

TAMILNADU POWER DISTRIBUTION CORPORATION LIMITED

From
Er.T.Niraimathi B.E., MBA.,
Chief Engineer/IT&RAPDRP,
144, Anna Salai,
Chennai – 02.

To
All Superintending Engineer
EDCs / TNPDC

Lr No: CE/IT&RAPDRP/SE/IT/EE/ERP/F.Vendor Portal/D 419/2025 Dt.10.07.2025

Sir / Madam,

Subject: IT Wing – ERP – Vendor Portal – Submission of Invoice & Passing-
CE/MM HQ POs – Instruction – Issued – Regarding

Reference: Note approved by JMD / Finance dated 10.07.2025

Vendor Portal is developed and tested so as to enhance the digital workflow of Billing process. Vendor can submit the invoice on receipt of material in good condition and on approval of service entry sheet in case of service.

Effective from **14.07.2025**, it is instructed to process the invoices submitted only through the Vendor Portal for the bills pertaining to Purchase Orders issued by the Chief Engineer / Materials Management (CE/MM) Wing and not to insist for hardcopies.

Also it is instructed not to process Bills received through hard copies only without receiving through vendor portal.

Vendor Portal developed will be having the following features:

1. Vendor Portal Access & Features

- A dedicated **Vendor Portal** has been developed to facilitate:
 - Vendor registration
 - Viewing of connected Purchase Orders
 - Submission of Invoices

2. Invoice Submission by Vendor

- Vendors can view the **Check Measured SRB** and the **Approved Service Entry Sheet**.
- Invoice details can be entered in the portal and the relevant **Invoice Document must be uploaded**.

3. ERP System Integration

- Upon submission, invoice details are **automatically fetched** into the **ERP System**, and a **Parked Document** is generated.
- The uploaded invoice document is also linked within the Parked Document.

4. Processing of Parked Document

- The Parked Document shall be processed using **T-Code: ZFI_WEBINVOICE** by the respective Accounts Wings regularly.

5. No Hard Copy Requirement

- **With effect from 01.05.2025, hard copies of invoices shall not be insisted upon** for invoices submitted through the portal for POs issued by CE/MM Wing.

6. Monitoring and Reporting

- This new invoice process will be **monitored centrally at TNPDC Headquarter**s.
- **Daily reports** will be submitted to **JMD / Finance** for review and tracking.

7. Issue Escalation

- Any operational difficulties faced during the process must be **immediately reported to the ERP Wing** for necessary support and resolution.

8. Processing Timeline

- All invoices submitted through the Vendor Portal must be **processed within seven (7) working days** from the date of submission by the vendor.

9. Reference Material

- A detailed **User Manual** for invoice processing through the Vendor Portal is **enclosed herewith** for reference and guidance.

It is requested to issue necessary instructions to all accounts Officers to ensure strict compliance with the above procedure and extend full cooperation for the successful implementation of this digital workflow initiative.

Encl: User Manual

Sd/- Dated 10.07.2025
Chief Engineer / IT & RAPDRP

Copy Submitted to JMD / Finance
Copy Submitted to Director Distribution / TNPDC
Copy Submitted to Director Finance / TNPDC
Copy to all Chief Engineer / EDCs

User Manual for Processing bills in ERP submitted in vendor portal

Invoices that are parked by the vendor using the vendor portal will get listed in the T-Code ZFI_WEBINVOICE

In the input screen, enter the following details & Execute (F8)

Company Code, Profit Centre & Fiscal Year

Vendors Bills Updation Report - Parked Document

Company Code: 2000 to []

Profit Center: 2205 to []

Fiscal Year: 2025 to []

Purchasing Document No: [] to []

Vendor: [] to []

Posting Date(From): []

Posting Date(To): []

Choose the Parked invoices (Click on the 510x series number) parked by the username VENPORT

Parked Documents Report Abstract:

Total Parked Documents: 4
Through Vendor Portal: 3

Company Name	Purchase Doc.No.	Parked Invoice No.	Document No.	Document Type	Year	Profit Center	Vendor ID	Vendor Description	Bank IFSC Code	Bank Account number	Amount	Doc.Status	Username
2000	4200002573	5105602981	2537780054	RE	2025	0000002205	0000104000	Voltech Manufacturing Company Limit	SBIN0007024	36366817226	1,156,400.00	Parked Document	CORE MM2 0
2000	4200002576	5105602987	2537780060	RE	2025	0000002205	0000104000	Voltech Manufacturing Company Limit	SBIN0007024	36366817226	2,360,000.00	Parked Document	VENPORT
2000	4200002578	5105602988	2537780061	RE	2025	0000002205	0000104000	Voltech Manufacturing Company Limit	SBIN0007024	36366817226	2,360,000.00	Parked Document	VENPORT
2000	4200002577	5105602989	2537780062	RE	2025	0000002205	0000104000	Voltech Manufacturing Company Limit	SBIN0007024	36366817226	1,180,000.00	Parked Document	VENPORT
											7,056,400.00		

Upon Selecting the invoice, it will take the screen to MIR4. Use Display/Change to toggle to MIR7 screen and proceed as usual. The document attachments will be available in Basic Data DMS Attachment tab.

Invoice Document | Edit | Goto | System | Help

Display/Change F7
Cancel F12

Display Parked Invoice Document 5105602988 2025

Show PO structure Follow-On Documents ... NF

Transaction: 1 Invoice | 5105602988 | 2025

Basic Data | Payment | Details | Tax | Withholding tax | Contacts | Note

Invoice date: 08.07.2025 | Invoice No: INV-08072025

Posting Date: 08.07.2025

Amount: 2,360,000.00 | INR

Tax Amount: 360,000.00 | Calculate Tax | NS NS (Input: SGST 9% + C.)

Bus.Place/Sectn: /

Text: /

Paymt terms: Due Immediately

Vendor 0000104000
Voltech Manufacturing Company Limited
Survey No:212/1, 212/2, 213/3,
Pillalakkam Village,
602105 Sriperumbudur Taluk, Kanchipuram
9677055467

Bank Key: CNRB0000911
Bank acct: 0911214000016
Canara Bank, Mount Road Branch

PO Reference | G/L Account | Material | Check List | Asset

Layout: 7_6310 All Information

Item	Amount	Quantity	Or...	Purchase or...	Item	PO Text	Tax Code
1	2,000,000.00			4200002578	10	HV FOR THE MONTH OF MAY 2025	NS NS

Item Search Term 0 / 0 Items

User parameter TM_INVOICE_CLERK has not been maintained

MIR4 | tansappet1 | INS | 12:17 | 08/07/2025