

BILL TRACKING SYSTEM

- | | |
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Flow of Bill tracking:MM

1. Entry by Vendor

Login by vendor
in Portal

Entry of Invoice
details & I/C
selection

Status: New (Waiting for physical copy)

After submit/save
Diary no. is
generated.

Mail is triggered to I/C

2. Acknowledgement by dispatch

Acknowledge by
dispatch & I/C
change (if required)

Status: Acknowledge By dispatch

Mail is triggered to new I/C &
vendor

3. Physical Invoice received by I/C

3.1 Invoice not registered by vendor

Register in
ZBILLREG by
I/C

Status: Acknowledge by I/C

**3.2 Already registered by
Vendor**

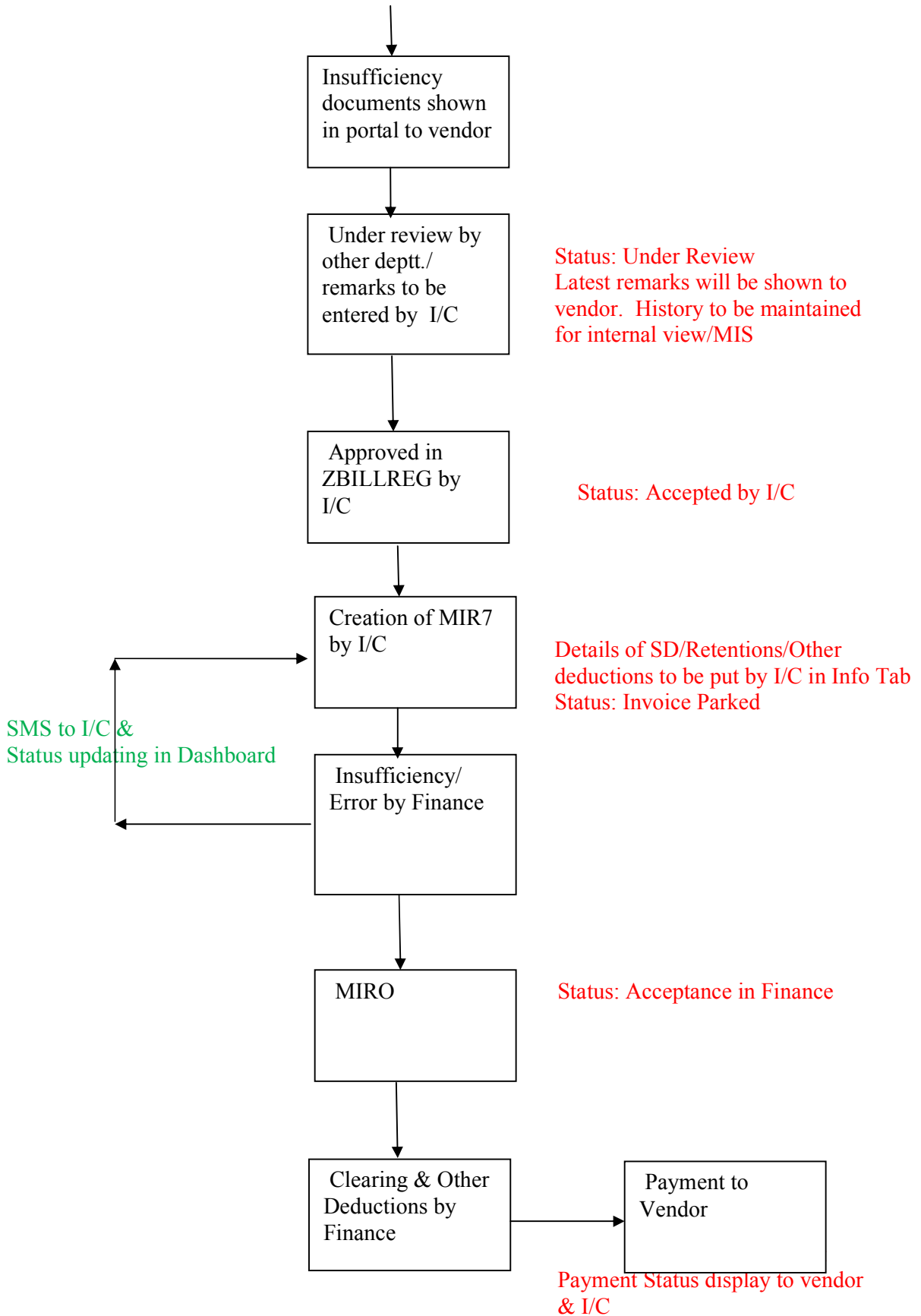
Use ZBILLREG to
modify/
Insufficiency
marking

Rejection by I/C

Insufficiency
found – Mark the
insufficiencies

Status: Pending with vendor

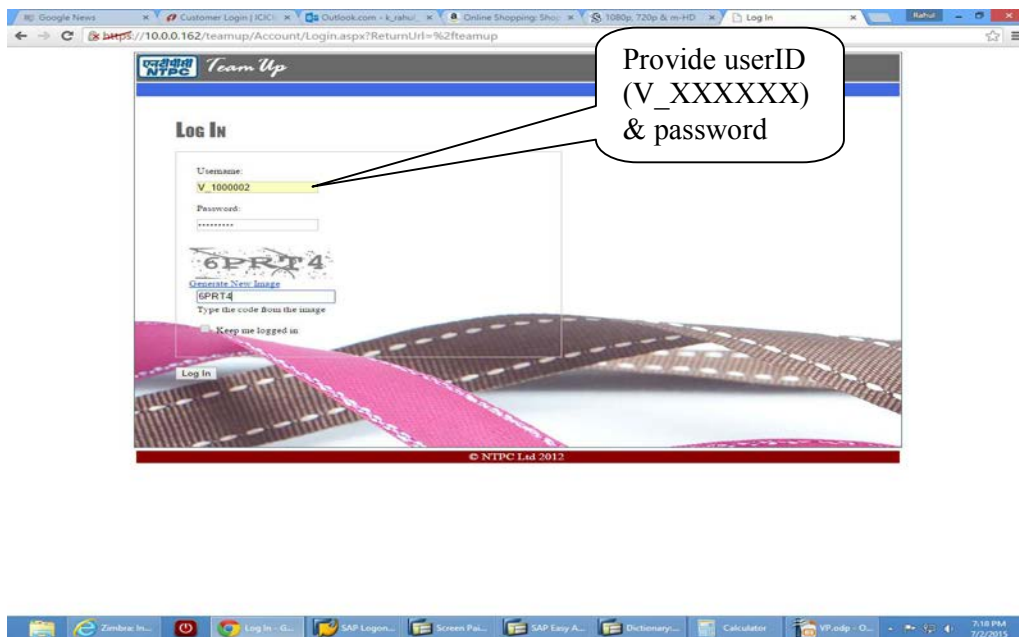
Mail triggered to Vendor



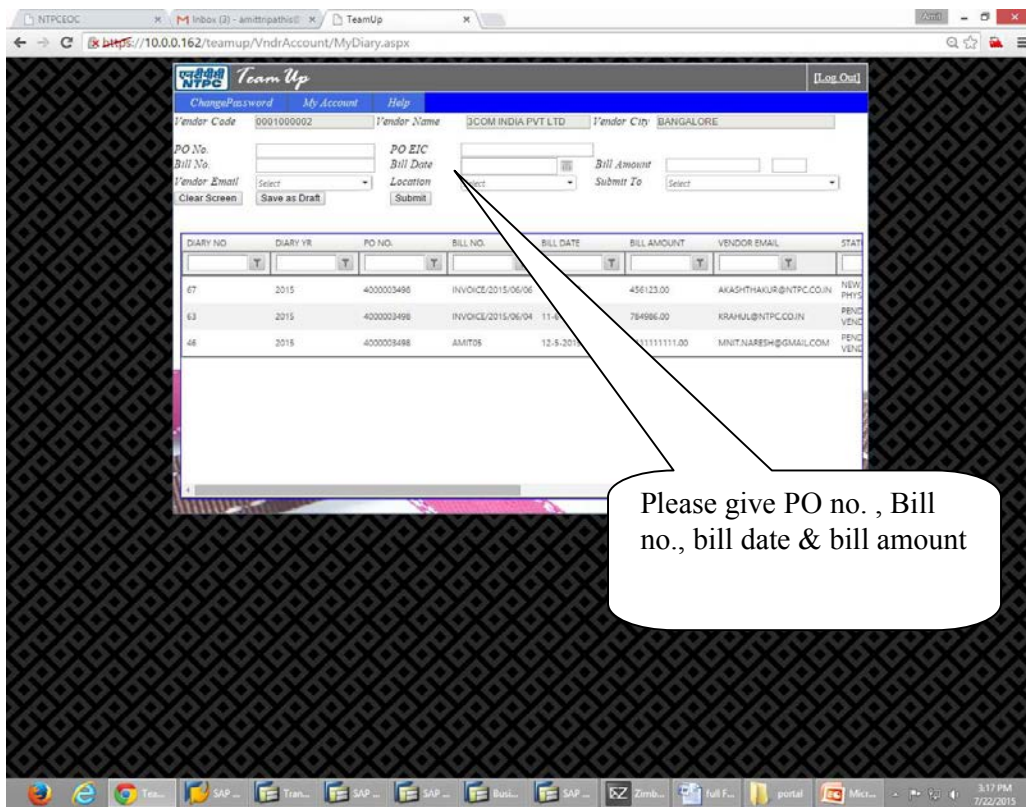
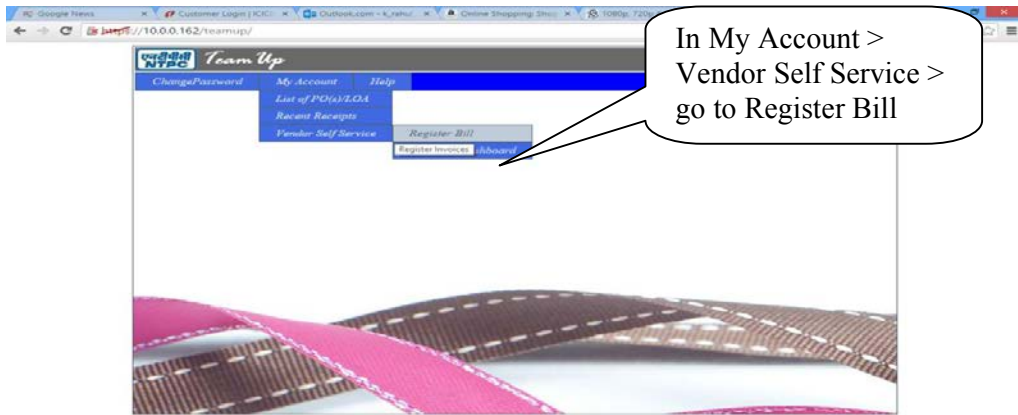
1. VENDOR:

Vendor has to login with user id V_XXXXXXX(Vendor code with prefix V_ like V_1000000) & password (sent on mail).

On web: vendor.ntpc.co.in

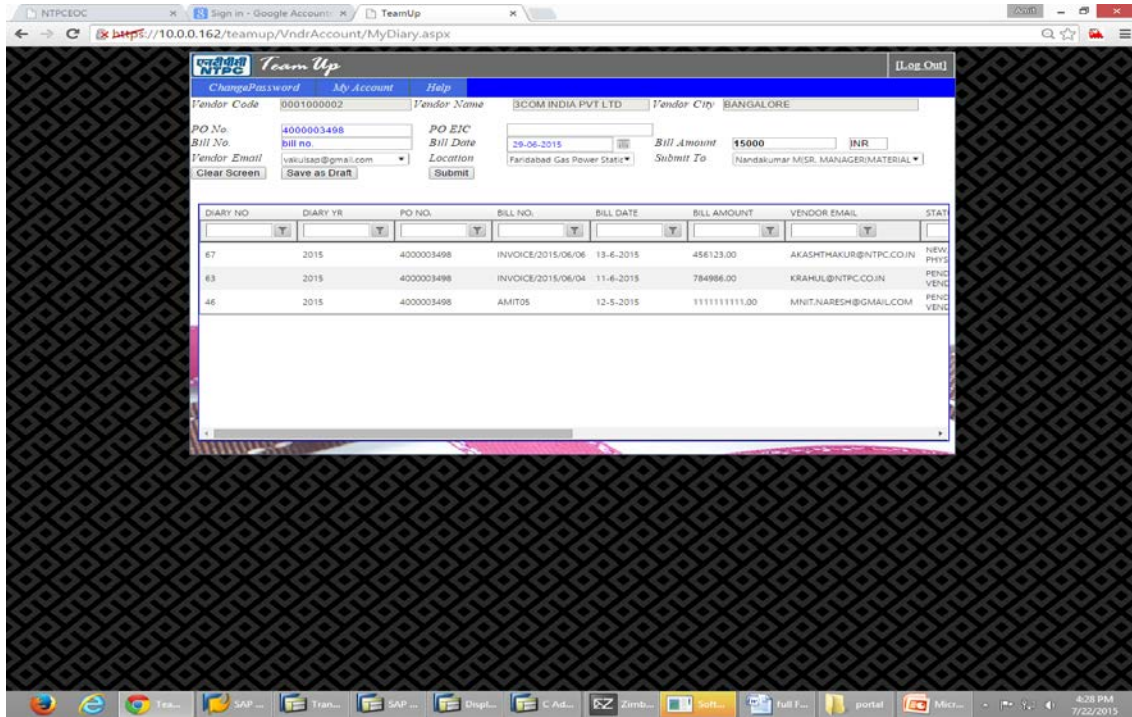


A new screen will appear



PO EIC field is applicable for service PO & this field is displayed from PO & is provided to help the vendor to select "Submit To". Vendor email is populated from vendor data registered with NTPC (Vendor Master), this can be changed at the time of registration of bill if required. Plant can be selected from location dropdown. To whom vendor wants to submit the bill can be selected from dropdown (names appearing with designation)

If vendor wants to submit bill to person whose name is not appearing in dropdown. Site Helpdesk may be contacted.



Vendor can save this entry as draft or submit it. After submitting message appears bill saved. & status can be seen as New, waiting for physical copy.

Different status & description are as follows

- N: New waiting for Physical Copy
- R: Bill received (Dispatch)
- C: Bill acknowledged by I/C
- V: Pending at Vendor
- U: In Review (with remarks)
- A: Accepted by I/C
- P: Invoice parked by I/C
- E: Waiting I/C
- F: Waiting FI
- D: Parking Deleted
- X: Invoice Posted

If any insufficiency is marked by I/C, it will be populated at portal. When vendor click on tab shown above, they may know particular insufficiency marked by NTPC.

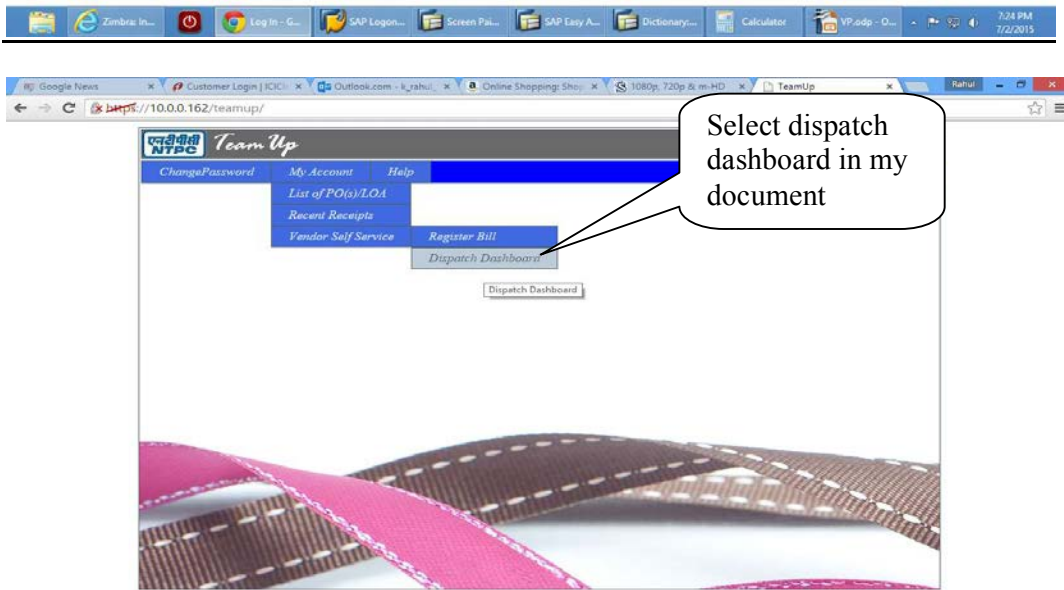
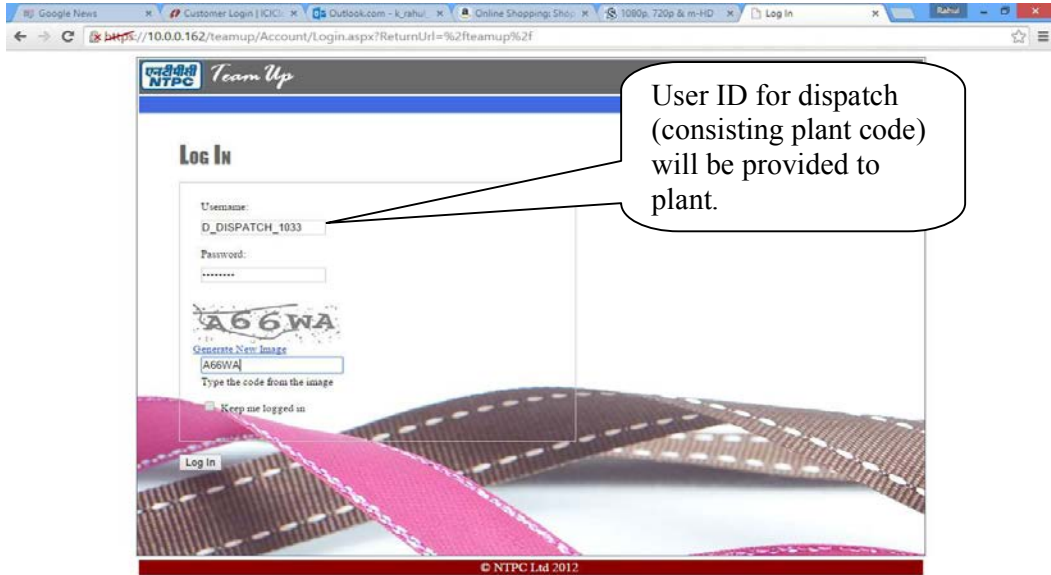
The screenshot shows the NTPC TeamUp web application interface. At the top, there are navigation tabs for 'Change Password', 'My Account', and 'Help'. Below this is a form for vendor details, including fields for Vendor Code, Vendor Name, Vendor City, PO No., Bill No., PO EIC, Bill Date, Bill Amount, Vendor Email, Location, and Submit To. A 'Submit' button is visible.

Below the form is a table with the following columns: DIARY NO., DIARY YR., VENDOR EMAIL, STATUS, INSUFFICIENCIES, EIC NAME, DIARY SUB DT, and DIAR. The table contains three rows of data:

DIARY NO.	DIARY YR.	VENDOR EMAIL	STATUS	INSUFFICIENCIES	EIC NAME	DIARY SUB DT	DIAR
67	2015	AKASHTHAKUR@NTPC.CO.IN	NEW, WAITING FOR PHYSICAL COPY				
63	2015	KRAHUL@NTPC.CO.IN	PENDING AT VENDOR	Insufficient Docs	HEMANT		
46	2015	MNIT.NARESH@GMAIL.COM	PENDING AT VENDOR	Insufficient Docs			

A callout box with the text 'Status & insufficiency can be viewed' points to the 'STATUS' and 'INSUFFICIENCIES' columns of the table.

2. Dispatch



Google News | Customer Login | ICICI | Outlook.com - k_rahul | Online Shopping: Shop | 1080p, 720p & m-HD | TeamUp | Rahul

https://10.0.0.162/teamup/VndrAccount/MyDispatch.aspx

प्राचीमीनी NTPC Team Up [Log Out]

Change Password | My Account | Help

Vendor Code: Vendor Name: Vendor City:

PO No.: PO EIC:

Bill No.: Bill Date: Bill Amount:

Vendor Email: Location: InCharge:

Refresh Acknowledge

DIARY NO	DIARY YR	BILL NO.	BILL DATE	BILL AMOUNT	VENDOR EM	STATUS
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
27	2015	56789	18-5-2015	1234.00	KRAHU	D.JIN NEW, WAITING FOR PHYSICAL COPY
31	2015	QAA	30-5-2015	15000.00	AMT	BNTPC.CO.IN BILL RECEIVED
32	2015	QAA	30-5-2015	15000.00		
33	2015	QAA	30-5-2015	15000.00		
34	2015	QAA	30-5-2015	15000.00		
35	2015	KKKKK	27-5-2015	150001.00		

Refresh Acknowledge

PAGE SIZE: 6 26 ITEMS IN 5 PAGES

Zimbra: In... TeamUp - ... SAP Logon... Screen Pai... SAP Easy A... Dictionary... Calculator VP.odp - O... 7:25 PM 7/2/2015

I/C change can be done if required.

Google News Customer Login | ICICI Outlook.com - k_rahul... Online Shopping: Shop... 1080p, 720p & m-HD TeamUp Rahul

https://10.0.0.162/teamup/VndrAccount/MyDispatch.aspx

प्राचीनी NTPC Team Up [Log Out]

Change Password My Account Help

Vendor Code Vendor Name Vendor City

PO No. PO EIC

Bill No. Bill Date Bill Amount

Vendor Email Location InCharge

Refresh Acknowledge

DIARY NO	RY YR	BILL NO.	BILL DATE	BILL AMOUNT	VENDOR EMAIL	STATUS
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
27		56789	18-5-2015	1234.00	KRAHUL@NTPC.CO.IN	NEW, WAITING FOR PHYSICAL COPY
31		QAA	30-5-2015	15000.00	AMITTRIPATHI01@NTPC.CO.IN	BILL RECEIVED
32		QAA	30-5-2015	15000.00	AMITTRIPATHI01@NTPC.CO.IN	BILL RECEIVED
		QAA	30-5-2015	15000.00	AMITTRIPATHI01@NTPC.CO.IN	BILL RECEIVED
		QAA	30-5-2015	15000.00	AMITTRIPATHI01@NTPC.CO.IN	BILL RECEIVED
		KKKKK	27-5-2015	150001.00	AMITTRIPATHIS@GMAIL.COM	BILL RECEIVED

1 2 3 4 5 PAGE SIZE: 6 26 ITEMS IN 5 PAGES

Zimbra: In... TeamUp - ... SAP Logon... Screen Pai... SAP Easy A... Dictionary... Calculator VP.odp - O... 7:25 PM 7/2/2015

Acknowledge the bill

3. In Charge:

A. Register New Cases

T code used by I/C is ZBILLREG here approval of diary entered by the vendor can be done by I/C & if vendor has not submitted the bill in portal & received directly, the entry can be made by I/C.

Entry screen is as follows

Diary Entry Mode

Company Code: 1000
Year: 2015

Register New Cases
 Modify Diary Entry
 Display

Data Entry/Selection

Plant Code: _____
Vendor Code: _____
Bill No.: _____
PO No.: _____
Invoice Amount: _____

Please provide details to register new cases.

For registering new cases please give plant code where bill is to be paid along with bill no. Date, vendor code & amount. Click on register new case. If same bill no. is already given for same vendor & po system will give error message.

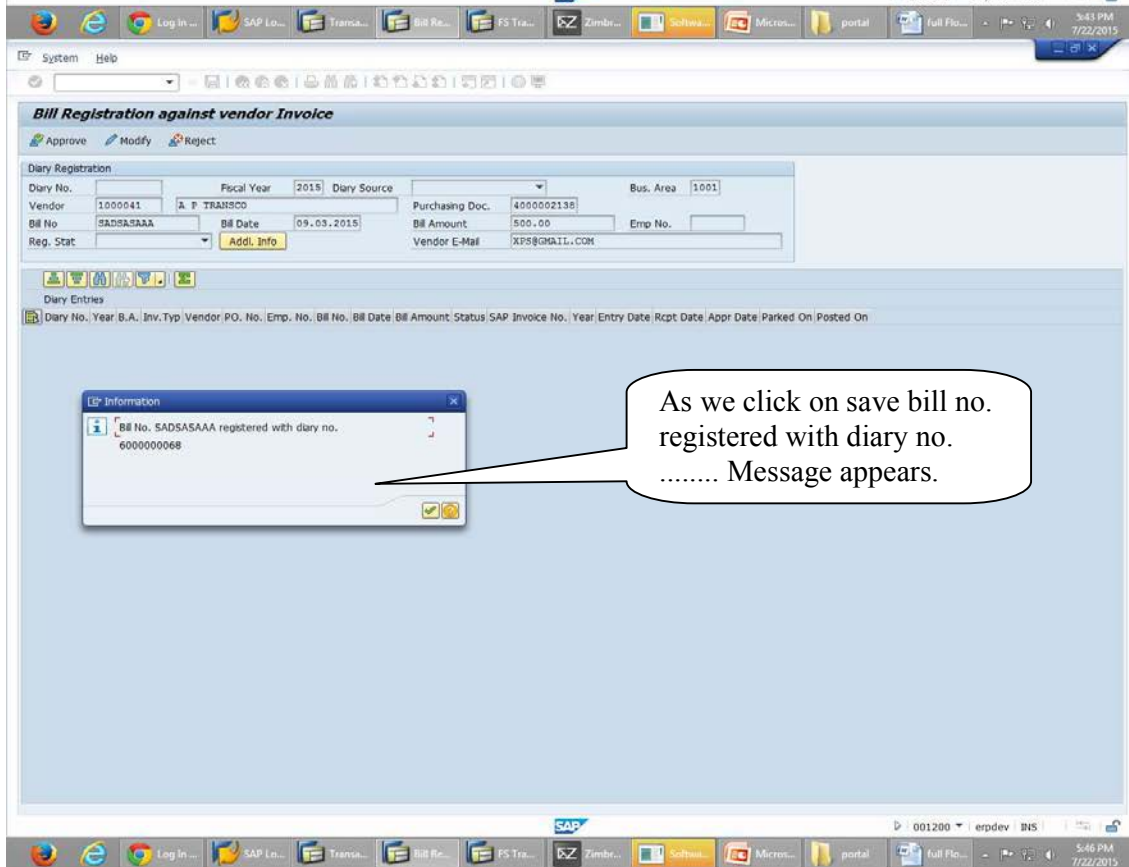
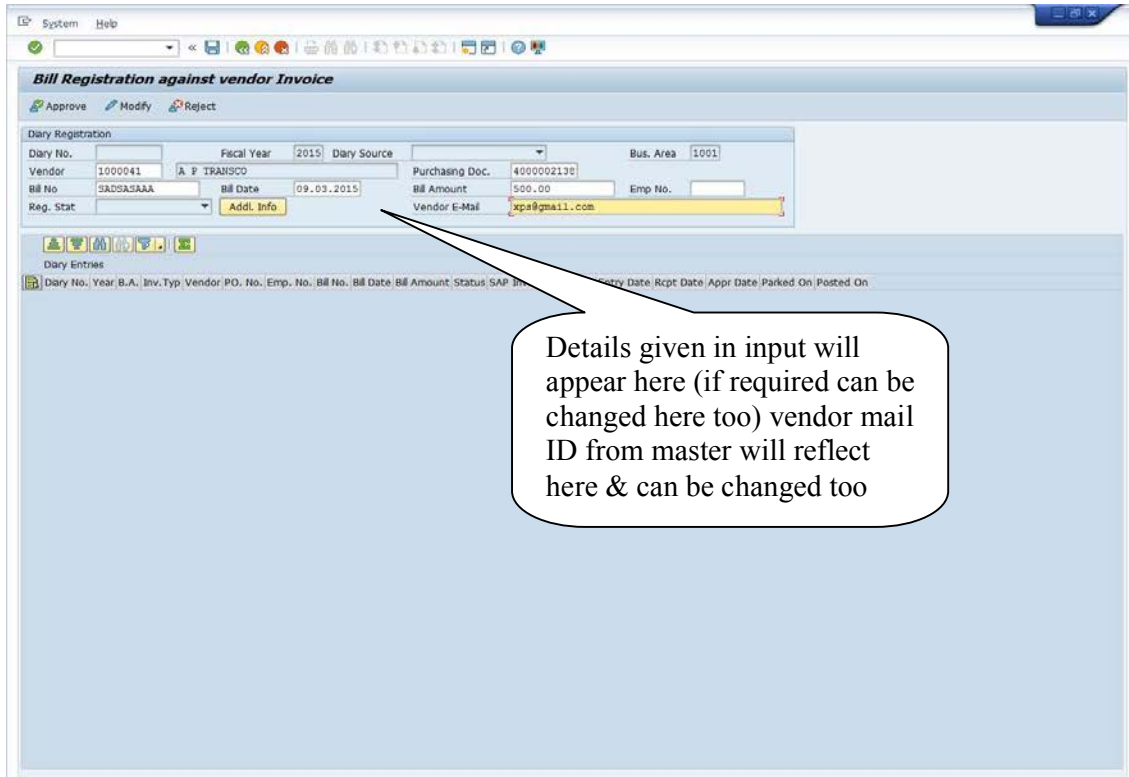
Diary Entry Mode

Company Code: 1000
Year: 2015

Register New Cases
 Modify Diary Entry
 Display

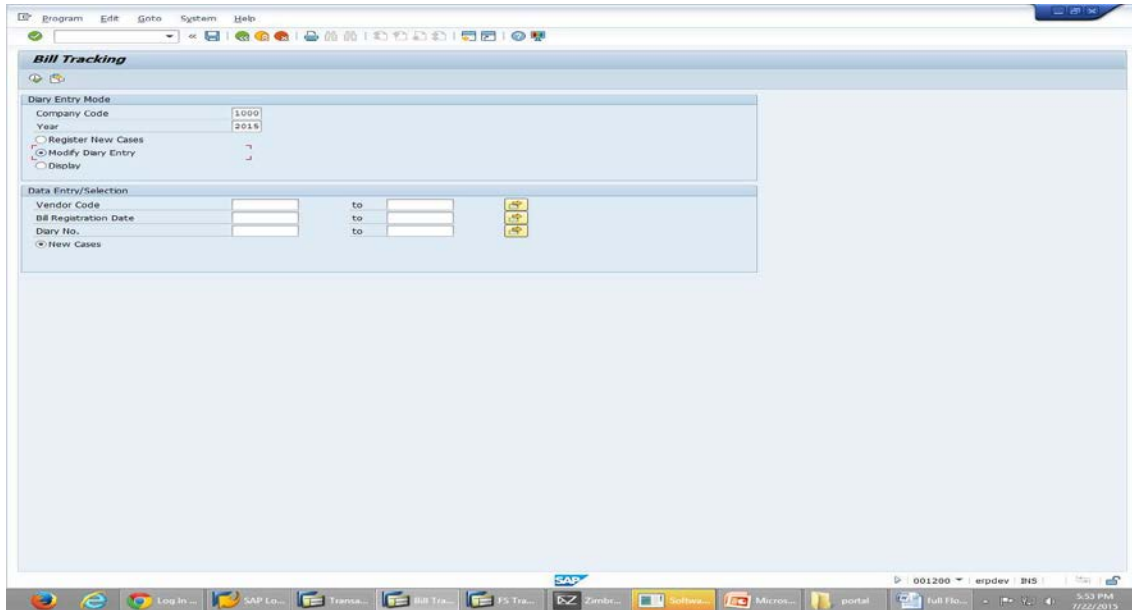
Data Entry/Selection

Plant Code: 1001
Vendor Code: 1000041
Bill No.: #ad2aa
Bill Date: 09.03.2015
PO No.: 4000002138
Invoice Amount: 500

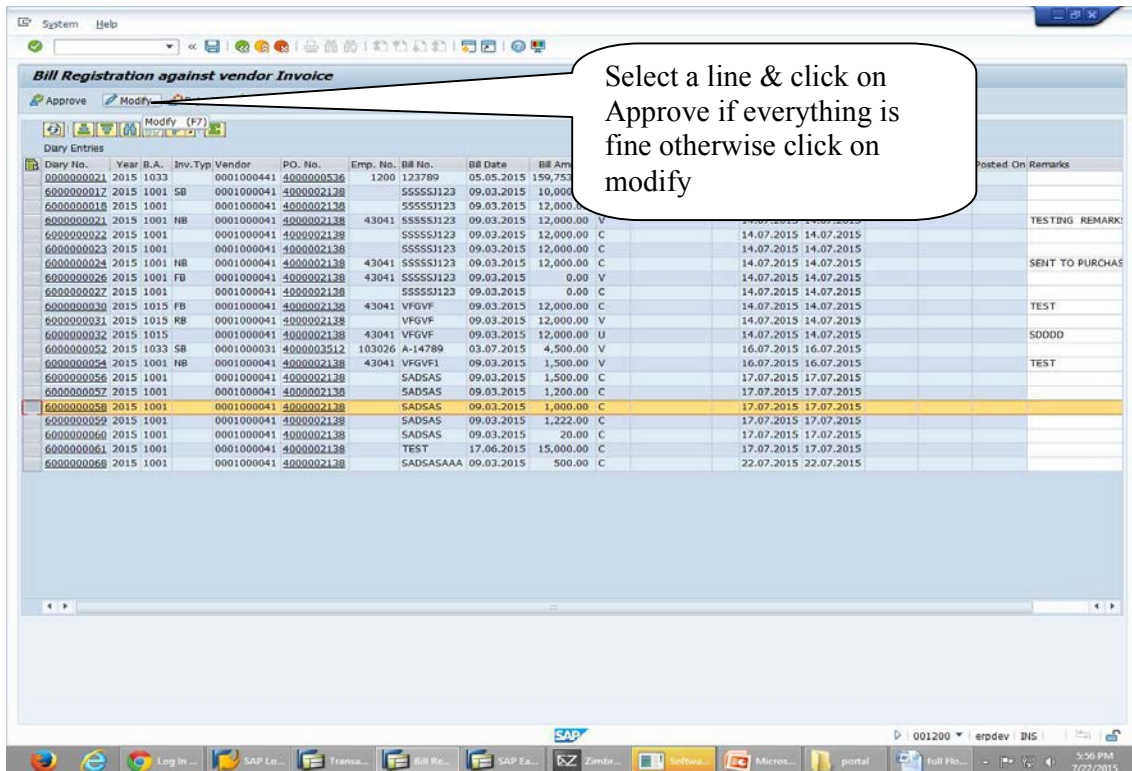


Status will become Acknowledge by I/C

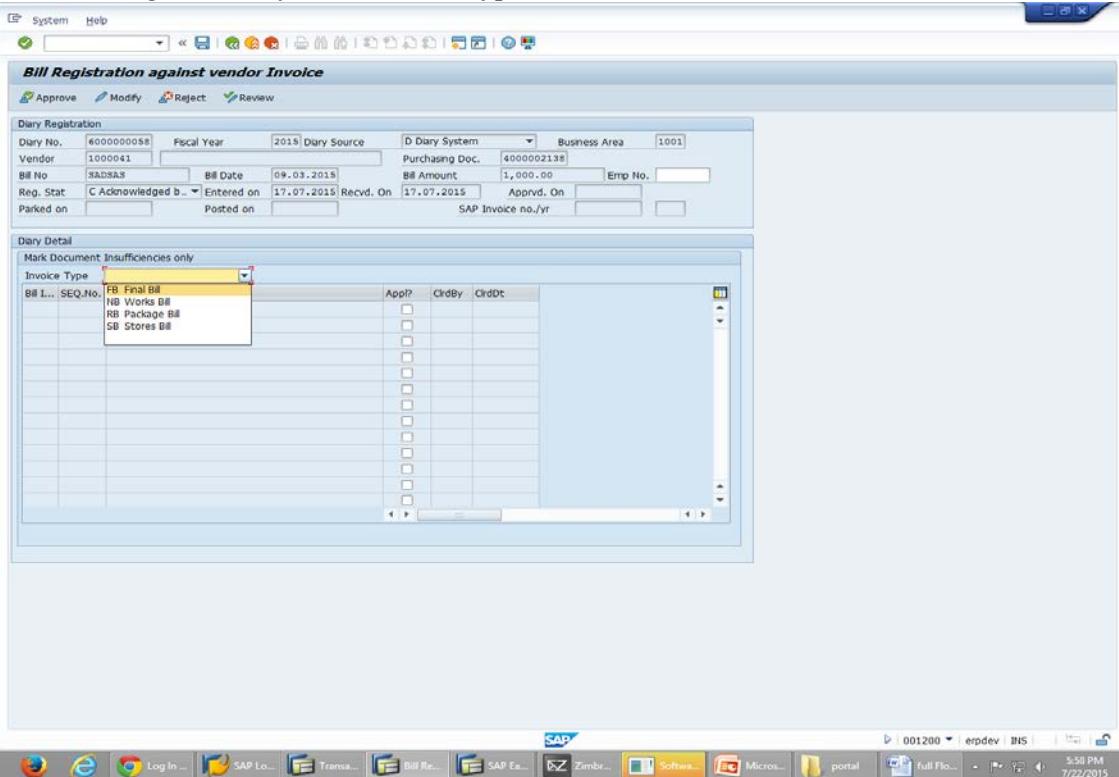
B.Modify: Bill already registered can be modified / Insufficiency marking / approval / In review can be done



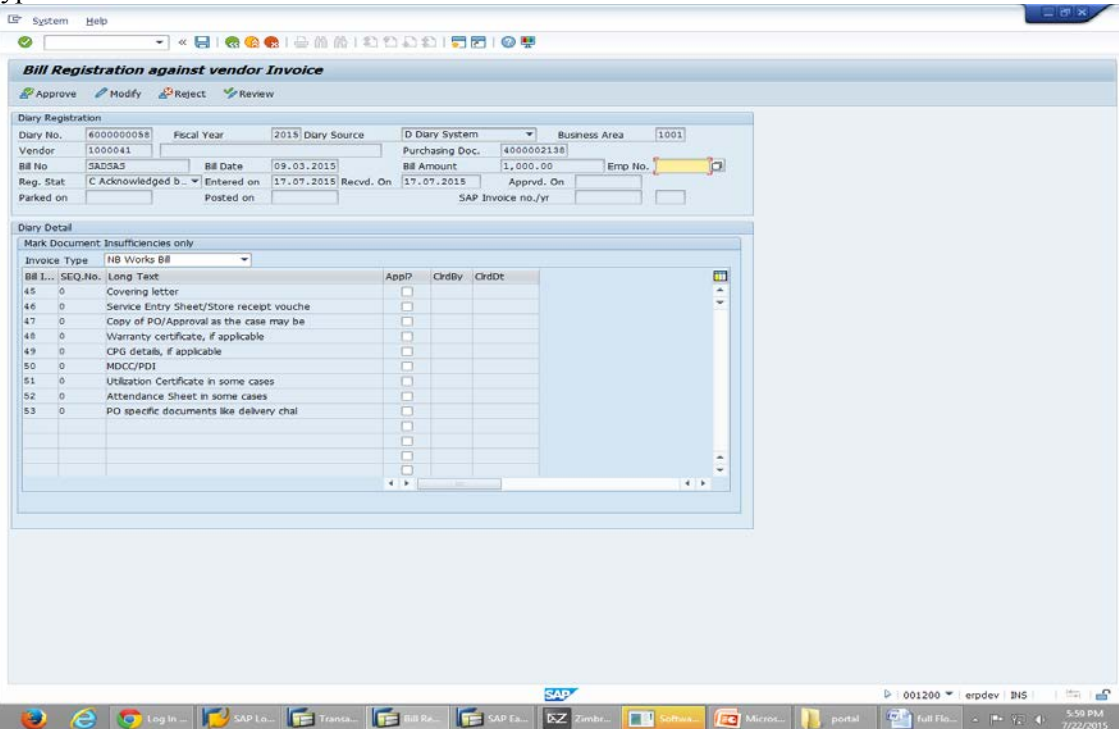
Selected option here is modify (for new cases)



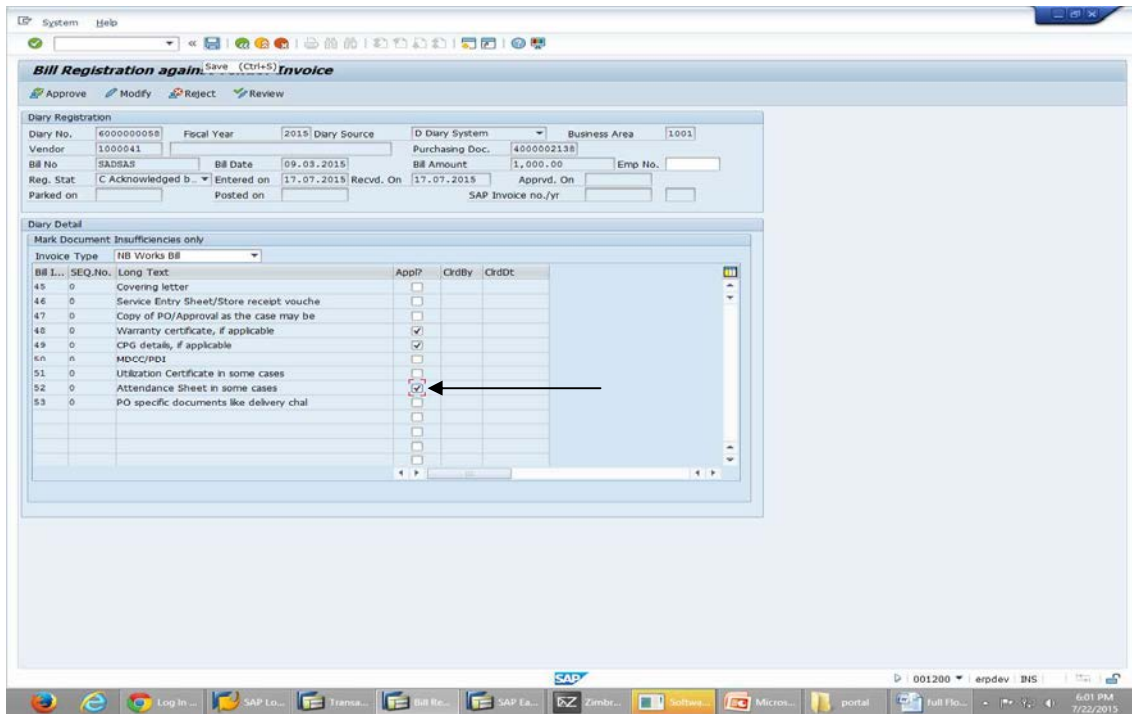
After clicking on modify select invoice type



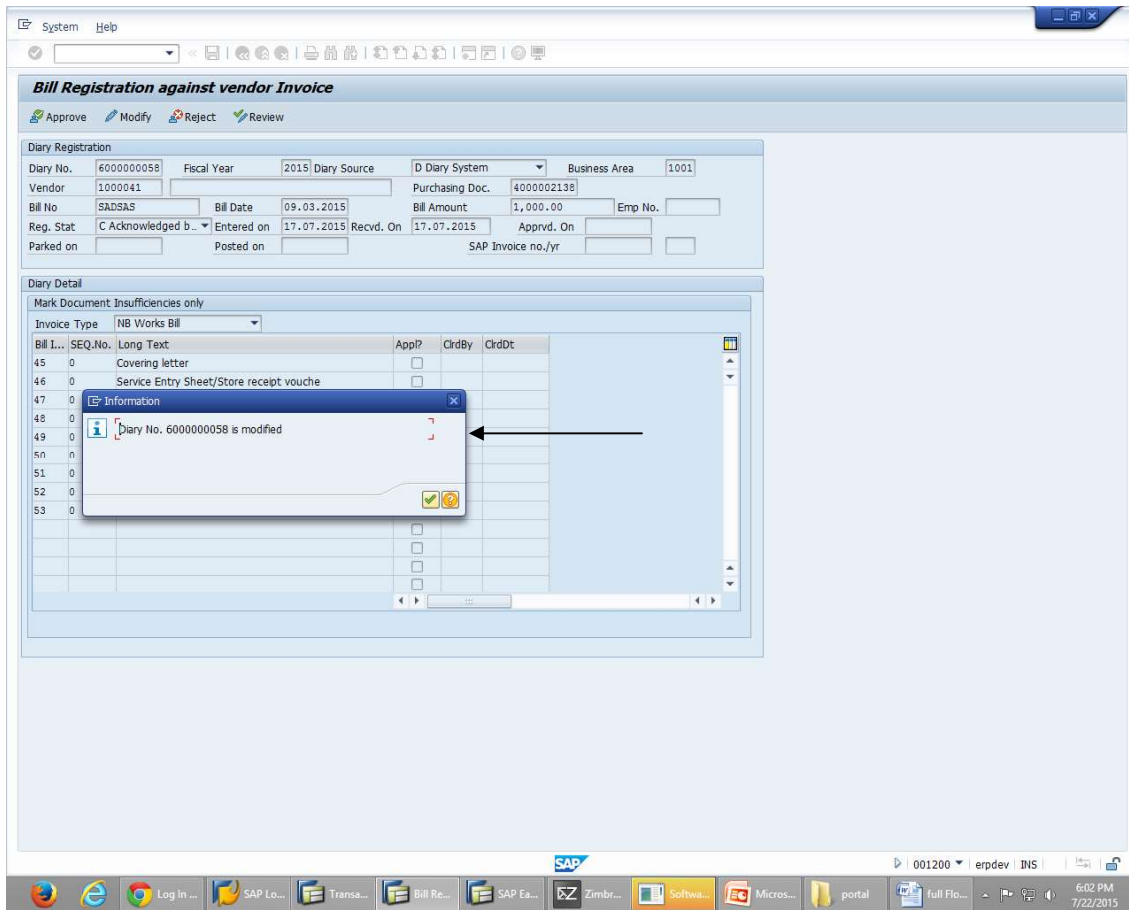
As we select invoice type, insufficiencies will be shown from master data for that invoice type as in this case we have selected works bill



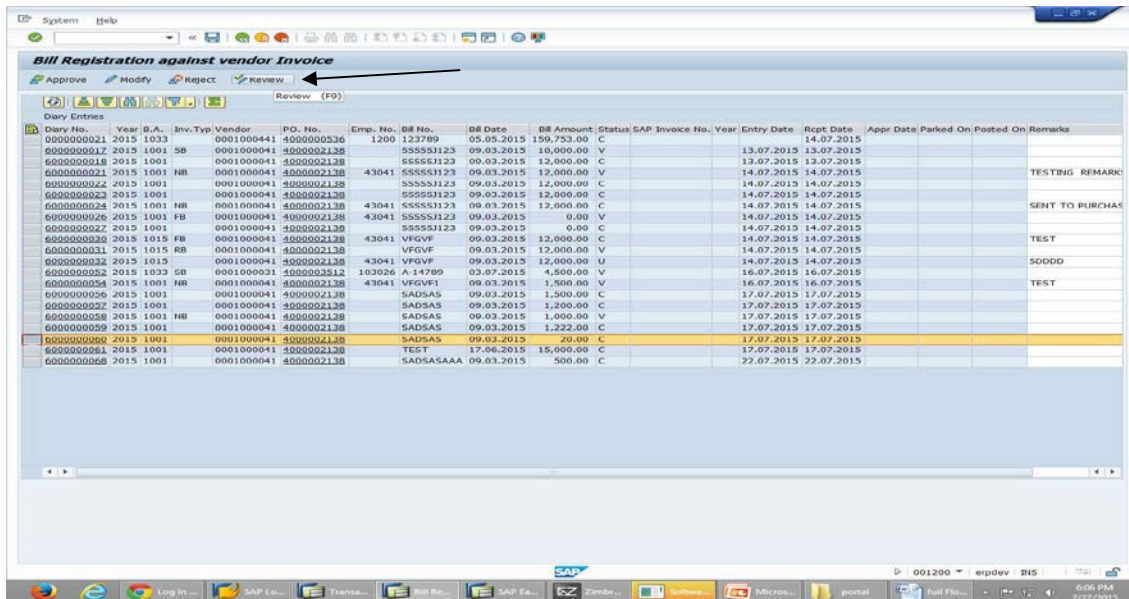
Now from these insufficiencies please select which is required from vendor & save



Insufficiency will be shown to vendor on portal. After vendor provides sufficient documents, insufficiency can be removed in modify option & diary can be approved. Insufficiency cleared by & on will also be saved in the system.



If bill entry is under review (pending due to some reason), same is to be marked as in review with remarks, latest remarks will be shown to vendor.
Limit of remarks is 80 characters.



System Help

Bill Registration against vendor Invoice

Approve Modify Reject Review

Diary Entries

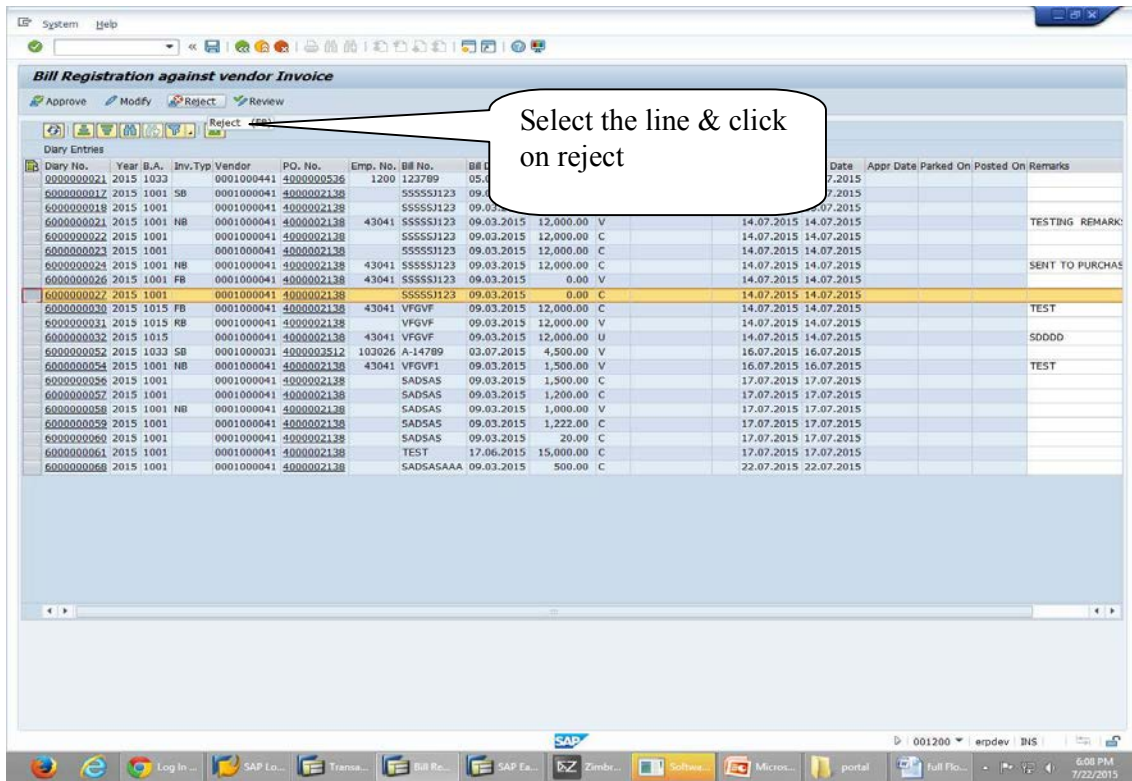
Diary No.	Year	B.A.	Inv. Typ	Vendor	PO. No.	Emp. No.	Bill No.	Bill Date	Bill Amount	St	Posted On	Remarks
6000000021	2015	1033		0001000441	4000000536	1200	123789	05.05.2015	159,753.00	U		
6000000017	2015	1001	SB	0001000041	4000002138		SSSSJ123	09.03.2015	10,000.00			
6000000018	2015	1001		0001000041	4000002138		SSSSJ123	09.03.2015	12,000.00			
6000000021	2015	1001	NB	0001000041	4000002138	43041	SSSSJ123	09.03.2015	12,000.00			TESTING REMARK
6000000022	2015	1001		0001000041	4000002138		SSSSJ123	09.03.2015	12,000.00			
6000000023	2015	1001		0001000041	4000002138		SSSSJ123	09.03.2015	12,000.00	C		
6000000024	2015	1001	NB	0001000041	4000002138	43041	SSSSJ123	09.03.2015	12,000.00	C		SENT TO PURCHAS
6000000026	2015	1001	FB	0001000041	4000002138		SSSSJ123	09.03.2015	0.00	V	14.07.2015	14.07.2015
6000000027	2015	1001		0001000041	4000002138		SSSSJ123	09.03.2015			14.07.2015	14.07.2015
6000000030	2015	1015	FB	0001000041	4000002138	43041	VFGVF	09.03.2015		C	14.07.2015	14.07.2015
6000000031	2015	1015	RB	0001000041	4000002138		VFGVF	09.03.2015	12,000.00	V	14.07.2015	14.07.2015
6000000032	2015	1015	RB	0001000041	4000002138		VFGVF	09.03.2015	12,000.00	V	14.07.2015	14.07.2015
6000000033	2015	1015	RB	0001000041	4000002138		VFGVF	09.03.2015	12,000.00	V	14.07.2015	14.07.2015
6000000034	2015	1015	RB	0001000041	4000002138		VFGVF	09.03.2015	12,000.00	V	14.07.2015	14.07.2015
6000000035	2015	1015	RB	0001000041	4000002138		VFGVF	09.03.2015	12,000.00	V	14.07.2015	14.07.2015
6000000036	2015	1015	RB	0001000041	4000002138		VFGVF	09.03.2015	12,000.00	V	14.07.2015	14.07.2015
6000000037	2015	1015	RB	0001000041	4000002138		VFGVF	09.03.2015	12,000.00	V	14.07.2015	14.07.2015
6000000038	2015	1015	RB	0001000041	4000002138		VFGVF	09.03.2015	12,000.00	V	14.07.2015	14.07.2015
6000000039	2015	1015	RB	0001000041	4000002138		VFGVF	09.03.2015	12,000.00	V	14.07.2015	14.07.2015
6000000040	2015	1015	RB	0001000041	4000002138		VFGVF	09.03.2015	12,000.00	V	14.07.2015	14.07.2015
6000000041	2015	1015	RB	0001000041	4000002138		VFGVF	09.03.2015	12,000.00	V	14.07.2015	14.07.2015
6000000042	2015	1015	RB	0001000041	4000002138		VFGVF	09.03.2015	12,000.00	V	14.07.2015	14.07.2015
6000000043	2015	1015	RB	0001000041	4000002138		VFGVF	09.03.2015	12,000.00	V	14.07.2015	14.07.2015
6000000044	2015	1015	RB	0001000041	4000002138		VFGVF	09.03.2015	12,000.00	V	14.07.2015	14.07.2015
6000000045	2015	1015	RB	0001000041	4000002138		VFGVF	09.03.2015	12,000.00	V	14.07.2015	14.07.2015
6000000046	2015	1015	RB	0001000041	4000002138		VFGVF	09.03.2015	12,000.00	V	14.07.2015	14.07.2015
6000000047	2015	1015	RB	0001000041	4000002138		VFGVF	09.03.2015	12,000.00	V	14.07.2015	14.07.2015
6000000048	2015	1015	RB	0001000041	4000002138		VFGVF	09.03.2015	12,000.00	V	14.07.2015	14.07.2015
6000000049	2015	1015	RB	0001000041	4000002138		VFGVF	09.03.2015	12,000.00	V	14.07.2015	14.07.2015
6000000050	2015	1015	RB	0001000041	4000002138		VFGVF	09.03.2015	12,000.00	V	14.07.2015	14.07.2015
6000000051	2015	1015	RB	0001000041	4000002138		VFGVF	09.03.2015	12,000.00	V	14.07.2015	14.07.2015
6000000052	2015	1015	RB	0001000041	4000002138		VFGVF	09.03.2015	12,000.00	V	14.07.2015	14.07.2015
6000000053	2015	1015	RB	0001000041	4000002138		VFGVF	09.03.2015	12,000.00	V	14.07.2015	14.07.2015
6000000054	2015	1015	RB	0001000041	4000002138		VFGVF	09.03.2015	12,000.00	V	14.07.2015	14.07.2015
6000000055	2015	1015	RB	0001000041	4000002138		VFGVF	09.03.2015	12,000.00	V	14.07.2015	14.07.2015
6000000056	2015	1015	RB	0001000041	4000002138		VFGVF	09.03.2015	12,000.00	V	14.07.2015	14.07.2015
6000000057	2015	1015	RB	0001000041	4000002138		VFGVF	09.03.2015	12,000.00	V	14.07.2015	14.07.2015
6000000058	2015	1015	RB	0001000041	4000002138		VFGVF	09.03.2015	12,000.00	V	14.07.2015	14.07.2015
6000000059	2015	1015	RB	0001000041	4000002138		VFGVF	09.03.2015	12,000.00	V	14.07.2015	14.07.2015
6000000060	2015	1015	RB	0001000041	4000002138		VFGVF	09.03.2015	12,000.00	V	14.07.2015	14.07.2015
6000000061	2015	1001		0001000041	4000002138		TEST	17.06.2015	15,000.00	C	17.07.2015	17.07.2015
6000000068	2015	1001		0001000041	4000002138		SADSASAAA	09.03.2015	500.00	C	22.07.2015	22.07.2015

Information
Kindly Enter Reason for Review in Remarks

Please enter reason for review in remark

SAP 001200 erpdev INS 6:07 PM 7/22/2015

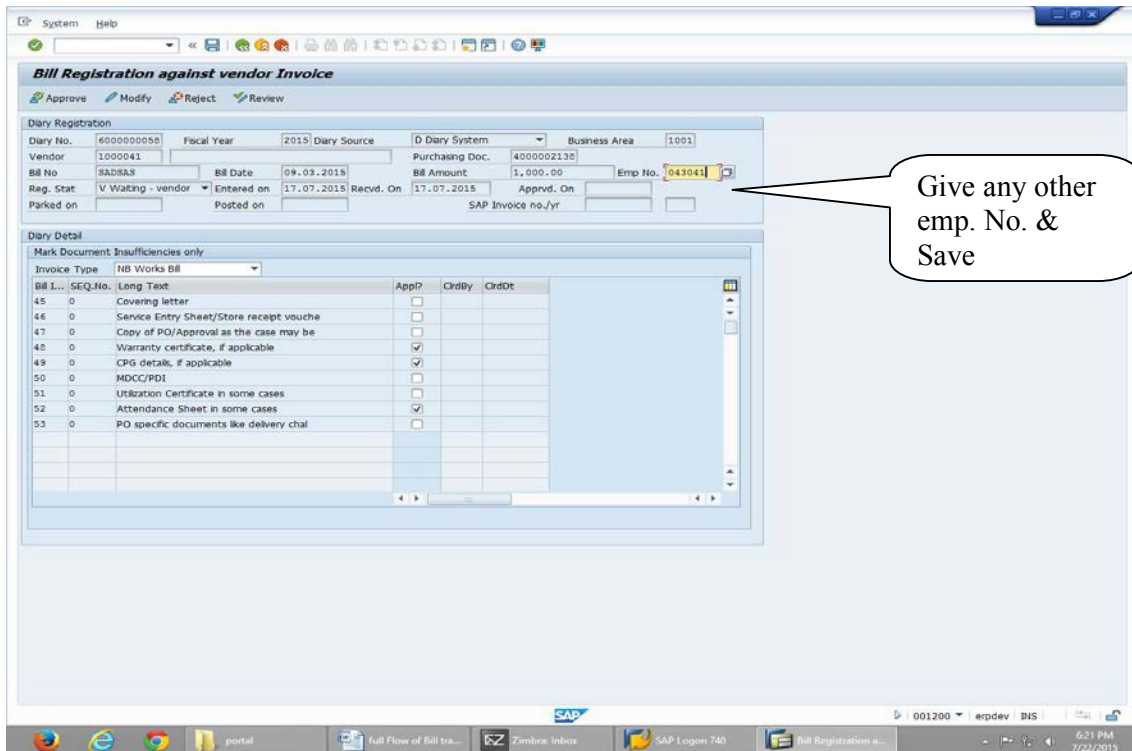
If bill is to be rejected please reject it



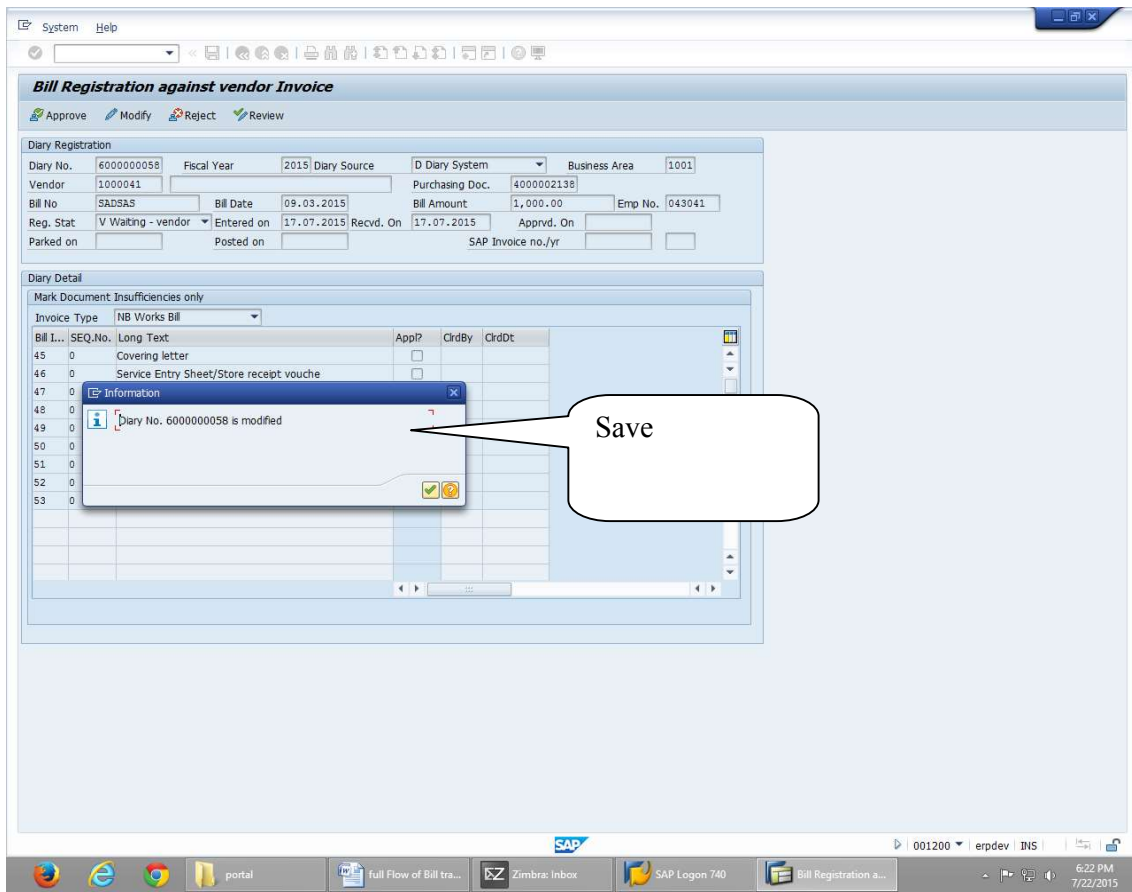
After rejection status will become pending at vendor.

C: View Dashboard: I/C dashboard can be viewed in display mode. New cases can also be view in display mode.

Display/ modify/ Approve/ reject are only available with the user to whom bill is submitted in vendor portal or by whom entry is done in ZBILLREG. If it is required to be viewed by any other due to some reason I/C can provide the employee no. of user in modify option & save it.



Give any other emp. No. & Save



Save

System Help

Bill Registration against vendor Invoice

Approve Modify Reject Review

Diary Entries

Diary No.	Year	B.A.	Inv. Typ	Vendor	PO. No.	Emp. No.	Bill No.	Bill Date	Bill Amount	Status	SAP Invoice No.	Year	Entry Date	Rcpt Date	Appr Date	Parked On	Posted On	Remarks
6000000021	2015	1033		0001000441	4000000536	1200	123789	05.05.2015	159,753.00	C			14.07.2015					
6000000017	2015	1001	SB	0001000041	4000002138		SSSSJ123	09.03.2015	10,000.00	V			13.07.2015	13.07.2015				
6000000018	2015	1001		0001000041	4000002138		SSSSJ123	09.03.2015	12,000.00	C			13.07.2015	13.07.2015				
6000000021	2015	1001	NB	0001000041	4000002138	43041	SSSSJ123	09.03.2015	12,000.00	V			14.07.2015	14.07.2015				TESTING REMARK
6000000022	2015	1001		0001000041	4000002138		SSSSJ123	09.03.2015	12,000.00	C			14.07.2015	14.07.2015				
6000000023	2015	1001		0001000041	4000002138		SSSSJ123	09.03.2015	12,000.00	C			14.07.2015	14.07.2015				
6000000024	2015	1001	NB	0001000041	4000002138	43041	SSSSJ123	09.03.2015	12,000.00	C			14.07.2015	14.07.2015				SENT TO PURCHAS
6000000026	2015	1001	FB	0001000041	4000002138	43041	SSSSJ123	09.03.2015	0.00	V			14.07.2015	14.07.2015				
6000000030	2015	1015	FB	0001000041	4000002138	43041	VFGVF	09.03.2015	12,000.00	C			14.07.2015	14.07.2015				TEST
6000000031	2015	1015	RB	0001000041	4000002138		VFGVF	09.03.2015	12,000.00	V			14.07.2015	14.07.2015				
6000000032	2015	1015		0001000041	4000002138	43041	VFGVF	09.03.2015	12,000.00	U			14.07.2015	14.07.2015				SDDDD
6000000052	2015	1033	SB	0001000031	4000003512	103026	A-14789	03.07.2015	4,500.00	V			16.07.2015	16.07.2015				
6000000054	2015	1001	NB	0001000041	4000002138	43041	VFGVF1	09.03.2015	1,500.00	V			16.07.2015	16.07.2015				TEST
6000000056	2015	1001		0001000041	4000002138		SADSAS	09.03.2015	1,500.00	V			17.07.2015	17.07.2015				
6000000057	2015	1001		0001000041	4000002138		SADSAS	09.03.2015	1,500.00	V			17.07.2015	17.07.2015				
6000000058	2015	1001	NB	0001000041	4000002138	43041	SADSAS	09.03.2015	1,500.00	V			17.07.2015	17.07.2015				
6000000059	2015	1001		0001000041	4000002138		SADSAS	09.03.2015	1,500.00	V			17.07.2015	17.07.2015				
6000000060	2015	1001		0001000041	4000002138		SADSAS	09.03.2015	1,500.00	V			17.07.2015	17.07.2015				
6000000061	2015	1001		0001000041	4000002138		TEST	17.06.2015	15,000.00	V			17.07.2015	17.07.2015				
6000000068	2015	1001		0001000041	4000002138		SADSASAAA	09.03.2015	1,500.00	V			2.07.2015	2.07.2015				

Emp. No appears here

SAP 001200 erpdev INS 6:22 PM 7/22/2015

In display mode I/C dash board can be selected to know status of diary entry

Program Edit Goto System Help

Bill Tracking

Diary Entry Mode

Company Code: 1000

Year: 2015

Register New Cases
 Modify Diary Entry
 Display

Data Entry/Selection

Vendor Code: _____ to _____

Bill Registration Date: _____ to _____

Diary No.:

New Cases
 I/C Dashboard

I/C dashboard for report of company & year

SAP 001200 erpdev INS 6:23 PM 7/22/2015

System Help

Bill Registration against vendor Invoice

Approve Modify Reject

Diary Entries

Report of bill with dates appear here

Diary No.	Year	B.A.	Inv. Typ	Vendor	PO. No.	Emp. No.	Bill No.	Bill Date	Bill Amount	Status	SAP Invoice No.	Year	Entry Date	Rcpt Date	Apgr Date	Parked On	Posted On
000000020	2015	1033	SB	0001000441	4000000536	1200	INV/2015/19	10.04.2015	109,999.00	A							
000000021	2015	1033		0001000441	4000000536	1200	123789	05.05.2015	159,753.00	C			14.07.2015				
000000029	2015	1033		0001000031	4000003412	1200	987123	14.05.2015	123,456.00	A			22.05.2015		22.05.2015		
600000004	2015	1033	SB	0001000031	4000003516	43041	BILL-15/1	01.07.2015	1,000.00	A			07.07.2015	07.07.2015	13.07.2015		
600000008	2015	1033	FB	0001000019	4000000325	43041	BILL	01.05.2015	1,000.00	A			11.07.2015	11.07.2015	13.07.2015		
600000013	2015	1001	SB	0001013968	4000003548	43041	SSSSS	09.06.2015	1,222.00	A			13.07.2015		13.07.2015		
600000014	2015	1001		0001013968	4000003548		SSSSSJLJ	09.06.2015	1,222.00	A			13.07.2015	13.07.2015	13.07.2015		
600000015	2015	1001	NB	0001013968	4000003548		SSSSSJLJ	09.03.2015	1,222.00	A			13.07.2015	13.07.2015	13.07.2015		
600000016	2015	1001		0001000041	4000002138		SSSSSJLJ	09.03.2015	1,222.00	A			13.07.2015	13.07.2015	14.07.2015		
600000017	2015	1001	SB	0001000041	4000002138		SSSSS1123	09.03.2015	10,000.00	V			13.07.2015		13.07.2015		
600000018	2015	1001		0001000041	4000002138		SSSSS1123	09.03.2015	12,000.00	C			13.07.2015		13.07.2015		
600000020	2015	1015		0001000041	4000002138		SSFGFBHH	09.03.2015	12,000.00	A			14.07.2015	14.07.2015	17.07.2015		
600000021	2015	1001	NB	0001000041	4000002138	43041	SSSSS1123	09.03.2015	12,000.00	V			14.07.2015		14.07.2015		
600000022	2015	1001		0001000041	4000002138		SSSSS1123	09.03.2015	12,000.00	C			14.07.2015		14.07.2015		
600000023	2015	1001		0001000041	4000002138		SSSSS1123	09.03.2015	12,000.00	C			14.07.2015		14.07.2015		
600000024	2015	1001	NB	0001000041	4000002138	43041	SSSSS1123	09.03.2015	12,000.00	C			14.07.2015		14.07.2015		
600000025	2015	1001	FB	0001000041	4000002138		SSSSS1123	09.03.2015	12,000.00	C			14.07.2015		14.07.2015		
600000026	2015	1001	FB	0001000041	4000002138	43041	SSSSS1123	09.03.2015	0.00	V			14.07.2015		14.07.2015		
600000027	2015	1001		0001000041	4000002138		SSSSS1123	09.03.2015	0.00				14.07.2015		14.07.2015		
600000028	2015	1001		0001000041	4000002138		*/-34-*+	10.08.2001	0.00				14.07.2015		14.07.2015		
600000030	2015	1015	FB	0001000041	4000002138	43041	VFGVF	09.03.2015	12,000.00	C			14.07.2015		14.07.2015		
600000031	2015	1015	RB	0001000041	4000002138		VFGVF	09.03.2015	12,000.00	V			14.07.2015		14.07.2015		
600000032	2015	1015		0001000041	4000002138	43041	VFGVF	09.03.2015	12,000.00	U			14.07.2015		14.07.2015		
600000034	2015	1001		0001000041	4000002138	1200	VFGVF	09.03.2015	12,000.00	C			14.07.2015		14.07.2015		
600000050	2015	1001		0001000041	4000002138	43041	VFGVF1QQ	09.03.2015	12,000.00	A			16.07.2015	16.07.2015	16.07.2015		
600000052	2015	1033	SB	0001000031	4000003512	103026	A-14789	03.07.2015	4,500.00	V			16.07.2015		16.07.2015		
600000054	2015	1001	NB	0001000041	4000002138	43041	VFGVF1	09.03.2015	1,500.00	V			16.07.2015		16.07.2015		
600000056	2015	1001		0001000041	4000002138		SADSAS	09.03.2015	1,500.00	C			17.07.2015		17.07.2015		
600000057	2015	1001		0001000041	4000002138		SADSAS	09.03.2015	1,200.00	C			17.07.2015		17.07.2015		
600000058	2015	1001	NB	0001000041	4000002138	43041	SADSAS	09.03.2015	1,000.00	V			17.07.2015		17.07.2015		
600000059	2015	1001		0001000041	4000002138		SADSAS	09.03.2015	1,222.00	C			17.07.2015		17.07.2015		

SAP 001200 erpdev INS 6:27 PM 7/22/2015

4. Invoice Parking:

The screenshot displays the SAP 'Park Incoming Invoice' interface. The main window title is 'Park Incoming Invoice: Company Code 1000'. The interface is divided into several sections:

- Basic Data:** Invoice date: 01.07.2015, Posting Date: 29.07.2015, Amount: [blank], Tax amount: 00.00 (Nil Tax Code), Currency: INR. Vendor: 0001000023, Company: A G INDUSTRIAL CORPORATION, 10A, HOSPITAL STREET, 2ND FLOOR, 700072 KOLKATA. Bank account: 10022610213, State Bank of India, JGGPP NTPC.
- PO Reference:** 1 Purchase Order/Scheduling Agreement: 4000003521. Item: 3 Goods/service items + planned d... Layout: 7_6310 All information.
- Table:** A table with columns: Item, Amount, Quantity, O..., Purchase..., Item, PO Text, Tax Code. Row 1: Item 1, Amount 100.00, Quantity 1.000 MT, Purchase 4000003521, Item 10, PO Text ANG-EQUAL:IS:2062 GR.A:145MM:THK.. 4MM, Tax Code 00 00 (t).

A callout bubble points to the PO Reference field (4000003521) with the text: "Please process MIR7 as usually we do".

For some PO no. diary no. has been made mandatory in invoice parking.

Diary no. can be seen from ZBILLREG in dashboard.

Bill Registration against vendor Invoice

Diary Registration

Diary No. 600000083 Fiscal Year 2015 Diary Source [dropdown] Diary System [dropdown] Business Area 1033

Vendor 1000023 Purchasing Doc. 4000003521

Bill No. BILL1W1AAAA2 Bill Date 09.06.2015 Bill Amount 1,500.00 Emp No. 0

Reg. Stat. A Accepted by EIC Entered on 28.07.2015 Recvd. On 28.07.2015 Apprvd. On 29.07.2015

Parked on [] Posted on [] SAP Invoice no./yr []

Diary Detail

Mark Document: Insufficiencies only

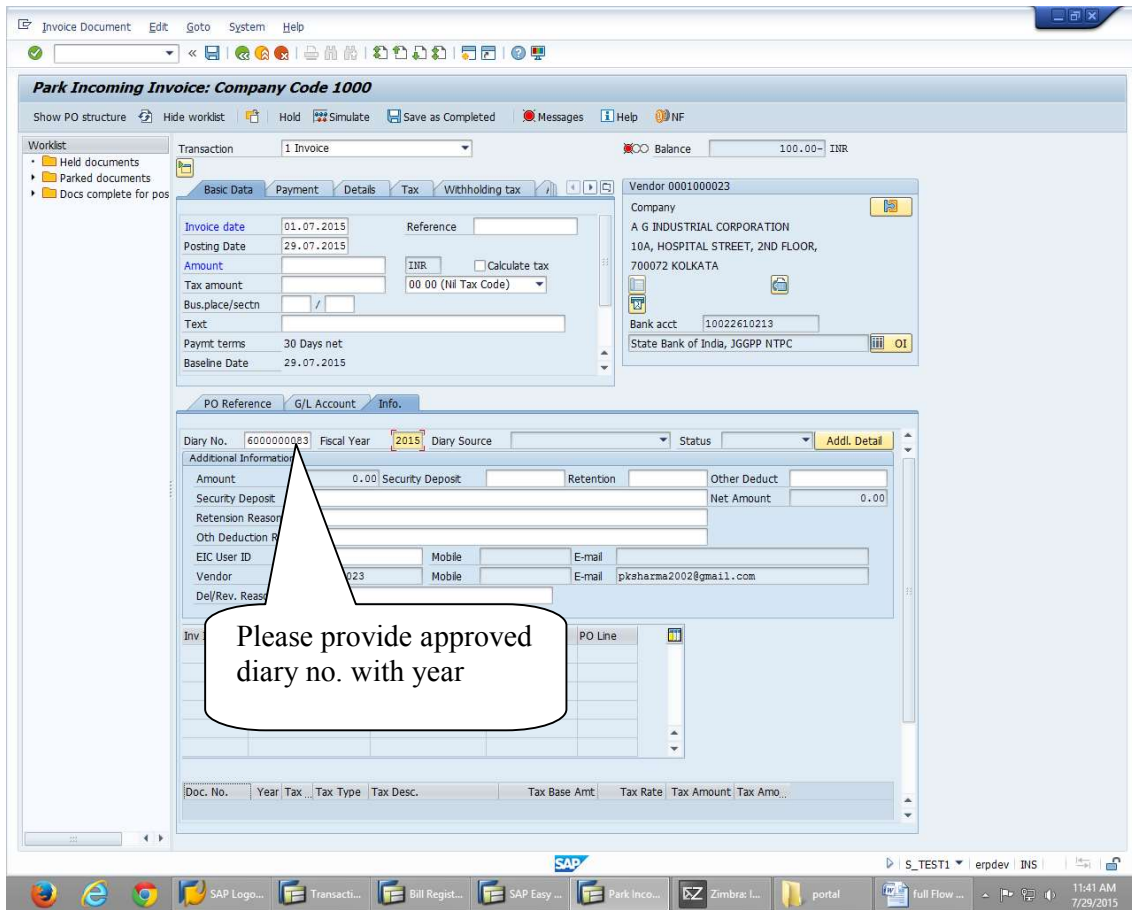
Invoice Type [dropdown]

Bill I...	SEQ.No.	Long Text	AppP	CrdBy	CrdDt
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		

SAP S_TEST1 erpdev INS 11:40 AM 7/29/2015

Please process MIR7 as usually we do

Please go to info tab to put diary no. & year. Here SD/Retention/ LD can be provided with reason



Amount & invoice date will be copied from diary no.
Please check & change if required.

Please provide business area in detail tab.

Invoice Document Edit Goto System Help

Park Incoming Invoice: Company Code 1000

Show PO structure Hide worksheet Hold Simulate Save as Completed Messages Help NF

Transaction 1 Invoice Balance 1,400.00 INR

Worklist: Held documents, Parked documents, Docs complete for pos

Basic Data: Invoice date 09.06.2015, Posting Date 29.07.2015, Amount 1,500.00 INR, Tax amount 00.00 (Nil Tax Code), Bus.plc/sectn 1033 / 1033, Paymt terms 30 Days net, Baseline Date 29.07.2015

Reference: BILL1W11AAA2

Vendor 0001000023: Company A G INDUSTRIAL CORPORATION, 10A, HOSPITAL STREET, 2ND FLOOR, 700072 KOLKATA, Bank acct 10022610213 (State Bank of India, JGGPP NTPC)

PO Reference: 6000000083, Fiscal Year 2015, Diary Source D Diary System, Status Addl. Detail

Additional Information:

Amount	1,500.00	Security Deposit	100	Retention	100	Other Deduct		Net Amount	1,500.00
Security Deposit	test								
Retention Reason	test								
Oth Deduction Re	test								
EIC User ID	043041	Mobile							
Vendor	0001000023	Mobile							
Del/Rev. Reason									

Inv Item Invoice Amount Invoice Qty PO No. PO Line

Doc. No. Year Tax Tax Type Tax Desc. Tax Base Amt Tax Rate Tax Amount Tax Amo..

SAP S_TEST1 erpdev INS 11:42 AM 7/29/2015

LD/SD/Retention with reason can be given

Park Incoming Invoice: Company Code 1000

Transaction: 1 Invoice | Balance: 1,400.00 INR

Basic Data

Invoice date	09.06.2015	Reference	BILL1W11AAA2
Posting Date	29.07.2015		
Amount	1,500.00	Currency	INR
Tax amount		Tax Code	00 00 (Nil Tax Code)
Bus.plc/sectn	1033 / 1033		
Text			
Paymt. terms	30 Days net		
Baseline Date	29.07.2015		

Vendor 0001000023

Company: A G INDUSTRIAL CORPORATION
10A, HOSPITAL STREET, 2ND FLOOR,
700072 KOLKATA

Bank acct: 10022610213
State Bank of India, JGGPP NTPC

Information

Please ensure that the amount is correct.

Net Amount: 1,500.00

Callout: Please ensure correct amount

SAP Taskbar: S_TEST1 | erpdev | INS | 11:42 AM 7/29/2015

Invoice Document Edit Goto System Help

Park Incoming Invoice: Company Code 1000

Show PO structure Hide worksheet Hold Simulate Save as Completed Messages Help NF

Worklist: Held documents, Parked documents, Docs complete for pos

Transaction: 1 Invoice Balance: 0.00 INR

Vendor: 0001000023 Company

Basic Data Payment Details Tax Withholding tax

Verification log - invoice / 2015

Type	Message text	LTxt	Item	Origin
Warning	No delivery costs selected for invoice document			Assignment
Warning	Price too low (below tolerance limit of 10.23 INR)		1	Amount check
Error	Please enter Invoice Type in Addl. Detail tab			Post

Technical Information Current display variant Print Help

Purchase Order/Scheduling Agreement: 4000003521

Layout: 7_0310 All information

Item	Amount	Quantity	Unit
1	100.00	1.000	MT

Item Search Term 1 / 1 Items

SAP S_TEST1 erpdev INS 11:43 AM 7/29/2015

Please provide Invoice type in additional data tab

Invoice Document Edit Goto System Help

Park Incoming Invoice: Company Code 1000

Show PO structure Hide worksheet Hold Simulate Save as Completed Messages Help NF

Transaction: 1 Invoice Balance: 0.00 INR

Worklist: Held documents, Parked documents, Docs complete for pos

Basic Data: Invoice date: 09.06.2015, Reference: BILL1W11AAA2, Posting Date: 29.07.2015, Amount: 100.00 INR, Tax amount: 00.00 (Nil Tax Code), Bus.plc/sectn: 1033 / 1033, Paymt terms: 30 Days net, Baseline Date: 29.07.2015

Vendor: 0001000023, Company: A G INDUSTRIAL CORPORATION, 10A, HOSPITAL STREET, 2ND FLOOR, 700072 KOLKATA, Bank acct: 10022610213, State Bank of India, JGGPP NTPC

PO Reference: G/L Account: Info.

Diary No.: 6000000083, Fiscal Year: 2015, Diary Source: D Diary System, Status: Addl. Detail

Additional Information:

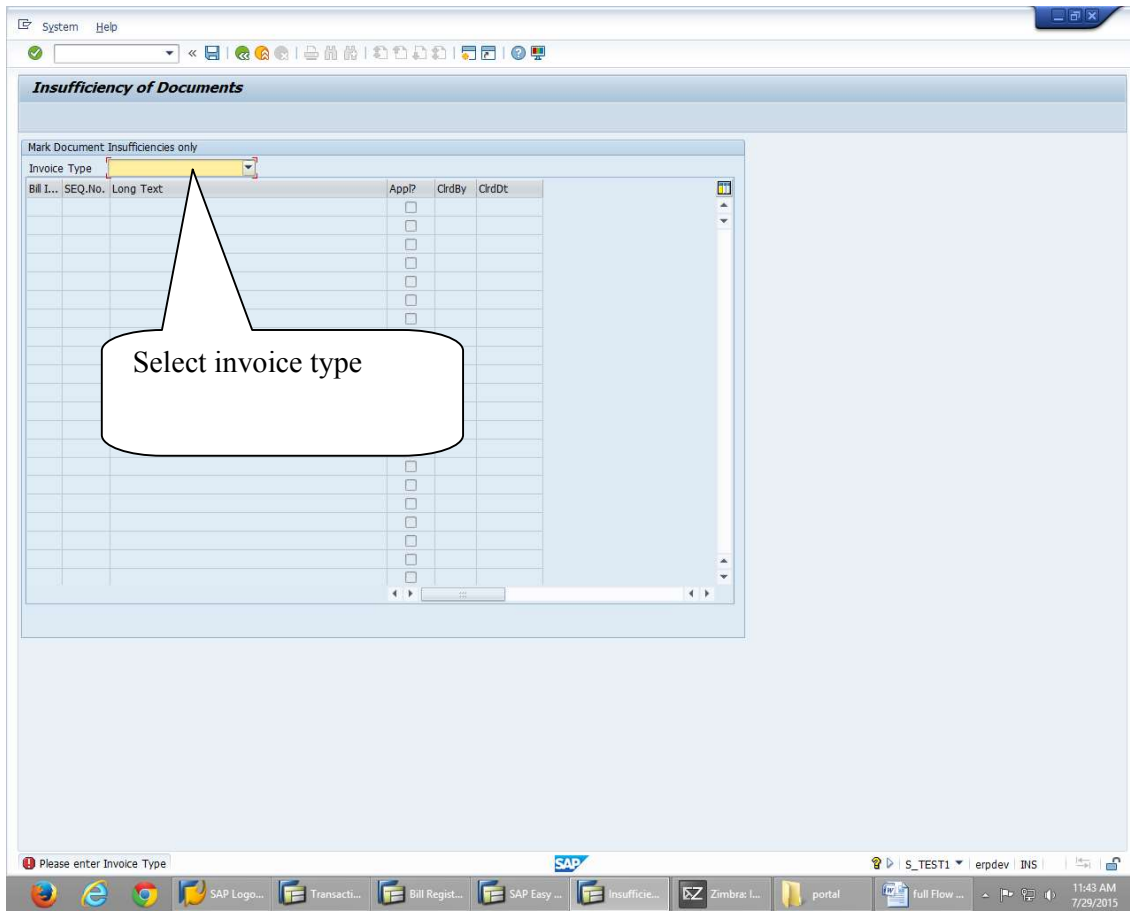
Amount	100.00	Security Deposit	100.00	Retention		Other Deduct		Net Amount	0.00
Security Deposit	TEST								
Retention Reason	TEST								
Oth Deduction Re	TEST								
EIC User ID	043041	Mobile		E-mail					
Vendor	0001000023	Mobile		E-mail	p.ksharma2002@gmail.com				
Del/Rev. Reason									

Inv Item Invoice Amount Invoice Qty PO No. PO Line

Doc. No. Year Tax Tax Type Tax Desc. Tax Base Amt Tax Rate Tax Amount Tax Amo..

SAP S_TEST1 erpdev INS 11:43 AM 7/29/2015

Additional data



The image shows a screenshot of the SAP 'Insufficiency of Documents' dialog box. At the top, the title bar reads 'System Help'. Below it is a standard toolbar with various icons. The main area of the dialog is titled 'Insufficiency of Documents'. Inside this area, there is a sub-section 'Mark Document Insufficiencies only' which contains an 'Invoice Type' dropdown menu. A callout bubble points to this dropdown with the text 'Select invoice type'. Below the dropdown is a table with columns: 'Bill I...', 'SEQ.No.', 'Long Text', 'App?', 'CrDbY', and 'CrDdt'. The table contains several rows, each with a checkbox in the 'App?' column. At the bottom of the dialog, there is a status bar with the text 'Please enter Invoice Type'. The bottom of the screenshot shows the Windows taskbar with various application icons and a system tray displaying the time '11:43 AM' and date '7/29/2015'.

System Help

Insufficiency of Documents

Mark Document Insufficiencies only

Invoice Type

Bill I...	SEQ.No.	Long Text	App?	CrDbY	CrDdt
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		

Please enter Invoice Type

SAP

SAP Logo... Transacti... Bill Regist... SAP Easy ... Insufficie... Zimbra: I... portal Full Flow ... 11:43 AM 7/29/2015

System Help

Insufficiency of Document Back (F3)

Mark Document Insufficiencies only

Invoice Type NB Works Bill

Bill I...	SEQ.No.	Long Text	AppP?	CrtdBy	CrtdDt
45	0	Covering letter	<input type="checkbox"/>		
46	0	Service Entry Sheet/Store receipt vouche	<input type="checkbox"/>		
47	0	Copy of PO/Approval as the case may be	<input type="checkbox"/>		
48	0	Warranty certificate, if applicable	<input type="checkbox"/>		
49	0	CPG details, if applicable	<input type="checkbox"/>		
50	0	MDCC/PDI	<input type="checkbox"/>		
51	0	Utilization Certificate in some cases	<input type="checkbox"/>		
52	0	Attendance Sheet in some cases	<input type="checkbox"/>		
53	0	PO specific documents like delivery chal	<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
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			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		

SAP

S_S_TEST1 erpdev INS

SAP Logo... Transacti... Bill Regist... SAP Easy ... Insufficie... Zimbra: L... portal Full Flow ... 11:43 AM 7/29/2015

Invoice Document Edit Goto System Help

Park Incoming Invoice: Company Code 1000

Show PO structure Hide worksheet Hold Simulate Save as Completed Messages Help NF

Worklist: Held documents, Parked documents, Docs complete for pos

Transaction: 1 Invoice Balance: 0.00 INR

Basic Data: Invoice date: 09.06.2015, Reference: BILL1W11AAA2, Posting Date: 29.07.2015, Amount: 100.00 INR, Calculate tax:

Vendor: 0001000023
Company: A G INDUSTRIAL CORPORATION
10A, HOSPITAL STREET, 2ND FLOOR,
700072 KOLKATA

Simulate Document in INR (Document currency)

Position	A/G/L	Act/Mat/Ast/Vndr	Amount	Cu...	Purchasing...	Item	T.	Jursd. Code	Tax date	Bu...	Co...
2050100		A G INDUSTRIAL COR...	100.00	INR	4000003521	00				1033	
25	S000002	GR/ IR Clearing-O&M	100.00	INR	4000003521	10	00			1033	

Debit: 100.00 Credit: 100.00

Save as Completed

Save Parked Document (Ctrl+F11)

Invoice document still contains messages

SAP S_TEST1 erpdev INS 11:44 AM 7/29/2015

Simulate & park the document

System Help

Bill Registration against vendor Invoice

Approve Modify Reject

Diary Entries

Diary No.	Year	B.A.	Inv. Typ	Vendor	PO. No.	Emp. No.	Bill No.	Bill Date	Bill Amount	Status	SAP Invoice No.	Year	Entry Date	Rcpt Date	Appr Date	Parked On	Posted On
6000000061	2015	1001		0001000041	4000002138		TEST	17.06.2015	15,000.00	A			17.07.2015	17.07.2015	25.07.2015		
6000000063	2015	1033		0001000031	4000003512		W-459	03.07.2015	999.00	P	5105608329	2015	21.07.2015	20.07.2015	20.07.2015	21.07.2015	
6000000064	2015	1033	RB	0001005286	4200003711		NEWTEST	21.07.2015	45,000.00	V			21.07.2015	21.07.2015			
6000000065	2015	1033	NB	0001005286	4000003556		NEWTEST1	21.07.2015	234,500.00	V			21.07.2015	21.07.2015			
6000000067	2015	1033		0001000031	4000003512		M-123	03.07.2015	100,000.00	P			23.07.2015	22.07.2015	22.07.2015	23.07.2015	
6000000068	2015	1001		0001000041	4000002138		SADSASAAA	09.03.2015	500.00	A			22.07.2015	22.07.2015	25.07.2015		
6000000069	2015	1033		0001005286	4200003711		1111111	23.07.2015	89,999.00	P			23.07.2015	23.07.2015	23.07.2015	23.07.2015	
6000000070	2015	1033		0001000031	4000003512		4564413213	01.07.2015	100,000.00	P			23.07.2015	23.07.2015	23.07.2015	23.07.2015	
6000000071	2015	1033		0001005286	4000003556		SSSSSSS	21.07.2015	2,344,444.00	A			24.07.2015	24.07.2015	24.07.2015		
6000000073	2015	1001		0001000041	4000002138		SADSASAAAA	09.03.2015	500.00	A			25.07.2015	25.07.2015	25.07.2015		
6000000074	2015	1001		0001000041	4000002138		BILL	09.03.2015	2,333,333.00	C			25.07.2015	25.07.2015			
6000000075	2015	1001		0001000041	4000002138		BILL1	09.03.2015	2,333,333.00	C			25.07.2015	25.07.2015			
6000000076	2015	1001		0001000041	4000002138		BILL1W	09.03.2015	1,222.00	C			25.07.2015	25.07.2015			
6000000077	2015	1001		0001000041	4000002138		BILL1W1	09.03.2015	1,500.00	C			25.07.2015	25.07.2015			
6000000078	2015	1001		0001000041	4000002138		BILL1W11	09.03.2015	1,500.00	C			25.07.2015	25.07.2015			
6000000079	2015	1015		0001000041	4000002138		BILL1W11AA	09.03.2015	1,500.00	A			25.07.2015	25.07.2015	25.07.2015		
6000000080	2015	1033		0001000023	4000003426		BILL1W11AAA	09.03.2015	1,500.00	P			25.07.2015	25.07.2015	25.07.2015	25.07.2015	
6000000081	2015	1033		0001000023	4000003426		BILL1W11AAA2	09.06.2015	1,500.00	P			27.07.2015	25.07.2015	25.07.2015	27.07.2015	
6000000082	2015	1033		0001000031	4000003512	103026	S-7894	01.04.2015	100,000.00	A			28.07.2015	28.07.2015	28.07.2015		
6000000083	2015	1033		0001000023	4000003521	43041	BILL1W11AAA2	09.06.2015	1,500.00	P	5105608374	2015	29.07.2015	28.07.2015	29.07.2015	29.07.2015	
6000000084	2015	1033		0001000023	4000003521		BILL1W12	09.06.2015	12,000.00	C			28.07.2015	28.07.2015			
6000000085	2015	1033		0001000023	4000003521		BILL1W12W	09.06.2015	12,000.00	P	5608352	2015	28.07.2015	28.07.2015	28.07.2015	28.07.2015	
6000000086	2015	1015		0001000026	4000002943		RWF	09.03.2015	12,000.00	P	05608362	2015	28.07.2015	28.07.2015	28.07.2015	28.07.2015	
6000000087	2015	1033		0001008900	4000003462		RWF	19.05.2015	12,000.00	P	05608371	2015	29.07.2015	28.07.2015	29.07.2015	29.07.2015	
6000000088	2015	1033		0001000005	4000003458		RWF	19.05.2015	12,000.00	P	05608365	2015	28.07.2015	28.07.2015	28.07.2015	28.07.2015	
6000000089	2015	1033		0001005286	4200003711		SSSSSSS	21.07.2015	2,344,444.00	A	5105608367	2015	29.07.2015	29.07.2015	29.07.2015	29.07.2015	
6000000090	2015	1033		0001008900	4000003462		SSSSSSS	21.07.2015	2,344,444.00	A	5105608373	2015	29.07.2015	29.07.2015	29.07.2015	29.07.2015	
Z	2015	1033		0001000031	4000003251		v/31/INV/11	04.02.2015									
8	2015	1033		0001000031	4000003251		v/31/bill/11	05.02.2015									
9	2015	1033		0001000041	4000000000												

Parking No. with status P can be seen in ZBILLREG in dashboard option

SAP S_TEST1 erpdev INS 11:45 AM 7/29/2015

Bill Tracking Help

A) For any technical assistance, the Coordinators named below against the concerned project/ office may please be contacted:

S.No.	Project/ Location	Name	Mobile	Email
1.	Dadri	Shalini Singh	9650991330	shalinisingh01@ntpc.co.in

B) In case of further technical assistance/emergency requirement, please dial Central helpdesk IVRS No. 0120- 4947693 between 09:30 Hrs to 06:00 Hrs on weekdays.