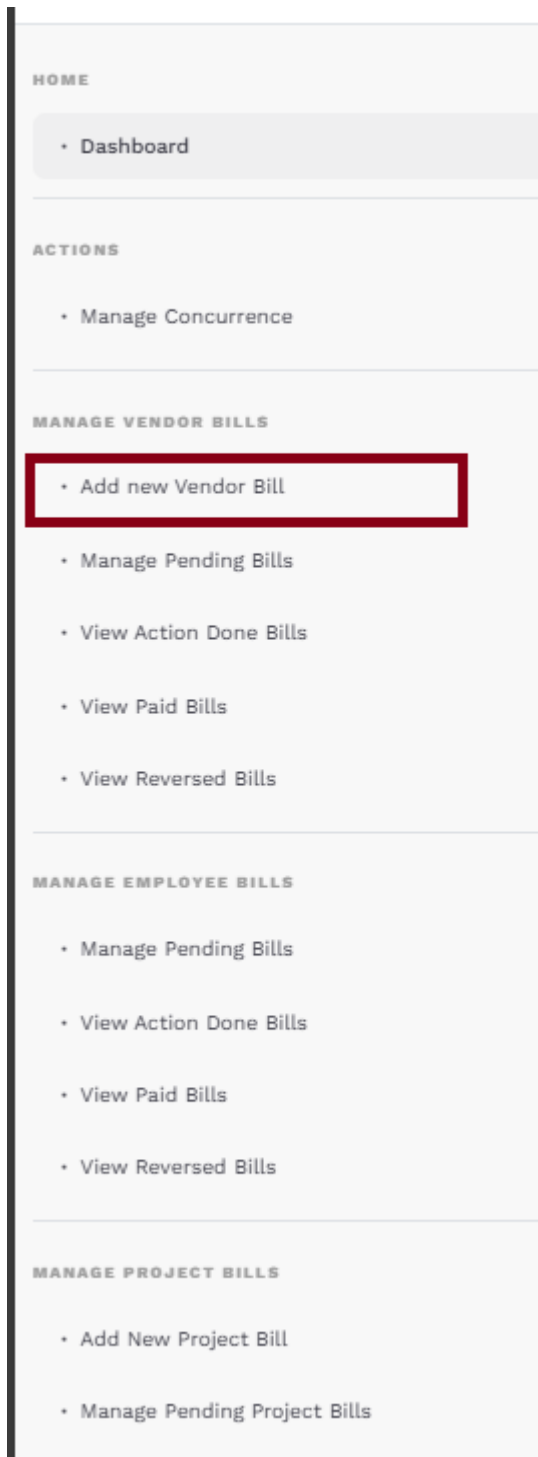
- Account Holder Name (खाता धारक का नाम)
- Account Number (खाता नंबर)
- Bank Name (बैंक का नाम)
- Branch (शाखा)
- IFSC Code (आईएफएससी कोड)

💾 सभी जानकारी भरने के बाद SAVE पर क्लिक करें (Click SAVE to add the vendor.)


Step 4: नया Vendor Bill जोड़ें (Add New Vendor Bill)

👉 वापस जाएँ: Finance > Bill Tracking > Manage Vendor Bill Payments (Go back to Finance > Bill Tracking > Manage Vendor Bill Payments.)

🟢 Add New Vendor Bill पर क्लिक करें (Click "Add New Vendor Bill".)



▲ टॉप-राइट में Add Bill पर क्लिक करें (Click “Add Bill” at the top-right.)

 बिल डिटेल्स भरें (Fill in the Bill Details):

- Organization Unit (संगठन इकाई)*****
- Budgetary Financial Year (वित्तीय वर्ष)
- Purchase Order Number (यदि लागू हो) (Purchase Order Number, if applicable)

- Concurrence Details (अगर कोई हों) (Concurrence Details, if any)
- Vendor सेलेक्शन (Vendor Selection from added list)
- Bill Amount, Invoice Number, Date, Attachments (बिल राशि, इनवॉइस नंबर, तारीख, संलग्न दस्तावेज़)

📌 ध्यान दें: सभी फ़िल्ड सही भरें और सपोर्टिंग डॉक्यूमेंट्स जैसे इनवॉइस, वर्क ऑर्डर, डिक्लेरेशन अपलोड करें (Important: Fill all fields correctly and attach supporting documents like invoice, work order, declarations.)

💾 सभी डिटेल्स चेक करके SAVE पर क्लिक करें (After entering all details, click SAVE.)

Advance Filter Multiple Bills Add Bill

Amount	Invoice Amount(Rs.)	Current User of the Bill

Add Bill

Organization Unit *

All

SELECT YOUR DEPARTMENT OR SECTION OR CELL

Bill Approval Hierarchy Type *

--Select--

SELECT TYPE OF BILL

Budgetary FY *

Select

BILL YEAR (FINANCIAL)

Purchase Order No

PURCHASE ORDER OR WORK ORDER IF GENERATED OR GIVEN

Concurrence Details

☐ Skip Concurrence
always SKIP CONCURRENCE

Concurrence Reference No

--Select--

Vendor Details

Vendor

Search Vendor

SEARCH ADDED OR PRE ADDED VENDER

Bill Details

☐ Skip Bill Details

Type Of Payment *

PART PAYMENT

FINAL PAYMENT

ADVANCE PAYMENT

CHOOSE TYPE OF PAYMENT

Bill No

WRITE BILL NUMBER/INVOICE NUMBER/REFERENCE NO

Bill Date

Select Date

SELECT BILLING DATE

Upload Bill (Scanned Copy) [upto 10 MB]

Choose File

No file chosen

UPLOAD SCANNED BILL

Bill Amount Without Tax(Rs.)

WRITE AMOUNT WITHOUT TAXES

Applicable Tax

--Select--

CHOOSE TAXES APPLICABLE (LIKE 9%CGST + 9%SGST = 18% SO SELECT ONE BY ONE FIRST CGST 9% THEN SGST 9%)

☐ Apply Rounding on Tax Amount

Total Tax Amount(Rs.) **AUTOMATICALLY CALCULATED**

Invoice Amount(Rs.) **AUTOMATICALLY CALCULATED**

Formula To Calculate Invoice Amount (Bill Amount With Tax) :- (Bill Amount Without Tax) + ((Bill Amount Without Tax) * (Total Tax / 100))

Deduction Category **PERCENTAGE BASED** **SELECT IF APPLICABLE**

Applicable Deduction **--Select--** **SELECT IF APPLICABLE ACCORDANCE TO PO OR RULES**

Total Deduction(%) **0** **AUTOMATICALLY CALCULATED**

Does Other Amount Based Deduction Applicable ? **Select** **SELECT IF APPLICABLE ACCORDANCE TO PO OR RULES**

Total Deduction Amount(Rs.) **AUTOMATICALLY CALCULATED**

Advance Amount **0** **WRITE THE AMOUNT IF ADVANCE WAS TAKEN IN NAME OF THIS BILL**
(Already Paid To Vendor)

Other Addition Exempted from tax or tds(Rs.) **0** **SELECT IF APPLICABLE ACCORDANCE TO PO OR RULES**

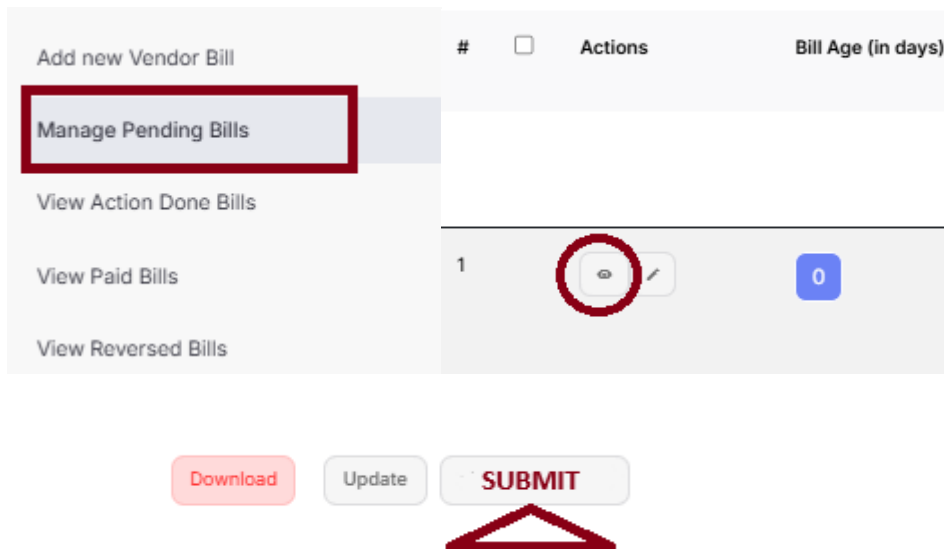
Refund Amount(Rs.) **0**

Payable Amount (Rs.) * **WRITE THE AMOUNT**

Formula To Calculate Payable Amount :- ((Bill Amount With Tax) - ((Bill Amount Without Tax) * (Total Deduction / 100)) - (Advance Amount) - ((

Remarks at the time of Bill Creation **WRITE LETTER/NOTESHEET NO. OF THE APPROVAL AND OTHER REFERENCES HERE**

Save



Step 5: Final Bill सबमिट करें (Final Bill Submission)

👉 Manage Vendor Bills में जाएँ (Go to Manage Vendor Bills.)

👁️ अपलोड किए गए बिल के आगे Eye आइकॉन पर क्लिक करें और डिटेल्स प्रीव्यू करें (Click the Eye Icon next to the uploaded bill to preview.)

🔍 सारी जानकारी ध्यान से चेक करें (Verify all bill details carefully.)

✅ सब कुछ सही हो तो Submit पर क्लिक करें (If all data is correct, click on “Submit”.)

✅ Summary Checklist

- Vendor सर्च और ऐड किया गया (Vendor searched and added) ✓
- Vendor Declaration अपलोड किया (Vendor declaration uploaded, if GST not available) ✓
- PAN & बैंक डिटेल्स सही भरे गए (PAN & Bank details correctly entered) ✓
- बिल के सभी डॉक्यूमेंट्स अपलोड किए (Bill added with all required documents) ✓
- बिल चेक करके प्रीव्यू किया (Bill previewed and verified) ✓
- Final Submission किया (Final submission done) ✓