

MINERAL EXPLORATION AND CONSULTANCY LTD.

Since its establishment in 1972, MINERAL EXPLORATION AND CONSULTANCY LTD. (MECL) has been actively engaged in mineral exploration endeavors, establishing itself as the foremost exploration agency in the nation. MECL conducts exploration initiatives under both government-sponsored promotional programs and contractual arrangements with various entities, encompassing Public Sector, Private Sector, and State Government bodies. These collaborations operate on mutually agreed terms and conditions. Notably, MECL's efforts have resulted in the addition of a significant 144,681 million tonnes of mineral reserves to the National Mineral Inventory, as of December 31, 2011.

Accessing the Website: To access the website, open your preferred web browser and enter the URL: <https://meclebill.co.in/> in the address bar.

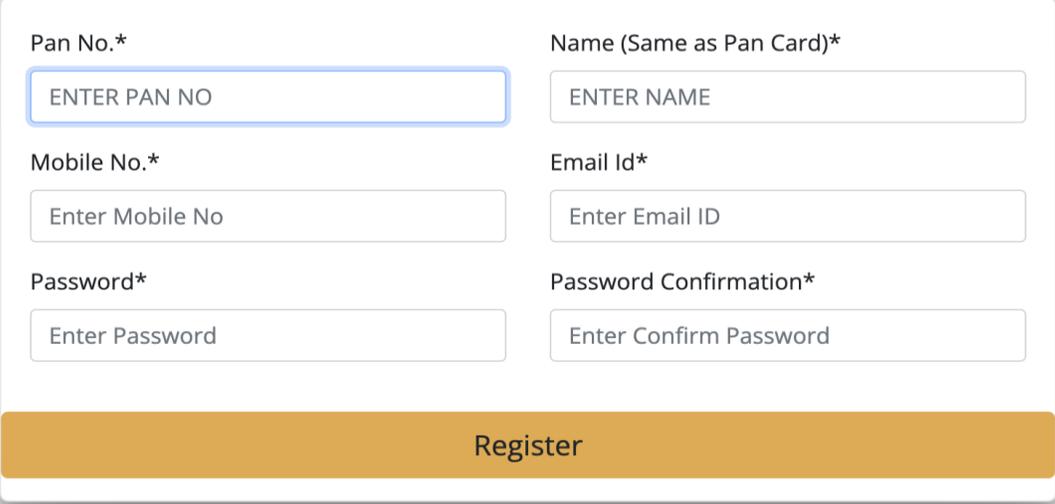
Purpose of the Vendor Registration System

The purpose of this system is to allow vendors to register online and furnish all the details from his system. This system is designed to be a user-friendly so that vendors will be at ease while applying online. This system enables the vendor to stay updated about their invoice's status and transactional details.

GETTING STARTED

To register as a vendor with **MECLEBILL**, vendor has to first sign-up through the system by clicking “**Vendor Registration**” in the prime menu or footer.

Vendor Registration

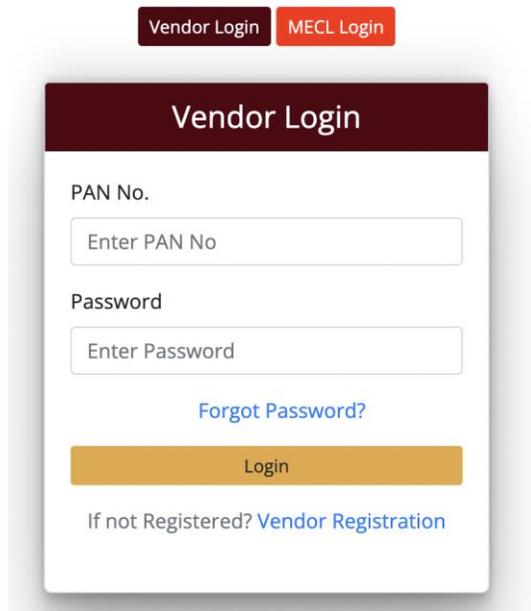


The image shows a vendor registration form with the following fields and a submit button:

Pan No.* <input type="text" value="ENTER PAN NO"/>	Name (Same as Pan Card)* <input type="text" value="ENTER NAME"/>
Mobile No.* <input type="text" value="Enter Mobile No"/>	Email Id* <input type="text" value="Enter Email ID"/>
Password* <input type="text" value="Enter Password"/>	Password Confirmation* <input type="text" value="Enter Confirm Password"/>
<input type="button" value="Register"/>	

Vendor Login

Logging In: For existing users, click on the "Log In" button on the homepage. Enter your Pan Card and Password then click "Log In."



The image shows a 'Vendor Login' form. At the top, there are two buttons: 'Vendor Login' (dark red) and 'MECL Login' (orange). The form itself has a dark red header with the text 'Vendor Login'. Below the header, there are two input fields: 'PAN No.' with a placeholder 'Enter PAN No' and 'Password' with a placeholder 'Enter Password'. A blue link 'Forgot Password?' is positioned below the password field. A large orange 'Login' button is centered below the fields. At the bottom of the form, there is a link: 'If not Registered? [Vendor Registration](#)'.

Dashboard Overview

Navigation Menu: Upon logging in, you will be directed to your **Dashboard**. The navigation menu on the left side provides access to various sections including Profile, Work Order, Invoices, Change Password and Logout.

- Dashboard
- Profile
- Work Order/PO List
- Invoices
- Change Password
- Logout



Profile: You can update your profile by clicking on the **Profile** tab of the navigation menu. Change or update the details asked and click on the update button to save.

View / Update profile

Pan No.	Name (Same as Pan Card)
<input type="text" value="ABGPG4807Q"/>	<input type="text" value="MUKESH KUMAR"/>
Mobile No.	Email Id
<input type="text" value="9631916590"/>	<input type="text" value="mail2mkmtech@gmail.com"/>
Address	
<input type="text"/>	

Work Order/Po List: You can check your **Work Order or Purchase Order** by clicking on the Work Order/Po List tab of the navigation menu.

Work Order / P.O. List

Show entries Search:

Sl.No	Vendor Code	Date	PO/Work Order No	Vendor Name	Action	Invoice Added
No data available in table						

Showing 0 to 0 of 0 entries

Invoices: You can check the details of all your **Invoices Reports** by clicking on the Invoice tab of the navigation menu.

Invoice Report List

Show entries Search:

Sl.No	PO Date	PO No	Invoice Date	Invoice No	Bill No	Zone Name	Department	Title	Description	Bill Amount	Bill File	Other Docs	Status
No data available in table													

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Change Password: You can change your password by clicking on the **Change Password** tab of the navigation menu. You need to enter your old password, then new password in the next tab, the re-enter the new chosen password for verification and then click on the change password button, and your ID is updated with the new password.

Change Password

If you want to change your password?

Enter Old Password

Enter new password

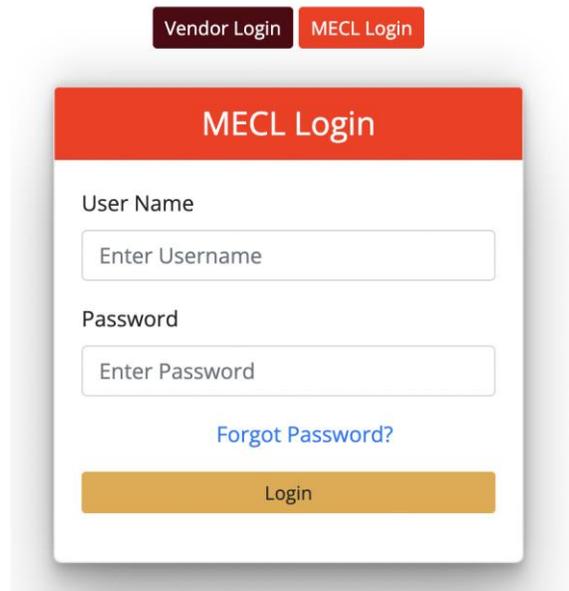
Confirm password

[Change Password](#)

Logout: The last tab in the navigation menu is Logout and by clicking on that you can swiftly logout from your vendor account in just one click.

MECL Login

Logging In: For MECL users (MECL Employees) click on the Log In button on the homepage. Click on the MECL Login tab enter your User Name and Password then click Log In.

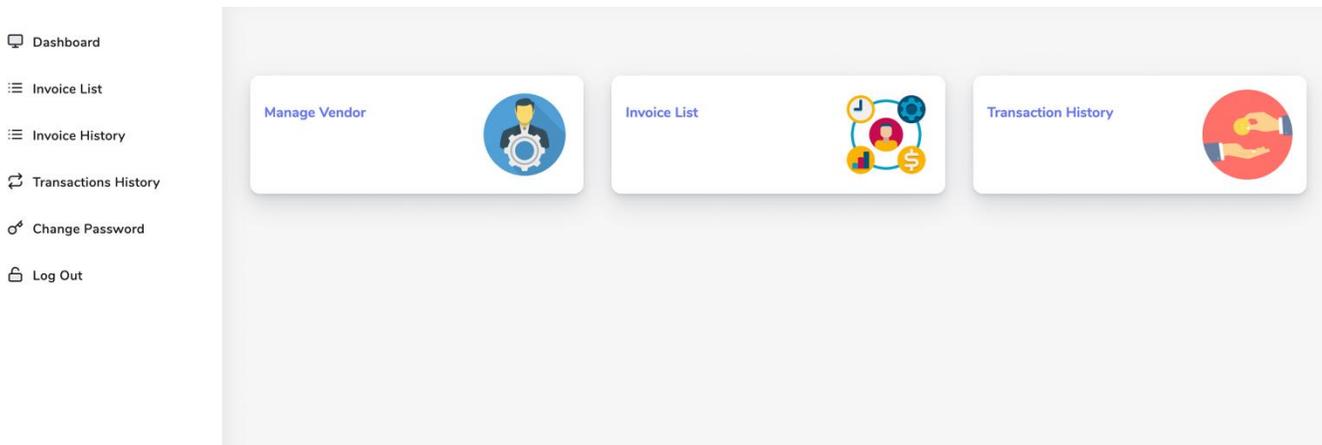


The image shows a login form with a red header bar containing the text "MECL Login". Above the form are two buttons: "Vendor Login" (dark red) and "MECL Login" (red). The form itself has a white background and contains the following elements:

- User Name:** A text input field with the placeholder text "Enter Username".
- Password:** A text input field with the placeholder text "Enter Password".
- Forgot Password?:** A blue text link.
- Login:** A large orange button.

Dashboard Overview

Upon logging in, you will be directed to your dashboard. The navigation menu on the left side provides access to various sections including Invoice List, Invoices History, Transactions History, Change Password and Logout.



The image shows a dashboard overview with a navigation menu on the left and three main dashboard cards on the right.

Navigation Menu (Left Side):

- Dashboard
- Invoice List
- Invoice History
- Transactions History
- Change Password
- Log Out

Dashboard Cards (Right Side):

- Manage Vendor:** Card with a blue circular icon showing a person with a gear.
- Invoice List:** Card with a colorful circular icon showing a clock, a person, and a dollar sign.
- Transaction History:** Card with a red circular icon showing a hand holding a coin.

Invoices List: You can check list of your issued invoices by clicking on the **Invoices List** tab of the navigation menu.

Invoice List

Show entries Search:

SL	Invoice ID	Work Order No	Bill No	Vendor PAN	Zone Name	Department	Title	Description	Bill File	Other Doc	Status Note	Forward/Dor
No data available in table												

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Invoices History: You can check the details of your invoices from the beginning by clicking on the **Invoices History** tab of the navigation menu.

Invoice History

Show entries Search:

SL	Invoice ID	Work Order No	Bill No	Vendor PAN	Zone Name	Department	Title	Description	Bill File	Other Doc	Status Note	Forward/Dor
No data available in table												

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Transaction History: You can check the details of all your Transaction with the vendors by clicking on the **Transactions History** tab of the navigation menu.

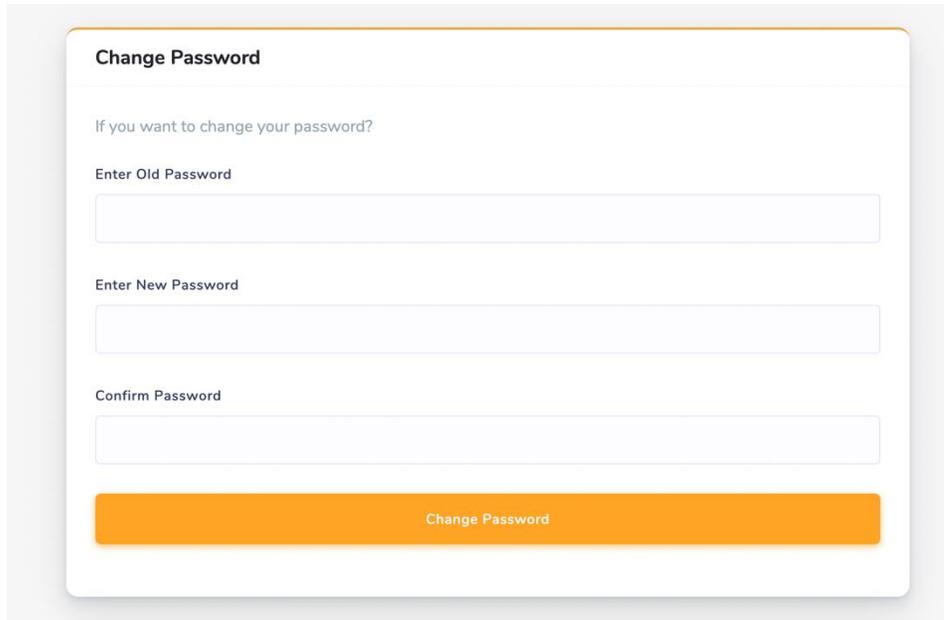
Transaction History

Show entries Search:

SL	Invoice ID	Work Order No	Vendor PAN	Zone Name	Department	Title	Description	Bill File	Other Doc	Status Note	Transaction History
No data available in table											

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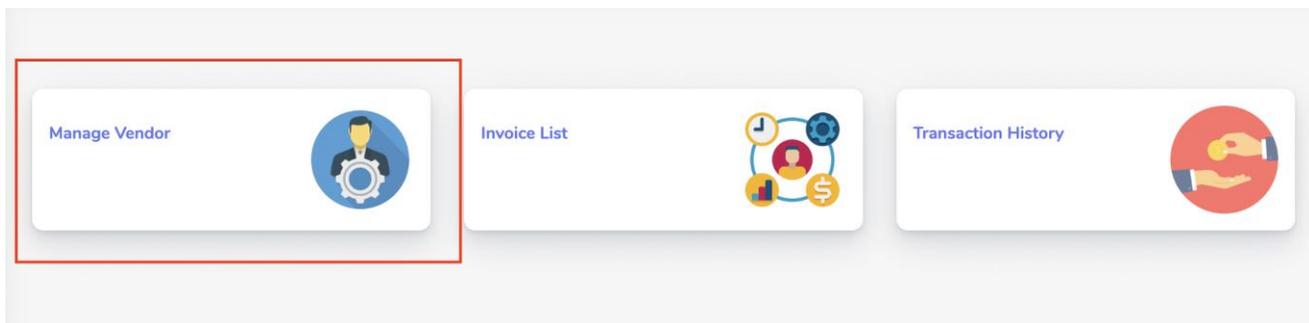
Change Password: You can change your password by clicking on the **Change Password** tab of the navigation menu. You need to enter your old password, then new password in the next tab, then re-enter the new chosen password for verification and then click on the change password button, and your ID is updated with the new password.



The image shows a 'Change Password' form. At the top, it says 'Change Password'. Below that is a question: 'If you want to change your password?'. There are three input fields: 'Enter Old Password', 'Enter New Password', and 'Confirm Password'. At the bottom, there is an orange button labeled 'Change Password'.

Logout: The last tab in the navigation menu is **Logout** and by clicking on that you can swiftly log out from your vendor account in just one click.

Manage Vendor: There is a tab called **Manage Vendor** in dashboard by clicking on which you will redirect to a page where you can see the list of all your vendors.



In manage vendors section you can see all the details of your vendors such as their Pan Number, Name, Email Address, Address and contact number, you can also check your vendor's status whether they are the active vendors or not. You can also download and save the list of vendors along with their details in Excel/CSV/PDF format.

Vendor List

Copy
Excel
CSV
PDF

Search:

Sl.No	Pan Card	Name	Address	Phone	Email	Status	Active/Deactive
1	ABGPG4807Q	MUKESH KUMAR		9631916590	mail2mkmtech@gmail.com	Active	✓
2	AEUPG4100K	Abhijeet Intelligence Security		9420483263	sudhanshus30@gmail.com	Active	✓

Showing 1 to 2 of 2 entries

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Contacting Customer Support: If you need further assistance, you can contact the customer support team clicking on the contact tab in the primary menu and providing your contact information along with your query. They will be happy to assist you with any issues or concerns.

Note: This user manual provides a general guide to using meclebill.co.in as of the last knowledge update in July 2023. Always refer to the latest information and instructions provided on the website for the most accurate guidance.