SUDARSHAN

VENDOR PORTAL USER MANUAL

Document Number:	Vendor Portal User Manual V 1.0
Description: User Manual for Sudarshan Chemical Industries Ltd	

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Private and Confidential

1. Introduction

About this document

This document specifies the Vendor Portal User Manual.

This document specifies guidelines about how to use, deliverables.

2. Portal Access

2.1 Features of Application

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

2.2 How to access “Vendor Portal”

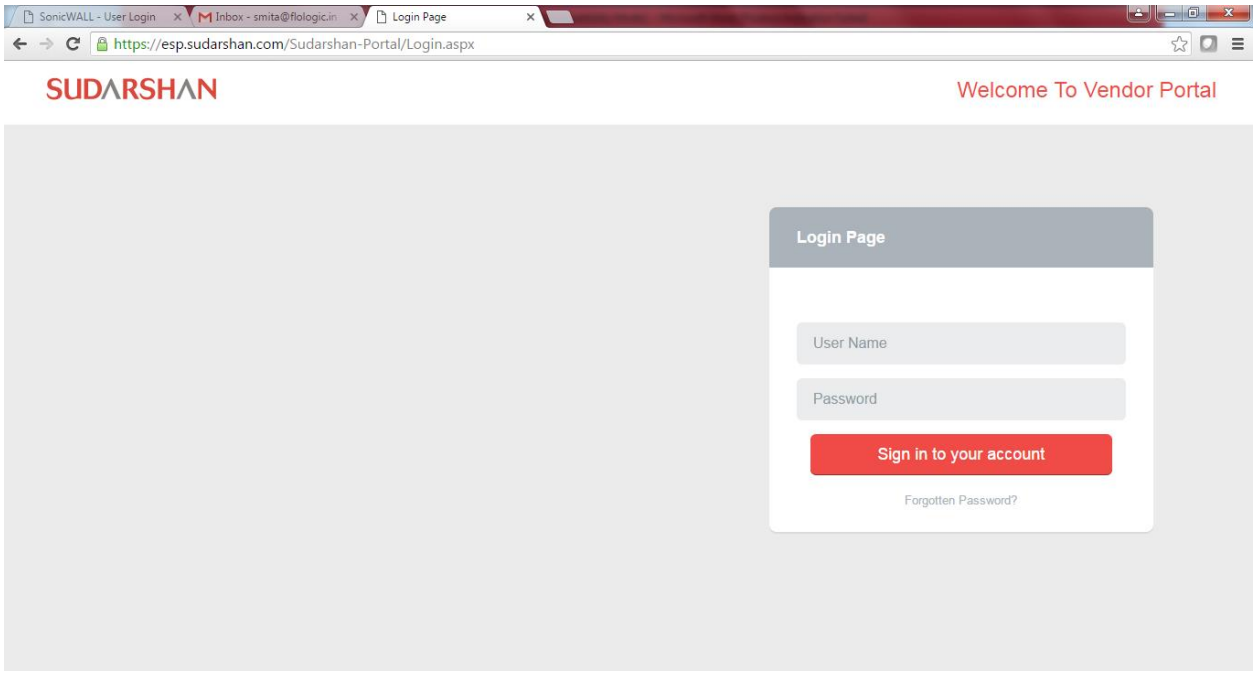
URL for using this Portal is

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

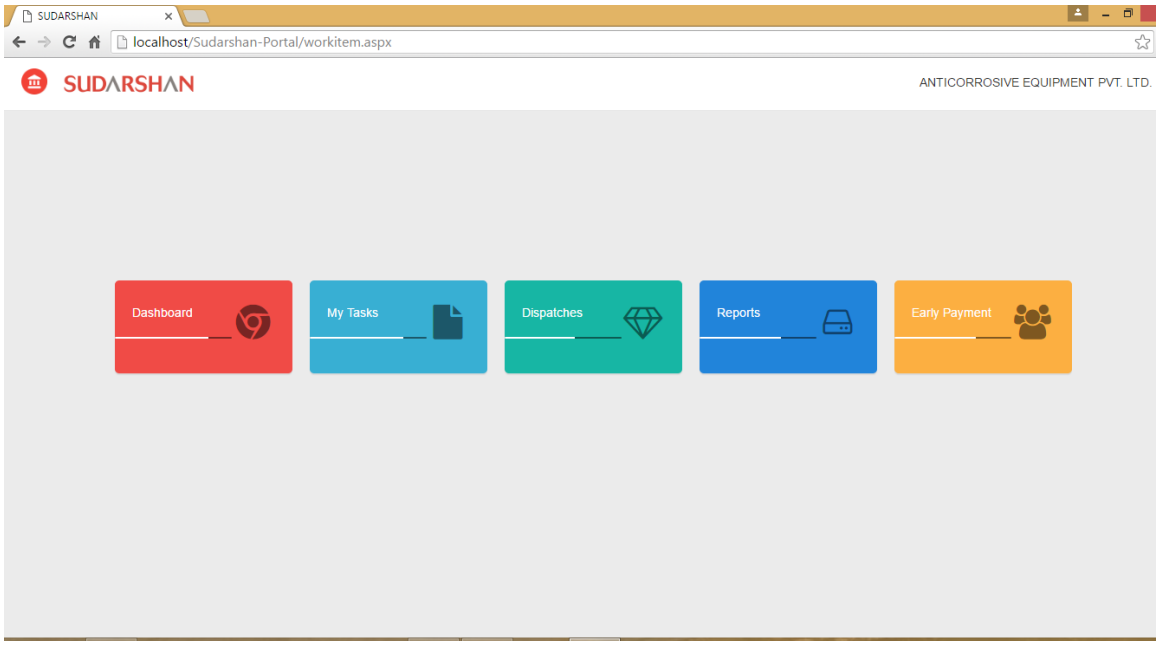
if your vendor code is “81”

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.

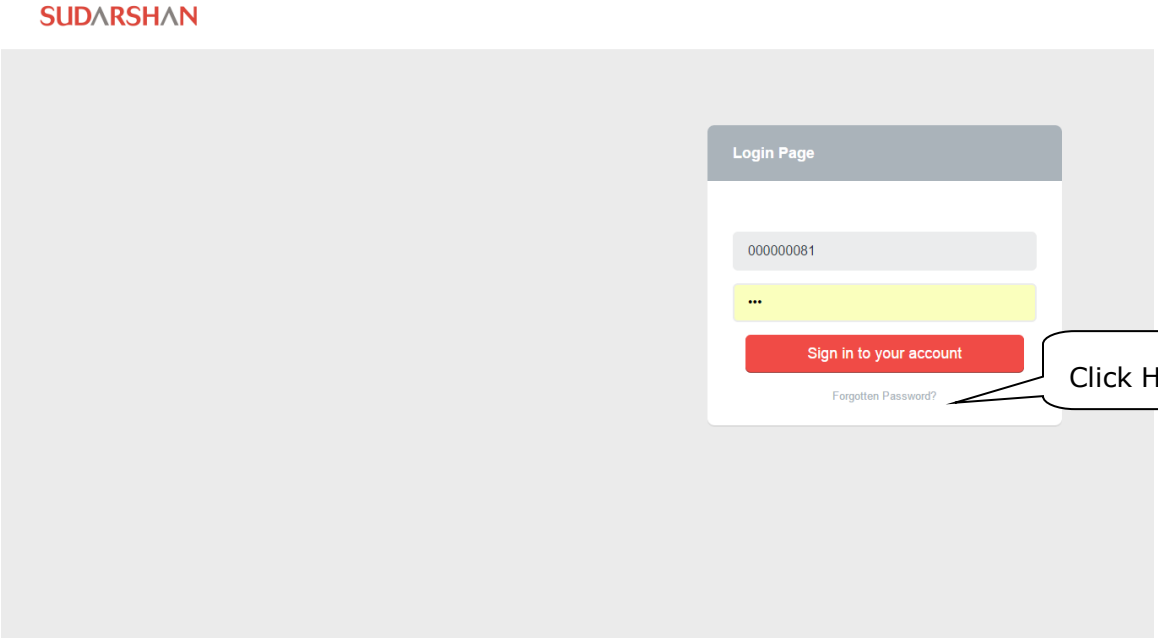


Once you log in into system following screen will appear

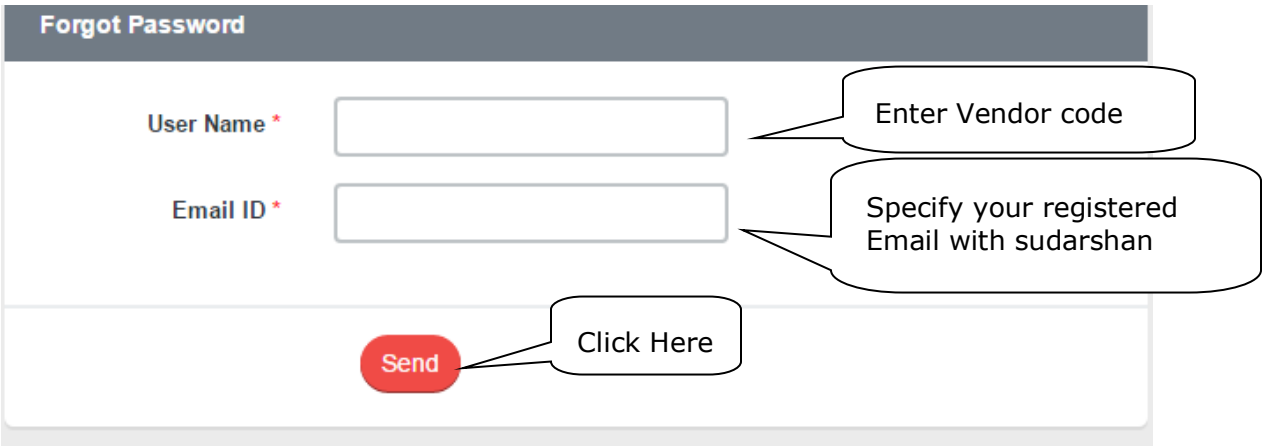


2.3 How to get password if forgotten

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



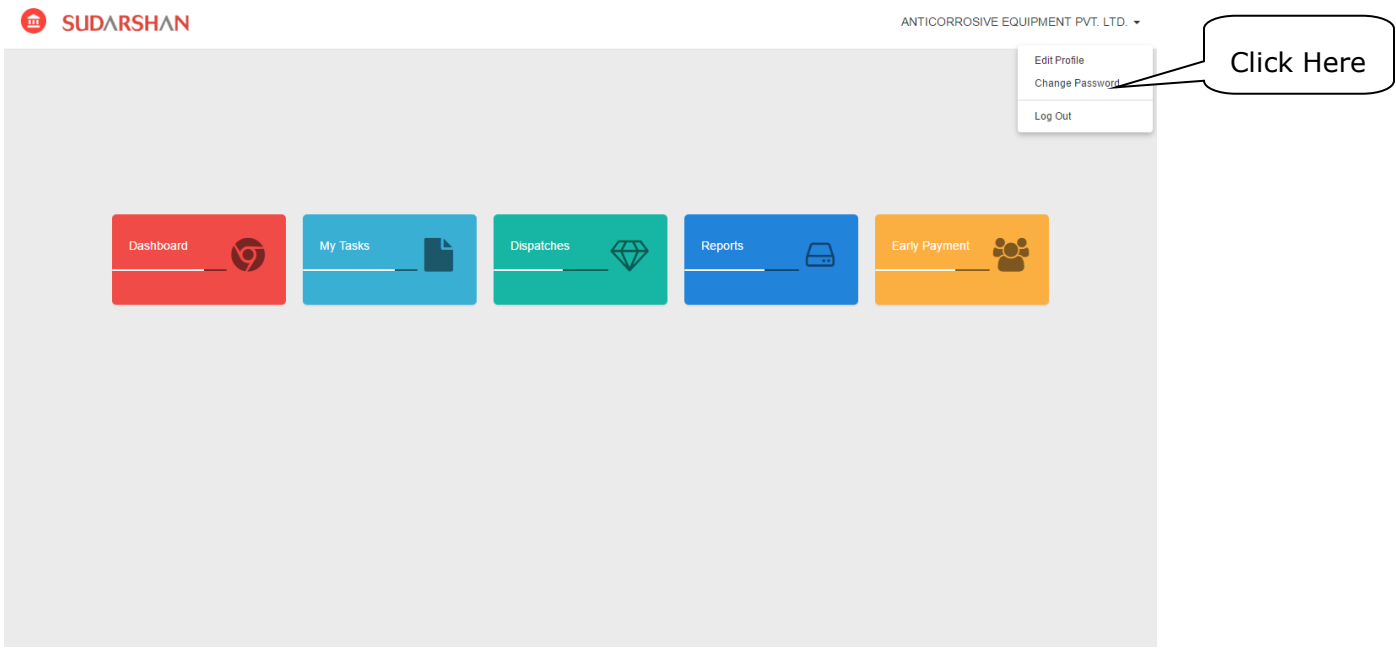
Once you click this popup window will appear where you need mention your username i.e. vendor code as explained in 2.2



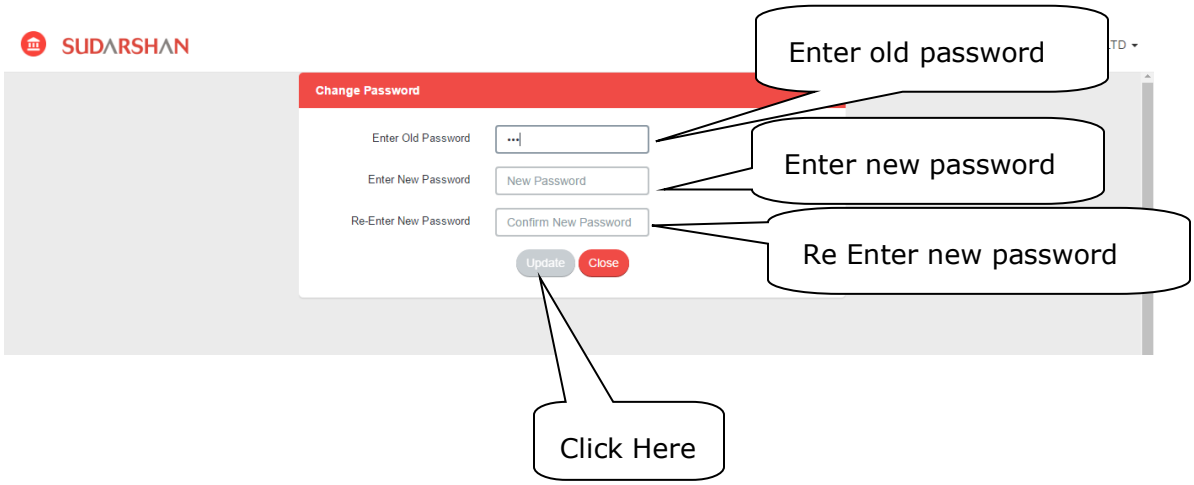
Once this data is entered you will get password in your registered email id

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



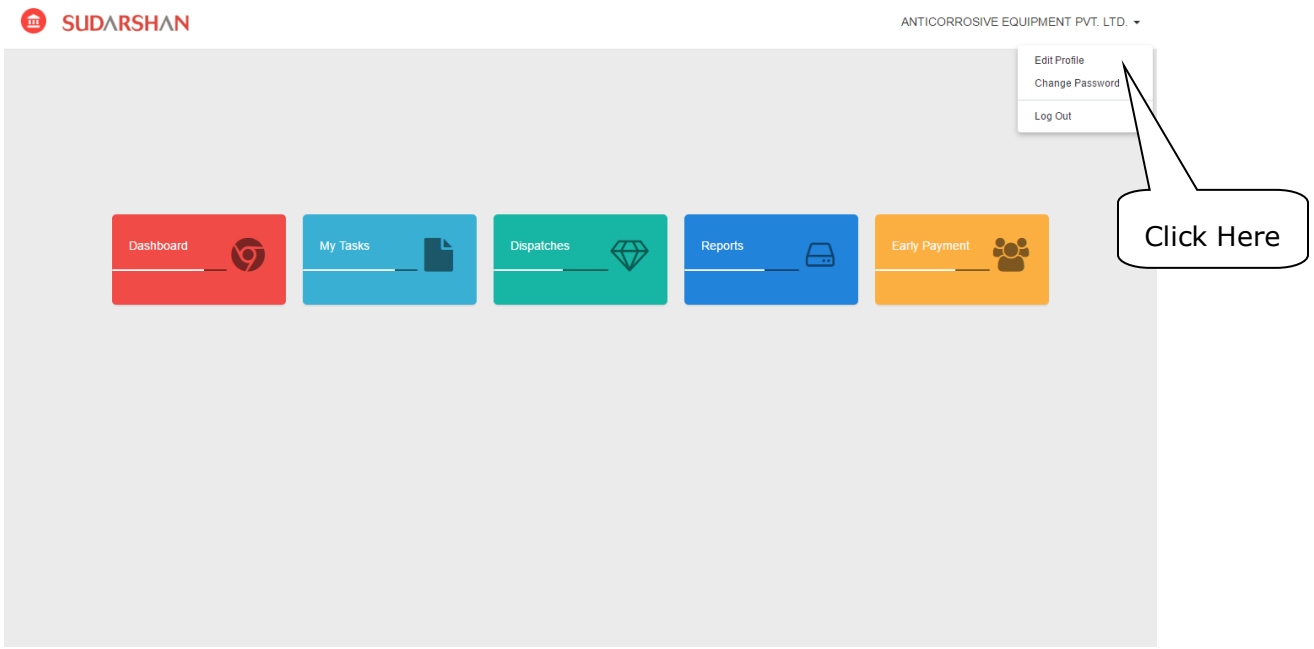
Once you click popup window will appear:



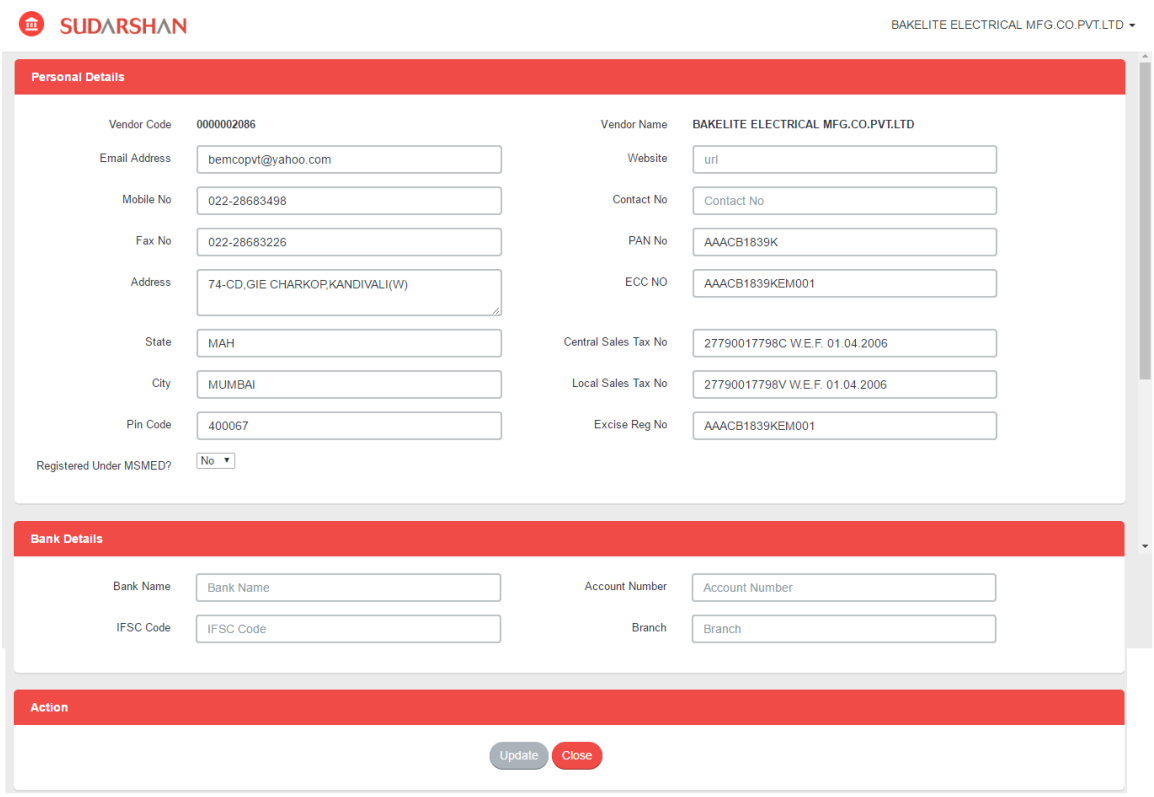
Private and Confidential

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:

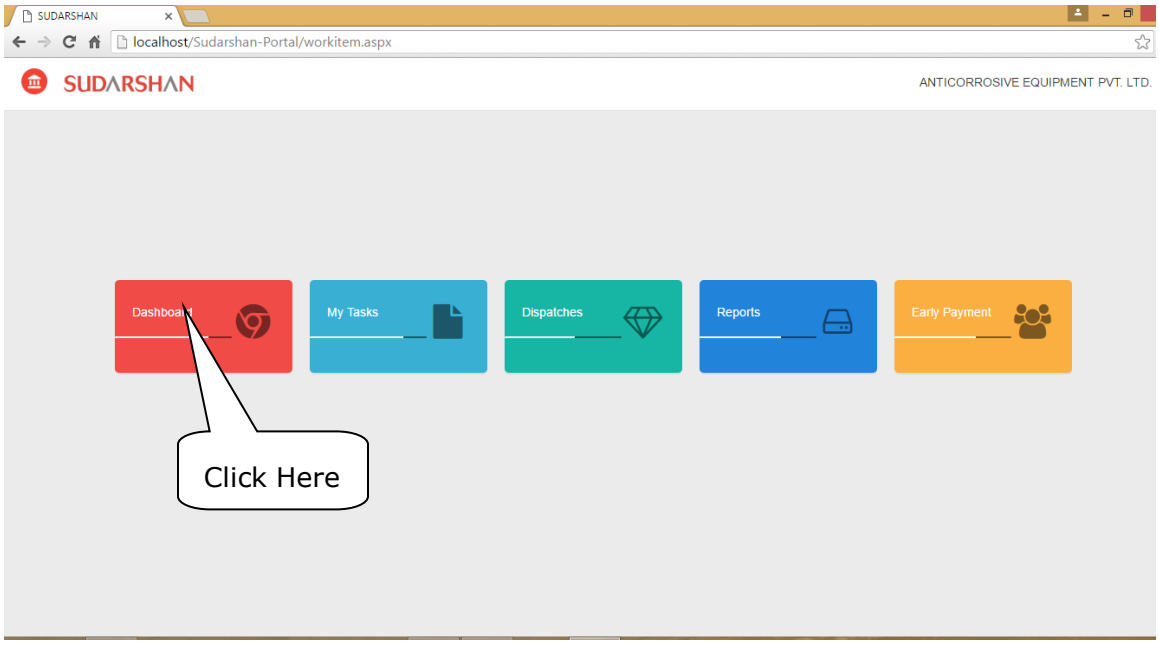


You can update only contact details.

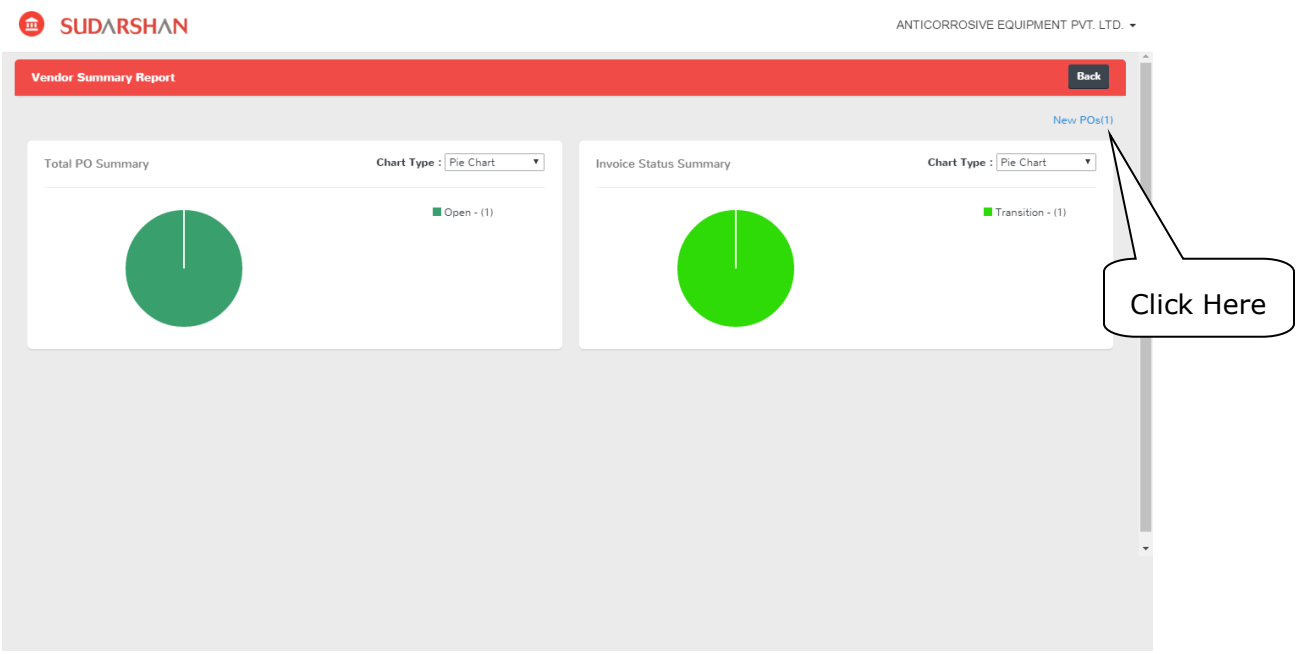
2.6 How to acknowledge PO

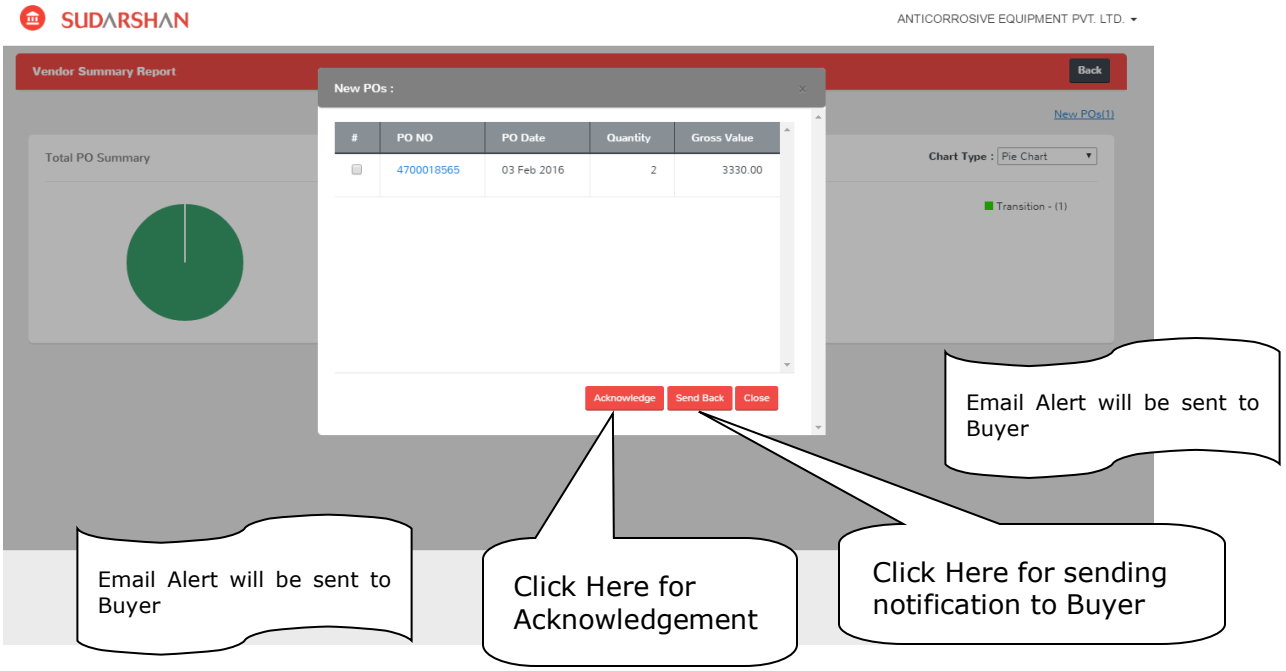
PO needs to be acknowledged to send dispatch note

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



Once Dashboard is clicked following screen will be displayed


SUDARSHAN
ANTICORROSIVE EQUIPMENT PVT. LTD.
Vendor Summary Report
Back
New POs(1)
Total PO Summary
Chart Type : Pie Chart
Open - (1)
Invoice Status Summary
Chart Type : Pie Chart
Transition - (1)
Click Here

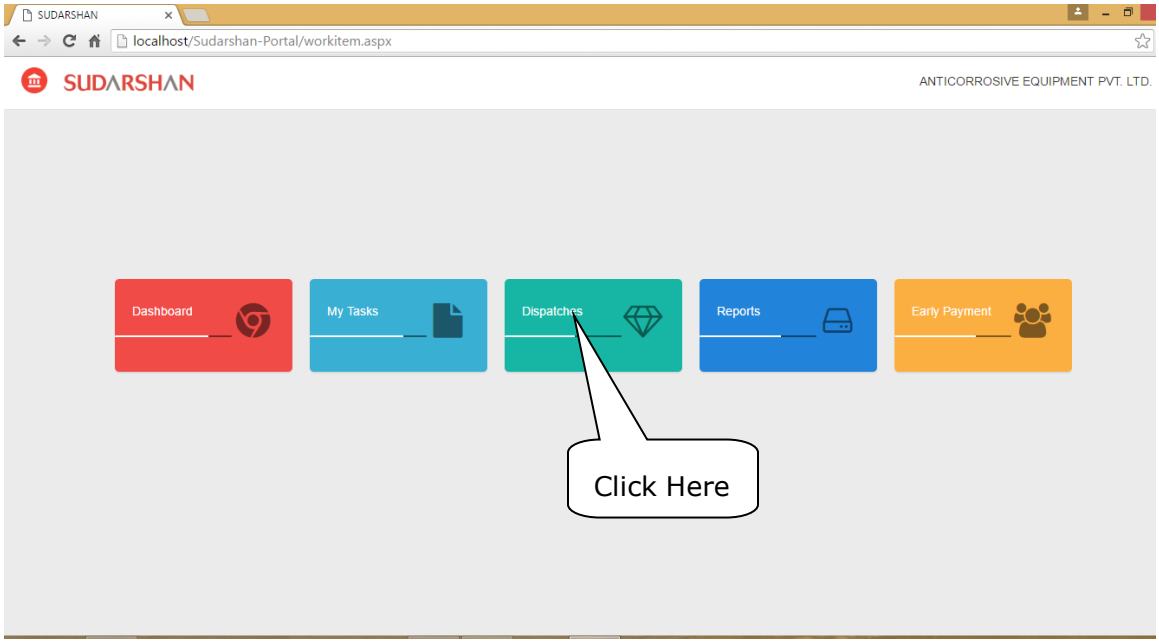

SUDARSHAN
ANTICORROSIVE EQUIPMENT PVT. LTD.
Vendor Summary Report
Back
New POs :
New POs(1)
Total PO Summary
Chart Type : Pie Chart
Transition - (1)
PO NO PO Date Quantity Gross Value
4700018565 03 Feb 2016 2 3330.00
Acknowledge
Send Back
Close
Email Alert will be sent to Buyer
Email Alert will be sent to Buyer
Click Here for Acknowledgement
Click Here for sending notification to Buyer

2.7 How to enter dispatch note

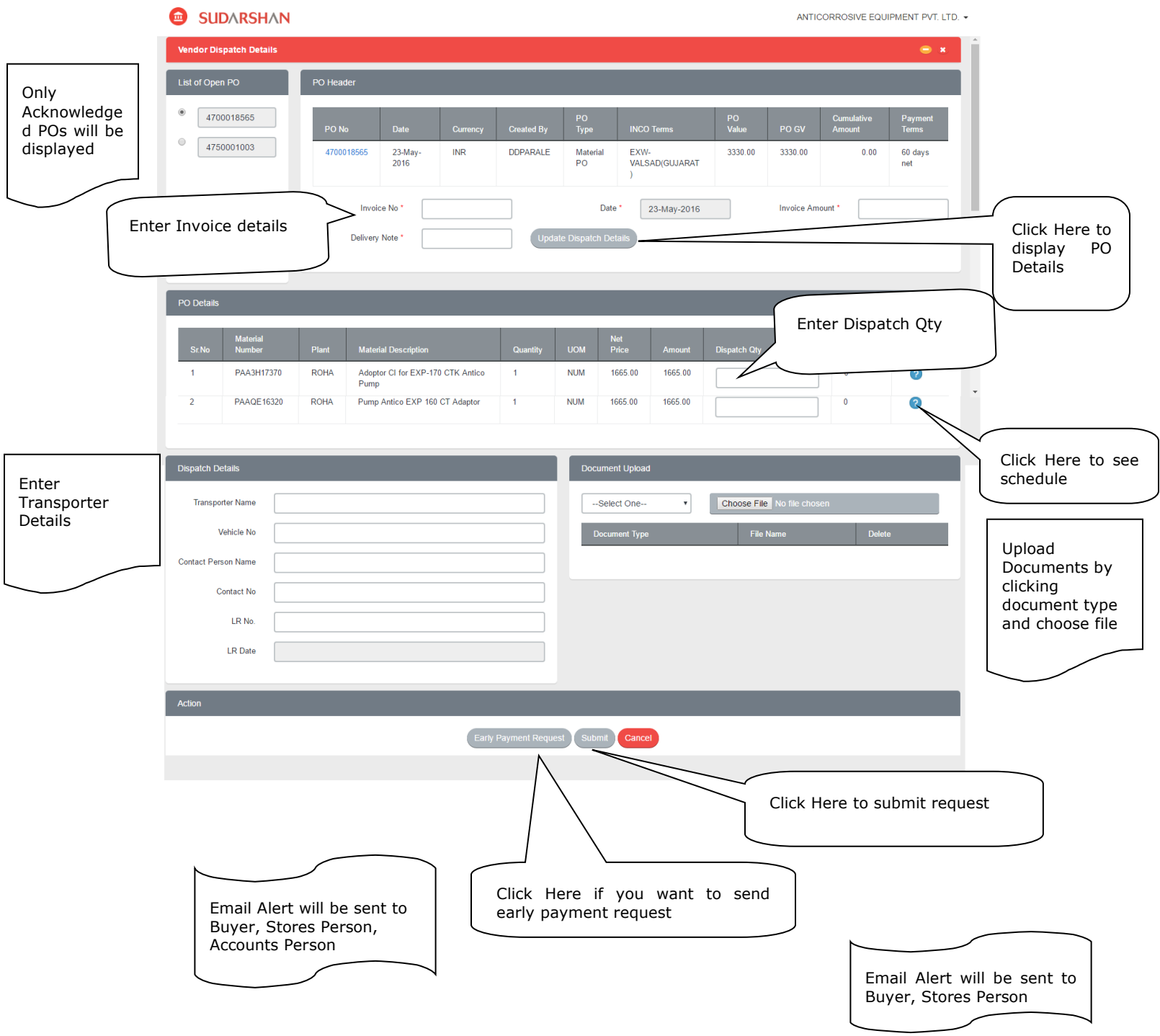
For entering dispatch note you need to enter dispatch details, transporter details and uploading documents.

For entering dispatch note

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

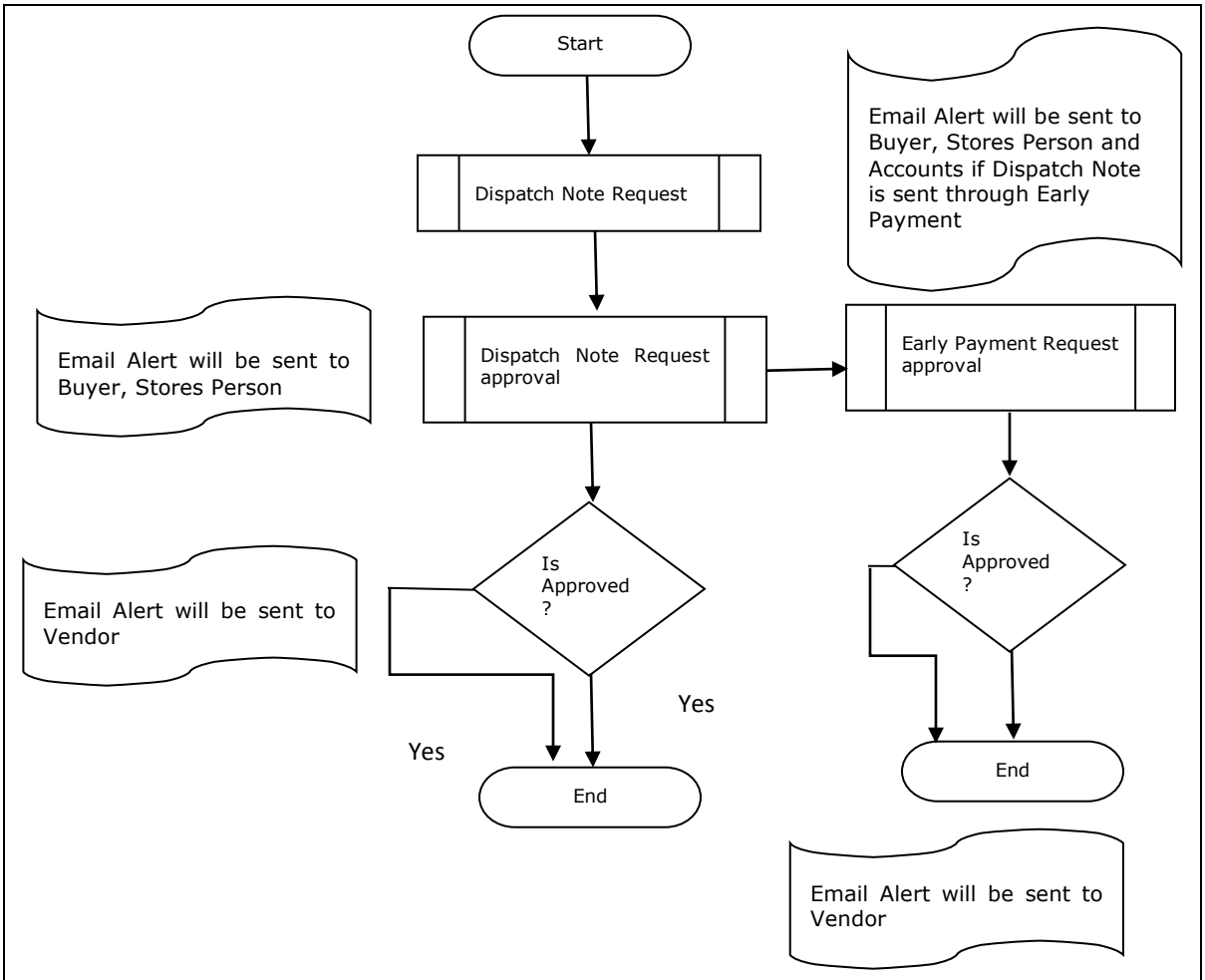


Once you click on dispatches following screen will appear



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

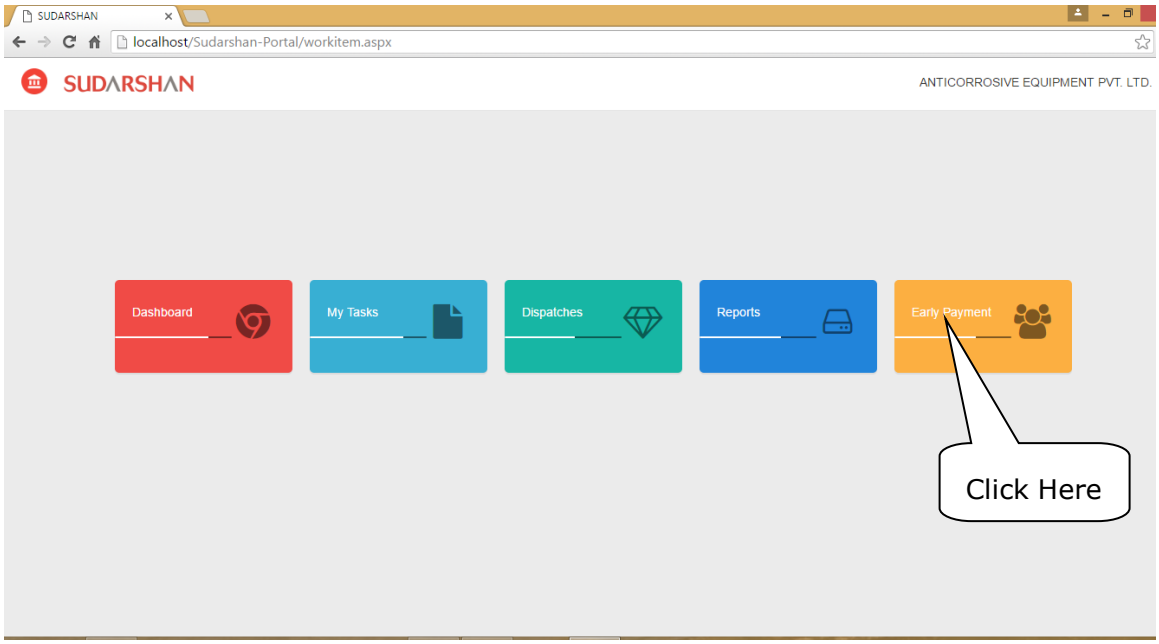


Work Flow for Dispatch Note and Early Payment Request

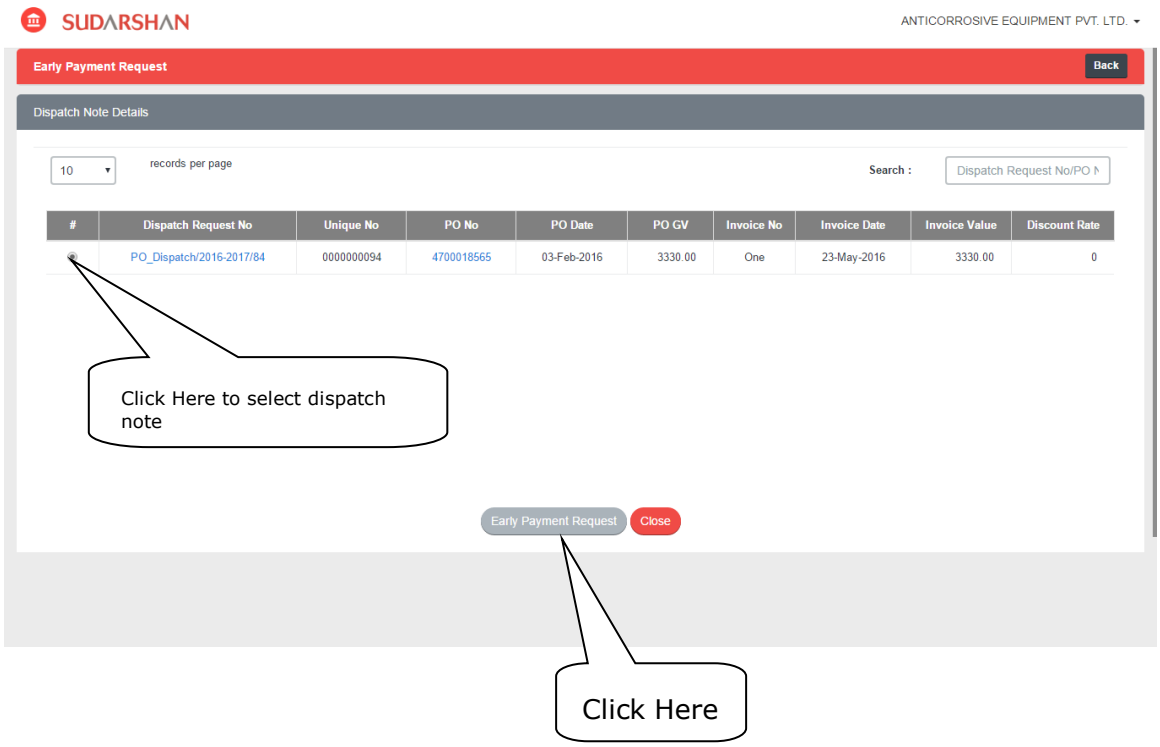
2.8 How to send early payment request

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



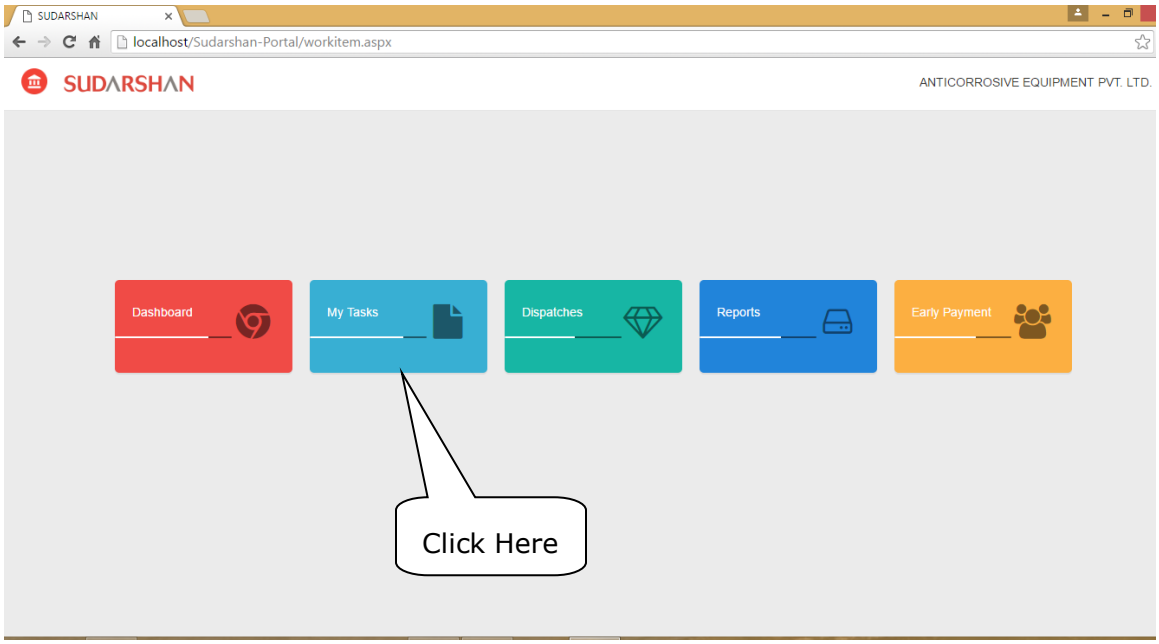
Once you click on this following screen will be displayed



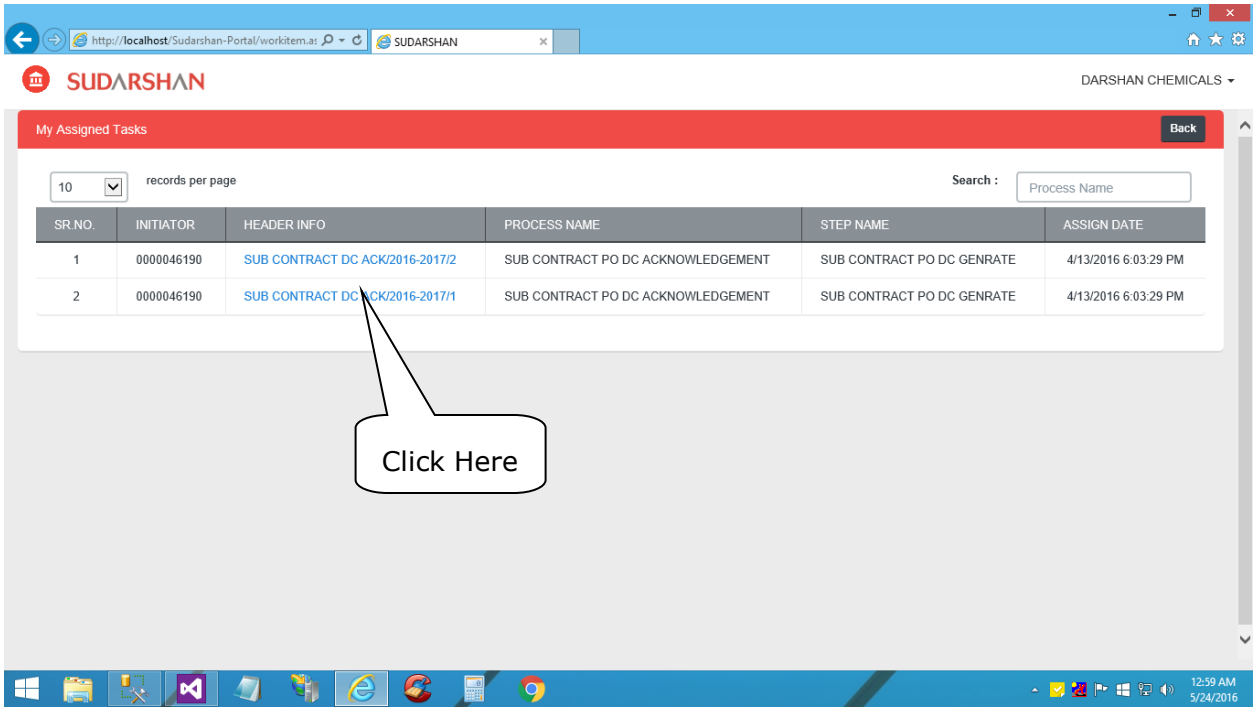
2.9 How to acknowledge Sub Contract Delivery Challan

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

When vendor logins 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

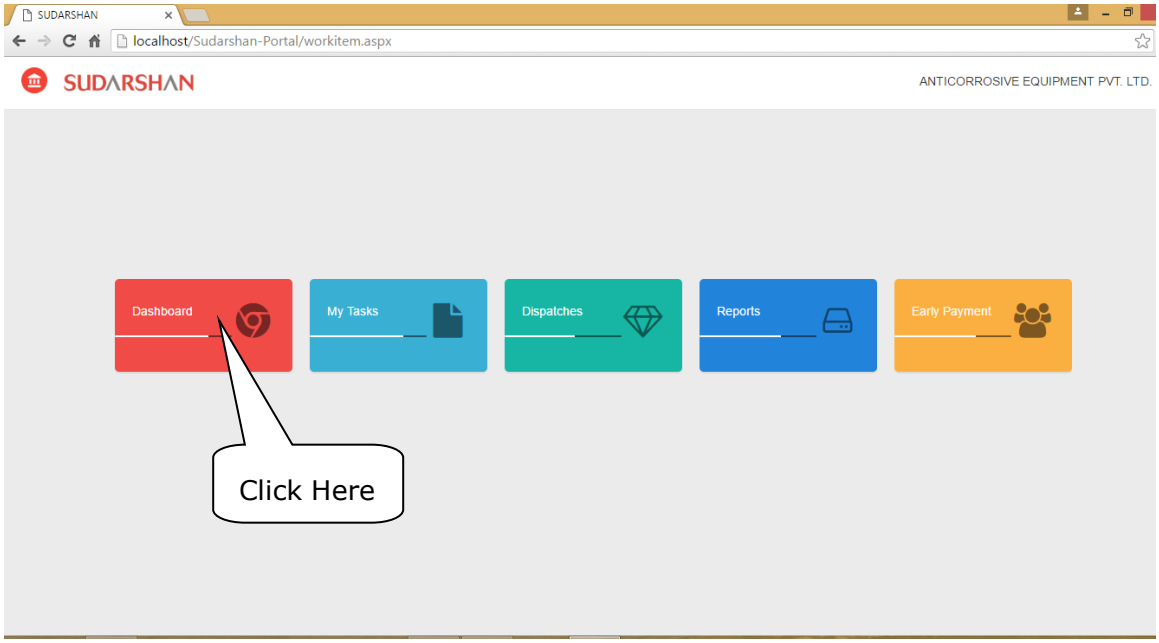


Then Click on Acknowledge so delivery challan will get acknowledged

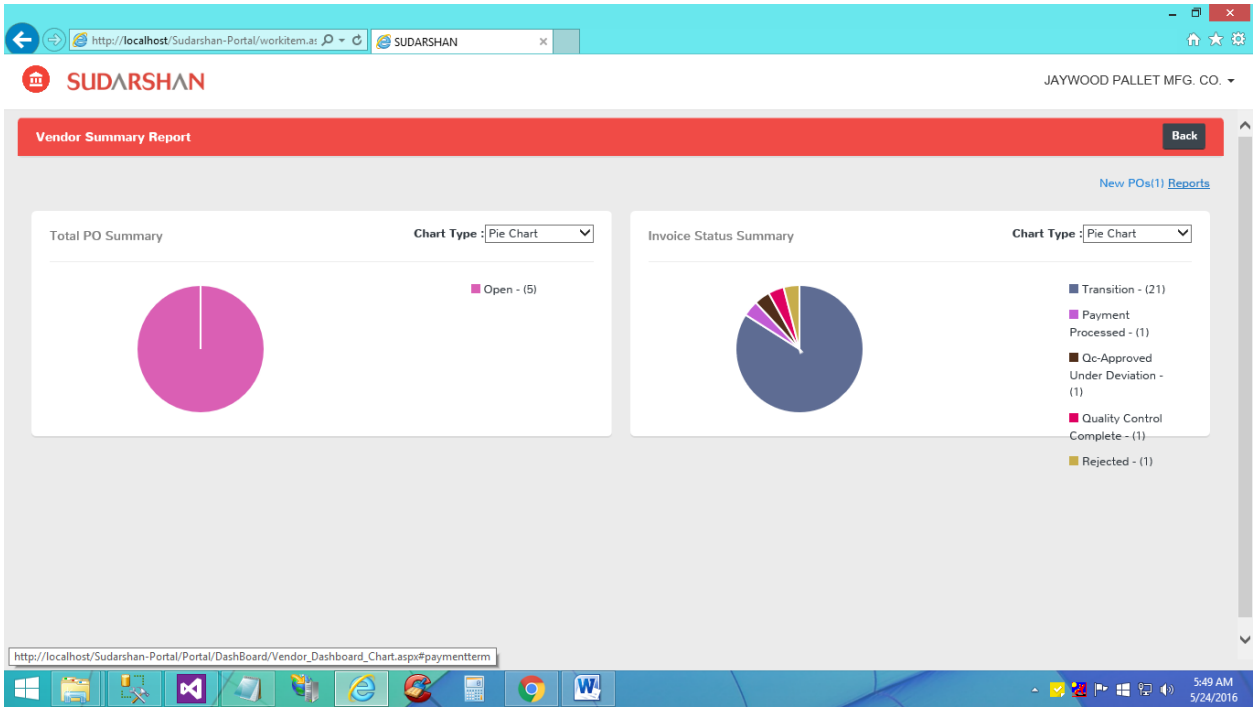
3 Dashboards and Reports

3.1 Dashboard

Once you log into system Home page will be displayed



Once you click on this following screen will appear

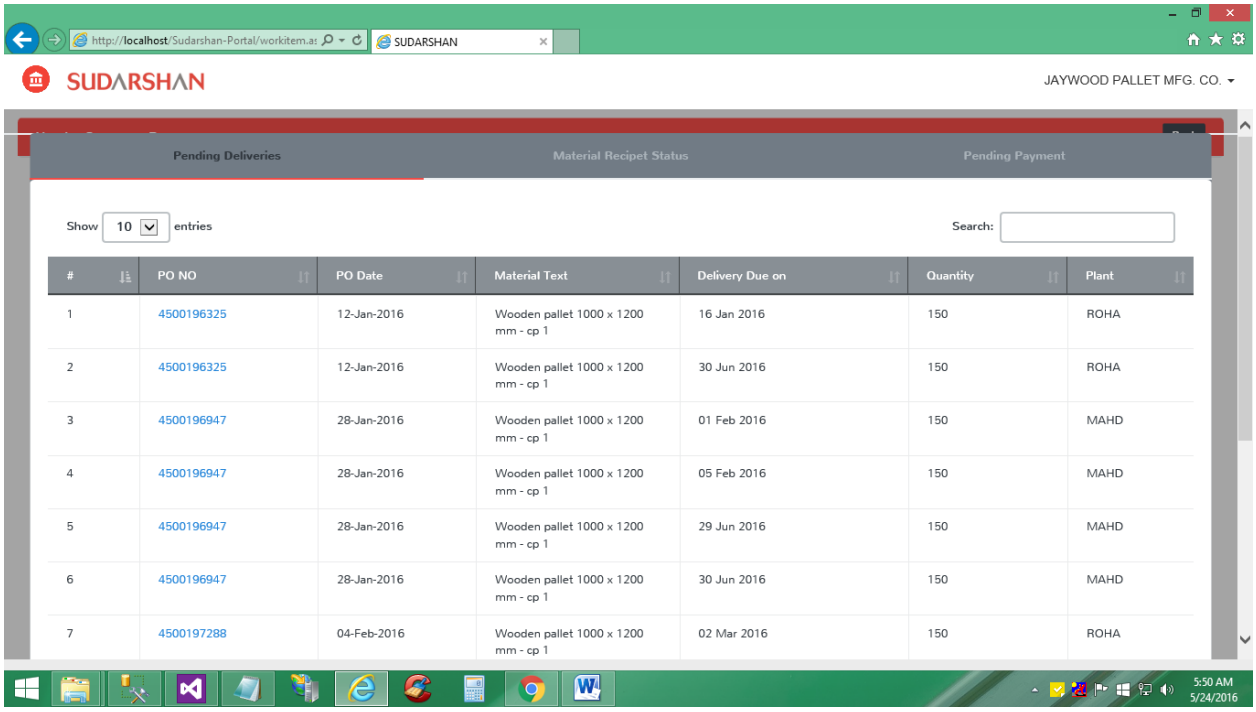


You can see Open/Closed PO in Total PO summary

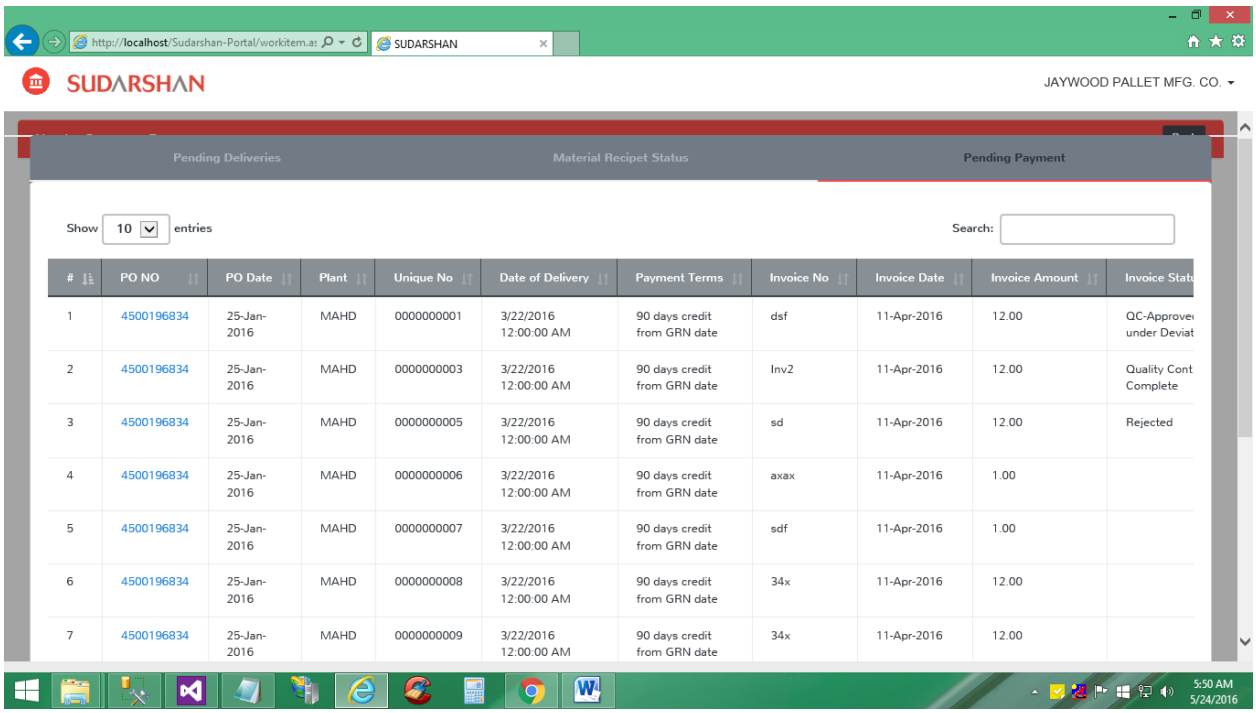
You can see open/Completed Invoice Status in Invoice status summary

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

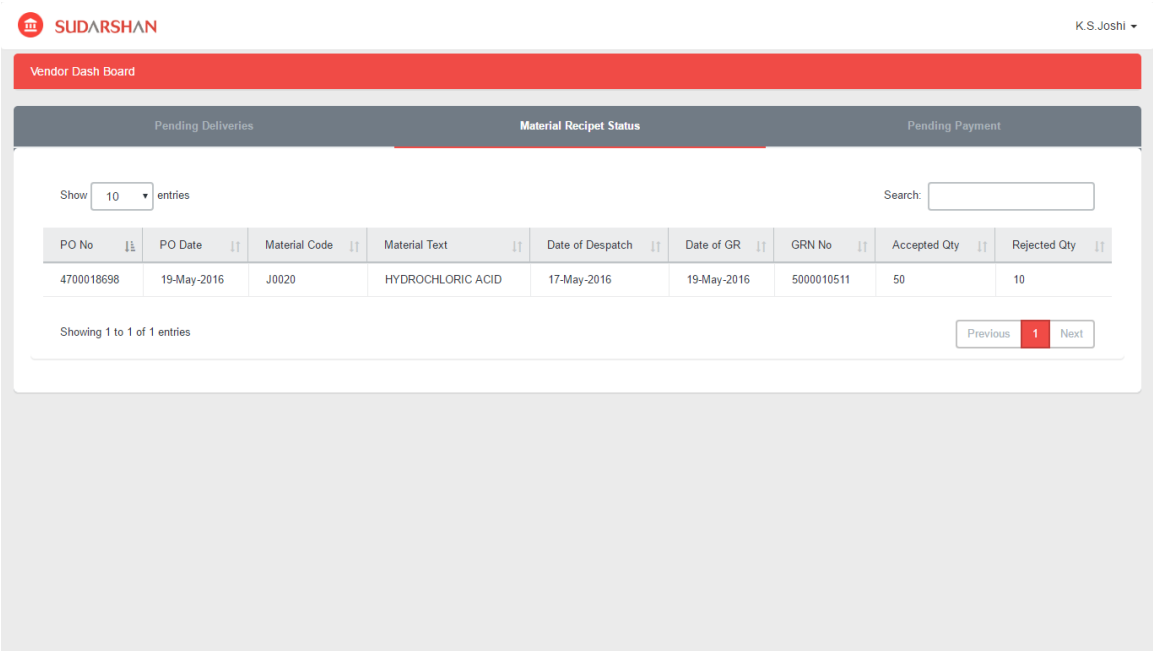
Pending Deliveries:



Pending Payments:



Material Receipt Report



3.2 Reports

Reports avaliable for vendor are

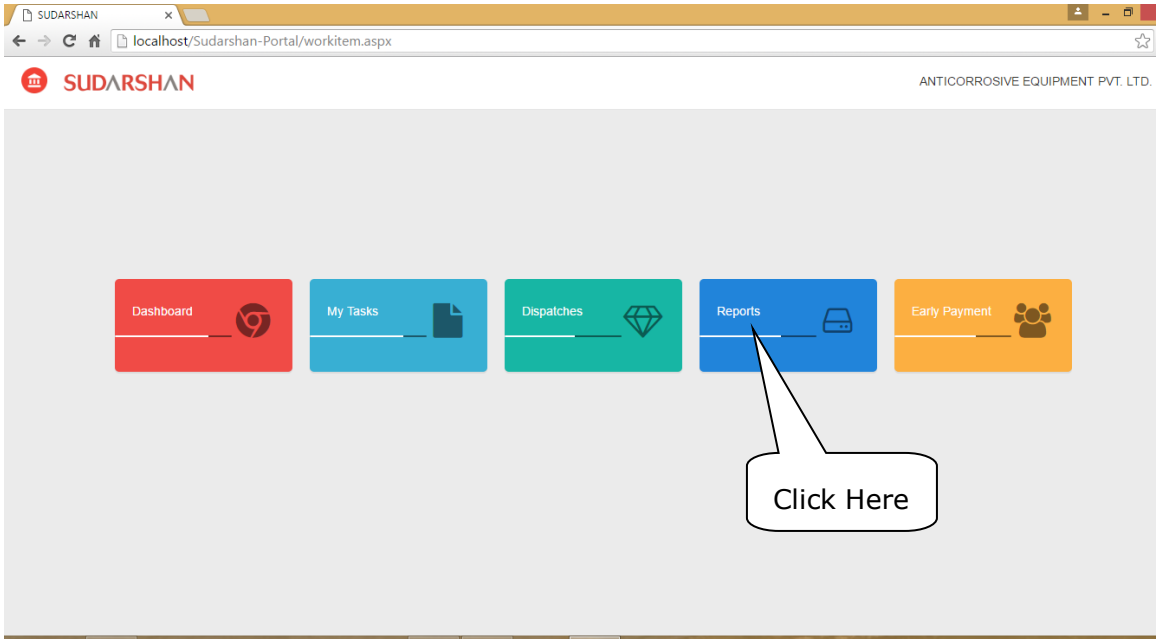
PO listing Report

Invoice Detail Report

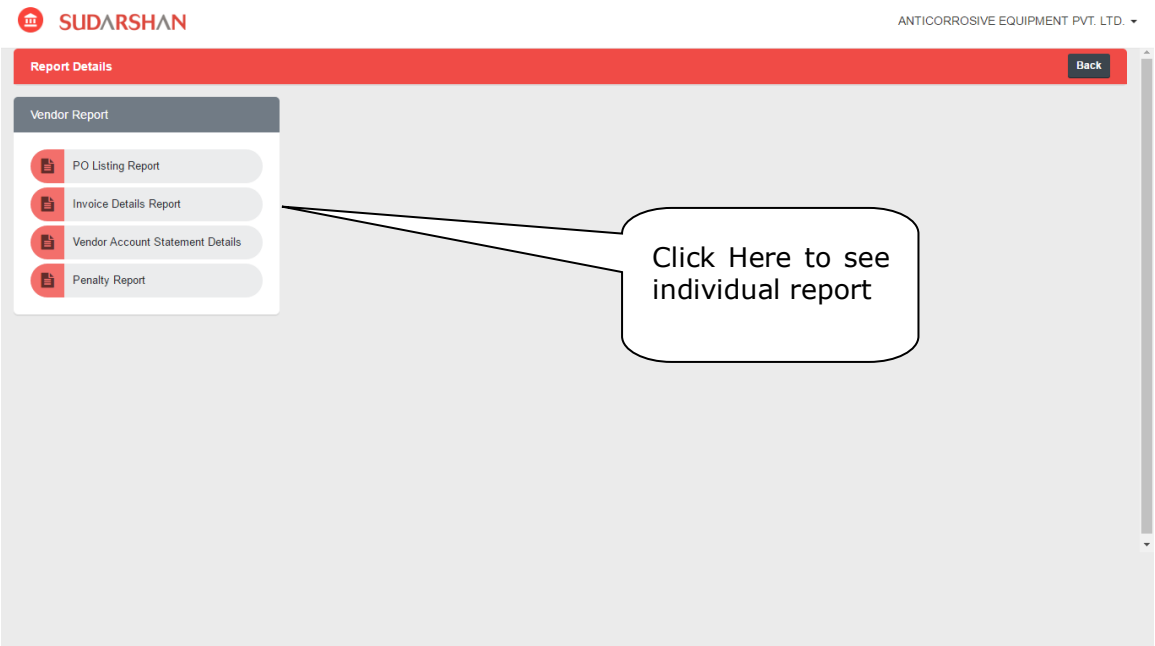
Vendor Account Statement

Penalty Details

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

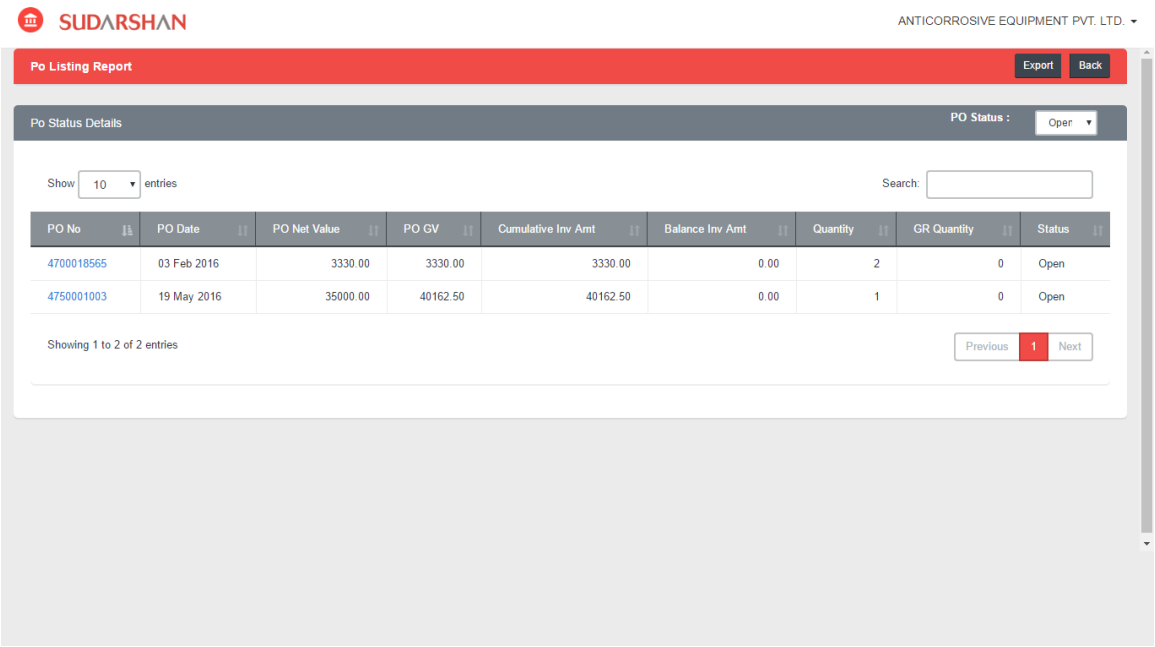


Once you click on this following screen will be displayed



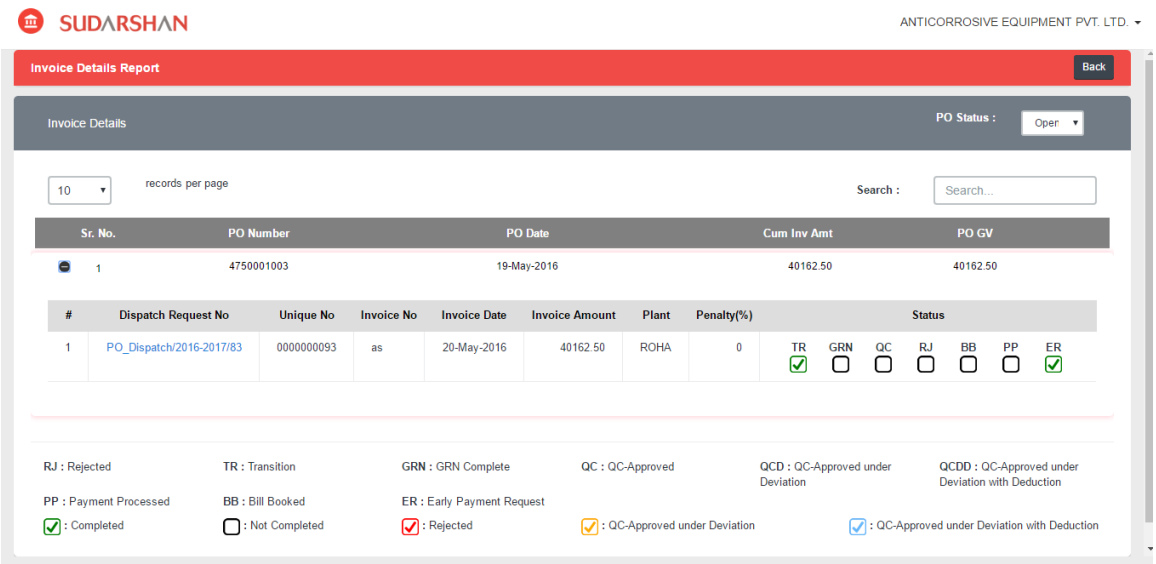
You can click on individual report to view the report

PO Listing Report



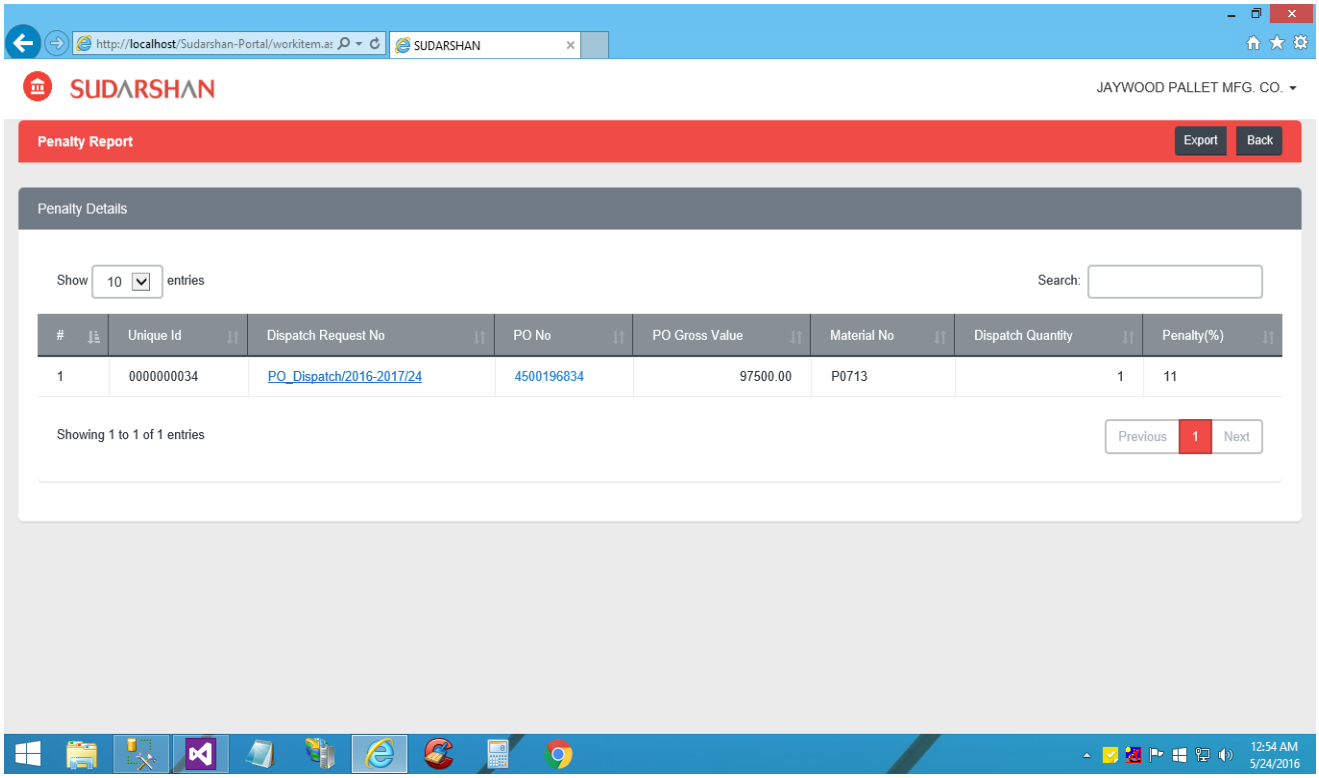
Using Po listing report you can see Po wise invoice amount details and GR qunatity details

Invoice Details Report



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

Penalty Report



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

4 Portal Accessibility and Report status updation

4.1 Portal Accessibility on Browsers

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 brosers are updated as mentioned above

4.2 Status and data on Report

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