

User Manual

Bill upload on Vendor Portal

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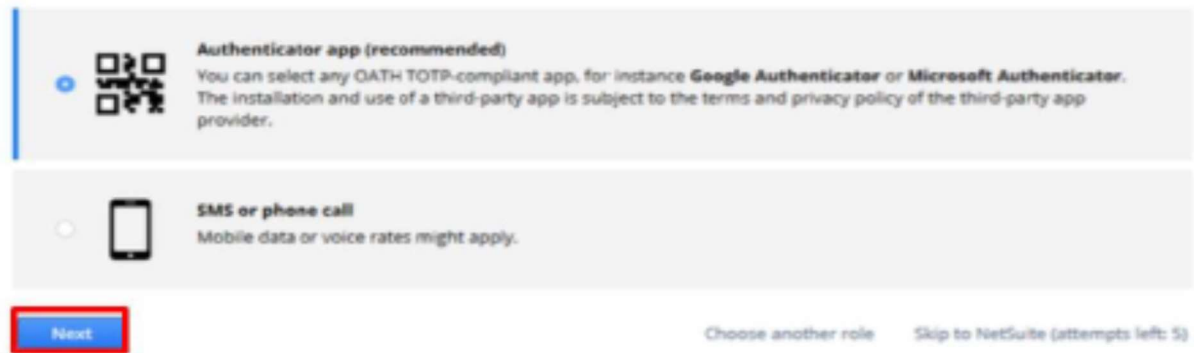
Overview: This user manual document provides the details of vendor portal bill upload process flow.

First Time Login & Set up:

1. Once Apexon provides the access to the vendor, vendor will receive an email with a Verification code.
2. Click on NetSuite Logo in bottom of the email, you will be redirected to NetSuite page and user will have to provide the verification code.

Your administrator requires two-factor authentication for increased security to access this role. Select one of the following options as your primary method of authentication.

1 of 2 Select your primary method of two-factor authentication



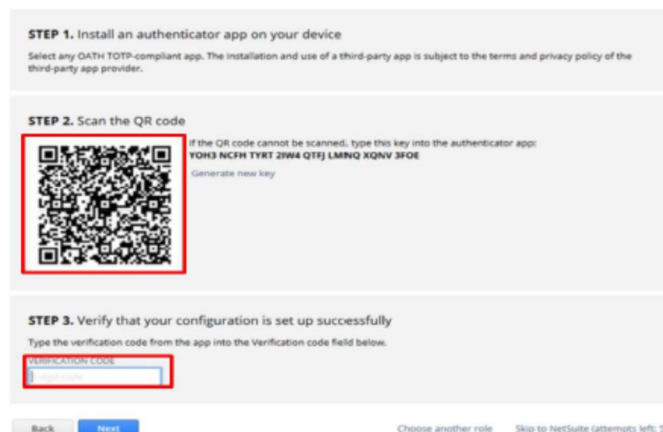
Authenticator app (recommended)
You can select any OATH TOTP-compliant app, for instance **Google Authenticator** or **Microsoft Authenticator**. The installation and use of a third-party app is subject to the terms and privacy policy of the third-party app provider.

SMS or phone call
Mobile data or voice rates might apply.

Next Choose another role Skip to NetSuite (attempts left: 5)

3. Click on Next button to setup the authenticator.
4. Open the authenticator app or install the authenticator app on your mobile.
5. Log in to the authenticator app, with the same email id that has received the login invite.
6. Click on add option in the authenticator app.

2 of 2 Set up your primary method of two-factor authentication



STEP 1. Install an authenticator app on your device
Select any OATH TOTP-compliant app. The installation and use of a third-party app is subject to the terms and privacy policy of the third-party app provider.

STEP 2. Scan the QR code
If the QR code cannot be scanned, type this key into the authenticator app:
YOH3 NCFH TYRT 2W44 QTEJ LMNQ XQNV 3FOE
Generate new key

STEP 3. Verify that your configuration is set up successfully
Type the verification code from the app into the Verification code field below.

VERIFICATION CODE

Back Next Choose another role Skip to NetSuite (attempts left: 5)

7. Scan the QR code with your authenticator app, user will get the verification code.

8. Provide the verification code on the NetSuite screen and click on Next button.

Security setup

Two-Factor Authentication

- Primary method
- Secondary method

Backup codes

Print a copy of these backup codes to use in a case your two-factor authentication methods are not accessible.
Keep these codes in a secure location at all times.

33622977	54155886
21116302	97300376
89673509	31623836
76688955	76747456
67315359	01605352

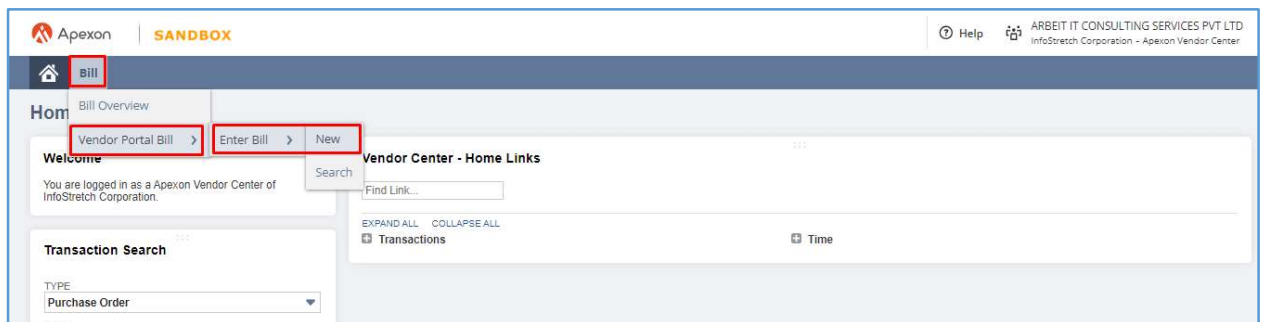
[Next](#) [Print](#)

NetSuite provides the backup code, print or screenshot this page for your reference, in case the authenticator doesn't work, then user can make use of these backup codes for login.

Note: Supported Authenticator Apps: Google authenticator, Microsoft authenticator

Process Flow: Create Vendor portal Bill:

- Navigate to Bill>Vendor Portal bill> Enter Bill> New.



User Manual Document

Apexon- Vendor Bill Record

Save

Cancel

List

Warning

Once you save the record, you will not allowed to edit the record.
Kindly verify the details before saving the record

Primary Information

☐ STANDALONE
☒ PO REFERENCE
VENDOR
ARBEIT IT CONSULTING SERVICES PVT

PO REFERENCE NUMBER *

<Type then tab>

INVOICE SUBMISSION DATE *

22/1/2024

VENDOR INVOICE DATE *

INVOICE NUMBER *

CURRENCY

SUBSIDIARY

RELATED BILL RECORD

<Type then tab>

SERVICE START DATE *

SERVICE END DATE *

REQUISITION CREATED BY

<Type then tab>

☐ INACTIVE

PO CREATED BY

<Type then tab>

REQUISITION REQUESTOR

<Type then tab>

☐ ISEXPENSES

VENDOR INSURANCE EXPIRY DATE

13/12/2023

☐ SUB CONTRACTOR
☐ REGULAR PURCHASES

NAME

To Be Generated

- Vendor: The vendor's name will be auto selected. This is your legal entity which shall be billing on Apexon
- PO reference: Vendors can create bills against PO only. This check box is already selected.
- PO Reference Number: Vendors must select the relevant PO against which the bill is being submitted from the dropdown list. (Vendors will be able to see all their open purchase orders.)
- Invoice submission date: This date will capture the current date by default. This is the date on which the Vendor submits the invoice.
- Vendor Invoice Date: Vendors must select their bill date. (The date of their invoice)
- Invoice number: Vendor must enter the bill number (This should be exactly as per the Invoice, CAPS / Smalls / Numerical/Characters & spaces included)
- Start Date: Vendors must enter the start date of the service / supply for this particular invoice.
- End Date: Vendors must enter the end date of the service / supply for this particular invoice.

Items

ITEM	DESCRIPTION	QUANTITY	RATE	AMOUNT

Add

Cancel

Remove

Expenses

ACCOUNT	DESCRIPTION	QUANTITY	RATE	AMOUNT
<Type then tab>				

Add

Cancel

Remove

Items: Once the PO reference is selected, all the PO lines will automatically be captured.

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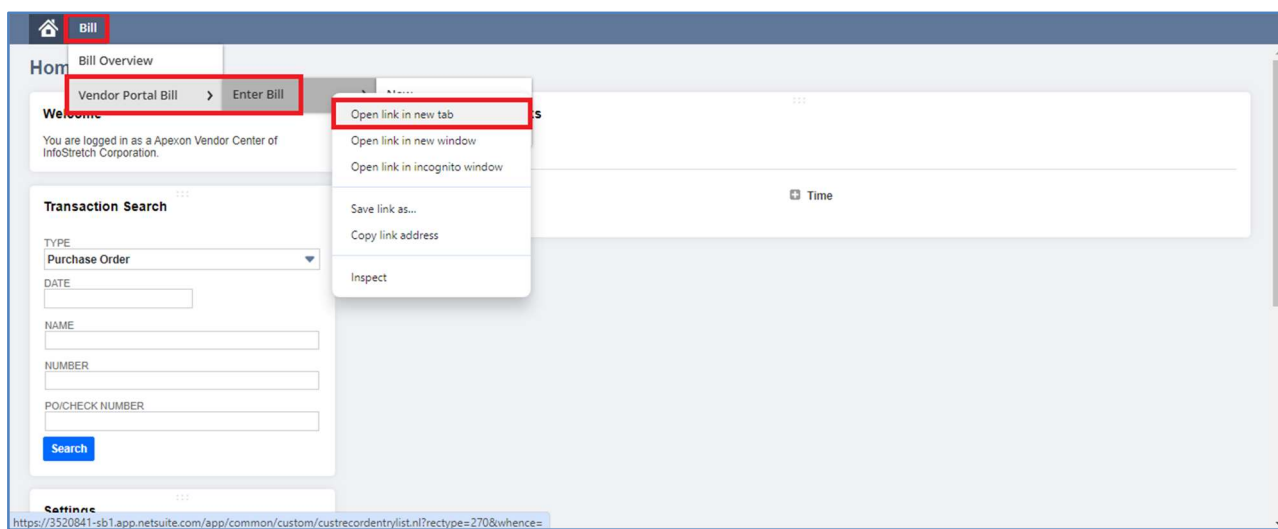
- Vendors must enter the quantity and the Item description as per the Invoice.
- Unit Rate & Amount will auto populate from respective purchase order.
- Click on save.



- Once the user saves the custom bill record, vendor must attach the files for the bill. (Please attach the invoice along with supporting document if any such as Delivery Challan, Service Report, Timesheets, SOWs etc
- Click on Submit.
- Once the bill is successfully submitted, you shall get an email confirmation on the registered mail id.

Vendor Bills Record List:

- To View Vendor bills submitted, navigate using the following path.
- Navigate to>Bill>Vendor bill portal>Enter Bill>Open link in new tab.



- Select the Apexon- vendor bill record in the view section.
- All vendor bills records are listed below.

Apexon- Vendor Bill Record List													
<div> <div>VIEW Apexon- Vendor Bill Record</div> <div>New Apexon- Vendor Bill Record</div> </div> <div>FILTERS</div> <div> <div>SHOW INACTIVES</div> <div>QUICK SORT Recently Created</div> <div>TOTAL: 116</div> </div>													
EDIT VIEW	STANDALONE	PO REFERENCE	PO REFERENCE NUMBER	INVOICE SUBMISSION DATE	INVOICE NUMBER	VENDOR	CURRENCY	SUBSIDIARY	RELATED BILL RECORD	APPROVAL STATUS	APPROVE	REJECT	
Edit View	No	Yes	Purchase Order #PO-ICPL-2890	16/1/2024	test_001812	ARBEIT IT CONSULTING SERVICES PVT LTD	INR	4. Infostretch Corporation-India	Bill #test_001812	Approved	Yes	No	
Edit View	No	Yes	Purchase Order #PO-ICPL-2890	16/1/2024	test_0018	ARBEIT IT CONSULTING SERVICES PVT LTD	INR	4. Infostretch Corporation-India	Bill #test_0018	Approved	Yes	No	
Edit View	No	Yes	Purchase Order #PO-ICPL-2890	16/1/2024	test_00180ve	ARBEIT IT CONSULTING SERVICES PVT LTD	INR	4. Infostretch Corporation-India	Bill #test_00180ve	Approved	Yes	No	
Edit View	No	Yes	Purchase Order #PO-ICPL-2891	16/1/2024	test_0018	ARBEIT IT CONSULTING SERVICES PVT LTD	INR	4. Infostretch Corporation-India	Bill #test_0018	Rejected	No	Yes	
Edit View	No	Yes	Purchase Order #PO-ICPL-2859	16/1/2024	test_0018	ARBEIT IT CONSULTING SERVICES PVT LTD	INR	4. Infostretch Corporation-India	Bill #test_0018	Approved	Yes	No	
Edit View	No	Yes	Purchase Order #PO-ICPL-2859	16/1/2024	test_0018078	ARBEIT IT CONSULTING SERVICES PVT LTD	INR	4. Infostretch Corporation-India	Bill #test_0018078	Approved	Yes	No	

Quick Sort Filter:

- Recently Created- If the user selects the recently created in quick sort filter, then user can see all recently created bills in list.
- Recently Modified- If the user selects the recently modified in quick sort filter, then user can see all recently modified bills in list.
- Recently Viewed- If user selects the recently viewed in quick sort filter, then user can see all recently viewed bills in list.

User Manual Document

Apexon- Vendor Bill Record List														List Search Audit Trail
VIEW Apexon- Vendor Bill Record New Apexon- Vendor Bill Record														
FILTERS														
SHOW INACTIVES														
										QUICK SORT		Recently Created		TOTAL: 116
												Recently Created		
												Recently Modified		
												Recently Viewed		
												Approved		
EDIT VIEW	STANDALONE	PO REFERENCE	PO REFERENCE NUMBER	INVOICE SUBMISSION DATE	INVOICE NUMBER	VENDOR	CURRENCY	SUBSIDIARY	RELATE	BILL RECORD		APPROVE	REJECT	
Edit View	No	Yes	Purchase Order #PO-ICPL-2860	16/1/2024	test_001812	ARBEIT IT CONSULTING SERVICES PVT LTD	INR	4. Infostretch Corporation-India	Bill #test_001812			Yes	No	
Edit View	No	Yes	Purchase Order #PO-ICPL-2860	16/1/2024	test_0018	ARBEIT IT CONSULTING SERVICES PVT LTD	INR	4. Infostretch Corporation-India	Bill #test_0018			Yes	No	
Edit View	No	Yes	Purchase Order #PO-ICPL-2860	16/1/2024	test_00180ve	ARBEIT IT CONSULTING SERVICES PVT LTD	INR	4. Infostretch Corporation-India	Bill #test_00180ve	Approved		Yes	No	
Edit View	No	Yes	Purchase Order #PO-ICPL-2861	16/1/2024	test_0018	ARBEIT IT CONSULTING SERVICES PVT LTD	INR	4. Infostretch Corporation-India	Bill #test_0018	Rejected		No	Yes	
Edit View	No	Yes	Purchase Order #PO-ICPL-2859	16/1/2024	test_0018	ARBEIT IT CONSULTING SERVICES PVT LTD	INR	4. Infostretch Corporation-India	Bill #test_0018	Approved		Yes	No	
Edit View	No	Yes	Purchase Order #PO-ICPL-2859	16/1/2024	test_0018078	ARBEIT IT CONSULTING SERVICES PVT LTD	INR	4. Infostretch Corporation-India	Bill #test_0018078	Approved		Yes	No	

Transaction History:

- To view the transaction history, click on transaction>transaction view history.
- In accounts payable report user can see all transactions.
- In the report user can also see the due date of each transaction and paid status.

Bill

Accounts Payable Register

Date	Account	Number	Vendor	Date Due	Billed	Paid	Balance
		Type	Account	Description			
4/1/2024	A/P Trade	SL800000977	ARBEIT IT CONSULTING SERVICES PVT LTD	3/2/2024	\$2.44		\$87.29
	Bill	- Split -					
15/1/2024	A/P Trade	test_001897	ARBEIT IT CONSULTING SERVICES PVT LTD	14/2/2024	\$103.53		(\$19.25)
	Bill	- Split -		Test transaction			
15/1/2024	A/P Trade	test_0018890	ARBEIT IT CONSULTING SERVICES PVT LTD	14/2/2024	\$27.61		(\$43.86)
	Bill	- Split -		Test transaction			
16/1/2024	A/P Trade	test_0018	ARBEIT IT CONSULTING SERVICES PVT LTD	15/2/2024	\$22.36		(\$66.22)
	Bill	- Split -		Test transaction			
16/1/2024	A/P Trade	test_001812	ARBEIT IT CONSULTING SERVICES PVT LTD	15/2/2024	\$0.69		(\$66.91)
	Bill	- Split -		Test transaction			
16/1/2024	A/P Trade	test_001912123	ARBEIT IT CONSULTING SERVICES PVT LTD	15/2/2024	\$22.36		(\$89.27)
	Bill	- Split -		Test transaction			

DATE (Custom)

FROM 1/1/2024

TO 31/3/2024

SUBSIDIARY CONTEXT

A. Infostretch Corporation (Consolidated)

1:LINE

SORT BY date, type, document

OPEN

Find...

Refresh

Current Ending Balance: (\$6,497.00)

DATE: (Custom) FROM: 1/1/2024 TO: 31/3/2024 SUBSIDIARY CONTEXT: A. Infostretch Corporation (Consolidated) Current Ending Balance: (\$6,467.00)

1-LINE SORT BY: date, type, document OPEN Find...

Refresh