



**SJVN
SAP-ERP Implementation**



**Vendor Manual for
Vendor Invoice Tracking Management System**





Document Revision Details

Version History

No.	Date	Author	Remarks
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Document Notice

Notice

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Preface

This User Manual document is basically a design document of the SAP solution, which will be deployed at SJVN. This document also sometimes referred as TO-BE document, because it contains the TO-BE implemented process flow diagrams and business processes.

Before populating this document, TCS team has interacted different department personnel including the Head of Departments *et. al.* We sincerely thanks to all the below mentioned SJVN personnel, who have provided their valuable inputs to populate this documents. We appreciate them for providing their precious time.

No.	Office	Department	Personnel Name
1	Corp Office	IT&SE	Mr. Salil Shamsbery
2	Corp Office	IT&SE	Mr. Prasant Sharma
3	Corp Office	IT&SE	Mr. Praveen Kalta
4	Corp Office	IT&SE	Mr. Mahender Negi
5	Corp Office	IT&SE	Mr. Deepankar Raturi



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1. Overview

SJVN introduced VITMS (Vendor invoice tracking management system) application to eliminate physical interface to submit the invoices. The invoices can be directly uploaded into the system by the vendor or emailed at a specified email address to be captured by the application. The physical copy of the invoice can be submitted later.

Compliance with the documents requirements to process the invoice. No Movement of the Physical Copy for certification of invoices. The scanned copied are uploaded and used by the teams to do needful. Complete transparency and accountability. VITMS (Vendor invoice tracking management system) provides real time visibility about the status of invoice to all agents – including the vendor, Project Director Etc. Ensuring Timely payments to build relationships and leverage them for project.

2. URL

<https://web.sjvn.co.in>

After clicking on above mentioned URL, system will redirect you to login page as shown below.



2.1 Reset Password

Vendor can use reset password for resetting of password, in case forgets the password.



2.2 Login

Vendor can login only by registered id. Vendor has to put login id (3*****6) and then password (specified by Vendor).

Enter user id → Click on Proceed



After clicking on proceed, system will ask to fill the password and will send the OTP on your registered mobile no.

Enter user id → Put on password → Provide OTP (sent to your registered mobile no.)



Note: In case OTP did not received, user has to use resend OTP button.

3. Home screen:

After login below mentioned screen will open this is as home screen.



4. Invoice Upload and Track

Click on Invoice Upload and track.

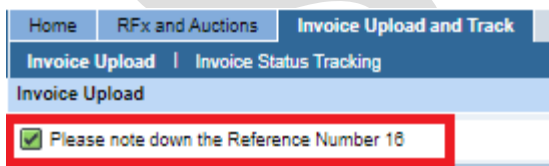




Sr. No.	Particulars	Details
1.	Vendor Code	System will auto fetch the vendor code
2.	Invoice No.	As desired Vendor has to mention invoice number
3.	Invoice Date	As desired Vendor has to mention invoice date
4.	Amount	Vendor has to fill the amount of invoice (Inclusive of all taxes)
5.	Currency	Vendor has to put currency
6.	Purchase Order No.	Vendor has to fill purchase order no / Contract No
7.	Vendor Email Id	Vendor has to fill valid email id (As reference no will be sent on email id)
8.	Vendor Mobile No.	Vendor has to fill valid mobile no.
9.	Vendor TIN No.	Vendor has to fill TIN No.
10.	GST Registration No.	Vendor has to fill valid GST no.
11.	EMP email id to whom bill is submitted	Vendor has to fill SJVN employee's email id as system will forward the invoice to email id mentioned here. (System will not accept email id other than @sjvn.nic.in)
12.	Invoice attachment file	Vendor can attach invoice in .pdf & .jpeg format

5. Submission of Invoice:

Click on submit button. System will generate reference no. Reference no will also be sent to your registered mobile no. and email id.



6. Status Tracking

Vendor can track the status of uploaded invoice. Vendor can use one of the search criteria as shown in the screen shot below.

Click on Invoice Upload and Track → Click on Invoice Status Tracking → Fill any of the search criteria → Click on Submit



6.1 Search using VITMS No.:

Enter VTMS no.

The screenshot shows a web application interface with a navigation bar containing 'Home', 'RFx and Auctions', and 'Invoice Upload and Track'. Below the navigation bar, there are two tabs: 'Invoice Upload' and 'Invoice Status Tracking'. The 'Invoice Status Tracking' tab is selected and highlighted with a red border. Below the tabs, there is a 'Status Tracking' section. This section contains three input fields: 'Provide VITMS No : 131', 'Provide PO No :', and 'Enter From Date :'. There are also 'or' labels between the fields and 'Enter To Date :'. A 'View Status' button is located at the bottom of the section. The entire search area is enclosed in a red border.

6.2 Search Using PO No.:

Enter PO no.

The screenshot shows a web application interface with a navigation bar containing 'Invoice Upload' and 'Invoice Status Tracking'. The 'Invoice Status Tracking' tab is selected and highlighted with a red border. Below the tabs, there is a 'Status Tracking' section. This section contains three input fields: 'Provide VITMS No :', 'Provide PO No : 1234567809', and 'Enter From Date :'. There are also 'or' labels between the fields and 'Enter To Date :'. A 'View Status' button is located at the bottom of the section. The entire search area is enclosed in a red border.



6.3 Search Using Dates:

Put the desired dates:

Invoice Upload | Invoice Status Tracking

Invoice Status Tracking

Status Tracking

Provide VITMS No :

or

Provide PO No :

or

Enter From Date : Enter To Date :

7. Invoice Status

Screen of Invoice Status will be shown as per screen shot attached below. System will display the status of invoice as shown in the screen shots below:

UTMR NUMBER	INVOIC CODE	INVOIC TRACK NO	INVOIC USER/NO	INVOIC DATE	AMOUNT	CURRENCY	INVOIC STATUS	INVOIC REMARKS	APPROVAL (INVOIC-Request Code)	PROGRAM CODE NO	ACCOUNT NO	PAYMENT STATUS	PAYMENT PAYABLE	INVOIC	INVOIC CHECK-PENDING DATE
000000010	000001	0001	844788	30/07/2020	3868.00	INR	Accepted	Payment received on 28/08/2020	18/07/2020	400000011	00000001	PAID	PAID	<input type="button" value="📄"/>	<input type="button" value="📄"/>

When accepted by the SJVN user and further forwarded to concerned department. Status will be as per screenshot below.

Invoice Status	Invoice Remarks
Accepted	Forwarded to Finance

When payment is done, status of invoice will be as per screenshot below.



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Payment Status	Payment Remarks
Done	Done

Vendor can check the uploaded invoice and forwarding details i.e. document uploaded by SJVN user.

View Invoice	View Check Forwarding Detail

SJVN