INVOICE UPLOAD IN VHD PORTAL

Manual and steps to follow

Login in to URL https://partner.americantower.com
Enter Login Id & Password (Active Vendor Code for ATC TIPL / ATC ISL)

Welcome page will appear, Click on "Submit Invoice"

"Submit Invoice" page will appear. These fields will automatically appear with details. Select "Add Invoice" (Add Shipment will be only for ASN for material supply)

"Add Invoice" page will appear. These fields will automatically appear. Enter all fields as given below and upload Invoice document & soft data in required format

Document check list will appear, tick for all boxes of the checklist.
Select "DONE" if all entries are OK and correct.

Auto prompt stating "Invoice has been added successfully" will appear, select OK to confirm.

Following page will appear, select SUBMIT to confirm submission of Invoice.

Following page will appear, select YES to validate submission of Invoice.

Following page will appear, select OK to close the session.

After submission of Invoice, VHD will verify the invoice and documents uploaded and either Accept or Reject, please log in to portal and click on INVOICE LISTING to check the status of the invoice uploaded.

In case invoice is showing REJECTED in Invoice Verify please comply to the rejection reasons and upload again. If Invoices showing in any other location, assume as verified and OK and arrange to send the hard copy to Central VHD.