



DEALER REIMBURSEMENT PORTAL

DRP Help Document for
Dealers

Version 1.0.0
Dated 25.08.2025

Contents

1- DEALER REIMBURSEMENT PORTAL HELP DOCUMENT.....	3
2- LOG IN TO THE E-CONNECT PORTAL.....	4
3- CHECKLISTS	5
4- W&M STAMPING CHARGES REIMBURSEMENT	7
5- SOLAR PANEL SUBSIDY REIMBURSEMENT.....	9
6- CREDIT CARD ENROLMENT INCENTIVE REIMBURSEMENT	11
7- EV REVENUE SHARE AND ELECTRICITY REIMBURSEMENT	13
8- PRESCRIBED FORMAT FOR THE INVOICE	16

Table of Tables

Table 1 [Version History]	3
Table 2 [Mandatory Pre Requisite Checklist]	5
Table 3 [Dealer's Invoice Checklist]	5
Table 4 [Supporting Document Checklist].....	6

Table of Figures

Figure 1 [Dealer's E-Connect Portal]	4
Figure 2 [Navigate to the TAB 'My Applications']	4
Figure 3 [DRP Application Opening Screen].....	4
Figure 4 [W&M Reimbursement Application Tile].....	7
Figure 5 [Input the Claim Details as Per Checklist].....	7
Figure 6 [Select the Radio Button for Vendor Code].....	8
Figure 7 [Input Details of the Stamping Done].....	8
Figure 8 [Upload the Digitally Signed Invoice with Supporting Documents]	8
Figure 9 [Solar Subsidy Claim Tile]	9
Figure 10 [Inputs on the Solar Subsidy Claims]	9
Figure 11 [Upload the Digitally Signed Invoice with Supporting Documents]	10
Figure 12 [Credit Card Incentive claim Tile].....	11
Figure 13 [Use Drop down to Select Fiscal Year and Quarter for claim]	11
Figure 14 [Inputs in the Credit Card Incentive claim]	11
Figure 15 [Upload the Digitally Signed Invoice with Supporting Documents]	12
Figure 16 [EV Electricity/ Revenue claims Tile].....	13
Figure 17 [Input Details for the EV Revenue Claim].....	13
Figure 18 [Upload the Digitally Signed Invoice with Supporting Documents]	14
Figure 19 [Input EV Electricity claim Details]	14
Figure 20 [Upload the Digitally Signed Invoice with Supporting Documents]	15
Figure 21 [Prescribed Format of the Digitally Signed pdf Invoice].....	16



DRP Help Document for Dealers

1- DEALER REIMBURSEMENT PORTAL HELP DOCUMENT

1.1- PURPOSE OF THE HELP DOCUMENT

There are several reimbursements made to the Retail outlet Dealers. This Help document pictorially displays how each reimbursement claim has to be raised by the Dealers. Dealers to refer the Checklist section to ensure that each submission complies with the checklist requirement. The DRP application is being rolled out initially for some selected reimbursement types & shall be extended progressively to others.

1.2- VERSION HISTORY

Version 1.0.0, Date 20.08.2025

Table 1 [Version History]

1.3- WHAT IS NEW IN THIS VERSION

Version 1.0.0 is only the very first version of this Help Document.

2- LOG IN TO THE E-CONNECT PORTAL

2.1- LOG IN TO E-CONNECT

Dealers to access <https://econnect.bpcl.in/> and log in with their credentials.

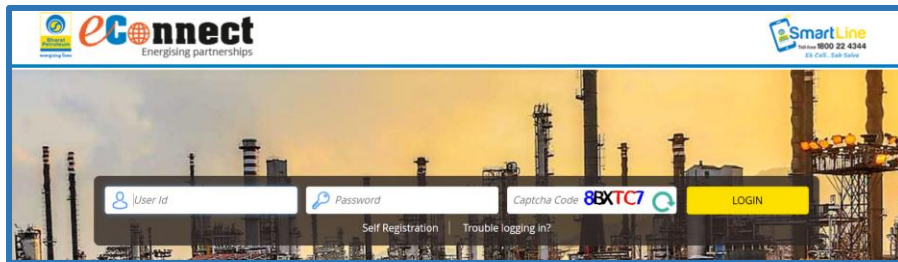


Figure 1 [Dealer's E-Connect Portal]

Navigate to the TAB 'My Applications' and click on the 'Dealer Reimbursement Portal'

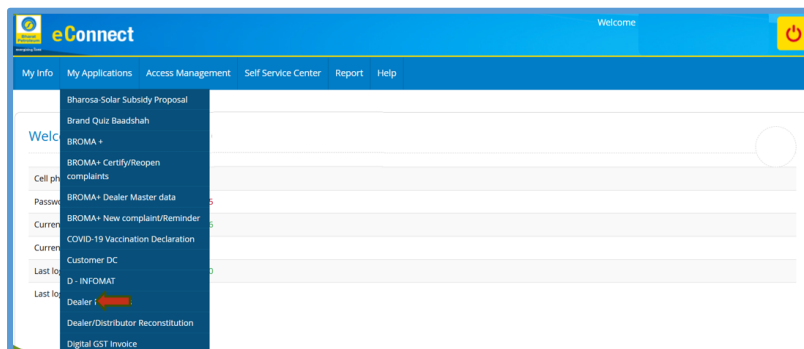


Figure 2 [Navigate to the TAB 'My Applications']

The DRP Application Opening Screen

Create New Claim

<p style="text-align: center;">Weights & Measures</p> <p style="text-align: center;">Enter Stamping Date</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">dd-mm-yyyy</div> <p style="text-align: right;">Go</p>	<p style="text-align: center;">Credit Card Enrolment Incentive Reimbursement</p> <p style="text-align: center;">Enter fiscal year and quarter</p> <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> <div style="border: 1px solid #ccc; padding: 5px;">---Select Fiscal year---</div> <div style="border: 1px solid #ccc; padding: 5px;">---Select Quarter---</div> </div> <p style="text-align: right;">Go</p>
<p style="text-align: center;">EV</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">EV Electricity</div> <p style="text-align: center;">Enter fiscal year and month</p> <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> <div style="border: 1px solid #ccc; padding: 5px;">---Select Fiscal year---</div> <div style="border: 1px solid #ccc; padding: 5px;">---Select Month---</div> </div> <p style="text-align: right;">Go</p>	<p style="text-align: center;">Solar Subsidy</p> <p style="text-align: center;">Apply for Solar subsidy claim</p> <p style="text-align: right;">Go</p>

Figure 3 [DRP Application Opening Screen]

3- CHECKLISTS

3.1- MANDATORY PRE REQUISITES CHECKLIST

This Checklist should be referred by Dealers before raising the claim in DRP.

Supporting Document ↓	Reimbursement Claim Type →	W&M claim	Solar Subsidy	EV Electricity	EV Revenue	Credit Card
Mandatory Prerequisites						
Eligibility to claim Reimbursement.		CC/DC	CC/DC	CC/DC	CC/DC	CC/DC
Dispensing Unit Onboarded on Automation before stamping.		<input checked="" type="checkbox"/>				
Equipment should be listed in Retail Outlet before stamping.		<input checked="" type="checkbox"/>				
BHAROSA in Principal Approval obtained.			<input checked="" type="checkbox"/>			
Reimbursement already received should not be claimed again.		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Only 1 claim to be raised for a W&M Calibration Certificate.		<input checked="" type="checkbox"/>				
Only 1 claim to be raised for Solar Subsidy.			<input checked="" type="checkbox"/>			
Only 1 claim to be raised against an Electricity Bill				<input checked="" type="checkbox"/>		
Only 1 claim to be raised in a month for EV Revenue					<input checked="" type="checkbox"/>	
Only 1 claim in a Quarter for Credit Card Incentive						<input checked="" type="checkbox"/>

Table 2 [Mandatory Pre Requisite Checklist]

3.2- DEALER'S INVOICE CHECKLIST

This Checklist should be referred by Dealers before raising the claim in DRP.

Supporting Document ↓	Reimbursement Claim Type →	W&M claim	Solar Subsidy	EV Electricity	EV Revenue	Credit Card
Dealer's Invoice						
Digitally Signed pdf Invoice in Prescribed Format [Figure 21]		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
GST Applicability		<input checked="" type="checkbox"/>	18%	18%	18%	18%
Tax Invoice		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
E-Invoice QR Code and IRN Number		As Applicable				
SAC code in the Invoice		996211	999792	999799	999799	996211
Invoice number & Invoice Format compliant to GST norms		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Invoice should not have any Manual Corrections.		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Invoice raised as per prevailing/ approved Rates.		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Handling charges/ any other charges Not Reimbursable.		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Invoice to be raised by the Dealer as Seller		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Invoice should bear Dealer's GST Registration as Seller		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Invoice should be raised on BPCL		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Correct BPCL GST Regn. number on Invoice as Buyer		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Table 3 [Dealer's Invoice Checklist]

3.3- SUPPORTING DOCUMENTS CHECKLIST

This checklist should be referred to by the TE to scrutinize the supporting documents submitted by the Dealer along Invoice raised. The Territory role holders should share the gist of this checklist with their dealers as well, so that it is referred to by the Dealers so that correct set of supporting documents are attached with the Invoice raised to claim Reimbursement.

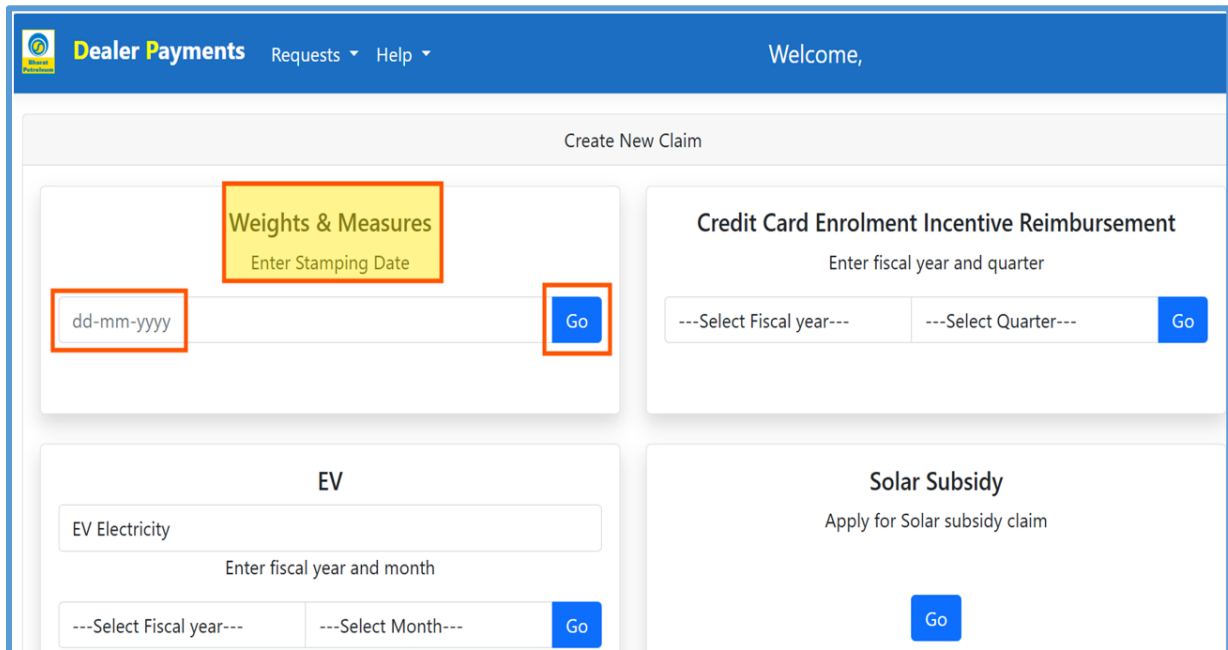
Supporting Document ↓	Reimbursement Claim Type →	W&M claim	Solar Subsidy	EV Electricity	EV Revenue	Credit Card
Supporting Documents with Digitally Signed pdf Invoice						
W&M Charges Reimbursement Claim Invoice						
W&M Calibration Certificate (2 nd Page on PDF upload)		<input checked="" type="checkbox"/>				
W&M Fee Receipt/ Challan (3 rd Page on PDF upload)		<input checked="" type="checkbox"/>				
Solar Subsidy Reimbursement Claim Invoice						
MNRE registration validity of panel manufacturer.			<input checked="" type="checkbox"/>			
AMC/ CMC documentary proof.			<input checked="" type="checkbox"/>			
Completion certificate issued by vendor.			<input checked="" type="checkbox"/>			
Electrical drawings.			<input checked="" type="checkbox"/>			
Make/ model, warranty- solar panel, inverter, battery, installed capacity.			<input checked="" type="checkbox"/>			
Payment receipt from the vendor.			<input checked="" type="checkbox"/>			
Photograph of the solar system installed at retail outlet.			<input checked="" type="checkbox"/>			
EV Charges (Electricity/ Revenue Sharing) Reimbursement Claim Invoice						
Electricity Bill from Discom				<input checked="" type="checkbox"/>		
Proof of Payment of the Electricity Bill				<input checked="" type="checkbox"/>		
Credit Card Enrolment Incentive Reimbursement Claim Invoice						

Table 4 [Supporting Document Checklist]

4- W&M STAMPING CHARGES REIMBURSEMENT

4.1- DEALER ACTIVITIES

4.1.1.1- To initiate W&M reimbursement claim, Input the Date of Stamping & Press the button 'Go'.



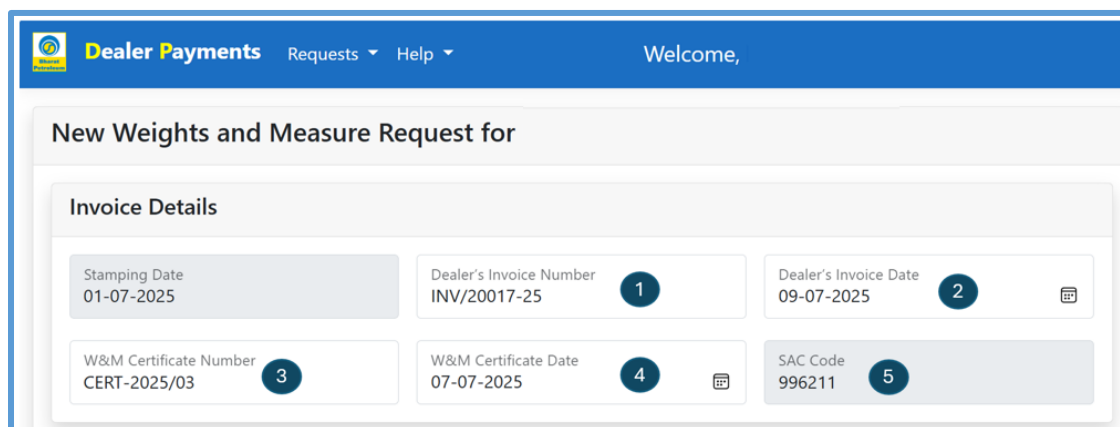
The screenshot shows the 'Dealer Payments' application interface. At the top, there is a navigation bar with 'Dealer Payments', 'Requests', 'Help', and a 'Welcome,' message. Below this is a 'Create New Claim' section with four main tiles:

- Weights & Measures:** Labeled 'Enter Stamping Date'. It features a date input field with the placeholder 'dd-mm-yyyy' and a blue 'Go' button.
- Credit Card Enrolment Incentive Reimbursement:** Labeled 'Enter fiscal year and quarter'. It features two dropdown menus for 'Fiscal year' and 'Quarter', and a blue 'Go' button.
- EV:** Labeled 'EV Electricity' and 'Enter fiscal year and month'. It features two dropdown menus for 'Fiscal year' and 'Month', and a blue 'Go' button.
- Solar Subsidy:** Labeled 'Apply for Solar subsidy claim'. It features a blue 'Go' button.

Figure 4 [W&M Reimbursement Application Tile]

4.1.1.2- Input the W&M Certificate number and date. For a W&M claim, nozzles covered under one W&M stamping certificate should be considered.

4.1.1.3- Note that one W&M Certificate number can be used only once against a claim. It cannot be repeated in another claim.



The screenshot shows the 'New Weights and Measure Request for' form. It is titled 'Invoice Details' and contains the following fields:

- Stamping Date:** 01-07-2025
- Dealer's Invoice Number:** INV/20017-25 (Callout 1)
- Dealer's Invoice Date:** 09-07-2025 (Callout 2)
- W&M Certificate Number:** CERT-2025/03 (Callout 3)
- W&M Certificate Date:** 07-07-2025 (Callout 4)
- SAC Code:** 996211 (Callout 5)

Figure 5 [Input the Claim Details as Per Checklist]

4.1.1.4- Select the radio button to select the appropriate Vendor code.

Select Vendor Details

1	Vendor Code	Vendor Name	Bank Account	IFSC Code	Bank Name	PAN	GSTIN	BPCLGstin	Gst (%)
<input type="radio"/>	336686	ADARSH SERVICE STATION	10549874197	SBIN0001174	STATE BANK OF INDIA	AAEFA5041M	27AAEFA5041M1ZG	27AMBPG7773M016	0.000

Figure 6 [Select the Radio Button for Vendor Code]

4.1.1.5- Select the Nozzles covered in the W&M Certificate number & specify if the stamping done represents 'Annual stamping' or 'First stamping' or 'Special stamping'.

Stamping Details

A	MPD Description	No. of Nozzles	No. of Nozzles stamped	A	Rate/Nozzle (₹)	Net Amount (₹)	Stamping Type	Special Case Remark
<input checked="" type="checkbox"/>	MPD-GILBARCC	4	<input type="text" value="1"/>		5100.00	5100	First Stamp	1
<input checked="" type="checkbox"/>	MPD-GILBARCC	4	<input type="text" value="2"/>		5100.00	10200	Annual Sta	2
<input checked="" type="checkbox"/>	DU-TATSUNO-I	2	<input type="text" value="2"/>		5100.00	10200	Special Sta	MPD re-stamping due to
<input type="checkbox"/>	DU-TATSUNO-I	2	<input type="text" value="0"/>		5100.00	0.00	--Select--	3
<input type="checkbox"/>	DU-TATSUNO-I	2	<input type="text" value="0"/>		5100.00	0.00	MPD replacement by BPCL	
<input type="checkbox"/>	DU-TATSUNO-I	2	<input type="text" value="0"/>		5100.00	0.00	MPD re-stamping due to product change advised by BPCL	
<input type="checkbox"/>	MPD-MIDCO-2	4	<input type="text" value="0"/>		5100.00	0.00	MPD Shifting as advised by BPCL	
<input type="checkbox"/>	MPD-MIDCO-2	4	<input type="text" value="0"/>		5100.00	0.00	Potted Pulsar Upgrade	
<input type="checkbox"/>	MPD-TOKHEIM	4	<input type="text" value="0"/>		5100.00	0.00	S/w or H/w upgrade approved by BPCL	
<input type="checkbox"/>	MPD-TOKHEIM	4	<input type="text" value="0"/>		5100.00	0.00	Annual Sta	

Figure 7 [Input Details of the Stamping Done]

Declarations

2

I have verified the above appearing vendor code and bank details into which the claimed amount would be paid by BPCL. I have uploaded a valid digitally signed GST invoice and confirm that the rates / other particulars mentioned therein are in alignment to the above appearing details.

Supporting Documents

Please submit Digitally signed Pdf. It should have the W&M reimbursement Demand note on the first page, W&M certificate on second page and W&M receipt on the third page.

1

Choose File 2025_2025-07-31_18-25-58_Invoice INV-0064 for BPCL OP Digitally signed_1 (4).pdf View Clear

2 MB, only PDF

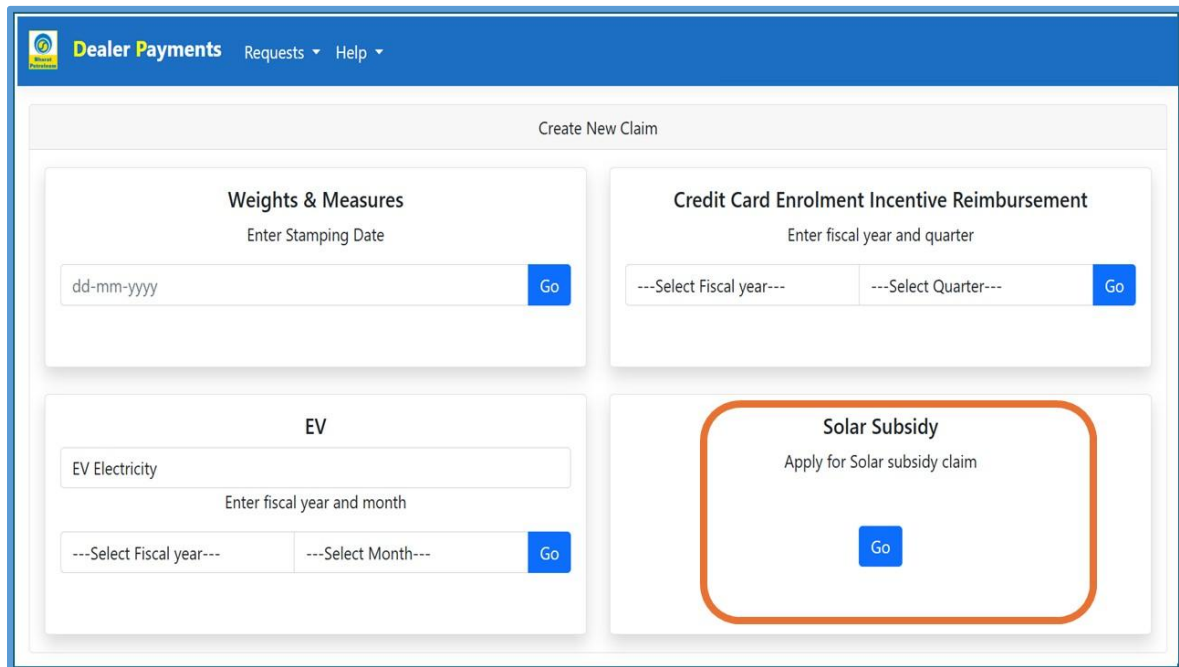
Note: SAC Code – **996211** should be mentioned on the Digitally signed Invoice.

3

Figure 8 [Upload the Digitally Signed Invoice with Supporting Documents]

5- SOLAR PANEL SUBSIDY REIMBURSEMENT

5.1- DEALER ACTIVITIES



Dealer Payments Requests Help

Create New Claim

Weights & Measures
Enter Stamping Date

dd-mm-yyyy

Credit Card Enrolment Incentive Reimbursement
Enter fiscal year and quarter

---Select Fiscal year--- ---Select Quarter---

EV

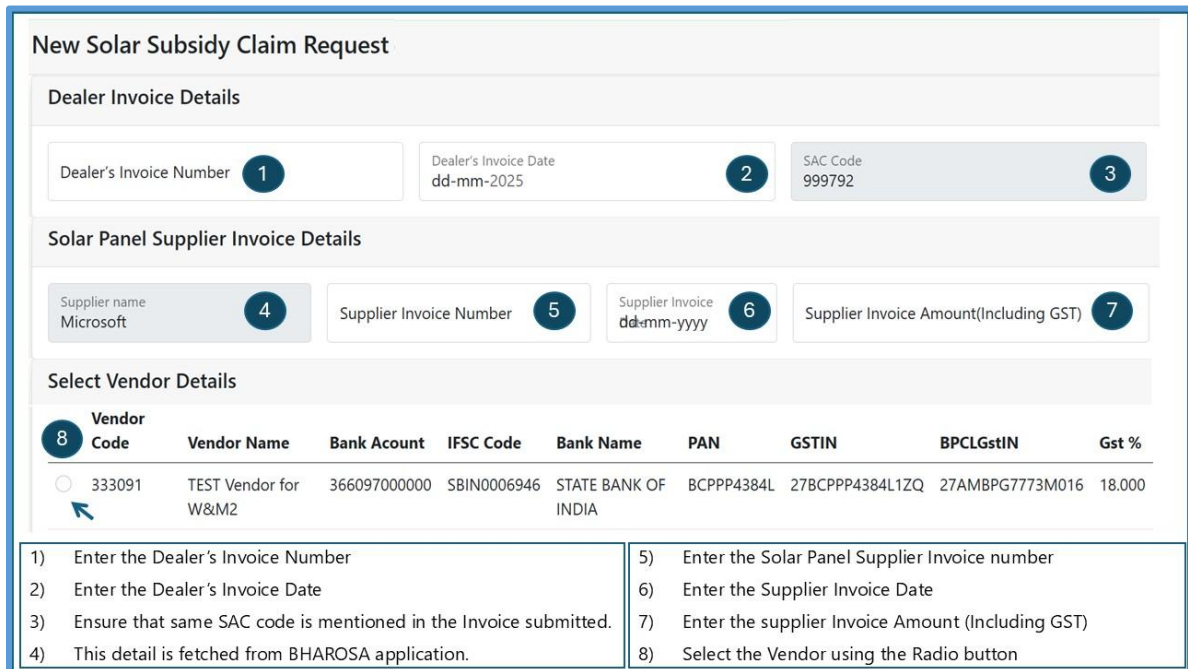
EV Electricity

Enter fiscal year and month

---Select Fiscal year--- ---Select Month---

Solar Subsidy
Apply for Solar subsidy claim

Figure 9 [Solar Subsidy Claim Tile]



New Solar Subsidy Claim Request

Dealer Invoice Details

Dealer's Invoice Number **1** Dealer's Invoice Date dd-mm-2025 **2** SAC Code 999792 **3**

Solar Panel Supplier Invoice Details

Supplier name Microsoft **4** Supplier Invoice Number **5** Supplier Invoice Date dd-mm-yyyy **6** Supplier Invoice Amount(Including GST) **7**

Select Vendor Details

8 Vendor Code	Vendor Name	Bank Account	IFSC Code	Bank Name	PAN	GSTIN	BPCLGstIN	Gst %
<input type="radio"/> 333091	TEST Vendor for W&M2	366097000000	SBIN0006946	STATE BANK OF INDIA	BCPPP4384L	27BCPPP4384L1ZQ	27AMBPG7773M016	18.000

1) Enter the Dealer's Invoice Number

2) Enter the Dealer's Invoice Date

3) Ensure that same SAC code is mentioned in the Invoice submitted.

4) This detail is fetched from BHAROSA application.

5) Enter the Solar Panel Supplier Invoice number

6) Enter the Supplier Invoice Date

7) Enter the supplier Invoice Amount (Including GST)

8) Select the Vendor using the Radio button

Figure 10 [Inputs on the Solar Subsidy Claims]

Solar Subsidy Details

Proposal For	Proposal Id	Proposed Solar Capacity	Eligible Amount (Excluding GST)	Final Eligible Amount (Excluding GST)	Gross Amount (Including GST)
Solar Panel Inst 1	1000010082 2	90.00 3	50000.00 4	0.00 5	0.00 6

Declarations **7**

I have verified the above appearing vendor code and bank details into which the claimed amount would be paid by BPCL. I have uploaded a valid digitally signed GST invoice and confirm that the rates / other particulars mentioned therein are in alignment to the above appearing details.

Supporting Documents

Please submit Digitally signed Pdf. It should have the Invoice on the first page and other supporting documents on the subsequent pages.

Choose File No file chosen **8**

2 MB, only PDF **9**

Note: SAC Code – 999792 should be mentioned on the Digitally signed Invoice.

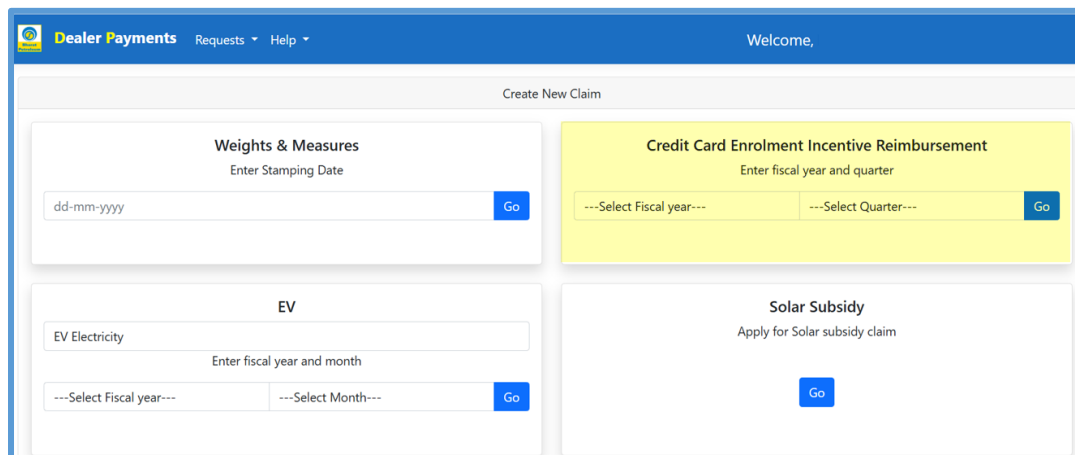
Submit

<p>1) 2) 3) 4) Solar subsidy details from BHAROSA application are fetched for fields 1, 2, 3, 4.</p> <p>5) Final Eligible Amount (Excluding GST) is to be entered as per the sanctioned amount.</p>	<p>6) Gross amount (Including GST) is non-editable field and is calculated from field 5.</p> <p>7) Declarations to be accepted by Dealer</p> <p>8) Supporting documents to be uploaded with invoice on first page.</p> <p>9) Click on the Submit button</p>
---	---

Figure 11 [Upload the Digitally Signed Invoice with Supporting Documents]

6- CREDIT CARD ENROLMENT INCENTIVE REIMBURSEMENT

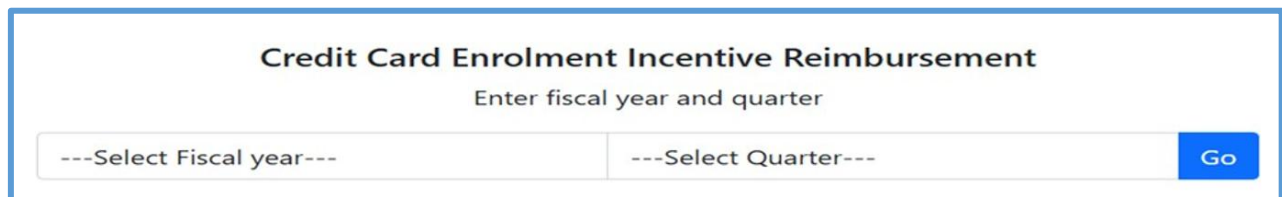
6.1- DEALER ACTIVITIES



The screenshot shows the 'Dealer Payments' interface. At the top, there are navigation links for 'Requests' and 'Help', and a 'Welcome,' message. Below this is a 'Create New Claim' section with four tiles:

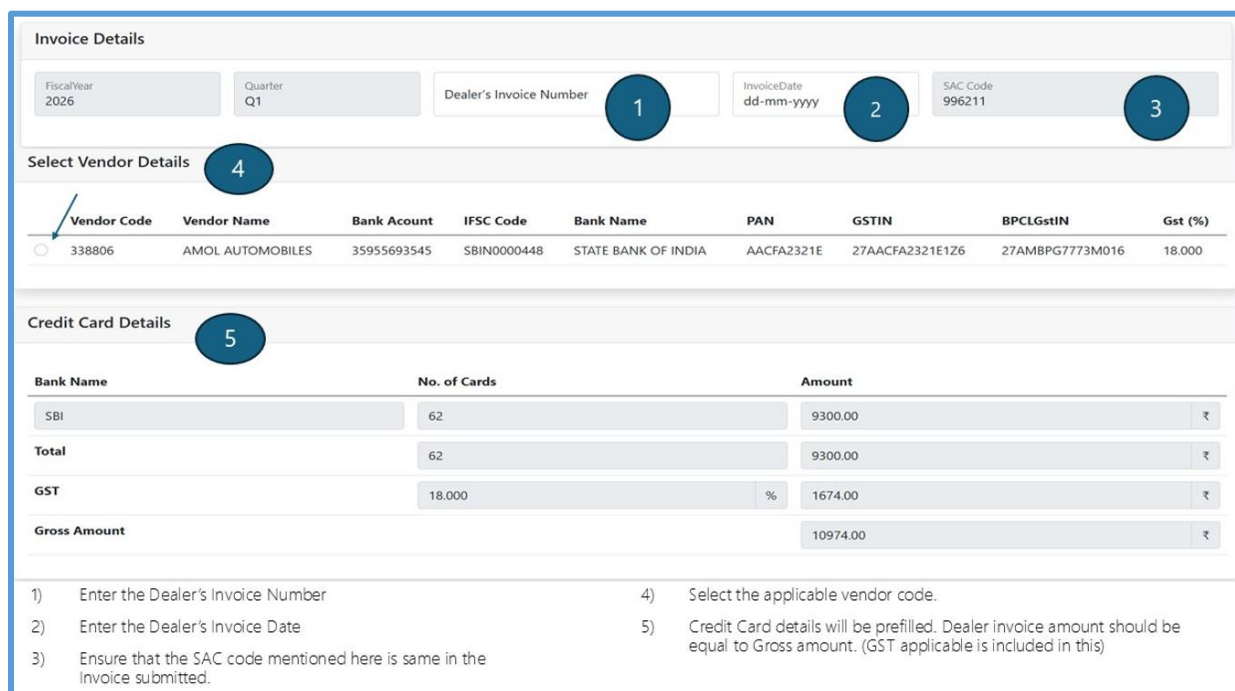
- Weights & Measures:** Includes a text input for 'Enter Stamping Date' (format dd-mm-yyyy) and a 'Go' button.
- Credit Card Enrolment Incentive Reimbursement:** Includes two dropdown menus for '---Select Fiscal year---' and '---Select Quarter---', and a 'Go' button.
- EV:** Includes a text input for 'EV Electricity', a text input for 'Enter fiscal year and month', two dropdown menus for '---Select Fiscal year---' and '---Select Month---', and a 'Go' button.
- Solar Subsidy:** Includes the text 'Apply for Solar subsidy claim' and a 'Go' button.

Figure 12 [Credit Card Incentive Claim Tile]



This close-up shows the 'Credit Card Enrolment Incentive Reimbursement' form. It features a title, a subtitle 'Enter fiscal year and quarter', and two dropdown menus: '---Select Fiscal year---' and '---Select Quarter---'. A blue 'Go' button is located to the right of the second dropdown.

Figure 13 [Use Drop down to Select Fiscal Year and Quarter for claim]



The screenshot displays the 'Invoice Details' and 'Credit Card Details' sections of the claim form. Numbered callouts (1-5) point to specific input fields:

- 1:** Dealer's Invoice Number
- 2:** Invoice Date (format dd-mm-yyyy)
- 3:** SAC Code (996211)
- 4:** Select Vendor Details (Vendor Code)
- 5:** Credit Card Details (Bank Name)

Invoice Details:

FiscalYear 2026	Quarter Q1	Dealer's Invoice Number 1	InvoiceDate dd-mm-yyyy 2	SAC Code 996211 3
--------------------	---------------	------------------------------	--------------------------------	-------------------------

Select Vendor Details:

Vendor Code	Vendor Name	Bank Account	IFSC Code	Bank Name	PAN	GSTIN	BPLGstIN	Gst (%)
338806	AMOL AUTOMOBILES	35955693545	SBIN0000448	STATE BANK OF INDIA	AACFA2321E	27AACFA2321E1Z6	27AMBPG7773M016	18.000

Credit Card Details:

Bank Name	No. of Cards	Amount
SBI	62	9300.00 ₹
Total	62	9300.00 ₹
GST	18.000 %	1674.00 ₹
Gross Amount		10974.00 ₹

Legend:

1) Enter the Dealer's Invoice Number	4) Select the applicable vendor code.
2) Enter the Dealer's Invoice Date	5) Credit Card details will be prefilled. Dealer invoice amount should be equal to Gross amount. (GST applicable is included in this)
3) Ensure that the SAC code mentioned here is same in the Invoice submitted.	

Figure 14 [Inputs in the Credit Card Incentive claim]

Declarations 1

I have verified the above appearing vendor code and bank details into which the claimed amount would be paid by BPCL. I have uploaded a valid digitally signed GST invoice and confirm that the rates / other particulars mentioned therein are in alignment to the above appearing details.

Supporting Documents 2

Digitally Signed Invoice

Choose File No file chosen

2 MB, only PDF

Note: SAC Code – **996211** should be mentioned on the Digitally signed Invoice.

Submit 3

- 1) Select/Review the declaration in the application.
- 2) Upload the digitally signed invoice with the applicable SAC code as mentioned in **red**.
- 3) Submit the request. On submission a unique request number is generated.

Figure 15 [Upload the Digitally Signed Invoice with Supporting Documents]

7- EV REVENUE SHARE AND ELECTRICITY REIMBURSEMENT

7.1- DEALER ACTIVITIES

EV

EV Electricity

Enter fiscal year and month

---Select Fiscal year--- ---Select Month---

Go

EV

EV Revenue

Enter fiscal year and month

---Select Fiscal year--- ---Select Month---

Go

- 1) Select the relevant nature of expenditure – EV electricity for electricity reimbursement or EV revenue for revenue share out.
- 2) Select the relevant Fiscal year and Month
- 3) Click on GO

Figure 16 [EV Electricity/ Revenue claims Tile]

7.2- EV REVENUE

Invoice Details

FiscalYear: 2026 Month: 04 Dealer's Invoice Number: **1** InvoiceDate: dd-mm-yyyy SAC Code: 999799 **3**

Select Vendor Details **4**

Vendor Code	Vendor Name	Bank Account	IFSC Code	Bank Name	PAN	GSTIN	BPCLGstIN	Gst (%)
<input type="radio"/> 338806	AMOL AUTOMOBILES	35955693545	SBIN0000448	STATE BANK OF INDIA	AACFA2321E	27AACFA2321E1Z6	27AMBPG7773M016	18.000

EV Revenue Details **5**

Charger Id	No. of Sessions	No. of Units Consumed	Merchant Rate	Amount
EVCHARGER1	2	400	3.00	1200.00 ₹
Total		400		1200.00 ₹
GST			18.000 %	216.00 ₹
Gross Amount				1416.00 ₹

- 1) Enter the Dealer's Invoice Number for EV revenue share
- 2) Enter the Dealer's Invoice Date
- 3) Ensure that the SAC code mentioned here is same in the Invoice submitted.
- 4) Select the applicable vendor code.
- 5) EV revenue share out details will be prefilled. Dealer invoice amount should be equal to Gross amount.(GST applicable is included in this)

Figure 17 [Input Details for the EV Revenue Claim]

Declarations 1

I have verified the above appearing vendor code and bank details into which the claimed amount would be paid by BPCL. I have uploaded a valid digitally signed GST invoice and confirm that the rates / other particulars mentioned therein are in alignment to the above appearing details.

Supporting Documents 2

Digitally Signed Invoice

Choose File No file chosen

2 MB, only PDF

Note: SAC Code – 999799 should be mentioned on the Digitally signed Invoice.

Submit 3

- 1) Select/Review the declaration in the application.
- 2) Upload the digitally signed invoice with the applicable SAC code as mentioned in red.
- 3) Submit the request. On submission a unique request number is generated.

Figure 18 [Upload the Digitally Signed Invoice with Supporting Documents]

7.3- EV ELECTRICITY

Invoice Details

FiscalYear 2026	Month 04	Dealer's Invoice Number 1	InvoiceDate dd-mm-yyyy 2	SAC Code 999799 3
--------------------	-------------	--	--	---

Select Vendor Details 4

Vendor Code	Vendor Name	Bank Account	IFSC Code	Bank Name	PAN	GSTIN	BPCLGstin	Gst (%)
<input type="radio"/> 338806	AMOL AUTOMOBILES	35955693545	SBIN000448	STATE BANK OF INDIA	AACFA2321E	27AACFA2321E1Z6	27AMBPG7773M016	18.000

EV Electricity Details

Charger Id	No. of Sessions	No. of Units Consumed	Discom Operator	Rate Per Unit	Amount
EVCHARGER1	2	400 5	--Select Discom Operator-- 6	0.00 7	0.00 ₹
Total		400			0.00 ₹
GST				18.000 %	0.00 ₹
Gross Amount					0.00 ₹

- 1) Enter the Dealer's Invoice Number for EV electricity reimbursement
- 2) Enter the Dealer's Invoice Date
- 3) Ensure that the SAC code mentioned here is same in the Invoice submitted.
- 4) Select the applicable vendor code.
- 5) EV electricity unit consumed is prefilled,
- 6) Select discom operator.
- 7) Update the rate per unit. On rate updation, system will calculate the gross amount. Dealer invoice amount should be equal to Gross amount.(GST applicable is included in this).

Figure 19 [Input EV Electricity claim Details]

Declarations 1

I have verified the above appearing vendor code and bank details into which the claimed amount would be paid by BPCL. I have uploaded a valid digitally signed GST invoice and confirm that the rates / other particulars mentioned therein are in alignment to the above appearing details.

Supporting Documents 2

Please submit Digitally signed Pdf. It should have the Invoice on the first page and Discom operator invoice on the second page, and other supporting documents on the subsequent pages.

Choose File No file chosen

2 MB, only PDF

Note: SAC Code – **999799** should be mentioned on the Digitally signed Invoice.

Submit 3

- 1) Select/Review the declaration in the application.
- 2) Upload the digitally signed invoice with discom operator invoice on the second page with the applicable SAC code as mentioned in **red**.
- 3) Submit the request. On submission a unique request number is generated.


Figure 20 [Upload the Digitally Signed Invoice with Supporting Documents]

8- PRESCRIBED FORMAT FOR THE INVOICE

8.1.1.1- The Retail Territory role holders should share the Prescribed format for the Invoice to be raised by the Dealers. In General, the Invoice should be compliant to the prevailing GST norms. The provisions mandated in Mandatory Pre requisites Checklist on page 5 above, should be borne in mind by the Dealers while raising the claim.

8.1.1.2- The Invoice number should a consecutive serial number not exceeding sixteen characters, in one or multiple series, containing alphabets or numerals or special characters hyphen or dash and slash symbolized as “-” and “/” respectively, and any combination thereof, unique for a financial year.

8.1.1.3- In General, the Invoice should comply to GST norms.

Supplier Name:									
Address:									
GSTIN:									
Invoice No:									
Date:									
IRN Number:									

Buyer Name: BHARAT PETROLEUM CORPORATION LIMITED									
GSTIN:									
Item Description	HSN/ SAC	Quantity	Rate	Taxable Value	GST %	IGST	CGST	SGST	Total
Total Taxable Value:									
Total GST: (CGST + SGST)									
Grand Total:									
									Digital Signature

Figure 21 [Prescribed Format of the Digitally Signed pdf Invoice]