



ACCOUNTS BRANCH

Memo. No.DF/CFC(GI)/DFC(Funds)/D.No.120 dt. 19.03.2024.

Sub: TANGEDCO-Accounts Branch-Funds Division-
Certain instructions to all Bill passing
Officials of TANGEDCO at the Circle &
Headquarters level with regard to processing
of Vendor invoices in the ERP Portal-Issued.

All the bill passing officials of TANGEDCO at the Circle & Headquarters, are hereby instructed to follow the below instructions, for 'Vendor Invoice Processing' in the ERP module:

[2] Instructions pertaining to 'Centralised Payment' to Circles:

- 2.1) The accuracy of the Vendor details such as Vendor ID, Vendor Name, GSTN, PAN, IFSC Code etc., has to be ensured, before posting the bill entry in the ERP module.
- 2.2) If the Vendor has provided multiple bank A/c, then the details of the same will be available in 'Partner Bank' in MIR7 of ERP. In such a case, while posting entry, the exact bank A/c and the corresponding IFSC code has to be selected, to which the payment has to be made.
- 2.3) The bank account details of the Vendor has to be doubly cross checked before ERP posting, since in the 'Centralised Payment System', the payment will be made from Headquarters to Vendor directly.
- 2.4) If the Vendor provides, a new Bank Details, other than regular in his Invoice, then the same has to be updated with the valid documentary evidence such as 'Cancelled Cheque Leaf'. Moreover, the Vendors those who are discounting their bills @CanBank, TIIC, RXIL etc., has to obtain a 'No-Due' certificate, from the existing bankers, so as to avoid claiming the outstanding dues of them from TANGEDCO, by the existing Bankers, at a later stage.

- 2.5) The Invoice No. of the Vendor, has to be entered in the ERP portal, under the column 'Reference Field'.
- 2.6) In the ERP module, provision has been made available, to upload the soft copy of Invoice. Hence, the TANGEDCO official who posts the Document in ERP, is hereby directed to ensure the availability of hard copy of Invoice, and to upload the soft copy of the same in the ERP portal.
- 2.7) At present scenario, the invoices are passed in hard copies, and the posting is made in the ERP Module. This system not only consumes more time but also receives more complaints from the Vendors. Hence, it is hereby strictly instructed to pass the Bill/Invoice in the ERP Module.
- 2.8) In the ERP system, while initiating invoice in MIR7, the statutory deductions viz., IT, SGST, CGST & any other applicable statutory deductions has to be carried out, without fail.
- 2.9) The PO authorities are directed to select the Category and Sub-Category while creating Purchase Order.**
- 2.10) The Category and Sub-Category has to be selected during the creation of Miscellaneous Bill in FB60/FV60.**
- 2.11) In the proposed ERP system, once the bills are passed for payment, the fund indent process will be eliminated at the Circle level, and all the 'fund indent' will be raised automatically for payment, at the Headquarters without any manual intervention.
- 2.12) On activation of the aforesaid 'Automatic Fund Indent' procedure, it is ensured that, all vendor payments will be done at Headquarters only.
- 2.13) The PO authorities, has to double check the GST No., PAN No. and Vendor No. while creating Purchase Order.

[3] Instructions pertaining to 'Centralised Payment' to be followed at Headquarters:

- 3.1) In the ERP Module, Categories and Sub-Categories are provided at the Purchase Order (Supply/Contract) level and for Miscellaneous Bill. These particulars viz., the Category and Sub-Category details have to be mandatorily entered by the PO placing authorities & Accounts Wing for Miscellaneous payments, so as to make the 'fund indent' available in the respective categories.

- 3.2) All Vendor payment will be done at Headquarters only on adaptation of the aforesaid procedure enumerated @para 3.1.
 - 3.3) In order to ease the 'fund allotment' process separate 'fund allotment screen' has been created for Vendors & Employees.
 - 3.4) At the Circle level, 'fund allotment provision' has been removed and provision has been enabled for 'centralised payment' option only.
4. In this centralised payment system, since there won't be much human intervention, the accuracy of the details has to be assured. In case of payment not credited to the 'Correct A/c No. of the Vendor' (or) 'Double Payment' (or) any other deviation shall be viewed seriously, and the official concerned, shall be held responsible for the same, paving way for the penalised action against them.

(K.Malarvizhi)

3/4 Director/Finance/TANGEDCO.

To:

1. The CE's of all Thermal Power Stations & Projects.
2. The SE's of all EDC's of TANGEDCO.
3. The SE's of all Hydro Generation Station & all Gas Generation Stations.
4. All Pay drawing officials at TANGEDCO Headquarters.

Copy submitted to:

The JMD/Finance/TANGEDCO.

Copy to:

1. All CE's of Headquarters.
2. All Regional CE's.
3. All SE's of Headquarters.



ACCOUNTS BRANCH

Memo. No.DF/CFC(GI)/DFC(Funds)/D.No.121 dt. 19.03.2024.

Sub: TANGEDCO-Accounts Branch-Funds Division-Certain instructions to all Bill passing Officials of TANGEDCO at the Circle & Headquarters level with regard to 'Vendor Data Cleansing' in the ERP Portal-Issued.

All the bill passing officials of TANGEDCO at the Circle & Headquarters level, are hereby instructed to follow the below instructions, for 'Vendor Data Cleansing' in the ERP module:

[2] Instructions pertaining to 'Vendor Data Cleansing' in the ERP Module:

- 2.1) The Vendor details already available in the ERP Module, such as GSTN, PAN, IFSC Code & Bank Account No. has to be validated and ensured for correctness of the same, in the portal.
- 2.2) The Vendors with a similar Name, GSTN & PAN has to be identified, marked as 'Vendor Duplication' and has to be brought, to the notice of ERP team, to ensure the 'Vendor uniqueness'. In order to comply with this, the ERP team will provide the 'Vendor Master Copy' in a separate Excel format. Apart from this, there is a provision available in the ERP system (ZVEND), to verify the 'Vendor Detail' those who were already paid at the Circle, so far.
- 2.3) In order to provide any sort of input to ERP Team, with regard to 'Addition/Deletion/Correction of Vendor Information' an approval has to be obtained from the competent authority viz., in case of EDC's the concerned Superintending Engineer & the Deputy Financial Controller are the competent authority.

- 2.4) The following documents has to be submitted in a stringent manner for 'Vendor creation' and 'Vendor Updation' in the ERP Module;
- a. Cancelled Cheque Leaf
 - b. GSTN & PAN Copy
 - c. Address Proof
 - d. MSME, SSI Certificate
 - e. Unregistered Category Letter

3. All officials of TANGEDCO, those who are responsible for this, 'Vendor Data Cleansing process' in the ERP System, are hereby instructed to adhere to the guidelines enumerated in para 2.1. to 2.4., meticulously.



(K.Malarvizhi)

Director/Finance/TANGEDCO.

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To:

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