



User Manual for Vendors on Post Contract Activities

- Digital Receipted Challan
- Digital Receipt Note
- Digital Bill Submission

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1. Introduction

Functionalities for following post contract activities have been provided in IREPS portal for suppliers –

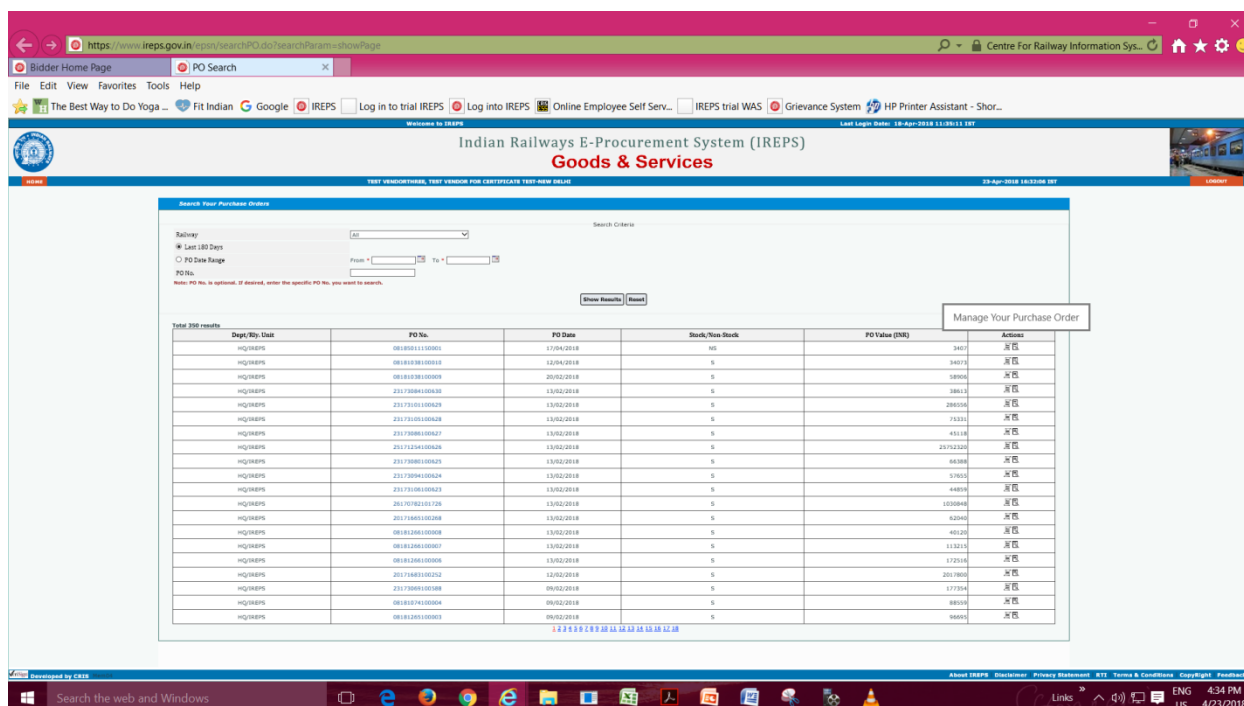
- i. View/download of Digital Receipted Challan
- ii. View/Download of Digital Receipt Note
- iii. Digital Bill Submission for Payment

These functionalities are applicable for purchase orders for stock items issued on IMMS system (Integrated Materials Management System) of Indian Railways which is presently working in stores department of all the Zonal Railways.

2. Digital Receipted Challan

2.1 Digital Receipted Challan issued by stocking stores depot for the purpose of Vendor Bill submission for Advance payment, where material is supplied by supplier against the purchase order for stock item, can be viewed/downloaded by respective suppliers on their home page on www.ireps.gov.in. For viewing/downloading/printing digital receipted challan -

- i. Login to your IREPS login account on www.ireps.gov.in under “E-tender-goods and services (New)”. Your home page shall open.
- ii. On the home page go to ‘My Contracts’ and then to “view and manage contracts”. A new page shall open where descending chronological list (i.e. latest on the top) of all the purchase orders issued to the supplier on IMMS system of Zonal Railways are listed. Here a particular purchase order or a group of purchase orders can be searched based on the search criterion given.



Search Your Purchase Orders

Railway: Search Criteria

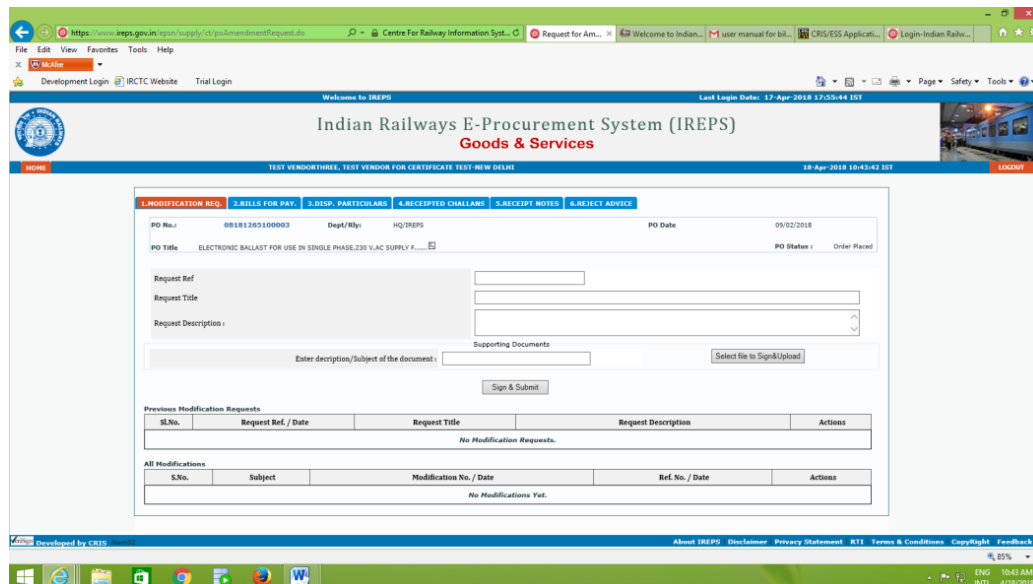
PO Date Range: From: To: PO No:

Buttons:

Manage Your Purchase Order

Dept./Qty. Unit	PO No.	PO Date	Stock/Non Stock	PO Value (INR)	Actions
HQ/IREPS	08181263100001	13/04/2018	NS	3407	管理
HQ/IREPS	08181263100002	13/04/2018	S	340712	管理
HQ/IREPS	08181263100003	20/02/2018	S	180000	管理
HQ/IREPS	23173004100004	13/02/2018	S	388112	管理
HQ/IREPS	23173004100005	13/02/2018	S	280000	管理
HQ/IREPS	23173004100006	13/02/2018	S	713331	管理
HQ/IREPS	23173004100007	13/02/2018	S	431118	管理
HQ/IREPS	23173004100008	13/02/2018	S	21742320	管理
HQ/IREPS	23173004100009	13/02/2018	S	860000	管理
HQ/IREPS	23173004100010	13/02/2018	S	570000	管理
HQ/IREPS	23173004100011	13/02/2018	S	448000	管理
HQ/IREPS	20170702100012	13/02/2018	S	1000000	管理
HQ/IREPS	20170702100013	13/02/2018	S	620000	管理
HQ/IREPS	08181263100014	13/02/2018	S	401200	管理
HQ/IREPS	08181263100015	13/02/2018	S	1132125	管理
HQ/IREPS	08181263100016	13/02/2018	S	172000	管理
HQ/IREPS	20170702100017	13/02/2018	S	2010000	管理
HQ/IREPS	23173004100018	09/02/2018	S	177200	管理
HQ/IREPS	08181263100019	09/02/2018	S	880000	管理
HQ/IREPS	08181263100020	09/02/2018	S	940000	管理

- iii. Go to the relevant purchase order and click on the action icon 'manage your purchase order'. Following page will open-



1. MODIFICATION REQ. 2. BILLS FOR PAY. 3. DESP. PARTICULARS 4. RECEIPTED CHALLANS 5. RECEIPT NOTES 6. SELECT ADVISE

PO No.: 08181263100002 Dept./Qty: HQ/IREPS PO Date: 09/02/2018

PO Title: ELECTRONIC BALLAST FOR USE IN SINGLE PHASE 230 V AC SUPPLY

Request Ref: PO Status: Order Placed

Request Title:

Request Description:

Supporting Documents: Select file to Sign/Upload

Sign & Submit

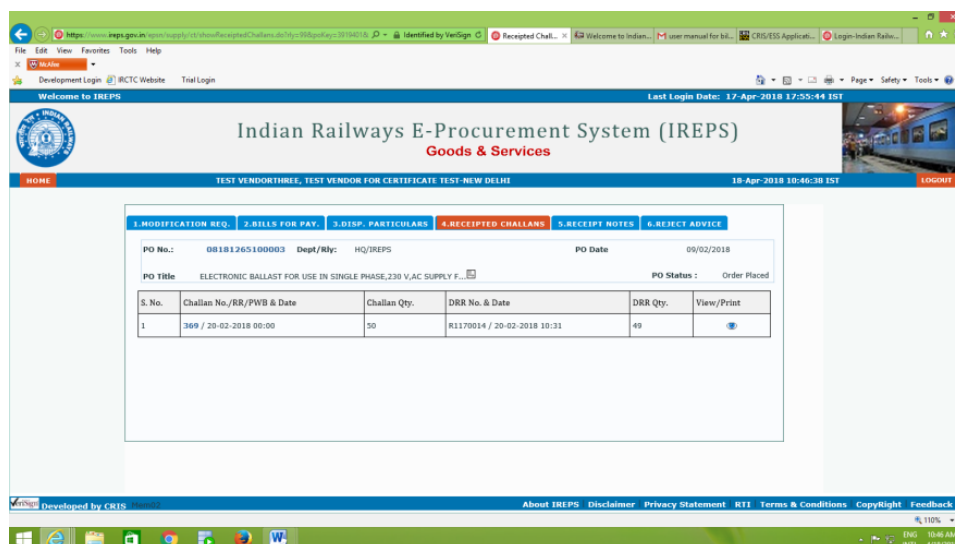
Previous Modification Requests

S.No.	Request Ref. / Date	Request Title	Request Description	Actions
No Modification Requests.				

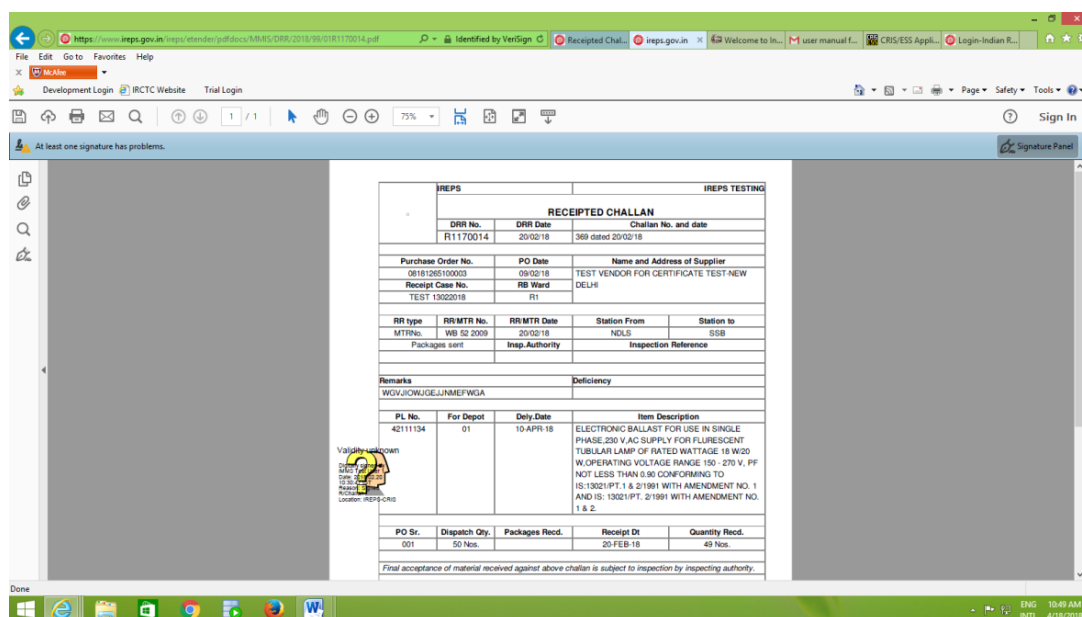
All Modifications

S.No.	Subject	Modification No. / Date	Ref. No. / Date	Actions
No Modifications Yet.				

- iv. Click on the block 'RECEIPTED CHALLANS'. All the Digital Receipted Challans issued by consignee for the purchase order shall be listed in tabular form as under-



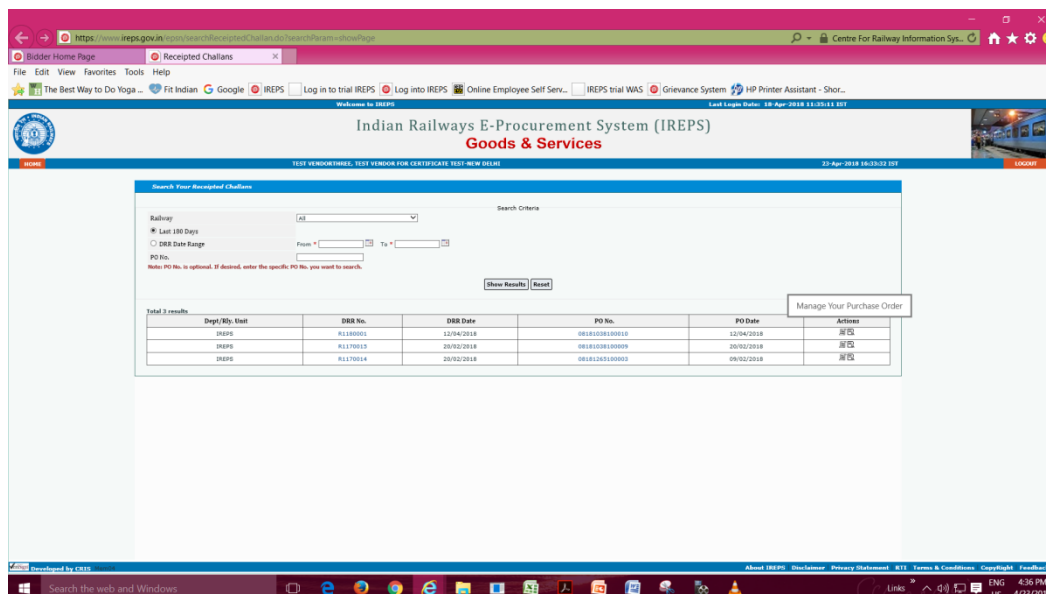
- v. Click on action button 'view/print' to view/download/print the receipted challan. Digital Receipted Challan looks as under-



2.2 Digital Receipted Challan can also be viewed/downloaded/printed as under-

- Login to your IREPS login account on www.ireps.gov.in under "E-tender-goods and services (New)". Home page shall open.
- On the home page go to 'My contracts' and then to 'Receipted Challans' heading under 'My contracts'. A new page shall open which gives descending chronological list (i.e. latest on the top)

of all the digital receipted challans issued for the vendor by all the consignees under all the purchase orders.



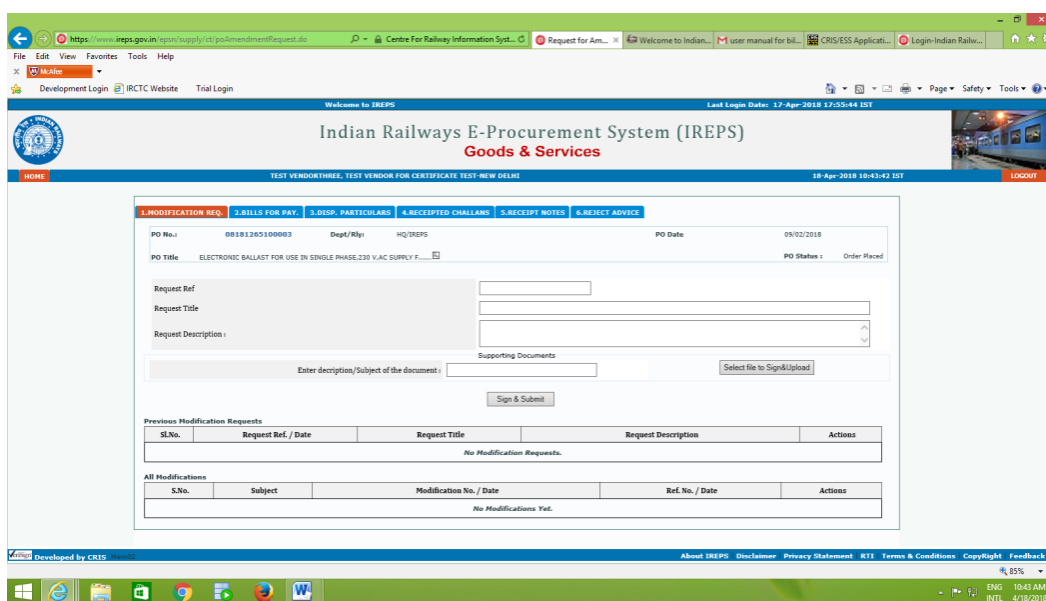
- iii. Digital Receipted Challans can be searched on this page based on multiple search criteria given on the page.
- iv. Click on action button 'view/print' to view/download/print the particular receipted challan.
- v. You can directly go to 'Manage your purchase order' page from here by clicking on 'Manage your Purchase orders' button against a particular receipted challan to perform various post contract activities.

3. Digital Receipt Note

3.1 Digital Receipt Note issued by stocking stores depot after final acceptance of supplied material, where material is supplied by supplier against the purchase order for stock item, can be viewed/downloaded by respective suppliers on their home page on www.ireps.gov.in. For viewing/downloading/printing Digital Receipt Note -

- i. Login to your IREPS login account on www.ireps.gov.in under "E-tender-goods and services (New)". Home page shall open.

- ii. On the home page go to 'My Contracts' and then to "view and manage contracts". A new page shall open where descending chronological list (i.e. latest on the top) of all the purchase orders issued to the supplier on IMMS system of Zonal Railways are listed. Here a particular purchase order or a group of purchase orders can be searched based on the search criterion given.
- iii. Go to the relevant purchase order and click on the icon 'manage your purchase order'. Following page will open-



Indian Railways E-Procurement System (IREPS)
Goods & Services

TEST VENDOR THREE, TEST VENDOR FOR CERTIFICATE TEST-NEW DELHI

19-Apr-2018 18:43:42 IST

1. MODIFICATION REQ. 2. BILLS FOR PAY. 3. DISP. PARTICULARS 4. RECEIPTED CHALLANS 5. RECEIPT NOTES 6. SELECT ADVISE

PO No.: 00181263100003 Dept./Rly: HQ/IREPS PO Date: 09/02/2018
PO Title: ELECTRONIC BALLAST FOR USE IN SINGLE PHASE 230 V.A.C SUPPLY F. ... PO Status: Order Placed

Request Ref:
Request Title:
Request Description:
Enter description/Subject of the documents: Supporting Documents: Select file to Sign & Upload
Sign & Submit

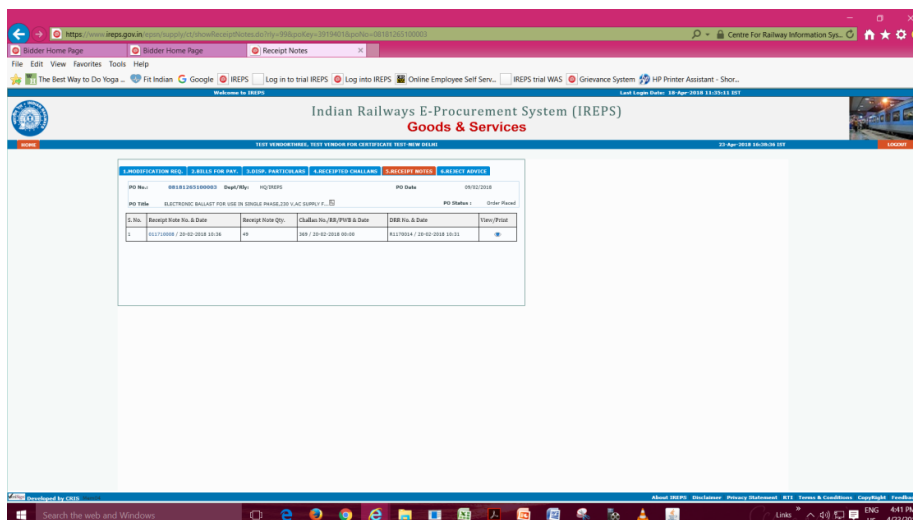
Previous Modification Requests

Sl.No.	Request Ref. / Date	Request Title	Request Description	Actions
No Modification Requests.				

All Modifications

S.No.	Subject	Modification No. / Date	Ref. No. / Date	Actions
No Modifications Yet.				

- iv. Click on the block 'RECEIPT NOTES'. All the Digital Receipt Notes issued by consignee for the purchase order shall be listed in tabular form as under-



Indian Railways E-Procurement System (IREPS)
Goods & Services

TEST VENDOR THREE, TEST VENDOR FOR CERTIFICATE TEST-NEW DELHI

23-Apr-2018 18:43:42 IST

1. MODIFICATION REQ. 2. BILLS FOR PAY. 3. DISP. PARTICULARS 4. RECEIPTED CHALLANS 5. RECEIPT NOTES 6. SELECT ADVISE

PO No.: 00181263100003 Dept./Rly: HQ/IREPS PO Date: 09/02/2018
PO Title: ELECTRONIC BALLAST FOR USE IN SINGLE PHASE 230 V.A.C SUPPLY F. ... PO Status: Order Placed

S.No.	Receipt Date & Date	Receipt Note No.	Challan No./B/P No. & Date	DOB No. & Date	Trans/Phase
1	04/11/2018 / 20-02-2018 23:38	49	005 / 20-02-2018 00:08	R1170014 / 20-02-2018 23:32	

- v. Click on action button ‘view/print’ to view/download/print the receipt note. Digital receipt note looks as under –

File Edit Go to Favorites Help

McAfee

Development Login IRCTC Website Trial Login

At least one signature has problems.

IREPS				RECEIPT NOTE		[STOCK] [STPR]
TEST 20018				Inspecting Depot: 20018 TESTING		CC: 44
R/No-No.	Date	POAT No.	P.O.Dates	P.O.Sr.No.	Allocation	
011710009	20/02/18	08181028100009	20/02/18	001	20712605	
Name & Address of Supplier/ Vendor Code	0301	Depot: 01	Ward: 06	R.O.No.: 1005	R.O.Date: 20/02/18	
1st TEST VENDOR FOR CERTIFICATE TEST NEW DELHI project location		Quantity: 02	Unit: Nos.	Rate: 312	(Rs. Three Hundred Twelve Only)	
New Date: 1-10002	The 20/02/2018	(Sfty-Three Nos.)				
Description & Qty./Spec.	PL No.: 42034250	Value: Rs. 20194.50	DRR.No.: R1170015	Date: 20/02/18		
COMBINATION FUSE SWITCH UNLIMITED CURRENT 200 AMP METAL CLAD TRIPLE POLE WITH NEUTRAL LINE-GROUND OF PROTECTION IN 24 HOUR SPEED BREAKING, USING A BASIC COMPONENT 3 PHASE QUICK MAKE & BREAK, INTERLOCKABLE COVER, UNINTERRUPTED DUTY UTILIZATION CATEGORY AC-23 A WITH THREE NUMBER HIGH RUPFUSION CAPACITY IN A MOUNTING CARTRIDGE FUSES WITH BOLTED CONNECTION RATED VOLTAGE 415 VOLT DC IN AC CONFORMING TO IS-13700PT 31180UNFARMED ZONE & IS-13700 IFT SECTION 1 & 21990 ISAF FARMED ZONE ENCLOSURE SHALL BE MADE OF CR-BEET OF THICKNESS NOT LESS THAN 1.5 MM.						
Challan Registration No.	Dated	Consignee	P.O.Qty	Bal.P.O.Qty		
1254	20/02/18	000100-IREPS DEPOT 01	100	100		
Inspection Note No. & Date	FITES	R.O.Value(Excluding Pst.Fwd) = 20194.				
IRMTN No. MT70 WB 52 H 2009	Date: 20/02/18	Paying-Auth.: 2FM/HAM				
Challan Invoice No.: 369	Date: 20-FEB-18	Payment-Terms: 10% AGAINST INSP.CERT AND CLEAR R/R, 9% ON RECEIPT & ACCEPTANCE				
Draw Date of Delivery	Actual Date of Supply	Remarks:				
21/04/18	20/02/18					
Qty Invoiced	Qty Received	Qty Accepted	Qty Rejected			
65.000	63.000	63.000	0.000			

Received the Accepted Quantity Correctly and Rate Certified.

Despatching Official	Receiving official	Deport Officer
Blank Copy, Supplier Copy,	Accounts Ledger Copy, Store Depot Copy,	Acknowledgement Copy

Validity unknown

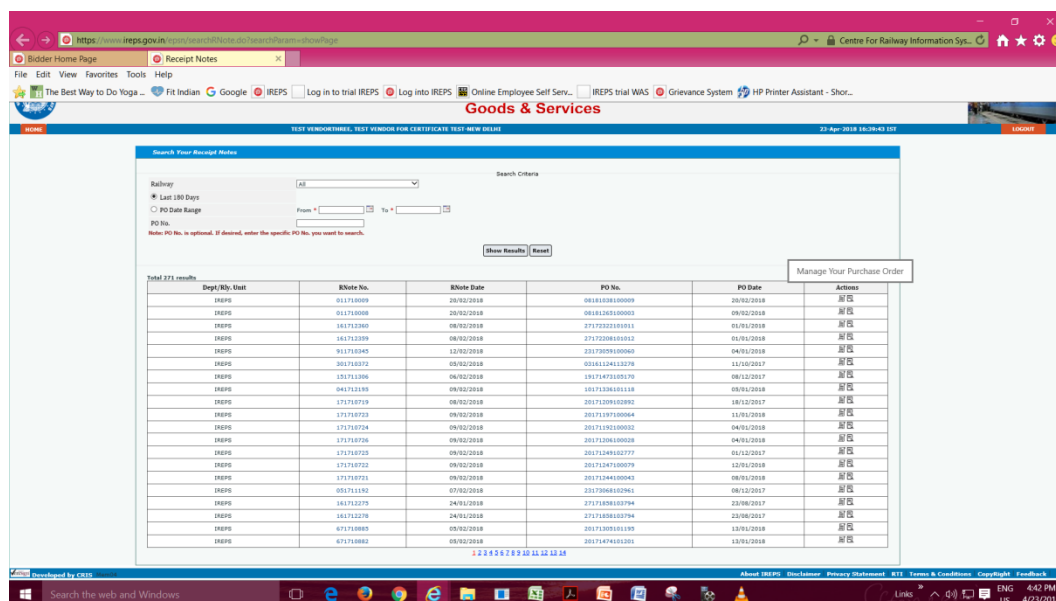
Digitally signed by IRMS Test User 1
Date: 2018.02.20 12:39:35 IST

Validity unknown

Digitally signed by IRMS Test User 1
Date: 2018.02.20 12:07:05 IST

3.2 Digital Receipt Note can also be viewed/downloaded/printed as under-

- i. Login to your IREPS login account on www.ireps.gov.in under “E-tender-goods and services (New)”. Home page shall open.
- ii. On the home page go to ‘My contracts’ and then to ‘Receipt Notes’ heading under ‘My contracts’. A new page shall open which gives descending chronological list (i.e. latest on the top) of all the Digital Receipt Notes issued for the vendor by all the consignees under all the purchase orders.



- iii. Digital Receipted Notes can be searched on this page based on multiple search criterions given.
- iv. Click on action button 'view/print' to view/download/print the receipted challan.
- v. You can directly go to 'Manage your purchase order' page from here by clicking on 'Manage your Purchase orders' to perform various post contract activities

4. Digital Bill Submission

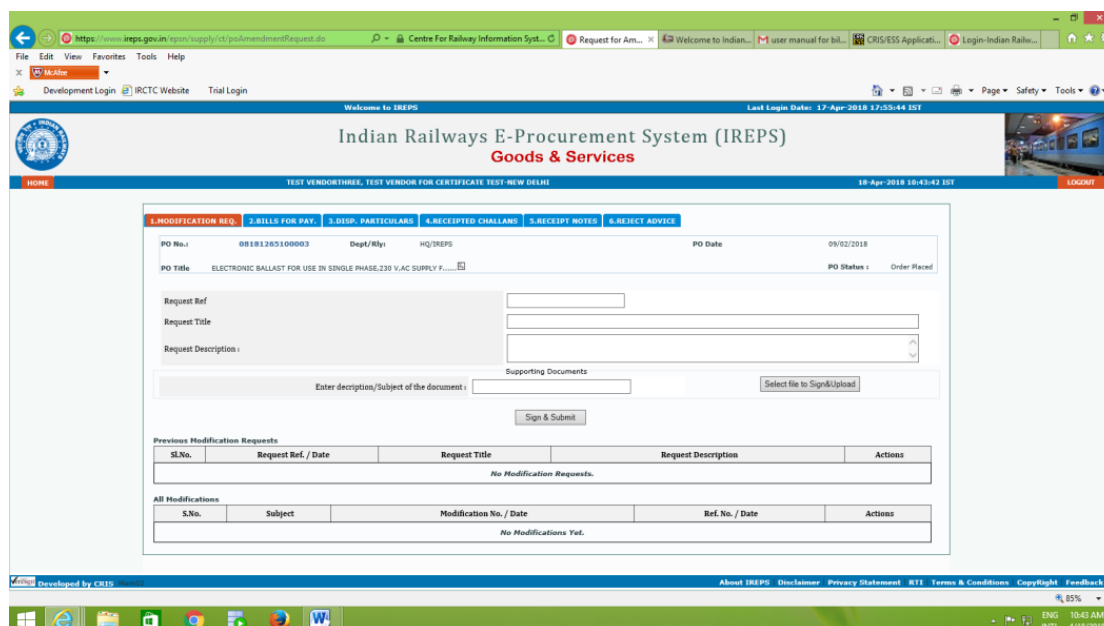
4.1 General

- i. Functionality of digital bill submission covers the suppliers' bills for advance payment and final payment. It covers the bills with GST as well as Excise duty as applicable for the item.
- ii. Digital bills submitted by suppliers will be used by IPAS system of Railway for processing for payment. Bill processing and payment by bill paying authority shall be done based on digital documents i.e. bill, receipted challan, receipt note, inspection certificate etc available on iMMS (Integrated Materials Management System)/IREPS of Railway and other digitally signed documents uploaded on IREPS during bill submission by supplier, without insisting on hard copies of the same either from the stores depot or from supplier.

- iii. Presently only RITES is issuing digital inspection certificates. Thus, for other pre-inspection agencies verification process for inspection certificate against the online digital bills shall continue to be manual by bill passing/paying authority as in the existing process.
- iv. Similarly, for advance payment for supplies against RR/PWB (which are still not digital), the verification process for RR/PWB and Inspection Certificate against the online digital bills shall continue to be manual by bill passing/paying authority as is the existing practice.

4.2 Digital Bill Initiation Process –Advance Bills

- i. Login to your login account on www.ireps.gov.in under “E-tender-goods and services (New)”. Home page shall open.
- ii. On your home page go to ‘My contracts’ and then go to relevant purchase order for which digital bill is to be submitted and then to “Manage your purchase orders” as explained in earlier paras (para 2 and 3 above).
- iii. Click on ‘Manage your purchase orders’. Following page shall open-



The screenshot shows the IREPS Goods & Services interface. The main form is titled '1. MODIFICATION REQ.' and contains the following fields:

- PO No.: 09181265100003
- Dept./Wty: HQ/IREPS
- PO Date: 09/02/2018
- PO Title: ELECTRONIC BALLAST FOR USE IN SINGLE PHASE 230 V AC SUPPLY F.....
- PO Status: Order Placed
- Request Ref: [Text Box]
- Request Title: [Text Box]
- Request Description: [Text Box]
- Supporting Documents: [Text Box] (with a 'Select file to Signkl Upload' button)
- Sign & Submit button

Below the form, there are two tables:

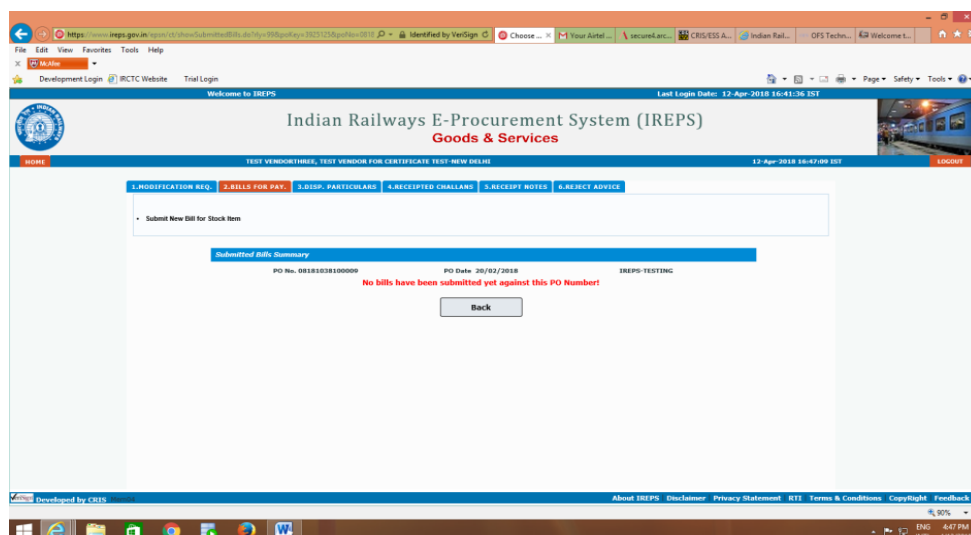
Previous Modification Requests

SL.No.	Request Ref. / Date	Request Title	Request Description	Actions
No Modification Requests.				

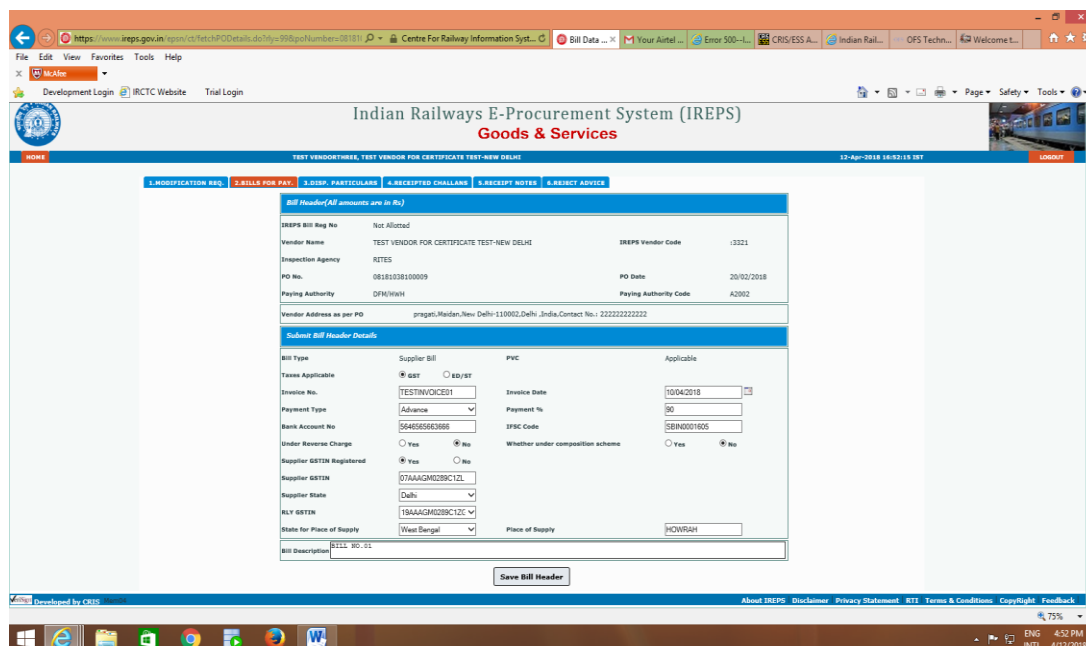
All Modifications

S.No.	Subject	Modification No. / Date	Ref. No. / Date	Actions
No Modifications Yet.				

- iv. Click on ‘Bills for payment’. Following page shall open.



- v. On this page you can initiate a new bill for stock item purchase order only. Details of your earlier submitted bills against this purchase order are also available on this page. Earlier submitted bills in the list on this page can also be managed from here like delete bill, edit bill, add - remove items, view status of signed bill etc. Please note that bills which are digitally signed cannot be deleted/ edited as these are submitted to accounts in IPAS system for processing by Bill Paying Authority.
- vi. Click on 'Submit new bill for stock item'. Following page showing Bill Header form shall open-



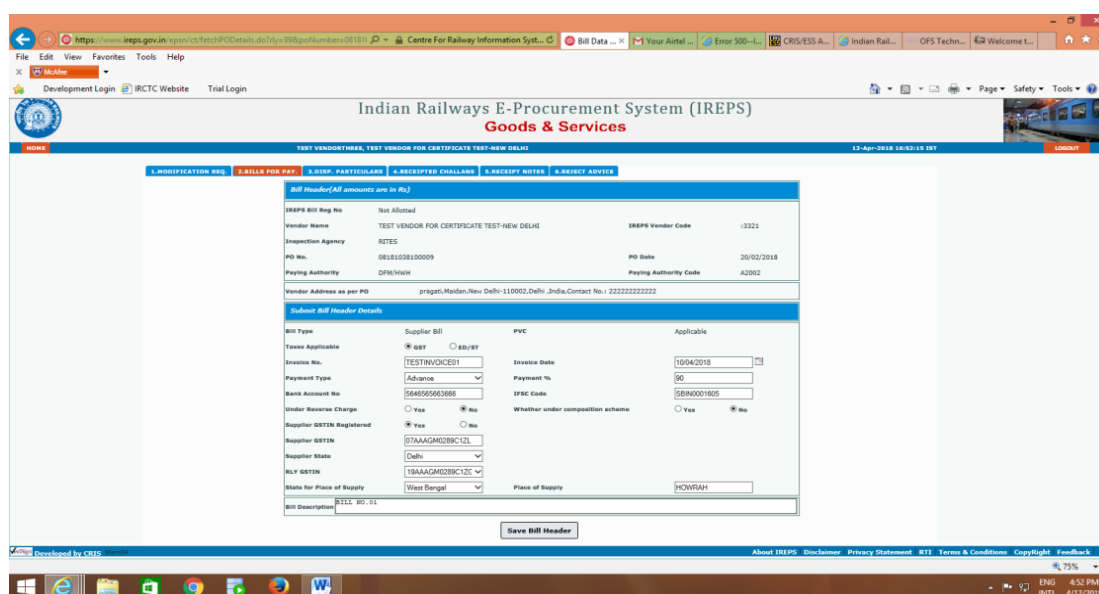
Bill Header (All amounts are in Rs.)			
IREPS Bill Reg No	Not Allotted		
Vendor Name	TEST VENDOR FOR CERTIFICATE TEST-NEW DELHI	IREPS Vendor Code	:3321
Inspection Agency	RETES	PO Date	20/02/2018
PO No.	0818103810009	Paying Authority Code	A2002
Paying Authority	DFM/INXH		
Vendor Address as per PO	pragati, Haden, New Delhi-110002, Delhi, India, Contact No.: 22222222222		
Supplier Bill Header Details			
Bill Type	Supplier Bill	PVC	Applicable
Taxes Applicable	☒ GST ☐ ED/ST	Invoice Date	10/04/2018
Invoice No.	TESTINVOICE01	Payment %	50
Payment Type	Advance	IFSC Code	SBIN0001605
Bank Account No	5646585663866	Whether under composition scheme	☐ Yes ☒ No
Under Reverse Charge	☐ Yes ☒ No		
Supplier GSTIN Registered	☒ Yes ☐ No		
Supplier GSTIN	07AAAGM029C1ZL		
Supplier State	Delhi		
RLT GSTIN	19AAAGM029C1ZC		
State for Place of Supply	West Bengal	Place of Supply	HOWRAH
Bill Description	BILL NO. 01		

- vii. For initiation of new bill, first 'Bill Header' is to be prepared which contains fixed details related to bills. Please note that 'Bill Header' once saved cannot be edited. So, details must be filled carefully.

- viii. Purchase order No, date, paying authority, paying authority code, suppliers' address as per purchase order, bill type and applicability of price variation clause are captured directly from purchase order and shown here and are not editable. If you notice that any of these details are not correct, please report the matter to IREPS helpdesk.
- ix. Select taxes i.e. GST or ED/ST as applicable for the supply and relevant fields shall open.

4.3 Digital Bills preparation for bills with GST- Advance Bills

- i. Bill header form opens with applicable tax as GST as default which is as under-

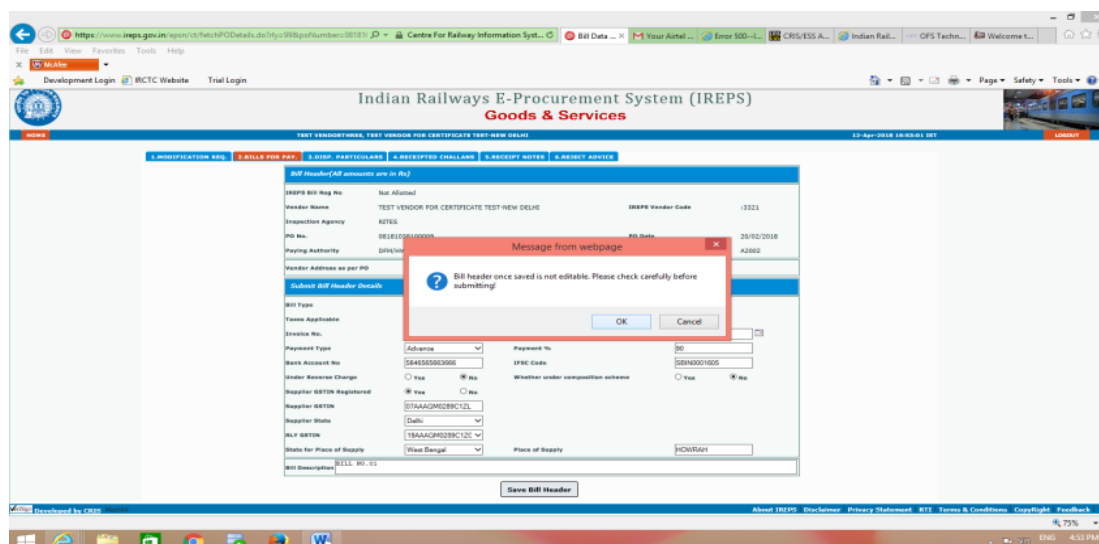


- ii. Following details are to be filled up in the bill header form-

a	Invoice No	Enter your tax invoice number here. Check that invoice number is exactly same as the actual invoice. System will check the format of invoice number as defined under GST Act
b	Invoice Date	Enter date of invoice. Any future date is not accepted here
c	Payment type	Select "Advance" for advance payment bill and "Final" for final payment bill
d	Payment %	Enter payment % being claimed in the bill e.g. 90 %, 95 %, 100 %, 5 % etc

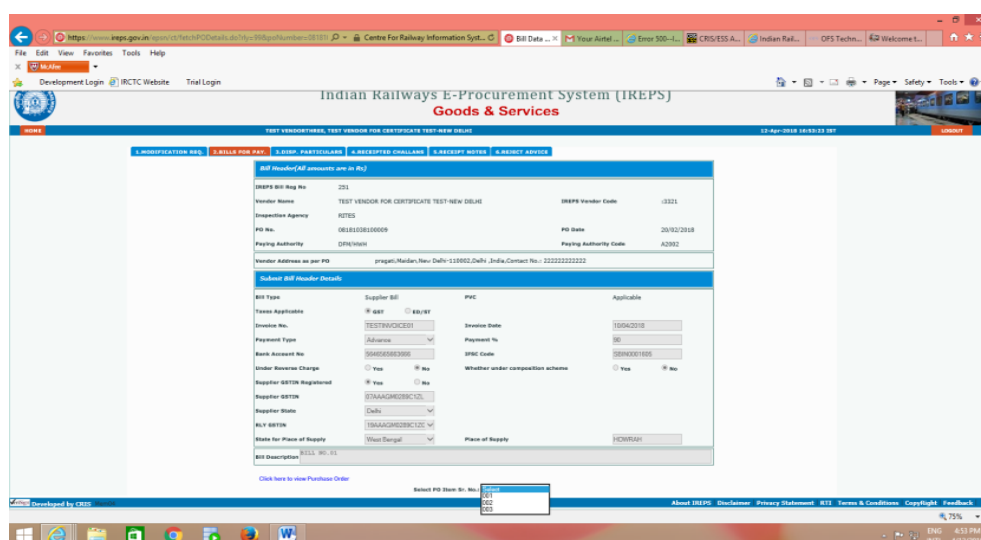
e	Bank Account No	Enter your bank account number in which payment is required. Please ensure correct bank account no to avoid problems in payment
f	IFSC code	Enter IFSC code for the bank account number filled. Please ensure correct IFSC code to avoid problems in payment.
g	Under Reverse charge	Default is NO. If supply is under Reverse Charge Mechanism, please select yes.
h	Composition scheme	Default is NO. If you are registered under composition scheme please select yes.
i	Supplier GSTIN Registration	Default is YES. If you are not registered with GSTIN please select NO.
j	Supplier GSTIN	Enter your GST registration number here. Here system checks your GST No format as per standard GST number structure
k	Supplier state	Select state of your GST registration number
l	Rly GSTIN	Here select Railway GST registration number
m	State of Place of Supply	Enter state of place of supply
n	Place of supply	Enter brief address of place of supply i.e. consignee
o	Bill Description	Here you have to enter your description/name of the bill for your identification

- iii. Check bill header details again and if details are correct click on 'save bill header' to save the bill header. On saving bill header, message "bill header saved successfully" is displayed. Bill header once saved cannot be edited.



The screenshot shows the 'Bill Header' form in the IREPS system. A message box is displayed over the form, stating: "Message from webpage: Bill header once saved is not editable. Please check carefully before submitting!". The form fields include: IREPS Bill No. (Not Allowed), Vendor Name (TEST VENDOR FOR CERTIFICATE TEST-NEW DELHI), IREPS Vendor Code (13221), Inspection Agency (RTI), PO No. (001000000000), PO Date (20/10/2018), Paying Authority (DPM/Secy), Paying Authority Code (A2002), Vendor Address as per PO (pragati, Madan, New Delhi-110002, Delhi), India Contact No. (9999999999), Bill Type (Advance), Invoice No. (100000000000), Payment Type (Advance), Payment No. (00), Bank Account No. (000000000000), IREPS Code (000000000000), Under Revenue Charge (Yes/No), Supplier GSTIN Registered (Yes/No), Supplier GSTIN (01AAGM0000000000), Supplier State (Delhi), RLY GSTIN (18AAGM0000000000), State for Place of Supply (West Bengal), Place of Supply (Kolkata), and Bill Description (BILL NO. 01).

- iv. On successful saving of bill header two new details will come. These are 'click here to view purchase order' and 'select PO item sr No'.



The screenshot shows the 'Bill Header' form after successful saving. A link 'Click here to view Purchase Order' is visible at the bottom left. The 'Select PO Item Sr. No.' dropdown menu is open, showing a list of PO item numbers. The form fields are the same as in the previous screenshot.

- v. If you wish to view the purchase order details, click on 'click here to view purchase order'. Your purchase order will open in a separate window in PDF format.
- vi. For further proceeding for bill submission, select PO item sr no from the drop-down list which shows all the PO sr nos of the purchase order. Select the PO sr no for which bill details are to be submitted.
- vii. Selecting the PO sr no will open a new option 'select mode of dispatch' and there shall be two radio buttons 'Rail' and 'Road'.

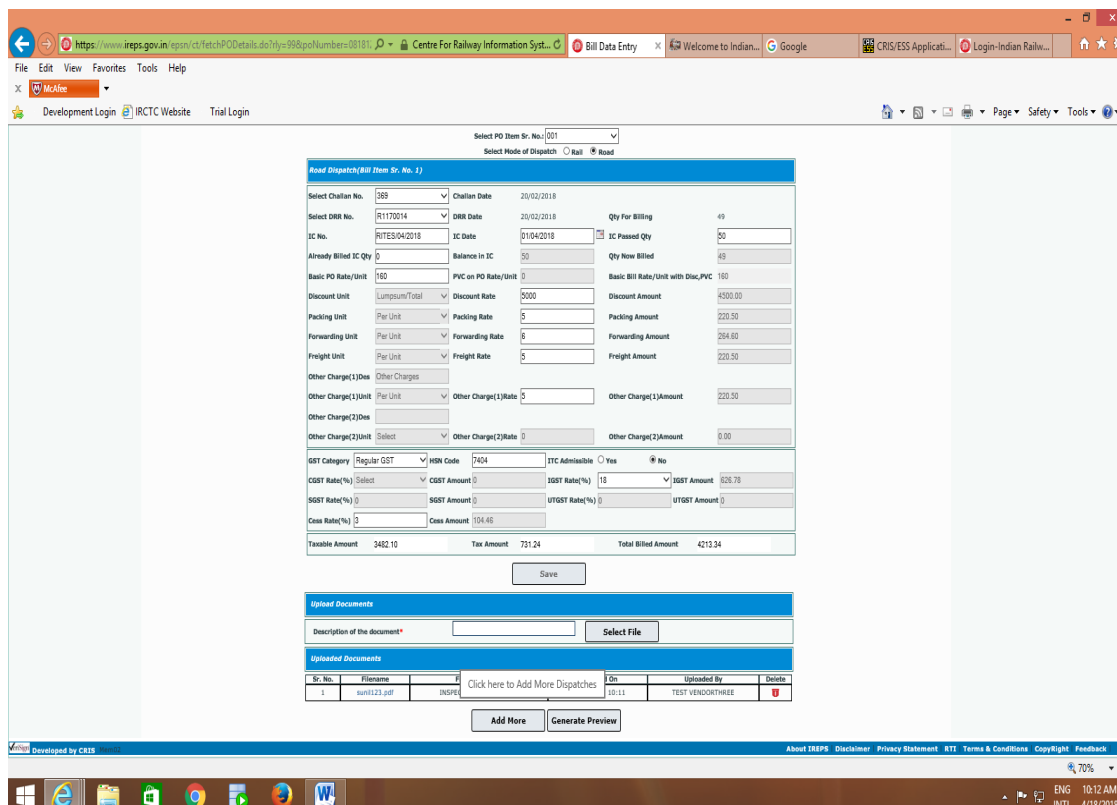


The screenshot shows the 'Select PO Item Sr. No.' dropdown menu with '001' selected. Below it, the 'Select Mode of Dispatch' section has two radio buttons: 'Rail' (selected) and 'Road'.

- viii. Select the applicable mode of dispatch and relevant window for submitting the details for the selected bill type (i.e. Advance bill and

applicable tax as GST) and selected mode of dispatch (i.e. Rail OR Road) shall open.

- ix. For **Advance Bill for dispatches by road with applicable tax as GST**, following window shall open-



The screenshot displays the 'Bill Entry' window for 'Road Dispatch'. The form includes fields for 'Select Challan No.', 'Challan Date', 'Select DRR No.', 'DRR Date', 'IC No.', 'IC Date', 'Qty for Billing', 'IC Passed Qty', 'Already Billed IC Qty', 'Balance in IC', 'Qty Now Billed', 'Basic PO Rate/Unit', 'PVC on PO Rate/Unit', 'Basic Bill Rate/Unit with Disc,PVC', 'Discount Unit', 'Lumpsum/Total', 'Discount Rate', 'Discount Amount', 'Packing Unit', 'Per Unit', 'Packing Rate', 'Packing Amount', 'Forwarding Unit', 'Per Unit', 'Forwarding Rate', 'Forwarding Amount', 'Freight Unit', 'Per Unit', 'Freight Rate', 'Freight Amount', 'Other Charge(1)Des', 'Other Charges', 'Other Charge(1)Rate', 'Other Charge(1)Amount', 'Other Charge(2)Des', 'Other Charge(2)Rate', 'Other Charge(2)Amount', 'GST Category', 'Regular GST', 'HSN Code', 'ITC Admissible', 'GST Rate(%)', 'GST Amount', 'IGST Rate(%)', 'IGST Amount', 'SGST Rate(%)', 'SGST Amount', 'UTGST Rate(%)', 'UTGST Amount', 'Cess Rate(%)', 'Cess Amount', 'Taxable Amount', 'Tax Amount', and 'Total Billed Amount'. The 'Upload Documents' section shows a table with columns for 'Sr. No.', 'Filename', 'Click here to Add More Dispatches', 'Jdm', 'Uploaded By', and 'Details'.

- x. Following details are to be filled for **dispatches by Road-**

a	Select challan No.	Select your relevant challan from the list as available in the system
b	Challan Date	Challan date is auto filled for the selected challan and is not editable
c	Select DRR No.	Here select relevant DRR No for the relevant digital receipted challan
d	DRR Date	DRR date is auto filled for the selected DRR number and is not editable
e	Qty for Billing	Qty for billing is auto filled for the selected DRR No. and is not editable
f	IC No.	Fill the relevant Inspection Certificate No here

g	IC Date	Fill the Inspection Certificate Date here
h	IC Passed Qty	Fill quantity passed as per the filled IC details
i	Already Billed IC Qty	If any quantity out of the quantity passed in the IC is already billed in earlier bills, that is to be filled here
j	Balance in IC	This is auto filled as per details filled in above fields i.e. IC passed qty minus Already billed IC qty and is not editable. Qty Balance in IC must be equal to or more than Qty for billing mentioned above.
k	Qty Now Billed	Quantity now billed is same as Qty for billing above and is auto filled and not editable
l	Basic PO Rate/Unit	This is basic rate for the item and is auto populated from the purchase order data. Normally there should not be any need to change/edit this. But in cases where purchase order is on all-inclusive price basis i.e. taxes and other details are included in basic rate and supplier wants to show taxes /other expenses separately, here basic rate can be changed.
m	PVC on PO rate /unit	This is applicable for purchase orders with price variation clause. Supplier has to work out PVC per unit rate and fill it here. For purchase orders without PVC clause, this field is non-editable. Suppliers are advised to submit the detailed PVC calculation sheet as digitally signed attached document by uploading with the bill item so that it is available to bill passing authority.
n	Basic Bill Rate/Unit with Disc, PVC	This is calculated based on bill percent filled in bill header.

o	Discount Rate (Percent)	Discount rate and its unit are pre-populated from the purchase order. If any change is to be made in it, edit it and fill the revised rate. Unit of discount cannot be changed.
p	Discount Amount	Discount amount is auto calculated and cannot be edited. All amounts in the bill are worked out based on 'Bill Percent' filled at the time of bill header preparation
q	Packing Rate (Percent)	Packing charges rate and its unit are pre-populated from the purchase order. If any change is to be made in rate, edit it and fill the revised rate. Unit cannot be changed.
r	Packing Amount	Packing amount is auto calculated and cannot be edited.
s	Forwarding Rate	Forwarding charges rate and its unit are pre-populated from the purchase order. If any change is to be made in rate, edit it and fill the revised rate. Unit cannot be changed.
t	Forwarding Amount	Forwarding amount is auto calculated and cannot be edited.
u	Freight Rate	Freight charges rate and its unit are pre-populated from the purchase order. If any change is to be made in rate, edit it and fill the revised rate. Unit cannot be changed.
v	Freight Amount	Freight amount is auto calculated and cannot be edited.
x	Other Charges Type, rate and amount	Other charges type, rate and its unit are pre-populated from the purchase order. If any change is to be made in rate, edit it and fill the revised rate. Type and Unit cannot be changed. Any additional/new type cannot be entered.

		Other charges amount is auto calculated and cannot be edited.
y	GST Category	Select the applicable category of GST from the list i.e. Regular, Nil, Not applicable, inclusive etc. Further GST details can be filled only for the category 'Regular GST'. For others it cannot be filled.
z	HSN Code	Fill the correct HSN code applicable. HSN code shall be cross checked from the HSN code list in IREPS system. In case any applicable HSN code is not available in the list, please contact IREPS helpdesk which shall be checked from the CBEC website before entering in the standard list on IREPS.
aa	ITC Admissible	Choose 'yes' or 'no' as applicable
ab	CGST Rate (%)	Window shall open based on state of supply and state of supplier as selected and filled in the bill header. If states are same CGST window will open. If states are different CGST window shall remain closed and IGST window shall open. If CGST window opens please select the applicable rate from the list in CGST window. Same rate of GST shall be auto-filled for SGST/UTGST (as applicable) also. Amounts shall be automatically calculated If IGST window opens, select applicable IGST from the list. Amount shall be automatically calculated.
ac	CGST Amount	
ad	SGST Rate(%)	
af	SGST Amount	
ag	UTGST Rate (%)	
ah	UTGST Amount	
ai	IGST Rate (%)	
aj	IGST Amount	
ak	Cess Rate (%)	Fill the applicable cess rate if applicable
al	Cess Amount	Amount shall be auto-calculated
am	Taxable Amount	Based on the details filled Taxable amount, tax amount and total billed amount for the current bill item being filled shall be auto-
an	Tax Amount	
ao	Total Billed	

	Amount	calculated and are not editable. These shall as per the bill % filled in the bill header.
--	--------	---

- xi. After filling the details save the details filled. Message “current dispatch details saved successfully” shall be displayed. If any editing of bill is required it can be done and saved again.

The screenshot displays the IRCTC website interface for railway booking. A modal window titled "Message from webpage" is centered on the screen, displaying a yellow warning icon and the text "Current dispatch details saved successfully!". Below the message is an "OK" button. The background shows the "Book Dispathch(Rail Item Sr. No.)" form, which includes fields for Select Challan No., Select DRR No., IC No., Already Billed IC Qty, Basic PO Rate/Unit, Discount Unit, Packing Unit, Forwarding Unit, Freight Unit, Other Charge(1)Unit, Other Charge(1)Rate, Other Charge(2)Unit, Other Charge(2)Rate, GST Category, GST Rate(%), HSN Code, GST Amount, UICST Rate(%), UICGST Amount, UTCST Rate(%), UTCST Amount, Taxable Amount, Tax Amount, Total Billed Amount, and a Save button.

- xii. Documents that are to be attached with the bill for this bill item may be attached here under the “upload document” heading. For uploading the documents, fill the document description and click on ‘select file’ button. Following window shall open for selecting the document (pdf only - upto 2 MB size) to be uploaded from your computer-

File Edit View Favorites Tools Help

Development Login | RCTC Website | Trial Login

PDF Signer

CRIS emudhra Trust Delivered

File to sign: Browse

Windows Store #12/9FX

View Certificate eMv L7 Sign Cancel

Upload Documents

Description of the document*

Upload Documents

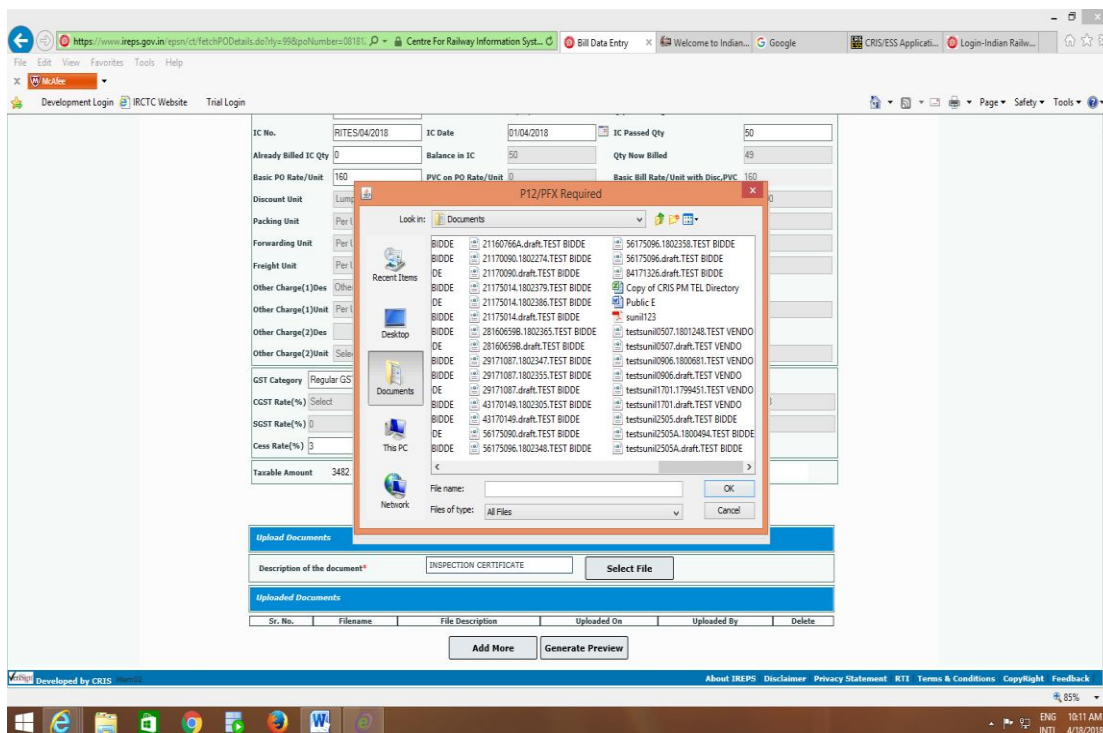
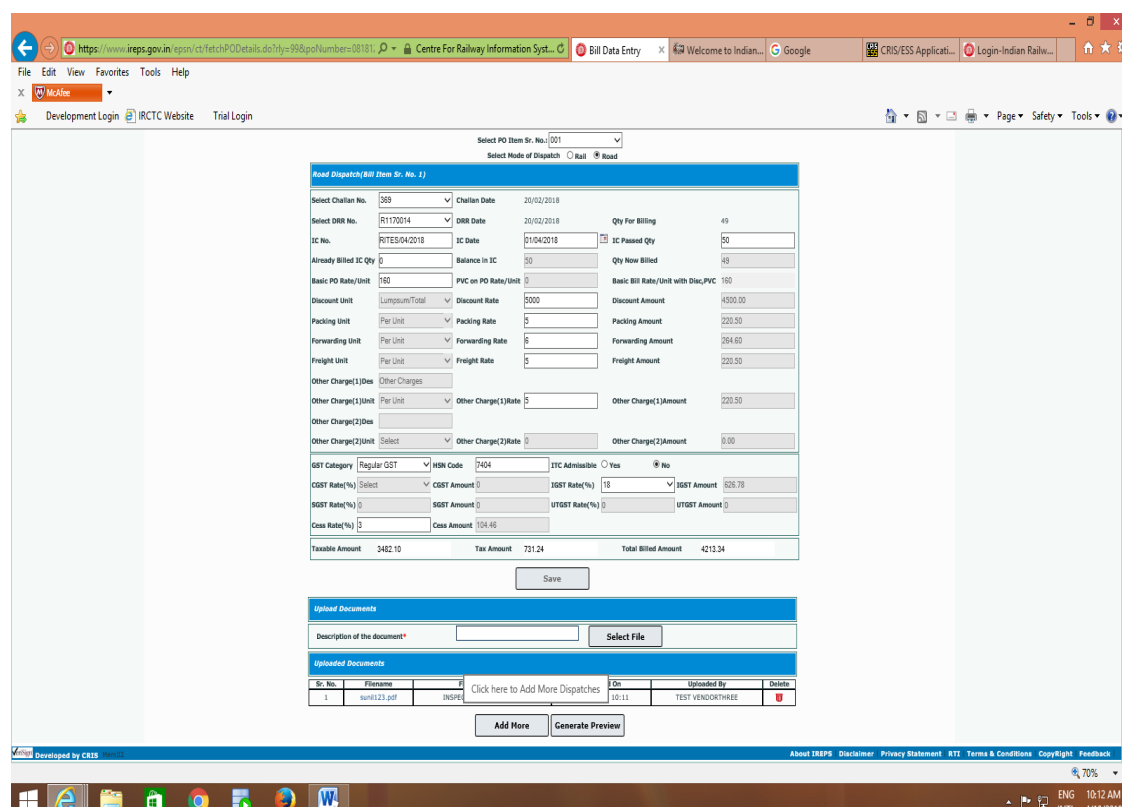
Sr. No.	Filename	File Description	Uploaded On	Uploaded By	Delete
<input type="button" value="Add More"/> <input type="button" value="Generate Preview"/>					

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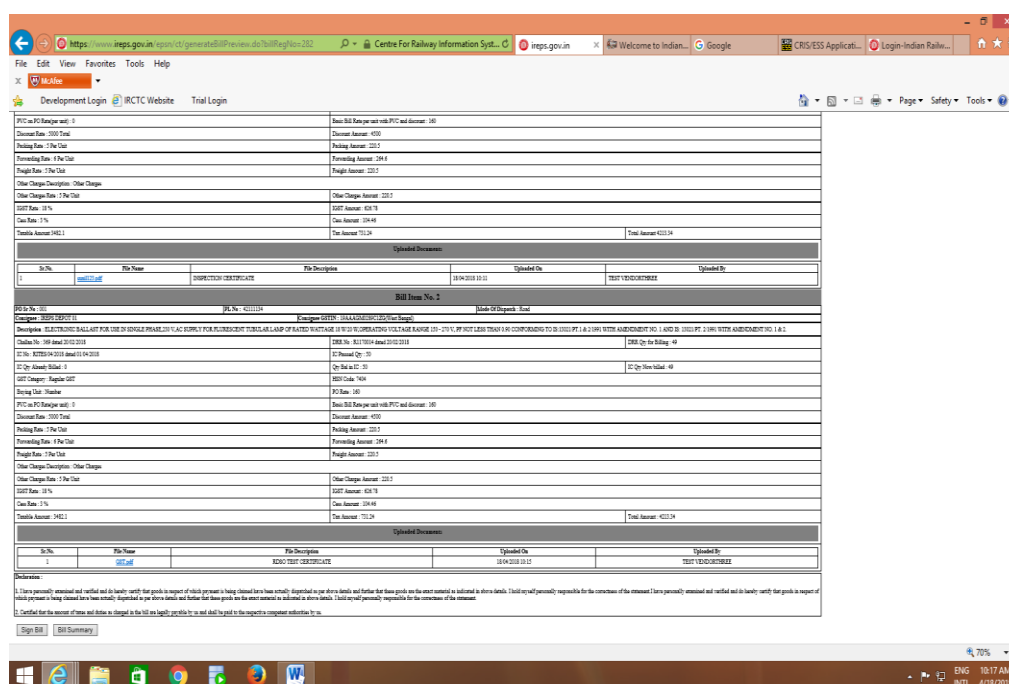
ENQ 10:10

- xiii. Go to “Browse”, select the file to be uploaded and digitally sign it with your digital signature certificate. File shall be uploaded and reflected

in the list under the heading 'uploaded documents' as shown in above figure. If you need to delete any uploaded document, you can delete by clicking 'delete' button against the document. You can upload multiple documents here -



- xiv. If more items are to be added in the bills which are under the same invoice that can be added by clicking on “Add more”. Clicking on ‘Add more’ opens the new window for submitting the details for next item. Bill header shall not change. There will be only one bill header for a bill.
- xv. The filled details can be edited from the bill edit facility also, given on the page having list of all bills prepared/submitted. This is the same page from where bill was first initiated. Please note that bills already submitted (i.e. digitally signed) cannot be edited. Detailed process for editing is explained in subsequent paras.
- xvi. You can preview the bill prepared upto this stage by clicking on ‘Generate Preview’. Bill preview will open in the following format-



The screenshot displays the 'Bill Preview' page in the IREPS system. The page is titled 'Bill Preview' and shows a detailed bill header and a table of items. The bill header includes fields for Bill No., Bill Name, Bill Description, and Bill Date. The table of items has columns for Item No., Item Name, Item Description, and Item Date. The bill is for 'Supply of 1000 Tons of PCC and 100 Tons of PCC'.

Item No.	Item Name	Item Description	Item Date
1	Supply of 1000 Tons of PCC	Supply of 1000 Tons of PCC	10/04/2018
2	Supply of 100 Tons of PCC	Supply of 100 Tons of PCC	10/04/2018

The bill header shows the following details:

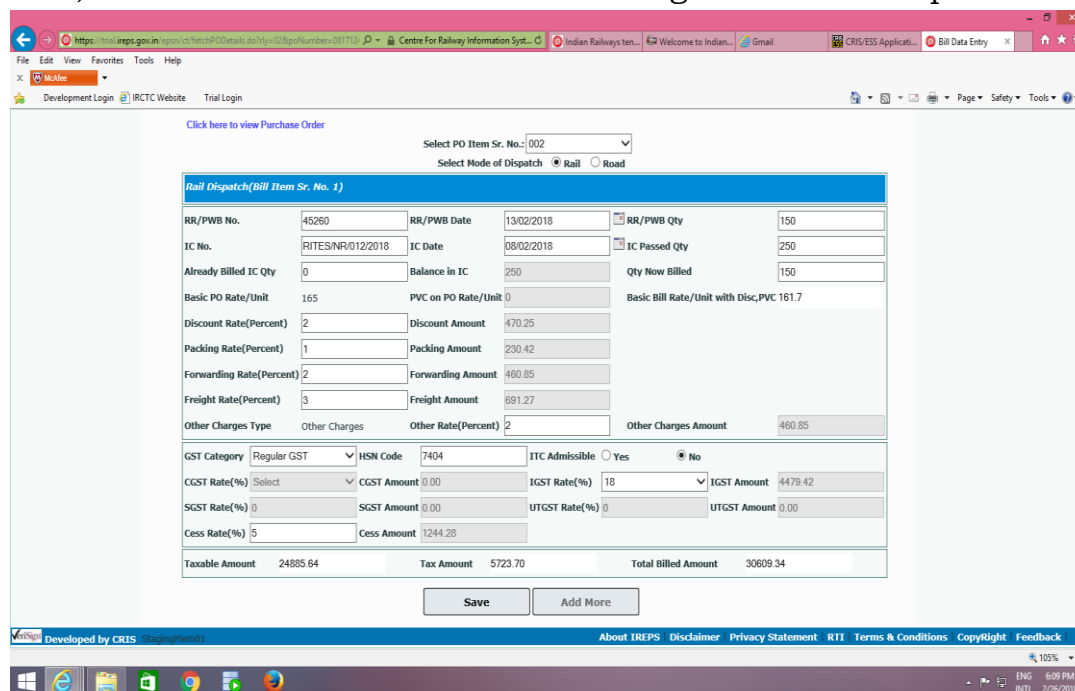
- Bill No.: 1000
- Bill Name: Supply of 1000 Tons of PCC
- Bill Description: Supply of 1000 Tons of PCC
- Bill Date: 10/04/2018

The table of items shows the following details:

- Item No.: 1
- Item Name: Supply of 1000 Tons of PCC
- Item Description: Supply of 1000 Tons of PCC
- Item Date: 10/04/2018

- xvii. For adding more items here, please click on ‘Bill Summary’ button on preview and you will reach the bill summary page. Here select the bill from the list and you can keep on adding items to the bill under the same invoice. If no more items are to be added or existing items are not to be edited and the bill preparation is complete for submission to Railway Paying Authority for passing, bill can be signed from bill preview page by initiating the bill signing by clicking on ‘Sign Bill’ button. With digital signing of the bill, it is submitted to bill paying authority and PDF of the bill is generated which can be saved /printed.
- xviii. If bill is not complete, proceed further by clicking on ‘bill summary’. Page of ‘submitted bill summary’ shall open. From here go to relevant bill for further action on the bill which is explained in subsequent paras.

- xix. For **Advance Bill for dispatches by rail with applicable taxes as GST**, click on the button 'rail' and following window shall open-



Click here to view Purchase Order

Select PO Item Sr. No.: 002

Select Mode of Dispatch: ☒ Rail ☐ Road

Rail Dispatch(Bill Item Sr. No. 1)

RR/PWB No.	45260	RR/PWB Date	13/02/2018	RR/PWB Qty	150
IC No.	RTESNR/012/2018	IC Date	08/02/2018	IC Passed Qty	250
Already Billed IC Qty	0	Balance in IC	250	Qty Now Billed	150
Basic PO Rate/Unit	165	PVC on PO Rate/Unit	0	Basic Bill Rate/Unit with Disc,PVC:161.7	
Discount Rate(Percent)	2	Discount Amount	470.25		
Packing Rate(Percent)	1	Packing Amount	230.42		
Forwarding Rate(Percent)	2	Forwarding Amount	460.85		
Freight Rate(Percent)	3	Freight Amount	691.27		
Other Charges Type	Other Charges	Other Rate(Percent)	2	Other Charges Amount: 460.85	
GST Category	Regular GST	HSN Code	7404	ITC Admissible	☐ Yes ☒ No
CGST Rate(%)	Select	CGST Amount	0.00	IGST Rate(%)	18
SGST Rate(%)	0	SGST Amount	0.00	UTCST Rate(%)	0
Cess Rate(%)	5	Cess Amount	1244.28	UTCST Amount	0.00
Taxable Amount	24885.64	Tax Amount	5723.70	Total Billed Amount	30609.34

Save Add More

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ENG 6:09 PM 2/26/2018

- xx. Following details are to be filled **in the window**-

a	RR/PWB No.	Fill the RR/PWB No. as given on the RR/PWB (Railway Receipt/Parcel Way Bill number)
b	RR/PWB Date	Fill the RR/PWB date. as given on the RR/PWB
c	RR/PWB Qty	Fill in the quantity dispatched in the RR/PWB

All other fields in this window are to be filled as detailed in the case of advance bill for dispatch by Road with applicable tax as GST and explained in earlier paras.

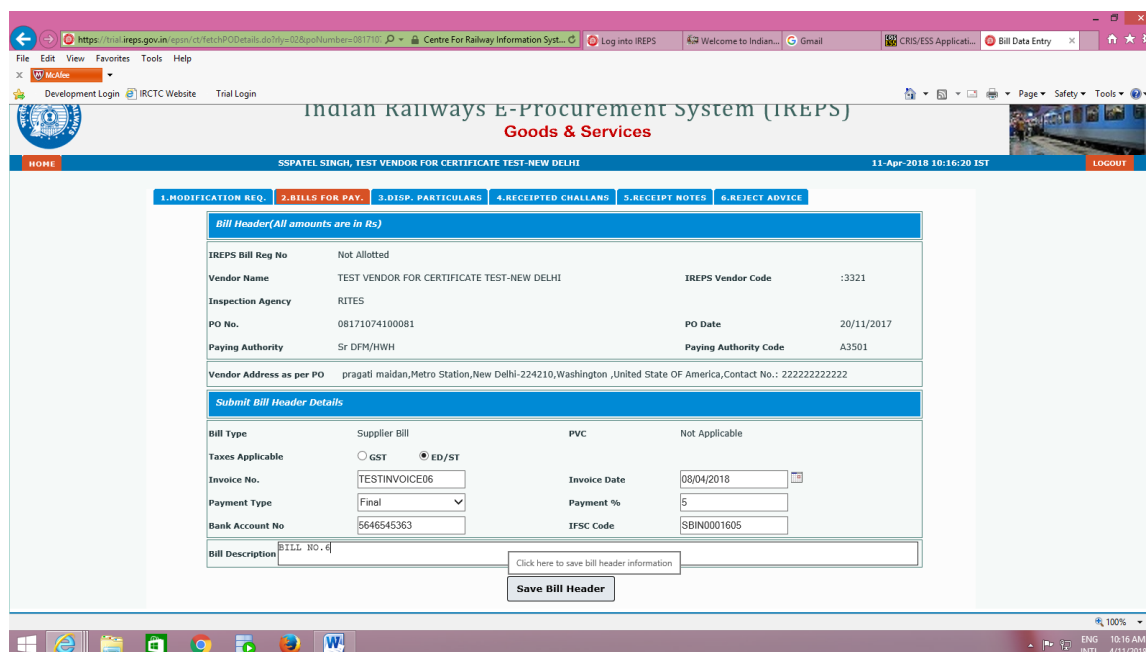
- xxi. Further process for saving, editing, adding more items, attaching documents, bill previewing and signing is same as for advance bill for dispatch by Road.

4.4 Digital Bills preparation for bills with ED – Advance Bills

- Complete process for bill preparation and signing for bills with ED/ST is same as for Bills with GST except that in place of GST details, details regarding ED/ST are to be filled in the relevant forms. Relevant forms and relevant fields related to ED/ST, which are different as

compared to bills with GST, are explained below. Other fields and details may be referred from process flow for bill preparation with GST explained above.

- ii. Select applicable tax as ED/ST. Following form for bill header shall open-



The screenshot shows the IREPS Bill Header form for Goods & Services. The form is titled "Bill Header(All amounts are in Rs)". It contains the following fields:

- IREPS Bill Reg No: Not Allotted
- Vendor Name: TEST VENDOR FOR CERTIFICATE TEST-NEW DELHI
- IREPS Vendor Code: :3321
- Inspection Agency: RITES
- PO No: 08171074100081
- PO Date: 20/11/2017
- Paying Authority: Sr DFM/HWH
- Paying Authority Code: A3501
- Vendor Address as per PO: pragati malidan,Metro Station,New Delhi-224210,Washington ,United State OF America,Contact No.: 22222222222
- Submit Bill Header Details:
 - Bill Type: Supplier Bill
 - Taxes Applicable: ☐ GST ☒ ED/ST
 - PVC: Not Applicable
 - Invoice No: TESTINVOICE06
 - Invoice Date: 08/04/2018
 - Payment Type: Final
 - Payment %: 5
 - Bank Account No: 5646545363
 - IFSC Code: SBIN0001605
 - Bill Description: BILL NO. 6

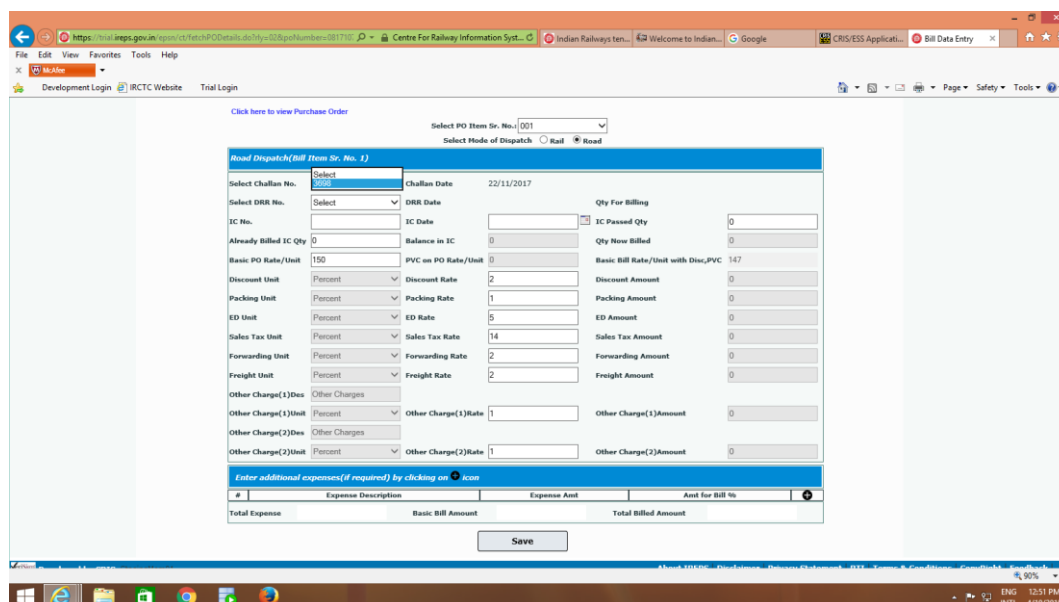
At the bottom of the form, there is a "Save Bill Header" button and a link "Click here to save bill header information".

- iii. Following details are to be filled up in the bill header form for bills with ED/ST-

a	Invoice No	Enter your invoice number here. Check that invoice number is exactly same as the actual invoice. System will check the format of invoice number as per GST Act
b	Invoice Date	Enter date of invoice. Any future date is not accepted here
c	Payment type	Select "Advance" for advance payment bill and "Final" for final payment bill
d	Payment %	Enter payment % being claimed in the bill e.g. 90 %, 95 %, 100 %, 5 % etc
e	Bank Account No	Enter your bank account number in which payment is required
f	IFSC code	Enter IFSC code for the bank account number filled

o	Bill Description	Here you have to enter description/name of the bill for your identification
---	------------------	---

iv. Window for filling the bill details is as under-



v. For dispatch by road, following details shall be filled in the form-

a	Select challan No.	Here select relevant challan from the list as available in the system
b	Challan Date	Challan date is auto filled for the selected challan and is not editable
c	Select DRR No.	Here select relevant DRR No for the relevant digital receipted challan
d	DRR Date	DRR date is auto filled for the selected DRR No. and is not editable
e	Qty for Billing	Qty for billing is auto filled for the selected DRR No. and is not editable
f	IC No.	Fill the relevant Inspection Certificate No here
g	IC Date	Fill the Inspection Certificate Date here
h	IC Passed Qty	Fill quantity passed as per the filled IC details
i	Already Billed IC	If any quantity out of the quantity passed in

	Qty	the IC is already billed in earlier bills, that is to be filled here
j	Balance in IC	This is auto filled as per details filled in above fields i.e. IC passed qty minus Already billed IC qty and is not editable
k	Qty Now Billed	Quantity now billed is same as Qty for billing above and is auto filled and not editable
l	Basic PO Rate/Unit	This is basic rate for the item and is auto populated from the purchase order data. Normally there should not be any need to change/edit this. But in cases where purchase order is with all inclusive basis i.e. taxes are included in basic rate and supplier wants to show taxes /other expenses separately, here basic rate may be changed.
m	PVC on PO rate /unit	This is applicable for purchase orders with price variation clause. Supplier has to work out PVC per unit rate and fill it here. For purchase orders without PVC clause, this field is non-editable
n	Basic Bill Rate/Unit with Disc, PVC	This is calculated based on
o	Discount Rate (Percent)	Discount rate and its unit are pre populated from the purchase order. If any change is to be made in it, edit it and fill the revised rate. Unit of discount cannot be changed.
p	Discount Amount	Discount amount is auto calculated and cannot be edited. All amounts in the bill are worked out based on 'Bill Percent' filled at the time of bill header preparation
q	Packing Rate (Percent)	Packing charges rate and its unit are pre populated from the purchase order. If any change is to be made in rate, edit it and fill the revised rate. Unit cannot be changed.
r	Packing Amount	Packing amount is auto calculated and cannot

		be edited.
s	Forwarding Rate (Percent)	Forwarding charges rate and its unit are pre populated from the purchase order. If any change is to be made in rate, edit it and fill the revised rate. Unit cannot be changed.
t	Forwarding Amount	Forwarding amount is auto calculated and cannot be edited.
u	Freight Rate(Percent)	Freight charges rate and its unit are pre populated from the purchase order. If any change is to be made in rate, edit it and fill the revised rate. Unit cannot be changed.
v	Freight Amount	Freight amount is auto calculated and cannot be edited.
x	Other Charges Type, rate and amount	Other charges type, rate and its unit are pre-populated from the purchase order. If any change is to be made in rate, edit it and fill the revised rate. Type and Unit cannot be changed. Any additional/new type cannot be entered. Other charges amount is auto calculated and cannot be edited.
ao	Basic Amount	Based on the details filled Basic amount, tax amount and total billed amount for the current bill item being filled shall be auto-calculated and are not editable.
ap	Tax Amount	
aq	Total Billed Amount	

- vi For dispatch by Rail, process shall be same as explained in above paras.

4.5 Digital Bill Submission Process –Final Bills

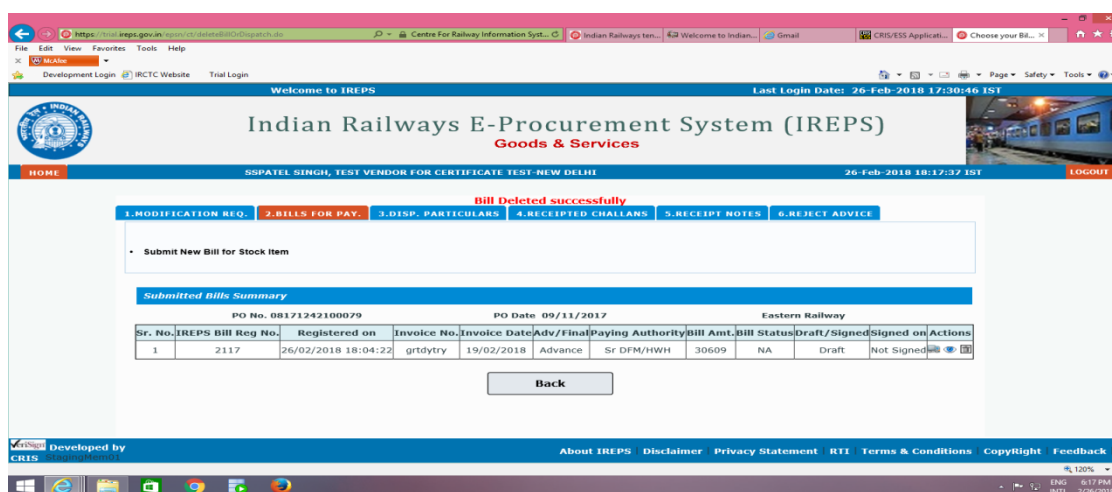
- i. Complete process for bill preparation, saving, adding more items, attaching documents etc and signing for bills for Final payment with GST or ED/ST is same as for Bills for advance payment with GST or ED/ST except following-
 - a. While preparing the bill header, under the heading “Bill Type” select “Final” in place of “Advance”. If no advance payment bill is submitted for a supply then payment % may be entered as 100 %. If advance payment is already claimed against a supply then

only balance % is to be entered in payment percent for final bill for that supply. Other details in the bill header are to be filled same as done for advance bill.

- b. While filling the bill details for items, in place of Challan details, DRR details, RR/PWB details, only RO details (i.e. RO number is selected and date/qty are auto filled) shall be available for selection. There shall be no IC (Inspection Certificate) details in case of final bill.
- ii. For final bill, there is only one window for dispatch by rail as well as dispatch by road both. Details are to be filled as explained earlier in above paras.

4.6 Managing the Prepared/ signed Bills.

- i. After preparation and saving/signing of bill, all the bills prepared /signed can be viewed on the following page under the heading 'submitted bills summary' in the form of a list. This is the same page where you have initiated the bill –



Submitted Bills Summary

PO No. 00171242100079 PO Date: 09/11/2017 Eastern Railway

Sr. No.	IREPS Bill Reg No.	Registered on	Invoice No.	Invoice Date	Adv/Final	Paying Authority	Bill Amt.	Bill Status	Draft/Signed	Not Signed	Actions
1	2117	26/02/2018 18:04:22	grdytry	19/02/2018	Advance	Sr DFM/HWH	30609	NA	Draft	Not Signed	 

Back

Details of bill summary can be clearly seen as under-

Submitted Bills Summary											
PO No. 08181265100003			PO Date 09/02/2018			IREPS-TESTING					
Sr. No.	IREPS Bill Reg No.	Registered on	Invoice No.	Invoice Date	Adv/Final	Paying Authority	Bill Amt.	Bill Status	Draft/Signed	Signed on	Actions
1	253	12/04/2018 17:16:28	DCSDFFDFVDFVDF	10/04/2018	Advance	DFM/HWH	0	NA	Draft	Not Signed	 
2	254	12/04/2018 17:18:25	FGBFGHFGHBHFGF	03/04/2018	Final	DFM/HWH	878	NA	Draft	Not Signed	 
3	262	16/04/2018 10:16:18	TESTINVOICE02	11/04/2018	Advance	DFM/HWH	0	NA	Draft	Not Signed	 
4	263	16/04/2018 11:29:09	TESTINVOICE04	13/04/2018	Final	DFM/HWH	0	NA	Draft	Not Signed	 
5	279	17/04/2018 17:57:45	invoiceprod	01/04/2018	Final	DFM/HWH	12876		Signed	17/04/2018 18:03:37	
6	280	17/04/2018 18:05:12	798797	04/04/2018	Advance	DFM/HWH	10031		Signed	17/04/2018 18:09:01	
7	282	18/04/2018 10:06:01	TESTINVOICE01	01/04/2018	Advance	DFM/HWH	8427	NA	Draft	Not Signed	 

[Back](#)

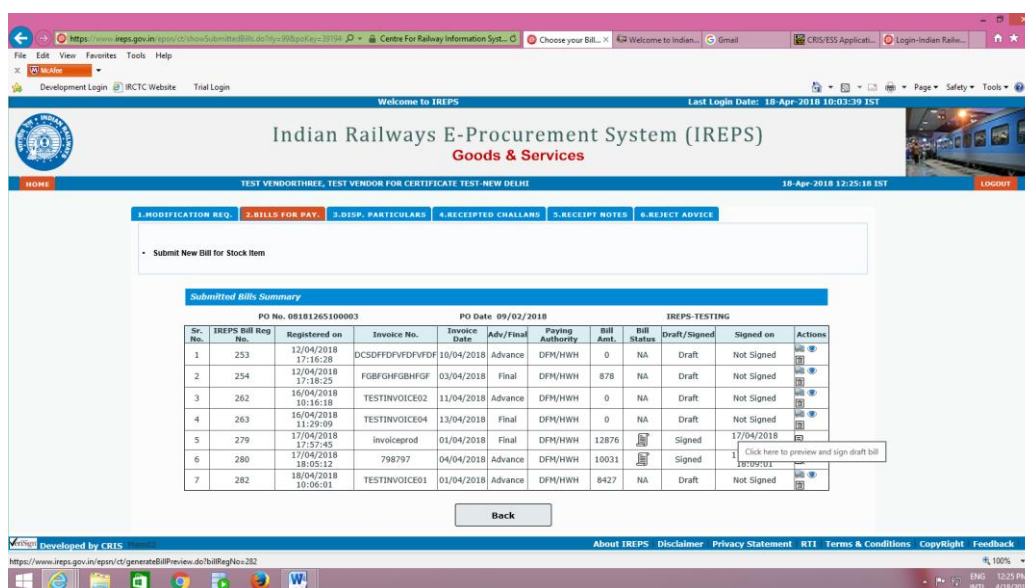
- ii. The list of bills provides following details/actions at the end of row for each bill-

Sr No	Detail/action	Meaning of the detail/Remarks
a	IREPS Bill Reg No.	This is IREPS Bill Registration No. This is generated when you save Bill header at the time of bill initiation. This is unique number and is used for all future references.
b	Registered on	This gives date and time(upto seconds) for generation of IREPS Bill Registration Number
c	Invoice number	This is invoice number used for preparation of bill and entered in bill header
d	Invoice date	This is invoice date as entered in bill header
e	Adv/Final	This is bill type – Advance OR Final as selected in bill header
f	Paying Authority	This is Paying Authority as per purchase order to whom your bill shall be available for passing
g	Bill Amount	This is total bill amount for all the items of the bill
h	Bill status	For digitally signed bill, current status of the bill can be seen by clicking on this action button.
i	Draft/signed	This is to show if bill is submitted or not. Status 'draft' means bill is not submitted and it can be edited/ deleted.

		Status 'signed' means bill is submitted for passing and cannot be edited/ deleted. Once bill is digitally signed, it is submitted in the IREPS and cannot be edited. After signing, the bill is available to respective paying authority for passing in IPAS.
j	Signed on	This is the date and time of digital signing of bill by vendor. This is recorded upto seconds of time.
k	Actions	<p>This is action area where following actions can be done-</p> <p>Preview bill –preview of the prepared bill can be seen through this button and if desired bill can be signed/submitted from preview of the bill</p> <p>Edit bill – Draft bill can be edited by entering through this button</p> <p>Delete Bill- If required, by clicking on this button bill can be deleted. Bill once deleted cannot be recovered</p>

iii. Preview Bill

Clicking on this action button opens preview of the bill prepared as under-

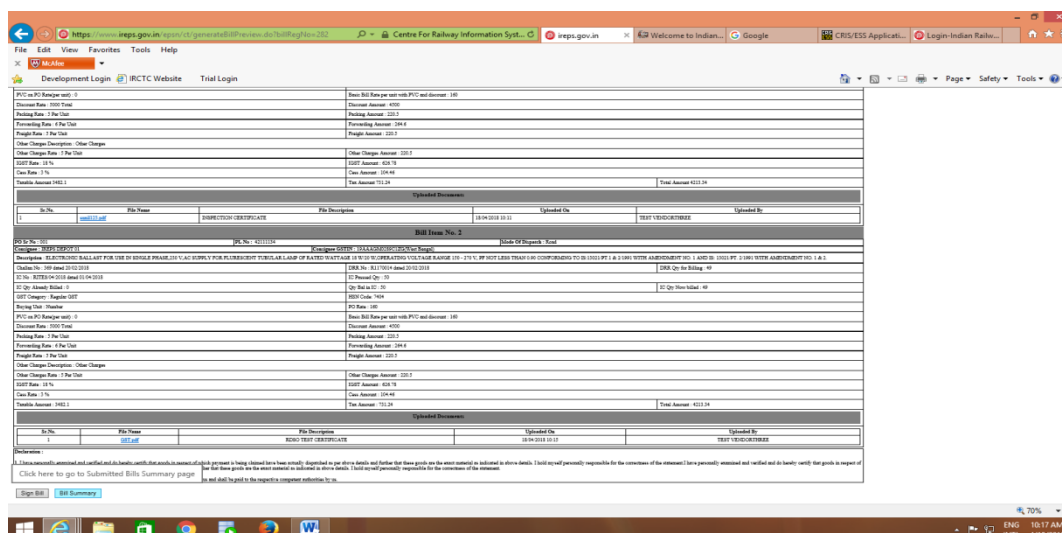


The screenshot displays the IREPS web portal. The main header shows 'Indian Railways E-Procurement System (IREPS) Goods & Services'. Below this, there's a navigation bar with tabs: 1. MODIFICATION REQ., 2. BILLS FOR PAY, 3. DISPO. PARTICULARS, 4. RECEIPTED CHALLANS, 5. RECEIPT NOTES, 6. REJECT ADVISE. The 'BILLS FOR PAY' tab is active.

Under the 'Submitted Bills Summary' section, a table lists submitted bills. The table has columns: Sr. No., IREPS Bill Reg No., Registered on, Invoice No., Invoice Date, Adv/Final, Paying Authority, Bill Amt., Bill Status, Draft/Signed, Signed on, and Actions.

Sr. No.	IREPS Bill Reg No.	Registered on	Invoice No.	Invoice Date	Adv/Final	Paying Authority	Bill Amt.	Bill Status	Draft/Signed	Signed on	Actions
1	253	12/04/2018 17:16:28	DCSDFDFVDFVDF	10/04/2018	Advance	DFM/HWH	0	NA	Draft	Not Signed	View
2	254	12/04/2018 17:16:25	FGDFGHFGHFGH	03/04/2018	Final	DFM/HWH	878	NA	Draft	Not Signed	View
3	262	16/04/2018 10:16:18	TESTINVOICE02	11/04/2018	Advance	DFM/HWH	0	NA	Draft	Not Signed	View
4	263	16/04/2018 11:29:09	TESTINVOICE04	13/04/2018	Final	DFM/HWH	0	NA	Draft	Not Signed	View
5	279	17/04/2018 17:57:45	Invoiceprod	01/04/2018	Final	DFM/HWH	12876		Signed	17/04/2018 18:09:10	View
6	280	18/04/2018 18:05:12	798797	04/04/2018	Advance	DFM/HWH	10031		Signed		View
7	282	18/04/2018 10:06:01	TESTINVOICE01	01/04/2018	Advance	DFM/HWH	8427	NA	Draft	Not Signed	View

At the bottom of the table, there is a 'Back' button.



Bill Summary

PO No: 08181252100086
 Bill Item No: 2
 Bill Date: 20/02/2018
 Bill Amount: 134702.96

Bill Details

Sl. No.	File Name	File Description	Uploaded On	Uploaded By
1	08181252100086	Bill Summary	20/02/2018	TESTINVOICE01

Bill Items

Invoice SN	PO SN	PL No.	Description	Dispatch Mode	RR/Challan No	RR/Challan Date	Amount	Action
1	001	42010093	"THREE PIN PLUG (ISI MARKED) MADE OF TOUGH NON-IGNITABLE INS.	Rail	562301	01/04/2018	134702.96	 

[Click here to add more bill items](#)

[Add More Supplies](#) [Back](#)

Here prepared bill can be seen. You can go back to bill summary page by clicking on 'bill summary'. If bill is final and you want to sign the bill it can be signed by clicking on 'Sign Bill' button and using your digital signature.

iv. Edit Bill

This button is for editing the bill and adding more items in the bill for dispatches under the same invoice. Clicking on this button shall open the page as below-



List of Bill Items for PO Number 08181252100086 dated 20/02/2018

Advance IREPS Bill Reg No. 2185 Invoice No. TESTINVOICE01 Invoice Date 02/04/2018

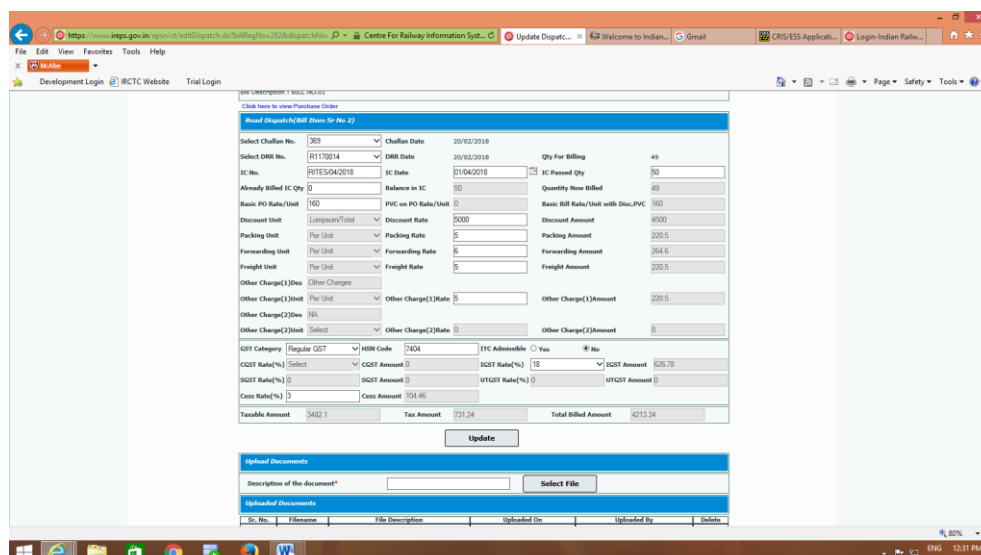
Invoice SN	PO SN	PL No.	Description	Dispatch Mode	RR/Challan No	RR/Challan Date	Amount	Action
1	001	42010093	"THREE PIN PLUG (ISI MARKED) MADE OF TOUGH NON-IGNITABLE INS.	Rail	562301	01/04/2018	134702.96	 

[Click here to add more bill items](#)

[Add More Supplies](#) [Back](#)

Here three actions can be performed-

- Edit item** – to edit the details of an item already saved. Go to the relevant item for editing the bill related to that item and click on edit action button at the end of the row for that item. Window shall open showing already filled details as under –



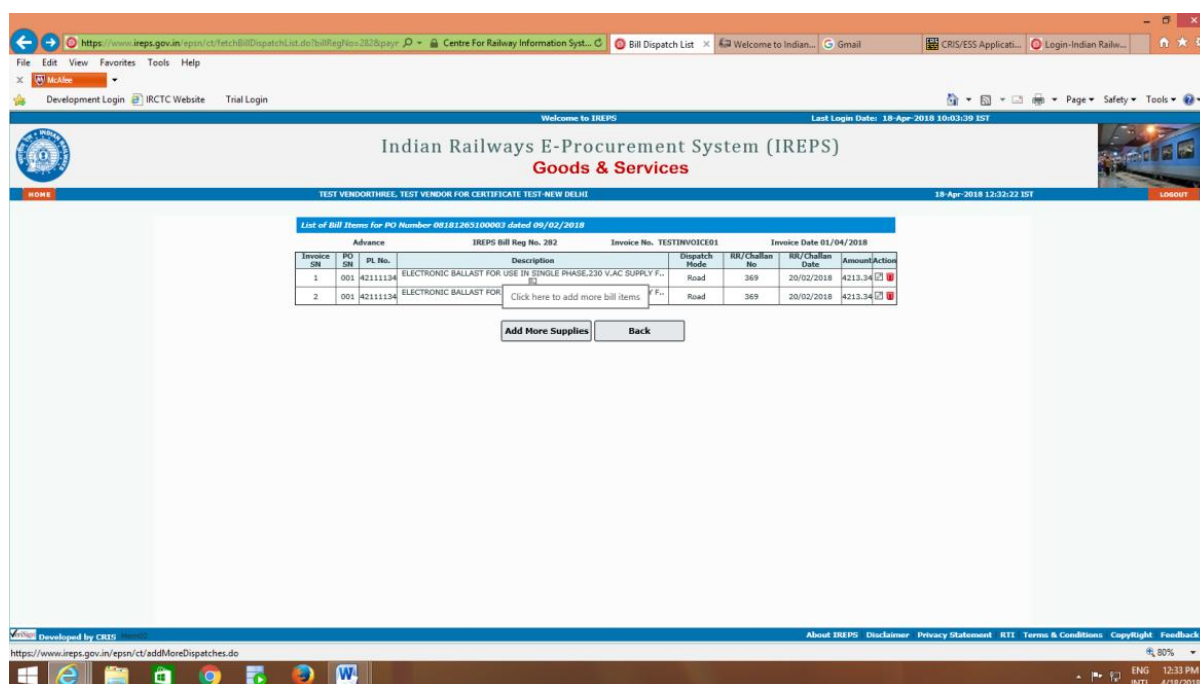
The screenshot shows the 'Bill Entry' form in the IREPS system. It contains various input fields for bill details, including:

- Bill Details:** Select Bill No. (95), Bill Date (20/02/2018), Qty For Billing (49).
- IC Details:** Select IC No. (R117814), IC Date (20/02/2018), IC Passed Qty (50).
- Already Billed IC Qty:** 0, Balance to IC (50).
- Basic PO Rate/Unit:** 160, PVC on PO Rate/Unit (0), Basic Bill Rate/Unit with Disc_PVC (160).
- Discount Unit:** Lumpsum/Total, Discount Rate (5000), Discount Amount (5000).
- Packing Unit:** Per Unit, Packing Rate (5), Packing Amount (250.5).
- Forwarding Unit:** Per Unit, Forwarding Rate (6), Forwarding Amount (364.6).
- Freight Unit:** Per Unit, Freight Rate (5), Freight Amount (250.5).
- Other Charge(1) Disc:** Other Charges, Other Charge(1) Rate (5), Other Charge(1) Amount (250.5).
- Other Charge(2) Disc:** Other Charges, Other Charge(2) Rate (5), Other Charge(2) Amount (5).
- ICET Category:** Regular GST, ICET Code (7401), ICET Admissible (Yes/No).
- ICET Rate(%)** (18), ICET Amount (626.76).
- IGST Rate(%)** (18), IGST Amount (626.76).
- UFGST Rate(%)** (0), UFGST Amount (0).
- Cost Rate(%)** (0), Cost Amount (151.46).
- Taxable Amount:** 3452.1, **Tax Amount:** 731.24, **Total Billed Amount:** 4213.34.

Buttons for 'Update' and 'Upload Documents' are visible at the bottom.

Edit the required fields. Calculations shall be redone. Save the bill. If you want to add/delete attached documents, it can also be done here following the same process as earlier.

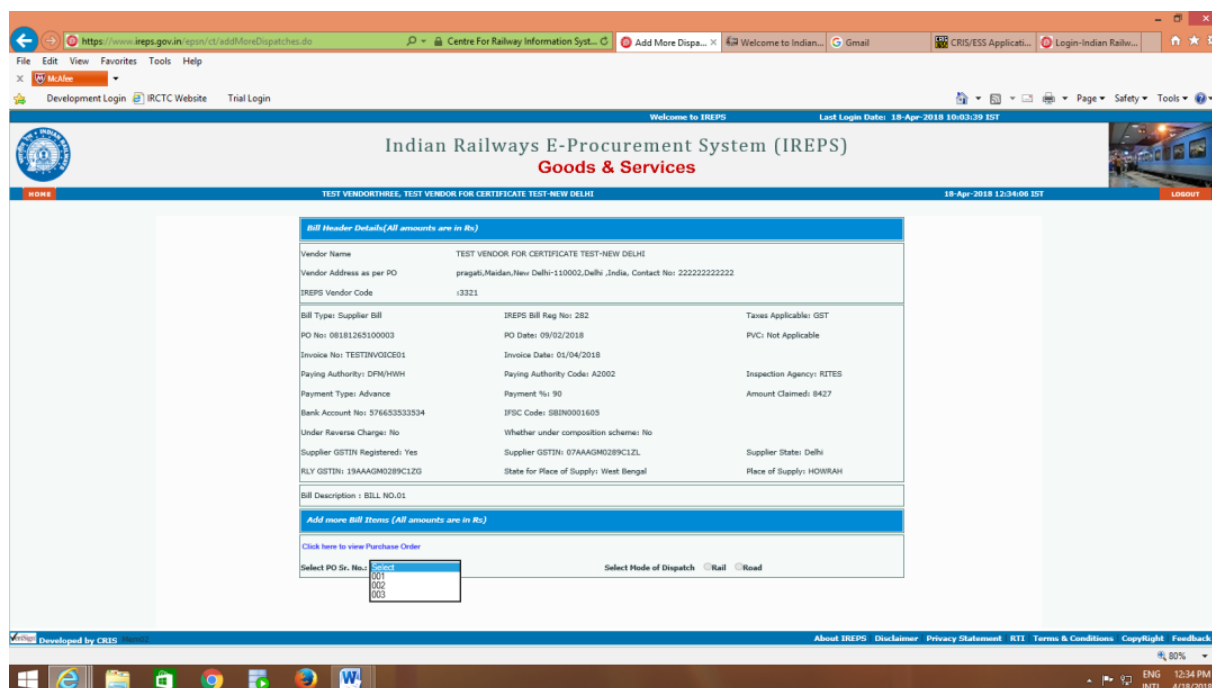
- b. Delete item** –An already saved item can be deleted from this button.
- c. Add more supplies** –This is for adding more supplies in the bill under the same invoice. Following window shall open in which details can be filled as done earlier while preparing the initial draft bill.



The screenshot shows the 'Bill Entry' form in the IREPS system, specifically the 'Add More Supplies' section. It displays a table with the following data:

Invoice SN	PO SN	PL No.	Description	Dispatch Mode	RR/Challan No.	RR/Challan Date	Amount/Action
1	001	42111134	ELECTRONIC BALLAST FOR USE IN SINGLE PHASE,230 V.AC SUPPLY F...	Road	369	20/02/2018	4213.34
2	001	42111134	ELECTRONIC BALLAST FOR USE IN SINGLE PHASE,230 V.AC SUPPLY F...	Road	369	20/02/2018	4213.34

Buttons for 'Add More Supplies' and 'Back' are visible below the table.



Bill Header Details (All amounts are in Rs.)

Vendor Name	TEST VENDOR FOR CERTIFICATE TEST-NEW DELHI	
Vendor Address as per PO	pragati,Maidan,New Delhi-110002,Delhi ,India, Contact No: 2222222222	
IREPS Vendor Code	:3321	
Bill Type: Supplier Bill	IREPS Bill Reg No: 282	Taxes Applicable: GST
PO No: 08181263100003	PO Date: 09/02/2018	PVC: Not Applicable
Invoice No: TESTINVOICE01	Invoice Date: 01/04/2018	
Paying Authority: DFAM/WH	Paying Authority Code: A2002	Inspection Agency: RTES
Payment Type: Advance	Payment No: 99	Amount Claimed: 9427
Bank Account No: 57653333334	IFSC Code: SBIN001605	
Under Reverse Charge: No	Whether under composition scheme: No	
Supplier GSTIN Registered: Yes	Supplier GSTIN: 07AAAGM0289C1ZL	Supplier State: Delhi
RLY GSTIN: 19AAAGM0289C1ZG	State for Place of Supply: West Bengal	Place of Supply: HOWRAH
Bill Description : BILL NO.01		

Add more Bill Items (All amounts are in Rs.)

Click here to view Purchase Order

Select PO No.:

Select Mode of Dispatch: ☐ Rail ☐ Road

v. Delete Bill

If the prepared draft bill is not required and needs to be deleted, it can be deleted by clicking on this action button. Please note that bill once deleted cannot be retrieved back.

vi. View Signed bill

For bills which are signed, are shown as “signed” under the column “draft/signed” and icon “” is shown in front of the row for the bill. By clicking on this button digital signed bill in pdf format is opened which can be downloaded/printed.

vii. View Bill status

For signed/submitted bills, the summary page shows “.” icon under the “bill status” column. Clicking on this icon opens following window which shows the current status of the bill-

Welcome to IREPS Last Login Date: 24-Apr-2018 09:51:05 IST
https://10.30.2.120:9043/ibm/console/login.jsp

Indian Railways E-Procurement System (IREPS)

Goods & Services

SSPATEL SINGH, TEST VENDOR FOR CERTIFICATE TEST-NEW DELHI 24-Apr-2018 11:41:10 IST LOGOUT

1. MODIFICATION REQUIRED

- Submit New Bill for S

Submitted Bills Summary

Sr. No.	IREPS Bill Reg No.	CO6 No	CO6 Date	Status	Bill Amt	Passed Amt	Deducted Amt	Net Amt	CO7 No	CO7 Date	Abstract Date	Actions
1	1860	02010317001185	29/01/2018	PASSED	8559	7066.81	.81	7066	----	----	----	[Icon]
2	1861	null	1	05/11/2017	Advance	Sr DFM/HWH	33851	[Icon]	Signed	Not Signed	[Icon]	
3	1866	null	56767	01/11/2017	Advance	Sr DFM/HWH	31206	[Icon]	Signed	Not Signed	[Icon]	
4	1890	null	gfgdgd	06/11/2017	Advance	Sr DFM/HWH	56851	[Icon]	Signed	Not Signed	[Icon]	
5	1895	null	f3e4	17/11/2017	Advance	Sr DFM/HWH	55492	[Icon]	Signed	Not Signed	[Icon]	
6	1897	null	test20/11	20/11/2017	Advance	Sr DFM/HWH	74744	[Icon]	Signed	Not Signed	[Icon]	
7	1898	null	test02	20/11/2017	Final	Sr DFM/HWH	4442	[Icon]	Signed	Not Signed	[Icon]	
8	1899	null	63068	01/11/2017	Advance	Sr DFM/HWH	330883	[Icon]	Closed	Not Closed	[Icon]	

5. Disclaimer

Vendors may please note that the IREPS software is continuously being upgraded and the Pages/ Forms shown or referred to in this manual may be subject to changes. Vendors are advised to keep themselves updated with the latest changes, by referring to the latest versions of user manuals available on the website, and by taking note of the messages sent by the IREPS administrator from time to time. Vendors should also make themselves fully acquainted with all the available templates/forms, before they submit their bills.

Though every care has been taken to describe the features/ process of the application accurately, some errors may have crept in inadvertently. In case of any doubt/ discrepancy please contact helpdesk immediately.

No claim shall be entertained from a vendor, on account of non-familiarity with the any of the templates and forms available on the IREPS website, or on account of any variation between the forms/ pages shown in this manual vis-à-vis the forms / pages available in the application.

----- **End of Document** -----