

VENDOR MASTER CREATION

October 5, 2023

Step 1: The portal should contain the vendor master creation/updation tab.

Step 2: Selecting the vendor master creation tab the four labels should display.

The label's are

- vendor master creation
- Vendor mater updation
- TDS creation
- TDS updation
- Others.

Step 3: After selecting the labels user need to add the approver and also user need to attach the documents. Attach document option should contain and remarks (comments) option should contain for the user and also contain submit tab. After approving the ticket by the user in portal then the ticket will generate as new ticket. Attachment and remarks are mandatory

Step 4: Once approver approved, ticket should auto route to vendormaster@cavinkare.com. The user of this login Need to have comments option (mandatory), attachment option (optional) then the vendormaster@cavinkare.com login can approve and reject. Once approved move to QC. If rejected, move to Requestor should not move to approver.

Step 5: After vendor master approval, ticker auto flow to gcfinance@hepl.com login. Then gcfinance@hepl.com approved ticket also reject the ticket, after selecting approve or reject the mail should trigger to all stake holders stating the request has been fulfilled. If rejected, move ticket to vendor master.

FOH BUDGET APPROVAL

Step 1: The portal should contain the FOH budget approval tab.

Step 2: After Selecting the FOH approval tab the category should pop up in portal. The categories are,

- ✓ additional FOH budget (Need to have additional msg as given in our SOP)
- ✓ Approval of shortfall budget. (Need to have additional msg as given in our SOP)
(The category to be select in drop down option).

Step 3: After selecting the category the fields to be update in portal by the user. The fields are function (Drop down), division (Drop down), month and delivery date (Updated calendar), purpose and nature of spent (Text to be input), value in Rs (Number format), vendor details, and reason for not budgeting in FOH the fields to be entered and submit in portal. These updated details will move to FH/BH.

Step 4: FH/BH views the details and approve or reject the details. The approved details will move to CKR.

Step 5: CKR view the entire approved details and approve the tickets or reject the tickets. The approved details will move to FOH team. CKR rejected will move back to FH/BH

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Step 6: FOH team views the tickets and enters the amount value for each ticket in SAP and mark as completed in portal.

Step 7: the initial, rejected, approved, FOH accepted for all the process mail should trigger for interested parties. – Not for all stages , only initial , rejected at any stage and final FOH approved. No trigger required for CKR

Step 8: the requested tickets which are accepted from FOH team where a mail should trigger for initiator and BH.

- ✓ **Dashboard:** the dashboard to be display is Function wise/Division wise/Month wise with filters options. Also add column for ,additional FOH budget , Approval of shortfall budget.

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