



User Manual for Suppliers on Post-Contract Activities (*Version-2.0*)

- Digital Receipt Note
- Digital Receipted Challan
- Digital Consignment Receipt Certificate (CRC)
- Digital Consignment Receipt Note (CRN)
- Digital (On-Line) Bill Submission
- Supplementary Bills against Finalized Digital (On-Line) Bills

Release Date:

21st March, 2022

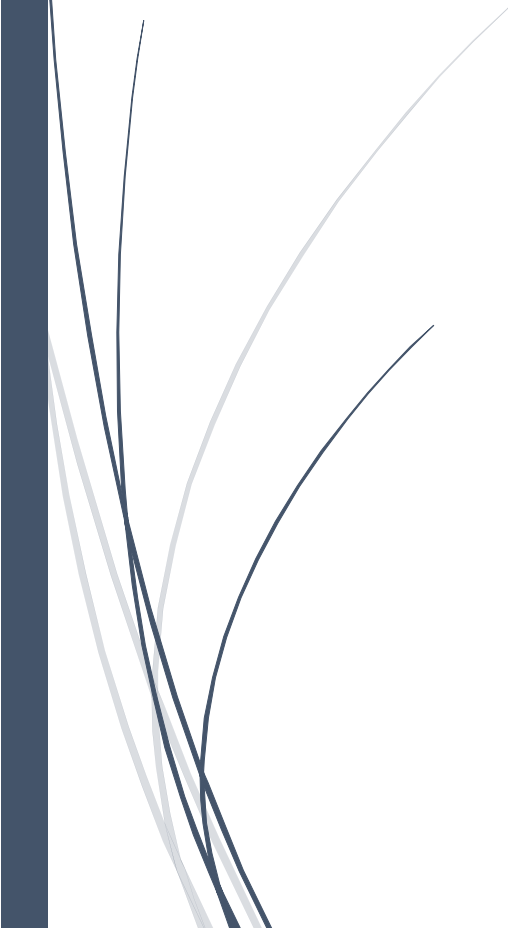


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1. Introduction

Functionalities for the following Post-Contract activities related to Digital (On-Line) Bill Submission have been provided in IREPS Portal for suppliers:

- i. View/download Digital Receipted Challan
- ii. View/Download Digital Receipt Note
- iii. View/Download Digital Consignment Receipt Note (CRN) 
- iv. View/Download Digital Consignment Receipt Certificate (CRC) 
- v. Digital Bill Submission for Payment
- vi. Supplementary Bills against Finalized Digital (On-Line) Bills

These functionalities are applicable for Purchase Orders for Stock/Non-Stock items issued in IMMS (Integrated Materials Management System) of Indian Railways wherein accountal has been done by Stores Depot / Consignees in IMMS / User Depot Module (UDM).

2. Digital Receipted Challan

2.1 Digital Receipted Challan is issued by Stores Depot to enable Supplier submit his Digital (On-Line) Bills for Advance / Part Payment (80% / 90% / 95% / 98% etc.) stipulated in Purchase Order to Paying Authorities where Stock or Non-Stock item is supplied to Stores Depot against the Purchase Order issued in IMMS. This Digital Receipted Challan can be viewed/downloaded by concerned Supplier on his Home Page of IREPS Portal i.e. www.ireps.gov.in. For viewing/downloading/printing Digital Receipted Challan, following steps are to be taken by Supplier:

- i. Log-in to his IREPS account on the website www.ireps.gov.in using his Digital Signature Certificate (DSC) under **E-Tender: Goods and Services** when following Home Page shall be displayed to Supplier:



- ii. On the above Home Page, Supplier has to select **Contracts** Tab and then select **View & Manage Contracts** option. A new Screen shall open, wherein **PO** option will be selected in default under **Search Criteria** drop-down. After giving necessary inputs on this Screen and clicking **Search Results** Tab,

descending chronological list (i.e. latest on the top) of various Purchase Orders placed on supplier through IMMS meeting the input criteria will be displayed:

Dept./Rly Unit	PO No.	PO Date	Stock/Non-Stock	PO Value (INR)	Actions
CSO/ANVT/Northern Railway	45195084100109	08/05/2019	NS	24024	
HQ/Northern Railway	53185154100127	24/04/2019	NS	1010670	
GSD/RWS/Rail Wheel Factory	P1180946100867	30/03/2019	S	168828.4	
DU/DIV/Northern Railway	93186731100327	14/03/2019	NS	172200	

Here a particular Purchase Order or a group of Purchase Orders can be searched based on the search criterion given.

- iii. Supplier has to select relevant Purchase Order and click on icon (**Manage Your Purchase Order**) appearing under **Action** header against the selected Purchase Order on the above Screen, when following Screen will be displayed:

- iv. Supplier may click **RECT. CHALLANS** Tab (**Receipted Challans**) on the above Screen to view all the Digital Receipted-Challans issued by Stores Depot for the selected Purchase Order in the tabular form as under:

S. No.	Challan No./RR/PWB & Date	Challan Qty	DRR No. & Date	DRR Qty	View/Print
1	312915400 / 21-11-2020 00:00	1	FB200082 / 02-12-2020 00:00	1	
2	312915402 / 24-11-2020 00:00	1	FB200083 / 02-12-2020 00:00	1	
3	976,312915380 / 14-10-2020 00:00	1	FB200069 / 03-11-2020 00:00	1	
4	312915448 / 01-01-2021 00:00	1	FB200093 / 07-01-2021 00:00	1	
5	312915448 / 21-12-2020 00:00	1	FB200092 / 07-01-2021 00:00	1	

If supplier is not able to find any DRR/Receipted Challan in the above List, he should contact the Stores Depot where he has supplied the material.

- v. Supplier may click icon under **View/Print** Header to View/Print/Download digitally-signed Receipted Challan issued by Stores Depot wherein vendor has made the supplies. Digital Receipted Challan looks like as under:

IREPS		Northern Railway		DIESEL DEPOT ALAMBAGH	
RECEIPTED CHALLAN					
DRR No.	DRR Date	Challan No. and date			
61211072	20/02/22	FIRM67 dated 20/02/22			
Purchase Order No.		PO Date		Name and Address of Supplier	
53185154100127		24/04/19		AKSHAY ENTERPRISE-SDFSD	
Receipt Case No.		RB Ward		abcde road xyz street	
		61		sdfs	
				[Tel:] (V.Code: :100295)	
RR type	RR/MTR No.	RR/MTR Date	Station From	Station to	
MTRNo.	65TY	20/02/22	delhi	mum	
Lorry Reference		Freight	Charged weight	Actual weight	
56RT			0		
Packages sent		Insp.Authority	Inspection Reference		
1 box			test		
PL No.	For Depot	Dely.Date	Item Description		
1NSNS	38	30-MAY-22	Steam Generator Capacity.600 Kg/Hr. with water softener and accessories as per Annexure 'A' & 'B' attached. Note- Tenderers are required to give clause wise comments confirming compliance/non-compliance, deviation etc. against each technical and commercial parameter as mentioned in Annexure 'A' & 'B' to avoid back reference. Offers are likely to be ignored in case of non-compliance of these instructions. Make : DAE		
PO Sr.	Dispatch Qty.	Packages Recd.	Receipt Dt	Quantity Recd.	
001	1 Nos.	1 box	20-FEB-22	1 Nos.	
Final acceptance of material received against above challan is subject to inspection by inspecting authority.					
DEPOT OFFICER			DMS-RECEIPT WARD		

Validity unknown

Digitally signed by
CRIS Test 2021 Sign
Date: 2022.02.20
18:48:15
Reason: Signed
R/Challan
Location: IREPS-CRIS

Digital Receipted Challan bears digital signature of Officer of Stores Depot where vendor has made the supplies.

2.2 Digital Receipted Challan can also be viewed/printed/downloaded by Supplier as under:

- Log-in to his IREPS account on the website www.ireps.gov.in using his Digital Signature Certificate (DSC) under **E-Tender: Goods and Services** when following Home Page shall be displayed to Supplier:

- On the above Home Page, Supplier has to select **Contracts** Tab and then select **View & Manage Contracts** option. A new Screen shall open, wherein Supplier has to select **Receipted Challan** option under **Search Criteria** drop-down. After giving necessary inputs on this Screen and clicking **Search Results** Tab, descending chronological list (i.e. latest on the top) of various Digital Receipted Challans issued by various Stores Depots against various

Purchase Orders placed on supplier through IMMS meeting the input criteria will be displayed:

Indian Railways E-Procurement System
Goods & Services

CRIS TEST 2018 SIGN, AKSHAY ENTERPRISE-SDFSD (IREPS ID- 100295) 14 Mar 2022 20:54:15 IST

Search Your Purchase Orders/Receipt Notes/Receipted Challans/Inspection Certificates/Modification Advises/Rejection Advises

Search Criteria: Receipted Challans Railway Zone: All

Search Criteria: ☐ PO No.

Date Range: ☐ Select Date From: To: ☒ Last 180 Days

Note: PO No. is optional if date range is selected. If desired, enter the specific PO No. you want to search.

Show Results Reset

Total 9 results

Dept/Rly. Unit	PO No.	PO Date	DRR No.	DRR Date	Actions
Northern Railway	53185154100127	24/04/2019	61211072	20/02/2022	
Northern Railway	53185154100127	24/04/2019	61211070	28/01/2022	
Northern Railway	53185154100127	24/04/2019	61211069	24/01/2022	
Northern Railway	53185154100127	24/04/2019	61211059	25/11/2021	
Northern Railway	53185154100127	24/04/2019	61211061	25/11/2021	
Northern Railway	53185154100127	24/04/2019	61211058	23/11/2021	
Northern Railway	53185154100127	24/04/2019	61211056	23/11/2021	
Northern Railway	53185154100127	24/04/2019	61211057	23/11/2021	
Northern Railway	53185154100127	24/04/2019	61211053	22/09/2021	

Digital Receipted Challans can be searched on this page based on multiple search criterions given on the page.

- iii. Supplier may click icon (**View/Download Receipted Challan**) available against a particular Receipted Challan under **Actions** Header on the Screen shown at **Para 2.2 - ii** above to View/Print/Download that digitally-signed Receipted Challan issued by Stores Depot wherein vendor has made supplies.
- iv. Supplier may click icon (**Manage Your Purchase Order**) available against a particular Purchase Order under **Actions** Header on the Screen shown at **Para 2.2 - ii** above to go to the following Screen wherein various post-Contract activities can be performed by selecting respective Tab:

Indian Railways E-Procurement System
Goods & Services

CRIS TEST 2018 SIGN, AKSHAY ENTERPRISE-SDFSD (IREPS ID- 100295) 14 Mar 2022 21:10:56 IST

MA REQ. BILLS FOR PAY. DISP. PART. REJECT CHALLANS R/NOTES CMC (UDM) CRN (UDM) REJECTION INS CERT. NAME DTLS. REJECTION (UDM) WARRANTY CLAIM (UDM)

PO No.: 53185154100127 Dept/Rly: HQ/NR PO Date: 24/04/2019 PO Status: Order Placed

PO Title: Steam Generator Capacity:500 Kg/Hr. with water softener and accessories as per Annexure 'A' & 'B' attached. No...

Request Ref:

Request Title:

Request Description:

3. Digital Receipt Note

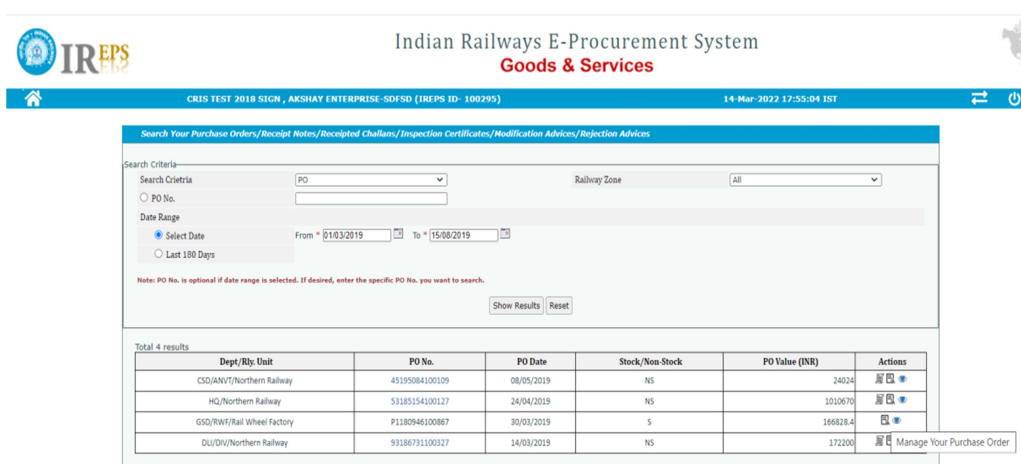
- 3.1 Digital Receipt Note is generated after final acceptance of the material by the Stores Depot where item (Stock item or Non-Stock item) has been supplied against the Purchase Order issued in IMMS. In case of Stock items supplied to a Stores Depot, Digital Receipt Note is available to supplier for submission of his Digital (On-Line) Bills for Final Payment [100% against Receipt Note / Balance Part Payment (20% / 10% / 5% / 2% etc.)] to Paying Authorities after material has been taken into Books

by the Stocking Ward of the Stores Depot. In case of Non-Stock items, Digital Receipt Note is available to supplier for submission of such Bills after material is taken into Digital Ledgers maintained by Consignee in User Depot Module (UDM). This Digital Receipt Note can be viewed/downloaded by concerned Supplier on his Home Page of IREPS Portal i.e. ***www.ireps.gov.in***. For viewing/downloading/printing Digital Receipt Note, following steps are to be taken by Supplier:

- i. Log-in to his IREPS account on the website ***www.ireps.gov.in*** using his Digital Signature Certificate (DSC) under ***E-Tender: Goods and Services*** when following Home Page shall be displayed to Supplier:



- ii. On the above Home Page, Supplier has to select ***Contracts*** Tab and then select ***View & Manage Contracts*** option. A new Screen shall open, wherein ***PO*** option will be selected in default under ***Search Criteria*** drop-down. After giving necessary inputs on this Screen and clicking ***Search Results*** Tab, descending chronological list (i.e. latest on the top) of various Purchase Orders placed on supplier through IMMS meeting the input criteria will be displayed:



Here a particular Purchase Order or a group of Purchase Orders can be searched based on the search criterion given

- iii. Supplier has to select relevant Purchase Order and click on  icon (***Manage Your Purchase Order***) appearing under ***Actions*** header against the selected Purchase Order on the above Screen, when following Screen will be displayed:

MA REQ.	BILLS FOR PAY.	DISP. PART	RECT CHALLANS	R/NOTES	CRC (UDM)	CRN (UDM)	REJECTION	INS CERT.	BANK DTLS.	REJECTION (UDM)	WARRANTY CLAIM (UDM)
PO No.: 45195084100109 Dept/Rly: CSD Receipt Notes PO Date: 08/05/2019 PO Status: Order Placed PO Title: Lavatory Door Latch, size - 4 inch as per RCF drawing no. LW56430 . Make : KBN Request Ref: <input type="text"/> Request Title: <input type="text"/> Request Description: <input type="text"/>											

- iv. Supplier may click **R/NOTES** Tab (**Receipt Notes**) on the above Screen to view all the Digital Receipt Notes issued by Stores Depot for the selected Purchase Order [after acknowledgement by Stocking Ward (for Stock items) / Consignee (for Non-Stock items)] in the tabular form as under:

MA REQ.	BILLS FOR PAY.	DISP. PART	RECT CHALLANS	R/NOTES	CRC (UDM)	CRN (UDM)	REJECTION	INS CERT.	BANK DTLS.	REJECTION (UDM)	WARRANTY CLAIM (UDM)
PO No.: 53185154100127											

If supplier is not able to find any Receipt Note in the above List, he should contact the Stores Depot where he has supplied the material.

- v. Supplier may click icon under **View/Print** Header to View/Print/Download digitally-signed Receipt Note issued by Stores Depot [after acknowledgement by Stocking Ward (for Stock items) / Consignee (for Non-Stock items)] where vendor has made the supplies. Digital Receipt Note looks like as under:

NORTHERN RAILWAY				RECEIPT NOTE				[NON-STOCK] [S719]	
Inspection Depot: DIESEL DEPOT ALAMBAGH									
R/Note-No. 382125048		Date 29/07/21		PO/AT No. 53185154100127		P.O.Date 24/04/19		P.O.Sr.No. 001	
Name & Address of Supplier Vendor Code		44874		Depot: 38		Ward:		R.O.No.: 00309	
M/s DOUBLE ACE ENGINEERS-MUMBAI 1/3, Siddhartha Nagar 3rd, S.V.Road, Goregoan West Mumbai (Tel:) (V Code: 44874)		RN Quantity: 1 (One Nos.)		Unit: Nos. Rate: 740000 (Rs. Seven Lakh Forty Thousand Only)		R.O.Date: 29/07/2021			
Description & Drg./Spec.		PL No.: 1NSNS		Value: Rs. 1032500.00		DRR-No.: 61211048		Date: 29/07/21	
Steam Generator Capacity 600 Kg/Hr. with water softener and accessories as per Annexure 'A' & 'B' attached. Note: Tenderers are required to give clause wise comments confirming compliance/non-compliance, deviation etc. against each technical and commercial parameter as mentioned in Annexure 'A' & 'B' to avoid back reference. Offers are likely to be ignored in case of non-compliance of these instructions. Make : DAE		Date of Acceptance		Terms of Delivery F.O.R.		Freight Rs. 25000		Wharfage/Demurrage	
Challan Registration No. 2100533		Dated 29/07/21		Consignee 33364-SR.SECTION ENGINEER/C&W/N. RLY./NDLS		P.O.Qty 7001		Bal.P.O.Qty 0	
Inspection Note No. & Date RITES sddd		RR/MTR No.:MTR 23WER Date: 29/07/21		Paying-Auth.: Sr.DAO/LKO.		Payment-Terms: as per po		Remarks	
Challan/Invoice No.: DDFG		Actual Date of Supply 29/07/21		Other Charges: @Rs. 100000.00 per Unit.		Packing @Rs. 10000.00 per Unit		Forwarding Excise Duty	
Due Date of Delivery 30/05/22		Qty.Invoiced 1.000		Qty.Accepted 1.000		Qty.Rejected 0.000		GST GST @ 18 %	
ACKNOWLEDGEMENT DETAILS:		Above material received and accounted by SR SECTION ENGINEER/C&W/N. RLY./NDLS, Northern Railway (Consignee Code 33364) by posting in Ledger No. 092 - Non-Stock Ledger and Ledger Folio No. 0001 - Non Stock folio as Item Description. REPAIR KIT..... (PL No/Item Code: 11388808) vide DMTR No: 33364-21-00309 dt. 29-07-2021 ; Qty: 1 Number Remarks : TEST NON STOCK ITEM (Actual Date of Receipt : 29-07-2021)							

Received the Accepted Quantity Correctly and Rate Certified.

Despatching Official	Receiving official	Depot Officer
Block Copy, Supplier Copy, Accounts Bill Copy, Accounts Ledger Copy, Store Depot Copy, Acknowledgement Copy		

Validity unknown

Digitally signed by IREPS Trial
2021 Sign
Date: 2021.07.29 15:55:09 IST
Reason: Signed Receipt
Location: New Delhi

Validity unknown

Digitally signed by CRIS Test
2021 Sign
Date: 2021.07.29 12:07:22 IST
Reason: Signed R/Note(NS)
Location: IREPS-CRIS

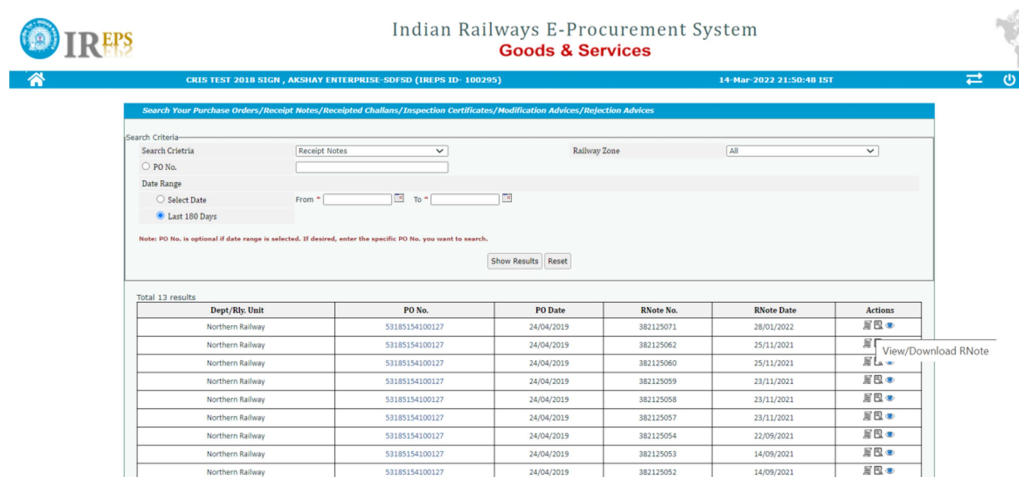
Digital Receipt Note bears digital signature of Officer of Stores Depot where vendor has made the supplies as well Railway Official of Stocking Ward (for Stock items) / Consignee (for Non-Stock items)

3.2 Digital Receipt Note [after acknowledgement by Stocking Ward (for Stock items) / Consignee (for Non-Stock items)] can also be viewed/printed/downloaded by Supplier as under:

- i. Log-in to his IREPS account on the website www.ireps.gov.in using his Digital Signature Certificate (DSC) under **E-Tender: Goods and Services** when following Home Page shall be displayed to Supplier:



- ii. On the above Home Page, Supplier has to select **Contracts** Tab and then select **View & Manage Contracts** option. A new Screen shall open, wherein Supplier has to select **Receipt Notes** option under **Search Criteria** drop-down. After giving necessary inputs on this Screen and clicking **Search Results** Tab, descending chronological list (i.e. latest on the top) of various Digital Receipt Notes issued by various Stores Depots [after acknowledgement by Stocking Ward (for Stock items) / Consignee (for Non-Stock items)] against various Purchase Orders placed on supplier through IMMS meeting the input criteria will be displayed:



Digital Receipt Notes can be searched on this page based on multiple search criterions given on the page.

- iii. Supplier may click icon (**View/Download RNote**) available against a particular Receipt Note under **Action** Header on Screen shown at **Para 3.2 - ii** above to View/Print/Download that digitally-signed Receipt Note issued by Stores Depot [after acknowledgement by Stocking Ward (for Stock items)/ Consignee (for Non-Stock items)] wherein vendor has made the supplies.

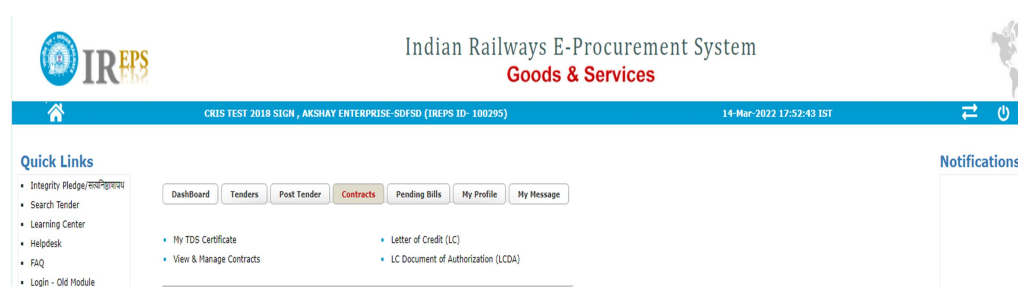
- iv. Supplier may click  icon (**Manage Your Purchase Order**) available against a particular Purchase Order under **Action** Header on the Screen shown at **Para 3.2 - ii** to go to the following Screen wherein various post-Contract activities can be performed by selecting respective Tab:



4. Digital Consignment Receipt Certificate (CRC)

- 4.1 Digital Consignment Receipt Certificate (CRC) is issued by Consignee in User Depot Module (UDM) on receipt of Non-Stock item by Consignee to enable Supplier submit his Digital (On-Line) Bills for Advance / Part Payment (80% / 90% / 95% / 98% etc.) stipulated in Purchase Order to Paying Authorities where Non-Stock item is supplied directly to the Consignee mentioned in the Purchase Order issued in IMMS. This Digital CRC is similar to Digital Receipted Challan in case of item supplied to Stores Depot. This Digital CRC can be viewed/downloaded by concerned Supplier on his Home Page of IREPS Portal i.e. www.ireps.gov.in. For viewing/downloading/ printing Digital CRC, following steps are to be taken by Supplier:

- i. Log-in to his IREPS account on the website www.ireps.gov.in using his Digital Signature Certificate (DSC) under **E-Tender: Goods and Services** when following Home Page shall be displayed to Supplier:



- ii. On the above Home Page, Supplier has to select **Contracts** Tab and then select **View & Manage Contracts** option. A new Screen shall open, wherein **PO** option will be selected in default under **Search Criteria** drop-down. After giving necessary inputs on this Screen and clicking **Search Results** Tab, descending chronological list (i.e. latest on the top) of various Purchase Orders placed on supplier through IMMS meeting the input criteria will be displayed:

Dept/Rly Unit	PO No.	PO Date	Stock/Non Stock	PO Value (INR)	Actions
CSD/ANVT/Northern Railway	45195084100109	08/05/2019	NS	24024	
HQ/Northern Railway	53185154100127	24/04/2019	NS	1010670	
GSD/RW/Rail Wheel Factory	P1180946100867	30/03/2019	S	166828.4	
DU/DV/Northern Railway	93186731100327	14/03/2019	NS	172200	

Here a particular Purchase Order or a group of Purchase Orders can be searched based on the search criterion given.

- iii. Supplier has to select relevant Purchase Order for Non-Stock (NS) item and click on icon (**Manage Your Purchase Order**) appearing under **Action** header against the selected Purchase Order on the above Screen, when following Screen will be displayed:

- iv. Supplier may click **CRC (UDM)** Tab (**Consignment Receipt Certificates**) on the above Screen to view all the Digital Consignment Receipt Certificates (CRCs) issued by Consignees for the selected Purchase Order for Non-Stock items in User Depot Module (UDM) in the tabular form as under:

S. No.	PO Sr.	PO Qty.	CRC No.	CRC Date	CRC Qty.	Challan No.	Challan Date	View/Print
1	001	44	33364-21-15530	05/10/2021	4	3213	05/10/2021	
2	001	44	33364-21-15650	12/11/2021	5	C-9090	12/11/2021	
3	001	44	33364-21-15529	05/10/2021	12	123213	05/10/2021	

If supplier is not able to find any Digital CRC in the above List, he should contact the Consignee to whom he has supplied the material.

- v. Supplier may click icon under **View/Print** Header to View/Print/Download digitally-signed CRC for the selected Non-Stock item issued in UDM by the

Consignee mentioned in the Purchase Order where vendor has made the supplies. Digital CRC looks like as under:

			
Railway: NORTHERN RLY		Unit: SSE/C&WINDLS	
CONSIGNMENT RECEIPT CERTIFICATE (CRC)			
CRC No. & Date: 33364-21-15530 dt. 05-10-2021			
Date of Receipt:	05-10-2021	DMTR No.:	33364-21-15530
PO No. & Date:	45195084100109 dt. 08-05-2019	Type of Receipt:	Supplies against Stores PO
Firm's Details:	CRIS TEST-SDFSD		
Item No. of PO:	001	PL No./Item Code:	3345N001
Description of Item:	Lavatory Door Latch, size - 4 inch as per RCF drawing no. LW56430 . Make : KBN		
PO Qty. (in PO Unit):	44,000 Number	All inclusive Rate in PO:	Rs. 546 per Number
Delivery Period:	07-06-2019	Allocation	06021128
Payment Terms:	100% payment against receipt, inspection and acceptance of material by the consignee at destination.		
Inspection Agency:	CONSG (RITES)	Paying Authority:	Sr.DAO/DLI (Northern Railway)
Challan No. & Date:	3213 dt.05-10-2021	Bill No. & Date:	23132 dt.05-10-2021
IC No:	444	IC Date:	05-10-2021
Make/Brand:	4324	Product SI No.:	423
Qty.Despatched (in PO Units):	4,000 Number	Qty.Received (in PO Units):	4,000 Number (Only Four Number)
Value of Qty. Received (in Rs.):	2184.00 (Rupees Two Thousand One Hundred & Eighty-Four Only)		
Qty. Accepted (in PO/Contract Unit):	--	Qty.Rejected (in PO/Contract Unit):	--
Qty.Accepted (in Transaction Units):	--	Value of Accepted Qty (in Rs):	--
Status:	Under Process	Accountal Date:	Not Yet Accounted for
Amount Payable (Rs.)	Rs 545 (Rupees Five Hundred & Forty-Five Only)		
Remarks	43554		
Above material has been received by Consignee as per above details.			
VINAY KUMAR, SSE/C&WINDLS		MANISHA KUMAR, Sr.DME/C&W	
Signature of Stock Holder		Signature of Officer Incharge	
Drop Remarks			
No. of Documents (1) sample-pdf22_2.pdf			

Validity unknown

Digitally signed by
IREPS Trial 2021 sign
Date: 2021.10.05
12:35:41 IST
Reason: Signed Receipt
Location: New Delhi

Validity unknown

Digitally signed by
IREPS Trial 2021 sign
Date: 2021.10.05
12:36:15 IST
Reason: Signed Receipt
Location: New Delhi

Page 1/1

Digital Consignment Receipt Certificate (CRC) issued in User Depot Module (UDM) bears digital signatures of Consignee mentioned in the Purchase Order to whom Non-Stock item has been supplied by vendor as well as his Officer.

- vi. Supplier may click  icon **[Click here to view uploaded document(s)]** under **View/Print** Header to View/Print/Download digitally-signed documents like Budget/Fund Availability Certificate, Installation & Commissioning Certificate, Test Reports, Inspection Certificate etc. uploaded by the Consignee while preparing Digital CRC as under:

trial.ireps.gov.in/epsn/supply/ct/showCrcCrnUploadedDocs.do	
View Uploaded Documents	
#	File Name
1	sample-pdf22_2.pdf

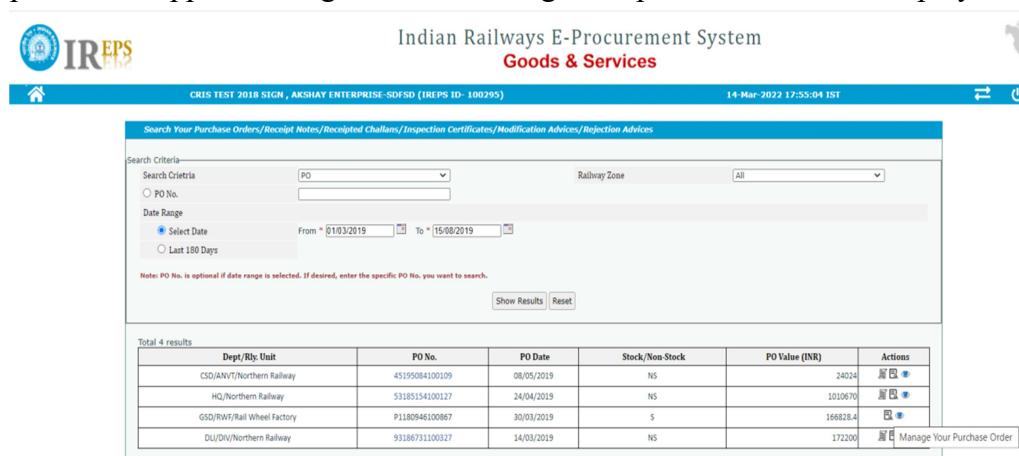
5. Digital Consignment Receipt Note (CRN)

5.1 Digital Consignment Receipt Note (CRN) is issued by Consignee in User Depot Module (UDM) after final acceptance of Non-Stock item by Consignee to enable Supplier submit his Digital (On-Line) Bills for Final Payment [100% against Receipt & Acceptance / Balance Part Payment (20% / 10% / 5% / 2% etc.)] to Paying Authorities where Non-Stock item is supplied directly to the Consignee mentioned in Purchase Order issued in IMMS. Digital CRN is available to supplier for submission of such Bills after Non-Stock item is taken into Digital Ledgers maintained by Consignee in User Depot Module (UDM). This Digital CRN is similar to Digital Receipt Note in case of item supplied to Stores Depot. Digital CRN can be viewed/downloaded by Supplier on Home Page of IREPS Portal i.e. www.ireps.gov.in. For viewing/downloading/printing Digital CRN, following steps are to be taken:

- Log-in to his IREPS account on the website www.ireps.gov.in using his Digital Signature Certificate (DSC) under **E-Tender: Goods and Services** when following Home Page shall be displayed to Supplier:

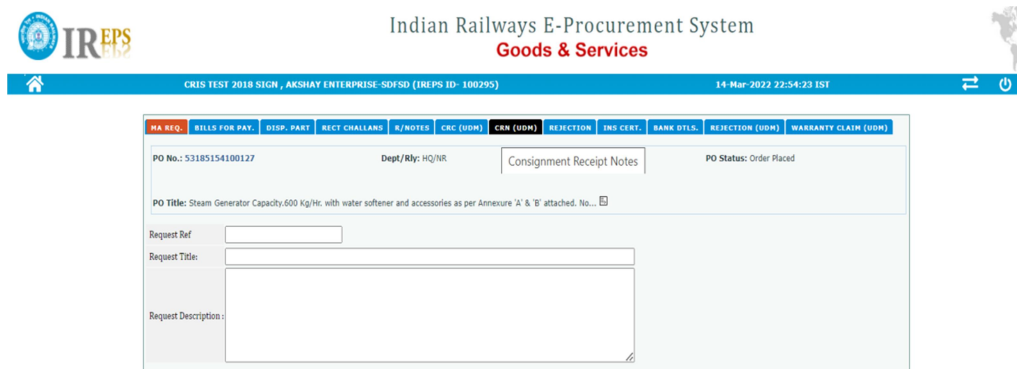


- On the above Home Page, Supplier has to select **Contracts** Tab and then select **View & Manage Contracts** option. A new Screen shall open, wherein **PO** option will be selected in default under **Search Criteria** drop-down. After giving necessary inputs on this Screen and clicking **Search Results** Tab, descending chronological list (i.e. latest on the top) of various Purchase Orders placed on supplier through IMMS meeting the input criteria will be displayed:



Here a particular Purchase Order or a group of Purchase Orders can be searched based on the search criterion given.

- iii. Supplier has to select relevant Purchase Order and click on  icon (**Manage Your Purchase Order**) appearing under **Action** header against the selected Purchase Order on the above Screen, when following Screen will be displayed:



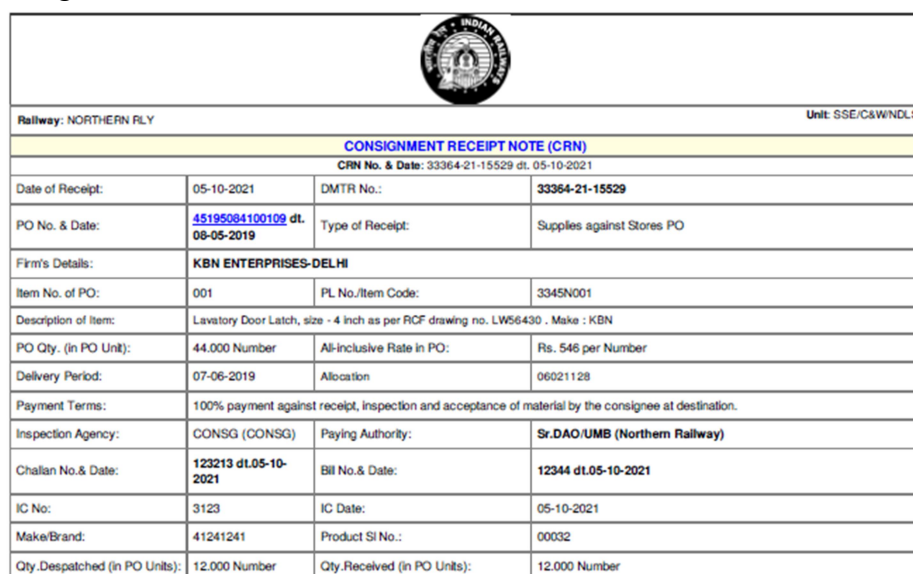
- iv. Supplier may click **CRN (UDM)** Tab (**Consignment Receipt Notes**) on the above Screen to view all the Digital Consignment Receipt Notes (CRNs) issued by Consignees for the selected Purchase Order for Non-Stock items in User Depot Module (UDM) in the tabular form as under:



S.No.	PO No.	PO Qty	CRN No.	CRN Date	CRN Qty	Challan No.	Challan Date	View/Print
1	001	44	33364-21-15529	05/10/2021	10	123213	05/10/2021	 
2	001	44	33364-21-15650	12/11/2021	5	C-9090	12/11/2021	 

If supplier is not able to find any Digital CRN in the above List, he should contact the Consignee to whom he has supplied the material

- v. Supplier may click  icon under **View/Print** Header to View/Print/Download digitally-signed CRN for the selected Non-Stock item issued in UDM by the Consignee mentioned in the Purchase Order where vendor has made the supplies. Digital CRN looks like as under:



CONSIGNMENT RECEIPT NOTE (CRN)			
CRN No. & Date: 33364-21-15529 dt. 05-10-2021			
Date of Receipt:	05-10-2021	DMTR No.:	33364-21-15529
PO No. & Date:	45195084100109 dt. 08-05-2019	Type of Receipt:	Supplies against Stores PO
Firm's Details:	KBN ENTERPRISES-DELHI		
Item No. of PO:	001	PL No./Item Code:	3345N001
Description of Item:	Lavatory Door Latch, size - 4 inch as per RCF drawing no. LW56430 . Make : KBN		
PO Qty. (in PO Unit):	44.000 Number	All-inclusive Rate in PO:	Rs. 546 per Number
Delivery Period:	07-06-2019	Allocation	06021128
Payment Terms:	100% payment against receipt, inspection and acceptance of material by the consignee at destination.		
Inspection Agency:	CONSG (CONSG)	Paying Authority:	Sr.DAO/UMB (Northern Railway)
Challan No. & Date:	123213 dt.05-10-2021	Bill No. & Date:	12344 dt.05-10-2021
IC No:	3123	IC Date:	05-10-2021
Make/Brand:	41241241	Product SI No.:	00032
Qty. Despatched (in PO Units):	12.000 Number	Qty. Received (in PO Units):	12.000 Number

Qty. Accepted (in PO/Contract Unit):	10,000 Number (Only Ten Number)	Qty. Rejected (in PO/Contract Unit):	2,000 Number
Qty. Accepted (in Transaction Units):	10,000 Litre	Value of Accepted Qty (in Rs):	5460.00 (Rupees Five Thousand Four Hundred & Sixty Only)
Status:	Accounted for	Accountal Date:	05-10-2021
Accounted for in Ledger:	007-ENAMEL	Ledger Folio:	0001-ENAMEL INTERIOR
Ledger Folio Item:	770303940033- PVC INSULATED SINGLE CORE MULTI STRANDED UN SHEATHED COPPER CABLE, SIZE: 6 SQ.MM. (84/0.3 MM.) VOLTAGE GRADE 1100 V CONFORMING TO RDSO'S SPECN.NO. RDSO/PE/SPEC/TL/0027-2002 (REV."0") WITH AMDT.NO.1 OR LATEST (WITH INSULATION COLOUR IN EQUAL QTY. RED & BLUE)."		
Amount Payable (Rs.)	Rs 4 (Rupees Four Only)		
Remarks	2343		
Above material found acceptable & accounted for in Ledger as per above details.			
VINAY KUMAR, SSE/Cr/WINDLS		MANISHA KUMAR, Sr.DME/Cr/W	
Signature of Stock Holder		Signature of Officer Incharge	
Drop Remarks			
Uploaded Documents: No. of Documents (0)			

Validity unknown

Digitally signed by
IREPS Trial 2021 Sign
Date: 2021.10.05
13:32:21 IST
Reason: Signed Receipt
Location: New Delhi

Validity unknown

Digitally signed by
IREPS Trial 2021 Sign
Date: 2021.10.05
13:33:50 IST
Reason: Signed Receipt
Location: New Delhi

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Digital Consignment Receipt Note (CRN) issued in User Depot Module (UDM) bears digital signatures of Consignee mentioned in the Purchase Order to whom Non-Stock item has been supplied by vendor as well as his Officer.

- vi. Supplier may click  icon **[Click here to view uploaded document(s)]** under **View/Print** Header to View/Print/Download digitally-signed documents like Budget/Fund Availability Certificate, Installation & Commissioning Certificate, Test Reports, Inspection Certificate etc. uploaded by the Consignee while preparing Digital CRN as under:

 trial.ireps.gov.in/epsn/supply/ct/showCrcCrnUploadedDocs.do 

View Uploaded Documents	
#	File Name
1	sample-pdf22_1.pdf

6. Digital (On-Line) Bill Submission Process

6.1 General

- i. Functionality of Digital Bill submission covers the Suppliers' Bills for Advance/Part Payment (80% / 90% / 95% / 98% etc.) and Final Payment [100% against Receipt & Acceptance / Balance Part Payment (20% / 10% /

5% / 2% etc.)] against Purchase Orders placed on IMMS for Stock items or Non-Stock items. It covers the Bills with GST as well as ED/ST as applicable for the item as per Purchase Order.

- ii. Digital Bills submitted by suppliers will be used by Integrated Payroll & Accounting System (IPAS) of Railways for processing payment. Bill processing and payment by Bill Paying Authority shall be done based on digital documents i.e. Bill, Receipted Challan (for Advance/Part payment for Stock/Non-Stock items supplied to Stores Depot), Receipt Note (for Final/Balance payment for Stock/Non-Stock items supplied to Stores Depot), CRC (for Advance/Part payment for Non-Stock items), CRN (for Final/Balance payment for Non-Stock items) supplied to Stores Depot), Inspection Certificate etc. available on IMMS / IREPS of Railway and other digitally signed documents uploaded on IREPS during Digital (On-Line) Bill submission by supplier, without insisting on hard copies of the same either from the Stores Depot or Consignee or from Supplier.
- iii. Presently RITES & RDSO are issuing Digital Inspection Certificates (ICs). Thus, for other Pre-Inspection Agencies; verification process for Inspection Certificate against the online Digital Bills shall continue to be manual by Bill Passing/Paying Authority as in the existing process.
- iv. Similarly, for Advance Payment for supplies against RR/PWB (which are still not digital), the verification process for RR/PWB and Inspection Certificate against the online Digital Bills shall continue to be manual by Bill Passing/Paying Authority as is the existing practice.

6.2 Digital (On-Line) Bill Initiation Process: Advance / Part Payment Bills

- i. Supplier has to log-in to his IREPS account on the website www.ireps.gov.in using his Digital Signature Certificate (DSC) under **E-Tender: Goods and Services** when following Home Page shall be displayed to Supplier:



- ii. On the above Home Page, Supplier has to select **Contracts** Tab and then select **View & Manage Contracts** option. A new Screen shall open, wherein **PO** option will be selected in default under **Search Criteria** drop-down. After giving necessary inputs on this Screen and clicking **Search Results** Tab, descending chronological list (i.e. latest on the top) of various Purchase Orders placed on supplier through IMMS meeting the input criteria will be displayed:

Search Your Purchase Orders/Receipt Notes/Receipted Challans/Inspection Certificates/Modification Advices/Rejection Advices

Search Criteria: PO Railway Zone: All

Date Range: ☐ Select Date From: 01/03/2019 To: 15/08/2019 ☐ Last 180 Days

Note: PO No. is optional if date range is selected. If desired, enter the specific PO No. you want to search.

Show Results Reset

Total 4 results

Dept/Rly. Unit	PO No.	PO Date	Stock/Non-Stock	PO Value (INR)	Actions
CSD/ANVT/Northern Railway	45195084100109	08/05/2019	NS	24024	  
HQ/Northern Railway	53185154100127	24/04/2019	NS	1010670	  
GSD/RWF/Rail Wheel Factory	P1180946100867	30/03/2019	S	166828.4	  
DUI/DV/Northern Railway	93186791100327	14/03/2019	NS	172200	  

Manage Your Purchase Order

Here a particular Purchase Order or a group of Purchase Orders can be searched based on the search criterion given.

- iii. Supplier has to select relevant Purchase Order and click on  icon (**Manage Your Purchase Order**) appearing under **Action** header against the selected Purchase Order on the above Screen, when following Screen will be displayed:

HA REQ. **BILLS FOR PAY.** DISP. PART RECT CHALLANS R/NOTES CRC (UDM) CRN (UDM) REJECTION INS CERT. BANK DTLS. REJECTION (UDM) WARRANTY CLAIM (UDM)

PO No.: P11809461 Bills for Payment Dept/Rly: GSD/RWF/RWF PO Date: 30/03/2019 PO Status: Order Placed

PO Title: "HEAVY DUTY PNEUMATIC CYLINDER 2A SERIES, STYLE "BB", CAP FIXED CLEVIS MOUNT, 5" DIA BORE x 14" STROKE x 1" RO..."

Request Ref:

Request Title:

Request Description:

- iv. Supplier may click **BILLS FOR PAY.** Tab (**Bills for Payment**) on the above Screen when following **Bill Summary** page will be displayed:

HA REQ. **BILLS FOR PAY.** DISP. PART RECT CHALLANS R/NOTES CRC (UDM) CRN (UDM) REJECTION INS CERT. BANK DTLS. REJECTION (UDM) WARRANTY CLAIM (UDM)

PO No.: P1180946100867 Dept/Rly: GSD/RWF/RWF PO Date: 30/03/2019 PO Status: Order Placed

PO Title: "HEAVY DUTY PNEUMATIC CYLINDER 2A SERIES, STYLE "BB", CAP FIXED CLEVIS MOUNT, 5" DIA BORE x 14" STROKE x 1" RO..."

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

Click Here to submit online Declaration regarding GST e-Invoicing Provisions as applicable w.e.f. 01/10/2020. Submission of this Declaration is mandatory requirement before submission of online bills.

Submit New Bill

#	IREPS Bill Reg No.	Registered on	Invoice No.	Invoice Date	Adv/Final	Paying Authority	Bill Amt.	Bill Status	Bill Status Date	Payment Status	Actions
No Record Found.											

- v. On this **Bill Summary** page Supplier can initiate submission of a New Digital (On-Line) Bill for Stock / Non-Stock items' Purchase Orders placed in IMMS. Details of earlier submitted Digital Bills against Purchase Order are also available on this page. As mentioned at **Para 6.6** below, earlier submitted Digital Bills displayed in List on this page can also be managed from here to Delete Bill, Edit Bill, Add / Remove items, View Status of digitally-signed & submitted Bill etc. Bills which are digitally-signed cannot be deleted / edited as these have been submitted to accounts in IPAS for further processing by Bill Paying Authority. However, digitally-signed & submitted Bill can be withdrawn till it has not been registered by Bill Paying Authority.
- vi. To initiate a new Digital (On-Line Bill), Supplier has to click **Submit New Bill** link (**Click here to claim New Supplier Bill**) on **Bill Summary** page when following page showing **Bill Header** form shall open:

MA REQ.	BILLS FOR PAY.	DISP. PART	RECT CHALLANS	R/NOTES	CRC (UDM)	CRN (UDM)	REJECTION	INS CERT.	BANK DTLS.	REJECTION (UDM)	WARRANTY CLAIM (UDM)
PO No.: P1180946100867		Dept/Rly: GSD/RWF/RWF		PO Date: 30/03/2019		PO Status: Order Placed					
PO Title: "HEAVY DUTY PNEUMATIC CYLINDER 2A SERIES, STYLE "BB", CAP FIXED CLEVIS MOUNT, 5" DIA BORE x 14" STROKE x 1" RO..."											
Bill Header(All amounts are in Rs)											
IREPS Bill Reg No(Supplier Bill)											
Vendor Name				AKSHAY ENTERPRISE-SDFS				Vendor Code in PO		:100295	
PO No.				P1180946100867				PO Date		30/03/2019	
Vendor Address as per PO abode road, xyz street, City: sdfsd, Zip: 11, Contact No.: 9999999999, Rondonia											
Taxes Applicable ☒ GST ☐ ED/ST											
Stock or Non-Stock: ☐ Stock ☐ Non-Stock											
Do you want to use more than one GST Invoice against this bill? ☒ No ☐ Yes											
Select Paying Railway <input type="text" value="RWF"/>											
Select Paying Authority <input type="text" value="SR.AFA/I(A3002)-1401-RWF"/>											
Submit Bill Header Details											
PVC		Not Applicable		SVC		Not mentioned					
GST Invoice No.		<input type="text"/>		GST Invoice Date		<input type="text"/>					
Payment %		<input type="text"/>		Payment Type		<input type="text" value="Select"/>					
Bank Account No		<input type="text" value="0113261000304"/>		IFSC Code		<input type="text" value="CNRB0000113"/>					
Under Reverse Charge		☐ Yes ☒ No		Whether under composition scheme		☐ Yes ☒ No					
Supplier GSTIN Registered		☒ Yes ☐ No									
Supplier GSTIN		<input type="text" value="Select"/>									
Supplier State		<input type="text" value="Select"/>									
State for Place of Supply		<input type="text" value="Select"/>		Place of Supply		<input type="text"/>					
Bill Description(Remarks) <small>(upto 200 characters)</small> <input type="text"/>											
<input type="button" value="Save Bill Header"/>											

- vii. For initiation of new Digital On-Line Bill, first **Bill Header** is to be prepared which contains fixed details related to Bills. Please note that **Bill Header** once saved cannot be edited. So, details must be filled-in carefully.
- viii. Purchase Order No, Date, Vendor's Address, applicability of Price Variation Clause (PVC), applicability of Statutory Variation Clause (SVC), Paying Railway, Paying Authority etc. are captured directly from Purchase Order and shown here and are not editable. If you notice that any of these details are not correct, please report the matter to PO placing Authority.
- ix. Vendor has to select Taxes Applicable i.e. GST or ED/ST, type of item i.e. Stock or Non-Stock, Paying Railway, Paying Authority etc. as applicable etc. and proceed to fill-in various details in the **Bill Header** Section. Against **Do you want to use more than one GST Invoice against this Bill?** field, **No** option is selected in default which can be used to **Yes** by supplier in case he wants to use more than one GST Invoice against an on-line Bill. In that case, vendor may refer **User Manual for On-Line Submission of Bills having Multiple GST Invoices** available on IREPS Portal under **Learning Centre** link in **E-Tender (Good & Services)** Section for guidance.

6.3 Digital (On-Line) Bills Preparation with GST- Advance / Part Payment Bills

- i. Supplier has to select **Tax Applicable** as **GST** (default selection) on the following **Bill Header** form available to him as per **Para 6.2 – vi** above:

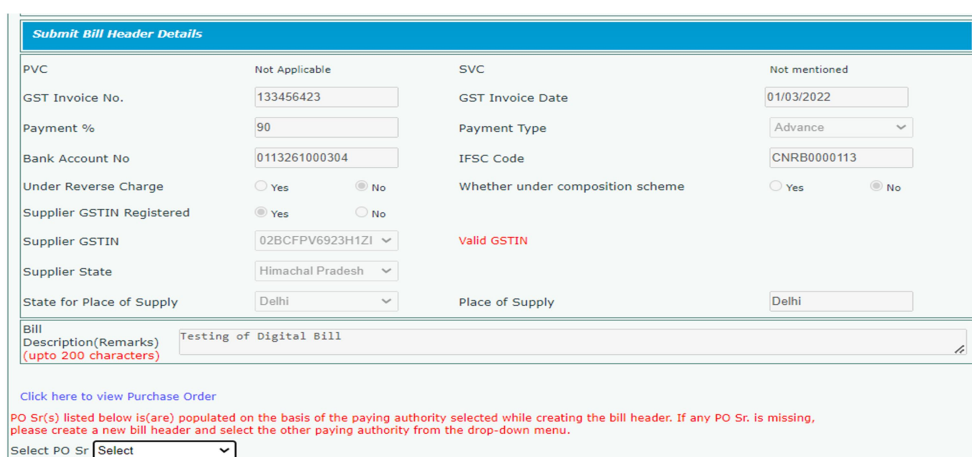
MA REQ.	BILLS FOR PAY.	DISP. PART	RECT CHALLANS	R/NOTES	CRC (UDM)	CRN (UDM)	REJECTION	INS CERT.	BANK DTLS.	REJECTION (UDM)	WARRANTY CLAIM (UDM)
PO No.: P1180946100867		Dept/Rly: GSD/RWF/RWF		PO Date: 30/03/2019		PO Status: Order Placed					
PO Title: "HEAVY DUTY PNEUMATIC CYLINDER 2A SERIES, STYLE "BB", CAP FIXED CLEVIS MOUNT, 5" DIA BORE x 14" STROKE x 1" RO..."											
Bill Header(All amounts are in Rs)											
IREPS Bill Reg No(Supplier Bill)											
Vendor Name		AKSHAY ENTERPRISE-SDFSD				Vendor Code In PO		:100295			
PO No.		P1180946100867				PO Date		30/03/2019			
Vendor Address as per PO: abode road, xyz street, City: sdfsd, Zip: 11, Contact No.: 9999999999, Rondonia											
Taxes Applicable		☒ GST ☐ ED/ST									
Stock or Non-Stock:		☐ Stock ☐ Non-Stock									
Do you want to use more than one GST Invoice against this bill?		☒ No ☐ Yes									
Select Paying Railway		RWF									
Select Paying Authority		SR.AFA/II(A3002)-1401-RWF									
Submit Bill Header Details											
PVC		Not Applicable		SVC		Not mentioned					
GST Invoice No.		133456423				GST Invoice Date		01/03/2022			
Payment %		90				Payment Type		Advance			
Bank Account No		0113261000304				IFSC Code		CNRB0000113			
Under Reverse Charge		☐ Yes ☒ No									
Supplier GSTIN Registered		☒ Yes ☐ No									
Supplier GSTIN		02BCFPV6923H1ZI				Valid GSTIN					
Supplier State		Himachal Pradesh									
State for Place of Supply		Delhi				Place of Supply		Delhi			
Bill Description(Remarks) (upto 200 characters): Festing of Digital Bill											
Save Bill Header											

ii. Following details are to be filled up in the **Bill Header** Form:

a	GST Invoice No.	Enter your GST Invoice No. here. Check that GST Invoice No. is exactly same as actual Invoice. System will validate format of GST Invoice No. as per GST Act. In case of multiple GST Invoices against an on-line Bill, details of first GST Invoice are to be entered.
b	Invoice Date	Enter date of Invoice. Future date is not accepted.
c	Payment Type	Select Advance for Advance/Part Payment Bill and Final for Final/Balance Payment Bill
d	Payment %	Enter Payment % being claimed in Bill e.g. 80%, 90%, 95%, 98% etc. for Advance Payment and 20%, 10%, 5%, 2%, 100% etc. for Final Payment
e	Bank Account No.	Check Bank Account No. & IFSC Code of Bank where Payment is required. Please properly check these fields to avoid problems in payment. These fields are not editable, if data is there. You have to contact PO Placing Authority to change Bank Account/ IFSC. If no data is there for Bank Account No. / IFSC, you can enter these details yourself.
f	IFSC Code	

g	Under Reverse Charge	Default is No . If supply is under Reverse Charge Mechanism, please select Yes .
h	Composition Scheme	Default is No . If you are registered under Composition Scheme, please select Yes .
i	Supplier GSTIN	Default is Yes . If you are not registered with GSTIN, please select No .
j	Supplier GSTIN	Enter your GST Registration No. here. Here System will validate your GST No. format as per standard GST No. structure. If GSTIN format is correct, system will display Valid GSTIN message.
k	Supplier State	Select State of your GST Registration No.
l	State for Place of Supply	Enter State for place of supply from drop-down.
m	Place of Supply	Enter brief address of place of Supply i.e. address of Stores Depot / Consignee
n	Bill Description	Enter Description of the Bill for your convenience for identification of the Digital Bill being submitted.

- iii. Check all details and if details are correct click **Save Bill Header** button to save **Bill Header**. On successfully saving **Bill Header**, message **Data Saved Successfully!** is displayed. **Bill Header** once saved cannot be edited. After successfully saving **Bill Header**, two additional details are displayed in bottom portion of Screen viz. **Click here to view Purchase Order** and **Select PO Sr**.



- iv. If you wish to view the Purchase Order details, click on link **Click here to view Purchase Order**. Purchase Order (PDF) will open in a separate window.
- v. For proceeding further for On-Line Bill submission, select PO Item Sr.No. from **Select PO Sr** drop-down list for Bill is to be submitted by you. **Select PO Sr** drop-down list displays all the PO Sr.Nos. of selected Purchase Order.

- vi. After selecting the PO Item Sr.No. from the **Select PO Sr** drop-down List, user has to **Select Mode of Dispatch** as **Rail** (where Advance Payment is being claimed against RR/PWB) or **Road** (where Advance Payment is being claimed against Digital Receipted Challan / CRC) against the Radio Buttons available:

[Click here to view Purchase Order](#)

PO Sr(s) listed below is(are) populated on the basis of the paying authority selected while creating the bill header. If any PO Sr. is missing, please create a new bill header and select the other paying authority from the drop-down menu.

Select PO Sr

Select Mode of Dispatch ☐ Rail ☐ Road

It is important to mention that **Rail** option for Mode of Dispatch for claiming Advance Payment against RR/PWB shall not be available for selection for Non-Stock items for submission of Digital (On-Line) Bill against CRC

- vii. After selecting Mode of Dispatch as **Road**, an additional window for **Bill Item Sr.No.** shall open in the bottom portion of the existing Screen for submitting the details for the selected Bill Type i.e. **Advance Bill for dispatches by Road with applicable Tax as GST (where Advance Payment is being claimed against Digital Receipted Challan / CRC)**, as under:

Road Dispatch(Bill Item Sr. No. 1)

Select Challan No. Challan Date

Select DRR/CRC No. DRR/CRC Date Qty For Billing

Do you want to clone/copy data from previous bill of this item ? ☐ Yes ☐ No

RLY GSTIN Please scroll down the list if IRFC GSTIN is applicable

Inspection Agency

IC No. IC Date IC Passed Qty

Already Billed IC Qty Balance in IC Qty Now Billed

Basic PO Rate/Unit PVC on PO Rate/Unit Basic Bill Rate/Unit with Disc,PVC

Discount Unit Discount Rate Discount Amount

Packing Unit Packing Rate Packing Amount

Forwarding Unit Forwarding Rate Forwarding Amount

Freight Unit Freight Rate Freight Amount

Other Charge(1)Des

Other Charge(1)Unit Other Charge(1)Rate Other Charge(1)Amount

Other Charge(2)Des

Other Charge(2)Unit Other Charge(2)Rate Other Charge(2)Amount

GST Category HSN Code ITC Admissible ☐ Yes ☒ No

CGST Rate(%) CGST Amount IGST Rate(%) IGST Amount

SGST Rate(%) SGST Amount UTGST Rate(%) UTGST Amount

Cess Rate(%) Cess Amount

Taxable Amount Tax Amount Total Billed Amount

Save

- viii. Following details are to be filled by Supplier for **dispatches by Road**:

a	Select Challan No.	Select your relevant Challan No. from the drop-down list. In case you don't find Challan No. in the drop-down, please contact Stores Depot / Consignee where you have supplied the material.
---	--------------------	--

b	Challan Date	Challan Date is auto-filled for the selected Challan and is not editable.
c	Select DRR / CRC No.	Here select relevant DRR No. for the relevant Digital Receipted Challan for Stock / Non-Stock item supplied to Stores Depot and select CRC No. for the relevant Digital Consignment Receipt Certificate (CRC) for Non-Stock item supplied directly to the Consignee. In case you don't find DRR/CRC No. in the drop-down, please contact Stores Depot / Consignee where you have supplied the material.
d	DRR/CRC Date	DRR/CRC Date is auto-filled for the selected DRR/CRC and is not editable.
e	Qty. for Billing	Qty. for billing is auto-filled for the selected DRR/CRC and is not editable.
f	Do you want to Clone/Copy Data from previous Bills of this item?	Select Yes if you want to Clone/Copy Data from previous Bills of this item against this Purchase Order so as to avoid typing / data entry effort.
g	Rly. GSTIN	Select Railway GST Registration No. User may scroll-down the list in the drop-down to select IRFC GSTIN (is applicable)
h	IC No.	Fill the relevant Inspection Certificate (IC) No. here
i	IC Date	Fill the Inspection Certificate (IC) Date here
j	IC Passed Qty.	Fill quantity passed as per the filled IC details
k	Already Billed IC Qty.	If any quantity out of the quantity passed in the IC is already billed in earlier Bills, same is to be filled here
l	Balance in IC	This is auto-filled as per details filled in above fields i.e. IC Passed Qty. minus Already Billed IC Qty. and is not editable. Qty. Balance in IC must be equal to or more than Qty. for billing mentioned above.
m	Qty. Now Billed	Quantity Now Billed is same as Qty. for Billing above and is auto-filled. It is also not editable.
n	Basic PO Rate/Unit	This is Basic Rate for the item and is auto-filled from the Purchase Order data. Normally there should not be any need to change/edit this. But in cases where Purchase Order is on all-inclusive price basis i.e. taxes and other details are included in Basic Rate and

		supplier wants to show Taxes /other expenses separately, here basic rate can be changed.
o	PVC on PO Rate /Unit	This is applicable for Purchase Orders with Price Variation Clause (PVC). Supplier has to work out PVC per Unit Rate and fill it here. For Purchase Orders without PVC Clause, this field is non-editable. Suppliers are advised to submit the detailed PVC Calculation Sheet alongwith the Indices etc. considered in price updation as digitally-signed attached documents by uploading with the Bill Item so that it is available to Bill Passing Authority.
p	Basic Bill Rate/Unit with Disc, PVC	This is calculated based on Payment % filled-in Bill Header.
q	Discount Rate (Percent)	Discount Rate and its Unit (as Percent) are pre-populated from the Purchase Order. If any change is to be made, edit it and fill-in the Revised Rate. Unit of Discount cannot be changed, it is fixed as %.
r	Discount Amount	Discount amount is auto-calculated and cannot be edited. All Amounts in the Bill are worked out based on Payment % filled-in at the time of Bill Header preparation
s	Packing Rate & Packing Unit	Packing Charges Rate and its Unit are pre-populated from Purchase Order. If any change is to be made in Rate / Unit, edit it and fill-in the Revised Rate/Unit.
t	Packing Amount	Packing Amount is auto-calculated based upon the input and cannot be edited.
u	Forwarding Rate & Forwarding Unit	Forwarding Charges Rate and its Unit are pre-populated from the Purchase Order. If any change is to be made in Rate/Unit, edit it and fill-in the Revised Rate/Unit.
v	Forwarding Amount	Forwarding Amount is auto-calculated based upon the input and cannot be edited.
w	Freight Rate (per Unit)	Freight Charges Rate and its Unit (per Unit) are pre-populated from the Purchase Order. If any change is to be made in Rate, edit it and fill-in the Revised Rate. Freight Charges Unit cannot be changed, it is fixed as 'per Unit'.

x	Freight Amount	Freight Amount is auto-calculated based upon the input and cannot be edited.
y	Other Charges Type, Rate, Unit & Amount	Other Charges Type, Rate and its Unit are pre-populated from the Purchase Order. If any change is to be made in Type/Rate/Unit, edit it and fill-in the Revised Type/Rate/Unit. Other Charges Amount is auto-calculated based upon input and not editable.
z	GST Category	Select the applicable category of GST from the drop-down list i.e. Regular, Nil Rated, Non-GST Item, Exempted, Inclusive. Further GST details can be filled only for the category 'Regular GST'. For other selections, it cannot be filled.
aa	HSN Code	Fill the correct HSN Code, as applicable. System validates HSN Code from the HSN Code List in IREPS. In case any applicable HSN Code is not available in the List, please contact IREPS Help Desk for further action.
ab	ITC Admissible	Choose Yes or No , as applicable
ac	CGST Rate (%)	Window shall open based on State of supply and State of Supplier as selected and filled-in the Bill Header. If States are same, CGST window will open. If states are different CGST window shall remain closed and IGST window shall open.
ad	CGST Amount	
ae	SGST Rate (%)	
af	SGST Amount	
ag	UTGST Rate (%)	If CGST window opens, please select the applicable Rate from the list in CGST window. Same rate of GST shall be auto-filled for SGST/UTGST (as applicable) also. Amounts shall be automatically calculated If IGST window opens, select applicable IGST from the list. Amount shall be automatically calculated.
ah	UTGST Amount	
ai	IGST Rate (%)	
aj	IGST Amount	
ak	Cess Rate (%)	Fill the applicable Cess Rate, if applicable
al	Cess Amount	Amount shall be auto-calculated
am	Taxable Amount	Based on the details filled-in, Taxable Amount, Tax Amount and Total Billed Amount for the current Bill Item being filled shall be auto-calculated and are not editable. These shall as per the Payment % filled in the Bill Header.
an	Tax Amount	
ao	Total Billed Amount	

- ix. After filling all details, user has to click **Save** button (**Click here to Save details**) on the Screen shown below when **Details saved successfully!** message will be displayed.

Road Dispatch(Bill Item Sr. No. 1)					
Select Challan No.	123213	Challan Date	05/10/2021		
Select DRR/CRC No.	33364-21-15529	DRR/CRC Date	05/10/2021	Qty For Billing	12
Do you want to clone/copy data from previous bill of this item ? ☐ Yes ☐ No					
RLY GSTIN	07AAAGM0289C1ZL	Please scroll down the list if IRFC GSTIN is applicable			
Inspection Agency	CONSG				
IC No.	NR/IC/13456	IC Date	01/03/2022	IC Passed Qty	12
Already Billed IC Qty	0	Balance in IC	12	Qty Now Billed	12
Basic PO Rate/Unit	520	PVC on PO Rate/Unit	0	Basic Bill Rate/Unit with Disc,PVC	494
Discount Unit	Percent	Discount Rate	5	Discount Amount	280.80
Packing Unit	Select	Packing Rate	3	Packing Amount	0.00
Forwarding Unit	Select	Forwarding Rate	2	Forwarding Amount	0.00
Freight Unit	Per Unit	Freight Rate	0	Freight Amount	0.00
Other Charge(1)Des	NA				
Other Charge(1)Unit	Select	Other Charge(1)Rate	0	Other Charge(1)Amount	0.00
Other Charge(2)Des	NA				
Other Charge(2)Unit	Select	Other Charge(2)Rate	0	Other Charge(2)Amount	0.00
GST Category	Regular GST	HSN Code	45454445	ITC Admissible	☐ Yes ☒ No
CGST Rate(%)	Select	CGST Amount	0	IGST Rate(%)	18
SGST Rate(%)	0	SGST Amount	0	UTGST Rate(%)	0
Cess Rate(%)	0	Cess Amount	0	IGST Amount	960.34
Taxable Amount		5335.20	Tax Amount	960.34	Total Billed Amount
				6295.54	
<div>Save</div>					

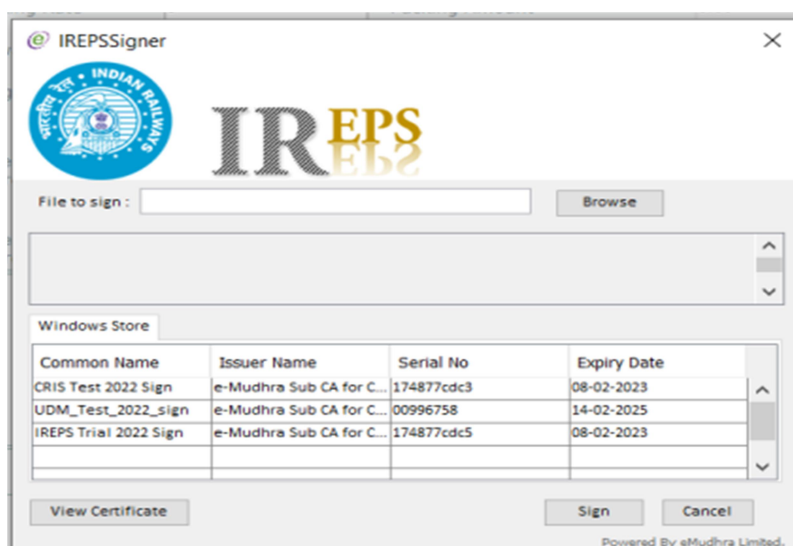
Developed by CRIS [Click here to save details](#) [About IREPS](#)

If any editing of Bill of any item is required, it can be done before final submission of the Bill to Paying Authority (i.e. before digital-signing) as per **Para 6.6 – iv** of this User Manual mentioned below and saved again.

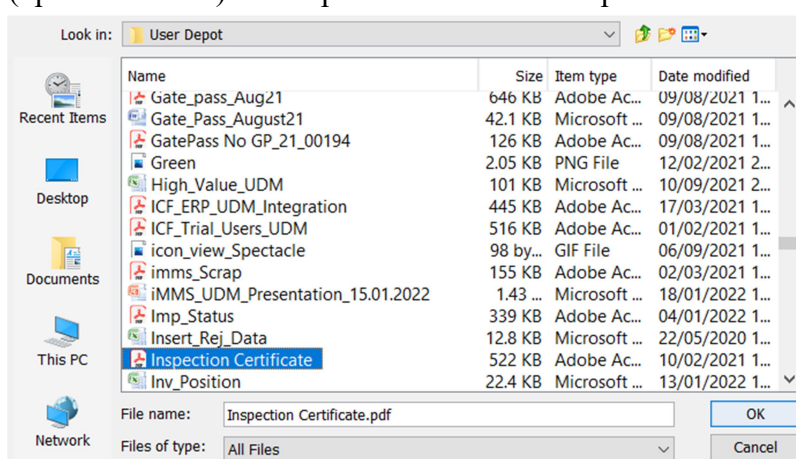
- x. Documents can be attached with Bill for this Item by supplier under **Upload Documents** Section, by typing minimum 5 characters in **Description of the Document** and then clicking **Select File** button as under:

Upload Documents					
Description of the document*		<input type="text"/>			
		<div>Select File</div>			
Uploaded Documents					
Sr. No.	Filename	File Description	Uploaded On	Uploaded By	Delete
<div>Add More</div>		<div>Generate Preview</div>			

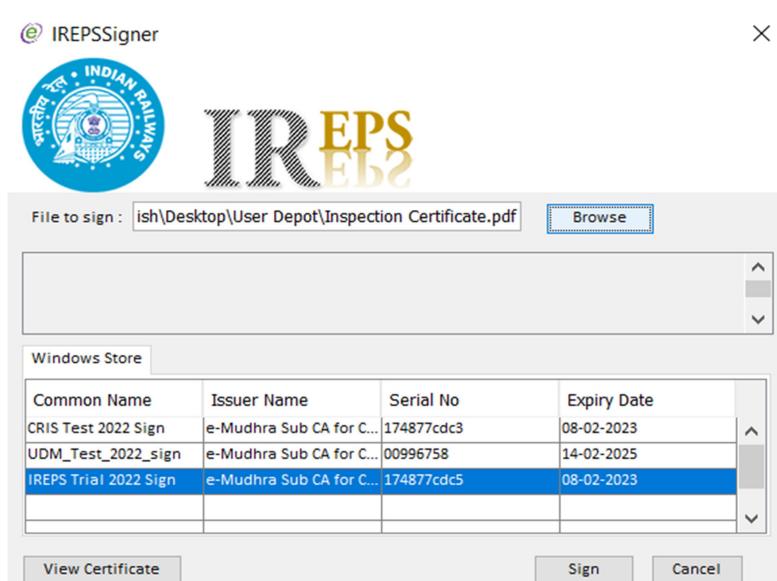
On clicking **Select File** button on the above screen, a new window gets opened as shown below:



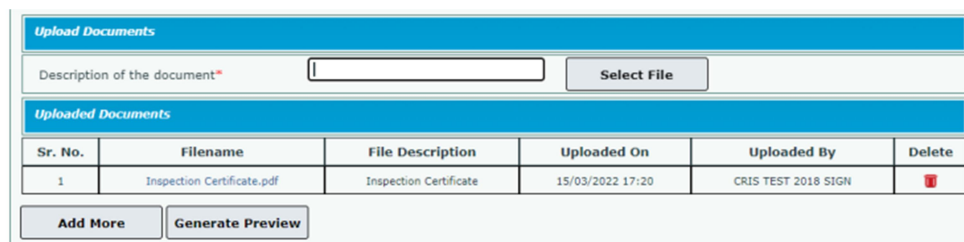
- xi. On above Screen, user has to click **Browse** button, then select PDF document (upto 4 MB size) to be uploaded from his computer and click **OK** button:



Thereafter, the selected document (as above) is to be digitally-signed by the Supplier using his Digital Signature Certificate (DSC) by selecting his DSC on the following Screen and clicking **Sign** button:



Now user will get **Document has been uploaded!** message on his screen. File shall be uploaded and displayed in the List in **Upload Documents** Section as shown below:

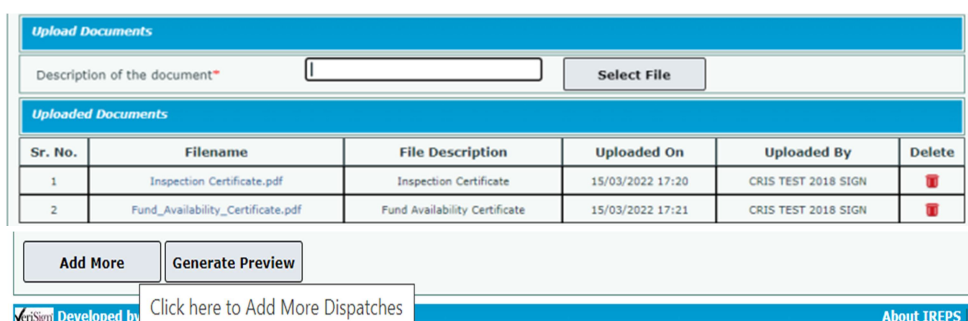


The screenshot shows the 'Upload Documents' interface. At the top, there's a blue header 'Upload Documents'. Below it, a form field 'Description of the document*' is followed by a 'Select File' button. Underneath, a section titled 'Uploaded Documents' contains a table with the following data:

Sr. No.	Filename	File Description	Uploaded On	Uploaded By	Delete
1	Inspection Certificate.pdf	Inspection Certificate	15/03/2022 17:20	CRIS TEST 2018 SIGN	

Below the table are two buttons: 'Add More' and 'Generate Preview'.

Any uploaded document can be deleted by supplier by clicking  icon available against that document. User can upload multiple documents against Bill of an item by repeating steps at **Para 6.3 - x & Para 6.3 - xi** above, which are all displayed in the List in **Uploaded Documents** Section as shown below:



This screenshot shows the 'Upload Documents' interface with two documents uploaded. The table data is as follows:

Sr. No.	Filename	File Description	Uploaded On	Uploaded By	Delete
1	Inspection Certificate.pdf	Inspection Certificate	15/03/2022 17:20	CRIS TEST 2018 SIGN	
2	Fund_Availability_Certificate.pdf	Fund Availability Certificate	15/03/2022 17:21	CRIS TEST 2018 SIGN	

Below the table are 'Add More' and 'Generate Preview' buttons. At the bottom, there's a footer with 'VeriSign Developed by' and 'Click here to Add More Dispatches' on the left, and 'About IREPS' on the right.

- xii. If more items are to be added in the Bills which are under the same Invoice, they can be added by clicking **Add More** button (**Click here to Add More Dispatches**) on the screen shown above. Clicking **Add More** button opens a new window for submitting the details for another item in the same Bill. However, here will be only one Common **Bill Header** for a Bill and user may add as many items in a Bill, as required by repeating steps at **Para 6.3 – vi** to **Para 6.3 - xii** of this User Manual. However, all items should be of the same Purchase Order and **Payment % & Payment Type** shall remain same for all items of the Bill. It is important to note that if multiple GST Invoices are there against a particular on-line Bill, such on-line Bill can have only one item i.e. such Bill can be submitted only for one Receipted Challan / Receipt-Note / CRC / CRN.
- xiii. The filled-in details in the Draft Bill of the item can be edited from the **Draft Bill Edit** facility explained in **Para 6.6 – iv** of this User Manual. Please note that Bills already submitted to Paying Authority (i.e. digitally-signed Bill) cannot be edited.
- xiv. User can preview the Bill prepared upto this stage by clicking on **Generate Preview** button available on the Screen shown at **Para 6.3 – x & Para 6.3 – xi** above. **Bill Preview** page will open in the following format:

PO Issuing Railway: Northern Railway				
Supplier Bill (Non-Stock Items) for Stores Supplied to User Depot				
IREPS Bill Reg No. 3579 regd. on 15/03/2022 16:59				
FROM				
AKSHAY ENTERPRISE-ADFSO				
shop road, xyz street, village-11, Rudauli, Contact No. 9999999999				
IREPS Code : 100290				
TO				
Paying Railway: Northern Railway				
Sr.DAO/DLI - ADMF				
IPAS AC Code : 0303				
All amounts are in Ru				
Taxes Applicable : GST	Amount Claimed : 8394			
Payment Type : Advance	Payment % : 90			
Multiple invoices clubbed : No	PO No : 45195084100109 dt. 08/05/2019			
PVC : Not Applicable	SVC : Applicable			
GST Invoice No : 12345678	GST Invoice Date : 01/03/2022			
Bank Account No : 50200014347005	IFSC Code : HDFC0000905			
Reverse Charge : No	Composite Taxable : No			
Supplier GSTIN : Registered (02BCFPV9923H1Z1)	Supplier State : Himachal Pradesh			
State for Place of Supply : Delhi	Place of Supply : DRM Office, Delhi			
Bill Description/Remarks : Testing of Digital Bill				
Bill Item No. 1				
PO Sr No : 001	PL No : 3345N001			
Material Supplied to: SR SECTION ENGINEER C&W/N RLY NDL (3344)				
Description: Lavatory Door Latch, size - 4 inch as per RCF drawing no. LW56430 Make: KBN				
Challan No : 123213 dated 05/10/2021	DRR-CRC No : 33364-21-15529 dated 05/10/2021			
IC No : NR/IC/13456 dated 01/03/2022	IC Passed Qty : 12			
IC Qty Already Billed : 0	IC Qty Now Billed : 12			
Inspection Agency : CONSG	Supplier GSTIN : 02BCFPV9923H1Z1			
GST Invoice No : 12345678	GST Invoice Date : 01/03/2022			
GST Category : Regular GST	HSN Code : 45454445			
Buying Unit : Number	PO Rate : 520			
PVC on PO Rate/gst unit : 0	Basic Bill Rate per unit with PVC and discount : 494			
Discount Rate : 5 %	Discount Amount : 280.8			
IGST Rate : 18 %	IGST Amount : 960.34			
Discount Rate : 5 %	Discount Amount : 280.8			
IGST Rate : 18 %	IGST Amount : 960.34			
Taxable Amount 5335.2	Tax Amount 960.34			
Total Amount : 6295.54				
Upload Documents				
Sr.No.	File Name	File Description	Uploaded On	Uploaded By
1	Fund Availability Certificate.pdf	Fund Availability Certificate	15/03/2022 17:21	CRIS TEST 2018 SIGN
2	Inspection Certificate.pdf	Inspection Certificate	15/03/2022 17:20	CRIS TEST 2018 SIGN
Bill Item No. 2				
PO Sr No : 001	PL No : 3345N001	Mode Of Dispatch : Road		
Material Supplied to: SR SECTION ENGINEER C&W/N RLY NDL (3344)				
Description: Lavatory Door Latch, size - 4 inch as per RCF drawing no. LW56430 Make: KBN				
Challan No : 3213 dated 05/10/2021	DRR-CRC No : 33364-21-15530 dated 05/10/2021	DRR-CRC Qty : 4		
IC No : NR/IC/13456 dated 01/03/2022	IC Passed Qty : 12	IC Qty Now Billed : 4		
IC Qty Already Billed : 0	IC Qty Now Billed : 4			
Inspection Agency : CONSG	Supplier GSTIN : 02BCFPV9923H1Z1			
GST Invoice No : 12345678	GST Invoice Date : 01/03/2022			
GST Category : Regular GST	HSN Code : 45454445			
Buying Unit : Number	PO Rate : 520			
PVC on PO Rate/gst unit : 0	Basic Bill Rate per unit with PVC and discount : 494			
Discount Rate : 5 %	Discount Amount : 93.6			
IGST Rate : 18 %	IGST Amount : 320.11			
Taxable Amount : 1778.4	Tax Amount : 320.11			
Total Amount : 2098.51				
Upload Documents				
Sr.No.	File Name	File Description	Uploaded On	Uploaded By
1	Inspection Certificate.pdf	Inspection Certificate	15/03/2022 17:24	CRIS TEST 2018 SIGN
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 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				

- xv. If no more items are to be added or existing items are not to be edited, and the Bill is ready for submission Bill Paying Authority, it can be digitally-signed by supplier from **Bill Preview** page above by clicking **Sign & Submit Bill** button using his DSC. Digitally-signed & submitted Bill bears digital signature of the supplier and appears as shown at **Para 6.6 – vi** below. Now Digital Bill automatically becomes available to Paying Authority instantaneously in IPAS for further processing. Also, PDF of the generated Bill can be saved / printed.
- xvi. If Bill is not to be submitted now, user may click **Bill Summary** button (**Click here to Go to Submitted Bill Summary Page**) on Bill Preview page shown at **Para 6.3 – xiv** above when he will reach **Bill Summary** page as under:

NA REQ.	BILLS FOR PAY.	DISP. PART	RECT CHALLANS	R/NOTES	CRC (UDM)	CNN (UDM)	REJECTION	INS CERT.	RANK DTL.	REJECTION (UDM)	WARRANTY CLAIM (UDM)
PO No.: 45195084100109 Dept/Rly: CSD/ANVT/NR PO Date: 08/05/2019 PO Status: Order Placed PO Title: Lavatory Door Latch, size - 4 inch as per RCF drawing no. LW56430 . Make : KBN Click here to download the User Manual to know the process of Bill Submission and view/download Receipted Challan and RNote. Click Here to submit online Declaration regarding GST e-Invoicing Provisions as applicable w.e.f. 01/10/2020. Submission of this Declaration is mandatory requirement before submission of online bills. Submit New Bill											
#	IREPS Bill Reg No.	Registered on	Invoice No.	Invoice Date	Adv/Final	Paying Authority	Bill Amt.	Bill Status	Bill Status Date	Payment Status	Actions
1	3579	15/03/2022 16:59:46	12345678	01/03/2022	Advance	Sr.DAO/DLI	8394	Draft	Not Signed	NA	  

Here user has to select the relevant Bill for further actions which are explained in **Para 6.6** of this User Manual.

- xvii. For **Advance Bill for dispatches by Rail with applicable Taxes as GST (where Advance Payment is being claimed against RR/PWB)**, after finalizing **Bill Header** as per **Para 6.2** above, user has to click on the Radio button **Rail** (where Advance Payment is being claimed against RR/PWB) against the Radio Buttons available for **Select Mode of Dispatch**:

[Click here to view Purchase Order](#)

PO Sr(s) listed below is(are) populated on the basis of the paying authority selected while creating the bill header. If any PO Sr. is missing, please create a new bill header and select the other paying authority from the drop-down menu.

Select PO Sr

Select Mode of Dispatch ☐ Rail ☐ Road

Rail option for Mode of Dispatch for Advance Payment against RR/PWB shall not be available for Non-Stock items for submission of Digital Bill against CRC. After selecting mode of dispatch as **Rail**, an additional window for **Bill Item Sr.No.** shall open in bottom portion of Screen for submitting details:

Rail Dispatch(Bill Item Sr. No. 1)

RR/PWB No.	<input type="text"/>	RR/PWB Date	<input type="text"/>	RR/PWB Qty	<input type="text"/>
RLY GSTIN	Select	Please scroll down the list if IRFC GSTIN is applicable			
Inspection Agency	MILL'S CERTIFICATE				
IC No.	<input type="text"/>	IC Date	<input type="text"/>	IC Passed Qty	<input type="text" value="0"/>
Already Billed IC Qty	<input type="text" value="0"/>	Balance in IC	<input type="text" value="0"/>	Qty Now Billed	<input type="text" value="0"/>
Basic PO Rate/Unit	<input type="text" value="25733899"/>	PVC on PO Rate/Unit	<input type="text" value="0"/>	Basic Bill Rate/Unit with Disc,PVC	<input type="text" value="25733899"/>
Discount Unit	Select	Discount Rate	<input type="text" value="0"/>	Discount Amount	<input type="text" value="0"/>
Packing Unit	Select	Packing Rate	<input type="text" value="0"/>	Packing Amount	<input type="text" value="0"/>
Forwarding Unit	Select	Forwarding Rate	<input type="text" value="0"/>	Forwarding Amount	<input type="text" value="0"/>
Freight Unit	Select	Freight Rate	<input type="text" value="0"/>	Freight Amount	<input type="text" value="0"/>
Other Charge(1)Des	<input type="text" value="NA"/>	Other Charge(1)Unit	Select	Other Charge(1)Rate	<input type="text" value="0"/>
Other Charge(1)Unit	Select	Other Charge(1)Rate	<input type="text" value="0"/>	Other Charge(1)Amount	<input type="text" value="0"/>
Other Charge(2)Des	<input type="text" value="NA"/>	Other Charge(2)Unit	Select	Other Charge(2)Rate	<input type="text" value="0"/>
Other Charge(2)Unit	Select	Other Charge(2)Rate	<input type="text" value="0"/>	Other Charge(2)Amount	<input type="text" value="0"/>
GST Category	Select	HSN Code	<input type="text"/>	ITC Admissible	☐ Yes ☒ No
CGST Rate(%)	Select	CGST Amount	<input type="text" value="0"/>	IGST Rate(%)	Select
SGST Rate(%)	<input type="text" value="0"/>	SGST Amount	<input type="text" value="0"/>	UTGST Rate(%)	<input type="text" value="0"/>
Cess Rate(%)	<input type="text" value="0"/>	Cess Amount	<input type="text" value="0"/>	IGST Amount	<input type="text" value="0"/>
				UTGST Amount	<input type="text" value="0"/>
Taxable Amount	<input type="text"/>	Tax Amount	<input type="text"/>	Total Billed Amount	<input type="text"/>

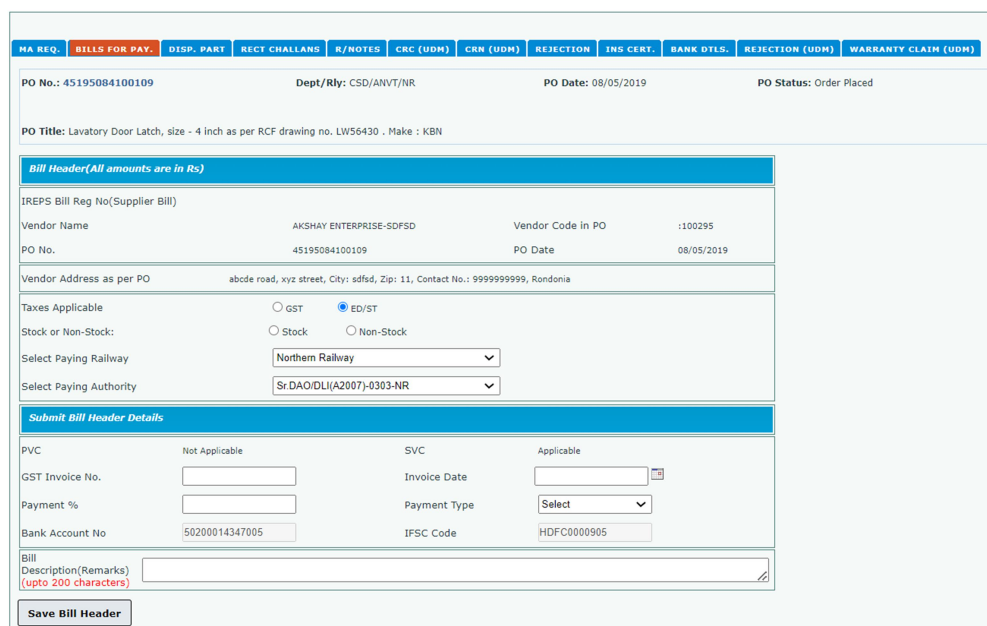
- xviii. Following details are to be filled-in by supplier on the above screen:

a	RR/PWB No.	Fill the RR/PWB No. as given on the RR/PWB (Railway Receipt/Parcel Way Bill)
b	RR/PWB Date	Fill the RR/PWB Date as given on the RR/PWB
c	RR/PWB Qty.	Fill in the Quantity dispatched as per RR/PWB
All other fields on this screen are to be filled-in as detailed in the case of Advance Bill for Dispatch by Road with applicable Tax as GST and explained in earlier Para 6.3 – vii to Para 6.3 - xvi of this User Manual.		

- xix. Further process for Saving, Editing, Adding More Items, attaching Documents, Bill Previewing and Signing for Advance Bill for dispatch by **Rail** is same as for Advance Bill for dispatch by **Road**, explained in detail at **Para 6.3 – vii** to **Para 6.3 – xvi** above.

6.4 Digital (On-Line) Bills Preparation with ED/ST- Advance / Part Payment Bills

- Complete process for Digital (On-Line) Bill preparation and signing for Bills with ED/ST is same as for Bills with GST except that in place of GST details, details regarding ED/ST are to be filled-in the relevant fields. Other fields/details for Bills with ED/ST are similar to Process Flow for Bill preparation with GST, explained at **Para 6.3** above.
- After selecting the Purchase Order as per **Para 6.2 – ii** above and thereafter clicking **Submit New Bill** link (**Click here to claim New Supplier Bill**) on **Bill Summary** page shown at **Para 6.2. – iv** above, supplier has to select Taxes Applicable as ED/ST on the following **Bill Header** form available to him:



- Following details are to be filled-up by the supplier in the **Bill Header** form for Bills with ED/ST:

a	Invoice No.	Enter your Invoice No. here. Check that Invoice No. is exactly same as actual Invoice.
b	Invoice Date	Enter date of Invoice. Future date is not accepted.
c	Payment type	Select Advance for Advance/Part Payment Bill and Final for Final/Balance Payment Bill
d	Payment %	Enter Payment % being claimed in Bill e.g. 80%, 90%, 95%, 98% etc. for Advance Payment and 20%, 10%, 5%, 2%, 100% etc. for Final Payment.

e	Bank Account No.	Check Bank Account No. & IFSC Code of Bank where Payment is required. Please properly check these fields to avoid problems in payment. These fields are not editable, if data is there. You have to contact PO Placing Authority to change Bank Account/ IFSC. If no data is there for Bank Account No. / IFSC, you can enter these details yourself.
f	IFSC Code	
g	Bill Description	Enter Description of the Bill for your convenience for identification of the Digital Bill being submitted.

- iv. After successfully saving **Bill Header**, selecting **Mode of Dispatch** as **Road**, a window for **Bill Item Sr.No.** shall open in the bottom portion of the Screen for submitting details for selected Bill Type i.e. **Advance Bill for dispatches by Road with applicable Tax as ED/ST (where Advance Payment is being claimed against Digital Receipted Challan / CRC)**, as under:

Road Dispatch(Bill Item Sr. No. 1)

Select Challan No.	Select	Challan Date	
Select DRR/CRC No.	Select	DRR/CRC Date	
Inspection Agency	MILL'S CERTIFICATE		
IC No.		IC Date	
IC Passed Qty		IC Passed Qty	0
Already Billed IC Qty	0	Balance in IC	0
Qty Now Billed		Qty Now Billed	0
Basic PO Rate/Unit	25733899	PVC on PO Rate/Unit	0
Basic Bill Rate/Unit with Disc,PVC		Basic Bill Rate/Unit with Disc,PVC	25733899
Discount Unit	Select	Discount Rate	0
Discount Amount		Discount Amount	0
Packing Unit	Select	Packing Rate	0
Packing Amount		Packing Amount	0
ED Unit	Select	ED Rate	0
ED Amount		ED Amount	0
Sales Tax Unit	Percent	Sales Tax Rate	18
Sales Tax Amount		Sales Tax Amount	0
Forwarding Unit	Select	Forwarding Rate	0
Forwarding Amount		Forwarding Amount	0
Freight Unit	Select	Freight Rate	0
Freight Amount		Freight Amount	0
Other Charge(1)Des	NA		
Other Charge(1)Unit	Select	Other Charge(1) Rate	0
Other Charge(1)Amount		Other Charge(1)Amount	0
Other Charge(2)Des	NA		
Other Charge(2)Unit	Select	Other Charge(2) Rate	0
Other Charge(2)Amount		Other Charge(2)Amount	0
Total Expense		Basic Bill Amount	
Total Billed Amount			
Save			

- v. Following details are to be filled by Supplier for **dispatches by Road**:

a	Select Challan No.	Select your relevant Challan No. from the drop-down list. In case you don't find Challan No. in the drop-down, please contact Stores Depot / Consignee where you have supplied the material.
b	Challan Date	Challan Date is auto-filled for the selected Challan and is not editable.

c	Select DRR / CRC No.	Here select relevant DRR No. for the relevant Digital Receipted Challan for Stock / Non-Stock item supplied to Stores Depot and select CRC No. for the relevant Digital Consignment Receipt Certificate (CRC) for Non-Stock item supplied directly to the Consignee. In case you don't find DRR/CRC No. in the drop-down, please contact Stores Depot / Consignee where you have supplied the material.
d	DRR/CRC Date	DRR/CRC Date is auto-filled for the selected DRR/CRC and is not editable.
e	Qty. for Billing	Qty. for billing is auto-filled for the selected DRR/CRC and is not editable.
f	Do you want to Clone/Copy Data from previous Bills of this item?	Select Yes if you want to Clone/Copy Data from previous Bills of this item against this Purchase Order so as to avoid typing / data entry effort.
g	IC No.	Fill the relevant Inspection Certificate (IC) No. here
h	IC Date	Fill the Inspection Certificate (IC) Date here
i	IC Passed Qty.	Fill quantity passed as per the filled IC details
j	Already Billed IC Qty.	If any quantity out of the quantity passed in the IC is already billed in earlier Bills, same is to be filled here
k	Balance in IC	This is auto-filled as per details filled in above fields i.e. IC Passed Qty. minus Already Billed IC Qty. and is not editable. Qty. Balance in IC must be equal to or more than Qty. for billing mentioned above.
l	Qty. Now Billed	Quantity Now Billed is same as Qty. for Billing above and is auto-filled. It is also not editable.
m	Basic PO Rate/Unit	This is Basic Rate for the item and is auto-filled from the Purchase Order data. Normally there should not be any need to change/edit this. But in cases where Purchase Order is on all-inclusive price basis i.e. taxes and other details are included in Basic Rate and supplier wants to show Taxes /other expenses separately, here basic rate can be changed.
n	PVC on PO Rate /Unit	This is applicable for Purchase Orders with Price Variation Clause (PVC). Supplier has to work out PVC per Unit Rate and fill it here. For Purchase

		Orders without PVC Clause, this field is non-editable. Suppliers are advised to submit the detailed PVC Calculation Sheet alongwith the Indices etc. considered in price updation as digitally-signed attached documents by uploading with the Bill Item so that it is available to Bill Passing Authority.
o	Basic Bill Rate/Unit with Disc, PVC	This is calculated based on Payment % filled-in Bill Header.
p	Discount Rate & Discount Unit	Discount Rate and its Unit are pre-populated from the Purchase Order. If any change is to be made in Rate/Unit, edit it and fill-in the Revised Rate/Unit.
q	Discount Amount	Discount amount is auto-calculated and cannot be edited. All Amounts in the Bill are worked out based on Payment % filled-in at the time of Bill Header preparation.
r	Packing Rate & Packing Unit	Packing Charges Rate and its Unit are pre-populated from Purchase Order. If any change is to be made in Rate / Unit, edit it and fill-in the Revised Rate/Unit.
s	Packing Amount	Packing Amount is auto-calculated based upon the input and cannot be edited.
t	ED Rate & ED Unit	ED Rate and its Unit are pre-populated from the Purchase Order. If any change is to be made in Rate/Unit, edit it and fill-in the Revised Rate/Unit.
u	ED Amount	ED Amount is auto-calculated based upon the input and cannot be edited.
v	Sales Tax Rate (Percent)	Sales Tax Rate and its Unit (as Percent) are pre-populated from Purchase Order. If any change is to be made in Rate, edit it and fill-in Revised Rate. Unit of Sales Tax cannot be changed, it is fixed as %.
w	Sales Tax Amount	Sales Tax Amount is auto-calculated based upon the input and cannot be edited.
x	Forwarding Rate & Forwarding Unit	Forwarding Charges Rate and its Unit are pre-populated from the PO. If any change is to be made in Rate/Unit, edit it and fill-in the Revised Rate/Unit.
y	Forwarding Amount	Forwarding Amount is auto-calculated based upon the input and cannot be edited.

z	Freight Rate & Freight Unit	Freight Charges Rate and its Unit are pre-populated from the Purchase Order. If any change is to be made in Rate/Unit, edit it and fill-in the Revised Rate/Unit.
aa	Freight Amount	Freight Amount is auto-calculated based upon the input and cannot be edited.
ab	Other Charges Type, Rate, Unit & Amount	Other Charges Type, Rate and its Unit are pre-populated from the Purchase Order. If any change is to be made in Type/Rate/Unit, edit it and fill-in the Revised Type/Rate/Unit. Other Charges Amount is auto-calculated based upon input and not editable.
ac	Total Expense	Based on the details filled-in; Total Expense, Basic Bill Amount and Total Billed Amount for the current Bill Item being filled shall be auto-calculated and are not editable. These shall as per the Payment % filled in the Bill Header .
ad	Basic Bill Amount	
ae	Total Billed Amount	

After filling all details, user has to click **Save** button on Screen at **Para 6.4 – iv** above. Remaining process for Advance Bill for dispatches by **Road** with **ED/ST** is same as the corresponding process for Advance Bill for dispatches by **Road** with **GST**; discussed in detail at **Para 6.3 – x** to **Para 6.3 – xvi** above.

- vi Process for submission of Advance Bill for dispatches by **Rail** with applicable Tax as **ED/ST** is same as the corresponding process for Advance Bill for dispatches by **Rail** with applicable Tax as **GST**; discussed in detail at **Para 6.3– xvii** to **Para 6.3 – xix** above; as read with **Para 6.4 – ii** to **Para 6.4 – v** above for Advance Bill for dispatches by **Road** with applicable Tax as **ED/ST**.

6.5 Digital Bill Submission Process –Final Bills

- i. Complete process for Digital (On-Line) Bill Preparation, Saving, Adding More Items, Attaching Documents etc. and Digital-signing for Bills for Final Payment with applicable Tax as GST or ED/ST [100% against Receipt & Acceptance / Balance Part Payment (20% / 10% / 5% / 2% etc.)] is same as for Bills for Advance Payment with GST or ED/ST except following-
 - a. While preparing the **Hill Header**, supplier has to select **Payment Type** as **Final** from drop-down in place of **Advance**. If no Advance Payment is there, then **Payment %** may be entered as **100%**. If Advance Payment (80% / 90% / 95% / 98% etc.) is there, then only Balance % (20% / 10% / 5% / 2% etc.) is to be entered in **Payment %** field while submitting Final Bill for that Supply. Other details in the **Bill Header** while submitting Final Bill are to be filled-in the same way as for Advance Bill.

- b. RO corresponding to Digital Receipt-Note becomes available to supplier after final acceptance of material by Stores Depot where item (Stock or Non-Stock) has been supplied and it has been taken into Books by Stocking Ward of Stores Depot in case of Stock Items & by Consignee in his Digital Ledgers maintained in UDM in case of Non-stock items. Digital Consignment Receipt Note (CRN) becomes available to supplier after final acceptance of material by Consignee where item (Non-Stock) has been directly supplied to the Consignee and it has been taken into his Digital Ledgers maintained in UDM. This Digital CRN is similar to Digital Receipt Note (RO) where item is supplied to Stores Depot. In case you don't find Digital RO/CRN in the drop-down, please contact Stores Depot / Consignee where you have supplied the material.
 - c. While filling-in **Bill Details of Item** for submission of Final Bill, in place of Challan, DRR/CRC or RR/PWB details, Digital RO/CRN details (i.e. RO corresponding to Receipt Note) / CRN No. is to be selected from the drop-down and RO/CRN Date & Qty. fields are auto-filled.
 - d. In case where Stock / Non-Stock item has been supplied to Stores Depot; after selecting relevant RO No., corresponding R-Note No./Date & DRR No. is also displayed on the screen. However, where Non-Stock item is supplied directly to the Consignee, R-Note/DRR details are not applicable.
- ii. While submitting Final Bill, there is no requirement for selecting **Mode of Dispatch**. Various details are to be filled-in as explained earlier Paras. There shall be no requirement of furnishing Inspection Certificate (IC). If required as per PO, IC & other documents can be attached by Supplier with Final Bill

6.6 Managing Prepared / Submitted On-Line Bills

- i. After preparation and saving/signing of Digital (On-Line) Bill, all the Digital Bills prepared / digitally-signed can be viewed on the following **Bill Summary** page where List of Digital Bills against the Purchase Order are displayed. This is the **Bill Summary** page where supplier has initiated the Digital Bill:

NA REQ.	BILLS FOR PAY.	DISP. PART	RECT CHALLANS	R/NOTES	CRC (UDM)	CRN (UDM)	REJECTION	INS. CERT.	BANK DTLS.	REJECTION (UDM)	WARRANTY CLAIM (UDM)
PO No.: 53185154100127 Dept/Rly: HQ/NR PO Date: 24/04/2019 PO Status: Order Placed PO Title: Steam Generator Capacity.600 Kg/Hr. with water softener and accessories as per Annexure 'A' & 'B' attached. No... Click here to download the User Manual to know the process of Bill Submission and view/download Receipted Challan and RNote. Click Here to submit online Declaration regarding GST e-Invoicing Provisions as applicable w.e.f. 01/10/2020. Submission of this Declaration is mandatory requirement before submission of online bills. Submit New Bill											
#	IREPS Bill Reg No.	Registered on	Invoice No.	Invoice Date	Adv/Final	Paying Authority	Bill Amt.	Bill Status	Bill Status Date	Payment Status	Actions
1	3560	10/03/2022 13:02:45	1234	08/03/2022	Advance	FA&CAO(SAB)	76810920	Signed & Submitted	10/03/2022 13:03:53	Returned	
2	3561	10/03/2022 13:04:54	76786	06/03/2022	Final	FA&CAO(SAB)	14098847	Signed & Submitted	10/03/2022 13:06:23	Returned	
3	3563	10/03/2022 14:46:05	tyutyty	07/03/2022	Advance	FA&CAO(SAB)	1651160700	Draft	Not Signed	NA	
4	3564	10/03/2022 14:57:41	78978	07/03/2022	Final	FA&CAO(SAB)	1590794923	Withdrawn	17/03/2022 14:34:15	NA	
5	3581	15/03/2022 21:34:11	4324	01/03/2022	Advance	FA&CAO(SAB)	86412285	Signed & Submitted	17/03/2022 14:29:59	Pending	
PO No.: 07175011147095 Dept/Rly: HQ/NR PO Date: 25/10/2017 PO Status: Order Placed											
#	IREPS Bill Reg No.	Registered on	Invoice No.	Invoice Date	Adv/Final	Paying Authority	Bill Amt.	Bill Status	Bill Status Date	Payment Status	Actions
1	3362	26/07/2021 13:18:42	23423	07/07/2021	Advance	Sr.DAO/DLI	2997	Signed & Submitted	26/07/2021 13:36:02	Pending	
2	3363	26/07/2021 13:37:34	sdfsaf	01/07/2021	Final	Sr.DAO/DLI	1932	Signed & Submitted	26/07/2021 13:43:55	Paid	

- ii. This List provides following details/actions against each Digital Bill:

SN	Detail/Action	Description of the Detail/Remarks
a	IREPS Bill Reg. No.	This is IREPS Bill Registration No. This is generated when Bill Header of Digital Bill gets saved while initiating a Digital Bill. This is a unique number and is used for all future references.
b	Registered on	This gives Date and Time when the initiation of Digital Bill has been done on IREPS Portal.
c	Invoice No.	This is the Invoice No. used by supplier for preparation of Digital Bill and entered in Bill Header .
d	Invoice Date	This is Invoice Date as entered by supplier in Bill Header .
e	Adv / Final	This is Payment Type – Advance or Final as selected by supplier in Bill Header .
f	Paying Authority	This is Paying Authority to whom Digital Bill will be available in IPAS for processing.
g	Bill Amt.	This is Total Bill Amount for all the items of the Bill.
h	Bill Status	<p>For Digital Bills, following Bill Status are there:</p> <p>Draft: It indicates that Bill has not yet been digitally-signed & submitted by supplier. Draft Bill can be edited / deleted / submitted to Bill Paying Authority after digital-signing it.</p> <p>Signed & Submitted: It indicates that Bill has been digitally-signed & submitted to the Bill Paying Authority for further processing. After digital-signing, a Digital Bill automatically becomes available to the corresponding Bill Paying Authority instantaneously in IPAS for further processing. Signed & submitted Bill cannot be deleted. However, it can be withdrawn till it has not been registered by Bill Paying Authority.</p> <p>Withdrawn: It indicates that Bill was digitally-signed & submitted to the Bill Paying Authority for further processing but was subsequently withdrawn by supplier. Withdrawn Bill is not available for any further action i.e. it cannot be deleted/re-submitted. Supplier has to re-create such withdrawn Bill afresh and digitally-sign & submit to Bill Paying Authority.</p>

i	Bill Status Date	Under Bill Status Date, Date of digital-signing of Bill (i.e. when Digital Bill has become available to Bill Paying Authority for further processing in IPAS) or its Withdrawal Date, whichever is latest, is displayed. For Draft Bills, Bill Status Date is not displayed.
j	Payment Status	<p>For Digital Bills, following Payment Status are there:</p> <p><i>Paid:</i> It indicates that payment against Digital Bill has been made by Bill Paying Authority to the supplier through IPAS.</p> <p><i>Returned:</i> It indicates that Digital Bill has been returned by Bill Paying Authority to the supplier through IPAS without payment.</p> <p><i>Pending:</i> It indicates that Digital Bill is pending with Bill Paying Authority in IPAS for payment.</p> <p><i>NA:</i> It indicates that either Digital Bill has not been submitted by supplier to Bill Paying Authority or it has been withdrawn by Supplier.</p>
k	Actions	<p>This is Action area where following actions can be taken by supplier:</p> <ul style="list-style-type: none">  To Preview & Digitally-sign Draft Bill  To Edit Draft Bill or Add / Delete Items in Draft Bill (View Dispatch List/Edit Draft Bill)  To Delete Draft Bill  To view/download digitally-signed & submitted Bill in PDF Format  To withdraw digitally-signed & submitted Bill till it has not been registered by Bill Paying Authority  To submit On-Line Supplementary Bill against finalized Final Bill  To view Supplementary Bill List against finalized Final Bill

iii. **Preview & Digitally-sign Draft Bill:**

Supplier may click  icon appearing against a Draft Bill under **Action** Header on the **Bill Summary** page to preview & digitally-sign that Draft Bill prepared by him as under:

MA REQ.	BILLS FOR PAY.	DISP. PART	RECT CHALLANS	R/NOTES	CRC (UDM)	CRN (UDM)	REJECTION	INS CERT.	BANK DTLS.	REJECTION (UDM)	WARRANTY CLAIM (UDM)
PO No.: 45195084100109 Dept/Rly: CSD/ANVT/NR PO Date: 08/05/2019 PO Status: Order Placed PO Title: Lavatory Door Latch, size - 4 inch as per RCF drawing no. LW56430 - Make : KBN Click here to download the User Manual to know the process of Bill Submission and view/download Receipted Challan and RNote. Click Here to submit online Declaration regarding GST e-Invoicing Provisions as applicable w.e.f. 01/10/2020. Submission of this Declaration is mandatory requirement before submission of online bills. Submit New Bill											
#	IREPS Bill Reg.No.	Registered on	Invoice No.	Invoice Date	Adv/Final	Paying Authority	Bill Amt.	Bill Status	Bill Status Date	Payment Status	Actions
1	3579	15/03/2022 16:59:46	12345678	01/03/2022	Advance	SI.DAO/DLI	8394	Draft	Not Signed	NA	 
2	3588	17/03/2022 13:13:42	12312312313	02/03/2022	Final	SI.DAO/DLI	0	Draft	Not Signed		Click here to preview and sign draft bill

On clicking  icon under **Action** Header (**Click here to Preview & Sign Draft Bill**), following **Bill Preview** page will open in the following format:

PO Issuing Railway: Northern Railway Supplier Bill (One-Stock Item) for Stores Supplied to User Depot IREPS Bill Reg No. 3579 regd. on 15/03/2022 16:59 FROM AKSHAY ENTERPRISE-ADFSO shree road, xyz street, add-11, Bandra, Contact No. 9999999999 IREPS Code : 101295 TO Paying Railway: Northern Railway SI.DAO/DLI: 42097 IPAS AU Code : 5953				
Taxes Applicable : GST Payment Type : Advance Multiple invoices clubbed : No PVC : Not Applicable GST Invoice No : 12345678 Bank Account No : 50200014347005 Reverse Charge : No Supplier GSTIN : Registered (02BCFPV6923H1Z1) State for Place of Supply : Delhi Bill Description/Remarks : Testing of Digital Bill Amount Claimed : 8394 Payment % : 90 PO No : 45195084100109 dt. 08/05/2019 SVC : Applicable GST Invoice Date : 01/03/2022 IFSC Code : HDFC0000905 Composite Taxable : No Supplier State : Harnachal Pradesh Place of Supply : DRM Office, Delhi All amounts are in Ru				
Bill Item No. 1				
PO Sr No : 001		PL No : 33425001		Mode Of Dispatch : Road
Material Supplied to : SR,SECTION ENGINEER,CA/W/N, RLY,NDLR(33344)				
Description: Lavatory Door Latch, size - 4 inch as per RCF drawing no. LW56430 - Make : KBN				
Challan No : 123123 dated 05/10/2021		DRR/CRC No : 33364-21-15529 dated 05/10/2021		DRR/CRC Qty: 12
IC No : NR/IC/13456 dated 01/03/2022		IC Passed Qty : 12		
IC Qty Already Billed: 0		Qty Btl in IC: 12		IC Qty Now billed: 12
Inspection Agency : CONSG		GST Invoice Date: 01/03/2022		Supplier GSTIN: 02BCFPV6923H1Z1
GST Invoice No : 12345678		HSN Code: 45454445		RLY GSTIN: 07AAAGM0289C1ZL
GST Category : Regular GST		PO Rate : 520		
Buying Unit : Number		Basic Bill Rate per unit with PVC and discount : 494		
PVC on PO (Ratger unit) : 0		Discount Amount : 280.8		
Discount Rate : 5 %		IGST Amount : 960.34		
IGST Rate : 18 %		Discount Amount : 280.8		
Discount Rate : 5 %		IGST Amount : 960.34		
IGST Rate : 18 %		Tax Amount 960.34		Total Amount: 6295.54
Taxable Amount 5335.2				
Uploaded Documents				
Sr.No.	File Name	File Description	Uploaded On	Uploaded By
1	Fund Availability Certificate.pdf	Fund Availability Certificate	15/03/2022 17:21	CRIS TEST 2018 SIGN
2	Inspection Certificate.pdf	Inspection Certificate	15/03/2022 17:20	CRIS TEST 2018 SIGN
Bill Item No. 2				
PO Sr No : 001		PL No : 33425001		Mode Of Dispatch : Road
Material Supplied to : SR,SECTION ENGINEER,CA/W/N, RLY,NDLR(33344)				
Description: Lavatory Door Latch, size - 4 inch as per RCF drawing no. LW56430 - Make : KBN				
Challan No : 3213 dated 05/10/2021		DRR/CRC No : 33364-21-15530 dated 05/10/2021		DRR/CRC Qty: 4
IC No : NR/IC/13456 dated 01/03/2022		IC Passed Qty : 12		
IC Qty Already Billed: 0		Qty Btl in IC: 12		IC Qty Now billed: 4
Inspection Agency : CONSG		GST Invoice Date: 01/03/2022		Supplier GSTIN: 02BCFPV6923H1Z1
GST Invoice No : 12345678		HSN Code: 45454445		RLY GSTIN: 07AAAGM0289C1ZL
GST Category : Regular GST		PO Rate : 520		
Buying Unit : Number		Basic Bill Rate per unit with PVC and discount : 494		
PVC on PO (Ratger unit) : 0		Discount Amount : 93.6		
Discount Rate : 5 %		IGST Amount : 320.11		
IGST Rate : 18 %		Tax Amount : 320.11		Total Amount: 2096.51
Taxable Amount : 1776.4				
Uploaded Documents				
Sr.No.	File Name	File Description	Uploaded On	Uploaded By
1	Inspection Certificate.pdf	Inspection Certificate	15/03/2022 17:24	CRIS TEST 2018 SIGN
Declaration				
1. I have personally examined and verified and do hereby certify that goods in respect of which payment is being claimed have been actually dispatched as per above details and further that these goods are the exact material as indicated in above details. I hold myself personally responsible for the correctness of the statement. I have personally examined and verified and do hereby certify that goods in respect of which payment is being claimed have been actually dispatched as per above details and further that these goods are the exact material as indicated in above details. I hold myself personally responsible for the correctness of the statement. 2. Certified that the amount of taxes and duties as charged in the bill are legally payable by us and shall be paid to the respective competent authorities by us.				
Sign & Submit Bill Bill Summary				

If no more items are to be added or existing items are not to be edited and the Bill is ready for submission Bill Paying Authority, it can be digitally-signed by supplier from **Bill Preview** page above by clicking **Sign & Submit Bill** button using his DSC. After digital-signing, Digital Bill automatically becomes available to the corresponding Bill Paying Authority instantaneously in IPAS for further processing. Also, PDF of the generated Bill can be saved / printed. If you want to Edit the Bill shown above, you can go back to **Bill Summary** page by clicking **Bill Summary** button and can perform edit Draft Bill or Add / Delete items in Draft Bill as per **Para 6.6 – iv** below.

iv. **Edit Draft Bill:**

Supplier may click  icon appearing against a Draft Bill under **Action** Header on the **Bill Summary** page to edit Draft Bill or Add / Delete items in Draft Bill prepared by him as under:

Indian Railways E-Procurement System
Goods & Services

TEST 2018 SIGN , AKSHAY ENTERPRISE-SDFSD (IREPS ID- 100295) 19-Mar-2022 14:15:44 IST

NA REQ.	BILLS FOR PAY.	DISP. PART	RECT CHALLANS	R/NOTES	CRC (UDM)	CRN (UDM)	REJECTION	INS CERT.	BANK DTLS.	REJECTION (UDM)	WARRANTY CLAIM (UDM)
PO No.: 45195084100109 Dept./Rly: CSD/ANVT/NR PO Date: 08/05/2019 PO Status: Order Placed PO Title: Lavatory Door Latch, size - 4 inch as per RCF drawing no. LW56430 , Make : KBN Click here to download the User Manual to know the process of Bill Submission and view/download Receipted Challan and RNote. Click Here to submit online Declaration regarding GST e-Invoicing Provisions as applicable w.e.f. 01/10/2020. Submission of this Declaration is mandatory requirement before submission of online bills. Submit New Bill											
#	IREPS Bill Reg No.	Registered on	Invoice No.	Invoice Date	Adv/Final	Paying Authority	Bill Amt.	Bill Status	Bill Status Date	Payment Status	Actions
1	3579	15/03/2022 16:59:46	12345678	01/03/2022	Advance	Sr.DAO/DLI	8394	Draft	Not Signed	NA	 
2	3588	17/03/2022 13:13:42	12312312313	02/03/2022	Final	Sr.DAO/DLI	0	Draft	Not Signed	NA	Click here to view dispatch list

On clicking  icon under **Action** Header (**Click here to View Dispatch List / Edit Draft Bill**), following **List of Bill Items** page will open:

List of Bill Items for PO Number 45195084100109 dated 08/05/2019

Advance		IREPS Bill Reg No. 3579		Invoice No. 12345678		Invoice Date 01/03/2022	
Invoice SN	PO SN	PL No.	Description	Dispatch Mode	RR/Challan No	RR/Challan Date	Amount Action
1	001	3345N001	Lavatory Door Latch, size - 4 inch as per RCF drawing no. LW.. 	Road	123213	05/10/2021	6295.54  
2	001	3345N001	Lavatory Door Latch, size - 4 inch as per RCF drawing no. LW.. 	Road	3213	05/10/2021	2098.51  

[Add More Supplies](#)
[Back](#)

Following three actions can be performed here by Supplier against Draft Bill:

- a. **Edit Item:** To edit details of an item already saved in the Draft Bill, supplier has to click  icon (**Click here to Edit Details**) appearing against the relevant item on the **List of Bill Items** page when following window shall open showing the details already filled-in by the supplier for the Bill of selected item as under:

Edit/Update Dispatch Details (All amounts are in Rs)

PO Details			
Railway: Northern Railway	PO No: 45195084100109	PO Date: 08/05/2019	PO Sr No.: 001
PVC: Not Applicable	SVC: Applicable		
Vendor Details			
Vendor Name	AKSHAY ENTERPRISE-SDFSD		
Vendor Address as per PO	abcde road, xyz street, City: sdfsd, Zip: 11, Rondonia , Contact No.: 9999999999		
IREPS Vendor Code	:100295		
Bill Header Details			
Bill Type: Supplier Bill (Non-Stock Item)	Multiple Invoices Clubbed: No	Taxes Applicable: GST	
IREPS Bill Reg No: 3579 regd. on 15/03/2022 16:59	GST Invoice No: 12345678 dt. 01/03/2022	Payment: 90% Advance	
Bank Account No: 50200014347005	IFSC Code: HDFC0000905	Amount Claimed: 8394	
Paying Railway: Northern Railway	Paying Authority: Sr.DAO/DLI - A2007	IPAS AU Code: 0303	
Under Reverse Charge: No	Whether under composition scheme: No	Supplier GSTIN: Registered (02BCFPV6923H1ZI)	
Supplier State: Himachal Pradesh	State for Place of Supply: Delhi	Place of Supply: DRM Office, Delhi	
Bill Description : Testing of Digital Bill			

[Click here to view Purchase Order](#)

Road Dispatch(Bill Item Sr No 1)					
Select Challan No.	123213	Challan Date	05/10/2021		
Select DRR/CRC No.	33364-21-15529	DRR/CRC Date	05/10/2021	Qty For Billing	12
RLY GSTIN	07AAAGM0289C1ZL	Inspection Agency	CONSG		
IC No.	NR/IC/13456	IC Date	01/03/2022	IC Passed Qty	12
Already Billed IC Qty	0	Balance in IC	12	Quantity Now Billed	12
Basic PO Rate/Unit	520	PVC on PO Rate/Unit	0	Basic Bill Rate/Unit with Disc,PVC	494
Discount Unit	Percent	Discount Rate	5	Discount Amount	280.8
Packing Unit	Select	Packing Rate	3	Packing Amount	0
Forwarding Unit	Select	Forwarding Rate	2	Forwarding Amount	0
Freight Unit	Per Unit	Freight Rate	0	Freight Amount	0
Other Charge(1)Des	NA	Other Charge(1)Unit	Select	Other Charge(1)Rate	0
Other Charge(2)Des	NA	Other Charge(2)Unit	Select	Other Charge(2)Rate	0
GST Category	Regular GST	HSN Code	45454445	ITC Admissible	☐ Yes ☒ No
CGST Rate(%)	Select	CGST Amount	0	IGST Rate(%)	18
SGST Rate(%)	0	SGST Amount	0	UTGST Rate(%)	0
Cess Rate(%)	0	Cess Amount	0	IGST Amount	960.34
				UTGST Amount	0
Taxable Amount	5335.2	Tax Amount	960.34	Total Billed Amount	6295.54

Update

Upload Documents					
Description of the document*			Select File		
Uploaded Documents					
Sr. No.	Filename	File Description	Uploaded On	Uploaded By	Delete
1	Inspection Certificate.pdf	Inspection Certificate	15/03/2022 17:20	CRIS TEST 2018 SIGN	
2	Fund_Availability_Certificate.pdf	Fund Availability Certificate	15/03/2022 17:21	CRIS TEST 2018 SIGN	

Generate Preview **Back**

Supplier may edit details filled-in the requisite fields. Calculations will be re-done. After this, user can save the Bill by clicking **Update** button. If user wants to Add/Delete attached documents, it can also be done here following the same process explained earlier at **Para 6.3 – x & Para 6.3 - xi**.

- b. **Delete Item:** To edit details of an item already saved in the Draft Bill, supplier has to click  icon (**Click here to Edit Details**) appearing against the relevant item on the **List of Bill Items** page when the selected item from the Draft Bill shall get deleted.
- c. **Add More Supplies:** To add more items in the already saved in the Draft Bill, supplier has to click **Add More Supplies** button (**Add here to Add More Bill Items**) appearing on the **List of Bill Items** page. Thereafter, supplier has to select PO Item Sr.No. from the **Select PO Sr** drop-down List and take same actions as taken while adding items in the Draft Bill earlier.

v. **Delete Draft Bill:**

Supplier may click  icon appearing against a Draft Bill under **Actions** Header on the **Bill Summary** page to delete that Draft Bill prepared by him.

Please note that Bills once deleted cannot be retrieved back. Supplier has to undertake all the steps again to re-create/re-submit such deleted Bills.

vi. **View/Download Digitally-signed & Submitted Bill in PDF Format:**

Digitally-signed Bills are shown with status as **Signed & Submitted** under the **Bill Status** Header on the **Bill Summary** page. Supplier may click  icon (**Click here to view signed & submitted Bill in PDF Format**) appearing against a signed & submitted Bill under **Actions** Header on the **Bill Summary** page to view/download/print that digitally-signed & submitted Bill. Signed & Submitted Bill bears digital signature of the supplier and looks like as under:

Signature Not Verified
Digitally signed by IREPS Trial 2022 Sign Date: 2022.03.19 15:46:51 +05'30' Reason: Signed Bill Location:

PO Issuing Railway: Northern Railway
Supplier Bill (Non-Stock Item) for Stores Supplied to User Depot
IREPS Bill Reg No. 3579 regd. on 15/03/2022 16:59

FROM
AKSHAY ENTERPRISE-SDFSD
 abcde road, xyz street, sdfsd-11, Rondonia , Contact No.: 9999999999
IREPS Code :100295

TO
Paying Railway Northern Railway
Sr.DAO/DLI - A2007
IPAS AU Code 0303

All amounts are in Rs

Taxes Applicable : GST	Amount Claimed : 8394
Payment Type : Advance	Payment % : 90
Multiple invoices clubbed : No	PO No : 45195084100109 dt. 08/05/2019
PVC : Not Applicable	SVC : Applicable
GST Invoice No : 12345678	GST Invoice Date : 01/03/2022
Bank Account No. : 50200014347005	IFSC Code : HDFC0000905
Reverse Charge : No	Composite Taxable : No
Supplier GSTIN : Registered (02BCFPV6923H1ZI)	Supplier State : Himachal Pradesh
State for Place of Supply : Delhi	Place of Supply : DRM Office, Delhi
Bill Description(Remarks) : Testing of Digital Bill	

Bill Item No. 1

PO Sr No : 001	PL No : 3345N001	Mode Of Dispatch : Road
Material Supplied to: SR.SECTION ENGINEER/C&W/N. RLY/NDLS(33364)		
Description: Lavatory Door Latch, size - 4 inch as per RCF drawing no. LW56430 . Make : KBN		
Challan No : 123213 dated 05/10/2021	DRR/CRC No : 33364-21-15529 dated 05/10/2021	DRR/CRC Qty: 12
IC No : NR/IC/13456 dated 01/03/2022	IC Passed Qty : 12	
IC Qty Already Billed: 0	Qty Bal in IC: 12	IC Qty Now billed: 12
Inspection Agency : CONSG		
GST Invoice No. : 12345678	GST Invoice Date: 01/03/2022	Supplier GSTIN: 02BCFPV6923H1ZI
GST Category : Regular GST	HSN Code: 45454445	RLY GSTIN: 07AAAGM0289C1ZL
Buying Unit : Number	PO Rate : 520	
PVC on PO Rate(per unit) : 0	Basic Bill Rate per unit with PVC and discount : 494	
Discount Rate : 5 %	Discount Amount : 280.8	
IGST Rate : 18 %	IGST Amount : 960.34	
Taxable Amount 5335.2	Tax Amount 960.34	Total Amount: 6295.54

Uploaded Documents

Sr.No.	File Name	File Description	Uploaded On	Uploaded By
1	Fund Availability Certificate.pdf	Fund Availability Certificate	15/03/2022 17:21	CRIS TEST 2018 SIGN
2	Inspection Certificate.pdf	Inspection Certificate	15/03/2022 17:20	CRIS TEST 2018 SIGN

Bill Item No. 2				
PO Sr No : 001	PL No : 3345N001	Mode Of Dispatch : Road		
Material Supplied to: SR.SECTION ENGINEER/C&W/N. RLY./NDLS(33364)				
Description: Lavatory Door Latch, size - 4 inch as per RCF drawing no. LW56430 . Make : KBN				
Challan No : 3213 dated 05/10/2021	DRR/CRC No : 33364-21-15530 dated 05/10/2021	DRR/CRC Qty: 4		
IC No : NR/IC/13456 dated 01/03/2022	IC Passed Qty : 12			
IC Qty Already Billed: 0	Qty Bal in IC: 12	IC Qty Now billed: 4		
Inspection Agency : CONSG				
GST Invoice No. : 12345678	GST Invoice Date: 01/03/2022	Supplier GSTIN: 02BCFPV6923H1ZI		
GST Category : Regular GST	HSN Code: 45454445	RLY GSTIN: 07AAAGM0289C1ZL		
Buying Unit : Number	PO Rate : 520			
PVC on PO Rate(per unit) : 0	Basic Bill Rate per unit with PVC and discount : 494			
Discount Rate : 5 %	Discount Amount : 93.6			
IGST Rate : 18 %	IGST Amount : 320.11			
Taxable Amount : 1778.4	Tax Amount : 320.11	Total Amount : 2098.51		
Uploaded Documents				
Sr.No.	File Name	File Description	Uploaded On	Uploaded By
1	Inspection Certificate.pdf	Inspection Certificate	15/03/2022 17:24	CRIS TEST 2018 SIGN
Declaration				
<p>1. I have personally examined and verified and do hereby certify that goods in respect of which payment is being claimed have been actually dispatched as per above details and further that these goods are the exact material as indicated in above details. I hold myself personally responsible for the correctness of the statement. I have personally examined and verified and do hereby certify that goods in respect of which payment is being claimed have been actually dispatched as per above details and further that these goods are the exact material as indicated in above details. I hold myself personally responsible for the correctness of the statement.</p> <p>2. Certified that the amount of taxes and duties as charged in the bill are legally payable by us and shall be paid to the respective competent authorities by us.</p>				

vii. **To Withdraw Digitally-signed & Submitted Bill:**

Supplier may click  icon (*Click here to withdraw signed Bill*) appearing against a signed & submitted Bill under **Actions** Header on the **Bill Summary** page to withdraw that signed & submitted Bill till it has not been registered by Bill Paying Authority. Withdrawn Bills are shown with status as **Withdrawn** under the **Bill Status** Header on the **Bill Summary** page. Also, date of withdrawal is shown under **Bill Status Date** Header on the **Bill Summary** page. Please note that Bills once withdrawn cannot be retrieved back. Supplier has to undertake all the steps again to re-create & re-submit withdrawn Bill.

viii. **View Bill Status:**

Supplier may click  icon appearing against a digitally-signed & submitted Bill under **Payment Status** Header on the **Bill Summary** page to view Payment Status against that signed & submitted Bill which has been **Paid** or **Returned** by Bill Paying Authority. Paid Bills are shown with status as **Paid** under the **Bill Status** Header on the **Bill Summary** page while Returned Bills are shown with status as **Returned** under the **Bill Status** Header on the **Bill Summary** page. Status of digitally-signed & submitted Bill which has not been **Paid** / **Returned** / **Withdrawn**, is shown as **Pending** under **Payment Status** Header. On clicking  icon appearing against a Paid or Returned On-Line Bill under

Payment Status Header, following window displaying Bill Status as per IPAS gets opened:

View Bill Status Details As Per IPAS									
Bill Date 26/12/2016		Bill Number 1428/16-17		Party Name A.B.Elasto Products Pvt. Ltd.			PartyCode MM1410006550		
CO6 No	CO6 Date	Status	Bill Amt	Passed Amt	Deducted Amt	Net Amt	CO7 No	CO7 Date	Abstract Date
34010317001957	06/10/2017	PAYMENT MADE	17010	17010	490	16520	34010317700298	06/10/2017	09/10/2017
Recovery Details		DEPOSIT STORES-150,LIQUIDITY DAMAGES-340							

Supplier has to undertake all the steps again to re-create & re-submit Returned Bills.

7. Supplementary Bills against Finalized Digital (On-Line) Bills

- 7.1 Functionality is available on IREPS Portal to enable Suppliers submit Supplementary Bill(s) against their on-line Final Bills (for Stock items as well as Non-Stock items against Purchase Orders placed on IMMS) for which payment has been finalized and no other on-line Supplementary Bill is pending. Option for submitting on-line Supplementary Bill will automatically appear on **Bill Summary** page 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.
- 7.2 Following types of Supplementary Bills can be submitted:
 - (i) **PVC Bill** (For raising Price Variation Clause (PVC) Supplementary Bills)
 - (ii) **SVC Bill** (For raising Statutory Variation Clause (SVC) Supplementary Bills)
 - (iii) **Refund of LD** (For raising Supplementary Bills for refund of Liquidated Damages-LD)
 - (iv) **Refund of Recoveries other than LD/SD** (For raising Supplementary Bills for refund of Recoveries other than Liquidated Damages-LD / Security Deposit-SD). This is not intended for claiming refund of Security Deposit (SD) deducted from Bills. For SD refund, vendors may follow System prescribed in the Railway Unit where SD has been deducted.
 - (v) **Balance Payment** (For raising Supplementary Bills for Balance Payment, if any, due against the finalized on-line Final Bill)

- 7.3 For further details, Suppliers may refer *User Manual for On-Line Submission of Supplementary Bills by Vendors* available on IREPS Portal under *Learning Centre* link in *E-Tender (Good & Services)* Section.

8. Disclaimer

Users may please note that the IREPS is continuously being upgraded and the Pages/ Forms shown or referred to in this User Manual may get changed. All stake-holders 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 website administrator from time to time. Users 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 PO Placing Authority IREPS Help-Desk immediately. No claim shall be entertained from anybody, on account of non-familiarity with the any of the templates and forms available on IREPS website, or on account of any variation between the Forms / Pages shown in this User Manual vis-à-vis the Forms / Pages available in the IREPS.

-----End of the Document-----