1. Admin:-

**Admin Login/ Forgot Password**

* 1. Dashboard

**All Customer/Vendor View/Filter/Download/mail/Status of Every Vendor & Customer (Approved/ Pending/Reject) with Remarks**

* 1. User/initiator/ Legal/Finance/IT ADD , Edit

**Add User,Initiator,Legal,Finance,IT and Maintain Hierarchy of Every Level and Download in Excel Report**

* 1. List of Requested Vendor / Customer

**Vendor/Customer Registration Status complete or not complete status**

1. User/Initiator:-

**User/Initiator Login/ Forgot Password**

* 1. DashBoard

**Requested Vendor & Customer Submitted Form View /Print/Download and Approved and Reject With Remarks(if rejected that case mail goes to vendor/customer with remarks and send URL to vendor / customer for changes)/(if ok then approved and mail send to Next approver and Vendor / Customer also**

* 1. Request for New Vendor & Existing Vendor/ New Customer

**Request for New vendor basis on Name & Vendor Mail basis (Update information of existing vendor basis on Vendor code & Name.(Need to select in DDL(New /Existing). If existing Vendor that case only address & Bank Details Changed.**

1. New Vendor /Customer open URL & Verify by OTP .
2. Successfully verify then registered form and attached all required Documents
3. Document attached basis on flag yes/no in front of input field like: Pan Card yes/No-Input PanNo. And attached document also
4. Address Maintain Like all Other Form’s Like:- Country basis sate/Statecode/district auto fill and other address put by Vendor/Customer.
5. Submit .
6. Initiator Check the information , approved /Rejected with Remarks
7. In case of rejected then mail send to vendor/Customer with remarks
8. In case of approved then mail send to next approver & Vendor/Customer also
9. Initiator View/filter/print/download/and seen status of approver till final approver.
10. Existing Vendor case mail URL send basis on Vendor Code & Name other process same only Note:- Legal approver skip in case of existing vendor.

|  |
| --- |
| 1. Initiator Next Approvers HOD Legal Finance IT (Hierarchy approver stage)   1.User :  1.1.Initiator. - Hod with Next approver  1.2.Admin  2.Legal.[CIN Number exist that case approved other cases skip]  2.1. user  3.Finance.  3.1.User.  4.IT Final Approver  4.1 User. |
|  |
|  |

1. **Next approver Multilevel like :-initiator /initiator HOD**
   1. **View/Approved /Reject/Print /Download**
2. Legal Approver
   * 1. in case of vendor and Customer CIN number exist other cases skip
     2. Existing vendor case also legal approver skip.
3. Finance Approver
   1. Finance approver View/filter/Approved Rejected/Print/Download/Report Download[All Vendors/Customers]
   2. Finance Approver time some selection facility from master data Like:
4. Terms Code Select in Drop Down
5. Bank Code Select in Drop down
6. Bank Branch in DDL
7. Payment Type in DDL
8. TaxCode in DDL
9. Payment Terms in DDL
10. IT Approver is Last Approver
    1. IT approver View/filter/Approved Rejected/Print/Download/Report Download[ all Vendors /Customers]
    2. IT Approver time some selection facility from master data Like:
11. Company Code Current Time Fixed [10]
12. Vendor Type in DDL
13. Document Prefix DDL

Finally Data Goes LX.

Note:- Customer case only New Registration But Initiator Screen Have Some Extra Information Like Type of Customer(Dealers) Hold Also.

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of dealers** | Main | SPD | Security |
| Domestic | Yes | Yes | Yes |
| ASSC | Yes |  | Yes |
| Scrap | Yes |  | Yes |