



# **STANDARD OPERATING PROCEDURE**

**DPR Payment Module**

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## Standard Operating Procedure of “DPR-INVOICE Module”

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## 1) DPR Login

(i)- The below screen will be appear in DPR login where a DPR Consultant raise the invoice by clicking on the “New” button as highlighted in the red color.

The screenshot shows the 'DPR - Invoice Processing' dashboard. At the top, there is a navigation bar with the Ministry of Road Transport and Highways logo, a search bar, and user information (User Name: DPR\_RA00007BD001JK). Below the navigation bar, there is a sidebar with a 'New' button highlighted in red. The main content area displays four status cards: Pending (0), Approve (0), Reject (0), and Seek Clarification (0). Below these cards is a table with columns: Action, View, Current Status, Transaction ID, UPC, Payment Type, Invoice No, Invoice Amount(INR), and Invoice Submission Date. The table currently shows 'No data available in table'.

By clicking on “New” button below mentioned screen will reflect in the DPR Login:

The screenshot shows the 'DPR - Invoice Processing' form. The form includes the following fields and sections:

- Project Name (UPN):** Test - RA00007BD001JK
- Payment Type:** A dropdown menu with options: --Select Payment Type--, Advance Payment, Stage Payments, Final Payment, and Others.
- Contract Amount (in Cr.):** 6
- Cumulative Payment Received Till Date (in Cr.):** (Empty field)
- Invoice Date:** (Empty field)
- Invoice Amount\* [in INR]:** (Empty field)
- Upload Invoice:** A section with a 'Choose file' button and the text 'No file chosen'.
- Disclaimer:** A checkbox labeled 'It is to inform that all the submission are true and correct as per my knowledge in accordance with contractual provisions.'
- Buttons:** 'Cancel' and 'Submit' buttons at the bottom right.

-After filling in all the required fields, submit the form by clicking the “Submit” button. Now, the noting function will appear, as **Annexure 1**. Add a note and attach DSC for final submission.

## 2) NH DIV./RCC(BRO)/PIU-MoRTH Login

(iii)- After the request submitted by the DPR, then the request will be displayed in the NH DIV./RCC(BRO)/PIU-MoRTH as shown below image.

Summary of Requests:

- Pending: 1
- Approve: 0
- Reject: 0
- Seek Clarification: 0

Table of Invoice Entries:

Current Status	Transaction ID	UPC	Payment Type	Invoice No	Invoice Amount(INR)	Invoice Submission Date	Recommended Amount By NH Div/BRO/PIU(INR)	Recommendation Document (NH Div/BRO/PIU)	Recommendation By RO-MoRTH
Invoice Submit By DPR	MoRTH/DPR_RA00007BD001JK_1	RA00007BD001JK	Final Payment	6	20,000,000	21/10/2024	Recommendation Pending		Recommendation Pending

Now, by clicking on the “Action” button, NH DIV./RCC(BRO)/PIU-MoRTH can take **FOUR** actions as shown below screen.

- In case of any Query/Clarification required by NH DIV./RCC(BRO)/PIU-MoRTH, NH DIV./RCC(BRO)/PIU-MoRTH can opt for the “Seek Clarification” option from the dropdown menu. After that, the page will appear as per Annexure 1.
- NH DIV./RCC(BRO)/PIU-MoRTH can also select the “Reject” option from the drop-down menu. After that, the page will appear as per Annexure 1.
- NH DIV./RCC(BRO)/PIU-MoRTH can select the “Initiate payment to RO” option from the drop-down menu. After that, the page will appear as per Annexure 1.

Modal Window: Initiate Payment to RO-MoRTH by NH Div/BRO/PIU

Invoice Amount: 20,000,000

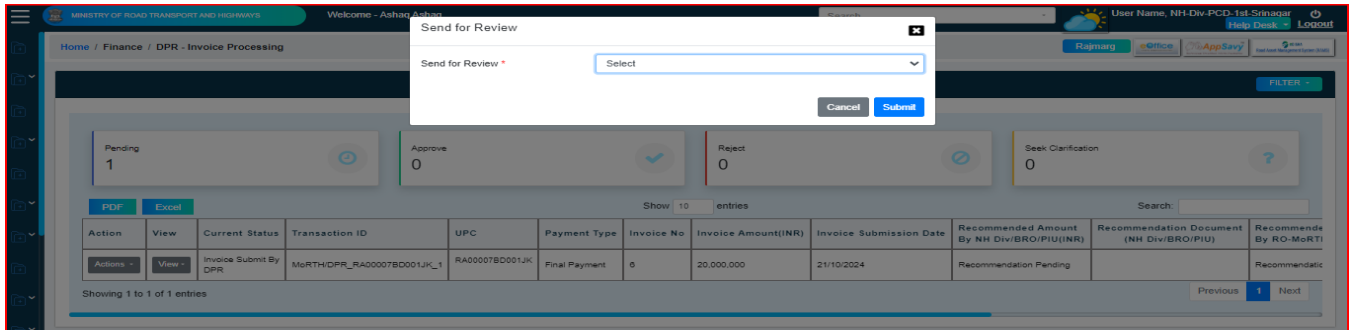
Recommend Amount(INR): 20000000 (Two Crore)

Upload Calculation Sheet: Choose file N0100112004MH.pdf

☒ I certify that all the details submitted by DPR are as per contractual agreement and have been verified.

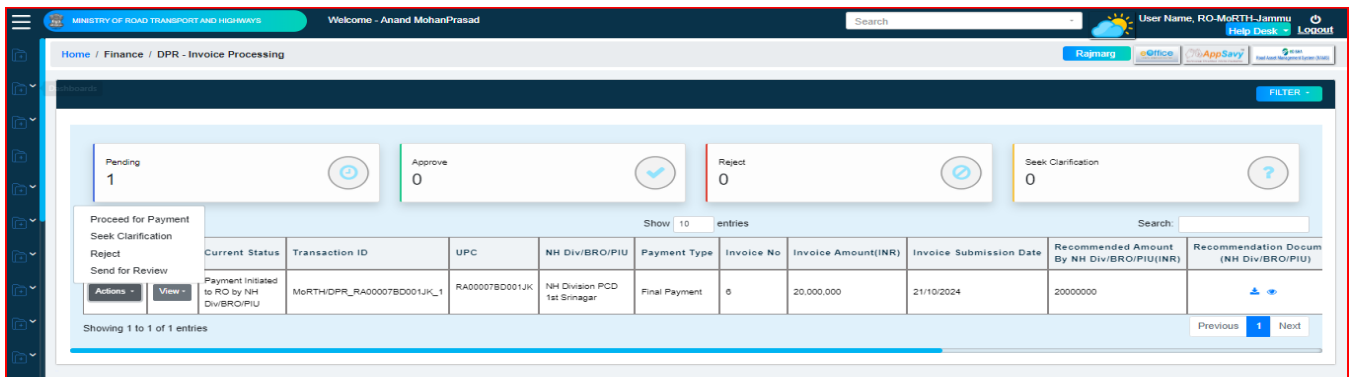
Buttons: Cancel, Submit

- **NH DIV./RCC(BRO)/PIU-MoRTH** can select the “Send for review to” option from the drop-down menu. After that, the page will appear as per Annexure 1



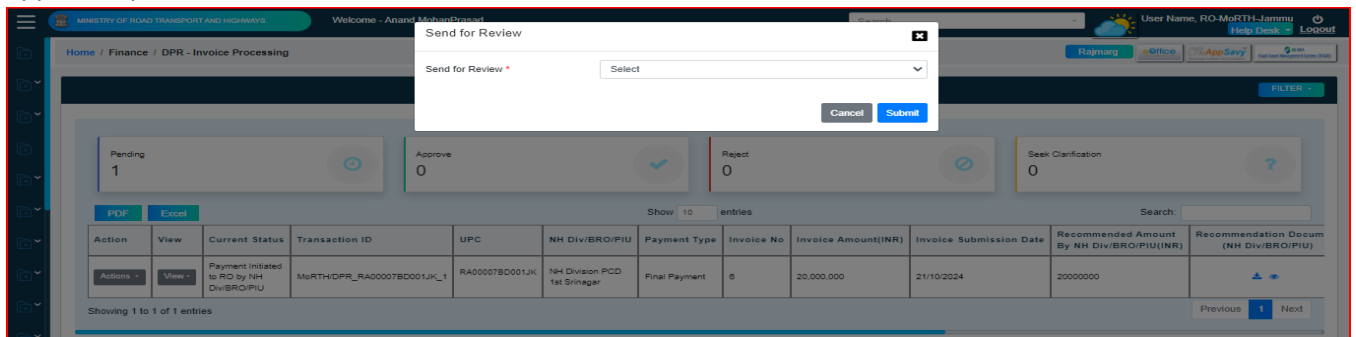
### 3) RO-MoRTH - Login

(vi)- After the request submitted by the **NH DIV./RCC(BRO)/PIU-MoRTH**, then the request will be displayed in the **RO-MoRTH Grid** as shown below image.



Now, by clicking on the “**Action**” button, RO-MoRTH can take **Four** actions as shown below screen.

- In case of any Query/Clarification required by **RO-MoRTH**, **RO-MoRTH** can opt for the “**Seek Clarification**” option from the dropdown menu. After that, the page will appear as per Annexure 1.
- **RO-MoRTH** can also select the “**Reject**” option from the drop-down menu. After that, the page will appear as per Annexure 1.
- **RO-MoRTH** can select the “**Send for review**” option from the drop-down menu. After that, the page will appear as per Annexure 1.



- By clicking “**Proceed to payment**” option, **RO-MoRTH** can change some editable fields in already filled form.

Transaction ID: MoRTH/DPR\_RA00007BD001JK\_1

IEV Voucher No: 666666

IEV Voucher: Choose file | No file chosen

Amount Recommended By NH Div/BRO/PIU: 20000000

Amount Recommended By RO-MoRTH: 20000000

Amount Released(In INR): 20000000  
Two Crore

Date of Payment: 10/10/2024

Buttons: Cancel, Submit

#### 4) RPAO - Login

After the request submitted by the RO-MoRTH, then the request will be displayed in the **RPAO Grid** as shown below image.

Transaction ID	UPC	NH Div/BRO/PIU	RO-MoRTH	Payment Type	Invoice No	Invoice Amount(INR)	Invoice Submission Date	Recommended Amount By NH Div/BRO/PIU(INR)	Recommended Amount (NH Div/BRO/PIU)
MoRTH/DPR_RA00007BD001JK_1	RA00007BD001JK	NH Division PCD 1st Srinagar	RO-MoRTH-Jammu	Final Payment	8	20,000,000	21/10/2024	20000000	

Now, by clicking on the “**Action**” button, **RPAO** can take **Two** actions as shown below screen.

- In case of any Query/Clarification required by **RPAO**, **RPAO** can opt for the “**Seek Clarification**” option from the dropdown menu. After that, the page will appear as per Annexure 1.
- RPAO** can select the “**Approved for Payment**” option from the drop-down menu. After that, the page will appear as per Annexure 1.

MINISTRY OF ROAD TRANSPORT AND HIGHWAYS

Welcome - RPAO Jammu

User Name: RPAO-Jammu

Help Desk

Logout

Home / Finance / DPR - Invoice Processing

Payment Approved by RPAO

Transaction ID

MoRTH/DPR\_RA00007BD001JK\_1

IEV Voucher No

666666

IEV Voucher

Choose file No file chosen

Amount Recommended By NH Div/BRO/PIU

20000000

Amount Recommended By RO-MoRTH

20000000

Amount Released(In INR)

20000000  
Two Crore

Date of Payment

10/10/2024

Cancel

Submit

Pending

1

PDF

Excel

Action	View	Current Status	Transaction ID
Actions -	View -	Proceed for Payment	MoRTH/DPR_RA00007BD001JK_1

Showing 1 to 1 of 1 entries

MINISTRY OF ROAD TRANSPORT AND HIGHWAYS

Welcome - RPAO Jammu

User Name: RPAO-Jammu

Help Desk

Logout

Home / Finance / DPR - Invoice Processing

Pending

0

Approve

1

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	Recommended Amount By NH Div/BRO/PIU(INR)	Recommendation (NH Div/B
	View -	Payment Approved	MoRTH/DPR_RA00007BD001JK_1	RA00007BD001JK	NH Division PCD 1st Srinagar	RO-MoRTH-Jammu	Final Payment	6	20,000,000	21/10/2024	20000000	

Showing 1 to 1 of 1 entries

**Annexure 1**

