

MECON Vendor Bill Watch System – User Manual

1. Introduction

Welcome to the Vendor Self-Service Portal (Bill Watch System).
This portal allows vendors to:

- ✓ Register themselves
- ✓ Set password and activate access
- ✓ View purchase orders & invoices
- ✓ Track deductions and retention
- ✓ Reset password via OTP

This guide explains step-by-step how a new vendor can register and start using the system.

2. Accessing the Portal

1. Open your browser
2. Enter the portal link <https://vss.meconlimited.co.in/>
3. The **Login Page** will appear

3. New Vendor Registration

Step 1: Open Register Page

On the login screen → click **New Vendor Registration? Register Here**

Step 2: Enter Vendor Details

You will be asked to enter:

- Email ID
- PAN Number

Prior to initiating registration on the Vendor Self Service portal, vendors must ensure that their email ID and PAN number are correctly updated in the MECON database.

Step 3: System Verification

The system checks your vendor information against the Vendor Master database.

- If details match → Registration continues


ISO 9001 Company

Vendor Self Service Portal
Bill Watch System

Vendor Code

Password

Login

[Register](#) | [Forgot Password?](#)

1. Prior to initiating registration on the Vendor Self Service portal, vendors must ensure that their email ID and PAN number are correctly updated in the MECON database.

2. For updating the email ID and/or PAN number in the MECON database, vendors may contact the designated Point of Contact in the respective Commercial Section.

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- If not → message appears “Vendor details not found / mismatch”

Step 4: OTP Generation

A 6-digit OTP is generated and sent to your registered email.

- ✓ The OTP is valid until used
- ✓ do not refresh the page until you enter it

You are automatically redirected to the **Set Password Page**.

4. Set Password

This screen confirms your registration.

What you need to fill:

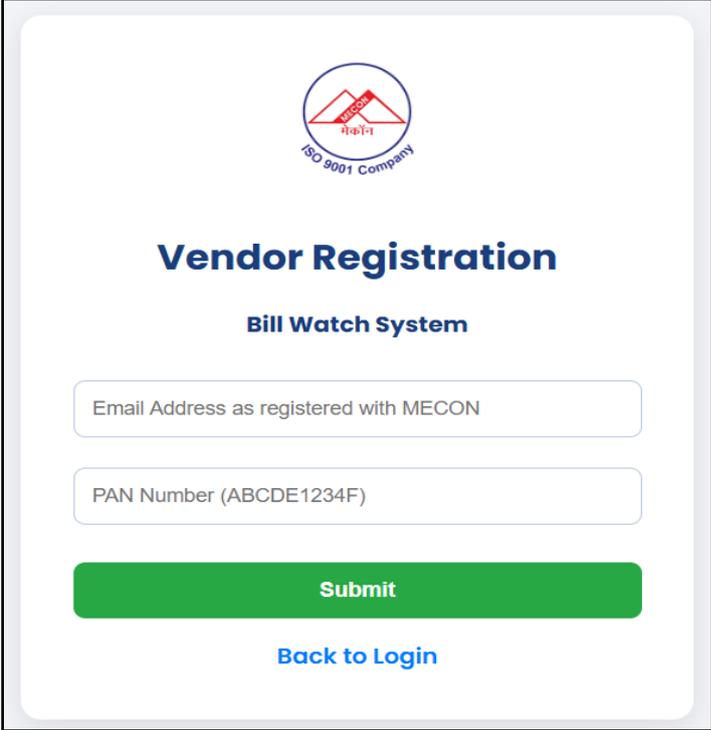
- OTP received on email
- Create new password (max. 10 characters)
- Confirm password

- ✓ Password & Confirm Password must match
- ✓ OTP must be valid and 6 digits long

Step 5: Submit

Click **Register**

- your vendor account is activated
- you will be redirected to Login Page



The screenshot shows the Vendor Registration page for the MECON Bill Watch System. At the top center is the MECON logo, which includes the text 'ISO 9001 Company'. Below the logo, the heading 'Vendor Registration' is displayed in a large, bold, blue font, followed by 'Bill Watch System' in a smaller, bold, blue font. There are two input fields: the first is labeled 'Email Address as registered with MECON' and the second is labeled 'PAN Number (ABCDE1234F)'. Below these fields is a prominent green button labeled 'Submit'. At the bottom of the form area, there is a blue link labeled 'Back to Login'.

5. Login to the Portal

1. Enter Vendor Code & Password
2. Click **Login**

If successful, you will reach the **Vendor Dashboard**.

6. Dashboard Overview

Your dashboard displays:

- Vendor Name / Code
- Functional links to PO & invoice tracking

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- Logout button

7. Viewing Invoice Data

Steps:

1. Enter your **SAP PO Number**
2. Click **Get Invoices**

The invoice table appears with:

| Invoice No | Date | Amount | Deduction / Retention | Status |

- ✓ Numeric deduction values and “Get Inv. Dtls.” values are clickable
- ✓ Pagination shows **5 records per page**, with Next/Previous navigation

8. Viewing Deduction Details

When you click **Get Inv. Dtls.** or non-numeric deduction values:

→ you are redirected to the **Deduction Page**

This page shows:

| Invoice No | Invoice Date | Amount | Deduction/Retention | Status |

If the deduction amount is numeric and > 0 , clicking it opens **numeric deduction details**.

9. Numeric Deduction Page

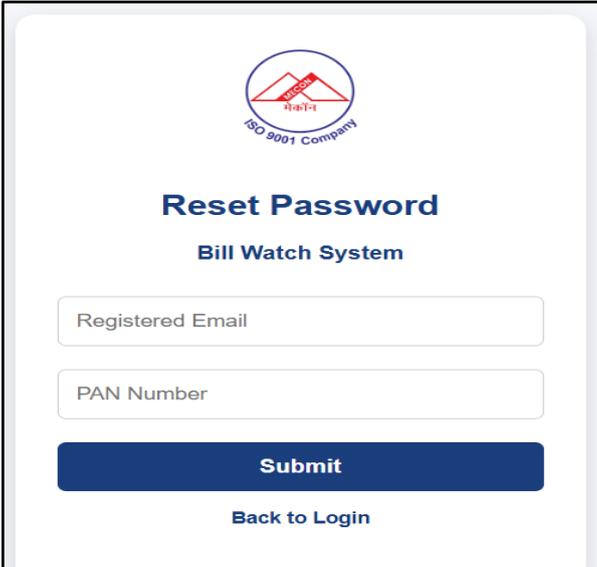
This page displays:

| Deduction / Retention (₹) | Reason |

This supplements the main deduction screen for detailed analysis.

10. Reset / Forgot Password

If you forget your password:



The screenshot shows a 'Reset Password' form for the 'Bill Watch System'. At the top, there is a logo for MECON (ISO 9001 Company). Below the logo, the text 'Reset Password' and 'Bill Watch System' is displayed. The form contains two input fields: 'Registered Email' and 'PAN Number'. A blue 'Submit' button is located below the input fields. At the bottom of the form, there is a link for 'Back to Login'.

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1. Click **Forgot Password** on login page
2. Enter registered PAN & Email
3. System verifies vendor existence in password table
4. OTP is generated and sent to email
5. You are redirected to **Reset Password Page**

Reset Password Page:

- ✓ Enter OTP
- ✓ Enter New Password (max 10 chars)
- ✓ Confirm Password
- ✓ Click “Reset Password”

You will then be redirected to Login Page after successful reset.

12. Logout

Click **Logout** in header.

Recommended after each session.

13. Support & Troubleshooting

If OTP not received / mismatch:

- ✓ Check spam folder
- ✓ Ensure registered email is correct
- ✓ Request portal admin to re-trigger OTP

If login failed:

- ✓ Ensure password length \leq 10 characters
 - ✓ Use the Forgot Password option
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14. Security Guidelines

- ✓ do not share vendor code or password
 - ✓ Change password if exposed
 - ✓ OTP is one-time use for activation or reset
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