



Cairn Oil & Gas

CLM Proforma Invoice User Guide

Proforma Invoice Creation Overview

There are two major activities which Suppliers will perform on SirionOne Platform

1. Update the SES\GRN Billable Quantity (Only for Non-KPI records)
2. Creation of Proforma Invoices

Note – Quantity update and Proforma Invoice is only performed for the Service-related line items.
No Action required related with Material line items in Sirion.

Billable Quantity Update & Submit - Overview

- Click on “Invoices” module from the quick link panel and select “SES\GRN Billable Quantity” entity.
- There will be multiple records available in the system based on term and frequency of SAP line Items for each Contract, thus user will Filter out these records using below Metadata fields –
 - A. Callout Order number
 - B. Consumption Start Date
 - C. Consumption End Date

Next Slide has the Screenshot for the same.

Note – In case of KPI SAP Line items records related with KPIs, quantity records will get updated automatically once all KPI Scores get approved in the SirionOne Performance module. Thus, no action required on Quantity for the KPI line items.

Billable Quantity Update & Submit - Overview

Switch to new UX

Search

Home Reports Suppliers Contracts Performance Invoices Invoices Invoice Line Item SAP Line Items Callout Orders **SES\GRN Quantity** Collaboration

SES\GRN Quantity Modified Save As

Filters Columns Tools Download Refresh

Applied filters Apply Reset

Date Consumption Submitted Created Review 2 more

Select More

SES\GRN QUANTITY START DATE
Date
01-10-2021

SES\GRN QUANTITY END DATE
Date
From 31-10-2021

CALLOUT ORDERS/PO NO.
7300156776

Select More

Orders/PO No.	SES\GRN Quantity Start Date	PO Quantity	Quantity	SES\GRN Billable Quantity
	01-10-2021	-	1.47	-

1 Go 1

Sirion Help

Billable Quantity Update & Submit – Single

- After filtration, Quantity records will be available with two options to update the Billable value. Details below –
 - A. Single Update
 - B. Bulk Update
- Single Billable Quantity Update – To update one record at a time, User will click on the respective SDC ID and fill in the billable Quantity value in “SES\GRN Billable Quantity” field. Then submit this ID to close the workflow which enable system\user to generate the proforma invoice.

Next Slide has the Screenshot for the same.

Billable Quantity Update & Submit – Single



CSD19701 / SDC234859
Technical Services

Submit Quantity

General Audit Log

To complete your action, please provide the required information.

Edit Collapse All

SES\GRN Billable Quantity * :	Calculated Rate :
-	-
Final Charges :	Variance :
-	-
Variance % :	Actual Quantity :
-	-
Qty Released :	Service Line Item :
-	-
GR Qty :	GRN Balance quantity :
-	-
PO Quantity :	
-	

Others >

Created 09-01-2023 SA

Comment

Add Comment



Sirion Help

Billable Quantity Update & Submit – Bulk

To update multiple records in single go, User will download the quantity template after selecting the relative SDC IDs. Below are the steps to perform this action-

- Select the records then click on 'Tools' icon on the top right corner and go to 'Bulk Update.' From the dropdown click on 'Download Template.'
- In the template, go to the Tab "SES GRN Quantity" and update the value in column "SES\GRN Billable Quantity". Save the template.
- To upload the saved template, click on 'Tools' icon on the top right corner on the quantity show page, click on 'Bulk update' option to "Upload Sheet."
- 'Bulk update' pop up will appear on the screen, "Browse" template from the saved location and click on "submit".
- After final Billable Quantity gets updated on the selected records, user will move the Quantity workflow. To perform the activity, click on 'Tools' icon on the top right corner and go to "Bulk Action." Select the "status" on which action needs to be performed (select 'Current Status' as "Created," and 'next action' as "Submit") and click on "Fetch." Select all the SDC ID's which need to be moved to next level in the workflow and click on "Submit Quantity."

Next Slide has the Screenshots for the same.

Billable Quantity Update & Submit – Bulk



100 Item(s) selected [Select All 3258 Items.](#) or [Clear All](#)

Tools

- Bulk Action
- Bulk Update**
- Download Template
- Upload Sheet
- Bulk Upload Attachment

ID	Short Text/Service	Callout Orders/PO No.	SES\GRN Quantity Start Date	PO Quant	Billable Quantity
SDC233987	Integrated Development Services for ...	73001298677321	01-11-2022	1	
SDC233988	Integrated Development Services for ...	73001298677321	01-12-2022	1	
SDC233989	Gas Well Construction Services -RDG	73001298677321	04-10-2022	1.04	5 -
SDC233990	Gas Well Construction Services -RDG	73001298677321	01-11-2022	1.04	5 -
SDC233991	Gas Well Construction Services -RDG	73001298677321	01-12-2022	1.04	5 -
SDC234519	Gas Well Construction Services -RDG	7300129867733	04-10-2022	1.04	5 -
SDC234520	Gas Well Construction Services -RDG	7300129867733	01-11-2022	1.04	5 -
SDC234521	Gas Well Construction Services -RDG	7300129867733	01-12-2022	1.04	5 -
SDC234624	Gas Well Construction Services -RDG	73001298675687	04-10-2022	1.04	5 -
SDC234625	Gas Well Construction Services -RDG	73001298675687	01-11-2022	1.04	5 -
SDC234626	Gas Well Construction Services -RDG	73001298675687	01-12-2022	1.04	5 -
SDC234627	Integrated Development Services for ...	73001298675687	04-10-2022	1.04	5.70 -

Billable Quantity Update & Submit – Bulk

AutoSave Off BulkUpdate-SESGRN Quantity-Default (3) Search Vikas Thakran VT

File Home Insert Page Layout Formulas Data Review View Automate Developer Help

Clipboard Font Alignment Number Styles Cells Editing Analysis

Comments Share

A7 1

	W	X	Y	Z	AA	AB	AC	AD	
1	s - Delivery	SAP Line Items - SES/GRN No	Service Details - Line no	Basic Data - Quantity	Basic Data - Price	SE\GRN Quantity - SE\GRN Billable Quantity	SE\GRN Quantity - Actual Quantity	SE\GRN Quantity - Qty Released	SE\GRN Quantity
2	valid date		Only Numeric Values Are Allowed	Only Numeric Values Are Allowed	Only Numeric Values Are Allowed	Please enter a non negative value not having more than 14 digits in integral part and 12 digits in fractional part.	Only Numeric Values Are Allowed	Only Numeric Values Are Allowed	Only Numeric Values Are Allowed
5									
6									
7		10	6	149,631,010			6	1	
8		10	6	149,631,010			6	1	
		10	6	149,631,010			6	1	

Instructions Information **SES GRN Quantity**

Billable Quantity Update & Submit – Bulk

vedanta CAIRN Switch to new UX

Search

SES\GRN Quantity Modified Save As

Filters Columns

GRN Testing with caim SL Linked Consumption ...

ID	Short Text/Service	Callout Orders/PO No.	SES\GRN Quantity Start Date	Billable Quantity
SDC233985	Test 123	73001298677321	01-12-2022	
SDC233986	Integrated Development Services for ...	73001298677321	04-10-2022	
SDC233987	Integrated Development Services for ...	73001298677321	01-11-2022	
SDC233988	Integrated Development Services for ...	73001298677321	01-12-2022	1.04 5.70
SDC233989	Gas Well Construction Services -RDG	73001298677321	04-10-2022	1.04 5
SDC233990	Gas Well Construction Services -RDG	73001298677321	01-11-2022	1.04 5
SDC233991	Gas Well Construction Services -RDG	73001298677321	01-12-2022	1.04 5
SDC234519	Gas Well Construction Services -RDG	7300129867733	04-10-2022	1.04 5
SDC234520	Gas Well Construction Services -RDG	7300129867733	01-11-2022	1.04 5
SDC234521	Gas Well Construction Services -RDG	7300129867733	01-12-2022	1.04 5
SDC234624	Gas Well Construction Services -RDG	73001298675687	04-10-2022	1.04 5
SDC234625	Gas Well Construction Services -RDG	73001298675687	01-11-2022	1.04 5
SDC234626	Gas Well Construction Services -RDG	73001298675687	01-12-2022	1.04 5

1 - 100 of 3,258 entries Display 100

1 Go < 1 2 3 4 5 ... 33 >

Tools Download Refresh

Fetch Records with:

Current Status: Created

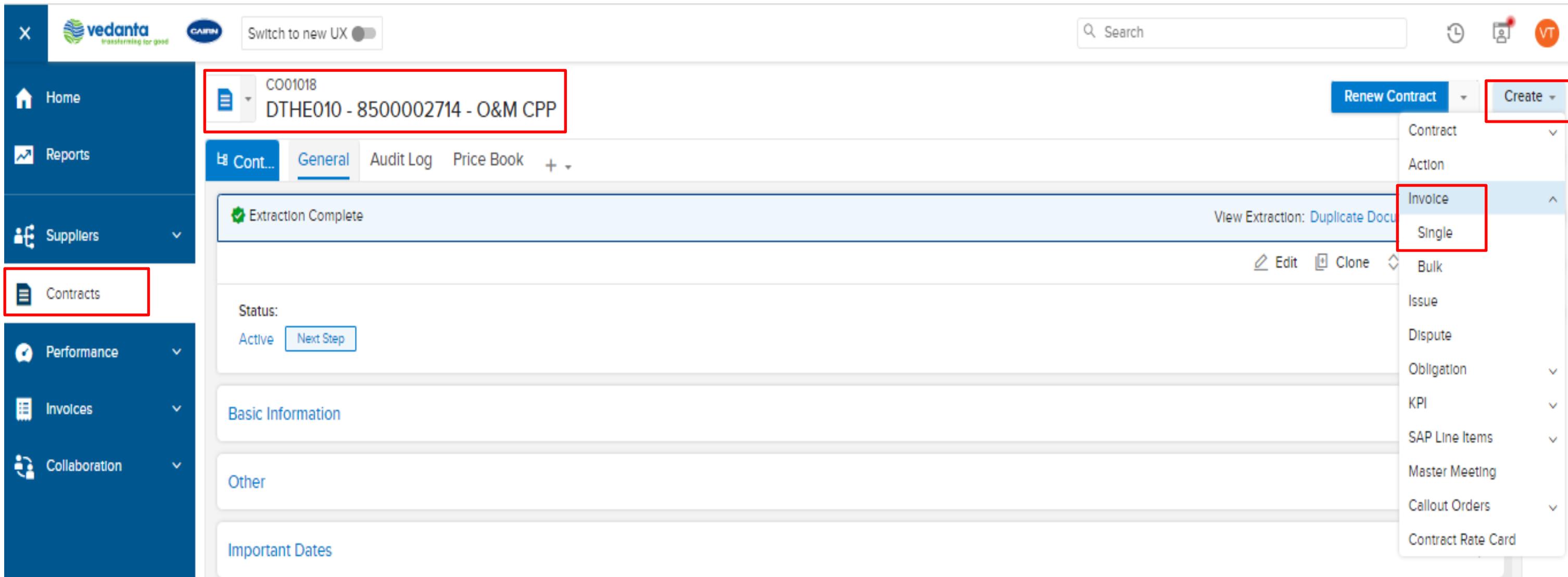
Next Action: Submit Consumption

Fetch Cancel

Sirion Help

Proforma Invoice Creation

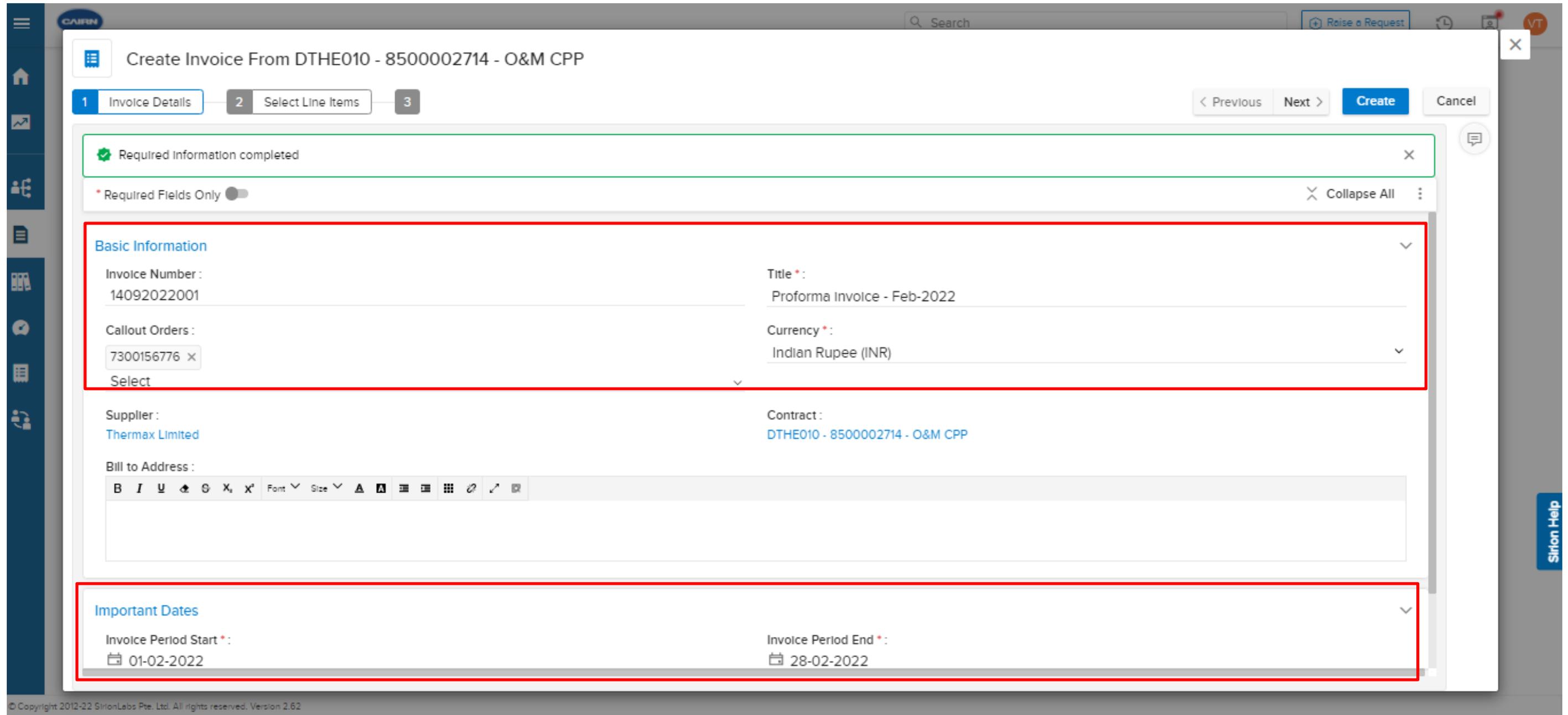
After quantity is Submitted, then Supplier user will create a proforma invoice. To do so, Suppliers will go to the contract page and select the “Single” Option available in “Invoice” button from the ‘Create’ Menu on the top right.



The screenshot displays the Vedanta system interface. The top navigation bar includes the Vedanta logo, a 'Switch to new UX' toggle, a search bar, and user profile icons. The left sidebar contains navigation options: Home, Reports, Suppliers, Contracts (highlighted with a red box), Performance, Invoices, and Collaboration. The main content area shows a contract summary for 'CO01018 DTHE010 - 8500002714 - O&M CPP' (highlighted with a red box). Below the contract details, there are tabs for 'Cont...', 'General', 'Audit Log', and 'Price Book'. A notification bar indicates 'Extraction Complete'. The 'Status' is 'Active' with a 'Next Step' button. The 'Basic Information' and 'Other' sections are visible. On the right, the 'Create' menu is open, showing options: Contract, Action, Invoice (highlighted with a red box), Single (highlighted with a red box), Bulk, Issue, Dispute, Obligation, KPI, SAP Line Items, Master Meeting, Callout Orders, and Contract Rate Card. The 'Renew Contract' button is also visible.

Proforma Invoice Creation

The Single Invoice creation page will appear, and it allows the Suppliers to update all the Invoice related Information (Such as Invoice number, Title, callout order number, Currency Invoice period) under 'Invoice Details' Tab.



Create Invoice From DTHE010 - 8500002714 - O&M CPP

1 Invoice Details 2 Select Line Items 3

Required Information completed

* Required Fields Only Collapse All

Basic Information

Invoice Number : 14092022001 Title * : Proforma Invoice - Feb-2022

Callout Orders : 7300156776 x Currency * : Indian Rupee (INR)

Select

Supplier : Thermax Limited Contract : DTHE010 - 8500002714 - O&M CPP

Bill to Address :

Important Dates

Invoice Period Start * : 01-02-2022 Invoice Period End * : 28-02-2022

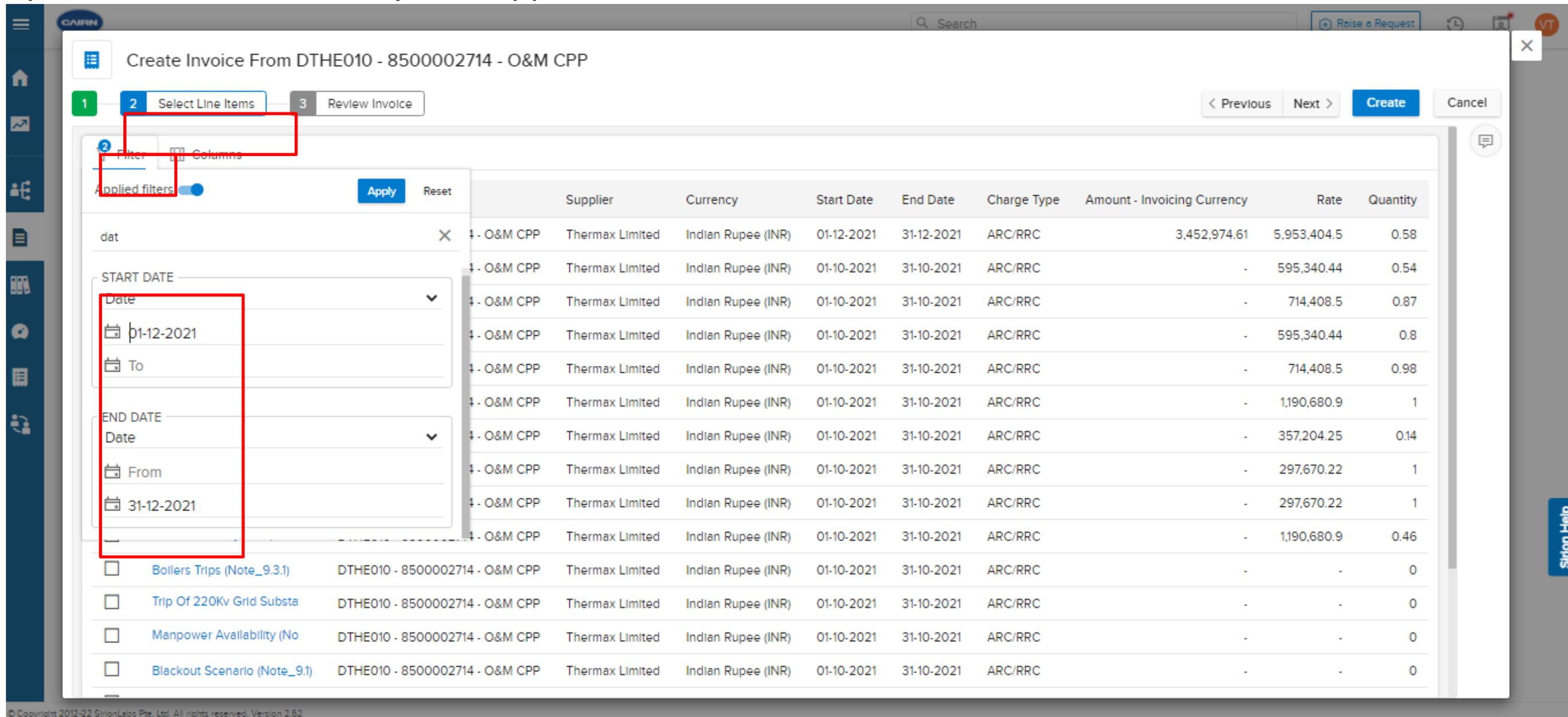
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Sirion Help

Sensitivity: Internal (C3)

Proforma Invoice Creation

After filling the details under Invoice details tab, user will go to the “Select line items” tab. Then apply filter on Start date and End date for billable service period to raise an Invoice. This will show only those records where final quantity have been submitted by the Suppliers user.



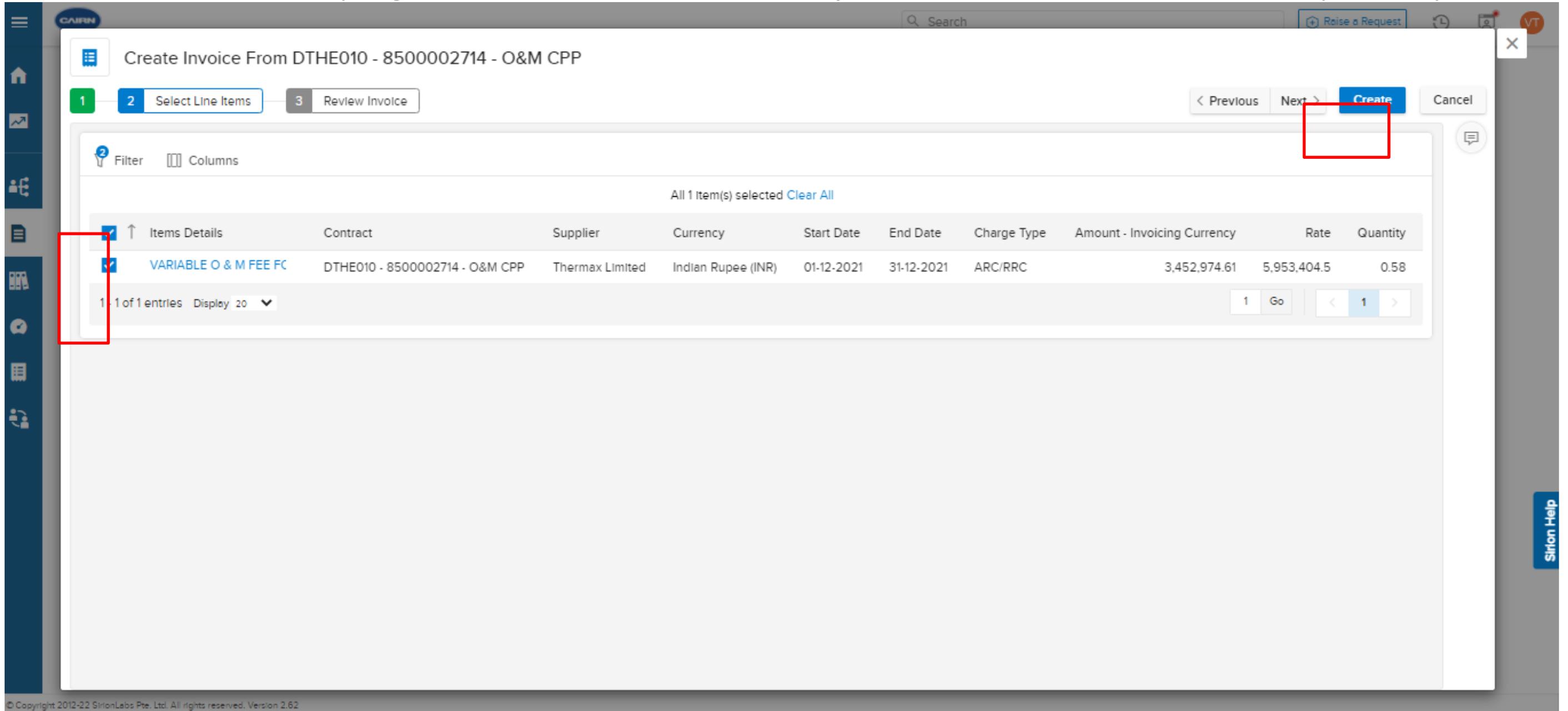
The screenshot shows the 'Create Invoice From' interface for DTHE010 - 8500002714 - O&M CPP. The 'Select Line Items' tab is active, and filters are applied for the Start Date (01-12-2021) and End Date (31-12-2021). The table below shows the filtered records.

	Supplier	Currency	Start Date	End Date	Charge Type	Amount - Invoicing Currency	Rate	Quantity	
4 - O&M CPP	Thermax Limited	Indian Rupee (INR)	01-12-2021	31-12-2021	ARC/RRC	3,452,974.61	5,953,404.5	0.58	
4 - O&M CPP	Thermax Limited	Indian Rupee (INR)	01-10-2021	31-10-2021	ARC/RRC	-	595,340.44	0.54	
4 - O&M CPP	Thermax Limited	Indian Rupee (INR)	01-10-2021	31-10-2021	ARC/RRC	-	714,408.5	0.87	
4 - O&M CPP	Thermax Limited	Indian Rupee (INR)	01-10-2021	31-10-2021	ARC/RRC	-	595,340.44	0.8	
4 - O&M CPP	Thermax Limited	Indian Rupee (INR)	01-10-2021	31-10-2021	ARC/RRC	-	714,408.5	0.98	
4 - O&M CPP	Thermax Limited	Indian Rupee (INR)	01-10-2021	31-10-2021	ARC/RRC	-	1,190,680.9	1	
4 - O&M CPP	Thermax Limited	Indian Rupee (INR)	01-10-2021	31-10-2021	ARC/RRC	-	357,204.25	0.14	
4 - O&M CPP	Thermax Limited	Indian Rupee (INR)	01-10-2021	31-10-2021	ARC/RRC	-	297,670.22	1	
4 - O&M CPP	Thermax Limited	Indian Rupee (INR)	01-10-2021	31-10-2021	ARC/RRC	-	297,670.22	1	
4 - O&M CPP	Thermax Limited	Indian Rupee (INR)	01-10-2021	31-10-2021	ARC/RRC	-	1,190,680.9	0.46	
<input type="checkbox"/> Boilers Trips (Note_9.3.1)	DTHE010 - 8500002714 - O&M CPP	Thermax Limited	Indian Rupee (INR)	01-10-2021	31-10-2021	ARC/RRC	-	-	0
<input type="checkbox"/> Trip Of 220Kv Grid Substa	DTHE010 - 8500002714 - O&M CPP	Thermax Limited	Indian Rupee (INR)	01-10-2021	31-10-2021	ARC/RRC	-	-	0
<input type="checkbox"/> Manpower Availability (No	DTHE010 - 8500002714 - O&M CPP	Thermax Limited	Indian Rupee (INR)	01-10-2021	31-10-2021	ARC/RRC	-	-	0
<input type="checkbox"/> Blackout Scenario (Note_9.1)	DTHE010 - 8500002714 - O&M CPP	Thermax Limited	Indian Rupee (INR)	01-10-2021	31-10-2021	ARC/RRC	-	-	0

Proforma Invoice Creation

After selecting the billable records, click on the “Create” option to generate the Proforma Invoice.

Note – User can check the progress of invoice creation in the job Scheduler available under “My Workspace.



Create Invoice From DTHE010 - 8500002714 - O&M CPP

1 2 Select Line Items 3 Review Invoice

< Previous Next > Create Cancel

Filter Columns

All 1 Item(s) selected [Clear All](#)

<input checked="" type="checkbox"/>	Items Details	Contract	Supplier	Currency	Start Date	End Date	Charge Type	Amount - Invoicing Currency	Rate	Quantity
<input checked="" type="checkbox"/>	VARIABLE O & M FEE FC	DTHE010 - 8500002714 - O&M CPP	Thermax Limited	Indian Rupee (INR)	01-12-2021	31-12-2021	ARC/RRC	3,452,974.61	5,953,404.5	0.58

1 - 1 of 1 entries Display 20

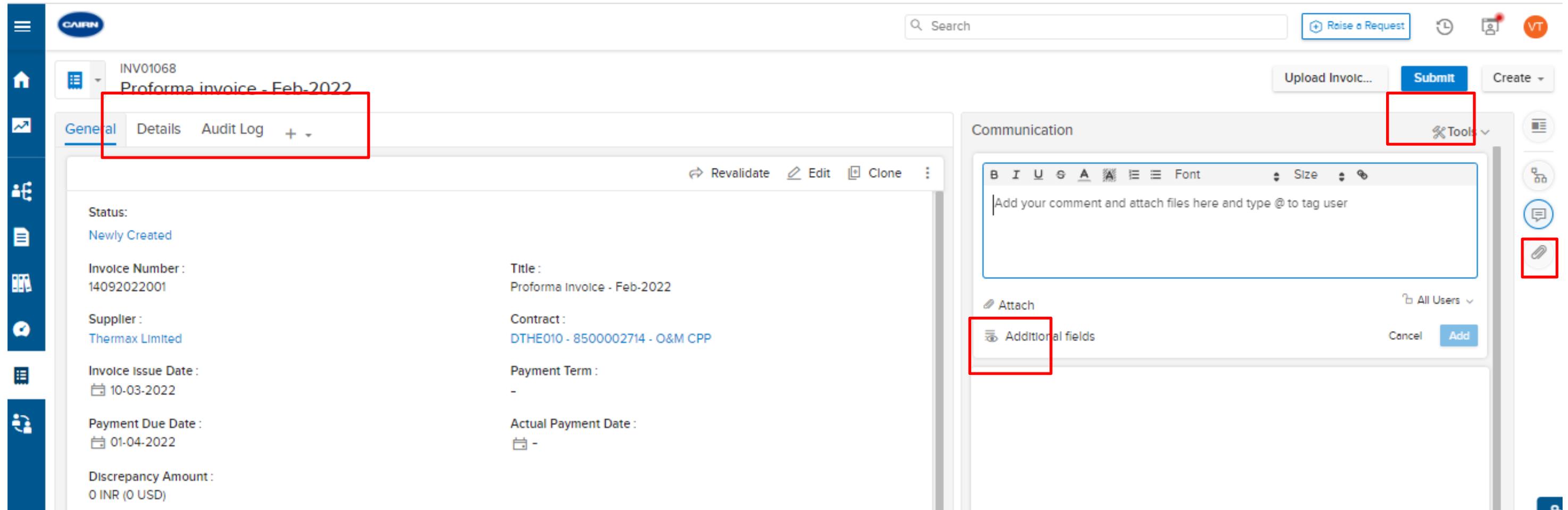
1 Go < 1 >

Sirion Help

Proforma Invoice Creation

Once Invoice gets created, Suppliers will submit the invoice for approval with the evidence of final quantity as attachment.

Note – After invoice get created, supplier will also received the email which will consist of the Invoice ID.



The screenshot displays the 'Proforma invoice - Feb-2022' page in the CAIRN system. The interface includes a search bar, navigation icons, and a 'Submit' button. The main content area shows invoice details such as 'Invoice Number: 14092022001', 'Supplier: Thermax Limited', and 'Invoice Issue Date: 10-03-2022'. A 'Communication' panel on the right allows for adding comments and attachments. Red boxes highlight the 'Submit' button, the 'Additional fields' option, and the attachment icon.

Invoice Details:

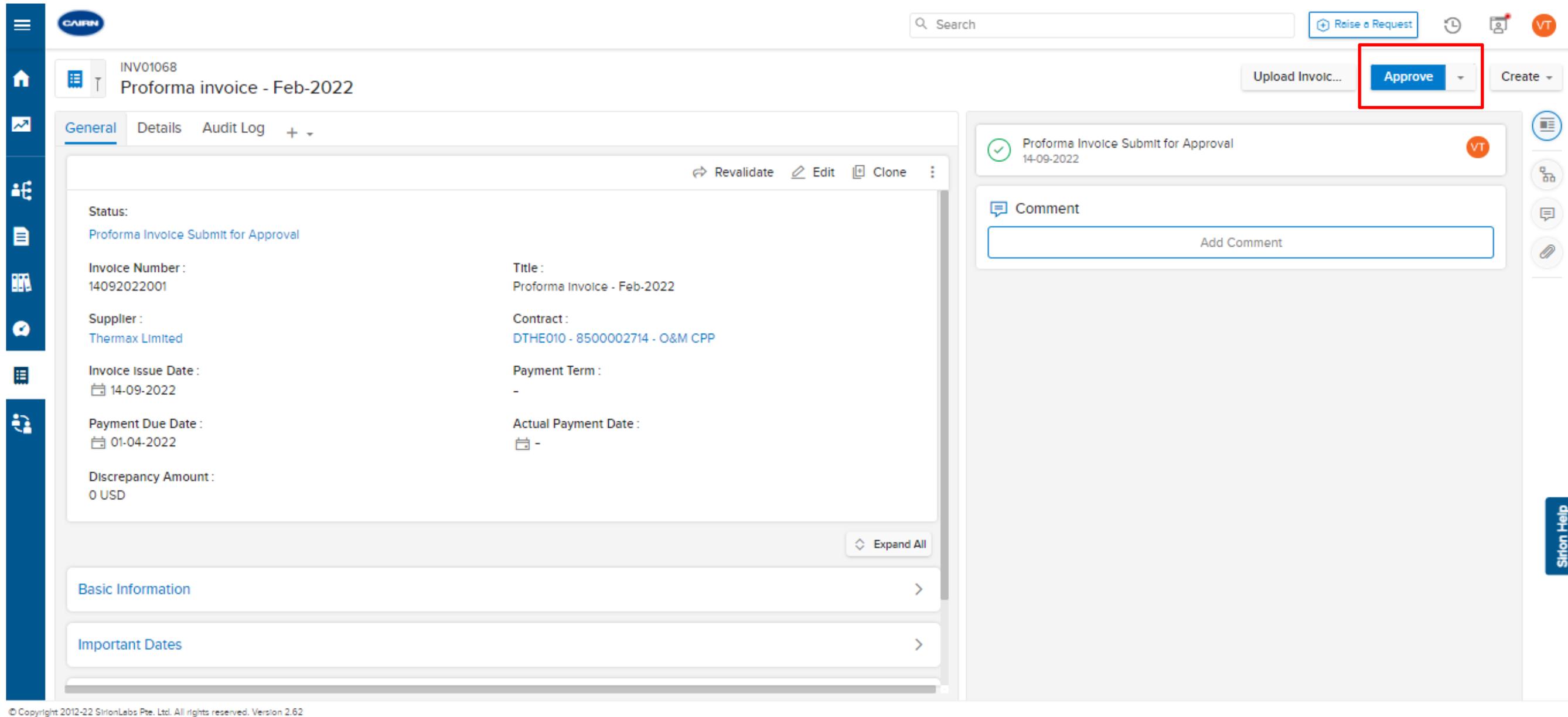
Status:	Newly Created
Invoice Number:	14092022001
Supplier:	Thermax Limited
Invoice Issue Date:	10-03-2022
Payment Due Date:	01-04-2022
Discrepancy Amount:	0 INR (0 USD)
Title:	Proforma Invoice - Feb-2022
Contract:	DTHE010 - 8500002714 - O&M CPP
Payment Term:	-
Actual Payment Date:	-

Communication Panel:

- Text area: Add your comment and attach files here and type @ to tag user
- Buttons: Attach, Additional fields, Cancel, Add
- Dropdown: All Users

Proforma Invoice Creation

Cairn team will approve the invoice after validating the Billable Quantity and Invoice amount values as per the evidence attached in the invoice.



CAIRN

Search

Raise a Request

VT

INV01068
Proforma invoice - Feb-2022

Upload Invoic... **Approve** Create

General Details Audit Log + -

Revalidate Edit Clone

Status:
Proforma Invoice Submit for Approval

Invoice Number : 14092022001
Supplier : Thermax Limited
Invoice Issue Date : 14-09-2022
Payment Due Date : 01-04-2022
Discrepancy Amount : 0 USD

Title : Proforma Invoice - Feb-2022
Contract : DTHE010 - 8500002714 - O&M CPP
Payment Term : -
Actual Payment Date : -

Expand All

Basic Information >

Important Dates >

Proforma Invoice Submit for Approval
14-09-2022 VT

Comment

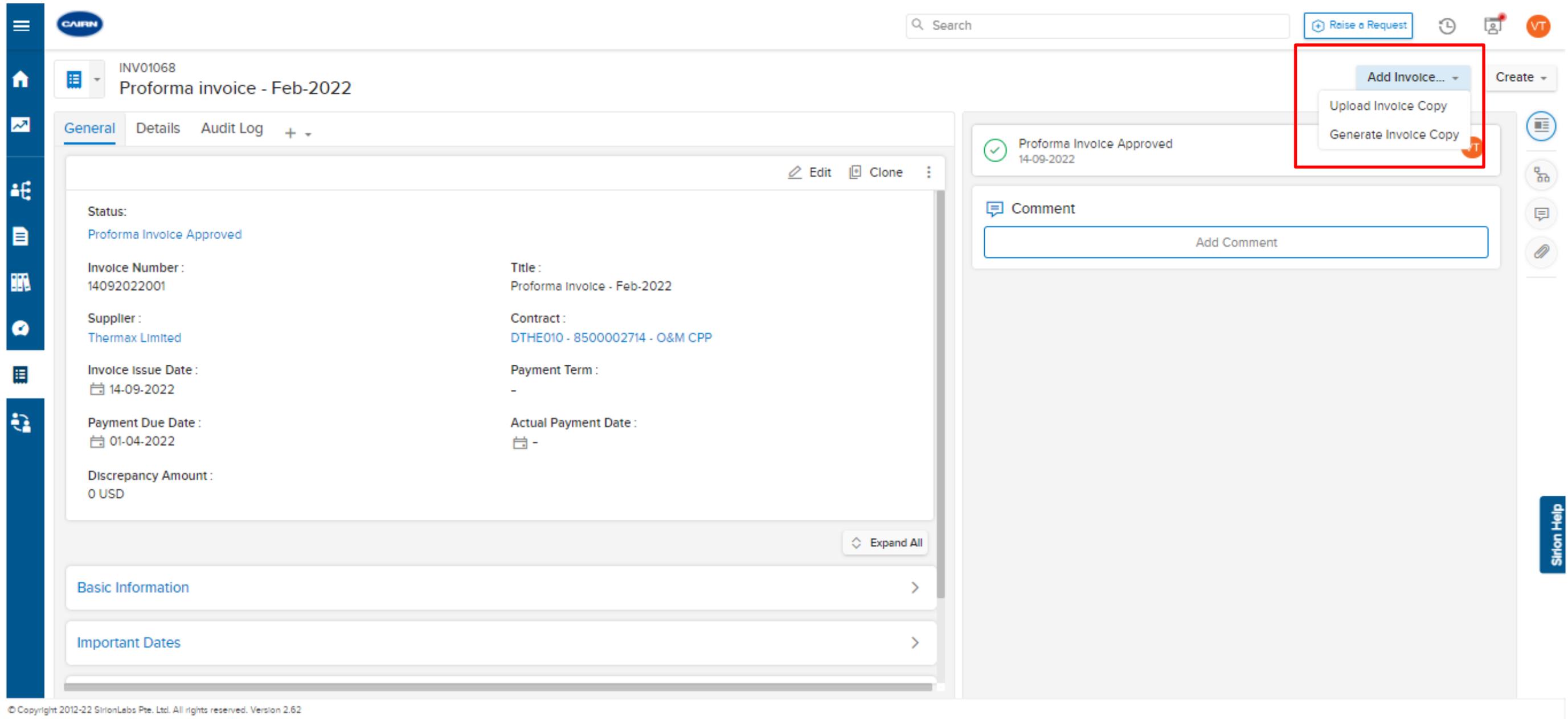
Add Comment

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Proforma Invoice Creation

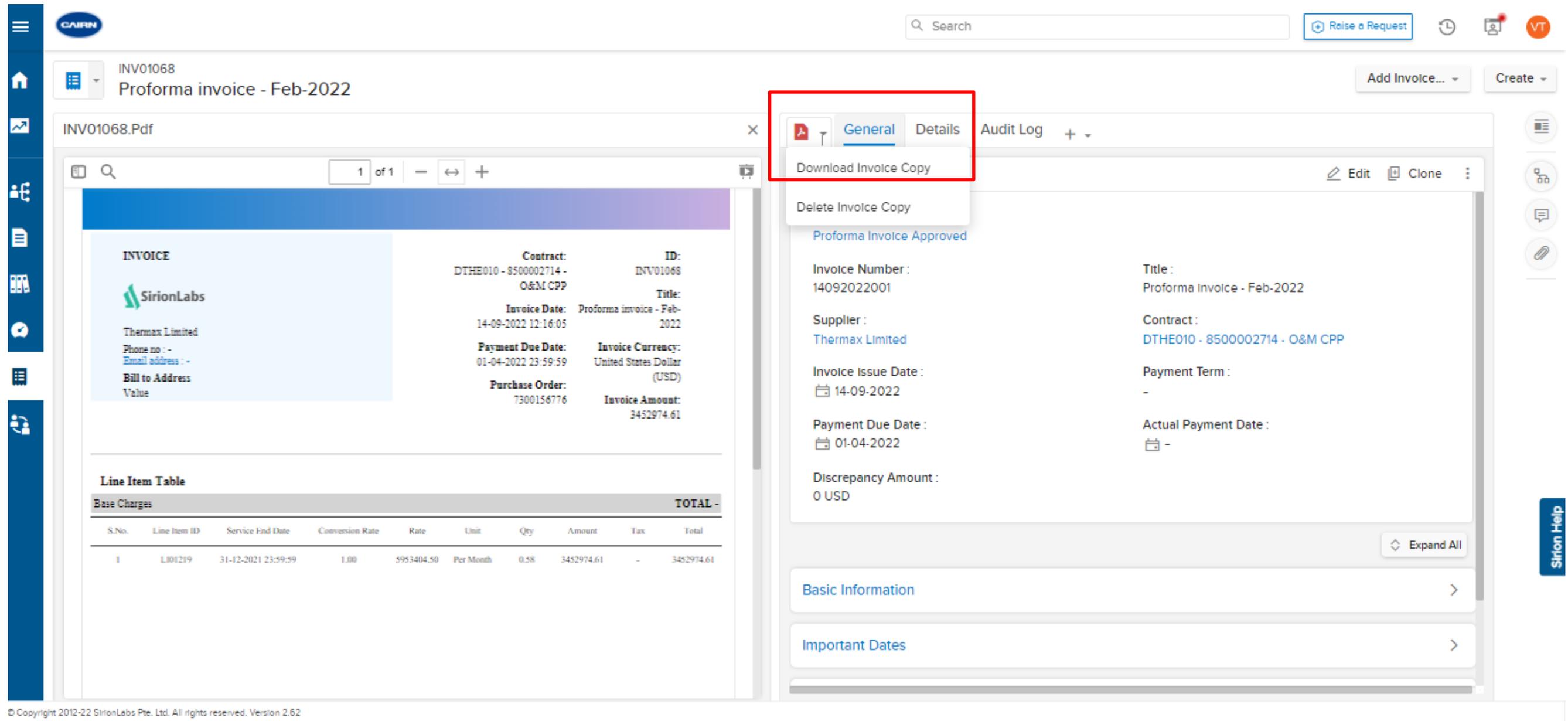
Once invoice get approved by the cairn team, Suppliers will generate a pdf copy of the proforma invoice that can be downloadable



The screenshot displays the Cairn system interface for a Proforma Invoice. The invoice ID is INV01068, titled "Proforma invoice - Feb-2022". The status is "Proforma Invoice Approved" as of 14-09-2022. The invoice number is 14092022001, issued by Thermax Limited. The invoice issue date is 14-09-2022, and the payment due date is 01-04-2022. The contract is DTHE010 - 8500002714 - O&M CPP. The payment term is "-", and the actual payment date is also "-". The discrepancy amount is 0 USD. A dropdown menu is open, showing options: "Add Invoice...", "Upload Invoice Copy", and "Generate Invoice Copy".

Status:	Proforma Invoice Approved
Invoice Number:	14092022001
Supplier:	Thermax Limited
Invoice Issue Date:	14-09-2022
Payment Due Date:	01-04-2022
Discrepancy Amount:	0 USD
Title:	Proforma Invoice - Feb-2022
Contract:	DTHE010 - 8500002714 - O&M CPP
Payment Term:	-
Actual Payment Date:	-

Proforma Invoice Creation



INV01068
Proforma invoice - Feb-2022

INV01068.Pdf

1 of 1

INVOICE

SirionLabs

Thermax Limited
Phone no :-
Email address :-
Bill to Address
Value

Contract: DTHE010 - 8500002714 - O&M CPP
Invoice Date: 14-09-2022 12:16:05
Payment Due Date: 01-04-2022 23:59:59
Purchase Order: 7300156776

ID: INV01068
Title: Proforma invoice - Feb-2022
Invoice Currency: United States Dollar (USD)
Invoice Amount: 3452974.61

Download Invoice Copy

Delete Invoice Copy

Proforma Invoice Approved

Invoice Number : 14092022001
Supplier : Thermax Limited
Invoice Issue Date : 14-09-2022
Payment Due Date : 01-04-2022
Discrepancy Amount : 0 USD

Title : Proforma Invoice - Feb-2022
Contract : DTHE010 - 8500002714 - O&M CPP
Payment Term : -
Actual Payment Date : -

Line Item Table

Base Charges										TOTAL -
S.No.	Line Item ID	Service End Date	Conversion Rate	Rate	Unit	Qty	Amount	Tax	Total	
1	L001219	31-12-2021 23:59:59	1.00	5953404.50	Per Month	0.58	3452974.61	-	3452974.61	

Basic Information >

Important Dates >

Expand All

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After Proforma invoice gets approved, Suppliers will create the tax invoice and will manually update the Sirion Proforma Invoice number in Post PO.

THANK YOU

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 Akhil Kumar Singh : 8980021090