University of Delhi

Vendor Bill Payment Handbooks & Manuals

http://app.du.ac.in/vendor_bill_payment/

https://drive.google.com/file/d/1la-xpx0RUT71FGvjuGHqbMbZCW6M5PgD/view?usp=sharing

Contents

To best view this application, please consider the following recommendations.

This site is best viewed with a resolution of 1280x1024 (or higher) and supports Safari or Firefox 3.0+ or Chrome 48+ or Microsoft Internet Explorer 7.0+. Please visit the links below to download and install the latest version of your browser.

Safari
Firefox
Chrome
Microsoft Internet Explorer

We also recommend a minimum modem/network connection speed of 512 Kbps and that you **enable JavaScript** for this site in your browser's settings.

Overview

A vendor bill is an invoice received for products and services purchased from vendors and hence considered as expenses for the company / organisation. You can send a request via a purchase order first and then convert the received items into vendor bills.

Objectives:

1. Elimination of physical interface to submit the invoices. The invoices can be directly uploaded into the system by the vendor .The physical copy of the invoice can be submitted later.
2. Compliance with the documents requirements to process the invoice.
3. No Movement of the Physical Copy for certification of invoices. The scanned copied are uploaded and used by the teams to do needful.
4. Complete transparency and accountability.

Benefits:

1. Real time visibility about the status of invoice to all agents – including the vendor, Finance Director etc.
2. Reduced Errors in documentation and other validation checks on invoices as per Purchase Orders terms and conditions.
3. Ensuring Timely payments to build relationships and leverage them for project.

Workflow

Start

Registration of the Department / College

Is Registration Successful ?

No

Yes

Login to the Application

No

Is the User Verified
By
The Department ?

Create Purchase Order
along with the vendor details and Forward the OTP and site link to the Vendor

Modify Purchase Order
along with the vendor details and Forward the OTP and site link to the Vendor

Vendor Click on the forward by the Department / College
of the Organisation to fill the Invoice Details

No

Is Vendor Identity
Verified

Yes

Vendor Fills The Particular and Submit the
Details to respective Department / College of the organisation

Department / College Fills the Purchase Proforma
and
Forward the invoice details to the Respective Finance Branch

Objection Raised

Is the Bill Passed
By the Finance Branch ?

Bill Passed

Fill the Details and Process the Invoice
Once it is Processed, Mail and SMS is being communicated
to the Vendor.

Stop

Steps

- Login to the application (as Department / College of the organisation).
- Create a Purchase Order by filling the Purchase Order Number, Date of Purchase Order, Vendor Details along with the activated mobile number and email id, etc.
- Once the Purchase Order is created, an automatic email and SMS is communicated to the respective vendor along with the further steps.
- The respective vendor then navigates to the link and validate the identity using the OTP provided.
- Once the Vendor verifies his / her identity successfully, the vendor will be directed to the link where he / she needs to fill the Invoice Details.
- Once the invoice details are filled, the vendor can update the details till the time before the final submission.
- Once the Vendor submits the invoice, the bill is forwarded to the respective department / college from where the Purchase Order is initiated.
- Now the respective department / college can fill the required details and forward it to the respective dealing assistant.
- Once the details is being forwarded by the department to the dealing assistant, the dealing assistant can raise and objection or pass the bill.
- If the objection is raised, then the department / college of the organisation needs to clear the objection and re-forward the same to the dealing assistant. This process is repeated until the dealing assistant do not clear the objection.
- Once the dealing assistant passes the bill, an automated email and SMS is being communicated to the vendor as well.

(Screenshot shared Below)

Insights of the Application

- Landing Page of the Application

- Registration Page for the Department / College of the Organisation

Vendor Bill Tracking

WELCOME TO UNIVERSITY OF DELHI VENDOR BILL TRACKING

Department

Select Department

Your name

Enter Your Name

Your Email

Enter your Email

Your 6 digit secret Password

Enter the Password

Re-Enter The Password

Re-Enter the Password

Enter Your Mobile Number

Your 10 digit Mobile Number

Submit   Cancel

- Creation of Purchase Order By The Department / College

Vendor Bill Tracking

Institute of Nuclear Medicine & Allied Sciences   Pratik Karmakar

- Dashboard
- Purchase List
  - Purchase List
- Purchase Order Lifecycle

Home / Purchase Orders / Create Purchase Order

CREATE PURCHASE ORDER

Purchase Order No.	458745412
Date of Purchase Order	02-01-2019
Vendor Name	Knox Mendez
Vendor Address	New Delhi
Vendor Email	
Vendor Mobile	
Items to be Procured	RAM
Quantity of Items	10
Amount	1000

Add

- Once the purchase order is created, an automated email and SMS is communicated to the Vendor.

Vendor Bill Tracking | Institute of Nuclear Medicine & Allied Sciences | Pratik Karmakar

Order Recorded Successfully. OTP Generated and sent successfully to the vendor email.

NEW PURCHASE ORDER ADDED

RESENT OTP | UPDATE

Reference No	2019DUVBT00000059
Department	Institute of Nuclear Medicine & Allied Sciences
Purchase Order No.	458745412
Date Of Supply	02-01-2019
Items to be Procured	RAM
Quantity of Items	10.00
Amount	1000.00
OTP	1114943625

- Email that is being received at the vendor after creation of the purchase order.

Vendor Bill Tracking, University of Delhi ➤ Inbox ×

Vendor Bill Tracking, University of Delhi <certificate@pns.du.ac.in>   1:16 PM (0 minutes ago)
to me ▾

Dear Knox Mendez,

Following are the order specifications:

Purchase Order Specification	
Purchase Order Number	458745412
Date of Purchase Order	02-01-2019
Amount	1000
Vendor Name	Knox Mendez
Vendor Email	
Vendor Mobile	
Vendor Address	New Delhi
OTP	1114943625
Items To Be Procured	RAM

Please Verify the Status by clicking the below link.

Url: http://localhost/vendor_bill_payment/web/index.php/site/vendor-response?token=c412a465c4c900be0c99bd83bf2ffedfdb7f5ef2e566995e8feb5d67f2a7944259_18

Regards,

Institute of Nuclear Medicine & Allied Sciences

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- From the above Page, it is seen that there is a link to click on the email. Once the vendor clicks on the link, the vendor is redirected to the below page and require the verification of identification by the vendor.

- Once the Vendor verifies his / her identity, the vendor is authorised to fill the below details and submit it.

UPDATE VENDOR SUPPLY DETAIL: KNOX MENDEZ

PURCHASE ORDER NUMBER AND VENDOR DETAIL

Reference Number: 2019DUVBT00000059

Purchase Order No.	458745412	Department	Institute of Nuclear Medicine & Allied Sciences
Vendor Name	Knox Mendez	Vendor Email	
Vendor Mobile		Date of Purchase Order	02-01-2019

VENDOR BANK DETAILS

Vendor's GST No.		Beneficiary Name	
Bank Name		Account Number	
Branch Name		IFSC Code	

PURCHASE SUPPLY DETAILS

Date of Supply of Goods / Services	Enter Date of Supply of Goods / Services	Place of Supply	
Date of Acceptance / Verification of Goods / Supply by the purchaser	Enter Date of Acceptance	Upload Bill / Invoice (Scanned Copy) [upto 5 MB]	Browse ...
Amount Claimed in the bill / invoice		Remarks, if any	

I hereby declare that the information provided by me is true and correct and I understand the submission/uploading of false claims/details may attract suitable action against me as per applicable laws/contract.

Update

- Once the vendor submit the invoice details, the status is updated on real time basis to the department / college application.

Vendor Bill Tracking											Institute of Nuclear Medicine & Allied Sciences	Pratik Karmakar

PURCHASE ORDERS   Home / Purchase Orders

ADD PURCHASE ORDER

Showing **1-1** of **1** item.

#	Department	Vendor Name	Bill / Invoice No	Reference No	Purchase Order No.	Amount	Bill Passed for (Rs.)	Departmental Diary Number / Date	Date of Passing the Bill By Finance Branch	Bill Objection Status	Status
	Institute of Nuclear ⬍								📅 ✖	⬍	⬍
1	Institute of Nuclear Medicine & Allied Sciences	Knox Mendez		2019DUVBT00000059	458745412	1000.00				No Objection	Vendor Submitted the Purchase Order

- Now the department / college can fill the pro forma from the right button and submit it to the respective dealing assistant.

Vendor Bill Tracking

Institute of Nuclear Medicine & Allied Sciences   Pratik Karmakar

- Dashboard

- Purchase List

  Purchase List

- Purchase Order Lifecycle

VENDOR SUBMITTED THE PURCHASE ORDER

Vendor Submitted the Purchase Detail, Forward the List to the Finance Branch

View Vendor Response

Reference No	2019DUVBT00000059
Department	Institute of Nuclear Medicine & Allied Sciences
Purchase Order No.	458745412
Date Of Supply	02-01-2019
Items to be Procured	RAM
Quantity of Items	10.00
Amount	1000.00
OTP	1114943625

- Proforma to be filled by the Department / College to be filled and forward to the dealing assistant.

- Once the Proforma is filled on the last page by the department / college and forwarded, the list is being displayed to the respective dealing branch dashboard.

Vendor Bill Tracking

FINANCE BRANCH NORTH CAMPUS   Finance - III (I)

- Dashboard
- Purchase List
  - Purchase List

Home / Purchase Orders

PURCHASE ORDERS

ADD PURCHASE ORDER

Showing **1-1** of **1** item.

#	Department	Vendor Name	Bill / Invoice No	Reference No	Purchase Order No.	Amount	Bill Passed for (Rs.)	Departmental Diary Number / Date	Date of Passing the Bill By Finance Branch	Bill Objection Status	Status
	FINANCE BRA ⇕								📅 ✖	⇕	⇕
1	Institute of Nuclear Medicine & Allied Sciences	Knox Mendez		2019DUVBT00000059	458745412	1000.00		454741		No Objection	Purchase Order Verified & Forwarded to the Finance Branch

Vendor Bill Tracking

- **Dashboard**
- **Purchase List**
  - Purchase List

FINANCE BRANCH NORTH CAMPUS   Finance - III (i)

PURCHASE ORDER VERIFIED & FORWARDED TO THE FINANCE BRANCH

Fill Invoice Proforma

View Vendor Response

Reference No	2019DUVBT00000059
Department	Institute of Nuclear Medicine & Allied Sciences
Purchase Order No.	458745412
Date Of Supply	02-01-2019
Items to be Procured	RAM
Quantity of Items	10.00
Amount	1000.00

- Now the dealing assistant has the option of raising an objection / passing the bill.

Proforma for Finance

Bill Objection Status

| Select |
| ✓ No Objection |
| Objection Raised |

Bill / Invoice No

Date of Passing The Bill   📅 ✖ Select Date of Purchase

Bill Passed for (Rs.)

Remarks, if any

I hereby declare that the above bill has been correctly verified by me and the procurement has been made as per procedure prescribed by the University.

Update Detail

Items to be Procured   RAM

Quantity of Items   10.00

Vendor Bill Tracking

FINANCE BRANCH NORTH CAMPUS   Finance - III (i)

Purchase Orders / 458745412

Fill Invoice Proforma

Dashboard

Purchase List

Purchase List

Dashboard

Purchase List

Purchase List

PURCHASE ORDERS

ADD PURCHASE ORDER

Showing **1-1** of **1** item.

#	Department	Vendor Name	Bill / Invoice No	Reference No	Purchase Order No.	Amount	Bill Passed for (Rs.)	Departmental Diary Number / Date	Date of Passing the Bill By Finance Branch	Bill Objection Status	Status
	FINANCE BRANCH ⏶								📅 ✖	⏶	⏶
1	Institute of Nuclear Medicine & Allied Sciences	Knox Mendez	4587456	2019DUVBT00000059	458745412	1000.00	1000.00	454741	2019-01-02	No Objection	Bill Passed By The Finance Branch

- The email being Communicated to the Vendor after successfully passing the bill to the vendor.

Vendor Bill Submission, University of Delhi ▶ Inbox ×

Vendor Bill Submission, University of Delhi <certificate@pns.du.ac.in>
to me ▾

1:29 PM (0 minutes ago)

Dear Knox Mendez,

Following are the order specifications:

Purchase Order Specification	
Purchase Order Number	458745412
Date of Purchase Order	02-01-2019
Amount	1000.00
Vendor Name	Knox Mendez
Vendor Email	
Vendor Mobile	
Vendor Address	New Delhi
OTP	1114943625
Items To Be Procured	RAM
Bill Processed Successfully	
Bill / Invoice No.	4587456
Date of Passing The Bill	02-01-2019
Bill Passed for (Rs.)	1000
Remarks, if any	No Remarks

Please Verify the Status by clicking the below link.

Url: http://localhost/vendor_bill_payment/web/index.php/site/vendor-response?token=c412a465c4c900be0c99bd83bf2ffedfdb7f5ef2e566995e8feb5d67f2a7944259_18

Regards,

Institute of Nuclear Medicine & Allied Sciences

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