

SYSTEM IMPROVEMENT – CPCL BILL TRACKING SYSTEM

1. BRIEF DESCRIPTION OF THE MEASURE / INITIATIVE

The new Bill Tracking System has provision for the contractor/vendor to track the bill. Minimizes time delay for processing of bills by generating alert to senior Management.

2. BACKGROUND

CVC vide circular no. 02/04/18 dt.03.05.2018 had suggested system improvement "Online Bill Tracking System should be put in place with provision for alerting higher level of management to enable monitoring, review /intervention in cases of delay."

3. IMPLEMENTATION

CPCL standalone Bill Tracking System (BTS) has been developed by Chennai Petroleum Corporation Limited (CPCL) to improve the bill handling system while making payments to Vendors/Suppliers/Service providers.

In this system, the contractor/vendor has to submit the bill through online system along with details of Bill no., date, WO/PO no., EIC /PMC, Value etc. Once Bill is submitted, a bar code will be generated. The bill system will give success message to the Vendor/Contractor on submission.

The vendor has to take a print out of submitted bill along with generated bar code and submit as hard copy by post or in person. Acknowledgment receipt of bill will generate when bar code is scan by EIC/ PMC.

If Bill is in order, Engineer in charge (EIC) will mark the bill to the concerned officer / craft. If Bill is not in order, the same will be rejected through portal with reasons. Vendor will receive SMS and email with reason for rejection. In system itself, vendor has a facility to correct the bill and re-submit the same.

Finance department acknowledges the hard copy of bill by using a bar code scanner. The email and SMS sent to vendor as acknowledgement of bill are also shown in BTS system.

The processed bills are forwarded to cash section through portal to enable the Cash section to make payment and update the payment details in BTS portal. Vendor will also receive an email and SMS regarding payment.

Alert for delay in payment

There will be alert from BTS to EIC, after the bill is submitted by vendors / contractor and 10 days before the contractual payment day.

Next alert will be prompted to EIC and Finance on the contractual payment day, if payment is not made.

If the payment is not made even after 10 days of contractual payment day, the alert will be given to next higher authority of EIC

Statement of pending payments after 15 days of contractual payment date, will be sent to the functional Director.

4. IMPACT AND BENEFIT

The new BTS system minimizes the interaction between the vendors/suppliers with EIC.

Timely payment is ensured since the system generates an alert to the Top Management in case of delay.

Vendors/suppliers are able to track the status of the bills.

M/s Arrow Engg., M/s Techsol and M/s A.J.Associates were contacted and their feedback was sought and they have acknowledged the utility of the BTS.

5. POTENTIAL FOR REPLICABILITY

The BTS can be replicated across all organizations.
