

# **Instructions to Vendors for Material Supply to BHEL Bhopal under GST Regime**

## **What to do before supplying material?**

1. Please upload your GSTIN and acknowledgment received from government on B2B site and get the same updated by SDC (Supplier Development Cell) , BHEL, Bhopal @ 0755 250 2027 & email id – [sdc@bhelbpl.co.in](mailto:sdc@bhelbpl.co.in).
2. Please upload HSN/SAC of material that is being supplied on B2B site and get the same incorporated in PO by concerned Purchase group.
3. Check PO for “PO Entry Allow Date” and if the same has expired then please get it updated by concerned Purchase group.
4. Dispatch material only after above compliance has been made.

## **What care should be taken while supplying material?**

1. Material shall be allowed to enter BHEL, Bhopal on GST Tax Invoice.
2. Material shall NOT be allowed to enter BHEL, Bhopal on Delivery Challan.
3. If GST is not applicable OR rate of GST is zero then the same is to be mentioned on Tax Invoice.
4. Following information are must in Tax Invoice –
  - I. GSTIN of Vendor
  - II. GSTIN of BHEL, Bhopal
  - III. HSN/SAC of material
  - IV. Rate and Value of CGST/SGST/IGST/UGST as may be applicable.
  - V. Type of Vendor – Registered/Unregistered/Composite