

## **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 <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.

औद्योगिकी  
ONGC

# ONGC e-Procurement

User ID \*

Password \*

Log on Guest

New Bidder? Apply for Access Authorization

Go to tenders.ongc.co.in

Guidelines to Bidders

Invoice Status

FAQ's

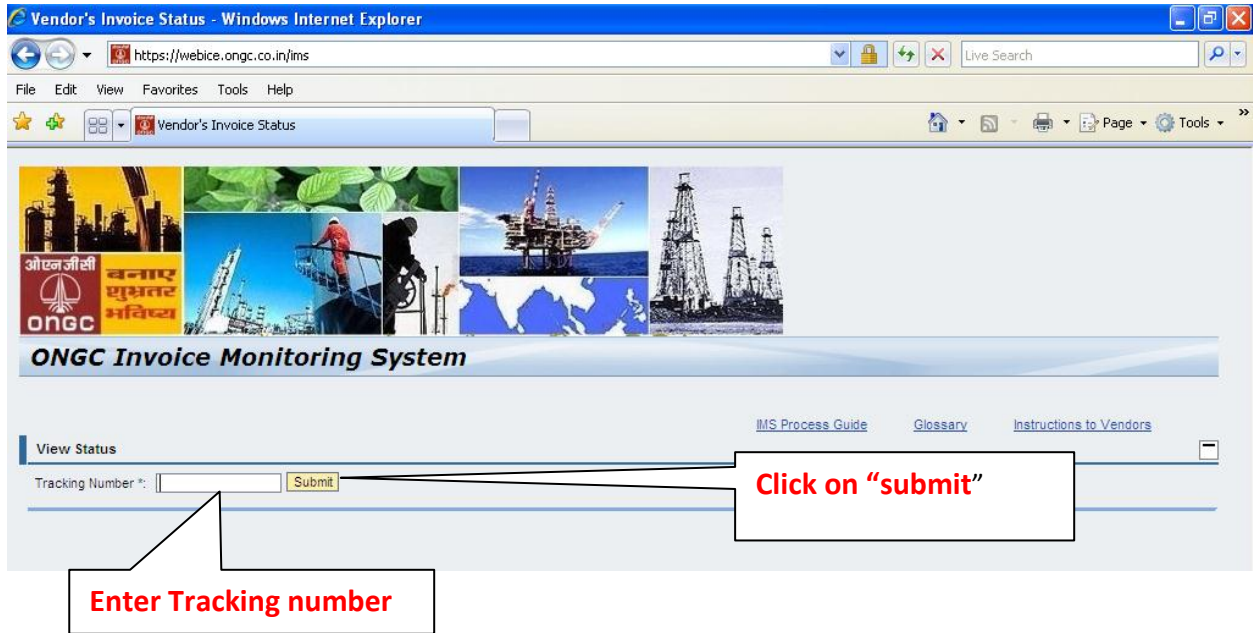
Forgot password? Help

Contact us

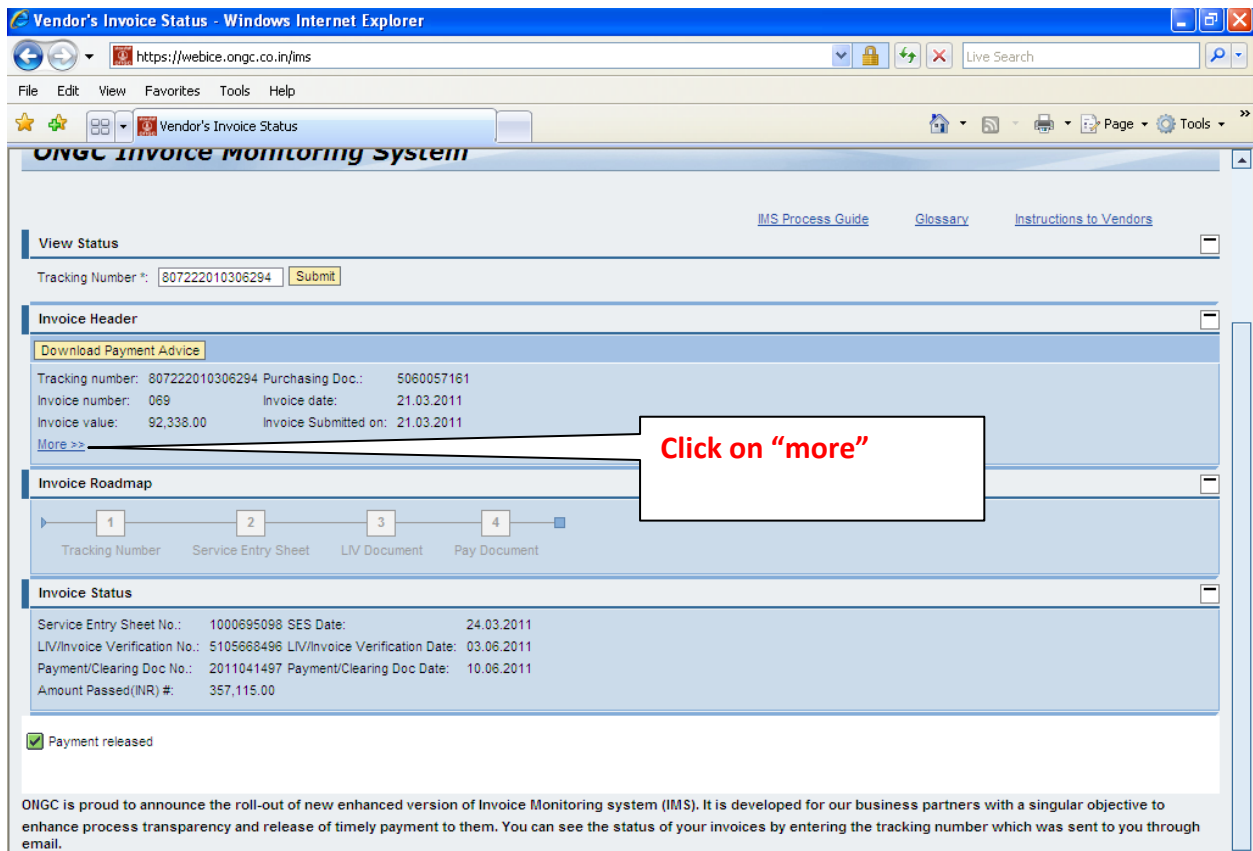
Branding Image

**Click here for checking the status of your invoice**

Following window will open.



Enter the tracking number sent to you on the given email ID and click on 'Submit'. System will show you the status of the invoice.



If you click on “more” following window will open giving details of all the tracking numbers clubbed/merged.

ONGC Invoice Monitoring System

View Status

Tracking Number #: 807222010306294

Invoice Header

Download Payment Advice

Tracking number: 807222010306294  
Invoice number: 069  
Invoice value: 92,338.00  
[More >>](#)

Invoice Roadmap

Tracking Number: 1 Service Entry Sheet No.: 100069

Invoice Status

Service Entry Sheet No.: 100069  
LIV/Invoice Verification No.: 510586  
Payment/Clearing Doc No.: 201104  
Amount Passed(INR) #: 357,115

Vendor Invoice Details(clubbed)

Header IMS Tracking No.

IMS Tracking No.: 807222010330935 Tracking date: 11.05.2011 Invoice Value: 136,877.00  
Invoice Value(Clubbed): 1,186,403.00

Clubbed IMS Tracking Nos.

IMS Tracking No.	Tracking date	Invoice No.	Invoice date	Invoice value
807222010290127	21.02.2011	055	21.02.2011	113,862.00
807222010290136	21.02.2011	054	21.02.2011	61,070.00
807222010290966	22.02.2011	052	21.02.2011	91,873.00
807222010290976	22.02.2011	053	21.02.2011	48,883.00
807222010290140	21.02.2011	051	21.02.2011	106,050.00

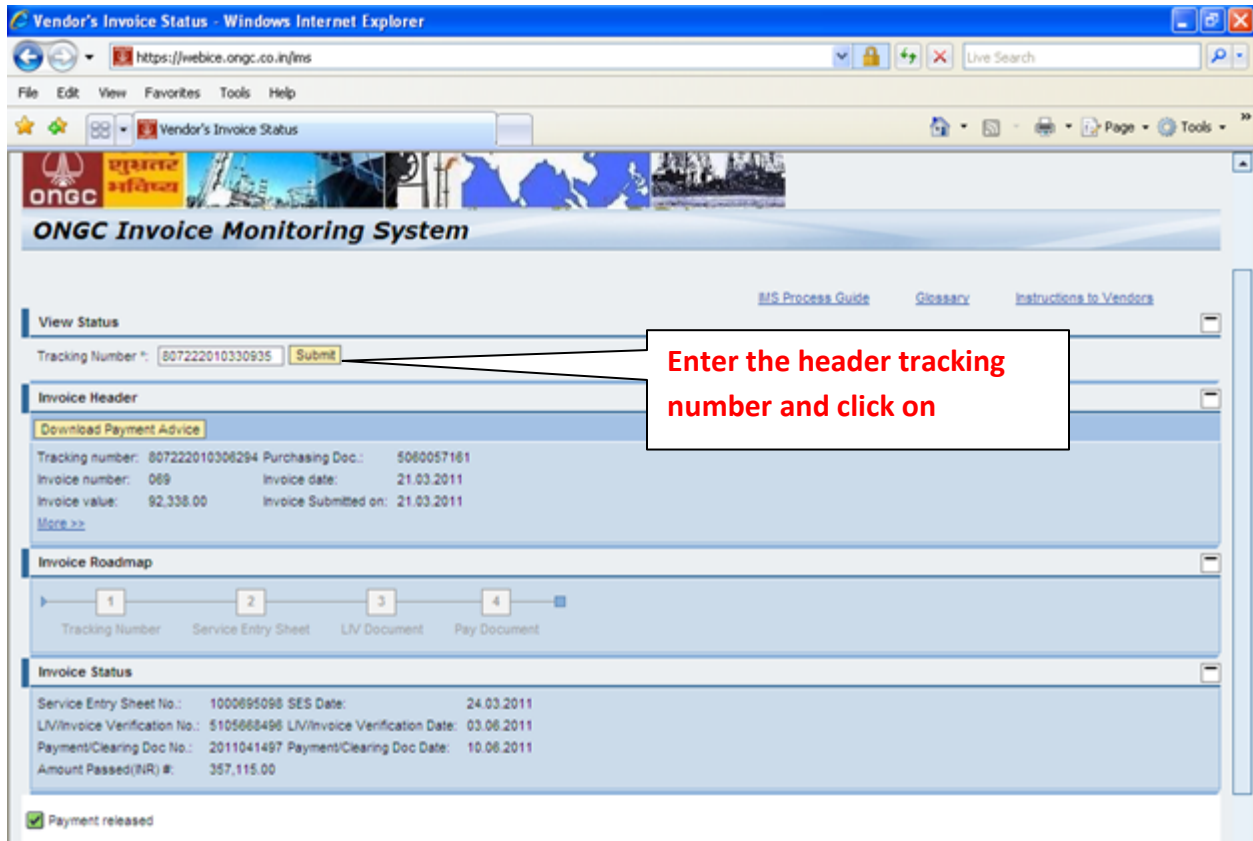
Row 1 of 16

OK

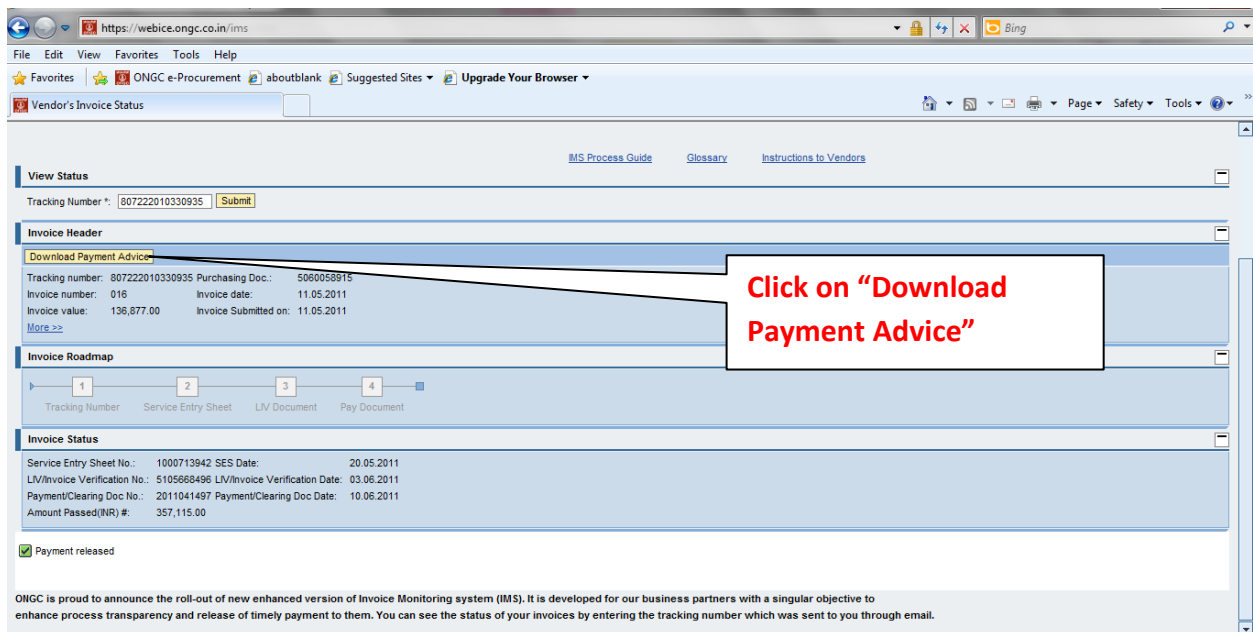
ONGC is proud to announce the roll-out of new enhanced version of invoice monitoring system (IMS). It is developed for our business partners with a singular objective to enhance process transparency and release of timely payment to them. You can see the status of your invoices by entering the tracking number which was sent to you through email.

The tracking no. at the top of the table is the parent tracking no. created by merging all other tracking numbers. Vendor can check payment details by using this header tracking number.

Choose the header tracking number, enter as shown below and click on submit.



Following window will open.



Click on “*download payment advice*” to see payment details e.g. tax deducted etc.



## OIL AND NATURAL GAS CORPORATION LTD

NOBLE ENGINEERS,  
A-WING, PLOT NO. 10,  
OM AMIT APARTMENT, OPP. KETKI HOTEL, S  
PANVEL (RAIGAD) 410206

**PAYMENT ADVICE**  
Your Account with us :807222  
Bank Account No :52103070000152  
Bank :SYNDICATE BANK  
IFSC code :SYNB0005210  
Payment Date :Jun 10, 2011  
Payment Reference :2011041497

Dear Sir / Madam,  
This is to inform you that instructions have been sent to our banker for the credit of Rs. 346115.00 ( RUPEES THREE LAKH FORTY-SIX THOUSAND ONE HUNDRED FIFTEEN ONLY ) to your account as mentioned above.

Kind Regards

ONGC Ltd.

### Payment Details

Document	Tracking No.	Reference	Amount Passed
7111000845	807222010330935	NOBLE ENGINEERS,	364403.00
7111000845		194C-2% OTHER THAN INDIVIDUAL/HU	-7288.00
		Net Amount	357115.00
2711003220	807222010330935	NOBLE ENGRS. DED. LD.	-11000.00
		Net Amount	-11000.00
<b>Total Amount Paid Rs :346115.00</b>			

If it is still pending then screen will look like the following. It will show in which section it is pending complete with the progress bar. When payment is released, you will see the message 'payment released'.

ONGC Invoice Monitoring System - Windows Internet Explorer

https://etender.ongc.co.in/ims(bD1lbizjPTUwMA==)/default.htm

File Edit View Favorites Tools Help

ONGC Invoice Monitoring System

**ONGC** **ONGC Invoice Monitoring System**

\* Mandatory Entry

**View Status**

Tracking Number \*

**Invoice Roadmap**

1 2 3 4

Tracking Number Indenting Section **Finance Section** Payment Section

**Invoice Details**

Tracking Number	843147010160875	Purchase Order	5060049750
Invoice Number	28/2009-10	Invoice Date	30/03/2010
Invoice Value	20000.00	Invoice Submitted on	30/03/2010

**Invoice Status**

SES Number	1000596842	SES Date	30/03/2010
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**In Process**

Your request now being processed in **Finance Section**

Data last updated on 25/08/2010 15:35:28

# Amount passed may not be accurate as invoice may have been clubbed or splitted

ONGC is proud to announce the roll-out of new enhanced version of Invoice Monitoring system (IMS). It is developed for our business payment to them. You can see the status of your invoices by entering the tracking number which was sent to you through email.

Or, if some clarification is sought and invoice is returned to you then screen will look like following along with the comments from the relevant section:

ONGC Invoice Monitoring System - Windows Internet Explorer

https://etender.ongc.co.in/ims(bD1lbiZjPTUwMA==)/default.htm

File Edit View Favorites Tools Help

ONGC Invoice Monitoring System

**ONGC** **ONGC Invoice Monitoring System**

**Mandatory Entry**

**View Status**

Tracking Number =

**Invoice Roadmap**

1 2 3

Tracking Number Finance Section Payment Section

**Invoice Details**

Tracking Number	104210029000003	Invoice Date	03/10/2008
Invoice Number	92	Invoice Submitted on	14/10/2008
Invoice Value	24000.00		

**Invoice Status**

**Under Evaluation**

The bill is returned to the Vendor by the **Finance Section**

Reason:

The bill is returned to the Vendor by the **Payment Section**

Reason: **DUPLICATE ENTRY**

**Your request now being processed in Finance Section**

Data last updated on 09/10/2009 12:59:52

See the reason for returning the invoice