

## **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.



Maharashtra State Electricity Distribution Co. Ltd.  
Vendor Invoice Tracking Portal

English | मराठी

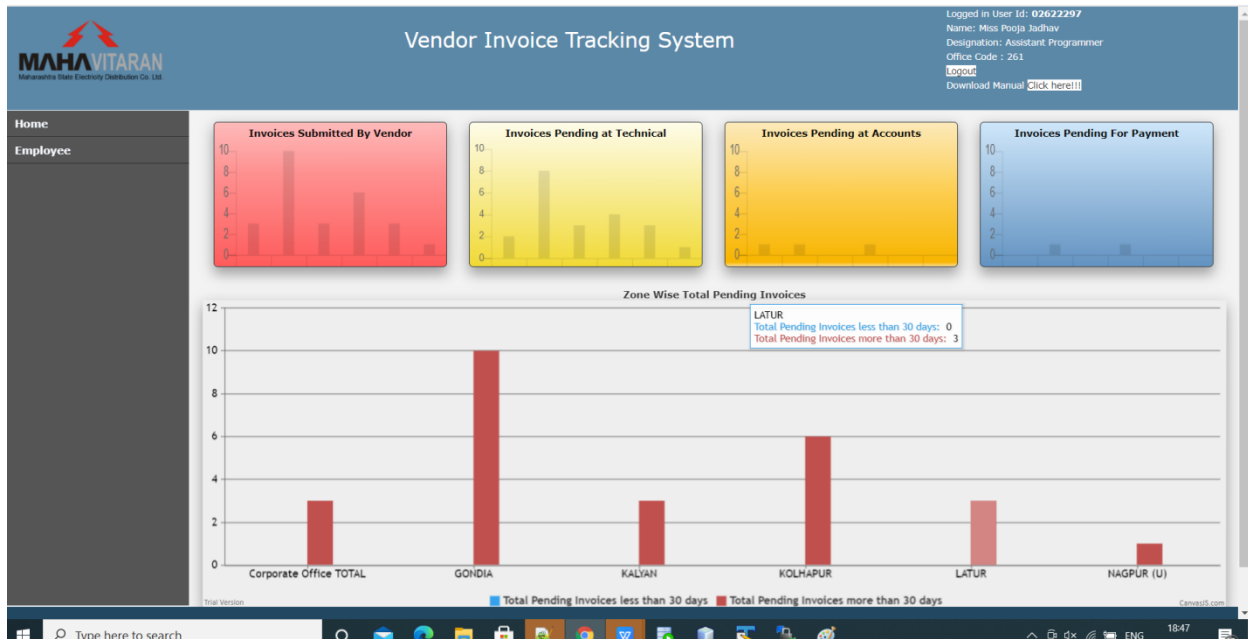
### User Login

User Name	<input type="text"/>	
Password	<input type="password"/>	
OTP	<input type="text"/>	<input type="button" value="Generate OTP"/>
Vendor	<input type="radio"/>	<input checked="" type="radio"/>
Employee	<input type="radio"/>	<input checked="" type="radio"/>
<input type="button" value="Login"/>		

**Note:**Use SAP vendor code as User Name and welcome as default password for vendor login.  
For any issues regarding Vendor Payment Tracking Portal, please send an email to [erp.support@mahadiscom.in](mailto:erp.support@mahadiscom.in).  
To download Vendor Invoice Tracking System Manuals For Vendor [Click here](#)

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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.

Vendor Invoice Tracking System

Logged in User Id: 02622297  
Name: Miss Pooja Jadhav  
Designation: Assistant Programmer  
Office Code : 261  
[Logout](#)  
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Home  
Employee

### List of Invoices

PO/Project Id Description: Type and search or use space- bar  
Vendor: Type and search or use space- bar  
Invoice submitted during the period From Date:  To Date:   
VENDOR Inv No.: Type and search or use space- bar  
Location: ALL  
Invoice submitted during the period To Date:   
[Get List](#) [Reset](#)

Vendor Input Invoices Pending Invoices Paid Invoices

- SELECT STATUS -

### List of Vendor Input Invoices

#	Application ID	Module Type	PO/Project Id Description	Vendor	Invoice Number	Invoice Date	Invoice Amount(Incl. Taxes)	Inward Number	Inward Date	Status	Updated On	View
No Records To Display !!!												

[Back](#)

-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.

Vendor Invoice Tracking System

Logged in User Id: 02622297  
Name: Miss Pooja Jadhav  
Designation: Assistant Programmer  
Office Code : 261  
[Logout](#)  
[Download Manual Click here!!!](#)

Home  
Employee

### List of Invoices

PO/Project Id Description: Type and search or use space- bar  
Vendor: Type and search or use space- bar  
Invoice submitted during the period From Date: 01-Apr-2020 To Date: 26-Apr-2020  
VENDOR Inv No.: Type and search or use space- bar  
Location: 261-Corporate Office  
Invoice submitted during the period To Date: 26-Apr-2020  
[Get List](#) [Reset](#)

Vendor Input Invoices Pending Invoices Paid Invoices

- SELECT STATUS -

### List of Vendor Input Invoices

#	Application ID	Module Type	PO/Project Id Description	Vendor	Invoice Number	Invoice Date	Invoice Amount(Incl. Taxes)	Inward Number	Inward Date	Updated On	Status	View
1	9205	PS	DU-17-00028-ddugly nilanga part II	0100003485-Om Sai Electricals	INV-05	23-Apr-2020	1290		23-Apr-2020	23-Apr-2020	Submitted	<a href="#">View</a>
2	9203	PM	4500034786-test dummy 0204 1	0100003485-Om Sai Electricals	INV-04	23-Apr-2020	12000		23-Apr-2020	23-Apr-2020	Submitted	<a href="#">View</a>
3	9121	PM	4500034787-TEST PO 02042020	0100003485-Om Sai Electricals	INV-03	22-Apr-2020	1200		22-Apr-2020	22-Apr-2020	Submitted	<a href="#">View</a>
4	9119	PS	DU-17-00028-ddugly nilanga part II	0100003485-Om Sai Electricals	INV-02	22-Apr-2020	1000	12345	22-Apr-2020	22-Apr-2020	Verified	<a href="#">View</a>
5	9117	PM	4500034786-test dummy 0204 1	0100003485-Om Sai Electricals	INV-01	22-Apr-2020	1000	12345	22-Apr-2020	22-Apr-2020	Verified	<a href="#">View</a>

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

Vendor Invoice Tracking System

Name: Miss Pooja Jadhav  
 Designation: Assistant Programmer  
 Office Code : 261  
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Vendor Invoice Form

PO Number: 4710258394-COMPUTER STATIONRY PAPAER S

[Show PO Details](#)

Application ID: 9623	Status: Submitted
Vendor Number: 0100000014	Vendor Name: STELMEC LIMITED
Total PO Amount: ₹177.00	Order Issuing Authority: HO01-CORPORTATE OFFICE
Invoice Number: INVOICE-11	Invoice Date: 13-Feb-2021
Invoice Amount(Incl. Taxes): ₹1.00	Invoice Inward Date: 13-Feb-2021
MSEDCL Inward Number: <small>Max length is 10</small>	MSEDCL Inward Date: 13-Feb-2021
Submit At: HO01-CORPORTATE OFFICE	Invoice Submit Date: 13-Feb-2021
Forward To: <span style="border: 1px solid #ccc; padding: 2px;">- Select -</span>	

#	File Name	File Type	Remark
1	Employee_detail_reports__04022021_181632.PDF	Invoice Document	

[Back](#)
[Verify](#)
[Forward](#)
[PutOnHold](#)

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

Vendor Invoice Tracking System

Name: Miss Pooja Jadhav  
 Designation: Assistant Programmer  
 Office Code : 261  
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Vendor Invoice Form

PO Number: 4710258394-COMPUTER STATIONRY PAPAER S

[Show PO Details](#)

#	<input type="checkbox"/>	PO Number	PO Desc	PLANT
1	<input checked="" type="checkbox"/>	4710258394	Test contract 13052020	D594
2	<input checked="" type="checkbox"/>	4710258394	COMPUTER STATIONRY PAPAER SIZE 12X10"X3"	C500

Application ID: 9623	Status: Submitted
Vendor Number: 0100000014	Vendor Name: STELMEC LIMITED
Total PO Amount: ₹177.00	Order Issuing Authority: HO01-CORPORTATE OFFICE
Invoice Number: INVOICE-11	Invoice Date: 13-Feb-2021
Invoice Amount(Incl. Taxes): ₹1.00	Invoice Inward Date: 13-Feb-2021
MSEDCL Inward Number: <small>Max length is 10</small>	MSEDCL Inward Date: 13-Feb-2021
Submit At: HO01-CORPORTATE OFFICE	Invoice Submit Date: 13-Feb-2021
Forward To: <span style="border: 1px solid #ccc; padding: 2px;">- Select -</span>	

#	File Name	File Type	Remark
1	Employee_detail_reports__04022021_181632.PDF	Invoice Document	

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- 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.

**MAHAVITARAN**  
Maharashtra State Electricity Distribution Co. Ltd.

**Vendor Invoice Tracking System**

Logged in User ID: 02822297  
Name: Miss Pooja Jadhav  
Designation: Assistant Programmer  
Office Code : 261  
Version: 1.0.0  
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Total PO Amount	₹159.00	PO Balance Amount	₹60.00
Total Invoices Submitted Amount	₹57.00	Total Invoicable Amount	₹3.00
Invoice Number	INVOICE-150	Vendor Inward Date	30-Jul-2020
Invoice Amount(Incl. Taxes)	₹5.00	Location	H001-CORPORATE OFFICE
MSEDCL Inward Number	Max length is 10	MSEDCL Inward Date	05-Aug-2020
Invoice Submit Date	30-Jul-2020	Vendor Invoice Date	30-Jul-2020
Submit At	D623-Achalpur Division		

#	File Name	Remark
1	ps_common.pdf	

Back Verify PutOnHold Submit

Reasons For Rejection


- Select
- Select
- Mismatch Of Portal Invoice Date With Inward Invoice Date
- Mismatch Of Portal Invoice Amount With Inward Invoice Amount
- Invoice Documents uploaded are not readable
- Wrong PO Mapping
- other

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-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.



Vendor Invoice Tracking System

Logged in User ID: 02022297  
 Name: Musi Puja Jadhav  
 Designation: Assistant Programmer  
 Office Code : 261  
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Home

Employee

List of Invoices

PO/Project Id Description

Type and search or use space- bar

VENDOR Inv No.

Type and search or use space- bar

Vendor

Type and search or use space- bar

Location

261-Corporate Office

Invoice submitted during the period From Date

04-Jul-2020

Invoice submitted during the period To Date

05-Aug-2020

Get List

Reset

Vendor Input Invoices










Pending Invoices

Paid Invoices

Pending Invoices

Show 10 entries

Search...

#	Application ID	Module Type	Location	PO/Project Id Description	Vendor	Invoice Number	Invoice Date	Invoice Amount(Incl. Taxes)	Inward Number	Inward Date	Status	View
1	8730	Project System	BHANDARA DIVISION	IP-16-00205-IPDS_BHANDARA_DIV_PART 1	0100001969-VISHWANATH PROJECTS LIMITED	INVOICE-101	01-Aug-2020	₹1,000.00	MSDCL-101	01-Aug-2020	Pending With Technical	
2	8728	Project System	BHANDARA DIVISION	IP-16-00205-IPDS_BHANDARA_DIV_PART 1	0100001969-VISHWANATH PROJECTS LIMITED	INVOICE-100	01-Aug-2020	₹1,000.00	MSDCL-100	01-Aug-2020	Pending With Technical	
3	8724	Procurement/Works	Kalyan Circle No-1 X3	4710258368-COMPUTER STATIONERY PAPER SIZE 12X10	0100000014-STELMEC LIMITED	INVOICE-151	30-Jul-2020	₹1.00	MSDCL-151	30-Jul-2020	Pending With Technical	
4	8716	Project System	BHANDARA DIVISION	IP-16-00205-IPDS_BHANDARA_DIV_PART 1	0100001969-VISHWANATH PROJECTS LIMITED	INVOICE-113	29-Jul-2020	₹1,000.00	MSDCL-113	29-Jul-2020	Pending With Technical	
5	8714	Project System	BHANDARA DIVISION	IP-16-00205-IPDS_BHANDARA_DIV_PART 1	0100001969-VISHWANATH PROJECTS LIMITED	INVOICE-112	29-Jul-2020	₹1,000.00	MSDCL-112	29-Jul-2020	Pending With Technical	
6	8712	Project System	BHANDARA DIVISION	IP-16-00205-IPDS_BHANDARA_DIV_PART 1	0100001969-VISHWANATH PROJECTS LIMITED	INVOICE-111	29-Jul-2020	₹1,000.00	MSDCL-111	29-Jul-2020	Pending With Technical	
7	8710	Project System	BHANDARA DIVISION	IP-16-00205-IPDS_BHANDARA_DIV_PART 1	0100001969-VISHWANATH PROJECTS LIMITED	INVOICE-110	29-Jul-2020	₹1,000.00	msdcl-110	29-Jul-2020	Pending With Technical	
8	8708	Project System	BHANDARA DIVISION	IP-16-00205-IPDS_BHANDARA_DIV_PART 1	0100001969-VISHWANATH PROJECTS LIMITED	INVOICE-109	29-Jul-2020	₹19,365.26	msdcl-109	29-Jul-2020	Pending With Technical	
9	8706	Procurement/Works	Kalyan Circle No-1 X3	4710258368-COMPUTER STATIONERY PAPER SIZE 12X10	0100000014-STELMEC LIMITED	DFG	29-Jul-2020	₹10.00	10	29-Jul-2020	Pending With Technical	

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	17000000008	29-Jun-2020	₹10.80	APPROVED

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-The Third tab is of Paid invoices which displays the list of invoices which are being paid by MSEDCL.



# Vendor Invoice Tracking System

Logged In User ID: 02301776  
 Name: Manoj Jadhav  
 Designation: Assistant Programmer  
 Office Code : 261  
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## List of Invoices

PO/Project Id Description

Type and search or use space- bar

VENDOR Inv No.

Type and search or use space- bar

Vendor

Type and search or use space- bar

Location

261-Corporate Office

Invoice submitted during the period From Date

04-Jul-2020

Invoice submitted during the period To Date

05-Aug-2020

Get List

Reset

Vendor Input Invoices

Pending Invoices

Paid Invoices

## Paid Invoices

Show 10 entries

Search...


#	Application ID	Module Type	Location	PO/Project Id Description	Vendor	Invoice Number	Invoice Date	Invoice Amount(Incl. Taxes)	Inward Number	Inward Date	Status	View
1	9649	Procurement/Works	Sangli Urban Division	4560000738-COMPUTER STATIONARY PAPER SIZE 12X10 X3	0100000014-STELMEC LIMITED	INVOICE-120	09-Jul-2020	₹5.90	MSEDCL-120	09-Jul-2020	Paid	

Showing 1 to 1 of 1 entries

Previous 1 Next

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- After clicking on “Summary” button you will get zone wise summary of pending invoices.



# Vendor Invoice Tracking System

Logged In User ID: 02301776  
 Name: Mr. Pranay Khadke  
 Designation: Programmer  
 Office Code : 261  
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Home

Employee

## Summary

### Summary of Pending Invoices

#	Zone	Circle	Division	Pending with MSEDCL							Total
				Technical		Accounts		Pending For Payment			
				Submitted By Vendor	Pending more than 30 Days	Pending less than 30 Days	Pending more than 30 Days	Pending less than 30 Days	Pending more than 30 Days	Pending less than 30 Days	
1	BHANDUP ZONE	VASHI CIRCLE	VASHI DIVISION	1	0	1	0	0	0	0	1
2	BHANDUP ZONE TOTAL			1	0	1	0	0	0	0	1
GRAND TOTAL				1	0	1	0	0	0	0	1

Back

Type here to search

16:30 11-04-2020



- Clicking on MSEDCL MIS Report below screen will appear .

MAHAVITARAN  
Maharashtra State Electricity Distribution Co. Ltd.

Vendor Invoice Tracking System

Logged in User Id: 02301776  
Name: Mr. Pranay Khadke  
Designation: Programmer  
Office Code : 261  
[Logout](#)  
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Home  
Employee

Employee Reports

Select Report Name and Click Download

Report Name MIS Report

PO Number ALL Vendor ALL

Location ALL

Invoice From Date Invoice To Date

Download

Back

- 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.

MAHAVITARAN  
Maharashtra State Electricity Distribution Co. Ltd.

Vendor Invoice Tracking System

Logged in User Id: 02301776  
Name: Mr. Pranay Khadke  
Designation: Programmer  
Office Code : 261  
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Home  
Employee

Select Report Name and Click Download

Report Name MIS Report

PO Number 4710069660-Labour charges for Install Vendor 0100004955-Vishwas Vaidya Gadgil Sa

Location 261-Corporate Office

Invoice From Date 01-Aug-19 Invoice To Date 20-Aug-19

Download

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