

WAREHOUSING FOR EVERYONE অন অন ফ লিए भण्डारण

## 09/12/20

# BILL TRACKING SYSTEM USER MANUAL





### <u>User Manual of Bill Tracking Software –</u>

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

Page **2** of **12** 



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.

← → C ▲ Not secure	103.27.86.205:9030		२ ☆ 💟 :
केन्द्रीय भण्डा (भारत सरकार CENTRAL WAREHOUSIN (A GOVERNMENT OF INDIA ISO 9001;2015, ISO 14001;2)	रिण निगम का उपक्रम ) IG CORPORATION UNDERTAKING) 015, BS OHSAS 18001:2007 certified	<u>Vendor Management System</u>	Ho west west NO west was NO west was Eventification
USB		CLICK HERE FOR USER REGISTRATION	
U.S.	ser Password	User Manual For Vendor Registration	- Free
For	446098	Employee Registration	
Aug Charles	Login	User Manual For Employee Registration	- Arter
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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.



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#### Step – 2 New User Registration:

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

		User Registration		
	Please e	nter user account information (*) Mark fields are m	andatory	
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	~
	Capture Ent	er *		

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

CWC-BTS	3
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केन्द्रीय भण्डारण निगम (भारत सरकार का उपक्रम) (A GOVERMMENT OF INDIA UNDERTAKING) SO 9001/2013, ISO 14001/2015, BO GHASA 10001/2007 certified	G FOR EVERYONE নিए भण्डारण <u>Bill Track</u>	<u>ing System</u>		nd en an en ante BUREAU Centificatio		UKAS UNINGRAVI 0008
	ι	Jser Regist	ration			
	Please enter	user account information (*	Mark fields are man	ıdatory		
User Id	First	Name		Last Name		
Nibeindia5	NIB	EDITA		CHAKRABORTY		
Employee CPF Code	Mobi	ile No		Email Id		
12345G	798	0118543		stse.guwahati@cewacor.nic.in		
Designation	Regio	onal Office		Division		
test	Gu	wahati	~	MIS Division	~	
	Capture Enter *					
108320	C) 108320					

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:

केन्द्रीय भण्डारण (भारत सरकार का central warehousing c (A coversmint or indu uni- teo 9901/2015, 150 14001/2015)	ा निगम उपकम) (ARPORATION बन जन के शिए भण्डारण BS OHSAS 18001:207 certified		
V.			dan si i
	USER AUTHENTICATION	CLICK HERE FOR USER REGISTRATION	
CERTIFICATION -	BINITABALA	Vendor Registration	
	eeeeeeeeeeeeeeeeeeeeeeeeeeeeeeeeeeeeee	User Manual For Vendor Registration	
San Stores	421564	Employee Registration	-
CALL STOR		User Manual For Employee Registration	The second
AN AN AND AND AND AND AND AND AND AND AN	Login		100
C MP CIER			Tree
Comp 2 Har		Review Settings to	dows activate Windows
	D-started D	MIS Division (CMC)	



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.
- Invoice Management: Click on Invoice Management, user will observe the following ii) modules.



Figure 7 Invoice Management of DAK & Dispatch Section

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

केन्द्रीय भए (भारत सरव (भारत सरव (A GOVERNMENT OF IN (A GOVERNMENT OF IN (S G 9001:2015, ISO 1400	डारण गर का उ SING CO DIA UNDER DIA 2015, B	निगम पक्रम ) RPORATION क्रम्XIXING) S OHSAS 18001:2007 certs	sang for iveryone <u>Bill Tracki</u> के तिथ भण्डारण Ind	<u>ng System</u>			,	Welcome: Blł	NITA BALA RJ 09 Dec	ABHA 2020
	≡									
Dashboard	In۱	oice Mas	ter							
Invoice Management>	Add	d Invoice Forward	Invoice							
Logout	Exp	port To Excel								
	•	Invoice Id	Vendor Name	Invoice No	Invoice Date	Invoice Amount	Invoice Received Date	Received By	Payment Status	
		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
	Po	wered by @MIS Division	(cwc)				,			

- Invoice Master-

- 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.



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केन्द्रीय भण्डा (भारत सरकार central wareHousin и Governimut of Indua 150 9001:2015, ISO 14001:2	रण निगम का उपक्रम ) KG CORPORATION जन के लिए पण्डररण 915, BS OHSAS 18003:2007 artified	Bill Tracking System		Welcome: BINITA BALA RABHA 09 Dec 2020
=				
Dashboard				Note:- Special character is not allowed in invoice name
Invoice Management >	Invoice No	Finanical Year	Name of Vendor	Invoice Date
	Please enter Invoice No	2020-2021	-Select-	✓ YYYY/dd/MM
🕤 Logout	Amount of Invoice	Invoice Recieved On Date	Received By	Status
	Please Enter Invoice Amount	2020/12/09	Select	V In Process V
	Note: If Special Character exits in file name then sy Document Name File UpI Note: - See	rstem should not upload the file and Forwared invoices odes ("pdf Only SMB size) al dearader is at slowed in same of scamed sign copy in PDF form. see. No files selected.		Add
	Remarks (Only 500 words allowed)			
	Plesse Enter Remarks			
	Submit Close			

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.

केन्द्रीय भए (भारत सरक CENTRAL WAREHOUS (A GOVIENMENT OF IN ISO 9001:2015, ISO 1400	रडारण निगम 1र का उपक्रम) SING CORPORATION जन जन के लिए भण्डारण 1.1021, BS ONERS 1800112007 certified	Bill Tracking Syster	<u>n</u>	Welcome: BINITA BALA RABHA 09 Dec 2020
	=			
ashboard				Note:- Special character is not allowed in invoice name
voice Management >	Invoice No	Finanical Year	Name of Vendor	Invoice Date
-	PG112	2020-2021	PRANAY GOSWAMI	2020-12-09
gout	Amount of Invoice	Invoice Recieved On Date	Received By	Status
	1234	2020/12/09	Establishment	In Process 🗸
	Document Name File Uplodes Note: Spelar Ch Manpower Bill Browse	(.pdf Only 5MB size) Instart is not allowed in name of scanned sign copy in PDF form. No files selected.		Add
	Remarks (Only 500 words allowed)			
	FOR TESTING PURPOSE	.i.		
	Submit Close			Activate Windows
		Figure 10 Invoice Det	ails Provided	

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Dashboard     Invoice Management>	≡ Inv Add	voice Mas	ter Invoice							
🕤 Logout	Exp	ort To Excel								
		Invoice Id	Vendor Name	Invoice No	Invoice Date	Invoice Amount	Invoice Received Date	Received By	Payment Status	
		7344	PRANAY GOSWAMI	PG112 / 2020-2021	09 Dec 2020	1234.00	09 Dec 2020	Establishment	In Process	Edit
		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
	Pov	vered by ©MIS Divisior	n (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.

केन्द्रीय भए (भारत सरव CENTRAL WAREHOU (A GOVERNMENT OF IN ISO 9001:2015, ISO 1400	जर का उ ISING CO IDIA UNDER D1:2015, B	निगम पक्रम ) RPORATION TAKING) S OHSAS 18001:2007 cert	using for everyone । के लिए भण्डारण afred	<u>Bill Tracki</u>	ing	<u>g System</u>				Welcome: Blf	NITA BALA RA 09 Dec	ABHA 2020
<ul> <li>Dashboard</li> <li>Invoice Management&gt;</li> </ul>	≡ In\ Add	/oice Mas	d Invoice		In	woice Forwarding Dialog		1				
Logout	Exp	port To Excel				Establishment 🗸	Enter Remarks*					
	ŀ					RAJANI KR BORO ( SAM (G) )						
		7344	PRANAY GOSWAMI				Send Cancel		09 Dec 2020	Establishment	In Process	Edit
		1314	M/S MODULAR TOOLS & EQUIPMENTS						21 Apr 2020	Technical Division	Return To Vendor	Edit
	Po	wered by ©MIS Divisio	n (CWC)		L	< >						

Figure 11 Invoice Forward Dialog

a) 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 **Cance**l Button to close the Invoice forwarded dialogue

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In	voice Forwarding Dialog	
	Establishment 🗸	Enter Remarks*
	RAJANI KR BORO ( SAM (G) ) SAGARIKA DATTA ( Hindi Trans. )	TESTING
		Send Cancel
	< >>	

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: cwcbts@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.

Those revert involces will be shown in this sub-in-

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-

#### द्वीय भण्डारण निगम तरत सारकार का उपक्रम) AL WAREHOUSING CORPORATION

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nv	oice Fo	rwarded							
Export To Excel									
	Invoice Id	Invoice No	Name Of Vendor	Forwarded To	Forwarded On	Status	Received Date	Amount	Remarks
	7344	PG112 / 2020-2021	PRANAY GOSWAMI	SAGARIKA DATTA	09 Dec 2020	Received	09 Dec 2020	1234.00	TESTING
	7068	366 / 2020-2021	DAMITA ENTERPRISE	LOKESH KUMAR CHEJARA	03 Dec 2020	Received	03 Dec 2020	18390.00	for further processing
	6875	PG/2020-21/344 / 2020-2021	PRANAY GOSWAMI	SAGARIKA DATTA	01 Dec 2020	Received	01 Dec 2020	183360.00	For further processing
	6874	PG/2020-21/346 / 2020-2021	PRANAY GOSWAMI	SAGARIKA DATTA	01 Dec 2020	Received	01 Dec 2020	593318.00	For further processing
	6594	20-21/AS/0058 / 2020-2021	AVERY INDIA LIMITED	LOKESH KUMAR CHEJARA	28 Nov 2020	Received	28 Nov 2020	11616.00	Please process
	6451	PG/2020-21/300 / 2020-2021	PRANAY GOSWAMI	SAGARIKA DATTA	21 Nov 2020	Received	28 Nov 2020	8923.00	for further processing
	6450	PG/2020-21/299 / 2020-2021	PRANAY GOSWAMI	SAGARIKA DATTA	21 Nov 2020	Received	28 Nov 2020	183652.00	for further processing
	6237	PG/2020-21/308 / 2020-2021	PRANAY GOSWAMI	SAGARIKA DATTA	19 Nov 2020	Received	19 Nov 2020	181307.00	For further processing
	5916	8308 / 2020-2021	Nezone Tous and Travel	SAGARIKA DATTA	11 Nov 2020	Received	28 Nov 2020	16600.00	for further processing , invoice att
	5915	6304 / 2020-2021	Nezone Tous and Travel	SAGARIKA DATTA	11 Nov 2020	Received	26 Nov 2020	54847.00	for further processing , invoice atta

Figure 14 Invoice Forwarded from Dak & Dispatch

#### **Invoice Tracking-**\_

- o 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.
- o 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 Tra	acking							
O Invoice Management>	Invoice Tracking	By Invoice ID O Ir	tvoice Tracking By Invoice No						
Logout	Enter Invocie Id:		7344		Track Invoi	се			
	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
	Powered by ©MIS Div	vision (CWC)							

Figure 15 Invoice Tracking by Invoice ID

	केन्द्रीय भ (भारत सा IRAL WARE GOVERNMEN	णडारण रकार का उप HOUSING	निगम <sup>13974)</sup> CORPORATION DERTAKING)	N WAREHOUSI जन जन व	ING FOR EVERYONE के लिए भण्डारण			C	WC-BTS
Dashboard	≡ Invoice Tr	acking							
Invoice Management>	O Invoice Trackin	g By Invoice ID	Invoice Tracking By Invoice No						
👄 Logout	Enter Invocie Numb								
	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 T					
	Powered by ©MIS D	ivision (CWC)							

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.

केन्द्रीय भा (भारत सरव ( भारत सरव ( A URA RHOU ( A GOVERNMENT OF IN 150 9901:2015, 150 1400	JSTरण गर का उ ISING COI IDIA UNDER DI 2015, BS	निगम प्रक्रम ) RPORATION TAKING) OHSAS 18001:2	WAREHOUSING FOR EVERYONE जन जन के लिए भण्डारण 907 certified		<u>Bill Tra</u>	<u>cking Sys</u>	tem				Welcome: SAGARIKA DATTA 09 Deo 2020	
Dashboard     Invoice Management>     Legout	EIn ( For Usage 1=>Re 2=>Ho	ward Invoice of change sta turn to vendor kd In case the	g Invoice tus Menu In case any vendor has raised vendor has no uploaded any su	an invoice mistakenly upporting documents or a	or the invoice need any addition docum	to revise. For ex- ent is to be solicite	Wong GST No. d.				Export	To Excel
		Invoice Id	Invoice No	From	Forwarded On	Received Date	Vendor Name	Amount	Payment Status	Change Status	View Invoices / Supporting documents	Edit Invoice
		7344	PG112 / 2020-2021	BINITA BALA RABHA	09 Dec 2020	09 Dec 2020	PRANAY GOSWAMI	1234.00	In Process	Select Status	View documents	
		6875	PG/2020-21/344 / 2020-2021	BINITA BALA RABHA	01 Dec 2020	01 Dec 2020	PRANAY GOSWAMI	183360.00	In Process	Select Status	View documents	
		6874	PG/2020-21/346 / 2020-2021	BINITA BALA RABHA	01 Dec 2020	01 Dec 2020	PRANAY GOSWAMI	593318.00	In Process	Select Status V	View documents	
		1215	5817 / 2020-2021	MANAS MONDAL	26 Nov 2020	26 Nov 2020	NEZONE TOURS & TRAVEL	4397.00	Paid		View documents	
		1214	5818 / 2020-2021	MANAS MONDAL	28 Nov 2020	28 Nov 2020	NEZONE TOURS & TRAVEL	44688.00	Paid		View documents	
		2004	SL NO 02 / 2020-2021	MANAS MONDAL	28 Nov 2020	26 Nov 2020	Koushik Debnath	27000.00	Paid	Act	View documents	
		1602	1 / 2020-2021	MANAS MONDAL	26 Nov 2020	26 Nov 2020	M/S KOUSHIK DEBNATH AGARTALA	27263.00	Paid	Go t	o Settings to activate Windo	OWS.

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, Page **12** of **12** 



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**.

केन्द्रीय भार (भारत सरव CENTRAL WAREHOU (A GOVERNMENT OF IN 150 9001:2015, 150 1400	जर का उप ISING COP IDIA UNDER DIA 2015, BS	निगम गक्रम ) RPORATION (AKING) OHSAS 18001:2	warehousing for everyone जन जन के लिए भण्डारण 007 certified		<u>Bill Tra</u>	<u>cking Sys</u>	ter	<u>n</u>					Welcome: SAGARIKA DATTA 09 Dec 2020	
Dashboard Invoice Management> Legout	EInc For Usage 1=>Re 2=>Ho	ward Invoice of change sta turn to vendor id In case the	g Invoice stus Menu In case any vendor has naised vendor has no uploaded any se	an invoice mistakenly upporting documents or a	or the invoice need	to revise. For ex-1 ent is to be solicite	Wro td.	Invoice Forwarding Dialo	Enter Re	markş•			Expo	t To Excel
		Invoice Id	Invoice No	From	Forwarded On	Received Date	v	(A/Cs) )		Send Cance		Status	View Invoices / Supporting documents	Edit Invoice
		7344	PG112 / 2020-2021	BINITA BALA RABHA	09 Dec 2020	09 Dec 2020	P					Status	View documents	
		6875	PG/2020-21/344 / 2020-2021	BINITA BALA RABHA	01 Dec 2020	01 Dec 2020	F	<	>			Status	View documents	
		6874	PG/2020-21/346 / 2020-2021	BINITA BALA RABHA	01 Dec 2020	01 Dec 2020	PF	RANAY GOSWAMI	593318.00	In Process	Select	Status 🗸	View documents	
		1215	5817 / 2020-2021	MANAS MONDAL	28 Nov 2020	28 Nov 2020	NE	EZONE TOURS & TRAVEL	4397.00	Paid			View documents	
		1214	5816 / 2020-2021	MANAS MONDAL	26 Nov 2020	26 Nov 2020	NE	EZONE TOURS & TRAVEL	44688.00	Paid			View documents	
		2004	SL NO 02 / 2020-2021	MANAS MONDAL	26 Nov 2020	26 Nov 2020	Ко	oushik Debnath	27000.00	Paid		Ac	View documents	
		1602	1 / 2020-2021	MANAS MONDAL	28 Nov 2020	26 Nov 2020	M/ AG	IS KOUSHIK DEBNATH SARTALA	27263.00	Paid		Go	Settings to act View documents	C.WS.

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.

केन्द्रीय भ (भारत सर (A GOVERNMENT OF ISO 9001:2015, ISO 14	णिडारण कार का उ USING COI INDIA UNDER 001:2015, BS	निगम 1क्रम ) RPORATION ज (AKING) OHSAS 180011200	AREHOUSING FOR EVERYONE न जन के लिए भण्डारण 37 certified	Bill	Tracking Syster	n				Welcome: SAGARIKA DATTA 09 Dec 2020
Dashboard	≡ Inv	oice Fo	orwarded							
Invoice Management>	Ехр	ort To Excel								
<ul> <li>Logout</li> </ul>		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	26 Nov 2020	Received	26 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	16600.00	Please process
		6450	PG/2020-21/299 / 2020-2021	PRANAY GOSWAMI	MANAS MONDAL	28 Nov 2020	Received	28 Nov 2020	183652.00	Please process
		6451	PG/2020-21/300 / 2020-2021	PRANAY GOSWAMI	MANAS MONDAL	28 Nov 2020	Received	28 Nov 2020	8923.00	Please process
		6237	PG/2020-21/308 / 2020-2021	PRANAY GOSWAMI	SATRUGHAN RAJBHAR	19 Nov 2020	Received	19 Nov 2020	181307.00	Bill of M/s Pranay Goswami for the month of Sept'2020 for CW, Agartala(H)
		6237	PG/2020-21/308 / 2020-2021	PRANAY GOSWAMI	MANAS MONDAL	19 Nov 2020	Received	28 Nov 2020	181307.00	Bill of M/s Pranay Goswami for the month of Sept'2020 for CW, Agartala(H)
		5873	PG/2020-21/307 / 2020-2021	PRANAY GOSWAMI	MANAS MONDAL	11 Nov 2020	Received	26 Nov 2020	542153.00	
		4642	6297 / 2020-2021	Nezone Tous and Travel	MANAS MONDAL	05 Nov 2020	Received	26 Nov 2020	70966.00	
		4278	PG/2020-21/274 / 2020-2021	PRANAY GOSWAMI	MANAS MONDAL	16 Oct 2020	Received	28 Nov 2020	509995.00	for further approval



Figure 19 Invoice forwarded Screen

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

केन्द्रीय भ (भारत सरर (CENTRAL WAREHOI (A GOVERNMENT OF 1 (50 9001:2015, 150 140	ण्डारण कार का उ USING COI NDIA UNDER NDIA 2015, BS	निगम प्रक्रम ) RPORATION (MISAS 18001:200	AREHOUSIING FOR EVERYONE न जन के लिए भण्डारण 37 certified	Bil	l Tracking Syster	<u>n</u>			Welcome: SAGARIKA DATTA 00 Dec 2020
🔂 Dashboard	≡ Inv	voice Fo	orwarded						
	Ехр	ort To Excel							
Incoming Invoice Invoice Forwarded		Invoice Id	Invoice No	Name Of Vendor	Forwarded To	Forwarded On	Status	Received Date	Amount Remarks
Invoice Tracking		5913	6307 / 2020-2021	Nezone Tous and Travel	MANAS MONDAL	26 Nov 2020	Received	26 Nov 2020	2280.00 Please process
👄 Logout		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	16600.00 Please process
		6450	PG/2020-21/299 / 2020-2021	PRANAY GOSWAMI	MANAS MONDAL	28 Nov 2020	Received	28 Nov 2020	Opening Invoice_Forwarding.xls X
		6451	PG/2020-21/300 / 2020-2021	PRANAY GOSWAMI	MANAS MONDAL	26 Nov 2020	Received	26 Nov 2020	You have chosen to open: 88 Bi Invoice Forwarding.xls
		6237	PG/2020-21/308 / 2020-2021	PRANAY GOSWAMI	SATRUGHAN RAJBHAR	19 Nov 2020	Received	19 Nov 2020	18 which is: Microsoft Excel 97-2003 Worksheet
		6237	PG/2020-21/308 / 2020-2021	PRANAY GOSWAMI	MANAS MONDAL	19 Nov 2020	Received	28 Nov 2020	from: http://103.27.86.205:8080
		5873	PG/2020-21/307 / 2020-2021	PRANAY GOSWAMI	MANAS MONDAL	11 Nov 2020	Received	28 Nov 2020	54 What should Firefox do with this file?
		4642	6297 / 2020-2021	Nezone Tous and Travel	MANAS MONDAL	05 Nov 2020	Received	28 Nov 2020	70 Save File
		4278	PG/2020-21/274 / 2020-2021	PRANAY GOSWAMI	MANAS MONDAL	16 Oct 2020	Received	28 Nov 2020	<sup>60</sup> Do this <u>a</u> utomatically for files like this from now on.
						1 2 3	4 5		Activate Windows Go to Settings to activate Windows.

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.

जन जन के लिए भण्डारण

ć	केन्द्रीय भ (भारत सरव (AGOVERNAL WAREHO) (A GOVERNMENT OF I ISO 990112015, ISO 140	णिडारण कार का उ USING COI INDIA UNDER 001:2015, BS	निगम । त्राक्रम ) (AKING) OHSAS 18001:	WAREHOUSING FOR EVERYONE जन जन के लिए भण्डारण 2007 certified	r	Bi	II Trackii	<u>ng System</u>				Welcome: MANAS MOND 09 Dec 20	AL 120
		=											
٢	Dashboard	Ind	omin	g Paid Invo	pice								
0	Invoice Management~	For	ward Invoid	e									Export To Excel
	Invoice Forwarded												
	Payment Invoice			Invoice No		Forwarded On	Received Date	Vendor Name	Amount	Remarks	PaymentStatus	Action For Payment	invoice
0	Report >		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	28 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
			5918	6308 / 2020-2021	SAGARIKA DATTA	28 Nov 2020	28 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	tingto Mindours	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 G	o to Settings to activat	e VShowidovojce



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:

Welcome: MANAS MONDAL 09 Dec 2020	0
	Export To Excel
otion For Payment i	invoice
aid	Show Invoice
n Process	Show Invoice
n Process	Show Invoice
n Process	Show Invoice
	Show Invoice
-	Show Invoice
	Show Invoice
to Settings to actival	V\$how/ (hvojce
v aid n Pre	Veloome: MANAS MONDAI 09 Dec 202 For Payment

Figure 23 Incoming Paid Invoice :Payment Status

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

केन्द्रीय भा (भारत सरव (A GOVERNMINT OF II) (A GOVERNMINT OF II) (50 9001:2015, 150 140	USIQU हार का उप JSING COF NDIA UNDERT 01:2015, BS	निगम १क्रम ) RPORATION (AKING) OHSAS 18001:	warehousing for everyone जन जन के लिए भण्डारण 2007 certified	r	Bi	ll Trackir	<u>ng System</u>				Welcome: MANAS MONDAL 09 Dec 2020				
	≡														
Dashboard	Inc	omin	g Paid Invo	oice											
Invoice Management>	For	ward Invoic	.e									Export To Excel			
Report >															
Logout		Invoice Id	Invoice No	From	Forwarded On	Received Date	Vendor Name	Amount	Remarks	PaymentStatus	Action For Payment	invoice			
		7344	PG112 / 2020-2021	SAGARIKA DATTA	09 Dec 2020	09 Dec 2020	PRANAY GOSWAMI	1234.00	TEST	Paid		Show Invoice			
		5913	6307 / 2020-2021	SAGARIKA DATTA	28 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	28 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	ctivate Windows	Show Invoice			
		1318	MTE/20-21/0008 / 2020-2021	LOKESH KUMAR CHEJARA	29 Apr 2020	19 Aug 2020	M/S MODULAR TOOLS & EQUIPMENTS	7080.00		Paid G	o to Settings to activat	⊖ \\$howidoxcice			
		1212	BD/11/UC/2019 21 /		24 Mar 2020	19 400	R D TRADING	149922.00	Payments canolised to the contractor may	Daid					

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**.

	केन्द्र TRAI	रीय <sup>IT रत</sup> र WAF	भुणुडुरिण सरकार का इ REHOUSING NT OF INDIA U	। निगम <sup>उपक्रम)</sup> S CORPOR	ATION	WARE GP	HOUSING । जन के	S FOR E লিয় মত	VERYONI खारण	E			
केन्द्रीय भ (भारत सर CENTRAL WAREHO (A GOVERNMENT OF ISO 9001:2015, ISO 14	पिडारण कार का उ DUSING CO INDIA UNDER 1001: 2015, B	निगम पक्रम ) RPORATION TAKING) S OHSAS 18001	warehousing for everyoni जन जन के लिए भण्डारण :2007 certified	e T	Bi	II Trackii	ng <u>Syste</u>	<u>m</u>				Welcome: MANAS MONI 09 Dec 2	DAL 020
<ul> <li>Dashboard</li> <li>Invoice Management&gt;</li> </ul>	≡ In	comin	ng Paid Invo	oice				Invoice F	orwarding Di	alog			_
	Fo	rward Invoid						Finance Divi	ision	Enter Remarks •			Export to Excel
logout		Invoice Id	Invoice No	From	Forwarded On	Received Date	Vendor Nam	SATRUGHAN (A/Cs) )	I RAJBHAR ( AM		PaymentStatus	Action For Payment	invoice
		7344	PG112 / 2020-2021	SAGARIKA DATTA	09 Dec 2020	09 Dec 2020	PRANAY GO				Paid		Show Invoice
		5913	6307 / 2020-2021	SAGARIKA DATTA	26 Nov 2020	28 Nov 2020	Nezone Tous			Send Cancel	In Process	In Process	Show Invoice
		5915	6304 / 2020-2021	SAGARIKA DATTA	28 Nov 2020	26 Nov 2020	Nezone Tous	<		>	In Process	In Process	Show Invoice
		5918	6308 / 2020-2021	SAGARIKA DATTA	28 Nov 2020	28 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 ASS	BOCIATE	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 MODULA	AR TOOLS & S	2832.00		Paid		Show Invoice
		1315	MTE/20-21/0004 / 2020-2021	LOKESH KUMAR CHEJARA	29 Apr 2020	19 Aug 2020	M/S MODULA	AR TOOLS & S	7500.00		Paid		Show Invoice
		1316	MTE/20-21/0008 / 2020-2021	LOKESH KUMAR CHEJARA	29 Apr 2020	19 Aug 2020	M/S MODULA	AR TOOLS &	7080.00		Paid	o to Settings to actival	V\$hinvit (Invasice
			1										

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-

केन्द्रीय भ (भारत सर CENTRAL WAREHO (A GOVERNMENT OF) ISO 9001:2015, ISO 144	ण्डारण कार का उ USING COI INDIA UNDER MOI: 2015, BS	निगम ग्रिन्न ) RPORATION जन र MKING) OHSAS 18001:2007 व	HOUSING FOR EVERYONE जन के लिए भण्डारण ertified	Bill Tracking System				v	Welcome: MANAS MONDAL 09 Dec 2020		
😧 Dashboard	≡ Inv	oice Foi	rwarded								
Invoice Management>	Ехр	ort To Excel									
S Logout		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	26 Nov 2020	Received	26 Nov 2020	4397.00	PAID	
		1214	5816 / 2020-2021	NEZONE TOURS & TRAVEL	SAGARIKA DATTA	26 Nov 2020	Received	28 Nov 2020	44688.00	PAID ON 02.05.2020	
		2004	SL NO 02 / 2020-2021	Koushik Debnath	SAGARIKA DATTA	Received	28 Nov 2020	27000.00	PAID		
		1602	1 / 2020-2021	M/S KOUSHIK DEBNATH AGARTALA	SAGARIKA DATTA	28 Nov 2020	Received	28 Nov 2020	27283.00	PAID	
		1902	PG/2020-21/116 / 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	26 Nov 2020	Received	26 Nov 2020	373724.00	PAID ON 06.07.2020	
		1217	PG/2019-20/527 / 2020-2021	PRANAY GOSWAMI	SAGARIKA DATTA	26 Nov 2020	Received	26 Nov 2020	17097.00	PAID ON 16.04.2020	
		1216	PG/2019-20/528 / 2020-2021	PRANAY GOSWAMI	SAGARIKA DATTA	26 Nov 2020	Received	28 Nov 2020	342097.00	PAID ON 16.04.2020	
		1758	PG/2020-21/42 / 2020-2021	PRANAY GOSWAMI	RANAY GOSWAMI SAGARIKA DATTA 28 Nov 2020 Receiv					PAID ON 30.08.2020	
										OWS	

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 Page **17** of **12**



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

केन्द्रीय भएख (भारत सरका) (A GOVERNMENT OF IND) (50 9001:2015, 150 14001)	SIरण निगम र का उपक्रम ) ING CORPORATION IA UNDERTAKING) 12015, B5 OHSAS 18001:2007	EHOUSING FOR EVERYONE जन के लिए भण्डारण certified		<u>Bill Tracking S</u>	<u>ystem</u>			Welcome: MANAS MONDAL 09 Dec 2020	-
Dashboard	≡ Invoice Tra	acking							
Invoice Management>	Invoice Tracking	By Invoice ID	Invoice Tracking By Invoice No						
Ø Report →									
😑 Logout	Enter Invoice Numbe	r.	7344		Track				
	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	
	Powered by ©MIS Div	vision (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.





#### **Report-> Vendor Registration**

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

	RAL GOVE	ोय भण्डार रत सारकार क WAREHOUSI RNMENT OF INDI	ण निगम ग उपक्रम) NG CORPOR A UNDERTAKING	ATION WAREH	ousing i जन के लि	OR EVERY ए भण्डारा	YONE ग					Welcome	MANAS MONDAL
CENTRAL WAREHOU (A GOVERNMENT OF B ISO 9001/2015, ISO 140	JSING CORP NDIA UNDERTA 01:2015, BS 0	WAREHOUSING FOR EX SUNG) जन जन के लिए भ HISAS 18001/2007 certified	rekone Distai	Din nacking	<u>g bystem</u>	1							09 Dec 2020
Invoice Management>	Ven	dor Report											Controls
<ul> <li>Report &gt;</li> <li>Logout</li> </ul>	Sr. A	Name of Vendor	¢ Company Name	¢ Address	¢ State	¢ City	Women ¢ Entrepreneurs	Owned by ¢ SC/ST	¢ Treds	¢ GST No	¢ MSE	Mobile \$ No	¢
	1	stse chennai	R V SOLUTION	No.4, North Ave, Srinagar Colony, Saidapet, Chennai, Tamil Nadu 800015	Tamil Nadu	Chennai	No	NA	No	33AAACC1208D1ZN	No	9901714184	stse.chennai@cewacor.nic.in
	2	PRADEEP KUMAR	AARAV TRADERS	3/4138C BHARAMPURI COLONY PAPER MILL ROAD SAHARANPUR U.P. 247001	Uttar Pradesh	Saharanpur	No	NA	No	09APGPK8584A1ZT	No	9287444422	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 Vesant kunj, New Delhi	Delhi	New Delhi	No	SC	No	007AAGCR1280G1ZL	Yes	8506092802	santosh.sharma@vedang.net
	5	Santosh Aswal	Avtaar Traders	Av-Taar Traders Soo 76 -77, 1st floor sec 17-B, Chandigarh- 160017	Chhattisgarh	Chandigarh	No	NA	Yes		No	9779091708	avtaartraders17@yahoo.com
	6	PRANAY GOSWAMI	PRANAY GOSWAMI	37 A.K ROAD 2ND FLOOR SANTOSH MARKET AGARTALA, PIN-739001 TRIPURA	Tripura	Agartala	No	NA	No		No	9438128153 tivate V	owcmanpower@gmail.com
	7	Achuthan PS	POORVA SAINIKA ASSOCIATION	Chowallur Shopping Centre, Building No.8-845E, Floor No.3, Room No.301, P.O.Mundur,	Kerala	Thrissur	No	NA	No		No GO	to Setting	s to activate Windows. 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).

	केन्द्रीय भ (भारत सरव TRAL WAREHO GOVERNMENT OF 1 901:2015, ISO 140	ण्डारण निग कार का उपक्र USING CORPO NDIA UNDERTAKII H01:2015, BS OM	TH F) RATION NG) MG 18001:2007 ce	ousing for everyone न के लिए भण्डारण rufied		<u>Bill Tracki</u>	ng <u>System</u>						Welc	ome: MANAS 09	9 MONDAL 9 Dec 2020	
🔂 Dashboard		≡ Invo	ice Exc	eption F	or All Regio	on Report										
Invoice Man	nagement>	Select E	Exception		:	Select Region		Select	Report			Form	n Date			
Report		Thirt	y Days		$\sim$	Guwahati		<ul> <li>✓</li> </ul>	pice Date Wise			~ 20	20-09-01			
😑 Logout		To Date														
		2020/	12/09													
		Note :	-Please sele	ct date range e	qaul or more than 30	) days										
		Show	w Cancel केन्द्रीय (भारत क CENTRAL WAR (A GOVERNME ertaining to dela	भुणडारण निगम धारकार का उपक्रम) REHOUSING CORP NT OF INDIA UNDERTAX ay in payment be:	न DRATION (अन्य जन के लिए yond Thirty Days for li	n tveryone भण्डारण nvoice Date Wise from 2	2020-09-01 to 2020/12	2/09								
		Сору	Excel Pdf	Column visibility	Show 10 entries									Searc	sh:	
		Sr.No	Invoice Id	Invoice No 🛛 🗍    Invoice Date	Invoice Received	• 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	ZS/078/2021    2020-09-15	2020/09/15	ZEPHYR SOLUTIONS- THE TECHNOLOGY HUB	10590.00	Technical Division	Finance Division	6	Paid	2020-10-21	38 Activat	Guwahati e Windo	For further processing OWS	
		2	3889	CWC-2020-001- MNP    2020-09-17	2020/09/19	YAKUB ALI AJIM TRADERS	94990.00	Business	Finance Division	2	Paid	2020-10-21	Go t <u>⊋</u> Set	tinggalan a	CHEWR HOUR HERE C PROCESSING . INVOICE	/WS.

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).

केन्द्रीय भ (भारत सरर (A GOVERNMINT OF ) (A GOVERNMINT OF ) 150 9001:2015, 150 140	ण्डारण निग कार का उपक्र USING CORPO INDIA UNDERTAKI 2011:2015, BS OM	Tम म ) RATION जन ज NG) SAS 18001:2007 of	iousing for everyone तन के लिए भण्डारण artified	r	<u>Bill Trackir</u>						Welo	ome: MANA: 01	3 MONDAL 9 Dec 2020		
	=														
Dashboard	invo	ICE EXC	eption F	or All Regi	on Report										
Invoice Management>	Select I	Exception			Select Region		Select	Report			Form	Date			
	Thre	e Days		$\sim$	Guwahati		<ul> <li>✓</li> </ul>	oice Date Wise			~ 202	0-09-01			
Logout	To Date	2													
	2020	/12/09													
	_														
	Sho	w Cancel													
		केन्दीय	भएडारण निगा	я.											
	(9)	(भारत CENTRAL WA	सारकार का उपक्रम) REHOUSING CORP	ORATION WAREHOUSING FO	DR EVERYONE ! भण्डारण										
	Report p	ertaining to del	av in payment be	vond Three Days for	Invoice Date Wise from 2	2020-09-01 to 2020/12	/09								
	Сору	Excel Pdf	Column visibility	Show 10 entries									Sear	sh:	
	Sr.No	Invoice	Invoice No	Invoice Received	Name Of Vendor	Invoice Amount	Invoice For	Pending with	No of	Current	Return	Payment	Region	Remarks	
		ld	Invoice Date	Date			Division	User/ Division	days Pending ()	Status	to Vendor / 🗎	made -	Name		
											Paid	days			
	1	3237	CWC-001-MNP	2020/09/09		94990.00	Rusiness	PIVAI	7	Return to	2020-09-19	10	Guwahati	for further	
		04.01	2020-09-05		TRADERS	01000.00	00011000	CHAKRABORTY		Vendor	2020 00 10		Contantant	processing	
	2	2497	79/079/2021	2020/09/15		10590.00	Technical Division		22	Daid	2020 40 21	Activate	Wind	OWS, further	
	2	3401	2020-09-15	2020/03/10	THE TECHNOLOGY	10000.00	recrimical Division	CHEJARA		ralid	2020-10-21	Go to Sett	ings to a	ctives Mindows.	
					100			recrimical Division							

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.

केन्द्रीय भ (भारत सरर (A GOVERMINT OF ) (A GOVERMINT OF ) 150 9901/2015, 150 140	ण्डारण निग कार का उपक्रम USING CORPO INDIA UNDERTAKIN 001:2015, BS OHS	मि T) warehous RATION जन जन दे (6) जन जन दे AS 18001:2007 certifi	ing for everyone के लिए भण्डारण ed		Bil	l Tracking	<u>j System</u>					We	loome: MANAS MOND 09 Dec 20	AL 20
Dashboard	≡ Invo	ice Penc	ling Rep	ort For Al	l Regio	n								
Invoice Management>	Select F	Region			Select Report				Form Dat	e		To Date		
⊗ Report >	Guwa	hati		~	Invoice Dat	e Wise		~	2020-12	-01		2020-12-09		
😑 Logout														
	Shov	Cancel												
	Invoice Da	ate Wise For Guv	wahati From 2020	0-12-01 To 2020-12-	09									
	Сору	Excel Pdf Co	lumn visibility Sho	ow 10 entries									Search:	
	Sr.No	e Invoice Id	e Invoice No	Invoice Date		Division	Name of Ø Vendor	Invoice () Amount	Invoice Received © Date	Invoice Status	e Pending At	Return to 🛛 🖗 Vendor/Paid Date	Paid / Process 🛛 🖗 Days	(Region Name
	1	7068	388 / 2020-2021	03-Dec-2020		Technical Division	DAMITA ENTERPRISE	18390.00	03- Dec-2020	In Process	Technical Division	In Process	6	Guwahati
	Showing 1	to 1 of 1 entries											First Previo	us 1 Next Last

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



Click on Logout for checking out from the BTS.

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

	≡											
Dashboard	Inc	omin	g UTR No. In	voice								
Invoice Management>	For	ward Invoice										
		Invoice	Invoice No	From	Forwarded	Received	Vender Name	Amount	Remarks	PaymentStatus	UTR_No	Add
Logout		10				Date						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	10590.00		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
		2658	CES/39 / 2020-2021	LOKESH KUMAR CHEJARA	21 Oct 2020	21 Oct 2020	Cadence Electronics System	132600.00		Paid		Click Here
		2657	CES/38 / 2020-2021	LOKESH KUMAR CHEJARA	21 Oct 2020	21 Oct 2020	Cadence Electronics System	22100.00	Activate Go to Sett	Mindows	i te Wind	Click Here OWS.

#### Invoice Management→ Generate UTR Number

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.

CWC-BTS	
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केन्द्रीय २ (भारत सर (भारत सर (A GOVERNMENT OF (A GOVERNMENT OF 150 9901:2015, 150 14	पिडारण कार का उ DUSING CO INDIA UNDER 1001:2015, B	निगम पक्रम ) RPORATION TAKING) OHSAS 18001:	warehousing for everyone जन जन के लिए भण्डारण :2007 certified		<u>Bill</u>	Tracking :	<u>System</u>		Welcome:	SATRUGHAN RAJE 09 Dec:	HAR 2020	
ashboard woice Management>	≡ Inc For	comin ward Invoic	g UTR No. In	voice								
		Invoice Id	Invoice No	From	Forwarded On	Received Date	Vender Name	Amount	Remarks	PaymentStatus	UTR_No	Add UTR No.
		7344	PG112 / 2020-2021	MANAS MONDAL	<sup>091</sup> Plea	ase Add U	TR Number	×		Paid		Clic Her
		6237	PG/2020-21/308 / 2020-2021	SAGARIKA DATTA	191 Add U	TR No.			ill of M/s Pranay Goswami for the month of Sept2020 for CW, gartala(H)	Paid		Clia He
		5012	SE/20-21/491 / 2020-2021	LOKESH KUMAR CHEJARA	07 I Add R	emark				Paid		Cli He
		3831	CCPLANK/037/2021 / 2020-2021	LOKESH KUMAR CHEJARA	21 0		Ck	se ADD		Paid		Cli He
		3497	ZS/078/2021 / 2020-2021	LOKESH KUMAR CHEJARA	21 Oct 2020	21 Oct 2020	TECHNOLOGY HUB	10590.00		Paid		Cli He
		2740	GST/20-21/035 / 2020-2021	LOKESH KUMAR CHEJARA	21 Oct 2020	21 Oct 2020	SATHYAM SCALES	88740.00		Paid		СІ
		2658	CES/39 / 2020-2021	LOKESH KUMAR CHEJARA	21 Oct 2020	21 Oct 2020	Cadence Electronics System	132600.00		Paid		С
		2857	CES/38 / 2020-2021	LOKESH KUMAR CHEJARA	21 Oct 2020	21 Oct 2020	Cadence Electronics System	22100.00	Activat Generalise	Paid	te Wied	С
		2655	CES/35 / 2020-2021	LOKESH KUMAR	21 Oct 2020	21 Oct	Cadence Electronics System	22100.00		Paid		c

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.	
123	
Add Remark	
TESTING PURPOSE	
	.::
	Close ADD
	Figure 35 Add I

Figure	35	Add	UTR	Number
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After Adding the UTR Number and giving the proper remarks, the below screen will appear:

In Fo	Incoming UTR No. Invoice														
F	Invoice Id	Invoice No	From	Forwarded On	Received Date	Vender Name	Amount	Remarks	PaymentStatus	UTR_No	Add UTR No.				
	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.

केन्द्रीय भ (भारत सर CENTRAL WAREHO (A GOVERNMENT OF ISO 9001:2015, ISO 14	पिडारण कार का उप DUSING CORI INDIA UNDERT/ 1001:2015, BS (	गिम रुप्ति ) (WA SORATION जन KING) HISAS 18001:200	REHOUSING FOR EVERYONE 1 जन के लिए भण्डारण 7 certified		Welcome: SAT	RUGHAN RA 09 D	AJBHAR lec 2020					
Dashboard     Invoice Management>	≡ Ir		ng UTR No.	Invoice	٦		rding Diolog					
<ul> <li>Report &gt;</li> <li>Logout</li> </ul>		l Invoice Id	Invoice No	From	Forwarc On	Establishment RAJANI KR BORO	( SAM (G) )	Enter Remarks *	URPOSE	'aymentStatus	UTR_No	Add UTR No.
		] 7344	PG112 / 2020-2021	MANAS MONDAL	09 Dec 2020	(Rajonasna) )			.:	Paid	123	Click Here
		6237	PG/2020-21/308 / 2020-2021	SAGARIKA DATTA	19 Nov 2020	ζ	>	Send	Cancel	Paid		Click Here
		5012	SE/20-21/491 / 2020-2021	LOKESH KUMAR CHEJARA	07 Nov 2020	07 Nov 2020	SHIVAM ENTERPRIS	23010.00 SES	A	Paid	WS	Click Here

Figure 37 Invoice Forwarding Dialog: Next Official under Finance Head

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

केन्द्रीय भए (भारत सरका ( भारत सरका (A GOVERNMENT OF INC ISO 9001:2015, ISO 14001	डारण निगम र का उपक्रम ) ING CORPORATIO 14 UNDERTAKING) 12015, BS OHSAS 180	N WAREHOUSING FO जन जन के ति। 01:2007 certified	R EVERYONE ए भण्डारण	Bill	Tracking System			W	/elcome: SATRUGHAN RAJBHAR 09 Dec 2020					
Dashboard	≡ Invoice	Trackir	ng											
Invoice Management>	Invoice Transition	acking By Invoice ID	O Invoice Trac	king By Invoice No										
⊗ Report >	Enter Invoice N	lumber:		7344		Track Invoic	a .							
Logout														
	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 ®	AIS Division (CWC)	)					Activate Conto Sottin	Windows					

Figure 38 Invoice complete cycle

Click on Logout for checking out from the BTS.



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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:



#### 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.

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