

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

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