Oil and Natural Gas Corporation Ltd

Corporate Materials Management

2nd Floor, Tower-A, Deendayal Urja Bhawan,
5, Nelson Mandela Marg, Vasant Kunj, New Delhi -110 070
Tel – (011)26752004 Fax – (011) 26129091

Circular No. 02/2022-cum- Integrated MM Manual Amendment No. 71-Cum-BL Amendment No. BL/01/129, BL/02/104 & BL/03/51

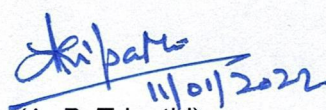|	
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Sub: Vendor Invoice Management System (VIMS) in ONGC

Reference is invited to PMC circular no. 03/2010 dated 13.01.2010 and 14/2013 dated 18.05.2013, wherein guidelines on functioning of Invoice Monitoring System (IMS) were issued.

VIMS has been rolled out on PAN ONGC basis w.e.f. 09.09.2021. It is an end-to-end scan-to-post invoicing automation system. Its main feature is OCR, which reads and captures data from invoice automatically and submits them for further processing to desired location/concerned user in ONGC.

Since, VIMS has been rolled out and Invoice monitoring system (IMS) is no longer in use, relevant provisions of IMM Manual, Standard tender conditions in Booklet No. ONGC/MM/01, ONGC/MM/02, ONGC/MM/03, Standard tender conditions for Service contracts and Standard Tender Document for Procurement of OEM spares stand modified as per Annexure 1 & 2. Wherever required, similar modifications may be carried out in the tender conditions for LSTK Contracts

Above guidelines shall be meticulously followed by all concerned.

(A. P. Tripathi)
ED-Chief MM Services

Distribution: (Through ONGC's intranet website 'reports.ongc.co.in').
All concerned may download the circular from the site. Hard copies are not distributed separately.

Statement showing existing vis-à-vis modified provisions of IMM Manual

Para No.	Existing Provisions	Modified Provisions
22.5.3	**Invoice Monitoring System (IMS).**	**Vendor Invoice Management System (VIM System)**
22.5.3.1	Key executives of the respective location shall ensure that the Invoice Monitory System is properly in place at their locations. As per the IMS, vendors are to submit their invoices at respective IMS desks in sealed envelope citing the PO/Contract number, invoice No., value and currency, emailed etc. The deskman is to receive the invoice and generate tracking number in system before forwarding it to the concerned section/persons. For better functioning of the system, the following aspects shall be kept in view: i. IMS desk should function as the first point of invoice receipt ii. One IMS Desks should be set up in a single building complex. iii. IMS desk should be at a prominent location to facilitate easy, convenient and immediate access to the contractors. iv. Working hours of the IMS desk should be uniform. v. Invoices should not be accepted by the concerned authorities by hand from the vendors.	A work-flow based Vendor Invoice Management System has implemented, 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. Invoices alongwith supporting documents can be submitted/uploaded **through VIMS Portal (https://vims.ongc.co.in/),** which would be the preferred mode of submission of Invoice. Invoice (PDF digitally signed with class II/ III signature) and supporting documents can be uploaded in VIMS Portal by logging-in with the help of Vendor Code. However, in case Contractor is not able to submit/upload the Invoice through VIMS portal as mentioned above, Invoice alongwith supporting documents can also be submitted/uploaded in any of the following 2 ways:- i) **EMAIL channel**: Invoice (PDF digitally signed with class II/ III signature) and supporting documents can be submitted by sending these documents to a designated email-id: ap_invoices[at]ongc[dot]co[dot]in.

	vi. Deskman should ensure that vendor has indicated full details on the envelope containing invoice as required. vii. Deskman should not hand over the invoices to the vendors after allotment of tracking number in the IMS for submission to the respective user/finance department for processing payment.	ii) **Submission in Physical form at existing IMS Desk for scanning**: Suppliers/Contractor can also submit the invoice and supporting documents at existing IMS desk at concerned work centers. These desks shall be equipped with scanners to scan the invoices and supporting documents. Respective I/C HR/ER, under whose supervision existing IMS desk is operating, shall make required man-power available for scanning of invoices, which are received physically at the desk and ingestion in VIM system. Proper storage and upkeep facility may be identified and made available for storing these physical invoices and supporting documents.
22.5.3.2	No provision	For PO based invoices, workflow in VIMS is triggered to the concerned officers (i.e. PO Contact Person (designated as Buyer in VIM) and Indenting Person (Designated as Indenter in VIM)), whose detail is mentioned in "Contact Details" Tab of PO Header. The details mentioned under "Contact Details" Tab of PO Header is to be updated upon transfer or superannuation of officers, whose details are mentioned therein, by Transaction code ZMMPO_CONTACTUPD, without de-releasing purchase order.

Existing vis-à-vis modified provsions of Standard Booklet No. ONGC/MM/01, ONGC/MM/02, ONGC/MM/03 and Standard tender conditions for Service contracts and Standard Tender Document for Procurement of OEM spares.

Clause No.	Existing Provisions	Modified Provisions
Clause 39.5 (MM/01, Annexure-II), Clause 30.3 (MM/02, Annexure-II), Clause 20.2 (Standard Tender Document for OEM spares-Indigenous, Annexure-II), Clause 29.5 (Standard Tender Document for OEM spares-Imported, Annexure-II), Clause 7.3 (Service Contract, Annexure-II) and Clause 7.2 (MM/03, Annexure-II),	No provision	Invoices alongwith supporting documents can be submitted/uploaded **through VIMS Portal (https://vims.ongc.co.in/),** which is the preferred mode of submission of Invoice. Invoice (PDF digitally signed with class II/ III signature) and supporting documents can be uploaded in VIMS Portal by logging-in with the help of Vendor Code. However, in case supplier/contractor is not able to submit/upload the Invoice through VIMS portal as mentioned above, Invoice alongwith supporting documents can also be submitted/uploaded in any of the following 2 ways:- 1. **EMAIL channel**: Invoice (PDF digitally signed with class II/ III signature) and supporting documents can be submitted by sending these documents to a designated email-id: ap_invoices[at]ongc[dot]co[dot]in. 2. **Submission in Physical form at existing IMS Desk for scanning**: Supplier/Contractor can also submit the invoice and supporting documents at existing IMS desk at concerned work centers. Ten (10) digit PO or Contract number should be clearly mentioned in the invoice. For submitting the invoices through VIMS Portal and Email channel, following must be ensured:

Clause No.	Existing Provisions	Modified Provisions
		i) Invoices should be system generated and no hand written invoices shall be allowed. ii) Invoices need to be scanned at a minimum of 300 dpi, preferably in color. iii) Invoices should be in PDF format only. iv) For invoices, file name should be kept as "INVxxxxxxx.pdf" (INV must be prefixed for correct categorization of invoice and differentiation from supporting document). v) A regular format must be maintained in which invoices are being submitted in ONGC. vi) Invoices should be digitally signed with Class - II /III Digital Certificate issued by any licensed CAs. vii) In case, Email channel is being followed, separate mail should be sent for each invoice.