**[User Manual]**

# Indian Railway Works Contract Management System (IR-WCMS)

## Module of Billing through Contractor's e-MB

## Welcome to IR-WCMS

Type URL- https://ircep.gov.in/IRWCMS/ in the address bar of Web Browser.
After typing of above mentioned URL in the address bar of Web Browser, the IRWCMS main screen appears as under:

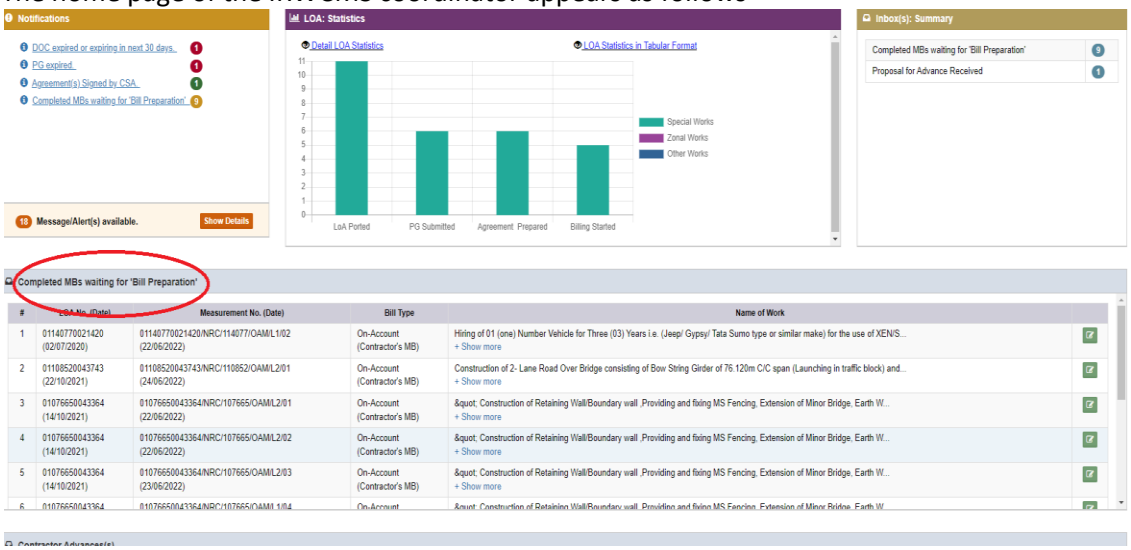
(Login screen for Railway users)

(Login screen for Contractor (Digital Signature is a must))

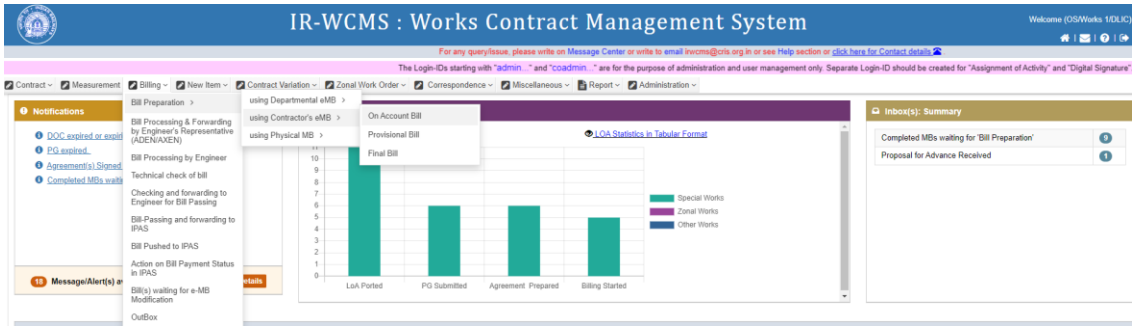
After logging into the application by existing user credentials, the user is taken to Home Page as shown below:

## 1.1. Billing Module Menu on Home Page of IRWCMS

The home page of the IRWCMS coordinator appears as follows

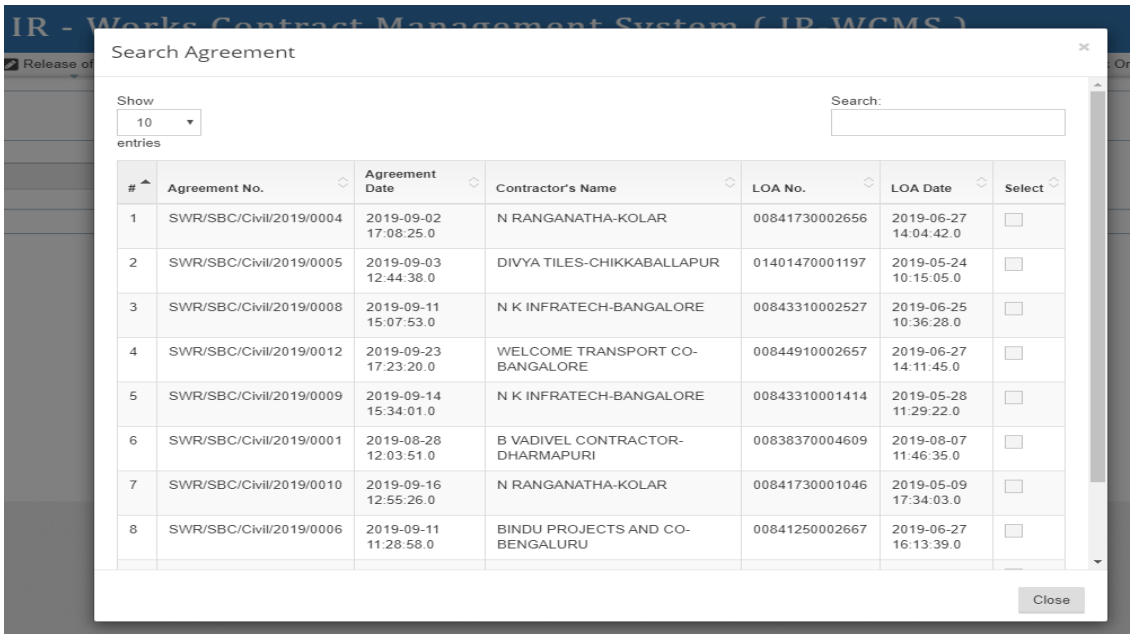



User can directly initiate billing by clicking on edit button given against each MB Number listed under the inbox section of "Completed MBs Waiting for bill Preparation" or User may click upon menu "Billing" and then click on the sub-menu "Bill Preparation" and then select sub-menu "Using Contractor's MB" and then click on "On Account Bill". A new screen opens namely "On Account Bill" as under

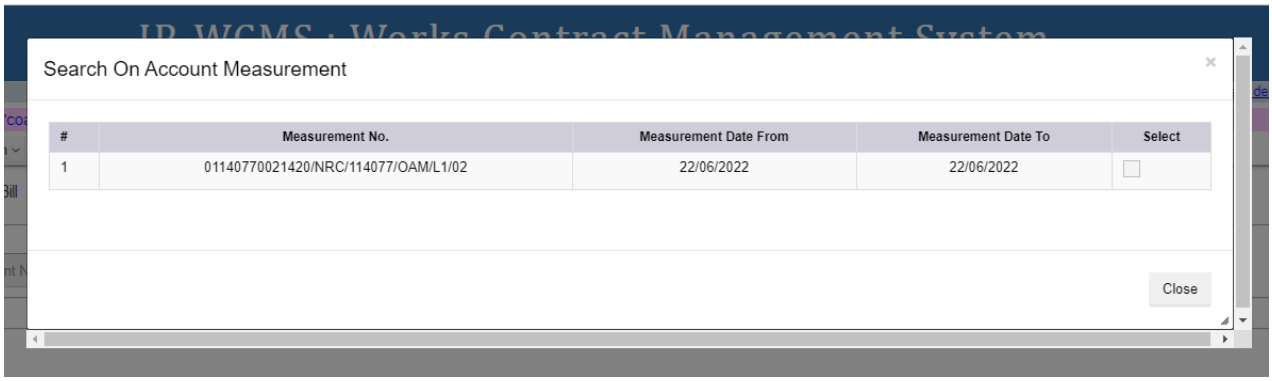


## 1.2. On Account Bill Screen

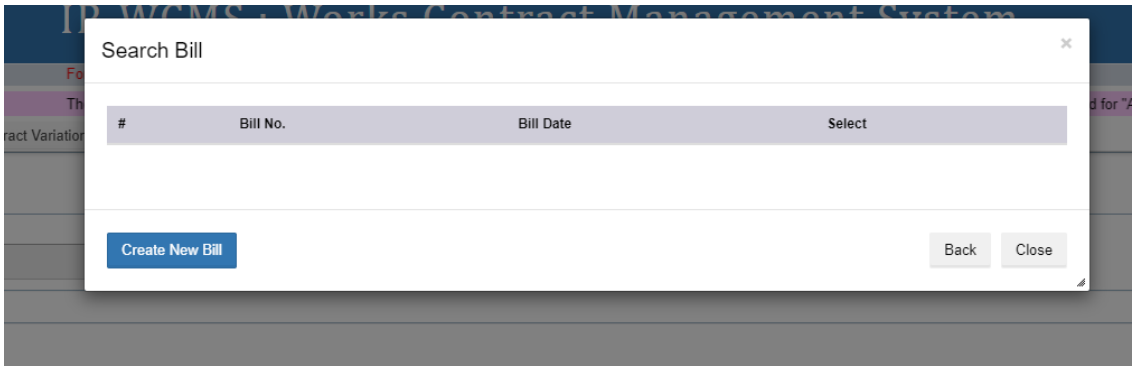
This screen is used to list all the LOAs under that user. Select the particular LOA to create the bill of that LOA.




After selecting the LOA, the Bill Search Pop-up screen appears as below:



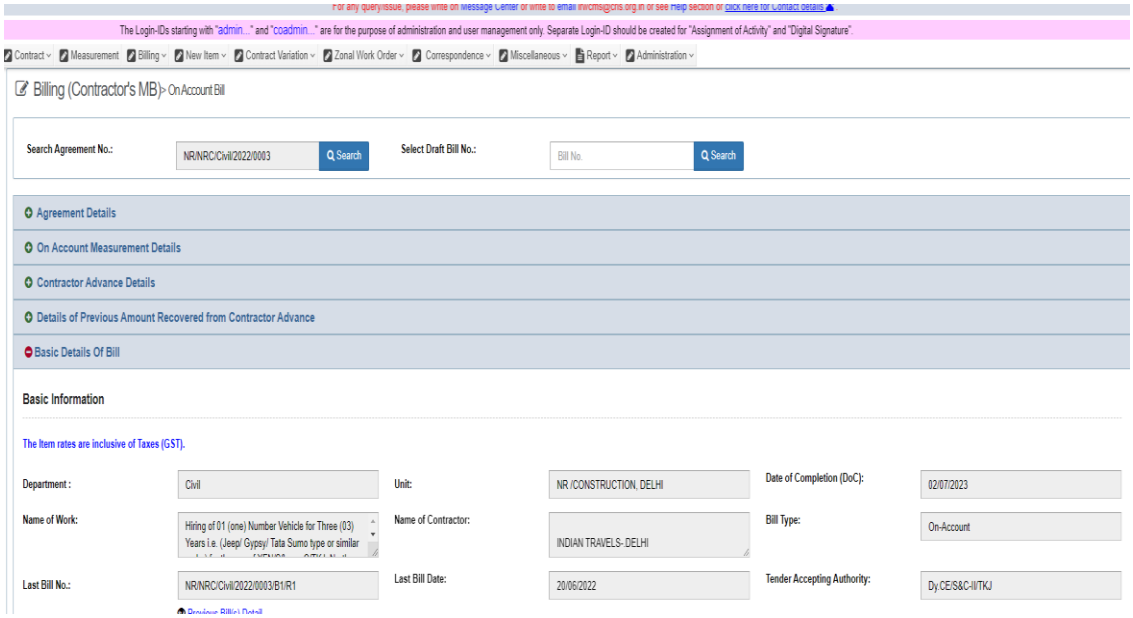

After selecting the measurement number click on the "Create New Bill" button, the screen appears as below:

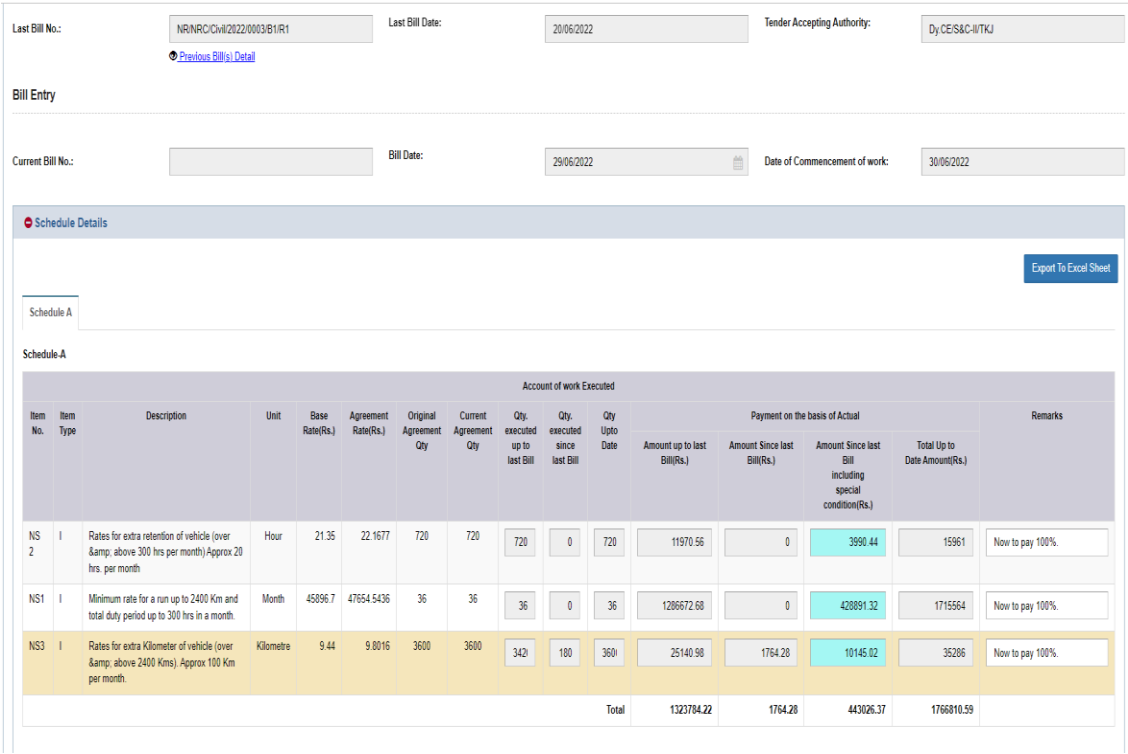



**Note:** 1. No two simultaneous/parallel bills are processed in IRWCMS for same Contract.

2. No two continuous provisional bills are allowed in IRWCMS. After creation of one provisional bill you have to create ON Account Bill or Final Bill.

Basic details of Bill:





Last Bill No.: NR/NRC/Civil/2022/0003/B1/R1 | Last Bill Date: 20/06/2022 | Tender Accepting Authority: Dy.CE/S&C-II/TKJ

Previous Bill(s) Detail

**Bill Entry**

Current Bill No.: | Bill Date: 29/06/2022 | Date of Commencement of work: 30/06/2022

Schedule Details

Export To Excel Sheet

Schedule A

**Schedule-A**

| Item No. | Item Type | Description | Unit | Base Rate(Rs.) | Agreement Rate(Rs.) | Original Agreement Qty | Current Agreement Qty | Account of work Executed: Qty. executed up to last Bill | Qty. executed since last Bill | Qty Upto Date | Payment on the basis of Actual: Amount up to last Bill(Rs.) | Amount Since last Bill(Rs.) | Amount Since last Bill including special condition(Rs.) | Total Up to Date Amount(Rs.) | Remarks |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| NS 2 | I | Rates for extra retention of vehicle (over & above 300 hrs per month) Approx 20 hrs. per month | Hour | 21.35 | 22.1677 | 720 | 720 | 720 | 0 | 720 | 11970.56 | 0 | 3990.44 | 15961 | Now to pay 100%. |
| NS1 | I | Minimum rate for a run up to 2400 Km and total duty period up to 300 hrs in a month. | Month | 45896.7 | 47654.5436 | 36 | 36 | 36 | 0 | 36 | 1286672.68 | 0 | 428891.32 | 1715564 | Now to pay 100%. |
| NS3 | I | Rates for extra Kilometer of vehicle (over & above 2400 Kms). Approx 100 Km per month. | Kilometre | 9.44 | 9.8016 | 3600 | 3600 | 342( | 180 | 360( | 25140.98 | 1764.28 | 10145.02 | 35286 | Now to pay 100%. |
| | | | | | | | | | | Total | 1323784.22 | 1764.28 | 443026.37 | 1766810.59 | |

Schedule Summary:

| Schedule | Amt Upto last Bill | Amt Since last Bill including Special Condition | Total upto date Amt |
|---|---|---|---|
| Schedule A | 1323784.22 | 443026.37 | 1766810.59 |
| Total(Rs.) | 1323784.22 | 443026.37 | 1766810.59 |
| | | Rebate(0.0%) (On Original Schedules) 0 | |
| | | Bill Amount (Rs.) (Including Tax (GST)) 443026 | |
| Previous Bill details Total Amt Summary(Rs.) Bill No.NR/NRC/Civil/2022/0003/B1/R1 | 0 | 1323784.22 | 1323784.22 |

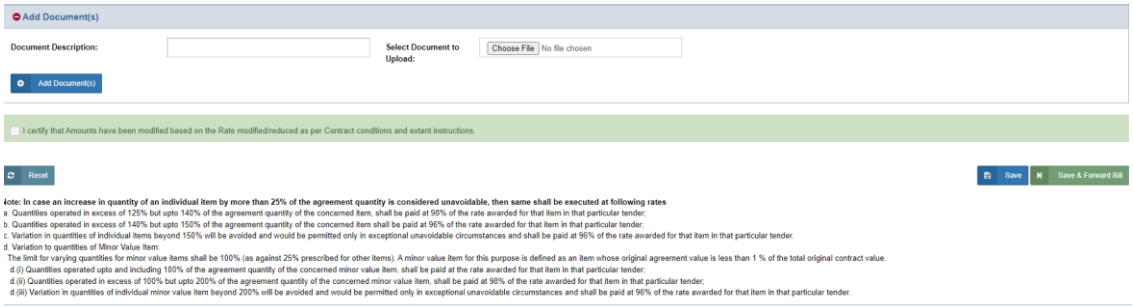
**Unique Work Id(s) wise payment Deatils**

Work Type: --Select--

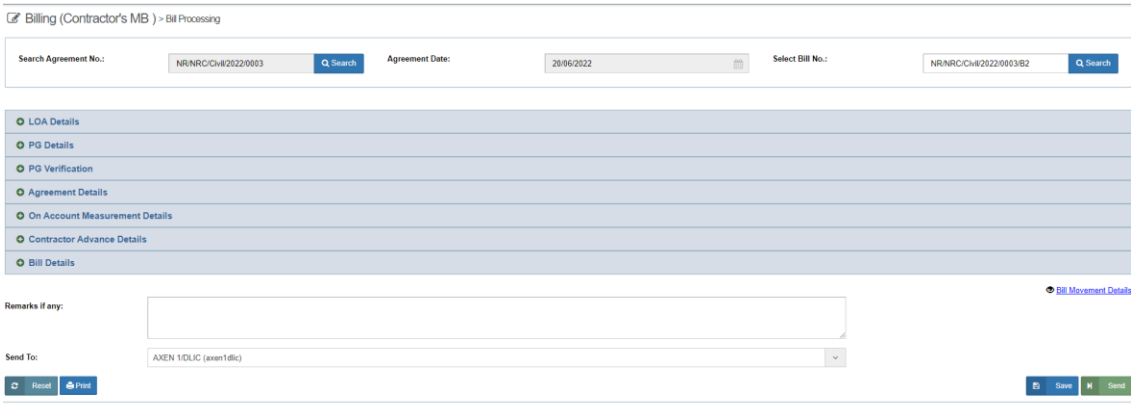
Note: This Bill amount to be debited to concerning works as detailed below.

| Unique Work Id(s) | Amount(Rs.) |
|---|---|
| ferrdzg | |
| Total(Rs.) | |

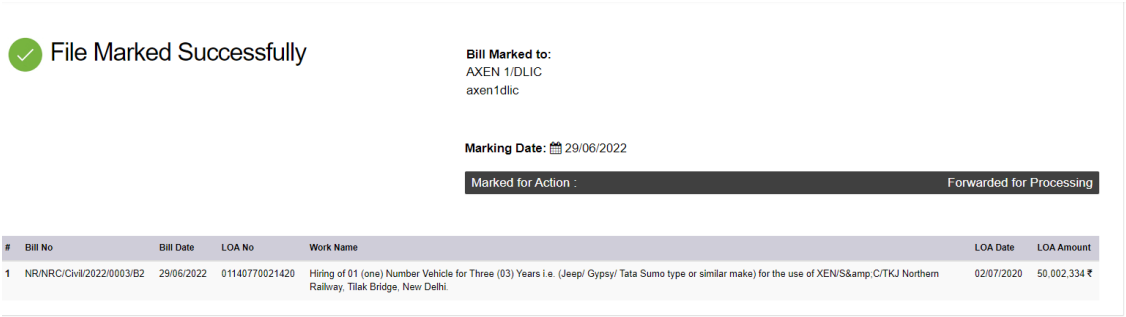
Enter Work Type and Select UWID to fill the Billing amount (UWID mandatory for only IRPSM works) also attaches document(s) (if necessary, only PDF and Excel):




After filling all the details, click upon "Save and Forward" button. After clicking "Bill Processing" screen will open for further processing as below:

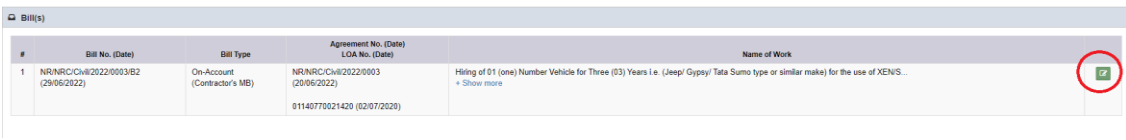



Mention the remarks, if any and send the Bill to AXEN for further processing.
After sending, a Marking screen will appear as:



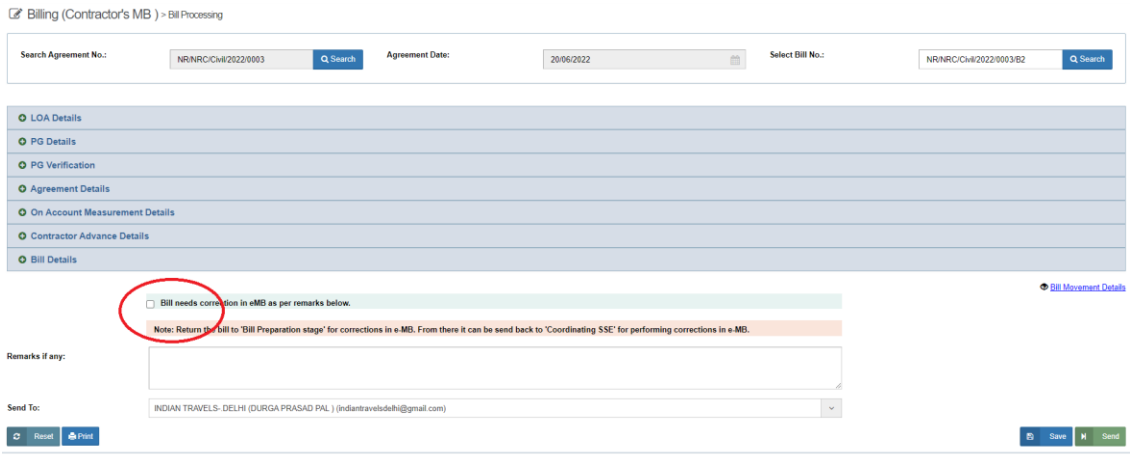

If User wants to pull back the sent bill (before any action could be taken by receiver), then choose the Outbox option from the Billing menu. Pull back screen as:

## 1.3. Processing Screen for AEN



Upon clicking the button , AXEN can view the details of received "Bill" as below:

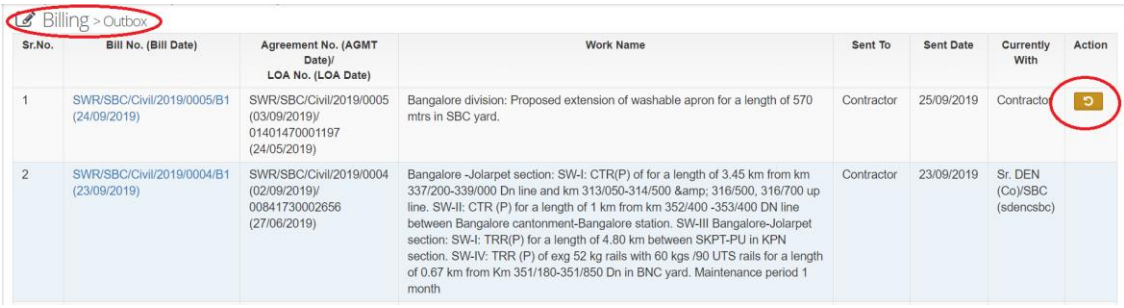
Mention Remarks, if any and then send the "Bill" to Contractor or return to OS/Works if any corrections needed.




If AXEN want some correction, he can return the bill to Bill Processing stage for correction in MB

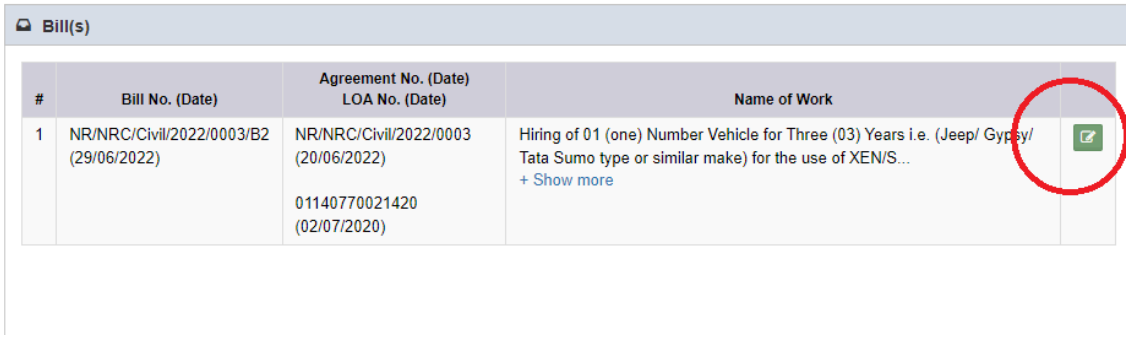
After sending, a Marking screen will appear as:

If User wants to pull back the sent bill (before any action could be taken by receiver), then choose the Outbox option from the Billing menu. Pull back screen as:


Billing > Outbox

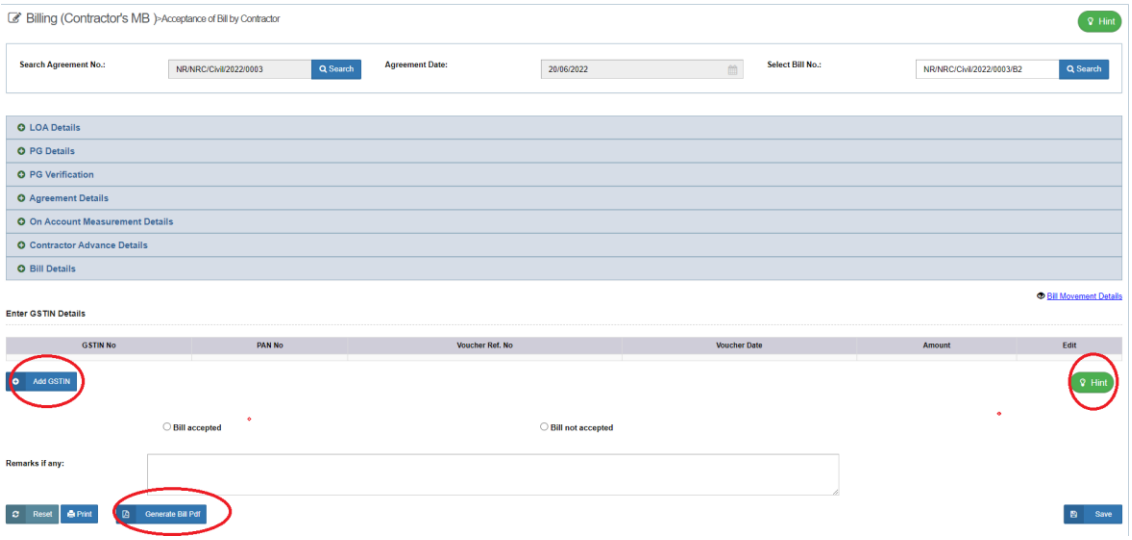
| Sr.No. | Bill No. (Bill Date) | Agreement No. (AGMT Date)/ LOA No. (LOA Date) | Work Name | Sent To | Sent Date | Currently With | Action |
|---|---|---|---|---|---|---|---|
| 1 | SWR/SBC/Civil/2019/0005/B1 (24/09/2019) | SWR/SBC/Civil/2019/0005 (03/09/2019)/ 01401470001197 (24/05/2019) | Bangalore division: Proposed extension of washable apron for a length of 570 mtrs in SBC yard. | Contractor | 25/09/2019 | Contracto | |
| 2 | SWR/SBC/Civil/2019/0004/B1 (23/09/2019) | SWR/SBC/Civil/2019/0004 (02/09/2019)/ 00841730002656 (27/06/2019) | Bangalore -Jolarpet section: SW-I: CTR(P) of for a length of 3.45 km from km 337/200-339/000 Dn line and km 313/050-314/500 & 316/500, 316/700 up line. SW-II: CTR (P) for a length of 1 km from km 352/400 -353/400 DN line between Bangalore cantonment-Bangalore station. SW-III Bangalore-Jolarpet section: SW-I: TRR(P) for a length of 4.80 km between SKPT-PU in KPN section. SW-IV: TRR (P) of exg 52 kg rails with 60 kgs /90 UTS rails for a length of 0.67 km from Km 351/180-351/850 Dn in BNC yard. Maintenance period 1 month | Contractor | 23/09/2019 | Sr. DEN (Co)/SBC (sdencsbc) | |

## 1.4. Acceptance of Bill by Contractor Screen

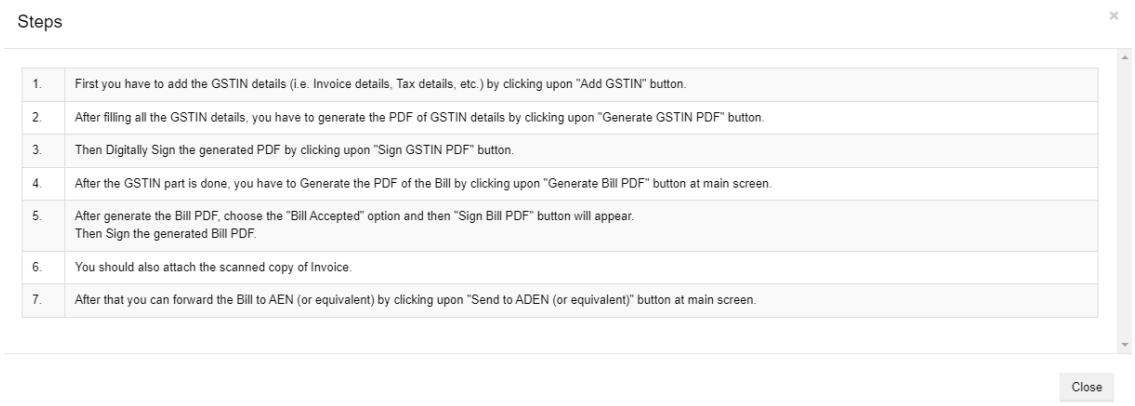

Bill(s)

| # | Bill No. (Date) | Agreement No. (Date) LOA No. (Date) | Name of Work | |
|---|---|---|---|---|
| 1 | NR/NRC/Civil/2022/0003/B2 (29/06/2022) | NR/NRC/Civil/2022/0003 (20/06/2022)<br><br>01140770021420 (02/07/2020) | Hiring of 01 (one) Number Vehicle for Three (03) Years i.e. (Jeep/ Gypsy/ Tata Sumo type or similar make) for the use of XEN/S...<br>+ Show more | |

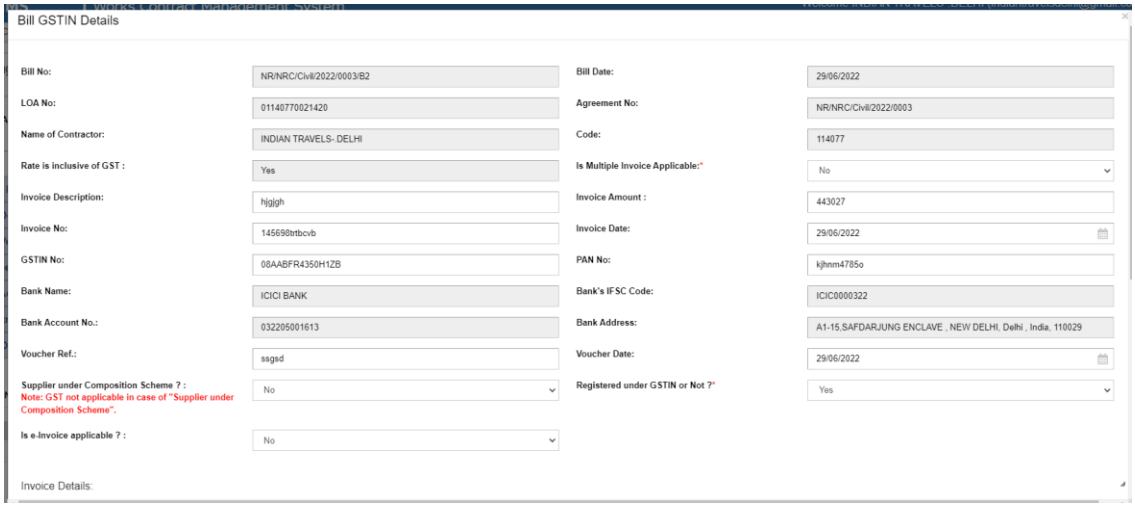
Upon clicking the button , Contractor can view the received "Bill" as below:

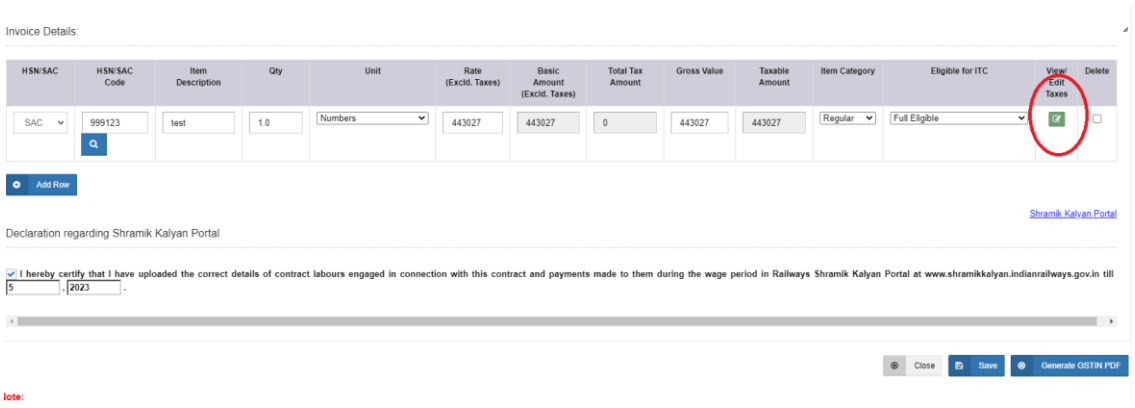



By clicking on Hint button user will clearly know what he have to do.



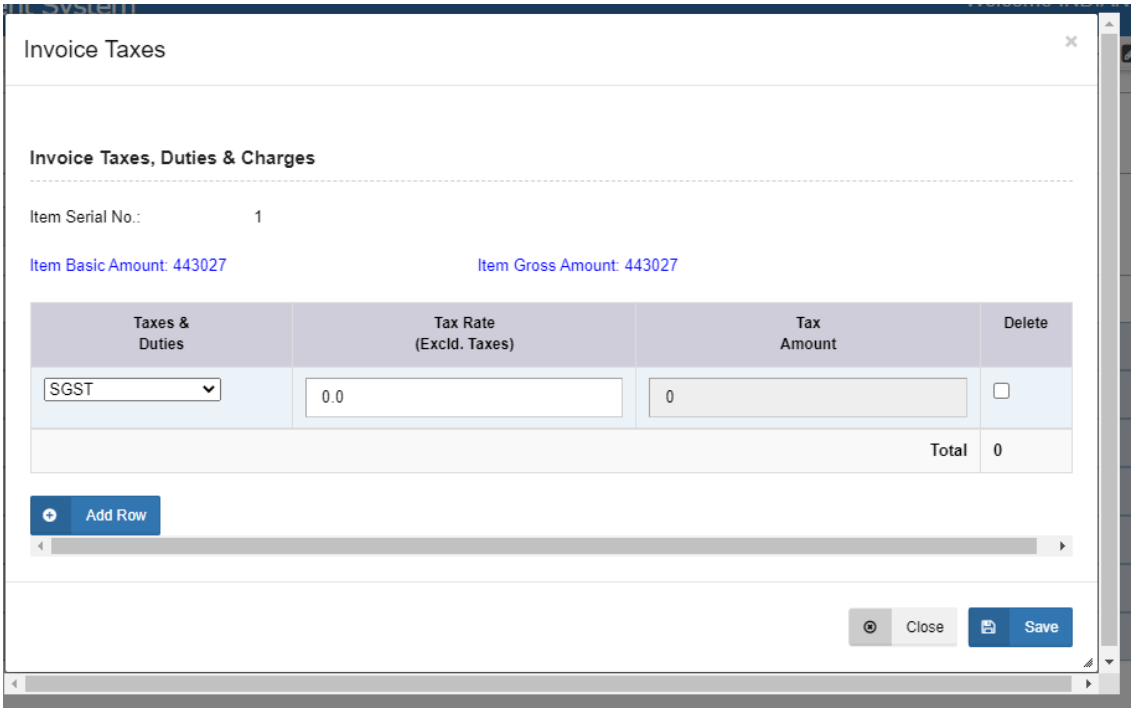

Click on " Add GSTIN " button, Contractor will fill GSTIN and Invoice details as:



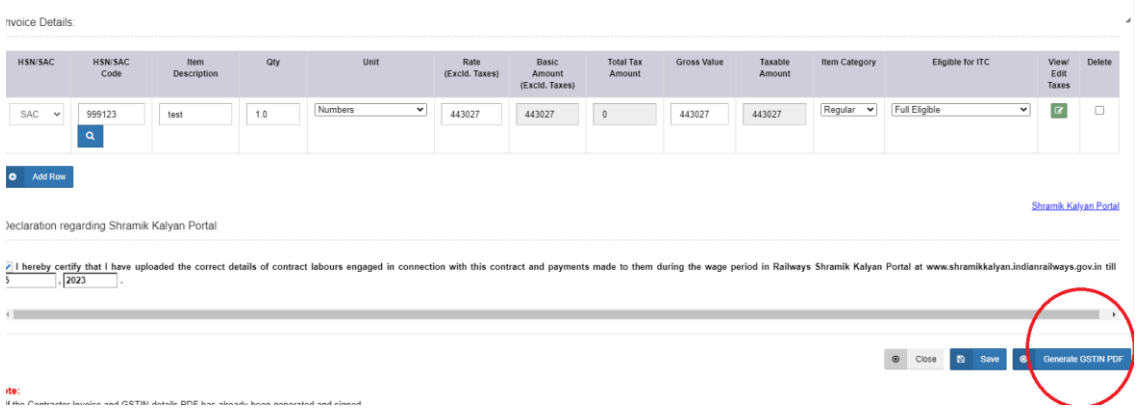




By clicking "Add Row", user can fill multiple HSN/SAC code and also multiple Invoice details.

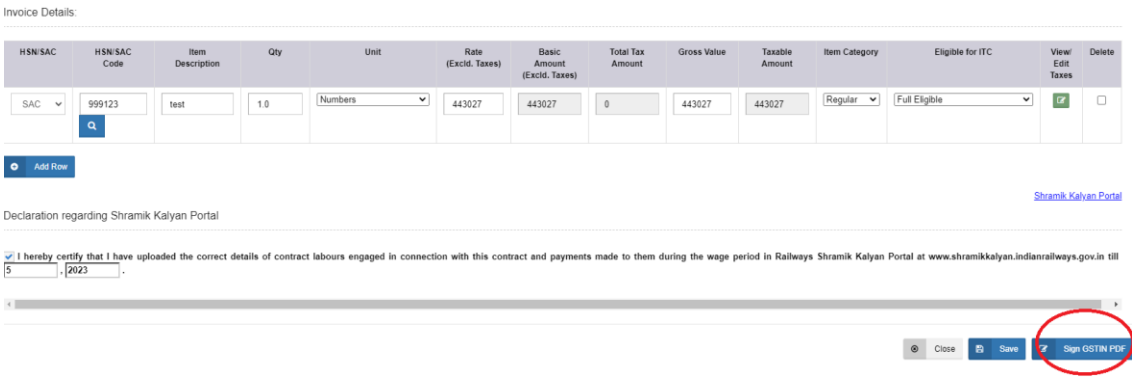
By clicking "View/Edit Taxes" button, user can fill taxes against corresponding item as:



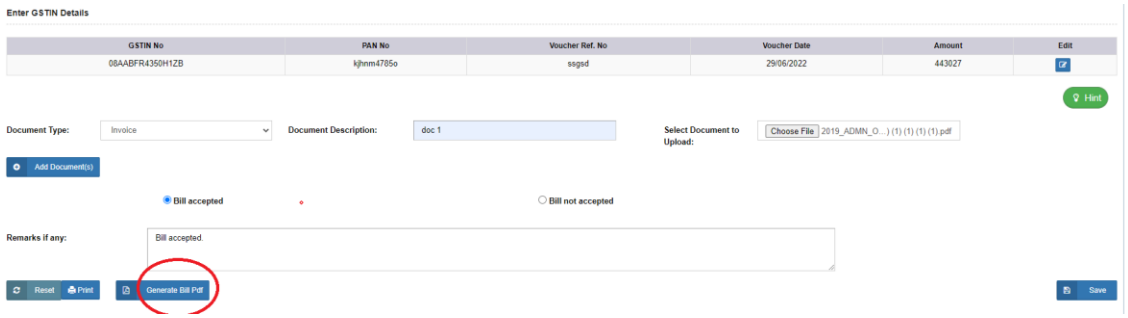

By clicking "Add Row", user can fill multiple Taxes, Duties & Charges.
After save all the GSTIN and Invoice details, user should Generate PDF for this by clicking upon "Generate PDF" button.



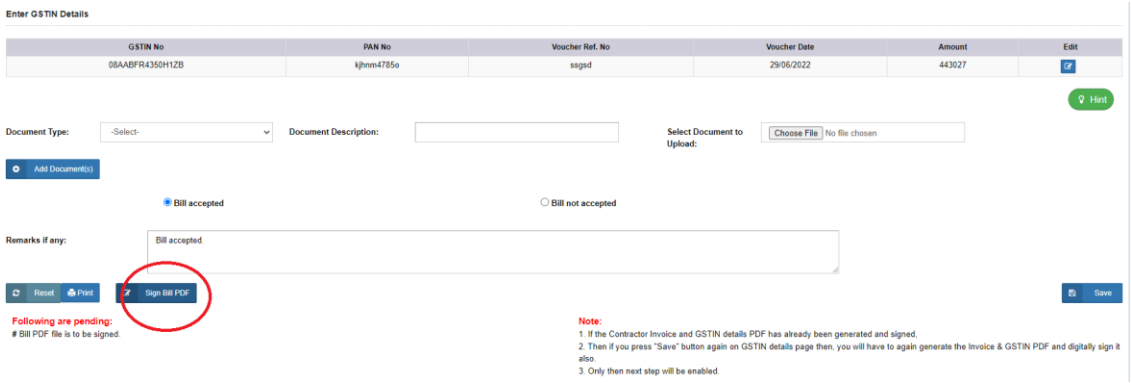

After PDF generation, "Sign" button would be appearing for digitally signing the PDF as:




After signing the GSTIN details, click on close button.
After that GSTIN details will appear on main screen on the Bill as shown below.
After that, user has to generate the PDF of the Bill.




After generating the PDF of Bill, Digitally Sign the PDF of Bill (Generate PDF and sign that PDF is mandatory).




And then send the bill to AXEN or return the bill to AXEN if any corrections needed. Also user can download the signed PDF of Bill.

After sending, a Marking screen will appear as:

File Marked Successfully

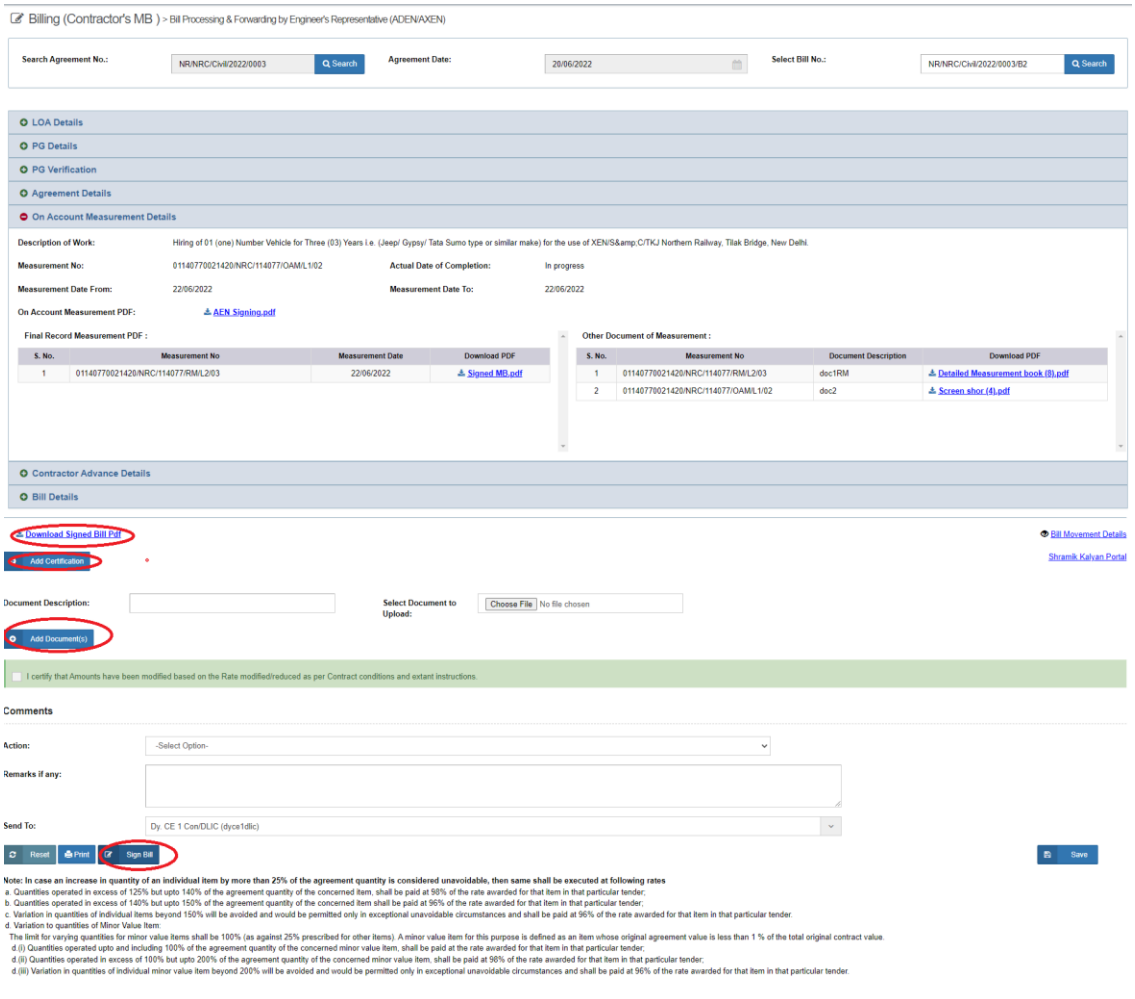
**Bill Marked to:**
AXEN 1/DLIC
axen1dlic

**Marking Date:** 29/06/2022

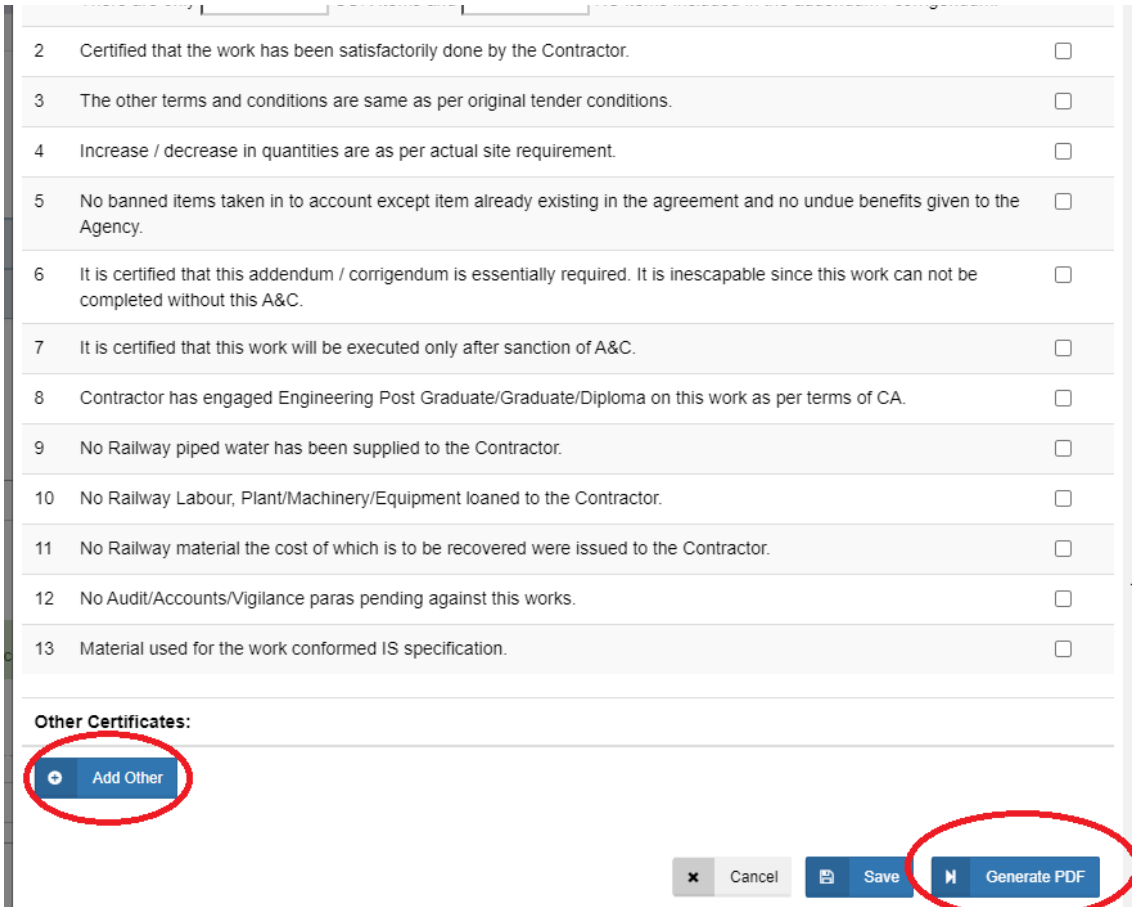
Marked for Action : Bill Processing by Engineer's/Manager's Representative (ADEN/AXEN/XEN/XEN(C))

| # | Bill No | Bill Date | LOA No | Work Name | LOA Date | LOA Amount |
|---|---|---|---|---|---|---|
| 1 | NR/NRC/Civil/2022/0003/B2 | 29/06/2022 | 01140770021420 | Hiring of 01 (one) Number Vehicle for Three (03) Years i.e. (Jeep/ Gypsy/ Tata Sumo type or similar make) for the use of XEN/S&C/TKJ Northern Railway, Tilak Bridge, New Delhi. | 02/07/2020 | 50,002,334 ₹ |

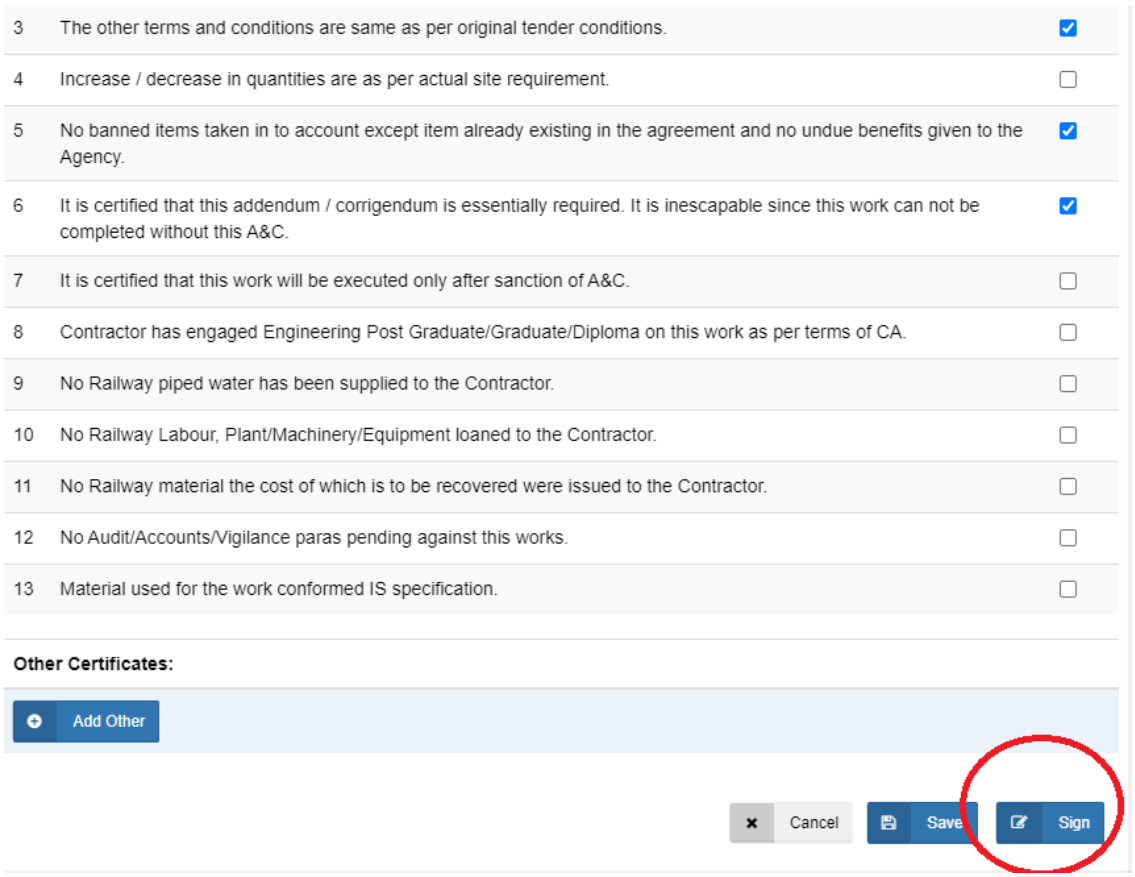
## 1.5. Bill Processing and Forwarding by Engineer's Representative Screen (ADEN/AXEN)



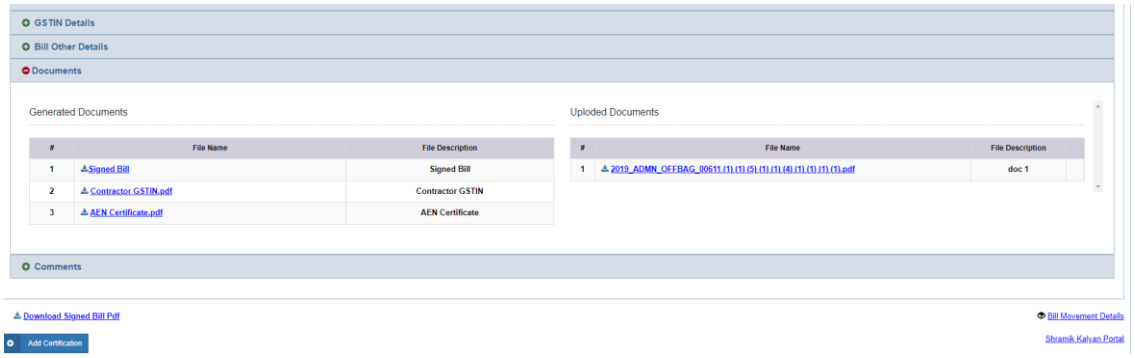
Engineer's Representative can download the signed PDF of Bill.
Engineer's Representative should Digitally Sign the PDF of Bill (mandatory).
Engineer's Representative can upload any document if he/she wants.
Engineer's Representative can add the certificates by clicking upon "Add Certificate" button.
In case of provisional bill ADD Certificate process is not mandatory.



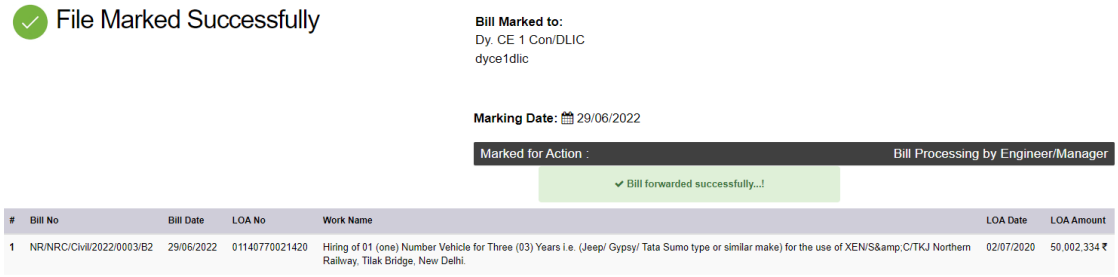

Select the Certificates by clicking on checkbox. Only checked certificates will be added on save. After Save the certificates, generate the PDF for the same and then Digitally Sign the generated PDF.



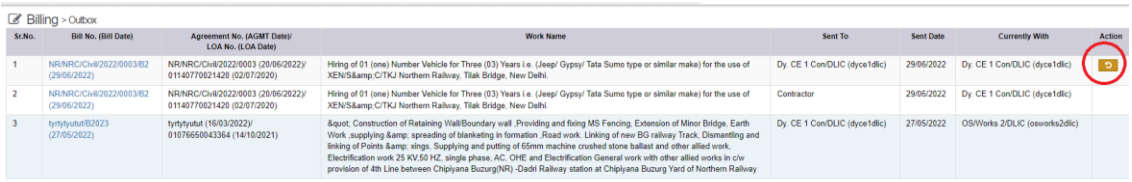

User can download the attached signed certificate, GSTIN details of Contractor and other attached documents.



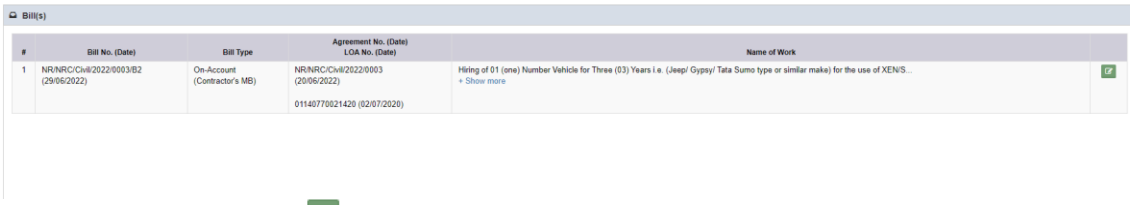

And then select the suitable "Action" and send Bill to Engineer for further processing.
After sending, a Marking screen will appear as:



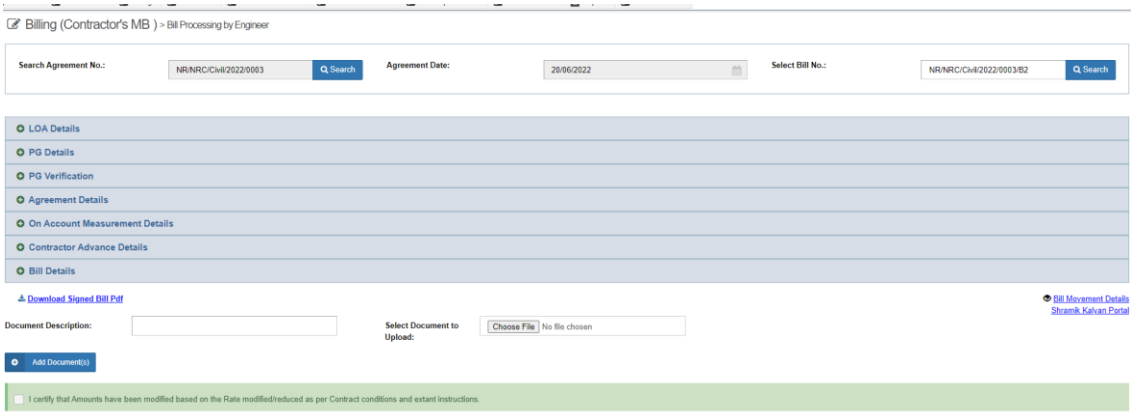

If User wants to pull back the sent bill (before any action could be taken by receiver), then choose the Outbox option from the Billing menu. Pull back screen as:



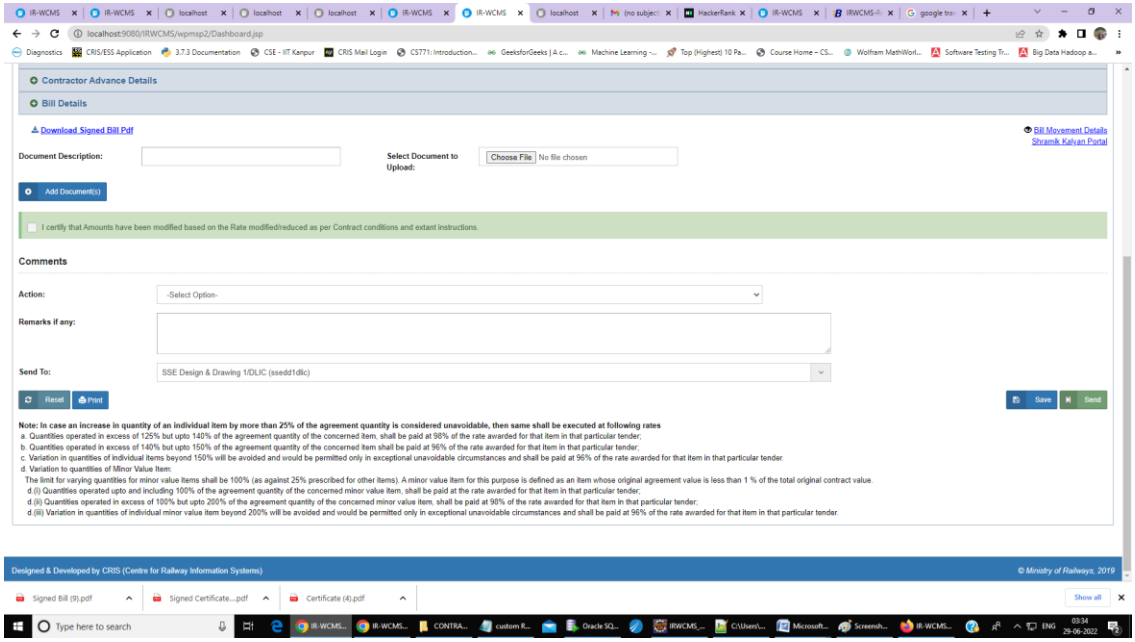

## 1.6. Bill Processing by Engineer Screen



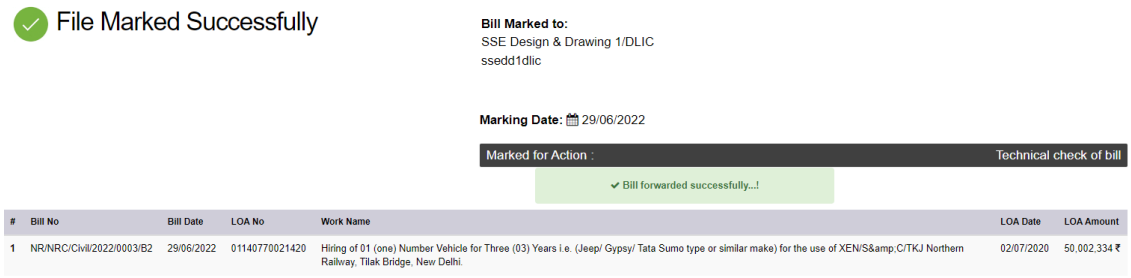

Upon clicking the button , Engineer can view the received "Bill" as below:



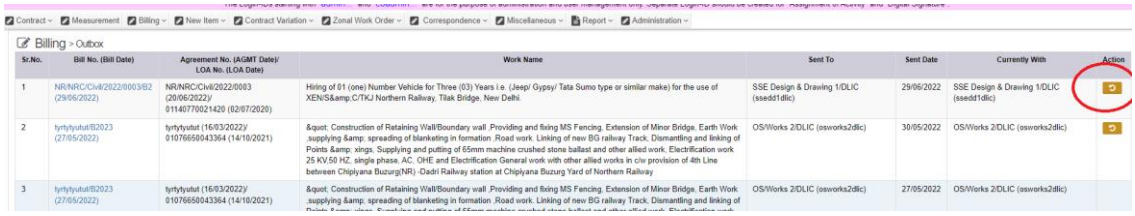

Engineer can download the signed PDF of Bill.
Select the suitable "Action" and then send to CDM for Technical Check or send to OS/Works for General Check or return to Engineer's Representative if any corrections needed.



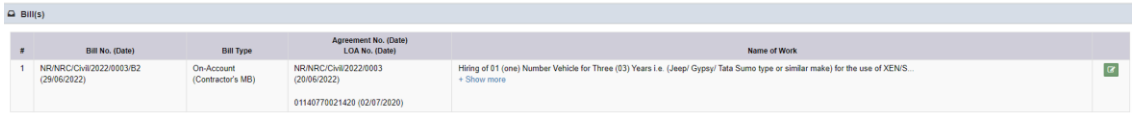

After sending, a Marking screen will appear as:



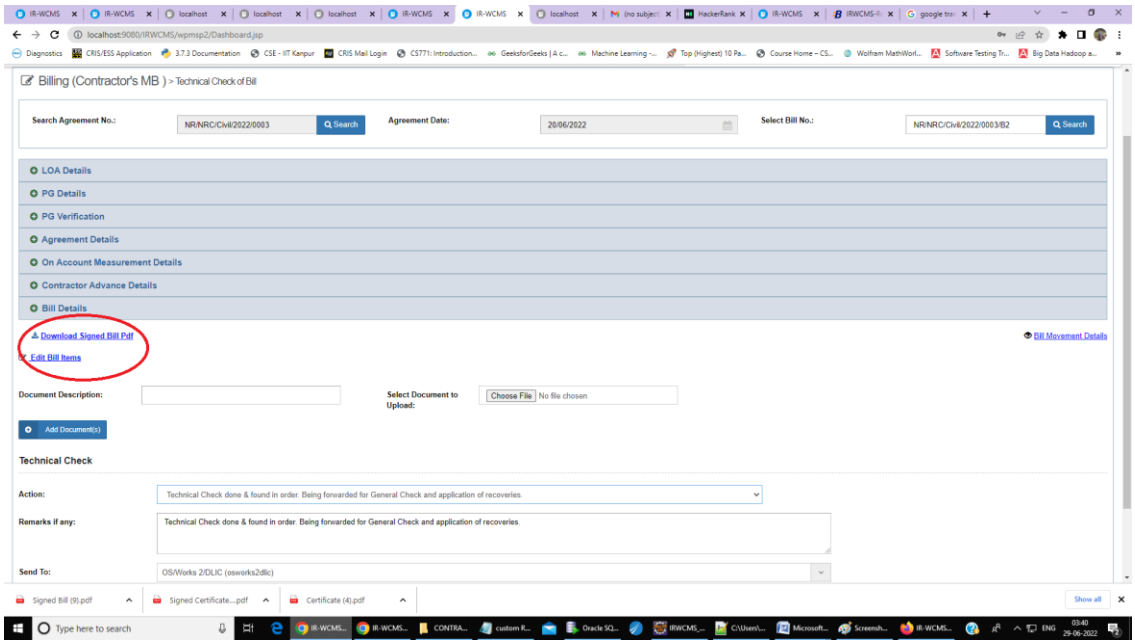

If User wants to pull back the sent bill (before any action could be taken by receiver), then choose the Outbox option from the Billing menu. Pull back screen as:




## 1.7. Technical Check Screen for CDM



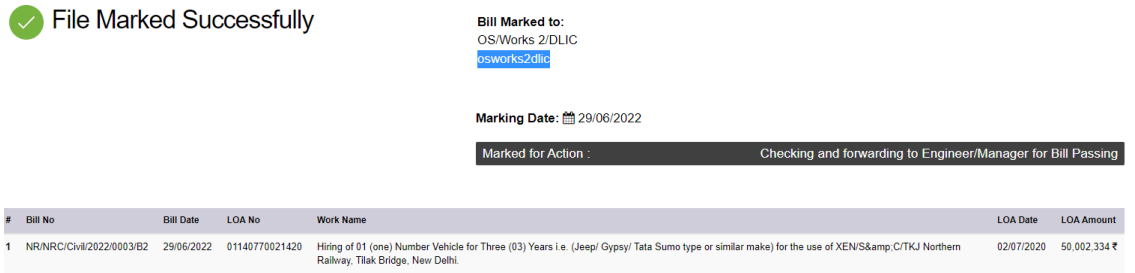
Upon clicking the button , CDM can view the received "Bill" as below:




CDM can download the signed PDF of Bill. Technical Check is not mandatory step.
CDM can Edit the quantity or amount as per special condition of Schedule items.
If CDM edit the quantity or amount of bill then he should generate the new PDF of Bill and should Digitally Sign the PDF of Bill (mandatory).
After signing the PDF, CDM should return the bill for Engineer's Representative for his Digital Sign and then Contractor's Digital Sign should also be obtained on changed Bill PDF.

And then select the suitable "Action" and then send to OS/Works or return to Engineer if any corrections needed.

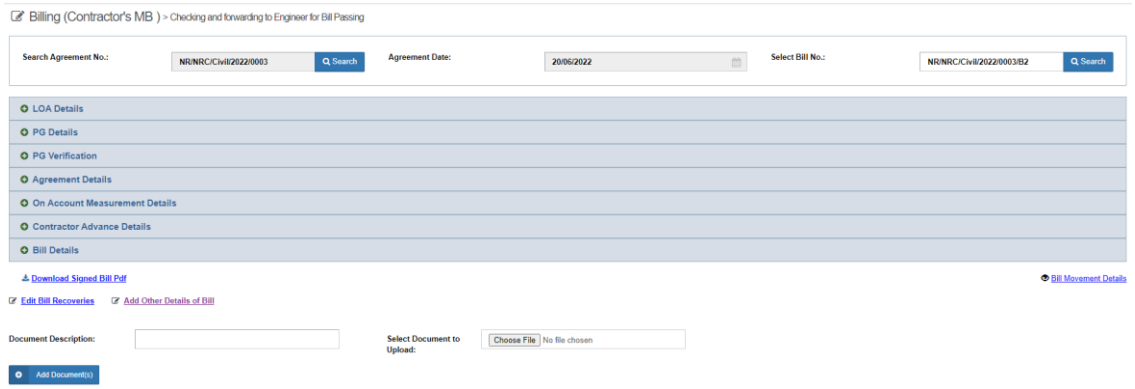
After sending, a Marking screen will appear as:



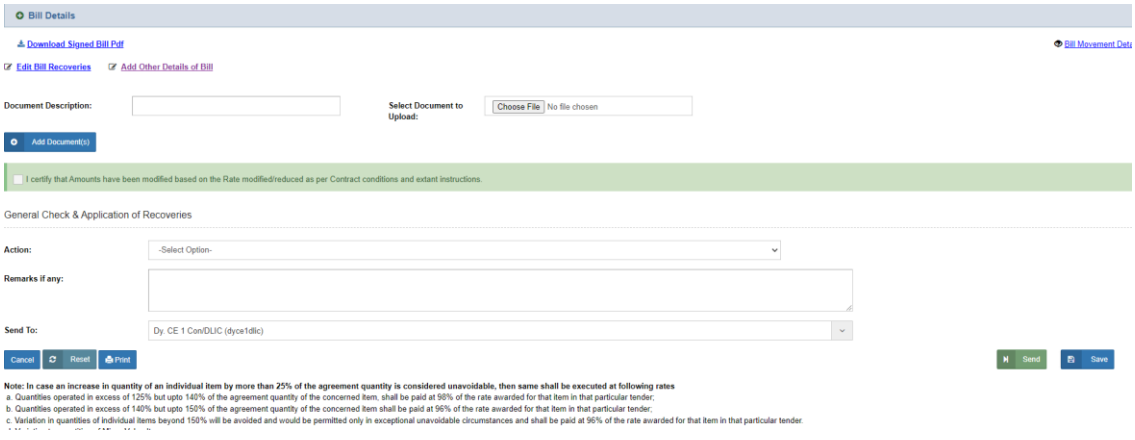

If User wants to pull back the sent bill (before any action could be taken by receiver), then choose the Outbox option from the Billing menu. Pull back screen appears as:

## 1.8. Checking and Forwarding to Engineer for bill passing

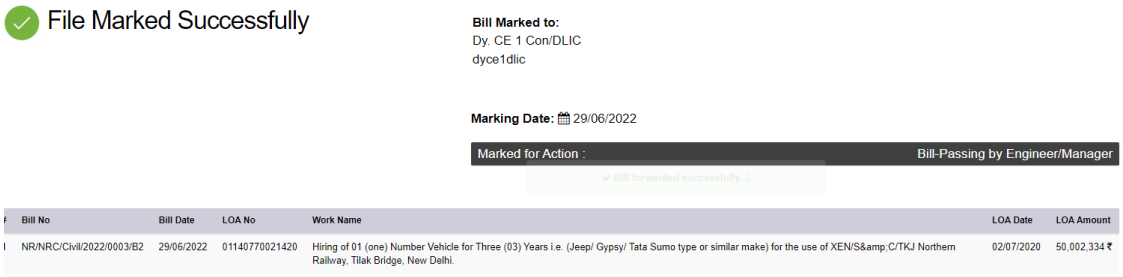
Upon clicking the button , OS/Works can view the received "Bill" as below:




OS/Works can be downloading the signed PDF of Bill.
OS/Works should Add Recoveries on the prepared Bill if any recovery is to be applied.
OS/Works should also fill the Allocation details etc.
And then select the suitable "Action" and then send to Engineer or return to CDM if any corrections needed.

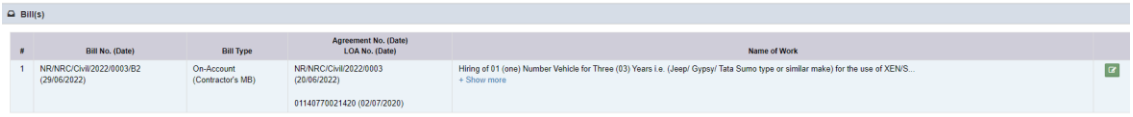



After sending, a Marking screen will appear as:

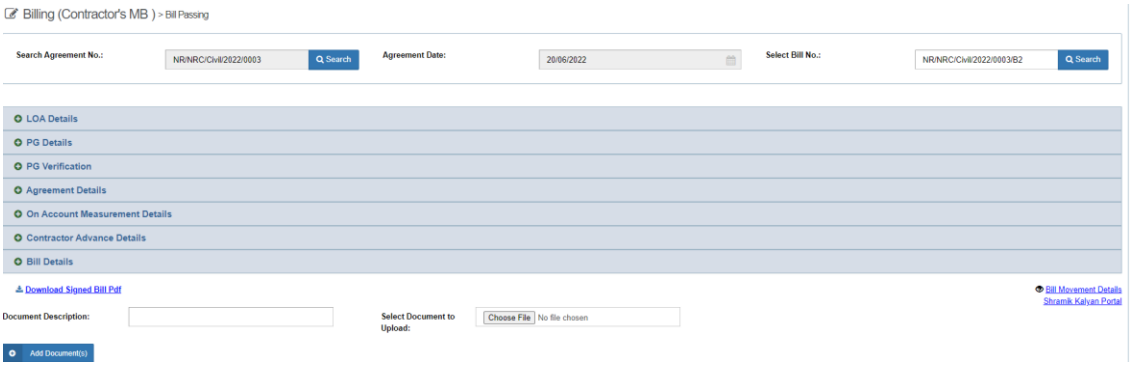


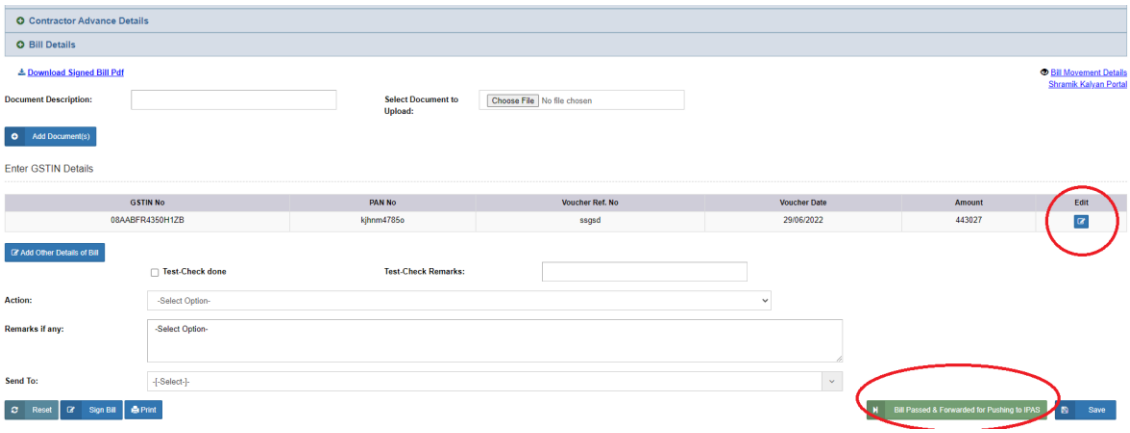

If User wants to pull back the sent bill (before any action could be taken by receiver), then choose the Outbox option from the Billing menu. Pull back screen as:

## 1.9. Bill Processing and Forwarding to IPAS Screen

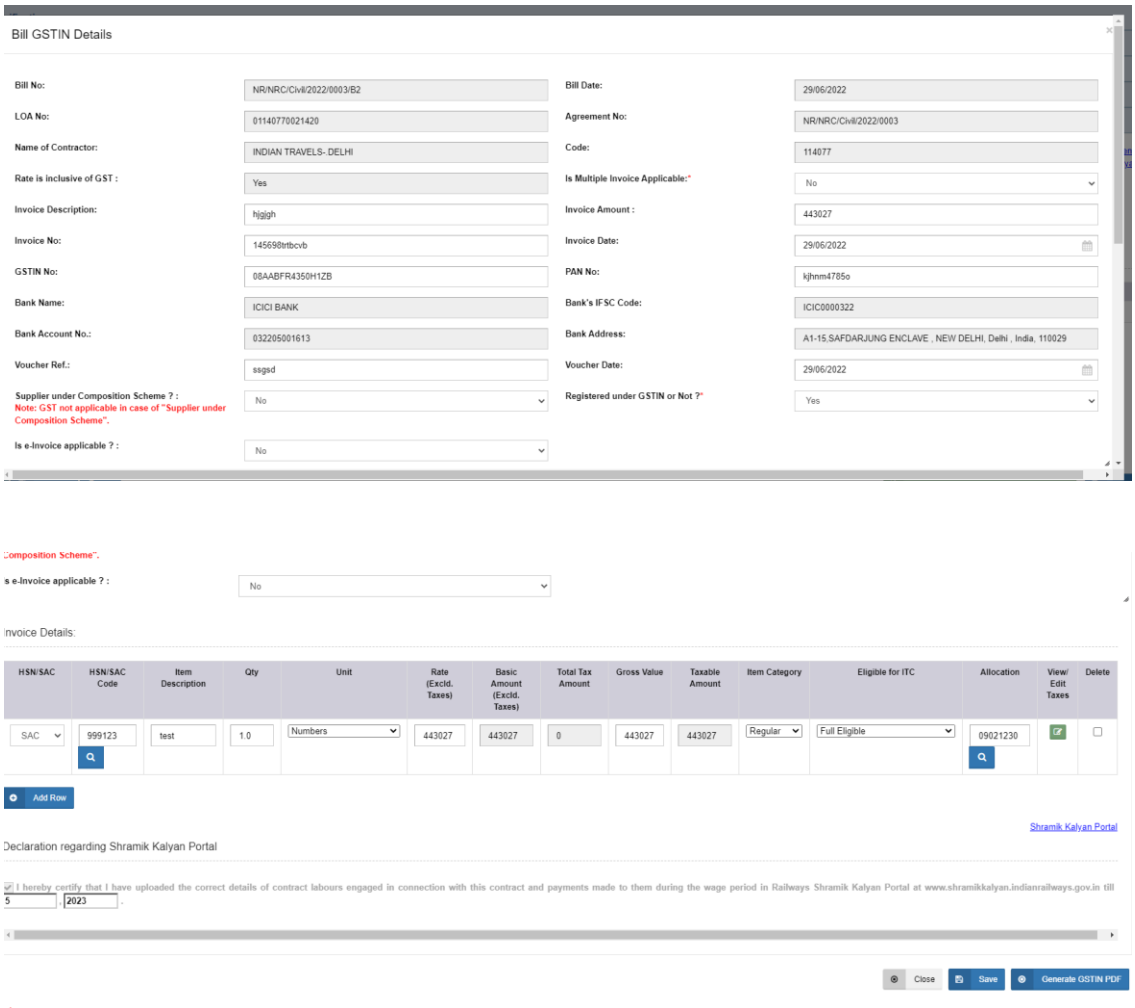



Upon clicking the button , Engineer can view the received "Bill" as below:



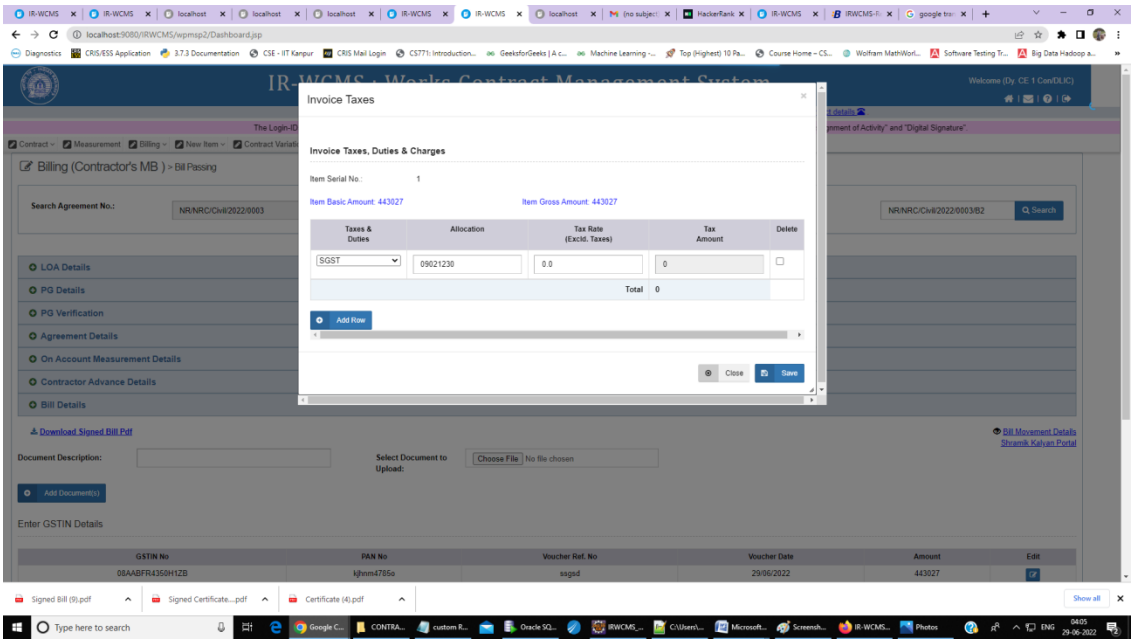



Engineer can download the signed PDF of Bill.
Engineer should Digitally Sign the PDF of Bill (mandatory).
User can edit the GSTIN details by clicking upon "Edit" button.

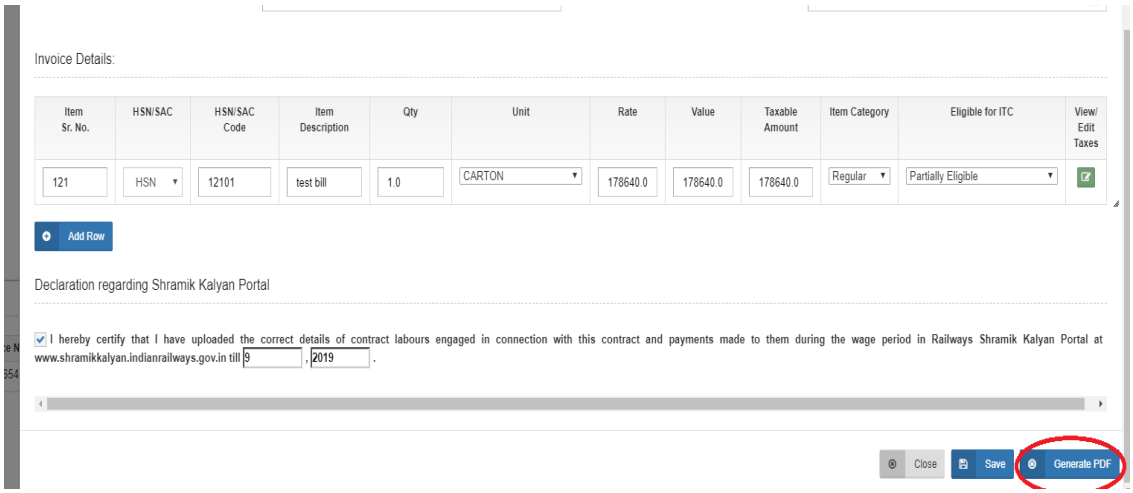



User can fill Allocation details for each item row.

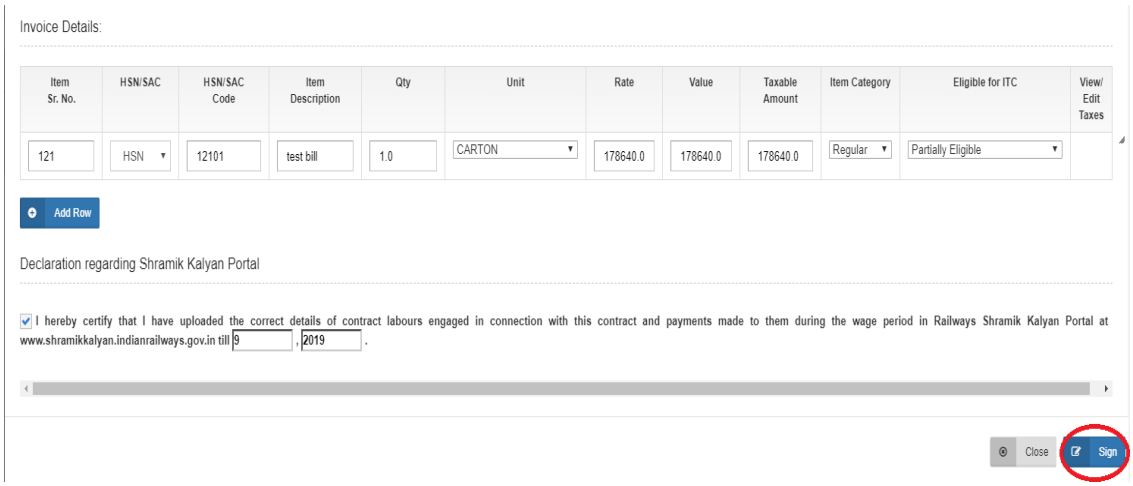
By clicking "View/Edit Taxes" button, user can fill taxes against corresponding item as:



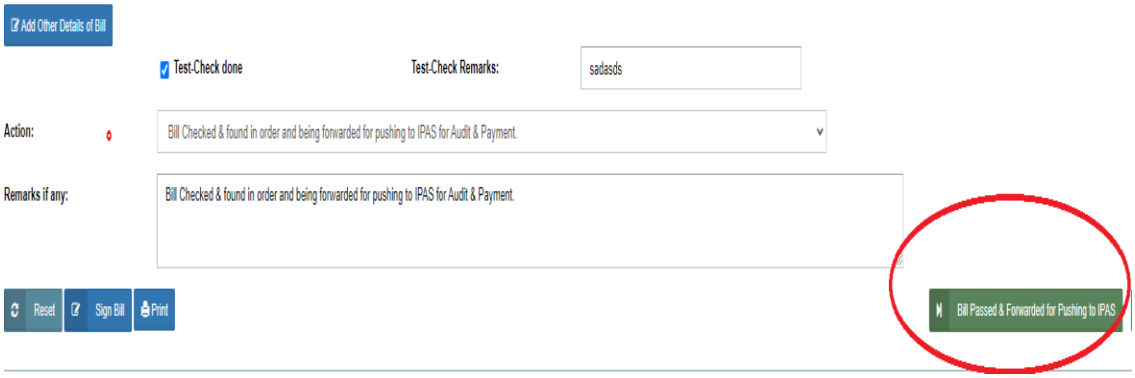

By clicking "Add Row", user can fill multiple Taxes, Duties & Charges along with Allocations. After save all the GSTIN and Invoice details, user should Generate PDF for this by clicking upon "Generate PDF" button.




After PDF generation, "Sign" button would appear for signing the PDF as:




After signing the GSTIN details, click on close button.
And then select the suitable "Action" and then send to IPAS for payment or return to OS/Works if any corrections needed.



Once Bill is registered in IPAS then CO6 number and date will appear in IR-WCMS also against each Bill.

After Bill is paid in IPAS then Payment Date, Payment amount will also appear against each Bill and Bill will be ready at Engineer's Login for Acknowledgement of Payment by the concerned Engineer.

The next Bill can be initiated only after the Payment of Current Bill is acknowledged by Engineer.

If Bill is returned from IPAS then Return Reason and Return Date will appear against each returned Bill. The Engineer can re-initiate the Bill to make necessary correction in the current bill and then re-forward it to IPAS again for payment.

"Bill Bank" under "Report" menu can be used to see the details of any Bill and its current status etc.