USER MANUAL

Master Work Flow Tool (MWT).

Vendor Master

December, 2013

Contents

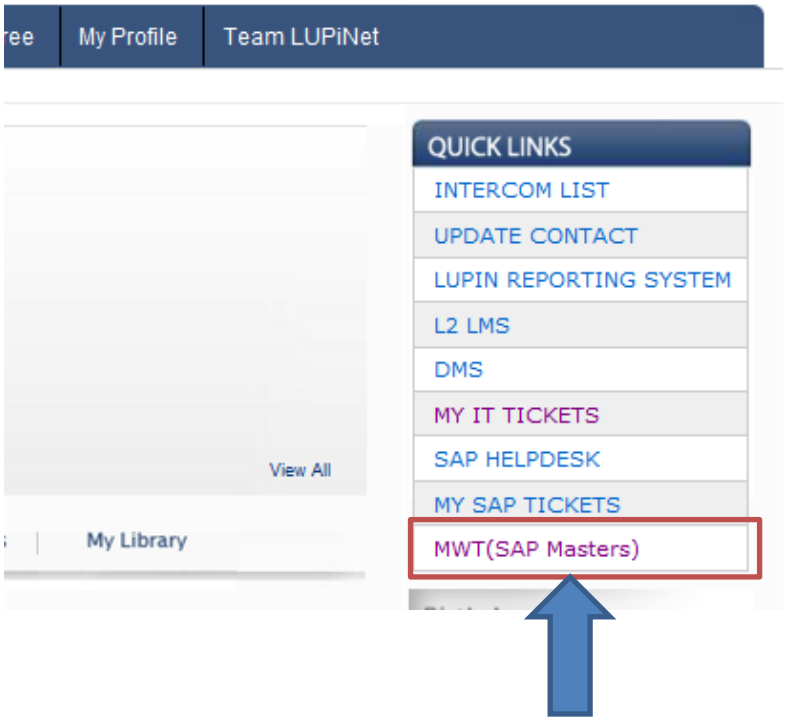
I. General Section 4
A. Login 4
B. Home Page 5
II. Vendor Master Section 6
A. Create Vendor Master Request 7
i. Initiation 7
ii. Vendor Account Group Selection 8
iii. Vendor General Data 9
iv. Vendor General 1 10
v. Vendor General 2 11
vi. Vendor Company Data 12
vii. Vendor Company Data 2 13
viii. Vendor Purchase Data 14
ix. Vendor Master Request Submit 15
x. Vendor Master Request No Notification 16
xi. Vendor Master Request Tracking. 17
xii. Vendor Master Roll backed to You. 18
xiii. Continue Incomplete Request. 19
xiv. Vendor Master Mail Sample. 20
B. Vendor Master Change Request 21
i. Initiation 21
ii. Add New Vendor 22
iii. Vendor Master Change Details 23
iv. Add another Field 24
v. Vendor Master Change Request Submit 25
vi. Vendor Master Change Mail Sample. 26

C. Vendor Master Block Request 27
i. Initiation 27
ii. Vendor Account Group Selection 28
iii. Vendor Master Block Details 29
iv. Vendor Master Block Request Submit 30
v. Vendor Master Change Mail Sample. 31
D. Vendor Master Unblock Request 32
i. Initiation 32
ii. Vendor Account Group Selection 33
iii. Vendor Master Unblock Details 34
iv. Vendor Master Unblock Request Submit 35

I. General Section

A. Login

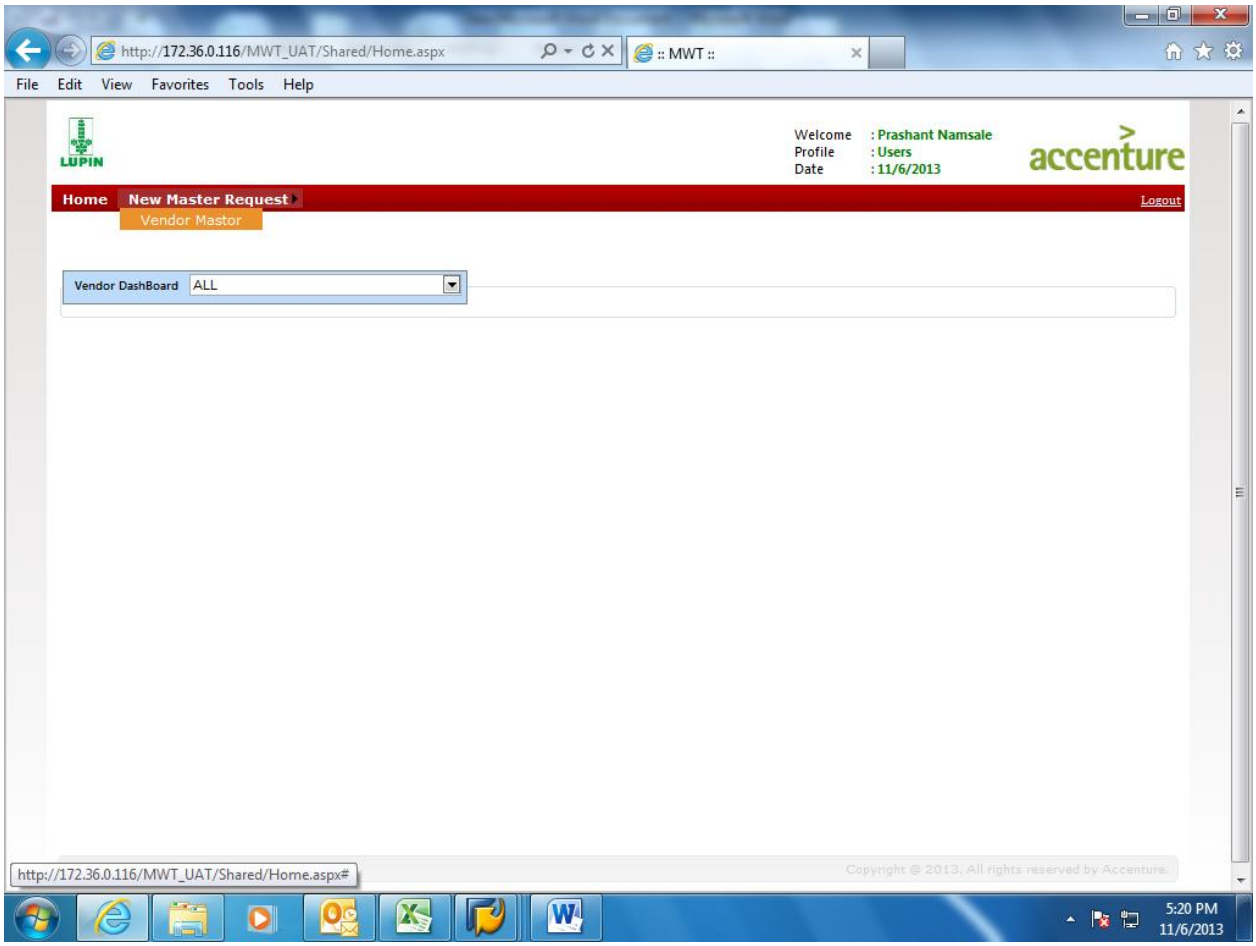
Use the Link on your home page Quick Link to login into the system.



B. Home Page

Home Page gives you the list of Actionable per Vendor Account group

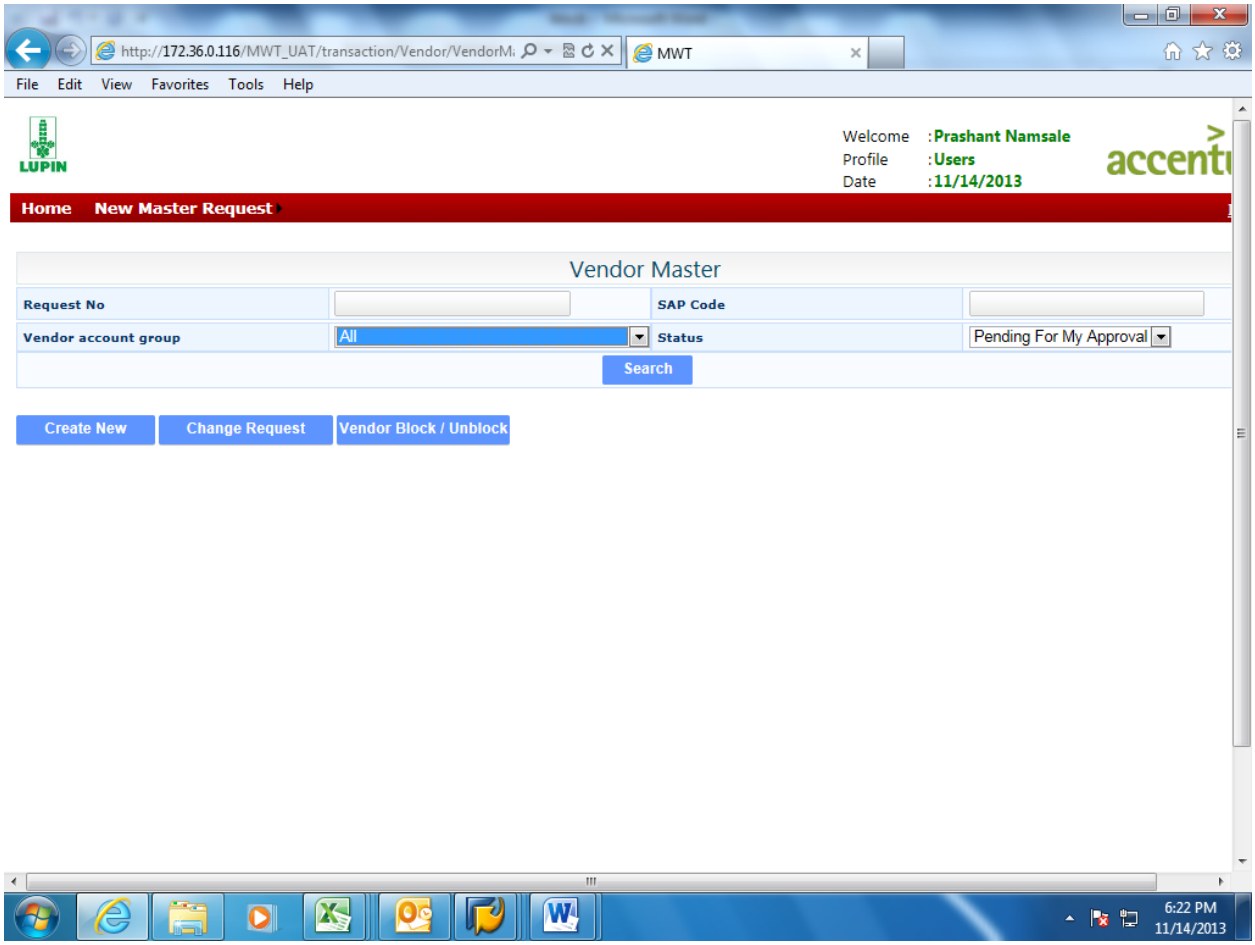
Use navigation Menu to Access the Vendor master section



II. Vendor Master Section

Following section can be used for the following actions:

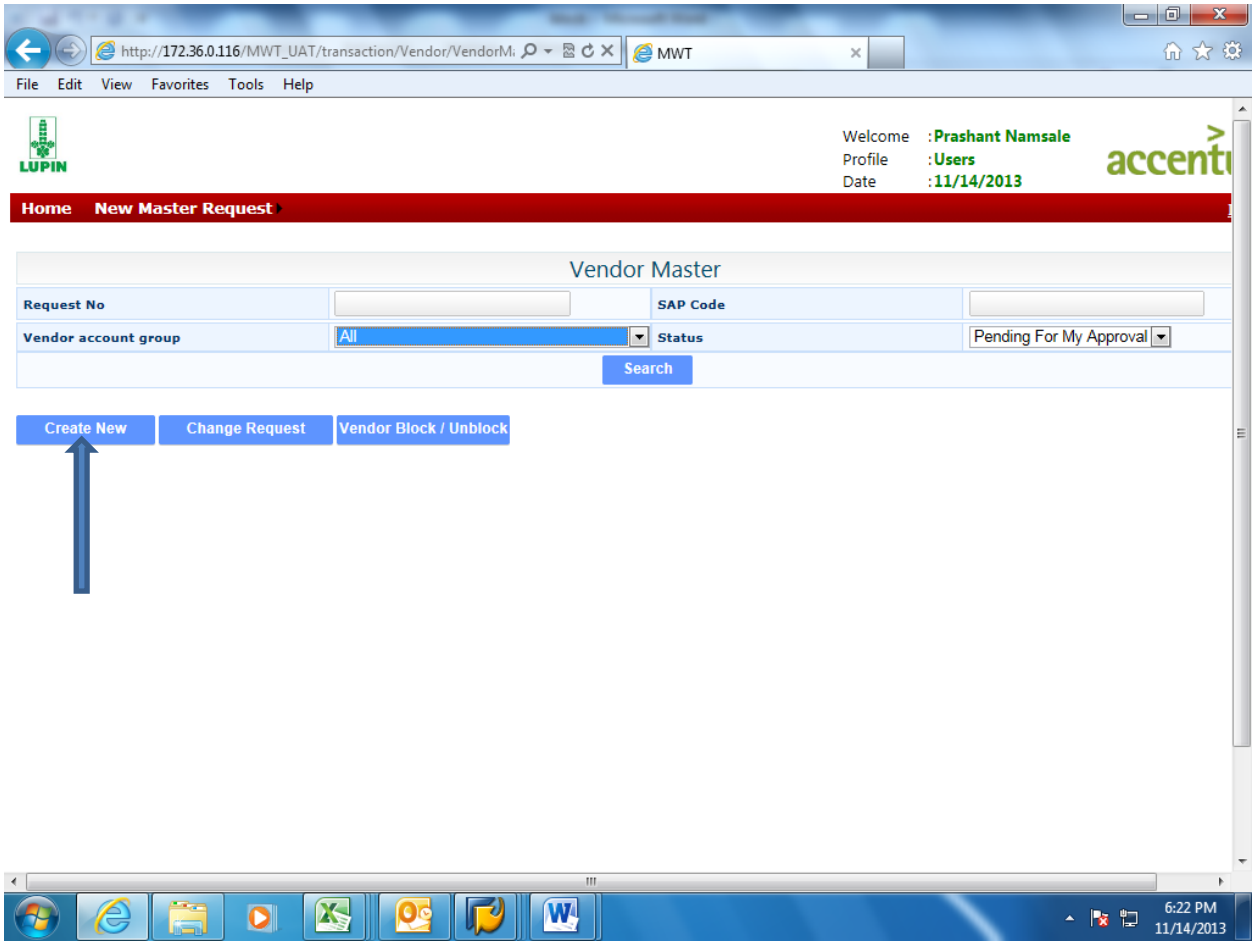
1. Search vendor master as per the criteria
    a. Pending for your approval
    b. Created by you
    c. Roll backed to you
    d. Incomplete
    e. Approved
2. Create Vendor Master
3. Change Request
4. Vendor Master Block / Unblock Request



A. Create Vendor Master Request

i. Initiation

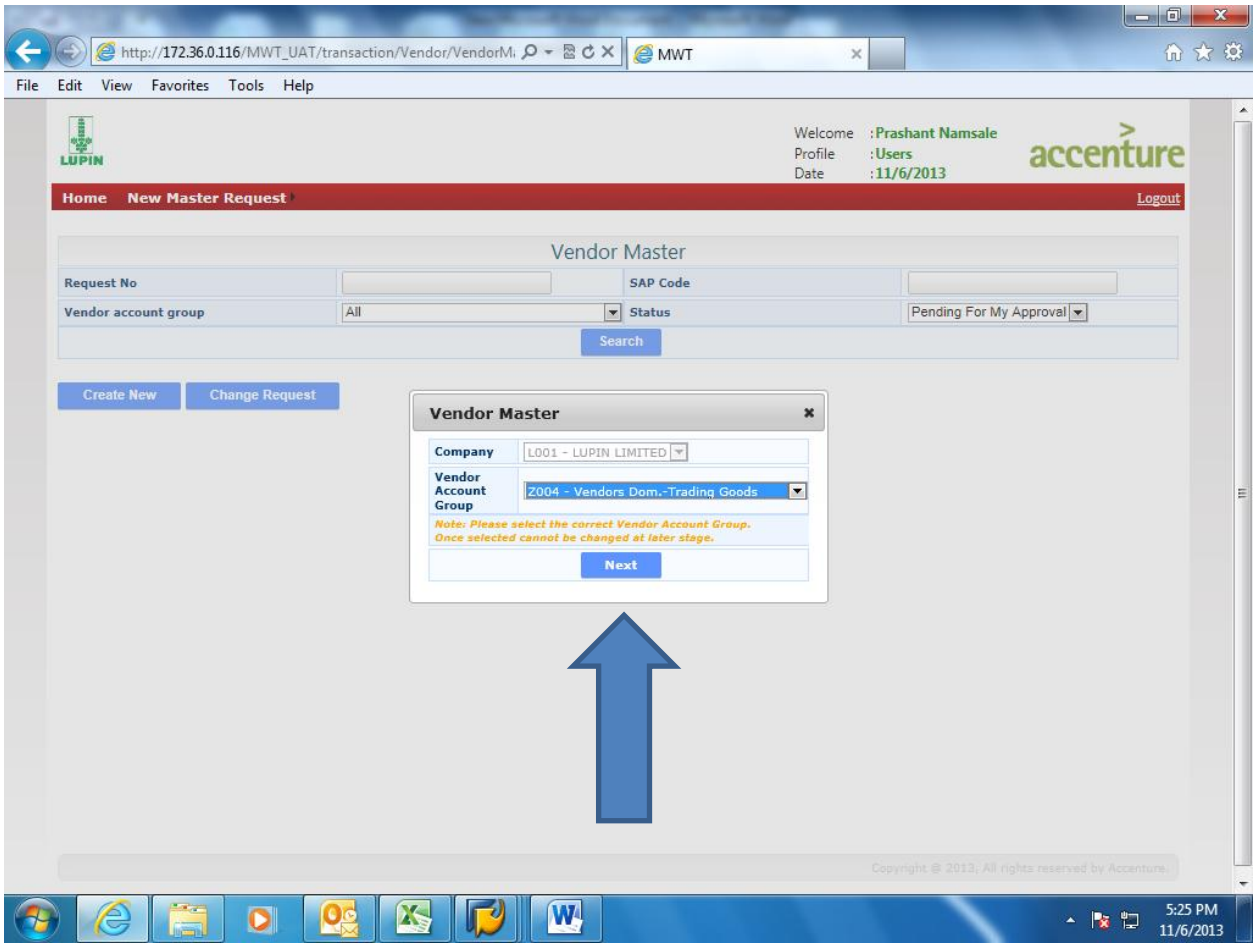
– Click on “Create New” for initiation of the request.



ii. Vendor Account Group Selection

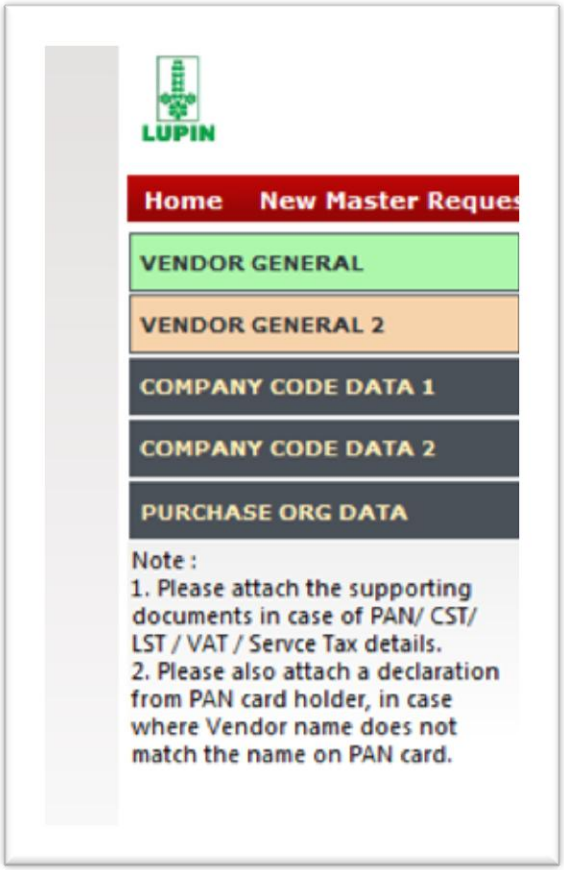
- Please select the vendor Account group for which you need to create the vendor.
- Click next to proceed.

Note: Please choose the vendor account group carefully as it cannot be changed at a later stage.



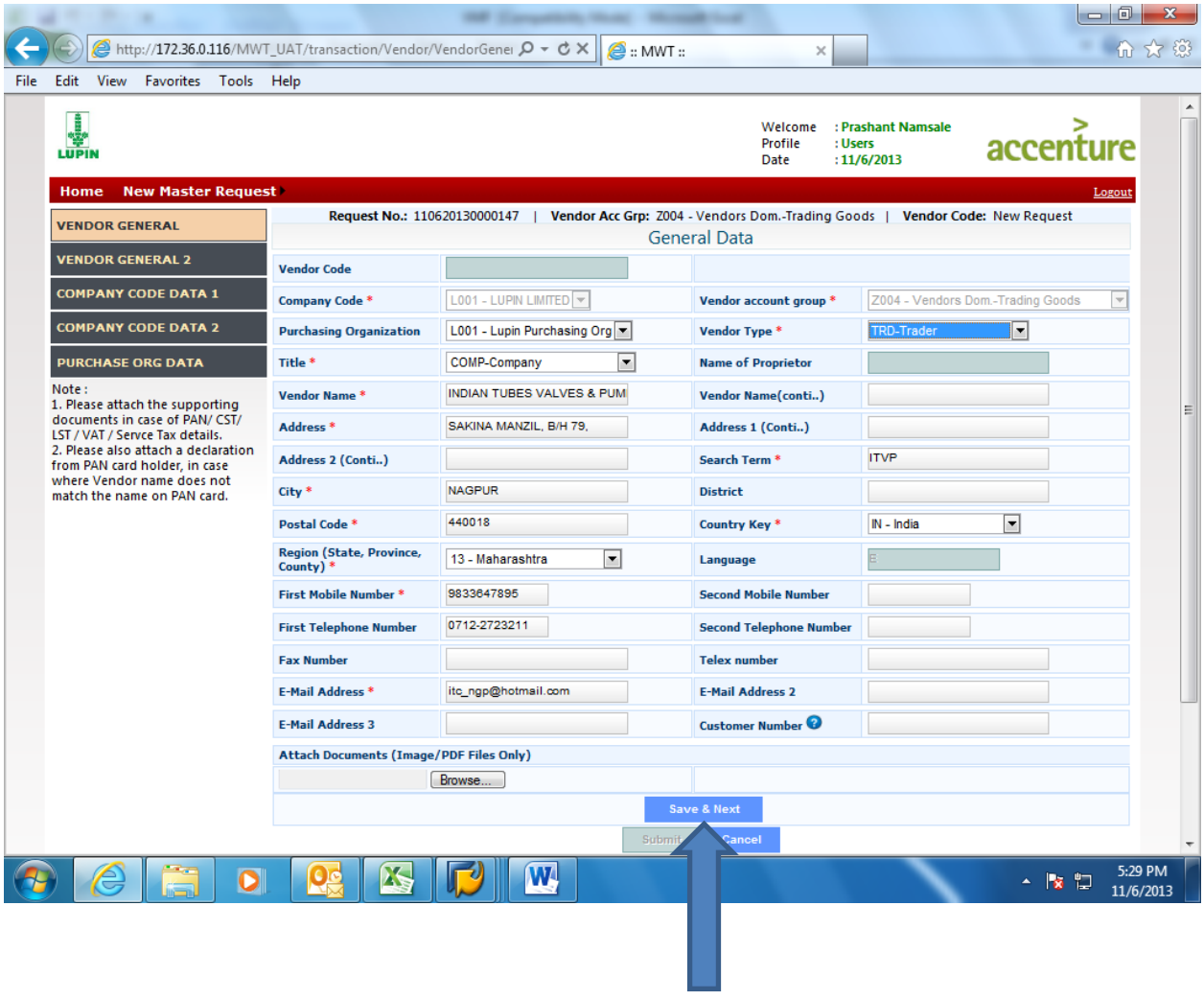
iii. Vendor General Data

- Left side displays the No of sections to be filled as per the Account Group Selected.
- You can click on the section to access it directly.
- Color Symbolics:
  - **Green – Completed Section**
  - **Orange – Current Section**
  - **Black – Pending to be filled**



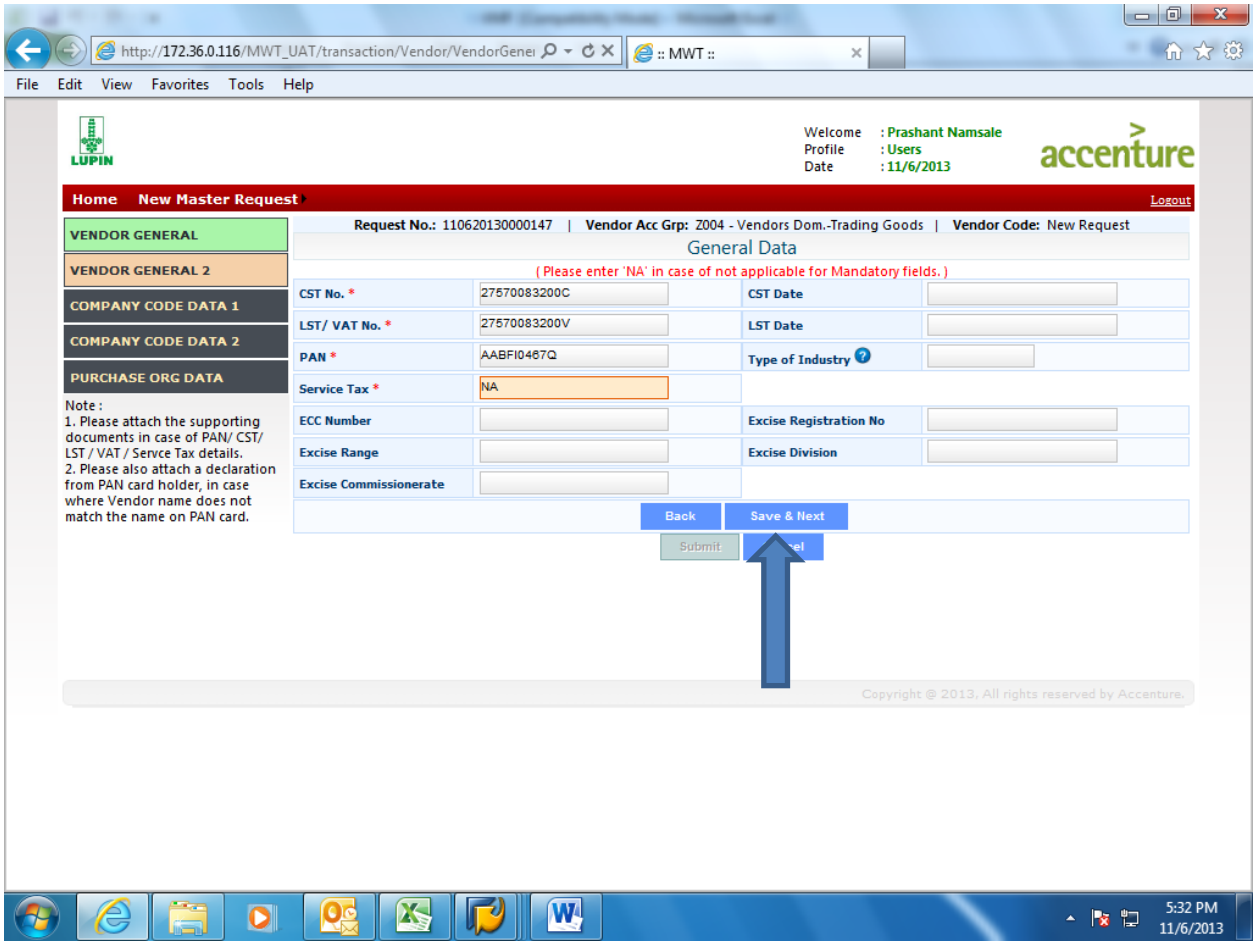
iv. Vendor General 1

- Please select the Vendor Category.
- Fields in grey are disabled as they are either pre-filled or are not relevant to this vendor account group.
- Fill in all the Mandatory fields and all the details available.
- For Vendor name / Address please continue to use the next fields marked continued in the text does not fit in the first fields.
- Please attach supporting documents for all the Taxation details supplied (e.g.: CST / LST / TIN / VAT / PAN / ST etc.).
- Please Fill in all the data and click “Save and Next”.



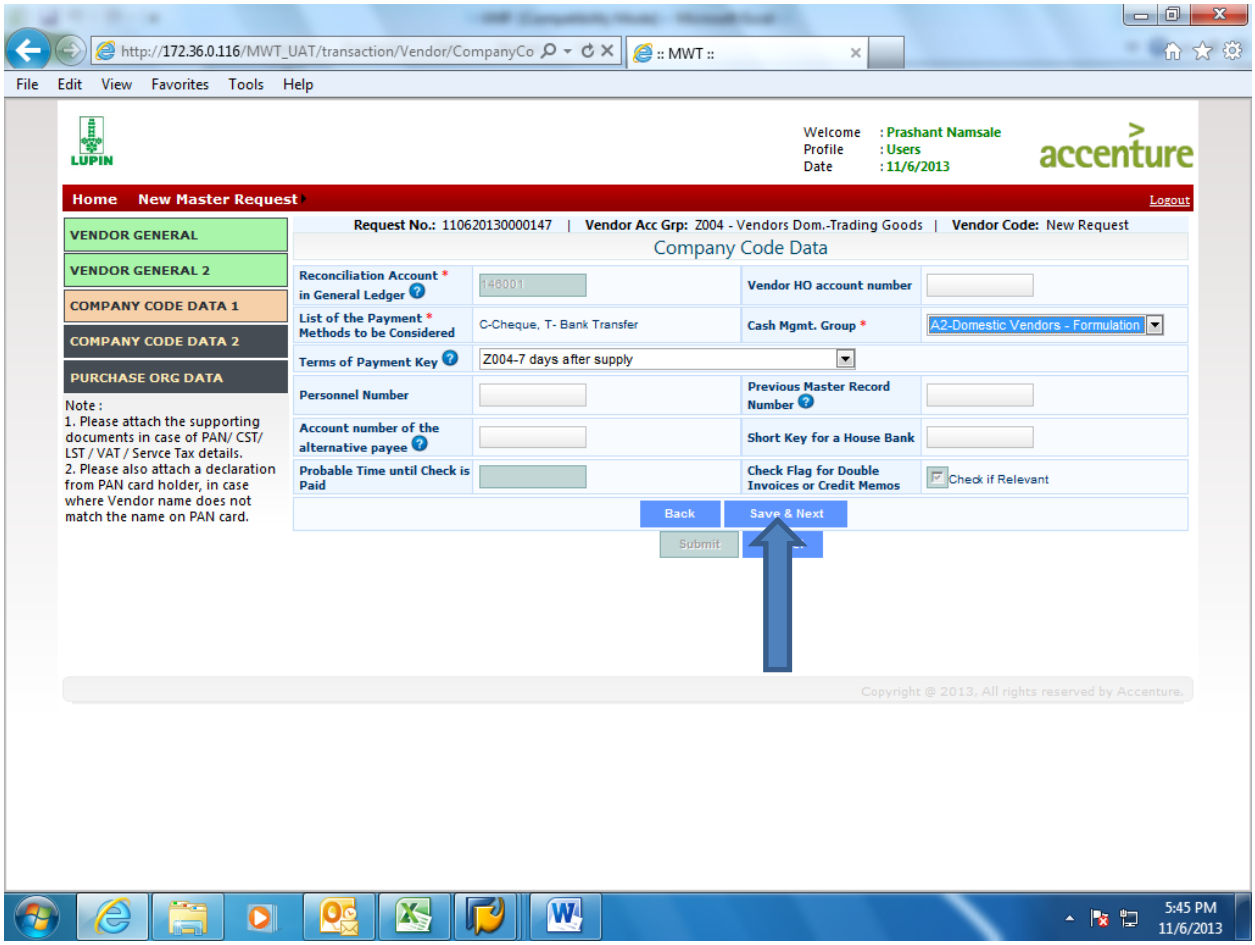
v. Vendor General 2

- For Mandatory Fields if not applicable enter “NA”.
- PAN no and TIN details are mandatory in case of Vendor Type “Trader”.
- Please Fill in all the data and click “Save and Next”.



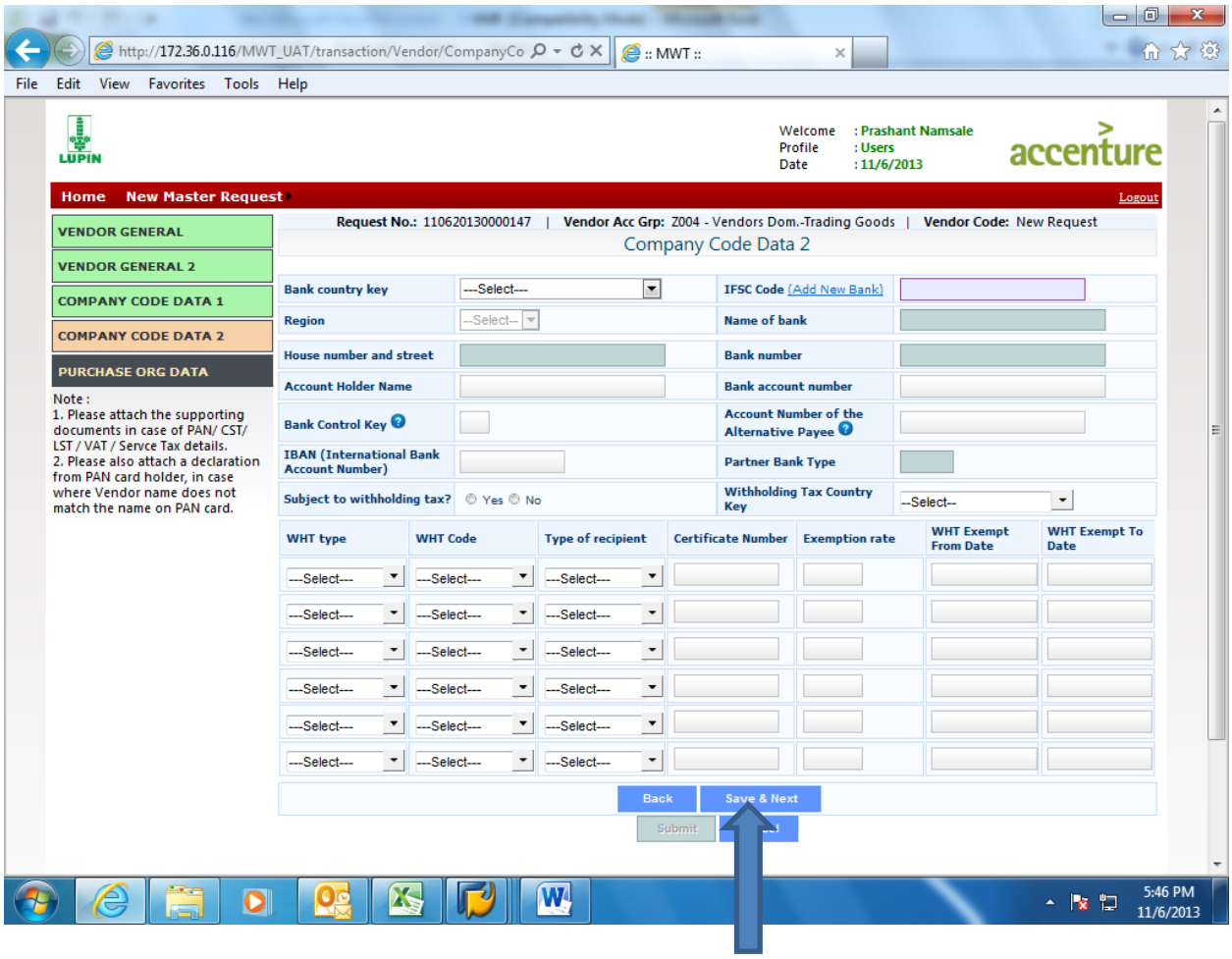
vi. Vendor Company Data

- Some of the Fields are pre-filled for you, please change those only if necessary.
- Please Fill in all the data and click “Save and Next”.



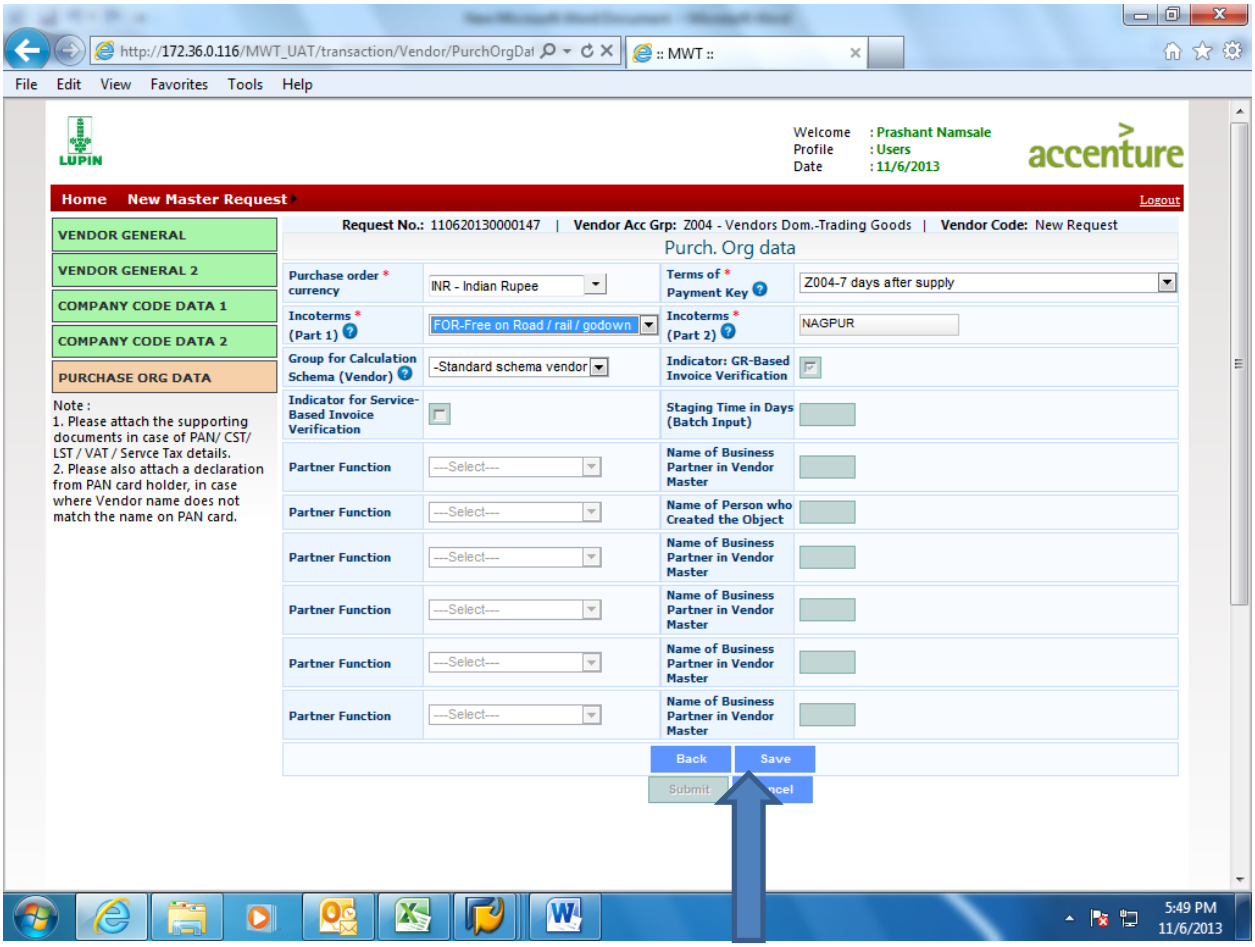
vii. Vendor Company Data 2

- This Section contains the Bank Related and With Holding tax related data.
- Please select the bank Country first.
- Next Type the IFSC code in the text box provided. As soon as you start typing the system will start to provide you option for the matching IFSC codes.
- In codes it's still not in the list, click on the "Add New Bank" option.
- Fill in the bank related details. And click on "Save".
- In case the bank data is not available do not fill any field.
- Then Select all the relevant Withholding tax code if any and fill the relevant data.
- You can fill up to 6 values for withholding tax Code
- Please Fill in all the data and click "Save and Next".



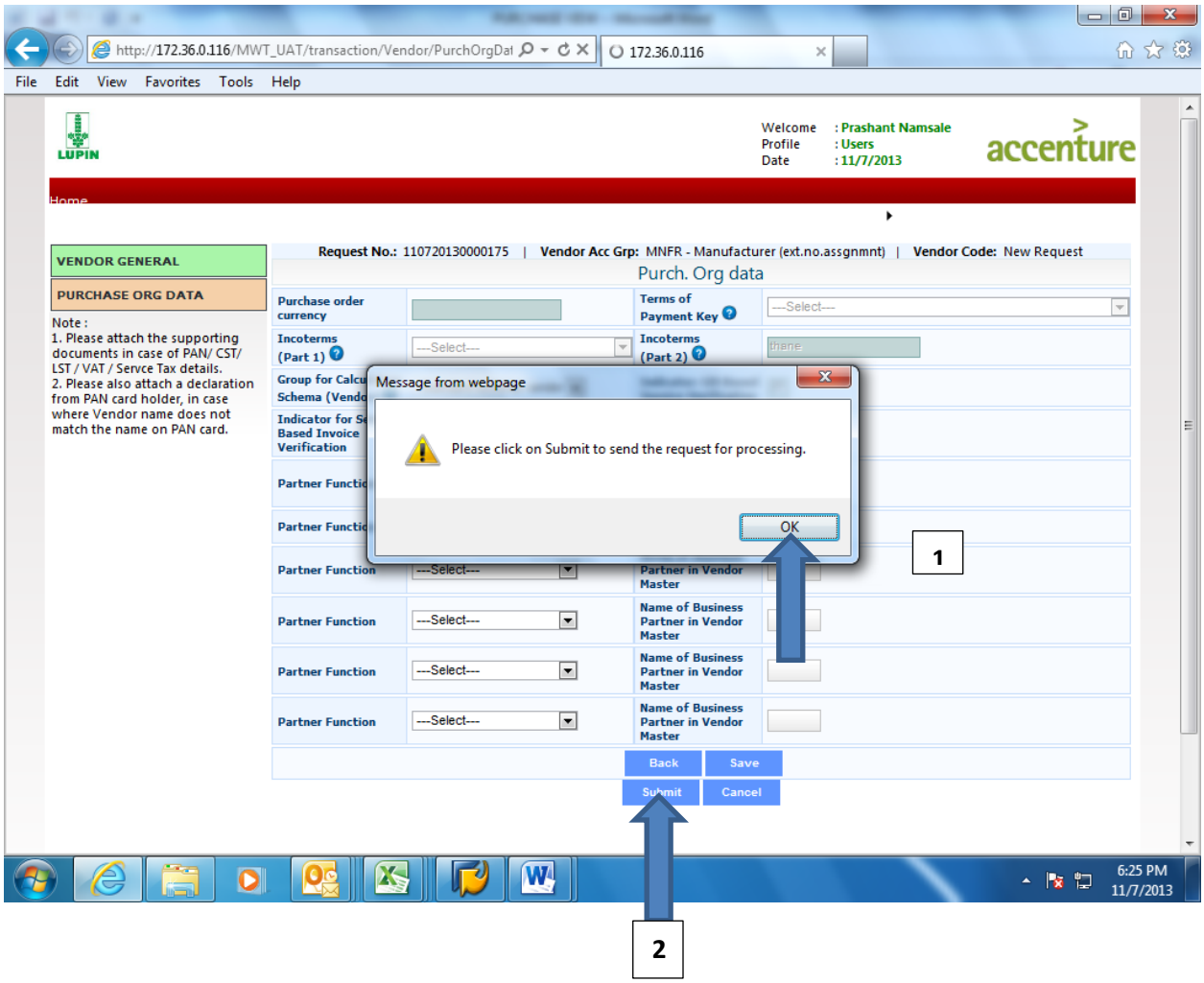
viii. Vendor Purchase Data

- Please fill the multiple Partner function as applicable.
- Please Fill in all the data and click “Save and Next”.



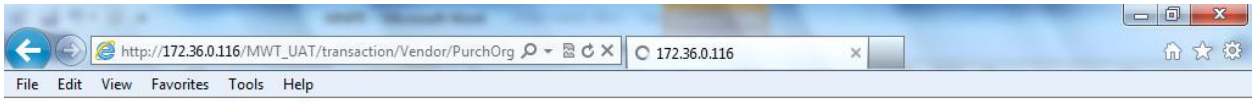
ix. Vendor Master Request Submit

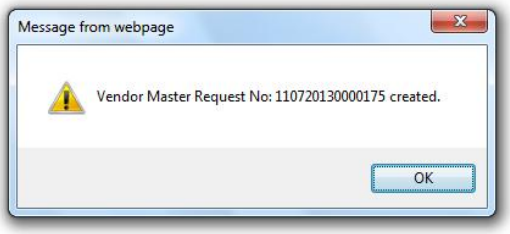
- Once all the Sections have been saved the system will prompt you to click on submit to process the request.
- Click on ok to remove the message.
- If all the data is filled then click on submit to forward the request for further process.

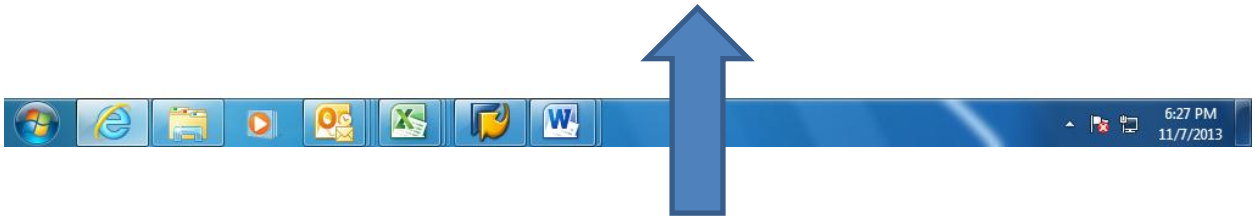


x. Vendor Master Request No Notification

- Once you click on “Submit” the request will be forward to be processed and you will be shown a notification with the Request no generated.
- You will also receive a mail with the details for the same.
- Click on ok to remove the message.

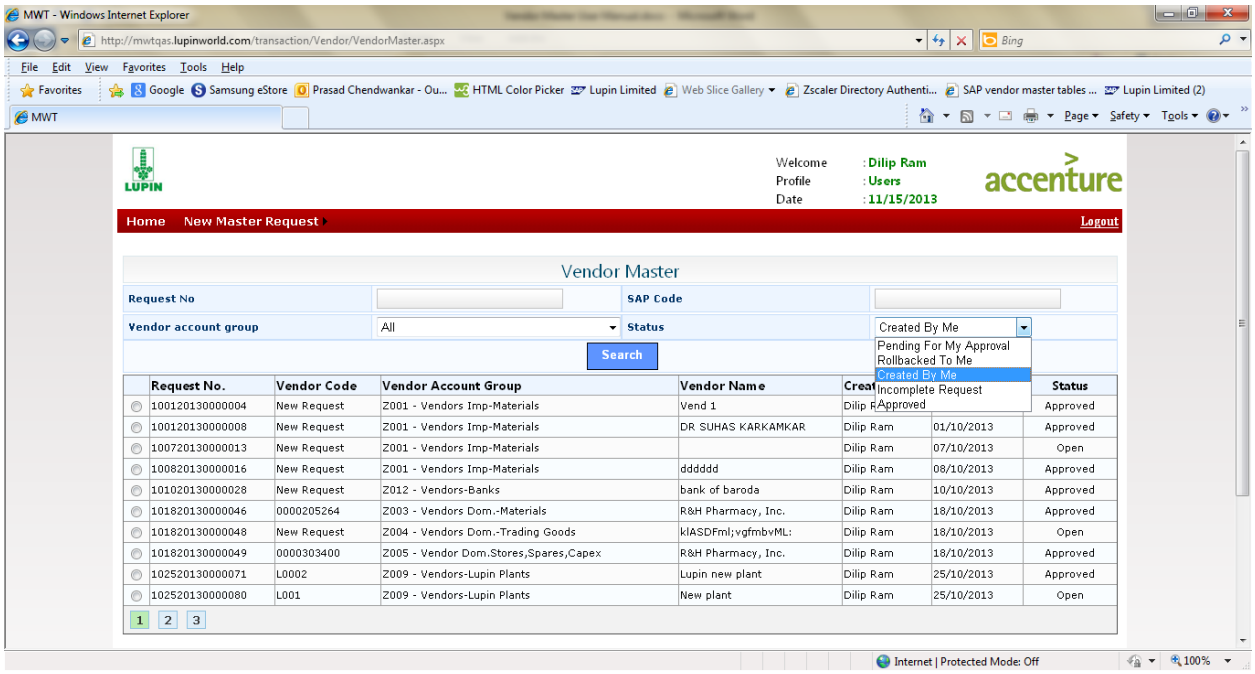






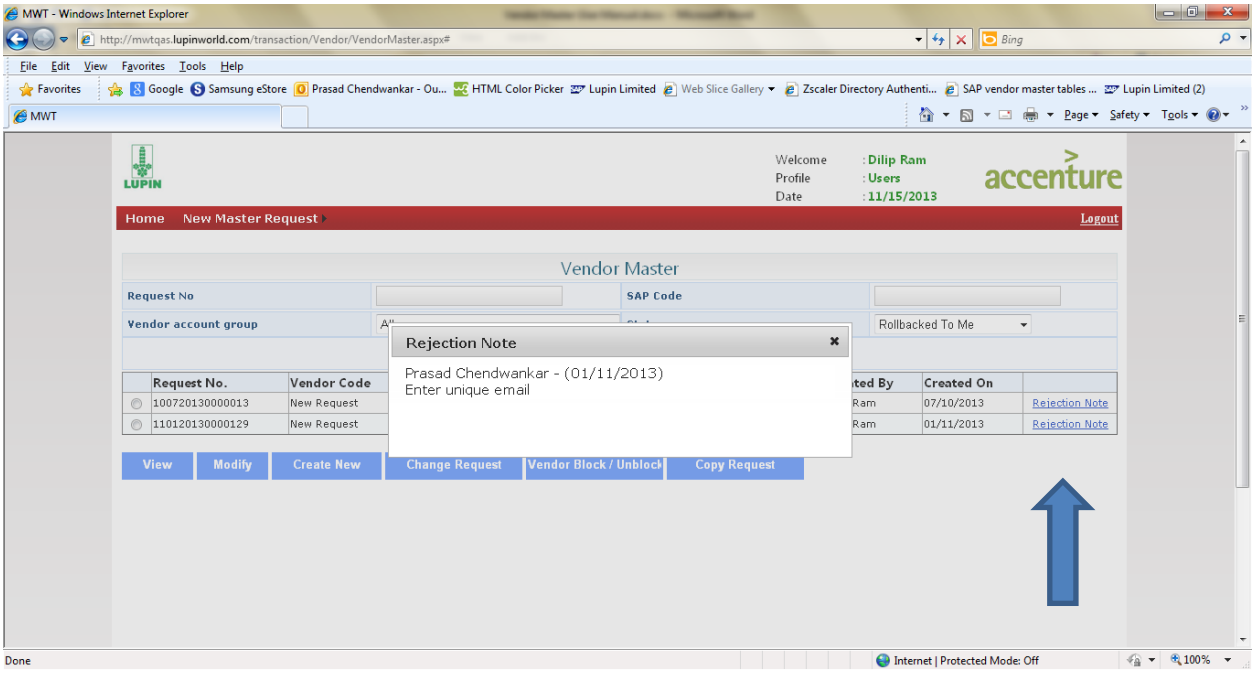
xi. Vendor Master Request Tracking.

- You can track the requests on the Vender Master Section Page.
- Select the status field as “Created by me” and click search.
- You can also search by the Request no or SAP Code .
- You can also filter the search results using the Vendor account group dropdown to search for Specific vendor account group.

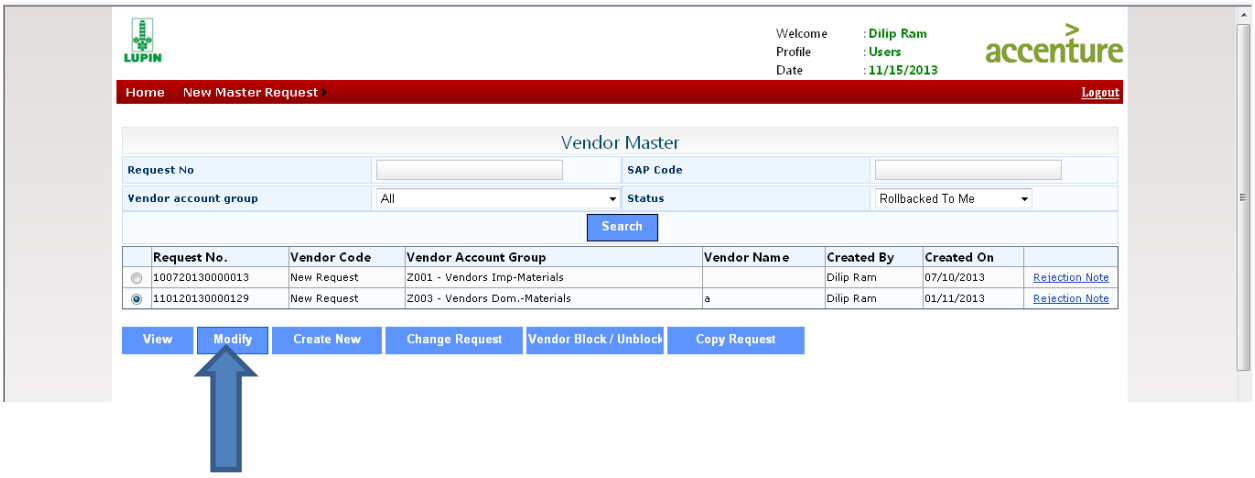


xii. Vendor Master Roll backed to You.

- In case a Request has been roll backed to you. To update the request and re-submit select the status “Rollback to me” and click on search.
- Click on the “Rejection Note” link to view the Note.

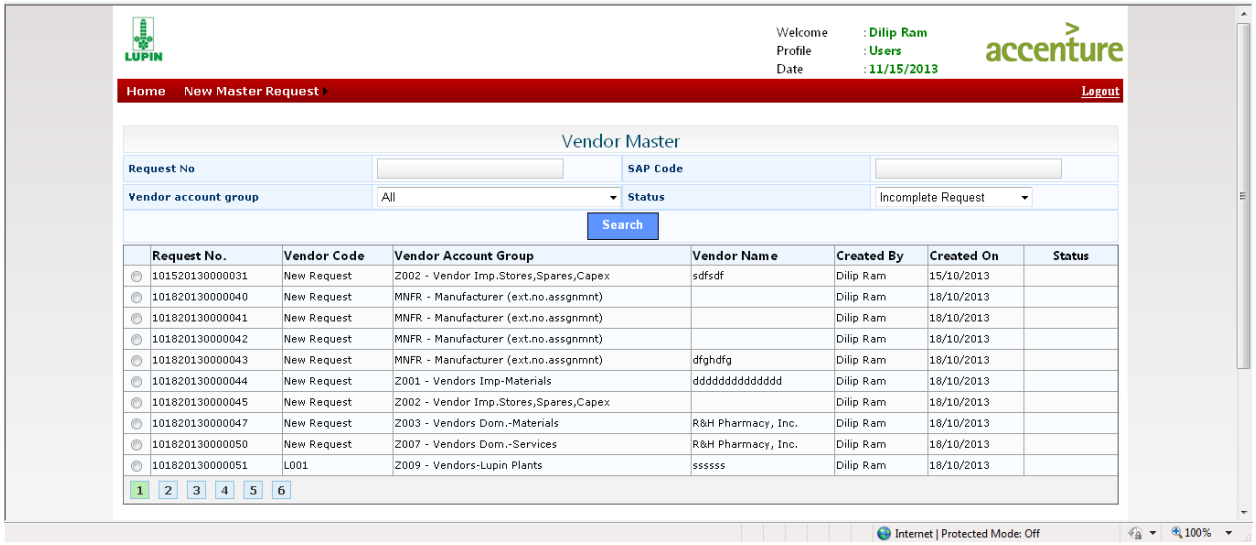


- Select the Request to be processed.
- Click on Modify to update and re-submit the entry.

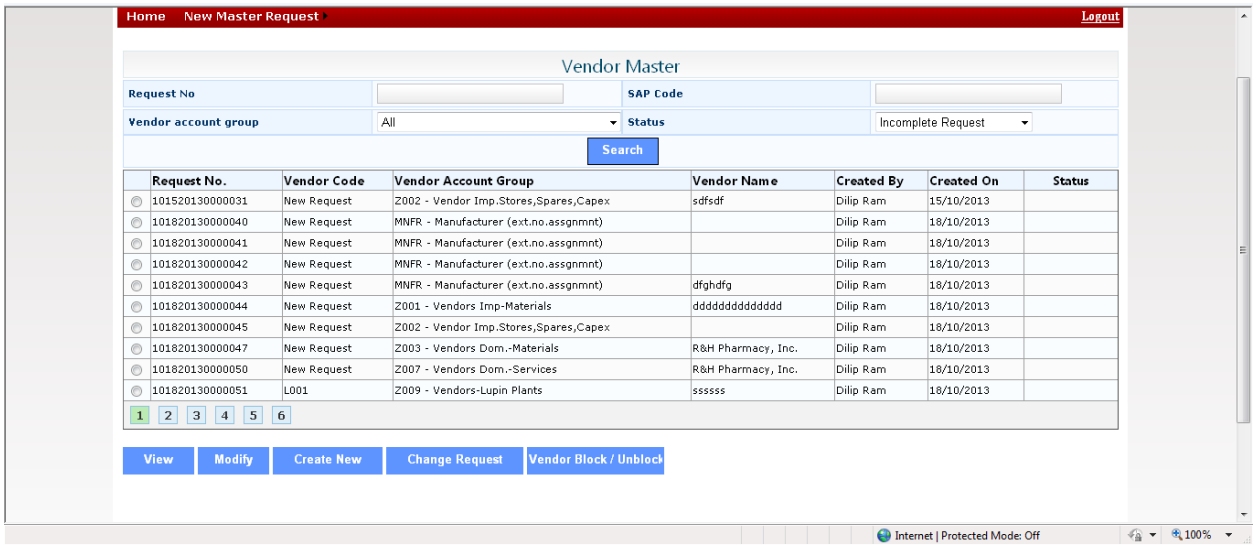


xiii. Continue Incomplete Request.

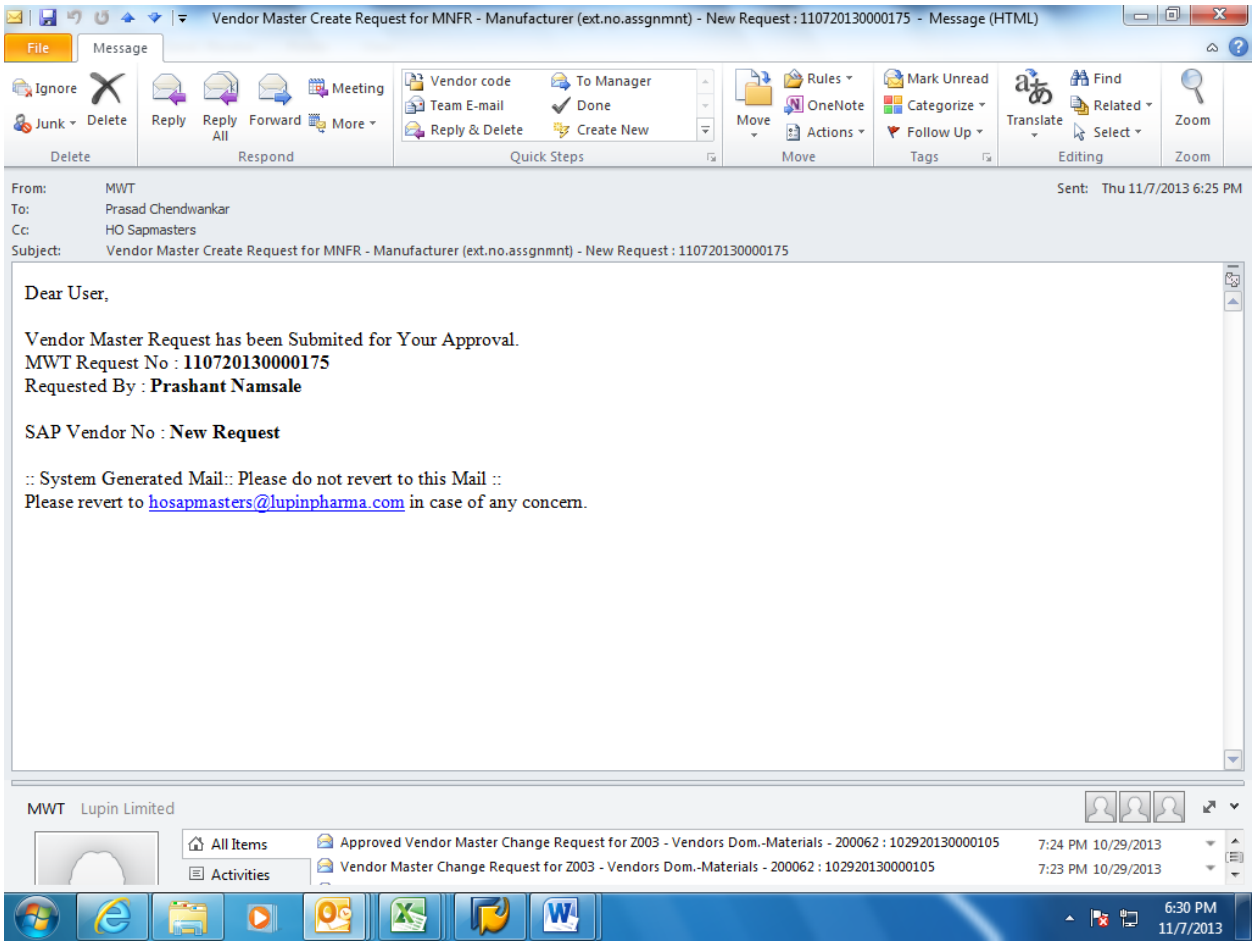
- In case a Request has left mid-way to continue with the request, select status “Incomplete Request” and click on search.
- The request is available in Incomplete for Seven days. Post which it will be deleted.



- Select the Request to be processed.
- Click on Modify to update and submit the entry.



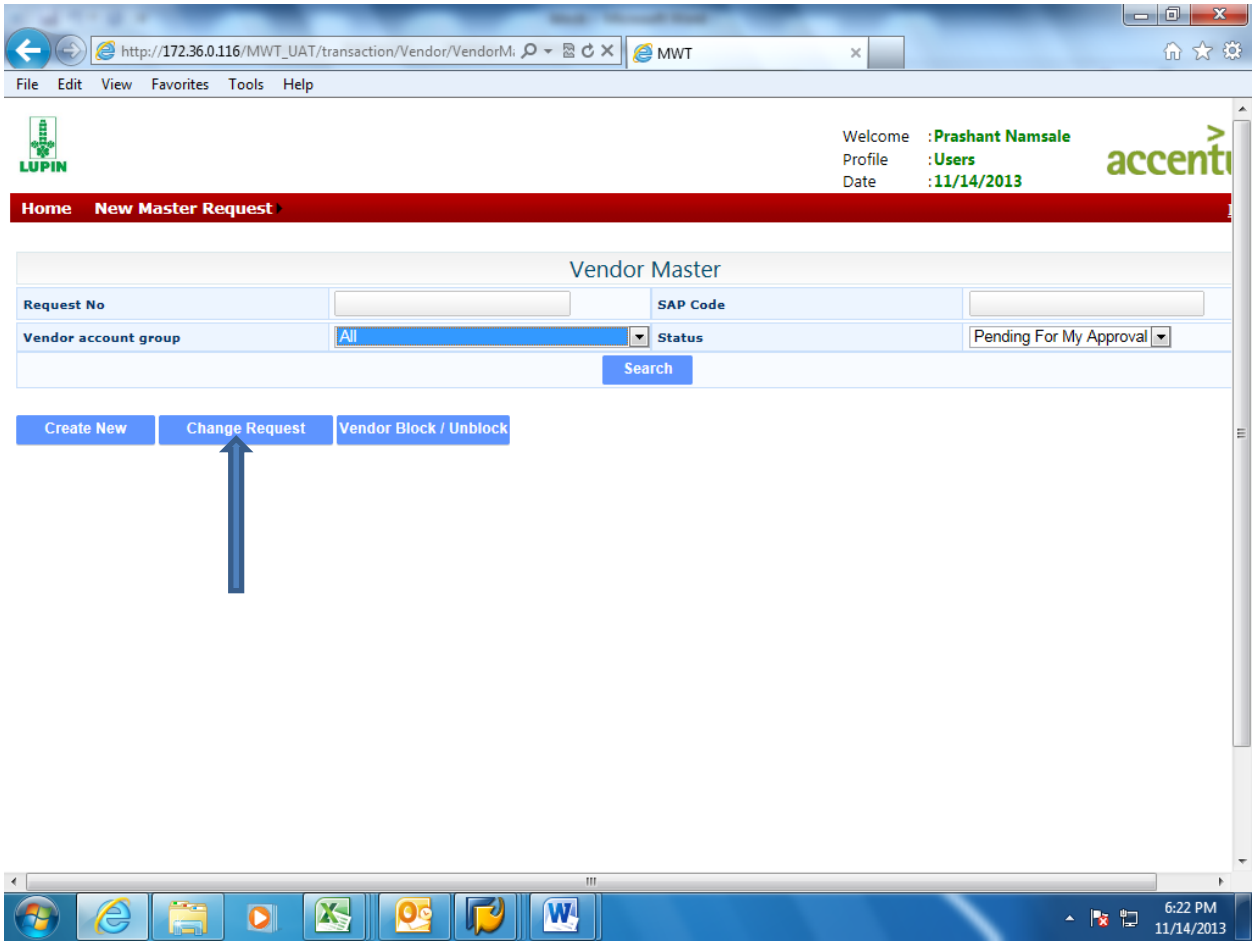
xiv. Vendor Master Mail Sample.



B. Vendor Master Change Request

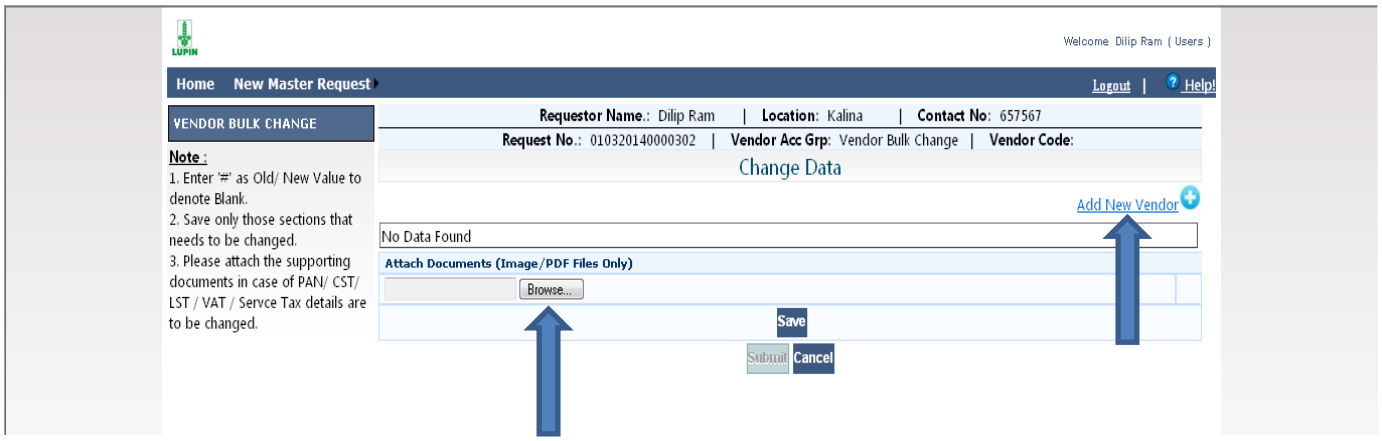
i. Initiation

– Click on “Change Request” for initiation of the request.



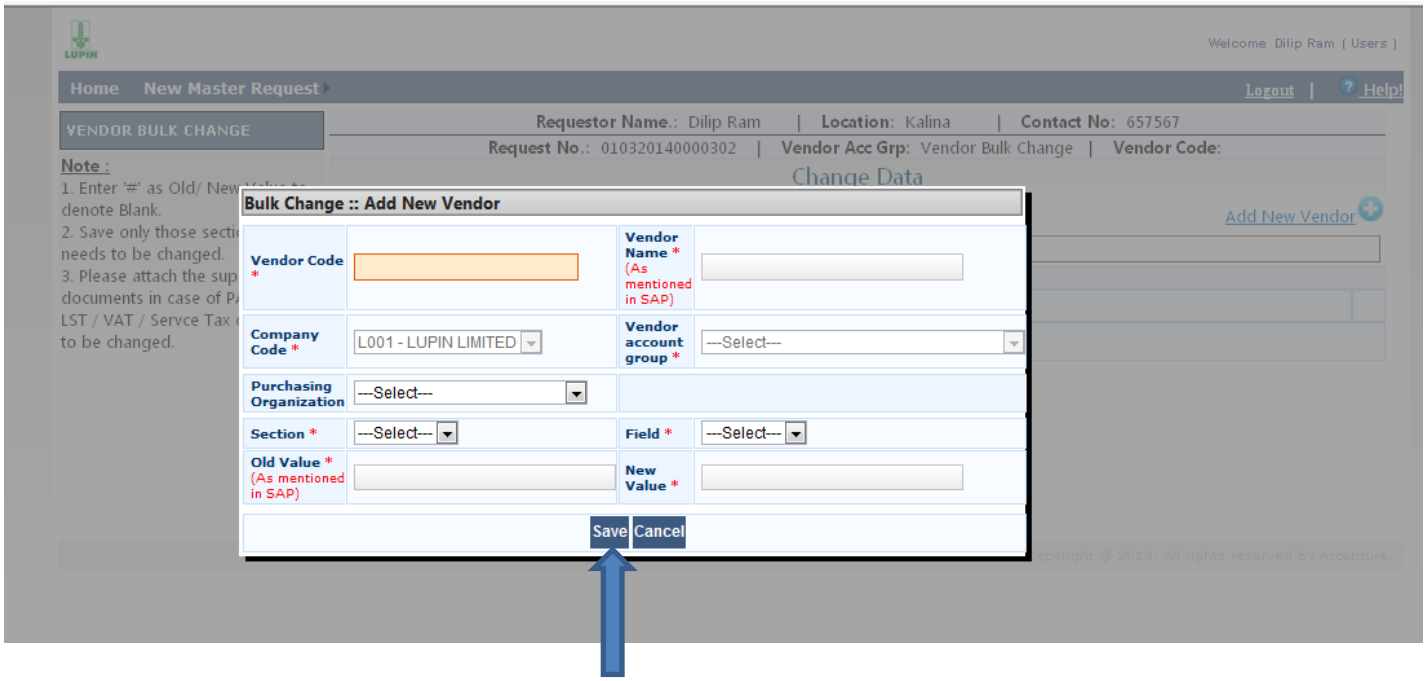
ii. Add New Vendor

- Please click on Add new Vendor to add New Vendor to be change
- You can request changes for more than one vendor.
- Use the browse option to upload the supporting documents as applicable for the vendors that need to be changed.



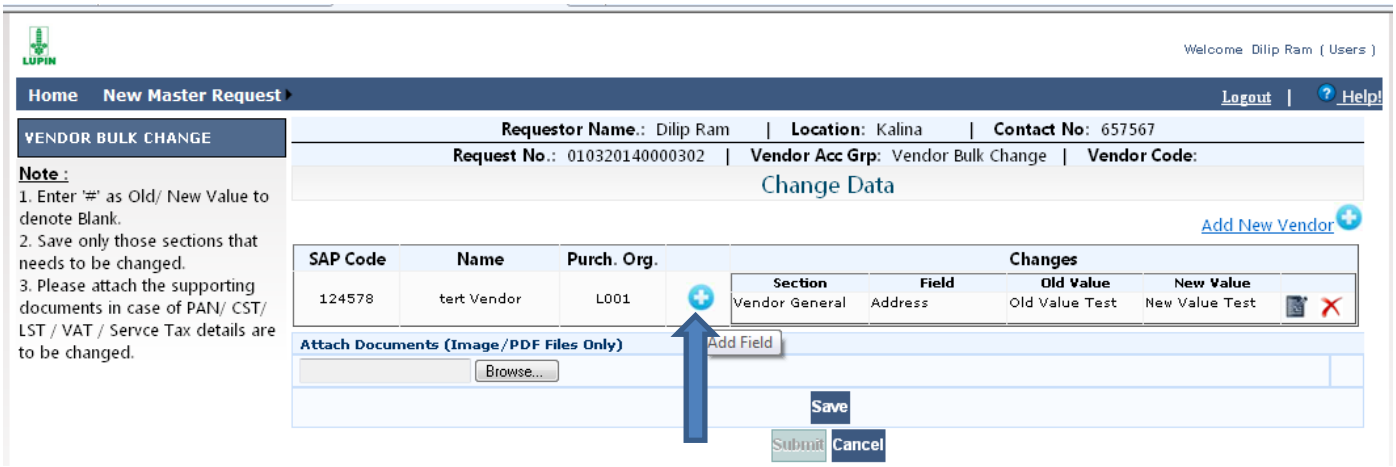
iii. Vendor Master Change Details

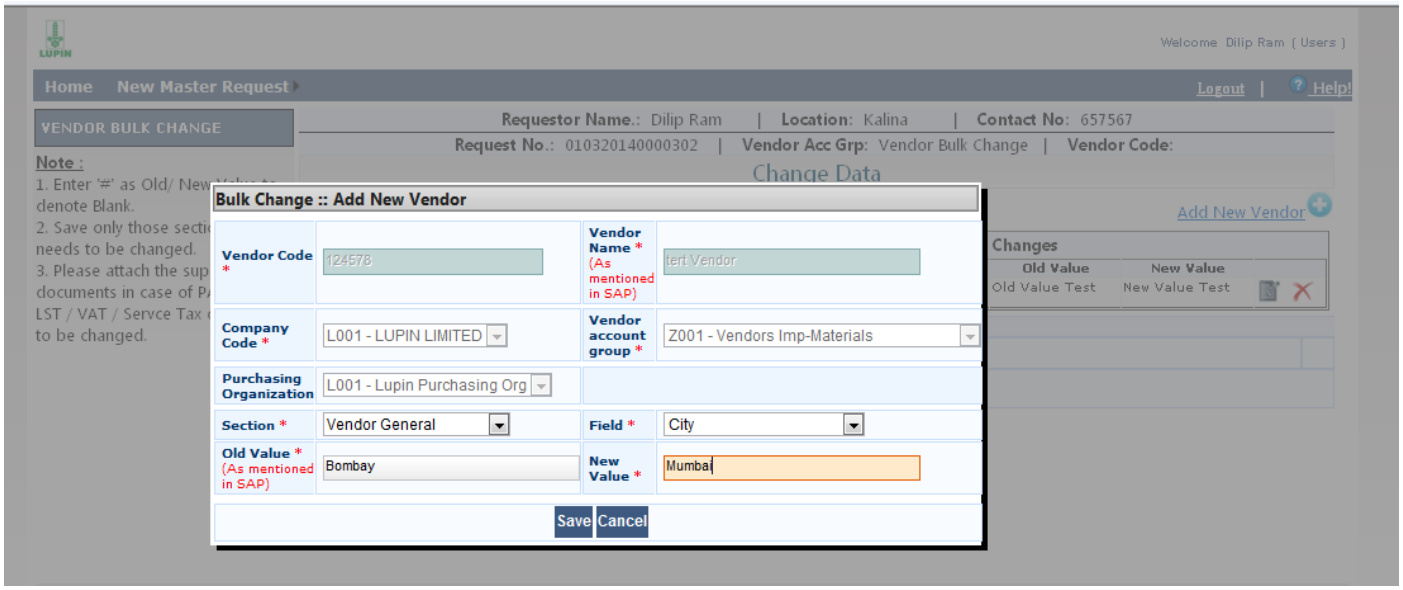
- Enter only that data that needs to be changed.
- Fill and save on the sections where changes are to be made.
- In case a value of a field is/has to be made blank, enter “#” in the field.
- Click “Save”.



iv. Add another Field

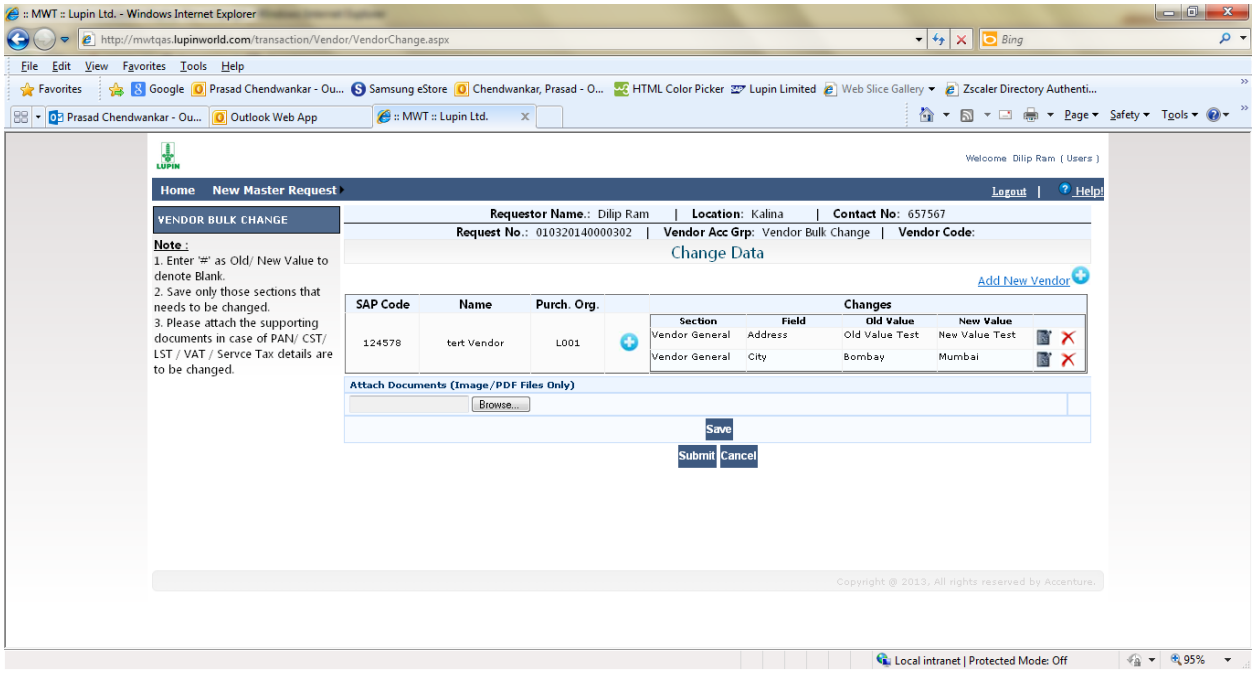
- Click on the "**+**" to change another field for the same vendor.
- Fill the old value and new value for the Field and save.
- You can "**Edit**" or "**Delete**" the field entry as required.



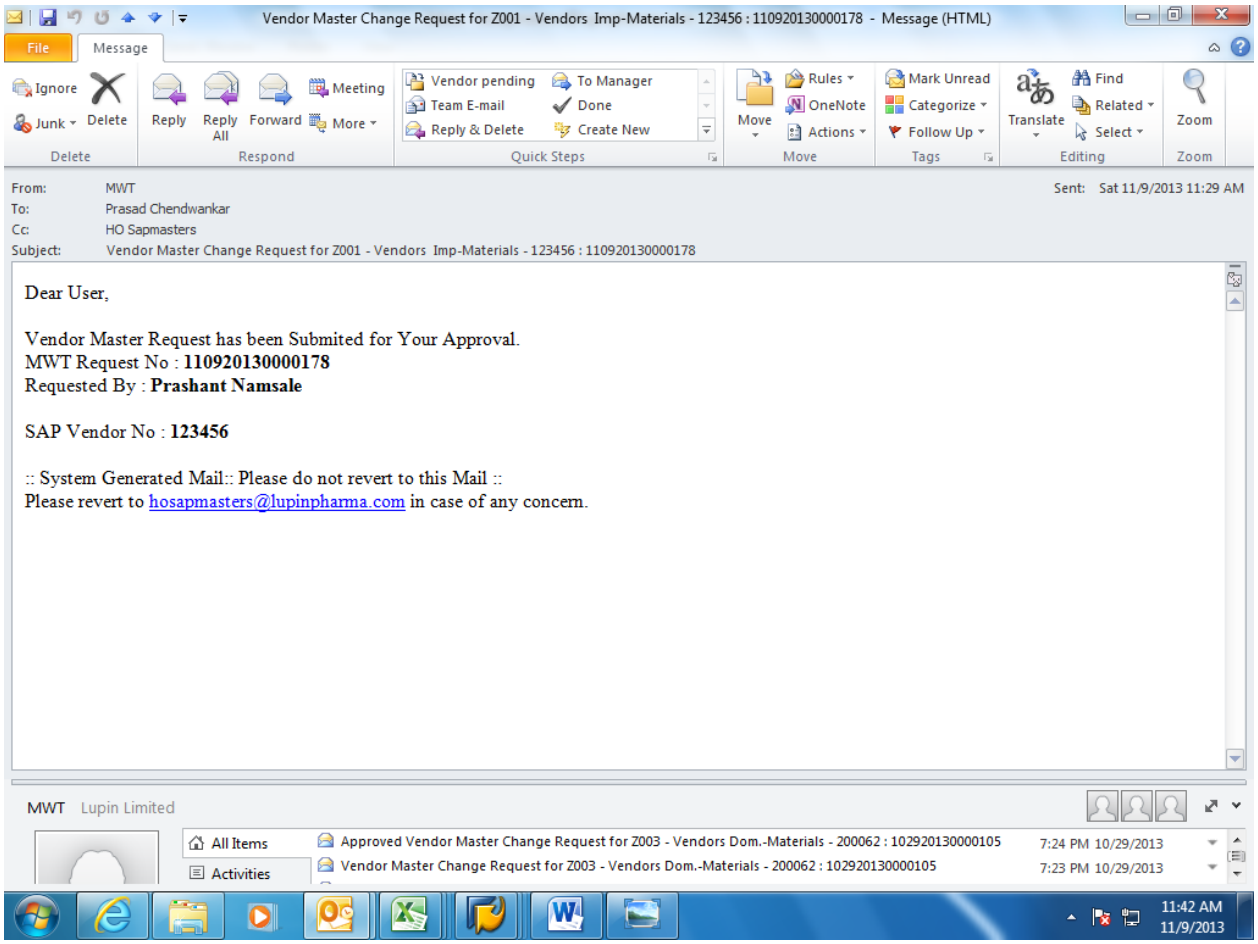


v. Vendor Master Change Request Submit

- Once all the details have been changed and documents attached click “Save”.
- Click on “Submit” to send the request for further processing.
- You can save even if you fill just the one field.



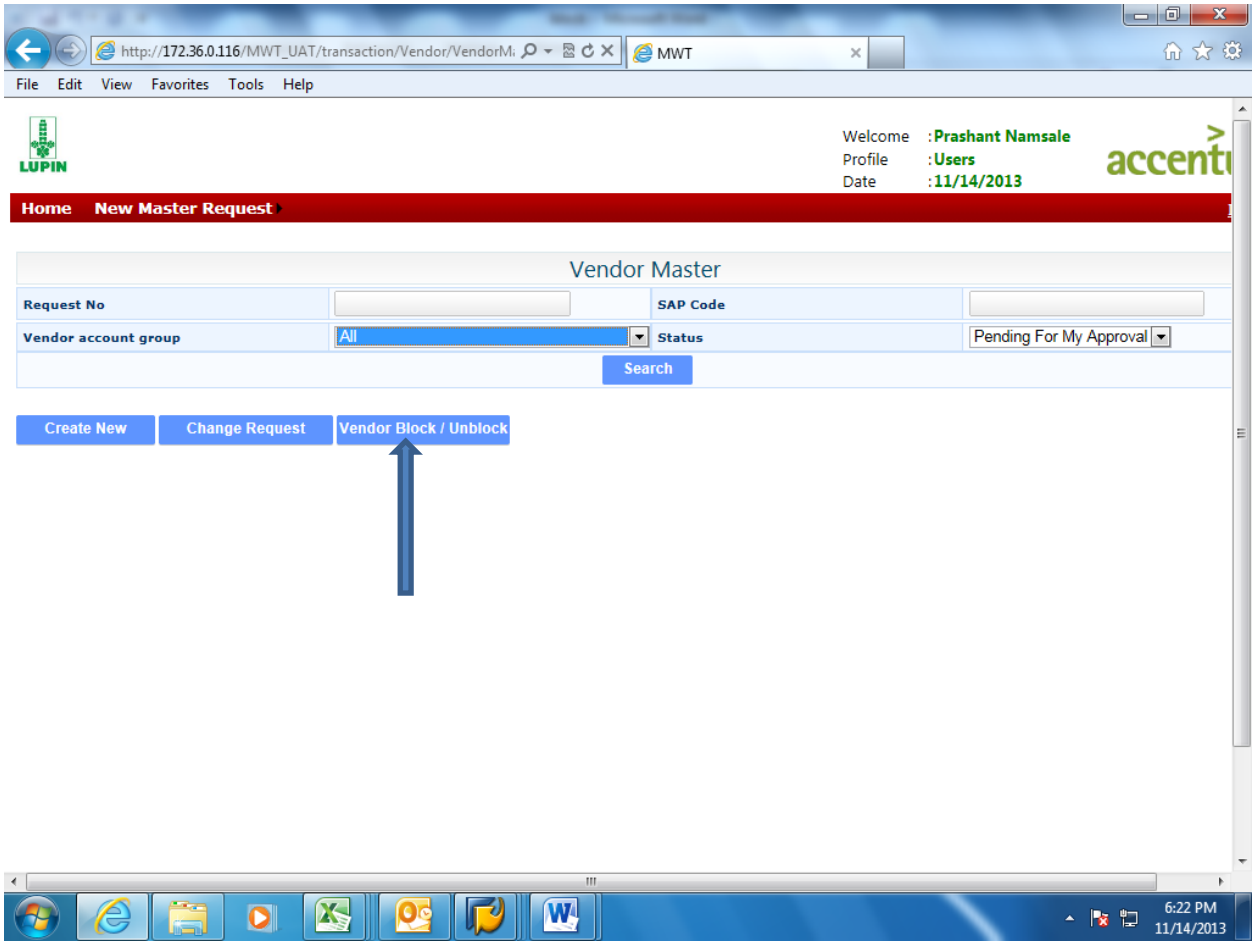
vi. Vendor Master Change Mail Sample.



C. Vendor Master Block Request

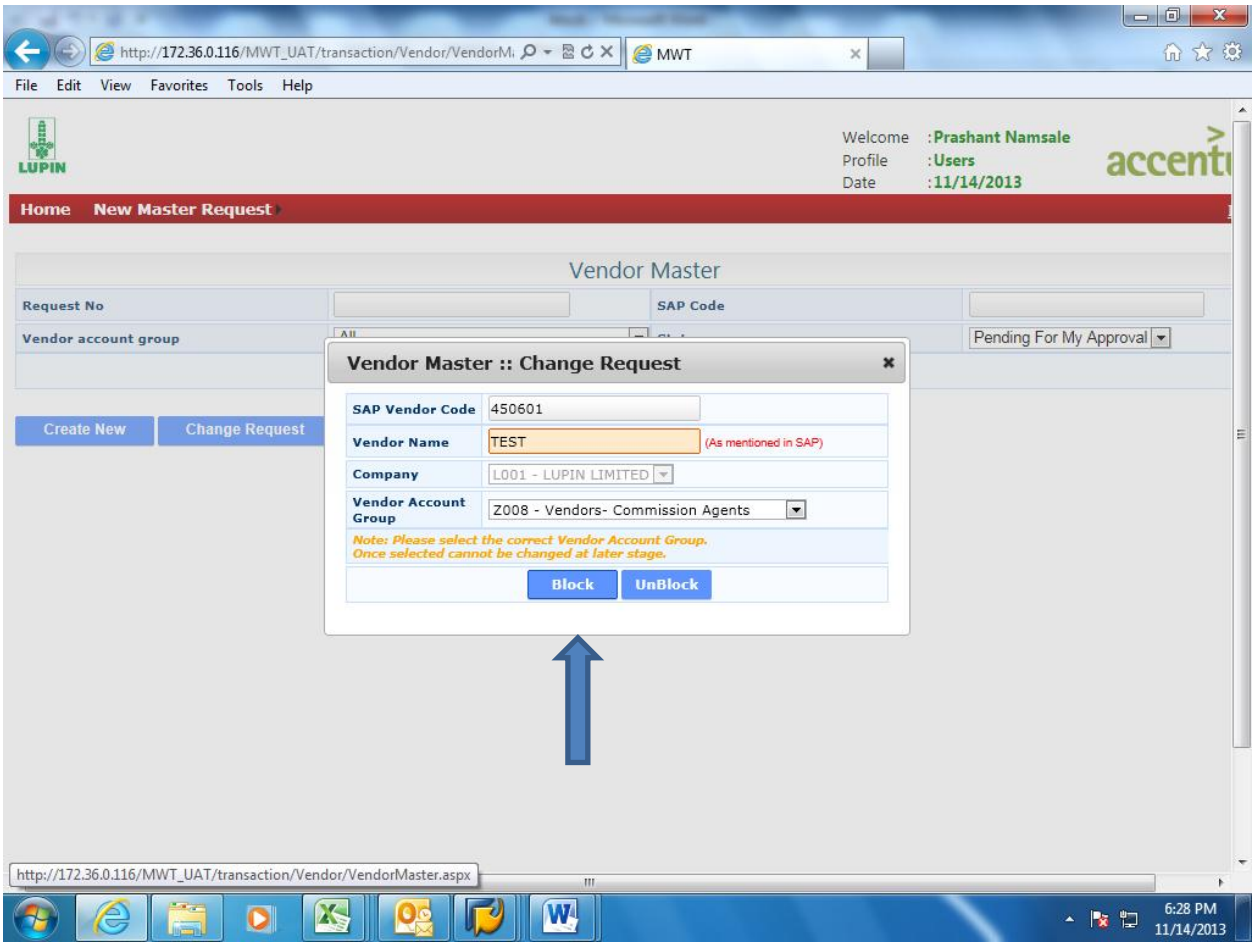
i. Initiation

– Click on “Vendor Block / Unblock” for initiation of the request.



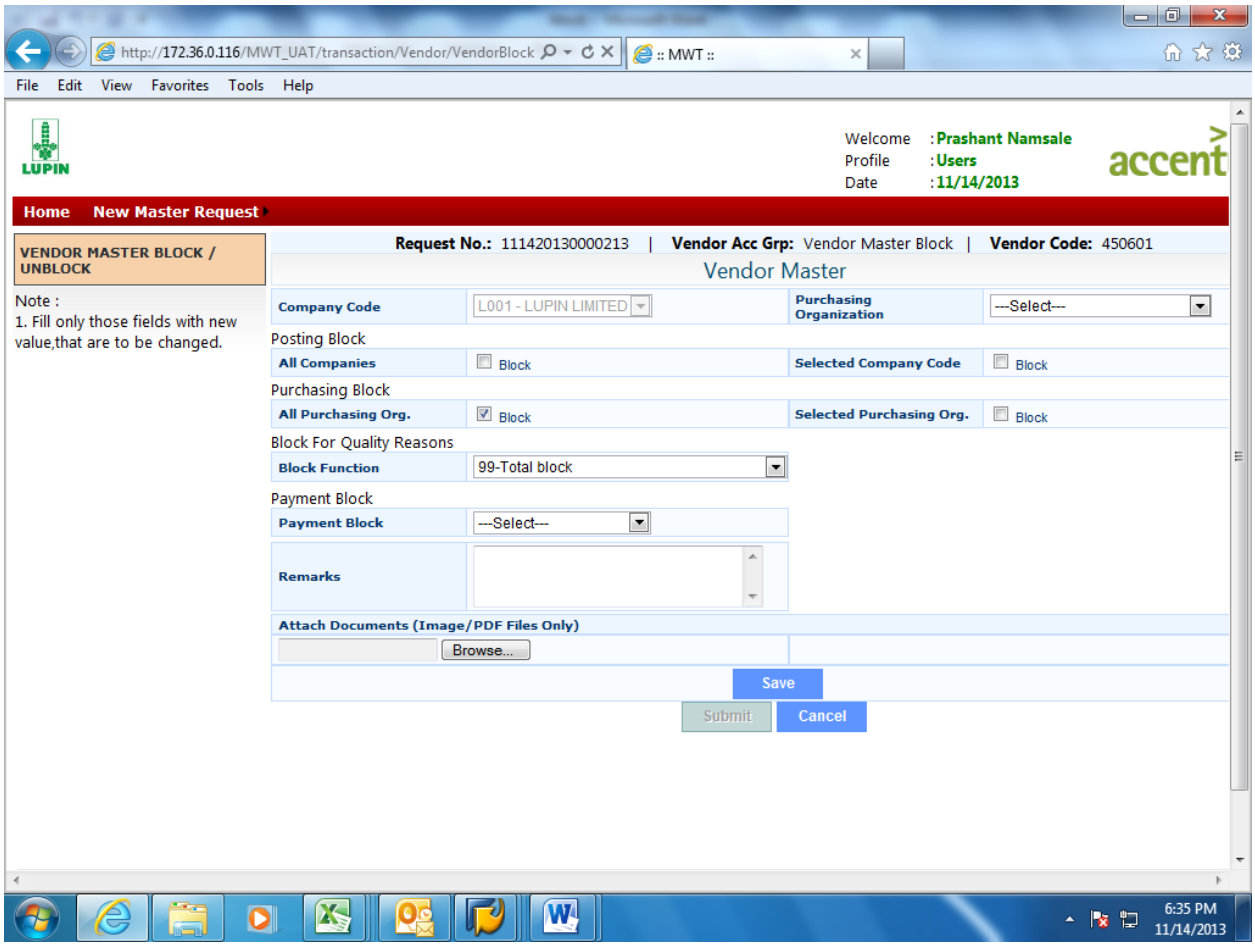
ii. Vendor Account Group Selection

- Please enter the SAP vendor Code
- On entering the SAP Vendor Code the Vendor Account group will be selected. (It will help us verify the Vendor to be changed)
- Enter the Vendor Name as mentioned in SAP.
- Click “Block” to proceed.



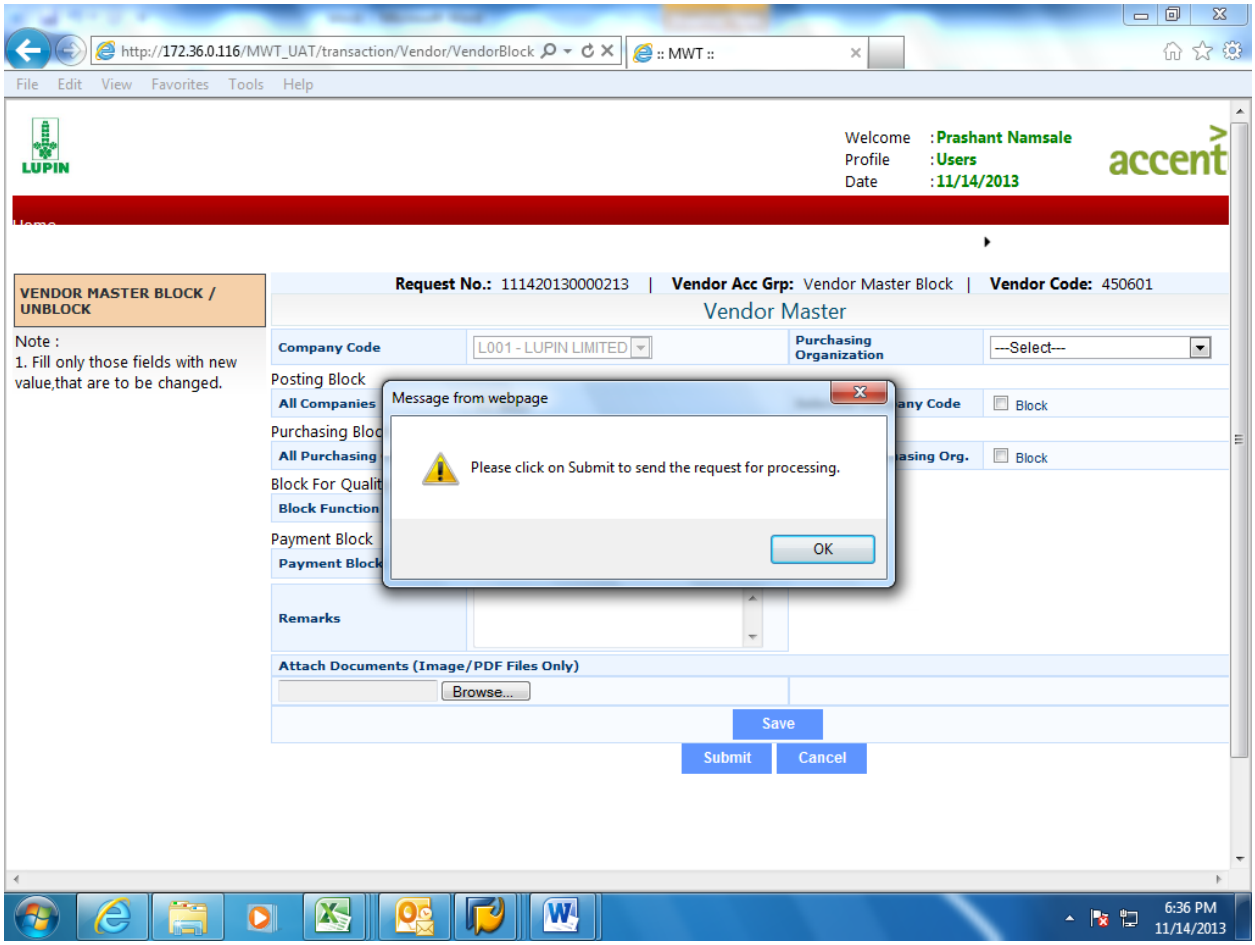
iii. Vendor Master Block Details

- Enter only that data that needs to be changed.
- Fill and save on the sections where changes are to be made.
- Click “Save” to save data.
- Upload supporting Documents if any

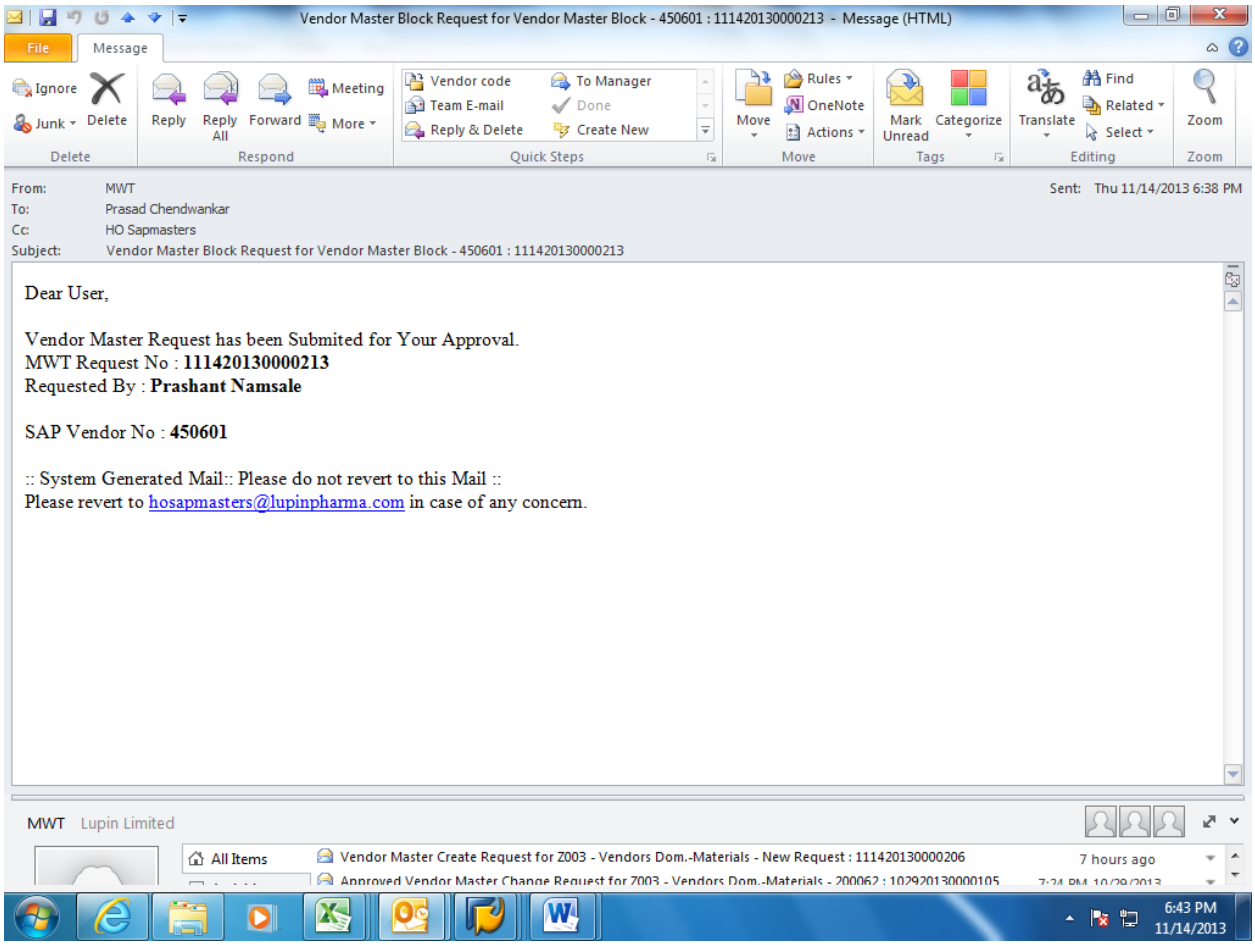


iv. Vendor Master Block Request Submit

- Once all the details have been filled and saved click on “Submit” to send the request for further processing.
- You can save even if you fill just the one field.



v. Vendor Master Change Mail Sample.



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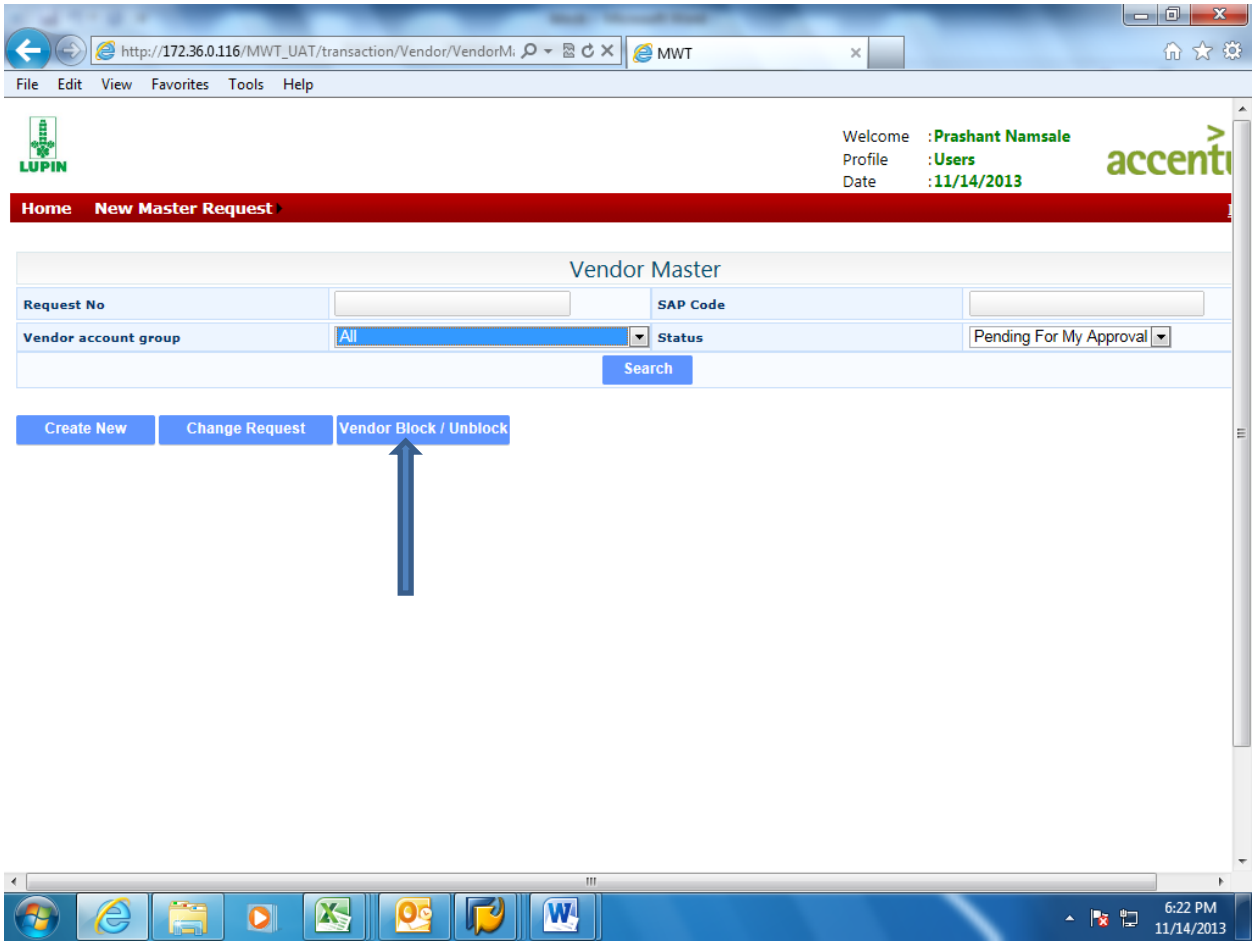
D. Vendor Master Unblock Request

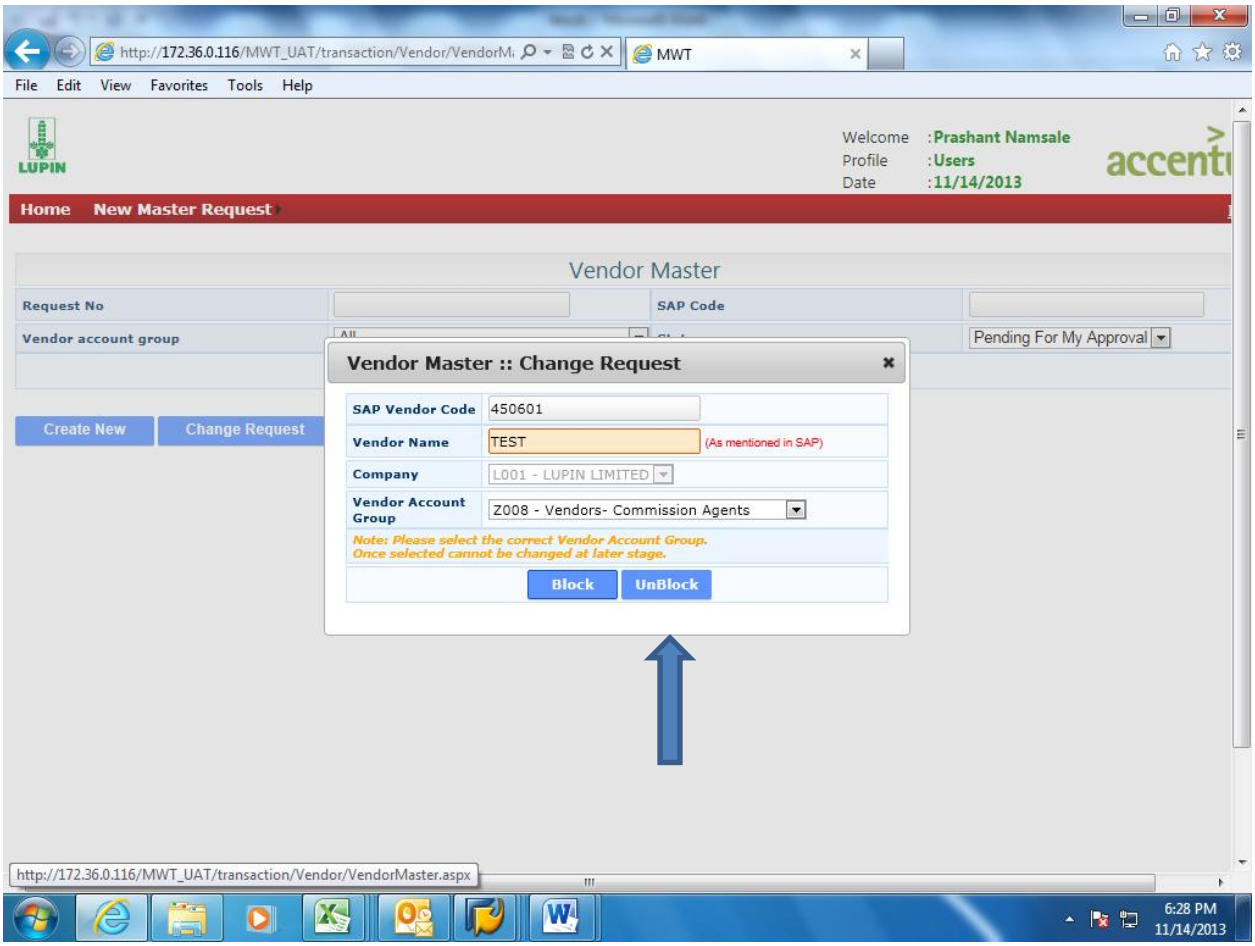
i. Initiation

– Click on “Vendor Block / Unblock” for initiation of the request.



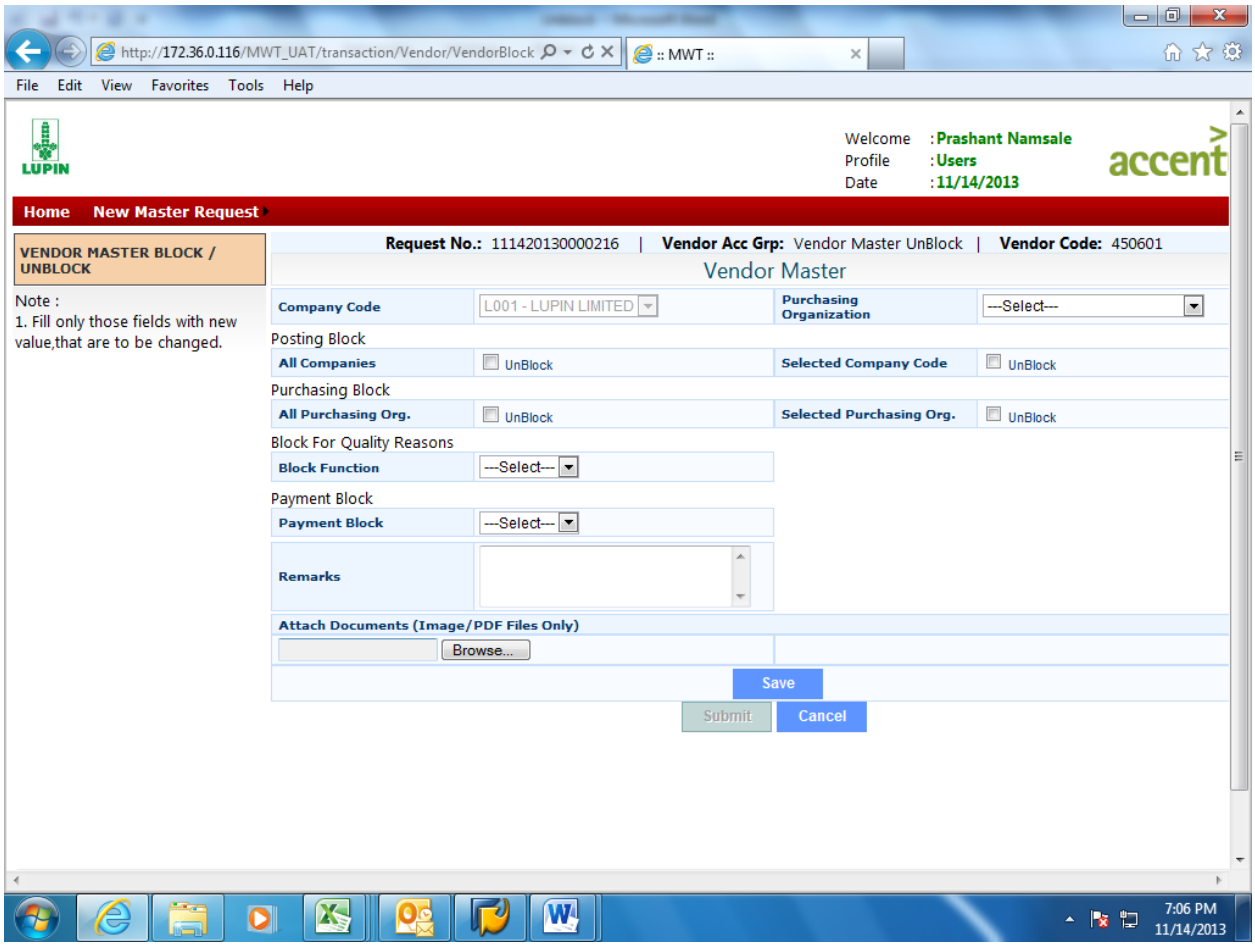
ii. Vendor Account Group Selection

- Please enter the SAP vendor Code
- On entering the SAP Vendor Code the Vendor Account group will be selected. (It will help us verify the Vendor to be changed)
- Enter the Vendor Name as mentioned in SAP.
- Click “Unblock” to proceed.



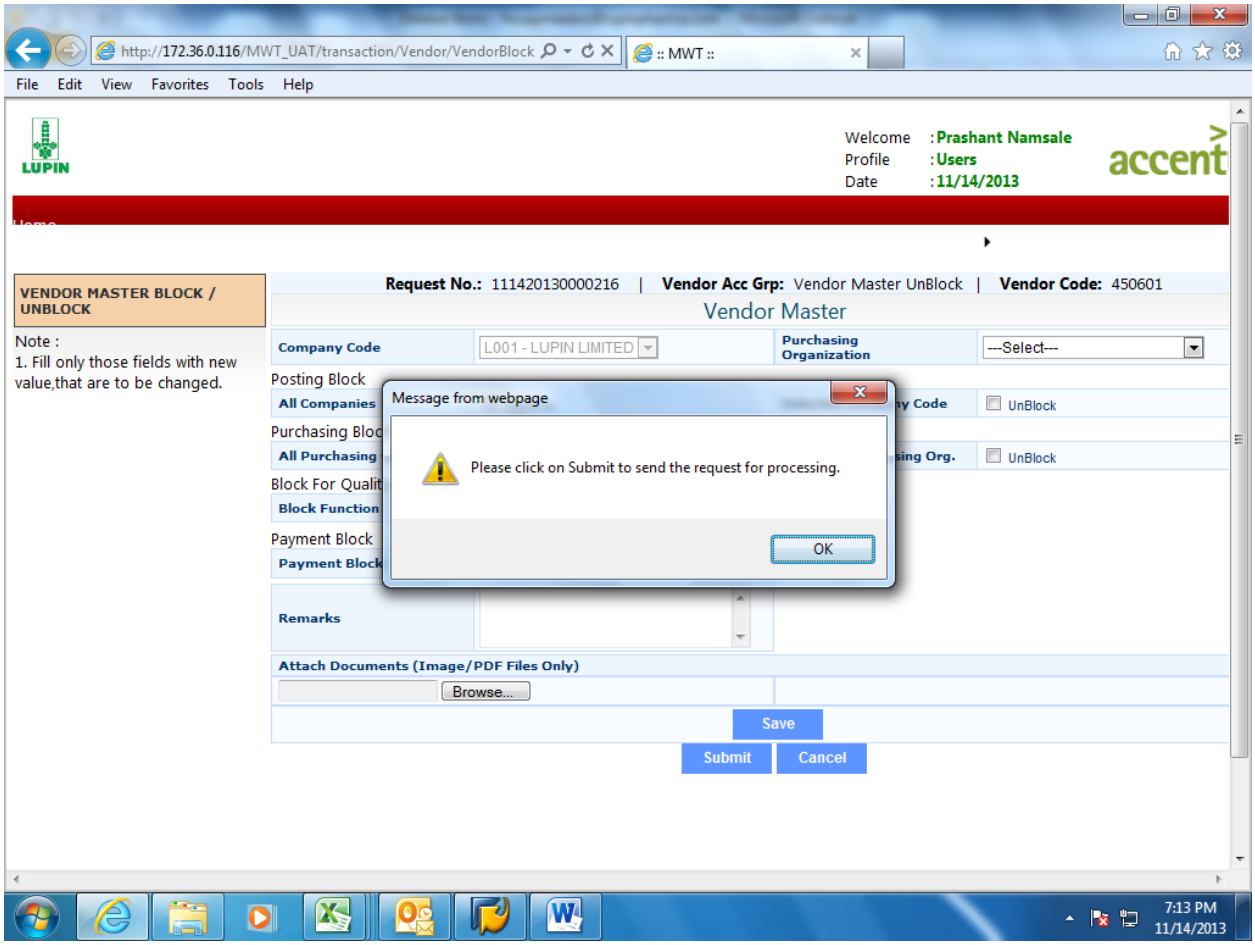
iii. Vendor Master Unblock Details

- Enter only that data that needs to be changed.
- Fill and save on the sections where changes are to be made.
- Click “Save” to save data.
- Upload supporting Documents if any



iv. Vendor Master Unblock Request Submit

- Once all the details have been filled and saved click on “Submit” to send the request for further processing.
- You can save even if you fill just the one field.



Thank You!