



SAIL-ISP SAP-ERP Support & Maintenance

PRAGATI

Vendor Manual for Online Billing System (Service)



TATA CONSULTANCY SERVICES

Document Notice

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Project: SAP-ERP Implementation

Document Details

Name	Version No.	Author	Description
OBS Vendor Manual for Service	Initial Version	TCS Functional Consultants	Vendor Manual for OBS Application

Version History

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



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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



Dear Sir/Madam,

Ref: Work Order No: 6600000290 regarding day to day maintenance 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

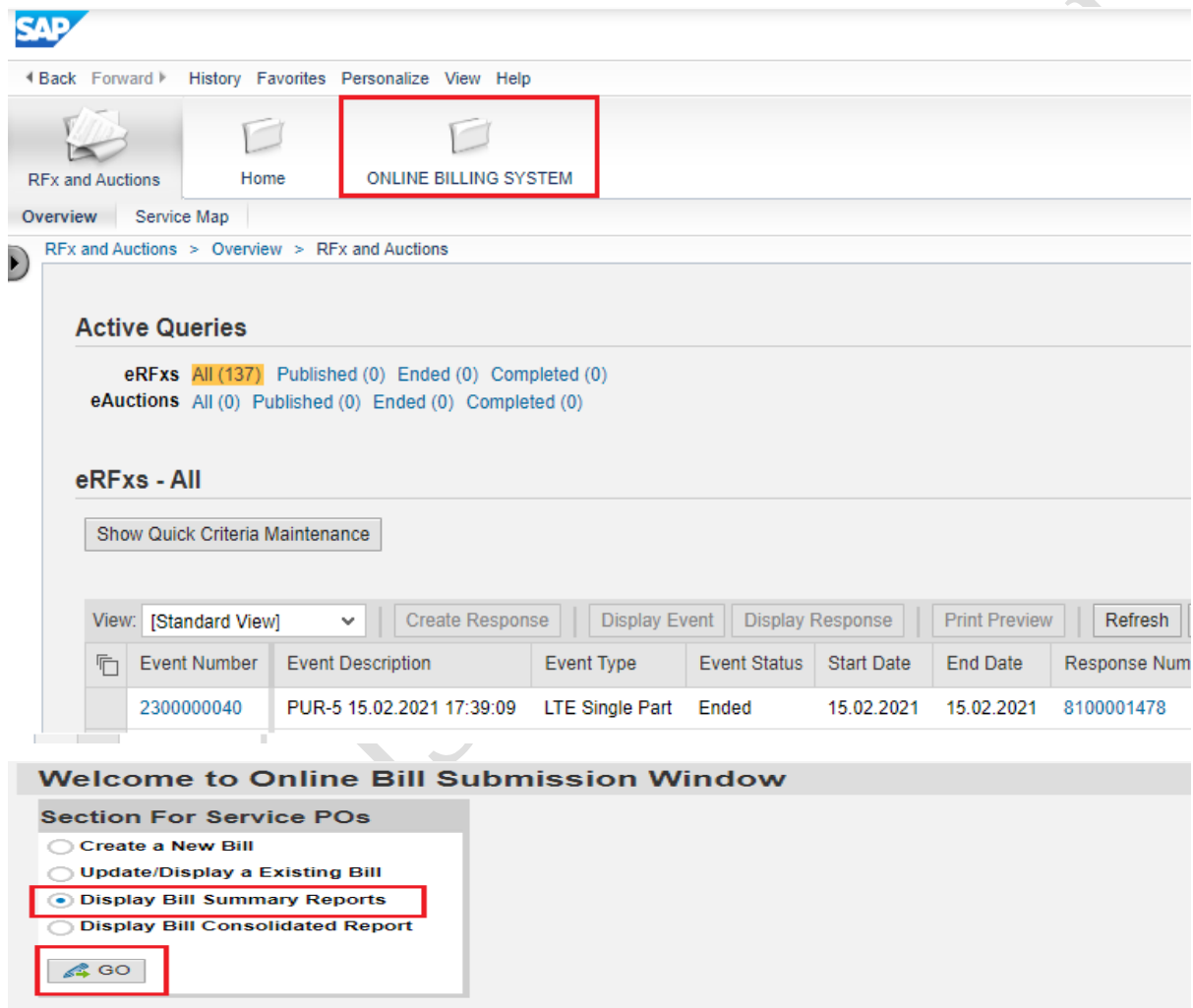
Thanks and Regards

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** → New window will open → select **Display bill summary report** → click on **GO**



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

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

Online Bill Submission Report

Menu Save as Variant... Back Exit Cancel System Execute

Choose An Option

☒ Pending SES

☐ Pending Bills with ISP

☐ Returned Report

☐ Saved As Draft

Selection Criteria

Date to

Purchase Order

Department Code

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

Online Bill Submission Report

Menu Back Exit System Refresh Select all Deselect all Sort in Ascending Order Sort in descending order Set filter Delete Filter

Entysheet 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 **then only vendor able to view the SES number and proceed to create Invoice.**

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

Welcome to Online Bill Submission Window


Section For Service POs

☒ Create a New Bill

☐ Update/Display a Existing Bill




☐ Display Bill Summary Reports

☐ Display Bill Consolidated Report





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



Online Bill Submission For Service PO

Service Entrysheet No.    Purchase Order Docket No



Header Details




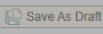

Item Details


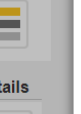
Attachments


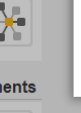
Online Bill Submission For Service PO

Service Entrysheet No.    Purchase Order Docket No Submission Date  



Header Details

Item Details

Attachments

Search: Service Entrysheet No.

Entry Sheet	Purchasing Doc.	Item
1000000861	5000000511	00020
1000001100	6600000285	00010
1000001084	6600000285	00010
1000001106	6600000289	00010

N.B. SES is only visible for which PO awarded to the vendor.

OBS is segregated in three portion:



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 Bill Submission For Service PO

Service Entrysheet No. 1000001106 Purchase Order 6600000289 Docket No 0000000000 Submission Date 11.12.2023 Save As Draft Submit

Header Details

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 L... 1,500,000.00 Actual Job Completion Date

Online Bill Submission For Service PO

Service Entrysheet No. 1000001106 Purchase Order 6600000289 Docket No 0000000000 Submission Date 11.12.2023 Save As Draft Submit

Header Details

Billing Details PO Details Billed By Billed To

Vendor Personal Details

Bank Details

Online Bill Submission For Service PO

Service Entrysheet No. 1000001106 Purchase Order 6600000289 Docket No 0000000000 Submission Date 11.12.2023 Save As Draft Submit

Header Details

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 Bill Submission For Service PO

Service Entrysheet No. 1000001106 Purchase Order 6600000289 Docket No 0000000000 Submission Date 11.12.2023 [Save As Draft](#) [Submit](#)

Header Details

[Billing Details](#) [PO Details](#) [Billed By](#) [Billed To](#)

Invoice No. Wage Escalation Applicable? ☒ No ☐ Yes Total Basic Amount Incl. Tax 35,400.00
 Invoice Date Escalation Amount 0.00 Total Escalation Incl. Tax 0.00
 Bill Type Tax % on Escalation 0 Gross Invoice Amount 35,400.00
 Payment Modality Bill Period 21.10.2023 - 30.10.2023

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 Bill Submission For Service PO

Service Entrysheet No. 1000001129 Purchase Order 6600000285 Docket No 0000000000 Submission Date 30.12.2023 [Save As Draft](#) [Submit](#)

Header Details

[Billing Details](#) [PO Details](#) [Billed 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



Online Bill Submission For Service PO

Service Entrysheet No. 1000001129 Purchase Order 6600000285 Docket No 0000000000 Submission Date 30.12.2023 [Save As Draft](#) [Submit](#)

Header Details

[Billing Details](#)[PO Details](#)[Billed By](#)[Billed To](#)

Invoice No. BILL5484656/2023 Wage Escalation Applicable? ☐ No ☒ Yes
Invoice Date 30.12.2023 Escalation Amount 100,000.00
Bill Type RA Tax % on Escalation 18
Payment Modality NORM Bill Period 05.11.2023 - 05.11.2023

Total Basic Amount Incl. Tax 12,980,000.00
Net Amount Incl. TAX(After Discount) 11,682,000.00
Total Escalation Incl. Tax 118,000.00
Gross Invoice Amount 11,800,000.00

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)
10	700001	test service Change new	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	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.

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)
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.

Attachments

[List of Attachments](#)Wage payment of contract worker involved? ☐ No ☒ Yes

Upload Attachment

Select Row	Attachment Name	File Name
<input type="checkbox"/>	Digitally Signed Invoice	3000002383.pdf

Attachment Guidelines





- Instruction Guideline**
1. Attendance sheet, wage sheet, EL statement, Bonus Statement & any declaration/undertaking: shall be signed by both the Vendor & the Executing Department.
 2. Maximum size of the file will be 10 MB, and Upload Only .pdf files.
 3. Digitally signed invoice is mandatory and to be uploaded in GST Portal
 4. Digital Signature Certificate of class 2 or class 3 will only be acceptable
 5. Below documents from 5.1 to 5.10 are mandatory if wage payment of contract worker involved
 - 5.1. Attendance Sheet (Signed by: Vendor & Executing/Inspecting Authority)
 - 5.2. Wage Sheet (Signed by: Contractor Workers, Vendor, Executing & Inspecting Authority)
 - 5.3. Wage Slip Declaration (Signed by: Vendor & Executing/Inspecting Authority)
 - 5.4. Wage Payment Proof
 - 5.5. PF - TRRN Details
 - 5.6. PF - Combined Challan
 - 5.7. PF - ECR (with manpower)
 - 5.8. ESI - Challan
 - 5.9. ESI - View History
 - 5.10. Professional Tax Details
 6. EL Statement (only in case of Final Bill) (Signed by: Vendor & Executing/Inspecting Authority)
 7. Bonus Statement (only in case of Final Bill) (Signed by: Vendor & Executing/Inspecting Authority)
 8. Advance Register (only in case of recovery through wages)
 9. Declarations/Undertakings (Signed by: Vendor & Executing/Inspecting Authority)
 10. Other Documents (Signed by: Vendor & Executing/Inspecting Authority)

N.B. It is recommended to follow the instruction guideline before submission of any bill. Submitted bill can not be changed anymore until its returned by ISP.

Once the bill submitted by vendor Docket no will be generated.








✓ Bill Details submitted. Note down Reference No.

Online Bill Submission For Service PO

Service Entrysheet No. 1000001106   Purchase Order 6600000289 **Docket No 2200000058** Submission Date 11.12.2023  Save As Draft  Submit


Also system will send below email notification to executing and Inspecting authority.

Display Document: Notification for Submission of Invoice

      Reply... Reply with Reference...  New message

Doc. contents Attributes Recipient list

Notification for Submission of Invoice

Created  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. Please proceed with the invoice processing.

Disclaimer : This email is automatically generated by the system. There is no need to reply.



4.4. Save as draft Functionality:

Vendor also can save the draft bill for later submission.



Online Bill Submission For Service PO

Service Entrysheet No. 1000001129   Purchase Order 6600000285 Docket No 0000000000 Submission Date 30.12.2023  Save As Draft  Submit

Header Details

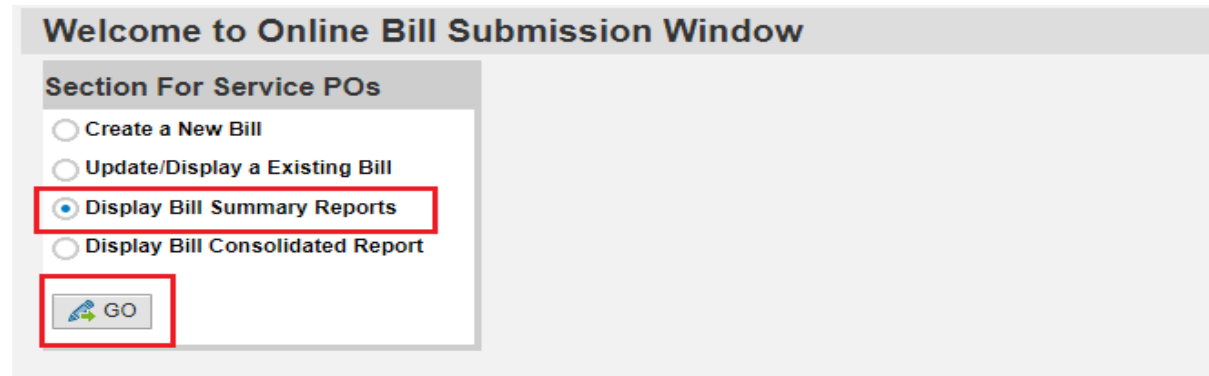
Item Details

N.B. Once saved docket number will be generated although ISP will not be informed until the bill is submitted.

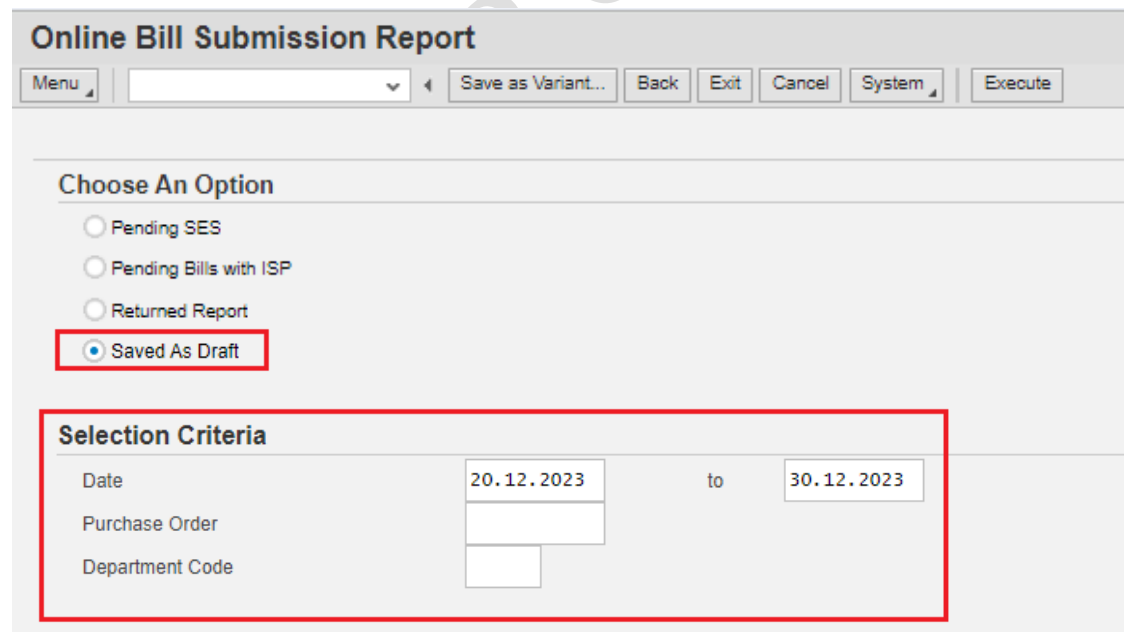
4.5. List of Saved Bills:

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



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

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



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

Entysheet No.	SES Acceptance Date	SES Receive Date	Department Code	Docket No.	Version No.	Docket Date	PO No.
1000001129		20.12.2023	ERP	22000000088		30.12.2023	6600000285

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

Online Bill Display For Service PO

Docket No: 22000000088 Service Entysheet No.: 1000001129 Purchase Order: 6600000285 Submission Date: 30.12.2023 Version No. 00 Bill Status Saved as Draft

Header Details

Billing Details PO Details Billed 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

Service PO

Service Entysheet No.: 1000001129 Purchase Order: 6600000285 Submission Date: 30.12.2023 Version No. 00 Bill Status Saved as Draft Save As Draft Submit

Details

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 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 → click on GO

Welcome to Online Bill Submission Window

Section For Service POs

☐ Create a New Bill

☐ Update/Display a Existing Bill

☒ Display Bill Summary Reports

☐ Display Bill Consolidated Report



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

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

Online Bill Submission Report

Menu Save as Variant... Back Exit Cancel System Execute

Choose An Option

☐ Pending SES

☒ Pending Bills with ISP

☐ Returned Report

☐ Saved As Draft

Selection Criteria

Date 19.12.2023 to 30.12.2023

Purchase Order

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 Report

Menu Back Exit System Refresh Select all Deselect all Sort in Ascending Order Sort in descending order Set filter Delete Filter

Entysheet 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	22000000070		19.12.2023	66000000285	INITIATED	
1000001122	19.12.2023	19.12.2023	ERP	22000000071		19.12.2023	66000000285	INITIATED	
1000001124	19.12.2023	19.12.2023	ERP	22000000073		19.12.2023	66000000285	INITIATED	
1000001126	20.12.2023	20.12.2023	ERP	22000000074		20.12.2023	66000000290	ACKNOWLEDGED	20.12.2023
1000001127	20.12.2023	20.12.2023	ERP	22000000075	2	28.12.2023	66000000290	INITIATED	
1000001136	22.12.2023	22.12.2023	ERP	22000000077	1	22.12.2023	66000000290	INITIATED	
1000001138	22.12.2023	22.12.2023	ERP	22000000078		22.12.2023	66000000290	INITIATED	
1000001142	26.12.2023	26.12.2023	ERP	22000000080	2	26.12.2023	66000000285	UPDATED BY VENDOR	26.12.2023
1000001141	26.12.2023	26.12.2023	ERP	22000000081		26.12.2023	66000000285	ACKNOWLEDGED	26.12.2023
1000001148	27.12.2023	27.12.2023	ERP	22000000087		30.12.2023	66000000290	INITIATED	
1000001129	20.12.2023	20.12.2023	ERP	22000000088		30.12.2023	66000000285	INITIATED	
1000001116	19.12.2023	19.12.2023	ERP	22000000065	2	19.12.2023	66000000289	UPDATED BY VENDOR	19.12.2023
1000001130	21.12.2023	21.12.2023	ERP	22000000076	1	21.12.2023	66000000290	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 Report

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	6600000290			
1000001127	20.12.2023	20.12.2023	ERP	2200000075	2	28.12.2023	6600000290			
1000001136	22.12.2023	22.12.2023	ERP	2200000077	1	22.12.2023	6600000290			
1000001138	22.12.2023	22.12.2023	ERP	2200000078		22.12.2023	6600000290			
1000001142	26.12.2023	26.12.2023	ERP	2200000080	2	26.12.2023	6600000285			
1000001141	26.12.2023	26.12.2023	ERP	2200000081		26.12.2023	6600000285			
1000001148	27.12.2023	27.12.2023	ERP	2200000087		30.12.2023	6600000290			
1000001129	20.12.2023	20.12.2023	ERP	2200000088		30.12.2023	6600000285			
1000001116	19.12.2023	19.12.2023	ERP	2200000065	2	19.12.2023	6600000289	CONTRACT LABOUR C...	FINANCE & ACCOUNTS	BILL DOCKET
1000001130	21.12.2023	21.12.2023	ERP	2200000076	1	21.12.2023	6600000290	CONTRACT LABOUR C...	FINANCE & ACCOUNTS	BILL DOCKET
1000001144	26.12.2023	26.12.2023	ERP	2200000082		26.12.2023	6600000285	ERP	CONTRACT LABOUR C...	
1000001145	26.12.2023	26.12.2023	ERP	2200000083		26.12.2023	6600000285	ERP	CONTRACT LABOUR C...	
1000001151	27.12.2023	27.12.2023	ERP	2200000084	2	28.12.2023	6600000293	FINANCE & ACCOUNTS	FINANCE & ACCOUNTS	BILL DOCKET
1000001152	28.12.2023	28.12.2023	ERP	2200000085	1	28.12.2023	6600000293	FINANCE & ACCOUNTS	FINANCE & ACCOUNTS	BILL DOCKET
1000001147	27.12.2023	27.12.2023	ERP	2200000086	1	28.12.2023	6600000290	ERP	CONTRACT LABOUR C...	

Display Document: Bill No.:OBS1000001107 has been acknowledged

Reply... Reply with Reference... New message

Doc. contents Attributes Recipient list

Bill No.:OBS1000001107 has been acknowledged

Created Samanway Adhikary

Dear Sir/Madam,

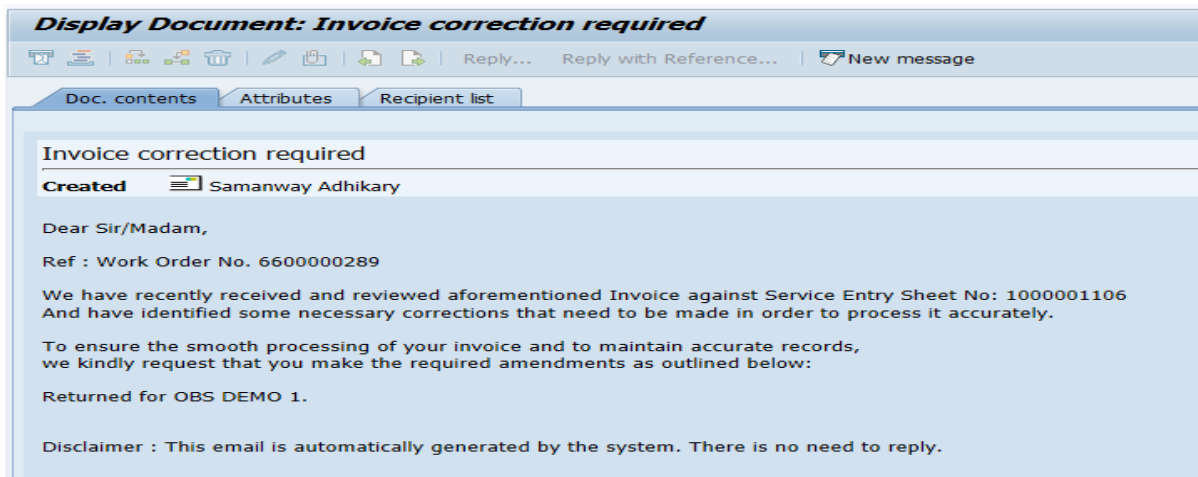
Bill No.OBS1000001107, P.O: 6600000289 for billing period 01.11.2023 to 02.11.2023 has been acknowledged.

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.



Vendor can find the returned bills from the report.

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



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

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

Online Bill Submission Report

Menu Save as Variant... Back Exit Cancel System Execute

Choose An Option

☐ Pending SES
☐ Pending Bills with ISP
☒ **Returned Report**
☐ Saved As Draft

Selection Criteria

Date to
 Purchase Order
 Department Code ERP

Online Bill Submission Report

Menu 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 Status	Return Reason
1000001042	18.08.2023	29.08.2023	ERP	2200000006	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	2200000009	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	2200000013	05.09.2023	6600000285	6600000285	RETURNED FROM EXECUTING DEPARTMENT	VIEW
1000001060	09.09.2023	14.09.2023	ERP	2200000020	2	14.09.2023	6600000285	RETURNED FROM FINANCE DEPARTMENT	VIEW
1000001076	27.09.2023	29.09.2023	ERP	2200000035	29.09.2023	6600000286	6600000286	RETURNED FROM CLC	VIEW
1000001086	30.09.2023	30.09.2023	ERP	2200000038	30.09.2023	6600000285	6600000285	RETURNED FROM CLC	VIEW
1000001068	30.09.2023	27.09.2023	ERP	2200000040	2	06.10.2023	6600000286	RETURNED FROM EXECUTING DEPARTMENT	VIEW
1000001081	29.09.2023	11.10.2023	ERP	2200000045	11.10.2023	6600000286	6600000286	RETURNED FROM FINANCE DEPARTMENT	VIEW
1000001090	07.10.2023	11.10.2023	ERP	2200000046	1	11.10.2023	6600000286	RETURNED FROM CLC	VIEW

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

Online Bill Submission Report

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 Status	Return Reason
1000001042	18.08.2023	29.08.2023	ERP	2200000006	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	2200000009	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	2200000013	05.09.2023	6600000285	6600000285	RETURNED FROM EXECUTING DEPARTMENT	VIEW
1000001060	09.09.2023	14.09.2023	ERP	2200000020	2	14.09.2023	6600000285	RETURNED FROM FINANCE DEPARTMENT	VIEW
1000001076	27.09.2023	29.09.2023	ERP	2200000035	29.09.2023	6600000286	6600000286	RETURNED FROM CLC	VIEW
1000001086	30.09.2023	30.09.2023	ERP	2200000038	30.09.2023	6600000285	6600000285	RETURNED FROM CLC	VIEW
1000001068	30.09.2023	27.09.2023	ERP	2200000040	2	06.10.2023	6600000286	RETURNED FROM EXECUTING DEPARTMENT	VIEW
1000001081	29.09.2023	11.10.2023	ERP	2200000045	11.10.2023	6600000286	6600000286	RETURNED FROM FINANCE DEPARTMENT	VIEW
1000001090	07.10.2023	11.10.2023	ERP	2200000046	1	11.10.2023	6600000286	RETURNED FROM CLC	VIEW
1000001092	07.10.2023	11.10.2023	ERP	2200000050	11.10.2023	6600000286	6600000286	RETURNED FROM EXECUTING DEPARTMENT	VIEW
1000001063	15.09.2023	05.12.2023	ERP	2200000055	1	28.12.2023	6600000287	RETURNED FROM EXECUTING DEPARTMENT	VIEW



Online Bill Display For Service PO

Docket No: 2200000058 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 35,400.00

Invoice Date 11.12.2023

Escalation Amount 10,000.00

Total Escalation Incl. Tax 11,800.00

Bill Type RA

Tax % on Escalation 18

Gross Invoice Amount 47,200.00

Payment Modality NORM

Bill Period 21.10.2023 - 30.10.2023

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)
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

Attachments



List of Attachments

Wage payment of contract worker involved? ☐ No ☒ Yes

Upload Attachment

Attachment Name:

Choose File

No file chosen



Select Row	Attachment Name	File Name	Uploaded On	Uploaded at
<input checked="" type="checkbox"/>	Wage Payment ...	Manojit report (5).pdf	11.12.2023	17:57:24
<input type="checkbox"/>	Wage Slip Decla...	Manojit report (7).pdf	11.12.2023	17:57:49
<input type="checkbox"/>	PF-TRRN	Manojit report (11).pdf	11.12.2023	17:58:05
<input type="checkbox"/>	PF-Combined C...	Manojit report (10).pdf	11.12.2023	17:58:19
<input type="checkbox"/>	PF-ECR (with M...	Manojit report (9).pdf	11.12.2023	17:58:35
<input type="checkbox"/>	ESI-Challan	Manojit report (8).pdf	11.12.2023	17:59:03
<input type="checkbox"/>	ESI-View History	Manojit report (2).pdf	11.12.2023	17:59:30
<input type="checkbox"/>	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

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: 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.

Display Document: Bill No.:OBS1000001107 has been acknowledged

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.

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

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



Print Preview of LP01 Page 00001 of 00001

STEEL AUTHORITY OF INDIA LIMITED
IISCO STEEL PLANTRETURN MEMO FROM CLC DEPARTMENT TO VENDOR

Bill Tracking Number: 2200000058

Dated: 13.12.2023

Sub: Invoice Correction Required

PO Number	Bill No.	Bill Type	Bill Date	Party Code	Party Name
6600000289	OBS1000001106	R A	11.12.2023	1000080516	AICH & AICH.

We have recently received and reviewed aforementioned Invoice against Service Entrysheet 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 :

Observations for compliance:

Return by CLC

Example From Finance:

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 number 2200000058 returned from Accounts 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](#)



Print Preview of LP01 Page 00001 of 00001

Archive Print and Archive

STEEL AUTHORITY OF INDIA LIMITED
IISCO STEEL PLANT

RETURN MEMO FROM ACCOUNTS DEPARTMENT TO VENDOR

Bill Tracking Number: 2200000058

Dated: 13.12.2023

Sub: Invoice Correction Required

PO Number	Bill No.	Bill Type	Bill Date	Party Code	Party Name
6600000289	OBS1000001106	R A	11.12.2023	1000080516	AICH & AICH.

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 :

Observations for compliance:

Returned from Finance

Vendor can find the returned bills from the report.

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

Welcome to Online Bill Submission Window

Section For Service POs

- ☐ Create a New Bill
- ☐ Update/Display a Existing Bill
- ☒ Display Bill Summary Reports
- ☐ Display Bill Consolidated Report



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

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

Online Bill Submission Report

Menu Save as Variant... Back Exit Cancel System Execute

Choose An Option

☐ Pending SES
☐ Pending Bills with ISP
☒ **Returned Report**
☐ Saved As Draft

Selection Criteria

Date to
 Purchase Order
 Department Code ERP

Online Bill Submission Report

Menu Back Exit System Refresh Select all Deselect all Sort in Ascending Order Sort in descending order Set filter Delete Filter

Entry Sheet 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	2200000006	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	2200000009	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	2200000013	05.09.2023	05.09.2023	6600000285	RETURNED FROM EXECUTING DEPARTMENT	VIEW
1000001060	09.09.2023	14.09.2023	ERP	2200000020	2	14.09.2023	6600000285	RETURNED FROM FINANCE DEPARTMENT	VIEW
1000001076	27.09.2023	29.09.2023	ERP	2200000035	29.09.2023	29.09.2023	6600000286	RETURNED FROM CLC	VIEW
1000001086	30.09.2023	30.09.2023	ERP	2200000038	30.09.2023	30.09.2023	6600000285	RETURNED FROM CLC	VIEW
1000001068	30.09.2023	27.09.2023	ERP	2200000040	2	06.10.2023	6600000286	RETURNED FROM EXECUTING DEPARTMENT	VIEW
1000001081	29.09.2023	11.10.2023	ERP	2200000045	11.10.2023	11.10.2023	6600000286	RETURNED FROM FINANCE DEPARTMENT	VIEW
1000001090	07.10.2023	11.10.2023	ERP	2200000046	1	11.10.2023	6600000286	RETURNED FROM CLC	VIEW

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

Entry Sheet 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	2200000006	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	2200000009	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	2200000013	05.09.2023	05.09.2023	6600000285	RETURNED FROM EXECUTING DEPARTMENT	VIEW
1000001060	09.09.2023	14.09.2023	ERP	2200000020	2	14.09.2023	6600000285	RETURNED FROM FINANCE DEPARTMENT	VIEW
1000001076	27.09.2023	29.09.2023	ERP	2200000035	29.09.2023	29.09.2023	6600000286	RETURNED FROM CLC	VIEW
1000001086	30.09.2023	30.09.2023	ERP	2200000038	30.09.2023	30.09.2023	6600000285	RETURNED FROM CLC	VIEW
1000001068	30.09.2023	27.09.2023	ERP	2200000040	2	06.10.2023	6600000286	RETURNED FROM EXECUTING DEPARTMENT	VIEW
1000001081	29.09.2023	11.10.2023	ERP	2200000045	11.10.2023	11.10.2023	6600000286	RETURNED FROM FINANCE DEPARTMENT	VIEW
1000001090	07.10.2023	11.10.2023	ERP	2200000046	1	11.10.2023	6600000286	RETURNED FROM CLC	VIEW
1000001092	07.10.2023	11.10.2023	ERP	2200000050	11.10.2023	11.10.2023	6600000286	RETURNED FROM EXECUTING DEPARTMENT	VIEW

Online Bill Submission Report

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	Return Reason
1000001042	18.08.2023	
1000001041	11.08.2023	
1000001038	10.08.2023	
1000001044	04.09.2023	
1000001047	29.09.2023	
1000001060	09.09.2023	
1000001076	27.09.2023	
1000001086	30.09.2023	
1000001068	30.09.2023	
1000001081	29.09.2023	
1000001090	07.10.2023	
1000001092	07.10.2023	
1000001063	15.09.2023	

Return Reason

plz rectify the bill


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

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

Entriesheet 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	2200000006	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	2200000009	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	2200000013		05.09.2023	6600000285	RETURNED FROM EXECUTING DEPARTMENT	VIEW
1000001060	09.09.2023	14.09.2023	ERP	2200000020	2	14.09.2023	6600000285	RETURNED FROM FINANCE DEPARTMENT	VIEW
1000001076	27.09.2023	29.09.2023	ERP	2200000035		29.09.2023	6600000286	RETURNED FROM CLC	VIEW
1000001086	30.09.2023	30.09.2023	ERP	2200000038		30.09.2023	6600000285	RETURNED FROM CLC	VIEW
1000001068	30.09.2023	27.09.2023	ERP	2200000040	2	06.10.2023	6600000286	RETURNED FROM EXECUTING DEPARTMENT	VIEW
1000001081	29.09.2023	11.10.2023	ERP	2200000045		11.10.2023	6600000286	RETURNED FROM FINANCE DEPARTMENT	VIEW
1000001090	07.10.2023	11.10.2023	ERP	2200000046	1	11.10.2023	6600000286	RETURNED FROM CLC	VIEW
1000001092	07.10.2023	11.10.2023	ERP	2200000050		11.10.2023	6600000286	RETURNED FROM EXECUTING DEPARTMENT	VIEW

Online Bill Display For Service PO

Docket No. 2200000046



Service Entrysheet No. 1000001090


Purchase 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

Invoice Date 10.10.2023

Bill Type RA

Payment Modality NORM

Wage Escalation Applicable? ☐ No ☒ Yes

Escalation Amount 1,000.00

Tax % on Escalation 18

Bill Period 01.10.2023 - 02.10.2023

Total Basic Amount Incl. Tax 118,000.00

Net Amount Incl. TAX(After Discount) 0.00

Total Escalation Incl. Tax 1,180.00

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.

Online Bill Display For Service PO

Docket No.: 2200000046 Service Entrysheet No.: 1000001090 Purchase Order: 6600000286 Submission Date: 11.10.2023 Version No. 01 Bill Status Returned From CLC

Header Details

Invoice No. BILL/2 Wage Escalation Applicable? ☐ 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

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)
10	700001	test service Change new	100.000	EA	50,000.00	60.000	2.000	100,000.00	IG	18.00	18,000.00	118,000.00

Attachments

List of Attachments

Wage payment of contract worker involved? ☐ No ☒ Yes

Upload Attachment

Attachment Name: Choose File No file chosen

Select Row	Attachment Name	File Name	Uploaded On	Uploaded at
<input type="checkbox"/>	Wage Payment ...	Manojit report (5).pdf	11.12.2023	17:57:24
<input type="checkbox"/>	Wage Slip Decla...	Manojit report (7).pdf	11.12.2023	17:57:49
<input type="checkbox"/>	PF-TRRN	Manojit report (11).pdf	11.12.2023	17:58:05
<input type="checkbox"/>	PF-Combined C...	Manojit report (10).pdf	11.12.2023	17:58:19
<input type="checkbox"/>	PF-ECR (with M...	Manojit report (9).pdf	11.12.2023	17:58:35
<input type="checkbox"/>	ESI-Challan	Manojit report (8).pdf	11.12.2023	17:59:03
<input type="checkbox"/>	ESI-View History	Manojit report (2).pdf	11.12.2023	17:59:30
<input type="checkbox"/>	Attendance Sheet	Manojit report (4).pdf	11.12.2023	17:59:56

After re-submitting the bill system will send email to CLC/Finance.

Display Document: Re-Submission of Invoice

Reply... Reply with Reference... New message

Doc. contents Attributes Recipient list

Re-Submission of Invoice

Created SRM_USER

Dear Sir/Madam,

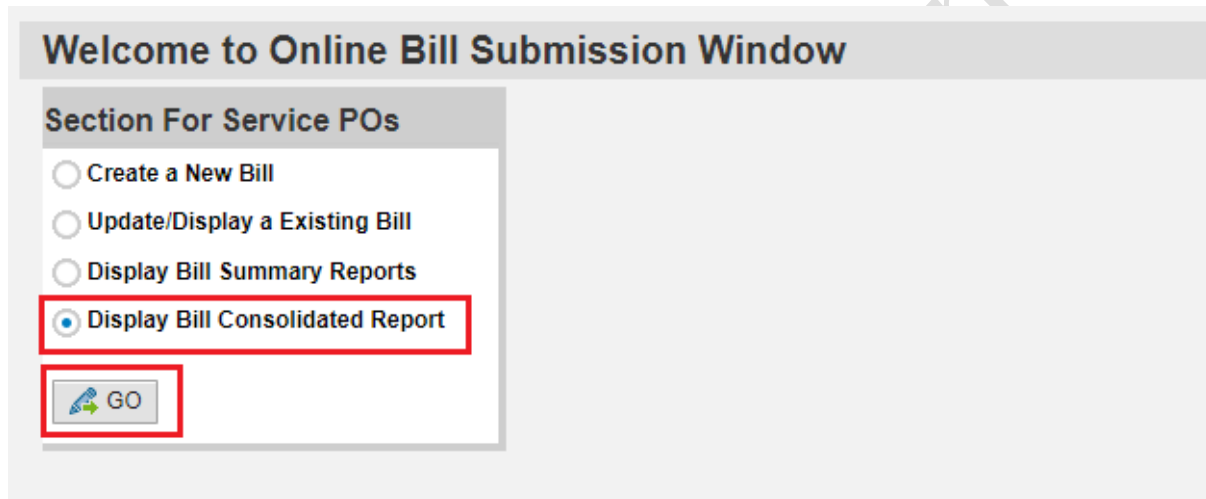
OBS with Docket No. 2200000058 against SES 100001106(PO 6600000289) has been resubmitted by AICH & AICH.(ID: 1000080516) after making necessary correction New Version: 03

Disclaimer : This email is automatically generated by the system. There is no need to reply.

9. Consolidated Report

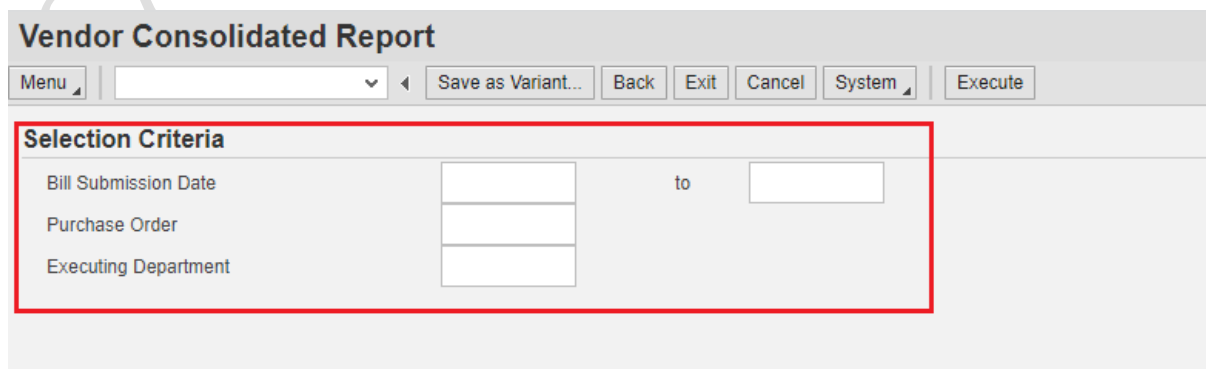
Consolidated report for OBS document history provides a comprehensive overview of changes, updates, and activities related to documents within a specified timeframe. This report typically includes details such as document creation, modifications, approvals, and any relevant status changes. This consolidated 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** → Select Display bill consolidated Report → Click on **GO**




New window will open → Fill any of the **selection criteria** → Click on **Execute**

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





Vendor Consolidated Report

Menu		Back		Exit		System		Call Report...		Sort in Ascending Order		Sort in Descending Order		Set Filter		Total		Subtotals...		Change Layout...		Select Layout...	
		Select Row	Docketing Number	Docket Version	Docketing date	PO Number	PO date	Executing Department	Invoice Number	Invoice Date	Job Title	Billing Period Start											
		<input type="checkbox"/>	2200000058		11.12.2023	6600000289	11.12.2023	ERP	OBS1000001106	11.12.2023		21.10.2023											
		<input type="checkbox"/>	2200000059	2	12.12.2023	6600000289	11.12.2023	ERP	OBS1000001107	12.12.2023		01.11.2023											
		<input type="checkbox"/>	2200000059	1	12.12.2023	6600000289	11.12.2023	ERP	OBS1000001107	12.12.2023		01.11.2023											
		<input type="checkbox"/>	2200000059		12.12.2023	6600000289	11.12.2023	ERP	OBS1000001107	12.12.2023		01.11.2023											

Here vendor may view entire history (version wise) for every bills. Like version wise return/rejection reason, returned 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 → Click on arrow (press F9)

Vendor Consolidated Report

Menu													Back	Exit	System	Call Report...	Sort in Ascending Order	Sort in Descending Order	Set Filter	Total	Subtotals...	Change Layout...	Select Layout...	>>
Select Row	Docketing Number	Docket Version	Docketing date	PO Number	PO date	Executing Department	Invoice Number	Invoice Date	Job Title	Billing Period Start	Billing													
<input type="checkbox"/>	2200000058		11.12.2023	6600000289	11.12.2023	ERP	OBS1000001106	11.12.2023		21.10.2023	30.11.2023													
<input checked="" type="checkbox"/>	2200000059	2	12.12.2023	6600000289	11.12.2023	ERP	OBS1000001107	12.12.2023		01.11.2023	02.11.2023													
<input type="checkbox"/>	2200000059	1	12.12.2023	6600000289	11.12.2023	ERP	OBS1000001107	12.12.2023		01.11.2023	02.11.2023													
<input type="checkbox"/>	2200000059		12.12.2023	6600000289	11.12.2023	ERP	OBS1000001107	12.12.2023		01.11.2023	02.11.2023													

Tracking No.	Line No.	Purch. Order.	Vendor	Name	Sending Department	Receiving Department	Action	Action Date	Action Time	Pymt. Info	Pymt. Date	Fiscal Year
2200000059	6	6600000289	1000080516	AICH & AICH.	FINANCE & ACCOUNTS	FINANCE & ACCOUNTS		13.12.2023	11:02:38	1500000071	13.12.2023	2023
2200000059	5	6600000289	1000080516	AICH & AICH.	FINANCE & ACCOUNTS	FINANCE & ACCOUNTS	RECEIV...	13.12.2023	10:58.44			
2200000059	4	6600000289	1000080516	AICH & AICH.	CONTRACT LABOUR CELL	FINANCE & ACCOUNTS	RECEIV...	13.12.2023	10:52.42			
2200000059	3	6600000289	1000080516	AICH & AICH.	CONTRACT LABOUR CELL	FINANCE & ACCOUNTS	SENT	12.12.2023	18:29.38			
2200000059	2	6600000289	1000080516	AICH & AICH.	ERP	CONTRACT LABOUR CELL	RECEIV...	12.12.2023	18:22.52			
2200000059	1	6600000289	1000080516	AICH & AICH.	ERP	CONTRACT LABOUR CELL	SENT	12.12.2023	17:40.07			

-----Thank You-----