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Amrit Mahotsav



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/MIS/FTS/2019-20

09th October, 2023

The Regional Manager
Central warehousing Corporation
Regional Office
Ahmedabad/ Bangalore/Bhopal/Chandigarh/Chennai/Delhi /Guwahati /Hyderabad /Jaipur
/Kochi /Kolkata /Lucknow /Mumbai /Patna

Sub.: Timelines to be followed for payments to be made to vendors/contractors/supplier of goods and services

**Ref: Circular no CWC/MIS/FTS/2019-20 dated 4th February, 2020
Circular no CO-FD0PAY/2/2020-FINANCE, dated 16th June, 2023**

1. This is in supercession of all the earlier circulars issued by the MIS Division for timely payments to be made to supplier of goods and services to CWC through BTS software.
2. In order to ensure that the bills are processed in time through Bill Tracking System (BTS) with no manual intervention, Activity, Process, Responsibility and timelines to be followed is placed at annexure I.
3. New functionality is introduced in BTS such as mandatory entry of UAN (Udyam Aadhar Number), Appointed Date and Date of acceptance. The user manual for these functionality is attached at annexure -II.
4. All are advised to ensure that bills are processed as per the prescribed timeline.

This issues with the approval of Competent Authority.

(Anil Manik Rao)
Gr. General Manager (MIS)

Enc: As above

Copy to:

1. All Accounts-Incharges of Regional Offices
 2. All HoDs, C.O.
 3. All DGMs/AGMs/Managers/ (Sr.) Asstt.Managers /Accountants in Finance, Accounts & Internal Audit Wings of all ROs.
- } For necessary action.

Copy for information to:

1. Supdt. (MIS), CWC, CO, New Delhi –with a request to place this Circular on CWC’s website.
2. Manager (Rajbhasha), CWC, CO, New Delhi, with a request to arrange Hindi version of this circular.

Copy for kind information to:

1. Dir.(Fin.), CWC, CO, New Delhi.
2. MD, CWC, CO, New Delhi.

Annexure-1

S.No.	Activity	Process	Responsibility	Timelines (Working day)
1.	Receipt of bills	<p>(a) All bills must be received through Bill Tracking System (BTS) and the Goods / Service provider shall be required to raise digitally signed/ink signed invoices and digitally signed/ ink signed supporting documents through BTS only. **</p> <p>(b) At the time of invoice entry following fields needs to be entered correctly:</p> <ol style="list-style-type: none"> i. Type of procurement i.e. Goods / Service / Works (Engineering). ii. Category of Services. iii. (Operating / concerned Division to whom bill pertains iv. Whether procurement of Goods / Service / Works (Engineering) through GEM or Non-GEM v. Bill number and bill amount <p>(c) For first time vendor registration, following details are required to be filled as per Finance Division circular dated 16.06.23:</p> <ul style="list-style-type: none"> • Category of MSME vendor i.e. Micro, Small or Medium • 19 digit unique Udyam Aadhar Registration (UAN) No. • Date of acceptance of goods and services • Due date of payment as per contract e e appointed date 	<p>Goods / Service Provider</p> <p>Goods / Service Provider and Operating Division as the case may be</p> <p>First responsibility is of Goods / Service Provider and verification of same shall be done operating division</p>	<p>T *</p> <p>T</p> <p>T</p>
2.	Processing of Bills	<p>(a) All received bill shall be processed by checking the bills along with supporting documents whether same is as per contract terms / work order terms. In case of deficiency in services or deficiency in bills, same should immediately return to vendor in BTS by duly recording the reasons in writing (under remark column of BTS) after receipt of bill in BTS. In case bill is correct in all respect, then appointed date and date of acceptance shall be mandatorily entered in BTS.</p>	<p>Operating Division</p>	<p>T+5th Day</p>

		<p>Date of Acceptance / Deemed Date of Acceptance: in case of goods, it shall be satisfactory receipt of goods and signing of challan by authorized CWC official. In case of services, the same shall be the date mentioned in Work Completion certificate issued by the authorized CWC official.</p> <p>Appointed date is a date following immediately after the expiry of the period of fifteen days from the day of acceptance or the day of deemed acceptance of any goods or any services by a buyer from a supplier.</p> <p>(b) After checking all bills along with supporting documents, the same needs to be send in Finance division for concurrence if financial concurrences applicable on procurement of Goods / Service / Works (Engineering) as per the delegation of power (DOP).</p> <p>(c) Financial concurrence shall be given by Finance Division</p> <p>(d) After financial concurrence and approval of competent authority operating division will issue sanction order.</p>	Operating Division	T+6 th Day
			Finance Division	T+9 th Day
			Operating Division	T+10 th Day
3.	Payment of Bills in payee's account	After receipt of sanction order, Finance Division shall affect the payment into the bank account of Payee as per the details mentioned in Sanction Order (Payment Section and Cash & Bank Section)	Finance Division	T+13 th Day
4.	Confirmation of payment made	Operating Division needs to send details of payment made to the supplier of goods and services on the date, the payment is made by Finance Division	Operating Division	T+14 th Day
		Total no. of days	Fifteen (15)	

Note:

1. *First Transaction date in BTS
2. **In case, the type of procurement of Goods / Service / Works (Engineering) is exempted from raising bills in BTS then same be uploaded in BTS by Dispatch Section of CO and RO.
3. For first time invoice and final invoices, additional time of 5 working days shall be given to thoroughly check the invoices.
4. Bills/ Invoices should not be kept pending for more than 3 working days with each dealing official.
5. In any case no payment either to MSME or non-MSME should exceed 20 working days, except in case where there is discrepancy with respect to bill and discrepancy in supply of goods and services, supporting documents required as per statutory requirement.
6. In case payment of a vendor is linked to any contractual condition / is subject to realization of payment from any depositor then the above timeline shall be modified accordingly e.g. in H&T contracts payment is linked to realization of payment from FCI.
7. Bills of expenses incurred against Imprest/Temporary Advance/Cash Card shall be entered in Bill tracking system by dispatch section of CO and RO.



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(भारत सरकार का उपक्रम)
CENTRAL WAREHOUSING CORPORATION
(A GOVERNMENT OF INDIA UNDERTAKING)
ISO 9001:2015, ISO 14001:2015, BS OHSAS 18001:2007 certified

WAREHOUSING FOR EVERYONE
जन जन के लिए भण्डारण

Bill Tracking System



BILL TRACKING SYSTEM FOR VENDOR REGISTRATION (USER MANUAL)

CWC-Bill Tracking System
VENDOR REGISTRATION USER MANUAL

Bill Tracking System

An enhance transparency in the processing and settlement of bills /Invoices, Central Warehousing Corporation have introduced a Bill Tracking System for its contractors or vendors, for timely payments to the contractors/ Suppliers/ Service providers and preventive measures.

This step is in line with the emphasis on increased use of information technology to go digital to promote transparency and efficiency in the system at Corporation.

The registration enables the vendor and agencies to see their bill status with dates through various stages of processing of bills, the stage at which it is lying, the amount for which it is passed and other details. The history feature is also available so that a vendor can see the history of the bills submitted

Step - 1 In the vendor registration, Open below link and choose Bill Tracking System.

<https://www.cwceportal.com/>

User will enter the Application URL in the Browser (Internet browser, Chrome and Mozilla fire box) user will use the default browser Chrome.

The user manual download on the same link, user can download the manual, it will helpful to operating the registration process in the Bill Tracking System. after entering the Above URL, Then below screen will open

Step - 2 User will click on Bill Tracking System under <https://cwceportal.com/>, then login page will open




In the Login window, following functionalities are given to

1. Vendor Registration – Here new vendor can register himself from click on given link.
2. User Manual for Vendor Registration – Vendor can download the user manual for registration.
3. Employee Registration - Here new employee can register himself from click on given link
4. User Manual for Employee Registration –Employee can download the user manual, it will helpful for registration process.
5. User Name - User will enter the user name, which was enter during the registration
6. Password - Password will enter the password text box.
7. Reset Captcha – On click the refresh button then captcha will reset.
8. Enter Captcha – User will enter the Captcha
9. Forgot Password - Forgot Password Functionality is given on the login page, on click user can have got your password, using this link.

Step - 3 Vendor will click on” **Vendor Registration**” tab, following registration screen will open

Please enter vendor registration information , (*) Mark fields are mandatory

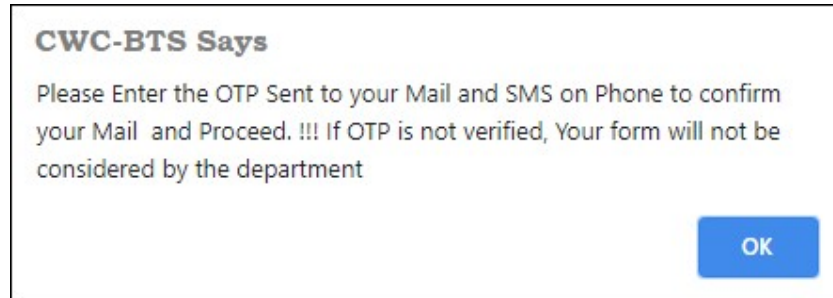
Name of the Company *		Name of Vendor's Resprentee *	
<input type="text" value="M/s"/>		<input type="text"/>	
Email Id *	Mobile Number *	GST Number	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Aadhar Number	PAN Number	TAN Number	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
MSE (Micro & Small Enterprises) *	Treds *	Owned by *	
<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> SC <input type="radio"/> ST <input type="radio"/> Not Applicable	
GEM (Government e-Marketplace) *	Registered Address *	State *	
<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>	--Select--	
City *	Pin Code	User Id *	
--Select--	<input type="text"/>	<input type="text"/>	
Password *	Confirm Password *		
<input type="text"/>	<input type="text"/>		
779397 		Capture Enter *	
		<input type="text"/>	
<input type="button" value="Create"/>	<input type="button" value="Reset"/>		

Vendor Registration: - Company and vendor Details and General Information.

1-Name of the company <input type="text"/>	2- Name of Vendor's represented <input type="text"/>
3- Email Id * <input type="text"/>	4- Mobile Number * <input type="text"/>
	5- GST Number <input type="text"/>
6- Aadhar Number <input type="text"/>	7- PAN Number <input type="text"/>
	8- TAN Number <input type="text"/>
9- MSE (Micro & Small Enterprises) * <input type="text"/>	10- Treds * <input type="text"/>
	11- Owned by * <input type="text"/>
12- GEM (Government e-Marketplace) * <input type="text"/>	13- Registered Address <input type="text"/>
	14 -State <input type="text"/>

15- City *	16- Pin Code	17- User Id *
18- Password *	19- Confirm Password *	

Step - 3 Vendor clicking on create button, the system will send the OTP on their mobile and email id.



Step - 4 User will be received the OPT on your registered mobile Number and email id.

Step - 5 Without filling the OTP registration will not be completed.



Step-6 User will enter the OTP in above OTP screen, then below confirmation message will appearing on their screen. User will click on ok button then registration process will have completed.

Dear Vendor , your registration has been successfully completed, the login ID and Password have been shared on your registered email ID.

OK

INSTRUCTIONS FOR COMPLETION

The form should be type written in uppercase and completed clearly and accurately ensuring that all fields. The numbers below correspond to item numbers on the registration form:

1. Full name of company.
2. Full street address.
3. Full mailing address (including P.O. Box, if any).
4. Telephone number, including correct country and area codes.
5. State and area codes.
6. Email address of the person who should be contacted regarding Request for Quotes or other questions relating to your company.
7. WWW Address.
8. Provide name of person (including title) or department to who correspondence should be addressed.
9. Full legal name of parent company, if any.
10. Please provide, on a separate sheet if necessary names and addresses of all subsidiaries, associates and overseas representatives if any.
11. Please tick one box. If the last box is ticked, please specify.
12. Please tick one box. If the last box is ticked, please specify. If the company is a manufacturer of some products and a trader/agent of others, which they do not manufacture, both boxes should be ticked.
