



STANDARD OPERATING PROCEDURE

AE/IE Payment Module

Ministry of Road Transport and Highway

Login Window of the MoRTH- DATA LAKE

The below screen will appear to all the users where respective users can login into data lake by selecting their respective roles.

Module SOP's **Claim Outstanding Payments** **helpdesk@morth.org**

LOGIN

Contractor

CO_RA00346BA006MP

728120 Enter Captcha*

☒ Remember me

SIGN IN

Powered By
AMNEX

WHAT'S NEW **NOTICES**

SOP of Digital Signature Certificate

Date 11/11/2024 New

SOP of UPC Creation Form

Date 11/11/2024 New

SOP for Onboarding of DPR Consultants

Date 11/11/2024 New

TOTAL LENGTH

20033
UNDER IMPLEMENTATION (KM)

2363
COMPLETED (KM)

5648
BALANCE FOR AWARD (KM)

75th Anniversary
75th Anniversary
75th Anniversary

75th Anniversary
75th Anniversary
75th Anniversary

AE/IE Login.

1.1. Submission of Invoice.

- For invoice Submission AE/IE has to click on the **“New”** button.

MINISTRY OF ROAD TRANSPORT AND HIGHWAYS

Welcome - AAA Engineers PVT LTD

User Name, AE_RA0NH12CA001MP UPC : RA0NH12CA001MP

Home / Finance / AE/IE- Invoice Processing

New FILTER

Pending Approve Reject Seek Clarification

Show 10 entries Search:

Action	View	Current Status	Transaction ID	UPC	NH Div/BRO/PIU	RO-MORTH	Payment Type	Invoice No	Invoice Amount(INR)	Invoice Submission Date	Recommended Amc By NH Div/BRO/PIU
No matching records found											

- On click of the **“New”** button, the form will open AE/IE to fill the form with the required information and upload all mandatory documents.

MINISTRY OF ROAD TRANSPORT AND HIGHWAYS

Welcome - AAA Engineers PVT LTD

User Name, AE_RA0NH12CA001MP UPC : RA0NH12CA001MP

Home / Finance / AE/IE- Invoice Processing

Note: Whenever documents are not required to upload please use common template mentioning that "Not Applicable".

Project Name (UPC) Contract Project for Piolet Run - 1 - RA0NH12CA001MP

Contract Amount (In Cr) 6 Cumulative Payment Received Till Date (In Cr) 0

Details of payment being claimed now

Invoice Duration From Invoice Duration To

Invoice Date Invoice Absolute Amount [Rs.]

Upload Invoice

Choose File No file chosen

Submit

Select Payment Type

- Advance Payment
- Stage Payment Statement for Works
- Notification of reaching 80% of cost ceiling
- Final Payment Statement
- Recommendation of damages/ reduction in payments Authority
- Recovery of extra payment
- Other
- General Invoices

- After clicking on the submit button, the Dairy function will open where the AE/IE has to add a note using a digital signature and upload any other reference document

Notepad

1 of 1

Upload Document

1 of 2

TABLE OF CONTENT

Add Note

Upload Document

Cancel Submit

1.2. View Submission & Activity Log

- After the Submission of the invoice, the invoice gets populated in the grid and the AE/IE can view the submission & Activity log by clicking on the “View” button.

The screenshot shows the 'Contractor - Invoice Processing' dashboard. At the top, there are buttons for 'New', 'Payment SOP', and 'FILTER'. Below these are four status boxes: 'PENDING' (0), 'APPROVE' (1), 'REJECT' (0), and 'SEEK CLARIFICATION' (0). A table of invoices is displayed with columns: Action, View, Current Status of Invoice, Transaction ID, UPC, Payment Type, Invoice No., Invoice Date, Invoice Amount(INR), Invoice Submission Date, Bill Duration From, and Bill Duration To. The first row shows an invoice submitted by CO with Transaction ID 'MoRTH/CO_RA00346BA006MP_1'. The 'Action' column has a 'View' button, and the 'View' column has a 'Submission' button (highlighted with a red box) and an 'Activity Log' button. The bottom of the table shows 'Showing 1 to 1 of 1 entries' and navigation buttons 'Previous', '1', and 'Next'.

- By selecting “submission” user can check the filled form.
- By selecting “Activity Log” user can check the noting and activity log under the table of contents table.

1.3. Withdraw Invoice

Once the request is submitted by the AE/IE, they still have the option to withdraw the request till further action is taken by AE.

The screenshot shows the 'AE/IE - Invoice Processing' dashboard. At the top, there are buttons for 'New', 'FILTER', and 'Logout'. Below these are four status boxes: 'Pending' (0), 'Approve' (1), 'Reject' (0), and 'Seek Clarification' (0). A table of invoices is displayed with columns: Action, View, Current Status, Transaction ID, UPC, NH Div/BRO/PIU, RO-MoRTH, Payment Type, Invoice No., Invoice Amount(INR), and Invoice Submission Date. The first row shows an invoice submitted by AE/IE with Transaction ID 'MoRTH/AE_RA0NH12CA001MP_5'. The 'Action' column has a 'Withdraw' button (highlighted with a red box) and a 'View' button. The bottom of the table shows 'Showing 1 to 1 of 1 entries' and navigation buttons 'Previous', '1', and 'Next'.

- On clicking “Withdraw Invoice” dairy function will open and the AE/IE can withdraw the invoice by adding note using a digital signature and uploading a document(optional).

The screenshot shows the 'Withdraw Invoice' form. It has two main sections: 'Notepad' and 'Upload Document'. The 'Notepad' section has a text area for adding a note. The 'Upload Document' section has a file upload button and a 'Submit' button. At the bottom, there are buttons for 'Add Note', 'Upload Document', 'Cancel', and 'Submit'.

1.4 Submit clarification

- When NH-Div/PIU/BRO seeks clarification from AE/IE on the submitted invoice, **“Submit clarification”** option appears in the AE/IE login.

The screenshot shows the 'AE/IE- Invoice Processing' interface. At the top, there's a header with the ministry name, user information, and a search bar. Below the header, there's a navigation bar with 'Home / Finance / AE/IE- Invoice Processing'. The main content area has a 'New' button and a 'FILTER' button. Below these are four status cards: 'Pending', 'Approve', 'Reject', and 'Seek Clarification'. The 'Seek Clarification' card shows a count of 1. Below the cards are 'PDF' and 'Excel' buttons, a 'Show 10 entries' dropdown, and a search bar. The main table displays invoice details. The 'Action' column has a 'Submit Clarification' link highlighted with a red box.

Action	View	Current Status	Transaction ID	UPC	NH Div/BRO/PIU	RO-MoRTH	Payment Type	Invoice No	Invoice Amount(INR)	Invoice Submission Date
Submit Clarification		Clarification Sought	MoRTH/AE_RA0NH12CA001MP_5	RA0NH12CA001MP	NH Division Gwalior	RO-MoRTH-Bhopal	General Invoices	Invoice no-1/B	2,90,80,750	31/08/2024

- On clicking **“Submit Clarification”** dairy function will open and AE/IE can submit clarification by add note using digital signature and upload document(optional).

The screenshot shows two side-by-side windows. The left window is titled 'Notepad' and has a text area for adding a note. The right window is titled 'Upload Document' and has a file selection area. Both windows have a 'TABLE OF CONTENT' button at the bottom. The 'Notepad' window has an 'Add Note' button at the bottom left. The 'Upload Document' window has 'Upload Document', 'Cancel', and 'Submit' buttons at the bottom right.

PIU/NH-Div/BRO Login

a. AE/IE invoice processing

View the submitted invoice by the AE/IE

- After the submission of AE/IE invoice by AE/IE, details get displayed in the PIU/NH-DIV/BRO grid and PIU/NH-DIV/BRO can view the submission and activity log by clicking on the “**View**” button.

The screenshot shows the 'Payment SOP' interface. At the top, there are four status boxes: PENDING (0), APPROVE (0), REJECT (0), and SEEK CLARIFICATION (1). Below these are 'PDF' and 'Excel' download buttons, a 'Show 10 entries' dropdown, and a search bar. The main table has columns: Action, View, Current Status of Invoice, Transaction ID, UPC, Agency Name, Payment Type, Invoice No., Invoice Date, Invoice Amount(INR), Invoice Submission Date, Bill Duration From, and Bill Duration To. The first row shows 'Clarification Sought by RO-MoRTH' with Transaction ID 'MoRTHCO_RA0NH12CA001MP_2_B'. The 'View' button in the 'Action' column is highlighted with a red box. Below the table, it says 'Showing 1 to 1 of 1 entries (filtered from 3 total entries)'.

3.1 Recommendation for payment from PIU/NH-DIV/BRO to RO-MoRTH Unit.

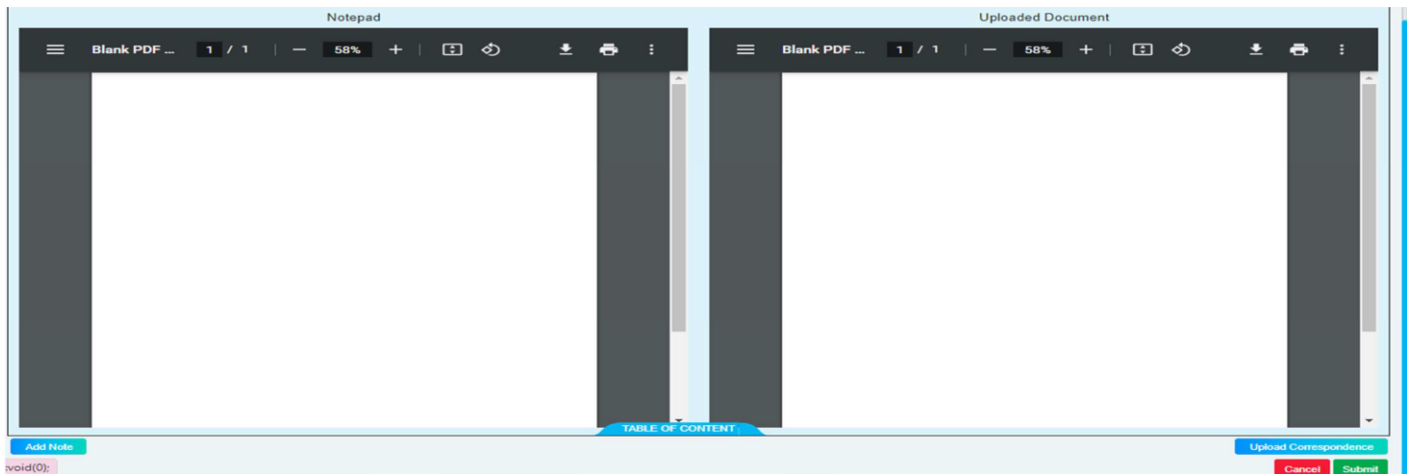
PIU/NH-DIV/BRO can process and send AE/IE invoice proposals to RO unit by clicking on “**Recommend to RO**”.

The screenshot shows the 'MINISTRY OF ROAD TRANSPORT AND HIGHWAYS' interface. At the top, there are navigation links and a search bar. Below these are 'Rajmarg', 'eOffice', 'AppSavy', and 'Help Desk' buttons. The main table has columns: Action, View, Current Status, Transaction ID, UPC, Payment Type, Invoice No., Invoice Amount(INR), Invoice Submission Date, Recommended Amount By NH Div/BRO/PIU(INR), and Recd (NH). The first row shows 'Initiate Payment to RO-MoRTH' with Transaction ID 'MoRTH/AE_RA0NH12CA001MP_5'. The 'Recommend to RO' button in the 'Action' column is highlighted with a red box.

On clicking “**Recommend to RO**” calculation sheet will open, where PIU/NH-DIV/BRO can correct any value filled by AE/IE. After filling all details in the calculation sheet PIU/NH-DIV/BRO can submit using a digital signature

The screenshot shows the 'Initiate Payment to RO-MoRTH' modal form. It has fields for 'Invoice Amount' (29080,750), 'Recommend Amount(In INR.)', and 'Upload Calculation Sheet' (Choose File). There is a checkbox for 'I certify that all the details submitted are as per contractual agreement and have been verified.' and buttons for 'Cancel' and 'Submit'.

On submission of calculation sheet, dairy function will open and PIU/NH-DIV/BRO can submit by add note using digital signature and upload document(optional).

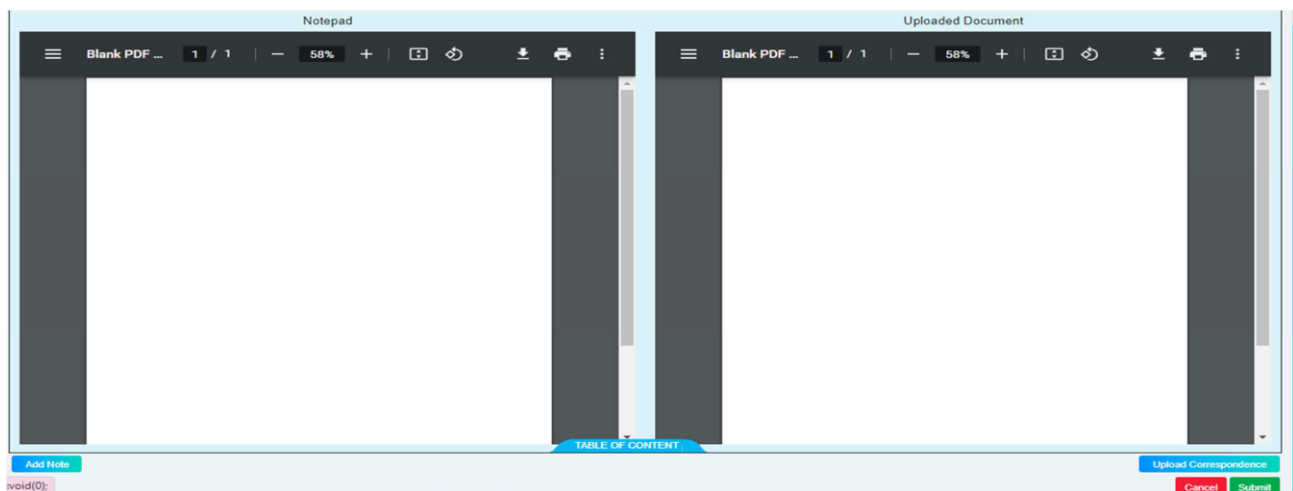


3.2 Rejection of AE/IE Invoice

- PIU/NH-DIV/BRO can reject AE/IE invoice by clicking on “Reject”.

Action	View	Current Status	Transaction ID	UPC	Payment Type	Invoice No	Invoice Amount(INR)	Invoice Submission Date	Recommended Amount By NH Div/BRO/PIU(INR)	Recd (NH)
Initiate Payment to RO-MoRTH Send for Review Seek Clarification Reject		Invoice submitted	MoRTH/AE_RA0NH12CA001MP,S	RA0NH12CA001MP	General Invoices	Invoice no-1/B	2,90,80,750	31/08/2024	Recommendation Pending	

On clicking “Reject” dairy function will open and PIU/NH-DIV/BRO can reject by add a note using a digital signature and uploading the document(optional).



3.2 Seek clarification from AE/IE

PIU/NH-DIV/BRO can seek clarification from AE/IE by clicking on “Seek Clarification”

The screenshot shows the Ministry of Road Transport and Highways portal. The top navigation bar includes the logo, user name, and search bar. The sidebar contains various icons for navigation. The main content area displays a table of invoices with columns: Action, View, Current Status, Transaction ID, UPC, Payment Type, Invoice No, Invoice Amount(INR), Invoice Submission Date, Recommended Amount By NH Div/BRO/PIU(INR), and Recd (NH). A dropdown menu is open for the first row, showing options: Initiate Payment to RO-MoRTH, Send for Review, Seek Clarification, and Reject. The 'Seek Clarification' option is highlighted with a red box.

Action	View	Current Status	Transaction ID	UPC	Payment Type	Invoice No	Invoice Amount(INR)	Invoice Submission Date	Recommended Amount By NH Div/BRO/PIU(INR)	Recd (NH)
Initiate Payment to RO-MoRTH		Invoice submitted	MoRTH/AE-RA0NH12CA001MP_5	RA0NH12CA001MP	General Invoices	Invoice no-1/B	2,90,80,750	31/08/2024	Recommendation Pending	

On clicking “Seek Clarification” dairy function will open and PIU/NH-DIV/BRO can seek clarification from AE/IE by adding note using digital signature and upload document(optional).

The screenshot shows two windows side-by-side. The left window is titled 'Notepad' and contains a blank PDF document with a toolbar. The right window is titled 'Uploaded Document' and also contains a blank PDF document with a toolbar. At the bottom of the 'Notepad' window, there is a 'TABLE OF CONTENT' button. At the bottom of the 'Uploaded Document' window, there is an 'Upload Correspondence' button.

3.3 Submit clarification to RO MoRTH

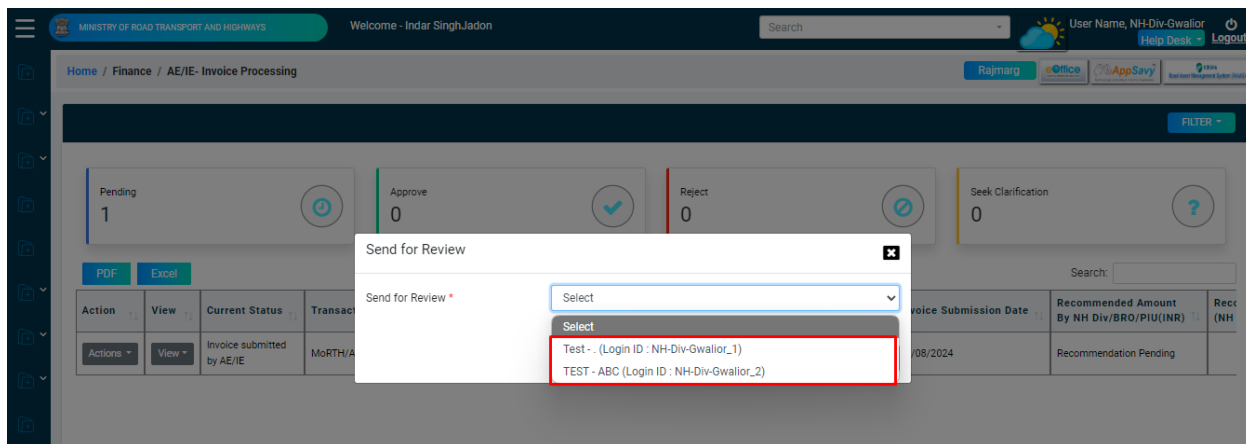
When the RO unit seeks clarification from PIU/NH-DIV/BRO over the recommended AE/IE invoice, the “Submit clarification” option appears in PIU/NH-DIV/BRO login.

The screenshot shows the Ministry of Road Transport and Highways portal. The top navigation bar includes the logo, user name, and search bar. The sidebar contains various icons for navigation. The main content area displays a table of invoices with columns: Action, View, Current Status, Transaction ID, UPC, Payment Type, Invoice No, Invoice Amount(INR), Invoice Submission Date, Recommended Amount By NH Div/BRO/PIU(INR), and Recd (NH). A dropdown menu is open for the first row, showing options: Submit Clarification, Send for Review, Seek Clarification, and Reject. The 'Submit Clarification' option is highlighted with a red box.

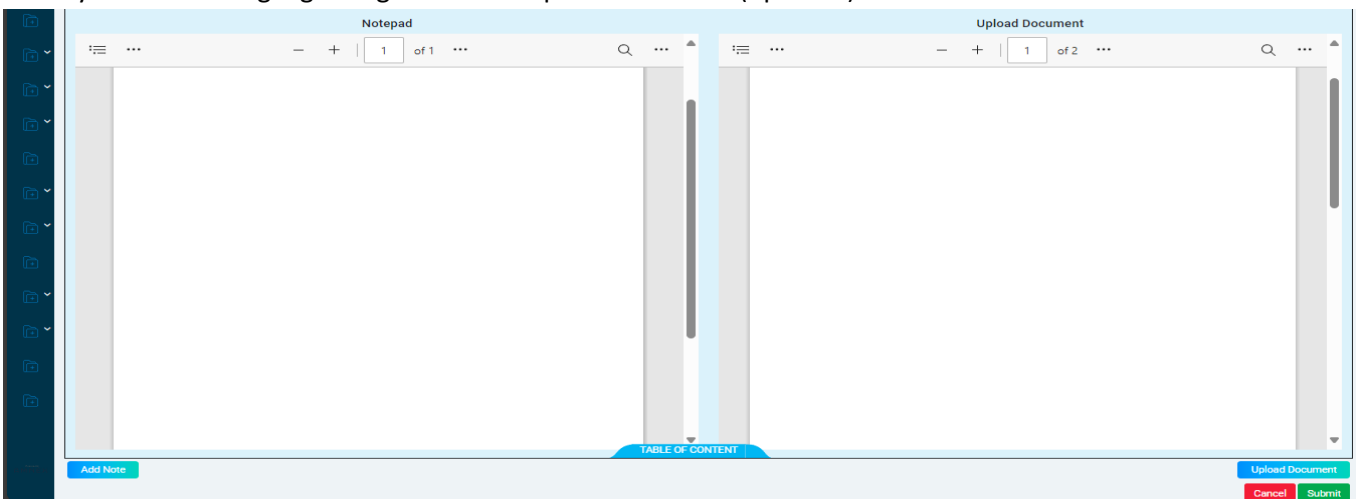
Action	View	Current Status	Transaction ID	UPC	Payment Type	Invoice No	Invoice Amount(INR)	Invoice Submission Date	Recommended Amount By NH Div/BRO/PIU(INR)	Recd (NH)
Submit Clarification		Clarification Sought by RO-MoRTH	MoRTH/AE-RA0NH12CA001MP_5	RA0NH12CA001MP	General Invoices	Invoice no-1/B	2,90,80,750	31/08/2024	2,85,90,899	

3.4 Send for Review from Second Level

PIU/NH-DIV/BRO can Send for Review from second level user by clicking on “Send for Review”

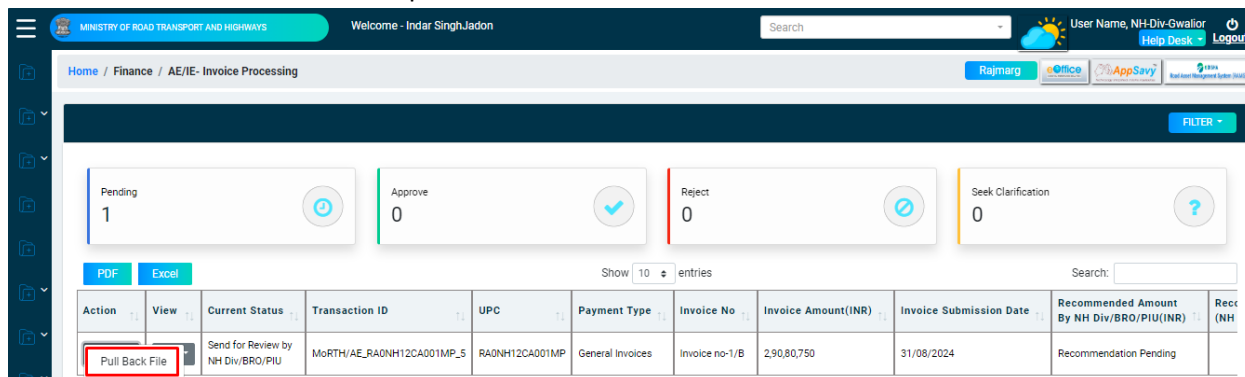


On clicking “Send for Review” dairy function will open and PIU/NH-DIV/BRO can send for Review from second level user by add note using digital signature and upload document(optional).



3.5 Pull back from second-level user

If the PIU has send file for review to its second-level user where PIU has the functionality to pull back file if the user has not taken the respective action.



On clicking **“Pull Back”** dairy function will open and PIU/NH-DIV/BRO can send for Review from the second level user by add note using digital signature and upload document(optional).

The screenshot displays a web interface for the 'Pull Back' function. It features two main sections: 'Notepad' on the left and 'Upload Document' on the right. The 'Notepad' section has a text area for adding notes, a 'TABLE OF CONTENT' button, and an 'Add Note' button. The 'Upload Document' section has a file upload area, an 'Upload Document' button, and 'Cancel' and 'Submit' buttons. A vertical sidebar on the left contains various navigation icons.

If The second level wants to respond on file -Where user has the option on the action button as **“Reply”**. On selecting the reply option user can comment on the noting function.

The screenshot shows the 'AE/IE- Invoice Processing' interface. At the top, there's a header with the Ministry of Road Transport and Highways logo, a search bar, and user information. Below the header, there's a navigation bar with 'Home / Finance / AE/IE- Invoice Processing'. The main content area includes a summary section with 'Pending 1', 'Approve 0', 'Reject 0', and 'Seek Clarification 0'. Below this is a table of invoices. The 'Action' column for the first row has a 'Reply' button highlighted with a red box. The table columns include Action, View, Current Status, Transaction ID, UPC, Payment Type, Invoice No, Invoice Amount(INR), Invoice Submission Date, Recommended Amount By NH Div/BRO/PIU(INR), and Recd (NH).

Action	View	Current Status	Transaction ID	UPC	Payment Type	Invoice No	Invoice Amount(INR)	Invoice Submission Date	Recommended Amount By NH Div/BRO/PIU(INR)	Recd (NH)
Reply	View	Send for Review by NH Div/BRO/PIU	MORTH/AE_RA0NH12CA001MP_5	RA0NH12CA001MP	General Invoices	Invoice no-1/B	290,80,750	31/08/2024	Recommendation Pending	

RO- MoRTH LOGIN

4.1 AE/IE Invoice Processing By RO MoRTH

View Submitted invoice

- After submission of an invoice to the RO MoRTH for processing, details are displayed in the RO unit grid and the RO Unit can view the submission & activity log by clicking on the **“View”** button.

Action	View	Current Status of Invoice	Transaction ID	UPC	Agency Name	NH Div/BRO/PIU	Payment Type	Invoice No.	Invoice Date	Invoice Amount(INR)	Invoice Submission
	View	Clarification submit by RO-MoRTH	MoRTH/CO_RA0NH12CA001MP_2_P	RA0NH12CA001MP	Abdul Kalam Azad	NH Division Gwalior	Advance Payment	Invoice no-2	10/01/2025	20000000.00	18/01/2025

Send for PIU/NH-DIV/BRO approval

Case 1: Proceed for Payment

RO-MoRTH can process and send AE/IE invoice proposals to the RPAO unit by clicking on **“Proceed For Payment”**

Action	View	Current Status	Transaction ID	UPC	NH Div/BRO/PIU	Payment Type	Invoice No	Invoice Amount(INR)	Invoice Submission Date	Recommend By NH Div/BI
Proceed for Payment		Payment initiated to MoRTH by NH/BRO/PIU	MoRTH/AE_RA0NH12CA001MP_5	RA0NH12CA001MP	NH Division Gwalior	General Invoices	Invoice no-1/B	2,90,80,750	31/08/2024	2,85,90,899

- After clicking on the **“Proceed for payment”** option POP-UP will appear, where the user can update the recommended amount.

Proceed for Payment

Invoice Amount: 29080,750

Amount Recommended By NH Div/BRO/PIU: 28590899

Recommend Amount(In INR.):

Upload Calculation Sheet: Choose File No file chosen

Cancel Submit

- After submitting the Recommended Amount, DSC is required on Pop-up as well as on Noting Function.

The image shows two side-by-side windows. The left window is titled 'Notepad' and contains a large text area. At the bottom, there is a 'TABLE OF CONTENT' button. The right window is titled 'Upload Document' and contains a large text area. At the bottom, there are 'Upload Document', 'Cancel', and 'Submit' buttons.

4.2 Seek clarification from PIU/NH-DIV/BRO

RO unit can seek clarification from PIU/NH-DIV/BRO by clicking on the “Seek Clarification” option

The image shows the Ministry of Road Transport and Highways portal. The top navigation bar includes 'Home / Finance / AE/IE- Invoice Processing'. The main content area shows a table with columns for Action, View, Current Status, Transaction ID, UPC, NH Div/BRO/PIU, Payment Type, Invoice No, Invoice Amount(INR), Invoice Submission Date, and Recommended By NH Div/BI. The 'Seek Clarification' button is highlighted in the table.

Action	View	Current Status	Transaction ID	UPC	NH Div/BRO/PIU	Payment Type	Invoice No	Invoice Amount(INR)	Invoice Submission Date	Recommended By NH Div/BI
Proceed for Payment		Payment Initiated to MORTH by NH /BRO/PIU	MoRTH/AE_RA0NH12CA001MP_5	RA0NH12CA001MP	NH Division Gwalior	General Invoices	Invoice no-1/B	2,90,80,750	31/08/2024	2,85,90,899

On clicking “Submit” button dairy function will open and RO can process by add note using digital signature and upload document(optional).

The image shows two side-by-side windows. The left window is titled 'Notepad' and contains a large text area. At the bottom, there is a 'TABLE OF CONTENT' button. The right window is titled 'Upload Document' and contains a large text area. At the bottom, there are 'Upload Document', 'Cancel', and 'Submit' buttons.

4.3 Submit Clarification by RO-MoRTH

Where RPAO sought the clarification RO- Morth have option to Submit clarification. The noting function will appear where noting can updated and submit.

The screenshot shows the 'AE/IE- Invoice Processing' page. At the top, there are status cards for Pending (0), Approve (0), Reject (0), and Seek Clarification (1). Below these is a table of invoices. The first row is highlighted, and a context menu is open over the 'Action' column, with 'Submit Clarification' selected. The table columns include Action, View, Current Status, Transaction ID, UPC, NH Div/BRO/PIU, Payment Type, Invoice No, Invoice Amount(INR), Invoice Submission Date, and Recommended By NH Div/BI.

Action	View	Current Status	Transaction ID	UPC	NH Div/BRO/PIU	Payment Type	Invoice No	Invoice Amount(INR)	Invoice Submission Date	Recommended By NH Div/BI
Submit Clarification		Clarification Sought by RPAO	MoRTH/AE_RA0NH12CA001MP_5	RA0NH12CA001MP	NH Division Gwalior	General Invoices	Invoice no-1/B	2,90,80,750	31/08/2024	2,89,90,877

After selecting the option of submitting clarification, The Pop-up will appear where the option of changing the recommended amount will appear. If selected Yes Amount can be changed by User and if No is selected same amount will be submitted.

The pop-up dialog titled 'Submit Clarification by RO-MoRTH' is displayed over the invoice table. It contains the question 'Is there any change in Recommended amount?' with radio buttons for 'Yes' and 'No'. The 'Submit' button is highlighted in blue.

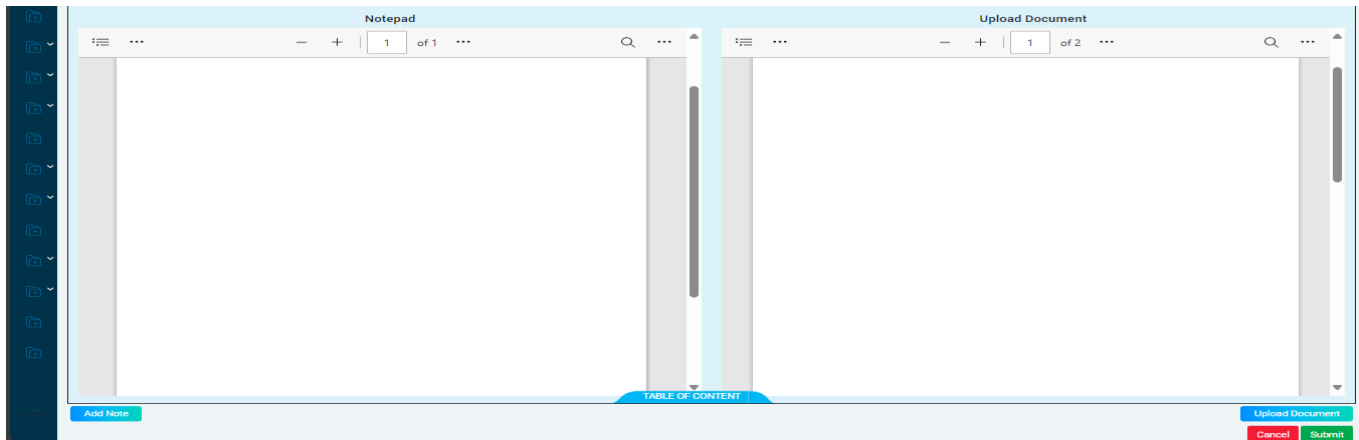
4.4 Send for Review from Second Level

RO can Send for Review from a second-level user by clicking on “Send for Review”

The pop-up dialog titled 'Send for Review' is displayed. It contains a dropdown menu with the text 'Test - (Login ID : RO-MoRTH-Bhopal_1)'. The 'Submit' button is highlighted in blue.

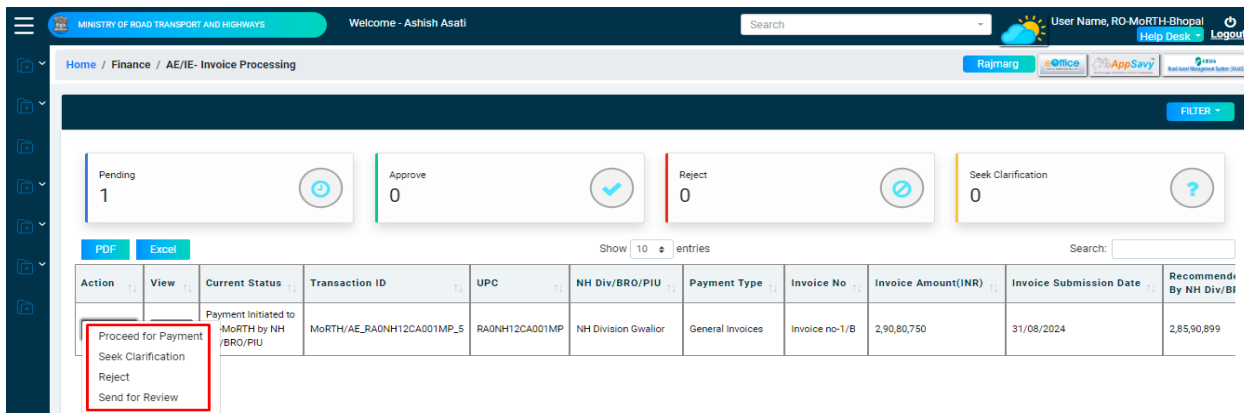
On clicking “Send for Review” dairy function will open and RO can send for Review from second level user by add

note using digital signature and upload document(optional).

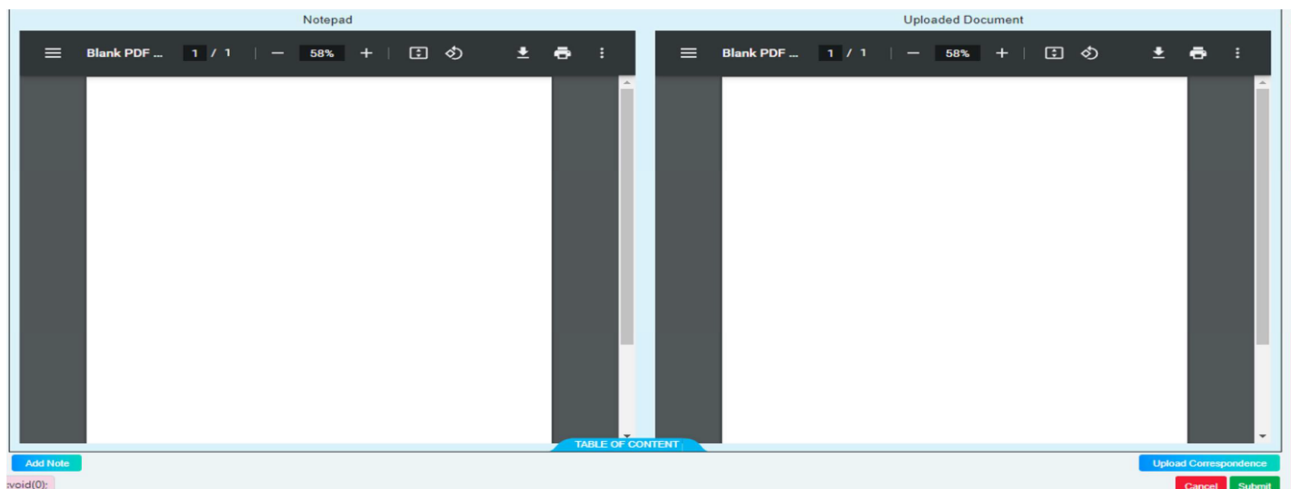


4.5 Reject Invoice By RO- MoRTH

- RO-Morth can reject AE/IE invoice by clicking on **“Reject”**.



On clicking **“Reject”** dairy function will open and RO can reject by add a note using a digital signature and uploading the document(optional).



RPAO Login

4.1 AE/IE Invoice Processing By RPAO Unit

View Submitted invoice

- After submission of an invoice to the RPAO unit for processing, details are displayed in the RPAO unit grid and the RPAO Unit can view the submission & activity log by clicking on the **“View”** button.

The screenshot shows the RPAO unit interface with a top navigation bar and a sidebar. The main content area displays the 'Payment SOP' section with a 'FILTER' button. Below this, there are four status boxes: 'PENDING 1', 'APPROVE 1', 'REJECT 0', and 'SEEK CLARIFICATION 0'. Each box has a corresponding icon (clock, checkmark, X, and question mark respectively). Below the status boxes, there are 'PDF' and 'Excel' buttons, a 'Show 10 entries' dropdown, and a search bar. The main table has columns: Action, View, Current Status of Invoice, Transaction ID, UPC, Agency Name, NH Div/BRO/PIU, RO-MoRTH, Payment Type, Invoice No., Invoice Date, Invoice Amount(INR), and Invoice Submission Date. The first row of data shows 'Clarification submit by RO-MoRTH' with a transaction ID 'MoRTH/CO_RA0NH12CA001MP_2_P'. The 'Action' column has a dropdown menu with 'Submission' and 'Activity Log' options, both of which are highlighted with a red box.

Action	View	Current Status of Invoice	Transaction ID	UPC	Agency Name	NH Div/BRO/PIU	RO-MoRTH	Payment Type	Invoice No.	Invoice Date	Invoice Amount(INR)	Invoice Submission Date
Submission	View	Clarification submit by RO-MoRTH	MoRTH/CO_RA0NH12CA001MP_2_P	RA0NH12CA001MP	Abdul Kalam Azad	NH Division Gwalior	RO-MoRTH-Bhopal	Advance Payment	Invoice no-2	10/01/2025	20000000.00	

Approve Payment BY RPAO

RPAO can process and send AE/IE invoice proposals to proceed the payment by clicking on **“Approved for Payment”**

The screenshot shows the RPAO unit interface with a top navigation bar and a sidebar. The main content area displays the 'Payment SOP' section with a 'FILTER' button. Below this, there are four status boxes: 'Pending 1', 'Approve 2', 'Reject 0', and 'Seek Clarification 0'. Each box has a corresponding icon (clock, checkmark, X, and question mark respectively). Below the status boxes, there are 'PDF' and 'Excel' buttons, a 'Show 10 entries' dropdown, and a search bar. The main table has columns: Action, View, Current Status, Transaction ID, UPC, NH Div/BRO/PIU, RO-MoRTH, Payment Type, Invoice No., Invoice Amount(INR), and Invoice Submission Date. The first row of data shows 'Approved for Payment' with a transaction ID 'MoRTH/AE_RA0NH12CA001MP_5'. The 'Action' column has a dropdown menu with 'Approved for Payment' and 'Seek Clarification' options, both of which are highlighted with a red box.

Action	View	Current Status	Transaction ID	UPC	NH Div/BRO/PIU	RO-MoRTH	Payment Type	Invoice No.	Invoice Amount(INR)	Invoice Submission Date
Approved for Payment	View	Approved for Payment	MoRTH/AE_RA0NH12CA001MP_5	RA0NH12CA001MP	NH Division Gwalior	RO-MoRTH-Bhopal	General Invoices	Invoice no-1/B	2,90,80,750	31/08/2024

After the approval, the status will change as payment approved as shown in the below screenshot.

The screenshot shows the RPAO unit interface with a top navigation bar and a sidebar. The main content area displays the 'Payment SOP' section with a 'FILTER' button. Below this, there are four status boxes: 'Pending 0', 'Approve 3', 'Reject 0', and 'Seek Clarification 0'. Each box has a corresponding icon (clock, checkmark, X, and question mark respectively). Below the status boxes, there are 'PDF' and 'Excel' buttons, a 'Show 10 entries' dropdown, and a search bar. The main table has columns: Action, View, Current Status, Transaction ID, UPC, NH Div/BRO/PIU, RO-MoRTH, Payment Type, Invoice No., Invoice Amount(INR), and Invoice Submission Date. The first row of data shows 'Payment Approved' with a transaction ID 'MoRTH/AE_RA0NH12CA001MP_5'. The 'Action' column has a dropdown menu with 'Payment Approved' and 'Seek Clarification' options, both of which are highlighted with a red box.

Action	View	Current Status	Transaction ID	UPC	NH Div/BRO/PIU	RO-MoRTH	Payment Type	Invoice No.	Invoice Amount(INR)	Invoice Submission Date
Payment Approved	View	Payment Approved	MoRTH/AE_RA0NH12CA001MP_5	RA0NH12CA001MP	NH Division Gwalior	RO-MoRTH-Bhopal	General Invoices	Invoice no-1/B	2,90,80,750	31/08/2024

RPAO unit can seek clarification from RO-MoRTH by clicking on “Seek Clarification” option

MINISTRY OF ROAD TRANSPORT AND HIGHWAYS Welcome - RPAO Bhopal Search User Name, RPAO-Bhopal Help Desk Logout

Home / Finance / AE/IE- Invoice Processing Rajmarg eOffice AppSavy

Pending 1 Approve 2 Reject 0 Seek Clarification 0

PDF Excel Show 10 entries Search:

Action	View	Current Status	Transaction ID	UPC	NH Div/BRO/PIU	RO-MoRTH	Payment Type	Invoice No	Invoice Amount(INR)	Invoice Submission Date
		Approved for Payment	MoRTH/AE_RA0NH12CA001MP_5	RA0NH12CA001MP	NH Division Gwalior	RO-MoRTH-Bhopal	General Invoices	Invoice no-1/B	2,90,80,750	31/08/2024

Approved for Payment
Seek Clarification

After the clarification sought by the RPAO status will change as shown in below screenshot.

Payment SOP FILTER

PENDING 3 APPROVE 4 REJECT 0 SEEK CLARIFICATION 0

PDF Excel Show 10 entries Search:

Action	View	Current Status of Invoice	Transaction ID	UPC	Agency Name	NH Div/BRO/PIU	RO-MoRTH	Payment Type	Invoice No.	Invoice Date	Invoice Amount(INR)	Invoice Submission Date
	View	Clarification Sought by RPAO	MoRTH/CO_RA00346BA006MP_1_F	RA00346BA006MP	Krishna Constructions	NH Division Gwalior	RO-MoRTH-Bhopal	Advance Payment	Invoice no-1	01/02/2024	20000000.00	14/01/2025