# **Bill Tracking Admin Section User Manual**

### 1. Login Screen

https://pawanhans.co.in/english/admin/bill-login.aspx

पवन हंस रिनमिटेड Pawan Hans Limited (मॉमजम - Sowment Anda Empros) CN NO. U422000. 194500122235	Admin Bill Tracking System
	Bill Tracking Admin Login
	UserID *
	Password *
	Log In Reset
	Web Development By PECS

# 2. Dashboard/List of Bills

Post Successfully Login the Dashboard/List of bills page will open where all the assigned bill will be displayed. Filters are there the filter out the specific record.

पवन इंस लिमि Pawan Hans Li (AMniata- Governet of India CIN NO. U62200DL 1985GC	रिड Enterprise) 1022233	Admir	n Bill Tracking Syste	em	
Financi	al Year : 2019-20		User Name: reena	a.gupta@pawanhans.co.in	Sign Out
List of Bills Change Password	View Bill Details PO Number: Reference Number: Select Status:	Select Search Reset	Select Zone: Select Department:	Switch Corporate Office Infocom	1 to Website
			Hide Filters		

	Financial Y	'ear : 2020-21					Use	r Name: FN	NACO Sign Out
List of Bills	View Bill Details								Switch to Websi
Change Password			Forward	ded - 6 Forwarded • In-Proce	In-Process Query Reje Pa	- 0 - 0 cted - 0 id - 1 Paid			=
				SI	now Filters				
	Forwaded	In-Process	S	Query	Re	jected 📕		Paid 🔳	
	Sr No. PO No.	Reference No.	Bill Adv Amt. pay	Vance Contact Name	Company Name	Vendor V Code C	View Comment	st Updated Date	View/Update
	1 PHL:CO:IS:11025/1/2016	PHL-11092020-1108	2187200 N	Jayanta Goswami	Kaizen IT Services Pvt Limited	NA	View 9/2 Comment PM	29/2020 2:46:30 A	View/Update
	2 PHL:CO:11025/1/2016	PHL-24072020-1096	2159450 N	Jayanta Goswami	Kaizen IT Services Pvt Ltd	Y	View 9/5 Comment AM	9/2020 11:58:43 M	View/Update

On clicking View edit particular bill below screen will come where user have to update the status.

Forward/Submit button will come on the basis of Rights and Role.

पवन इंस लिमिटेड Pawan Hans Limite (A Miniatas-Governet of India Enterpris CIN NO. U62200DL 1985G0102223	d e)	Admin Bill Tracking System	n
Financial Ye	ear : 2019-20	User Name: reena.g	upta@pawanhans.co.in Sign Ou
List of Bills Change Password	View/Edit Bill Vendor Name: Vendor Code: Address Contact No.: Email: PO No.: Reference No.: Bill Date: Bill Amount(INR): Advance: Bill Status:* User Department* User Details* Remarks:*	Puneet Gupta 3(Basement), Inder Enclave, Opp. Metro Pillar No. 316, Rohtak Road, Peera Garhi, New Delhi-110087 9810110274 pgupta@planetecomsolutions.com PHL/CO/IS/85 PHL-20112018-0005 20-11-18 162451 N Accepted Finance Anand Kumar	Switch to Webs
प्रवन इंस लिमिटेड Pawan Hans Limited (Adviratu- Geometrafinda Enteprine) CIN No. UB2200UP1985G0(12995)	Approval Doc:	Brows_ No file selected. Forward Cancel Admin Bill Tracking System	T1 User Name: FNACO S
List of Bills	View/Edit Bill		Switch to
Change Password	Vendor Name: Vendor Code: Address Contact No.: Email: PO No.: Reference No.: Bill Date: Bill Amount(INR): Advance: Bill Status:* Remarks:*	Jayanta Goswami NA PS Srijan Corporate Park, 18th Floor GP-2, Block-EP & GP, Salt Lake Sector V Kol - 91 9678071153 riazuddin.ahmed@kaizencare.net PHL:C0:IS:11025/1/2016 PHL-11092020-1108 07-09-20 2187200 N Select-	Approval Documents
		Submit Cancel	

# Below Screes are only for Admin to manage the application.

# 3. Create User

Provision to Add/Edit the user for accessing the admin section.

CIN NO. U822050. 1	M500/022233										
	Financial Yea	ır : 2019-2	0				User Name	: admin@	Ipawanhans.co.in	B	ign O
List of Bills	-Creat	e User							Swite	'h to	Web
Create User	Selec	t Zone:	Corporate Office		Select Department:*			br/ocom			
Registered User	Emai	I ID:*			Pass	word:*					
Bill Tracking MIS	Nam	e:*			Desi	gnation:*		-			
Bill Delay Report	Phon	ie:*			DGM			U.			
Submission Mode			Submit								
Paid Bills Report		1000	Print I	and the second	Income	Participant and	10.00	-	With States and a	-	-
Change Password	SF No.	Name	Linal	Password	Phone	Submit Date	Zoon	Department	Designation -	Edit	Deter
	2	Ram Krishan	ram krishan@pawanhans.co.in	123	9999266226	13-11-18	Corporate Office	Infocom	JGM (IT & CPMS)	Edt	Detet
	3	Reena Gupta	reena gupta@pawanhans.co.in	123456709	9891255060	10-10-18	Corporate Office	lidocom	Asstt. General Manager	2.44	Delete

# 4. Registered Users

# List of all registered Vendors

पवन इस दि Pawan Hans (Amiraha - Governmento CIN NG. U62200DL 19	Tindia 05GC	mited Enterprise) DI022233		Admin Bill Trac	kin	g System			
	Fin	ancial Ye	ar : 2019-20		U:	ser Name: admir	n@pawanhan	s.co.in	Sign Out
List of Bills	-Up	odate user						Switc	h to Website
Create User	Sr No	Name	Company Details	Address	Date	Bank Name	Bank Address	Edit	Delete
Registered User			Company Name : MAHALSACOMPUTERSPVTLTD Email : mahalsap@vsnl.com Vandor Code : NA				JAL PALACE		
Bill Tracking MIS	1	RVKINI	Pan No. : AABCM4563C GST No. : 27AABCM4563C1ZP	TILAK MANDIR ROAD, VILE PARLE EAST, MUMBAI 400057	15-11-18	SYNDICATEBANK	ROAD, VILE PARLE EAST,	Edit	Delete
Bill Delay Report			IFSC No. : SYNB0005023 Ph No. : 26116666				MUMBAI 400057		
Submission Mode	2	SonuBiyani	Company Name : CRISPBHOPAL Email : sonu.biyani@crispindia.com Vendor Code : NA Pan No. : AAATC1353N	Centre for Research and Industrial Staff Performance (CRISP), Shamia Hills Rhonal - 462013 Opposite	16-11-18	ICICIBank	New Market	Edite	Delete
Change Password			GST No. : 23AAATC1553N12W Acc No. : 028301009901 IFSC No. : ICIC0000203 Ph No. : 9752973762	Manas Bhavan & S V Polytechnic College			Branch),Bhopal	Eait	Delete
	2	JAJODIA	Longany Name : ADMAR ADVERTISING Email: admarked admarked GST No. : 07AAAFA7942D12R Ace No. : 07BAAFA7942D12R Ace No. : 07BA002980 IFSC No. : 07BC0100084 Ph No. : 112736974	201-202-140-H451 COM4RUEX, H DELHI,-110-052		onenaisamoroonnineee	201-202, MOHAN ASHOK VIHAR, DELHI	COIL	Delete
	4	Puneet Gupta	Company Name : Planet E.Com Solutions P4. Ltd. Email : pourta@planetecomsolutions.com Vendor Code : Pan No. : AABCP7604B GST No. : 07AABCP7604B12U Acc No. : 00912050000519 IF SC No. : HDFC0000091 Ph No. : 9810110274	3(Basement), Inder Enclave, Opp. Metro Pillar No. 316, Rohtak Road, Peera Garhi, New Delhi-110087	19-11-18	HDFC Bank Ltd.	27, West Avenue Road West Punjabi Bagh, New Delhi-110026	Edit	Delete
	5	BHUPESH KUMAR JAIN	Company Name : SHARAD ADVERTISING PVT LTD Email : accounting shared advertising.com Pan No. : AAACS0631C GST No. : 07AAACS0631C121 Acc No. : 01208630000111 Ph No. : 9710690121	184-PATPARGANJ INDUSTRIAL AREA DELHI 110092	20-11-18	HDFC BANK LIMITED	GF,01,02,03,Laxmi Deep Building Laxmi Nagar District Centre , Vikas Marg New Delhi -110092	Edit	Delete
	6	LOVELEKH PARASHAR	Company Name : Pamm Advertising Marketing Email : pammelhi@pamail.com Pam No. : AAAP7680H GST No. : 07AAPF7680H121 Acc No. : 90061250000361 Acc No. : 90061250000361 Ph No. : 0972473720	302-304, Sethi Bhawan, 7, Rajendra Place, New Delhi-110008	18-12-18	Syndicate Bank	East Patel Nagar, New Delhi-110008	Edit	Delete
	7	Test	Company Name : Test Email : cn-haudhary@planetecomsolutions.com Vendor Code : Pan No. : ABCDE1234A GST No. : 22AAAAA0000A125 Acc No. : 111111111111111111 IFSC No. : SBIN02B4044 Ph No. : 7210062014	Delhi	18-12-18	SBI	Peeragrhi	Edit	Delete
	Ph No. 1221002014 Company Name 1 Acut Vendor Code : NA 8 Vinay Clarg & Acut Acut Acut Company Clarg & Acut Acut Acut Acut Acut Acut Acut Acut Acut Acut		Company Name : Anchor Logistics Email : anchorogist Selekting yahoo.co.uk Pan No.: AACPC06673F GST No.: 07AAGPC6673F12O Acc No.: 20762020000125 Acc No.: 20762020000125 Ph No.: 99111300110	p/67, Shyam Block, Kailsh Nagar, Delhi - 110031	07-01-19	HDFC Bank	B-247, Priyadarshini Vihar,Delhi- 110092	Edit	Delete
Company Name : adult touris Final : adult, joint service@i Vendor Code : NA provider Code : NA Gart No. : OVADES711F1 Gart No. : OVADES711F1 FSC: No. : aynotoogi isa			Company Name : sidhu tourist service p# ltd Email : sidhu, tourist service@yahoo.co.in Vendor Code : NA Pan No. : AABCS7811F G\$T No. : 07AABCS7811F21 Acc No. : 919010100022400 IFSC No. : synb0009189 Ph No. : 9810321936	842A/7 govindpuri new delhi 110019	23-02-19	syndicate bank	f2/145 sangam vihar new delhi 110080	Edit	Delete
	10	jorawar singh	Company Name : sidhu tourist service p4 ltd Email : pamma sidhu88@gmail com Vendor Code : NA Pan No. : AABCS7811F GST No. : 07AABCS7811F12I Acc No. : 91991010002240 IFSC No. : synb0009189 Ph No. : 9810321936	842A/7 govindpuri new delhi 110019	23-02-19	syndicate bank	f2/145 sangam vihar new delhi 110080	Edit	Delete
				1.2					

#### 5. MIS-List of Bills



### 6. MIS- Department wise Bill Delay Report

पवन इंस लिमिटेड Pawan Hans Limit (A Miniatra - Government of India Enlergy CIN NO. U62200DL 1985GO10222	Admin Bill Tracking System								
Financ	Financial Year : 2019-20 User Name: admin@pawanhans.co.in								co.in Sign Out
List of Bills	—Department Wise	Delay Repo	t						Switch to Website
Create User	From Date:				To Date:				
Registered User					OR				
Bill Tracking MIS			Select Perio	d:	Select				
Bill Delay Report									
Submission Mode	Select Zone:	All			Select Depar	rtment: All			
Paid Bills Report	Search								
Change Password	Sr No. Zone	Department	Reference No.	Bill Amt.	Submitted On.	Forwarded by Dept.	Current Status	Delay by Dept.	Delay by Finance
	1 Corporate Office	Infocom	PHL-15112018-0002	280250	15-11-18	20-11-18	Query	3	296

# 7. MIS- Bill Submission Mode

पवन इंस लि Pawan Hans J (A Miniatia - Government of In Cin No. U62200DL 1985	मिटेड Limited ndia Enterprise) GGO1022233				A	dmin	Bill Track	ting Sy	stem			
Fi	inancial Yea	ar : 201	9-20					User Na	me: admin	@pawar	hans.co.i	n Sign Out
List of Bills	Sub	mission	Mode Report	t							<u>Swi</u>	tch to Website
Create User	Sul	omissio	n Mode:			From:			To:			
Registered User							Search					
Bill Tracking MIS	E	coort To F	Excel									
Bill Delay Report	Sr	Vendor	Invoice	Defense No	Bill	Invoice	Reference	Submitted	Submission	Tracking	Submitted	Courier
Submission Mode	No.	Code	Number	Reference No.	Amt.	Date	Generated On.	On.	Mode	ld	То	Company
Detid Dille Devent	1	NA	MVC/19-20 /12/188	PHL-26122019-1034	78752	26-12-19	26-12-19	26-12-19	By Hand Over		MR RAJESH	
	2	NA	MVC/19-20 /11/186	PHL-26112019-1033	1194	26-11-19	26-11-19	26-11-19	By Hand Over		MR RAJESH	
Change Password	3	NA	MVC/19-20 /11/144	PHL-19112019-1032	27431	19-11-19	19-11-19	19-11-19	By Hand Over		MR RAJESH	
	4	NA	MVC/19-20 /11/004	PHL-01112019-1031	52148	01-11-19	01-11-19	01-11-19	By Hand Over		MR RAJESH	
	5	NA	MVC/19-20 /10/125	PHL-17102019-1030	21134	17-10-19	17-10-19	17-10-19	By Hand Over		MR RAJESH	
	6	NA	MVC/19-20 /09/209	PHL-30092019-1029	43884	30-09-19	30-09-19	30-09-19	By Hand Over		MR RAJESH	
	7	NA	MVC/19-20 /09/173	PHL-24092019-1028	41224	24-09-19	24-09-19	24-09-19	By Hand Over		MR RAJESH	
	8	NA	MVC/19-20 /09/111	PHL-17092019-1027	43884	17-09-19	17-09-19	17-09-19	By Hand Over		MR RAJESH	
	9	NA	MVC/19-20 /08/244	PHL-30082019-1026	12339	30-08-19	30-08-19	30-08-19	By Hand Over		MR RAJESH	
	10	NA	MVC/19-20 /08/010	PHL-01082019-1024	30529	01-08-19	01-08-19	16-08-19	By Hand Over		MR RAJESH	
							1 <u>2 3 4</u>					

# 8. MIS- Paid Bill Report

पवन इंस लि Pawan Hans (A Ministra - Government of CIN NO. U92200DL 198	<b>1मिटेड</b> Limited India Enterprise) 55G01022233		Admin Bill Tracking Systen	n
	Financial Year : 2019-2	D	User Name: a	dmin@pawanhans.co.in Sign Out
List of Bills	Paid Bill Report-			Switch to Website
Create User	Paid From:			
Registered User	Paid To:			
Bill Tracking MIS	Select Zone:	All Zone		
Bill Delay Report	Department:	All Department		
Submission Mode		Search Reset		
Paid Bills Report	Export To Excel			
Change Decoword				

# 9. Change Password

पतन इंस लिमि Pawan Hans Lii (Ahiraha - Government direta cin No. U82200DL 1985GO	Cas mited Enterprise) 1022233		Admin Bill Trac	king System	
Fin	ancial Year : 2019-20			User Name: admin@pawanhans.co.in	Sign Out
List of Bills Create User Registered User Bill Tracking MIS Bill Delay Report	Change Password Email ID:* New Password:*	admin⊜pavanhans.co.in Submit	Old Password:* Confirm Password:*	Switch	to Website
Submission Mode Paid Bills Report Change Password					