

Project – SARTHI

UPPTCL Bill Tracking System

Vendor Training Manual

Bill Tracking System (BTS)

UM_BTS_Vendor

Version 1.0

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Introduction

1.1 About the Document

Welcome to the Vendor User Manual for our innovative Bill Tracking System. This document guides vendors on using our portal to upload invoices and track their status. Gain access with a unique login ID. Streamline your invoicing process effortlessly.

1.2 Target Audience

Suppliers & Vendors providing supply and services to UPPTCL.

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.

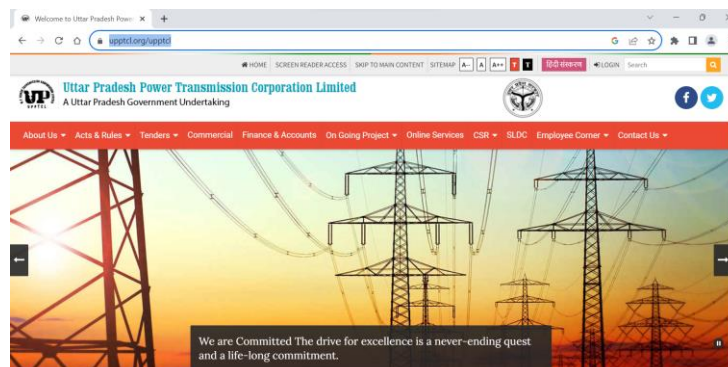
2.1 Prerequisites

- 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).

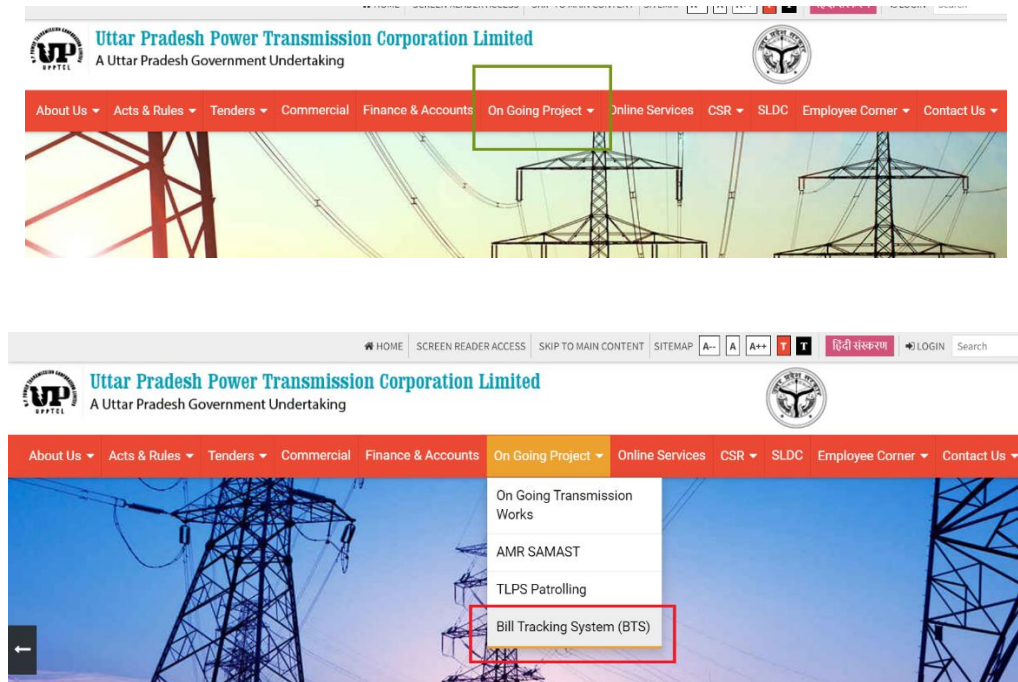
3. Process Steps

3.1 Accessing the BTS System

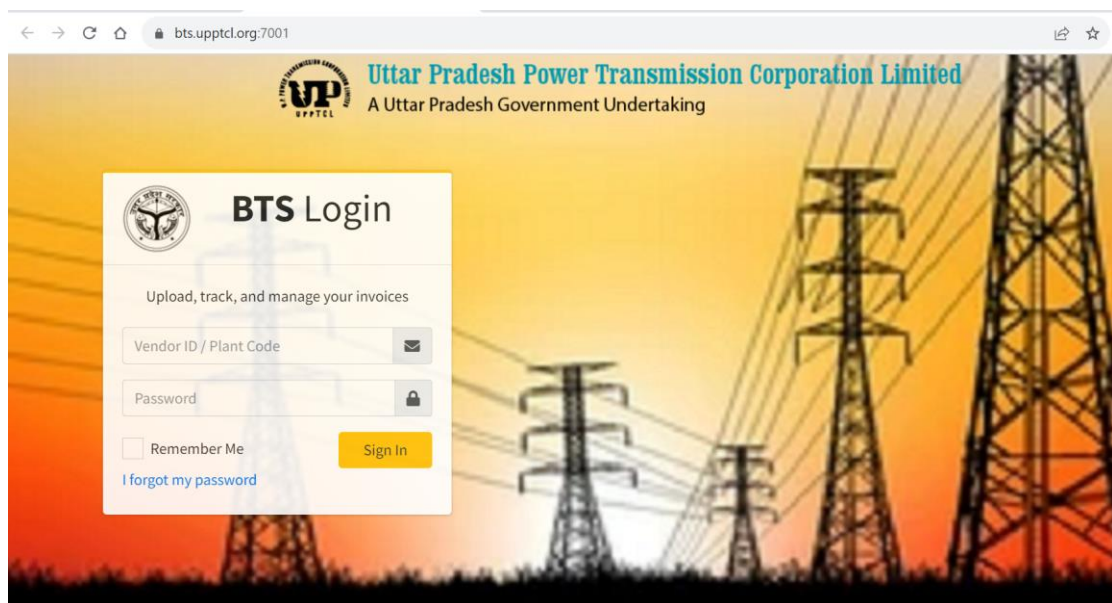
1. To access the BTS system visit the UPPTCL's website <https://upptcl.org/upptcl>.
2. The website will open as shown below:



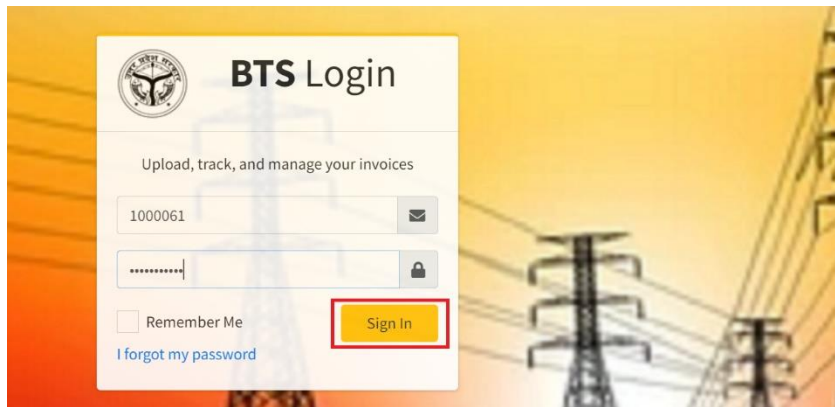
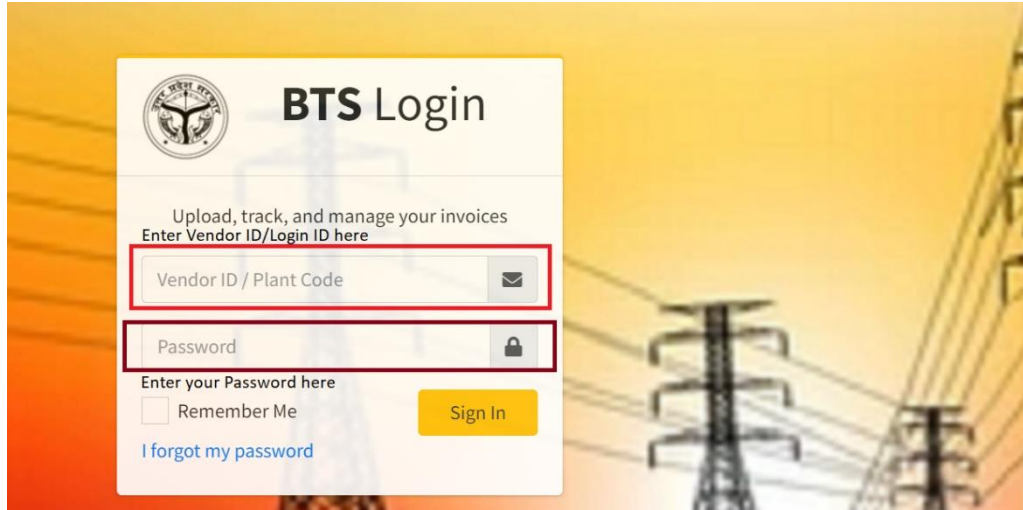
3. Hover over to the tab 'On Going Project' as shown below & select the Bill Tracking System (BTS) option to access the BTS portal:



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



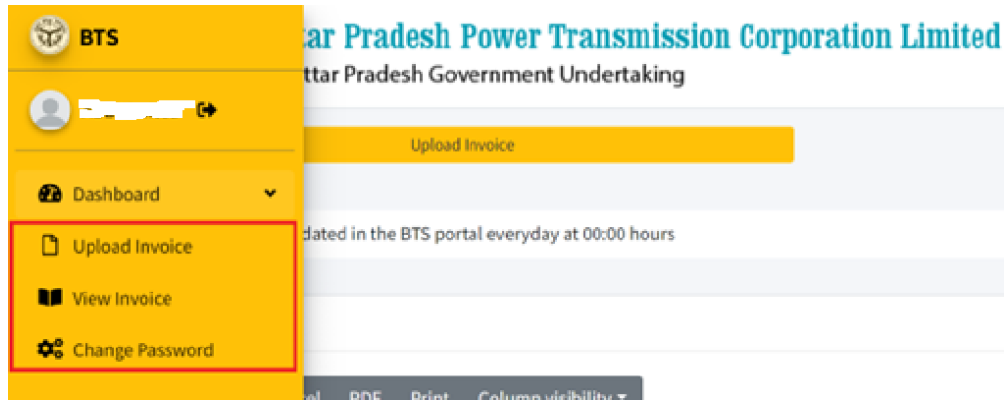
- The initial login credentials, i.e., Vendor ID/User ID & Password will be shared by the UPPTCL team. **It is suggested that the user updates the initial password post logging in for the first time.** Login to the BTS system with your user ID (vendor ID) and password to access the portal and click on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



- You will be logged in to your dashboard of the BTS system with the below screen:

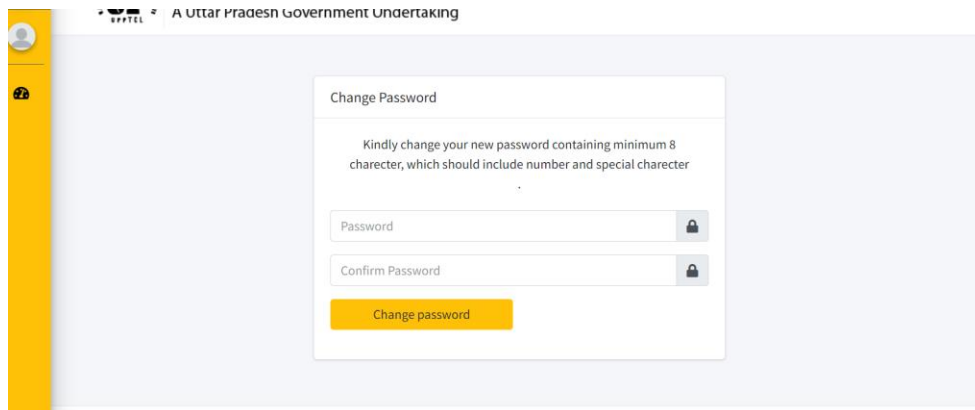
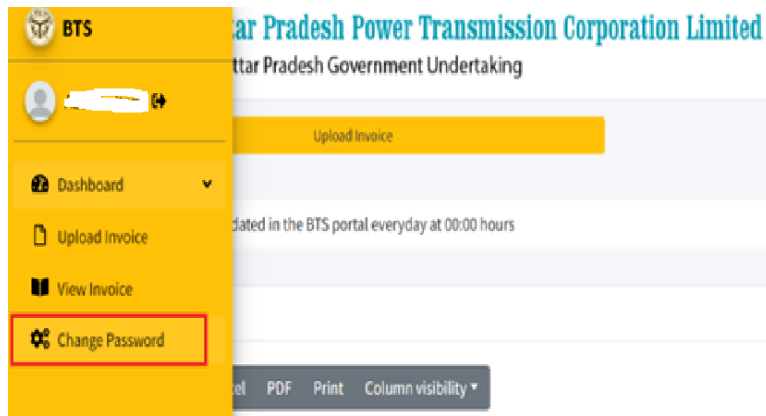
BTS No	Amount	Invoice Number	Date of Creation of BTS ID	Invoice Upload Status	Invoice Acceptance Status	Date of Acceptance/Rejection	Action
2023100006100269	100000	1234	2023-08-09	Y			View
2023100006100228	7080	INV321/2023/1	2023-08-07	Y	Accepted	2023-08-07	View

The following options are available in dashboard options:



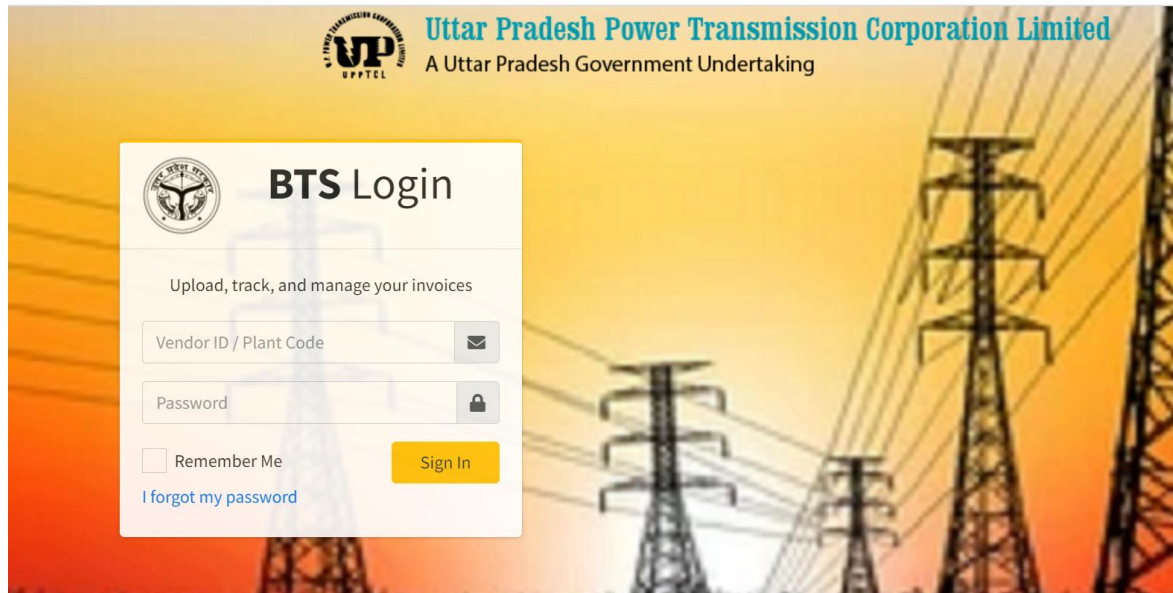
3.2 Update Password for the User/Vendor ID

1. To change the password, login with your login credentials (User ID/Vendor ID) & 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.

- 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.

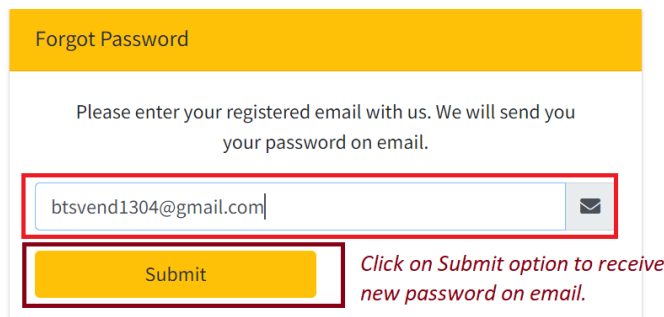
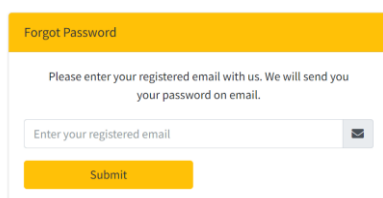
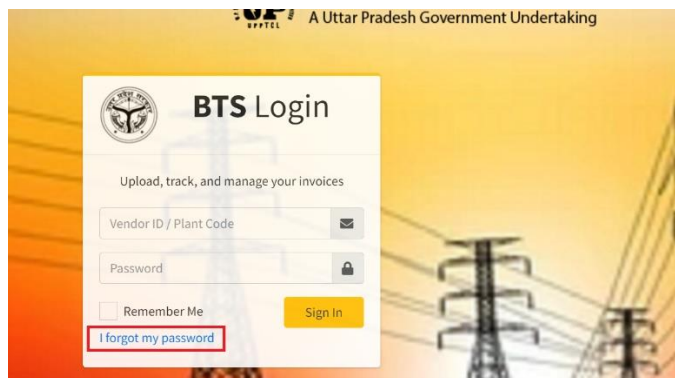


3.3 Forgot Password/Password Recovery Option

- 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](#)



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



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

BTS account password changed Inbox x



pm@upptcl.org
to ▾

14:51 (0 minutes ago)

Dear Limited,

Your password for the BTS system btsvend1304@gmail.com is changed on 2023-08-11 14:50:57.942701.

Your new password : BTSz@Eaf0Y+

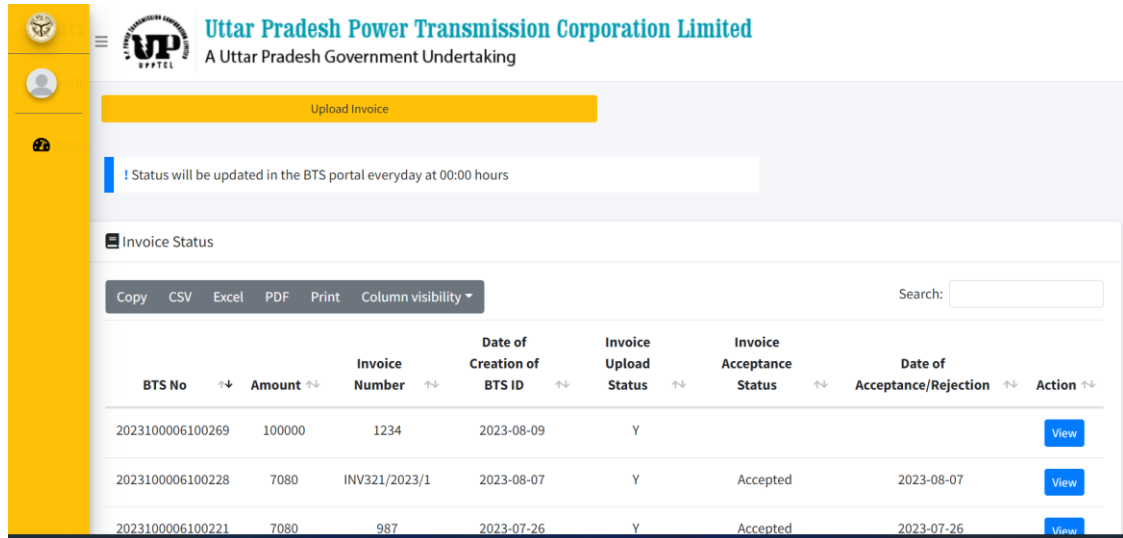
Note:- Please login and change your password for security.

Regards,
UPPTCL

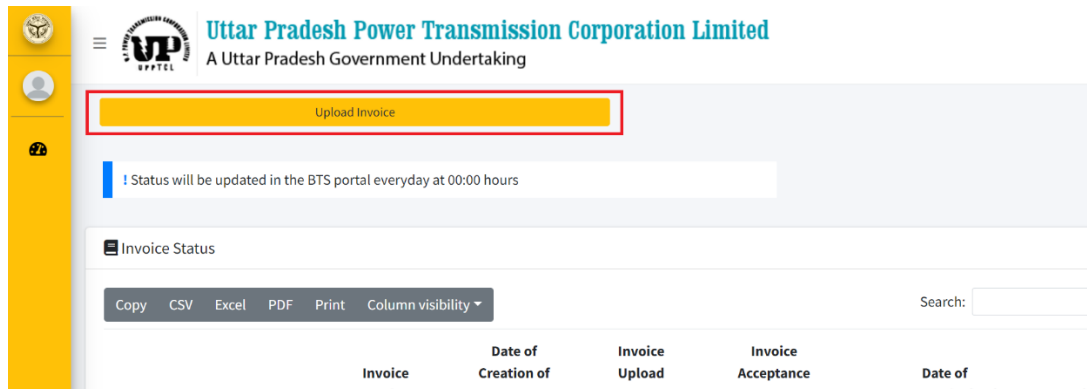
4. You can now login with this new password.

3.4 Uploading a new Invoice

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



2. To upload a new invoice, click on the '**Upload Invoice**' option as shown below:



3. You will reach the invoice uploading screen as shown with certain prefilled details maintained with the UPPTCL's backend ERP system including the BTS number which will be created upon successful saving of this invoice submission.

Vendor Invoice Upload

Create Invoice

BTS Code	Vendor Code	Vendor Name	GST Number
2023100006100275	1000061	ABB Limited	06AABCH5467H1ZL
PAN Number	Concerned Unit	SAP DI No.	Invoice No.
AABCH5467H	Select Unit	SAP DI	Invoice Number
Invoice Date	Amount incl tax	LOI / Contract Number	LOI / Contract date
mm/dd/yyyy	Amount	LOI Contract Number	mm/dd/yyyy

Upload Invoice

Upload Invoice

Choose File No file chosen

Only PDF format file with Max. File size 4 MB permitted

- Tax mentioned in invoice is correct
- DI number mentioned in invoice is correct
- GST number mentioned is correct
- LOI/Contract details mentioned are correct
- Correct Unit selected**

Vendors should mandatorily submit all relevant Original documents to the concern Unit/Division.

Upload

4. Enter the data in all the fields for successful saving of this BTS ID

S.No.	Field Name	Significance
1	Concerned Unit	The UPPTCL unit for which this invoice is intended. Select the correct unit code from the dropdown list available. <i>Please ensure correct selection of the unit to avoid rejection of the BTS ID.</i>
2	SAP DI Number	Enter the DI number shared by the UPPTCL for procurement of goods/services against this bill.
3	Invoice Number	Enter your invoice number in this field.
4	Invoice Date	Enter your invoice date in this field.
5	Amount incl. tax	Enter the invoice amount inclusive of the tax.
6	LOI/Contract No.	Enter the LOI number shared by the UPPTCL unit for procurement of goods/services for this bill. In case LOI is not available for the procurement scenario, enter the contract number in this field as shared by the UPPTCL unit.

7	LOI/Contract Date	Enter the LOI date or Contract date as per the selection of LOI/Contract No. explained in the S.No. 6 of this table.
8	Upload Invoice	Upload the invoice in this field. Please ensure PDF format of the invoice and the size of the file must be less than 4 MB.
9	Tax mentioned in Invoice is Correct	Mandatorily select this checkbox after ensuring the details.
10	DI number mentioned in invoice is correct	Mandatorily select this checkbox after ensuring the details.
11	GST number mentioned is correct	Mandatorily select this checkbox after ensuring the details.
12	LOI/Contract details mentioned are correct	Mandatorily select this checkbox after ensuring the details.
13	Correct Unit selected	Mandatorily select this checkbox after ensuring the details.

5. Enter the required details highlighted in the table. In case any detail is missing the system won't allow you to save the details and the missing details will get highlighted as shown below:

The screenshot shows a form with the following fields and their states:

- BTS Code:** 2023100006100275
- Vendor Code:** 1000061
- Vendor Name:** ABB Limited
- GST Number:** 06AABCH5467H1ZL
- PAN Number:** AABCH5467H
- Concerned Unit:** Select Unit (dropdown menu)
- SAP DI No.:** SAP DI
- Invoice No.:** Invoice Number
- Invoice Date:** mm/dd/yyyy
- Amount incl tax:** Amount
- LOI / Contract Number:** LOI Contract Number
- LOI / Contract date:** mm/dd/yyyy
- Upload Invoice:** Choose File (No file chosen)

Only PDF format file with Max. File size 4 MB permitted

6. Fill in the required details as shown below:

The screenshot shows the same form with the following fields filled out:

- BTS Code:** 2023100006100276
- Vendor Code:** 1000061
- Vendor Name:** ABB Limited
- GST Number:** 06AABCH5467H1ZL
- PAN Number:** AABCH5467H
- Concerned Unit:** 4159-ETD 1 Lucknow
- SAP DI No.:** 5200033817
- Invoice No.:** AD5461/23
- Invoice Date:** 08/11/2023
- Amount incl tax:** 1118
- LOI / Contract Number:** UPPTCL/ESDC(X)/23/045
- LOI / Contract date:** 05/30/2023
- Upload Invoice:** Choose File (20230313...73d12.pdf)

Only PDF format file with Max. File size 4 MB permitted

Upload Invoice

Choose File 20230313...73d12.pdf

Only PDF format file with Max. File size 4 MB permitted

- Tax mentioned in invoice is correct
- DI number mentioned in invoice is correct
- GST number mentioned is correct
- LOI/Contract details mentioned are correct
- Correct Unit selected

Vendors should mandatorily submit all relevant Original documents to the concern Unit/Division.

Upload

- After ensuring all the details, click on the '**Upload**' option to save the BTS ID. Upon successful saving, a success message will be generated and displayed on the top right section of the BTS portal.

Upload Invoice

Choose File 20230313...73d12.pdf

Only PDF format file with Max. File size 4 MB permitted

- Tax mentioned in invoice is correct
- DI number mentioned in invoice is correct
- GST number mentioned is correct
- LOI/Contract details mentioned are correct
- Correct Unit selected

Vendors should mandatorily submit all relevant Original documents to the concern Unit/Division.

Upload

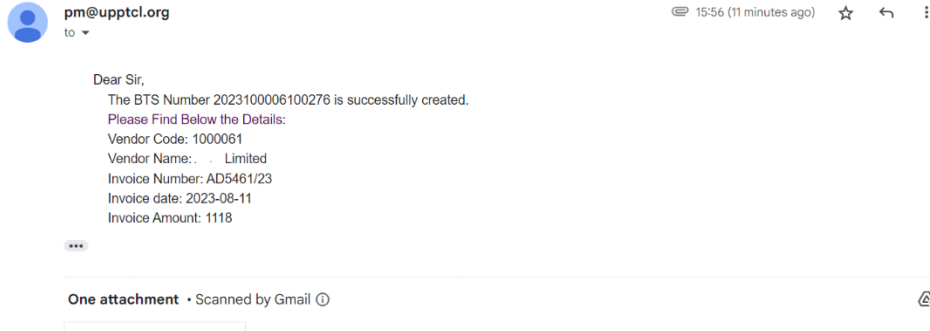
- The BTS ID will be reflected in your dashboard as shown below. Also you will receive an email confirmation with the details of your BTS ID on your registered email address with an attachment of your invoice.

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

Invoice Status

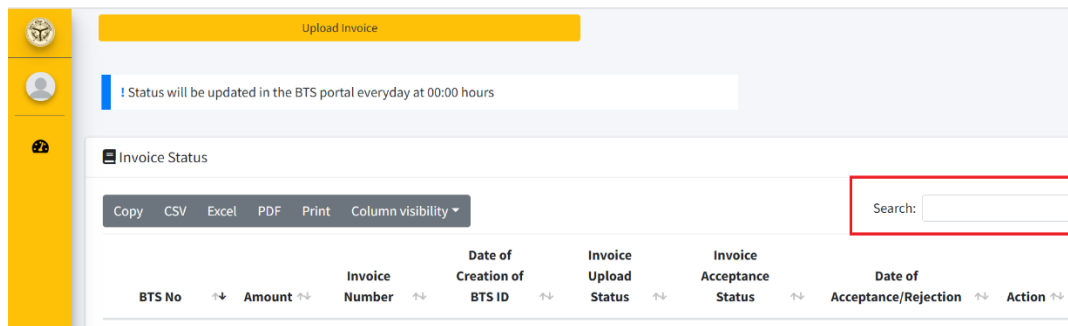
Copy CSV Excel PDF Print Column visibility Search:

BTS No	Amount	Invoice Number	Date of Creation of BTS ID	Invoice Upload Status	Invoice Acceptance Status	Date of Acceptance/Rejection	Action
2023100006100276	1118	AD5461/23	2023-08-11	Y			View
2023100006100269	100000	1234	2023-08-09	Y			View
2023100006100228	7080	INV321/2023/1	2023-08-07	Y	Accepted	2023-08-07	View

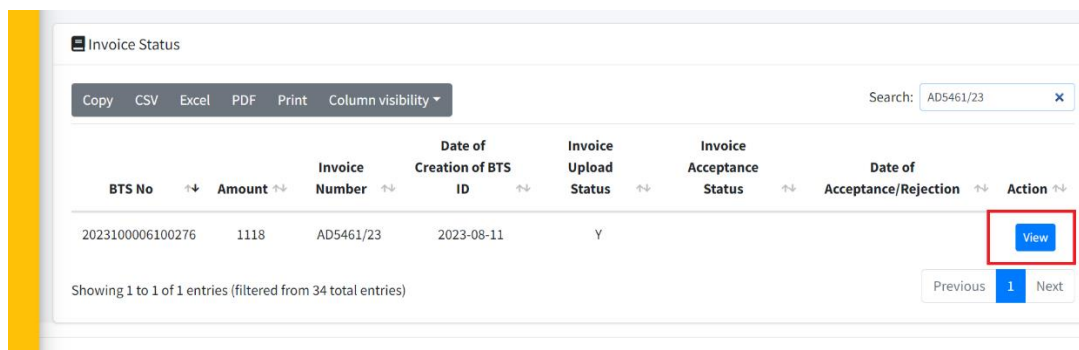


3.5 View a BTS ID to Track Status of your Invoice

1. To view a BTS ID to track status of your invoice, go to the dashboard as demonstrated in [section 3.1](#) of this document.
2. To search your BTS ID for viewing, you can also use the '**Search**' option functionality as shown by entering your BTS ID itself, or your Invoice Number or simply your Invoice Date or the Invoice Amount.



3. After searching for your BTS ID, click on the 'View' option to track the status of your Invoice.



4. The BTS ID details will open in non-editable format as shown:

View invoice details			
BTS Code	Vendor No	Vendor Name	GST Number
2023100006100276	1000061	Limited	
PAN Number	Concerned Unit	DI No.	Invoice No.
	4159-ETD 1 Lucknow	5200033817	AD5461/23
UTR No	Invoice Date	Amount	Date of Creation of BTS ID
None	08/11/2023	1118	08/11/2023
Invoice Upload Status	Invoice Acceptance Status	Status-Inv Park	Invoice Park Date

5. The invoice acceptance status field provides the status whether your invoice/BTS ID has been accepted or has been rejected by the concerned unit. Upon either acceptance or rejection you will also receive an email on your registered email address. For rejection cases, an additional rejection reason will also be mentioned which will also be part of the rejection email that will be sent to you. A date of acceptance/rejection of BTS ID by the concerned UPPTCL unit will also be captured and displayed to you. Both acceptance & rejection cases screenshots have been attached below for your reference:

UTR No	Invoice Date	Amount	Date of Creation of BTS ID
None	08/11/2023	1118	08/11/2023
Invoice Upload Status	Invoice Acceptance Status	Status-Inv Park	Invoice Park Date
Y			
Status-Invoice Post	Invoice Post Date	Approval for Payment	Approval for payment date
			mm/dd/yyyy
Payment	Payment date	Date of Acceptance/Rejection	LOI Contract
	mm/dd/yyyy	mm/dd/yyyy	UPPTCL/ESDC(X)/23/045
LOI Date	Rejection reason	Message	
05/30/2023	Select Reason	Enter your reason to reject. It is	

Accepted BTS ID:

JTR No	Invoice Date	Amount	Date of Creation of BTS ID
	08/07/2023	7080	08/07/2023
Invoice Upload Status	Invoice Acceptance Status	Status-Inv Park	Invoice Park Date
Y	Accepted	YES	2023-08-07

Rejected BTS ID:

UTR No	Invoice Date	Amount	Date of Creation of BTS ID
GJBVFL/1	07/26/2023	1,180.00	07/26/2023
Invoice Upload Status	Invoice Acceptance Status	Status-Inv Park	Invoice Park Date
Y	Rejected	YES	2023-07-26
Status-Invoice Post	Invoice Post Date	Approval for Payment	Approval for payment date
YES	2023-07-26	NO	mm/dd/yyyy

Email of Acceptance:

Acceptance of Vendor Invoice - BTS System Inbox x

pm@upptcl.org 11:30 (4 hours ago)

to ▾

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

Email of Rejection:

Rejection of Vendor Invoice - BTS System Inbox x

pm@upptcl.org 11:31 (4 hours ago)

to ▾

Dear Sir,

The Invoice against the BTS Number 2023100006200265 has been rejected by concerned unit.
Please Login to the BTS system make the changes as per the Rejection reason and create a fresh BTS ID for the Invoice.

Reason for Rejection : 0010-Wrong Unit/Division Selected

Regards,
UPPTCL

6. The other status field include:
- Invoice Parking Status & Date
 - Invoice Posting Status & Date
 - Payment Approval Status & Date
 - Payment Status & Date

These status & date will be updated as per the business process executed by the concerned unit at UPPTCL in the processing of this invoice.

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

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. For support related to individual BTS ID, kindly contact the respective unit to which the invoice has been raised.

--End of the document--