

ADMIN USER MANUAL

**Federation of Indian Chambers of Commerce and
Industry, FICCI**

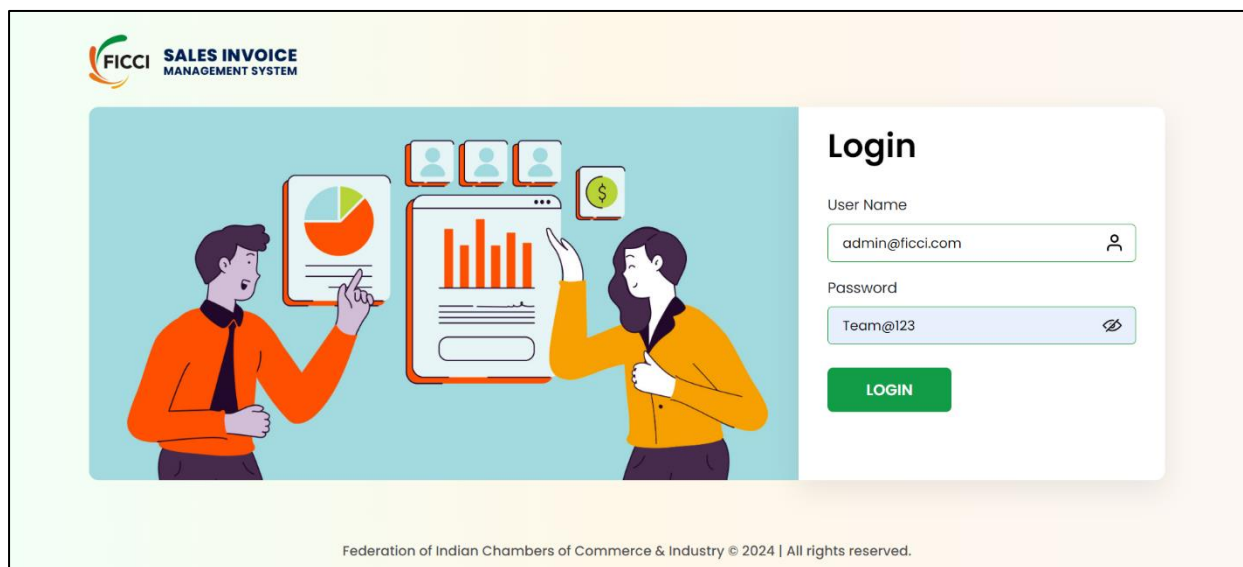


Login Page

Please Enter the URL Mentioned below in your web browsers such as Google Chrome, Microsoft Edge, or Firefox.

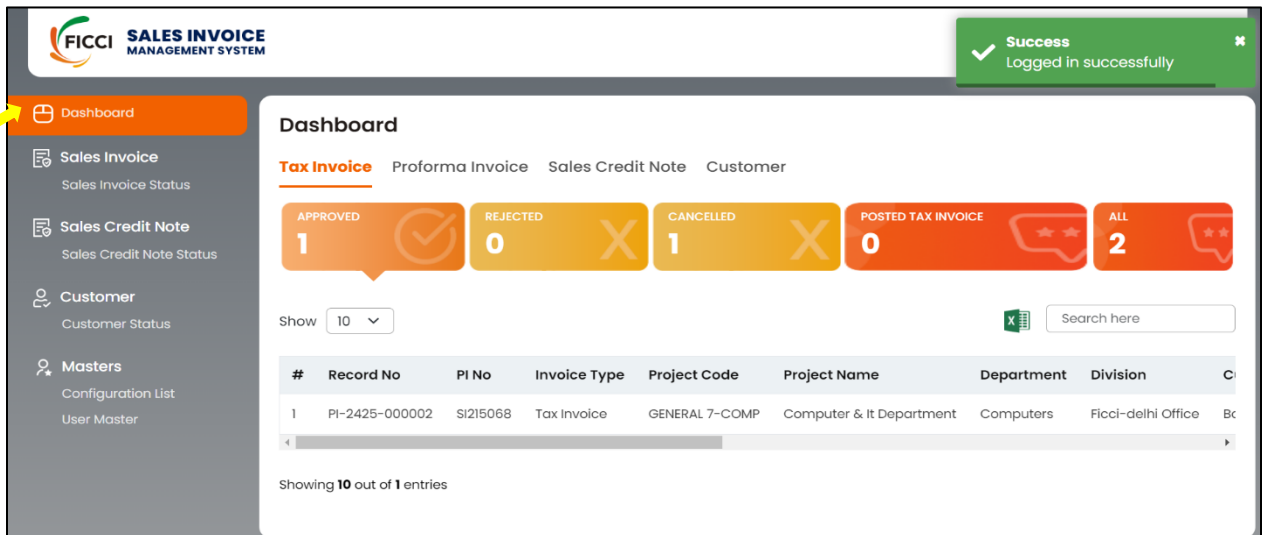
URL is <http://siportal.myassociates.org/login>

After Entering this URL, you will see the below page



- It is a login page in which you can enter your Username and Password to log in/gain access to the portal.
- After you log in, a pop-up message will appear that says "Success (Logged in Successfully)" and redirects to the Dashboard Page.

Dashboard



FICCI SALES INVOICE MANAGEMENT SYSTEM

Success
Logged in successfully

Dashboard

Tax Invoice Proforma Invoice Sales Credit Note Customer

APPROVED 1 REJECTED 0 CANCELLED 1 POSTED TAX INVOICE 0 ALL 2

Show 10

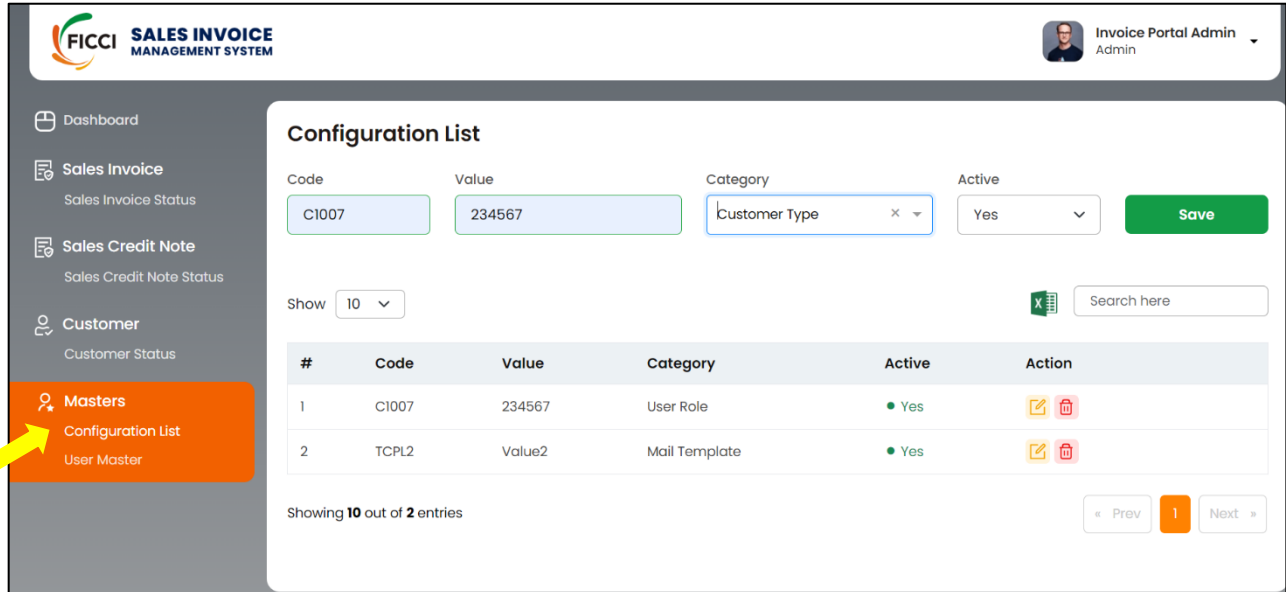
#	Record No	PI No	Invoice Type	Project Code	Project Name	Department	Division	C
1	PI-2425-000002	SI215068	Tax Invoice	GENERAL 7-COMP	Computer & It Department	Computers	Ficci-delhi Office	Bc

Showing 10 out of 1 entries





The user will be logged in successfully and will be redirected to the Dashboard where the user will be able to see the page with the description as shown in the above image.

Master

1. Configuration List

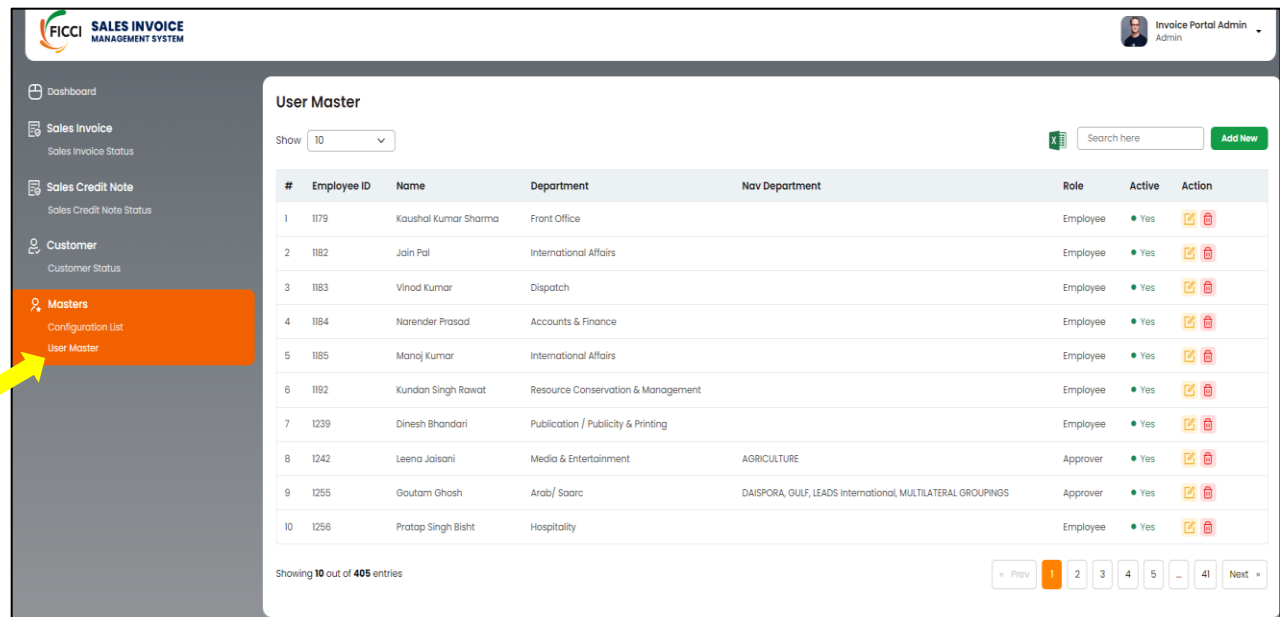


The screenshot shows the 'Configuration List' page in the FICCI Sales Invoice Management System. The sidebar on the left contains the following menu items: Dashboard, Sales Invoice (with sub-item Sales Invoice Status), Sales Credit Note (with sub-item Sales Credit Note Status), Customer (with sub-item Customer Status), and Masters (highlighted in orange with a yellow arrow pointing to it, containing sub-items Configuration List and User Master). The main content area is titled 'Configuration List' and features a form with fields for Code (C1007), Value (234567), Category (Customer Type), and Active (Yes). A green 'Save' button is located to the right of the form. Below the form, there is a 'Show' dropdown set to 10, an Excel icon, and a 'Search here' input field. A table displays the configuration list with columns: #, Code, Value, Category, Active, and Action. The table contains two entries: 1. Code: C1007, Value: 234567, Category: User Role, Active: Yes, Action: Edit/Delete. 2. Code: TCPL2, Value: Value2, Category: Mail Template, Active: Yes, Action: Edit/Delete. At the bottom, it says 'Showing 10 out of 2 entries' and has navigation buttons: « Prev, 1, Next ».

#	Code	Value	Category	Active	Action
1	C1007	234567	User Role	Yes	 
2	TCPL2	Value2	Mail Template	Yes	 

- To proceed, the user is required to enter both a Code and a corresponding Value.
- Users can select from a dropdown menu that includes options such as Customer Type, User Role, Mail Template, and Invoice Type.
- User can select 'Yes' or 'No' in the **Active option and save**.
- Users can search in the "Search here" section by entering various details.
- Users have the option to edit or delete the data in Action.
- To navigate to the next or previous page, click the buttons in the bottom right corner.

2. User Master























FICCI SALES INVOICE MANAGEMENT SYSTEM

Invoice Portal Admin Admin

User Master

Show 10

Search here Add New

#	Employee ID	Name	Department	Nav Department	Role	Active	Action
1	1179	Kaushal Kumar Sharma	Front Office		Employee	Yes	 
2	1182	Jain Pal	International Affairs		Employee	Yes	 
3	1183	Vinod Kumar	Dispatch		Employee	Yes	 
4	1184	Narender Prasad	Accounts & Finance		Employee	Yes	 
5	1185	Manoj Kumar	International Affairs		Employee	Yes	 
6	1192	Kundan Singh Rawat	Resource Conservation & Management		Employee	Yes	 
7	1239	Dinesh Bhandari	Publication / Publicity & Printing		Employee	Yes	 
8	1242	Leena Jaisani	Media & Entertainment	AGRICULTURE	Approver	Yes	 
9	1255	Goutam Ghosh	Arabi/ Saarc	DAISPORA, GULF, LEADS International, MULTILATERAL GROUPINGS	Approver	Yes	 
10	1256	Pratap Singh Bisht	Hospitality		Employee	Yes	 

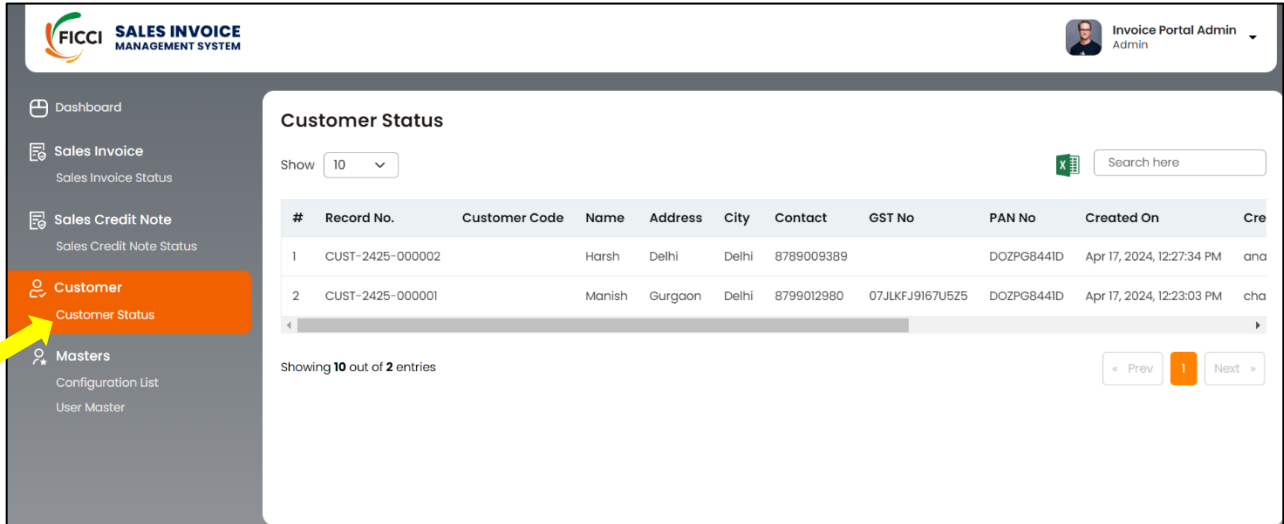
Showing 10 out of 405 entries

Prev 1 2 3 4 5 41 Next

- Users can use the "Search here" section by entering various details and Clicking on the Add New Button.
- The user can view up to a maximum of 100 records by clicking on the dropdown in the show option.
- To navigate to the next or previous page, click the buttons in the bottom right corner.
- Users have the option to edit or delete the data in Action.

Customer

Customer Status



The screenshot displays the 'Customer Status' page within the FICCI Sales Invoice Management System. The sidebar on the left contains the following menu items: Dashboard, Sales Invoice (with a sub-item Sales Invoice Status), Sales Credit Note (with a sub-item Sales Credit Note Status), **Customer** (highlighted with a yellow arrow), and Masters (with sub-items Configuration List and User Master). The main content area is titled 'Customer Status' and includes a 'Show' dropdown set to '10' and a search bar labeled 'Search here'. Below this is a table with the following columns: #, Record No., Customer Code, Name, Address, City, Contact, GST No., PAN No., Created On, and Cre. The table contains two entries:

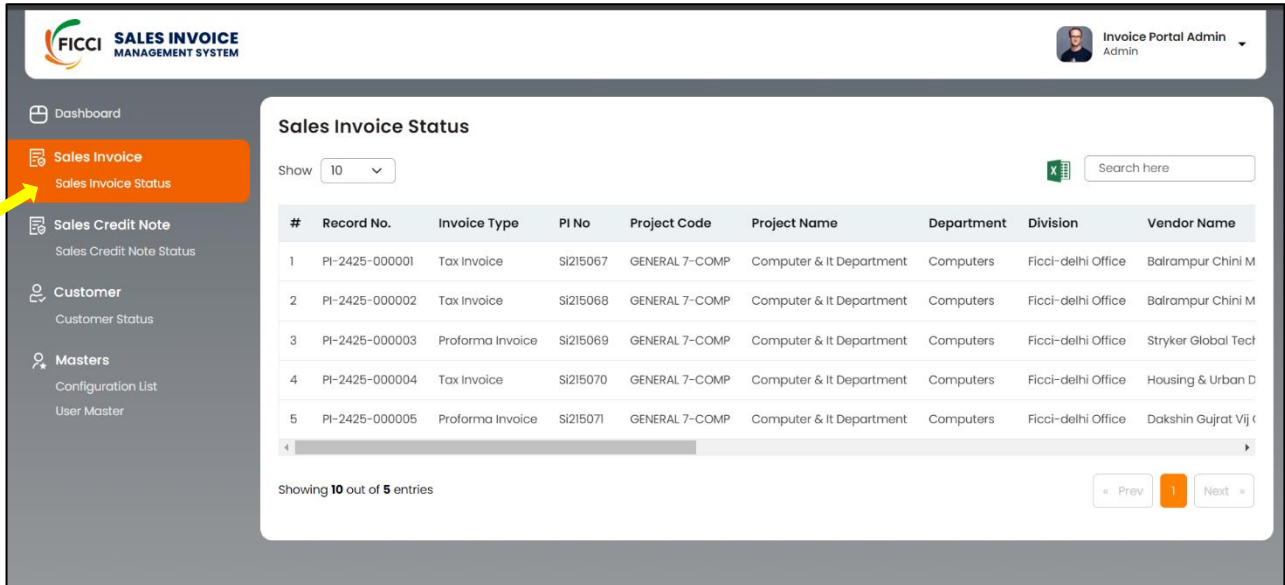
#	Record No.	Customer Code	Name	Address	City	Contact	GST No.	PAN No.	Created On	Cre
1	CUST-2425-000002		Harsh	Delhi	Delhi	8789009389		DOZPG844ID	Apr 17, 2024, 12:27:34 PM	ana
2	CUST-2425-000001		Manish	Gurgaon	Delhi	8799012980	07JUKFJ9167U5Z5	DOZPG844ID	Apr 17, 2024, 12:23:03 PM	cha

Below the table, it states 'Showing 10 out of 2 entries'. At the bottom right, there are navigation buttons: 'Prev', a highlighted orange button with a downward arrow, and 'Next'.

- Users can use the "Search here" section by entering various details except Record No.
- The user can view up to a maximum of 100 records by clicking on the dropdown in the show option.
- To navigate to the next or previous page, click the buttons in the bottom right corner.
- Users have the option to View the details in Action.

Sales Invoice

Sales Invoice Status



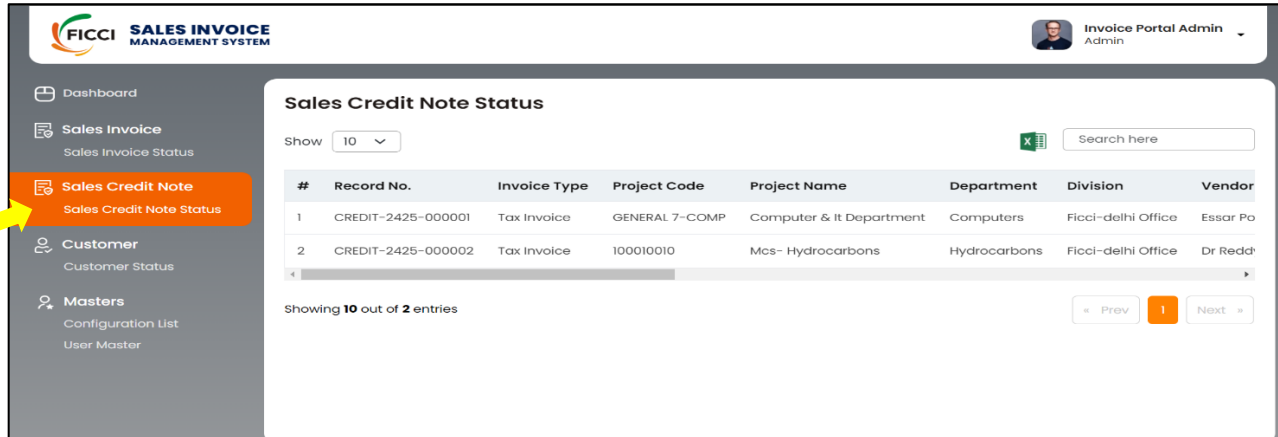
The screenshot displays the FICCI Sales Invoice Management System interface. The sidebar on the left contains the following menu items: Dashboard, Sales Invoice (highlighted with a yellow arrow), Sales Credit Note, Customer, and Masters. The main content area is titled 'Sales Invoice Status' and features a 'Show' dropdown set to '10' and a 'Search here' input field. Below these is a table with 5 entries, each containing a Record No., Invoice Type, PI No., Project Code, Project Name, Department, Division, and Vendor Name. At the bottom, it indicates 'Showing 10 out of 5 entries' and includes navigation buttons for 'Prev', '1', and 'Next'.

#	Record No.	Invoice Type	PI No	Project Code	Project Name	Department	Division	Vendor Name
1	PI-2425-000001	Tax Invoice	SI215067	GENERAL 7-COMP	Computer & It Department	Computers	Ficci-delhi Office	Balrampur Chini M
2	PI-2425-000002	Tax Invoice	SI215068	GENERAL 7-COMP	Computer & It Department	Computers	Ficci-delhi Office	Balrampur Chini M
3	PI-2425-000003	Proforma Invoice	SI215069	GENERAL 7-COMP	Computer & It Department	Computers	Ficci-delhi Office	Stryker Global Tec
4	PI-2425-000004	Tax Invoice	SI215070	GENERAL 7-COMP	Computer & It Department	Computers	Ficci-delhi Office	Housing & Urban D
5	PI-2425-000005	Proforma Invoice	SI215071	GENERAL 7-COMP	Computer & It Department	Computers	Ficci-delhi Office	Dakshin Gujrat Vij

- Users can use the "Search here" section by entering various details except Record No.
- The user can view up to a maximum of 100 records by clicking on the dropdown in the show option.
- To navigate to the next or previous page, click the buttons in the bottom right corner.
- Under the "Action" section, the user can only view the status.

Sales Credit Note

Sales Credit Note Status



The screenshot displays the FICCI Sales Invoice Management System interface. The left sidebar contains a menu with the following items: Dashboard, Sales Invoice (with a sub-item Sales Invoice Status), Sales Credit Note (highlighted with a yellow arrow and a sub-item Sales Credit Note Status), Customer (with a sub-item Customer Status), and Masters (with sub-items Configuration List and User Master). The main content area is titled 'Sales Credit Note Status' and features a 'Show' dropdown set to '10'. A search bar labeled 'Search here' is located in the top right of the main area. Below the search bar is a table with the following columns: #, Record No., Invoice Type, Project Code, Project Name, Department, Division, and Vendor. The table contains two entries:

#	Record No.	Invoice Type	Project Code	Project Name	Department	Division	Vendor
1	CREDIT-2425-000001	Tax Invoice	GENERAL 7-COMP	Computer & It Department	Computers	Ficci-delhi Office	Essar Po
2	CREDIT-2425-000002	Tax Invoice	100010010	Mcs- Hydrocarbons	Hydrocarbons	Ficci-delhi Office	Dr Redd

Below the table, it indicates 'Showing 10 out of 2 entries'. Navigation buttons for 'Prev', '1' (current page), and 'Next' are located at the bottom right of the table area.

- Users can search for a customer in the "Search here" section by entering various details, except No.
- The user can view up to 100 records by clicking on the dropdown in the show option.
- To navigate to the next or previous page, click the buttons in the bottom right corner.
- Under the "Action" section, the user can only view the status.

Thank You