



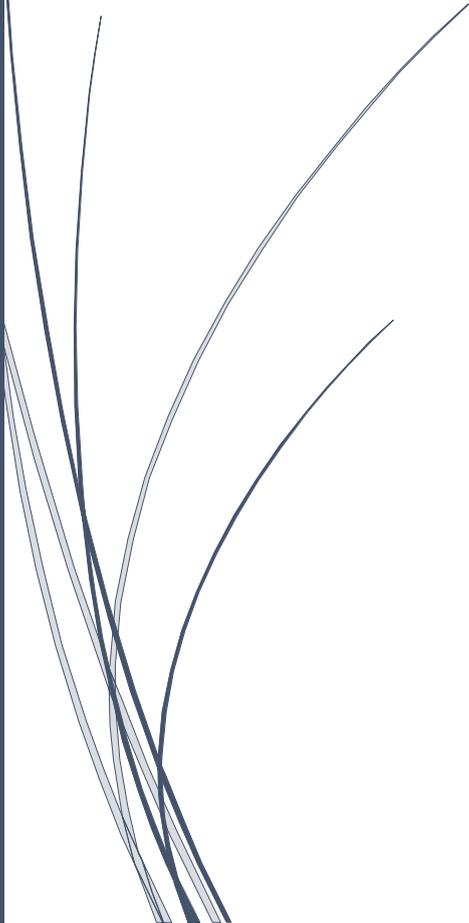
केन्द्रीय भण्डारण निगम
(भारत सरकार का उपक्रम)
CENTRAL WAREHOUSING CORPORATION
(A GOVERNMENT OF INDIA UNDERTAKING)

WAREHOUSING FOR EVERYONE
जन जन के लिए भण्डारण

09/12/20

BILL TRACKING SYSTEM

USER MANUAL



User Manual of Bill Tracking Software –

In a bid to enhance transparency in the processing and settlement of bills /Invoices, Central Warehousing Corporation have introduced a bill tracking system for its contractors or vendors to comply CVC's Circular No. 02/04/18, dated on 05-05-2018 on Timely payments to the contractors/ Suppliers/ Service providers and preventive measures.

This step is in line with the emphasis on increased use of information technology to go digital to promote transparency and efficiency in the system at Corporation.

The registration enables the vendor and agencies to see their bill status with dates through various stages of processing of bills, the stage at which it is lying, the amount for which it is passed and other details. The history feature is also available so that a vendor can see the history of the bills submitted (in process, introduced very soon).

Step – I In the user registration, Open below link and choose Bill Tracking System.

<http://www.cwceportal.com/>

User will enter the Application URL in the Browser (Internet browser, Chrome and Mozilla fire box) user will use the default browser Chrome

The user manual download on the same link, user can download the manual, it will helpful to operating the Bill Tracking System.

After entering the Above URL, Then below screen will open

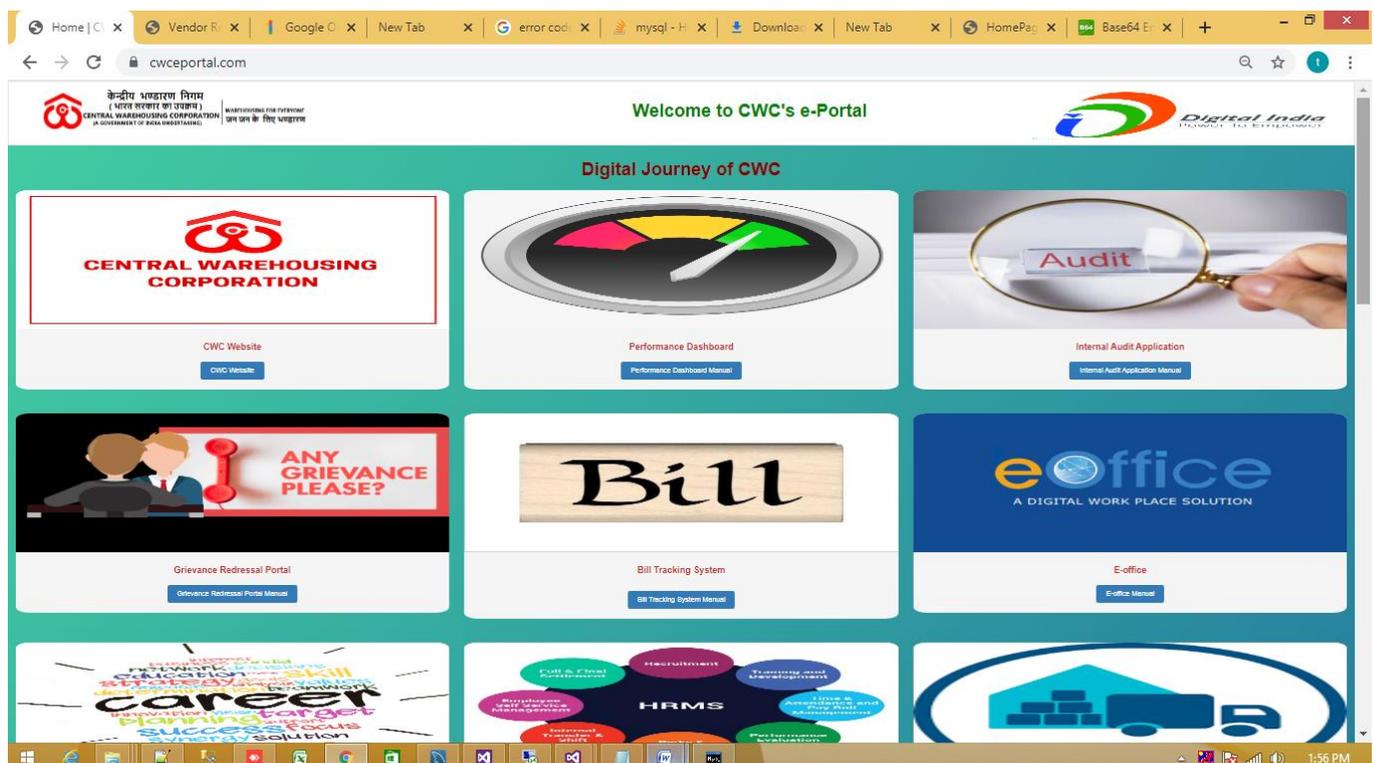
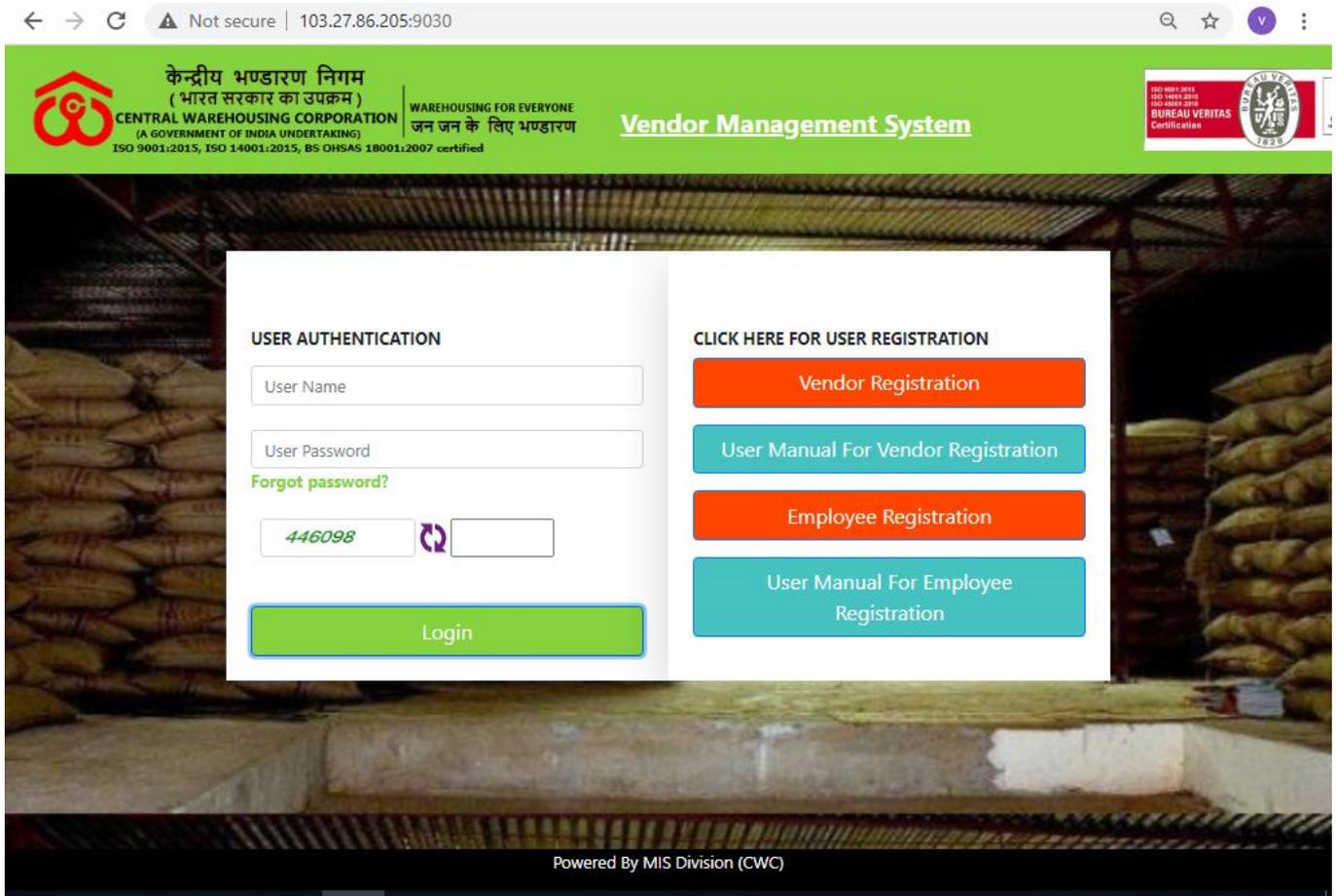


Figure 1 Cwc e-portal Screen

Enter Login Credential provided to you by CWC CO, New Delhi (Already circulated with the Office note given to the HODs on 18-03-2020). Click on Login Button.



← → ↻ Not secure | 103.27.86.205:9030

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Vendor Management System

ISO 9001:2015
ISO 14001:2015
BS OHSAS 18001:2007
BUREAU VERITAS
Certification

USER AUTHENTICATION

User Name

User Password

[Forgot password?](#)

446098 

Login

CLICK HERE FOR USER REGISTRATION

Vendor Registration

User Manual For Vendor Registration

Employee Registration

User Manual For Employee Registration

Powered By MIS Division (CWC)

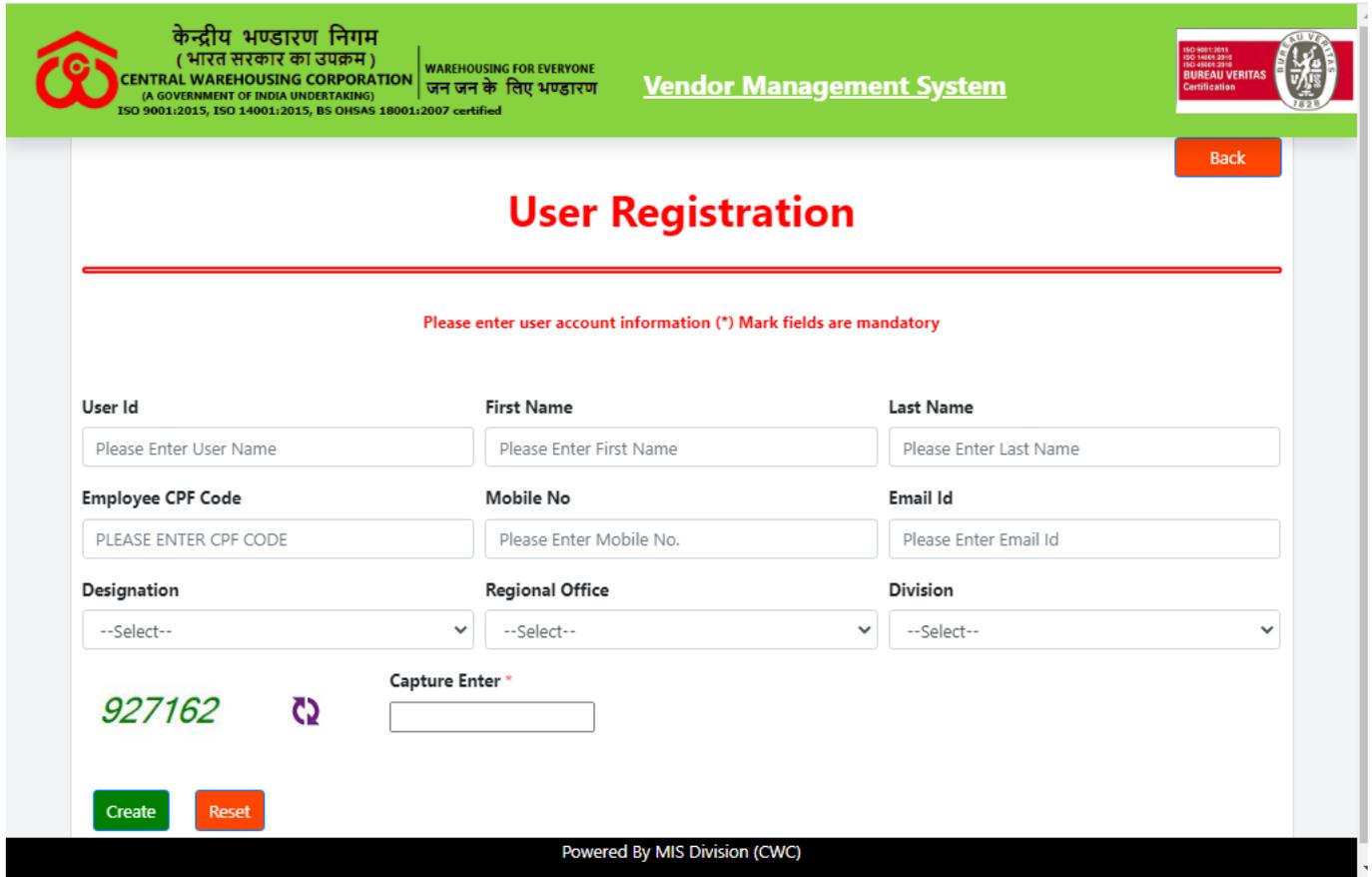
Figure 2 BTS Login Screen

In the Login window, following functionalities are given to

1. Register New User – Here new user can register from click on given link
2. User Name - User will enter the user name, which was enter during the registration
3. Password - Password will enter the password text box.
4. Reset Captcha – On click the refresh button then captcha will reset.
5. Enter Captcha – User will enter the Captcha
6. Forgot Password - Forgot Password Functionality is given on the login page, on click user can have got your password, using this link.
7. Download the User Manual of Bill Tracking System – User can download the User manual of Bill Tracking System. It will help during the registration and transactions.

Step – 2 New User Registration:

User will click on link “**Register New User**” given in the login screen then below screen will open



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Vendor Management System

ISO 9001:2015
ISO 14001:2015
BS OHSAS 18001:2007
BUREAU VERITAS
Certification

Back

User Registration

Please enter user account information (*) Mark fields are mandatory

User Id First Name Last Name

Please Enter User Name Please Enter First Name Please Enter Last Name

Employee CPF Code Mobile No Email Id

PLEASE ENTER CPF CODE Please Enter Mobile No. Please Enter Email Id

Designation Regional Office Division

--Select-- --Select-- --Select--

927162 Capture Enter *

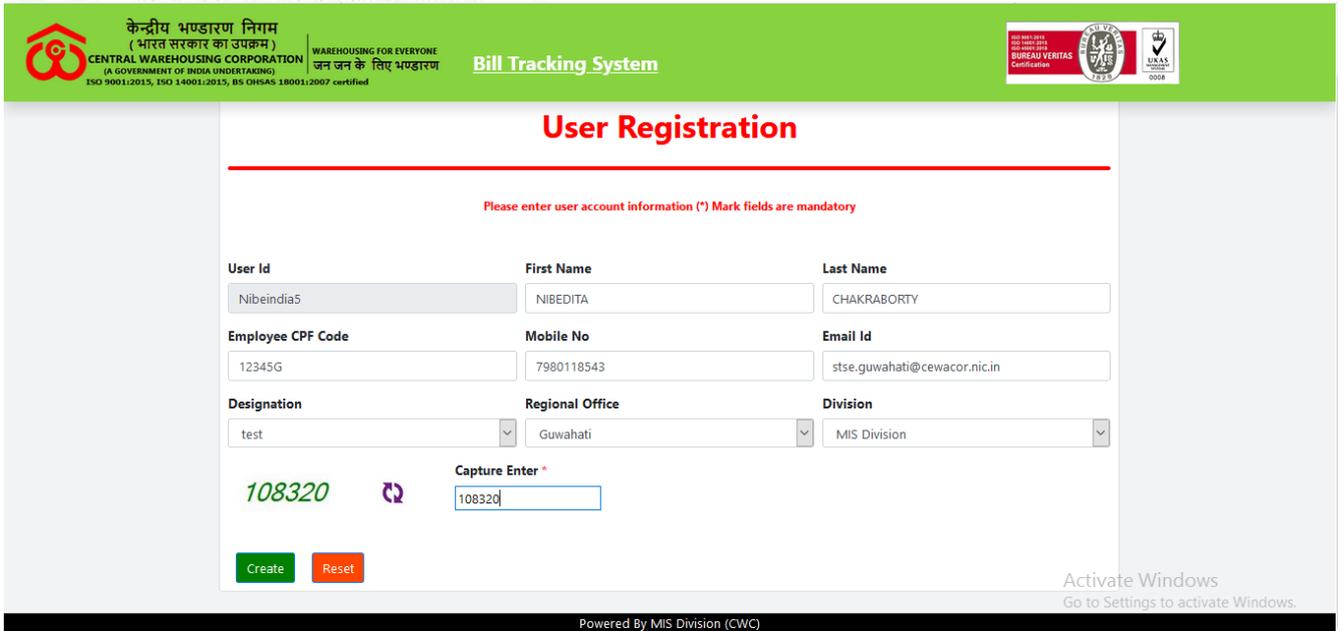
Create Reset

Powered By MIS Division (CWC)

Figure 3 User Registration Page

To register in bill tracking system user will fill the following fields - User will provide the following details as mentioned:

- User ID –Preferable User id for the User.
- First Name - User will enter the First Name.
- Last Name - User will enter the Last Name
- Employee CPF Code - User will enter the Employee CPF Code
- Mobile Number - User will enter employee’s Mobile Number.
- Email ID - User will enter employee’s email id
- Designation -User will Select the employee’s designation.
- Regional Office - User will select regional offices from dropdown list where is employee belongs to
- Division - User will select regional offices from dropdown list where is employee belongs to
- Captcha - User will enter his captcha



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Bill Tracking System

User Registration

Please enter user account information (*) Mark fields are mandatory

User Id: Nibeindia5
First Name: NIBEDITA
Last Name: CHAKRABORTY
Employee CPF Code: 12345G
Mobile No: 7980118543
Email Id: stse.guwahati@cewacor.nic.in
Designation: test
Regional Office: Guwahati
Division: MIS Division

108320
Capture Enter *
108320

Create Reset

Activate Windows
Go to Settings to activate Windows.

Powered By MIS Division (CWC)

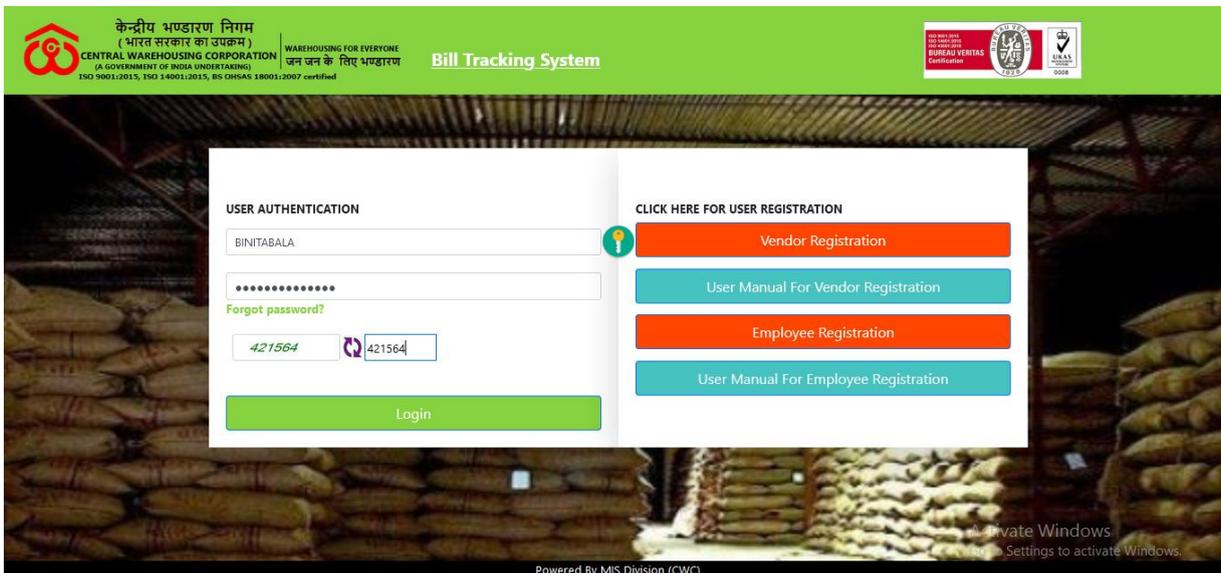
Figure 4 User Details Provided

-Create Button – user will click on create button to registered user. After click on create button the message will appear on pop-up screen for user registered successfully.

-----**DAK & DISPATCH ROLE (Initial Stage):** When the Vendor forwarded the Invoice to **RO DAK & DISPATCH SECTION** through BTS/ Manual Invoice received at **RO DAK & DISPATCH SECTION**:

Initial Stage after receiving the Manual Invoice/Invoices of Contractor/ suppliers/ service providers to the **RO DAK & Dispatch Section through BTS**. No any Bills/Invoices should not be received directly by the Divisions, if received; same should be sent to Dak & Receipt Section for recording in BTS on same date.

a) **DAK & DISPATCH Section:** After logging by the DAK section login ID:



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Bill Tracking System

USER AUTHENTICATION

BINITABALA
.....
Forgot password?
421564
421564

Login

CLICK HERE FOR USER REGISTRATION

Vendor Registration
User Manual For Vendor Registration
Employee Registration
User Manual For Employee Registration

Activate Windows
Go to Settings to activate Windows.

Powered By MIS Division (CWC)

Figure 5 Dak & Dispatch Login Page

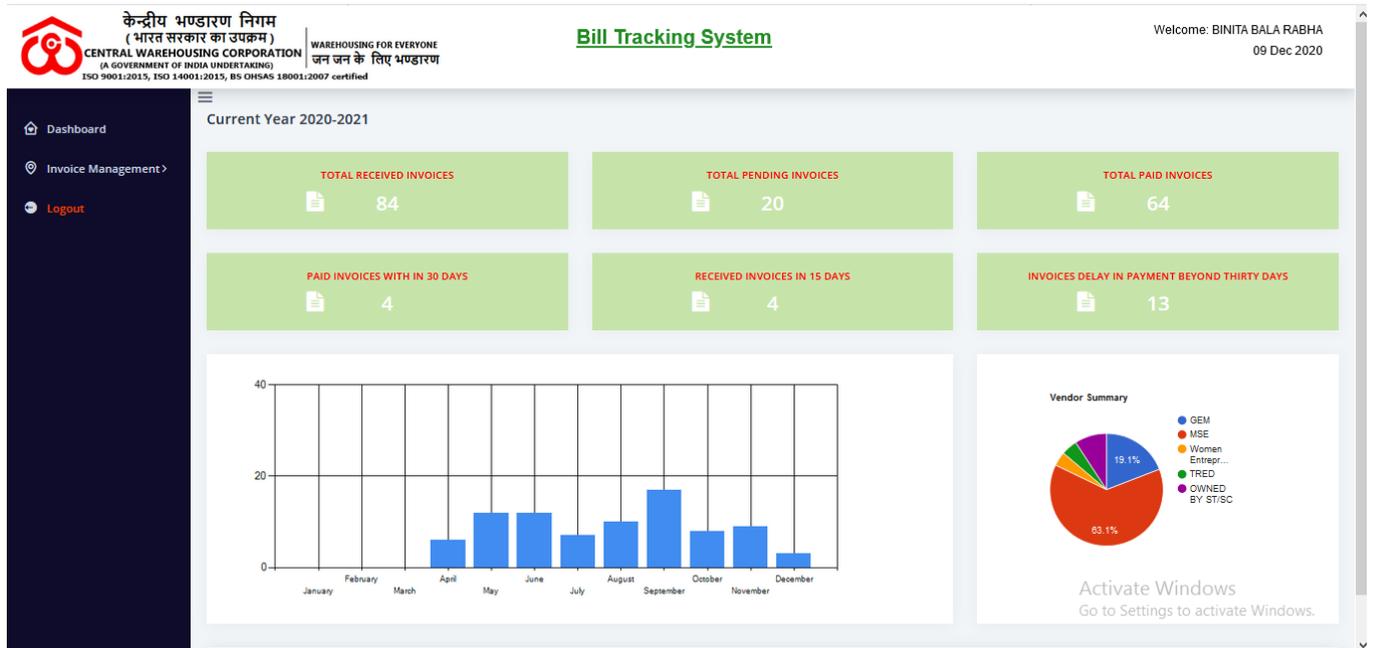


Figure 6 Dashboard of Dak & Dispatch Section Login

Dak & Dispatch section consists of 03 NOS of Module:

- i) **Dashboard**- User can check the number of the Total Received Invoices, Total Pending Invoices, Total Paid Invoices Paid invoices within 30 Days, Received invoices in 15 Days, Invoices delay in payment beyond 30 Days in the Dashboard.
- ii) **Invoice Management**: Click on Invoice Management , user will observe the following modules.

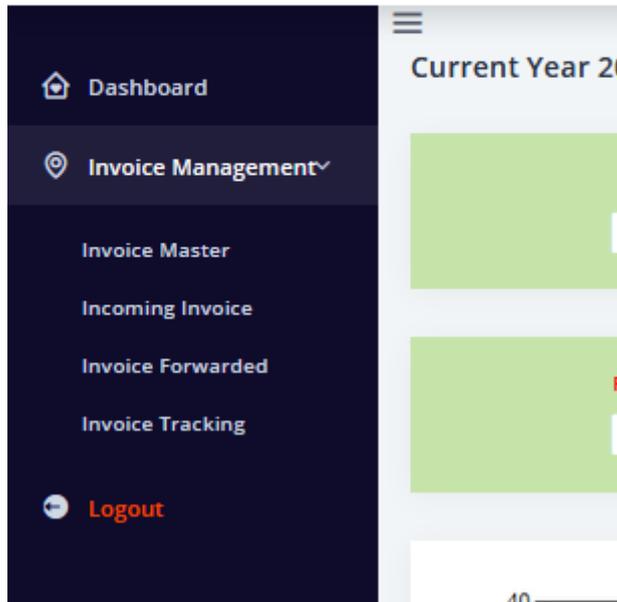


Figure 7 Invoice Management of DAK & Dispatch Section

Invoice Management Module consist of 4 different sub-modules as mentioned below:

- **Invoice Master-**

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Bill Tracking System

Welcome: BINITA BALA RABHA
09 Dec 2020

Dashboard

Invoice Management

Logout

Invoice Master

Add Invoice Forward Invoice

Export To Excel

	Invoice Id	Vendor Name	Invoice No	Invoice Date	Invoice Amount	Invoice Received Date	Received By	Payment Status	
<input type="checkbox"/>	1314	M/S MODULAR TOOLS & EQUIPMENTS	MTME/20-21/0008 / 2020-2021	20 Apr 2020	7080.00	21 Apr 2020	Technical Division	Return To Vendor	Edit

Powered by @MIS Division (CWC)

Figure 8 Invoice Master

- **Add Invoice:** Click on Add Invoice Button to add new invoice details. The invoice button will be enabled in the DAK & Dispatch section. Only this section can enter new invoices in the system.

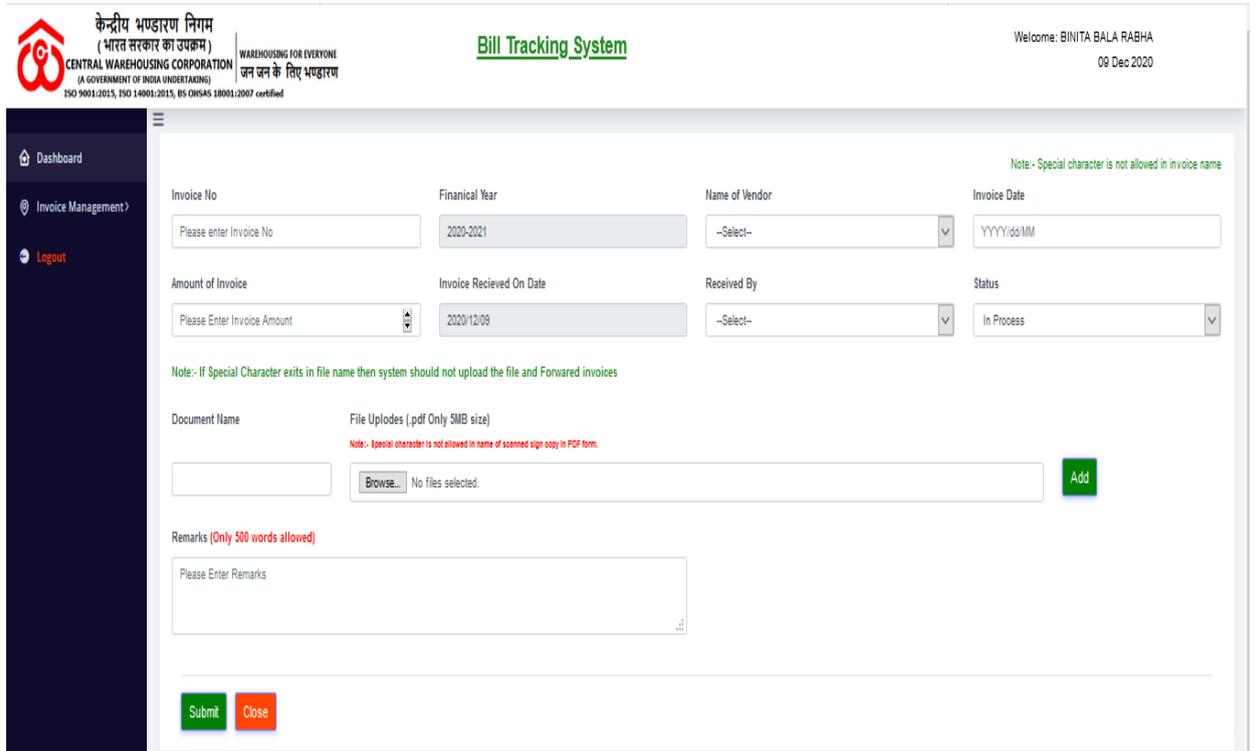


Figure 9 Add Invoice

Enter all the necessary details of the received Invoice here in the page. Fill all the necessary details like Invoice Number, Name of the vendor, Invoice Date, Invoice Amount, Invoice Received on date, received for Division/Section, Status drop down – In process.

* Mandatory field indicating through asterisk mark.

Click on **Submit Button** to save invoice details

Click on **Close Button** to close the Invoice Entry Screen.

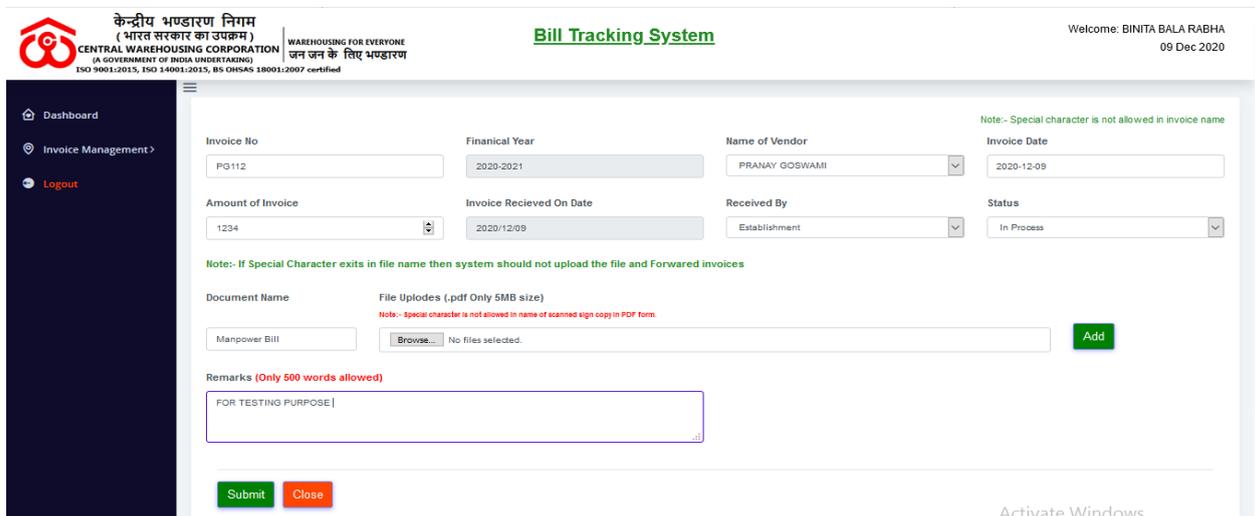
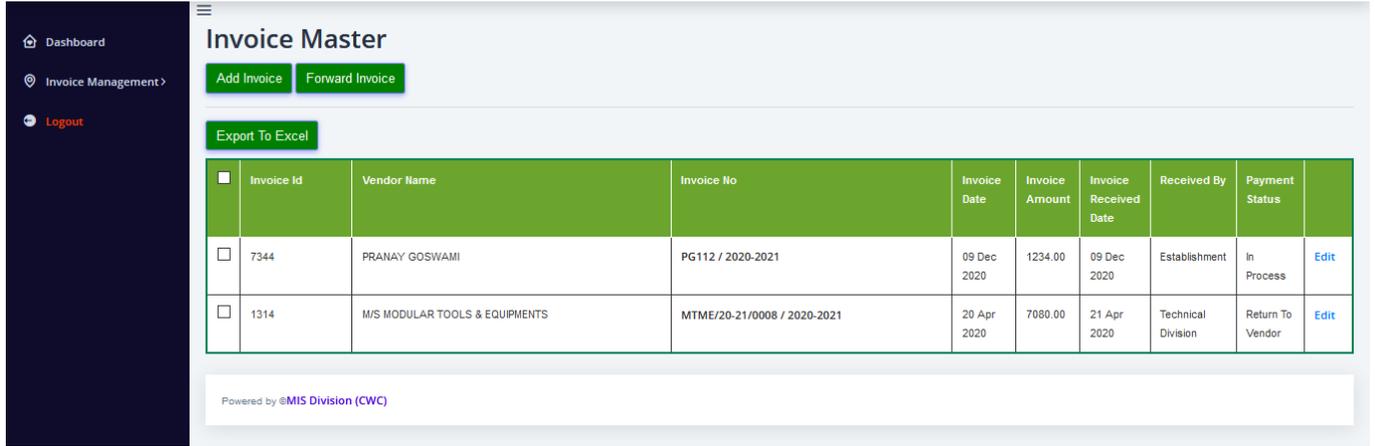


Figure 10 Invoice Details Provided



Invoice Master

Export To Excel

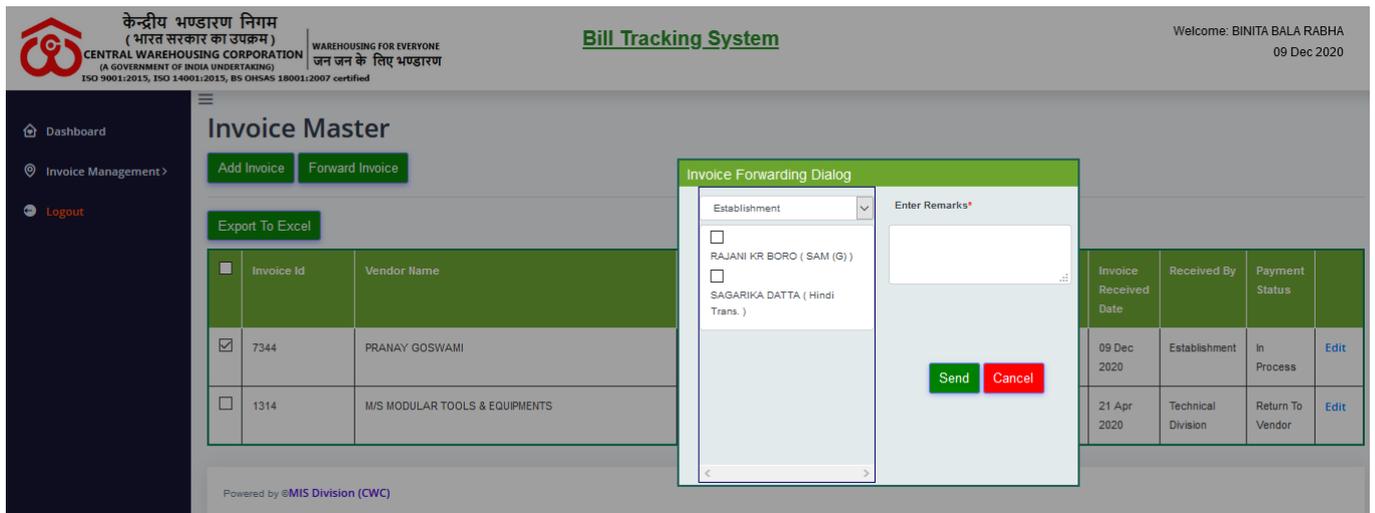
<input type="checkbox"/>	Invoice Id	Vendor Name	Invoice No	Invoice Date	Invoice Amount	Invoice Received Date	Received By	Payment Status	
<input type="checkbox"/>	7344	PRANAY GOSWAMI	PG112 / 2020-2021	09 Dec 2020	1234.00	09 Dec 2020	Establishment	In Process	Edit
<input type="checkbox"/>	1314	M/S MODULAR TOOLS & EQUIPMENTS	MTME/20-21/0008 / 2020-2021	20 Apr 2020	7080.00	21 Apr 2020	Technical Division	Return To Vendor	Edit

Powered by @MIS Division (CWC)

Figure 11 Invoice Added

After entering the details of the received invoice, the unique invoice ID automatically generated in BTS.

To forward the required Invoice, click on the check box of the particular invoice and click on the Forward Invoice button. **User can recheck the entered Invoice details by clicking the Edit option.**



Bill Tracking System

Welcome: BINITA BALA RABHA
09 Dec 2020

Invoice Master

Invoice Forwarding Dialog

Establishment: RAJANI KR BORO (SAM (G))

Enter Remarks*

Send Cancel

<input checked="" type="checkbox"/>	Invoice Id	Vendor Name	Invoice Received Date	Received By	Payment Status	
<input checked="" type="checkbox"/>	7344	PRANAY GOSWAMI	09 Dec 2020	Establishment	In Process	Edit
<input type="checkbox"/>	1314	M/S MODULAR TOOLS & EQUIPMENTS	21 Apr 2020	Technical Division	Return To Vendor	Edit

Powered by @MIS Division (CWC)

Figure 11 Invoice Forward Dialog

- Invoice forward dialog box appears, User have to choose the RO /CO Section as well the Officials of the chosen section to whom the invoice need to be forwarded. If DAK/Receipt Section confused regarding the same, please may send the details to the HOD of the particular Division/ Section. Enter **remarks** for the same (**Mandatory**) and click on **Send** Button (To forward it). Click on **Cancel** Button to close the Invoice forwarded dialogue

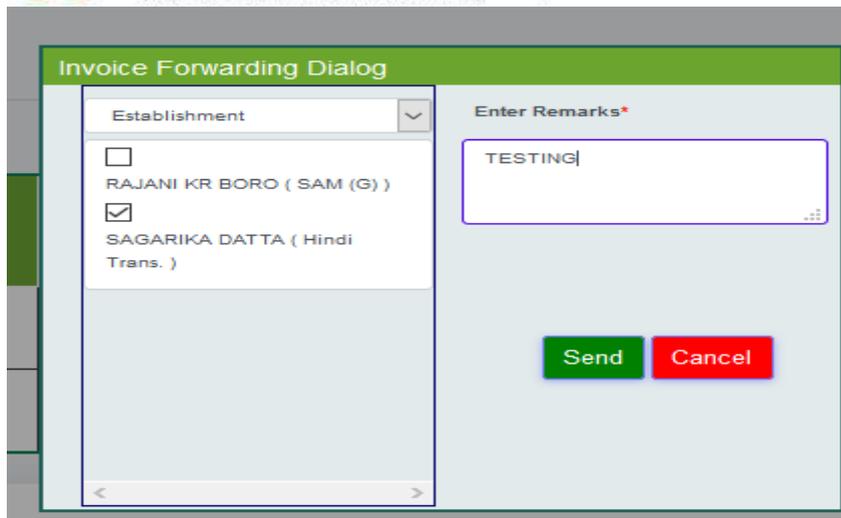


Figure 12 Select the user to forward the invoice & Mention remarks in dialogue box

The concern user will receive email notification as well as message notification in his/her registered email ids and phone number as shown below:

From: cwcbs@gmail.com
To: "SAGARIKA DATTA" <sdatta.cwc@cewacor.nic.in>
Sent: Wednesday, December 9, 2020 11:13:52 AM
Subject: BTS : Invoice ID 7344 Forwarded

Dear SAGARIKA ,

Invoice ID : 7344 raised by PRANAY GOSWAMI forwarded by BINITA BALA through Bill Tracking System (BTS)

Regards
 CWC TEAM

Figure 13 E-mail Notification

- **Incoming Invoice-** When any section returns the Invoice to RO Dak & Dispatch Section, Those revert invoices will be shown in this sub-module.

Usage of change status Menu :

- Return to vendor In case any vendor has raised an invoice mistakenly or the invoice needs to revise. For ex- Wrong GST No.
- **Invoice Forward-** The Invoices which are forwarded to the concern sections from the RO Dak & Dispatch Section, the details list will be shown in this sub-module-

- Dashboard
- Invoice Management
- Logout

Invoice Forwarded

Export To Excel

<input type="checkbox"/>	Invoice Id	Invoice No	Name Of Vendor	Forwarded To	Forwarded On	Status	Received Date	Amount	Remarks
<input type="checkbox"/>	7344	PG112 / 2020-2021	PRANAY GOSWAMI	SAGARIKA DATTA	09 Dec 2020	Received	09 Dec 2020	1234.00	TESTING
<input type="checkbox"/>	7088	366 / 2020-2021	DAMITA ENTERPRISE	LOKESH KUMAR CHEJARA	03 Dec 2020	Received	03 Dec 2020	18390.00	for further processing
<input type="checkbox"/>	8675	PG/2020-21/344 / 2020-2021	PRANAY GOSWAMI	SAGARIKA DATTA	01 Dec 2020	Received	01 Dec 2020	183380.00	For further processing
<input type="checkbox"/>	8874	PG/2020-21/346 / 2020-2021	PRANAY GOSWAMI	SAGARIKA DATTA	01 Dec 2020	Received	01 Dec 2020	593318.00	For further processing
<input type="checkbox"/>	6594	20-21/AS/0058 / 2020-2021	AVERY INDIA LIMITED	LOKESH KUMAR CHEJARA	28 Nov 2020	Received	28 Nov 2020	11616.00	Please process
<input type="checkbox"/>	6451	PG/2020-21/300 / 2020-2021	PRANAY GOSWAMI	SAGARIKA DATTA	21 Nov 2020	Received	28 Nov 2020	8923.00	for further processing
<input type="checkbox"/>	6450	PG/2020-21/299 / 2020-2021	PRANAY GOSWAMI	SAGARIKA DATTA	21 Nov 2020	Received	28 Nov 2020	183852.00	for further processing
<input type="checkbox"/>	8237	PG/2020-21/308 / 2020-2021	PRANAY GOSWAMI	SAGARIKA DATTA	19 Nov 2020	Received	19 Nov 2020	181307.00	For further processing
<input type="checkbox"/>	5916	8308 / 2020-2021	Nezone Tous and Travel	SAGARIKA DATTA	11 Nov 2020	Received	28 Nov 2020	18600.00	for further processing , invoice attached
<input type="checkbox"/>	5915	8304 / 2020-2021	Nezone Tous and Travel	SAGARIKA DATTA	11 Nov 2020	Received	28 Nov 2020	54847.00	for further processing , invoice attached

1 2 3 4 5 6 7 8 9 10

Figure 14 Invoice Forwarded from Dak & Dispatch

- Invoice Tracking-

- If you want to track Invoice Details by Invoice No, then click on the Radio Button “Invoice Tracking by Invoice No”. After that fill the Invoice No then click on Track Invoice Button.
- If you want to track Invoice Details by Invoice ID (Generated after entering the Invoice by the D&R section in BTS), Please select the Radio Button “Invoice Tracking by Invoice Id”. After that fill the Invoice ID then click on Track Invoice Button.

- Dashboard
- Invoice Management
- Logout

Invoice Tracking

Invoice Tracking By Invoice ID
 Invoice Tracking By Invoice No

Enter Invoice Id: Track Invoice

Export To Excel

Invoice Id	Invoice No	Invoice Status	Invoice Date	From User	Send Date	Received User	Received Date	Remarks
7344	PG112	In Process	09 Dec 2020	BINITA BALA RASHA	09 Dec 2020	SAGARIKA DATTA	09 Dec 2020	TESTING

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Figure 15 Invoice Tracking by Invoice ID

Figure 16 Invoice Tracking by Invoice ID

Click on Logout for checking out from the BTS.

---**Employee's Account (Middle stage):** When any User logged into his/her BTS Account — After getting Incoming Invoice notification through Email or Phone, the user will have logged into his/her BTS Account.

- **Invoice Management → Invoice Incoming**

If any Division/Section Forwarded any Bill/ Invoice to Dak & Receipt Section of RO. It will receive on this module. If any section received Bill/Invoice of other Division by mistake at that time Officials can forward that particular Bill/Invoice back to the Dak & Receipt Section.

Figure 17 Incoming Screen

There are 02 Options to change the status for the particular Invoice as mentioned:

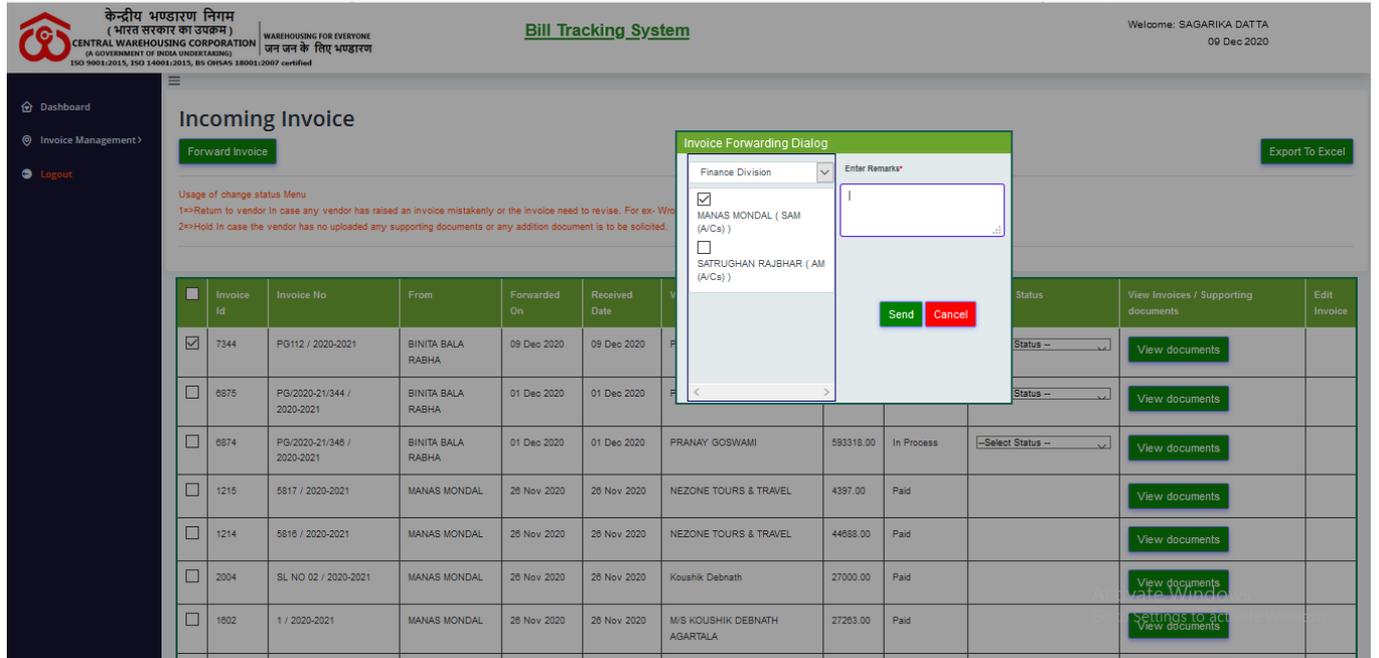
---**Return to vendor-** When any correction needed/ mistake found in the received invoice, the user can return the invoice to the vendor by using this option.

If the user chooses this option, the invoice directly forwarded to the concern vendor. Again,

the particular invoice need to be added through RO Dak & Dispatch Section.

Else, forward the invoice to the next Concern Section/ Official/ RO Finance Division for further processing as below:

To forward the required Invoice, click on the check box of the particular invoice and click on the Forward Invoice button after giving proper remarks and click on **Send Button**.

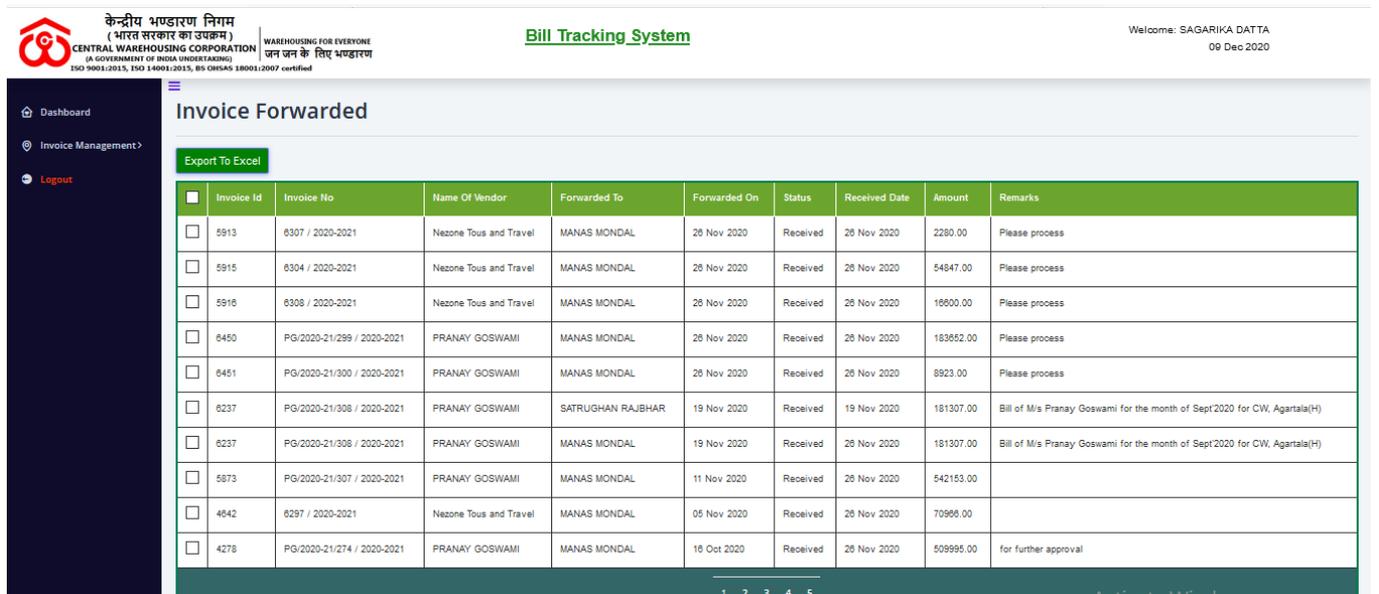


The screenshot shows the 'Incoming Invoice' section of the Bill Tracking System. An 'Invoice Forwarding Dialog' is open, allowing the user to select a 'Finance Division' and enter 'Remarks'. The dialog lists two options: 'MANAS MONDAL (SAM (A/Cs))' (checked) and 'SATRUGHAN RAJBHAR (AM (A/Cs))'. The background table shows a list of invoices with columns for Invoice Id, Invoice No, From, Forwarded On, Received Date, and Status. The first row (Invoice Id: 7344) is selected, and the dialog is positioned over it.

Figure 18 Invoice Forward Dialog of Concern Section

- **Invoice Management → Invoice Outgoing:** You can check all the Invoice Details forwarded to other Division/Section with a unique ID generated for each Invoice entered in BTS.

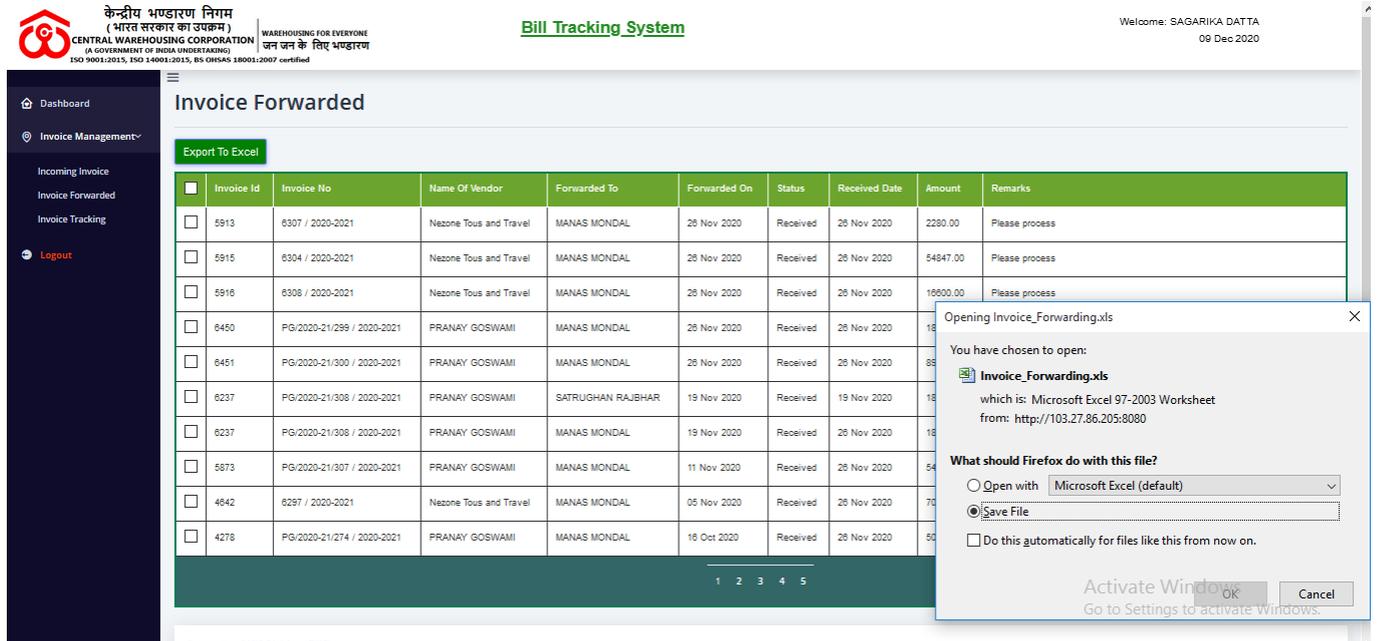
Search: Please fill the Invoice Number then click on search button.



The screenshot shows the 'Invoice Forwarded' section of the Bill Tracking System. It displays a table with columns for Invoice Id, Invoice No, Name Of Vendor, Forwarded To, Forwarded On, Status, Received Date, Amount, and Remarks. The table contains 12 rows of data, including invoices from 'Nezone Tous and Travel' and 'PRANAY GOSWAMI' forwarded to 'MANAS MONDAL' and 'SATRUGHAN RAJBHAR'.

Figure 19 Invoice forwarded Screen

If the user click on Export to Excel, from where you can extract Invoice Raised Report in Excel Format.



The screenshot displays the 'Bill Tracking System' interface. The top navigation bar includes the CWC logo, the text 'केन्द्रीय भण्डारण निगम (भारत सरकार का उपक्रम) CENTRAL WAREHOUSING CORPORATION (A GOVERNMENT OF INDIA UNDERTAKING)', the tagline 'WAREHOUSING FOR EVERYONE जन जन के लिए भण्डारण', and the user's name 'Welcome: SAGARIKA DATTA' with the date '09 Dec 2020'. The main content area is titled 'Invoice Forwarded' and features an 'Export To Excel' button. Below this is a table with the following columns: Invoice Id, Invoice No, Name Of Vendor, Forwarded To, Forwarded On, Status, Received Date, Amount, and Remarks. The table contains 12 rows of data. A file download dialog box is open over the table, showing the file 'Invoice_Forwarding.xls' and asking 'What should Firefox do with this file?'. The options are 'Open with Microsoft Excel (default)', 'Save File', and 'Do this automatically for files like this from now on'. The 'Save File' option is selected.

Invoice Id	Invoice No	Name Of Vendor	Forwarded To	Forwarded On	Status	Received Date	Amount	Remarks
5913	6307 / 2020-2021	Nezone Tous and Travel	MANAS MONDAL	28 Nov 2020	Received	28 Nov 2020	2280.00	Please process
5915	6304 / 2020-2021	Nezone Tous and Travel	MANAS MONDAL	28 Nov 2020	Received	28 Nov 2020	54847.00	Please process
5916	6308 / 2020-2021	Nezone Tous and Travel	MANAS MONDAL	28 Nov 2020	Received	28 Nov 2020	18600.00	Please process
6460	PG/2020-21/299 / 2020-2021	FRANAY GOSWAMI	MANAS MONDAL	28 Nov 2020	Received	28 Nov 2020	18	
6461	PG/2020-21/300 / 2020-2021	FRANAY GOSWAMI	MANAS MONDAL	28 Nov 2020	Received	28 Nov 2020	85	
6237	PG/2020-21/308 / 2020-2021	FRANAY GOSWAMI	SATRUGHAN RAJBHAR	19 Nov 2020	Received	19 Nov 2020	18	
6237	PG/2020-21/308 / 2020-2021	FRANAY GOSWAMI	MANAS MONDAL	19 Nov 2020	Received	28 Nov 2020	16	
5873	PG/2020-21/307 / 2020-2021	FRANAY GOSWAMI	MANAS MONDAL	11 Nov 2020	Received	28 Nov 2020	54	
4642	6297 / 2020-2021	Nezone Tous and Travel	MANAS MONDAL	05 Nov 2020	Received	28 Nov 2020	70	
4278	PG/2020-21/274 / 2020-2021	FRANAY GOSWAMI	MANAS MONDAL	18 Oct 2020	Received	28 Nov 2020	50	

Figure 20 Reports download in Excel format

Click on Logout for checking out from the BTS.

----**RO Accounts Section/ Finance Section Role (Final Stage -I)**- RO/CO Finance head needs to logged into his/her BTS Account.

RO /CO Finance head login having 4 Main Modules: **Dashboard, Invoice Management, Report, Logout**

Invoice Management→ It consists of 03 Sub-module as mentioned below:

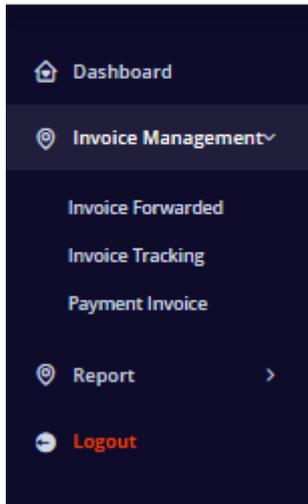


Figure 21 Invoice Management of RO/CO Finance Division

Invoice Management → Payment Invoice

Click on Payment Invoice sub-module to make the payment for the particular Invoice.

Invoice Id	Invoice No	From	Forwarded On	Received Date	Vendor Name	Amount	Remarks	Payment Status	Action For Payment	Invoice
7344	PG112 / 2020-2021	SAGARIKA DATTA	09 Dec 2020	09 Dec 2020	PRANAY GOSWAMI	1234.00	TEST	In Process	In Process	Show Invoice
5913	6307 / 2020-2021	SAGARIKA DATTA	26 Nov 2020	26 Nov 2020	Nezone Tous and Travel	2280.00	Please process	In Process	In Process	Show Invoice
5915	6304 / 2020-2021	SAGARIKA DATTA	26 Nov 2020	26 Nov 2020	Nezone Tous and Travel	54847.00	Please process	In Process	In Process	Show Invoice
5916	6308 / 2020-2021	SAGARIKA DATTA	26 Nov 2020	26 Nov 2020	Nezone Tous and Travel	16600.00	Please process	In Process	In Process	Show Invoice
1211	09 / 2020-2021	SIDDHARTH KUMAR	05 May 2020	19 Aug 2020	M/s ARS ASSOCIATE	2385632.00	Bill forwarded in e-office for further checking	Paid		Show Invoice
1313	MTE/20-21/0009 / 2020-2021	LOKESH KUMAR CHEJARA	29 Apr 2020	30 May 2020	M/S MODULAR TOOLS & EQUIPMENTS	2832.00		Paid		Show Invoice
1315	MTE/20-21/0004 / 2020-2021	LOKESH KUMAR CHEJARA	29 Apr 2020	19 Aug 2020	M/S MODULAR TOOLS & EQUIPMENTS	7500.00		Paid		Show Invoice
1316	MTE/20-21/0008 / 2020-2021	LOKESH KUMAR CHEJARA	29 Apr 2020	19 Aug 2020	M/S MODULAR TOOLS & EQUIPMENTS	7080.00		Paid		Show Invoice

Figure 22 Incoming Paid Invoice

Change the Action of Payment to **Paid** if the payment has been done from the CO/RO Finance division. And forward the invoice to his/her next official of the same section, who is transferring the payment to the concern vendor using NEFT/RTGS /Online banking etc.

When the Account personnel changed the payment action to Paid, one pop up will come on the screen as shown below:

केन्द्रीय भण्डारण निगम
(भारत सरकार का उपक्रम)
CENTRAL WAREHOUSING CORPORATION
(A GOVERNMENT OF INDIA UNDERTAKING)
ISO 9001:2015, ISO 14001:2015, BS OHSAS 18001:2007 certified

WAREHOUSING FOR EVERYONE
जन जन के लिए भण्डारण

Bill Tracking System

Welcome: MANAS MONDAL
09 Dec 2020

Dashboard
Invoice Management >
Report
Logout

Incoming Paid Invoice

Forward Invoice Export To Excel

<input type="checkbox"/>	Invoice Id	Invoice No	From	Forwarded On	Received Date	Vendor Name	Amount	Remarks	PaymentStatus	Action For Payment	Invoice
<input type="checkbox"/>	7344	PG112 / 2020-2021	SAGARIKA DATTA	09 Dec 2020	09 Dec 2020	PRANAY GOSWAMI	1234.00	TEST	In Process	paid	Show Invoice
<input type="checkbox"/>	5913	6307 / 2020-2021	SAGARIKA DATTA	26 Nov 2020	26 Nov 2020	Nezone Tous and Travel	2280.00	Please process	In Process	In Process	Show Invoice
<input type="checkbox"/>	5915	6304 / 2020-2021	SAGARIKA DATTA	26 Nov 2020	26 Nov 2020	Nezone Tous and Travel	54947.00	Please process	In Process	In Process	Show Invoice
<input type="checkbox"/>	5916	6308 / 2020-2021	SAGARIKA DATTA	26 Nov 2020	26 Nov 2020	Nezone Tous and Travel	19000.00	Please process	In Process	In Process	Show Invoice
<input type="checkbox"/>	1211	09 / 2020-2021	SIDDHARTH KUMAR	05 May 2020	19 Aug 2020	M/s ARS ASSOCIATE	2385632.00	Bill forwarded in e-office for further checking	Paid		Show Invoice
<input type="checkbox"/>	1313	MTE/20-21/0009 / 2020-2021	LOKESH KUMAR CHEJARA	29 Apr 2020	30 May 2020	M/S MODULAR TOOLS & EQUIPMENTS	2832.00		Paid		Show Invoice
<input type="checkbox"/>	1315	MTE/20-21/0004 / 2020-2021	LOKESH KUMAR CHEJARA	29 Apr 2020	19 Aug 2020	M/S MODULAR TOOLS & EQUIPMENTS	7500.00		Paid		Show Invoice
<input type="checkbox"/>	1316	MTE/20-21/0008 / 2020-2021	LOKESH KUMAR CHEJARA	29 Apr 2020	19 Aug 2020	M/S MODULAR TOOLS & EQUIPMENTS	7080.00		Paid		Show Invoice
<input type="checkbox"/>	1312	BD/11/HC/2018-21 /	NEERAJ SAH	24 Nov 2020	19 Aug 2020	B.D. TRADING	148023.00	Bill forwarded in e-office for further checking	Paid		Show Invoice

Are you to made the payment staus paid

No Yes

Figure 23 Incoming Paid Invoice :Payment Status

Click Yes to proceed else click No. Then the status updated as “Paid”.

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Bill Tracking System

Welcome: MANAS MONDAL
09 Dec 2020

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Invoice Management >
Report
Logout

Incoming Paid Invoice

Forward Invoice Export To Excel

<input type="checkbox"/>	Invoice Id	Invoice No	From	Forwarded On	Received Date	Vendor Name	Amount	Remarks	PaymentStatus	Action For Payment	Invoice
<input type="checkbox"/>	7344	PG112 / 2020-2021	SAGARIKA DATTA	09 Dec 2020	09 Dec 2020	PRANAY GOSWAMI	1234.00	TEST	Paid		Show Invoice
<input type="checkbox"/>	5913	6307 / 2020-2021	SAGARIKA DATTA	26 Nov 2020	26 Nov 2020	Nezone Tous and Travel	2280.00	Please process	In Process	In Process	Show Invoice
<input type="checkbox"/>	5915	6304 / 2020-2021	SAGARIKA DATTA	26 Nov 2020	26 Nov 2020	Nezone Tous and Travel	54947.00	Please process	In Process	In Process	Show Invoice
<input type="checkbox"/>	5916	6308 / 2020-2021	SAGARIKA DATTA	26 Nov 2020	26 Nov 2020	Nezone Tous and Travel	19000.00	Please process	In Process	In Process	Show Invoice
<input type="checkbox"/>	1211	09 / 2020-2021	SIDDHARTH KUMAR	05 May 2020	19 Aug 2020	M/s ARS ASSOCIATE	2385632.00	Bill forwarded in e-office for further checking	Paid		Show Invoice
<input type="checkbox"/>	1313	MTE/20-21/0009 / 2020-2021	LOKESH KUMAR CHEJARA	29 Apr 2020	30 May 2020	M/S MODULAR TOOLS & EQUIPMENTS	2832.00		Paid		Show Invoice
<input type="checkbox"/>	1315	MTE/20-21/0004 / 2020-2021	LOKESH KUMAR CHEJARA	29 Apr 2020	19 Aug 2020	M/S MODULAR TOOLS & EQUIPMENTS	7500.00		Paid		Show Invoice
<input type="checkbox"/>	1316	MTE/20-21/0008 / 2020-2021	LOKESH KUMAR CHEJARA	29 Apr 2020	19 Aug 2020	M/S MODULAR TOOLS & EQUIPMENTS	7080.00		Paid		Show Invoice
<input type="checkbox"/>	1312	BD/11/HC/2018-21 /	NEERAJ SAH	24 Nov 2020	19 Aug 2020	B.D. TRADING	148023.00	Bill forwarded in e-office for further checking	Paid		Show Invoice

Activate Windows
Go to Settings to activate Windows.

Figure 24 Incoming Paid Invoice :Payment Status

To forward the required Invoice to his/her next Financial Officer who will give the unique Transaction ID for the particular Invoice, click on the check box of the particular invoice and click on the Forward Invoice button after giving proper remarks and click on **Send Button**.

The screenshot displays the 'Incoming Paid Invoice' section of the Bill Tracking System. A table lists various invoices with columns for Invoice Id, Invoice No, From, Forwarded On, Received Date, and Vendor Name. An 'Invoice Forwarding Dialog' is open, showing the 'Finance Division' selected and the vendor 'SATRUGHAN RAJBHAR (AM (ACs))'. The dialog includes an 'Enter Remarks' field and 'Send' and 'Cancel' buttons.

Invoice Id	Invoice No	From	Forwarded On	Received Date	Vendor Name
7344	PG112 / 2020-2021	SAGARIKA DATTA	09 Dec 2020	09 Dec 2020	PRANAY GO
5913	6307 / 2020-2021	SAGARIKA DATTA	28 Nov 2020	28 Nov 2020	Nezone Tous
5915	6304 / 2020-2021	SAGARIKA DATTA	28 Nov 2020	28 Nov 2020	Nezone Tous
5916	6308 / 2020-2021	SAGARIKA DATTA	28 Nov 2020	28 Nov 2020	Nezone Tous and Travel
1211	09 / 2020-2021	SIDDHARTH KUMAR	05 May 2020	19 Aug 2020	M/s ARS ASSOCIATE
1313	MTE/20-21/0009 / 2020-2021	LOKESH KUMAR CHEJARA	29 Apr 2020	30 May 2020	M/S MODULAR TOOLS & EQUIPMENTS
1315	MTE/20-21/0004 / 2020-2021	LOKESH KUMAR CHEJARA	29 Apr 2020	19 Aug 2020	M/S MODULAR TOOLS & EQUIPMENTS
1316	MTE/20-21/0008 / 2020-2021	LOKESH KUMAR CHEJARA	29 Apr 2020	19 Aug 2020	M/S MODULAR TOOLS & EQUIPMENTS
1212	RD/14/02/2018/21 / 2020-2021	NFER&LPSI	24 Mar 2020	19 Aug 2020	R.D. TRAINING

Figure 25 Invoice Forwarding Dialog: Finance Head

Invoice Management → Invoice Forwarded

The Invoices which are already paid and forwarded to the different sections of RO's/CO's from the RO/CO's Finance Division, the details list will be shown in this sub-module-

The screenshot displays the 'Invoice Forwarded' section of the Bill Tracking System. A table lists various invoices with columns for Invoice Id, Invoice No, Name Of Vendor, Forwarded To, Forwarded On, Status, Received Date, Amount, and Remarks.

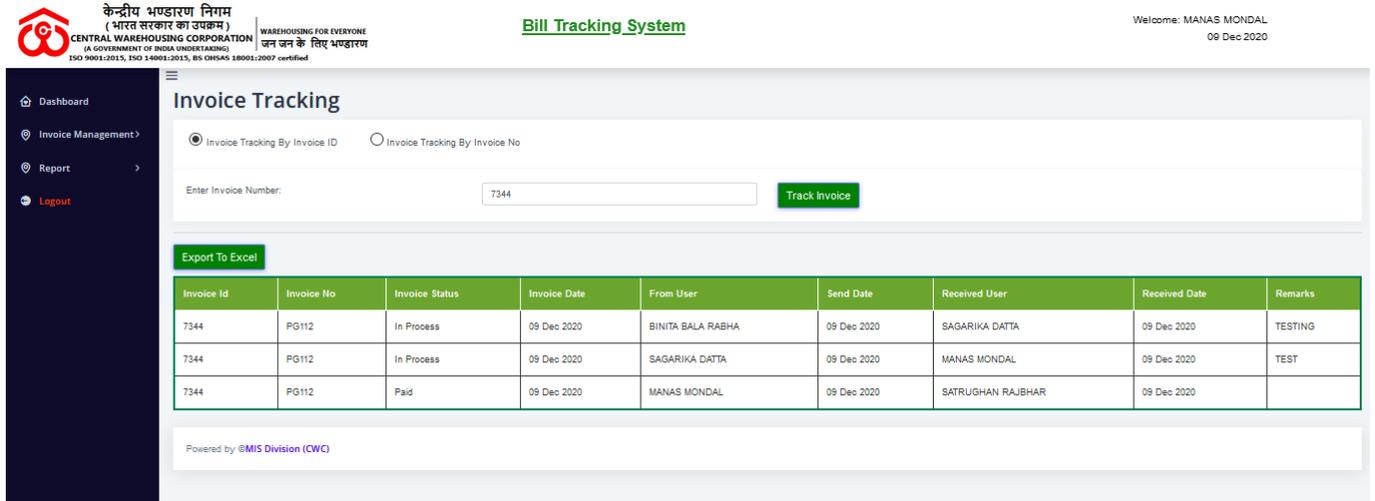
Invoice Id	Invoice No	Name Of Vendor	Forwarded To	Forwarded On	Status	Received Date	Amount	Remarks
7344	PG112 / 2020-2021	PRANAY GOSWAMI	SATRUGHAN RAJBHAR	09 Dec 2020	Received	09 Dec 2020	1234.00	
1215	5817 / 2020-2021	NEZONE TOURS & TRAVEL	SAGARIKA DATTA	28 Nov 2020	Received	28 Nov 2020	4397.00	PAID
1214	5816 / 2020-2021	NEZONE TOURS & TRAVEL	SAGARIKA DATTA	28 Nov 2020	Received	28 Nov 2020	44688.00	PAID ON 02.05.2020
2004	SL NO 02 / 2020-2021	Koushik Debnath	SAGARIKA DATTA	28 Nov 2020	Received	28 Nov 2020	27000.00	PAID
1602	1 / 2020-2021	M/S KUSHIK DEBNATH AGARTALA	SAGARIKA DATTA	28 Nov 2020	Received	28 Nov 2020	27283.00	PAID
1902	PG/2020-21/119 / 2020-2021	PRANAY GOSWAMI	SAGARIKA DATTA	28 Nov 2020	Received	28 Nov 2020	62303.00	PAID ON 06.07.2020
1901	PG/2020-21/115 / 2020-2021	PRANAY GOSWAMI	SAGARIKA DATTA	28 Nov 2020	Received	28 Nov 2020	373724.00	PAID ON 06.07.2020
1217	PG/2019-20/527 / 2020-2021	PRANAY GOSWAMI	SAGARIKA DATTA	28 Nov 2020	Received	28 Nov 2020	17097.00	PAID ON 16.04.2020
1216	PG/2019-20/526 / 2020-2021	PRANAY GOSWAMI	SAGARIKA DATTA	28 Nov 2020	Received	28 Nov 2020	342097.00	PAID ON 16.04.2020
1758	PG/2020-21/42 / 2020-2021	PRANAY GOSWAMI	SAGARIKA DATTA	28 Nov 2020	Received	28 Nov 2020	88318.00	PAID ON 30.06.2020

Figure 26 Invoice Forwarded: Finance Head

Invoice Management → Invoice Tracking

- If you want to track Invoice Details by Invoice No, then click on the Radio Button "Invoice Tracking by Invoice No". After that fill the Invoice No then click on Track Invoice Button.
- If you want to track Invoice Details by Invoice ID (Generated after entering the Invoice by the D&R section in BTS), Please select the Radio Button "Invoice

Tracking by Invoice Id". After that fill the Invoice ID then click on Track Invoice Button.



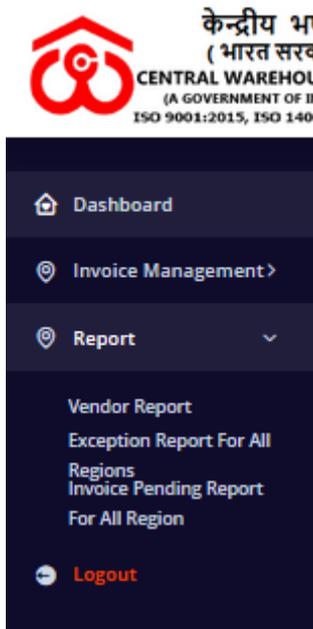
The screenshot shows the 'Bill Tracking System' interface. At the top, there is a header with the CWC logo and name in Hindi and English, and the tagline 'WAREHOUSING FOR EVERYONE'. The user is logged in as 'MANAS MONDAL' on '09 Dec 2020'. The main section is titled 'Invoice Tracking' and has two radio buttons: 'Invoice Tracking By Invoice ID' (selected) and 'Invoice Tracking By Invoice No'. Below this, there is a text input field for 'Enter Invoice Number:' containing '7344' and a green 'Track Invoice' button. An 'Export To Excel' button is also present. A table displays the tracking results:

Invoice Id	Invoice No	Invoice Status	Invoice Date	From User	Send Date	Received User	Received Date	Remarks
7344	PG112	In Process	09 Dec 2020	BINITA BALA RABHA	09 Dec 2020	SAGARIKA DATTA	09 Dec 2020	TESTING
7344	PG112	In Process	09 Dec 2020	SAGARIKA DATTA	09 Dec 2020	MANAS MONDAL	09 Dec 2020	TEST
7344	PG112	Paid	09 Dec 2020	MANAS MONDAL	09 Dec 2020	SATRUGHAN RAJBHAR	09 Dec 2020	

At the bottom, it says 'Powered by eMIS Division (CWC)'.

Figure 27 Invoice Tracking by invoice ID" Finance Head

Report-> Further, Reports consists of 03 Sub-Module: Vendor Details, Exception report for all Regions, Invoice pending report for all regions.



The screenshot shows the 'Report' menu in the system. The menu items are:

- Dashboard
- Invoice Management >
- Report
 - Vendor Report
 - Exception Report For All Regions
 - Invoice Pending Report For All Region
- Logout

Figure 28 Report: Finance Division Head

Report-> **Vendor Registration**

All the details of the registered vendors or all regions will be found under this module.



Sr. No.	Name of Vendor	Company Name	Address	State	City	Women Entrepreneurs	Owned by SC/ST	Treds	GST No	MSE	Mobile No	Email Id
1	stse chennai	R V SOLUTION	No.4, North Ave, Srinagar Colony, Saidapet, Chennai, Tamil Nadu 600015	Tamil Nadu	Chennai	No	NA	No	33AAACC1206D1ZN	No	9901714184	stse.chennai@cewacor.nic.in
2	FRADEEP KUMAR	AARAV TRADERS	3/4138C BHARAMPURI COLONY PAPER MILL ROAD SAHARANPUR U.P. 247001	Uttar Pradesh	Saharanpur	No	NA	No	09APGPK3564A1ZT	No	9267444422	aaravtraders4444@gmail.com
3	BALANAGULU BOGALA	B BALANAGULU	FLAT No. 302, 3RD FLOOR, SRI MANI SAI'S KALYAN ARCADE, MIYAPUR X ROAD, MIYAPUR, HYDERABAD-500049,TELANGANA	Telangana	Hyderabad	No	SC	No		Yes	9390037922	balanagulu.2009@gmail.com
4	Vedang Consultancy	Vedang Consultancy Service Pvt Ltd	2524 C2 Vasant kunj,New Delhi	Delhi	New Delhi	No	SC	No	007AAGCR1260G1ZL	Yes	8506092802	santosh.sharma@vedang.net
5	Santosh Aswal	Avtaar Traders	Av-Taar Traders Sco 76-77, 1st floor sec 17-B, Chandigarh-160017	Chhattisgarh	Chandigarh	No	NA	Yes		No	9779091708	avtaartraders17@yahoo.com
6	FRANAY GOSWAMI	PRANAY GOSWAMI	37 A.K ROAD 2ND FLOOR SANTOSH MARKET AGARTALA, PIN-799001 TRIPURA	Tripura	Agartala	No	NA	No		No	9436126153	cwomampower@gmail.com
7	Achuthan PS	POORVA SAINIKA ASSOCIATION	Chowallur Shopping Centre, Building No.6-64SE, Floor No.3, Room No.301, P.O.Mundur	Kerala	Thirissur	No	NA	No		No	9455566009	achuthanps@gmail.com

Figure 29 Vendor Report: Finance Division Head

Report-> Exception Report for all region report

- For 30Days:**

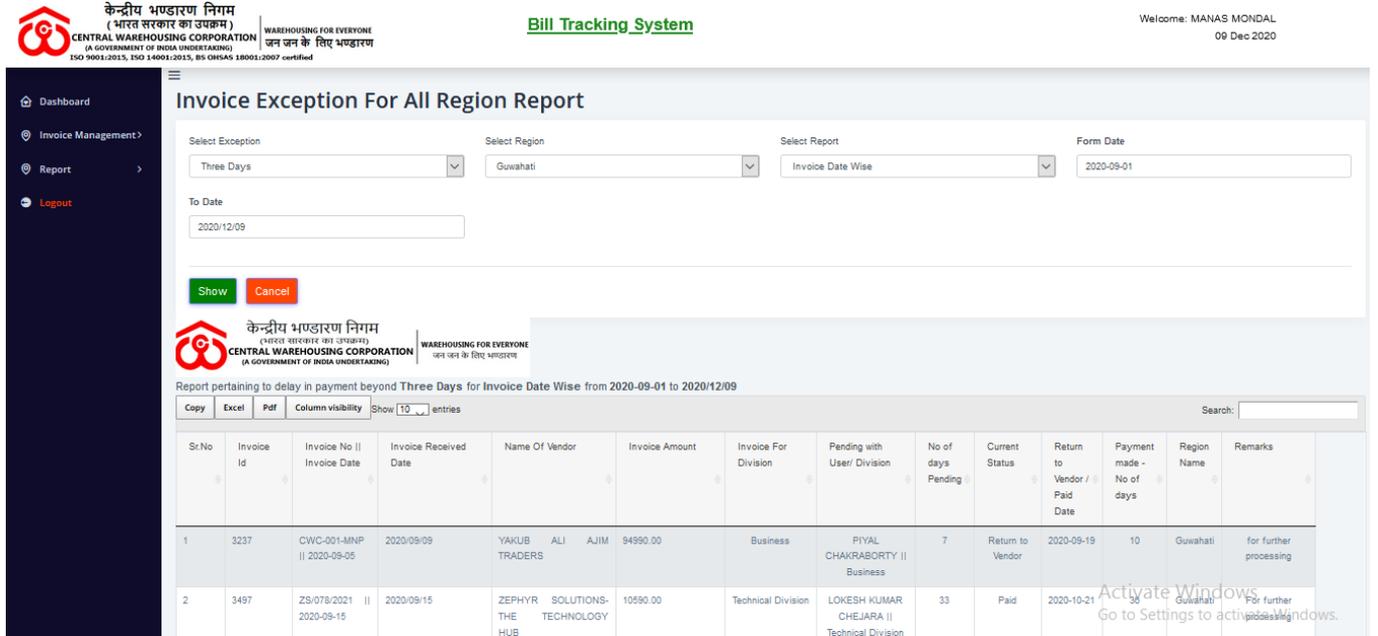
Select Exception filter option as 30 Days, Select the concern region, Select report as (Invoice date wise, Invoice received date wise, Division wise, paid Date wise), Enter the from date and to date (Date should be exact or exceed of 30 Days).

Sr.No	Invoice Id	Invoice No Invoice Date	Invoice Received Date	Name Of Vendor	Invoice Amount	Invoice For Division	Pending with User/ Division	No of days Pending	Current Status	Return to Vendor / Paid Date	Payment made - No of days	Region Name	Remarks
1	3497	Z5/078/2021 2020-09-15	2020/09/15	ZEPHYR SOLUTIONS- THE TECHNOLOGY HUB	10590.00	Technical Division	Finance Division	6	Paid	2020-10-21	36	Guwahati	For further processing
2	3669	CWC-2020-001-MNF 2020-09-17	2020/09/19	YAKUB ALI AJIM TRADERS	94990.00	Business	Finance Division	2	Paid	2020-10-21	32	Guwahati	FOR FURTHER PROCESSING. INVOICE

Figure 30 Exception Report for all regions (30 Days): Finance Division Head

- **03 Days**

Select Exception filter option as 03 Days, Select the concern region, Select report as (Invoice date wise, Invoice received date wise, Division wise, paid Date wise), Enter the from date and to date (Date should be exact or exceed of 03 Days).

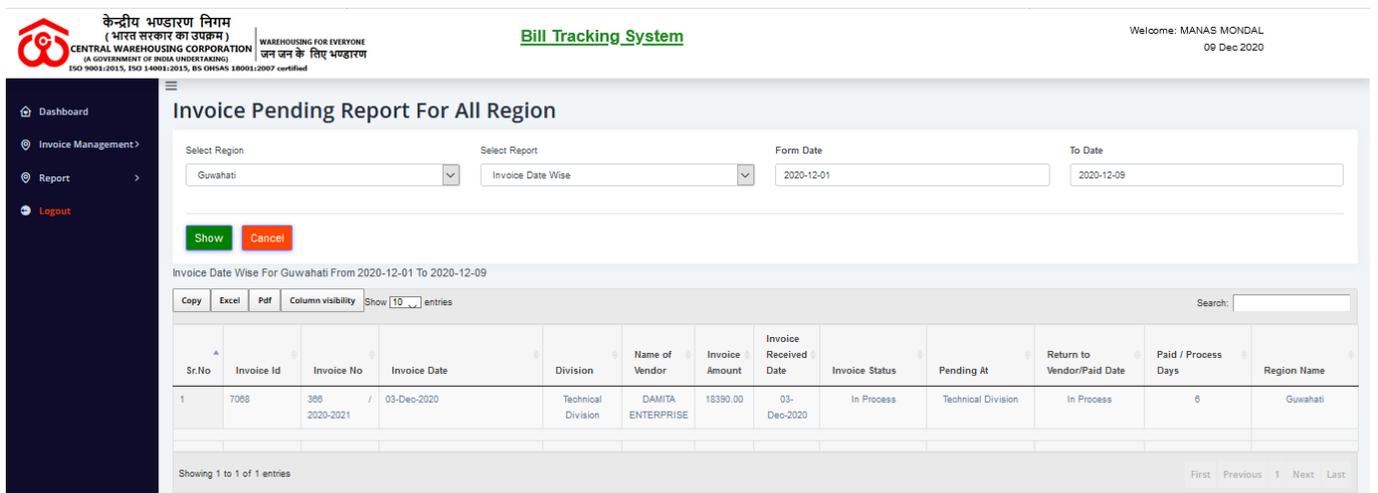


Sr.No	Invoice Id	Invoice No / Invoice Date	Invoice Received Date	Name Of Vendor	Invoice Amount	Invoice For Division	Pending with User/ Division	No of days Pending	Current Status	Return to Vendor / Paid Date	Payment made - No of days	Region Name	Remarks
1	3237	CWC-001-MNP / 2020-09-05	2020/09/09	YAKUB ALI AJIM TRADERS	94990.00	Business	PIYAL CHAKRABORTY II Business	7	Return to Vendor	2020-09-19	10	Guwahati	for further processing
2	3497	ZS/078/2021 / 2020-09-15	2020/09/15	ZEPHYR SOLUTIONS- THE TECHNOLOGY HUB	10590.00	Technical Division	LOKESH KUMAR CHEJARA II Technical Division	33	Paid	2020-10-21	33	Guwahati	For further processing

Figure 31 Exception Report for all regions (03 Days): Finance Division Head

Report- Invoice Pending Report for all Regions

All the pending invoice details will be appeared under this module. Provide the region name, Select report as (Invoice date wise, Invoice received date wise, Division wise, paid Date wise),and Enter the from date and to date.



Sr.No	Invoice Id	Invoice No	Invoice Date	Division	Name of Vendor	Invoice Amount	Invoice Received Date	Invoice Status	Pending At	Return to Vendor/Paid Date	Paid / Process Days	Region Name
1	7088	385 / 2020-2021	03-Dec-2020	Technical Division	DAMITA ENTERPRISE	18390.00	03-Dec-2020	In Process	Technical Division	In Process	8	Guwahati

Figure 32 Invoice pending report for all region: Finance Division Head

Click on Logout for checking out from the BTS.

----RO Accounts Section/ Finance Section Role (Final Stage -II)-

After payment for the particular invoice has been done from the RO/CO's Finance Head BTS account, the next official under the concern sectional head needs to create the Unique Transaction Reference Number (UTR) from his/her BTS Account.

Generate UTR Number:-

Login to the concern RO/CO Finance Personnel BTS account, who is dealing the transaction for the concern vendor.

Under the Invoice management module, 3 sub-modules are available: Invoice tracking, Payment invoice, Generate UTR Number.

Invoice Management → Generate UTR Number



Invoice Id	Invoice No	From	Forwarded On	Received Date	Vender Name	Amount	Remarks	Payment Status	UTR_No	Add UTR No.
7344	PG112 / 2020-2021	MANAS MONDAL	09 Dec 2020	09 Dec 2020	PRANAY GOSWAMI	1234.00		Paid		Click Here
6237	PG/2020-21/308 / 2020-2021	SAGARIKA DATTA	19 Nov 2020	19 Nov 2020	PRANAY GOSWAMI	181307.00	Bill of M/s Pranay Goswami for the month of Sept'2020 for CW, Agartala(H)	Paid		Click Here
5012	SE/20-21/491 / 2020-2021	LOKESH KUMAR CHEJARA	07 Nov 2020	07 Nov 2020	SHIVAM ENTERPRISES	23010.00		Paid		Click Here
3831	CCPLANK/037/2021 / 2020-2021	LOKESH KUMAR CHEJARA	21 Oct 2020	21 Oct 2020	CHEMET CHEMICALS PVT LTD	151040.00		Paid		Click Here
3497	ZS/078/2021 / 2020-2021	LOKESH KUMAR CHEJARA	21 Oct 2020	21 Oct 2020	ZEPHYR SOLUTIONS-THE TECHNOLOGY HUB	10690.00		Paid		Click Here
2740	GST/20-21/035 / 2020-2021	LOKESH KUMAR CHEJARA	21 Oct 2020	21 Oct 2020	SATHYAM SCALES	88740.00		Paid		Click Here
2858	CES/39 / 2020-2021	LOKESH KUMAR CHEJARA	21 Oct 2020	21 Oct 2020	Cadenoe Electronics System	132800.00		Paid		Click Here
2857	CES/38 / 2020-2021	LOKESH KUMAR CHEJARA	21 Oct 2020	21 Oct 2020	Cadenoe Electronics System	22100.00		Paid		Click Here

Figure 33 Incoming UTR no Invoice

To add the UTR Number for a particular Invoice, click on the given option available and mentioned in blue ink.

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Bill Tracking System

Welcome: SATRUGHAN RAJBHAR
09 Dec 2020

Dashboard
Invoice Management >
Report >
Logout

Incoming UTR No. Invoice

Forward Invoice

Invoice Id	Invoice No	From	Forwarded On	Received Date	Vender Name	Amount	Remarks	PaymentStatus	UTR_No	Add UTR No.
<input type="checkbox"/>	7344	PG112 / 2020-2021	MANAS MONDAL	09 Dec 2020				Paid		Click Here
<input type="checkbox"/>	8237	PG/2020-21/308 / 2020-2021	SAGARIKA DATTA	19 Dec 2020			Bill of M/s Pranay Goswami for the month of Sept/2020 for CW, Jangatale(H)	Paid		Click Here
<input type="checkbox"/>	5012	SE/20-21/491 / 2020-2021	LOKESH KUMAR CHEJARA	07 Dec 2020				Paid		Click Here
<input type="checkbox"/>	3831	COPLANK/037/2021 / 2020-2021	LOKESH KUMAR CHEJARA	21 Oct 2020				Paid		Click Here
<input type="checkbox"/>	3497	ZS-078/2021 / 2020-2021	LOKESH KUMAR CHEJARA	21 Oct 2020	21 Oct 2020	ZEPHYR SOLUTIONS-THE TECHNOLOGY HUB		Paid		Click Here
<input type="checkbox"/>	2740	GST/20-21/035 / 2020-2021	LOKESH KUMAR CHEJARA	21 Oct 2020	21 Oct 2020	SATHYAM SCALES	88740.00	Paid		Click Here
<input type="checkbox"/>	2658	CES/39 / 2020-2021	LOKESH KUMAR CHEJARA	21 Oct 2020	21 Oct 2020	Cadenoe Electronics System	132800.00	Paid		Click Here
<input type="checkbox"/>	2657	CES/36 / 2020-2021	LOKESH KUMAR CHEJARA	21 Oct 2020	21 Oct 2020	Cadenoe Electronics System	22100.00	Paid		Click Here
<input type="checkbox"/>	2655	CES/35 / 2020-2021	LOKESH KUMAR CHEJARA	21 Oct 2020	21 Oct 2020	Cadenoe Electronics System	22100.00	Paid		Click Here

Please Add UTR Number ✕

Add UTR No.

Add Remark

Close ADD

Figure 34 Add UTR Number

Enter the UTR Number (Transaction ID for the particular invoice) and any remarks if the user needs add and click on ADD button.

Please Add UTR Number ✕

Add UTR No.

Add Remark

Close ADD

Figure 35 Add UTR Number

After Adding the UTR Number and giving the proper remarks , the below screen will appear:

Incoming UTR No. Invoice

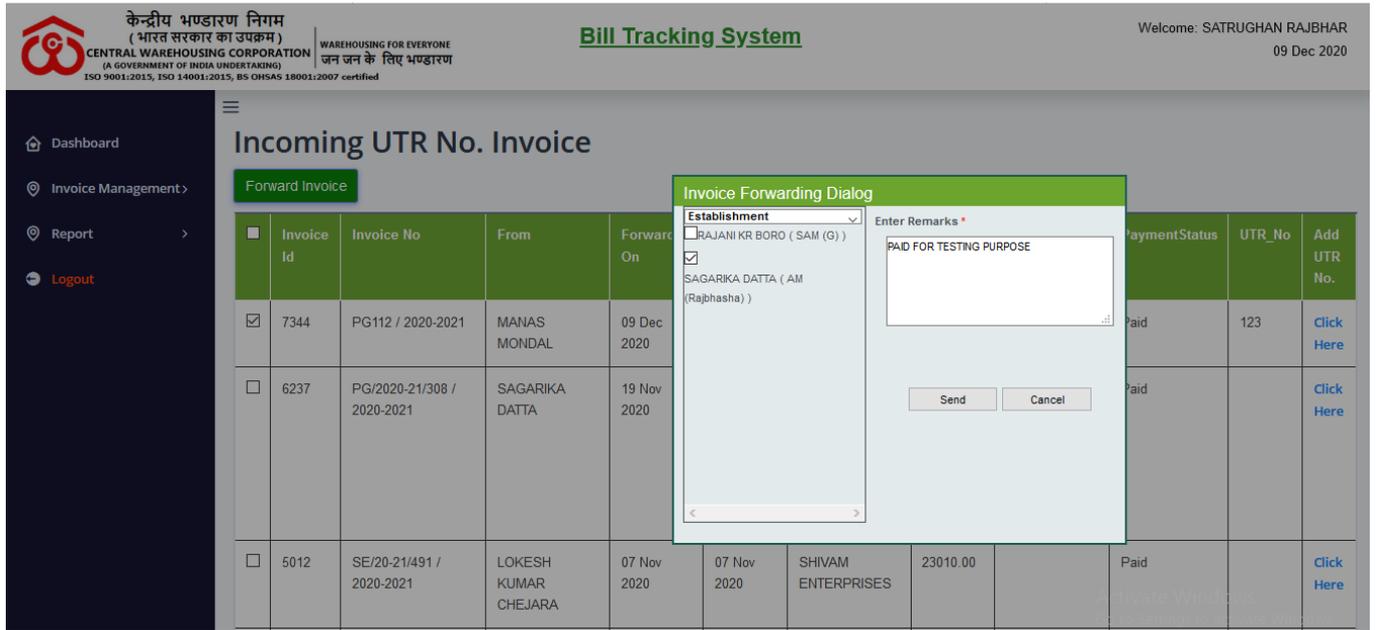
Forward Invoice

Invoice Id	Invoice No	From	Forwarded On	Received Date	Vender Name	Amount	Remarks	PaymentStatus	UTR_No	Add UTR No.	
<input type="checkbox"/>	7344	PG112 / 2020-2021	MANAS MONDAL	09 Dec 2020	09 Dec 2020	PRANAY GOSWAMI	1234.00		Paid	123	Click Here

Figure 36 After adding UTR Number

After feeding the UTR Number, forward the invoice to the Concern Section/ Official of the RO/CO from where the invoice has been initiated.

To forward the Paid Invoice , click on the check box of the particular invoice and click on the Forward Invoice button.



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Bill Tracking System

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09 Dec 2020

Dashboard
Invoice Management >
Report >
Logout

Incoming UTR No. Invoice

Forward Invoice

Invoice Id	Invoice No	From	Forward On	PaymentStatus	UTR_No	Add UTR No.	
<input checked="" type="checkbox"/>	7344	PG112 / 2020-2021	MANAS MONDAL	09 Dec 2020	Paid	123	Click Here
<input type="checkbox"/>	6237	PG/2020-21/308 / 2020-2021	SAGARIKA DATTA	19 Nov 2020	Paid		Click Here
<input type="checkbox"/>	5012	SE/20-21/491 / 2020-2021	LOKESH KUMAR CHEJARA	07 Nov 2020	07 Nov 2020	SHIVAM ENTERPRISES	23010.00 Paid Click Here

Invoice Forwarding Dialog

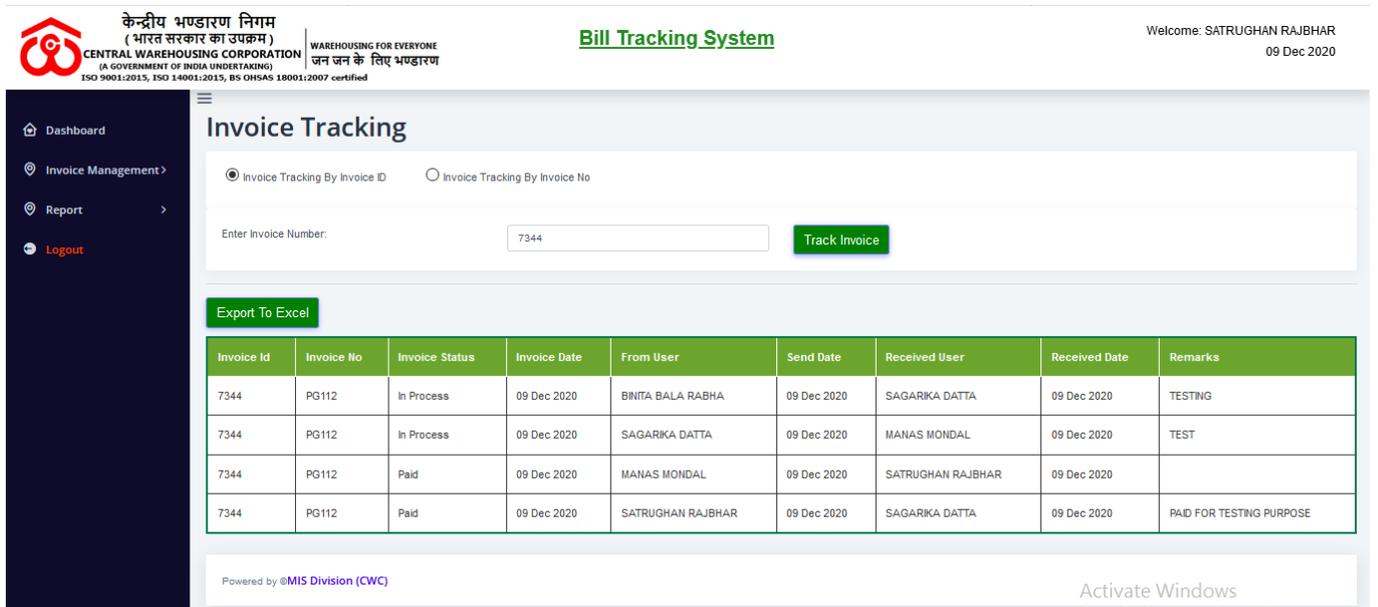
Establishment
 RAJANI KR BORO (SAM (G))
 SAGARIKA DATTA (AM (Rajbhasha))

Enter Remarks *
PAID FOR TESTING PURPOSE

Send Cancel

Figure 37 Invoice Forwarding Dialog: Next Official under Finance Head

Invoice Complete Cycle for the Invoice ID 7344 for Test Purpose as shown below:



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Bill Tracking System

Welcome: SATRUGHAN RAJBHAR
09 Dec 2020

Dashboard
Invoice Management >
Report >
Logout

Invoice Tracking

Invoice Tracking By Invoice ID Invoice Tracking By Invoice No

Enter Invoice Number: [Track Invoice](#)

Export To Excel

Invoice Id	Invoice No	Invoice Status	Invoice Date	From User	Send Date	Received User	Received Date	Remarks
7344	PG112	In Process	09 Dec 2020	BINITA BALA RABHA	09 Dec 2020	SAGARIKA DATTA	09 Dec 2020	TESTING
7344	PG112	In Process	09 Dec 2020	SAGARIKA DATTA	09 Dec 2020	MANAS MONDAL	09 Dec 2020	TEST
7344	PG112	Paid	09 Dec 2020	MANAS MONDAL	09 Dec 2020	SATRUGHAN RAJBHAR	09 Dec 2020	
7344	PG112	Paid	09 Dec 2020	SATRUGHAN RAJBHAR	09 Dec 2020	SAGARIKA DATTA	09 Dec 2020	PAID FOR TESTING PURPOSE

Powered by @MIS Division (CWC)

Activate Windows
Go to Settings to activate Windows.

Figure 38 Invoice complete cycle

Click on Logout for checking out from the BTS.

When the Paid Invoice status send to the concern section from the RO/CO Finance section, the concern dealing Official will receive notification on his/her mobile number registered with BTS as shown below:

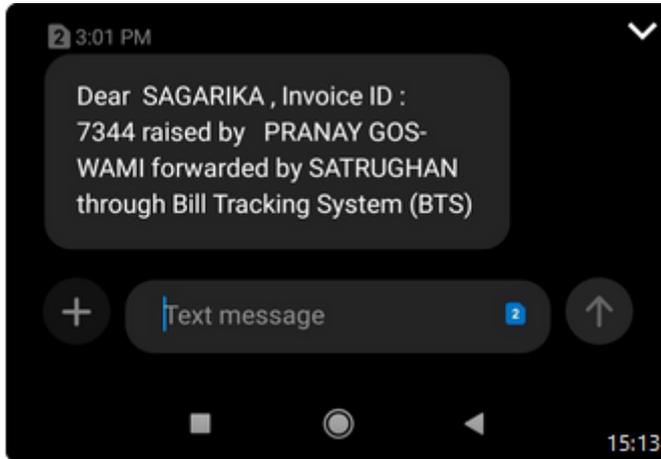


Figure 39 Mobile Notification

NOTE:

- The Invoices are to be paid in a maximum time of 30 Working days (Bills/ Invoices pertaining to first time payments to Contractors/Suppliers/Service providers).
- The Invoices are to be paid in maximum time of 15 working days (Bills/ Invoices pertaining to regular payments post first bill/invoice).
- The invoices are to be paid in a maximum time of 30 working days (Invoices /Bills pertaining to final payment to the contractors/Suppliers/ Service Providers).
- Bills/Invoices should not keep pending for more than 3 working days with each dealing official.
- D&R Section should ensure physical distribution of Bills/Invoices to the concerned Division/Officials within one working day.
- User Manual shall be updated on regularly basis, If required.
