



केन्द्रीय भण्डारण निगम

(भारत सरकार का उपक्रम)

CENTRAL WAREHOUSING CORPORATION

(A Govt. of India Undertaking)

जन-जन के लिए भण्डारण/Warehousing for Everyone



No. CWC CO-MIS/BTS/2020-MIS

Date: 19.06.2020

CIRCULAR

Subject: Implementation of **Bill Tracking System (BTS)**...reg.

Reference: - Circular no. CWC/MIS/FTS/2019-20 dated 11.03.2020, on cited subject.

1. Apropos to above mentioned reference, vide which **standard operating procedure** to use BTS was issued. The BTS includes **vendor registration** module, wherein details of MSME, GeM, GST etc can be captured.
2. It has been observed that the vendor registration module is not being used, thus, no vendor has been registered on the BTS.
3. It may be noted that, our administrative Ministry and Ministry of MSME are monitoring the purchase information, payments etc. of MSME and GeM vendors, and this necessitate the usage of vendor registration module available in the BTS.
4. In order to use the vendor registration module, following Standard Operating Procedures are to be complied with :-
 - a) The concerned Division/Cell of CO/ROs to mandatory register the vendor on BTS, as soon as agreement is signed or Purchase/Work Order is issued to the vendor.
 - b) Thereafter, when the vendor is submitting the invoice, the Dak & Dispatch section to record invoice information by selecting allied vendor, already registered.
 - c) Thus, it is be mandatory to register the vendor in the BTS by concern Division, enabling Dak & Dispatch section to record invoice/bill in BTS.
 - d) Account section at CO/ROs to ensure updation of status of invoice/bill and also ensure proper MSME, GeM, GST etc. information populated in vendor registration by concern Division/Cell, without which payment should not be released.

This is issued with the approval of Director (F).

Group General Manager (System)

Distribution to:

1. All HoDs, CO, CWC, for strict compliance.
2. All Regional Managers, CWC, for strict compliance.

Copy to:

1. M.D, CO, CWC, for information please.
2. DIR (F), DIR (P), CO, CWC, for information please.