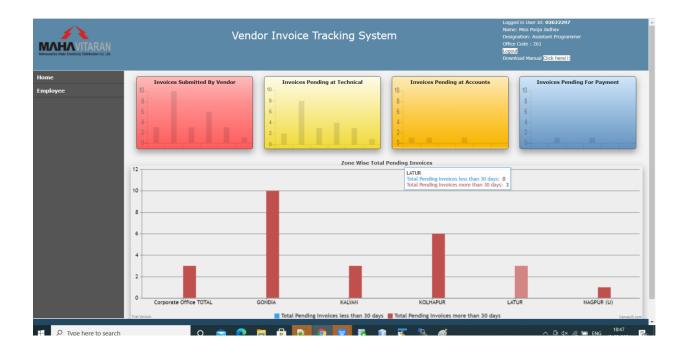## MANUAL OF VENDOR INVOICE TRACKING SYSTEM FOR EMPLOYEE LOGIN

-Vendor Invoice Tracking System portal is designed to play an important role in providing easy access to information and processes related to SAP while making everything transparent for all employees and Vendors.

-For Vendor Invoice Tracking System use link : https://vits.mahadiscom.in/VendorBillTracking/

- Enter Employee User Name and password (RAPDRP USERID and Password) and click on generate OTP button provided.

-OTP will be send to your registered mobile number.

-Enter the OTP received and select Employee option .
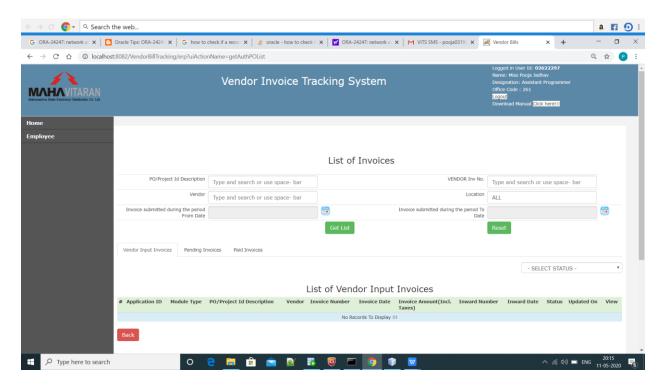
- Click on Login Button.

Note: Option for opting English or Marathi as language is provided on the right corner.
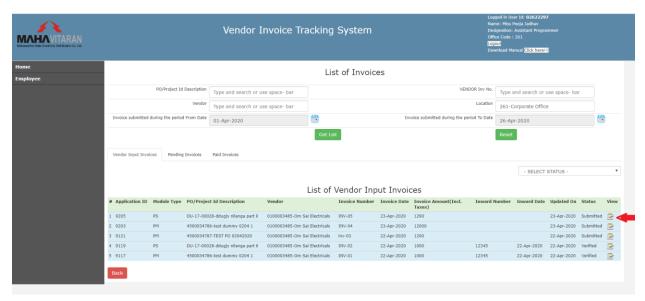

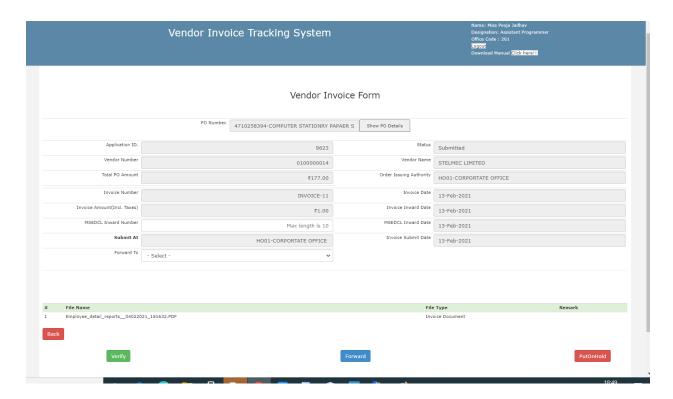After log in below screen will appear

- Click on "Employee" Option towards left side.

- Click on "vendor Bills of your Location".

- For Search of invoices List, enter any or all options like PO number, MSEDCL Invoice No, vendor number, Location, Invoice submitted during the period from date & Invoice submitted during to date.

- Click on "Get list". You will get the list of Vendor Input invoices, Paid invoices & Pending Invoices.

-Employee will receive sms when vendor submits invoice in the portal specifying the details of invoice .

-Employee has to process the invoice submitted by the vendor within three days.sms will get escalated to the higher authority if invoice remains unprocessed for more than three days.
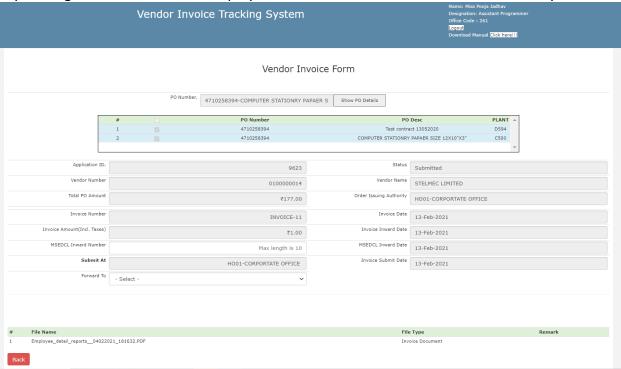
-After clicking on Get List button the first tab named Vendor Input Invoices will show the list of Invoices which are filled by Vendor in VITS Portal as shown below.

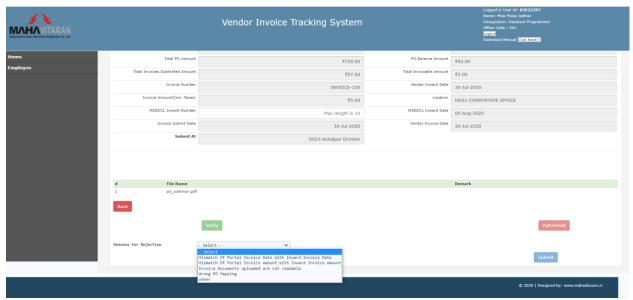-After clicking on the View button ,Vendor Invoice Form will open.

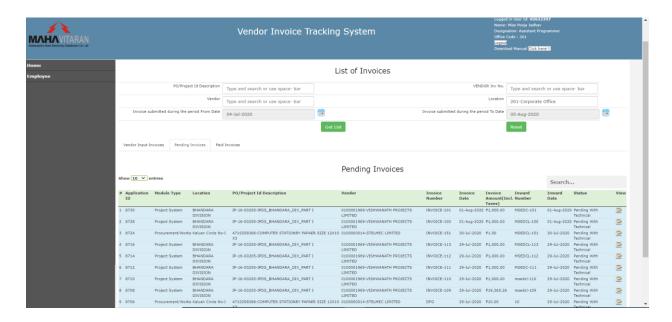-By clicking on show PO details Employee can see the details of line items selected by vendor.

- Employee has to check the details which are filled by vendor .

- Vendor can submit invoices against PO Number.
- Employee has to fill the detail of MSEDCL Inward Number
- After checking the details of Invoice, employee can reject or accept the invoice based on the accuracy of invoice details.
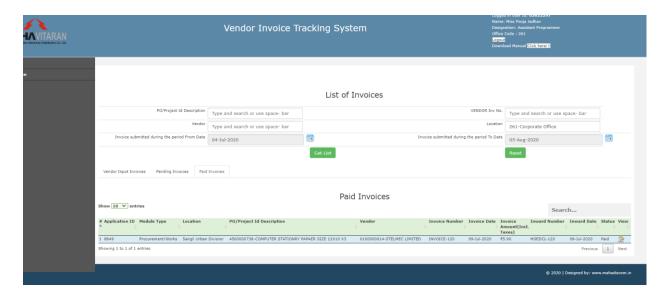

-Employee can put an invoice on hold by selecting reason from the drop down list or can specify reason by selecting other option.

-Employee can forward invoice by first clicking on show PO Details button and then selecting location from forward to drop down option.

- The second tab is of Pending Invoices which displays the list of Pending Invoices towards msedcl and is in process in SAP.
- Employee will be able to see only PO of those plants which are under his/her office code.
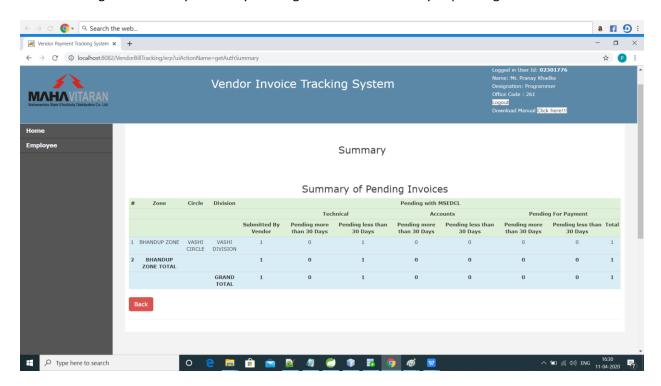
By clicking on the view button ,Invoice form details are fetched .These details are from SAP.

Invoice Form

Location Details:

Zone	Kolhapur Zone	Circle	Sangli Circle
Division	Sangli Urban Division		

PO Details:

PO Number	4710258386	PO Description.	Test contract 13052020
PO Creation Date	27-Jun-2020	PO Validity From	27-Jun-2020
PO Validity To	26-Jul-2021	Total PO Amount(Incl. Taxes)	₹236.00

Vendor Details:

SAP Vendor Code	0100000014	Vendor Name.	STELMEC LIMITED

Vendor Invoice Details:

Application ID	8609	Application Date.	28-Jun-2020
Vendor Invoice Number	INVOICE-102	Vendor Invoice Amount.	₹11.80
Vendor Invoice Date	28-Jun-2020	MSEDCL Inward Date.	28-Jun-2020
MSEDCL Inward Number	MSEDCL-102	Total Ses/Migo Amount	₹11.80
Total MSEDCL Invoice Amount	₹11.80	Total Paid Amount	₹10.80
Tax Amount	₹1.80	IT TDS Amount	₹1.00
GST TDS Amount	₹0.00	RETENSION Amount	₹0.00
Invoice Status	Paid		

SES Details:

#	SES Number	SES DATE	SES AMOUNT	SES STATUS
1	1001642344	28-Jun-2020	₹11.80	APPROVED

MIGO Details:

#	MIGO Number	MIGO DATE	MIGO AMOUNT	MIGO STATUS

Invoice Details:

#	INVOICE NUMBER	INVOICE DATE	INVOICE AMOUNT	INVOICE STATUS
1	5100000245 / 2020	29-Jun-2020	₹11.80	APPROVED

Payment Details:

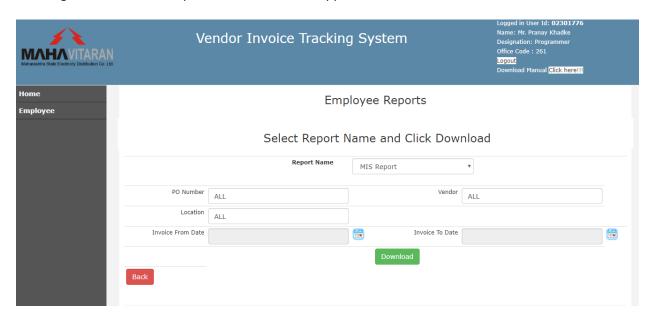| #	CLEARING DOC NUMBER	CLEARING DOC DATE	Paid AMOUNT	PAYMENT STATUS
1	1700000008	29-Jun-2020	₹10.80	APPROVED

Back

-The Third tab is of Paid invoices which displays the list of invoices which are being paid by MSEDCL.
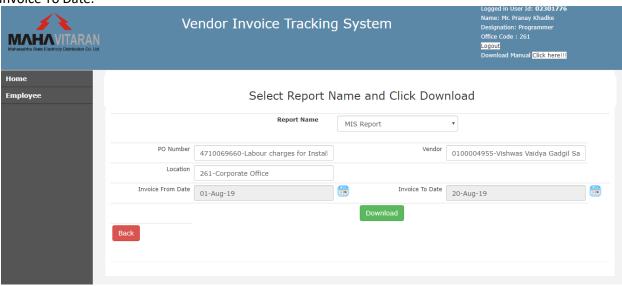
- After clicking on "Summary" button you will get zone wise summary of pending invoices.

- Clicking on MSEDCL MIS Report below screen will appear .

- Here in Report Name select the report name which you want to download the report.
- 3 reports are available in report name drop down
i) MIS Report
ii) Detail Report
iii) Statistics Report
- For MIS report select MIS Report option from the drop down of "Report name".

- Enter search criteria as option given in screen. Like PO number, Vendor, location , Invoice From Date, invoice To Date.

Similarly you can download the report for Detail Report and Statistics Report.