Contract Invoice Management eServices

www.works.gov.bh

Contract Invoice Management eServices

This service is provided by the Ministry of Works to contractors engaged with the Ministry, enabling the submission of project invoices and all supporting documents in accordance with approved procedures.
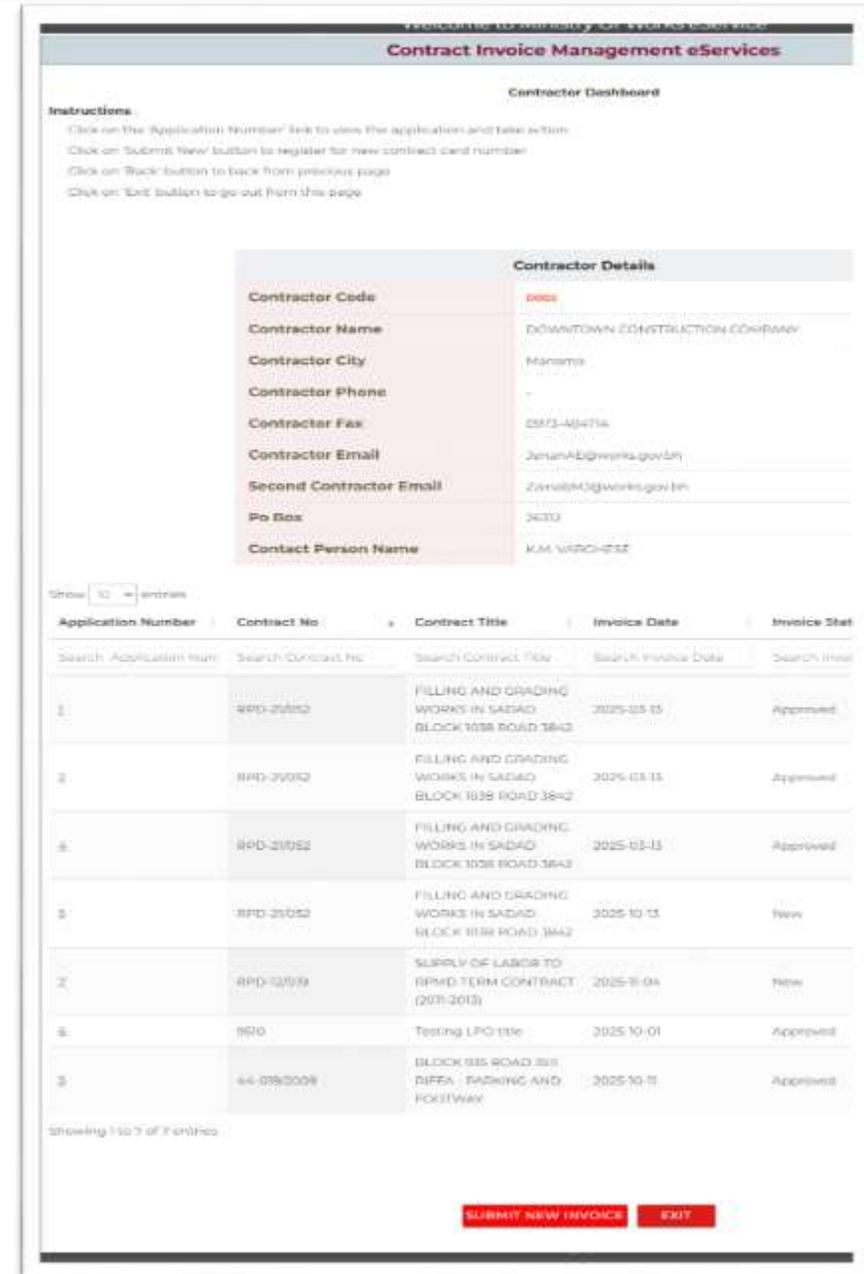
Contract Invoice Management eServices

New Company Registration: To register a new company, download the Registration Form and send it via email to CIMS-help@works.gov.bh.

- Enter username and Password to access the portal. Then click "**Login**" button to proceed.
- Click on '**Forgot your password?**' if you need to reset your login credentials.
- Click on '**Change Password?**' to update your password.

Contract Invoice Management eServices Request

After a successful login, the consultant or contractor company is directed to their Dashboard, which serves as the central hub for managing their invoices.

- You can view a list of all previously submitted invoices along with their status (e.g., Pending, Approved, Rejected).
- Click on **Application number** to view detailed information, including submission date, invoice amount, and approval history.
- Click on "**Submit a new invoice**" to open the submission form.

Step 1 - Enter application details :
- Invoice Type: Select either Contract Invoice or LPO.
- Contract No: Choose the relevant contract from the dropdown list.
- Contract Title: Enter the official title of the contract.
- Reference No: Provide the reference number related to the invoice.
- Invoice Amount*: Enter the total amount for the invoice.
- Invoice Date: Select the date of the invoice using the date picker.
- Payment Type*: Choose one of Interim, Final, or Advance.
- Invoice Serial No*: Enter the serial number of the invoice.
- TCO: Enter the Total Completion Order number, if applicable.
- TCO Amount: Enter the associated TCO amount.
- Project Manager: Select the responsible Project Manager from the dropdown list.
- Comments: Optional field to add remarks or special instructions.

Step 2- Attach Required documents based on the selected values.
- Select the appropriate document type, click Browse or Choose, and upload the corresponding file.
- Accepted file formats BMP, PNG, PDF, JPG, JPEG, GIF, XLSX, DGN, RAR, ZIP and each file must not exceed 10 MB.

Once a new invoice has been successfully submitted, the system confirms the submission and generates a unique Application Number.

- Click "Print" to print the application details.
- Enter new comments and Click "Save" to save the new comments.
- Enter "Back" to back to the Main dashboard page.

Thank you