

# **AIMS**

## **(AIRPORT INFORMATION MANAGEMENT SYSTEM)**

### **STATION LEVEL-NON-SCHEDULED OPERATOR PERMIT (NSOP)**

## User Manual



Airports Authority of India

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## LOGIN

Login with valid credentials in the Admin system with the help of below mentioned URL.

<https://aims.aai.aero/aims/Login.jsp>



To login the system, perform following steps:

- Enter the user name in Username field.
- Enter the password in Password field.
- Enter the Airport Name
- Click on the Login button.

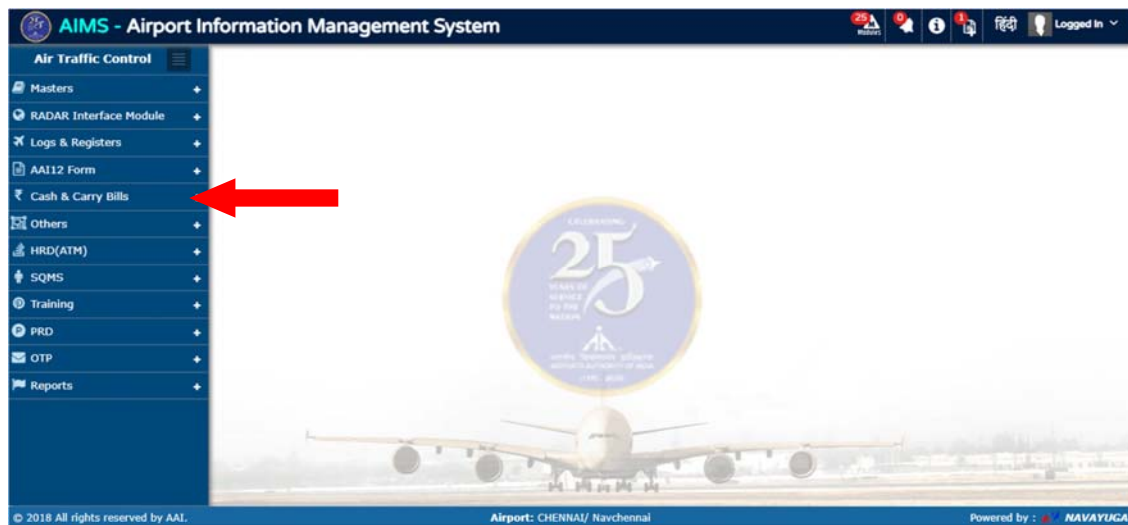
After entering the valid credentials', the following screen is open:



Select the “Air Traffic Control” module by clicking on the modules icon.

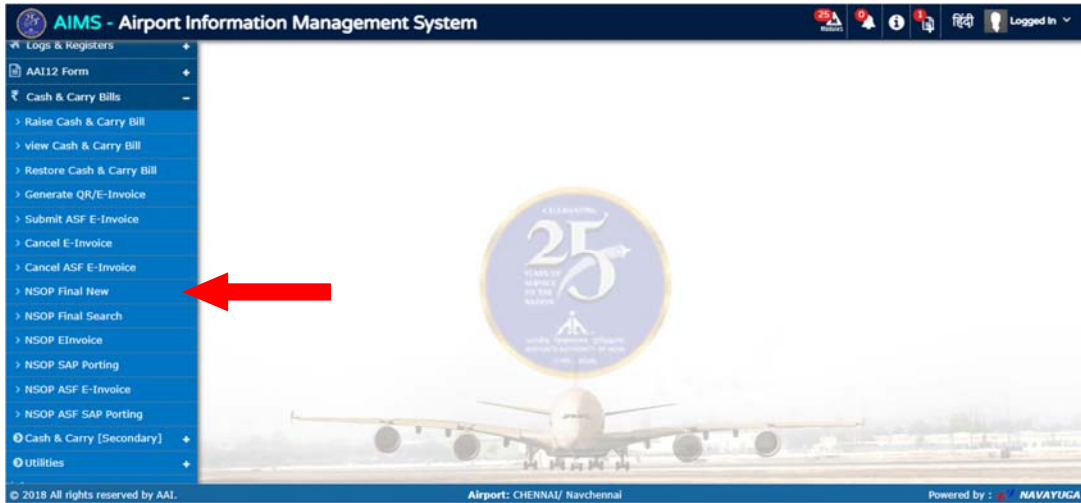


After clicking on “Air Traffic Control” the below screen is opened.



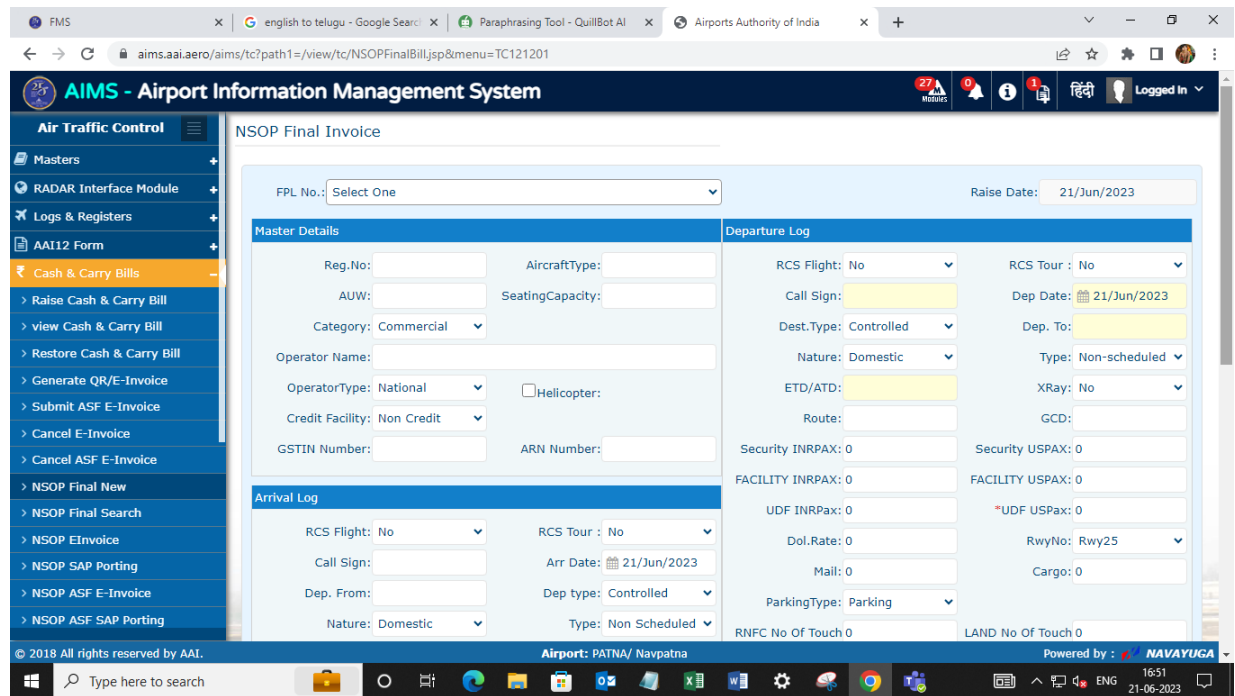
### Airport wise NSOP Final Invoice:-

See this below screen.

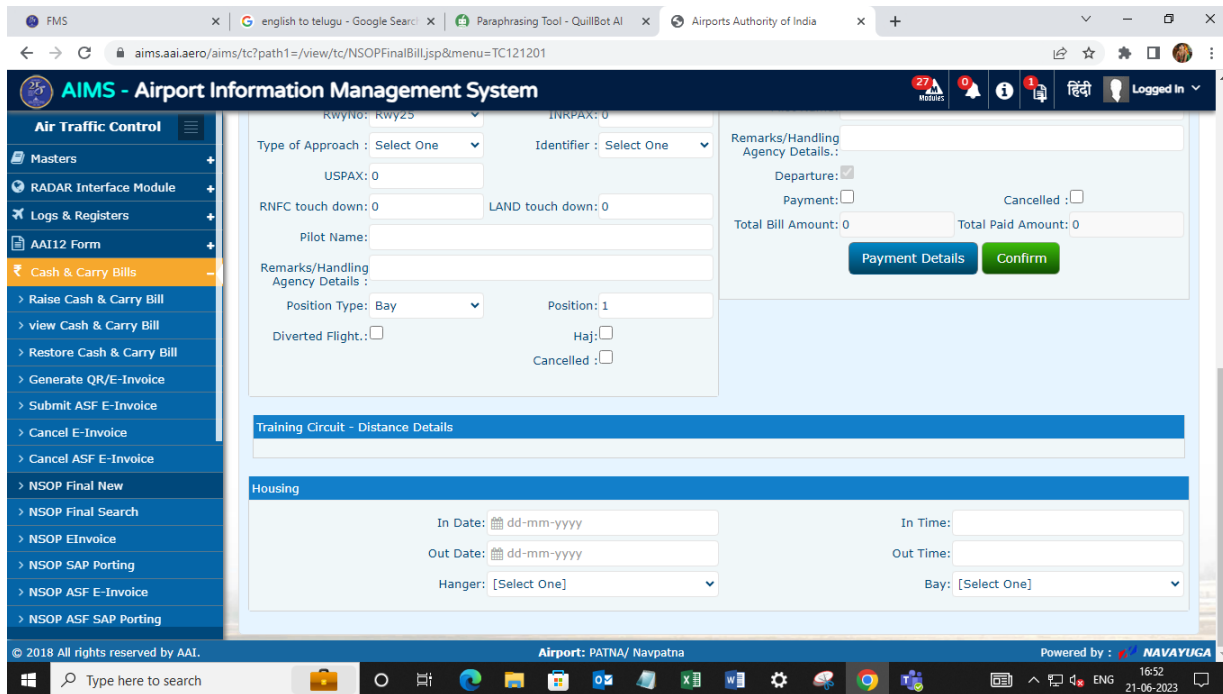


After select the Cash & Carry bills, the submodule is opened. And select the “NSOP Final New”.

When a user selects the NSOP Final New bill acknowledgement from the dropdown list, the screen below is displayed.



Continue the Final payment details in below screen.

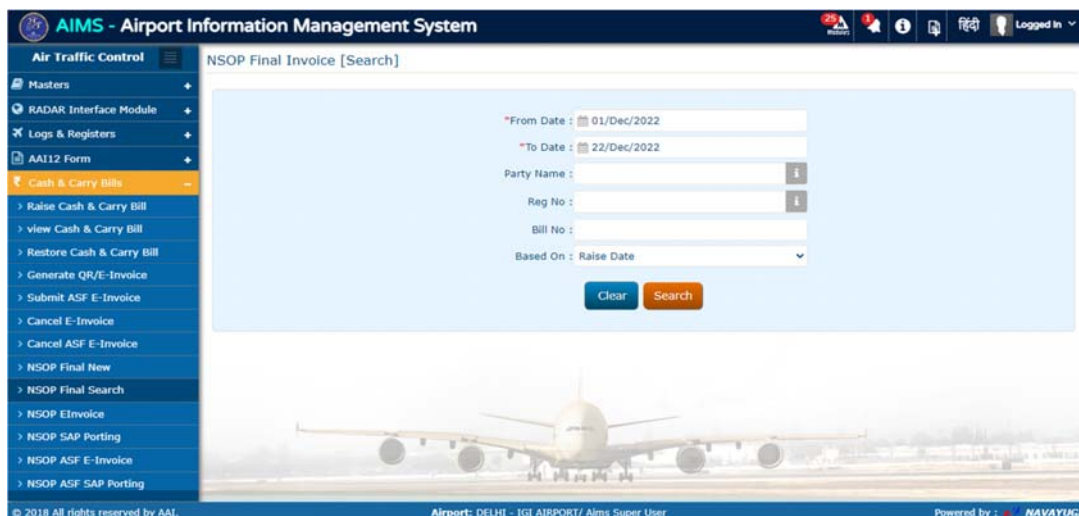


When the user selects the Payment Details button, the Airport Authority of India Bill and Payment Details List screen appears. Refer this above screen.

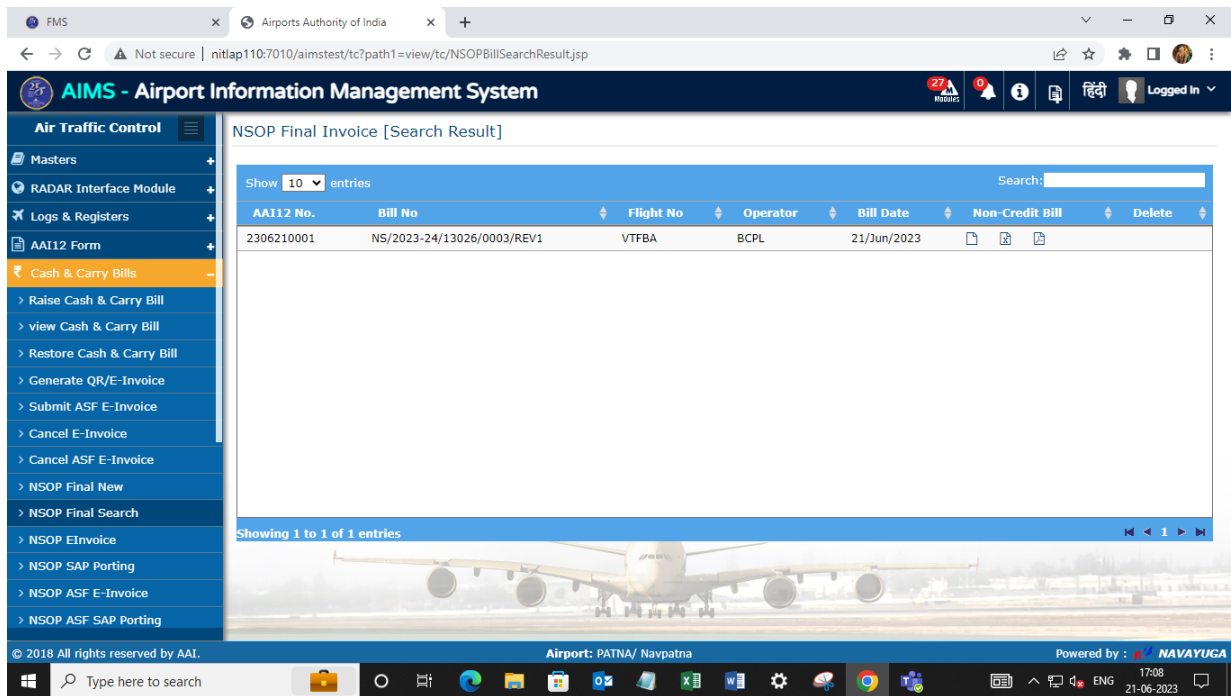
After clicking on the confirm button, an NSOP Final Invoice is generated, and the record is displayed in the “NSOP Final Invoice [Search Result]” screen.

### **NSOP Final Invoice [Search]:-**

Click on the NSOP Final Invoice [Search] in the left side menu. The screen shown below.



After the user select the mandatory date picker and clicks the search button, a list of the NSOP Final Invoice [Search Result] appears. The screen shown below.



Clicking on the “Non-Credit Bill” icon (excel, PDF, & Html format’s), the Airports Authority of India IGI AIRPORT, PATNA acknowledgement bill screen is opened.

The screen shown below.

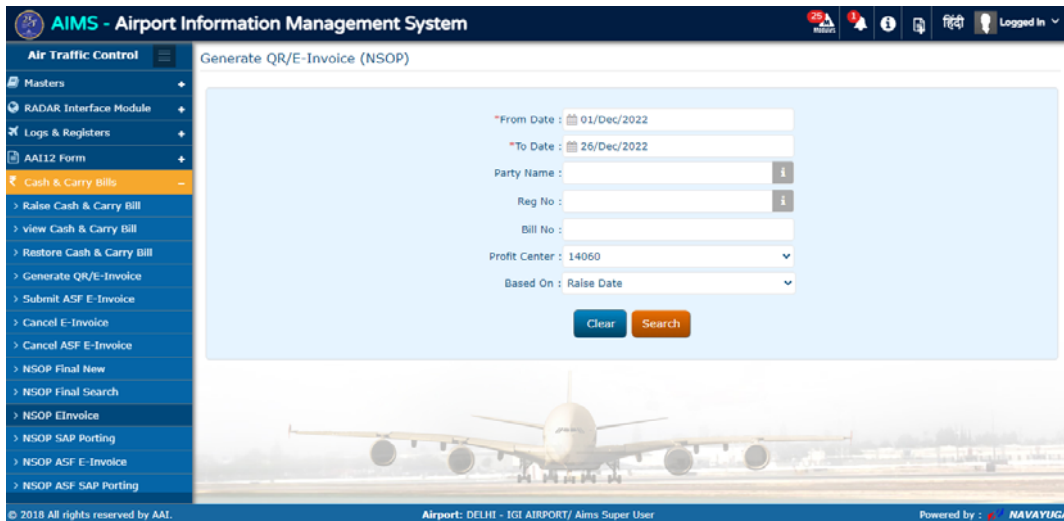


After that same Invoice final bill will forwarded to the NSOP E-Invoice and NSOP ASF E-Invoice screen.

## **NSOP E-Invoice (NSOP):-**

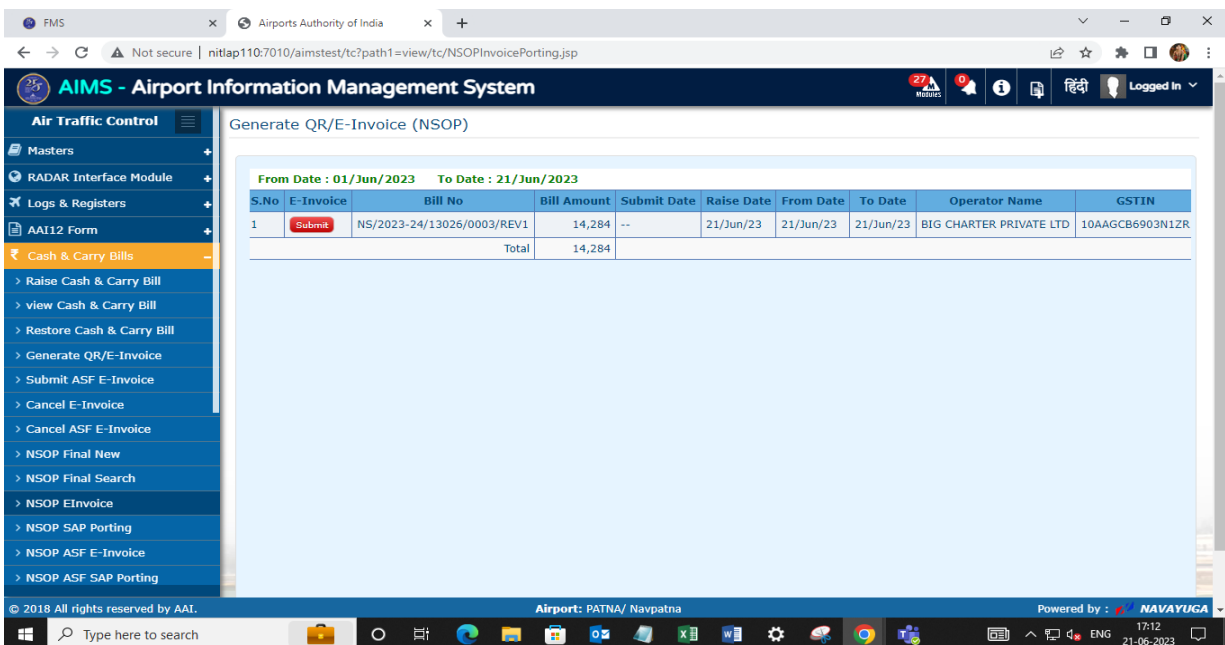
Click on the “NSOP E-Invoice” in the left side menu for the Generate QR/E-Invoice (NSOP) screen.

The screen shown below.

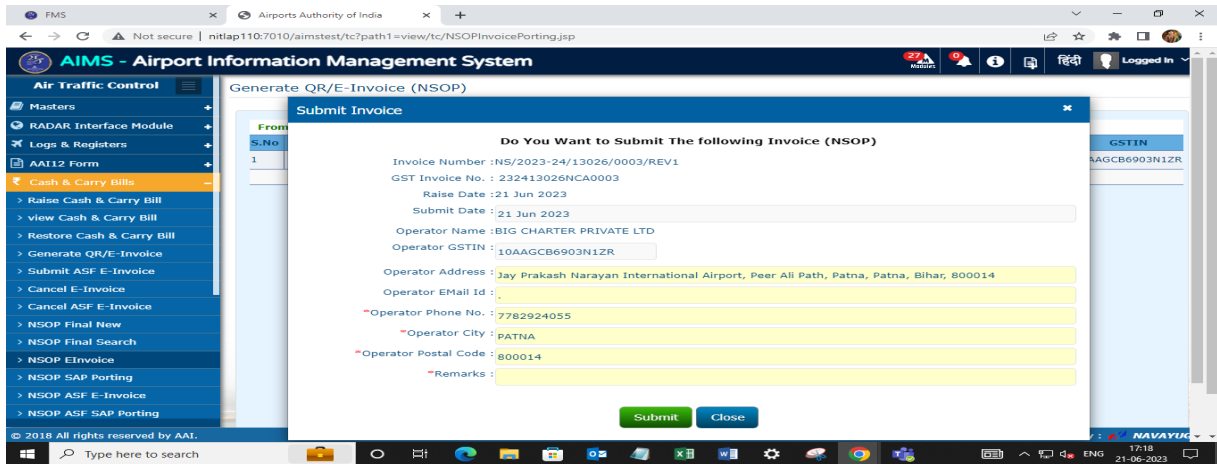


After user selects the mandatory date picker and click the search button, a list of the Generate QR/E-Invoice (NSOP) Search result appears.

The screen shown below.



The Generate QR/E-Invoice (NSOP) list of reports will be displayed. If a user wants to close a pending record, then click on the Pending button in the E-Invoice column. The screen shown below.

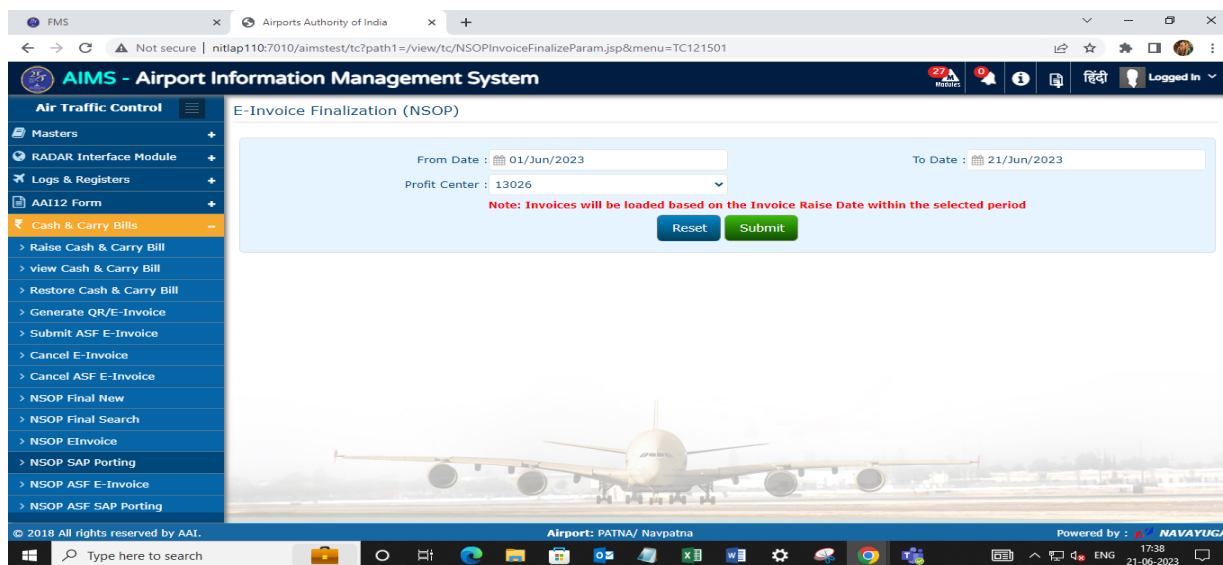


After filling out the required fields, click on the Submit button. The E-Invoice column's status has changed to Submit.

### **NSOP SAP PORTING-E-Invoice Finalization (NSOP):-**

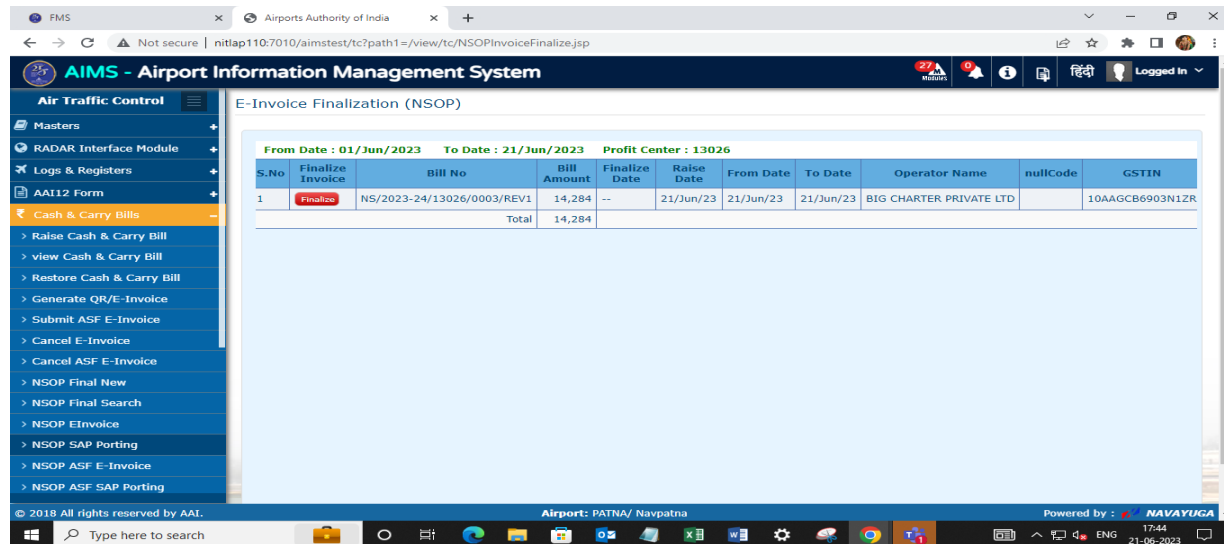
Click on the “**NSOP SAP PORTING**” In the left menu for the E-Invoice Finalization.

The below screen shown.



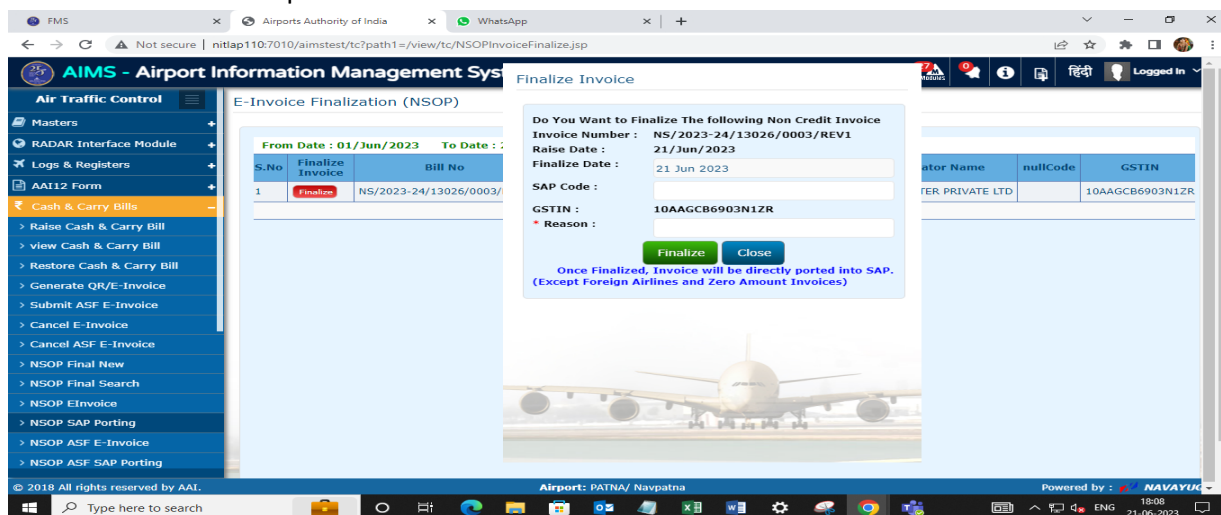
- Select the “From Date” and “To Date”
- Profit Center field is select the Drop down List invoice.
- Clear the all data when user clicking on “Reset Button”
- Click on “Submit” button it’s opened the E-Invoice Finalization (NSOP) Screen.

See this below screen.



Once click on the “Finalization” button.

This below screen is opened.



After check the “**NSOP E-Invoice**” in left menu for the Generate QR/E-Invoice (NSOP) screen is opened click on search button.

E-Invoice column Status will be changed in “**DONE**”.

See this below screen.

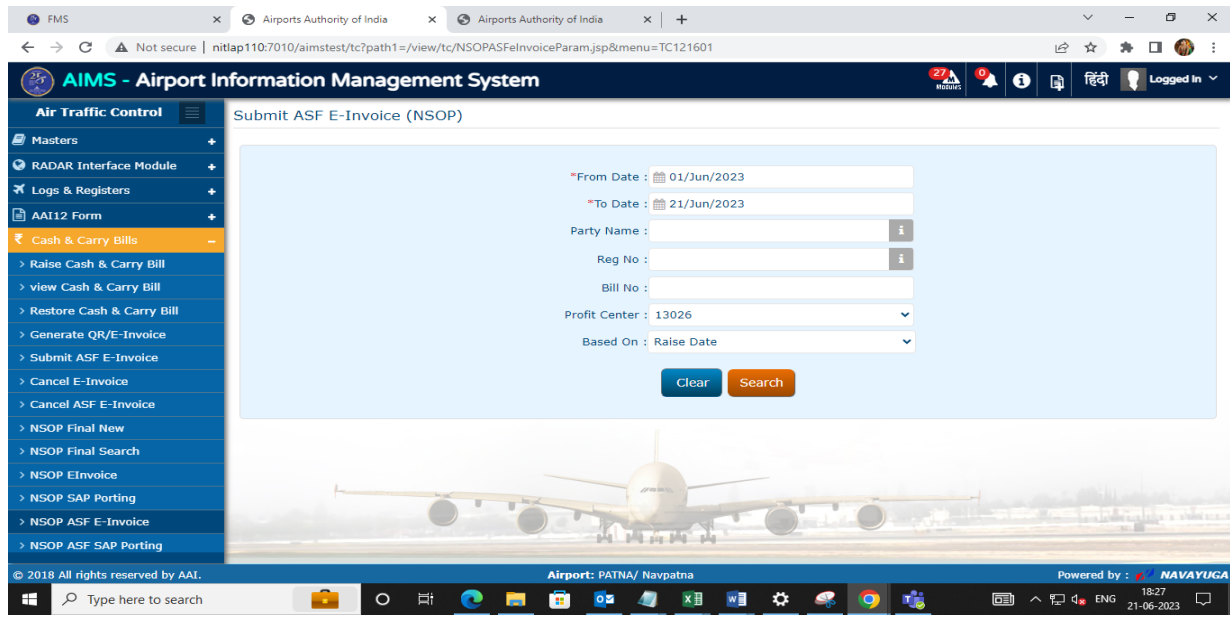
The screenshot shows the AIMS - Airport Information Management System interface. The left sidebar menu is expanded to 'Cash & Carry Bills', with sub-items including 'Raise Cash & Carry Bill', 'view Cash & Carry Bill', 'Restore Cash & Carry Bill', 'Generate QR/E-Invoice', 'Submit ASF E-Invoice', 'Cancel E-Invoice', 'Cancel ASF E-Invoice', 'NSOP Final New', 'NSOP Final Search', 'NSOP EInvoice', 'NSOP SAP Porting', 'NSOP ASF E-Invoice', and 'NSOP ASF SAP Porting'. The main content area displays the 'Generate QR/E-Invoice (NSOP)' screen with a table showing invoice details for 'BIG CHARTER PRIVATE LTD'.

S.No	E-Invoice	Bill No	Bill Amount	Submit Date	Raise Date	From Date	To Date	Operator Name	GSTIN
1	Done	NS/2023-24/13026/0003/REV1	14,284	--	21/Jun/23	21/Jun/23	21/Jun/23	BIG CHARTER PRIVATE LTD	10AAGCB6903N1ZR
Total			14,284						

### **NSOP ASF E-Invoice:-**

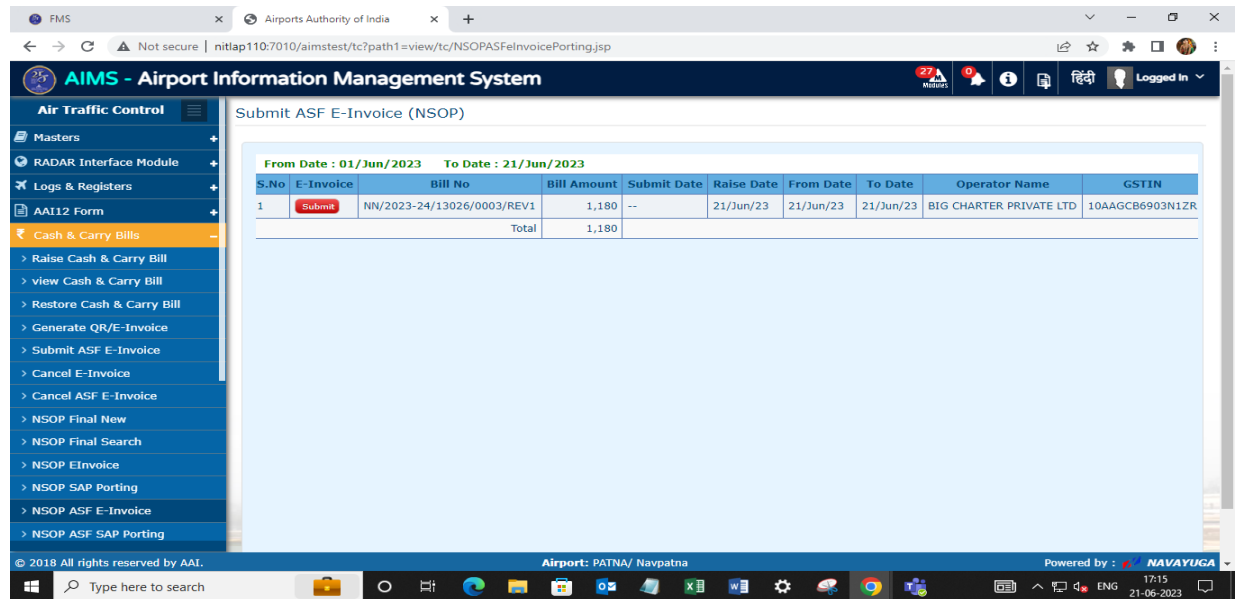
Click on the “**NSOP ASF E-Invoice**” in the left side menu for the Generate ASF E-Invoice (NSOP) screen.

The screen shown below.

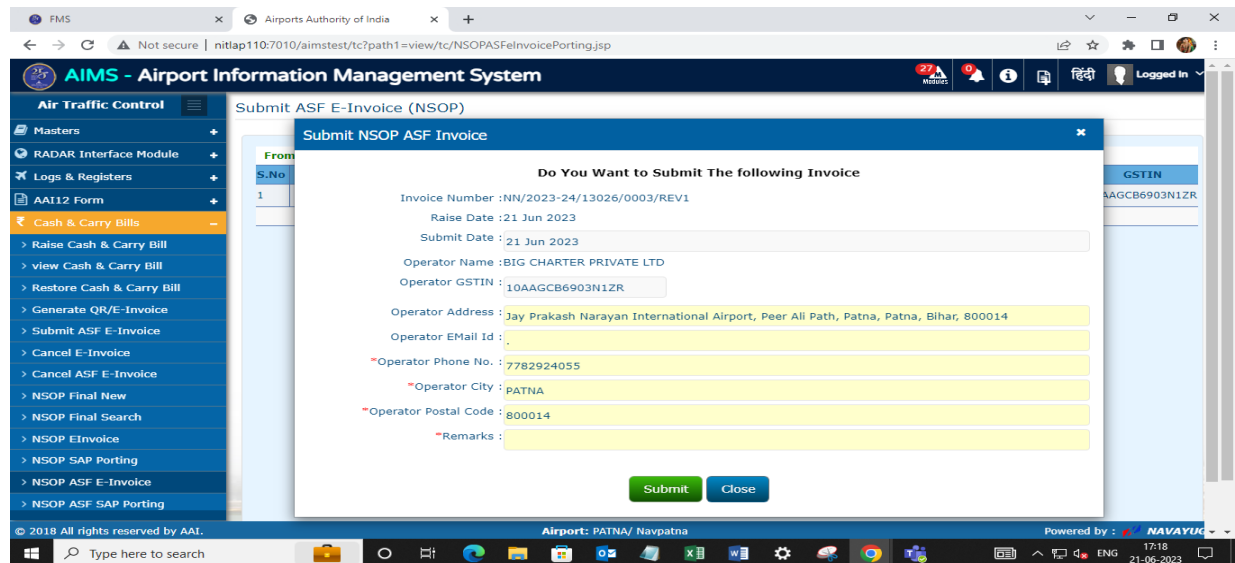


After user selects the mandatory date picker and click the search button, a list of the Generate ASF E-Invoice (NSOP) Search result appears.

The screen shown below.



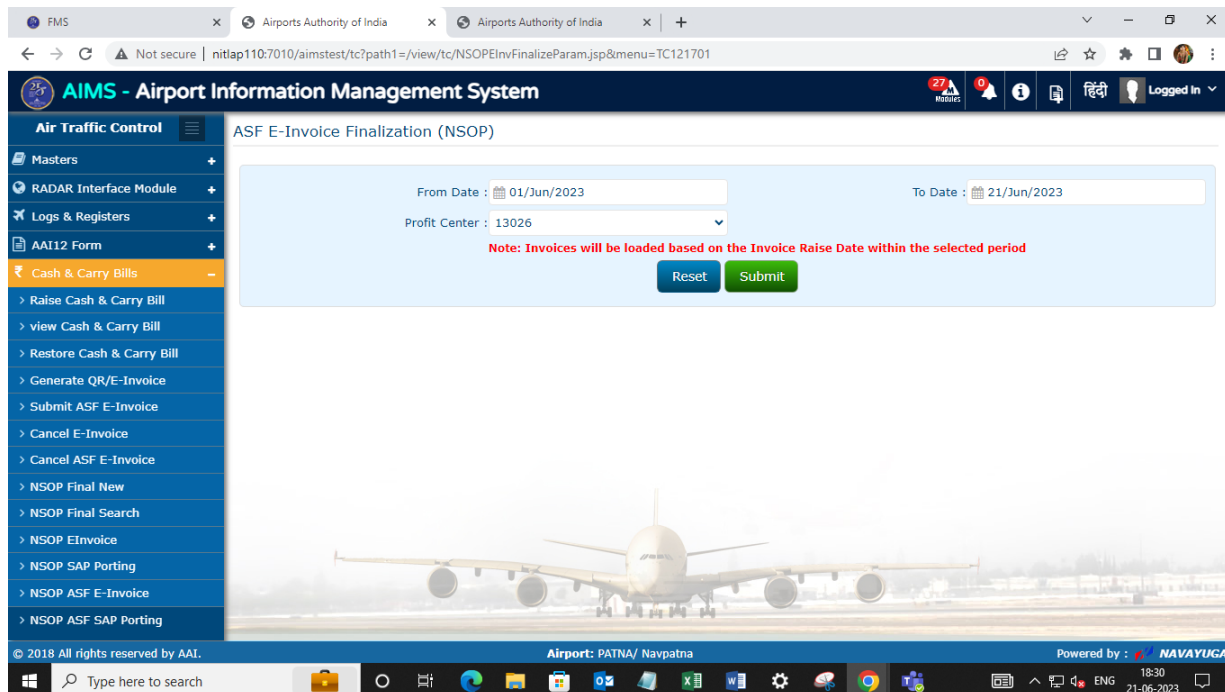
The Generate Submit ASF E-Invoice (NSOP) list of reports will be displayed. If a user wants to close a pending record, then click on the Pending button in the E-Invoice column. The screen shown below.



After filling out the required fields, click on the Submit button. The E-Invoice column's status has changed to Submit.

### **NSOP ASF SAP PORTING:-**

Click on the “**NSOP ASF SAP PORTING**” in the left side menu for the ASF E-Invoice Finalization (NSOP) screen.



The screen shown below E-Invoice Finalization (NSOP)

- Select the “From Date” and “To Date”
- Profit Center field is select the Drop down List invoice.
- Clear the all data when user clicking on “Reset Button”
- Click on “Submit” button it’s opened the E-Invoice Finalization (NSOP) Screen

It’s opened the below screen.

AIMS - Airport Information Management System

ASF Invoice Finalization (NSOP)

From Date : 01/Jun/2023 To Date : 21/Jun/2023 Profit Center : 13026

S.No	Finalize Invoice	Bill No	Bill Amount	Finalize Date	Raise Date	From Date	To Date	Operator Name	SAPCode	GSTIN
1	Finalize	NN/2023-24/13026/0003/REV1	1,180	--	21/Jun/23	21/Jun/23	21/Jun/23	BIG CHARTER PRIVATE LTD		10AAGCB6903N1ZR
Total			1,180							

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Once click on Finalization its open the below screen.

Finalize NSOP ASF Invoice

Do You Want to Finalize The following Invoice

Invoice Number : NN/2023-24/13026/0003/REV1  
 Raise Date : 21/Jun/2023  
 Finalize Date : 21 Jun 2023  
 SAP Code : 10AAGCB6903N1ZR  
 GSTIN : 10AAGCB6903N1ZR

\* Reason : OK

Finalize Close

After check the Submit ASF E-Invoice (NSOP) Status will be changed **"DONE"**.

See this below screen.

Submit ASF E-Invoice (NSOP)

From Date : 01/Jun/2023 To Date : 21/Jun/2023

S.No	E-Invoice	Bill No	Bill Amount	Submit Date	Raise Date	From Date	To Date	Operator Name	GSTIN
1	Done	NN/2023-24/13026/0003/REV1	1,180	--	21/Jun/23	21/Jun/23	21/Jun/23	BIG CHARTER PRIVATE LTD	10AAGCB6903N1ZR
Total			1,180						

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