

## **Automated Vendor Bill Receipt & Tracking System (AVRT)**

As part of our constant endeavour to bring about improvements in our dealings with our business associates(Vendors), Automated Bill Receipt & Tracking System (ABRT) has been put in place in PEM since Feb'2012. The ABRT has been further strengthened for faster processing of invoices and improved transparency.

Brief details of the as on system are as under:

1. All POs generated bear the list of documents required to be submitted by the vendor, the number of copies for each document (to be submitted along with the bills), and the name of the person designated to receive all vendor bills. The latest name of the designated person is listed at the end of this write up.
2. All the business associates are requested to ensure submission of invoices in our Dak section for stamping of date of receipt specially in case of being submitted by hand, the same shall be captured in the system as date of receipt of invoices in PEM.
3. A unique control number will be generated once the invoice details gets entered in the system and an acknowledgement e-mail intimating receipt of invoice and unique control number, shall be sent through the system. The unique control number shall be referred for all the future correspondence for the invoice processing.
4. In case the acknowledgement e-mail is not received (as mentioned at point 3 above) after submission of invoice, the business associates may intimate the same to the designated persons with complete details of submission of their invoices.
5. An e-mail through system will be sent in case of non-receipt of complete documents/discrepancy in documents (in line with terms and conditions of Purchase Order) with respect to invoice. The details of the same is also available on the web page which can be viewed by respective business associates.
6. The business associates are requested to immediately take action on the e-mail intimating incompleteness as this will help in faster processing of the invoices.
7. **For better understanding of movement of invoices web page has been redesigned for grouping invoices as (Paid, under verification/processing, incomplete). Business Associates are advised to regularly visit to the web site (by login through their user profile) to check the movements of their invoices and take prompt action in cases of incomplete documents.**

8. Payment due period for the invoices will commence in line with the provisions of the contract.
9. Vendors are enabled to view from their own locations the status of their bills:
  - a. receipt of invoice and unique control number generation
  - b. Whether bill has been found to be incomplete, documents required to make it complete
  - c. The progress of the accepted bill in PG/Finance
  - d. Payment Status

**All our business associates (vendors) are therefore requested to furnish their bills to the designated person and not to the dealing executive. Bills submitted through post/ courier service must also be addressed to the Designated person only.**

In case of any further clarifications required, respective PG-DHs may please be contacted.

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