

URL



URL:

https://nn-dev-vendor-onboarding-development-novonordiskportal-31fe8959.cfapps.eu10.hana.ondemand.com/comnovonordiskVendor/index.html

Steps:

- 1. Launch browser
- 2. Enter above url

LOGIN



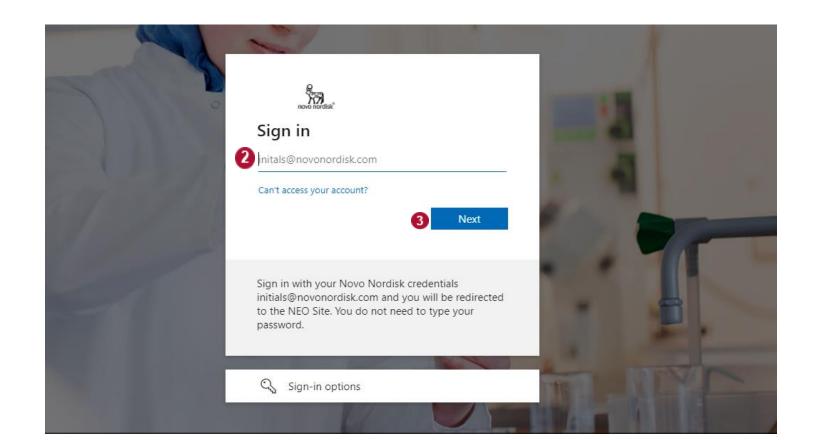
- 1. Click on <a href="https://doi.org/10.1007/https://d
- 2. Enter mail id
- 3. Click on next

Welcome to DEV_CF_VENDOR-ONBOARDING!

or sign in with:

1 httpssts.windows.netfdfed7bd-9f6a44

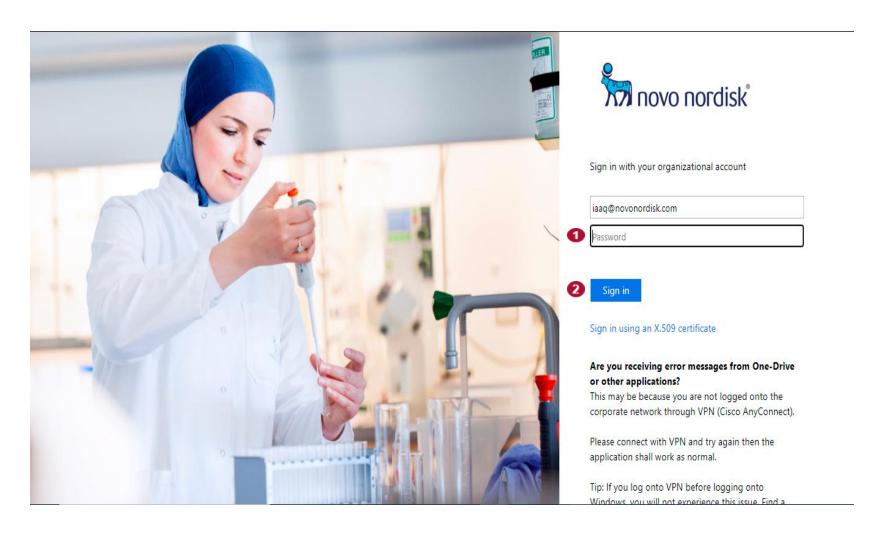
Default Identity Provider



LOGIN SCREEN



- 1. Enter password
- 2. Click Sign in



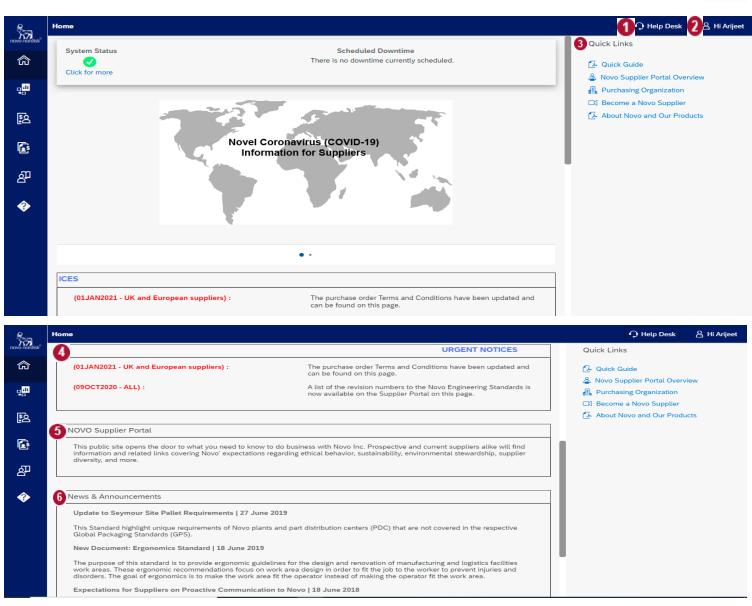


LOGGED IN AS ADMIN

HOME SCREEN

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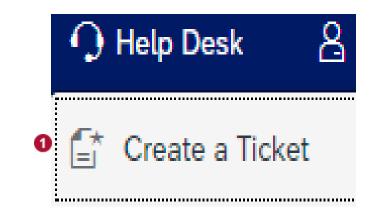
- User will be navigated to home page on provided valid credentials.
- Home page consists of:
- 1. Helpdesk
- 2. Settings with name of the user
- 3. Quick links
- 4. Urgent notices
- 5. Novo service Portal
- 6. News & Announcements
- Note: Quick links except
 Quick Guide are feature planned
 for phase 2







- Helpdesk consists of following:
- 1. Create a Ticket
- 2. Support Email Us
- 3. Support Telephone
- Note: Support Email Us and Support Telephone is feature planned for phase 2

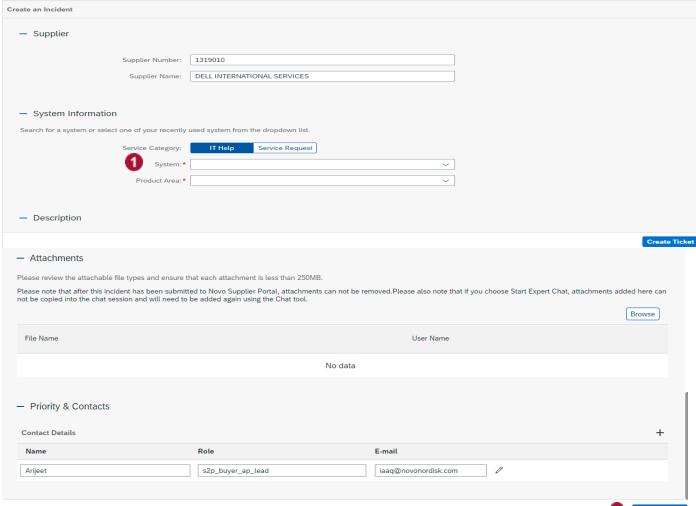


- @ Support Email Us
- Support Telephone

CREATE INCIDENT



- 1. Fill the mandatory fields required
- 2. Click on Create ticket





SETTINGS

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- Click on settings icon displays the following:
- 1. Profile
- 2. Language
- 3. Legal
- 4. About
- 5. Logout



PROFILE



- Click on Profile will display the following:
- 1. Mail mail id of the logged in user
- 2. First Name First name of the logged in user
- 3. Last Name Last name of the logged in user
- 4. Username Username of the logged in user
- 5. Close will close the Profile Popup

User Profile

User Details

- Mail: iaaq@novonordisk.com
- Pirst Name : Arijeet
- 3 Last Name: A
- User Name: iaaq

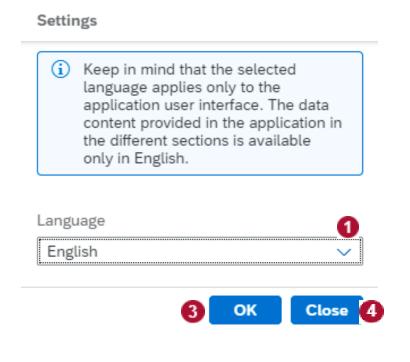


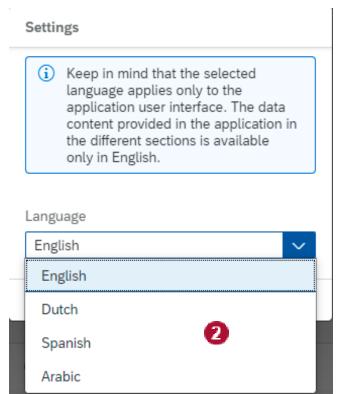
Close

LANGUAGE



- Language Various languages can be selected for user interaction
- Steps:
- 1. Click on Language dropdown
- 2. Select language
- 3. Click OK
- 4. Click close

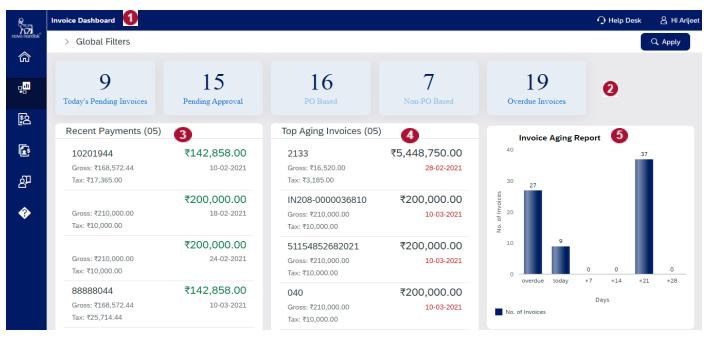


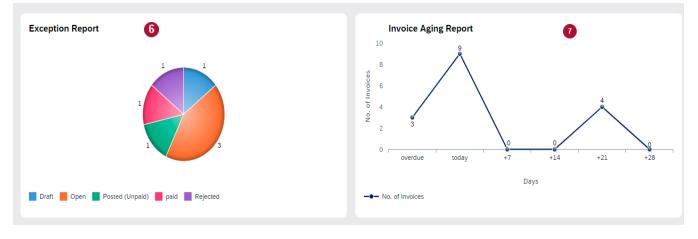


INVOICE DASHBOARD



- User should be navigated to Invocie dashboard on click of dashboard icon
- Dashboard consists of
- 1. Gobal filter
- 2. Count of Invoices
- 3. Recent Payments
- 4. Top Aging invoices
- 5. Invoice aging report
- 6. Exception Report
- 7. Invoice Aging report







INVOICE DASHBOARD – GLOBAL FILTER

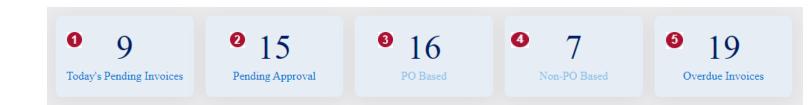
- Global Filter consists of following fields
- 1. Received from
- 2. Received to
- 3. Com code
- 4. Vendor
- 5. Apply
- Received from and to fields are mandatory.
- The values in the dashboard are displayed on provided filter values



INVOICE DASHBOARD – COUNT OF INVOICES



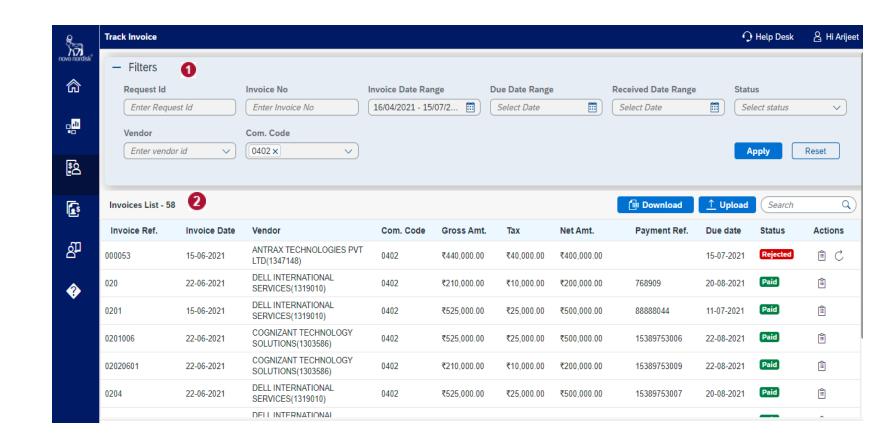
- Count of invoices in dashboard are the following:
- 1. Today's Pending Invoices
- 2. Pending Approval
- 3. PO Based
- 4. Non PO Based
- 5. Overdue Invocies
- 6. Click on Today's Pending Invoices will be navigated to track invoice consists of invoices list related to Today's Pending Invocies
- 7. Click on Pending approval will be navigated to track invoice consists of invoices of Pending status
- 8. Click on Overdue Invoices will be navigated to track invoice consists of invoices of Overdue status



TRACK INVOICE



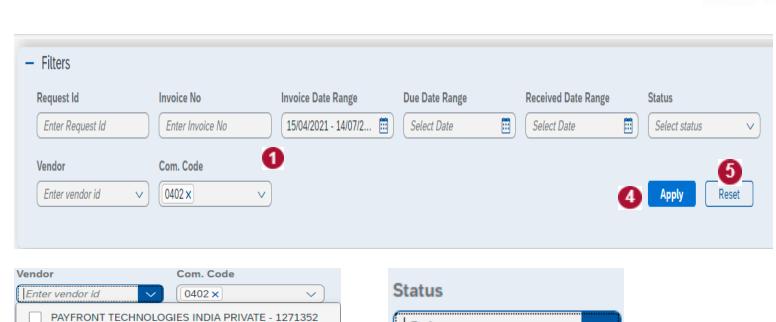
- User should be navigated to Track Invoice on click of Track Invoice icon
- Track Invoice consists of following tiles:
- 1. Filter
- 2. Invoice list
- The results in Invoice List are displayed on provided values in the filter

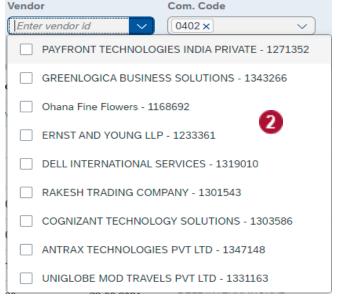


TRACK INVOICE - FILTER



- 1. Filter tile consists of different fields where users can be able to select/enter values
- At least one field value should be selected/entered to display invoice list.
- 2. Multiple Vendors can be selected to view any specific vendor invoice list.
- 3. Multiple status can be selected to view any specific status invoice list
- 4. Click of apply on provided values in fields will display invoice list.
- 5. Click of reset will clear the values in the fields.





Status							
Select status	~						
Posted (U	Jnpaid)						
Rejected	3						
Pending A	Approval						
Paid							

TRACK INVOICE - INVOICE LIST



- 1. Invoice lists consists of multiple invoices
- 2. Download will download an excel file which consists of invoices present on UI.
- 3. Upload will be able to upload invoice by entering the purchase order and delivery note and click of upload.
- 4. Search will display invoice lists based on text entered related to Invoice ref, Payment ref, com code, vendor
- 5. Activity log consists of activity log and reupload of invoice(only for rejected status) for each line item.
- 6. For Rejected invoice, invoice can be uploaded by click on reupload icon
- Note: For reupload of invoice refer to Track invoice upload invoice in futher slides

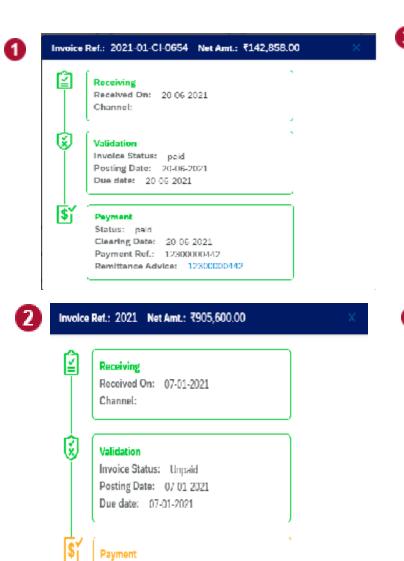
							2	3	(4
Invoices List - 58	0						📴 Download	<u>↑</u> Upload	Search	Q
Invoice Ref.	Invoice Date	Vendor	Com. Code	Gross Amt.	Тах	Net Amt.	Payment Ref.	Due date	Status	Actions (
000053	15-06-2021	ANTRAX TECHNOLOGIES PVT LTD(1347148)	0402	₹440,000.00	₹40,000.00	₹400,000.00		15-07-2021	Rejected	Î C
020	22-06-2021	DELL INTERNATIONAL SERVICES(1319010)	0402	₹210,000.00	₹10,000.00	₹200,000.00	768909	20-08-2021	Paid	Ê
0201	15-06-2021	DELL INTERNATIONAL SERVICES(1319010)	0402	₹525,000.00	₹25,000.00	₹500,000.00	88888044	11-07-2021	Paid	
0201006	22-06-2021	COGNIZANT TECHNOLOGY SOLUTIONS(1303586)	0402	₹525,000.00	₹25,000.00	₹500,000.00	15389753006	22-08-2021	Paid	Ê
02020601	22-06-2021	COGNIZANT TECHNOLOGY SOLUTIONS(1303586)	0402	₹210,000.00	₹10,000.00	₹200,000.00	15389753009	22-08-2021	Paid	
0204	22-06-2021	DELL INTERNATIONAL SERVICES(1319010)	0402	₹525,000.00	₹25,000.00	₹500,000.00	15389753007	20-08-2021	Paid	Ê
0205	11-06-2021	DELL INTERNATIONAL SERVICES(1319010)	0402	₹210,000.00	₹10,000.00	₹200,000.00	15389753012	20-08-2021	Paid	
0207	11-06-2021	DELL INTERNATIONAL SERVICES(1319010)	0402	₹210,000.00	₹10,000.00	₹200,000.00	15389753013	20-08-2021	Paid	Ê
1060007675	15-06-2021	DELL INTERNATIONAL SERVICES(1319010)	0402	₹525,000.00	₹25,000.00	₹500,000.00	129833202904	11-07-2021	Paid	Î
2021-01-CI-041	22-06-2021	Ohana Fine Flowers(1168692)	0402	₹525,000.00	₹25,000.00	₹500,000.00	15389753011	22-08-2021	Paid	Î

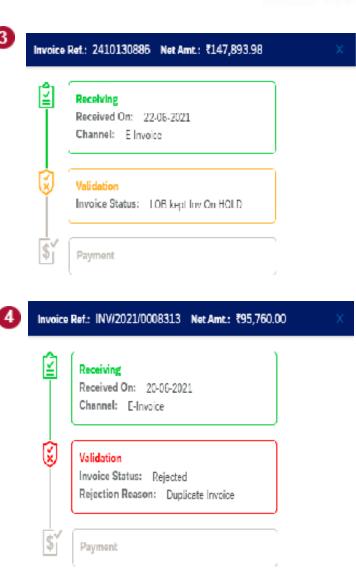
Go To Page: 1 2 3 4 5 6 Page: 1

TRACK INVOICE – ACTIVITY LOG



- Activity log consists of status of Receiving, Validation and Payment for following status
- 1. Paid Receiving, Validation and Payment are in green color since all three steps are completed
- 2. Unpaid Receiving, Validation are in green since those steps are completed, payment is in orange color since it is in progress.
- 3. Pending approval Receiving is green in color since it is completed, Validation is in orange color since it is in progress, Payment is in Grey color since it is yet to be started
- 4. Rejected Receiving is green in color since it is completed,
 Validation is in red color since at that step it is rejected.Rejection reason is also dispalyed

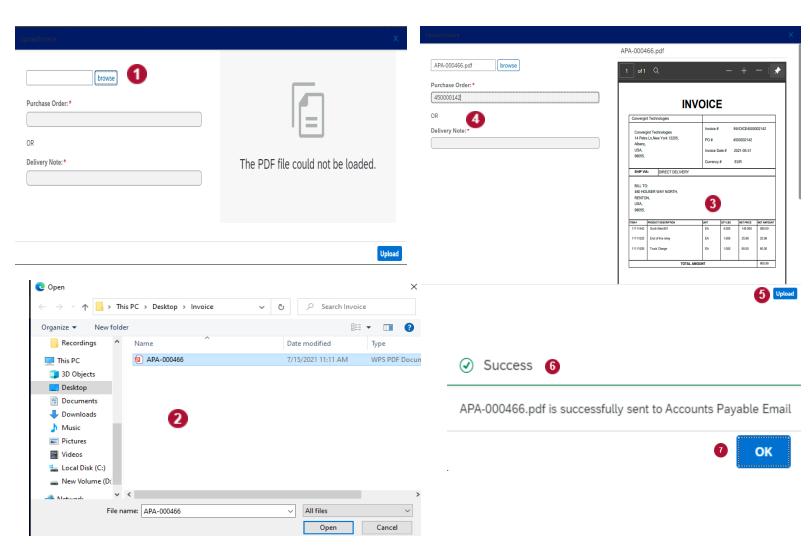




TRACK INVOICE – UPLOAD INVOICE



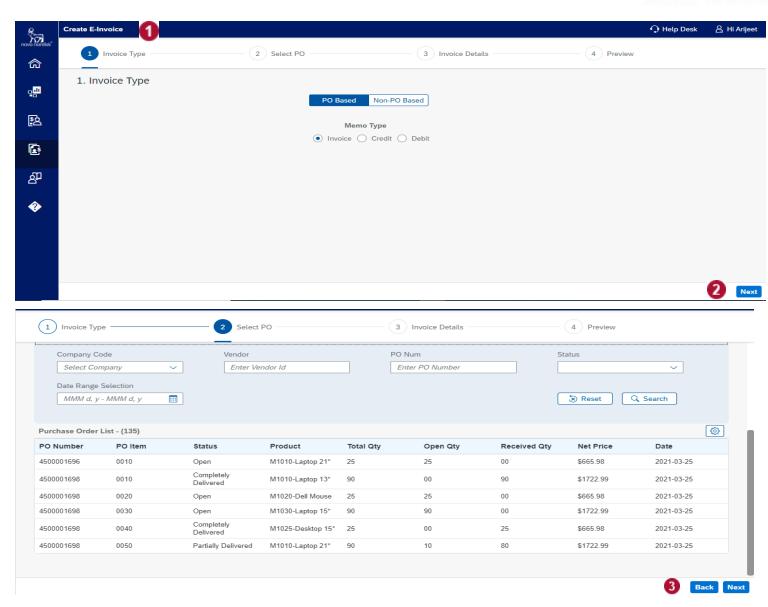
- 1. Click on browse
- 2. Select valid file
- 3. After the file uploaded the invoice will be dispalyed
- 4. Enter Purchase order or Delivery note
- 5. Click upload
- 6. Success message will be displayed
- 7. Click ok will close the dialog box
- Note: As mentioned the sending of Pdf is feature planned for phase 2



CREATE INVOICE

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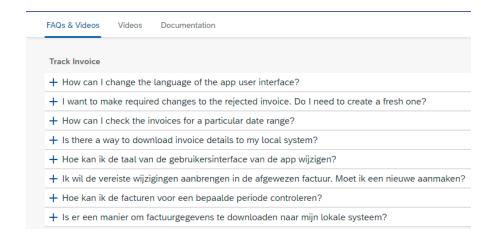
- Note: Create invoice is feature planned for phase 2
- 1. User should be navigated to Create invoice screen on click of create invoice icon.
- 2. Click on next will navigate to next screen on provided values in each screen.
- 3. Click on back will be navigated to previous screen.

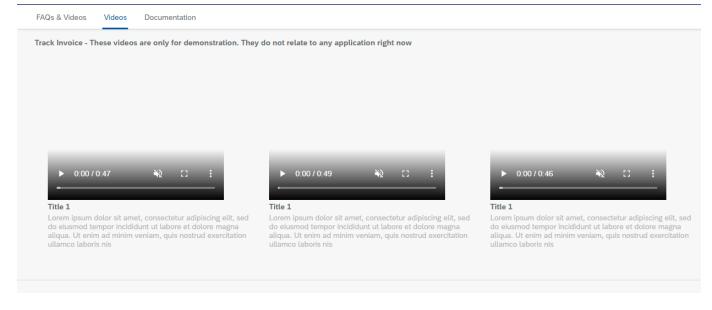




FAQ'S

Consists of question and answers,
 Videos and Documents section





MY SERVICE INCIDENTS



• Displays incident lists created

My Service Inciden	ts								A Hi Arijeet
+ Filter		Vendor	Incident Cre	eated From	Incident (Created To	Category	Priority	
Incident Lists -									
Incident No	Created On	Vendor	Category	Туре	Priority	Status	Subject:	Resolution Comments	Actions
S2P-INV-07152021- 000	15/7/2021	Ohana Fine Flowers(1168692)			Low	01	Dasboard Invoice counting		
S2P-INV-07152021- 000	15/7/2021	Ohana Fine Flowers(1168692)			Low	01	Dasboard Invoice counting		1 4 C
S2P-INV-07152021- 000	15/7/2021	Ohana Fine Flowers(1168692)			Low	01	Dasboard Invoice counting		1 2 C

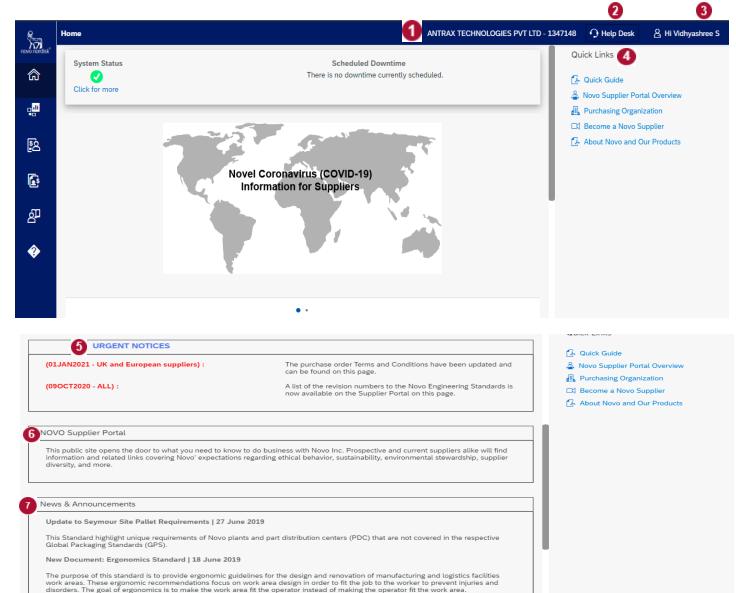


LOGGED IN AS SUPPLIER

HOME SCREEN

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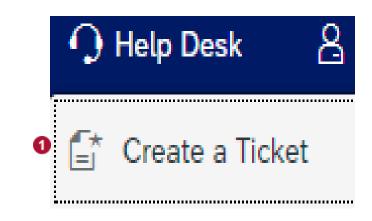
- User will be navigated to home page on provided valid credentials.
- Home page consists of :
- 1. Vendor Label
- 2. Helpdesk
- 3. Settings with name of the user
- 4. Quick links
- 5. Urgent notices
- 6. Novo service Portal
- 7. News & Announcements
- Note: Quick links except Quick Guide are feature planned for phase 2







- Helpdesk consists of following:
- 1. Create a Ticket
- 2. Support Email Us
- 3. Support Telephone
- Note: Support Email Us and Support Telephone is feature planned for phase 2

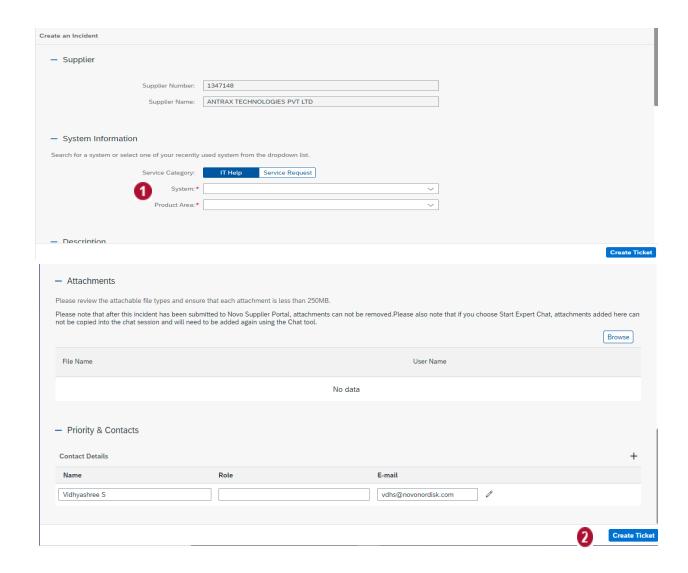


- Q Support Email Us
- Support Telephone

CREATE INCIDENT



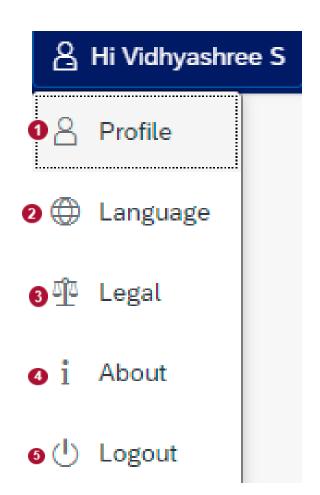
- 1. Fill the mandatory fields required
- 2. Click on Create ticket



SETTINGS

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- Click on settings icon displays the following:
- 1. Profile
- 2. Language
- 3. Legal
- 4. About
- 5. Logout
- Note: Legal, About are Feature planned for phase 2



PROFILE



- Click on Profile will display the following:
- 1. Mail mail id of the logged in user
- 2. First Name First name of the logged in user
- 3. Last Name Last name of the logged in user
- 4. Username Username of the logged in user
- 5. Close will close the Profile Popup

User Profile

User Details

Mail: vdhs@novonordisk.com

Pirst Name : Vidhyashree

3 Last Name : S

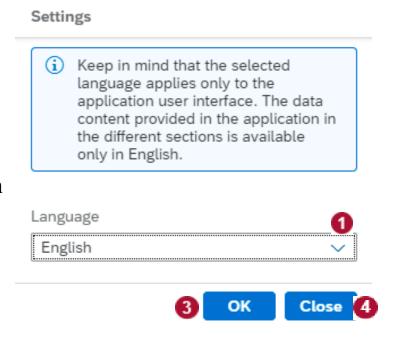
User Name: VDHS



LANGUAGE



- Language Various languages can be selected for user interaction
- Steps:
- 1. Click on Language dropdown
- 2. Select language
- 3. Click OK
- 4. Click close

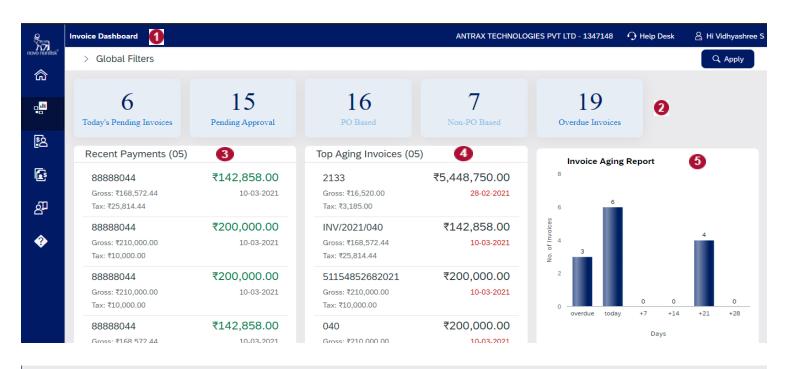


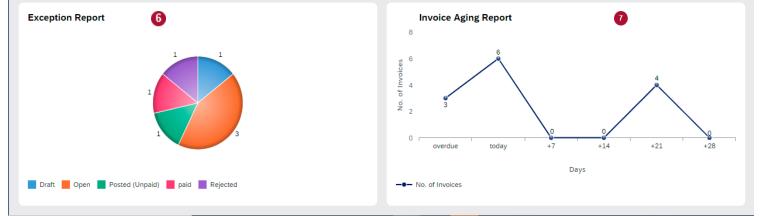
Setti	Keep in mind that the selected
	language applies only to the application user interface. The data content provided in the application in the different sections is available only in English.
Langi	uage
Eng	lish
En	glish
Du	tch
Sp	
	anish 2

INVOICE DASHBOARD



- User should be navigated to Invocie dashboard on click of dashboard icon
- Dashboard consists of
- 1. Gobal filter
- 2. Count of Invoices
- 3. Recent Payments
- 4. Top Aging invoices
- 5. Invoice aging report
- 6. Exception Report
- 7. Invoice Aging report







DASHBOARD – GLOBAL FILTER

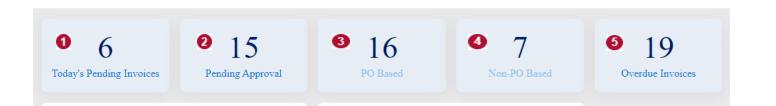
- Global Filter consists of following fields
- 1. Received from
- 2. Received to
- 3. Apply
- Received from and to fields are mandatory.
- The values in the dashboard are displayed on provided dates



INVOICE DASHBOARD – COUNT OF INVOICES



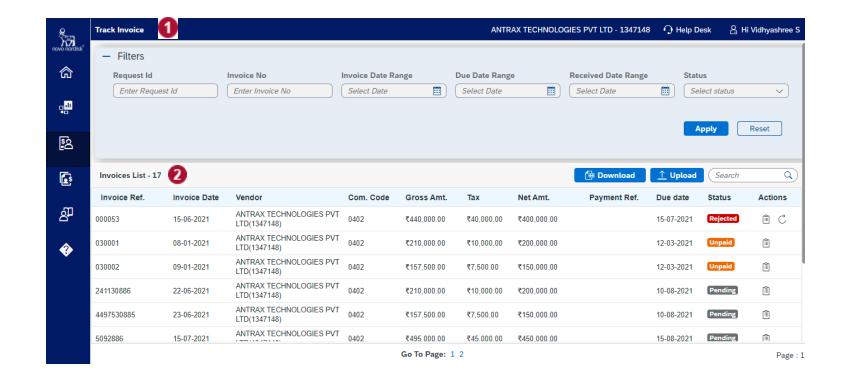
- Count of invoices in dashboard are the following:
- 1. Today's Pending Invoices
- 2. Pending Approval
- 3. PO Based
- 4. Non PO Based
- 5. Overdue Invocies
- 6. Click on Today's Pending Invoices will be navigated to track invoice consists of invoices list related to Today's Pending Invocies
- 7. Click on Pending approval will be navigated to track invoice consists of invoices of Pending status
- 8. Click on Overdue Invoices will be navigated to track invoice consists of invoices of Overdue status



TRACK INVOICE



- User should be navigated to Track Invoice on click of Track Invoice icon
- Track Invoice consists of following tiles:
- 1. Filter
- 2. Invoice list
- The results in Invoice List are displayed on provided values in the filter.

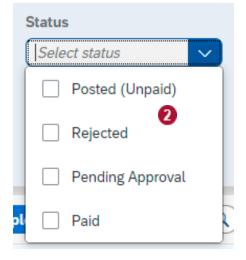


TRACK INVOICE - FILTER



- 1. Filter tile consists of different fields where users can be able to select/enter values
- 2. Multiple status can be selected to view any specific status invoice list
- 3. Click of apply on provided values in fields will display invoice list.
- 4. Click of reset will clear the values in the fields.
- At least any one field value should be selected/entered to view the invoice list.





TRACK INVOICE - INVOICE LIST



- 1. Invoice lists consists of multiple invoices
- 2. Download will download an excel file which consists of invoices present on UI.
- 3. Upload will be able to upload invoice by entering the purchase order and delivery note and click of upload.
- 4. Search will display invoice lists based on text entered related to Invoice ref, Payment ref, com code, vendor
- 5. Activity log consists of activity log and reupload of invoice(only for rejected status) for each line item.
- 6. For Rejected invoice, invoice can be uploaded by click on reupload icon
- Note: For reupload of invoice refer to Track invoice upload invoice in futher slides

							0	3	4	
Invoices List - 17	0						Download	<u>↑</u> Upload	Search	<u>Q</u>
Invoice Ref.	Invoice Date	Vendor	Com. Code	Gross Amt.	Тах	Net Amt.	Payment Ref.	Due date	Status	Actions 6
000053	15-06-2021	ANTRAX TECHNOLOGIES PVT LTD(1347148)	0402	₹440,000.00	₹40,000.00	₹400,000.00		15-07-2021	Rejected	â C (
030001	08-01-2021	ANTRAX TECHNOLOGIES PVT LTD(1347148)	0402	₹210,000.00	₹10,000.00	₹200,000.00		12-03-2021	Unpaid	â
030002	09-01-2021	ANTRAX TECHNOLOGIES PVT LTD(1347148)	0402	₹157,500.00	₹7,500.00	₹150,000.00		12-03-2021	Unpaid	â
241130886	22-06-2021	ANTRAX TECHNOLOGIES PVT LTD(1347148)	0402	₹210,000.00	₹10,000.00	₹200,000.00		10-08-2021	Pending	â
4497530885	23-06-2021	ANTRAX TECHNOLOGIES PVT LTD(1347148)	0402	₹157,500.00	₹7,500.00	₹150,000.00		10-08-2021	Pending	â
5092886	15-07-2021	ANTRAX TECHNOLOGIES PVT LTD(1347148)	0402	₹495,000.00	₹45,000.00	₹450,000.00		15-08-2021	Pending	â
745050	15-07-2021	ANTRAX TECHNOLOGIES PVT LTD(1347148)	0402	₹165,000.00	₹45,000.00	₹450,000.00		15-08-2021	Pending	â
8765002	11-06-2021	ANTRAX TECHNOLOGIES PVT LTD(1347148)	0402	₹330,000.00	₹40,000.00	₹400,000.00	15389753013	15-07-2021	Paid	â
90001	15-06-2021	ANTRAX TECHNOLOGIES PVT LTD(1347148)	0402	₹330,000.00	₹40,000.00	₹400,000.00		15-07-2021	Unpaid	â
		ANTRAY TECHNOLOGIES PVT							_	

Go To Page: 1 2 Page: 1

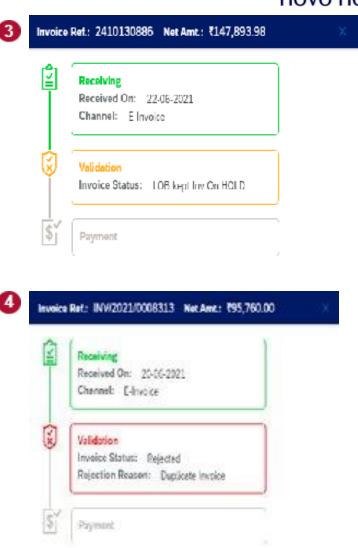
TRACK INVOICE – ACTIVITY LOG

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- Activity log consists of status of Receiving, Validation and Payment for following status
- 1. Paid Receiving, Validation and Payment are in green color since all three steps are completed
- 2. Unpaid Receiving, Validation are in green since those steps are completed, payment is in orange color since it is in progress.
- 3. Pending approval Receiving is green in color since it is completed, Validation is in orange color since it is in progress, Payment is in Grey color since it is yet to be started
- 4. Rejected Receiving is green in color since it is completed,
 Validation is in red color since at that step it is rejected. Rejection reason is also dispalyed



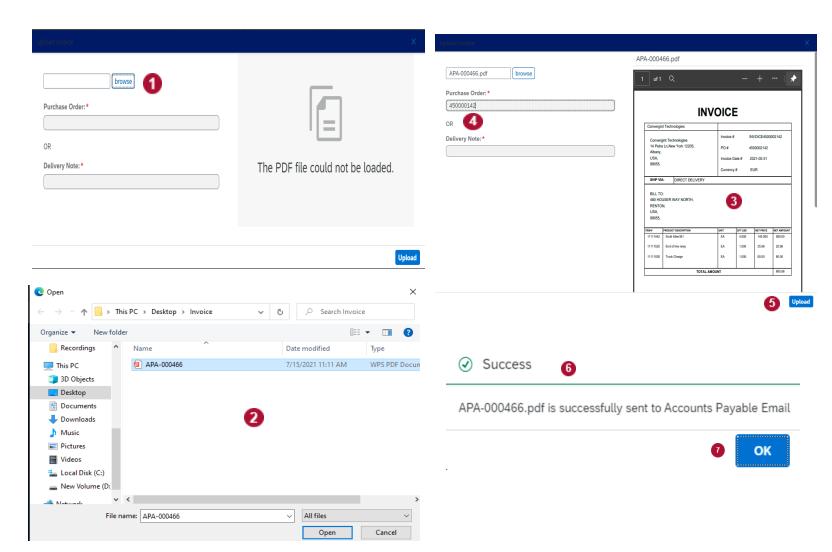
Due date: 07-01-2021



TRACK INVOICE – UPLOAD INVOICE



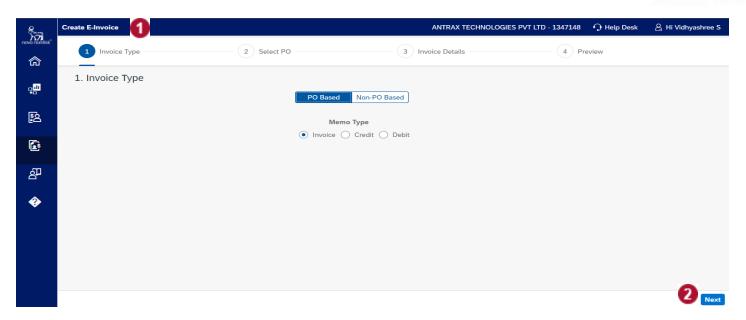
- 1. Click on browse
- 2. Select valid file
- 3. After the file uploaded the invoice will be dispalyed
- Enter Purchase order or Delivery note
- 5. Click upload
- 6. Success message will be displayed
- 7. Click ok will close the dialog box

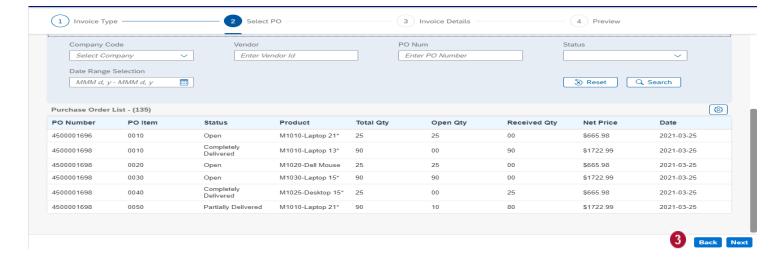


CREATE INVOICE

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- Note: Create invoice is feature planned for phase 2
- 1. User should be navigated to Create invoice screen on click of create invoice icon.
- 2. Click on next will navigate to next screen on provided values in each screen.
- 3. Click on back will be navigated to previous screen.

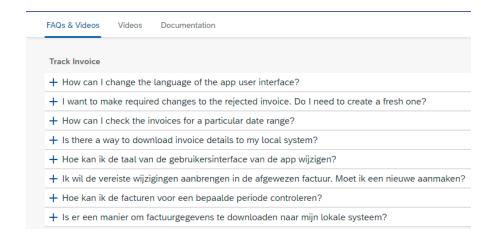


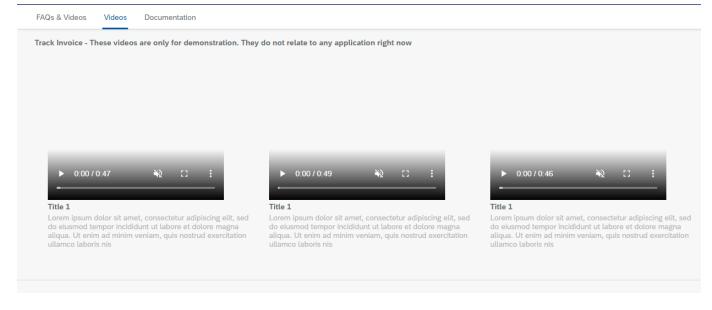




FAQ'S

Consists of question and answers,
 Videos and Documents section





MY SERVICE INCIDENTS



• Displays incident lists created

