

# INVOICE UPLOAD IN VHD PORTAL


Manual and steps to follow





# Login in to URL <https://partner.americantower.com> Enter Login Id & Password (Active Vendor Code for ATC TIPL / ATC ISL)


Partner : vauth


https://accounts.americantower.com/vauth/sso/auth?appkey=aef4daf740d16d8b75b238fce4a313d

 **V-AUTH**  
Universal Application Access

 **ATC INDIA**

 Login to Partner





Remember Me

A simple single sign on facility that allows easy access to multiple applications through a single sign in.

Use your windows login credentials to login to the specified application.

Remember-me enables long-lived sessions, eliminating the need to login for a predefined duration.

Copyright © 2016, ATC Telecom Infrastructure Private Limited (formerly Viom Networks)

Type here to search

6:22 PM  
1/3/2019



Welcome page will appear, Click on "Submit Invoice"

Accounts Payable - ATC

Not secure | uatwhsap01.americantower.com:50/app.php

ATC INDIA

Welcome [Name] Logout

Know Your Supplier | Invoice Listing | **Submit Invoice** | Query to be Resolved | Request Tracking | Image Management

**Vendor**

Name & Code  
Business Nature  
Transportation  
Address  
Telephone  
Email  
Registration Date  
ATC Registration Date

**No Banner added yet**  
[Please Upload Banner](#)

**Performance**

**Monthly Invoice Report**

Performance by year

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2013	1.5M	2.5M	1.0M	0.5M	2.0M	2.0M	0.5M	0.5M	1.0M	1.5M	1.5M	2.5M
2014	0.5M	2.5M	1.0M	1.5M	0.5M	1.5M	0.5M	4.0M	1.0M	0.5M	1.5M	2.5M
2015	0.5M	2.5M	1.0M	0.5M	1.5M	1.5M	1.5M	1.0M	1.0M	0.5M	2.5M	1.5M
2016	2.0M	1.5M	1.0M	0.5M	1.5M	1.5M	0.5M	0.5M	1.0M	0.5M	0.5M	0.5M
2017	1.5M	2.5M	1.0M	0.5M	2.0M	2.0M	0.5M	0.5M	1.0M	1.5M	1.5M	2.5M
2018	0.5M	3.0M	1.0M	2.5M	0.5M	1.0M	0.5M	4.5M	1.0M	0.5M	0.5M	0.5M

**Invoice Status**  
Last 15 Days

Pending Invoices	0
Bucket Invoices	0
Approved Invoices	0
Shipment	0

**Profile**

100%

**Profile Status : COMPLETED**

[Update Now](#)

**Recent Activities**

3:09 PM  
12/28/2018



“Submit Invoice” page will appear. These fields will automatically appear with details. Select “Add Invoice” (Add Shipment will be only for ASN for material supply)

Accounts Payable - ATC

Accounts Payable - ATC

Not secure | uatwhsap01.american tower.com:50/app.php?updateProfile=SubmitInvoice

Welcome : [User Name] | Logout

**Submit Invoice**

Date of Receipt: [Input Field]

Vendor name: [Input Field]

Vendor Code: [Input Field]

Pan Number: [Input Field]

Add Shipment Add Invoice

**Shipment/Invoice**

Entity Name	Invoice No.	Supplier locat	Amount	Document Type	Invoice Date (dd/mm/yyyy)	Invoice Basis	PO / Agreement No.	Document Check	Uploaded File	Doc Id	Edit	Delete
No records to display												

Page 0 of 0

Submit

ATC INDIA

3:10 PM 12/28/2018



“Add Invoice” page will appear. These fields will automatically appear. Enter all fields as given below and upload Invoice document & soft data in required format

Accounts Payable - ATC

Accounts Payable - ATC

Not secure | uatwhsap01.american tower.com:50/app.php?updateProfile=SubmitInvoice

Welcome | Logout

ATC INDIA

Home Page

Know Your Supplier

Invoice Listing

Submit Invoice

Query to be Resolved

Request Tracking

Image Management

Submit Invoice

Date of Receipt

Vendor Code:

Shipment/Invoice

Entity Name Invoice

Submit

Page 0 of 0

Invoice Basis: PO

PO Number: Select one..

Entity: Select one..

Supplier location: Select one..

Circle: Select one..

Delivery Location: Select one..

Document Type: 1

Invoice No.:

Invoice Date (dd/mm/yyyy):

Amount:

Tax Amount:

Upload File: Browse...

Freight Amount:

Soft Data: Browse...

Note: PO number/Old PO number

Note: File type (.exe) is not allowed and maximum upload size is upto 400MB.

Document CheckList

Loading...

Done Cancel

Add Shipment Add Invoice

Uploaded File	Doc Id	Edit	Delete
No records to display			

3:10 PM  
12/28/2018



Document check list will appear, tick for all boxes of the checklist.  
Select "DONE" if all entries are OK and correct.

The screenshot shows a web browser window with the URL `uat/whsap01.american tower.com:50/app.php?updateProfile=SubmitInvoice`. The page title is "Accounts Payable - ATC". The main content area is titled "Add Invoice" and contains the following fields:

- Invoice Basis: Non-PO
- Supplier location: Select one..
- Entity: 007 ATC Telecom Infrastruc
- Delivery Location: Select one..
- Circle: IND Delhi
- Invoice No.: 12
- Document Type: Invoice
- Invoice Date (dd/mm/yyyy): 28/12/2018
- Amount: 120
- Upload File: C:\fakepath\Inv (Browse...)
- Soft Data: C:\fakepath\Soft (Browse...)

Below the form is a "Document Checklist" section with the following items, all of which are checked:

- Original Excise invoice/ TAX Invoice for customer duly signed by the Vendor (Rubber stamp not mandatory if signed on behalf of name of customer)
- Duplicate Excise invoice for Transporter (DFT) duly signed by the Vendor (Rubber stamp not mandatory if signed on behalf of name of customer)
- Lorry Receipt (Consignee Copy) duly signed by transporter and duly stamped by Viom with gate entry details for material receipt with transporter
- Warranty certificate on the vendor's letter head of the vendor duly signed (containing material serial number on this or either quality certificate)

At the bottom of the checklist are "Done" and "Cancel" buttons. The background page shows a sidebar with navigation options like "Home Page", "Know Your Supplier", "Invoice Listing", "Submit Invoice", "Query to be Resolved", "Request Tracking", and "Image Management". The main content area also has "Add Shipment" and "Add Invoice" buttons. The system time is 3:12 PM on 12/28/2018.



Auto prompt stating “Invoice has been added successfully” will appear, select OK to confirm.

The screenshot displays the ATC India web application interface. The browser address bar shows the URL: `uatwhsap01.americantower.com:50/app.php?updateProfile=SubmitInvoice`. The application header includes the ATC INDIA logo and a user profile with a 'Logout' link. The left sidebar contains navigation options: Home Page, Know Your Supplier, Invoice Listing, Submit Invoice, Query to be Resolved, Request Tracking, and Image Management. The main content area is titled 'Submit Invoice' and includes fields for 'Date of Receipt' and 'Vendor Code:'. Below these is a 'Shipment/Invoice' section with a table for 'Entity Name' and 'Invoice'. A 'Submit' button is located at the bottom of this section. A large 'Add Invoice' modal window is open in the center, containing various dropdown menus (Invoice Basis, Entity, Circle, Document Type, Supplier location, Delivery Location) and input fields (Invoice No., Invoice Date, Amount, Upload File, Soft Data). A blue arrow points from the text above to a small dialog box that has appeared over the modal. The dialog box contains the message 'Invoice has been added successfully.' and an 'OK' button. Below the modal, a 'Document CheckList' is visible with several checked items: 'Original Excise invoice/ TAX Invoice for customer duly signed by the vendor (Rubber stamp not mandatory if signed on behalf of name of customer)', 'Duplicate Excise invoice for Transporter (DFT) duly signed by the Vendor (Rubber stamp not mandatory if signed on behalf of name of transporter)', 'Lorry Receipt (Consignee Copy) duly signed by transporter and duly stamped by Viom with gate entry details for material receipt with transporter's stamp', and 'Warranty certificate on the vendor's letter head of the vendor duly signed (containing material serial number on this or either quality certificate)'. The bottom of the screen shows a Windows taskbar with various application icons and a system tray with the time 3:12 PM and date 12/28/2018.



Following page will appear, select **SUBMIT** to confirm submission of Invoice.

**Submit Invoice**

Date of Receipt: 28/12/2018  
Vendor name: [Text Field]  
Vendor Code: [Text Field]  
Pan Number: [Text Field]

[Add Shipment](#) [Add Invoice](#)

**Shipment/Invoice**

Entity Name	Invoice No.	Supplier locat	Amount	Document Type	Invoice Date (dd/mm/yyyy)	Invoice Basis	PO / Agreement No.	Document Check	Uploaded File	Doc Id	Edit	Delete
607 ATC Telecom	12		120.00	Invoice	28/12/2018	Non-PO		Original Excise i...	<a href="#">Download</a>	583400098230...		

Page 1 of 1 | [Submit](#)

Displaying 1 - 1 of 1





Following page will appear, select YES to validate submission of Invoice.

The screenshot shows the 'Submit Invoice' page in the ATC India portal. The page includes a sidebar with navigation options like 'Home Page', 'Know Your Supplier', 'Invoice Listing', 'Submit Invoice', 'Query to be Resolved', 'Request Tracking', and 'Image Management'. The main content area has a 'Submit Invoice' section with input fields for 'Date of Receipt' (28/12/2018), 'Vendor name' (Mahindra Carrier Services), 'Vendor Code' (93467), and 'Pan Number' (BBAPS5600J). Below this is a 'Shipment/Invoice' table with columns for Entity Name, Invoice No., Supplier locat., Amount, Doc, PO / Agreement No., Document Check, Uploaded File, Doc Id, Edit, and Delete. A confirmation dialog box is overlaid on the table, asking 'Are you want to final submit added record?' with 'Yes' and 'No' buttons. A blue arrow points from the text above to the 'Yes' button.

Entity Name	Invoice No.	Supplier locat.	Amount	Doc	PO / Agreement No.	Document Check	Uploaded File	Doc Id	Edit	Delete
607 ATC Telecom ...	12		120.00			Original Excise i...	Download	583400098230...		

Following page will appear, select OK to close the session.

The screenshot shows the 'Submit Invoice' page after successful submission. A success message dialog box is overlaid on the table, stating 'Record has been submitted successfully.' with an 'OK' button. A blue arrow points from the text above to the 'OK' button.

Entity Name	Invoice No.	Supplier locat.	Amount	Doc	PO / Agreement No.	Document Check	Uploaded File	Doc Id	Edit	Delete
607 ATC Telecom ...	12		120.00			Original Excise i...	Download	583400098230...		

After submission of Invoice, VHD will verify the invoice and documents uploaded and either Accept or Reject, please log in to portal and click on INVOICE LISTING to check the status of the invoice uploaded.

The screenshot shows the ATC India portal interface. At the top, the navigation bar includes 'Know Your Supplier', 'Invoice Listing' (circled in blue), 'Submit Invoice', 'Query to be Resolved', 'Request Tracking', and 'Image Management'. The main content area is divided into three columns:

- Vendor:** Displays 'Mahindra Carrier Services (93467)' with details for business nature (Transportation), address, telephone, email, registration date (2006-02-26), and ATC registration date (2018-10-30 09:38:28).
- Performance:** Features a 'Monthly Invoice Report' line chart showing 'Performance by year' from 2013 to 2018. The chart shows performance values ranging from 0M to 5M across the months of the year.
- Invoice Status (Last 15 Days):** A summary table showing 0 pending, bucket, approved, and shipment invoices.
- Profile:** Shows a '100%' completion rate and a 'Profile Status : COMPLETED' with an 'Update Now' button.

In case invoice is showing REJECTED in Invoice Verify please comply to the rejection reasons and upload again. If Invoices showing in any other location, assume as verified and OK and arrange to send the hard copy to Central VHD.

