

Entity Name	Siemens Ltd. and Siemens Health Care Private Limited
Detail of the Tool	I-Tracer Tool for issuance of Declaration Forms to Supplier
Type of Forms Covered	Form C and Form H
Supplier covered	<ul style="list-style-type: none"> • All supplier of Siemens Ltd. and Siemens Healthcare Private Limited • Supplier supplying goods at concessional rate of tax against Form C and Form H
Supplies Covered	Supplies for which invoices are issued on or after 01-04-2014
Go-Live Date	16 March 2017

The documents contains the following details

- 1) **Contact Details of Siemens Tax Team for issues related to Delcaration Forms**
- 2) **Use Manual for usage of I-Tracer Tool**

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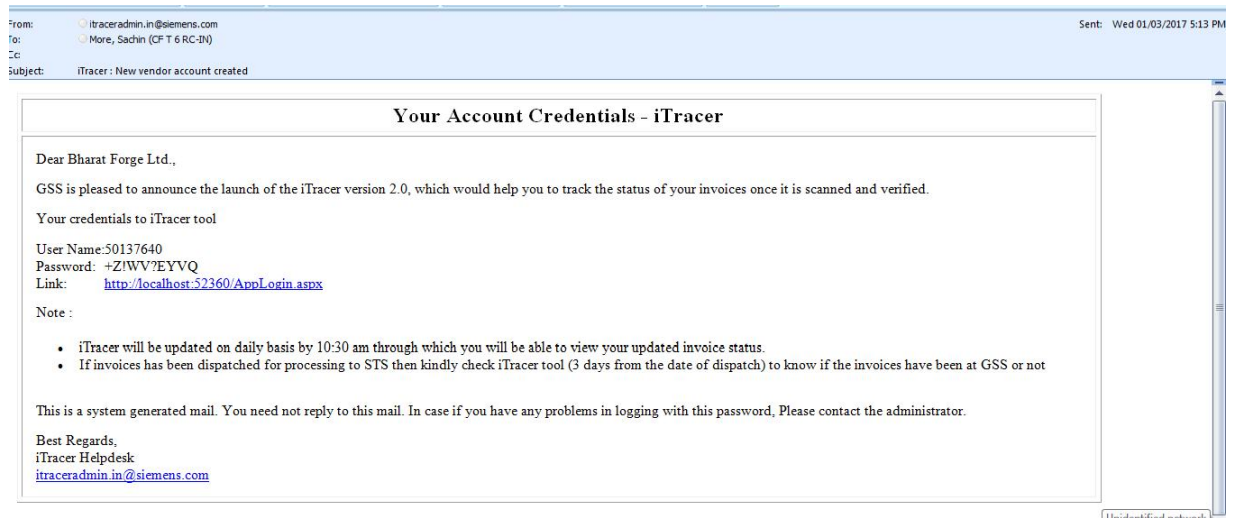
2) User Manual:

This document intend to provide guidelines for usage of I-Tracer tool introduced by Siemens to be used by its supplier to communicate with Siemens Tax Team on issuance of Delcaration Form (Form C and Form H), track status of the Form, despatch details and acknowledge receipt of the Form.

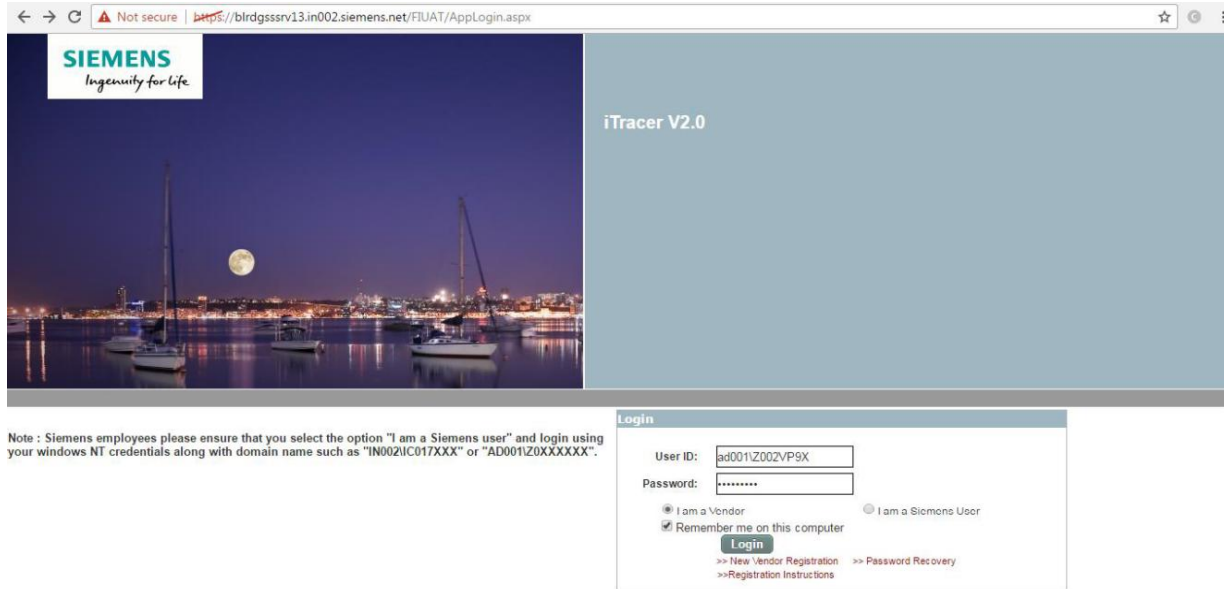
Following are the guidelines to register on to the tool and to use various functionality of the Tool.

a) Supplier/Vendor Registration on the Tool:

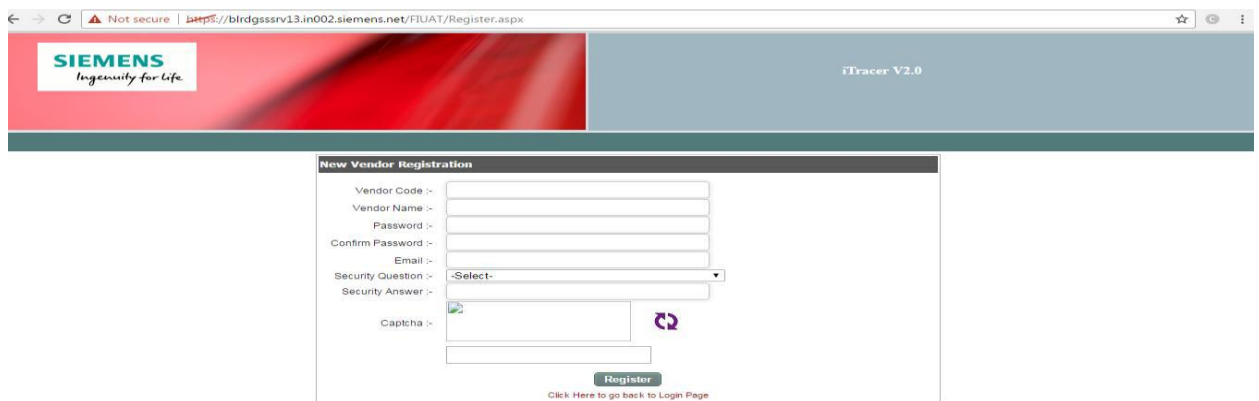
- You would receive an email providing link to register on to the Tool by providing temporary password



- Once you receive said email, please click on the link and the following window would appear



- Please login through temporary password for registering your details and to change the password
- Password should be of 8 digit with the combination of 1 number and 1 special character



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- After providing the required information and resetting the password, you would receive an automated email as follows:

iTracer : Password has been changed

Admin, Itracer IN BLR STS [itraceradmin.in@siemens.com]

sent: Wed 01/03/2017 5:16 PM

to: More, Sachin (CF T 6 RC-IN)

Password Changed

Dear User,

Your password has been changed successfully. Please note your userid and password below:

User Name: 50137640

Password: Sonya123*

Note: This is a system generated mail. You need not reply to this mail. In case if you have any problems in logging with this password, Please contact the administrator.

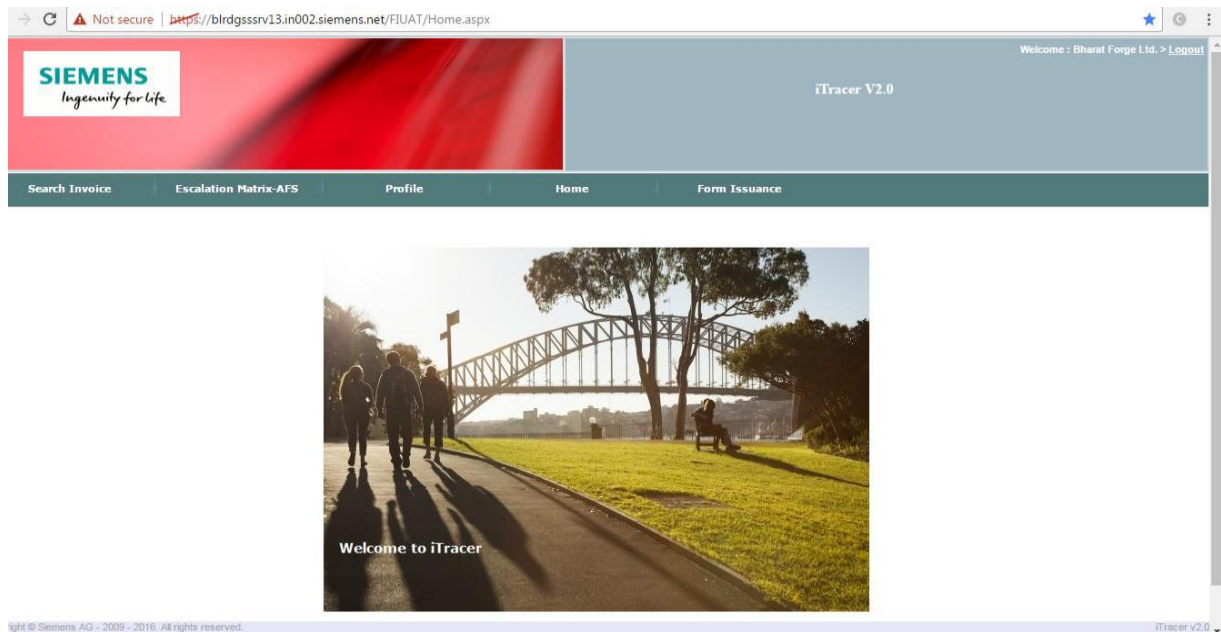
Best Regards,
iTracer Helpdesk
itraceradmin.in@siemens.com

- Please re-login through your credential (Vendor code and the new password):

Note : Siemens employees please ensure that you select the option "I am a Siemens user" and login using your windows NT credentials along with domain name such as "IN002IC017XXX" or "AD001Z0XXXXXX".

b) Checking invoice details, providing feedback, checking status of Form and acknowledging receipt of Form:

- After login the following screen would appear to a supplier:



- Please select from the above menu, “Form Issuance” tab appearing on the extreme right side of the screen
- Under Form Issuance tab, one can see the following sub menu
 - Invoice Register
 - Vendor Profile
 - Vendor Invoice upload
 - Communication
- 1. Under invoice register, one can see the details of invoices which are booked in Siemens’s book and for which either Siemens has already issued the Form or Siemens is required to issue Form. Siemens Tax Team to upload invoice details on Tool on a monthly basis based on which an automated email would be triggered to the registered email id of vendor in Siemens Record.

In case, you are not receiving the email, please contact the concern person at helpdesk or to contact details provided on Tool.

- Under this tab a vendor can typically perform the following activities:
 - i. View list of invoices for supplies made by him and which are booked by Siemens.
For this purpose, a vendor would be able to see all invoices which are supplied by him from one legal entity but are booked by Siemens in different vendor code.
Example of this could be a vendor by name ABC Ltd. who has supplied goods from four different State (having four different TIN) in India to Siemens Maharashtra. Siemens would have booked these supplies against four different vendor code. In such case, vendor ABC Ltd. would be able to see his supplies effected from the four location in any of his vendor code. This is to facilitate easy access of invoice of all supplies of a vendor (at entity level) and also to ease the reconciliation between Siemens’s account and Vendor account
 - ii. Invoices are displayed “Financial Year” and “Quarter wise”. Vendor is required to selected the relevant FY and the quarter to display the list of invoices.
 - iii. Invoice details are also stored on the Tool in xls format (at the end of the display page at extreme left). This file can be download by vendor for his read
 - iv. Details of invoices for which Forms are already issued are available under “Issued”
 - v. Details of invoice for which Forms are yet to be issued are available under “Pending”

Screen shot of “Issued” tab

Edited History	Vendor Code	Bill No	Bill Date	DOC NO	LST NO	QTR	FY	Taxable Amount	CST Amount	Dispatched From State	Destination State	Form CH No	Form Status	Reason For Pending	Date Of Dispatch	Vendor Person Name	Division Person Name	Siemens User Remark
View	50079722	662	28/07/2014	8754106399	09832502884	Q2	2014-2015	2669.00	53.38	Uttar Pradesh	Maharashtra	27061517215834	Issued		15/09/2015	info@yogyaenterprises.in		
View	50079722	534	03/07/2014	8754105544	09832502884	Q2	2014-2015	29963.00	599.26	Uttar Pradesh	Maharashtra	27061517215834	Issued		15/09/2015	info@yogyaenterprises.in		
View	50079722	533	03/07/2014	8754105713	09832502884	Q2	2014-2015	31971.00	639.41	Uttar Pradesh	Maharashtra	27061517215834	Issued		15/09/2015	info@yogyaenterprises.in		
View	50079722	535	03/07/2014	8754105714	09832502884	Q2	2014-2015	5974.00	119.48	Uttar Pradesh	Maharashtra	27061517215834	Issued		15/09/2015	info@yogyaenterprises.in		
View	50079722	886	10/09/2014	8754100244	09832502884	Q2	2014-2015	361509.00	7230.18	Uttar Pradesh	Maharashtra	27061517215834	Issued		15/09/2015	info@yogyaenterprises.in		
View	50079722	940	19/09/2014	8754101295	09832502884	Q2	2014-2015	2669.00	53.38	Uttar pradesh	Maharashtra	27061517215834	Issued		15/09/2015	info@yogyaenterprises.in		
View	50079722	1397	04/12/2014	8754102092	09832502884	Q3	2014-2015	15772.55	315.45	Uttar Pradesh	Maharashtra	27021612203808	Issued		16/02/2016	info@yogyaenterprises.in		
View	50079722	1459	15/12/2014	8754102094	09832502884	Q3	2014-2015	48739.22	974.78	Uttar Pradesh	Maharashtra	27021612203808	Issued		16/02/2016	info@yogyaenterprises.in		
View	50079722	1809	19/02/2015	8754102827	09832502884	Q4	2014-2015	89888.24	1797.76	Uttar Pradesh	Maharashtra	27021612203815	Issued		16/02/2016	info@yogyaenterprises.in		
View	50079722	602	16/07/2014	8754106030	09832502884	Q2	2014-2015	15221.00	304.42	Uttar Pradesh	Maharashtra	27061517215834	Issued		15/09/2015	info@yogyaenterprises.in		

Screen shot of "Pending Tab"

The screenshot displays the 'Pending' tab of the 'Vendor Invoice Details' section in the Siemens iTracer V2.0 application. The interface includes a navigation bar with 'Form Issuance' selected, a search bar, and a table of pending invoices. The table has the following columns: Edited History, VendorCode, Bill No, Bill Date, LST No, QTR, FY, Taxable Amount, CST Amount, Dispatched From State, Destination State, Form Status, Reason For Pending, Date Of Despatch, Vendor Person Name, Division Person Name, Siemens User Remark, I/We confirm the details, Reason for Disagreement, and Details of Disagreement. The table contains five rows of data, all with a 'Pending' status and 'Awaiting for Revise return' reason. The 'I/We confirm the details' column has a 'Yes' dropdown menu, and the 'Reason for Disagreement' column has a dropdown menu. The 'Details of Disagreement' column is currently empty.

Edited History	VendorCode	Bill No	Bill Date	LST No	QTR	FY	Taxable Amount	CST Amount	Dispatched From State	Destination State	Form Status	Reason For Pending	Date Of Despatch	Vendor Person Name	Division Person Name	Siemens User Remark	I/We confirm the details	Reason for Disagreement	Details of Disagreement
View (1)	50137640	80218764	30/11/2016	27590344313	Q3	2016-2017	226125.00	4522.50	Maharashtra	West Bengal	Pending	Awaiting for Revise return					Yes		
View (1)	50137640	80218766	30/11/2016	27590344313	Q3	2016-2017	201679.00	4033.58	Maharashtra	West Bengal	Pending	Awaiting for Revise return					Yes		
View (1)	50137640	80218767	30/11/2016	27590344313	Q3	2016-2017	695520.00	13910.40	Maharashtra	West Bengal	Pending	Awaiting for Revise return					Yes		
View (1)	50137640	80218766	01/02/2017	27590344313	Q4	2016-2017	201679.00	4033.58	Maharashtra	West Bengal	Pending	Awaiting for Revise return					Yes		
View (1)	50137640	80218767	01/02/2017	27590344313	Q4	2016-2017	695520.00	13910.40	Maharashtra	West Bengal	Pending	Awaiting for Revise return					Yes		

- vi. Under "Pending Tab" once the invoices are displayed, vendor is required to check the details and provide his/her comment on each invoice in form of "agree"/disagree".
- vii. In case of disagreement, vendor is required to choose the type of disagreement from the drop down menu on the screen and he/she can also write his comment regarding the disagreement
- viii. There is a also facility to select all invoices for a given remark (agree/disagree)
- ix. Communication towards reconciliation between Siemens's tax team and vendor can be done three times (each for vendor and Siemens's tax team) on to the portal. Any communication required beyond three times, can be done under 'Communication' tab

Screen shot of Pending tab with vendor comment:

Issued		Pending																
Enter DOC No	Enter Bill No	Enter Form ch no	FY -All- QTR -All-															
			Page 1 of 1 100															
Search																		
VendorCode	Bill No	Bill Date	LST No	QTR	FY	Taxable Amount	CST Amount	Dispatched From State	Destination State	Form Status	Reason For Pending	Date Of Dispatch	Vendor Person Name	Division Person Name	Siemens User Remark	I / We confirm the details	Reason for Disagreement	Details of Disagreement
1	50137640	90218764	30/11/2016	27590344313	Q3	2016-2017	226125.00	4522.50	Maharashtra	West Bengal	Pending	Awaiting for Revise return				Yes		
1	50137640	90218766	30/11/2016	27590344313	Q3	2016-2017	201679.00	4033.58	Maharashtra	West Bengal	Pending	Awaiting for Revise return				Yes		
1	50137640	90218767	30/11/2016	27590344313	Q3	2016-2017	695520.00	13910.40	Maharashtra	West Bengal	Pending	Awaiting for Revise return				Yes		
1	50137640	90218766	01/02/2017	27590344313	Q4	2016-2017	201679.00	4033.58	Maharashtra	West Bengal	Pending	Awaiting for Revise return				Yes		
1	50137640	90218767	01/02/2017	27590344313	Q4	2016-2017	695520.00	13910.40	Maharashtra	West Bengal	Pending	Awaiting for Revise return				Yes		
1	50137640	90218764	01/02/2017	27590344313	Q4	2016-2017	226125.00	4522.50	Maharashtra	West Bengal	Pending	Awaiting for Revise return				Yes		
1	50137640	2	30/11/2016	27590344313	Q3	2016-2017	201679.00	4033.58	Maharashtra	West Bengal	Pending	Awaiting for Revise return			as per 145	No	Bill Date	As per our record bill date is 30/12/2016
1	50137640	2	30/11/2016	27590344313	Q3	2016-2017	695520.00	13910.40	Maharashtra	West Bengal	Pending	Awaiting for Revise return				---Select---	---Select---	

- x. The status of issuance of Forms can be tracked in “Form Status” field under “Issued /Pending tab
- xi. Siemens Tax team would be updating the status of issuance of Forms on a monthly basis
- xii. Once the account is reconciled, vendor is required to provide a declaration stating that all invoices for his supplies for a particular quarter is covered and Siemens can proceed in issuing Forms. This declaration would be an auto populated message.
- xiii. Once the Form is issued and dispatched, the status would be updated instantly and an automated email would trigger on the email id registered in Siemens data base.
- xiv. The person to whom Forms were dispatched would be required to acknowledge the receipt on the Tool as “Received” within 30 days from the date of dispatch else the Tool would auto freeze the field as “Received”.
- xv. In case Form is not received, person is required to update the status before 30 days on to the tool “Not Received” and the process of dispatch and confirmation would be again performed. It is suggested to confirm the Non-receipt after a gap 7 days from the date of dispatch.

Screen shot of Forms issued with person receiving the Form acknowledging the same:

VendorCode	Bill No	Bill Date	LST No	QTR	FY	Taxable Amount	CST Amount	Dispatched From State	Destination State	Form Status	Reason For Pending	Date Of Dispatch	Vendor Person Name	Division Person Name	Siemens User Remark	Receipt of Form	Description
50137640	90174608	06/08/2014	27590344313	Q2	2014-2015	1067704.00	21354.08	Maharashtra	Gujarat	Issued		17/05/2016		KiranKumar Parmar IN BRD SL		Received	
50137640	90174441	31/07/2014	27590344313	Q2	2014-2015	1737777.00	34755.54	Maharashtra	Gujarat	Issued		17/05/2016		KiranKumar Parmar IN BRD SL		Not Received	
50137640	90170722	22/05/2014	27590344313	Q1	2014-2015	2105517.00	42110.34	Maharashtra	Gujarat	Issued		06/04/2016		KiranKumar Parmar IN BRD SL		---Select---	
50137640	90177145	30/09/2014	27590344313	Q2	2014-2015	987097.00	19741.93	Maharashtra	Gujarat	Issued		17/05/2016		KiranKumar Parmar IN BRD SL		---Select---	
50137640	108007310	28/10/2014	27590344313	Q3	2014-2015	81120.74	1622.41	Maharashtra	West Bengal	Issued		14/08/2015	sailesh.das@siemens.com			---Select---	
50137640	108007215	30/09/2014	27590344313	Q2	2014-2015	204028.93	4080.58	Maharashtra	West Bengal	Issued		14/08/2015	sailesh.das@siemens.com			---Select---	

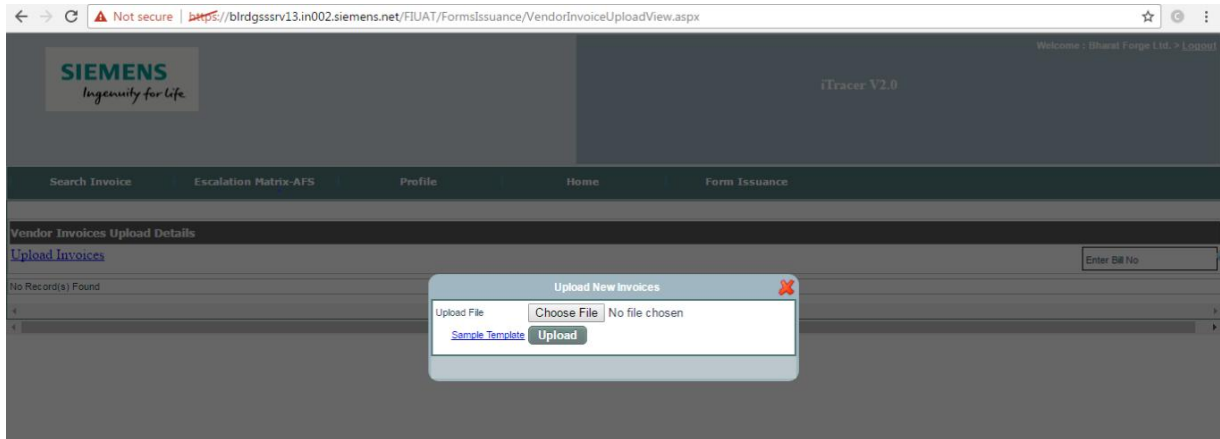
- Under Vendor profile, once can see the details of Vendor e.g., Vendor code, Vendor name, vendor's contact person name, e-mail id etc. These details are for the purpose of view only. In case of any updation required in these details, one would be required to reach Siemens Tax Team

Screen shot of Vendor Profile:

Code	Edited History	Vendor Name	Vendor Email Id	Concern Person Name	Contact Number	Vendor Address	Vendor Group Id
50137640	View	Bharat Forge Ltd.	sachin.more@siemens.com			50137640	50137640

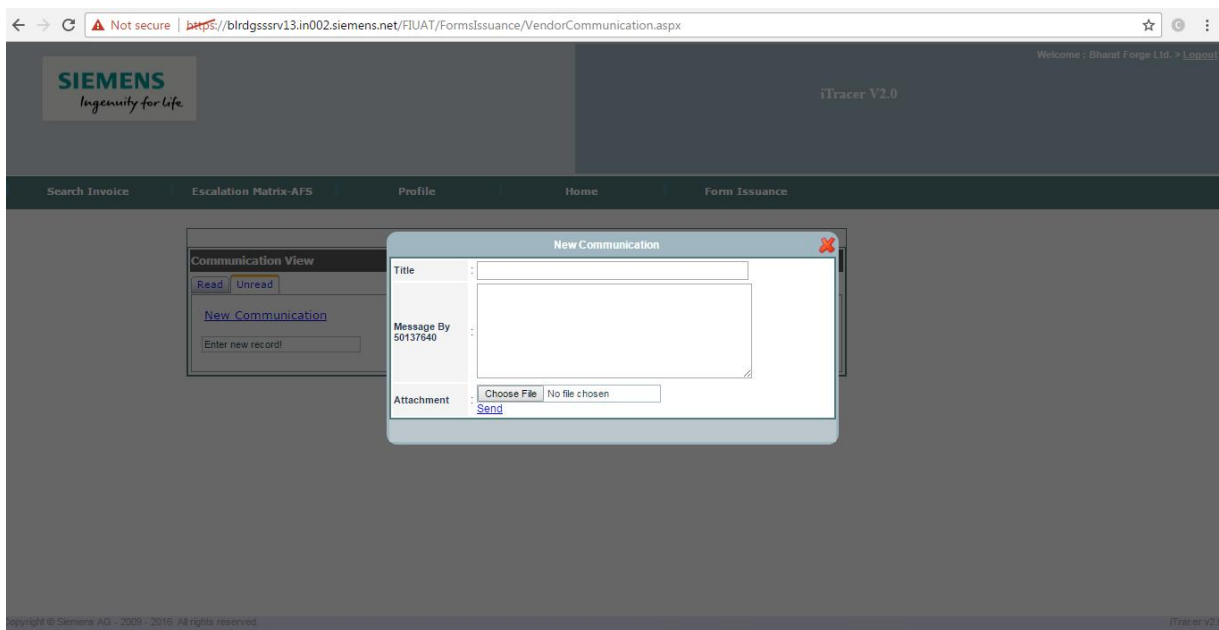
3. Vendor invoice upload is a facility to vendor to provide details of invoice which according to him is not appearing in the vendor invoice register. This information to be provided by vendor in a predefined template available on the Tool which has a auto feature to check vendor location and TIN of the location. If the first two digit of the TIN does not tally with State code then the Tool does not accept the information. Hence, one should keep this in mind while uploading the invoice.

Screen shot of Vendor invoice upload.



4. Communication tab is a general window where vendor can communicate with Siemens Tax team for any issues related to Form issuance of his account. This feature is in addition to the feature mentioned in sl. No. (ix) of point 1 above.

Screen shot of "Communication Tab"



Additional facility:

There is a facility of search option on the Tool. This facility can help in searching the status of Form in the following category

- Against a particular document number (Document number is a number provided by Siemens ERP system once the invoice is booked in Siemens ERP. Document number against a particular invoice can be tracked in the excel file stored on the Tool)
- Against a particular vendor code
- Against a particular quarter
- Against a particular Financial Year and
- Against a particular Form No. and Form Date

End of the Document:

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