

## BILL TRACKING USING VENDOR MANAGEMENT SYSTEM

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### STEP 1 – How to Enter the Bill Details in Samarth Portal

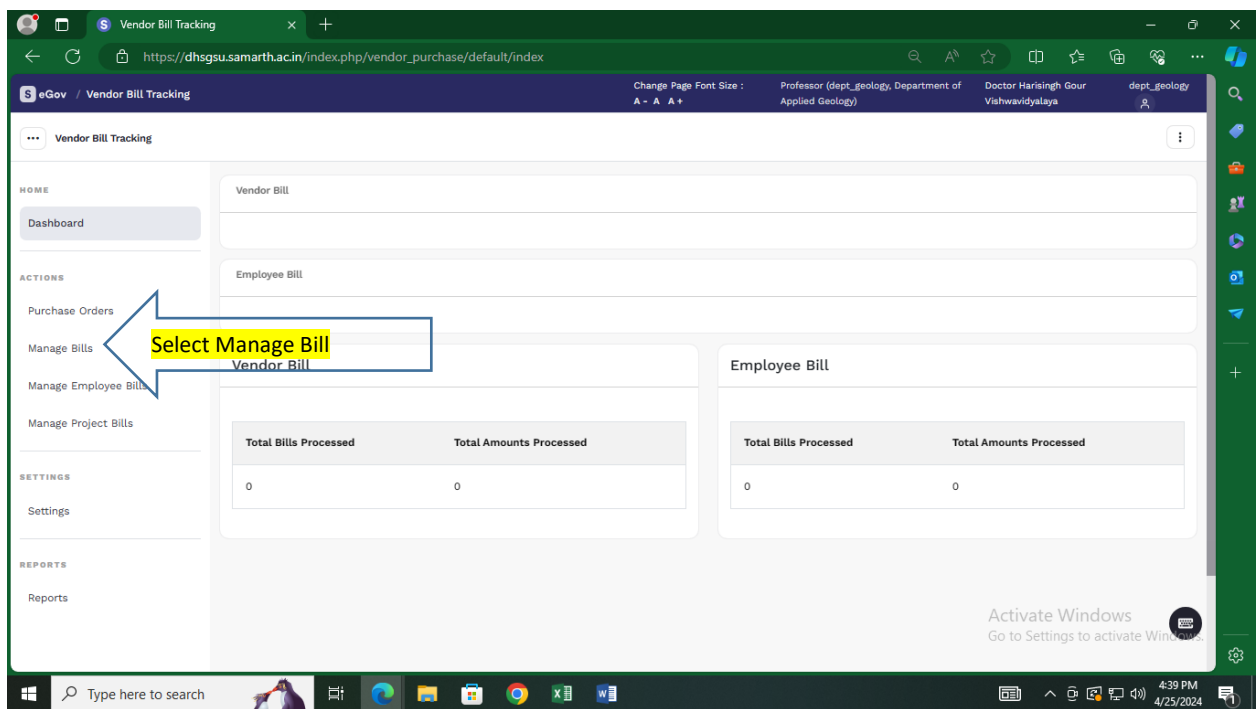
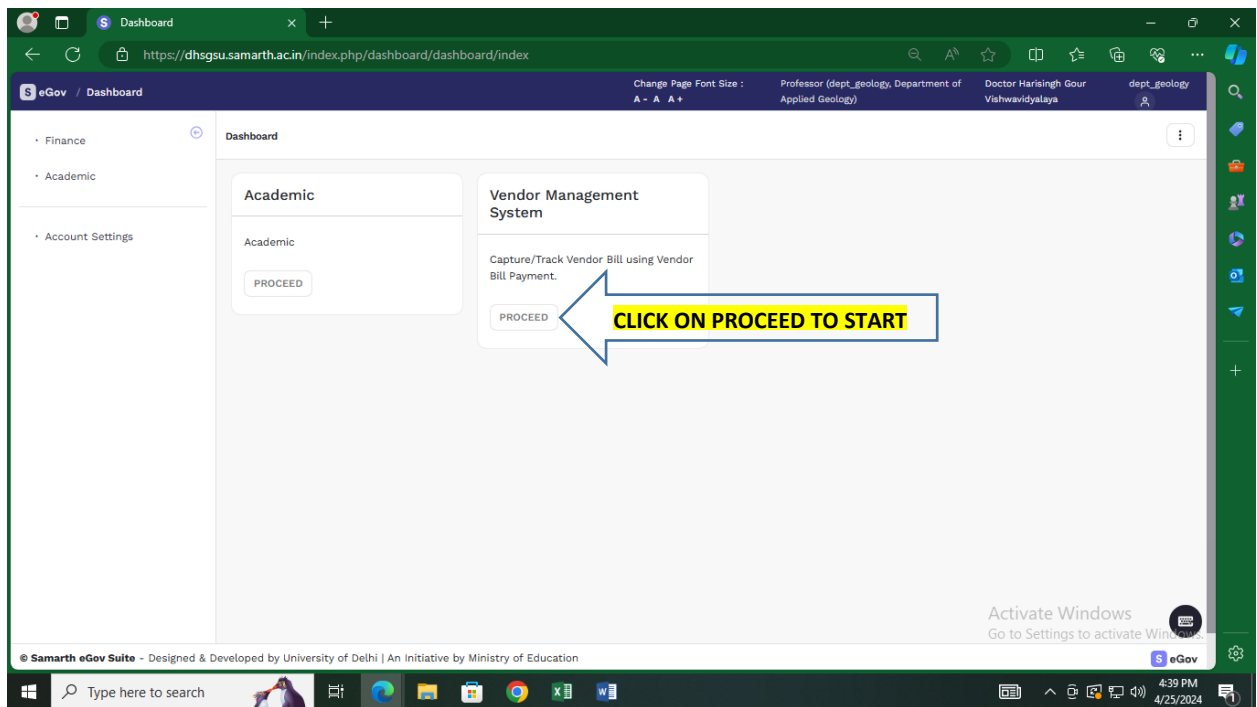
Login to your Department / Section Portal using login link

<https://dhsgsu.samarth.ac.in/index.php/site/login>

The screenshot displays the login interface of the Samarth eGov Suite. The browser address bar shows the URL <https://dhsgsu.samarth.ac.in/index.php/site/login>. The login form is titled "Doctor Harisingh Gour Vishwavidyalaya" and includes the following fields:

- Username \***: A text input field containing the text "itcell".
- Password \***: A password input field with masked characters "\*\*\*\*\*". A "Forgot Password ?" link is located to the right of the field.
- Captcha Verification**: A section containing a captcha image showing the number "6437631" and a text input field where the same number has been typed.

Below the captcha field, there is a "Click on the text to change" instruction and a "LOGIN" button. A "First Time Login ?" link is positioned below the login button. A large blue arrow points from a text box on the left, which reads "Enter your Department username and Password", towards the login form. The footer of the page includes the copyright notice "© Samarth eGov Suite- Designed & Developed by University of Delhi | An Initiative by Ministry of Education" and a Windows activation watermark.



Browser window showing the Vendor Bill Tracking interface. The URL is [https://dhsu.samarth.ac.in/index.php/vendor\\_purchase/purchase-order/index](https://dhsu.samarth.ac.in/index.php/vendor_purchase/purchase-order/index).

The interface includes a sidebar with navigation options: HOME (Dashboard), ACTIONS (Purchase Orders, Manage Bills, Manage Employee Bills, Manage Project Bills), SETTINGS (Settings), and REPORTS (Reports).

The main content area is titled "Bills". It features a table with columns: #, Reference No, Department, Vendor Name, Payable Amount, Bill Passed for (Rs.), Batch No, and Bill No. The table currently displays "No results found." and a message "Last Updated: 0 days, 1 hours, 21 minutes and 41 seconds ago".

An annotation "Click on Add bill" with an arrow points to the "Add Bill" button in the top right corner of the Bills section. There is also a "View Paid Bills" button.

The Windows taskbar at the bottom shows the search bar, task view button, and several open applications (Edge, File Explorer, Calendar, Chrome, Excel, Word). The system clock indicates 4:39 PM on 4/25/2024.

The screenshot shows the 'Add Bill' form in the eGov Vendor Bill Tracking system. The form is divided into several sections, each with specific fields and annotations:

- Organization Unit:** A dropdown menu with the instruction "Select your section / Department".
- Bill Approval Hierarchy Type:** A dropdown menu with the instruction "Select type of Bill".
- Purchase Order Details:**
  - A checkbox labeled "Skip Purchase Order" with the instruction "Click on Skip purchase order if PO is not Available".
  - A dropdown menu for "Purchase Order No." with the instruction "Select Purchase Order NO. if Available / Otherwise SKIP".
- Budgetary FY:** A dropdown menu.
- Vendor Details:**
  - A dropdown menu for "Vendor" with the instruction "Search Vendor".
- Bill Details:**
  - A checkbox labeled "Skip Bill Details".
  - A radio button group for "Do you want vendors to verify the GST?" with options "No" and "Yes".
  - A dropdown menu for "Type Of Payment".
  - A text input field for "Bill No".
  - A text input field for "Bill Date".

The form also includes a sidebar with navigation links (HOME, ACTIONS, SETTINGS, REPORTS) and a top header with user information and system settings.

**Fill all the Details of BILL in the Form**

[Add Bill](#)

[https://dhsgsu.samarth.ac.in/index.php/vendor\\_purchase/purchase-order/create](https://dhsgsu.samarth.ac.in/index.php/vendor_purchase/purchase-order/create)

**HOME**  
 Dashboard

**ACTIONS**  
 Purchase Orders  
 Manage Bills  
 Manage Employee Bills  
 Manage Project Bills

**SETTINGS**  
 Settings

**REPORTS**  
 Reports

Bill Date

Upload Bill (Scanned Copy) (upto 5 MB)  No file chosen

Bill Amount Without Tax

Applicable Tax

Total Tax(%)

Total Tax Amount

Invoice Amount

**Formula To Calculate Invoice Amount (Bill Amount With Tax) :-**  $((\text{Bill Amount Without Tax}) * (\text{Total Tax} / 100))$

Applicable Deduction

Total Deduction Amount

Advance Amount   
 (Already Paid To Vendor)

Other Addition Exempted from tax or tds

Refund Amount

Payable Amount \*

**Formula To Calculate Payable Amount :-**  $((\text{Bill Amount Without Tax}) * (\text{Total Deduction} / 100)) - (\text{Advance Amount}) - (\text{Other Deduction If any}) + (\text{Other Addition Exempted from tax or tds})$

Remarks at the time of Bill Creation

Last Date Of Verification

Activate Windows  
 Go to Settings to activate Windows

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Type here to search

4:41 PM  
 4/25/2024

Keep your SCANNED file (PDF FILE) ready to upload here  
 ( Notesheet / bill for direct payment / bill etc.)

Last Date of Verification :  
 Department change this Date as per  
 need / DUE DATE OF BILL

After Filling All the Bill Details click on Save

## STEP 2 To verify the Bill details

Vendor Bill Tracking / Bills / 2024APRVBT00000013

Change Page Font Size : A - A A Incharge (Itcell, Information Technology Cell) Doctor Harish Singh Gour Vishwavidyalaya Itcell

Vendor Bill Tracking

HOME Dashboard

ACTIONS Purchase Orders Manage Bills Manage Employee Bills Manage Project Bills

SETTINGS Settings

REPORTS Reports

Present Status: Bill Modified

Recent Activities

- Bill Modified By Incharge (Itcell, Information Technology Cell), Mr. Rupendra Jugal Chourasiya Apr 5, 2024, 12:35:45 AM
- New Bill Added By Incharge (Itcell, Information Technology Cell), Mr. Rupendra Jugal Chourasiya Apr 5, 2024, 12:25:11 AM

Note Down this Samarth Reference No. on your File

Click on verify bill Details

Download Reset Verification Code Update Verify Bill Details

Reference No	Budgetary FY	Purchase Order No.	Organization Unit	Information Technology Cell
2024APRVBT00000013	FY 2024-25			
Type Of Payment	FINAL PAYMENT	Bill Approval Hierarchy Type	Equipment	Date of Purchase Order
Bill No	123	Bill Date	Apr 5, 2024	
Bill Amount Without Tax	5000	Applicable Tax	GST (18.00)	Total Tax(%) 18.00
Total Tax Amount	900	Invoice Amount	5900	Applicable Deduction
				TDS on GST (2.00)
Total Deduction(%)	2.00	Total Deduction Amount	100	Advance Amount
				0
Refund Amount	0	Receipt Reference No		
Other Addition Exempted from tax or tds	0	Payable Amount	5800	Verification Code
				56932993
Vendor Details	xyz, ssagoutam@dhgsu.edu.in, 9993876160	Last Date Of Verification	Apr 15, 2024	Remarks at the time of Bill Creation
Bill Copy By Department	View File	Bill Created By	Incharge (Itcell, Information Technology Cell), Mr. Rupendra Jugal Chourasiya	

Activate Windows Go to Settings to activate Windows

Type here to search

39°C Mostly cloudy 2:31 PM 4/26/2024

Update Vendor Details

Vendor's PAN No. AABC85576G Vendor's GST No. 23AABC85576GFZF Vendor's TIN No.

Vendor Bank Details

Bank Name STATE BANK OF INDIA Branch Name Sagar University Beneficiary Name BSNL, Sagar

Account Number 1010217168 IFSC Code SBIN0001143

Purchase Supply Details

Date of Supply of Goods / Services \* 2024-4-25 Date of Acceptance / Verification of Goods / Supply by the purchaser \* 2024-4-25 Place of Supply \* Doctor Harish Singh Gour Vishwavidyalaya

Payable Amount \* 1862.00 Upload Bill / Invoice (Scanned Copy) (upto 5 MB) \* Choose File New Doc 04-...024 16.39.pdf Remarks, if any \* OK

I hereby declare that the information provided by me is true and correct and I undertake the submission/uploading of valid reason/remarks may conduct suitable action against me as per applicable law/contract.

Again Upload the Scanned file

Give Remark

Check All details and Click on Save

Save

Activate Windows Go to Settings to activate Windows

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Type here to search

4:54 PM 4/25/2024

Vendor Bill Tracking

Update **Submit** Download Saved Copy

PURCHASE NUMBER AND VENDOR DETAIL					
Reference No	2024APRVBT00000061	Purchase Order No.	Organization Unit Internal Works Department		
Vendor Name	MPPKV-VCL-RAO-Sagar	Date of Purchase Order			

BILL DETAILS					
Bill Approval Hierarchy Type	Electricity	Bill No	MAR24N007290799	Bill Date	Apr 9, 2024
Bill Amount Without Tax	124385	Applicable Tax	• No TAX (0.00)		
Total Tax Amount	0	Invoice Amount	124385	Applicable Deduction	• No TDS (0.00)
Total Deduction(%)	0.00	Total Deduction Amount	0	Advance Amount	0
Other Addition Exempted from tax or tds	0	Refund Amount	0	Payable Amount	124385

VENDOR BANK DETAILS					
Vendor's GST No.	23AAAJD0762E2ZA	Vendor's PAN No.	AWYPG4107D	Vendor's TIN No.	
Account Number	10979247805	Beneficiary Name	RAO-MPPKVCL, Sagar	Bank Name	STATE BANK OF INDIA
Branch Name	SBI Civil Line Sagar	IFSC Code	SBIN0004590		

PURCHASE SUPPLY DETAILS					
Date of Supply of Goods / Services	Tuesday, April 23, 2024	Date of Acceptance /	Tuesday, April 23, 2024	Place of Supply	Doctor Harisingh Gour Vishwavidyalaya

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### STEP 3- Forwarding the bill for Further Process (TO DEALING ASSISTANT OF FINANCE DEPARTMENT)

Vendor Bill Tracking

HOME Dashboard

ACTIONS Purchase Orders **Manage Bills** Manage Employee Bills Manage Project Bills

SETTINGS Settings

REPORTS Reports

Bills

Add Bill View Paid Bills

Showing 1-1 of 1 item.

#	Reference No	Department	Vendor Name	Payable Amount	Bill Passed for (Rs.)	Batch No	Bill No	B
1	2024APRVBT00000068	Department of Applied Geology	BSNL Telephone	1862			WMPR25001388057	A

Last Updated: 0 days, 0 hours, 50 minutes and 49 seconds ago

Select the Bill From the List

Activate Windows Go to Settings to activate Windows

Vendor Bill Tracking

Present Status: Vendor Submitted The Bill

Download Vendor Submitted The Bill, Forward For Further Process Update

Recent Activities

- Bill Forwarded to the users namely : Professor (dept\_geology, Department of Applied Geology), Dr.Harel Thomas (vendor\_department) Apr 25, 2024, 4:55:40 PM
- Department Filled The Bill Apr 25, 2024, 4:54:49 PM
- New Bill Added By Professor (dept\_geology, Department of Applied Geology), Dr.Harel Thomas Apr 25, 2024, 4:52:29 PM

Reference No 2024APRVBT00000068

Budgetary FY FY 2024-25

Purchase Order No.

Type Of Payment FINAL PAYMENT

Bill No WMPR25001388057

Bill Date

Bill Amount 1578

Applicable Tax • IGST (18.00)

Total Tax Without Tax 284

Invoice Amount 1862

Total Amount 0.00

Total Deduction Amount 0

Refund Amount 0

Receipt Reference No

Other Addition Exempted from tax or tds 0

Payable Amount 1862

Vendor Details BSNL Telephone, tdrmkodagu@gmail.com, +917582222594

Last Date Of Verification May 5, 2024

Bill Copy By Department View File

Bill Created By Professor (dept\_geology, Department of Applied Geology), Dr.Harel Thomas

Vendor Response

Click Here

Proforma For Faculty / Dept. / Office / Centre / Project Incharge

Whether the goods / services have been received as per bill \*

Procedure of Procurement \*

Details of Stock \*

Budget Category \*

Budget Head \*

Amount Recommended For Payment \*

Diary Number \*

Diary Date \*

Remarks by Department

I hereby declare that the above bill has been correctly verified by me and the procurement has been made as per procedure prescribed by the University.

Forward the Proforma For Verification

Fill All details and Click Here

2024APRVBT00000061

https://dhsghsamarth.ac.in/index.php/vendor\_purchase/purchase-order/view?id=b8f5e183e4f7b228cca008ba10786a052ccsk9c5ee3836c398...

Vendor Bill Tracking

Success

Bill is forwarded to Lower Division Clerk (dlat, Finance and Account Section), Mr. Arun Kumar Das

Present Status: Bill Forwarded For Verification To The Finance Branch

Recent Activities

- Bill is forwarded to Lower Division Clerk (dlat, Finance and Account Section), Mr. Arun Kumar Das  
Apr 23, 2024, 5:19:32 PM
- Bill forwarded to the users namely :  
Executive Engineer (wd, Internal Works Department), Mr. Rahul Giri Goswami (vendor\_department)  
Apr 23, 2024, 5:17:40 PM
- Department Filed The Bill  
Apr 23, 2024, 5:17:35 PM
- New Bill Added By Executive Engineer (wd, Internal Works Department), Mr. Rahul Giri Goswami

Reference No	2024APRVBT00000061	Organization Unit	Internal
Budgetary FY	FY 2024-25	Purchase Order No.	
Type Of Payment	FINAL PAYMENT	Bill Approval Hierarchy Type	Electrici
Bill No	MAR24NO07290799	Bill Date	Apr 9, 20
Bill Amount Without Tax	124385	Applicable Tax	No TAX (0.00)
Total Tax Amount	0	Invoice Amount	124385
Total Deduction Amount	0.00	Total Deduction Amount	0
Deduction(%)			
Refund Amount	0	Receipt Reference No	
Other Addition	0	Payable Amount	124385
Exempted from			

Verification

Stop sharing

Hide

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39°C Mostly cloudy

17:22:31 23-04-2024

FILE IS FORWARDED TO  
DEALING ASSISTANT IN  
FINANCE DEPARTMENT

=====X=====X=====X=====X=====X=====