



## VENDOR PORTAL USER MANUAL

<b>Document Number:</b>	<b>Vendor Portal User Manual V 1.0</b>
<b>Description: User Manual for Sudarshan Chemical Industries Ltd</b>	

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## 1. Introduction

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About this document

This document specifies the Vendor Portal User Manual.

This document specifies guidelines about how to use, deliverables.

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## 2. Portal Access

### 2.1 Features of Application

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- Web based Portal
- Facility to send Dispatch Note
- Delivery challan acknowledgement
- Dashboards and reports

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## 2.2 How to access “Vendor Portal”

URL for using this Portal is

<https://esp.sudarshan.com/Sudarshan-Portal/Login.aspx>

if your vendor code is “81”

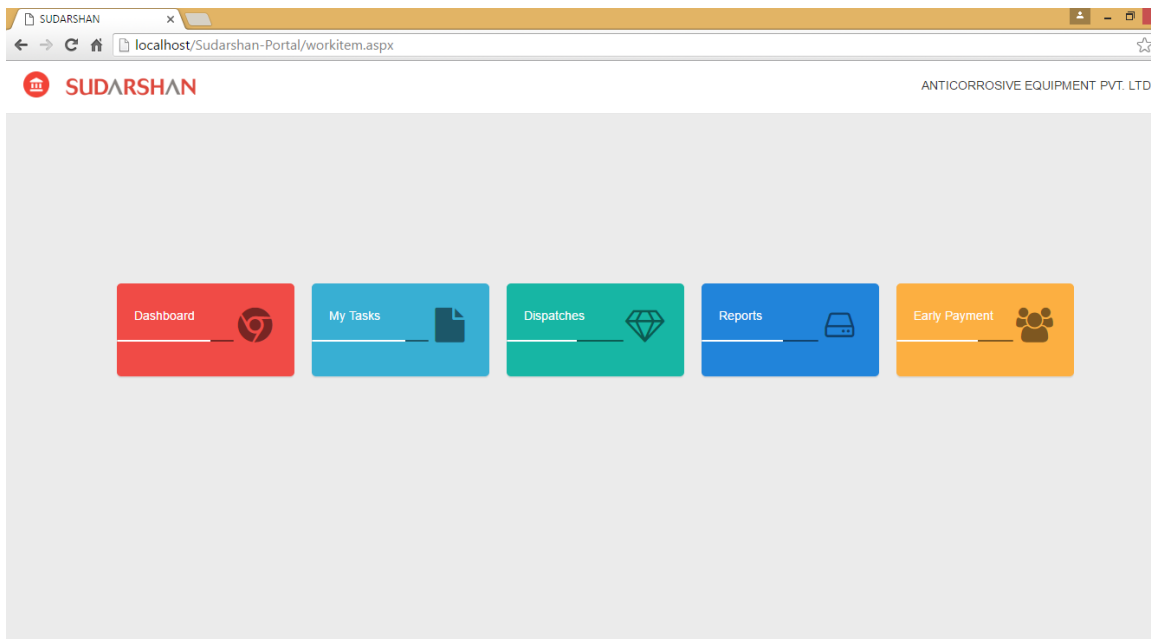
you should enter 0000000081 (Vendor Code should be entered as 10 digit no)

Password should be entered same as vendor code e.g 0000000081 in this case as shown in following screen.

The screenshot displays the login interface of the Sudarshan Vendor Portal. At the top, the browser's address bar indicates the URL: <https://esp.sudarshan.com/Sudarshan-Portal/Login.aspx>. The page header consists of the 'SUDARSHAN' logo on the left and the text 'Welcome To Vendor Portal' on the right. The central focus is a 'Login Page' box containing two text input fields labeled 'User Name' and 'Password'. Below these fields is a prominent red button labeled 'Sign in to your account'. At the bottom of the login box, there is a link for 'Forgotten Password?'. The background of the page is a light gray.

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Once you log in into system following screen will appear

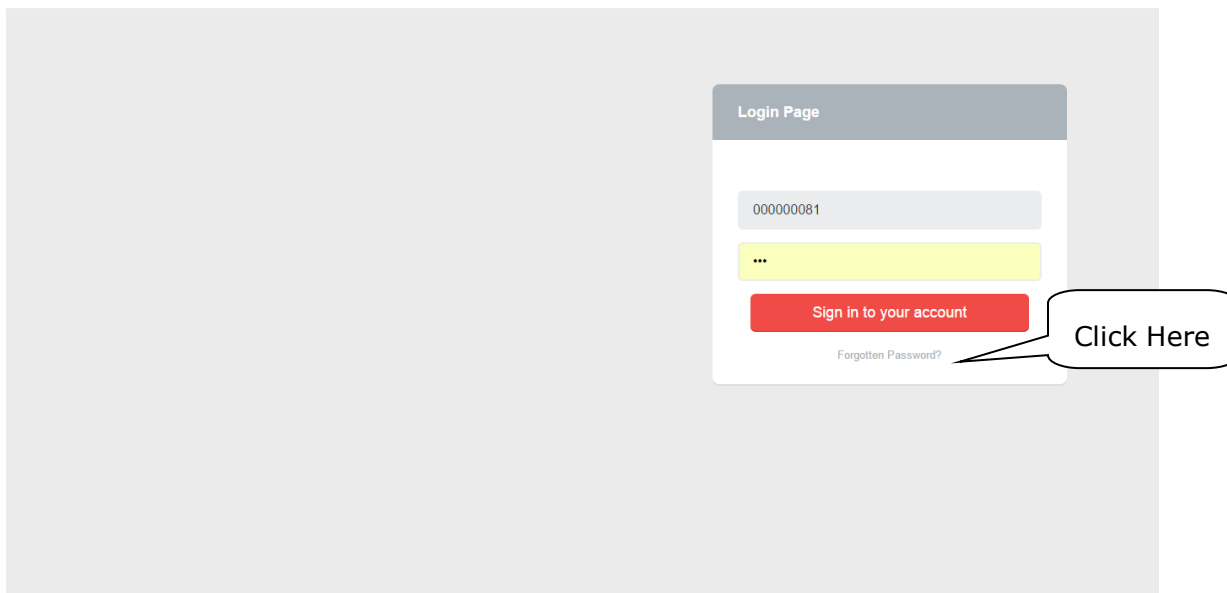


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## 2.3 How to get password if forgotten

If you have forgotten password, you can get a new password as shown in following

**SUDARSHAN**



Once you click this popup window will appear where you need mention your username i.e. vendor code as explained in 2.2

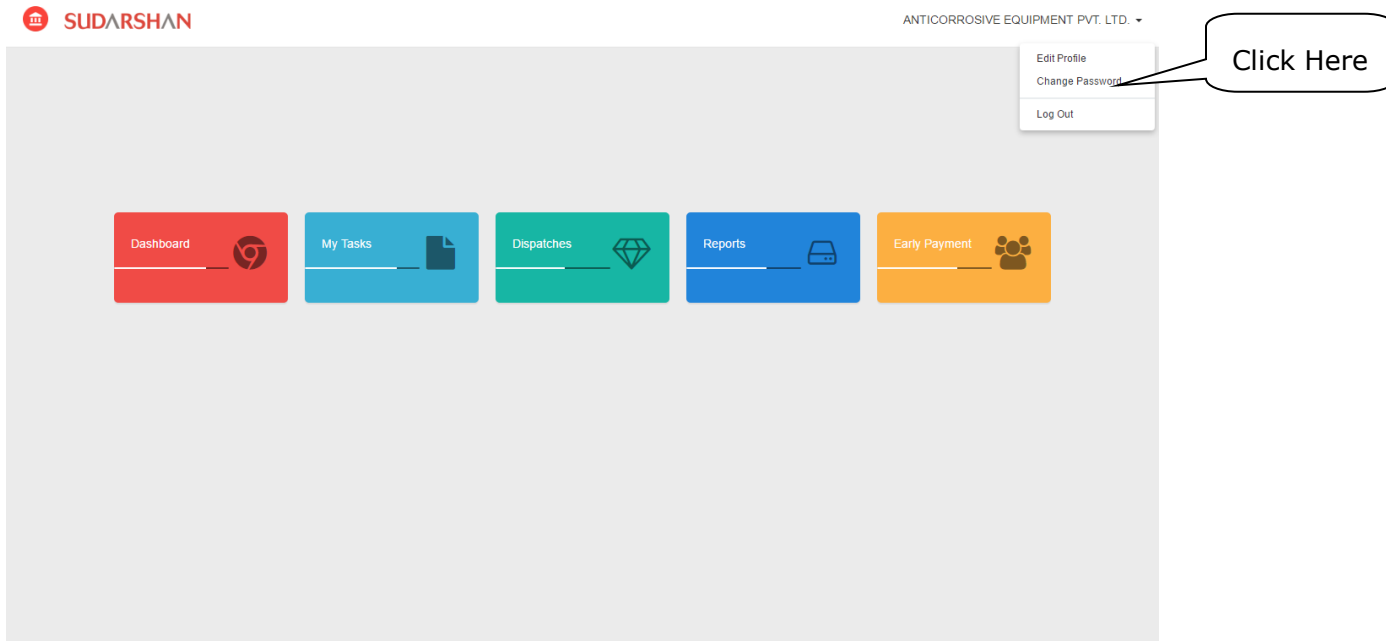
The image shows a 'Forgot Password' form with a dark header. The form contains two input fields: 'User Name \*' and 'Email ID \*'. A callout bubble labeled 'Enter Vendor code' points to the 'User Name \*' field. Another callout bubble labeled 'Specify your registered Email with sudarshan' points to the 'Email ID \*' field. At the bottom of the form is a red 'Send' button, with a callout bubble labeled 'Click Here' pointing to it.

Once this data is entered you will get password in your registered email id

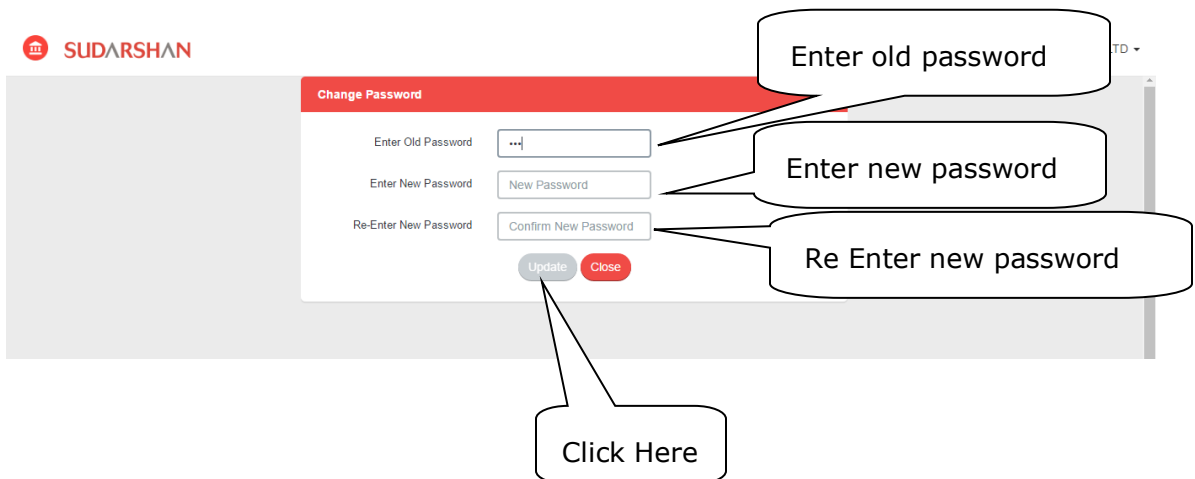
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## 2.4 How to change password

After login at right corner at your name small arrow is displayed click on it as shown in below



Once you click popup window will appear:

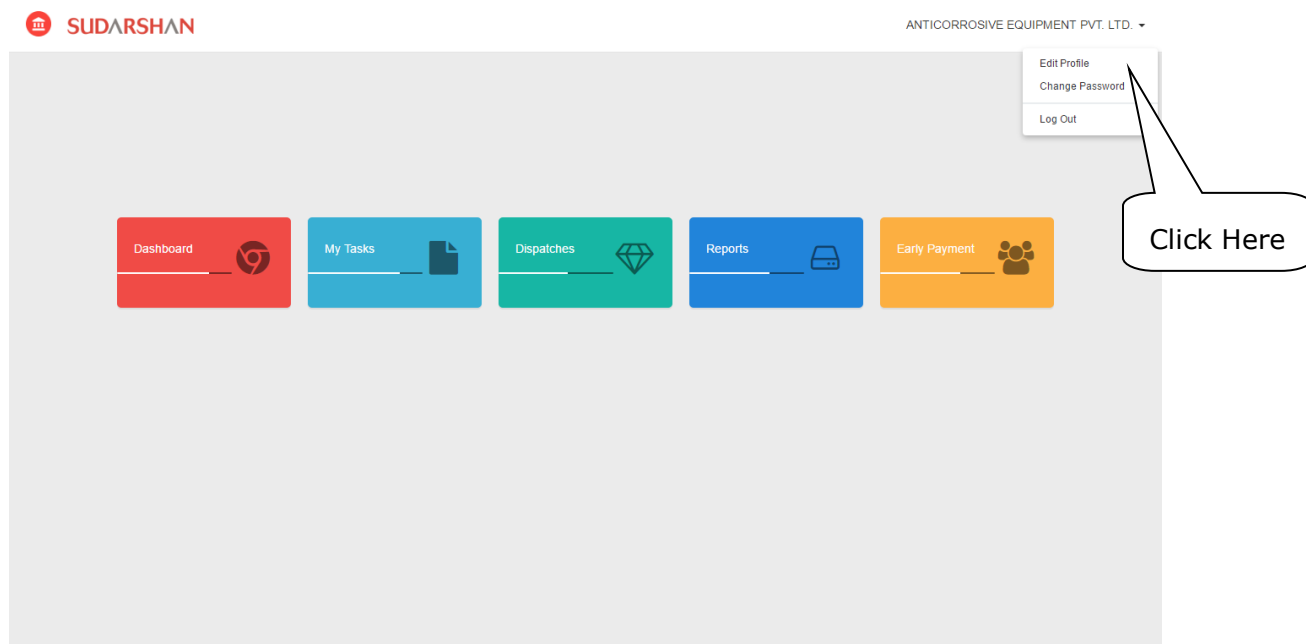




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## 2.5 How to display profile data

The data available with vendor portal will be displayed through profile to display profile after login at right corner at your name small arrow is displayed click on it as shown in below



Once you click your registered information displayed as shown in below:

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BAKELITE ELECTRICAL MFG.CO.PVT.LTD

**Personal Details**

Vendor Code	0000002086	Vendor Name	BAKELITE ELECTRICAL MFG.CO.PVT.LTD
Email Address	<input type="text" value="bemcopvt@yahoo.com"/>	Website	<input type="text" value="url"/>
Mobile No	<input type="text" value="022-28683498"/>	Contact No	<input type="text" value="Contact No"/>
Fax No	<input type="text" value="022-28683226"/>	PAN No	<input type="text" value="AAACB1839K"/>
Address	<input type="text" value="74-CD,GIE CHARKOP,KANDIVALI(W)"/>	ECC NO	<input type="text" value="AAACB1839KEM001"/>
State	<input type="text" value="MAH"/>	Central Sales Tax No	<input type="text" value="27790017798C W.E.F. 01.04.2006"/>
City	<input type="text" value="MUMBAI"/>	Local Sales Tax No	<input type="text" value="27790017798V W.E.F. 01.04.2006"/>
Pin Code	<input type="text" value="400067"/>	Excise Reg No	<input type="text" value="AAACB1839KEM001"/>
Registered Under MSMED?	<input type="text" value="No"/>		

**Bank Details**

Bank Name	<input type="text" value="Bank Name"/>	Account Number	<input type="text" value="Account Number"/>
IFSC Code	<input type="text" value="IFSC Code"/>	Branch	<input type="text" value="Branch"/>

**Action**

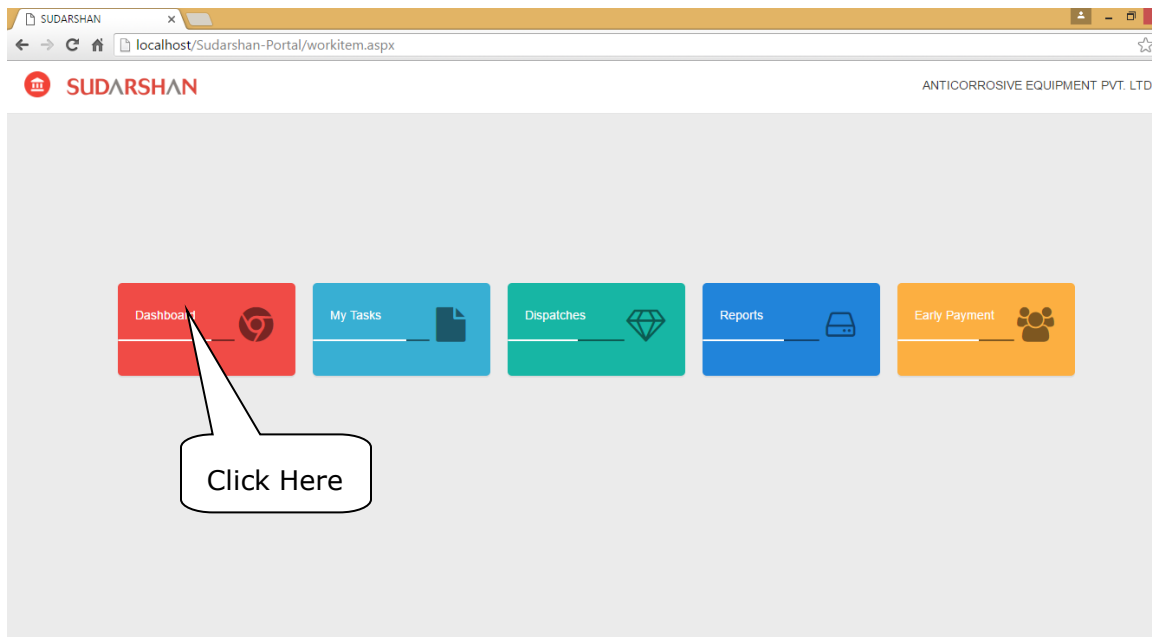
You can update only contact details.

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## 2.6 How to acknowledge PO

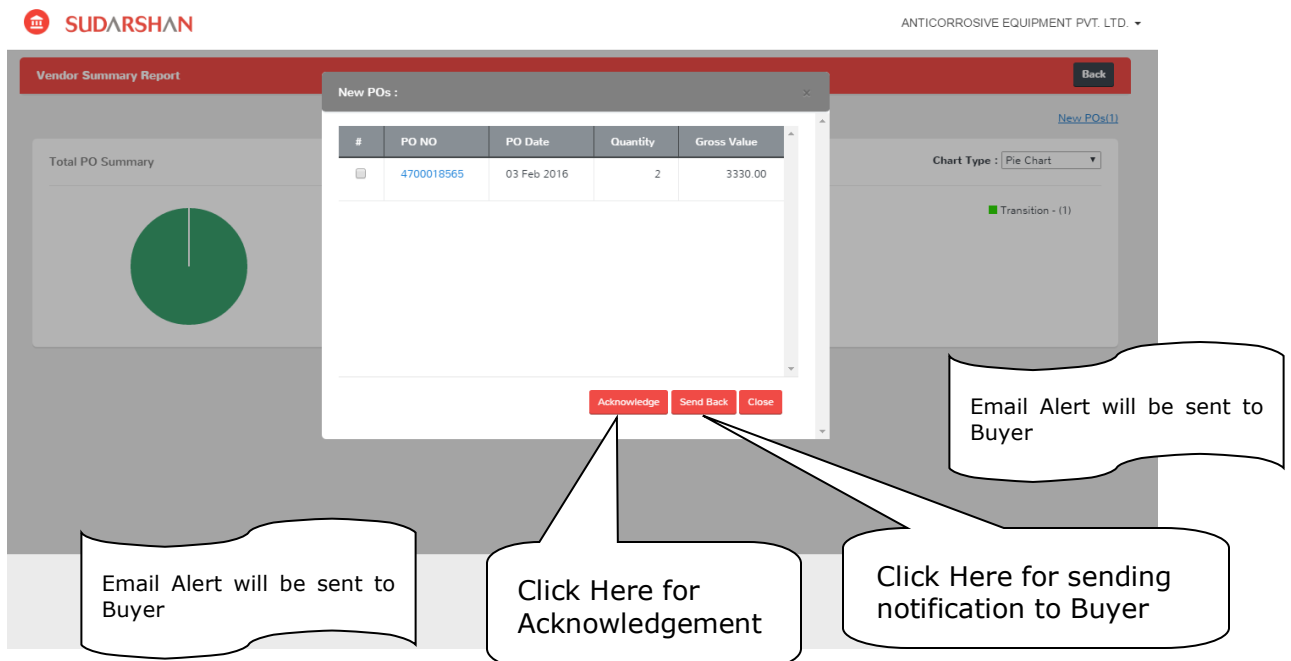
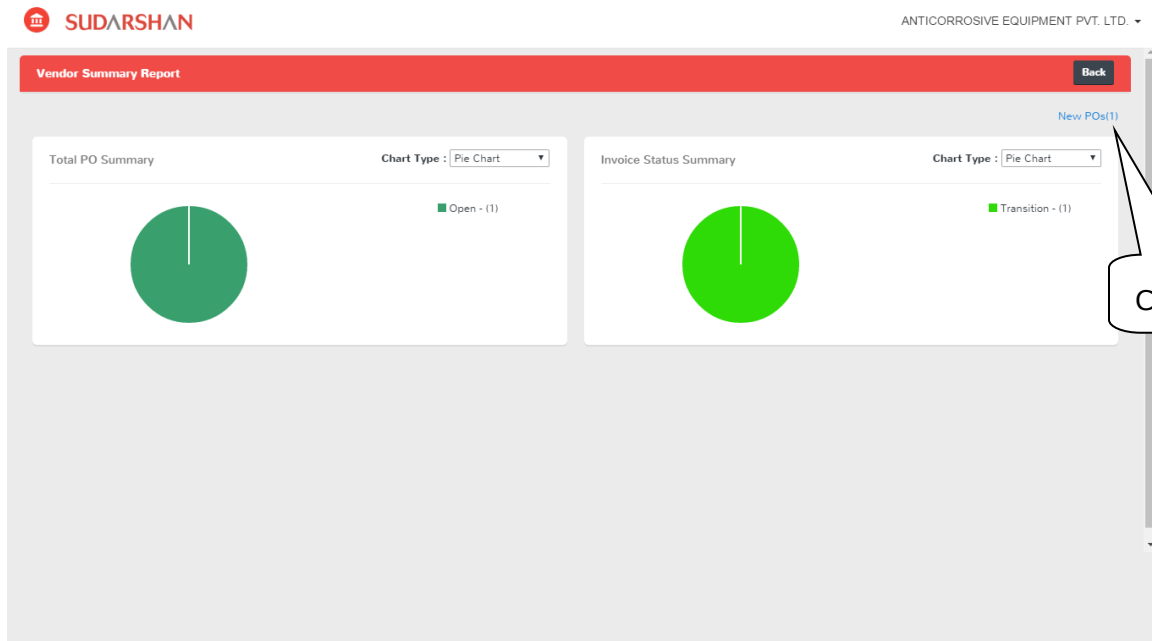
PO needs to be acknowledged to send dispatch note

On a dashboard new POs for acknowledgement are displayed as shown in below



Once Dashboard is clicked following screen will be displayed

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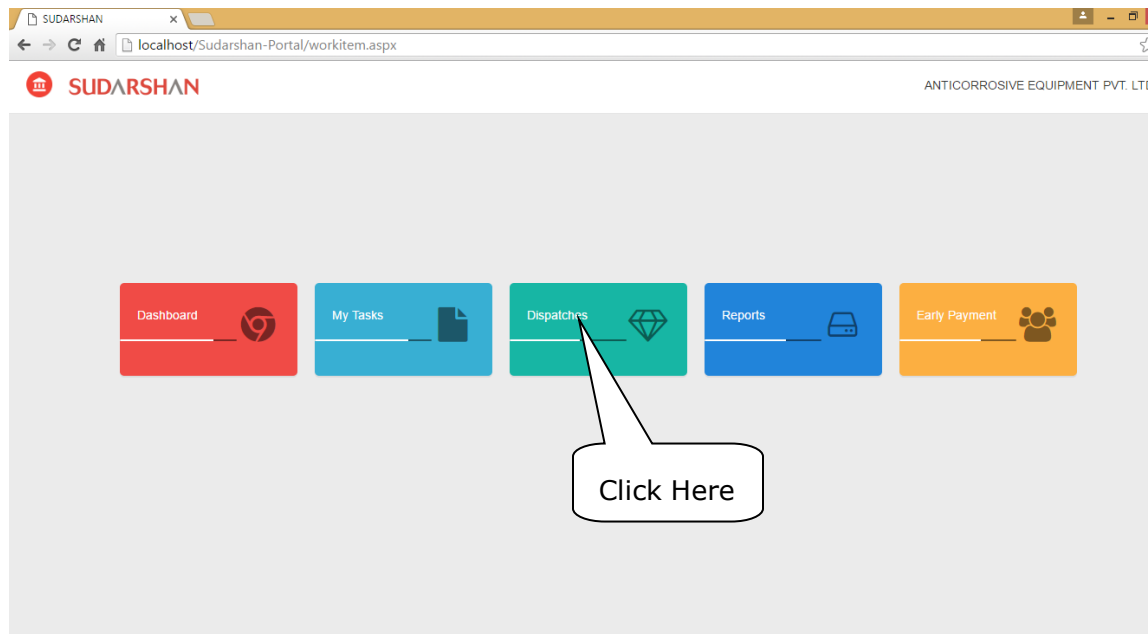
<b>Document Number:</b>	<b>Vendor Portal User Manual V 1.0</b>
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## 2.7 How to enter dispatch note

For entering dispatch note you need to enter dispatch details, transporter details and uploading documents.

For entering dispatch note

Once you login into system, landing page will be as shown in below:



Once you click on dispatches following screen will appear

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**SUDARSHAN** ANTICORROSIVE EQUIPMENT PVT. LTD. ▾

**Vendor Dispatch Details**

List of Open PO

- 4700018565
- 4750001003

PO Header

PO No	Date	Currency	Created By	PO Type	INCO Terms	PO Value	PO GV	Cumulative Amount	Payment Terms
4700018565	23-May-2016	INR	DDIPARALE	Material PO	EXW-VALSAD(GUJARAT)	3330.00	3330.00	0.00	60 days net

Invoice No \*

Date \* 23-May-2016

Invoice Amount \*

Delivery Note \*

[Update Dispatch Details](#)

PO Details

Sr.No	Material Number	Plant	Material Description	Quantity	UOM	Net Price	Amount	Dispatch Qty
1	PAA3H17370	ROHA	Adaptor CI for EXP-170 CTK Antico Pump	1	NUM	1665.00	1665.00	<input type="text"/>
2	PAAQE16320	ROHA	Pump Antico EXP 160 CT Adaptor	1	NUM	1665.00	1665.00	<input type="text"/>

Dispatch Details

Transporter Name

Vehicle No

Contact Person Name

Contact No

LR No.

LR Date

Document Upload

--Select One-- [Choose File](#) No file chosen

Document Type	File Name	Delete

Action

[Early Payment Request](#) [Submit](#) [Cancel](#)

Only Acknowledged POs will be displayed

Enter Invoice details

Click Here to display PO Details

Enter Dispatch Qty

Click Here to see schedule

Enter Transporter Details

Upload Documents by clicking document type and choose file

Click Here to submit request

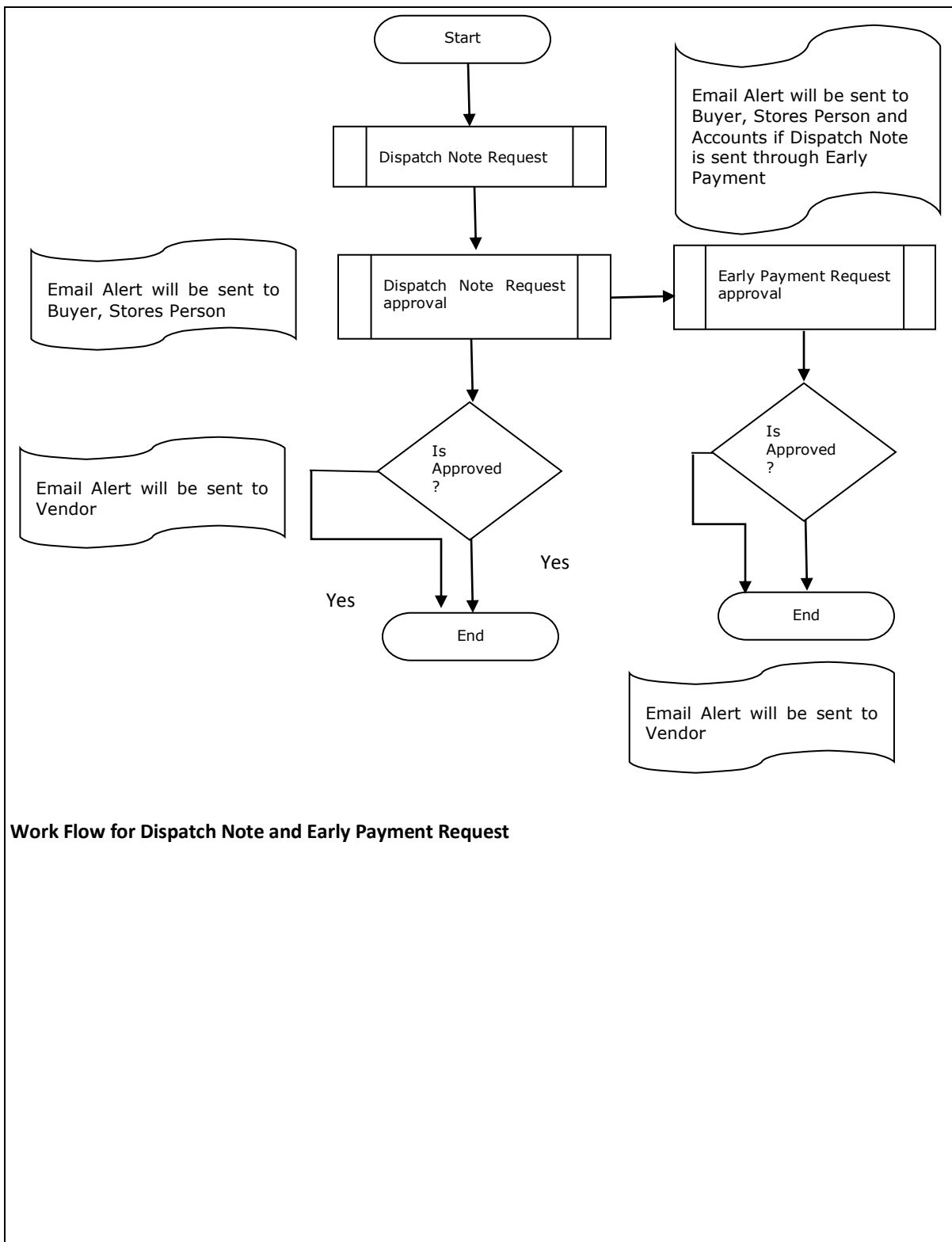
Email Alert will be sent to Buyer, Stores Person, Accounts Person

Click Here if you want to send early payment request

Email Alert will be sent to Buyer, Stores Person

Note: You will not be allowed to enter dispatch qty more than tolerance

**Unique No will be displayed once you submit dispatch note this needs to be made available on hard copies**



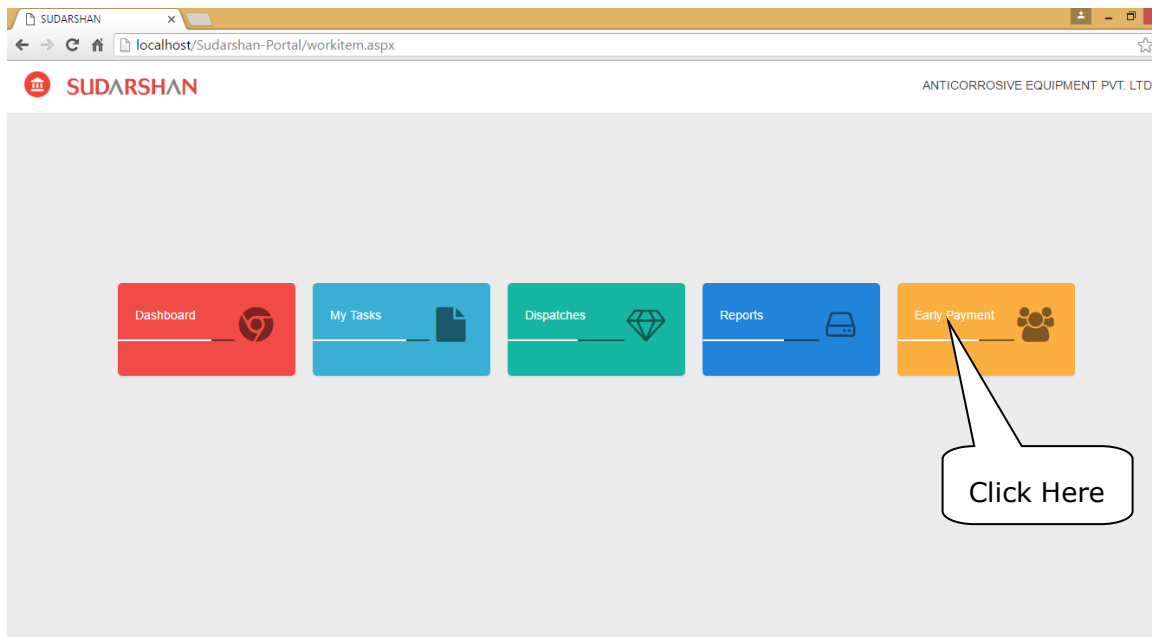
Work Flow for Dispatch Note and Early Payment Request

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## 2.8 How to send early payment request

If your note has been already sent and if you want to send early payment request you can do this

From Landing Page, you can send as shown in below





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Once you click on this following screen will be displayed

**SUDARSHAN** ANTICORROSIVE EQUIPMENT PVT. LTD. ▾

**Early Payment Request** Back

Dispatch Note Details

10 records per page Search : Dispatch Request No/PO ↕

#	Dispatch Request No	Unique No	PO No	PO Date	PO GV	Invoice No	Invoice Date	Invoice Value	Discount Rate
1	<a href="#">PO_Dispatch/2016-2017/84</a>	0000000094	<a href="#">4700018565</a>	03-Feb-2016	3330.00	One	23-May-2016	3330.00	0

Click Here to select dispatch note

Early Payment Request Close

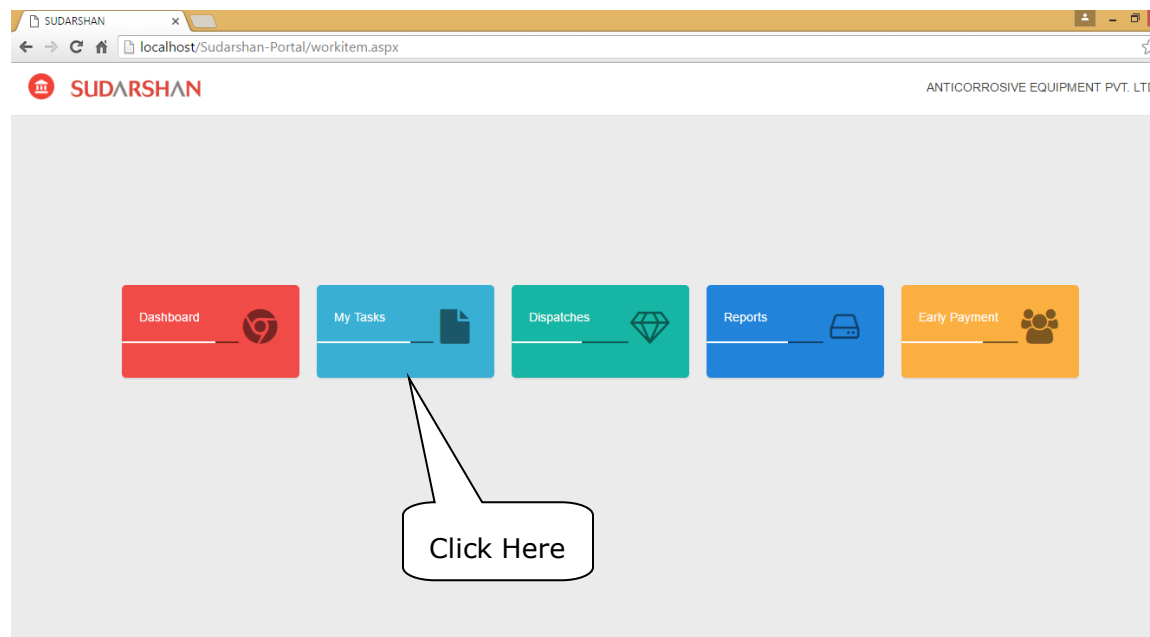
Click Here

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## 2.9 How to acknowledge Sub Contract Delivery Challan

Once Delivery Challan is generated in Sudarshan it will be available for a vendor as shown in below

When vendor logs into the system home page will be displayed as shown in below



Once you click this task of Delivery Challan will be displayed as shown in below

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The screenshot shows a web browser window with the URL `http://localhost/Sudarshan-Portal/workitem.aspx`. The page title is "SUDARSHAN" and the user is logged in as "DARSHAN CHEMICALS". The main section is titled "My Assigned Tasks" and contains a table with the following data:

SR.NO.	INITIATOR	HEADER INFO	PROCESS NAME	STEP NAME	ASSIGN DATE
1	0000046190	<a href="#">SUB CONTRACT DC ACK/2016-2017/2</a>	SUB CONTRACT PO DC ACKNOWLEDGEMENT	SUB CONTRACT PO DC GENRATE	4/13/2016 6:03:29 PM
2	0000046190	<a href="#">SUB CONTRACT DC ACK/2016-2017/1</a>	SUB CONTRACT PO DC ACKNOWLEDGEMENT	SUB CONTRACT PO DC GENRATE	4/13/2016 6:03:29 PM

A callout bubble with the text "Click Here" points to the link [SUB CONTRACT DC ACK/2016-2017/1](#) in the second row of the table.

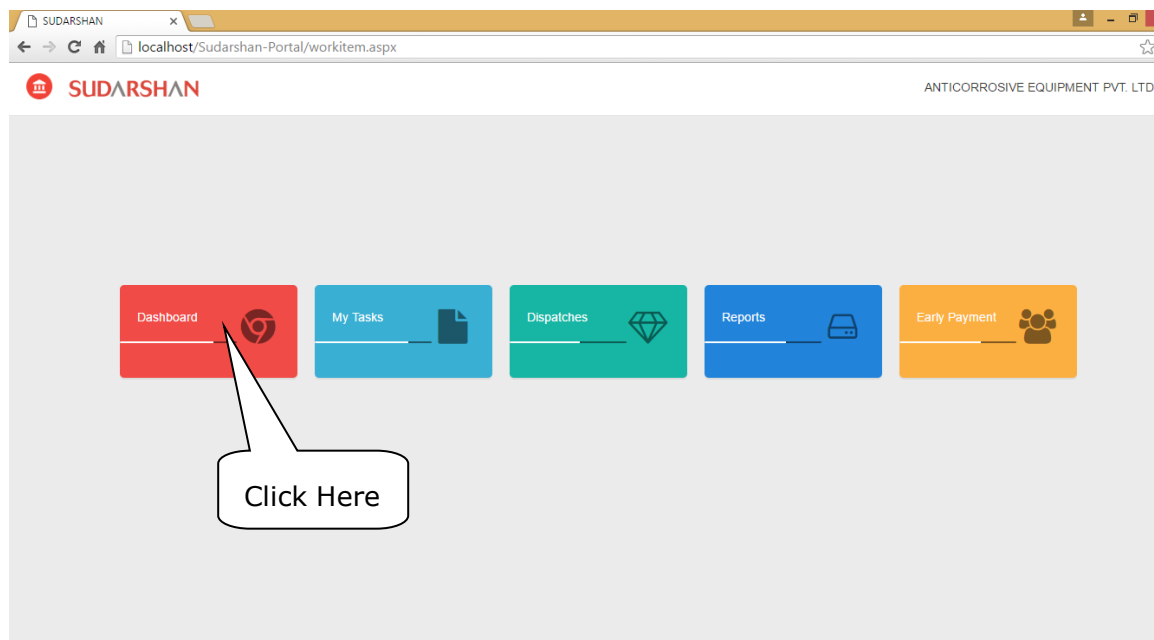
Then Click on Acknowledge so delivery challan will get acknowledged

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## 3 Dashboards and Reports

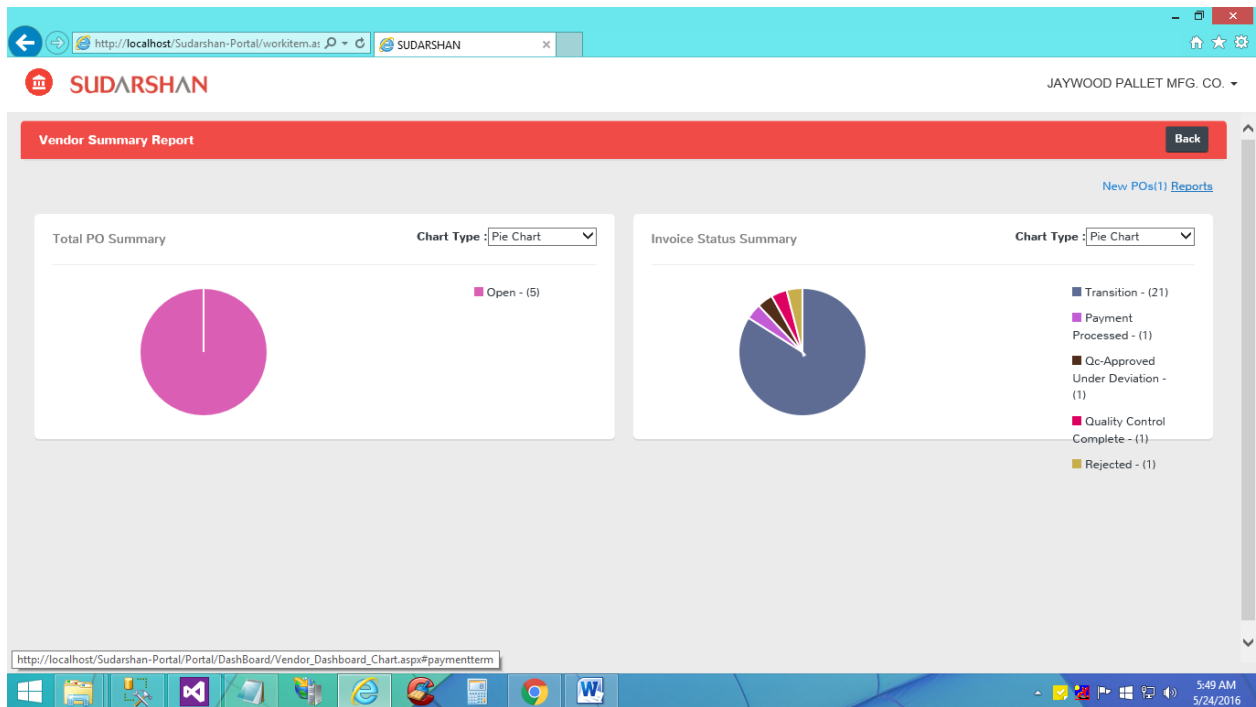
### 3.1 Dashboard

Once you log into system Home page will be displayed



Once you click on this following screen will appear

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You can see Open/Closed PO in Total PO summary

You can see open/Completed Invoice Status in Invoice status summary

Through Dashboard Reports you will be able to see different reports like Pending deliveries, pending payments and material receipt status.

Pending Deliveries:

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#	PO NO	PO Date	Material Text	Delivery Due on	Quantity	Plant
1	4500196325	12-Jan-2016	Wooden pallet 1000 x 1200 mm - cp 1	16 Jan 2016	150	ROHA
2	4500196325	12-Jan-2016	Wooden pallet 1000 x 1200 mm - cp 1	30 Jun 2016	150	ROHA
3	4500196947	28-Jan-2016	Wooden pallet 1000 x 1200 mm - cp 1	01 Feb 2016	150	MAHD
4	4500196947	28-Jan-2016	Wooden pallet 1000 x 1200 mm - cp 1	05 Feb 2016	150	MAHD
5	4500196947	28-Jan-2016	Wooden pallet 1000 x 1200 mm - cp 1	29 Jun 2016	150	MAHD
6	4500196947	28-Jan-2016	Wooden pallet 1000 x 1200 mm - cp 1	30 Jun 2016	150	MAHD
7	4500197288	04-Feb-2016	Wooden pallet 1000 x 1200 mm - cp 1	02 Mar 2016	150	ROHA

**Pending Payments:**

#	PO NO	PO Date	Plant	Unique No	Date of Delivery	Payment Terms	Invoice No	Invoice Date	Invoice Amount	Invoice Status
1	4500196834	25-Jan-2016	MAHD	0000000001	3/22/2016 12:00:00 AM	90 days credit from GRN date	dsf	11-Apr-2016	12.00	QC-Approved under Deviat
2	4500196834	25-Jan-2016	MAHD	0000000003	3/22/2016 12:00:00 AM	90 days credit from GRN date	Inv2	11-Apr-2016	12.00	Quality Cont Complete
3	4500196834	25-Jan-2016	MAHD	0000000005	3/22/2016 12:00:00 AM	90 days credit from GRN date	sd	11-Apr-2016	12.00	Rejected
4	4500196834	25-Jan-2016	MAHD	0000000006	3/22/2016 12:00:00 AM	90 days credit from GRN date	axax	11-Apr-2016	1.00	
5	4500196834	25-Jan-2016	MAHD	0000000007	3/22/2016 12:00:00 AM	90 days credit from GRN date	sdf	11-Apr-2016	1.00	
6	4500196834	25-Jan-2016	MAHD	0000000008	3/22/2016 12:00:00 AM	90 days credit from GRN date	34x	11-Apr-2016	12.00	
7	4500196834	25-Jan-2016	MAHD	0000000009	3/22/2016 12:00:00 AM	90 days credit from GRN date	34x	11-Apr-2016	12.00	

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## Material Receipt Report


**SUDARSHAN**
K.S.Joshi ▾

Vendor Dash Board

Pending Deliveries
Material Recipet Status
Pending Payment

Show  entries
Search:

PO No	PO Date	Material Code	Material Text	Date of Despatch	Date of GR	GRN No	Accepted Qty	Rejected Qty
4700018698	19-May-2016	J0020	HYDROCHLORIC ACID	17-May-2016	19-May-2016	5000010511	50	10

Showing 1 to 1 of 1 entries

Previous
1
Next

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## 3.2 Reports

Reports available for vendor are

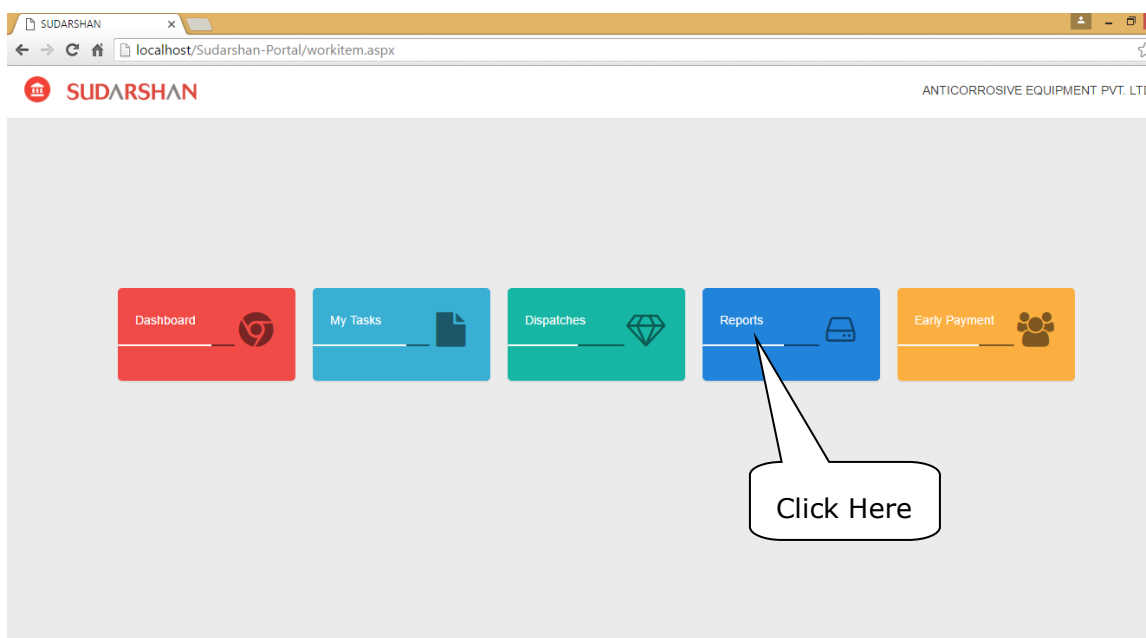
PO listing Report

Invoice Detail Report

Vendor Account Statement

Penalty Details

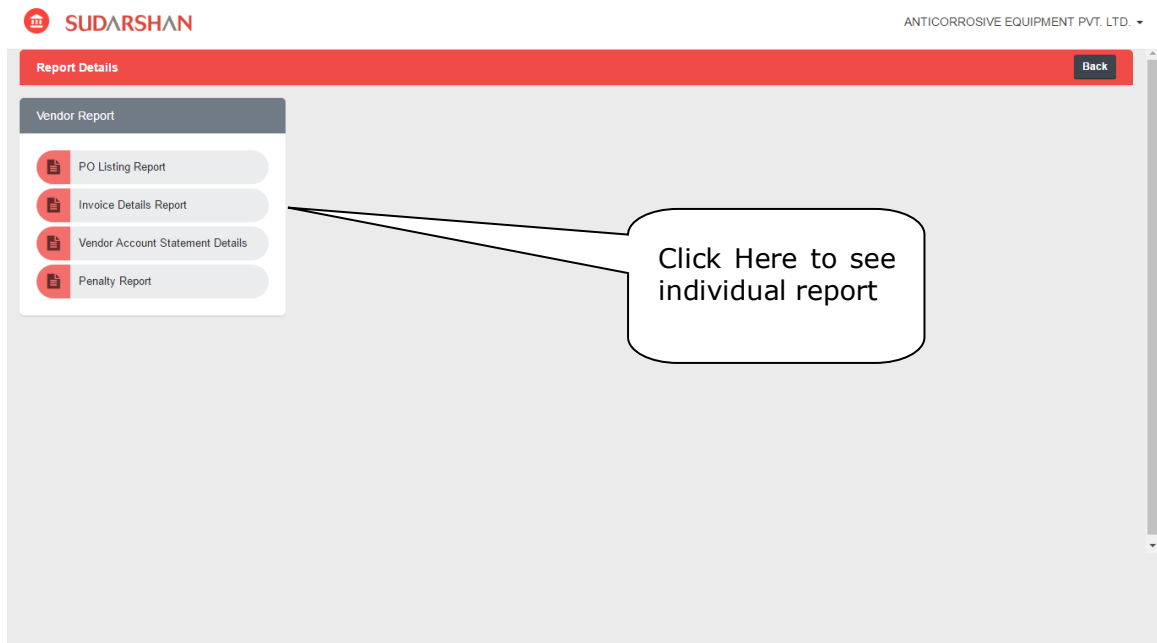
To view reports from Home page click on Reports as shown in below:



Once you click on this following screen will be displayed

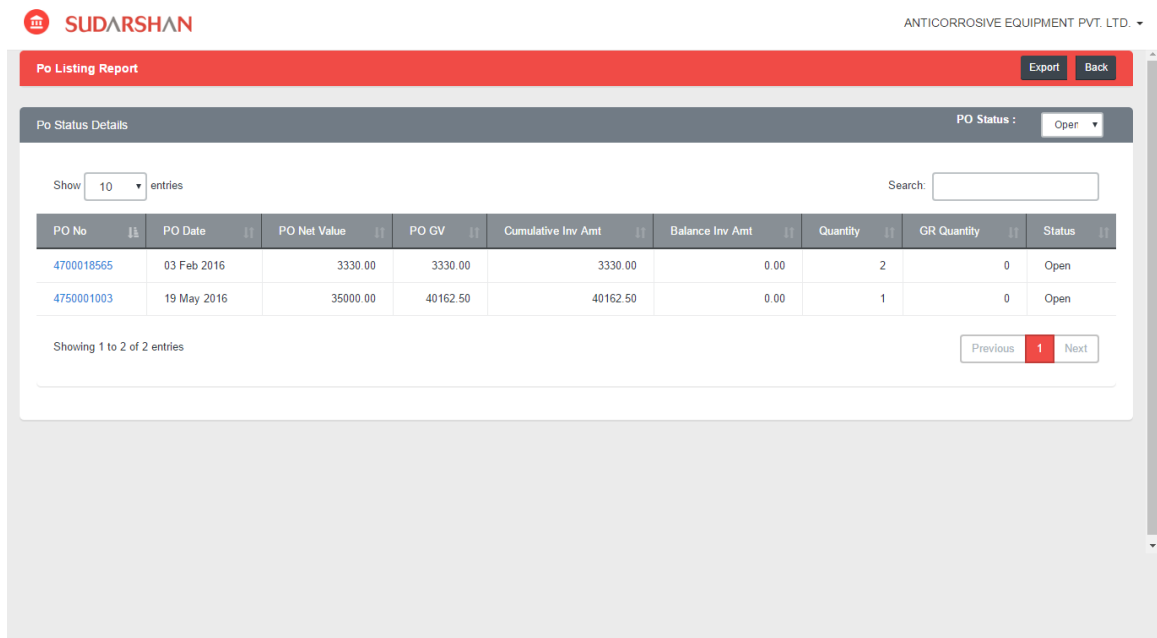


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You can click on individual report to view the report


## PO Listing Report



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Using Po listing report you can see Po wise invoice amount details and GR quantity details

### Invoice Details Report


ANTICORROSIVE EQUIPMENT PVT. LTD. ▾

**Invoice Details Report**
Back

Invoice Details
PO Status : Open ▾

10 ▾
records per page

Search :

Sr. No.	PO Number	PO Date	Cum Inv Amt	PO GV
1	4750001003	19-May-2016	40162.50	40162.50

#	Dispatch Request No	Unique No	Invoice No	Invoice Date	Invoice Amount	Plant	Penalty(%)	Status							
1	<a href="#">PO_Dispatch/2016-2017/83</a>	0000000093	as	20-May-2016	40162.50	ROHA	0	TR	GRN	QC	RJ	BB	PP	ER	
								<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

RJ : Rejected  
PP : Payment Processed  
☒ : Completed

TR : Transition  
BB : Bill Booked  
☐ : Not Completed

GRN : GRN Complete  
ER : Early Payment Request  
☒ : Rejected

QC : QC-Approved  
☒ : QC-Approved under Deviation

QCD : QC-Approved under Deviation  
☒ : QC-Approved under Deviation with Deduction

QCDD : QC-Approved under Deviation with Deduction

Using **Invoice Details Report** you can track it for its status upto payment

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## Penalty Report

Penalty Report

Penalty Details

Show 10 entries Search:

#	Unique Id	Dispatch Request No	PO No	PO Gross Value	Material No	Dispatch Quantity	Penalty(%)
1	0000000034	<a href="#">PO_Dispatch/2016-2017/24</a>	4500196834	97500.00	P0713	1	11

Showing 1 to 1 of 1 entries

Previous 1 Next

Using **Penalty Report** you can see penalty for a particular unique no of PO

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## 4 Portal Accessibility and Report status updation

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### 4.1 Portal Accessibility on Browsers

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Vendor Portal can be accessed Portal on browsers Internet Explorer 9.0 and above, Chrome Version 44 onwards as this portal uses responsive web design it works on high end IE and Chrome

Ensure your broswers are updated as mentioned above

### 4.2 Status and data on Report

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Status on different reports is reflected on reports through SAP updation and synchronization so these status or data will be reflected on portal every 1 hour.

e.g if GRN is done in SAP at sudarshan then its status will be reflected on Portal after 1 hour in Invoice Detail Report