

# NVS Vendor Portal - Access & Features Guide

## 1. Demo Credentials

| User Role       | Email              | Password   |
|-----------------|--------------------|------------|
| Superadmin      | superadmin@nvs.com | super123   |
| Finance Admin   | admin@nvs.com      | admin123   |
| Finance Manager | finance@nvs.com    | finance123 |
| Vendor User     | vendor@nvs.com     | vendor123  |

### SUPERADMIN - System Owner

Credentials: Email: superadmin@nvs.com | Password: super123

- Full System Access & Global Navbar visibility.
- API Gateway Management (Cashfree, SMS, Email).
- Workflow Rule Definition (Category-to-Levels mapping).
- Notification Template Editor (HTML Email & SMS).
- Audit Logs & Executive PDF performance reporting.

### FINANCE ADMIN - Operational Lead

Credentials: Email: admin@nvs.com | Password: admin123

- Vendor Master Management & KYC approval.
- PAN, GSTIN, and Bank Detail automated verification.
- Approval Queue Overrides and Discrepancy resolution.
- Initiating Support Chat with Vendors.
- Excel/CSV Data Export for processing volume.

### FINANCE MANAGER - Reviewer

Credentials: Email: finance@nvs.com | Password: finance123

- Invoice Review & Multi-level approval progression.

- Invoice Categorization (Basic/Maintenance/Premium).
- OCR Accuracy Auditing & Line-item validation.
- Ledger Suggestion selection for Tally integration.
- Tally XML/Excel Sync export for ERP posting.

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## VENDOR - Service Provider

**Credentials:** Email: `vendor@nvs.com` | Password: `vendor123`

- Self-Service KYC data submission (Bank/Tax).
- Digital & Handwritten Invoice OCR Upload.
- Real-time Tracking of payment progression levels.
- Direct Messaging with Finance Admin for queries.
- Final Payment Receipt & Statement download.

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## 3. Core System Functions

- >> Dynamic Workflow: Auto-escalates approval levels based on Invoice Category.
- >> Precision OCR: Extracts header and table data with ledger suggestions for Tally.
- >> KYC Gateways: Real-time verification of PAN, GSTIN, and Bank Accounts via Cashfree.
- >> Live Communication: Integrated Chat with browser notification popups.
- >> Universal Reporting: Instant export to Excel, CSV, and PDF formats.

## 4. Quick FAQ Summary

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|------------------------------|---|
| <b>Q: Supported Formats?</b> | A: PDF, JPG, PNG (Digital & Handwritten).               |
| <b>Q: OCR Accuracy?</b>      | A: Over 98% with Confidence Score tracking.             |
| <b>Q: KYC Mandatory?</b>     | A: Yes, required for secure and compliant payouts.      |
| <b>Q: Help?</b>              | A: Use the Live Chat widget in the bottom right corner. |