



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/27/2021-MANAGEMENT INFORMATION SYSTEM

Date: - 09.12.2022

CIRCULAR

Subject: - Acceptance of Digitally signed invoices/bills through BTS, for payment to vendors/suppliers.

Reference: -

- a) Circular no. CWC/MIS/FTS/2019-20 dated 04.02.2020 for timely payments to contractors/ suppliers/ service providers- Preventive Measures.
- b) Circular no. CWC/MIS/FTS/2019-20 dated 11.03.2020 for **Standard Operating Procedure** for implementation of BTS.
- c) Circular no. CWC/CO-MIS/BTS/2020-MIS dated 19.06.2020 for Implementation of BTS.
- d) Circular no. CWC/FD-Payments/TReDS Platform/2020-21 dated 09.07.2020 for **timely payment to the vendors.**
- e) Circular No. CWC CO-MIS/BTS/2020-MIS, dated: 19.08.2020 for **mandatory entry in BTS.**
- f) Circular No. CWC CO-MIS/BTS/2020-MIS, dated: 20.08.2020 for **mandatory use of BTS.**
- g) Circular No. CWC-CO-MIS/43/2020-MIS, dated 16.10.2020 for introduction of **exception report.**
- h) Circular No. **DPE-7(4)12007-Fin, dated 16.12.2020** for **consolidated guidelines on procurement from GeM portal and TReDS.**
- i) Circular No. CWC CO-MIS/BTS/2020-MIS, Dated:- 22.12.2020 on **Implementation of Upgraded Bill Tracking System (BTS).**

1. Apropos, Corporation is leveraging Bill Tracking System (BTS) for processing the payments of the vendors/ suppliers for ensuring timely payments, in compliance to CVC guidelines.
2. Further, vendor registration module has also been implemented to allow vendors/ suppliers to raise the invoices directly through their login in BTS. However, it has been observed that, still many of the vendors are sending the invoices in physical form, thereby defeating the objective of implementing the BTS and achieve Zero Paper Usage (ZPU).
3. Thus, it has been decided **to stop the acceptance of the ink signed invoices/ bills and supporting documents** in the Corporation. **The digitally signed bills/invoices** submitted by vendors through BTS **shall only be considered for payment.** Also, the supporting documents, if any, **shall also be accepted only if they are signed digitally.**
4. Necessary amendments in the present contracts and future tender documents/ model tender documents may also be ensured wherein acceptance of digitally signed bills/invoices and supporting documents through BTS only be stipulated.
5. The Finance Section of CO & ROs to **release the payment against digitally signed invoices/bills and supporting documents only.** The processing division/ section to verify that the digital signatures on the invoices/ supporting documents are valid.
6. Advance Notice of 15 days be given to all vendors, contractors, suppliers etc. to create login ID and password etc. in BTS, for submission of digitally signed bills.
7. Nodal Officer to be nominated at all Regional Offices and Divisions at CO for helping in the creation of login IDs etc. in BTS ,to avoid any difficulties to service providers/vendors.

8. Procedure of accepting the bills at dispatch counter at CO and Regional Offices has to be completely stopped and BTS access has to be withdrawn after 01-01-2023.
9. Notice to be issued to all service providers/vendors for availing the BTS services for speedy payment.
10. To avoid return of bills to service provider/vendor, for want of supporting documents, checklist for submission of digitally signed documents and other instructions be provided, for speedy disposal and fast payment.

This is issued with the approval of Competent Authority, for strict compliance please.

Distribution to: -

Group General Manager (Personnel & System)

1. All RMs and HoDs, for strict compliance please.

Copy, for information, to: -

1. PS to MD / PA to Director (Finance), CWC, New Delhi.