

## Implementation of Vendor Invoice Management (VIM) System in ONGC

At ONGC, we are in the process of implementing a new solution called **SAP VIM (Vendor Invoice Management)**, which is an end-to-end scan-to-post invoicing automation system. Its main feature is OCR which reads and captures data from the vendor invoices automatically and submit them for further processing in our system to desired location/concerned user in ONGC. **This system is expected to highly optimize the invoice management at ONGC and fasten their processing in future.**

We are currently in the testing stage of this system and the launch is expected around **31<sup>st</sup> March 2021 at Mumbai (including Uran, Panvel & Nhava) on pilot basis**. Further, the system shall be eventually rolled out **at all locations by April-May 2021**.

There would be 3 input channels for invoices to ONGC's VIM system integrated with SAP:

- a. **VIMS Portal** (<https://vims.ongc.co.in/>): Vendors to continue to raise the invoices & supporting documents as per the existing process. Upload every invoice in portal independently.
  - b. **EMAIL channel**: A designated email ID shall be provided for sending the invoices & supporting documents. Send separate mail for each invoices.
  - c. **Scanner at IMS Desk**: The existing IMS desks at all locations shall be equipped with scanners to scan the invoices & supporting documents.
2. The order of priority for the said input channels would be "VIM portal" > "Email" > "Scanner at IMS Desk".
  3. A DP Number (Document Processing Number) shall be generated and informed to the vendor for tracking purpose. (Portal for tracking shall also be informed subsequently)
  4. As soon as an invoice is ingested, the VIM system reads the invoices through OCR and extracts the relevant data, such as vendor code, GSTIN, invoice date, invoice amount, tax details, PO number, etc.
  5. At ONGC, a designated person will then validate the data if it has been correctly read and stored by OCR system and then VIM process will start for payment.

Since this system highly depends on the OCR extraction process, maintaining the quality of invoices is of supreme importance. Following are some general guidelines for submitting the invoices through VIMS Portal (a.) and Email Channel (b.):

- **invoices should be system generated** and no hand written invoices shall be allowed.
- invoices need to be scanned at a minimum of 300 dpi, preferably in color
- invoices to be in **PDF format only**.
- for invoices, keep file name as "INVxxxxxxx.pdf" (INV must be prefixed for correct categorisation of invoice and differentiation from supporting document).
- **maintain a regular format in which you submit invoices in ONGC.**

- invoices should be digitally signed with Class 3 Digital Certificate issued by any licensed CAs.
- following **separator sheets/patch codes** shall be used while scanning:
  - **Patch Code Type 1:** to separate an invoice from its supporting documents, and
  - **Patch Code Type 3:** to separate multiple invoices
  - (a copy of these Patch Codes is attached for your ready reference)

**Additional** guidelines for submitting the invoices at IMS Desk through scanners (c.):

- Patch Codes may preferably be included by vendors while sending the physical invoice.
- to ease the physical scanning process, vendors should not staple the pages at the time of submission.
- Page numbers / total number of pages be marked to ensure that all pages have been scanned.

Also, please ensure that in case of invoices without any Purchase Order reference, mentioning the following details shall be mandatory:

- Name of ONGC's contact person
- Mobile number & Email ID of the same

This will be required to identify the Dealing Officer / Purchasing Authority of the said invoice and assign the invoice to correct contact person for further processing.

For vendors creating an Invoice Reference Number as per the GST invoicing guidelines, changes have been proposed in the "**Form GST Inv-1**". Vendors are request to adhere to this format. (Reference Form attached.)

**ANY INVOICE NOT FOLLOWING THE ABOVE MENTIONED GUIDELINES SHALL STAND TO BE REJECTED & RETURNED TO THE VENDOR.**

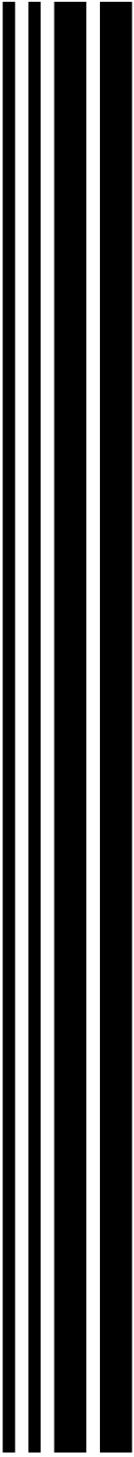
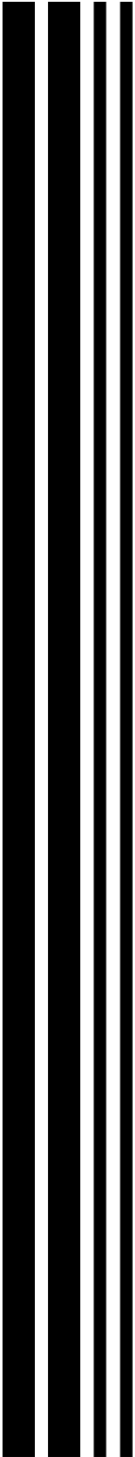
Further, may please note that **detailed process guides and training documents shall be made available** on relevant platforms/websites of ONGC as we near the roll-out as scheduled.

Looking forward to a smoother process going ahead.

For any clarifications or queries, please mail us on **ongcvimhelp@ongc.co.in**

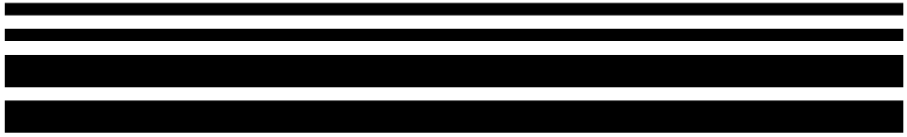
Thanks & Regards,

ICE Team, ONGC, Delhi



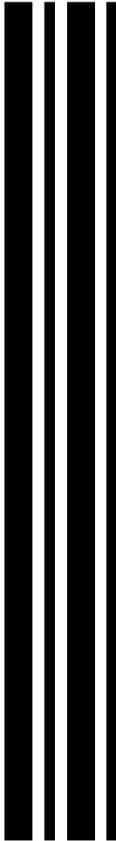
Patch Code Type I

Use this sheet to stop OCR on non-invoice pages of an invoice. Use original printout, do not copy!

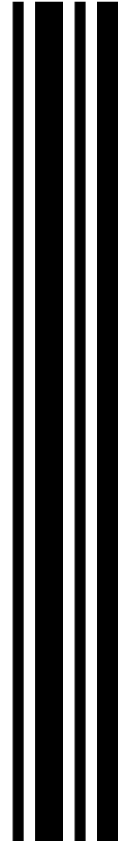




## Patch Code Type III



Use this sheet to  
separate invoices in a  
batch in Enterprise  
Scan. Use original  
printout, do not copy!



**FORM GST INV – 1**

(see rule 138A)

**Generation of Invoice Reference Number**

<b>IRN:</b>		<b>Date:</b>	
<b>Details of Supplier</b>			
GSTIN			
Legal Name			
Trade name, if any			
Address			
Serial No. of Invoice			
Date of Invoice			
	<b>Details of Recipient (Billed to)</b>	<b>Details of Consignee (Shipped to)</b>	
GSTIN or UIN, if available			
Name			
Address			
Designation of Indenter			
CPF No. of Indenter,			
Email ID of indenter			
Purchase order No. & line Item number			
State (name and code)			
<b>Type of supply –</b>			
	B to B supply		
	B to C supply		
	Attracts Reverse Charge		
	Attracts TCS	GSTIN of operator	
	Attracts TDS	GSTIN of TDS Authority	
	Export		
	Supplies made to SEZ		
	Deemed export		

Sl. No.	Description of Goods	HS N	Qty.	Unit	Price (per unit)	Total value	Discount, if any	Taxable value	Central tax		State or UT tax		Integrated tax		Cess	
									Rate	Amt.	Rate	Amt.	Rate	Amt.	Rate	Amt.
	Freight															
	Insurance															
	Packing and Forwarding Charges etc.															
	Total															
Total Invoice Value (In figure)																
Total Invoice Value (In Words)																

Signature

Name of the Signatory

Designation or Status”.