

Process Guide-Invoice Monitoring system (IMS)

In order to facilitate timely payment to vendors & improved customer satisfaction, ONGC has decided to implement a system called Invoice Monitoring System (IMS) for capturing invoice data received from the vendors for on-line tracking of status of invoice.

The vendors can track the status of their invoice through ONGC Tender site (<http://tenders.ongc.co.in/>) or <https://etender.ongc.co.in/> based on the tracking no. generated by ONGC at the time of receipt of Invoice. The tracking No. will be sent to the vendors through e-mail address given by vendor at the time of submission of invoice.

On the cover of the envelope containing invoices, following information is to be provided by the vendor:

- Vendor Code
- PO No (should start with either 4 or 5) **
- Invoice number (s)
- Invoice date
- Email id where tracking number will be sent.- *Recommended*

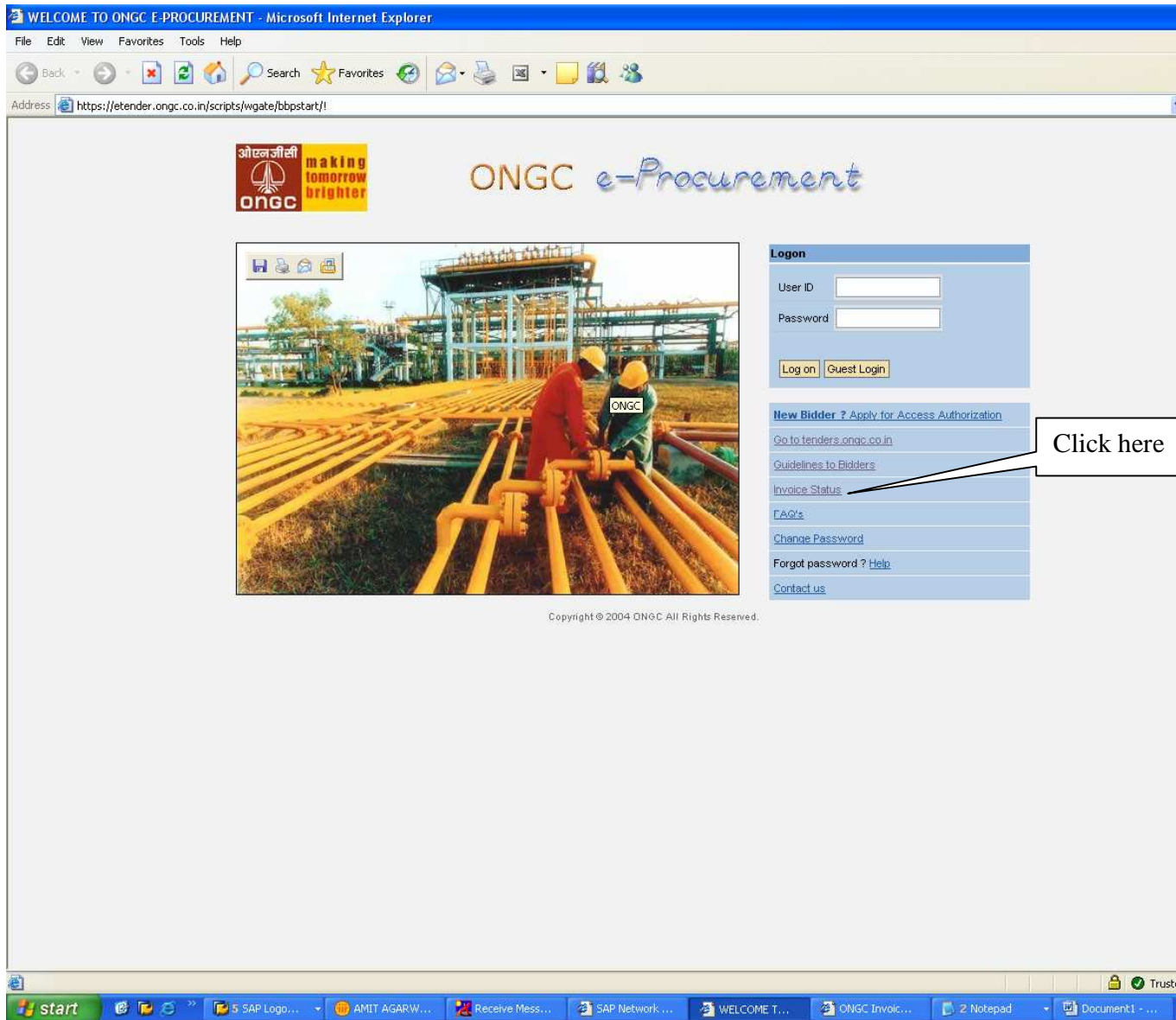
** Supply order/Purchase order Number (PO) is *must* for material/service POs without which IMS tracking number generation is not possible.

For Direct Finance payments where no purchase orders have been placed, PO number is not required.

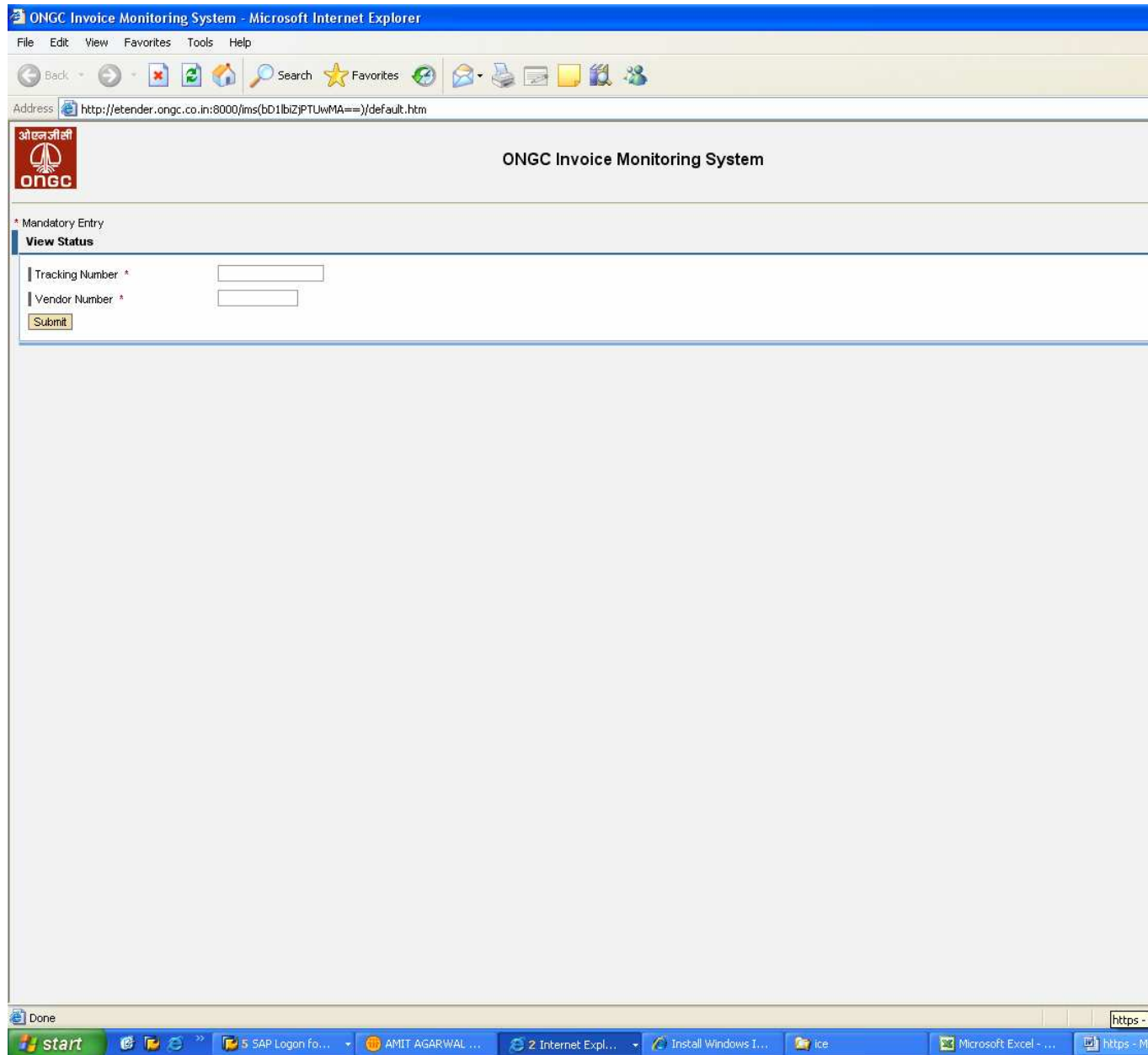
Vendors are hereby requested to submit all their invoices at the designated IMS desks in the ONGC offices.

Also, ensure that all your documents are complete in all respects otherwise new tracking number has to be generated since time elapsed till your payment is being tracked. Each time vendor resubmits invoice after completing requisite formalities, new tracking no. will be generated and tracking of previous information will not be available.

Please enter our URL <https://etender.ongc.co.in/> in the address bar.

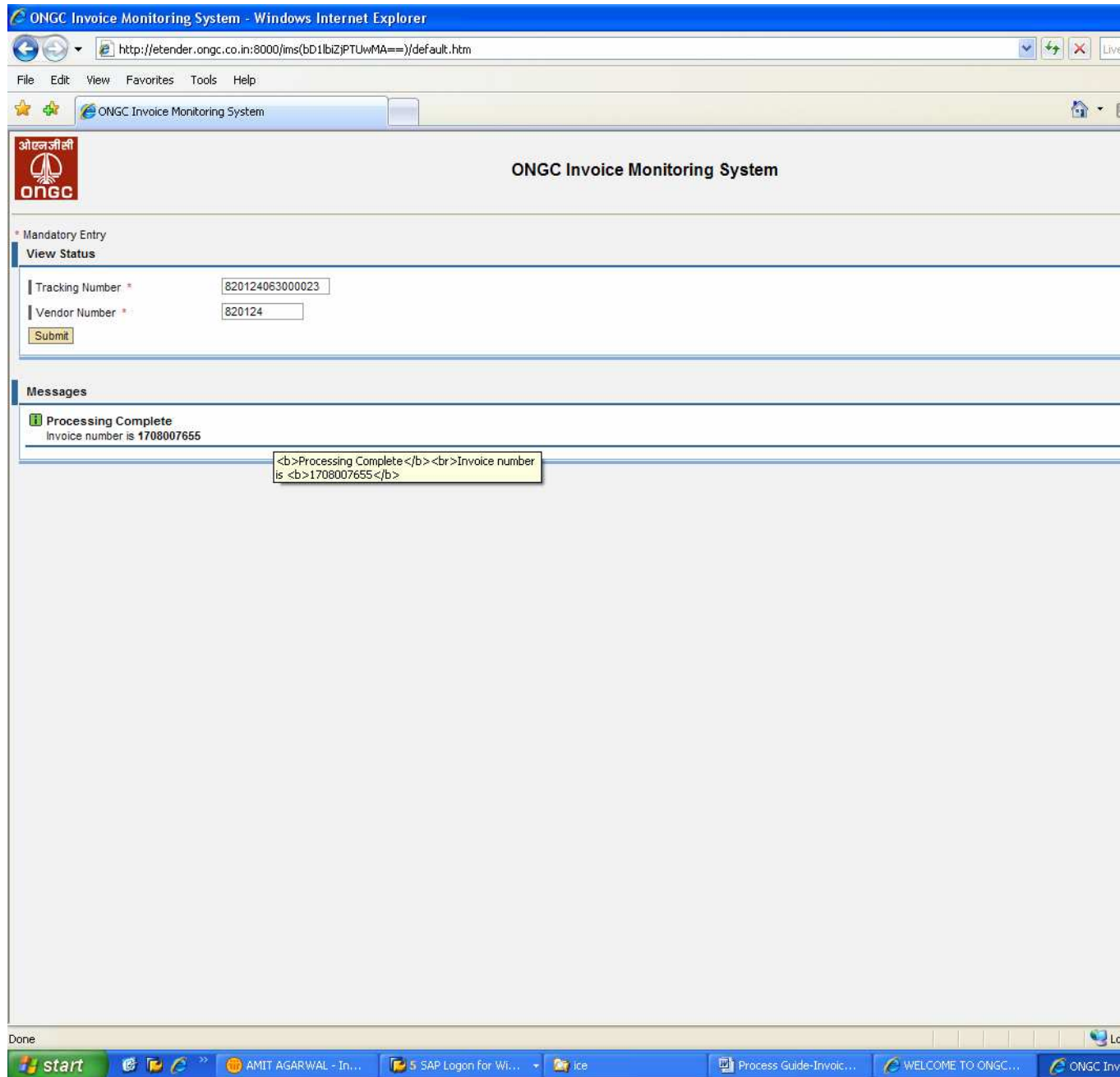


A new window will pop up with Port 8000. Ask your IT deptt to open this port.

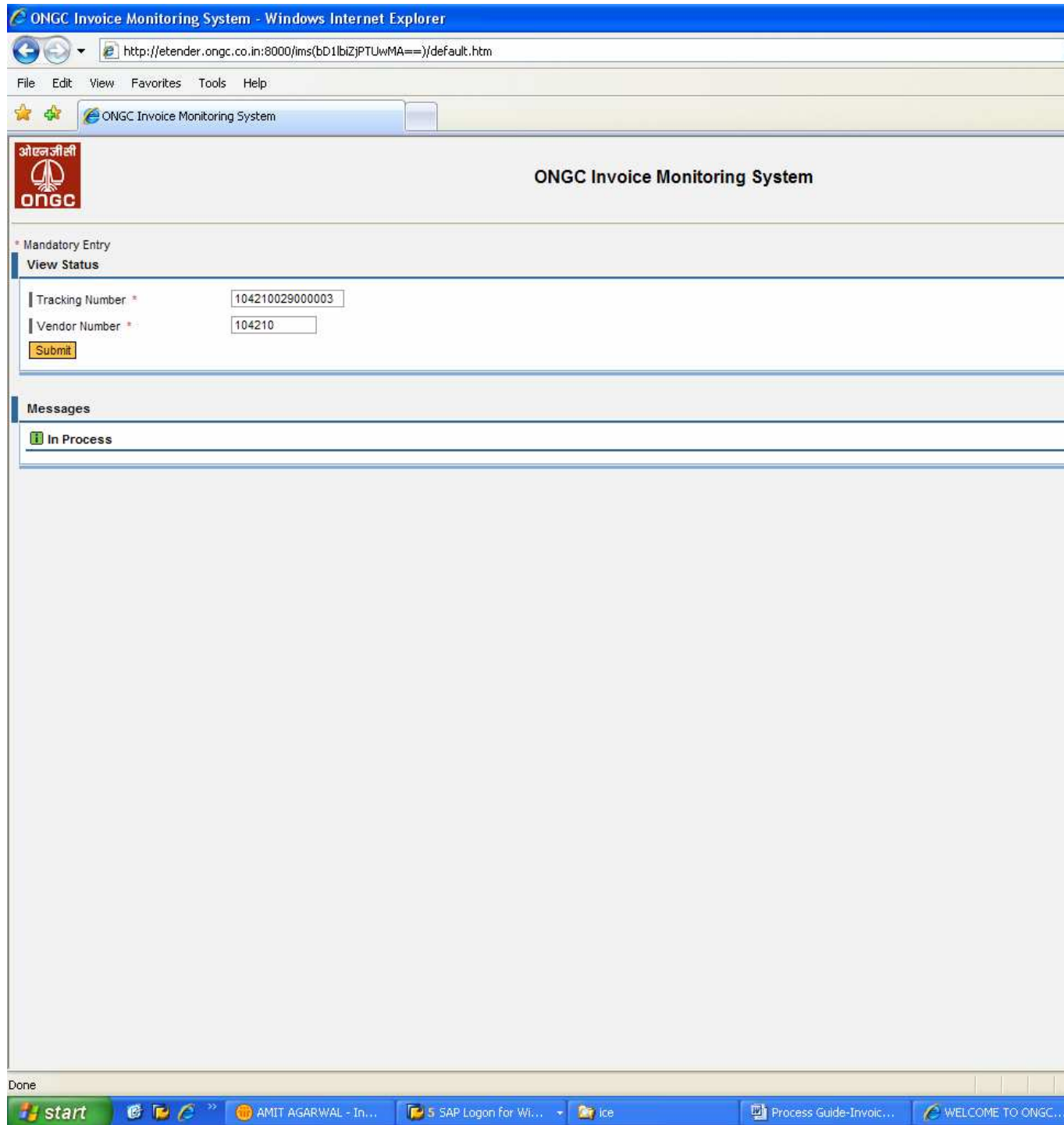


Enter the tracking number and sent to you on the given email ID and click on 'Submit'.

System will show you the status of the invoice.



Or, if it is still pending then screen will look like the following:




Or, If some clarification is sought then screen will look like following along with the comments from the relevant section:

ONGC Invoice Monitoring System - Windows Internet Explorer

http://srmdev.ongc.co.in:8080/ims(bD1biZjPTIwMA==)/default.htm

File Edit View Favorites Tools Help



★ ★ ★ ONGC Invoice Monitoring System





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Oil and Natural Gas Corporation Ltd.

Invoice Monitoring System

* Mandatory Entry

View Status

Tracking Number *

107694000000137

Vendor Number *

107694

Submit

Messages

Invoice rejected for resubmission

Finance: BDFF

Invoice rejected for resubmission

Done

start

AMIT AGARWAL - In...

7 SAP Logon for Wi...

WELCOME TO ONGC...

WELCOME TO ONGC...

ONGC Invoice Monit...