

Project – SARTHI

UPPTCL Bill Tracking System

UPPTCL End User Training Manual

Bill Tracking System (BTS)

UM_BTS_User

Version 1.0

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Introduction

1.1 About the Document

Welcome to the end user training manual for the Bill Tracking System. This document guides the UPPTCL end users on using UPPTCL's official website to manage invoices raised by the vendors and track their status. Gain access with a unique login ID. Streamline your invoicing management process effortlessly.

1.2 Target Audience

UPPTCL end users authorized by the UPPTCL's management to manage invoice processing.

2. Business Process

The vendors & suppliers of UPPTCL can upload their invoices on the BTS portal created at UPPTCL's official website with their unique login ID resulting in creation of a unique ID known as a BTS ID for each of their invoices and will be able to track the progress regarding the payment against this BTS ID at their end thus ensuring visibility in the payment process.

The UPPTCL end users responsible for invoice processing will be able to access the invoice via the BTS portal created at UPPTCL's official website using the BTS ID attached to each invoice being raised by the vendor and take necessary action of either accepting the invoice or rejecting the same citing a valid reason. The status of the processed invoice with the steps involving invoice parking, invoice posting, payment approval & payment will be updated on the BTS portal for that BTS ID & will be visible to the end user as well as to the vendor partner.

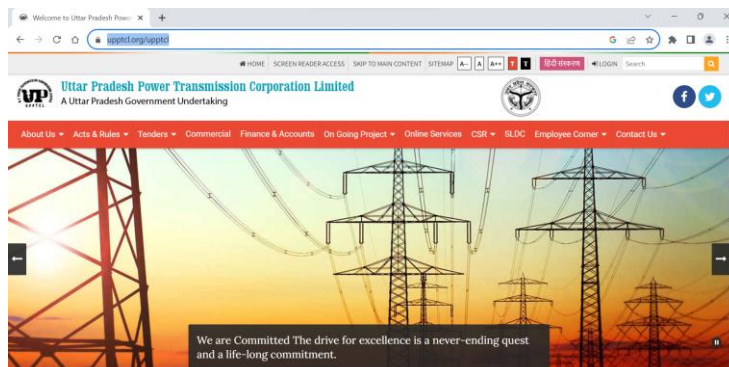
2.1 Prerequisites

- The vendor master record must exist or must be created in the UPPTCL's ERP system & vendor's email address must be maintained.
- The vendor must have the login credentials provided by UPPTCL to login to the Bill Tracking System (BTS) and has uploaded the invoice to create a unique BTS ID.
- The UPPTCL unit processing the invoice must have a login ID to the BTS portal as well. The login ID for the unit is their plant code.

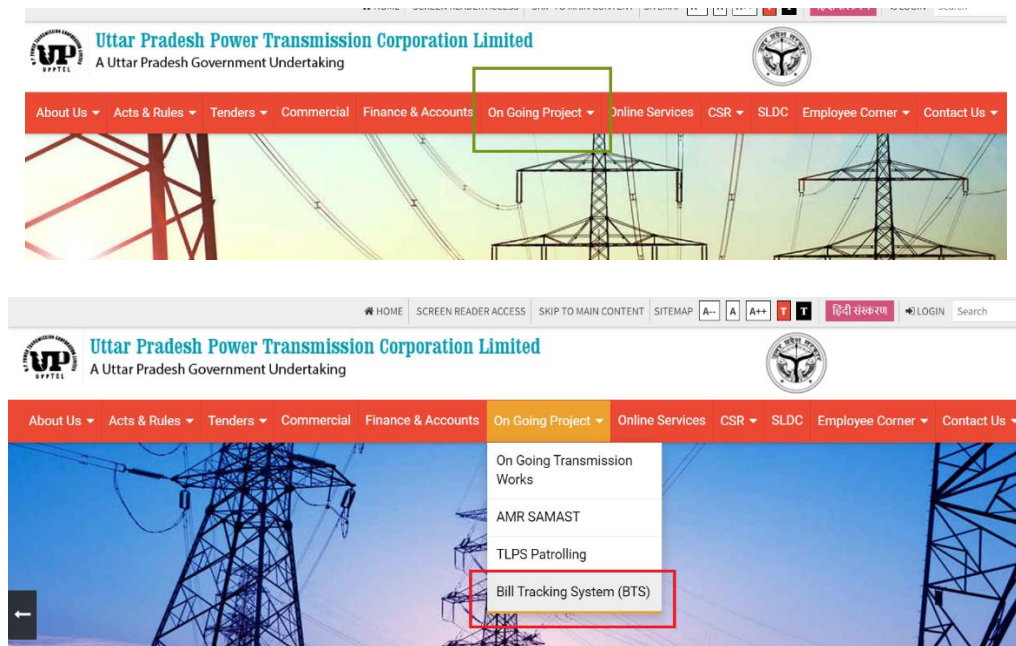
3. Process Steps

3.1 Accessing the BTS System

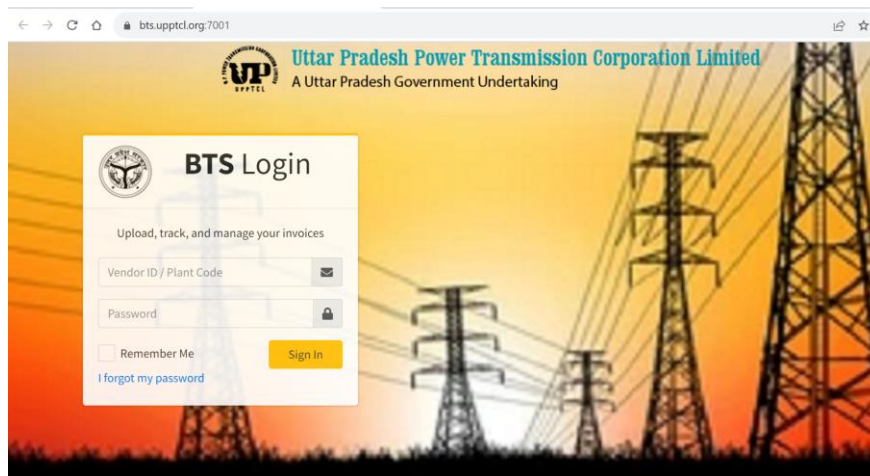
1. To access the BTS system visit the UPPTCL’s website <https://upptcl.org/upptcl>.
2. The website will open as shown below:



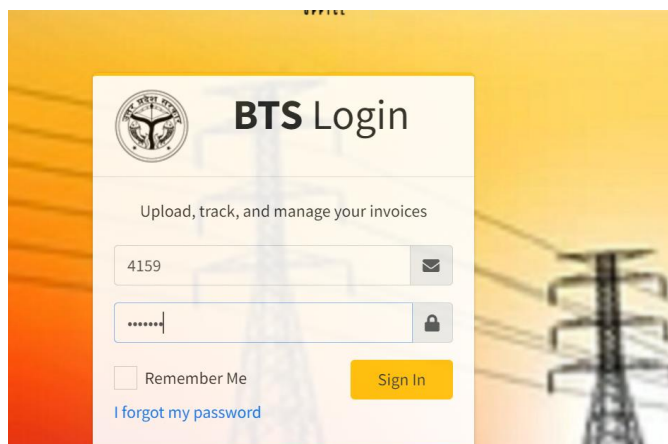
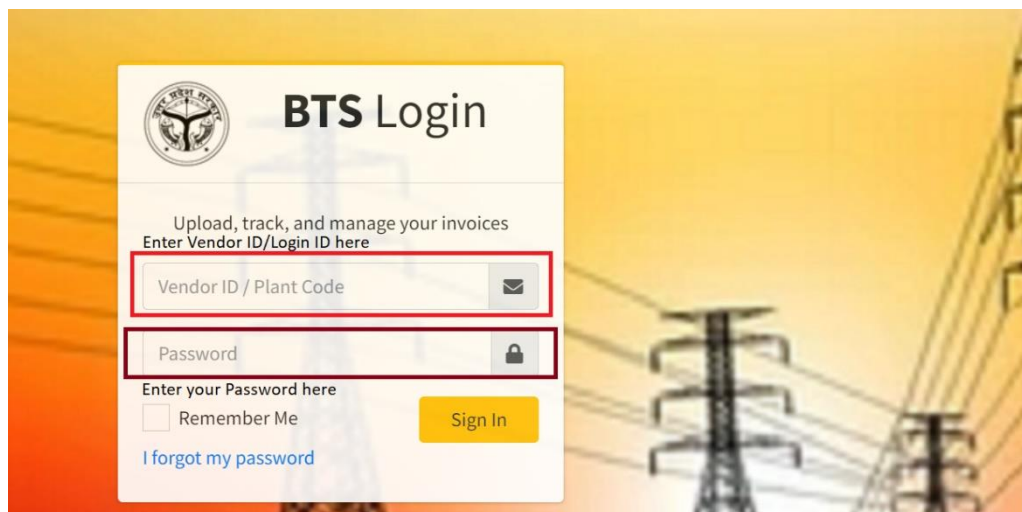
3. Hover over to the tab ‘On Going Project’ as shown below & select the Bill Tracking System (BTS) option to access the BTS portal:



4. Upon clicking on the Bill Tracking System (BTS) link, a new webpage will open as shown:



5. The initial login credentials, i.e., login ID (plant code) & password will be shared by the UPPTCL ERP team. ***It is suggested that the user updates the initial password post logging in for the first time.*** Login to the BTS system with your user ID (plant code) and password to access the portal and click on **Sign In** option:



- You will be logged in to your dashboard of the BTS system with the below screen showing the status of the BTS IDs pertaining to your unit:

Uttar Pradesh Power Transmission Corporation Limited
A Uttar Pradesh Government Undertaking

! Status will be updated in the BTS portal everyday at 00:00 hours

Invoice Status

Copy CSV Excel PDF Print Column visibility Search:

BTS No	Amount	Invoice Number	Date of Creation of BTS ID	Invoice Upload Status	Invoice Acceptance Status	Date of Acceptance/Rejection	Action
2023100006200272	12000000	00000001	2023-08-11	Y	Accepted	2023-08-11	View
2023100006200271	1000	nam	2023-08-10	Y	Accepted	2023-08-10	View
2023100006200267	12345678	INV00001	2023-08-08	Y	Accepted	2023-08-08	View

The following options are available in dashboard options:

BTS

Uttar Pradesh Power Transmission Corporation Limited
Uttar Pradesh Government Undertaking

ETD I-LUCKNOW

! Status will be updated in the BTS portal everyday at 00:00 hours

Dashboard

View Invoice

Change Password

Copy CSV Excel PDF Print Column visibility Search:

Amount	Invoice Number	Date of Creation of BTS ID	Invoice Upload Status	Invoice Acceptance Status	Date of Acceptance/Rejection	Action
12000000	00000001	2023-08-11	Y	Accepted	2023-08-11	View
1000	nam	2023-08-10	Y	Accepted	2023-08-10	View

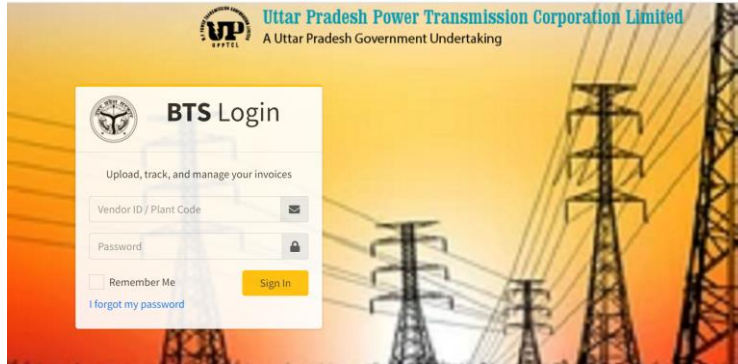
3.2 Update Password for the User ID

- To change the password, login with your login credentials (User ID/Plant Code) & current password and open your dashboard. Now select the '**Change Password**' option to update your password as shown below:

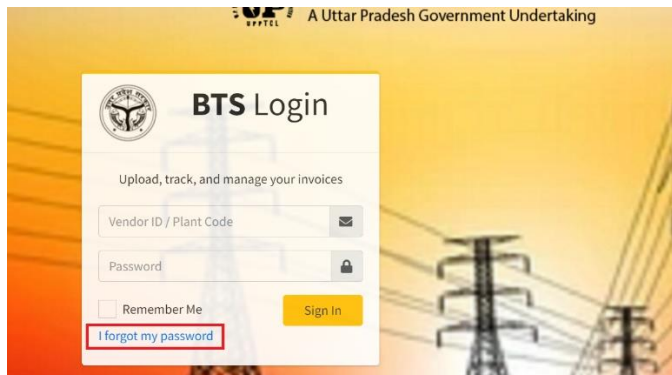
2. Enter your new password & confirm the same to update the password.
3. Once updated, you will get a success message stating that the password has been reset and it will again ask to login with the new password.

3.3 Forgot Password/Password Recovery Option

1. In case you don't remember the existing password and want to recover the access the BTS portal, go to the login screen of the BTS portal using the process explained in step [section 3.1](#)



2. Click on 'I forgot my password' option & follow the required steps by entering your **registered email address** (registered with UPPTCL for BTS system)



Forgot Password

Please enter your registered email with us. We will send you your password on email.

Enter your registered email

Submit

Forgot Password

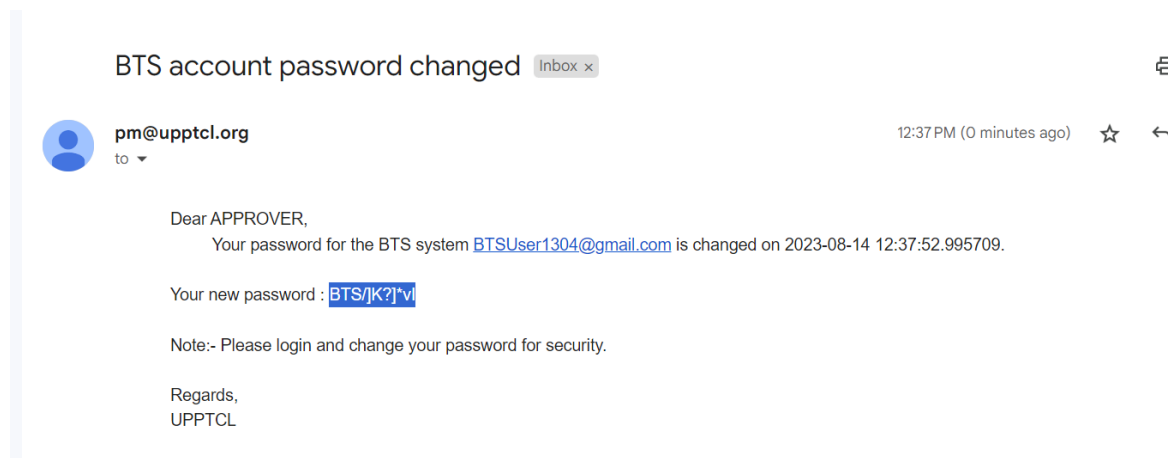
Please enter your registered email with us. We will send you your password on email.

BTSUser1304@gmail.com

Submit

Click on Submit option to receive email of new password

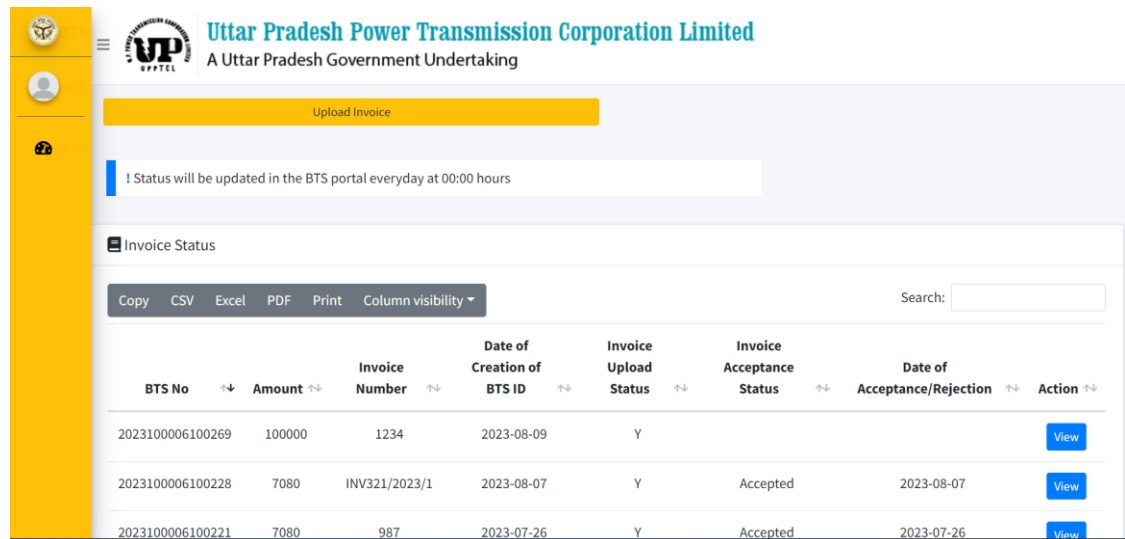
- If your email ID is registered with the UPPTCL's BTS system, you will receive your new password via email.



- You can now login with this new password.

3.4 Acceptance/Rejection of Invoice via BTS ID

- Login to the system as shown in [section 3.1](#) and you will arrive on the dashboard screen. Here all your previous BTS IDs for your unit will also be available for viewing.



- To *Accept/Reject* an invoice for a BTS ID, search using the BTS ID (*email of BTS ID with invoice details are sent to official email ID of the unit processing the invoice once the BTS ID has been successfully created by the vendor*) or the Invoice number, invoice amount, or simply the vendor code in the search functionality and select the option **View** next to the BTS ID:

UPPTTEL A Uttar Pradesh Government Undertaking

Status will be updated in the BTS portal everyday at 00:00 hours

Invoice Status

Copy CSV Excel PDF Print Column visibility Search: 1000062

BTS No	Amount	Invoice Number	Date of Creation of BTS ID	Invoice Upload Status	Invoice Acceptance Status	Date of Acceptance/Rejection	Action
2023100006200272	12000000	00000001	2023-08-11	Y	Accepted	2023-08-11	View
2023100006200267	12345678	INV00001	2023-08-08	Y	Accepted	2023-08-08	View
2023100006200265	12312333	12312312	2023-08-08	Y	Rejected	2023-08-11	View
2023100006200264	12312333	12312312	2023-08-08	Y	Rejected	2023-08-11	View
2023100006200263	12312333	12312312	2023-08-08	Y			View
2023100006200262	100000	00000001	2023-08-08	Y			View
2023100006200259	100000	00000001	2023-08-07	Y			View
2023100006200258	100000	00000001	2023-08-07	Y			View

BTS Uttar Pradesh Power Transmission Corporation Limited A Uttar Pradesh Government Undertaking

ETDG

View Invoice Home / All invoice

Detail Invoice View

View invoice details

BTS Code	Vendor No	Vendor Name	GST Number
2023100006200263	1000062		
PAN Number	Concerned Unit	DI No.	Invoice No.

- Now verify the details of the invoice submitted by the vendor including the attachment option using the BTS portal and select Accept or Reject for acceptance or rejection of the BTS ID. If Rejection is made for the BTS ID, it will be mandatory to enter the reason for rejection using the dropdown option list. If no option matches the rejection reason from the list, select the option 'Other Reason' and enter the reason of rejection in the 'Message' field using text in 40 characters.

Payment	Payment date	Date of Acceptance/Rejection	LOI Contract
<input type="text"/>	<input type="text" value="dd-mm-yyyy"/>	<input type="text" value="dd-mm-yyyy"/>	<input type="text" value="1234567"/>
LOI Date	Rejection reason	Message	
<input type="text" value="08-08-2023"/>	<input type="text" value="Select Reason"/>	<input type="text" value="Enter your reason to reject. It is mandatory."/>	
<input type="button" value="View attachment"/>	<input type="button" value="Accept"/>	<input type="button" value="Reject"/>	

4. The following entries for the above selection are possible:

S.No.	Option	Significance
1	Accept	<p>The UPPTCL unit has accepted the invoice submitted by the vendor on the BTS portal attached to a unique BTS ID and the invoice parking and posting will have this BTS ID reference number for processing of invoice & payment. The status update of parking & posting of invoice will happen with reference to the BTS ID linked to the invoice parking & posting step in the P2P process.</p> <p><i>An acceptance action of the BTS ID will trigger an email of acceptance of BTS ID to the concerned unit's email ID as well as to the vendor's email ID.</i></p>
2	Reject	<p>The rejection of BTS ID will result in permanent rejection of BTS ID meaning that this BTS ID can no longer be used for processing of invoice. A fresh BTS ID will have to be created by the vendor with the updated details for the reason of cancellation. The rejection action of invoice by the concerned unit will mandatorily ask for a rejection reason from the list with the current options being:</p> <div data-bbox="690 1522 1079 1816" data-label="Image"> <p>Select Reason</p> <ul style="list-style-type: none"> 0001-Amount Mismatch 0002-Quantity Mismatch 0003-GST/PAN Incorrect 0004-Inccorect Attachment 0006-Incorrect GST Calculation 0007-Incorrect Price variation 0008-Incorrect DI Mapped 0010-Wrong Unit/Division Selected 0009-Other Reason </div> <p>If option 0009-Other Reason is selected, the user will mandatorily have to enter the rejection reason in the</p>

		<p>'Message' field in 40 characters.</p> <p>Message</p> <div data-bbox="699 344 1070 428"><p>Enter your reason to reject. It is mandatory.</p></div> <p>40 Left</p> <p><i>An rejection action of the BTS ID will trigger an email of rejection of BTS ID to the concerned unit's email ID as well as to the vendor's email ID.</i></p> <p><u>NOTE:</u> Rejection of Accepted BTS ID</p> <ul style="list-style-type: none">✓ If the BTS ID is Accepted & no P2P process has been executed, the same can be rejected directly in the BTS portal.✓ If however, the P2P processes have been executed in the SAP environment for this BTS ID and status update of either Parking, Posting, etc. has been made on the BTS portal for this BTS ID, the P2P processes till that stage will have to be reversed which will then be reflected in the BTS system & only after this can the BTS ID be rejected by the concerned unit in the BTS system.
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Acceptance Email: This is a reference email of BTS ID acceptance.

Acceptance of Vendor Invoice - BTS System Inbox x



pm@upptcl.org
to ▾

Fri, Aug 11, 11:30 AM

Dear Sir,

The Invoice against the BTS Number 2023100006200272 has been accepted by concerned unit. Please Login to the BTS system to track the status of the BTS ID.

Regards,
UPPTCL

Accepted BTS ID:

BTS No	Amount	Invoice Number	Date of Creation of BTS ID	Invoice Upload Status	Invoice Acceptance Status	Date of Acceptance/Rejection	Action
2023100006200272	12000000	00000001	2023-08-11	Y	Accepted	2023-08-11	View
2023100006200271	1000	nam	2023-08-10	Y	Accepted	2023-08-10	View
2023100006200267	12345678	INV00001	2023-08-08	Y	Accepted	2023-08-08	View

BTS Code	Vendor No	Vendor Name	GST Number
2023100006200272	1000062		
PAN Number	Concerned Unit	DI No.	Invoice No.
	4159-ETD 1 Lucknow	SPAD1001	00000001
UTR No	Invoice Date	Amount	Date of Creation of BTS ID
None	11-08-2023	12000000	11-08-2023
Invoice Upload Status	Invoice Acceptance Status	Status-Inv Park	Invoice Park Date
Y	Accepted		
Status-Invoice Post	Invoice Post Date	Approval for Payment	Approval for payment date

5. Rejection Email: This is a reference email for rejection of BTS ID.

Rejection of Vendor Invoice - BTS System Inbox x

pm@upptcl.org Fri, Aug 11, 11:31AM (3 days ago) ☆ ↶

Dear Sir,

The Invoice against the BTS Number 2023100006200265 has been accepted. Please ensure further necessary action and login to the BTS system to track the status of the BTS ID.

Regards,
UPPTCL

Reason for Rejection : 0010-Wrong Unit/Division Selected

Regards,
UPPTCL

Rejected BTS ID:

BTS No	Amount	Invoice Number	Date of Creation of BTS ID	Invoice Upload Status	Invoice Acceptance Status	Date of Acceptance/Rejection	Action
2023100006200265	12312333	12312312	2023-08-08	Y	Rejected	2023-08-11	View
2023100006200264	12312333	12312312	2023-08-08	Y	Rejected	2023-08-11	View
2023100006200225	171100000	8764/2023	2023-07-27	Y	Rejected	2023-07-27	View

None	08-08-2023	12312333	08-08-2023
Invoice Upload Status	Invoice Acceptance Status	Status-Inv Park	Invoice Park Date
Y	Rejected		
Status-Invoice Post	Invoice Post Date	Approval for Payment	Approval for payment date
			dd-mm-yyyy
Payment	Payment date	Date of Acceptance/Rejection	LOI Contract
	dd-mm-yyyy	11-08-2023	1234567
LOI Date	Rejection reason	Message	
08-08-2023	0010-Wrong Unit/Division Selectec	Enter your reason to reject. It is mandatory	

3.5 Maintenance of Accepted BTS ID in the Invoice Parking in P2P Process in the SAP System

1. To BTS ID once accepted is to be maintained in the invoice processing in the parking step in the P2P dashboard in the SAP system.
2. To enter the **accepted** BTS ID in the parking step, execute the invoice parking step in the P2P dashboard in the SAP system as usual. While entering the invoice parking details, go to the '**Details**' tab as shown and enter the accepted BTS ID in the '**Assignment**' field as highlighted.

Procurement to Pay Dashboard

Refresh List | Payment Details | Log Display | PV Report | Select All | Deselect All | Upload Attachments | Display Attachments

Fund	Select	Serial No. DI (SAP-PO)	PO (SAP-Contract)	Plant/PC	Plant/PC Name	Vendor	Vendor Name	Goods Receipt no.	Service Receipt no.	Document Type	Vendor Invoice Posting Approval	No Park Doc.D
IR-SS/TL	<input type="checkbox"/>	1	5200000806	4200001126	4159	ETD I - Lucknow	1000061 /			5000001336		Click here for invoice parking

Park Incoming Invoice: Company Code 1000

Show PO structure | Hold | Simulate | Save as Completed | Messages | Help | NF

Transaction: 1 Invoice

Goto 'Details' tab

Basic Data | Payment | **Details** | Tax | Withholding tax | Contacts | Note

Invoice date	11.08.2023	Reference	ABC/7654
Posting Date	11.08.2023		
Amount			INR
Tax Amount	26,100,000.00	Calculate Tax	<input checked="" type="checkbox"/>
Bus.Place/Sectn	/	Tax	P7 P7 (1/P CGST 9% + SGST 9..
Text			
Paymt terms	Due immediately		

PO Reference | G/L Account

Transaction: 1 Invoice

Basic Data | Payment | **Details** | Tax | Withholding tax | Contacts | Note

Unpl. Del. Csts:

Currency: INR | Exch. Rate: 1.00000

Doc. Type: RE Invoice - Gross | Inv. Party: 1000061

Assignment: | Bus. Area: | G/L Acct: 4310000000

Header Text:

Enter Accepted BTS ID in 'Assignment' field

PO Reference | G/L Account

Transaction: 1 Invoice

Basic Data | Payment | **Details** | Tax | Withholding tax | Contacts | Note

Unpl. Del. Csts:

Currency: INR | Exch. Rate: 1.00000

Doc. Type: RE Invoice - Gross | Inv. Party: 1000061

Assignment: 2023100006100276 | Bus. Area: | G/L Acct: 4310000000

Header Text:

3. Now Park the invoice as usual. Execute the remaining P2P processes as usual. The status of the BTS ID for the following parameters will be updated in the BTS portal as per the actions executed for this invoice processing (linked via the BTS ID in the Invoice Parking) via a program to transfer data from SAP system to the BTS system:
 - a. Invoice Parking Status & Date
 - b. Invoice Posting Status & Date
 - c. Payment Approval Status & Date
 - d. Payment Status & Date

Invoice Upload Status	Invoice Acceptance Status	Status-Inv Park	Invoice Park Date
Y	Accepted	YES	2023-07-24
Status-Invoice Post	Invoice Post Date	Approval for Payment	Approval for payment date
YES	2023-07-25	YES	25-07-2023
Payment	Payment date	Date of Acceptance/Rejection	LOI Contract
YES	25-07-2023	24-07-2023	None

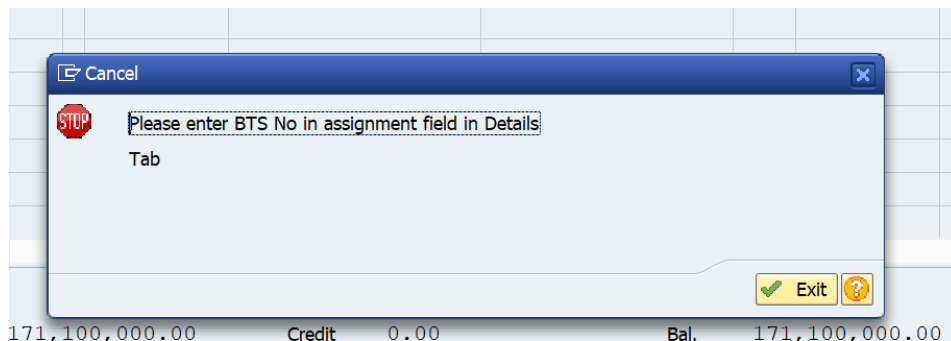
These status details will be visible to both the UPPTCL unit as well as to the respective vendor on the BTS portal accessible using their unique login ID.

Please note that the data for these fields will be updated on the BTS portal at 00:00 hours every day.

3.6 Troubleshooting Errors in Invoice Parking involving BTS ID

3.6.1 No BTS ID entered in the Assignment Field in Invoice Parking

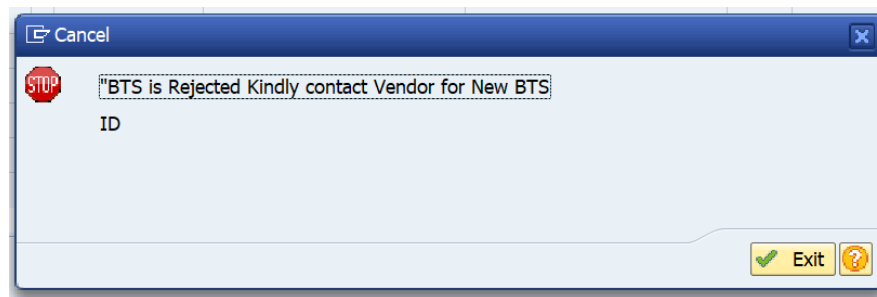
If no BTS ID has been entered for a vendor relevant for invoice processing via the BTS mechanism, a system generated error while parking will be displayed to the user as shown below:



Resolution: Proceed to park the invoice in P2P dashboard and maintain the BTS ID in the Assignment field in invoice parking step under the Details tab.

3.6.2 Rejected BTS ID entered in the Assignment Field in Invoice Parking

If a rejected BTS ID has been maintained in the Assignment field in invoice parking step under the Details tab, the system will give an error message as shown below:



Resolution: Ask the vendor to create a new BTS ID for this invoice correcting the details because of which the old BTS ID was rejected.

3.6.3 BTS ID belongs to another vendor

The system won't allow parking of the invoice if the BTS ID belongs to a separate vendor (other than the vendor in the DI)

Resolution: Enter the correct BTS ID for the invoice parking

4. Important Points

1. The data of status update for the BTS ID on the BTS portal will be refreshed at 00:00 hours every day.
2. Vendors are mandatorily required to submit all the relevant original documents to the concerned units for invoice processing as is being done in addition to creation of this BTS ID.

5. Contact Details

1. For support related to accessing the BTS portal, please write to erp@upptcl.org
2. Contact Person at ERP Team: Mr. Praveen Dubey (Assistant Engineer – ERP)

--End of the document--