

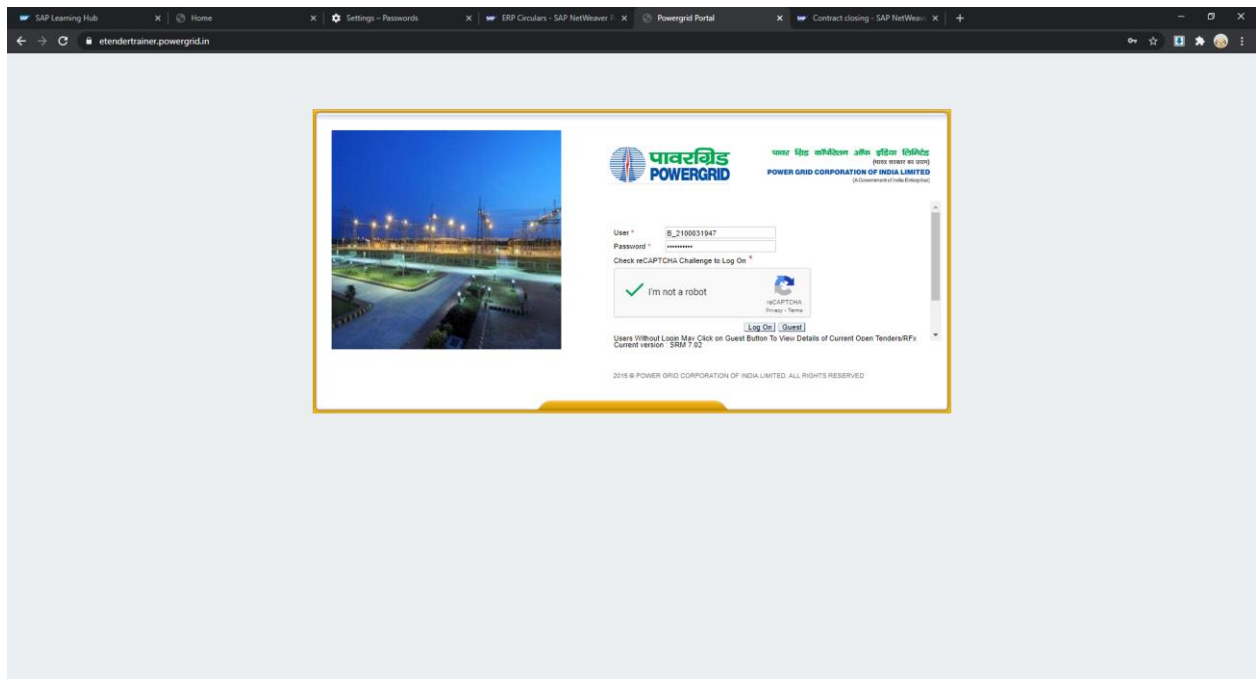
# Contract Closing User Manual

## For POWERGRID Vendors/Contractors

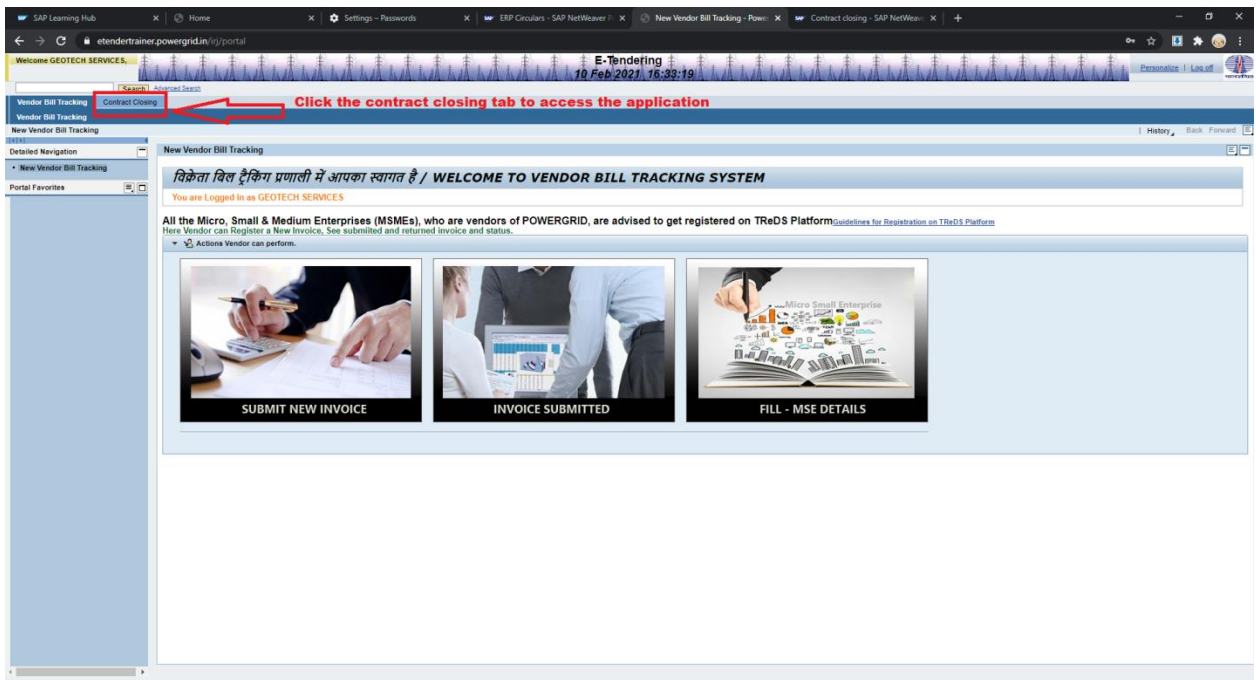
Purpose: To allow POWERGRID Vendors/Contractors to view status of contract closing process and upload required documents.

### Contract Closing process from Vendor

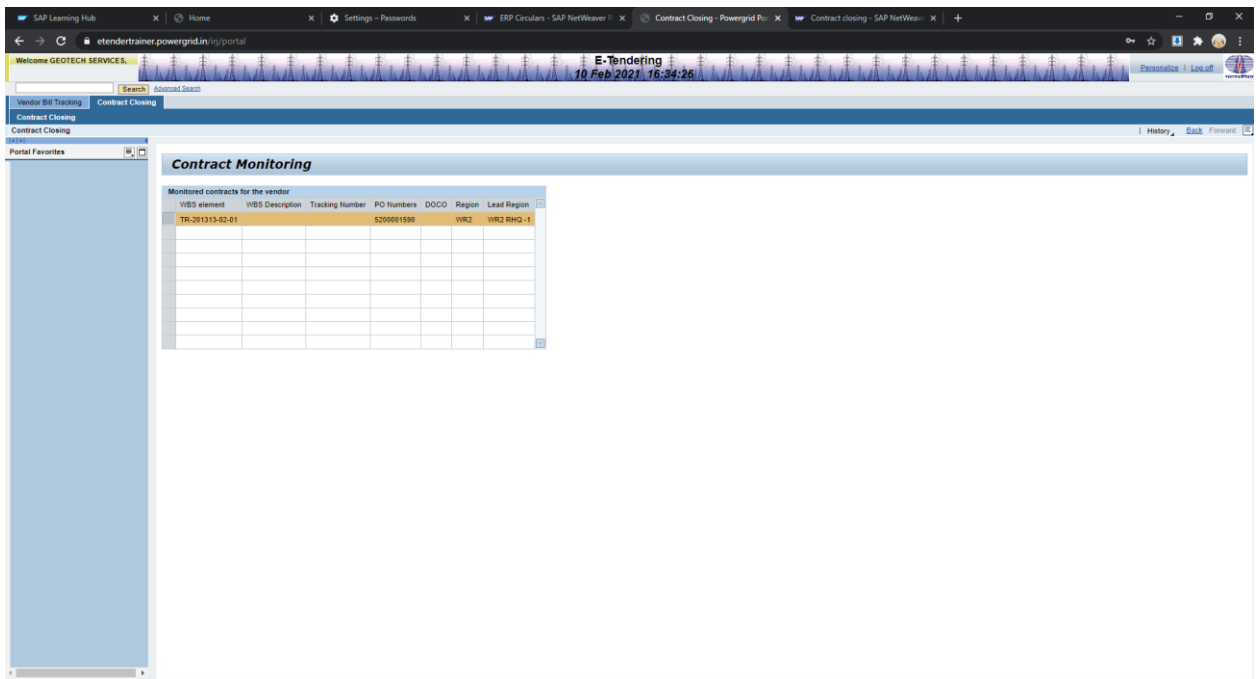
Step 1: Vendor may log in through BTS portal as shown:



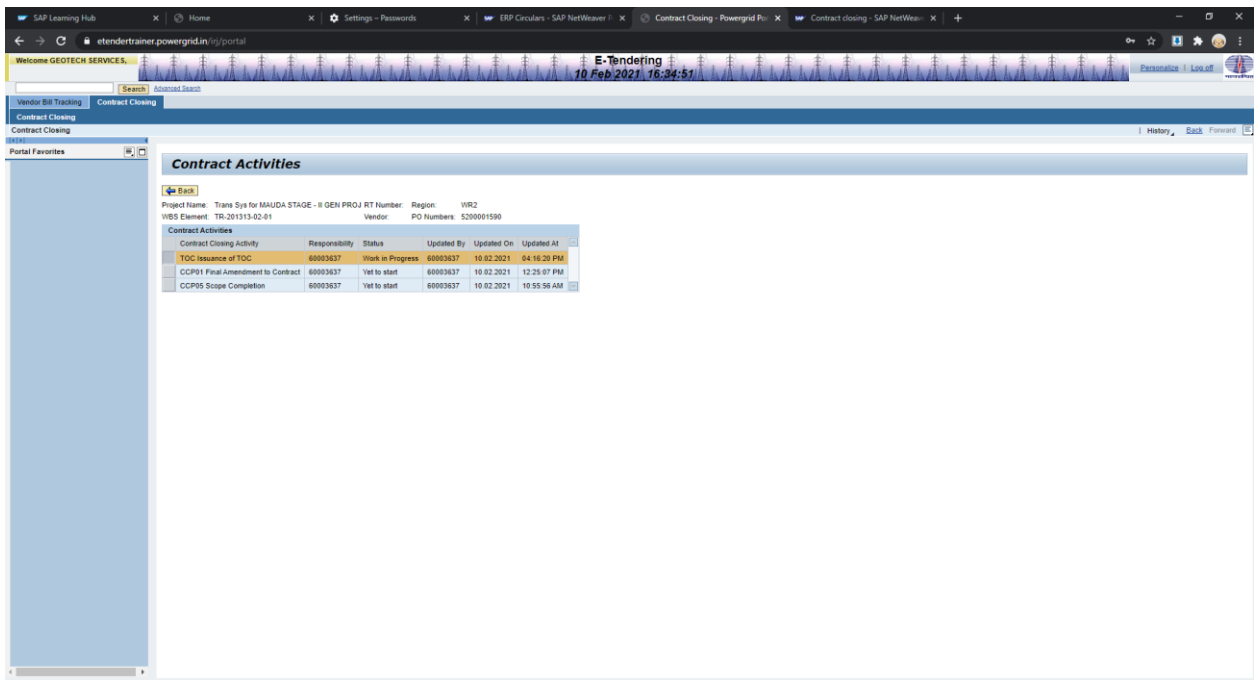
Step 2: Click the Contract Closing tab to access the application.



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

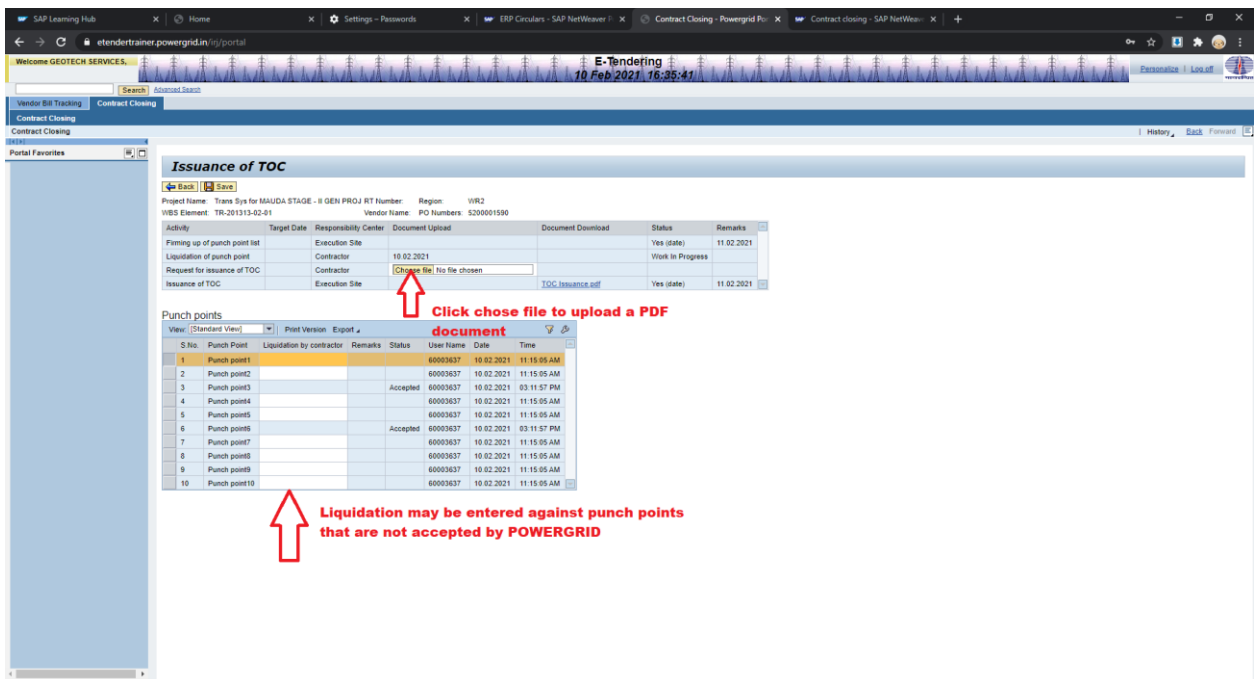


Step 4: The vendor may click the contract to view progress of applicable activities



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.



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