

# **PRAAPTI Portal Supplier Manual**

## **Introduction of Charging Mechanism for Services provided by PRAAPTI portal**



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## 1. Introduction to PRAAPTI portal

### 1.1 Background

PRAAPTI, an acronym for “Payment Ratification and Analysis in Power procurement for Bringing Transparency in Invoicing of Generators”, is an initiative of Ministry of Power (MoP), Government of India.

Ministry of Power (MoP) notified Electricity (Late Payment Surcharge and Related Matters) Rules, 2022 (LPS Rules, 2022) on June 3, 2022, to streamline the process of monitoring of payments and identifying defaults by the DISCOMs. Since then, PRAAPTI has been acting as an information portal for implementation of LPS Rules, 2022 and providing uninterrupted services to all the stakeholders. With the effective implementation of LPS Rules, 2022 through PRAAPTI, remarkable improvement has been seen in recovery of dues of Suppliers (Generators, Transmission Service Providers and Traders). The primary objective of PRAAPTI portal is to enhance transparency and facilitate the effective implementation of the LPS Rules, 2022.

To ensure long-term operation and maintenance of the portal, it has been decided to charge the services offered by PRAAPTI portal with the introduction of a Charging Mechanism, and the same will be effective from 01.04.2025.

### 1.2 About the Web Portal Structure:

At present, PRAAPTI portal encompasses three main sections/ panes: User Profile, Navigation Pane and, Information Pane.

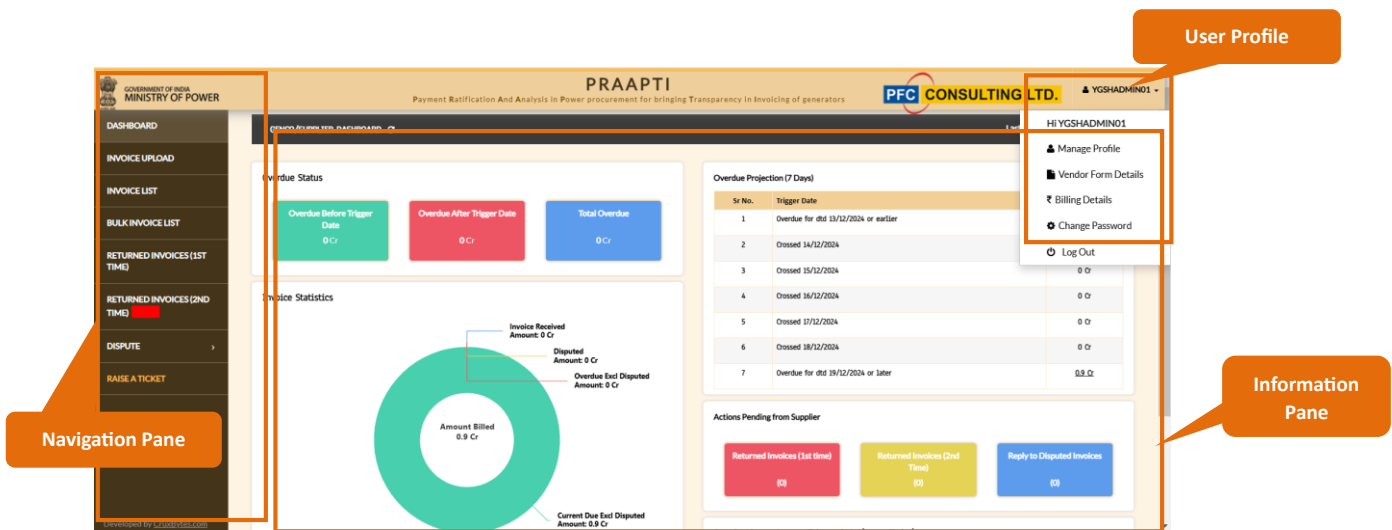


Figure 1: Web Portal Structure

Component/ Pane	Description
User Profile	This section contains the user profile displaying Supplier’s name, Manage profile, Billing details, Change Password and Log out option.
Navigation Pane	This section contains the various features provided by the portal.
Information Pane	This section provides a detailed information of the feature that supplier is using.

### 1.3 Services Offered by PRAAPTI portal to Supplier

Primarily, Suppliers can update the details of invoices presented to Discoms on PRAAPTI Portal and view Category-wise/ date wise Bulk Invoice Lists and track the status of invoices. The portal provides supplier a user-friendly dashboard that includes their current due, overdue and other invoice statistics. For every invoice level transaction, Supplier gets the auto emailer which helps them in

taking timing action. Additionally, the portal facilitates the Supplier to provide the inputs on dispute raised by Discoms against any invoice and offers "Raise a Ticket" section for addressing technical issues faced by the suppliers during use of the portal and its services.

### 1.3.1 User-Friendly Dashboard

The supplier's dashboard provides an overview of supplier's Overdue Status, Invoice Statistics, Total number of invoices, Overdue Projections, Pending Actions, and Overdue Amounts as of the trigger date. These features enable suppliers to efficiently manage and monitor the status of all invoices raised on various Discoms at one centralized location.



Figure 2: Supplier's Dashboard

### 1.3.2 Invoice Update and Invoice List

The PRAAPTI portal allows suppliers to update their invoices on the portal by filling in essential details as required by the portal fields. This include Invoice Type (either 'Regular' or 'Other than Regular'), the State/UT, the Discom being Invoiced, the Generation Plant's name, Invoice Number, Presentation Date, Due Date, Billed Amount, and any other Remarks. Suppliers must also provide a declaration confirming adherence to the PPA/Agreement terms and compliances with the Electricity (Late Payment Surcharge and Related Matters, 2022) Rules. Invoice List service allows suppliers to view specific invoices based on various criteria, such as the category of Discom, Invoice Date, Invoice Number, Invoice Status (Paid or Unpaid), Trigger Date, and Invoice Type.

Figure 3 and Figure 4 depicts the snapshot view of 'Upload Invoice' and 'Invoice List' section of the portal, respectively.

ADD INVOICE

KINDLY ENSURE THAT YOU UPLOAD ONLY VALID INVOICE DETAILS.

Invoice Type\*

REG - Regular Invoice

State/UT\*

--Select State/UT--

Discom\*

--SELECT DISCOM--

Generation Plant\*

OTHER

Invoice Number\*

Invoice Date\*

11/12/2024

Date of Presentation\*

11/12/2024

Invoice Due Date\*

11/12/2024

Amount Billed To Discom (Rs.)\*

Remarks

As per the invoice submitted to Discom

Cannot be earlier than 5 days from today

Date when handed over to Discom. Cannot be earlier than 5 days from today or invoice date

Cannot be earlier than invoice date

☐ I hereby declare that this invoice has been raised in terms of the (PPA/ Agreement/ other arrangements) and is compliant with the provisions of the Electricity (Late Payment Surcharge and Related Matters) Rules, 2022.

SUBMIT

Figure 3: Invoice Upload page

INVOICE LIST

Go to Bulk Invoice List

Discom/Holding Company

--ALL STATI

--ALL DISCO

Invoice Date

11/11/2024

To

11/12/2024

Invoice No

Invoice Status

--All--

Trigger Date

To

Invoice Type

--ALL--

Go

Figure 4: Invoice List page

### 1.3.3 Returned Invoices

The PRAAPTI portal's Returned Invoice feature allows suppliers to address invoices returned by Discoms due to incompleteness.

### 1.3.4 Dispute

Suppliers can view the disputes raised by Discoms against their invoices and can also provide their input on the same.

### 1.3.5 Raise a Ticket

Suppliers may use '**Raise a Ticket**' service of PRAAPTI to address any technical query or difficulty they encounter while accessing the portal or updating invoices on the portal. This service ensures that any issues faced by supplier during usage of portal are promptly resolved.

## 1.4 Introduction of Charging Mechanism for the services provided by PRAAPTI portal

PFCCL has been offering services to suppliers on PRAAPTI portal from the date of its operation. The portal has proved to be an instrumental platform in monitoring the outstanding dues owed by Discoms and reducing the overall outstanding dues of Power sector with effective implementation of Electricity (Late Payment Surcharge and Related Matters) Rules, 2022 (LPS Rules, 2022). Till date, the portal services were free of cost for suppliers. However, to ensure the continued provision of PRAAPTI services and long-term operation and maintenance of the portal, it has been proposed and decided to charge the services provided by PRAAPTI portal by introducing one-time non-refundable Registration Fee and Quarterly Usage Fee to the Suppliers, based on the volume and value of invoices updated by the respective Supplier on their PRAAPTI account.

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## 2. Fee Structure and Methodology

### 2.1 Fee Structure

#### 2.1.1. Registration Fees:

All suppliers, existing as well as new, are required to pay the one-time non-refundable registration fee based on the slab structure given in Table 1. *The registration fee amount for each slab has been structured on the basis of total billing/ total invoice value to be updated by the suppliers on the PRAAPTI portal during current financial year.*

Slab No.	Total Annual Billing of Supplier on PRAAPTI	Registration Fee (in INR)
1	Less Than Rs. 1 Cr	NIL
2	More than Rs. 1 Cr to Rs. 10 Cr	50,000
3	More than Rs. 10 Cr to Rs. 100 Cr	75,000
4	More than Rs. 100 Cr	1,00,000

**Table 1: Registration Fee Structure**

The Supplier can register on PRAAPTI in one of the above four Slabs based on the total billing/ total invoice value expected to be updated on PRAAPTI in current financial year. *Kindly note that GST, as applicable, will be charged additionally.*

#### 2.1.2. Usage Fees for Registered Suppliers:

After successful completion of registration payment, suppliers can update invoices on the PRAAPTI portal. Supplier will be charged Quarterly Usage Fee based on the fee structure given below in Table 2 for using the portal's invoice monitoring services. Quarterly Usage Fee will be calculated based on the total number of invoices updated on PRAAPTI in the invoice value range as mentioned below in Table 2.

Sl.	Invoice Value	Charge per invoice (in INR)
1	Less than Rs. 10 Lakh	NIL
2	More than Rs. 10 Lakh to Rs. 10 Cr	2,000
3	More than Rs. 10 Cr to Rs. 50 Cr	2,500
4	More than Rs. 50 Cr to Rs. 100 Cr	3,000
5	More than Rs. 100 Cr	3,500

**Table 2: Usage Fee Structure**

*Kindly note that GST, as applicable, will be charged additionally.*

### 2.2 Payment Methodology

#### 2.2.1. Registration Fee

Each supplier, either existing or new, will submit vendor details through e-Vendor form along with one-time non-refundable registration fee on PRAAPTI portal. The existing registered suppliers would also have to pay the registration fee to continue their PRAAPTI account access and use of portal services. Any new supplier applying for registration on PRAAPTI would have to pay the registration

amount along with the application. The Registration form and Vendor form may be seen at Annexure A and Annexure B, respectively.

After successful submission of e-Vendor form (Annexure B), the supplier will be prompted to make the registration payment thereafter. Upon clicking the registration link, suppliers will be directed to a new page displaying the four slab options. For existing Suppliers, system will recommend a registration slab based on the supplier's reported invoice value updated in the last financial year. However, Supplier can choose the higher registration slab based on expected total invoice value to be updated on PRAAPTI during current financial year. By selecting the appropriate slab, the supplier may proceed for the registration fee payment. Registration fee payment is mandatory for all suppliers and *ignorance or delay in payment will restrict suppliers to continue PRAAPTI portal services.*

**Figure 5: Slab structure for Registration Fee**

**Upgradation of Registration Slab:** During any financial year, if the total value of invoices updated by supplier on PRAAPTI, exceeds corresponding annual billing limit defined under supplier's existing registration slab, the supplier will be restricted to update any more invoices on their portal account until the applicable registration slab has been upgraded to a higher slab by paying the differential amount. To clarify, the supplier only needs to pay the differential amount between registration fee already paid and the new fee associated with the upgraded slab.

For instance, if a supplier has been initially registered under SLAB II but exceeded the annual invoice value beyond 10 crore, then the supplier must upgrade their registration to SLAB III. In this case, the supplier must pay a differential amount (i.e., Rs. 25000) between existing slab and new slab.

**Example: Upgradation from SLAB II to SLAB III by the supplier.**

Registration Fee already paid by the supplier under SLAB II = ₹ 50,000

Registration Fee as per SLAB III = ₹ 75,000

Registration Fee calculated after upgradation from SLAB II to SLAB III

= ₹ 75,000 - ₹ 50,000 = ₹ 25,000

Total Fee to be paid by the supplier = ₹ 25,000 (Base amount) + GST (SGST/CGST/IGST; as applicable)



### 2.2.2. Usage Fee

Quarterly Usage Fee will be calculated based on the total number of invoices updated on PRAAPTI in the invoice value range as mentioned in Table 2. It may be noted that all the invoices updated by Supplier on PRAAPTI will be considered for calculation of Usage Fee. In case, Supplier inadvertently updates wrong invoice on PRAAPTI and deletes the same within 5 days of updating on the portal, such invoices will not be accounted for calculation of Usage Fee. Further, all non-responsive invoices will also be accounted for calculation of Usage Fee.

The usage fee will be automatically calculated for each active supplier on their PRAAPTI account on 5<sup>th</sup> of the immediate month after end of each quarter of the financial year on account of using the services of the PRAAPTI portal.

**Example for Usage Fee calculation:** If supplier 'A' updates 31 invoices on the PRAAPTI portal of different value range as indicated in Table 3, from duration 1<sup>st</sup> April 2025 to 30<sup>th</sup> June 2025. Then, Usage Bill will be generated on 5<sup>th</sup> July, 2025 with an amount of Rs. 64,000 as per the following calculation.

Invoice Value Range	Charge per Invoice (in INR) a	Number of Invoice b	Total Charge excl. GST (in INR) c=a*b
Less Than 10 Lacs	NIL	10	Nil
More than 10 Lacs to 10 Cr	2,000	2	4,000
More than 10 Cr to 50 Cr	2,500	6	15,000
More than 50 Cr to 100 Cr	3,000	1	3,000
More Than 100 Cr	3,500	12	42,000
Total Usage Charge to be paid by Supplier 'A'			64,000

Table 3: Usage Fee calculation for Supplier 'A'

### 2.3 Payment of invoice and reimbursement of TDS

Supplier will pay for Gross amount charged per Invoice i.e., without reducing the amount of applicable TDS. TDS amount will be paid/reimbursed on submission of proof of deposit of TDS to the central government i.e., Form 16A or TDS certificate.

No claim of TDS shall be entertained after 31st July following the end of Financial Year in which invoice was issued and TDS was deposited. For example, if the invoice is issued in F.Y. 2025-26, then if TDS certificate is issued after 31st July 2026, then no claim of TDS shall be entertained.

#### Example for payment and reimbursement of TDS

##### *I. Payment of Registration charges for PRAAPTI Portal*

PFCCCL will raise the bill for registration fee for PRAAPTI portal of R<sub>r</sub> amount with applicable GST of amount G<sub>r</sub>. Total amount payable by the party will be R<sub>r</sub>+ G<sub>r</sub>. Same is Tabulated as under:

Particulars	Amount
Registration Fee	R <sub>r</sub>
GST on above	G <sub>r</sub>
Total amount to be paid by Party	R <sub>r</sub> + G <sub>r</sub>

Table 4: Example for payment of Registration Charges on PRAAPTI

## II. *Payment of usage charges for PRAAPTI Portal*

PFCCL will raise the bill for usage charges on PRAAPTI portal of amount  $R_u$ , with applicable GST of amount  $G_u$ . Total amount payable by the party will be  $R_u + G_u$ . TDS applicable on the transaction will be  $T$ .

Party shall make the payment of amount  $R_u + G_u$  to PFCCL and deposit TDS ( $T$ ) to Govt. Authority. Thereafter, submitting the copy of proof of payment (challan) and TDS certificate to PFCCL; PFCCL will reimburse the TDS ( $T$ ) amount to respective party. Same is tabulated as under:

Particulars	Amount
Usage charges	$R_u$
GST on above	$G_u$
Total amount to be paid by Party	$R_u + G_u$
TDS to be deposited by Party	$T$
PFCCL will reimburse the amount on production of proof of deposit of TDS	$T$

**Table 5: Example for payment of Usage Charges on PRAAPTI**

## 2.4 Due Date for Usage Fee Payment

The Due Date for Usage Fee invoices shall be 30 days from Invoice Date and supplier must ensure that the payment shall be made before the Due Date to continue the regular portal services.

***In case of non-payment within due date, the accessibility of Portal services would be regulated in the following manner:***


Stages	Payment delay from Due Date (in calendar days)	Actions on delay in payment
Stage 1	1 day - 15 days	Full services would remain active, and supplier (through the escalation process) will receive daily reminders for payment, if payment remains incomplete.
Stage 2	16 days – 45 days	During this period, Supplier will be prohibited to access ' <b>Invoice Upload</b> ' section on PRAAPTI (i.e. no new invoices can be updated on PRAAPTI) until the payment for the given quarter has been completed. However, Supplier will be able to use all other features of PRAAPTI during this period.
Stage 3	Beyond 45 days	During this period, <b><u>Supplier will be prohibited to access any feature of PRAAPTI.</u></b>  To continue the portal services, <b><u>supplier has to pay one-time non-refundable registration fee again</u></b> along with pending Usage Fee.

**Table 6: Due Date and subsequent actions due to delay in Usage Fee payment**


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## **Annexure A: Supplier Registration**

### **1. Registration Type**

**GOVERNMENT OF INDIA  
MINISTRY OF POWER**

**PRAAPTI**  
Payment Ratification And Analysis in Power procurement for bringing Transparency in Invoicing of generators



**PRAAPTI**

PRAAPTI stands for Payment Ratification and Analysis in Power Procurement for bringing Transparency in Invoicing of Suppliers. It is a platform aimed at enhancing transparency and encouraging best practices in Power Purchase transactions.

If you are already registered, [click here](#)

**REGISTER**

If you are a **Power supplier** and want to register your company / SPV on PRAAPTI then choose one of the options to proceed further with registration of your entity.

**Generation Company**  
(CPSE, IPP, RE)


**Transmission Company**  
(CPSE, Others)

**Trading Company**  
(CPSE, Others)


If you are a **Distribution Company (Discom)**, then choose the appropriate option to proceed further with registration of your entity.

**Distribution Companies**  
(Power Utilities)

### **2. Genco Registration**

**GOVERNMENT OF INDIA  
MINISTRY OF POWER**

**PRAAPTI**  
Payment Ratification And Analysis in Power procurement for bringing Transparency in Invoicing of generators



**PRAAPTI**

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If you are already registered, [click here](#)

To register on PRAAPTI, [click here](#)

**REGISTER NEW SUPPLIER**

Supplier Type  
—Select Supplier Type—

Supplier Name (Name of SPV/Company)  
SUPPLIER NAME

Promoter group, if applicable

Supplier Code ⓘ


**Nodal Officer Details**  
(Note : Authorized Person to upload data on PRAAPTI)


Name

Designation

Mobile No


Email Id






\* All fields are mandatory

### 3. Supplier's Profile Details



GOVERNMENT OF INDIA  
MINISTRY OF POWER

PRAAPTI  
Payment Ratification And Analysis in Power procurement for bringing Transparency in Invoicing of generators



PFC CONSULTING LTD.

SUPPLIER PROFILE DETAILS

We need more detailed data about your Generator. The below are the basic details for your Generator as given at the time of registration. Please fill up the remaining details to proceed further and complete your details.

Supplier Type  
RE Generator

Supplier Name (Name of Company/SPV)  
ROYAL POWER PVT LTD

Promoter group, if applicable  
RELIANCE POWER

Supplier Code  
RYLP

Name  
ANANT

Mobile No  
9876543210

Authorization letter of Nodal officer for PRAAPTI  

BROWSE

Download Authorization letter Format

Nodal Officer

Designation  
MANAGER

Email Id  
ankit.n@cruzbytes.com  
(Note: System alerts will be sent here )

Nodal Officer Authorised by

Name

Designation

Mobile No

Email Id

ID Proof  

BROWSE

(Note: Kindly upload masked adhaar number or Employee identity card or any other document.  
Only .jpg, .jpeg, .png, .doc, .docx, .pdf files allowed  
File Size should be Less than 5MB )

Details of Reporting Officer of Nodal Officer

Name

Designation

Mobile No

Email Id

ID Proof  


BROWSE

(Note: Kindly upload masked adhaar number or Employee identity card or any other document.  
Only .jpg, .jpeg, .png, .doc, .docx, .pdf files allowed  
File Size should be Less than 5MB )

PROCEED


\* All fields are mandatory

### 4. Plant Details



GOVERNMENT OF INDIA  
MINISTRY OF POWER

PRAAPTI  
Payment Ratification And Analysis in Power procurement for bringing Transparency in Invoicing of generators



PFC CONSULTING LTD.

PLANTS DETAILS


Total No. of plants operated by this Company/SPV RE  
1

Total Plant Capacity (MW)  
0

SAVE


×

### 5. Save Button



GOVERNMENT OF INDIA  
MINISTRY OF POWER

PRAAPTI  
Payment Ratification And Analysis in Power procurement for bringing Transparency in Invoicing of generators



PFC CONSULTING LTD.

PLANTS DETAILS

Total No. of plants operated by this Company/SPV RE  
1

Total Plant Capacity (MW)  
1

EDIT

Kindly provide all the details of the various plants and their respective PPAs for all the various discoms. [Click Here to ADD NEW PLANT](#)

You can submit the registration only after you provide ALL the plant details matching with the capacity as given by you

SUBMIT REGISTRATION

11

## 6. Add New Plant details

**GOVERNMENT OF INDIA  
MINISTRY OF POWER**

**PRAAPTI**  
Payment Ratification And Analysis in Power procurement for bringing Transparency in Invoicing of generators

**PFC CONSULTING LTD.**

**ADD PLANT DETAILS**

Plant Name

Fuel Type

Plant State

Plant Address/Location

Plant Capacity (MW)

Plant PPA Capacity (MW)

**PROCEED**

## 7. Save and More Button

**GOVERNMENT OF INDIA  
MINISTRY OF POWER**

**PRAAPTI**  
Payment Ratification And Analysis in Power procurement for bringing Transparency in Invoicing of generators

**PFC CONSULTING LTD.**

**PLANTS DETAILS** BACK

Total No. of plants operated by this Company/SPV RE  Total Plant Capacity (MW)  **EDIT**

Sr No.	Plant Name	Fuel Type	State	Plant Address/Location	Plant Capacity (MW)	PPA Capacity (MW)	Capacity for which DISCOM wise PPA details are provided (MW)	# of PPA	Created On	Action
1	HYDRO PLANT	Hydro	Uttar Pradesh	GHAZIABAD	1.00	1.00	1.00	1	17/03/2025 14:17	<b>+</b> <b>✎</b> <b>👁</b>
<b>Total</b>					<b>1.00</b>	<b>1.00</b>				

**SUBMIT REGISTRATION**

## 8. Submit Registration

**GOVERNMENT OF INDIA  
MINISTRY OF POWER**

**PRAAPTI**  
Payment Ratification And Analysis in Power procurement for bringing Transparency in Invoicing of generators

**PFC CONSULTING LTD.**

**PRAAPTI**

PRAAPTI stands for Payment Ratification and Analysis in Power Procurement for bringing Transparency in Invoicing of Suppliers. It is a platform aimed at enhancing transparency and encouraging best practices in Power Purchase transactions.


Thank you for submitting the registration details. Our team will review these details and get back to you within 48-72 working hours.

**OKAY**

\*\*\*


## Annexure B: Vendor Form

### 1. Regulatory Form



GOVERNMENT OF INDIA  
MINISTRY OF POWER


PRAAPTI  
Payment Ratification And Analysis in Power procurement for bringing Transparency in Invoicing of generators



VENDOR FORM FOR ROYAL POWER PVT LTD [RPLP]

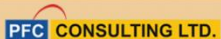
Name	ROYAL POWER PVT LTD	Address*	<input type="text"/>
City*	<input type="text"/>	State/UT*	--SELECT STATE/UT--
Pincode*	<input type="text"/>	Business Type*	--SELECT BUSINESS TYPE--
Recipient State/UT*	--SELECT STATE/UT--	Note: As per Place of Supply provision in GST	
PAN*	<input type="text"/>	Upload PAN*	<input type="text"/> BROWSE
		Note: Only .jpeg, .jpg, .png image allowed.	
Provide these details if you are registered for TAN		Upload TAN	<input type="text"/> BROWSE
TAN		Note: Only .jpeg, .jpg, .png image allowed.	
Provide these details if you are registered for MSME		Upload MSME	<input type="text"/> BROWSE
MSME		Note: Only .jpeg, .jpg, .png image allowed.	
Provide these details if you are registered for Government Entity			
Government Entity		--SELECT NATURE OF GOVT--	
Provide these details if you are registered for GST		Upload GSTN	<input type="text"/> BROWSE
GSTN		Note: Only .jpeg, .jpg, .png image allowed.	
GST Type	--SELECT GST TYPE--		
Goods/Services Description	<input type="text"/>		
		HSN Code/SAC	<input type="text"/>
PROCEED			

### 2. Bank Form



GOVERNMENT OF INDIA  
MINISTRY OF POWER

PRAAPTI  
Payment Ratification And Analysis in Power procurement for bringing Transparency in Invoicing of generators



STEP 2 OF 3 : VENDOR FORM FOR CLP INDIA PRIVATE LTD. [CLP1]

Account Holder*	<input type="text"/>	Account No*	<input type="text"/>
Account Type*	--SELECT ACCOUNT TYPE--	Bank Name*	<input type="text"/>
Branch Address*	<input type="text"/>	IFSC*	<input type="text"/>
Provide cancelled cheque/Passbook copy of above mentioned account		Note: Only .jpeg, .jpg, .png image allowed. Image size should be less than 1MB	
Upload*	<input type="text"/> BROWSE		
Authorized Signatory Details (Nodal Officer)			
Name	Shyam	Designation	SR MANAGER - COMMERCIAL (RENEWABLE)
Mobile No	1112223334	Email ID	genco2@cruxbytes.com
BACK		PROCEED	

### Annexure-C: Flow diagram for New and Existing Suppliers

