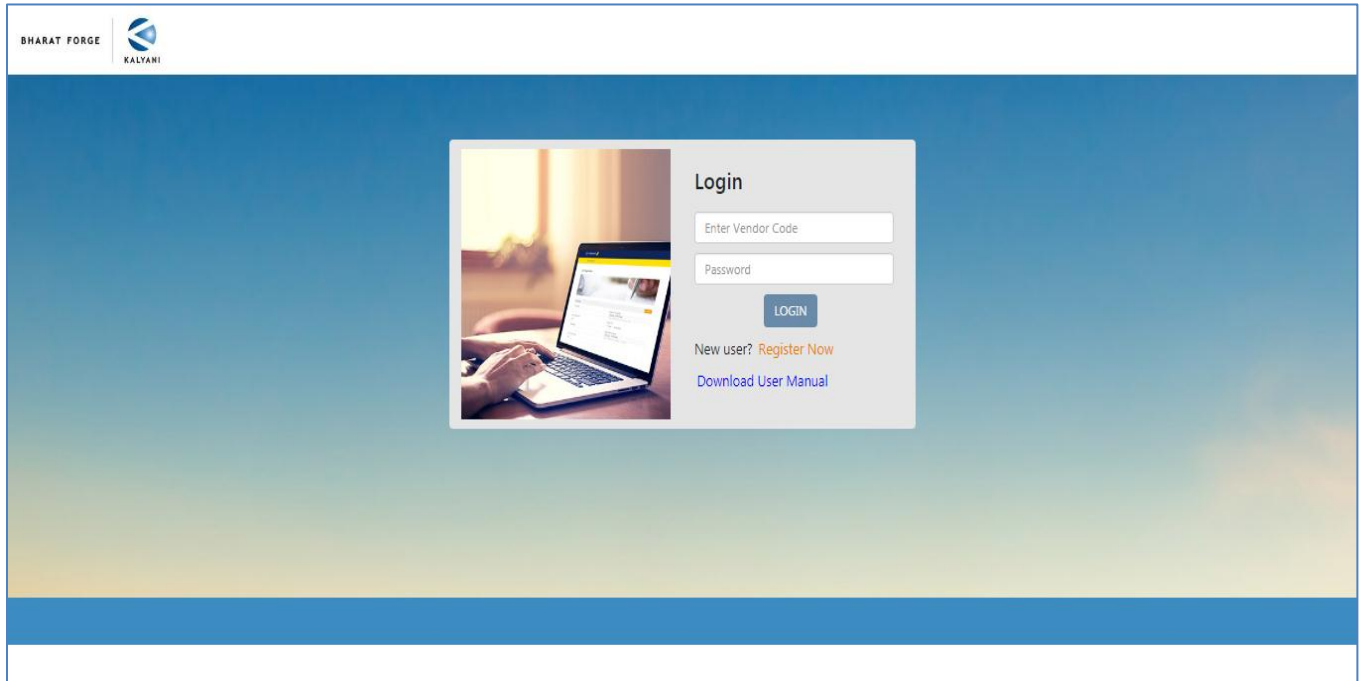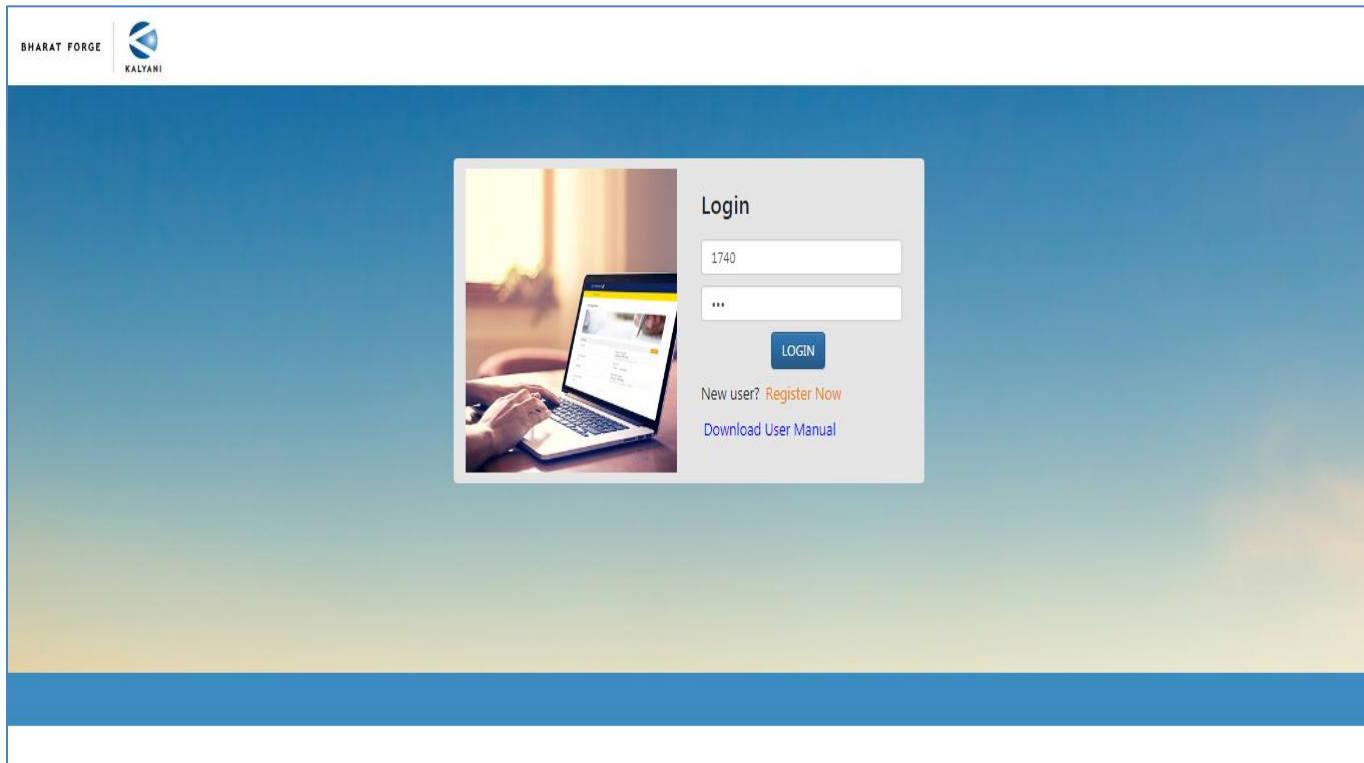## SOP for Vendor Portal Application – Autoflow Technologies

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.

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

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

PO LineItem List

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.*	0.00

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	QUANTITY UNIT	DELIVERY DATE	DELIVERY COMPLETE INDICATOR	TAXABLE RATE	TAXABLE_VALUE	TAX VALUE	P000 RATE	P000 VALUE	P001 RATE	P001 VALUE	V.
4600937185	1	29 Nov 2019	ZCAP	1740	NIRMAL ENTERPRISES	6100	C060	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	C060	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	C060	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						

Cancel

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

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

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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 Date.*	yyyy-mm-dd
	Invoice No required.		Invoice Date required.
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			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.		Transporter LR Date.	yyyy-mm-dd
Transporter LR NO.		Vehicle Number.	MH 12 GB 1234

LR date should be gerater than invoice date

OK

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

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

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

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.

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 File] No 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	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 13: After download excel template, you fill details of particular PO number with LineItems. 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

Excel template view:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	InvoiceNo	VehicleNumber	Transporter_Name	TransporterLRDate	TransporterLRNO	InvoiceDate											BatchNo		
2	113	MH 12 GB 1234	AA TRANSPORT	2019-12-10	236	2019-12-05													
3																			
4																			
5	LineNo	Material_Code	Quantity	Taxable Rate	Invoice Value	CGST Rate	SGST Rate	IGST Rate	UTGST Rate	CGST Amo	SGST Amo	IGST Amo	UTGST Amo	Total Ta	Total Gro	Cumulative Dispatc	BatchNo		
6	1	X03905001836	5														A123456789		
7	2	X03905001837	10																
8																			
9																			
10																			
11																			
12																			
13																			
14																			
15																			

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 sample (16).xlsx

Invoice No.*	113	Invoice Date.*	2019-12-04
Transporter Name.	AA TRANSPORT	Transporter LR Date.	2019-12-10
Transporter LR NO.	236	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	41	A123456789
2	2	X03905001837	10	260.00	2600.00	9	9	0	0	234.00	234.00	0.00	0.00	468.00	3068.00	34	
3	3	X03905001838		95.00		9	9	0	0		0	0	0			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

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

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STEP 15: Click VIEW Button to display particular Invoice.

View Invoice Details

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

View Invoice Details

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

| | BHARAT FORGE KALYANI | | | | | | | | | | | Change password Logout |

OPEN PO	CLOSE PO	INVOICE SUBMITTED	SHORT CLOSE LINEITEMS
6	40	44	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	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

BHARAT FORGE KALYANI

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

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

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

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