Contract Closing User Manual

For POWERGRID Vendors/Contractors

Purpose: To allow POWERGRID Vendors/Contractors to view status of contract closing process and upload required documents.

Contract Closing process from Vendor

Step 1: Vendor may log in through BTS portal as shown:



Step 2: Click the Contract Closing tab to access the application.



Step 3: The vendor's contracts will be visible in the table as shown:

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Step 4: The vendor may click the contract to view progress of applicable activities



Step 5: The vendor may upload documents by clicking on Choose File button.

Note: File will be uploaded to server only after clicking on Save (📙 Save) button.

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The changes made by the vendor will be visible to POWERGRID User and vice-versa.