

# BILL TRACKING SYSTEM

## Summary

PawanHans has designed this application where Vendors can Track their invoices status and updates on Payment. Through this system you have to enter your invoice detail then only it can be tracked.

The Process as mentioned below are mandatory and every Vendor has to follow the process and have to submit their invoices online also. Without the copy of online receipt the hardcopy of your invoice will not be accepted.

For any doubts/Query/Classification please contact PHL.

## Work Flow and Process

### 1. Registration Page-

PHL Vendors need to register through the below link/screen by filling all the mandatory fields. <https://pawanhans.co.in/Bill%20Tracking/registation.aspx>

The screenshot shows a registration form titled "Bill Tracking Registration" with the following fields and options:

- Person Name:** \* (Text input field)
- Company Name:** \* (Text input field)
- Email-id:** \* (Text input field)
- Zone:** \* (Radio button options: Northern Region, Western Region, Eastern Region)
- Corporate Office:** (Radio button options: Northern Region, Western Region, Eastern Region)
- GST Number:** \* (Text input field, example: 22AAAAA0000A1Z5)
- IFSC Number:** \* (Text input field, example: SBIN0284044)
- Address:** \* (Text input field)
- Vendor Code:** (Text input field)
- Account Number:** \* (Text input field)
- Bank Address:** \* (Text input field)
- Bank Name:** \* (Text input field)
- Contact Number:** \* (Text input field)
- Captcha:** \* (Text input field, example: IdmN0a)
- PAN:** \* (Text input field, example: ABCDE1234A)
- Submit** button
- Already Registered...? [Click Here](#)**

## 2. Forgot Password Page-

If Vendor forgets his password, Registered Email Id should be entered to receive the password on Email.

Bill Tracking Forgot Password

Enter Registered Email-id:

**New User** [Register Here..!](#)

## 3. Login Page-

For successful Login, Registered Email ID and Password which Vendor gets on Email has to be entered on the below screen.

Bill Tracking User Login

Email ID:

Password:

[Forgot Password?](#)

**New User** [Register Here..!](#)

On Successful login you will enter in the System and the first Screen will be the Dashboard.

#### 4. Dashboard Page-

Once the Vendor gets login, system will take the Vendor to the Dashboard page where Vendor can see the details filled at registration time as well as Latest updates on Bills.

The dashboard page displays the following information:

- Company Name:** Planet E-Com
- Person Name:** Nikunj
- Vendor Code:** Nikunj-123
- Address:** 3 (Basement), Inder Enclave, Opposite Metro Pillar No. 316, Rohtak Road, Peera Garhi, New Delhi 110087
- Email ID:** nchaudhary@planetecom solutions.com
- Pan Number:** AAAPL1234C
- GST Number:** 22AAAAA0000AZ5
- Contact Number:** 7210062014
- Bank Name:** State Bank of India
- Bank Address:** Peeragarhi, New Delhi 110087
- Account Number:** 1236547890012
- IFSC Number:** SBIN0284044
- Total Submitted Bills:** 5

Below the information is a table of bills:

Sr No.	Reference Number	Reference Generated On	Last Updated On	Remarks	Status	View
1	PHL-22082018-0007	22-08-18	14-09-18 11:53:36	Rejected	Rejected	<input type="button" value="View"/>
2	RE-PHL-01082018-0001	16-08-18	23-08-18 14:08:18	Bill is forwarded to Finance on 23 August.	Accepted	<input type="button" value="View"/>
3	PHL-03082018-0004	03-08-18	09-08-18 15:22:37	Bill Paid.	Paid	<input type="button" value="View"/>

#### 5. Generate Reference Number Page-

As the process your generated invoice detail needs to be filled here to generate reference number in the system for online tracking. These process are mandatory and you have to follow the instructions.

Vendor will have to enter all the required or Mandatory fields to get the Reference No.

The Generate Reference Number page includes the following fields:

- PO Number:**
- Invoice Date:**
- Zone:**
- Advance Payment:**
- Invoice Number:**
- Invoice Amount(INR):**
- Department:**
- File Upload:**  No file chosen  
File format must be .jpg, .jpeg and .png.
- Comments:**
- I certify that the invoice number and date mentioned has been verified and is accurate.
-

## 6. Print Bills Page-

After generating the Reference Number, you have to take print out and enclose the same with your Invoice Hard Copy.

The screenshot shows the 'Print Bill Detail' page. On the left is a sidebar with the following menu items: Dashboard, Generate Reference Number, Print Bills (highlighted), Submission Detail, View Bills (Period Wise), Resubmit Rejected Bills, and Change Password. The main content area is titled 'Print Bill Detail' and includes a 'Logout' button in the top right. The details are as follows:

Reference Number:	PHL-29082018-0009		
Invoice Number:	INV-2018	Invoice Amount:	15000
Reference Number:	PHL-29082018-0009	Advance Payment:	Yes
PO Number:	PO-290818	Comments:	Test bill for loader
Zone:	Northern Region		
Department:	Vigilance		
Entry Date:	29-08-18		
Vendor Code:	Nikunj-123		
Invoice Date:	29-08-18		

A 'Print' button is located at the bottom center of the main content area.

## 7. Submission Details Page-

Now, you have to fill the Bill submission method, where you have to select the method (By Post, Courier, By Hand) through with you have submitted the invoice Hard copy to PHL.

The screenshot shows the 'Bill Submission Detail' page. On the left is a sidebar with the following menu items: Dashboard, Generate Reference Number, Print Bills, Submission Detail (highlighted), View Bills (Period Wise), Resubmit Rejected Bills, and Change Password. The main content area is titled 'Bill Submission Detail' and includes a 'Logout' button in the top right. The details are as follows:

Reference Number:	PHL-29082018-0009
Invoice Date:	29-Aug-2018
Submission Mode:	By Courier
Tracking Id:	
Courier Company:	

A 'Submit' button is located at the bottom center of the main content area.

## 8. View Bill (Period Wise)-

Generated Bills and their status can be viewed with the help of filtering on the below screen.

Dashboard

Generate Reference Number

Print Bills

Submission Detail

View Bills (Period Wise)

Resubmit Rejected Bills

Change Password

### View Bills (Period Wise)

Logout

From Date: (1<sup>st</sup> April)

To Date:

PO Number:

Invoice Number:

Reference Number:

Invoice Status:

Submitted ■ Accepted ■ Rejected ■ In-Process ■ Query ■ Paid ■

Sr No.	PO Number	Reference No.	Invoice No.	Invoice Amount	Invoice Date	Invoice Status	Reminder	View
1	PO-290616	PHL-29062018-0009	INV-2018	15000	29-08-18	Ref. no. generated.		<input type="button" value="View Bill/Status"/>
2	1234	PHL-22062018-0007	1234	100000	30-08-18	Rejected by finance dept.		<input type="button" value="View Bill/Status"/>
3	PO-010818	RE-PHL-01082018-0001	INV-0108	15000	14-08-18	Accepted by concern dept.	<input type="button" value="Reminder"/>	<input type="button" value="View Bill/Status"/>
4	PO-090818	PHL-09082018-0005	INV-0908	20000	07-08-18	Rejected by concern dept.		<input type="button" value="View Bill/Status"/>

## 9. Invoice Detail Page-

You can see the specific Bill details by clicking on the View Button of the above screen.

Dashboard

Generate Reference Number

Print Bills

Submission Detail

View Bills (Period Wise)

Resubmit Rejected Bills

Change Password

### Invoice Detail

Logout

Generated
Submitted
Forwarded
Rejected

Invoice Number: 1234

PO Number: 1234

Reference Number: PHL-22082018-0007

Invoice Date: 30-08-18

Invoice Amount: 100000

Reference Date: 22-08-18

Advance Payment: No.

Comments: Test by Puneet

Zone: Corporate Office

Department: HRD

Invoice Status: Rejected

Sr No.	Remarks	Submitted By	Date
1	ewqwerewr	User	30-08-18 15:35
2	fsdfd	User	30-08-18 15:35
3	123134546	User	30-08-18 15:32
4	Testing 12345	User	30-08-18 15:31

## 10. Resubmit Rejected Bills Page-

In case, If Any Bill gets rejected, You have to resubmit the rejected Bill by following the same procedure.

Resubmit Rejected Bill

Logout

Reference Number:\*

Reject Remark:\*

PO Number:\*

Invoice Number:\*

Invoice Date:\*

Invoice Amount(INR):\*

Zone:\*

Department:\*

Advance Payment:\*

No file chosen  
File format must be .jpg, .peg and .png.

Comments:

I certify that the invoice number and date mentioned has been verified and is accurate.

## 11. Change Password Page-

You can change your current Password from the below screen.

Change Password

Logout

Old Password:\*

New Password:\*

Confirm Password:\*