

User Manual for Railway Users for Online Bill Tracking

Centre for Railway Information Systems
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1. Introduction

A functionality has been provided in IREPS Portal whereby the Suppliers/ Contractors can track the location and status of their bills for payment already submitted to the bill passing authority.

This module is applicable for:

- Works and Service contracts,
- For supply contracts for non-stock items i.e. for bills that are not submitted to accounts department directly, but are submitted to concerned executive departments for passing.

The module is not applicable for bills against Supply orders for Stock items which are submitted directly to Accounts department. The position of such bills can be viewed directly by clicking on View Bills Status link on Contractor/ Supplier Home page.

2. Initiation of Bill Tracking Process

Bill Tracking process is initiated by the contractors / suppliers by filling up the following online form:

Bill Submission Details

Important: This module is applicable only for bills for payment against works & service contracts, and for supply contracts for non-stock items i.e. all the bills that are not submitted to accounts department directly, but are submitted to concerned executive departments for passing. Bills against Supply order for Stock items which are submitted directly to Accounts department are not to be entered here. The position of such bills can be viewed directly by clicking on View Bills Status link on your home page.

Please enter details of your bill that you want to track. This form should be submitted only after the bill for payment has been submitted to the concerned bill passing authority. **Bill No/ GST Invoice Number and GSTIN Number should be entered carefully and should match exactly with the details mentioned on the physical copy of the bill submitted as any discrepancy in these details may lead to rejection.**

Tender No.	<input type="text" value="TEST28112017A"/>	Tender Opening Date	<input type="text" value="28/11/2017"/>
Name of Work	<input type="text" value="Testing"/>		
Bill No/ GST Invoice No.	<input type="text"/>	Bill/ Invoice Date	<input type="text"/>
Contract No.	<input type="text"/>	Contract Date	<input type="text"/>
Amount Claimed	<input type="text"/>	GSTIN Number	<input type="text"/>
Remarks (Optional)	<input type="text"/>		
Bill Submitted To	<input type="text" value="Select"/>		

The details submitted are true to the best of my/our knowledge. Physical copy of the bill has been submitted to the concerned authority.

Once this form is submitted, the bill details are available to the users of the concerned Executive department in **Bills Pending with Ex. Department** folder in Contractor Bill Tracking section on their IREPS login page.

A screenshot of the IREPS home page of railway users is shown below:

**Indian Railways E-Procurement System (IREPS)
Works**

KAMAL SHARMA (DyCE/G/CRIS), FPS HQ ENGINEERING, IREPS 30 Nov 2017 10:04:54 IST

- Tenders
 - Draft (Last 60 Days) →
 - Live →
 - Pending for Opening →
 - Opened (Last 180 Days) →
 - Two Packet- Tech. Offer Under Evaluation →
 - Finalized →
 - Finalized - Contract Issued (Last 180 Days) →
 - Cancelled (Last 180 Days) →
- My Tenders
 - My Upcoming TC Meetings (Next 10 Days) (0) →
 - TC Minutes Pending (I'm Not Convener) (1) →
- Technical Evaluation of Bids
 - Cases Marked to Me by Convener (4) →
 - Cases Referred to Me for Assistance (0) →
- Contractor Bill Tracking

- Bills Pending with Exec. Dept. (1) →
 - Bills Pending with Accounts. Dept. (1) →
 - Bills Closed (3) →

As can be seen, the Contractor Bill Tracking section has three folders:

- **Bills Pending with Exec. Dept.** – This folder contains all the pending contractor bills which are under process in the concerned executive department.
- **Bills Pending with Accounts Dept.** – This folder contains all the bills that have been forwarded by the executive department to Accounts department, and the same have not yet been paid or returned by Accounts department.
- **Bills Closed**- This folder displays all the contractor bills that have either been paid, or have been returned due to any discrepancy.

3. Bill Processing by Executive Department

As mentioned in preceding para, all the new bill details entered by the Contractor/ Supplier appears in the **Bills Pending with Exec. Dept.** folder on IREPS login page of the users of Exec. Deptt. Clicking on this link displays all such pending bills, as shown below:

• Cases Referred to Me for Assistance (1) →

• Supplier Bill Tracking

- Bills Pending with Exec. Dept. (3) →


Department	Bill No./Date	Contract No./Date	Contractor Name	Currently Pending With	Status	Actions
CRIS PURCHASE	Test Bill T5463/29-NOV-2017	TREDF/34/34/25-NOV-2017	TEST BIDDER1-BOKARO	Dy.CMM/G/1	Acknowledgement Pending	⌵
RAILWAY BOARD-STORES	23422/28-NOV-2017	sdfa dfadfa/28-NOV-2017	TEST BIDDER2-RAIPUR	Dy.CMM/9	Acknowledged, Bill with Ex. Deptt.	⌵
CRIS PURCHASE	test bill X001/08-NOV-2017	64533.09jhy/31-OCT-2017	TEST BIDDER1-BOKARO	Dy.CMM/G/1	Acknowledged, Bill with Ex. Deptt.	⌵

- Bills Pending with Accounts. Dept. (3) →
- Bills Closed (1) →

• Contracts



Indian Railways E-Procurement Systems

Apart from the bill detail, the folder also displays the status of the bill. The bills currently pending with the logged in user are displayed in green color. Complete details of the bill, and the action buttons can be accessed by clicking on the Bill Details icon (), which brings up the following page.

Firm's Detail				
Firm's Name	TEST BIDDER1-BOKARO	User	Rakesh Kumar	
Address	87, Jump Street4563,Bokaro,Jharkhand,India			
Tender / Contract Detail				
Tender No.	JUGUL24112017A	Tender Date	24/11/2017 00:00	
Contract No.	TREDF/34/34	Contract Date	25/11/2017	
Name of Work	MIXED OPEN IC			
Bill Details				
Bill/ Invoice No.	Test Bill T5463	Bill/ Invoice Submission Date	29/11/2017	
Amount Claimed	2453645	Amount Paid	---	
GSTIN Number	34GTRFD7865J1FT			
Remarks	---			
Certificate by Contractor:				
The details submitted are true to the best of my/our knowledge. Physical copy of the bill has been submitted to the concerned authority.				
Bill Submitted to	Dy.CMM/G/1 / CRIS PURCHASE	(As stated by the contractor)		
Current Status of Bill	Acknowledgment Pending	Pending With	Dy.CMM/G/1 / CRIS PURCHASE	
Bill Movement History				
Date	Action Taken	Sent By	Sent To	Remarks
30/11/2017	Bill Details Submitted	TEST BOKARO	BIDDER1- Dy.CMM/G/1	---
Action	To be chosen if/when			
Acknowledge Bill	Physical copy of bill for payment has been received, and is in order			
Modify Bill Date & Acknowledge	Physical copy of bill received, all details in order except bill submission date			
Return to Contractor	Bill submitted is not in order, returned to contractor			
Reject Record/ Entry	No such bill received			

In addition to the Bill details and Current status of the bill, the page also displays the bill movement history and the action links for performing various actions. The action links are available only to that user with whom the bill is currently pending.

The following actions can be performed when a new bill is received:

- i. **Acknowledge Bill**- This option is to be selected when the physical copy of the bill has been received by the department, and the same is in order. Clicking on this window brings up the signer window for digital signing by the user. Once digital signing process is completed, the status of the bill changes to Acknowledged by Department.
- ii. **Modify Bill Date & Acknowledge**- This option is to be selected when the physical copy of the bill has been received by the department, and the same is in order except for the Bill



date. In this case the user can modify the bill date and acknowledge the bill. Clicking on this link brings up a field for entering the modified bill date.

The modified bill date can be selected by using the Date Selection tool. Clicking of the Sign & Submit button thereafter brings up the web signer window for digital signing.

Bill Movement History				
Date	Action Taken	Sent By	Sent To	Remarks
30/11/2017	Bill Details Submitted	TEST BOKARO	BIDDER1- Dy.CMM/G/1	---

Modify Bill Date & Acknowledge	
Modified Bill/ Invoice Submission Date	<input type="text"/>
<input type="button" value="Sign And Submit"/> <input type="button" value="Home"/>	

In such cases, the bill submission date as claimed by the contractor, and the modified bill submission date entered by the railway user are both displayed on the page.

Bill Details			
Bill/ Invoice No.	Test Bill T5463	Bill/ Invoice Submission Date	29/11/2017
Amount Claimed	2453645	Amount Paid	---
GSTIN Number	34GTRFD7865J1FT		
Remarks	---		
Modified Bill/ Invoice Submission Date	30/11/2017	* This is as per claim of Bill Preparing/ Passing Authority	

Certificate by Contractor:			
The details submitted are true to the best of my/our knowledge. Physical copy of the bill has been submitted to the concerned authority.			
Bill Submitted to	Dy.CMM/G/1 / CRIS PURCHASE	(As stated by the contractor)	
Current Status of Bill	Acknowledged by Department	Pending With	Dy.CMM/G/1 / CRIS PURCHASE

Bill Movement History				
Date	Action Taken	Sent By	Sent To	Remarks

iii. **Return to Contractor:** This option is to be selected when the bill has been returned to the contractor. The user has to enter the remarks for returning the bill.

Return to Contractor	
Remarks	<input type="text"/>

The reason for return entered herein become visible to the contractor/ supplier through his login home page.

iv. **Reject Record/Entry:** This option is to be selected when the bill details entered by the contractor / supplier are wrong and no such bill has been received by the department.




The screenshot below shows the Bill Details page for a bill which has been acknowledged by the executive department.

Certificate by Contractor:					
The details submitted are true to the best of my/our knowledge. Physical copy of the bill has been submitted to the concerned authority.					
Bill Submitted to	Dy.CMM/G/1 / CRIS PURCHASE		(As stated by the contractor)		
Current Status of Bill	Acknowledged by Department	Pending With	Dy.CMM/G/1 / CRIS PURCHASE		
Bill Movement History					
Date	Action Taken	Sent By	Sent To	Remarks	
30/11/2017	Bill Details Submitted	TEST BOKARO	BIDDER1- Dy.CMM/G/1	---	
30/11/2017	Acknowledged With Date Change	Dy.CMM/G/1	---	---	
Action		To be chosen if/when			
Forward to Another Official (Within your department)		In case bill passing authority is different			
Forward to Bill Paying Authority (Accounts)		In case physical copy of the bill has been handed over to accounts department after passing			
Return to Contractor		Bill submitted is not in order, returned to contractor			
Home					

The following action can be taken by the executive department user after the bill has been acknowledged:

- i. **Forward to Another Official-** This option is to be selected the user with whom the bill is pending wants to forward it to another official of the executive department for approval/ verification etc. Clicking on this link opens the following panel:

Forward to Another Official	
Remarks	<input type="text"/>
Select Another Official	<input type="text" value="Select"/> 
<input type="button" value="Sign And Submit"/> <input type="button" value="Home"/>	

The user has to enter remarks in the remarks field. The official to whom the bill is to be forwarded can be selected from the dropdown list (if the other official belongs to the same unit), or through the post picker tool (👤) (if the other official belongs to another unit). Usage of Post Picker tool is explained in detail in Para 5. below. After entering the required details, the user has to click on the Sign & Submit button to digitally sign and complete the process. If the process is completed successfully, the bill is thereafter shown as pending with the official to whom it has been forwarded, and any further action can be taken by him. The action icons are now available only to the official to whom the bill has been forwarded. The bill forwarding process can be repeated as many times as

required. The system captures all such transactions, and the same are displayed on the Bill details page in the Bill Movement History, as shown below.

Bill Movement History				
Date	Action Taken	Sent By	Sent To	Remarks
29/11/2017	Bill Details Submitted	TEST BIDDER2-RAIPUR	Dir/RSPOL	sdfasdfa sdfadfa
29/11/2017	Acknowledged	Dir/RSPOL	---	---
29/11/2017	Forwarded	Dir/RSPOL	Dy.CMM/G/1	dfa df adfa dfa
30/11/2017	Forwarded	Dy.CMM/G/1	Dy.CMM/9	Bill Passing requires the approval of SAG officer. May please pass the bill.

- ii. **Forward to Bill Paying Authority (Accounts)** - This option is to be selected by the user of executive department if the physical copy of the bill has been sent to Accounts department for payment.

For units where IPAS is already implemented, clicking on this link opens the following panel for entering remarks.

Forward to Bill Paying Authority

Remarks

The user has to enter the remarks, and thereafter click on **Sign & Submit** button to complete the process. Once the process is completed, the details are available to Accounts user of the concerned accounting unit *through IPAS*.

For units where IPAS is NOT implemented, clicking on the link opens up the following panel:

Forward to Bill Paying Authority

Remarks

Select Another Official

In this case the user of executive department is also required to select user of Accounts department using the post picker tool (). Usage of Post Picker tool is explained in detail in Para 5. below. Thereafter the user has to click on the Sign & Submit button to complete the process. Once the process is completed, the details are available to the Accounts user to whom the bill has been forwarded *through IREPS*.

Bills forwarded to Accounts department are moved to Bills Pending with Accounts Dept. folder as shown in the screenshot below.

Supplier Bill Tracking						
• Bills Pending with Exec. Dept. (3)						
• Bills Pending with Accounts. Dept. (3)						
Department	Bill No./Date	Contract No./Date	Contractor Name	Currently Pending With	Status	Actions
CRIS PURCHASE	bill1001/29-NOV-2017	con1001/29-NOV-2017	TEST BIDDER1-BOKARO		CO6 Allotted	
CRIS PURCHASE	Bill006/16-NOV-2017	con006/02-NOV-2017	TEST BIDDER1-BOKARO		Bill Submitted to Accts. Deptt.	
CRIS PURCHASE	Bill005/08-NOV-2017	con005/15-NOV-2017	TEST BIDDER1-BOKARO		Bill Submitted to Accts. Deptt.	

iii. **Return to Contractor** – Executive department can return the bill to the Contractor/ Supplier at any point of time if it has not already been forwarded to Accounts for payment. The procedure for the same is already explained in preceding para.

4. Bill Processing by Accounts Department

4.1 **For Units where IPAS is already implemented**, the Accounts user will deal with the bill directly in IPAS. Through IREPS/ IPAS integration the details such as CO6 Number, CO7 Number, Reason for Return (in case of return of bill) etc. are visible to the users of Executive department as well as the Contractor/Supplier through IREPS.

4.2 **For Units where IPAS is NOT implemented**, the bill is available to the Accounts user to whom the bill was forwarded in Bills Pending with Accounts Dept. folder on his IREPS Home page as shown below:

Supplier Bill Tracking						
• Bills Pending with Exec. Dept. (5)						
• Bills Pending with Accounts. Dept. (6)						
Department	Bill No./Date	Contract No./Date	Contractor Name	Currently Pending With	Status	Actions
EPS HQ-ENGINEERING	bill004/29-NOV-2017	con004/29-NOV-2017	TEST BIDDER1-BOKARO		CO6 Allotted	
CRIS PURCHASE	bill1001/29-NOV-2017	con1001/29-NOV-2017	TEST BIDDER1-BOKARO		CO6 Allotted	
RAILWAY BOARD-STORES	23422/28-NOV-2017	sdfa dfadfa/28-NOV-2017	TEST BIDDER2-RAIPUR	Dy.FA/I/CRIS	Bill Submitted to Accts. Deptt.	
CRIS PURCHASE	Bill006/16-NOV-2017	con006/02-NOV-2017	TEST BIDDER1-BOKARO		Bill Submitted to Accts. Deptt.	
RAILWAY BOARD-STORES	f4533/15-NOV-2017	fgsdfg34534/28-NOV-2017	TEST BIDDER2-RAIPUR	Dy.FA/I/CRIS	Bill Submitted to Accts. Deptt.	
CRIS PURCHASE	Bill005/08-NOV-2017	con005/15-NOV-2017	TEST BIDDER1-BOKARO		Bill Submitted to Accts. Deptt.	

Clicking on the Bill Details icon () brings up the Bill details page with a different set of actions, as shown below:

				please pass the bill.
30/11/2017	Forwarded	Dy.CMM/9	Dir/RSPOL	Bill is approved. Please send to Accounts department for payment.
30/11/2017	Bill Submitted to Accts. Deptt.	Dir/RSPOL	Dy.FA/I/CRIS	Bill is forwarded herewith for payment.
Action	To be chosen if/when			
Forward to Another Official (Within your department)	In case bill paying authority is different			
Co6 Alot	Physical copy of bill for payment has been received, and is in order			
Return to Exec. Deptt.	Returned to Exec. Deptt.			
Return to Contractor	Bill submitted is not in order, returned to contractor			

The following actions can be performed by the Accounts user:

- i. **Allot CO6 Number:** This option is to be selected when CO6 number has been allotted for the bill. Clicking on this icon opens up the following panel:

The Accounts department user has to enter the required details and then click on Sign & Submit button to digitally sign and complete the process.

- ii. **Return to Executive Department** – This option is to be selected when the bill is to be returned by Accounts department to the Executive Department. Clicking on this link brings up the following panel:

The Accounts department user has to enter remarks for the reason for returning the bill, and click on Sign & Submit button to complete the process.

- iii. **Return to Contractor** – This option is to be selected when the bill is to be returned to the contractor/ supplier without passing. Clicking on this link opens up the following panel:

The Accounts department user has to enter remarks for the reason for returning the bill, and click on Sign & Submit button to complete the process.

- iv. **Forward to Another Official** – This option is to be selected when the Accounts department user wants to forward the bill to another user of Accounts department for clarification/ approval etc. Clicking on this link opens up the following panel:



Forward to Another Official

Remarks

Select Another Official

The user has to enter remarks, select the official to whom the case is to be sent from the drop down list against **Select Another Official** field, and click on Sign & Submit button to complete the process of bill forwarding.

- v. **Allot CO7 Number** – This option becomes available only after CO6 number has been allotted against the bill. Clicking on this icon brings up the following panel:

Co7 Allot

Co6 No Co6 Date

Co7 No Co7 Date

Remarks

The Accounts department user has to enter the required details and then click on Sign & Submit button to digitally sign and complete the process.

- vi. **Bill Paid** – This option becomes available only after CO7 number has been allotted. Clicking on this icon brings up the following panel:

Bill Paid

Co6 No Co6 Date

Co7 No Co7 Date

Amount Paid Bill Payment Date

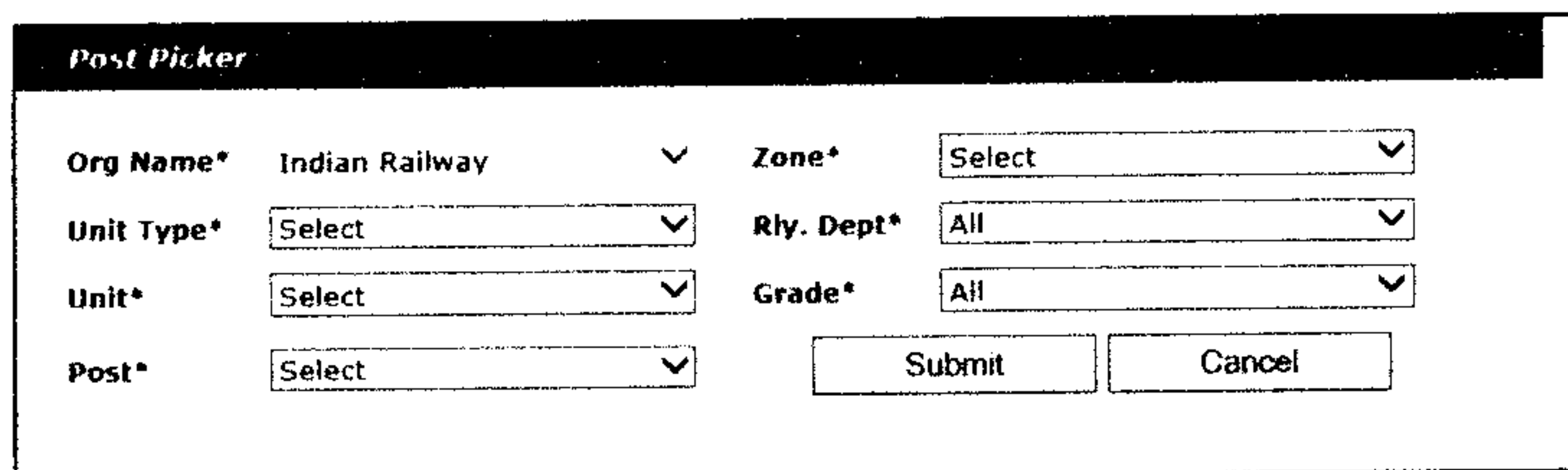
Remarks

The accounts user has to enter the required details, and click on **Sign & Submit** button to digitally sign and complete the process.

All the details entered by the accounts user through IREPS are displayed to the contractor / supplier through their IREPS account.

5. Using Post Picker tool

Clicking on the post picker tool (), wherever provided brings up the following interface:

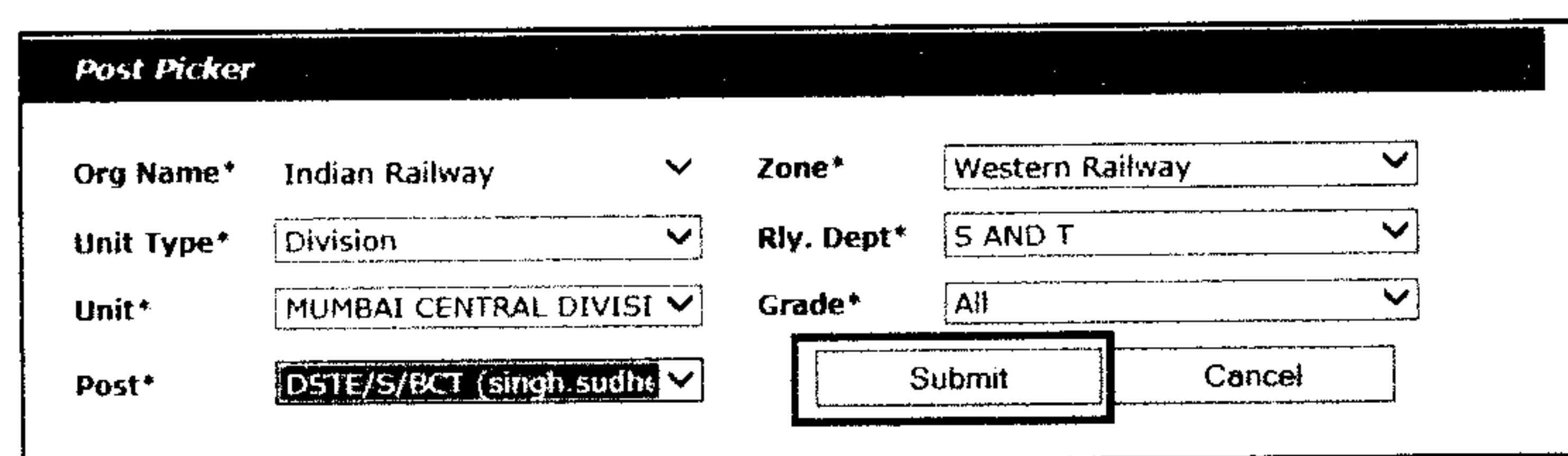


The screenshot shows a 'Post Picker' window with the following fields and values:

Org Name*	Indian Railway	Zone*	Select
Unit Type*	Select	Rly. Dept*	All
Unit*	Select	Grade*	All
Post*	Select	<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

The user has to select the details pertaining to the unit to whom the bill has been submitted i.e. Zone, Railway Department, Unit Type, Unit etc.

Once these filters have been applied, the Post of the concerned official can be selected from the dropdown list against Post field.



The screenshot shows the 'Post Picker' window with the following fields and values:

Org Name*	Indian Railway	Zone*	Western Railway
Unit Type*	Division	Rly. Dept*	S AND T
Unit*	MUMBAI CENTRAL DIVISI	Grade*	All
Post*	DSTE/S/BCT (singh.sudhe)	<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

After the post has been selected, the user has to click on the Submit button to select the official.

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