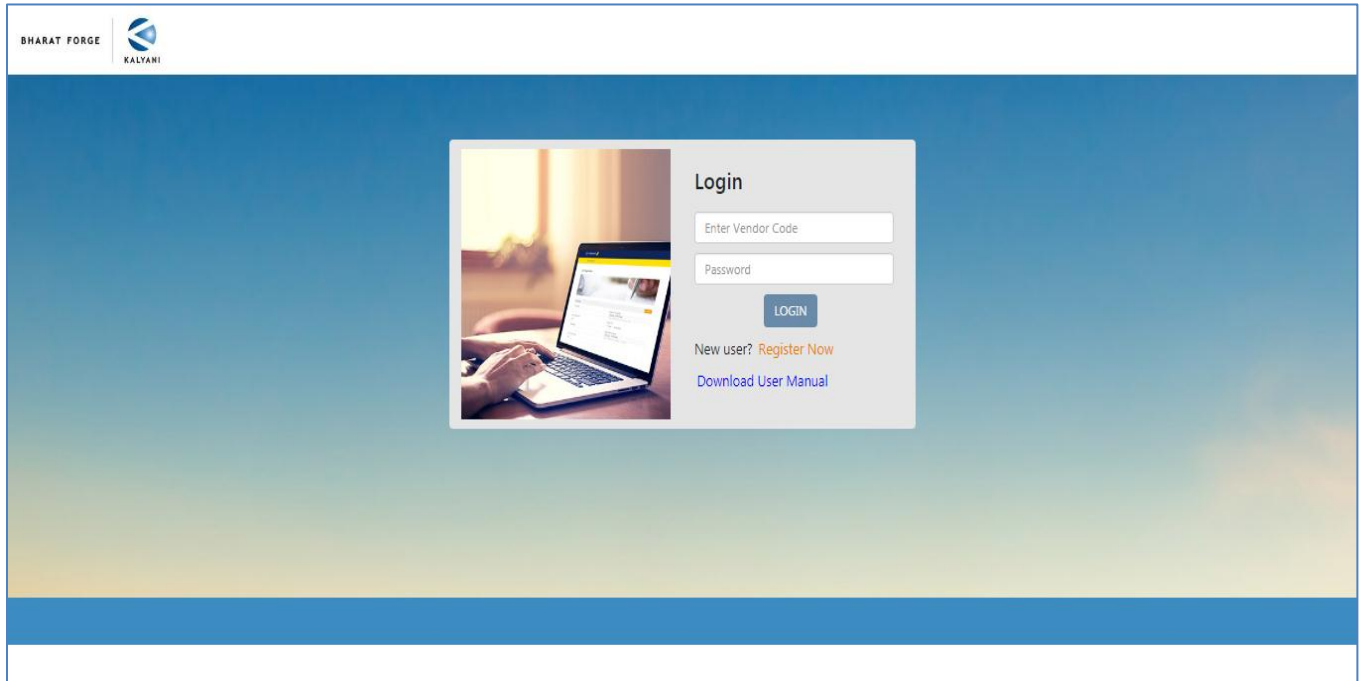


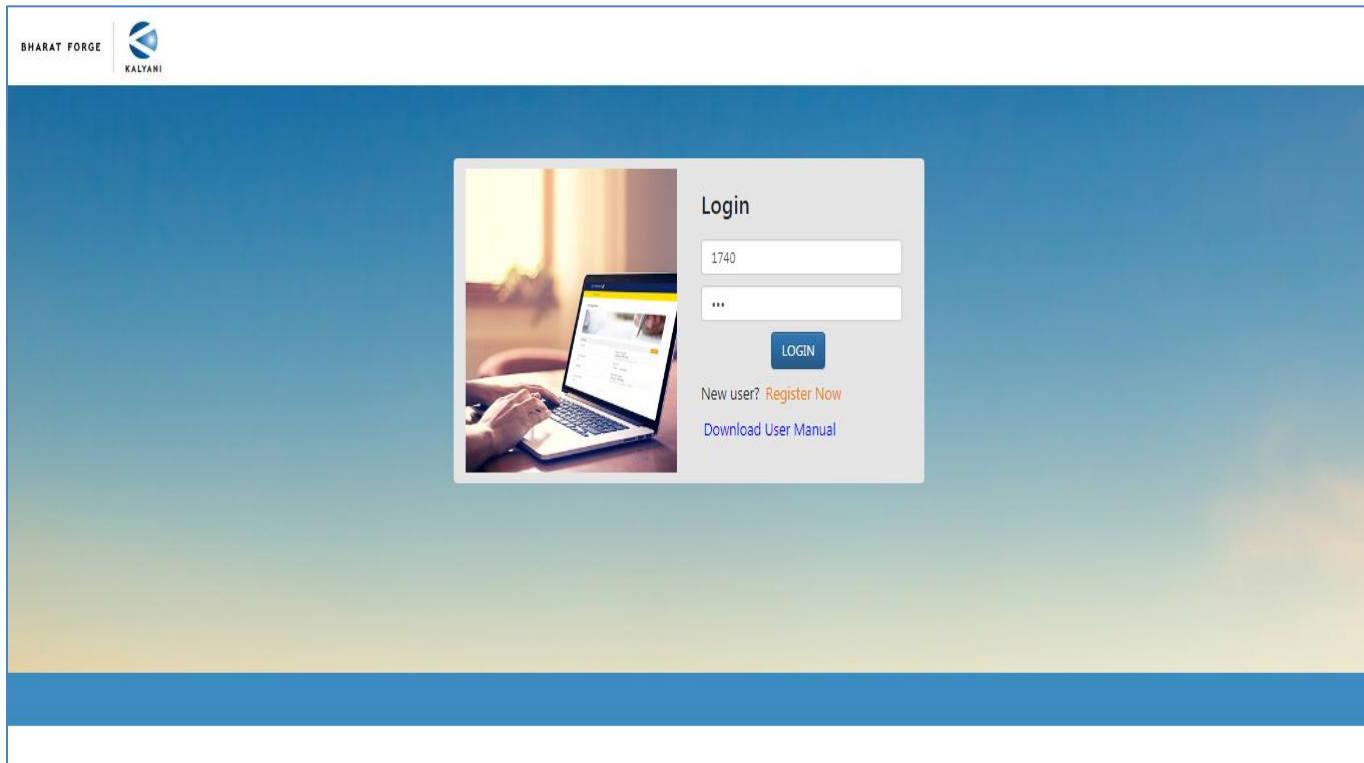
SOP for Vendor Portal Application – Autoflow Technologies

Please go through the step by step procedure while using the Vendor Portal Application for better understanding the functionality of the application.



STEP 1: Below is the Login page for Vendor Portal Application



STEP 2: Click on “Download User Manual” button Download User Manual for logging into the application.



STEP 3: Below “Dashboard” screen will appear once logged in successfully. First go to “OPEN PO” tab and this screen will appear. You can see all your Open PO this screen. You can filter PONO from search fields. PO OPEN Status means PO Remaining quantity is not zero.

[Change password](#)
[Logout](#)

OPEN PO
6

CLOSE PO
40

INVOICE SUBMITTED
41

SHORT CLOSE LINEITEMS
11

Sr No.	PO No	PO Date	PO Status	VendorName	VendorCode	PO Value	Invoiced Value	Remaining Value	PO Quantity	Invoice Quantity	Remaining Quantity	Action
1	4600936501	26/11/2019	Open	NIRMAL ENTERPRISES	1740	9864.25	0.00	9864.25	5		5	VIEW ADD INVOICE
2	4600937109	28/11/2019	Open	NIRMAL ENTERPRISES	1740	763.75	0.00	763.75	1		1	VIEW ADD INVOICE
3	4600937185	29/11/2019	Open	NIRMAL ENTERPRISES	1740	30750.00	0.00	30750.00	150		150	VIEW ADD INVOICE
4	4600937274	29/11/2019	Open	NIRMAL ENTERPRISES	1740	4500.00	0.00	4500.00	100		100	VIEW ADD INVOICE
5	4600937518	30/11/2019	Open	NIRMAL ENTERPRISES	1740	6838.25	0.00	6838.25	2		2	VIEW ADD INVOICE
6	4600937785	02/12/2019	Open	NIRMAL ENTERPRISES	1740	830.12	405.12	425.00	6	5	1	VIEW ADD INVOICE

[« Previous](#)
[1](#)
[Next »](#)

STEP 4: Firstly click on hyperlink of PO to display LineItems details of particular PO.

PO LineItem List

PO Details

Purchase Order No.
PO Type.*
PO Value.*

Purchase Order Date.*
Vendor.*
PO Remaining Value.*

LineItem Details

PO NUMBER	PO ITEM NUMBER	PO DATE	PO TYPE	VENDOR CODE	VENDOR NAME	PLANT CODE	PAYMENT TERMS	PURCHASE GROUP	CURRENCY CODE	MATERIAL CODE	MATERIAL DESCRIPTION	PO QUANTITY	UNIT	DELIVERY DATE	DELIVERY COMPLETE INDICATOR	TAXABLE RATE	TAXABLE VALUE	TAX VALUE	P000 RATE	P000 VALUE	P001 RATE	P001 VALUE	1
4600937185	1	29 Nov 2019	ZCAP	1740	NIRMAL ENTERPRISES	6100	CO60	67	INR	X03905001836	SOCKET LOW HEAD CAP SCREW M24X35	50	NOS	30 Dec 2019		260	13000	2340	0	0	0	0	13
4600937185	2	29 Nov 2019	ZCAP	1740	NIRMAL ENTERPRISES	6100	CO60	67	INR	X03905001837	SOCKET LOW HEAD CAP SCREW M24X40	50	NOS	30 Dec 2019		260	13000	2340	0	0	0	0	13
4600937185	3	29 Nov 2019	ZCAP	1740	NIRMAL ENTERPRISES	6100	CO60	67	INR	X03905001838	SOCKET LOW HEAD CAP SCREW M16X30	50	NOS	30 Dec 2019		95	4750	855	0	0	0	0	4
Total :												150				30750.00							

STEP 5: Option 1 - Click on Add Invoice button to generate invoice of particular PO. Here you show details of PO with Lineltems with their PO Quantity

BHARAT FORGE

KALYANI

Change password Logout

OPEN PO

6

CLOSE PO

40

INVOICE SUBMITTED

41

SHORT CLOSE LINEITEMS

11

Search by PO Number

Sr No.	PO No	PO Date	PO Status	VendorName	VendorCode	PO Value	Invoiced Value	Remaining Value	PO Quantity	Invoice Quantity	Remaining Quantity	Action
1	4600936501	26/11/2019	Open	NIRMAL ENTERPRISES	1740	9864.25	0.00	9864.25	5		5	VIEW ADD INVOICE
2	4600937109	28/11/2019	Open	NIRMAL ENTERPRISES	1740	763.75	0.00	763.75	1		1	VIEW ADD INVOICE
3	4600937185	29/11/2019	Open	NIRMAL ENTERPRISES	1740	30750.00	0.00	30750.00	150		150	VIEW ADD INVOICE
4	4600937274	29/11/2019	Open	NIRMAL ENTERPRISES	1740	4500.00	0.00	4500.00	100		100	VIEW ADD INVOICE
5	4600937518	30/11/2019	Open	NIRMAL ENTERPRISES	1740	6838.25	0.00	6838.25	2		2	VIEW ADD INVOICE
6	4600937785	02/12/2019	Open	NIRMAL ENTERPRISES	1740	830.12	405.12	425.00	6	5	1	VIEW ADD INVOICE

Previous

1

Next

BHARAT FORGE

KALYANI

Vendor - Add Invoice

PO Details

Purchase Order No.

4600937185

Purchase Order Date.

29 Nov 2019

PO Type.

ZCAP

Vendor.

NIRMAL ENTERPRISES

PO Value.

30750.00

PO Remaining Value.

22635.00

Add Invoice Details

DOWNLOAD EXCEL TEMPLATE

Choose File

No file chosen

Invoice No.*

Invoice Date.*

2019-12-04

Transporter Name.

Transporter LR Date.

yyyy-mm-dd

Transporter LR NO.

Vehicle Number.

e.g. XXX NNNN
XX NN XX NNNN
XX NN X XX NNNN
XX N X XX NNNN
XX NN X NNNN
XX NN NNNN

Sr No	Line No.	Material Code	Quantity	Taxable Rate	Invoice Value	CGST Rate	SGST Rate	IGST Rate	UTGST Rate	CGST Amount	SGST Amount	IGST Amount	UTGST Amount	Total Tax Amount	Total Gross Amount	Remaining Quantity	Batch No
1	1	X03905001836		260.00		9	9	0	0		0	0	0			41	
2	2	X03905001837		260.00		9	9	0	0		0	0	0			34	
3	3	X03905001838		95.00		9	9	0	0		0	0	0			33	
Total :			0														

ADD

CANCEL

STEP 6: You have add mandatory Invoice No & Invoice Date.

Vendor - Add Invoice

PO Details

Purchase Order No.

4600937185

Purchase Order Date.

29 Nov 2019

PO Type.

ZCAP

Vendor.

NIRMAL ENTERPRISES

PO Value.

30750.00

PO Remaining Value.

27960.00

Add Invoice Details

Download Excel Template

Choose File

No file chosen

Invoice No.*

Invoice No required.

Invoice Date.*

yyyy-mm-dd

Invoice Date required.

yyyy-mm-dd

Transporter Name.

Transporter LR Date.

Vehicle Number.

e.g. XXX NNNN

XX NN XX NNNN

XX NN X XX NNNN

XX N X XX NNNN

XX NN X NNNN

XX NN NNNN

Transporter LR NO.

Sr No	Line No.	Material Code	Quantity	Taxable Rate	Invoice Value	COST Rate	SGST Rate	IGST Rate	UTGST Rate	COST Amount	SGST Amount	IGST Amount	UTGST Amount	Total Tax Amount	Total Gross Amount	Remaining Quantity	Batch No
1	1	X03905001836		260.00		9	9	0	0		0	0	0			46	
2	2	X03905001837		260.00		9	9	0	0		0	0	0			44	
3	3	X03905001838		95.00		9	9	0	0		0	0	0			48	
Total :			0														

Add

Cancel

STEP 7: Add LRDate should be greater than Invoice Date.

Vendor - Add Invoice

PO Details

Purchase Order No.

4600937185

Purchase Order Date.

29 Nov 2019

PO Type.

ZCAP

Vendor.

NIRMAL ENTERPRISES

PO Value.

30750.00

PO Remaining Value.

27960.00

Add Invoice Details

Download Excel Template

Choose File

No file chosen

Invoice No.*

12

Invoice Date.*

2019-12-05

Transporter Name.

LR Date.

yyyy-mm-dd

Transporter LR NO.

Per.

MH 12 GB 1234

e.g. XXX NNNN

XX NN XX NNNN

XX NN X XX NNNN

XX N X XX NNNN

XX NN X NNNN

XX NN NNNN

LR date should be gerater than invoice date

OK

Sr No	Line No.	Material Code	Quantity	Taxable Rate	Invoice Value	CGST Rate	SGST Rate	IGST Rate	UTGST Rate	CGST Amount	SGST Amount	IGST Amount	UTGST Amount	Total Tax Amount	Total Gross Amount	Remaining Quantity	Batch No
1	1	X03905001836		260.00		9	9	0	0		0	0	0			46	
2	2	X03905001837		260.00		9	9	0	0		0	0	0			44	
3	3	X03905001838		95.00		9	9	0	0		0	0	0			48	
Total :			0														

Add

Cancel

STEP 8: You can also Add “Vehicle Number” here as per given format of Vehicle Number you add it.

Vendor - Add Invoice

PO Details

Purchase Order No.

4600937185

Purchase Order Date.

29 Nov 2019

PO Type.

ZCAP

Vendor.

NIRMAL ENTERPRISES

PO Value.

30750.00

PO Remaining Value.

27960.00

Add Invoice Details

DOWNLOAD EXCEL TEMPLATE

Choose File

No file chosen

Invoice No.*

12

Invoice Date.*

2019-12-05

Transporter Name.

Transporter LR Date.

2019-12-10

Transporter LR NO.

Vehicle Number.

MH 12 GB 123

Vehicle No is invalid

e.g. XXX NNNN

XX NN XX NNNN

XX NN X XX NNNN

XX N X XX NNNN

XX NN X NNNN

XX NN NNNN

Sr No	Line No.	Material Code	Quantity	Taxable Rate	Invoice Value	CGST Rate	SGST Rate	IGST Rate	UTGST Rate	CGST Amount	SGST Amount	IGST Amount	UTGST Amount	Total Tax Amount	Total Gross Amount	Remaining Quantity	Batch No
1	1	X03905001836		260.00		9	9	0	0		0	0	0			46	
2	2	X03905001837		260.00		9	9	0	0		0	0	0			44	
3	3	X03905001838		95.00		9	9	0	0		0	0	0			48	
Total :			0														

ADD

CANCEL

STEP 9: You can also add at least one quantity of Lineltems for creating bill. For adding quantity it is less than pending quantity of Lineltems.

Warning!

At least one Material quantity should be present

Vendor - Add Invoice

PO Details

Purchase Order No.

4600937185

Purchase Order Date.

29 Nov 2019

PO Type.

ZCAP

Vendor.

NIRMAL ENTERPRISES

PO Value.

30750.00

PO Remaining Value.

27960.00

Add Invoice Details

DOWNLOAD EXCEL TEMPLATE

Choose File

No file chosen

Invoice No.*

12

Invoice Date.*

2019-12-05

Transporter Name.

ABC TRANSPORT

Transporter LR Date.

2019-12-10

Transporter LR NO.

112

Vehicle Number.

MH 12 GB 1234

e.g. XXX NNNN

XX NN XX NNNN

XX NN X XX NNNN

XX N X XX NNNN

XX NN X NNNN

XX NN NNNN

Sr No	Line No.	Material Code	Quantity	Taxable Rate	Invoice Value	CGST Rate	SGST Rate	IGST Rate	UTGST Rate	CGST Amount	SGST Amount	IGST Amount	UTGST Amount	Total Tax Amount	Total Gross Amount	Remaining Quantity	Batch No
1	1	X03905001836		260.00		9	9	0	0		0	0	0			46	
2	2	X03905001837		260.00		9	9	0	0		0	0	0			44	
3	3	X03905001838		95.00		9	9	0	0		0	0	0			48	
Total :			0														

ADD

CANCEL

STEP 10: You can click “OK “Button confirm to add invoice or you also click “Cancel” button to cancel the bill.

Vendor - Add Invoice

Are sure you want to save Invoice Bill ?

OKCancel

PO Details

Purchase Order No.

4600937185

PO Type.

ZCAP

PO Value.

30750.00

29 Nov 2019

Vendor.

NIRMAL ENTERPRISES

PO Remaining Value.

27960.00

Add Invoice Details

DOWNLOAD EXCEL TEMPLATE

Choose File

No file chosen

Invoice No.*

12

Invoice Date.*

2019-12-04

Transporter Name.

ABC TRANSPORT

Transporter LR Date.

2019-12-10

Transporter LR NO.

112

Vehicle Number.

MH 12 GB 1234

e.g. XXX NNNN

XX NN XX NNNN

XX NN X XX NNNN

XX N X XX NNNN

XX NN X NNNN

XX NN NNNN

Sr No	Line No.	Material Code	Quantity	Taxable Rate	Invoice Value	CGST Rate	SGST Rate	IGST Rate	UTGST Rate	CGST Amount	SGST Amount	IGST Amount	UTGST Amount	Total Tax Amount	Total Gross Amount	Remaining Quantity	Batch No
1	1	X03905001836	5	260.00	1300.00	9	9	0	0	117.00	117.00	0.00	0.00	234.00	1534.00	46	A12345678
2	2	X03905001837	10	260.00	2600.00	9	9	0	0	234.00	234.00	0.00	0.00	468.00	3068.00	44	
3	3	X03905001838	15	95.00	1425.00	9	9	0	0	128.25	128.25	0.00	0.00	256.50	1681.50	48	
Total :			30		5325.00					479.25	479.25	0.00	0.00	958.50	6283.50		

ADD

CANCEL

STEP 11: After adding invoice, you see your invoice bill with line item description. Print “QR Code” to click on Print QR Code. And you also download PDF file of QR Code.

BHARAT FORGE

KALYANI

View Invoice Details

PO Details

Purchase Order No.:

4600937185

PO Type :

ZCAP

PO Value :

30750.00

Purchase Order Date :

29 Nov 2019

Vendor :

NIRMAL ENTERPRISES

PO Remaining Value:

22635.00

View Invoice Details

Invoice No* :

12

Invoice Date* :

04 Dec 2019

Transporter Name :

ABC TRANSPORT

Transporter LR Date :

10 Dec 2019

Transporter LR No :

112

Vehicle Number :

MH 12 GB 1234

4600937185 / 12

PRINT QR CODE

DOWNLOAD QR

Sr No.	Line No.	Material Code	Quantity	Taxable Rate	Invoice Value	CGST Rate	SGST Rate	IGST Rate	UTGST Rate	CGST Amount	SGST Amount	IGST Amount	UTGST Amount	Total Tax Amount	Total Gross Amount	Batch No
1	1	X03905001836	5	260.00	1300.00	9	9	0	0	117.00	117.00	0.00	0.00	234.00	1534.00	A12345678
2	2	X03905001837	10	260.00	2600.00	9	9	0	0	234.00	234.00	0.00	0.00	468.00	3068.00	
3	3	X03905001838	15	95.00	1425.00	9	9	0	0	128.25	128.25	0.00	0.00	256.50	1681.50	
Total :			30		5325.00					479.25	479.25	0.00	0.00	958.50	6283.50	

CANCEL

STEP 12: Option 2 - For creating invoice, you also upload excel template for particular PO Number. First you click on Download Excel Template.

Vendor - Add Invoice

PO Details

Purchase Order No.

4600937185

Purchase Order Date.

29 Nov 2019

PO Type.

ZCAP

Vendor.

NIRMAL ENTERPRISES

PO Value.

30750.00

PO Remaining Value.

22635.00

Add Invoice Details

DOWNLOAD EXCEL TEMPLATE

Choose FileNo file chosen

Invoice No.*

Click here to download Excel Sheet

Invoice Date.*

2019-12-04

Transporter Name.

Transporter LR Date.

yyyy-mm-dd

Transporter LR NO.

Vehicle Number.

e.g. XXX NNNN
XX NN XX NNNN
XX NN X XX NNNN
XX N X XX NNNN
XX NN X NNNN
XX NN NNNN

Sr No	Line No.	Material Code	Quantity	Taxable Rate	Invoice Value	COST Rate	SGST Rate	IGST Rate	UTGST Rate	COST Amount	SGST Amount	IGST Amount	UTGST Amount	Total Tax Amount	Total Gross Amount	Remaining Quantity	Batch No
1	1	X03905001836		260.00		9	9	0	0		0	0	0			41	
2	2	X03905001837		260.00		9	9	0	0		0	0	0			34	
3	3	X03905001838		95.00		9	9	0	0		0	0	0			33	
Total :			0														

ADD

CANCEL

.....

STEP 13: After download excel template, you fill details of particular PO number with LinelItems. You have mandatory add fields InvoiceNo, Invoice Date, LineNo, Material Code, Quantity as per given excel view, then click on button “choose file” to select excel file. You have get all data from excel and submit Bill

[illegible]

PO Details

Purchase Order No.	<input type="text" value="4600937185"/>	Purchase Order Date.	<input type="text" value="29 Nov 2019"/>
PO Type.	<input type="text" value="ZCAP"/>	Vendor.	<input type="text" value="NIRMAL ENTERPRISES"/>
PO Value.	<input type="text" value="30750.00"/>	PO Remaining Value.	<input type="text" value="22635.00"/>

Add Invoice Details

DOWNLOAD EXCEL TEMPLATE

Choose File sample (1).xlsx

Invoice No.*	<input type="text" value="113"/>	Invoice Date.*	<input type="text" value="2019-12-04"/>
Transporter Name.	<input type="text" value="AA TRANSPORT"/>	Transporter LR Date.	<input type="text" value="2019-12-10"/>
Transporter LR NO.	<input type="text" value="236"/>	Vehicle Number.	<input type="text" value="MH 12 GB 1234"/> e.g. XXX NNNN XX NN XX NNNN XX NN X XX NNNN XX N X XX NNNN XX NN X NNNN XX NN NNNN

Sr.No	Line No.	Material Code	Quantity	Taxable Rate	Invoice Value	COST Rate	SGST Rate	IGST Rate	UTGST Rate	COST Amount	SGST Amount	IGST Amount	UTGST Amount	Total Tax Amount	Total Gross Amount	Remaining Quantity	Batch No
1	<input type="text" value="1"/>	X03905001836	<input type="text" value="5"/>	<input type="text" value="260.00"/>	<input type="text" value="1300.00"/>	<input type="text" value="9"/>	<input type="text" value="9"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="117.00"/>	<input type="text" value="117.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="234.00"/>	<input type="text" value="1534.00"/>	<input type="text" value="41"/>	A123456789
2	<input type="text" value="2"/>	X03905001837	<input type="text" value="10"/>	<input type="text" value="260.00"/>	<input type="text" value="2600.00"/>	<input type="text" value="9"/>	<input type="text" value="9"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="234.00"/>	<input type="text" value="234.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="468.00"/>	<input type="text" value="3068.00"/>	<input type="text" value="34"/>	
3	<input type="text" value="3"/>	X03905001838	<input type="text" value=""/>	<input type="text" value="95.00"/>	<input type="text" value=""/>	<input type="text" value="9"/>	<input type="text" value="9"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value=""/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="33"/>	
Total :			15		3900.00					351.00	351.00	0.00	0.00	702.00	4602.00		

ADD

CANCEL

STEP 14: After submitting Bill click on “cancel” go to “Dashboard” screen. You can see Open PO list, Click VIEW Button to display particular PO to display invoice history. You can search invoice by PO No or Invoice No

BHARAT FORGE

KALYANI

Change password Logout

OPEN PO

6

CLOSE PO

40

INVOICE SUBMITTED

41

SHORT CLOSE LINEITEMS

11

Search by PO Number

Sr No.	PO No	PO Date	PO Status	VendorName	VendorCode	PO Value	Invoiced Value	Remaining Value	PO Quantity	Invoice Quantity	Remaining Quantity	Action
1	4600936501	26/11/2019	Open	NIRMAL ENTERPRISES	1740	9864.25	0.00	9864.25	5		5	VIEW ADD INVOICE
2	4600937109	28/11/2019	Open	NIRMAL ENTERPRISES	1740	763.75	0.00	763.75	1		1	VIEW ADD INVOICE
3	4600937185	29/11/2019	Open	NIRMAL ENTERPRISES	1740	30750.00	0.00	30750.00	150		150	VIEW ADD INVOICE
4	4600937274	29/11/2019	Open	NIRMAL ENTERPRISES	1740	4500.00	0.00	4500.00	100		100	VIEW ADD INVOICE
5	4600937518	30/11/2019	Open	NIRMAL ENTERPRISES	1740	6838.25	0.00	6838.25	2		2	VIEW ADD INVOICE
6	4600937785	02/12/2019	Open	NIRMAL ENTERPRISES	1740	830.12	405.12	425.00	6	5	1	VIEW ADD INVOICE

Previous

1

Next

BHARAT FORGE

KALYANI

Vendor - View Invoice History

PO Details

Purchase Order No.* :

4600937185

Purchase Order Date * :

29 Nov 2019

PO Type * :

ZCAP

Vendor* :

NIRMAL ENTERPRISES

PO Value * :

30750.00

PO Remaining Value* :

22635.00

Invoice History

Sr No.	Invoice No.	Invoice Date	Invoice Amount	Tax Amount	Gross Amount	Action
1	5	04 Dec 2019	1395.00	251.10	1646.10	VIEW
2	3	04 Dec 2019	1395.00	251.10	1646.10	VIEW
3	12	04 Dec 2019	5325.00	958.50	6283.50	VIEW

Cancel

STEP 15: Click VIEW Button to display particular Invoice.

View Invoice Details

PO Details

Purchase Order No. : 4600937185
PO Type : ZCAP
PO Value : 30750.00

Purchase Order Date : 29 Nov 2019
Vendor : NIRMAL ENTERPRISES
PO Remaining Value: 22635.00

View Invoice Details

Invoice No* : 3
Transporter Name :
Transporter LR No :
Invoice Date* : 04 Dec 2019
Transporter LR Date :
Vehicle Number :

4600937185 / 3

PRINT QR CODE

DOWNLOAD QR



Sr No.	Line No.	Material Code	Quantity	Taxable Rate	Invoice Value	CGST Rate	SGST Rate	IGST Rate	UTGST Rate	CGST Amount	SGST Amount	IGST Amount	UTGST Amount	Total Tax Amount	Total Gross Amount	Batch No
1	1	X03905001836	2	260.00	520.00	9	9	0	0	46.80	46.80	0.00	0.00	93.60	613.60	
2	2	X03905001837	3	260.00	780.00	9	9	0	0	70.20	70.20	0.00	0.00	140.40	920.40	
3	3	X03905001838	1	95.00	95.00	9	9	0	0	8.55	8.55	0.00	0.00	17.10	112.10	
Total :			6		1395.00					125.55	125.55	0.00	0.00	251.10	1646.10	

Cancel

STEP 15: "Vendor Dashboard" screen. You can click on Close PO, Close Status means Remaining quantity of PO is 0. Click VIEW Button to display particular PO to display invoice history. You click on VIEW Button to display invoice.

Change password Logout

OPEN PO
6

CLOSE PO
40

INVOICE SUBMITTED
44

SHORT CLOSE LINEITEMS
11

Sr No.	PO No	PO Date	PO Status	VendorName	VendorCode	PO Value	Invoiced Value	Remaining Value	PO Quantity	Invoice Quantity	Remaining Quantity	Action
1	4600886272	09/04/2019	Closed	NIRMAL ENTERPRISES	1740	905.25	905.25	0.00	3	3	0	VIEW ADD INVOICE
2	4600918432	22/08/2019	Closed	NIRMAL ENTERPRISES	1740	2095.30	2095.30	0.00	6	6	0	VIEW ADD INVOICE
3	4600921581	09/09/2019	Closed	NIRMAL ENTERPRISES	1740	1505.00	1505.00	0.00	7	7	0	VIEW ADD INVOICE
4	4600921980	10/09/2019	Closed	NIRMAL ENTERPRISES	1740	1527.50	1527.50	0.00	2	2	0	VIEW ADD INVOICE
5	4600922527	13/09/2019	Closed	NIRMAL ENTERPRISES	1740	7990.95	7990.95	0.00	1	1	0	VIEW ADD INVOICE
6	4600923153	17/09/2019	Closed	NIRMAL ENTERPRISES	1740	224.00	224.00	0.00	2	2	0	VIEW ADD INVOICE
7	4600925018	25/09/2019	Closed	NIRMAL ENTERPRISES	1740	348.43	348.30	0.13	27	27	0	VIEW ADD INVOICE
8	4600931049	25/10/2019	Closed	NIRMAL ENTERPRISES	1740	1621.88	1621.88	0.00	15	15	0	VIEW ADD INVOICE
9	4600931050	25/10/2019	Closed	NIRMAL ENTERPRISES	1740	2200.00	2200.00	0.00	4	4	0	VIEW ADD INVOICE
10	4600931051	25/10/2019	Closed	NIRMAL ENTERPRISES	1740	2310.75	2310.75	0.00	1	1	0	VIEW ADD INVOICE

< Previous 1 2 3 4 Next >

STEP 16: Click VIEW Button to display particular PO to display invoice history. Then You click on VIEW Button to display invoice

Vendor - View Invoice History

PO Details

Purchase Order No.*:

4600925018

Purchase Order Date*:

25 Sep 2019

PO Type*:

ZDOM

Vendor*:

NIRMAL ENTERPRISES

PO Value*:

348.43

PO Remaining Value*:

0.13

Invoice History

Sr No.	Invoice No.	Invoice Date	Invoice Amount	Tax Amount	Gross Amount	Action
1	4513	02 Dec 2019	348.30	62.70	411.00	VIEW

Cancel

STEP 17: "Dashboard" screen. You can Click ON Invoice Submitted to display to total invoice list. You click on VIEW Button to display invoice. You can search any invoice by PO number or invoice No

BHARAT FORGE

KALYANI

Change password Logout

OPEN PO

6

CLOSE PO

40

INVOICE SUBMITTED

44

SHORT CLOSE LINEITEMS

11

Search by PO Number or InvoiceNo

Sr No.	PO No	Invoice No.	VendorName	VendorCode	Invoice Date	Invoice Amount	Tax Amount	Gross Amount	Action
1	4600937557	4554	NIRMAL ENTERPRISES	1740	04/12/2019	1800.00	324.00	2124.00	VIEW
2	4600937467	4555	NIRMAL ENTERPRISES	1740	04/12/2019	24084.00	4335.12	28419.12	VIEW
3	4600937785	4561	NIRMAL ENTERPRISES	1740	04/12/2019	405.12	72.92	478.04	VIEW
4	4600937486	4556	NIRMAL ENTERPRISES	1740	04/12/2019	858.50	154.54	1013.04	VIEW
5	4600938019	4557	NIRMAL ENTERPRISES	1740	04/12/2019	450.00	81.00	531.00	VIEW
6	4600922527	1	NIRMAL ENTERPRISES	1740	04/12/2019	7990.95	1438.38	9429.33	VIEW
7	4600937185	5	NIRMAL ENTERPRISES	1740	04/12/2019	1395.00	251.10	1646.10	VIEW
8	4600937185	3	NIRMAL ENTERPRISES	1740	04/12/2019	1395.00	251.10	1646.10	VIEW
9	4600937185	12	NIRMAL ENTERPRISES	1740	04/12/2019	5325.00	958.50	6283.50	VIEW
10	4600932569	2	NIRMAL ENTERPRISES	1740	04/12/2019	18500.00	3330.00	21830.00	VIEW

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STEP 18: You click on VIEW Button to display invoice.

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KALYANI

View Invoice Details

PO Details

Purchase Order No :

4600937557

Purchase Order Date :

30 Nov 2019

PO Type :

ZDOM

Vendor :

NIRMAL ENTERPRISES

PO Value :

1800.00

PO Remaining Value :

0.00

View Invoice Details

Invoice No* :

4554

Invoice Date* :

04 Dec 2019

4600937557 / 4554

Transporter Name :


Transporter LR Date :

Transporter LR No :

Vehicle Number :

PRINT QR CODE

DOWNLOAD QR



Sr No.	Line No.	Material Code	Quantity	Taxable Rate	Invoice Value	CGST Rate	SGST Rate	IGST Rate	UTGST Rate	CGST Amount	SGST Amount	IGST Amount	UTGST Amount	Total Tax Amount	Total Gross Amount	Batch No
1	1	X03925001303	1	1800.00	1800.00	9	9	0	0	162.00	162.00	0.00	0.00	324.00	2124.00	
Total :			1		1800.00					162.00	162.00	0.00	0.00	324.00	2124.00	

Cancel

STEP 19: “Vendor Dashboard” screen. You can click On “Change password” to change password of particular vendor

BHARAT FORGE

KALYANI

Change passwordLogout

OPEN PO
6

CLOSE PO
40

INVOICE SUBMITTED
44

SHORT CLOSE LINEITEMS
11

Search by PO Number

Sr No.	PO No	PO Date	VendorCode	VendorName	TotalLineItems	TotalQuantity	Action
1	4600935260	19/11/2019	1740	NIRMAL ENTERPRISES	1	12	VIEW
2	4600935620	21/11/2019	1740	NIRMAL ENTERPRISES	1	1	VIEW
3	4600935621	21/11/2019	1740	NIRMAL ENTERPRISES	1	10	VIEW
4	4600935981	22/11/2019	1740	NIRMAL ENTERPRISES	1	13	VIEW
5	4600936178	23/11/2019	1740	NIRMAL ENTERPRISES	2	17	VIEW
6	4600936387	25/11/2019	1740	NIRMAL ENTERPRISES	1	20	VIEW
7	4600936388	25/11/2019	1740	NIRMAL ENTERPRISES	1	2	VIEW
8	4600936955	28/11/2019	1740	NIRMAL ENTERPRISES	1	10	VIEW
9	4600936956	28/11/2019	1740	NIRMAL ENTERPRISES	1	8	VIEW
10	4600937154	29/11/2019	1740	NIRMAL ENTERPRISES	1	12	VIEW

STEP 20: Add vendor code and New Password for changes password and submit it.

BHARAT FORGE

KALYANI

