

**SOP for bill processing for works contracts until auto-notification is enabled in SAP.**

Existing	E-MB & E-Billing ecosystem
Bill/Tax invoice/GST invoice put up submitted by the vendor physically to the concern department through DAK.	Bill/Tax invoice/GST invoice is uploaded by the vendor in e-MB portal
On receipt of the physical Bill/Tax invoice/GST invoice by the concern department, the same is entered in the BTS within 2 days and a DAK number is created	On receipt of the Bill/Tax invoice/GST invoice in the e-MB portal by the concerned department, the same shall be entered in the BTS within 2 days and a DAK number is created. The Accountant shall check the Bill/Tax invoice/GST invoice in the e-MB portal and forward to the EIC in the e-MB portal.
The SES is created and released by concerned department.	On acceptance of invoice by EIC in e-MB portal, the SES is auto generated and released by concerned department.
The physical Bill/Tax invoice/GST invoice along with physical MB, LPC and other allied documents sent to Finance for scrutiny and payment of the bill through DAK	The Bill/Tax invoice/GST invoice uploaded by the vendor along with e-MB records(if required), LPC and other allied documents shall be sent to Finance for scrutiny and payment of the bill through e-office with the subject name as "PAYMENT OF BILL AGAINST PO No. .... and DAK No. ...."
The concern department updates the BTS status as Forwarded	The concern department updates the BTS status as Forwarded
On receipt of the physical Bill/Tax invoice/GST invoice along with physical MB, LPC and other allied documents, Finance official updates the BTS as received and scrutinize the bill	On receipt of the Bill/Tax invoice/GST invoice uploaded by the vendor along with e-MB records(if required), LPC and other allied documents through e-office, Finance official updates the BTS as received and scrutinize the bill. Paying Authority have viewing rights of e-MB
Bill is sent back to concern department through DAK, if required and the same is updated in BTS	Bill is sent back to concern department through e-office, if required and the same is updated in BTS
On receipt of the physical bill through DAK from finance, the concern department updates the BTS status as received.	On receipt of the bill through e-office from finance, the concern department updates the BTS status as received.
The concern department complies the requirements of finance, send the bill through DAK and updates the BTS status as Forwarded	The concern department complies the requirements of finance, send the bill through e-office and updates the BTS status as Forwarded
On receipt of the physical Bill, Finance official updates the BTS as received and further scrutinize the bill	On receipt of the Bill through e-office, Finance official updates the BTS as received and further scrutinize the bill
The Finance official sent to cash section for bill payment and BTS status is auto updated	The Finance official sent to cash section for bill payment and BTS status is auto updated
On bill payment, the BTS is updated as paid	On bill payment, the BTS is updated as paid

**Note :** The LPC issuing authority shall issue copy of LPC on monthly basis to the vendor along with a copy to the concern department. The concern department shall ensure the LPC is issued on monthly basis.