

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

*Release Date:*

3<sup>rd</sup> March 2020

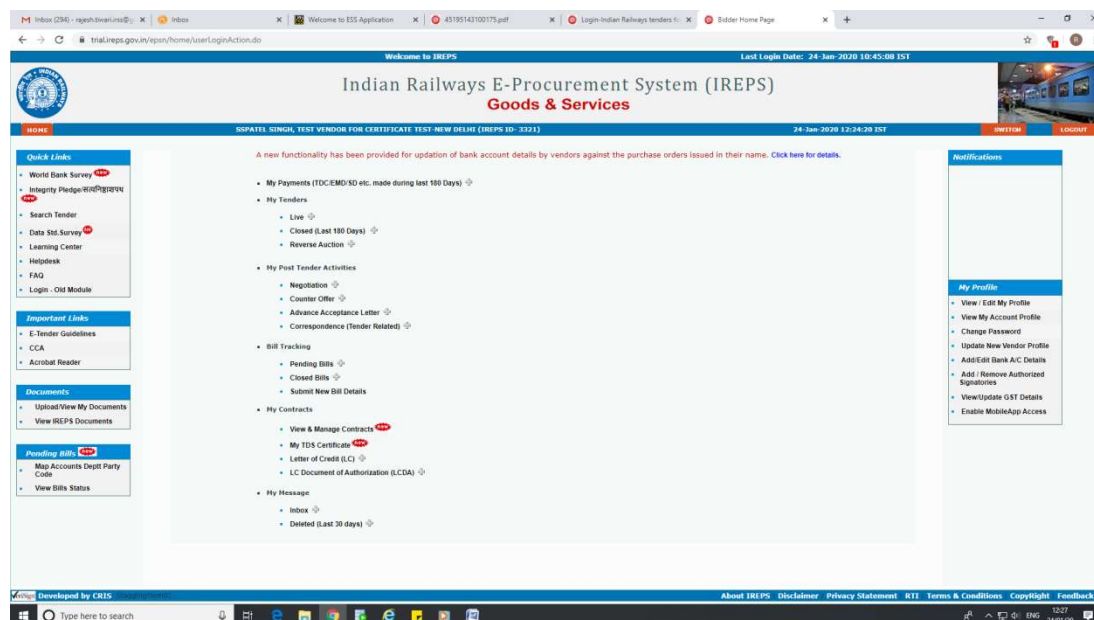
### Table of Contents

| S.No. | Topic                                                                   | Page No. |
|-------|-------------------------------------------------------------------------|----------|
| 1.    | Introduction                                                            | 3        |
| 2.    | Searching & Selecting Purchase Order                                    | 3        |
| 3.    | Bill for Payment                                                        | 4        |
| 4.    | Searching Final Bill for Claiming Supplementary Bill                    | 4        |
| 5.    | Modalities for Supplementary Bills                                      | 5        |
| 6.    | Types of Supplementary Bills                                            | 5        |
| 7.    | Supplementary Bill for Claiming PVC                                     | 6        |
| 8.    | Supplementary Bill for Claiming SVC                                     | 12       |
| 9.    | Supplementary Bill for Claiming Refund of LD                            | 16       |
| 10.   | Supplementary Bill for Claiming Refund of Recoveries - Other than LD/SD | 19       |
| 11.   | Supplementary Bill for Claiming Balance Payment                         | 22       |
| 12.   | Deletion of Draft Supplementary Bill                                    | 25       |
| 13.   | Withdrawal of Pending Supplementary Bill                                | 26       |
| 14.   | Disclaimer                                                              | 26       |

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

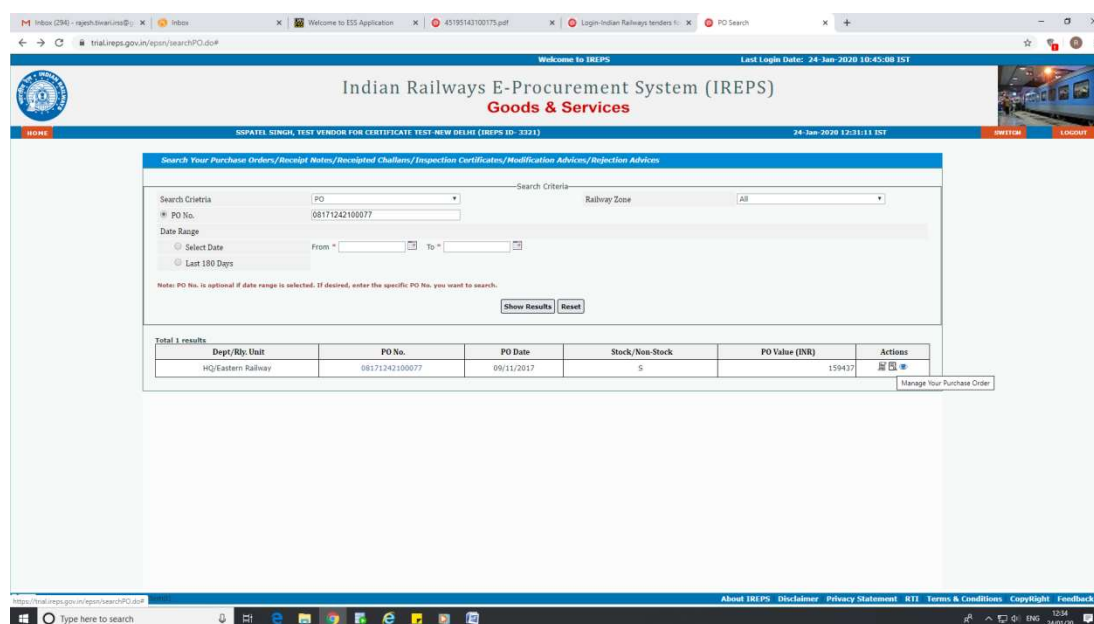
### 1. Introduction:

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**):



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

#### 4. Searching Final Bill for Claiming Supplementary Bill:

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

Welcome to IREPS

Last Login Date: 24-Jan-2020 10:45:00 IST

SUPIA1, SINGLE TEST VENDOR FOR CERTIFICATE TEST NEW DELHI (IRPIS ID- 3221)

24-Jan-2020 12:35:04 IST

**MODIFICATION REQ.** **BILLS FOR PAY.** **DESP. PARTICULARS** **RECEIPT CHALLANS** **RECEIPT NOTES** **REJECT ADVISE** **INS CERT.** **BANK DETAILS.**

PO No.: 08171242100077 Dept./Bdy: HQ/ER PO Date: 08/11/2017

PO Title: SWITCH FUSE UNRATED CURRENT 100 AMP THREE PHASE,TUPLE PO... PO Status : Order Placed

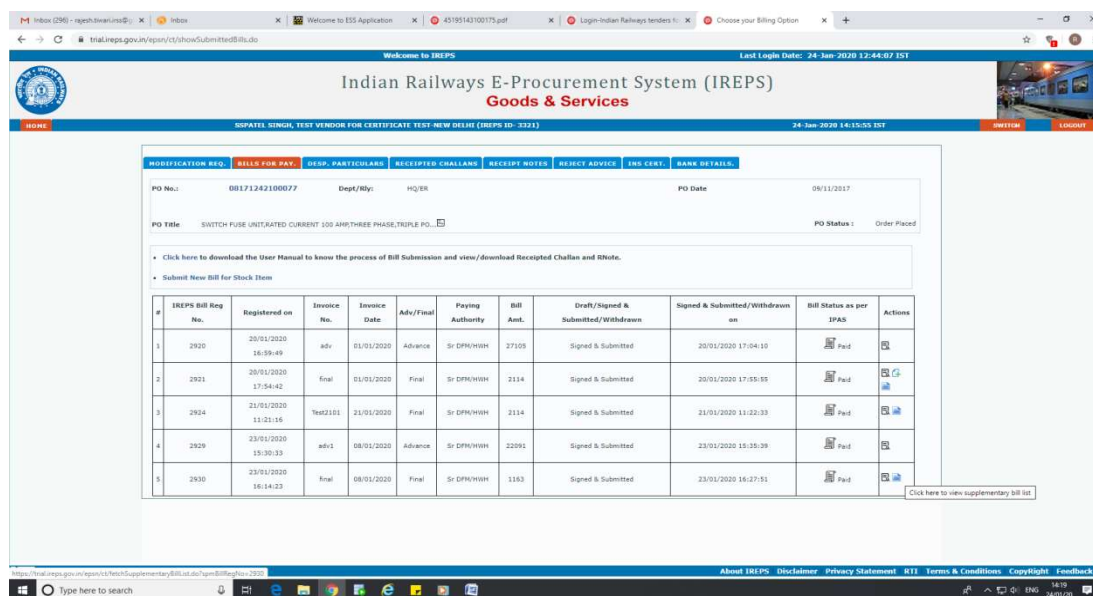
- Click here to download the User Manual to know the process of Bill Submission and view/download Receipted Challan and Rfute.
- Submit New Bill for Stock Item

| # | IREPS Bill Reg No. | Registered on          | Invoice No. | Invoice Date | Adv/Final | Paying Authority | Bill Amt. | Draft/Signed & Submitted/Withdrawn | Signed & Submitted/Withdrawn on | Bill Status as per IPAS | Actions                                                    |
|---|--------------------|------------------------|-------------|--------------|-----------|------------------|-----------|------------------------------------|---------------------------------|-------------------------|------------------------------------------------------------|
| 1 | 2920               | 20/01/2020<br>16:59:49 | adv         | 01/01/2020   | Advance   | Sr DPM/WHM       | 27109     | Signed & Submitted                 | 20/01/2020 17:04:10             | Paid                    |                                                            |
| 2 | 2921               | 20/01/2020<br>17:54:42 | final       | 01/01/2020   | Final     | Sr DPM/WHM       | 2114      | Signed & Submitted                 | 20/01/2020 17:55:55             | Paid                    | <br><a href="#">Click here to raise supplementary bill</a> |
| 3 | 2924               | 21/01/2020<br>11:21:16 | Tax2101     | 21/01/2020   | Final     | Sr DPM/WHM       | 2114      | Signed & Submitted                 | 21/01/2020 11:22:33             | Paid                    |                                                            |
| 4 | 2929               | 23/01/2020<br>15:30:33 | adv1        | 08/01/2020   | Advance   | Sr DPM/WHM       | 22091     | Signed & Submitted                 | 23/01/2020 15:35:39             | Paid                    |                                                            |
| 5 | 2930               | 23/01/2020<br>16:14:23 | final       | 08/01/2020   | Final     | Sr DPM/WHM       | 1183      | Signed & Submitted                 | 23/01/2020 16:27:51             | Paid                    |                                                            |

About IREPS Disclaimer Privacy Statement RTI Terms & Conditions Copyright Feedback

## 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:

- PVC Bill** (For raising Price Variation Clause (PVC) Supplementary Bills)
- SVC Bill** (For raising Statutory Variation Clause (SVC) Supplementary Bills)
- Refund of LD** (For raising Supplementary Bills for refund of Liquidated Damages-LD)
- 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.**
- Balance Payment** (For raising Supplementary Bills for Balance Payment, if any, due against the finalized on-line Final Bill)

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

TEST VENDOR FOR CERTIFICATE TEST NEW DELHI (IREPS ID: 3321)

MODIFICATION REQ. BILLS FOR PAY. DISP. PARTICULARS RECEIPT CHALLANS R/NOTES REJECTION INS CERT. BANK DETAILS

**Bill Header (All amounts are in Rs)**

|                                        |                                                                      |                               |                      |
|----------------------------------------|----------------------------------------------------------------------|-------------------------------|----------------------|
| IREPS Bill Reg No (Supplementary Bill) | TEST VENDOR FOR CERTIFICATE TEST NEW DELHI                           | Original (Final) Bill Reg No. | 99518 dt. 13/02/2020 |
| Vendor Name                            | TEST VENDOR FOR CERTIFICATE TEST NEW DELHI                           | IREPS Vendor Code             | :3321                |
| PO No.                                 | 08191363100007                                                       | PO Date                       | 09/11/2019           |
| Select Paying Authority                | TestFinanceCrisA2                                                    |                               |                      |
| Vendor Address as per PO               | pragati,Maidan,New Delhi-110002,Delhi ,India,Contact No.: 2222222222 |                               |                      |

Supplementary Bill Type: **PVC Bill**

**of selected Final Bill & other Associated Bills**

| IREPS Bill Reg No.             | Item Sr. No. | Item-wise Amount Claimed | Total Bill Amount | Item-wise Passed Amount | Amount Passed | Amount Deducted | Amount Paid |
|--------------------------------|--------------|--------------------------|-------------------|-------------------------|---------------|-----------------|-------------|
| 99517 dt. 13/02/2020 (Advance) | 1(001)       | 99.35                    | 208               | 90                      | 190           | 2               | 188         |
|                                | 2(001)       | 81.5                     |                   | 80                      |               |                 |             |
|                                | 3(001)       | 27.47                    |                   | 20                      |               |                 |             |
| 99518 dt. 13/02/2020 (Final)   | 1(001)       | 62.09                    | 134               | 60                      | 120           | 5               | 115         |
|                                | 2(001)       | 13.31                    |                   | 10                      |               |                 |             |
|                                | 3(001)       | 58.21                    |                   | 50                      |               |                 |             |

Recovery Details: DEPOSIT STORES-2

Recovery Details: HANDLING CHARGES/AMT RECOVERED-LIQUIDATED DAMAGES-3

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”**:

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

TEST VENDOR FOR CERTIFICATE TEST NEW DELHI (IREPS ID: 3321)

MODIFICATION REQ. BILLS FOR PAY. DISP. PARTICULARS RECEIPT CHALLANS R/NOTES REJECTION ADVISES INS CERT. BANK DETAILS

**Bill Header (All amounts are in Rs)**

|                                        |                                                                                      |                               |                     |
|----------------------------------------|--------------------------------------------------------------------------------------|-------------------------------|---------------------|
| IREPS Bill Reg No (Supplementary Bill) | TEST VENDOR FOR CERTIFICATE TEST NEW DELHI                                           | Original (Final) Bill Reg No. | 2930 dt. 23/01/2020 |
| Vendor Name                            | TEST VENDOR FOR CERTIFICATE TEST NEW DELHI                                           | IREPS Vendor Code             | :3321               |
| PO No.                                 | 0817242100077                                                                        | PO Date                       | 09/11/2017          |
| Select Paying Authority                | S:DFM81WHA3501                                                                       |                               |                     |
| Vendor Address as per PO               | pragati maidan,Metro Station,New Delhi-224210,Roraina ,India,Contact No.: 9999999999 |                               |                     |

Supplementary Bill Type: **PVC Bill**

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

| IREPS Bill Reg No. & Date                         | 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)       | 7386.83                  | 22091             | 7500                    | 22000         | 7931            | 14069       |
|                                                   | 2(005)       | 14504.24                 |                   | 14500                   |               |                 |             |
|                                                   | 3(001)       | 399.3                    |                   | 399                     |               |                 |             |
| 2930 dt. 23/01/2020 (Final)                       | 1(004)       | 763.38                   | 1163              | 760                     | 1159          | 639             | 520         |
|                                                   | 2(005)       | 763.38                   |                   | 760                     |               |                 |             |
|                                                   | 3(001)       | 500                      |                   | 500                     |               |                 |             |
| 2932 dt. 23/01/2020 (Supplementary: Refund of LD) | 1(004)       | 5000                     | 7000              | 0                       | 6500          | 0               | 6500        |
|                                                   | 2(005)       | 5000                     |                   | 0                       |               |                 |             |
|                                                   | 3(001)       | 5000                     |                   | 0                       |               |                 |             |

Recovery Details: LIQUIDITY DAMAGES/ST-SUSP.-OR.SK.ADJ.A/C-MISC.ITEMS -NPS-159 REJECTION SLEEPER/ST-SUSP.-INDIGENOUS PS.-OTHERS -NPS-7772

Recovery Details: OVER PAYMENT/ST-SUSP.-INDIGENOUS PS.-OTHERS -NPS-32

Recovery Details: NA

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:

| 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                   |               |                 |             |
| 2930 dt. 23/01/2020 (Final)                                             | CO6 No. 01010316001460 dt. 23/01/2020 |                          |                   |                         |               |                 |             |
|                                                                         | CO7 No. 6785 dt. 23/01/2020           |                          |                   |                         |               |                 |             |
|                                                                         | 1(004)                                | 399.3                    | 1163              | 399                     | 1159          | 639             | 520         |
|                                                                         | 2(005)                                | 763.38                   |                   | 760                     |               |                 |             |
| 2932 dt. 23/01/2020 (Supplementary: Refund of LD)                       | CO6 No. 01010316003099 dt. 23/01/2020 |                          |                   |                         |               |                 |             |
|                                                                         | CO7 No. 6785 dt. 23/01/2020           |                          |                   |                         |               |                 |             |
|                                                                         | CO6 No. 01010316003099 dt. 23/01/2020 |                          |                   |                         |               |                 |             |
|                                                                         | 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         |                          |                   |                         |               |                 |             |
|                                                                         | CO7 No. 6785 dt. 23/01/2020           |                          |                   |                         |               |                 |             |
|                                                                         | CO6 No. 435646 dt. 23/01/2020         |                          |                   |                         |               |                 |             |
|                                                                         | CO7 No. 6785 dt. 23/01/2020           |                          |                   |                         |               |                 |             |
| 2934 dt. 23/01/2020 (Supplementary: Balance Amount)                     | 1(004)                                | 5000                     | 5000              | 0                       | 5000          | 0               | 5000        |
|                                                                         | CO6 No. 6869 dt. 23/01/2020           |                          |                   |                         |               |                 |             |
|                                                                         | CO7 No. 6785 dt. 23/01/2020           |                          |                   |                         |               |                 |             |
| Total                                                                   |                                       |                          | 35754             |                         | 35159         | 8602            | 26557       |

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

**Submit Bill Header Details**

Taxes Applicable: GST

PVC: Applicable

GST Invoice No.: Tred-Inv-001

GST Invoice Date: 27/01/2020

Bank Account No.: 68769

Under Reverse Charge: No

Supplier GSTIN: 07ACFC989G12E

Supplier State: Delhi

State for Place of Supply: Lakshadweep

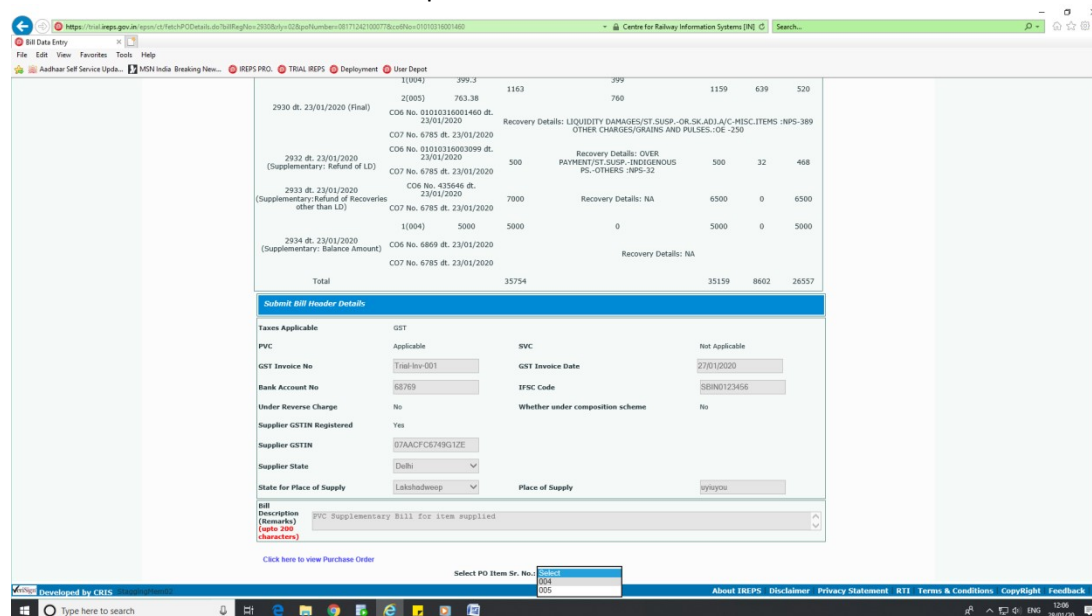
Place of Supply: Mysuru

Bill Description (Remarks): Supplementary PVC Bill for items supplied

Save Bill Header

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:



| Bill No.                                                                | Bill Date  | Bill Type     | Bill Amount  | Bill Status | Bill Remarks                                                                                                           |
|-------------------------------------------------------------------------|------------|---------------|--------------|-------------|------------------------------------------------------------------------------------------------------------------------|
| 2930 dt. 23/01/2020 (Final)                                             | 23/01/2020 | Final         | 763.38       | Final       | Recovery Details: LIQUIDITY DAMAGES/ST.SUSP.-OR.SK.ADJ./C-MISC.ITEMS -NPS-389 OTHER CHARGES/GRAINS AND PULSES.-OE -250 |
| 2932 dt. 23/01/2020 (Supplementary: Refund of LD)                       | 23/01/2020 | Supplementary | 500          | Final       | Recovery Details: OVER PAYMENT/ST.SUSP.-INDIGENOUS PS.-OTHERS -NPS-32                                                  |
| 2933 dt. 23/01/2020 (Supplementary: Refund of Recoveries other than LD) | 23/01/2020 | Supplementary | 7000         | Final       | Recovery Details: NA                                                                                                   |
| 2934 dt. 23/01/2020 (Supplementary: Balance Amount)                     | 23/01/2020 | Supplementary | 5000         | Final       | Recovery Details: NA                                                                                                   |
| <b>Total</b>                                                            |            |               | <b>35754</b> |             |                                                                                                                        |

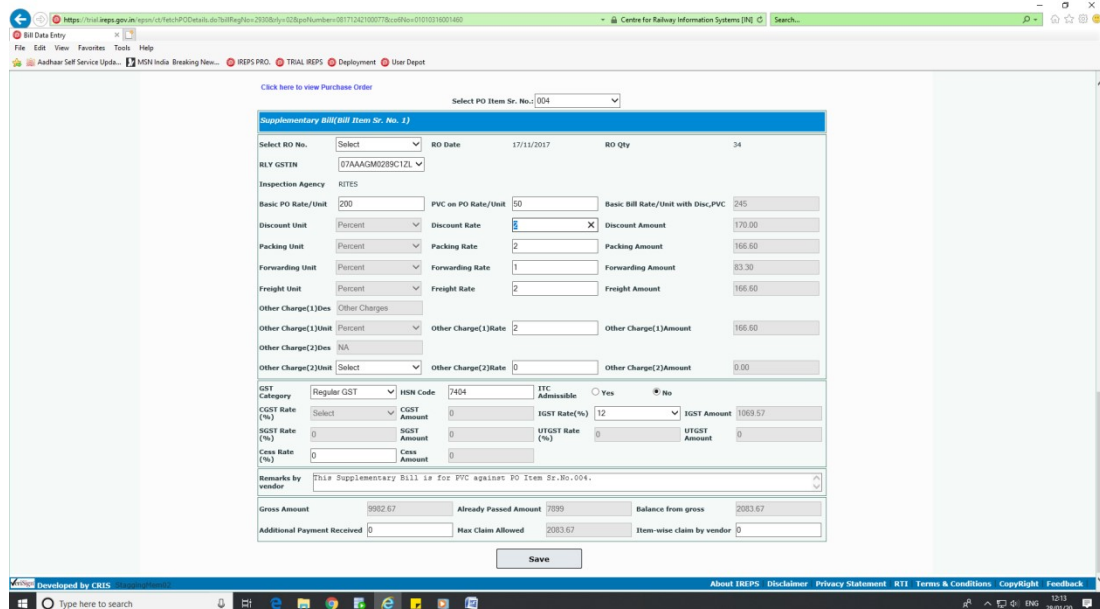
**Submit Bill Header Details**

Taxes Applicable: GST  
PVC: Applicable  
GST Invoice No: 76338  
GST Invoice Date: 27/01/2020  
Bank Account No: 88769  
IFSC Code: SEIN0123456  
Under Reverse Charge: No  
Whether under composition scheme: No  
Supplier GSTIN Registered: Yes  
Supplier GSTIN: 07AACFCKM9012E  
Supplier State: Delhi  
State for Place of Supply: Lakshadweep  
Place of Supply: Mysuru  
Bill Description (Remarks): PVC Supplementary Bill for item supplied  
Click here to view Purchase Order

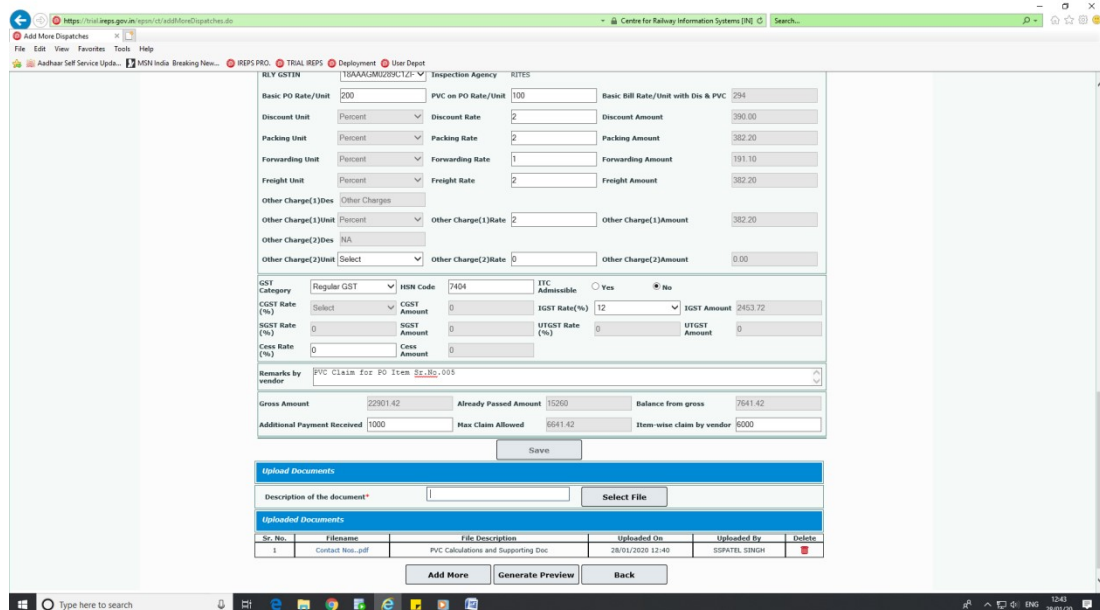
Select PO Item Sr. No.: 1004

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:

<https://trial.reps.gov.in>
[https://trial.reps.gov.in/terms/condition/RevisedReview.do?billNo=2057&supplementaryBillTypes=1](#)

[trial.reps.gov.in](#)
[File](#)
[Edit](#)
[View](#)
[Favorites](#)
[Tools](#)
[Help](#)

[Ashraf Self Service Updates](#)
[MSN India Breaking News...](#)
[REPS PRO.](#)
[TRIAL REPS](#)
[Deployment](#)
[User Logout](#)

**Eastern Railway**  
**Supplementary Bill for Stores Supplied (Stock Item)**  
**Supplementary Bill Type: PVC Bill**  
**Original/Trade Bill Reg No.: 2015-6-23-01-2020**  
**REPS Bill Reg No. (Supplementary Bill): 2067**  
**FROM**  
**TEST VENDOR FOR CERTIFICATE TEST-NEW DELHI**  
 project.madras.litery.station.New.Delhi-22-01-2020.Farmana.Joda.Contact.No.:9999999999  
**IRSP Code: 3121**  
**TO**  
**Sr.DIVADITHI**  
**Paying Authority Code: A3101**  
**IPAS AU Code: 0302**

**All amounts are in Ru**

|                                                                             |                                         |
|-----------------------------------------------------------------------------|-----------------------------------------|
| <b>Taxn Applicable - GST</b>                                                | <b>Amount Claimed - \$484</b>           |
| <b>PO Number - 0811242100077</b>                                            | <b>PO Date - 09-11-2017</b>             |
| <b>PVC : Applicable</b>                                                     | <b>SVC - Not Applicable</b>             |
| <b>GST Invoice No - Trial-In-001</b>                                        | <b>GST Invoice Date - 27-01-2020</b>    |
| <b>Bank Account No - 68769</b>                                              | <b>IRSP Code: SBIN0123456</b>           |
| <b>Revenue Charge - No</b>                                                  | <b>Composite Tariffable - No</b>        |
| <b>Supplier GSTIN Regd - Yes</b>                                            | <b>Supplier GSTIN - 07AACFC074901ZE</b> |
| <b>Supplier State - Delhi</b>                                               |                                         |
| <b>State for Place of Supply - Lakshadweep</b>                              | <b>Place of Supply - srjeyam</b>        |
| <b>Bill Description(Remarks): PVC Supplementary Bill for items supplied</b> |                                         |

| Payment & Recovery History of selected Final Bill & other Associated Bills |                                        |                          |                                                                               |                                                                      |             |                 |             |
|----------------------------------------------------------------------------|----------------------------------------|--------------------------|-------------------------------------------------------------------------------|----------------------------------------------------------------------|-------------|-----------------|-------------|
| REPS Bill Reg No. & Date                                                   | Bill Item No.(PO Item Sr. No)          | Item-wise Amount Claimed | Total Bill Amount                                                             | Item-wise Paid Amount                                                | Amount Paid | Amount Deducted | Amount Paid |
| 2029 dt. 23-01-2020 (Advance)                                              | 1004                                   | 7386.83                  | 22091                                                                         | 1200                                                                 |             |                 |             |
|                                                                            | 2005                                   | 14704.26                 |                                                                               | 14700                                                                | 22000       | 7931            | 14669       |
|                                                                            | COE No. 010100116002547 dt. 23-01-2020 |                          | Recovery Details: LIQUIDITY DAMAGES/ST.SUSP.-OR.SK.ADI-A-C.MISC.ITEMS NPS-119 |                                                                      |             |                 |             |
|                                                                            | COI No. 6785 dt. 23-01-2020            |                          | REJECTION SLEEPER/ST.SUSP.-INDIGENOUS PS.-OTHERS NPS-7772                     |                                                                      |             |                 |             |
| 2030 dt. 23-01-2020 (Final)                                                | 1004                                   | 399.3                    | 1163                                                                          | 399                                                                  | 1119        | 639             | 520         |
|                                                                            | 2005                                   | 763.38                   |                                                                               | 760                                                                  |             |                 |             |
|                                                                            | COE No. 010100116001480 dt. 23-01-2020 |                          | Recovery Details: LIQUIDITY DAMAGES/ST.SUSP.-OR.SK.ADI-A-C.MISC.ITEMS NPS-189 |                                                                      |             |                 |             |
|                                                                            | COI No. 6785 dt. 23-01-2020            |                          | OTHER CHARGES GRAINS AND PULSES. OE -210                                      |                                                                      |             |                 |             |
| 2032 dt. 23-01-2020 (Supplementary: Refund of LD)                          | COE No. 010100116003099 dt. 23-01-2020 |                          | 500                                                                           | Recovery Details: OVER PAYMENT/ST.SUSP.-INDIGENOUS PS.-OTHERS NPS-32 | 500         | 32              | 468         |
|                                                                            | COI No. 6785 dt. 23-01-2020            |                          |                                                                               |                                                                      |             |                 |             |
|                                                                            | COE No. 435646 dt. 23-01-2020          |                          | 7000                                                                          | Recovery Details: NA                                                 | 6500        | 0               | 6500        |
|                                                                            | COI No. 6785 dt. 23-01-2020            |                          |                                                                               |                                                                      |             |                 |             |
| 2033 dt. 23-01-2020 (Supplementary: Refund of Recoveries other than LD)    | 1004                                   | 3000                     | 3000                                                                          | 0                                                                    | 3000        | 0               | 3000        |
|                                                                            | COE No. 4466 dt. 23-01-2020            |                          |                                                                               |                                                                      |             |                 |             |
|                                                                            |                                        |                          |                                                                               |                                                                      |             |                 |             |
|                                                                            |                                        |                          |                                                                               |                                                                      |             |                 |             |

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.

[https://trial.aspx.gov.in/](#)
[https://trial.aspx.gov.in/generall.aspx?docId=2037/SupplyInformationBTypes1](#)
[Centre for Railway Information Systems \[IN\]](#)
[Search...](#)

[trial.aspx.gov.in](#)
[File](#)
[Edit](#)
[View](#)
[Favorites](#)
[Tools](#)
[Help](#)

[Android Self Service Utility](#)
[MSN India](#)
[Breaking News...](#)
[RSS FEEDS](#)
[RSS FEEDS](#)
[RSS FEEDS](#)
[RSS FEEDS](#)
[RSS FEEDS](#)
[RSS FEEDS](#)
[RSS FEEDS](#)

**Genm Amount : 1983.67**  
**Additional Payment Received : 100**

**Already Passed Amount : 7099**  
**Balance from Gross : 2083.67**  
**Item-wise Claims by Vendor : 1983.67**

**Uploaded Documents**

| Sl.No. | File Name                        | File Description             | Uploaded On      | Uploaded By   |
|--------|----------------------------------|------------------------------|------------------|---------------|
| 1      | <a href="#">Contract Nos.pdf</a> | Supporting Documents for PVC | 28/01/2020 12:27 | SIPATEL SINGH |

**Bill Item No. 2**

**PO No : 003**  
**PL No : 42026101**

**Description :** SWITCH FUSE UNIT,RATED CURRENT 16/32 AMP,THREE PHASE, TRIPLE POLE , WITH NEUTRAL LINK, WEATHER PROOF,METAL CLAD, AIR BRAKE, DEGREE OF PROTECTION SHALL BE IP 2L3 AS PER IS/IEC 6094(PART-1:2004) & IS/IEC 6094(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-2686:1999 (RE-AFFIRMED 2004, WITH AMDT. NO. 01).

**Remarks by vendor :** PVC Claim for Item No.003 of PO No.020417004 & 21.11.2017 for 65 Nos.

**RO No: 020417004**  
**Inspection Agency : RTEIS**  
**OST Category : Regular OST**  
**Buying Unit : Number**  
**PVC on PO (entering used) : 100**  
**Discount Rate : 2 %**  
**Packing Rate : 2 %**  
**Forwarding Rate : 1 %**  
**Freight Rate : 2 %**

**RO Date : 20-11-2017**  
**RO Qty: 65**  
**HSN Code :7404**  
**PO Rate : 200**  
**Basic Bill Rate per unit with PVC and discount : 204**  
**Discount Amount : 390**  
**Packing Amount : 382.2**  
**Forwarding Amount : 191.1**  
**Freight Amount : 382.2**

**Other Charges(1) Description : Other Charges**  
**Other Charges(2) Rate : 2 %**  
**IGST Rate : 12 %**  
**Gross Amount : 23901.42**  
**Additional Payment Received : 1000**

**Other Charges(1) Amount : 382.2**  
**IGST Amount : 2473.72**  
**Already Passed Amount : 15260**  
**Balance from Gross : 7641.42**  
**Item-wise Claims by Vendor : 6500**

**Uploaded Documents**

| Sl.No. | File Name                        | File Description                | Uploaded On      | Uploaded By   |
|--------|----------------------------------|---------------------------------|------------------|---------------|
| 1      | <a href="#">Contract Nos.pdf</a> | PVC Calculation Supporting Docs | 28/01/2020 12:34 | SIPATEL SINGH |

**Declaration :**  
 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 unverified 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 certify 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:

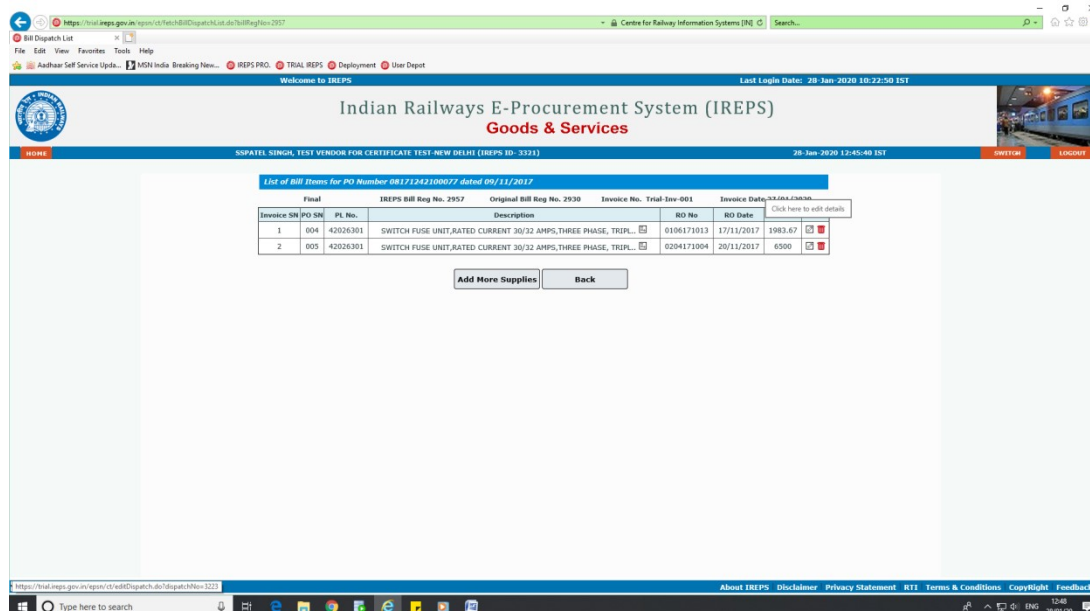
| # | IREPS Bill Reg No. | Registered on       | Invoice No. | Invoice Date | Adv/Final | Paying Authority | Bill Amt. | Draft/Signed & Submitted/Withdrawn | Signed & Submitted/Withdrawn on | Bill Status as per JPAS | Actions |
|---|--------------------|---------------------|-------------|--------------|-----------|------------------|-----------|------------------------------------|---------------------------------|-------------------------|---------|
| 1 | 2920               | 20/01/2020 16:58:49 | adv         | 01/01/2020   | Advance   | Sr DPM/HWH       | 27105     | Signed & Submitted                 | 20/01/2020 17:04:10             | Paid                    |         |
| 2 | 2921               | 20/01/2020 17:54:42 | final       | 01/01/2020   | Final     | Sr DPM/HWH       | 2114      | Signed & Submitted                 | 20/01/2020 17:55:55             | Paid                    |         |
| 3 | 2924               | 21/01/2020 11:21:16 | Test2101    | 21/01/2020   | Final     | Sr DPM/HWH       | 2114      | Signed & Submitted                 | 21/01/2020 11:22:33             | Paid                    |         |
| 4 | 2929               | 23/01/2020 15:30:33 | adv1        | 08/01/2020   | Advance   | Sr DPM/HWH       | 22091     | Signed & Submitted                 | 23/01/2020 15:35:39             | Paid                    |         |
| 5 | 2930               | 23/01/2020 16:14:23 | final       | 08/01/2020   | Final     | Sr DPM/HWH       | 1163      | Signed & Submitted                 | 23/01/2020 16:27:51             | Paid                    |         |

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:

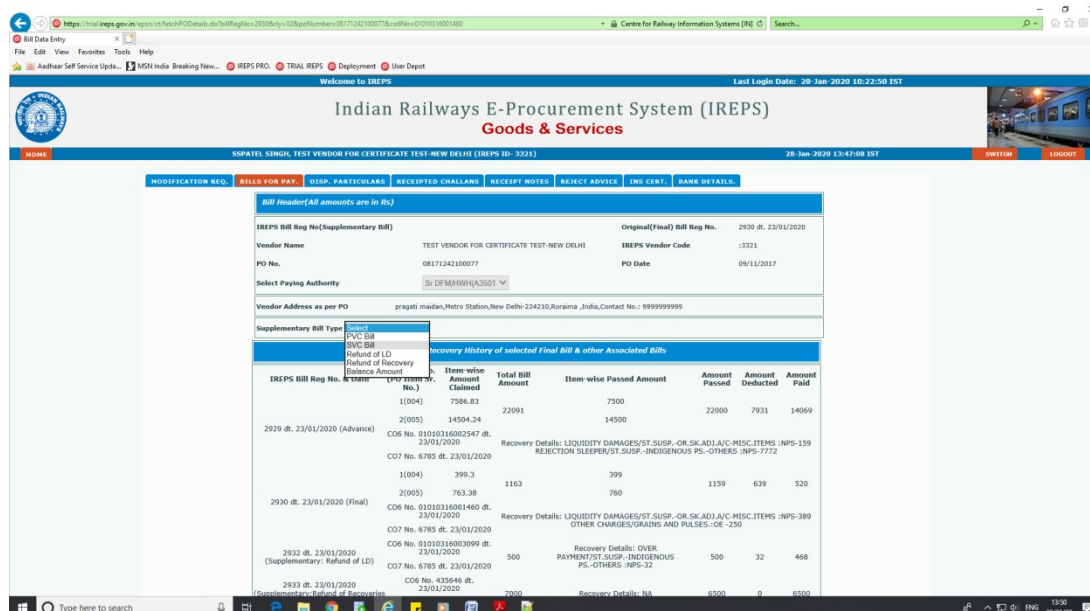
| # | IREPS Bill Reg No. | Registered on       | Supplementary Bill Type | Invoice No.   | Invoice Date | Paying Authority | Bill Amt. | Bill Status        | Signed/Withdrawn on | Payment Status | Actions |
|---|--------------------|---------------------|-------------------------|---------------|--------------|------------------|-----------|--------------------|---------------------|----------------|---------|
| 1 | 2932               | 23/01/2020 17:31:18 | Refund of LD            | M1            | 08/01/2020   | Sr DPM/HWH       | 500       | Signed & Submitted | 23/01/2020 17:33:43 | Paid           |         |
| 2 | 2933               | 23/01/2020 17:39:18 | Refund of Recovery      | reov1         | 02/01/2020   | Sr DPM/HWH       | 7000      | Signed & Submitted | 23/01/2020 17:51:39 | Paid           |         |
| 3 | 2934               | 23/01/2020 17:56:53 | Balance Amount          | balance       | 02/01/2020   | Sr DPM/HWH       | 5000      | Signed & Submitted | 23/01/2020 18:08:14 | Paid           |         |
| 4 | 2935               | 24/01/2020 14:01:59 | Refund of Recovery      | fdfd          | 01/01/2020   | Sr DPM/HWH       | 1620      | Withdrawn          | 24/01/2020 17:36:02 | NA             |         |
| 5 | 2957               | 28/01/2020 12:01:40 | PVC Bill                | Trail Inv-001 | 27/01/2020   | Sr DPM/HWH       | 9484      | Signed & Submitted | 28/01/2020 16:30:36 | NA             |         |
| 6 | 2963               | 28/01/2020 13:19:29 | PVC Bill                | Trail Inv-002 | 28/01/2020   | Sr DPM/HWH       | 50000     | Draft              | Not Signed          | NA             |         |

- 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:

The screenshot shows the 'Bill Data Entry' screen in the IREPS system. It displays a table of bill items with columns for IREPS Bill Reg No. & Date, Bill Item No. (PO Item No.), Item-wise Amount Claimed, Total Bill Amount, Item-wise Passed Amount, Amount Passed, Amount Deducted, and Amount Paid. A message box is overlaid on the table, stating: 'SVC is not allowed as per PO. Please approach the concerned PO placing authority.' The message box also includes a 'Message from webpage' and a 'OK' button.

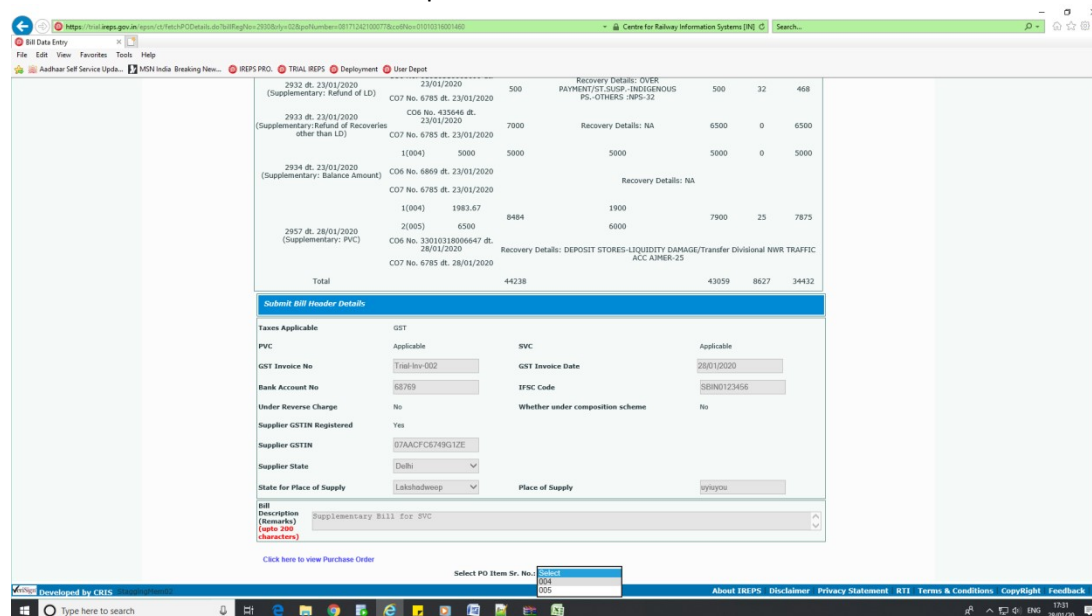
In such cases, raising of SVC Supplementary Bill will not be permitted. You are advised to approach concerned PO placing Authority for examining your request of SVC.

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

The screenshot shows the 'Submit Bill Header Details' section of the IREPS system. It contains fields for Taxes Applicable (GST), GST Invoice No., GST Invoice Date, Bank Account No., Under Reverse Charge, Supplier GSTIN, Supplier State, State for Place of Supply, and Place of Supply. The 'Save Bill Header' button is visible at the bottom.

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.

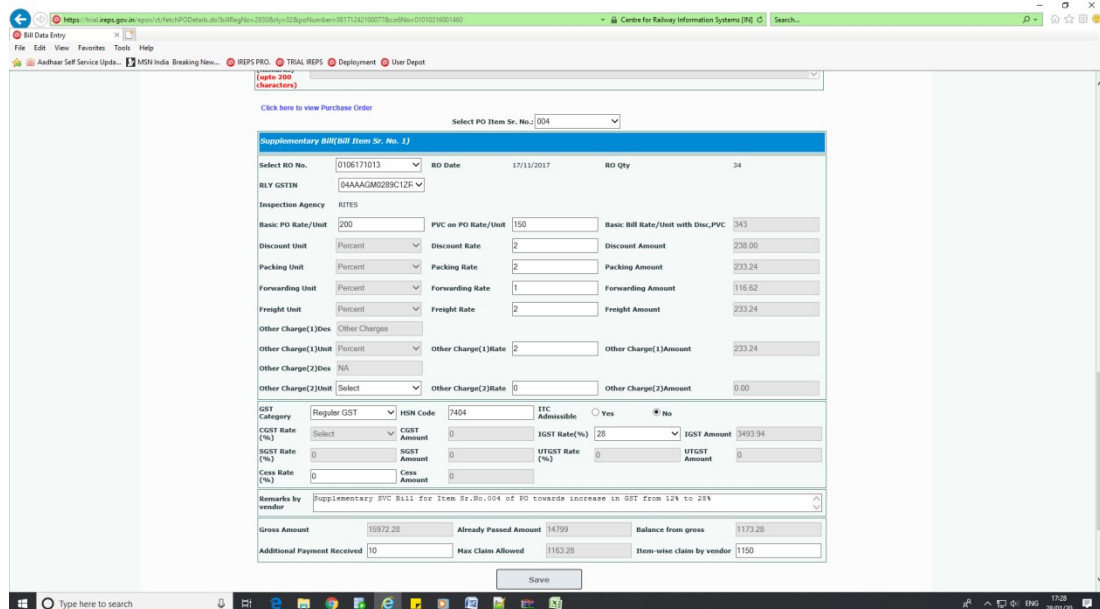
#### 8.4 Select **PO Item Sr.No.** from the Drop-down:



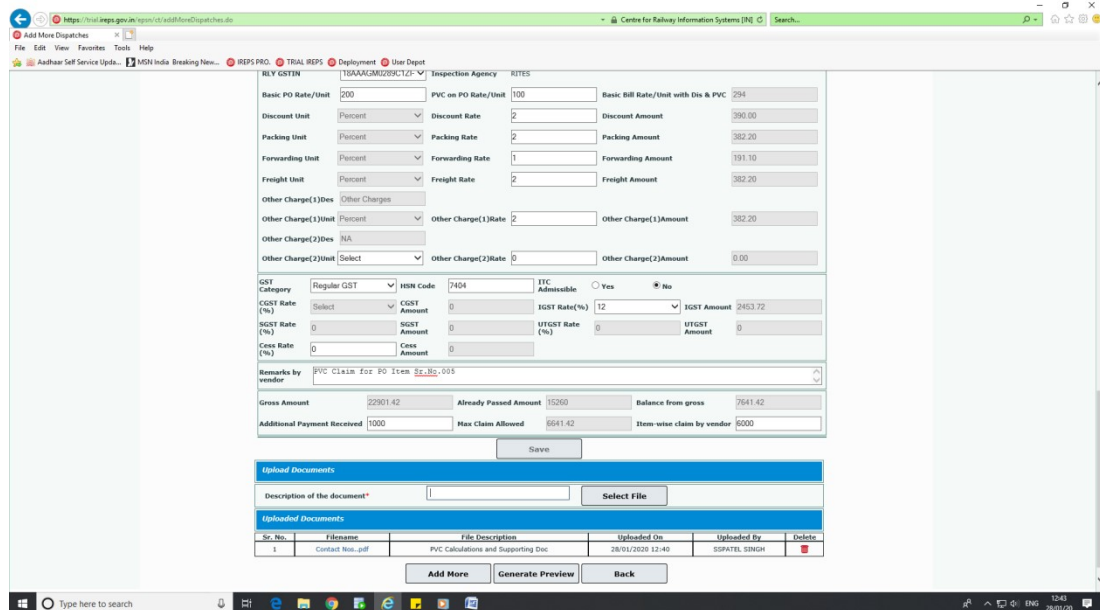
The screenshot displays the IREPS web application interface for bill entry. At the top, there's a navigation bar with links like 'Bill Data Entry', 'File', 'Edit', 'View', 'Favorites', 'Tools', and 'Help'. Below this, a table lists bill items with columns for item number, date, amount, and recovery details. The 'Submit Bill Header Details' section contains various input fields for GST, SVC, Supplier, and other bill-related information. At the bottom, a dropdown menu is visible for selecting the 'PO Item Sr. No.'.

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”**:

Bill Entry

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

SPRATL SINGLE TEST VENDOR FOR CERTIFICATE TEST-NEW DELHI (IREPS ID- 3321)

24-Jun-2020 18:23:39 IST

MODIFICATION REQ. BILLS FOR PAY. DISP. PARTICULARS RECEIVED CHALLANS RECEIPT NOTES SELECT ADVISES INS CERT. BANK DETAILS.

Bill Header(All amounts are in Rs)

IREPS Bill Reg No.(Supplementary Bill) Original(Final) Bill Reg No. 2921 dt. 20/01/2020

Vendor Name TEST VENDOR FOR CERTIFICATE TEST-NEW DELHI IREPS Vendor Code (3321)

PO No. 0817242100077 PO Date 09/11/2017

Select Paying Authority [Dr DFMHWH(A)350 T.]

Vendor Address as per PO pragrah maidan,Metro Station,New Delhi-224210,Rurima ,India,Contact No.: 9999999999

Supplementary Bill Type Select

Recovery History of selected Final Bill & other Associated Bills

| IREPS Bill Reg No. & Date     | Item No. | Item-wise Amount Claimed | Total Bill Amount | Item-wise Passed Amount | Amount Passed | Amount Deducted | Amount Paid |
|-------------------------------|----------|--------------------------|-------------------|-------------------------|---------------|-----------------|-------------|
| 2920 dt. 20/01/2020 (Advance) | 2        | 15854.83                 | 27105             | 15800                   | 27000         | 1650            | 25350       |
| 2921 dt. 20/01/2020 (Final)   | 1        | 2113.98                  | 2114              | 2100                    | 2100          | 200             | 1900        |
| 2924 dt. 21/01/2020 (Final)   | 1        | 2113.98                  | 2114              | 2110                    | 2110          | 1110            | 1000        |
| Total                         |          | 31333                    | 31333             | 31210                   | 31210         | 2960            | 28250       |

Submit Bill Header Details

Taxes Applicable

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

Bill Entry

trial.ireps.gov.in/epsn/ct/fetchPODetails.do?billRegNo=2921&ry=02&poNumber=0817242100077&coNo=09090416001995

| IREPS Bill Reg No. & Date     | Item No. | Item-wise Amount Claimed | Total Bill Amount | Item-wise Passed Amount | Amount Passed | Amount Deducted | Amount Paid |
|-------------------------------|----------|--------------------------|-------------------|-------------------------|---------------|-----------------|-------------|
| 2920 dt. 20/01/2020 (Advance) | 2        | 15854.83                 | 27105             | 15800                   | 27000         | 1650            | 25350       |
| 2921 dt. 20/01/2020 (Final)   | 1        | 2113.98                  | 2114              | 2100                    | 2100          | 200             | 1900        |
| 2924 dt. 21/01/2020 (Final)   | 1        | 2113.98                  | 2114              | 2110                    | 2110          | 1110            | 1000        |
| Total                         |          | 31333                    | 31333             | 31210                   | 31210         | 2960            | 28250       |

Submit Bill Header Details

Taxes Applicable

PVC Applicable SVC Not Applicable

GST Invoice No. GST Invoice Date

Bank Account No. 435345634 IFSC Code SBIN0000058

Under Reverse Charge No Whether under composition scheme No

Supplier GSTIN Registered Yes

Supplier GSTIN 37AAAC1681G22N

Supplier State Andhra Pradesh

State for Place of Supply Meghalaya

Place of Supply 687

Bill Description(Remarks)(upto 200 characters)

| Total LD Deducted           | LD Already Refunded    | Balance LD                        |
|-----------------------------|------------------------|-----------------------------------|
| 2760                        | 0                      | 2760                              |
| LD Refund taken otherwise 0 | Max Claim Allowed 2760 | LD Refund now claimed by vendor 0 |

Save Bill Header

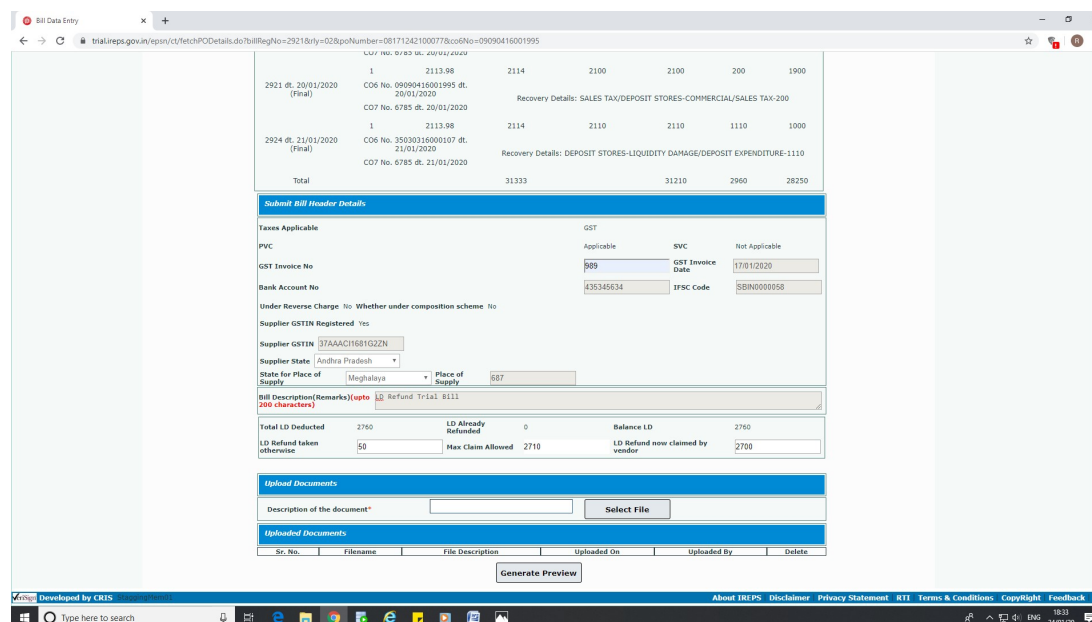
Developed by CRIS

About IREPS Disclaimer Privacy Statement RIT Terms & Conditions Copyright Feedback

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:



The screenshot displays the 'Bill Data Entry' interface. At the top, there's a table with bill details including bill number, date, and recovery details. Below this is the 'Submit Bill Header Details' section, which includes fields for GST, SVC, and various codes. The 'Upload Documents' section is visible at the bottom, featuring a 'Description of the document' field, a 'Select File' button, and a table for uploaded documents. A 'Generate Preview' button is located at the bottom of the screen.

- 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. 2021 dt. 20/01/2020  
IREPS Bill Reg No. (Supplementary Bill) 2020  
FROM  
TEST VENDOR FOR CERTIFICATE TEST-NEW DELHI  
pragati.madani,3,netra Station,New Delhi-224219,Korinna, Jodia,Contact No.: 9999999999  
IREPS Code :3121  
TO  
Sr DPA/IRWH  
Paying Authority Code :A33501  
IPAS AU Code :002

All amounts are in Rs.

|                                                  |                                 |
|--------------------------------------------------|---------------------------------|
| Taxes Applicable : GST                           | Amount Claimed : 2700           |
| PO Number : 08171242100077                       | PO Date : 09-11-2017            |
| PVC : Applicable                                 | SVC : Not Applicable            |
| GST Invoice No : 999                             | GST Invoice Date : 17/01/2020   |
| Bank Account No. : 43544564                      | IFSC Code : SBIN0000008         |
| Reverse Charge : No                              | Composite Taxable : No          |
| Supplier GSTIN Regd : Yes                        | Supplier GSTIN : 37AAAC1081G22N |
| Supplier State : Andhra Pradesh                  |                                 |
| State for Place of Supply : Meghalaya            | Place of Supply : 687           |
| Bill Description(Remarks) : LD Refund Total Bill |                                 |

| IREPS Bill Reg No. & Date                                                                          | Bill Item No. | Item-wise Amount Claimed | Total Bill Amount | Item-wise Amount Paid | Amount Paid | Amount Deducted | Amount Paid |
|----------------------------------------------------------------------------------------------------|---------------|--------------------------|-------------------|-----------------------|-------------|-----------------|-------------|
| 2020 dt. 20/01/2020 (Advance)                                                                      | 1             | 11249.77                 | 27105             | 11200                 | 27000       | 1650            | 25350       |
|                                                                                                    | 2             | 15854.83                 |                   | 15800                 |             |                 |             |
| Recovery Details: DEPOSIT STORES-LIQUIDITY DAMAGE STOCK ADJUSTMENT ACCOUNT-OTHER ITEMS 1 :CCA-1650 |               |                          |                   |                       |             |                 |             |
| 2021 dt. 20/01/2020 (Final)                                                                        | 1             | 2113.98                  | 2114              | 2100                  | 2100        | 200             | 1900        |
|                                                                                                    | 2             | 1110.00                  |                   |                       |             |                 |             |
| Recovery Details: SALES TAX-DEPOSIT STORES-COMMERCIAL-SALES TAX-200                                |               |                          |                   |                       |             |                 |             |
| 2024 dt. 21/01/2020 (Final)                                                                        | 1             | 2113.98                  | 2114              | 2110                  | 2110        | 1110            | 1000        |
|                                                                                                    | 2             | 1110.00                  |                   |                       |             |                 |             |
| Recovery Details: DEPOSIT STORES-LIQUIDITY DAMAGE DEPOSIT EXPENDITURE-1110                         |               |                          |                   |                       |             |                 |             |
| 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 :3121  
TO  
Sr DPA/IRWH  
Paying Authority Code :A33501  
IPAS AU Code :002

All amounts are in Rs.

|                                                  |                                 |
|--------------------------------------------------|---------------------------------|
| Taxes Applicable : GST                           | Amount Claimed : 2700           |
| PO Number : 08171242100077                       | PO Date : 09-11-2017            |
| PVC : Applicable                                 | SVC : Not Applicable            |
| GST Invoice No : 999                             | GST Invoice Date : 17/01/2020   |
| Bank Account No. : 43544564                      | IFSC Code : SBIN0000008         |
| Reverse Charge : No                              | Composite Taxable : No          |
| Supplier GSTIN Regd : Yes                        | Supplier GSTIN : 37AAAC1081G22N |
| Supplier State : Andhra Pradesh                  |                                 |
| State for Place of Supply : Meghalaya            | Place of Supply : 687           |
| Bill Description(Remarks) : LD Refund Total Bill |                                 |

| IREPS Bill Reg No. & Date                                                                          | Bill Item No. | Item-wise Amount Claimed | Total Bill Amount | Item-wise Amount Paid | Amount Paid | Amount Deducted | Amount Paid |
|----------------------------------------------------------------------------------------------------|---------------|--------------------------|-------------------|-----------------------|-------------|-----------------|-------------|
| 2020 dt. 20/01/2020 (Advance)                                                                      | 1             | 11249.77                 | 27105             | 11200                 | 27000       | 1650            | 25350       |
|                                                                                                    | 2             | 15854.83                 |                   | 15800                 |             |                 |             |
| Recovery Details: DEPOSIT STORES-LIQUIDITY DAMAGE STOCK ADJUSTMENT ACCOUNT-OTHER ITEMS 1 :CCA-1650 |               |                          |                   |                       |             |                 |             |
| 2021 dt. 20/01/2020 (Final)                                                                        | 1             | 2113.98                  | 2114              | 2100                  | 2100        | 200             | 1900        |
|                                                                                                    | 2             | 1110.00                  |                   |                       |             |                 |             |
| Recovery Details: SALES TAX-DEPOSIT STORES-COMMERCIAL-SALES TAX-200                                |               |                          |                   |                       |             |                 |             |
| 2024 dt. 21/01/2020 (Final)                                                                        | 1             | 2113.98                  | 2114              | 2110                  | 2110        | 1110            | 1000        |
|                                                                                                    | 2             | 1110.00                  |                   |                       |             |                 |             |
| Recovery Details: DEPOSIT STORES-LIQUIDITY DAMAGE DEPOSIT EXPENDITURE-1110                         |               |                          |                   |                       |             |                 |             |
| 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 :

I, 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.

I, 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:

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

WELCOME TO IREPS Last Login Date: 24-Jan-2020 12:44:07 IST

PO No.: 081712421000777 Dept/Div: HQ/ER PO Date: 09/11/2017

PO Title: SWITCH FUSE UNIT/RATED CURRENT 100 AMP/THREE PHASE/TUPLE PO...

PO Status: Order Placed

Click here to download the User Manual to know the process of Bill Submission and view/download Receipted Challan and Receipt.

Submit New Bill for Stock Item

| # | IREPS Bill Reg No. | Registered on       | Invoice No. | Invoice Date | Adv/Final | Paying Authority | Bill Amt. | Draft/Signed & Submitted/Withdrawn | Signed & Submitted/Withdrawn on | Bill Status as per IPAS | Actions |
|---|--------------------|---------------------|-------------|--------------|-----------|------------------|-----------|------------------------------------|---------------------------------|-------------------------|---------|
| 1 | 2920               | 20/01/2020 16:59:49 | adv         | 01/01/2020   | Advance   | Sr DPM/HQ        | 27109     | Signed & Submitted                 | 20/01/2020 17:04:10             | Paid                    |         |
| 2 | 2921               | 20/01/2020 17:54:42 | final       | 01/01/2020   | Final     | Sr DPM/HQ        | 2114      | Signed & Submitted                 | 20/01/2020 17:55:55             | Paid                    |         |
| 3 | 2924               | 21/01/2020 11:21:16 | Test2101    | 21/01/2020   | Final     | Sr DPM/HQ        | 2114      | Signed & Submitted                 | 21/01/2020 11:22:33             | Paid                    |         |
| 4 | 2929               | 23/01/2020 19:30:33 | adv3        | 08/01/2020   | Advance   | Sr DPM/HQ        | 22091     | Signed & Submitted                 | 23/01/2020 19:35:39             | Paid                    |         |
| 5 | 2930               | 23/01/2020 18:14:23 | final       | 08/01/2020   | Final     | Sr DPM/HQ        | 1163      | Signed & Submitted                 | 23/01/2020 18:27:51             | Paid                    |         |

Click here to view supplementary bill list

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"**:

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

WELCOME TO IREPS Last Login Date: 01-Mar-2020 13:23:00 IST

TEST VENDORTIME, TEST VENDOR FOR CERTIFICATE TEST-NEW DELHI (IREPS ID: 3321)

MODIFICATION REQ. BILLS FOR PAY. DESP. PARTICULARS RECEIPTED CHALLAN RECEIPT NOTES SELECT ADVISE INS CERT. BANK DETAILS.

Bill Header(All amounts are in Rs)

IREPS Bill Reg No(Supplementary Bill) Original(Final) Bill Reg No. 99518 dt. 13/02/2020

Vendor Name TEST VENDOR FOR CERTIFICATE TEST-NEW DELHI IREPS Vendor Code :3321

PO No. 08191363100007 PO Date 09/11/2019

Select Paying Authority TestFinanceCred2 V

Vendor Address as per Bill

Supplementary Bill Type Refund of LD

Balance Amount

This Supplementary Bill entry is not intended for claiming refund of Security Deposit (SD) deducted from bills. For SD refund, please follow the system prescribed in the Railway unit where SD has been deducted.

Proceed to Claim other Refunds

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

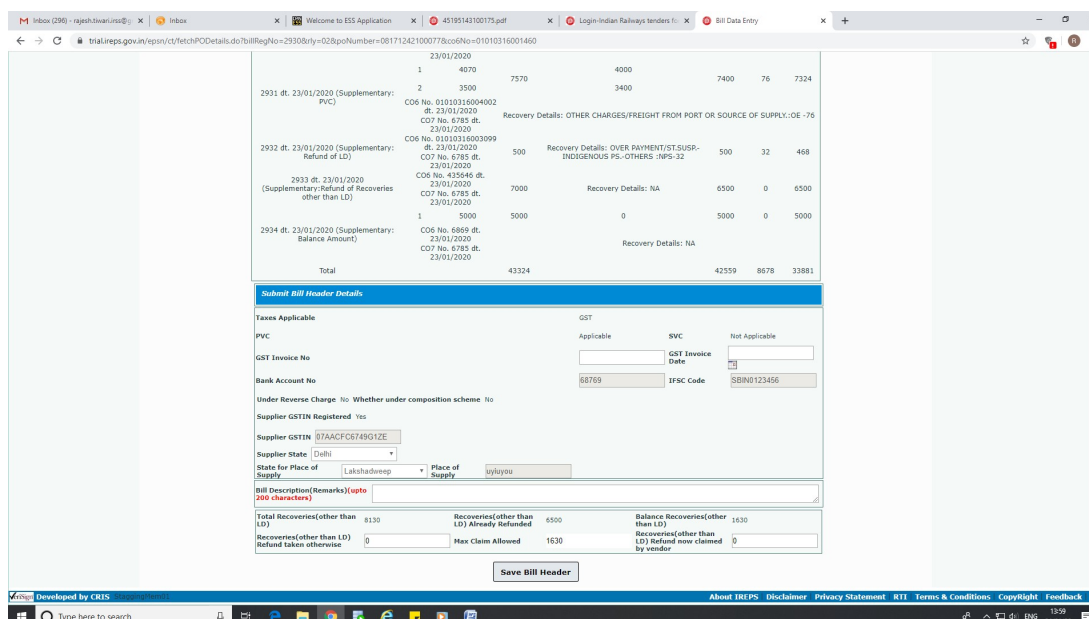
| IREPS Bill Reg No. & Date      | Bill Item No. (PO Item Sr. No.) | Item-wise Amount Claimed | Total Bill Amount | Item-wise Passed Amount | Amount Passed | Amount Deducted | Amount Paid |
|--------------------------------|---------------------------------|--------------------------|-------------------|-------------------------|---------------|-----------------|-------------|
| 99517 dt. 13/02/2020 (Advance) | 1(001)                          | 99.35                    | 208               | 90                      | 190           | 2               | 188         |
|                                | 2(001)                          | 81.5                     |                   | 80                      |               |                 |             |
|                                | 3(001)                          | 27.47                    |                   | 20                      |               |                 |             |
| 99518 dt. 13/02/2020 (Final)   | 1(001)                          | 62.09                    | 134               | 60                      | 120           | 5               | 115         |
|                                | 2(001)                          | 13.31                    |                   | 10                      |               |                 |             |
|                                | 3(001)                          | 58.21                    |                   | 50                      |               |                 |             |

Recovery Details: DEPOSIT STORES-2

Recovery Details: HANDLING CHARGES/AMT RECOVERED LIQUIDATED DAMAGES

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:



| Sl No | Bill No | Bill Date  | Bill Type | Bill Amount | Recovery Details | Recovery Amount | Recovery Date | Recovery Type | Recovery Amount | Recovery Date | Recovery Type |
|-------|---------|------------|-----------|-------------|------------------|-----------------|---------------|---------------|-----------------|---------------|---------------|
| 1     | 4070    | 23/01/2020 | 4000      | 76          | 7324             |                 |               |               |                 |               |               |
| 2     | 3500    | 23/01/2020 | 3400      | 7400        | 76               | 7324            |               |               |                 |               |               |
| 3     | 5000    | 23/01/2020 | 5000      | 0           | 5000             |                 |               |               |                 |               |               |
| 4     | 5000    | 23/01/2020 | 5000      | 0           | 5000             |                 |               |               |                 |               |               |
| 5     | 5000    | 23/01/2020 | 5000      | 0           | 5000             |                 |               |               |                 |               |               |
| 6     | 5000    | 23/01/2020 | 5000      | 0           | 5000             |                 |               |               |                 |               |               |
| 7     | 5000    | 23/01/2020 | 5000      | 0           | 5000             |                 |               |               |                 |               |               |
| 8     | 5000    | 23/01/2020 | 5000      | 0           | 5000             |                 |               |               |                 |               |               |
| 9     | 5000    | 23/01/2020 | 5000      | 0           | 5000             |                 |               |               |                 |               |               |
| 10    | 5000    | 23/01/2020 | 5000      | 0           | 5000             |                 |               |               |                 |               |               |
| 11    | 5000    | 23/01/2020 | 5000      | 0           | 5000             |                 |               |               |                 |               |               |
| 12    | 5000    | 23/01/2020 | 5000      | 0           | 5000             |                 |               |               |                 |               |               |
| 13    | 5000    | 23/01/2020 | 5000      | 0           | 5000             |                 |               |               |                 |               |               |
| 14    | 5000    | 23/01/2020 | 5000      | 0           | 5000             |                 |               |               |                 |               |               |
| 15    | 5000    | 23/01/2020 | 5000      | 0           | 5000             |                 |               |               |                 |               |               |
| 16    | 5000    | 23/01/2020 | 5000      | 0           | 5000             |                 |               |               |                 |               |               |
| 17    | 5000    | 23/01/2020 | 5000      | 0           | 5000             |                 |               |               |                 |               |               |
| 18    | 5000    | 23/01/2020 | 5000      | 0           | 5000             |                 |               |               |                 |               |               |
| 19    | 5000    | 23/01/2020 | 5000      | 0           | 5000             |                 |               |               |                 |               |               |
| 20    | 5000    | 23/01/2020 | 5000      | 0           | 5000             |                 |               |               |                 |               |               |
| 21    | 5000    | 23/01/2020 | 5000      | 0           | 5000             |                 |               |               |                 |               |               |
| 22    | 5000    | 23/01/2020 | 5000      | 0           | 5000             |                 |               |               |                 |               |               |
| 23    | 5000    | 23/01/2020 | 5000      | 0           | 5000             |                 |               |               |                 |               |               |
| 24    | 5000    | 23/01/2020 | 5000      | 0           | 5000             |                 |               |               |                 |               |               |
| 25    | 5000    | 23/01/2020 | 5000      | 0           | 5000             |                 |               |               |                 |               |               |
| 26    | 5000    | 23/01/2020 | 5000      | 0           | 5000             |                 |               |               |                 |               |               |
| 27    | 5000    | 23/01/2020 | 5000      | 0           | 5000             |                 |               |               |                 |               |               |
| 28    | 5000    | 23/01/2020 | 5000      | 0           | 5000             |                 |               |               |                 |               |               |
| 29    | 5000    | 23/01/2020 | 5000      | 0           | 5000             |                 |               |               |                 |               |               |
| 30    | 5000    | 23/01/2020 | 5000      | 0           | 5000             |                 |               |               |                 |               |               |
| 31    | 5000    | 23/01/2020 | 5000      | 0           | 5000             |                 |               |               |                 |               |               |
| 32    | 5000    | 23/01/2020 | 5000      | 0           | 5000             |                 |               |               |                 |               |               |
| 33    | 5000    | 23/01/2020 | 5000      | 0           | 5000             |                 |               |               |                 |               |               |
| 34    | 5000    | 23/01/2020 | 5000      | 0           | 5000             |                 |               |               |                 |               |               |
| 35    | 5000    | 23/01/2020 | 5000      | 0           | 5000             |                 |               |               |                 |               |               |
| 36    | 5000    | 23/01/2020 | 5000      | 0           | 5000             |                 |               |               |                 |               |               |
| 37    | 5000    | 23/01/2020 | 5000      | 0           | 5000             |                 |               |               |                 |               |               |
| 38    | 5000    | 23/01/2020 | 5000      | 0           | 5000             |                 |               |               |                 |               |               |
| 39    | 5000    | 23/01/2020 | 5000      | 0           | 5000             |                 |               |               |                 |               |               |
| 40    | 5000    | 23/01/2020 | 5000      | 0           | 5000             |                 |               |               |                 |               |               |
| 41    | 5000    | 23/01/2020 | 5000      | 0           | 5000             |                 |               |               |                 |               |               |
| 42    | 5000    | 23/01/2020 | 5000      | 0           | 5000             |                 |               |               |                 |               |               |
| 43    | 5000    | 23/01/2020 | 5000      | 0           | 5000             |                 |               |               |                 |               |               |
| 44    | 5000    | 23/01/2020 | 5000      | 0           | 5000             |                 |               |               |                 |               |               |
| 45    | 5000    | 23/01/2020 | 5000      | 0           | 5000             |                 |               |               |                 |               |               |
| 46    | 5000    | 23/01/2020 | 5000      | 0           | 5000             |                 |               |               |                 |               |               |
| 47    | 5000    | 23/01/2020 | 5000      | 0           | 5000             |                 |               |               |                 |               |               |
| 48    | 5000    | 23/01/2020 | 5000      | 0           | 5000             |                 |               |               |                 |               |               |
| 49    | 5000    | 23/01/2020 | 5000      | 0           | 5000             |                 |               |               |                 |               |               |
| 50    | 5000    | 23/01/2020 | 5000      | 0           | 5000             |                 |               |               |                 |               |               |
| 51    | 5000    | 23/01/2020 | 5000      | 0           | 5000             |                 |               |               |                 |               |               |
| 52    | 5000    | 23/01/2020 | 5000      | 0           | 5000             |                 |               |               |                 |               |               |
| 53    | 5000    | 23/01/2020 | 5000      | 0           | 5000             |                 |               |               |                 |               |               |
| 54    | 5000    | 23/01/2020 | 5000      | 0           | 5000             |                 |               |               |                 |               |               |
| 55    | 5000    | 23/01/2020 | 5000      | 0           | 5000             |                 |               |               |                 |               |               |
| 56    | 5000    | 23/01/2020 | 5000      | 0           | 5000             |                 |               |               |                 |               |               |
| 57    | 5000    | 23/01/2020 | 5000      | 0           | 5000             |                 |               |               |                 |               |               |
| 58    | 5000    | 23/01/2020 | 5000      | 0           | 5000             |                 |               |               |                 |               |               |
| 59    | 5000    | 23/01/2020 | 5000      | 0           | 5000             |                 |               |               |                 |               |               |
| 60    | 5000    | 23/01/2020 | 5000      | 0           | 5000             |                 |               |               |                 |               |               |
| 61    | 5000    | 23/01/2020 | 5000      | 0           | 5000             |                 |               |               |                 |               |               |
| 62    | 5000    | 23/01/2020 | 5000      | 0           | 5000             |                 |               |               |                 |               |               |
| 63    | 5000    | 23/01/2020 | 5000      | 0           | 5000             |                 |               |               |                 |               |               |
| 64    | 5000    | 23/01/2020 | 5000      | 0           | 5000             |                 |               |               |                 |               |               |
| 65    | 5000    | 23/01/2020 | 5000      | 0           | 5000             |                 |               |               |                 |               |               |
| 66    | 5000    | 23/01/2020 | 5000      | 0           | 5000             |                 |               |               |                 |               |               |
| 67    | 5000    | 23/01/2020 | 5000      | 0           | 5000             |                 |               |               |                 |               |               |
| 68    | 5000    | 23/01/2020 | 5000      | 0           | 5000             |                 |               |               |                 |               |               |
| 69    | 5000    | 23/01/2020 | 5000      | 0           | 5000             |                 |               |               |                 |               |               |
| 70    | 5000    | 23/01/2020 | 5000      | 0           | 5000             |                 |               |               |                 |               |               |
| 71    | 5000    | 23/01/2020 | 5000      | 0           | 5000             |                 |               |               |                 |               |               |
| 72    | 5000    | 23/01/2020 | 5000      | 0           | 5000             |                 |               |               |                 |               |               |
| 73    | 5000    | 23/01/2020 | 5000      | 0           | 5000             |                 |               |               |                 |               |               |
| 74    | 5000    | 23/01/2020 | 5000      | 0           | 5000             |                 |               |               |                 |               |               |
| 75    | 5000    | 23/01/2020 | 5000      | 0           | 5000             |                 |               |               |                 |               |               |
| 76    | 5000    | 23/01/2020 | 5000      | 0           | 5000             |                 |               |               |                 |               |               |
| 77    | 5000    | 23/01/2020 | 5000      | 0           | 5000             |                 |               |               |                 |               |               |
| 78    | 5000    | 23/01/2020 | 5000      | 0           | 5000             |                 |               |               |                 |               |               |
| 79    | 5000    | 23/01/2020 | 5000      | 0           | 5000             |                 |               |               |                 |               |               |
| 80    | 5000    | 23/01/2020 | 5000      | 0           | 5000             |                 |               |               |                 |               |               |
| 81    | 5000    | 23/01/2020 | 5000      | 0           | 5000             |                 |               |               |                 |               |               |
| 82    | 5000    | 23/01/2020 | 5000      | 0           | 5000             |                 |               |               |                 |               |               |
| 83    | 5000    | 23/01/2020 | 5000      | 0           | 5000             |                 |               |               |                 |               |               |
| 84    | 5000    | 23/01/2020 | 5000      | 0           | 5000             |                 |               |               |                 |               |               |
| 85    | 5000    | 23/01/2020 | 5000      | 0           | 5000             |                 |               |               |                 |               |               |
| 86    | 5000    | 23/01/2020 | 5000      | 0           | 5000             |                 |               |               |                 |               |               |
| 87    | 5000    | 23/01/2020 | 5000      | 0           | 5000             |                 |               |               |                 |               |               |
| 88    | 5000    | 23/01/2020 | 5000      | 0           | 5000             |                 |               |               |                 |               |               |
| 89    | 5000    | 23/01/2020 | 5000      | 0           | 5000             |                 |               |               |                 |               |               |
| 90    | 5000    | 23/01/2020 | 5000      | 0           | 5000             |                 |               |               |                 |               |               |
| 91    | 5000    | 23/01/2020 | 5000      | 0           | 5000             |                 |               |               |                 |               |               |
| 92    | 5000    | 23/01/2020 | 5000      | 0           | 5000             |                 |               |               |                 |               |               |
| 93    | 5000    | 23/01/2020 | 5000      | 0           | 5000             |                 |               |               |                 |               |               |
| 94    | 5000    | 23/01/2020 | 5000      | 0           | 5000             |                 |               |               |                 |               |               |
| 95    | 5000    | 23/01/2020 | 5000      | 0           | 5000             |                 |               |               |                 |               |               |
| 96    | 5000    | 23/01/2020 | 5000      | 0           | 5000             |                 |               |               |                 |               |               |
| 97    | 5000    | 23/01/2020 | 5000      | 0           | 5000             |                 |               |               |                 |               |               |
| 98    | 5000    | 23/01/2020 | 5000      | 0           | 5000             |                 |               |               |                 |               |               |
| 99    | 5000    | 23/01/2020 | 5000      | 0           | 5000             |                 |               |               |                 |               |               |
| 100   | 5000    | 23/01/2020 | 5000      | 0           | 5000             |                 |               |               |                 |               |               |

**Submit Bill Header Details**

Taxes Applicable: GST, SVC, Not Applicable

PVC: GST Invoice No, GST Invoice Date, Bank Account No, Under Reverse Charge, Supplier GSTIN, Supplier State, State for Place of Supply, Place of Supply

Bill Description (Remarks) (upto 200 characters):

Total Recoveries (other than LD): 8130, Recoveries (other than LD) Already Refunded: 6500, Balance Recoveries (other than LD): 1630

Recoveries (other than LD) Refund taken otherwise: 0, Max Claim Allowed: 1630, Recoveries (other than LD) Refund now claimed by vendor: 0

**Save Bill Header**

- 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:

The screenshot shows the 'Bill Entry' form in the IREPS application. The top section displays 'Bill Details' with a table of items and their amounts. Below this is the 'Submit Bill Header Details' section, which includes fields for GST Invoice No, Bank Account No, Supplier GSTIN, Supplier State, and State for Place of Supply. The 'Upload Documents' section is also visible, with a 'Select File' button and a 'Generate Preview' button at the bottom.

| Item                                                                | 2932 dt: 23/01/2020 (Supplementary: Refund of LD) | 2933 dt: 23/01/2020 (Supplementary: Refund of Recoveries other than LD) | 2934 dt: 23/01/2020 (Supplementary: Balance Amount) | Total |
|---------------------------------------------------------------------|---------------------------------------------------|-------------------------------------------------------------------------|-----------------------------------------------------|-------|
| Amount                                                              | 500                                               | 7000                                                                    | 5000                                                | 43324 |
| Recovery Details: OVER PAYMENT/ST SUSP-INDIGENOUS PS-OTHERS -NPS-32 | 500                                               | 6500                                                                    | 5000                                                | 42559 |
| Recovery Details: NA                                                | 32                                                | 0                                                                       | 0                                                   | 8678  |
| Recovery Details: NA                                                | 468                                               | 0                                                                       | 0                                                   | 33881 |

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:

The screenshot shows the 'Bill Preview' form in the IREPS application. The top section displays 'Bill Details' with a table of items and their amounts. Below this is the 'Upload Documents' section, which includes a 'Select File' button and a 'Generate Preview' button at the bottom.

| Item                                                                | 2932 dt: 23/01/2020 (Supplementary: Refund of LD) | 2933 dt: 23/01/2020 (Supplementary: Refund of Recoveries other than LD) | 2934 dt: 23/01/2020 (Supplementary: Balance Amount) | Total |
|---------------------------------------------------------------------|---------------------------------------------------|-------------------------------------------------------------------------|-----------------------------------------------------|-------|
| Amount                                                              | 500                                               | 7000                                                                    | 5000                                                | 43324 |
| Recovery Details: OVER PAYMENT/ST SUSP-INDIGENOUS PS-OTHERS -NPS-32 | 500                                               | 6500                                                                    | 5000                                                | 42559 |
| Recovery Details: NA                                                | 32                                                | 0                                                                       | 0                                                   | 8678  |
| Recovery Details: NA                                                | 468                                               | 0                                                                       | 0                                                   | 33881 |

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.

| IREPS Bill Reg No. & Date                                             | Bill Item S 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                   |               |                 |              |
|                                                                       | Recovery Details: LIQUIDITY DAMAGES-ST.SUSP.-OR.SK.ADJ.A/C-MISC.ITEMS -NPS-159,REJECTION SLEEPER-ST.SUSP.-INDIGENOUS PS.-OTHERS -NPS-7772 |                          |                   |                         |               |                 |              |
| 2930 dt. 23/01/2020 (Final)                                           | 1                                                                                                                                         | 399.3                    | 1163              | 399                     | 1159          | 639             | 520          |
|                                                                       | 2                                                                                                                                         | 763.38                   |                   | 760                     |               |                 |              |
|                                                                       | Recovery Details: LIQUIDITY DAMAGES-ST.SUSP.-OR.SK.ADJ.A/C-MISC.ITEMS -NPS-389,OTHER CHARGES,GRANDS AND PULSES.-OE -250                   |                          |                   |                         |               |                 |              |
| 2931 dt. 23/01/2020 (Supplementary: PVC)                              | 1                                                                                                                                         | 4070                     | 7570              | 4000                    | 7400          | 78              | 7324         |
|                                                                       | 2                                                                                                                                         | 3500                     |                   | 3400                    |               |                 |              |
|                                                                       | Recovery Details: OTHER CHARGES,FREIGHT FROM PORT OR SOURCE OF SUPPLY.-OE -76                                                             |                          |                   |                         |               |                 |              |
| 2932 dt. 23/01/2020 (Supplementary: Refund of LD)                     | 1                                                                                                                                         | 500                      | 500               | 500                     | 32            | 468             |              |
|                                                                       | Recovery Details: OVER PAYMENT-ST.SUSP.-INDIGENOUS PS.-OTHERS -NPS-32                                                                     |                          |                   |                         |               |                 |              |
|                                                                       | Recovery Details: NA                                                                                                                      |                          |                   |                         |               |                 |              |
| 2933 dt. 23/01/2020 (Supplementary: Refund of Recovery other than LD) | 1                                                                                                                                         | 7000                     | 7000              | 6500                    | 0             | 6500            |              |
|                                                                       | Recovery Details: NA                                                                                                                      |                          |                   |                         |               |                 |              |
|                                                                       | Recovery Details: NA                                                                                                                      |                          |                   |                         |               |                 |              |
| 2934 dt. 23/01/2020 (Supplementary: Balance Amount)                   | 1                                                                                                                                         | 5000                     | 5000              | 5000                    | 0             | 5000            |              |
|                                                                       | Recovery Details: NA                                                                                                                      |                          |                   |                         |               |                 |              |
|                                                                       | Recovery Details: NA                                                                                                                      |                          |                   |                         |               |                 |              |
| <b>Total</b>                                                          |                                                                                                                                           | <b>43324</b>             |                   |                         | <b>42559</b>  | <b>8678</b>     | <b>33881</b> |

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 takes otherwise: 10 Recoveries/other than LD Refund now claimed by vendor: 1620

**Declaration:**

I, 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.

I, 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.

**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”**:

| IREPS Bill Reg No. & Date                                             | Bill Item S 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                   |               |                 |              |
|                                                                       | Recovery Details: LIQUIDITY DAMAGES-ST.SUSP.-OR.SK.ADJ.A/C-MISC.ITEMS -NPS-159,REJECTION SLEEPER-ST.SUSP.-INDIGENOUS PS.-OTHERS -NPS-7772 |                          |                   |                         |               |                 |              |
| 2930 dt. 23/01/2020 (Final)                                           | 1                                                                                                                                         | 399.3                    | 1163              | 399                     | 1159          | 639             | 520          |
|                                                                       | 2                                                                                                                                         | 763.38                   |                   | 760                     |               |                 |              |
|                                                                       | Recovery Details: LIQUIDITY DAMAGES-ST.SUSP.-OR.SK.ADJ.A/C-MISC.ITEMS -NPS-389,OTHER CHARGES,GRANDS AND PULSES.-OE -250                   |                          |                   |                         |               |                 |              |
| 2932 dt. 23/01/2020 (Supplementary: Refund of LD)                     | 1                                                                                                                                         | 500                      | 500               | 500                     | 32            | 468             |              |
|                                                                       | Recovery Details: OVER PAYMENT-ST.SUSP.-INDIGENOUS PS.-OTHERS -NPS-32                                                                     |                          |                   |                         |               |                 |              |
|                                                                       | Recovery Details: NA                                                                                                                      |                          |                   |                         |               |                 |              |
| 2933 dt. 23/01/2020 (Supplementary: Refund of Recovery other than LD) | 1                                                                                                                                         | 7000                     | 7000              | 6500                    | 0             | 6500            |              |
|                                                                       | Recovery Details: NA                                                                                                                      |                          |                   |                         |               |                 |              |
|                                                                       | Recovery Details: NA                                                                                                                      |                          |                   |                         |               |                 |              |
| 2934 dt. 23/01/2020 (Supplementary: Balance Amount)                   | 1                                                                                                                                         | 5000                     | 5000              | 5000                    | 0             | 5000            |              |
|                                                                       | Recovery Details: NA                                                                                                                      |                          |                   |                         |               |                 |              |
|                                                                       | Recovery Details: NA                                                                                                                      |                          |                   |                         |               |                 |              |
| <b>Total</b>                                                          |                                                                                                                                           | <b>43324</b>             |                   |                         | <b>42559</b>  | <b>8678</b>     | <b>33881</b> |

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 takes otherwise: 10 Recoveries/other than LD Refund now claimed by vendor: 1620

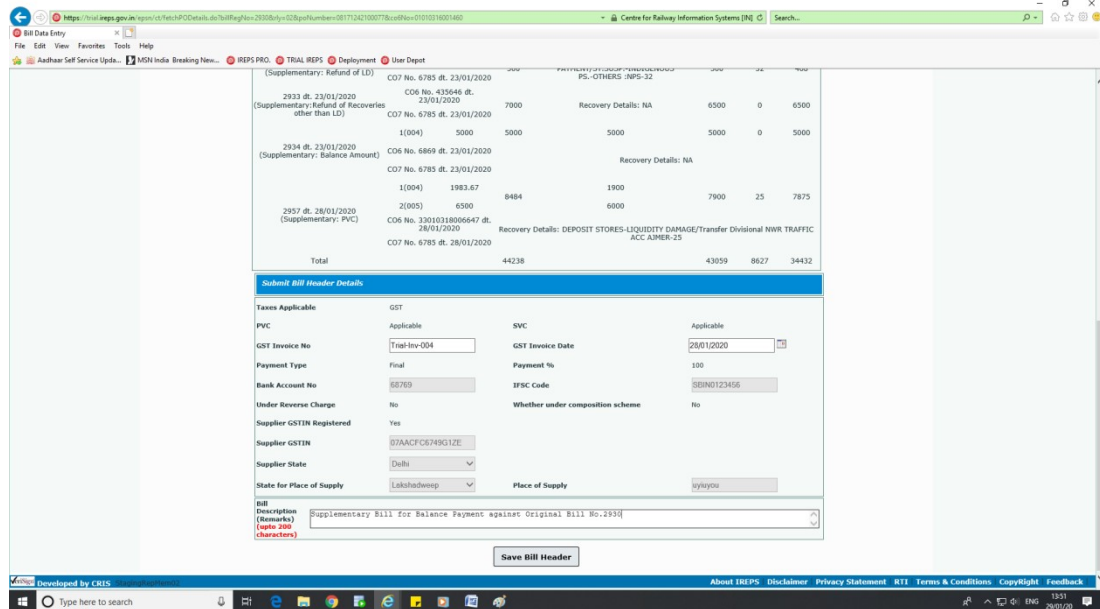
**Declaration:**

I, 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.

I, 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.

**Sign & Submit Bill** **Bill Summary**

11.2 On scrolling down, following details will be visible:



| CO7 No.             | CO6 No.                               | Date  | Amount | Recovery Details |
|---------------------|---------------------------------------|-------|--------|------------------|
| 2933 dt. 23/01/2020 | CO6 No. 435646 dt. 23/01/2020         | 7000  | 5000   | 0                |
| 2934 dt. 23/01/2020 | CO6 No. 6869 dt. 23/01/2020           | 5000  | 5000   | 0                |
| 2957 dt. 28/01/2020 | CO6 No. 13010318006647 dt. 28/01/2020 | 44238 | 43059  | 8627             |
| Total               |                                       |       | 44238  | 34432            |

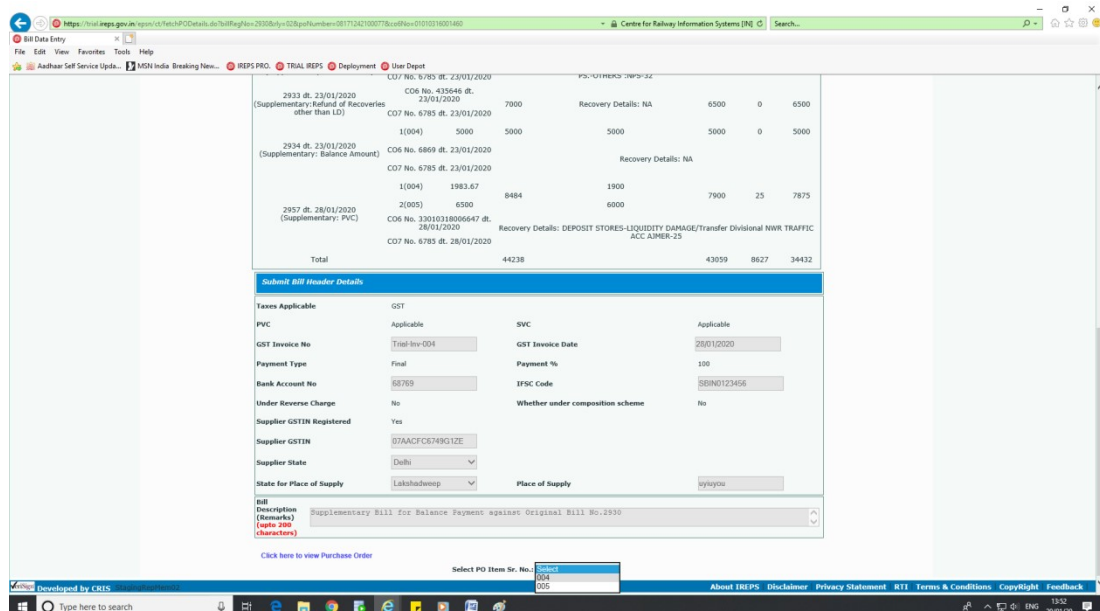
**Submit Bill Header Details**

Taxes Applicable: GST  
PVC: Applicable  
GST Invoice No.: Treal-Inv-004  
GST Invoice Date: 28/01/2020  
Payment Type: Final  
Payment %: 100  
Bank Account No.: 68769  
Under Reverse Charge: No  
Supplier GSTIN Registered: Yes  
Supplier GSTIN: 07AACFC678912E  
Supplier State: Delhi  
State for Place of Supply: Lakshadweep  
Place of Supply: Dnyanesh  
Bill Description (Remarks): Supplementary Bill For Balance Payment against Original Bill No.2933

Save Bill Header

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:



| CO7 No.             | CO6 No.                               | Date  | Amount | Recovery Details |
|---------------------|---------------------------------------|-------|--------|------------------|
| 2933 dt. 23/01/2020 | CO6 No. 435646 dt. 23/01/2020         | 7000  | 5000   | 0                |
| 2934 dt. 23/01/2020 | CO6 No. 6869 dt. 23/01/2020           | 5000  | 5000   | 0                |
| 2957 dt. 28/01/2020 | CO6 No. 13010318006647 dt. 28/01/2020 | 44238 | 43059  | 8627             |
| Total               |                                       |       | 44238  | 34432            |

**Submit Bill Header Details**

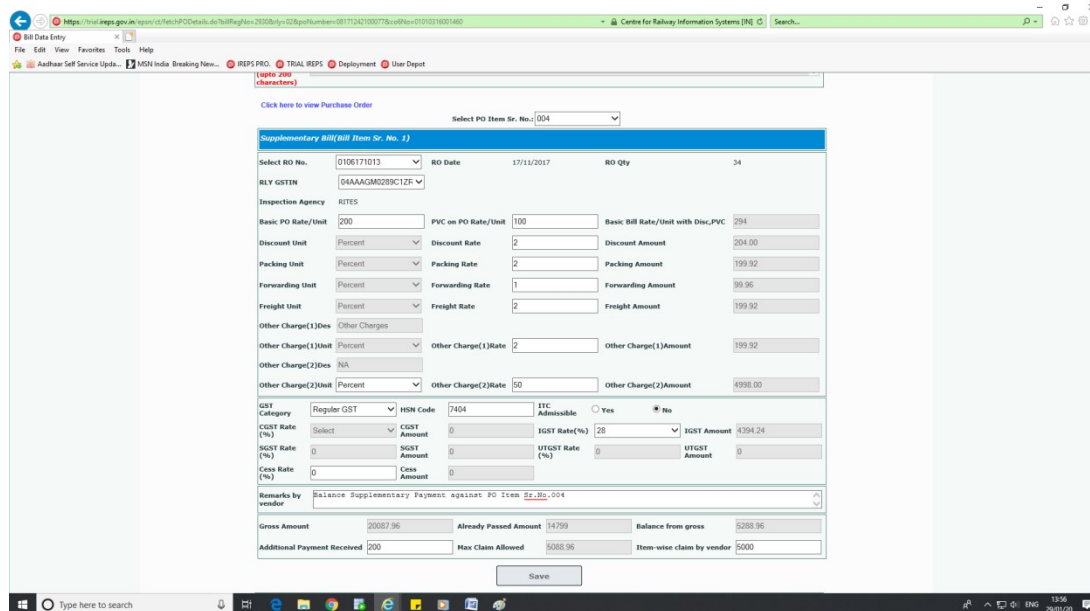
Taxes Applicable: GST  
PVC: Applicable  
GST Invoice No.: Treal-Inv-004  
GST Invoice Date: 28/01/2020  
Payment Type: Final  
Payment %: 100  
Bank Account No.: 68769  
Under Reverse Charge: No  
Supplier GSTIN Registered: Yes  
Supplier GSTIN: 07AACFC678912E  
Supplier State: Delhi  
State for Place of Supply: Lakshadweep  
Place of Supply: Dnyanesh  
Bill Description (Remarks): Supplementary Bill For Balance Payment against Original Bill No.2933

Click here to view Purchase Order

Select PO Item Sr. No.: 004

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:

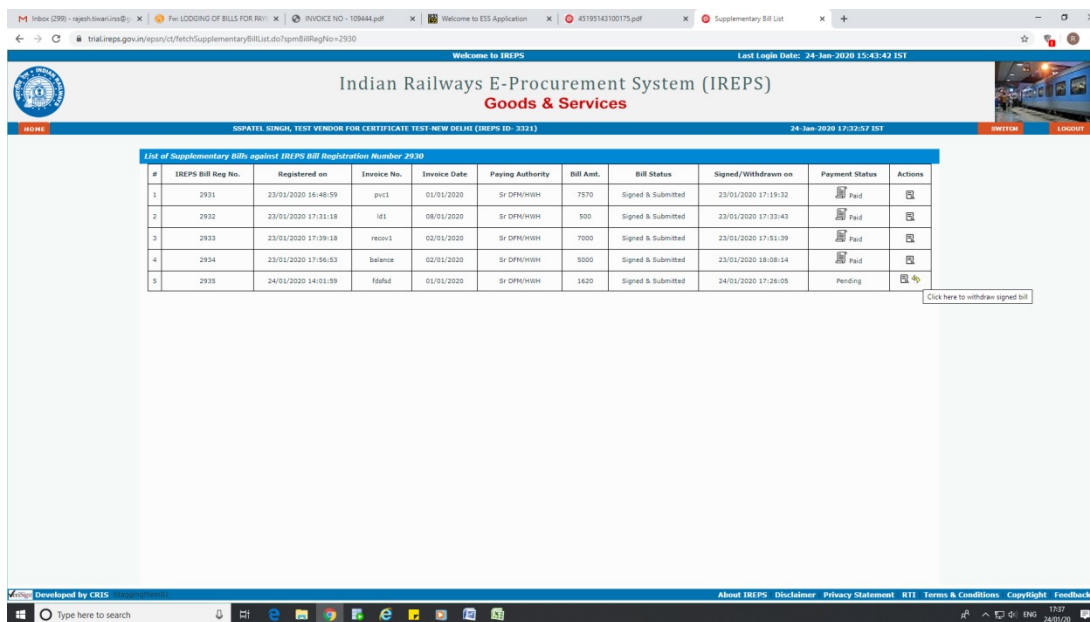
11.11 Click “**Generate Preview**” Button to view & generate Supplementary Bill. The remaining steps are similar to Para 7.12 to 7.16 applicable for “**Supplementary Bill for Claiming PVC**”.

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 recoveries (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 recoveries (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:



| # | IREPS Bill Reg No. | Registered on       | Invoice No. | Invoice Date | Paying Authority | Bill Amt. | Bill Status        | Signed/Withdrawn on | Payment Status | Actions                                                                                                                |
|---|--------------------|---------------------|-------------|--------------|------------------|-----------|--------------------|---------------------|----------------|------------------------------------------------------------------------------------------------------------------------|
| 1 | 2931               | 23/01/2020 16:48:59 | pvcl        | 01/01/2020   | Sr DPN/WHH       | 7570      | Signed & Submitted | 23/01/2020 17:19:32 | Paid           |                                     |
| 2 | 2932               | 23/01/2020 17:31:18 | lcl         | 08/01/2020   | Sr DPN/WHH       | 800       | Signed & Submitted | 23/01/2020 17:33:43 | Paid           |                                     |
| 3 | 2933               | 23/01/2020 17:39:18 | resovt      | 01/01/2020   | Sr DPN/WHH       | 7000      | Signed & Submitted | 23/01/2020 17:51:59 | Paid           |                                     |
| 4 | 2934               | 23/01/2020 17:56:53 | balance     | 02/01/2020   | Sr DPN/WHH       | 3000      | Signed & Submitted | 23/01/2020 18:08:14 | Paid           |                                     |
| 5 | 2935               | 24/01/2020 14:01:59 | fdafad      | 01/01/2020   | Sr DPN/WHH       | 1620      | Signed & Submitted | 24/01/2020 17:26:05 | Pending        |  Click here to withdraw signed bill |

### 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----