Bill Tracking System

Core Features

1. **Vendor Registration**
    - Select Services type*, Email Id*(Unique), Mobile Number*(Unique), Aadhar Number, GST Number*, PAN Number*, TAN Number*, MSME*(Yes/No), TReDS*(Yes/No), Owned By*(SC/ST.OBC/Not Applicable), Women Entrepreneurs*(Yes/No), Registered Address*, State*, City*, Pin Code, Username*(Unique), Password*, Confirm Password*, Name of The Company*, Name of Vendor's Representee*, Captcha*
    - Sent login credentials to registered email Id.
    - Using these credentials vendor can login and go to his dashboard.
2. **Employee Registration**
    - Username*(Unique),First Name*, Last name*, Employee Code*(Unique), Email Id*(Unique), Mobile Number(Unique), Designation*, Regional Office*, Division*, Captcha*
    - Sent login credentials to registered email Id.
    - Using these credentials employee can login and go to his dashboard.
3. **Forget Password Vendor**
    - Enter Username*, Mobile Number*, Captcha*
    - Validate & Sent Password to his registered email Id.
4. **Forget Password Employee**
    - Enter Username*, Mobile Number*, Employee Code*, Captcha*
    - Validate & Sent Password to his registered email Id.
5. **Vendor**
    - **Dashboard**
        - **INVOICE:** Total Invoices, Paid Invoices, Pending Invoices, Returns to Vendor
        - **AMOUNT:** Total Amount of Submitted Invoices in Rs., Total Amount of paid Invoices, Total Amount of Pending Invoices, Total Hold Invoices.
        - **Monthly Invoice Submission Status Bar Chart**
        - **Total Invoice Submit Status Pie Chart(Process & Paid)**

- **Upload Invoice**
  - Procurement Type*, Service Category*, Service Sub Category*, Whether Through GEM*, Service Remark* (Only500 words allowed), Invoice No*, Financial Year*, Invoice Date*, Name of Vendor*, Contract No*, Bill Type*, **Total** Amount* (Rs.) Including All Taxes(Rounded Value), Invoice for which location? (Corporate/Regional Office)*, Division Name*.
  - Invoice Attachment*(Single or Multiple).
  - Remarks* (Only500 words allowed)
  - Submit to Upload
  - Invoice send to his related division of CO/RO's concern person for process.
- **Invoice Status**
  - All Invoices tracking listed with its invoice attachment copy and current processed status.
- **User Profile**
  - Vendor can update his details except username.
- **Logout**
  - Vendor can logged out from his account.

6. **Payment Division**
   - **Dashboard**
     - Regional Office Wise Invoices Received, Paid and Pending Status Chart.
     - Vendor Profile Summary as GeM, MSME, TReDS, Owned By, Women Entrepreneurs in pie chart.
   - **Total incoming invoice notification.**
   - **Invoice Pending b/w (181 to 365 days.)**
   - **Invoices Pending b/w (91 to 180 days)**
   - **Invoices Pending b/w (61 to 90 days)**
   - **Invoices Pending b/w (31 to 60 days)**
   - **Invoices Pending Below 30 days**
   - **Pending Invoices Beyond 30 days (MSME Vendor)**
   - **Total No. of Vendors & his invoices bar Chart as** GeM, MSME, TReDS, Owned By, Women Entrepreneurs.
7. **Invoice Management**
   - Invoice Forwarded List
   - Invoice Tracking by invoice Id, Invoice No, Vendor Wise
   - Paid Invoice List
   - Update invoice status.
8. **Reports**
   - Exception Report for All Regions
   - Invoice Status Report
   - Invoice Pending Report
   - Invoice Pending Report For All Region
   - Pending Invoice Statement
   - Delayed Invoices With Division Wise

- User Wise Pendency Report
- Vendor Detailed Report
- MSME Vendor Details

9. **Invoice Verification**

    - Invoice verification done by its concerned division of CO & RO.
    - Verified invoices forwarded to payment division for payment.
    - Otherwise if any wrong like invoice amount and attachment amount invalid, invalid division, invalid services etc. invoice returned to vendor while verification.