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.

AE/IE Login.

1.1. **Submission of Invoice.**

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

- 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.

- 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

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.

- 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.

- 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).

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.

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

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.

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"**.

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

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).
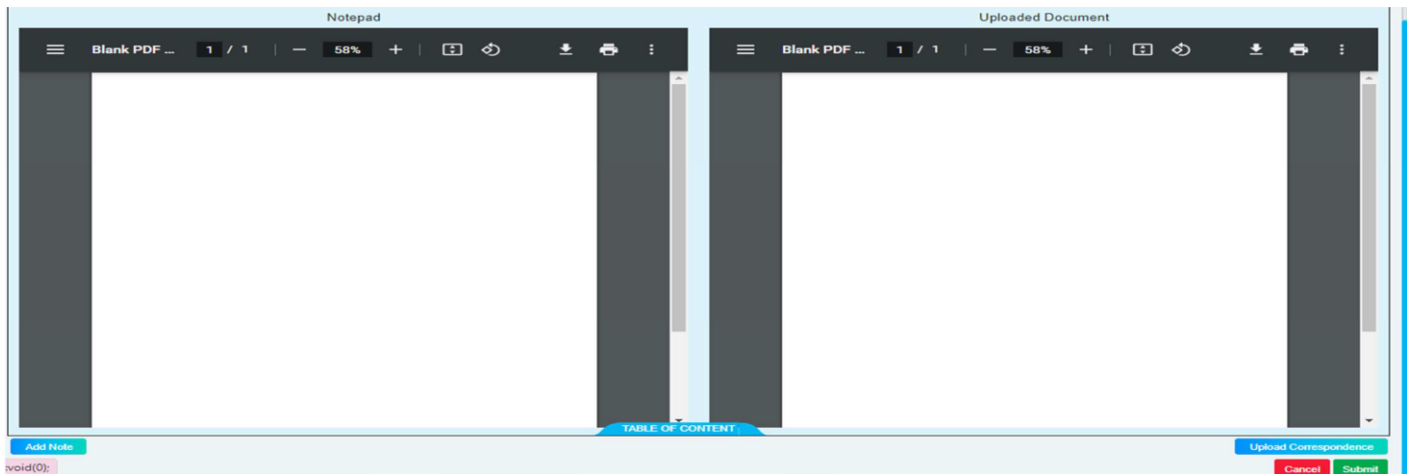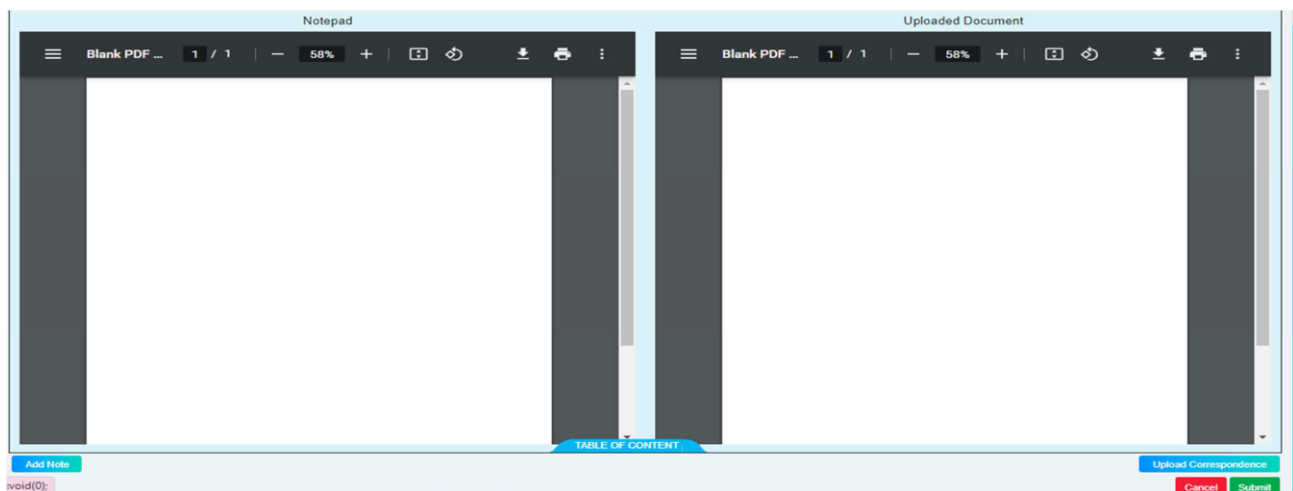

3.2 Rejection of AE/IE Invoice

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

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"**

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).

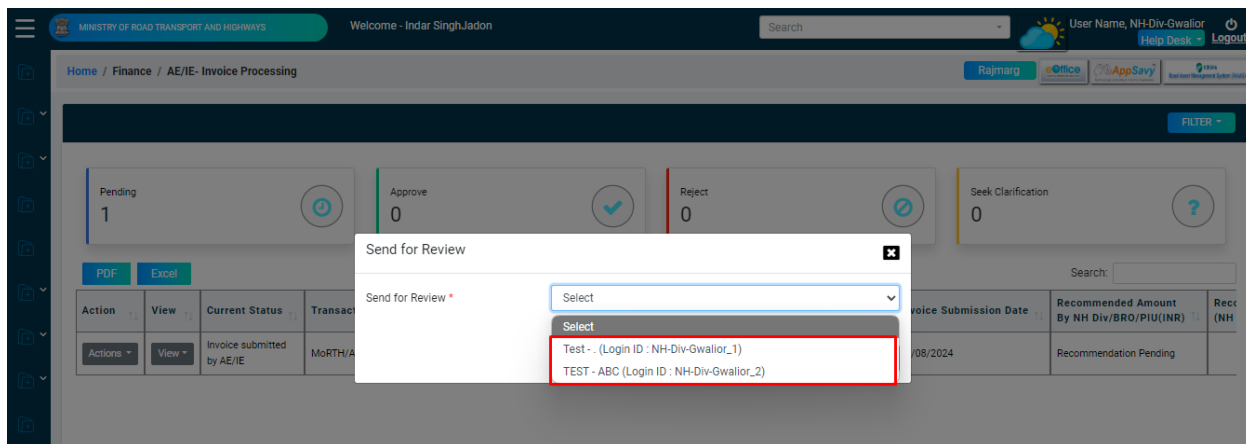### 3.3 Submit clarification to RO MoRTH
When the RO unit seeks clarification from PIU/NH-DIV/BRO over the recommended AE/IE invoice, the **"Submit clarification"** option appears in PIU/NH-DIV/BRO login.

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"**
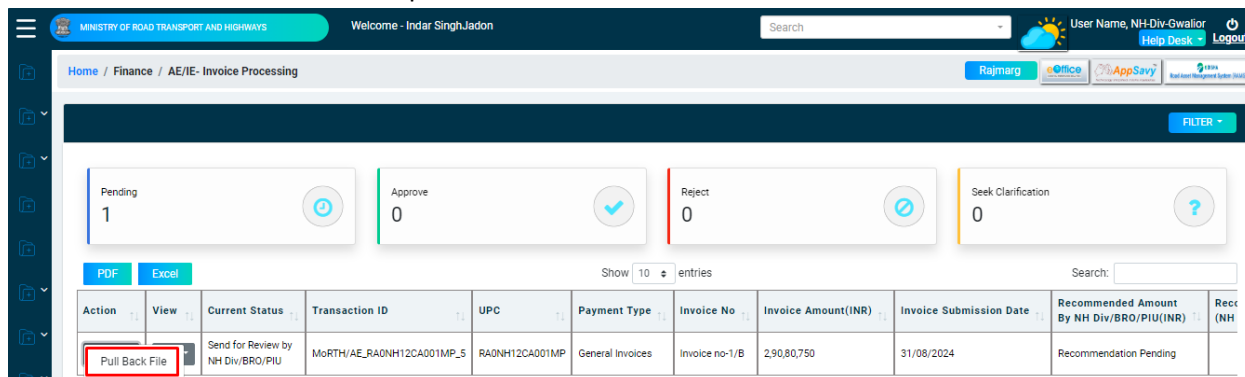

On clicking **"Send for Review"** dairy function will open and PIU/NH-DIV/BRO can send for Review from second level user by add note using digital signature and upload document(optional).
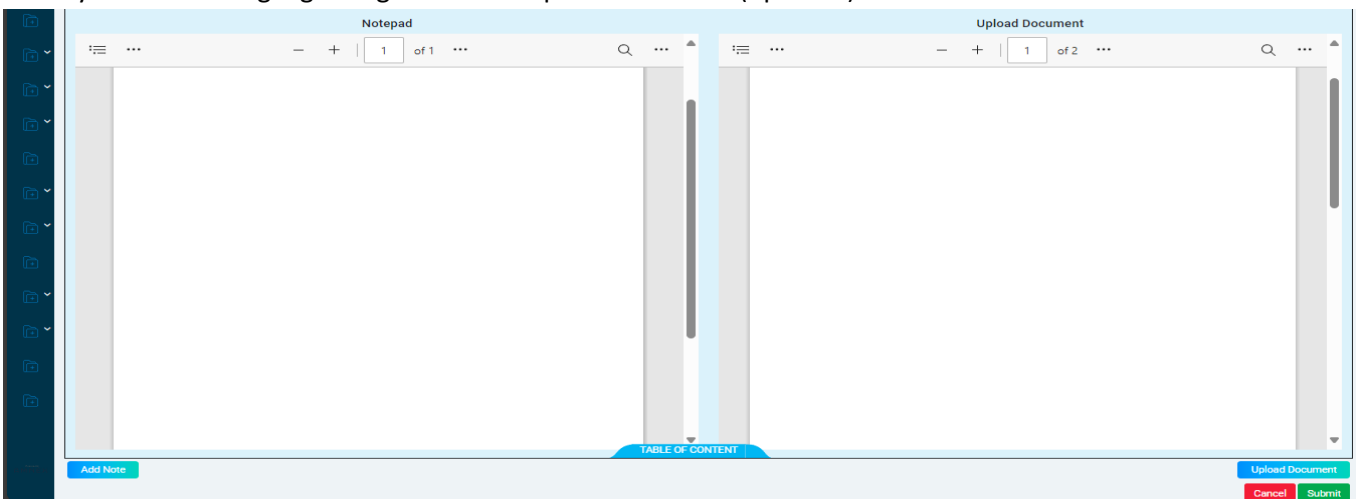
3.5 Pull back from second-level user

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).

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.

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.

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"**

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

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

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

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

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.

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.
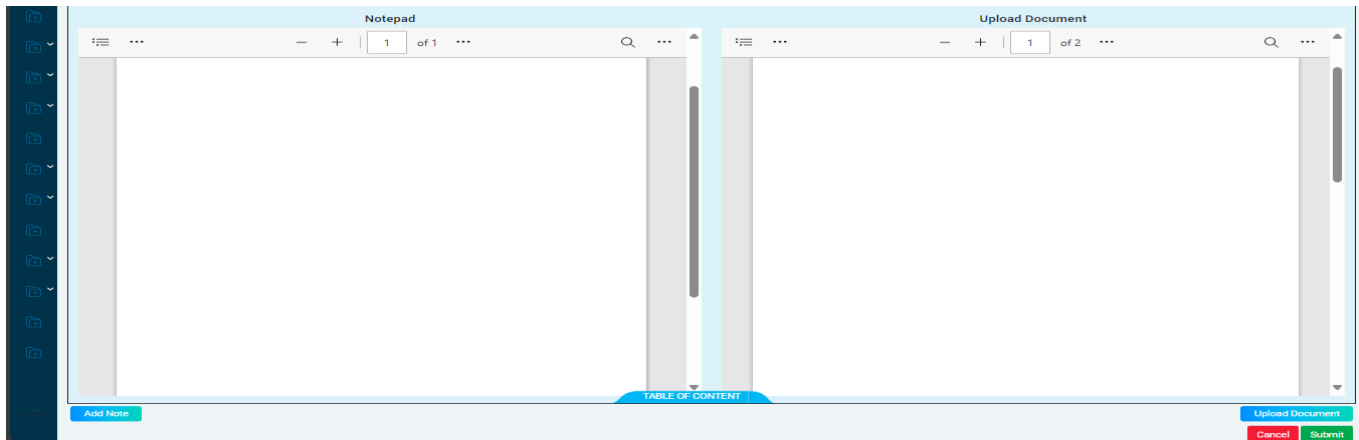

4.4 Send for Review from Second Level

RO can Send for Review from a second-level user by clicking on **"Send for Review"**
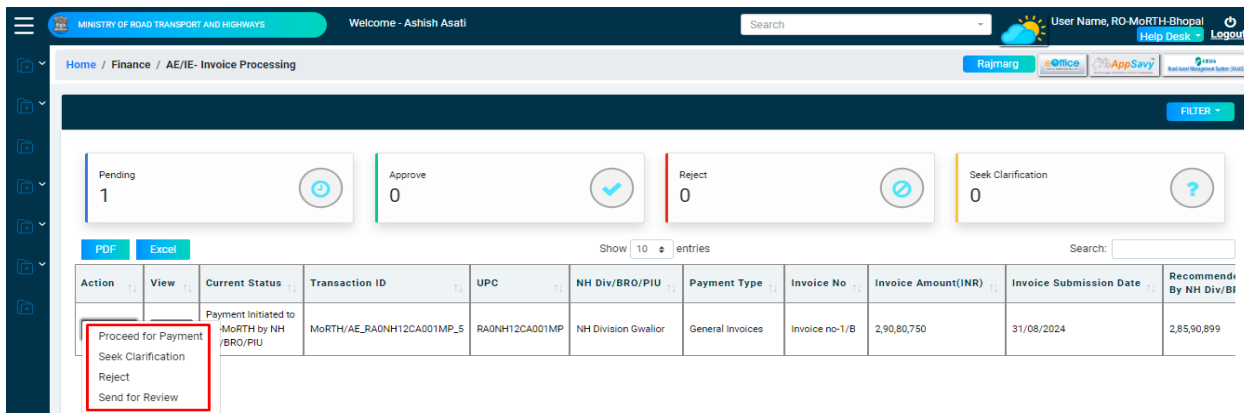

On clicking **"Send for Review"** dairy function will open and RO can send for Review from second level user by add

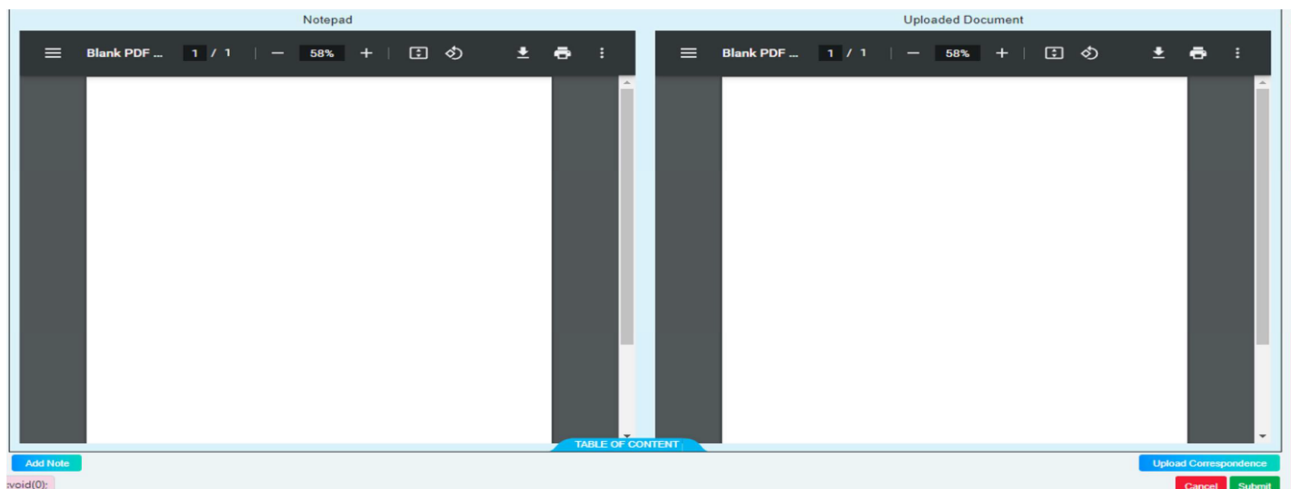note using digital signature and upload document(optional).

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.

Approve Payment BY RPAO

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

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

RPAO unit can seek clarification from RO-MoRTH by clicking on **"Seek Clarification"** option

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