



PAMAC

BANKING ON OUR CREDENTIALS

User Manual for Tata Capital - Business vendor empanelment

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- Requirement details
- Login
- Create Login
- Home Page
- New Request
- Dashboard
- Pending with Business
- Case History
- All case History
- General Notes

Requirement details

Persistent

Agile

Meritocratic

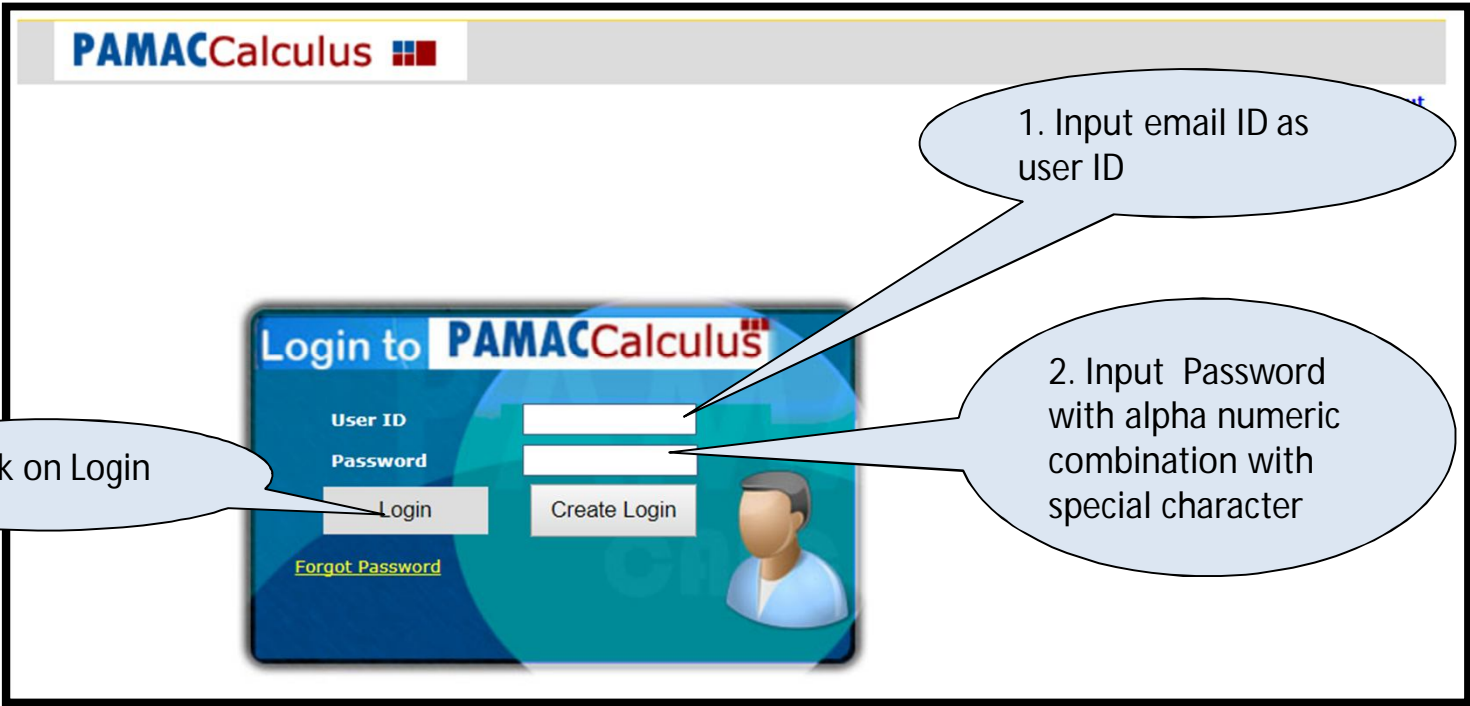
Accessible

Collaborative

- URL: <https://www.pamaconline.com/tcfs/>
- Browser: Firefox / Chrome / Internet Explorer
- Browser setting: Pop up should be allowed for above mentioned URL
- In case of any queries kindly follow the below escalation matrix:

Details	Name	Email id	Contact No
Primary POC	Tushar Nadkar	vm.tatacapital@pamac.com	+91 22 24192399 / +91 9987903752
1 st level escalation	Hemant Bali	Hemant.bali@pamac.com	+91 22 24192354 / +91 99769978717
2 nd level escalation	Sachin Tirlotkar	sachin.tirlotkar@pamac.com	+91 22 24192240
3 rd level escalation	Harshad Limbachiya	HarshadLimbachiya.tbss@tatacapital.com	+91 9029772659
4 th level escalation	Shyam Mallick	shyam.mallick@tatacapital.com	+91 22 61827022/ +91 9819911742

Open the mentioned URL in your browser, input email ID as user ID & password. Click on 'Login' to login to already existing account or click on 'Create Login' for registering a new user

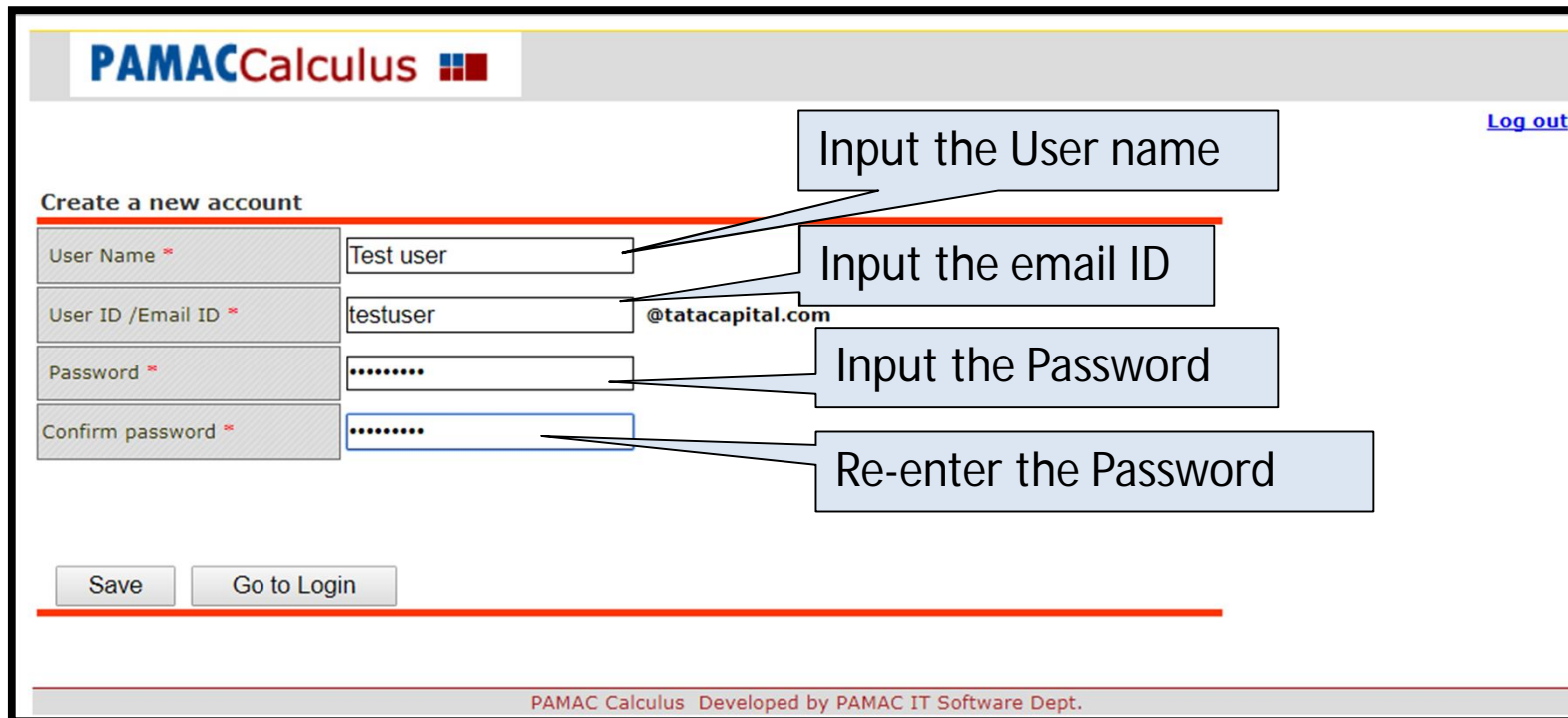


The screenshot shows the PAMACCalculus login interface. At the top is the PAMACCalculus logo. Below it, the text 'Login to PAMACCalculus' is displayed. There are two input fields: 'User ID' and 'Password'. Below these fields are two buttons: 'Login' and 'Create Login'. A link for 'Forgot Password' is located below the 'Login' button. Three callouts provide instructions: 1. 'Input email ID as user ID' points to the User ID field. 2. 'Input Password with alpha numeric combination with special character' points to the Password field. 3. 'Click on Login' points to the Login button.

Note:

Click on Forgot Password to receive password reset link for already registered user.

Input the User name, email ID & password as required. Then click Save.

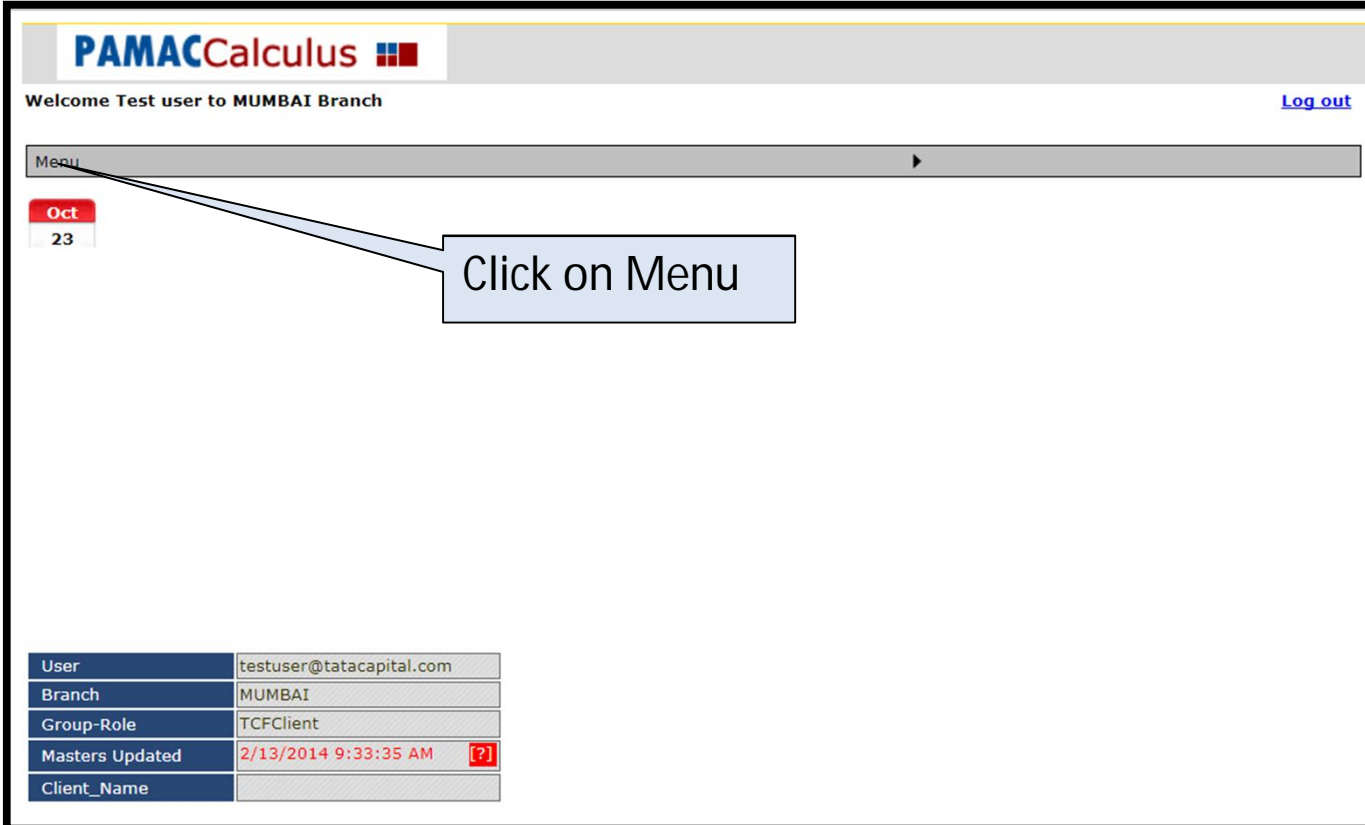


The screenshot shows the 'PAMAC Calculus' login page. At the top left is the PAMAC logo and tagline. The main heading is 'Create Login'. On the right, there are five values: Persistent, Agile, Meritocratic, Accessible, and Collaborative. Below the heading, a text instruction says: 'Input the User name, email ID & password as required. Then click Save.' The form itself is titled 'Create a new account' and has four input fields: 'User Name', 'User ID /Email ID', 'Password', and 'Confirm password'. Each field has a red asterisk indicating it is required. The 'User Name' field contains 'Test user'. The 'User ID /Email ID' field contains 'testuser' and '@tatacapital.com'. The 'Password' and 'Confirm password' fields contain masked characters (dots). There are four callout boxes with arrows pointing to the input fields: 'Input the User name' points to the User Name field, 'Input the email ID' points to the User ID /Email ID field, 'Input the Password' points to the Password field, and 'Re-enter the Password' points to the Confirm password field. At the bottom of the form are two buttons: 'Save' and 'Go to Login'. A 'Log out' link is visible in the top right corner of the form area. The footer of the page says 'PAMAC Calculus Developed by PAMAC IT Software Dept.'

Note:

The password reset link, updates & notification regarding request will be sent to the email ID mentioned on this page, hence please ensure correct email ID is updated.

After successful login, user will be navigated to Home screen



PAMAC Calculus

Welcome Test user to MUMBAI Branch [Log out](#)

Menu

Oct 23

Click on Menu

User	testuser@tatacapital.com
Branch	MUMBAI
Group-Role	TCFClient
Masters Updated	2/13/2014 9:33:35 AM [?]
Client_Name	

Note:

The branch mentioned on the homepage is not your actual branch.

New request

Persistent

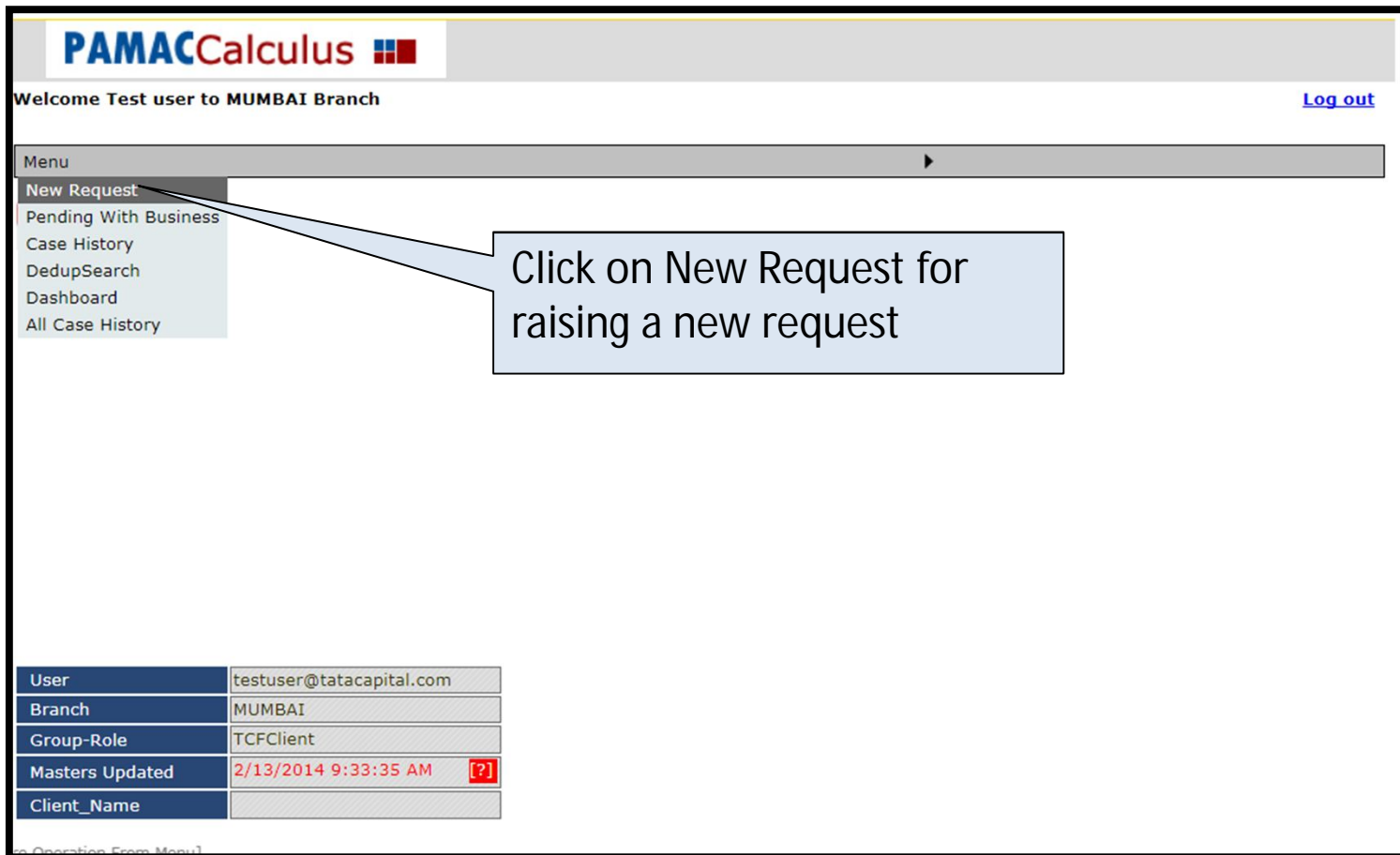
Agile

Meritocratic

Accessible

Collaborative

Use the Sub menu 'New Request' for adding a new request in the system



PAMAC Calculus

Welcome Test user to MUMBAI Branch [Log out](#)

Menu

- New Request
- Pending With Business
- Case History
- DedupSearch
- Dashboard
- All Case History

Click on New Request for raising a new request

User	testuser@tatacapital.com
Branch	MUMBAI
Group-Role	TCFClient
Masters Updated	2/13/2014 9:33:35 AM [?]
Client_Name	

New request... contd

Persistent

Agile

Meritocratic

Accessible

Collaborative

Fill the required details and click submit

New Request	
File Recieved Date Time	<input type="text" value="10/23/2017"/> (YY/MM/DD) <input type="text" value="05:06:06 PM"/> (HH/MM/SS)
File Recieved From	<input type="text" value="testuser@tatacapital.com"/>
Location	<input type="text"/>
Branch Name	<input type="text"/>
Branch Code	<input type="text"/>
Vendor Name	<input type="text"/>
Company	--Select-- ▼
Account	▼
LOB	▼
Task	--Select-- ▼
Upload File (Please Upload 1 Consolidated Zip File)	<input type="button" value="Choose File"/> No file chosen
Status	Accept ▼
Remark	<input type="text"/>
<input type="button" value="Submit"/> <input type="button" value="Add New"/> <input type="button" value="Cancel"/>	

New request... contd

Persistent

Agile

Meritocratic

Accessible

Collaborative

Notes for New Request:

- Date & time of request is not editable and will be system captured
- Requestor name will be system captured (basis the user login)
- 'Status' of request is non-editable and is 'Accept' by default
- Attachment to be uploaded as one consolidated zip file
- Type of request to be selected from the drop down of 'Task' : Code Creation, GST update, Branch Mapping, Group key mapping, Email update, Banking update

New request... contd

Persistent

Agile

Meritocratic

Accessible

Collaborative

On successful submission of your request a unique transaction ID will be generated and displayed on your screen & an email will be sent as acknowledgement

Welcome Test user to MUMBAI Branch

Transaction Unique ID generated **TCFSL4539**

New Request

File Recieved Date Time	10/23/2017	(YY/MM/DD)
	05:06:06 PM	(HH/MM/SS)
File Recieved From	testuser@tatacapital.com	
Location		
Branch Name		
Branch Code		
Vendor Name		
Company	--Select-- ▼	

Note:

This unique ID should be used for tracking the request

Pending with Business

Persistent

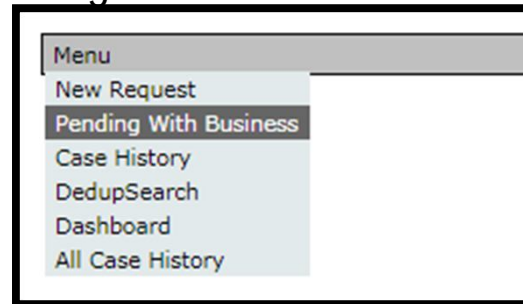
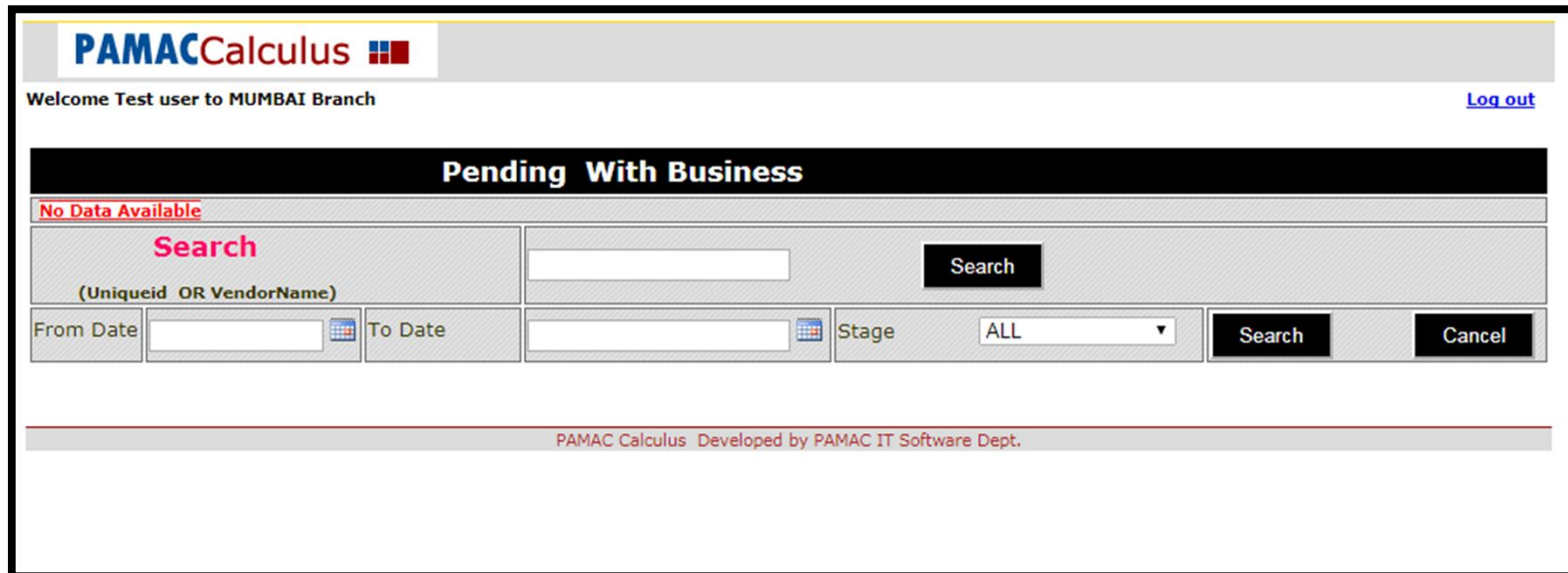
Agile

Meritocratic

Accessible

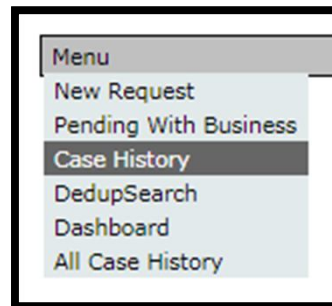
Collaborative

Pending with Business submenu will show the list of requests that are pending for Business to share missing documents

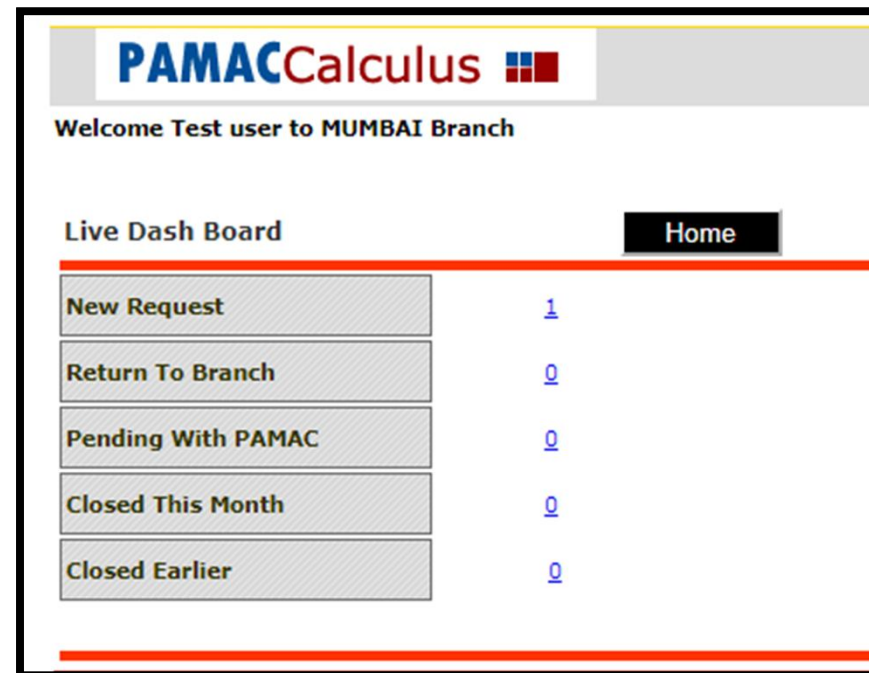
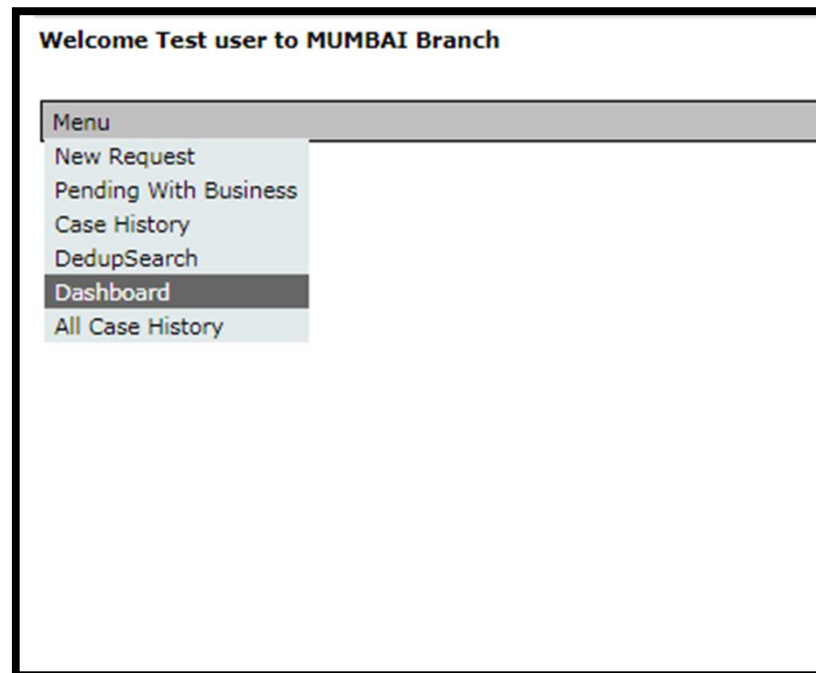
A screenshot of the PAMAC Calculus web application interface. The header shows 'PAMAC Calculus' and 'Welcome Test user to MUMBAI Branch' with a 'Log out' link. The main section is titled 'Pending With Business' and displays 'No Data Available'. Below this is a search form with a 'Search' button. The search criteria include a text input for '(Uniqueid OR VendorName)', a 'From Date' field with a calendar icon, a 'To Date' field with a calendar icon, a 'Stage' dropdown menu set to 'ALL', and 'Search' and 'Cancel' buttons. The footer of the interface states 'PAMAC Calculus Developed by PAMAC IT Software Dept.'

Case History Submenu will show the list of all requests raised by the logged in user



CASEVIEW STAGE													
Case No	File Receive Date	File Receive Time	File Receive From	Location	Vender Name	Company	Account	LOB	Final Status	Date	Last Remark	Code Type	Code Text
TCFSL4539	23 Oct 2017	05:06:06 PM	testuser@tatacapital.com	Test	Test	1001-TCCL	ADEL	ADEL	PAMAC Pending	23 Oct 2017			
<div>Export To Excel</div> <div>Return To DashBoar</div> <div>Cancel</div>													
PAMAC Calculus Developed by PAMAC IT Software Dept.													

Dashboard submenu will display the count against each category of request as per current status of requests raised by the user currently logged in



Glossary for Dashboard:

- New Request – Fresh requests pending for PAMAC revert
- Return To Branch – Requests with pending documents that have been returned by PAMAC to the business
- Pending With PAMAC – Requests for which missing documents have been shared by business and is pending for PAMAC revert
- Closed This Month – Requests completed by PAMAC in the current calendar month
- Closed Earlier – Requests completed by PAMAC in earlier calendar months (except current)

All Case History

Persistent

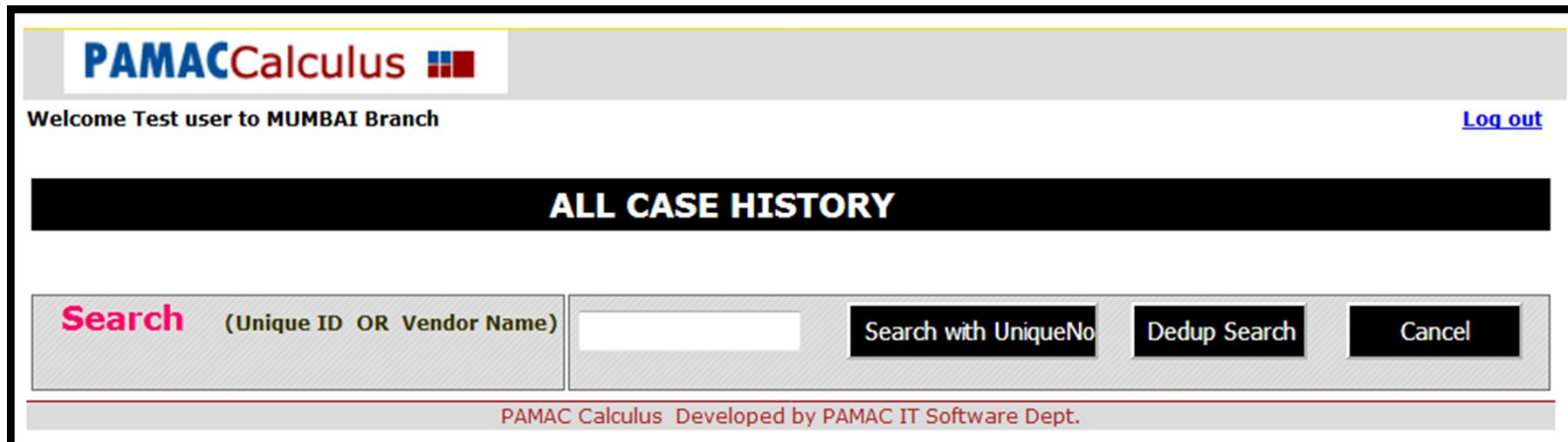
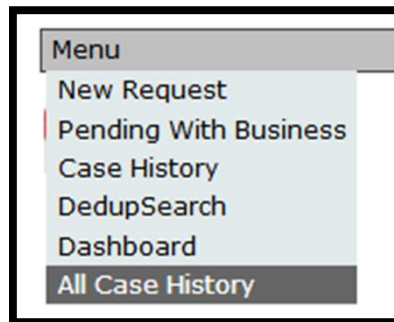
Agile


Meritocratic

Accessible

Collaborative

All Case History will provide the user to search for a specific request using unique transaction ID or vendor name



PAMACCalculus 

Welcome Test user to MUMBAI Branch [Log out](#)

ALL CASE HISTORY

Search (Unique ID OR Vendor Name)

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All Case History... contd

Persistent

Agile

Meritocratic

Accessible

Collaborative

In case the complete exact transaction ID or vendor name is not known, the user can input the truncated value in the provided area and click on 'Dedup Search'. This will show the user all requests that contains the mentioned vendor name or unique transaction ID

ALL CASE HISTORY

Search

(Unique ID OR Vendor Name)

test

Search with UniqueNo

Dedup Search

Cancel

Calculus - Mozilla Firefox
110%

<https://www.pamaonline.com/TCFSL/Pages/Inword Tracking Module/DedupSearch.aspx?UnqNO=test>

Calculus

Log c

ser to MUMBAI Branch

Dedup Search

File Recieve Date	File Recieve Time	File Recieve From	Vendoe Name
10/16/2017 12:00:00 AM	03:39:25 PM	sharma.arvind@tatacapital.com	Test
10/23/2017 12:00:00 AM	11:48:49 AM	vm1@tatacapital.com	Test
10/23/2017 12:00:00 AM	05:06:06 PM	testuser@tatacapital.com	Test

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All Case History... contd

Persistent

Agile

Meritocratic

Accessible

Collaborative

The user can then copy the unique ID from the list shown and use the button 'Search with UniqueNo' to get the details

ALL CASE HISTORY			
Search (Unique ID OR Vendor Name)		<input type="text" value="TCFSL4539"/>	<input type="button" value="Search with UniqueNo"/> <input type="button" value="Dedup Search"/> <input type="button" value="Cancel"/>
Unique ID	TCFSL4539	Code Generation Remark	
File Receive Date	23 Oct 2017	Code Generation Status	
File Receive Time	05:06:06 PM	Code Generation Date	
File Receive From	testuser@tatacapital.com	Pending with Business Remark	
Location	Test	Pending with Business Date	
Vendorname	Test	Confirmation Remark	
Company	1001-TCCL	Confirmation Status	
Account	ADEL	Confirmation Date	
LOB	ADEL	Code Type	
Final Status	PAMAC Pending	Code	
New Request Remark		New Request User	testuser@tatacapital.com
New Request Status	Accept	Code Generation User	
New Request Date	23 Oct 2017	Confirmation User	

- The screen shots shared in this manual are as per the initial software developed. In due course of development, actual page view may vary from the screen shots shared in this manual.
- System generated emails will be received on
 - i. Successful submission of new request
 - ii. Pending / missing details updated by PAMAC which requires action from Business
 - iii. Successful completion of request raised
- For code creation request - only one type of code request should be submitted in one request. For example: For a DDSA & Supplier code for one vendor two requests will have to be added in the system, one for Supplier Code & one for DDSA Code.
- For code creation in SAP & Bancs for the same type of code, only one request should be raised. For example: For a REFR code in SAP & Bancs for one connector only one request should be raised.
- Please update the values in New Request page accurately for proper corresponding action
- Business should upload all documents (earlier attached & pending documents) every time the file is returned from Business to PAMAC
- In case of any task which is not listed in the Task list, please send mail to vm.tatacapital@pamac.com

