



GAIL (INDIA) LIMITED CORPORATE C&P DEPT.

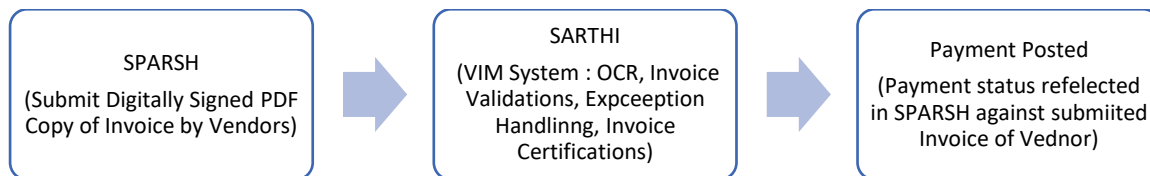
Annexure: 1

IMPLEMENTATION VENDOR INVOICE MANAGEMENT (VIM) SYSTEM & SPARSH PORTAL

GAIL is in the process of implementing a new solution called VIM (Vendor Invoice Management) titled as 'SARATHI', which is an end-to-end digitally receive – to - post invoicing automation system. The solution is being configured to process only digitally signed PDF copy of invoices ingested by vendors through SPARSH Portal into SAP-VIM system of GAIL. This system is expected to highly optimize the invoice management at GAIL and expedite accounts payable process. Its main feature is OCR which reads and captures data from the vendor invoices automatically and submit it for further processing in VIM system.

Vendors can upload the PDF copy of digitally signed invoices through SPARSH Portal. Vendor can also a fill up relevant invoice data in a predefined format. Vendor shall be required to upload only digitally signed PDF copy of invoice. We are currently in the testing stage of VIM & SPARSH system and GO LIVE of VIM System and SPARSH Portal for all units of GAIL is scheduled on 1st April 2023. Further, may please note that detailed process guides and training documents shall be made available on SPARSH portal as we near the roll-out as scheduled. Also, we shall be sharing a common mail Id/help desk id to which any of your clarifications or queries can be addressed through ticketing tool. Exact Date of invoice processed through VIM system and portal is operational is given below as a cut over plan.

Salient Features of VIM System and SPARSH Portal is given below:



1. A DP Number, referred as OUR REFERENCE is a unique no. shall be generated and informed to the vendor on portal against the your submitted invoice (referred as YOUR REFERENCE on portal) for tracking purpose on the dashboard of Portal.
2. 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. Any invoice not in the format as prescribed in GST Act shall be returned through VIM system mentioning requirement of mandatory fields on the invoice.
3. At GAIL, a team of designated persons at SARATHI, will validate the data read and stored by OCR system and then VIM process will start for payment which includes exception handling, invoice certification, payment posting etc. Posted payment details shall also be reflected on Portal.
4. Since this system highly dependent on the OCR extraction process, maintaining the quality of invoices is of supreme importance. Following are some general guidelines for submitting the invoices :
 - Invoices should be system generated and handwritten invoices shall not be eligible for extraction of data by OCR conversion
 - All Invoices need to be printed in PDF before affixing Digital Signatures
 - Computer printed Invoice in English language shall only be captured through OCR.
 - Maintain a regular format in which invoices are to be submitted.
 - Digitally signed Invoices should be digitally signed with at least Class 2 Digital Certificate. Non-digitally signed copy is not accepted by SPARSH for submission.



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- Submit only one invoice at a time
 - Mention GAIL's Purchase Order (PO) No. in each of invoice
 - For non-PO invoice invariable mention GAIL's requestor email id (i.e. contact person from GAIL). 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 through VIM system.
 - Size of Digitally signed PDF copy of Invoice should not exceed 4 MB
 - Vendor should submit invoice only through SPARSH portal, Physical copy of Invoice submitted by vendors to Site offices / Engineer In charges / HoD (F&A) / C&P Dept. shall be returned with a request to submit the same through SPARSH.
5. Vendor can submit following types of documents through Portal for further processing by VIM:
- Invoice against GAIL's Indigenous Purchase Order-Materials / Service / Works etc.
 - Non-PO based Invoices
 - Credit Memo against Invoice submitted for GAIL's Indigenous Purchase Order-Materials / Service / Works etc.
 - Credit Memo against Non-PO based Invoices
 - Advance Payment Request against GAIL's Indigenous Purchase Order-Materials / Service / Works etc.
 - Retention Release Request (Applicable only for those Retention which are made by GAIL while processing invoice through VIM)

CUT OVER PLAN (TRANSITION PLAN) FOR SUBMISSION OF INVOICE AFTER GO LIVE OF VIM

In order to have smooth rollout across all sites of GAIL, following cut over plan has been it is chalked out by GAIL and accordingly invoices shall be processed through VIM System upon GO LIVE on 1st April 2023:

All documents i.e. Invoice & Credit Note (PO based and Non-PO based) , Advance request & Retention Release request dated on or after 01.04.2023 shall be processed by VIM Center (SARATHI) & All Invoice received after 01.05.2023 shall be processed by SARATHI irrespective of Invoice date.

Above, cut over plan can be illustrated as under:

1. Vendor submitting invoice dated 31-03-2023 on or before 30-04-2023 through SPARSH portal is not acceptable for processing through VIM
2. Vendor submitting invoice dated 31-03-2023 on or after 01-05-2023 through SPARSH portal is acceptable for processing through VIM
3. During the month of April 2023, VIM System will process invoice dated April 2023.

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

Looking forward to your support for smoother and quicker processing of submitted invoice by valued vendors. For any clarifications or queries, please mail us on cnpd@gail.co.in,

Thanks and Regards,

Corporate C&P Team
GAIL, Delhi