







# SAIL-ISP SAP-ERP Support & Maintenance

## PRAGATI

# Vendor Manual for Online Billing System (Service)









**Document Notice** 

#### Notice

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### **Document Release Note**

Customer: Steel Authority of India Limited- IISCO Steel Plant (SAIL-ISP)

#### **Project: SAP-ERP Implementation**

#### **Document Details**

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#### **Version History**

No.	Date	Author	Remarks
1	20-12-2023	TCS Functional	Initial Version
		Consultants	





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### **1. Introduction:**

The Vendor Online Billing System in SAP streamlines and automates the invoicing process between ISP businesses and their vendors. This system facilitates seamless communication and transactional efficiency by allowing vendors to submit invoices electronically through SRM portal integrated with SAP. Through this platform, vendors can track the status of their invoices, receive prompt notifications on invoice processing, and maintain transparency in financial transactions. OBS enhances accuracy, reduces manual errors, and fosters a more collaborative and efficient invoicing workflow between ISP and their suppliers.

This document covers the end to end process of vendor online billing system scenarios:

- Receive Approved service entry-sheet
- List of SES not billed
- SES adoption and bill submission
- Report for tracking docket
- Vendor Invoice Re-submission
- Re-submission and return report
- Bill tracking history
- Payment information against docket

## 2. Receive Approved service entry-sheet

OBS functionality starts from sending SES to vendor, when ISP send approve SES to vendor a system generated email will be sent to vendor's registered email address.

Notification for forwarding of Service Entry Sheet
Created E
Dear Sir/Madam, Ref: Work Order No: 6600000290 regarding day to day maintanance job erp We kindly request you to submit the invoice onto the SRM portal, utilizing the accepted Service Entry Sheet No. 1000001148, for the period from 21/12/2023 to 21/12/2023 as forwarded by Department
Disclaimer : This email is automatically generated by the system. There is no need to reply.





## 3. List of SES not billed by Vendor

Once SES is forwarded to vendor, login to **SRM portal**.

To proceed click on **ONLINE BILLING SYSTEM**  $\rightarrow$  New window will open  $\rightarrow$  select **Display bill** summary report  $\rightarrow$  click on **GO** 

SAP									
	ard ▶ History Fa	vorites Per	rsonalize View Help						
	E	1	D						
RFx and Aucti	ons Hom	1e	ONLINE BILLING SY	STEM					
Overview	Service Map								
Activ	re Queries	w > RFX ai	nd Auctions						
e eAuc eRFx Sho	RFxs All (137) ctions All (0) Pu cs - All w Quick Criteria M	Published ( blished (0)	(0) Ended (0) Com Ended (0) Comple	pleted (0) ted (0)					
View	Standard View	1 ~	Create Respon	se Displa	y Event	Display	Response	Print Preview	Refresh
r	Event Number	Event De:	scription	Event Type	Eve	ent Status	Start Date	End Date	Response Num
	230000040	PUR-5 15	.02.2021 17:39:09	LTE Single F	art En	ded	15.02.2021	15.02.2021	8100001478
Welco	ome to O	nline	Bill Subm	ission	Wind	wol			
Section	n For Servi	ce POs	\$						
O Creat	e a New Bill te/Display a E	xisting B							
<ul> <li>Displ</li> </ul>	ay Bill Summa	ary Repor	ts						
ODispl	ay Bill Consol	idated Re	eport						
🛃 GO									

New window will open  $\rightarrow$  Select **Pending Bills**  $\rightarrow$  Fill any of the **selection criteria**  $\rightarrow$  Click on **execute** 

Date	Service entry-sheet receive date
Purchase Order	PO awarded to Vendor
Department	PO department





Online Bill Submission Report					
lenu "	V A Save as Variant Back Exit Cancel System				
Choose An Option					
Pending SES					
Pending Bills with ISP					
Returned Report					
<ul> <li>Saved As Draft</li> </ul>					
Selection Criteria					
Date	다 to				
Purchase Order					
Department Code					

List of SES will be displayed for which bill not created by vendor.

Online Bi	Online Bill Submission Report									
Menu 🖌	v 4	Back Exit System	Refresh Select	all Deselect al	Sort in Ascending Order	Sort in descending	g order Set f	ilter Delete Filt	ter	
Entrysheet No.	SES Acceptance Date	SES Receive Date	Department Code	Docket No.	Version No. Docket Date	PO No.	PO Date	Invoice No.	Invoice Date	Job Title
1000001128	20.12.2023	20.12.2023	ERP			6600000285	02.09.2023			ISP OBS Test 1
1000001129	20.12.2023	20.12.2023	ERP			6600000285	02.09.2023			ISP OBS Test 1

### 4. SES adoption and bill submission by Vendor

Once SES is forwarded to vendor <mark>then only vendor able to view the SES number and</mark> proceed to create Invoice.

To proceed click on **ONLINE BILLING SYSTEM**  $\rightarrow$  New window will open  $\rightarrow$  select **Create New Bill**  $\rightarrow$  click on **GO** 







Below window will open, press F4 on Service Entry-sheet No.  $\rightarrow$  Select the desired SES  $\rightarrow$  Click on execute.

Online Bill	Submission Fo	r Service PO		
Header Details	NO.	Purchase Order	Docket No	000000000
Item Details				
Attachments				
Online Bill Submis         Service Entrysheet No.         Header Details         Item Details         Item Details         Attachments         Image: Service Entrysheet No.         Image: Service Entrysheet No. <tr< th=""><th>ssion For Service PO Purchase Ord ch: Service Entrysheet No. Entry Sheet Purchasing Doc. Itte 1000001861 500000285 00 1000001106 6600000285 00 1000001106 6600000289 00 Visible for which PO</th><th>er Docket No 000000000</th><th>Submission Date 11.12.2023</th><th>ve As Draft</th></tr<>	ssion For Service PO Purchase Ord ch: Service Entrysheet No. Entry Sheet Purchasing Doc. Itte 1000001861 500000285 00 1000001106 6600000285 00 1000001106 6600000289 00 Visible for which PO	er Docket No 000000000	Submission Date 11.12.2023	ve As Draft
OBS is segregat <b>TCS</b> and <b>SAIL-ISP</b> ( ICS Confidential	ed in three portion: Confidential			Page <b>8</b> of <b>28</b>









Header Details

Item Details

Attachment Section

#### 4.1. Header Details:

In header details below details will be automatically fetched from PO, and not editable for vendor.

Online	e Bill Submission For Service PO
Service Entr	rysheet No. 1000001106 🕼 🗘 Purchase Order 6600000289 Docket No 0000000000 Submission Date 11.12.2023 🔛 Save As Draft 🔙 Submit
Header D	
Header D	
	🖹 Billing Details 🎴 PO Details 🔓 Billed By 👃 Billed To
	Purchase Order No. 6600000289 Validity Start 02.09.2023 Start of Job 02.09.2023
	Purchase Order D         11.12 2023         Validity End D         01.09.2024         Expected job completion         01.09.2024
	Contract Value in I 1 500 000 00
	1,000,000.00
Online	Bill Submission For Service PO
Service Entrys	sheet No. 1000001106 🕼 🗘 Purchase Order 6600000289 Docket No 000000000 Submission Date 11.12.2023 🔛 Save As Draft 🔙 Submit
Header Det	
₽T	🔄 Billing Details 🛛 🕎 PO Details 🛃 Billed By 🕹 Billed To
	Vendor Personal Details Bank Details
	Vendor Number 1000080516 Bank Name STATE BANK OF INDIA
	Vendor Name AICH & AICH. Bank Branch BURNPUR IFSC Code Conversion of the second conversion of th
	PAN No. ACNPA6924C Account No. 10981626583
	GSTIN No. 19ACNPA6924C1ZQ
	Address Line 1 PROP.HIMANGSU
	City BURNPUR
	PIN Code 713325
	982/632356
Online	Bill Submission For Service PO
Service Entry	vsheet No. 1000001106 (b) (c) Purchase Order secondonado Docket No 000000000 Submission Date 11.12.2022 (C) Save & Draft C Submit
Header De	etails
₽	🖹 Billing Details 🎽 PO Details 🔒 Billed By 🛃 Billed To
	Executing Departm ERP
	Plant IISCO STEEL PLANT, BURNPUR
	Plant Address BURNPUR WORKS, BURNPUR WEST BENGAL, PIN-713325
	GSTIN No. 19AAACS7062F6Z6

In billing details tab **Billing Period** will be populated from SES provided by ISP, and it is not editable for vendor. Refer the below screen shots.





Online	Online Bill Submission For Service PO						
Service Entrysheet No. 1000001106 🕼 🗘 Purchase Order 6600000289 Docket No 000000000 Submission Date 11.12.2023 🕒 Save As Draft 🕞 Submit							
Header De	etails						
<b>▶</b> ↑	Billing Details	🍃 PO Details 🛛 🚨 B	illed By 💄 Billed To				
	Invoice No.		Wage Escalation Applicable?   N	o Yes	Total Basic Amount Incl. Tax	35,400.00	
	Invoice Date	1	Escalation Amount	0.00	Total Escalation Incl. Tax	0.00	
	Bill Type	<u> </u>	Tax % on Escalation 0		Gross Invoice Amount	35,400.00	
	Payment Modality		Bill Period 21.10.2023 - 30.10.2	2023			

Now fill the below details					
Invoice No.	Provide internal number within 16 characters				
Invoice date	Should not be in future or older than job start date				
Bill Type	RA/Final/Bonus/Gratuity – select as per applicability				
Payment Modality	Normal / Invoice Mart – select as per applicability				
Wage Escalation Applicable	Yes / No – select as per applicability. N.B. If Yes then Escalation Amount and Tax % on Escalation will be mandatory				

Online E	Bill Submiss	ion For Servic	e PO		
Service Entrysh	heet No. 10000011	29 🕒 🗘 Pu	rchase Order 6600000285 Docket No 000000	Submission Date         30.12.2023	Save As Draft
Header Deta	ails				
<b>▶</b> ↑	Billing Details	🍃 PO Details 🛛 🔒 Bil	led By 💄 Billed To		
	Invoice No.	BILL5484656/2023	Wage Escalation Applicable? No • Yes	Total Basic Amount Incl. Tax	12,980,000.00
	Invoice Date	30.12.2023	Escalation Amount 100,000.00	Net Amount Incl. TAX(After Discount)	11,682,000.00
	Bill Type	RA 🗇	Tax % on Escalation 18 🗸	Total Escalation Incl. Tax	118 000 00
	Payment Modality	NORM	Bill Period 05.11.2023 - 05.11.2023	Gross Invoice Amount	11,800,000.00

#### Now Validate the bill Amount calculation.

Total Basic Amount incl. TAX	Summation of ( Basic unit rate per services * Executed Quantity + Tax )
Net Amount Incl. TAX (After Discount)	Summation of ( Basic unit rate per services * Executed Quantity + Tax ) after Discount mentioned in PO
Total Escalation incl. TAX	Escalation Amount + Tax on Escalation
Gross Invoice Amount	Net Amount Incl. TAX (After Discount) + Total Escalation incl. TAX



0	Online Bill Submission For Service PO														
Servi	ce Entry	ysheet No.	1000001129 🛞 🔯 Purc	hase Ord	ler 660	00002	85 Dock	et No 0000	000000 S	ubmission Dat	a0.12.2	023	E Save A	s Draft 📙 Submit	
Hea	der D	etails													
₽		🗎 Billin	g Details 🎽 PO Details 🔒 Bille	d By 💄	Billed T	Го									
		Invoice No. BILL5484656/2023 Wage				n App	olicable?	No • Ye	es	Total Basic	Amount In	cl. Tax	12,980,000.	00	
		Invo	ice Date 30.12.2023	Escalat	tion Amo	ount	100	0,000.00	Net A	mount Incl. TA	X(After Dis	count)	11,682,000.	11,682,000.00	
		Dayment	Bill Type RA	Tax % or	on Escalation 18 V				Total Escalation Incl. Tax			118,000.	118,000.00		
		Payment	NORM D	Bill Perio	iod 05.11.2023 - 05.11.2023			Gross Invoice Amount 11,800,000.00				00			
_														-	
i	tem Deta	ils													
	Item	Service No.	Service Short Text	(	Quantity	UoM	Unit Rate	Balance Qty	Executed Qty	Basic Amount	TAX Code	TAX %	TAX Amount	Total Amount(Incl. TAX)	
	10	700001	test service Change new	7	700.000	EA	1,000,000.00	155.000	10.000	10,000,000.00	NG	18.00	1,800,000.00	11,800,000.00	
	20	700004	04 SPIRIT POLISH,2-3CT F/WOODEN PARTITION		500.000	M2	100,000.00	175.000	10.000	1,000,000.00	NG	18.00	180,000.00	1,180,000.00	

### 4.2. Item Details:

In item details all the necessary details will be automatically fetched from PO & SES, which is not editable.

Ite	tem Details														
D	Image: Image of the second														
_															
			Item	Service No.	Service Short Text	Quantity	UoM	Unit Rate	Balance Qty	Executed Qty	Basic Amount	TAX Code	TAX %	TAX Amount	Total Amount(Incl. TAX)
			10	700009	Routine maintenance and testing of 33kV	500.000	EA	3,000.00	490.000	10.000	30,000.00	IG	18.00	5,400.00	35,400.00
	_														

### 4.3. Attachments:

In attachment section vendor need to upload all the necessary documents mentioned under instruction guideline.







Bill Details submitted. Note down Reference No	Souchatoa
Dir Details submittee. Note down release to	
vice Entrysheet No. 1000001106 (b) (2) Purchase Order 6600000289 Docket No	Submission Date 11.12.2023
lso system will send below email notification to ex	ecuting and Inspecting authority.
Display Document: Notification for Submission of Inv	pice
🗷 差   🔐 🗳 🐨   🖉 🕒   🞝 🕼   Reply Reply with Reference	🔽 New message
Doc. contents Attributes Recipient list	
Notification for Submission of Invoice	
Created =_J SRM_USER	
Dear Sir/Madam,	
Ref : Work Order No. 6600000289	
The vendor AICH & AICH, has submitted Invoice with Docket No 2200000058	in reference to the accepted Service Entry Sheet No. 1000001106.
	iced to reply.
.4. Save as draft Functionality:	
.4. Save as draft Functionality:	
<b>.4. Save as draft Functionality:</b> endor also can save the draft bill for later submissi	on.
<b>.4. Save as draft Functionality:</b> endor also can save the draft bill for later submissi	Dn.
<b>.4. Save as draft Functionality:</b> endor also can save the draft bill for later submissi Online Bill Submission For Service PO	on.
A. Save as draft Functionality: endor also can save the draft bill for later submissi Online Bill Submission For Service PO	D00000000 Submission Date 30.12.2023
.4. Save as draft Functionality: endor also can save the draft bill for later submissi Online Bill Submission For Service PO vice Entrysheet No. 100001129 @ ? Purchase Order 6600000285 Docket No eader Details	DN. Submission Date 30.12.2023 Save As Draft Submit
A. Save as draft Functionality: endor also can save the draft bill for later submissi Online Bill Submission For Service PO rvice Entrysheet No. 1000001129 @ ? Purchase Order 6600000285 Docket No eader Details	DN. Submission Date 30.12.2023 Save As Draft Submit
A. Save as draft Functionality: endor also can save the draft bill for later submissi Online Bill Submission For Service PO rvice Entrysheet No. 1000001129  Purchase Order 6600000285 Docket No eader Details	DN. Submission Date 30.12.2023 Save As Draft Submit
A. Save as draft Functionality: endor also can save the draft bill for later submissi Online Bill Submission For Service PO rvice Entrysheet No. 1000001129 © Purchase Order 6600000285 Docket No eader Details	Dn. Submission Date 30.12.2023 Save As Draft Submit
A. Save as draft Functionality: endor also can save the draft bill for later submissi Daline Bill Submission For Service PO vice Entrysheet No. 1000001129 @ Purchase Order 6600000285 Docket No ader Details Details	Dn. Submission Date 30.12.2023 Save As Draft Submit
A. Save as draft Functionality: endor also can save the draft bill for later submissis Deline Bill Submission For Service PO vice Entrysheet No. 100001129  Purchase Order 6600000285 Docket No ender Details m Details	Dn. Submission Date 30.12.2023 Save As Draft Submit
A. Save as draft Functionality: endor also can save the draft bill for later submissi DININE Bill Submission For Service PO vice Entrysheet No. 100001129  Purchase Order 6600000285  Docket No eader Details m Details E	Dn.          Submission Date       30.12.2023         Save As Draft       Submit



### 4.5. List of Saved Bills:

To proceed go to ONLINE BILLING SYSTEM **Main screen**  $\rightarrow$  select Display bill summary report  $\rightarrow$  click on GO

Welcome to Online Bill S	ubmission Window
Section For Service POs	
Create a New Bill	
OUpdate/Display a Existing Bill	
Display Bill Summary Reports	
Display Bill Consolidated Report	
GO GO	

New window will open  $\rightarrow$  Select **Saved as Draft**  $\rightarrow$  Fill any of the **selection criteria**  $\rightarrow$  Click on **execute** 

Date	Service entry-sheet receive date
Purchase Order	PO awarded to Vendor
Department	PO department

Milline Dill Submiss	ion Rep	on			
lenu	~ 4	Save as Variant	Back Exit	Cancel System	Execute
Choose An Option					
Pending SES					
O Pending Bills with ISP					
Returned Report					
<ul> <li>Saved As Draft</li> </ul>					
<ul> <li>Saved As Draft</li> </ul>					
Saved As Draft Selection Criteria					1
Saved As Draft      Selection Criteria      Date		20.12.2023	to	30.12.2023	]
Saved As Draft      Selection Criteria      Date      Purchase Order		20.12.2023	to	30.12.2023	]
Saved As Draft      Selection Criteria      Date      Purchase Order      Department Code		20.12.2023	to	30.12.2023	]
Saved As Draft      Selection Criteria      Date      Purchase Order      Department Code		20.12.2023	to	30.12.2023	
Saved As Draft      Selection Criteria      Date      Purchase Order      Department Code		20.12.2023	to	30.12.2023	





List of draft Dockets will be visible, to proceed with submission click on the Docket number hyper link.

Entrysheet No.	SES Acceptance Date	SES Receive Date	Department Code	Docket No.	Version No.	Docket Date	PO No.
1000001129		20.12.2023	ERP	220000088		30.12.2023	660000285

Bill will be opened as display  $\rightarrow$  click on **Edit Button**  $\rightarrow$  Docket will be editable now vendor can submit the docket. 

Online Bill Display For Service PO				
Docket No: 2200000088 🛞 📝 Service Entrysheet No.: 1000001129 Purchase Order:	6600000285 Subm	ission Date: 30.12.2023	Version No. 00	Bill Status Saved as Draft
Header Details				
Image: State				
Invoice No. BILL5484656/2023 Wage Escalation Applicable? No	• Yes	Total Basic Amount Incl. Tax	12,980,000.00	
Invoice Date 30.12.2023 Escalation Amount 100,000.00	Net Amo	unt Incl. TAX(After Discount)	11,682,000.00	
Payment Modality NORM Pill Deciat		Total Escalation Incl. Tax	118,000.00	
Bill Period 05.11.2023 - 05.11.2023		Gross Invoice Amount	11,800,000.00	
ervice PO				
Service Entrysheet No.: 1000001129 Purchase Order: 6600000285 Submission Date: 30.12.2023	Version No. 00	Bill Status Saved as Draft		Save As Draft Submit
Details 🛛 🚨 Billed By 🔹 Billed To				
34656/2023 Wage Escalation Applicable? No • Yes Total Basic Amount Incl. Tax	12,980,000.00			
023 Escalation Amount 100,000.00 Net Amount Incl. TAX(After Discount)	11,682,000.00			
Tax % on Escalation 18 V Total Escalation Incl. Tax	118,000.00			
Bill Period 05.11.2023 - 05.11.2023 Gross Invoice Amount	11,800,000.00			

N.B. If bill is saved as draft then the SES won't be available in "Pending Bills" report.

## 5. Report for docket (or Bill Status) tracking

To track the vendor bill status go to ONLINE BILLING SYSTEM Main screen → select Display bill summary report  $\rightarrow$  click on GO



New window will open  $\rightarrow$  Select **Pending Bills with ISP**  $\rightarrow$  Fill any of the **selection criteria**  $\rightarrow$  Click on **execute** 

Date	Service entry-sheet receive date
Purchase Order	PO awarded to Vendor
Department	PO department

<b>Online Bill Submission</b>	Report	
Menu 🖌	V 4 Save as Variant Back Exit Cancel System	
Choose An Option Pending SES Pending Bills with ISP Returned Report Saved As Draft		
Selection Criteria Date Purchase Order	19.12.2023 to 30.12.2023	
Department Code		

List of dockets will be visible, now check the bill status and scroll to right side to view more information.

Online Bill	Submission Repo	ort							
Menu 🦼	~ ∢	Back Exit System	Refresh Select	all Deselect all	Sort in Asce	nding Order	Sort in descending	order Set filter Delet	te Filter
Entrysheet No.	SES Acceptance Date	SES Receive Date	Department Code	Docket No.	Version No.	Docket Date	PO No.	Bill Status	Acknowledge by Dept
1000001123	19.12.2023	19.12.2023	ERP	<u>2200000070</u>		19.12.2023	660000285	INITIATED	
1000001122	19.12.2023	19.12.2023	ERP	<u>2200000071</u>		19.12.2023	660000285	INITIATED	
1000001124	19.12.2023	19.12.2023	ERP	<u>2200000073</u>		19.12.2023	660000285	INITIATED	
1000001126	20.12.2023	20.12.2023	ERP	<u>2200000074</u>		20.12.2023	660000290	ACKNOWLEDGED	20.12.2023
1000001127	20.12.2023	20.12.2023	ERP	<u>2200000075</u>	2	28.12.2023	660000290	INITIATED	
1000001136	22.12.2023	22.12.2023	ERP	220000077	1	22.12.2023	660000290	INITIATED	
1000001138	22.12.2023	22.12.2023	ERP	220000078		22.12.2023	660000290	INITIATED	
1000001142	26.12.2023	26.12.2023	ERP	220000080	2	26.12.2023	660000285	UPDATED BY VENDOR	26.12.2023
1000001141	26.12.2023	26.12.2023	ERP	<u>220000081</u>		26.12.2023	660000285	ACKNOWLEDGED	26.12.2023
1000001148	27.12.2023	27.12.2023	ERP	220000087		30.12.2023	660000290	INITIATED	
1000001129	20.12.2023	20.12.2023	ERP	<u>220000088</u>		30.12.2023	6600000285	INITIATED	
1000001116	19.12.2023	19.12.2023	ERP	220000065	2	19.12.2023	660000289	UPDATED BY VENDOR	19.12.2023
1000001130	21.12.2023	21.12.2023	ERP	<u>2200000076</u>	1	21.12.2023	6600000290	UPDATED BY VENDOR	21.12.2023



Bill Status – Saved	Bill saved as draft not published to ISP
Bill Status – Submitted	Bill submitted and published to ISP
Bill Status – Update by Vendor	Bill modified and submitted after returned by ISP
Bill Status – Acknowledged	Submitted bill Approved by Department

Like above bill send to CLC/Finance can also be tracked with the report.

Online Bill	Submission Rep	ort							
Menu 🖌	~ ↓	Back Exit System	Refresh Select	all Deselect all	Sort in Ascending Order	Sort in descending	order Set filter Delete	Filter	
Entrysheet No.	SES Acceptance Date	SES Receive Date	Department Code	Docket No.	Version No. Docket Date	PO No.	Bill Forwarded By	Bill Forwarded to	Section
1000001123	19.12.2023	19.12.2023	ERP	2200000070	19.12.2023	6600000285			
1000001122	19.12.2023	19.12.2023	ERP	2200000071	19.12.2023	6600000285			
1000001124	19.12.2023	19.12.2023	ERP	2200000073	19.12.2023	6600000285			
1000001126	20.12.2023	20.12.2023	ERP	2200000074	20.12.2023	660000290			
1000001127	20.12.2023	20.12.2023	ERP	<u>2200000075</u>	2 28.12.2023	660000290			
1000001136	22.12.2023	22.12.2023	ERP	2200000077	1 22.12.2023	660000290			
1000001138	22.12.2023	22.12.2023	ERP	<u>2200000078</u>	22.12.2023	660000290			
1000001142	26.12.2023	26.12.2023	ERP	220000080	2 26.12.2023	660000285			
1000001141	26.12.2023	26.12.2023	ERP	<u>220000081</u>	26.12.2023	660000285			
1000001148	27.12.2023	27.12.2023	ERP	220000087	30.12.2023	660000290			
1000001129	20.12.2023	20.12.2023	ERP	220000088	30.12.2023	660000285			
1000001116	19.12.2023	19.12.2023	ERP	220000065	2 19.12.2023	660000289	CONTRACT LABOUR	C FINANCE & ACCOUNTS	BILL DOCKET
1000001130	21.12.2023	21.12.2023	ERP	<u>2200000076</u>	1 21.12.2023	660000290	CONTRACT LABOUR	C FINANCE & ACCOUNTS	BILL DOCKET
1000001144	26.12.2023	26.12.2023	ERP	220000082	26.12.2023	660000285	ERP	CONTRACT LABOUR C	
1000001145	26.12.2023	26.12.2023	ERP	220000083	26.12.2023	6600000285	ERP	CONTRACT LABOUR C	
1000001151	27.12.2023	27.12.2023	ERP	220000084	2 28.12.2023	660000293	FINANCE & ACCOUNT	S FINANCE & ACCOUNTS	BILL DOCKET
1000001152	28.12.2023	28.12.2023	ERP	220000085	1 28.12.2023	660000293	FINANCE & ACCOUNT	S FINANCE & ACCOUNTS	BILL DOCKET
1000001147	27.12.2023	27.12.2023	ERP	220000086	1 28.12.2023	660000290	ERP	CONTRACT LABOUR C	

#### Display Document: Bill No.:OBS1000001107 has been acknowledged

😨 差 | 🏭 🖧 📅 | 🖉 🕒 | 💫 🕟 | Reply... Reply with Reference... | 🐬 New message

Doc. contents Attributes Recipient list

Bill No.:OBS1000001107 has been acknowledged

Created 📰 Samanway Adhikary

Dear Sir/Madam,

Bill No.OBS1000001107, P.O: 6600000289 for billing period 01.11.2023 to 02.11.2023 has been acknowledged.

This is system generated mail.Please do not reply.

N.B. Once payment made against a docket number the same docket number will not be available under "**Pending bills with ISP**" report, it will move to Bill tracking history **(Consolidated report)**. Refer point 8!



### 6. Vendor Invoice Re-submission

Once vendor submitted the bill it cannot be changed until it returned to vendor. There is a Provision to return the bill to vendor in case of any discrepancy by ISP. If the bill returned to vendor system will send an email to vendor.

Display Document: Invoice correction required         Image: Ima	
Image:	Display Document: Invoice correction required
Doc. contents       Attributes       Recipient list         Invoice correction required       Created       Samanway Adhikary         Dear Sir/Madam,       Ref : Work Order No. 660000289         We have recently received and reviewed aforementioned Invoice against Service Entry Sheet No: 1000001106 And have identified some necessary corrections that need to be made in order to process it accurately.         To ensure the smooth processing of your invoice and to maintain accurate records, we kindly request that you make the required amendments as outlined below:         Returned for OBS DEMO 1.         Disclaimer : This email is automatically generated by the system. There is no need to reply.	📅 差   🏭 🚅 🍿   🖉 🕒   🛼   Reply Reply with Reference   🌄 New message
Invoice correction required         Created       Image: Samanway Adhikary         Dear Sir/Madam,         Ref : Work Order No. 6600000289         We have recently received and reviewed aforementioned Invoice against Service Entry Sheet No: 1000001106 And have identified some necessary corrections that need to be made in order to process it accurately.         To ensure the smooth processing of your invoice and to maintain accurate records, we kindly request that you make the required amendments as outlined below:         Returned for OBS DEMO 1.         Disclaimer : This email is automatically generated by the system. There is no need to reply.	Doc. contents Attributes Recipient list
Invoice correction required Created Samanway Adhikary Dear Sir/Madam, Ref : Work Order No. 6600000289 We have recently received and reviewed aforementioned Invoice against Service Entry Sheet No: 1000001106 And have identified some necessary corrections that need to be made in order to process it accurately. To ensure the smooth processing of your invoice and to maintain accurate records, we kindly request that you make the required amendments as outlined below: Returned for OBS DEMO 1. Disclaimer : This email is automatically generated by the system. There is no need to reply.	
Created       Samanway Adhikary         Dear Sir/Madam,         Ref : Work Order No. 6600000289         We have recently received and reviewed aforementioned Invoice against Service Entry Sheet No: 1000001106         And have identified some necessary corrections that need to be made in order to process it accurately.         To ensure the smooth processing of your invoice and to maintain accurate records, we kindly request that you make the required amendments as outlined below:         Returned for OBS DEMO 1.         Disclaimer : This email is automatically generated by the system. There is no need to reply.	Invoice correction required
Dear Sir/Madam, Ref : Work Order No. 6600000289 We have recently received and reviewed aforementioned Invoice against Service Entry Sheet No: 1000001106 And have identified some necessary corrections that need to be made in order to process it accurately. To ensure the smooth processing of your invoice and to maintain accurate records, we kindly request that you make the required amendments as outlined below: Returned for OBS DEMO 1. Disclaimer : This email is automatically generated by the system. There is no need to reply.	Created Samanway Adhikary
Dear Sir/Madam, Ref : Work Order No. 6600000289 We have recently received and reviewed aforementioned Invoice against Service Entry Sheet No: 1000001106 And have identified some necessary corrections that need to be made in order to process it accurately. To ensure the smooth processing of your invoice and to maintain accurate records, we kindly request that you make the required amendments as outlined below: Returned for OBS DEMO 1. Disclaimer : This email is automatically generated by the system. There is no need to reply.	
Ref : Work Order No. 6600000289 We have recently received and reviewed aforementioned Invoice against Service Entry Sheet No: 1000001106 And have identified some necessary corrections that need to be made in order to process it accurately. To ensure the smooth processing of your invoice and to maintain accurate records, we kindly request that you make the required amendments as outlined below: Returned for OBS DEMO 1. Disclaimer : This email is automatically generated by the system. There is no need to reply.	Dear Sir/Madam,
We have recently received and reviewed aforementioned Invoice against Service Entry Sheet No: 1000001106 And have identified some necessary corrections that need to be made in order to process it accurately. To ensure the smooth processing of your invoice and to maintain accurate records, we kindly request that you make the required amendments as outlined below: Returned for OBS DEMO 1. Disclaimer : This email is automatically generated by the system. There is no need to reply.	Ref : Work Order No. 6600000289
To ensure the smooth processing of your invoice and to maintain accurate records, we kindly request that you make the required amendments as outlined below: Returned for OBS DEMO 1. Disclaimer : This email is automatically generated by the system. There is no need to reply.	We have recently received and reviewed aforementioned Invoice against Service Entry Sheet No: 1000001106 And have identified some necessary corrections that need to be made in order to process it accurately.
Returned for OBS DEMO 1. Disclaimer : This email is automatically generated by the system. There is no need to reply.	To ensure the smooth processing of your invoice and to maintain accurate records, we kindly request that you make the required amendments as outlined below:
Disclaimer : This email is automatically generated by the system. There is no need to reply.	Returned for OBS DEMO 1.
	Disclaimer : This email is automatically generated by the system. There is no need to reply.

Vendor can find the returned bills from the report.

To view returned bills go to ONLINE BILLING SYSTEM Main screen  $\rightarrow$  select Display bill summary report  $\rightarrow$  click on GO



New window will open  $\rightarrow$  Select **Returned Report**  $\rightarrow$  Fill any of the **selection criteria**  $\rightarrow$  Click on **execute** 

Date	Service entry-sheet receive date
Purchase Order	PO awarded to Vendor
Department	PO department



Online Bill Submission Report

1000001086

1000001068

1000001081 29.09.2023

1000001090 07.10.2023 11.10.2023 ERP

#### PRAGATI



Return Reason

<u>VIEW</u>

VIEW

VIEW

VIEW

VIEW

<u>VIEW</u>

6600000286 RETURNED FROM EXECUTING DEPARTMENT VIEW

11.10.2023 6600000286 RETURNED FROM FINANCE DEPARTMENT VIEW

1 11.10.2023 6600000286 RETURNED FROM CLC

nu 🖌	V 4 Save as Variant Back Exit Cancel System Execute	2
Choose An Option		
Pending SES		
Pending Bills with ISP		
Returned Report		
Returned Report     Saved As Draft		
Returned Report     Saved As Draft		
Returned Report     Saved As Draft Selection Criteria		
Returned Report     Saved As Draft Selection Criteria Date	T to	
Returned Report     Saved As Draft  Selection Criteria  Date  Purchase Order	ت to	3

#### V 4 Back Exit System | Refresh Select all Deselect all Sort in Ascending Order Sort in descending order Set filter Delete Filter Menu 🖌 SES Acceptance Date SES Receive Date Department Code Docket No. Version No. Docket Date PO No. Bill Status Entrysheet No. 1000001042 18.08.2023 29.08.2023 ERP <u>2200000006</u> 2 29.08.2023 6900001962 RETURNED FROM CLC 18.08.2023 29.08.2023 ERP 220000006 2 29.08.2023 6900001962 RETURNED FROM CLC 11.08.2023 29.08.2023 ERP 220000007 3 29.08.2023 6900001962 RETURNED FROM CLC 10.08.2023 31.08.2023 ERP 220000009 4 31.08.2023 6900001962 RETURNED FROM CLC 04.09.2023 02.09.2023 ERP 220000001 6 04.09.2023 6600000285 RETURNED FROM ELCC 29.09.2023 04.09.2023 ERP 2200000013 05.09.2023 6600000285 RETURNED FROM EXECC 09.09.2023 14.09.2023 ERP 2200000020 2 14.09.2023 6600000285 RETURNED FROM FINAN 27.09.2023 29.09.2023 ERP 2200000025 2 9.09.2023 6600000286 RETURNED FROM FINAN 27.09.2023 29.09.2023 ERP 2200000035 2 9.09.2023 6600000286 RETURNED FROM CLC 30.09.2023 30.09.2023 ERP 2200000038 30.09.2023 6600000286 RETURNED FROM CLC 30.09.2023 27.09.2023 ERP 11.08.2023 29.08.2023 10.08.2023 31.08.2023 1000001041 1000001038 1000001044 04.09.2023 6 04.09.2023 6600000285 RETURNED FROM EXECUTING DEPARTMENT VIEW 1000001047 05.09.2023 6600000285 RETURNED FROM EXECUTING DEPARTMENT VIEW 2 14.09.2023 6600000285 RETURNED FROM FINANCE DEPARTMENT VIEW 1000001060 29.09.2023 6600000286 RETURNED FROM CLC 1000001076 27.09.2023

Along with the email vendor can view return reason and bill status. To view return reason click on **<u>VIEW</u>** hyperlink for corresponding docket number.

220000046

Online Bill S	Submission Repo	ort						
Menu	~ ∢	Back Exit System	Refresh Select a	all Deselect all	Sort in Ascending Order	Sort in descending	order Set filter Delete Filter	
Entrysheet No.	SES Acceptance Date	SES Receive Date	Department Code	Docket No.	Version No. Docket Date	PO No.	Bill Status	Return Reason
1000001042	18.08.2023	29.08.2023	ERP	220000006	2 29.08.2023	6900001962	RETURNED FROM CLC	VIEW
1000001041	11.08.2023	29.08.2023	ERP	220000007	3 29.08.2023	6900001962	RETURNED FROM CLC	VIEW
1000001038	10.08.2023	31.08.2023	ERP	220000009	4 31.08.2023	6900001962	RETURNED FROM CLC	VIEW
1000001044	04.09.2023	02.09.2023	ERP	2200000010	6 04.09.2023	6600000285	RETURNED FROM EXECUTING DEPARTMEN	IT VIEW
1000001047	29.09.2023	04.09.2023	ERP	220000013	05.09.2023	6600000285	RETURNED FROM EXECUTING DEPARTMEN	IT VIEW
1000001060	09.09.2023	14.09.2023	ERP	220000020	2 14.09.2023	6600000285	RETURNED FROM FINANCE DEPARTMENT	VIEW
1000001076	27.09.2023	29.09.2023	ERP	220000035	29.09.2023	6600000286	RETURNED FROM CLC	VIEW
1000001086	30.09.2023	30.09.2023	ERP	220000038	30.09.2023	6600000285	RETURNED FROM CLC	VIEW
1000001068	30.09.2023	27.09.2023	ERP	220000040	2 06.10.2023	6600000286	RETURNED FROM EXECUTING DEPARTMEN	IT VIEW
1000001081	29.09.2023	11.10.2023	ERP	220000045	11.10.2023	6600000286	RETURNED FROM FINANCE DEPARTMENT	VIEW
1000001090	07.10.2023	11.10.2023	ERP	220000046	1 11.10.2023	6600000286	RETURNED FROM CLC	VIEW
1000001092	07.10.2023	11.10.2023	ERP	220000050	11.10.2023	6600000286	RETURNED FROM EXECUTING DEPARTMEN	IT VIEW
1000001063	15.09.2023	05.12.2023	ERP	2200000055	1 28.12.2023	6600000287	RETURNED FROM EXECUTING DEPARTMEN	





Online Bill	Submission	Rep	ort											
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Entrysheet No.	SES Acceptance I	Retu	ırn Rea	son								2	×	Return Reas
1000001042	18.08.2023	Ret	turn Reaso										-	VIEW
1000001041	11.08.2023	p]	z rectif	Fy th	e bill									VIEW
1000001038	10.08.2023													VIEW
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1000001047	29.09.2023												RTMENT	VIEW
1000001060	09.09.2023												MENT	VIEW
1000001076	27.09.2023													VIEW
1000001086	30.09.2023													VIEW
1000001068	30.09.2023												RTMENT	VIEW
1000001081	29.09.2023												MENT	VIEW
1000001090	07.10.2023													VIEW
1000001092	07.10.2023												RTMENT	VIEW
1000001063	15.09.2023												RTMENT	VIEW

To proceed with re-submission, click on the **Docket number hyper link**.

Bill will be opened as display  $\rightarrow$  click on **Edit Button**  $\rightarrow$  Docket will be editable now vendor can perform the required change and submit the docket.

Online Bi	ill Submiss	ion Report								
Menu 🖌 🗌		~ ∢ Ba	ick Exit System	Refresh Select a	II Deselect all	Sort in Ascen	nding Order	Sort in descending	order Set filter Delete Filter	
Entrysheet No.	SES Accept	ance Date S	ES Receive Date	Department Code	Docket No.	Version No.	Docket Date	PO No.	Bill Status	Return Reason
1000001042	18.08.2023	:	29.08.2023	ERP	220000006	2	29.08.2023	6900001962	RETURNED FROM CLC	VIEW
1000001041	11.08.2023	:	29.08.2023	ERP	2200000007	3	29.08.2023	6900001962	RETURNED FROM CLC	VIEW
1000001038	10.08.2023	:	31.08.2023	ERP	220000009	4	31.08.2023	6900001962	RETURNED FROM CLC	VIEW
1000001044	04.09.2023		02.09.2023	ERP	2200000010	6	04.09.2023	6600000285	RETURNED FROM EXECUTING DEPARTMENT	VIEW
1000001047	29.09.2023		04.09.2023	ERP	220000013		05.09.2023	660000285	RETURNED FROM EXECUTING DEPARTMENT	VIEW
000001060	09.09.2023		14.09.2023	ERP	2200000020	2	14.09.2023	660000285	RETURNED FROM FINANCE DEPARTMENT	VIEW
000001076	27.09.2023	:	29.09.2023	ERP	220000035		29.09.2023	6600000286	RETURNED FROM CLC	VIEW
000001086	30.09.2023	:	30.09.2023	ERP	220000038		30.09.2023	660000285	RETURNED FROM CLC	VIEW
000001068	30.09.2023		27.09.2023	ERP	2200000040	2	06.10.2023	660000286	RETURNED FROM EXECUTING DEPARTMENT	VIEW
000001081	29.09.2023		11.10.2023	ERP	220000045		11.10.2023	660000286	RETURNED FROM FINANCE DEPARTMENT	VIEW
000001090	07.10.2023		11.10.2023	ERP	2200000046	1	11.10.2023	660000286	RETURNED FROM CLC	VIEW
000001092	07.10.2023	-	11.10.2023	ERP	2200000050		11.10.2023	660000286	RETURNED FROM EXECUTING DEPARTMENT	VIEW
000001063	15.09.2023		05.12.2023	ERP	2200000055	1	28.12.2023	660000287	RETURNED FROM EXECUTING DEPARTMENT	VIEW
ket No: 220		Service E	ntrysheet No.: 100000	1063 Purchase Ord	er: 6600000287	Submissio	on Date: 28.1	12.2023 Vers	sion No. 01 Bill Status Returned From Exe	cuting Departme
t	Billing Details	YPO Details	🔒 Billed By 💄 Bille	d To						
	Invoice No.	114/12/2023	Wage Escalat	ion Applicable? 💿 N	lo 🔿 Yes	Tota	al Basic Amou	nt Incl. Tax	47 200 00	
	Invesion Data	05 40 0000	Escalation A	mount	0.00			-	47,200.00	
	invoice Date	05.12.2023			0.00	Net Amount	Incl. IAX(After	r Discount)	0.00	
	Bill Type	RA	Tax % on Esca	lation 0			Total Escalation	on Incl. Tax	0.00	
F	-ayment Wodality	NORM	Bill Period 0	6.09.2023 08.09.	2023		Gross Invoi	ice Amount	47,200.00	

While re-submitting the bill, no field will be editable for vendor, except escalation and attachments section.





#### Online Bill Display For Service PO Docket No: 220000058 Service Entrysheet No.: 1000001106 Purchase Order: 6600000289 Submission Date: 11.12.2023 Version No. 00 Bill Status Returned From Execut Header Details 🖹 Billing Details 🎽 PO Details 🔒 Billed By 💄 Billed To ▶ Invoice No. OBS1000001106 Wage Escalation Applicable? No • Yes Total Basic Amount Incl. Tax Invoice Date 11.12.2023 Escaration 18 35,400,00 Escalation Amount 10,000.00 Total Escalation Incl. Tax 11,800.00 Bill Type RA Tax % Off Escendrom Tak Payment Modality NORM Bill Period 21.10.2023 - 30.10.2023 Gross Invoice Amount 47,200.00 Item Details ▶ Item Details Item Service No. Service Short Text Quantity UoM Unit Rate Balance Qty Executed Qty Basic Amount TAX Code TAX % TAX Amount Total Amount(Incl. TAX) Routine maintenance and testing of 33kV 500.000 EA 3,000.00 490.000 10.000 30,000.00 IG 18.00 5,400.00 35,400.00 10 700009 Attachments ▶ Def Dist of Attachments Wage payment of contract worker involved? ONO Yes Upload Attachment Attachment Name: Choose File No file chosen Select Row Attachment Name File Name Uploaded On Uploaded at 17:57:24 Wage Payment ... Manojit report (5).pdf 11.12.2023 Wage Slip Decla... Manojit report (7).pdf 11.12.2023 17:57:49 PF-TRRN Manojit report (11).pdf 11.12.2023 17:58:05 PF-Combined C... Manojit report (10).pdf 17:58:19 11.12.2023 PF-ECR (with M... Manojit report (9).pdf 11.12.2023 17:58:35 ESI-Challan Manojit report (8).pdf 11.12.2023 17:59:03 ESI-View History Manojit report (2).pdf 11.12.2023 17:59:30 Attendance Sheet Manojit report (4).pdf 11.12.2023 17:59:56

#### After re-submitting the bill, system will send email to executing authority.

Display Document: Re-Submission of Invoice
👿 差   🔐 🕰 🔐   🖉 🕒   💫 🕼   Reply Reply with Reference   🐬 New message
Doc. contents Attributes Recipient list
Re-Submission of Invoice
Created I SRM_USER
Dear Sir/Madam,
OBS with Docket No. 2200000058 against SES 1000001106(PO 6600000289) has been resubmitted by AICH & AICH.(ID: 1000080516) after making necessary correction New Version: 01
Disclaimer : This email is automatically generated by the system. There is no need to reply.







### 7. Bill Acknowledgement

Once the bill is acknowledged by department, system will send email to vendor.

Image: Image	Display Document: Bill No.:OBS1000001107 has been acknowledged
Doc. contents       Attributes       Recipient list         Bill No.:OBS1000001107 has been acknowledged       Image: Created Image:	😨 差   🖴 🚅 🐨   🖉 🕒   💺   Reply Reply with Reference   🜄 New message
Bill No.:OBS100001107 has been acknowledged         Created       Samanway Adhikary         Dear Sir/Madam,         Bill No.OBS1000001107, P.O: 6600000289 for billing period 01.11.2023 to 02.11.2023 has been acknowledged.         This is system generated mail.Please do not reply.	Doc. contents Attributes Recipient list
Bill No.:OBS1000001107 has been acknowledged         Created       Samanway Adhikary         Dear Sir/Madam,         Bill No.OBS1000001107, P.O: 6600000289 for billing period 01.11.2023 to 02.11.2023 has been acknowledged.         This is system generated mail.Please do not reply.	
Created       Samanway Adhikary         Dear Sir/Madam,         Bill No.OBS1000001107, P.O: 6600000289 for billing period 01.11.2023 to 02.11.2023 has been acknowledged.         This is system generated mail.Please do not reply.	Bill No.:OBS1000001107 has been acknowledged
Dear Sir/Madam, Bill No.OBS1000001107, P.O: 6600000289 for billing period 01.11.2023 to 02.11.2023 has been acknowledged. This is system generated mail.Please do not reply.	Created E Samanway Adhikary
	Dear Sir/Madam, Bill No.OBS1000001107, P.O: 6600000289 for billing period 01.11.2023 to 02.11.2023 has been acknowledged. This is system generated mail.Please do not reply.

Note: 1) Once Bill parking and Bill Tracking will be initiated by ISP, the same shall also be notified to the vendor.

2) While bill shall be returned by CLC/Finance then no other field shall be editable except Document attachment Section.

### 8. Bill Return from CSC/Finance

There is a Provision to return the bill to vendor in case of any discrepancy by CLC/Finance. If the bill returned to vendor system will send a correction email to vendor with attached MEMO.

#### **Example From CLC:**

Display Document: Invoice correction required	
🐨 🍜   👫 🚅 🔐   🖉 🕒   🔈 🖪   Reply Reply with Reference   🌄 New message	
Doc. contents Attributes Recipient list Attachments	
Invoice correction required	
Created Samanway Adhikary	
Dear Sir/Madam,	
Bill against docket no. 2200000058 has been returned by CLC Department. Please refer to the attached document for further details.	
Regards SAIL ISP	
Disclaimer : This email is automatically generated by the system. There is no need to reply.	
Invoice correction required 2200000058	
S and SAIL-ISP Confidential Page 2	1





			SIEEL AUTHORITY OF INDIA LIMITED IISCO STEEL PLANT											
	<text></text>		RETURN MEMO FROM CLC DEPARTMENT TO VENDOR											
O Number       Bill No.       Bill Type       Bill Date       Perry Code       Perry Name         60000033       OBS100001106       R A       11.12.203       100008016       ACH & ACH.         ib have recently received and reviewed and	O       Number       Bill No.       Bill Type       Bill Date       Party Code       Party Name         1112.2023       100000106       R A       1112.2023       100000106       ALCH 4       ALCH.         In the exceeding concentral to demonstrate of the maximum of the vacuum agence is concentral to the maximum of the vacuum agence is concentral to the maximum of the vacuum agence is concentral to the maximum of the vacuum agence is concentral to the maximum of the vacuum agence is concentral to the maximum of the vacuum agence is concentral to the maximum of the vacuum agence is concentral to the maximum of the vacuum agence is concentral to the maximum of the vacuum agence is concentral to the maximum of the vacuum agence is concentral to the maximum of the vacuum agence is concentral to the	O       Number       Bill No.       Bill Type       Bill Date       Pury Code       Fury Name         100000120       OBS10000106       R A       1112.2023       100000516       AICH & AICH         10 motions consently received and reviewed afformmentioned Invoice against Service Entrythert No. 100000106 and have sidentified in exclusive incontage consent but such the make in evolution in eccurate incontage consent but such the make in evolution in eccurate incontage consent but such the required incoment in eccurate incontage consent but such the required incoment.         exclusions       for compliance:       Image: Compliance incoment inc	Bill Tracking Number: 2200000058 Dated:13.12.2023 Sub: Invoice Correction Required											
Image: Structure in the st	colored to the state of th	Content       Law refer       Law refer <thlaw refer<="" th=""> <thlaw refer<="" th=""></thlaw></thlaw>	PO Number     Bill No.     Bill Type     Bill Date     Party Code     Party Name											
a have recently received and reviewed aforementioned Invoice against Service Entrysheet No. 1000001106 and have identified accurately. a entry the accurately corrections that need to be made in order to process it accurately. a entry the accurately corrections that need to be made in order to process it accurately. a entry the accurately correction of the process it accurately. a entry the accurately is a contract of the process it accurately. a entry the accurately is a contract of the process it accurately. a entry the accurately is a contract of the process it accurately. a entry the accurately is a contract of the process it accurately. a entry the accurately is a contract of the process it accurately. a entry the accurately is a contract of the process it accurately. a entry the accurately is a contract of the process it accurately. a entry the accurate it is accurately. b entry the accurate it is accurately. a entry the accurate it is accurately. a entry the accurate it is accurately. a entry the accurate it is accurated by the system. There is no need to reply. a entry the accurate it is accurated by the system. a entry the accurate it is accurated accurate it is no need to reply. a entry the accurate it is accurated accurate it is accurated accurate it is no need to reply. a entry the accurate it is accurated accurate it is accurated accurate it is accurated accurate it is accurated accurate it is accurate. a e	a have received and reviewed aforementioned Invoice against Service Entrythest No. 100001106 and have identified on encounter the second below :: a encount the second below :: a endowneth as endowed below :: a endowneth is endowed below :: a endow	e have received and reviewed aforementioned Invoice against Service Entrythert No. 100001105 and have identified and exceeding of your invoice and to maintain accurate records, we kindly request that you make the required and the service and to maintain accurate records, we kindly request that you make the required and the service and to maintain accurate records, we kindly request that you make the required and the service correction required Service correction required The service and the system. Reply with Reference The message Doc. contents Attributes Recipient lat Attachments Novice correction required readom, III against Docket number 2200000058 returned from Accounts Department. Please refer to the attached Document for further details. egards AL ISP Isclaimer : This email is automatically generated by the system. There is no need to reply.	6600000289	OBS1000001106	R A	11.12.2023	1000080516	AICH & AICH.						
me messary corrections that need to be made in order to process it accurate?. endments as endined below: revrations for compliance: thum by CLC ample From Finance: isplay Document: Invoice correction required Server at the server of t	me messary correction required sandaments is a submatically generated by the system. There is no need to reply.	minime messaary corrections list need to be made in order to process it accurately.         minime his endoted below:         sectorate	e have recent	ly received and reviewed	a forementione d	Invoice against	Service Entryshe	et No- 1000001106 and have identified						
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SINCE 1959					
В	ill Tracking Number: 22	00000058			Dated:13.12.202
		Sub: Inv	oice Correction	Required	
) Number	Bill No.	Bill Type	Bill Date	Party Code	Party Name
500000289	OBS1000001106	R A	11.12.2023	1000080516	AICH & AICH.
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e necessary	corrections that need to	a forementioned be made in or	der to process it	accurately.	set No- 1000001106 and have identified
ensure the	smooth processing of your	invoice and	to maintain accurat	e records, wel	kindly request that you make the requir
ndments as	outlined below :				
mations for	acmuliances				

Vendor can find the returned bills from the report.

To view returned bills go to ONLINE BILLING SYSTEM Main screen  $\rightarrow$  select Display bill summary report  $\rightarrow$  click on GO

Welcome to Online Bill S	ubmission Window
Section For Service POs	
O Create a New Bill	
OUpdate/Display a Existing Bill	
Display Bill Summary Reports	
Display Bill Consolidated Report	
GO GO	

New window will open  $\rightarrow$  Select **Returned Report**  $\rightarrow$  Fill any of the **selection criteria**  $\rightarrow$  Click on **execute** 

Date	Service entry-sheet receive date
Purchase Order	PO awarded to Vendor
Department	PO department



1000001047

1000001060

1000001076

1000001086

1000001068

1000001081

1000001090

29.09.2023

09.09.2023

27.09.2023

30.09.2023

30.09.2023

07.10.2023

29.09.2023

#### **PRAGATI**



VIEW

VIEW

<u>VIEW</u>

Online	Bill Subm	ission R	epor	rt								
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OP	ending Bills with IS	P										
	aturned Deced											
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 05.09.2023
 6600000285
 RETURNED FROM EXECUTING DEPARTMENT
 VIEW

 2
 14.09.2023
 6600000285
 RETURNED FROM FINANCE DEPARTMENT
 VIEW

11.10.2023 6600000286 RETURNED FROM FINANCE DEPARTMENT VIEW

6600000286 RETURNED FROM EXECUTING DEPARTMENT VIEW

29.09.2023 6600000286 RETURNED FROM CLC

30.09.2023 6600000285 RETURNED FROM CLC

1 11.10.2023 6600000286 RETURNED FROM CLC

2 06.10.2023

# Along with the email vendor can view return reason and bill status. To view return reason, click on **VIEW** hyperlink for corresponding docket number.

220000013

2200000020

220000035

220000038

220000045

2200000040

<u>220000046</u>

ERP

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ERP

ERP

ERP

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ERP

04.09.2023

14.09.2023

29.09.2023

30.09.2023

27.09.2023

11.10.2023

11.10.2023

Entrysheet No.	SES Acceptance Date	SES Receive Date	Department Code	Docket No.	Version No. Docket Date	PO No.	Bill Status	Return Reason
1000001042	18.08.2023	29.08.2023	ERP	<u>220000006</u>	2 29.08.2023	6900001962	RETURNED FROM CLC	VIEW
1000001041	11.08.2023	29.08.2023	ERP	220000007	3 29.08.2023	6900001962	RETURNED FROM CLC	VIEW
1000001038	10.08.2023	31.08.2023	ERP	220000009	4 31.08.2023	6900001962	RETURNED FROM CLC	VIEW
1000001044	04.09.2023	02.09.2023	ERP	<u>2200000010</u>	6 04.09.2023	6600000285	RETURNED FROM EXECUTING DEPARTMENT	VIEW
1000001047	29.09.2023	04.09.2023	ERP	220000013	05.09.2023	660000285	RETURNED FROM EXECUTING DEPARTMENT	VIEW
1000001060	09.09.2023	14.09.2023	ERP	<u>2200000020</u>	2 14.09.2023	6600000285	RETURNED FROM FINANCE DEPARTMENT	VIEW
1000001076	27.09.2023	29.09.2023	ERP	220000035	29.09.2023	660000286	RETURNED FROM CLC	VIEW
1000001086	30.09.2023	30.09.2023	ERP	220000038	30.09.2023	660000285	RETURNED FROM CLC	VIEW
1000001068	30.09.2023	27.09.2023	ERP	220000040	2 06.10.2023	6600000286	RETURNED FROM EXECUTING DEPARTMENT	VIEW
1000001081	29.09.2023	11.10.2023	ERP	2200000045	11.10.2023	660000286	RETURNED FROM FINANCE DEPARTMENT	VIEW
1000001090	07.10.2023	11.10.2023	ERP	<u>2200000046</u>	1 11.10.2023	660000286	RETURNED FROM CLC	VIEW
1000001092	07.10.2023	11.10.2023	ERP	2200000050	11.10.2023	660000286	RETURNED FROM EXECUTING DEPARTMENT	VIEW





Online Bill	Submission	Rep	ort											
Menu 🖌		<b>~</b> 4	Back E	xit	ystem 🦼	Refresh	Select all	Deselect all	Sort in Ascending Order	Sort in descending or	der Set filter	Delete Filter	_	
Entrysheet No.	SES Acceptance E	Retu	urn Reas	on								>	<	Return Reas
1000001042	18.08.2023	Re	turn Reason										_	VIEW
1000001041	11.08.2023	pl	z rectify	the b	2i11									VIEW
1000001038	10.08.2023													VIEW
1000001044	04.09.2023												RTMENT	VIEW
1000001047	29.09.2023												RTMENT	VIEW
1000001060	09.09.2023												MENT	VIEW
1000001076	27.09.2023													VIEW
1000001086	30.09.2023													VIEW
1000001068	30.09.2023												RTMENT	VIEW
1000001081	29.09.2023												MENT	VIEW
1000001090	07.10.2023													VIEW
1000001092	07.10.2023												RTMENT	VIEW
1000001063	15.09.2023												RTMENT	VIEW

To proceed with re-submission, click on the **Docket number hyper link**.

Bill will be opened as display  $\rightarrow$  click on **Edit Button**  $\rightarrow$  Docket will be editable now vendor can perform the required change and submit the docket.

Entrysheet No.	SES Acceptance Date	SES Receive Date	Department Code	Docket No.	Version No.	Docket Date	PO No.	Bill Status		Return Reason
1000001042	18.08.2023	29.08.2023	ERP	<u>2200000006</u>	2	29.08.2023	6900001962	RETURNED FROM	I CLC	VIEW
1000001041	11.08.2023	29.08.2023	ERP	2200000007	3	29.08.2023	6900001962	RETURNED FROM	I CLC	VIEW
1000001038	10.08.2023	31.08.2023	ERP	<u>2200000009</u>	4	31.08.2023	6900001962	RETURNED FROM	I CLC	VIEW
1000001044	04.09.2023	02.09.2023	ERP	<u>2200000010</u>	6	04.09.2023	660000285	RETURNED FROM	I EXECUTING DEPARTMENT	VIEW
1000001047	29.09.2023	04.09.2023	ERP	<u>2200000013</u>		05.09.2023	660000285	RETURNED FROM	I EXECUTING DEPARTMENT	VIEW
1000001060	09.09.2023	14.09.2023	ERP	2200000020	2	14.09.2023	660000285	RETURNED FROM	I FINANCE DEPARTMENT	VIEW
1000001076	27.09.2023	29.09.2023	ERP	<u>220000035</u>		29.09.2023	660000286	RETURNED FROM	I CLC	VIEW
1000001086	30.09.2023	30.09.2023	ERP	220000038		30.09.2023	660000285	RETURNED FROM	I CLC	VIEW
1000001068	30.09.2023	27.09.2023	ERP	<u>2200000040</u>	2	06.10.2023	660000286	RETURNED FROM	I EXECUTING DEPARTMENT	VIEW
1000001081	29.09.2023	11.10.2023	ERP	2200000045		11.10.2023	660000286	RETURNED FROM	I FINANCE DEPARTMENT	VIEW
1000001090	07.10.2023	11.10.2023	ERP	<u>2200000046</u>	1	11.10.2023	660000286	RETURNED FROM	I CLC	<u>VIEW</u>
1000001092	07.10.2023	11.10.2023	ERP	<u>2200000050</u>		11.10.2023	660000286	RETURNED FROM	I EXECUTING DEPARTMENT	VIEW
			3							

Online Bill Display For Service PO	Online Bill Display For Service PO										
Docket No: 2200000046 💿 Service Entrysheet No.: 1000001090 Pt	urchase Order: 6600000286	Submission Date: 11.10.2023	Version No. 01	Bill Status Returned From CLC							
Header Details											
▶ Billing Details > PO Details & Billed By & Billed To											
Invoice No. BILL/2 Wage Escalation Applica	able? 🔵 No 💿 Yes	Total Basic Amount Incl. Tax	118,000.00								
Invoice Date 10.10.2023 Escalation Amount	1,000.00	Net Amount Incl. TAX(After Discount)	0.00								
Bill Type RA Tax % on Escalation 18		Total Escalation Incl. Tax	1 180 00								
Payment Modality NORM Bill Period 01.10.2023	02.10.2023	Gross Invoice Amount	119 180 00								





While re-submitting the bill after return from CLC/Finance, no field will be editable for vendor except attachments section.

	00046	D 2 5	ervice Entrysheet	No.: 1000	0001090	) Purcha	ase Order: 66	60000286	Submission Date	11.10.202	3	ersion No.	01	Din Status	Returned From C
Details	5														
	Billing Details	PO D	etails 🔒 Billed	By 💄 B	lilled To										
	Invision No.	0000	- N	lano Feca	lation	Applicable	2 0 No (	Vac	Total Basic	Amount Inc	Tax				
	Invoice No	10 10 202	23	Escalation Amount 1,000.00 Net Amount Incl. TAX(After Discount) 0,00											
	Bill Type	RA		1,000.00     Net Amount Incl. TAX(After Discount)     0.00       Tax % on Escalation     40     Tata 5-colorization Incl. TAX											
Pay	ment Modality	NORM	E	Bill Period	01.10	2023 -	02 10 2023		Gros	s Invoice Am		1	,180.00		
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#### After re-submitting the bill system will send email to CLC/Finance.

Display Document: Re-Submission of Invoice
👿 差   🏭 🖧 🍿   🖉 🚯   🔈 🕞   Reply Reply with Reference   💎 New message
Doc. contents Attributes Recipient list
Re-Submission of Invoice
Created SRM_USER
Dear Sir/Madam, OBS with Docket No. 2200000058 against SES 1000001106(PO 6600000289) has been resubmitted by AICH & AICH.(ID: 1000080516) after making necessary correction New Version: 03 Disclaimer : This email is automatically generated by the system. There is no need to reply.
TCS and SAIL-ISP Confidential Page 26 o





### 9. Consolidated Report

Consolidated report for OBS document history provides a comprehensive overview of changes, updates, and activities related to documents within a specified timeframe. This report typically includes details such as document creation, modifications, approvals, and any relevant status changes. This consolidated view helps stakeholders track the evolution of documents, ensuring transparency and accountability in document management processes. It serves as a valuable tool for viewing detailed document flow into the timeline and sequence of actions taken on various documents within ISP.

To access Consolidated report go to **Online Billing system home screen**  $\rightarrow$  Select Display bill consolidated Report  $\rightarrow$  Click on **GO** 



New window will open  $\rightarrow$  Fill any of the **selection criteria**  $\rightarrow$  Click on **Execute** 

Bill Submission Date	When bill first submitted
Purchase Order	PO awarded to Vendor
Executing Department	PO department

Calentian Critoria				
		to		
Bill Submission Date		10		
Purchase Order				
Executing Department				





#### Vendor Consolidated Report

Menu		v 4	Back Exit S	system 🖌 📔 Call Rep	ort Sort in A	Ascending Order	Sort in Descending Order	Set Filter T	Total	Subtotals	Change Layout	Select Layout	
Ē	Select Row	Docketing Number	Docket Version	Docketing date	PO Number	PO date	Executing Department	Invoice Numbe	er	Invoice Date	Job Title	Billing Period Start	
		220000058		11.12.2023	660000289	11.12.2023	ERP	OBS1000001	106	11.12.2023		21.10.2023	
		220000059	2	12.12.2023	660000289	11.12.2023	ERP	OBS1000001	107	12.12.2023		01.11.2023	
		220000059	1	12.12.2023	660000289	11.12.2023	ERP	OBS1000001	107	12.12.2023		01.11.2023	
		220000059		12.12.2023	660000289	11.12.2023	ERP	OBS1000001	107	12.12.2023		01.11.2023	

Here vendor may view entire history (version wise) for every bills. Like version wise return/rejection reason, retuned by, ISP invoice parking, Amounts etc.

#### **10. Check Payment Information:**

Consolidated report will provide entire history of OBS along with integrated **bill tracking history** which gives access to vendor to view payment info and departmental bill movement.

To view click on checkbox of docket latest version  $\rightarrow$  Click on arrow (press F9)

Ve	ndor Con	solidated Repor	t											
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ſ	Select Row	Docketing Number	Docket Version D	ocketing date PO	PO Number PO date		Executing Department	Invoice Number		Invoice Date	Job Ti	tle Billin	ng Period Start	Billing
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	✓	<u>2200000059</u>	2	12.12.2023 6	600000289	11.12.2023	ERP	OBS100000	01107	12.12.2023		01.	11.2023	02.11
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	Tracking No.	Line No. Purch. Order.	Vendor	Name Se	ending Depart	tment	Receiving Department	Action	Action D	Date Actio	n Time	Pymt. Info	Pymt. Date	Fiscal Yea
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Thank You--