

# E-payment Guidelines for Vendors

(E-payment registration in web portal <https://supplierfirst.ril.com>)

## Guidelines for Vendors: New E-payment registration

- 1) All new vendor E-payment requests must come through <https://supplierfirst.ril.com>.
- 2) Open your Internet Explorer / Google Chrome and type address: <https://supplierfirst.ril.com>
- 3) Put login id (Vendor code) and password and click the login button
- 4) If you forgot your password then enter your vendor code and click on the link Get Password, your password will come to you in your registered e-mail id

## After Login: Home page

- 1) Go to Supplier Profile, then select option "Update E-payment".
- 2) You will get separate row for each RIL Group company wherever your vendor code is extended.
- 3) Click on the "Company code" link e.g. [Reliance Industries Ltd. \(RIL\)](#)
- 4) Here on screen you will get form to fill E-payment registration details.

## Filing E-payment registration page

- 1) In the form, PAN and Address details will appear as updated in Vendor Master.
- 2) If any modification in PAN / Address / Name requires, Please get it updated through menu Supplier profile > Update vendor profile and upload scan copies of supporting documents to verify the same.
- 3) Please fill / select all other field in the form and SAVE.

## Printing of E-payment registration Form

- 1) After filling E-payment details in "SupplierFirst" web portal, please generate letter through "Print Bank Letter" link.
- 2) E-payment letter as generated, to be printed on the Your Business/company letterhead.
- 3) Please get this letter signed by "Authorised signatory" for the bank account.
- 4) Please also get Signed Letter verified (sign/seal) by Your Bank.

## Uploading of documents in Portal

- 1) Now again login >> Go to Supplier Profile >> select "Update E-payment" link >> See the status for selected company code as "Pending for Doc. Upload" >> click selected company code >> and Click on the link in header "Verified Documents"
- 2) Now upload following on "SupplierFirst" web portal under link "Verified Documents"

- 3) Scan copy of letter (duly signed and verified) and Scan copy of Original Cancelled Cheque leaf.
  - 4) Once the requirements are completed, e-Payment mapping for the vendor in the selected company code will be processed within 2/3 working days.
- 

**For e-payment registration related queries:**

- 1) MDM team is working through dashboard so all requests pending at our end appears to us – separate intimation is not required.
- 2) In case of any query/exception, please raise query through query Management in portal with complete details

**Note:**

**For Payment related queries**

e-mail can be sent to [SSC.CentralPayments@ril.com](mailto:SSC.CentralPayments@ril.com) or you may kindly call on 022-44776579 as there is a separate department for bills processing and payments.