USER MANUAL FOR DELIVERY INVOICE TRACKING THROUGH Commodity Receipts Information System (ComRIS)

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1) INTRODUCTION

This document is designed to enable the Clearing Members and market participants to get acquainted with the process flow of the activities associated with delivery related invoices. The Clearing Members (CM) to track and complete the invoice related activities for commodities delivered through Multi Commodity Exchange Clearing Corporation Ltd. (MCXCCL). The Trading Members and their clients shall co-ordinate with the Clearing Member to complete the required documentation.

2) Current Process

As per current practice Clearing Members are provided with contract/ commodity wise working files on SFTP>>Charges_Penalty_Delivery folder. Buyer member downloads the files, update buyer details and sends the file on email to MCXCCL. Then MCXCCL shares the file on SFTP of the Seller Clearing Member. On receipt of the details, Seller prepares and shares the Invoice scan copy to Buyer member on email with CC to MCXCCL. ON confirmation from Buyer, the Seller will dispatch the hard copy to Buyer.

3) Invoice Tracking Facility in ComRIS

In the new process, MCXCCL will continue to share working files in the same path as usual. Facility is provided in ComRIS to share the buyer details and scanned Invoice copies. This will make it easier for buyers and sellers to share Invoice details. This will also help the Clearing Members to track the invoice status on real- time basis.

Given below are the new screens provided in ComRIS with respective usage:

- GST Master Screen to Upload Buyer Details
- Seller Details Screen to Upload Invoice Scan Copy
- Buyer Details Screen to Confirm Invoice Scan Copy & receipt of invoice copy
- Buyer Details Screen to Confirm Receipt of Original Invoice

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4) Process Flow

Please refer below process flow for ease of understanding. This process flow is applicable for invoice tracking functionality in ComRIS. The process flow will continue in the below order.

Step 1	•MCXCCL Delivery team shares Working Files on Member SFTP
Step 2	•Buyer Clearing Member to view Invoice Summary in Buyer Upload Screen
Step 3	•Seller Clearing Member to view Invoice Summary in Seller Upload Screen
Step 4	•Buyer Clearing Member to update GST details for its clients in GST Warehouse Master Screen
Step 5	•Buyer Clearing Member Clicks on 'Sync' button on updating GST Warehouse Master Screen
Step 6	• The buyer invoice details will be auto reflected in Seller Upload & Buyer Upload screens
Step 7	•Seller Clearing Member to view & download the details to initiate process of Scan copy generation & Upload
Step 8	•Seller Clearing Member to upload the Scan copy of invoice
Step 9	•Buyer Clearing Member to check and click "Approve" if satisfied with the scan copy
Step 10	•Buyer Clearing Member to check and click "Reject" if not satisfied with the scan copy
Step 11	•Buyer and Seller Members to co-ordinate with each other if scan copy is 'Rejected'
Step 12	•Seller Member to dispatch the original invoice to the Buyer Member if scan copy is 'Confirmed'
Step 13	•Buyer Member to click 'Received Hard Copy' if original invoice received within time.

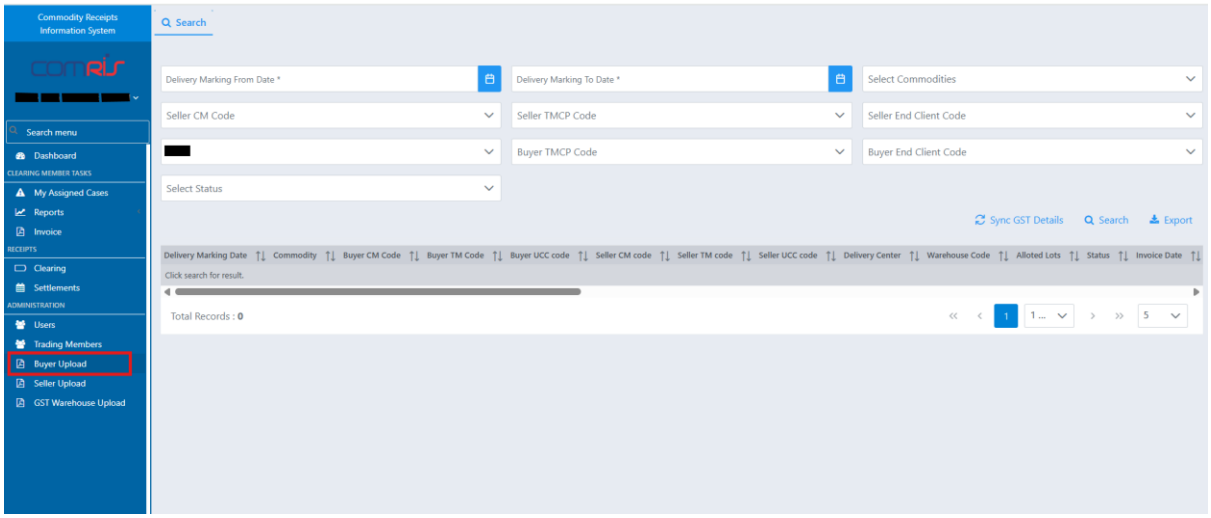
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STEP 1) MCXCCL Delivery team shares Working Files on Member SFTP

No change in Current Process. As usual, the working files will be shared in Charges_Penalty_Delivery folder. The members can download these files.

STEP 2) Buyer Clearing Member to view Invoice Summary in Buyer Upload Screen

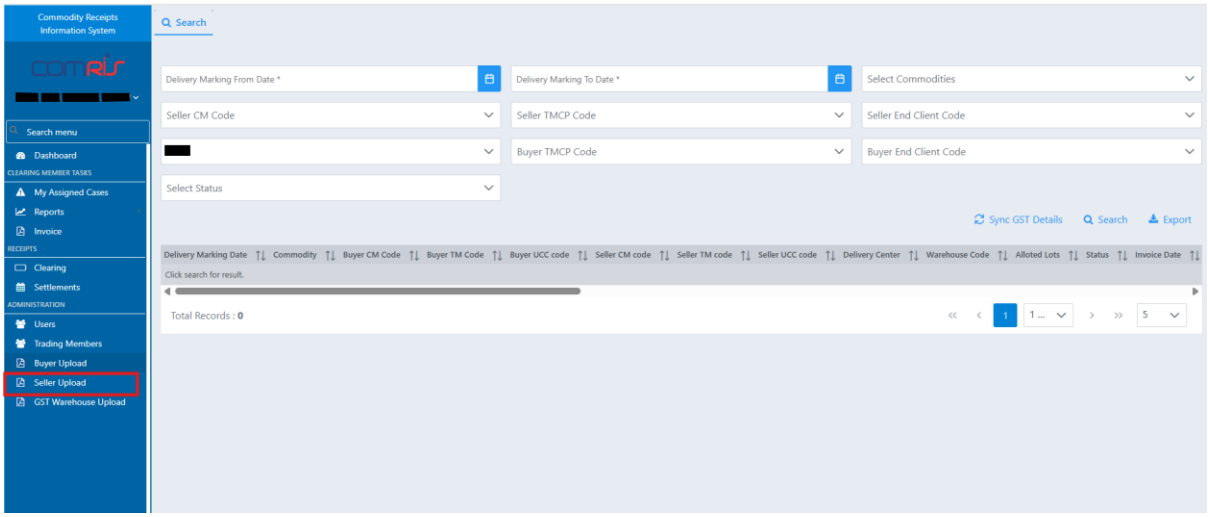
In this screen the Buyer Clearing Member can view the invoice summary along with its status. User can also apply the filters provided in screen to view & download the required details. Details will be summarised at Delivery Marking, Commodity, Seller and Buyer CM, TM, UCC, Delivery Centre and Warehouse code wise.



STEP 3) Seller Clearing Member to view Invoice Summary in Seller Upload Screen

In this screen the Seller Clearing Member can view the invoice summary along with its status. User can also apply the filters provided in screen to view & download the required details. Details will be summarised at Delivery Marking, Commodity, Seller and Buyer CM, TM, UCC, Delivery Centre and Warehouse code wise.

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STEP 4) Buyer Clearing Member to update GST details for its clients in GST Warehouse Upload ScreeN

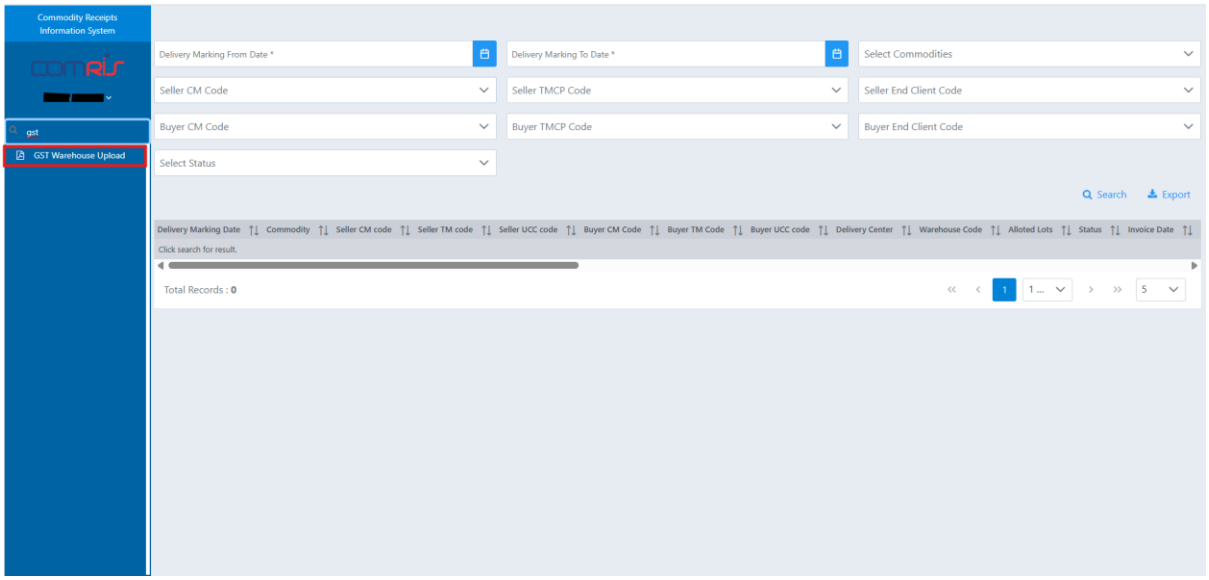
Facility to upload Buyer details is provided to Clearing Member (CM) on COMRIS through the GST Warehouse Upload tab. Details Uploaded in GST Warehouse Upload tab will auto reflect in Buyer details. Members are required to upload the details before the marking to avoid any delay. Active ComRIS Account details with Active warehouses will reflect in the Pending Details file. The details of the client's who do not have ComRIS Account will not reflect in the pending file. Hence, in case of such clients the Clearing Member will have to prepare file and upload details in 'GST Warehouse Upload'.

CM Entity (CM & Member ID) will login to COMRIS to upload the GST Warehouse details

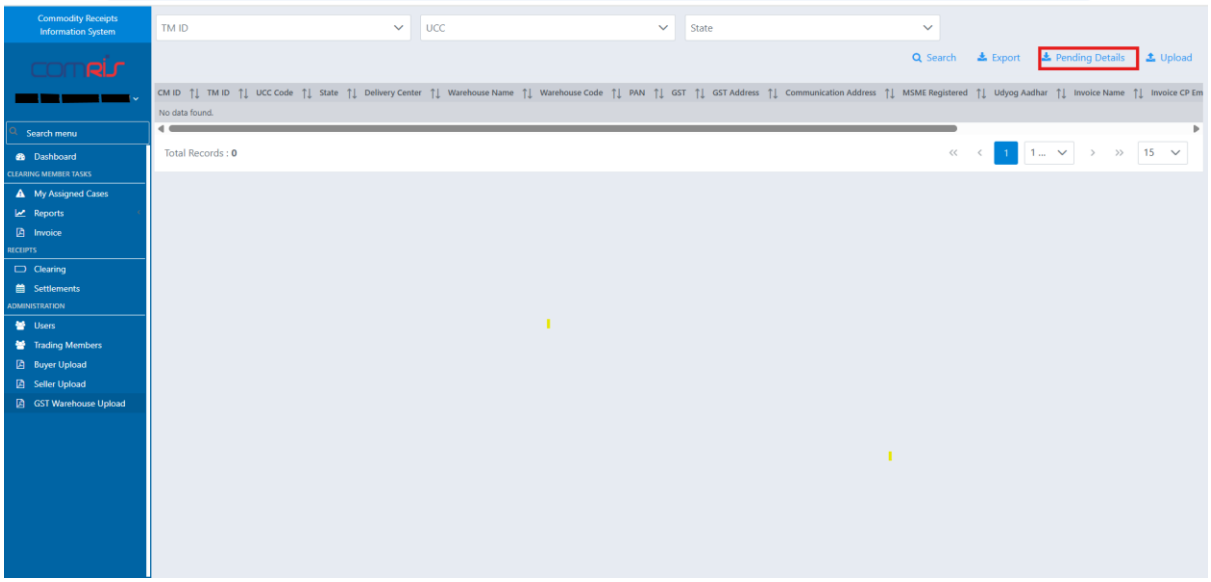


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Click on GST Warehouse Upload Tab

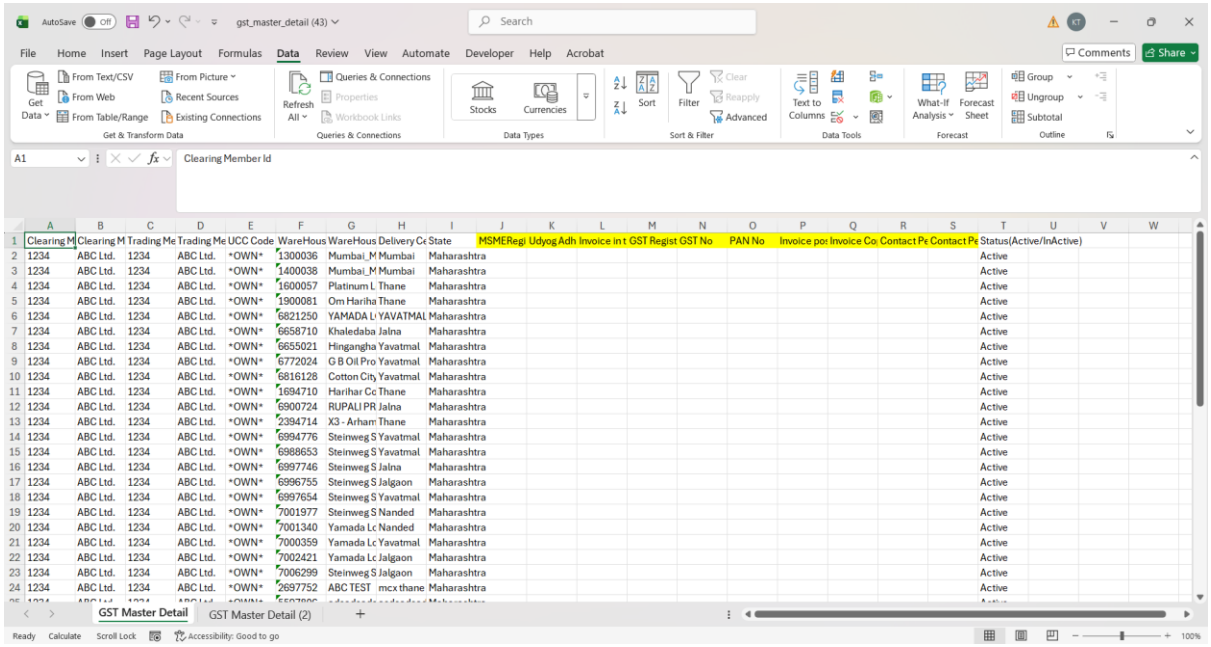


Click on Pending details to download the details to be updated for All Active COMRIS Accounts against each warehouse.

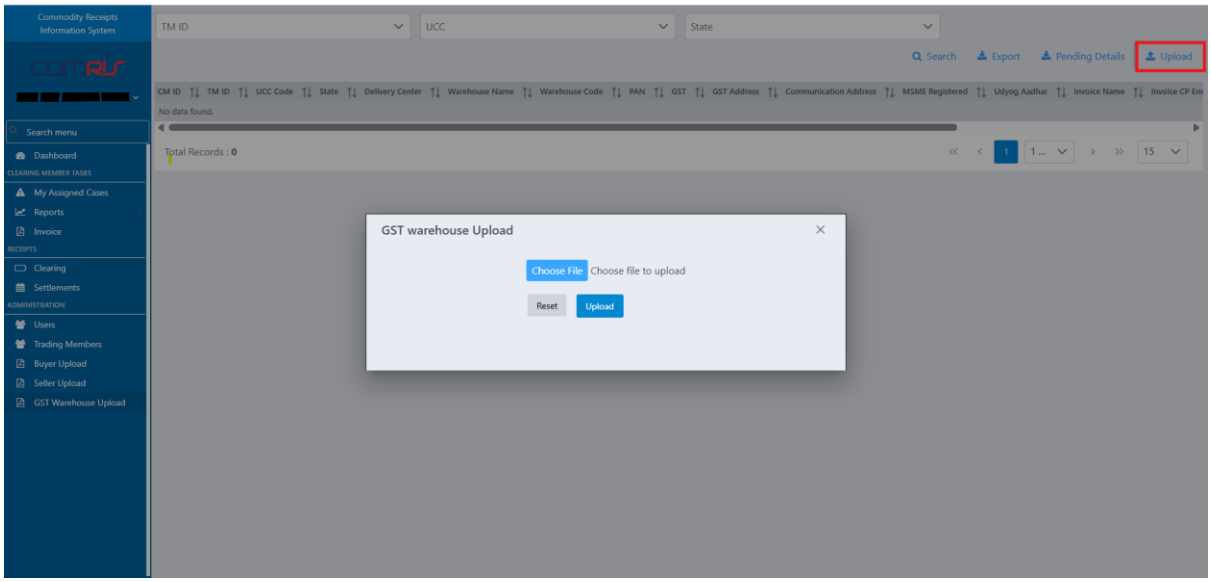


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Update the details from Column ‘J’ to Column ‘S’ as highlighted in Yellow. These details will be auto shared with the Seller in Seller Upload Screen.

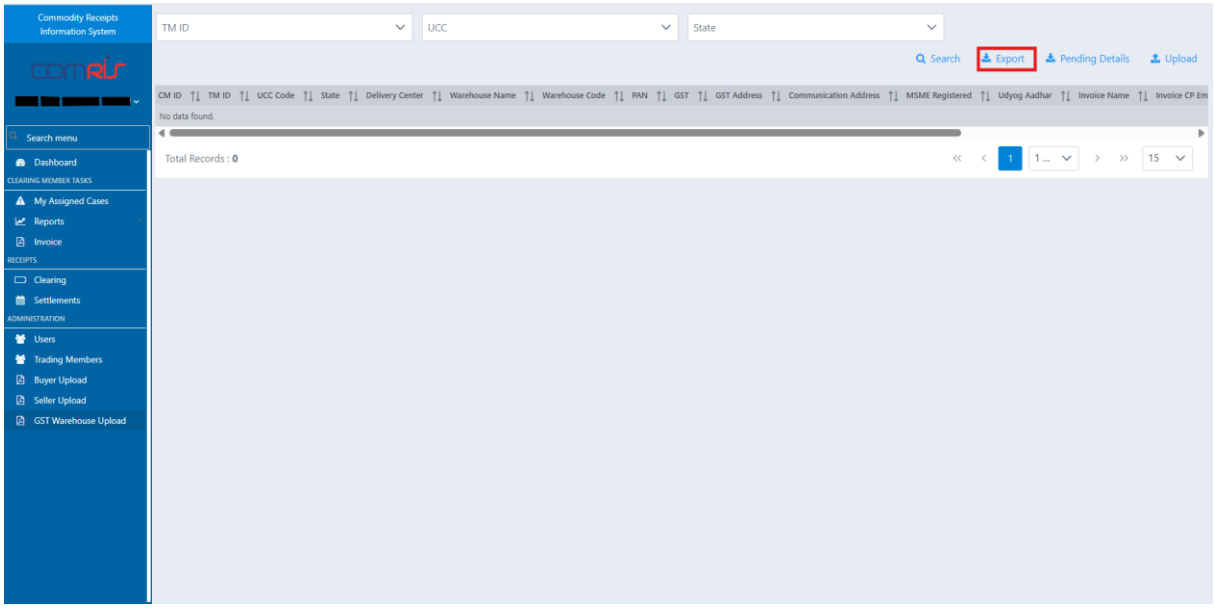


Click on “Upload” to upload the details updated in file.



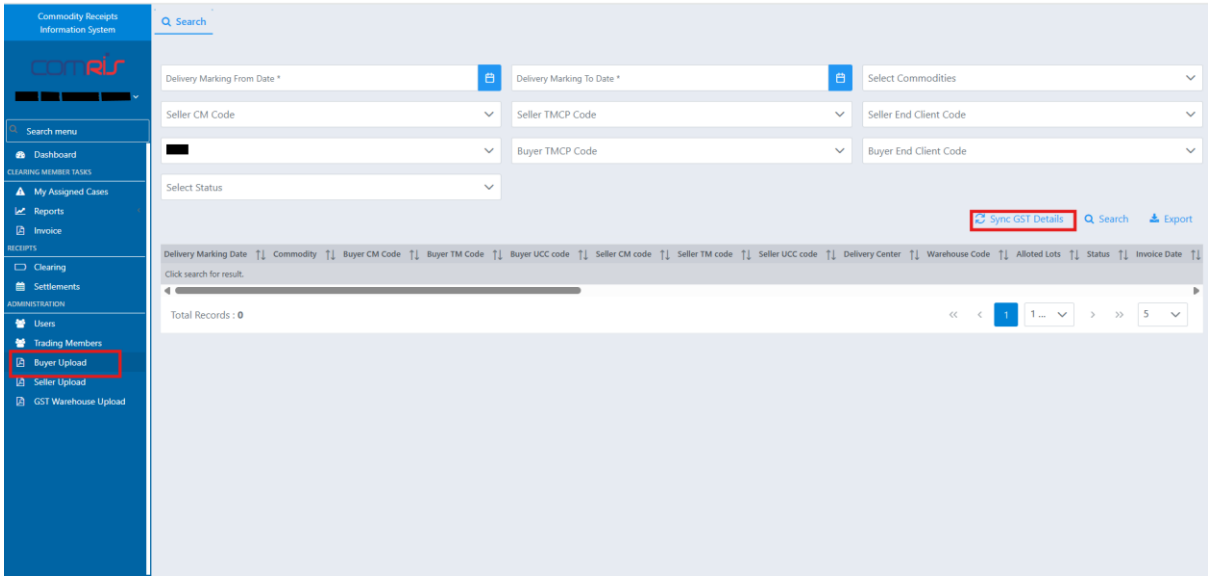
You will be able to download the updated details by clicking on Export. Please ensure to input appropriate filters before clicking ‘Export’ button.

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STEP 5) Buyer Clearing Member Clicks on 'Sync' button on updating GST Warehouse Upload Screen

The Buyer GST details get auto reflected in 'Buyer Upload' & 'Seller Upload' screen If the details in GST Warehouse Upload are updated before Delivery Marking. The member has to click on 'Sync' button in 'Buyer Upload' screen if the member updates the GST Master on the pay-out day or later. Upon clicking 'Sync' the latest detail available in the GST Warehouse Upload gets auto reflected in these screens. The same details will be visible to the Seller Clearing Member and same will be used to raise invoice by seller.



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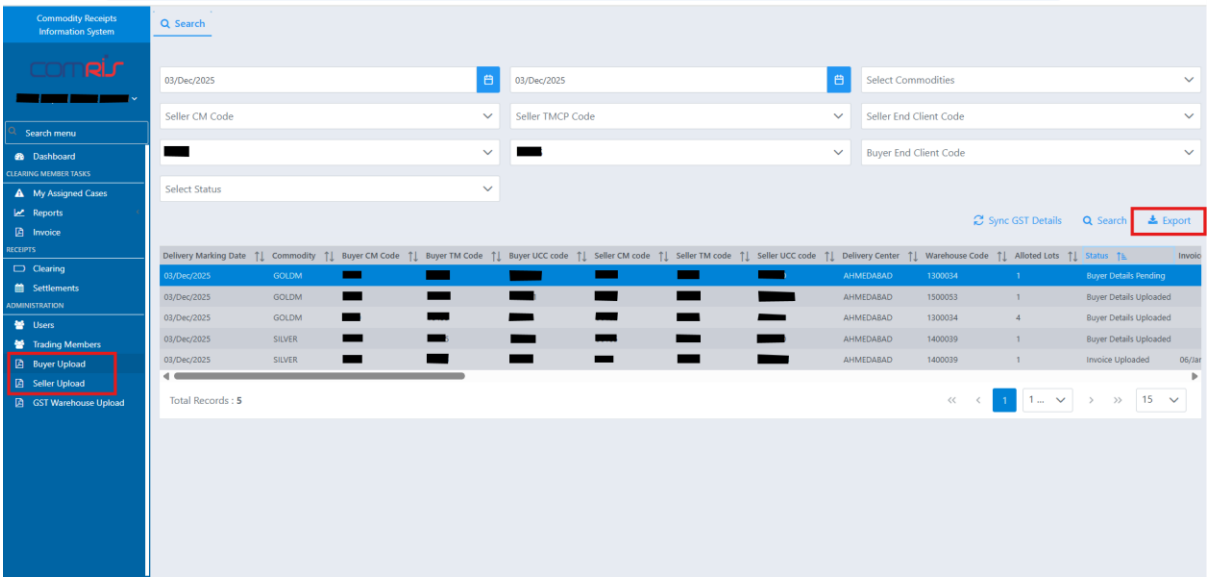
STEP 6) The buyer invoice details will be auto reflected in Seller Upload & Buyer Upload screens

Upon clicking 'Sync' the latest detail available in the GST Warehouse Upload gets auto reflected in these screens. The status of the record will change from Buyer Details Pending to Buyer Details Uploaded. The same details will be visible to the Seller Clearing Member and same will be used to raise invoice by seller.

If the Buyer modifies the already auto shared details and clicks on sync to replace the existing details then he has to co-ordinate with the Seller Member to ensure the seller raises the Invoice with correct details.

STEP 7) Seller Clearing Member to view & download the details to initiate process of Scan copy generation & Upload

For the available details Seller member can coordinate with their clients to raise the Invoice, in case of Pending details Seller member has to contact the buyer for the details. Clearing Member can download the details by clicking on 'Export'.

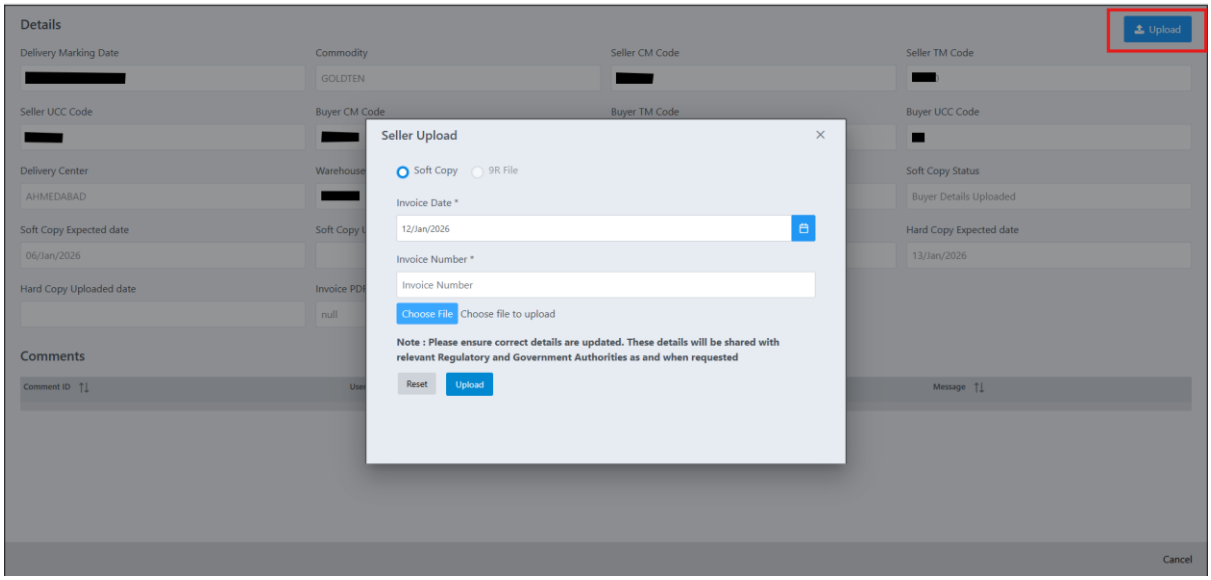


STEP 8) Seller Clearing Member to upload the Scan copy of invoice

Seller Member can upload invoice in pdf format only. In case of multiple invoices members are requested to upload only one pdf file. Status of the record will update from Buyer Details Uploaded to Invoice Uploaded.

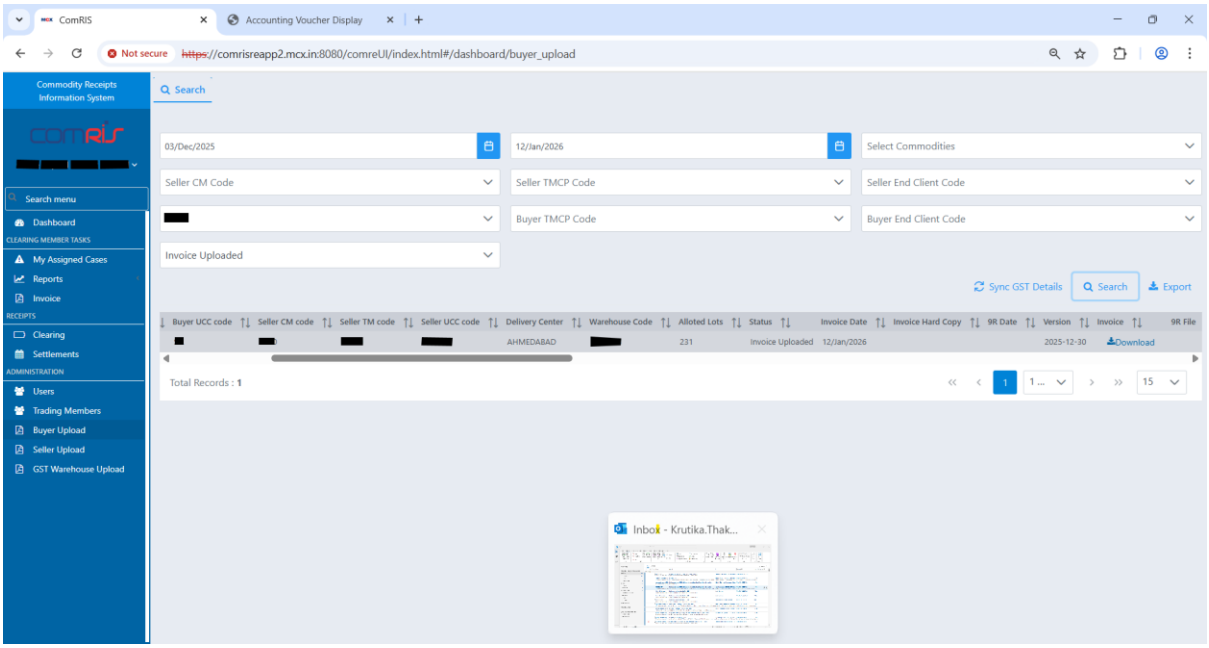
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If the seller fails to deliver the upload the scan copy of the invoice within time, penalty will be levied to the seller as per circular provisions.

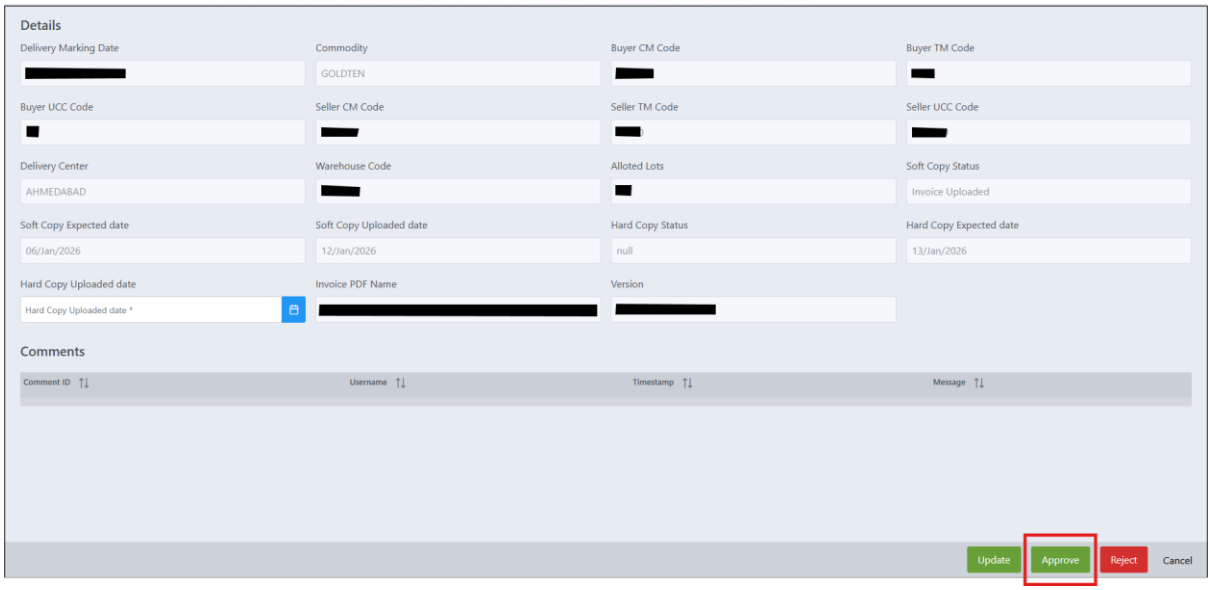


STEP 9) Buyer Clearing Member to check and click "Approve" if satisfied with the scan copy

Buyer member can verify the invoice scan copy by clicking on download. On Double clicking the record, a new page will be loaded. This will provide the option buttons to Approve or Reject the Invoice. Buyer can click on Approve button if they are satisfied with the Invoice. Status of the Invoice record will change to Invoice Uploaded once Buyer clicks on Approve.

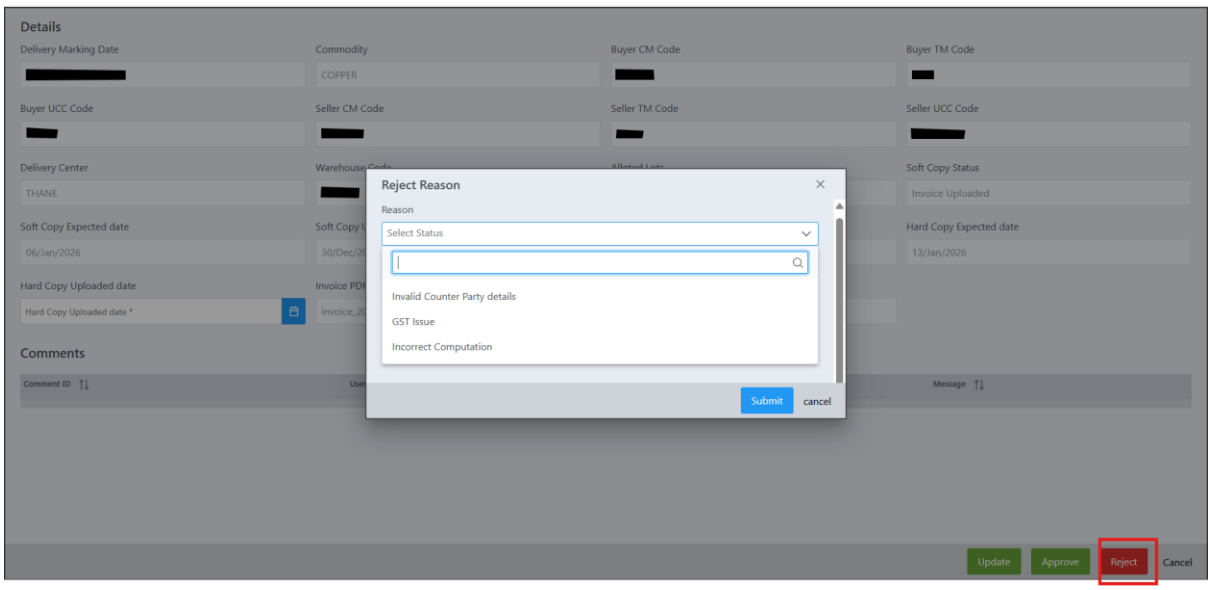


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STEP 10) Buyer Clearing Member to check and click "Reject" if not satisfied with the scan copy

Buyer member can verify the invoice scan copy by clicking on download. On Double clicking the record, a new page will be loaded. This will provide the option buttons to Approve or Reject the Invoice. Buyer can click on Reject button if they are not satisfied with the Invoice. A selection box with option to select the reason for rejection will be provided. It will be mandatory in case of rejection of Invoice. Status of the Invoice record will change to Rejected once Buyer clicks on Reject.



STEP 11) Buyer and Seller Members to co-ordinate with each other if scan copy is 'Rejected'.

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Both Buyer and Seller will have to coordinate with each other to get the issue resolved. If the seller agrees to buyer's demands then the seller will have to upload a revised invoice. If the buyer agrees to accept the invoice then the seller will re-upload the invoice so that the status of the invoice can change in the system from Rejected to Invoice Uploaded.

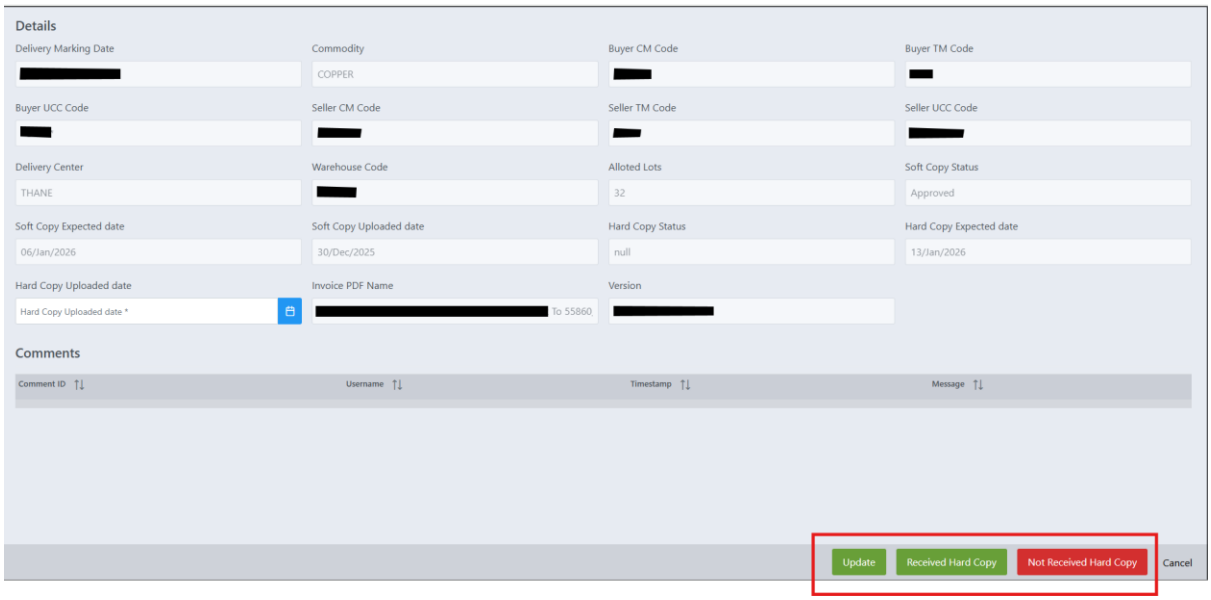
STEP 12) Seller Member to dispatch the original invoice to the Buyer Member if scan copy is 'Confirmed'

Once the status is modified to Approved, Seller Member to dispatch the original invoice to the Buyer Member. Seller member has to share the POD on email to the Buyer member.

STEP 13) Buyer Member to click 'Received Hard Copy' if original invoice received within time.

If the Buyer Member has received the original invoice within stipulated time, the Buyer Member has to click 'Received Hard Copy'. If they do not click this button then the status of the records will auto updated from Approved to Invoice Received at the end of stipulated deadline.

If the seller fails to deliver the original invoice within time and buyer clicks on Not Received Hard Copy. In such cases, penalty will be levied to the seller as per circular provisions.



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5) BULK UPLOAD

In addition to the existing process of uploading and tracking invoices through ComRIS, Bulk Upload of invoice facility is now available via SFTP. This enables Seller Clearing Members to upload multiple invoices efficiently through SFTP while continuing to track invoice status in COMRIS. Current process to upload single invoice through ComRIS portal will continue

Seller Clearing Members can upload multiple invoice files in PDF format only to the following SFTP folder:

SFTP/INVOICEFROMMEMBER/UPLD folder

Validation for uploading the invoice are as follows :

- Nomenclature of the file should be CMID_Unique ID. For Unique Id refer the export of Seller upload screen in ComRIS.
- File format should be PDF only.
- File size should be less than 500 kb.

An invoice can only be uploaded for record whose current status is Buyer Details Uploaded or Rejected.

After processing, the response file will be made available in: SFTP/INVOICEFROMMEMBER/DNLD.

Please note the below error codes:

1. File Already exists
2. CM/Unique id mismatch
3. File size should be less than 500kb
4. Name should be member id _Unique id.pdf

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