Frequently Asked Questions (FAQ)

Q - How do I access the Bill Lite portal?
A -The Bill Lite application can be accessed via Ebiz portal. Once you login in Ebiz a link for Bill Lite will be displayed in the menu by the name - Bill Lite. On clicking the link, Bill Lite login page would open in a separate tab of the browser.
The login url for EBiz portal is - https://ebiz.ril.com/irj/portal

Q - Do I need to have an EBiz login for accessing Bill Lite?
A - Yes, you would need an Ebiz login for accessing Bill Lite. The Bill Lite login link would be available in the Ebiz menu. It would work only if you are logged in Ebiz portal with a valid vendor code.

Q - Can I access Bill Lite portal from internet?
A – Yes, this portal could be accessed via internet over any browser.

Q - What steps need to be followed before I can start generating the invoices?
A – For a non-registered user below steps are required to be done in Bill Lite portal
- Registration (Auto – No manual registration needed. Default login password provided)
- Login using Vendor Code/Default password
- Change Password after first login
- Update User Profile
- Generate Invoice

For an already registered user

- Login using Vendor Code/Password
- Update User Profile
- Generate Invoice

Q - How will the Purchase Order details for Reliance be reflected in the portal?
A – Once you login, all of the RIL Purchase Order details pertaining to your vendor code will be fetched from Ebiz and be available for you to generate invoice.

Q - What type of invoices can I create using Bill Lite?
A – You can create both material and/or service invoices with Bill Lite. Based on the Purchase Order/Work Order details the appropriate PO/WO would be shown for selection.

Q - Can I edit the line item quantity in invoice?

A – Yes, you can modify the invoice quantity in the portal. The portal would by default show the PO quantity as the maximum invoice quantity. You could reduce the invoice quantity but could not exceed the PO quantity.

Q - Can the HSN/SAC codes be modified when I am creating invoice?
A – Yes, you could modify the HSN/SAC codes in the portal for each of the PO line items. The new HSN/SAC codes can be searched in a pop up and the old codes could be updated.

Q - Do I need to check the GST compliance of the invoice?
A – No, the portal intelligently takes care of all the GST compliance norms when you create the invoice. This would eliminate the chances of generating defective invoices and expedite the payment cycle.

Q - What are the next steps post invoice creation?
A – Post invoice creation you can do the following
- Digitally sign the invoice using Aadhar OTP
- Smooth navigation to Ebiz and edit the ASN created in draft format (for material PO)
- Continue further processing in Ebiz for order processing

Q - How do I edit an Invoice?
A – You can edit the invoice in the portal by going to the Invoice History page. The portal gives you an option to edit the invoice in case some error has occurred in processing the invoice.

Q - How can I check the history of Invoices that I have created?
A – You can check all the invoices that you have created under the 'Invoice History' module. It provides you a comprehensive look at the Invoice in terms of Invoice No., Invoice Creation date, PO No. and current status of the invoice.

Q - How will this portal help me in digitally signing the invoice?
A – You can digitally sign your invoice by using the eSign facility. You would need to verify your Aadhar details via mobile OTP to be able to eSign the Invoice pdf.