

Vendor Invoice Management Portal

System User Manual & Workflow Guide

ERP & System Department

Process Overview

A streamlined digital ecosystem for Vendor Onboarding, Invoice Submission, and Automated Verification against SAP records.

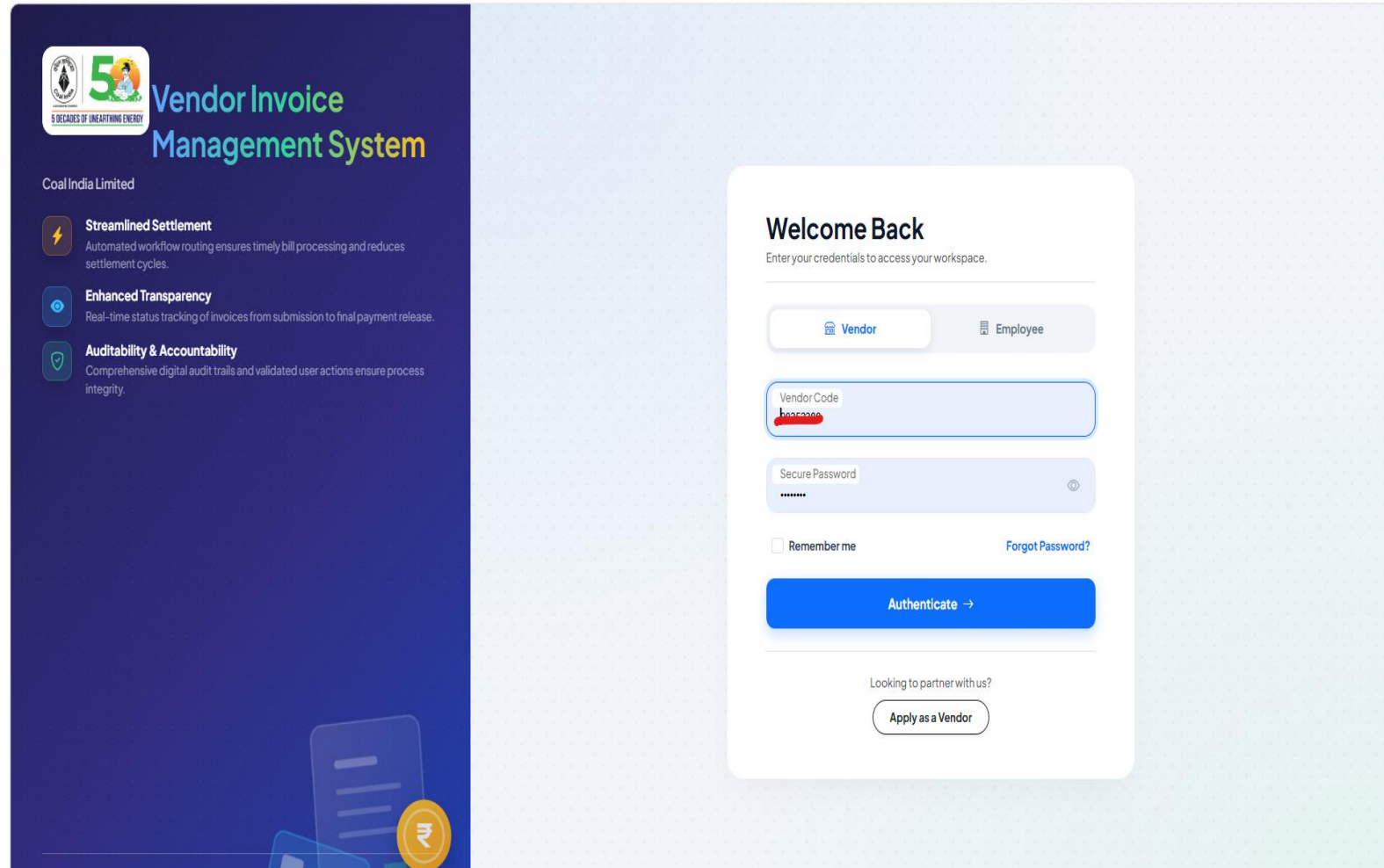
Accessing VIM Portal

1. Go to Coal India Limited official website.
2. Click on the VIM link as shown in the picture.



Login Screen of VIM Portal

1. Two types of users for signing in
 - a) Vendor
 - b) Employee
2. Vendor can Sign in as well as Register by clicking on “**Apply as a Vendor**” link
3. Employee (HoD) can be registered by click on “**Activate Employee ID**” link.



1. Vendor Registration





2. Vendor can Sign in as well as Register by clicking on “Apply as a Vendor” link

The image shows a login interface with the following elements:

- Welcome Back**: Header text.
- Enter your credentials to access your workspace.**: Sub-header text.
- Vendor** and **Employee**: Two tabs for user selection, with 'Vendor' currently selected.
- Vendor Code**: A text input field.
- Secure Password**: A password input field with a toggle icon.
- Remember me**: A checkbox for session persistence.
- [Forgot Password?](#): A link for password recovery.
- Authenticate →**: A large blue button to proceed with login.
- Looking to partner with us?**: A text prompt.
- Apply as a Vendor**: A button highlighted with a red arrow, indicating the registration path.

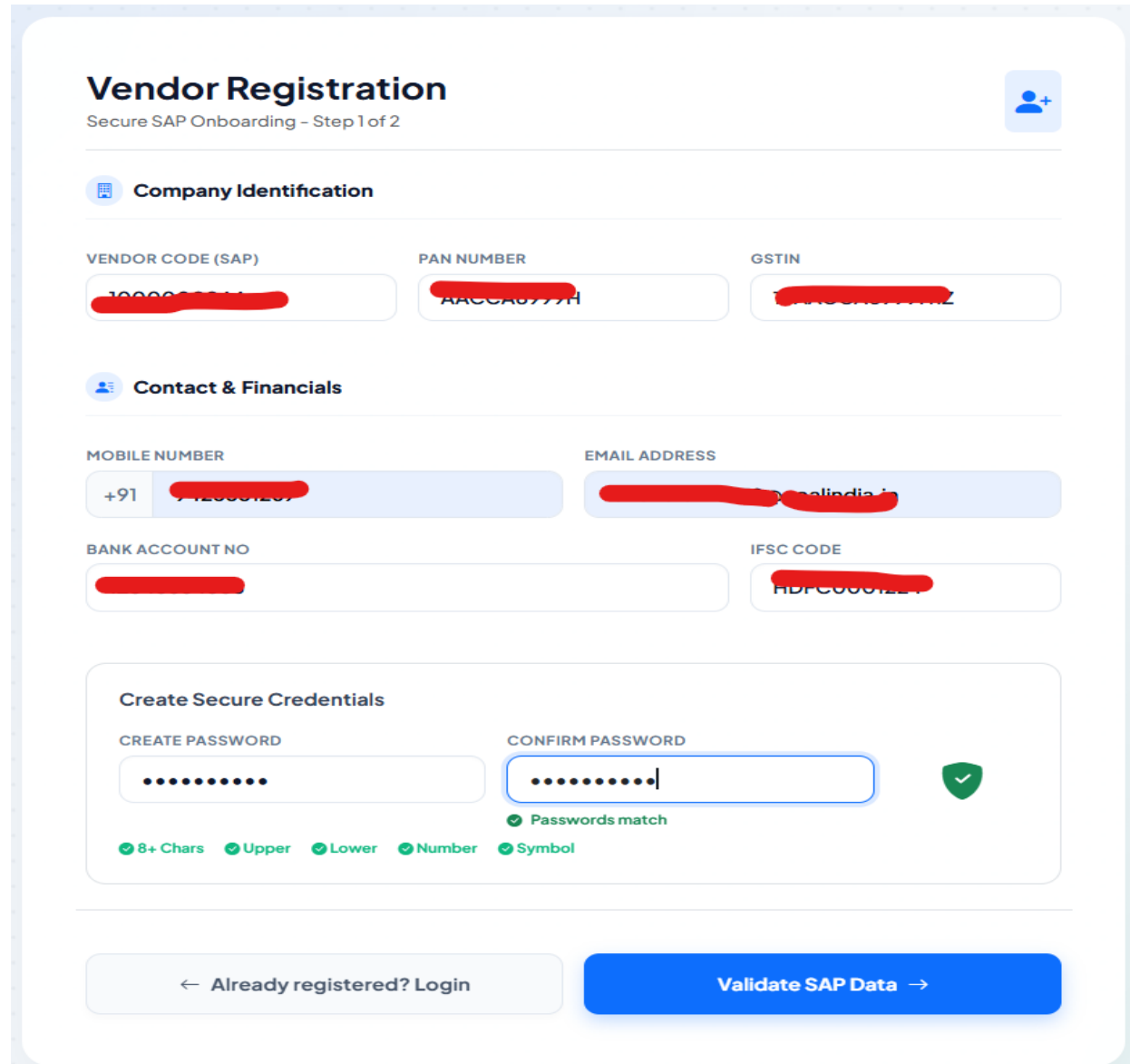
Vendor Registration

New vendors must complete registration to access the portal. Key requirements include:

-  **Mandatory Codes:** Vendor Code, PAN, GST(Optional).
-  **Contacts:** Mobile & Email ID for OTP and Alerts.
-  **Finance:** Bank Account No. and IFSC Code.
-  **SAP Validation:** System automatically validates details against SAP data before approval.

Two different otp will be sent to email id and mobile number, after submitting otp within time the vendor will be onboard on VIM portal.

Note – in case email id or mobile number is not correct, kindly contact to concern department to update in SAP ERP.



The screenshot shows the 'Vendor Registration' form, which is the first step of a two-step onboarding process. The form is divided into two main sections: 'Company Identification' and 'Contact & Financials'. In the 'Company Identification' section, there are three input fields: 'VENDOR CODE (SAP)', 'PAN NUMBER', and 'GSTIN'. In the 'Contact & Financials' section, there are four input fields: 'MOBILE NUMBER', 'EMAIL ADDRESS', 'BANK ACCOUNT NO', and 'IFSC CODE'. Below these fields is a 'Create Secure Credentials' section with two password input fields: 'CREATE PASSWORD' and 'CONFIRM PASSWORD'. The 'CONFIRM PASSWORD' field has a green checkmark and the text 'Passwords match' next to it. At the bottom of the form, there are two buttons: a light blue button labeled '← Already registered? Login' and a dark blue button labeled 'Validate SAP Data →'.

Vendor Registration

Secure SAP Onboarding – Step 1 of 2

Company Identification

VENDOR CODE (SAP) PAN NUMBER GSTIN

Contact & Financials

MOBILE NUMBER EMAIL ADDRESS

BANK ACCOUNT NO IFSC CODE

Create Secure Credentials

CREATE PASSWORD CONFIRM PASSWORD

✓ Passwords match

✓ 8+ Chars ✓ Upper ✓ Lower ✓ Number ✓ Symbol


← Already registered? Login Validate SAP Data →

Vendor Login Access

After successfully registering on previous steps vendor can sign in with providing vendor code, password and otp send on mobile

 **User ID:** Your unique Vendor Code.

 **Password:** Sent automatically to the registered email address.

 **OTP Verification:** A 6-digit code sent to the registered mobile for every login.

Vendor Invoice Management System

Coal India Limited

Streamlined Settlement

Automated workflow routing ensures timely bill processing and reduces settlement cycles.

Enhanced Transparency

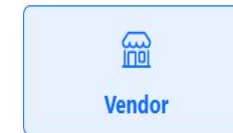
Real-time status tracking of invoices from submission to final payment release.

Auditability & Accountability

Comprehensive digital audit trails and validated user actions ensure process integrity.

Welcome Back

Enter your credentials to access your workspace.



Vendor Code

Password

Remember me

[Forgot Password?](#)



Looking to partner with us?

[Vendor Registration](#)

Vendor Dashboard

- Vendor can see status of different submitted bills
- Few latest submitted bills
- Submit invoice
- Update Profile

The screenshot displays the VIMS Vendor Portal dashboard. At the top, there is a blue header with the VIMS logo and 'Vendor Portal' text. On the right side of the header, there is a user profile icon, a notification bell, and a 'Logout' button. Below the header, the main content area is titled 'Dashboard' with the subtitle 'Overview of your invoice lifecycle.' and a user code 'E90352386'.

The dashboard features a summary row with five categories: SUBMITTED (2), PENDING (0), APPROVED (2), PAID (0), and REJECTED (0). Each category includes an icon representing its status.

Below the summary row, there are two main sections: 'Latest Invoice Tracker' and 'Quick Actions'.

The 'Latest Invoice Tracker' section shows a progress bar for invoice #INV007438539, submitted on 20 Jan 2026. The progress bar has three steps: 1. Submitted, 2. Dept Approved (Sent to SAP), and 3. Payment Processed. The current status is 'Approved'.






The 'Quick Actions' section contains two buttons: 'Submit Invoice' (Upload a new bill) and 'Update Profile' (Edit contact details).

At the bottom, there is a 'Recent Invoices' table with the following data:

Invoice No	Date	Subsidiary	Amount (₹)	Status	Action
INV007438539	15-Jan-2026	Mahanadi Coalfield...	200.00	Approved	View
INV0023477	16-Jan-2026	Mahanadi Coalfield...	100.00	Approved	View

Filling Invoice Details

MANDATORY SELECTIONS

-  **Organization Units:** Select Company, Plant, and Department from dropdowns.
-  **PO Detection:** System displays a pop-up indicating if a **Purchase Order (PO)** is required based on your selections.
-  If PO is available then department linked with PO will be displayed in Target Department
-  If PO is not available vendor can select concerned department
-  **Invoice Date:** Must be less than or equal to current date.

Submit New Invoice

SUBMISSION CONTEXT

Select Subsidiary

-- Choose Subsidiary --


Select Plant/Area **SAP PO Number**

Loading... Select a plant to fetch your POs

Target Department

-- Waiting for PO Data --


INVOICE DETAILS

Invoice Number	Invoice Date	Total Amount (₹)
<input type="text"/>	dd-mm-yyyy 	<input type="text"/>

ATTACHMENTS

Upload Invoice PDF

Choose File No file chosen



Invoice Document Upload



File Format: Upload high-quality scans of the original invoice.



Size Limit: Maximum file size allowed is **10 MB**.



Mandatory: Submission is not possible without the attachment.



Visibility: Attached documents are instantly visible to the Nodal Officer for verification.

After submitting invoice an email will be sent to vendor as well as head of the concern department.



Submit New Invoice

SUBMISSION CONTEXT

Select Subsidiary
-- Choose Subsidiary --

Select Plant/Area **SAP PO Number**
Loading... Select a plant to fetch your POs

Target Department
-- Waiting for PO Data --

INVOICE DETAILS

Invoice Number	Invoice Date	Total Amount (₹)
<input type="text"/>	dd-mm-yyyy	<input type="text"/>

ATTACHMENTS

Upload Invoice PDF
Choose File No file chosen

[Submit Invoice](#)

Vendor Invoice Status

- Vendor can see status of different submitted bills

The screenshot shows the Vendor Portal interface. On the left is a 'Menu' sidebar with the following items: Dashboard, Submit Invoice, Invoice History, Bill tracking (highlighted with a red arrow), and My Profile. The main dashboard area displays a summary of invoice statuses: PENDING (0), APPROVED (2), PAID (0), and REJECTED (0). Below this is a 'Latest Invoice Tracker' for invoice #INV007438539, submitted on 20 Jan 2026. The tracker shows a progress bar with three steps: 1. Submitted, 2. Dept Approved (Sent to SAP), and 3. Payment Processed. A table below the tracker shows recent invoices:

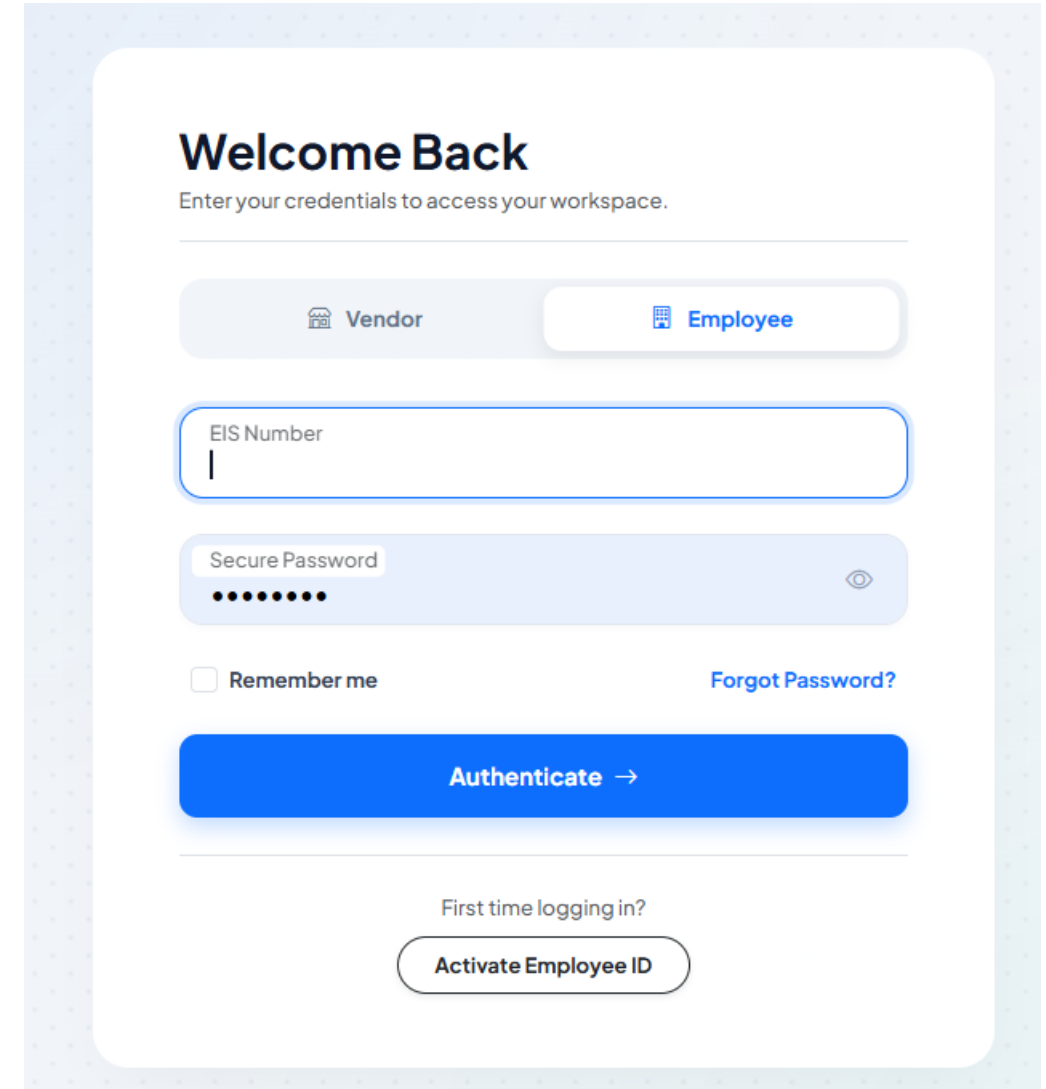
Date	Subsidiary	Amount
15-Jan-2026	Mahanadi Coalfield...	200
16-Jan-2026	Mahanadi Coalfield...	100

The screenshot shows the Vendor Portal dashboard. At the top right, the user is identified as Sanjay Mishra with a 'Logout' button. The dashboard title is 'Dashboard' with the subtitle 'Overview of your invoice lifecycle.' Below the title are summary cards for SUBMITTED (2), PENDING (0), APPROVED (2), PAID (0), and REJECTED (0). The 'Latest Invoice Tracker' section shows a progress bar for invoice #INV007438539, submitted on 20 Jan 2026. The progress bar has three steps: 1. Submitted, 2. Dept Approved (Sent to SAP), and 3. Payment Processed. A 'Quick Actions' panel on the right contains buttons for 'Submit Invoice' (Upload a new bill) and 'Update Profile' (Edit contact details). Below the tracker is a 'Recent Invoices' table with a 'View All History' button:

Invoice No	Date	Subsidiary	Amount (₹)	Status	Action
INV007438539	15-Jan-2026	Mahanadi Coalfield...	200.00	Approved	View
INV0023477	16-Jan-2026	Mahanadi Coalfield...	100.00	Approved	View

Employee (Head of Department) activation

- Click on “Activate Employee ID” link



The image shows a login interface with the following elements:

- Welcome Back**: Header text.
- Enter your credentials to access your workspace.**: Sub-header text.
- Vendor** and **Employee**: Two tabs for user selection. The **Employee** tab is active.
- EIS Number**: A text input field with a vertical cursor.
- Secure Password**: A password input field with a masked password (dots) and a visibility toggle icon.
- Remember me**: A checkbox and label.
- [Forgot Password?](#): A link for password recovery.
- Authenticate →**: A large blue button for logging in.
- First time logging in?**: Text for new users.
- Activate Employee ID**: A button for activating a new employee ID.

Employee (Head of Department) activation

Internal users register using their **EIS Number**. The system performs the following:

- Auto-Fetch:** Retrieves Name, Company, Dept Code, and HOD details from SAP.
- Credentials:** Password sent to official email ID post-submission.
- Updates:** Contact HCM module nodal officer for updation of details.

- Two different otp will be sent on mobile number and email id once submitted valid opt hod will be registered.
- Employee can login using userid, password and mobile number otp.

The screenshot displays the 'Employee Registration' form with the following fields and values:

- EIS Number:** [Redacted]72 (with a green checkmark icon and a note: 'Enter your 8-digit Employee Identification Number to retrieve details.')
- Full Name:** [Redacted]
- Designation:** [Redacted]
- Subsidiary:** [Redacted]
- Plant:** [Redacted]
- Department:** [Redacted]
- Cost Center Code:** [Redacted]
- Cost Center Name:** [Redacted]
- Official Email:** [Redacted]
- Mobile:** [Redacted]
- Password:** Create Password
- Confirm:** Retype

At the bottom, there are radio buttons for password requirements: Minimum 8 Characters, Uppercase Letter, Lowercase Letter, Number, and Special Char. A 'Proceed' button is located at the bottom right, and a link for 'Already registered? Login' is at the bottom left.

Employee (Head of Department) Dashboard

- HoD can process bill showing in his dashboard

The dashboard is titled "VIMS Internal Portal" and is viewed by "Sanjay Mishra" (HOD) on 30 Jan 2026. The user ID is 90352308. The dashboard includes the following sections:

- Dashboard:** Shows the user's role (HOD) and a "HOD View" button.
- Invoice Status Overview:** A section for monitoring invoice statuses.
- Top Vendors (Volume):** A section for tracking top vendors by volume.
- Critical Bottlenecks (>7 Days):** A section showing critical bottlenecks, currently displaying "Loading analysis..."
- My Pending Worklist:** A table showing pending invoices. One invoice is listed with a "Process" button.
- Department Workload:** A section showing the HOD Queue (Unassigned) with 1 pending invoice.

Invoice No	Date	Vendor	Amount	Status	Action
567899 NEW	30 Jan 2026	TEST services limited V002	₹ 100.00	Check PO	Process

Employee (Head of Department) addition of members

- HoD can add his department officer by clicking on My Team as approving authority, Bill processing officer, employees.

The screenshot displays a web application interface. On the left, a 'Menu' sidebar is visible with the following items:

- WORK AREA
 - Worklist
 - Archive
- MANAGEMENT
 - My Team** (highlighted with a red checkmark)
- SETTINGS
 - My Profile

The main dashboard area shows a 'Top Vendors (Volume)' chart and a 'Critical Bottlenecks (>7 Days)' alert. Below these, there is a table with the following data:

Date	Vendor	Amount	Status	Action
30 Jan 2026	TEST services limited V002	₹ 100.00	Check PO	Process

At the bottom right, the 'Department Workload' section shows 'HOD Queue (Unassigned)' with 'Pending Invoices' and a red notification bubble containing the number '1'.

Employee (Head of Department) addition of members

- Enter EIS and click on Search button, employee of the same department can be added.

The screenshot displays the 'Team Management' interface in the VIMS Internal Portal. At the top, the header includes the VIMS logo, 'Internal Portal', and user information: 'VIEWING AS: HOD' and '90552308'. A 'Logout' button is visible in the top right corner. The main content area is titled 'Team Management' with a sub-header 'Roster for 1001 / 10000098' and an 'Add Member' button. A green notification bar states 'Role 'EMP' removed successfully.' Below this, a search section titled 'FIND EMPLOYEE IN SAP' contains a red error message: 'Employee belongs to SYSTEMS (). Cannot add to current list.' A search input field is labeled 'Enter EIS Number' and contains the text '9XXXXXX'. A 'Search' button is next to the input field, with a note: 'Verify employee details against current department context via SAP Master Data.' At the bottom, there are three tabs: 'Approving Authorities' (1), 'Bill Processing Officers' (0), and 'Staff Members' (0). The 'Bill Processing Officers' tab is selected. Below the tabs is a table with columns: 'EIS Number', 'Name', 'Contact', 'Role', and 'Action'. The table is currently empty, with a message 'No BPOs assigned.' centered below it.

Forward / approve / reject bills

- An HoD can forward bill to members added.
- Members can be approver, BPO or employee
- .
- BPO once set details, HoD can approve the bill
- Any employee from the department can send bill to all other added members of the same department

The screenshot displays a web interface for managing bills. A modal window titled "Forward Invoice" is open, featuring a close button (X) in the top right corner. The modal contains two main sections: "Assign To *" with a dropdown menu currently showing "Select..." and a downward arrow, and "Remarks *" with a text input field containing "Reason for action...". A blue "Confirm Forward" button is located at the bottom right of the modal. The background shows an invoice for "Coal India Limited" with details such as "Coal Bhavan Premises", "Plot No AF 11", "AA-1A, New Town, Rajarhat, Kolkata 700157", and "CIN:L23109WB1973GOI02884". The invoice is marked as "Submitted: 31 Jan 2026" and "Unassigned". There are also buttons for "Forward Invoice", "Approve", and "Reject" visible on the page.

Core System Validations



SAP Matching

PO Number, Account Number, and IFSC are cross-checked with SAP real-time.



Duplicate Check

System blocks identical [Invoice No + Vendor Code + FY] entries.



Time Logic

Invoice dates must be historical or current; future dates are rejected.

Post-Approval Outcomes

✓ Approved

A **DAK Number** is generated in SAP. Notification sent to user department.

✗ Rejected

Reason displayed on portal. Vendor must re-upload with correct documents.

INVOICE #587855

Submitted: 31 Jan 2026 Unassigned

ⓘ Not Set (Required) ⓘ Not Set (Required)

⚡ Actions

[Forward Invoice](#)

[Approve](#) [Reject](#)

* Cannot approve: Missing Acceptance Date, MSE Type, or Accepted Amount. Forward to BPO.

🕒 Processing History

No history available yet.