



## Raising supplementary Invoice by Supplier

23rd Feb. 23

## Sincere Request



1. MUTE your mic, once presentation starts.
2. Avoid background noise. If possible, use headphones for better clarity.
3. Unmute your mic to ask your queries during question and answer session.
4. You can chat your query in chat box mentioning vendor name and location. Queries will be answered during question and answer session.

# Agenda



1. Pre-requisite of Supplementary Invoice Passing.
2. MRNB run process.
3. Annexure to Supplementary invoice.
4. Check list for raising supplementary invoice.
5. To do list
6. Question and answer.

## Pre-requisite of Supplementary Invoice Passing

1. Scheduling Agreement i.e. open PO is there. System does not recognise provision where there is no open PO.
2. Price amendment is done to PO in the system.
3. MRNB process is run.
4. Physical copy of Original Supplementary Invoice along with annexure duly signed is received. If Supplementary Invoice along with annexure is digitally signed then there is no need to send hard copy by supplier. It can be send thru mail.
5. Supplementary invoice shall be raised ***PO wise, item wise and amendment wise***. However, if the multiple amendments are made in between two MRNB run cycle then the supplementary invoice shall be raised ***PO wise & item wise considering net effect of two amendments***. In this case pl provide last amendment (record) number as reference in annexure.
6. Annexure to supplementary invoice is received in soft copy in Excel as per defined format.

## MRNB run process

1. MRNB cycle is run twice in a month i.e. on 10<sup>th</sup> & 20<sup>th</sup> of every month and one more cycle is run at the end of the month of every quarter.
2. During MRNB run process, system consider all amendments made and bills passed upto MRNB run process date from the effective date of amendment. However, the amendments which are already considered earlier in MRNB run then such amendment will not be considered again for execution of MRNB run.
3. If multiple amendments are made for an item during the period of two MRNB run cycle, system consider net effect of such amendments (record number). In this case no amendment wise provision is made and for data purpose, system consider last amendment (record) number as reference. Pl refer srl no 5 of Pre-requisite of Supplementary Invoice Passing slide.
4. If there is price increase, system create provisions and if there is price decrease, system debit to supplier without tax as there is no tax implications.

## Annexure in soft copy is required

We have automated system for supplementary invoice passing and for passing such bills, there is system requirement. Supplier shall submit annexure in excel file in the predefined template only for each supplementary invoice separately. Changes are not allowed in the predefined format. If changes are made then system will not accept the same. The format given below:



## Supplementary ce Annexure Form

## Check list for raising supplementary invoice

1. ETL amendments copy are available on hand.
2. Multiple amendments are made or not in between MRNB run cycle.
3. GRN & GRN date details along with your original invoice, date, net qty are available on hand for the effective period mentioned in amendment. The GRN details are available on Vendor Access System (VA).
4. Net qty is considered correctly. We are sending rejected material with reference to GRN only. PI consider this rejection qty against original invoice GRN qty.
5. Calculate rate difference correctly by considering new rate & old rate properly. More attention is required where multiple amendments are made in between two MRNB run cycle date.
6. 1<sup>st</sup> prepare data in annexure format and calculate basic amount for each PO and each amendment separately. For better control and identification at supplier end as well as ETL end supplier may gives file name as PO number \_ Position No \_ Amendment (record) No.
7. Need to mention correct ETL Tax code in annexure.
8. Raise supplementary invoice and update its invoice number and date in Annexure. Ensure supplementary invoice amount is matching with its annexure amount.



## To do List

1. Raise Supplementary Invoice within 90 days from the date of amendment.
2. ETL accounts will pass supplementary invoice as early as possible, if it is submitted timely and as per system requirement. However, if the supplementary invoice is not passed within 30 days from the date of submission of supplementary invoice to plant accounts, supplier has to escalate to corporate purchase and finance.
3. Supplier need to raise supplementary invoice correctly. ETL will not provide any debit/credit against short / excess pass of supplementary invoice as ETL is passing supplementary invoice with eligible amount. It is also not necessary and possible for ETL to give confirmation of raising supplementary invoice.
4. To avoid complication in raising supplementary invoice, it is suggested that supplier shall update revise rate for supply as soon as rate is amended.
5. Supplier shall build GRN data bank by downloading GRN details from VAS on monthly basis.
6. GST amount will be passed on to supplier provided supplier raised supplementary invoice as per ETL requirement.
7. The payment of supplementary invoice will be made in coming next payment cycle.



