User Manual for On-Line Submission of Supplementary Bills by Vendors (Ver.-2.0)

Release Date:

3rd March 2020

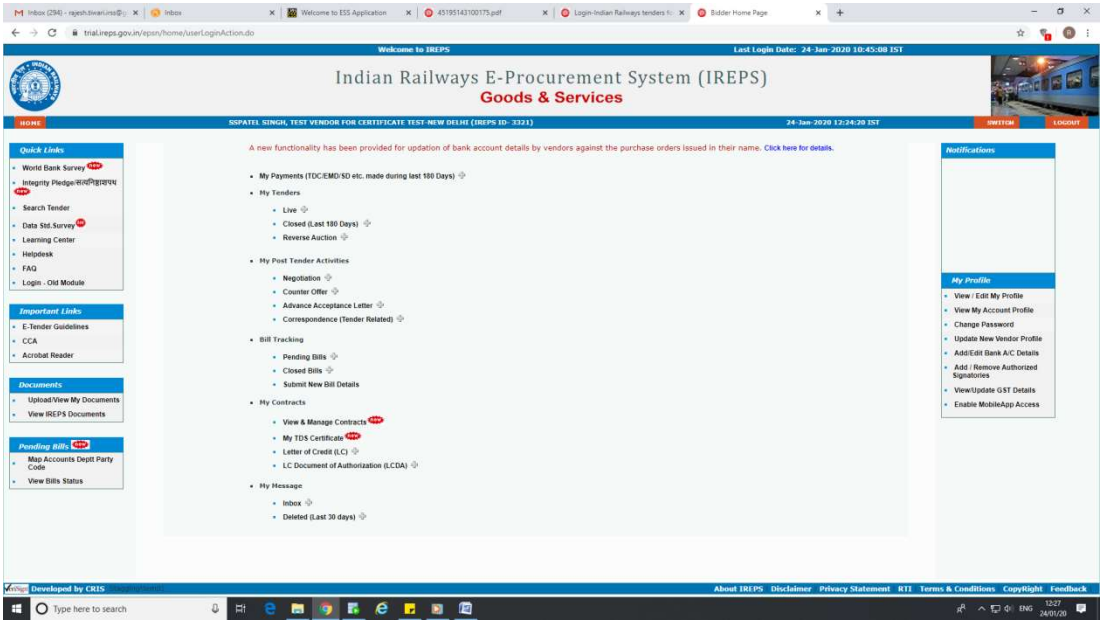
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User Manual for On-Line Submission of Supplementary Bills by Vendors

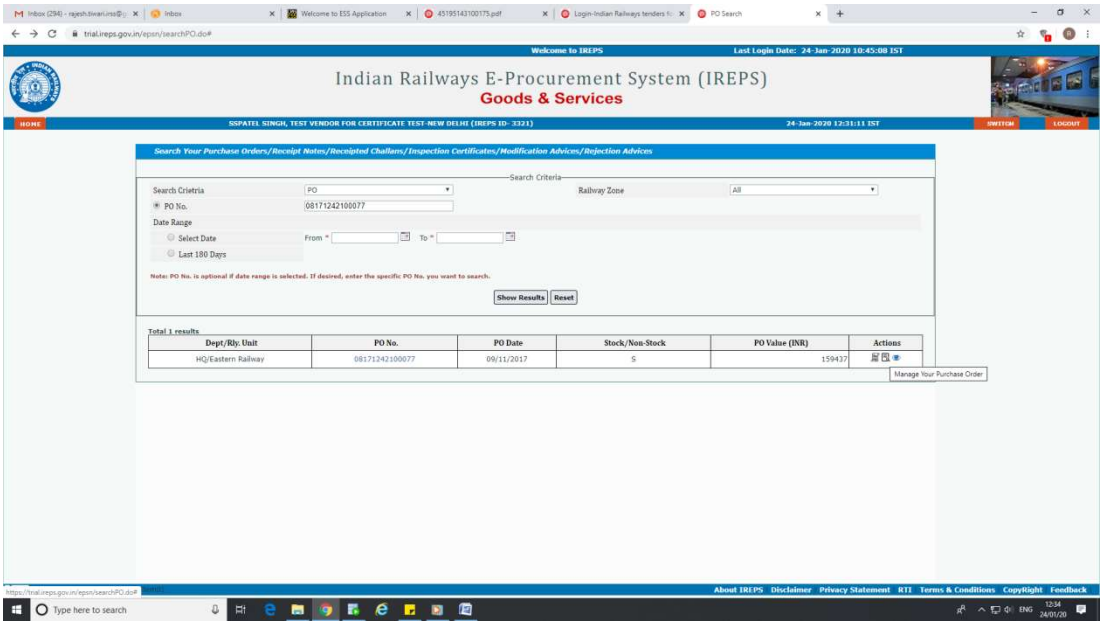
1. Introduction:

On the Home Page appearing after logging-into your IREPS account on Portal *https://ireps.gov.in*, please select ***"View & Manage Contracts"*** icon:



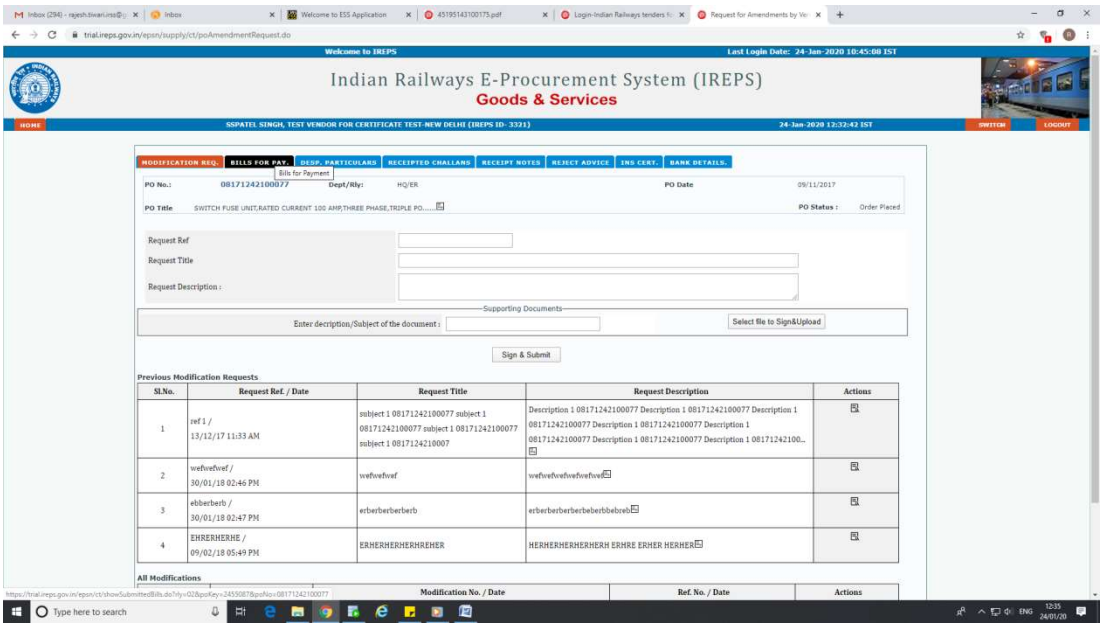
2. Searching & Selecting Purchase Order:

Search / enter details of the Purchase Order against which you want to submit your Supplementary Bill on the following Screen opened after clicking Icon 🔍 (displaying ***Manage Your Purchase Order*):**



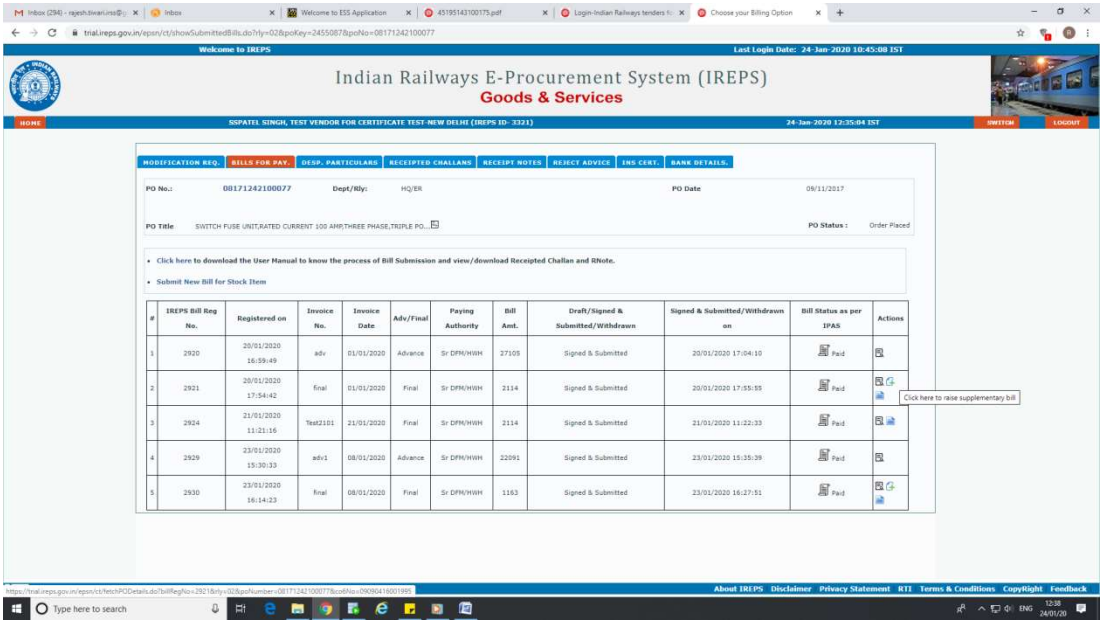
3. Bill for Payment:

Click on the Button ***"Bills for Pay."*** on the Screen shown below:



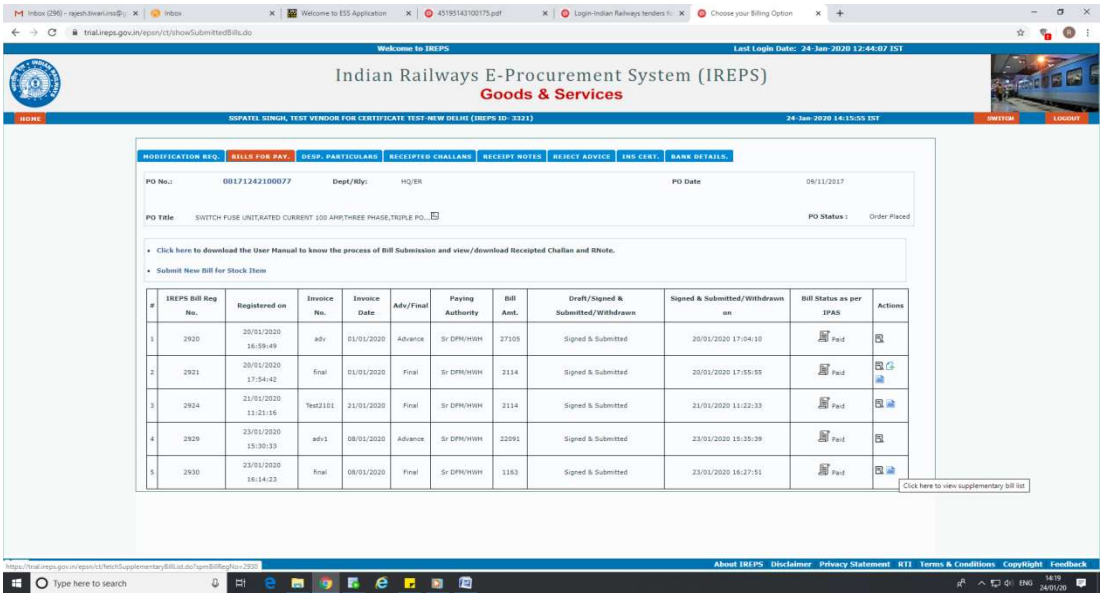
4. Searching Final Bill for Claiming Supplementary Bill:

Locate the ***Final Bill*** against which you want to raise Supplementary Bill and the Click the Icon  (displaying ***Click here to raise Supplementary Bill***) appearing in ***Action*** Column against the selected Final Bill:



5. Modalities for Supplementary Bills:

Icon for on-line raising of Supplementary Bill will appear only against the on-line Final Bills against which payment has been finalized and no other on-line Supplementary Bill is pending. Icon for submitting on-line Supplementary Bill will automatically appear when the on-line Final Bill gets paid & all associated on-line Supplementary Bills are paid / withdrawn. At a time, only one on-line Supplementary Bill can be submitted. However, there is no restriction on total no. of Supplementary Bills that can be raised against a Final Bill submitted on-line; but at the rate of one Supplementary Bill at a time. On clicking Icon (displaying ***Click here to view Supplementary Bill List***) appearing in ***Action*** Column, List of Supplementary Bills can be viewed:



6. Types of Supplementary Bills:

Select ***"Supplementary Bill Type"*** available under Drop-down menu on the screen available after clicking Icon (displaying ***Click here to raise Supplementary Bill***) as per Step No.4. Following ***"Supplementary Bill Types"*** are available under Drop-down Menu:

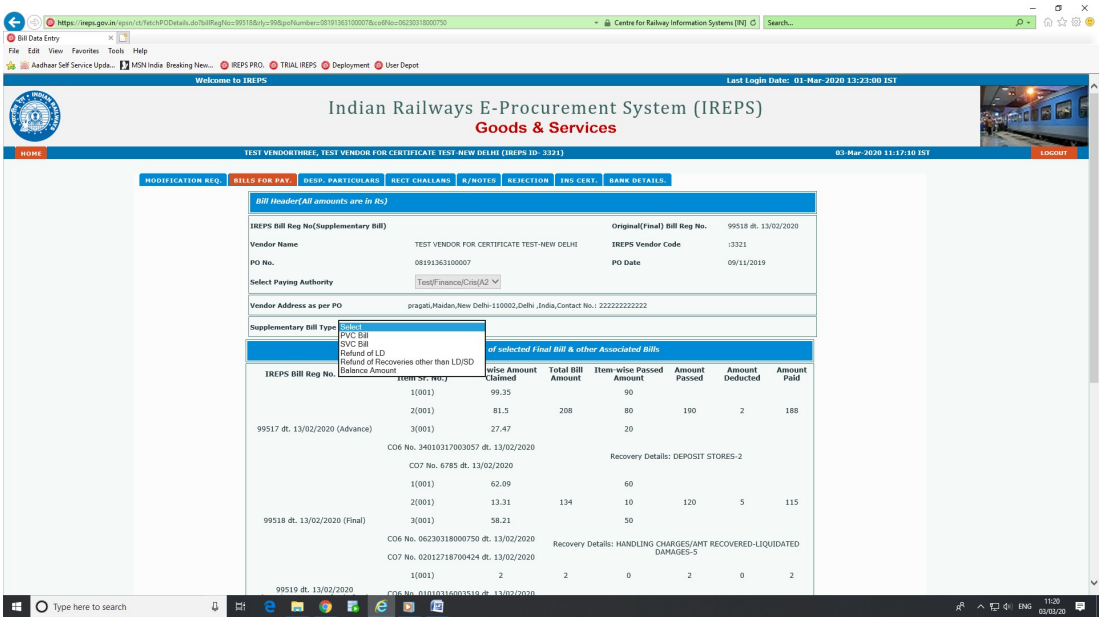
(i) ***PVC Bill*** (For raising Price Variation Clause (PVC) Supplementary Bills)

(ii) ***SVC Bill*** (For raising Statutory Variation Clause (SVC) Supplementary Bills)

(iii) ***Refund of LD*** (For raising Supplementary Bills for refund of Liquidated Damages-LD)

(iv) ***Refund of Recoveries other than LD/SD*** (For raising Supplementary Bills for refund of Recoveries other than Liquidated Damages-LD / Security Deposit-SD). **This is not intended for claiming refund of Security Deposit (SD) deducted from Bills. For SD refund, vendors may follow System prescribed in the Railway Unit where SD has been deducted.**

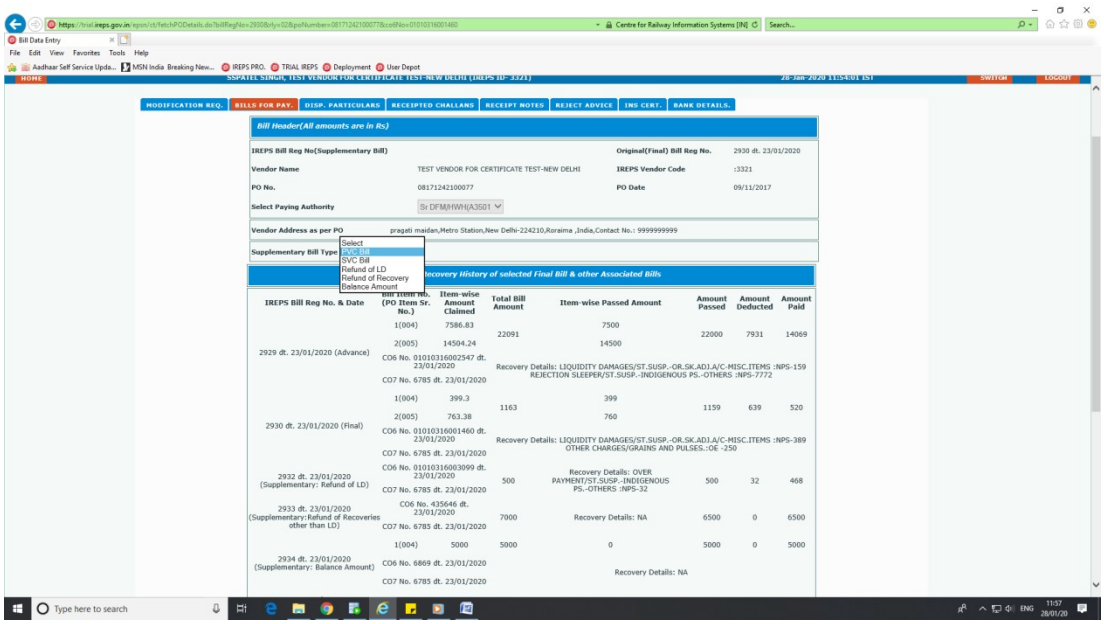
(v) ***Balance Payment*** (For raising Supplementary Bills for Balance Payment, if any, due against the finalized on-line Final Bill)



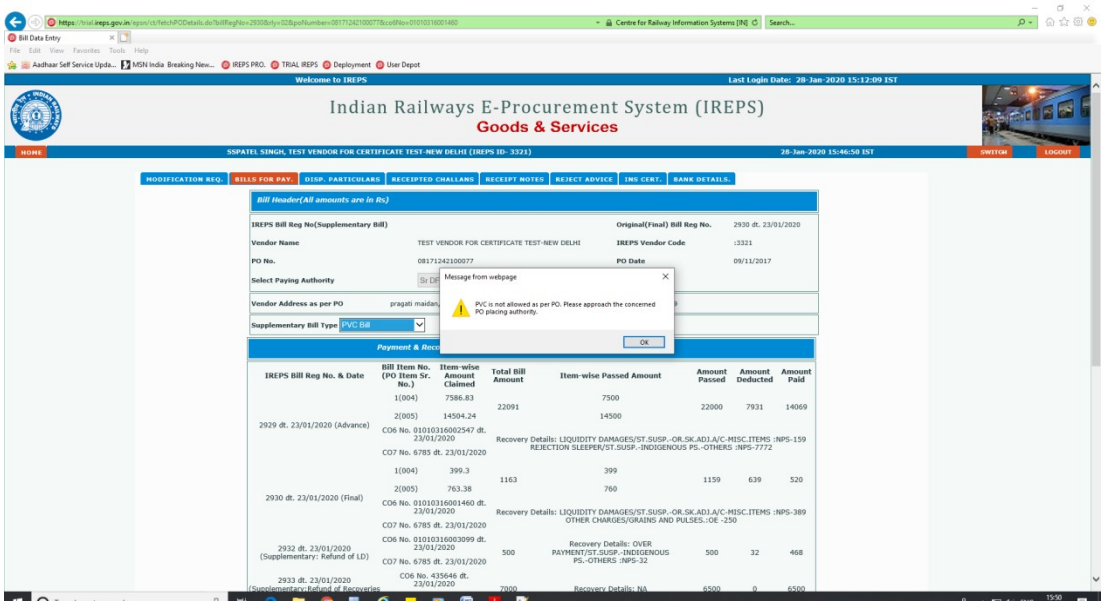
Details of on-line Final Bill against which Supplementary Bill is being raised and the associated Advance Payment Bills & all finalized on-line Supplementary Bills will also be displayed in this Screen under Heading ***"Payment & Recovery of selected Final Bill & other Associated Bills"***.

7. Supplementary Bill for Claiming PVC:

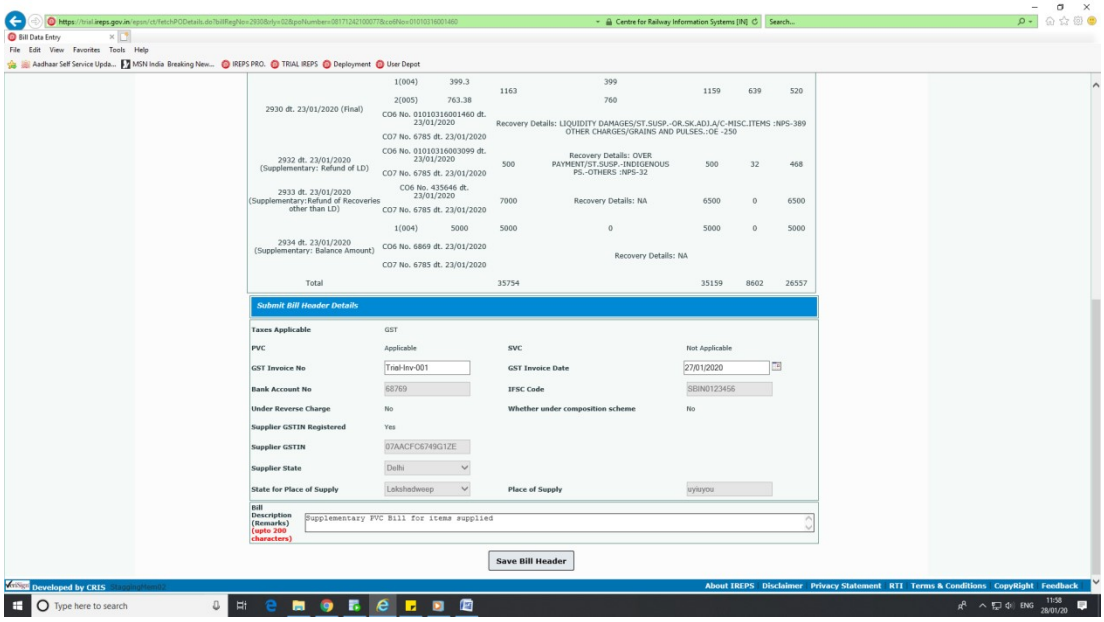
7.1 In the Drop-Down Menu of ***"Supplementary Bill Type"***, select ***"PVC Bill":***



If PVC is not allowed in the PO, a message that ***"PVC is not allowed as per PO. Please approach the concerned PO placing Authority"*** *will appear as under:*

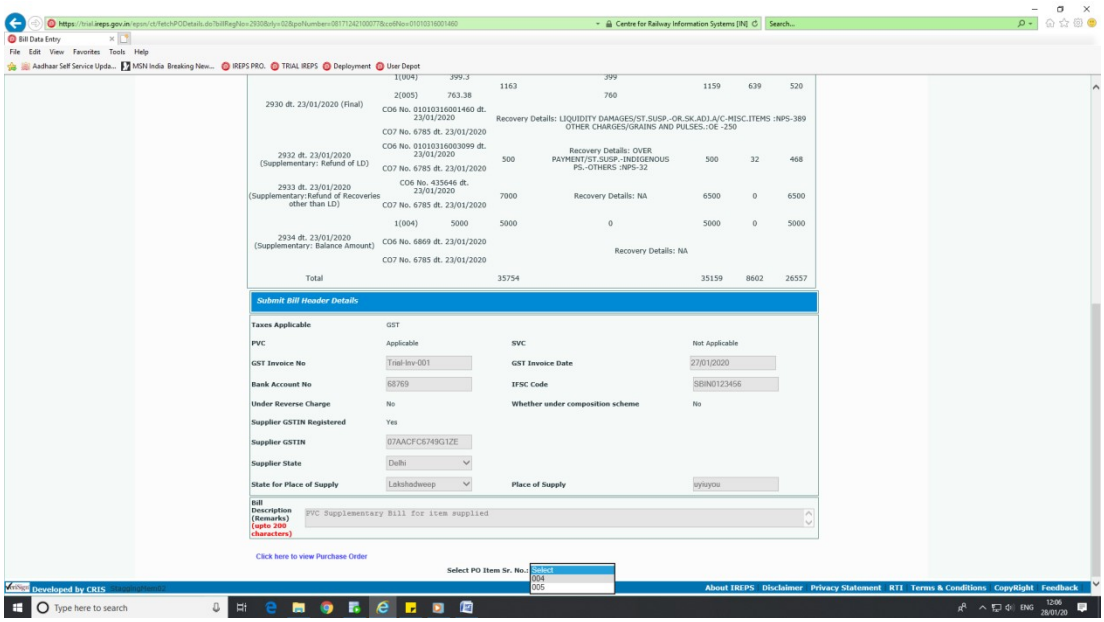


7.2 In case, PVC is allowed in the PO, on scrolling down, following details will be visible:



7.3 Enter ***GST Invoice No., GST Invoice Date and Bill Description (Remarks)*** in ***"Bill Header Details"*** and click Button ***"Save Bill Header"***. A Message Box mentioning ***Bill Header once saved is not editable. Please check carefully before submitting!*** will pop-up. Click ***"OK"*** button on this Message Box. Another Message Box mentioning ***Bill Header saved successfully*** will appear. Click ***"OK"*** button on this Message Box to continue.

7.4 Select ***PO Item Sr.No.*** from the Drop-down:



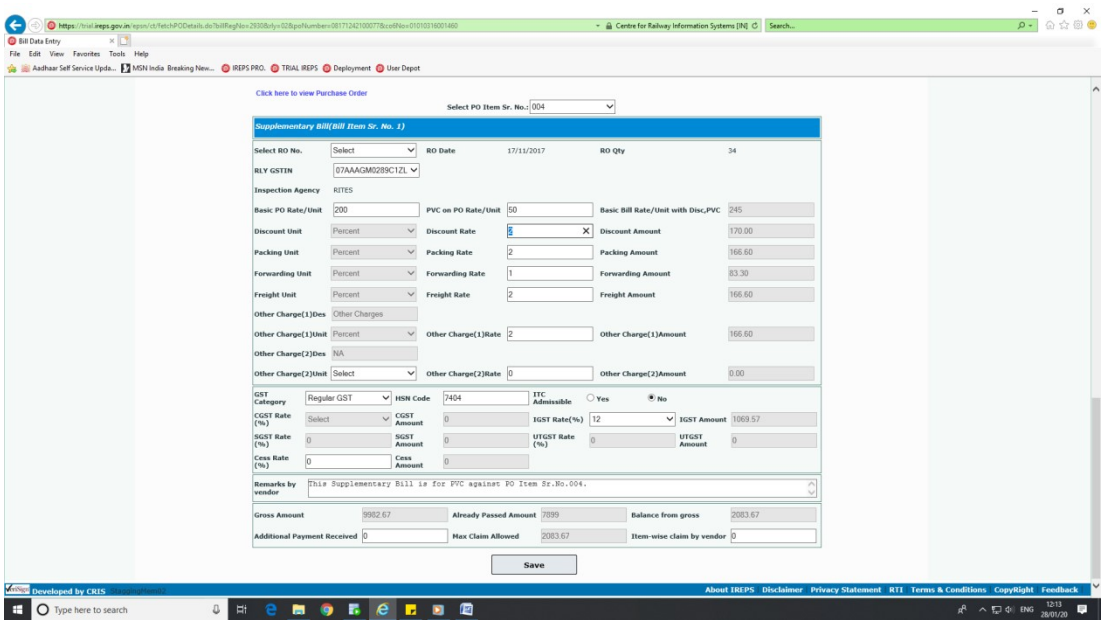
All items of PO appearing in Final Bill will appear in the Drop-down.

7.5 Select RO No. against which PVC is being claimed and fill-in requisite details, as being done in normal on-line Bills. Mention Amount of PVC on PO rate per unit in the relevant field. In ***Gross Amount*** field, System will calculate & show total amount pertaining to the RO selected, including the element of PVC and other Taxes / Duties etc.

7.6 In ***Already Passed Amount*** field, System will show sum of passed amount of the RO selected above against on-line Final Bill and associated on-line Supplementary Bills & Advance Payment Bills. ***Balance from Gross*** field will be shown by System as difference of ***Gross Amount*** and ***Already Passed Amount.***

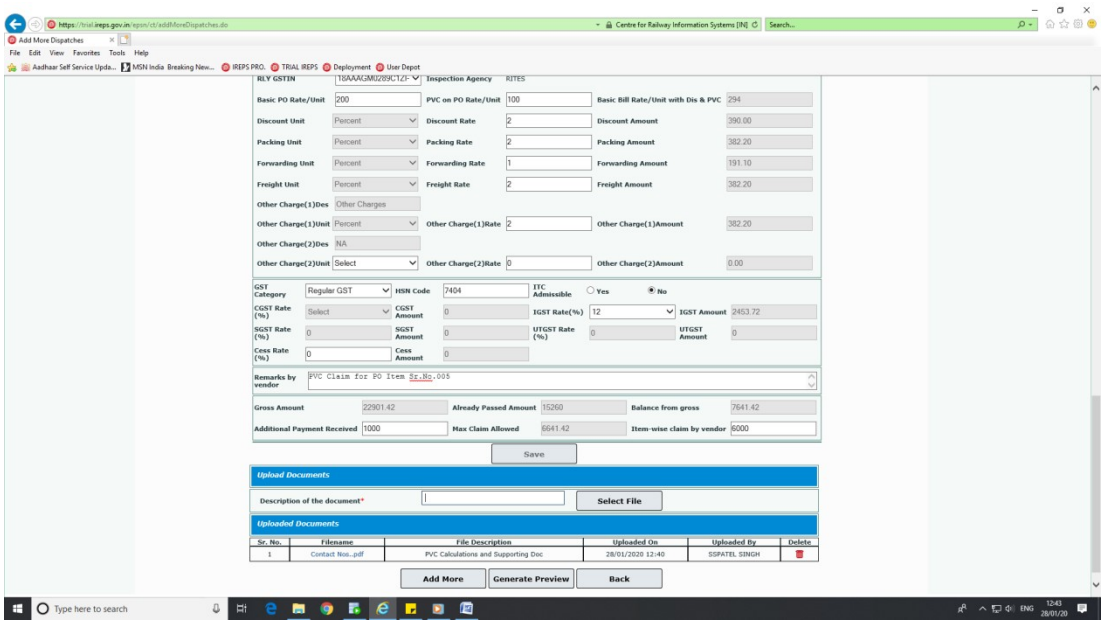
7.7 In ***Additional Payment Received*** field, vendor is to indicate Supplementary payment against selected RO already received (other than refund of LD & other recoveries) against off-line Bills. If no such payment has been taken by vendor against off-line Bills, vendor to mention 0 (Zero) in ***Additional Payment Received*** field.

7.8 In ***Max Claim Allowed*** field, System will show difference of ***Balance from Gross*** and amount entered in ***Additional Payment Received.*** Vendor is to enter Claim Amount for PVC in the field ***Item-wise claim by vendor***. It may be noted that claim for more than the amount shown under field ***Max Claim Allowed*** will not be permitted. After entering various details required as above, Click the ***"Save"*** Button.

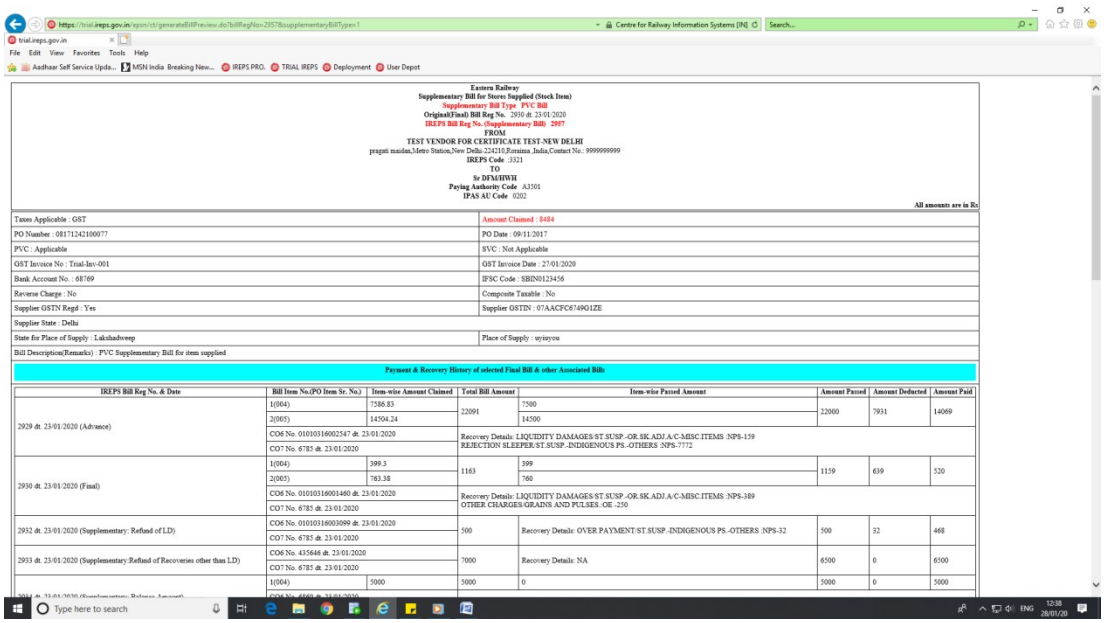


7.9 Scroll down the Screen. Mention ***Description of Document*** in ***Upload Documents*** Section of Screen and upload requisite documents (PVC calculation with supporting documents & other documents, if any) using ***Select File*** Button, after digitally signing the same. You may upload as many documents, as you wish, by uploading & digitally signing one document at a time (individual document size is limited to 4 MB).

7.10 Click ***"Add More"*** Button to claim PVC Bill against other Items appearing in Final Bill; one at a time and repeat Steps at Para 7.5 to 7.9 above.



7.11 Click "***Generate Preview"*** Button to view & generate Supplementary Bill:



Eastern Railway
Supplementary Bill for Stores Supplied (Stock Item)
Supplementary Bill Type : PVC Bill
Original(Final) Bill Reg No. : 2930 dt. 23/01/2020
IREPS Bill Reg No. (Supplementary Bill) : 2957
FROM
TEST VENDOR FOR CERTIFICATE TEST-NEW DELHI
pragati maidan,Metro Station,New Delhi-224210,Faraima ,India,Contact No.: 9999999999
IREPS Code : 3321
TO
Sr DFM/HWH
Paying Authority Code : A3501
IPAS AU Code : 0202

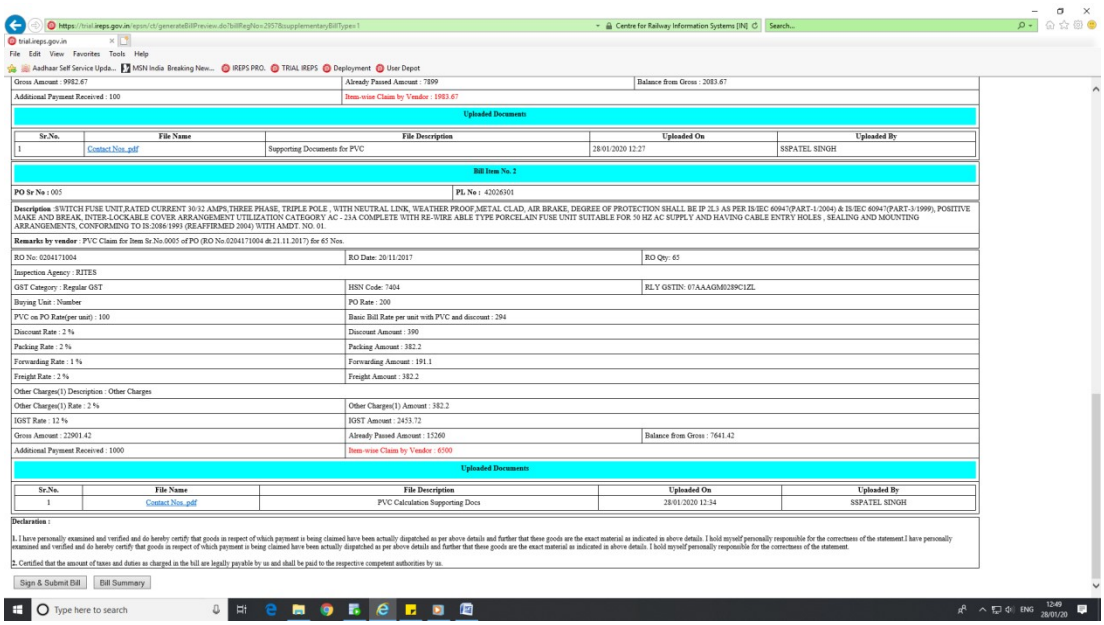
All amounts are in Rs

Taxes Applicable : GST	Amount Claimed : 8484
PO Number : 0817124100077	PO Date : 09/11/2017
PVC : Applicable	SVC : Not Applicable
GST Invoice No : Trial-Inv-001	GST Invoice Date : 27/01/2020
Bank Account No. : 68769	IFSC Code : SBIN0123456
Reverse Charge : No	Composite Taxable : No
Supplier GSTN Regd : Yes	Supplier GSTIN : 07AACFC6749G1ZE
Supplier State : Delhi	
State for Place of Supply : Lakshadweep	Place of Supply : uyiuyou
Bill Description(Remarks) : PVC Supplementary Bill for item supplied	

Payment & Recovery History of selected Final Bill & other Associated Bills

IREPS Bill Reg No. & Date	Bill Item No.(PO Item Sr. No.)	Item-wise Amount Claimed	Total Bill Amount	Item-wise Passed Amount	Amount Passed	Amount Deducted	Amount Paid
2929 dt. 23/01/2020 (Advance)	1(004)	7586.83	22091	7500	22000	7931	14069
	2(005)	14504.24		14500			
	CO6 No. 01010316002547 dt. 23/01/2020		Recovery Details: LIQUIDITY DAMAGES/ST.SUSP.-OR.SK.ADJ.A/C-MISC.ITEMS :NPS-159 REJECTION SLEEPER/ST.SUSP.-INDIGENOUS PS.-OTHERS :NPS-7772				
	CO7 No. 6785 dt. 23/01/2020						
2930 dt. 23/01/2020 (Final)	1(004)	399.3	1163	399	1159	639	520
	2(005)	763.38		760			
	CO6 No. 01010316001460 dt. 23/01/2020		Recovery Details: LIQUIDITY DAMAGES/ST.SUSP.-OR.SK.ADJ.A/C-MISC.ITEMS :NPS-389 OTHER CHARGES/GRAINS AND PULSES.:OR.-250				
	CO7 No. 6785 dt. 23/01/2020						
2932 dt. 23/01/2020 (Supplementary: Refund of LD)	CO6 No. 01010316003099 dt. 23/01/2020		500	Recovery Details: OVER PAYMENT/ST.SUSP.-INDIGENOUS PS.-OTHERS :NPS-32	500	32	468
	CO7 No. 6785 dt. 23/01/2020						
2933 dt. 23/01/2020 (Supplementary:Refund of Recoveries other than LD)	CO6 No. 435646 dt. 23/01/2020		7000	Recovery Details: NA	6500	0	6500
	CO7 No. 6785 dt. 23/01/2020						
	1(004)	5000	5000	0	5000	0	5000

7.12 Scroll down and Click on Button ***"Sign & Submit Bill"*** to digitally sign & submit this Supplementary Bill. Now, PDF copy of digitally signed Supplementary Bill will get downloaded on your Computer. After digitally signing & submitting the Supplementary Bill, it will appear as *Signed & Submitted / Pending* in the List of Supplementary Bills.



Gross Amount : 9982.67	Already Passed Amount : 7899	Balance from Gross : 2083.67
Additional Payment Received : 100	Item-wise Claim by Vendor : 1983.67	

Uploaded Documents

Sr.No.	File Name	File Description	Uploaded On	Uploaded By
1	Contact Nos..pdf	Supporting Documents for PVC	28/01/2020 12:27	SSPATEL SINGH

Bill Item No. 2

PO Sr No : 005 | PL No : 42026301

Description :SWITCH FUSE UNIT,RATED CURRENT 30/32 AMPS,THREE PHASE, TRIPLE POLE , WITH NEUTRAL LINK, WEATHER PROOF,METAL CLAD, AIR BRAKE, DEGREE OF PROTECTION SHALL BE IP 2L3 AS PER IS/IEC 60947(PART-1/2004) & IS/IEC 60947(PART-3/1999), POSITIVE MAKE AND BREAK, INTER-LOCKABLE COVER ARRANGEMENT UTILIZATION CATEGORY AC - 23A COMPLETE WITH RE-WIRE ABLE TYPE PORCELAIN FUSE UNIT SUITABLE FOR 50 HZ AC SUPPLY AND HAVING CABLE ENTRY HOLES , SEALING AND MOUNTING ARRANGEMENTS, CONFORMING TO IS:2086/1993 (REAFFIRMED 2004) WITH AMDT. NO. 01.

Remarks by vendor : PVC Claim for Item Sr.No.0005 of PO (RO No.0204171004 dt.21.11.2017) for 65 Nos.

RO No: 0204171004	RO Date: 20/11/2017	RO Qty: 65
Inspection Agency : RITES		
GST Category : Regular GST	HSN Code: 7404	RLY GSTIN: 07AAAGM0289C1ZL
Buying Unit : Number	PO Rate : 200	
PVC on PO Rate(per unit) : 100	Basic Bill Rate per unit with PVC and discount : 294	
Discount Rate : 2 %	Discount Amount : 390	
Packing Rate : 2 %	Packing Amount : 382.2	
Forwarding Rate : 1 %	Forwarding Amount : 191.1	
Freight Rate : 2 %	Freight Amount : 382.2	
Other Charges(1) Description : Other Charges		
Other Charges(1) Rate : 2 %	Other Charges(1) Amount : 382.2	
IGST Rate : 12 %	IGST Amount : 2453.72	
Gross Amount : 22901.42	Already Passed Amount : 15260	Balance from Gross : 7641.42
Additional Payment Received : 1000	Item-wise Claim by Vendor : 6500	

Uploaded Documents

Sr.No.	File Name	File Description	Uploaded On	Uploaded By
1	Contact Nos..pdf	PVC Calculation Supporting Docs	28/01/2020 12:34	SSPATEL SINGH

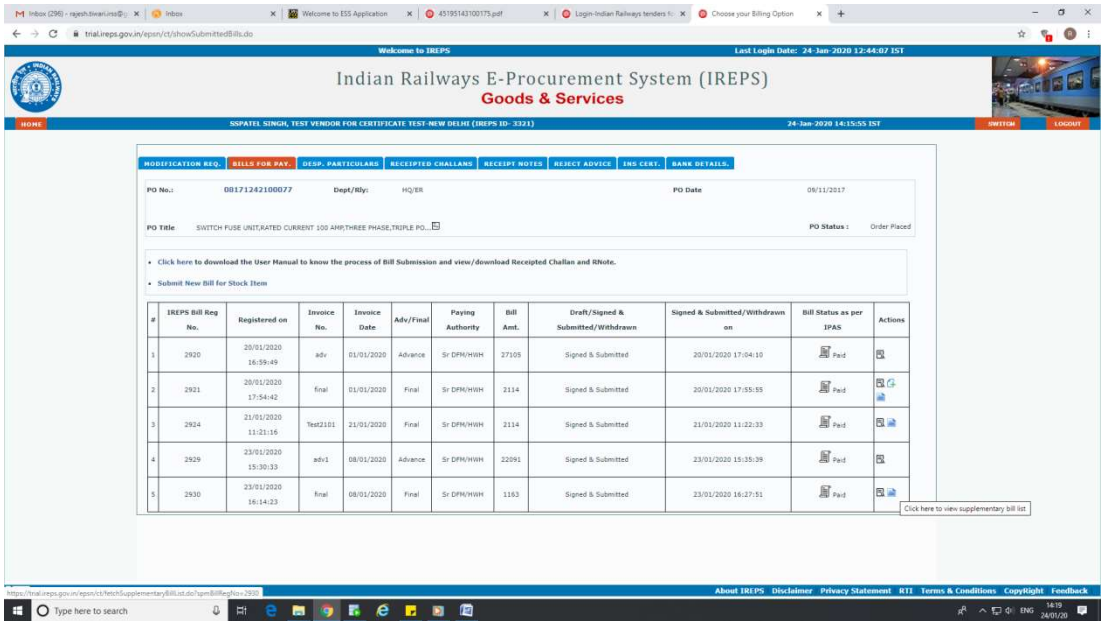
Declaration :

1. I have personally examined and verified and do hereby certify that goods in respect of which payment is being claimed have been actually dispatched as per above details and further that these goods are the exact material as indicated in above details. I hold myself personally responsible for the correctness of the statement.I have personally examined and verified and do hereby certify that goods in respect of which payment is being claimed have been actually dispatched as per above details and further that these goods are the exact material as indicated in above details. I hold myself personally responsible for the correctness of the statement.

2. Certified that the amount of taxes and duties as charged in the bill are legally payable by us and shall be paid to the respective competent authorities by us.

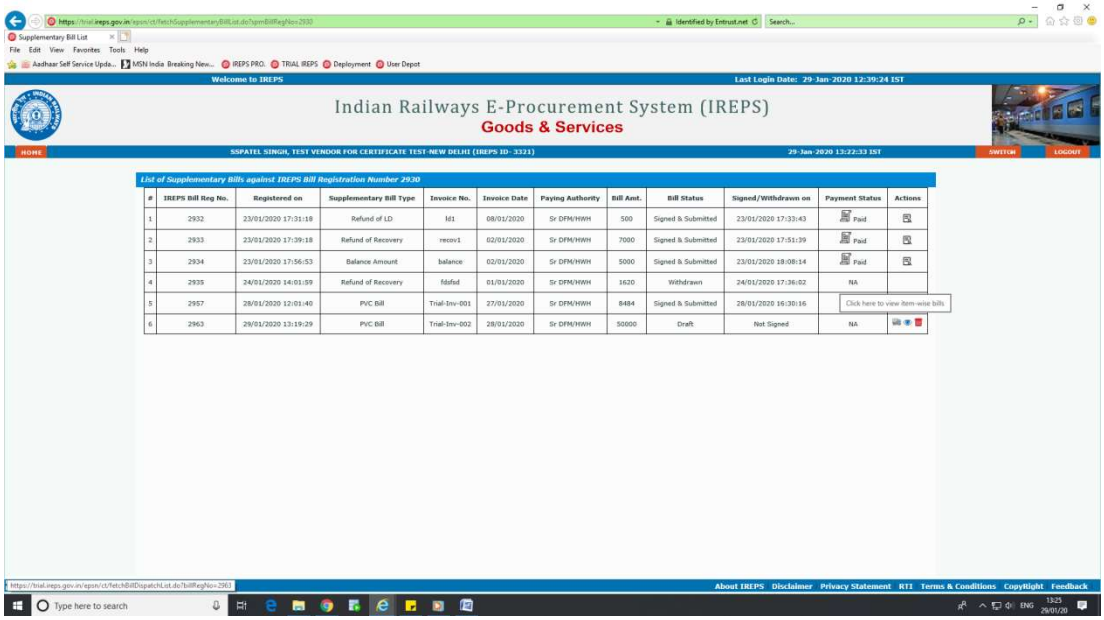
Sign & Submit Bill | Bill Summary

7.13 If you Click ***"Bill Summary"*** Button in the Screen shown at Para 7.12 above, following Screen will be visible:

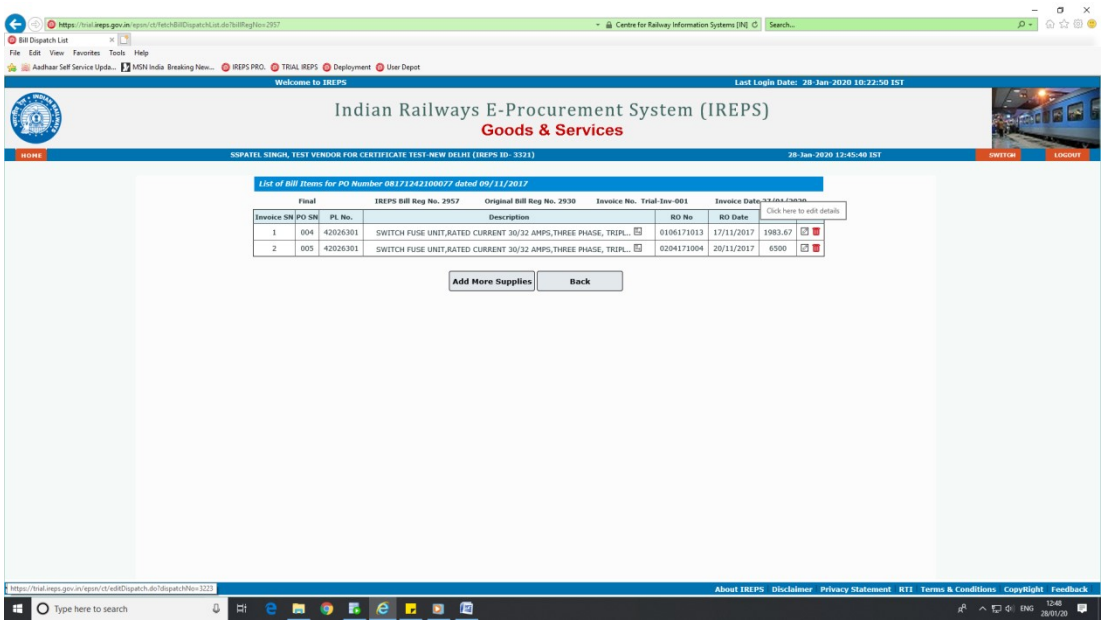


7.14 On clicking Icon (displaying ***Click here to view Supplementary Bill List***) in the above Screen, List of Supplementary Bills will be displayed. Draft Supplementary Bill prepared above will appear as Draft / Non-signed in the List as below. On clicking Icon (displaying ***Click here to Preview & Sign Draft Bill***) appearing against the Draft Supplementary Bill, the Supplementary Bill will again appear, which can be signed & submitted by clicking the Button ***"Sign & Submit Bill"***.

7.15 Against the Supplementary Bills shown in the List of Supplementary Bills, details of items in the selected Supplementary Bill can be seen by clicking the Icon (displaying ***Click here to View Item-wise Bills***) appearing in the ***Action*** column in List of Supplementary Bills:

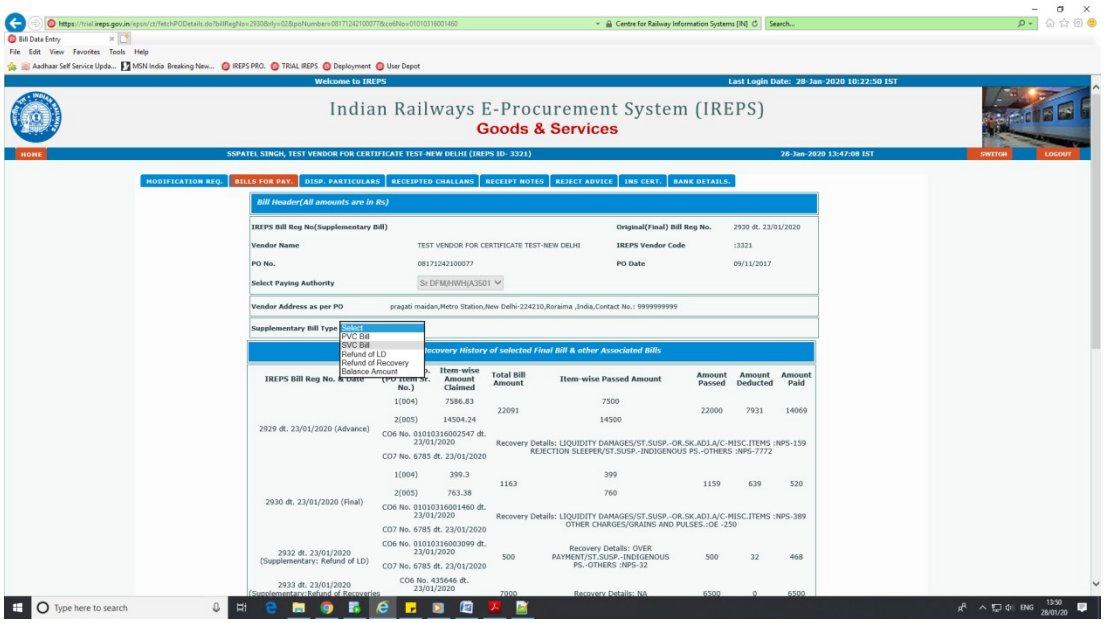


7.16 Item-wise details in the Supplementary Bill can be edited by clicking Icon (displaying ***Click here to edit details***). Item from Supplementary Bill can be deleted by clicking Icon (displaying ***Click here to delete Item***) appearing in the ***Action*** column against List of Items.

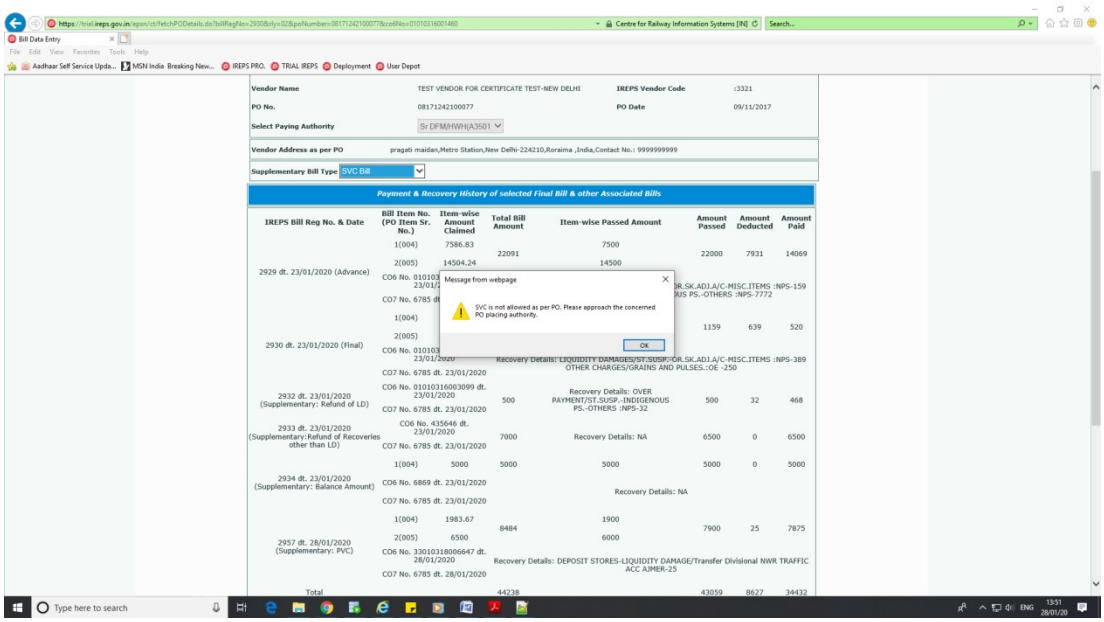


8. Supplementary Bill for Claiming SVC:

8.1 In the Drop-Down Menu of ***"Supplementary Bill Type"***, select ***"SVC Bill":***

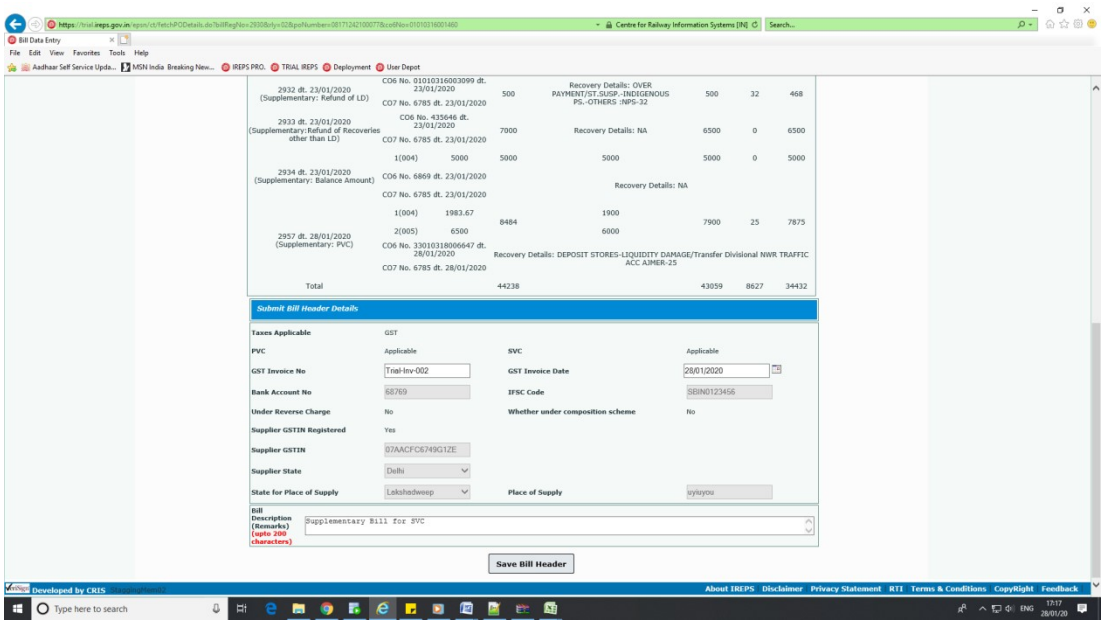


If SVC is not allowed in the PO, a message that ***"SVC is not allowed as per PO. Please approach the concerned PO placing Authority"*** *will appear as under:*



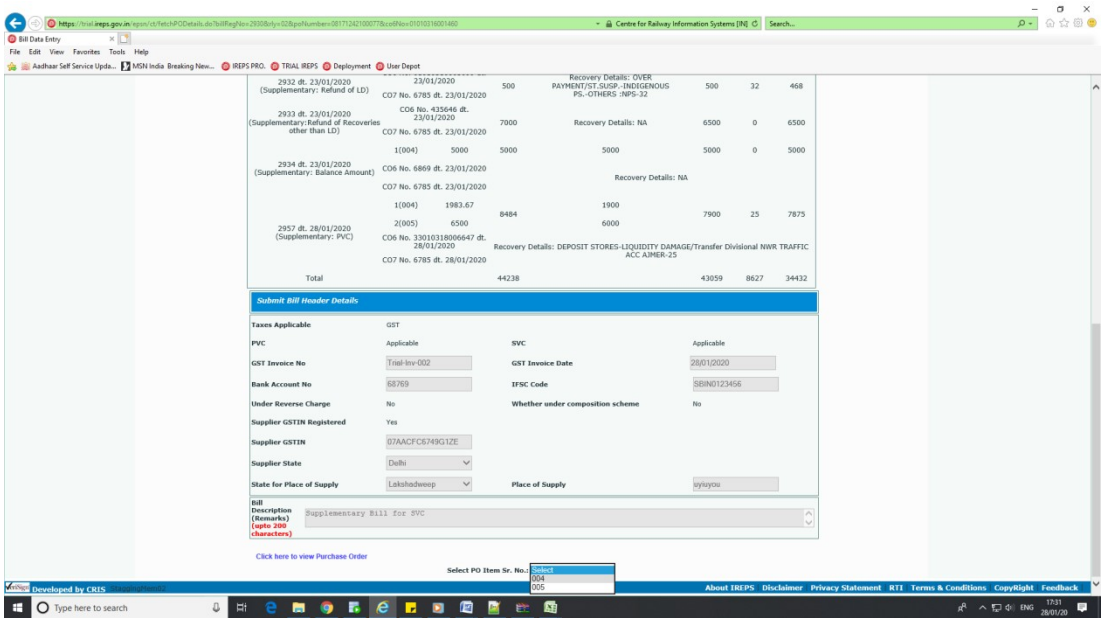
In such cases, raising of SVC Supplementary Bill will not be permitted. You are advised to approach concerned PO placing Authority for examining your request of SVC.

8.2 In case, SVC is allowed in the PO, on scrolling down, following details will be visible:



8.3 Enter ***GST Invoice No., GST Invoice Date and Bill Description (Remarks)*** in ***"Bill Header Details"*** and click Button ***"Save Bill Header"***. A Message Box mentioning ***Bill Header once saved is not editable. Please check carefully before submitting!*** will pop-up. Click ***"OK"*** button on this Message Box. Another Message Box mentioning ***Bill Header saved successfully*** will appear. Click ***"OK"*** button on this Message Box to continue.

8.4 Select ***PO Item Sr.No.*** from the Drop-down:



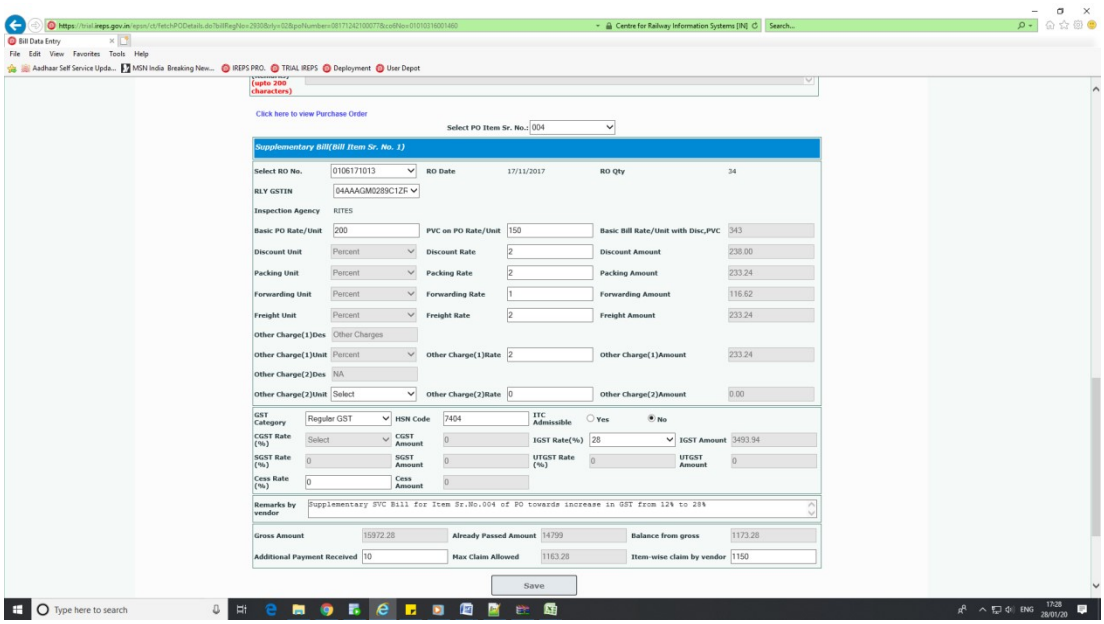
All items of PO appearing in Final Bill will appear in the Drop-down.

8.5 Select RO No. against which SVC is being claimed and fill-in requisite details, as being done in normal on-line Bills. In ***Gross Amount*** field, System will calculate & show total amount pertaining to the RO selected, including the element of PVC and other Taxes / Duties etc.

8.6 In ***Already Passed Amount*** field, System will show sum of passed amount of the RO selected above against on-line Final Bill and associated on-line Supplementary Bills & Advance Payment Bills. ***Balance from Gross*** field will be shown by System as difference of ***Gross Amount*** and ***Already Passed Amount.***

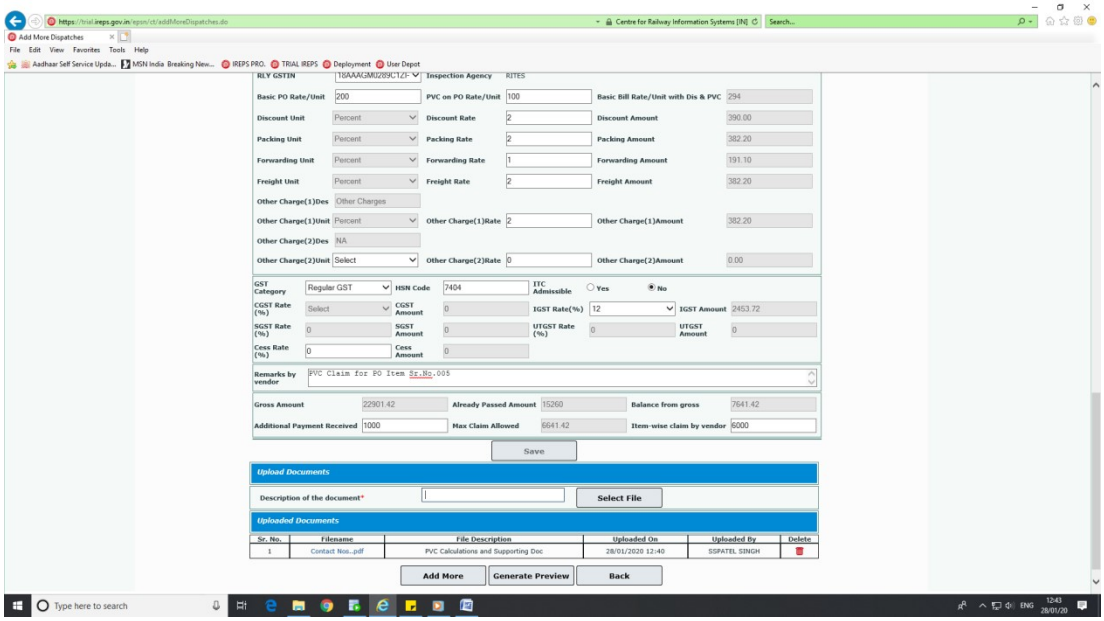
8.7 In ***Additional Payment Received*** field, vendor is to indicate Supplementary payment against selected RO already received (other than refund of LD & other recoveries) against off-line Bills. If no such payment has been taken by vendor against off-line Bills, vendor to mention 0 (Zero) in ***Additional Payment Received*** field.

8.8 In ***Max Claim Allowed*** field, System will show difference of ***Balance from Gross*** and amount entered in ***Additional Payment Received.*** Vendor is to enter Claim Amount for SVC in the field ***Item-wise claim by vendor***. It may be noted that claim for more than the amount shown under field ***Max Claim Allowed*** will not be permitted. After entering various details required as above, Click the ***"Save"*** Button.



8.9 Scroll down the Screen. Mention ***Description of Document*** in ***Upload Documents*** Section of Screen and upload requisite documents (Supporting documents for SVC & other documents, if any) using ***Select File*** Button, after digitally signing the same. You may upload as many documents, as you wish, by uploading & digitally signing one document at a time (individual document size is limited to 4 MB).

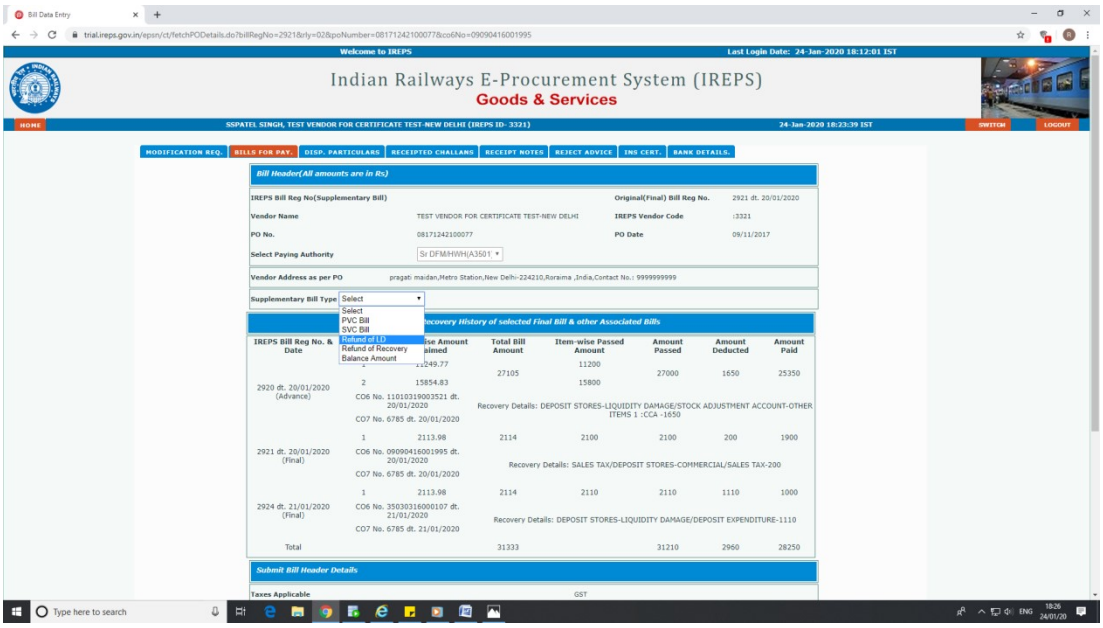
8.10 Click ***"Add More"*** Button to claim SVC Bill against other Items appearing in Final Bill; one at a time and repeat Steps at Para 8.5 to 8.9 above:



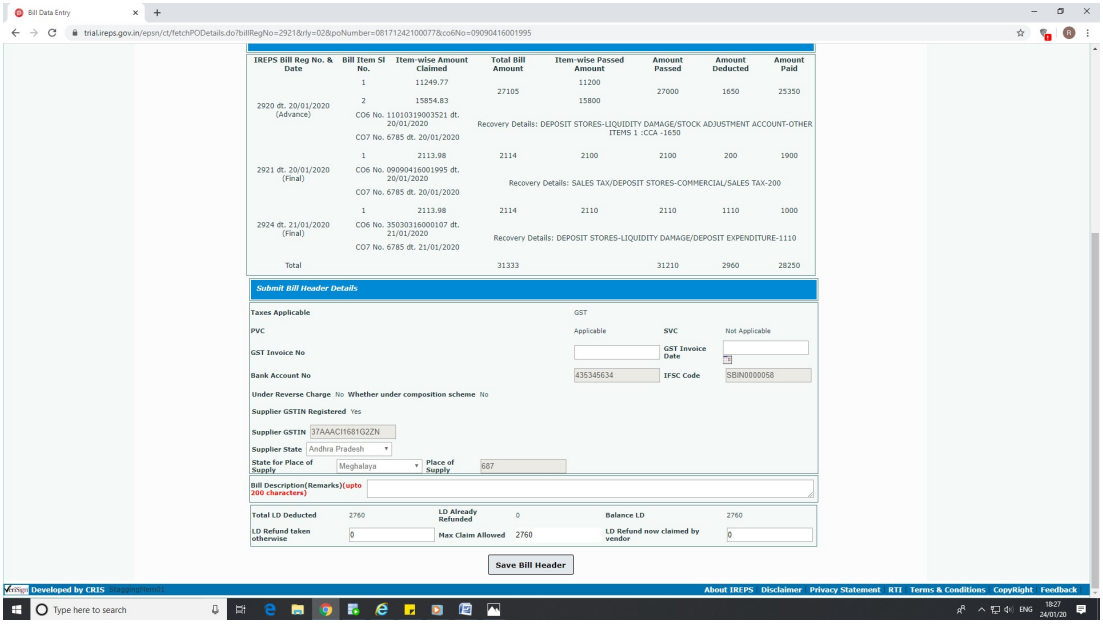
8.11 Click "***Generate Preview"*** Button to view & generate Supplementary Bill. The remaining steps are similar to Para 7.12 to 7.16 applicable for ***"Supplementary Bill for Claiming PVC"***.

9. Supplementary Bill for Claiming Refund of LD:

9.1 In the Drop-Down Menu of ***"Supplementary Bill Type"***, select ***"Refund of LD":***



9.2 On scrolling down the above Screen, following details will be visible:



9.3 Enter ***GST Invoice No., GST Invoice Date and Bill Description (Remarks)*** in "**Bill Header Details**".

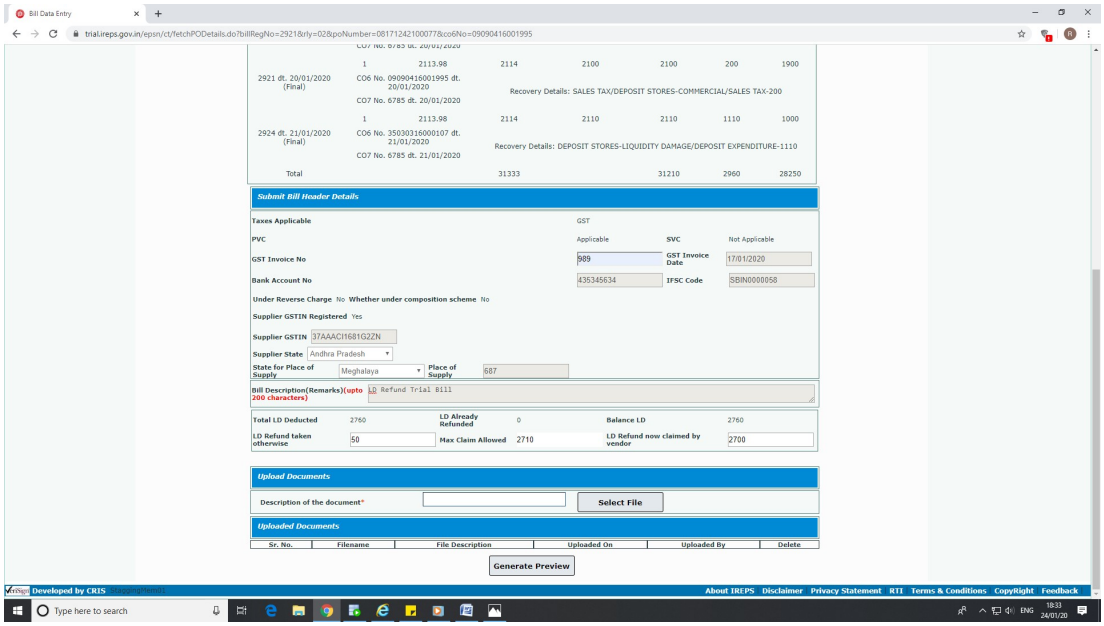
9.4 In ***Total LD Deducted*** field, System will show sum of the LD recoveries pertaining to RO(s) contained in finalized/paid on-line Final Bill & associated Supplementary Bills alongwith DRR(s) contained in associated on-line Advance Payment Bills. In ***LD Already Refunded*** field, System will show amount of LD Recoveries already refunded against on-line Supplementary Bills. ***Balance LD*** will be shown by System as difference of ***Total LD Deducted*** and ***LD Already Refunded***.

9.5 In ***LD Refund taken otherwise*** field, vendor is required to indicate the refund of LD already received against off-line Bills. If no such refund of LD has been taken by vendor against off-line Bills, vendor to mention 0 (Zero) in ***LD Refund taken otherwise*** field. In ***Max Claim Allowed*** field, System will show difference of ***Balance LD*** and amount entered in ***LD Refund taken otherwise.***

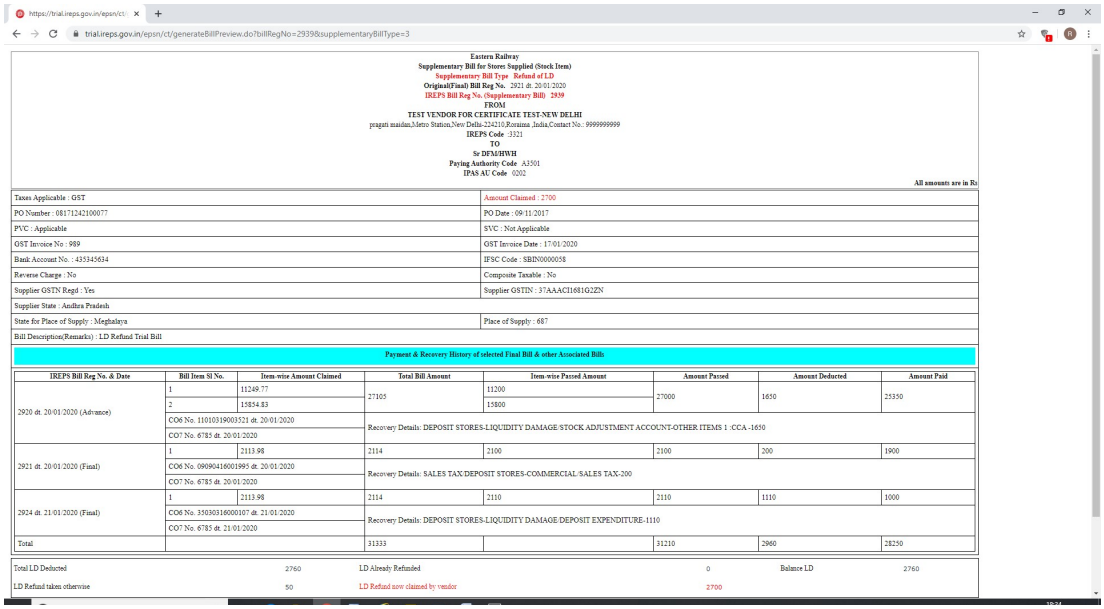
9.6 Vendor is to enter Claim Amount for refund of LD Recoveries in the field ***LD Refund now claimed by vendor***. It may be noted that claim for more than the amount shown under field ***Max Claim Allowed*** will not be permitted. After entering various details required as above, Click the Button ***"Save Bill Header"***.

9.7 A Message Box mentioning ***Bill Header once saved is not editable. Please check carefully before submitting!*** will pop-up. Click ***"OK"*** button on this Message Box. Another Message Box mentioning ***Bill Header saved successfully*** will appear. Click ***"OK"*** button on this Message Box to continue.

9.8 Scroll down the Screen to view following details:



9.9 Mention ***Description of Document*** in ***Upload Documents*** Section of Screen and upload requisite documents (if any) using ***Select File*** Button, after digitally signing the same. You may upload as many documents, as you wish, by uploading & digitally signing one document at a time (individual document size is limited to 4 MB). Click "***Generate Preview"*** Button to view & generate Supplementary Bill:



Eastern Railway
Supplementary Bill for Stores Supplied (Stock Item)
Supplementary Bill Type : Refund of LD
Original(Final) Bill Reg No. 2921 dt. 20/01/2020
IREPS Bill Reg No. (Supplementary Bill) 2939
FROM
TEST VENDOR FOR CERTIFICATE TEST-NEW DELHI
pragati maidan,Metro Station,New Delhi-224210,Roraima ,India,Contact No.: 9999999999
IREPS Code : 3321
TO
Sr DFM/HWH
Paying Authority Code : A3501
IPAS AU Code : 0202

All amounts are in Rs

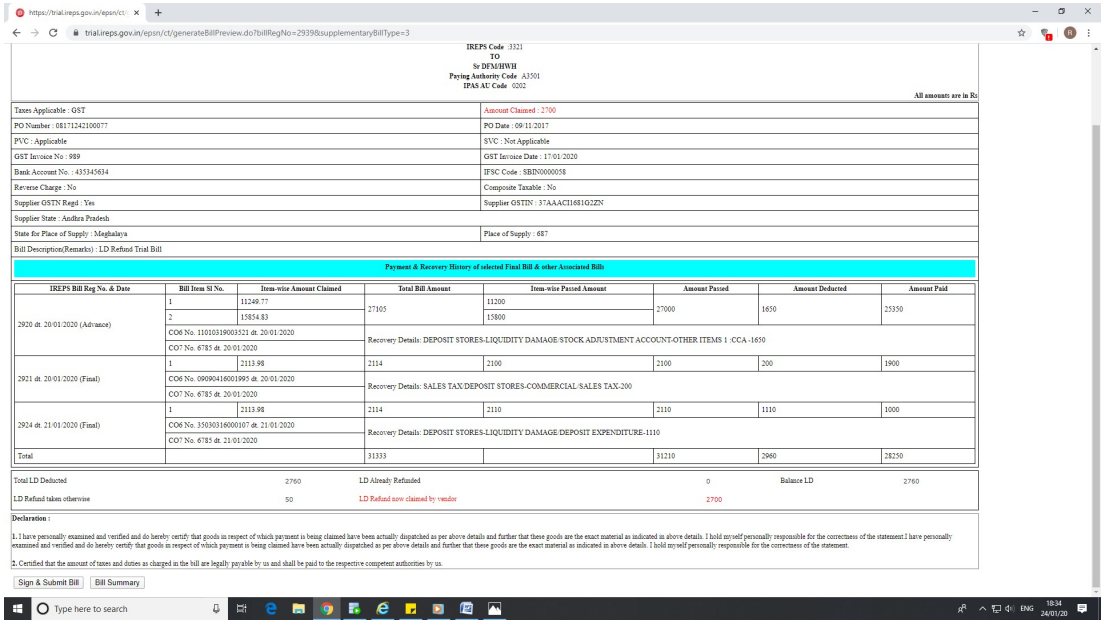
Taxes Applicable : GST	Amount Claimed : 2700
PO Number : 0817124210077	PO Date : 09/11/2017
PVC : Applicable	SVC : Not Applicable
GST Invoice No : 989	GST Invoice Date : 17/01/2020
Bank Account No. : 435345634	IFSC Code : SBIN0000058
Reverse Charge : No	Composite Taxable : No
Supplier GSTN Regd : Yes	Supplier GSTIN : 37AAACI1681G2ZN
Supplier State : Andhra Pradesh	
State for Place of Supply : Meghalaya	Place of Supply : 687
Bill Description(Remarks) : LD Refund Trial Bill	

Payment & Recovery History of selected Final Bill & other Associated Bills

IREPS Bill Reg No. & Date	Bill Item Sl No.	Item-wise Amount Claimed	Total Bill Amount	Item-wise Passed Amount	Amount Passed	Amount Deducted	Amount Paid
2920 dt. 20/01/2020 (Advance)	1	11249.77	27105	11200	27000	1650	25350
	2	15854.83		15800			
	CO6 No. 1101031900352l dt. 20/01/2020		Recovery Details: DEPOSIT STORES-LIQUIDITY DAMAGE/STOCK ADJUSTMENT ACCOUNT-OTHER ITEMS 1 :CCA -1650				
	CO7 No. 6785 dt. 20/01/2020						
2921 dt. 20/01/2020 (Final)	1	2113.98	2114	2100	2100	200	1900
	CO6 No. 0909041600199S dt. 20/01/2020		Recovery Details: SALES TAX/DEPOSIT STORES-COMMERCIAL/SALES TAX-200				
	CO7 No. 6785 dt. 20/01/2020						
2924 dt. 21/01/2020 (Final)	1	2113.98	2114	2110	2110	1110	1000
	CO6 No. 3503031600010? dt. 21/01/2020		Recovery Details: DEPOSIT STORES-LIQUIDITY DAMAGE/DEPOSIT EXPENDITURE-1110				
	CO7 No. 6785 dt. 21/01/2020						
Total			31333		31210	2960	28250

Total LD Deducted	2760	LD Already Refunded	0	Balance LD	2760
LD Refund taken otherwise	50	LD Refund now claimed by vendor	2700		

9.10 Scroll down and Click on Button ***"Sign & Submit Bill"*** to digitally sign & submit this Supplementary Bill. Now, PDF copy of digitally signed Supplementary Bill will get downloaded on your Computer. After digitally signing & submitting the Supplementary Bill, it will now appear as Signed & Submitted / Pending in the List of Supplementary Bills



IREPS Code : 3321
TO
Sr DFM/HWH
Paying Authority Code : A3501
IPAS AU Code : 0202

All amounts are in Rs

Taxes Applicable : GST	Amount Claimed : 2700
PO Number : 0817124210077	PO Date : 09/11/2017
PVC : Applicable	SVC : Not Applicable
GST Invoice No : 989	GST Invoice Date : 17/01/2020
Bank Account No. : 435345634	IFSC Code : SBIN0000058
Reverse Charge : No	Composite Taxable : No
Supplier GSTN Regd : Yes	Supplier GSTIN : 37AAACI1681G2ZN
Supplier State : Andhra Pradesh	
State for Place of Supply : Meghalaya	Place of Supply : 687
Bill Description(Remarks) : LD Refund Trial Bill	

Payment & Recovery History of selected Final Bill & other Associated Bills

IREPS Bill Reg No. & Date	Bill Item Sl No.	Item-wise Amount Claimed	Total Bill Amount	Item-wise Passed Amount	Amount Passed	Amount Deducted	Amount Paid
2920 dt. 20/01/2020 (Advance)	1	11249.77	27105	11200	27000	1650	25350
	2	15854.83		15800			
	CO6 No. 1101031900352l dt. 20/01/2020		Recovery Details: DEPOSIT STORES-LIQUIDITY DAMAGE/STOCK ADJUSTMENT ACCOUNT-OTHER ITEMS 1 :CCA -1650				
	CO7 No. 6785 dt. 20/01/2020						
2921 dt. 20/01/2020 (Final)	1	2113.98	2114	2100	2100	200	1900
	CO6 No. 0909041600199S dt. 20/01/2020		Recovery Details: SALES TAX/DEPOSIT STORES-COMMERCIAL/SALES TAX-200				
	CO7 No. 6785 dt. 20/01/2020						
2924 dt. 21/01/2020 (Final)	1	2113.98	2114	2110	2110	1110	1000
	CO6 No. 3503031600010? dt. 21/01/2020		Recovery Details: DEPOSIT STORES-LIQUIDITY DAMAGE/DEPOSIT EXPENDITURE-1110				
	CO7 No. 6785 dt. 21/01/2020						
Total			31333		31210	2960	28250

Total LD Deducted	2760	LD Already Refunded	0	Balance LD	2760
LD Refund taken otherwise	50	LD Refund now claimed by vendor	2700		

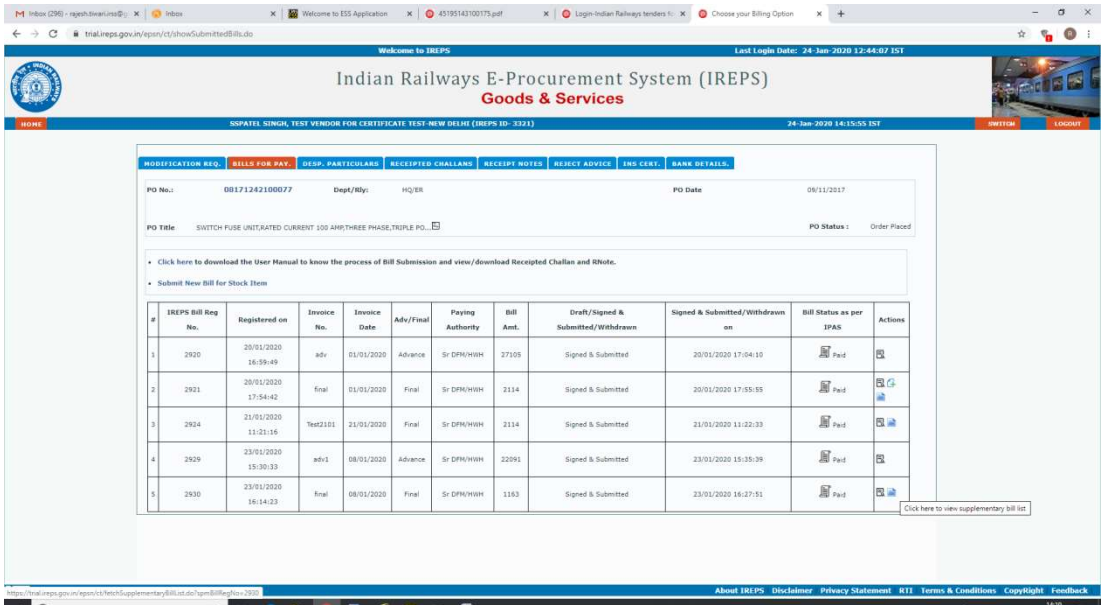
Declaration :

1. I have personally examined and verified and do hereby certify that goods in respect of which payment is being claimed have been actually dispatched as per above details and further that these goods are the exact material as indicated in above details. I hold myself personally responsible for the correctness of the statement.I have personally examined and verified and do hereby certify that goods in respect of which payment is being claimed have been actually dispatched as per above details and further that these goods are the exact material as indicated in above details. I hold myself personally responsible for the correctness of the statement.

2. Certified that the amount of taxes and duties as charged in the bill are legally payable by us and shall be paid to the respective competent authorities by us.

Sign & Submit Bill | Bill Summary

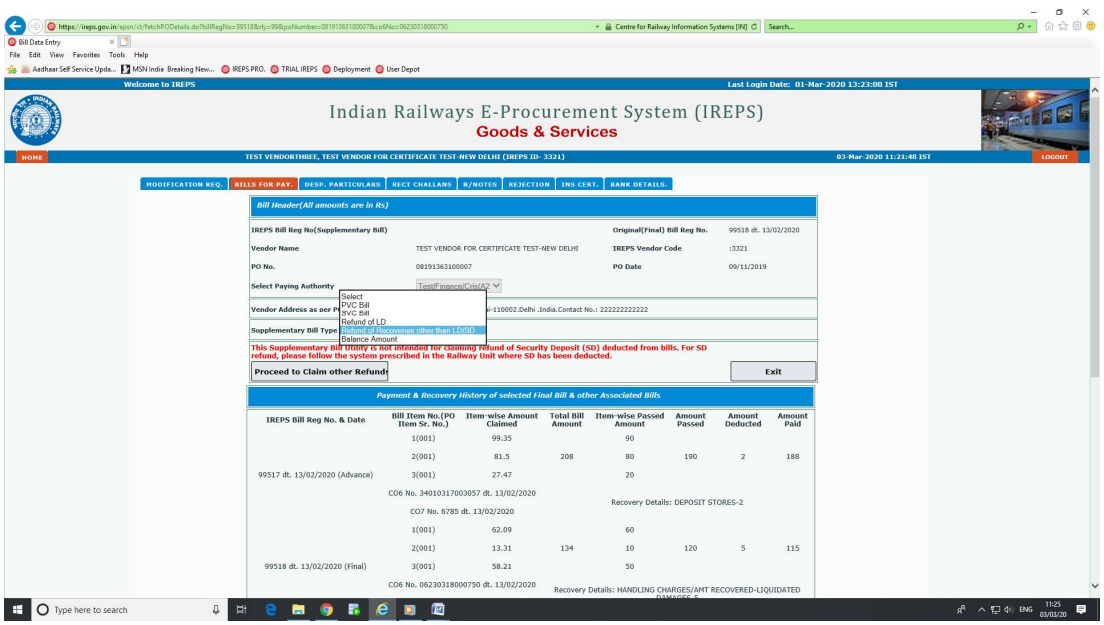
9.11 If you Click ***"Bill Summary"*** Button shown in the Screen shown at Para 9.10 above, following Screen will be visible:



On clicking Icon (displaying ***Click here to view Supplementary Bill List***) in the above Screen, List of Supplementary Bills will be displayed. Supplementary Bill prepared above will appear as Draft / Non-signed in the List as below. On clicking Icon (displaying ***Click here to Preview & Sign Draft Bill***) appearing against the Draft Supplementary Bill, the Supplementary Bill will again appear, which can be signed & submitted by clicking the Button ***"Sign & Submit Bill"***.

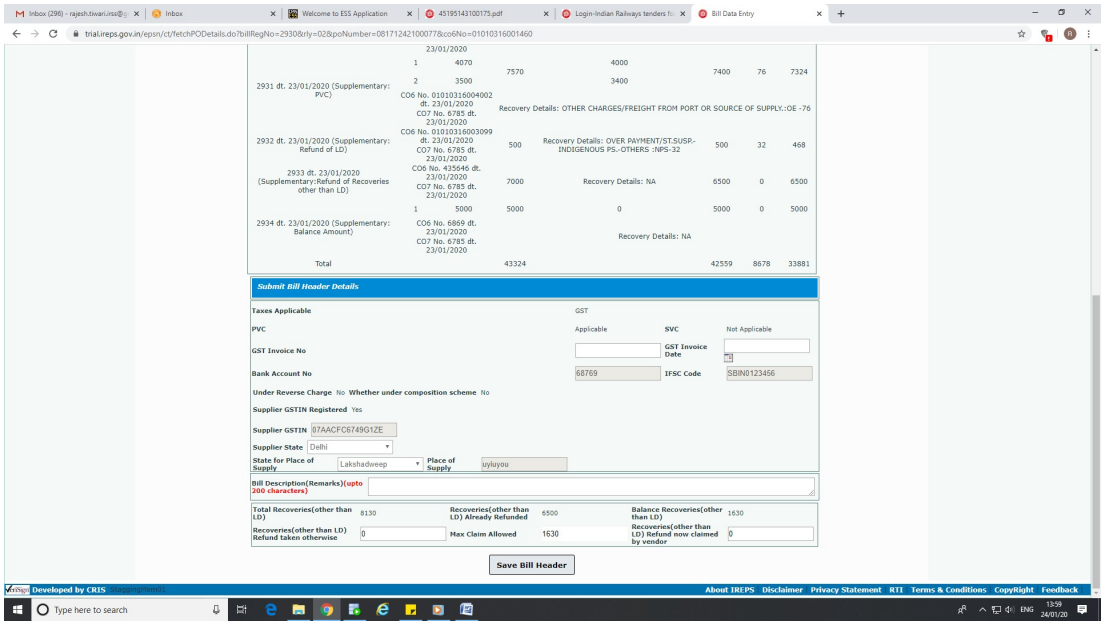
10. Supplementary Bill for Claiming Refund of Recoveries - Other than LD/SD:

10.1 In the Drop-Down Menu of ***"Supplementary Bill Type"***, select ***"Refund of Recoveries other than LD/SD":***



On selecting Supplementary Bill Type as ***"Refund of Recoveries other than LD/SD"***, a message stating that ***"This Supplementary Bill Utility is not intended for claiming refund of Security Deposit (SD) deducted from Bills. For SD refund, please follow System prescribed in the Railway Unit where SD has been deducted"*** will appear (as shown in the above Screen-shot). If you intend to claim refund of recovery other than LD/SD, please click the Button ***"Proceed to Claim other Refunds"*** else Click on the Button ***"Exit"***.

10.2 On clicking the Button ***"Proceed to Claim other Refunds"*** and scrolling down the above Screen, following details will be visible:



10.3 Enter ***GST Invoice No., GST Invoice Date and Bill Description (Remarks)*** in "**Bill Header Details**".

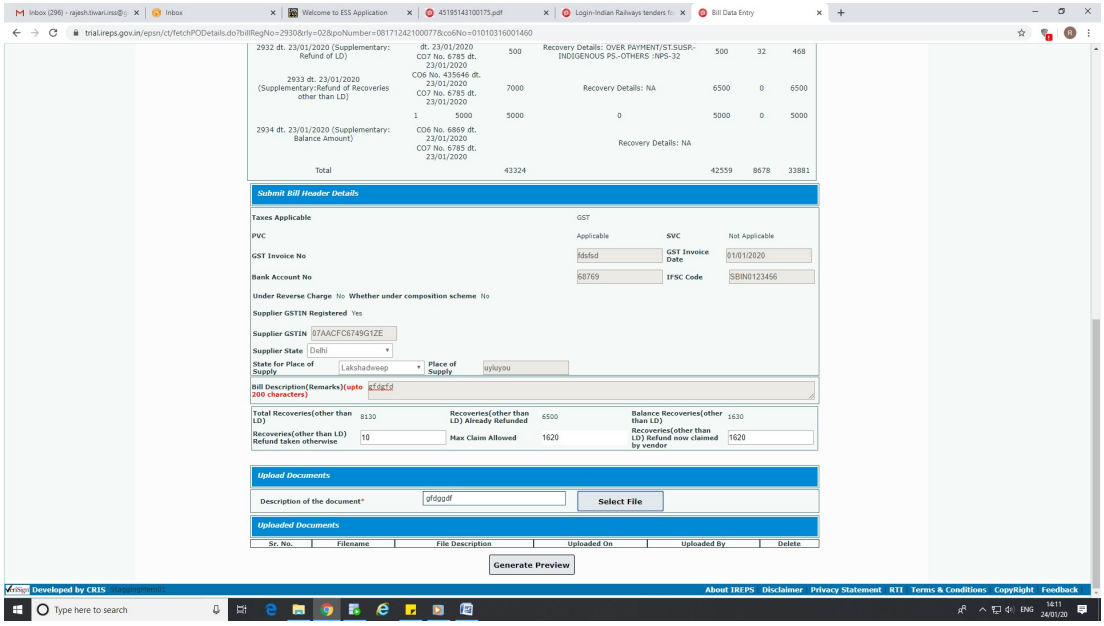
10.4 In ***Total Recoveries (other than LD)*** field, System will show sum of all the recoveries (other than LD) pertaining to RO(s) contained in finalized/paid on-line Final Bill & associated Supplementary Bills alongwith DRR(s) contained in associated on-line Advance Payment Bills. In ***Recoveries (other than LD) Already Refunded*** field, System will show amount of Recoveries (other than LD) already refunded against on-line Supplementary Bills. ***Balance Recoveries (other than LD)*** will be shown by System as difference of ***Total Recoveries (other than LD)*** and ***Recoveries (other than LD) Already Refunded***.

10.5 In ***Recoveries (other than LD) Refund taken otherwise*** field, vendor is required to indicate the refund of recoveries (other than LD) already received against off-line Bills. If no such refund of recoveries (other than LD) has been taken by vendor against off-line Bills, vendor to mention 0 (Zero) in ***Recoveries (other than LD) Refund taken otherwise*** field. In ***Max Claim Allowed*** field, System will show difference of ***Balance Recoveries (other than LD)*** and amount entered in ***Recoveries (other than LD) Refund taken otherwise.***

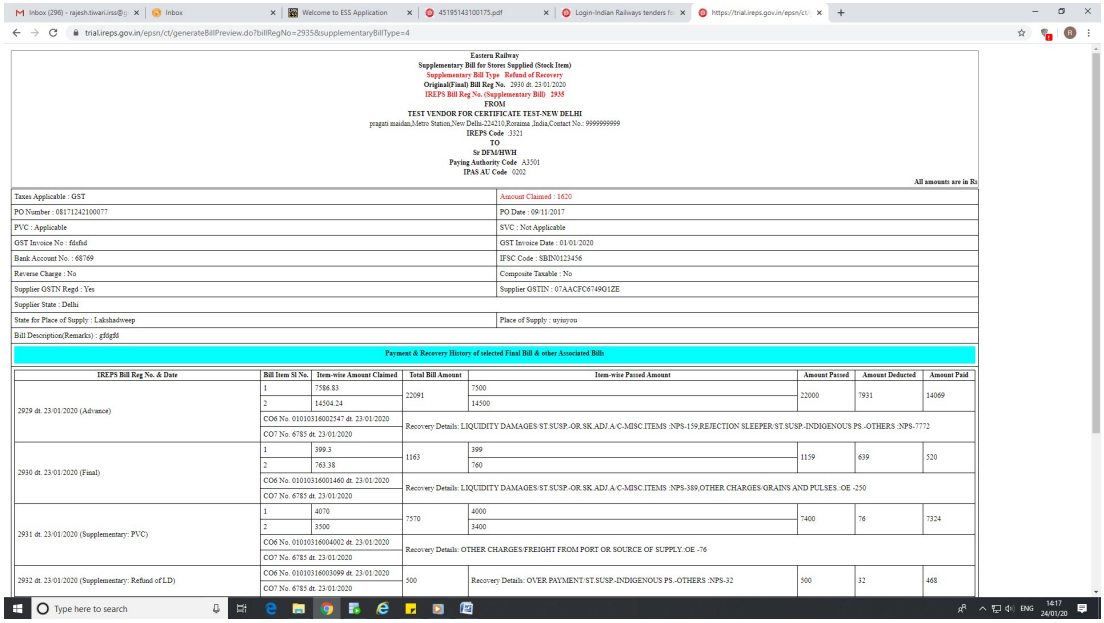
10.6 Vendor is to enter Claim Amount for refund of Recoveries (other than LD) in the field ***Recoveries (other than LD) Refund now claimed by vendor***. It may be noted that claim for more than the amount shown under field ***Max Claim Allowed*** will not be permitted. After entering various details required as above, Click the Button ***"Save Bill Header"***.

10.7 A Message Box mentioning ***Bill Header once saved is not editable. Please check carefully before submitting!*** will pop-up. Click ***"OK"*** button on this Message Box. Another Message Box mentioning ***Bill Header saved successfully*** will appear. Click ***"OK"*** button on this Message Box to continue.

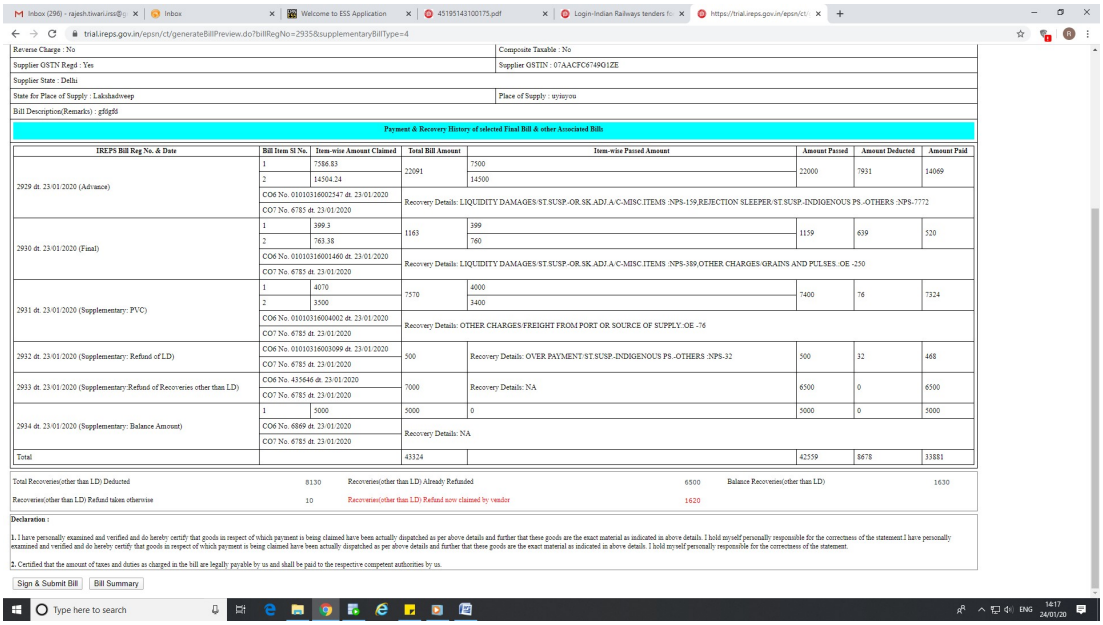
10.8 Scroll down the Screen to view following details:



10.9 Mention ***Description of Document*** in ***Upload Documents*** Section of Screen and upload requisite documents (if any) using ***Select File*** Button, after digitally signing the same. You may upload as many documents, as you wish, by uploading & digitally signing one document at a time (individual document size is limited to 4 MB). Click "***Generate Preview"*** Button to view & generate Supplementary Bill:



10.10 Scroll down and Click on Button ***"Sign & Submit Bill"*** to digitally sign & submit this Supplementary Bill. Now, PDF copy of digitally signed Supplementary Bill will get downloaded on your Computer. After digitally signing & submitting the Supplementary Bill, it will now appear as Signed & Submitted / Pending in the List of Supplementary Bills.



Reverse Charge : No				Composite Taxable : No			
Supplier GSTN Regd : Yes				Supplier GSTIN : 07AACFC6749Q1ZE			
Supplier State : Delhi							
State for Place of Supply : Lakshadweep				Place of Supply : uyuyuyu			
Bill Description(Remarks) : gfdgfd							

Payment & Recovery History of selected Final Bill & other Associated Bills

IREPS Bill Reg No. & Date	Bill Item Sl No.	Item-wise Amount Claimed	Total Bill Amount	Item-wise Passed Amount	Amount Passed	Amount Deducted	Amount Paid
2929 dt. 23/01/2020 (Advance)	1	7586.83	22091	7500	22000	7931	14069
	2	14504.24		14500			
	CO6 No. 01010316002547 dt. 23/01/2020		Recovery Details: LIQUIDITY DAMAGES/ST.SUSP.-OR.SK.ADJ.A/C-MISC.ITEMS :NPS-159,REJECTION SLEEPER/ST.SUSP.-INDIGENOUS PS.-OTHERS :NPS-7772				
	CO7 No. 6785 dt. 23/01/2020						
2930 dt. 23/01/2020 (Final)	1	399.3	1163	399	1159	639	520
	2	763.38		760			
	CO6 No. 01010316001460 dt. 23/01/2020		Recovery Details: LIQUIDITY DAMAGES/ST.SUSP.-OR.SK.ADJ.A/C-MISC.ITEMS :NPS-389,OTHER CHARGES/GRAINS AND PULSES..OE -250				
	CO7 No. 6785 dt. 23/01/2020						
2931 dt. 23/01/2020 (Supplementary: PVC)	1	4070	7570	4000	7400	76	7324
	2	3500		3400			
	CO6 No. 01010316004002 dt. 23/01/2020		Recovery Details: OTHER CHARGES/FREIGHT FROM PORT OR SOURCE OF SUPPLY..OE -76				
	CO7 No. 6785 dt. 23/01/2020						
2932 dt. 23/01/2020 (Supplementary: Refund of LD)	CO6 No. 01010316003099 dt. 23/01/2020		500	Recovery Details: OVER PAYMENT/ST.SUSP.-INDIGENOUS PS.-OTHERS :NPS-32	500	32	468
	CO7 No. 6785 dt. 23/01/2020						
2933 dt. 23/01/2020 (Supplementary:Refund of Recoveries other than LD)	CO6 No. 435646 dt. 23/01/2020		7000	Recovery Details: NA	6500	0	6500
	CO7 No. 6785 dt. 23/01/2020						
2934 dt. 23/01/2020 (Supplementary: Balance Amount)	1	5000	5000	0	5000	0	5000
	CO6 No. 6869 dt. 23/01/2020		Recovery Details: NA				
	CO7 No. 6785 dt. 23/01/2020						
Total			43324		42559	8678	33881

Total Recoveries(other than LD) Deducted	8130	Recoveries(other than LD) Already Refunded	6500	Balance Recoveries(other than LD)	1630
Recoveries(other than LD) Refund taken otherwise	10	Recoveries(other than LD) Refund now claimed by vendor	1620		

Declaration :

1. I have personally examined and verified and do hereby certify that goods in respect of which payment is being claimed have been actually dispatched as per above details and further that these goods are the exact material as indicated in above details. I hold myself personally responsible for the correctness of the statement.I have personally examined and verified and do hereby certify that goods in respect of which payment is being claimed have been actually dispatched as per above details and further that these goods are the exact material as indicated in above details. I hold myself personally responsible for the correctness of the statement.

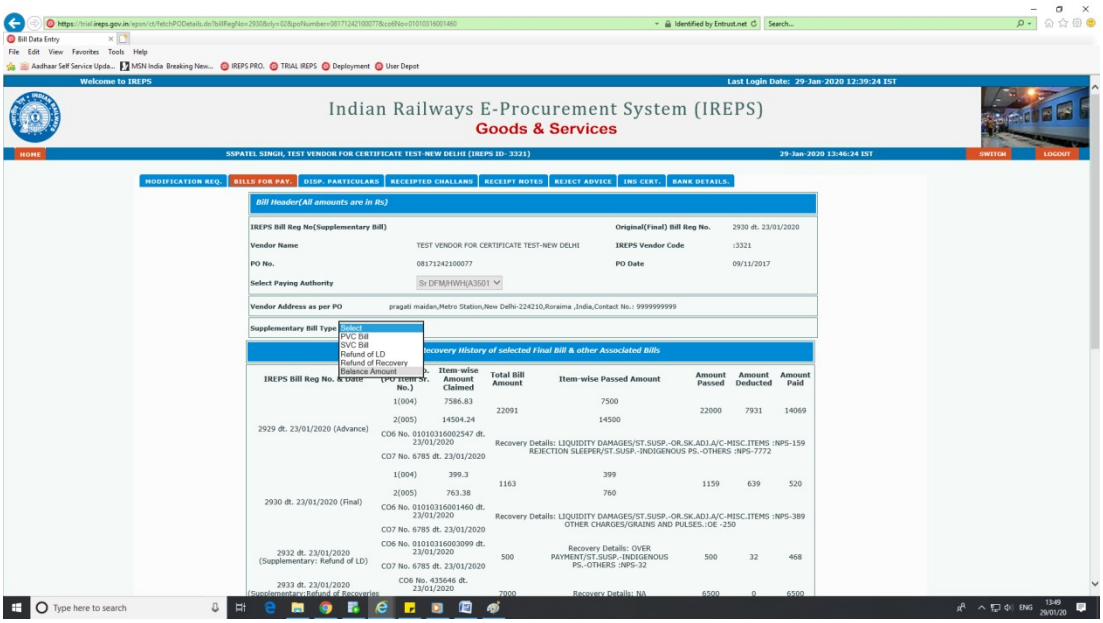
2. Certified that the amount of taxes and duties as charged in the bill are legally payable by us and shall be paid to the respective competent authorities by us.

Sign & Submit Bill | Bill Summary

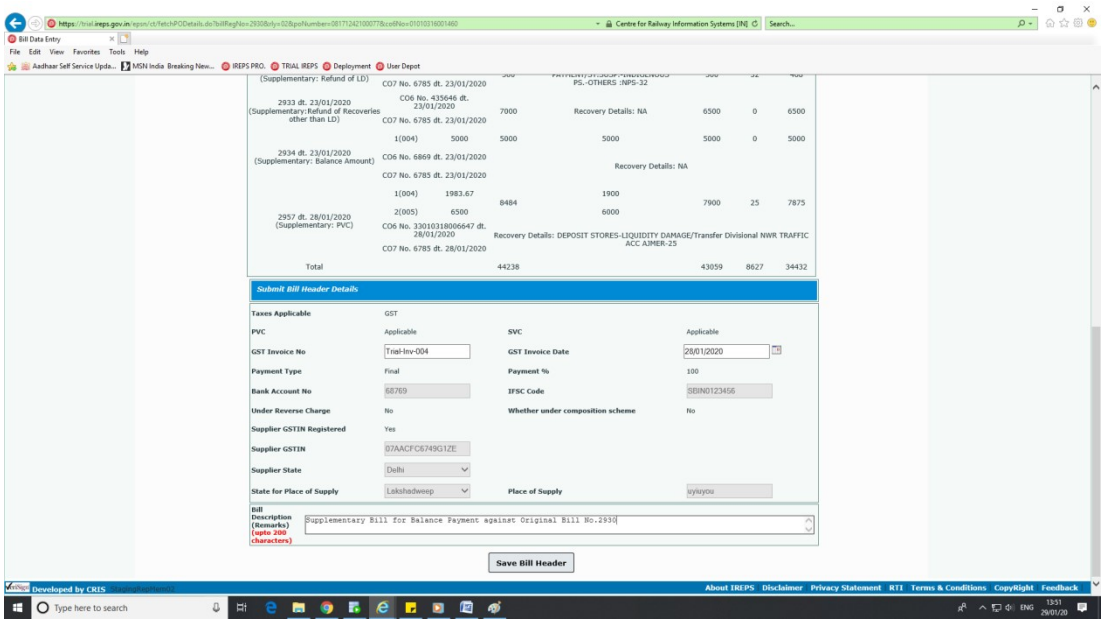
On clicking ***"Bill Summary"*** Button shown in the above Screen, steps similar to Para 9.11 for ***"Supplementary Bill for Claiming Refund of LD"*** will be applicable.

11. Supplementary Bill for Claiming Balance Payment:

11.1 In the Drop-Down Menu of ***"Supplementary Bill Type"***, select ***"Balance Amount":***

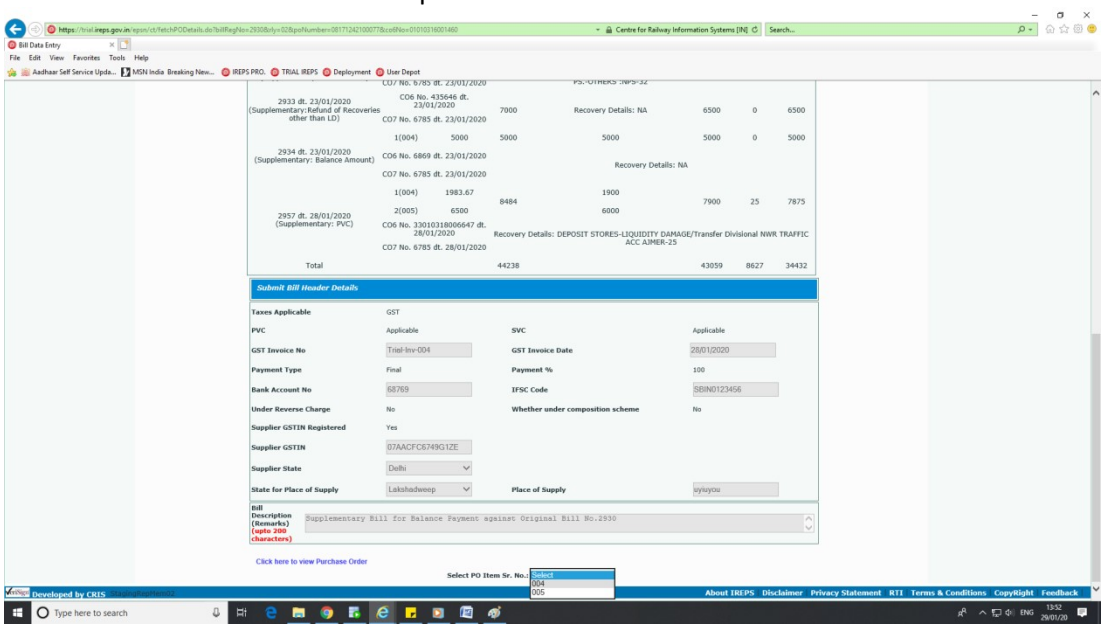


11.2 On scrolling down, following details will be visible:



11.3 Enter ***GST Invoice No., GST Invoice Date and Bill Description (Remarks)*** in *"**Bill Header Details**"* and click Button ***"Save Bill Header"***. A Message Box mentioning ***Bill Header once saved is not editable. Please check carefully before submitting!*** will pop-up. Click ***"OK"*** button on this Message Box. Another Message Box mentioning ***Bill Header saved successfully*** will appear. Click ***"OK"*** button on this Message Box to continue.

11.4 Select ***PO Item Sr.No.*** from the Drop-down:



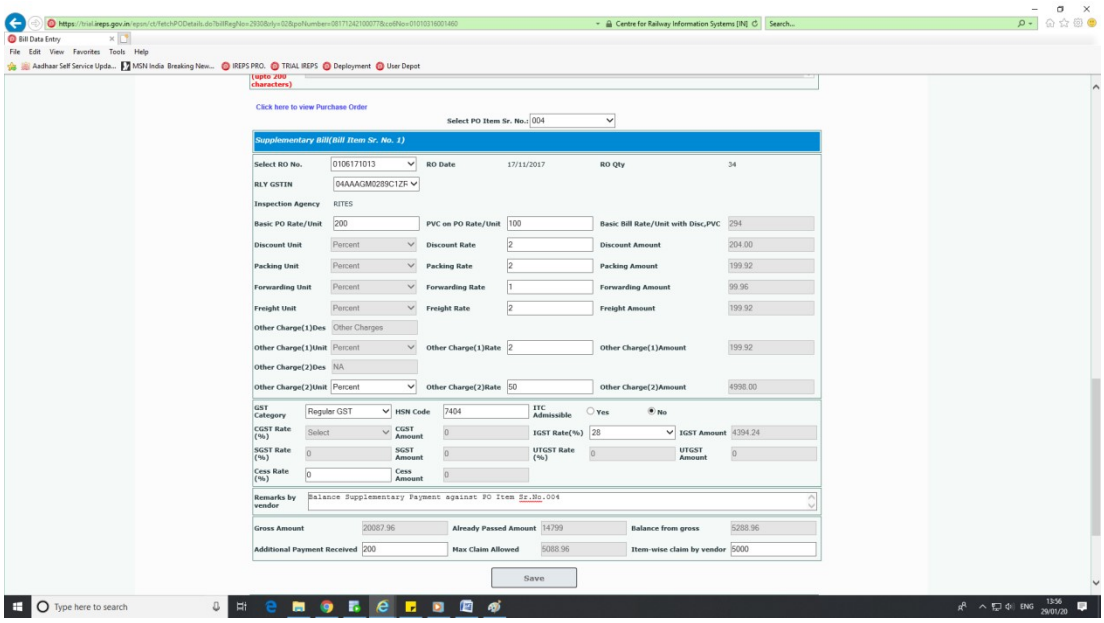
All items of PO appearing in Final Bill will appear in the Drop-down.

11.5 Select RO No. against which balance payment is being claimed and fill-in requisite details, as being done in normal on-line Bills. In ***Gross Amount*** field, System will calculate & show total amount pertaining to the RO selected, including the element of PVC and other Taxes / Duties etc.

11.6 In ***Already Passed Amount*** field, System will show sum of passed amount of the RO selected above against on-line Final Bill and associated on-line Supplementary Bills & Advance Payment Bills. ***Balance from Gross*** field will be shown by System as difference of ***Gross Amount*** and ***Already Passed Amount.***

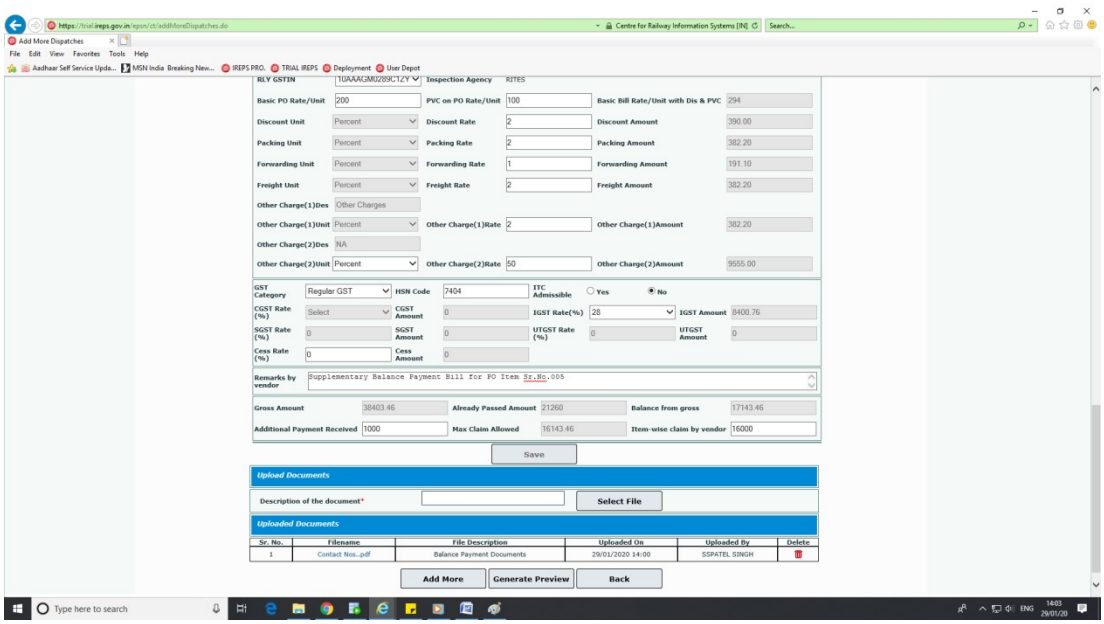
11.7 In ***Additional Payment Received*** field, vendor is to indicate Supplementary payments against selected RO already received (other than refund of LD & other recoveries) against off-line Bills. If no such payment has been taken by vendor against off-line Bills, vendor to mention 0 (Zero) in ***Additional Payment Received*** field.

11.8 In ***Max Claim Allowed*** field, System will show difference of ***Balance from Gross*** and amount entered in ***Additional Payment Received.*** Vendor is to enter Claim Amount for Balance Payment in the field ***Item-wise claim by vendor***. It may be noted that claim for more than the amount shown under field ***Max Claim Allowed*** will not be permitted. After entering various details required as above, Click the ***"Save"*** Button.



11.9 Scroll down the Screen. Mention ***Description of Document*** in ***Upload Documents*** Section of Screen and upload requisite documents (Supporting documents, if any) using ***Select File*** Button, after digitally signing the same. You may upload as many documents, as you wish, by uploading & digitally signing one document at a time (individual document size is limited to 4 MB).

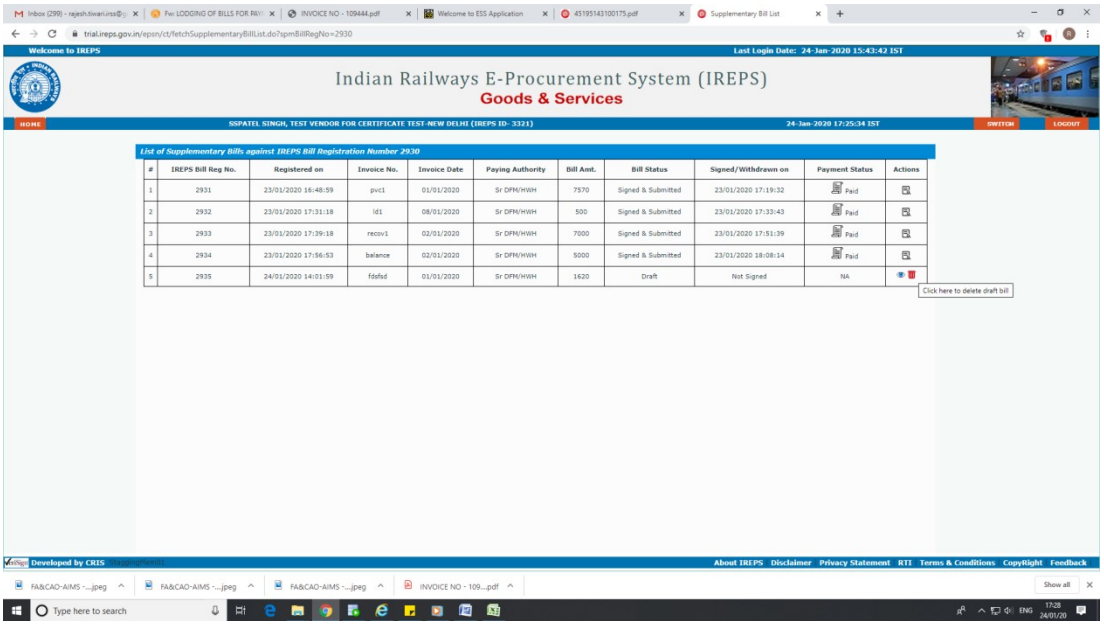
11.10 Click ***"Add More"*** Button to raise Balance Payment Supplementary Bill against other Items appearing in Final Bill; one at a time and repeat Steps at Para 11.5 to 11.9 above:



11.11 Click "***Generate Preview"*** Button to view & generate Supplementary Bill. The remaining steps are similar to Para 7.12 to 7.16 applicable for ***"Supplementary Bill for Claiming PVC"***.

12. Deletion of Draft Supplementary Bill:

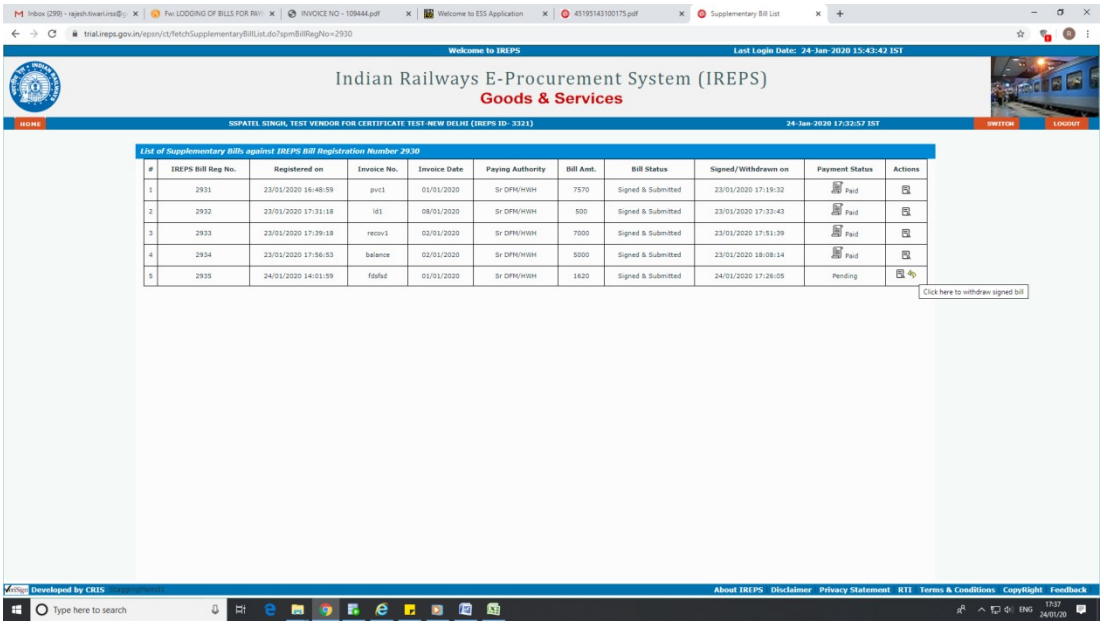
Vendor may delete any Draft Supplementary Bill by clicking Icon (displaying ***Click here to delete Draft Bill***) appearing against the Draft Supplementary Bill in the List of Supplementary Bills:



Since very less inputs are required for raising Supplementary Bills for refund of LD and for refund of recoviers (other than LD), no edit facility for these two types of Draft Supplementary Bills has been provided. If Draft Supplementary Bills for claiming refund of LD and for refund of recoviers (other than LD) are to be modified, vendor may delete the corresponding Draft Supplementary Bill and raise afresh.

13. Withdrawal of Pending Supplementary Bill:

Pending Supplementary Bill can be withdrawn by clicking Icon (displaying ***Click here to withdraw signed Bill***) appearing against the pending Supplementary Bill in the List of Supplementary Bills:



14. 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 the Document----