



Beacon Industries Inc.

Title: Beacon Vendor Portal Guidelines

Home Page of Beacon Vendor Portal



Vendor Portal



Vendor Submission

Submit your invoice, W9 form, and bank details safely for faster processing.

[Go to Submission Page](#) →



Admin Dashboard

View all vendor submissions, download files, and track pending approvals.

[Open Admin Panel](#) →

Why use the Beacon Vendor Portal?

Secure Data Handling

Your vendor and payment data are encrypted and stored safely in our verified database.

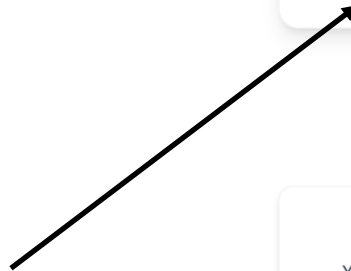
Faster Processing

Automatic data routing ensures faster approval and payment verification for all vendors.

Centralized Access

Manage, review, and download submissions in one streamlined interface.

To Register User, click on the Submission Page



Sign Up & Sign In Page



Vendors easily create new accounts by entering their name, email, and password. Once registered, they log in securely using their credentials.

Create Vendor Account

Test

Test@gmail.com

.....

Sign Up

Already have an account? [Sign In](#)



Vendor Login

Test1@gmail.com

.....

Sign In

[Forgot your password?](#)

Don't have an account? [Create Account](#)

Vendor Invoice Submission

Name	abc	Email	Test1@gmail.com
Phone Number	123456789	Purchase Order No.	123
Invoice No.	xxxxxxx	Credit Terms	123
Gross Amount	123	Sales Tax	123
Net Amount	123	Freight Charges	123
Invoice Date	11/25/2025	Due Date	11/25/2025

Invoice Copy (PDF)	W9 Form (PDF)	Bank Letter (PDF)
Choose File topic_SF25D...ace (AIS).PDF	Choose File topic_SF25D...ace (AIS).PDF	Choose File topic_SF25D...ace (AIS).PDF

[← Back](#) [My Invoices](#) [Submit Invoice](#)

No file chosen

Once you click the Submit button, all the details entered in the form will be sent to your registered email.



- The portal allows vendors to securely submit invoices by entering all required details specified by Beacon Industries. Vendors also upload mandatory documents, such as an invoice copy, W-9 form, and bank letter, to meet compliance requirements and expedite payment processing.
- After submission, vendors track their invoices through the My Invoices section.

Logout

Beacon Vendor Portal

Vendor Invoice Submission

Name	abc	Email	Test1@gmail.com
Phone Number	123456789	Purchase Order No.	123
Invoice No.	xxxxxxx	Credit Terms	123
Gross Amount	123	Sales Tax	123
Net Amount	123	Freight Charges	123
Invoice Date	11/25/2025	Due Date	11/25/2025

No file chosen

Invoice Copy (PDF)	W9 Form (PDF)	Bank Letter (PDF)
Choose File topic_SF25D...ace (AIS).PDF	Choose File topic_SF25D...ace (AIS).PDF	Choose File topic_SF25D...ace (AIS).PDF

[← Back](#) [My Invoices](#) [Submit Invoice](#)

My Invoice



The **My Invoices** section displays the current status of each submitted invoice. The system uses five simple stages:

1. **Submitted** – The vendor has submitted the invoice successfully.

My Invoices ✕			
Invoice No	PO	Net Amount	Status
0	123	123	Submitted

Close

2. **Open** – The admin has reviewed and opened the invoice.

My Invoices ✕			
Invoice No	PO	Net Amount	Status
0	123	123	Open

Close

My Invoice



3. **Approved** – The invoice is approved and payment is being processed.

My Invoices			
Invoice No	PO	Net Amount	Status
0	123	123	Approved

Close

4. **Complete** – The payment has been completed.

My Invoices			
Invoice No	PO	Net Amount	Status
0	123	123	Completed

Close

My Invoice



5. **Rejected** – The invoice was declined with a specific reason.

My Invoices ✕			
Invoice No	PO	Net Amount	Status
12	123	123	Rejected
Rejection Reason: Invoice number is missing			
0	123	123	Completed



Close

The vendor needs to fix the issue and resubmitted the invoice for approval.

For returning users, the system will not ask for the W9 Form or Bank Letter again.

These documents only need to be uploaded **once during the first invoice submission**, and future submissions will only require the invoice details and the invoice PDF.

Vendor Invoice Submission

Name	<input type="text"/>	Email	<input type="text" value="Test1@gmail.com"/>
Phone Number	<input type="text"/>	Purchase Order No.	<input type="text"/>
Invoice No.	<input type="text"/>	Credit Terms	<input type="text"/>
Gross Amount	<input type="text"/>	Sales Tax	<input type="text"/>
Net Amount	<input type="text"/>	Freight Charges	<input type="text"/>
Invoice Date	<input type="text" value="mm/dd/yyyy"/> 	Due Date	<input type="text" value="mm/dd/yyyy"/> 
Invoice Copy (PDF)	<input type="text" value="Choose File No file chosen"/>		

← Back

My Invoices

Submit Invoice

Thank You!